

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 for Blackboard Collaborate & 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 not be exactly as shown and will vary between classrooms.*

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



Fig.1 Select Room Mode

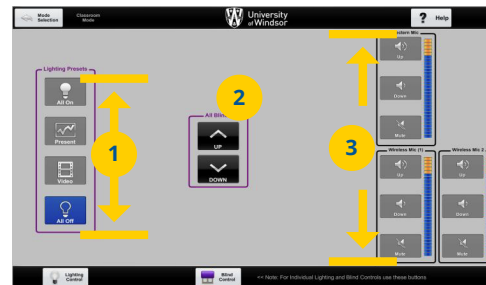


Fig. 2 Classroom Control

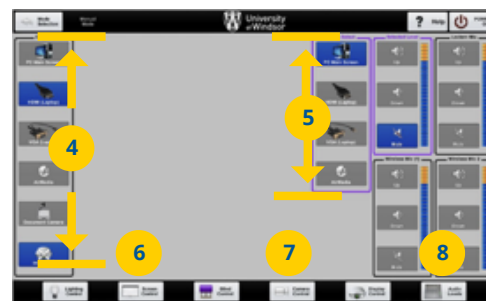
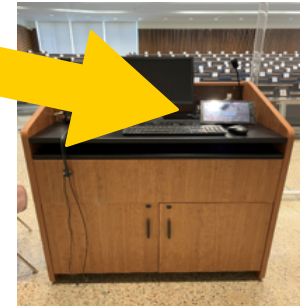


Fig. 3 Manual Control



Fig. 4 Streaming Control



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



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## TEAMS SET UP

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

### START YOUR CLASS

**Select the Teams app** from the desktop to launch

Find your meeting and **select Join Now** avoid using audio prior to the start of class.

**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)

**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.

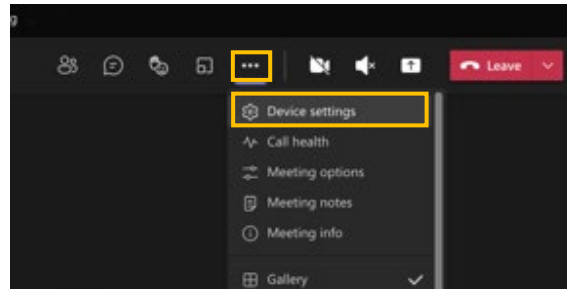


fig. 1

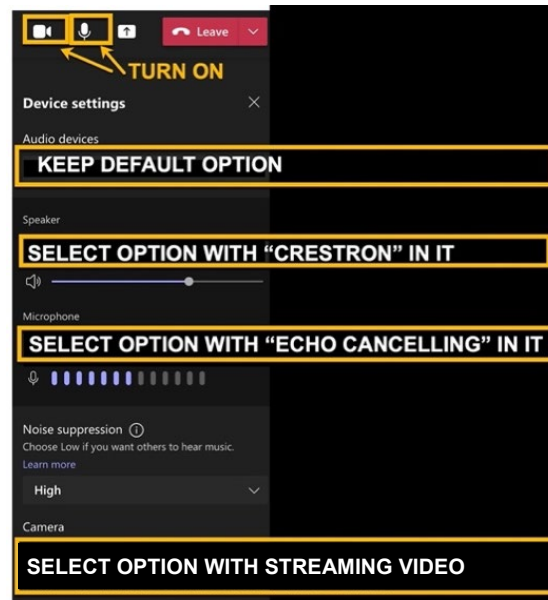


fig. 2

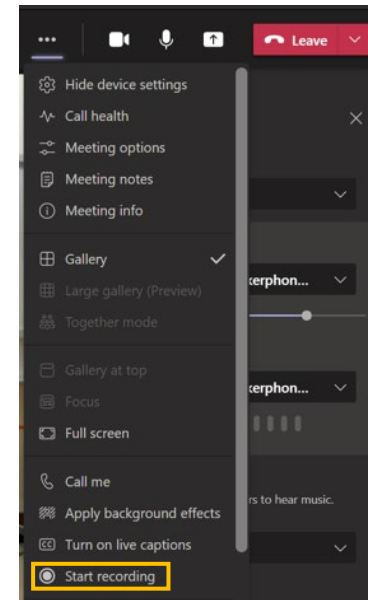


fig. 3

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## BLACKBOARD COLLABORATE SET UP

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

### START YOUR CLASS

In a Chrome or Firefox web browser, **login to Blackboard** ([blackboard.uwindsor.ca](https://blackboard.uwindsor.ca)) with your **UWindsor ID**

Select the desired course and select **Virtual Classroom** in the course menu (fig. 1)

Click **Join Course Room** (fig. 1)

### AUDIO SET UP

Click the **purple icon** on the main screen.

Select **Settings** (gear icon). Then click **Set up your camera and microphone** (fig. 2)

Select an option that contains **"Echo Cancelling Speakerphone"** from the dropdown list (fig. 3)

Then return to the main screen and **select the microphone**

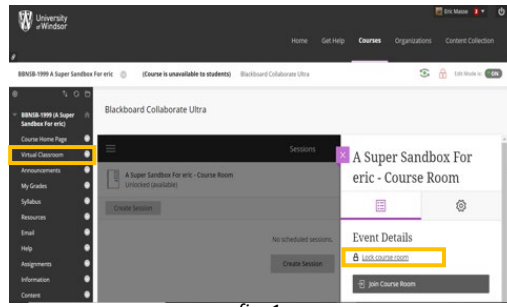


fig. 1

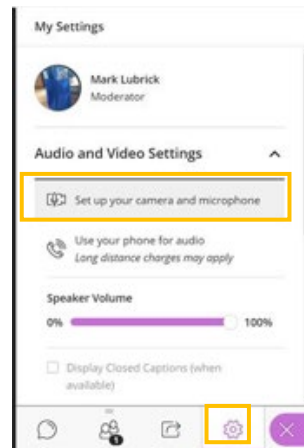


fig. 2

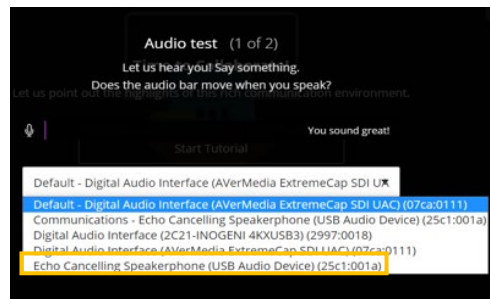


fig. 3

### CAMERA SET UP

After completing audio set up, **select share camera** (fig. 4), then **select Streaming Video**. A preview screen will appear, **click share video**.

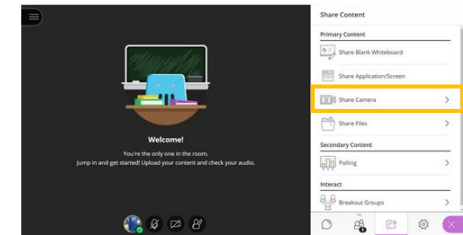


fig. 4

Recording is optional. If you choose to record, **click Start** in the pop up (fig. 6) or find it the left menu on the main page (three horizontal lines in brackets and **select Start Recording**). If you choose to record from Collaborate, **select Start Recording**. (fig. 7)

It is recommended to download the recording, and upload to YuJa, and delete the original. Or, if you prefer to record from YuJa, see the **Set Up YuJa** handout.

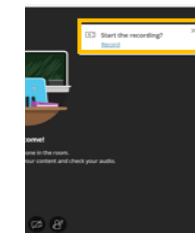


fig. 5

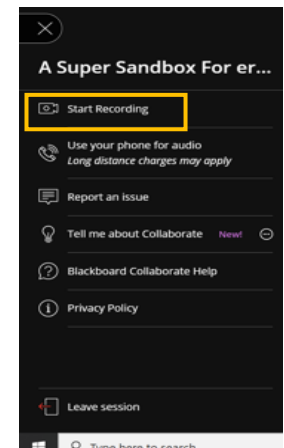


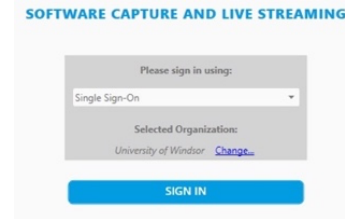
fig. 6

## YUJA INSTRUCTIONS AND TROUBLESHOOTING

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

### STEPS

1. **Select Room Mode** on touch panel
2. **Select Streaming Control** (see hand out for Collaborate & Teams Class Set Up)
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 meeting in Blackboard Collaborate or Teams.  
*Please see their respective handouts for more info.*
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)

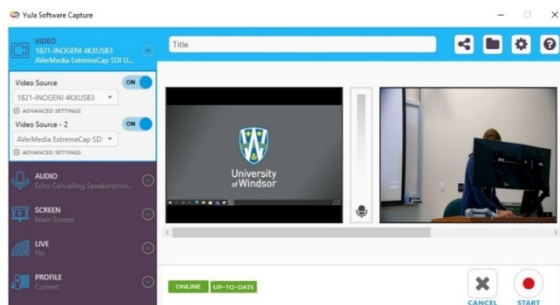


#### System Terms Explained

AVer = YuJa camera  
Inogeni = YuJa content  
Team/Blackboard Vaddio = Video  
Team/Blackboard Audio = Audio

When YuJa loads, you will have to 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.



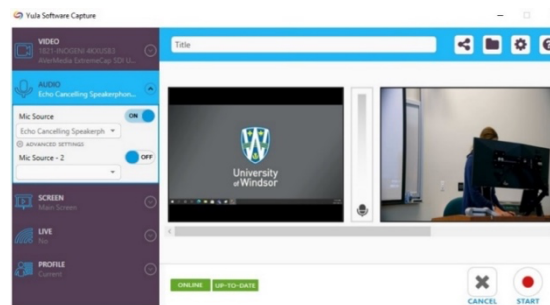
#### VIDEO OPTIONS TO SELECT

Video Source (**ON**) – 1821 INOGENI 4K (Desktop Computer)

Video Source 2 (**ON**) – AVerMedia Extreme Cap SD

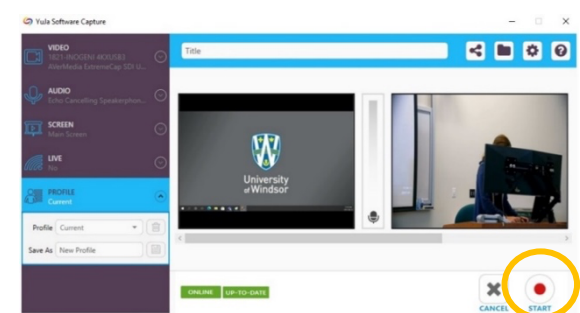
**Select Advanced Settings** – change resolution to 1280X720 (Camera)

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.



#### 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

*See the Blackboard Collaborate or Teams handout for information on getting started with each application.*

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