



# Solstice User Guide

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# About Solstice

Solstice is the Mersive award-winning collaboration software, installed on a dedicated hardware platform to deliver turnkey wireless content sharing and video conferencing tools. Plug any HDMI room display device into the Solstice Pod, and connect it to the network(s) that participants use to connect and share to the display. Users on the network can then follow on-screen directions to connect wirelessly to Solstice and share content. Meeting hosts can connect Solstice to meetings using their preferred video conferencing service.



## Solstice Product Suite

- **Solstice Pod:** The dedicated device installed on an organization's network and connected to an HDMI display monitor that runs the Solstice wireless collaboration software.
- **Solstice web app:** Updated browser-based sharing allows meeting participants to share a piece of content from their device to a Solstice display from their laptop without needing to download and install an app. [Learn More](#)
- **Mersive Solstice app:** This app installed on user laptops and mobile devices enables robust sharing and management of content on the Solstice display. [Learn More](#)

## Use Solstice

Meeting participants can quickly connect to Solstice using a wide variety of devices and connection methods to collaborate by sharing content on a Solstice display. Downloading the Mersive Solstice app for laptop and mobile devices allows users to share and manage a wide variety of content to Solstice. Or they may share a piece of content from a laptop web browser without needing to download and install an app. Video conference hosts may use the Mersive Solstice app on their laptop to connect cameras and mics plugged in to the Solstice Pod with their video conferencing service of choice, as well as share the shared Solstice display with the video conference.

## Highlights Video

<https://www.youtube.com/embed/SfLISU77c6o>

## Quickstart User Guides

Print the Solstice 1-Page Guides below to leave in Solstice-enabled rooms. Users can refer to these guides to quickly connect and collaborate on a Solstice display, or learn how wirelessly connect to Solstice room resources for video conferencing Solstice Conferencing must be enabled on the Solstice Pod.

- [1-Page Guide - How to wirelessly connect and collaborate in a Solstice Room](#)
- [1-Page Guide - App-free ways to wirelessly connect and collaborate to Solstice](#)
- [1-Page Guide - How to host a video conference in a Solstice Room](#)

## Key Terms

- **Solstice display:** The sharing space created by Solstice, shown on a flat panel monitor or projector connected via HDMI video cable to a Solstice Pod.
- **User device:** Devices brought by users that can connect to a Solstice display with the [Mersive Solstice app](#) (Windows, macOS, iOS), the [Solstice web app](#) in a browser, or other app-free methods.
- **Posts:** Individual pieces of information shared to a Solstice display, including desktop, application window, browser tab, or media files.

# The Solstice Display

A Solstice display is the content sharing space created by the Solstice Pod that shows on the flat panel monitor or projector display. Users can connect and share content wirelessly to the Solstice display with laptop and mobile devices in a number of ways. The welcome screen provides information about the Solstice Pod when not in use for a Solstice-enabled content sharing session or video conference.

Solstice displays may also be configured to show a web-based digital signage feed, and custom welcome screens can be created. See the Digital Signage Template section in the Solstice Element Admin Guide for instructions.

## Welcome Screen

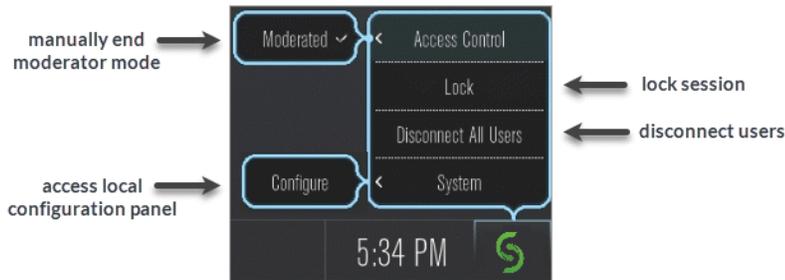
The welcome screen appears when Solstice display is not currently being used for a collaboration session or digital signage display. It shows the Solstice display name, a screen key (if enabled), network information, user connection instructions, upcoming meetings on the integrated room calendar, and the Solstice display menu.



## Solstice Display Menu

The Solstice display menu lets in-room users manually change various Solstice display settings, such as bringing the display out of moderated mode, locking the display, or disconnecting all users. To access the

Solstice display menu when Solstice is running, click the Solstice icon in the bottom right corner of the display (using a USB mouse or via a supported touch screen).



## Display Menu Options

- **Access Control:** Manually removes the display from moderator mode if the user moderating the meeting left the room without disconnecting from the display. Note that the display is put into moderator mode in the Mersive Solstice app's Moderate tab. If moderator mode is disabled for the display, the Moderate tab and option to moderate the meeting do not appear.
- **Lock:** Disables access to the display by any new users for the remainder of the session. Only users already connected to the display can share media.
- **Disconnect All Users:** Disconnects all users from the session and removes all shared content.
- **System > Configure:** Provides access to the local configuration panel. This is used by admins to configure settings such as the display's appearance and network settings.

## Share Content with the Solstice Web App

Browser-based sharing to Solstice is completely redesigned into the Solstice web app! With the release of Solstice 6, meeting participants can share a piece of content from their device to a Solstice display from a browser on their laptop without needing to download and install an app. This allows new users, including guests, to walk into a meeting, open their browser, and quickly share either a browser tab, application window, or their whole screen to the display connected to a Solstice Pod.

 Solstice Pods must be upgraded to Solstice 6.1.2 to continue using share.mersive.com after midnight GMT on February 24, 2024.

Layout controls and the ability to share multiple pieces of content are available in the [Mersive Solstice app](#) for Windows, macOS, and iOS devices. Installing the app on Windows and macOS also allows a meeting host to use to share the Solstice display and select room devices connected to the Solstice Pod for video and audio in their video conference.

Users may also choose one of a variety of [other app-free sharing options \[21\]](#) supported by Solstice to share to the Solstice display.

### Requirements

- Supported web browser running on a laptop (see table below); mobile devices are not supported
- [Web Sharing](#) enabled for the Solstice Pod running Solstice 6 and later
- New default security certificate (upgrading to Solstice 6 overwrites old default certificate)

### Hosting and Security

The Solstice web app resides online in Solstice Cloud. This means updates can be released to the web app much more frequently than the Mersive Solstice desktop and mobile apps. However, sensitive user information and shared content is never sent to Solstice Cloud. After a user enters a Solstice Pod to connect to, all information is sent over a secure point-to-point HTTPS connection between the user's laptop and the selected Pod.

### Supported Browsers by Operating System

See the compatibility chart below to select the best web browser for sharing content from a laptop to Solstice using the new Solstice web app. Note that the ability to share audio with different kinds of content varies by browser and operating system.

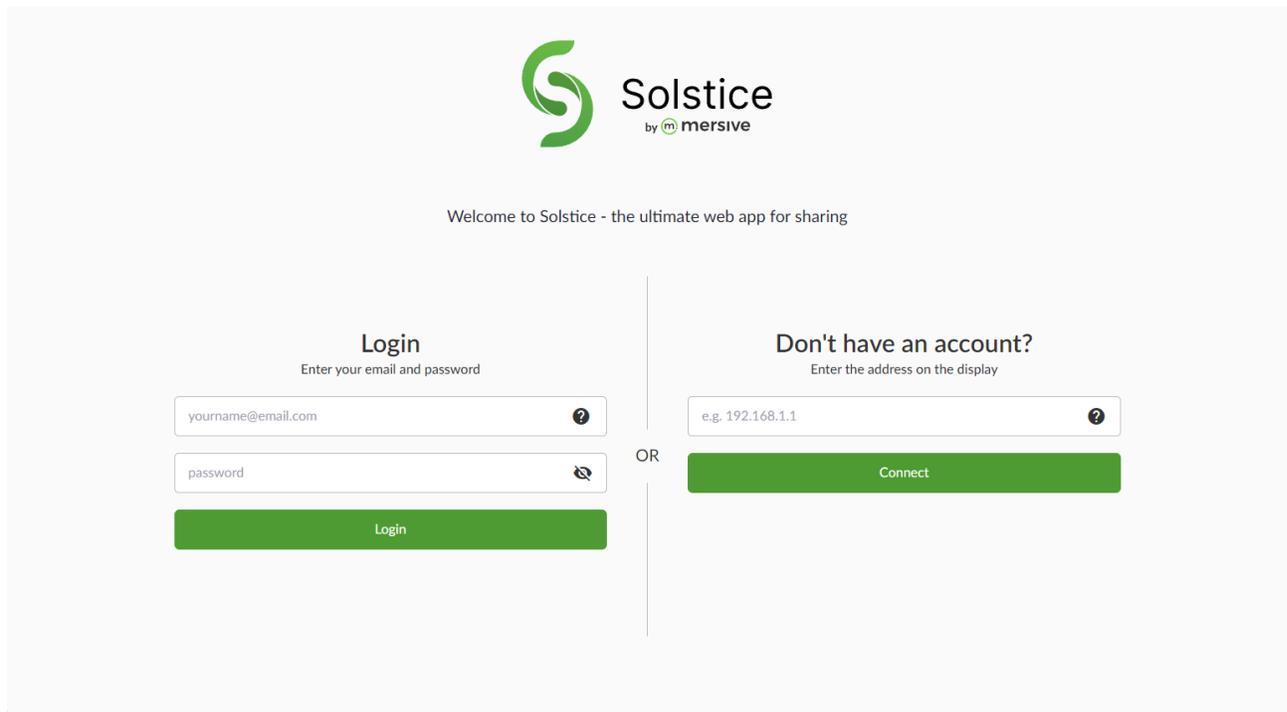
Operating System	Best Browsers	Sharing Notes
Windows 10/11	Google Chrome, Microsoft Edge	- Audio supported for Desktop or Browser Tab shares; ensure <b>Share Audio</b> is selected before sharing
macOS Big Sur, Monterey, Ventura	Google Chrome	- Audio supported for Browser Tab shares; ensure <b>Share Audio</b> is selected before sharing

Operating System	Best Browsers	Sharing Notes
Linux	Google Chrome	- Audio supported for Browser Tab shares; ensure <b>Share Audio</b> is selected before sharing  - Confirm system sharing for Window and Entire Screen shares
ChromeOS	Google Chrome	- Ensure <b>Share Audio</b> is selected before sharing content

 Informational alerts appear in the lower right corner of the Solstice web app to alert a user they may encounter limitations based on their operating system and web browser.

## Connect to Solstice with the Solstice Web App

1. Connect your laptop to the network listed on the Solstice display.
2. Open a web browser (Mersive recommends Google Chrome) and go to `share.mersive.com`.



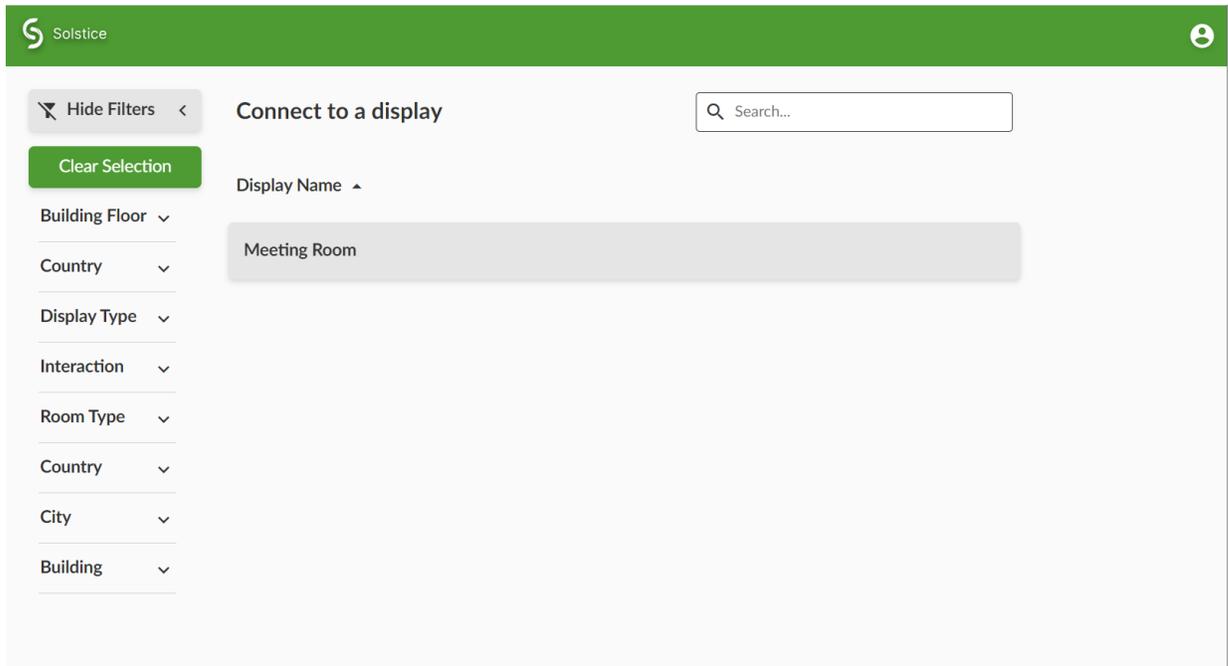
3. Connect to a Solstice display one of the following ways:
  - a. On the right side of the page, enter the IP address of the Solstice Pod shown on the Solstice display. Then click **Connect**.

 If multiple addresses are listed, use the one that corresponds to the network you're connected to.

 To connect to a Solstice Pod with a custom Pod server certificate installed, instead enter the Pod's FQDN (fully qualified domain name). Mersive recommends using the [Mersive Solstice app](#) to connect to Pods with custom certificates. Contact the Solstice administrator for your organization for assistance.

- b. Or on the left side of the page, enter a Solstice Cloud email and password for your organization and click **Login**. You will see a list of available Solstice displays managed in Solstice Cloud. Displays can be filtered by categories configured in Solstice Cloud.

Click the name of the display you want to connect to.

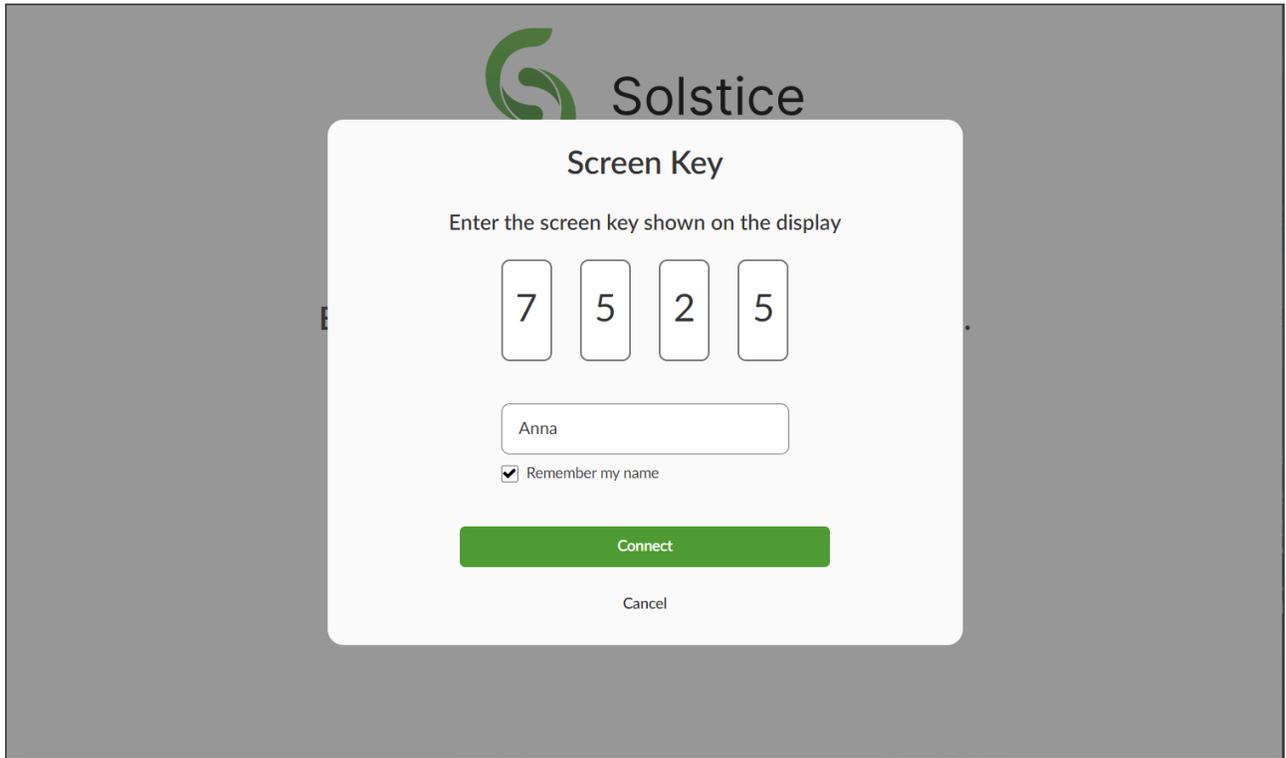


Your Solstice administrator can create a Room Discovery Guest login that only shows available displays. This type of account can be shared by anyone using [share.mersive.com](mailto:share.mersive.com) at your organization since it has no management access. See [Manage Users and Roles](#) for more information.



If your browser can't connect to the Solstice display, your Solstice administrator may need to [enable Web Sharing](#) for the Solstice Pod you are connecting to.

4. If asked, enter the screen key shown on the Solstice display.



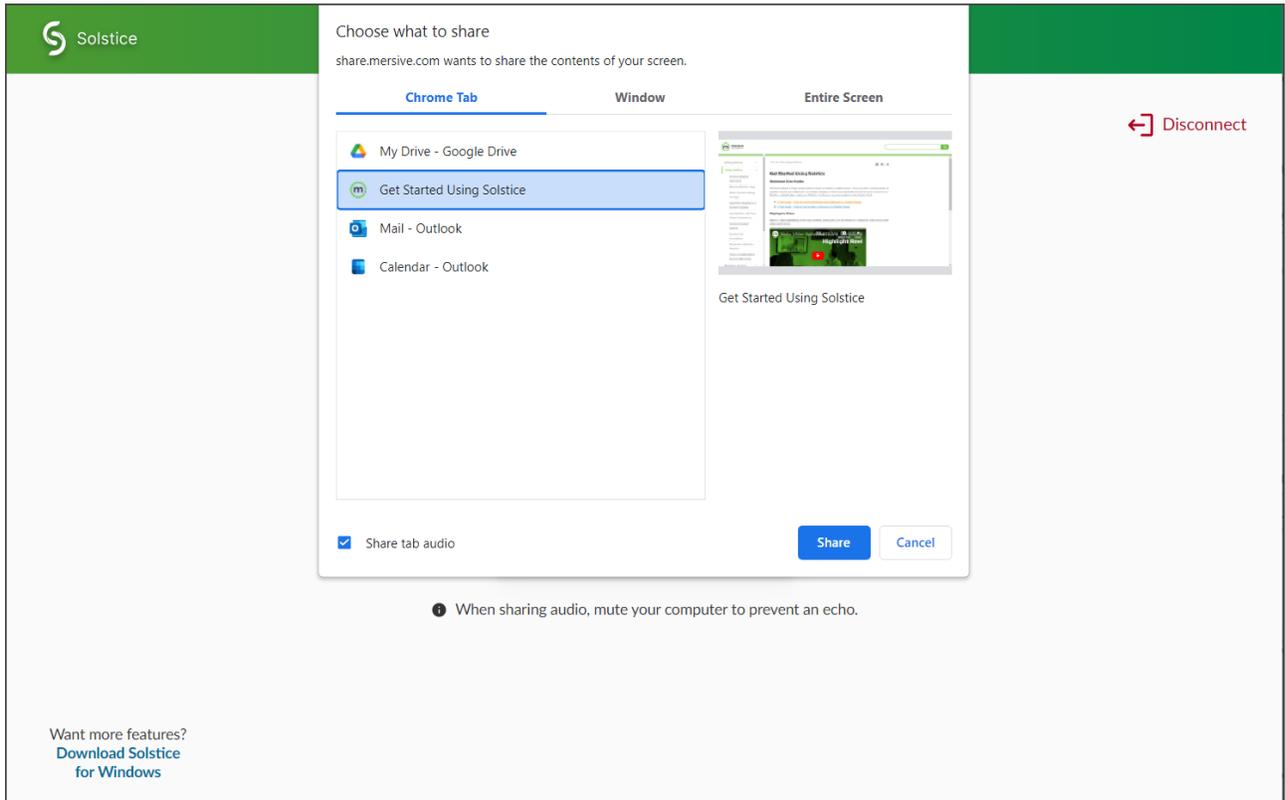
5. Enter your name as you want it to appear when sharing content, then click **Connect**.

Select **Remember my name** to save the name entered for future sharing sessions. A sharing label is randomly assigned if this field is blank.



If after a long delay between going to [share.mersive.com](https://share.mersive.com) and clicking **Connect**, content fails to appear on the Solstice Pod, the process may have timed out. Try reloading [share.mersive.com](https://share.mersive.com) and connecting again.

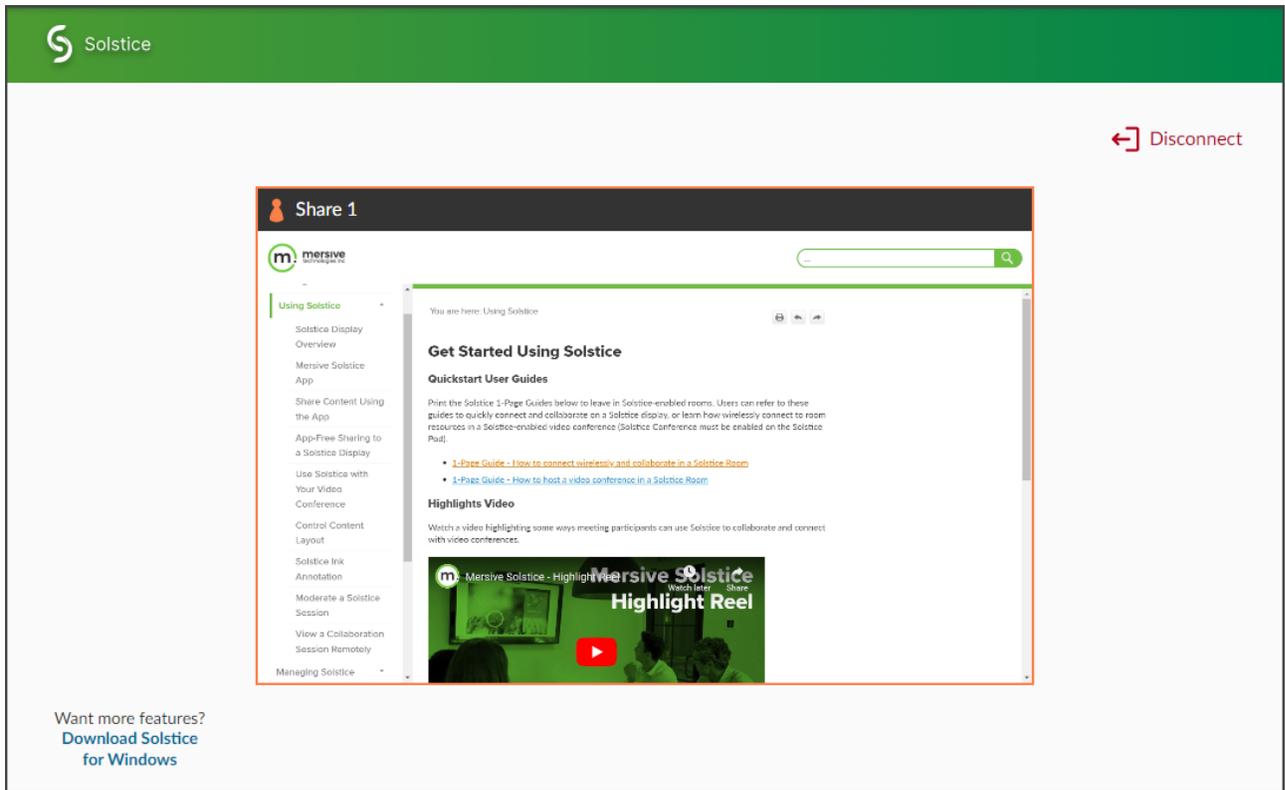
- Click the **Share** button to access sharing options available on your OS and browser.



- Select the sharing option to use. For example, share a browser tab, an application window, or your entire screen. Options may vary by browser and operating system.
- Select **Share audio** if the content you are sharing has audio you want played from the Solstice display. Audio sharing availability can vary by browser, operating system, and sharing type.

 Remember to mute your laptop audio when sharing audio content to the Solstice display to prevent an echo effect.

- Click to **Share** the selected content to the Solstice display. The browser window shows a reduced version of what is being shared to Solstice. Minimize this window to interact directly with shared application window or entire screen content.



- When you are done sharing, end the sharing session and disconnect from the Solstice display in one of the following ways:
  - Click **Disconnect** in the browser window that shows the reduced version of the content being shared.
  - Click **Stop Sharing** in the bar that appears at the bottom of the screen (Window or Entire Screen sharing).
  - To end a Browser Tab share, click **Stop Sharing** in the bar that appears at the top of the sharing preview tab. Or simply close the shared browser tab.

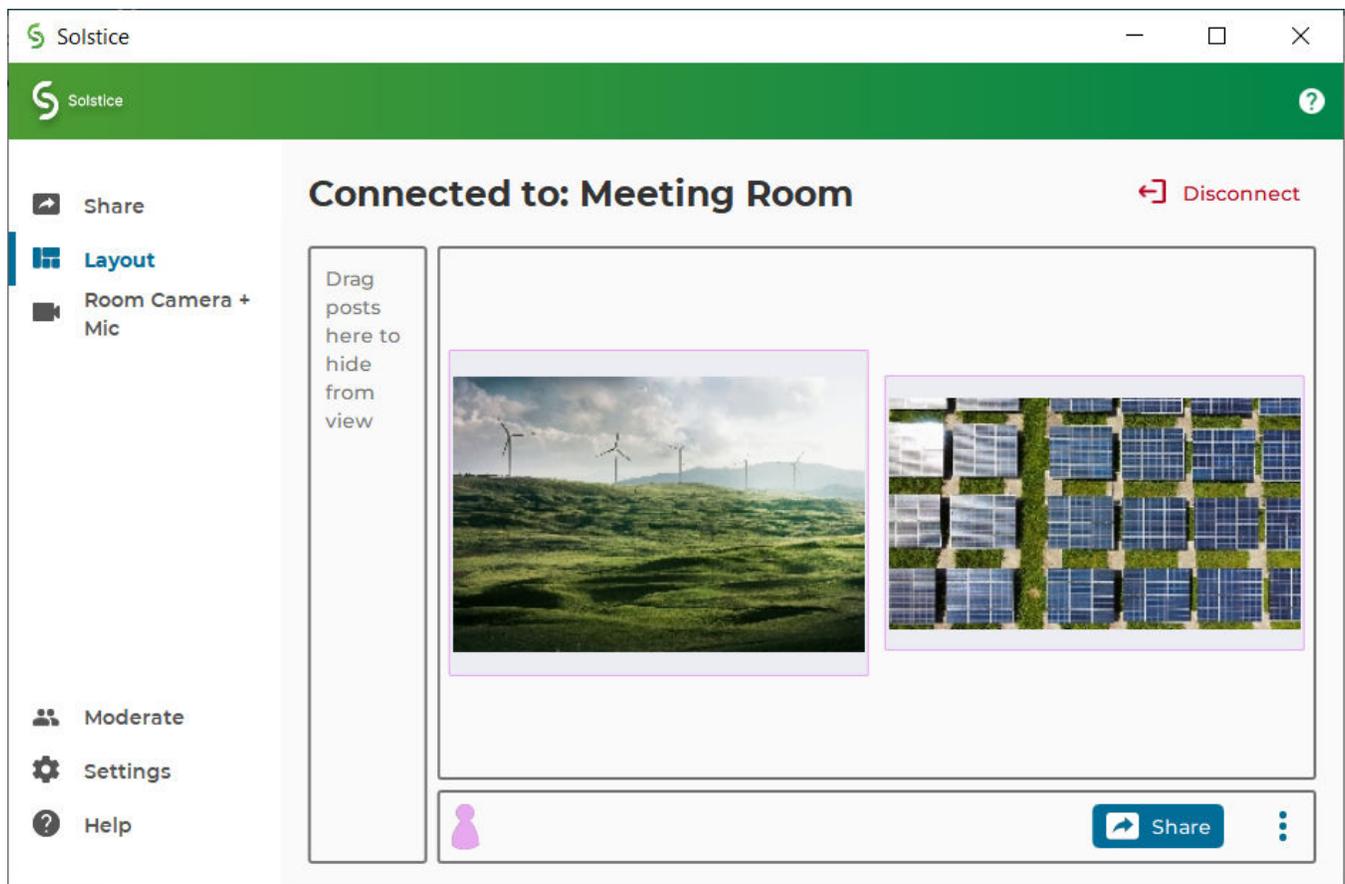

 Navigating back to the Solstice web app start page does not automatically end content sharing and disconnect from the Solstice display. Be sure to disconnect in one of the ways describe above before trying to reconnect to Solstice and share content again.


 If you are on macOS and are having trouble sharing from your browser, you may need to enable permissions within your system's privacy settings for the browser to use screen recording.

# The Mersive Solstice App

With the Mersive Solstice app, Windows and macOS users can share multiple pieces of content and perform many advanced layout functions. On iOS devices, users may always mirror their screens and share media files, photos, and videos with the Mersive Solstice mobile app, as well as mark up content on the Solstice display. With [Solstice Discovery Service Guide](#) installed on the network, Mersive Solstice apps can show users a list of Solstice displays in their organization. Adding the Solstice Conference drivers to the Mersive Solstice app on Windows and macOS allows a meeting host to share the Solstice display and select devices plugged in to the Solstice Pod for video and audio in a video conference.

See the sections below for detailed operating system support information and other requirements. Then explore the other topics in this section to learn how to install and use the full functionality of the Mersive Solstice app.



## Mersive Solstice App OS Support

The Mersive Solstice app is supported on laptops, tablets, and mobile devices running the follow operating systems. Operating systems marked with an asterisk (\*) support Room Camera + Mic video conference connection functionality in recent versions of the Mersive Solstice app. See for more about Solstice video conferencing requirements and important support notes.

- Windows 8, 10\*, 11\*

- Windows Server 2016, 2019, 2022
- macOS Monterey\*, Ventura\*, Sonoma\*
- iOS versions 16, 17

## Other Requirements

The version of your Mersive Solstice app in relation to the version of Solstice running on the Solstice display you are connecting to can affect your experience. There are different compatibility requirements depending on how you intend to use Solstice:

- The device with the Mersive Solstice app installed must be connected to the same network as the Solstice display to connect and share content.
- For content sharing, control, and markup capabilities, newer versions of the Solstice app are supported when used with a Solstice Pod within three (3) release versions of the app. For example, a user with a 5.5.1 Solstice app can share content to Solstice Pods running software versions 5.5, 5.4, or 5.3.4, as well as use markup tools and control sharing options.
- To use Solstice to connect to a video conference, the version of the Mersive Solstice app and Solstice Conference drivers should be the same version as the software running on the Solstice Pod. Some versions of the Mersive Solstice app may require the versions to match exactly to connect Solstice resources to a video conference.

# Install and Configure the App

Meeting and collaboration session participants looking for advanced content sharing and layout features may install the Mersive Solstice app on Windows, macOS, or iOS devices. Adding the Solstice Conference drivers to the Mersive Solstice app on Windows and macOS allows a meeting host to share the Solstice display and select Solstice-connected room devices for video and audio in their video conference.

The Mersive Solstice app and Solstice Conference drivers may always be installed by downloading the appropriate app from [mersive.com/download/](https://mersive.com/download/). See what [operating systems Solstice supports \[11\]](#).

 Windows Administrator privileges are required to install the Mersive Solstice user app and Solstice Conference drivers.

## Download and Install the Mersive Solstice App

Follow the steps below to download and install the Mersive Solstice app, with optional functionality to connect Solstice to video conferences (Windows and macOS versions).

1. Go to [mersive.com/download/](https://mersive.com/download/).
2. Download the installation file appropriate for your Windows or macOS laptop. Or follow the app store link for your mobile device.
3. On a Windows laptop, download the Mersive Solstice app installer (e.g., SolsticeClient-6.1.3.msi).
  - a. When the download is complete, run the file to install the Mersive Solstice app. After installed, the Mersive Solstice app opens automatically.

 Starting in Solstice 6, Windows administrator privileges are always needed to install the Mersive Solstice app.

 For Windows versions, write access to the settings directory `C:\ProgramData\Mersive\ALLUSERS\Solstice\Client\` is needed to save user settings.

- b. To add the ability to use devices connected to Solstice in a video conference, navigate to the Room Camera + Mic panel and click **Install drivers**.
  - c. Walk through the wizard to install Mersive Solstice Conference drivers.
4. On a Mac laptop:
  - a. Download the Mersive Solstice app installer (e.g., SolsticeClient-6.1.3.dmg).
  - b. When the download is complete, run the file to install the Mersive Solstice app. After installed, the Mersive Solstice app opens automatically.
  - c. To add the ability to use devices connected to Solstice in a video conference, navigate to the Room Camera + Mic panel and click **Install drivers**.
  - d. Walk through the steps to install Mersive Solstice Conference drivers.
5. On iOS mobile devices, follow the app store link to download and install the latest version of the Mersive Solstice mobile app.

 Mobile devices cannot host Solstice video conferences. Solstice wireless content sharing and are available on the Mersive Solstice mobile app.

MacOS users who wish to share a view of their whole desktop to Solstice, including audio, may need to allow the Mersive Solstice app to share their desktop and desktop audio. See the [Allow Mac Desktop and Audio Sharing](#) directions to find steps for doing so on versions of macOS.

## Change Your Mersive Solstice App Settings

Change how your device interacts with Solstice by opening the Mersive Solstice app and clicking **Settings** in the left navbar. Complete settings options in the Windows and macOS apps are described below; mobile apps contain more limited settings. Changes to app settings are immediately saved.

### General

- **Your Display Name:** How your name appears in the collaboration session.
- **Notifications:** Set which notifications you want to receive: **None**, **Critical**, or **All** notifications.

 Notification settings also control notifications for Solstice Conference drivers. Selecting **None** turns off performance and compatibility notifications related to using Solstice resources for a video conference.

- **Solstice Discovery Service Address:** If your organization has implemented Solstice Discovery Service (SDS), enter the SDS IP address here. This is one of the ways that Solstice displays on your organization's network appear in your list of available displays. For more information on the SDS address for your organization, contact your IT administrator.

### Control

- **Quick Share Desktop:** If enabled, Solstice automatically shares your desktop to the Solstice display after connecting. Starting in Solstice 5.5.2, this setting controls automatic desktop sharing when initially connecting to a Solstice display and when connecting to room devices for Solstice-enabled video conferencing.
- **Auto share audio:** If enabled, audio is automatically streamed to the Solstice display with Desktop and App Window shares.
- **Hide on desktop share:** If enabled, the Solstice app window is automatically hidden when you share your desktop.
- **Extended Presentation Mode:** If enabled, PowerPoint slideshows shared in the Solstice app show only the presentation slides on the Solstice display. Presenters should enable Presenter View in PowerPoint to view their speaker notes and access other presenter tools on their laptop.

 This feature is currently available on Windows. Mersive Solstice Conference drivers must be installed (see Room Camera + Mic tab).

### Conference

The Conference settings appears after the Mersive Solstice Conference drivers are installed (see Room Camera + Mic tab).

- **Calendar integration:** You can integrate your personal Microsoft 365 calendar with your Mersive Solstice app, allowing Solstice to detect and auto-launch scheduled video conferences on your calendar

when you connect to a Solstice display. This is supported for Windows and macOS laptops only. See below to learn how to [integrate your calendar](#) [15].

- **Share Pod Display:** If enabled, this setting allows you to share the Solstice display's collaboration space to your video conference. In your video conference app, the Solstice display appears as a virtual display (usually Screen 2 or Monitor 2) that can be shared with the meeting. Disabling this feature may improve performance on some devices. This feature is disabled by default in new installations of the app.
- **Performance Optimization:** This setting appears only on Windows laptops detected to be lower-end for video conference performance with Solstice. When enabled, the app changes the priority of the Mersive Solstice Conference process from Normal to High to improve performance when there is enough battery (at least 25% when unplugged, or 5% when plugged in).

## Integrate Your Personal Microsoft 365 Calendar

When a meeting host integrates their Microsoft 365 calendar with the Mersive Solstice app, Solstice can quickly launch video conferences scheduled on their personal calendar after connecting to a Solstice display. Calendar integration is available on Windows and macOS only. Mersive Solstice Conference drivers must be installed with the Mersive Solstice app (see Room Camera + Mic section of app) to use this capability.

When integrating your calendar, you are prompted to sign into your Microsoft 365 account using the secure Microsoft Graph API OAuth2 authorization flow. This grants the Mersive Solstice app read-only access to your calendar so it can recognize video conference information (URL, meeting ID, passcode, etc.) in the body of upcoming meetings and allows faster starts for scheduled video conferences.

1. In the Mersive Solstice app, navigate to **Settings > Conference**.
2. In the **Calendar integration** section, click **Sign in with Microsoft**. Your web browser opens, and you are prompted to log in to your Microsoft 365 account.
3. Complete your Microsoft 365 login process. If successful, the browser shows a "Success" message.
4. Close the browser and return to your Mersive Solstice app.

 If you are unable to save your Microsoft 365 credentials and are prompted to re-enter them each time you launch the Solstice app, the Credential Manager service in Windows may be disabled by your IT team.

5. To disconnect your Microsoft 365 calendar at any time, go back to **Settings > Conference > Calendar integration** and click **Sign out**.

 If your Microsoft 365 calendar is authenticated with Azure AD, your IT administrator may need to grant admin consent for the Mersive Solstice app in the [Azure Active Directory app registrations](#).

A Solstice administrator can set up an integrated room calendar for a Solstice-enabled workspace, which enables the Solstice display to show and interact with meetings scheduled for the space. See details at .

# Share Content with the App

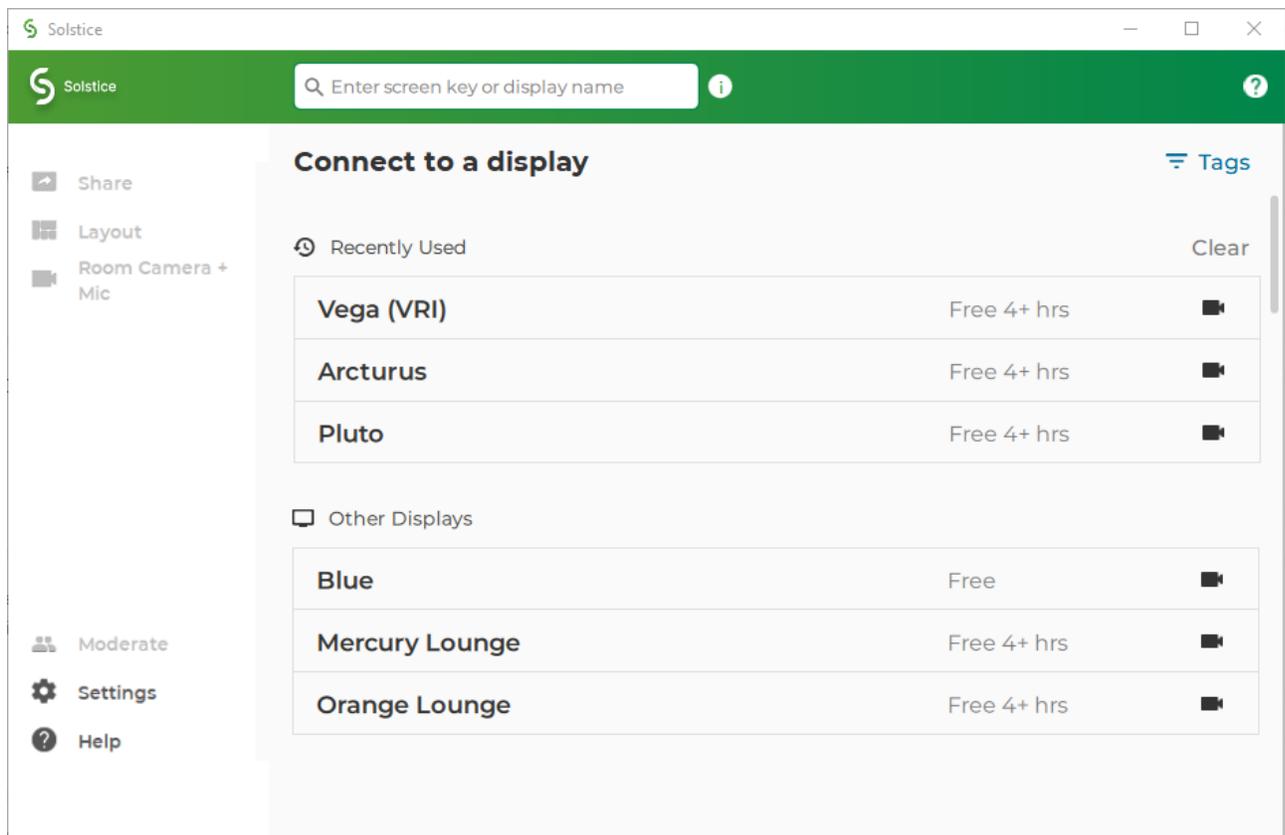
Solstice improves meeting productivity and engagement with multi-participant content sharing, control, and markup. With the Mersive Solstice app installed on a laptop, tablet, or mobile device, users can share and control content on the display connected to a Solstice Pod.

Users can also use the redesigned [Solstice web app \[5\]](#) or one of the [other app-free sharing options \[21\]](#) supported by Solstice to share to the Solstice display.

## How to Connect to a Solstice Display

Ensure you are connected to a network listed on the display's Welcome Screen, then connect to the Solstice display to share content:

1. Open the Mersive Solstice app. A list of Solstice displays you previously connected to or that are available via display discovery (if enabled for your Solstice deployment) appear.



2. Click the name of a Solstice display to connect.
3. To find a specific display in the list:
  - Search by name in the search bar.
  - Click **Tags** to filter the list of displays by assigned tags (Enterprise Edition only).
4. If prompted, enter the screen key that appears on the display.

5. For deployments that use Solstice Discovery Service (SDS), you may enter the 4-digit screen key on the Solstice display in the search bar at the top of the app window to connect in one step. The URL that appears on the Solstice display can always be entered in the search bar to start a connection.
6. By default, you join the collaboration session with full media posting and control rights.

## How to Share Content Using the Mersive Solstice App on a Laptop

In the **Share** tab of the Mersive Solstice desktop app, you can wirelessly share an unlimited amount of content to the Solstice display using any of the following options. Note that the content shared to Solstice never leaves your device, only pixels are streamed to the display.

- **Desktop:** Share a real-time view of your desktop mirrored to the display. The entire desktop, including any open application windows, is shared in real-time.

 To stop sharing audio with a Desktop or App Window share, click the speaker icon after the connected display name to appear with a red slash (off). If you are sharing desktop audio on a Mac, you may need to take additional setup steps to enable it. See [Enable Audio for Desktop Sharing on macOS](#) for more information.

- **App Window:** Share a real-time 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 everything on your desktop.
- **Media File:** Share media files such as images and videos saved locally on your laptop device to the display. Solstice supports image and video files up to 4K resolution.

 Solstice supports sharing a broad range of video types, but not all video files are supported. If a video file is not supported, you can use the Desktop sharing option to stream the video to the display.

When sharing your desktop, the Mersive Solstice app window is hidden by default. Click **Sharing Desktop** at the top of your screen to show it again. You can also click **Stop Sharing** to quickly stop sharing your desktop.

 If the text options described above (e.g., **Share**, **Settings**) don't appear in the left navbar of the Mersive Solstice laptop app, icon-only navigation may be enabled. Click the Solstice logo in the upper left of the app window to turn navigation text back on.

## How to Share Content Using the Mersive Solstice App on a Mobile Device

On the **Share** tab of the Mersive Solstice mobile app, you can wirelessly share an unlimited amount of content to the Solstice display using the following options. Note that the content shared to Solstice never leaves your device, only pixels are streamed to the display.

- **Mirror Screen:** Share a real-time view of your mobile device screen. Tap the speaker icon after the connected Solstice display name to capture audio along with screen mirroring.

 Some Android apps may block audio capture, preventing the streaming of their audio to Solstice.

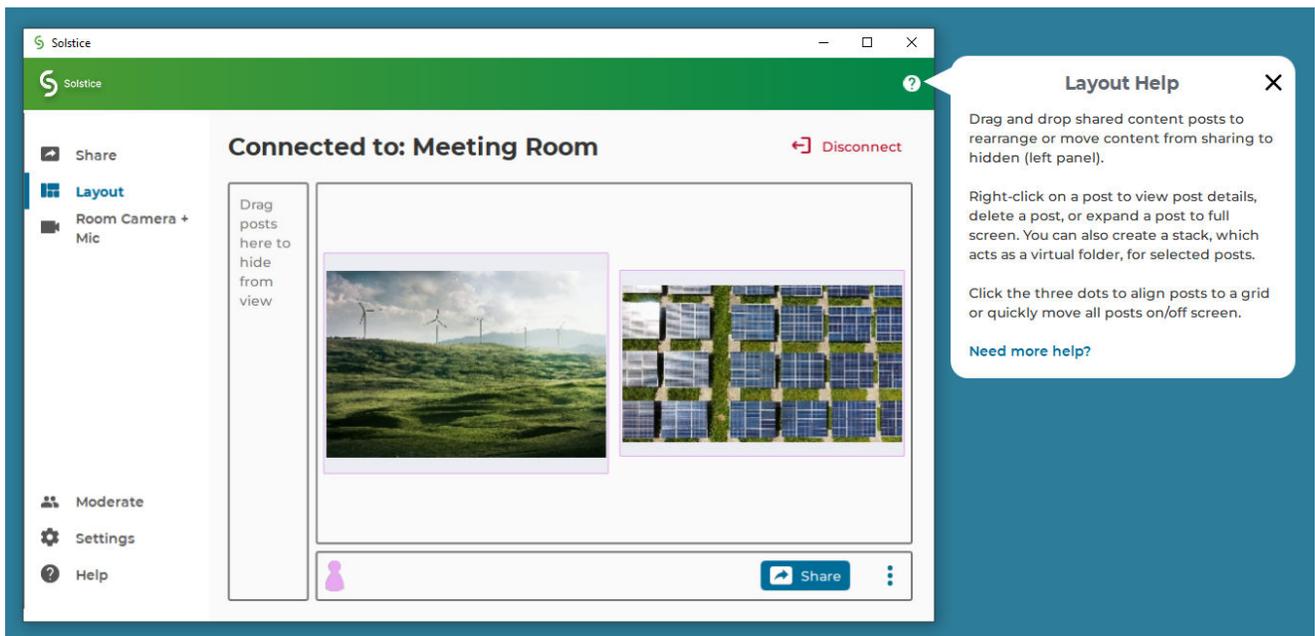
- **Media File:** Share media files such as images and videos from your mobile device’s media library.
- **Camera:** Take a picture with your mobile device and share it to the display.
- **Take Video:** Take a video with your mobile device and share it to the display.

 To share media files, pictures, and videos, be sure to grant permissions for the Mersive Solstice app to access your mobile device's media files, camera, and microphone.

## How to Find Help in the Mersive Solstice App

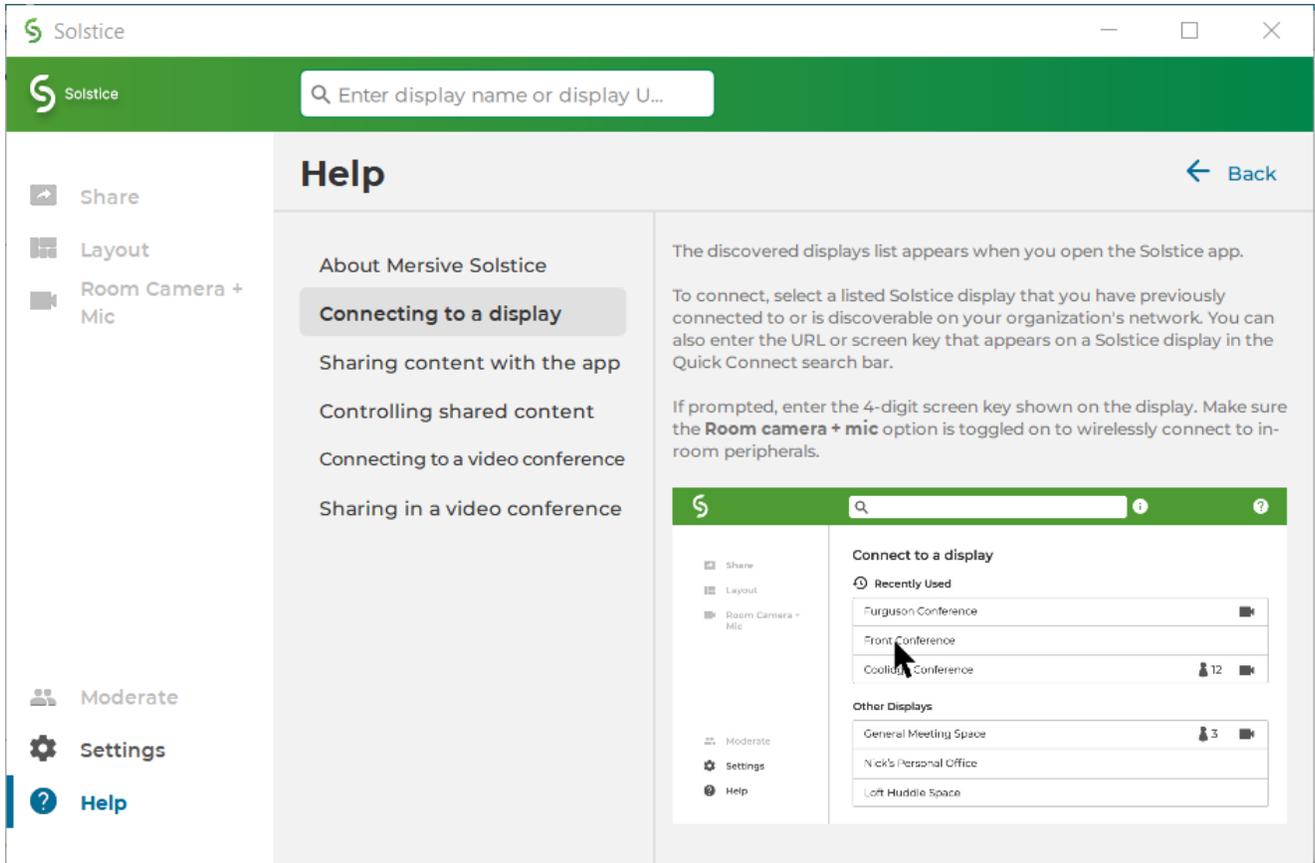
In-app resources to help users get the most out of their Solstice experience are available in recent version of the Mersive Solstice app on Windows and macOS:

- **Contextual help** can be opened by clicking the help (question mark) icon in the upper right of the app window. A pop-out window appears with hints about what can be done from that area of the app. This information changes to match your location as you move to different sections in the navbar.



Click the **X** to close the window, or follow the **Need more help?** link for more information about the topic.

- **Help articles** about the most common tasks in the Mersive Solstice app can be found by going to **Help** (question mark icon) in the left navbar, or following a link from the contextual help window. Most articles contain animated examples that show simple demonstrations of the tasks being described. Animations can be paused and resumed as needed.



Click **Learn more** at the end of an article to find more in-depth documentation on the topic.

## How to End Your Meeting and Disconnect from Solstice

When you are ready to finish your collaboration session, disconnect from Solstice. There are a number of ways to disconnect from a Solstice display:

To disconnect Solstice room camera and mic resources from a video conference, but continue in-room Solstice wireless content sharing and collaboration (Windows and macOS):

- From Room Camera + Mic in the left navbar, click to turn the **Room Camera and Mic** toggle off (gray).

To disconnect from Solstice completely, including from in-room wireless content sharing and room camera and mic resources plugged into the Solstice Pod, you can do one of the following:

- Click **Disconnect** in the top right of the Mersive Solstice app window. You are prompted to confirm that you want to disconnect from the display.
- Close the Mersive Solstice app window:
  - On a laptop, click the X in the upper right corner to close the main Mersive Solstice app window. You are asked if you want to disconnect from the display and stop sharing all content. Click **Disconnect**.

- On a mobile device, close the app window and Solstice automatically disconnects the device from the display.

When using Solstice with a video conference, remember to also end your video conference in your conferencing app.

## Other Ways to Share to Solstice

Solstice supports multiple app-free sharing options so that users can share their device screen to the Solstice display without needing to install the Mersive Solstice app. This enables guest and occasional users to quickly share content in a Solstice room. Solstice supports app-free sharing using AirPlay, Miracast, browser-based sharing, or a standard HDMI connection.

Or download the 1-page [App-Free Sharing to Solstice](#) guide for a quick in-room reference.

## How to Mirror Your iOS Device Screen Using AirPlay

Solstice supports full mirroring of iOS 7+ devices (Apple iPhones and iPads) that feature Apple's AirPlay functionality. AirPlay mirroring is accomplished through the device's native AirPlay feature, using a similar process as connecting to an Apple TV.

 If you are unable to mirror your iOS device using AirPlay, contact your IT administrator to see if AirPlay mirroring is enabled for the Solstice display.

1. Ensure the iOS device is connected to the WiFi network used to connect to the Solstice display.
2. Open the iOS Control Center:
  - On an iPhone X or later, or an iPad with iPadOS 13 or later, swipe down from the upper-right corner of the screen.
  - On an iPhone 8 or earlier or iOS 11 or earlier, swipe up from the bottom of the screen.
3. Tap the **Screen Mirroring** icon and select the Solstice display from the list that appears. If the desired Solstice display does not appear in the AirPlay menu of your device, open the Mersive Solstice app and connect to the desired display, then repeat steps 2 and 3.
4. If prompted for an AirPlay code, enter the 4-digit screen key visible on the Solstice display. Your device connects wirelessly to the display and your screen is streamed in real-time.
5. To stop mirroring your screen to the display:
  - a. Open the iOS Control Center again.
  - b. Tap the Screen Mirroring icon for the connected Pod.
  - c. Tap **Stop Mirroring**.

An AirPlay option may also appear when viewing photos or videos in iOS. Photos and videos shared via AirPlay generally appear full screen on the Solstice display.

## How to Mirror Your macOS Device Screen Using AirPlay

If your organization has enabled streaming with AirPlay, users without the Mersive Solstice app can connect and share their screen to the display using AirPlay capabilities on macOS devices (High Sierra and later). AirPlay mirroring is accomplished through a device's native AirPlay feature, using a process similar to connecting to an Apple TV.

 If you cannot select the Solstice display to mirror your macOS device using AirPlay, contact your IT administrator to make sure that AirPlay mirroring is enabled for the Solstice display.

1. Connect the macOS device to the WiFi network shown on the Solstice display.
2. From the top menu bar, either select the **AirPlay** icon or open the Control Panel from the top bar and select **Screen Mirroring**. Then select the desired Solstice display.
3. If prompted for an AirPlay code, enter the 4-digit screen key visible on the Solstice display. Your device connects wirelessly to the display and your screen is streamed in real-time.
4. To stop mirroring your screen to the display, select either the **AirPlay** icon or **Control Panel > Screen Mirroring** from the menu bar. This shows the active AirPlay connection. Select the name of the Solstice display to disconnect.

## How to Mirror Your Windows Device Screen Using Miracast

Users without the Mersive Solstice app can connect and share their screen to the display using Miracast capabilities on their Windows device. If you are unable to select the Solstice display, contact your IT administrator to make sure that Miracast is enabled for that display.

1. Connect the Windows device to the WiFi network shown on the Solstice display.
2. On a Windows laptop, use **Windows key + K** or click the **Connect** button in the Windows notification center (found on the far right end of taskbar) to open the Connect pane.
3. From the list of wireless displays available, select the Solstice display. If you do not see it in the list of available displays, make sure you scroll through the whole list.

 Turning off Miracast WiFi Direct and then back on in quick succession for a Solstice Pod may result in it temporarily appearing multiple times in the Windows Connect and Wi-Fi connection panels. To resolve this issue, refresh the list of available Miracast WFD devices by turning Wi-Fi off and back on for affected Windows devices.

4. If prompted for a PIN, enter the screen key from the display. Your device connects wirelessly to the display and your screen is streamed in real-time.
5. To stop Miracast streaming to the display, open the Connect pane and click **Disconnect**.

## How to Mirror Your Android Device Screen Using Miracast

Users with a Miracast app on their Android mobile device can connect and mirror their screen to Solstice. If the Solstice display does not appear as an option to Miracast to, contact your IT administrator to make sure Miracast is enabled for that display.

1. Connect the Android device to the WiFi network shown on the Solstice display.
2. Swipe down twice from the top of the Android screen to open the Quick Settings menu.
3. Select your Miracast screen casting or mirroring option.

Different device manufacturers have developed different Miracast options. Some possibilities are **SmartView** (Samsung) or **Wireless Projection** (Huawei).

4. From the list of Miracast devices available, select the name of the Solstice display.
5. If prompted for a PIN or password, enter the screen key shown on the display. Your device connects wirelessly to the display and your screen is mirrored in real-time.

## How to Share Your Desktop via HDMI

Gen3 Solstice Pods offer the option for users to use an HDMI cable to connect a laptop directly to the HDMI-in port on the front of the Pod. This allows users to share a wired content source to the display. The wired desktop share appears in the collaboration session like any other post, and can be controlled by users in the session with the Mersive Solstice app.

# Control Shared Content

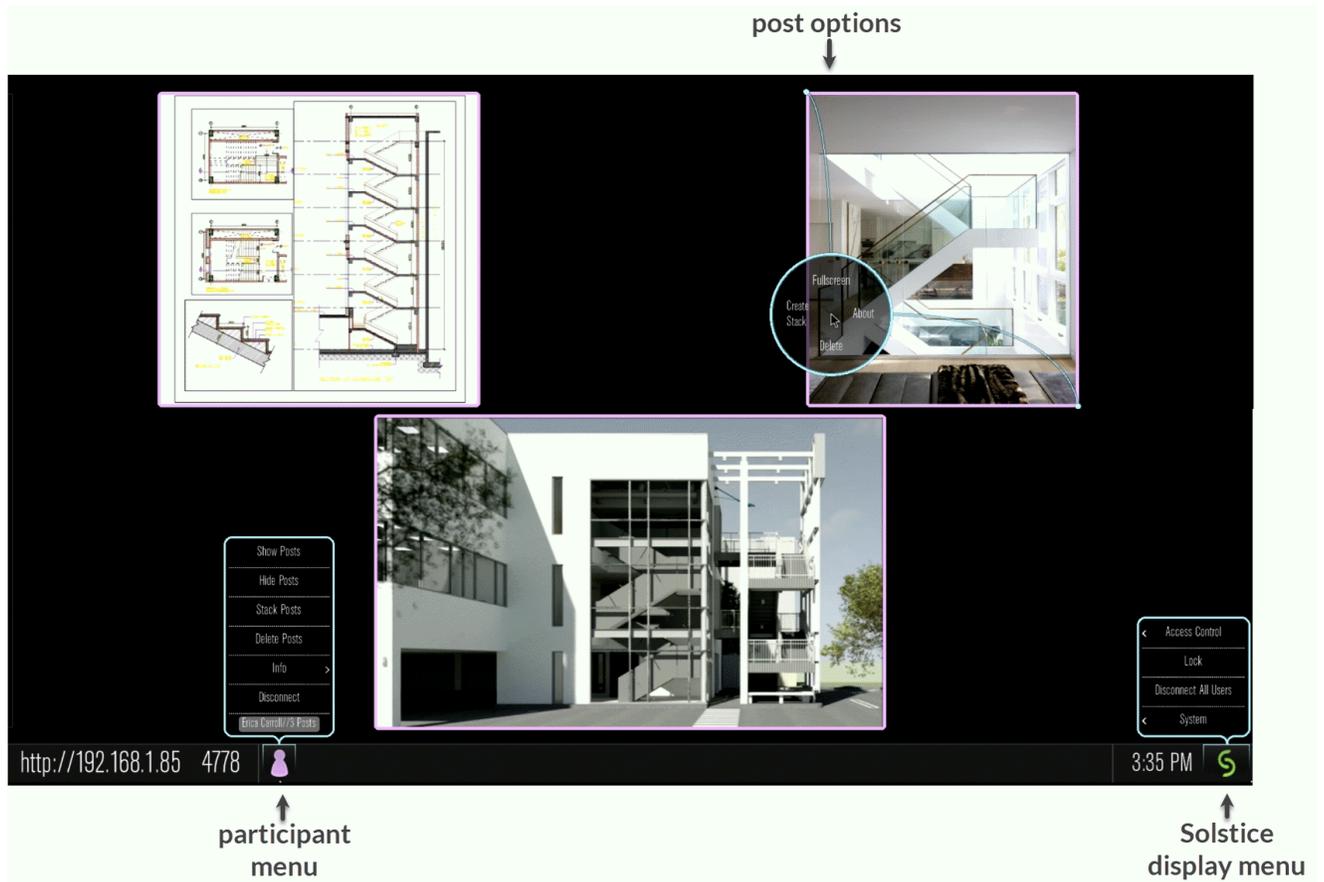
There are multiple ways to control content shared to a Solstice display and how it appears on the display in the Layout tab of the Mersive Solstice app. Any user connected to the session can control the content layout.



All the controls described below can also be performed on HID-compliant touch displays using equivalent touch gestures.

- Click the Share button to quickly share your desktop, an app window, or a media file from your laptop.
- Drag and drop posts to change the order of the content, or to hide/display content by moving it into and out of the dock panel on the left side of the display.
- Click-and-hold or right-click on a post to view options to make the post full screen, view post details, or delete the post.
- Click a participant icon to access the participant menu. This menu gives you options to show, hide, stack, or delete the participant's posts, as well as disconnect the participant from the collaboration session.
- Click the vertical ellipsis icon to view the media placement menu. This menu allows you to align posts to a grid and quickly move all posts on or off the screen.
- You can also click-and-hold or right-click on a post to create a stack, which acts as a virtual folder. Right-click or click-and-hold a stack for options to unstack the posts or edit which posts are in the stack. Or use the participant menu to stack all of a user's posts.
- Pinch to zoom posts on touch-enabled devices.
- Control videos posted to the display with the Solstice video player. The Solstice video player functions similarly to other video players, with play/pause buttons, volume control, and loop options. To view the video player controls, click the camera icon in the lower right corner of the video post.

- If you have a USB mouse connected to the Solstice Pod or host laptop, or if you have a touch-screen display, you can interact with the display interface directly to control content.



## Solstice Ink

Available in the mobile version of the Mersive Solstice app for iOS, Solstice Ink allows users to highlight and temporarily mark up content on the Solstice display from anywhere in the room by simply pointing and drawing with their smartphones. This feature is also supported in moderator mode, but it is not supported on tablets.



Ink has three modes of use:

- **Pointer:** By default when you select **Ink** from the mobile app's menu bar, your mobile device is in pointer mode. Simply move your device to move the pointer on the Solstice display.
- **Ping:** Tap the **Ping** button to pulse the pointer. Slide your finger from the button toward the center red dot for a continuous pulse. Tap **Ping** again to stop continuous pulse.
- **Temporary mark-up:** Press and hold the **Draw** button to draw a mark, such as a circle, on the Solstice display. Release the Draw button when you are done. Solstice smooths out your mark after you are finished drawing it, and the mark fades away after a short amount of time.

In Ink, swipe left and right to move between Draw and Ping mode. To exit Ink, simply tap another option in the bottom menu bar of the app.

# Moderate a Solstice Session

Moderator mode allows a meeting host to approve requests from collaborators to join the session or post content to the display. After moderator mode is enabled, a session moderator must approve future requests for users to join the meeting or for new content to be posted, and only a moderator can control content layout.

## How to Moderate a Session in Solstice Desktop App

1. Open the Mersive Solstice app and connect to a Solstice display to start a collaboration session.
2. Select **Moderate** in the left navbar of the app.
3. Switch the **Moderate Meeting** toggle to on (blue).
4. When a new collaborator attempts to connect to the display, an alert appears in the sidebar. Click **Alerts** to view the request. The moderator may choose one of three options:
  - **Deny** the connection: The collaborator is notified that their connection attempt was canceled by the moderator.
  - **Approve** the connection: The collaborator is connected to the display.
  - **Approve as Moderator**: The collaborator joins with full moderator rights to approve and reject requests to join and post content.
5. When a collaborator posts content to the display, an alert again appears in the **Alerts** section of the sidebar. Two options appear for a post request:
  - **Reject**: The post does not appear on the display. Rejecting the request does not alert the user that their post is rejected.
  - **Approve**: The post appears on the display.
6. To manage participants' posts, select **Layout** from the sidebar. Right-click a participant's icon at the bottom of the layout window for options including showing all posts, hiding all posts, stacking posts, and deleting all posts for the selected participant.
7. To exit moderator mode, go to **Moderate** in the sidebar and switch the **Moderate Meeting** toggle to off (gray).

## How to Moderate a Session in Solstice Mobile App

1. Open the Mersive Solstice mobile app and connect to a Solstice display to start a collaboration session.
2. Select **Meeting** from the bottom navbar.
3. Switch the **Moderate Meeting** toggle to on (blue).
4. When a new collaborator attempts to connect to the display, an alert appears in the navbar. Tap **Meeting** to view the request. The moderator may choose one of three options:
  - **Deny** the connection: The collaborator is notified that their connection attempt was canceled by the moderator.
  - **Approve** the connection: The collaborator is connected to the display.
  - **Approve as Moderator**: The collaborator joins with full moderator rights to approve and reject requests to join and post content.

5. When a collaborator posts media content to the display, an alert again appears in the **Meeting** section of the navigation bar. Two options appear for a post request:
  - **Reject:** The post do not appear on the display. Rejecting the request does not alert the user that their post is rejected.
  - **Approve:** The post appears on the display.
6. To manage participants' posts, select **Layout** from the navigation bar. An icon appears for each participant at the bottom of the layout window. Tap a participant's icon for options including showing all posts, hiding all posts, stacking posts, and deleting all posts for the selected participant.
7. To exit moderator mode, go to **Meeting** in the bottom navbar and switch the **Moderate Meeting** toggle to off (gray).

# View a Collaboration Session Remotely

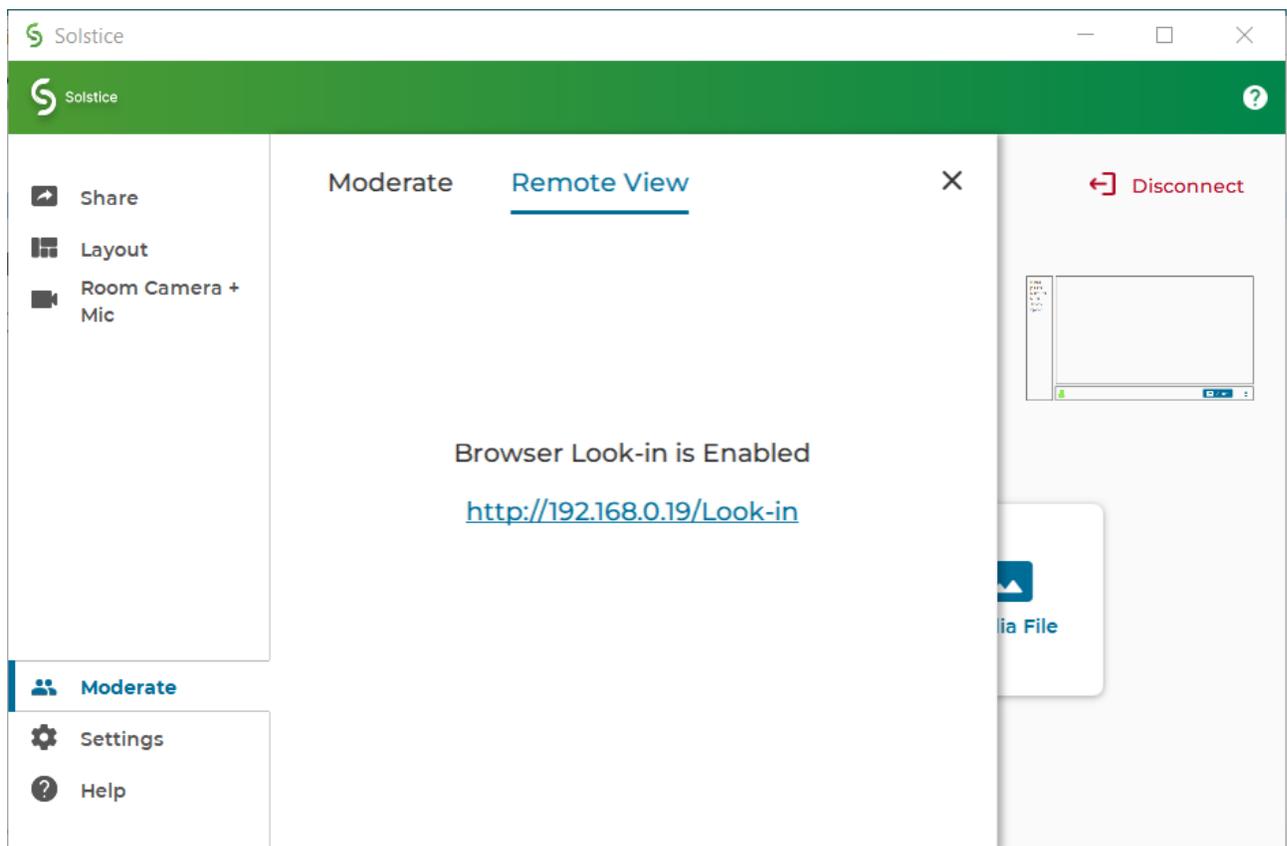
For participants who are not in the same room as the Solstice display, Solstice currently provides an option to “look in” to the meeting via a web browser. When Browser Look-In functionality is enabled for a Solstice display, there are two ways to access it: in the Mersive Solstice app or via a web browser.

 The Remote Look-In view is not instantaneous –it updates about every 5 seconds. Depending on your organization's security policies, you may not have access to this feature.

## How to View a Collaboration Session Remotely

### With the Mersive Solstice App:

1. Open the Mersive Solstice app and connect to a Solstice display.
2. Click **Moderate**, then select the **Remote View** tab.

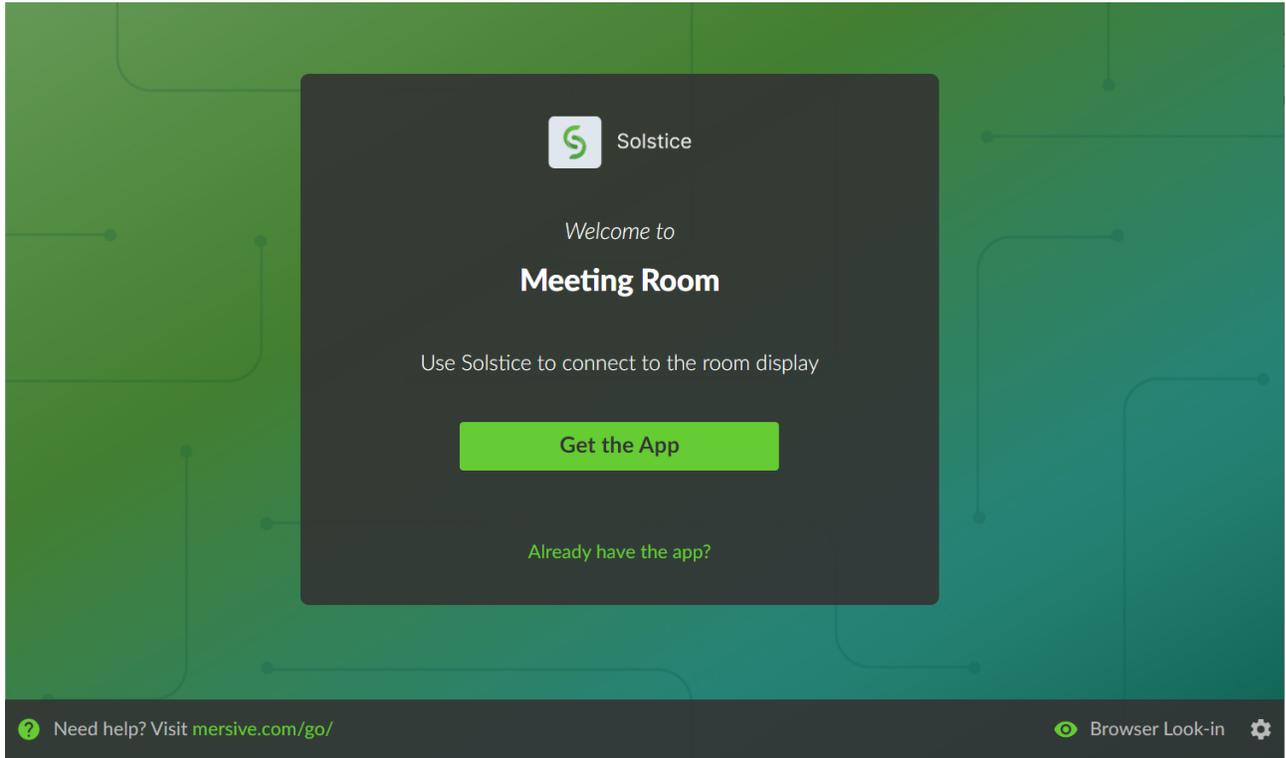


3. Click the **Browser Look-in** link provided and enter the screen key shown on the Solstice display if prompted. A view of the Solstice display will open in your default web browser, allowing you to view content shared to the display in a Solstice-enabled meeting.

### Without the Solstice App:

1. Or open your web browser directly.

2. Enter the URL or IP address shown in the top-right or bottom-left corner of the Solstice display. The Solstice Quick Connect page will open.



3. In the bottom-right corner, click **Browser Look-in**. If asked, enter the screen key shown on the Solstice display.

A view of the Solstice display will open in your browser, allowing you to view the content being shared to Solstice during a meeting.