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CONFERENCE CENTER Audio / Visual HANDBOOK

Welcome!

Thank you for renting our conference center space. We are delighted to have you as our guest and we are committed to ensuring that you have a positive experience with us and that all your needs are met.

This handbook has been designed to provide you with all the necessary information you need to make the most of our conference center. Inside, you will find detailed instructions on how to use our audio-visual equipment, so that you can present your ideas with ease and confidence.

Whether you are here for a business meeting, a conference, a training session, or even a family gathering, we strive to make your time with us a memorable one. Our team is dedicated to providing you with personalized service and support, so please do not hesitate to ask for assistance at any time.

We want to ensure that your event with us is a success, and we provide a variety of audio-visual equipment to help you achieve that. Our conference center is equipped with two projectors that provide clear and vibrant images, wireless microphones, two HDMI input plates that lets you connect your own devices to our projectors, and a wireless casting option for screen sharing.

Things to know

Prior to your event, it would be beneficial to have some knowledge about the venue and its equipment.

Sections

Our conference room is divided into two sections: North and South. Both sections are identical and display the same content. If you require a separation between the two sections for your event, please contact us in advance so we can assist you.

Control

The control panels for the audio-visual equipment are located on the East side of the room, on either side of the room divider. The HDMI input plates can be found just below the control panels.

Input

Our wall plates are equipped with an HDMI input, which means that if you plan to connect a laptop or other device that does not have an HDMI output, you will need to bring an adapter. If you don't have an adapter, we do offer them for checkout at our reception desk. However, availability is limited, so we encourage you to bring your own adapter to ensure that you have the equipment you need for your presentation.

Accessories

Room accessories, including microphones, remotes, keyboards, mice, and presentation devices, are stored in brown storage drawers located on the West side of the room. The items specific to each side are labeled, and we kindly ask that you return them to their respective drawers once you are finished using them.

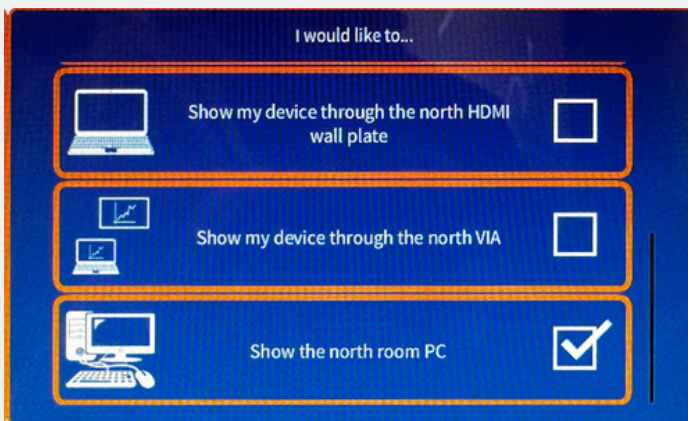
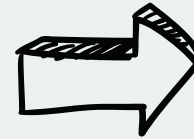
Closet

We have a storage closet that contains equipment racks for our audio-visual equipment. While we ask that you don't touch any of the items in the rack outside of plugging in a flash drive to the computers in the rack, we are always available to assist you with any technical issues that may arise. If you experience any technical difficulties, please contact our support staff for assistance.

Room Operation

01 Powering on the System

To power on the projectors and drop the screens, press the "On" button on the left-hand side under System State from the touch panel. Please note that this process may take up to 10 seconds to complete.



Once the progress bar on the screen finishes, you will be taken to the home screen, which includes a list of options to select from, such as:

- Show my device through the HDMI wall plate
- Show my device through the VIA
- Show the PC

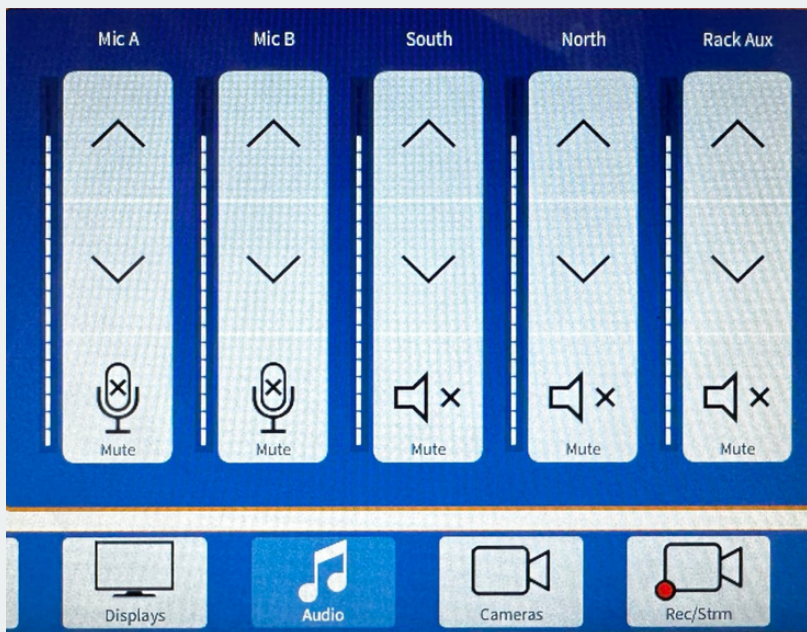
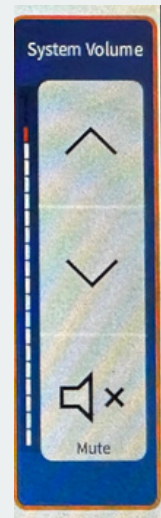
Simply choose the option that you want to perform, and the source on the projector will automatically change. If you want to change the source, simply select a new item from the list. When you select an input, a checkmark will appear next to the item on the list. If you don't see the source you're looking for, you can scroll up and down to find it. You can always get back to this screen by pressing the Home button on the bottom row of the touch panel.

The first time you select an option from the list, it may take a few seconds for the system to select the source, which is perfectly normal.

Room Operation

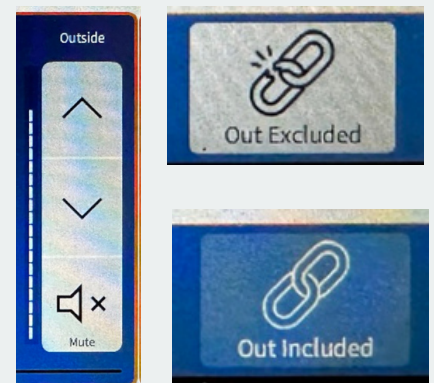
02 Adjusting the Audio

To adjust the volume of all sources, use the master audio controls on the left-hand side of the control panel. You can easily raise, lower, or mute the volume from any of the pages.



If you want to adjust or mute a specific source, click the audio button at the bottom of the panel, which will take you to a new screen where you can control all the sources. Mic A is located on the south side and Mic B is located on the north side, with north and south referring to the projectors. The Rack Aux is reserved for the auxiliary input located in the rack.

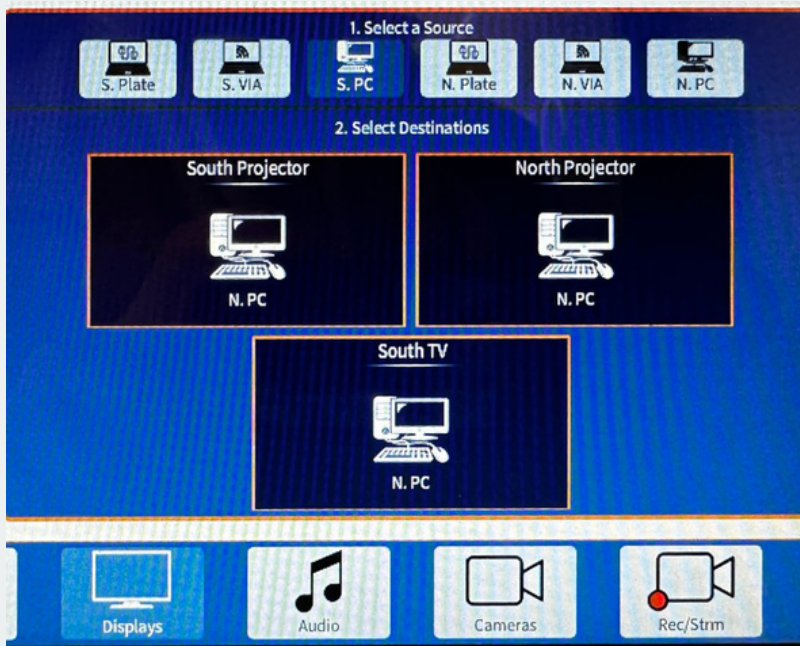
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Room Operation _____

03

Routing Displays (Advanced)



The Displays tab allows you to manually control what is shown on each of the displays in the room. There are three displays available for use: the North Projector, the South Projector, and the TV on the South side of the room.

To change what is displayed on an individual screen, tap the source that you want from the top of the screen, and then tap the display(s) you want it to be

on. If you want to change all displays at once, it is easier to do so from the home page. However, if you want to show different sources on different screens at the same time, you can only do that through the Displays tab.

The TV on the South side of the room must be turned on manually when you want to use it.

Room Operation _____

04

Using the Microphones



Lavalier Microphone

We have a total of four microphones available for use, two handhels and two lavalier packs. Each side, North and South, has one lavalier and one handheld mic assigned to it. When picking microphones to use, you can only use a single mic from each side maximum, for a total of two wireless mics. Make sure that if you are using two, you pick one from each side and not two from the same side. Using two microphones from the same side will cause interference with both microphones.

The Microphones take AA batteries. Additional batteries should be in the drawers for the microphones. If there are no batteries present, you can speak to the receptionist, who can get you additional pairs.

After you are finished with the mics, we ask that you power them off and put them back in the correct drawer.

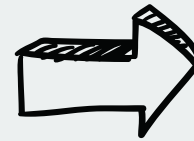


Handheld Microphone

Room Operation _____

05 Powering off the System

To shut down the A/V system after your event, locate the Off button located under System State on the touch panel and press it. This will power off the projectors and raise the screens. Before leaving, please ensure that all accessories, including microphones, keyboards, and mice, are returned to their proper locations.



Technical Support _____

In the event that you encounter any problems with the A/V system while using the room, please don't hesitate to contact us.

During Business Hours

Our team is available to assist you between the hours of 8am to 5pm, Monday through Friday, and can be reached at 317-323-3095. We will make every effort to resolve the issue with you remotely, but if this is not possible, we can send someone to your location for assistance.

Outside Business Hours

If you encounter any issues outside of our regular business hours or on weekends, please contact our 24/7 support center at 317-326-4357. They will contact our on-call technicians to see if they can provide assistance. Please note that on-site support may be delayed or unavailable during non-business hours and on weekends.

Monday - Friday: 8A - 5P	317-323-3095 or 317-326-3131
Monday - Friday: After Hours Saturday - Sunday	317-326-4357

After Event Checklist

Here are some key AV-related tasks to remember once your event has ended. Please note that these tasks are separate from any other rental agreement items that may need to be completed.



Microphones

Ensure that all microphones are switched off, placed in their protective bags, and returned to their original drawer.



A/V Power

Verify that the A/V system has been powered down, the screens have retracted, and the projectors have been turned off. Please contact support if any issues arise.



Accessories

If you used any additional accessories, such as keyboards, mice, or presentation devices, please return them to their original drawers.



Locks

Once your event has ended and all guests have departed, make sure to lock all doors by using the button panel located near the southwest entrance to the room. Ensure that all lights are turned off, indicating that the doors are securely locked.