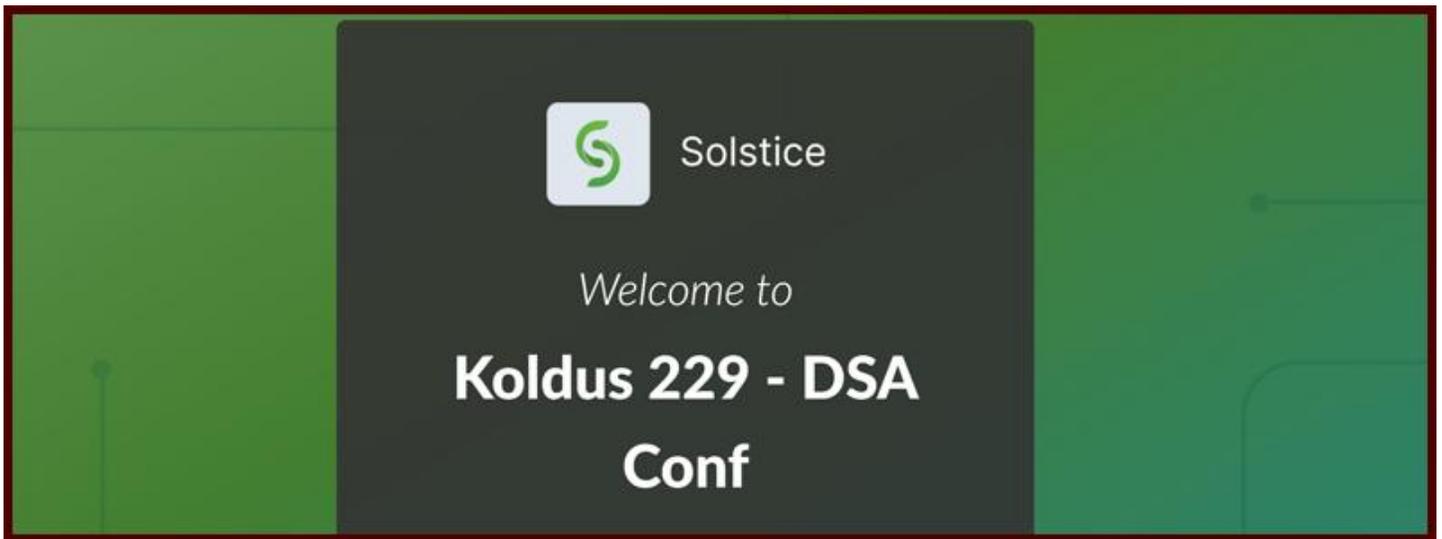# [Using the Mersive Solstice Pod]

Connecting Your Device to the Solstice Pod

1. Connect your device to the Wi-Fi under which your Solstice Pod is connected.
2. On your device, open an internet browser and enter the IP Address shown on the projector screen.
3. A screen will come up with the message "Welcome to (Pod Device Name)".

4. Below that, you will see both "Share My Screen" and "Get The App", **OR** it will only say "Get The App". What you see here depends on the device you are connecting with.
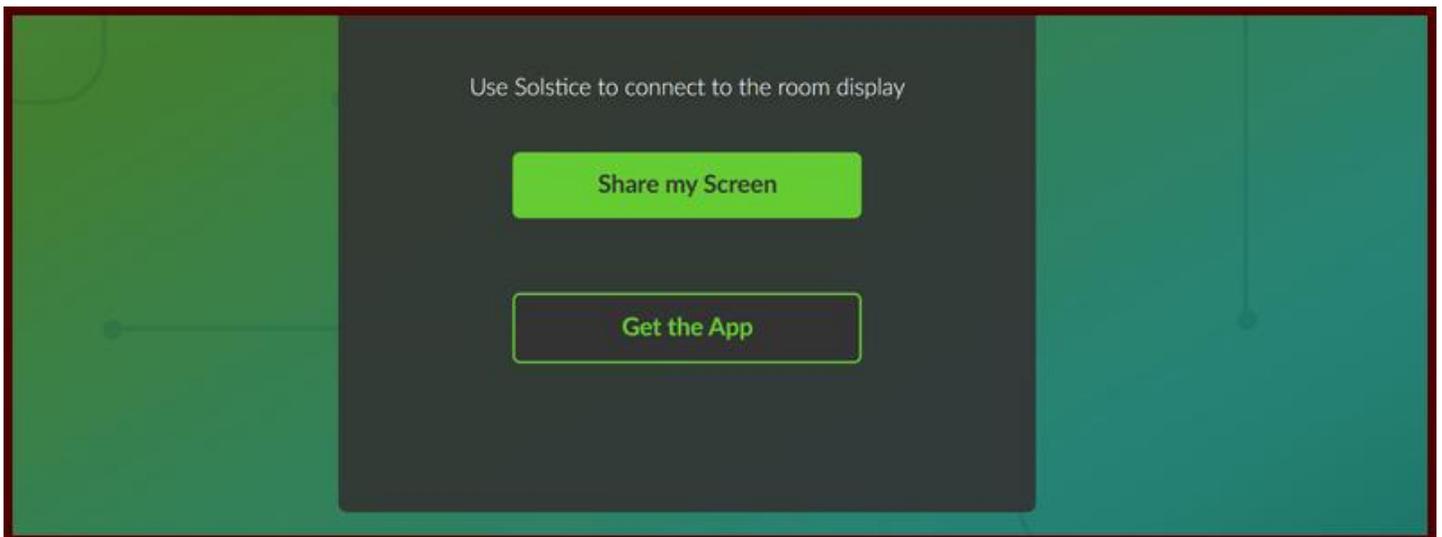
"Share My Screen" Option on Browser

1. Enter the 4-digit code you see on the projector screen.
2. Once entered, type in the user who will be sharing their screen just below where the 4-digit code was entered.
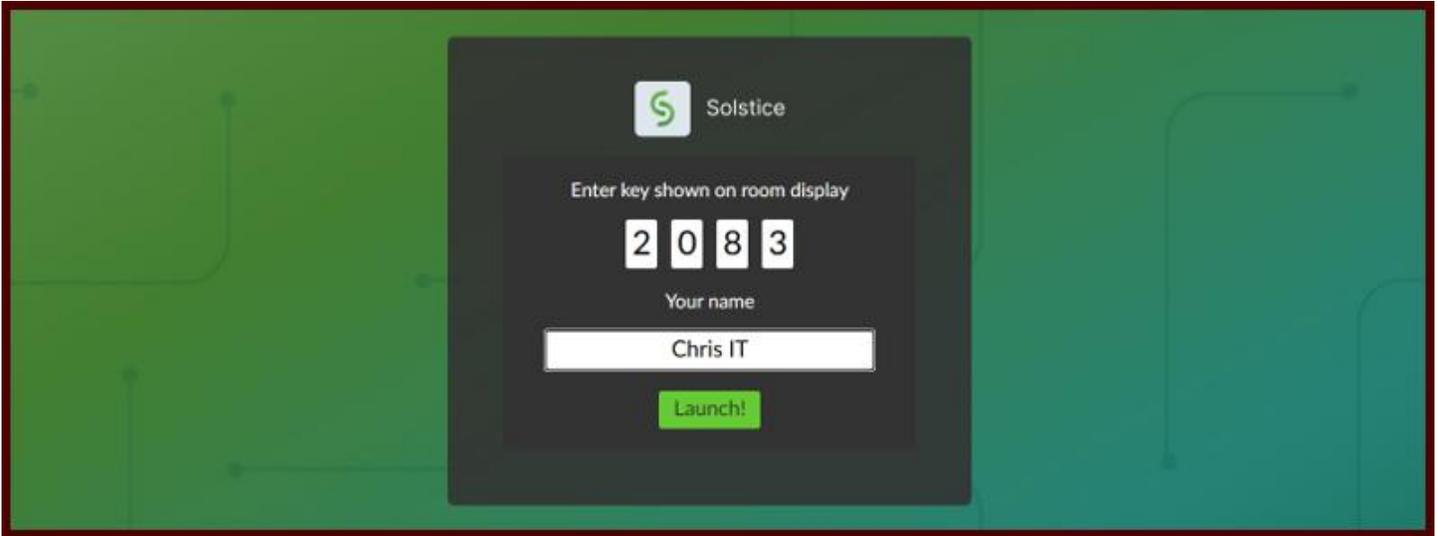

3. Once completed, the projector screen will go black for a few moments, and your screen will show.
4. You will be presented with 3 options on how you want to connect. Browser tab, Window, and Entire Screen.
5. If you want to share a specific browser tab, choose "(Browser) Tab". The word browser will be replaced by the actual browser name you are using.
   a. Browser Tab – Choose this option to show a specific tab in your open browser. This browser tab needs to be opened before you can select it on the list. Beneath your selection, you will have a button that allows you to play or mute audio from this tab. Select the one you want to show and click the "Share" button just below the audio button.
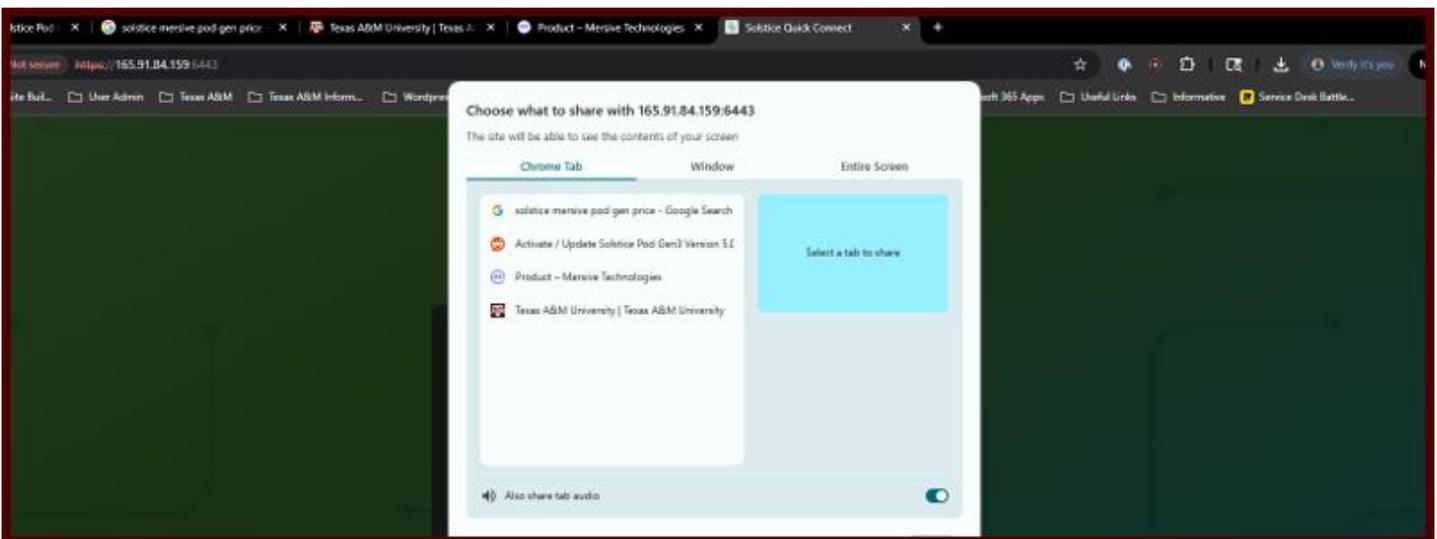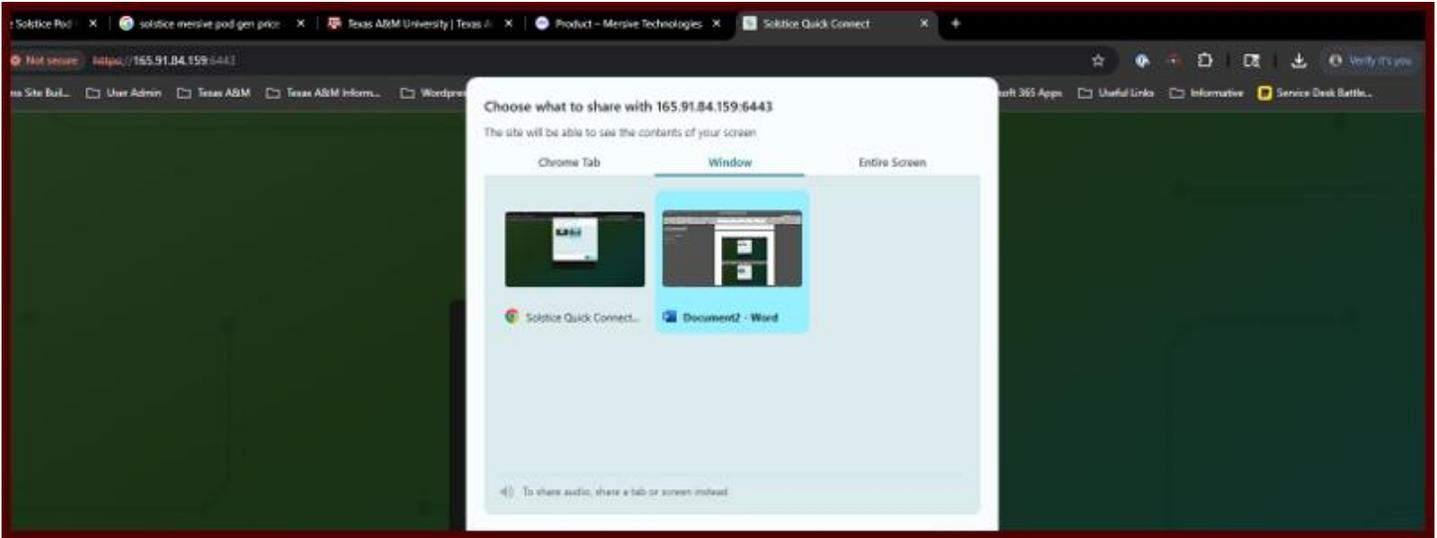
b. Once you proceed, your selected tab will be visible. Your viewers will ONLY see this tab and nothing else from your device. If you open another tab or go elsewhere on your device, this tab will remain visible.

c. You can change which tab you want to share at anytime by clicking on the tab you want and selecting "Share this tab instead". This will become the new display on the projector.
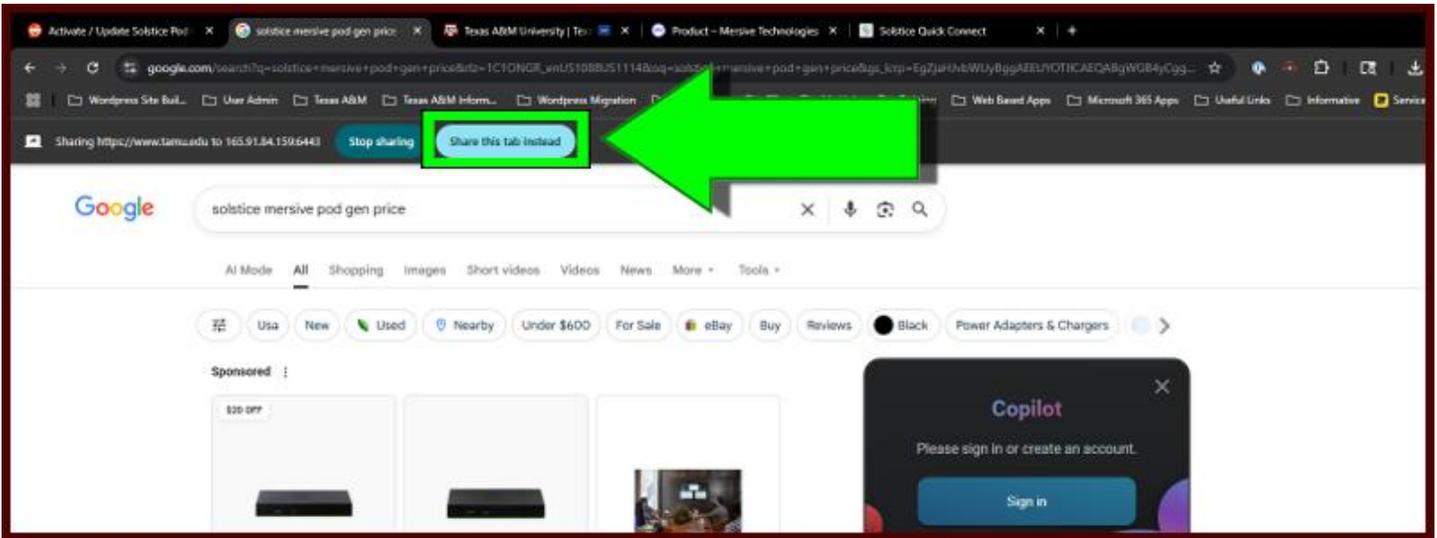
d. To end your session, under the website address in your browser, there should be a bar that says "Sharing this tab to 165.91.84.159" with a button that says "Stop Sharing". Once clicked, the projector screen will return to the home screen with a new 4-digit PIN number.
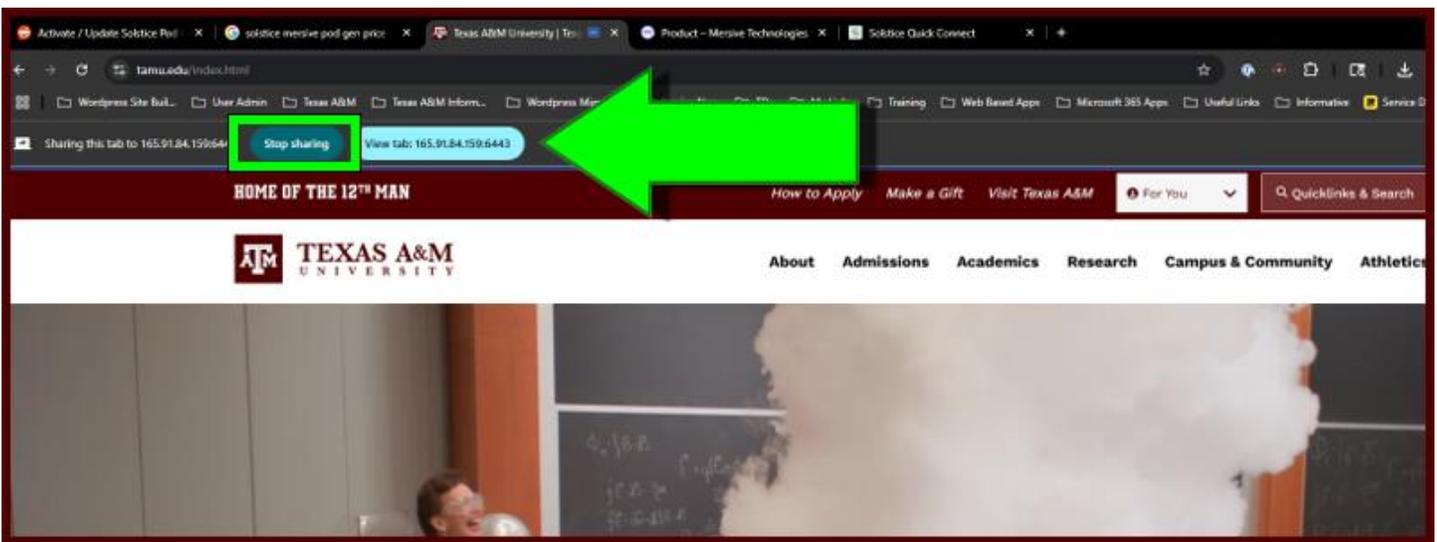
6. If you want to share a specific window, choose "Window".

a. Window – Select this option if you have a specific application window you would like to show. Make sure the application you want to use is open and on your desktop view before reaching this point. Select the one you want to show and click the "Share" button near the bottom of the window.

b. Once you proceed, your selected window will be visible. Your viewers will ONLY see this window and nothing else from your device. If you open any other applications or do anything else on your device, this window will remain visible.

c. At the bottom of your screen, you will see a "Stop Sharing" button and a "Hide" link. If you want to hide those buttons from your view, click the "Hide" link. This will minimize this section on your device.
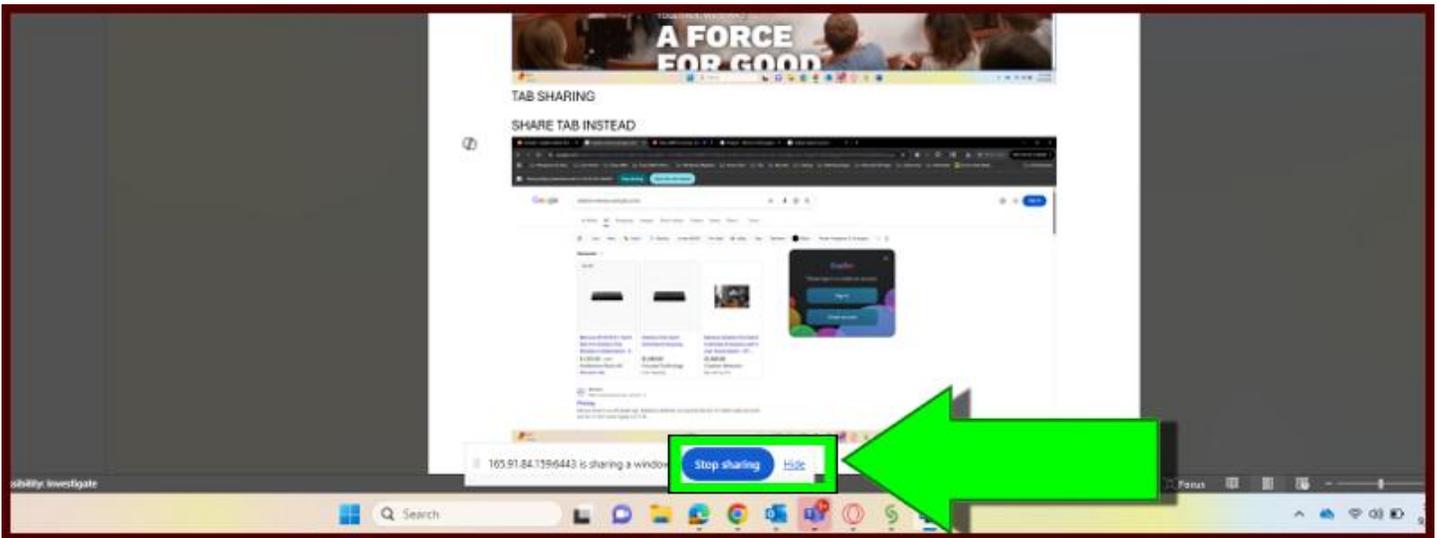
d. To end your session, at the bottom of your device, click "Stop Sharing". Once clicked, the projector screen will return to the home screen.

7. If you want to share your device's entire screen, choose "Entire Screen".
   a. Entire Screen – Select this option to reveal everything showing on your device. Beneath your selection you will have a button that allows you to play or mute audio from your device. Select "Entire Screen" and click the "Share" button near the bottom of the window.
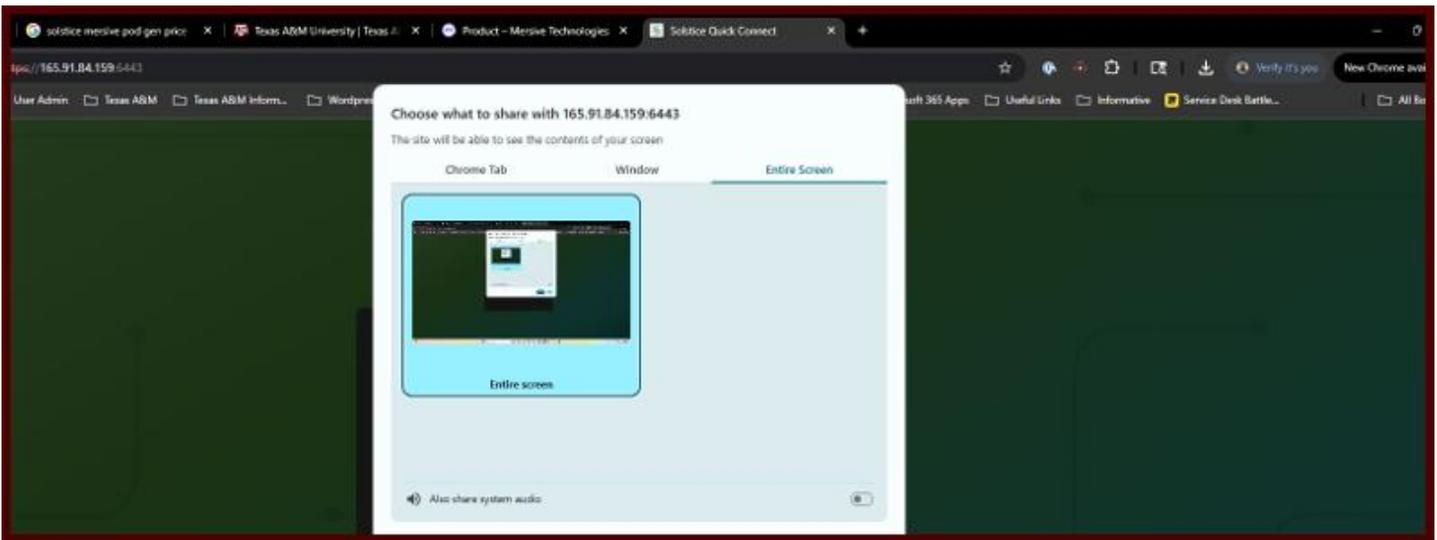
   b. Everything on your device is visible on the projector screen. If you can see it on your device, all viewers can see it on the projector screen.
   c. To end your session, at the bottom of your device, click "Stop Sharing" as shown in <u>step 6-d on page 4</u>. Once clicked, the projector screen will return to the home screen.

"Get The App" Option For Your Device

1. If you wish to get the app or "Get The App" is the only option available, you will need to download the Solstice Mirror Application on your device to share your device's screen.

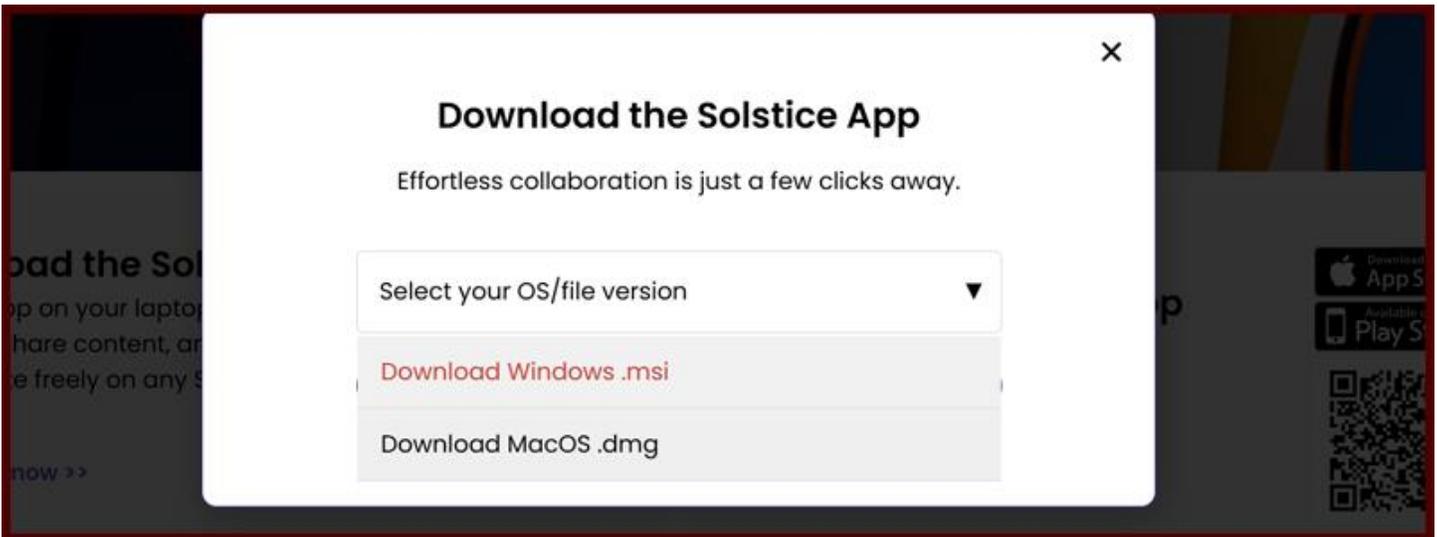2. Select "Get The App". You will be sent to the manufacturer's website. Look for the Download the Solstice Client section and click the "Download now >>" link.
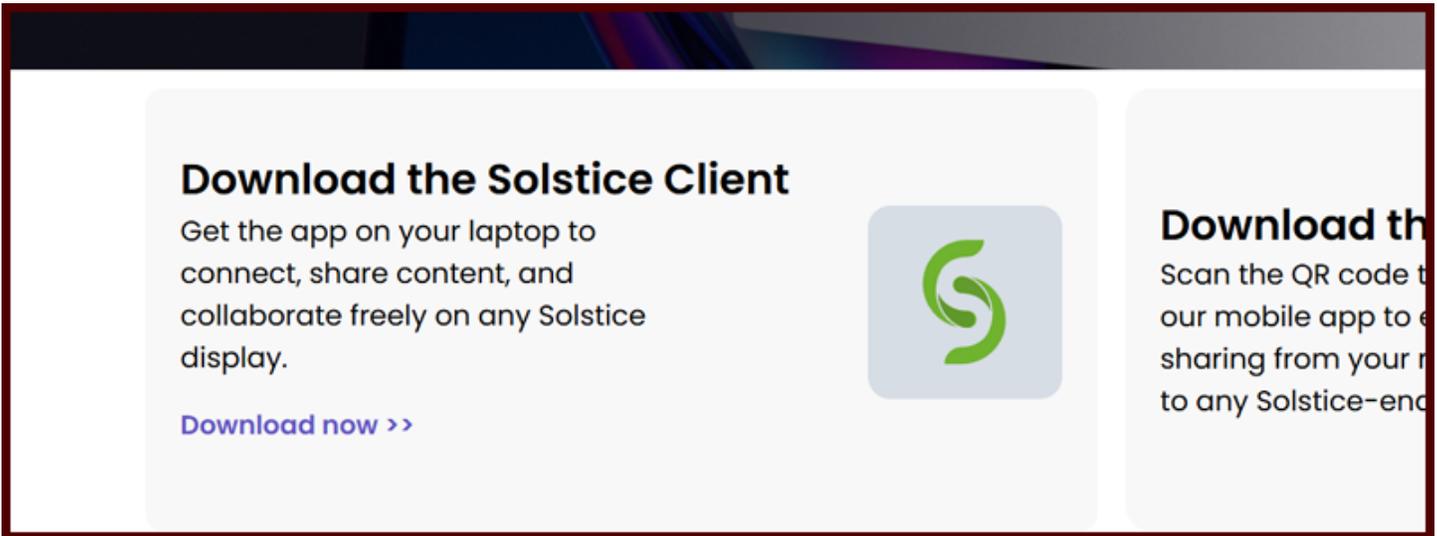
3. Select if you are running off a PC or MAC Operating System (OS). Then click download.

4. Run the installer. You may be prompted by "Admin by Request". Please review before proceeding.
5. The Mersive Solstice – InstallShield Wizard will run. Select next and accept the terms in the license agreement. If you have a preferred installation location, you may change it here; otherwise, click next.
6. Click install to begin. Once completed, click "finish".

Using the Solstice App – Sharing Your Content

1. On your device, locate "Mersive Solstice" and launch the application.
2. You will be prompted to enter your name in the application as the user who is displaying their device.

3. At the top of the application, enter the IP Address shown at the top of this page or on the projector screen at the top search bar.
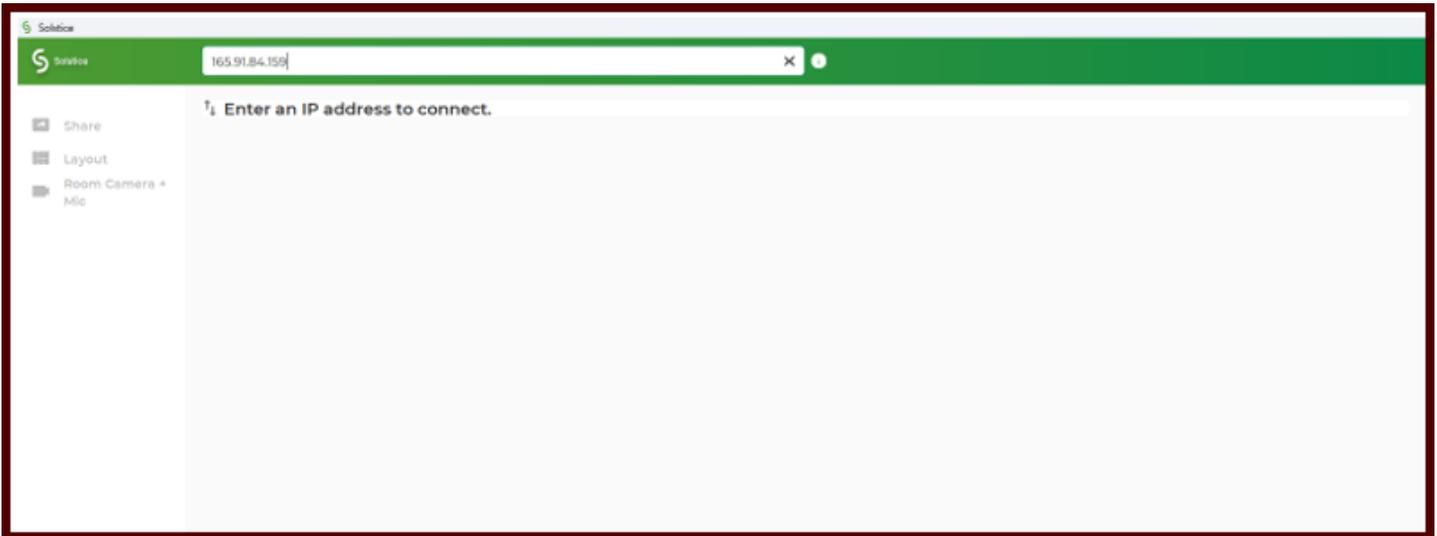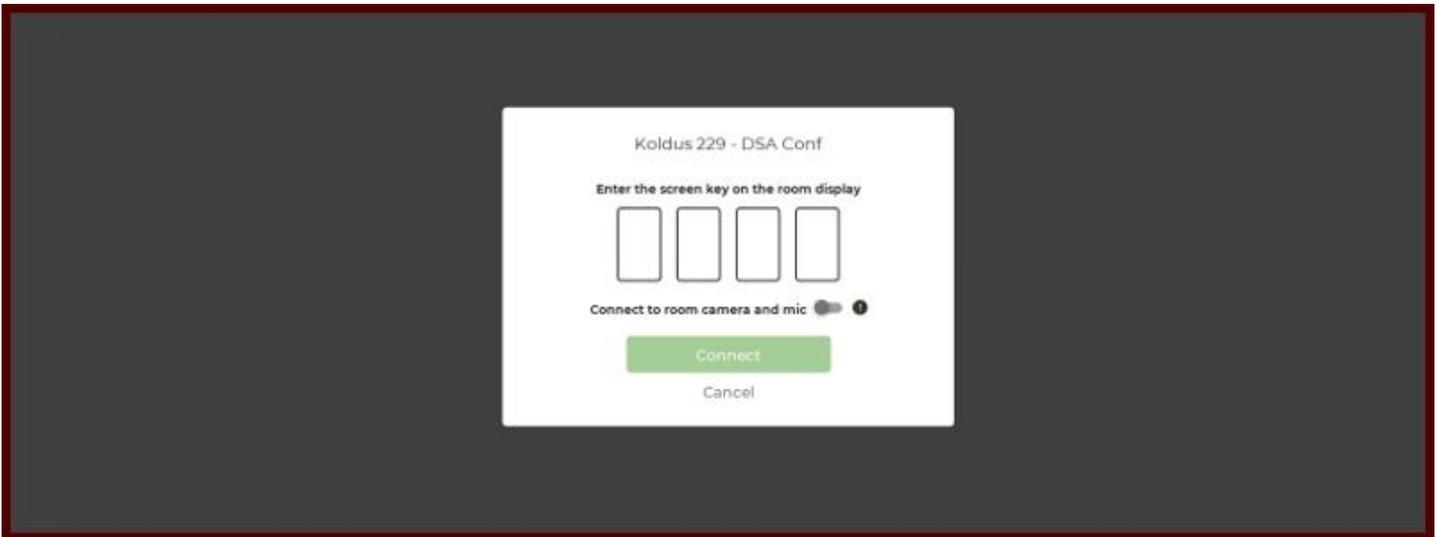

4. You will be prompted to enter the 4-digit PIN number shown on the projector screen. Once entered, you will gain full functionality of the application. If your Solstice Pod already has a camera and microphone setup and you wish to use it for your session, you may turn on this feature by sliding the "Connect to room camera and mic" button.

5. Once you are in, you will start on the "Share" tab with immediate access to share your desktop, app window, or media file.
6. If you want to share your device's entire screen, choose "Desktop".
   a. Desktop – Select this option to reveal everything showing on your device. Everything that is visible on your device will be visible on the projector screen. The application will minimize and reveal what is open on your desktop.
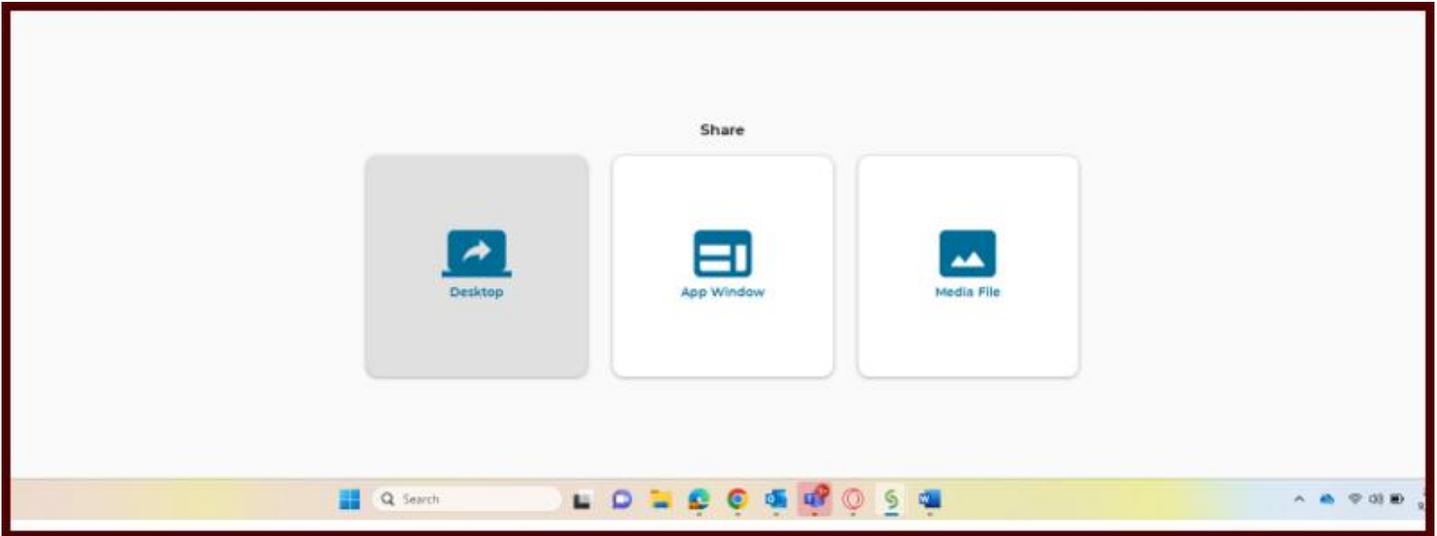
b. You will see a blue "Sharing Desktop" button with a drop arrow next to it and a red "Stop Sharing" button next to that at the top of your screen. This will not show up on your projector screen and is only visible to the user controlling the device.

c. By clicking the "Sharing Desktop" button, this will bring up the Solstice app for you, should you need to perform other tasks within it at your leisure. You can click the "Sharing Desktop" button again to minimize the application once again.

d. You can stop sharing your desktop by either clicking the red "Stop Sharing" button at the top of your device or by opening the application and, within the share tab, clicking "Stop Sharing Desktop".
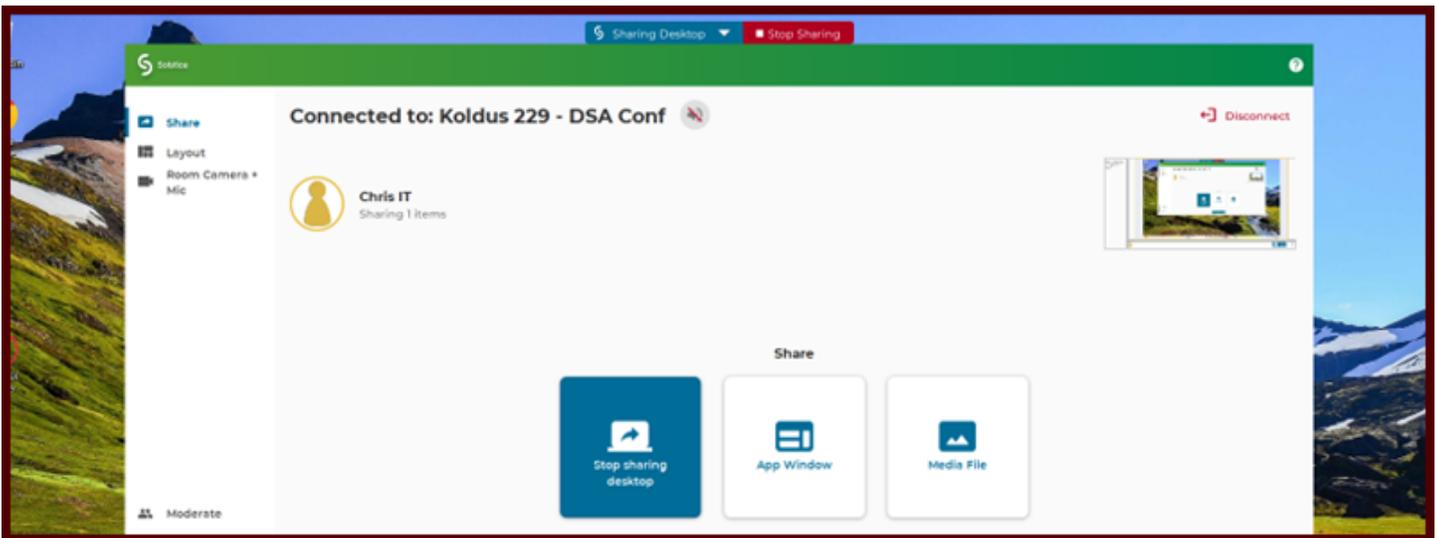
7. If you want to share a specific application, choose "App Window".

a. App Window – Select this option to only show that specific application on the projector screen. Any other applications or things done on your device will not show.

b. To stop sharing the application, you can right-click and delete the source in the layout tab of the application, or under the share tab, click on "Stop Sharing App Window".

8. If you want to share a specific media file, choose "Media File".
   a. Media File – Select this option to only show media files of your choosing. Any other applications or things done on your device will not show.
   b. Media files that you can choose from are limited to .jpeg, .jpg, .png files for images and .3gp, .mkv, .mov, .mp4, .ts, .webm files for videos.
   c. To stop sharing the application, you can right-click and delete the source in the layout tab of the application, or under the share tab, click on "Stop Sharing Media File".

## Using the Solstice App – Knowing Your Tabs

1. Sharing – This is your primary source for sharing your information. You can share from 3 source categories: desktop, app window, or media file. Please see Using the Solstice App – Sharing Your Content above in the article for an in-depth look at how these work.
2. Layout – This is where you will be able to control how your content is displayed on your projector screen.
   a. If you are sharing more than one source of content, whether you yourself have 2 or more sources open or if you and ANOTHER person are sharing sources to the screen, you can organize how it looks here.
   b. You can drag these sources around to get it to appear how you want it to show within a defined arrangement. Content can be to the left and right of each other or above and below; if you have an even number of sources, odd numbers will create diagonal patterns for display.
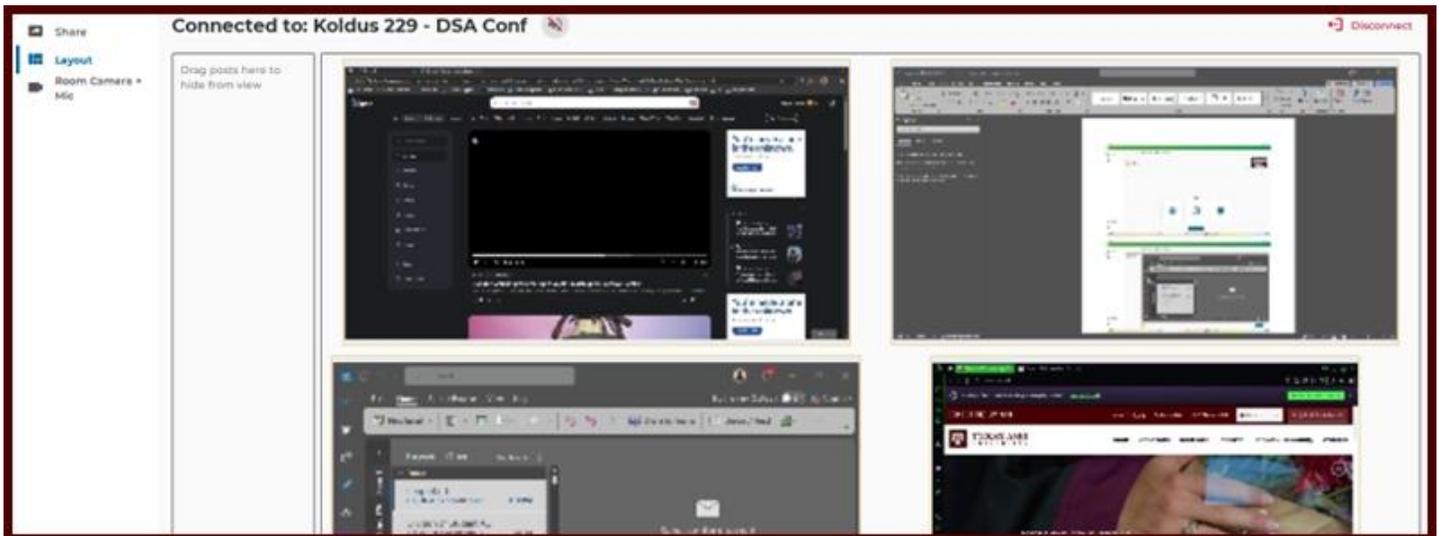
   c. With multiple sources open, you can double-click on any source to enlarge it over the others and make it the focal point on the display. Double-clicking that same source will return it to the default state.

d. You may also hide sources you don't need visible at that moment, but may want to pull from again later. To hide a source, drag the window of that source over to the vertical rectangle on the left side. This will remove it from view. To bring that source back, simply drag that source back to the main area.

e. You can also completely delete a source by right-clicking on a source and choosing the delete option.
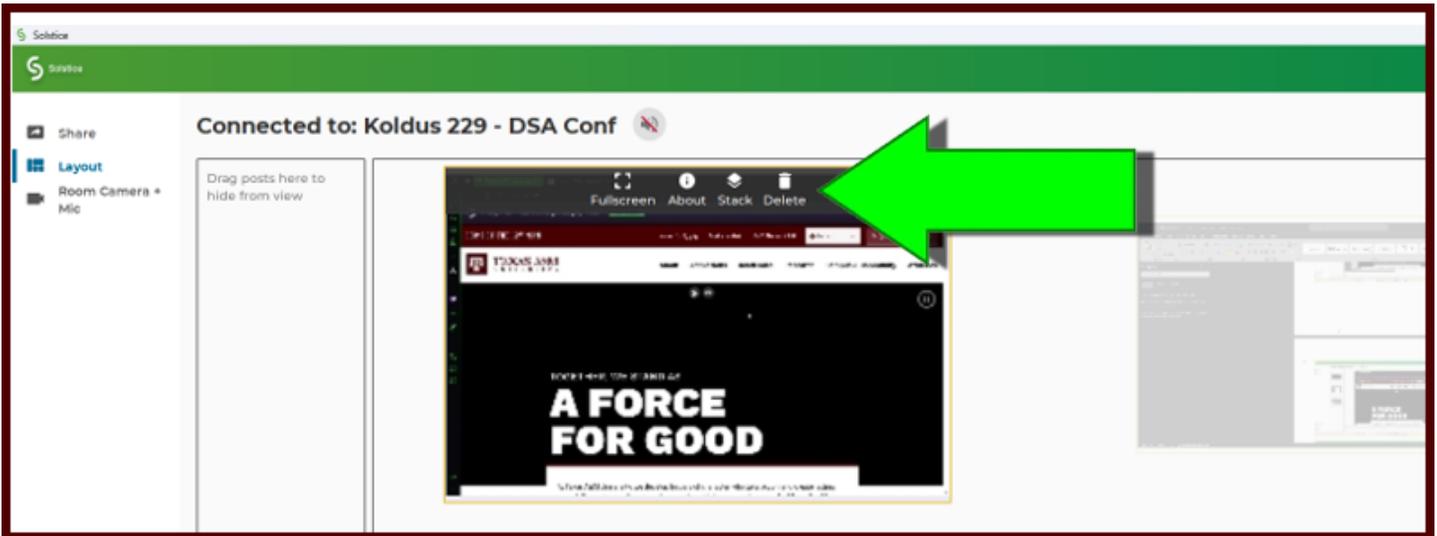
f. You may also add new sources to this screen by clicking the blue "Share" button in the lower right corner. Doing so will reveal your 3 main sources: Desktop, App Window, and Media File. Select an option and choose the source you would like to show. Doing so will add it to this screen and make it visible to all viewers.

3. Room Camera + Mic – This is where your Microphone and Camera source is shown for video conferences.
   a. Your microphone and camera that are plugged into your Solstice Pod are listed here.
   b. If you want these sources active, you will need to make sure the button next to "Room Camera and Mic" is on. If you turned this on when you logged in with your PIN number, this option should already be on.
   c. You also have the option to sign in to your Microsoft account and add your calendar to the Solstice App to auto-launch video conference meetings at the bottom of the screen.
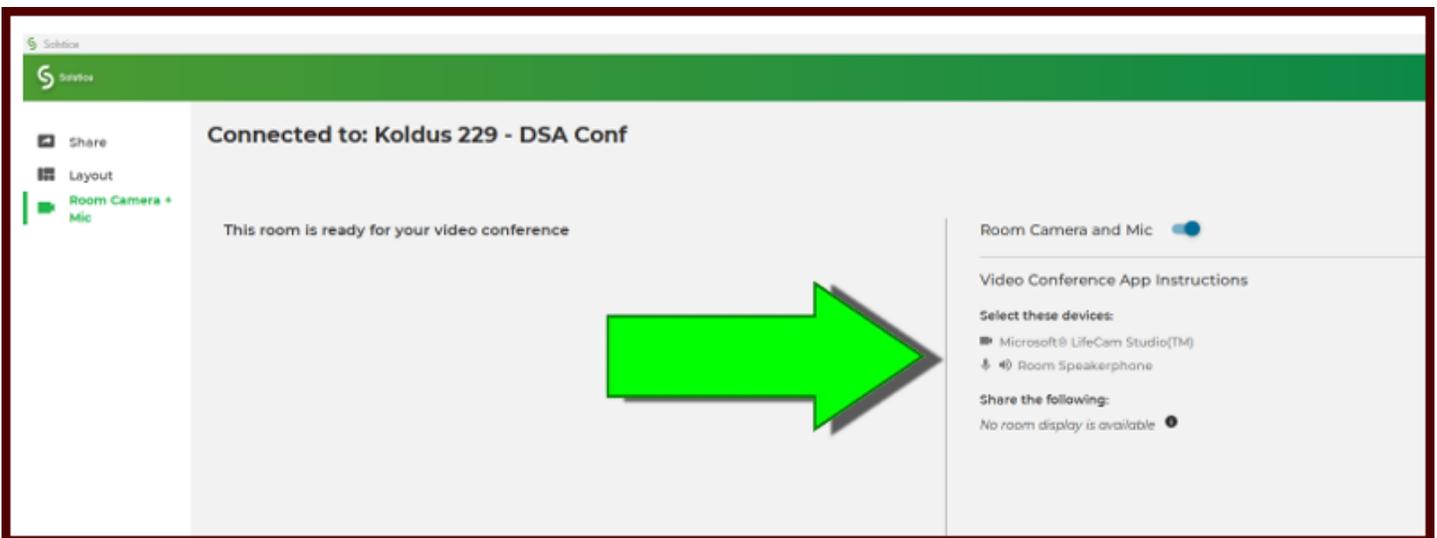
4. Moderate Meeting – When this option is turned on, anyone else who connects their device to the pod while you are the moderator will need to gain approval from you in order for them to be able to share their content on screen. You will also have the choice to promote any connected user to moderator status.
5. Settings – These are additional options you can choose from to fine-tune your experience.
   a. General
      - Your Display Name: Allow you to change your name. This name is shown on screen when you connect.
      - Notifications: Allows you to customize which notifications can appear while you are sharing content.

- Solstice Discovery Service Address: provides a user-friendly, non-broadcast method for users to discover and connect to Solstice displays in their environment, eliminating the need to manually type in IP addresses. [NOT AVAILABLE TO BE CHANGED BY USERS]

b. Control
- Quick Share Desktop: Automatically shares your desktop when connecting your device to the pod.
- Auto Share Audio: Automatically shares your source audio (if possible) when choosing a source to share.
- Hide on Desktop Share: When you share specifically your desktop content, the app will automatically hide itself from view.
- Extended Presentation Mode: When sharing a PowerPoint presentation, the main display will show the slides while the presenter's device shows the notes.

c. Conference
- Calendar Integration: Allow you to connect to your Microsoft Calendar to view meetings on the Room Camera + Mic tab.
- Share Pod Display: Allows connected users to control the main display. This could potentially lower responsiveness and performance.
- Performance Optimization: Allows Solstice to prioritize video conferencing for better performance.
- About: Reveals the current version and copyright information of the application. This document is built on version 6.2.3 (37968), which was released on 5/19/2025.

d. Help
- About Mersive Solstice: Reveals a brief summary of the Solstice application.
- Connecting to a display: Provides a brief direction on how to connect to the pod with a short clip.
- Sharing Content with the App: Provides a brief direct on how to share content with a short clip.
- Controlling Shared Content: Provides a brief overview of how to control the content that is shared.
- Connecting to a Video Conference: Provides a brief overview on how to set up a video conference with a short clip.
- Sharing in a Video Conference: Provides a brief overview on how to share content during a video conference.

For more information and documentation, please visit the Official Website's Knowledge Base.