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 support:
Patty Gonyea plg27@cornell.edu 607-255-8588
For Emergencies Dial: 911 CU Police: 607-255-1111

Room Equipment
Projector Projection Screen Speakers
Assisted Listing System AirMedia (Wireless presentation)
(Computer sound only)

For a list of available optional equipment, please visit:
https://www.engineering.cornell.edu/MTEI/mtei-equipment-check-out#no-back

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