HyFlex Instructions

Zoom + Webcam + Large Monitor

- Log into the classroom computer
- Setup content
  - From Blackboard, flash drive, email, etc.
- Turn on the projector
- Open appropriate Zoom session
  - Join with Computer Audio
  - Adjust volume knob on the push-button panel

- Verify Dual Monitors is selected under General Settings in Zoom
  - Select “^” beside Stop Video
  - Click Video Settings
  - Select General Settings (upper left)

- Position the webcam
  - Please mind the cord!

- Once participants begin to fill the Zoom Gallery, click and drag Gallery window to the large monitor
  - Zoom task bar accompanies the Gallery

- Share digital content through Zoom
  - Zoom task bar moves to the computer monitor

* PowerPoint Tip *

From PowerPoint Slide Show tab:
Change Monitor from Automatic to Primary
Uncheck Presenter View

Whiteboard writing displayed backward on the webcam?

From the Zoom taskbar
Click “^” beside Stop Video
click Video Settings
uncheck Mirror My Video

Difficulty navigating in extended desktop between the two monitors?
Move/shake the mouse to determine it’s location

Wireless Device connectivity instructions on back

Questions or Problems?
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Connecting a Wireless Device

- Log into the classroom computer
- Open appropriate Zoom session
- **Join** the session from the wireless device
  - *Easy way:* go to Zoom.us
    - Click **Join a Meeting**
    - Enter the Zoom **meeting ID**
  - Mute device speaker and microphone
- From the classroom computer Zoom session, make the wireless device a **Co-host**
  - Click **Participants**
    - Click **More** next to the wireless device name
    - Select **Make Co-Host**
- Share device content through Zoom

Connecting an iPad

Follow the steps above for joining Zoom, then proceed as follows:

- From iPad Zoom app, select **Share Content**
- Select Share **Screen**
  - Select **Start Broadcast**
- Select desired app on home screen to share