

## Contact Information

### For AV support:

In Case of an AV Emergency Call:

607-255-0778

Email: Eng. Classtech Support

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

AV Support Availability:

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

### For Facilities assistance:

Submit a ticket: <https://tdx.cornell.edu/TDCClient/133/Portal/Home/>

For Emergencies

Dial: 911

(CU Police) 255-1111

## Room Equipment

Projector

Projector Screen

HDMI/USB-C Cable Connection

Assisted Listening

Microphones

Podium (Height Adjustable)

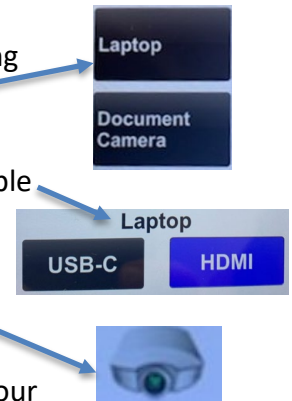
## Connecting Your Device

### Start-up

- Touch the Crestron touch panel to turn on.

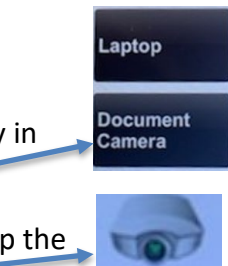
### Connecting a Laptop

- Plug the proper video cable into your personal device (using HDMI or USB-C cable).
- Touch/tap the "Laptop" button and then touch/tap the cable you're using to connect to the room. Then touch/tap the projector icon near the top of the Crestron to send your laptop's display to the projector.
- Make sure your cable is completely seated all the way in your laptop.



### Connecting the Document Camera

- Make sure the HDMI cable is completely seated all the way in the document camera.
- Touch/tap the "Document Camera" button. Then touch/tap the projector icon near the top of the Crestron to send the document camera display to the projector.



### Shut Down

- Press the System Shutdown button located in the bottom left of the Crestron touch panel. This will shut down the room.



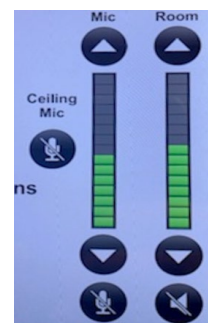
## Audio

### Room/Source Volume

Adjust the room speaker volume using the up and down arrows located under "Room" on the right side of the Crestron screen.

### Microphone Volume:

Adjust the room microphone volume using the up and down arrows under "Mic" on the right side of the Crestron screen. Extra batteries for the microphone are on the podium or in the drawer in the AV rack under the podium.



Hearing assist headsets are in the side cabinet near the podium.

## Raising and Lowering Podium

Located to your far left slightly underneath the front edge of the podium is a switch that allows you to raise or lower the podium. Press the up arrow to raise the podium. Press the down arrow to lower the podium.



## Optional Equipment Available

For a list of available optional equipment, please visit:

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