

HYFLEX TEACHING MODE: HOW TO USE THE AVER 340+ CAMERA to stream and record Collaborate lectures

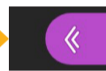
1. Connect the supplied USB cable to the Aver camera and to the USB3 socket of your laptop (usually on the front left of your laptop)



Power only necessary if you see a message on the image (USB2).

2. Go to the ClickUp module for which you want to record the session and open Collaborate.

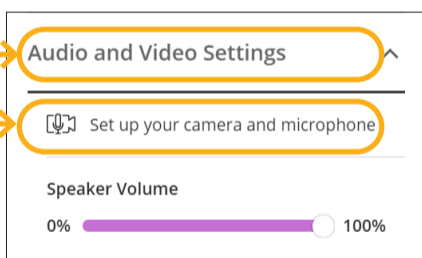
3. Click on the settings tab at the bottom right of Collaborate.



4. Click on Settings

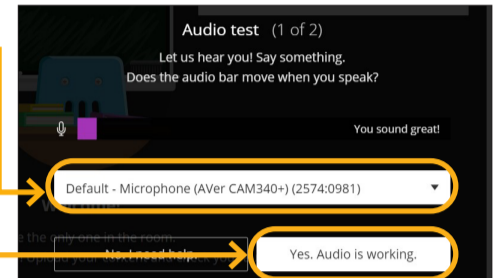


5. Click on *Audio and Video Settings* on the right hand side.



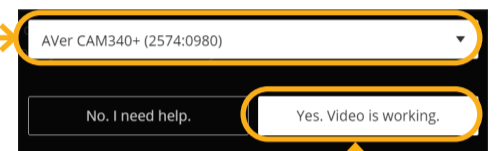
6. Click on *Set up your camera and microphone*.

7. Select *Aver Cam 340+*.



8. If purple bar is moving, click *Yes Audio is working*.

9. Select *Aver Cam 340+*



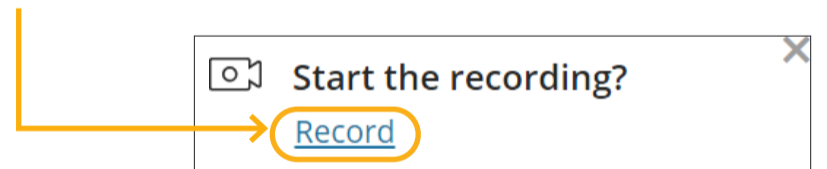
10. If you see the camera image, click *Yes video is working*.

NB: If you see a message on the video image connect the power adaptor (supplied) to the camera (see first picture)

11. Activate the microphone and camera



12. Remember to click **Record** before you start the lecture and stop the recording at the end of the lecture



General Guidelines:

- If needed, use a tripod and put the camera approximately 2 meters in front of the lecturer. This will enable him/her to move 4 meters from left to right.
- The lecturer can use a whiteboard behind them to write on.
- If it is a live class, mute the microphones of the online students and let them participate with the "chat tool".
- NB if you use PowerPoint, share the file in Collaborate and use the pen functions to highlight important points. **Do not try and use the camera to capture the projected PowerPoint on the projection screen.**