HyFlex Guide

How To: Use the HyFlex Class Setup with Interactive Monitor

This setup will allow you to view students faces on the interactive monitor (mounted to the wall). You will join the same Teams call on both the PC connected to the interactive monitor and the PC at the Instructor Station. You will use the audio and video on the Instructor Station only where you can also use the projector.

Part 1: Interactive Monitor

1. Power ON the interactive monitor by pressing the Power button on the bottom of the interactive monitor
2. Use the keyboard and mouse by the interactive monitor to log-in to Microsoft Teams and join your meeting. When asked if you would like to use your computer audio select No Computer Audio. The microphone and speaker should be muted in the Teams window. You will be using the HyFlex mic and speaker setup at the Instructor Station instead.

Part 2: PC Instructor Station

3. Use the Crestron touchscreen to power on the system, power On the classroom camera (Figure 1) and projector (Figure 2). Remember that you can control the position of your camera using the Crestron camera controls (Figure 3).
4. Log onto the PC at the Instructor Station. Open the computer sound settings and verify that the Tesira Forte speakerphone Input and Output are selected.
5. Open Microsoft Teams and access the device settings to verify the Tesira Forte Microphone and Speaker are selected. Verify the camera containing the letters “SDI” in its name is selected.
6. Join the Microsoft Teams Meeting on the PC. When you join Teams, you will be asked if you want to add this device to the call or transfer. Select “Add this device”
7. Park the Teams Monitor on the secondary PC monitor (this is usually the right monitor). You can click and drag your mouse to move windows onto different monitors.
8. Open your PowerPoint or media content on the Primary PC monitor (this is usually the left monitor) so that it projects onto the Projector Screen
9. You can now share the media content or PowerPoint with the students that are watching from home. In the Teams Meeting window click Share Content and select the media you would like to share. If sharing audio, remember to select Share Computer Audio.

Part 3: Leaving the Classroom

10. When you are ready to leave, use the PC connected to the interactive monitor to end the call and sign off. It is very important that you log off the interactive monitor before logging off the Crestron.
11. Now end the call on the Instructor Station PC and sign off the Instructor Station PC
12. Use the Crestron touchscreen to power Off the camera (Figure 1) and projector (Figure 2). Then, sign off the Crestron by tapping the “Exit System” button (Figure 4).
CRESTRON CONTROLS

Powering the Camera (Figure 1)
To power On/Off the camera, select Camera Controls then select On or Off under “Power”.

Powering the Projector (Figure 2)
To power On/Off the projector, select the gear icon on the lower left corner of the Crestron and select the On or Off button under “Projector”. Then use the switch on the wall to move the projector screen up/down.
HyFlex Guide

Moving the Camera (Figure 3)
Select **Camera Controls** to control the position of the camera. You can choose to select presets (e.g. Instructor) or you may use the arrow and zoom buttons to move the camera.

Exit the Crestron System (Figure 4)
Before leaving the classroom, you must exit the Crestron system by selecting the Power button on the bottom left and selecting yes shutdown.