

## Contact Information

### For AV support:

In Case of an AV Emergency Call:

607-255-0778

Email: Eng. Classtech Support

[engrclasstech@cornell.edu](mailto:engrclasstech@cornell.edu)

AV Support Availability:

Monday thru Friday, 8:00am to 5:00pm

### For Facilities assistance:

Paul Charles

[pjc32@cornell.edu](mailto:pjc32@cornell.edu)

607-351-6210

### For Emergencies

Dial: 911

CU Police: 607-255-1111

## Room Equipment

Laptop Connection (HDMI, Display Port)

Projector

Projector Screen

Room Speakers

Assisted Listening

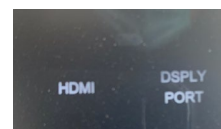
## Connect your Device

### 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 Display Port).
- 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:

1. Press the **"Windows"** Key + P.
2. Choose **Duplicate**.

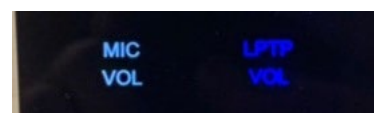
#### Mac:

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.
- Touch/tap the speaker icon left of the "-" icon to mute your selected source (MIC or LPTP) audio.
- 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.
- Touch/tap the speaker icon left of the “-” icon to mute your selected source (MIC or LPTP) audio.



## Optional Equipment Available

For a list of available optional equipment, please visit:

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