

How to Connect via Laptop

The Solstice is a device connected to AV equipment in selected general teaching spaces, which allows users to wirelessly present content from their mobile devices (laptop, tablet, phone). Follow these instructions on how to connect via a laptop.

To connect your device to a Display screen or Projector using a Solstice pod, you must:

- Switch on the Display screen or Projector
- Ensure your laptop is connected to **EDUROAM** Wi-Fi
- Ensure you have Solstice Client software installed.

Switch on the Display screen or Projector

On the AV control panel in Solstice enabled rooms, the Solstice pod is labelled as **WIRELESS**.

Press the **WIRELESS** input to select the Solstice pod.



Connect to Eduroam Wi-fi

Please refer to the guide which is appropriate for your Operating System on the following page:

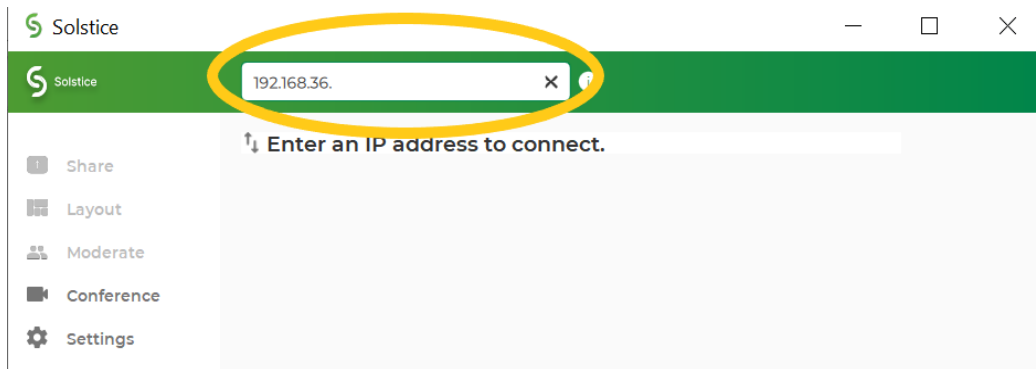
<https://www.ulster.ac.uk/ds/services/wireless-services>

You will need your university email address and network password.

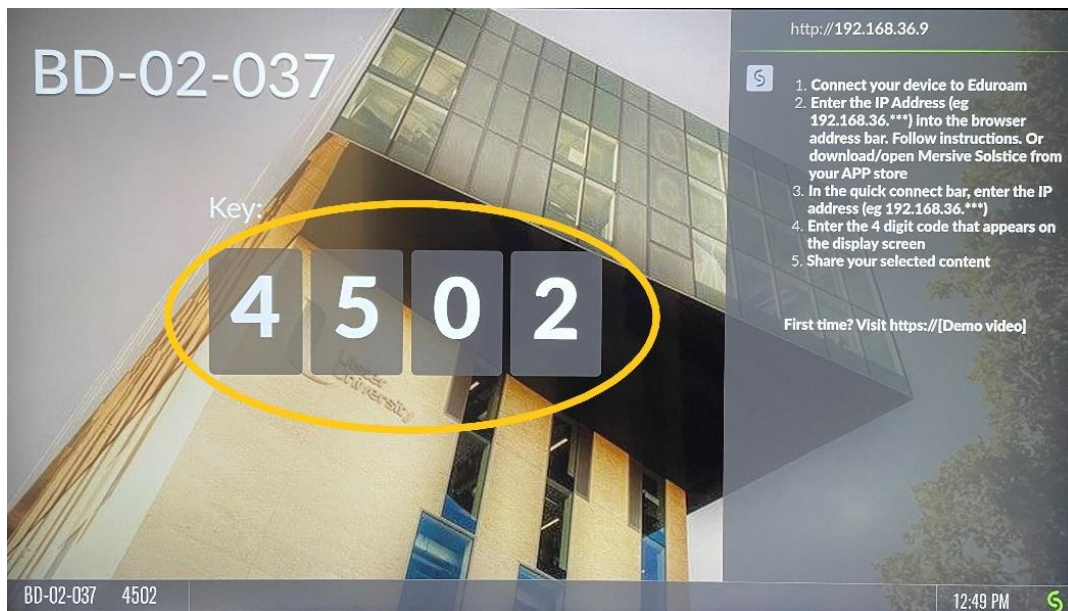
Install the Solstice Client

- Download and install the Solstice Client software from www.mersive.com/download. If you are using a university owned device, you can download the software from the **Company Portal App**.
- Once installed, navigate to the downloaded 'Solstice Client' program and click to open Solstice on your laptop.
- Enter your name as you would want it displayed on the screen.

- In the quick connect bar, enter the IP address of the Solstice Display screen you wish to connect to. The IP address is displayed in the top right of the projector or display screen.



- When prompted for a screen key, enter the **4-digit key** displayed on the projector or display screen.



- You are now connected to Display screen or projector wirelessly.

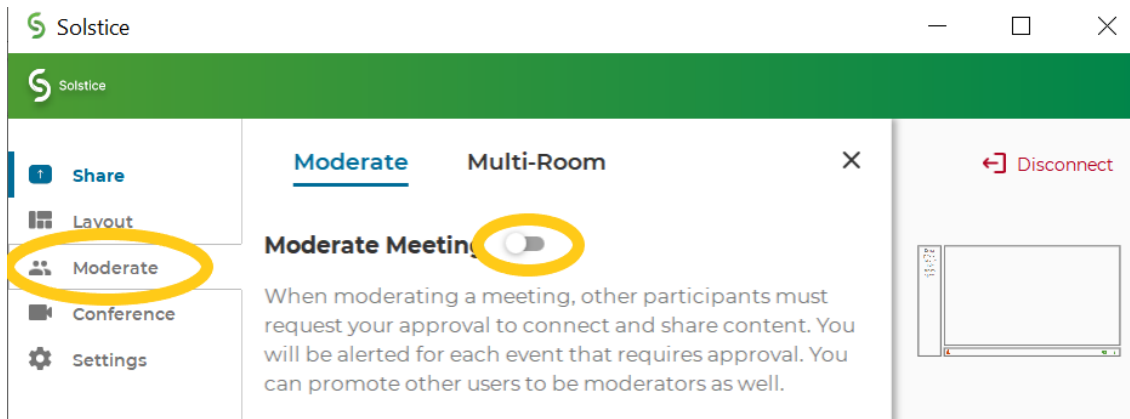
How to Moderate the session

Moderator mode allows you to control:

- who can collaborate
- what content is posted on screen
- layout of the content

Once moderator mode is enabled, any potential collaborators will request to join and must wait for a session moderator to approve the request.

Note - You must be the first person connected to a Solstice pod in order to be the session moderator.

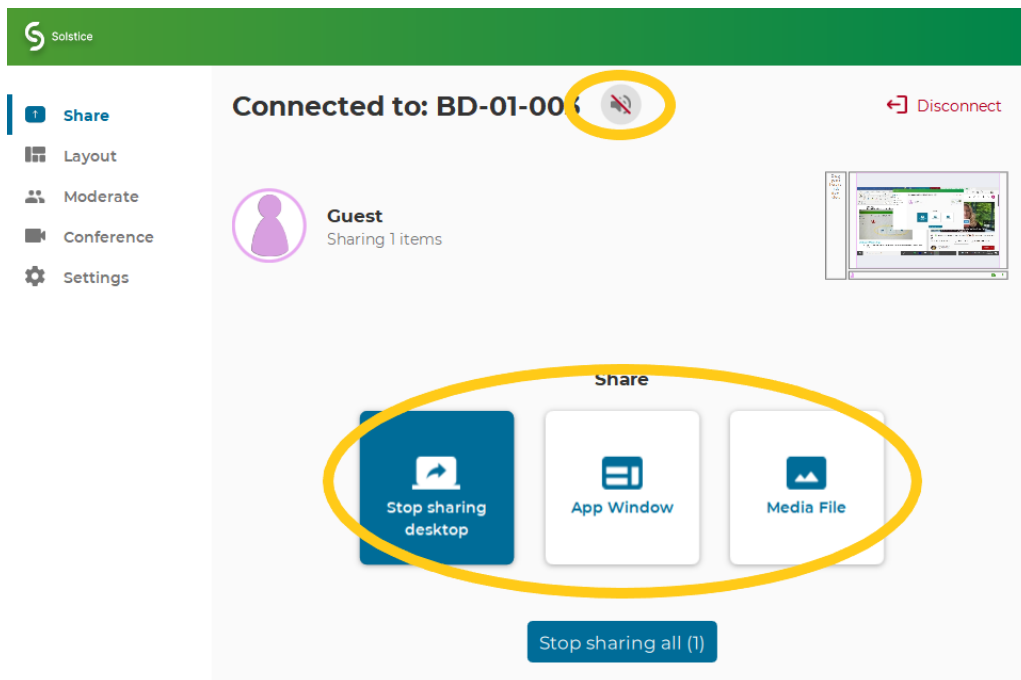


- To enable moderator mode, select “Moderate” in the left hand panel of the app.
- Once selected simply click the toggle slider to an “on” position.
- You are now enabled as “Moderator” and will need to approve all requests to join and share via your App. You will receive an alert for each request.

How to share content

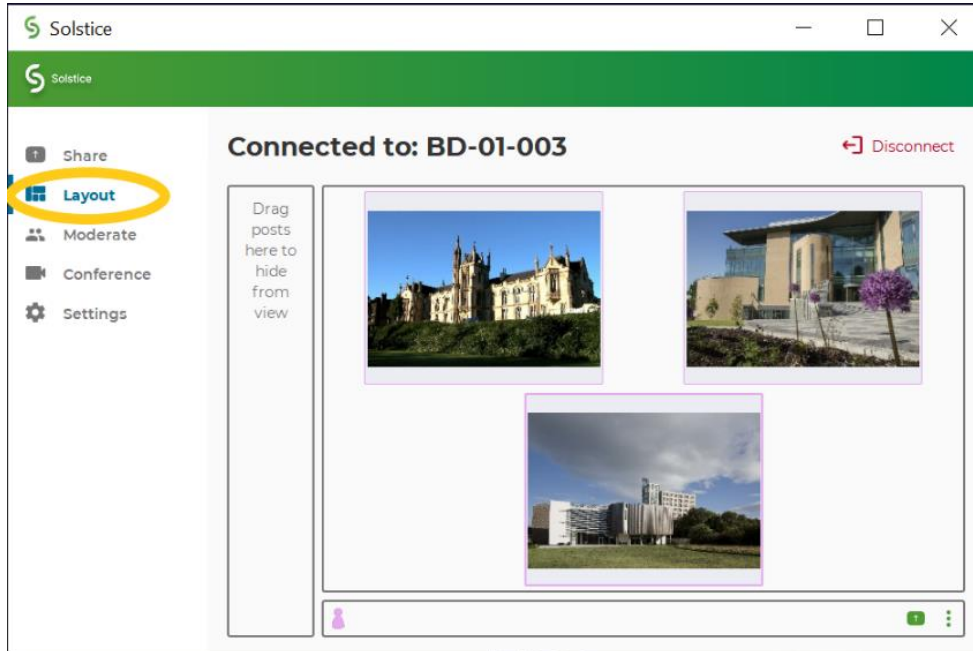
The “Share” window allows you to share the following:

- **Desktop:** displays the entire Desktop on the Display screen or Projector.
- **App Window:** displays one open window or application at a time from your desktop. Repeat the action to display multiple windows.
- **Media File:** upload a picture, video or audio file for playback.
- **Audio:** while sharing content, you can mute/unmute your content Audio. This is done via the icon share screen, next to the room name

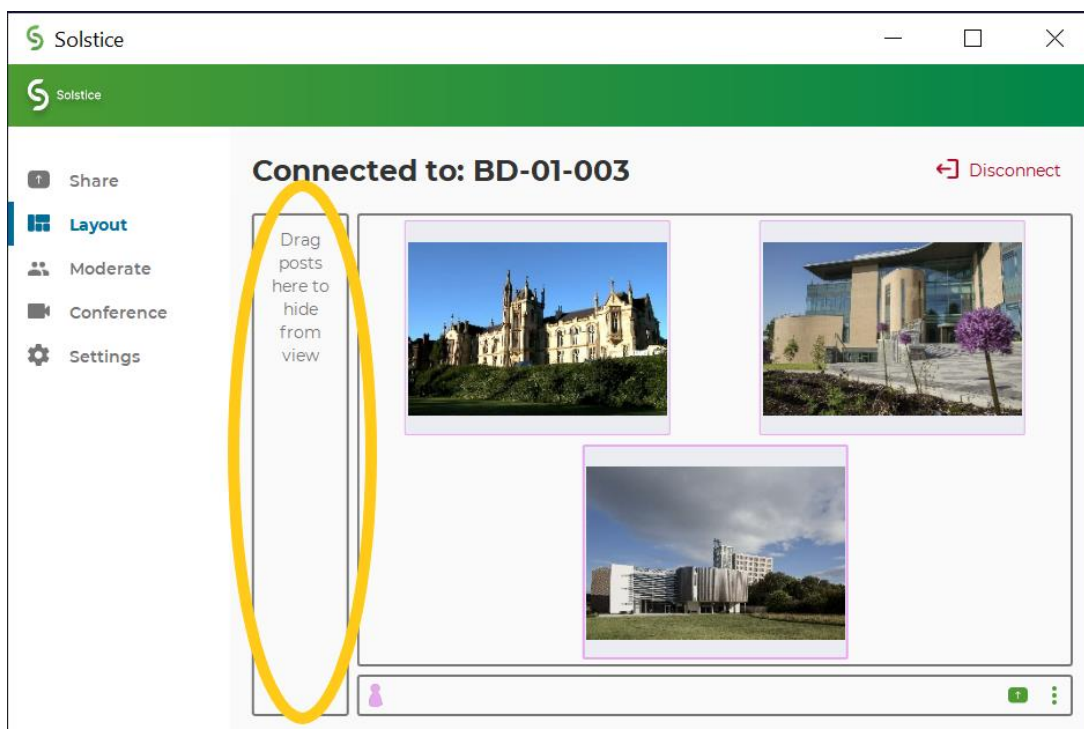


Sharing Tips

- Up to 4 people can share content at a time.
- Content shared from your laptop appears in the left hand “Layout” window of the Solstice App.

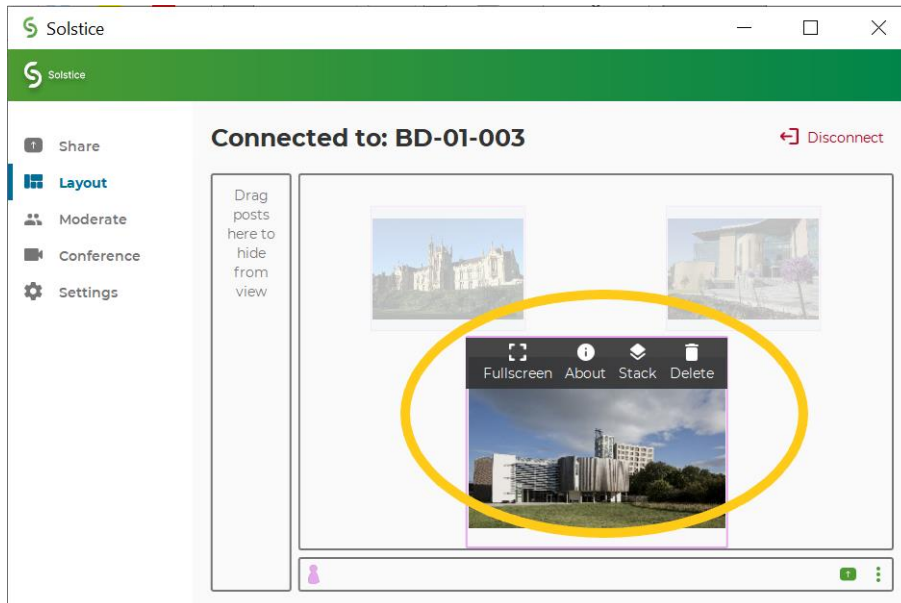


- Click and drag items within the layout window to move items around on the Projector or Display screen. Drag items to the “dock” on the left of the layout window to temporarily hide. Drag hidden items back out of the dock to display again.



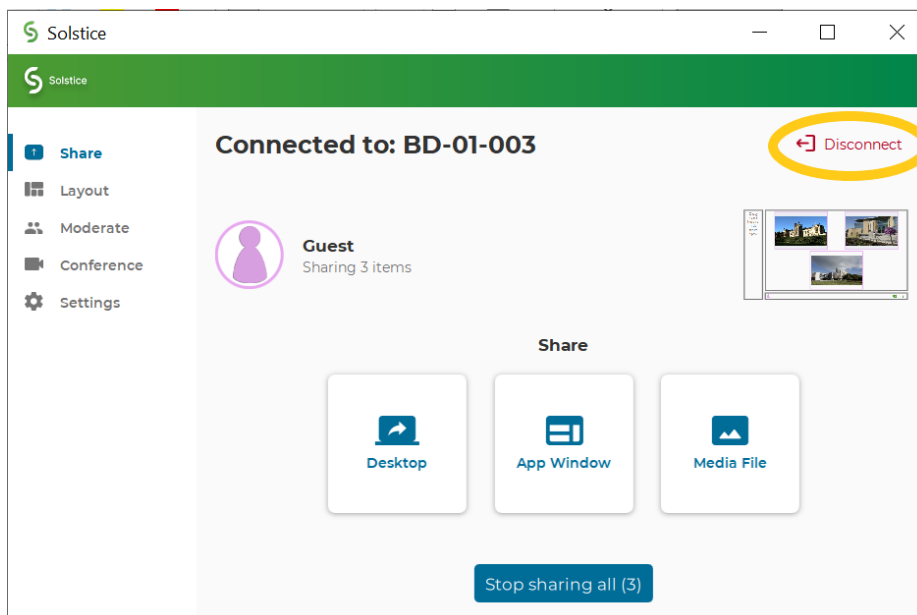
If you right-click on an item you have shared, a menu appears which allows you to:

- **Fullscreen:** maximise selected item on screen and minimises others.
- **Stack:** create a stack of items that you can flip through.
- **Delete:** delete the item from the display.



How to Disconnect

Remember to “Disconnect” from the Solstice pod once you have finished sharing content. Failure to do so, will leave your content on screen when the next class arrives and will cause disruption.



How to obtain help

For further information, training requests and support, please [contact the Service Desk](#).