Equipment Guide – Human Resources Training Room
Suite 205, Building 3377

Equipment
For technical help with running the equipment please contact HR Training at 4-8534.

The room is equipped with:
1. A ceiling-mounted projector that is wired to the equipment housed in the lectern.
2. A CD/DVD/VCR player
3. Ceiling-mounted speakers
4. A wireless microphone system and optional gooseneck, hand-held or lapel microphone. If you require the use of either the hand-held or lapel microphone, you will need to request them in advance.
5. An integrated amplifier
6. Recessed electrically operated screen
7. 40 chairs
8. 10 tables
9. 4 trash bins
10. 1 recycle bin

Using the Multimedia Projector
1. Video, DVD and either Macintosh or PC Computers may be projected on the large screen through the Multimedia Projector
2. Video and DVD are hard wired to the player located in the lectern
3. Laptop connections are available on the lectern

Connecting a Laptop Computer
1. Power up your laptop and ensure that its screen display is set to no higher than 1280 x 1024. Higher resolutions will not display correctly, as they are not supported by the projector
2. Connect all the peripherals BEFORE turning the projector on
a. Connect the 14 point male connector to the female video connector port on your laptop

b. If you require a network connection, plug the network connector (white cord with connector slightly larger, but similar to that of the plug on a telephone) into the network connector slot on your laptop

c. If you require sound to play through the speakers from your computer, plug the RCA plug into the audio output or headphone connector on your laptop

3. Turn on the switch on the power strip, located on the right-hand interior of the lectern, near the top. A red light on the power strip should glow. (Please do not turn off individual components mounted in the lectern)

4. Lower the screen, if it is not in position, using the appropriate button on the wall near the internal door going into the HR suite. Please return the button to the neutral position to prevent the motor engaging and wearing out.

5. The red light indicating AC power to the projector is on should be illuminated. Turn on the projector by pointing the Sanyo remote control towards it and pressing the Power On-Off button (top right pink button). The Lamp Ready light on the projector should glow green together with the red Lamp indicator light. If only the green light shows, the LAMP IS ON. In this case do not press the button again, as this will turn the projector off. If both lights show, press the button once more. The red light should dim, the sound of the fan starting
up should be heard, and the projector should begin to gradually cast a blue light onto the screen.

6. To maintain the long life of the very expensive ($500) lamp in the projector, DO NOT TURN THE PROJECTOR OFF WITHIN 5 MINUTES OF TURNING IT ON. Once the blue light is projected onto the screen, there is a countdown on the screen from 5 minutes to help you not to make this costly error.

7. Please do not touch the projector or change any manual settings on it. Use the remote control for all operations.

8. Use the toggle keys on your laptop to switch the display from “laptop only” to “laptop and external video”. You may have to press the key combination again if the display disappears from your laptop, while showing through the projector. (On newer Dell laptops, the key combination is Fn + F8; other brands may use Fn + F5. See your laptop’s documentation for help with this aspect.)

9. If you still see no image on the screen, it may be because the projector is in the wrong mode. Laptop display is set to work on “Display 2”. Press the “Display” button on the remote control until you see this mode appear on the screen.

10. If you need to temporarily turn the display off, without switching the projector off, press the “No Show” button on the remote control to blank the screen. Press this button again to restore the image to the screen.
Remote Control

1. **STAND-BY button**
   - Turn the projector off (p.26).

2. **WIRED REMOTE jack**
   - Connect the remote control cable (not supplied) to this jack when using as a wired remote control.

3. **SIGNAL EMISSION indicator**
   - Lights red while the laser beam is being emitted from the laser light window or a signal is being sent from the remote control to the projector (p.18).

4. **LASER LIGHT window**
   - A laser beam is emitted from here (p.18).

5. **ON button**
   - Turn the projector on (p.29).

6. **INPUT 1 – 3 buttons**
   - Select an input source (INPUT 1 – INPUT 3) (pp.34-36).

7. **AUTO PC button**
   - Automatically adjusts the computer image to its optimum setting (pp.31, 39).

8. **FREEZE button**
   - Freeze the picture on the screen (p.31).

9. **POINT ▲ ▼ ◄ ► (VOLUME +/—) buttons**
   - Select an item or adjust the value in the On-Screen Menu (p.27).
   - Pan the image in Digital zoom + mode (p.51).
   - Adjust the volume level (with Point ◄ ► buttons) (p.30).

10. **PRESENTATION POINTER button**
    - Move a pointer of the projector or a pointer for wireless mouse operation (pp.16-17).

11. **INFO. button**
    - Display the input source information (p.29).

12. **L-CLICK button**
    - Acts as the left mouse button for wireless mouse operation (p.17).

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To ensure safe operation, observe the following precautions:

- Do not bend, drop, or expose the remote control to moisture or heat.
- For cleaning, use a soft dry cloth. Do not apply benzene, thinner, splay, or any other chemical materials.
Remote Control Unit for Multimedia Projector

1. MENU button
   Open or close the On-Screen Menu (p.27).
2. P-TIMER button
   Operate the P-timer function (p.32).
3. D.ZOOM button
   Select the Digital zoom +/- mode and resize the image (p.51).
4. ZOOM △▼ buttons
   Zoom in and out the images (p.31).
5. LASER button
   --Operate the Laser pointer function. Laser beam is emitted while pressing this button for one minute. When using the laser pointer for more than one minute, release the LASER button and press it again (p.16). --Display the Pointer on the screen (p.16).
6. MUTE button
   Mute the sound (p.30).
7. RESET/ON/ALL-OFF switch
   When using the remote control, set this switch to "ON." Set it to "ALL-OFF" for power saving when it is not in use. Slide the switch to "RESET" to initialize the remote control code or switch the Spotlight and Pointer to the Laser pointer function (pp.16-17).
8. FOCUS button
   Adjust the focus (p.31).
9. NO SHOW button
   Temporarily turn off the image on the screen (p.32).
10. KEYSTONE button
    Correct keystone distortion (p.32).
11. LENS SHIFT button
    Select the Lens Shift function (p.31).
12. SCREEN button
    Select the screen area (p.31).
13. R-CLICK button
    Acts as the right mouse button for wireless mouse operation (p.17).
14. SELECT button
    --Execute the selected item (p.27). --Expand or compress the image in the Digital zoom mode (p.51).
15. NUMBER buttons
    Act as number buttons. Use these buttons when setting the remote control codes (p.17) or when entering the PIN code numbers (pp. 25, 56-57, 50-61).
Trouble Shooting:

1. No Image
   a. Check the laptop connection
   b. After turning projector power on, the image takes about 30 seconds to display
   c. Check that the projector is set to Display 2 and not to Video or Display 1 (Use “Display” button top left on remote to toggle between Computer 1 and 2)
   d. Check to see that the projector has not overheated (red flashing light) If this happens, you will not be able to use the projector until such time as it has cooled adequately.

2. No Sound
   a. Check that the audio cable is plugged into the laptop
   b. Check that the amplifier is on
   c. Check that the volume is set correctly on the amplifier
   d. Press the “Mute” button on remote control to see if the sound is on mute
   e. Check the “Volume” button on the remote to see that it is set high enough

3. Remote Will Not Work
   a. Check the batteries
   b. Check that the correct “Input” option is being used.
   c. Check that the ALL-OFF switch has not been set to OFF (Bottom of the remote control)
   d. Make sure nothing is between the remote control and the projector

Using the Video / DVD Player

1. Turn on the switch on the power strip, located on the righthand interior of the lectern, near the top. A red light on the power strip should glow. (Please do not turn individual components mounted in the lectern off individually)

2. Insert the DVD or video tape into the player

3. Use the Sony DVD Video Combo remote control to operate the machine (NOT the remote for the projector)

4. Ensure that the volume for the DVD / Video player is set high enough on the amplifier (top left knob)
5. Please be aware that if the sound is set too high, it will inconvenience those in the adjacent offices. Keep it as low as possible.

Trouble Shooting:

1. No Image
   a. Check that you have pressed Play on the DVD/Video remote or player
   b. After turning the projector power on, the image takes about 30 seconds to display
   c. Check that the projector is set to Video and not to Display 2 or Display 1 (Use “Video” button: top middle of the projector remote control to enable this mode)
   d. Check to see that the projector has not overheated (red flashing light)

2. No Sound
   e. Check that the amplifier is on
   f. Check that the volume is set correctly on amplifier (Master and DVD/Video)
   g. Press “Mute” button on remote control to see if the sound is on mute
   h. Check the “Volume” button on the remote to see that it is set high enough

3. Remote Will Not Work
   i. Check the batteries
   j. Check the ALL-OFF switch has not been set to OFF (Left side of remote control)
   k. Make sure nothing is between the remote control and the projector

Using the Microphones

1. The acoustics of the room are excellent. Unless a presenter has a soft voice, a microphone is not necessary.
2. Please ensure that the volume is not turned up too high when using the microphones, as it creates a disturbance for the people in the adjacent offices. This is particularly true of people with naturally loud voices.

**Using the Gooseneck Microphone**

1. Ensure that the switch on the power strip is on. It is located on the right-hand interior of the lectern, near the top. A red light on the power strip should glow. (Please DO NOT turn off individual components mounted in the lectern)

2. The Gooseneck microphone is permanently installed on the lectern and is on when the amplifier is powered up

3. It has its own volume control, marked on the amplifier (top left knob).

4. To turn it “off”, turn the microphone volume knob on the amplifier fully anticlockwise.

5. NOTE: The gooseneck microphone does not work simultaneously with the portable microphones; the hand-held and lapel microphones. The one cancels the other out.

**Using the Lapel or Hand-held Microphones**

1. Requests to use these microphones should be made at least 24 hours in advance of the meeting. Please call HR Training on 4-8534 to make the necessary booking.

2. It is important to turn the radio transmitter and amplifier on FIRST, before turning the microphone on. To do this switch on the power strip located on the right-hand interior of the lectern, near the top, to “On”. A red light on the power strip should glow. (Please DO NOT turn off individual components mounted in the lectern.)

3. The hand-held and lapel microphones are wireless and work with a radio transmitter mounted inside the lectern.

4. Please DO NOT adjust this radio transmitter in any way.

5. The volume control is on the amplifier and is clearly marked. Be sure not to confuse it with the gooseneck microphone's volume control.

6. Once the radio transmitter and amplifier have been powered up, turn the microphone on. On the lapel microphone the switch is a mini lever located at the top of the unit. A steady green light should glow next to the switch.
7. On the hand-held microphone, the switch is in the center of the microphone body.

8. Both microphones are set to Group 1 Channel 1 by default. No additional setting should be needed.

9. For each of these portable microphones to be audible, the volume control on the amplifier that controls their volume must be set significantly higher than for the gooseneck microphone. Turn the knob controlling the gooseneck volume fully anticlockwise so that it does not interfere with the portable output.

10. The portable microphones have battery indicators, which may be interpreted as follows:
   a. Three bars: will operate for 6 – 8 hours
   b. Two bars: 2 – 6 hours
   c. One bar: 0 – 2 hours
   d. No bars: replace battery now

11. Batteries may be replaced by unscrewing the fitting at the bottom of the hand-held microphone using an anti-clockwise motion. It takes one 9-volt alkaline battery. The lapel microphone takes the same size battery, which is inserted at the base of the receiver.