

**TRAINING
ROOMS
SETUP**

**USER
GUIDE**



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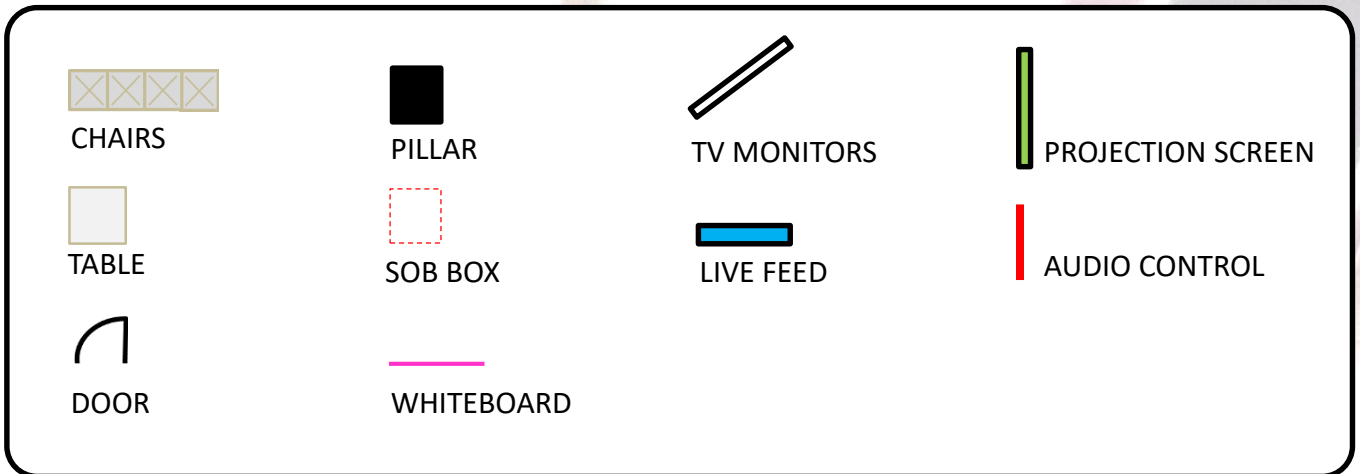
7. TRAINING ROOM 1, 2 & 3

- FLOOR PLAN LAYOUT & EQUIPMENT LIST
- STEP BY STEP GUIDE

TRAINING ROOMS INTRODUCTION (DEFAULT PARTITIONED LAYOUT)

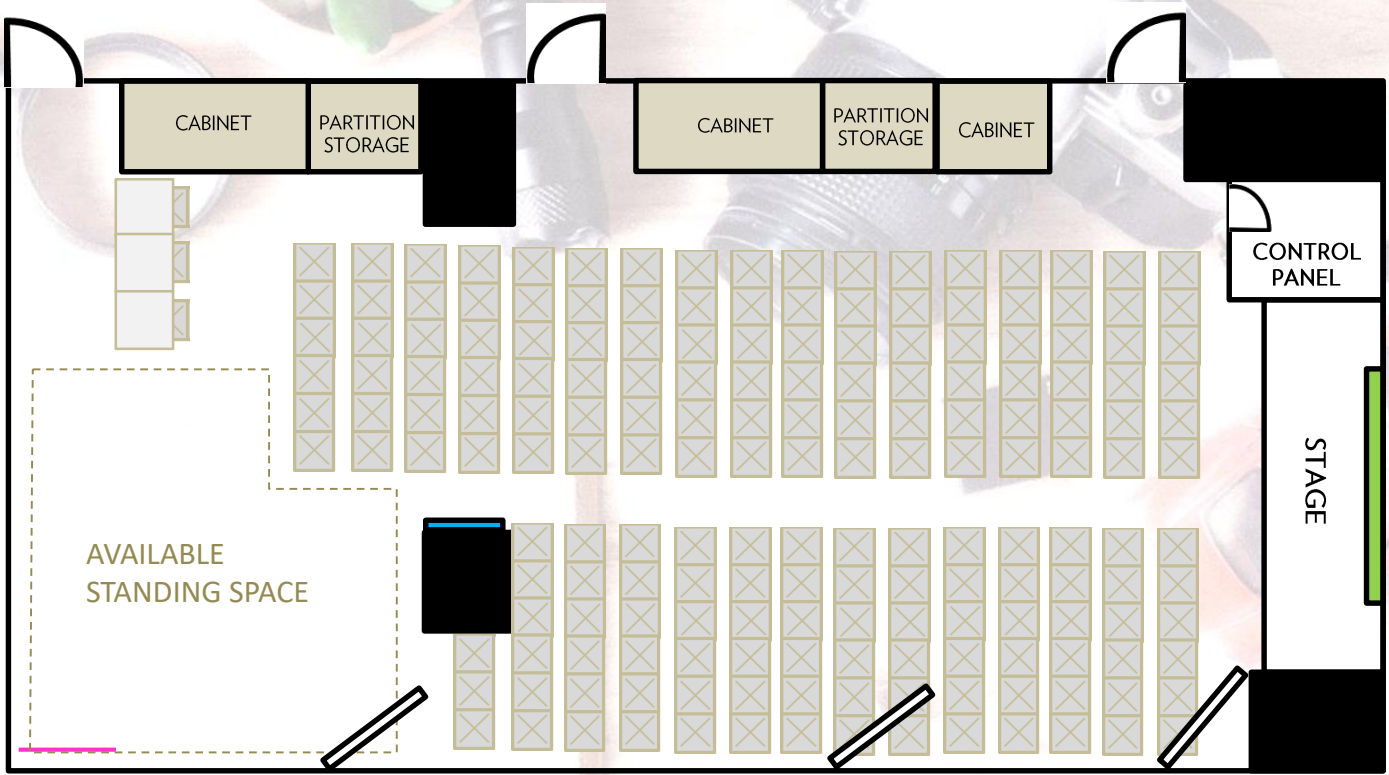


LEGEND



TRAINING ROOMS INTRODUCTION

(DEFAULT COMBINED LAYOUT)



LEGEND

CHAIRS	PILLAR	TV MONITORS	PROJECTION SCREEN
TABLE	SOB BOX	LIVE FEED	AUDIO CONTROL
DOOR	WHITEBOARD		

TRAINING ROOMS INTRODUCTION (ADMINISTRATIVE INFORMATION)

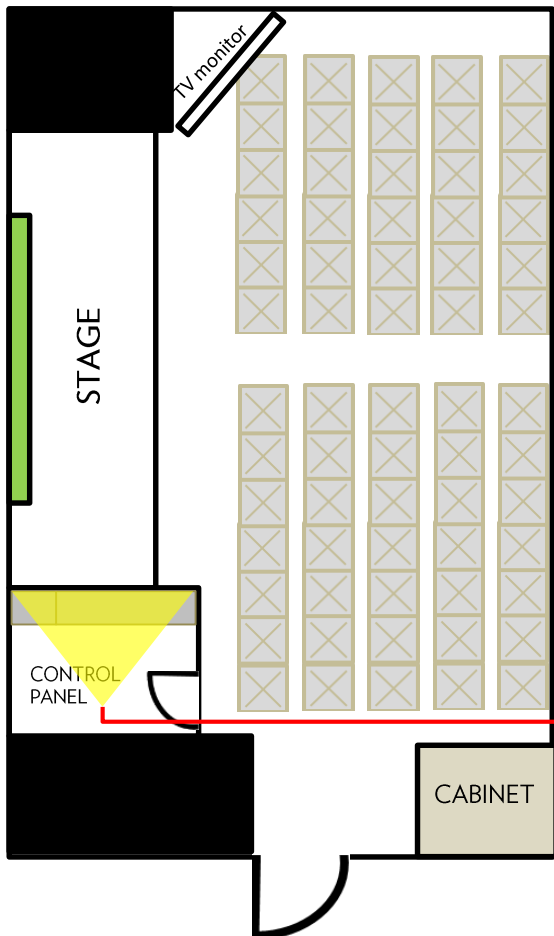
TRAINING ROOM DOOR OPENING HOURS

	WEEKDAYS	SATURDAY	SUNDAY
Opening Hours	9am - 9pm	9am - 4pm	Nil
Access Cards will be issued to users during Non-Opening hours	9pm - 9am (Door will be Lock) (Open with Access Card Only)	4pm - 9am (Door will be Lock) (Open with Access Card Only)	Whole Day (Door will be Lock) (Open with Access Card Only)

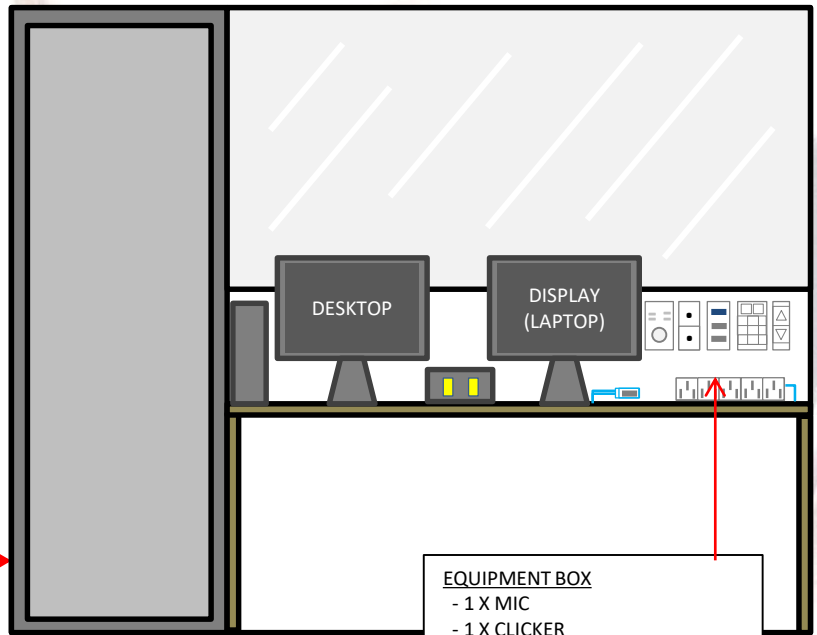
BOOKING TIMESLOTS

TIME SLOTS	MON - FRI	SAT & SUN
SLOT 1	10AM - 12PM	9AM - 11AM
SLOT 2	1PM - 3PM	12PM - 2PM
SLOT 3	4PM - 6PM	3PM - 5PM
SLOT 4	7PM - 9PM	6PM - 8PM
BOOKING CHARGES	SGD \$300 net per slot (Price is inclusive of all air-conditioning charges)	

TRAINING ROOM 1



TRAINING ROOM 1
Capacity : 60

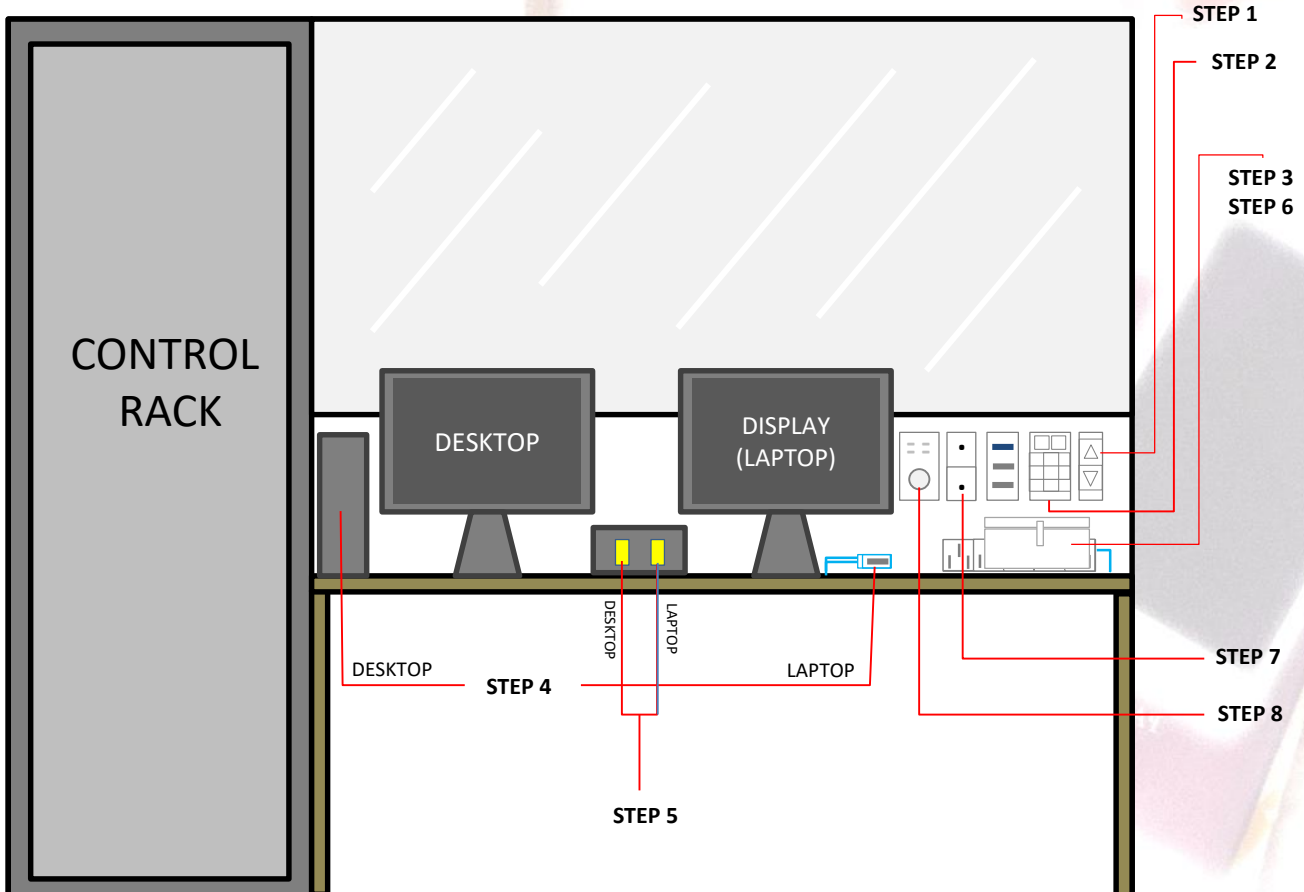


- EQUIPMENT BOX**
- 1 X MIC
 - 1 X CLICKER
 - 1 X VGA CABLE
 - 1 X HDMI CABLE
 - 1 X MACBOOK ADAPTER (VGA)
 - 1 X MACBOOK ADAPTER (HDMI)
 - 1 X TV REMOTE CONTROL
 - ASSORTED BATTERIES

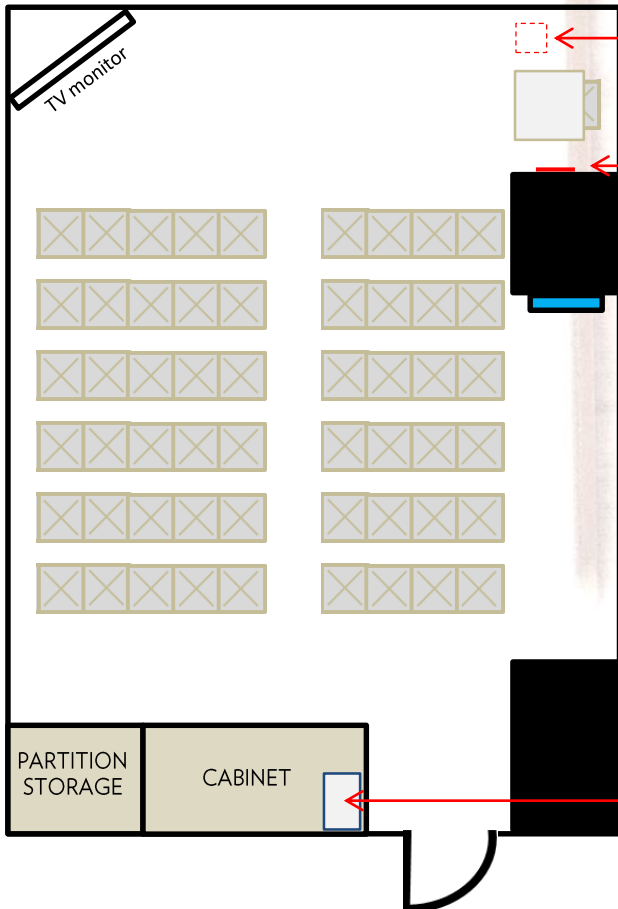
TRAINING ROOM 1

(STEP BY STEP GUIDE)

- STEP 1** – Lower down the Projector Screen by pressing the “down arrow” button.
- STEP 2** – Turn on the Projector
- STEP 3** – Turn on the LED TV Monitor with the TV Remote Control (In Equipment Box)
 - > Under “Input” – select (HDMI 4)
- STEP 4** – Turn on the Desktop (if required)
 - Connect your Laptop to the VGA Port (if required)
 - > Switch Laptop display to (1280x720)
 - > Select Projection display to (Projection only)
- STEP 5** – Select the Switcher to whichever display you wish to project.
- STEP 6** – Turn on the Microphone (In Equipment Box) by holding down the “turn on button” located underneath the Microphone.
- STEP 7** – Connect any Audio devices you have via the 3.5mm Audio input wire.
- STEP 8** – Adjust Audio/MIC/HDMI volume via the (Volume Control)



TRAINING ROOM 2

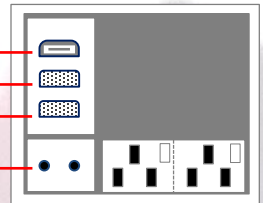


TRAINING ROOM 2
Capacity : 60

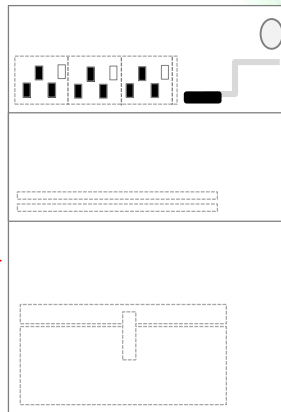
VOLUME CONTROL



SOB BOX



EQUIPMENT DRAWER



- 1 X MULTISOCKET
- 1 X PARTITION TURNING KEY
- 2 X OMRON TILES
- 1 X EQUIPMENT BOX
 - 1 X MIC
 - 1 X CLICKER
 - 1 X VGA CABLE
 - 1 X HDMI CABLE
 - 1 X MACBOOK ADAPTER (VGA)
 - 1 X MACBOOK ADAPTER (HDMI)
 - 1 X TV REMOTE CONTROL
 - ASSORTED BATTERIES

TRAINING ROOM 2

(STEP BY STEP GUIDE)

STEP 1 – Collect (Equipment box) from Equipment Drawer.

STEP 2 – Connect your Laptop to “Projection Port” located in SOB Box.

*Optimal Laptop resolution display is (1366x768)

STEP 3 – Turn on the TV Monitor with the TV Remote Control (In Equipment Box)

> Under “Input” – select your connection input.

“HDMI 1” – HDMI PORT

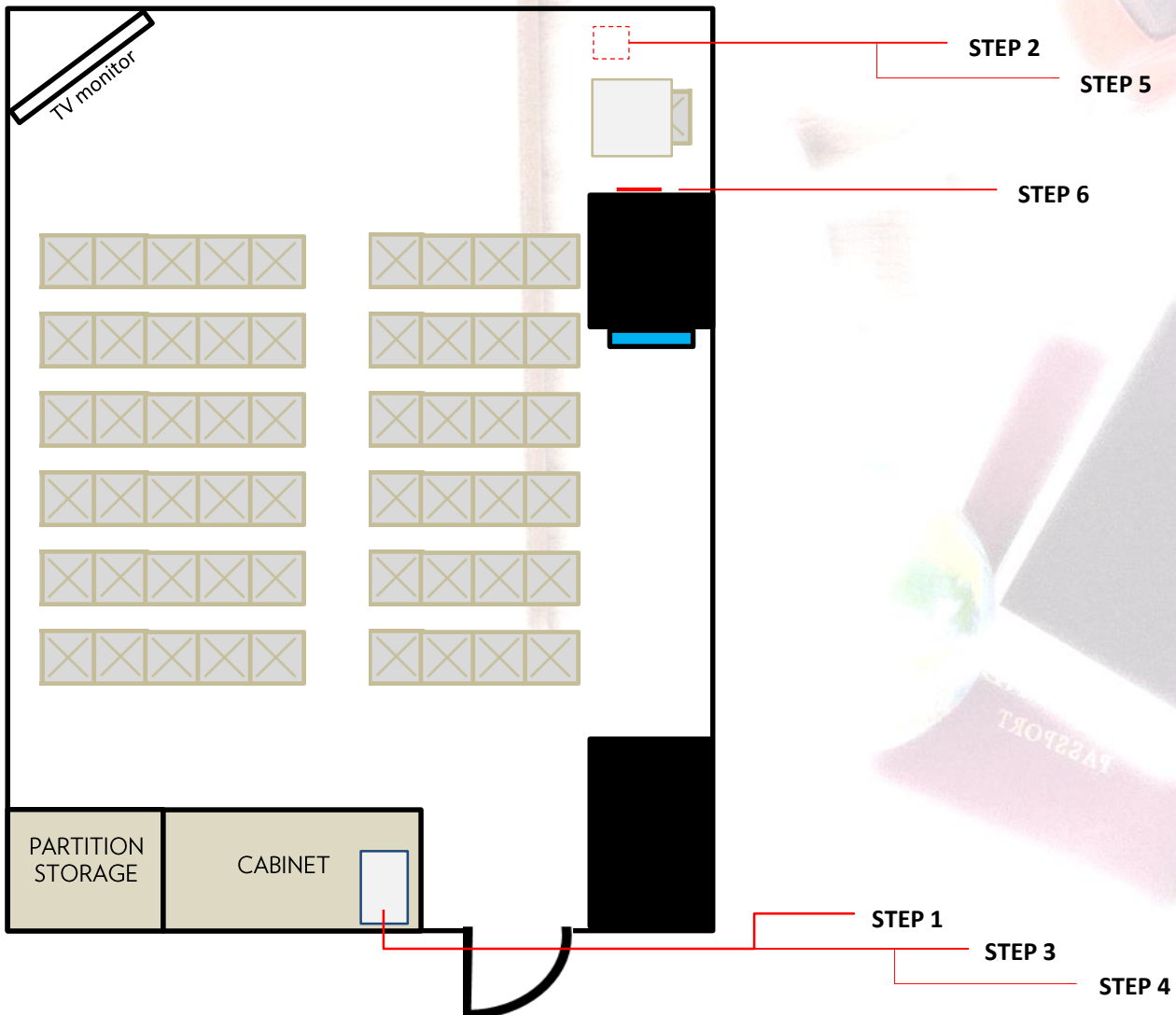
“HDMI 2” – VGA #1

“HDMI 3” – VGA #2

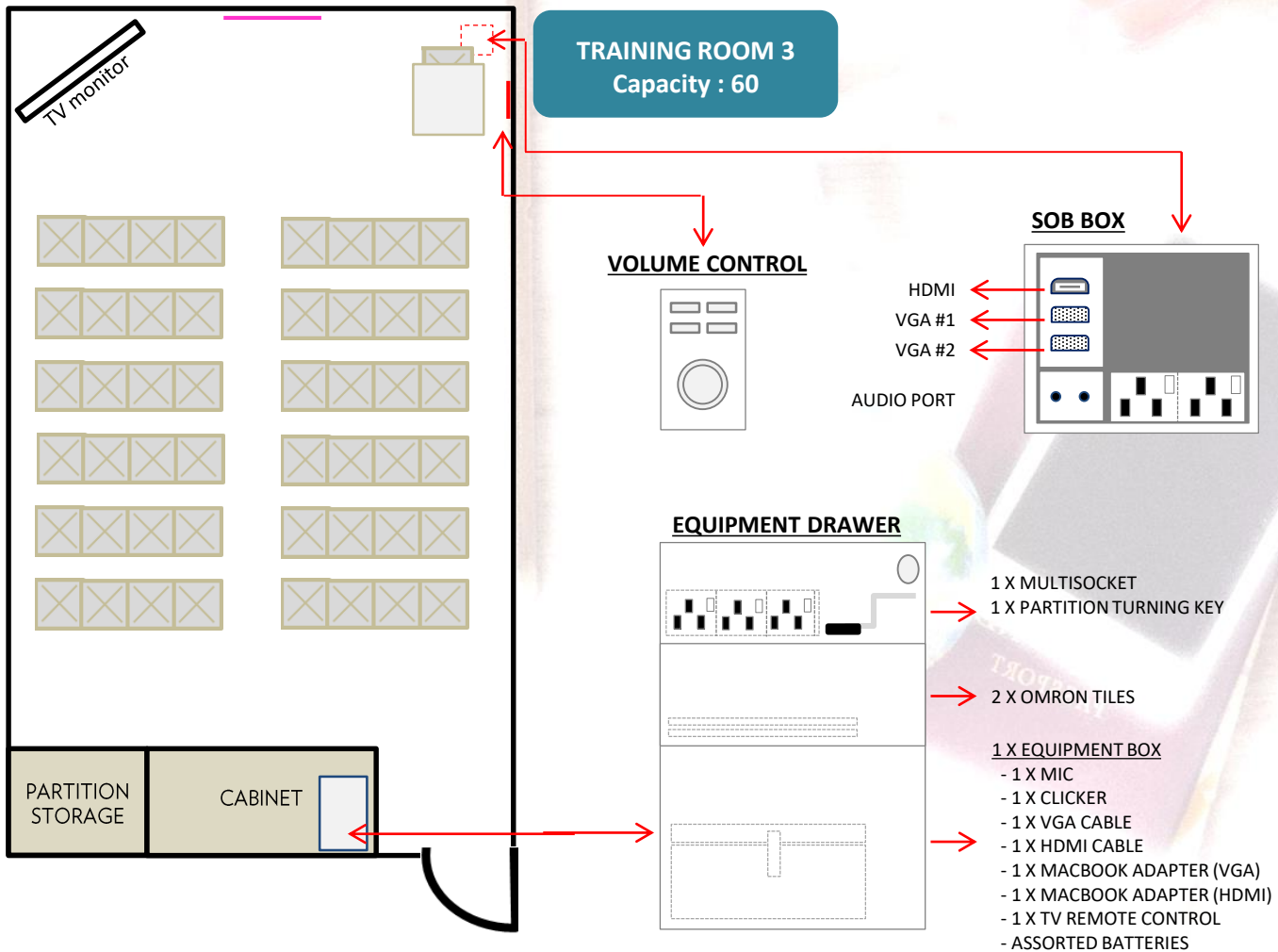
STEP 4 – Turn on the Microphone (In Equipment Box) by holding down the “turn on button” located underneath the Microphone.

STEP 5 – Connect any Audio devices you have to the audio port located in SOB Box.

STEP 6 – Adjust Audio/MIC/HDMI volume via the (Volume Control)



TRAINING ROOM 3



TRAINING ROOM 3

(STEP BY STEP GUIDE)

STEP 1 – Collect (Equipment box) from Equipment Drawer.

STEP 2 – Connect your Laptop to “Projection Port” located in SOB Box.

*Optimal Laptop resolution display is (1366x768)

STEP 3 – Turn on the TV Monitor with the TV Remote Control (In Equipment Box)

> Under “Input” – select your connection input.

“HDMI 1” – HDMI PORT

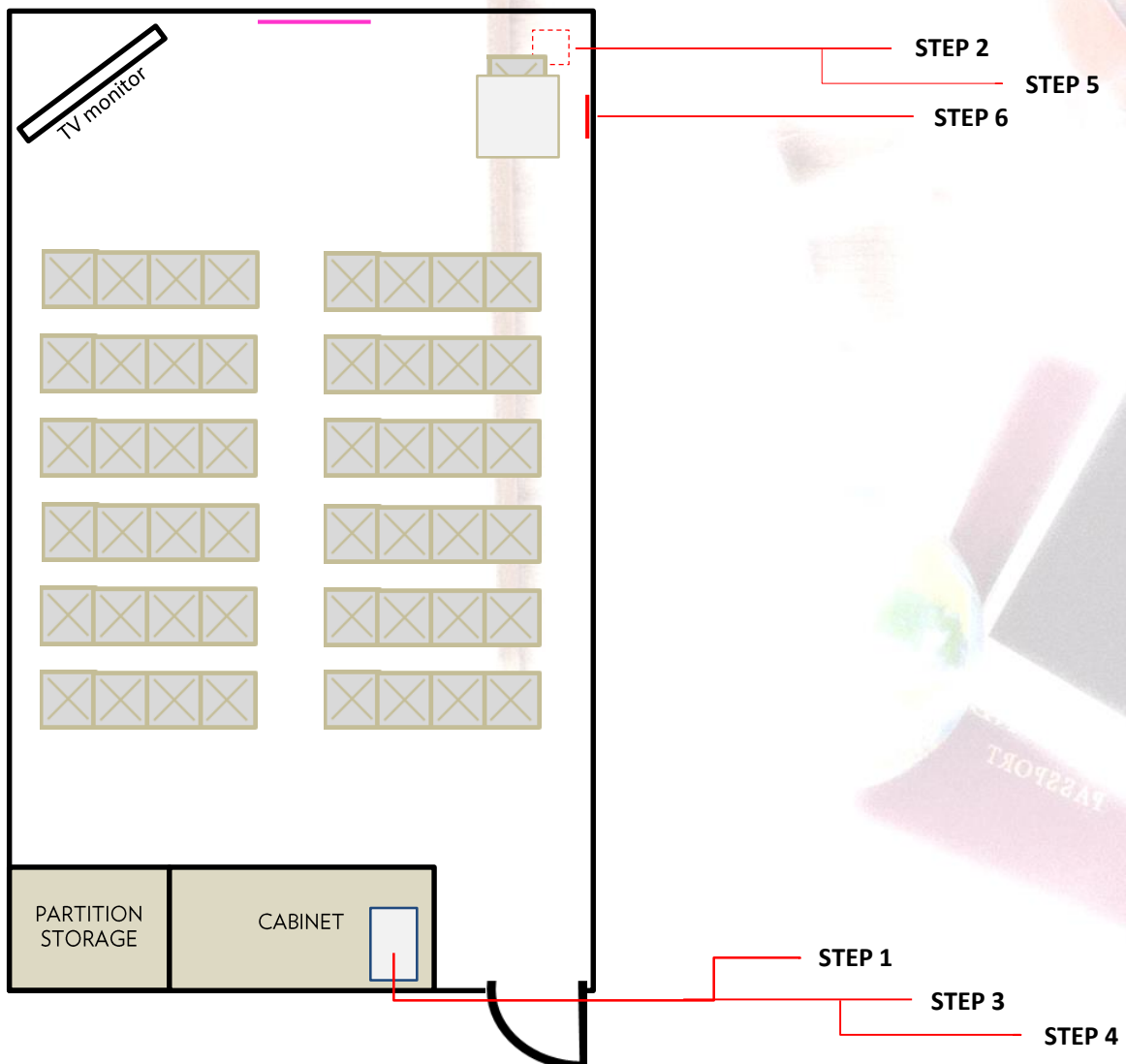
“HDMI 2” – VGA #1

“HDMI 3” – VGA #2

STEP 4 – Turn on the Microphone (In Equipment Box) by holding down the “turn on button” located underneath the Microphone.

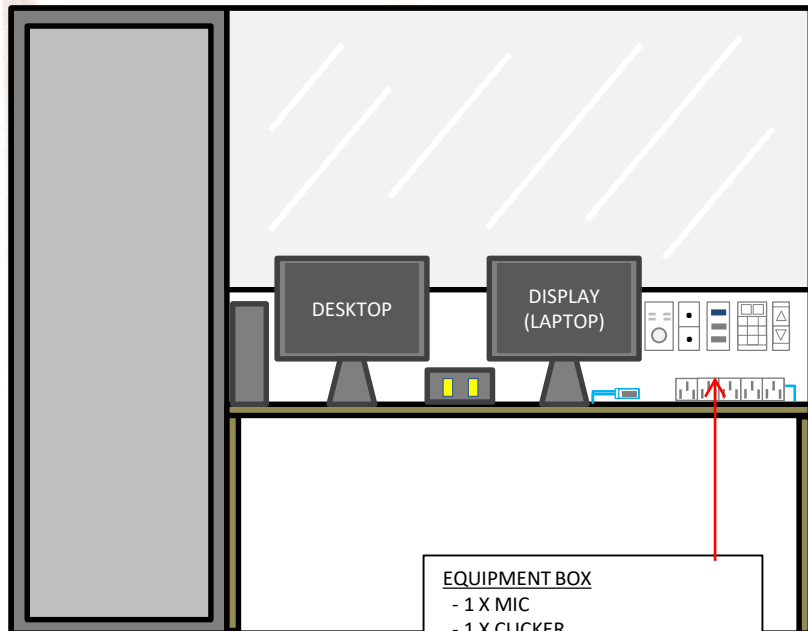
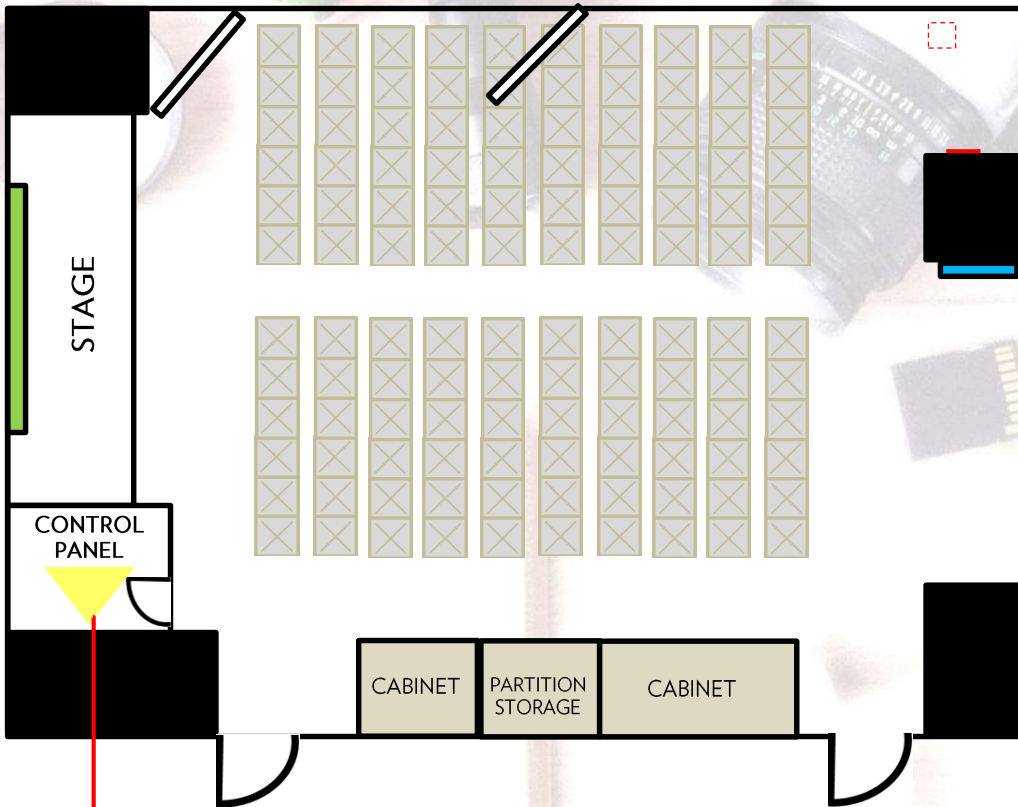
STEP 5 – Connect any Audio devices you have to the audio port located in SOB Box.

STEP 6 – Adjust Audio/MIC/HDMI volume via the (Volume Control)



TRAINING ROOM 1 & 2

TRAINING ROOM 1, 2
Capacity : 120



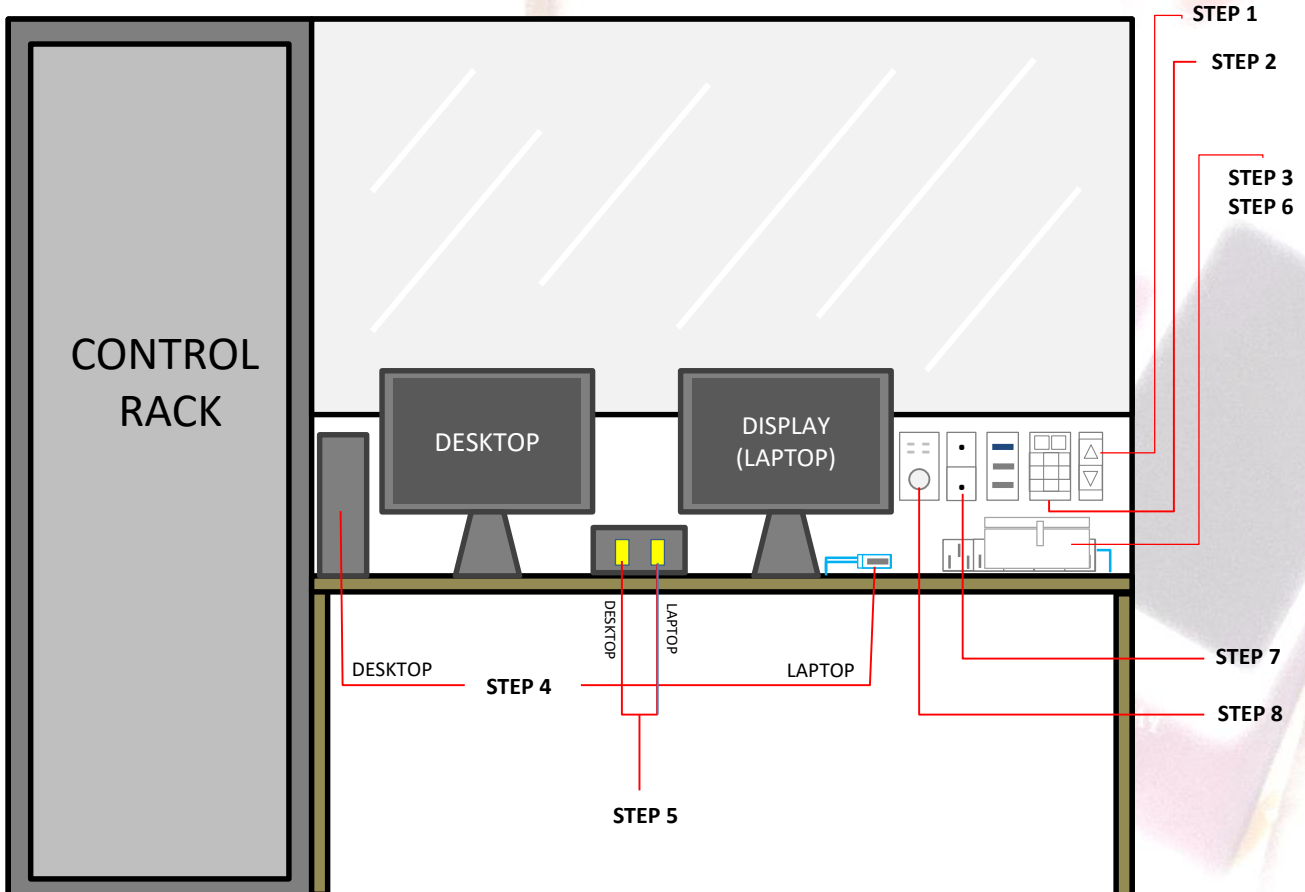
EQUIPMENT BOX

- 1 X MIC
- 1 X CLICKER
- 1 X VGA CABLE
- 1 X HDMI CABLE
- 1 X MACBOOK ADAPTER (VGA)
- 1 X MACBOOK ADAPTER (HDMI)
- 1 X TV REMOTE CONTROL
- ASSORTED BATTERIES

TRAINING ROOM 1 & 2

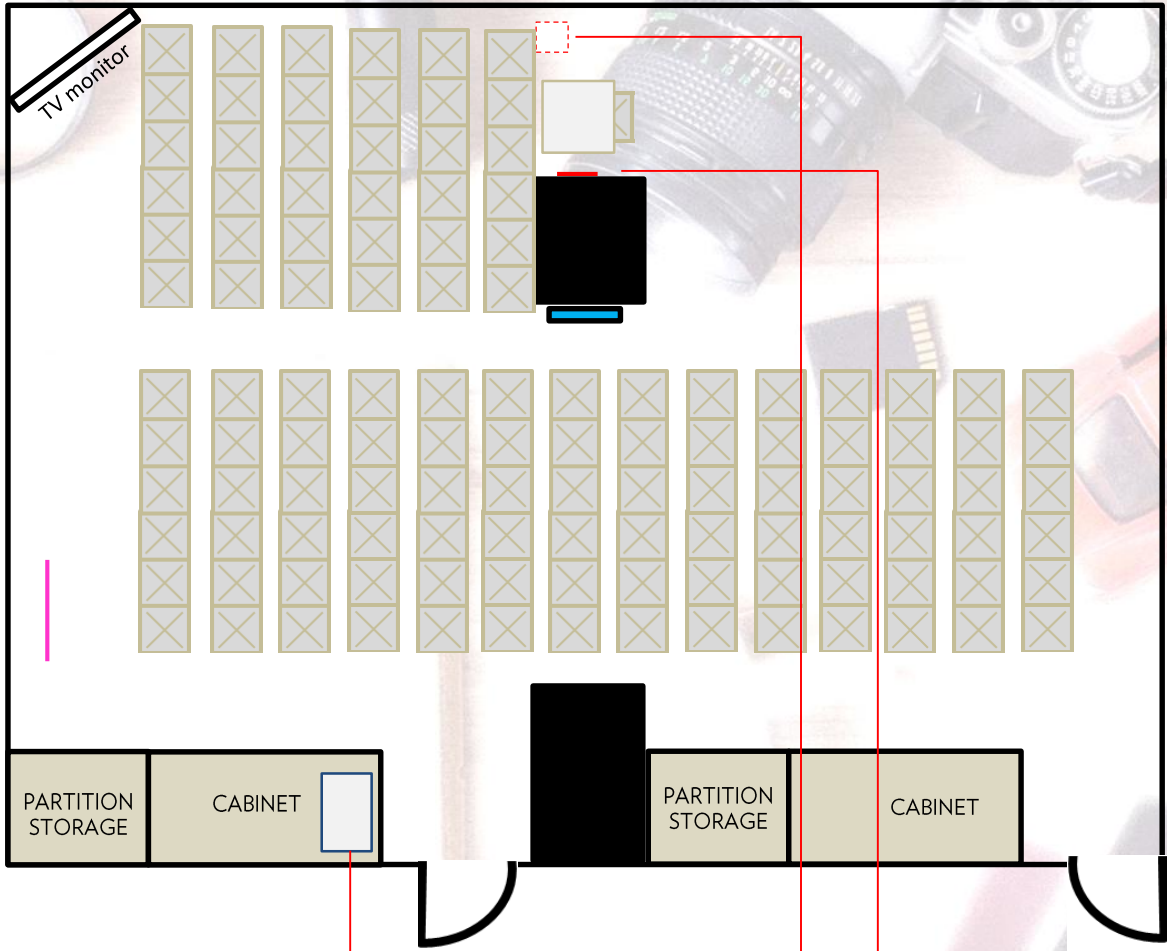
(STEP BY STEP GUIDE)

- STEP 1** – Lower down the Projector Screen by pressing the “down arrow” button.
- STEP 2** – Turn on the Projector
- STEP 3** – Turn on the LED TV Monitor with the TV Remote Control (In Equipment Box)
 - > Under “Input” – select (HDMI 4)
- STEP 4** – Turn on the Desktop (if required)
 - Connect your Laptop to the VGA Port (if required)
 - > Switch Laptop display to (1280x720)
 - > Select Projection display to (Projection only)
- STEP 5** – Select the Switcher to whichever display you wish to project.
- STEP 6** – Turn on the Microphone (In Equipment Box) by holding down the “turn on button” located underneath the Microphone.
- STEP 7** – Connect any Audio devices you have via the 3.5mm Audio input wire.
- STEP 8** – Adjust Audio/MIC/HDMI volume via the (Volume Control)

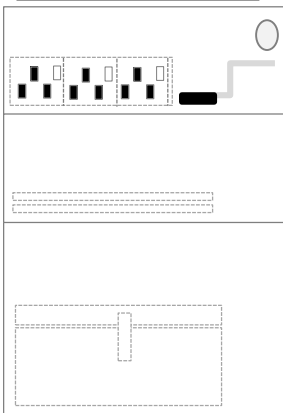


TRAINING ROOM 2 & 3

TRAINING ROOM 2, 3
Capacity : 120



EQUIPMENT DRAWER



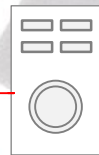
- 1 X MULTISOCKET
- 1 X PARTITION TURNING KEY

- 2 X OMRON TILES

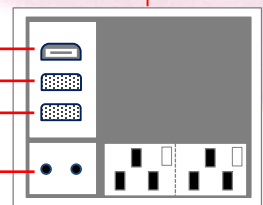
1 X EQUIPMENT BOX

- - 1 X MIC
- 1 X CLICKER
- 1 X VGA CABLE
- 1 X HDMI CABLE
- 1 X MACBOOK ADAPTER (VGA)
- 1 X MACBOOK ADAPTER (HDMI)
- 1 X TV REMOTE CONTROL
- ASSORTED BATTERIES

VOLUME CONTROL



SOB BOX



- ← HDMI
- ← VGA #1
- ← VGA #2
- ← AUDIO PORT

TRAINING ROOM 2 & 3

(STEP BY STEP GUIDE)

STEP 1 – Collect (Equipment box) from Equipment Drawer.

STEP 2 – Connect your Laptop to “Projection Port” located in TR2 SOB Box.

*Optimal Laptop resolution display is (1366x768)

STEP 3 – Turn on the TV Monitor with the TV Remote Control (In Equipment Box)

> Under “Input” – select your connection input.

“HDMI 1” – HDMI PORT

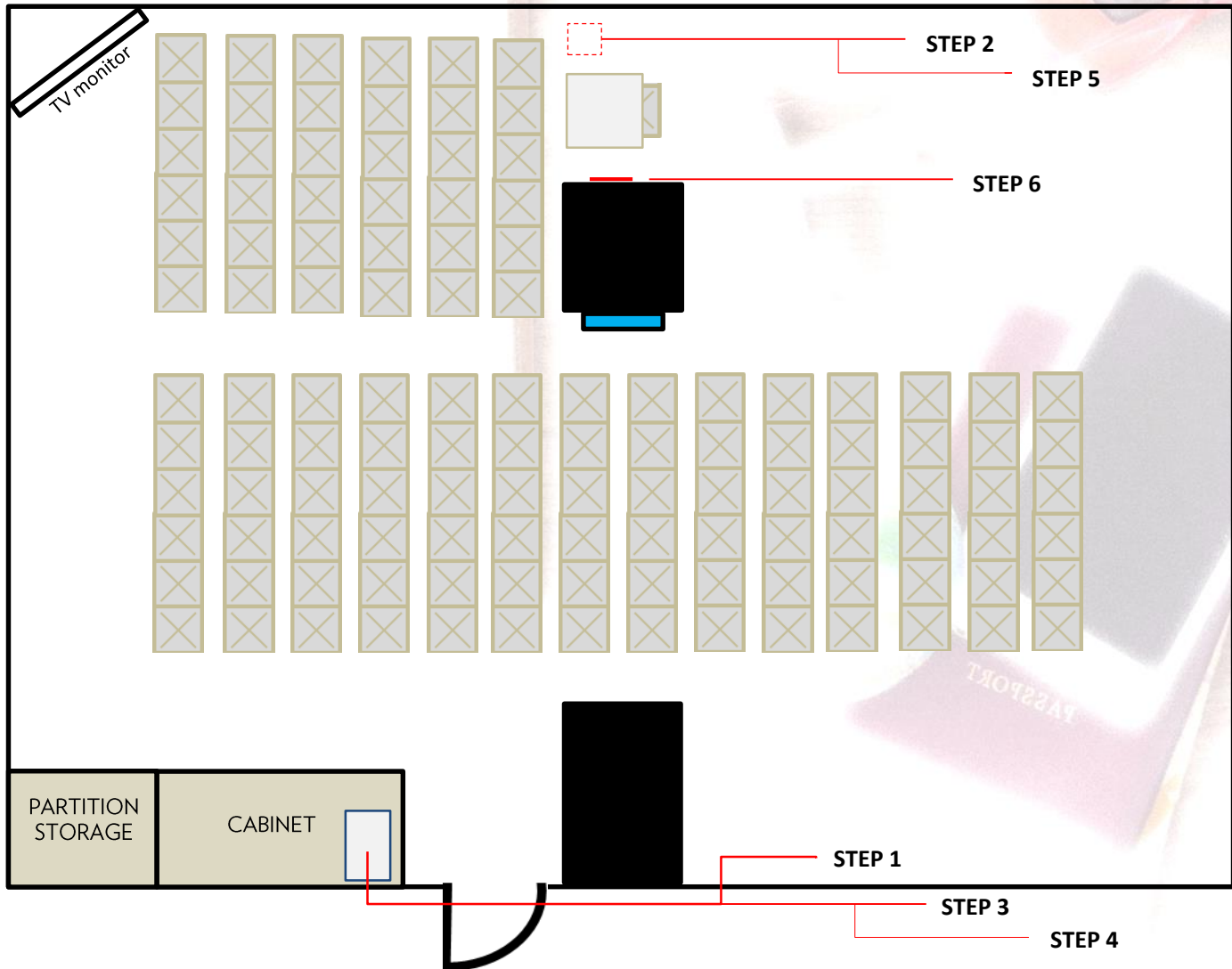
“HDMI 2” – VGA #1

“HDMI 3” – VGA #2

STEP 4 – Turn on the Microphone (In Equipment Box) by holding down the “turn on button” located underneath the Microphone.

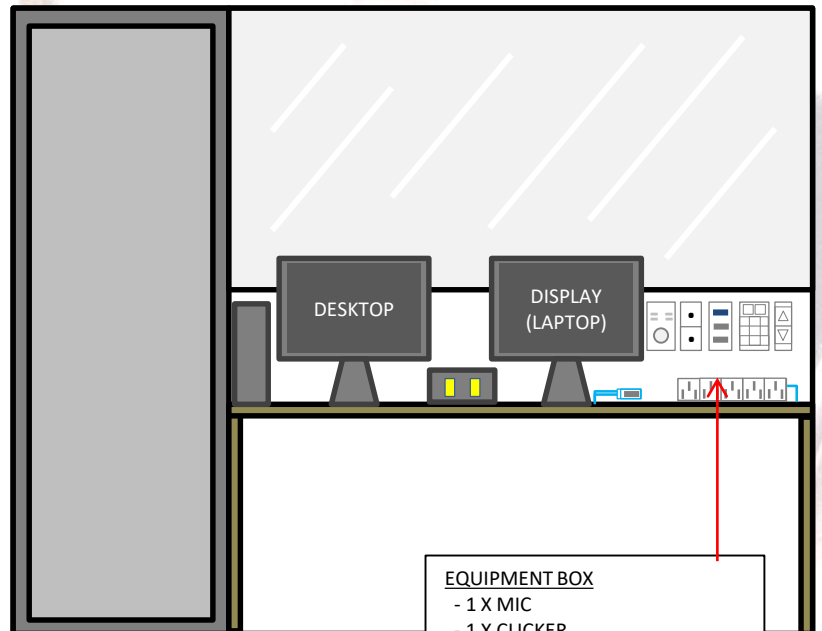
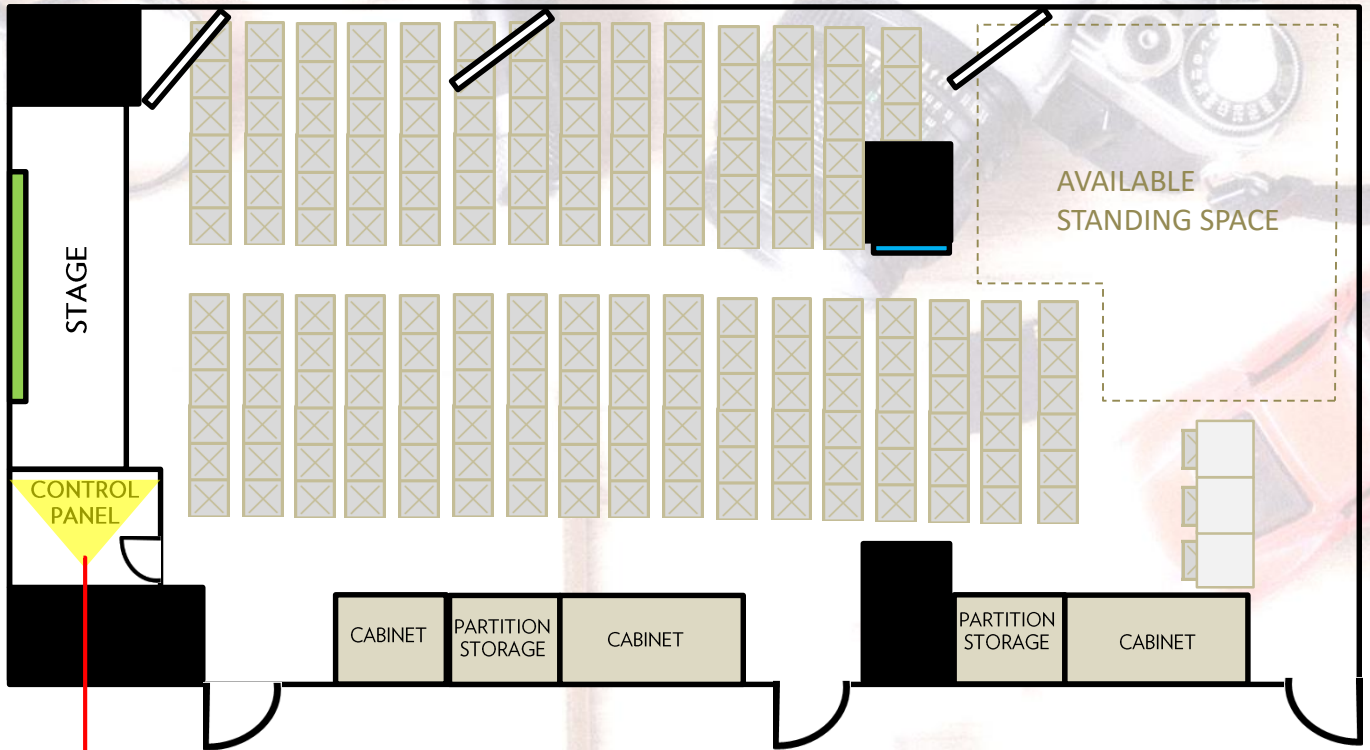
STEP 5 – Connect any Audio devices you have to the audio port located in TR2 SOB Box.

STEP 6 – Adjust Audio/MIC/HDMI volume via the (Volume Control)



TRAINING ROOM 1, 2 & 3

TRAINING ROOM 1,2, 3
Capacity : 180



EQUIPMENT BOX

- 1 X MIC
- 1 X CLICKER
- 1 X VGA CABLE
- 1 X HDMI CABLE
- 1 X MACBOOK ADAPTER (VGA)
- 1 X MACBOOK ADAPTER (HDMI)
- 1 X TV REMOTE CONTROL
- ASSORTED BATTERIES

TRAINING ROOM 1, 2 & 3

(STEP BY STEP GUIDE)

STEP 0 – Contact “AM on duty” or “Training room in-charged”
to combine Audio for all three rooms *

STEP 1 – Turn down the Projector Screen

STEP 2 – Turn on the Projector

STEP 3 – Turn on the TV Monitors with the TV Remote Control (In Equipment Box)
> Under “Input” – select (HDMI 4)

STEP 4 – Turn on the Desktop (if required)
– Connect your Laptop to the VGA Port (if required)
> Switch Laptop display to (1280x720)
> Select Projection display to (Projection only)

STEP 5 – Select the Switcher to whichever display you wish to project.

STEP 6 – Turn on the Microphone (In Equipment Box) by holding down the “turn on
button” located underneath the Microphone.

STEP 7 – Connect any Audio devices you have via the 3.5mm Audio input wire.

STEP 8 – Adjust Audio/MIC/HDMI volume via the (Volume Control)

