

Tech Team Guideline

If you are the first workshop of the day, set up the equipment for use. Microphone system is to be used in ALL Workshops. Do not worry about the battery level of the mikes, you have to REPLACE NEW BATTERIES ON ALL HAND-HELD MIKES. Discard the old batteries in the designated batteries recycling box sitting on top of the microphone trolley. This practice is to make sure all workshop sessions will have enough batteries power in the mikes to operate properly for the entire day.

If a Workshop is finishing in the room and you are coming in, check with the Tech Team support person in the workshop about any issues/problems. If the equipment is not set up and your Workshop needs it, then set it up as per the instructions below

As you leave the Workshop, check with the incoming Tech Team support as to whether they need the computer/AV. Let them know of any issues/problems. Computer/AV not needed? Then pack it up. Microphone system continues for use by ALL Workshops.

Last Workshop of the day? Pack up all equipment. Leave the Ethernet LAN cable plugged in to the laptop and the LAN connection in the room. Just reverse the procedure described below. Microphone system should be unplugged from the wall, all microphones turned off and put away Leave the mouse with the computer on the sliding tray. If the presentation remote is lying around somewhere, put it in the Microphone box.

Setting up the Computer/AV equipment:

1. Uncoil the power cord & plug it in
2. Make sure the Ethernet LAN cable is connected at both ends – one end to the computer, the other end to LAN connection in the room. The Internet is AUTOMATICALLY connected via this cable. We do not use a wireless connection for reliability reasons
3. Power on the laptop – press button – top left hand corner
4. Power on Projector – look for orange lit button and press it. After blinking Green for a bit, the solid green light comes on indicating that the projector has full power. Sliding lamp door open in the front so light can project
5. Check the connection of the HDMI cable from the projector to the HDMI connector on the laptop is securely connected – left hand side of the laptop
6. On the projector where the buttons are on top, press “SOURCE SEARCH” and the computer screen will automatically show through the projector to the large screen
7. Turn on the external sound by pressing the small puck like object on the top of the trolley. A white light comes on, indicating there is power to the external sound. Sound volume is adjusted by turning the puck one way or the other for up and down

Setting up a PowerPoint presentation:

1. Insert the USB stick into one of the available laptop ports. Be patient and make sure you have inserted it with the right side up.
2. The laptop will make a sound indicating that it has recognized the USB stick
3. A menu will show on the laptop and click on the PowerPoint presentation you want to use.
4. **Press Fn and F5 keys simultaneously on the laptop keyboard(Fn key is marked on the bottom row and the F5 key is marked on the top row of keys on the laptop. The PowerPoint presentation is now at the start of the presentation.**
5. The presenter should use the presentation remote kept in the Microphone box. This means they can present from the front of the room or their seat without being tied to the laptop's arrow keys. They can also use the presentation stand. Turn it on by pressing and HOLDING the start button on the side of the remote. Hold the button until the light goes on. The arrow keys on the top advance the presentation forward and backward as needed.
6. When the presentation is over, remove the USB stick by just pulling it out. **YOU DO NOT NEED TO USE ANY EJECT PROCEDURE – JUST PULL IT OUT.**

Setting up the Microphone System

1. Make sure the power is plugged in with the cord. This is the only thing required for power up. Do not touch anything or any switch or knob on the microphone trolley. You should see lights blinking on the 5 transmitters on the trolley, indicating that you're plugged in to power.
2. Get the 4 handheld mikes and 1 headset mike out of the microphone box
3. Turn them on. With the hand held mike, press & hold the only available button until the light comes on. With the headset, there is a switch on the side of the squarish black transmitter.
4. The headset mike holder goes on the TOP of the head, not the back. The small mike should be right near the mouth. Watch for it slipping away during a presentation and re-orient it for the presenter as necessary.
5. Check the battery levels on all units. Anything less than 3 hour, change the batteries. Fresh batteries are in the Microphone box. With the old batteries do one of 3 things – (a) put them in the recycling box marked for that purpose on the microphone trolley (b) take them home to dispose of or (c) put them in the garbage can. Do not return them to the microphone box to "contaminate" the good supply that is there.
6. Changing batteries: screw off the bottom of the handhelds, carefully flip the battery cover up with a fingernail, replace the batteries noting the "+" (positive) orientation when you put the new ones in. With the headset, open the door on the bottom, replace the batteries noting the correct polarity on the inside of the door – look for the "+".

Use of the microphones in the Workshop

1. Work with the Facilitator(s) to come up with an effective way to use the microphones in the Workshop. Remember, the Curriculum Committee has reinforced that the microphone system should be used in all Workshops irrespective of size, opinion or apathy. This is to recognize and support hearing impaired individuals and to ensure that presentations are clearly delivered, especially when a presenter speaks while looking down at their notes.

2. One approach is to appoint a “runner” in the Workshop to move the deliver the mike to the next person who wishes to speak. Another less effective approach is to pass the mike around – this takes time.

Troubleshooting tips

1. Microphone system: Academicians are tactile people and can’t resist pushing buttons, especially with the hand help mikes. The button used to power on the mike (and the only button that can be pressed – the others are taped over for good reason) is also the button that will MUTE the mike. So if the mike is not working and has fresh batteries, look at the small display and see if it says MUTE. If it does, a tactile member has pressed it, and shouldn’t have. Just press the button again and the MUTE notification goes out.
2. External sound not working? Make sure the power is on – little white light on the puck and the volume turned up by twisting the puck. Sound cable plugged into earphone jack with cable marled SOUND in labelled with green tape.
3. No Internet – LAN cable should be plugged in at both ends. In Room 1, a powered hub needs to be plugged in & it’s been permanently installed with metal strapping to prevent it from being unplugged, but you never know.
4. Projector not projecting? Make sure the HDMI cable is seated properly in the laptop.
5. Any problems should be reported as early as possible to Tech Team leadership – for 2019-2020 Jim Pike, Brian Gaston, Kennedy Marshall or Philip Wong