

RF Remotes (see Layout below)

Individually assigned to each user. Sends answers to and receives on/off signals from the base station.

Base Station

Sends and receives signals with Remotes. Can process up to 30 responses simultaneously, and shuts down the remotes at the end of the session.

USB Cord (10 feet long)

Connects the base station to the training computer. Make sure to use a USB booster for longer cords.



RF Remotes: Layout

- A. Transmission Light** – Indicates that the remote is communicating with the base station
- B. Answer Light** – Turns **red** when a question is asked in the course and **green** when the base station receives the answer
- C. Battery Light** – End-of-life indicator for batteries (2-AAA)
- D. Registration Button** – Used to enroll users
- E. Numbered Buttons** – Used to answer multiple-choice test and evaluation questions



RF Remotes: Reset

If a remote does not seem to respond, it may need to be reset. To do this, **hold down buttons 1 & 5 simultaneously** until all three lights blink. This erases the question, course and user information from the remote.

Having issues with multiple remotes? Reset all of your remotes by clicking on the Input Devices in the Admin ribbon. See page 3 for instructions.

Note: Do NOT reset remotes mid-session. In case of a remote issue mid-session, change out remotes and reset the non-functioning remote after the session.

Before launching Player:

- Have your remotes available and plug your base station into your training computer
- Crowded room? Use a tripod with the base station mounted vertically.
- Check your audio-visual equipment. Is the volume appropriate? Is the projected image clear?

During the Session:

- **Keep the base station plugged in** until you exit Player
- Remotes need to stay **within 50 feet / 15 meters** of the base station **during the entire session**
- When a question is asked in Player, the question light on the remotes turn **red**
- When the answer is received by the base station, the question light on the remotes turn **green**. **Every participant must provide an answer to proceed!**
- **Remote control issue?** Switch out the remote control. Troubleshoot **after** the session (see page 3).

Tips for Large Sessions:

- Consider the logistics – where will people line up for registration? Is there an clear walking path? Is the room big enough?
- Use two people for enrollment – one to find the names, and one to hand out remotes
- Ensure that participants will be able to clearly see and read the information on the screen
- Instruct participants to press their answer until the **red** light under the question mark (?) on the remote control turns **green**
- Allow for additional time for all participants to submit their answers



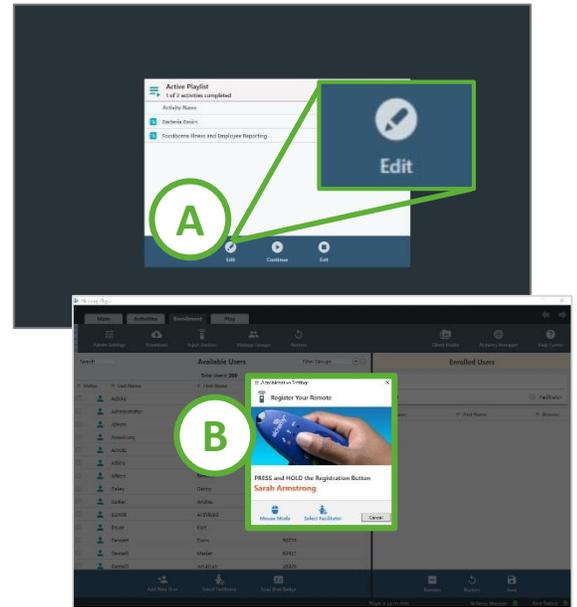
Add / Remove a User Mid Session

You can only Add Users between activities or before a playlist begins

Make sure the Pause screen is turned on in the Presentation Options section of Administrative Settings

- A. From the Pause Screen, select the **Edit** button
 - The **Play** tab in Player opens
- B. Navigate to the **Enrollment** tab
 - **Adding a User:** Choose a remote control, select the name of the person to be added, have the user press the Registration Button on the Remote
 - **Removing a User:** Select the name of the User to be removed and select the **Remove** button
- C. Navigate to the **Play** tab and then select the **Play Activities** button

Note: You can also change facilitators between courses

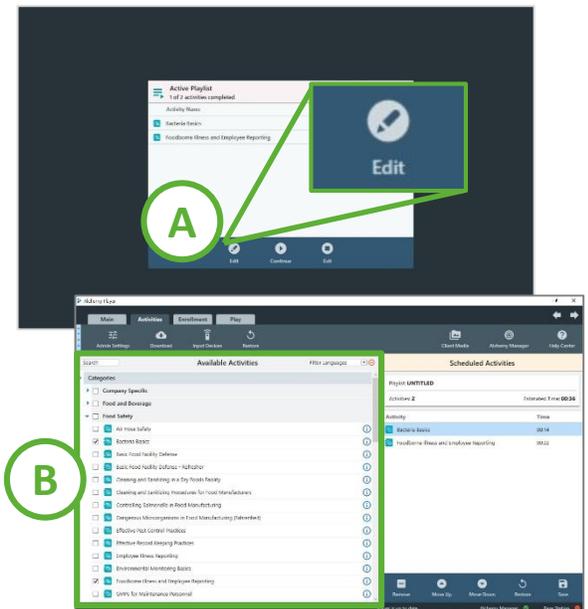


Add / Remove an Activity Mid Session

You can only add activities between scheduled activities

Make sure the Pause screen is turned on in the Presentation Option section of Administrative Settings

- A. From the Pause Screen, select the **Edit** button
 - The **Play** tab in Player opens
- B. Navigate to the **Activities** tab
 - **Adding an Activity:** Expand the appropriate category and select the desired activity
 - **Removing an Activity:** From the Scheduled Activities screen, select the activity to be removed, then select the **Remove** button at the bottom of the page
- C. Navigate to the **Play** tab and then select the **Play Activities** button



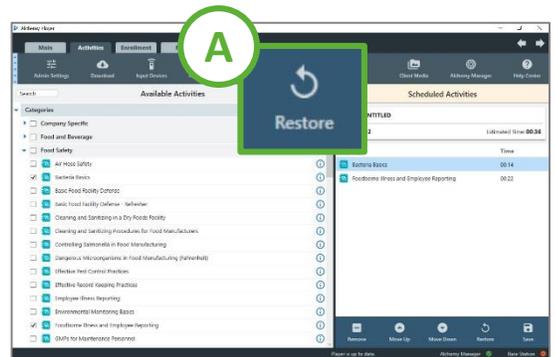
Restore Previous Playlist

This is an option in the Activities Tab

This option restores only the list of activities immediately previous to your current session

From the Activities tab:

- A. Select the Restore button



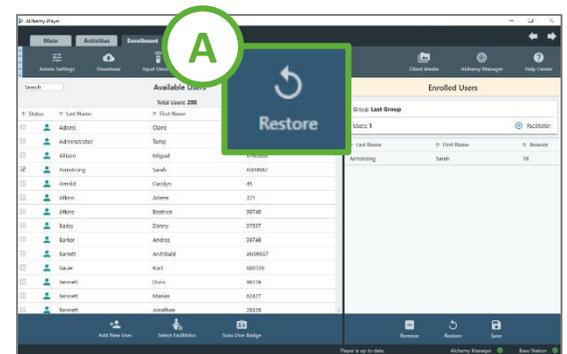
Restore Previous Users

Access this option in the Enrollment tab

This option restores only the user(s) enrolled in the previous session, using the **SAME REMOTE CONTROL NUMBER**

From the Enrollment tab:

- A. Select the Restore icon
- B. A window opens with a list of all previous Users and their associated Remotes
- C. Instruct users to verify that the number next to their names in the restore list matches the number on their remote control
- D. Once verified, instruct the users to press and hold the registration button on their remotes



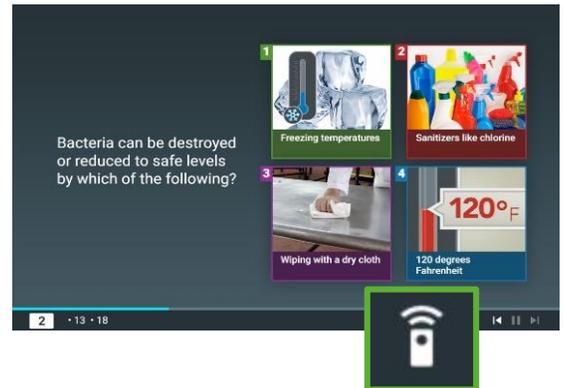
This is a great option to use if your computer shuts down or loses power mid-session. Verify that your Users have the same remote from the previous session.



Issue: Remote stops working mid-session

Solution: Switch out a remote on the Question Screen

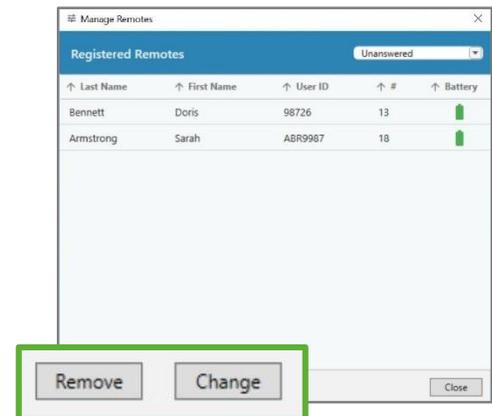
- A. Choose another remote (not already in use)
- B. Select the **Manage Remotes** icon
 - The Manage Remotes window opens
- C. Select the name of the user whose remote is not working, then select the **Change** button
- D. Have the user pick up the new remote, then press and hold the registration button
- E. Wait for the screen to indicate that the remote has been assigned
- F. Close registered remotes windows to continue with the activity



Issue: User needs to leave mid-session

Solution: Remove the user from the session

- A. From the Q&A screen, select the **Manage Remotes** icon
 - The Registered Remotes window opens
- B. Select the name of the person leaving the session, then select the Remove icon
- C. Verify this action by selecting **OK**, then select **Close**



Issue: Remote not working during Enrollment

Single Remote Solution: Manually reset the Remote

- A. Hold down buttons 1 & 5 simultaneously for 3-5 seconds
 - Wait until all three lights blink three times

Issue: Remote does not have a red light

Solution: Wait for the Base Station to ping the Remote

- A. If there isn't a red light on the remote, do not press any of the buttons
- B. Wait until responses from all enrolled users have been received by the Base Station, then wait 12 seconds to see if the red light appears
- C. If there still is no red light, then switch out the remote

If you repeatedly have remotes without red lights during your courses, try changing the RF channel on your base station



Battery Information and Recommendations

Two Triple A (AAA) Batteries are required for each remote

- Estimated battery life: 40-50 training hours
- Alchemy recommends:
 - High-quality alkaline batteries, or
 - High-quality rechargeable lithium batteries
 - Best used with a charging station capable of charging 8-16 batteries at a time
 - Use caution when buying batteries in bulk – lower quality batteries may be used in these packages
- Best Practice: Avoid mixing up the numbered battery covers by changing your batteries one remote at a time

Prevent Dead Batteries BEFORE Training

Replace all batteries on a regular schedule to prevent mid-session issues

- Example: Tasty Foods facilitates weekly hour-long training sessions for all three shifts
 - They keep a battery change log and note the first battery light after 4 months
 - Action Item: Replace all batteries every 4 months

Use the following techniques to extend the life of your batteries!

- Round-robin your remotes
 - Example: Use remotes 1-15 and remotes 16-30 on alternating weeks
- Do not leave Player active in the middle of a playlist during extended breaks
 - Note: The remotes and base station maintain constant communication while the playlist is active, which drains the battery
 - Action Item: Create a series of smaller playlists timed to your breaks
 - Best practice: Use the **Restore Previous Users** feature (see instructions on page 4) to quickly re-enroll users after an extended break
- Remove batteries from your remotes when storing them for long periods of time

Not sure about the battery life on a remote?

There are two ways to test battery life with the remotes

1. Prior to enrolling, press any numbered button on the remote
 - If the battery is good, the lights will flash after 3 seconds
 - If the lights do not flash, or if the battery light comes on, replace the batteries
2. Mid-session, click the **Manage Remotes and Users** on the question page to check battery levels

