**Contact Information**

For **AV support**:  
In Case of an AV Emergency Call: 607-255-0778  
Email: Eng. Classtech Support **engclasstech@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**

<table>
<thead>
<tr>
<th>Laptop Connection (HDMI, USB-C)</th>
<th>Projector</th>
<th>Projector Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Speakers</td>
<td>Room Microphone</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

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**.

**Wireless Presentation**

Tap/touch “WIRELESS” on the Crestron and follow the prompted instructions on the projector screen. Set up should take no longer than one minute.

**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