

HYFLEX ROOM INSTRUCTIONS

Startup and Shutdown of Microsoft Teams Room

- Step 1:** Tap the room controls icon on the panel 
- Step 2:** Tap the corresponding power button labeled “Start System” or “Shutdown” (Depending on your situation)

PLEASE PRESS THE SHUTDOWN OPTION AFTER FINISHING CLASS!

Troubleshooting – Restarting the System

- Step 1:** Before calling Support, try restarting the system by going to the three dots  on the right side of the panel, from there select “Restart Device.”

Joining Room to Teams Meeting

- Step 1:** When scheduling a Teams meeting, be sure to include the room on the meeting invite or forward an already-created meeting. Rooms are named by building and room number in the address book.
- Step 2:** Join the meeting on your laptop and select “Room Audio.” Be sure the correct room is selected in the room audio drop down before joining.
- Step 3:** When sharing content, be sure to click the slide button for “Include computer sound,” then share your screen or window from your laptop. 

Presenting Only (No Teams Meeting)

- Step 1:** Connect the HDMI cable to your laptop. This will display content from your laptop to the displays.
- Step 2:** Verify your audio on your laptop is using “NV-32-H... (Audio Device)” by clicking on the speaker icon in the bottom-right of your screen (Windows computers only).

Meeting Controls

Swapping Screens (Put PowerPoint on Other Screen)

- Step 1:** Tap the multi-screen icon in the bottom left of the panel. 
- Step 2:** Select “Swap Screens.”

Adjusting Cameras when in meeting

- Step 1:** Tap the three dots .
- Step 2:** Select “Room Controls.”

Need more help?

