

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 assistance:

Paul Charles

pjc32@cornell.edu

607-351-6210

For Emergencies

Dial: 911

CU Police: 607-255-1111

Room Equipment

Projector

Projector Screen

Speakers

Assisted Listening

Wireless Presentation (AirMedia)

Room Control

1. Connect your device

a. **VGA Connection** – Plug in the VGA cable into your computer.

b. **HDMI Connection**

i. Ensure that the VGA cable is connected to the VGA/HDMI adapter.

ii. Plug the HDMI adapter cable into your laptop.

iii. Plug in the power USB cable (attached to the adapter) into your laptop. Omitting this could cause your screen to flash and not display correctly.

c. **Other Connections** – using different adapters

i. Connect the VGA cable directly into your required adapter then into your laptop.

ii. Do not connect the VGA/HDMI adapter into another adapter, then into your laptop. This will compromise the display through the projector.

d. **Air Media Wireless Connection**

i. Do not connect your laptop. The Air Media will display on the screen.

ii. Navigate to the IP address on the top of the screen and download for either Mac or Windows.

iii. Launch Air Media. It will search for a local device.

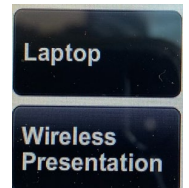
If it doesn't recognize a device, follow the steps below:

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.



2. Turn on Projector from Touch Panel

a. If system does not start automatically, touch **Manual Start**.

The projector screen will automatically come down.

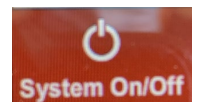
b. Select desired connection (**Laptop** or **Wireless**

Presentation). Make sure the correct source cable is connected.



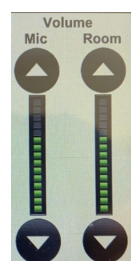
3. When finished, press the **System On/Off** button located at the bottom left of the

Crestron. This will automatically shut down the projector and raise the projector screen.



Audio

- Use the **Room** audio bar to adjust the audio level from the laptop connected.
- Use the **Mute** button under the **Room** audio bar to mute audio from the laptop connected.



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>