CLASSROOM PROJECTION   Phillips 403

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 support**:
Patty Gonyea   plg27@cornell.edu   (607)255-8588

For Emergencies   **Dial: 911**   CU Police: 607-255-1111

Room Equipment

2 Projectors	2 Projector Screens	Speakers
Assisted Listening	Wireless Presentation (AirMedia)	2 Remotes
VGA Connection	VGA/HDMI Adapter	

Room Control

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

To request updates, email: klc78@cornell.edu   August 4 2021
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