

How to use class equipment for online class

Contents

1. Connect to the internet.....	2
If it's shown 「this page cannot be accesses」	2
2. Start Zoom meeting.....	3
3. How to use camera/mic/speaker on zoom.....	5
1. Camera settings.....	5
If camera is not working... ..	5
2. Audio settings.....	6
Output the Zoom audio into class speakers.....	6
4. Screen Sharing.....	7
How students see the shared screen.....	9
5. Remote controller for camera.....	10
6. Record the online class.....	11
7. How to access the saved video	12
8. FAQ.....	14
1. There is feedback sound	14
2. Number 1 did not work.....	15
3. Can't output the zoom audio into class.....	16
4. Can't share the screen.....	17

1. Connect to the internet

- Open up the web browser and log in to the MIND.
- This guide is for the user who uses class equipment. If you are using a rented device, replace the words to which you are using.

Same as
Oh-o! Meiji ID/PW



If "This page cannot be accessed" has shown

Open the different browser and search for Meiji University.

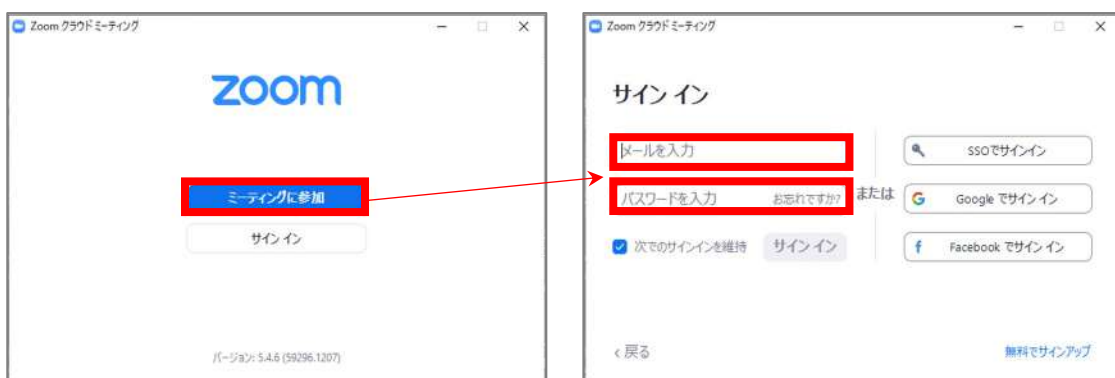


2. Start Zoom meeting

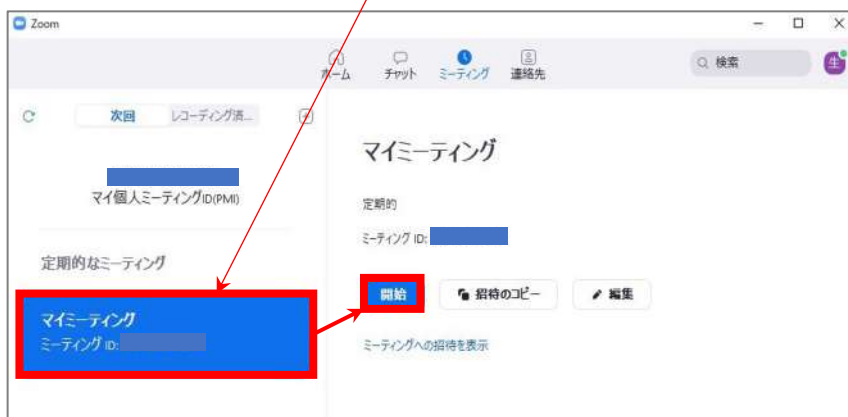
- Open Zoom



- Sign in



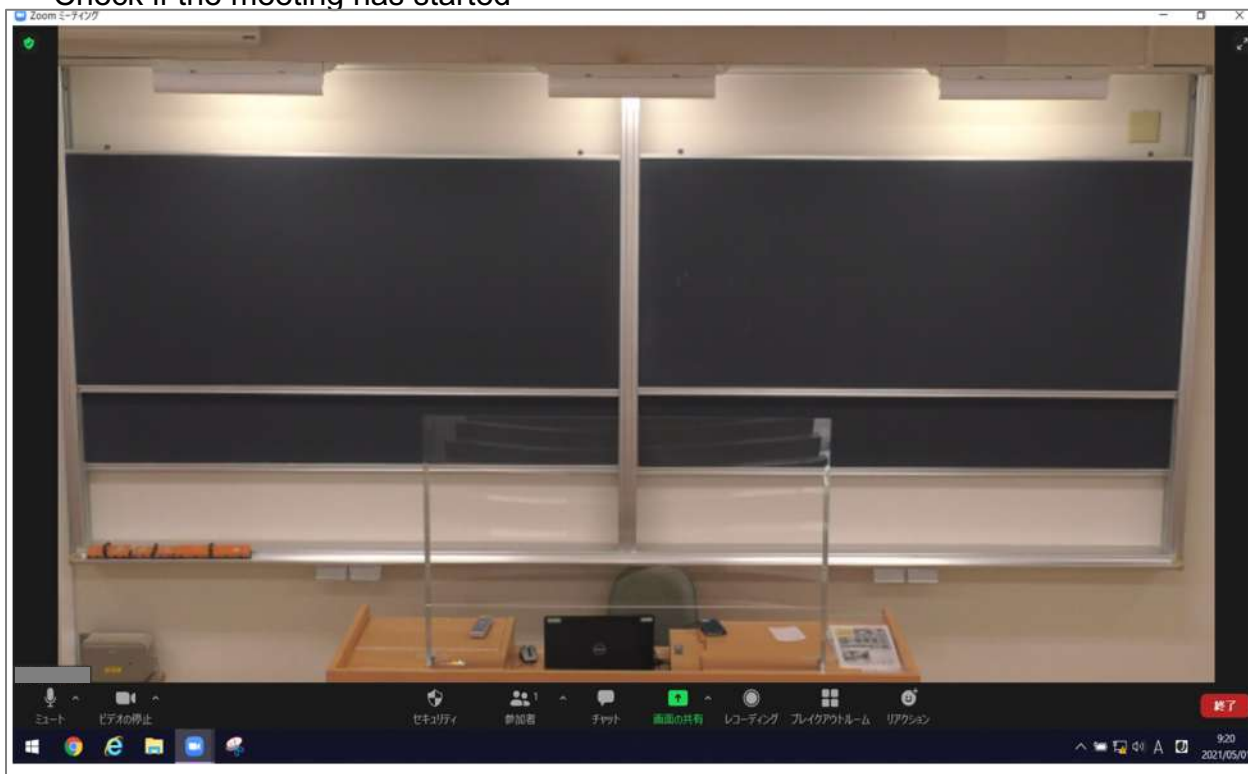
- Go to the meeting tab and start the meeting
- If you join the meeting from URL you may log-in as guest account so check if you are logged-in as right account.



- Join the meeting with audio



- Check if the meeting has started



3. How to use mic/camera/speaker

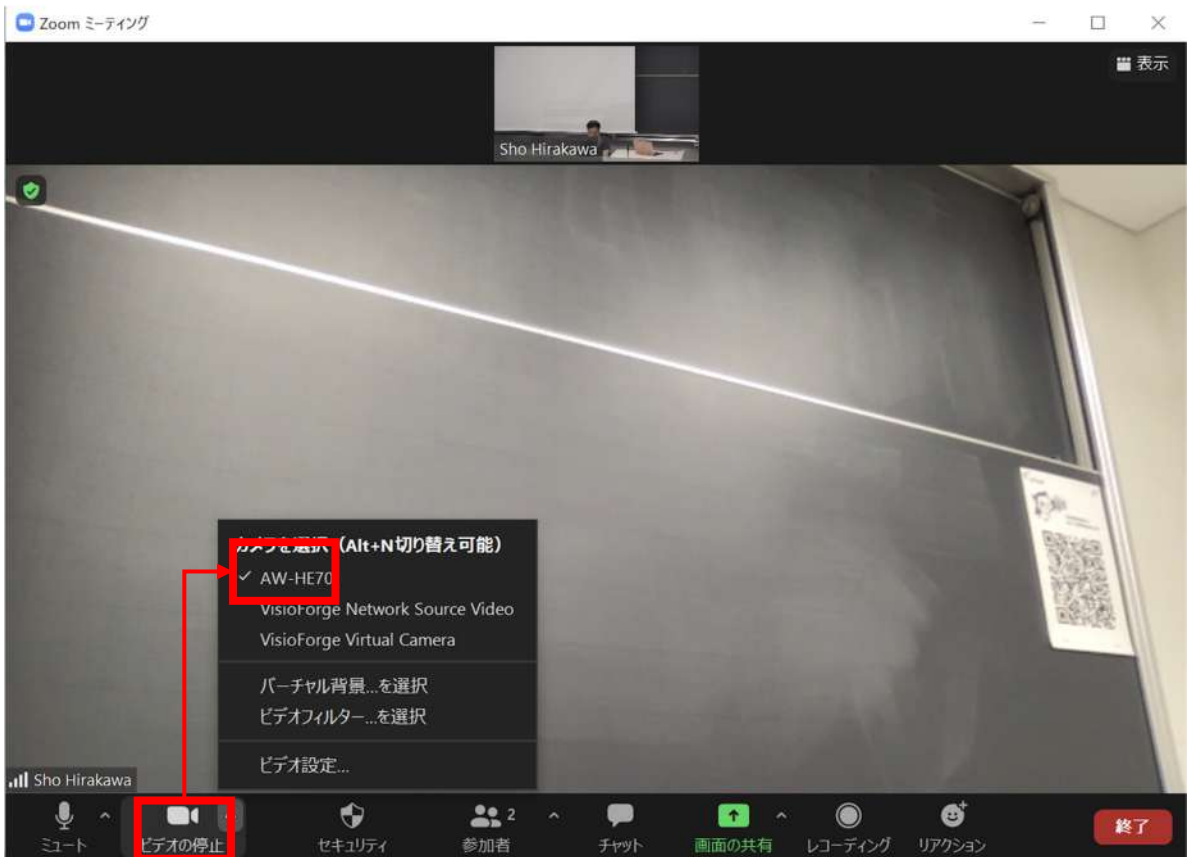
Once you start the meeting it will automatically set the device

- Camera : **AW-HE70**
- Audio : **AW-HE70**
MSD-5401

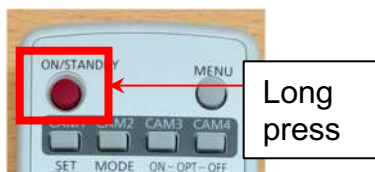
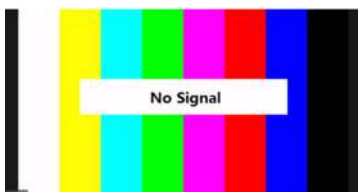
If they are not automatically selected do it manually.

1. Camera settings

Click the ^ mark beside the video icon and select the AW-HE70. If both of them are not shown check if the cable is connected and replug the cable.



If camera is not working...



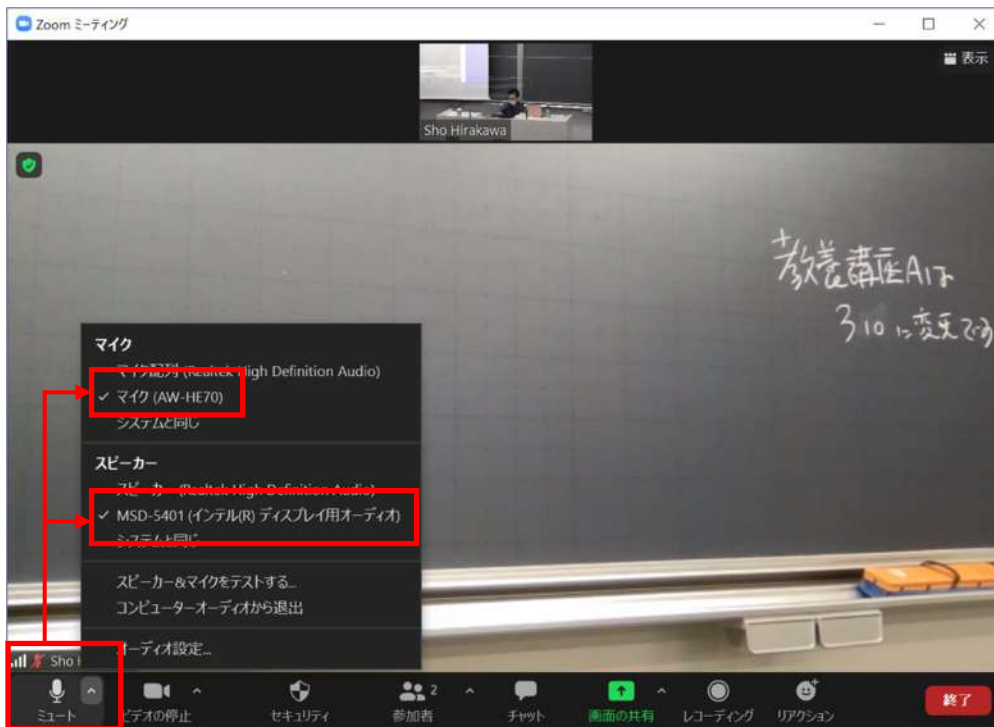
If it says "No signal" the camera is turned off. Use the remote controller to turn it off. (Long press the power button to do so)



2. Audio settings

Click the ^ mark beside the mic icon

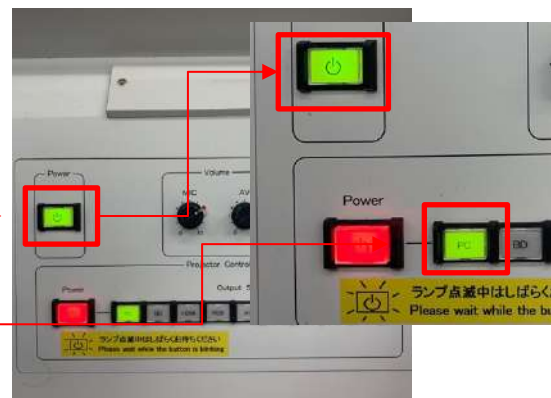
- MIC : **AW-HE70**
- Speaker : **MSD-5401**



Output the Zoom audio into class speakers

In order to use the class speaker you have to press "PC" button on the control console.

- Check if the power is on



- Press "PC" button

4. Screen sharing

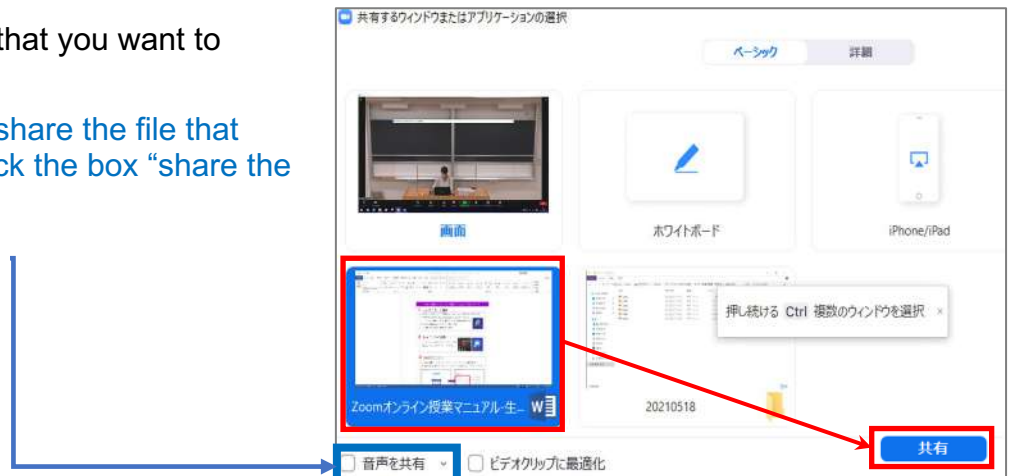
- If you want to show the document to online students use screen sharing.

※example

- Open the document that you want to share
- Click “Screen Sharing” icon



- Select the file that you want to share
- If you want to share the file that has audio check the box “share the audio”



• While you are sharing the screen it shows that “Sharing the screen”

• To stop the screen sharing click “Stop sharing”



You can change the thumbnail

• Right one



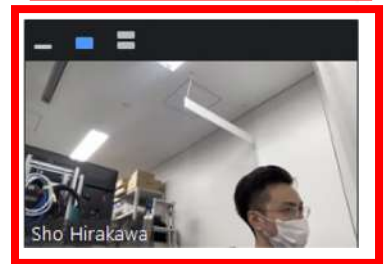
→ Show all member



• Middle one



→ Show only speakers



• Left one



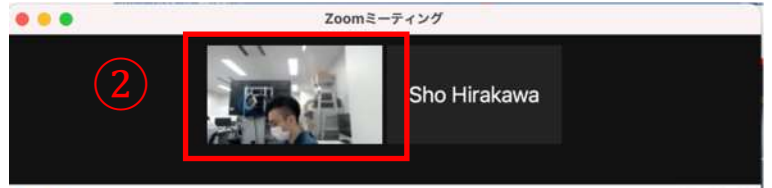
→ Hide the image



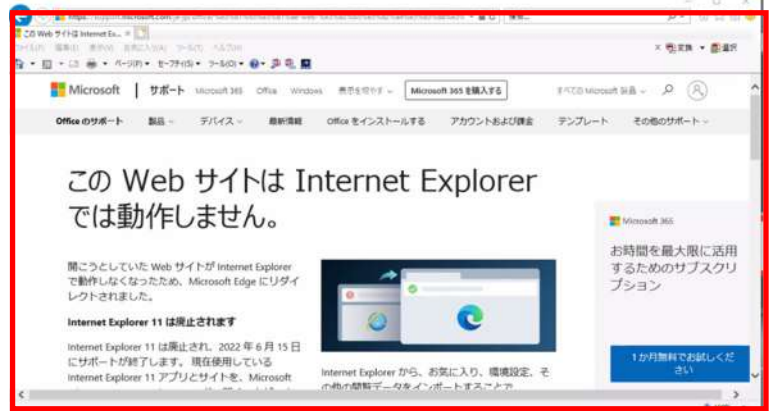
発言中:

How students see the shared screen

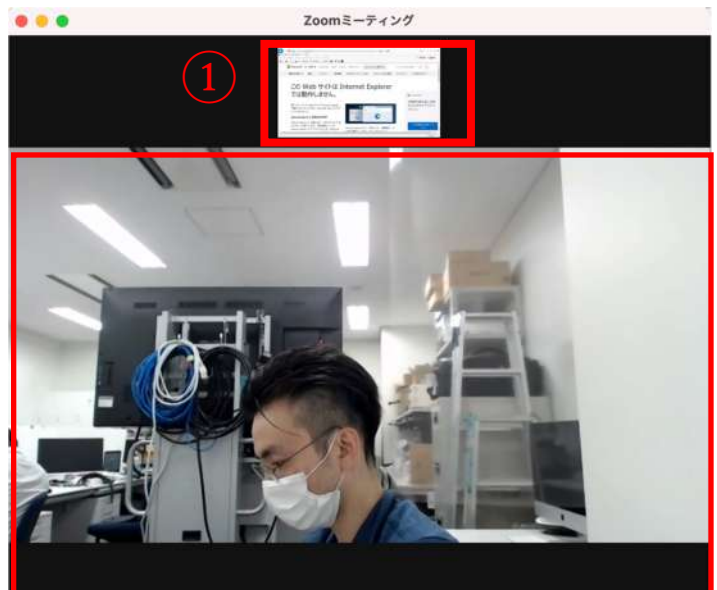
- Student can see 「① Shared screen」 and 「② Camera」



①



- Students can switch up between camera and shared screen by clicking the window.

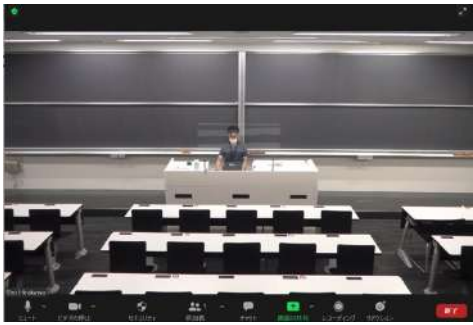


②

5. Remote controller for camera

1. Preset of the camera angle.

There are 4 presets



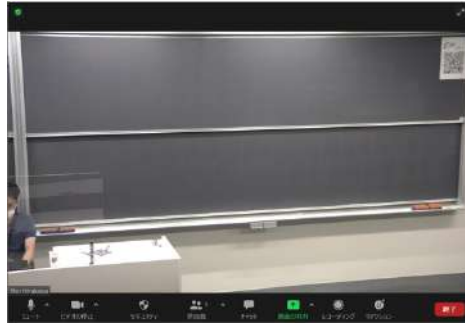
1 : Teacher



2 : Whole class



3 : Left side of the board



4 : Right side of the board

After finishing the lesson, press the button "1" to reset the angle.

2. Manual adjustment

You can adjust it manually

Focus
You can adjust the focus manual
[F] Far
[N] Near

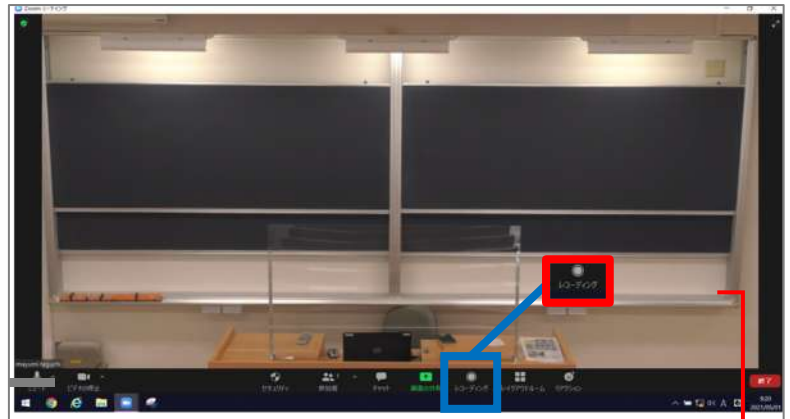
Zoom
You can adjust the zoom size
[T] Tele
[W] Wide

Camera direction
The camera turns as you press the direction button.



6. Record online class

- Click “record” icon



- Sometimes it is shown in “...” icon

- Click “Cloud recording”

※You can select 「Local recording」 too but it takes longer time to load and save

- Check if the message “it is recording” is there.



- As you finish the meeting it will automatically save into the Zoom cloud

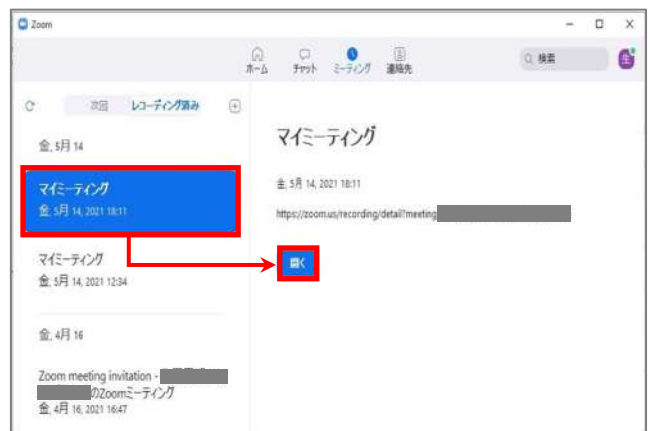


7. How to access the saved recording

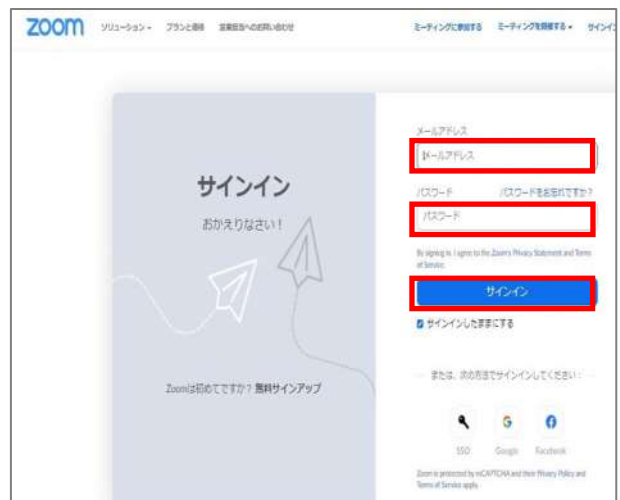
- Click “Meeting” and “Recorded”
- It can take a few minutes to upload and you might not see on the list



- Select the meeting you want to check and click “Open”



- Sign-in to your account as the browser opens.



- If you want to download the video, click “download”

※Example for Chrome browser



- You can upload the mp4 file to Commons-i if needed
- 100 minutes of video is usually 300-400MB file size

名前	更新日時	種類
GMT20210413-024834_Recording_640x360.mp4	2021/05/15 10:11	MP4 ファイル
GMT20210413-024834_Recording.m4a	2021/05/15 10:10	MPEG-4 オーディオ

You can access from My Profile on Zoom

In My Profile page there is a tab “Records” and you can see your saved video

Zoom My Profile

<https://zoom.us/profile>

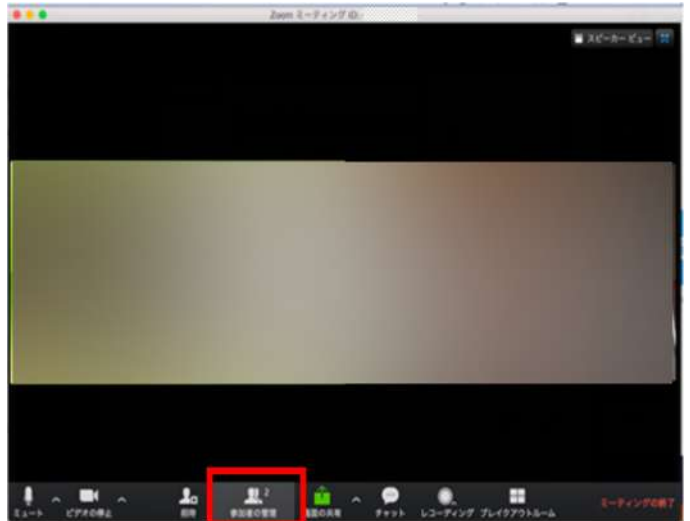


8. FAQ

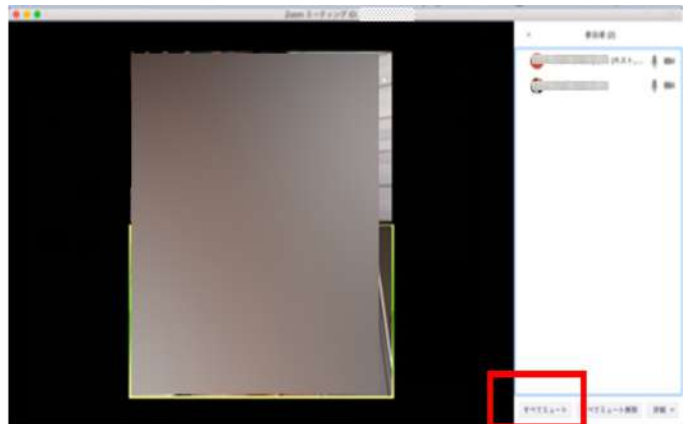
1. There is a sound feedback

All member other than speaker has to mute the mic. They can unmute as needed.

- Click “members”



- Click “Mute all”



- Click “Allow unmute” if you want them to



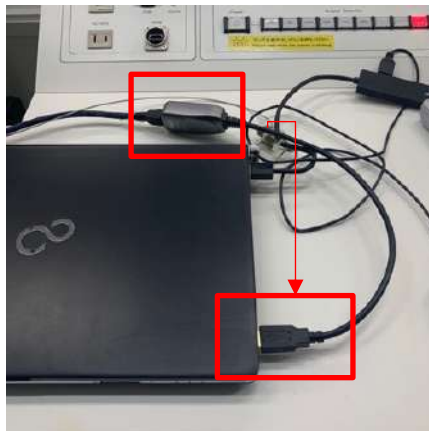
2. If 1. did not work

If there is still microphone feedback the settings of the mic might affect it.

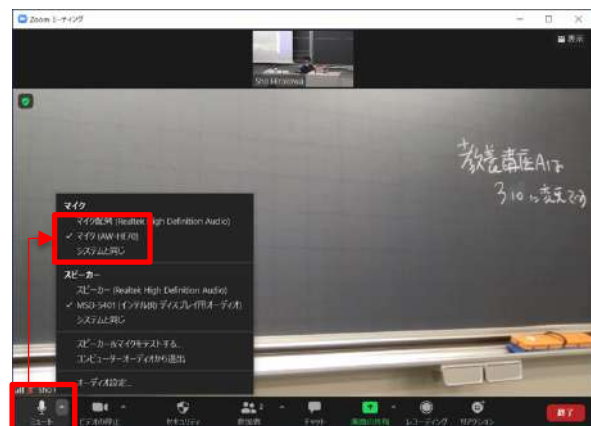
- Is the mic on



- Is the USB cable connected



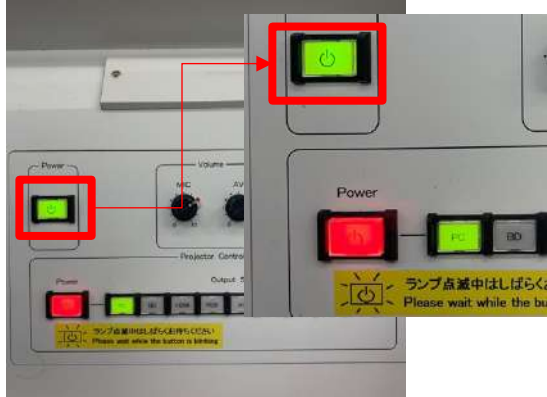
- Is it selected as right device.
「AW -HE70」
Check the audio settings



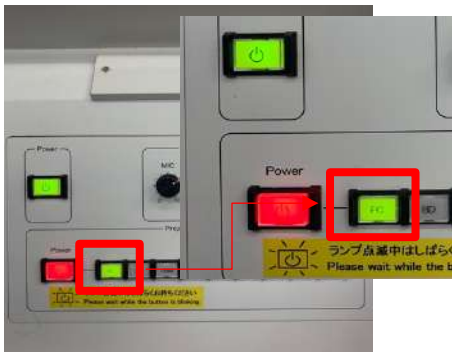
3. Can't output the Zoom audio into class speakers

Check the following steps

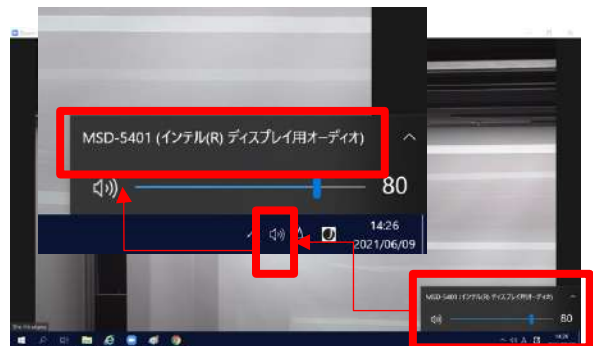
- Is the control console turned on



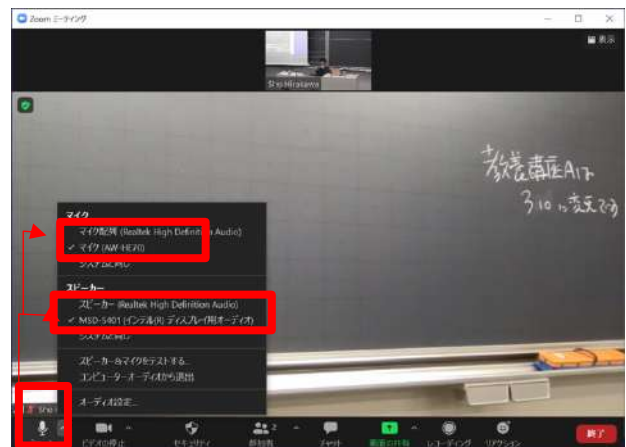
- Is "PC" selected



- Is the laptop audio settings selected as 「MSD-5401」



- Is the audio settings selected as 「AW-HE70」 and 「MSD-5401」
Please check the Zoom audio settings again.



4. Can't share the screen

If the message 「Only host can do this action」 has shown

- You need to log-in as your account.
Please check page 3.

