

# How to Connect via Laptop

To connect your device to a Solstice Wireless Display, your laptop will need to be connected to the **EDUROAM** Wi-Fi.

## Start the Solstice Wireless Display

The Solstice Wireless Display is a device connected to the AV equipment in selected Centrally Timetabled Spaces, which allows users to wirelessly display content from their mobile devices (laptop, tablet, phone).

On the AV control systems in these rooms, the Solstice Wireless Display is labelled as **WIRELESS**. Press the **WIRELESS** input to select the Solstice Wireless Display.



## First time users

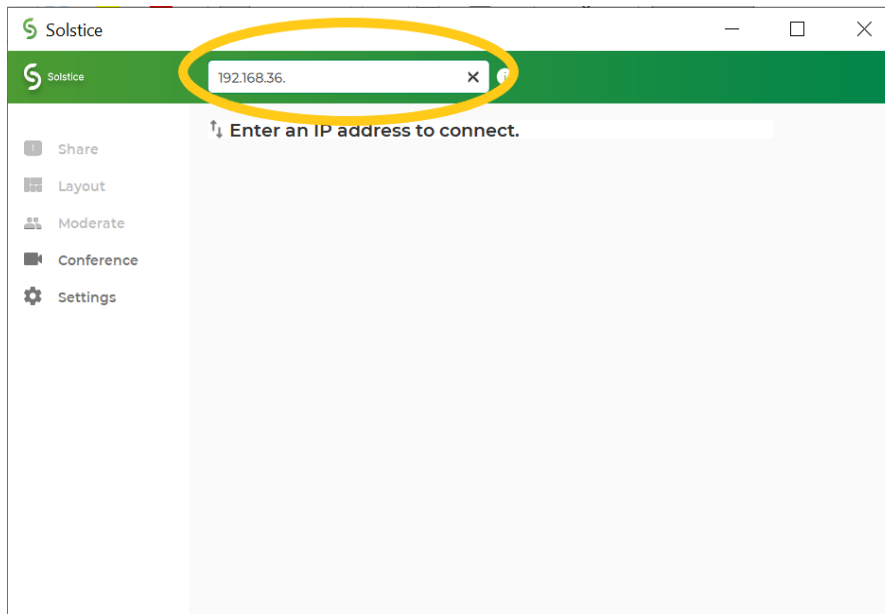
(Already been connected. See Returning users section)

## Install the Solstice Client

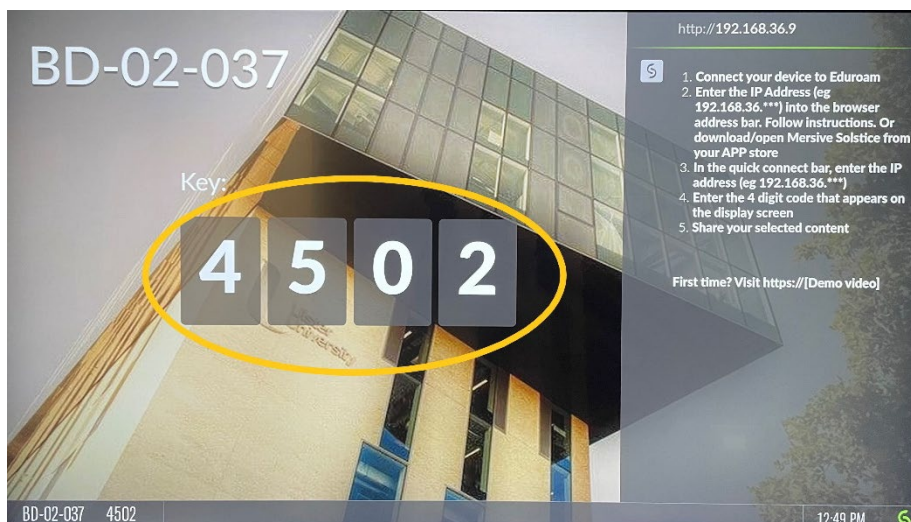


- Download and install the Solstice Client software from [www.mersive.com/download](http://www.mersive.com/download). If you are using a university owned device, get the software from the Company Portal App. [Ulster University: Accessing the Company Portal App](#)
- MAC users, navigate to the Self service portal (JAMF) [Apple Computer Support - Ulster University Digital Services](#)

- 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 Solstice Client window, you'll see a list of rooms where Solstice Displays are currently active around campus. Select the room you are in to connect. If you cannot see the room you are in listed, you can click on the quick connect bar, enter the IP address of the Solstice Display you wish to connect too which is displayed in the top right hand side of the screen.



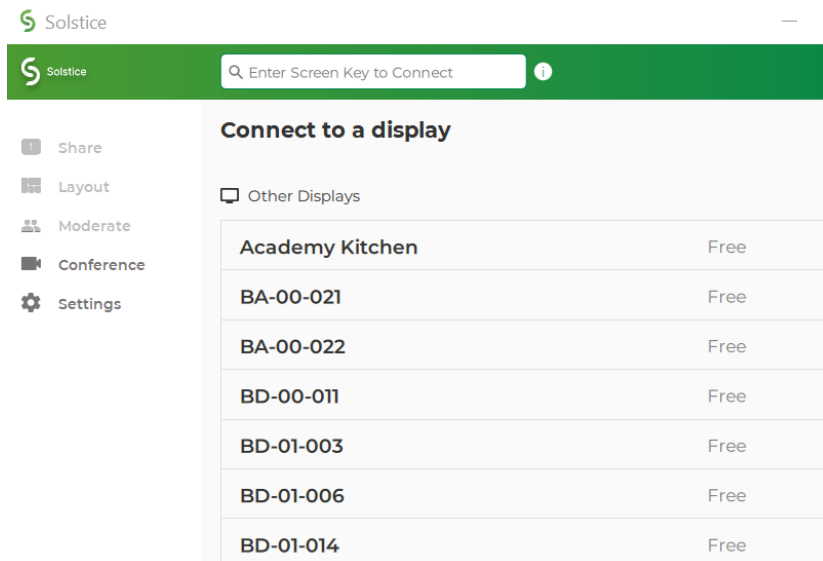
- When you are prompted for a screen key, enter the **4-digit key** displayed on the Solstice Wireless Display.



- You are now connected to the Solstice Wireless Display.

## Returning users

- Open the Solstice APP
- Select the pod you wish to connect to from the list

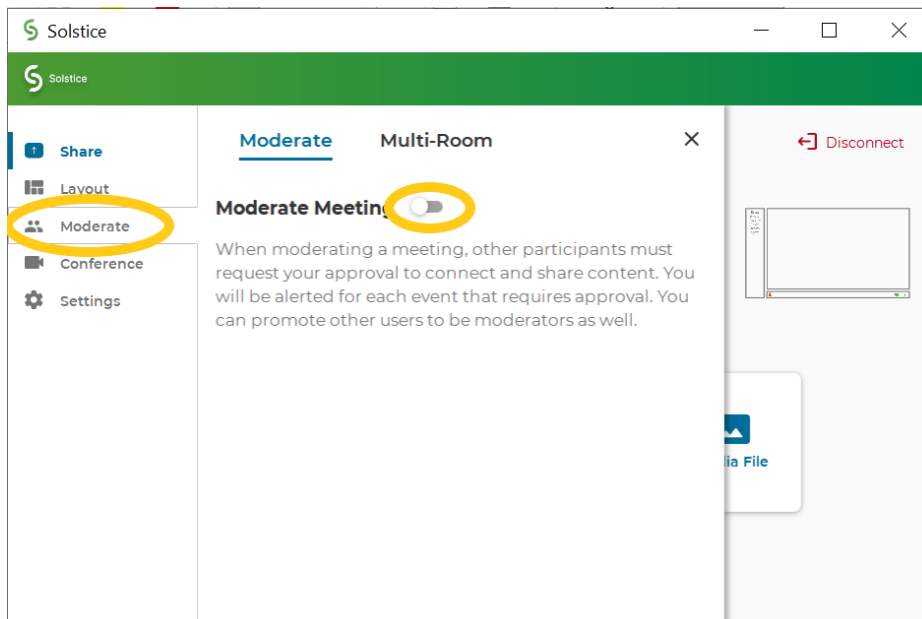


- Enter the four-digit code to connect

## Moderate the session

Moderator mode allows you to approve requests from collaborators to join the session or post content to the display. Once moderator mode is enabled, any future collaborators will request to join and wait for a session moderator to approve the request. Only a moderator can control what content is posted and the layout of the content.

Note – You can set others to be a moderator via their join request alert. Select “Allow as Moderator” when you receive an alert.

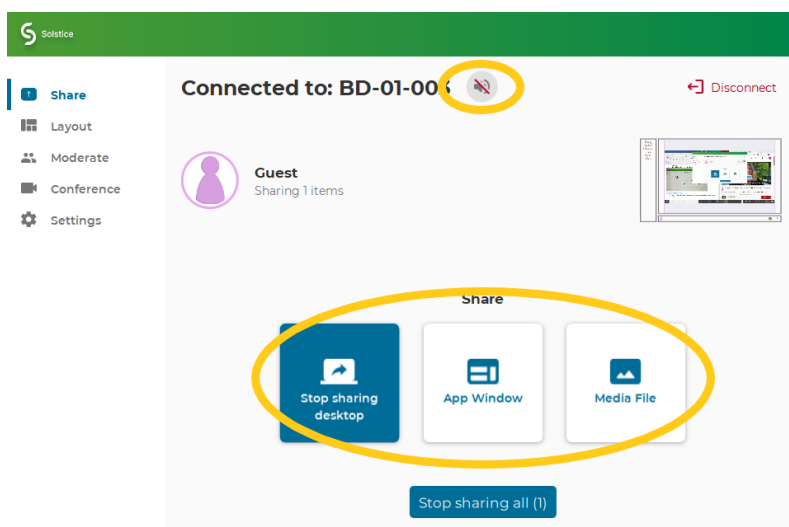


- To enable moderation mode select moderate in the left hand side of the app. Once selected simply toggle the slider to on.
- Once enabled you, the Moderator, will need to approve all requests to join and share via your App. You will receive an alert for each request.

## Sharing content

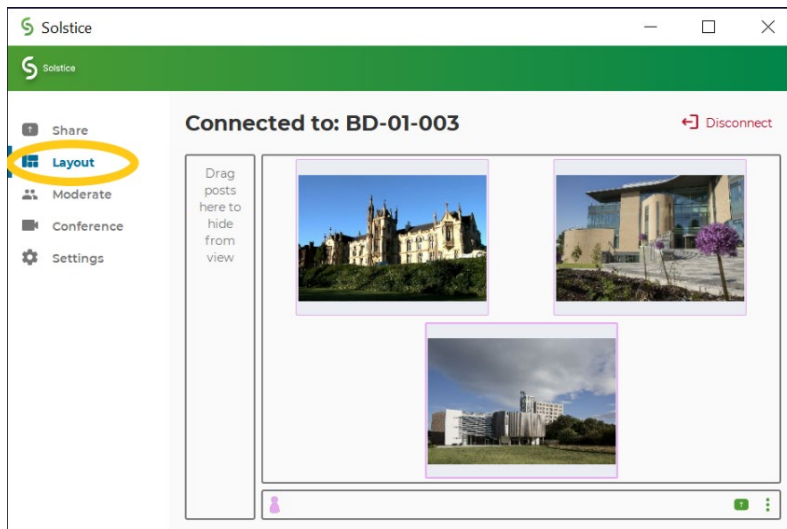
The Sharing screen allows you to choose the following:

- **Desktop** - shows your entire Desktop on the Solstice Wireless Display.
- **App Window** - allows you to select one open window/application at a time from your desktop. You can select this option again to show multiple windows.
- **Media File** - allows you to upload a picture, video or audio file for playback.
- **Audio**- When sharing content, you need to toggle sharing your content Audio ON/OFF too. This is done via the share screen, next to the room name.

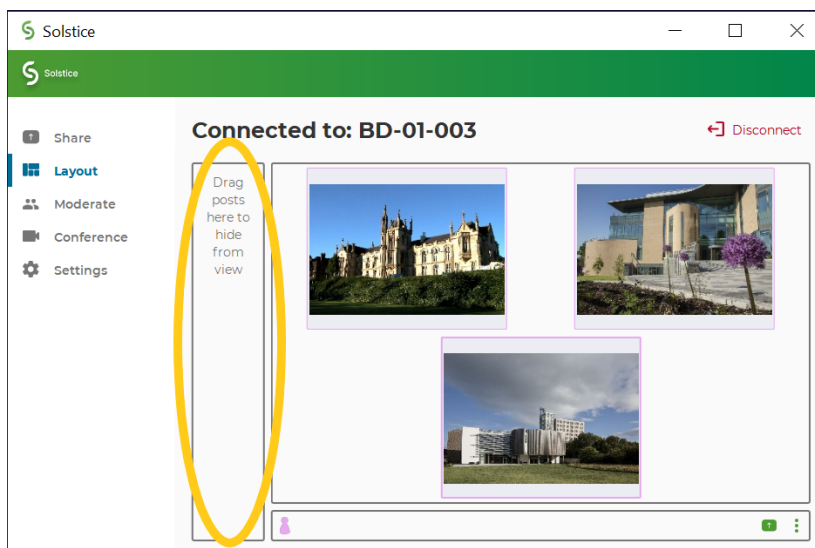


## Solstice Client Tips

- Up to 10 people can share items to the Solstice Wireless Display at one time.
- Anything shared from your laptop appears in the 'Layout' window of the Solstice App. You can access the Layout window by clicking Layout on the left-hand side of the window.

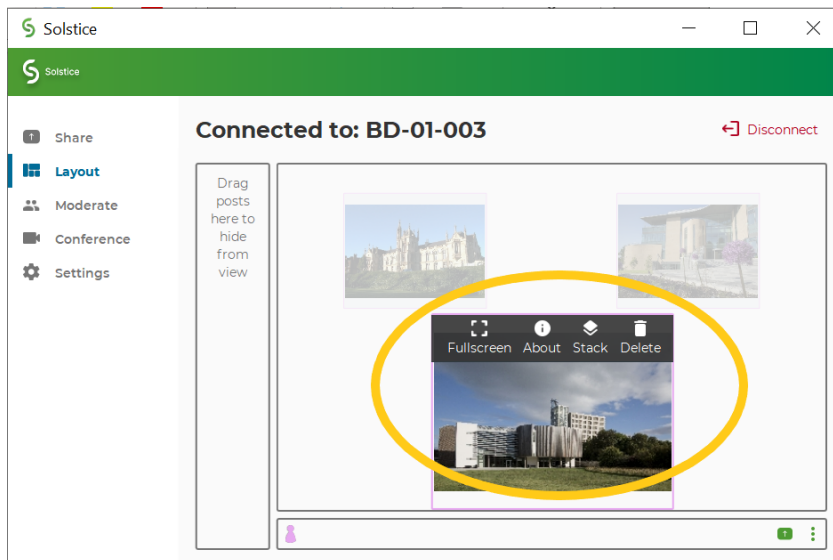


- Clicking and dragging within the layout window will move items around on the Solstice Wireless Display. Dragging the items to the dock on the left of the layout window will hide posts. You can then drag the hidden items back out of the dock to display them again on the Solstice Wireless Display.



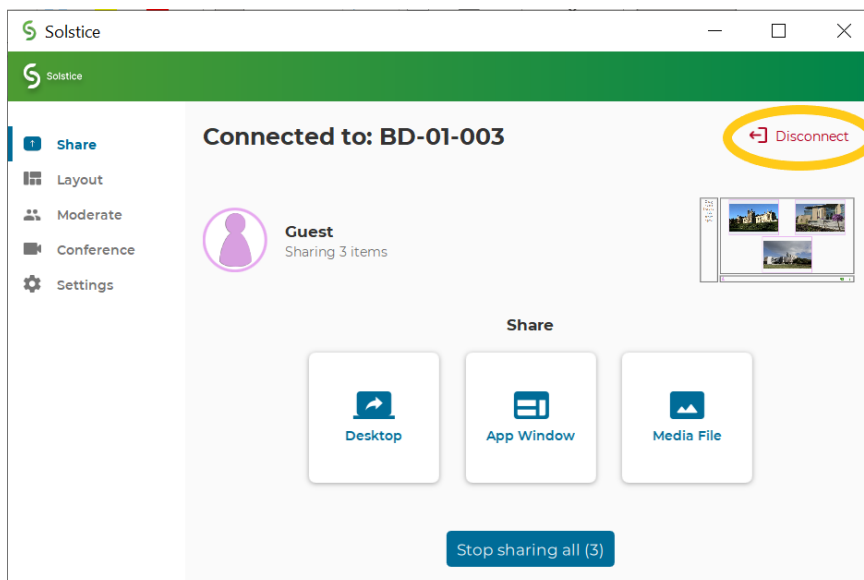
If you right-click on an item you have shared, a menu will appear which will allow you to:

- **Fullscreen** - maximises the shared item on screen, and minimises other items.
- **Stack** - creates a stack of items, allowing you to flip through them.
- **Delete** - deletes the item from the display.



## Disconnect

Remember to Disconnect from the Solstice Wireless Display once you have finished sharing content.



## Any advice needed and/or issues to report?

The IT Service Desk provides support via telephone, email and self-service portal.

Further details including contact details and opening hours can be found at:

<https://www.ulster.ac.uk/ds/getting-help/service-desk>