

# HyFlex Classroom

## Educational Technology Guide

To prepare for a safe return to campus during the COVID-19 outbreak, SPS is limiting classroom density by offering students the option to attend class face-to-face on campus, synchronously online via Zoom web conferencing, or as a combination of the two.

This guide covers the equipment that is being used in classrooms to facilitate the highly collaborative environment that is required in learning spaces—both in-person and online.

## Audio/Video Equipment

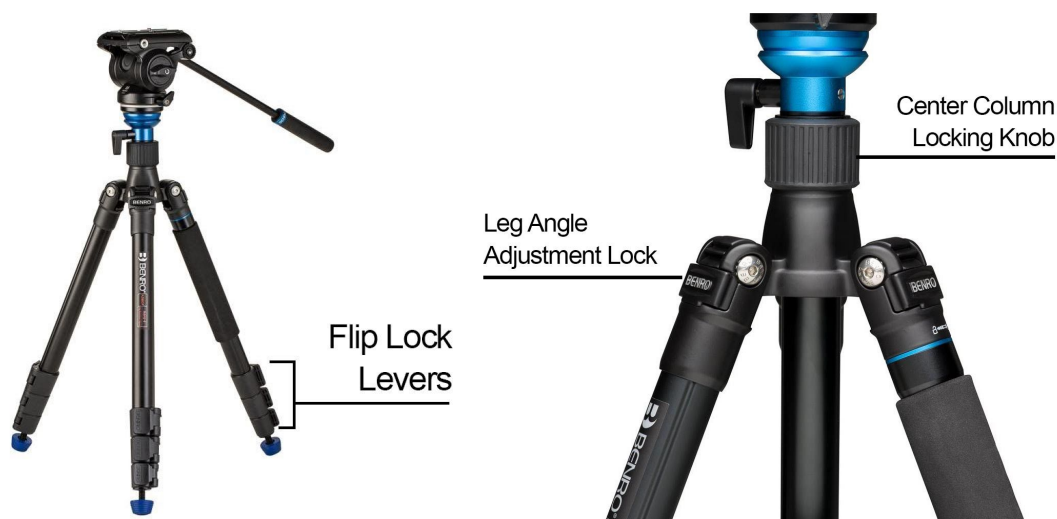
The two primary components to successful collaboration for students attending class remotely are audio and video. The below equipment will allow remotely-participating students to engage with faculty and students in a campus classroom:

- Camera: Canon VIXIA HF R800
- Microphones/Speakers: eMeet Luna (2)
- HDMI to USB Converter: Magewell USB Capture HDMI Gen 2
- Tripod: Benro A2883F Reverse-Folding Aluminum Travel Tripod with S4Pro Fluid Video Head

The instructions below are provided in the order of recommended equipment setup.

### Tripod

The reverse-folding tripod features a compact design that is meant to be quickly set up and collapsed for easy portability and storage.



## *Setup from Collapsed Position*

### Rotate Each Leg into Place

[1] Rotate the leg fully from the collapsed position. [2] Push the Leg Angle Adjustment Lock back in. [3] Rotate the leg in the opposite direction until it stops. Repeat the above steps for each leg.



### Extend Leg Sections

[1] Open the Flip Lock Lever on each section of the leg you wish to extend. [2] Slide the leg section to the desired length. [3] Close the Flip Lock Lever to ensure the leg is secure. In most cases, no more than two sections should need to be extended. Repeat the above steps for each leg.





### Adjust the Center Column Position

If the camera height needs to be further adjusted, [1] rotate the Center Column Locking Knob counterclockwise. [2] Slide the center column to the desired position. [3] While holding the column in position, turn the column locking knob clockwise to secure the column in place. Don't over tighten the center column lock, as this could damage the threads.



### Position the Camera

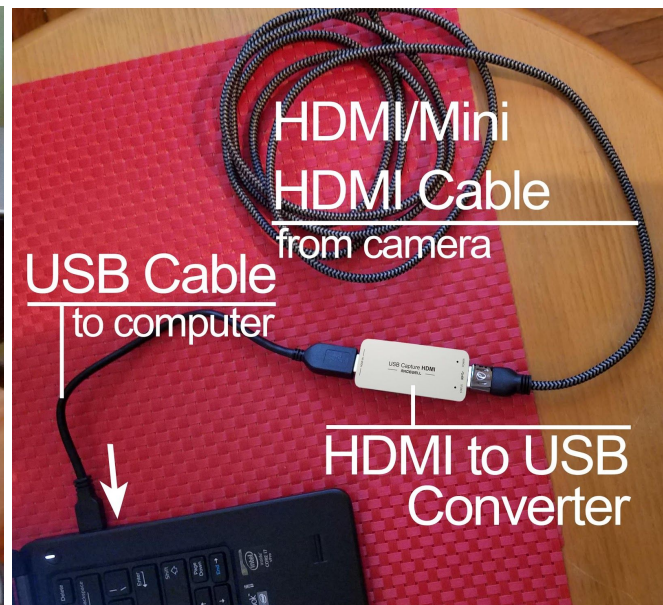
[1] Make note of the arrow on the Quick Release Plate. [2] Position the camera so that the lens is facing the same direction as the arrow on the Quick Release Plate, and slide it in the direction of the arrow until the quick release lock clicks into place. [3] Turn the Quick Release Plate Locking Handle clockwise to secure the camera.



## Camera

### *Connect the Camera to the Classroom Computer*

[1] Move the lens cover switch down to open the lens cover. [2] Open the LCD touch screen viewfinder to expose the camera controls and connections. If the camera does not power on automatically, press and hold the **On/Off** button until the viewfinder displays an image. [3] Plug the HDMI/Mini HDMI cable into the connection labeled **HDMI/HDMI Out**. [4] Connect the camera to the classroom's primary computer using the HDMI-to-USB capture card and USB Cable.





## Microphones/Speakers

Two eMeet Luna conference microphones/speakers are allocated for each class. To maximize audio coverage for speakers in the classroom, the microphone/speakers can be linked together to act as a single audio source.

### *Connect the Microphones/Speakers to the Classroom Computer*

[1] Connect a microphone/speaker to the computer via the USB-C to USB-A cable. The microphone/speaker will receive power from the computer and connect as an audio device via USB.



[2] Connect the second microphone/speaker to the first microphone/speaker via the **OUT/LINK** connection on each speaker with the provided aux cable. [3] Connect the included power supply to the USB port on the second microphone/speaker.



[3] Press and hold the power button on either microphone/speaker until a tone plays and the five status lights illuminate.



## Software

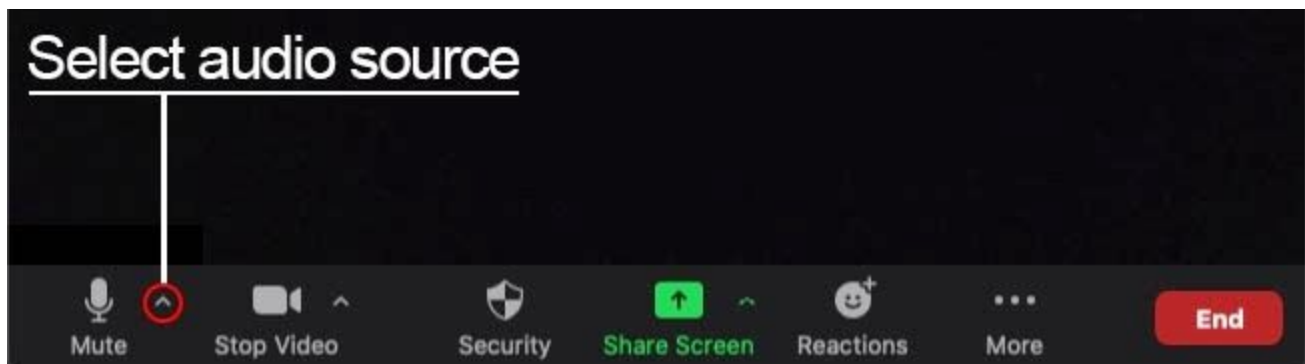
### Zoom

Zoom is the web conferencing solution used by the School of Professional Studies to facilitate HyFlex class sessions. For detailed information about Zoom's features and functionality, see the [Zoom Technology Guides](#) at the SPS Helpdesk.

Once the class's Zoom meeting has started, the audio and video sources can be selected from the meeting controls.

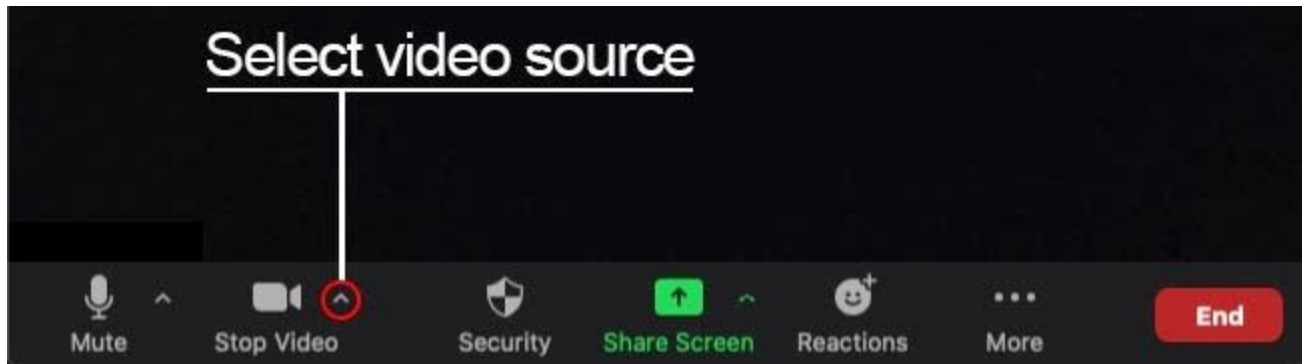
#### *Select the Audio Sources*

[1] Click the carat (^) icon on the **Mute** button. [2] Under **Select a Microphone**, click the option for **eMeet Luna**. [3] Under **Select a Speaker**, click the option for **eMeet Luna**.






### *Select the Video Source*

[1] Click the carat (^) icon on the **Stop Video** button. [2] Under **Select a Camera**, click the option for **USB Capture HDMI**.






## Troubleshooting




### The camera turns off automatically

[1] Open the LCD touch screen. [2] Touch the  **Home** menu icon. [3] Touch the  **Other Settings** icon. [4] Touch the  **Settings** tab. [5] Swipe to and touch the **Auto Power Off** option. [6] Touch the **Off** selection.

### The camera viewfinder information displays in Zoom

[1] Open the LCD touch screen. [2] Touch the  **Home** menu icon. [3] Touch the  **Other Settings** icon. [4] Touch the  **Display Setup** tab. [5] Swipe to and touch the **Output Onscreen Displays** option. [6] Touch the **Off** selection.

### The camera enters demo mode

[1] Open the LCD touch screen. [2] Touch the  **Home** menu icon. [3] Touch the  **Other Settings** icon. [4] Touch the  **Display Setup** tab. [5] Swipe to and touch the **Demo Mode** option. [6] Touch the **Off** selection.