



User Manual

For additional support please use one of the following contact methods:

During business hours:

1.877.391.1212

After hours:

416.270.5093

Email:

alex@gietrivia.com

System Components

Laptop

The laptop contains the software and game required to run your event. Use the HDMI or VGA ports for video output and the 1/8" stereo port for audio output. Do not run a game on the battery alone; always connect the included power supply.



Laptop



Power Supply

Base Station

The Base Station handles communication between the TouchPads and the laptop. The Base Station must be powered using the included power supply. Once power is connected attach the antenna and connect the Base Station to the laptop with the USB cable.



Base Station



Power Supply



Antenna



USB Cable

TouchPads

The TouchPads allow participants to enter selections during the game and provide feedback of the game progression as well as their standing. The Control TouchPad can be used to control the game remotely. If you need to charge the TouchPads place them in the tray and plug the charging tray in with the included power supply. A red LED will light up indicating the TouchPad is charging.



TouchPad



Control TouchPad



Charging Tray



Power Supply

Setup

Charging the TouchPads

Connect the TouchPad charging tray to power using the included power supply (refer to the picture on previous page to make sure the correct power supply is used). Insert the TouchPads into the tray with the metal contact pads facing down. A red LED will light up indicating the TouchPad is charging. The TouchPads require 6-8 hours to fully charge. Once fully charged the batteries will give 8-10 hours of use.

Hooking Up the System

- Connect the laptop to power. Turn the laptop on.
- Connect ONE base station (two are supplied as one is backup) to an electrical outlet using the power supply (pictured on the previous page) and connect the antenna. Now connect the base station to the laptop using the USB cable. Use any of the USB ports on the Laptop. A green light will appear on the base station and a blue light on the USB cable.
- Connect the laptop to your audio and video systems. *Note that GIE does not provide audio and video solutions. Please coordinate with your audio and video provider.*

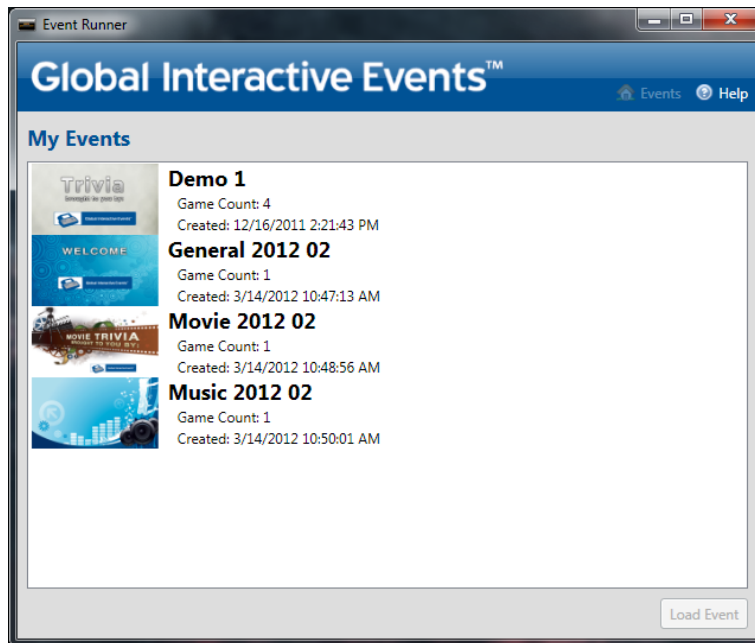
Testing

- Turn on the laptop ensuring the base station is powered on and video is being displayed on your screen.
- Take a TouchPad and turn it on. Walk around the room while playing the game ensuring you receive response in the required areas.

Using the Software

Loading an event

The Event Runner application manages your games as well as runs them. To launch the Event Runner if it was not started automatically, double click the Event Runner shortcut located on the Windows desktop of the Lap Top. This will bring you to the home page listing all the events installed.

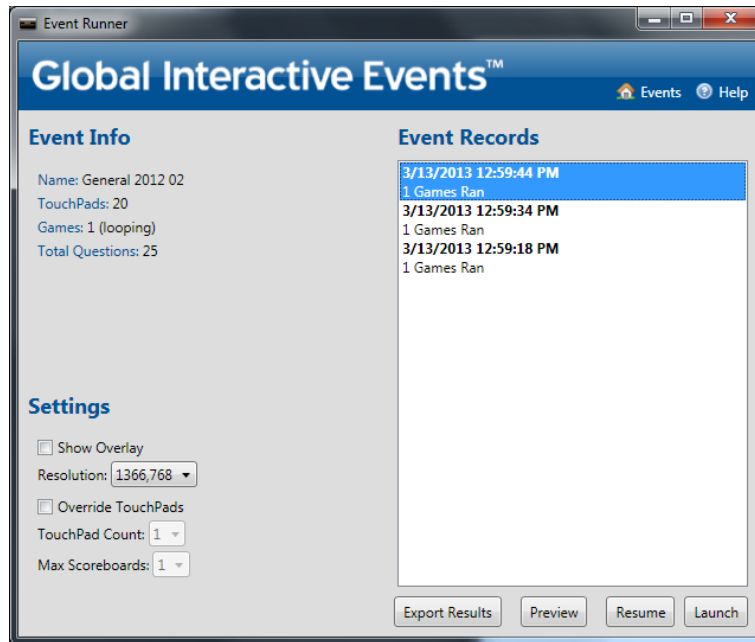


The Event Runner homepage displays all games installed

To load an event, click the desired event in the list (this will highlight it) and click the 'Load Event' button or double click the desired event. While the application is loading the event the mouse cursor will turn to an hour class indicating the program is working. The amount of time required to load an event is dependent on the size of the event and the amount of media the event uses. It can take seconds or even up to 2 minutes. Once the application has loaded the event the event information page will be displayed.

Starting an event

The event information page displays information about the loaded event as well as stored information containing data about each time the event was played. At any time the 'Events' button with the house icon (home) can be pressed to return the home page with the listing of installed events.



The Event Runner Information Page

A loaded event with one game and four saved records.

On the left is information about the loaded event such as game info, teams and display settings. Checking the 'Show Overlay' will display an on screen overlay during the event indicating when the game is paused (a manual user control) or auto paused (pause scripted into the game). This feature is turned off by default. Below this setting is a drop down list of resolutions. This tells the event runner what resolution to run the event at. In most instances this will be determined prior to the event and already set properly by a GIE rep. If you feel you have a need to change this, it is best to contact your GIE rep to determine the best resolution for your situation.

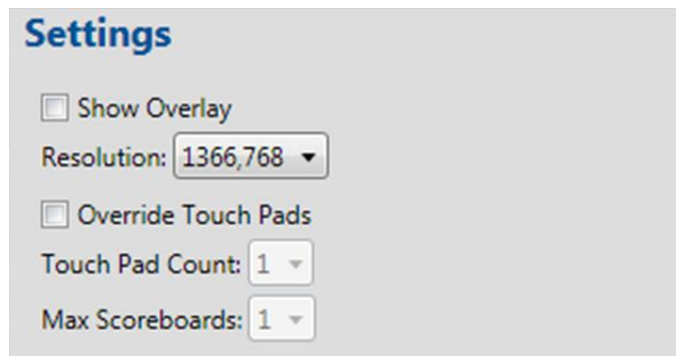
On the right is a listing of event results. These are similar to recordings of each time the event has been run. These can be used to pull results or information or to resume an event from a previous session.

Overriding the Number of TouchPads

To override the number of TouchPads in a game, check the “Override TouchPads” check box. Once checked the “TouchPad Count” and “Max Scoreboards” drop downs will be enabled. Select the number of TouchPads you want in use for the game. For example if your game was originally scripted for 40 TouchPads but you only wish to run with 32 TouchPads you would select 32 in the drop down.

The maximum number of scoreboard screens is determined by the number of TouchPads you have selected. Due to space limitation 15 is the maximum number of teams that can be shown in a single scoreboard screen. In the example above we would be able to select up to 3 scoreboards. This would result in one screen showing 2 teams and the other 2 screens showing 15 teams each.

It is your choice whether to show all player scores or not. Since the above scenario is often not visually desirable or time efficient you can select the maximum number of scoreboards the game will display. This may result in not all player scores being shown (the lowest scores would be left out). Using the above example again you would most likely want to select 1 or 2 scoreboards.



The player overrides setting given in the above example

Previewing an event

To preview an event click the ‘Preview’ button. This will launch the event using artificial TouchPads to simulate audience responses. Any communication devices such as TouchPads are not used in this mode. The event will launch in the small window but can be maximized to take up the entire screen by pressing ALT+ENTER. Interacting with the event in preview mode works the same as any other mode. In other words all the keyboard commands are the same.

Launching an event

To launch an event click the 'Launch' button. To resume an event from a previous session select the result and click the 'Resume' button. The event will now be launched taking up the entire screen. The window can be toggled back and forth between full screen mode by pressing the ALT+ENTER keys on the keyboard.

Running an event

Once the event is 'launched' (not in Preview Mode) you will first see the phrase "Initializing communications devices..." in the middle of the screen. Once the system has finished initializing any devices a GIE logo will be displayed on a black background. At this point your event is ready to run. To start the event, press CTRL+R (run/resume) on the keyboard. Note that any time you can use the CONTROL TouchPad to control the event. See the following table for more details.

At any time the event can be paused by pressing CTRL+P (pause) on the keyboard. To resume from a pause or auto pause (an automatic pause scripted into the event) press CTRL+R.

To exit the event and return to the event information page, toggle out of full screen mode (ALT+ENTER) and close the window.

Exporting Results

You can export game results by selecting a results file then clicking the "Export Results" button. You will be prompted to specify a file location and file name. Once this is completed the software will export player selection and question data to a Microsoft Excel format.

Keyboard and TouchPad commands quick reference

Keyboard	TouchPad	Command
CTRL+R	R then Enter	Run / Resume
CTRL+P	P then Enter	Pause
CTRL+1	1	Show 1 st in game winner screen
CTRL+2	2	Show 2 nd in game winner screen
CTRL+3	3	Show 3 rd in game winner screen
CTRL+4	4	Show 4 th in game winner screen
CTRL+5	5	Show 5 th in game winner screen
ALT+ENTER	<none>	Toggle Full Screen

Troubleshooting

How do I turn the TouchPads OFF?

There is no OFF button on the TouchPad. To turn the TouchPad off, simply place into a charger tray that is plugged in. In a few seconds the TouchPad will automatically turn off.

I have correctly connected all system components however we are not receiving any response on our TouchPads?

Double check all connections and make sure the red power light is on the base station. Ensure that the antenna is placed central to your playing area.

I have powered up the laptop before making my audio and video connections and don't see an image on my projection screen or TV?

Most laptops will have a 'Display/Graphic Properties' shortcut in the bottom right hand corner by the clock

After opening this you would simply set the display from single display to dual clone (feel free to contact your GIE rep if you need help with this).

A TouchPad is not responding?

Replace the TouchPad. Refer to the next page for instructions on replacing a TouchPad.

Replacing a TouchPad

Each TouchPad is assigned a unique number. This gives the system a way to identify each unit. When replacing a TouchPad the unique number identifying the spare must be changed to match that of the TouchPad you are replacing. Follow these steps to change a TouchPads unique number.

- Ensure the replacement TouchPad is off. If not, place the unit in a powered charging tray for 5 to 10 seconds. The unit will turn itself off.
- With the TouchPad off, press and hold the **Z** key. While continuing to hold the Z key press and release the **START** button.
- As soon as the unit number appears release the held **Z** key. Now press and release the **Z** key one more time then press and release the **ENTER** key.
- A menu will appear. Select option 1 (WS) by pressing the red **1** key (do not use the play zone keys).
- A prompt will appear asking if you are sure you want to change the station number. Press the **Y** key to confirm.
- Now a prompt will appear asking you to set the station number. The number must be three digits. For example if the TouchPad you are replacing is unit number 3 you would enter **003**.
- You will now be returned to the main menu. Press the **Q** key to exit the menu.

Hosting Tips

Trivia

- Have your tables select a Captain who would be responsible for entering in the table's responses. The captain should be someone quick.
- Have the team Captains turn on the Teams TouchPad by pressing the Start key.
- Questions will appear on screen for a few seconds and will be followed up with 2-5 possible answers.
- Press the number on your TouchPad that corresponds to the answer on screen that you and your team believe to be correct.
- Point values are reduced as time counts down so the faster you answer – the more points you receive
- As time expires however, incorrect answers will disappear from the screen until only the correct answer is left on screen.
- You may change your answer at any time and as many times as you like simply by pressing another number on your TouchPad...but remember...the longer you wait...the less points you receive and an incorrect answer will lose a percentage of the question value.
- As the Host, you may wish to read the questions and possible answers aloud to your audience – avoid repeating the corresponding numbers in an effort to save time and keep your audience engaged.
- If some of the questions answers are long, do not attempt to read them aloud...let your participants read them for themselves and prompt them on game options like 'remember you can change your answer at any time!'
- When the question is finished, scoreboards will show question results and rankings.
- Note, In some cases do to the number of TouchPads in use not all team rankings will be displayed on the Scoreboard however each TouchPad screen displays the Team's rank and total score.
- It is great to point out leaders and perfect scores...use the rankings to find out where teams are situated in the room and create more competition amongst your participants.
- When the game is finished a game winner screen will appear and wait for you to display the game winners (see chart on prior page for commands)

Polling

- Have your tables select a Captain who will be responsible for entering in the table's responses.
- Have the team Captains turn on the Teams TouchPad by pressing the Start key
- Polling Questions will appear on screen for approximately 15 seconds and can be in any of the following Polling Question Formats:
 - Yes/No
 - True/False
 - Agree/Disagree
 - 2-5 possible responses
- Press the number on your TouchPad that corresponds to the answer on screen.
- The time-bar will show how much time is left to respond to the question.
- You may change your answer at any time and as many times as you like simply by pressing another number on your TouchPad.
- As the Host, you may want to read the questions and possible answers aloud to your audience.
- If some of the question answers are long, do not attempt to read them aloud...let your participants read them for themselves and instead prompt them on game options like 'remember you can change your answer at any time!'
- When the question is finished, results are shown on screen in a graph format showing percentages that voted for each possible answer – at this point the Host may discuss the question and share information on the actual responses given.