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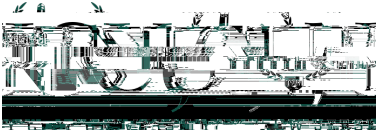
HyFlex Classroom Setup Instructions

HyFlex Classroom Equipment

- Instructor Station Medium Equipment (Windows desktop computer and peripherals)
- Epson BrightLink Interactive Projector and Display
- High Definition Ceiling Mounted Camera
- Ceiling Microphones
- Speakers
- High Definition Confidence Monitor

Step 1: Turning the Confidence Monitor On and Off

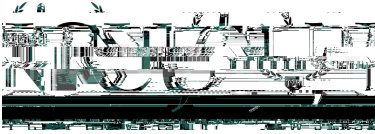
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Step4: Logginginto the



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Step5: Logging into Zoom – Using your NJCU Email Address and Zoom Password

Part I – Initial Setup of Zoom on the Classroom Computer

(Note: If the initial setup of Zoom has already been completed, continue to Part II below to log to Zoom and start the class session.)

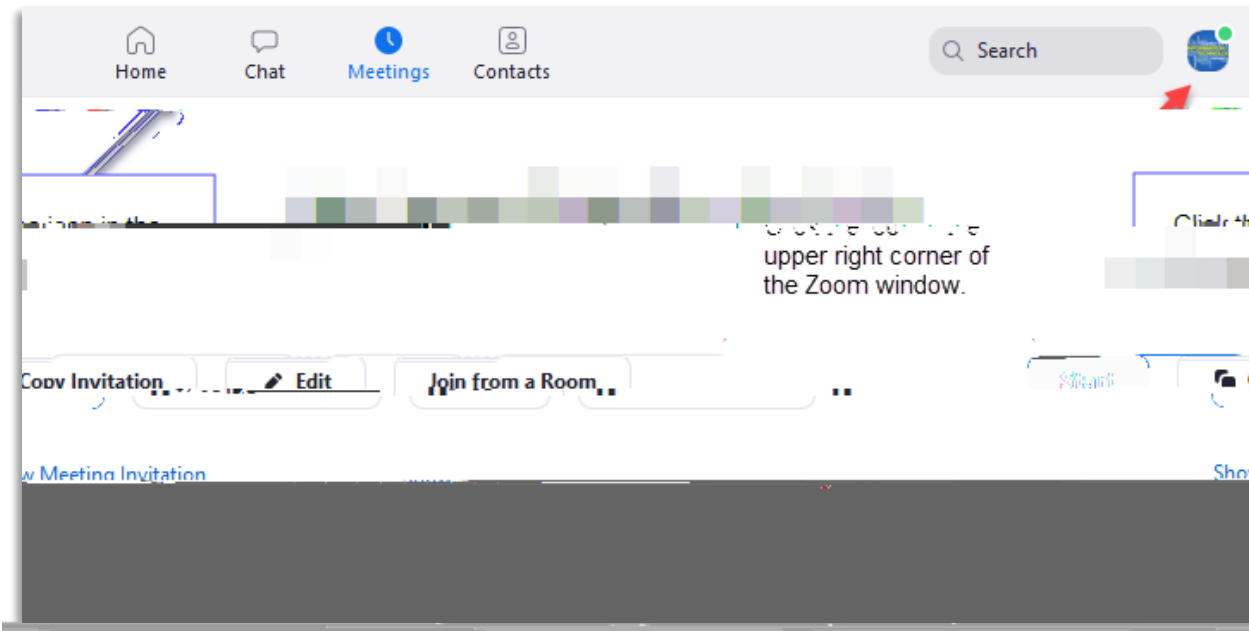
The first time that each instructor logs into a computer in any classroom, the following additional steps (a to f) must be completed to setup Zoom on the computer. This is required to allow Zoom to connect.



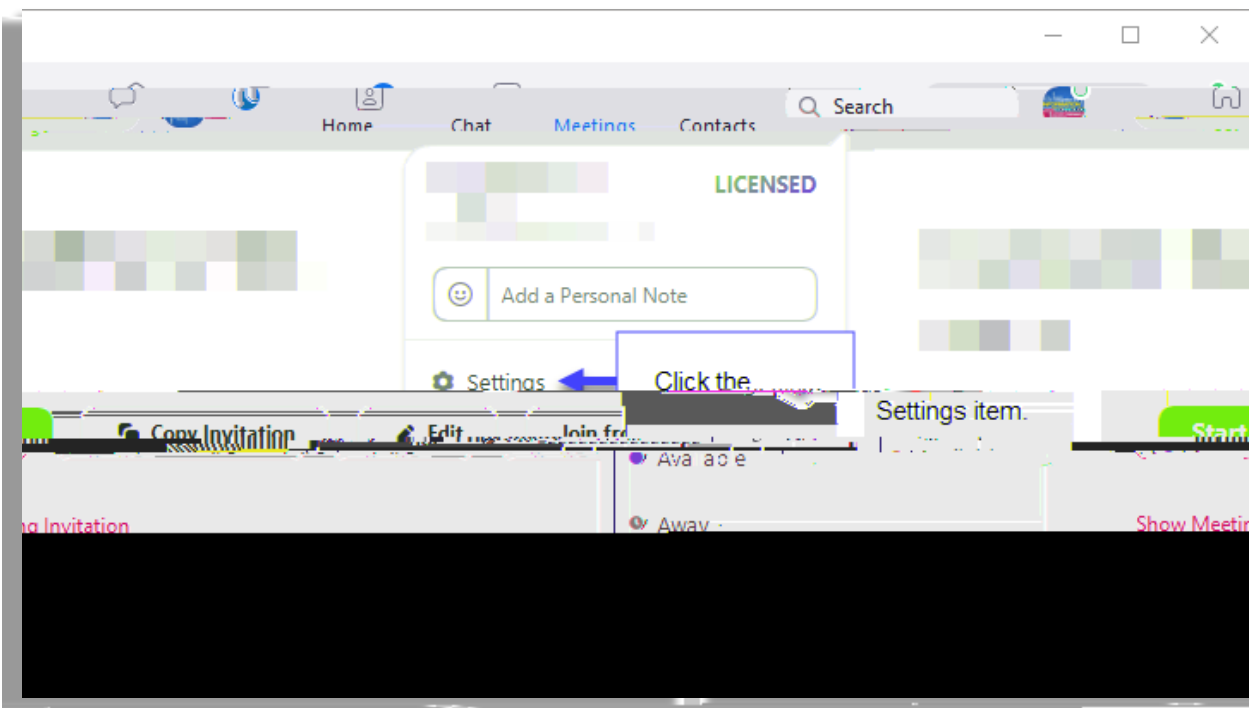
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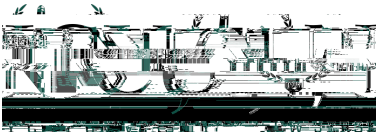
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c. Click on the icon in the upper right corner to access settings.



d. Click on the Settings item.

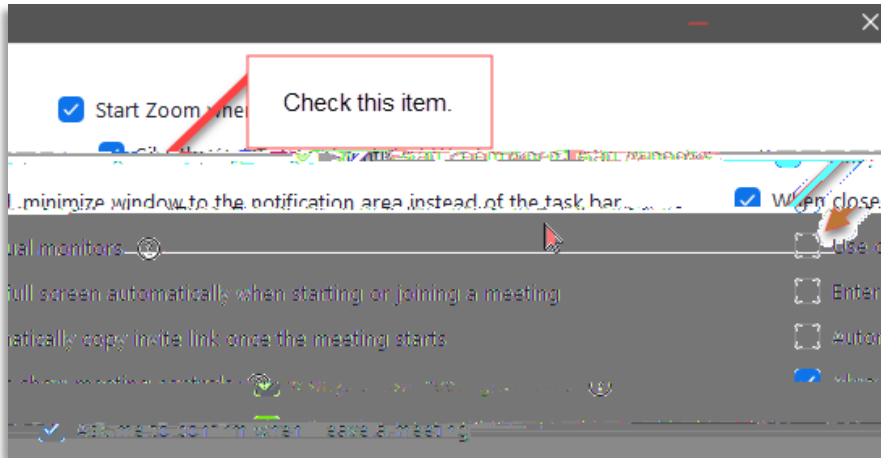




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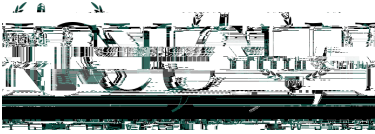
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e. Turn on the Dual Monitors in Zoom.



f (part 1). Change Audio setting to improve sound quality in the classroom.

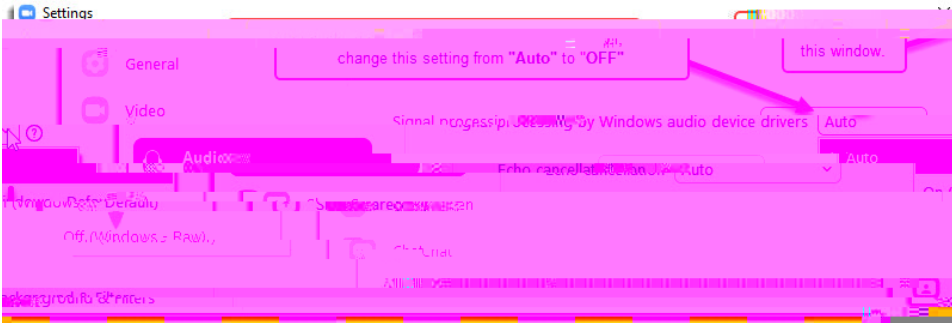




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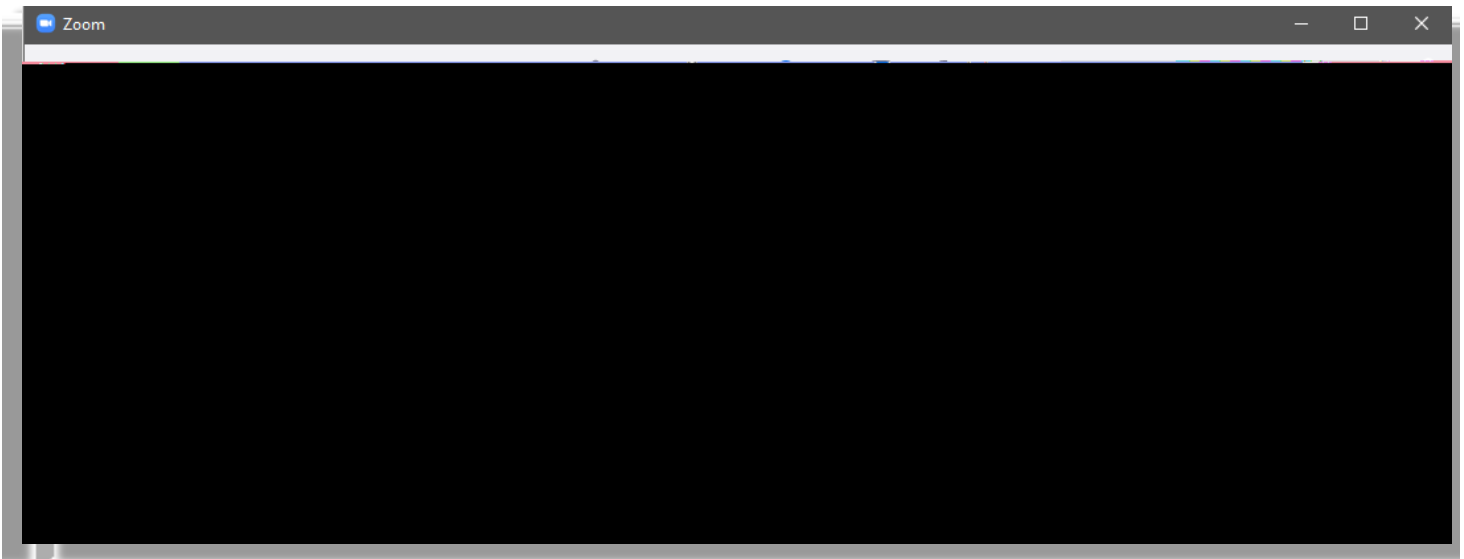
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f (part 2). Make the change from Auto to Off.

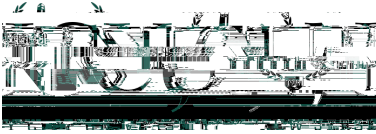


After closing the above window, you will return to the following window in the Zoom desktop app. Then click on the MEETINGS item at the top of the next window to the left of CONTACTS. This will then display a list of all Zoom meetings that are currently in your Zoom account. (See the following image.)

g. This is an example of how to start a Zoom class session.

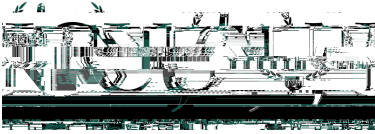


The instructor will initiate the scheduled Zoom class session and students in the classroom will be able to see and hear students joining remotely. Remote students will be displayed on the confidence monitor on the side back of the room.



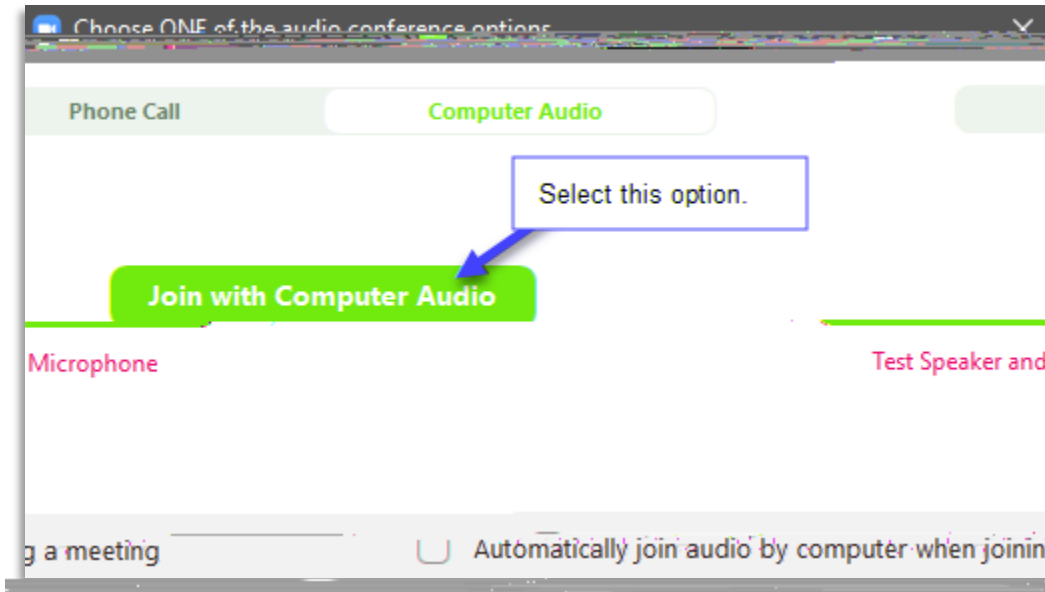
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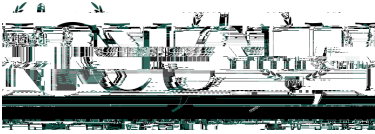
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i. Select the appropriate speakers in Zoom.

This step only needs to be done once, per computer (classroom), per semester, that the Instructor will be using to teach from when using Zoom. This ensures that the sound from Zoom will be sent through the appropriate speakers in the classroom.

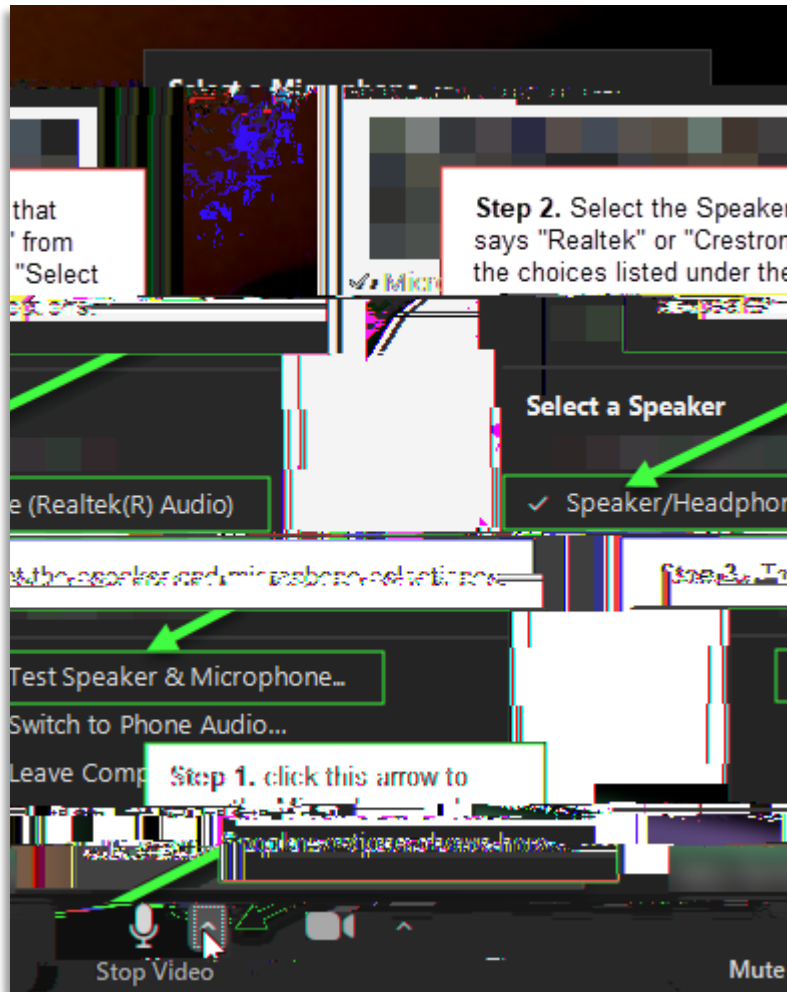
Note: See the graphic on the following page for additional instructions.



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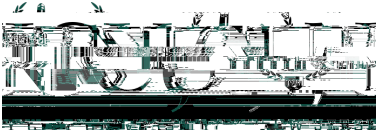
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j. Select the appropriate speakers in Zoom (continued)



Part II – Logging into Zoom and Starting Class Sessions

Each subsequent time that an instructor logs into a classroom computer, the following steps will be required to log in and start a Zoom class session.



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a. Double click on the Zoom icon

