

**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

[pic32@cornell.edu](mailto:pic32@cornell.edu)

607-351-6210

**For Emergencies****Dial: 911**

CU Police: 607-255-1111

**Room Equipment**

Projector

Projector Screen

HDMI Connection

Display Port Connection

Hearing Assistance

Wireless Display (Air Media)

**Connect your Device**

## 1. Connect your device

a. **HDMI Connection**

- i. Plug the HDMI adapter cable into your laptop.

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

- i. Connect the HDMI cable directly into your required adapter then into your laptop.
- ii. Do not connect the HDMI adapter into another adapter, then into your laptop. This will compromise the display through the projector.

c. **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>