

Olin 255

Contact Information

For AV support:

In Case of an AV Emergency Call:

Email: Eng. Classtech Support

AV Support Availability:

607-255-0778

engrclasstech@cornell.edu

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

For Facilities support:

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

For Emergencies

Dial: 911

CU Police: 607-255-1111

Room Equipment

Laptop connection (HDMI,VGA)

Assisted Listening

Projector & Screen

Document Camera

Wacom Tablet

Chalkboards

Room Speakers

Room Microphone

Video Adapter

Connecting Your Device

Start-up

- Touch the Crestron touch panel to turn on.
- Select desired source(s), either Laptop or Document Camera.

Connecting a Laptop

- To connect a laptop, plug the proper video cable into your personal device (using HDMI and any appropriate adapters).



Using the Document Camera

Document Camera

- Touch the Crestron touch panel to turn on.
- Select the **DOCUMENT CAMERA** option on the top bar of the touch panel and send it to the desired displays.
- Lift the arm of the document camera to turn it on.



Zooming in and out

- Use the gray knob at the top of the document camera to zoom in and out

Auto Focus

- Press the green button labeled AF on the document camera to turn auto focus on and off



Shut-down

- Press the POWER OFF button located in the bottom left of the Crestron Touch panel. This will shut down the room.

Using the Wacom Tablet

To use the Wacom tablet in the room, please submit a ticket a week in advance to <https://help.coecis.cornell.edu> to schedule a training session.

If a problem occurs during a session, email <https://help.coecis.cornell.edu> and call 607-255-0778.

Audio

Program Audio

To adjust the room **speaker volume**, use the up and down Program arrows located on the right side of the Crestron.



Speech

Using the lapel microphone provided (missing the mic), turn on the unit and adjust the **microphone volume** using the up and down Speech arrows located on the right side of the Crestron.
Extra batteries are provided.



Optional Equipment Available

For a list of available optional equipment, please visit:

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