

Updated: August 15, 2025

## HyFlex Classroom: Projector & Document Camera

This guide outlines how to turn on the projector and document camera in a HyFlex classroom. It's especially useful for non-HyFlex instructors or event staff using the room for in-person display only.

### Projector & TV Display

On Crestron Touchpad

1. Turn on the **Projector** and **TV Display**

On the Instructor Machine

2. Log in with your MyReynolds credentials: '**directory\your username**' (e.g. kp27134)
3. Open the media you plan to share (PowerPoint, Canvas, YouTube video, etc.)
4. Adjust volume using the **speaker icon** (bottom-right of Windows system tray)
5. Drag apps to the secondary monitor to show on the TV rather than the projector

### Document Camera

On the Instructor Machine

1. Log in with your MyReynolds credentials: '**directory\your username**' (e.g. kp27134)
2. Open the **Start Menu**, type '**Camera**,' and select the Windows '**Camera app**'
3. If prompted, select '**Yes**' to allow access to both the camera and microphone
4. The **Doc camera** should now display on both the **Instruction Machine** and **Projector**
5. If another source appears, click '**Change camera**' (top-right) to cycle to the **Doc cam**
6. If you don't see the **Doc Cam** as a source, ensure it's powered on (blue light on unit)
7. Drag the **Camera app** to your preferred monitor to display it on the desired screen
8. Click the **box icon** (top right corner) to full screen the **Camera app**
9. Use [Windows Camera app](#) for screenshots (images saved in Pictures/Camera Roll)

### Turning off equipment

1. Close all open media and applications on the **Instructor Machine**
2. Sign out: click the **Windows icon**, select your name, then choose '**Sign out**'
3. On the Crestron, select **Power Off** under **Projector** and **Display** to turn off the equipment and retract the **Projector** screen



Scan for additional HyFlex resources or visit CETL's website directly at  
<https://go.reynolds.edu/cetl>