

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 assistance:

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

For Emergencies

Dial: 911

CU Police: 607-255-1111

Room Equipment

2 Projectors

2 Projection Screens

Speakers

Assisted Listing System

Wireless Microphone

HDMI & VGA Connections

For a list of available optional equipment please contact Kathy Dimiduk (klc78@cornell.edu)

Basic Projection

1. Turn on the center and side projectors by pressing the power buttons on their respective remote controls located on the lecturer's lectern.
2. Wake up the Crestron by pressing the panel firmly with your finger.
3. Turn on your device and plug in HDMI, or the VGA (or your VGA converter) & Audio cable into your device or into your adaptor.



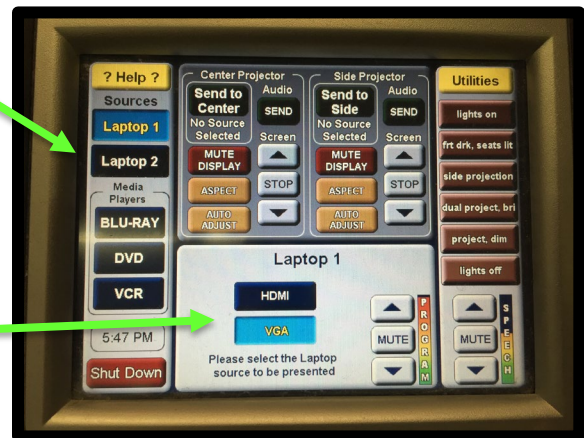
HDMI (digital)



VGA (analog)

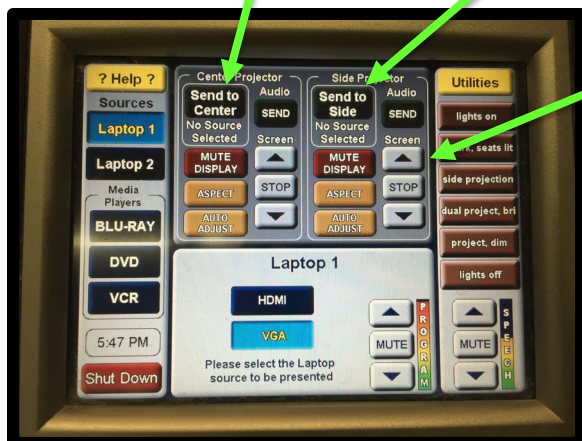


4. Press your desired source, either **Laptop 1** or **Laptop 2** depending on which cable you connected to your device (see label on cable).



5. Press **HDMI** or **VGA** on the **Crestron** screen depending on the cable you are using.

6. Press **Send to Center** and/or **Send to Side** on the Crestron screen to send your source to the desired projector(s). You may send one source to both projectors if desired.



7. The room screens can be lowered and raised by pressing the **up or down arrows** accordingly or by using the switch on the wall between the boards and the door.

8. To blank screen press **Mute Display**. To **restore content**, press Mute Display a second time.

9. To **shut down** the system, press **Shut Down** on the lower left side of the Crestron scree.
10. **Turn off** center and side projectors after done using them by pressing the power button on their respective remote controls.

Continued Basic Projection - Audio

Sound will be projected from the **most recent source selected**. As necessary, re-select your source for desired sound. To adjust the room **speaker volume**, use the up and down arrow located on the right side of the **Crestron**.



The **Wireless Microphone** and extra batteries can be found on or in the lectern (drawer). Adjust **volume** for the microphone by pressing the **up or down arrows** accordingly.

Wireless Internet Connection

If you have a **Cornell NetID**, use **Eduroam** for Wireless. When prompted, type in your **NetID@cornell.edu**. The full address is necessary.

Wireless Connection for **Visitors**:

1. Click on **Network icon**.
2. Select **Cornell Visitor**.
3. Click **Connect**.
4. Follow the instructions.

Troubleshooting

If **no projection**: Remove the cable from your device and reconnect the appropriate cable to check the connection to your device.

If **content not fully projected** on the screen:

Windows 7:

1. Press the "Windows" key + P
2. Select 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 **Arrangement**.
5. Click on **Mirror Display**.

The resolution on your device may also need to be adjusted.

If **no sound** or **sound is not from correct device**: Sound is projected from the most recently selected source. If necessary, **re-select your preferred sound source**.

For questions about **Wireless Internet Connection** – <http://www.it.cornell.edu/services/wifi/howto.cfm>

Optional Equipment Available

For a list of available optional equipment, please visit:

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