

**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 .....	4
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。

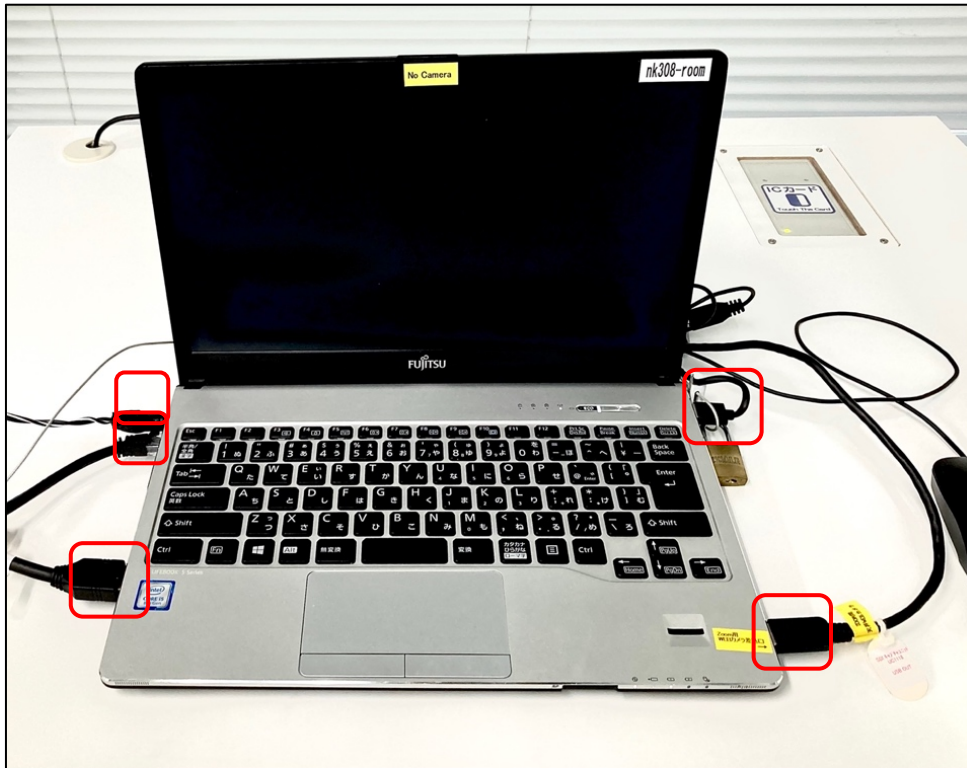
Username

Password

Login

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

## 2. Microphone and Camera Settings



Check that all cables are connected

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



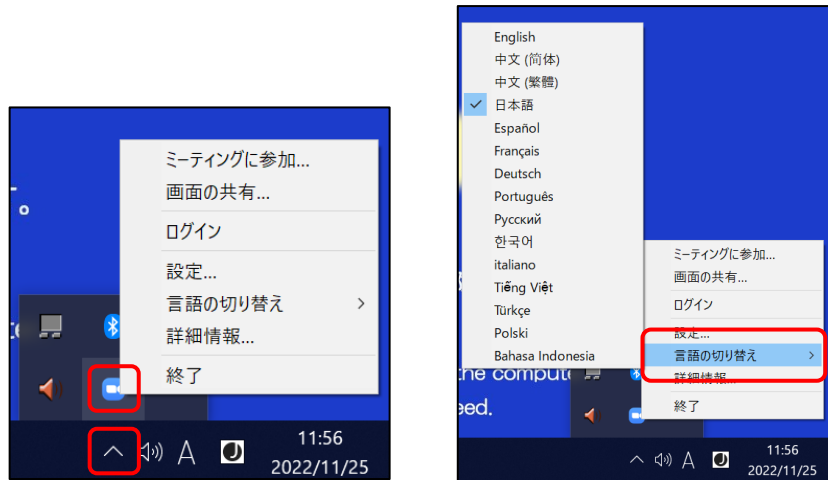
Turn on the microphone

Green Light = ON

### 3. Start a Zoom Meeting

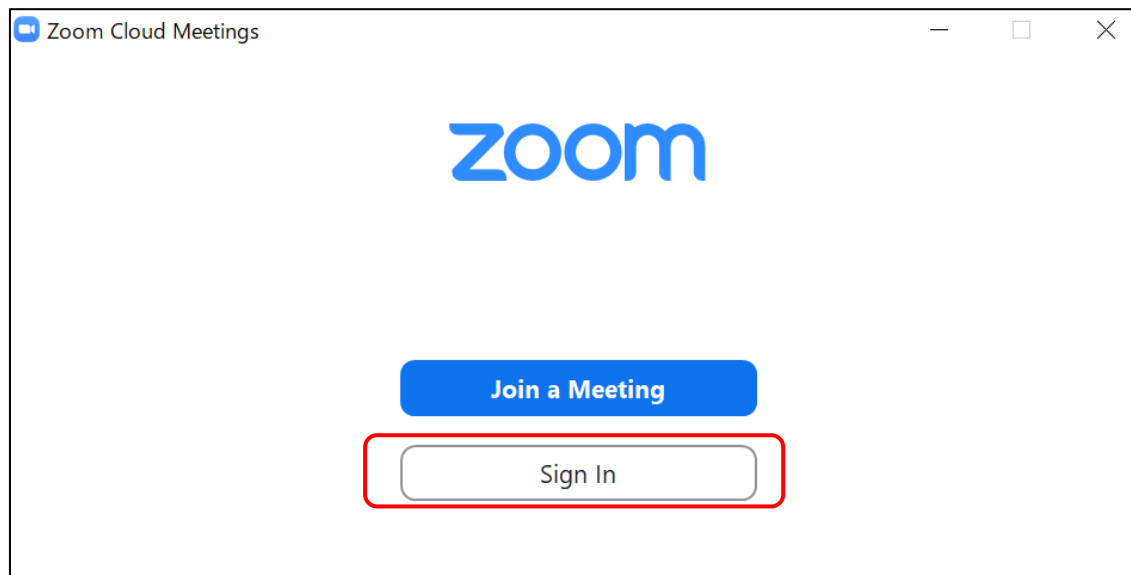


Launch Zoom from the task bar

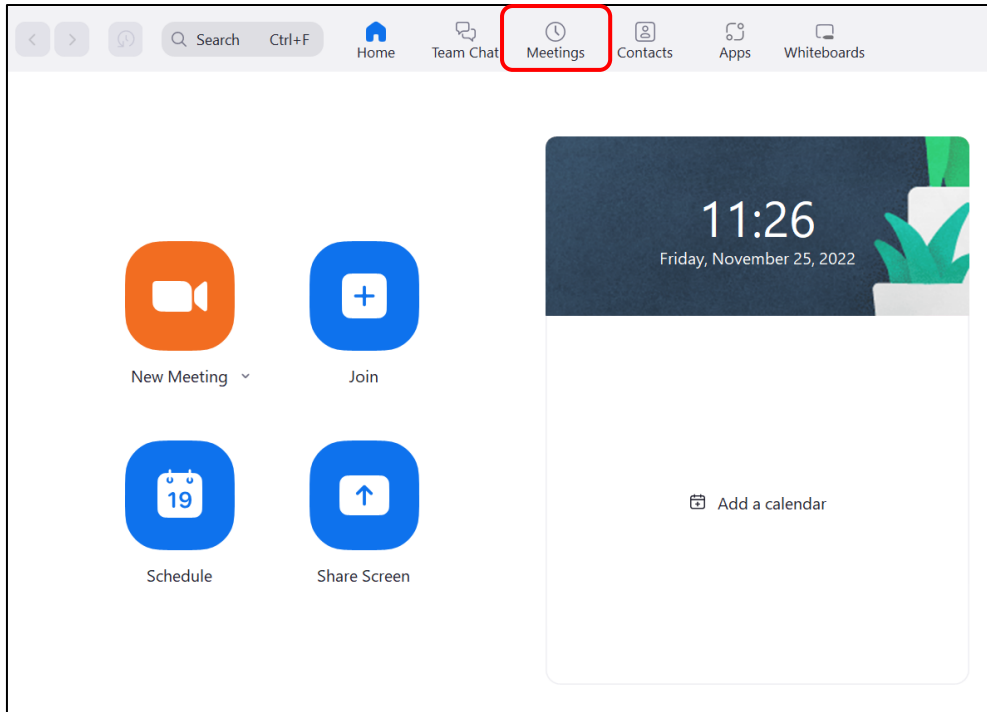


Click the ^ icon in the bottom right corner  
And right click Zoom icon

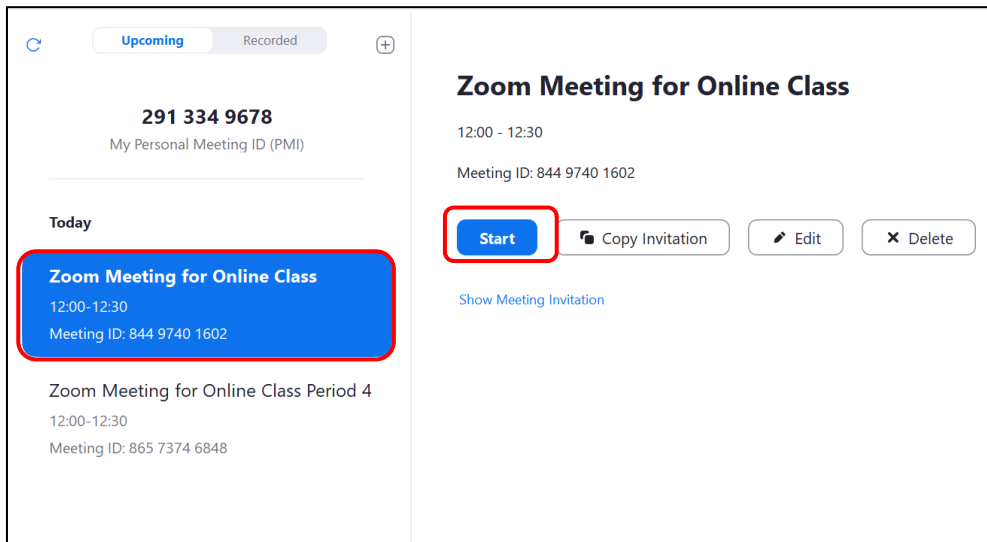
Place the cursor over 言語の切り替え and  
choose your preferred language



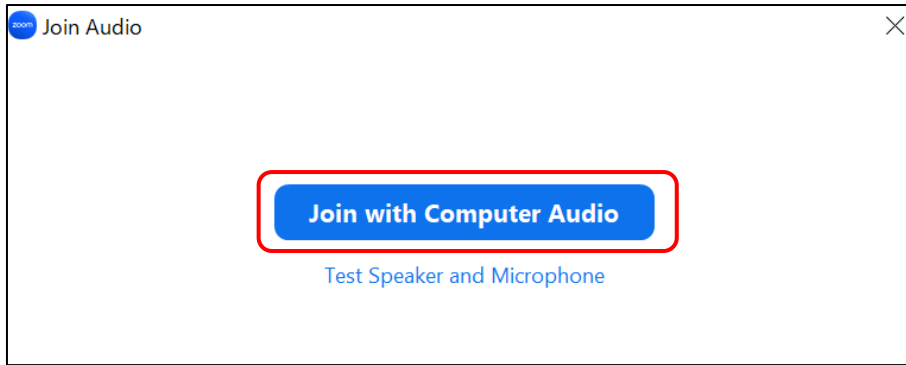
Sign in to Zoom with the **host** account



Select **Meetings** tab



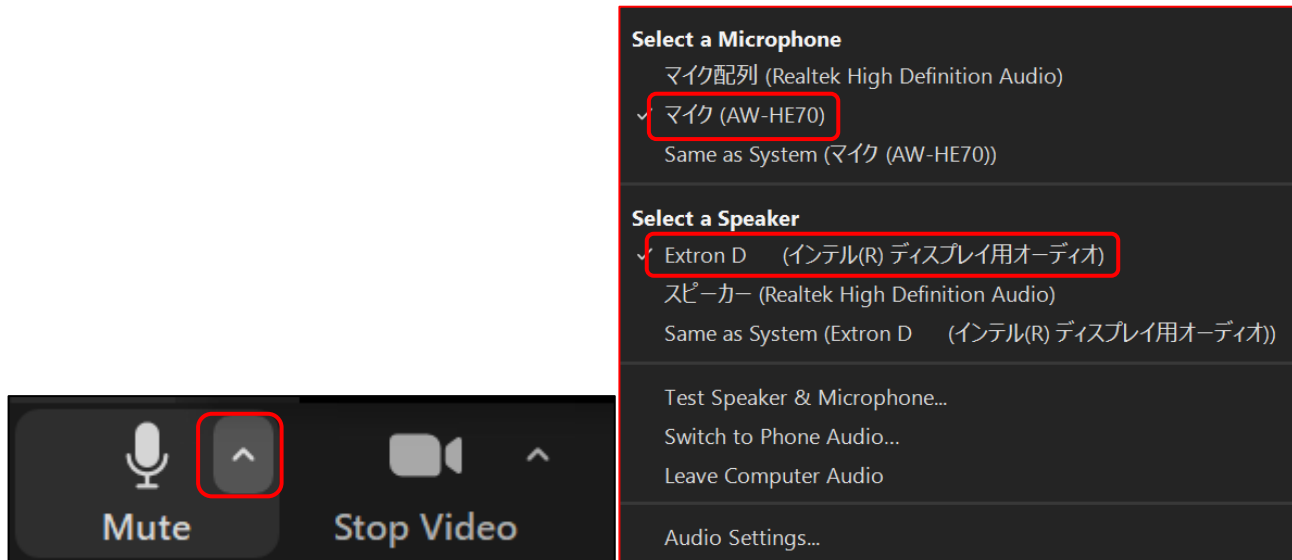
Find the class  
Click **Start**



Click **Join with Computer Audio**



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



Audio Settings:

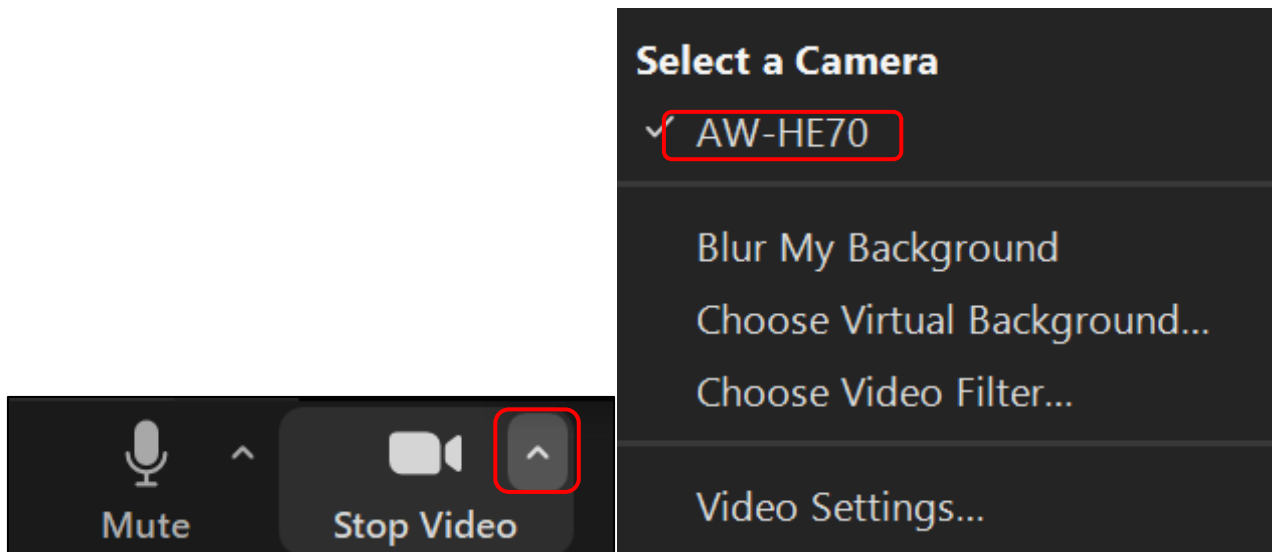
Click the ^ on mic icon (bottom left corner of the window)

For Mic Select

**マイク (AW-HE70)**

For Speaker Select

**Extron D (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

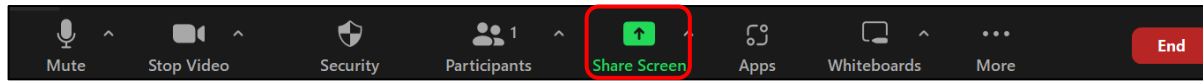
**AW-HE70**



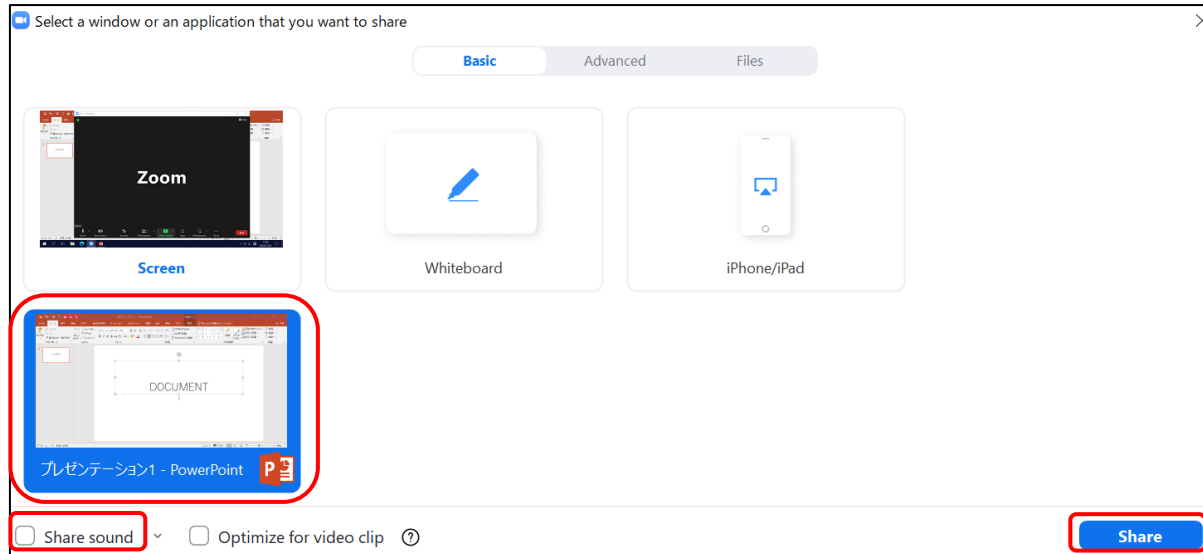
Turn on the **Projector Power** and press **PC**

(Press HDMI if using a private laptop)

## 5. Screen Sharing

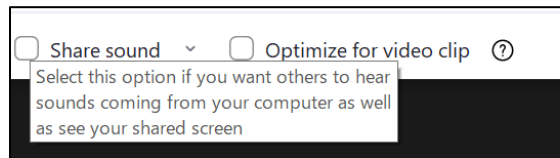


Click **Share Screen**



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

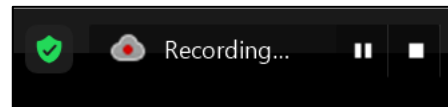
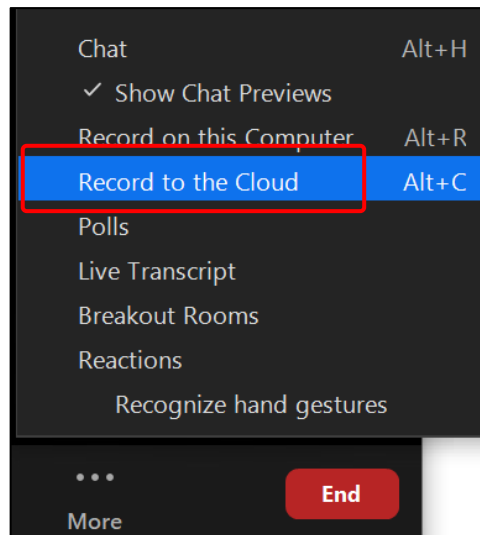
Click **Share**



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...**

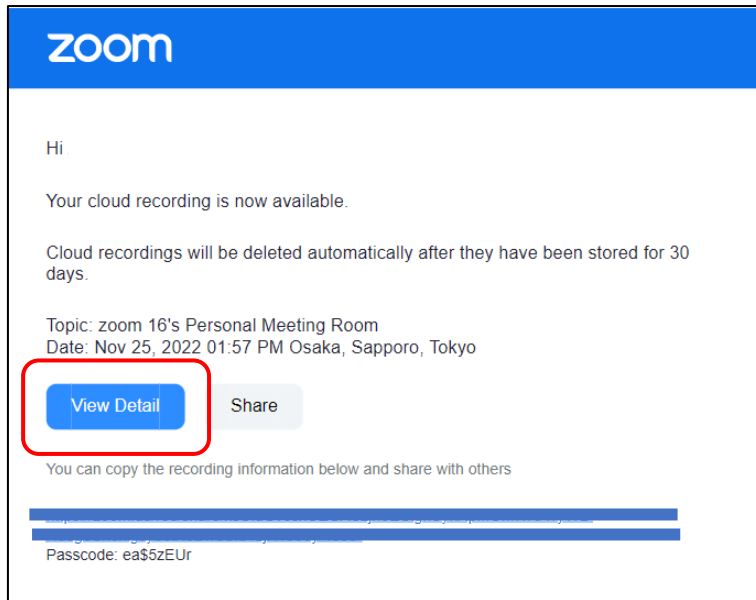
The recording will end once you end the meeting, and it will automatically upload the video to the cloud

You can turn off the computer after you end the meeting

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

]

## ● Download



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 [Share](#)

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](#)

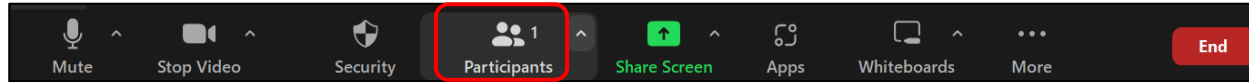
The recording includes the files listed below:

Shared screen with speaker view	1 MB
Audio only	1 MB

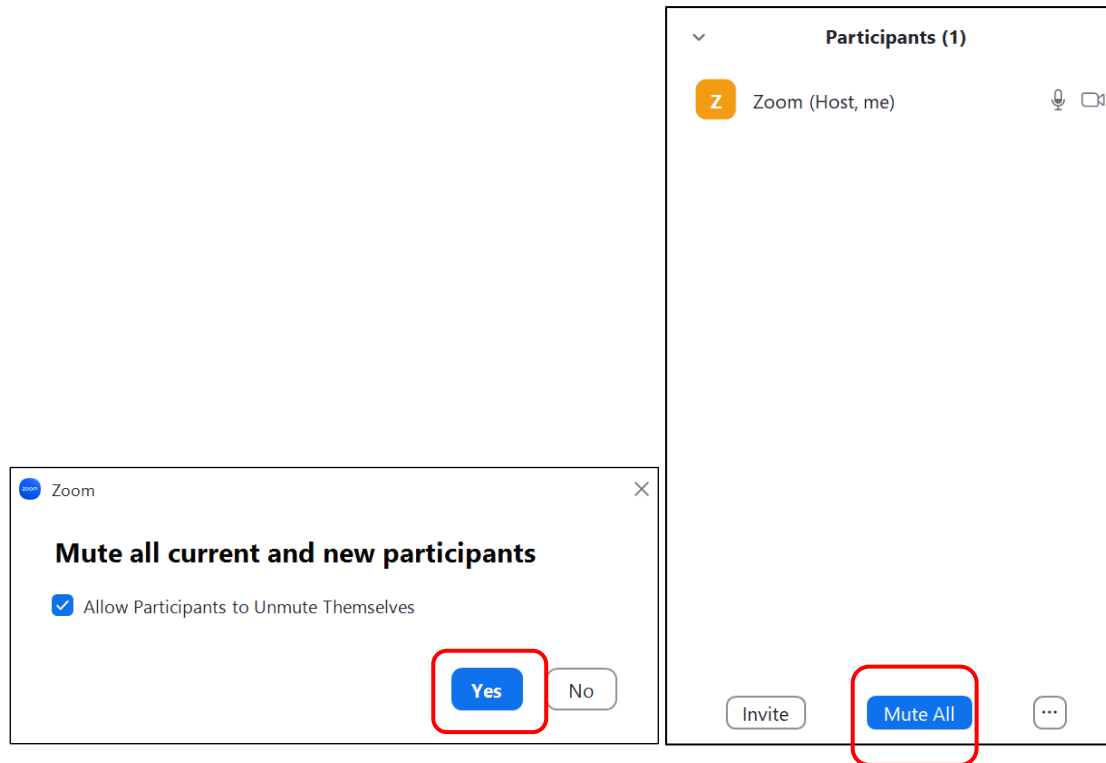
Click **Download**

# 7. FAQ

## ● Audio Feedback

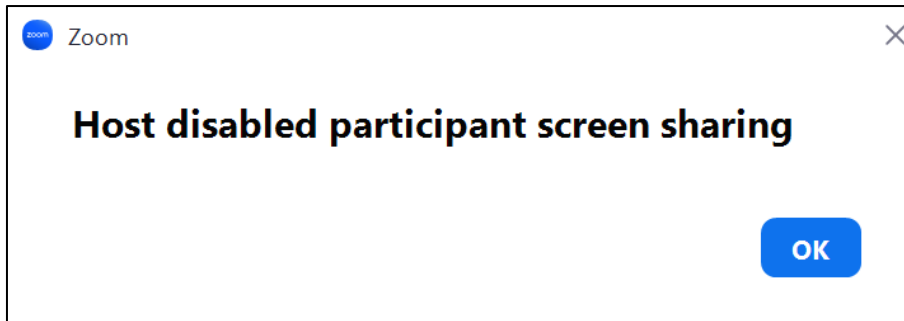


Click **Participants**



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

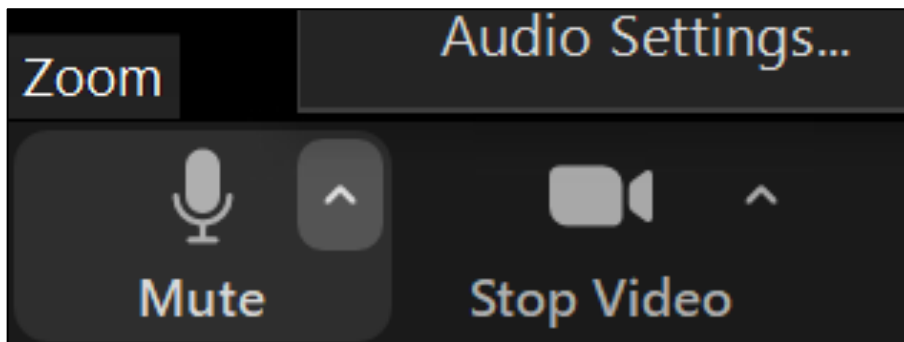
- **Unable to Share the Screen**



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)