

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 5:30pm

For Facilities Assistance:

Thom Quinn

tlq3@cornell.edu

607-255-5340

For Emergencies

Dial: 911

CU Police: 607-255-1111

Room Equipment

2 Projectors

2 Projector Screens

Speakers

VGA/HDMI Adapter

Wireless Presentation (Air Media)

Assisted Listening

VGA/HDMI/DP Connections

Speakers

2 Remotes

Document Camera

Room Control (for both projectors)

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 (for both projectors).

Document Camera

- Lift up the small red power switch near the document camera to turn it on and lift down to turn it off.



Zooming in and out

- Press the black buttons on the side of the document camera to zoom in and out.



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**.

Raising and Lowering Podium

Located to your far left slightly underneath the front edge of the podium is a switch that allows you to raise or lower the podium. Press and hold the right button to raise the podium. Press and hold the left button to lower the podium.



Optional Equipment Available

For a list of available optional equipment, please visit:

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