

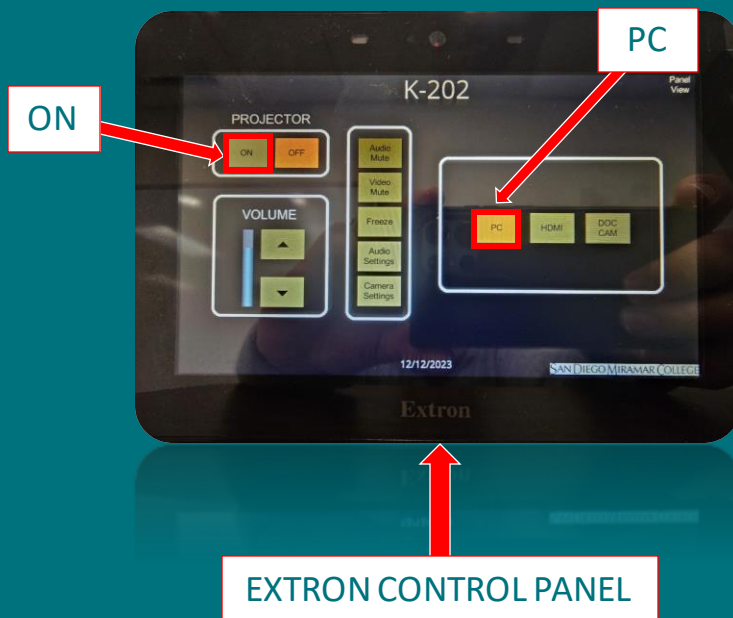
HYFLEX PRESENTATIONS

DUAL IN-PERSON AND ONLINE ZOOM PRESENTATIONS

TURNING ON THE PROJECTOR:

STEP 1: Press the "ON" button under "PROJECTOR" on the Extron control panel.

STEP 2: Press the "PC" button on the control panel.



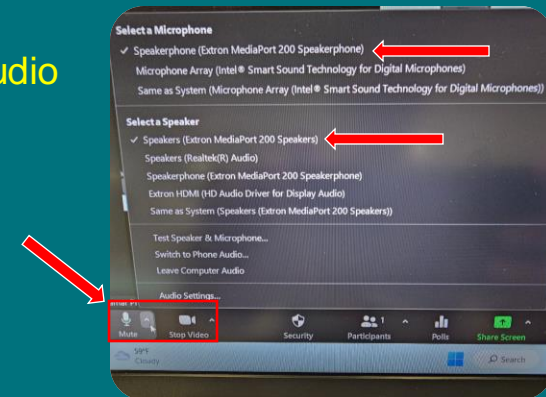
SETTING UP THE LAPTOP:

STEP 1: Ensure you have a laptop with the Zoom application preinstalled.

STEP 2: Connect the USB cable from the lectern to the USB port on your laptop.

STEP 3: Open Zoom on the laptop and start your Zoom session.

STEP 4: In Zoom, under audio settings, select "Extron MediaPort 200" for the microphone and speakers. Select the same for video.



Note: You should *run Zoom from the laptop* and not the lectern PC. You should only use the laptop to run the Zoom application. Do not connect your laptop to the lectern HDMI cable or run your presentation from the laptop. It is only for hosting the Zoom meeting.

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OPERATING THE PEARL MINI:

STEP 1: Choose your presentation **layout**. The **Epiphan** device allows you to choose and preview multiple presentation options for your Zoom meeting. To change your layout, press the layout button at the bottom of the screen.

STEP 2: The Epiphan device allows you to choose from **four modes**:

- (a) **full-screen room camera**
 - (b) **full-screen content** (PC screen);
 - (c) **side-by-side** (camera and PC windows are side-by-side); and
 - (d) **picture-in-picture** mode (large PC image with smaller camera image).
- Select your preferred layout option on the screen.

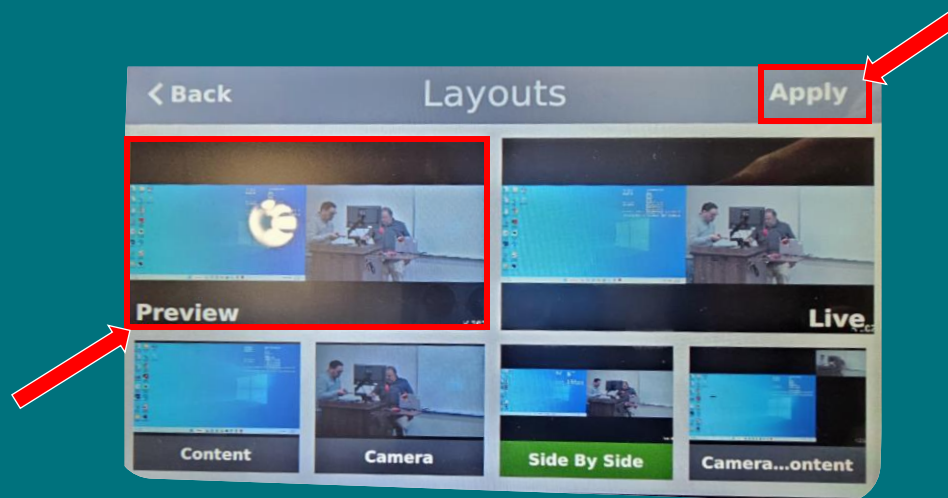


LAYOUT

EPIPHAN PEARL MINI DEVICE

OPERATING THE PEARL MINI:

STEP 3: Once you've selected your preferred screen, it should now be in the "Preview" window (see below). To complete your selection, hit "Apply." The selected layout should now appear in the "Live" preview window and in your Zoom meeting.



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TURNING ON THE PC:

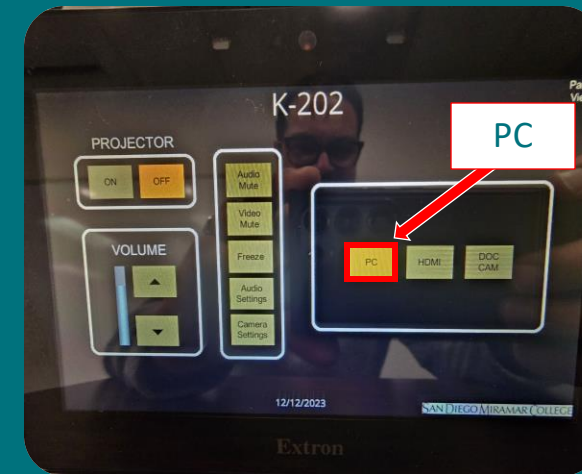
- Press the **power** button on the front of the computer case.



- Once the Windows login screen is displayed, **log in** via your SDCCD account or – if it's an instructional computer – simply press the “**Enter**” key (no password is needed for computers with “Instructor” or “Student” accounts).
- If you've turned on the projector and logged into Windows, you should now see the **Windows desktop** on the projection screen.

USING THE CONTROL PANEL:

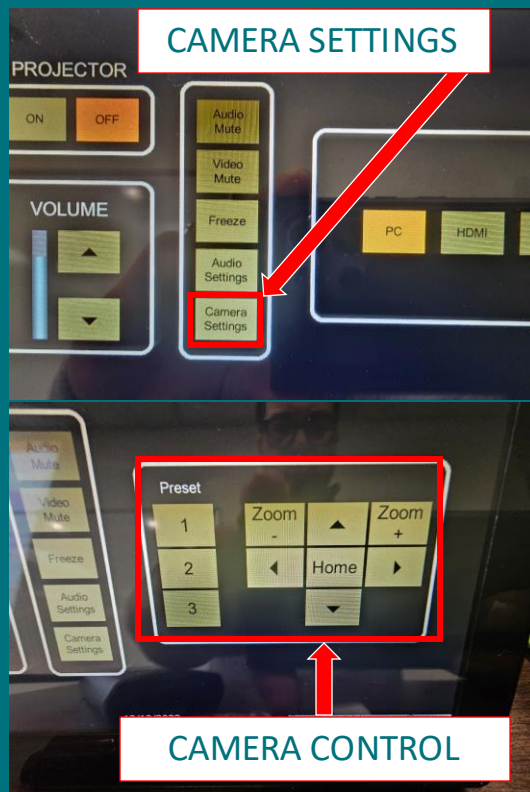
Select the “**PC**” input on the Extron control panel if you wish to project your presentation to the in-person attendees.



HYFLEX PRESENTATIONS

DUAL IN-PERSON AND ONLINE ZOOM PRESENTATIONS

ADJUSTING THE CAMERA:



- You can adjust the camera position and zoom depth by selecting the “Camera Settings” button on the control panel.
- Once selected, use the up, down, left, right **arrows** to move the camera accordingly.
- Use the “Zoom +” and “Zoom -” buttons to zoom the camera in and out.
- The “Preset” options have no functionality at this time.

SETTING UP SYSTEM AUDIO:

- By default, the ceiling microphones start in “Mute” mode and need to be unmuted for Zoom/hyflex sessions. To unmute the ceiling microphones, do the following:
- To start, select “Audio Settings” on the Extron control panel. You should see two orange “Mute” buttons.



AUDIO SETTINGS

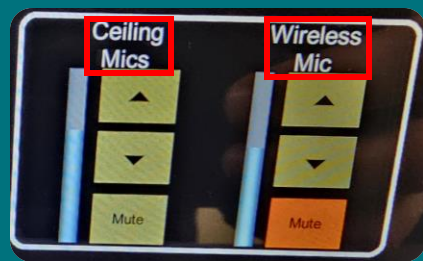
MUTE

HYFLEX PRESENTATIONS

DUAL IN-PERSON AND ONLINE ZOOM PRESENTATIONS

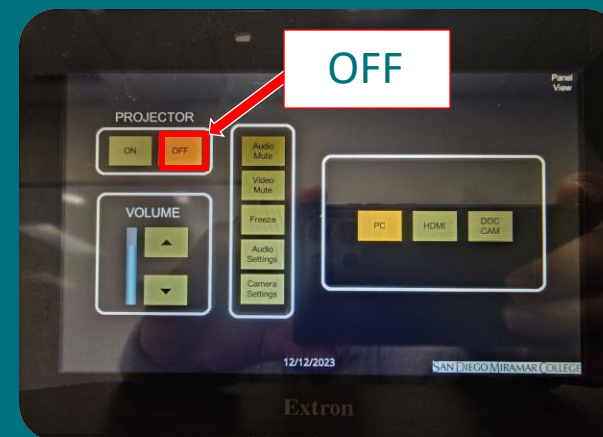
SETTING UP SYSTEM AUDIO (continued):

- For hyflex (Zoom) sessions, you have two options:
 - You can use select the "Ceiling Mics" option if you would like all classroom audio to be captured during the session (i.e., online students can hear and respond to class questions); or
 - You can use the "Wireless Mic" option if you do not want to capture audio from the entire classroom (for non-interactive lectures with no class discussion/participation)
 - Note that you cannot select both options at the same time; only one microphone selection may be used.



SHUTTING DOWN THE SYSTEM:

- Disconnect the USB cable from the laptop
- Shut down the lectern PC
- Press the "OFF" button under "PROJECTOR" on the Extron control panel
- Lock the lectern and code the room



Please contact the AV Department at avmira@sdccd.edu for questions or assistance