

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

# **HyFlex Zoom**

# **Class Manual**

## TABLE OF CONTENTS

1. Connect to the Internet.....	1
2. Microphone and Camera Settings.....	2
3. Start a Zoom Meeting .....	3
4. Use Camera/Mic/Speaker on Zoom .....	7
5. Screen Sharing .....	9
6. Record the Meeting and Download Recorded Videos.....	10
7. FAQ .....	12
● Audio Feedback.....	12
● Unable to Share the Screen .....	13
● No Audio from the Speaker/Participants can't hear a sound .....	13

## 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。

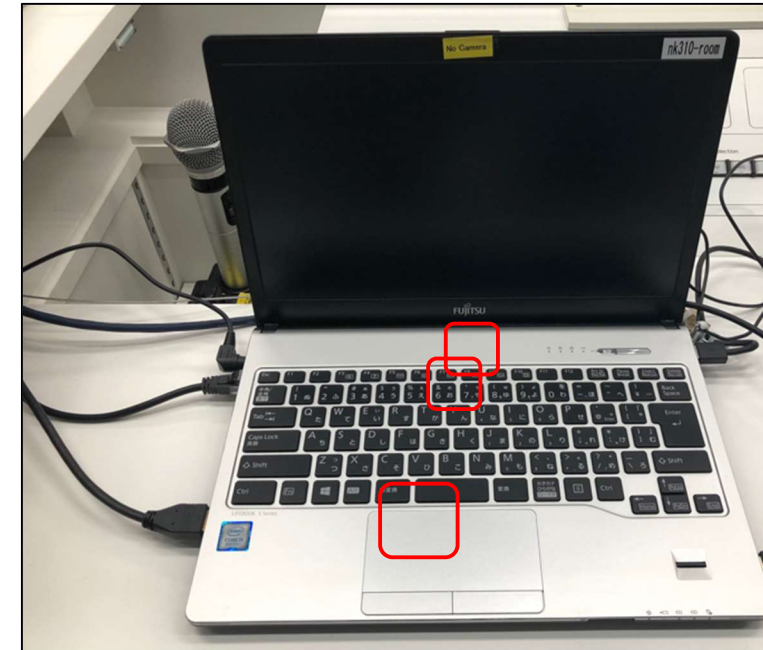
Username

Password

Login

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

## 2. Microphone and Camera Settings

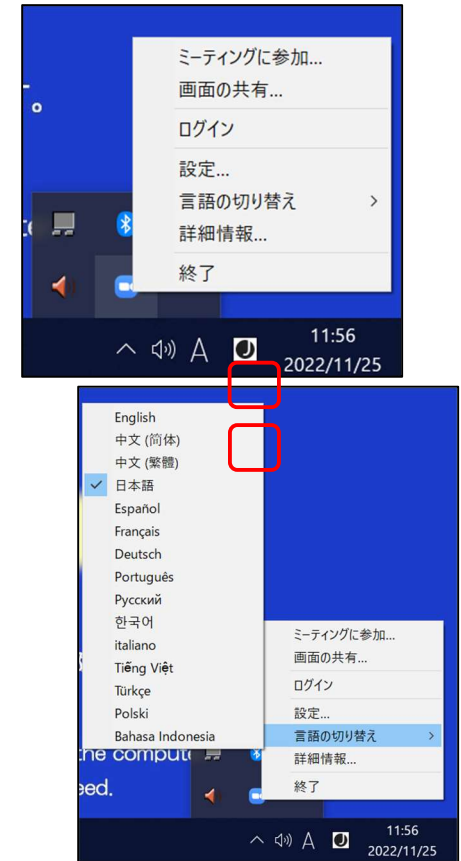
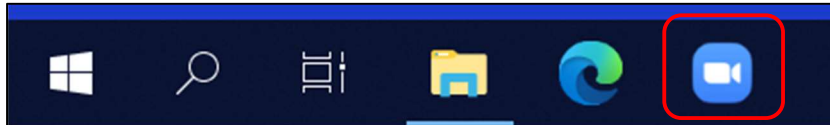


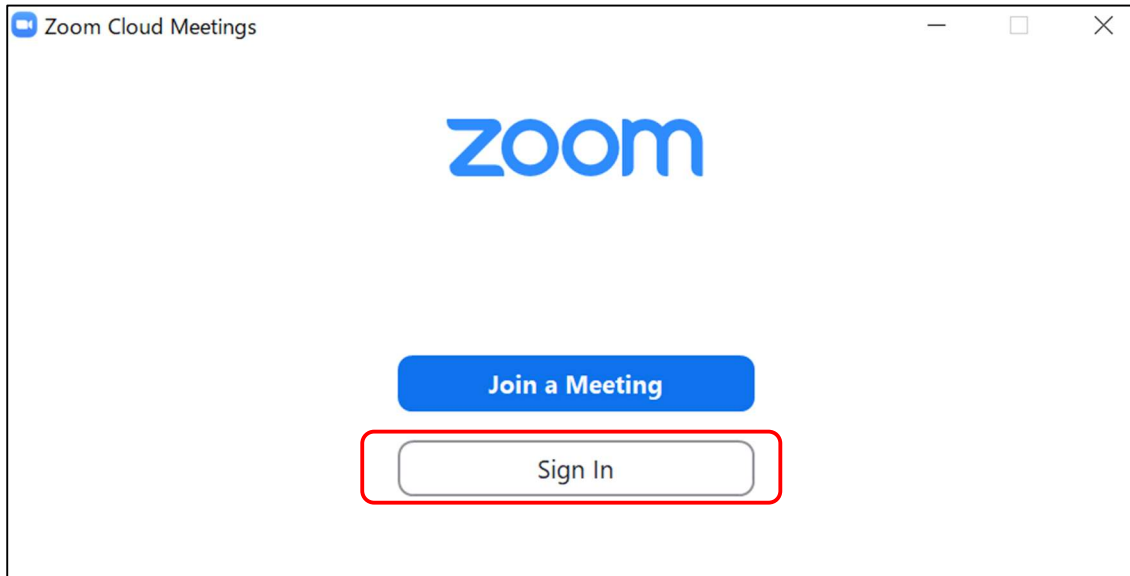
Turn on the microphone  
Green light = ON

Check that all cables are connected

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

### 3. Start a Zoom Meeting





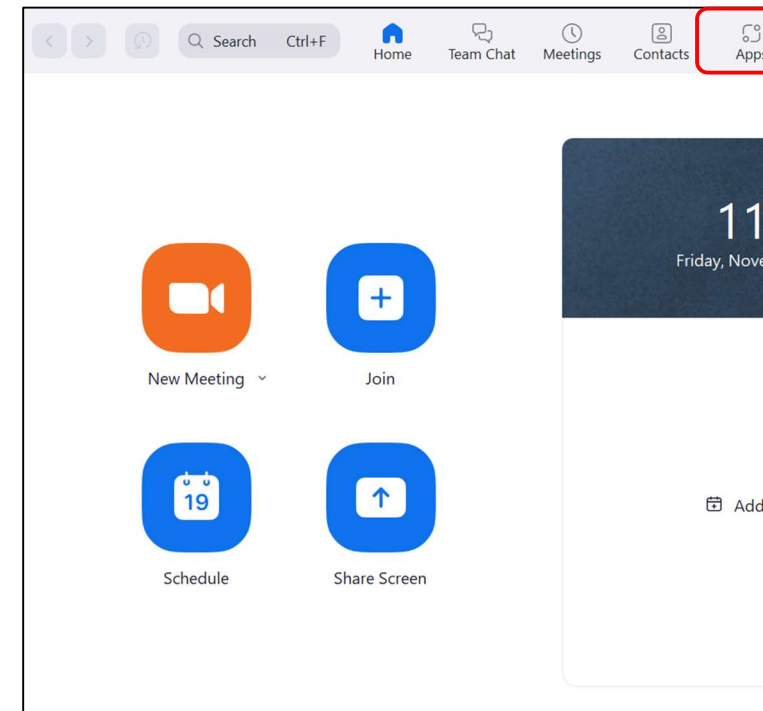
Launch Zoom from the task bar

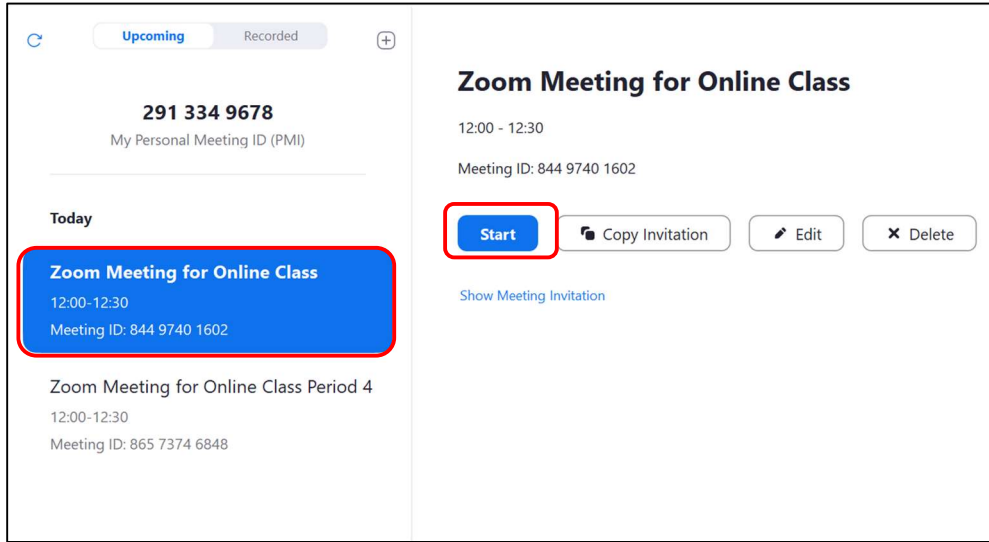
Click the ^ icon in the bottom right corner

And right click Zoom icon

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

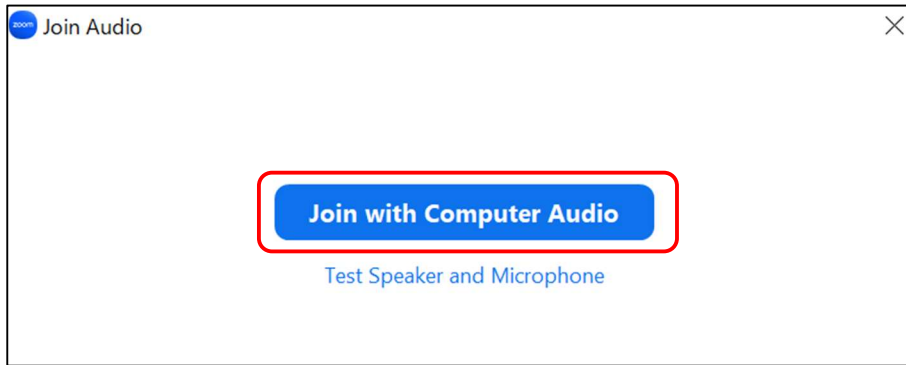
Sign in to Zoom with the **host** account





Find the class  
Click **Start**

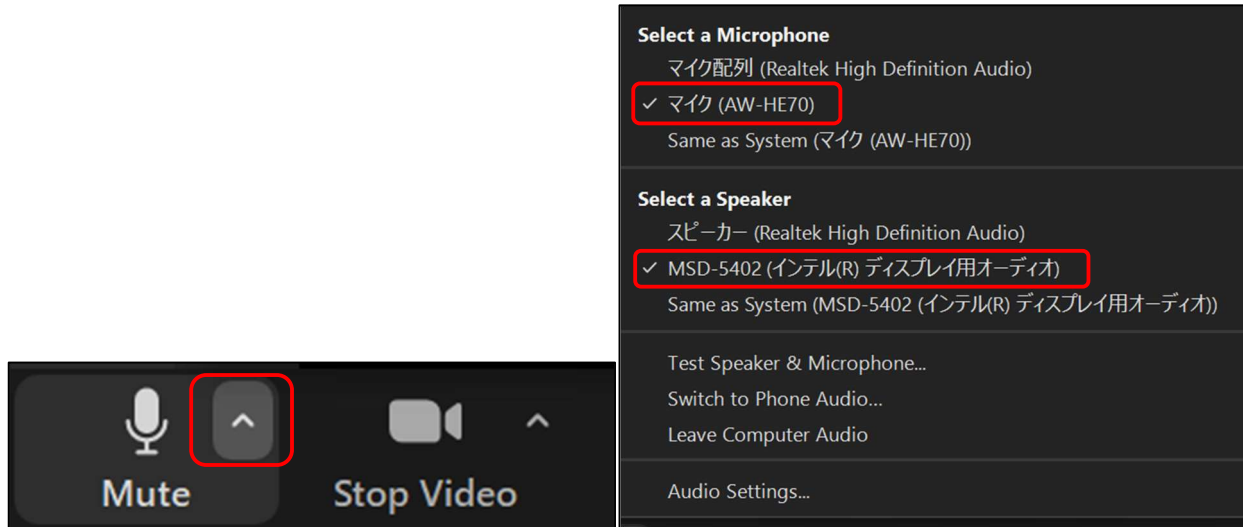
Select **Meetings** tab



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)

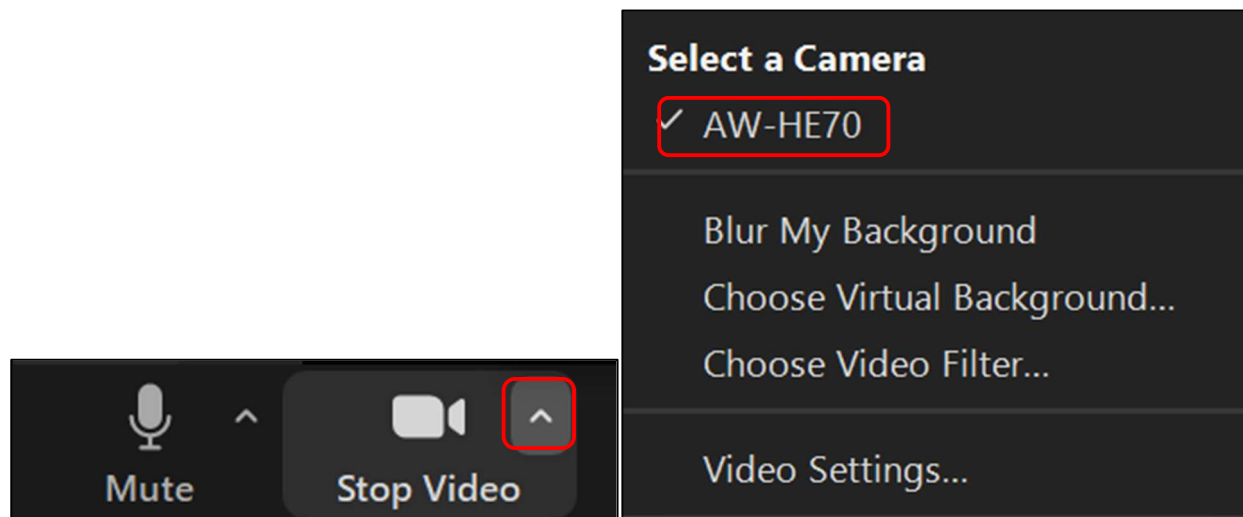
For Mic Select

**マイク (AW-HE70)**

For Speaker Select

**MSD-####(インテル ディスプレイ用オーディオ)**

The number will vary by classroom

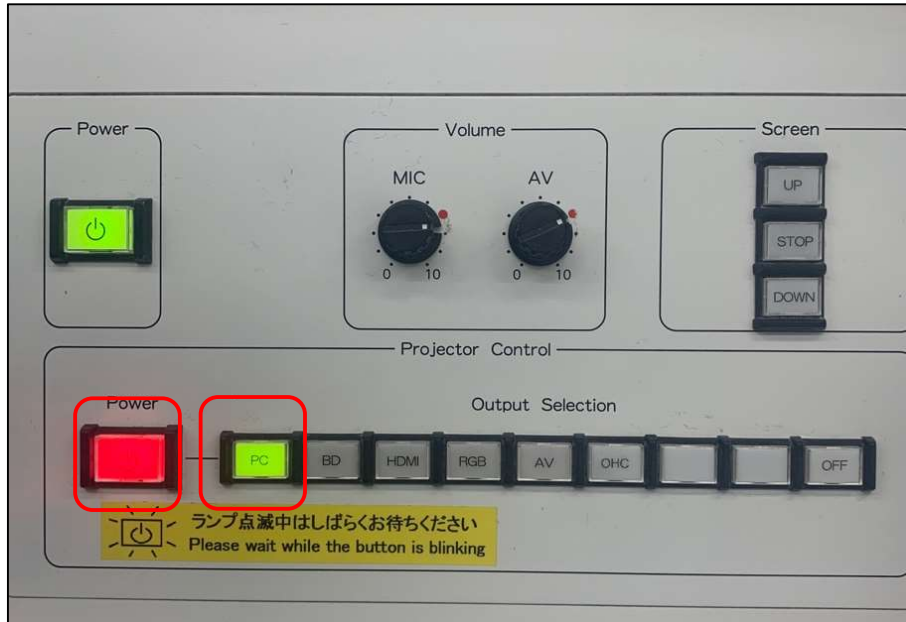


Camera Settings:

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

Select

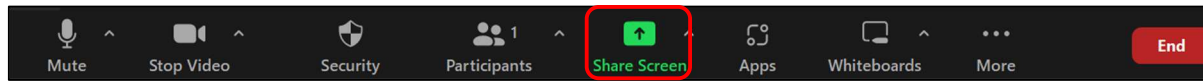
**AW-HE70**



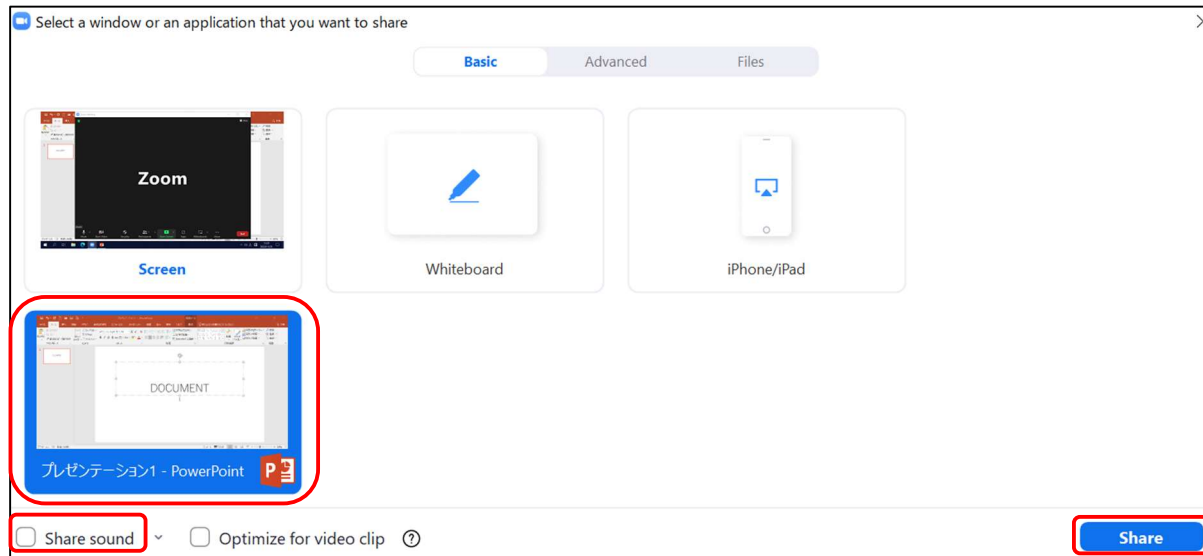
Turn on the **Projector** and press **PC**

(Press HDMI if using a private laptop)

## 5. Screen Sharing

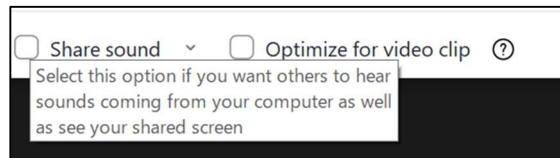


Click **Share Screen**



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

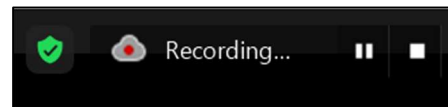
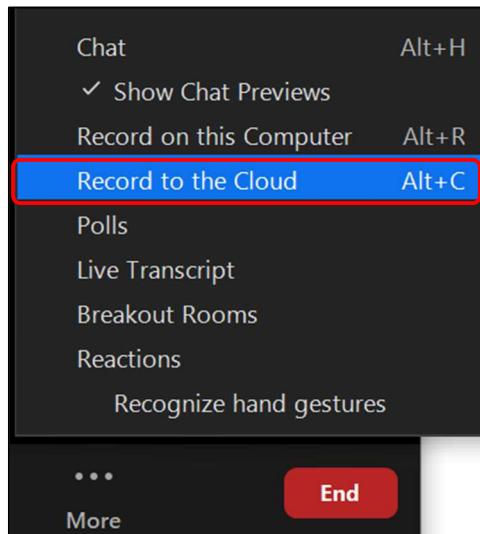
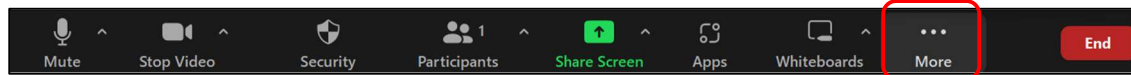
Click **Share**



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...

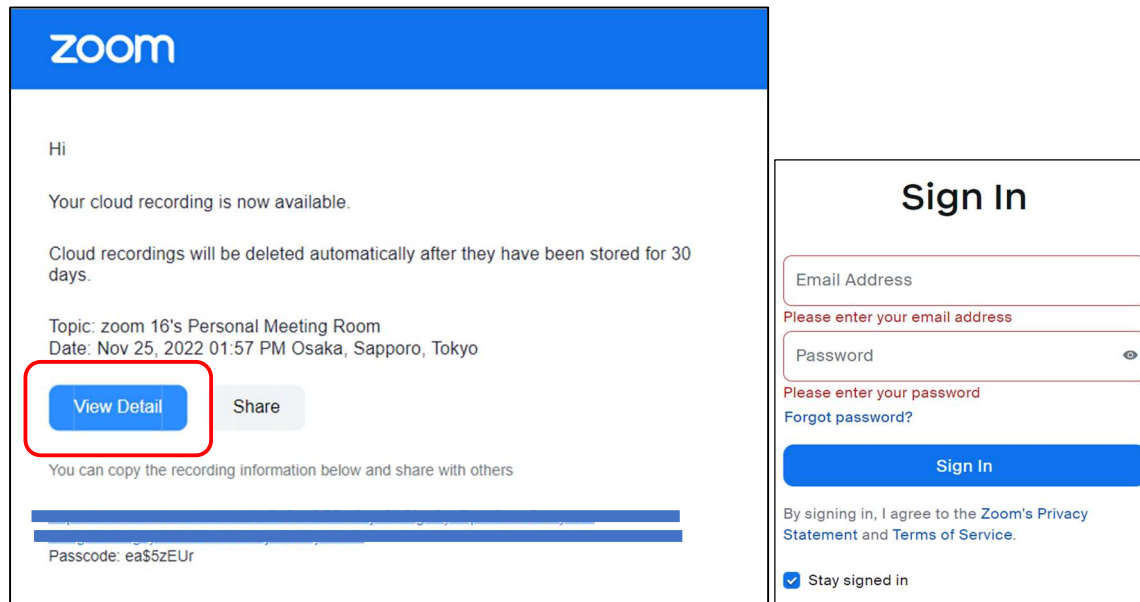
The recording will end once you end the meeting, and it will automatically upload the video to the cloud.

You can turn off the computer after you end the meeting.

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

]

## ● Download

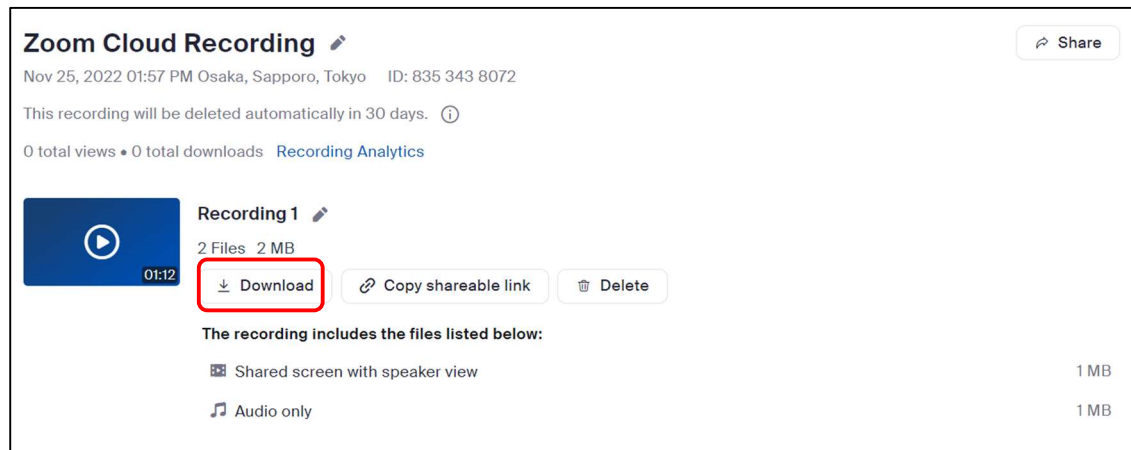


The screenshot shows a Zoom notification email. On the left, the main content area includes a blue header with the Zoom logo, a greeting 'Hi', and a message: 'Your cloud recording is now available. Cloud recordings will be deleted automatically after they have been stored for 30 days.' Below this, the recording details are listed: 'Topic: zoom 16's Personal Meeting Room' and 'Date: Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo'. A blue 'View Detail' button is highlighted with a red box, and a grey 'Share' button is next to it. At the bottom, a passcode 'ea\$5zEUR' is visible. On the right, there is a 'Sign In' form with fields for 'Email Address' and 'Password', each with a red error message: 'Please enter your email address' and 'Please enter your password'. A 'Forgot password?' link is below the password field. A blue 'Sign In' button is at the bottom of the form, along with a checkbox for 'Stay signed in'.

Check your email from Zoom

Click **View Detail**

Sign In to Zoom

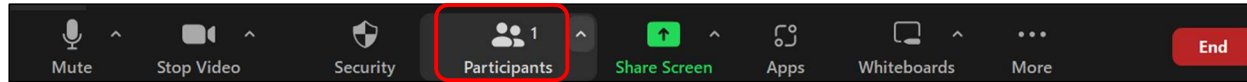


The screenshot shows the 'Zoom Cloud Recording' details page. At the top, it says 'Zoom Cloud Recording' with an edit icon and a 'Share' button. Below that, the recording date and time are 'Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo' and the ID is 'ID: 835 343 8072'. A note states 'This recording will be deleted automatically in 30 days.' with an information icon. Statistics show '0 total views • 0 total downloads' and a link to 'Recording Analytics'. A video player thumbnail for 'Recording 1' is shown with a play button and a duration of '01:12'. Below the player, it says '2 Files 2 MB' and has three buttons: 'Download' (highlighted with a red box), 'Copy shareable link', and 'Delete'. Underneath, it says 'The recording includes the files listed below:' and lists two files: 'Shared screen with speaker view' (1 MB) and 'Audio only' (1 MB).

Click **Download**

## 7. FAQ

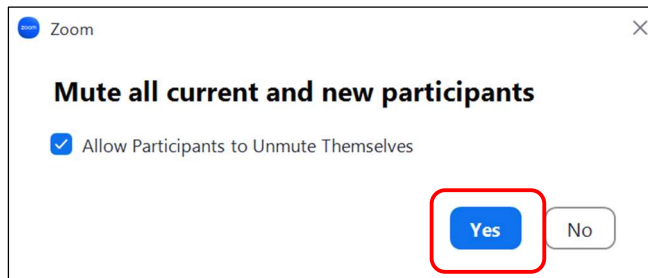
### ● Audio Feedback



Click **Participants**

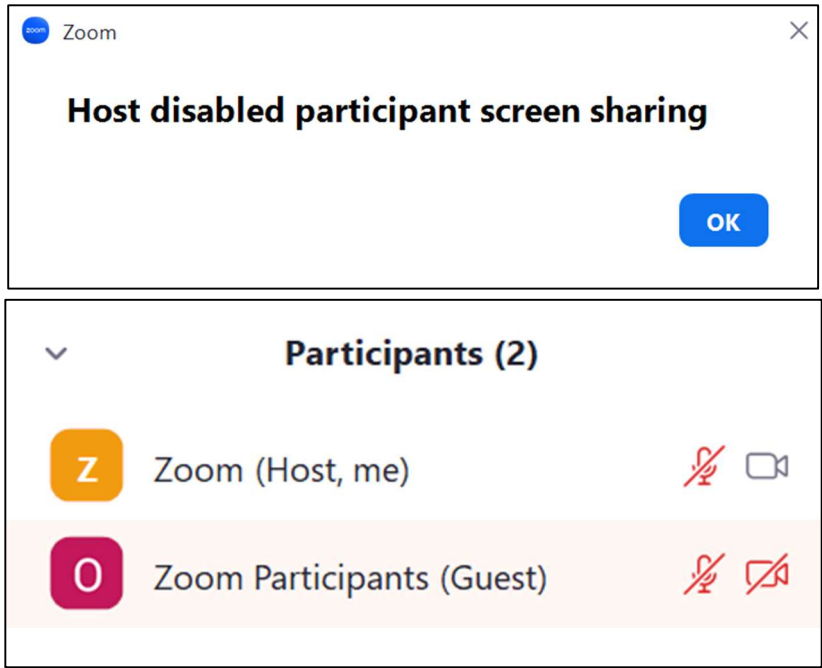


Click **Mute All**



Click **Yes**

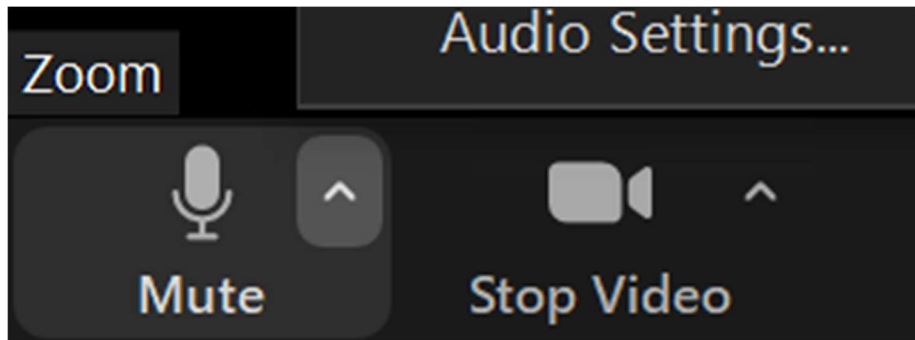
- **Unable to Share the Screen**



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 6)

Check the console if you pressed right input source

Review your screen sharing settings (Page 8)