

# TeamTimer™

## Instruction Manual



### 8 Great Tools to Manage Teamwork!

- Time Team Tasks •
- Select Who's Up •
- Time Equal Turns •
- Quiz a Teammate •
- Keep Track of Turns •
- Celebrate Teamwork •
- Repeat Timed Intervals •
- Manage Many Rounds •

**Kagan**

[www.KaganOnline.com](http://www.KaganOnline.com)

# Table of Contents

## General

- TeamTimer Overview ..... 3
- QuickStart Chart ..... 4
- Visual Overview ..... 5
- Batteries and Power ..... 6
- Team Cheers ..... 7
- Set Group Size ..... 8
- Random (RDM) and Sequential (SEQ) ..... 9
- Off and Switch Modes ..... 9
- Set and Use Timer ..... 10



## Main Modes

- **Time It!** ..... 12
- **Who's Up?** ..... 14
- **Spotlight!** ..... 15
- **Equal Turns!** ..... 16



## Additional Features

- Many Rounds ..... 17
- Interval Timer ..... 18
- Turn Tracker ..... 19



**Care Instructions and Troubleshooting ..... 20–21**

# TeamTimer Overview

## 8 Great Tools for Teams!

- 1 Time It!** helps teams manage their time wisely. Enter a countdown time and press Start—all the red lights light up, then turn off one at a time as time elapses until the TeamTimer announces, “Time’s Up!” and sounds the alarm.
- 2 Who’s Up?** randomly picks one teammate. The TeamTimer makes a spinner sound, then lights up the selected teammate’s yellow light and calls out his/her number, “Three!” Random selection keeps everyone on their toes.
- 3 Spotlight!** is great for team quizzes and reviews. The TeamTimer picks a teammate to share, then counts down the teammate’s share time.
- 4 Equal Turns!** gives every teammate the same time allotment to make their contribution to the project, discussion, or review. This ensures that everyone is participating.
- 5 Many Rounds** is a great way to manage multiple rounds of timed turns. Every round, each teammate gets an equal turn.
- 6 Turn Tracker** eliminates your team “Hogs” and “Logs.” No one can take a second turn until everyone has participated.
- 7 Interval Timer** counts down and beeps every time your set time interval is complete so that teammates know it’s time to switch roles or switch gears.
- 8 Cheer!** is a fun way to cheer on a teammate or celebrate as a team. Each press plays one of five team celebrations.

# QuickStart Chart

1. Install batteries.
2. Turn side switch to RDM ON.
3. Set Group Size.
4. Use a Main Mode, a Hold Down Feature, or the Cheer button.

## Main Mode



**Spotlight!**  
*Pick and time a teammate.*

Press + **Time** + **Start**



**Time It!**  
*Time a task.*

Press + **Time** + **Start**



**Equal Turns!**  
*Give everyone an equal timed turn.*

Press + **Time** + **Start**



**Who's Up?**  
*Pick a teammate.*

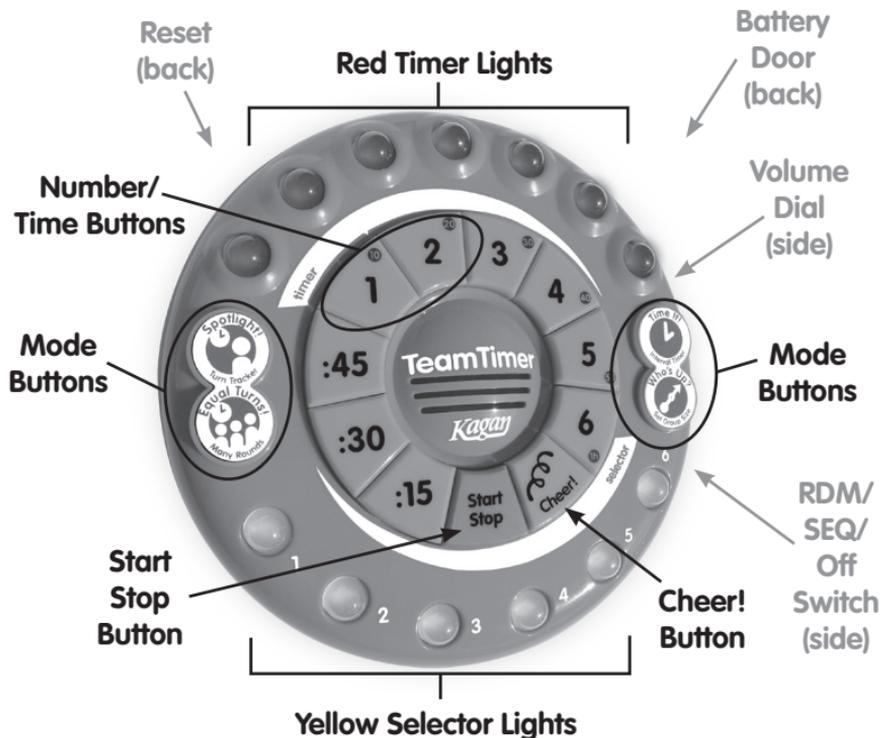
Press

 Press **Cheer**  
for celebrations.

## Hold Down Features

<b>Set Group Size</b>	<i>Set number of people in the group.</i>	<b>Hold</b> + <b>2-6</b>
<b>Interval Timer</b>	<i>Keep repeating a set time interval.</i>	<b>Hold</b> + <b>Time</b> + <b>Start</b>
<b>Turn Tracker</b>	<i>Keep track of who's taken a turn.</i>	<b>Hold</b> + <b>1-6</b> + ...
<b>Many Rounds</b>	<i>Give everyone multiple timed turns.</i>	<b>Hold</b> + <b>Time</b> + <b>Start</b>

# Visual Overview



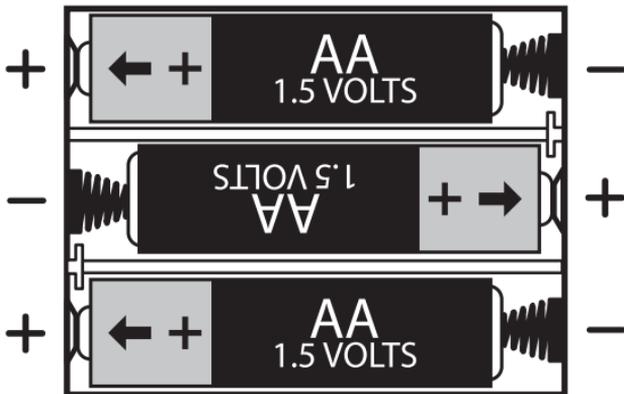
# Batteries and Power

Battery operation requires 3 AA batteries. After installing your batteries, turn your TeamTimer to **ON** (RDM or SEQ).

## ■ To Insert Batteries

1. Unscrew and remove the battery door.
2. Insert 3 AA batteries. Be careful to properly match the + and – ends of the batteries (see diagram below).
3. Replace and screw on the battery door.

**Battery Installation Diagram**



**Note:** To conserve batteries, the TeamTimer will automatically power down after 15 minutes of inactivity.

## Important Battery Information

- Batteries should be installed and removed by an adult only.
- Do not dispose of batteries in fire. Batteries may explode or leak.
- Install batteries with the correct polarity (+ and –).
- Do not mix batteries (old and new; alkaline, standard, rechargeable; type).
- Do not attempt to recharge nonrechargeable batteries.
- To avoid leakage, remove batteries if not using for a long period.
- Replace the batteries at first sign of incorrect operation.

## Team Cheers



Press the **Cheer!** button for one of five different team cheers.

- 1. Clapping/Applause**
- 2. "Awesome!"**
- 3. Fanfare**
- 4. Crowd Cheer**
- 5. "You Rock!"**

### Use the **Cheer** button to ...

- Cheer on a great response
- Celebrate as a team
- Create a team cheer
- Celebrate a correct answer
- Encourage a teammate
- Congratulate another team

# Set Group Size

- Most TeamTimer modes use the Group Size you enter.
- Group Size may be set from 2–6.
- The TeamTimer remembers your set Group Size until you change it.

## ■ To Set or Change Group Size:

1. Turn the TeamTimer **ON**.
2. Hold down **Set Group Size** until you hear, “Set Group Size.”
3. Quickly press a **Number** button from 2–6.

*Your Group Size is set and you may now use any mode that requires a Group Size.*

**Confirmation.** The TeamTimer says the Group Size you selected and briefly turns on the yellow lights corresponding to your set group size. *For example, if you set the Group Size to 3, the TeamTimer says, “Three,” and turns on yellow lights 1–3.*

### **You Must Set Group Size:**

- To use any mode for the first time (except Time It!).
- When the number of people in your group changes.
- After you replace batteries.
- After you RESET the TeamTimer.

*TeamTimer’s default Group Size is set to 4.*

# RDM and SEQ

## ■ Random (RDM) vs. Sequential (SEQ)

Use the side switch to determine how to select teammates:

- **RDM**—Teammates are selected randomly (no repeats) with each use. *Example: 3, 1, 4, 2*
- **SEQ**—The first teammate is selected randomly, then all subsequent teammates are selected in sequence. *Example: 3, 4, 1, 2*

After each teammate is selected once, every teammate number is available for selection on the next use.

# Off and Switch Modes

- **Power Off.** Turn off your TeamTimer by selecting **OFF** on the side.
- **Mode Off.** At any time you wish to turn off all running functions, you may hold down the **Stop** button. All lights, sounds, and running timers will turn off.
- **Switch Modes.** At any time, you may switch modes by hitting the desired **Mode** button you wish to use.

# Set and Use Timer

Use the following instructions to set and use TeamTimer's timer for all modes that use a timer.

## ■ To Set a Basic Timer (Press)

1. Press the desired **Mode** button.
2. Press any blue **Time** button for your desired time.
3. Press **Start**.

*For example, to set timer for :45, press your desired Mode, press the :45 button, then press Start.*



## ■ To Access Longer Times (Hold)

Time buttons 1–6 have longer times indicated in a small circle (10 minutes to 1 hour, respectively). Hold down the desired **Time** button until the TeamTimer states the time selected. *For example, to set timer for 10 minutes, press your desired Mode, hold down the 1(10) button until the TeamTimer says “ten,” then press Start.*



## ■ To Add Time (Press Multiple)

Press **Time** buttons in sequence (3 max.) to add selected times.

*For example, to set a timer for 3 minutes and 30 seconds, press your desired Mode, press the 3 button, press the :30 button, then press Start.*

## ■ **How the Timer Works**

The TeamTimer uses the red lights to indicate how much time remains. When you start timing, all red lights turn on. Each light turns off from left to right in proportion to the time elapsed. When time reaches the final two red lights, they blink rapidly. When the final light turns off, the TeamTimer notifies you time is up. (The time's up notification varies depending on mode.)

## ■ **To Pause the Timer**

Press the **Stop** button. The TeamTimer says, "Pause." The red light the timer was paused on blinks, indicating time remaining.

## ■ **To Resume a Paused Timer**

Press the **Start** button. The TeamTimer says, "Continue."

## ■ **To Stop an Alarm**

Press the **Stop** button.

## ■ **To Restart the Timer in the Same Mode for the Same Time**

After the alarm is stopped, press the **Start** button.

# Time It!



## ***Time a task.***

*Time It!* works as a visual countdown timer. When it starts, all the red lights turn on. Lights turn off as time elapses. The final two lights blink as a warning that time is running low. When the final red light turns off, the TeamTimer says, “Time’s Up,” then sounds the alarm.

### ■ **To Use Time It!**

1. Press the **Time It!** button.
2. Press desired **Time** button.  
(See page 10 for advanced timer functions.)
3. Press **Start**.

### ■ **To Stop the Alarm**

Press the **Stop** button.

## ■ To Interrupt a Running Timer with a New Time

Repeat basic usage:

1. Press the **Time It!** button.
2. Press desired **Time** button.
3. Press **Start**.

### Use the timer to time ...

- A team discussion
- A team task or assignment
- A brainstorming session
- Independent writing time
- A break
- Practice time on a new skill
- A timed quiz or test
- A presentation or rehearsal
- Reading time
- Free time
- Sports and games
- Class challenges

# Who's Up?



## ***Pick one teammate.***

*Who's Up? picks one teammate from the set Group Size. The TeamTimer makes a spinner whirl sound and the yellow lights turn on and off, then one teammate's number lights up and the TeamTimer says the selected teammate's number.*

### ■ **To Use Who's Up?**

Press the **Who's Up?** button.

#### **Pick one teammate to ...**

- Perform publicly for team: answer, share opinion, read, go first, perform task, etc.
- Perform a team role (e.g., Quiet Captain, Recorder, Materials Monitor)
- Make the team's decision
- Share the team's answer
- Lead the team

# Spotlight!



## ***Pick and time one teammate.***

*Spotlight puts one teammate under the spotlight. The TeamTimer selects the teammate using the yellow lights, then uses the red lights to countdown time remaining.*

### ■ To Use Spotlight!

1. Press the **Spotlight!** button.
2. Press the desired **Time** button.
3. Press the **Start** button.

#### **Select and time one student to ...**

- Answer the next question
- Share personal information
- Respond to the teacher's prompt
- Act out a word or a role
- Define a concept
- Give an opinion on an issue
- Explain the results of an experiment
- Identify the most important points
- Predict what will happen next
- Offer a suggestion for improvement

# Equal Turns!



## *Give each teammate an equal timed turn.*

*Equal Turns! gives each teammate one turn for the time set. The TeamTimer uses the yellow lights to select a teammate and the red lights to time the teammate. When time's up, the TeamTimer selects and times the next teammate. The alarm is triggered after the last teammate's turn.*

### **To Use Equal Turns!**

1. Press the **Equal Turns!** button.
2. Press the desired **Time** button.
3. Press the **Start** button.

### **Give teammates equal timed turns to ...**

- Share an idea or answer
- Share their work with the team (e.g., current event, report)
- Summarize the lesson
- Lead the team discussion
- Perform a special role (e.g., Recorder)
- Enjoy a privilege (e.g., use a game)
- Reflect on team process

# Many Rounds

## ***Give each teammate multiple timed turns.***

*Many Rounds gives each teammate multiple turns for the time set. The TeamTimer uses the yellow lights to select a teammate and the red lights to time the teammate. When time's up, the TeamTimer selects and times the next teammate. The rounds of turns continue until the TeamTimer is stopped.*

### ■ **To Use Many Rounds**

1. Hold down the **Many Rounds** button.
2. Press the desired **Time** button.
3. Press the **Start** button.

### ■ **To End Many Rounds**

Hold down the **Stop** button.

### **Give teammates multiple timed turns to ...**

- Read to the team
- Add to a mind map
- Add to the team story
- Use the required tool or equipment (e.g., ruler)
- Contribute to the team project
- Operate the computer/keyboard
- Draw or record the team's answer

# Interval Timer

## *Repeat a set time interval.*

*The Interval Timer uses the red lights as a countdown timer. When the time interval is up, the TeamTimer beeps, and the timer is automatically reset to countdown the same time interval again. The TeamTimer continues using the same time interval until it is stopped.*

### ■ To Use Interval Timer

1. Hold down the **Interval Timer** button.
2. Press the desired **Time** button.
3. Press the **Start** button.

### ■ To End the Interval Timer

Hold down the **Stop** button.

#### **Repeat a timed interval for the team to ...**

- Discuss the next issue on the list
- Debate the next topic
- Rotate team roles
- Switch papers to make the next contribution
- Switch equipment
- Switch gears on a team project
- Pick the next leader (i.e., in sequence)
- Move locations (e.g., different station, center)

# Turn Tracker

## ***Keep track of who's taken a turn and who still needs to take a turn.***

*When TurnTracker is selected, each teammate's yellow light turns on. After a teammate takes a turn, he/she presses his/her number button and the corresponding yellow light turns off. The lights that are on indicate who still needs to take a turn. When the last teammate turns off the last light, all teammate lights turn on again for the next round of turns.*

### **To Use the Turn Tracker**

1. Hold down the **Turn Tracker** button.
2. After each teammate takes a turn, he/she presses his/her number button.

#### **Keep track of who needs to take a turn to ...**

- Share an idea or answer
- Read his/her work or story to the team
- Contribute to the team discussion
- Solve a review problem
- Try the new procedure or equipment
- Add the next item to the graphic organizer
- Solve the next problem
- Post the team's answer on the board
- Sequence or sort the next item

# Care Instructions

## ■ **Cleaning**

Clean your TeamTimer with a soft, moist (but not wet) cloth. Thoroughly dry your TeamTimer with a dry cloth.

## ■ **Care**

To protect your TeamTimer, avoid:

- Submerging in water
- Excessive heat or cold
- Food and drink spillage
- Sharp objects
- Dropping or hitting

# Troubleshooting

Problems	Solutions
<ul style="list-style-type: none"><li>• TeamTimer will not turn on.</li><li>• TeamTimer does not respond.</li><li>• TeamTimer is acting erratically.</li><li>• TeamTimer sounds are distorted.</li></ul>	<ul style="list-style-type: none"><li>• Verify batteries are installed correctly.</li><li>• Ensure battery door is securely attached.</li><li>• Install new batteries.</li><li>• Clean battery contacts with rubbing alcohol.</li><li>• Press the RESET button on the back using a paper clip.</li></ul>
<ul style="list-style-type: none"><li>• Can't hear sounds, or sounds are too loud.</li></ul>	<ul style="list-style-type: none"><li>• Use the volume control dial on the side.</li></ul>



Not for children under 5 years.  
Batteries must be installed by adults only.

# TeamTimer™

**Kagan Publishing**

981 Calle Amanecer

San Clemente, CA 92673, USA

Web: [www.KaganOnline.com](http://www.KaganOnline.com)

Toll Free: (800) 933-2667

E-mail: [Questions@KaganOnline.com](mailto:Questions@KaganOnline.com)

© 2010 Kagan Publishing. All worldwide rights reserved.

PATENT PENDING

Please retain this information.

Designed in the USA. Made in China.

***Kagan***

**[www.KaganOnline.com](http://www.KaganOnline.com)**