

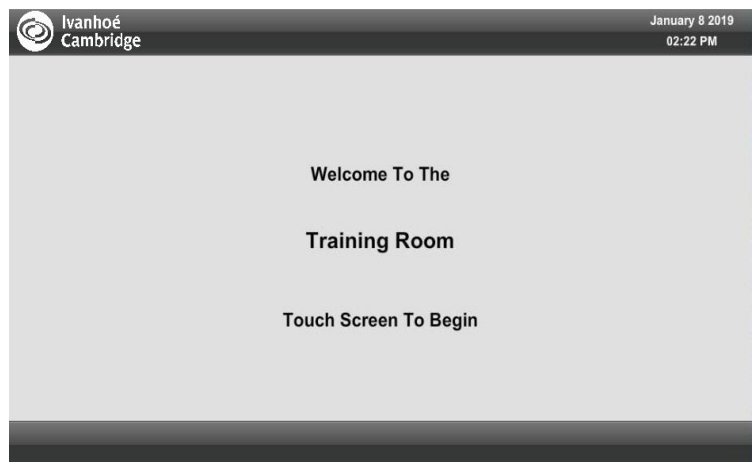
Training Room Equipment User Guide

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. Connect to **125 Amenities Center** Network
WIFI Password: **4Seasons**
2. On the Touch Panel, select Wireless Presentation.
3. On your laptop, open a browser and enter the IP address shown on the screen (192.168.20.20) and download the Solstice App
4. On your mobile device or laptop, download/install the Mersive Solstice app by clicking on “Get the App”
5. In the ‘quick connect’ field enter the IP: **192.168.20.20**
6. Open Solstice
7. Enter the 4- digit Key Code that shows on the screen
8. When done, make sure to Disconnect from the app and the Training Room WiFi

To use the wireless handheld microphone:

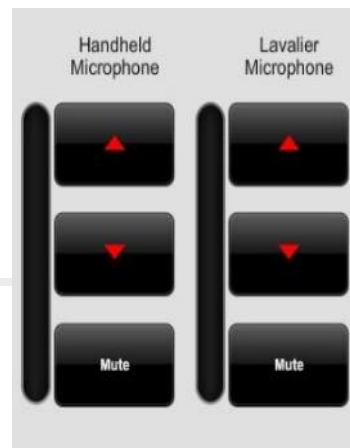
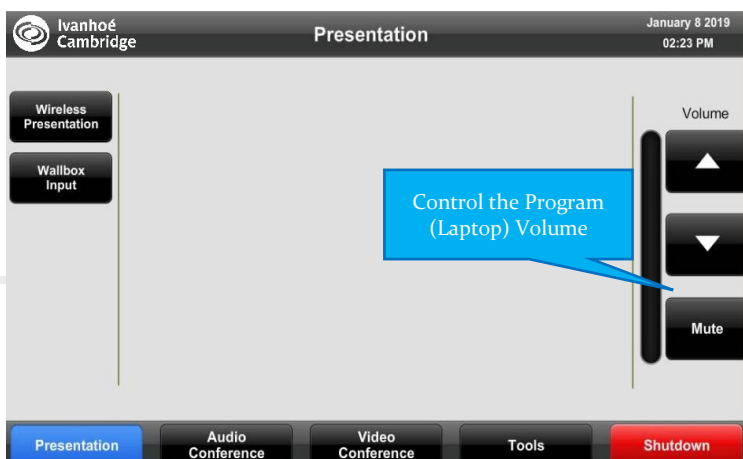
- On the microphone, turn the switch ON
- On the Touch Panel, select **Tool** and **Volume Control**
- Adjust the volume for Handheld or Lavalier mic

Audio Issues:

If you are unable to hear your Guests on the other end of your call,



Click on your speaker icon and select ‘Crestron’. For all video conference platforms, make sure ‘Crestron’ is selected.



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

