

How to use class equipment for online class

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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. Connect wireless mic and camera

- Connect the USB cable from top corner to the laptop.
(It has yellow tape)



- Turn on the switch of the mic.
(It is on the charger stand)

* Please put back the mic once you have finished using.

* Please check if it is facing the right direction

(It has yellow tape as a guide)

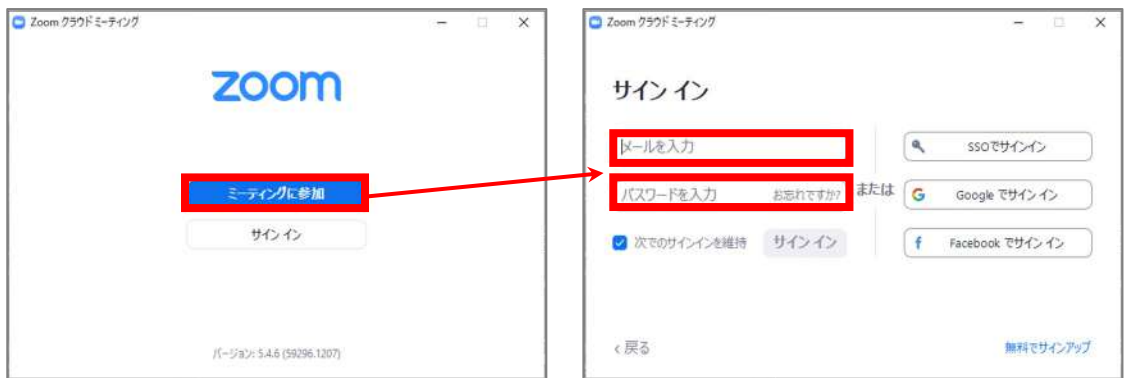


3. Start Zoom meeting

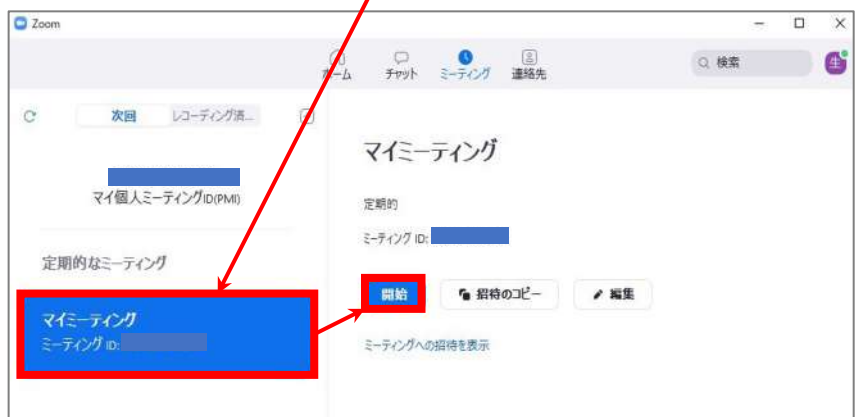
- Open Zoom



- Sign in



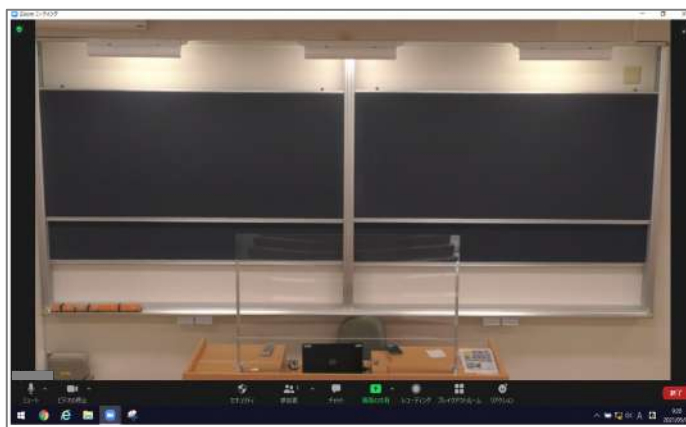
- Go to the meeting tab and start the meeting
- If you join the meeting from URL you may log-in as guest account so check if you are logged-in as right account.



- Join the meeting with audio



- Check if the meeting has started



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. How to use camera/mic/speaker

Select each settings

- Camera : AVMATRIX USB Capture Video
or
UB3300 USB Video Capture

- Mic : AVMATRIX USB Capture Audio
or
UB3300 USB Audio Capture

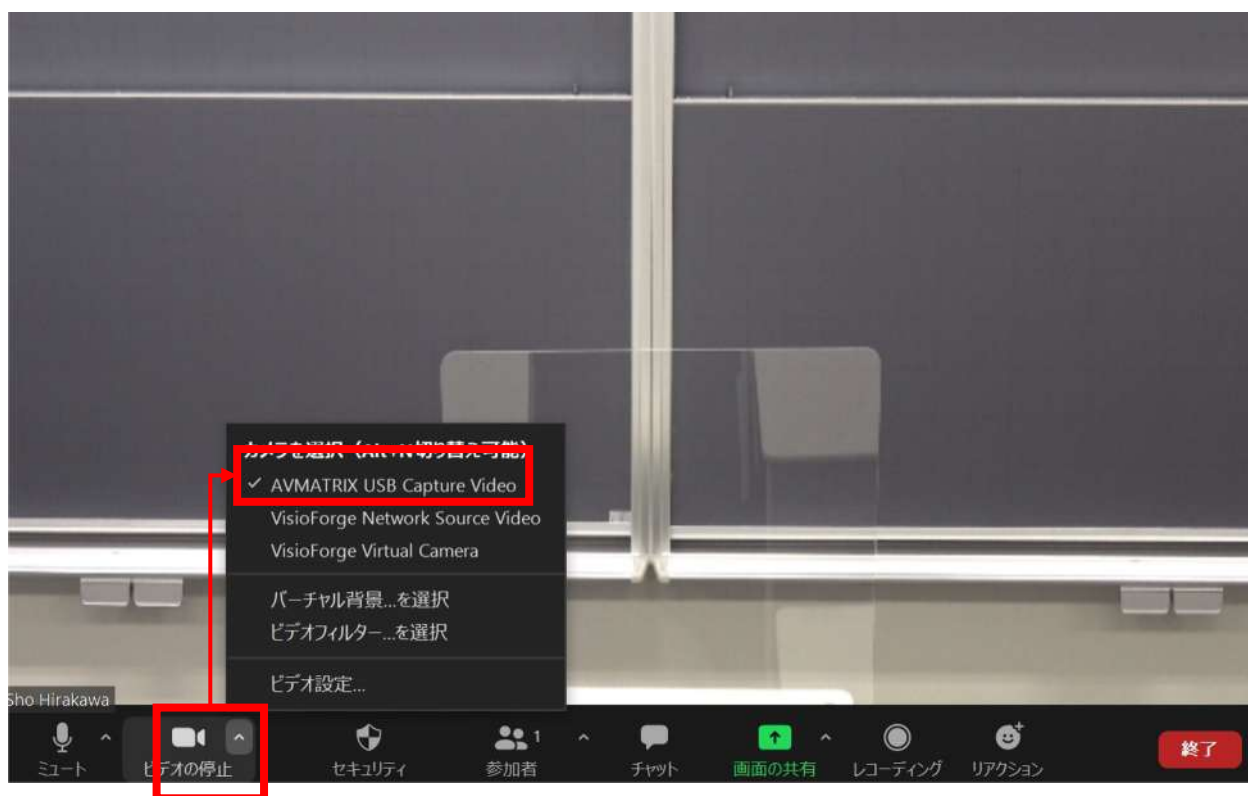
- Speaker : Extron D

* Depending on the classroom there are 『AVMATRIX USB Capture Video』 and 『UB3300 USB Video Capture』 Select the one which has shown in the settings.

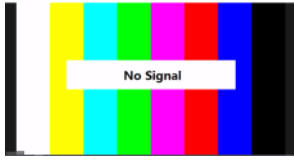
If they are not selected automatically set it manually.

1. Camera settings

Click the ^ mark beside the video icon and select the AVIMATRIX or USB3300. 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)



Long
press



←Green = ON

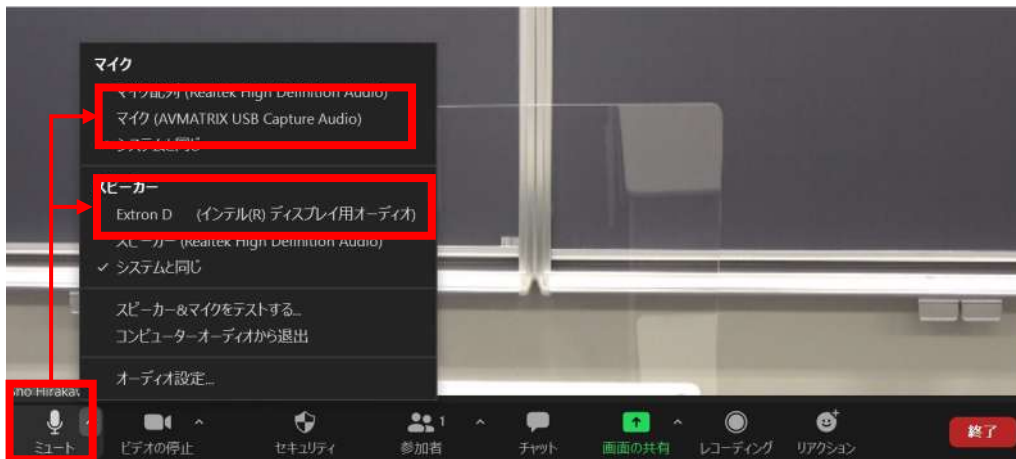


Orange + OFF

2. Audio settings

Click the ^ mark beside the mic icon

- MIC : AVMATRIX USB Capture Audio
or
UB3300 USB Audio Capture
- Speaker : Extron D (インテル(R)ディスプレイ用オーディオ)



5. Screen sharing

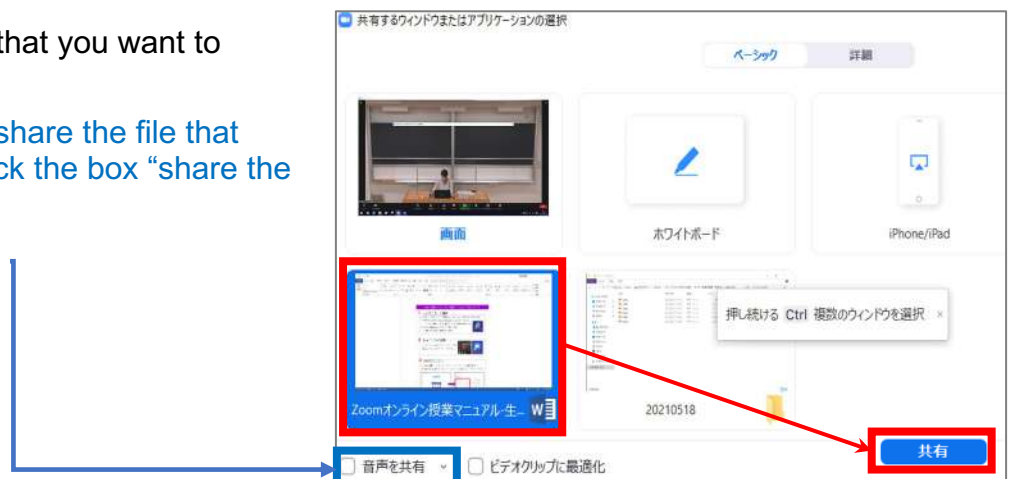
- If you want to show the document to online students use screen sharing.

※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



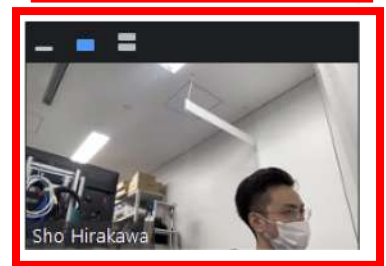
→ Show all member



• Middle one



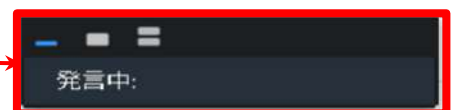
→ Show only speakers



• Left one



→ Hide the image



How students see the shared screen

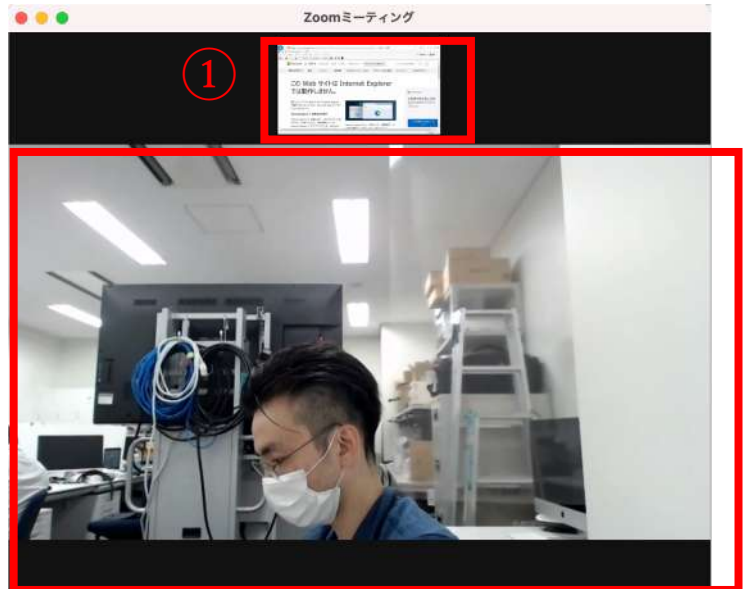
- Student can see 「**①** Shared screen」 and 「**②** Camera」



①



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



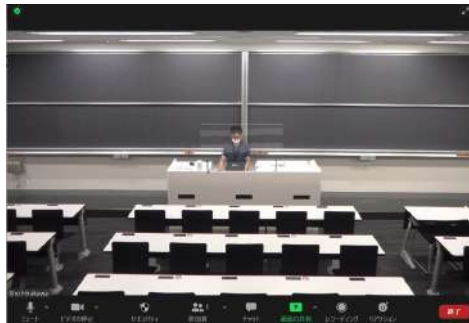
6. Remote controller for camera

1. Preset of the camera angle.

There are 4 presets



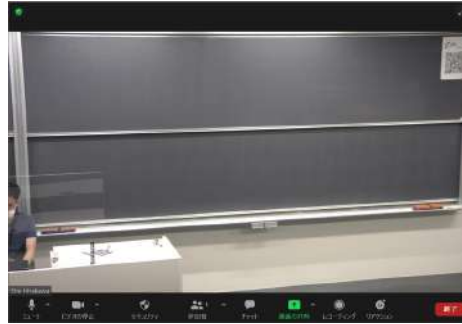
1 : Teacher



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

Zoom

You can adjust the zoom size

- [T] Tele
- [W] Wide

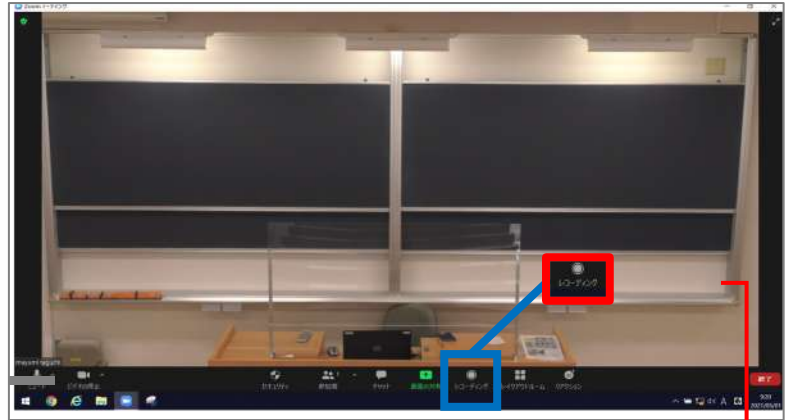
Camera direction

The camera turns as you press the direction button.



7. 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

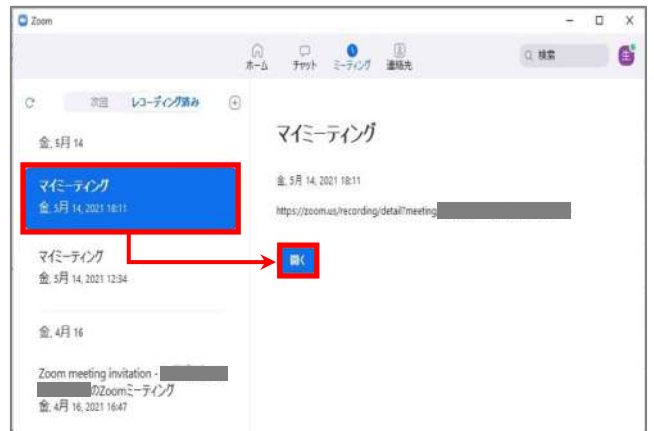


8. How to access the saved recording

- 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>

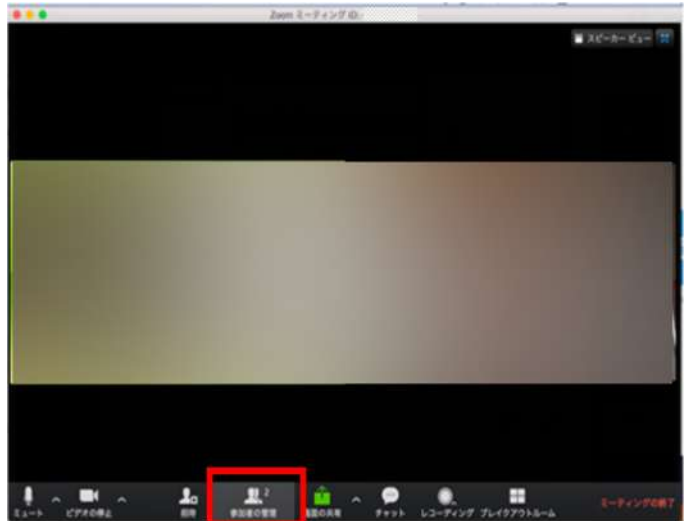


9. FAQ

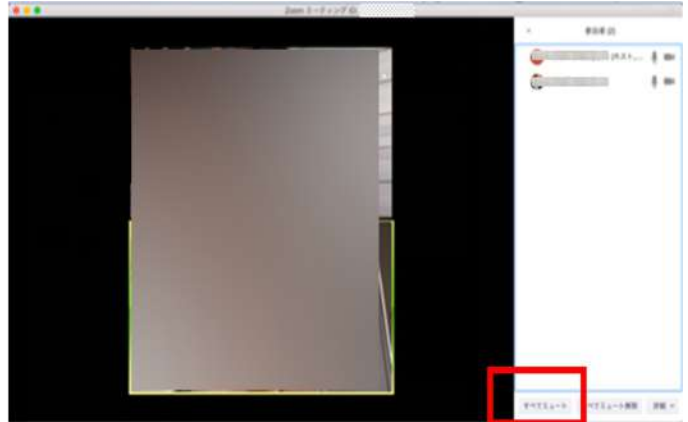
1. There is a sound feedback

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



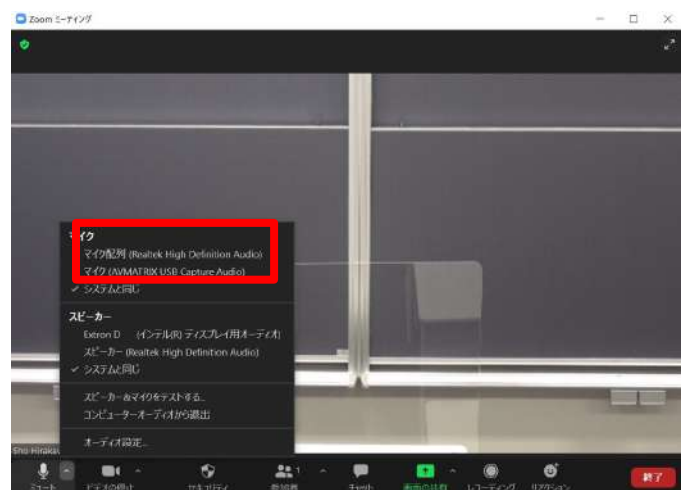
- Is the USB cable connected



- Is it selected as right device.

「UB3300 USB Audio Capture」 or
「AVMATRIX USB Capture Audio」

Check the audio settings



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

Check the following steps

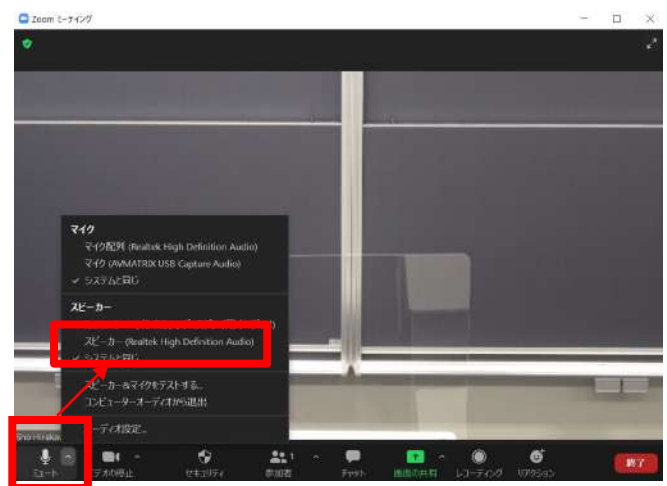
- Is the control console turned on



- Is "PC" selected



- Is the speaker settings selected as 「Extron D」



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.

