



TimerTools™

18 full-screen timers ●

designed for teachers and presenters ●

quickly tab to PowerPoint and back ●

Kagan

TimerTools™, v4.0 User's Manual

TimerTools™
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TimerTools™ User's Manual

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GENERAL NOTES

Navigation

- **Main Menu Screen:** Select the timer you wish to display and use.
- **Return to Main Menu:** Click the Home button in upper right hand corner to return to the main menu.

Preset Abbreviations

- **H, M, S:** On the Preset buttons, hours, minutes, and seconds are abbreviated as follows:

h = hours

m = minutes

s = seconds

Time Entry Warning

- TimerTools will sound a warning buzzer if:
 - a countdown timer is started with 0 as the countdown time.
 - a time is greater or less than an acceptable time.
 - a time entry field is left blank.
 - an invalid function is attempted while the timer is running.

Computer Times & Sounds

- **Clocks:** The clocks are based on your computer's time, so verify that your computer time is set correctly.
- **Volume:** To disable or adjust alarm volume, use your computer's sound settings.

Scale Timer Tools

- **Scale:** To scale the TimerTools window, click and drag the bottom right scale handle.
- **Full Screen:** To view TimerTools as a full screen, select View > Full Screen (Shortcut keys: for PC: Control + F; for Mac: Command + F)
- **Exit Full Screen:** To exit Full Screen press the ESC key or repeat the full screen shortcut keys again.

Timers Reset Upon Exit

Each timer is reset when exiting that timer.

Run Multiple Timers Simultaneously

If you wish to run multiple timers simultaneously (for example Alarm Clock and Countdown Timer), duplicate and open multiple copies of TimerTools.

Performance Note: Increasing the scale of TimerTools or running multiple timers simultaneously may slow the performance of your computer. However, all timers will remain accurate.

COUNTDOWN TIMERS



Countdown Timer

Counts down from a user-selected time or from a preset time and triggers an alarm at 00:00:00.

Use for: Allotting a predetermined time to an event.

To Set and Start a Countdown Time

- In the Input box, double click the hrs, mins, or secs field to highlight the field. Type in desired time. Click the Start button to start countdown.

or

- Use the Up or Down buttons to adjust the hours, minutes, and seconds. Click the Start button to start countdown.

or

- Click a Preset Countdown button.

To Stop the Countdown

Click the Stop button.

To Re-Start the Countdown

Click the Start button again.

To Reset the Countdown

Click the Reset button. The timer will be set with the last time used.

To Display a Set Time on the Main Display

Click the Show button.

To Clear the Time

Click the Clear button.

Notes:

- The Countdown Input box disappears when a countdown is in progress. Click the Reset button to make Countdown Input box re-appear.
- Press Tab to tab between the hours, minutes, and seconds fields respectively to input a time. Press Shift + Tab to reverse the tab order.



Hourglass Timer

Hourglass visually displays time elapsed and time remaining and triggers an alarm at 00:00:00.

Use for: Allotting a predetermined time to an event.

To Set Hourglass Time

In the Input box, double click the hrs, mins, or secs field to highlight the field. Type in desired time. Click Start to start countdown.

To Start the Countdown

Click the Start button.

To Stop the Countdown

Click the Stop button.

To Re-Start the Countdown

Click the Start button again.

To Reset the Countdown

Click the Reset button. The timer will be set with the last time used.

To Display a Set Time on the Main Display

Click the Show button.

To Clear the Time

Click the Clear button.

Notes:

- The Hourglass Input box disappears when a countdown is in progress. Click the Stop button, then the Reset button to make the Hourglass Input box re-appear.
- Press Tab to tab between the minutes and seconds fields to input a time.



Seconds Timer

Counts down from the seconds entered to 0 with large numbers and with a progress bar. Progress bar turns from green to yellow to red as time approaches completion.

Use for: Allotting a predetermined time (in seconds) to an event.

To Set the Seconds Timer

- Double click the large numbers in the Enter Seconds box to highlight the field. Type in desired time in seconds. Click the GO button to start seconds countdown.
 - or
 - Use the + or – buttons to adjust the seconds. Click the GO button to start seconds countdown.
 - or
 - Click any Preset Time button to immediately begin countdown.
- (Tip: Roll your cursor over a Preset Time button to display the time in the Enter Seconds box. Then use the + or – buttons to fine tune the seconds desired.)

Interrupt Countdown

During countdown, click the blue Back button (on left) to return to the seconds entry screen. This will interrupt the countdown and allow you to enter a new countdown time.

Acknowledge Alarm

When triggered, click the OK button to return to the seconds entry screen.

Notes:

- Progress bar changes colors at the following times:
 - Green = 100–40% time remaining
 - Yellow = 40%–20% time remaining
 - Red = 20%–0% time remaining



Task Timer

Counts down from the time selected to 0 on a circular 5 minute countdown clock face. The allotted time starts green, then turns to red as time elapses. Triggers an alarm at 00:00.

Use for: Allotting a predetermined time to an event. Focusing on the time available in proportion to a 5 minute timer.

To Start the Countdown

- Click on any preset time button around the circular clock face to immediately begin countdown. Minute preset buttons are in blue to easily differentiate the minutes from the black seconds preset buttons.

To Stop the Countdown

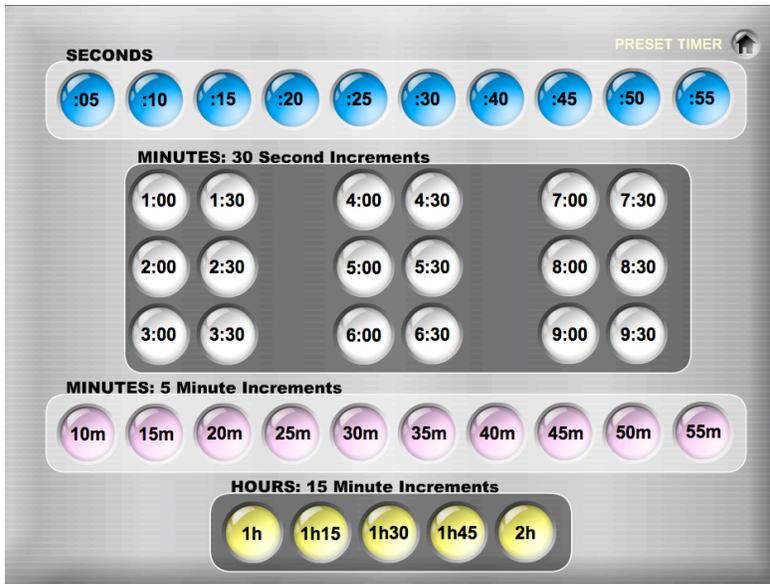
- Click the Stop button.

To Re-Start the Countdown

Click the Start button again.

To Select a Different Countdown Time

- Select a different preset button at any time.



Preset Timer

Provides 43 of the most frequently used countdown times as presets for quickly selecting a countdown time. Counts down with a countdown timer and visually with color in a circular fashion. Triggers an alarm at 00:00:00.

Use for: Quickly selecting a preset countdown time. Ideal for interactive whiteboards and touch screen computers without a keyboard.

To Select a Countdown Time

- Click on any preset time button. Presets buttons are organized into the following groups to make it easier to quickly locate the desired preset:
 - Seconds
 - Minutes: 30 Second Increments
 - Minutes: 5 Minute Increments
 - Hours: 15 Minute Increments

To Start the Countdown

- Click the Start button.

To Stop the Countdown

- Click the Stop button.

To Re-Start the Countdown

Click the Start button again.

To Select a Different Preset Countdown Time

- Press the yellow Presets button to return to the preset options.



Percent Timer

Visually displays the time available on a circular clock face. The clock face turns from blue to red as time elapses. Also displays Time Left and Percent Left numerically. Triggers an alarm at 0% Percent Left.

Use for: Displaying the time remaining as a percent of total time.

To Set Countdown Time

In the Input box, double click the hrs, mins, or secs field to highlight the field. Type in desired time.

To Start the Countdown

- Click the Start button.

To Stop the Countdown

- Click the Stop button.

To Re-Start the Countdown

Click the Start button again.

To Reset the Countdown

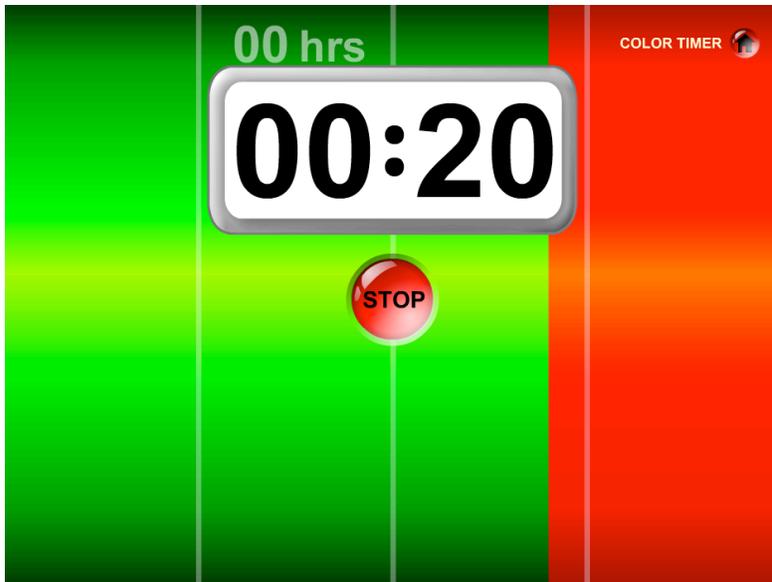
Click the Reset button. The timer is set to the last time selected and the Percent Left is reset to 100%.

To Display a Set Time on the Main Display

Click the Show button.

To Clear the Time

Click the Clear button.



Color Timer

Visually displays the time available by changing the background color from green to red. Also displays a countdown timer. Triggers an alarm at 00:00:00.

Use for: Visually displaying the time remaining using color.

To Set Countdown Time

In the Input box, double click the hrs, mins, or secs field to highlight the field. Type in desired time.

To Start the Countdown

- Click the Start button.

To Stop the Countdown

- Click the Stop button.

To Re-Start the Countdown

Click the Start button again.

To Reset the Countdown

Click the Reset button. The timer is set to the last time selected.

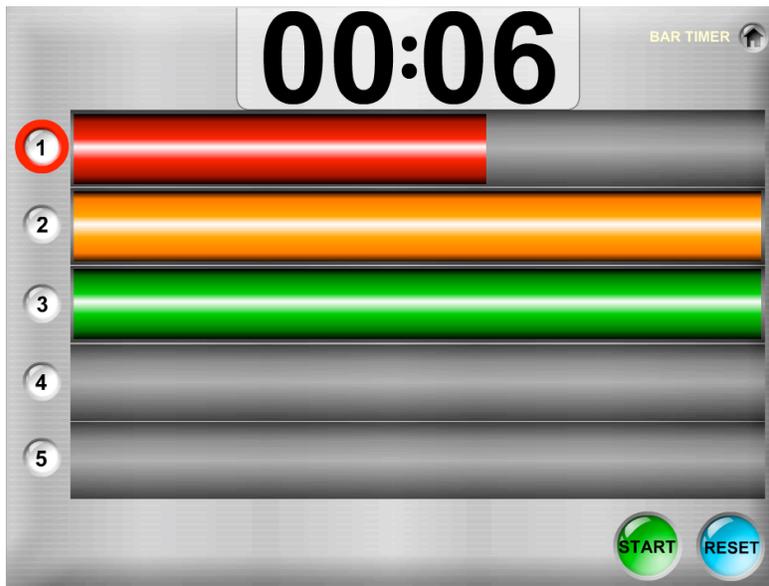
To Display a Set Time on the Main Display

Click the Show button.

To Clear the Time

Click the Clear button.

TURN TIMERS



Bar Timer

Provides 5 color countdown bars for counting down up to 5 time intervals. Triggers an alarm after all countdown bars have completed their countdowns.

Use for: Providing students equally timed turns by assigning each student in a group (up to 5 students per group) a unique bar. Alternatively, the bars may be used to time up to 5 different events, such as switching roles on a project every minute for five minutes.

To Select the Number Bars

- Click on a Bar button to the left of the color bars. When a Bar button is selected, the unused bars are removed.

To Set the Countdown Timer

- Double click the small mins or secs field (at bottom) to highlight the field. Type in desired time. Click the Start button to start interval countdown.
- or
- Click any Preset Time button and then click the Start button to begin interval timing.

To Start the Bar Timer

Click the Start button. The first (Red) bar begins to count down. The first Bar button (#1) is highlighted to make it easy to see which bar is counting down. Each Bar button is highlighted during its respective countdown.

To Stop the Bar Timer

Click the Stop button.

To Re-Start the Bar Timer

Click the Start button again.

To Reset the Bar Timer to Last Time Set

Click the Reset button.

To Display a Set Time on the Main Display

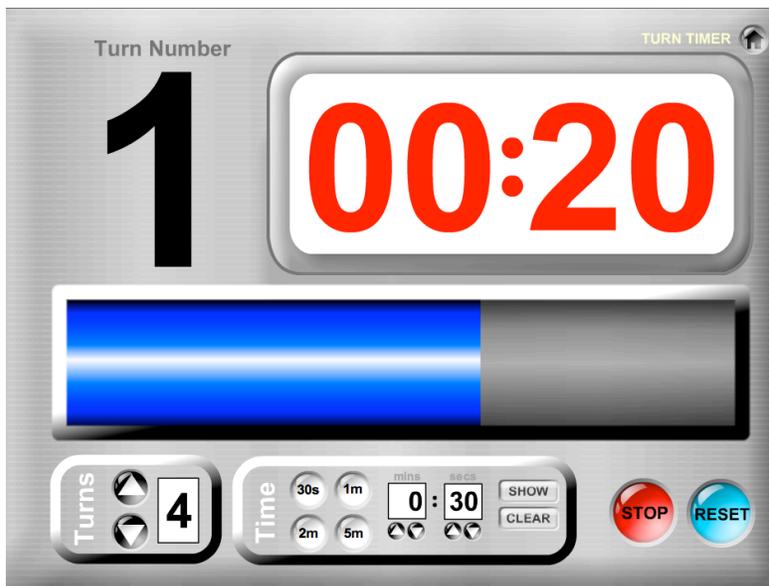
Click the Show button.

To Clear the Time

Click the Clear button.

Notes:

- The bar timer may be reset by selecting a Bar button to the left of the color bars at any time during countdown.
- The Interval Input box disappears when interval timing is in progress. Click the Reset button to make the Interval Input box re-appear.
- Press Tab to tab between the minutes and seconds fields to input a time.



Turn Timer

Counts down time remaining for multiple turns. User enters how many turns to time and then enters the time desired for each turn. When initiated, "Turn Number 1" is displayed indicating it is the first turn and the timer counts down. When the countdown reaches 00:00 and the progress bar runs out, a sound indicates time's up for that turn. The next turn (Turn Number 2, and so on) is automatically selected and the countdown begins. Alarm bell tolls twice when all turns have been completed.

Use for: Timing equal turns.

To Select the Number of Turns

- In the Turns box, double click the Turns field to highlight the field. Type in the number of turns from 1-9.
- or
- In the Turns box, use the arrows to select the number of turns from 1-9.

To Set the Turn Time

- In the Time box, double click the mins or secs field to highlight the field. Type in desired turn time. Click the Start button to start turn countdown.
- or
- In the Time box, click any Preset Time button.

To Start the Turn Timer

Click the Start button.

To Stop the Turn Timer

Click the Stop button.

To Re-Start the Turn Timer

Click the Start button again.

To Reset the Turn Timer to Last Set Turns and Time

Click the Reset button.

To Display Set Turns and Time on the Main Display

Click the Show button.

To Clear the Turns and Time

Click the Clear button.

Notes:

- Turns begin with 1 and advance by 1 until all turns are completed.
- Turn range is from 1–9; more than 9 turns are not permitted.
- Press Tab to tab between the turns, minutes, and seconds fields respectively to input a turn or time. Press Shift + Tab to reverse the tab order.



Stoplight Timer

A blinking green stoplight indicates who's turn it is and the countdown timer counts down time remaining for the turn. When the timer reaches 00:00, the light turns red and a sound indicates it's the next person's turn. The next stoplight blinks green. When all turns are completed, all lights turn red and an alarm sounds.

Use for: Timing equal turns on a team of 2, 3, or 4.

To Select the Number of Turns

- Click a Turn button: 2, 3, or 4. The number of stop lights at the top will match the number of turns selected.

To Set and Start the Timer

- Click a Preset Time button and the countdown begins.

Note: A turn must be selected before the time is selected or a buzzer will indicate no turn has been selected.

To Stop the Stoplight Timer

Click the Stop button.

To Re-Start the Stoplight Timer

Click the Start button again.

To Start a New Countdown Using the Same Number of Turns

Click a new Preset Time button.

To Start a New Countdown Using a Different Number of Turns

Click the Reset button. The timer is ready to select a new Turn button and new Preset Time button.



Interval Timer

Repeatedly counts down from a user-selected interval time to 00:00. Progress bar visually displays remaining time. Bell chimes indicating time's up for the interval.

Use for: Indicating time remaining for timed intervals.

To Set the Interval Timer

- Double click the small mins or secs field (at bottom) to highlight the field. Type in desired time. Click the Start button to start interval countdown.

or

- Click any Preset Time button and then click the Start button to begin interval timing.

To Start the Interval Timer

Click the Start button.

To Stop the Interval Timer

Click the Stop button.

To Re-Start the Interval Timer

Click the Start button again.

To Reset the Interval Timer to Last Time Set

Click the Reset button.

To Display a Set Time on the Main Display

Click the Show button.

To Clear the Time

Click the Clear button.

Notes:

- The Interval Input box disappears when interval timing is in progress. Click the Reset button to make the Interval Input box re-appear.
- Press Tab to tab between the minutes and seconds fields to input a time.

STOPWATCHES



Digital Stopwatch

Large digital stopwatch with smaller analog stopwatch. Counts up from 0.

Use for: Timing events.

To Start the Stopwatch

Click the Start button.

To Stop the Stopwatch

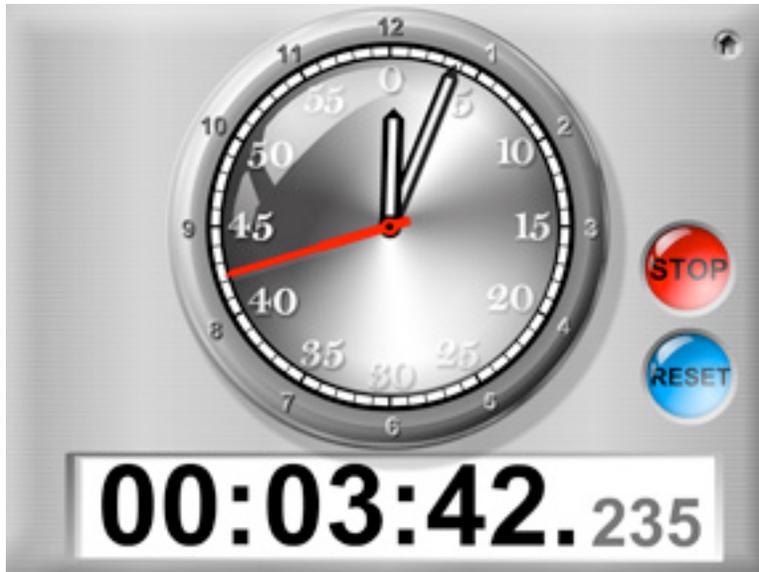
Click the Stop button.

To Re-Start the Stopwatch

Click the Start button again.

To Reset the Stopwatch to 00:00:00

Click the Reset button.



Analog Stopwatch

Large analog stopwatch with smaller digital display. Counts up from 0.

Use for: Timing events.

To Start the Stopwatch

Click the Start button.

To Stop the Stopwatch

Click the Stop button.

To Re-Start the Stopwatch

Click the Start button again.

To Reset the Stopwatch to 00:00:00

Click the Reset button.

Note:

The large inside numbers are for timing seconds and minutes. The small outside numbers are for timing hours.



Split Stopwatch

Records up to 5 splits from the stopwatch. Counts up from 0.

Use for: Timing multiple events.

To Start the Stopwatch

Click the Start button.

To Stop the Stopwatch

Click the Stop button.

To Re-Start the Stopwatch

Click the Start button again.

To Reset the Stopwatch to 00:00:00

Click the Reset button.

To Record a Split

Click any Split button from 1–5.

To Clear any Individual Split

Click the Clear Split button (red button with X).

To Clear all Splits and Reset the Stopwatch

Click the Reset button.

CLOCKS & ALARMS



Analog Clock

Large analog clock with small digital time, day, date, and year.

Use for: Displaying time and date.

To Set the Time or Date

Adjust the time or date on your computer.



Digital Clock

Large digital clock, day, date, and year.

Use for: Displaying time and date.

To Set the Time or Date

Adjust the time or date on your computer.



Alarm Clock

Displays large time, and small day, month, date, and year. Triggers an alarm at a set alarm time.

Use for: Quickly setting a single alarm.

To Set the Alarm

1) In the Set Alarm box, double click the hour or minutes fields to highlight the field. Type in desired alarm time. Click the AM/PM button to toggle between AM/PM. Click the ON/OFF button to display ON.

or

2) Use the Up or Down Arrow buttons to set the hour and minutes. Click the AM/PM button to toggle between AM/PM. Click ON/OFF button to display ON.

or

3) Click any Preset Alarm button. The Preset Alarm buttons set the alarm for the current time plus the value of the Preset button.

To Turn Off the Alarm

Click the ON/OFF button to display OFF.

To Return to Alarm After Alarm Triggered

Click the OK button. The alarm time is maintained in Set Alarm box. The ON/OFF button is automatically toggled to the OFF position.

Notes:

- The alarm clock is automatically turned off when exiting the alarm mode, but the set alarm time is retained in memory.



Multi-Alarms

Four customizable alarms. Displays large time, and small day, month, date, and year.

Use for: Setting a maximum of four alarms.

To Set the Alarms

1) In an Alarm box, double click the hour or minutes fields to highlight the field. Type in desired alarm time. Click the AM/PM button to toggle between AM/PM. Click the ON/OFF button to display ON.

or

2) Use the Up or Down Arrow buttons to set the hour and minutes. Click the AM/PM button to toggle between AM/PM. Click ON/OFF button to display ON.

To Name an Alarm

In an Alarm box, highlight the alarm name field. Type in desired alarm name. (This alarm name will appear on your alarm when the alarm is triggered.)

To Turn Off the Alarm

Click the ON/OFF button to display OFF.

To Return to Alarm After Alarm Triggered

Click the OK button. The alarm time is maintained in Set Alarm box. The ON/OFF button is automatically toggled to the OFF position.

Notes:

- The alarm clocks are automatically turned off when exiting the multi-alarm mode, but the set alarm times and names are retained in memory.