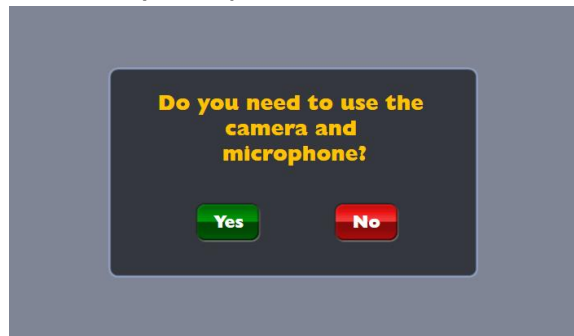(760) 744-1140 ext. 2140 / helpdesk@palomar.edu

How to use a Hyflex Classroom AV System

Hyflex Learning integrates synchronous and distance learning into a more engaging learning experience for both students and Instructors. Using a **PTZ camera** (Pan/Tilt/Zoom) and fixed lectern **boundary microphone**, Instructors and students can easily engage and participate in flexible learning combinations to achieve seamless and intuitive distant learning experience.

1) From the lectern touch screen control panel, turn on the AV system.
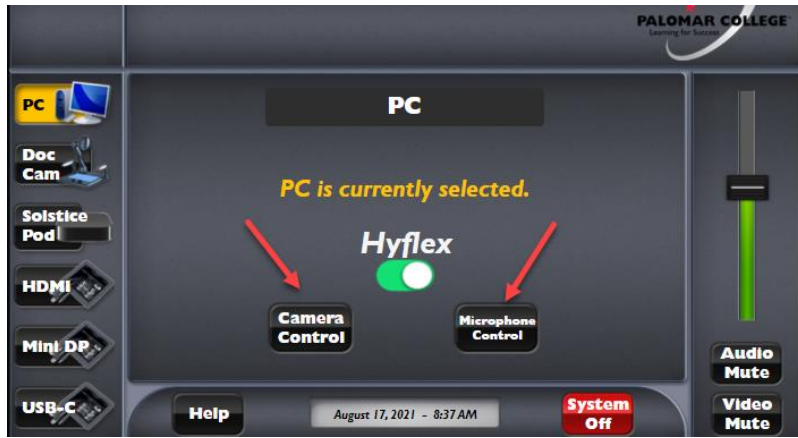

2) Choose Hyflex option Yes or No.

3) The AV system will default to the lectern **Windows PC, which the new PTZ camera and microphone are connected to,** and will be used as the primary camera for **Zoom, Teams**, etc.
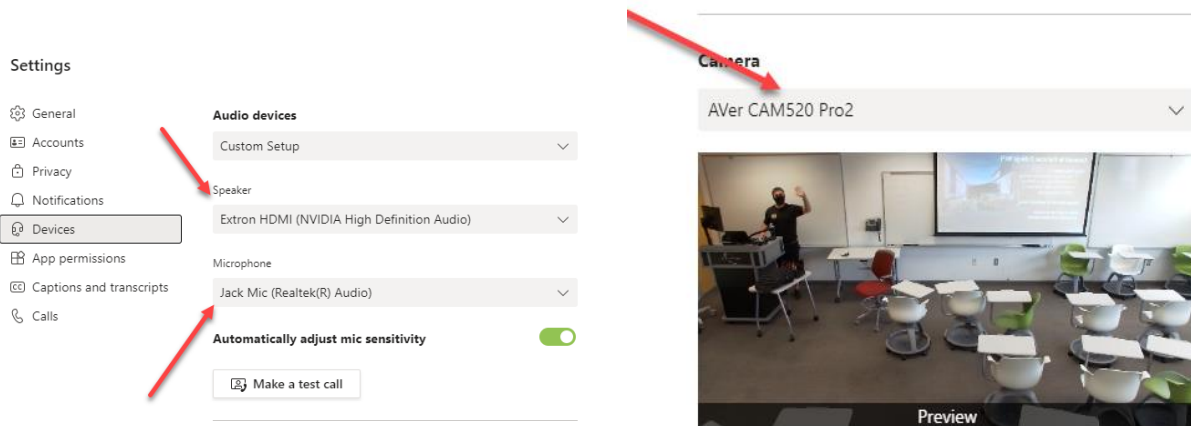
NOTE: Windows PC will have two USB cameras connected to it, PTZ and standard document camera.

NOTE: If there is no **video signal detected** from a device to the projector, verify it is powered on and follow this quick video troubleshooting FAQ, or call x2140 to contact our Help Desk.
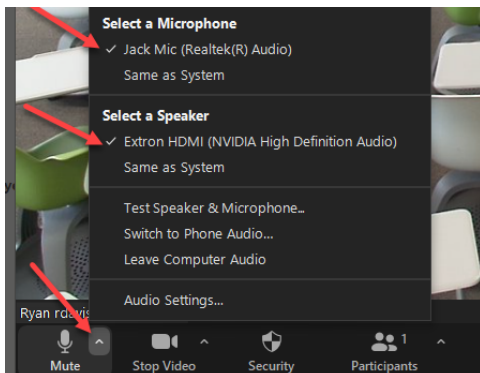
4) **On the PC selection page,** notice there are now **Camera** and **Microphone** control buttons.

5) Start teleconferencing application from the Windows desktop (Zoom, Teams, etc.)
6) Verify camera/microphone configuration within application.
7) **Microsoft Teams**
   a. Select the three dots (options) on upper right ➡ Settings ➡ Devices
   b. **Audio Devices**
      i. **Speaker** = Extron HDMI and **Microphone** = Jack Mic (Realtek)
   c. **Camera**: AVer CAM520 Pro2 (PTZ Camera)

8) **Zoom**
   a. **Zoom Audio Settings**
      i. Select the up arrow from bottom left corner near **Microphone/Mute button**.
      ii. Select a **Microphone** = Jack Mic
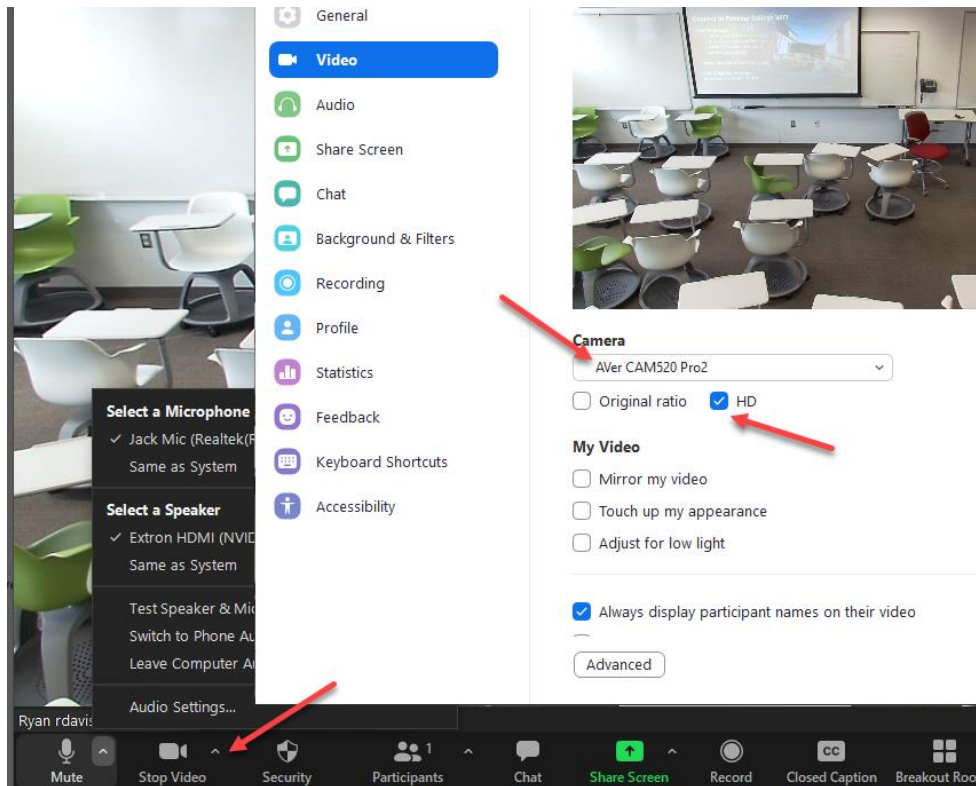   iii. Select a **Speaker** = Extron HDMI (Extron AV System/Speakers)

NOTE: Hyflex systems with lectern Mac computer: The microphone "Built-in Microphone – External Microphone" needs to be selected.

a. **Zoom Video Settings**
   iv. Select the up arrow from bottom left corner near **Stop Video/Camera button**.
   v. Select **Video Settings**
   vi. **Camera** = AVer CAM520 Pro2 (PTZ) or USB AVer Camera (Document Camera)
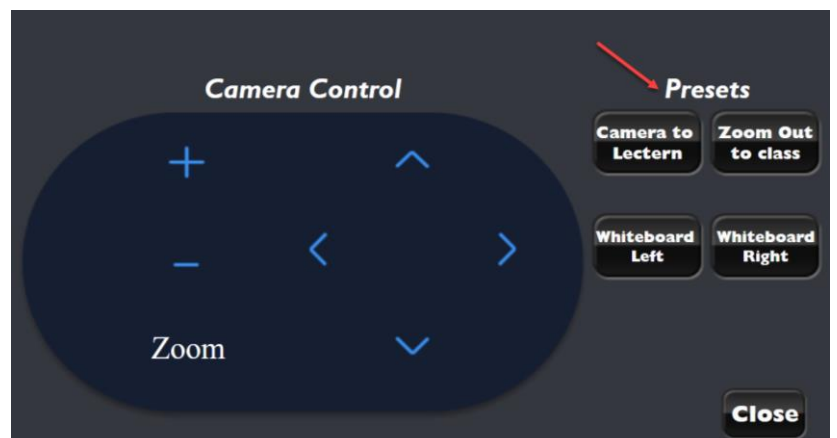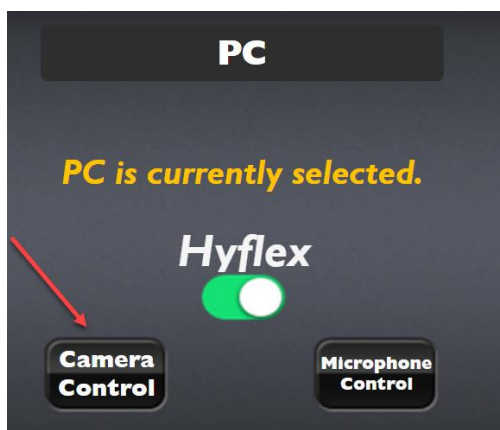   vii. **Enable HD**

NOTE: You can easily choose between the PTZ camera and the document camera if you need to share up-close images or documents!

9) Using the Extron Touch Panel to Control PTZ Camera & Microphone.
   a. **Camera Control**
   b. There are presets to quickly move the camera to **four common fixed points**. The camera will default to the **lectern position,** and our instructors are able to do a full zoom out to the classroom for discussion or Active Learning scenarios. There are two camera presets for the **whiteboard left/right locations** to zoom into each whiteboard area so online students can view whiteboard content.

NOTE: Enable the HD video setting in Zoom to take advantage of full camera resolution, otherwise white board content will not be legible.

    a. **Microphone Control**
    b. Installed on the top of the lectern is an omnidirectional boundary microphone that picks up voices all around the room. The volume can be controlled from the Extron Touch Panel. Simply adjust the volume or mute as needed based on feedback from online students.