Get started in a

Hy-Flex

Classroom

fig.1 Select Room Mode

fig. 2 Classroom Control

fig. 3 Manual

fig. 4 Streaming Control

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, Airmedia). 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 will vary between classrooms & may not be exactly as shown.

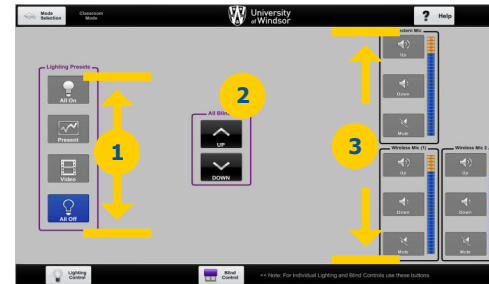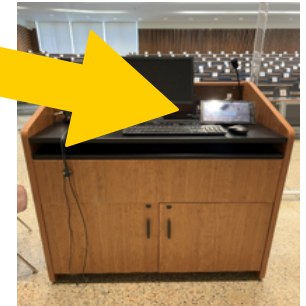|	
1	Lighting Preset
2	Blinds
3	Microphone Control
4	Display Select
5	Audio Source Select
6	Screen Control Camera
7	Control
8	Advanced Audio Control
9	Manual Camera Control
10	Lecture Capture Layout & Camera Presets
11	Power off

Call 519-253-3000 ext. 3051 for help or if cables are missing

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

START YO UR 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.
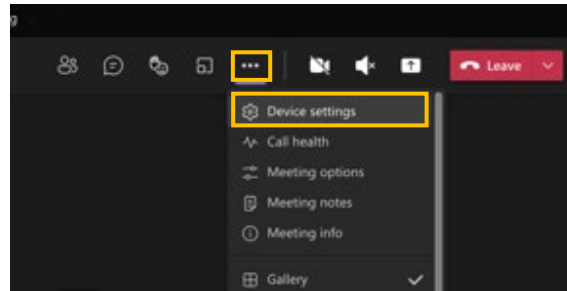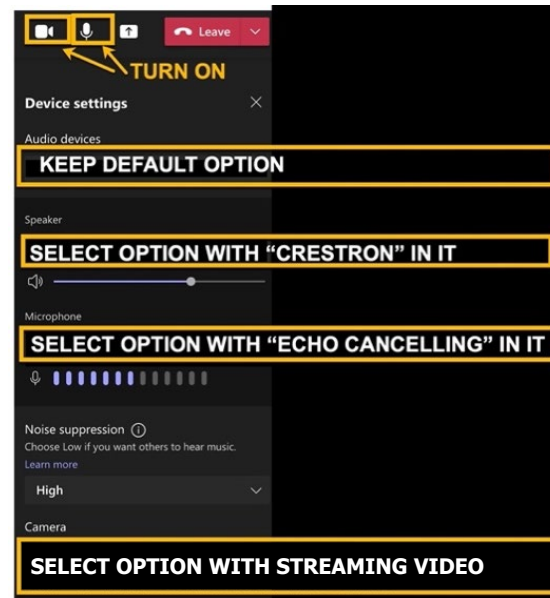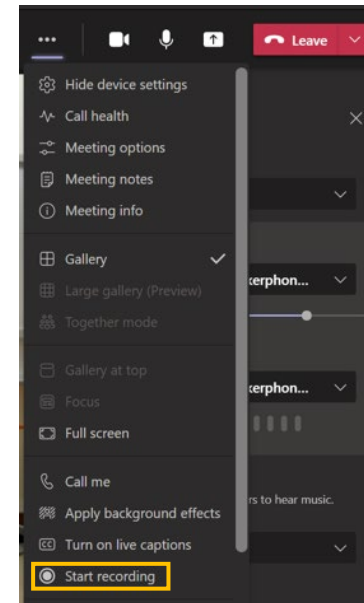   (fig. 3) You can also record from YuJa, see the Yuja handout.

fig. 1

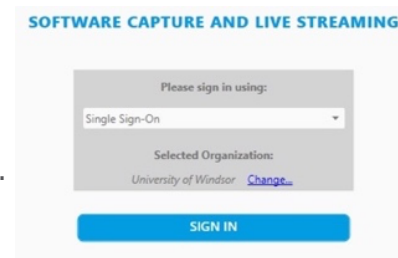fig. 2

fig. 3

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YUJA INSTRUCTIONS AND TROUBLESHOOTING

YuJa software capture can be used to record multiple inputs, auto-caption recording for accessibility, store Stream recordings.
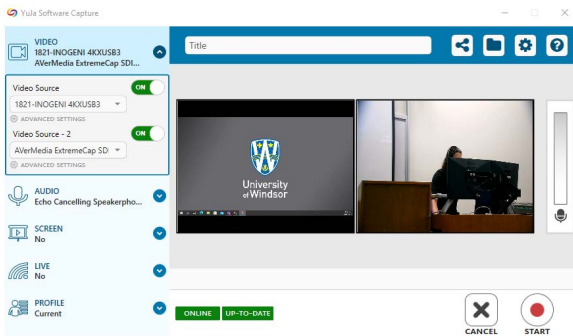
STEPS

1. Select **Room Mode** on touch panel
2. Select **Streaming Control** (*see Teams Class Set Up hand out*)
3. Select **PC Main Screen** (or desired source) Projector will turn on and screen will lower
4. Select **Camera Control** (Camera Tracking ON/ OFF)
5. Select **Lecture Capture** (Content - PIP/ Camera Only/ Content Only/ Content – Camera). Load your materials and join your Teams meeting.
6. Launch **YuJa software** – For single sign-on, Select SIGN IN
   (*first time use or after an update, may require you to select University of Windsor from the organizations*)

SOFTWARE CAPTURE AND LIVE STREAMING

Please sign in using:

Single Sign-On

Selected Organization:

University of Windsor Change...

SIGN IN

> **System Terms Explained** AVer = YuJa camera Inogeni = YuJa content Team Vaddio = Video Team Audio = Audio

When YuJa loads, you will have to the change VIDEO SETTINGS. Please follow instructions below for VIDEO, AUDIO and PROFILE. Once your profile has been saved on this computer you will not have to complete the steps below. However, you will need to repeat the process in other classrooms.

Before starting your recording, name the session in the 'Title' bar at the top of the YuJa window. Select the channel (e.g. your course channel) and folder to store your recording, then START. Your recording will begin after three second countdown. The application bar can be moved or hidden. The YuJa app will minimize. You can end the recording from the minimized tab by pushing stop or select the YuJa icon to open the app. You will receive an email once your recording has uploaded to YuJa.
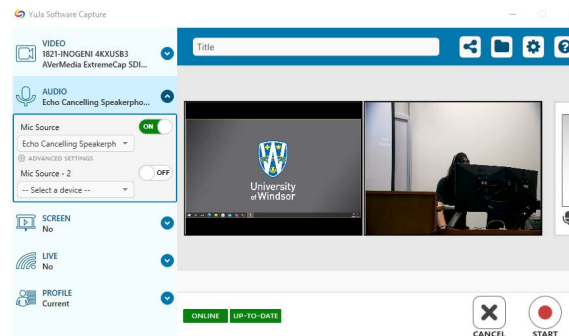
VIDEO OPTIONS TO SELECT
Video Source (**ON**) – 1821 INOGENI 4K (Desktop Computer)
Video Source 2 (**ON**) – AVerMedia Extreme Cap SD
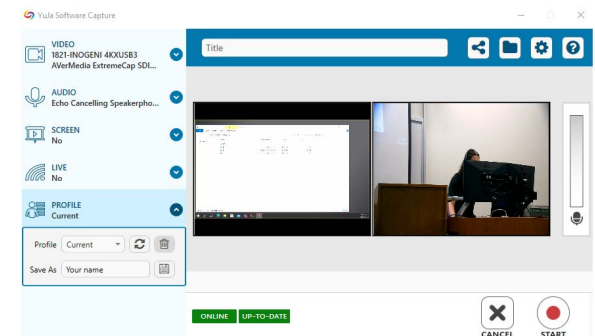Select **Advanced Settings** – change resolution to 1280X720 (Camera).
Remember to name the session in the 'Title' bar at the top of the YuJa window. Select the channel (e.g. your course channel) and folder to store your recording.

See the Teams handout *for info on getting started.*

AUDIO OPTIONS TO SELECT
Mic Source (**ON**) – Echo Cancelling Speakerphone

SET PROFILE
Profile: Current
Save As: Type your name (click on icon beside name).
Select **Start** to begin recording.

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