

### Overview

The Livingston Learning Center collaborative room is furnished with moveable tables and seating that can accommodate fifty-four student in various arrangements. Using two moveable dividing walls, the room can be sub-divided into two or three rooms.

DCS technology is designed to accommodate the flexible use of this space. Cabinet 1 – the cabinet farthest from the windows – is designed to be used when the room is not divided or when the room is divided and the presenter is in the front room. This cabinet can be used to display images on the main projection screen and the three side wall monitors. Cabinet 1 may be used to connect laptops, phone, and tablets via HDMI connection, wireless connection, or puck connection. It also has a Blu-ray player and wireless microphone.

Cabinets 2 and 3 are used to send image from laptops to the monitors next to them using a wireless puck system. These cabinets are typically used when the room is divided.

The instructions below are organized according to which cabinet is being used.  
For assistance using the presentation technology, please ask the LLC staff at reception.

### Cabinet 1

The cabinet is controlled by using the touchscreen sitting on top of the cabinet. If the touchscreen is black when you arrive, wake it by pressing anywhere.

### Playing a Blu-ray or DVD

- On the touchscreen, press Blu-ray or DVD.
- You will be prompted to indicate where you would like to display the image. Check each display that you would like to use and press enter. If you chose “Projector,” lower the projection screen by using the controls on the whiteboard.
- New controls will appear on the touchscreen that allow you to operate the player.
- To insert your disc, open the cabinet door. On the touchscreen, select **Open/Close**. The tray will open. Place your disc on the tray and press **Open/Close** to close the tray.
- Use the buttons on the screen to control playback.
- Use the first volume slider on the touchscreen to control the audio level.
- Do not forget to remove the disc when you are finished.

### Using a Laptop or Portable Device via Wireless Connection

An unlimited number of participants can send images from their laptop, phone, or tablet to the monitors and projector.

- On the touchscreen, select **Wireless**.
- You will be prompted to indicate where you would like to

display the image. Check all that apply and press enter. If you chose “Projector,” lower the projection screen by using the controls on the whiteboard.

### If you are using a laptop:

- The first time you connect wirelessly, you will need to download a free application. To do so, connect your laptop to the Internet, open your web browser, and visit the web address displayed on the projector or wall monitor. Click on the **Connect!** Button to download the app.
- After the download finishes, open the “SolsticeClient” app.
- Enter your name and press continue. This name will be used to indicate to the class who is presenting and will be saved for future classes.
- Select the “Enter IP” tab, enter the IP address displayed on the monitor, and press **Go**.
- If prompted to “Enter Screen Key,” enter the key displayed on the monitor.
- There are three sharing options:
  1. Press **Desktop** to send everything on your computer screen to the monitor. You may share audio from your computer by turning “Desktop Audio” to **On**. Raise the volume on the touchscreen.
  2. Press **App Window** to select an open window on your computer to send to the monitor.
  3. Select **Media File** to select a file on your computer to display.
- Click on the Stop Sharing buttons to end sharing.
- Users may share multiple images simultaneously. At the same time, multiple users can share images at the same time. To relocate, remove, or add back in shared images, click on Control in the

left side bar. If multiple windows are shared, click and drag on an image to relocate it. To remove an image, drag it to the left side bar. Add it back in by dragging it back on to the main area. In the bottom bar, right click on a user to access the ability to show, hide, stack, or delete their images.

- Please frequently check for updates to the SolsticeClient software. Older versions may not work when updates are made available.

#### **If you are using a phone or tablet:**

- The first time you connect wirelessly, you will need to download a free application. To do so, connect your device to the Internet. Open your app store and download “Solstice Client.”
- Open the “SolsticeClient” App.
- Enter your name and press continue. This name will be used to indicate to the class who is presenting and will be saved for future classes.
- Select the “Enter IP” tab, enter the IP address displayed on the monitor, and press **Go**.
- If prompted to “Enter Screen Key,” enter the key displayed on the monitor.
- Use the various sharing options to send images to the display.
- Multiple users may share multiple images simultaneously. To relocate, remove, or add back in shared images, click on the control tab above your user icon, indicated by four squares. If multiple windows are shared, click and drag on an image to relocate it. To remove an image, drag it to the left side bar. Add it back in by dragging it back on the main area. In the bottom bar, click on a user to access the ability to show, hide, stack, or delete images.
- Click on the **Stop Sharing** buttons to end sharing.
- Please frequently check for updates to the SolsticeClient app. Older versions may not work when updates are made available.

#### **Look-in:**

- The look-in feature allows people not in the room to view the display on their own device.
- In the Solstice App, click on the globe icon. Under “Remote Viewing,” select **Enable**.
- An IP address will appear. Remote participant may type that URL into their web browser and view shared images. They may not share images.

#### **Using a Laptop via Puck Sharing**

Puck sharing can be used to share images from up to four users at a time.

- On the touchscreen, select “Puck.” You will be prompted to indicate where you would like to display the image. Check all that apply and press enter. If you chose “Projector,” lower the projection screen by using the controls on the whiteboard.
- Locate the blue USB pucks. These are typically stored in the center cabinet.
- Insert the puck into the laptop’s USB drive.
- On the laptop, the puck will show up as “ClickShare” wherever USB devices appear on the laptop. On Macs, this is typically on the desktop or in the Finder. On Windows laptops, this is typically on the desktop or under “Devices and Printers.”

- Double click on “ClickShare.” Click on either the Windows or Mac version of ClickShare, depending on your type of laptop.
- A pop up will appear indicating that the clicker is connecting.
- After connection is established, click the button on the puck to send your image to the screen.
- If other users share their images, they will appear side by side. Press the button once to stop sharing. Press and hold your button to take over the screen.

#### **Using a Laptop or Portable Device via HDMI Cable**

The podium includes an HDMI cable. Portable devices use a variety of display ports, many of which are unique to that device. Therefore, if your device does not have an HDMI port, you will need to provide an HDMI adapter to use your device. Connect this adapter to your device’s display port.

- The HDMI cable is in the black drawer inside the cabinet. Connect it to your device’s HDMI port or adapter.
- On the touchscreen, select **HDMI**.
- You will be prompted to indicate where you would like to display the image. Check all that apply and press enter. If you chose “Projector,” lower the projection screen by using the controls on the whiteboard.
- Turn on your device. After your device has fully loaded, if it does not send an image to the displays, you may need to adjust your device’s display settings.
- To control the volume level, adjust the first volume slider on the touchscreen. You will also need to raise the volume on your device. On some devices, you will need to adjust your audio setting to send audio over HDMI.

#### **Cabinets 2 and 3**

Cabinets 2 and 3 may be used to wireless share images from up to four laptops to their monitors using wireless pucks.

- Remove the monitor remote from the cabinet drawer. Point it at the monitor to be used and press the power button to turn the monitor on.
- On the remote, press the **HDMI/PC** button until the monitor is set to “HDMI 2.”
- Retrieve the pucks from inside each cabinet. The orange pucks may be used for cabinet 2’s monitor. The white pucks may be used for cabinet 1’s monitor.
- Insert the puck into the laptop’s USB drive.
- On the laptop, the puck will show up as “ClickShare” wherever USB devices appear on the laptop. On Macs, this is typically on the desktop or in the Finder. On Windows laptops, this is typically on the desktop or under “Devices and Printers.”
- Double click on “ClickShare.” Click on either the Windows or Mac version of ClickShare, depending on your type of laptop.
- A pop up will appear indicating that the clicker is connecting.
- After connection is established, click the button on the puck to send your image to the screen.
- If other users share their images, they will appear side by side. Press the button once to stop sharing. Press and hold your button to take over the screen.