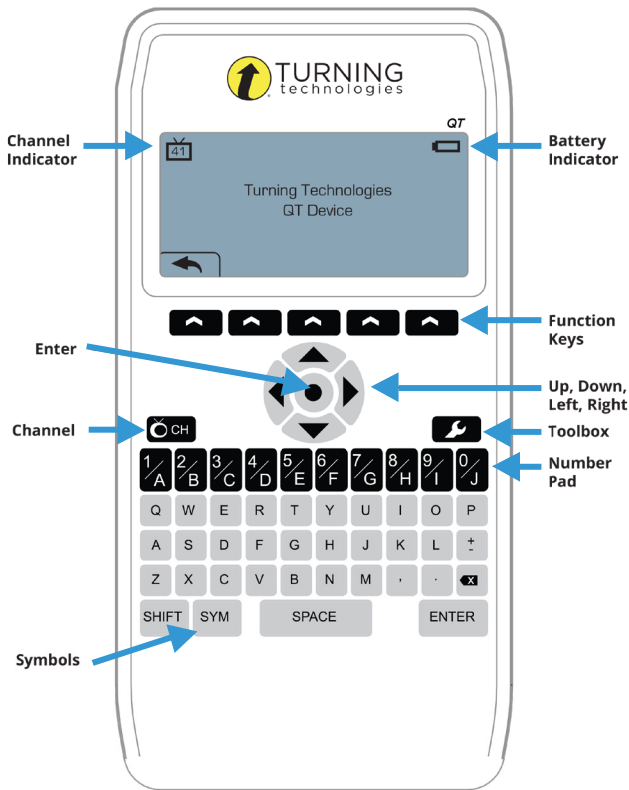


QT

QUICK START PRESENTATION MODE

The QT is an audience response device used when a presenter wants to gather immediate feedback from the audience.



THE TOOLBOX



Send Message - Send a message to the presenter. The presenter is unable to respond back via the same method. **NOTE:** The presenter may have this feature disabled in the software. If this is the case, you will see a "Not Open" message when trying to send a message



Your I.D. - Assigns an alphanumeric identification to the device.



Settings - Press the function key below OK to open the settings and use the arrow keys to scroll through the options. The settings contain:

- Device Info** - Displays the Device ID.
- Contrast** - Press the left/right arrows to adjust the contrast of the objects. Press OK to save.
- Brightness** - Press the left/right arrows to adjust the backlight luminosity of the LCD display on the QT device. Press OK to save.

TIP: Expose the QT to natural or artificial light to charge the "glow in the dark" keyboard.

CHANGING THE CHANNEL

Use the steps below to manually set the channel or use the **Find Channels** function to find a receiver within range. **WARNING:** If the lock symbol appears next to the channel number, the channel cannot be changed.

1. Press the **Channel** button.
2. Use the **number pad** to enter the new channel number.
3. Once the channel number has been entered, press **OK**.

FIND CHANNELS

Use the steps below to find a receiver within range.

1. Press the **Channel** button.
2. Press the middle function key below The QT scans for receiver(s) within range.
3. Use the arrows to scroll through available channels.
4. Press **OK** to select the channel.

RESPONDING

During the presentation, the QT prompts you to enter the proper response type. An indicator appears in the top left of the screen for special question types.

- 123...** Numeric Response question
- 3,1,2...** Multiple Response question with numeric answer values
- C,A,B...** Multiple Response question with alpha answer values
- txt** Short Answer and Essay question

When sending a response or when a response is successfully received, an icon appears at the bottom center of the screen. The following are graphic representations of these icons:

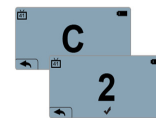


The response is being sent.

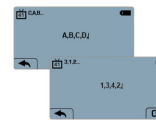


The response was sent successfully.

EXAMPLE SCREENS



Single Response - Single Response questions are multiple choice questions, where only one answer is selected. Once the selection has been made, the response is sent to the presenter.



Multiple Response - Multiple Response questions have more than one possible answer. Use the number pad to enter your answer choices and then press **OK** to transmit your answer choices. Your response may be alpha or numeric.



Numeric Response - Numeric Response questions require a numeric value to be entered. Use the number pad to enter your answer and press **OK** to submit your answer choice.



Essay and Short Answer - Essay and Short Answer questions require a text response. Once the text has been entered, press **OK** to transmit.



Invalid Response - If you see this screen after sending a response, it means that the response was invalid. For example, answer options are A - D, and you submitted E as your answer choice.



Incorrect Channel - This screen is to alert you that the QT is not on the correct channel or that the device is unable to communicate with the receiver.















Polling Closed - This screen indicates that polling is closed and answers are not being accepted.

QT

QUICK START TEST MODE

THE TOOLBOX

-  **Go to Question** - Select a specific question. Use the number pad to enter a question number and press the function key below OK.
-  **Skipped Question** - View the next unanswered question.
-  **Test Info** - Displays the test name, version (if applicable) and number of questions.
-  **Settings** - Press the function key below **OK** to open the settings and use the arrow keys to scroll through the options. The settings contain:
 -  **Device Info** - Displays the Device ID.
 -  **Contrast** - Press the left/right arrows to adjust the contrast of the objects. Press **OK** to save.
 -  **Brightness** - Press the left/right arrows to adjust the backlight luminosity of the LCD display on the QT. Press **OK** to save.
-  **Exit Test** - Exits a test. Unanswered questions are displayed.
 -  **Go Back Arrow** - Return to Toolbox.
 -  **Delete Test** - Delete the test.
 -  **Send Test** - Send the test to the host computer.
-  **Send Message** - Send a message to the presenter. The presenter is unable to respond via the same method.

CHANGING THE CHANNEL

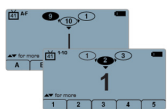
Before logging into a test, the QT needs to be on the same channel as the receiver.

1. Press the **Channel** button.
2. Use the **number pad** to enter the new channel number.
3. Once the channel number has been entered, press **OK**.

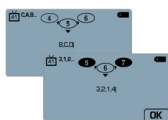
LOGGING INTO A TEST

1. Press a **button** on the QT to “wake up” the device.
2. The **Welcome Screen** is displayed followed by the **Battery Indicator Screen**.
3. You may be prompted for Your ID.
 - a. Press the **Backspace** key to clear the information displayed.
 - b. Enter Your ID.
 - c. Press **OK**.
4. You may be prompted for **Test Version**.
 - a. Locate the **Test Version number on the paper test**.
 - b. Use the **number pad** to enter the **Test Version**.
 - c. Press **OK**.
5. The test name, version number (if applicable) and question count are displayed.
6. If the information displayed in the previous step is correct, press **OK**. If the information is incorrect, press the back button (**left function key**). Verify that the QT is on the correct channel and begin the process from step 1.
You are now in Test Mode.

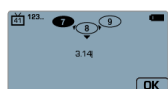
TAKING A TEST



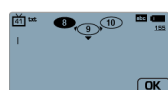
Single Response - Press the function key below your answer choice. Up to five answer choices will be visible on the QT. Press the up/down arrows to view more choices. Answer choices can be alpha or numeric.



Multiple Response - Use the number pad to enter your answer choices and then press **OK** once you have made your selection. Answer choices can be alpha or numeric.



Numeric Response - Enter the response using the number pad, press **OK** once you have made your selection.



Short Answer/Essay - Use the keyboard to enter the answer text and press **OK** once you have made your selection. The available number of remaining characters is indicated in the upper right of the screen.



True or False - Press the function key below your answer.

NAVIGATING THROUGH QUESTIONS

Scrolling Through Questions

1. Use the left and right arrows to scroll back or forward through the question rolodex.

Go To a Specific Question

1. Press the **Toolbox** key.
2. Select the **Go to Question** icon and press **Enter**.
3. Use the number pad to enter the question number.
4. Press the **Enter** button.

SENDING A TEST

Use the toolbox to send your test. To send your test follow the steps below:

NOTE: When answering the last question of the test, you will receive a message that the test is complete or incomplete. If you receive this message, skip to step 3.

1. Press the **Toolbox** key.
2. Use the arrow keys to highlight the **Exit Test** icon and press enter.
3. A message is displayed that the test is complete or incomplete.
TIP: Press the function key below the **Go Back Arrow** twice to return to the test to complete any unanswered questions and review your answers.
4. Press the function key below **Send Test** to send the test.
5. A message is displayed to confirm that you would like to send the test.
6. Press the function key below **OK**.
The test is saved and sent to the host computer.