

OptionFinder® K4 Hardware Guide



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About this Guide

The purpose of this guide is to provide you with instructions for setting up and configuring your keypad system. Please refer to the on-line help for additional troubleshooting tips and information about the software.

How the K4 Keypads Work

1. The keypads work with both the OptionFinder K Series USB Stick Receiver and the large format OptionFinder K Series Full Size Base Station. The OptionFinder K Series Full Size Base Station may be connected either via USB or Ethernet.
2. We use the terms base station and receiver interchangeably. Both refer to the piece of equipment that connects to your computer and receives input from the keypads
3. Each base station supports up to 400 keypads.
4. Participants can provide single or multi-digit input with up to five choices. To enter a response on single-digit slides press the number that corresponds with the response choice. To enter responses on multi-digit slides the participants press all of the numbers that apply and press Send
5. If polling is open, participants may change their response to a question. To change a response to a single-digit question, press a new number. The last number pressed is the number that is saved. To change the response to a multi-digit question, enter the series of numbers and press Send.
6. The system is designed to operate in an area with a maximum range of 150 x 150 feet.
7. The OptionFinder K4 system is a wireless radio system that works in the 2.4GHz range. The base stations may be set to 80 different channels within this range.
8. Each keypad has two 2032 lithium coin cell batteries. The battery life is 150 hours of use. There is a low battery indicator on the keypad display.

Setting Up the Keypad System

Connecting the Base Station

If your computer is in a docking station, remove the computer from the docking station and reboot before attempting to setup the base station.

OptionFinder K Series Full Size Base Station (Figure 1)

USB Connection

Connect one end of the USB cable to the base station and other end to a USB port on your computer. DO NOT use the power cord when using a USB connection.

Ethernet Connection

1. Connect one end of the RJ-45 cable to your computer and the other end to the base station.
2. Connect the power cord to the base station. Plug the cord into a power outlet.



Figure 1 – OptionFinder K Series Full Size Base Station

OptionFinder K Series USB Stick Receiver (Figure 2)

- Connect the receiver directly to a USB port on your computer or connect the receiver to the stand and connect the stand to a USB port on your computer.



Figure 2 – OptionFinder K Series USB Stick Receiver

Placing the OptionFinder K Series Full Size Base Station

- Place the base station in a central location within 150 feet of the keypads.
- Position the base station away from other electronic devices, i.e. projectors, speakers, computers, etc.
- If you are using multiple base stations, place the base stations at least 3 feet apart.

Define the Hardware and Test the Keypads

OptionFinder K Series USB Stick Receivers and OptionFinder K Series Full Size Base Stations with a USB Connection

Automatically Define the Hardware Setup

1. Connect the base station or stations to the computer
2. On the **OptionPower** tab, click **Hardware**

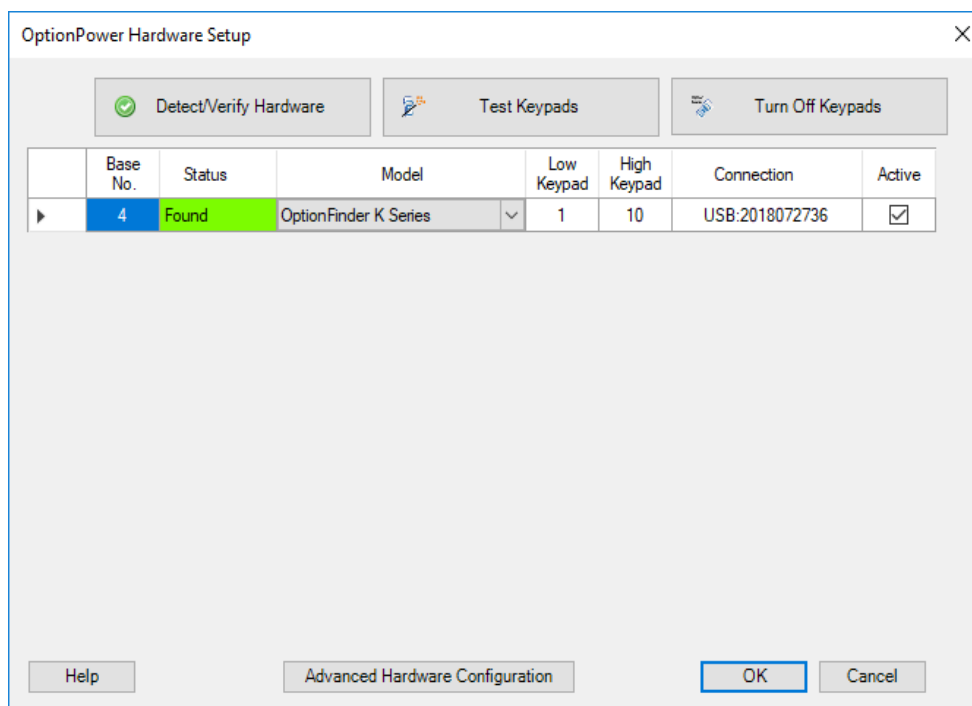


Figure 3

3. Click Advanced Hardware Configuration
4. Click Configure Auto-Detect
5. Make sure K Series is checked and click OK
6. Click **Detect/Verify Hardware**. When you click this button OptionPower searches your computer for the base station or stations listed, i.e. OptionFinder K Series base with serial number 2001665544. When you click Detect/Verify for the first time after installing OptionPower it will Fail because it is searching for the default base station and not your specific hardware. Click **Yes** on the message to remove the default base definition and search again.

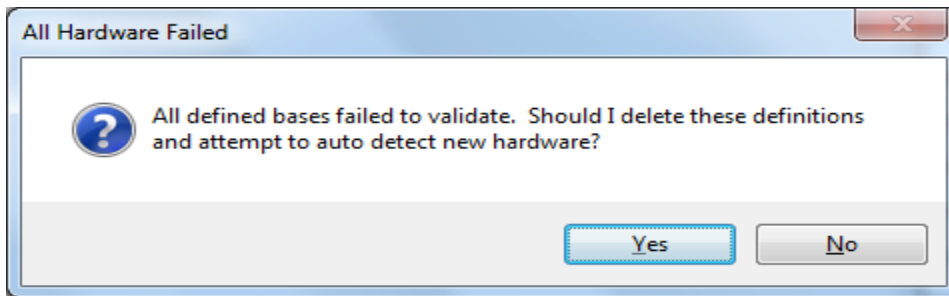


Figure 4

7. If the connections are found, the model name will appear and the status will change to green and **Found**.
8. Enter the low and high keypad numbers. The low and high number fields define the range of accepted keypad numbers not just the quantity of keypads you intend to use. For example, if you enter 1 as the lowest number and 10 as the highest number you may only use the keypads numbered 1 through 10.
9. Click **Test Keypads**
10. Press a number on each keypad, if the keypad is working properly the number you press will appear next to the keypad's address
11. Click **Close**
12. Click **OK**
13. Click **OK** to save changes and close the Base Station Setup dialog

OptionFinder K Series Full Size Base Stations with an Ethernet Connection

There are two things that should occur before using the OptionFinder K Series Full Size Base Station in Ethernet mode: your computer must have a static IP address and you must assign a compatible IP address to the base station.

If you are connected to a Network

If your base station is connected to a network you should contact your IT department for a static IP address, the subnet mask, and the default gateway.

If you are not connected to a Network

If the base station is connected directly to your computer then you must define an alternate IP address or, if that isn't available, set your computer to a specific IP address.

Assign a static IP address to your computer

Windows 10

1. Right-click Start and click Network Connections
2. Click Ethernet
3. Click Change Adaptor Options
4. Right-click Ethernet and click Properties
5. Click Internet Protocol Version 4
6. Click **Properties**
7. Click the **Alternate Configuration** tab and then click **User Configured**
8. Enter an IP address, i.e. 10.1.1.1
9. Enter 255.255.255.0 as the subnet mask
10. Click **OK**
11. Click **Close**

Windows 7

1. Open the Control Panel
2. Open the Network and Sharing Center
3. Click **Change Adaptor Settings**
4. Right-click Local Area Connection and then click **Properties**.
5. **Internet Protocol Version 4**
6. Click **Properties**.
7. Click the **Alternate Configuration** tab and then click **User Configured**
8. Enter an IP address, i.e. 10.1.1.1
9. Enter 255.255.255.0 as the subnet mask.
10. Click **OK**
11. Click **OK** again

Set the IP Address for the Base station and Define the Hardware Settings

1. Connect the OptionFinder K Series Full Size Base Station using the USB cable
2. Click **Start**, OptionPower and then the K&V Series Base Station Utility
3. Click **Search for Connected USB Base**
4. Enter an IP address for the base station, i.e. 10.1.1.5 and click **Set IP**

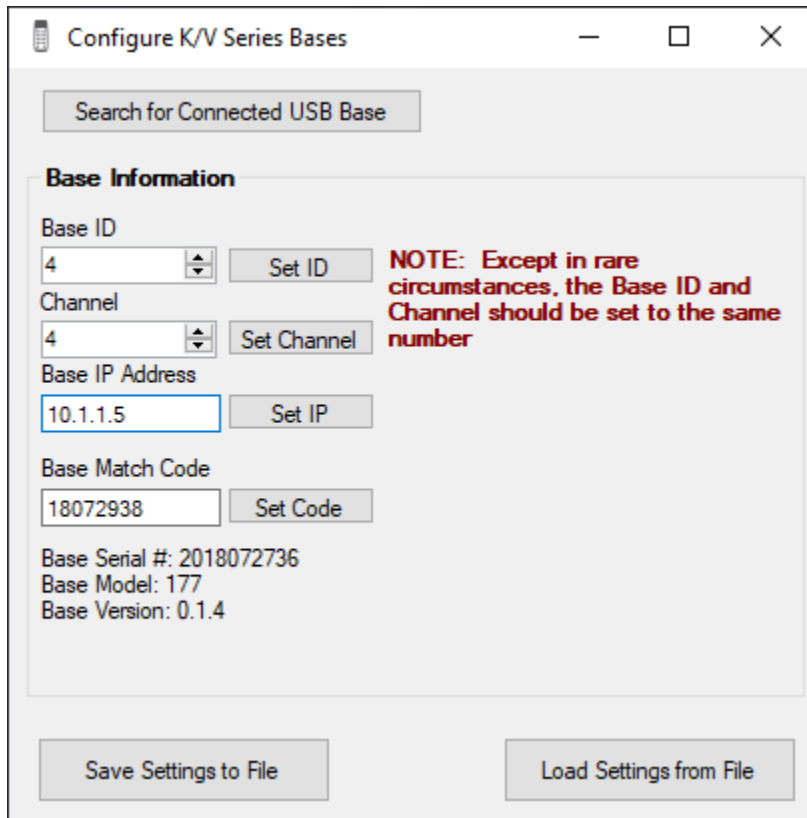


Figure 5

5. Make note of the number in the Base ID field
6. Close the dialog box
7. Disconnect the OptionFinder K Series Full Size Base Station and remove the USB cable. Connect the power cord to the base and then connect the base station to your computer using the Ethernet cable.
8. Click **Hardware** on the OptionPower tab
9. Click **Advanced Hardware Configuration**
10. Remove existing the existing base station
11. Click **Add New Base**
12. Enter a number for the base station (i.e. the base ID number referenced above)

13. Select **OptionFinder K Series** on the Model drop-down menu
14. Double-click the row with the base station information
15. Click **Ethernet**
16. Enter the number for the base ID referenced in step 4
17. Enter the IP Address you assigned to the base and click **Verify**
18. Click **OK**
19. Enter the low and high keypad numbers. The low and high number fields define the range of accepted keypad numbers not just the quantity of keypads you intend to use. For example, if you enter 1 as the lowest number and 10 as the highest number you may only use the keypads numbered 1 through 10.
20. Click **Test Keypads**
21. Press a number on each keypad, if the keypad is working properly the number you press will appear next to the keypad's address
22. Click **Close**
23. Click **OK**
24. Click **OK** to save changes and close the Base Station Setup dialog

Programming Keypads

Set the Channel for the Keypads

1. Define the hardware if you have not already done so
2. Click **Advanced Hardware configuration**
3. Click anywhere in the row for the K Series base and click **Base Station Settings**
4. Click the **Program Keypads** tab
5. Click **Start Setting Channel**
6. Press and hold the **Send** and **5** buttons on the keypad until you see numbers start to scroll in the keypad display. Release the buttons on the keypad. The numbers will stop scrolling when they get to the channel of the base you have connected.
7. Click **Stop Setting Channel** after all of the keypads have been programmed

Set the Keypad ID

1. Define the hardware if you have not already done so
2. Click **Advanced Hardware configuration**
3. Click anywhere in the row for the K Series base and click **Base Station Settings**
4. Click the **Program Keypads** tab
5. Select the ID number you wish to assign to the keypad
6. Click **Start Programming**
7. Press and hold the **Send** key on the keypad and click the **Set Keypad ID** button
8. Repeat steps seven for all remaining keypads and then click **Stop Programming**

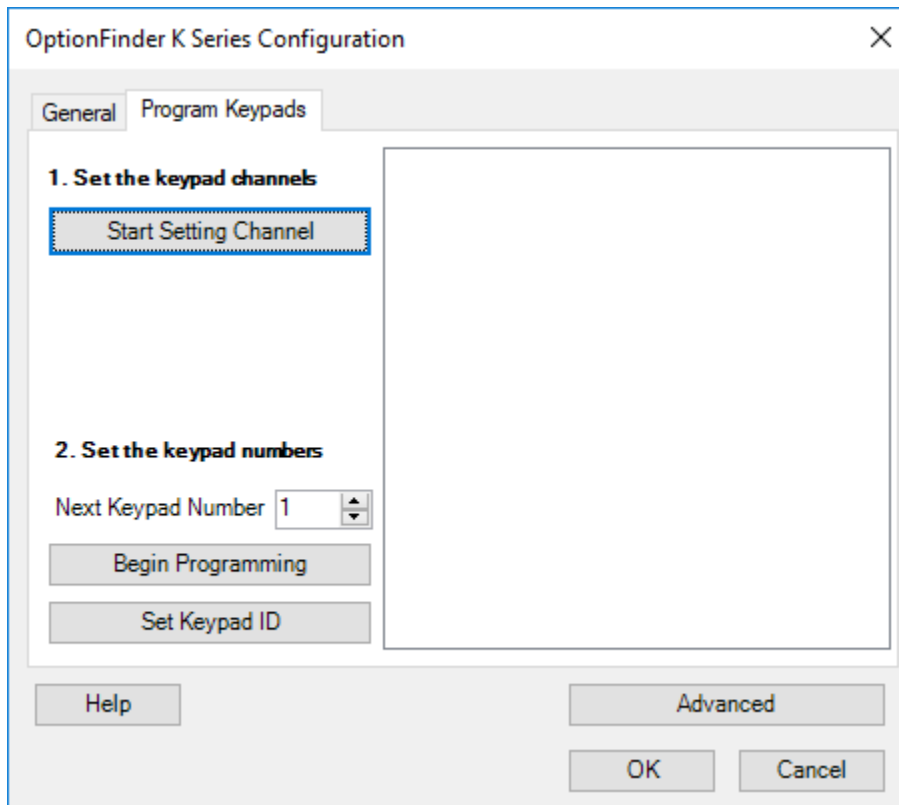


Figure 6fs

Change the Channel for the Base Station

1. Connect the base station to your computer
2. On the **OptionPower** tab, click **Hardware**, click **Advanced Hardware Configuration**
3. Select the base station you wish to change and click **Base Station Settings**
4. Click **Verify**
5. The base Channel is listed on the lower portion of the dialog, select a new Channel and click **Change Channel**
6. Click **OK** to save your changes and close the dialog box