

Get started in a

Hy-Flex

Classroom

STEP 1

Touch the screen to wake up (ie. black screen), select **Room Mode**. (fig. 1)

STEP 2

Adjust classroom controls as needed, including lights, blinds, and microphone(s). (fig. 2)

STEP 3

Adjust manual controls as needed (eg VGA, laptop, Airmidia). Select **Display** - projector will power on and the screen will lower. Tabs at bottom of the screen will direct you to lighting, blind, and camera control. (fig. 3)

STEP 4

START STREAMING CONTROL WITH (fig. 4):

Camera Control (Tracking ON/OFF)

Lecture Capture Control (PIP/ Camera Only/ Content Only/Content and Camera)

Streaming Share (Display Select) See additional info in the Teams handout.

Audio Control (Room and Microphone)

STEP 5

After use turn off the system, select **Power Off** on the top right. (fig. 4).

Please note, the screens may vary between classrooms & may not be exactly as shown.



fig.1 Select Room Mode

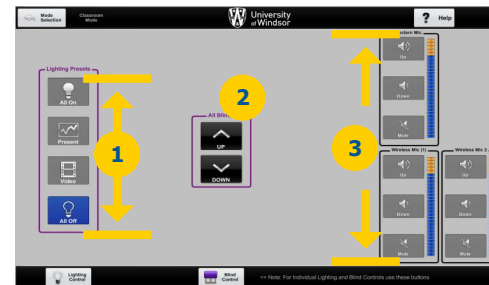


fig. 2 Classroom Control

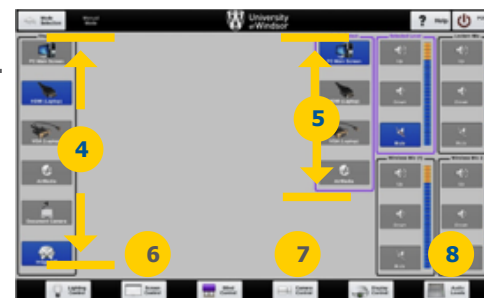
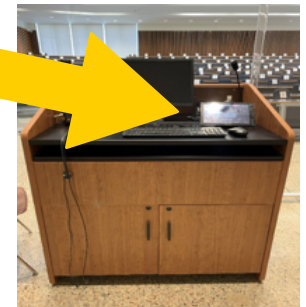


fig. 3 Manual



fig. 4 Streaming Control



- 1 Lighting Preset
- 2 Blinds
- 3 Microphone Control
- 4 Display Select
- 5 Audio Source Select
- 6 Screen Control Camera
- 7 Control
- 8 Advanced Audio Control
- 9 Manual Camera Control
- 10 Lecture Capture Layout & Camera Presets
- 11 Power off

TEAMS SET UP

If a pop-up appears with Teams “wants to use your microphone or camera”, select **Allow**.

START YOUR CLASS

STEPS

1. Select the **Teams app** from the desktop to launch
2. Find your meeting and select **Join Now** avoid using audio prior to the start of class.
3. Select **More Actions** and select **Device Settings** (*fig. 1*)
Device Settings should be:
Audio Devices – Select default “**Option**”
Speaker – Select option with “**Creston**”
Microphone – Select option with “**Echo Cancelling**” Camera –
Select **Streaming Video** (*fig. 2*)
4. Turn on both **Camera and Microphone** (*fig. 2*)

Optional - If you want to record the session from MS Teams, select **Start recording** to record in Stream. (*fig. 3*) You can also record from YuJa, see the YuJa handout.

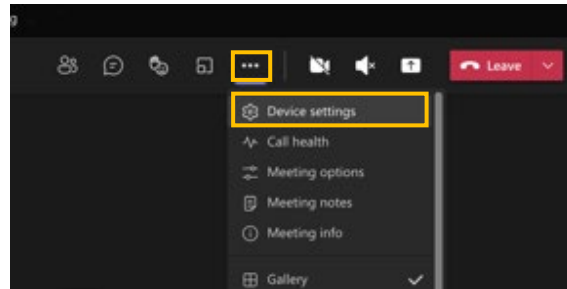


fig. 1

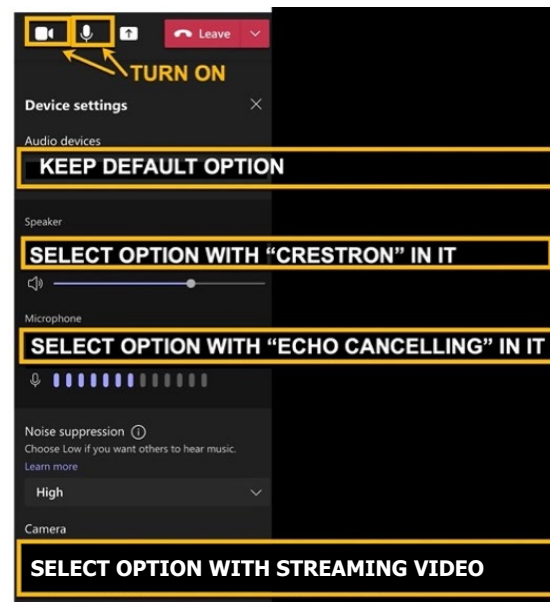


fig. 2

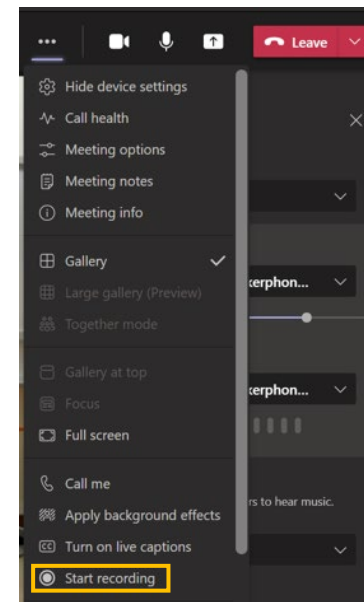


fig. 3