**HSL 3019 Instructions**

* Touch Touchpanel
	+ Touch Screen to Begin
	+ Presentation Mode (Same content on both projectors)
		- **Make sure the mics and source volume are unmuted if you need them.**
		- **Wireless Presentation**
			* **If Solstice App not on laptop:**
				+ <http://192.17.127.58>

Get the App

Advanced

Accept the Risk and Continue

Open “SolsticeClientWin.exe”

Allow

* + - * + Open the “Mersive Solstice” App.

Settings

General

Solstice Discovery Service Address

solsticesdsprod.virtual.illinois.edu

* + - * **If Solstice app already installed on laptop:**
				+ Open Solstice App

Enter “HSL 3019” in search bar

Click on HSL 3019

Enter screen key on projector image, then click “Connect”

Click on “Desktop”

To turn on audio:

Click blue “Sharing Desktop”

Click on Speaker Icon with red slash through it (it’s just under “Stop Sharing”)

Click on blue “Sharing Desktop” to hide controls.

When finished, click on red “Stop Sharing”.

Click “Disconnect” (located on top right of Solstice App).

* + - **Document Camera**
			* Press power button on document camera
			* If you need the document camera light on:
				+ Press the sun icon to the left of the digital document camera screen.
				+ Press the “Lighting” icon.
				+ It’s a toggle switch, so if you press it again, it’ll turn off.
			* When finished, press and hold the power button on the document camera to turn it off.
		- **HDMI 1 (HDMI Cord)**
			* Plug cord into your laptop (make sure your laptop is awake, that your laptop sound is on, and that your laptop is set to the correct audio device).
			* If your mouse doesn’t appear to be moving, you might be in extended desktop mode (check the projector to see if the mouse moves there).
		- **VGA 1 (VGA Cord)**
			* Plug VGA cord and attached audio cord into your laptop (make sure your laptop is awake, that your laptop sound is on, and that your laptop is set to the correct audio device).
			* If your mouse doesn’t appear to be moving, you might be in extended desktop mode (check the projector to see if the mouse moves there).
		- **Room PC**
			* Press CTRL-ALT-Delete to unlock
			* Sign in with your Netid and AD password
			* **If using Zoom:**
				+ Click on Zoom app on desktop
				+ Sign In
				+ SSO
				+ Illinois.zoom.us

All you have to fill in is “Illinois”

* + - * + Login and use 2FA, then “Open Zoom Meetings”
				+ Choose from the options to open a Zoom Meeting
				+ Join with computer audio
				+ Camera should be: Web Presenter HD
				+ Check Audio

Click on carrot “ ^ “ next to the Mute button in Zoom

Test Speaker & Microphone

**NOTES:**

The volume to adjust is the Source volume on the Touch panel

If you can’t hear anything, make sure the computer, Zoom, and Touch panel audio aren’t muted.

If you hear the audio, click “Yes”

Speak into a mic and wait.

If you hear yourself repeated back after a lag through the speakers, click “Yes”

End Test

* + - * + When finished, End your meeting.
				+ Be sure to sign out of Zoom.
			* Sign out of computer when finished.
		- **Cameras**
			* **Please do NOT press a camera preset for longer than 4 seconds (if you press a camera preset long enough to hear a beep, the camera preset has been changed to wherever the camera is now).**
		- **Stations (This allows you to share inputs from student laptops at the different stations around the room)**
			* Choose a student laptop source to share with all displays in the class from one of the stations (A-I).
			* The stations are labeled on the bottom of the station display. (Station A is on the right when standing at the podium facing the stations).
	+ Matrix Mode (Different content on each display)
		- Select a Source for each display (may be different sources).
	+ Audio Only Mode
		- No projectors, just mics.
* When finished, press the power button on the touchpanel.
	+ System Shutdown
	+ When asked if you’re sure, click “Yes”
	+ **Thank you for shutting down the system! 😊**