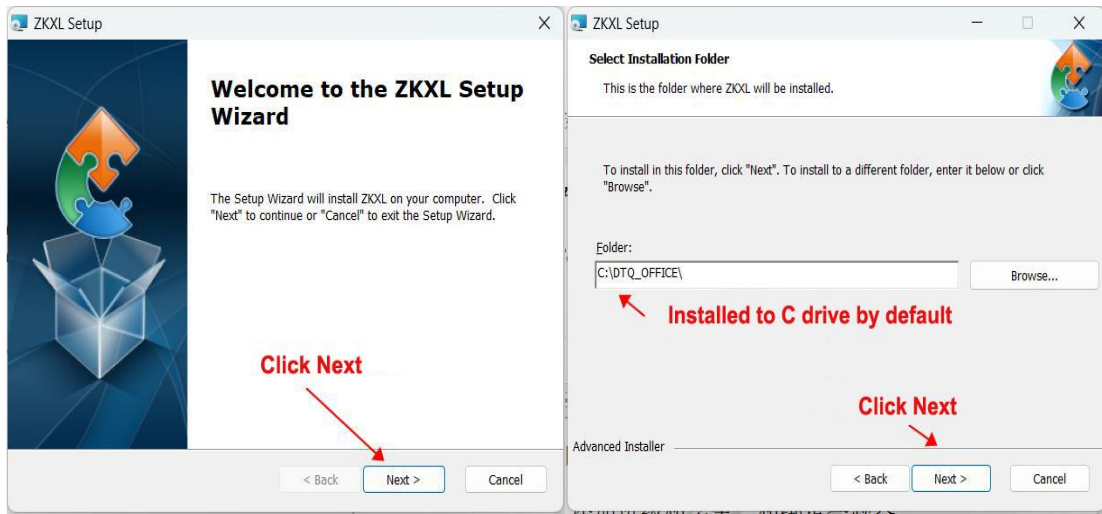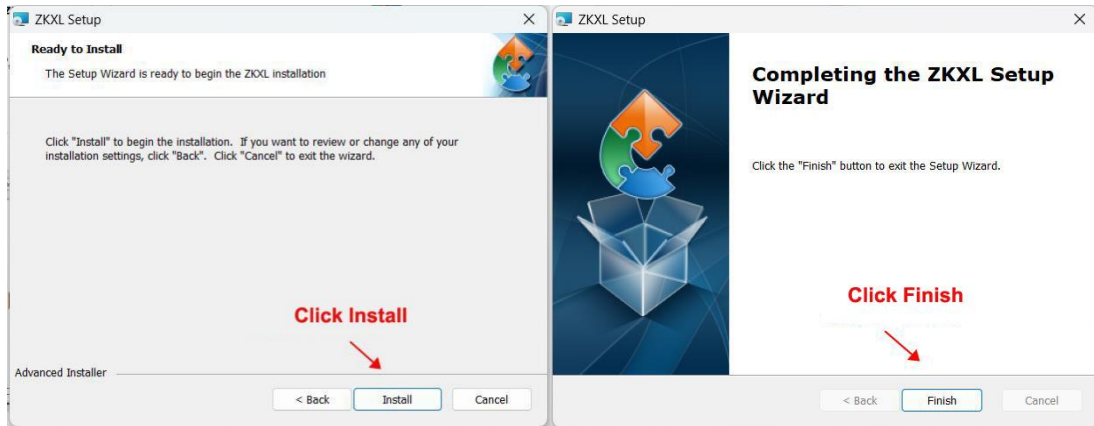# Operating Manual

Installation of plug-ins

It is recommended to install and use on computers with Microsoft Office 2013 or later installed.

1, After extracting the installation package, click the setup.exe in the installation package and install it according to the following prompts.
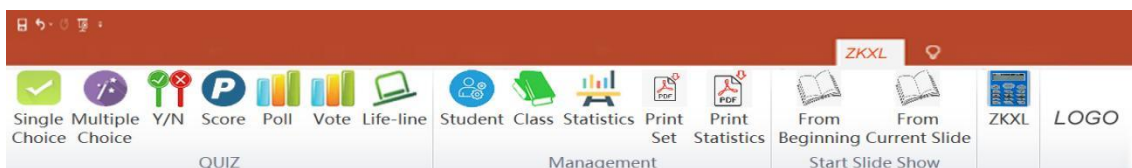

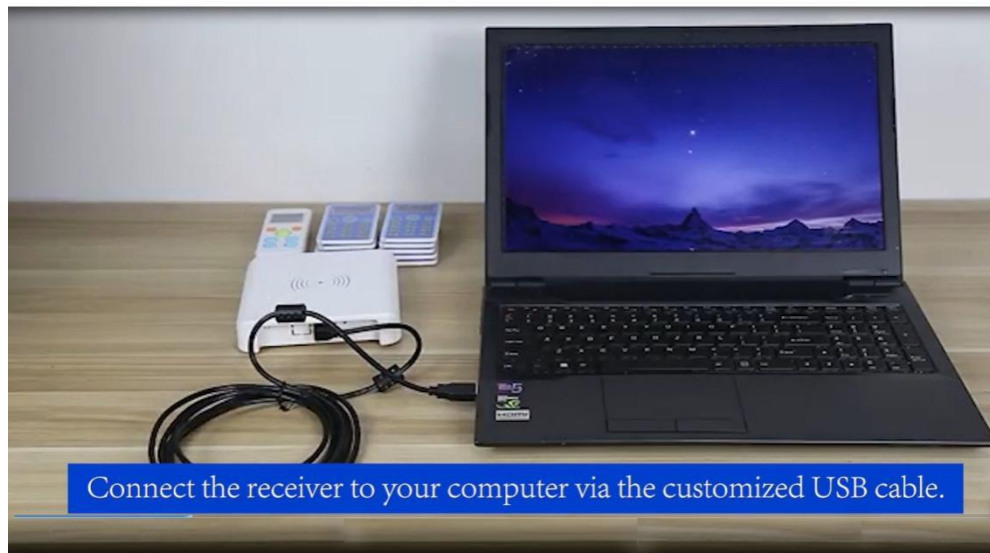
Picture 1

Picture 2

Picture 3

Picture 4

After successful installation, open Microsoft PowerPoint, such as PowerPoint has a menu bar with ZKXL, indicating that the installation is complete and the PPT plug-in can be used.

1. Connecting. Connect the receiver to your computer via the customized USB cable. It goes into standby status after a beep and the receiver's LED indicator light should be in red.

Connect the receiver to your computer via the customized USB cable.

2. Run Microsoft Office PowerPoint and get into SRS module to manage devices and preset the interaction details of each slide.

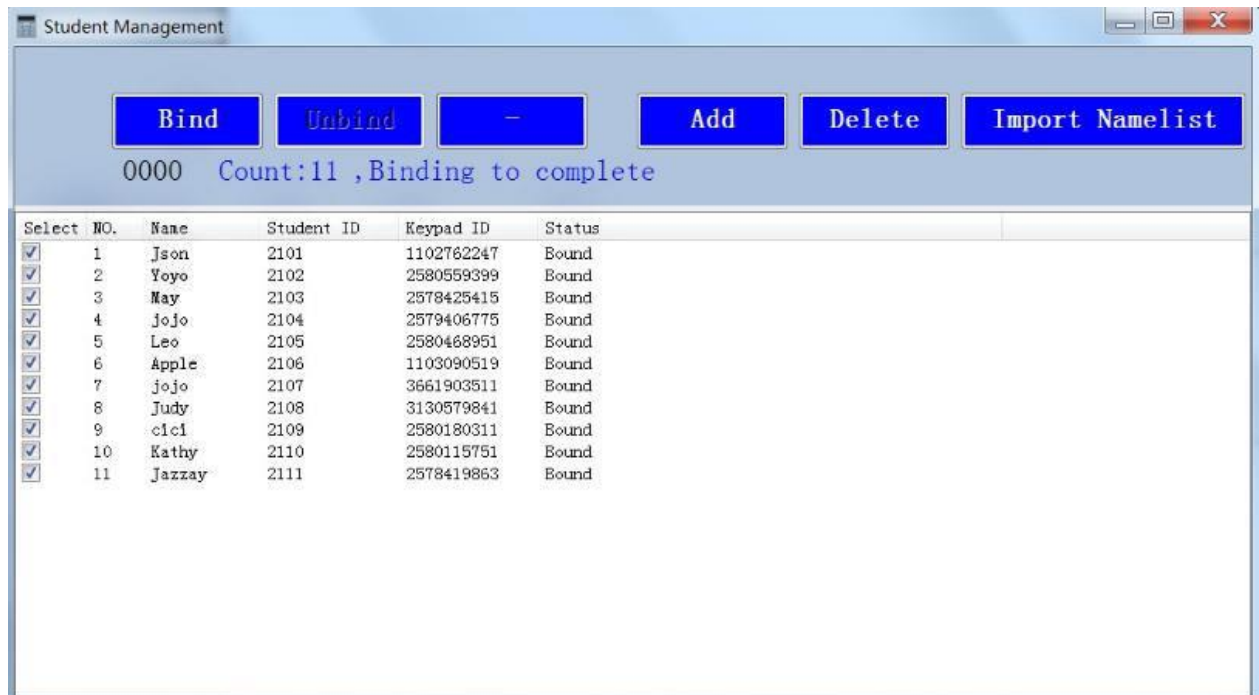**3.   and Device Management**

❖ **Click the class icon on management column to add/delete Class name and Course title.**

❖ **Click the Student icon on Management column to import namelist**

bind the keypads with .

Procedures:

➢ Import Name list (Edit from template)

➢   to bind keypads (right mouse click for select all)

➢ Click NFC bind. Power on keypads and swipe on the receiver device

   (near the indicator light), the receiver buzzer will beep if it succeeds.
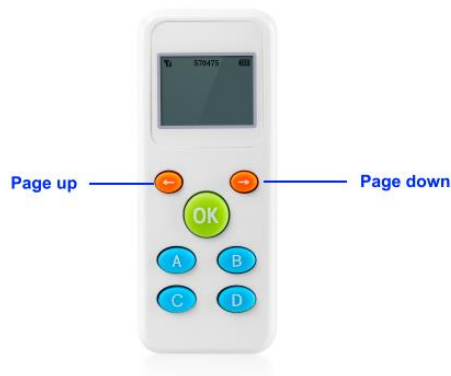
➢ The receiver program will bind keypad device in the student namelist order. If the binding succeeds , the corresponding student names and class will be displayed on the keypads.

4. Student Keypads

➢ Keypad will reflect student name on the screen if you preset in the imported namelist template.

➢ Keypad will display operating instructions for answering.

➢ Double click Fn is another way to bind keypads with system.

5. Teacher-end Controller

➢ Click arrows to page up/down PPT slides.

➢ Click OK button to "Start" and "End" answering.

- ➢ Swipe on the receiver anytime to bind with system.

- ➢ In Life-line section, the correct answer is displayed on the screen. And,

  - ✓ 50:50. Press A to get rid of two wrong answers randomly.

  - ✓ Audience Poll. Press C to get poll and press OK to complete polling.

  - ✓ Press B to congratulate for correctly answered.

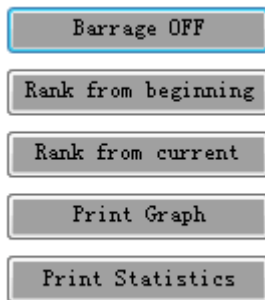 - ✓ Press D to say "Sorry" when incorrectly answered.

6. Software Presetting

- ❖ For each quiz slide, the teacher is able to set the question type and preset features on the presetting panel.

- ➢ Question Type：7 question types in total including single choice, multiple choice , yes or no question, score, poll, vote and life-line.

➢ Question No.（setting range 1-120）: Marking serial number of the question.

➢ Count-down timer (unit is seconds): Select to set answering time and the timer will be displayed on the slide. Answering will be ended when time runs out.

➢ Answering range option setting：Select the numbers of the option. Ex: If the question has 4 options of ABCD, then set the option value to 4. If the questions has 6 options of ABCDEF, then set the option value to 6. Single-choice and multiple-choice question setting range is 2-6. Scoring question setting range is 1-100.

➢ Correct Answer：Setting correct answers to automatically judge the ' answers are right or not.

➢ Point and Negative Marking: Point is for setting weight of each question in the quiz. The setting range of the Point option is 0-100. Negative Marking is for setting punishment of each incorrect answer. The setting range of the negative marking is 0-5. Point/negative marking settings are only available for single choice, multiple choice and yes/no questions.

➢ Chart output:Two groups of options respectively set the output statistical chart type and numerical type. The statistical chart includes Bar Diagram and Pie chart, and the numerical type includes Numeric and Percentage.
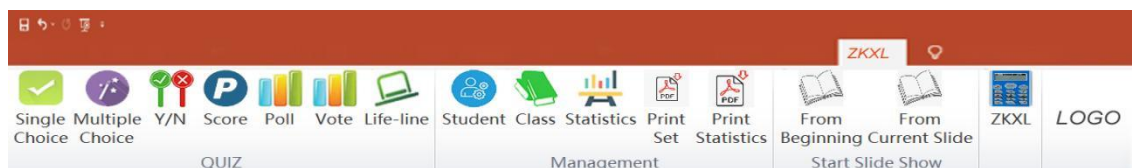
➢ Save button : Save all settings.

➢ Cancel button: Cancel setting and exit from presetting panel.

➢ X button on top right corner : For closing presetting panel.

7. Interface function key indications

➢ **Barrage on/off.** This function key to turn on/off the barrage when are answering.

➢ **Rank from beginning/current.** This is to find out the ranking statistics of .

➢ **Print Graph/Statistics.** This is to print the current statistics data/graph.

8. Tool bar function indications

➢ **Quiz Module.** Choose the relevant question type for each slide to preset the interaction details.

➢ **Management module.** It is to manage student names and keypads, class and course, print rankings and whole detailed answering results.

➢ **Slide show.** It is to be easy for users to switch slide show when presenting.

➢ **Version.** It is to read the version of the software.

➢ **Logo**: Display company Logo and profile by clicking.

Notice

✧ The system for Microsoft Win7, Win10 and all versions of MS Office.

✧ Please install the USB drive program from the file package if the receiver can not work on your PC.

✧ The response distance might be influenced by the site environment.

✧ The hardware system adopts bi-directional communication technology, so the quantity of audience is limited up to 120.