HyFlex Classroom Technology

ZOOM WALTHROUGH

zoom

Support English

Launch Application

This link needs to be opened with an application.

Send to:

Zoom Meetings

Choose other Application Choose...

Remember my choice for zoommtg links.

Cancel Open link

Once you ins ting below

Don't have Zoom Client installed? Download Now

Having issues with Zoom Client? Join from Your Browser

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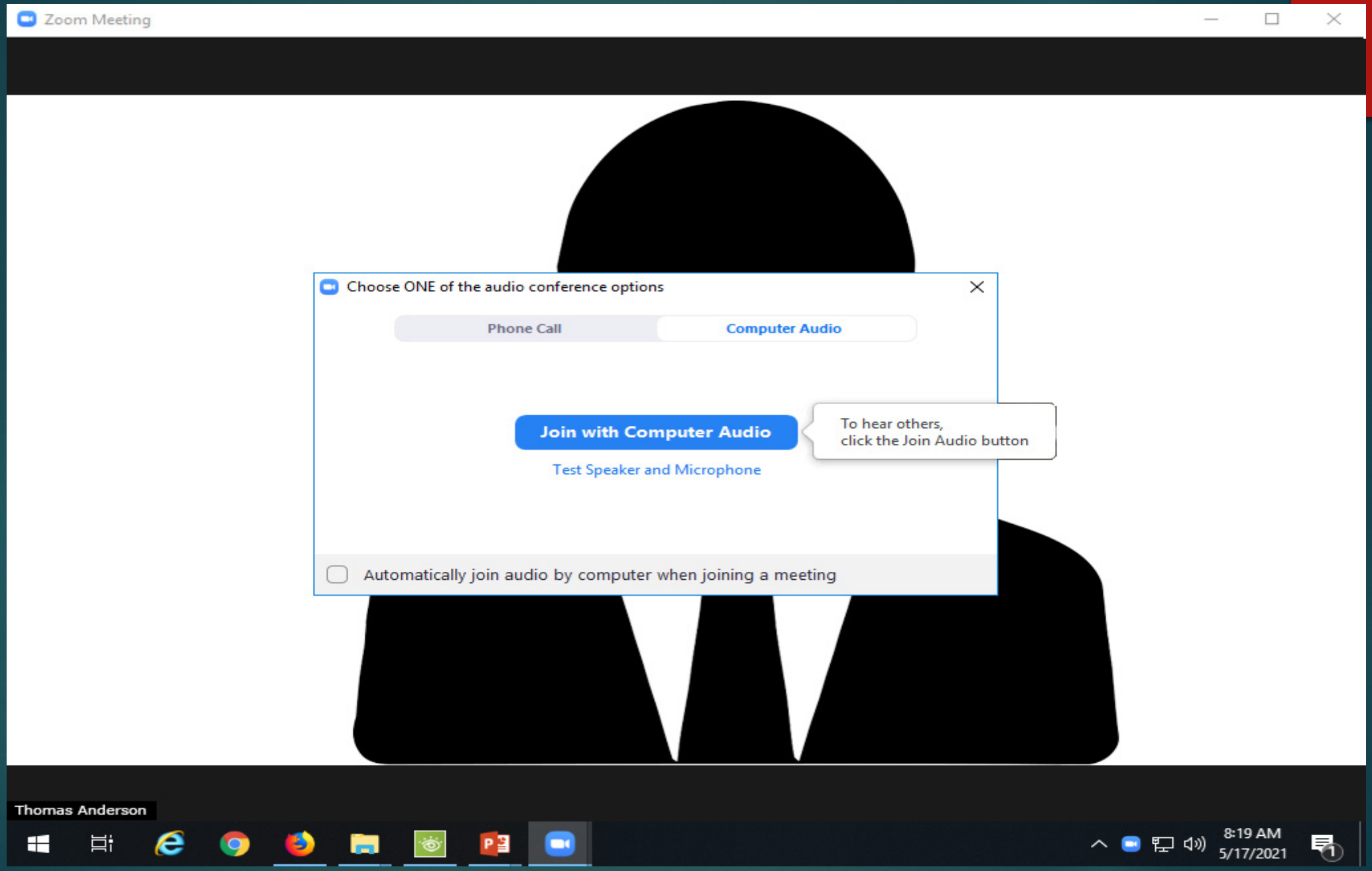

Zoom Meeting
Choose ONE of the audio conference options
Phone Call
Computer Audio
Join with Computer Audio
To hear others,
click the Join Audio button
Test Speaker and Microphone
Automatically join audio by computer when joining a meeting
Thomas Anderson
8:19 AM
5/17/2021

Microphone Setup

- **THE FOLLOWING INFORMATION INDICATES THE DEFAULT SETTINGS FOR STARTING A ZOOM MEETING…**
- There is a Jabra Speak 710 speakerphone installed at the instructor station, wall mounted or ceiling mounted that is capable of picking up students in the classroom as well as the instructor (as long as students speak up and in a clear voice).
- There are speakers connected to the projector that provides audio from the instructor station.
- When setting the audio, make to click on the arrow on the Mute button, pull up the menu for the audio controls, and make sure the only items are selected:
  - Select a Microphone: Echo Cancelling Speakerphone (Jabra Speak 710)
  - Select a Speaker: Epson PJ (Intel(R) Display Audio

Microphones

Microphones

- In the HyFlex rooms, microphones have been installed for in-class participation and for instructors to give their lecture. In some cases, wireless microphones are available to give the instructor more flexibility in areas where specific in-class instruction is needed (i.e. culinary, physical therapy, and other laboratory classes).
- All microphones will be calibrated to classroom PC, in which the instructor will not have perform any additional calibrations. However, the wireless microphone will require maintenance on part of the instructor.
- The following pages will detail the functionality of the classroom microphones.

Microphones

- The Wordforum Conference Microphone will either be ceiling mounted or wall mounted to provide in-class participation and instructor lecture. In the Zoom menu, it will appear as “same as system” and no other configuration is required.
- The Jabra Speak 710 will either be ceiling, wall or desk mounted to provide in-class participation and instructor lecture. In the Zoom menu, it will appear as “Echo Cancelling Speakerphone (Jabra Speak 710)” and no other configuration is required.

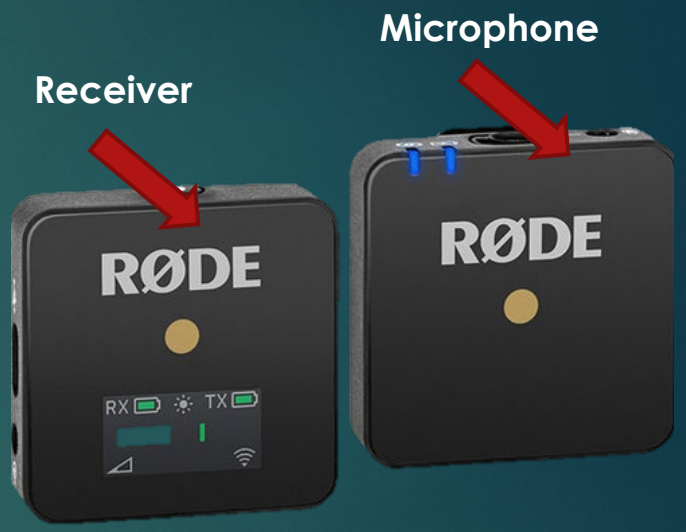
Wordforum Conference Microphone

Jabra Speak 710

Microphones

Microphones

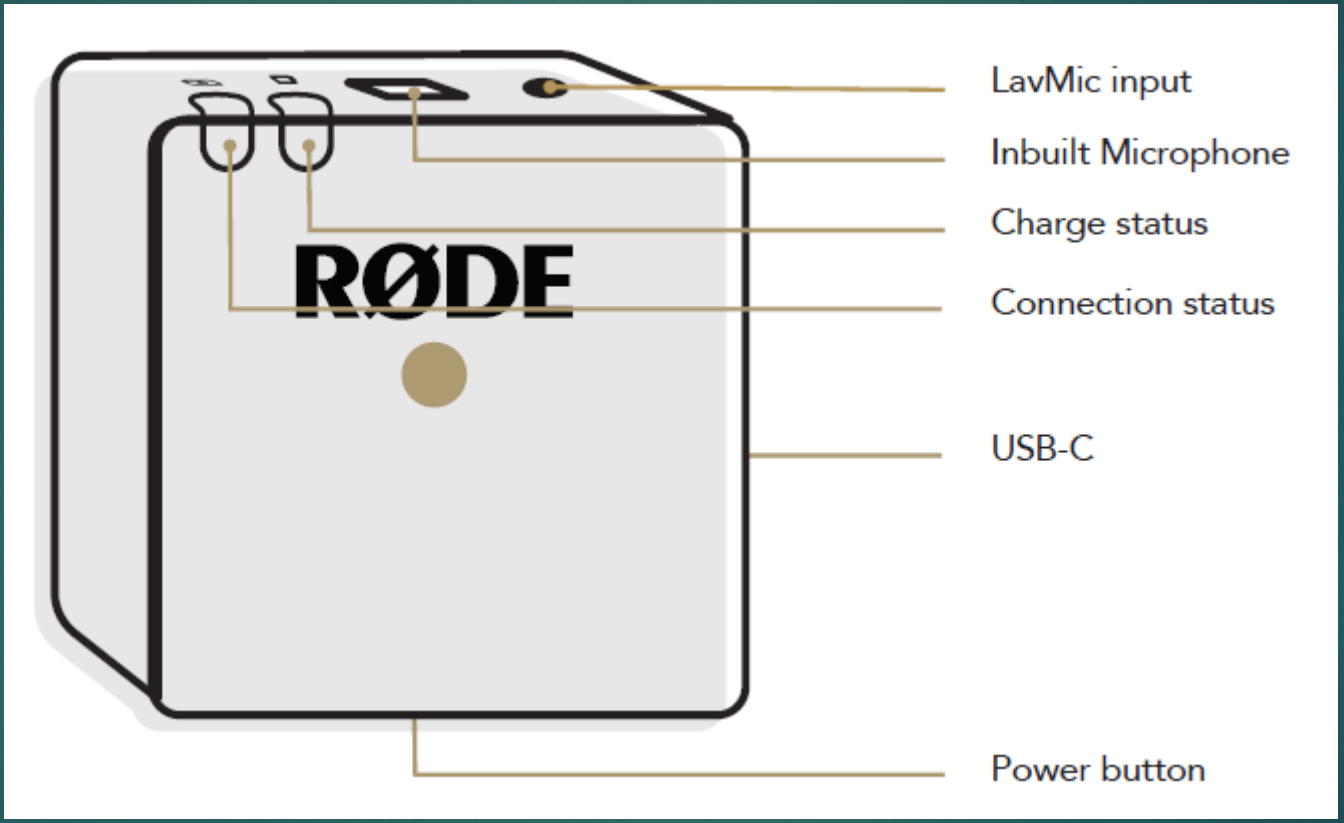
- The Rode Wireless GO microphones allow the instructor free motion through their laboratory environment. This device provides clear audio transmission and receiving for the speaker as well as a good range throughout the room.
- Out of the box, transmitter and receiver are paired together and is charged. The battery life of wireless system is seven hours. The instructor will be responsible for charging the devices via a USB-C (provided) and AC charger (not provided) for each classroom session.
- The instructor will also sign out for the wireless microphones and is responsible for returning the device (with all cables) intact at the end of the semester.



Rode Wireless GO

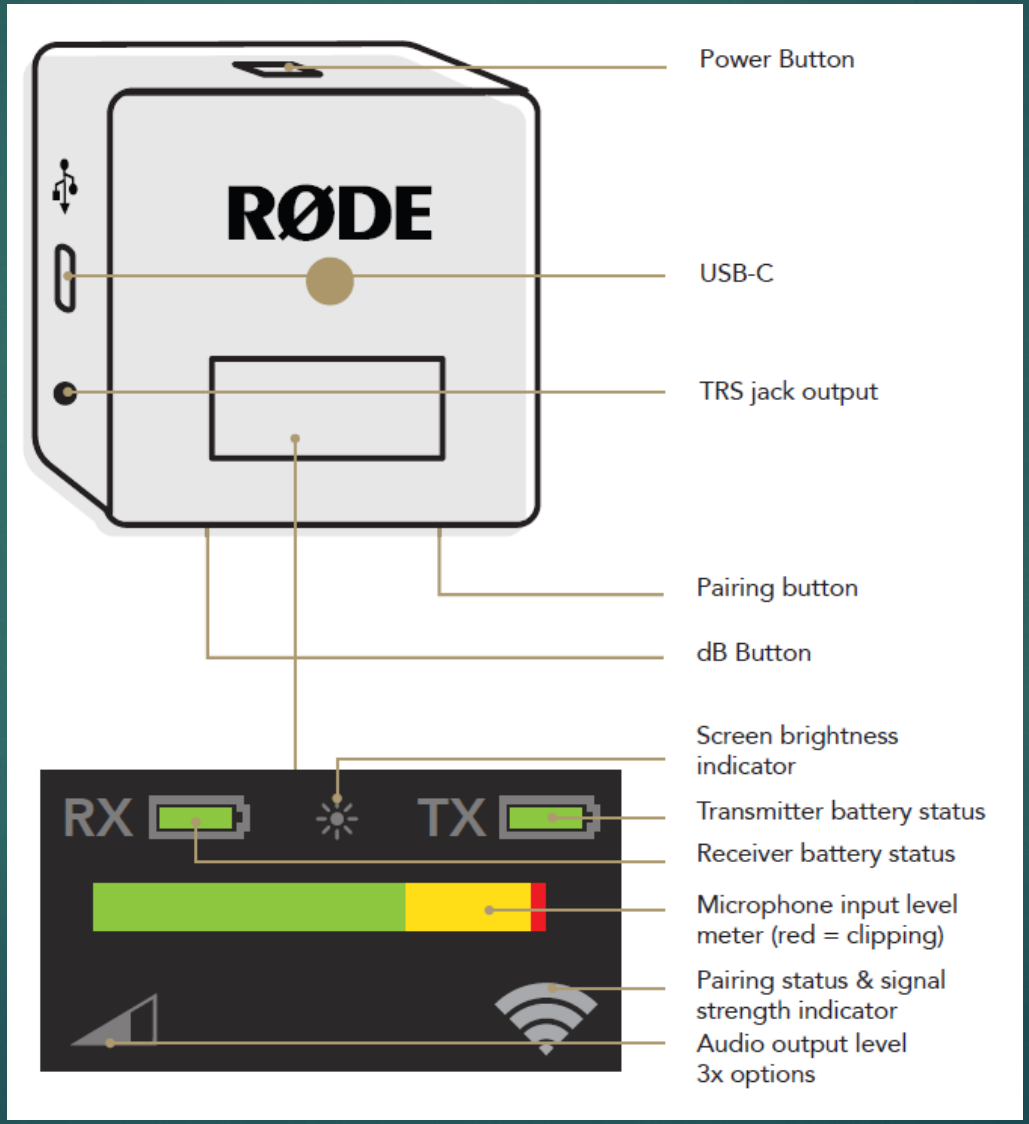
Microphones

Transmitter
(worn by instructor)



Microphones

Receiver
(installed at
Instructor PC)

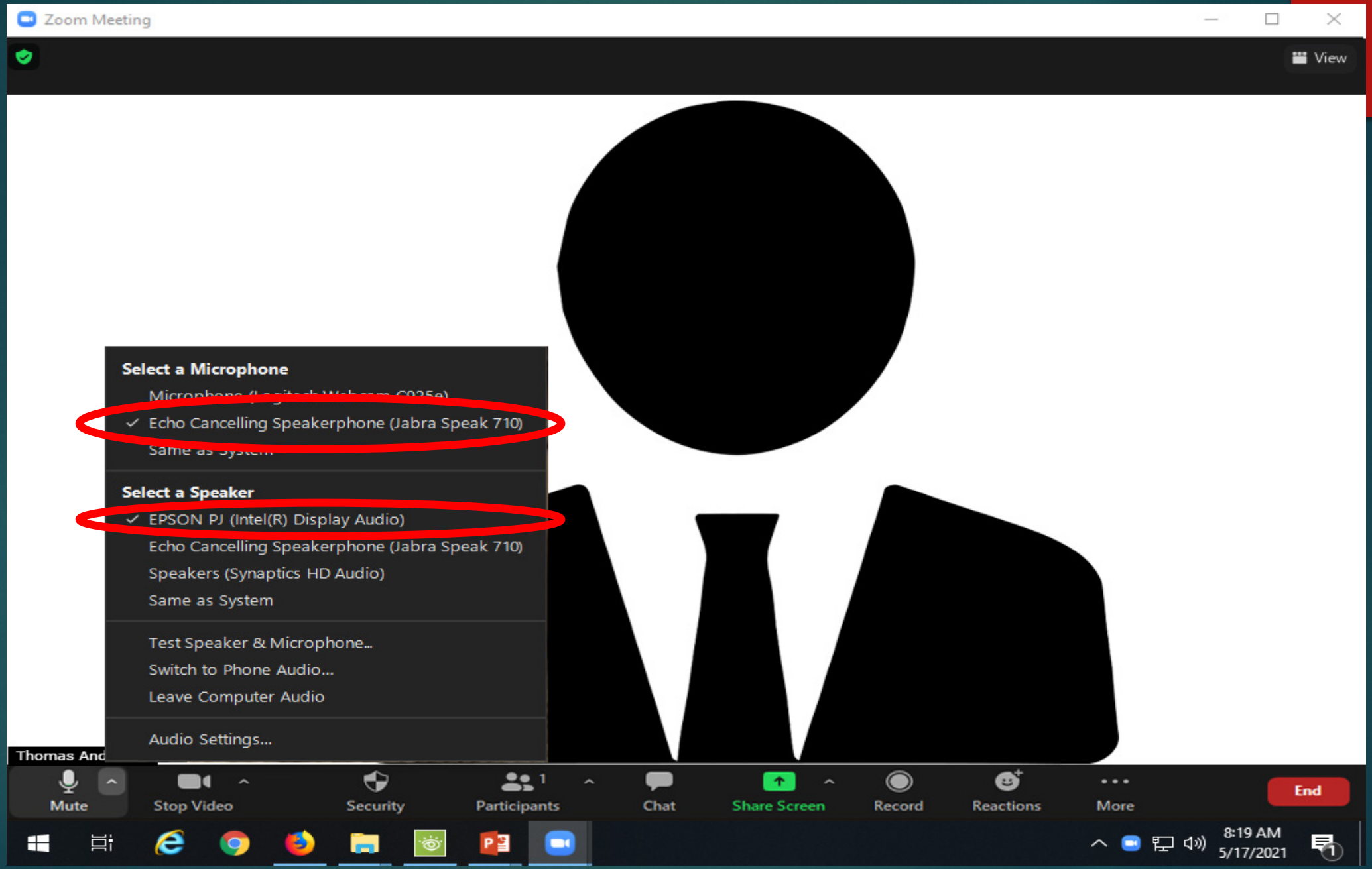


Microphones

- To power on the Rode Wireless GO microphones, press and hold the power button for three seconds. To power off the microphones, press and hold the power button for three seconds.
- Use the USB C cable provided to charge the transmitter and receiver an AC/USB adapter (not provided). The charge on the Wireless Go is seven hours, please remember to charge the units after each use.

Microphones

- There is a 3.5mm audio cable provided with the microphone. Plug one end of the cable into the receiver, the TRS jack output, and the other into the PC microphone jack (assistance is available for this installation). The transmitter and be worn on the shirt or jacket of the speaker via a clip on the back of the unit.
- The Receiver should be visible and not placed underneath or behind any other object that might obstruct the signal. Additionally, the instructor is advised not move too far away or leave the room with the transmitter affixed to their person. The signal will be lose and re-pairing the devices might be necessary. The indicator on the Transmitter via flashing light will indicate loss of signal/out of range.


Zoom Meeting
View
Select a Microphone
Echo Cancelling Speakerphone (Jabra Speak 710)
Select a Speaker
EPSON PJ (Intel(R) Display Audio)
Echo Cancelling Speakerphone (Jabra Speak 710)
Speakers (Synaptics HD Audio)
Same as System
Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio
Audio Settings...
Thomas And
Mute
Stop Video
Security
Participants
Chat
Share Screen
Record
Reactions
More
End
8:19 AM
5/17/2021

Camera Setup

- There are two cameras installed in this classroom (see next page for camera types):
  - Logitech Webcam C925e
  - Logi Rally Camera or Aver Cam520
- The Logitech Webcam C925e is the camera setup at the teacher station; the Logi Rally Camera/Aver Cam520 is setup for in classroom instruction.
- When the class first start, the Logitech Webcam C925e will be the first camera selected. Once class is in session, the instructor can switch between cameras to engage both student audience.

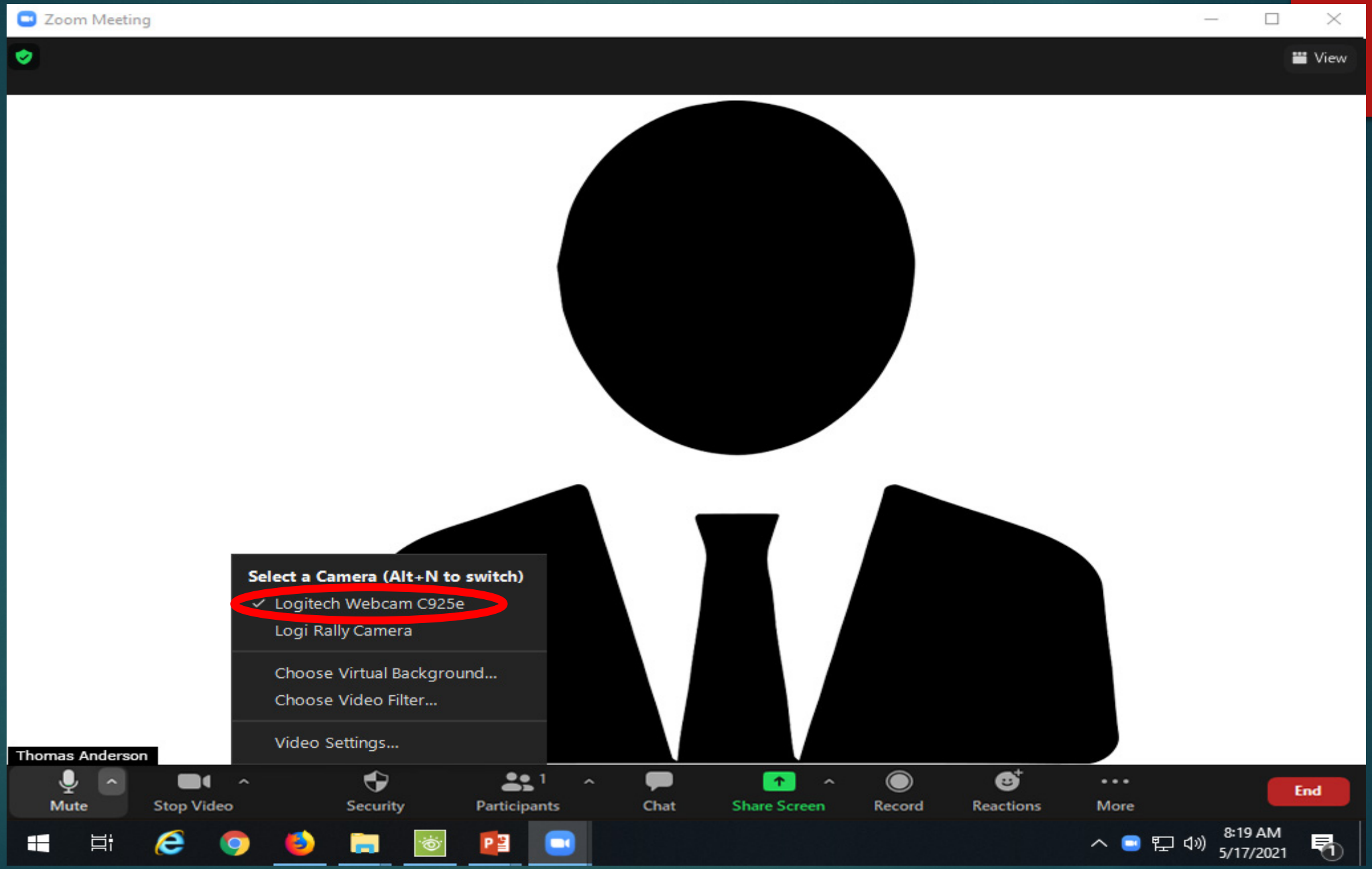
  Note: The use of the Logitech Rally Camera and the Aver Cam520 via remote control will be covered later in this walk-through.

Cameras

Logitech Rally Cam
Installed classroom camera

Logitech C293e
Installed at Teacher Station

Aver Cam520
Installed classroom camera


Zoom Meeting
View
Select a Camera (Alt+N to switch)
Logitech Webcam C925e
Logi Rally Camera
Choose Virtual Background...
Choose Video Filter...
Video Settings...
Thomas Anderson
Mute
Stop Video
Security
Participants
1
Chat
Share Screen
Record
Reactions
More
End
8:19 AM
5/17/2021

Camera Remote Control

- When not viewing a presentation, the instructor can write on the whiteboard and have the remote students view the content on the board. This can be achieved by using the remote control for the Logitech Rally camera for the specific room.
- **Note: Do not remove the remote from the assigned room. Each remote works with specific cameras and is not universal.**
- The next slide will detail the buttons and their functions.

Logitech Rally Cam Remote

1. Deactivate camera
2. Manual camera control position
3. Home position
4. Preset position 1
5. Preset position 2
6. Zoom in/Zoom out

Logitech Rally Cam Remote

- The Logitech Rally Cam remote has two preset modes that can be programmed. In order to set the camera in two different positions, the following directions are to be enacted:
  - Pointing the remote at the camera, position and zoom at the desired setting.
  - Press and hold the desired preset (1 or 2).
  - Test the preset by moving the camera into a new position and then press the Preset 1 or 2.
- The camera will retain the last two presets and will be overridden with a new defined preset. These can be set for any desired position.

Aver Remote Control

1. Camera Select *
2. Enter
3. Camera Direction Control
4. FaceLumi *
5. OSD Menu *
6. Mute/Unmute Speakerphone *
7. Zoom in/Zoom out
8. Volume up/down *
9. Preset
10. Far site camera control *
11. Preset position
12. Call Answer *
13. Hang up *

*** Denotes the function is not available.**

Aver Remote Control

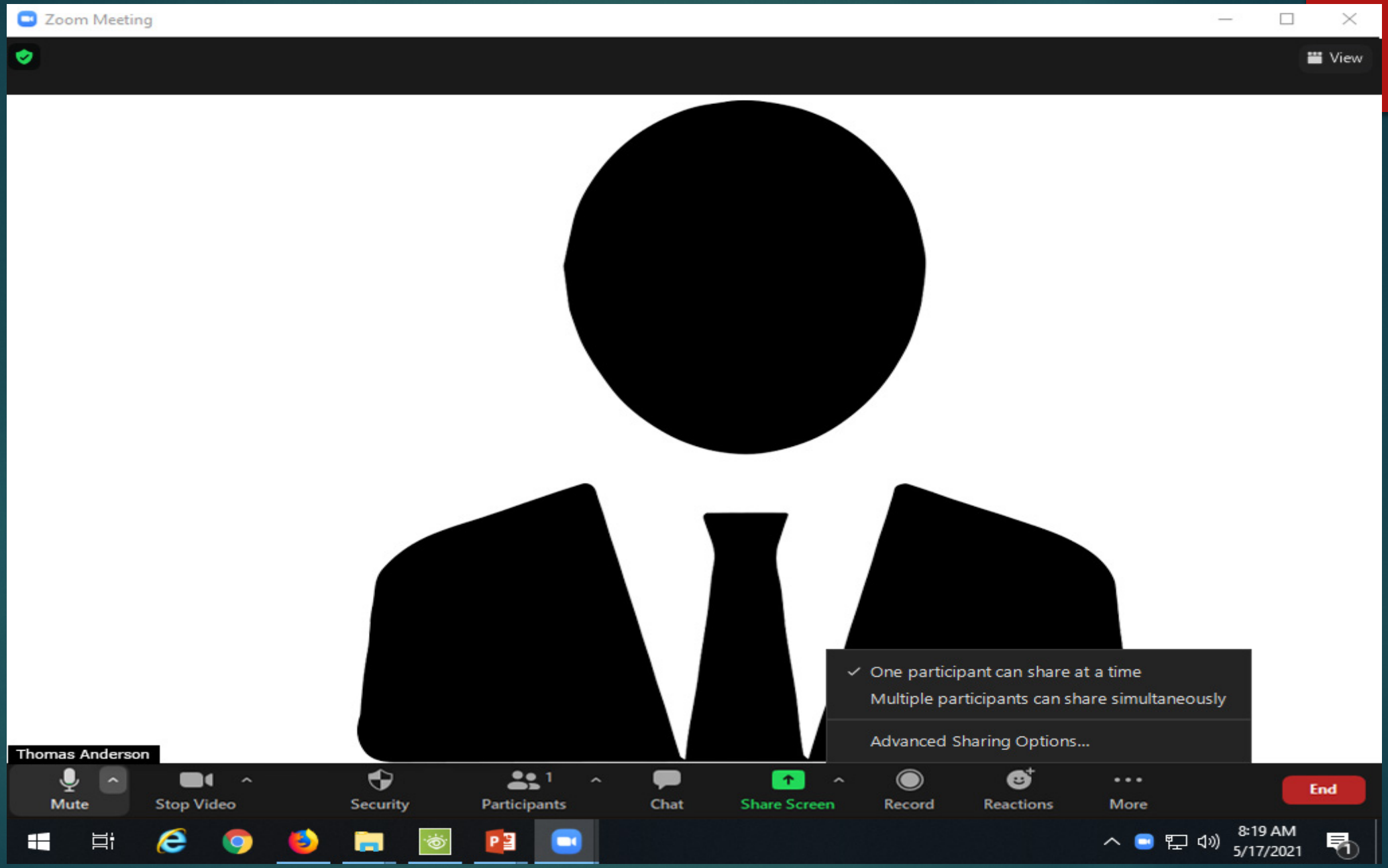
- The Aver CAM520 Remote control has 10 preset camera positions numbered 0 to 9. In order to set a specific camera position, follow this steps:
  - After the camera has been positioned, press and hold the green Preset button for a second. A message will appear on the computer screen: **Press (0) ~ (9) to save preset.**
  - Press the desired number on remote control. The computer screen will display a verification message: **Preset Saved #1** (1 being the example)
  - To activate the preset, press the Preset button and then the number. Pressing the number of the preset alone will not activate the preset camera position.
  - **PLEASE MAKE SURE YOU POINT THE REMOTE AT THE CAMERA TO INITIATE REMOTE CONTROL FUNCTIONS!**

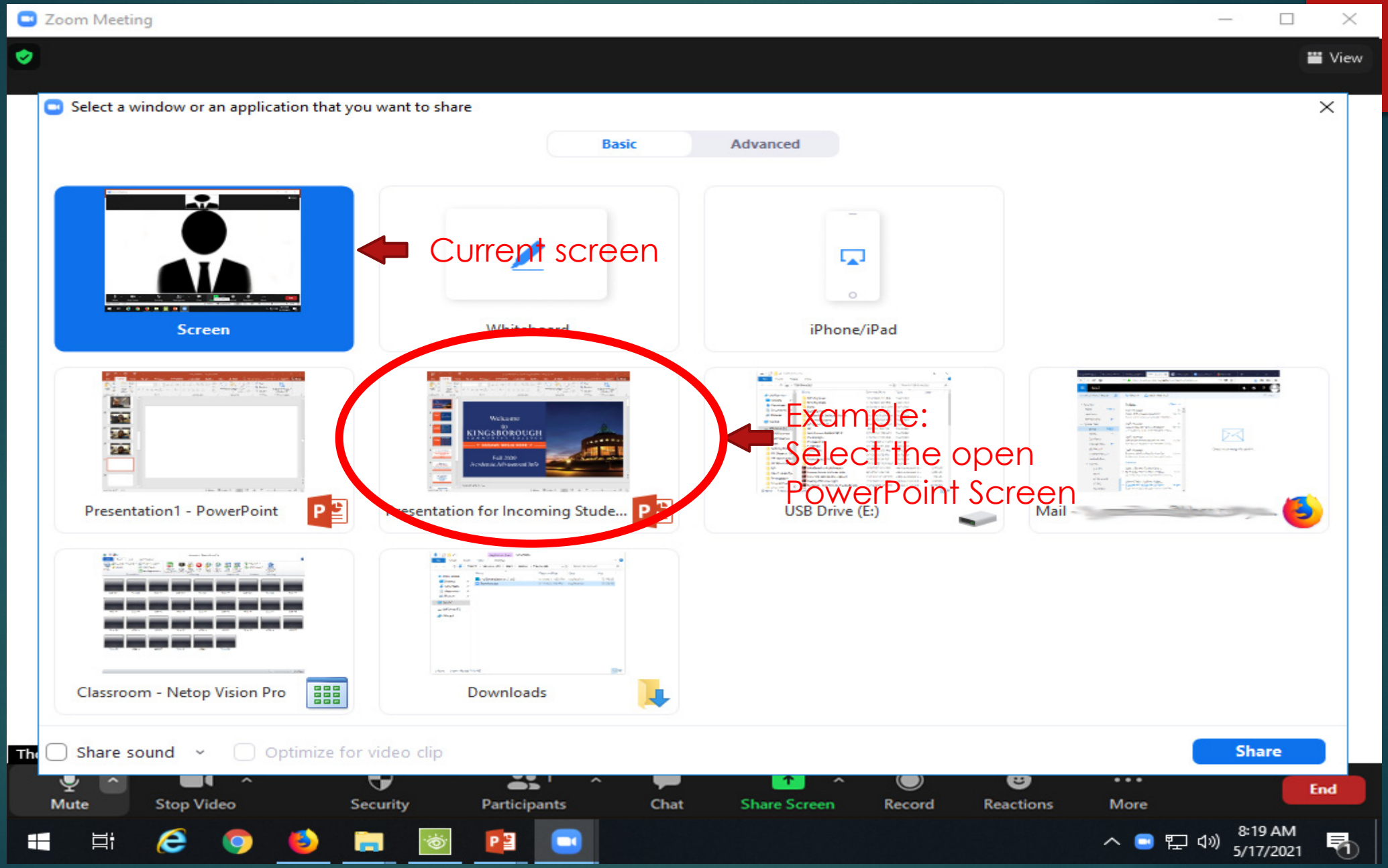
Share Screen

- The Share Screen function enables the desktop of the instructor's computer to be viewed by the remote student audience. This means whichever program that is active on the computer, the instructor can show the screen. This is particularly useful when a PowerPoint presentation is used for class instruction.
  Note: One participant can share at a time, should be the only option selected.
- For the students in class, they can also view the instructor's screen via the overhead projector. When the instructor has all of the setting configured, activate the projection system. The students in class will see the same screen the instructor.

Share Screen

- Click Share Screen
  - “One participant can share at a time” should be selected
- From the desktop icons, pick the screen to be shared
- Turn on the projector


Zoom Meeting
View
One participant can share at a time
Multiple participants can share simultaneously
Advanced Sharing Options...
Thomas Anderson
Mute
Stop Video
Security
Participants
1
Chat
Share Screen
Record
Reactions
More
End
8:19 AM
5/17/2021


Zoom Meeting
View
Select a window or an application that you want to share
Basic
Advanced
Screen
Current screen
iPhone/iPad
Presentation1 - PowerPoint
Example:
Select the open
PowerPoint Screen
USB Drive (E:)
Mail
Classroom - Netop Vision Pro
Downloads
Share sound
Optimize for video clip
Share
Mute
Stop Video
Security
Participants
Chat
Share Screen
Record
Reactions
More
End
8:19 AM
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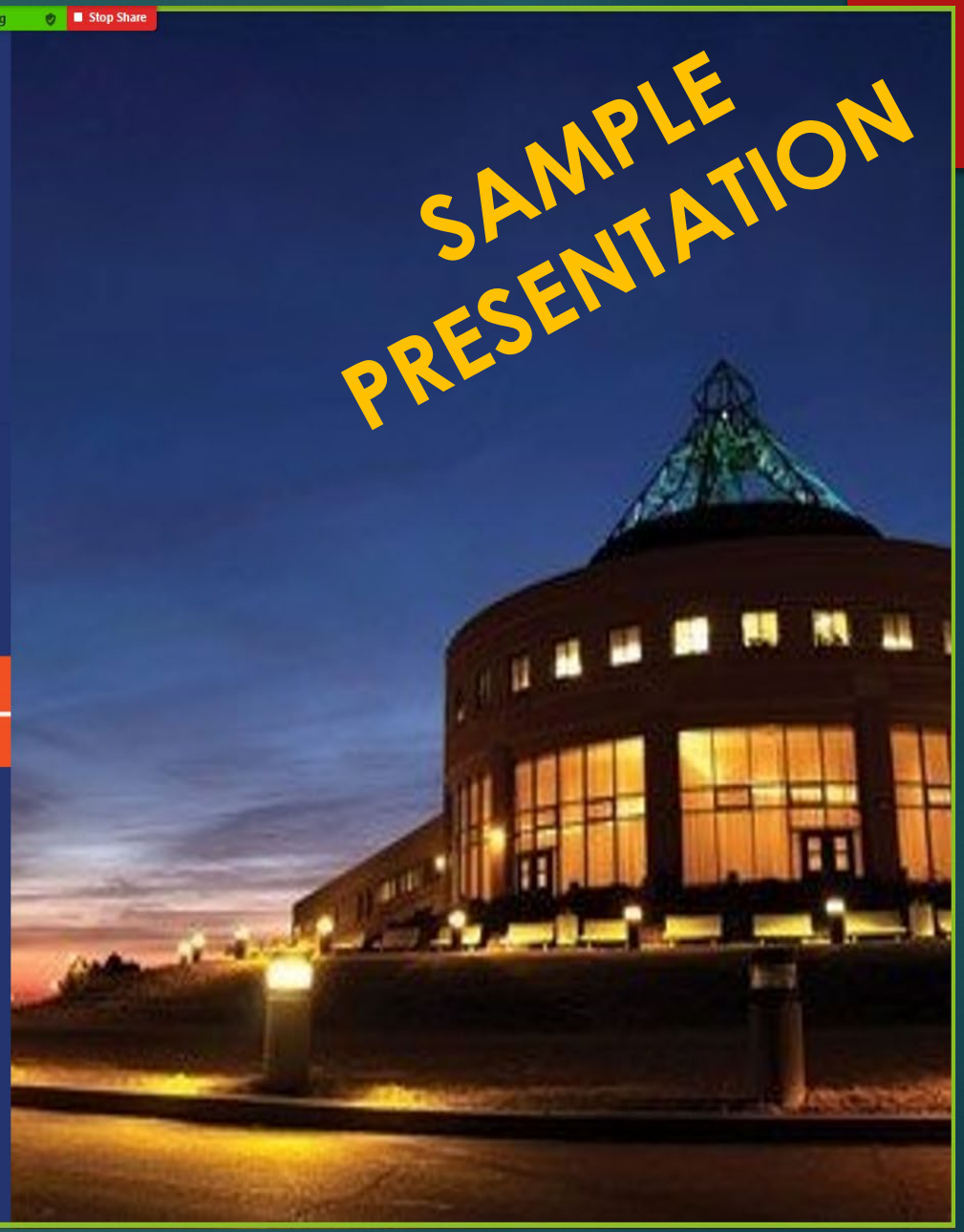
You are screen sharing Stop Share

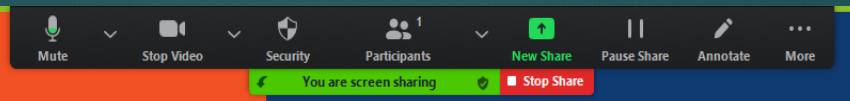
Welcome to KINGSBOROUGH COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

Fall 2020 Academic Advisement Info



SAMPLE PRESENTATION



Connect to KCC Resources.....

SAMPLE PRESENTATION

- Activate your KBCC email account
- Claim your CUNYfirst account

- Download the KBCC App (available in iTunes or Google Play Store) to stay informed, updated and connected to the Campus

Share Screen

- The screen that is selected will be the only screen remote students will see and the student in class will be able to view the instructors desktop.
- An additional control panel appears at the top of the screen that will give the instructor control of the shared screen. From here the instructor can review the PowerPoint slide as in a normal classroom setting.
- When the presentation is complete, the instructor can click the Stop Share button and return to normal viewing.