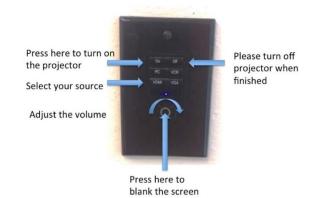
Using the Equipment in Your Classroom

Dallas Hall 351

- 1. Wake up the computer in the podium using the mouse
- 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= Lectern PC
- 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

