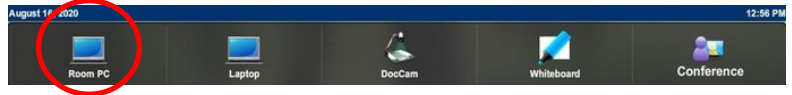


HyFlex Room Set-Up

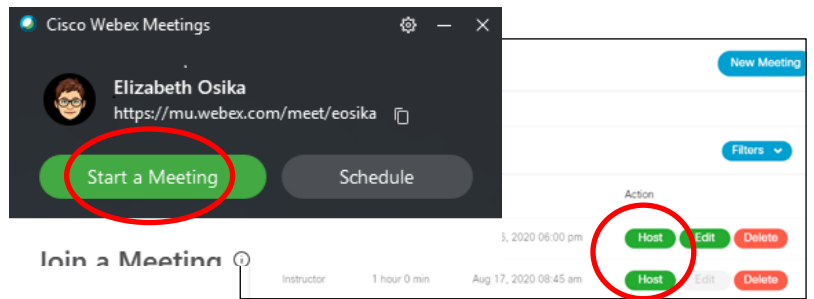
1. **Turn on the System.** Press ROOM PC at the top of the Crestron control screen to turn on the projector and the TV.



2. **Log In.** Log into the classroom computer.

3. **Launch Webex.** Open WebEx either by:

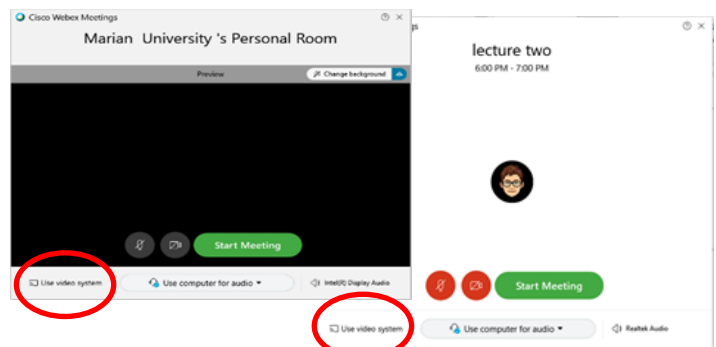
- Clicking on the Webex icon and clicking on “Starting a Meeting”
- Starting Canvas and selecting the meeting from the [WebEx integration](#). Using the WebEx integration in Canvas is encouraged.



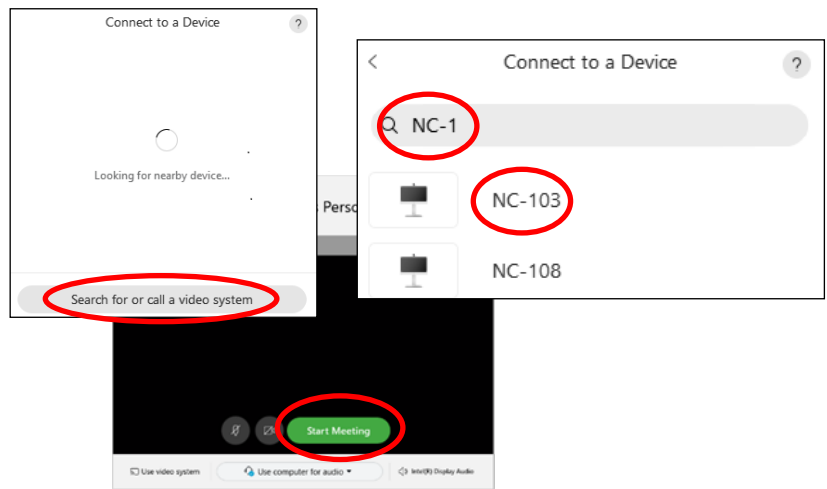
4. **Connect to the Video System.** Before actually starting your meeting, connect to the video system, by clicking “Use Video System” in the lower left corner of the WebEx meeting window.

If this option does not appear, please inform the CTL (x6285)

- Click on the “Search for or call a video system”
- Locate the Video system within the room, by beginning to type the building code (MH, NC, EC, CH) and the room number separated by a dash.
- Select that room when it appears on the list.
- A four digit code will display on the large TV. Enter that code to connect the computer to the Video system.

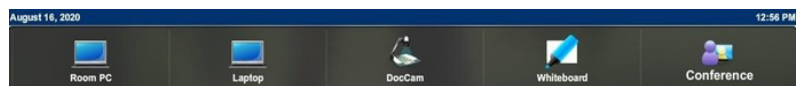


5. **Start the Meeting.** Click “Start Meeting” in the WebEx window to start your meeting.



6. **Set-Up Displays.**

- Make sure the WebEx screen is on the monitor labeled PC.
- To view more students, change the layout to Floating Panel. You can then resize the participant panel, and open the Chat and Participant panels and arrange them on the PC monitor. This does not impact what the students see.
- Use the buttons at the top of the Crestron Control Screen to choose the content source you would like to display to the students .
- If using a PPT, a web browser or other computer content, make sure it is displayed on the monitor labeled “Presentation.”
- If using the Kaptivo Whiteboard display, make sure the Kaptivo button on the wall is glowing Blue.



7. **Log Out and Shut Down.** Even if someone is in the room after you, sign out and turn off the Crestron system.

