

THE MEZZANINE

CONFERENCE CENTER OF CHARLESTON

Welcome to the Mezzanine Conference Center of Charleston.
Below we have listed a few points to help your event run as smoothly as possible.

Lights and Temperature

- The light switch closest to the door will control the lights towards the front or the room.
- The second switch will control the remaining lights. All lights are able to be dimmed.
- The thermostat will be set at 72 degrees. Please do not adjust temperature.

Fire Safety

- This event space has two fire extinguishers. One is located behind the main door. The second is located on the wall next to the cabinets.
- In case of a fire, please exit calmly down the stairs and out the exterior door (make a left at the bottom of the stairs).

Equipment

- All remotes (projector, audio, ect.) are stored in a remote holder located on the counter.
- For microphones, please remove batteries when microphones are not in use.
- Extra batteries can be found in the left most cabinet.

Final Requests

- Please ensure all lights are off before exiting The Mezzanine.
- Please shut off all audio and visual equipment.
- Please ensure The Mezzanine is clean before exiting.
- Please re-configure the tables and chairs to the standard "U" configuration.

PLEASE DO NOT TOUCH PROJECTOR SCREEN

T H A N K Y O U

THE MEZZANINE

CONFERENCE CENTER OF CHARLESTON AUDIO & VISUAL SYSTEM

POWERING ON:

- Sony Remote- Powers the Receiver (Green Button at the top labeled "MAIN")
- Epson Remote- Powers Projector ("ON" powers on, "Standby" powers off)

VOLUME:

- Sony Remote - Use triangular icon at the bottom of the remote or turn large dial on the Receiver ("0" is the loudest setting), the projector has to warm up so this may take a moment
- When turning on or off the projector blue light will flash then stop when complete

INPUT SETTINGS:

- Podium- the wall jack under the Receiver
- Desk- the floor outlet (where the desk will be)
- Front- the plug/cord coming from the Receiver

INPUT SETTING ON REMOTE:

BD/DVD- DESK

SAT/CATV- PODIUM

GAME- FRONT

SMALL BLACK BOX AT DESK:

- This device always plugs into the floor, use HDMI cord to plug into device of choosing to the black box for projection
- Picture on Projection Screen (if full screen is up but can't view tool bars or menus)
- Epson Remote- Choose "Lens" button, and follow prompts to adjust

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FOR A/V ASSISTANCE PLEASE CALL:

843-357-2121