

## Hy-Flex Classroom Guide

For Support or Training please contact the Support Desk at [clermont.support@uc.edu](mailto:clermont.support@uc.edu) or 513-558-6949.

In addition to the standard classroom technology, the Hy-Flex classrooms on campus include multiple cameras, a classroom microphone, a display at the rear of the room, and a touchscreen control panel for controlling the technology.

The touch panel at the instructor podium has two primary modes, Presentation Mode and Online Meeting Mode. Presentation mode is a traditional configuration that allows you to display the instructor computer, or your own device to the projector and display in the classroom. Online meeting mode is designed to accommodate virtual as well as in person participants. This mode makes the rear display your “second monitor”, which can be used to show your virtual participants via Zoom or Teams by simply dragging the window towards the rear display. Please see the appropriate section below for further instruction.

### Using Online Meeting Mode

- Sign in to the instructor PC in the classroom (the PC is on the podium shelf if it needs to be powered on).
- Press Online Meeting on the touch panel.
- Press the desired camera preset, press Auto camera track to use the auto tracking feature, or manually drive the camera to the desired location. See figure 1
- Open the video conferencing application of your choice and begin the meeting.
- Enabling your camera, microphone, and screen sharing if desired.
- Click and drag the video conferencing application’s window (or any other window of your choice) to the rear display so that you can see the virtual participants as you instruct.
- You can control audio levels and mute your mic and video using the buttons on the touch panel.
- When you are finished using the classroom press shutdown on the touch panel and sign out of the instructor PC.

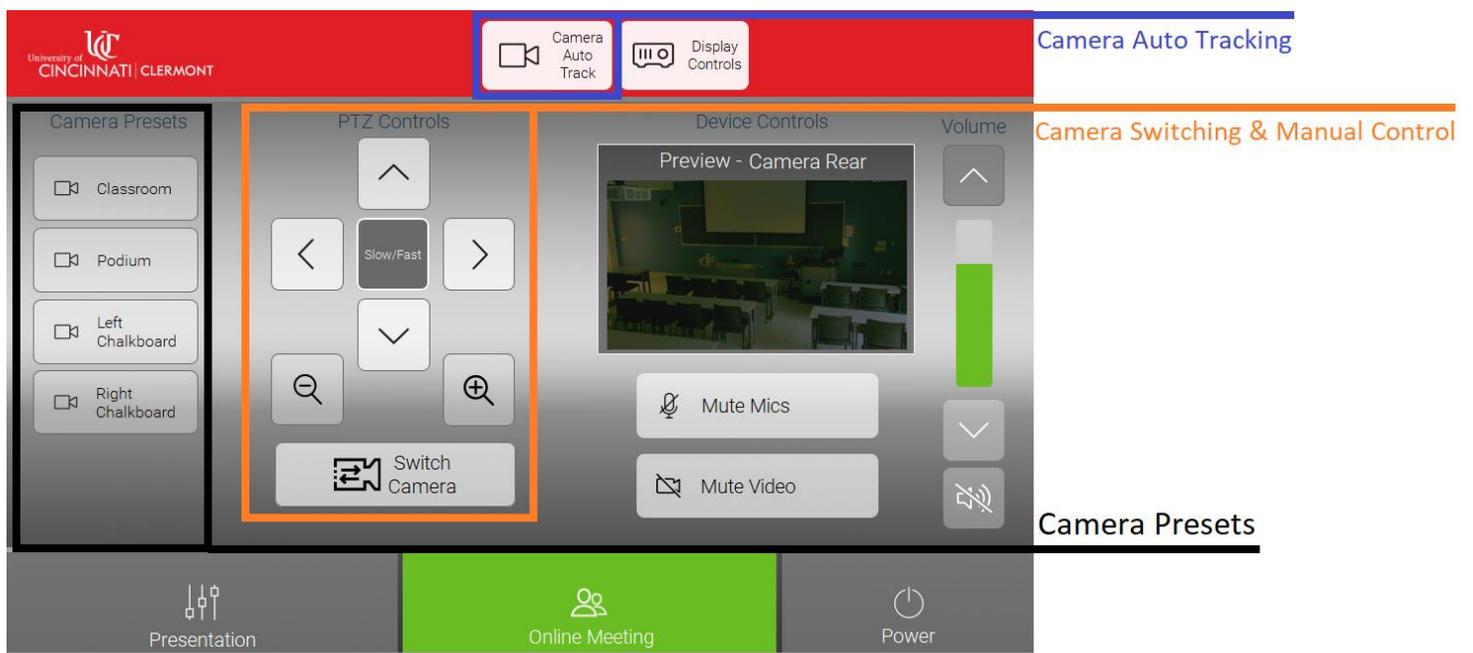


Figure 1 Touch Panel Interface

## Using Presentation Mode

- Sign in to the instructor PC in the classroom or connect your own device to the HDMI cable at the instructor podium.
- Press Presentation on the touch panel.
- Press the desired source (PC Screen 1 for the instructor computer, HDMI for the HDMI connection at the podium).
- Press “Push to Send Source” to send the source to the desired display.
- Pushing “Link Displays” will send the same source to all three displays.
- You can control the volume and mute the audio using the buttons on the touch panel.
- When you are finished using the classroom press shutdown on the touch panel and sign out of the instructor PC.

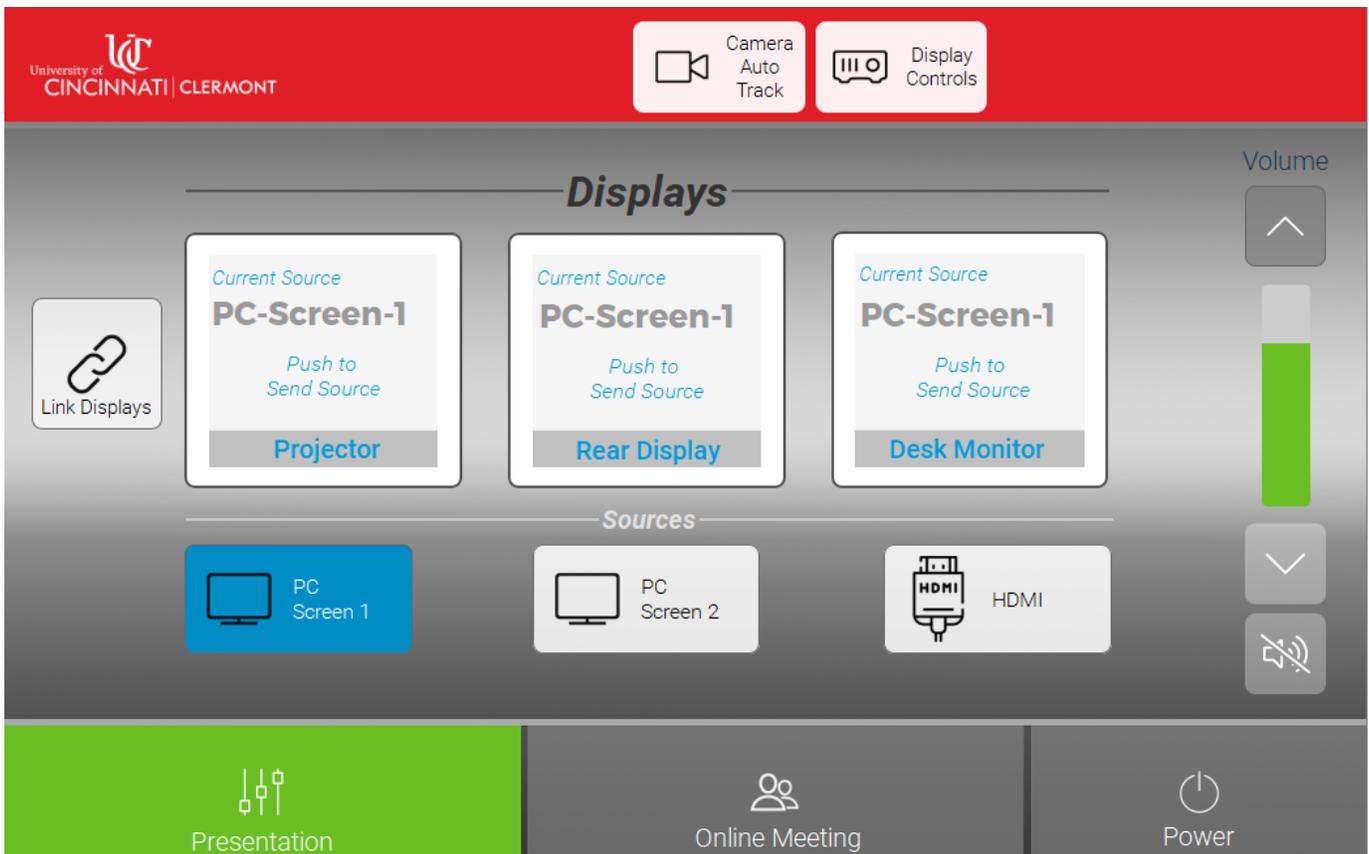


Figure 2 Touch Panel Interface