

## Topic: Instructional HyFlex Classroom Instructions

### Room Setup Type #2

**These are instructions for using the following rooms:** MA181, MA276, MA167, MA166, MA172, HA113, CA167, BR164, BR361

You will need to set up a meeting schedule in your own university Zoom account. Please refer to scheduling instructions to make the appropriate settings.

Contact the IT Helpdesk for assistance and orientation at [support@mnstate.edu](mailto:support@mnstate.edu)

**Web Conference :** Please connect to your scheduled Zoom/web conference meeting on the computer found on the teaching station. The room camera and microphone are only connected to the teaching station computer.

**Camera and Audio Controls:** The desktop of the teaching station computer has a shortcut called Zoom Control that will give you access to camera and microphone settings.

- Audio
  - You have access to modify the audio gain control. The default 3/4 gain is recommended and has been tested to give the best audio experience. If you have a lighter voice you may want to adjust the gain up a little or down a little if you have a heavier voice.
  - There is a Microphone Mute button on this page to mute the ceiling mic.
- Camera
  - There is a Camera Mute button on this page to stop video from the ceiling mic.
  - the Pan/Tilt Controls button will give you access to modify the direction and zoom settings of the camera. The center home button will return the camera to the default position.

**Laptop:** You can use your laptop to provide content into the Zoom session. After you connect to the Zoom meeting on the Teaching Station Computer, then connect to the same meeting on your laptop. You will need to mute your speakers and microphone on your laptop so you don't create feedback in the room and to your meeting participants.

## **For More Information**

Please contact Information Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.