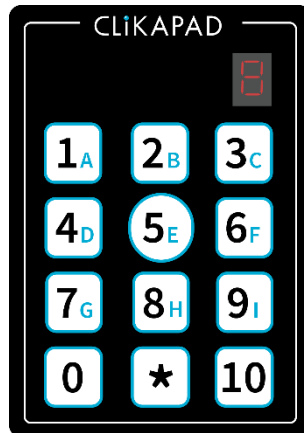




# Quick Start Guide

May 2022



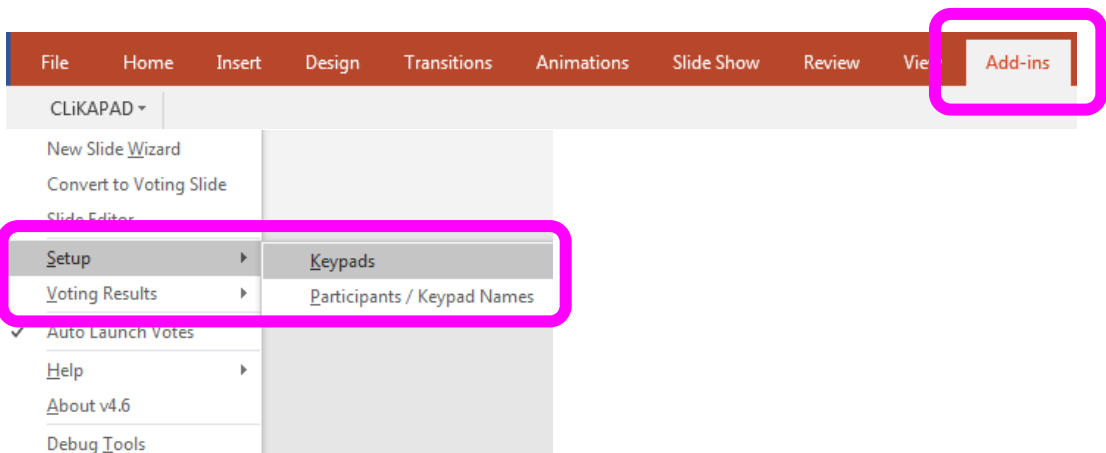
# CLIKAPAD

## Setting up your voting system

**Please note, you must install the software and activate your licence before you can use your keypad system. If you need installation guidance contact [support@clikapad.com](mailto:support@clikapad.com)**

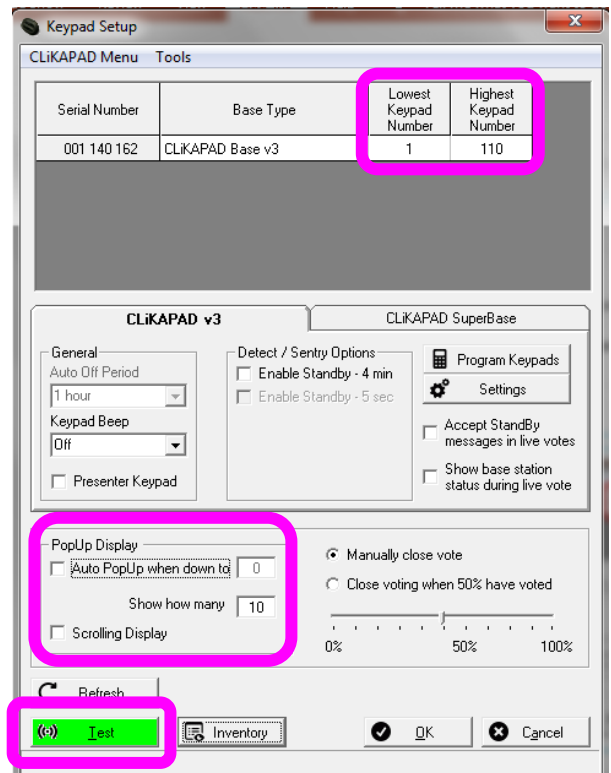
Connect your base station (receiver) to a USB port on your computer with the provided USB cable

- Open PowerPoint
- To find the CLiKAPAD menu, click on the Add-ins tab in the PowerPoint ribbon bar
- Go to Setup, then Keypads as shown in the picture below



The Keypad Setup window will load and show the available base station(s)

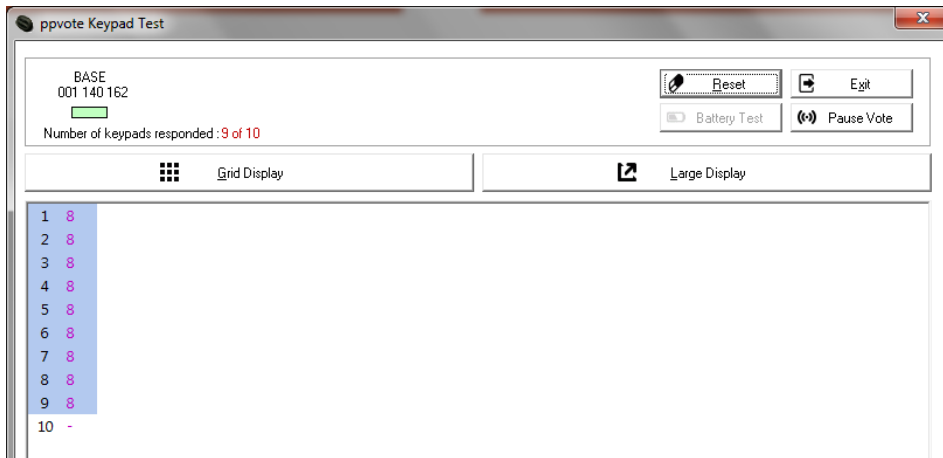
- In order to use your keypads you **MUST** enter the lowest and highest numbers from the labels on the back of the keypads. You can use any numbers but they must be a consecutive run such as 1-8
- Set the Auto PopUp to 3 and the Show how many to 3. On a live vote, this will show the numbers of the 3 keypads that are last to vote. As they vote they will disappear from the list
- Click the test keypad button at the bottom left to load the test vote screen



# CLiKAPAD

## Testing the keypads

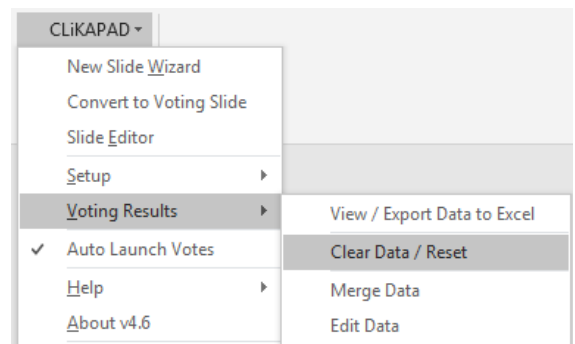
- Press any button on each keypad. The number pressed appears next to the keypad number on screen and that section will turn blue to show the vote was successful. If the grid doesn't turn blue and no number appears next to your keypad number, like keypad 10 in the picture below, you need to try voting again.
- We recommend using the 8 key when testing keypads to check that all the LED segments on the display are working correctly



- Once you can see that they have all voted correctly, you can exit this window, then click OK on the next window. You have now finished testing the keypads

## Running a presentation

- In the CLiKAPAD menu, if the option of 'Auto Launch Votes' is ticked your votes will start automatically when you get to that slide. If Auto Launch Votes is not ticked, you need to press "V" on the Keyboard to start the vote.
- If you don't have any keypads to hand and wish to test your presentation, you can generate random results by pressing the 'G' key on the keyboard when a vote is open.
- After each result is displayed, on your next click the correct answer will be highlighted.
- To clear previous results go to the CLiKAPAD menu, then Voting Results, then Clear Data / Reset. Remember to do this after you have tested your presentation as the test data will be stored until you clear it.



# CLIKAPAD

## Exporting Results

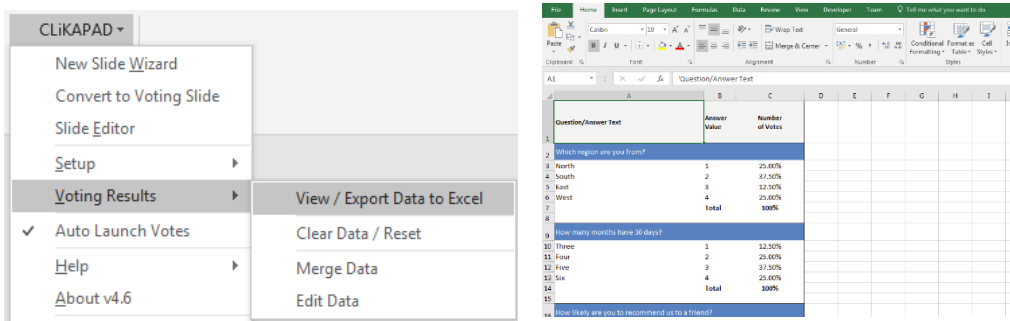
By default the system is set to automatically show results as soon as the vote is closed.

The results are stored on the PowerPoint Presentation after a vote occurs. These can be emailed to anyone with PowerPoint, even if they do not have the voting software (ppvote) installed.

For a table of results go to the CLiKAPAD menu and in Voting Results there is an option to View / Export Data to Excel

There is also an option to 'Export to Excel' which will do just that.

Remember that to generate the WJA specific columns in the Excel export, you must have a copy of the ppvote Participant List saved in the same folder as the presentation.



When you are running votes, you must have the folder with your training presentation and ppvote Participant List saved locally on your computer. Please don't run the presentations over a network or from a USB stick.

Make sure your presentation folder is in a location that is not backed up by OneDrive or similar. If you want your presentation folder on your Desktop or in the Documents folder of your computer, it's quite likely that folder will be backed up to the cloud. This can cause issues with your voting, so ensure that you pause syncing for the duration of the session. Right click on the Cloud icon in your Taskbar at the bottom of the screen.



Choose Pause Syncing and then set the pause duration.

