

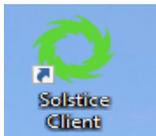


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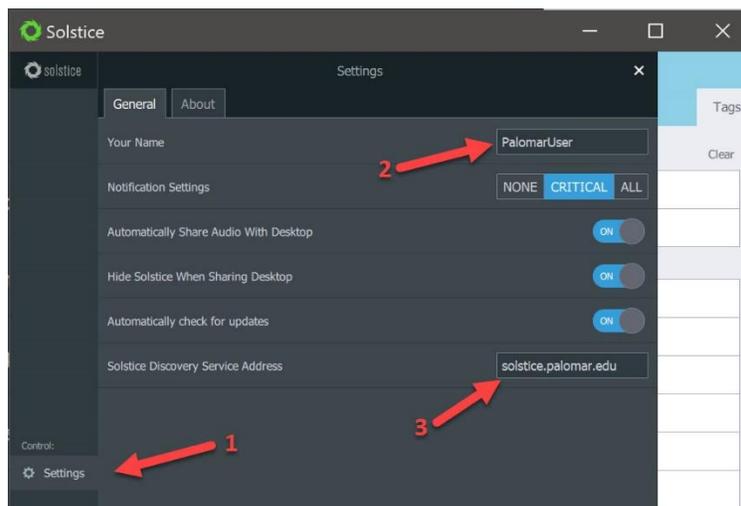
How to use Solstice Pod (Wireless Video Sharing)

Mersive Solstice Pod is a wireless video presentation tool that works with Mac OSX, Windows, iOS and Android devices. Linux and ChromeOS are not supported at this time.

- 1) Power on the laptop/device and join Palomar College WiFi
- 2) Using a web browser, download the Solstice App from www.mersive.com/go
- 3) Press the “Solstice Pod” button on the Extron Touch Panel in the classroom.
- 4) Launch the Solstice App from device.

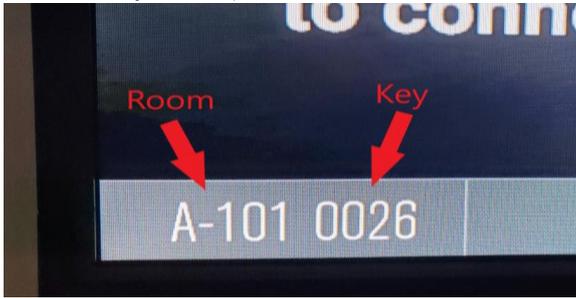


- 5) To view the list of available Pods, first time users will need enter their name and to go to Settings -> Solstice Discovery Address and enter the following:
 - o solstice.palomar.edu

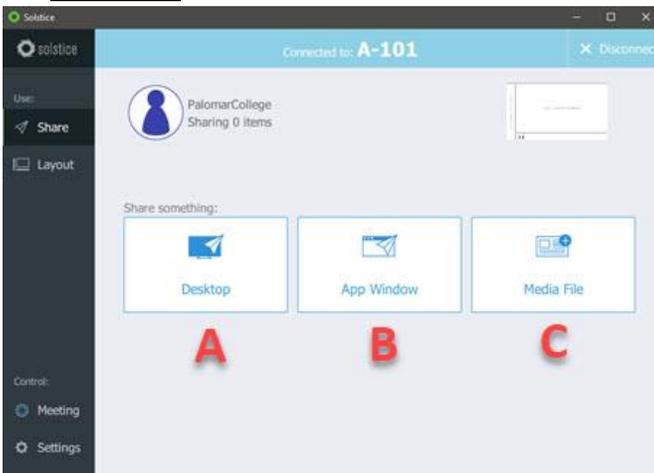


- 6) Exit settings and list of available rooms will populate.
NOTE: If the list of rooms does not populate, ensure you have typed the discovery address correctly, no upper case letters and that the periods are correctly placed.
- 7) Choose the room from the list you want to connect to.

- 8) Type the 4-digit KEY displayed on lower left of the display. Each key is unique for each session, so after the first person joins, it will be the same key for everyone else for the duration of the session.

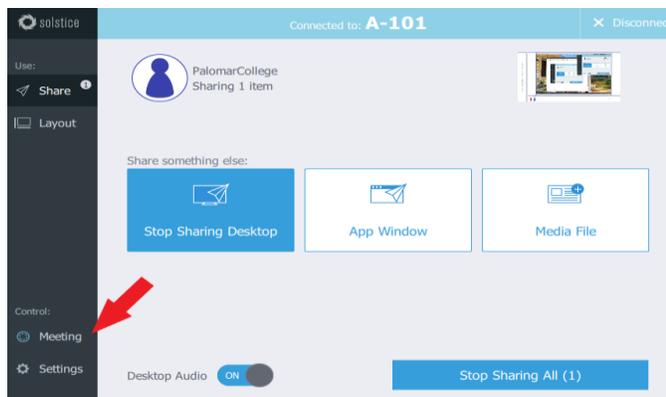


- 9) Once connected, select the content to share onto the display in the room.
- Desktop/Mirror Screen: Share entire screen (Windows or Mac Desktop)
 - If using Desktop, be sure to enable “Desktop Audio” if presenting audio content.
 - App Window: Share specific App (show only Microsoft PowerPoint, Firefox Browser, etc).
 - Media File: Share Photos/Videos stored on device local storage.



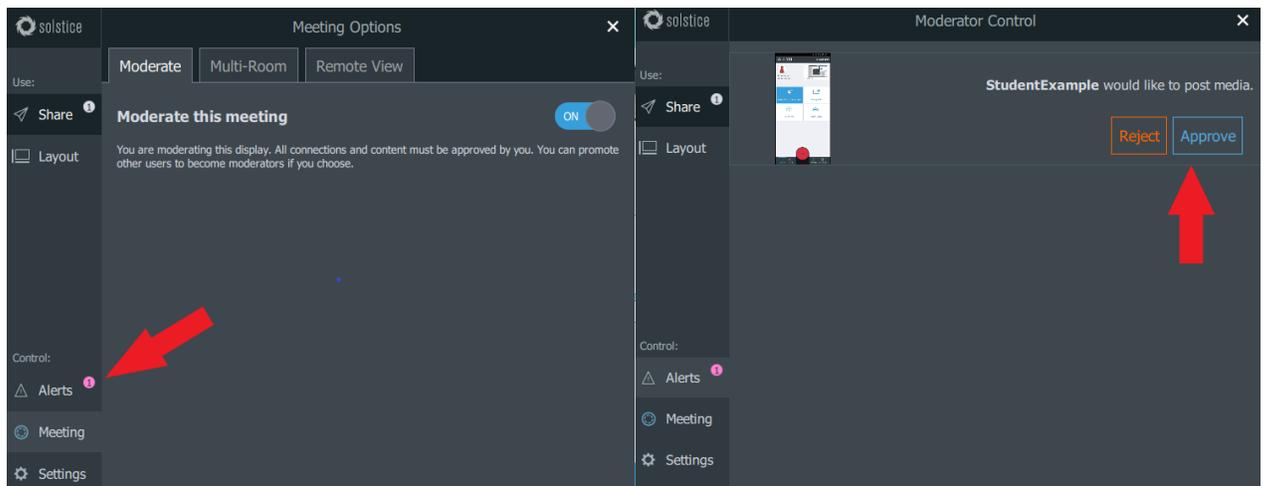
Instructional Use Overview

- 1) Instructors can moderate a classroom Solstice Meeting and choose the content to be shared onto the screen once more users connect.
- Choose the **Meeting** option.



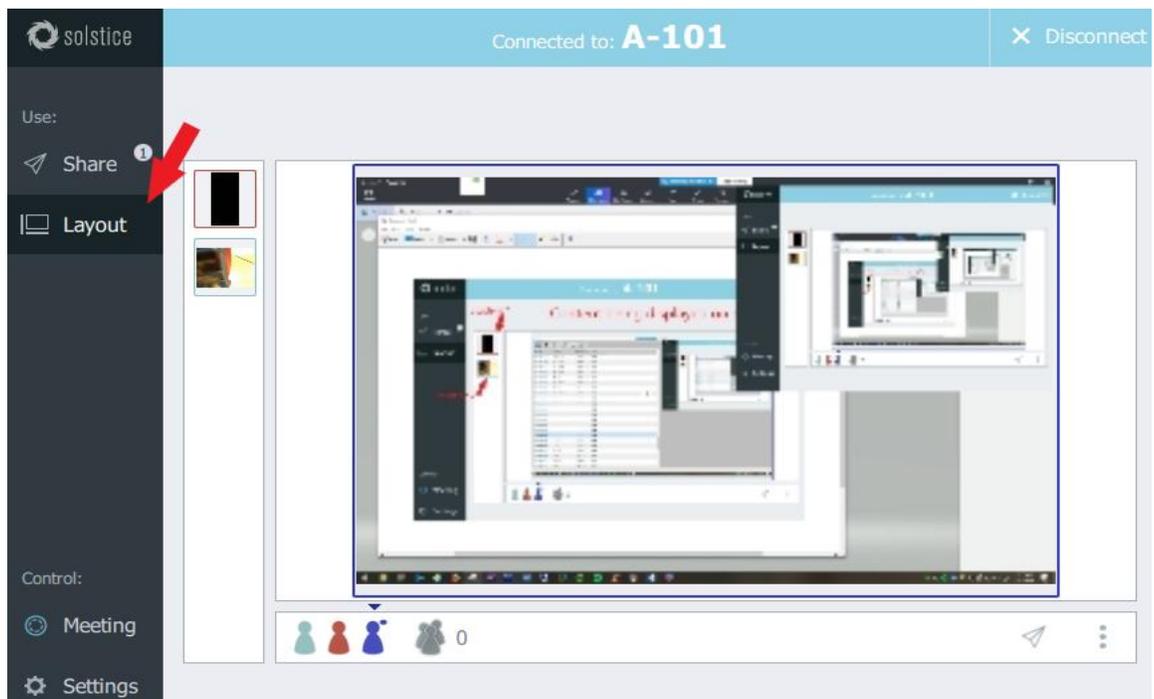
- Change **Moderate this meeting** to **On**.
 - As moderator, you now have administrative control over other connected Pod users and who can share content to the screen.

- c. For each user who also connects to the Solstice Meeting and chooses to share content, you will receive an **Alert**, and can choose to **Reject** or **Approve** the request to join the meeting and post content to share.



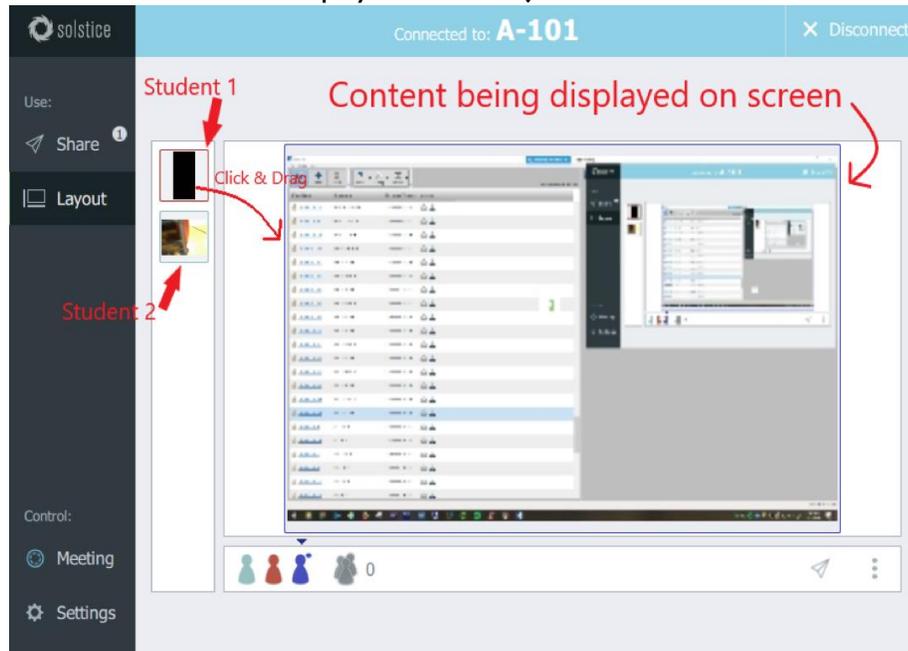
NOTE: For instructors who would like to encourage more students to share content, instruct them to all join the meeting at the same time and provide the 4-digit key. With approval, they will join the Meeting, as a **Moderator** you can select the content displayed to the screen using the following guide.

- d. Select the **Layout** option on the left side.

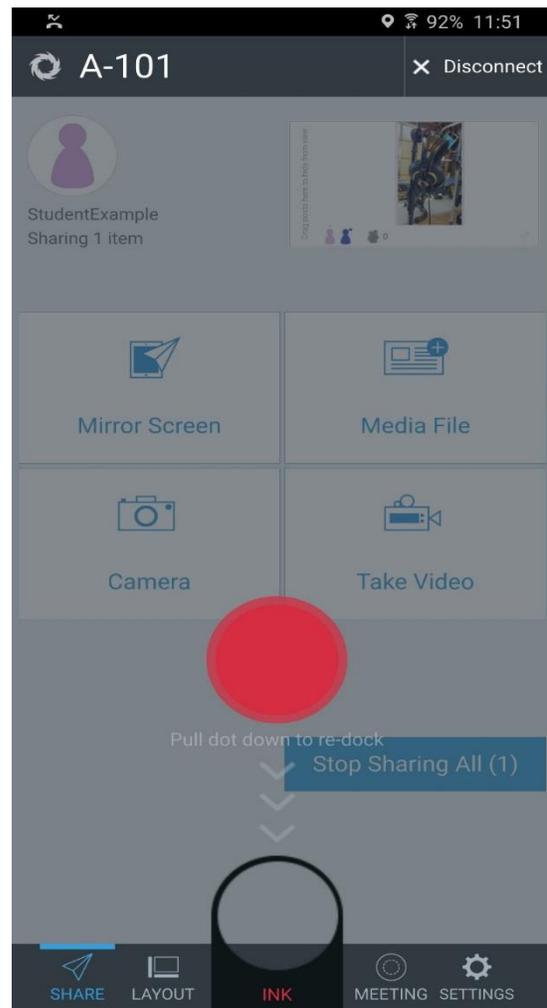
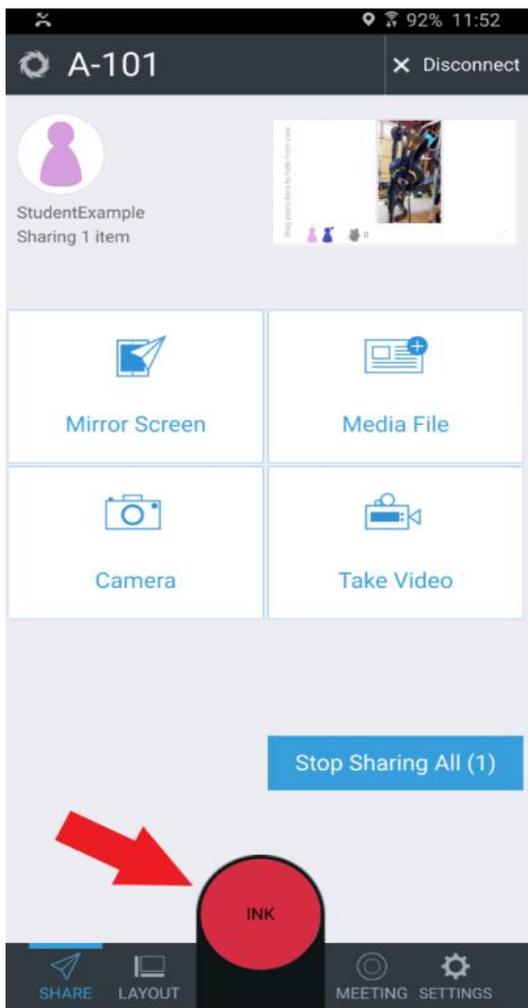


- e. In the **Layout** tab, you will see the list of connected users, and can choose which will be displayed simply by dragging the small boxes (connected users) on the left quadrant

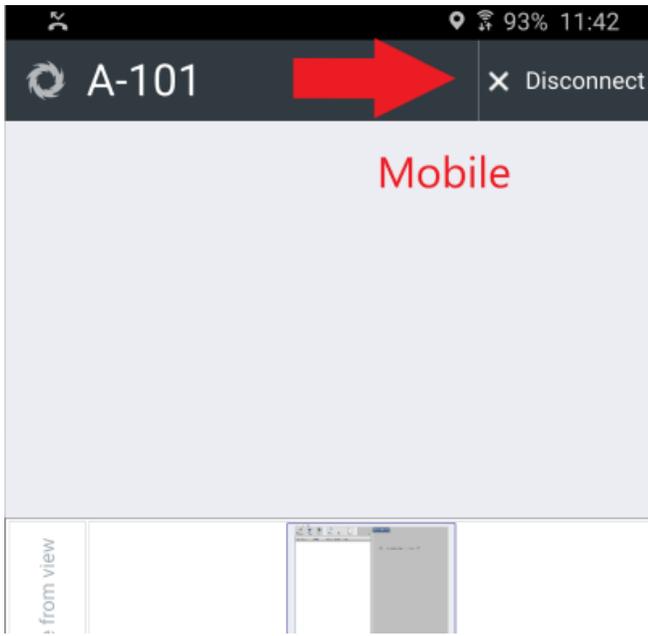
onto the main which displays to the Projector/TV in the room.



- f. To **hide** a user currently presenting on the main display, drag their box back from main display to the left quadrant.
- 2) **iPhone/Android** users can use the **Ink** tool for laser-pointer functionality when presenting. Drag the INK button off the dock to highlight/showcase content displayed on screen.



3) To leave the meeting, tap/click the **Disconnect** button.



*For troubleshooting tips, please visit our FAQ section [here](#).