



How to Host Your Video Conference with Solstice

Before You Meet, Invite the Room, or Add Your Microsoft 365 Calendar to Your Solstice App

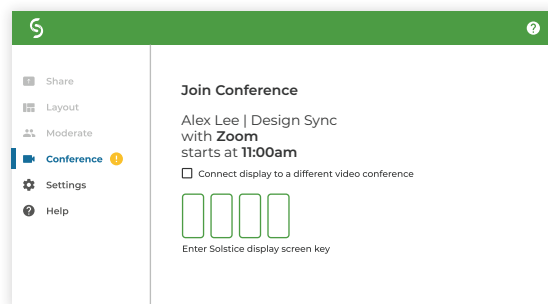
Check that the meeting appears on the Solstice room calendar or your integrated personal calendar. The meeting invitation should include the video conference link and information.

Get Your Web Conference Started

1. Click the Solstice icon in the system tray, or use the keyboard shortcut Ctrl + Alt + C.
2. Enter in the display's screen key or IP address.

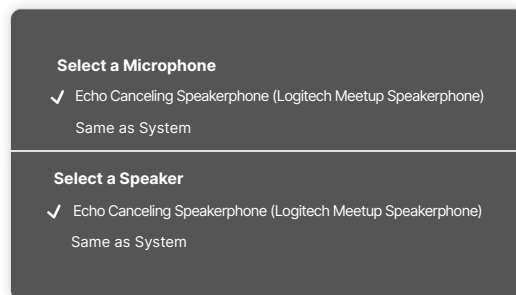
If a meeting was on your calendar, Solstice will launch the video conference link for you and will share your desktop to the display.

If your video conference isn't auto launched, start your video conferencing application of choice.



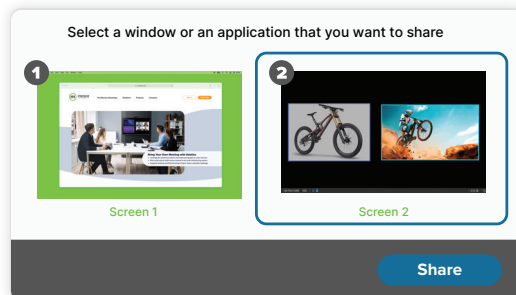
Pick Your Audio and Video Sources

If there is a room camera and microphone connected to Solstice, you will be able to select them as the meeting's audio and video sources.



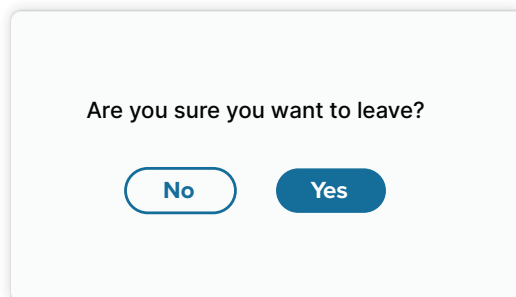
Share the Display with Remote Attendees

To share the Solstice display with remote attendees, select "Screen 2" from the sharing options within the video conferencing application.



Wrap Up Your Call

Once you are done hosting the conference, stop sharing the display, end the video call, and disconnect from Solstice.



Need the Mersive Solstice App?

Enter the IP address on the display into a web browser, then click **Get the App** to download.
On a mobile device, download the free Mersive Solstice app from the app store.