# 121-1963
# REFERENCE SHEET

## GETTING STARTED

121-1963 contains basic presentation functions controlled through the touch panel in the lectern and seats 32. Please contact x2290 with any questions or concerns regarding access or accommodations for the room.



## LIGHTING CONTROLS

The room lighting controls can be found to the right of the whiteboard, left of the conference phone. The buttons on the right side of the panel increase and decrease the brightness of the room lights in 25% increments. To shut down lights completely before leaving the room, press (2) until the lights are completely off.

| 1 | Brightness (+) |
|---|---|
| 2 | Brightness (-) |



## STARTING THE SYSTEM

To start up the projector and screen, follow the on-screen instructions on the touch panel. Give the projector some time to warm up, then select your input method to begin setting up a presentation.
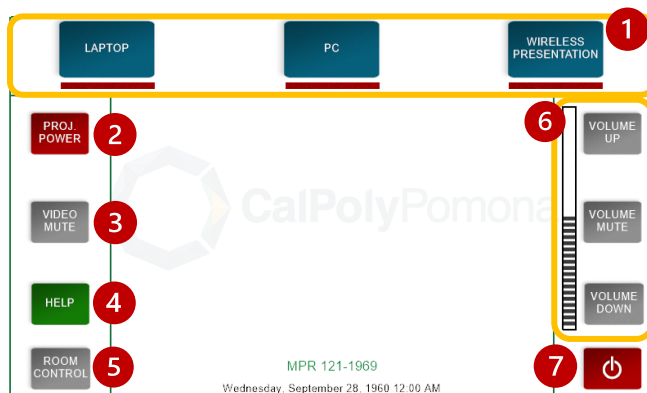


## TOUCH PANEL CONTROLS

| 1 | Input Selection |
|---|---|
| 2 | Projector Power |
| 3 | Video Mute |
| 4 | Help (x4040) |
| 5 | Room Controls |
| 6 | Volume Controls |
| 7 | System Shut Down |

**NEED SOME EXTRA HELP?**
Call (909) 869-4040 | www.cpp.edu/classroomhelp

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## ABOUT THE WIRELESS PRESENTATION FUNCTION

This function allows hosts or participants to display content from their laptops or phones directly onto the main room screen(s).

Up to 4 participants and 1 moderator can connect simultaneously.

To get started, all devices that intend to utilize this function will first need to be connected to the campus **eduroam** wi-fi network. ([www.cpp.edu/wifi](www.cpp.edu/wifi))

Next, participants will need to install the **Solstice App** from Mersive's Download Center for their device. ([www.mersive.com/download](www.mersive.com/download))

Once everyone is ready, set the touch panel to the Wireless Presentation input and open the app on the participating devices.

Using the search bar at the top of the Solstice App, type in your room number **[121-1963]** and select it from the list when it populates.

In some cases, you may need to enter the devices IP-address into the search field. This can be found on the top right portion of the main display screen formatted as **[10.104.92.XXX]**.

The app will then prompt you to type in a **four-digit code** that is displayed under the room name on the wireless presentation screen. Input the code given and wait a few seconds for the device to synch with the system.

To organize the global display order and participant layout you will need to set a host as the moderator. Navigate to the **Moderate** tab on the left-hand side of the app and enable the **Moderate Meeting** toggle.

## ABOUT THE CONFERENCE PHONE

The conference phone located to the right of the whiteboard can only be used for dialing on campus extensions.  When dialing, only the extension is needed to commit the call.

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