

## **523 Conference Room Technology Instructions:**

### **Connect Your Laptop to Screen (Solstice WiFi Screen Presenter):**

- Your laptop must be on one of the UNC WiFi networks (Eduroam, PSK or Guest PSK)
- On TV remote and push 'Source' button, select '**HDMI 2, AV Receiver**', use arrow keys to select
- Open any web browser and enter the IP address that is shown on the screen
- Choose **Connect** button
- Download/install Solstice software
- Click 'desktop' to show your laptop
- Press stop showing desktop to disconnect

### **Use the PC:**

- The PC is mounted on the wall behind the screen. It may need to be turned on.
- You must use the wireless keyboard and mouse that is on the table next to screen.
- Make sure the mouse and keyboard are turned on. There are small power buttons on each.
- Take TV remote and push 'Source' button, select (**HDMI 1, PC**), use arrow keys to select.
- Log on to Windows PC with UNC onyen username and password.
- Use TV remote if you need to raise volume.

### **Use Video Conferencing:**

- Video conferencing is used with PC.
- The PC is mounted on the wall behind the screen. It may need to be turned on.
- You must use the wireless keyboard and mouse that is on the table next to screen.
- Make sure the mouse and keyboard are turned on.
- Take TV remote and push 'Source' button, select (**HDMI 1, PC**), use arrow keys to connect.
- Log on to Windows PC with UNC onyen username and password.
- Use TV remote if you need to raise volume.
- Use any type of video conferencing software such as Skype or Zoom.
- Put Speaker/Mic on to table and use small remote to adjust webcam.