



How to Host Your Video Conference with Solstice

Before You Meet: Invite the Room or Add Your Microsoft 365 Calendar to Your Solstice App

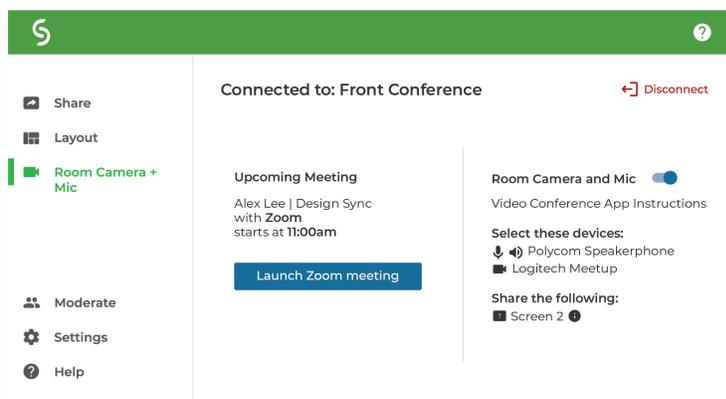
Check that the meeting appears on the Solstice room calendar or your integrated personal calendar.

The meeting invitation should include the video conference link and information.

Start Your Video Conference with Solstice

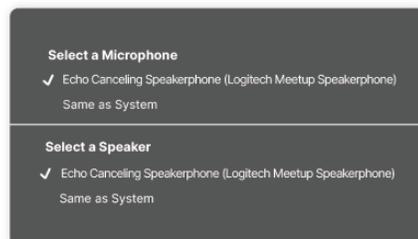
1. Open the Mersive Solstice App and select a Solstice display to connect.
2. In the box to enter the 4-digit screen key, toggle on Connect to room camera and mic.
3. Go to the Room Camera + Mic tab to see resources for your video conference.

Click **Launch** to start a video conference meeting scheduled on your integrated MS365 calendar or start your conferencing application of choice.



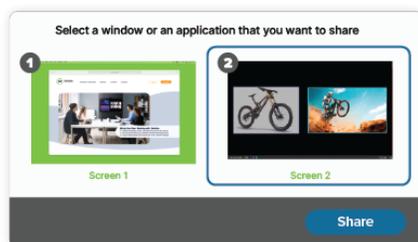
Select Your Audio and Video Sources

You can select room cameras, mics, and speakers connected to Solstice as the meeting's audio and video sources.



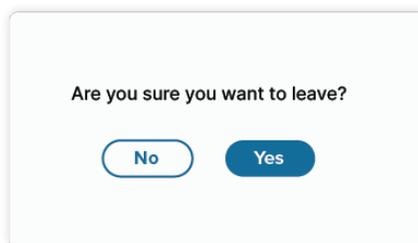
Share the Display with Remote Attendees

To share the Solstice display with remote attendees, select **Screen 2** from the sharing options within the video conferencing application.



Wrap Up Your Call

Once you are done hosting the conference, stop sharing the display, end the video call, and disconnect from Solstice.



Need the Mersive Solstice App?

Go to mersive.com/download/ to get the latest version for your device.

On a mobile device? Scan the QR code to download the app from the app store.

