

OUT-SPACE User Notes

Version Oct 2018

These notes have been prepared for the users of the Out-Space Venue and should cover most questions.

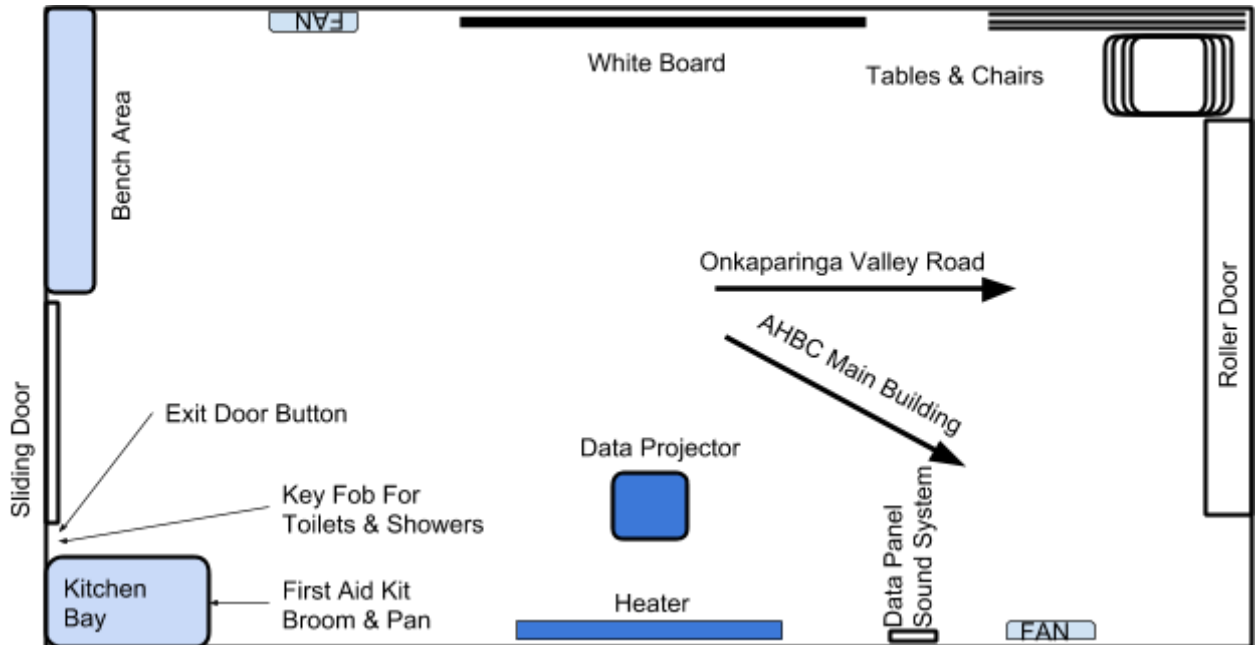


ADELAIDE HILLS
BUSINESS CENTRE

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Please enjoy the use of the Out-Space and if you have any questions please contact the AHBC centre manager on 0400 645 409 or visit the AHBC office

Plan View of Out-Space



Accessing The Out-Space

1. Unlatch and Open Screen Door
2. Keypad - Enter Pin Code or present Key Fob
(Green = OK / Beeps = Invalid)
3. Slide Glass Door.
Remains unlocked for 3 seconds
(May need to slide door to and from to release)



NOTE THAT THE DOOR WILL LOCK SOON AFTER CLOSING

Exiting The Out-Space

1. Unlatch Glass Door (Rotate Small lever Open)
2. Press Blue Exit Switch (Turns Green)
3. Slide Glass Door. Remains unlocked for 3 seconds. (May need to slide door to and from to release)
4. Close Glass Door to relock in a few seconds (Approx 6 seconds)
5. Check that the sliding door has locked



In an emergency - Exit also by Roller Door

Cleaning up on exiting

Please sweep or mop up any spills and wipe down, chairs, tables, bench and kitchen bay as required.

Remove all foods and place any rubbish into the AHBC rubbish bins.

Return all cups and glasses to the main AHBC building kitchen and place in dishwasher.

Stack all chairs / tables and return to area near roller door as shown on plan.

A CLEANING FEE MAY APPLY IF NOT RETURNED TO A CLEAN STATE OF FOR DAMAGED ITEMS

First Aid

The Out-Space has a basic first aid kit located near the kitchen bay. All incidences and usage of First Aid items must be reported to the AHBC office or by using the online form at www.adelaidehillsbc.com.au/members-area/first-aid-incident-report

Toilets & Shower

Toilets and Shower are accessible in the main AHBC building. An access Key Fob is located near the the Kitchen Bay. **Ensure key fob is returned on leaving the Out-Space.**

Using The Key Fob

Hold Key Fob momentarily near the centre of the access points located at entry doors. After a short moment a Green light will appear and the door will unlatch allowing access for a few seconds.



Bathrooms are located at the rear of the building

Showers - A \$5pp fee applies for use of shower. Place money in donation box located in kitchen.

Coffee and Refreshment

Consumption of espresso coffee, tea and other freashements located within the main AHBC building has a \$2 fee per cup. Place money in donation box located in kitchen.

There is no additional fee when using the coffee making facilities located in the Out-Space.

Coffee, tea, milk etc is not supplied by the AHBC.

WiFi

Access Point

Password

Details published at Adelaide Hills Business Centre

Tables & Chairs

Before leaving, wipe down table and chairs as required.

Stack tables and chairs and place near the roller door as shown on plan.

Roller Door

The roller door must remain closed and locked at all times. Access via the roller door is for the sole purpose of unloading and loading of your equipment.

Fans

Please turn off after use

Television

Use remote located near television. Turn off at remote after use.

The TV has a number of inputs that can be accessed from the left side of the unit.

Whiteboard

Whiteboard markers and eraser are located on board. Replacements are located in Kitchen Bay

After using the Whiteboard, please clean using the spray liquid and paper wipes. Cleaning items located in kitchen bay

Kitchen Bay

Please wipe down area and return to tidy and clean state. Remove all foods and place in AHBC rubbish bins on leaving.

Return all cups and glasses to the main AHBC building kitchen and place in dishwasher.

A broom and dustpan are supplied for general clean up of any spills or mess created during your use of the Out-Space.

Data Projectors (EPSON)

To turn on and off the data Data Project use the Epson Remote Control Unit. The remote contains the the following controls:-

- **Power** - Turn Data Project On or Off. The Data Project may still run a cooling fan after shutting down. This is normal.
- **Volume** - Note Data Project volume has a maximum output of 1W. Suitable for quite environments.
- **Data Source and Search** -
 - Computer - Connect to wall panel with VGA cable (Max 1024 x 768 SVGA)
 - Video - Connect to wall panel with RCA cable (Yellow)
 - S-Video - Connect to Set Top Box
 - EasyMP - NOT USED
- **Mouse** - Connects remote to computer mouse controls. Move mouse with pointer, Left Click, Right Click and Drag and Drop (Left & Pointer)

Focus & Zoom - Near the projector lense are the adjustments controls for Zoom and Focus. You should not need to adjust however.

Wall Panel For Data Projector



Set Top Unit (LASER)

The Set Top Unit enables the viewing of television programs via the Data Project on S-Video Input. Use the Laser remote to turn unit On, Off and channel selection.

Sound System

The sound system does not require external power supply as it is always on and ready. The input signal source can be supplied via the Aux cable socket or via Bluetooth. Use the selector switch to select the signal source, Bluetooth (BT) or Aux.

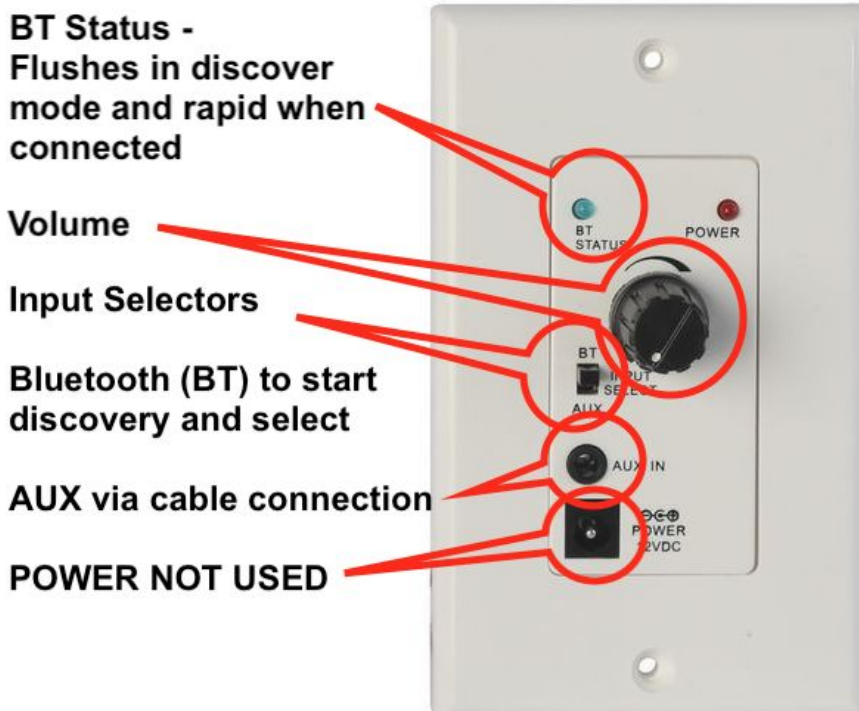
To connect by BT using your device, turn the selector switch to BT to start the discovery process. Go to your device's Bluetooth settings and locate "Music BT" and pair.

If BT is already connected to another device, disconnect first, reset BT switch and connect with other device.

The sound system produces 15W(RMS) per channel.

RESPECT OTHERS BY AVOIDING LOUD VOLUMES.

Stereo audio amplifier



Heater

To turn wall heater on:-

1. Turn on the power switch located on the right side of the console.
2. Press the Power Standby Button on the console (RED). This will put the heater into standby mode.
3. Adjust the required temperature by using the Up and Down Buttons on the console. 22 degrees is recommended.
4. Now start the heater by pressing the Heater Button on the console. Within a few seconds the Heater indicator will flash until the set temperature is reached. The heater will cycle off and in to maintain the set temperature.

To set off timer:-

1. Press the Timer button to set off timer in hours.
2. The display will flash [--].
3. Set hours using the Up and Down buttons on the console. Range is 0 to 24 hours.
4. Within a few seconds the time will start counting down.

To turn wall heater off:-

1. Press the Power Standby Button on the console (RED). This will put the heater into standby mode.
2. Turn off the power switch located on the right side of the console.

DO NOT PLACE ANY ITEM OVER OR NEAR THE HEATER

