

## **Welcome to the Hyflex Room (1L-220A)**

To utilize the technology, follow the steps below.

All remotes are located in the draw tray below the Smartboard. (See image below.) Flip down to open.

**Step 1: Turn on the Samsung Confidence Monitor using the Samsung remote control.**

**Step 2: Turn on the Casio Projector using the Casio remote control. Open the left side door and point the remote at the white projector in the center of the cabinet.**

**Step 3: Turn on the computer.**

**Step 4: Turn on the PTZ Instructor Camera using the Vaddio remote.**

**Step 5: Turn on the Keyboard and the Mouse.**

**Step 6: Sign in to Zoom. Start your meeting.**

**Step 7: Select "Join with Computer Audio." The audio will run through Zoom. The ceiling microphones will pick up the audio from everyone in the room. The speakers on the Smartboard will provide the audio from the remote students. The audio levels are preset.**

**Step 8: Determine what you would like to display on the Smartboard and to the remote students.**

**The presets on the Voddio remote will allow you to change the views:**

- 1) Wide Shot of the front of the room.**
- 2) The large whiteboard, to the left of the Smartboard.**
- 3) The small whiteboard, to the right of the Smartboard.**
- 4) A close-up of the instructor.**

**\*\* Be sure to share your screen in Zoom for the students at home to see the content displaying on the Smartboard.**

**You will also need to use the share screen option in Zoom to share the Hover/Document Cam.**

- Go to Share Screen > Advanced Content > Content from 2<sup>nd</sup> Camera.**

**Tips:**

- To view all of the students at once, Click & Drag the Zoom screen display to the Confidence Monitor.**
- The side monitors will turn on automatically.**
- The Smart Notebook software is not available on the Smartboard.**
- Use the mouse or keyboard to write on Zoom's whiteboard as the Smartpens will not write on Zoom's whiteboard.**
- The Zoom whiteboard will not work with the Smartboard. Consider opening an MS Word document and writing on the word document. You can save and distribute the file to your students.**
- Use the Hover/Document Cam to write notes and display items for everyone to see.**
- Spotlight the big whiteboard in Zoom to have it display larger.**