

Quick Guide To Hybrid Meetings With Mersive Solstice



1

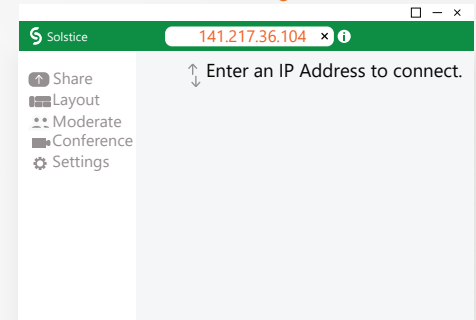
Make sure device (laptop, tablet, or smart phone) is connected to the WSU Network via WIFI (WSU-SECURE) or through a wired connection.

2

Launch the Mersive Solstice app on your device and enter the IP address displayed on the TV screen.



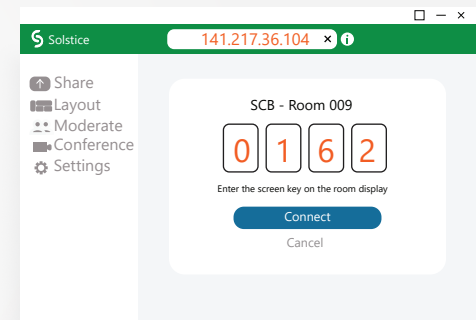
Room TV



Solstice App

3

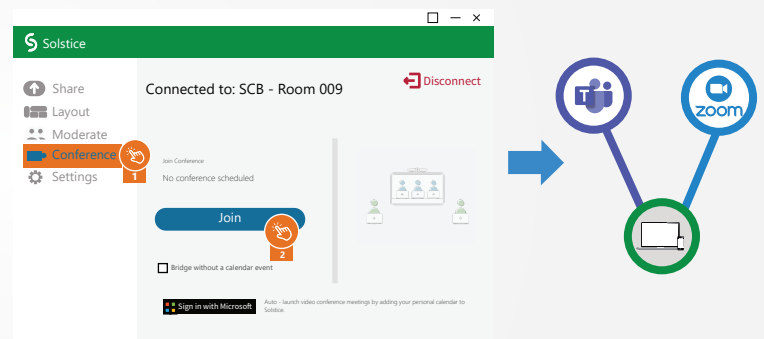
Enter the 4-digit key displayed on the TV screen.



4

Navigate to the conference tab and click **Join**. The device will soon mirror to the TV. Launch either Teams or Zoom to begin the meeting.

Note: The USB room camera and microphone will wirelessly connect after clicking join.

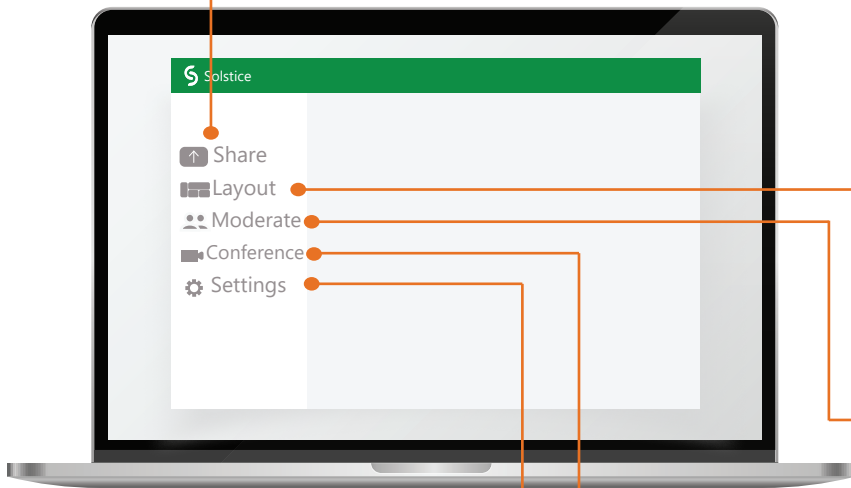


5

Once the meeting ends, click **Disconnect** on the top right corner of the app to disconnect from the system.


Need Support?
Call the C&IT Help Desk at
313-577-4357.

Quick Reference to Solstice App Features



Share unlimited content using any of the following features:

Desktop: Share your entire desktop.

App Window (computers only): Share a single application window on your computer (PowerPoint, Word, Excel, etc.).

Media File: Share media files such as images and videos.

Control the content and how it appears on the display:

You can share, rearrange, or hide multiple pieces of content during meetings using the layout panel.

Moderate a Solstice session:

Provides the ability to approve collaborator requests to join the session or to add content to the display.

Connect to web conference:

Use the conference tab to join meetings via Zoom or Teams.

Change name, integrate calendar:

Sign in with your Microsoft Office 365 account to automatically launch video conference meetings by adding your personal calendar to the Solstice app.



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