

**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

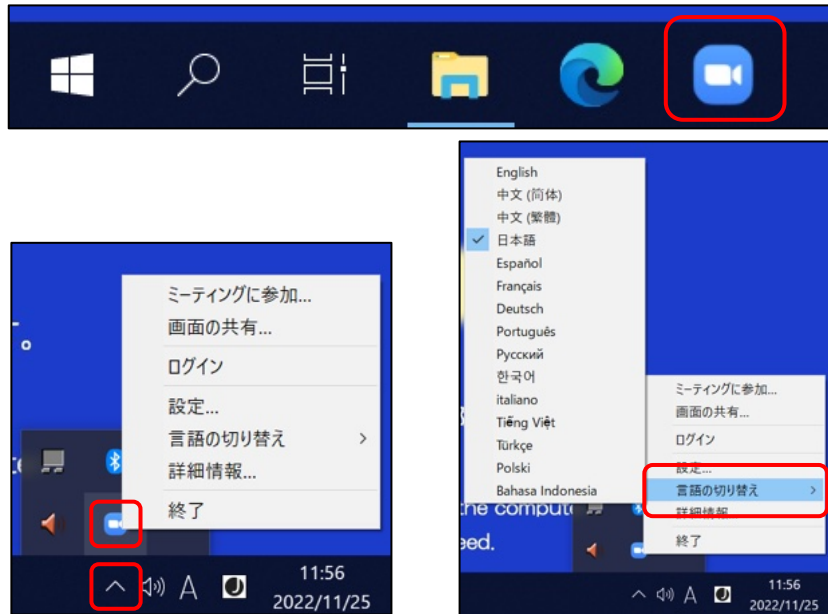
Use your authentication ID and Password to login  
(Same as Oh-o!Meiji)

## 2. Microphone and Camera Settings



Turn on the microphone  
Green light = ON

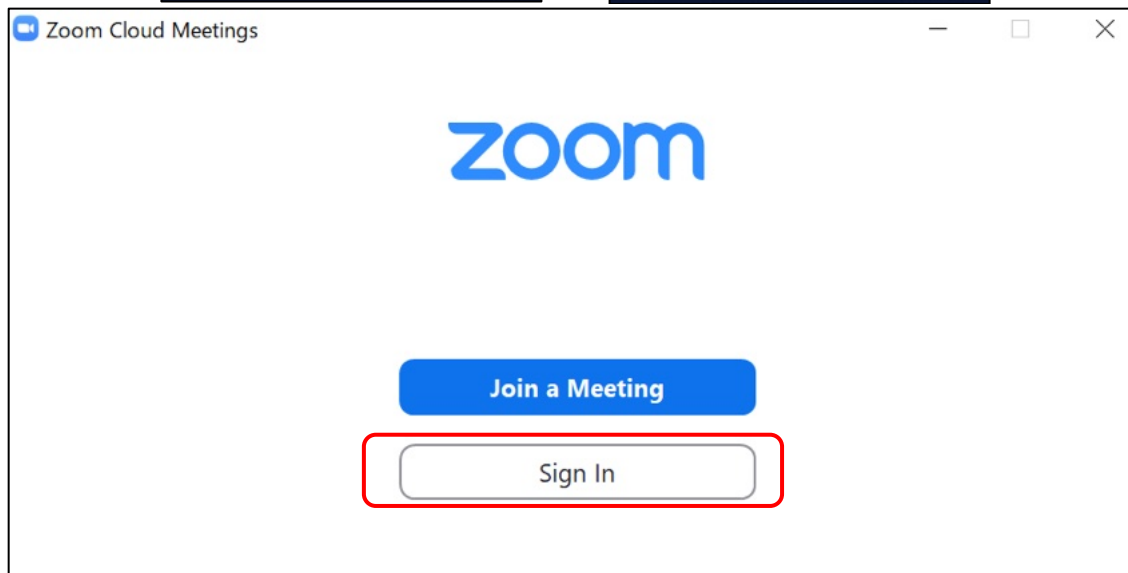
### 3. Start a Zoom Meeting



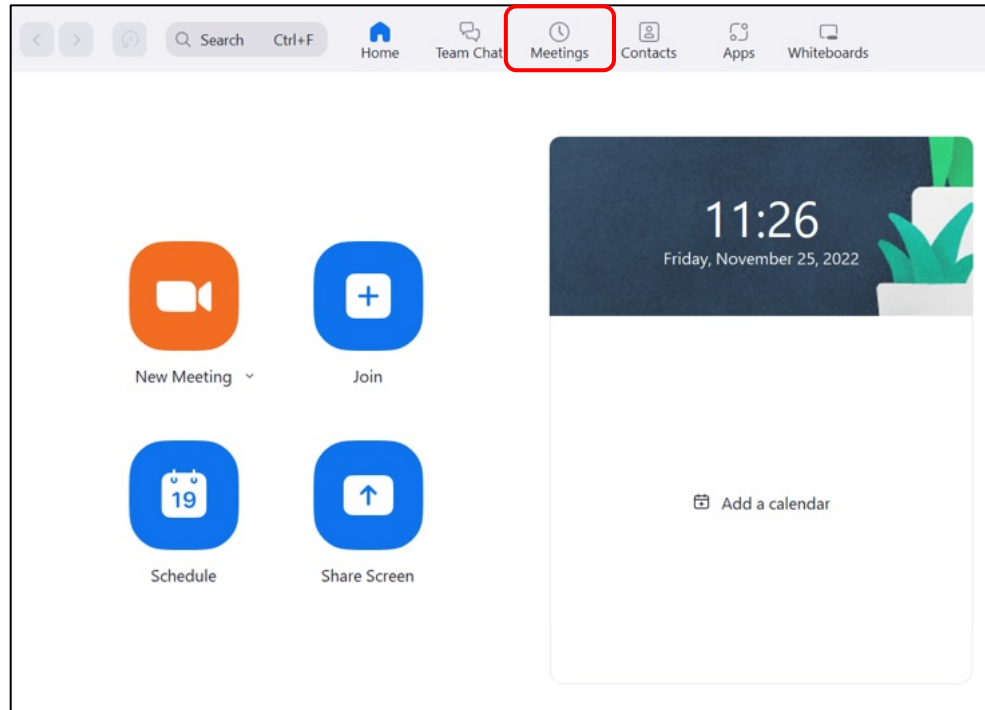
Launch Zoom from the task bar

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

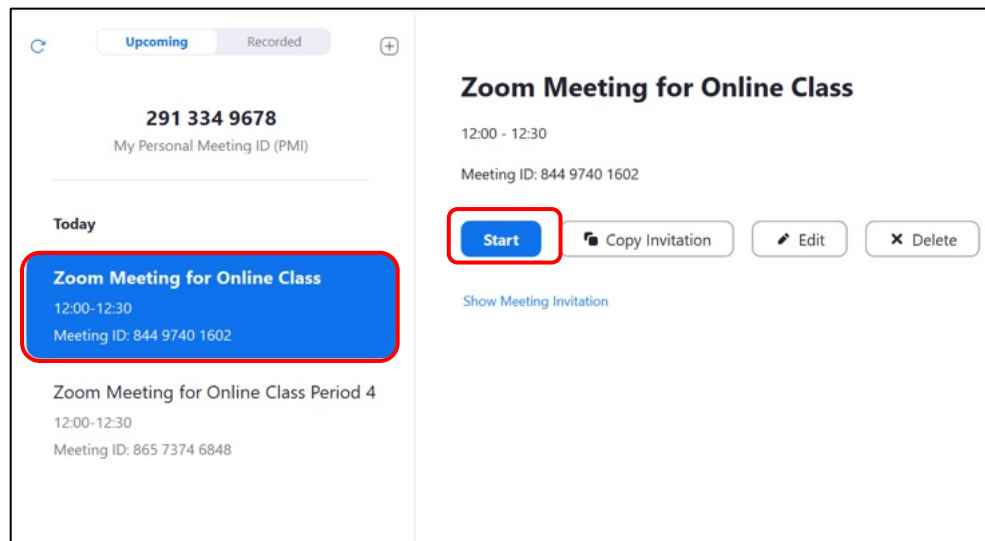
Place the cursor over 言語の切り替え and  
choose your preferred language



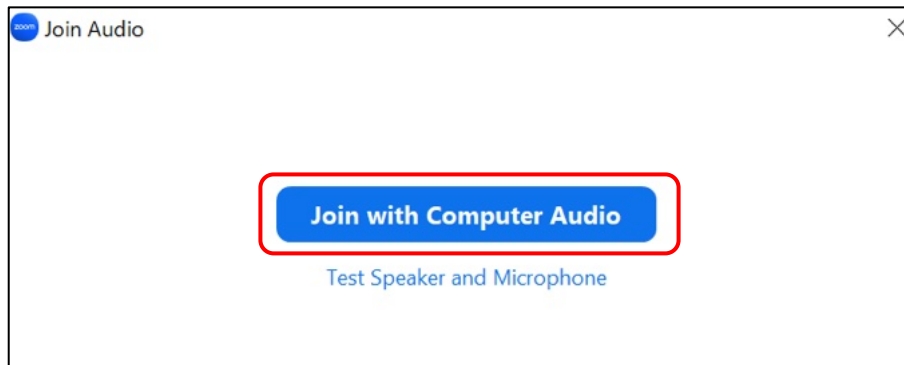
Sign in to Zoom with the **host** account



Select **Meetings** tab

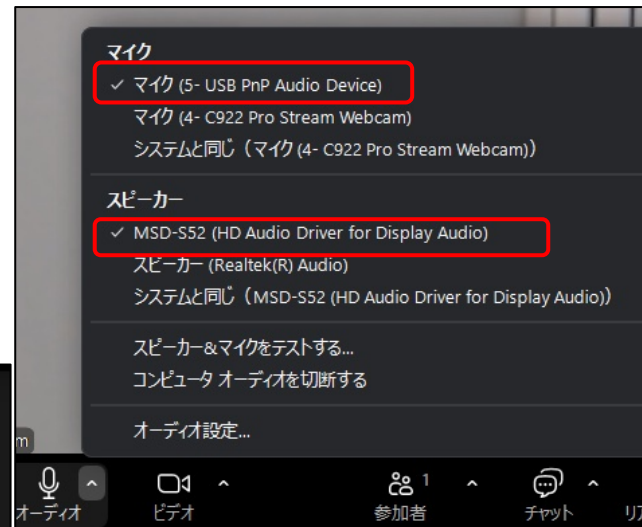
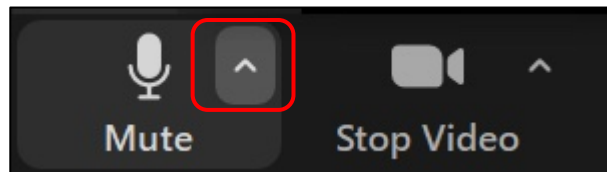


Find the class  
Click **Start**



Click **Join with Computer Audio**

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



Audio Settings:

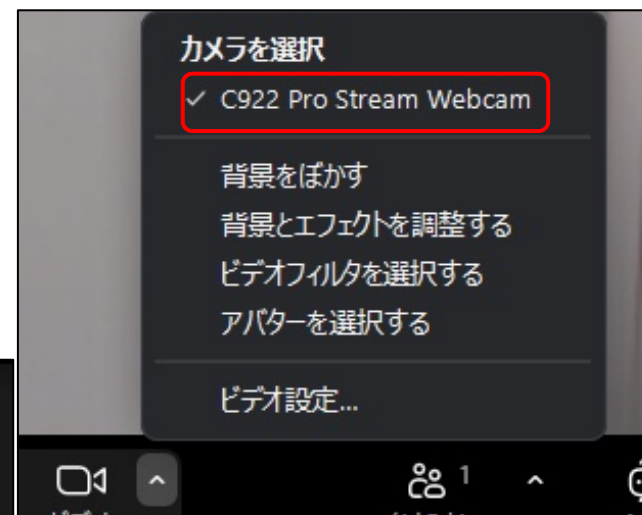
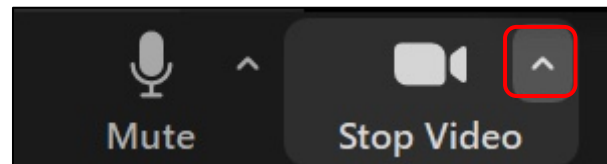
Click the ^ on mic icon (bottom left corner of the window)

For Mic Select

**マイク (USB PnP Audio Device)**

For Speaker Select

**MSD-S52 (HD Audio Driver for Display Audio)**



Camera Settings:

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

Select

**C922 Pro Stream Webcam**

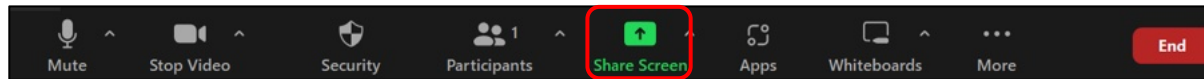




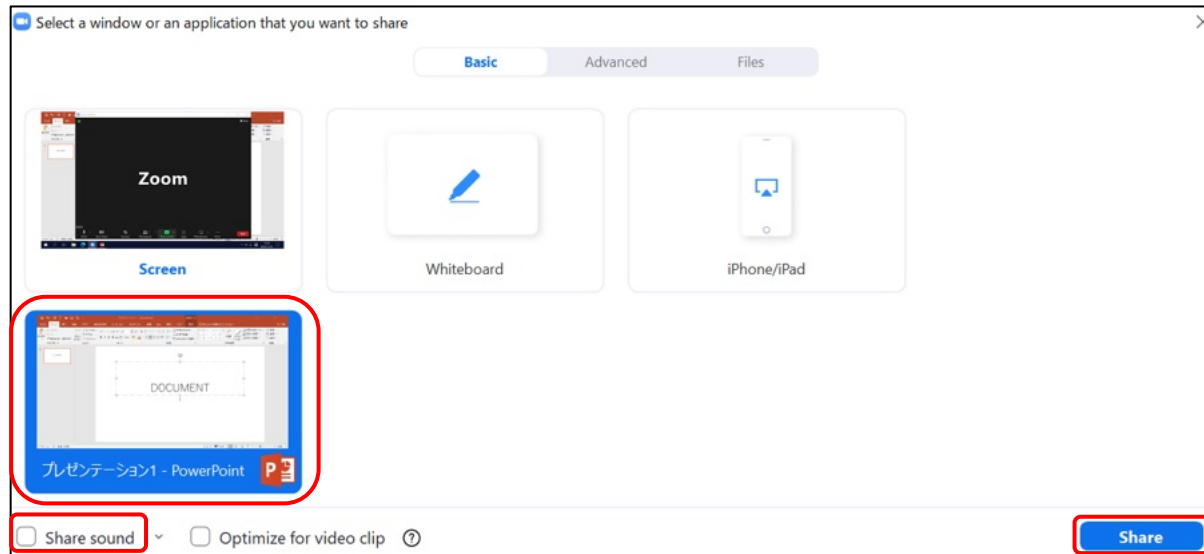
Turn on the **Projector** and press **PC**

(Press HDMI if using a private laptop)

## 5. Screen Sharing

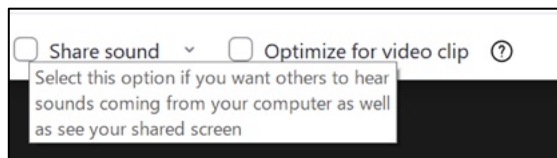


Click **Share Screen**



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

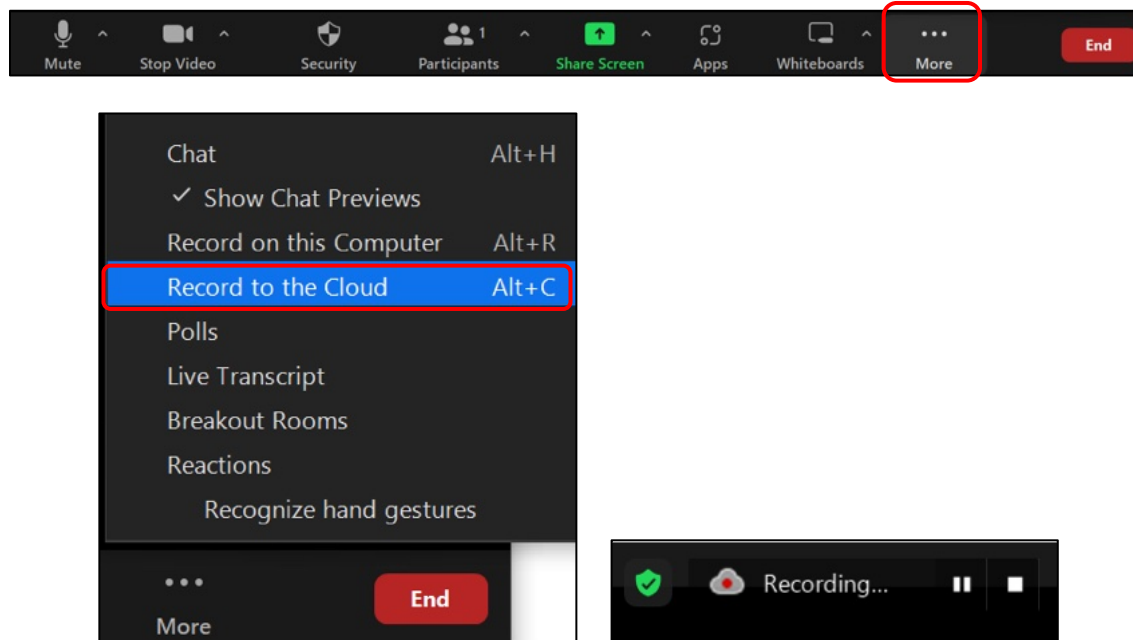
Click **Share**



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 image shows two parts of the Zoom mobile app interface. The left part is a notification for a cloud recording. It says 'Hi', 'Your cloud recording is now available.', and 'Cloud recordings will be deleted automatically after they have been stored for 30 days.' Below this, it lists the topic 'zoom 16's Personal Meeting Room' and the date 'Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo'. A blue button labeled 'View Detail' is highlighted with a red rectangle. Below the button is a 'Share' button and a section for recording information, including a passcode 'ea\$5zEUr'. The right part is a 'Sign In' screen with fields for 'Email Address' and 'Password', both with red error messages: 'Please enter your email address' and 'Please enter your password'. There is a 'Forgot password?' link and a blue 'Sign In' button. At the bottom, there is a checkbox for 'Stay signed in'.

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

The image shows the 'Zoom Cloud Recording' details page. At the top, it says 'Zoom Cloud Recording' with an edit icon. Below this, it shows the date and time 'Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo' and the ID 'ID: 835 343 8072'. A 'Share' button is in the top right. Below this, it says 'This recording will be deleted automatically in 30 days.' and '0 total views • 0 total downloads Recording Analytics'. The main section features a video player with a play button and a '01:12' duration. To the right of the player, it says 'Recording 1' with an edit icon, '2 Files 2 MB', and a 'Download' button highlighted with a red rectangle. Below the player, there are buttons for 'Copy shareable link' and 'Delete'. The bottom section is titled 'The recording includes the files listed below:' and lists two files: 'Shared screen with speaker view' (1 MB) and 'Audio only' (1 MB).

**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

**Recording 1**  
2 Files 2 MB  
**Download** Copy shareable link Delete

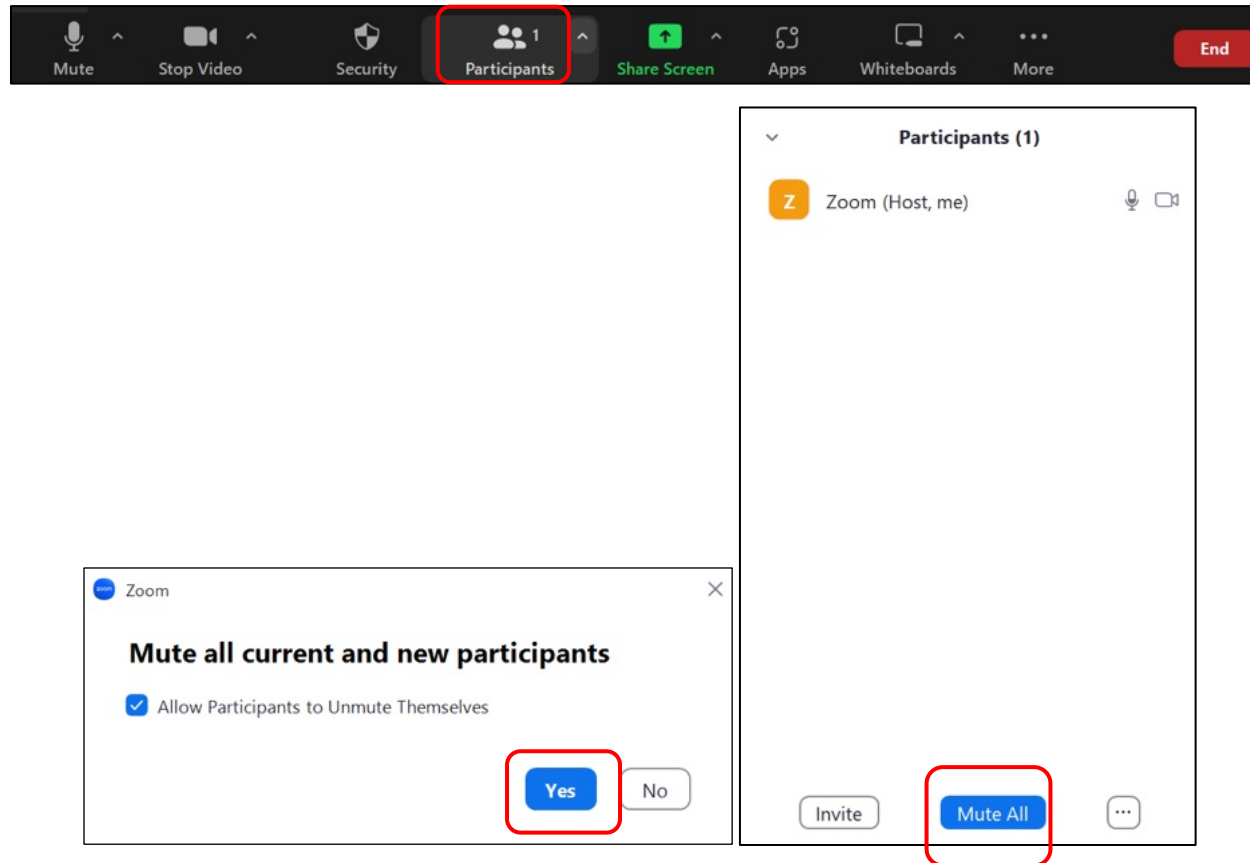
The recording includes the files listed below:

Shared screen with speaker view	1 MB
Audio only	1 MB

Click **Download**

## 7. FAQ

### ● Audio Feedback

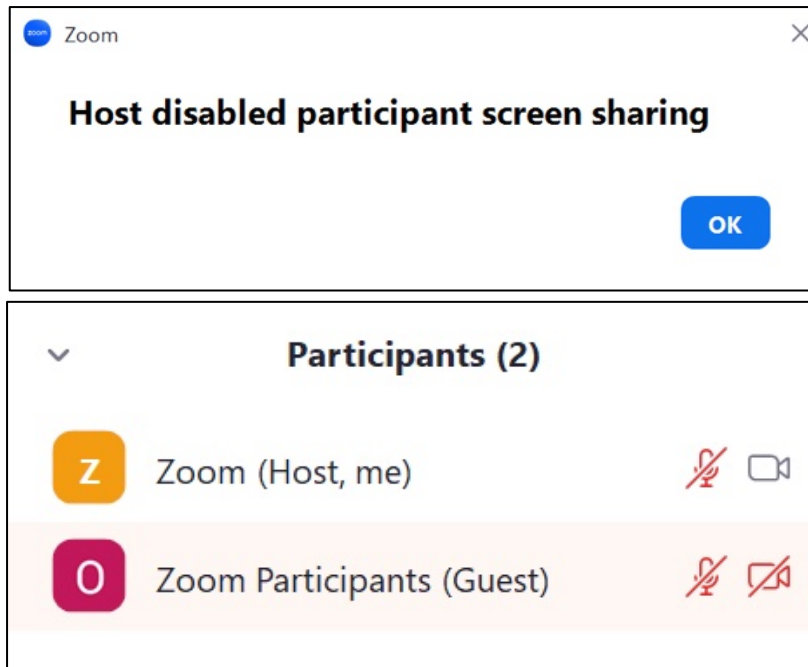


Click **Participants**

Click **Mute All**

Click **Yes**

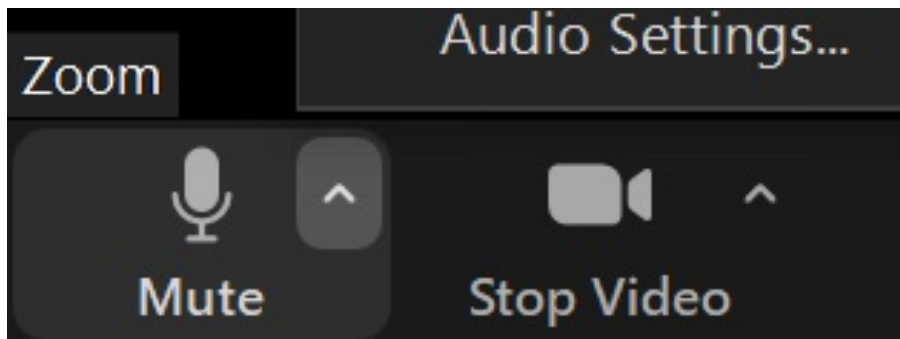
- **Unable to Share the Screen**



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)