LECTURE ROOM PROJECTION　　　Bard 140

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

2 Projectors	VGA Connection	Speakers
2Projector Screens	2 HDMI Connections	Microphone
Document Camera	Mini Display Port	Assisted Listening
iClicker Base	Wireless connection	

Connecting your Device

1. Connect your device:
   a. **VGA Connection** – Plug the VGA cable into your computer. Connect the Audio cable to the headphone jack on your device (laptop).
   b. **HDMI Connection** – Use HDMI 1 or HDMI 2 to connect
   c. **Mini-displayport** –Connect to your device
   d. **Other Connections** – using different adapters as needed
      i. Connect an adapter directly to one of the above cables. Do not use a double adapter or the image may be compromised or not display at all.
   e. **Wireless Connection** – Choose the solstice pod as a source and follow the directions that appear on the screen.
2. Turn on the projector with the Crestron touch panel
   a. Tap the Crestron screen to wake it up
   b. Touch the desired source.
   c. Touch the projector icon for where you want to display that source.
      The center screen is motorized and will come down when a source is applied to the center projector. The side screen needs to be pulled down manually.
   d. Select a source to send to the second projector if desired. Touch the source and then the projector icon.
3. **Mute:** You can mute or blank either projector by pushing the mute button next to the projector icon.
4. **Turn off the control panel when you are finished.**

If your content is not fully projected on the screen:

Windows:
1. Press the "**Windows**" Key + P.
2. Choose **Duplicate**.

Mac:
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**.

Sound

Program (laptop) sound:

- Touch the speaker icon next to the display whose source should send the sound
- Adjust the room speaker volume using the up and down arrows located under "program" on the right side of the Crestron screen. Mute if needed.

Microphone:

- Adjust the room Microphone volume using the up and down arrows under "Speech" on the right side of the Crestron screen. Mute if needed.
- Mute the microphone with the "mute mic recording" button
- Extra batteries for the microphone are on the podium or in the drawer in the AV rack under the podium.

Hearing assist headsets are in the side cabinet near the podium. The MSSE office on the 2nd floor has a key to the cabinet.

Lights and Shades

1. Select "Lights" at the bottom of the control panel.
2. Lighting presets can be selected using the buttons on the left (will be set up soon).
3. Shades can be raised or lowered from the lighting control page.

Document Camera

Document camera:

1. Press power on the document camera.
2. Pull the camera head and arm up to its full height.
3. Rotate the camera head so the lens points down.
4. Touch the document camera icon and then the appropriate projector icon to send the image to a screen.
5. Use the zoom wheel and focus buttons on the camera head to adjust the image.
6. Power off the Document Camera when done.
7. Lower the camera and arm by holding the top of the arm back with your left hand while gently pulling forward on the gray handhold at the center joint of the camera arm.

Optional Equipment Available

For a list of available optional equipment, please visit:

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