



## Classroom Technology with HyFlex Capabilities: Instructions for Standard Classrooms



When entering any of our standard classrooms, you will find the lectern at the front of the room containing the Audio-Visual System.

The lectern includes the following:

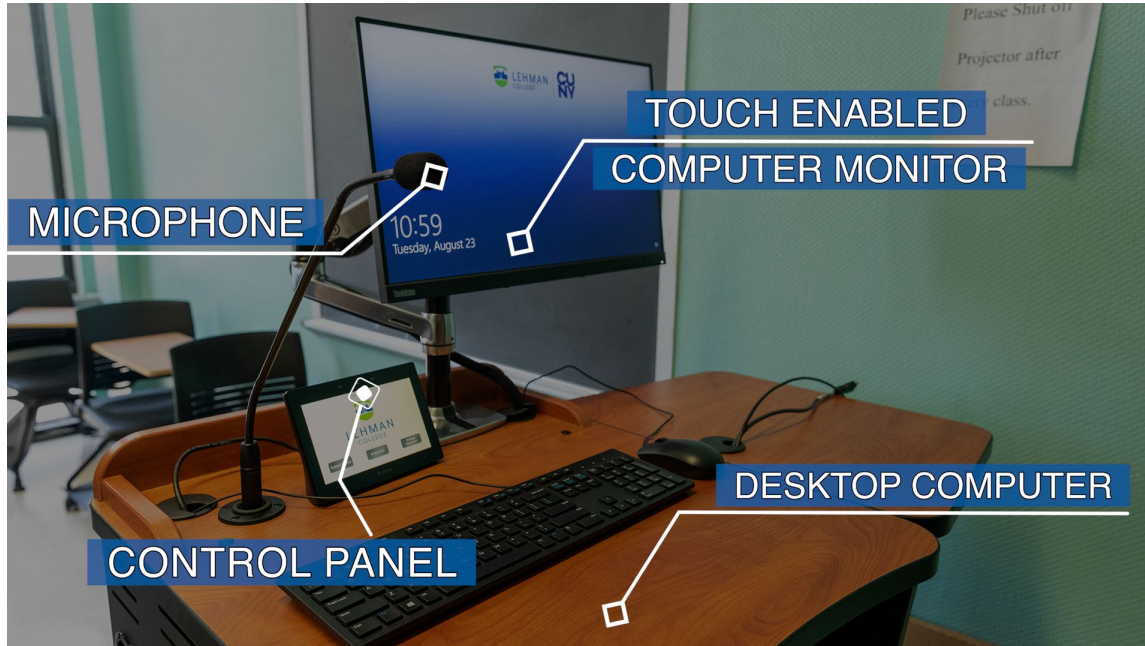
- Desktop computer
- Touch enabled computer monitor
- Lectern installed microphone
- Seven-inch Extron Touch Panel

The room also includes:

- Projector
- Camera
- Ceiling microphone
- Rear/Side LCD display

## Using the Instructor Lectern Computer

1. To activate the lectern computer, start by moving the mouse or hitting the spacebar to wake up the computer.



2. If the computer is off, turn on the CPU by pressing the power button on the front of the computer found inside the lectern.



- Next, you'll be asked to sign in.  
Move your cursor to the lower left-hand side of the screen and select “**Other user**” to log in to the computer. Continue by signing in using your **Lehman Account** credentials (same as Lehman360).

#### Need Help?

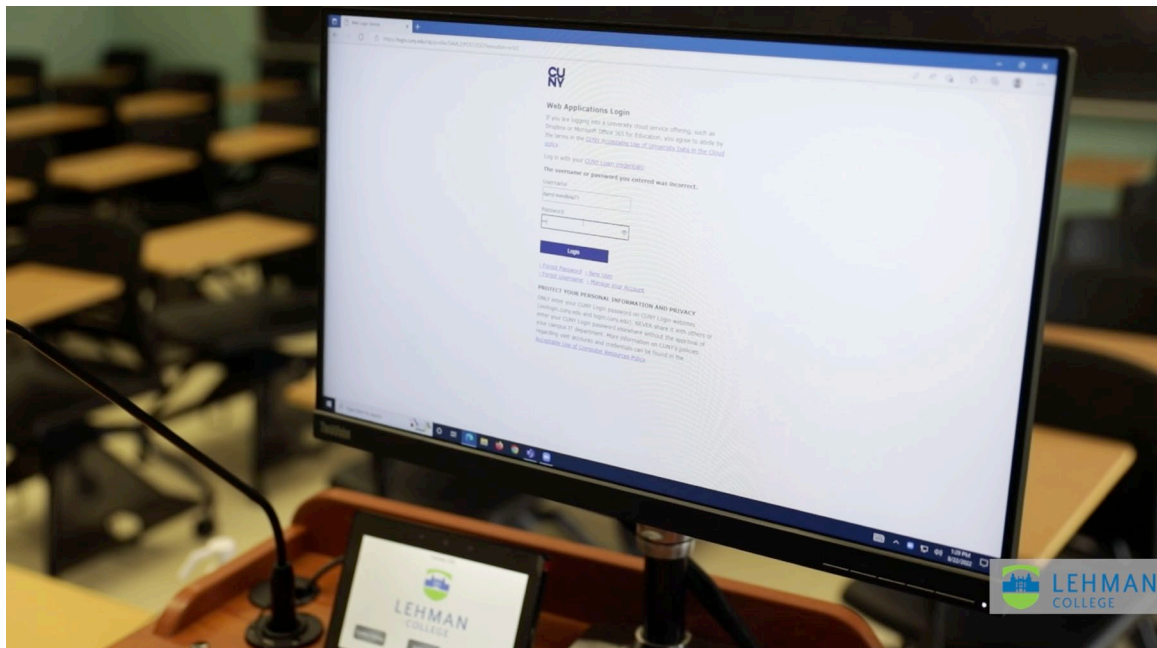
- If you need help with your Lehman360 credentials, contact the IT Help Desk via the [LehmanQ](#).
- If you need technical assistance with the classroom’s technology, contact the CTSS Rapid Response team at (718) 960-7898 or via email at [room.tech@lehman.cuny.edu](mailto:room.tech@lehman.cuny.edu).



- Once you are signed into the lectern computer, a Windows profile is created for you. Your profile, which can only be accessed by using your **Lehman Account** credentials, will be kept in your unique private folder. At this point, you can launch MS Office 365, Zoom or any other software applications.

#### Need Help?

- You will need to enter your CUNY login credentials (firstname.lastname##@login.cuny.edu) for any of the Apps provided by CUNY.
- If you need help with your CUNY login credentials, visit the [CUNY login](#) documentation page.



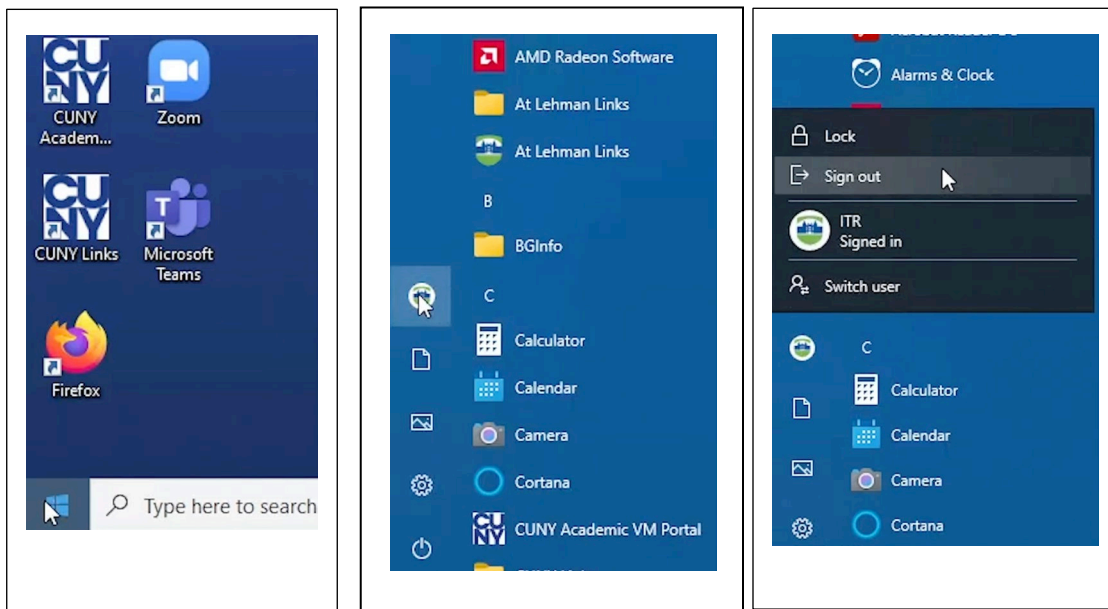
Next time you sign into this computer, you will not be required to re-enter your *application* credentials unless you previously signed out or have changed the password.

**IMPORTANT NOTE:** Please remember that MFA (Multi-factor Authentication) is enabled for MS 365. Therefore, you need the mobile phone where you typically receive the MFA code.

### Signing Out of the Instructor Lectern Computer

After you are done with your class session, it is important you sign out of your Windows Profile.

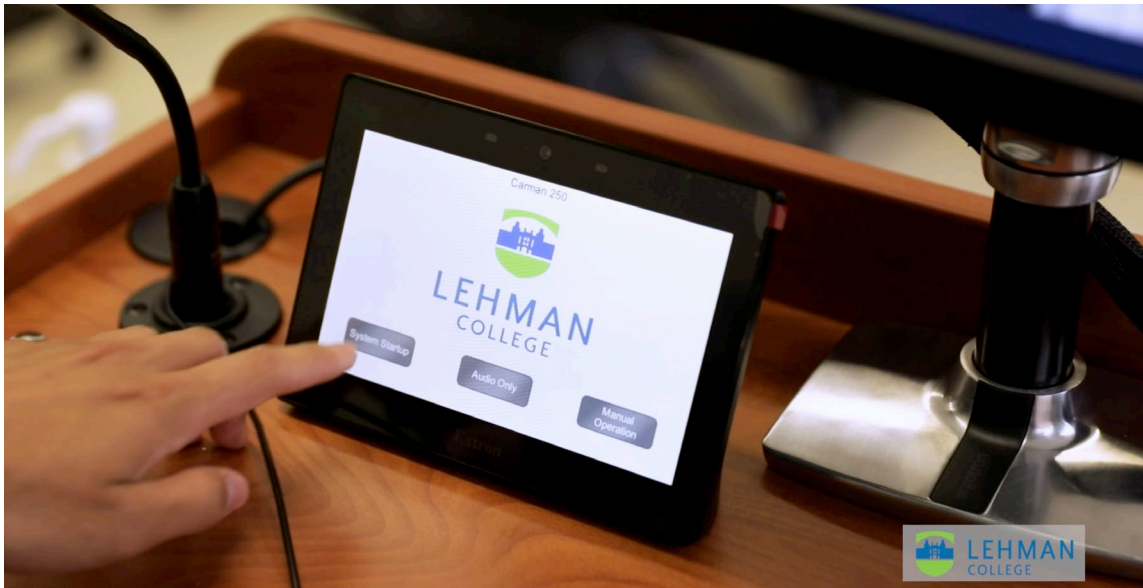
1. Navigate to the Windows Start menu. Click on your account and select **sign out**.



## Classroom Technology System Start-Up

Once you have signed into the computer, activate the audio-visual components using the seven-inch Extron Touch Panel located next to the computer monitor.

1. Press *System Startup*. All the devices will automatically activate, including the camera projector and rear/side LCD display.



2. After the system starts up successfully, you must select a source for the system. Your options are Lectern Computer, which is the **default** upon startup, Guest Laptop or Wireless Collaboration.

**IMPORTANT NOTE:** Use the *Video Mute*, located on the lower right side of the Touch Panel, to block content from being streamed on the projection displays. Make sure you unblock the Video Mute before you shut down the Touch Panel.



# Using a Guest Laptop with HDMI Cable

If selecting the guest laptop, please follow these procedures.

1. On the source selection page (also the “Home page”), select Guest Laptop.



2. Connect the **HDMI cable** found on the surface of the lectern into your laptop.

\*If the guest laptop does not have an HDMI connection, use the USB-C adapter *provided on the Lectern*.



3. To access the room PTZ camera and ceiling microphones using the guest laptop, connect the **USB cable** found on the surface of the lectern into your laptop.

\*If the guest laptop does not have a USB connection, use the USB-C adapter *provided on the Lectern*.



This option is perfect if you prefer to conduct your collaboration or HyFlex session using your own device.

## Using the Wireless Collaboration

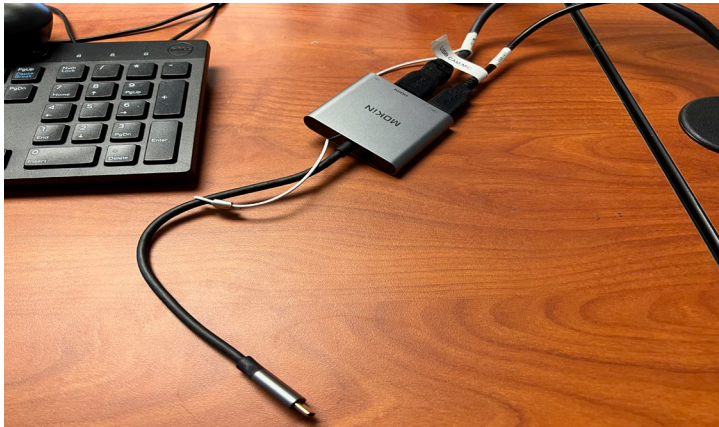
The Wireless Collaboration option in the classroom enables anyone to present *wireless* content from a computer, tablet, or smartphone onto a projection display. This platform features streaming technology that supports the content display of *up to four* devices simultaneously and dynamically updates the display layout as new content is shared or removed.

To invite your students/participants to share content from their devices, there are a few **readiness** steps that everyone needs to follow:

**Step 1:** Ask your students/participants to connect to the **Lehman\_College** wireless network if they have not done so before.

**Step 2:** The instructor/facilitator needs to select the “Wireless Collaboration” as the source from the seven-inch Extron Touch Panel. This step will show the students/participants the IP address they need to download the *ShareLink Pro App* and the *code* needed to share content. Note: we need to elaborate on how we get to the image below.

**Note:** This code is randomly generated and expires once the last participant disconnects from the ShareLink Pro App.

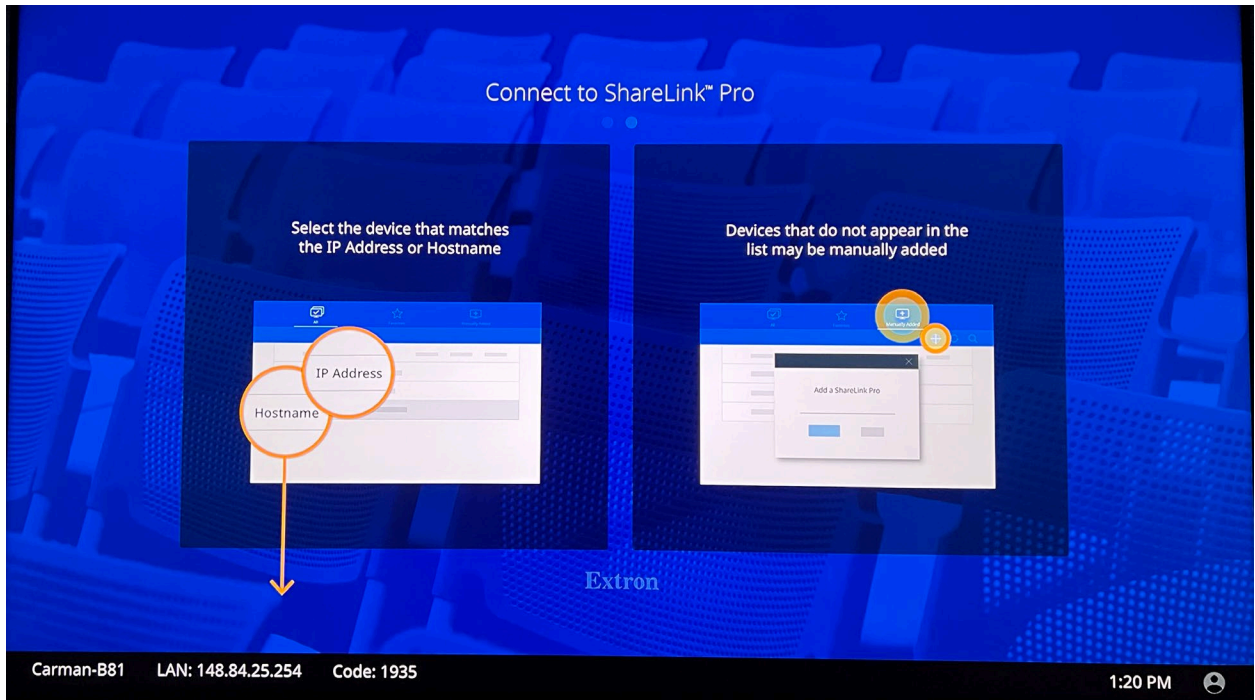


**Step 3:** Each participant, including the instructor/facilitator, installs the ShareLink Pro App to facilitate content sharing on the room projection display.

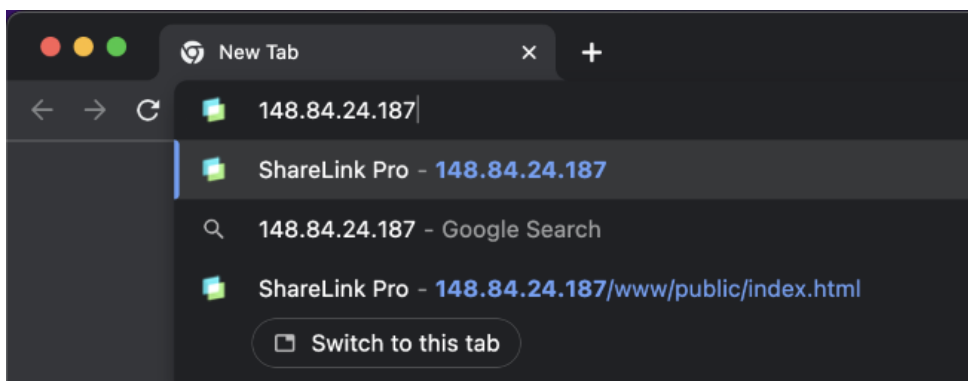
## How to Install the ShareLink Pro App

If you have not previously downloaded the App, follow the steps below:

1. Once the instructor/facilitator selects *Wireless Collaboration* from the Extron Touch Panel source page, find the **IP address/LAN** found on the bottom of the display.



2. Type **IP address/LAN** into your browser's URL.



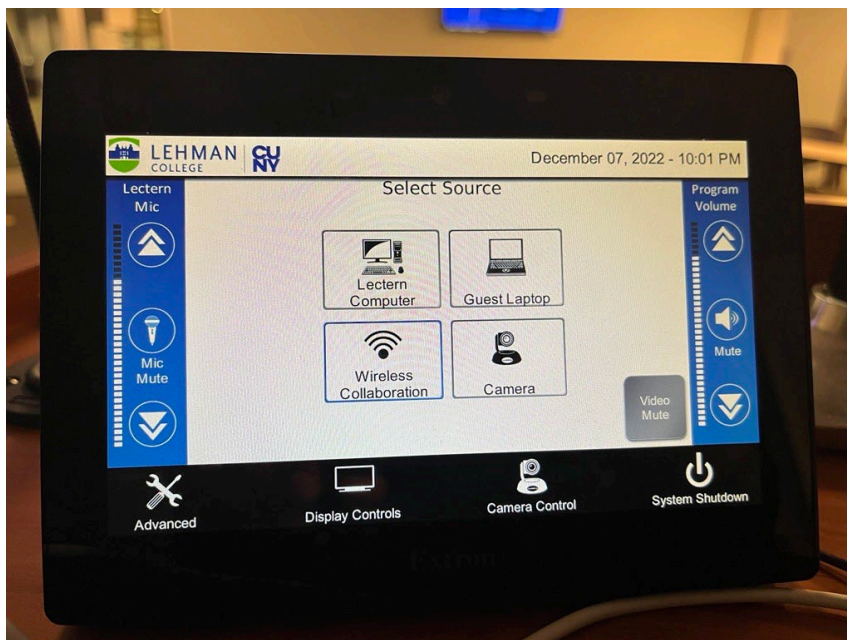


3. Click **DOWNLOAD** for your operating system.

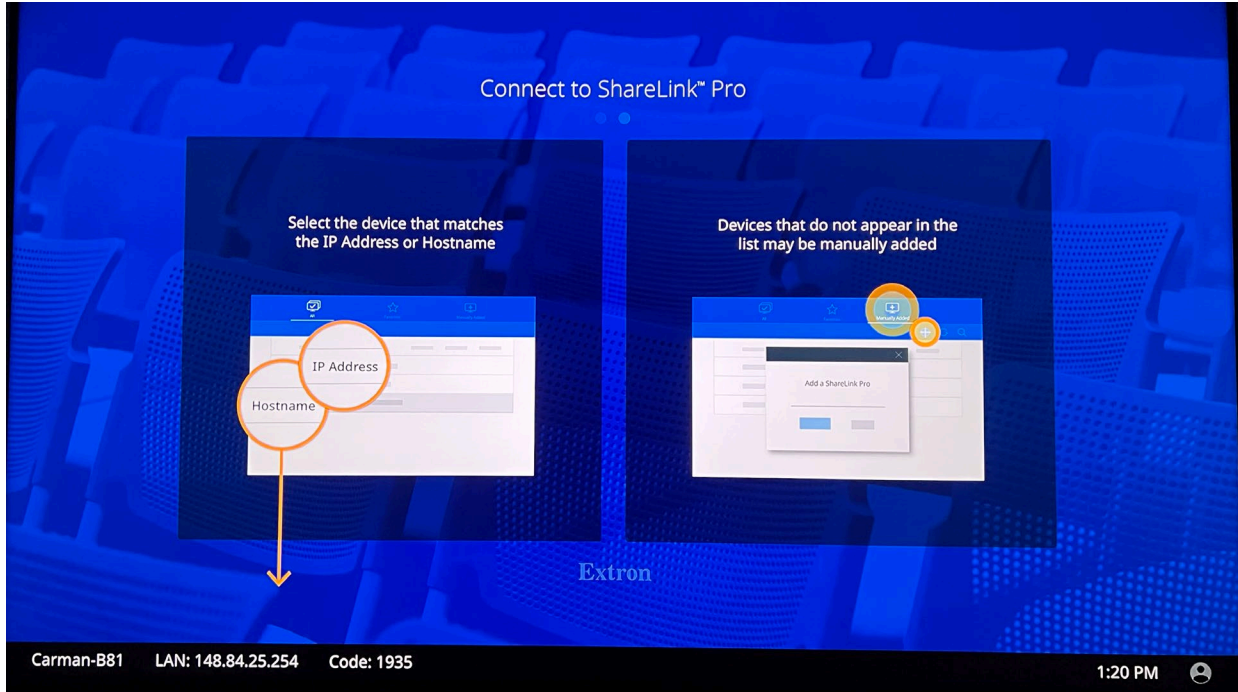


## How to Join a Wireless Collaboration Session

1. Once the instructor/facilitator selects **Wireless Collaboration** from the Extron Touch Panel source page, find the **IP address/LAN** found on the bottom of the projection display.

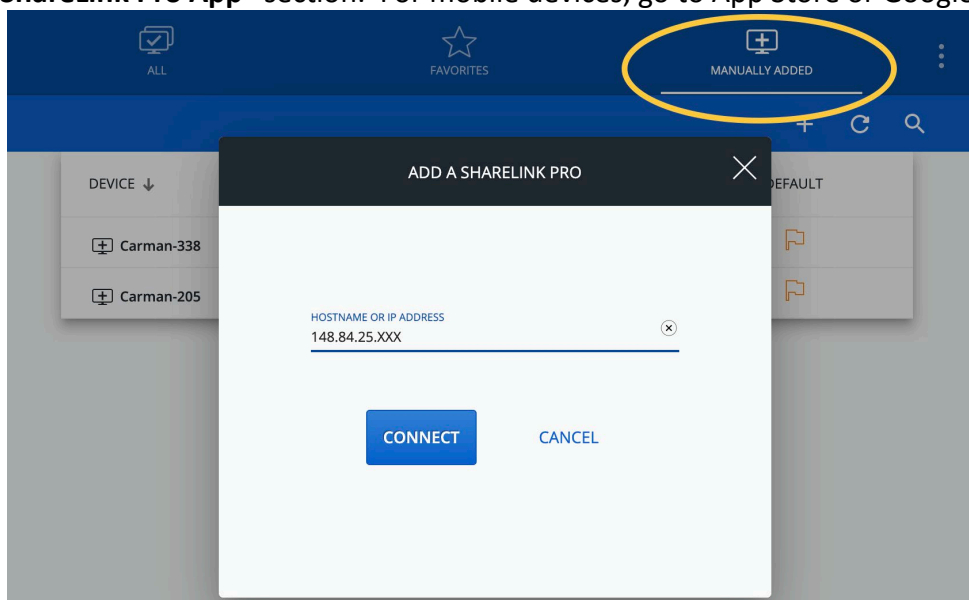


2. Find the **IP address/LAN** and the **code** displayed on the bottom of the front projection screen or the rear/side display.

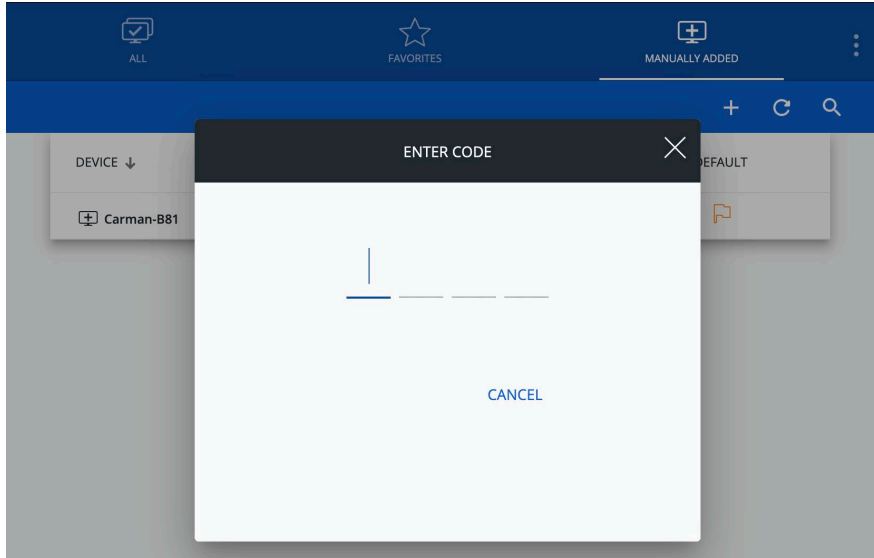


3. Ask your students/participants to open the ShareLink Pro App, go to **Manually Added** tab and click on the plus sign (+) to enter the IP address/LAN displayed on the bottom of the front projection screen or the rear/side display.

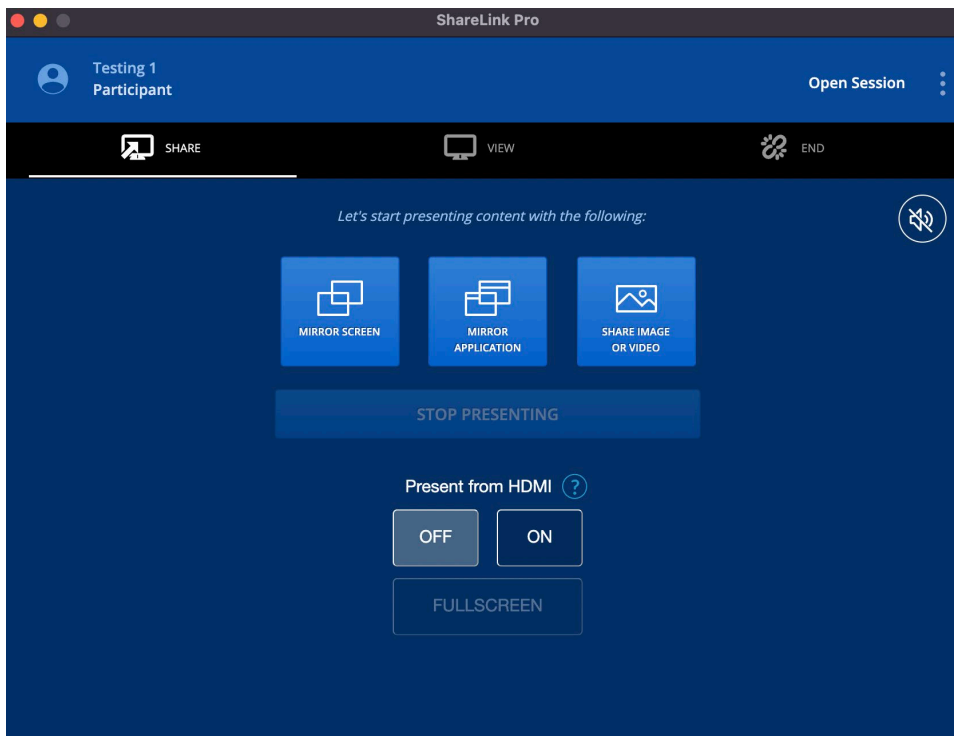
Note: If ShareLink Pro App is not installed on your device, follow the “**How to Install the ShareLink Pro App**” section. For mobile devices, go to App Store or Google Play.



4. After entering the IP address/LAN, click **Connect** to enter the code displayed on the bottom of the front projection screen or the rear/side display.



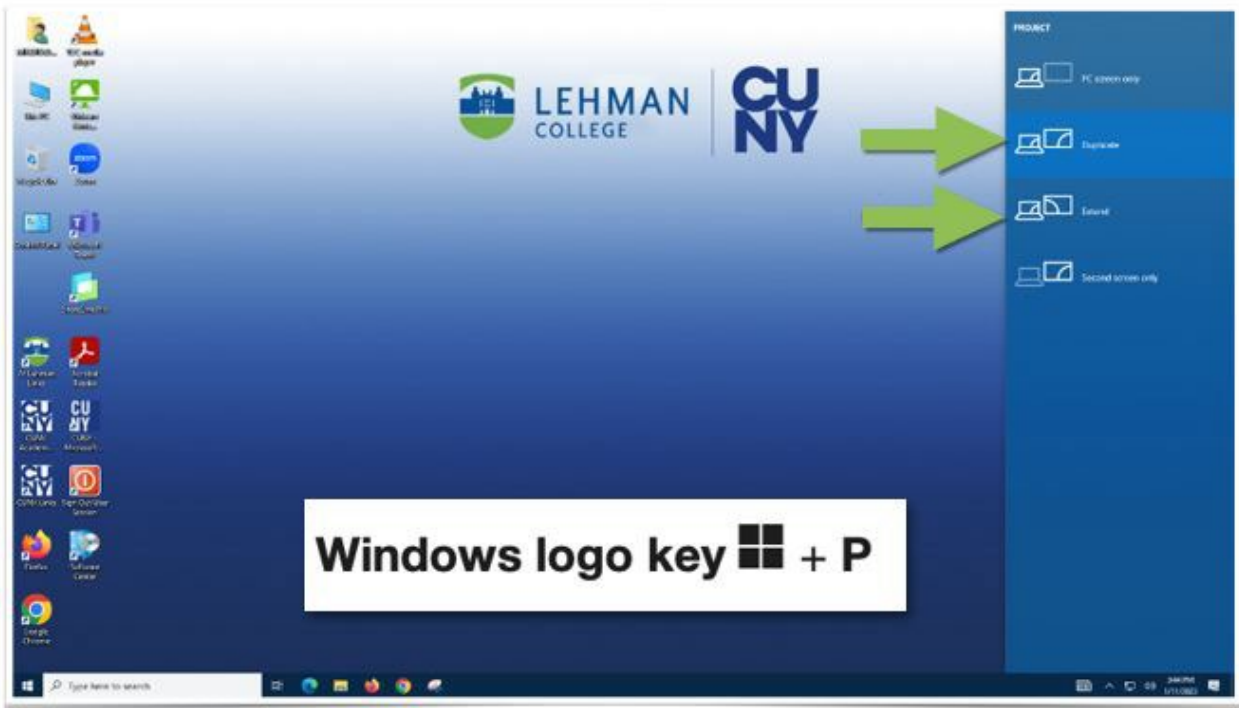
5. From the Sharelink Pro App, the joined students/participants can start sharing content to the in-room displays by selecting one of the three presentation modes: (1) Mirror Screen, (2) Mirror Application, or (3) Share Image or Video. We recommend you select “Mirror Screen.” Note: We strongly recommend using “Mirror Screen.”



6. Once the student/participant select “Mirror Screen,” that participant’s device will be projected on the classroom’s displays. Again, up to 4 devices can be shared simultaneously. Later, we will discuss managing the session.

## Managing Multiple Displays with the Instructor Lectern Computer

There are two display modes that can be used to project content on the classroom displays: **Duplicate** mode and **Extend** mode. You can select one of these modes by pressing the **Windows logo key** and the letter **“P”**.



### Duplicate Mode—Shows Same Content on all Displays

- By default, the lectern computer is set to the **Duplicate** display mode. This mode projects the **same** content to all classroom displays, including the lectern computer.
- This is the most used mode, and it will **most likely meet** your instruction requirements.

### Extend Display Mode—Shows the Lectern Computer across Multiple Displays

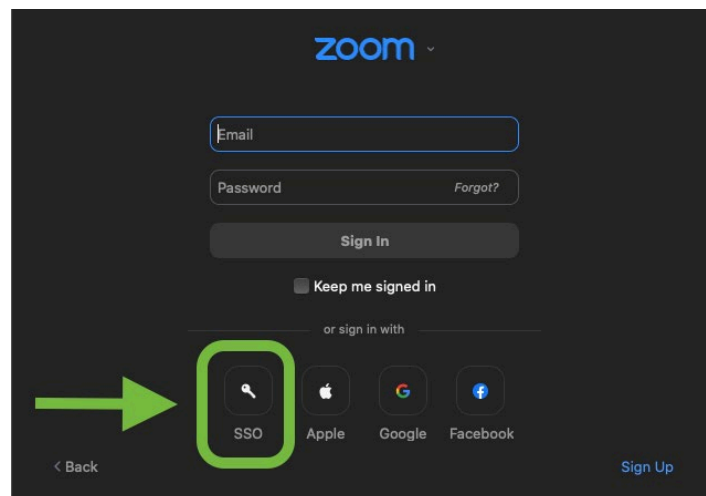
- This mode adds extra screen space and is very useful when you want to present different content on each display.
- The Extend display is the most common way to use dual/multiple monitors in a work or home office setup.
- Understanding how to move the cursor between these displays is key to accomplishing the task of moving and displaying content to the desired end point.

## ZOOM Configuration of the Lectern Computer

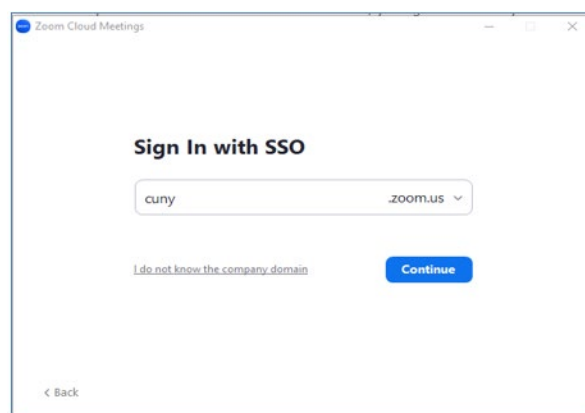
1. After signing in on the classroom desktop, launch the **Zoom** app. The app can be found on your user account desktop screen. Select **Sign In**.



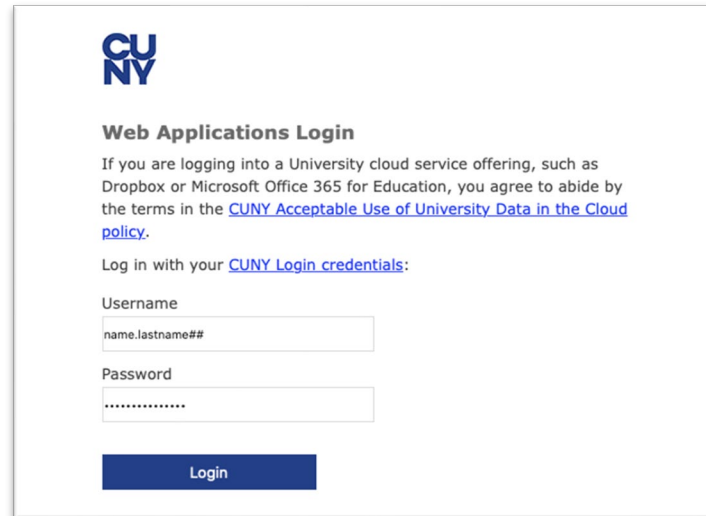
2. To sign into your CUNY provided Zoom account, select **SSO**.



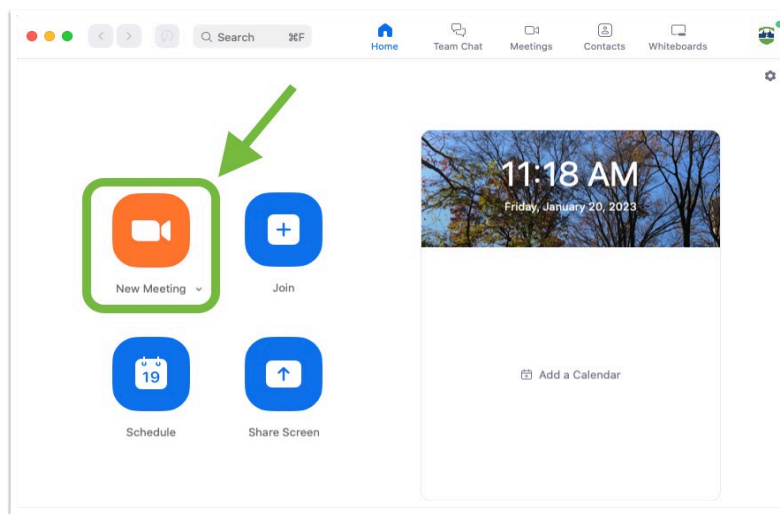
3. Type in "cuny", if not already filled in, and click **Continue**.



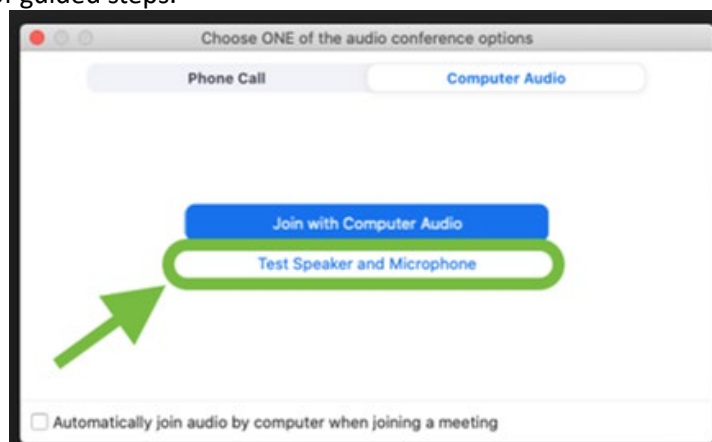
4. You will be prompted on a separate window to enter your CUNY login credentials (FirstName.LastName##@login.cuny.edu)



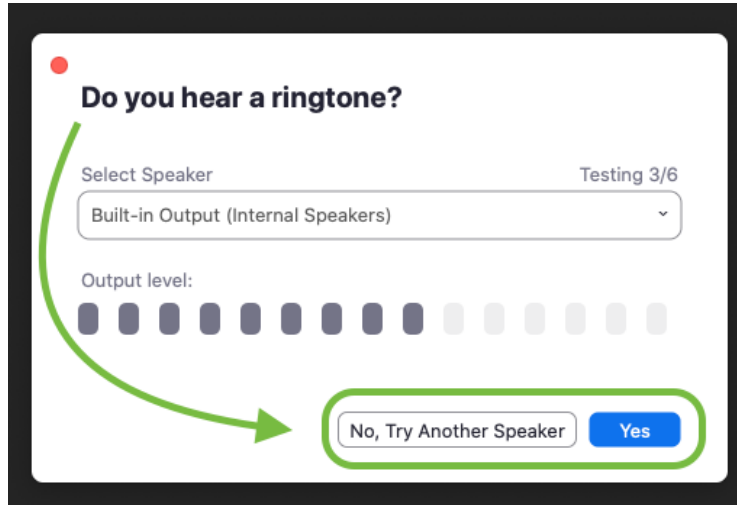
5. Select **New Meeting**.



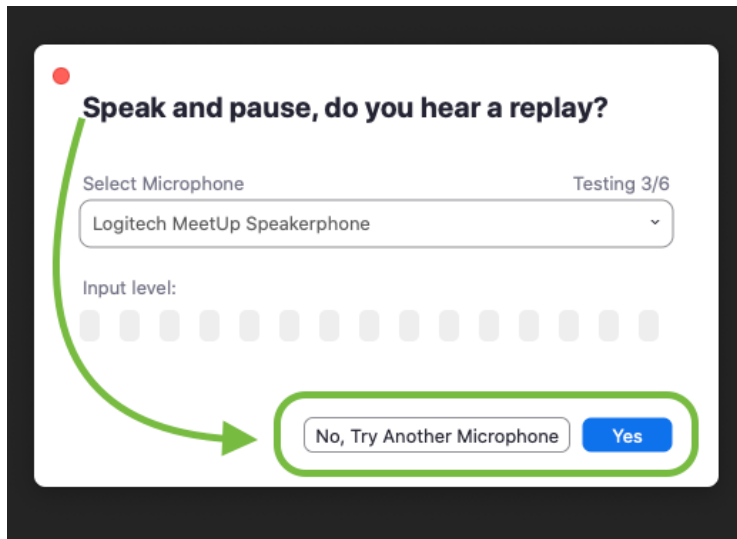
6. To configure your speakers and microphones, just click on **“Test Speaker and Microphone”**. These are a set of guided steps.



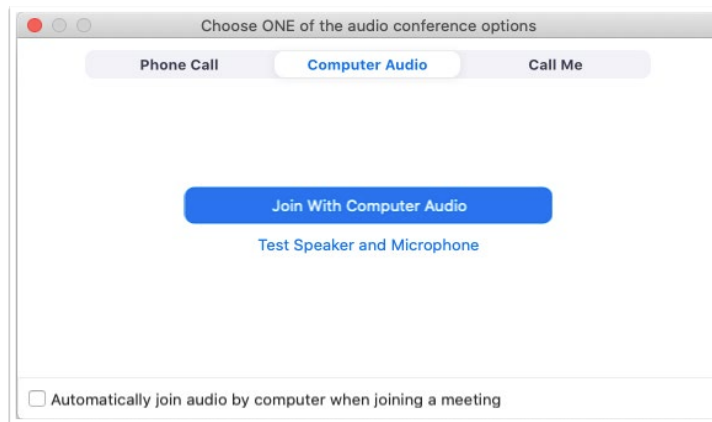
7. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu, or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



8. If you don't hear an audio replay, use the drop-down menu, or click **No** to switch microphones until you hear the replay. Click **Yes** when you hear the replay.



9. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speaker.

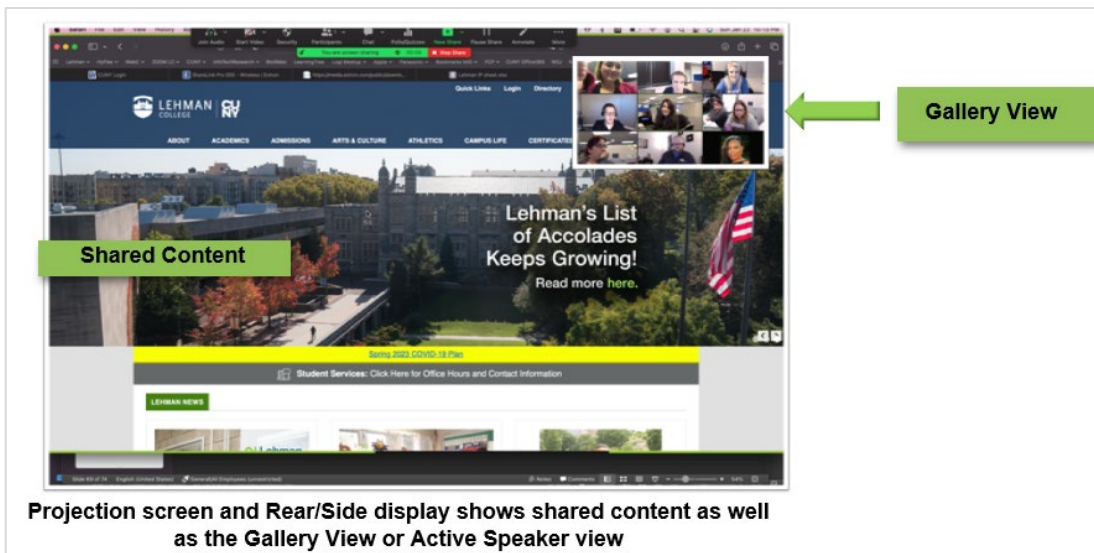


# Using **ZOOM** with Multiple Displays

Zoom will show a different behavior depending on which display mode you're using on the computer when sharing content.

## In Duplicate Display Mode:

- Remote participants are showed in all the displays.
- When sharing content, the floating thumbnail window shows in active speaker on the upper right corner. You can toggle to gallery view. Both the shared content and the floating thumbnail window are showed in all the displays.



## In Extend Display Mode:

- This mode shows the Lectern Computer across multiple displays. If you are not sharing content, remote participants are showed in all the displays. The classroom camera will be displayed in the video feed as well.
- When sharing content, the floating thumbnail window shows on the rear/side LCD display. You can toggle to gallery view. The share content is presented on the front large projector screen.

