Nakano Media Support
(call) 8072

HyFlex Zoom Class Manual

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1. Connect to the Internet

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

2. Microphone and Camera Settings

Turn on the microphone if needed

Green light = ON

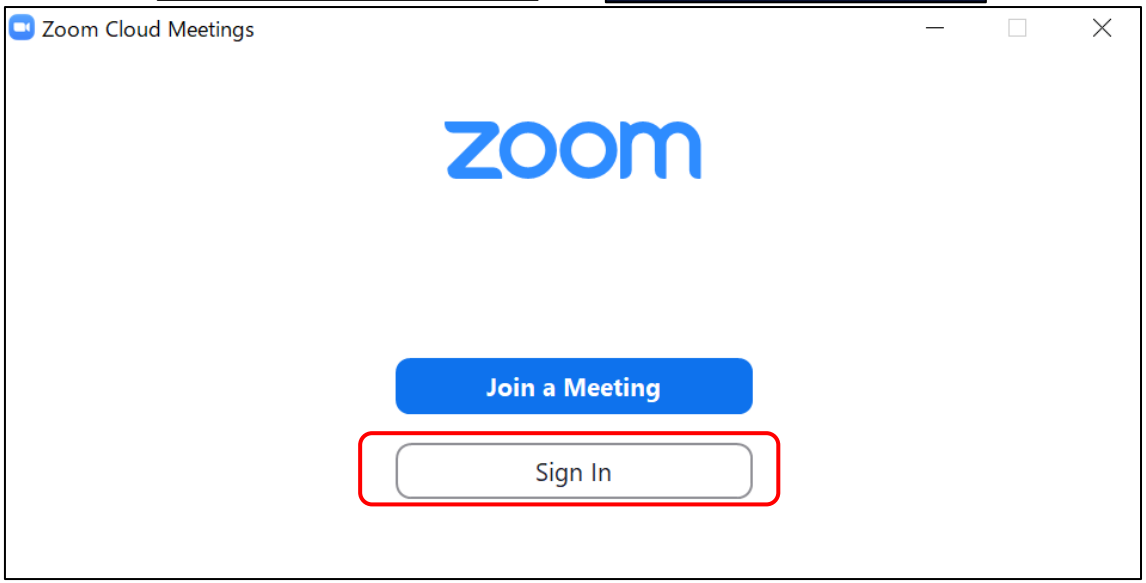
3. Start a Zoom Meeting

Launch Zoom from the task bar

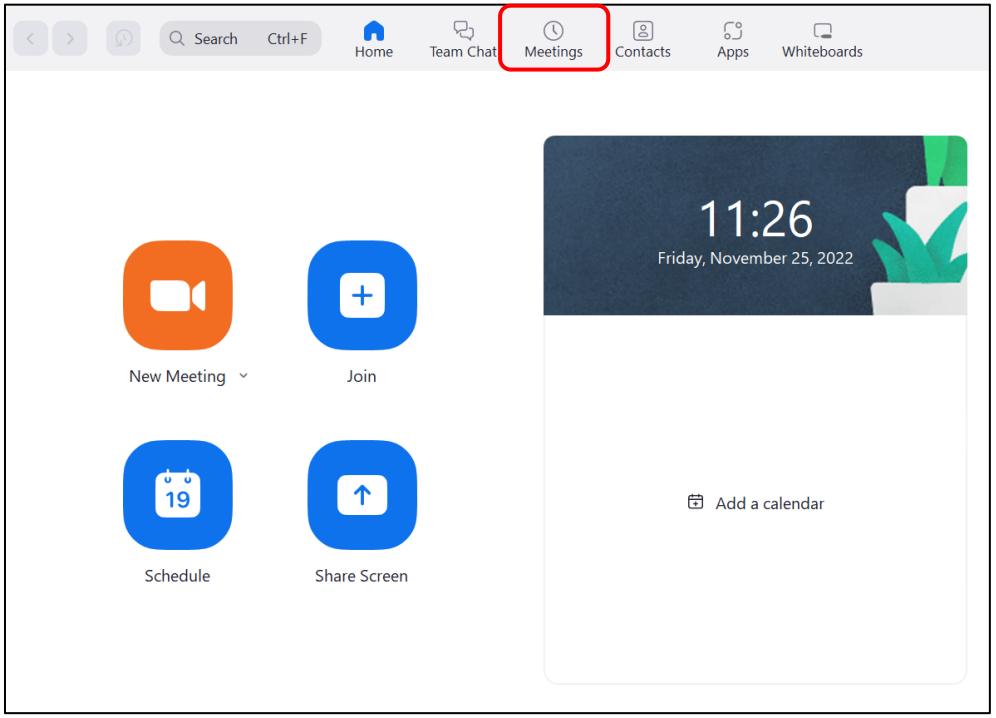
Click the ^ icon in the bottom right corner
And right click Zoom icon

Place the cursor over **言語の切り替え** and

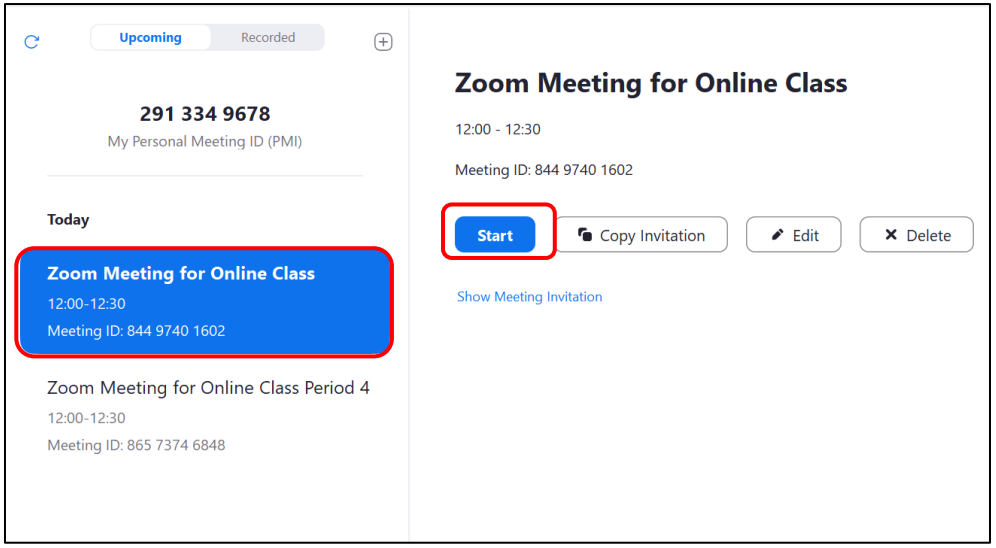
choose your preferred language



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

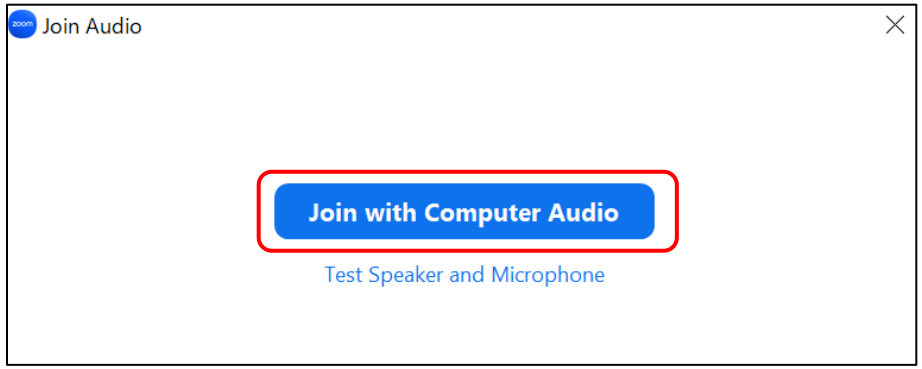


Select **Meetings** tab



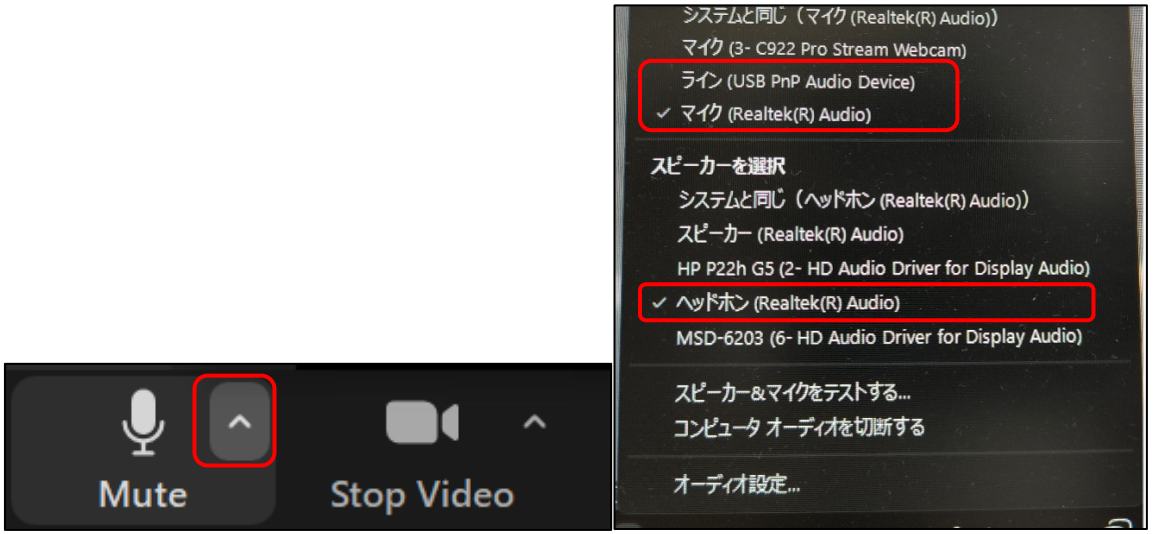
Find the class

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(Realtek(R) Audio) for Headset
ライン(USB PnP Audio Device) for Wireless Mic

For Speaker Select
ヘッドホン(Realtek(R) Audio) for Headset

To use the classroom speakers, turn on “Speaker” in PC@LL.

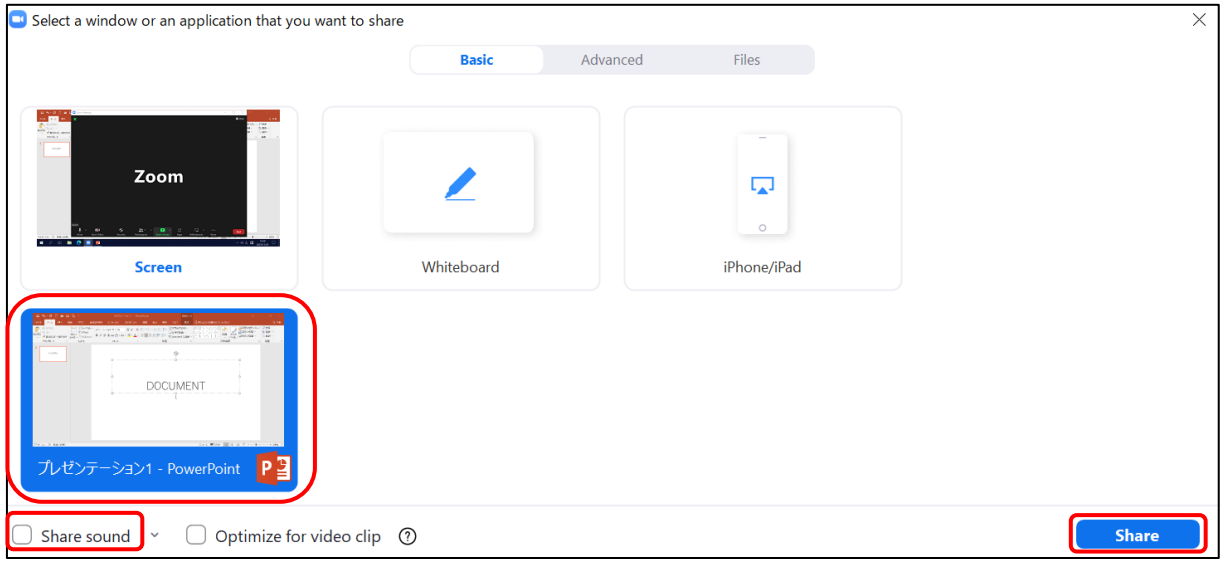
Camera Settings:
Click the ^ on camera icon (bottom left corner of the window)
Select
C922 Pro Stream Webcam

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

(Press HDMI if using a private laptop)

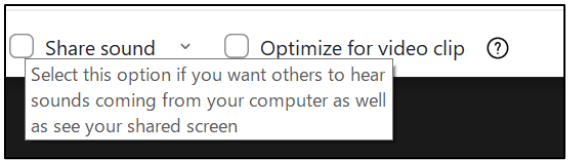
5. Screen Sharing

Click **Share Screen**



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

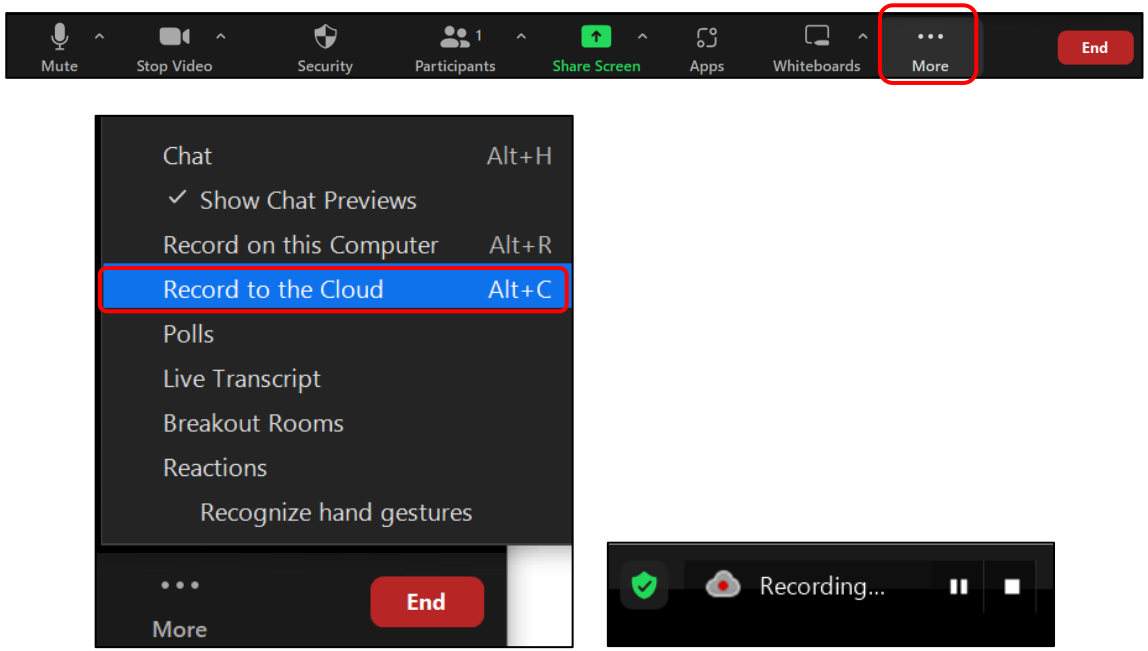
Click **Share**



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

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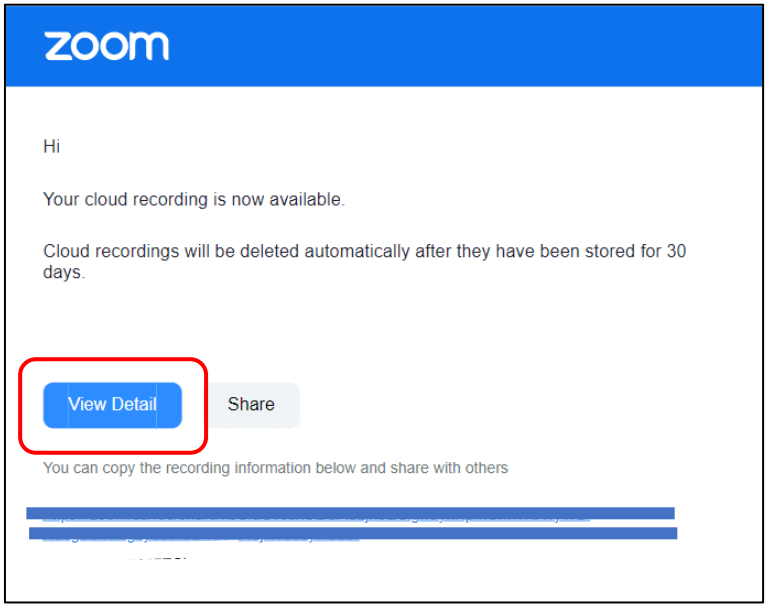
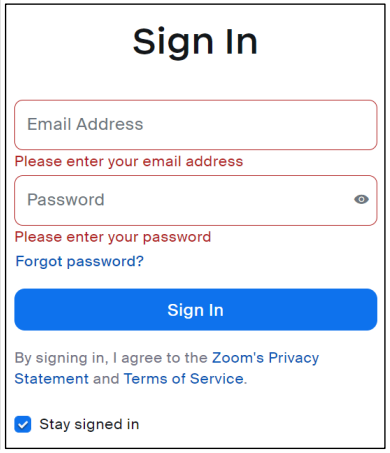
● Download

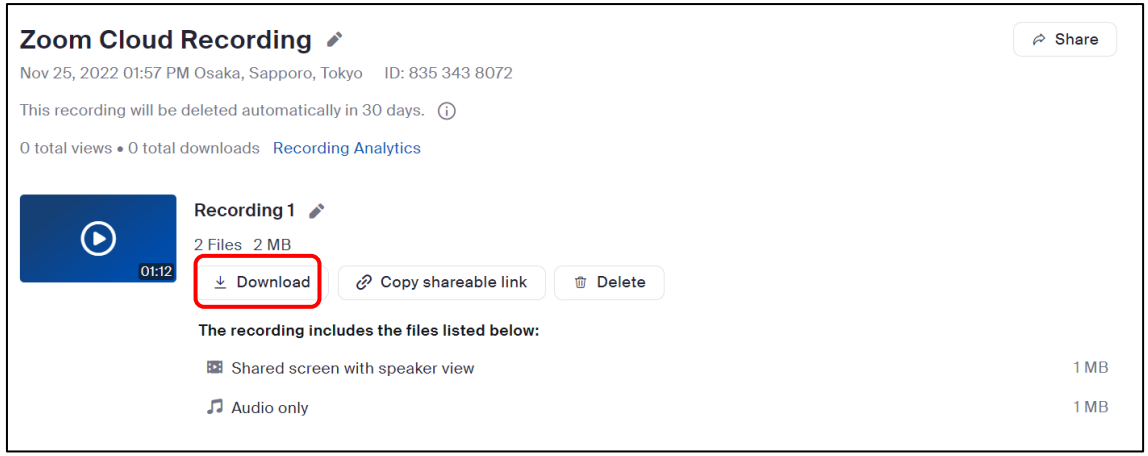




Check your email from Zoom

Click **View Detail**

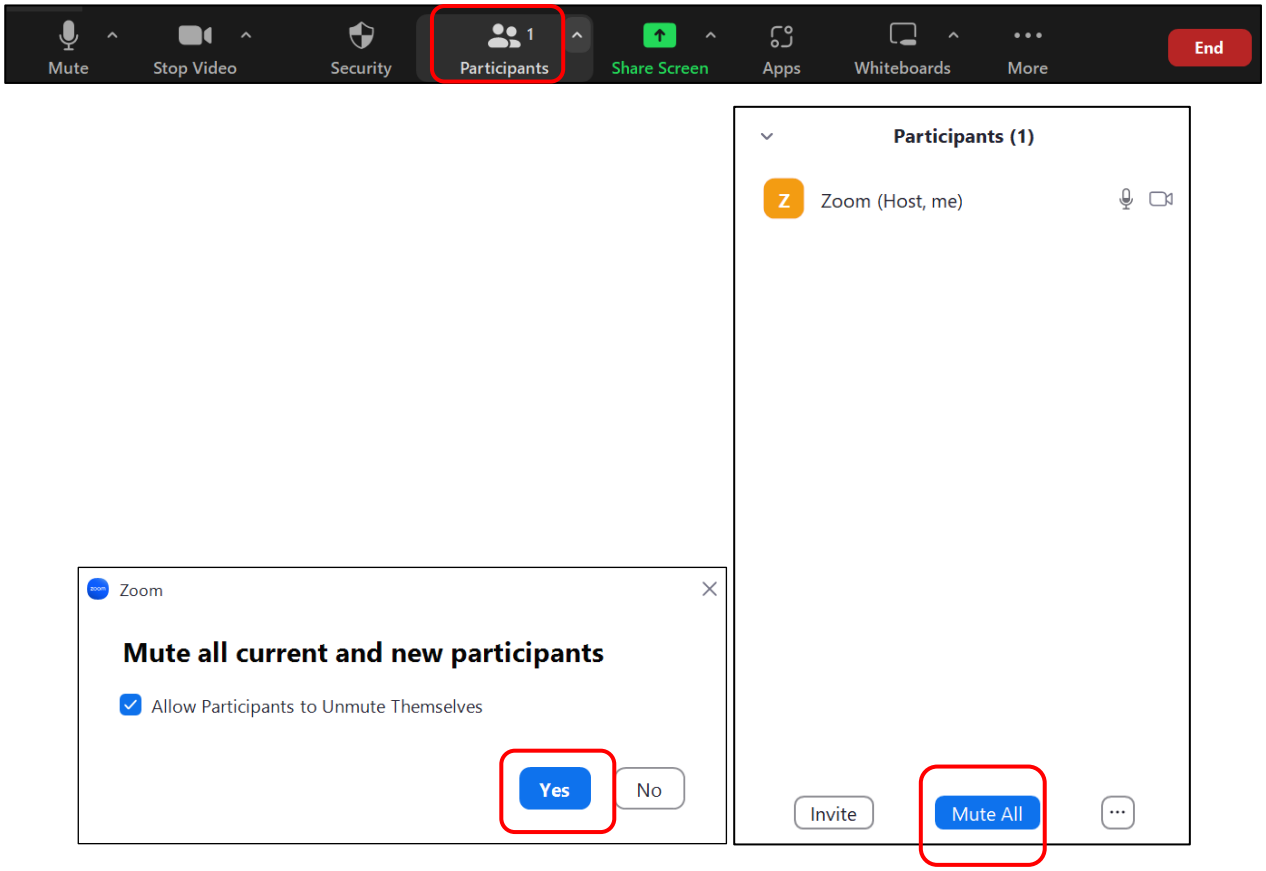
Sign In to Zoom



Click **Download**

7. FAQ

- **Audio Feedback**

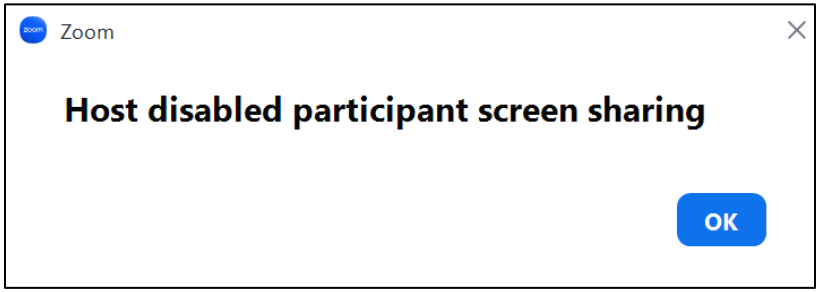


Click **Participants**

Click **Mute All**

Click **Yes**

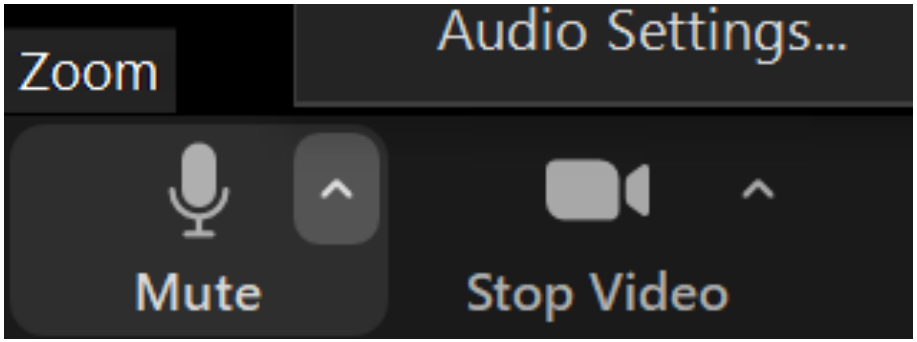
- **Unable to Share the Screen**



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)