

# Using the ViewSonic Interactive Display - HyFlex

*For a version of this guide with images and hyperlinks, use the QR code below.*



## Getting Started

Equipment in the HyFlex classrooms consists of a Logitech rally bar camera on top of a large touchscreen PC, a wireless keyboard, a wireless mouse, a remote for the rally bar, and two styluses for use on the touchscreen.

1. **Turn on the system:** Upon entering the classroom, turn on the system on by pressing the **Power** button on the bottom of the display. It will take a few minutes for the system to boot up. **NOTE: Some rooms have been temporarily set up with laptops connected to the ViewSonic display. In these rooms, turn on the laptop as well as the ViewSonic display.**
2. **Locate the accessories:** As the system boots, locate the wireless keyboard and mouse. You'll need these for navigating the system and logging in to your accounts. Make sure the Logitech remote and styluses are available if you plan to use them. **Please note that the mouse has an on/off switch on the bottom. Make sure the mouse is turned on before using it. If the batteries are depleted, please contact IT (it@lesley.edu/617-349-8770).**
3. **Log in to Zoom:** Once the system has booted up, click the Zoom icon on the desktop or taskbar. Once Zoom opens, click the SSO button to log in to Zoom. Once you've logged in to Zoom with your Lesley credentials, open your Zoom meeting. This will allow your virtual students to attend class.

**When you log in to your Lesley accounts you will need to verify your identity using Office 365 multi-factor authentication. If you do not have your authenticator preferences set up to go to your mobile phone (but rather your home or office phone), first change your multi-factor authentication settings.**

## The ViewSonic Display

- The ViewSonic display is essentially a large touch screen computer. You can log in and navigate the system much like you would with any PC. The system has many of the essential software tools you may need for your teaching, including Zoom, Chrome, Microsoft Office, and more.
- **This Viewsonic will erase all saved data after restarting. Please save your documents to a USB flash drive or to cloud storage (such as OneDrive or Google Drive).**

## The Logitech Camera and Remote

- The Logitech rally bar is the camera on top of the display. It is the default audio and video source. Depending on your classroom, the camera will pick up most of the room. The microphones are sensitive enough to pick up your voice in the back of the room.
- The camera has a tracking feature, which will auto track you and your voice up to 12 ft. Anything further and you will need to use the remote to pan and zoom to the desired spot.

*(Directions continue on other side.)*





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## Sharing Content

In order to ensure that both your in-class students and your online students can view content, you'll need to share your content digitally.

- **Whiteboard:** A whiteboard can be very beneficial for you and your students. Rather than use the physical whiteboard in the classroom, use a digital whiteboard so online students can see and interact with content. The simplest way to share a whiteboard is to use Zoom's built-in whiteboard. Then, you can use the styluses (or your finger) on the ViewSonic display to write or draw on the digital whiteboard.
- **Presentations and Documents:** The easiest way to share a presentation or document is to share your screen in Zoom. This ensures that students can view content regardless of their location. The best way to share your file depends on where you've saved it. As a best practice, we recommend saving in multiple places in case you run into technical issues.
  - **Using cloud storage:** Save your presentation or document to cloud storage (such as OneDrive or Google Drive). Then, login to your account on the ViewSonic display, open your file, and share your screen in Zoom.
  - **Using a USB flash drive:**
    1. Save your presentation or document to a USB flash drive.
    2. Insert your drive into one of the USB ports on the front of the ViewSonic display.
    3. Locate your file, open it, and share your screen in Zoom.
  - **Use your laptop:**
    1. Save your presentation or document to your laptop.
    2. Log in to Zoom from your laptop (don't log out of Zoom on the ViewSonic display).
    3. Open your file and share your screen in Zoom.
- **Videos:** Share videos much like you would any other content - by sharing your screen in Zoom. When you share your screen, be sure to select the option to share sound (at the bottom of the screen).
  - **Digital Media:** Open your video on your computer, then share your screen in Zoom.
  - **Physical Media:** Ensure that you have a laptop with a DVD player, or can connect one to your computer. Open the video on your computer and login to Zoom from your laptop (don't log out of Zoom on the ViewSonic display). Share your screen in Zoom.

*(Directions begin on other side.)*

