

City Hall Conference Room 160

City Hall Conference Room 160 is equipped with the following technology:

- **NEC Display** – *this large monitor is where content in the room will be displayed*
- **Solstice Wireless Presentation** – *share content from your device wirelessly*
- **AMX Conferencing System with USB Cable** – *connect your laptop to the AMX Conferencing System to use the in-room camera, microphone, and speaker for conferencing*
- **Audio Control Puck** – *wirelessly connected to the AMX Conferencing System, use the puck to control volume in the room*



The NEC Display can be turned on and off using the red power button on the remote control.

When you enter the room if the display is off, turn it on to begin using the room technology



After turning on the NEC Display, you should see the Solstice welcome screen.

Connect to Wireless Network specific to the room you are in.

Open the Solstice App on your device. If you do not have the Solstice App on your device, open a browser and enter the Web Address shown on screen to download the application.

In the Solstice App, enter the Web Address and then when prompted enter the Key displayed on the screen.



To use the camera and microphone, connect your laptop to the AMX Conferencing System using the USB cable.

After connecting the USB cable, your computer should automatically recognize that the AMX Conferencing System is connected.



Rotate the outer ring of the puck to the right to increase the volume and left to decrease the volume.

Mute the microphone in the room by tapping the "Mute Microphone" icon on the right side of the puck.

Mute the speaker by tapping the "Mute Speaker" icon on the left side of the puck.