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**Solstice Conference Overview**

Solstice Conference is a software-enabled capability that enhances video conferencing with rich, multi-participant content sharing to deliver a better collaboration experience between onsite and remote users. Solstice Conference paired with room audio/video devices delivers the convenience of a traditional room system with the flexibility to use any conferencing service installed on the meeting host's laptop.

Solstice Conference allows you to use Solstice with most laptop-based conferencing apps to add meeting support for remote attendees in Solstice-enabled rooms. Solstice Conference offers the flexibility to use the conferencing service of choice and provides wireless connectivity to room audio/video devices attached to the Solstice Pod via USB. Solstice Conference can be enabled for all Gen3 Pods on Solstice version 5.0 or later. A current Solstice Subscription is needed to utilize the Solstice Conference capabilities.

**Key Capabilities**

- Leverages web conferencing services running on local users' laptops to connect remote participants to the room.
- Enables meeting hosts to wirelessly connect to plug-and-play USB devices attached to the Pod in order to share room audio/video in the web conference.
- Supports a one-step start for scheduled web conferences via support for integration of room and personal calendars.
- Allows the meeting host to share the full in-room display to the web conference so remote users can see everything happening on the display, including multi-source content sharing, mark up, and more.

**System Requirements**

- Gen3 Solstice Pod with current Solstice Subscription and Solstice software version 5.0 or later
- Meeting host laptop (Windows or macOS, recommended specs below)
- Solstice app version 5.0 or later (required for meeting host)
- 3rd-party conferencing app for host and remote users
- Solstice Discovery Service (SDS) strongly recommended
- USB room camera and/or audio devices (optional) - [verified supported device list](#)
- Microsoft Exchange or Office 365 calendar integrations (optional)

**Host Laptop Recommended Specs**

Solstice Conference capabilities are supported on laptop devices that meet the following requirements. This capability is not supported on mobile devices.

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Tip: To check your laptop specs, open Command Prompt, enter “dxdiag”, then run.

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**Supported Conferencing Services**

Below are the supported conferencing services by host laptop operating system. For support that lists "browser-based version only", Solstice Conference's full functionality (e.g. the ability to share the Solstice display to remote users via the conferencing application) is only supported in the browser-based version of that conferencing application. As a note, please ensure your video conferencing software is up to date.

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*Chrome, Edge, Opera, and Internet Explorer browsers supported
Solstice Conference Setup

The following guide assumes that you have already done your Solstice Setup, have connected your Pods to your enterprise network via Ethernet, and have performed the Baseline Deployment Steps.

Pre-Deployment Considerations

- As a new category of room system that does not burden a room design with single-purpose dedicated hardware, Solstice Conference is far more versatile and cost effective but does have some specific prerequisites to ensure a high-quality conferencing experience. Our Solstice Conference Checklist outlines those specifications and requirements of the various system components – host laptop, local area network, and audio/video peripherals – most of which are consistent with current best practice IT methodologies.

- Ensure your network has a bandwidth of up to 80 mbps per host connection, has an end-to-end latency < 50 ms, and allows peer-to-peer TCP connections. As a note, bandwidth utilization is largely dictated by a combination of conferencing application and video camera used.

- The necessary network ports need to be open. For example, ports 80 and 443 will need to be opened for Solstice to access the licensing server and software upgrades. You will also need to open up additional network ports for certain features to work. For more information, see Open Network Ports.

- Ensure the following network ports are open: Default base ports +3 (e.g. If 53100-53102 are the configured base ports, open TCP ports 53100-53105). For MacOS users, TCP port 53106 and UDP ports 9000 and 9001 should also be opened. For more information on all of Solstice’s open network port requirements, see Open Network Ports.

- Deploy and configure Solstice Discovery Service (SDS).

- Solstice Conference drivers are bundled in Solstice app installer and require elevated permissions to install. If end-users do not have elevated permissions, you have the option to centrally deploy the Solstice app using MSI or SCCM.

- If you utilize a tool that limits program access, such as an anti-virus program or device management services, you will need to whitelist the Solstice App.

How To

Enable Solstice Conference

In order to use Solstice Conference, the capability must first be enabled. Before enabling Solstice Conference, you will need to update your Gen3 Pod to Solstice version 5.0 or later. For more information on how to update your Pod, see Updating Solstice.
There are two ways to enable Solstice Conference: using Solstice Cloud or using the Solstice Dashboard. The Pods must have internet access for these settings to be applied.

Solstice Cloud

1. From the Solstice Cloud Home page, in the left sidebar navigation panel, click Manage > Templates > Features.
2. Create a new template, or edit an existing template.
3. Under Room Services, select the Enable Solstice Conference checkbox.
4. Click Save.
5. In the left sidebar menu of the Solstice Cloud portal, click Manage > Pods. The Pod Template Assignments table displays.
6. Select the checkboxes of the Pods you want to enable Solstice Conference for. You can select each Pod's checkbox individually, or select the checkbox in the header row of the table to select all of the Pods in the table.
7. Go to the Features column, click a drop-down in that column for one of the selected Pods, then select the name of the template you just created or edited.
8. A pop-up asks you to confirm the changes. Click Confirm. A green notification that the template was applied displays.

If a Pod is offline, any changes made will be applied when the Pod is back online.

Solstice Dashboard

1. Open your Solstice Dashboard.
2. Select the displays you wish to enable Solstice Conference for from the list of Your Solstice Instances.
3. Go to the Appearance and Usage tab > Usage and Management section.
4. Under Solstice Conference, select the Enable radio button.
5. Click Apply.

Integrate a Room Calendar

Integrating a room calendar lets Solstice detect the web conferencing information in the calendar invite when users book a web conference and invite the room. This allows Solstice to start the scheduled web conferencing with the meeting host connects to the Solstice display.
There are two ways to integrate a room calendar: using Solstice Cloud, or using the Solstice Dashboard. The Pods must have internet access for these settings to be applied.

**Solstice Cloud**

1. From the Solstice Cloud Home page, in the left sidebar navigation panel, click Manage > Templates > Calendar.
2. Create a new template, or edit an existing template. Select the Enable Calendar Feature checkbox.
3. From the Calendar Type drop-down, select the type of calendar you are integrating [for the room]: Microsoft Exchange, Office 365, or 3rd Party Only. Only select 3rd-party only if you are using Solstice’s OpenControl API to integrate a third-party calendar.
4. If you are using Microsoft Exchange server, enter the Microsoft Exchange Server URL.
5. In the Authentication type drop-down, select the type of authentication your server is using: Basic or NTLM.
6. If you are a using either an Impersonation or a Delegation Mailbox, select the corresponding radio button.
   - If you selected No, skip to step 7.
   - If you selected either Impersonation or Delegation, you will need to enter in the user name and password for the impersonation or delegation account (required).

   The login credentials for email accounts will need to be entered individually for each Pod on the Manage > All Pods page.

   7. If you wish to hide meeting titles or meeting organizers from being visible on the room display, deselect Show meeting titles and/or Show meeting organizers.
8. From the Update Interval drop-down, select the frequency at which the Pod will update the calendar meeting information visible on the display.
9. Click Save.
10. In the left sidebar menu of the Solstice Cloud portal, click Manage > Pods. The Pod Template Assignments table displays.
11. Select the checkboxes of the Pods you want to integrate a room calendar for. You can select each Pod's checkbox individually, or select the checkbox in the header row of the table to select all of the Pods in the table.
12. Go to the features column, click a drop-down in that column for one of the selected Pods, then select the name of the template you just created or edited.
13. A pop-up asks you to confirm the changes. Click Confirm. A green notification that the template was applied displays.

**Solstice Dashboard**

1. Open your Solstice Dashboard.
2. Select the displays you wish to integrate a room calendar for from the list of Your Solstice Instances.
3. Go to the Calendar tab.
4. Select the Enabled option.
5. From the Calendar Type drop-down, select the type of calendar you are integrating: Microsoft Exchange, Office 365, or 3rd-party only. Only select 3rd-party only if you are using Solstice’s OpenControl API to integrate a third-party calendar.
6. In the Server URL field, enter the Microsoft Exchange server URL if that is the type of calendar you are integrating.
7. In the Authentication type drop-down, select the type of authentication your Microsoft Exchange server is using: Basic or NTLM.
8. Enter in the Username and Password for the room calendar account.
9. If you are a using an Impersonation or Delegation Mailbox, enter them into the corresponding fields.
10. By default, the meeting titles and meeting organizers will be visible on the display unless the meeting is marked in the organizer’s calendar application as “private”. If you wish to hide these for all meetings, disable the corresponding options under Privacy Settings.
11. From the Update Interval drop-down, select the frequency at which the Pod will update the calendar meeting information visible on the display.
12. Click Apply.

**Enable Screen Key (Optional)**

Enabling screen key allows users to quickly connect to a Solstice display by simply entering the display’s 4-digit screen key into the Solstice app. As a note, **SDS** is required for this quick connect to work. Without screen key enabled, users need to enter the Solstice display’s IP address in order to use the quick connect or one-step start functionality.

There are two ways to enable Solstice Conference: using Solstice Cloud, or using the Solstice Dashboard. The Pods must have internet access for these settings to be applied.

**Solstice Cloud**
1. From the Solstice Cloud Home page, in the left sidebar navigation panel, click Manage > Templates > Features.
2. Create a new template, or edit an existing template.
3. Under Solstice Feature Options, select the Enable screen key checkbox.
4. Click Save.
5. In the left sidebar menu of the Solstice Cloud portal, click Manage > Pods. The Pod Template Assignments table displays.
6. Select the checkboxes of the Pods you want to enable screen key for. You can select each Pod's checkbox individually, or select the checkbox in the header row of the table to select all of the Pods in the table.
7. Go to the features column, click a drop-down in that column for one of the selected Pods, then select the name of the template you just created or edited.
8. A pop-up asks you to confirm the changes. Click Confirm. A green notification that the template was applied displays.

Solstice Dashboard

1. Open your Solstice Dashboard.
2. Select the displays you wish to enable screen key for from the list of Your Solstice Instances.
4. Select the Screen key enabled option. A pop-up warning may appear.
5. If you agree with the requirements of the warning, click Yes, enable Screen Key.
6. Click Apply.

Centrally Deploy the Solstice App and Conferencing Capabilities

To gain all the benefits of Solstice Conference, users will need to install a new component when they first use the system. This component is needed to provide the core benefits of Solstice Conference: wireless bridging of room audio and video to the host laptop, and the ability to share the Solstice display to remote participants through an existing video conferencing application.

This one-time install can be accessed from the Solstice app's Conference tab and only takes ~20 seconds to complete. As a note, the install requires a user to have user-level administration privileges for their own account. Installing the additional component is optional, and users that don’t need to host a Solstice Conference can use Solstice as before without the additional component.
For most enterprise users of Solstice Conference, Mersive recommends pre-installing the Solstice app and the included Solstice Conference component through the use of centralized management (MSI or SCCM). An installer flag will allow an administrator to pre-install everything that is needed for Solstice Conference onto the user device without needing to change a user's privileges. For more information, see [Deploy the Solstice App with MSI](#) or [SCCM](#).
Solstice Conference Physical Setup

Now that Solstice Conference has been configured, you can move on to the physical setup. Solstice Conference has been designed to be used in small meeting spaces, such as huddle rooms, or larger more complex conference rooms. See below for physical setup tips, as well as how to setup a standard Solstice Conference room.

Physical Setup Tips

Because the Pod does not store user credential information, unencrypted passwords, or users’ data that has been shared to the display, the physical Pods do not have to be located in secure locations. However, other considerations related to theft and environmental conditions should be considered.

- Solstice Conference supports plug-and-plug USB devices. Devices, such as room cameras, should be connected to the Pod via USB and must be in-room. View list of supported devices. Note: DSPs and other processing hubs may not be compatible and should be avoided.
- Display monitors must be directly connected to a Solstice Pod through HDMI video cables. If using a single display monitor, Mersive recommends connecting the display monitor to the inner HDMI port.

Physical Setup Requirements

To view the full Gen3 Pod specs, click here.

- Gen3 Solstice Pod
- Ethernet cable (PoE+ supported)
- Mersive power supply (if no PoE+)
- HDMI cable x1
- USB conference camera (recommended)
- USB mic (recommended)
- Audio speakers (optional, 3.5 mm stereo plug supported)
How to Physically Install Solstice Conference

Follow the steps below for an example of how to physically install Solstice Conference in a standard room configuration. For assistance with more complex room setups, contact your AV/IT integrator or Mersive Support.

1. Plug the Solstice Pod into your network via Ethernet (PoE+ supported).
2. If your Ethernet connection does not support PoE+, use the provided power supply.
3. Connect the display monitor to the one of the HDMI ports on the back of the Pod using an HDMI cable. Mersive recommends connecting the display monitor to the inner HDMI port. As a note, up to two display monitors can be connected to the Pod via HDMI.
4. Connect your USB conference camera to one of the USB ports on the back of the Pod.
5. Connect your USB microphone to another USB port on the back of the Pod.
6. Connect any audio speakers to the Pod via stereo out.
How to Use Solstice Conference

These instructions outline steps for meeting hosts to use Solstice Conference to bridge their web or video conference to Solstice.

Meeting Host Laptop Requirements

Solstice Conference capabilities are supported on laptop devices that meet the following requirements. This capability is not supported on mobile devices.

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Tip: To check your laptop specs, open Command Prompt, enter “dxdiag”, then run.

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Note: Although MacOS laptops with 4 core i5 processors are the minimum requirement, users may experience suboptimal performance. Dual-core processors not currently supported. |
If you are using a 4K laptop, Mersive recommends scaling your screen resolution down to 1080p when using Solstice Conference.

**Supported Conferencing Services**

Below are the supported conferencing services by host laptop operating system. For support that lists "browser-based version only", Solstice Conference's full functionality (e.g. the ability to share the Solstice display to remote users via the conferencing application) is only supported in the browser-based version of that conferencing application. As a note, please ensure your video conferencing software is up to date.

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**How To**

**Install the Solstice App and Solstice Conference**

Below are the steps you can take to download and install the Solstice app and additional Solstice Conference capabilities.

1. Open a browser on your laptop device and enter the IP address visible on the Solstice display. The Solstice Quick Connect page opens.
2. Click the **Get the App & Join** button.

3. If you are on a laptop PC:
   a. The Solstice app installer (SolsticeClientWin.exe) will download. Click the downloaded file to install the Solstice app.
   b. Once installed, the app will open automatically.
   c. To install Solstice Conference, go to Conference tab and click **Install**.
   d. Walk through the InstallShield wizard to install Solstice Conference.

   Installing Solstice Conference requires elevated permissions. If you do not have elevated permissions, contact your IT administrator.

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**Integrate Your O365 Calendar**

By integrating your O365 calendar with your Solstice app, Solstice can start any scheduled web conferences on your calendar when you connect to a Solstice display. This capability requires Solstice app version 5.0 or later, and is supported for Windows or MacOS laptops only.
When integrating your calendar, you will be prompted to sign into your Office365 account using the secure Microsoft Graph API OAuth2 authorization flow. Microsoft will present you with the option to grant Solstice read-only access to your calendar. This allows the Solstice app to retrieve your calendar entries for upcoming meetings and enable a one-step start for scheduled video conferences.

If you are unable to save your O365 credentials and are prompted to re-enter them each time you launch the Solstice app, the Credential Manager service in Windows may have been disabled by your IT team.

1. In the Solstice app, click **Settings**.
2. Under Calendar Integration, click **Sign in with Microsoft**. The Microsoft Online login page opens in a web browser.
3. Enter your login credentials and sign in. If successful, the browser will display a "Success" message.
4. Close the browser and return to your Solstice app.
5. If you wish to disconnect your O365 calendar at any time, go to the Solstice app > Settings > Calendar Integration, then click **Sign out**.

### Launch a Scheduled Web Conference

1. Launch the Solstice app on your laptop.
2. Connect to the Solstice display by clicking on the display name. If prompted, enter in the 4-digit screen key listed on the display.
3. Once connected, go to the **Conference** tab in your Solstice app.
4. Click **Start**. Once the process begins:
   - Your desktop will be shared to the in-room display.
   - Any available USB room camera or mic will be wirelessly connected to your laptop.
   - If a calendar entry was recognized as a video conference, the conferencing application will launch and start the appropriate meeting. Some conferencing applications may require an additional step to launch the meeting.

5. Once you have joined your video conference meeting, if there is a room camera and microphone connected to Solstice, you will be able to select the room camera and microphone as the meeting's audio and video sources.

6. To share the Solstice display to remote attendees, select **Screen 2** from the sharing options within the video conferencing application.

7. Once you are done hosting the conference, stop sharing the display, end the video call, and disconnect from the Solstice display.

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### Bridge an In-progress Meeting to Solstice Conference

There are multiple ways that Solstice Conference can support your web conference. This how-to will explain how to use bridge a video conference that has already been started to Solstice Conference.
1. Once you have started your web conference, open your Solstice app.
2. Connect to the Solstice display by clicking on the display name. If prompted, enter in the 4-digit screen key listed on the display.
3. Once connected, go to the Conference tab in your Solstice app.
4. Click Start. Once the conference has been bridged, the Conference tab will say that you’re currently a host of a bridged web conference.

If there is a conflicting meeting listed, you should select the Bridge without this calendar event checkbox, then click Start. If you do not select this option before starting, Solstice will automatically launch that web conference.

5. Once you have joined your video conference meeting, if there is a room camera and microphone connected to Solstice, you will be able to select the room camera and microphone as the meeting's audio and video sources.
6. To share the Solstice display to remote attendees, select Screen 2 from the sharing options within the video conferencing application.

If you are on a laptop with an i5 processor, you may not be able to share 'Screen 2' remotely.

7. Once you are done hosting the conference, stop sharing the display, end the video call, and disconnect from the Solstice display.

End Your Meeting and Disconnect from Solstice

As the host, when your meeting is finished you will need to end your video conference and disconnect from Solstice. Here are some ways you can disconnect from Solstice:

- Close the Solstice app window by clicking the Close 'X' icon. Solstice will ask if you wish to disconnect from the display and stop sharing all content. If yes, click Disconnect.
- With the app open and connected, click the Disconnect button at the top of app. A pop-up will ask you to confirm that you want to end the meeting and disconnect from the Pod.
- If your Solstice app is minimized, click the Solstice icon in system tray, and then click Disconnect. Note that this option will only be visible if you have an active meeting.
FAQ

Why am I not seeing controls for minimizing or closing my Solstice app window?

Your Solstice app might be docked to your system tray. To remove this setting and regain controls for the Solstice app window, right-click the Solstice icon in your system tray, then deselect the Dock to system tray option.

I’m hosting a meeting, but Solstice keeps reminding me that I’m sharing a post to a display. How can I turn this off?

To limitation Solstice notifications, open your Solstice app, then go to Settings. Under Notification Settings, select either None or Critical, depending on your notification preferences.

Why is the Solstice display showing up as Screen 3 in my video conferencing application?

This could be due to your laptop having additional virtual desktops. As a note, Mersive strongly advises against using additional virtual desktops or docking stations alongside Solstice Conference.