 **ACTIVote Quick Start Guide**  
**PC and MAC Version**  
**US Edition**  
**TP1524**                      **Issue 1**



## Safety Instructions

This product is supplied with a universal voltage input Power Supply Unit (PSU) branded "ACTIVboard" type number FW7400/6. This is the only approved type of PSU for use with an ACTIVboard. Do not connect any other PSU to the ACTIVboard system.

The PSU does not contain any user serviceable parts and must not be opened. If suspected to be faulty, contact an authorized Promethean service agent to obtain a replacement PSU of the same type.

Inspect the PSU for physical damage to the casing and wiring before use. If damage is apparent, take care to avoid contact with any potentially live parts. Disconnect the PSU from the electrical mains supply at the wall socket and contact an authorized Promethean service agent for advice or replacement.

The PSU is supplied with a suitable mains input lead for your specific country. It may also be supplied with additional mains leads (in the case where the country has more than one type mains plug). Only use the lead which is compatible with your mains outlet socket. Do not attempt to modify the mains lead. If a compatibility issue exists, contact Promethean or one of its service agents before attempting to connect the unit to the mains supply.

## Environmental Considerations

Operating/Charging Temperature Range: 41°F to 104°F (5°C to 40°C)

Storage Temperature Range: 14°F to 122°F (-10°C to 50°C)

Humidity (non condensing): 0% to 90%

## Compliance

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 More Information

For more information about ACTIV products please consult the full User Guides which can be found on the Product CD. Please consult the ACTIVstudio online help system for a full guide to using ACTIVstudio entire feature set.

Technical support can be obtained on the following telephone number, alternatively you may email us.

(678) 762 1500      Open Monday - Friday 09.00 – 17.00

[support@activboard.com](mailto:support@activboard.com)

## User Forum

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

<http://www.activboard.com/forum.htm>

## Updates

Please visit the Promethean website frequently to check for updated drivers, software, user guides and flipchart resources [www.activboard.com](http://www.activboard.com)

## About This Guide

This Quick Start Guide takes you through the process of using the ACTIVote device and its associated programs. You should refer to the help for complete information about using ACTIVstudio and the ACTIVote devices.

If you experience any difficulties with using ACTIVote, contact our Technical Support team on the number given above.

If you are using the ACTIVirtual Vote device for the MAC, refer instead to the separate Quick Start Guide TP1477 for this product.

# 1. Install ACTIVstudio Software

## Windows™ Computer

- a. Place the ACTIVstudio 2 CD1 into the CD ROM drive  
If Auto Play is enabled, the main menu screen will automatically appear.  
If this menu does not automatically appear, choose Run from the Start menu. In the Run dialog box, type the drive letter that contains the CD and type \menu.exe. For example d:\menu.exe
- b. Click on the ACTIVmanuals button to access the product user guides.
- c. Click on the ACTIVdriver button to launch the Driver installation routine. Follow on-screen instructions to install the driver.
- d. Click on the ACTIVstudio 2 button to launch the installation routine for the particular edition of ACTIVstudio 2. Follow the on-screen instructions to install the software. Click on the Exit button to exit from the menu window.
- e. Remove the ACTIVstudio 2 CD1 from the CD ROM drive and insert the Resources CD2.  
If the CD does not autorun, choose Run from the Start menu. In the Run dialog box, type the drive letter that contains the CD and type \setup.exe. For example d:\setup.exe.  
Follow the on-screen instructions to install the Resources.

Refer to the User Guide on the CD for full installation options and instructions. Promethean recommend you read the User guides for full product information

## Macintosh™ computer

- a. Place the ACTIVstudio CD1 into the CD ROM drive, shortly you will see the ACTIVstudio CD icon appear on your Mac Desktop.
- b. Double click on the ACTIVstudio CD Icon.
- c. Double click on the Promethean Software Installer icon.
- d. Follow the on screen instructions to install the software.
- e. Place the Resources CD2 into the CD ROM drive, shortly you will see the ACTIVstudio CD icon appear on your Mac Desktop.
- f. Double click on the ACTIVstudio CD Icon.
- g. Follow the on screen instructions to install the resources.

Refer to the User Guide on the CD for full installation options and instructions. Promethean recommend you read the online User guides for full product information.

## 2. Access ACTIVote programs

### Windows™ 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 ACTIVstudio.
- Or
- a. Open ACTIVstudio 2.
  - b. From the toolbox menu, select **Toolbox Customize... > Tool Store....**
  - c. Select the ACTIVote tool, then drag and drop it into your toolbox. Click **Finish**.
  - d. Click on **Menu > ACTIVote** and click on one of the menu options.

### Macintosh™ computer

- a. Open System Preferences, select **ACTIVboard**. When the ACTIVboard Preference Panel is displayed, select the **ACTIVote** tab. This method allows you to use ACTIVote without having to open ACTIVstudio.
- Or
- a. Open ACTIVstudio
  - b. Open the ACTIVstudio toolbox menu, select **Preferences...**
  - c. Add the ACTIVote tool to your toolbox. Click **OK**.
  - d. Click on the ACTIVote tool icon, which is located in your ACTIVstudio toolbox when no ACTIVote devices are registered.

### ACTIVote programs:

<b>Session window</b>	Accessed from ACTIVote tool button, allows you to select a type of voting session: <b>Named-</b> Requires devices to be registered and allocated to a specific user, providing more feedback for individual user response. <b>Anonymous-</b> Physical devices are registered and can be used by any user. <b>Demo-</b> Uses simulated devices to demonstrate use of ACTIVote.
<b>Device Registration</b>	Register your ACTIVote devices in the Device Registration program.
<b>User Registration</b>	Allocate your devices to individual users in the User Registration program.
<b>Question Master</b>	Compile a set of questions for your voting session.
<b>User Database</b>	Prepare and categorize a list of users.
<b>Settings</b>	Access the ACTIVote settings.

### 3. Register your ACTIVote Devices

#### Windows™ Computer

#### Macintosh™ computer


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

- a. Open the Device Registration program.

Note: You cannot register the ACTIVote device until the hardware and software combination is approved for use in your country. To do this, 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.

- b. Select a Channel and ACTIVboard ID from the drop down boxes.
- c. Click on the **Register** button in the Device Registration program.
- d. Press and hold the **Register** Button on your first ACTIVote device until you see the red LED flash briefly, followed by a longer flash from the green LED. The device will appear in the Registered Devices list and will be allocated a device name.
- e. Repeat the above procedure for every device you want to register. When all devices are registered, click on the **Stop** button.
- f. To exit from the Device Registration program, click on the **OK** button. The registration information will be saved.

You are now ready to use ACTIVote in Anonymous mode.

- a. Open the Device Registration program and select the ACTIVote tab.
- b. Select a Channel and Board ID from the drop down boxes.
- c. Click on the **Register** Button in the Registration Program.
- d. Press and hold the Register Button on your first ACTIVote device until you see the red LED flash briefly, followed by a longer flash from the green LED. The device will appear in the Registered Devices list and will be allocated a device name.
- e. Repeat the above procedure for every device you want to register. When all devices are registered, click on the **Done** button.
- f. To exit from the Device Registration program, click on the  button. The registration information will be saved.

You are now ready to use ACTIVote in Anonymous mode.

## 4. Allocate an ACTIVote Device to a User

### Windows™ Computer

### Macintosh™ computer

You are required to allocate a user to an ACTIVote device in order to use ACTIVote in Named mode.

- a. Open the User Device Allocation program.
- b. Click on the folder drop down arrow and choose the All Users folder, to display some example user names.
- c. Click on the **Select Group** button to add the user names from the Forwards list to the User Names list.
- d. Click on the **Allocate Devices** button. The User Name list will be highlighted in red and a unique three letter code will be displayed next to each User Name.
- e. Ask each user to press and hold down the Register button on their device until the red and green LEDs illuminate.
- f. Ask each user to enter their associated code. If the device has been allocated correctly, the User Name will be highlighted in green. If the User Name remains highlighted in red, the device has not been allocated correctly. In this case, ask the user to enter the code again.
- g. Once all devices are allocated successfully, click on the **Back** button to return to the Device Allocation program.
- h. To exit from the User Device Allocation program, click on the **Exit** button.

You are now ready to use ACTIVote in Named mode.

- a. Open the User Device Allocation program.
- b. Click on the folder drop down arrow and choose **Man UTD**. From the sub-folder menu choose **Forwards**.
- c. Click on the **Select Group** button to add the user names from the Forwards list to the User Names list.
- d. Click on the Select Group button, all user names in the Forwards list will be allocated a registered device.
- e. Click on the **Allocate Devices** button. The User Name list will be highlighted in red and a unique three letter code will be displayed next to each User Name.
- f. Ask each user to press and hold down the Register button on their device until the red and green LEDs illuminate.
- g. Ask each user to enter their associated code. If the device has been allocated correctly, the User Name will be highlighted in green. If the User Name remains highlighted in red, the device has not been allocated correctly. In this case, ask the user to enter the code again.
- h. Once all devices are allocated successfully, click on the **Back** button to return to the Device Allocation program.

You are now ready to use ACTIVote in Named mode.

## 5. Start voting using Adhoc questions

- a. Start a session
- b. Select **Anonymous Voting** or **Named Voting**. If you selected Anonymous Voting, you will need to select the number of devices you are using. If you selected Named Voting, 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. The results graphs will automatically appear, and will be recorded to the current flipchart page.
- h. Select the correct answer by clicking on the appropriate letter at the top of the graph. The correct answer will be displayed in green.
- i. Turn to a new flipchart page and ask another question.

## 6. Voting 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 the **Next** button.
- d. Type in your question and choose 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 the **Next** button, and then select a style from the preview window.
- h. Click on the **Next** button, and then enter a filename for the question flipchart.
- i. Click on the **Save** button to save your question flipchart
- j. Click on **File** menu, and then 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 Voting** or **Named Voting** from the Session window
- d. Introduce the questions to the users, and 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.



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