

The new Hyflex classroom system is designed to add room audio and video to a Zoom session for connecting to remote learners and includes:

- a ceiling or wall mounted camera that can pan, tilt & zoom (*does not track instructor movement around the room*)
- a ceiling or table mounted microphone that has a mute/unmute indicator.

GETTING STARTED

1. **Turn on your laptop (Windows or MAC) and connect the blue USB cable** at the instructor's station.
 - a. This will connect the room camera and microphone to your laptop for the Zoom session
2. **Connect your laptop to the room presentation system with the HDMI cable** at the instructor's station. This will connect your laptop to the classroom presentation system and speakers in the room.
 - a. Turn on the presentation system in the classroom and select **HDMI** as the source for presentation
 - b. The projection screen or flat panel should display your laptop screen
3. **On your laptop, launch your Zoom session**
 - a. In Zoom, select **connect with computer audio**
 - b. TIP: Mute both video and audio while making final adjustments

SETTING THE CAMERA

4. **In Zoom, click on the up arrow next to the video/camera icon**
 - a. Select camera labelled **CV610-UB USB 2.0 Camera**
 - b. Select video settings which will provide a preview and allow you to adjust camera positioning.
 - c. Use the remote attached to the instructor's station to **adjust camera focus if necessary**.
 - d. The numbers 1, 2, and 3 on the keypad of the remote are programmed with video presets. Depending on classroom, the presets are usually 1) *on podium*, 2) *at Whiteboard* and 3) *Zoomed Out*
 - e. Check your camera positioning with pan, tilt, zoom or focus.
 - f. Use the zoom and arrow keys to move camera focus if presets are not working as expected

SETTING THE MICROPHONE/AUDIO

5. **In Zoom, Click on the up arrow next to the microphone icon**
 - a. Select the **microphone** labelled **echo-cancelling speakerphone (Devio SCR USB Audio)**.
 - b. Select the **speaker** labelled **Crestron (Intel Display Audio)** to connect to the room presentation system.

TIPS

- Test the technology ahead of time and practice using the new room system.
- If camera connection is lost when you stop sharing content, unplug & re-plug the USB cable.
- Adjust the room lighting so remote learners can see you clearly and what you are presenting.
- This system works well using WIFI but it is preferred to connect a to a wired internet connection.
- Do not remove the camera remote from the classroom or clear the presets on the remote.
- We do not recommend the use of this system while connecting to Ramcast due to latency and remote audio issues.
- We recommend hiding non-video participants for better viewing.
- Check with audience throughout session to confirm they can "see and hear" you.
- The camera will not follow you automatically - use the presets or manually adjust the view if you move out to a position outside the field of view.

IR REMOTE CONTROLLER



The camera is set to operate as CAM 1
These buttons are not used unless the remote does not respond.

Focus: +/-

Manual focus, only valid under manual focus mode;

Zoom: +/-

Control the lens zoom rate;

Navigate : Up/Down/Left/Right

In normal working mode, use navigate key to control pan/tilt;



Number buttons

Set Preset: Long press(3seconds) the number button to save preset;

Clear Preset: +number button to clear the relative preset;

Long press(3seconds) the Clear button to clear all preset;

Short press 3 times to reset the lens focus;

Run Preset: Short press the number button to run the relative preset.