# Olin 255

## 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**:

Thom Quinn tlq3@cornell.edu (607)255-3540

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

## Room Equipment

 Laptop connection (HDMI,VGA) Document Camera Room Speakers

 Assisted Listening Wacom Tablet Room Microphone

Projector & Screen Chalkboards Video Adapter

Zoom Room

## Connecting Your Device

Start-up

* Touch the Crestron touch panel to turn on.
* Select desired source(s), either Laptop or Document Camera.



Connecting a Laptop

* To connect a laptop, plug the proper video cable into your personal device (using HDMI and any appropriate adapters).

Using the Document Camera

**Document Camera**

* Touch the Crestron touch panel to turn on.
* Select the **DOCUMENT CAMERA** option on the top bar of the touch panel and send it to the desired displays.
* Lift the arm of the document camera to turn it on.

 **Zooming in and out**

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

 **Auto Focus**

* Press the green button labeled AF on the document camera to turn auto focus on and off

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

### Program Audio

To adjust the room **speaker** **volume**, use the up and down Program arrows located on the right side of the Crestron.

### Speech

Using the lapel microphone provided (missing the mic), turn on the unit and adjust the **microphone volume** using the up and down Speech arrows located on the right side of the Crestron**.**

Extra batteries are provided.

**Zoom Room Instructions from Wacom Tablet**



**Joining the Room to your Zoom Meeting:**

Create a Zoom meeting from your laptop. When prompted to “Join with Computer Audio”, **click the “x” on the top right corner of the window**. If you click “Join with Computer Audio”, there will be screeching audio feedback loop between your laptop and the room.

Along the Zoom options bar, to the right of “Participants”, click the up arrow and then click “Invite”. Click the “Zoom Rooms” tab, type your room in the search bar. Click the blue “Invite” button. The Wacom tablet will make a ringing noise and prompt a blue screen. Tap “Accept” on the Wacom tablet using the stylus provided.

**To Enable Annotation for Shared Content in your Zoom Meetings (From CIT):**

****Log in to your Cornell Zoom account, click settings. Under In Meeting (Basic), scroll down to the Annotation option. Click the gray slider button to the right of Annotation to enable it. The slider will turn blue when enabled.

When Annotation is enabled, two additional options appear. They determine who can annotate a shared screen and whether meeting participants can save annotated screens:

* Allow saving of shared screens with annotations: To allow meeting participants to save annotated shared screens, click this checkbox, then click Save when asked to confirm.
* Only the user who is sharing can annotate: Do not select this option, as it will prevent the Zoom Room (which is a participant) from being able to make annotations.

**For more detailed information on Zoom annotation:**

<https://it.cornell.edu/zoom/zoom-rooms-annotate-shared-presentation>

**For more detailed information on Zoom Rooms:** <https://www.engineering.cornell.edu/MTEI/engineering-classroom-instructions/information-zoom-rooms>