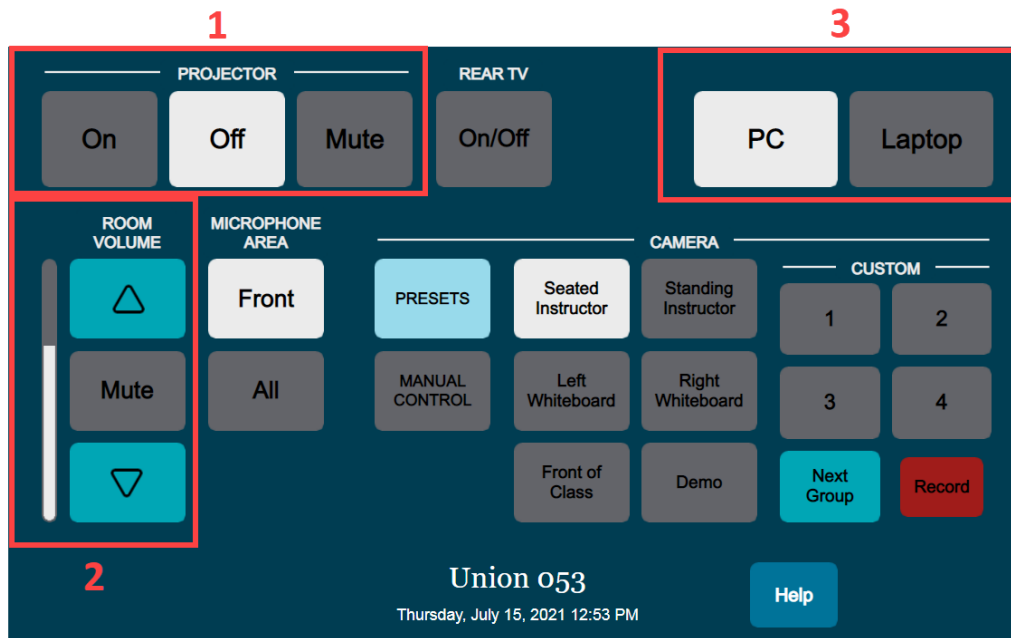



Tips for your in-person class in a HyFlex room

You are in a HyFlex classroom, which is a special technology-enhanced room. If you are using this room for a traditional in-person class, the tips below will help you get started. There is a small touchscreen monitor on the instructor desk, which is the room's control panel, that provides the functions highlighted below.



- 1. Projector** - To share computer content on the front-of-room projection screen, turn the projector on or off (or “mute” it to temporarily turn it off) using these controls. Find the computer monitor labeled “Projector/Share Screen” as this monitor is duplicated to the projector. Open windows on this monitor, or click and drag windows from the “Primary” monitor over to it, to display them on the projector.
- 2. Room Volume** - Use these controls to adjust the volume of the ceiling speakers in the room, independent of the computer volume. You can also completely mute the speakers.
- 3. Source** - Select the computer source that you would like to have display on the projection screen.
- 4. Document Camera** - Turn it on using the power button on the device (the button light should change from red to blue). Double-click the **Doc Cam** icon on the desktop. This will open a web browser with the live video feed. To show the doc cam video feed to your class, click, hold, and drag the browser window to the monitor labeled "Projector/Share Screen" and make sure the projector is on.
 
- 5. Room Camera and Microphone** - The rear-wall camera and ceiling microphone tile automatically power on when the computer turns on, but this equipment is only active for video conferences like Zoom meetings. *The room mic and camera feeds do not go anywhere if you are not in a video conference call, so you cannot be seen or heard by anyone outside the room.*

Tech Support

For **urgent** classroom support: Call 614-287-4357 (HELP)

All other support: 614-287-5050