# 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

## 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.