**Contact Information**

For **AV support**:

In Case of an AV Emergency Call: 607-255-0778

Email: Eng. Classtech Support engrclasstech@cornell.edu

AV Support Availability: Monday thru Friday, 8:00am to 5:00pm

For **Facilities support**:

Paul Charles pjc32@cornell.edu 607-351-6210

For Emergencies **Dial: 911** CU Police: 607-255-1111

**Room Equipment**

1 Projector 1 Projector Screen Speakers

Assisted Listening Wireless Microphones Document Camera HDMI and USB-C Connections Split Screen Image Capable

**Connecting Your Device**

**Start-up**

* Touch the Crestron touch panel to wake up, then click “Start Using System”
* Touch your desired source(s) and send by touching one or both displays icons.

**Connecting a Laptop**

* Plug the proper video cable into your personal device using USB-C or HDMI (+ USB for laptop sound) cable (Cables may be retracted into cable cubby).



* Touch/tap your desired source and then touch the icon for the correct cable, then touch/tap “Single Image” or “Split Screen” to send your laptop’s display to desired projector.
* Make sure your cable is completely seated all the way in your laptop.



**Document Camera**

* Touch the Creston touch panel to turn it on.
* Touch/tap the **Document Camera** option on the side of the touch panel and touch/tap the desired display: “Single Image” or “Split Screen”.
* Lift up the small red power switch near the document camera to turn it on and lift down to turn it off.

**Zooming in and out**

* Press the black buttons on the side of the document camera to zoom in and out.



**Shut-down**

* Press the “System Shutdown” button located in the bottom left of the Crestron Touch panel. This will prompt a screen asking you if you are sure you want to shut down the system. Click “Shut Down” to shut down the Crestron and projector.

**Audio**

**Mic Audio**

Using the lapel microphone provided, turn on the unit and adjust the **microphone volume** using the up and down “Mic” arrows located on the right side of the Crestron. Extra batteries are provided.

**Room Audio**

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

**Raising and Lowering Front/Rear Blackboards and Projector Screen**

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To raise the front and/or rear blackboard, use the switches on the wall labeled “FRONT BOARD” and “REAR BOARD”.

To raise and lower the projector screen, use the switch on the wall labeled “PROJECTOR SCREEN”.

