

Contact Information

For AV support:

In Case of an AV Emergency Call:

607-255-0778

Email: Eng. Classtech Support

engclasstech@cornell.edu

AV Support Availability:

Monday thru Friday, 8:00am to 5:00pm

For Facilities assistance:

Paul Charles

pic32@cornell.edu

607-351-6210

For Emergencies

Dial: 911

CU Police: 607-255-1111

Room Equipment

Projector

Projector Screen

VGA Connections

HDMI Connection

Display Port Connection

Hearing Assistance

Wireless Display (Air Media)

Connect your Device

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 the projector with the remote supplied.

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**.

Optional Equipment Available

For a list of available optional equipment, please visit:

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