

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

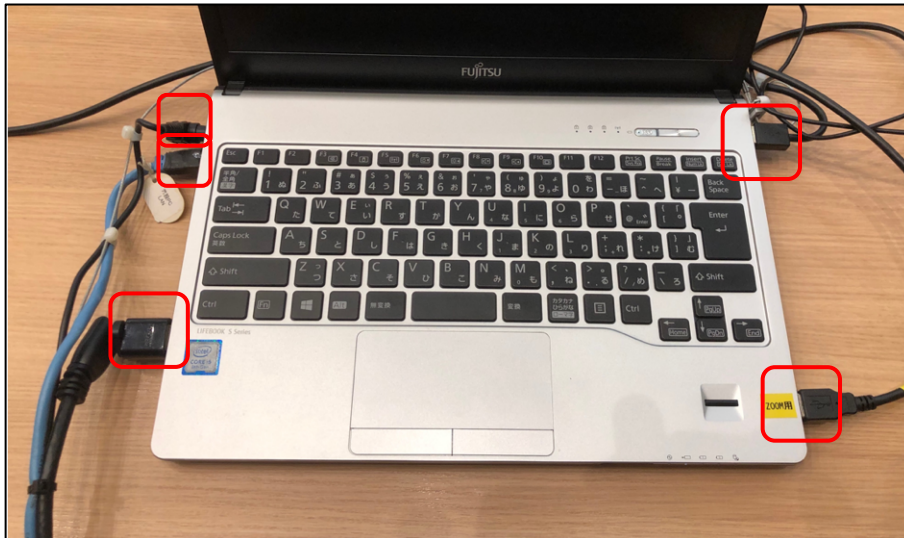
Use your authentication ID and Password to login
(Same as Oh-o!Meiji)

2. Microphone and Camera Settings



Connect the USB cable to the laptop

Make sure the 無線マイク cable is connected to the console



Check that all cables are connected

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



Take out the mic from the drawer

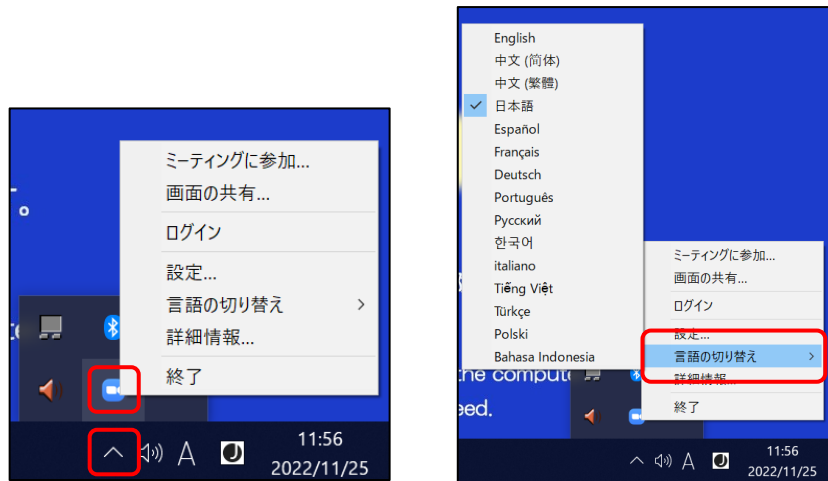


Turn on the mic
RED Light=ON

3. Start a Zoom Meeting

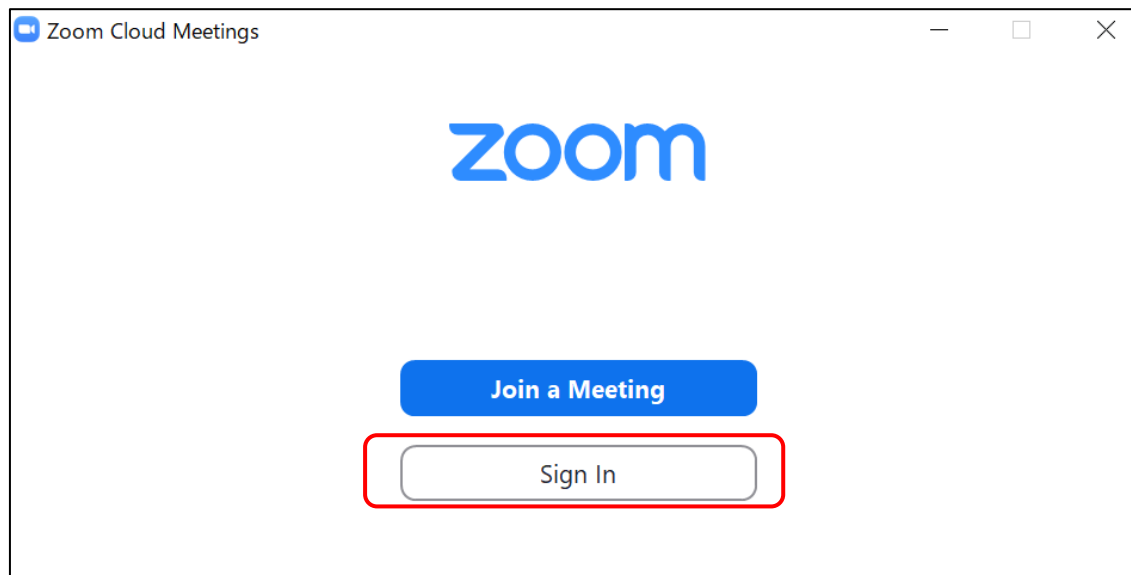


Launch Zoom from the task bar

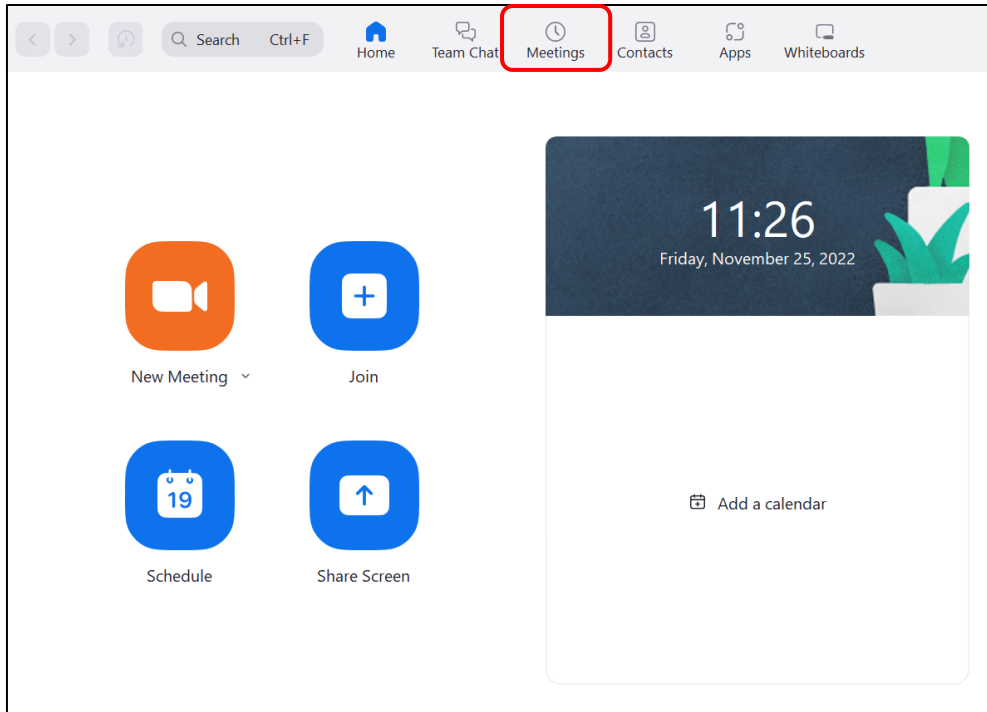


Click the ^ icon in the bottom right corner
And right click Zoom icon

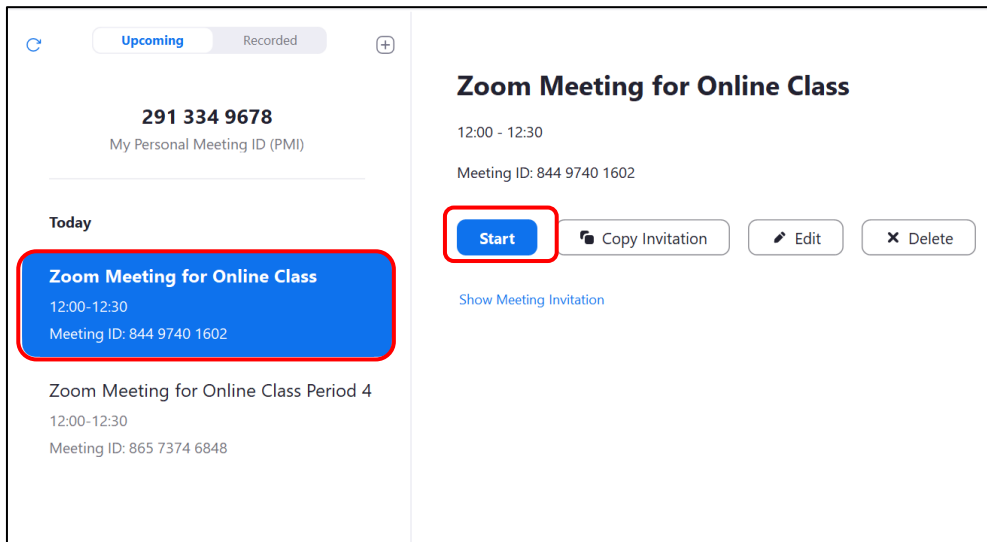
Place the cursor over 言語の切り替え and
choose your preferred language



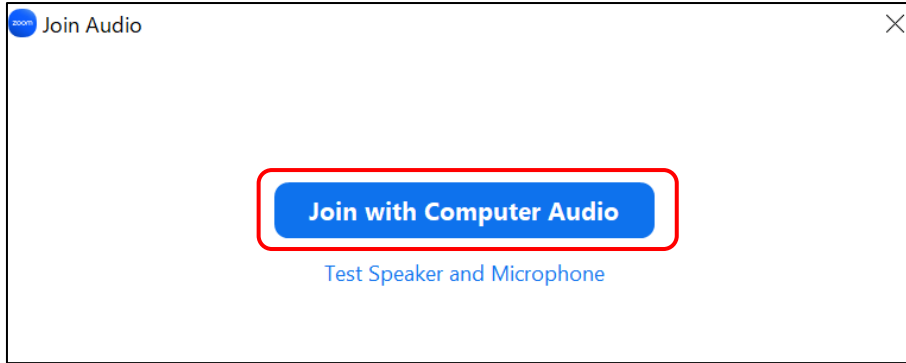
Sign in to Zoom with the **host** account



Select **Meetings** tab



Find the class
Click **Start**



Click **Join with Computer Audio**

4. Use Camera/Mic/Speaker on Zoom



Audio Settings:

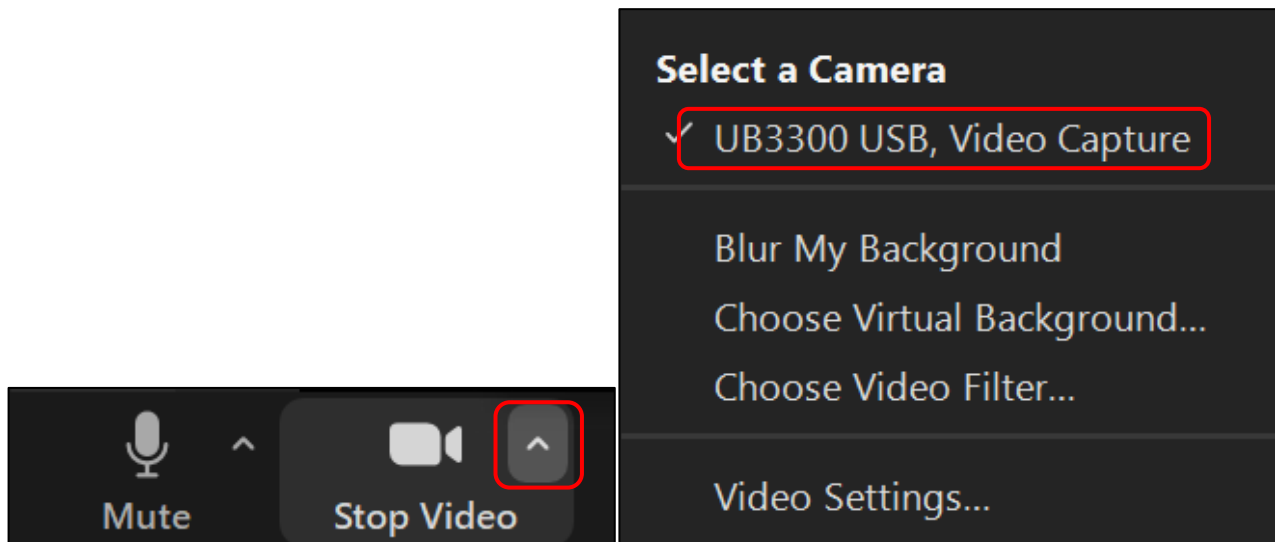
Click the ^ on mic icon (bottom left corner of the window)

For Mic Select

**デジタルオーディオインターフェース
(USB3300 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)

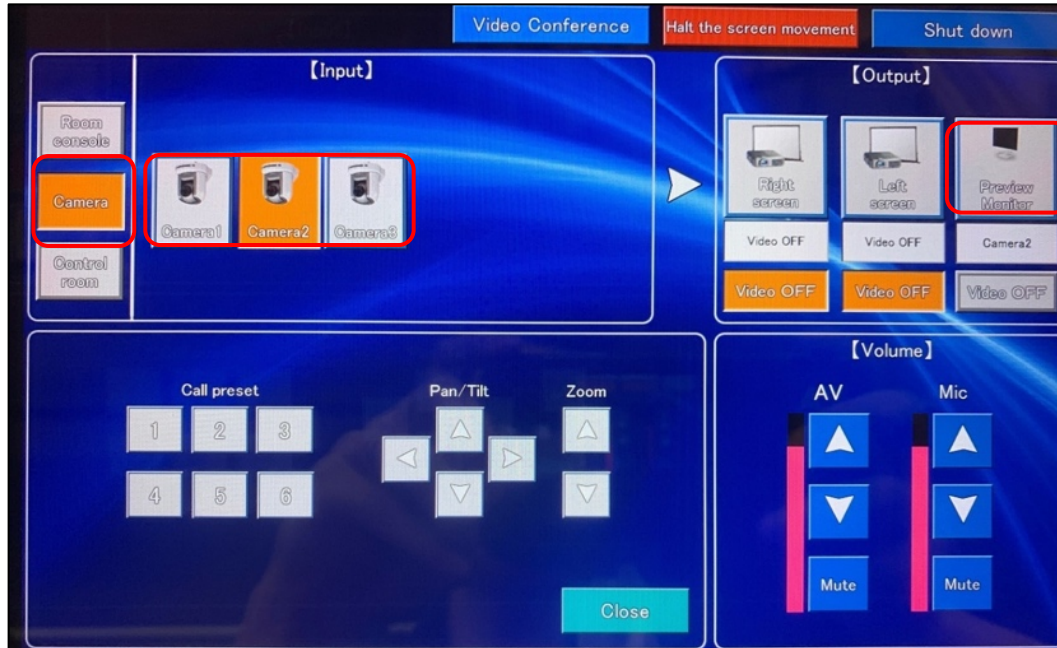


Camera Settings:

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

Select

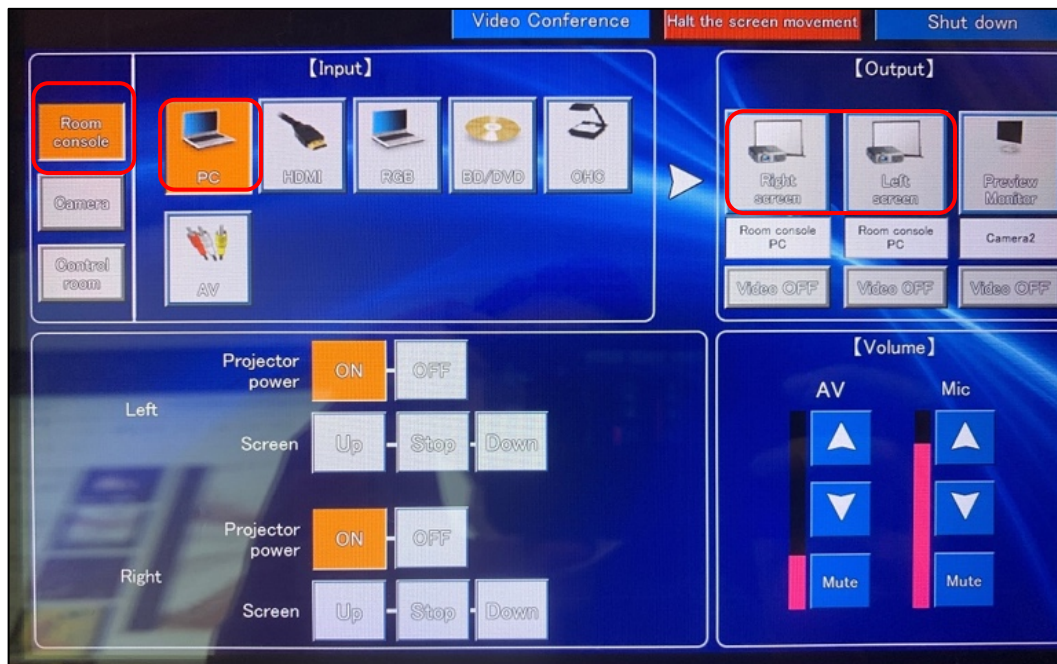
USB3300 USB, Video Capture



Tap **Camera** on the left side of the touch panel

Select **Camera 1/2/3**

Tap **Preview Monitor** on the right side of the panel

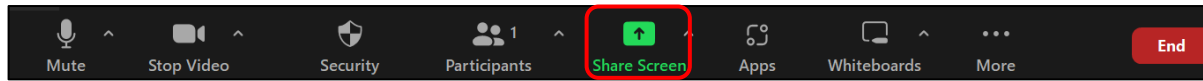


Tap **Room console** on the left side of the panel

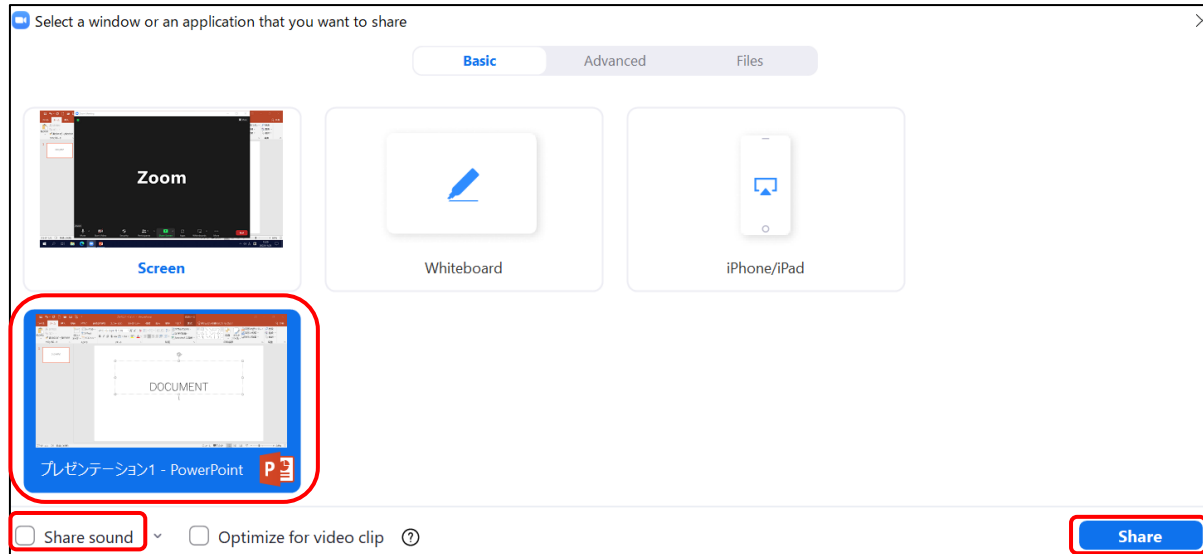
Tap **PC**
(Tap HDMI if using a private laptop)

Tap **Right/Left** screen

5. Screen Sharing

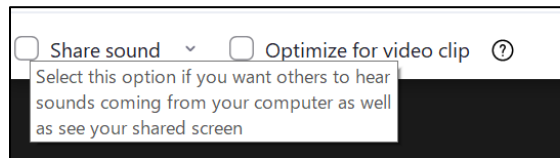


Click **Share Screen**



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

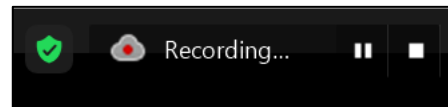
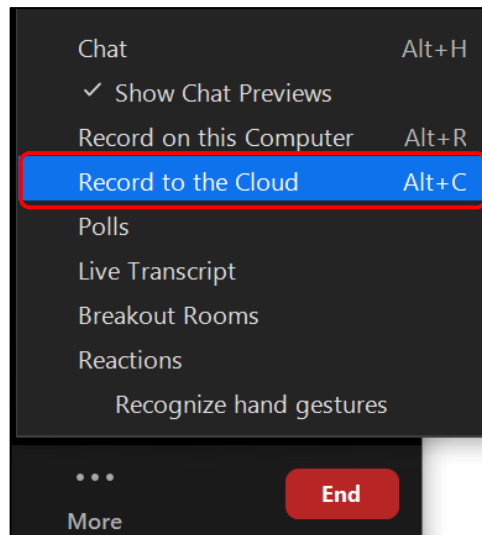
Click **Share**



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...**

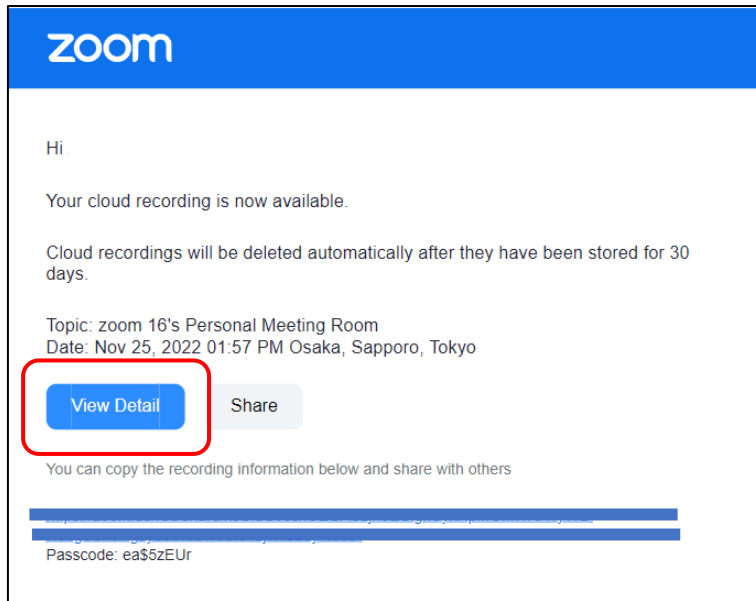
The recording will end once you end the meeting, and it will automatically upload the video to the cloud.

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](#)

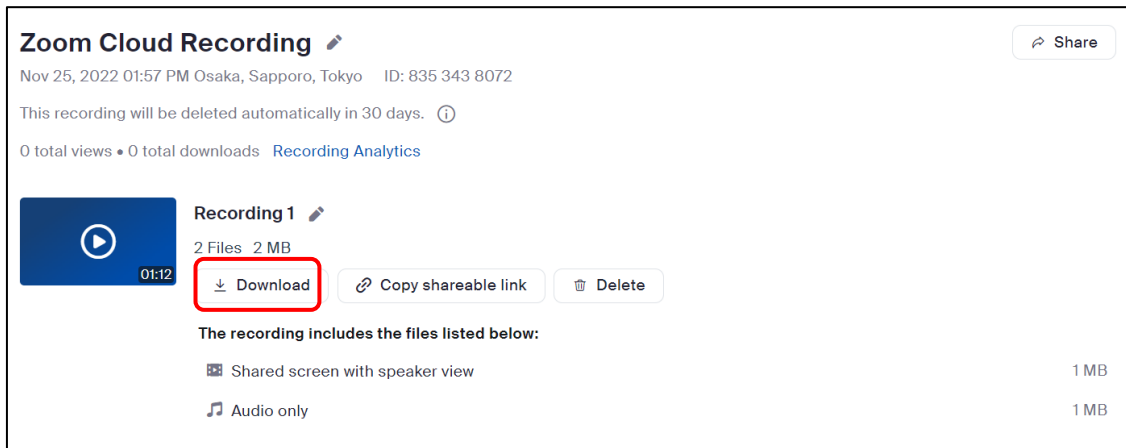
By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

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](#)

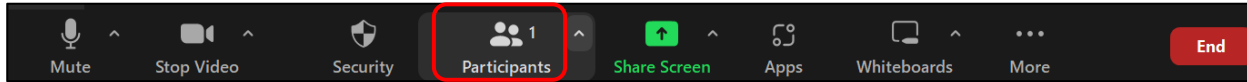
The recording includes the files listed below:

Shared screen with speaker view	1 MB
Audio only	1 MB

Click **Download**

7. FAQ

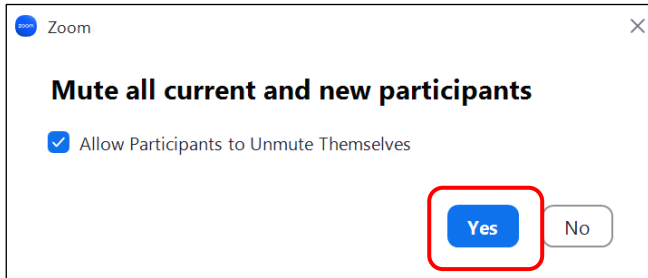
● Audio Feedback



Click **Participants**

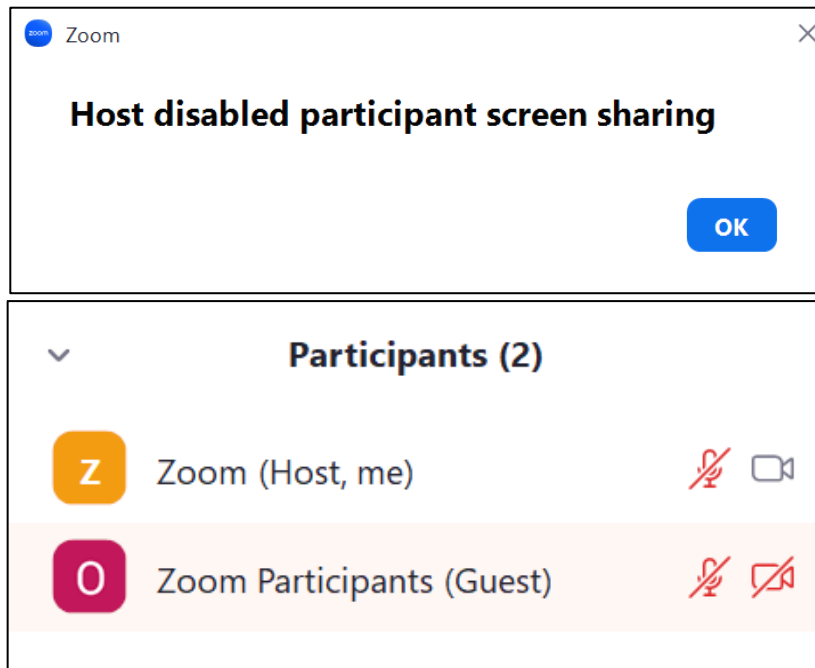


Click **Mute All**



Click **Yes**

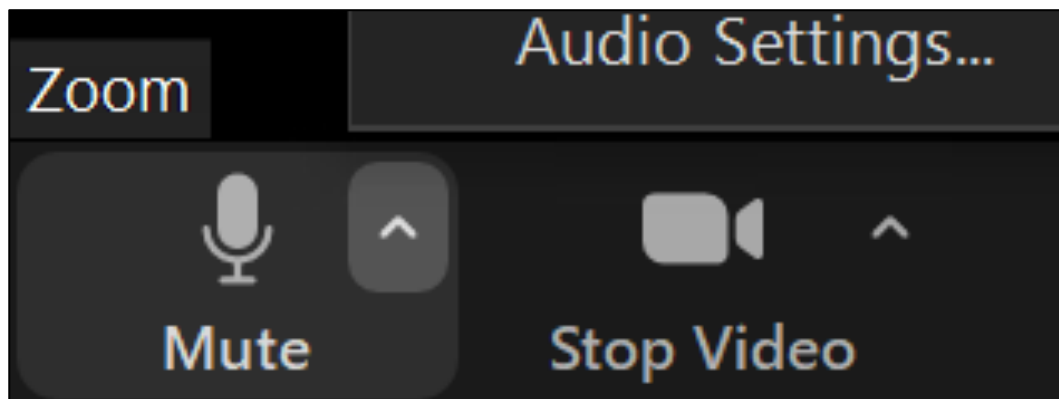
- **Unable to Share the Screen**



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)

Make sure the 無線マイク cable is connected to the console

Check the console if you pressed right input source

Review your screen sharing settings (Page 9)