## 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 Control

Projector Projector Screen VGA Connection VGA/HDMI Adapter Remote

## Connect your Device

1. Connect your device
   1. **VGA Connection** – Plug in the VGA cable into your computer.
   2. **HDMI Connection** 
      1. Ensure that the VGA cable is connected to the VGA/HDMI adapter.
      2. Plug the HDMI adapter cable into your laptop.
      3. 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.
   3. **Other Connections** – using different adapters
      1. Connect your adapter directly between the VGA cable and your laptop.
      2. Do not connect the VGA/HDMI adapter into another adapter, then into your laptop. That will compromise the display through the projector.
2. Turn on the projector with the remote supplied.

If your content is not fully projected on the screen:

|  |  |
| --- | --- |
| **Windows:** | **Mac**: |
| 1. Press the “**Windows**” Key + P. 2. Choose **Duplicate**. | 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>