**Phillips 203**

**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**:

Patty Gonyea plg27@cornell.edu (607)255-8588

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

**Room Equipment**

 Laptop connection (HDMI,VGA) Document Camera Room Speakers

 Assisted Listening Room Microphones 2 Projector Screens

 Wireless Presentation (Solstice Pod) Podium (Height Adjustable)

**Connecting Your Device**

Start-up

* Touch the Crestron touch panel to turn on.
* Select desired source(s) and send to one or both displays.

Connecting a Laptop

* Plug the proper video cable into your personal device (using HDMI or VGA cable).
* Touch/tap your desired source and then touch the icon for the correct cable, then click “Send Source” to send your laptop’s display to desired projectors.



* 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 **DOC CAMERA** option on the top bar of the touch panel and touch/tap the desired display’s “Send Source”.
* Lift the arm of the document camera to turn it on and put the arm down to turn it off.

 **Zooming in and out**

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

Shut-down

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

**Wireless Presentation (Solstice Pod)**



Press the SOLSTICE POD box near the top right corner of the Creston screen and send to the desired screen/display.

Follow the prompted instructions on the projector screen(s). Set up should take no longer than one minute.

If your content is not fully projected on the screen:

|  |  |
| --- | --- |
| **Windows:** | **Mac**: |
| 1. Press the “**Windows**” Key + P.
2. Choose **Duplicate**.
 | 1. Click on the **Apple** at the top of your computer screen.
2. Click on **Preferences**.
3. Click on **Display**.
4. Click on **Arrangements**.
5. Click on **Mirror Display**.
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**Audio**

**Voice Audio**

Using the lapel microphone provided, turn on the unit and adjust the **microphone volume** using the up and down Voice arrows located on the right side of the Crestron**.**

Extra batteries are provided.

**Source Audio**

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

**Raising and Lowering Podium**



Located to your far left slightly underneath the front edge of the podium is a switch that allows you to raise or lower the podium. Use the up arrow to raise the podium. Use the down arrow to lower the podium.

## Optional Equipment Available

For a list of available optional equipment, please visit:

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