

# Solstice User Guide

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# Solstice Overview

Solstice is Mersive's award-winning collaboration software, installed on a dedicated hardware platform to deliver a turnkey wireless content sharing solution. The Solstice Pod is directly connected to any room display via HDMI, then attached to the networks that participants will use to connect and share to the display. Then, users on the network can follow the on-screen instructions to get the Solstice app and connect to the display to begin collaborating.



## Key Terms

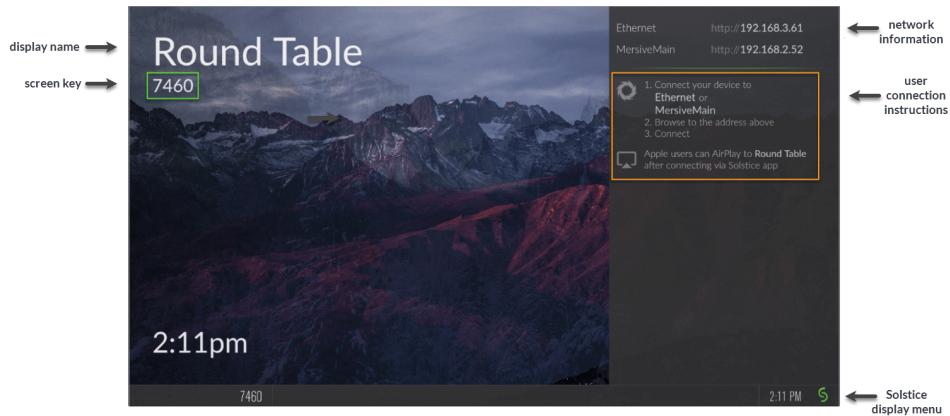
- **Solstice display:** Any flat panel or projector display connected via an HDMI video cable to a Solstice Pod or Solstice Display Software host PC.
- **User device:** Any type of user device that is supported by the Solstice App that users can use to share and control content on the Solstice display. Supported user devices include Windows, macOS, Android, and iOS devices.
- **Posts:** The individual pieces of multimedia, application windows, or desktop shares published to the Solstice display.

# Solstice Display Overview

The term Solstice display is used to refer to any flat panel or projector display connected to a Solstice Pod or Solstice Display Software host PC, allowing users to connect and share content wirelessly to the display.

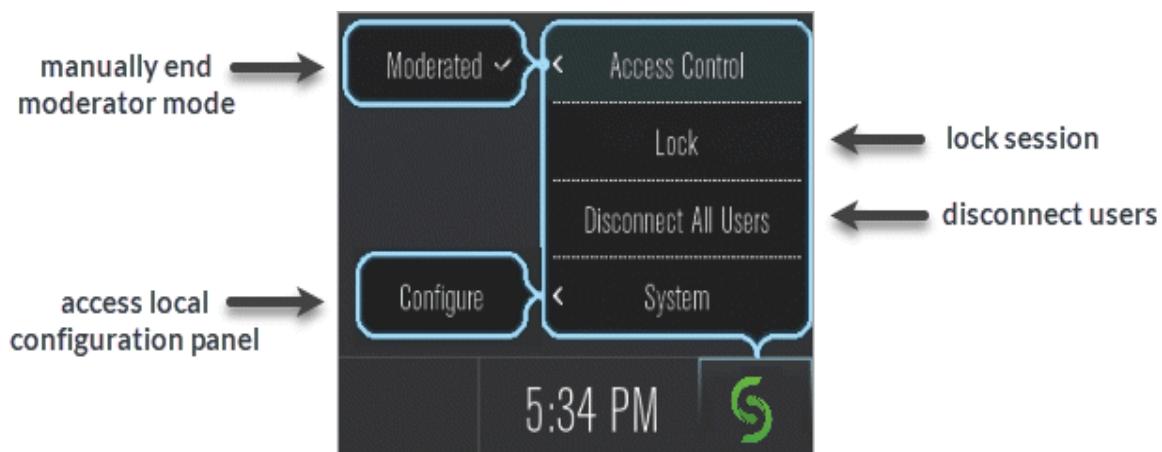
## Welcome Screen

When viewing a Solstice display that is not currently being used for a collaboration session, you will see the Welcome Screen containing the Solstice display name, a screen key (if applicable), network information, user connection instructions, and the Solstice display menu.



## Solstice Display Menu

The Solstice Display Menu lets in-room users manually change various Solstice display settings, such as bringing the display out of moderated mode, locking the display, or disconnecting all users. To access the Solstice Display Menu when Solstice is running, click the Solstice icon in the bottom right corner of the display (using a USB mouse or via a supported touch screen).



## Display Menu Options

- **Access Control:** Allows a user to manually remove the display from moderator mode in the case that the user moderating the meeting left the room without disconnecting from the display.

Note: The display is put into moderator mode through the Solstice user app's Meeting controls. If moderator mode is disabled for the display, the Moderate tab and option to moderate the meeting will not appear.

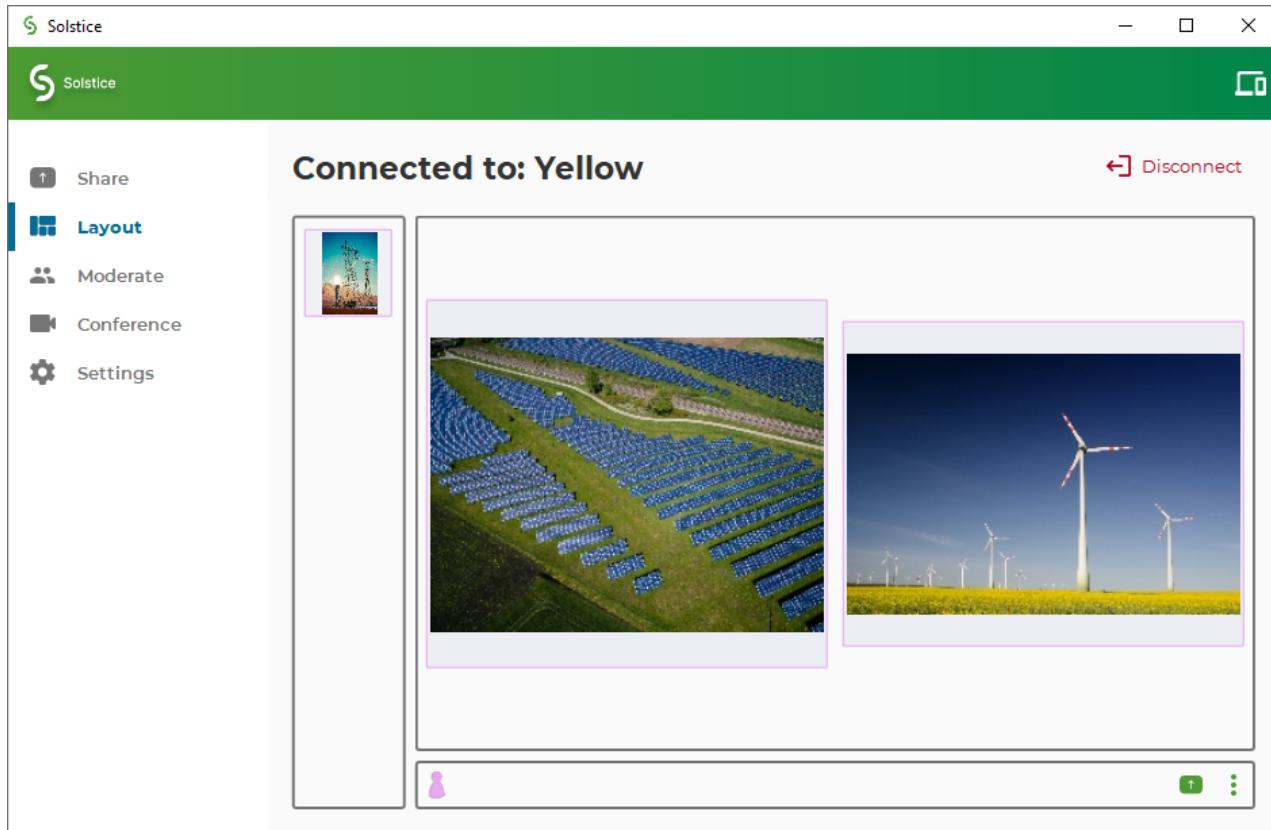
- **Lock:** Disables access to the display by any new users for the remainder of the session. Only users already connected to the display can share media.
- **Disconnect All Users:** Disconnects all users from the session and removes all shared content.
- **System > Configure:** Provides access to the local Configuration Panel. This is used by admins to configure settings such as the display's appearance and network settings.

# Mersive Solstice App

End users can connect to the display connected to a Solstice Pod using the Solstice user app. The Solstice user app can be installed on Windows, macOS, Android, and iOS devices (such as laptops, tablets, and phones) to connect and share media to the Solstice display. User devices must be on the same network as the Solstice display to connect.

The Solstice user app may be installed in one of two ways:

- Download the user app from [mersive.com/download](http://mersive.com/download).
- Download the app directly from the Solstice Pod by visiting the URL listed on the Solstice display.



Admin permissions are not required to install the Solstice app. However, elevated permissions are required to install the lightweight drivers needed to bridge a web conference to the Solstice display.

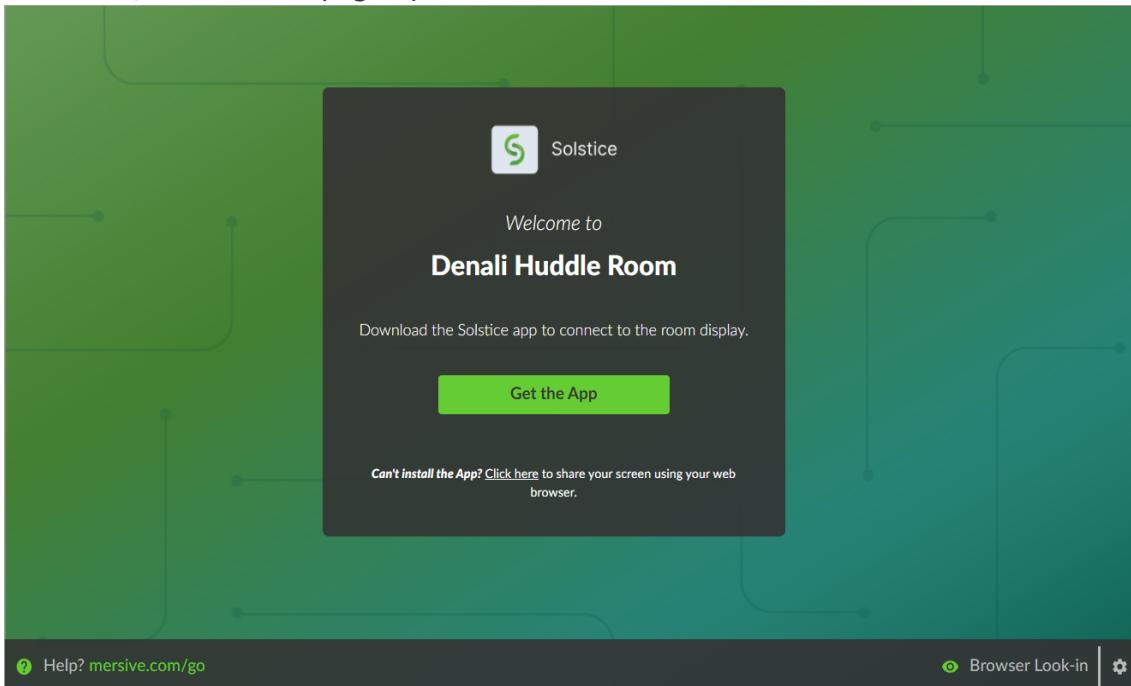
## Supported Operating Systems

The Solstice app is supported on machines, laptops, tablets, and mobile devices running the following operating systems. Operating systems marked with an asterisk (\*) support Solstice Conference capabilities.

- Windows 8, 10\*
- Windows Server 2016, 2019
- macOS Catalina\*, Big Sur\*
- iOS versions 13, 14
- Android versions 10, 11

## Download the App Directly from Solstice

1. Open a browser on the user device and enter the IP address visible on the Solstice display. The Solstice Quick Connect page opens.



2. Click the button that says **Get the App**.
3. If you are on a laptop:
  - a. The Solstice app installer (SolsticeClientWin.exe) will download. Click the downloaded file to install the Solstice app.
  - b. Once installed, the app will open automatically.
  - c. To install Solstice Conference, go to Conference tab and click **Install**.
  - d. Walk through the InstallShield wizard to install Solstice Conference.



Installing Solstice Conference requires elevated permissions. If you do not have elevated permissions, contact your IT administrator.

4. If you are on an Android or iOS mobile device, the appropriate app marketplace will open and display the user app available for download. Once installed, the app will remain on the device for future use and will not need to be installed again. (Solstice Conference capabilities are not available on mobile versions of the Solstice app.)

## Change Your Solstice App Settings

You can update your Mersive Solstice App settings by opening your Solstice app and going to the **Settings** tab. Once you change your app settings, your changes are automatically saved. You can find more information about the different setting options below:

### General

- **Your display name:** How your name will appear in the collaboration session.
- **Notifications:** Set which notifications you would like to receive: None, Critical, or All notifications.



**Note:** Notification settings also control notifications for Solstice Conference. Selecting **None** will also turn off any performance or compatibility notifications for Solstice Conference.

- **Solstice Discovery Service Address:** If your organization has implemented the Solstice Discovery Service (SDS), the SDS IP address is entered here. This is one of the ways that the displays on your organization's network appear in the Discovered Displays tab. For more information on SDS and the corresponding IP address, contact your IT administrator.

### Control

- **Quick Share Desktop:** If enabled, Solstice will automatically share your desktop to the Solstice display once you connect.
- **Auto share audio with desktop:** If enabled, your desktop audio will automatically be streamed to the Solstice display when you share your desktop.
- **Hide on desktop share:** If enabled, the Solstice Client user app will automatically hide when you share your desktop.
- **Solstice Location Service:** If the Solstice display has location services enabled, the Solstice app will reorder the list of discovered Pods to show displays that are closest to you first, allowing you

to quickly connect to the display that you are physically nearby, streamlining the connection process.

## Conference

- **Calendar integration:** You can now integrate your O365 calendar with your Solstice app, allowing Solstice to detect and auto-launch any scheduled web conferences on your calendar when you connect to a Solstice display. This is supported for Windows or macOS laptops only.
- **Conference HotKey:** This setting allows you to configure the shortcut command to quickly open the Solstice Conference pop-up without having to click the icon in your system tray. By default, the hotkey setting is 'Ctrl + Alt + C'.
- **Share Pod Display:** When enabled, this setting allows you to share the Pod display in your conference. In your conferencing software, the Pod will appear as a virtual display that can be shared with the meeting. Disabling this feature can improve performance on some host devices.

## Integrate Your Microsoft O365 Calendar

By integrating your O365 calendar with your Solstice app, Solstice can launch web conferences scheduled on your calendar when you connect to a Solstice display, making it easier to meet with remote participants. This capability is supported for Windows or macOS laptops only.

When integrating your calendar, you will be prompted to sign into your Office365 account using the secure Microsoft Graph API OAuth2 authorization flow. Microsoft will present you with the option to grant Solstice read-only access to your calendar. This allows the Solstice App to retrieve your calendar entries for upcoming meetings and enable a one-step start for scheduled video conferences.



If you are unable to save your O365 credentials and are prompted to re-enter them each time you launch the Solstice app, the Credential Manager service in Windows may have been disabled by your IT team.

1. In the Solstice app, click **Settings**.
2. Under Calendar Integration, click **Sign in with Microsoft**. The Microsoft Online login page opens in a web browser.
3. Enter your login credentials and sign in. If successful, the browser will display a "Success" message.
4. Close the browser and return to your Solstice app.
5. If you wish to disconnect your O365 calendar at any time, go to the Solstice app > Settings > Calendar Integration, then click **Sign out**.

# Sharing Content Using the Solstice App

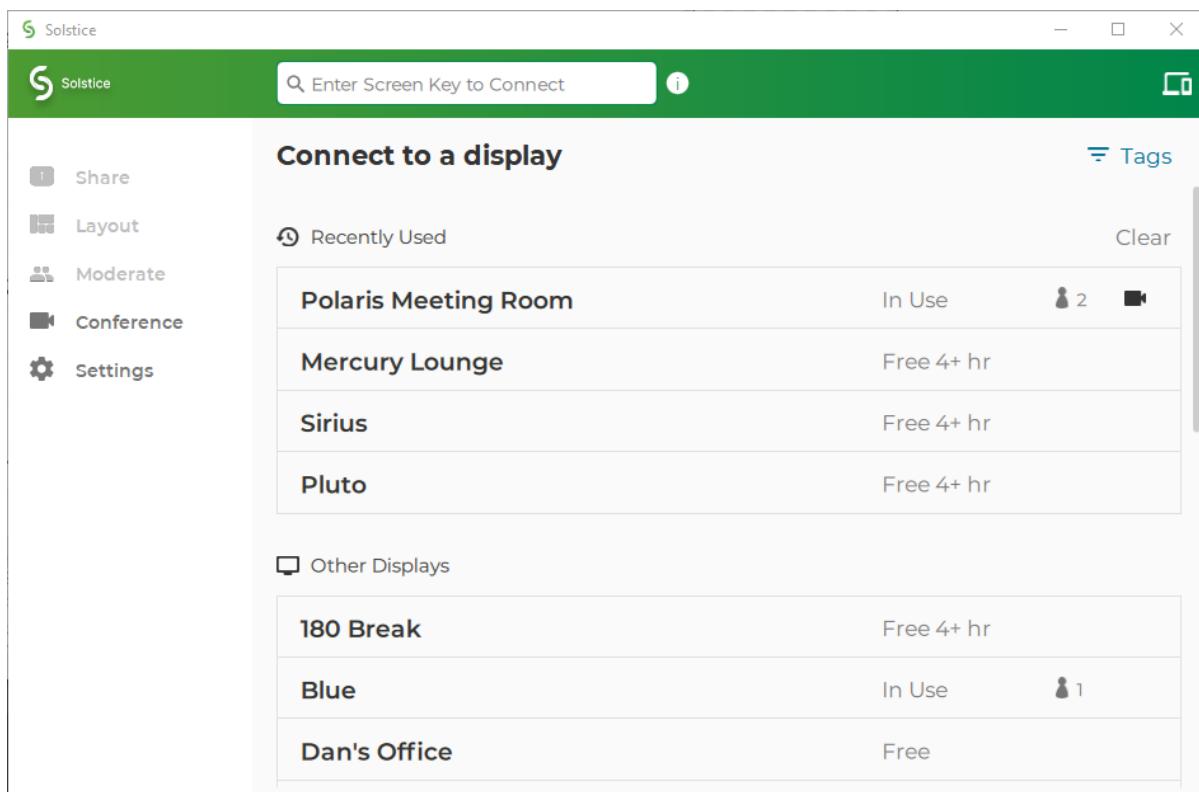
Solstice improves meeting productivity and engagement with multi-participant content sharing, control, and markup. With the Mersive Solstice app installed on a laptop, tablet, or mobile device, users can share and control content on the display connected to a Solstice Pod.

Users can also use one of the supported app-free sharing options to share to the Solstice display if they don't have the Solstice app. See [App-Free Sharing to a Solstice Display](#) to learn more about Solstice's app-free sharing options.

## How to Connect to a Solstice Display

Ensure you are connected to a network listed on the display's Welcome Screen, then connect to the Solstice display to share content:

1. Open the Solstice app. A list of Solstice Pod displays you have previously connected to or that are available via display discovery (if enabled for your Solstice deployment) will appear.



2. Click the name of the desired Solstice display to connect.
3. To find a specific display in the discovered list, you can:
  - Search for a specific display by name in the search bar.
  - Click **Tags** to filter the list of displays by assigned tags (Enterprise Edition only).

4. If prompted, enter in the screen key listed on the display.
5. The user app will join the collaboration session with full media posting and control rights.

## How to Share Content Using the Solstice App on a Laptop Device

On the Share tab of the Solstice desktop app, you can wirelessly share an unlimited amount of content to the Solstice display using any of the following options. As a note, the content shared to Solstice will never leave your device, only pixels will be streamed to the display.

- **Desktop:** Share a real-time view of your desktop mirrored to the display. The entire desktop, including any open application windows, will be shared in real-time.
- **App Window:** Share a real-time view of only a single application window to the display. This sharing option allows you to maintain privacy by only sharing the single application window instead of your entire desktop.
- **Media File:** Share media files such as images and videos saved locally on your laptop device to the display. Solstice supports image and video files up to 4K resolution.



Solstice supports sharing a broad range of video types, but not all video files are supported. If a video file is not supported, you can use the Desktop sharing option to stream the video to the display.

## How to Share Content Using the Solstice App on a Mobile Device

On the Share tab of the Solstice mobile app, you can wirelessly share an unlimited amount of content to the Solstice display using any of the following options. As a note, the content shared to Solstice will never leave your device, only pixels will be streamed to the display.

- **Mirror Screen:** Share a real-time view of your mobile device screen.
- **Media File:** Share media files such as images and videos from the device's media library.
- **Camera:** Take a picture with your mobile device and share it to the display.
- **Take Video:** Take a video with your mobile device and share it to the display.



To share media files, pictures, and videos be sure to grant permission for the Solstice mobile app to access your mobile device's media files, camera, and microphone.

## How to End Your Meeting and Disconnect from Solstice

When your meeting is finished, you will need to disconnect from Solstice. There are a couple of ways to disconnect from a Solstice display:

- Click the **Disconnect** button at the top of the app window. You will be prompted to confirm that you want to disconnect from the display.
- Close the Solstice App window:
  - On a laptop, click the Close 'X' icon. Solstice will ask if you wish to disconnect from the display and stop sharing all content. If yes, click **Disconnect**.
  - On a mobile device, close the app window and Solstice will automatically disconnect the device from the display.

# App-Free Sharing to a Solstice Display

Solstice supports multiple app-free sharing options so that users can share their device screen to the Solstice display without needing the Solstice App. This allows for guest and occasional users to quickly share content in a Solstice room. Solstice supports app-free sharing using AirPlay, Miracast, browser-based sharing, or a standard HDMI connection.

## How to Mirror Your iOS Device Screen Using AirPlay

Solstice supports full mirroring of iOS 7+ devices (Apple iPhones and iPads) that feature Apple's AirPlay functionality. AirPlay mirroring is accomplished through the device's native AirPlay feature, using a similar process as connecting to an Apple TV.



If you are unable to mirror your iOS device using AirPlay, contact your IT administrator to make sure that AirPlay mirroring is enabled for the Solstice display.

1. Ensure the iOS device is connected to the WiFi network used to connect to the Solstice display.
2. Open the iOS Control Center:
  - On an iPhone X or later, or an iPad with iPadOS 13 or later, swipe down from the upper-right corner of the screen.
  - On an iPhone 8 or earlier or iOS 11 or earlier, swipe up from the bottom of the screen.
3. Tap the **Screen Mirroring** icon and select the desired Solstice display from the list that appears.
4. If the desired Solstice display does not appear in the AirPlay menu of your device, open the Solstice App and connect to the desired display, then repeat steps 2 and 3.
5. If prompted for an AirPlay code, enter the screen key visible on the Solstice display. Your device will connect wirelessly to the display and your screen will be streamed in real-time.
6. To stop mirroring your screen to the display, open the iOS Control Center again, tap the Screen Mirroring icon for the connected Pod, then tap **Stop Mirroring**.



An AirPlay option may also appear when viewing photos or videos in iOS. Photos and videos shared via AirPlay generally appear full screen on the Solstice display.

## How to Mirror Your macOS Device Screen Using AirPlay

If your organization has enabled streaming with AirPlay, users without the Solstice user app can connect and share their screen to the display using AirPlay capabilities on macOS devices (High Sierra and later). AirPlay mirroring is accomplished through a device's native AirPlay feature, using a process similar to connecting to an Apple TV.



If you are unable to mirror your macOS device using AirPlay, contact your IT administrator to make sure that AirPlay mirroring is enabled for the Solstice display.

1. Ensure the macOS device is connected to the WiFi network used to connect to the Solstice display.
2. From the top menu bar, either select the **AirPlay** icon or open the Control Panel from the top bar and select **Screen Mirroring**. Then select the desired Solstice display.
3. If prompted for an AirPlay code, enter the 4-digit screen key visible on the Solstice display. Your device will connect wirelessly to the display and your screen will be streamed in real-time.
4. To stop mirroring your screen to the display, select either the **AirPlay** icon or **Control Panel > Screen Mirroring** from the menu bar. This will show the active AirPlay connection. Select the name of the Solstice display to disconnect.

## How to Mirror Your Windows Device Screen Using Miracast

If your organization has enabled streaming with Miracast, users without the Solstice user app can connect and share their screen to the display using Miracast capabilities on their Windows device. If you are unable to Miracast to the display, contact your IT administrator to make sure that Miracast is enabled for the Solstice display.



Screen mirroring on an Android device may not support audio streaming.

1. On a Windows 10 laptop, use **Windows key + K** or click the **Connect** button in the Windows notification center (found on the far right end of taskbar) to open the Connect pane.
2. From the list of displays available wireless displays, select the Solstice display. If the display is enabled for Miracast but you do not see it in the list of available displays, try scrolling down to ensure it is not hidden.
3. If prompted for a PIN, enter the screen key from the display. Your device will connect wirelessly to the display and your screen will be streamed in real-time.
4. To stop Miracast streaming to the display, open the Connect pane and click **Disconnect**.

## How to Share Your Desktop Using a Web Browser

If you are unable to download the Solstice app, there is an install-free sharing option that allows you to connect and share to Solstice using a web browser on your laptop device. This functionality is supported on Windows, macOS, Chromebook, and Linux laptops. See the compatibility chart listed

below for more details on which web browsers are supported for browser-based sharing on your laptop. As a note, available sharing options (e.g. desktop sharing, application window sharing) vary by browser.

## Browser Support by Operating System

Operating System	Web Browsers Supported for Browser-based Sharing	Notes
Windows 8/10	Firefox, Chrome, Microsoft Edge	<ul style="list-style-type: none"><li>Audio streaming is supported for the desktop and browser tab sharing options on Google Chrome and Microsoft Edge browsers only. You must ensure "Share Audio" option is checked <u>before</u> sharing.</li></ul>
macOS Catalina, Big Sur	Firefox, Chrome, Safari 13 or 14	<ul style="list-style-type: none"><li>Audio streaming is supported for the browser tab sharing options on Google Chrome browsers only. You must ensure "Share Audio" option is checked <u>before</u> sharing.</li><li>Browser-based sharing is only available for Safari users if the Pod has a DNS hostname configured.</li></ul>
ChromeOS	Firefox, Chrome	
Linux	Firefox, Chrome	

1. Connect your laptop device to a network listed on the Solstice display.
2. Open a Chrome or Firefox web browser and go to the URL on the display. If multiple URLs are listed, choose the one that corresponds to the same network you're connected to.
3. Click the link to share using your web browser.



Don't see a link on your browser for sharing your screen? Your IT administrator may need to enable this feature for the Solstice Pod display.

4. If you see a security warning in your browser, click **Advanced**, and then the option to proceed to the URL.

5. Enter in the screen key shown on the room display (if prompted) and your name, then click **Launch**.
6. Select the sharing option you wish to use. For example, you may be presented with options to share your entire screen, an application window, or a browser tab, as well as whether to share audio.
7. Click to **Share** or **Allow** to share the selected content to the Solstice display.



If you are on the Catalina version of macOS and are having trouble using browser-based sharing, you may need to enable permissions within your system's privacy settings for the browser to utilize screen recording.

## How to Share Your Desktop via HDMI

The Solstice Gen3 Pod allows users to connect a laptop computer directly into the Pod using an HDMI cable connected from their laptop to the HDMI-in port on the front of the Pod. This allows users to share a wired content source to the display. The wired desktop sharing will appear in the collaboration session like any other post, and will be able to be controlled by any user in the session that has the Solstice app.

# Use Solstice with Your Web Conference

These instructions outline steps for **meeting hosts** to use Solstice Conference to bridge their web or video conference to the Solstice room. This capability is only available for Solstice displays that have Solstice Conference enabled.

You will need to ensure that you have the latest version of the Mersive Solstice App and have installed Solstice Conference capabilities as seen on the app's Conference tab. As a note, installing Solstice Conference capabilities requires elevated permissions. If you do not have elevated permissions, please contact your IT administrator for assistance.

## Supported Operating Systems

Solstice Conference capabilities are supported on laptop devices that meet the following requirements. The meeting host capability for Solstice Conference is not supported on mobile devices. However, in-room users can share content to the Solstice display using either laptops or mobile devices.

### Windows

<b>Operating System</b>	Windows 10 version 1903 or later
<b>Minimum Specs</b>	Intel i5 quad core processor(6th Gen or newer); 8GB memory; processor speed of 1.6 GHz/min or better.
<b>Important Notes</b>	<ul style="list-style-type: none"><li>Laptop machines with dual-core processors not currently supported.</li><li>Microsoft Surface laptop devices and similar tablet-like devices are not currently supported, including (but not limited to) Microsoft Surface Laptop, Surface Book, and Surface Pro.</li></ul>



**Tip:** To check your laptop specs, open Command Prompt, enter "dxdiag", then run.

### macOS

<b>Operating System</b>	Catalina 10.15 or later
<b>Minimum Specs</b>	Intel i5 quad core processor; 8GB memory; processor speed of 1.2 GHz or better
<b>Important Notes</b>	<ul style="list-style-type: none"><li>Apple M1 devices are supported.</li><li>Laptop machines with dual-core processors not currently supported.</li><li>Macbook Air 2021 laptops can be used with</li></ul>

	Solstice Conference; however, older Macbook Air laptops are not currently supported.
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If you are using a 4K laptop, Mersive recommends scaling your screen resolution down to 1080p when using Solstice Conference.

## Supported Conferencing Services

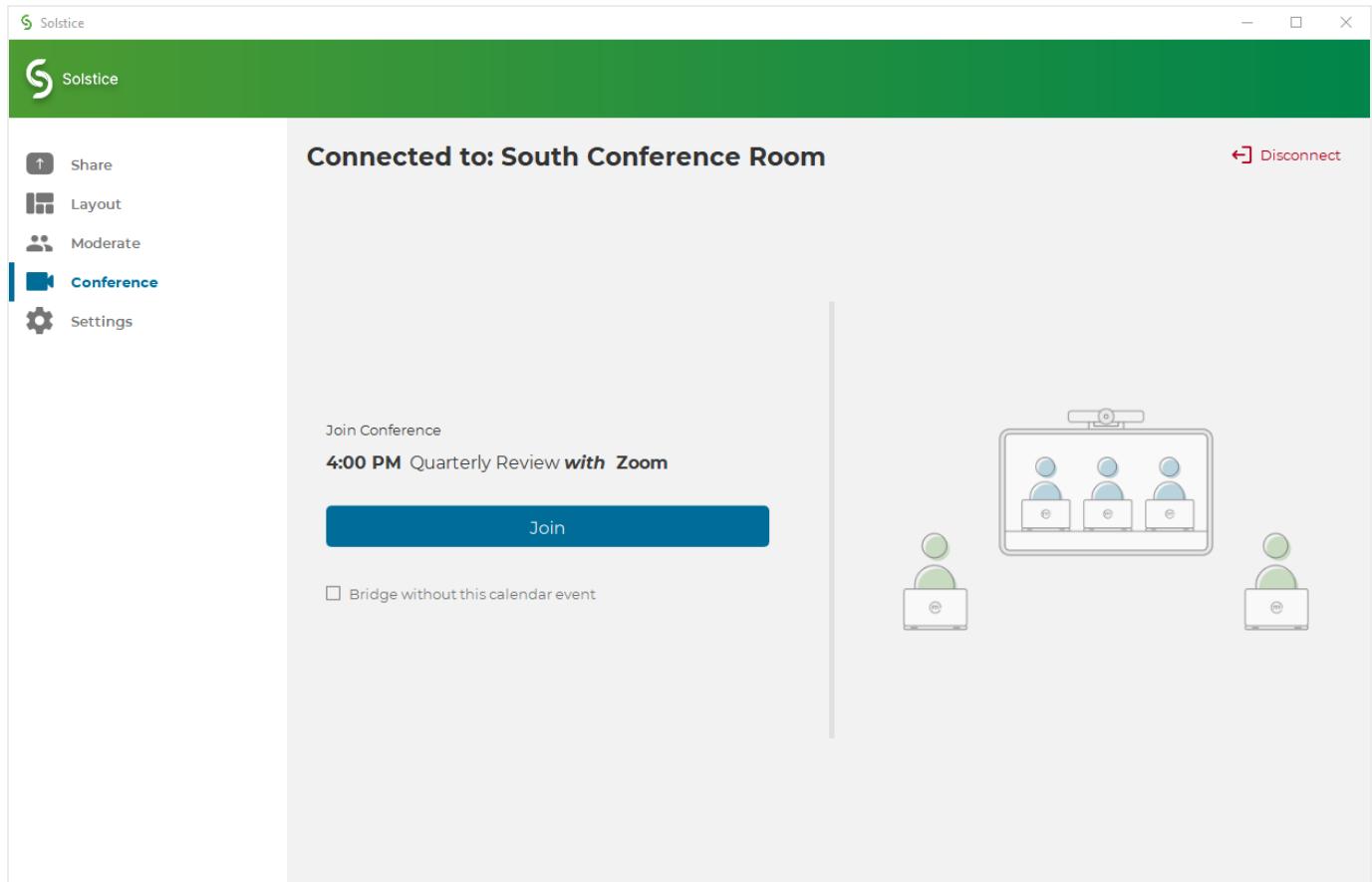
Below are the supported conferencing services depending on the operating system of the meeting host laptop. For support listed as "browser-based version only", Solstice Conference's full functionality (i.e. the ability to share the Solstice display to remote users via the conferencing application) is only supported in the browser-based version of that conferencing application. As a note, please ensure your video conferencing software is updated to the latest version.

	Windows	macOS	Notes
<b>Zoom</b>	Full	Full	
<b>Teams</b>	Full	Browser-based version only*	Microsoft will fix 3rd-party support
<b>Webex</b>	Full	Browser-based version only*	Windows: To share display, select Pod name
<b>GoToMeeting/LogMeIn</b>	Full	Full	
<b>Blue Jeans</b>	Full	Partial	Windows: To share display, use browser app
<b>Google Meet</b>	Full	Full	
<b>Chime</b>	Full	Partial	Windows: To share display, use browser app
<b>RingCentral</b>	Full	Full	
<b>Slack</b>	Full	Browser-based version only*	

\*Chrome, Edge, Opera, and Internet Explorer browsers supported

## Launch a Scheduled Web Conference from the Solstice Room

1. Launch the Solstice app on your laptop.
2. Connect to the Solstice display by clicking on the display name. If prompted, enter in the 4-digit screen key listed on the display.
3. Once connected, go to the **Conference** tab in your Solstice app.



4. Click **Start**. Once the process begins:
  - Your desktop will be shared to the in-room display.
  - Any available USB room camera or mic will be wirelessly connected to your laptop.
  - If a calendar entry was recognized as a video conference, the conferencing application will launch and start the appropriate meeting. Some conferencing applications may require an additional step to launch the meeting.
5. Once you have joined your video conference meeting, if there is a room camera and microphone connected to Solstice, you will be able to select the room camera and microphone as the meeting's audio and video sources.
6. To share the Solstice display to remote attendees, select **Screen 2** from the sharing options within the video conferencing application.
7. Once you are done hosting the conference, stop sharing the display, end the video call, and disconnect from the Solstice display.

## Bridge an In-Progress Meeting to Solstice Conference

There are multiple ways that Solstice Conference can support your web conference. This how-to will explain how to use bridge a video conference that has already been started to Solstice Conference.

1. Once you have started your web conference, open your Solstice app.
2. Connect to the Solstice display by clicking on the display name. If prompted, enter in the 4-digit screen key listed on the display.
3. Once connected, go to the **Conference** tab in your Solstice app.
4. Click **Start**. Once the conference has been bridged, the Conference tab will say that you're currently a host of a bridged web conference.



If there is a conflicting meeting listed, you should select the **Bridge without this calendar event** checkbox, then click **Start**. If you do not select this option before starting, Solstice will automatically launch that web conference.

5. Once you have joined your video conference meeting, if there is a room camera and microphone connected to Solstice, you will be able to select the room camera and microphone as the meeting's audio and video sources.
6. To share the Solstice display to remote attendees, select **Screen 2** from the sharing options within the video conferencing application.
7. Once you are done hosting the conference, stop sharing the display, end the video call, and disconnect from the Solstice display.

## End Your Conference and Disconnect from Solstice

As the host, when your meeting is finished you will need to end your video conference and disconnect from Solstice. Here are two ways you can disconnect from Solstice:

- Click the **Disconnect** button at the top of the app window. You will be prompted to confirm that you want to disconnect from the display.
- Close the Solstice App window:
  - On a laptop, click the Close 'X' icon. Solstice will ask if you wish to disconnect from the display and stop sharing all content. If yes, click **Disconnect**.
  - On a mobile device, close the app window and Solstice will automatically disconnect the device from the display.

## FAQ

- | *Why am I not seeing controls for minimizing or closing my Solstice app window?*

Your Solstice app might be docked to your system tray. To remove this setting and regain controls for the Solstice app window, right-click the Solstice icon in your system tray, then deselect the **Dock to**

system tray option.

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*I'm hosting a meeting, but Solstice keeps reminding me that I'm sharing a post to a display. How can I turn this off?*

To limit Solstice notifications, open your Solstice app, then go to **Settings**. Under **General > Notifications**, select either **None** or **Critical**, depending on your notification preferences.



**Note:** Notification settings also control notifications for Solstice Conference.

Selecting **None** will also turn off any performance or compatibility notifications for Solstice Conference.

*Why is the Solstice display showing up as Screen 3 in my video conferencing application?*

This could be due to your laptop having additional virtual desktops. As a note, Mersive strongly advises against using additional virtual desktops alongside Solstice Conference.

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# How to Control Content with the Solstice App

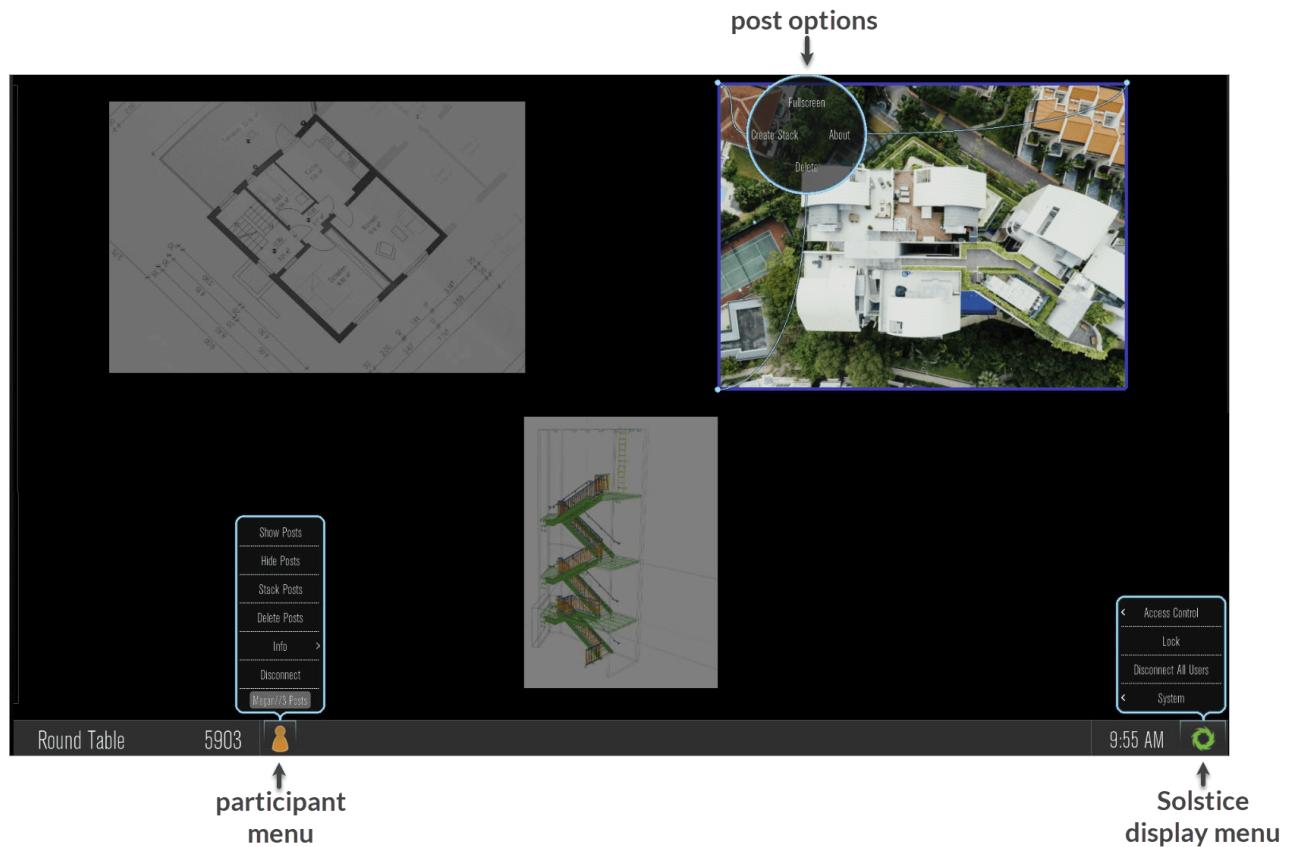
On the Layout tab, you have multiple ways that you can control the content and how it appears on the display. Any user connected to the session can control the content layout.



All the controls described below can also be performed on HID-compliant touch displays using equivalent touch gestures.

- Drag and drop posts around to change the order of the content, or to move content on and off the on-deck panel on the left side of the display.
- Click and hold or right-click on a post to view options to make the post full screen, view post details, create a stack, or delete the post. Stacks can be made for a single user's posts.
- Click and hold or right-click on a post, then select to create a stack which acts as a virtual folder.
- Pinch to zoom posts on touch-enabled devices.
- Control videos posted to the display with the Solstice video player. The Solstice video player functions similarly to other video players, with play/pause buttons, volume control, and loop options. To view the video player controls, click the camera icon in the lower right corner of the video post.
- Click a participant icon to access the participant menu. This menu gives you options to show, hide, stack, or delete the participant's posts, as well as disconnect the participant from the collaboration session.
- Click the vertical ellipsis icon to view the media placement menu. This menu allows you to align posts to a grid and quickly move all posts on or off the screen.

- If you have a USB mouse connected to the Solstice Pod or host laptop, or if you have a touch-screen display, you can interact with the display interface directly to control content.



## Solstice Ink

Available in the mobile version of the Solstice App (for iOS and Android devices), Solstice Ink allows users to highlight and temporarily mark up content on the Solstice display from anywhere in the room by simply pointing and drawing with their smartphones. This feature is also supported in moderator mode. As a note, this feature not supported on tablets.



Solstice Ink has three modes of use:

- **Pointer:** By default when you select **Ink** from the mobile app's menu bar, your mobile device will be in pointer mode. Simply move your device to move the pointer on the Solstice display.
- **Ping:** Press the **Ping** button to pulse the pointer. Slide your finger from the button toward the center red dot for a continuous pulse, and then press the **Ping** button again to stop continuous pulse.
- **Temporary markup:** Press and hold the **Draw** button to draw a temporary markup on the Solstice display, then release the draw button once you are done. Solstice will smooth out your markup after you have finishing drawing it, and the markup will fade away after a short amount of time.

While in Ink mode, you can swipe left and right to toggle between Draw and Ping mode. To exit Ink mode, simply click on another option in the Solstice app menu bar.

# Moderate a Solstice 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 has the ability to control what content is posted and the layout of the content.

## How to Moderate a Session in Solstice Desktop App

1. Open the Solstice user app and select the desired Solstice Pod display to start a collaboration session.
2. Select **Moderate** in the left sidebar of the app window.
3. Switch the **Moderate Meeting** toggle to on (blue).
4. When a new collaborator tries to connect to the display, an alert will appear in the sidebar. Click **Alerts** to view the request. Three options display for the connection request:
  - **Deny:** Connection is denied. The collaborator will be notified that their connection attempt was canceled by the moderator.
  - **Approve:** The collaborator will be connected to the display.
  - **Approve as Moderator:** The collaborator will join with full moderator rights to approve and reject requests to join and post media content.
5. When a collaborator tries to post media content to the display, an alert will again appear in the **Alerts** section of the sidebar. Two options display for the media post request:
  - **Reject:** The post will not appear on the display. Rejecting the request will not alert the user that their post has been rejected.
  - **Approve:** The post will appear on the display.
6. To manage participants posts, select **Layout** from the sidebar. Right click a participant's icon at the bottom of the layout window for options including showing all posts, hiding all posts, stacking posts, and deleting all posts for the selected participant.
7. To exit moderator mode, go to **Moderate** in the sidebar and switch the **Moderate Meeting** toggle to off (gray).

## How to Moderate a Session in Solstice Mobile App

1. Open the Solstice app and select the desired Solstice Pod display to start a collaboration session.
2. Select **Meeting** from the bottom navigation bar.
3. Switch the **Moderate Meeting** toggle to on (blue).
4. When a new collaborator tries to connect to the display, an alert will appear in the navigation bar. Tap **Meeting** to view the request. Three options display for the connection request:

- **Deny:** Connection is denied. The collaborator will be notified that their connection attempt was canceled by the moderator.
  - **Approve:** The collaborator will be connected to the display.
  - **Approve as Moderator:** The collaborator will join with full moderator rights to approve and reject requests to join and post media content.
5. When a collaborator tries to post media content to the display, an alert will again appear in the **Meeting** section of the navigation bar. Two options display for the media post request:
- **Reject:** The post will not appear on the display. Rejecting the request will not alert the user that their post has been rejected.
  - **Approve:** The post will appear on the display.
6. To manage participants posts, select **Layout** from the navigation bar. An icon appears for each participant at the bottom of the layout window. Tap a participant's icon for options including showing all posts, hiding all posts, stacking posts, and deleting all posts for the selected participant.
7. To exit moderator mode, go to **Meeting** in the navigation bar and switch the **Moderate Meeting** toggle to off (gray).

# Multi-Room Sessions



Solstice's Multi-Room feature is being discontinued and has been removed from the mobile version of the Solstice app in 5.3. This feature will be removed from the desktop version in an upcoming release.

Solstice Multi-Room allows up to four Pods to connect and share content collaboratively across multiple locations on the same enterprise network. Shared content will appear on all Solstice displays in the session regardless of which room or location shared the content. The Multi-Room feature also allows all participants to view information on how to connect to your existing voice and audio systems, such as a dial-in number for your audio conferencing.

## Start a Multi-Room Session

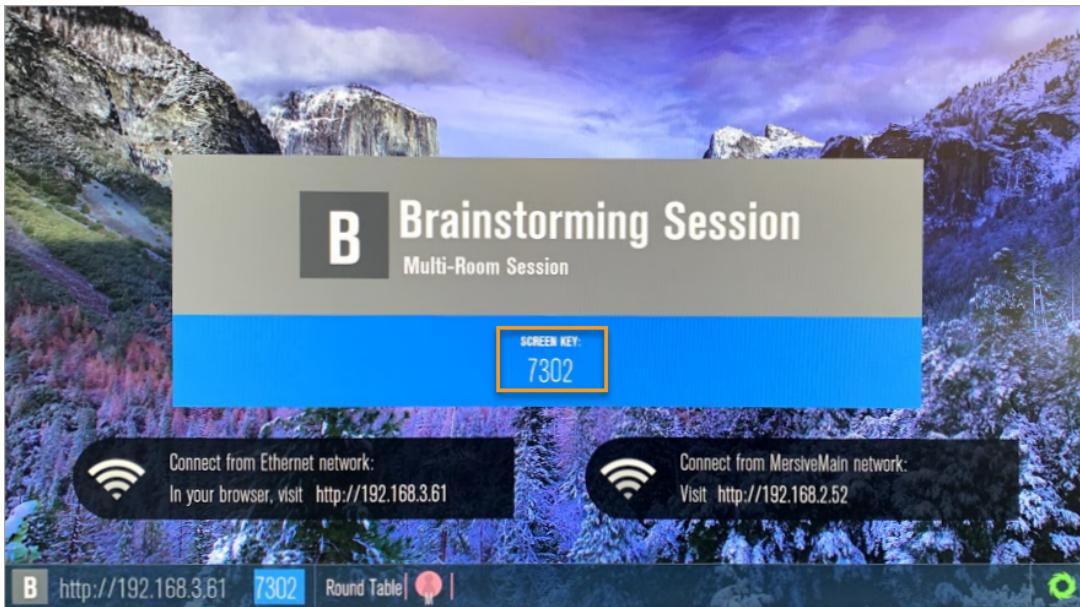
1. Open the Solstice app and connect to the Solstice display.
2. Click **Meeting**, then click **Start Multi-Room Session**.
3. In **Session Name**, enter in the name you would like to give the Multi-Room session. **Note:** Multi-room session names will be visible in the Solstice app's discovery list for all users connected to the network.
4. In the **Add an audio bridge** field, enter in the audio/video conferencing information you would like to relay to other meeting participants such as a direct phone line, a conference bridge and PIN, or a VTC link. This information will be visible in the Solstice app to meeting participants that have joined the multi-room session (Multi-Room tab/panel). For example, if you want other meeting participants to call in to the meeting, you can enter in the number of the direct phone line in your meeting room.
5. Click **Start Multi-Room Session**. The Multi-Room session is started, and the Multi-Room panel opens on your Solstice app.

## Connect Another Pod to a Multi-Room Session

1. Open the Solstice app. On the Discovered Displays tab, the available Multi-Room sessions will be listed.
2. Click the Multi-Room session you would like to join.
3. Enter the screen key visible on the display you wish to connect to the Multi-Room session. A prompt asking if you would like to join the multi-room session from your display will appear.
4. Click **Ok**. A request is sent to the meeting participants in the Multi-Room session for approval. Once approved, your display will be connected to the multi-room session.

## How to Join a Multi-Room Session as a Meeting Participant

1. Open the Solstice app. On the Discovered Displays tab, the available Multi-Room sessions will be listed.
2. Click the Multi-Room session you would like to join and enter the screen key visible on a display connected to the Multi-Room session.



3. Once connected, you will be able to share content to the session that is visible on all the connected displays.

## Disconnect a Pod from a Multi-Room Session

In the same way that individual users can be disconnected from a display by a user with appropriate rights to do so, a room can be ‘booted’ from the session by selecting the room name in the on-screen configuration panel and selecting ‘Disconnect’.

# View a Collaboration Session Remotely

For participants who are not in the same room as the display, Solstice currently provides an option to "look in" to the meeting via a web browser. If the Look-In option has been enabled for the display, there are two ways to access it: via the Solstice App or a web browser.

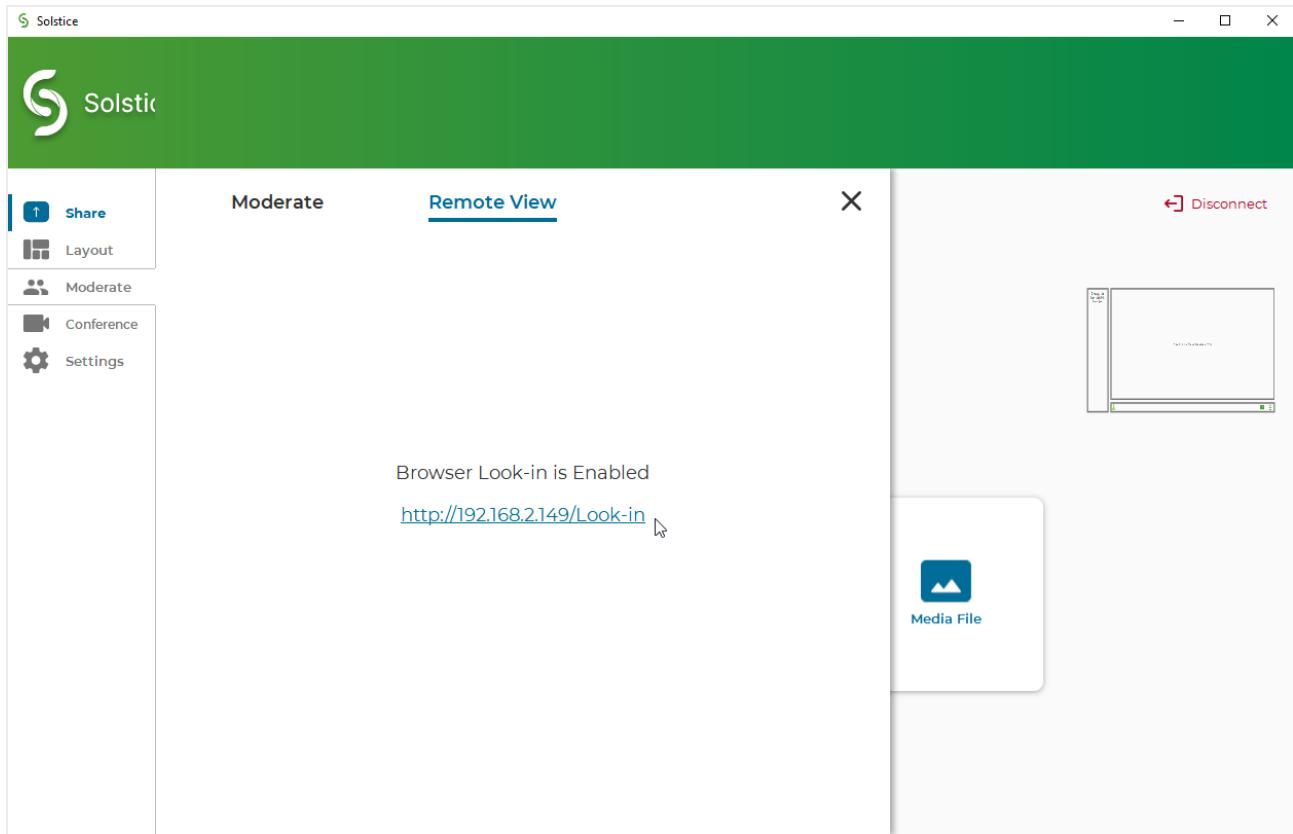


The Remote Look-In view is not instantaneous and updates every ~5 seconds. Depending on your organization's security policies, you may not have access to this feature.

## How to View a Collaboration Session Remotely

With the Solstice App:

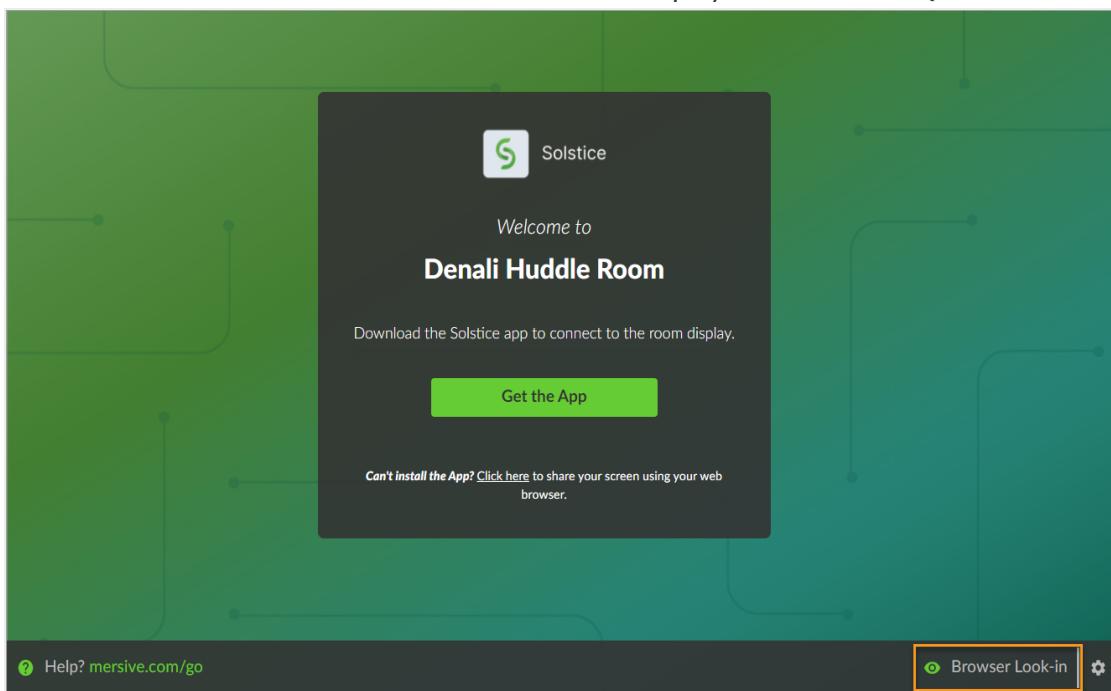
1. Open the Solstice App and connect to a Solstice display.
2. Click **Meeting**, then go to the **Remote View** tab.



3. Click the **Browser Look-in** link provided. A view of the Solstice display opens allowing you to look in to the meeting.

Without the Solstice App:

1. Open a web browser.
2. Type in and go to the IP address of one of the display's network options listed in the top-right corner or the bottom-left corner of the Solstice display. The Solstice Quick Connect page opens.



3. In the bottom right-hand corner, click **Browser Look-in**. A view of the Solstice display opens allowing you to look in to the meeting.