

Using the Equipment in Your Classroom

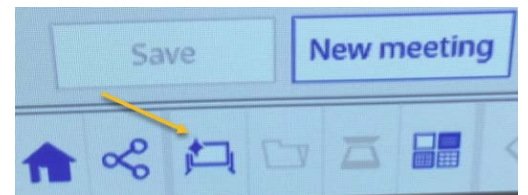
Umphrey Lee 241

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

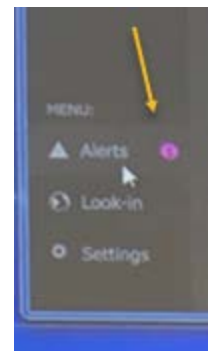
Switching to Whiteboard Mode (Side Projectors)

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. Select **Meeting** and turn on **Moderate this meeting**
4. Students should connect to the device via the Solstice App.
5. As students connect to the device, an alert menu will appear on the desktop computer client. Click **Alert** and approve or deny the connections.
6. As students attempt to share content, an alert menu will appear. Click **Alert** and **Approve** the desired content to be displayed
7. 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