

## **Connecting your Laptop to Air Media**

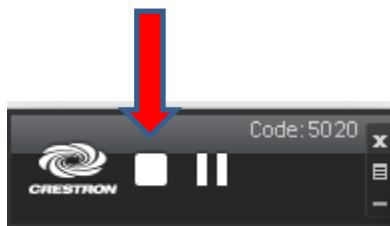
1. On control unit or touch screen, select the option to launch AirMedia. Projection screen will lower and the projector will turn on.
2. Open an internet browser on your laptop.
3. In your internet browser, enter the IP address listed on the projection screen. Enter the numbers only (e.g. It will start with 153.104.) AirMedia page will open.
4. Click the download button that corresponds with your laptop.

Save the file onto your desktop. This will allow you to launch AirMedia without needing to visit the website every class session.

5. Open the AirMedia program.
6. You'll be prompted to enter a 4 digit code. The code is located on the TOP RIGHT of the PROJECTION SCREEN. Note: The code changes every time AirMedia is connected.
7. Enter the code and click Connect.
8. The device should now be displayed on the projector.
9. In future classes, you can either goto the IP address or open the saved AirMedia file on your desktop.

## How can students connect to AirMedia from their seats?

1. **If you are not currently** displaying your laptop on the projector, then students should follow the same steps as listed above.
2. **If you are currently** using Air Media to display your laptop on the projector, then click on the “Stop Showing” button within the AirMedia program (It is a Stop Button).



3. Students should then follow the steps listed on page 1.
4. Once you are ready to resume control of the projector, click on “Show Me button (It is a Play Button). Your laptop will then display on the projector.

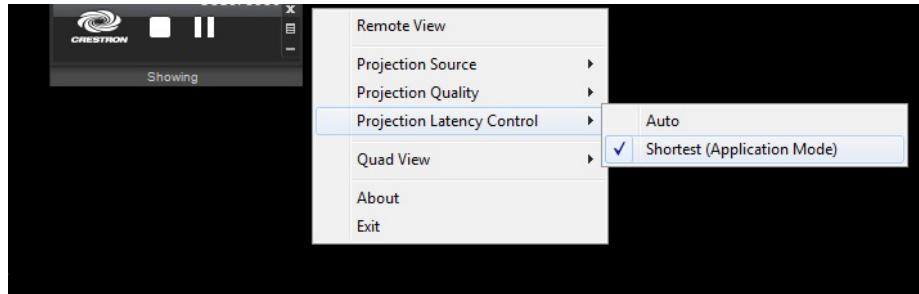


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## Common Questions/Issues

- When playing videos, the audio & video are not sync'd (i.e. The audio you hear does not match the speaker's lip movements).

**Resolution:** Click on “Menu” button on the AirMedia application window. Select “Projection Latency Control”. Select “Shortest (Application Mode)”



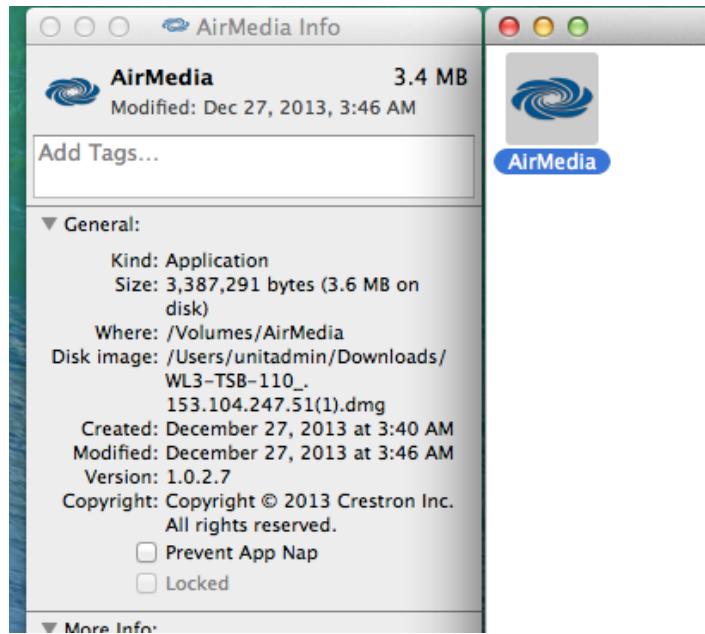
- AirMedia does not install on your Mac laptop.

**Resolution:** Goto “System Preferences”, “Security & Privacy”. Under “Allow apps downloaded from”, make sure “Anywhere” is selected.



- You are using Mac OS 10.9 or above, and AirMedia keeps disconnecting.

**Resolution: Control-Click on “AirMedia” icon. Select “Get Info”. Check “Prevent App Nap” box.**



- You use Presenter Mode in PowerPoint/Keynote.  
How do you enable extended desktop?

**Resolution: Click on “Menu” button on the AirMedia application window. Select “Projection Source”. Select “Extended Screen”**

