

Using the Equipment in Your Classroom

Annette Simmons: 213, 221 and 225

1. **Turn on** the computer in the podium.
2. **Turn on the projector** by pressing the power **on** key located in the top left of the keypad controller. The controller will be on the lectern or a nearby wall.
3. **Select the source**
 - a. PC= Podium machine
 - b. HDMI/VGA= external laptop
 - c. VCR= VCR if available
4. To use a laptop, connect the VGA or HDMI cable.
 - a. **Windows computer:**
 - i. Press the **Windows key** and the **P** key simultaneously.
 - ii. Using your arrow keys, highlight **duplicate** and press enter.
 - b. **Apple computer:**
 - i. Click the **Apple** icon and select **System Preferences**
 - ii. Select **Displays**
 - iii. Select **Mirror** from the Arrangement menu.
5. To **adjust the volume**, rotate the wheel on the bottom of the control pad. Rotate clockwise to increase volume, and counter-clockwise to decrease. If there is no sound, check the volume controls on the computer or laptop.
6. To **blank the screen**, press the center button inside the volume wheel. To show the screen, press the button again.
7. **Turn off the projector** by pressing the **Off** button on the keypad. Do not turn off the lectern PC or the equipment rack.



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.