

Using the Equipment in Your Classroom

Umphrey Lee and Owen Arts Center

1. Tap the touch panel on the podium
2. Tap the **Source (Blu-ray or Laptop)** button to turn the projector on.
3. You may need to adjust your laptop to display on the screen

Windows computer:

1. Press the **Windows** key and the **P** key simultaneously.
2. Using your arrow keys, highlight **duplicate** and press enter.

Apple computer:

1. Click the **Apple** icon and select **System Preferences**
 2. Select **Displays**
 3. Select **Mirror** from the Arrangement menu.
4. Volume
 - a. Adjust the volume by using the up and down arrows on the bottom of the touch panel.
 - b. Adjust the volume using the controls on the laptop as needed
 5. Select the source again to shut the projector off. You will have to confirm the shut off.



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**