

**Nakano Media Support**  
**(call) 8072**

# **HyFlex Zoom**

# **Class Manual**

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## 1. Connect to the Internet



### Welcome to the MIND Connection Service. モバイル情報コンセント接続サービス

認証画面では、

[Username]には、共通認証アカウントもしくはMINDモバイルアカウントのID

[Password]には、共通認証アカウントもしくはMINDモバイルアカウントのパスワード  
を入力してください。

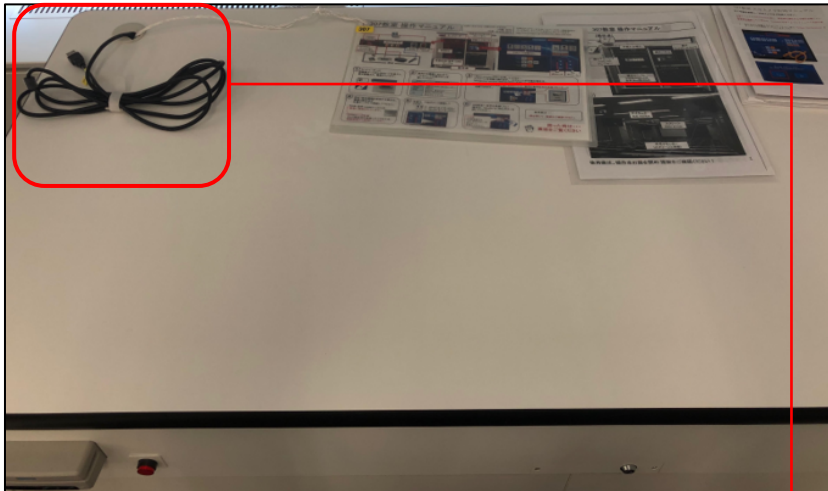
Username

Password

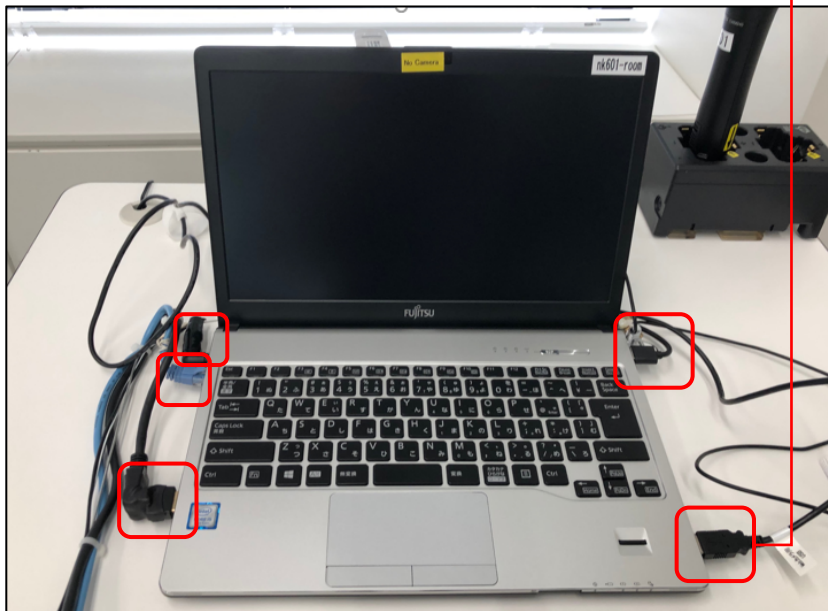
Login

Use your authentication ID and Password to login  
(Same as Oh-o!Meiji)

## 2. Microphone and Camera Settings



Connect the **USB cable** to the laptop



Check that all cables are connected

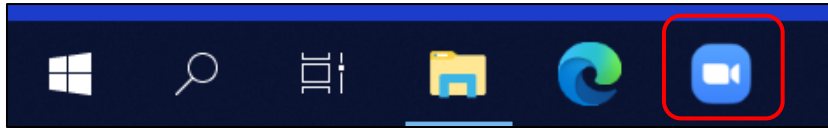
- ✓ **USB cable**
- ✓ **Power Cable**
- ✓ **LAN Cable**
- ✓ **HDMI Cable**
- ✓ **USB hub**



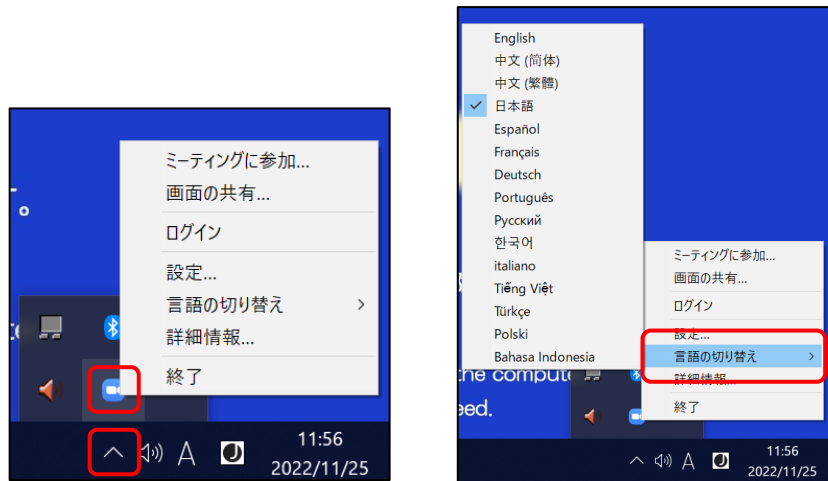
Turn on the microphone

**RED** Light = **ON**

### 3. Start a Zoom Meeting

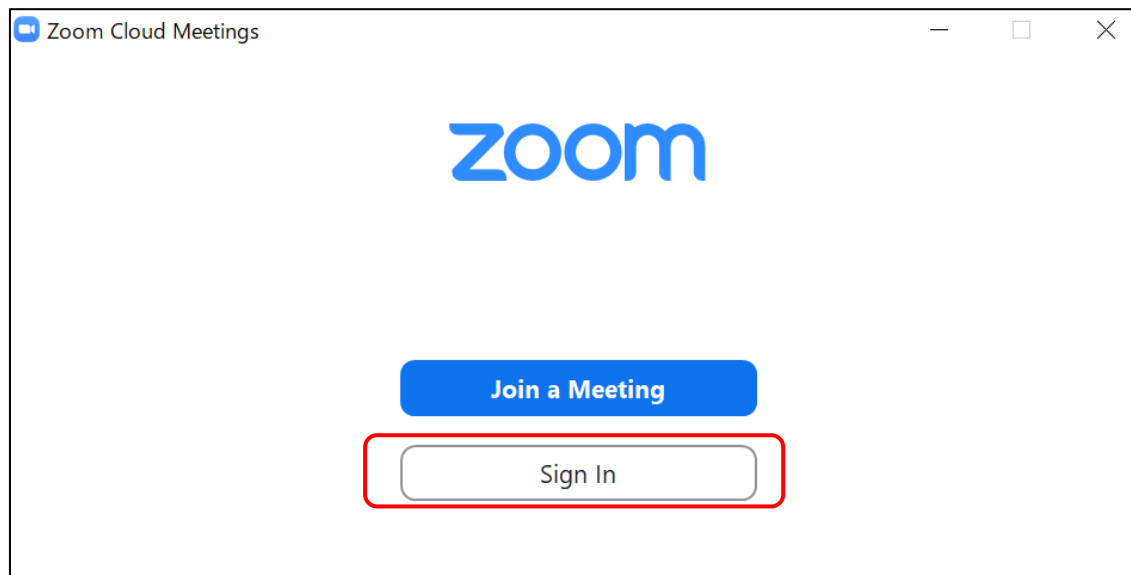


Launch Zoom from the task bar

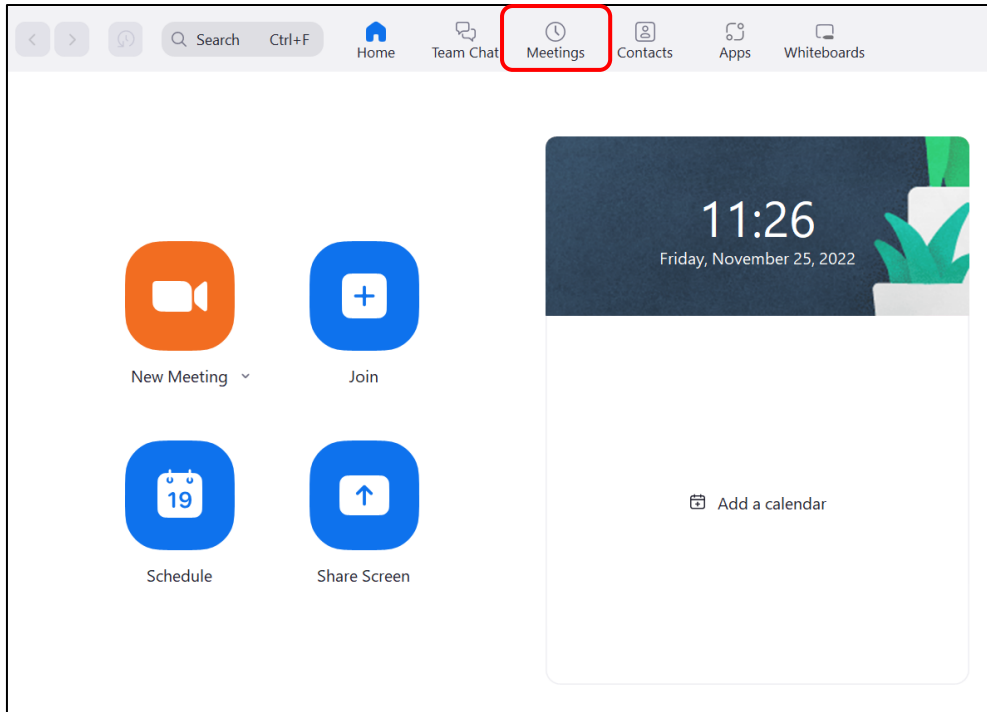


Click the ^ icon in the bottom right corner  
And right click Zoom icon

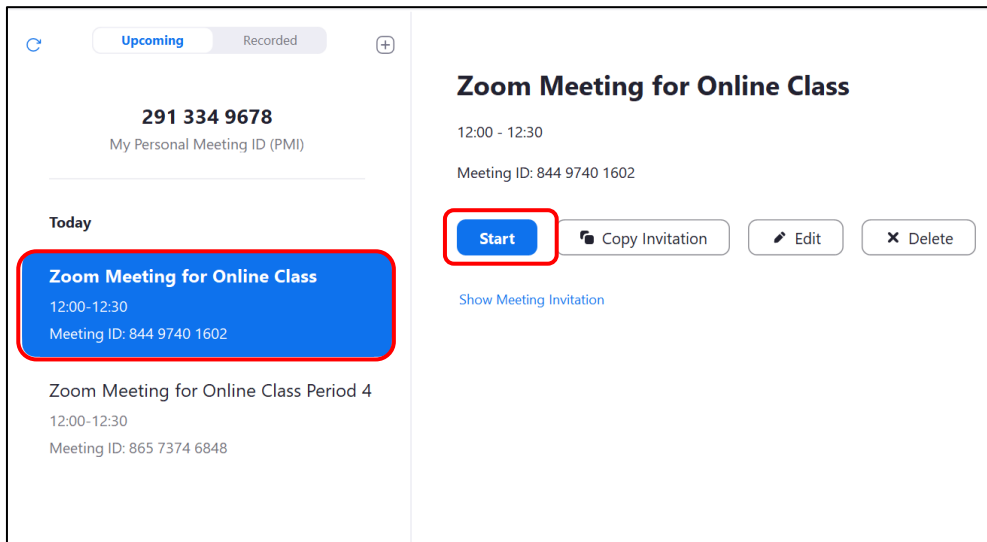
Place the cursor over 言語の切り替え and  
choose your preferred language



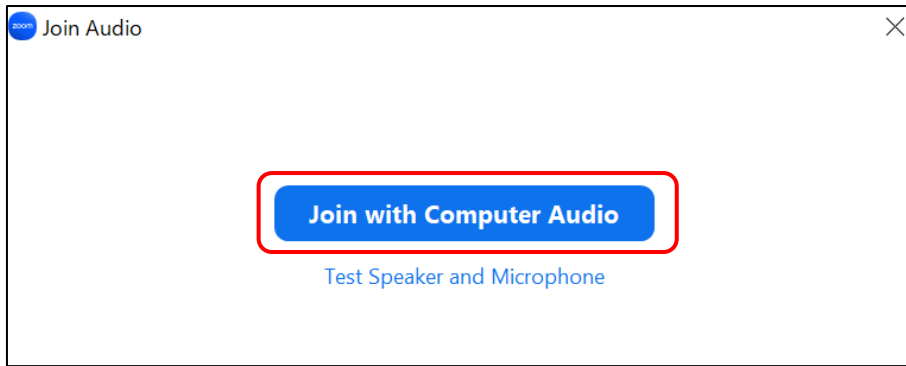
Sign in to Zoom with the **host** account



Select **Meetings** tab



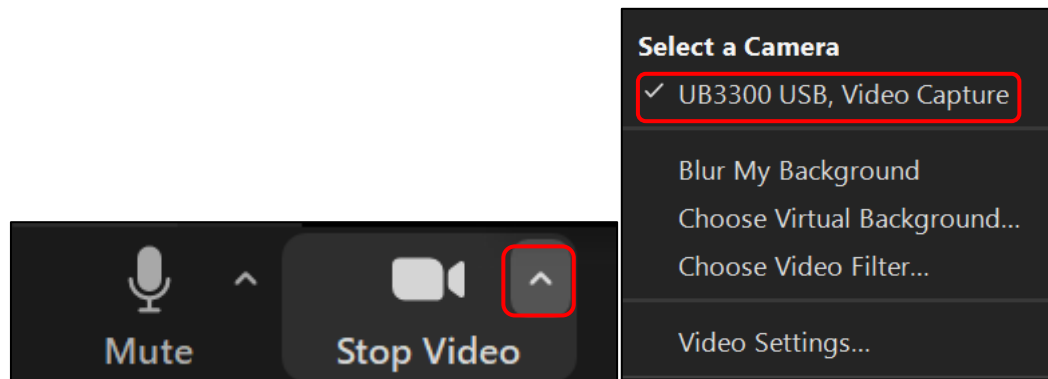
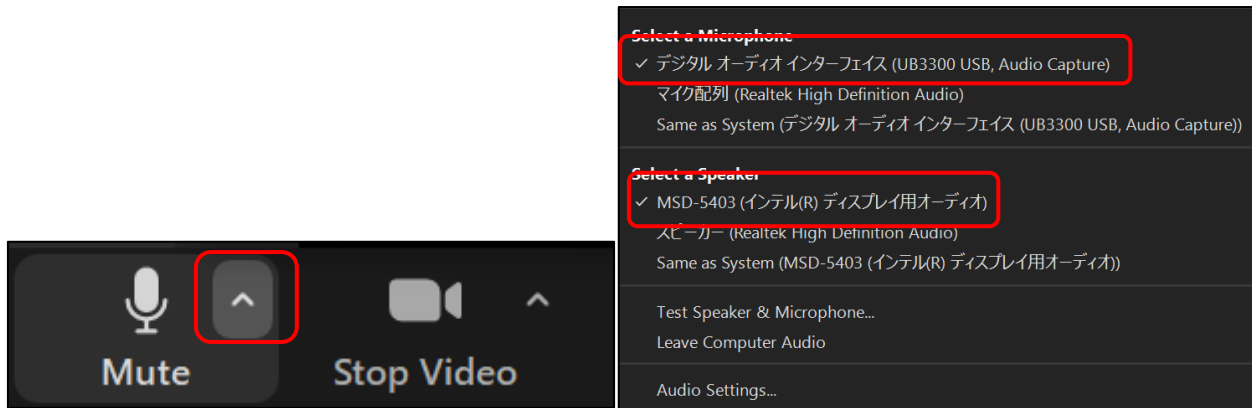
Find the class  
Click **Start**



Click **Join with Computer Audio**



## 4. Use Camera/Mic/Speaker on Zoom



Audio Settings:

Click the ^ on mic icon (bottom left corner of the window)

For Mic Select

**デジタルオーディオインターフェイス**

**(UB3300 USB Audio Capture)**

For Speaker Select

**MSD-5403(インテル(R)ディスプレイ用オーディオ)**

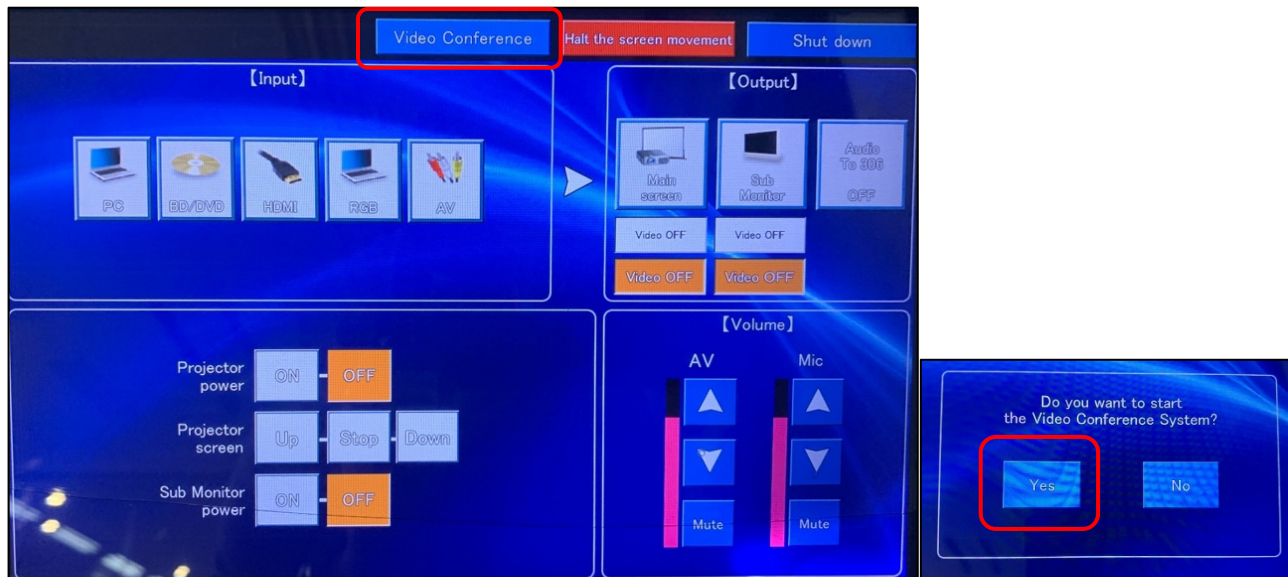
Camera Settings:

Click the ^ on camera icon (bottom left corner of the window)

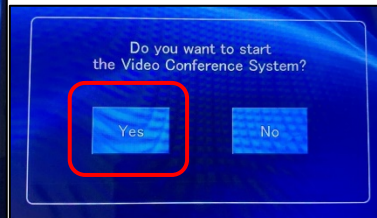
Select

**UB3300 USB Video Capture**

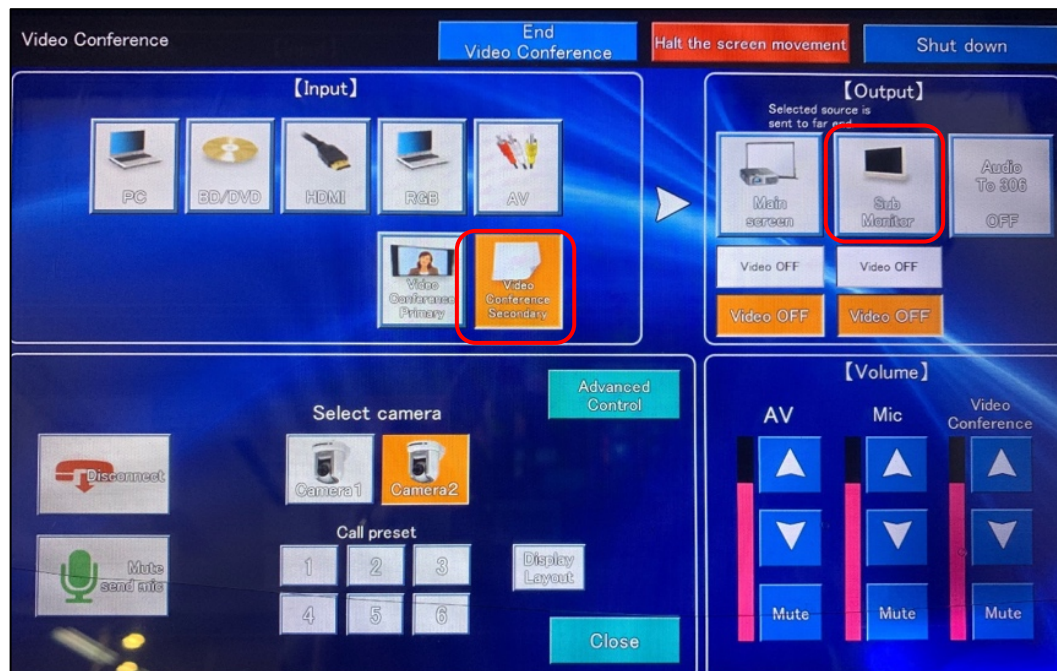
# ● Camera Settings



Tap **Video Conference** on the top



Tap **Yes**



Tap **Video Conference Secondary**

Tap **Sub Monitor**

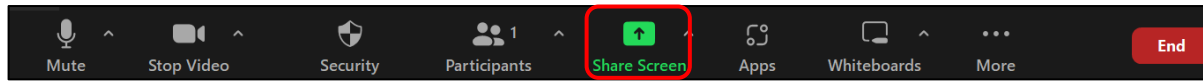
# ● Screen Settings



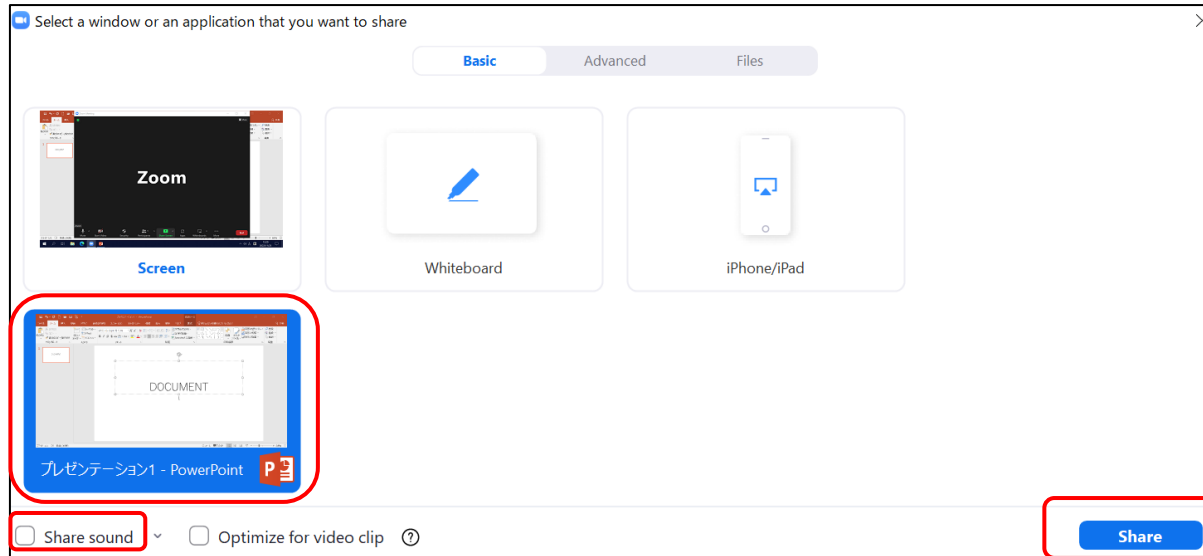
Tap PC

Tap Main screen

## 5. Screen Sharing

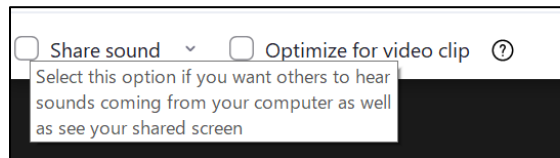


Click **Share Screen**



Choose the document to share  
Check on **Share sound** if needed

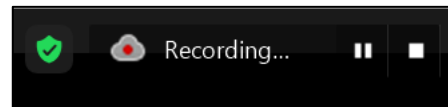
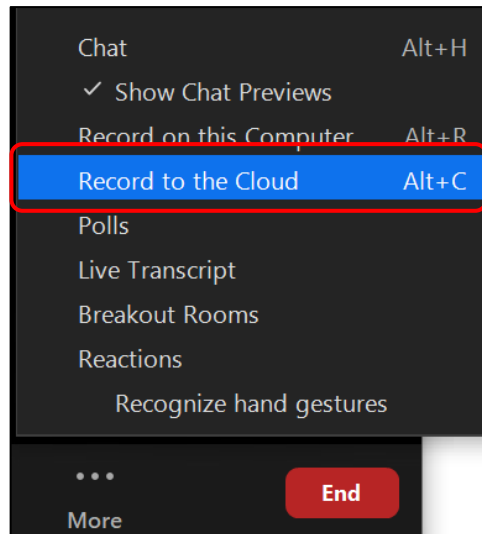
Click **Share**



The audio will not be shared if the box is not checked

## 6. Record the Meeting and Download Recorded Videos

### ● Record



Click **More**

Choose **Record to the Cloud**

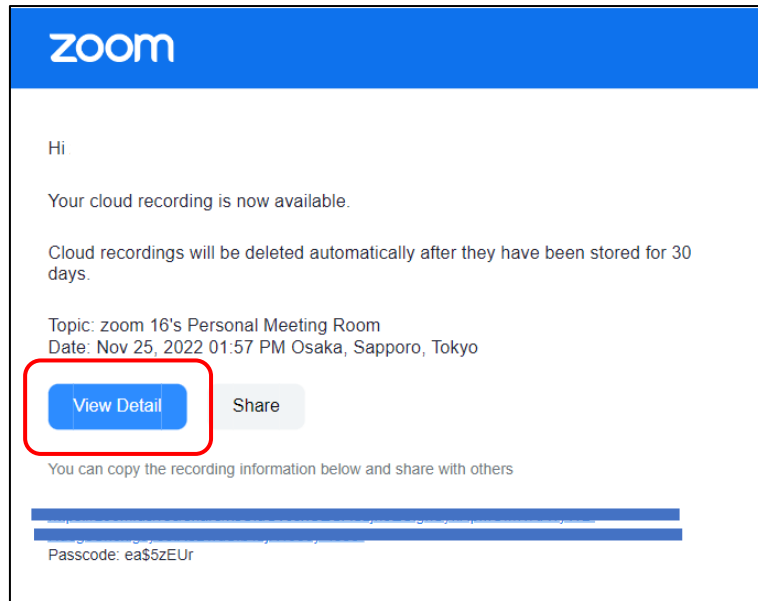
Check for the indicator of **Recording...**

The recording will end once you end the meeting, and it will automatically upload the video to the cloud

You can turn off the computer after you end the meeting

You will receive an email from Zoom when the upload is complete

## ● Download



zoom

Hi

Your cloud recording is now available.

Cloud recordings will be deleted automatically after they have been stored for 30 days.

Topic: zoom 16's Personal Meeting Room  
Date: Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo

[View Detail](#) [Share](#)

You can copy the recording information below and share with others

Passcode: ea\$5zEUr

### Sign In

Email Address

Please enter your email address

Password

Please enter your password

Forgot password?

[Sign In](#)

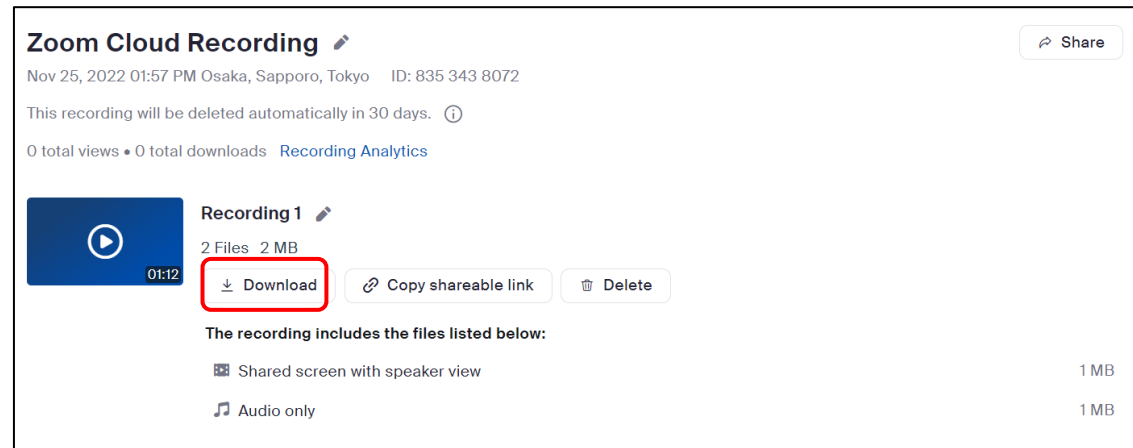
By signing in, I agree to the Zoom's [Privacy Statement](#) and [Terms of Service](#).

Stay signed in

Check your email from Zoom

Click **View Detail**

Sign In to Zoom



### Zoom Cloud Recording

Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo ID: 835 343 8072

This recording will be deleted automatically in 30 days.

0 total views • 0 total downloads [Recording Analytics](#)

[Share](#)

**Recording 1**

2 Files 2 MB

[Download](#) [Copy shareable link](#) [Delete](#)

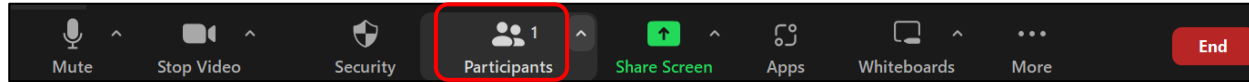
The recording includes the files listed below:

Shared screen with speaker view	1 MB
Audio only	1 MB

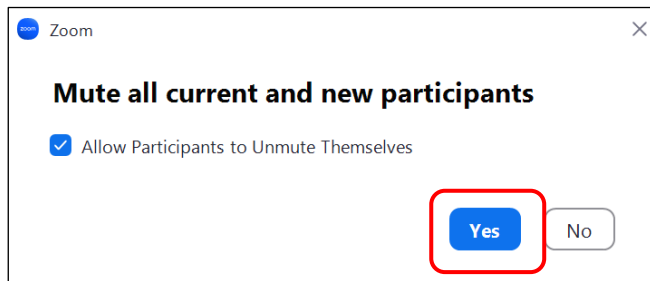
Click **Download**

# 7. FAQ

## ● Audio Feedback



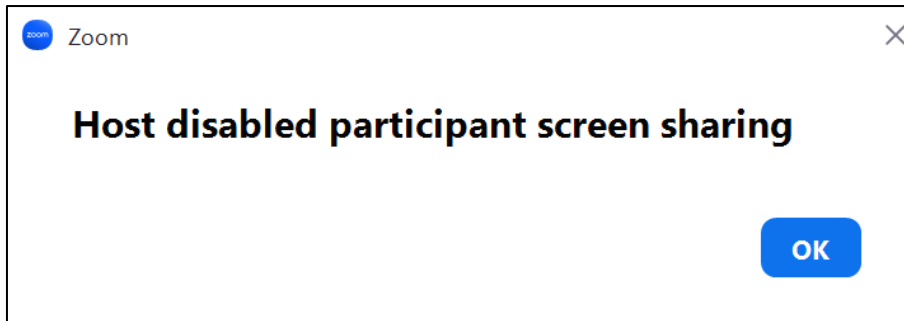
Click **Participants**



Click **Mute All**

Click **Yes**

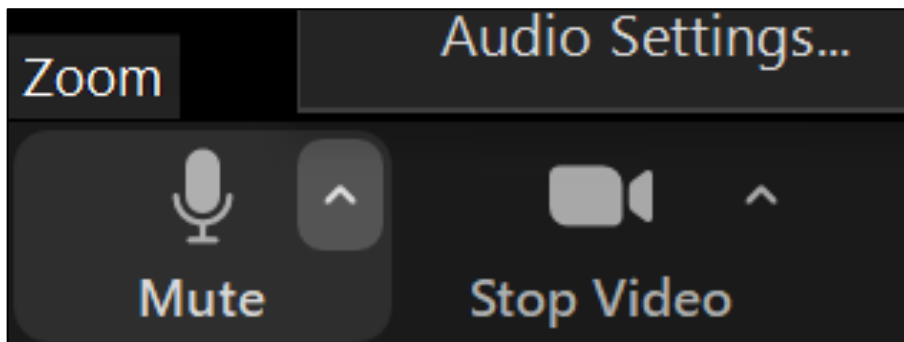
- **Unable to Share the Screen**



Check if you are using your host account

It will show who is the host in the Participants tab

- **No Audio from the Speaker/Participants can't hear a sound**



Make sure that USB cable is connected

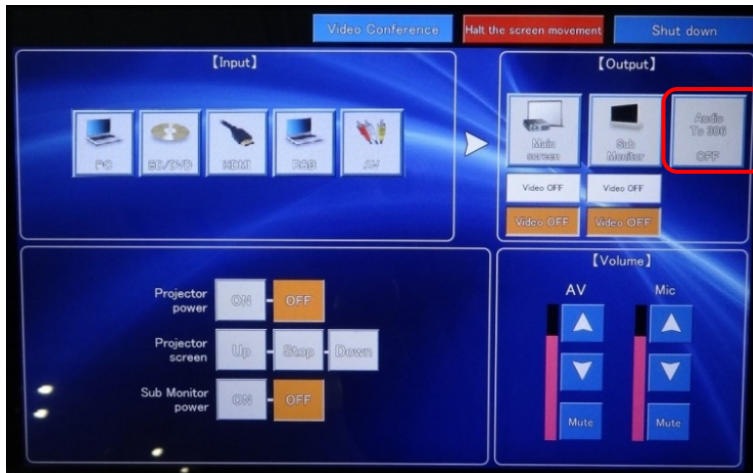
Review your audio settings (Page 7)

Check the console if you pressed right input source

Review your screen sharing settings (Page 10)



- **Output audio from speakers in the back of the classroom**



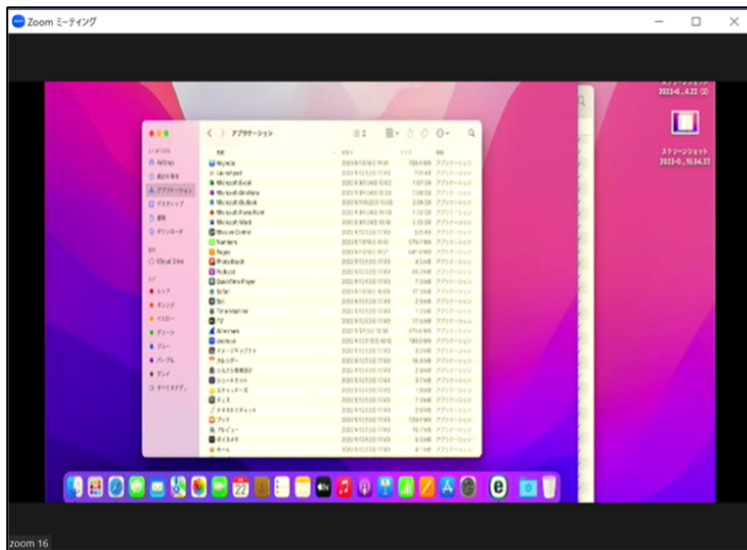
Select **Audio To 306**



Open the console in the back of the classroom

Press **307 音声** button

- **Share images projected on the screen (images from brought-in equipment, BD players, etc.).**



Images from MacBooks, iPads, and other devices connected to the operation console, as well as BD players and video cameras in the classroom, can be shared via Zoom on a classroom PC.

Connect your device to the console and select the source. (If using HDMI, select HDMI)

Select Main Screen and Sub Monitor.

Supports MacBooks, iPads, Windows, and other devices that can be connected to the control console.

For the iPad or iPhone, a conversion adapter is needed. In that case, please contact 8072 (Media Support) for the rental.



Images from BD players and OHC can be shared too.

Select BD to share the BD player and select both Main Screen and Sub Monitor.

