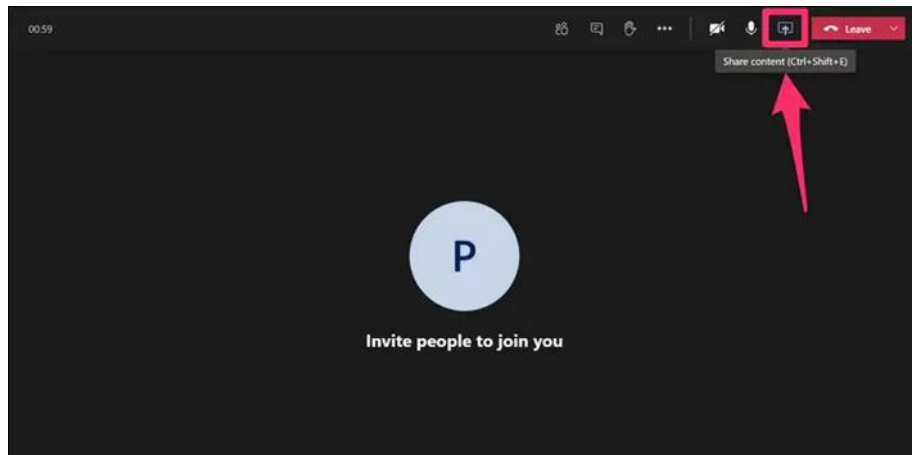


Hybrid Teams Meeting/In-Person Meeting:

If you have joined the call via Teams, sharing can be achieved directly from Teams by clicking the '**Share content**' icon below:



If there are any connectivity issues with Solstice for an in-person meeting and you haven't got a link to join from your laptop, you can join using the 'Meet' button on the tablet/touch pad and invite your email address. Then, share your screen as you would usually do, using Teams.

Connecting to Mersive Solstice from any device:

1

Select '**Solstice**' as the source/input, if it isn't already, or '**Video Conferencing**' if this option is available. To change, use the source/input button on remote control.

2

Make sure **Wi-Fi** is enabled on your device. Connect to either **govroam** or **Southwark-Free-Wi-Fi**.

3

If you are using a **non-Southwark** issued device (e.g. personal or external), open your internet browser, enter the room's IP address displayed on the screen (e.g. <http://10.13.16.xx>) and either click '**Share my Screen**' or '**Get the App**' to download Mersive Solstice. If sharing screen only, see Step 6.

4

If downloaded on your device, start **Mersive Solstice** application, and enter your name if prompted.

5

Select the room number/name you're currently in on 'discovered displays'. *If the room isn't listed, click on the search bar at the top or 'Enter IP' tab (if available) and enter the IP address displayed on the large meeting room screen. (e.g. 10.34.16.XX*

6

Enter the **4-digit pin** number displayed on the room screen. *If you can't see the pin on the big screen, click '**Share**' on the tablet/touch pad.*

7

Select '**Share Desktop**'

If you are experiencing problems using the meeting room technology, please report it via AVSupport@southwark.gov.uk

If you require urgent assistance with the technology for a meeting starting now – please contact Omotayo Ogunyemi on 07540 284 343