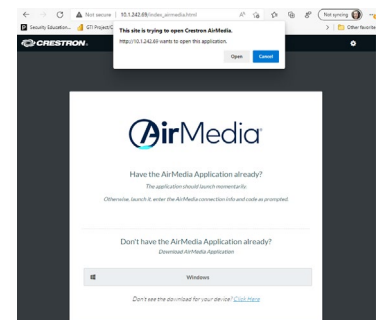


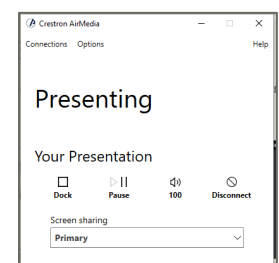
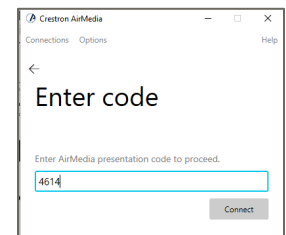
## CONNECT TO AIRMEDIA – BOOTHS AND GUESTS

Learn how to connect to the screen and audio using AirMedia in meeting rooms and booths. You must be connected to the Chemonics WiFi either as a Chemonics Employee or using the Internet Access for Guests.

1. Open your web browser (i.e., Edge, Chrome) and enter the URL displayed on the screen (e.g., <http://10.1.242.69>).
2. Click on the Start Presenting button on the web page.
3. You may get a warning that the Crestron AirMedia application is trying to open. Click the button to open the application.
4. If you have never joined a Crestron AirMedia device from your laptop, you may not get the warning. Click the Windows or Apple button on the web page. Download and install the Crestron AirMedia app.



5. A window will open asking for a code. Enter the 4-digit code from the screen and click Connect.
6. Your laptop screen will display on the screen and show any Teams meetings, documents, notifications, or websites that appear on your screen. There is no option to limit what is displayed or extend your display.
7. To end screen sharing, open the AirMedia application and click Disconnect.



### MICROPHONE AND SPEAKERS

- **Speakers:** The audio for the meeting or video will automatically be played from the screen or room device. Adjust the volume on the meeting/media player or the AirMedia app.
- **Conference Room Microphone:** You must plug the USB cable from the table into your laptop to use the built-in room microphone.
- **Booth Microphone:** Any Teams meetings or Webex Calling calls will use the microphone from your laptop.

Submit a ticket in [ChemSupport](#) with any questions.