

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.

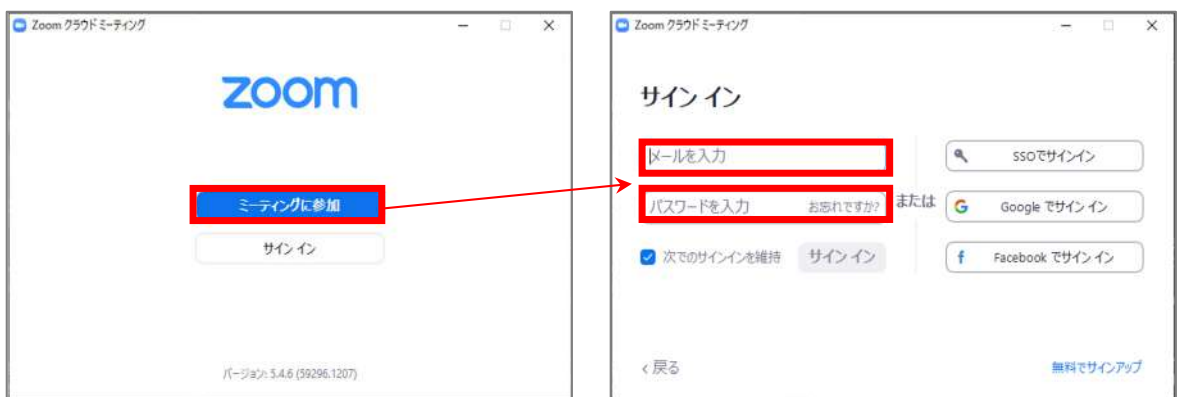


3. Start Zoom meeting

- Open Zoom



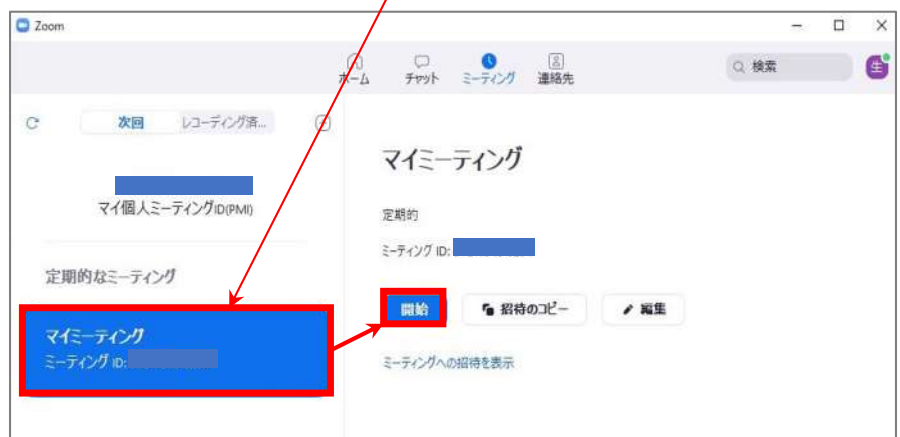
- Sign in



- Go to the meeting tab and start the meeting



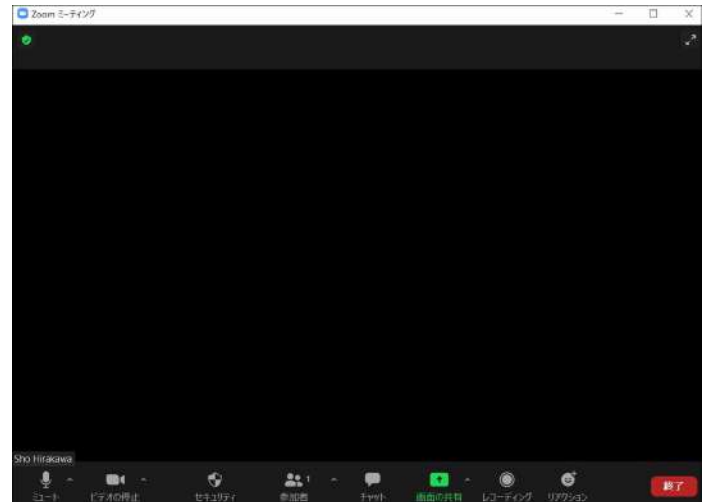
- If you join the meeting from URL you may log-in as guest account so check if you are logged-in as right account.



- Join the meeting with audio



- Check if the meeting has started



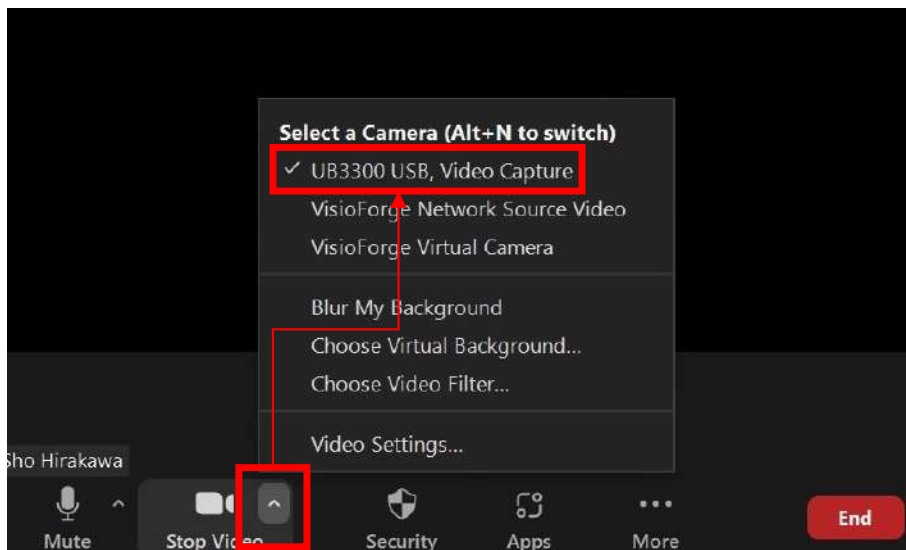
4. How to use camera/mic/speaker

Select each settings

- Camera : UB3300 USB, Video Capture
- Mic : Digital Audio Interface
- Speaker : MSD-5403

1. Select camera

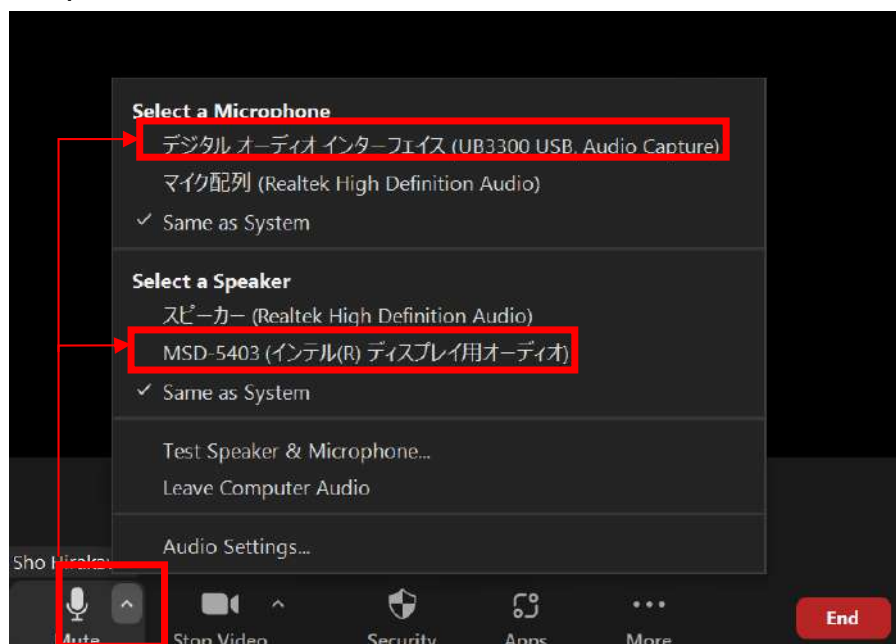
Click the ^ mark beside the video icon and select the USB3300. If the device is not shown check if the cable is connected and replug the cable.



2. Audio Settings

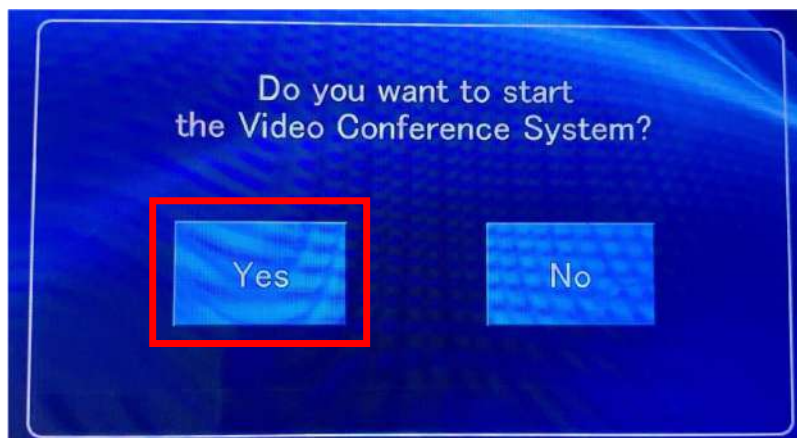
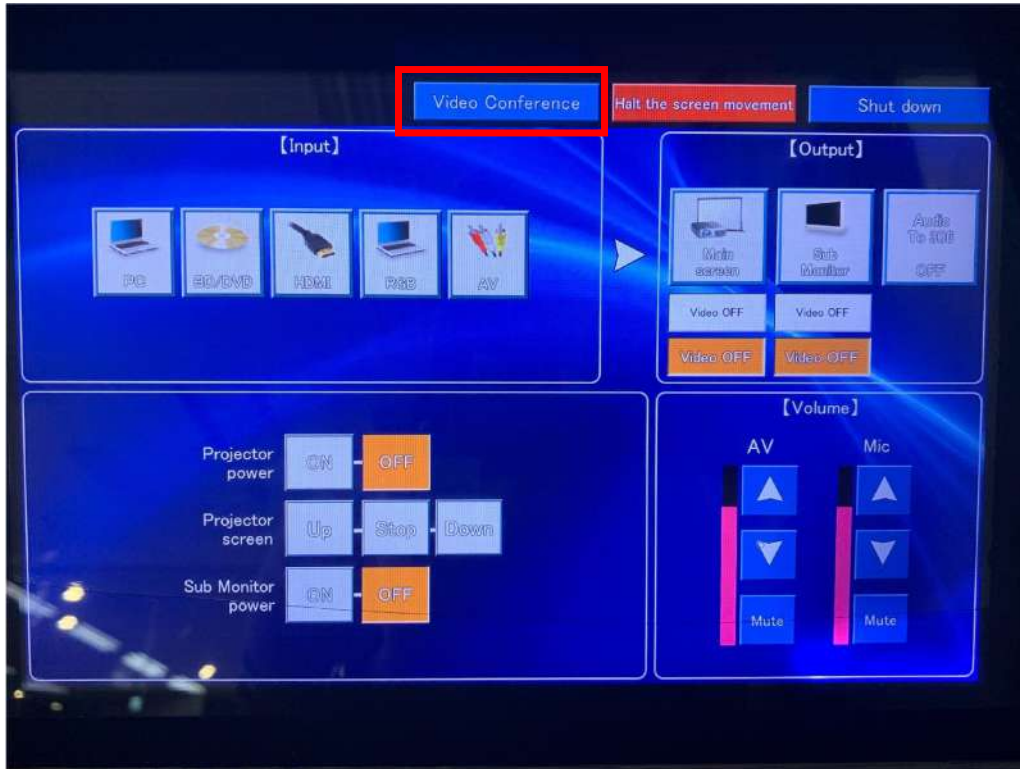
Click the ^ mark beside the mic icon

- MIC : UB3300 USB, Video Cap
- Speaeker : MSD-5403



3. To use the camera follow the steps below

1. Use the table on control console and tap **「Video Conference」** and tap **「Yes」**

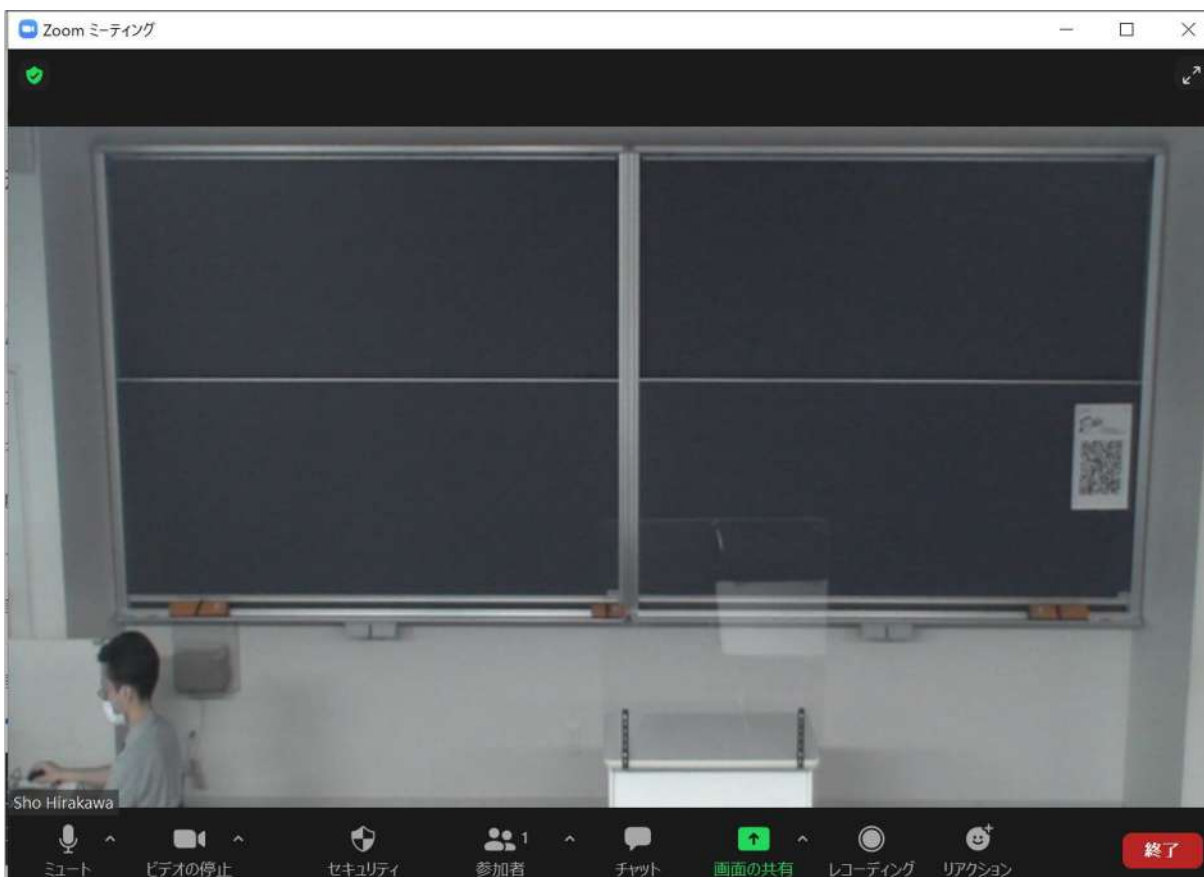


2. Select
「Video Conference Secondary」



3. Tap 「Sub Monitor」

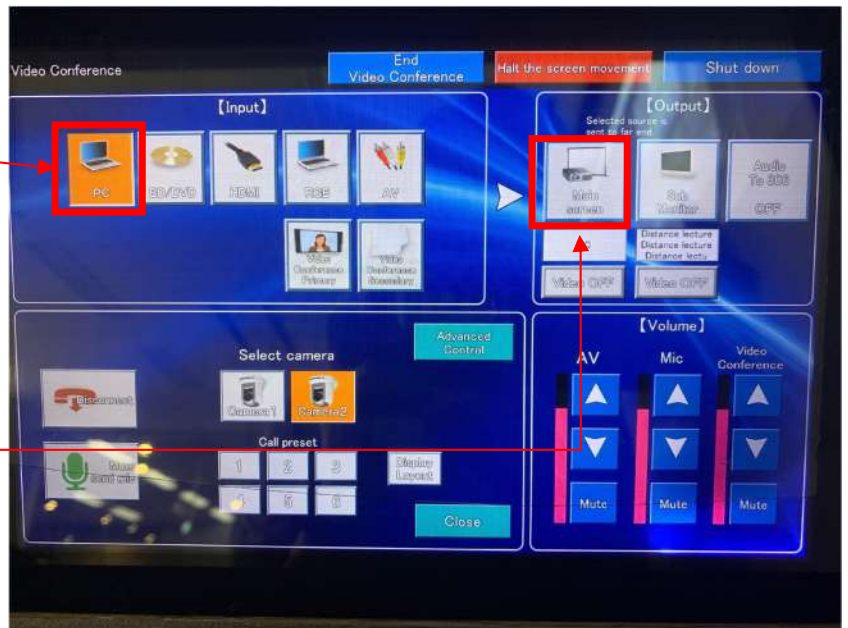
Check if the camera is working.



To output the PC audio into class speakers

1. Tap 「PC」

1. Tap 「Main Screen」 on the top right corner



5. Screen sharing

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

※example

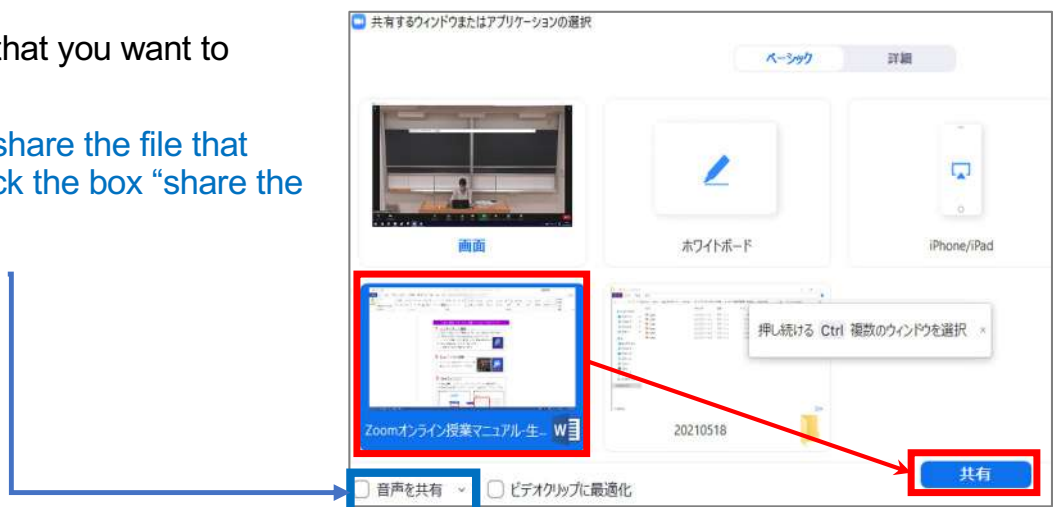
- Open the document that you want to share



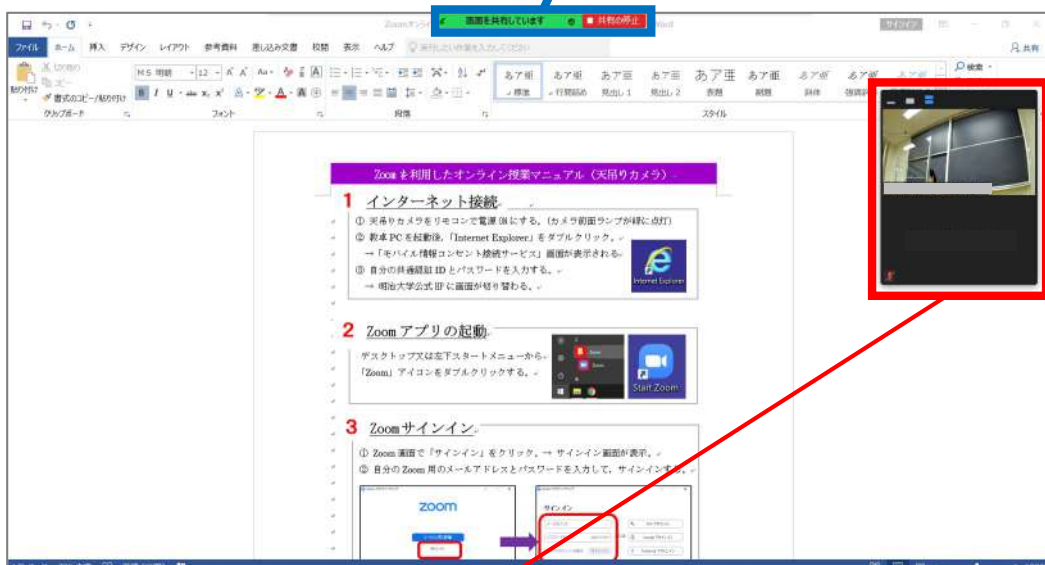
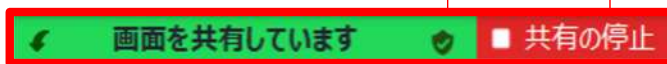
- Click “Screen Sharing” icon



- 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

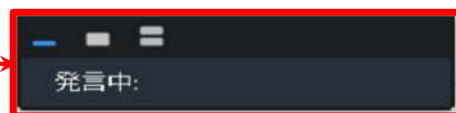


→ Show only speakers

- Left one

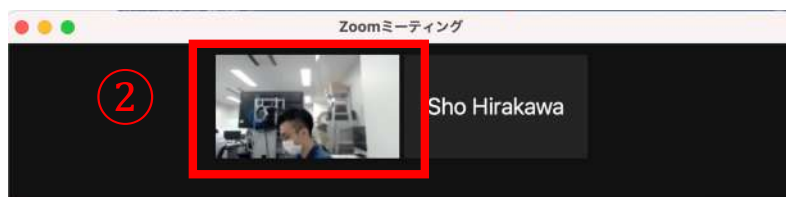


→ Hide the image



How students see the shared screen

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



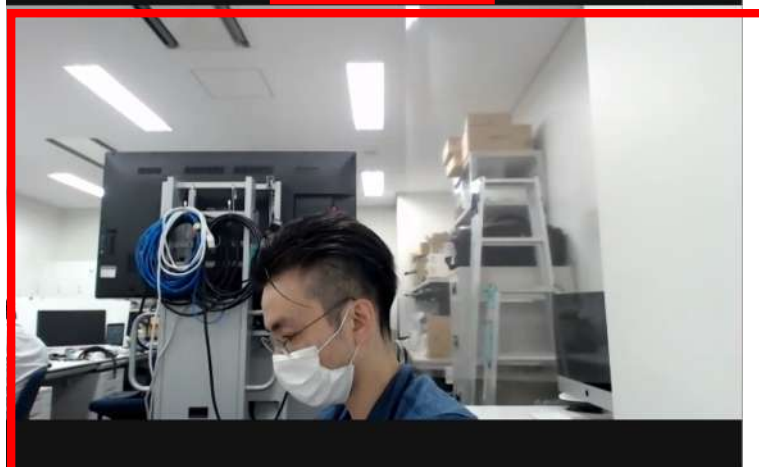
①



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

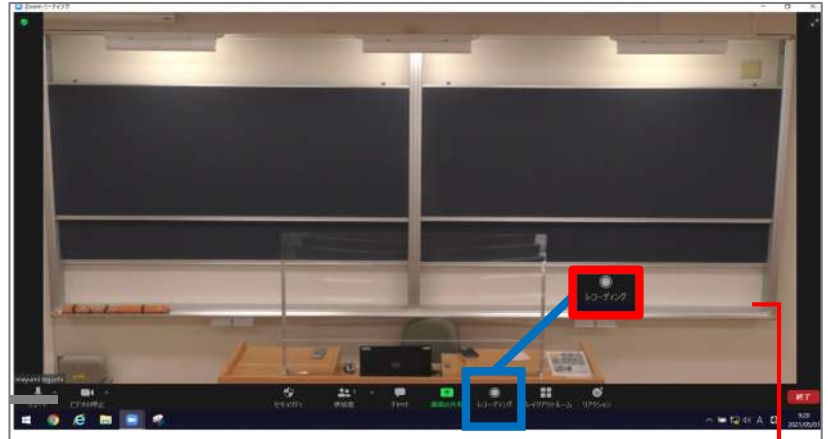


②



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>

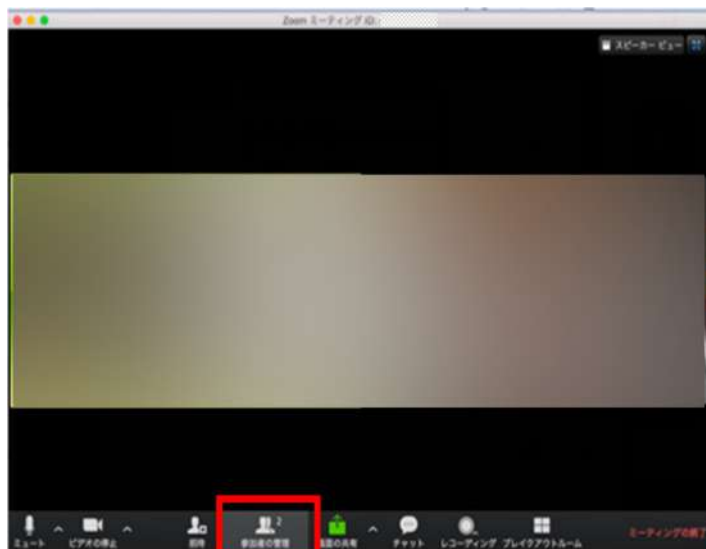


8. FAQ

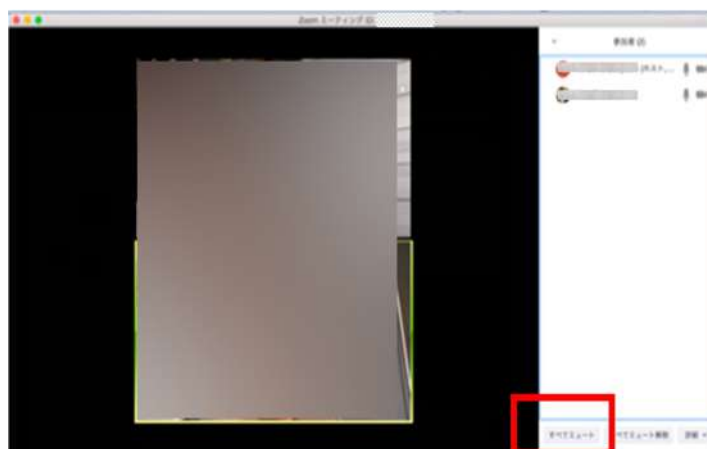
1. There is a sound feedback

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

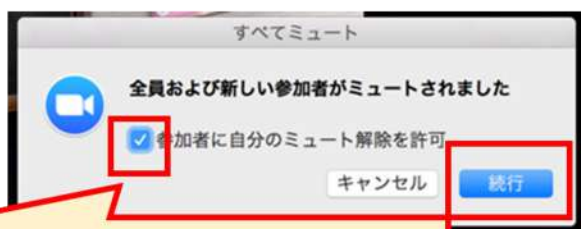
- Click “members”



- Click “Mute all”



- Click “Allow unmute” if you want them to



チェックを入れると、
参加者自身でミュートが解除できる

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

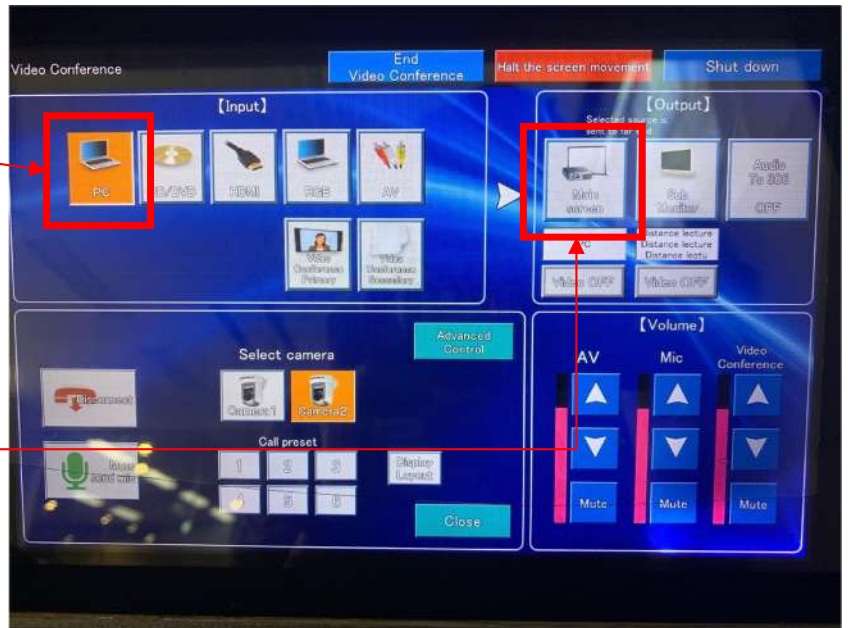


3. Can't output the Zoom audio into class speakers

If the audio from the laptop is not coming from class speakers

1. Tap 「PC」

1. Tap 「Main Screen」 on the top right corner



4. Can't share the screen

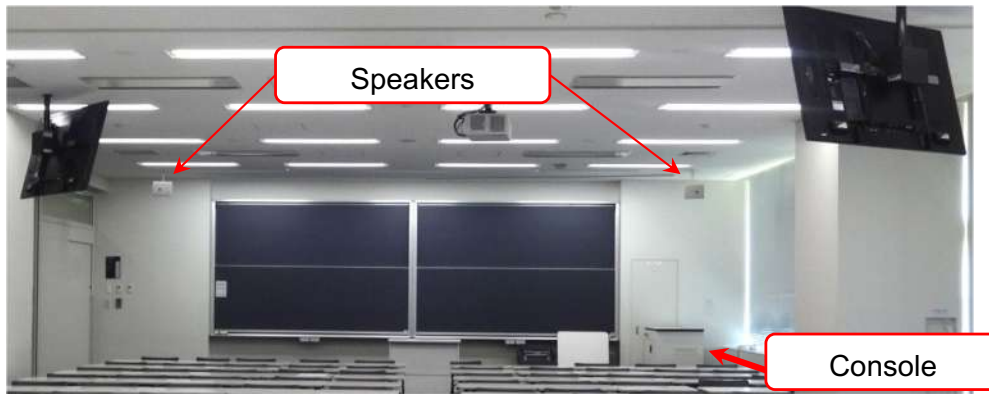
If the message 「Only host can do this action」 has shown

- You need to log-in as your account.

Please check page 3.



5. Want to output the audio from 307 to 306 speakers



1. Tap [Audio To 306]

2. Open the console on the back of the class using S-card



3. Press 「307 音声ボタン」

* Use the dial to adjust the volume

