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
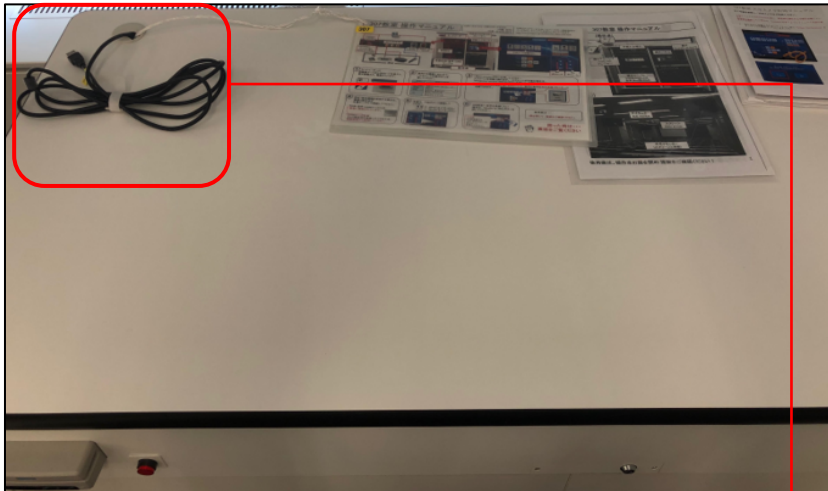を入力してください。

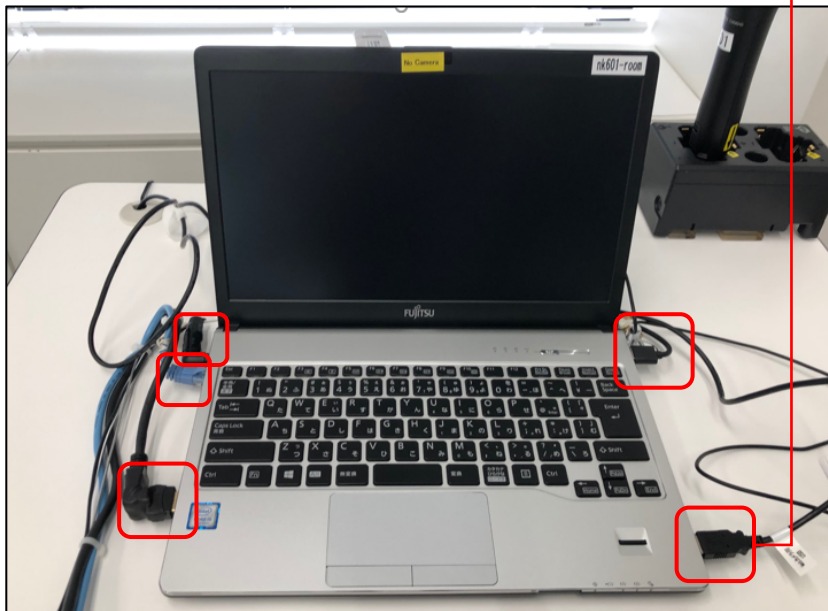Username [　　　　　　　　　]
Password [　　　　　　　　　]

Login

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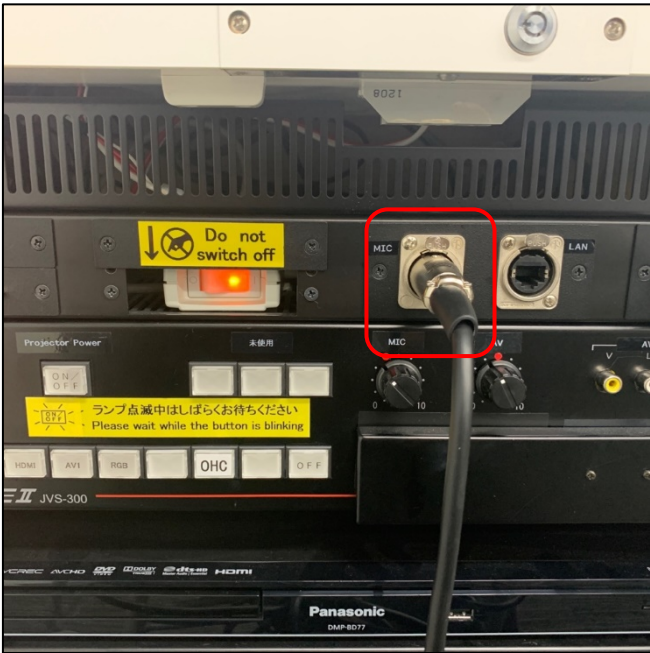
2 Microphone and Camera Settings

Connect the **USB cable** to the laptop

Check that all cables are connected

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

Take out the mic from the deck and connect it to the console
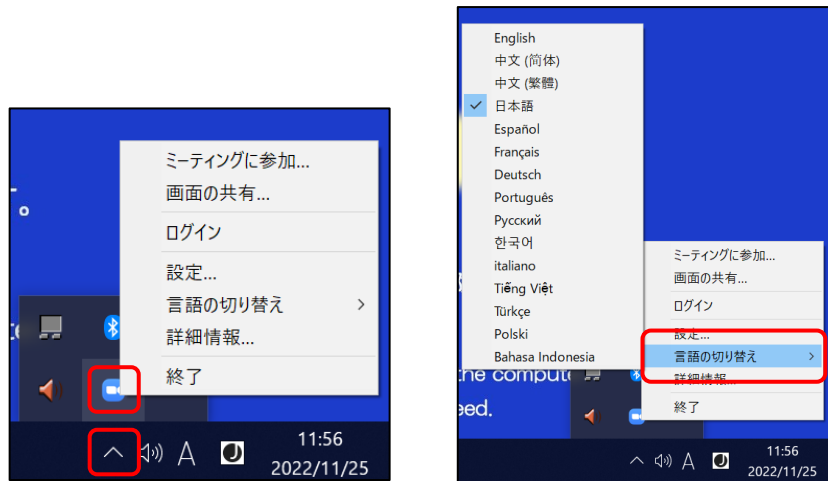
Turn on the mic

Connect the webcam to the USB hub
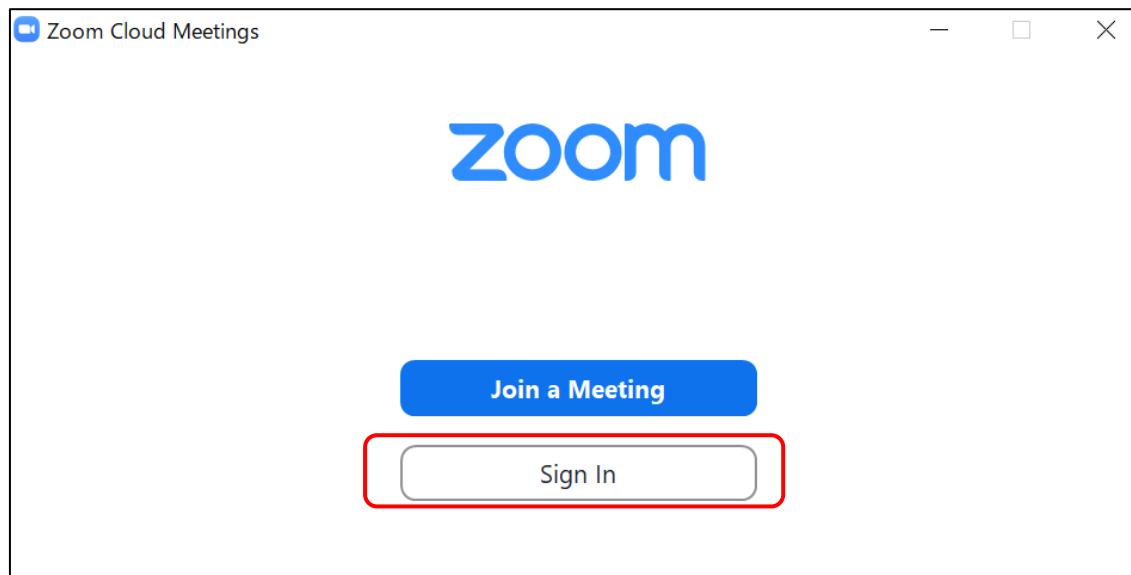
3 Start a Zoom Meeting

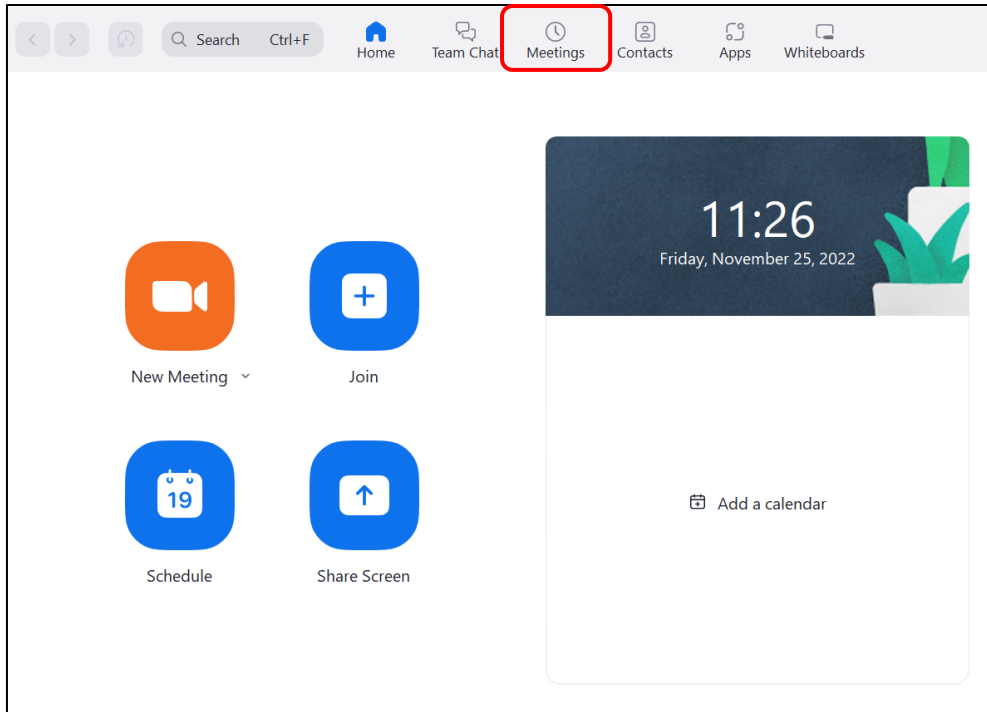Launch Zoom from the task bar

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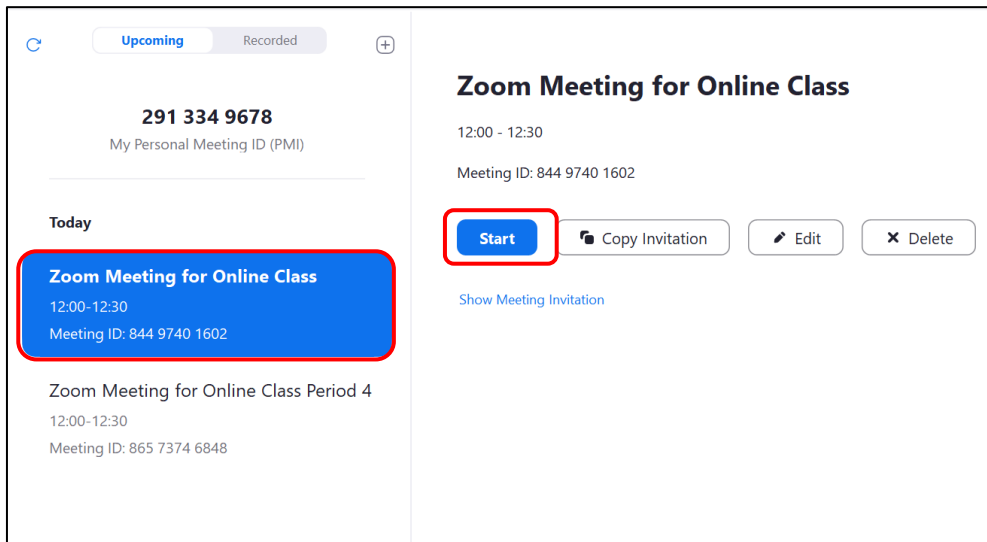And right click Zoom icon

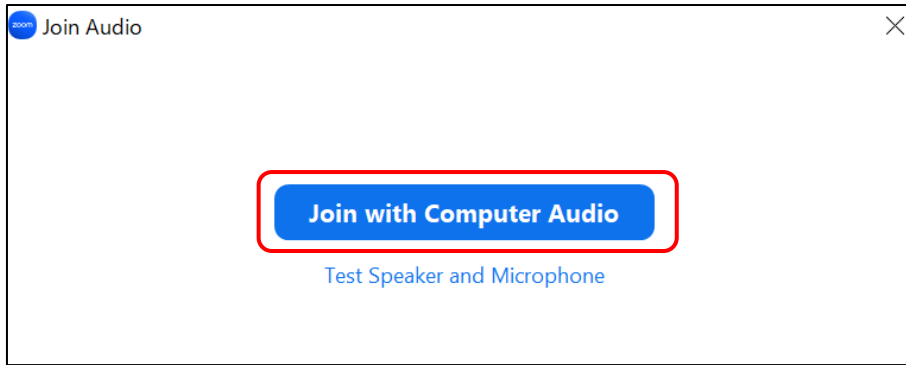Place the cursor over 言語の切り替え and choose

your preferred language

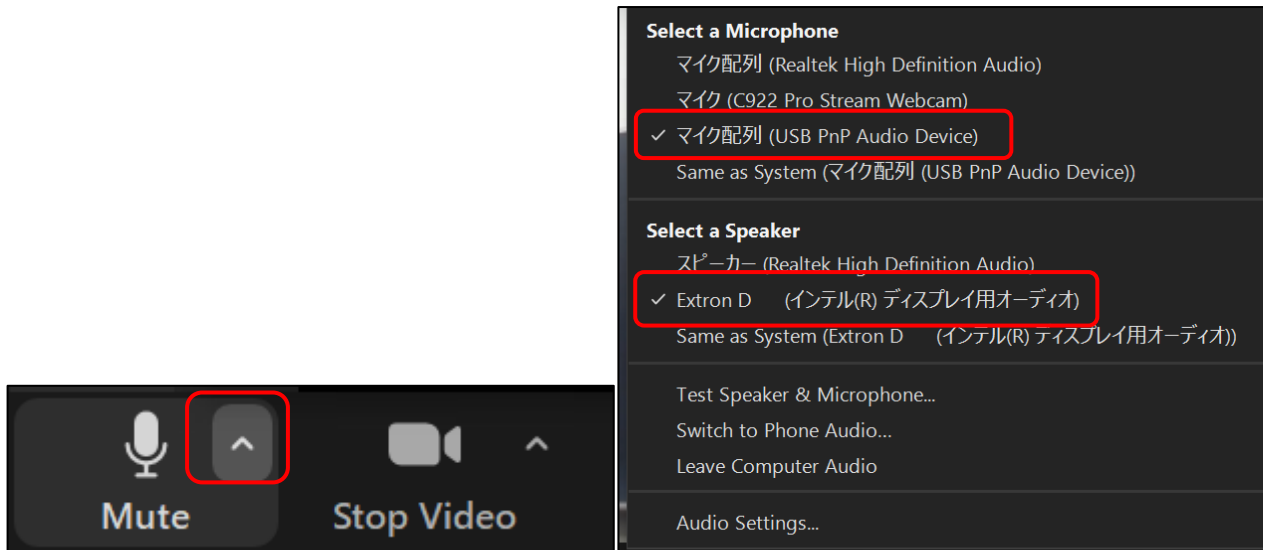Sign in to Zoom with the **host** account

Select **Meetings** tab

Find the class

Click **Start**

Click **Join with Computer Audio**

4 Use Camera/Mic/Speaker on Zoom

Select a Microphone
マイク配列 (Realtek High Definition Audio)
マイク (C922 Pro Stream Webcam)
✓ マイク配列 (USB PnP Audio Device)
Same as System (マイク配列 (USB PnP Audio Device))

Select a Speaker
スピーカー (Realtek High Definition Audio)
✓ Extron D　(インテル(R) ディスプレイ用オーディオ)
Same as System (Extron D　(インテル(R) ディスプレイ用オーディオ))

Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio

Audio Settings...
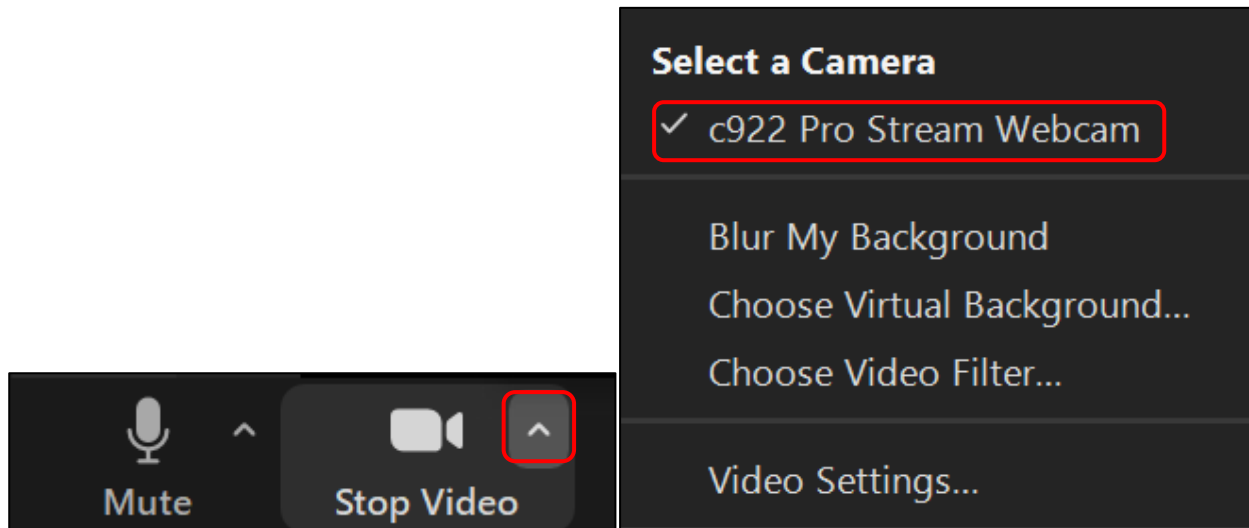
Mute   Stop Video

Audio Settings:
Click the ^ on mic icon (bottom left corner of the window)
For Mic Select
　　　マイク配列(USB PnP Audio Device)

For Speaker Select
　　　Extron D (インテル(R)ディスプレイ用オーディオ)

Select a Camera
✓ c922 Pro Stream Webcam

Blur My Background

Choose Virtual Background...

Choose Video Filter...

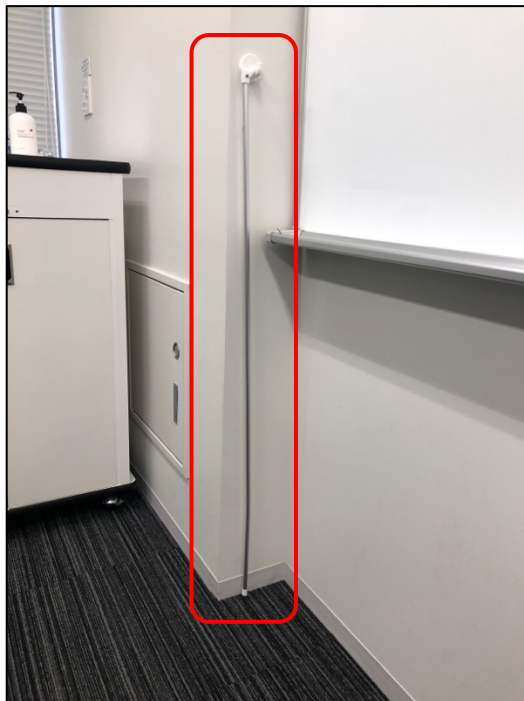Video Settings...

Mute   Stop Video

Camera Settings:
Click the ^ on camera icon (bottom left corner of the window)
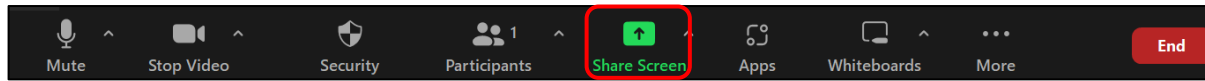Select
　　　C922 Pro Stream Webcam

Turn on the **Projector Power** and press **PC**
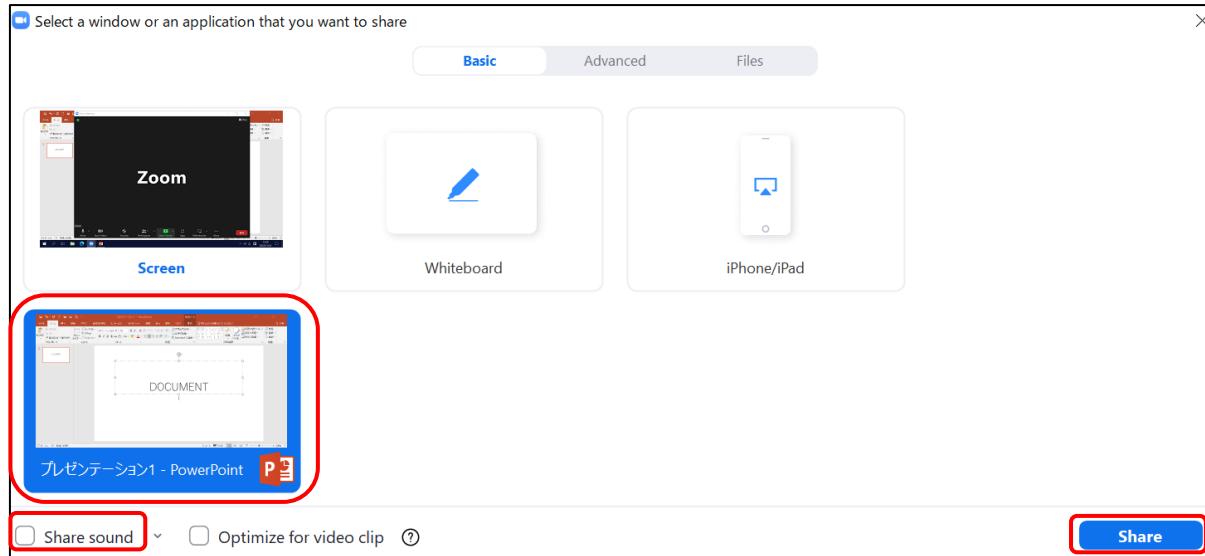(Press HDMI if using a private laptop)

Pull down the screen manually using a rod
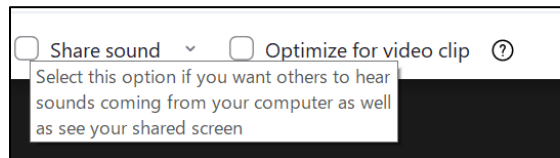
5 Screen Sharing

Click **Share Screen**

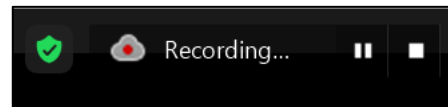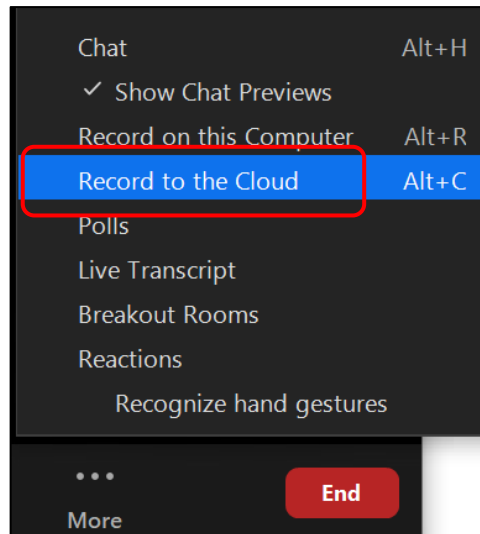Choose the document to share

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

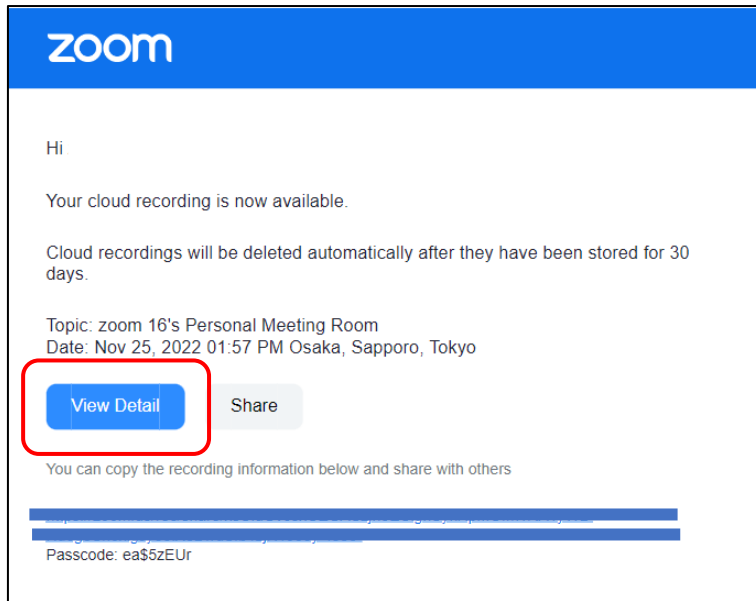- ● **Record**

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

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
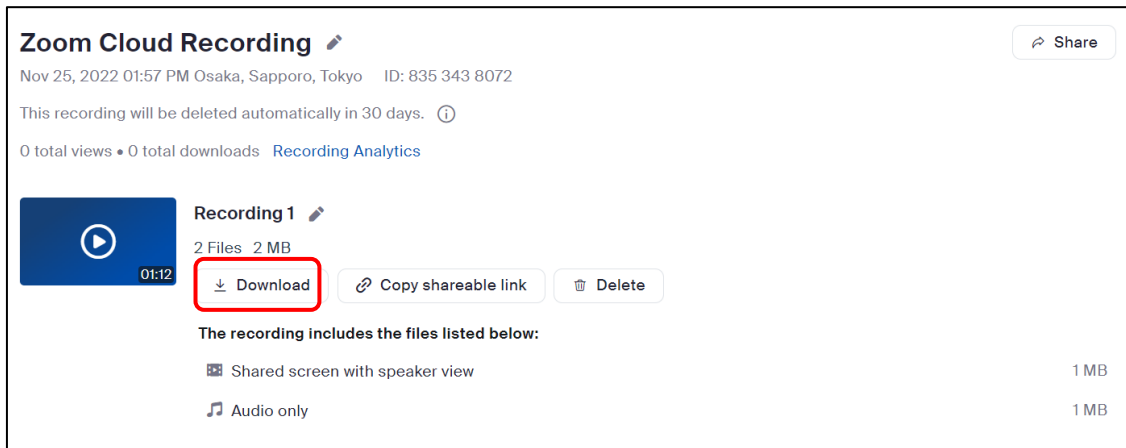
Please enter your password

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 ✎   Share

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

Recording 1 ✎

2 Files   2 MB

⤓ **Download**   🔗 Copy shareable link   🗑 Delete

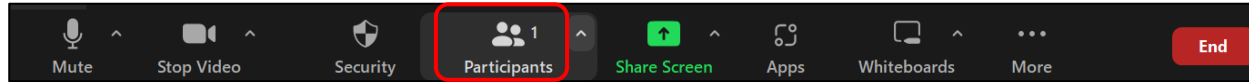**The recording includes the files listed below:**

▦ Shared screen with speaker view   1 MB

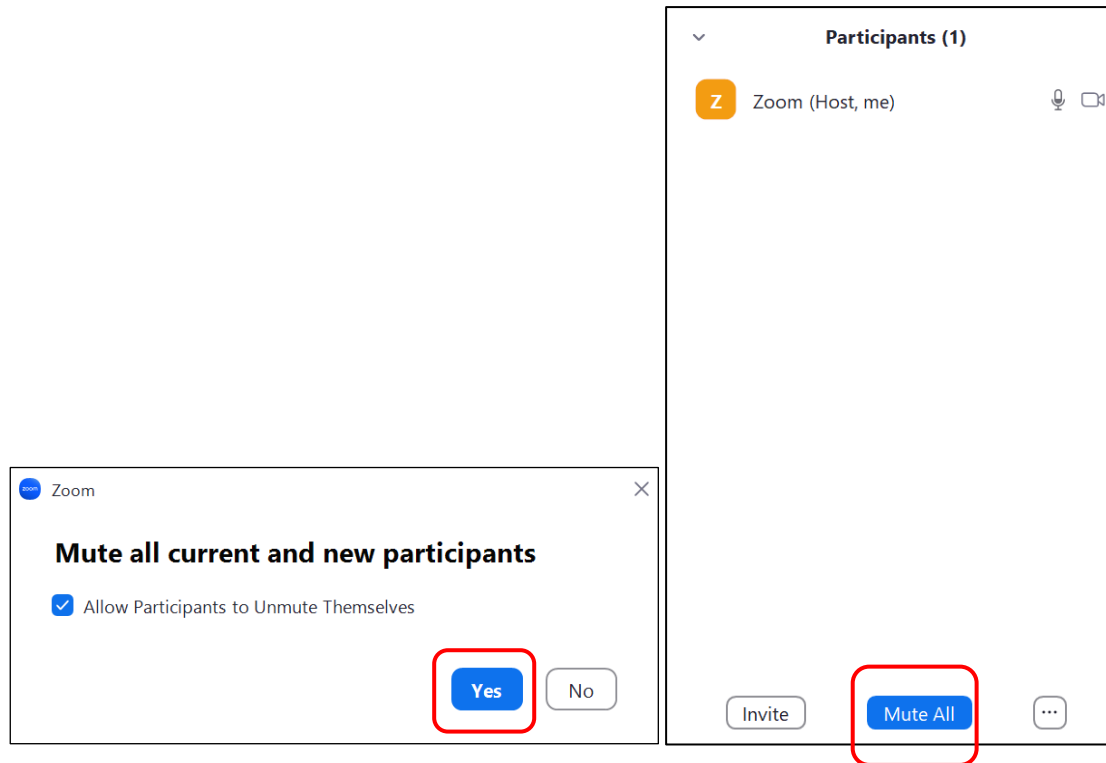♫ Audio only   1 MB

Click **Download**
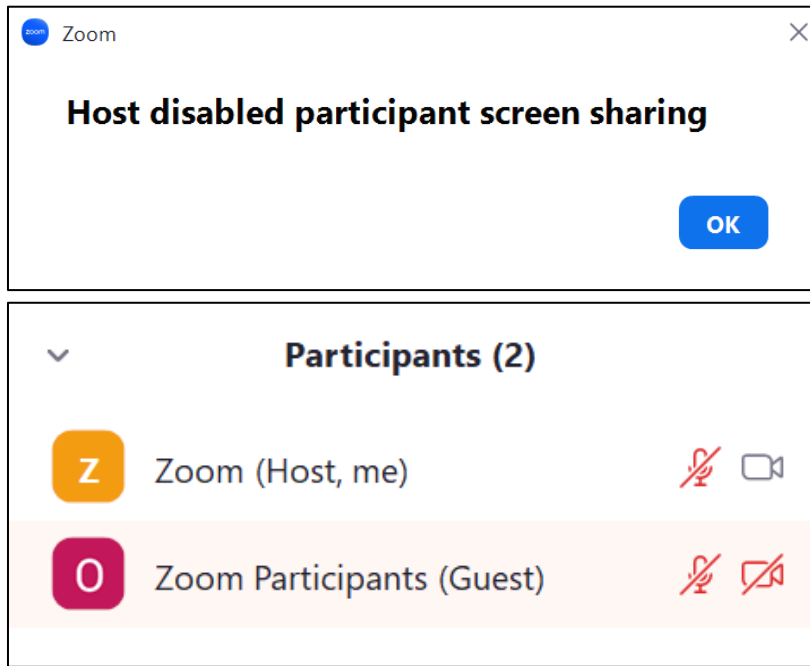
7. FAQ

- **Audio Feedback**

Click **Participants**
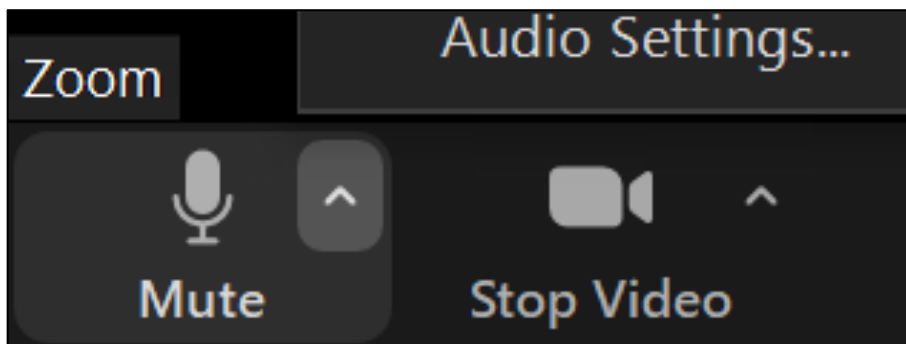

Click **Mute All**
Click **Yes**

- **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 9)