

Harper Flex Room Reference Guide

Presented by the Employee Technical Skills Training Team

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Harper Lectern Overview

Logging in to the Computer

1. Press **Ctrl + Alt + Del** on the keyboard.
2. Click **OK** at the *Acceptable Use Policy* screen.
3. The screen will show the workstation ID (e.g., LAB\D114PDU) and a password field. No password is required to log in to the workstation.
4. Press **Enter**.

Lectern

The lectern technology at Harper College has been updated with changes resulting from an independent survey of faculty and students, an IT survey of faculty, and assistance from faculty on the design. This updated lectern is designed to improve instructor sightlines to see the students while ensuring the students can see the instructor without the lectern blocking the projection screens or whiteboards. The units are smaller, more portable, height adjustable, and ADA compliant (Figure 1).

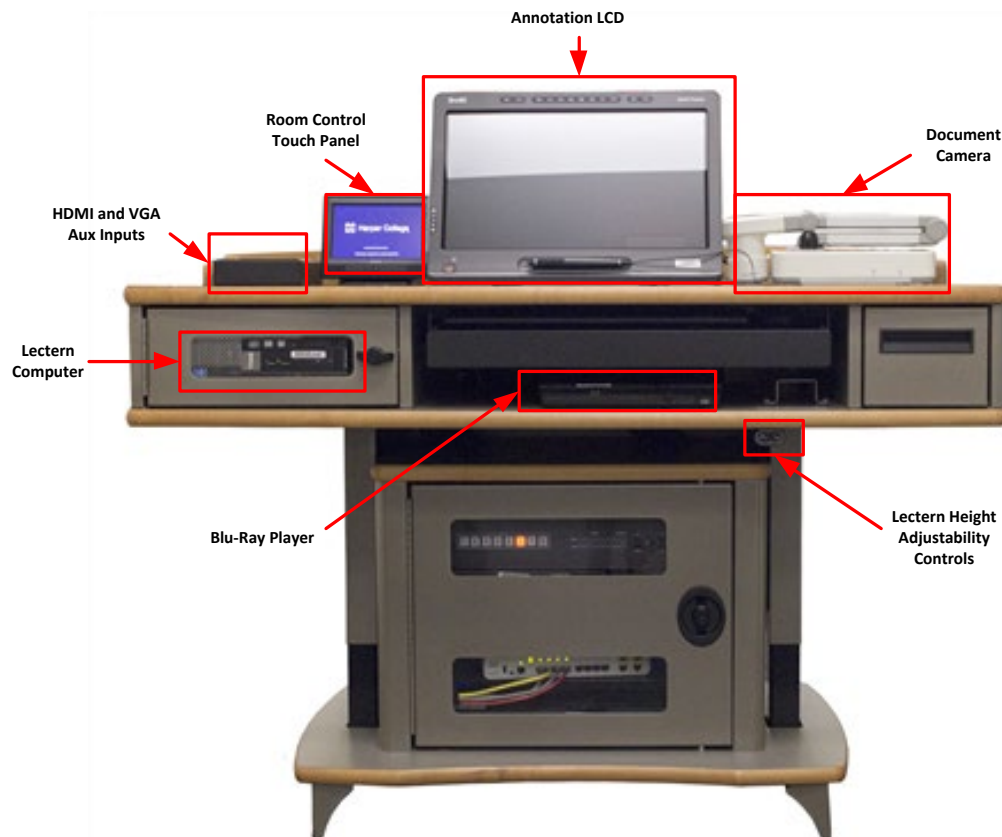


Figure 1: Overview of the lectern

Height Adjustable

The lectern has a height adjustability range from 28" to 42". You may adjust the height of the lectern by using the **Up** or **Down** arrows on the height adjustability control located on the right of the lectern, underneath the middle section of the work surface, and below the Blu-ray Player (Figure 2).



Figure 2: Height Adjustment buttons

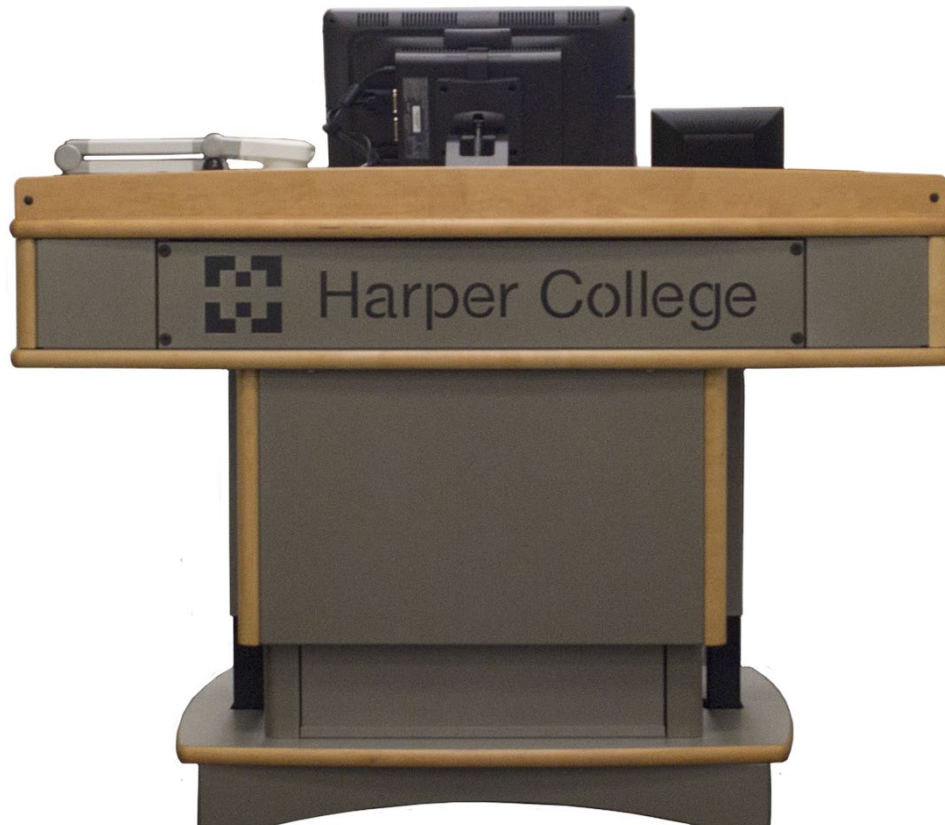


Figure 3: Front view of the lectern

Single Projector Flex Room

Flex Room Control Touch Panel

Turning the System On

When the Flex Room system is off, you may see the touch display with a black screen. To wake the screen, move in front of the touch panel.

1. Tap **Press to Begin** to turn on the Flex Room system (Figure 4).

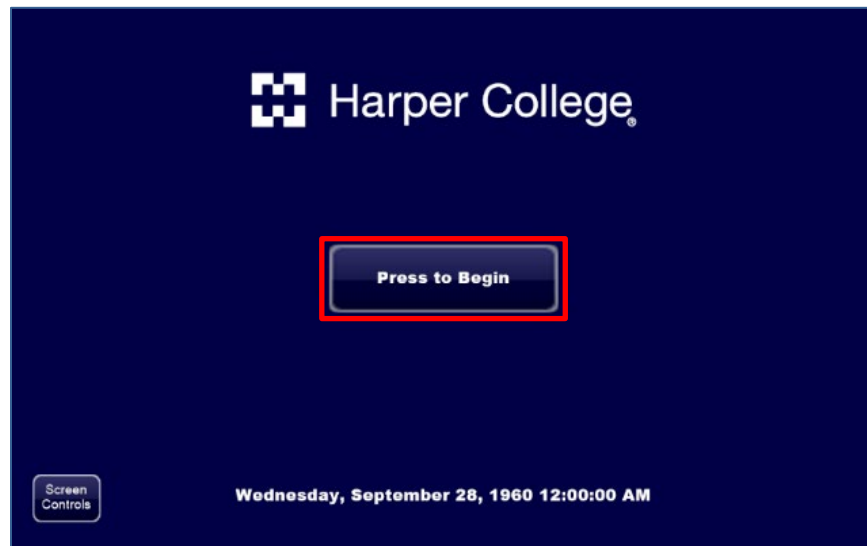


Figure 4: Start up Screen - Press to Begin

Pro Tip: The Flex Room start up sequence may take up to a minute to complete if the projector has been off for an extended period.

2. When the start-up of the system is complete, you will see the following screen (Figure 5):

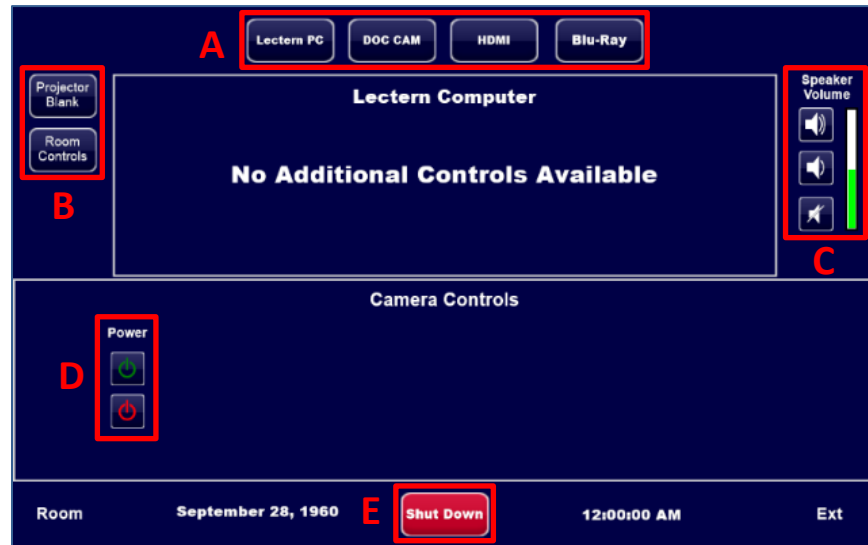



Figure 5: Initial startup layout

3. Use the touch interface to manage various aspects of the Flex Room such as:
- A. **Outputs** – Change what is being displayed.
 - B. **Projector Blank & Room Controls** – Display a blank screen for the projector without turning it off or view additional options for the Flex Room.
 - C. **Speaker Volume** – Quickly adjust the speakers in the room.
 - D. **Camera Controls** – Turn on and control how the Flex Room camera functions.
 - E. **Shut Down** – Turns off the Flex Room system controlled by the touch panel.

Camera Controls

Turn on the Camera to use with Webex. Flex Rooms can be used without the cameras.

Pro Tip: To get started with Webex, follow the steps below:

1. Open the Webex Desktop Application .
 - a. By default, the application can be found on the desktop. If it is not there, click **Search** on the *Taskbar* and type **Webex**.
2. Sign in to Webex and begin the virtual meeting when ready.

Turning the Camera On


By default, the Camera will be off, indicated with no lights shown around the camera on the wall at the back of the room. Tap the **Power**  button under *Camera Controls* to turn on the camera system and to view additional controls (Figure 6).



Figure 6: Camera - Power button

Pro Tip: When in use, the camera will show a red light.

Input

Selecting either **Camera** or **Sources** will change the output displayed on the projector and in Webex (Figure 7).

Pro Tips:

- **Sources** refers to any of the *Outputs* (Lectern PC/Doc Cam/HDMI/Blu-Ray) on the top of the touch display.
- Tap **Camera** to return to the default camera output.
- To show Lectern PC screen in Webex, tap **Camera** and share the screen or application in Webex itself.



Figure 7: Camera Controls – Input

Picture-in-Picture (PIP)

Turning on **PIP** will display, in a smaller window in Webex, whichever *Camera Control Input* is **NOT** selected. (Figure 8).

Pro Tip: *PIP Position* buttons will only be visible if **PIP** is **ON**.



Figure 8: Camera Controls - Picture-in-Picture

Pro Tip: Use *PIP Position*, *Zoom*, *Presets*, *Pan/Tilt*, and *Tracking* to fine-tune the *Camera Controls*.

Outputs

Camera Controls will only be visible if the camera is on. Refer to Page 4 for information on how to use *Camera Controls* if you want to use the Webex capabilities of the Flex Room.

Lectern PC

1. Tap **Lectern PC** on the top of the *Control Panel* to switch the projector display to the Lectern PC. By default, this will be selected upon startup (Figure 9-1).
2. If using Webex, tap **Camera**, under *Input* in *Camera Controls*, then go to Webex and share the Lectern PC screen or application to have both the projector and Webex show the Lectern PC screen. (Figure 9-2).



Figure 9: Lectern PC layout

Doc Cam

1. Tap **Doc Cam** on the top of the *Control Panel* to switch the projector display to the Document Camera (Figure 10-1).
 - a. The Doc Cam will automatically turn on. This process may take up to a minute.
2. If using Webex, tap **Sources**, under *Input* in *Camera Controls*, to have the projector display and Webex show the Doc Cam screen (Figure 10-2).
 - a. Tap **Camera** to switch the projector display and Webex back to the Flex Room camera.
3. The Doc Cam can be controlled through either the touch panel or on the Doc Cam itself. Refer to Page 19 for additional Doc Cam instructions.
4. When done, tap **Lectern PC** on the top of the *Control Panel* to change the projector display back to *Lectern PC*.



Figure 10: Document Camera layout

HDMI

1. Tap **HDMI** on the top of the *Control Panel* to switch the projected source to the plugged in HDMI device (Figure 11-1).
2. If using Webex, tap **Sources**, under *Input* in *Camera Controls*, to have the projector and Webex show the connected device's screen (Figure 11-2).
 - a. Tap **Camera** to switch the projector display and Webex back to the Flex Room camera.
3. The center section of the room control touch screen will display a reminder to ensure that the HDMI cable is plugged into your laptop or the adapter for mobile devices.
4. When done, tap **Lectern PC** on the top of the *Control Panel* to change the projector display back to *Lectern PC*.



Figure 11: HDMI Source layout

Blu-Ray Player

1. Tap **Blu-Ray** on the top of the *Control Panel* to switch the projected source to the Blu-Ray player (Figure 12-1).
2. If using Webex, tap **Sources**, under *Input* in *Camera Controls*, to have the projector and Webex show the Blu-Ray player screen (Figure 12-2).
 - a. Tap **Camera** to switch the projector display and Webex back to the Flex Room camera.
3. Playback controls for the Blu-Ray player can be found below the *Output* options on the top.
4. When done, tap **Lectern PC** on the top of the *Control Panel* to change the projector display back to *Lectern PC*.

Pro Tip: DVDs can also be played from the Blu-Ray player.



Figure 12: Blu-Ray source output

Flex Room Device Adjustments

Projector Blank

1. Tap **Projector Blank** on the top-left of the *Control Panel* to show a blank screen from the projector (Figure 13).
2. The button will flash to indicate when the projector is blanked. Tap again to show the projector contents.



Figure 13: Home screen - Projector Blank

Speaker Volume

1. Tap the **Volume Up/Down** buttons on the top-right of the *Control Panel* to adjust the room speakers.
2. Tap the **Mute** button to mute/unmute the room speakers. The button will flash when muted (Figure 14).

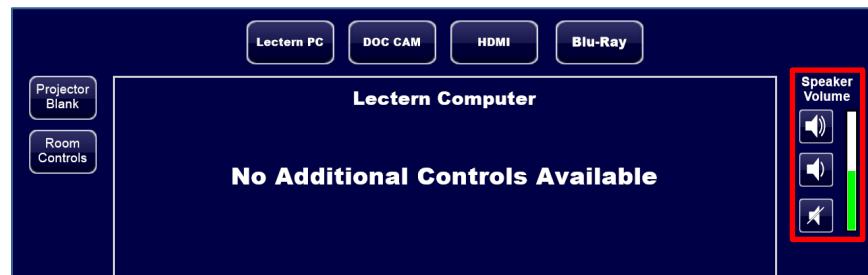


Figure 14: Home screen – Speaker Volume

Device Controls

Tap **Room Controls** to view additional controls for the Flex Room (Figure 15).

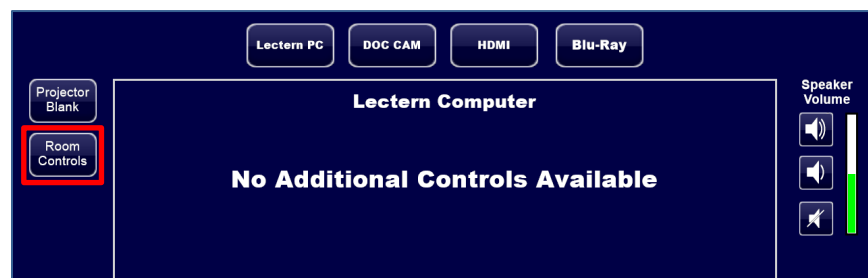


Figure 15: Home Screen - Room Controls

Volume Controls in Room Controls

Tap **Volume Controls** on the top to adjust various audio input and devices in the room (Figure 16).

Pro Tip:

- The color of the room's ceiling microphones will indicate the status: Blue – active, Red – muted.
- Tap **Privacy** to mute all microphones and speakers.

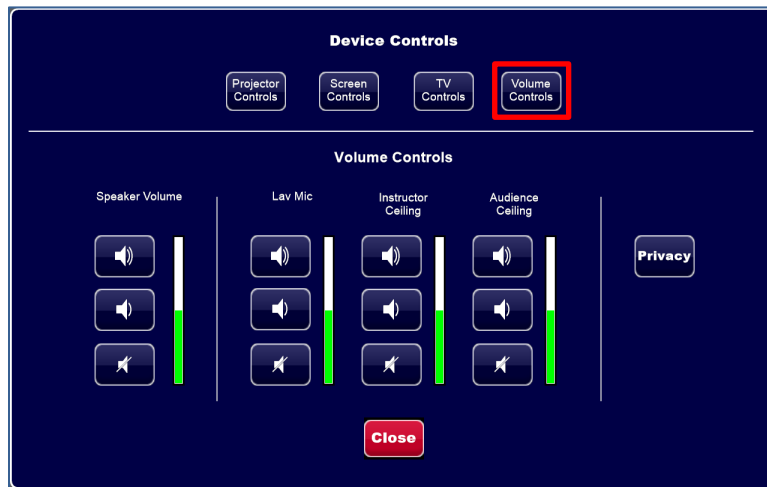


Figure 16: Device Controls – Volume Controls

Additional Device Controls in Room Controls

- **Projector Controls** – Turns the projector ON/OFF.
- **Screen Controls** – Adjust the height or retract the projector screen.
- **TV Controls** – Turns the Flex Room TV ON/OFF. It is advised not to turn the TV OFF.

Turning the System Off

When the Flex Room is no longer needed, ensure the system is turned off.

1. Log out of the computer.
2. Tap **Shut Down** on the bottom of the main screen from the touch panel (Figure 17).



Figure 17: Main Screen - Shut Down

3. Tap **Yes** to begin the Flex Room shutdown process (Figure 18).

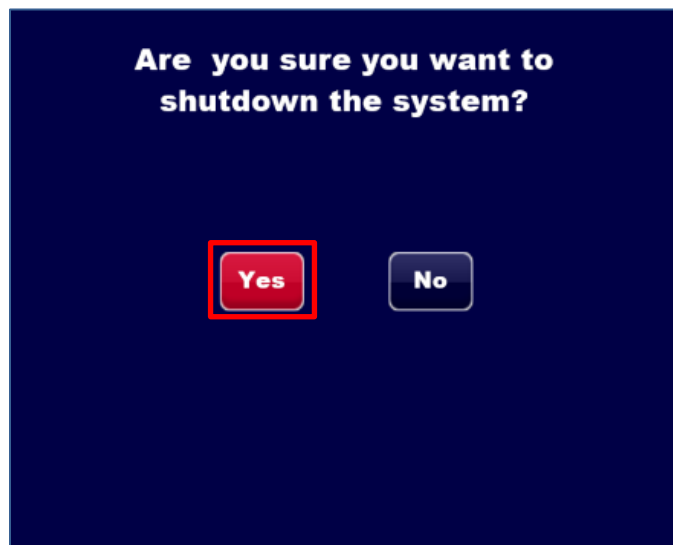


Figure 18: Shut Down Confirmation

Dual Projector Flex Room

Flex Room Control Touch Panel

Turning the System On

When the Flex Room system is off, the touch display will show *Tap this screen to get started*.

1. Turn on the Flex Room system by tapping anywhere on the room control touch display (Figure 19).

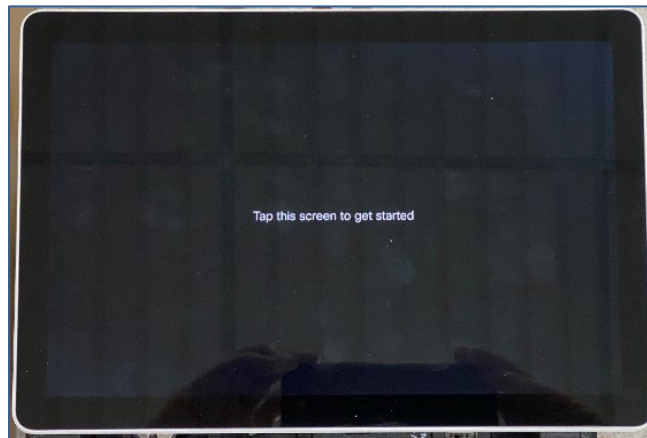


Figure 19: Off screen

2. Tap the **Room Control** button to access the Flex Room controls (Figure 20).

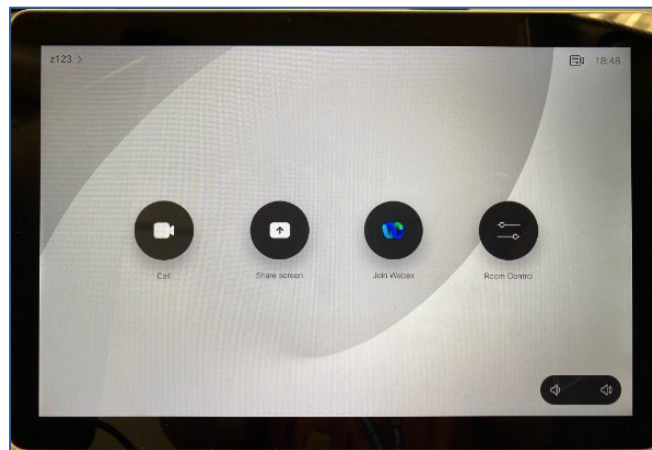


Figure 20: Home screen

3. Under the *System* tab, tap the **On** button for System Power.

Pro Tip: The Flex Room start up sequence may take up to a minute to complete if the projectors have been off for an extended period.

4. The Room Control screen contains 5 tabs:
 - System
 - Sources
 - Share
 - Audio
 - Blu-Ray
5. Switch between these tabs as needed to manage various aspects of the Flex Room.

System Tab

1. The **System Power** button is used to turn the Flex system on or off. When the Flex system power is turned on, the screens will lower, and the projectors will turn on.

Pro Tip: The **System Power On** and the **Projector On** buttons will change to Blue after approximately a minute. The projectors need to warm up and be in an On-state before the **ON** button changes colors.

2. **Projector** - turns the projector on, off, or set to blank.
3. **Screen** - manually raise or lower the projector screen. The screens will automatically be lowered when the Flex system is turned on.

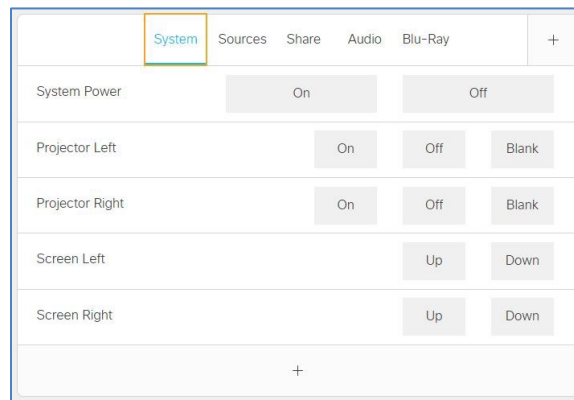


Figure 21: System tab

Sources Tab

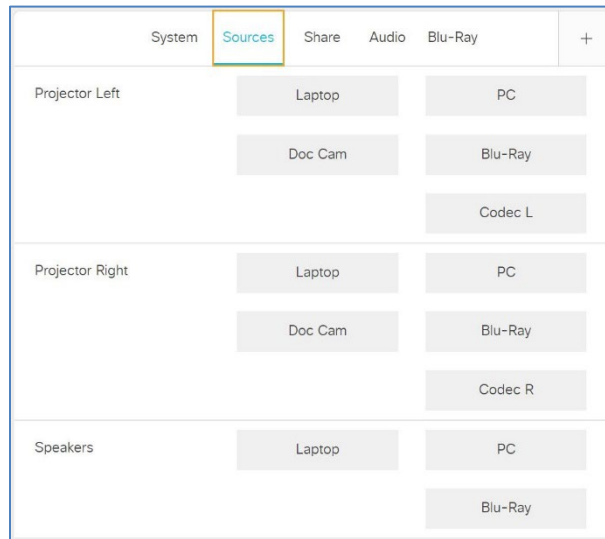


Figure 22: Sources tab

HDMI

1. Tap **Laptop** under the *Sources* tab for the preferred projector to display the source.
2. Ensure that the HDMI cable from the left of the lectern work surface is connected to your device.

Pro Tip: You may need an adapter for mobile devices.

3. The device connected to the HDMI cable will display from the projector. Also, the **Laptop** button will turn blue and all other source control buttons will appear grey.
4. The center section of the room control touch screen will display a reminder to ensure that the HDMI cable is plugged into the device.

Doc Cam

1. Tap **Doc Cam** under the *Sources* tab for the preferred projector to display the source.
2. The document camera will power on and display from the projector. The **Doc** button will turn blue and all other source control buttons will appear grey.
3. The controls are located on the top of the document camera. These include the ability to Zoom In/Out, Adjust Brightness, Auto Focus, and Freeze the display.

Pro Tip: Refer to the Document Camera section located on Page 19 for additional Doc Cam instructions.

Blu-Ray Player

1. Tap the **Blu-Ray** button under the *Sources* tab for the preferred projector to display the source.
2. The Blu-ray player will power on and display from the projector. The **Blu-Ray** button will turn blue and all other source control buttons will appear grey.
3. Controls for the Blu-Ray player can be found under the *Blu-Ray* tab. These controls will include Playback options such as, Play/Pause, Skip Forward/Rewind, and general menu navigation of the disc.
4. Use the controls to navigate as needed.

Pro Tip: DVDs can be played from the Blu-Ray player.

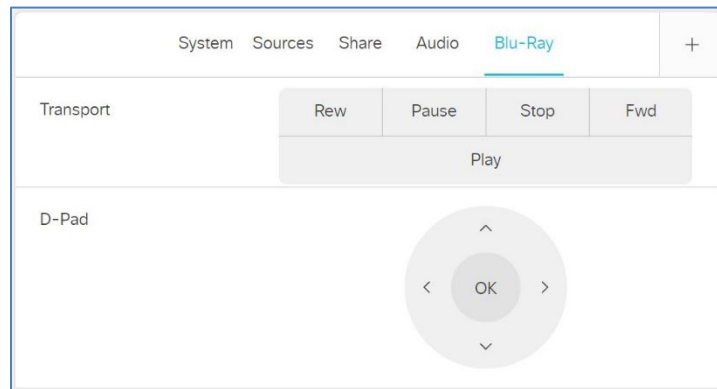


Figure 23: Blu-Ray tab

Codec

1. Tap the **Codec** button under the *Sources* tab for the preferred projector to display the source.
2. **Codec** source is used to display the current Webex meeting over the projector. This is the same screen that is displayed in the back of the classroom on the Flex display.

Speakers

1. Audio sources in the Flex Room can be changed by selecting either **PC**, **Laptop**, or **Blu-Ray** buttons on the bottom of the *Sources* tab.

Share Tab

1. The *Share* tab is used to select which source displays when sharing your screen in a Webex call. Laptop, PC, and Doc Cam outputs can be shared over Webex (Figure 24).

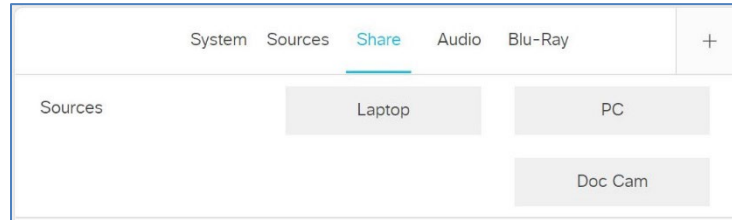


Figure 24: Share tab

Audio Tab

Dual-Projector Rooms

1. Adjust the **Program Volume Value** to control the volume.
2. **Program Volume** controls the current source volume, such as the PC, laptop, or Blu-Ray player.
3. The volume is displayed between the volume buttons as a percentage with 100% being the maximum volume.

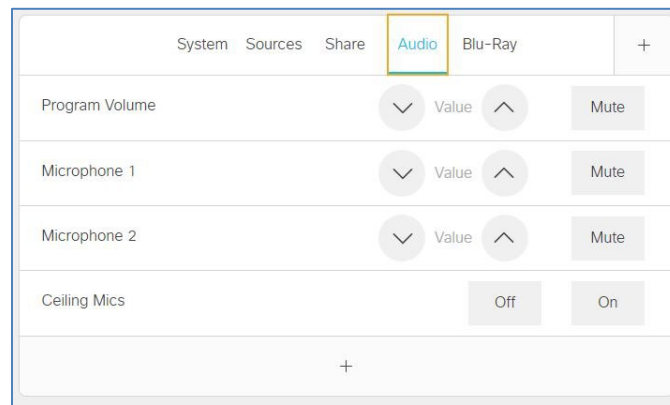


Figure 25: Audio tab

4. Microphones 1 and 2 control the volume output for the lavalier microphones that come with the Flex Room.

Pro Tip: The ceiling microphones are off by default. They will turn on if a Webex session is started. The audio from the ceiling mics does not go through the speakers in the room.

5. To Mute the volume for any source under the *Audio* tab, tap the **Mute** button in the volume section.

Join Webex

1. You can start or join a Webex from a Flex Room.
2. Tap **Join Webex** on the home screen to open the search bar (Figure 26).

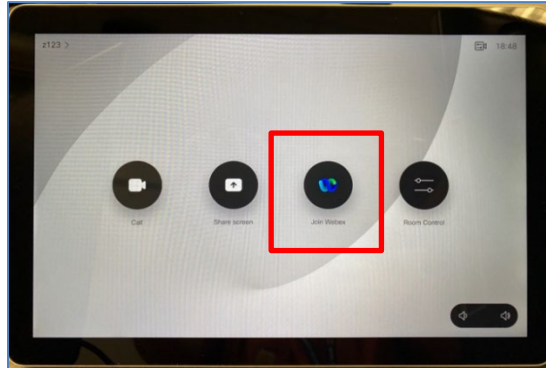


Figure 26: Starting Webex

3. Enter the meeting number or switch to the keyboard view to search for a harper employee's personal room to join (Figure 27).

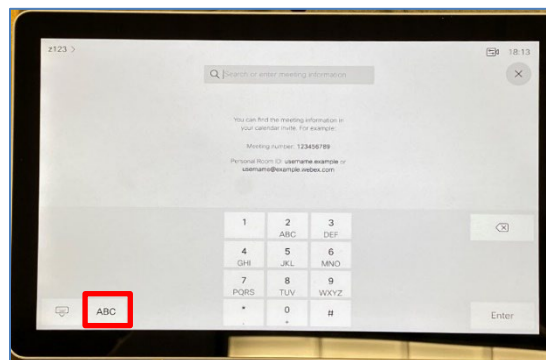


Figure 27: Switching to keyboard view

4. Click on the green **Join** button next to the personal room you'd like to join.
5. When you are ready to leave the Webex call, click on the red **Leave Meeting** button in the bottom right corner of the call.

Pro Tip: The Flex Rooms do not natively support Teams, Zoom, or Collaborate Ultra video calls. You will need to connect a laptop in order to display non-Webex calls in the Flex Room.

Document Camera

Opening and Positioning the Document Camera

1. Raise the camera arm while holding the body of the camera with your other hand.
2. Rotate the camera arm counterclockwise 90°
3. Position the camera head above the display area.

Caution: Do not try to press the arm flat or fold it backwards, it may get damaged. The camera arm can only rotate within the 90° range as shown below (Figure 28).

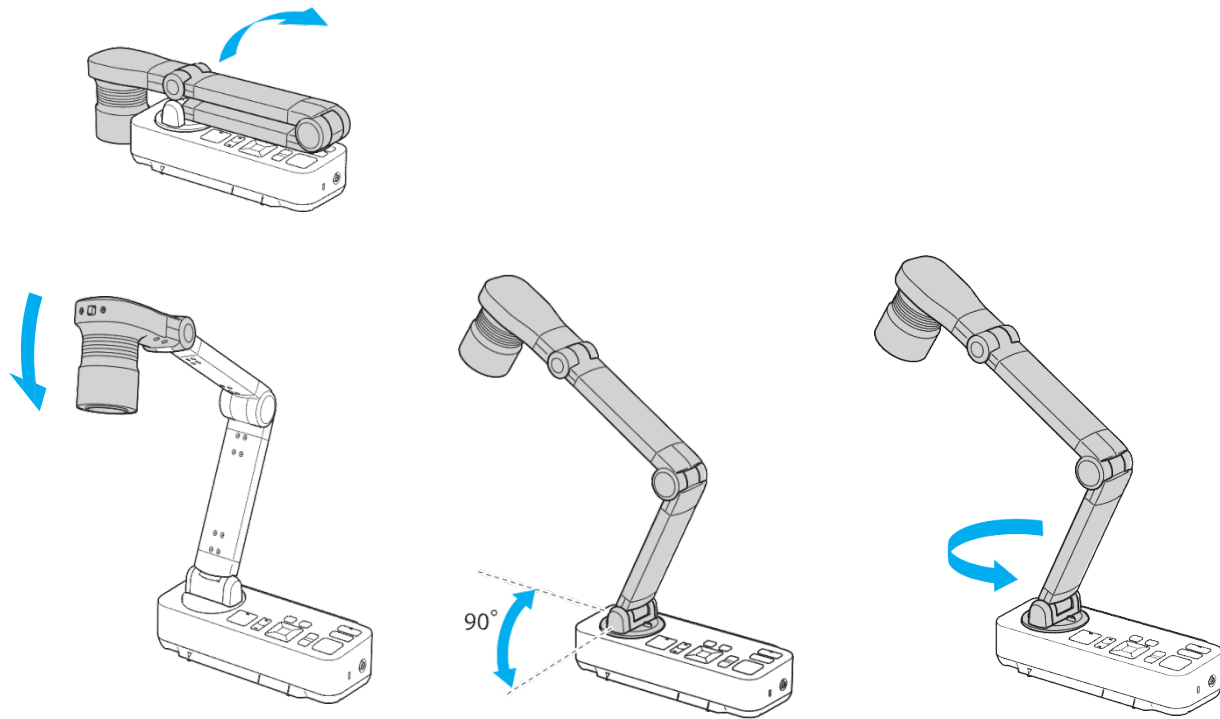


Figure 28: Doc Cam adjustment

Displaying a Document or Other Materials

1. Place your document on the lectern work surface under the camera head.
2. Align the center of your document with the ▽ mark on the front of the document camera (Figure 29).

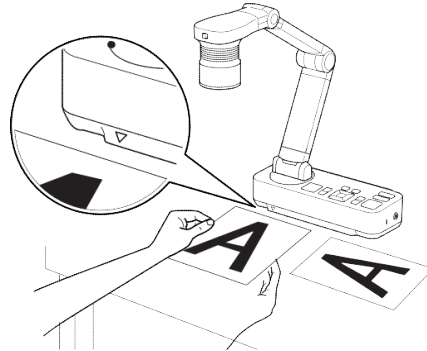




Figure 29: Aligning a document



3. The document camera will auto focus on the document when the motion of placing the document has stopped.
4. If the auto focus does not appear to have worked properly you may tap **Auto Focus** on the touch panel to force an auto-focus.

Pro Tip: You can quickly align letter or A4 paper with the guides on the front side of the document camera. The maximum paper size that can be projected is A3 Landscape.

Zoom In/Out on a Document or Other Materials

1. Tap **Zoom In**  on the touch panel to zoom in.
2. Tap **Zoom Out**  on the touch panel to zoom out.

Adjust Brightness of Document Camera Image

1. Tap **Brighter**  to increase the brightness.
2. Tap **Darker**  to decrease the brightness.

Freeze an Image

1. Tap **Freeze** on the touch panel to freeze the projected image from the document camera.
2. Tap **Freeze** again to unfreeze the projected image from the document camera.

Pro Tip: After freezing the image, you can remove the document from the work surface and the frozen image will still be displayed from the projector.

3. You can place your next document under the document camera and tap **Freeze** again to unfreeze the previous document and display the new document.

SMART Monitor

SMART Ink/Microsoft Ink General Usage

SMART Ink or Microsoft Ink allows for the ability to annotate within the application (Figure 30).

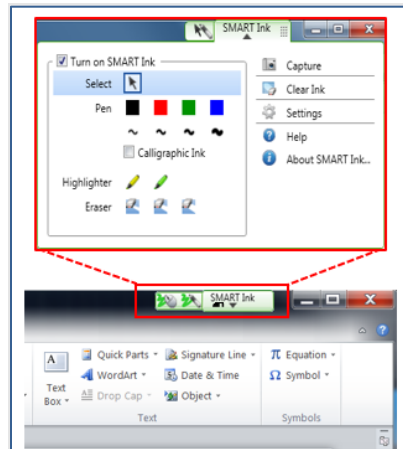


Figure 30: SMART Ink options

1. A SMART Ink floating toolbar will appear in Microsoft Office applications.
2. Tap the screen on the SMART Ink toolbar and select your preferred color and pen size to begin annotating over an open or blank document.
3. Select a highlighter color to highlight over text or images.
4. Select an eraser size to erase any annotation added during the current annotation session.
5. Click **Clear Ink** to clear all annotation added during the current annotation session.
6. Save your document, as you normally would, to save any annotations made during the current session.

LCD Annotation Controls

On the top of the SMART Monitor, there are physical buttons that can start or enhance the SMART Ink controls (Figure 31) (Table 1).

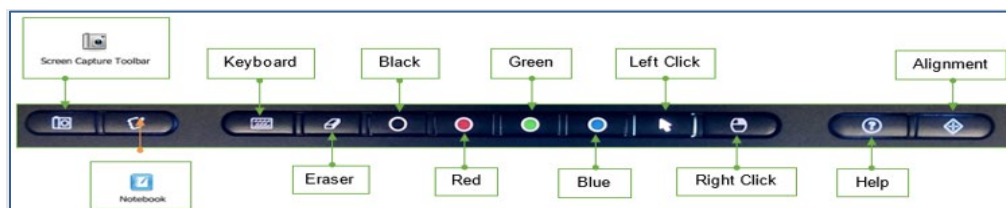


Figure 31: SMART physical buttons above the monitor

Action	Description
Screen Capture Tool	Opens a dialog window to capture and save annotations made to the screen or within an application.
Notebook	Opens the SMART Notebook for quick annotation or hand-written information.
Keyboard	Opens an on-screen keyboard for use with the SMART pen.
Eraser	Switches pen to erase mode.
Black, Red, Green, Blue	Switches pen to drawing mode with the color selected.
Right Click	Enables the next pen action to function like the right-click of a mouse.
Help	Opens general help guide for the SMART Monitor.
Alignment	Switches the SMART Monitor screen to Alignment mode. This should only be used when the pen alignment is incorrect.

Table 1: SMART physical button actions

USB Ports

There are three (3) USB ports on the left of the SMART Monitor that you may use to connect USB devices (Figure 32).

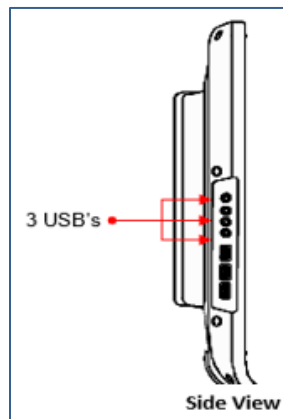


Figure 32: USB Ports on SMART Podium

Shutdown

To shut down the Flex Room at the end of your class, tap **System Power Off** located under the *System* tab in the *Room Controls* menu.

Warning: Shutting down the Flex Room will turn off the following: Projector, Document Camera, and Blu-Ray Player. The screen will rise completely. The Computer and LCD will remain on. Please log out when you are done with the PC.