



HyFlex Quick Start Guide

This quick start guide will provide basic directions on how to operate the webcam and microphone integrated in HyFlex-enabled classrooms at Northwestern.

This guide is not intended to be comprehensive or cover all possible scenarios.

Directions for using the equipment with Blackboard Collaborate are included, the same principals apply for other programs such as Teams and WebEx.

The basic system is comprised of an Aida Pan-tilt-zoom camera, and a lapel-type microphone.

To begin follow these steps.

Camera Operation

Power on the camera using the provided remote, point it directly at the front of the camera (Fig. 1).

Fig. 1 – Webcam Remote



The camera will go through an initialization process that takes several seconds. When complete the status light will turn blue (Fig. 2).

Fig. 2 – Webcam status light



To pan and tilt, use the D Pad, to zoom in and out use the + and – buttons to the right (Fig. 3)

Fig. 3 – Webcam controls



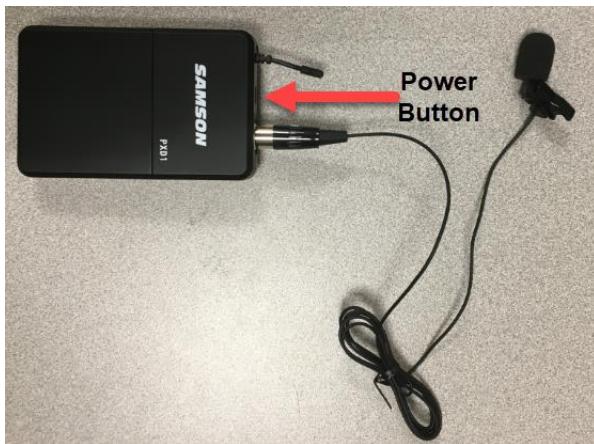
If the camera becomes out of focus, press the AF button (Fig. 4)

Fig. 4 – Webcam autofocus



Lapel Microphone

The Samson microphone transmitter has a power button on the top of the transmitter pack. Press the power button to turn on.



The receiver (located on the side of the teacher's station monitor) and transmitter pack have a status light, when properly synced they should both light Amber as shown in Fig. 5

Fig. 5 – Microphone Transmitter and Receiver status lights



Press the power button on the top of the transmitter to turn on and off. (Fig. 6)

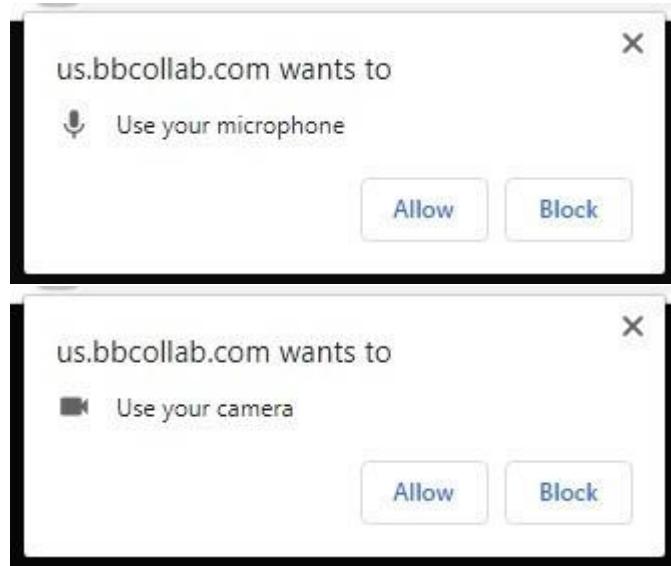
Fig. 6 – Microphone Transmitter Power Button



Blackboard Collaborate

When launching Collaborate for the first time, it will ask permission to access the microphone and webcam. Ensure you grant this permission for the system to work. (Figure 7).

Fig. 7 - Collaborate confirmations in Chrome.

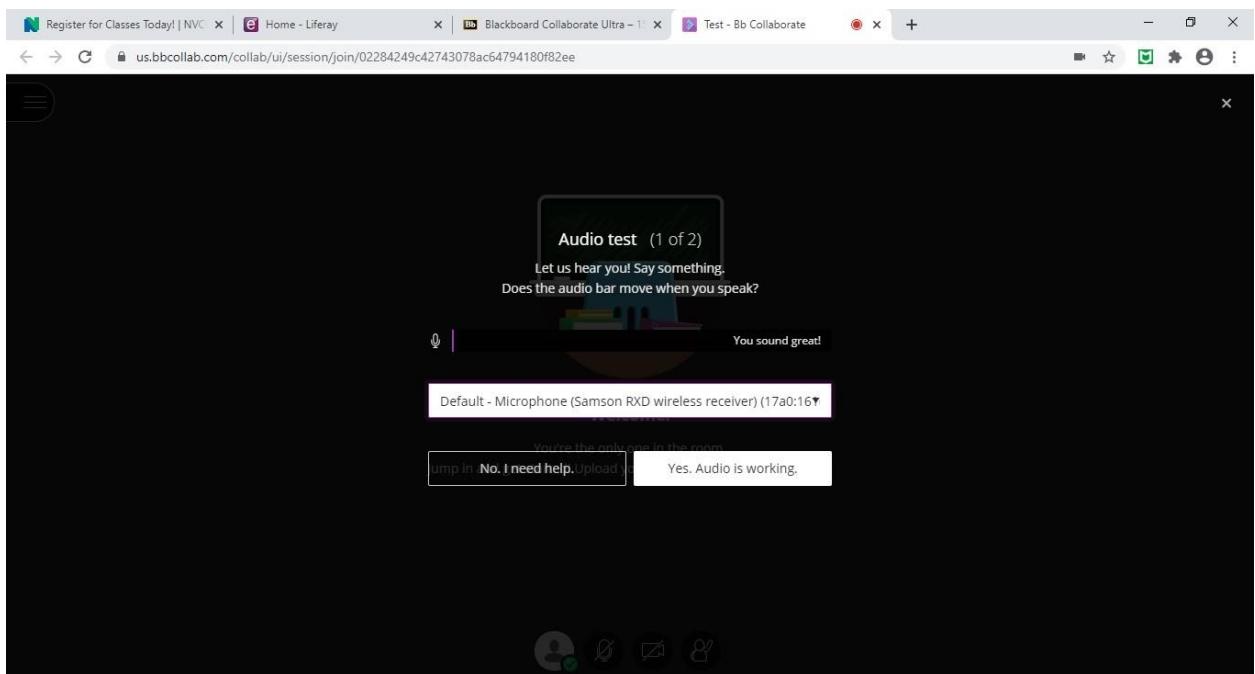


Collaborate Microphone

Select the **Samson RXD Wireless Receiver**. This is the lapel mic. (Figure 8).

To test sound, clip the mic and speak briefly, the volume indicator will display the strength of the signal. If too low, adjust the placement of the mic.

Fig. 8 – Collaborate Microphone selection

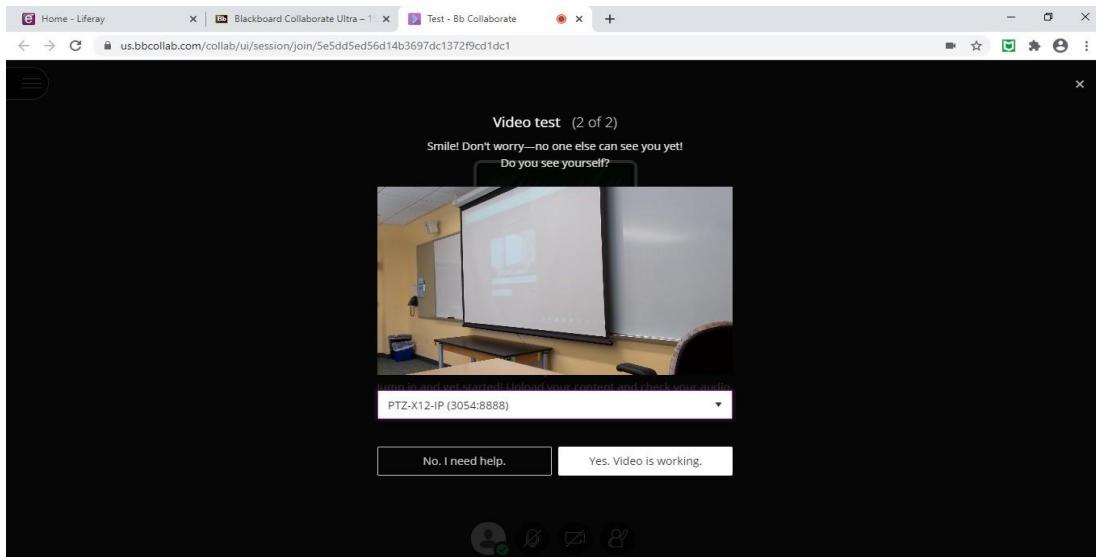


Collaborate Webcam

Allow Collaborate access to the camera.

Select **PTZ-X12-IP**, this is the AIDA webcam mounted on the tripod. (Fig. 9)

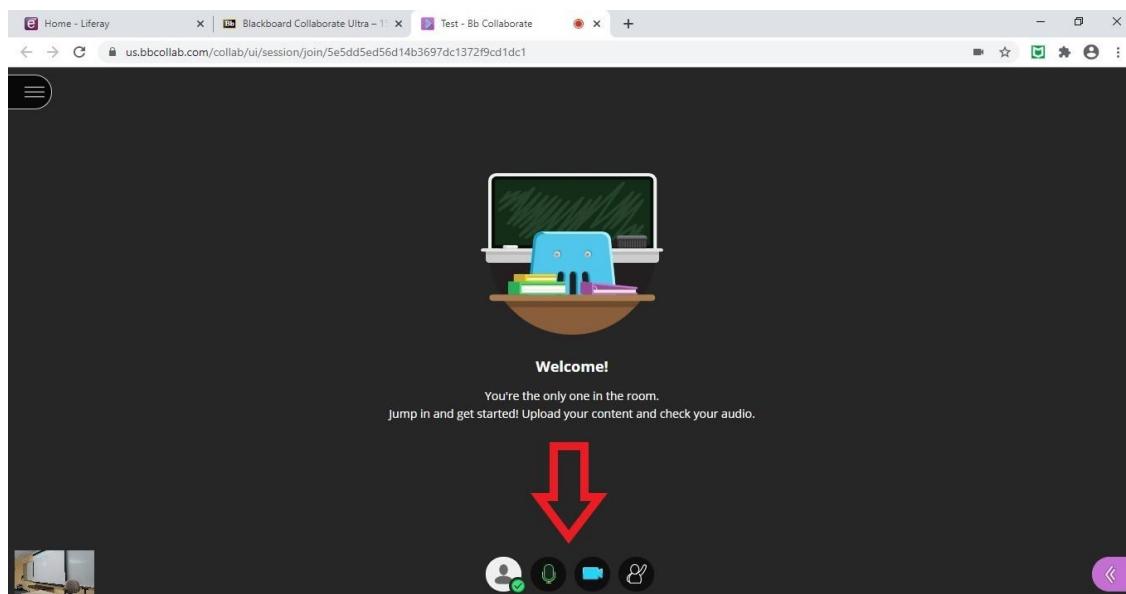
Fig. 9 – Collaborate Webcam selection



A preview of the video feed will be shown. If necessary, adjust the zoom, pan and tilt using the camera remote.

When entering a Collaborate session the mic and webcam will be muted. Unmute either by selecting the respective buttons (Fig. 10).

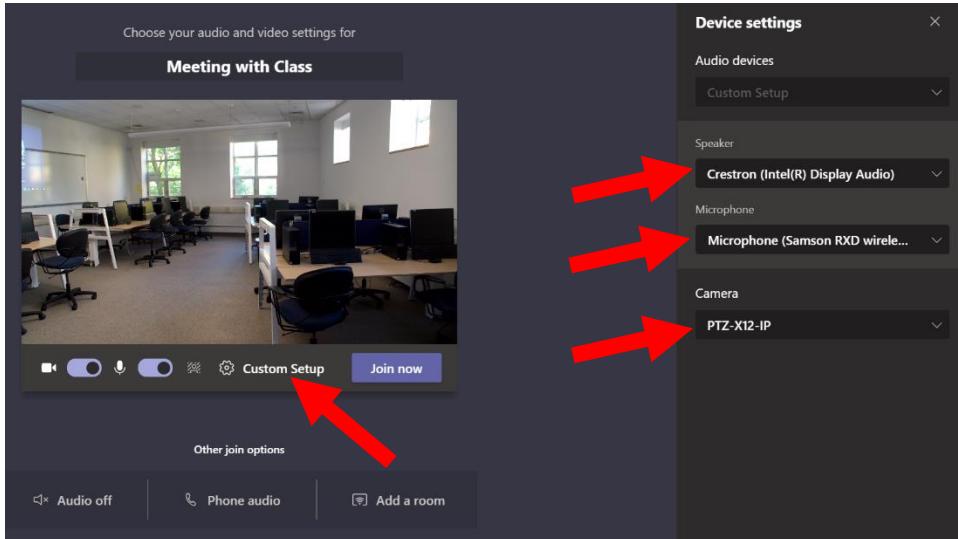
Fig. 10 - Collaborate



Microsoft Teams

When in Microsoft Teams – be sure to select the correct Video and Audio input and outputs. In the Library HyFlex room, the speaker (audio output) should be: Crestron (Intel(R) Display Audio) and the microphone should be: Microphone (Samson RXD wireless receiver). The video will use the camera labeled: PTZ-X12-IP. See figure 11 below:

Fig. 11 – Teams audio and video settings



Powering off

At the end of class power everything off including the following:

1. The Aida camera using the remote's power button
2. The Samson RXD Wireless microphone using the power button on top
3. The teacher's station and AV equipment from the touch panel.

