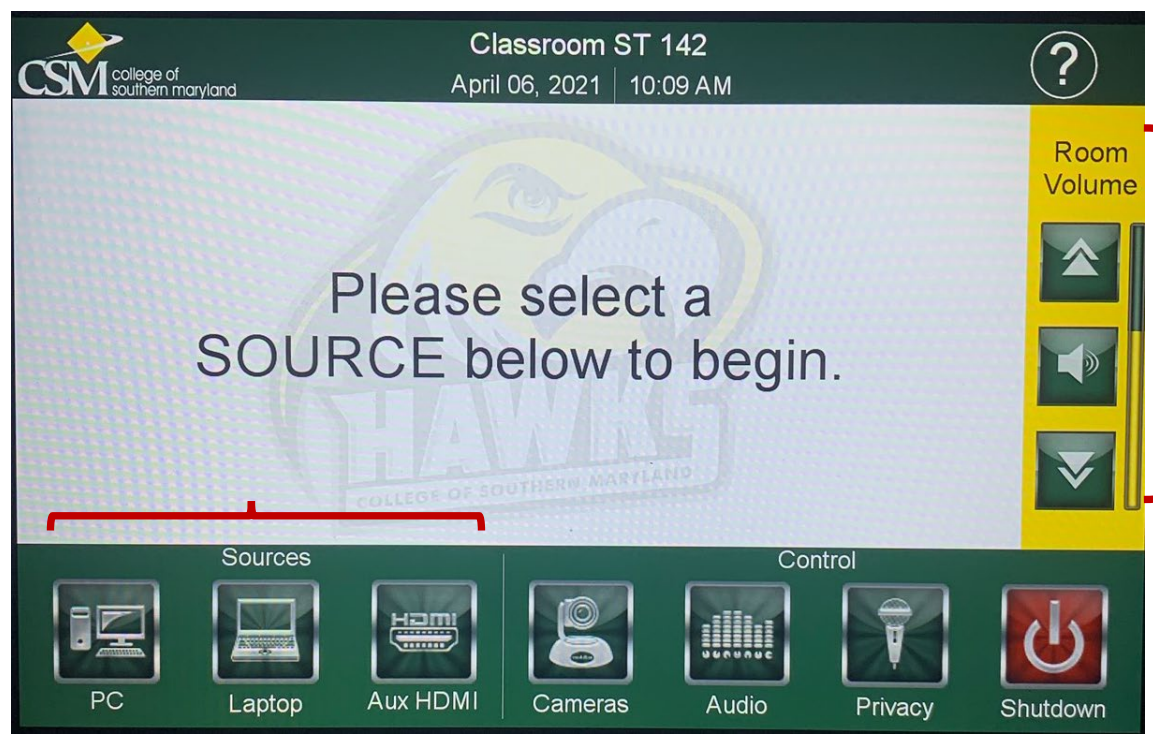


# Classroom Tech Quick Reference



All functions controlled by touch screen - touch anywhere to begin.



**Need assistance? Call the Help Desk ext. 4357**



Hy-Flex Classrooms web page

**Room Volume**  
Control output volume of any source device (Increase, Mute, Decrease). Speakers installed in ceiling.

## Sources

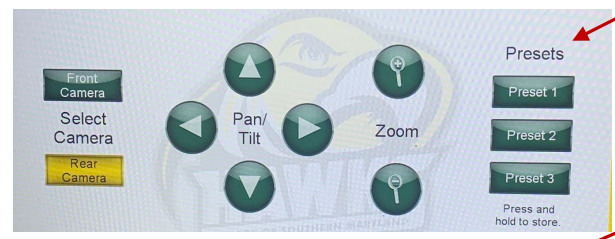
Touch desired source to be projected. Display screen will come down, projector will turn on. Controller screen will confirm source. Follow any directions displayed.

**PC** – Podium computer. Then press button labeled 'PC' on switch device.



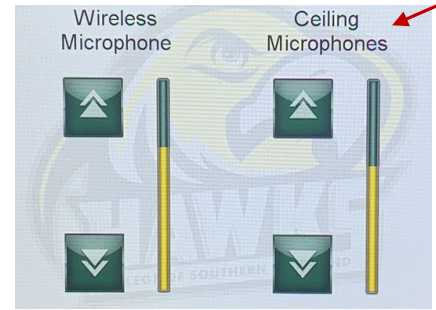
**Laptop** – Laptop. Plug supplied HDMI and USB cables (provided on top of podium) into the laptop. Then press button labeled 'LAPTOP' on the switch device.

**Aux HDMI** – Alternate device (like a document camera). Plug device into the provided HDMI cable (on top of podium, or in drawer).



**Cameras** – Room equipped with two; select Front or Rear. Then Zoom, Pan or Tilt to achieve desired view.

**Audio** – Adjust microphone volume. Room equipped with ceiling mics. If wireless is needed, send request to the Help Desk.



**Privacy** – Mute room mics; remote attendees will not hear room activity. Ceiling mic light turns red. Touch again to unmute.

**Shutdown** – Powers off the projector, display screen will go up.