













This light brought to you by TM Vision. See tmvision.org for all your Toastmasters questions!

How to Operate the Light













Setup

1. Plug light in. The bulb will turn on and rotate through colors
2. Press the  button on the remote to turn the light red
 3. The remote requires precise aiming. If the light does not respond, aim more carefully, sit closer to the light or, if all else fails, replace the battery in the remote (CR2025 battery required—if you replace the battery, get a new spare)
4. If desired, use the  or  buttons to adjust the brightness
5. Press  to turn the light yellow. (Some think the  button just above it makes a better yellow. Either works for the yellow signal)
6. Press  to turn the light green.
7. Press  to turn the light off

Timing a Speech

1. You should know the speech time before the speaker begins. If it isn't listed on the agenda and you don't know, ask. You should be told something like "5-7 minutes" where 5 minutes is the minimum time and 7 is the maximum.
2. Use a stopwatch or cell phone to record the speaker's time from the first intentional sound they make towards the audience
3. To show the green signal, turn the light on . The light will show whatever color it was showing when it was turned off (which should be green)
4. At the appropriate times, use the yellow  and red  signals
5. **ALWAYS** turn the light green  before turning it off 
6. Write down the times. When asked, you will give speakers' names, times, and whether or not they qualified. Note that there is a "grace period" of 30 seconds under the minimum time and 30 seconds over the maximum time where the speech still qualifies. Table topics are the only exception; since they are so short, the speaker must make the minimum time to qualify, although there is still a 30 second grace period over the maximum time.

How to Time Speeches

Table Topics	Speech Evaluation	5-7 Minute Speech	Other Speeches
1:00 – Qualify	1:30 – Qualify	4:30 – Qualify	30 sec under – Qualify
1:00 – 	2:00 – 	5:00 – 	min time – 
1:30 – 	2:30 – 	6:00 – 	halfway – 
2:00 – 	3:00 – 	7:00 – 	max time – 
2:30 – Disqualify	3:30 – Disqualify	7:30 – Disqualify	30 sec over – Disqualify