HYFLEX CHEAT SHEET FOR SET UP

Projected Image: Anything on this screen can be displayed to students on Zoom AND classroom data projectors. This screen is identified by the presence of desktop icons.
Private Image: This screen is not recorded and can be used for preparation (i.e., windows and applications to be used later in class), inputting passwords or notes. This screen is identified by the lack of desktop icons.

If an application opens on the **private image** monitor, it will NOT be projected. Click and drag it over to the **projected image** monitor via the top bar of the window if you would like it displayed.

MAIN SET UP

1. **Log in to the classroom PC** using your MC1 username and password.
   a. This username/password combo is also used for Zoom.
2. **Find the projector option(s)** on the AMX panel (they will either be an image of a projector or a TLS logo).
   a. A sub-menu should appear with the options On, Off and Blank. Some rooms may have the option to lower the screen here as well.
3. **Log in to Zoom** and ensure your video settings are properly adjusted.
   a. Right-click your video feed on Zoom and select "Pin" to ensure that your presentation and/or video will be recorded for the session.
4. **Ensure your Zoom sound settings are properly set** by clicking the ^ arrow beside Mute.
   a. The room microphone is called Yeti Microphone, so ensure this is the checkmarked option under the "Select a Microphone" option on the menu that pops up.
      i. Note: You can switch which one you are using during class. If you want to use your lapel mic, just follow the steps above to switch settings to the "Digital Audio Interface."
5. **Begin your Zoom meeting**.
   a. (Optional) Hit record and be sure to record to the cloud not to the computer.

ADDIOTIONAL INFO AND TESTS (IF APPLICABLE)

1. Display controls for your Zoom video are on the AMX panel, under Capture Controls. Tap it to open the options. Most rooms have:
   a. **Auto-Tracking:** A close-up camera shot designed to follow the instructor as they move around the front of the room (limited range)
   b. **Wide View:** A static, wide angle shot of the instructor

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     c. **Classroom PC view:** Shows content on the projected image screen (generally used for showing PowerPoint slides, etc.)

     d. **Picture-in-Picture:** Displays the projected image screen with a smaller camera view in the bottom-right corner that can be any of the camera views (auto-tracking, left board, wide view, etc.)

2. If you want to amplify your voice, open the drawer and get a mic pack. Attach your personal mic stem carefully, lining up the prongs and holes. When inserting the mic stem, the black button should be facing the front. Turn the mic on and ensure the light is green.

3. Main volume (classroom speakers) and wireless mic volume (lavalier/lapel mic, Yeti) can be adjusted on the AMX panel.

     a. Perform a sound test by clicking "Test Speaker & Microphone." Ensure your volume settings are turned up on the AMX panel. You can also test the computer's sound settings if you are not hearing sound from Zoom.

          i. If you have volume turned up and none of the speakers are producing sound, try restarting the PC by pressing and holding the power button on the PC in the cabinet.

4. Load your presentation on the classroom PC. Best practice is to bring the file on USB as well as having it on email as a backup.

5. Log in to any other websites or applications you will use during class (e.g. PollEverywhere). You can keep windows you will use later on the private image monitor, and then drag them over to the projected image when it is time to use them.

6. Admit students from waiting room. For ease of access, go to the bottom left of the Zoom window and click on the Security button. On the menu that pops up, deselect "Enable Waiting Room."

7. If your Zoom video is experiencing a tunneling effect, drag your Zoom window to private image to solve it.

For Zoom-related issues not covered in these documents, please email Zoom@carleton.ca.

For general inquiries not covered in these documents, please email tls@carleton.ca or call 613-520-3815.

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