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.

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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