

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 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 Projector Screens

Speakers

2 HDMI Cables & Adaptors

Assisted Listening

7 Student Projectors

Creston Control Panel

Zoom Room

Zoom Room Control Panel

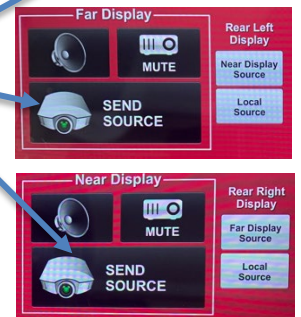
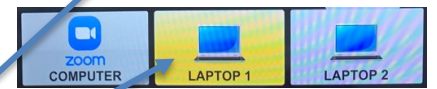
Connecting Your Device

Start-up

- Touch the Room Control Creston panel to turn on.

Connecting a Laptop

- Plug the desired HDMI cable into your personal device.
- Touch/tap the desired source and then touch the icon for the correct HDMI cable (See cable label identification), then touch/tap "Send Source" to send your laptop's display to desired projectors.
- Make sure your cable is completely seated all the way in your laptop.



Shut-down

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



Room Control

DO NOT PULL THE PROJECTOR SCREEN DOWN. Please use the projector screen switch located on the left of the projector screen, behind the lecturer's podium, to raise or lower the projector screen.

Please erase your white board and ask the students to erase theirs after use using the white sponge located in front of each white board.



Audio

Voice Audio

Using one of the microphones provided, adjust the **microphone volume** using the up and down Voice arrows located on the right side of the Creston. **Place the unit in the charger when done.**



Source Audio

To adjust the **room speaker volume (laptop sound)**, use the up and down Source arrows located on the right side of the Creston. (Make sure your laptop is unmuted)



Student mics are overhead. Keep the student mics muted unless using Zoom with remote listeners.

Student Projectors/Student Whiteboards

Each of the seven side projectors have HDMI cables that allow students to project their laptop content to the white boards in their area

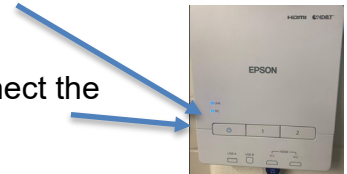
- To enable student use of the back two tables' projectors, on the podium Creston, tap "Local Source" on the Rear Left Display and Rear Right Display.



- Students at the center table can project their content to the main projectors in the front of the room by connecting through the HDMI cables or wirelessly through Zoom (See Zoom Instructions).

Students are able to turn on the side projectors near them by pressing the power button on the Epson source right below the whiteboards.

When students are finished using the side projectors, have them disconnect the HDMI cables and turn off the projectors using the power button.



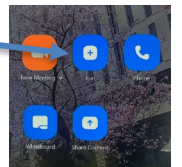
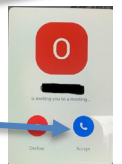
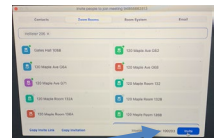
Zoom Instructions

Starting a Zoom Meeting:

- You can use the Zoom screen controller to start an impromptu meeting or select a scheduled meeting. (**DO NOT use the Computer Audio on your Zoom meeting. It will create loud feedback**)
 - o By inviting Hollister 206 to a Zoom meeting via Outlook, it will show as an Upcoming Meeting.

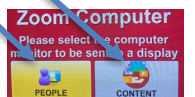
Connecting your Laptop's Zoom Meeting to the Room System Quickly:

- With your Zoom meeting open on your laptop, click the arrow button on "Participants" (located in the bottom bar of your screen).
 - o Click "Invite". From the invite pop-up window search bar, go to "Zoom Room", then type Hollister 206 in the search bar.
 - o Click "Hollister 206" and then click the blue "Invite" button on the bottom right corner.
 - o The invitation will pop up and appear on Zoom screen controller. Touch/tap "Accept".
- Alternatively, you can connect the room system to your Zoom meeting, by touching/tapping "Join" on the Zoom control screen in the room and follow the prompted instructions.



Displaying your Zoom meeting to the Two Main Projectors:

- To display your Zoom meeting to the two main projectors in the room, go to the Crestron and touch/tap "Zoom Computer" on the top left corner.
 - o Near the bottom of the Crestron, you'll see "Zoom Computer" and "People" and "Content" buttons underneath ("People" shows the gallery view. "Content" shows the content a person is sharing through Screen Share).
 - o Touch/tap your desired display. Once the button turns yellow, you may tap touch/tap "Send Source" to send your desired display to desired projectors.



To Share Another Joining Laptop into the Zoom Meeting:

- From the Zoom app, select "Share Screen". When prompted, enter the Sharing Key located on the top right corner of the Zoom screen controller.
- From the Zoom screen controller, select "Share Content".
 - o Open Zoom on your laptop.
 - o Enter the Zoom screen controller Share Key in Zoom on your laptop.

Zoom Controls:

- From "More...", select "Switch Camera" to add cameras or change camera views.
 - o 3 cameras can be shown simultaneously.
- Select "Camera Control" to zoom in and out and control the camera views.
 - o To turn on the automatic speaker tracking, tap "Auto-Framing". To turn it off, tap "Manual".

Audio Controls:

- The room is equipped with ceiling microphones and wireless microphones. All microphones feed directly into Zoom. The ceiling mics can be muted on the Crestron touch panel in the upper right of the home screen.
- Muting controls: to mute the room feeding in to Zoom, select the mute button on the Zoom controller.
 - o Alternatively, you can mute the ceiling mic and the speech volume on the Crestron controller.

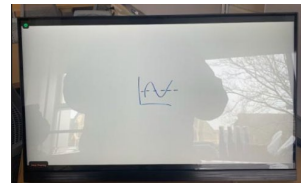
Using the Instructor Logitech Scribe Whiteboard

While in a Zoom meeting on the Zoom screen, press the purple "logi" button (located to the right of the instructor Logitech scribe white board).



As you write content on the white board with your white board marker, you'll see the content appear on the Zoom screen as well. Use the white sponge to clear content on the Zoom screen.

When done using the Logitech scribe white board feature, tap "Stop Sharing" on the bottom left corner of the Zoom screen.



Optional Equipment Available

For a list of available optional equipment, please visit:

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