## Contact Information

For **AV support**:

In Case of an AV Emergency Call: 607-255-0778

Email: Eng. Classtech Support [engrclasstech@cornell.edu](mailto:engrclasstech@cornell.edu)

AV Support Availability: Monday thru Friday, 8:00am to 5:00pm

For **Facilities assistance**:

Paul Charles [pjc32@cornell.edu](mailto:pjc32@cornell.edu) 607-351-6210

For Emergencies **Dial: 911** CU Police: 607-255-1111

**Room Equipment**

Laptop Connection (HDMI, Display Port) Projector Projector Screen

Room Speakers Assisted Listening

**Connect your Device**

Start-up

* Touch the Crestron touch panel to wake up.

Connecting a Laptop

* Plug the proper video cable into your personal device (using HDMI or Display Port).
* Touch/tap the icon for the correct cable you’re using. The icon will go from white to blue when selected. This will send your laptop’s display to the projector.
* Make sure your cable is completely seated all the way in your laptop.

Shut-down

* Press the power button located in the bottom right of the Crestron Touch panel. This will shut down the projector.

If your content is not fully projected on the screen:

|  |  |
| --- | --- |
| **Windows:** | **Mac**: |
| 1. Press the “**Windows**” Key + P. 2. Choose **Duplicate**. | 1. Click on the **Apple** at the top of your computer screen. 2. Click on **Preferences**. 3. Click on **Display**. 4. Click on **Arrangements**. 5. Click on **Mirror Display**. |

**Audio**

**Microphone Audio**

* Touch/tap **“MIC VOL”**. The volume source will go from white to blue when selected.
* Using the lapel microphone provided, turn on the unit and adjust the microphone volume by pressing and holding the “+” and “-“ icons.
* Touch/tap the speaker icon left of the “-“ icon to mute your selected source (MIC or LPTP) audio.
* Extra batteries are provided.

**Laptop/Source Audio**

* Touch/tap **“LPTP VOL”**. The volume source will go from white to blue when selected.
* Adjust the room speaker volume by pressing and holding the “+” and “-“ icons.
* Touch/tap the speaker icon left of the “-“ icon to mute your selected source (MIC or LPTP) audio.

**Optional Equipment Available**

For a list of available optional equipment, please visit:

<https://www.engineering.cornell.edu/MTEI/mtei-equipment-check-out#no-back>