

HyFlex Classroom Technology Guide

3216 Auditorium



LIGHTS

Located on the front wall to the right of the podium when facing outwards.

START UP

1. Turn on computer under the desk.
2. Turn on computer monitor.
3. Turn on mouse and keyboard.
4. Turn on microphone.
5. Turn on control panel

Tap green "turn on."

Tap "power on."

NOTE: This will trigger television and projector to turn on, plus bring screen down.

MONITORS & MICROPHONES

Monitor and microphone notes:

- The project (middle display) takes a few minutes to power on.
- The left and right television monitors will show the same screen.
- The middle projector and the monitor on the podium will show the same screen.
- **Microphone NOTES:** Hand-held microphones only (lapel option to be added soon).
- 3 extra microphones are located in the back room, but it need to be unlocked by maintenance.

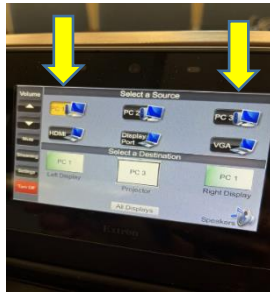
NOTE: Microphone must be used for virtual students to hear classroom discussion.

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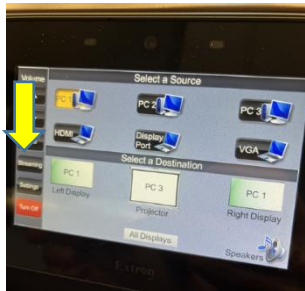
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Once powered on, the green shapes **should** show in the following order: PC 1, PC 3, PC 1

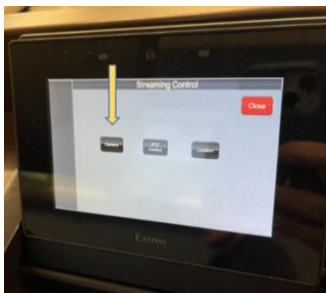


If the green squares are **not reading in that order**, you can adjust them: tap the PC 1 yellow button on the top left and then tap the green shape that is incorrect.

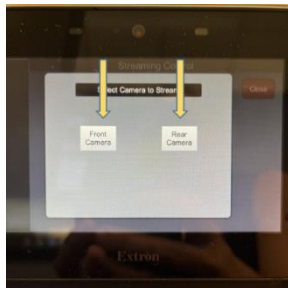


To switch between students (front) and instructor (rear) camera

1. Tap “Streaming” on the left navigation menu.



2. Tap “Camera.”



3. Tap Front (Student) or Rear (Instructor) Camera

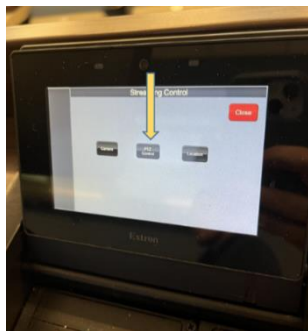
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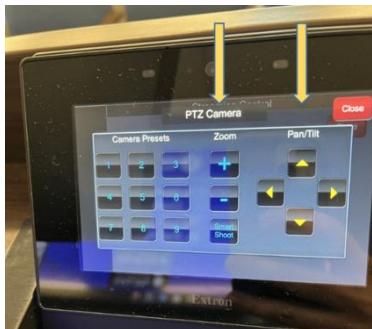
To zoom or pan the cameras:



1. Tap “Streaming” on the left navigation menu.



2. Tap PTZ Camera



3. Tap Zoom and Pan/Tilt cameras.

*Front (Student) camera will only display half of the auditorium when completely zoomed out.

HELPFUL TIPS

Sound: To hear teams participants, speakers output must be **Extron Media Ports 2000**

PowerPoint Display for HyFlex Teams Meeting:

1. In PowerPoint, under Slide Show, monitor display needs to be “Primary Monitor”
2. Change right display to “PC2.”
3. Drag Teams meeting with participants to the right (will display on tv behind podium)
4. Present PowerPoint, will show “Presenter View” on tv behind podium, minimize this to see the Teams participants.
5. Once meeting is done, slide Teams window back to the middle.
6. Change right display back to “PC3.”



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SHUT DOWN

1. Turn off microphone.
2. Shut down the computer using the on-screen menu.
3. Turn off control panel:

Tap green "power down".

NOTE: This will trigger television and projector to turn on, plus bring screen down.

4. Turn off the mouse and keyboard.
5. Turn off computer monitor.