Instructions:
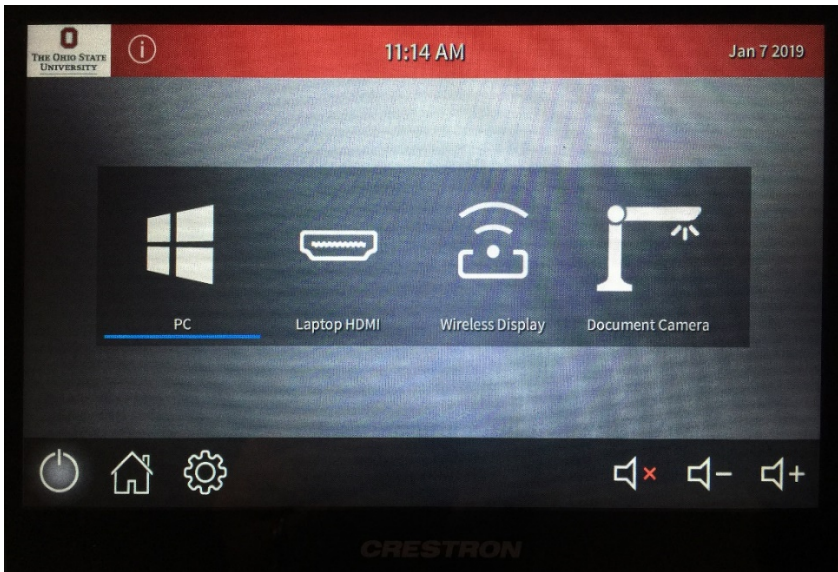
To **START** the system:

Tap the small touchpad.
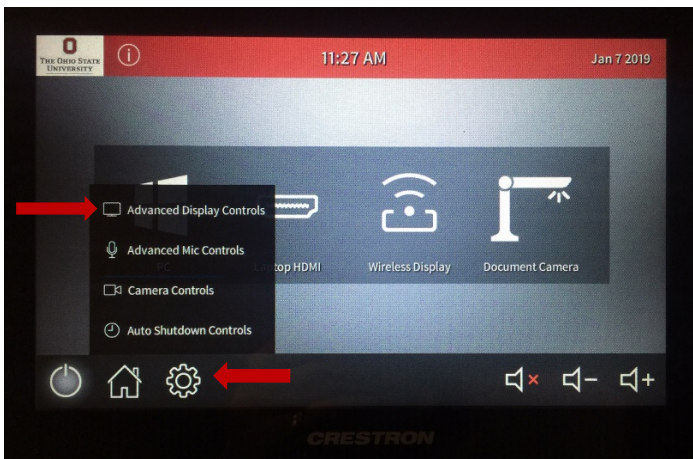Select: PC, Laptop HDMI, Wireless Display, or Document Camera

Please note: When connecting your laptop via the **"Wireless Display"** option, you will need to have the latest version of Solstice software on your device. It is available here:

Go Link: **http://go.osu.edu/solstice**

To **turn on PROJECTOR** and **LOWER SCREEN**:

1. Lightly press cog wheel on touchpad.
Press "Advanced Display Controls"

2. Lightly press "Power On" to turn on projector and down arrow to lower screen.

To use the **WIRELESS (HANDHELD) MICROPHONE LOCATED ON THE PODIUM**:

On the touchpad, select the cog wheel.
Select "Advanced Mic Controls."
Lightly press the mic icon to turn it on. A green "X" will appear on the icon when the mic is on.
Remove wireless mic from charger.
Lightly press button on mic to turn it on. When green light flashes on mic it is active.
Please be sure to place the microphone back on the charger when finished.
   (Microphone will hold a charge for approximately 2 hours.)
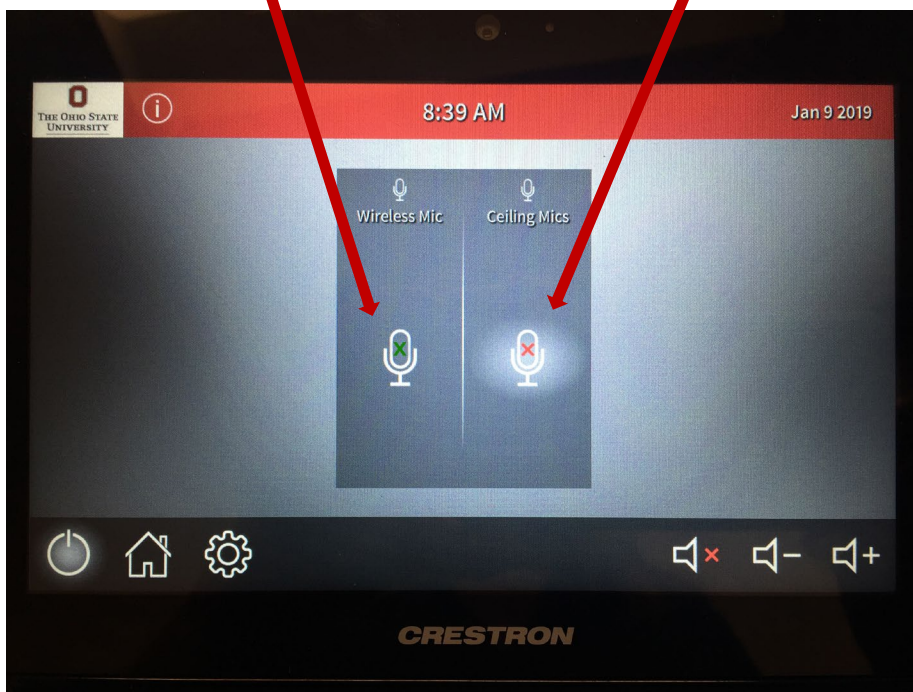

The microphones are only for teleconferencing use.

They do not boost regular audio in the room.

HANDHELD MICROPHONE
IS ON

CEILING MICROPHONES
ARE OFF

To turn on (audience) **CEILING MICROPHONES**:

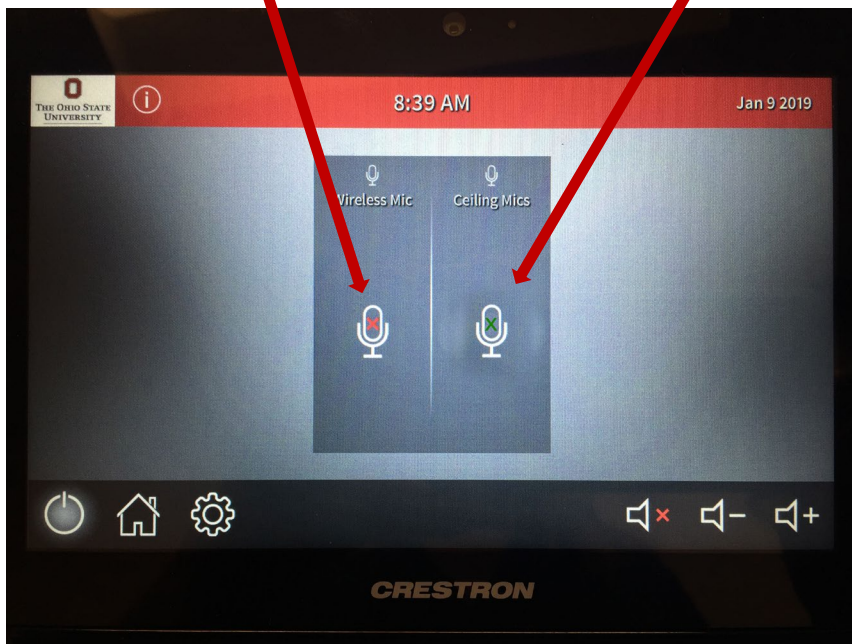Lightly press the cog wheel on the touchpad.

Select "Advanced Mic Controls."

Press the mic icon to turn them on. (Small lights on the ceiling microphones will be green when they are live and red when they are not.)

HANDHELD MICROPHONE IS OFF
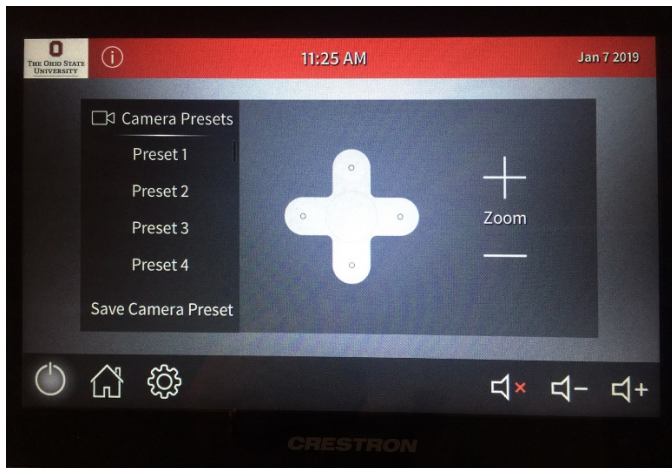
CEILING MICROPHONES ARE ON

To turn on the **CAMERA**:

Lightly press the cog wheel on the touchpad.
Select "Camera Controls." The camera will turn on.
Use the + and – sign buttons to zoom in and out and the cross-shaped toggle to pan left, right, up and down.

To **SHUT DOWN** the system:

Lightly press the power button.
Select "Yes, shut down the system." This will turn off the projector and the screen will go up.
Please leave the computer on.