

## 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
  - a. **VGA, HDMI, or Display Port connection** – Plug required cable directly into your laptop.
  - b. **Other Connections** – using different adapters
    - i. Connect the required cable directly into the necessary adapter, then into your laptop.
  - 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>