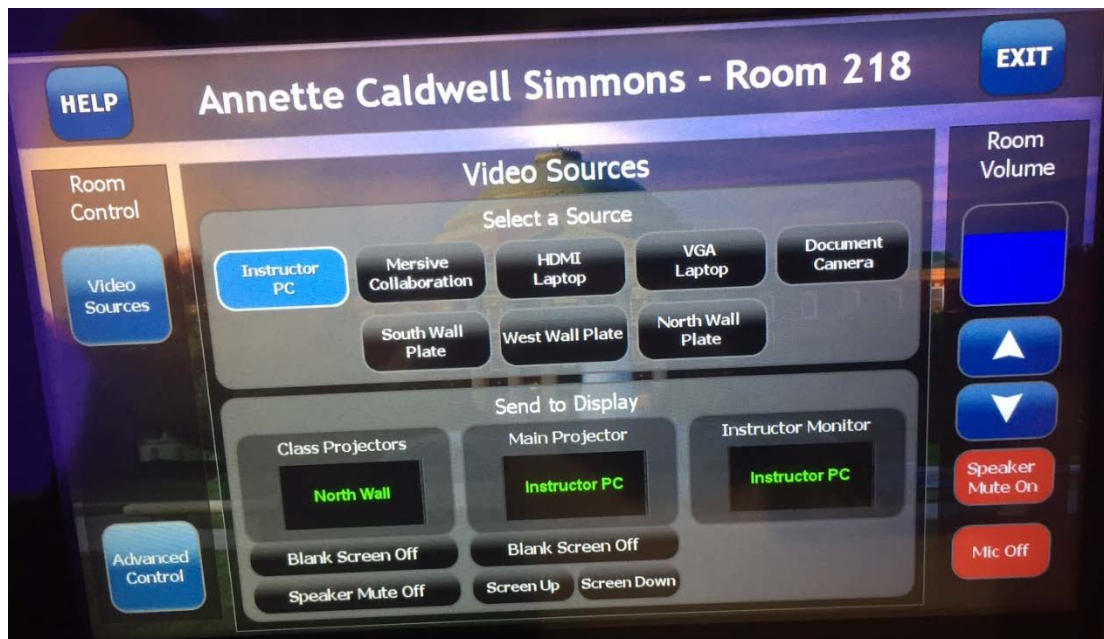# Using the Equipment in Your Classroom Annette Simmons 218

Starting the Equipment

1. Touch the **control pad** located on the lectern
2. Select the **source** you wish to use
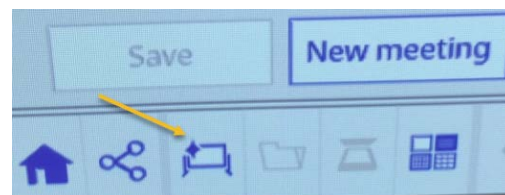3. Select the **displays** on which the content should appear

Toggling between content from other screens

1. Individuals can connect their devices to the wall plates near each projector.
2. To display content from a specific Epson projector to all screens
   a. Select the wall you want to display (ex South Wall)
   b. The click the Send to Display source: Class Projectors will display to all screens. Main Projector will display on the front projector only. Instructor PC will display on the Instructor Podium monitor only
3. To display the instructor podium content, document camera or Soltice screen on all screens:
   a. Select the video source
   b. Click Class Projectors

For emergency support:
call 214-768-8888

Switching to Whiteboard Mode
(Side Projectors)

1. Touch the Whiteboard screen
2. Click the **Home** button on bottom toolbar
3. Select **Whiteboard**
4. Click the **arrow** on either side of the screen (either using the digital pen or your finger)
5. Select your **pen type and color** and begin writing
6. To return to the PC Display, click Home and select PC
7. To erase all content on the Whiteboard, click the **New Meeting** icon and select **New Meeting**
8. To save the whiteboard files, click the email icon and send them to the desired recipient.

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.

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