Using the Equipment in Your Classroom

Annette Simmons 218

1. Tap the touch panel on the podium
2. Tap the **PC** or **Laptop** button to turn the projector on
3. If you are using a laptop, a manual switch is located under the keyboard. Use the buttons to select **Laptop** or **PC**.
4. If you selected **Laptop**, you may need to follow these instructions:
   a. Duplicate the display
      i. **Windows** computer:
         1. Press the **Windows** key and the **P** key simultaneously.
         2. Using your arrow keys, highlight **duplicate** and press enter.
      ii. **Apple** computer:
         1. Click the **Apple** icon and select **System Preferences**
         2. Select **Displays**
         3. Select **Mirror** from the Arrangement menu.
5. Volume
   a. Tap the UP or DOWN arrows on the right side of the touch panel
   b. The top button on the right side can be used to mute the microphone
6. Tap the **EXIT** button to shut down the equipment

Using the Solstice Device

1. On the **control pad**, tap **Solstice Collaboration** as the source and select the **display** on which to show the startup screen.
2. Launch the **Solstice Client** from the podium machine
3. Enter the **Screen Key Code** displayed on the projector screen
4. Select the content you wish to display. Apple devices will be prompted to enable AirPlay and connect to the Solstice device to mirror content.
5. Click the content menu on the Solstice App to toggle between content or disconnect content from the screen.

For emergency support:
call 214-768-8888

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