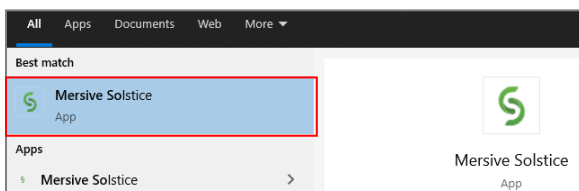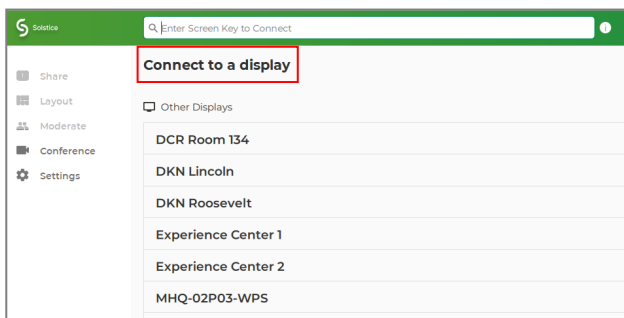## How to Connect to a Solstice Display

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

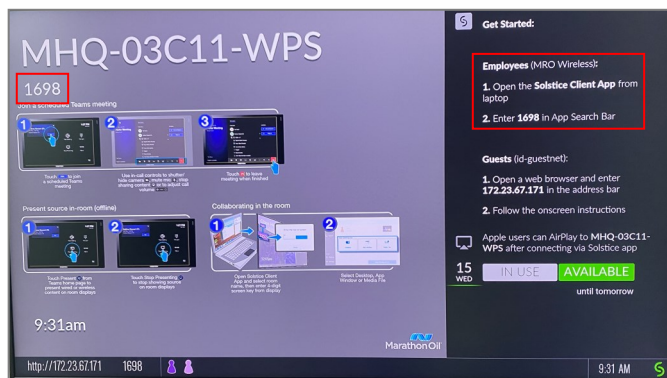**Follow the steps below to connect to a Solstice display:**

1. Open the Solstice application on your device by typing in "Mersive Solstice" in the Search bar and pressing enter or selecting the Solstice app on your desktop.

2. After launching the application, the Solstice homepage will open with a list of the Solstice Pod displays that are available.
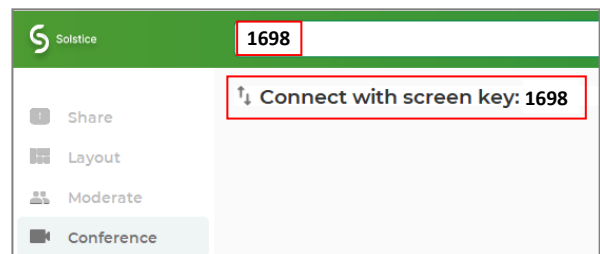
3. To connect to the Solstice display, follow the instructions listed on the right-hand side of the screen and enter in the 4-digit screen key into the Search bar of the Solstice application.

Please note: For security purposes, the 4-digit screen number changes regularly.

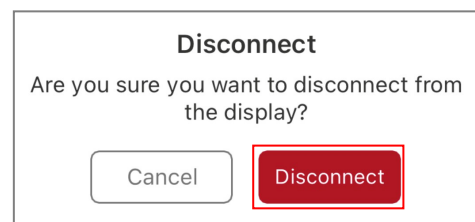4. After entering in the screen key, the content-sharing features will appear.

The content sharing options available are:

- Desktop: Share a 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 view of only the selected application window to the display. This sharing option allows you to maintain privacy by only sharing a single application instead of your desktop.

- Media File: Share media files such as images and videos saved locally on your laptop to the display.

5. To disconnect from the display screen, select the disconnect button located at the top right of the homepage. A pop-up page will appear to confirm.
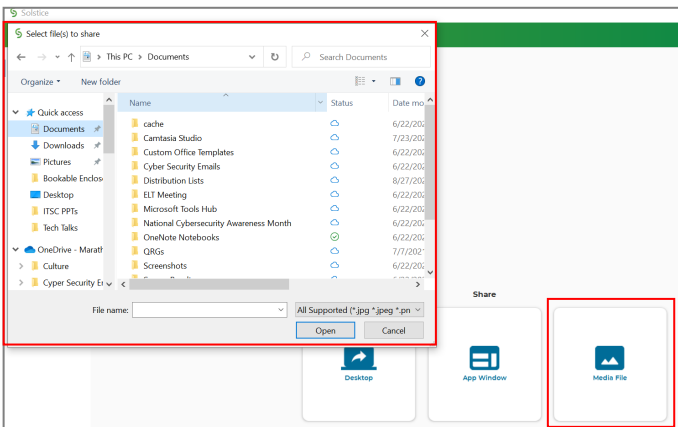
Please note: If you do not manually disconnect, you will continue to stay connected to the display screen even after leaving the workspace.
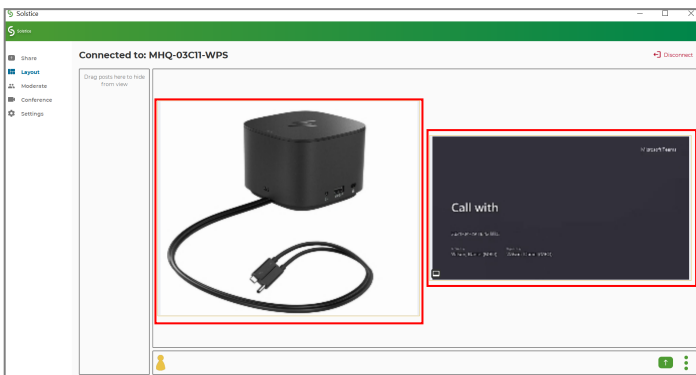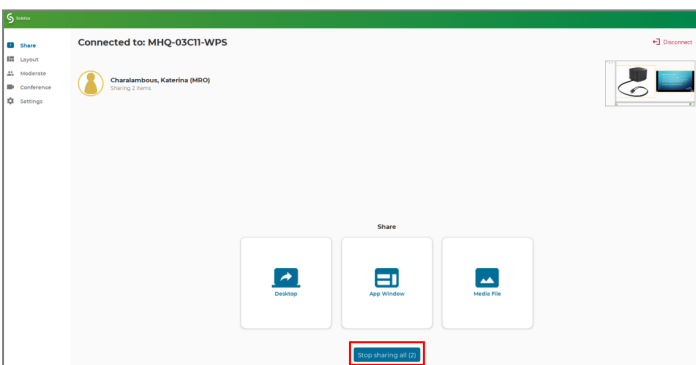
How to Share Content in Solstice

1. To share a media file (picture or video) select the Media File button and a pop-up page will appear with the "Files" folder on your laptop. Select the media file you would like to view and it will automatically share on the connected display screen.

Please note: Users can select more than one media file at a time. Users can also share a video and image at the same time. *Example below*.
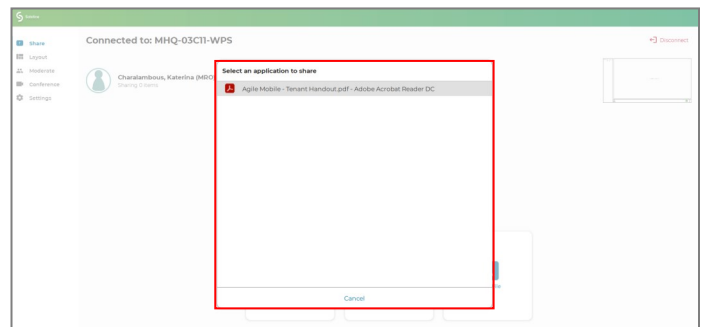

2. To stop sharing all files, return to the Solstice homepage and locate the "Stop Sharing" button under the sharing options.
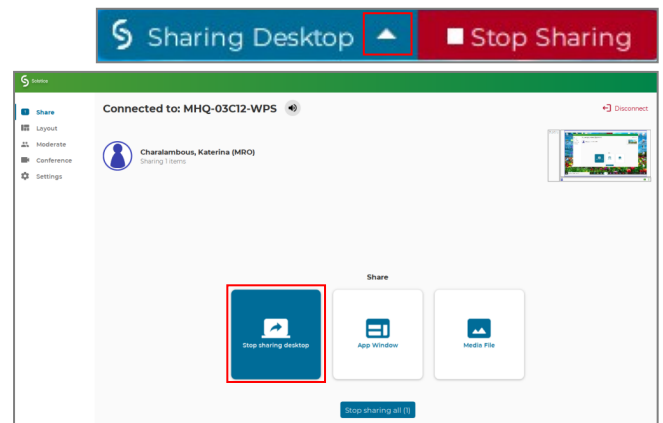

3. To share an application select the "App Window" button and a pop-up page will appear with the open applications on your laptop. Select the application you would like to view and it will automatically share on the connected display screen.

Please note: Applications **must be maximized (open)** on the users desktop to share on the display screen. If an application is minimized, it will **not** appear on the pop-up selection page.

4. To share your desktop, select the "Desktop" button and your screen will share automatically to the connected display screen. A toolbar will appear at the top of your screen with the option to return to the Solstice homepage by selecting the small arrow next to "Sharing Desktop" as well as the option to "Stop Sharing" your screen immediately.

Please note: This feature provides real-time sharing and all notifications such as: emails, Teams chat, etc., will appear on the connected display screen.