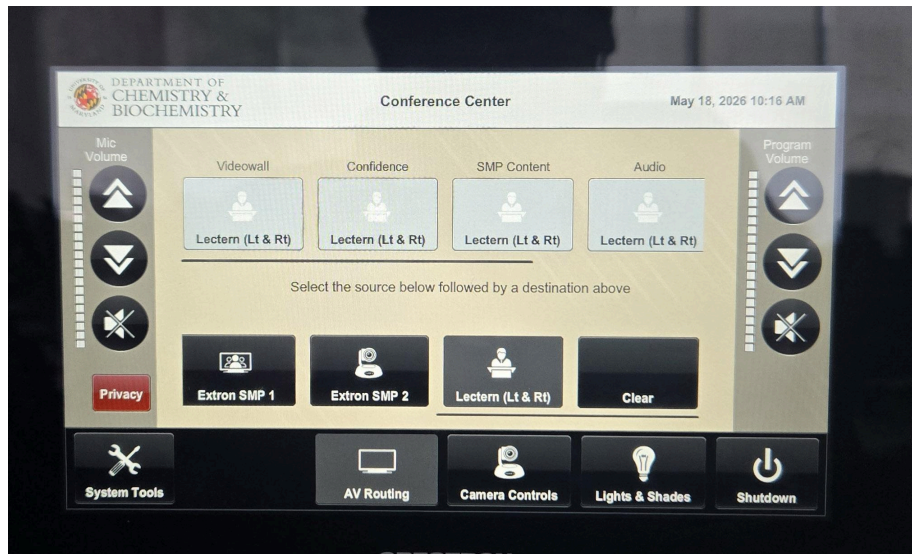


Great Hall AV Instructions Conference Center

Cheat Sheet



Great Hall Conference Center Control Panel

1. Before getting started, ensure the source is set to **Lectern** and target **Videowall**.

- If the wall-mounted Control Panel display is off, simply tap the screen to turn it on
- Plug your laptop or device into the provided cable at the lectern to automatically wake the AV system from sleep mode.
- Plugging in a device will automatically turn on all Video Wall displays.

2. Wired Presentations (Lectern)

- On the Control Panel, tap AV Routing.
- Scroll left or right to select the Lectern (Lt & Rt) source icon. This selection routes your presentation to the main Videowall display, and/or the rear Confidence monitor, and the room Audio system.
- If you haven't done so already, plug the provided HDMI or USB-C cable into your laptop.

3. Wireless Presentations (Mersive Solstice)

You must be in the room and connected to the SolsticePod_A244093 wireless network to use the Mersive Solstice App (Recommended)

- On the Control Panel, tap AV Routing.
- Scroll left or right to select the Mersive source icon. This selection routes your presentation to the main Videowall display, and/or the rear Confidence monitor, and the room Audio system.
- Connect your device to the INTERNAL SolsticePod_A244093 wireless network.
- Open the Mersive solstice app and connect to the display url: <http://10.181.218.122>.
- When prompted, enter the 4-digit screen key visible on the room display.
- After connecting via the app and depending on your target selections, your content will be routed to the Videowall, Confidence Monitor, and Audio outputs.
 - *Note for Apple Users:* You can also use AirPlay AFTER connecting to SolsticePod_A244093 wifi hotspot.

4. Audio Controls

- Room Volume (In-Room Speakers): On the Control Panel, use the Volume Up/Down arrows on the right side of the screen to adjust the volume of the in-room speakers.
- Microphone Volume & Mute:
 - Use the volume UP/DOWN arrows to raise or lower the speaker/participant microphone volume.
 - Tap the Microphone icon to mute yourself and other participants.

5. Finishing Your Meeting

- Unplug your device. The system will automatically go into sleep mode.