

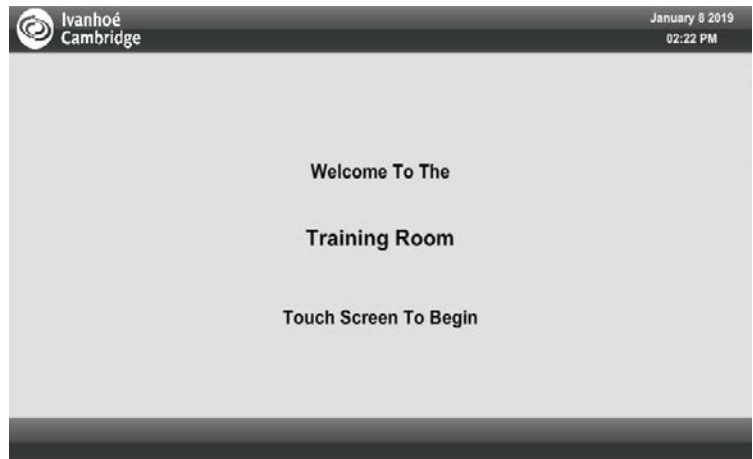
Training Room Equipment User Guide

TURNING ON THE SYSTEM

Touch anywhere on the wall control panel to start up the system.
Select a function you want to do:

- Presentation: HDMI or Wireless (Solstice)
- Make a phone call
- Make a video call

The projector will drop down and turn on.



CONNECTING

To connect your laptop with HDMI/VGA cables

- Locate the HDMI cables and plug into the HDMI wall plate
- On the Touch Panel, select **Wallbox Input**



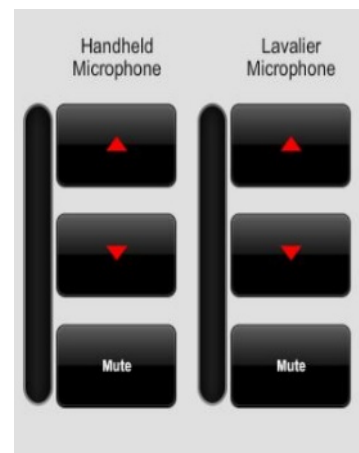
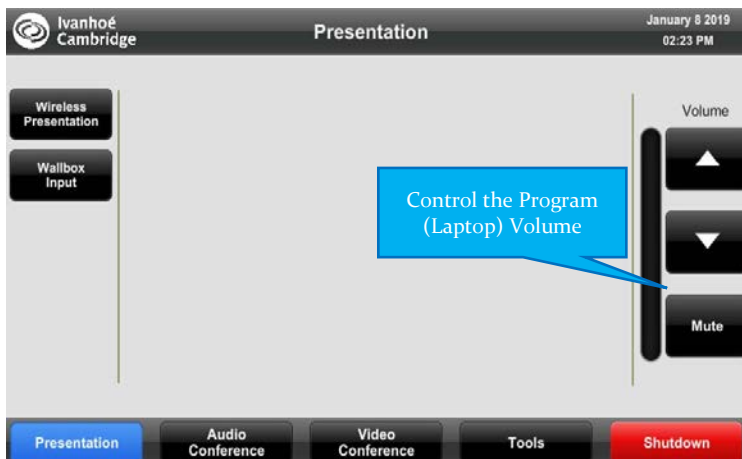
CONNECTING

To connect your laptop or other mobile device with Solstice:

1. On the Touch Panel, select **Wireless Presentation**
2. Connect to **Training Room 210** WIFI
3. On your laptop, open a browser and enter the IP address shown on the screen and download the Solstice App
4. On your mobile device, go to the App store and download/install the Mersive Solstice app and enter the IP: **192.168.20.20**
5. Enter the Key Code that shows on the screen
6. When done, make sure to **Disconnect** from the app and the Training Room WIFI

To use the wireless handheld microphone:

- On the microphone, turn the switch **ON**
- On the Touch Panel, select **Tool** and **Volume Control**
- Adjust the volume for Handheld or Lavalier mic



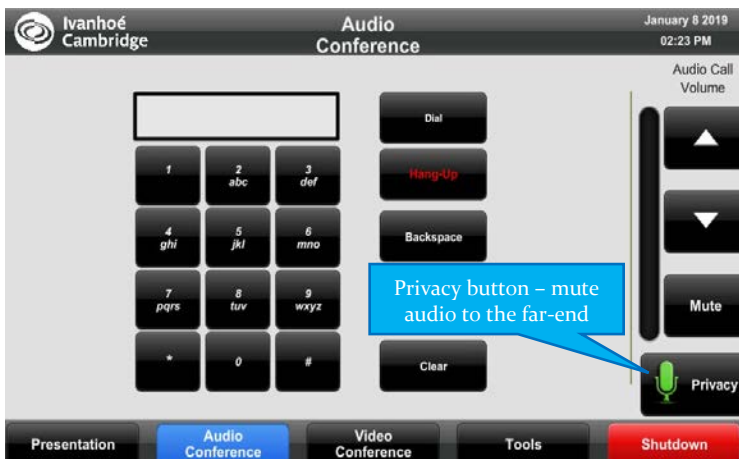
AUDIO CALLING

To make a phone call:

- Select **Audio Conference**
- Enter the phone number as **9 + 1 +Area Code**
- Select **Dial**
- Note: This phone line only allows Out-Bound calls; In-bound calls won't work

To adjust the audio call volume:

- Select the **Up** and **Down** button to adjust the volume
- Select the **Mute** button to mute the phone call
- Select the **Privacy** button to mute all audio to the far-end, local only



VIDEO CALLING

To make a video call:

- On the Touch Panel, select **Video Conference**
- Enter the far-end IP or IP address of the video bridge
- To receive a video – the far-end needs to dial into our video system

IP address: **50.198.56.42**

To share content for a video call:

- On the Touch Panel, select **Presentation Source** and select the source you want to share
- Wallbox – HDMI connection
- Wireless – Solstice wireless presentation
- Stop sharing
- PIP – Picture in Picture mode





CAMERA CONTROLS

To adjust the camera:

- Select **Camera Control**
- Select Front or Rear Camera

To save and recall a camera preset:

- Choose the camera location
- Press and hold the Preset - # for 5 seconds to save the preset
- To recall the camera preset #, press the preset #

TOOLS PAGE

- Allows you to manually control the displays
- Allows you to individually control each audio level
- Select **X Close Return** back to the Main Page

