HyFlex Equipment

Setting Up:

- Turn on computer

- Log onto computer

- Touch screen to turn on system

- If you want to turn off or mute the projector or TV, select Display Control

- Select the appropriate input:

  - Desktop computer

  - Laptop

  - Document Camera

  - DVD/VCR player

  - Screencasting: allows you to cast your phone or tablet by pairing your device

- After selecting an input, select where you'd like to SEND the input– TV display and/or projector

Audio Controls:

- Adjust the master volume using the bar on the right

- Select Audio Control if you need to adjust the volume on your laptop, computer, DVD/VCR, or Screenbeam

- Each device has its own independent audio control, and the Master controls all devices at once

DVD/VHS Controls:

- Select DVD/VHS Control to operate the DVD or VHS player

- Select DVD or VHS

- Make sure the DVD or VHS player is turned on

Setting up Zoom:

- Log onto Zoom; start class meeting

- Verify the audio is working and your Zoom students can hear you

- In Zoom, select which camera you want to use. There are options:

  ○ HD Pro Webcam on monitor pointed straight at instructor/lectern

  ○ AVer Camera mounted on ceiling
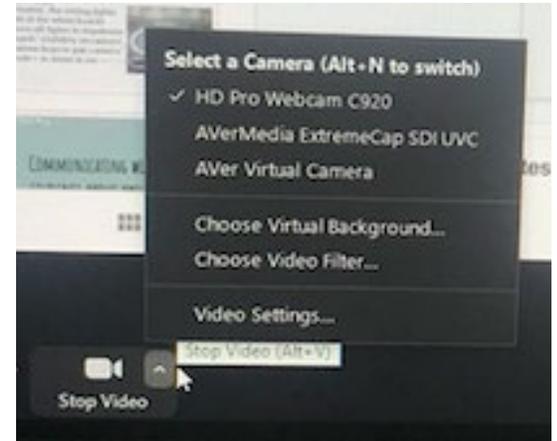
Camera Controls:

- Switch camera to auto-tracking option (if you want the camera to follow you)

- Select the home button if you want the camera to reset the camera angle

- Students will be able to see video of classroom on Zoom as long as AVer camera is selected on Zoom

- Use the arrow keys to pan camera

- Use - Zoom + to zoom in on objects