## Contact Information

For **AV support**:

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

Email: Eng. Classtech Support engrclasstech@cornell.edu

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

For **Facilities support**:

Patty Gonyea plg27@cornell.edu 607-255-8588

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

## Room Equipment

2 Projectors 2 Projector Screens Speakers

Assisted Listening Wireless Microphones Wacom Tablet VGA & HDMI Connections Podium (Height Adjustable) Document Camera

**Connecting Your Device**

Start-up

* Touch the Crestron touch panel to turn on.
* Select desired source(s) and send to one or both displays by touching “Send Source”.

Connecting a Laptop

* Plug the proper video cable into your personal device (using HDMI or VGA cable).
* Touch/tap your desired source and then touch the icon for the correct cable, then click “Send Source” to send your laptop’s display to desired projectors.
* Make sure your cable is completely seated all the way in your laptop.

**Document Camera**

* Touch the Creston touch panel to turn it on.
* Touch/tap the **DOC CAMERA** option on the top bar of the touch panel and touch/tap the desired display’s “Send Source”.
* Lift the arm of the document camera to turn it on and put the arm down to turn it off.

 **Zooming in and out**

* Use the gray knob at the top of the document camera to zoom in and out.

Shut-down

* Press the POWER OFF button located in the bottom left of the Crestron Touch panel. This will shut down the room.

## Using the Wacom Tablet

To use the Wacom tablet in the room, please submit a ticket a week in advance to <https://help.coecis.cornell.edu> to schedule a training session.

If a problem occurs during a session, email <https://help.coecis.cornell.edu> and call 607-255-0778.

**Audio**

**Voice Audio**

Using the lapel microphone provided, turn on the unit and adjust the **microphone volume** using the up and down Voice arrows located on the right side of the Crestron**.** Extra batteries are provided.

**Source Audio**

To adjust the **room** **speaker** **volume from your laptop**, use the up and down Source arrows located on the right side of the Crestron. (Make sure your laptop is unmuted)

**Raising and Lowering Podium**

Located to your far left slightly underneath the front edge of the podium is a switch that allows you to raise or lower the podium. Use the up arrow to raise the podium. Use the down arrow to lower the podium.