

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.....	6
5. Screen Sharing	8
6. Record the Meeting and Download Recorded Videos.....	9
7. FAQ.....	11
● Audio Feedback	11
● Unable to Share the Screen	12
● No Audio from the Speaker/Participants can't hear a sound	12

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

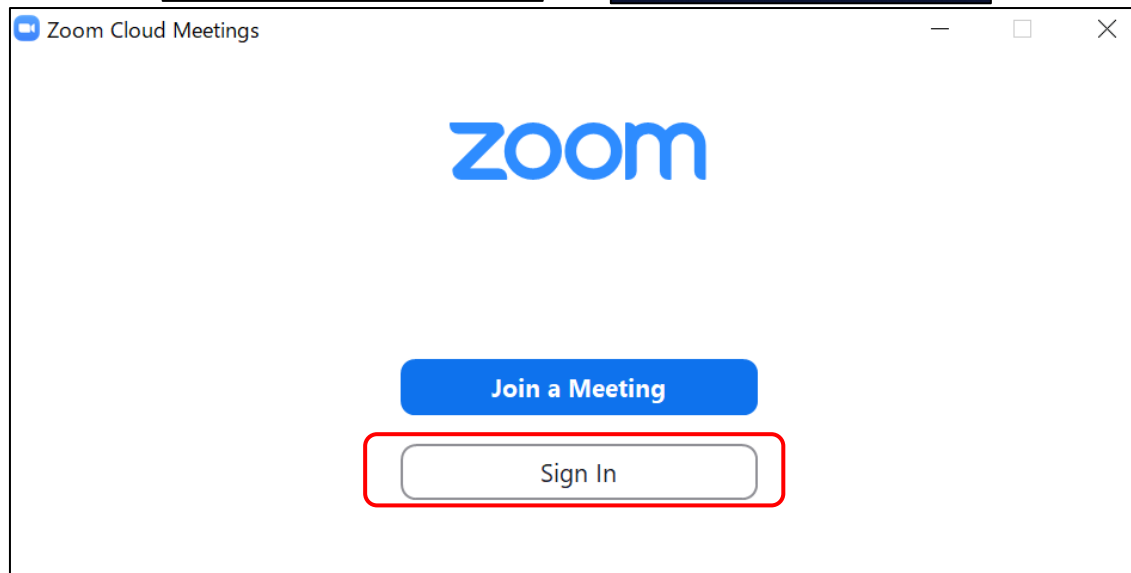
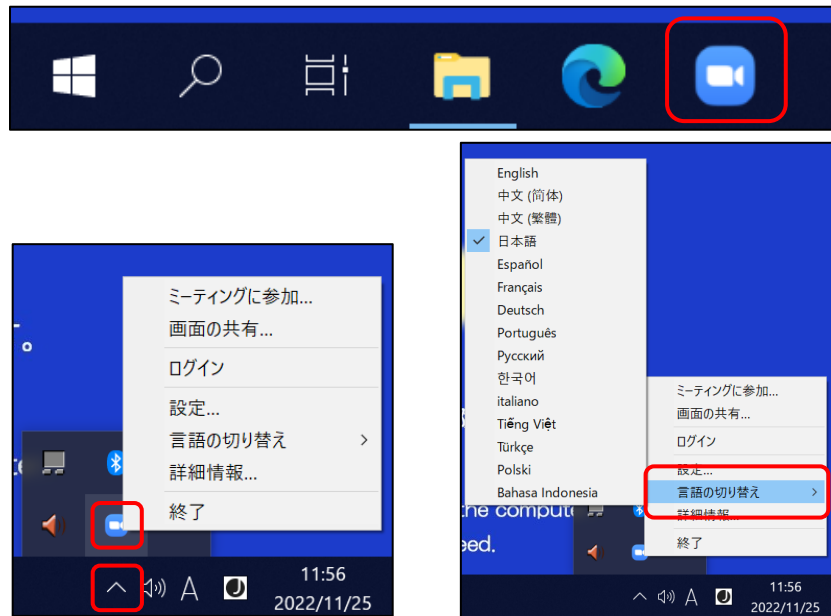
Use your authentication ID and Password to login
(Same as Oh-o!Meiji)

2. Microphone and Camera Settings



Turn on the microphone
Green light = ON

3. Start a Zoom Meeting

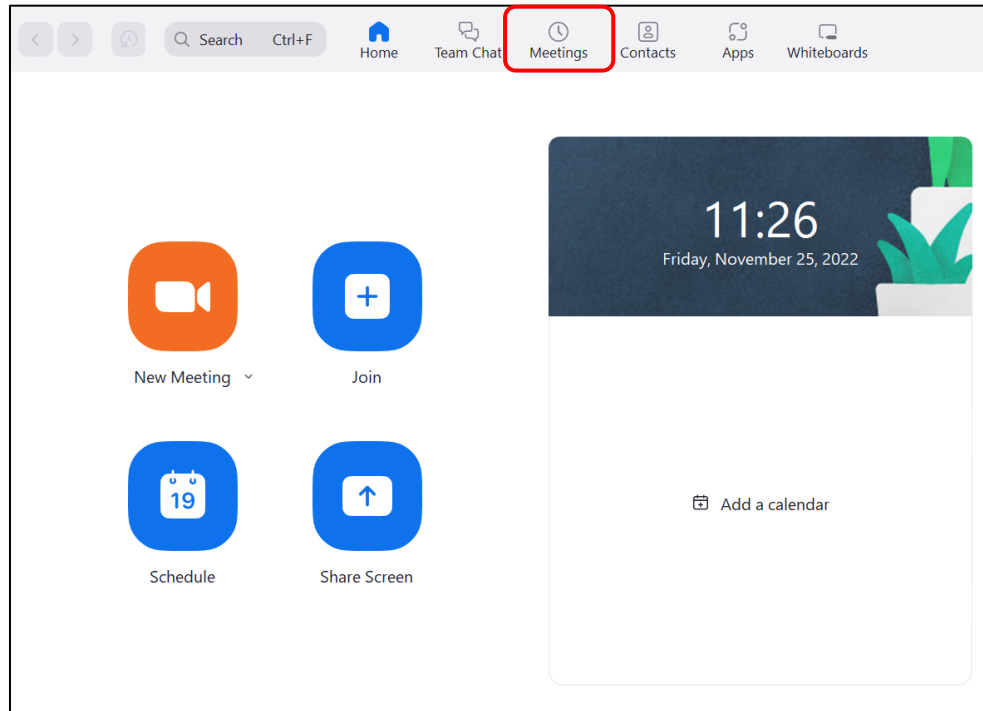


Launch Zoom from the task bar

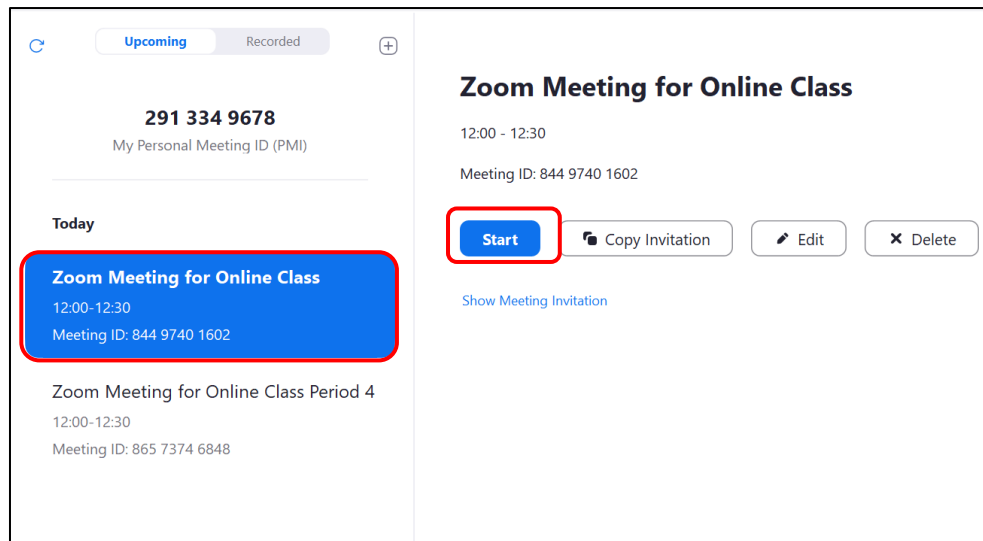
Click the ^ icon in the bottom right corner
And right click Zoom icon

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

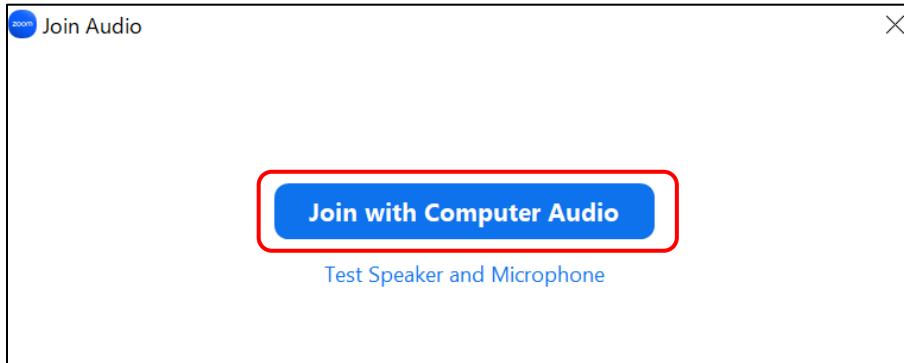
Sign in to Zoom with the **host** account



Select **Meetings** tab

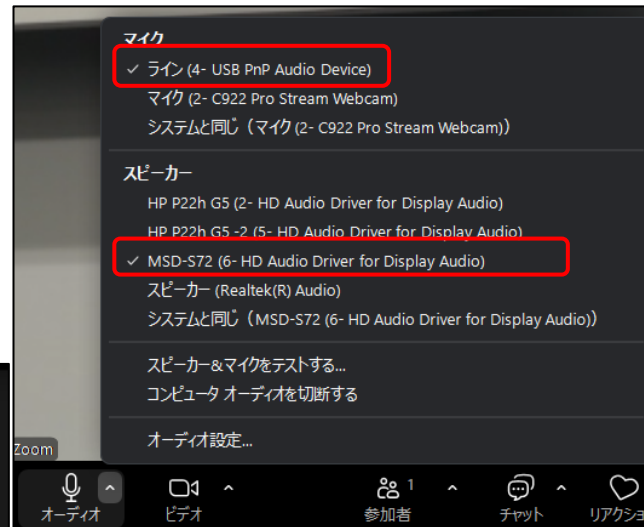
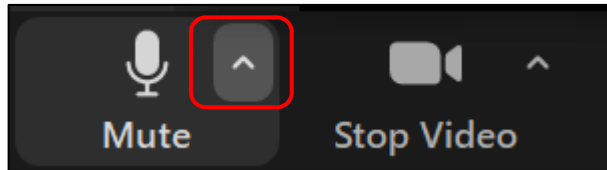


Find the class
Click **Start**



Click **Join with Computer Audio**

4. Use Camera/Mic/Speaker on Zoom



Audio Settings:

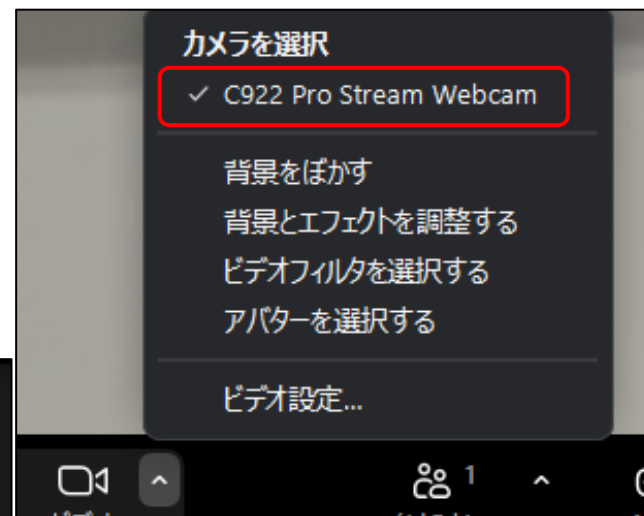
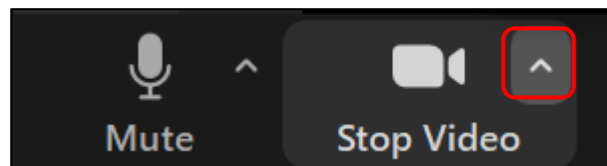
Click the ^ on mic icon (bottom left corner of the window)

For Mic Select

ライン(4- USB PnP Audio Device)

For Speaker Select

MSD-S72(6- HD Audio Driver for Display Audio)

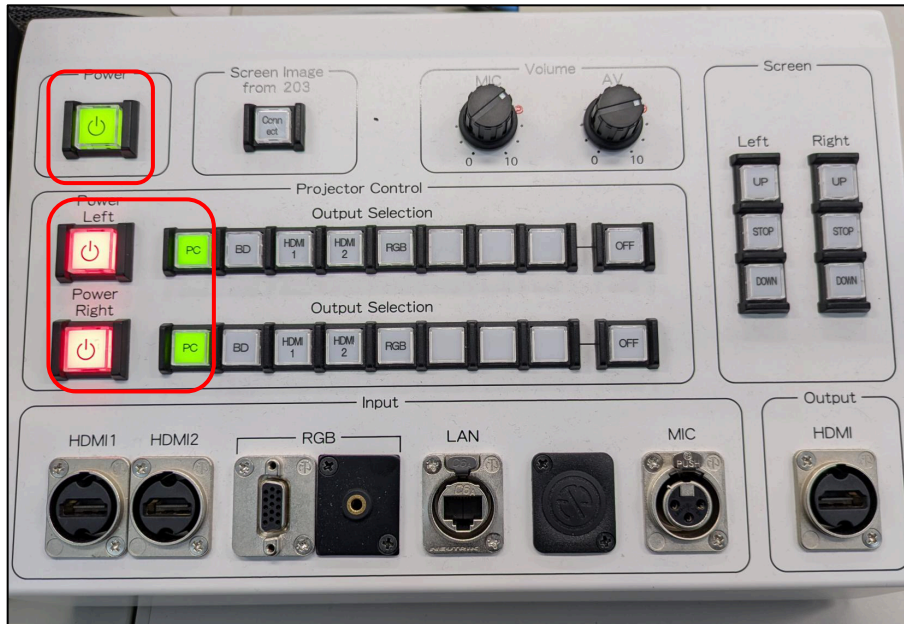


Camera Settings:

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

Select

C922 Pro Stream Webcam



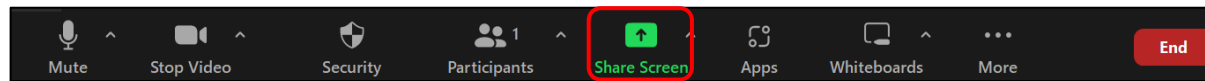
Turn on the **Projector** and press **PC**

(Press HDMI if using a private laptop)

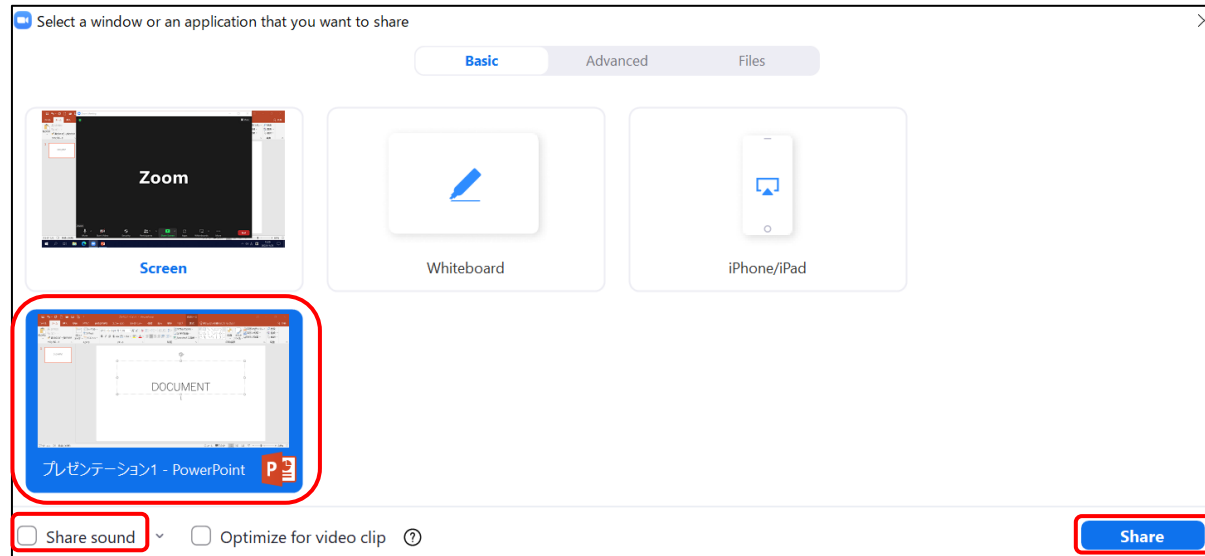
To project the image from Room 203, press
“Screen Image from 203.”

► In that case, make sure “Screen Image to 206”
is also selected on the Room 203 console.

5. Screen Sharing

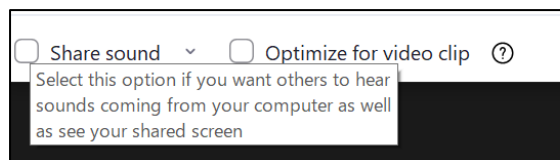


Click **Share Screen**



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

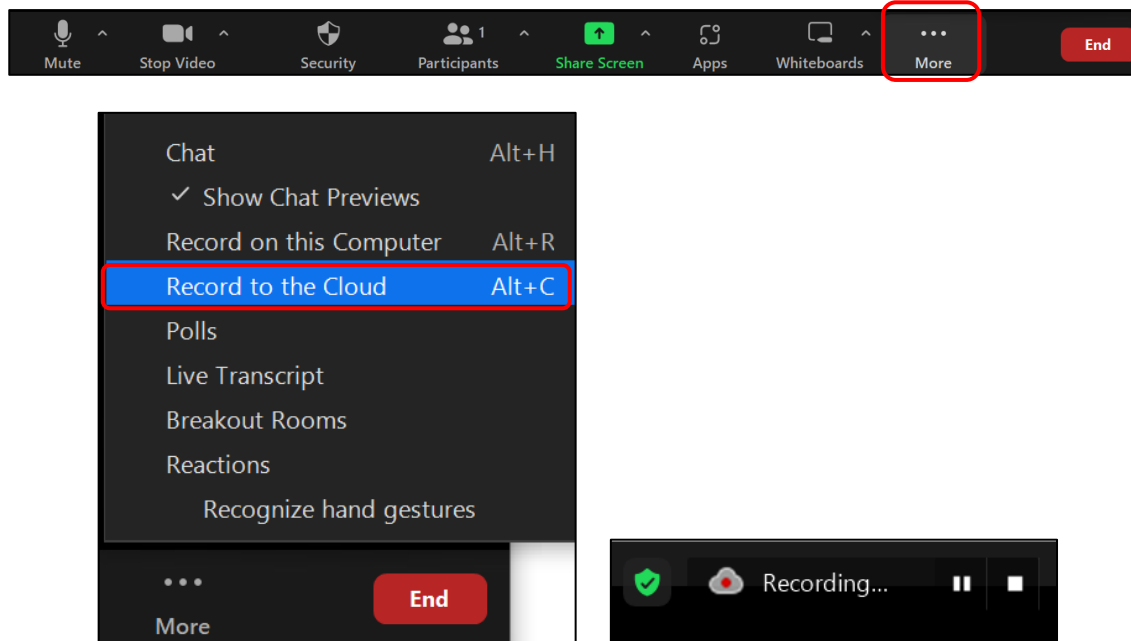
Click **Share**



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](#)

01:12

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

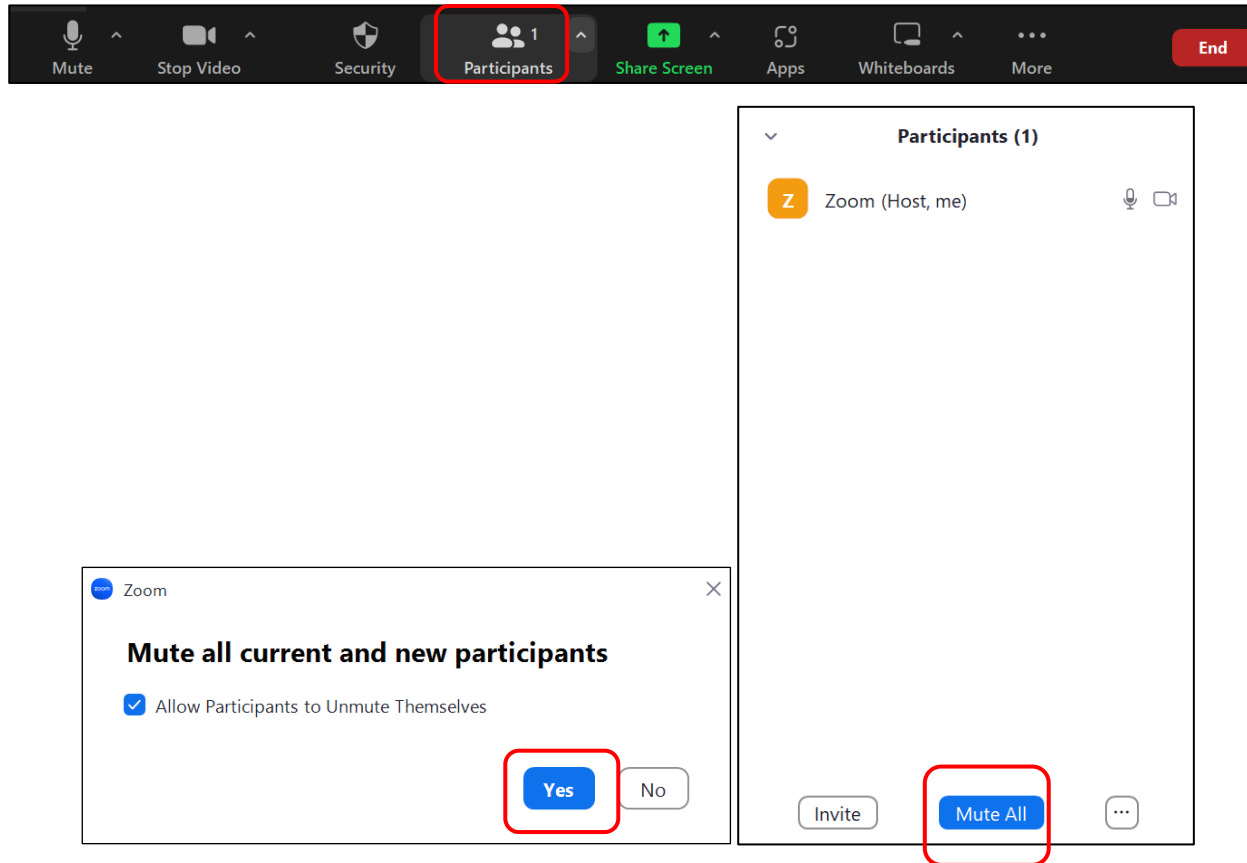
Audio only

1 MB

Click **Download**

7. FAQ

● Audio Feedback

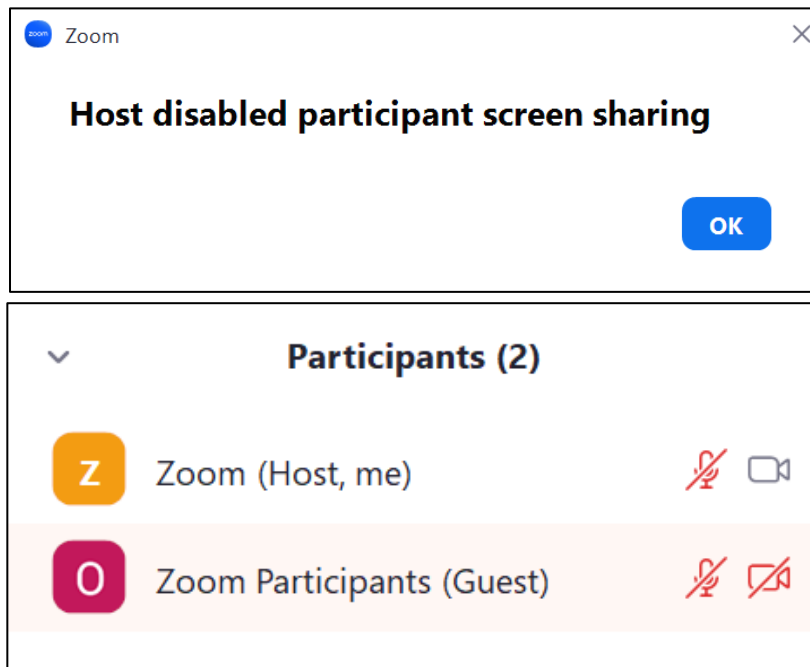


Click **Participants**

Click **Mute All**

Click **Yes**

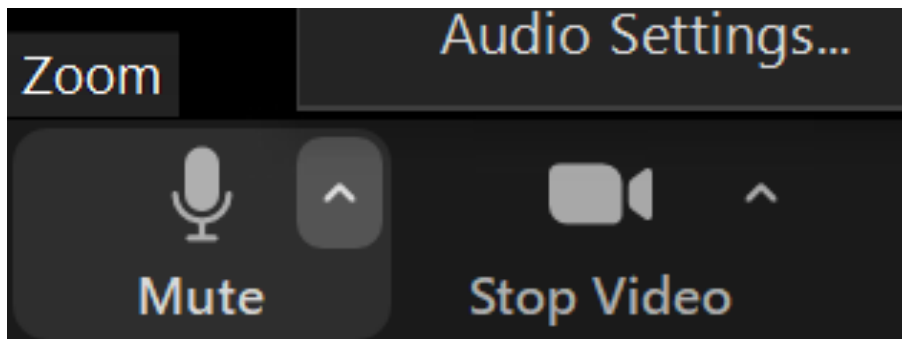
- **Unable to Share the Screen**



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 6)

Check the console if you pressed right input source

Review your screen sharing settings (Page 8)