

Using the Equipment in Smith Auditorium

1. Tap the touch panel on the podium
2. Select the desired source
 - a. **Lectern PC**
 - b. **HDMI Laptop**
 - c. **VGA Laptop**
 - d. **Mersive**
 - e. **Cable TV**
 - f. **PTZ Camera**
 - g. **No Video Source**
3. Select the **Projector** display
4. If you selected laptop:
 - a. 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.
5. If you choose, you may also have a different source on the confidence monitor. This will default to the Instructor Station PC, but can be changed at any time. To change it, select your source and then press the **Confidence Monitor** button to view a different device on the confidence monitor.
6. To control the Pan-Tilt-Zoom (PTZ) Camera, press and hold the **PTZ Camera** button to launch the camera control page. You may move the camera up / down / left / right as needed. There are also presets for your convenience. When you are finished, press the Home Screen button to return to the main page.
7. To control the Cable TV, press and hold the **Cable TV** button to launch the control page. You can change channels using this page. When you are finished, press the Home Screen button to return to the main page.
8. Volume
 - a. Tap the Volume up down buttons on the right side of the touch panel
 - b. Adjust the computer volume as needed
9. Blank Screen
 - a. Tap the **Blank Screen Button** below the projector
 - b. Tap the **Blank Screen Button** again to restore the image
10. Please press the **Shut Down** button to power off the equipment when you are finished.



Using the Mersive Pod:

11. Press the Mersive button on the touch panel
12. Launch the Solstice Client on your device (computer, phone, or tablet)
13. Enter the Screen Key displayed on the projector screen
14. Select the content you wish to display (Apple users will need to enable Airplay and connect to the Solstice in the Airplay menu to mirror content)
15. Click the content menu on the Solstice App to change the displayed content or disconnect from the device.

**For emergency support:
call 214-768-8888**



USING THE KAPTIVO CAMERA

This room is equipped with a Kaptivo whiteboard camera, which captures your writings and enables you to save and share them with others.

GETTING STARTED

1. Launch your web browser and go to kaptivo.live
2. Enter your **Name** and the **Camera ID**. The Camera ID is located on the camera itself close to the whiteboard.
3. Click **View board**
4. Hit the **Start** button on the Kaptivo puck
 - a. If the Kaptivo is in a previous session, hit the button on the Kaptivo puck to end that session and then hit it again to initiate a new session.



WHEN YOU ARE DONE:

If you wish to save the files from the whiteboard, visit the Kaptivo browser session.

1. Click **Share** --> **Download** and select your destination (We recommend using the email feature.)
2. Click **End** to close out the whiteboard session. Content from the session will be available for up to an hour or until you close your web browser.