## 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 support**:

Patty Gonyea [plg27@cornell.edu](mailto:plg27@cornell.edu) (607)255-8588

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

## Room Equipment

Projector Projector Screen VGA/HDMI/DP Connections

Assisted Listening Wireless Presentation (AirMedia)

## Room Control

1. Connect your device
   1. **VGA, HDMI, or Display Port connection** – Plug required cable directly into your laptop.
   2. **Other Connections** – using different adapters
      1. Connect the required cable directly into the necessary adapter, then into your laptop.
   3. **Air Media Wireless Connection**
      1. Do not connect your laptop. The Air Media will display on the screen.
      2. Navigate to the IP address on the top of the screen and download for either Mac or Windows.
      3. Launch Air Media. It will search for a local device.

If it doesn’t recognize a device, follow the steps below:

* + - 1. Enter the IP Address on the top bar (eg. 10.22.35.19).
      2. Your username should be your NetID.
      3. Enter the 4-digit code located on the top right of the Air Media screen.
      4. Press Connect.

1. Turn on the projector with the remote supplied.

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**. |

## Optional Equipment Available

For a list of available optional equipment, please visit:

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