

# City Hall Conference Room 162

City Hall Conference Room 162 is equipped with the following technology:

- **Touch Panel/iPad** – use the touch panel or iPad to start and shut down the room system, as well as adjust the audio and camera if you are conferencing
- **NEC Displays** – three large monitors in the room where content will be displayed
- **Solstice Wireless Presentation** – share content from your device wirelessly in the room
- **Room Conferencing System with USB Cable** – connect your laptop to the Room Conferencing System to use the in-room camera, ceiling microphones, and speakers for video and audio conferencing

Tap in the center area of the touch panel or iPad to turn on the room system.

After turning on the room system, you should see the Solstice welcome screen on the NEC displays in the room.

To share content, first connect to Wireless Network “**Room 162**”. Then 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.

Tap the Camera Control button and use the on-screen controls to adjust the camera angle and zoom.

Tap the power button on the top right of the touch panel to shutdown the system.

Adjust volume in the room using the up/down arrows on the right side of the panel.

Tap a preset button to set the camera to a preset position.

For conferencing, connect your laptop to the Room Conferencing System using the USB cable found on the table.

Your computer should automatically recognize that the Conferencing System is connected.

While in a video or audio conference, tap the microphone icon to mute the microphones in the room. The icon will turn red to show that the microphones are muted. Tap the icon again to un-mute the microphones.

