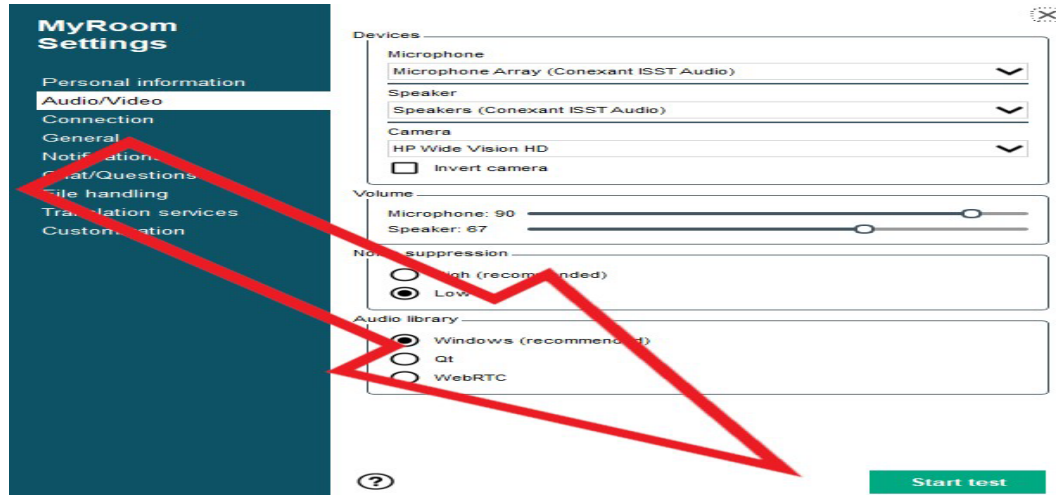


Welcome to your ETI Group Training! Please take a moment to:



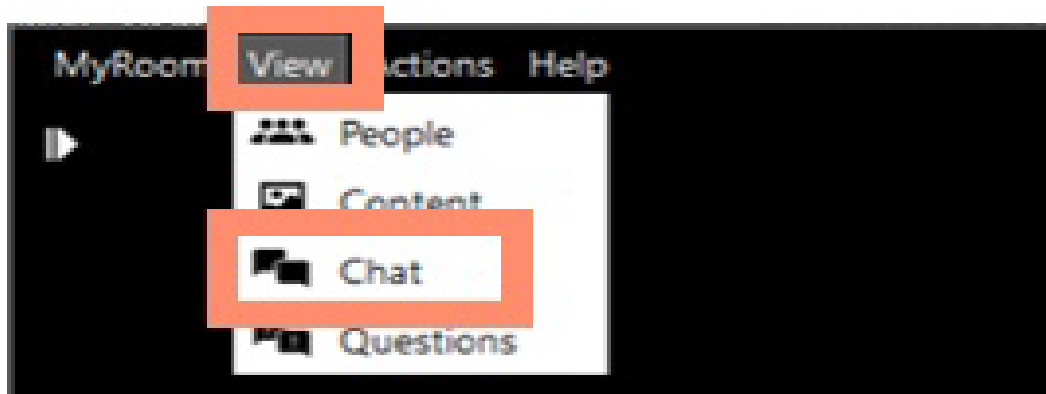
Run an Audio Test

To ensure the best possible sound for your HP MyRoom chats, check your audio settings. Click on the Tools button in the upper right corner of HP MyRoom, then select Audio from the menu on the left. Ensure the default settings or your preferred devices are selected for the microphone and speaker/headset. Take a moment to test your audio settings. When you click start test you can see how your audio is working. If you hear feedback, make sure your speakers are not being used in another application. If you need to run this test during your class, you will be muted in the classroom. No one will be able to hear you and you will not be able to hear the instructor. End test and close the window to save the settings.

&

Enable Your Chat View

To ensure the best possible sound for your HP MyRoom chats, check your audio settings. Click on the Tools button in the upper right corner of HP MyRoom, then select Audio from the menu on the left. Ensure the default settings or your preferred devices are selected for the microphone and speaker/headset.



Your class will begin shortly!



INTRODUCTION TO HPE MYROOMS
FROM
ETI GROUP USA

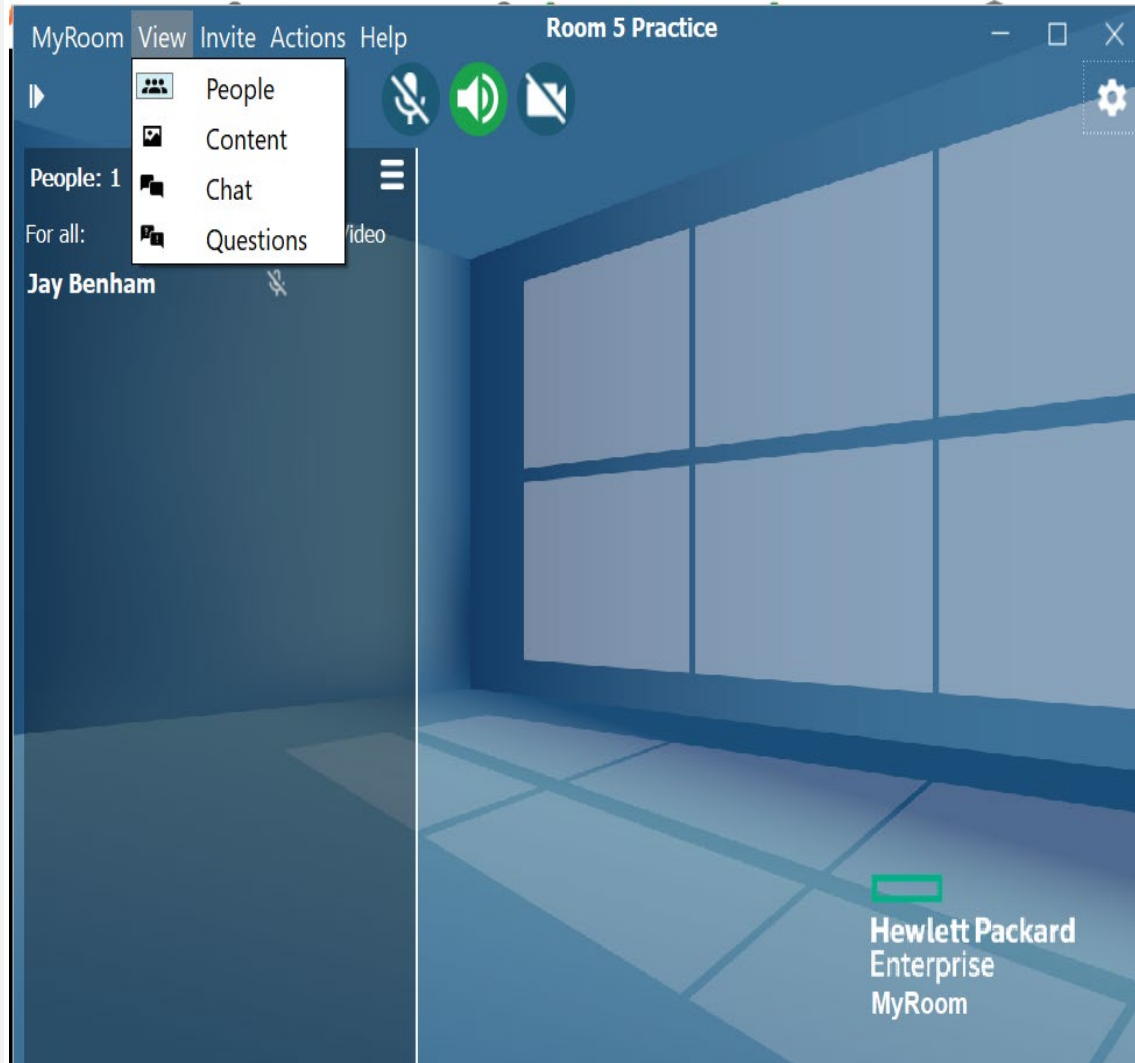


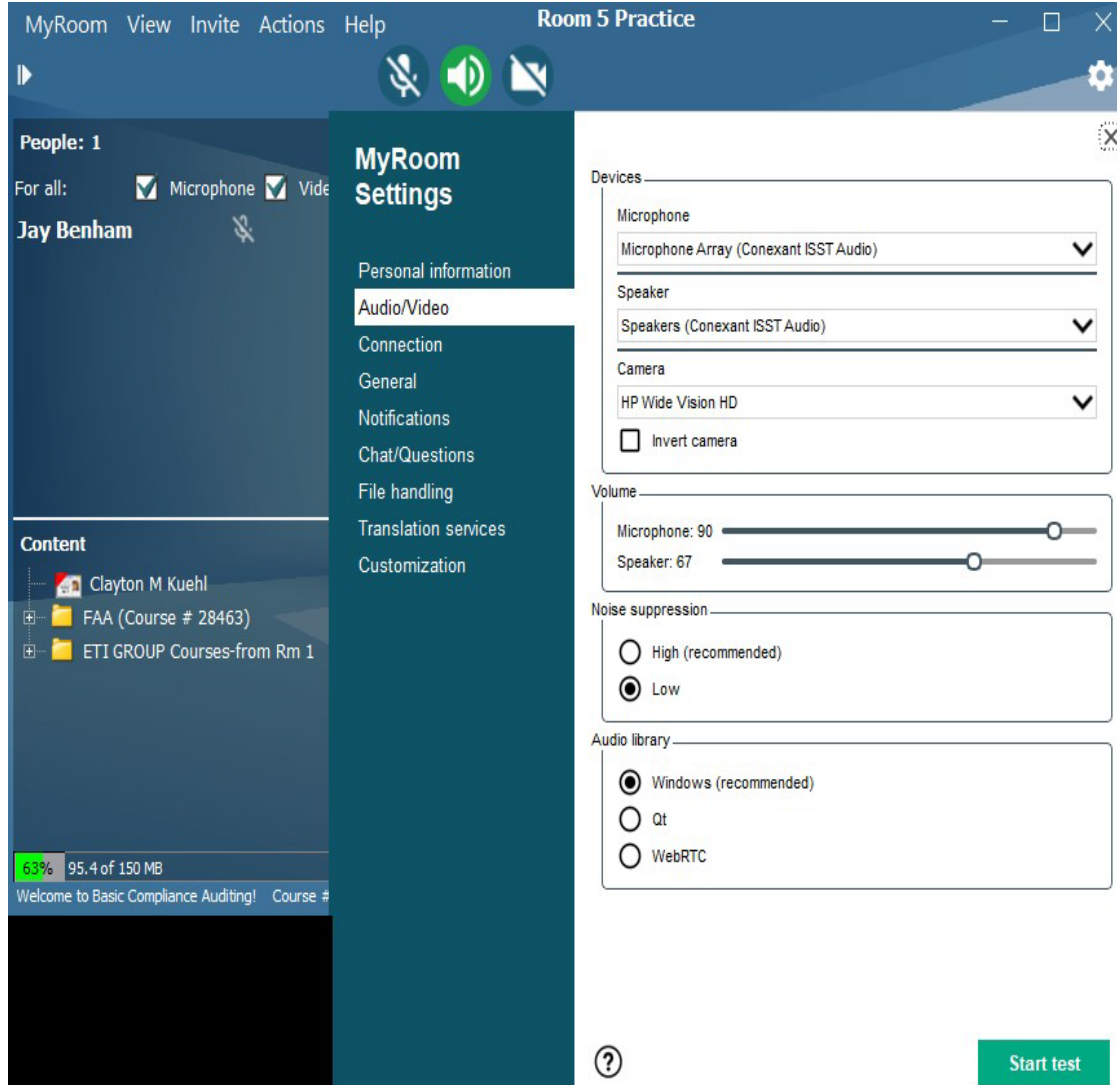


MyRoom Display Settings

When you first enter your HPE MyRoom classroom you will want to set up your room display. Select the VIEW tab and select

- People – shows who else is in class
- Content – shows the content of the class
- Chat – allows you to communicate in class



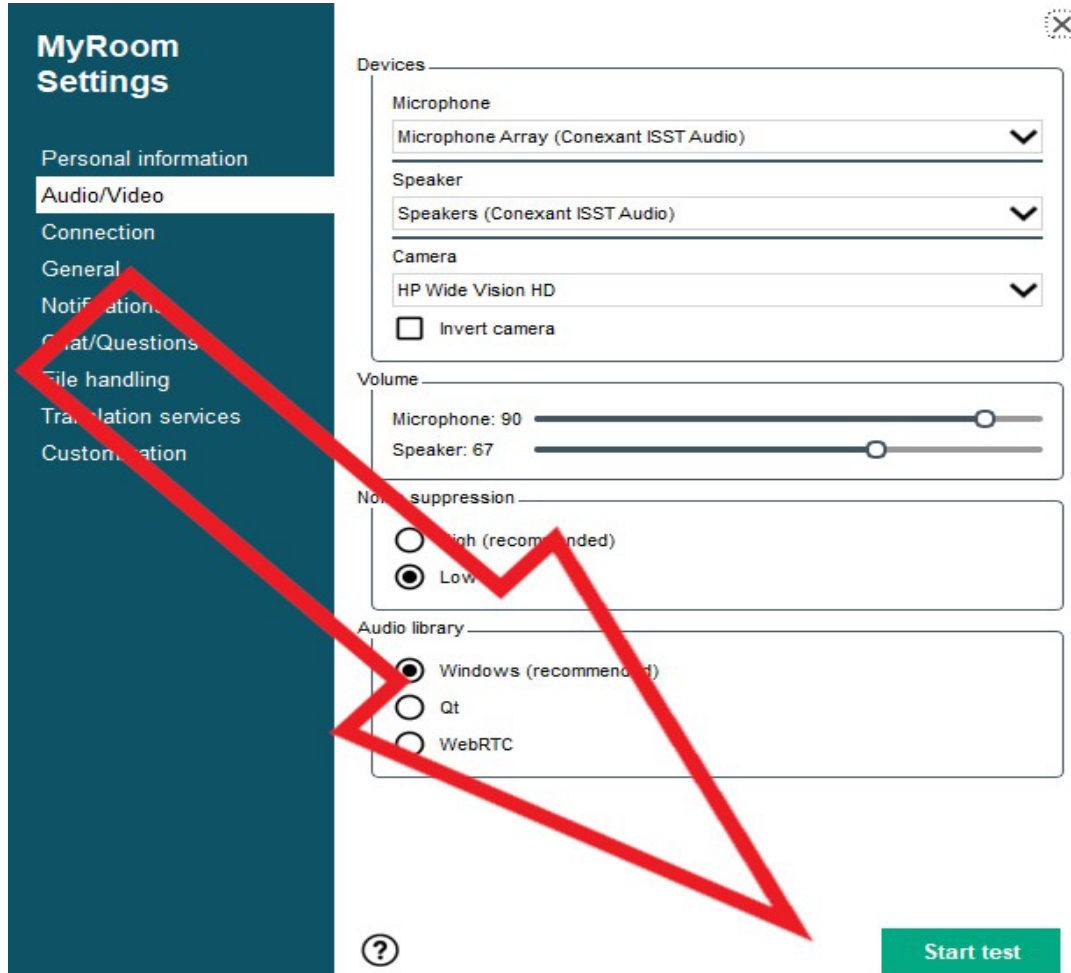


The screenshot shows the HP MyRoom application window titled "Room 5 Practice". The interface includes a top menu bar with "MyRoom", "View", "Invite", "Actions", and "Help". Below the menu bar are icons for microphone, speaker, and a settings gear. On the left, a sidebar shows "People: 1" with "Jay Benham" listed, and "Content" with folders for "Clayton M Kuehl", "FAA (Course # 28463)", and "ETI GROUP Courses-from Rm 1". A central "MyRoom Settings" panel is open, displaying a list of settings: "Personal information", "Audio/Video" (selected), "Connection", "General", "Notifications", "Chat/Questions", "File handling", "Translation services", and "Customization". The "Audio/Video" settings are expanded, showing "Devices" with dropdowns for "Microphone" (Microphone Array (Conexant ISST Audio)), "Speaker" (Speakers (Conexant ISST Audio)), and "Camera" (HP Wide Vision HD), along with an "Invert camera" checkbox. Below this is a "Volume" section with sliders for "Microphone: 90" and "Speaker: 67". The "Noise suppression" section has radio buttons for "High (recommended)" and "Low" (selected). The "Audio library" section has radio buttons for "Windows (recommended)" (selected), "Qt", and "WebRTC". At the bottom right, there is a "Start test" button and a help icon.

Check Audio Settings

To ensure the best possible sound for your HP MyRoom chats, check your audio settings. Click on the Tools button in the upper right corner of HP MyRoom, then select Audio from the menu on the left. Ensure the default settings or your preferred devices are selected for the microphone and speaker/headset.

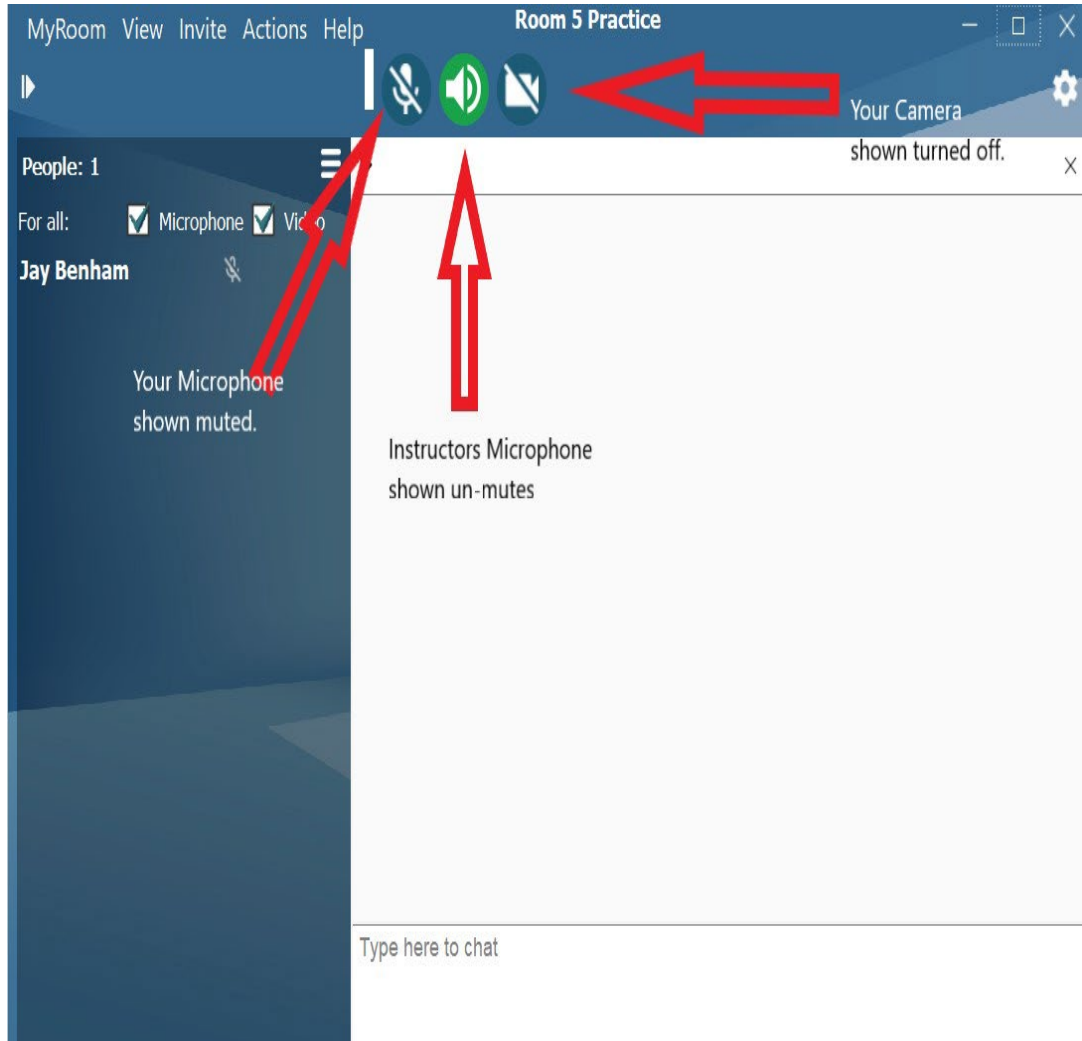


A screenshot of the "MyRoom Settings" application window. The window has a dark teal sidebar on the left with the title "MyRoom Settings" and a list of settings categories: "Personal information", "Audio/Video", "Connection", "General", "Notifications", "Chat/Questions", "File handling", "Translation services", and "Customization". The "Audio/Video" category is selected. The main content area is white and contains several settings sections: "Devices" with dropdown menus for "Microphone" (set to "Microphone Array (Conexant ISST Audio)"), "Speaker" (set to "Speakers (Conexant ISST Audio)"), and "Camera" (set to "HP Wide Vision HD"), along with an "Invert camera" checkbox; "Volume" with sliders for "Microphone: 90" and "Speaker: 67"; "Noise suppression" with radio buttons for "High (recommended)" and "Low" (selected); and "Audio library" with radio buttons for "Windows (recommended)" (selected), "Qt", and "WebRTC". A red arrow points from the "Audio/Video" category in the sidebar to the "Start test" button at the bottom right. The button is green with the text "Start test". There is a question mark icon in the bottom left corner of the main content area and a close button (X) in the top right corner.

Run Audio Test

Take a moment to test your audio settings. When you click start test you can see how your audio is working. If you hear feedback, make sure your speakers are not being used in another application. If you need to run this test during your class, you will be muted in the classroom. No one will be able to hear you and you will not be able to hear the instructor. End test and close the window to save the settings.





HPE MyRoom Set-up Tips

Audio and Camera

Make Sure your computer's speakers are **ON**

During class you will want to have:

- Your microphone muted if you are not speaking in the room.
- The presenter's microphone on to hear the class.
- Your video turned off.
- Keep the speaker volume setting lower than the microphone volume setting will reduce feedback.

During class we will do introductions where you will have the option of using your camera.

If the MyRoom window gets minimized, just click on the HPE MyRoom icon to reopen. 

If you accidentally close out of the platform, you can log back in with the room key you were emailed.





MyRoom View Actions Help

Hover over an icon to see what it does; click to activate & de-activate. The text commands above can also be used.

- People:** Shows people present, right-click on your or others' name for chat options.
- Content:** Instructor-provided content
- Chat:** Have open at all times to ask/answer questions see others' responses.
- Question Mgr:** We'll use for instructor's questions to class. Use Chat for your questions.
- Raise Hand**
- Applaud**

Control Panel Icons

In the upper right corner of you HPE MyRoom below the MyRoom tab click on the expander toolbar icon. This will open the control panel icons.

- People
- Content
- Chat
- Questions Manager
- Raise Hand
- Applaud



Tools for the Center Viewing Area

The diagram illustrates the software interface with a top toolbar and a callout menu. The toolbar contains icons for File, Tools, a green crosshair, a red key, a black arrow, and a series of icons for various tools including a mouse cursor, a selection tool, a zoom tool, a pan tool, a lasso tool, a rectangle tool, an eraser, a line tool, a curve tool, and a trash can. A callout menu is shown below the toolbar, containing the same icons. Arrows point from the callout menu to the toolbar icons, and text boxes provide instructions for each.

File Tools

These commands appear at the top of the viewing window.

Click this "Right" arrow to expand selections

Click this icon to resize your page view.

Hover over an icon to see what it does; click to activate.

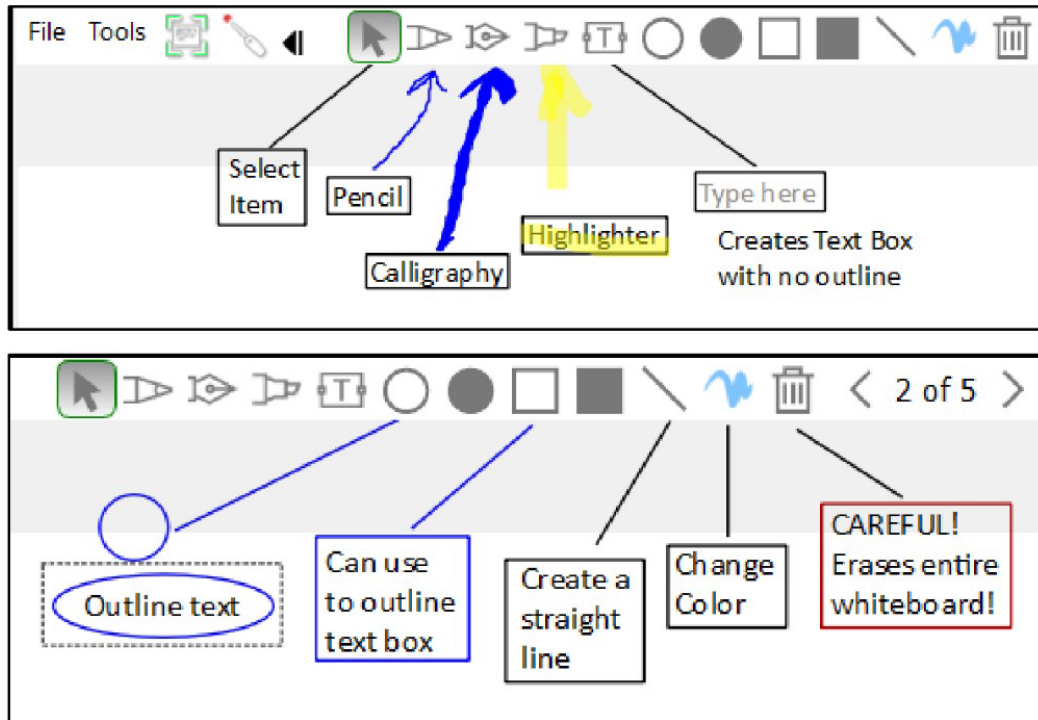
'Scrolling' back and forth w/ your Mouse or Touchpad will resize the Center Viewing Area.

To access the tools for the center viewing area you will need to open the arrow expander icon in the top left of the content area.

Annotation Tools

When filling in forms or working on a whiteboard we will use these annotation tools. Some tips for using these tools:

- To edit text, double click on the box, then edit
- To edit a shape, select it by clicking, click shape and drag
- To delete an item, right-click on it, then select delete
- **DO NOT** click on the trash can, tis will erase everything



Annotation Tips

- ❖ To edit text, double-click on the box, then edit
- ❖ To edit a shape, select it by clicking, click and drag
- ❖ To delete an item, right-click on it, then delete
 - DO NOT select “erase all annotations” as this will erase the entire whiteboard!
- ❖ To erase the entire whiteboard, click on trash can, then OK
 - DO NOT USE THIS option on whiteboards that have been pre-loaded with information, lines, etc.

Sample Whiteboard

Introductions

- ❖ Let's take a moment to get to know each other and to make sure your audio and microphone.
- ❖ I will go down the class list, when I call your name, please enable your microphone and camera (if you choose to be seen). It is always nice to put a face to your name!
- ❖ Let us know!
 - Your Name
 - Your Company
 - Something you enjoy doing in your free time

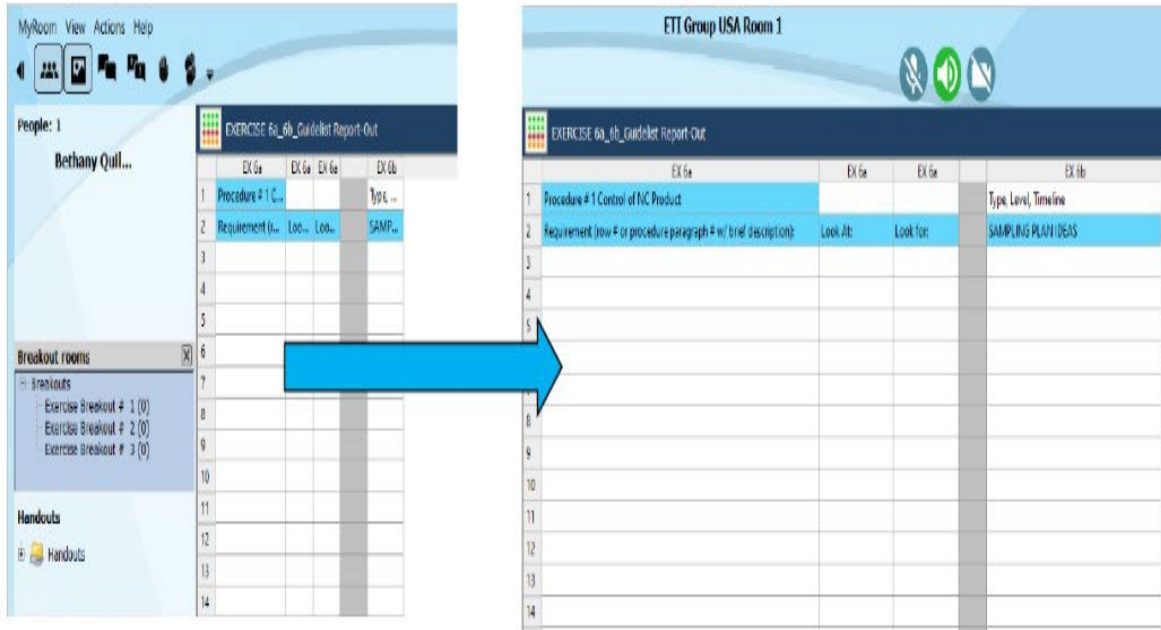


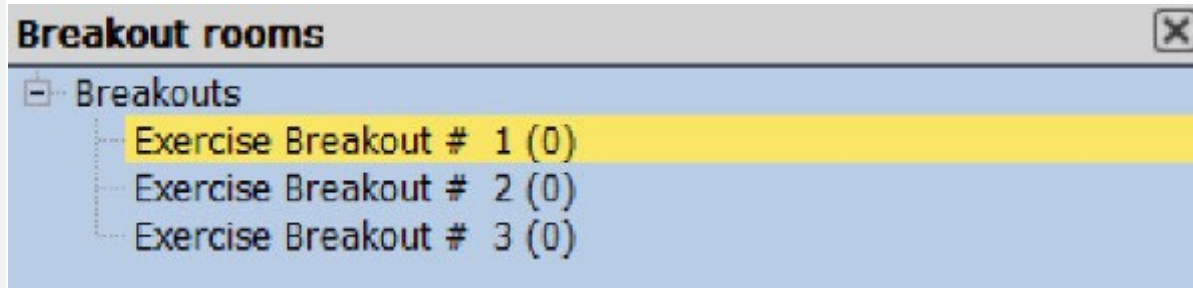
Using Tables

When using tables in class you will likely need to resize the column width. To achieve this, hover over a vertical column border until you get double arrows and drag the column to the desired width.

- NOTE! Don't make an end-column so wide that you can't see the right-hand margin. This could lose visibility of text.

TO add or delete rows or columns or to edit/format text, right-click to see formatting options.





Breakout Rooms

We will use the breakout room feature in class for small group projects. To access the breakout room you need to have the people panel open.

If the breakout rooms are not visible, right-click on your name in the people panel, then select **Show breakout rooms**.

Double-click on your assigned breakout room to enter

This will open an additional room, keep both the break out room and the main room open and resize the windows as needed.



Navigating Breakout Rooms

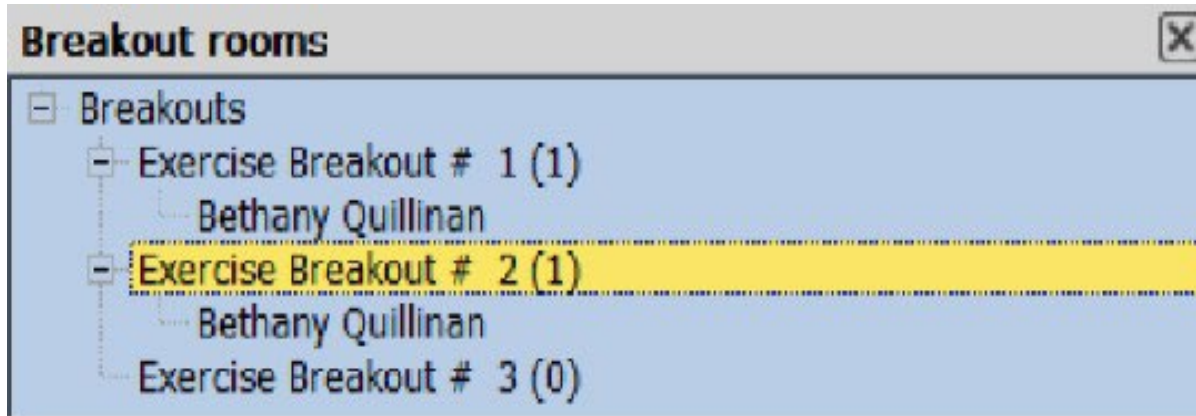
You can be in more than one Breakout Room at once, and we may use this option for report-outs. To do this, go to the Breakout rooms panel in the Main Room, and double click on the additional room you want to enter.

You will now see your name in both Breakout rooms.

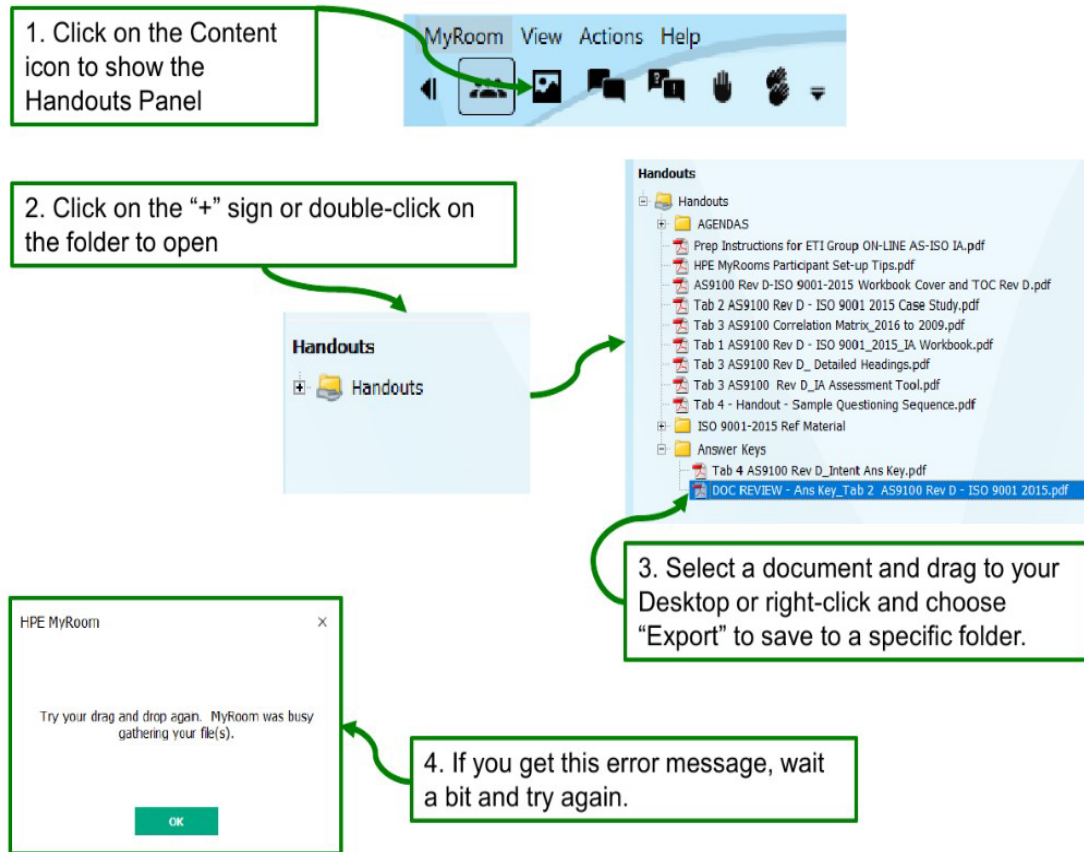
Important! Be sure to mute your microphone and speaker in any room you are not using.

To close a Breakout room, click the **X** in the upper right corner of the Breakout room window.

Note! If you accidentally click the **X** in the main room window, you will exit the session altogether. If this happens just use the room key to log back into your session.



Downloading Handouts



If you need to download material shared by the instructor in the main room, you will need to access the **HANDOUTS** folder. To access the handouts folder, you will need to open the content panel. Click on the + sign next to the handouts folder to show its contents. Select the document you would like to download and drag it to your desktop or right click and choose **export** to save the document to a specific folder. If you receive an error message, wait a moment and try again.

Questions



This concludes the introduction to the HPE MyRooms Platform. If you are experiencing any technical issues, please send me a “Private Chat” for help. If I am not in class, you can contact me via email a:

jaybenham@etigroupusa.com

or

call me at: 425-971-2990.

