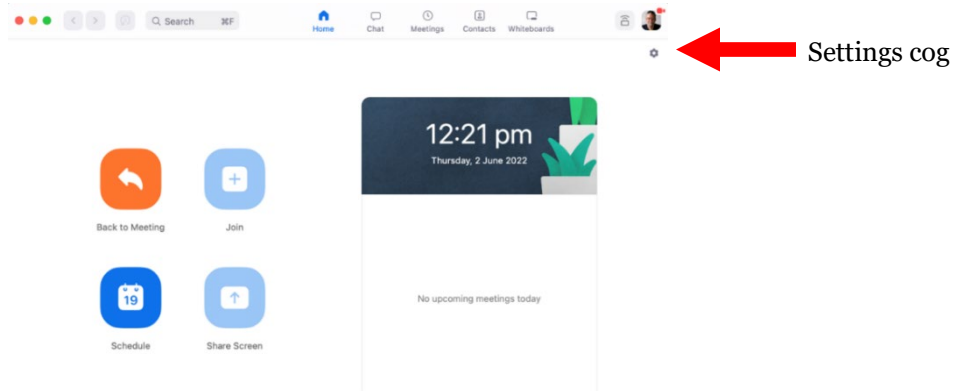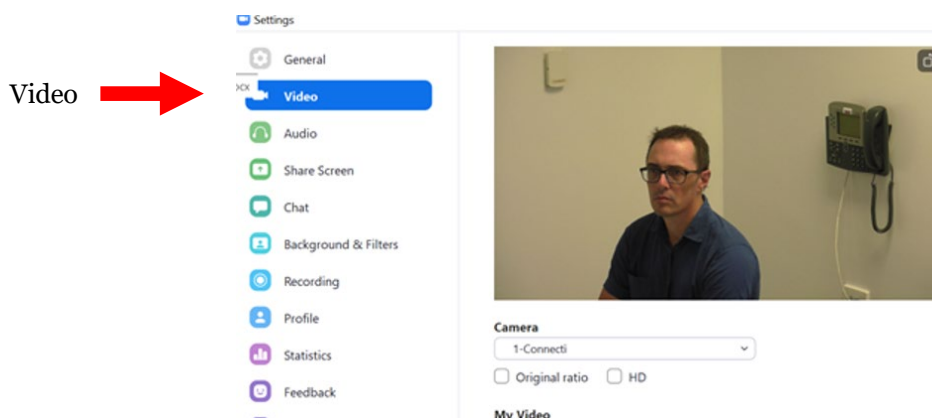# HyFlex Technical Setup Guide

Zoom:
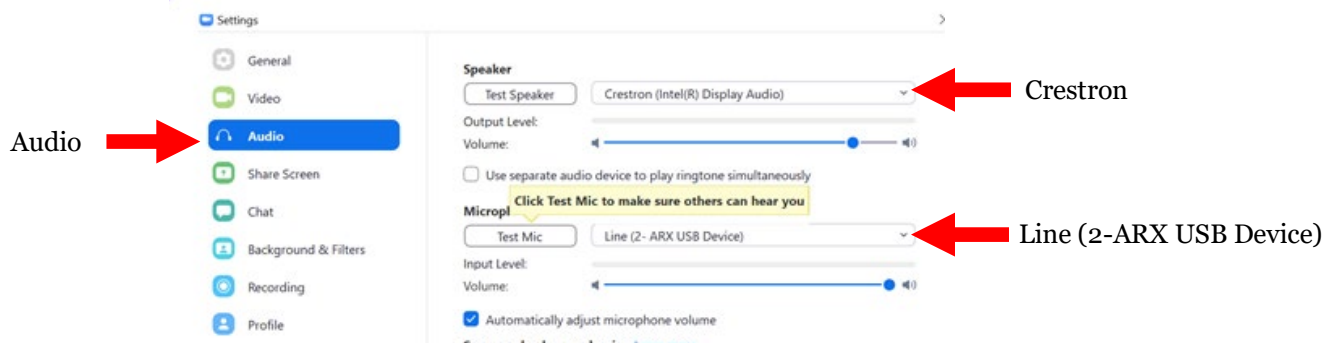
- Log into Zoom using your staff account.
- Click on the Settings Cog (top right) to open Zoom settings

Settings cog

- Select 'Video' in the left-hand navigation
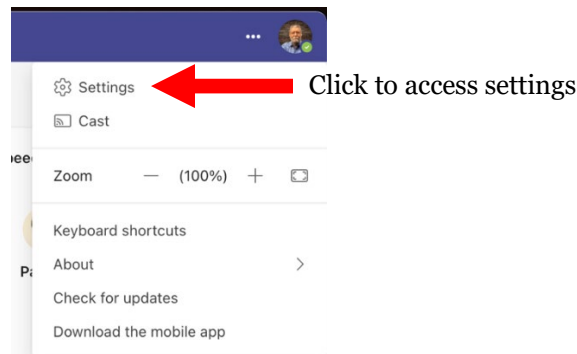 - Check the selected Camera and make sure it is set to Connecti.

Video

- Then select 'Audio' in the left-hand navigation.
  - Check Speaker is set to "Crestron" (in-room speaker system)
  - Check Microphone is set to the Line (2-ARX USB Device)

Audio

Crestron
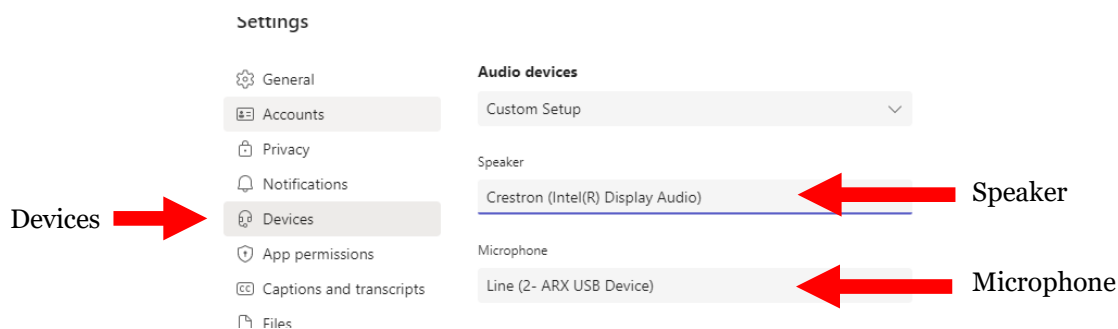
Line (2-ARX USB Device)

  - Turn on the wireless microphone and test that it can be heard by the external parties
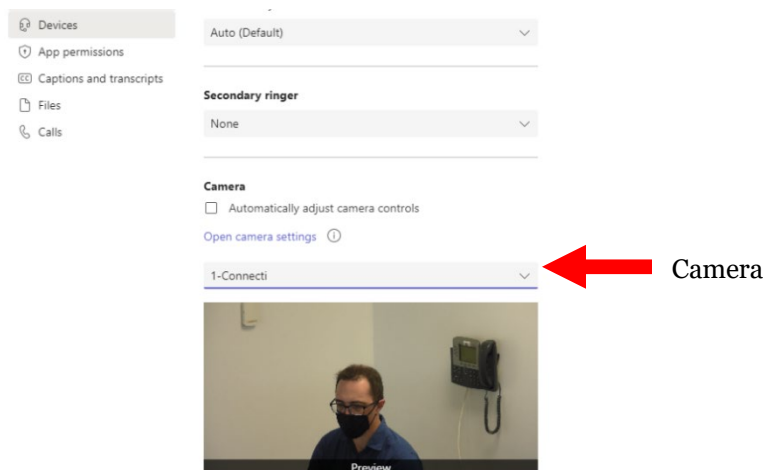- Launch your Zoom meeting in preparation for HyFlex Class delivery.

Teams:

- Launch Microsoft Teams, you will automatically be logged in to your Staff Account.
- To use Teams as part of the Teams for Teaching Pilot, log out of your Staff account and sign back in with Teaching account (username.tft).
- You will now be able to access your Class Team and your prepared Teams meeting.
- Once logged in, click on the ellipsis "…" (top right of window) and select 'Settings'.

- Select 'Devices' in the left-hand navigation.

- Check Speaker is set to "Crestron"
- Check Microphone is set to "Line (2-ARX USB Device)"
- Turn on the wireless microphone and test that it can be heard by the external parties
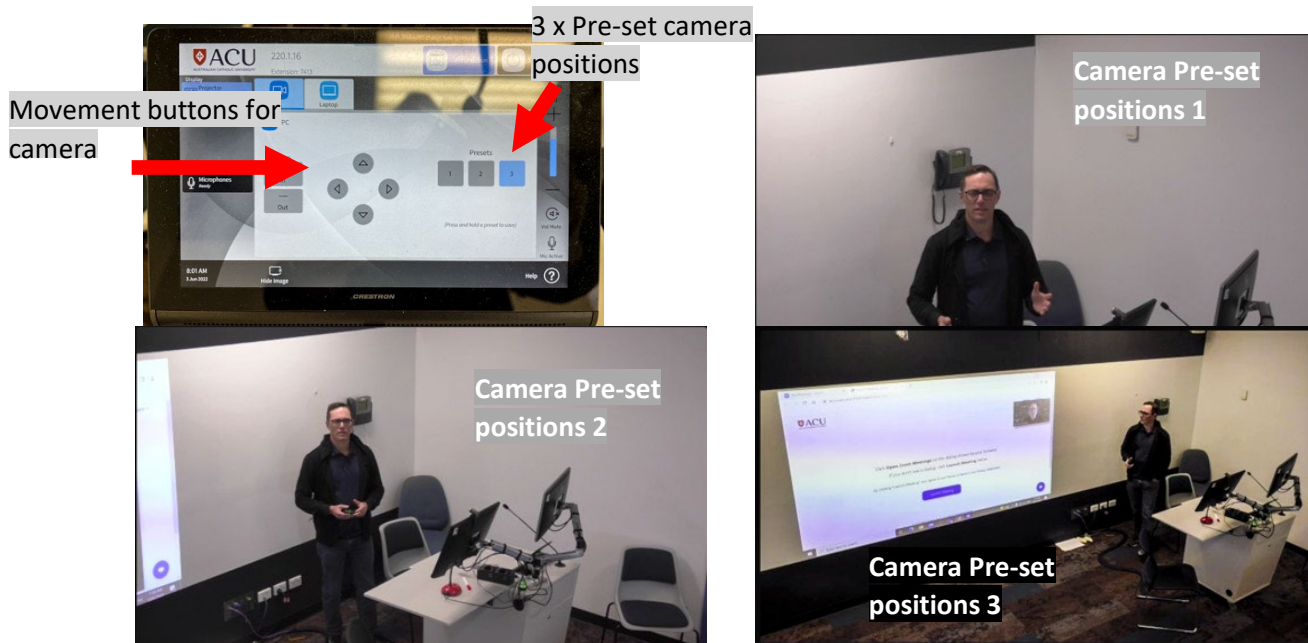- Check Camera is set to the Desktop Camera "Connecti"

- Launch your Teams meeting in preparation for HyFlex Class delivery.

What remote student should see.

Remote students should only see the academic and any work being displayed to the class.
In-class students must not be visible due to privacy issues.

The ceiling mounted PTZ cameras are controlled by the Crestron panel on the podium.
There are 3 pre-sets for the camera. You can change the angle manually if needed by pressing the arrow buttons on the panel.

Multiple displays or not

ACU Classrooms were designed to mirror the content from the single lectern monitor to the in-room projector. This enables simple delivery of presentations but will require additional input to switch between presentation and video conferencing applications when engaging your online students.

Some Hyflex classrooms that have an additional second monitor (Dual Display) that enables Windows Extended Desktop capability to have your Zoom or Teams application visible on the second monitor while your presentation content is on the first monitor (and mirrored on the projector).

This will allow you to easily monitor your Zoom or Teams session (and online students).

Recording in standard mode Zoom or Teams

If you are using the room in standard mode i.e., not using the room for Zoom or Teams collaboration in HyFlex mode, only one of the monitors will record to Echo.

This would be the one with the webcam attached.

If your class is timetabled for recording, the finished recording will be available to you in your Echo library (once it has processed).