## 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

 Projector & Screen HDMI Connection VGA Connection

 Speakers Portable Microphones Assisted Listening

## Basic Presentation

1. Connect to your laptop using either HDMI or VGA. Ensure that the cable is plugged into your laptop as well as the wall plate.
2. Turn projector on using Sony remote power button. Use the same button to shut the room down when finished.

Room Audio

* Using HDMI
	+ Ensure that laptop is properly connected to and displaying.
	+ Check where your audio is routed to. Your audio should be going to HDMI-Crestron.
* Using VGA
	+ Plug in AUX cable to headphone jack on your laptop
	+ Ensure that the AUX cable is also plugged into the ‘Audio In’ plug on the wall plate.
	+ Check where your audio is routed to. Your audio should be going to Headphones.
* Adjusting audio levels
	+ Using the Volume knob above the wall plate to adjust the volume in the room.

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**.
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**Optional Equipment Available**

For a list of available optional equipment, please visit:

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