

Media Cart

Set-up Guide

How do I connect to the Mobile Media Cart with a laptop on the Yale Secure WiFi network?

If you have the Solstice app on your device (Laptop, tablet or phone)

- Launch the Solstice app.
- Select the Cart Number from Discovered Displays or Enter the IP address which is displayed on the screen.
- Enter the 4-letter **key** which is next to the IP address and press OK

If you don't have the Solstice app on your device

- On the **laptop**: Open a browser.
- Type in the IP address which is displayed on the screen. Every cart has a different IP address.
- On the **phone**: Download the free app, Solstice Client (Mersive)
- Click on **Connect** to download the software.
- When the program launches, it will ask you for your name, please add it. That's the name which shows up when you wirelessly connect to the screen.
- Enter the **Key** and press **Ok**.

Once the app is installed on your device, refer to the instructions above to connect to the Mobile Media Cart.

If you'd like to use the wired connection

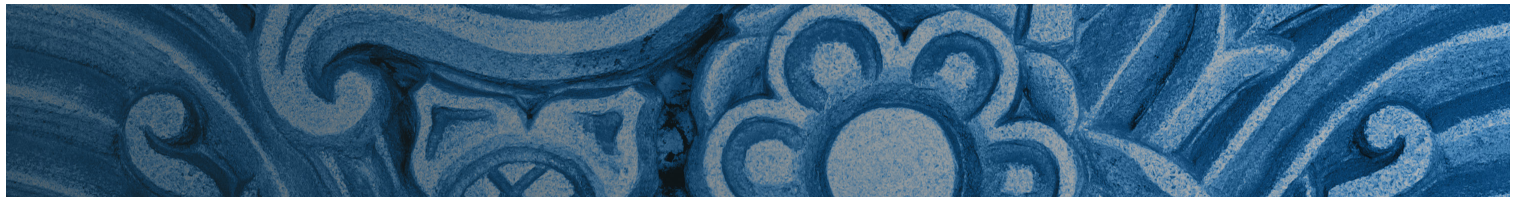
- Connect the HDMI Cable (with appropriate dongle) to your device.

Why do I need a wired connection?

If you are showing videos or need to use notes during your presentation

How to connect Jabra speakers with the wire?

- Connect the larger Jabra sets to a power strip and then attach the power strip to the floor plugs.
- Attach one end of the USB extension cable to the Jabra speaker and other to the USB hub on the Mobile carts, below the screen.



How do I start or join a zoom meeting on the Mobile Cart?

- On the Mobile cart screen if the Solstice screen is on, press and hold one finger anywhere on the screen. Let go and from the pop-up menu select **Minimize/hide**.
- Double tap on the **Zoom** icon.
- Tap **Join Meeting**.
- Tap on the keyboard icon on the lower right corner of the screen to use the onscreen keyboard.
- Type the **Meeting ID** number.
- Click on X on the top right of the onscreen keyboard, to minimize it.

What Meeting ID number do I use for Zoom.us?

Use the Personal Meeting ID from your zoom account. Go to zoom.us and personalize your ID. Phone numbers work well as your ID number.

How do I use more than one mobile cart to display the same content?

- Start a Zoom meeting on a mobile cart- **Start without video**
- “X” out the pop-up box with audio conference options.
- Open the content (For example PowerPoint) you would like to display on the carts
- Tap the bottom of the screen. Select **Share Screen**
- **Join** the same zoom meeting from the other mobile cart.
- Type the meeting ID using the onscreen keyboard.
- Uncheck **Remember my name for future meetings**
- Check **Don't connect to audio and turn off my video**
- Type your Meeting ID using the onscreen keyboard

How do I annotate on Mobile Cart using Zoom?

- Start a Zoom meeting on your laptop without video
- Cross the box with the audio conference options.
- Click on **Exit Full Screen** on top right corner.
- Open the pdf or the document you want to annotate on.
- Click on **Share screen >> Desktop** or your choice of window or application.
- On the mobile cart, go to Zoom
- Tap on **Join a meeting**
- Uncheck **Remember my name for future meetings**
- Check **Don't connect to audio and turn off my video**
- Type meeting ID using the onscreen keyboard
- Tap on top of the mobile cart screen. You'll see **View Options**
- Select **Annotate**

For more information or help, email: john.harford@yale.edu

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