## 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 607-255-5340

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

## Room Equipment

Laptop Connection (HDMI , USB-C) Projector Projector Screen

Room Speakers Room Microphone

## 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 USB-C cable).
* 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. They will be located at the bottom of the Crestron**.**
* 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. They will be located at the bottom of the Crestron**.**

## Optional Equipment Available

For a list of available optional equipment, please visit:

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