

ACTIVprimary2 System

Quick Start Guide



PC and Mac™
US Edition
TP-1541-US
Issue 2

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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 authorize 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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Table of Contents

Safety Instructions.....	3
Compliance.....	5
For More Information.....	6
Technical Support.....	6
ACTIVprimary User Group Forum	6
Updates	6
1. Installing the Software.....	7
On a Windows Based Computer	7
On a Macintosh™ Based Computer	7
2. Prepare the ACTIVprimary Board	8
Instructions for the ACTIV board.....	8
Serial Connection	8
USB Connection	9
Instructions for the proACTIV board	10
Serial Connection	10
USB Connection	11
Note about the latching connector.....	12
3. Calibrate the ACTIVprimary board.....	13
4. Connect the ACTIVhub (if required).....	14
Optimizing Use of the ACTIVhub	14
5. Launch ACTIVprimary	15
On a Windows Based Computer	15
On a Macintosh Based Computer.....	15
6. The ACTIVslate system	16
For more information	16
Prepare the ACTIVslate.....	16
Open the ACTIVslate Controller Program	16

Register your ACTIVslate	17
Enable your ACTIVslate	17
7. The ACTIVote System	18
ACTIVote Programs:	18
Register Devices.....	19
Allocate Devices	19
Start voting using Adhoc questions	20
Voting with Prepared questions.....	21
Prepare your questions:	21
Start voting with prepared questions:.....	21
For more information	21

Safety Instructions

This ACTIV board is supplied with a universal voltage input Power Supply (PSU) branded "ACTIVboard" type number FW7400/06 this is the only type of PSU which is approved for use with the ACTIV board. Any other PSU must not be connected to the ACTIV board.

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.

The ACTIVslate does not contain any user serviceable parts. You should not attempt, under any circumstances, to gain access to the internal parts of the unit. If damaged, quarantine the unit and contact an authorized Promethean service agent for advice or replacement.



Be aware of the following general precautions before installing or operating any products:

Read all instruction manuals and user guides supplied on the Application CD as these include important Health and Safety information.

Adult supervision is recommended at all times when children are operating the equipment.

Promethean are always pleased to advise customers about classroom layout and environment. We do however, always suggest that a space of 1m is left either side of the board to allow for free movement.

The system has been designed and set up by trained personnel. Do not attempt to alter it in any way; you may increase the risk of system malfunction.

If the system malfunctions, never attempt any repairs by yourself, it will invalidate your warranty.



Your LCD projector emits a beam of concentrated light. Do not stare at the beam for any length of time.

Face away from the projector whilst working at the proACTIV board as far as is reasonably practicable. Whilst facing your class, always stand outside the projected beam.



Before cleaning the air filters, ensure that the equipment is switched off and cooled down to an appropriate temperature.

It is recommended that this activity is carried out first thing in the morning.

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 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.

For More Information

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

The ACTIVprimary2 help, which can be accessed from the application menu system, supplies you with full information about using the ACTIVprimary2 feature set.

Technical Support

Telephone: 678 762-1500

Email: support@us.prometheanworld.com

Web: http://www.prometheanworld.com/n-america/en/html/customer_care/contact.shtml

ACTIVprimary User Group Forum

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

http://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

<http://www.prometheanworld.com/home.html>

1. Installing the Software



Promethean recommends that you read the User Guides supplied on the CD for full information about the ACTIVprimary2 system.

Windows users with USB connection, refer to the USB Getting Started Guide for information about installing the drivers.

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. Click on the ACTIVmanuals button to access the user guides.
- c. If required, click on the ACTIVdriver button and follow the on-screen instructions to install the driver.
- d. Click on the ACTIVprimary2 button to launch the installation routine. Follow the on-screen instructions to install the software. Click on the Exit button to exit from the menu window.
- e. Remove the application CD and insert the Resources CD in the CD ROM drive.

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

On a Macintosh™ Based Computer

- a. Place the application CD into the CD ROM drive. Shortly you will see the ACTIVprimary2 CD icon appear on your Mac Desktop.
- b. Double click on the ACTIVprimary2 CD icon.
- c. Double click on the ACTIVprimary2 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. Shortly you will see the ACTIVprimary2 CD icon appear on your Mac Desktop.
- f. Double click on the ACTIVprimary2 CD icon.
- g. Double click on the Promethean Resources Installer icon and follow the on screen instructions to install the resources.

2. Prepare the ACTIVprimary Board

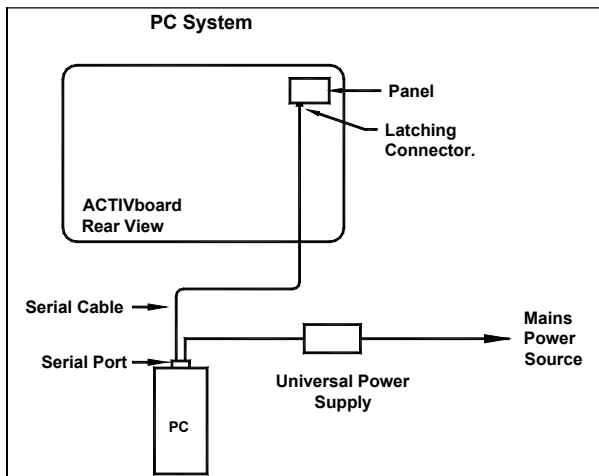


Install software before connecting board

Instructions for the ACTIV board

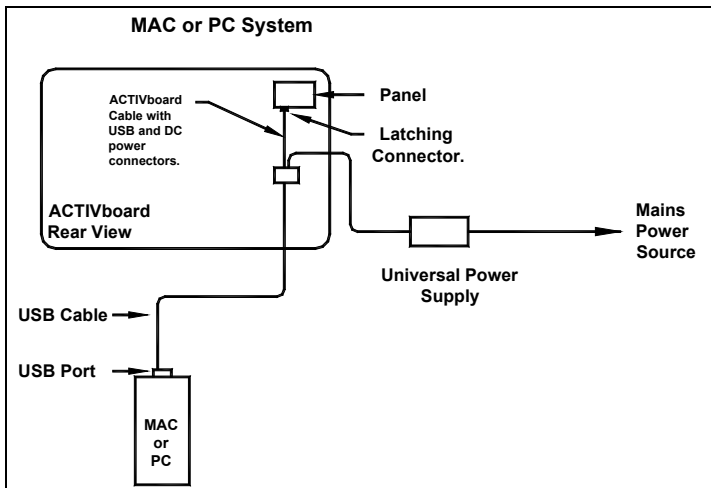
Serial Connection

- a. Mount the ACTIV board as described in the User Guide on the CD and as detailed in the supplied drawing TP 1332
- b. Attach the Latching plug-in connector, on one end of the serial cable, to the socket on the panel located on the rear of the ACTIV board in the top right hand corner
- c. Connect the other end of the serial cable to the serial port on your computer
- d. Plug the connector on the end of the power lead from the ACTIV board Universal Power Supply into the socket on the back of the serial connector that you just attached to your computer's serial port
- e. Plug the Universal Power Supply into your power strip or wall outlet
- f. Connect and position your projector according to the instructions supplied with the projector unit



USB Connection

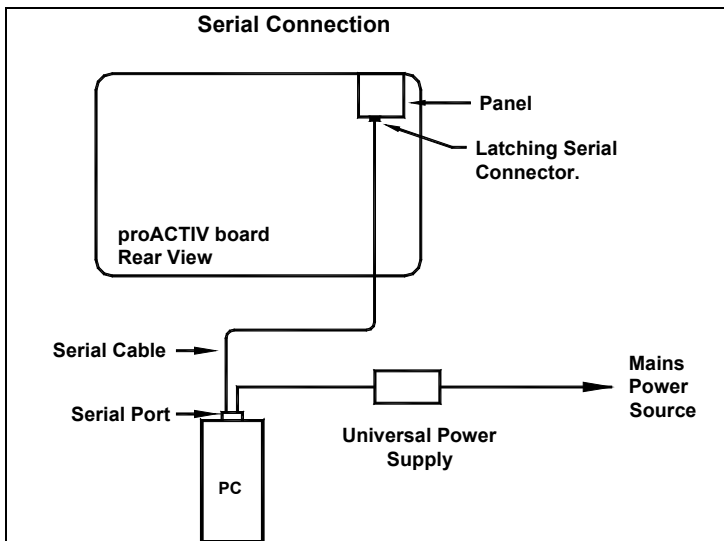
- a. Mount the ACTIV board as described in the User guide on the CD and as detailed in the supplied drawing TP 1332
- b. Attach one end of the USB cable to the ACTIV board USB adaptor cable, and then connect the latching plug-in connector to the socket on the panel located on the rear of the ACTIV board in the top right hand corner
- c. Attach the other end of the USB cable to a free USB port on your computer
- d. Plug the connector on the end of the DC power lead of the ACTIV board Universal Power Supply into the socket in the Adaptor you just attached to the ACTIV board
- e. Plug the Universal Power Supply into your power strip or wall outlet
- f. Connect and position your projector according to the instructions supplied with the projector unit



Instructions for the proACTIV board

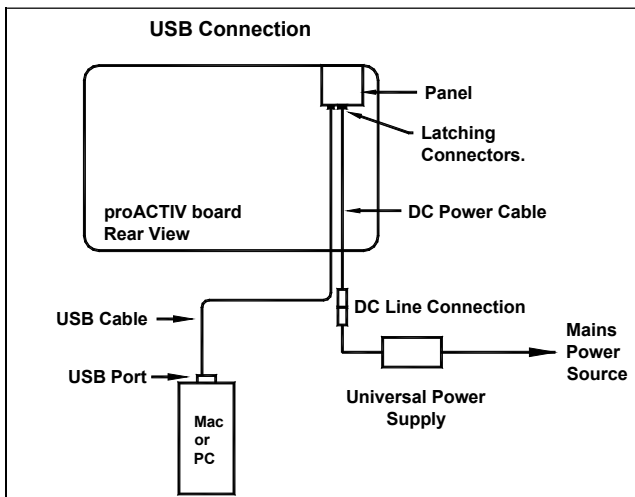
Serial Connection

- a. Mount the proACTIV board as described in the User Guide and as detailed in the supplied drawing TP 1443.
- b. Attach the latching plug-in connector on one end of the serial cable to the socket on the panel located on the rear top right-hand corner of the proACTIV board.
- c. Connect the other end of the serial cable to the serial port on your PC.
- d. Plug the connector on the end of the power lead from the Universal Power Supply into the socket on the back of the serial connector that you just attached to your computer's serial port.
- e. Plug the Universal Power Supply into your power strip or wall outlet.
- f. Connect and position your projector according to the instructions supplied with the projector unit.



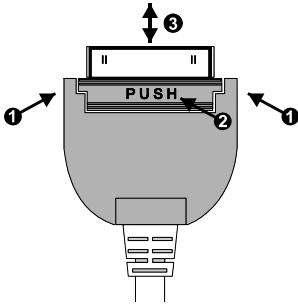
USB Connection

- a. Mount the proACTIV board as described in the User guide and as detailed in the supplied drawing TP 1443.
- b. Attach one end of the USB cable to the USB socket on the panel, located on the rear top right-hand corner of the proACTIV board. Attach the other end of the USB cable to a free USB port on your computer.
- c. Attach the latching connector on one end of the DC power cable to the socket on the panel, located on the rear top right-hand corner of the proACTIV board.
- d. Plug the other end of this DC power cable into the DC connector on the end of the DC power lead of the Universal Power Supply.
- e. Plug the Universal Power Supply into your power strip or wall outlet.
- f. Connect and position your projector according to the instructions supplied with the projector unit.



Note about the latching connector

Do not bend or twist the latching connector when connecting or disconnecting the cable into the panel, located at the rear of the proACTIV board. The proACTIV board may not work properly if the contacts inside the connector become damaged. See the instructions below for the recommended installation method:



- ❶ Support the sides of the connector with your thumb and forefinger of one hand.
- ❷ Push with the forefinger of your other hand.
- ❸ Take care to line up the latching connector with the connector inside the panel before attempting to connect the cable. When disconnecting the cable, keep the connector straight.

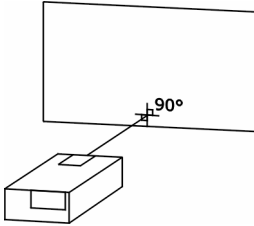
Ensure that the strain relief cable clips, which are located below the panel on the rear of the proACTIV board, are used to support the cable(s).

3. Calibrate the ACTIVprimary board

The projected image needs to be aligned with the computer screen image (orthographic correction). Follow the instructions according to the type of board you have:

Ensure the projected image fits within:

- The corner markings on the ACTIV board
- The edge strip on the proACTIV board



Press the pen tip on the spot located at the bottom left-hand corner of the ACTIV board.

Or, hold the pen tip for two seconds over the centre of the illuminated logo, located in the top left hand corner of the proACTIV board.

Click on the board with the pen when you are prompted to do so. Five crosses will appear on screen in succession. Click accurately on the centre of each cross in turn

The calibration utility will automatically close, the system is now calibrated.

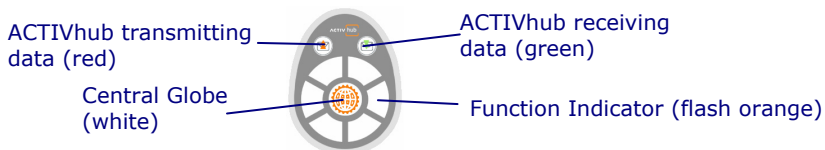
4. Connect the ACTIVhub (if required)



Follow these instructions only if you are using an ACTIVhub instead of an ACTIV board or proACTIV board.

Install the software before connecting the ACTIVhub.

Insert the ACTIVhub connector into the USB socket on your PC. The pattern of lights on the hub illuminate to indicate certain functions:



The six Function Indicator LEDs spin around the hub whilst communication with the driver is being established.

When the driver has been detected, the orange LEDs stop spinning and the central globe LED illuminates white. This LED provides a constant white illumination to indicate normal operation and flashes during the registration process.

The top right LED flashes green when ACTIVote data is received. The top left LED flashes red when the hub transmits data.

If the orange lights around the hub continue to spin, your computer might have defaulted to the wrong driver.



Refer to the document [USB Getting Started Guide](#), which is included on your product CD. Ensure you follow the procedure relating to the version of Windows™ you are running on your PC.

Optimizing Use of the ACTIVhub

Place the ACTIVhub in an elevated position. The path between the ACTIVhub and ACTIVote devices should be unobstructed and no more than 10 meters, for optimum performance.

Two ACTIVhubs are capable of sharing a single channel, thereby allowing up to four systems to operate in relatively close proximity. However, to avoid interference between each system, select different channels for two systems working in close proximity, such as in neighboring rooms.

Systems that are more than 30 meters apart will not interfere with each other, therefore allowing channels to be reused.

5. Launch ACTIVprimary

On a Windows Based Computer

- a. Double click on the ACTIVprimary2 icon on your desktop.
or
- a. Click on the **Start** button on the Windows task bar.
- b. From the menu select **Programs** then select ACTIV Software group.
- c. Within the ACTIV Software group, select the ACTIVprimary2 group.
- d. Within the ACTIVprimary2 group, locate and then click on **ACTIVprimary2**.
- e. Enter your information and serial number, which is located on your Installation CD case (required first time only).

On a Macintosh Based Computer

- a. In the Applications folder, open the Promethean programs folder.
- b. Open the ACTIVprimary2 folder.
- c. Double click on the ACTIVprimary2 icon.
- d. Enter your information and serial number, which is located on your Installation CD case (required first time only).

Refer to the help file for information about using ACTIVprimary. To access the ACTIVprimary help, click on **Teacher Tools Menu > Menu > Help....**

6. The ACTIVslate system

For more information

Refer to the full ACTIVslate User Guide on the CD for safety instructions and more detailed information about using the ACTIVslate.

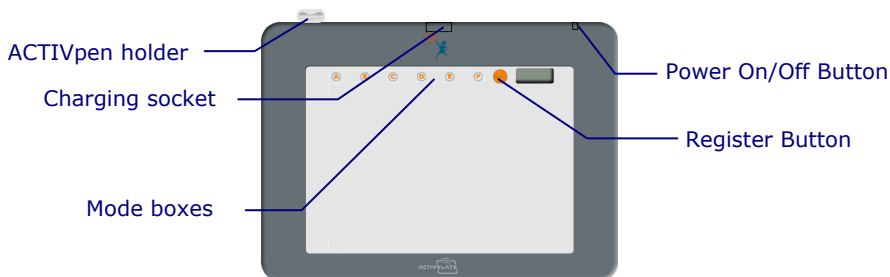
Windows users can refer to the ACTIVcontroller help file for information about using the ACTIVslate Controller program. To access the help, from the ACTIVslate Controller window click on the **Help** menu item.


Prepare the ACTIVslate



The ACTIVslate contains a Lithium-ion battery. Do not incinerate. Return to an authorized Promethean service agent for safe disposal.


Switch on the ACTIVslate. To do this, press the Power On/Off button until you hear a beep.



 The ACTIVslate is supplied with some charge in the battery. You are advised to charge the battery completely before using the ACTIVslate. Insert the latching connector from the power supply cable into the ACTIVslate charging socket, then plug into the mains supply and apply power. The ACTIVslate will take approximately 3 hours to charge.

Open the ACTIVslate Controller Program

Launch the ACTIVslate Controller Program from ACTIVprimary2 by clicking on **Teacher Tools Menu > Menu > ACTIVslate**.

 Mac users only, when you do this for the first time the Preference Panel will open. This allows you to register your ACTIVslate. When an ACTIVslate has been registered, this action will then open the ACTIVslate Controller Program.

Register your ACTIVslate

- a. Windows users, in the Controller window select **Register**. Mac users, select the ACTIVslate tab from the ACTIV board Preference Panel.
The Registration Program will open.
- b. Windows users only, you cannot register the ACTIVslate 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 the ACTIVslate.

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



- c. Select a **Channel** and **System ID** from the drop down boxes.
- d. Select the **Register** Button in the Registration Program.
- e. Use the ACTIVpen to select the **Register Button** on the ACTIVslate.
- f. Enter a PIN Number, which the program will display, pressing the ACTIVpen on the appropriate Mode Boxes on the ACTIVslate.
The registered ACTIVslate will be displayed in the registered device window.
- g. Close the Registration Program. The Controller window will now show the registered ACTIVslate.

Enable your ACTIVslate

- a. Open the ACTIVslate Controller.
- b. Click on the registered ACTIVslate icon to enable the ACTIVslate. The icon in the Controller window will change to indicate that it is active. You can now use the ACTIVslate to control your PC or Mac.
- c. Close the ACTIVslate Controller window. An ACTIVslate will continue to be enabled even when you have closed the Controller Program window.
- d. To disable the ACTIVslate, reopen the ACTIVslate Controller window and click on the enabled ACTIVslate icon.

7. The ACTIVote System

Launch the ACTIVote Programs from ACTIVprimary2 by clicking on **Teacher Tools Menu > Menu > ACTIVote** and selecting one of the menu options.

ACTIVote Programs:

Session	<p>Select a type of voting session:</p> <ul style="list-style-type: none"> • 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. <p>The Session can also be accessed by clicking on the ACTIVote tool button.</p>
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 categorize a list of users.
(Windows) Settings (Mac) Preferences	Access the ACTIVote settings.
Export Results to Excel	Output results in a spreadsheet format.
(Windows) Export Results to Notepad (Mac) Export Results to File	Output results in a textual format.
ACTIVote Help...	Open the separate ACTIVote Help file.

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. Select a **Channel** and **Board ID** from the drop down boxes.
- d. Click on the **Register** button in the Device Registration program.
- e. 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.
- f. Repeat the above procedure for every device you want to register. When all devices are registered, click on the **Stop** or **Done** button.
- 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.

Allocate Devices



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

- a. Select the **Users** option to 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. Select the same number of user names as devices registered, then click on the **Arrow**  or **Add** button to add the user names to the 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.

Start voting using 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.

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 **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.

For more information

Refer to the full ACTIVote User Guide on the CD, or the ACTIVote help file, for more detailed information about using ACTIVote.

To access the help, click on **Teacher Tools Menu > Menu > ACTIVote > ACTIVote Help....**



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