## Contact Information

For **AV support**:

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

Email: Eng. Classtech Support [engrclasstech@cornell.edu](mailto:engrclasstech@cornell.edu)

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

For **Facilities** **assistance**:

Thom Quinn tlq3[@cornell.edu](mailto:pjc32@cornell.edu) 607-255-3540

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

## Room Equipment

|  |  |  |
| --- | --- | --- |
| Projectors  Assisted Listing System | Projection Screens  Wireless Microphone | Speakers |

*For a list of available optional equipment please contact Kathy Dimiduk (*[*klc78@cornell.edu*](mailto:klc78@cornell.edu)*)*

## Basic Projection

1. **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)** |

1. If necessary, wake up the **Crestron** by pressing the panel firmly with your finger.
2. Press **Laptop 1** or **Laptop 2** depending on which cable you plugged into your device.

1. Press **HDMI** or **VGA** on the **Crestron** screen depending on the cable you are using.
2. Press **Send to Center** or **Send to Side** on the Crestron screen for the room screen controls.



1. The room screens can be lowered and raised by pressing the **up or down arrows** accordingly.
2. To blank screen press **Mute Display**. To **restore content**, press Mute Display a second time.
3. To **shut down** the system, press **Shut Down** on the lower left side of the Crestron screen.

## 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:** | **MAC:** |
| 1. Press the “Windows” key + P | 1. Click on the **Apple** at the top of your computer screen. |
| 1. Select Duplicate. | 1. Click on **Preferences.** |
|  | 1. Click on **Display.** |
|  | 1. Click on **Arrangement.** |
|  | 1. 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>