CLASSROOM PROJECTION   Upson 142

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 4:00pm
For **Facilities support**:
Stephanie Pierson   sam265@cornell.edu   607-255-7767
For Emergencies   **Dial: 911**   CU Police: 607-255-1111

Room Equipment

2 Projectors (Independent Images)   2 Projection Screens   Speakers
Assisted Listening System   Document Camera   Portable Microphone
7 side projectors, each connected   Wireless Presentation
to 2 student tables

For a list of available optional equipment, please visit:
https://www.engineering.cornell.edu/MTEI/mtei-equipment-check-out#no-back

Basic Lighting

Room lighting controls are located near the door**.**
Pressing the top button will give you full lighting. As
you go down buttons the lighting will continue to dim.

Basic Projection

Turn on your device and connect to the system using one of the methods below. If
you are using VGA, be sure to connect the Audio cable for sound. All sources **besides
VGA** have autosensing, other sources will have the left front projector screen
automatically feed into and turn on. To use VGA as a source, you will need to select the
VGA source icon.

 **HDMI 1 (digital)**   VGA (analog)   Mini Port Display   Wireless Presentation (See Over)

 HDMI 2 (digital)

Note: If you connect your device through a
source above while the Crestron is on the
home page, the far projector screen will
automatically lower and your presentation will
automatically appear on both the far projector
screen and distance learning screen located
in the back of the room. If you do this you will
not need to do Step 2 and Step 3.
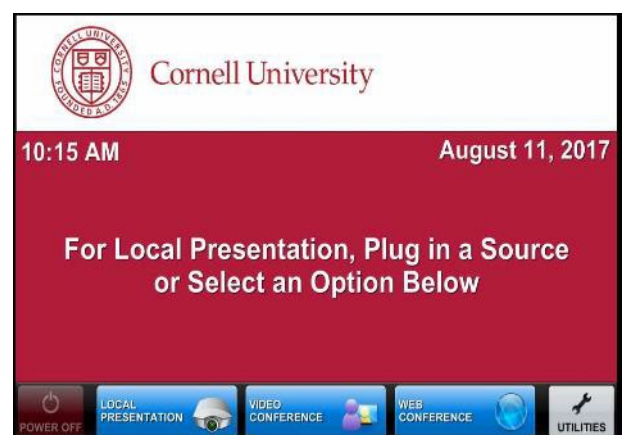
1. Drag your source into each display area to have your presentation show on both projectors. **Note that the projectors have independent images. You can select a different source for each projector by dragging it to the display area as show by the bottom right picture.**
   (To view all sources that are available, simply swipe right and left at the top row of sources.)

2. Once finished dragging, the screen(s) will automatically lower and your presentation will appear on the projector screen(s). If they do not automatically lower, there is a manual control for the screens located near the door.

3. To **shut down** the system, press **Power Off** on the lower left side of the Crestron screen. The document camera must be turned off manually.
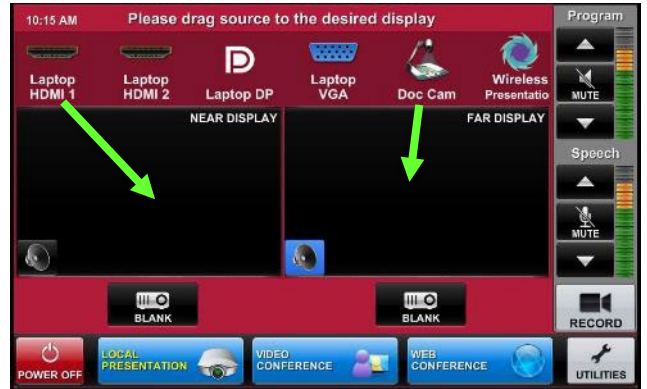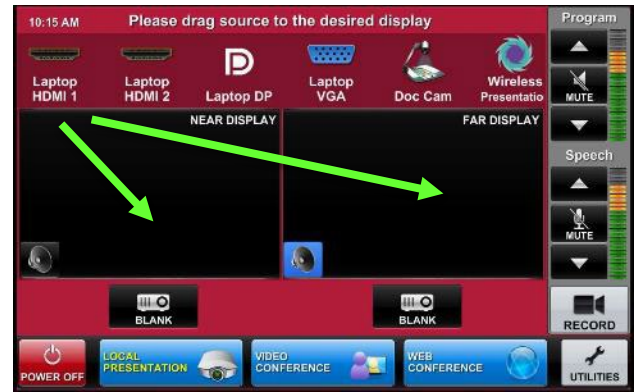
Audio

Sound will be projected from the **most recent source selected** and the speaker by that source will turn blue. You cannot choose both audio sources at the same, you can only choose one source at a time.

If necessary, select the sound from your other source by touching the speaker icon by the source.

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

The microphone is in the top drawer of the cabinet attached to the podium. Turn on the unit and adjust the **microphone volume** using the up and down Speech arrows located on the right side of the Crestron. New batteries are located in the same top drawer if needed.

There is one listening assist student headset located in the same top drawer. Note the difference between the microphone and the listening assist headset. The microphone is the third picture and the listening assist student headset is the fourth picture. There is an instructional sheet on how to set up the listening assist student headset in the same top drawer.
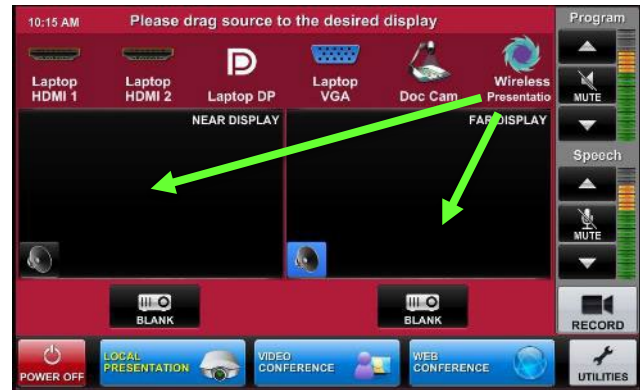
Microphone

Listening Assist Student Headset

Wireless Presentation

To activate the Wireless Presentation feature drag the Wireless Presentation source to either display area.

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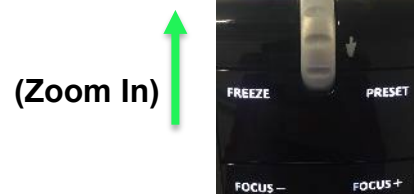

Document Reader

To use document camera you need to manually turn it on and drag the document camera icon to the desired display source.

To turn the document reader on and off press the power button**.**

Note that the document camera wire is long enough to move to the podium.

(Zoom In)

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.

Raising and Lowering Podium

Located to your right slightly underneath 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.

Wall Whiteboards

Please note that the walls have whiteboards. The screens for the side projectors can also be used as whiteboards but they do require eraser fluid to clean. Please have students clean at the end of class as they are much harder to clean if writing is left on them.   **DO NOT** use permanent makers on any of them.

Troubleshooting

If **no projection**: Remove the cable from your device and reconnect the appropriate cable to check the connection to your device.

Recording

For information and training, please submit a request at engrclasstech@cornell.edu

CLASSROOM PROJECTION   Upson 142

Room Configuration joined with Upson 142 (Combine with 146, 152)

The request to combine must come from Upson 142.

The Crestron in Upson 146 and/or 152 will then ask for confirmation to combine the rooms. This confirmation is needed from those rooms for the combined mode to be in effect.

Once combined, Upson 142 will be able to project content (2 independent streams such as camera on instructor and one screen of content) into Upson 146.

The audio source from teacher microphone should be picked up in Upson 142 and in Upson 146 and 152 if they are combined.

There are overhead mics in Upson 146 that will carry sound back into Upson 142.

For further information and training, please submit a request at engrclasstech@cornell.edu

Using the Side Screens (Collaboration Mode)

Turn on collaboration mode to turn on the side projectors.

Students can connect wirelessly to the side screens by following the directions on those screens. Alternatively, students can connect using the connectors at the student tables. Two tables share each projector so you will need to set rules for the shared resource. The last computer to connect takes over the projector so if there is a "projector squabble" you may need to set override controls for the projectors. (request training on this if needed).

The Crestron is not able to push content from the instructor's computer or document camera to the side projectors. You can however post content on blackboard or cms and have the students retrieve the content and display it on a side projector.

For further information and training, please submit a request at engrclasstech@cornell.edu

Assistance on Room Features

Please submit a ticket a week in advance to https://help.coecis.cornell.edu to schedule a training session.

If you a problem occurs during a session, email https://help.coecis.cornell.edu and call 607-255-0778.