

## REPLYPOLL® USER'S GUIDE

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## REPLYPOLL® USER'S GUIDE

### Introduction

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ReplyPoll® is a special Add-In for PowerPoint® that will allow you to conduct a poll using Fleetwood Reply® Standard/Export and EZ systems without any programming whatsoever. In fact, you don't even have to insert the poll result chart in your slide. ReplyPoll will insert the result chart (native PowerPoint chart) right there in your slide and allow you to change the colors, the type, and any other settings for your chart as you would with any PowerPoint chart.

ReplyPoll is very simple to set up and use, and you need not have Reply® hardware connected to your computer. But if you plan on doing any testing you must have Reply hardware connected and powered-up.

### System Requirements

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ReplyPoll requires Windows 2000 and Office 2000 or better. It does not support Windows 98, Windows ME, or Office 97.

### Installation

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To begin using ReplyPoll you must first install it from the installation CD or from the download setup program and then add the ReplyPoll Add-In to your PowerPoint environment.

**Step 1.** Insert the installation CD and find the setup program and double-click it. It will take you through the setup process. If you are installing from a download, locate the setup program and double-click it. It will take you through the setup process.

**Step 2.** After Step 1 is complete, the setup program will have created a program folder called CP Wireless ReplyPoll in your Program Files folder, if you allowed setup to install by default. If you specified a custom program folder name then you will need to locate that program folder.

In the CP Wireless ReplyPoll program folder is a file called ReplyPoll.ppa. This is the ReplyPoll Add-In file.

To install the Add-In, open PowerPoint, go to the Tools menu and select Add-Ins. From the Add-Ins dialog select Add New and then locate the ReplyPoll.ppa file in Program Files/CP Wireless ReplyPoll and select it. PowerPoint will then prompt you to enable macros. You must enable macros in order to install ReplyPoll.

After you add the ReplyPoll Add-In, the menu item CP Wireless ReplyPoll will appear in your PowerPoint Tools menu. At this point you are done with installation.

## Installation (continued)

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When you first use the CP Wireless ReplyPoll menu command it will prompt you for your ReplyPoll serial number. To enter your serial number, create a new presentation and add a slide to it and then select CP Wireless ReplyPoll. You can enter either the trial serial number for the trial version which is DEMO-DEMO-DEMO-DEMO or the serial number provided to you by CP Wireless. The trial version of ReplyPoll is limited and will only allow you to use a maximum handset range of 5. You must purchase the full version if you want to use more handsets.

You can upgrade the trial version of ReplyPoll by obtaining a serial number from CP Wireless and then pressing the Upgrade button found in the ReplyPoll hardware properties. When you enter a serial number for the full version it will become activated immediately.

## Getting Started

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Is it very easy to get started using ReplyPoll. In the most general case, the first thing you will want to do is create a presentation containing one or more question slides for your poll. Make note that you can use any presentation with ReplyPoll.

Here are the steps required to add a ReplyPoll to a PowerPoint slide.

**Step 1.** Create or open a presentation that has at least one slide.

**Step 2.** Select the CP Wireless ReplyPoll command appearing the PowerPoint Tools menu.  
ReplyPoll will create a default result chart and handset count indicator on your slide.

**Step 3.** Specify the Hardware properties for your poll.

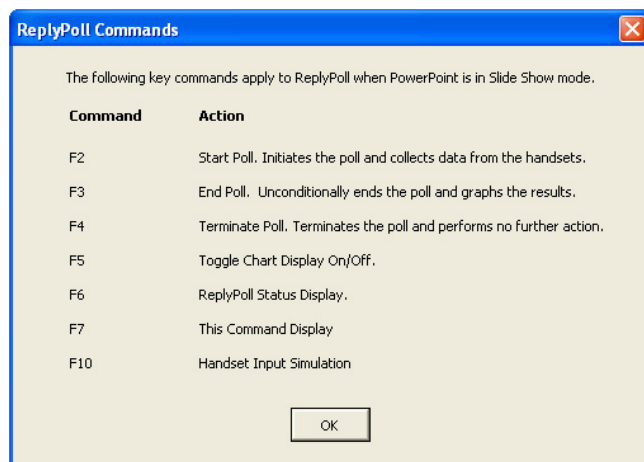
**Step 4.** Specify the Question properties for your poll.

**Step 5.** Specify the Chart properties for your poll.

## CONDUCTING A POLL

If you have specified the properties of your poll, you should be ready to conduct a poll, but first please note the ReplyPoll key commands shown below. These key commands apply to ReplyPoll when PowerPoint is running in slide show mode only. You should make a print of these commands for easy reference.

To start your poll have your Reply hardware connected and powered up and then switch PowerPoint to slide show mode on the slide to which you added a ReplyPoll.



## CONDUCTING A POLL (CONTINUED)

In slide show mode, press the F2 key and your poll will commence. If there is an error with Reply hardware you will be notified of it. At this time enter some handset data into the handsets. If you chose to display the handset count indicator you will see the handset count reflect the number of handsets that have sent data. If you specified a timed question and specified the countdown timer display, you will see the countdown timer begin to decrement.

You should practice this routine of polling a single slide before you make a multiple slide presentation containing ReplyPoll. You should become more familiar with the Chart properties before you start using ReplyPoll seriously.

Depending on what Chart properties you chose, your result chart will display. However, at any time you can press the F3 key to collect handset data and display the results.

## ReplyPoll Property Settings

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### HARDWARE PROPERTIES

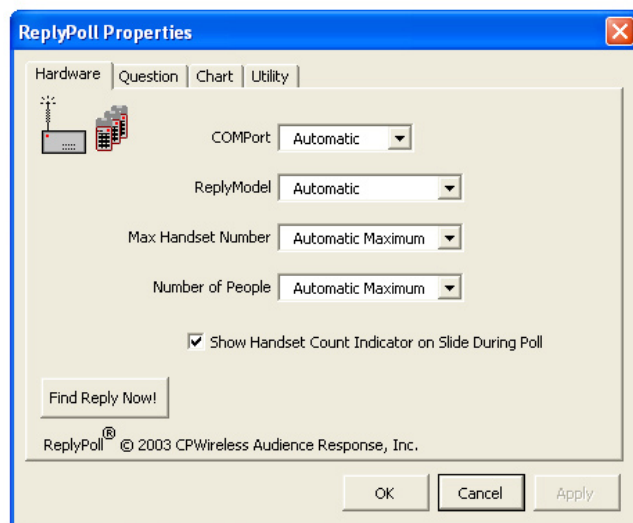
#### COMPort

The COMPort identifies the serial port on which your Reply hardware is connected. ReplyPoll offers the following settings for COMPort:

**Automatic** – ReplyPoll will automatically find Reply hardware on your computer.

**COM1 through COM8** – ReplyPoll will explicitly use the port you specify.

If you are uncertain about your serial port, use the Automatic setting for compatibility.



#### Reply Model

The Reply Model identifies the model of Reply connected to your serial port. ReplyPoll offers the following settings for Reply Model:

**Automatic** – ReplyPoll will determine the model of Reply for you automatically.

**Standard** – Reply Standard hardware with maximum handsets up to 250.

**Export** – Reply Export hardware with maximum handsets up to 650.

**EZ** – Reply EZ hardware with maximum handsets up to 50.

### Reply Model (Continued)

If you plan to use more than 250 handsets and have the Reply Export hardware, you will need to explicitly set your Reply model to Export.

### Maximum Handset Number

The Maximum Handset Number identifies the maximum handset number (or address) in your group of Reply handsets. This number should be the highest handset number in the group of handsets you plan to use in your poll. You can use the Automatic Maximum setting to avoid setting this number and simply use the entire range of your Reply model.

### Number of People

The Number of People identifies the number of people you plan to have in your poll. If you set this number, you have the option of having the result chart display automatically, as soon as all the people have voted. Using the Automatic Maximum setting for the Number of People requires you to manually end the poll to obtain a result chart.

### Find Reply Now!

The Find Reply Now! command button allows you to test for Reply hardware on your computer.

## QUESTION PROPERTIES

### Answer Choices

This number specifies how many answer choices you offer for your question. It can be Yes/No, A–E, or 1–10, and combinations of letters and numbers.

### Allow Change Answer

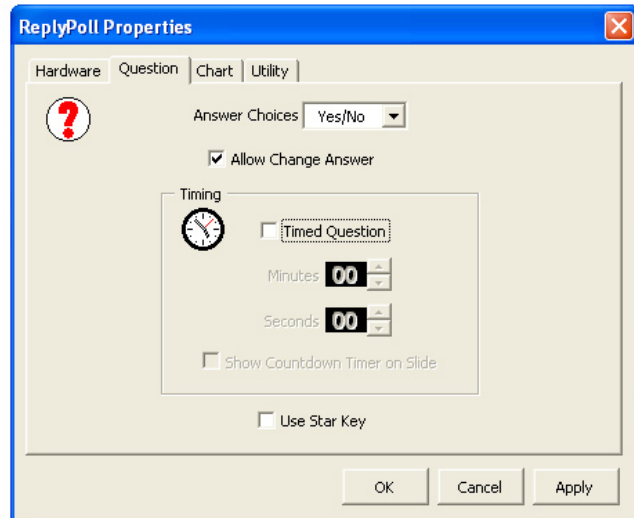
If you want to let your participants change their answer, use this setting. This setting is enabled by default. If you do not use this option, only one response will be accepted from each handset.

### Timed Question

Use this setting, if you want to have a timed question. You can specify a question timing up to 1 hour (60 minutes). Make note that a timed question is special in the sense that when the countdown time runs out, the result chart will automatically display and end your poll.

### Minutes and Seconds

Use these settings to specify the timing your question. You can have up to a one minute (60 seconds) timed question. The least time you can give a timed question is one second.



## QUESTION PROPERTIES (CONTINUED)

### Show Countdown Timer On Slide

Use this setting, if you want to have the countdown time indicator display on your question slide during the poll.

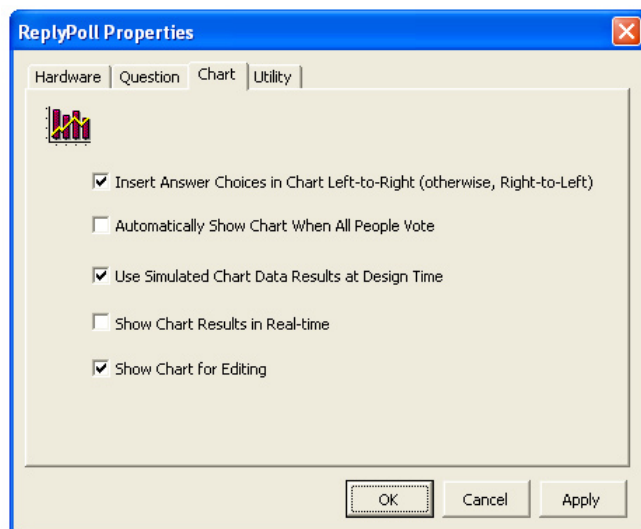
### Use Star Key

Use this setting, if you want to use the star key for something special. For example, the star key can be used to allow participants to abstain from a question. When the star key setting is used, the results for it are included in the result chart as the last point in the data series. If you cannot get the star key to function on your handsets, please contact Fleetwood for programming instructions.

## CHART PROPERTIES

### Insert Answer Choices in Chart Left-to-Right (otherwise, Right-to-Left)

This feature allows for the insert of the answer choices in the chart data series from left-to-right or right-to-left (if you disable the feature). By default, with vertical bar charts, you want to use the left-to-right setting so the answer choices will appear normally as left-to-right. With horizontal bar charts you will want to disable this feature so that the answer choices are put in the chart data series from right-to-left. Right-to-left also corresponds to top-to-bottom in horizontal bar chart. If you are using a legend in your charts, this setting will also reverse the legend, for example, with a pie chart. You will want to experiment with this setting to get the feel for the way it affects your result chart.



### Automatically Show Chart When All People Vote

Use this feature if you want the result chart to automatically display when all the people have voted. Make note that if the question is timed the result chart is automatically displayed when the countdown time runs out. Therefore, using this feature will not affect the result chart display for a timed question.

Also, be advised that if you have the Automatic Maximum setting specified for your Number of People setting in Hardware Properties, this feature will become deactivated.

### Use Simulated Chart Data Results at Design Time

Use this setting if you want to have random data inserted in the data series at design time. Otherwise, zero data is placed in the data series result chart. Note that each time you change the property settings, the chart will also change, if you have this feature enabled. Note that no simulated results are generated for the star key, in case you plan to use the star key.

### Show Chart Results in Real-time

Use this option if you want to see the result data arrive in real-time from the handsets. If you use this option, it will automatically enable the option Show Chart for Editing, since your chart will be displayed during the poll.

### Show Chart for Editing

In most cases you will not want your result chart to be showing during the poll unless you want to see the results in real-time. If the result chart is hidden on the slide, then there is no way to select it for editing with PowerPoint. This feature will allow the result chart to be displayed for editing purposes. When you have finished editing your chart, and if you want the chart to be hidden during the poll, come back to this setting and disable it so that the chart will remain hidden until the results are ready for display.

## UTILITY PROPERTIES

### Remove ReplyPoll from this slide

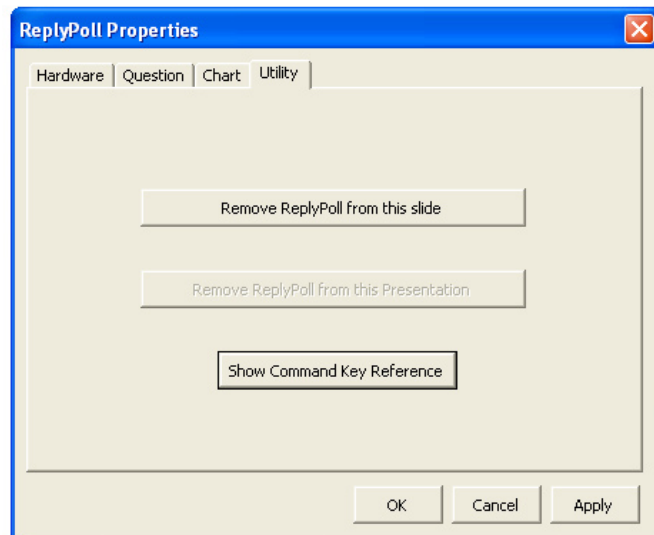
This command will remove ReplyPoll from the current slide.

### Remove ReplyPoll from this Presentation

This command will remove ReplyPoll from the entire presentation. Caution should be exercised when using this feature as it may be impossible to undo the removal of ReplyPoll from the presentation.

### Show Command Key Reference

This command will display the Reply-Poll command key reference.



## Special Topics

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### ADDING A REPLY POLL TO A SLIDE

When you select CP Wireless ReplyPoll in the PowerPoint Tools menu, you will be prompted as to whether you want to add a ReplyPoll to the current slide.

If you are sure you want to add a ReplyPoll to a slide, you can hold down the Shift key at the very instant you select CP Wireless ReplyPoll in the PowerPoint Tools menu and you will not be prompted, thereby skipping the question prompt.

### HANDSET COUNT INDICATOR

The purpose of the handset count indicator is to tell you how many handsets have sent data. The handset count indicator is inserted on your question slide automatically by default, when you invoke ReplyPoll for a certain slide. You can choose not to have a handset count indicator on your slide by changing this setting in the Hardware properties.

If you accidentally delete the handset count indicator from your slide, ReplyPoll will replace it with another one when it is invoked for that slide, providing that you have chosen to have it displayed.

Also, you can change the look of the handset count indicator at any time. You may wish to change the text color, text font, or background color for your poll. You may also move the indicator to another location on your slide. ReplyPoll will not modify the indicator after it is initially created.

Finally, it is recommended that you have the handset indicator present on your poll slides so that you will always know that something is happening with the poll; although you can press F6 to see the status of ReplyPoll, it will not tell you the count of handset that have sent data.

### COUNTDOWN TIME INDICATOR

The purpose of the countdown timer is to display the countdown time if your question is timed. If your question is timed, you can choose to have the countdown time indicator inserted on your slide by ReplyPoll by enabling it in the Question properties.

If you accidentally delete the countdown time indicator, ReplyPoll will replace it with another one when it is invoked for that slide.

Also, you can change the look of the countdown time indicator at any time. You may wish to change the text color, text font, or background color for your poll. You may also wish to move the countdown time indicator to another location on your slide. ReplyPoll will not modify the indicator after it is initially created.

## RESULT CHART

The purpose of the result chart is to display the poll results. The result chart is created and inserted on your slide automatically by ReplyPoll, when you first add a ReplyPoll to a slide. Since ReplyPoll does not know what your question settings are when the result chart is initially created, the result chart is created with a default Yes/No answer range which you can change at anytime using the Question properties.

If you accidentally delete the result chart from a slide, ReplyPoll will replace it with another one when it is invoked for that slide.

You are at liberty to modify the result chart in anyway you wish. You may change the chart type, for example, to a pie chart, and you can change the colors, text orientation, and other settings of your result chart to suit your needs. You may also wish to resize or relocate the result chart on your question slide.

Make a note that you cannot insert just any chart on a question slide and expect ReplyPoll to use it for result data. Although a ReplyPoll chart is a native PowerPoint chart type, it is a special chart object that is specifically created for ReplyPoll results. Therefore, you must let ReplyPoll create the result chart for you. The ReplyPoll chart will function and display just like any other PowerPoint chart.

## HANDSET INPUT SIMULATION

ReplyPoll will perform a handset echo simulation for you by pressing the F10 key, when you are in PowerPoint slide show mode. ReplyPoll will simulate handset responses in the Max Handset Address range given in the Hardware properties. Additionally, during simulation, ReplyPoll may skip display of some handset numbers so to speed the simulation. This generally happens if you are using a handset range above 10 but the data itself is not skipped.

During simulation, ReplyPoll will continue to cycle the simulation until you press the Stop button shown in the simulation window. If you do not stop the simulation, ReplyPoll will continue to cycle. Also, if you did not previously configure your question slide to contain a handset count indicator, ReplyPoll will insert one during the simulation and then remove the indicator after the simulation is complete.

The ReplyPoll result chart must be made visible during the simulation. Therefore, ReplyPoll will make the result chart visible for the simulation. After the simulation is complete, and if you want to hide the result chart during your poll, you must go to the ReplyPoll Chart properties and change its visibility status.

If you have Max Handset Address set with the automatic setting, ReplyPoll will only run a 50 handset simulation regardless of your setting for Number of People.

## REPLYPOLL PROPERTIES STORAGE

ReplyPoll hardware properties are stored on your computer and not in your presentation. Therefore, if you use multiple presentations for the same group of people then you will not have to change your hardware settings. However, if you change to a different group of people you will need to specify new hardware settings.

The ReplyPoll Question and Chart properties are stored as an embedded object in each presentation. This allows you to exchange presentations that contain ReplyPoll with other users, providing they have installed the ReplyPoll package.

## CHANGING PROPERTIES AFTER A POLL

If you change the ReplyPoll properties after you poll a slide, the result data will get replaced by random data. You should be sure not to change the properties of your poll after you poll a slide unless you want to make a change and then rerun the poll.

## INCOMING HANDSET DATA AND SCAN CYCLES

If you optimized your poll by specifically setting the Max Handset Number and Number of People you will get the best performance possible from the handsets. If you use the automatic settings for these properties, then expect a delay in receiving data from the handsets.

When using the automatic settings for these properties you will get the illusion that no handset data is being received or that the handsets are not sending or working. Be patient and you will eventually see the handset data arrive.

Reply hardware scan cycles are based on groups of 50 handsets.

For Reply Standard, a group of 50 handsets will require a scan cycle of 0.5 seconds. Therefore, if you have Reply Standard connected and have the properties set to the automatic settings, then the scan cycle will take  $5 \times 0.5 = 2.5$  seconds—there are 5 groups of 50 handsets in the 250 Reply Standard range.

The scan cycle for a group of 50 handsets is the same for Reply Export. However, Reply Export will support 650 handsets. Therefore, if you are using Reply Export and have the properties set to the automatic settings, the scan cycle will take  $13 \times 0.5 = 6.5$  seconds—there are 13 groups of 50 handsets in the 650 Reply Export range.

The Reply EZ scan cycle for a group of 50 keypads is 0.5 seconds.

Specifying the exact Max Handset Number will always optimize your poll and using handset count indicator on your question slides will help you determine the status of the handsets.

## **POWERPOINT TITLE MASTER AND SLIDE MASTER**

You cannot add ReplyPoll to either the Title Master or the Slide Master. If you attempt to do this, ReplyPoll will notify you of it.

## **COPYING AND PASTING**

You can copy and paste the handset count indicator, countdown time indicator, and the ReplyPoll result chart among slides. Caution should be exercised before doing so. If you want to paste a handset count indicator, countdown timer, or a result chart onto another slide, you must make sure that the target slide does not contain any of these items already. Otherwise, the paste will not work properly.

For example, if you want to paste a result chart from slide 1 onto slide 6, you need to make sure slide 6 does not already have a result chart. If it does, then switch to slide 6 and delete the result chart, then switch to slide 1, copy the result chart and paste it onto slide 6. The handset count indicator and countdown time indicator can be copied and pasted in the same way.

If you want to copy and paste ReplyPoll items, you should use Duplicate Slide instead. Using Duplicate Slide will prevent a conflict in ReplyPoll objects on a slide.

However, copying and pasting is not necessary because ReplyPoll will automatically create these items for you when you add ReplyPoll to a slide. You should always let ReplyPoll create the objects for you to maintain consistency.

## **CHANGING SLIDES DURING A POLL**

One of the most common mistakes users make is changing slides while a poll is running. If you change to another slide while a poll is running on another slide, you cannot start a poll on another slide until a previous poll has completed. If you accidentally switch slides during a poll, go back to the slide where the poll is running and complete the poll. To determine what slide a poll is running on press F6 to see the ReplyPoll status.

## **BREAKING SLIDE SHOW MODE**

Breaking Slide Show Mode refers to halting the slide show. This can happen if you continue to go past the end of the presentation in slide show mode or press the escape key (ESC) during the slide show. If you break the slide show and you are running a poll, your poll will be terminated automatically by ReplyPoll, as if you had pressed the F4 key during a poll. If you accidentally break slide show mode you will need to pick up where you left off and restart the poll. Use the F6 key to get status information about your poll while you are in slide show mode before you break slide show mode.

You can only run a ReplyPoll in slide show mode.

## THE TRUTH ABOUT SLIDE NUMBERS

PowerPoint slide numbers come in two forms: logical slide numbers and physical slide numbers. Logical slide numbers are the slide numbers that you see displayed in the slide sorter and numbers you see displayed in normal slide view mode (designer mode), and normally you see these logical slide numbers start at one and then go to the number of slides in your presentation. Physical slide numbers start at one and go to the number of slides in your presentation.

The difference is that you can assign your first slide number to start at any number you desire that is greater than or equal to zero. This assignment is called a logical assignment. Some presentation designers use zero for the first slide number since it might be a title slide.

There is no such thing as a physical slide number of zero. From a programming point of view it is generally the physical slide number that is referenced or used in computer codes. Do not confuse this with what is called a slide ID.

You will note this difference if you have made your question presentation with a starting logical slide number of zero and then press F6 during a poll. ReplyPoll will tell you that you are polling on a slide that is actually your logical slide number plus 1.

## USB SERIAL ADAPTERS

There are numerous USB serial adapters on the market and they vary in quality. If you use very inexpensive USB serial adapters expect to have problems with them. Some of the problems that you will have is ports that get hung open and ports that won't close correctly, and the stumbling of incoming stream data. Normally, you can fix hanging ports by unplugging the USB adapter and plugging it back in. Do not rely on the status information provided by USB utilities. Often the status is incorrect for the serial port.

The most problematic USB adapters are Keyspan. Their USB serial drivers will malfunction occasionally in Windows 2000 or Windows XP.

If you are running a poll with an important group of people, you should use a computer that has a real serial port.

Please contact CP Wireless to get information about recommended USB adapters.

## TECHNICAL SUPPORT

If you need technical support with ReplyPoll, please send an e-mail to [ReplyPoll@cpwireless.com](mailto:ReplyPoll@cpwireless.com). Someone will respond as soon as possible.

## Summary

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When you first start using ReplyPoll you should select the simplest settings possible so to become familiar with the way it will behave during a poll and after a poll. Careful selection of the Chart properties will generally be your biggest issue. If you use most of the automatic settings in the Hardware properties, expect the response time to be slower opposed to having specifically specified the maximum handset number and the number of people. Using these automatic settings causes ReplyPoll to scan the entire hardware range thereby slowing the actual response time.

Therefore, you can optimize the start, stop, and polling of ReplyPoll if you specifically set the COMPort, the Reply model, the Max Handset Number, and the Number of People.

CP Wireless wishes you an enjoyable experience with ReplyPoll and trusts that it suits your Reply polling needs with PowerPoint. If at anytime you have questions about ReplyPoll or if there something you do not understand, please send us an e-mail and we will be glad to respond. Any comments or suggestions that you have are also welcome.

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