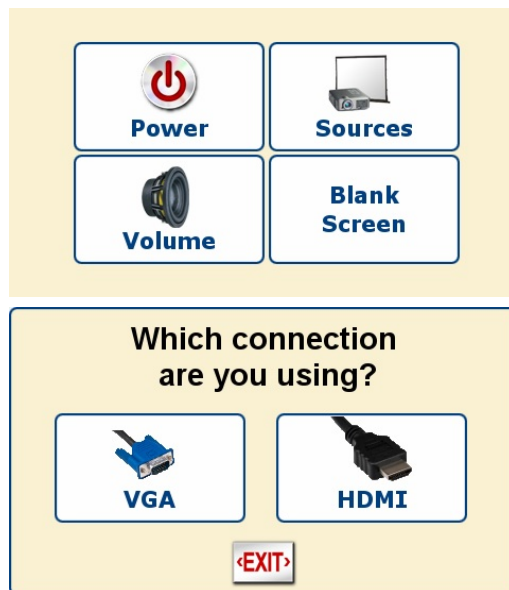


Using the Equipment in Your Classroom

McCord Auditorium

1. Tap the touch panel on the podium
2. Tap the **Power** button to turn the projector on
3. Tap the **Sources** button
4. Select the desired source
 - a. Podium PC
 - b. Laptop
5. If you selected laptop
 - a. Select the appropriate connection type (**VGA or HDMI**)
 - b. 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.
6. Volume
 - a. Tap the Volume button on the main menu
 - b. Adjust the computer volume or the microphone volume as needed
7. Blank Screen
 - a. Tap the blank screen button
 - b. Tap the button a second time to resume displaying content
8. Tap the **Power** 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**

