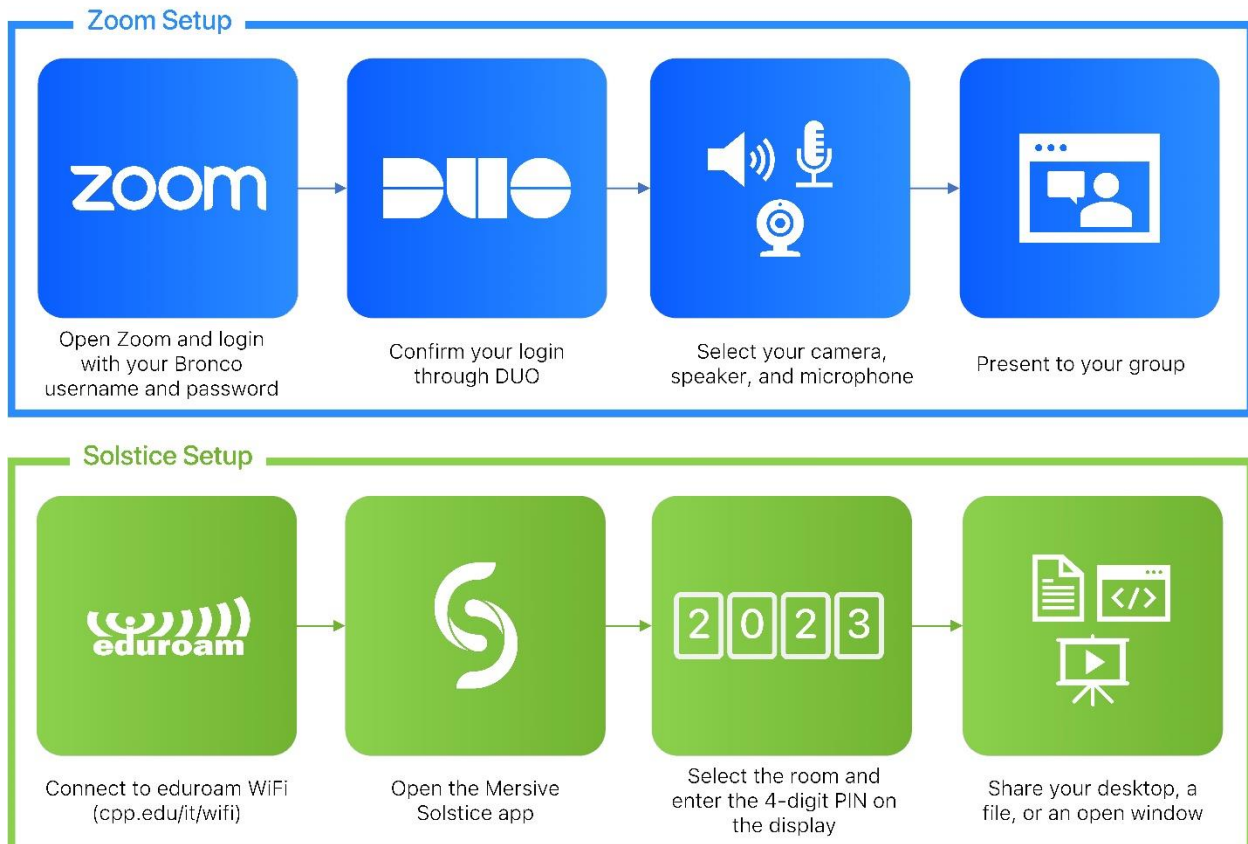




## Getting Started

164-2001 contains a Docking station for Dell and MAC computers, a Solstice device for wireless presentation, and a Meeting OWL 3 for Zoom.

The Meeting OWL connects to a power outlet and to a computer / dock via USB-C. In Zoom, select "Meeting OWL" as the camera, speaker, and microphone device.



## Inputs

<b>HDMI 1</b>	Docking station or HDMI
<b>HDMI 2</b>	Solstice ( <i>Wireless Presentation</i> )

The HDMI cable being used on the docking station can alternatively be used to extend or duplicate an external laptops display. If the laptop being used does not have an HDMI output, an adapter can be requested from the support portal or by calling x4040.



## Setting Up Solstice

Using HDMI2, you can display content wirelessly from a laptop or phone. To do this you will need to be connected to the eduroam Wi-Fi network.

### Setting up Eduroam

An Eduroam connection is required for accessing the campus Solstice service. To do this go to (<https://www.cpp.edu/it/wifi/index.shtml>) and click on "Wizard Setup".



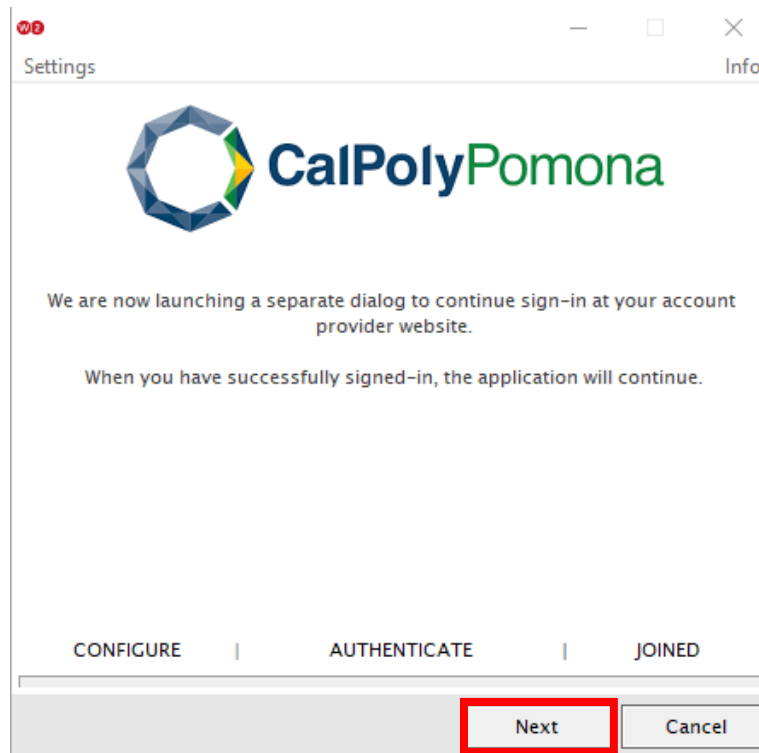
You will be redirected to the auto-provisioning tool site with your device type listed (Windows/Mac).

If your device was detected incorrectly go to the "Select your Device" drop-down menu and select the operating system version you are on and then click "Join Now".

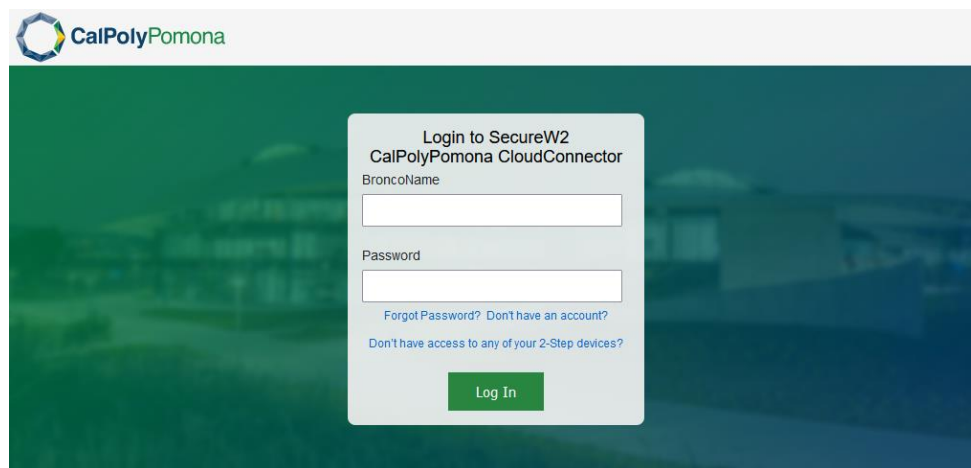
 **CalPolyPomona**  
  
Welcome to the secure auto-provisioning tool at Cal Poly Pomona! Your device has been auto-detected and by clicking JoinNow below you will be configured for eduroam.  
  
The following system was detected:  
  
**Windows**  
  
  
  
By clicking the JoinNow button you accept the following [terms and conditions](#).  
  
**Was your device detected incorrectly?**  
  
Select your device: Windows 10 & Above 



You should see either a .exe or .dmg file download depending on your operating system. Double click the download when it is finished and click "Next" on the pop-up window.



This will take you to the CPP login page. Login using your Bronco username and password as well as your DUO MFA.



The page will now redirect you back to the Eduroam pop-up window from earlier. Allow the application to authenticate and finish setting up. If you run into any issues at this step submit a ticket to IT in ServiceNow (<https://cpp.service-now.com/ehelp>).



## Finding and/or Installing Solstice

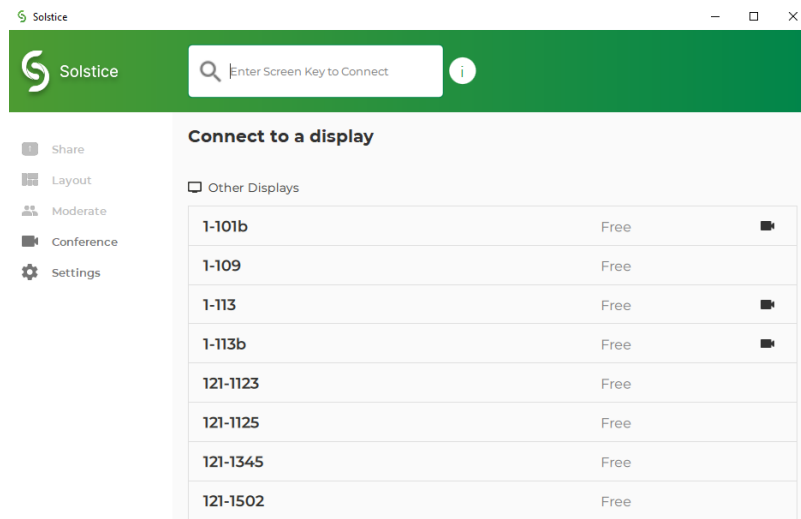
To start a Solstice connection, navigate to the Solstice icon on your desktop, or search for the "Mersive Solstice" app from the Windows search pane (Windows Key), or through Macs Finder app (Command+F).

Solstice should already be installed by default on all CPP computers, if it is not, the app can be found through Software Center. It can also be found here:

(<https://www.mersive.com/download>)

## Establishing a Connection

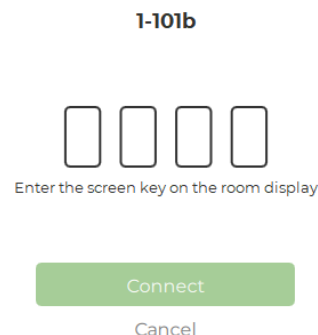
When starting Solstice for the first time you will be prompted to type in a display name - this can be changed in the "Settings" menu at any time. With that done you should see:



From here you can connect to any of the online displays shown in the list. Displays are organized by Building Number – Room Number. You can also search for your display using the search bar across the top of the window.

Once you find your room, click it and you will be prompted to enter a Screen Key.

The Screen Key will be shown on the display you are requesting to connect to. Make sure your display is on the appropriate HDMI output (HDMI2), enter the code into the required fields and then hit "Connect".





## Zoom Setup

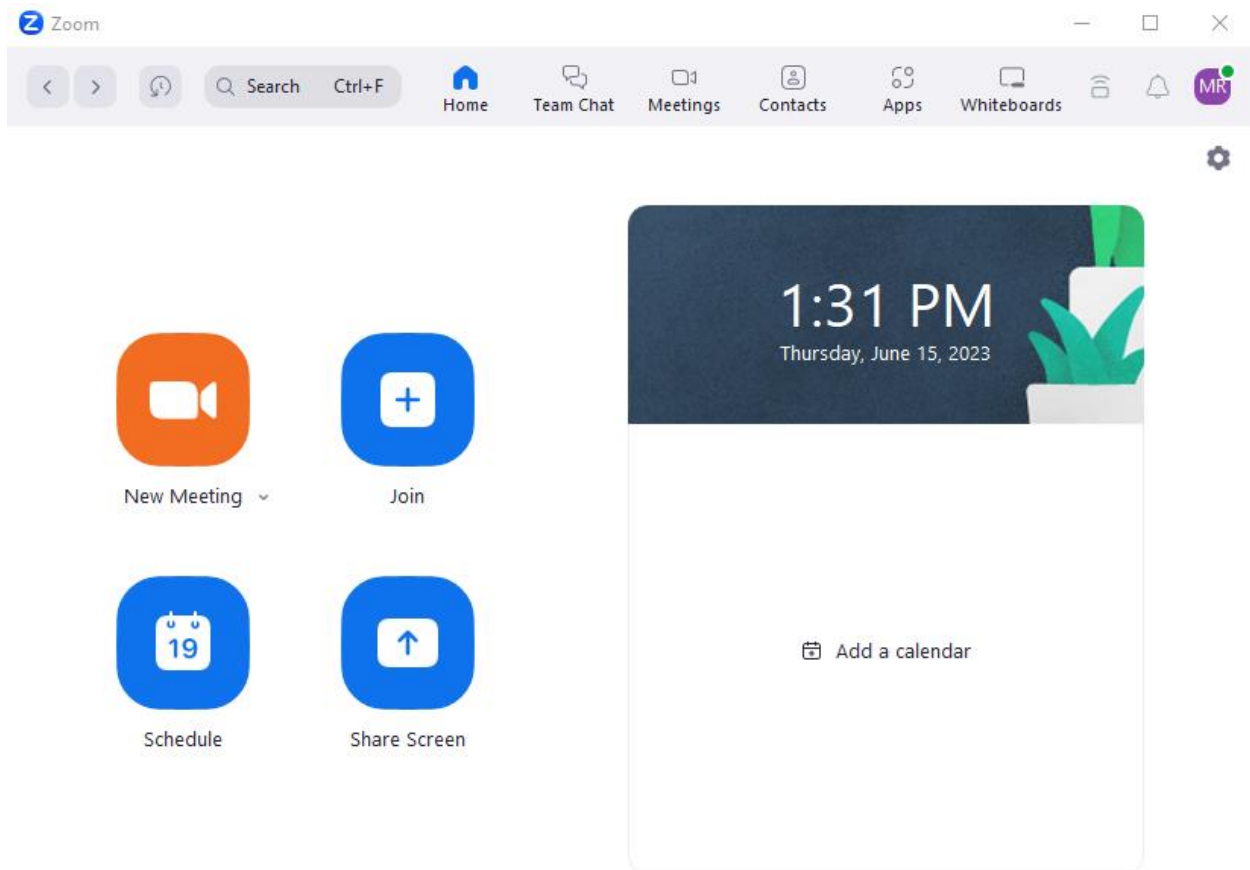
### Finding and/or Installing Zoom

To set up a Zoom conference, navigate to the Zoom icon on your desktop, or search for the "Zoom" app from the Windows search pane (Windows Key), or through Macs Finder app (Command+F).

Zoom should already be installed by default on all CPP computers, if it is not, it can be found through Software Center. Otherwise, it can be found here:  
(<https://zoom.us/download>)

### Starting a Meeting

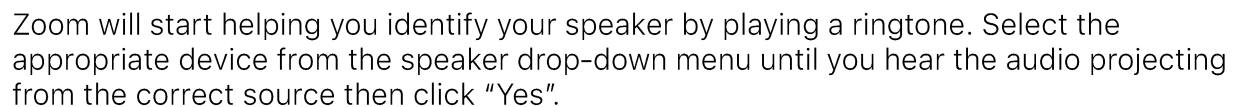
Open Zoom and login using your Bronco username, password, and DUO MFA. Once logged in, you can either start a new meeting, join a meeting (Meeting ID required), Schedule a new meeting, or screen share (Sharing Key or Meeting ID required).



Additionally, a Zoom link could already be part of a Calendar invite through Outlook, Microsoft Teams, or Google.



Need Help? (909) 869-4040 ext:4040  
[www.cpp.service-now.com/ehelp](http://www.cpp.service-now.com/ehelp)





×

## Speak and pause, do you hear a replay?

Select Microphone

Echo Cancelling Speakerphone (DELL UZ2315H) ▼

Input Level:

Yes

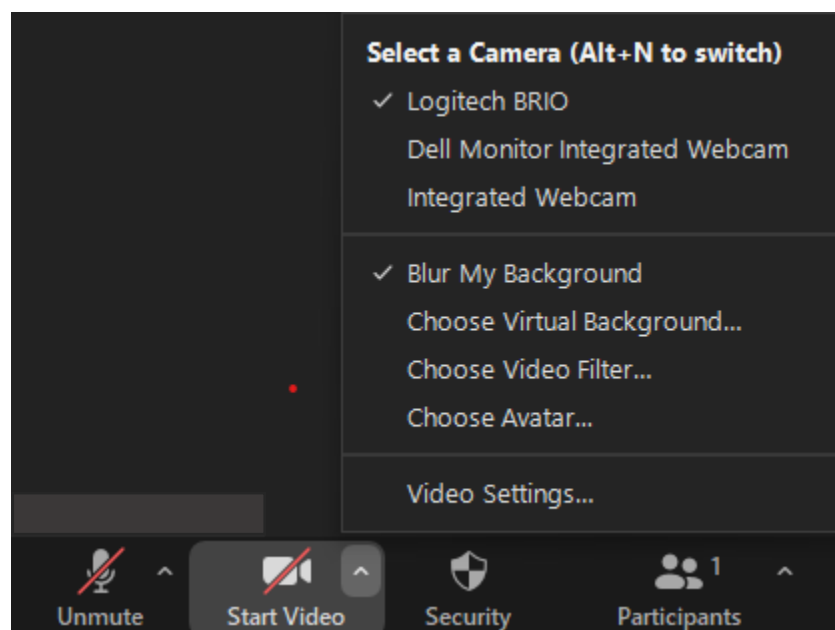
No, Try Another Microphone

Next you will identify the correct microphone by selecting a source from the drop-down menu and speaking until you can see the input level meter react to your voice and Zoom replays your audio snippet.

Click "Yes", then "End Test", and finally "Join with Computer Audio".

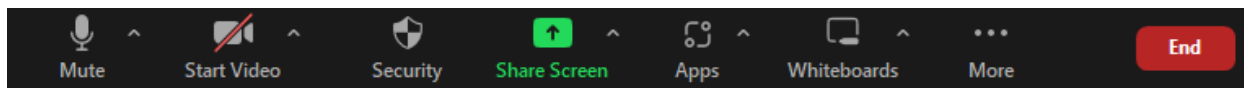
## Video Devices

While in the meeting, you will typically be prompted to select a camera you want to use for video in the same format as the audio devices. If that prompt doesn't populate click on the "^" icon next to the "Start Video" button on the bottom left of the Zoom window.





## Basic Zoom Settings



Button	Operation	Additional Options (^ icon)
Mute	Used to Mute or Unmute audio.	<ul style="list-style-type: none"> <li>Select microphone input</li> <li>Select speaker output</li> <li>Test speaker and microphone</li> <li>Switch to phone audio (Zoom will prompt you for your phone number)</li> <li>Other audio settings</li> </ul>
Start / Stop Video	Used to Start or Stop your camera feed.	<ul style="list-style-type: none"> <li>Camera selection</li> <li>Virtual Backgrounds</li> <li>Video filters</li> <li>Virtual avatars</li> <li>Other video settings</li> </ul>
Security	This is where permissions can be allocated to participants such as screen sharing, muting audio, renaming themselves as well as meeting options enabling or disabling whiteboards and third part applications.	N/A
Share Screen	Share your screen – this can either be your entire screen, a portion of a screen, a particular app window, or a file.	<ul style="list-style-type: none"> <li>Screen sharing permissions.</li> <li>Allow multiple participants to share simultaneously.</li> </ul>
Apps	These apps add functionality to your zoom meetings like timers, virtual backgrounds, or donations.	Permission settings for app sharing
Whiteboards	A virtual whiteboard with templates for sharing live content, much like a normal whiteboard.	Permission settings for whiteboard
More	Options for viewing participants, inviting others, accessing the meeting link, chat, local recording, and captioning.	N/A
End	End or leave the meeting (meeting hosts will end the meeting for all unless host permissions are transferred to another party).	N/A