Hyflex Classroom Equipment Setup Checklist

❑ **Turn on the classroom PC.**

❑ **Turn on A/V system** via the touch panel. The projector will turn on by default. If you are not planning on using it, tap the projector mute button on the touch panel.

❑ **Choose input source:** classroom PC, laptop, or doc cam. Select the classroom PC to use classroom cameras and mics in Zoom meetings.

❑ **Select a layout preset** on the touch panel. By default, the layout will show a side-by-side view of the presentation and whiteboard. To primarily focus on the presentation, select "Lectern and Presentation."

❑ **Press the "capture preview" button** on the touch panel to toggle a preview of what is being recorded/streamed on Zoom. In some rooms, the preview will be shown by default on the touch panel.

❑ **Check audio levels via the "Audio Controls"** button on the touch panel. NOTE: Changing layout preset will automatically unmute the microphone for that camera view.
  • Mute or lower the volume of unused microphones.
  • Check the audio setting each time you change the layout.

❑ **Turn on the auto-tracking feature via the "Camera Controls"** page, if desired. This feature will enable the camera to follow your movement in the classroom (not available in every HyFlex room).

❑ **Open Zoom on the classroom PC and sign in** (check that "Capture Preview" has been toggled off and "PC" has been selected as the input source to see the computer on the monitor).
  • Test the camera and microphone settings to ensure best quality.

❑ **Start Zoom meeting**. If you have an extra laptop on hand, also joining the meeting using a guest account on that laptop will help you more easily see participants, raised hands, and comments in the chat box.

❑ **Record lecture**. Insert flash drive into the USB port at the control panel. Recording controls are located on the control panel and the touch panel.

When you have finished:

1. Click the "Sign Out" button on the computer to reboot and clear any personal data.
2. Power down the AV system via the "Power Off" button on the touch panel.