

## Instructions for using your PRS clicker

**Please note: In the following directions, ENTER refers to the green key with the arrow on the left side of the clicker.**

There are two steps that **must** be completed before using the clicker in class(es):

1. Enter/store your Student UIN in the remote
2. Activate your Clicker ID using Leo On Line

### **Step 1: To enter/store your Student ID (UIN) in the remote:**

1. Power on your Clicker using the “slide bar on the left side of the clicker. Up is on; down is off.
2. The clicker will begin to *autoscan*. Press \* to stop the scan.
3. Press \* to display the Setup Menu
4. Scroll ▼ or ▲ to display the ID: menu option.
5. Press ENTER key to select this option.
6. Use the numeric pad to input your Student ID (Use your UIN). Use ◀ to backspace, if you need to correct an entry.
7. Press ENTER to store the ID.

### **Step 2: To activate the clicker ID using Leo On Line:**

1. Logon to Leo Online
  2. Select Admissions, Registration, Student Records, Graduation Information, Credit Card Payments, and Financial Aid
  3. Select Registration
  4. Select Activate/Change clicker number
  5. Select Add/Change clicker number
  6. Enter 6 digit Alpha-Numeric Clicker ID (Radio ID) (There are no “O” just zero “0”)
  7. Select submit
- Note:** You only have to do this once each semester. It will automatically register you for all classes

### **To View Clicker ID (Radio ID):**

1. Turn clicker on, press the \* key to stop the scanning for a class.
2. Press the \* key to view the setup menu. Use ▲ ▼ keys to navigate to the Diagnostics menu, press the green enter key.
3. This will show the percent of battery life and the Radio (Clicker) ID

**Optional:** The clicker has a “Sleep Mode” which is designed to extend battery life. It is measured in seconds and the number represents how long it will stay “active” when not using the clicker before going to sleep mode. Pressing any key will “wake up” the clicker and return to full power. The default setting is 60 seconds.

### **To change the sleep Mode setting**

1. Press the \* key to display the Setup Menu.
2. Scroll ▼ or ▲ to display the Menu Options
3. When SLEEP is displayed, press the ◀ key to cycle through the Sleep Mode options.
4. Press the ▲ or ▼ key to view the next Setup Menu option

\*Note: please e-mail [classroomcentral@odu.edu](mailto:classroomcentral@odu.edu) if you have any problems with your Clicker