

**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 Settings

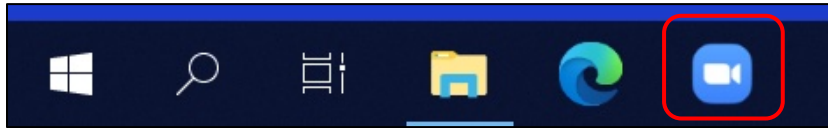


Audio from the microphone will be used as input for Zoom.

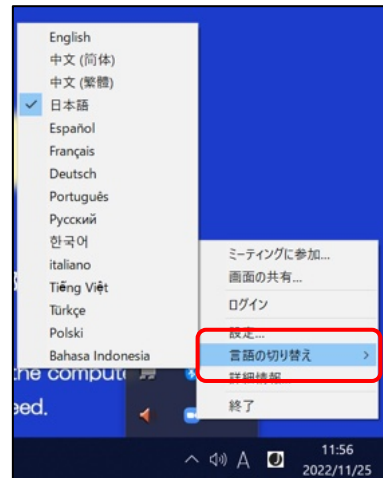
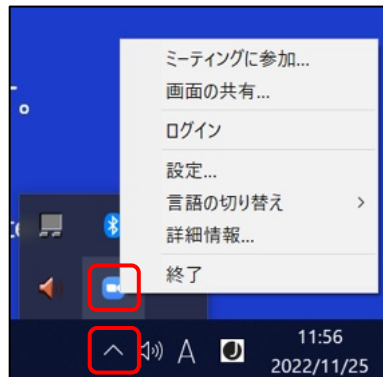
Take out the microphone from the charger.  
Turn on the microphone.

**RED** Light = **ON**

### 3. Start a Zoom Meeting

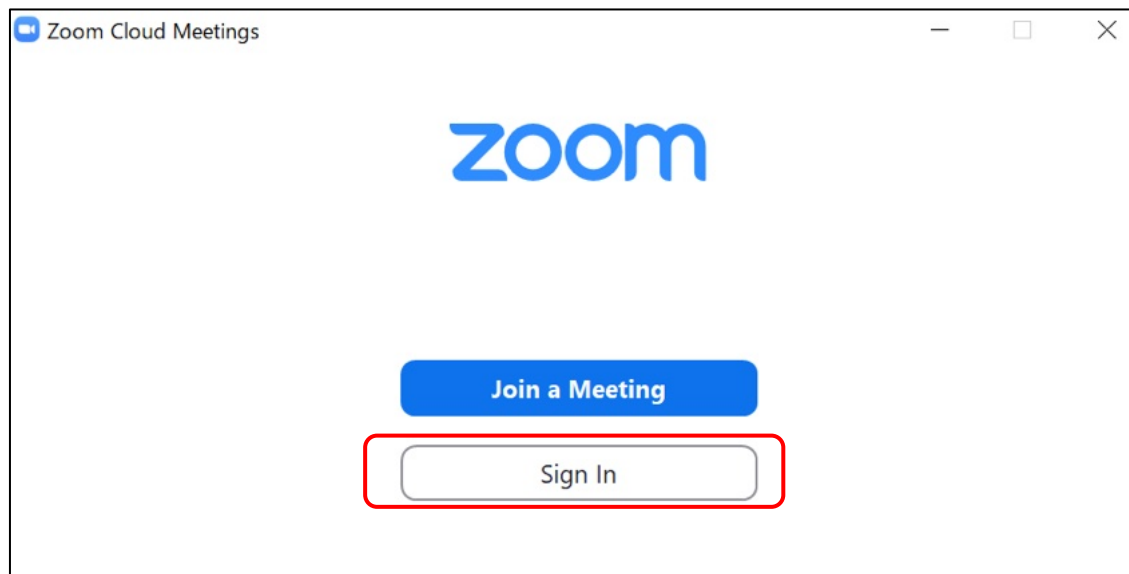


Launch Zoom from the task bar

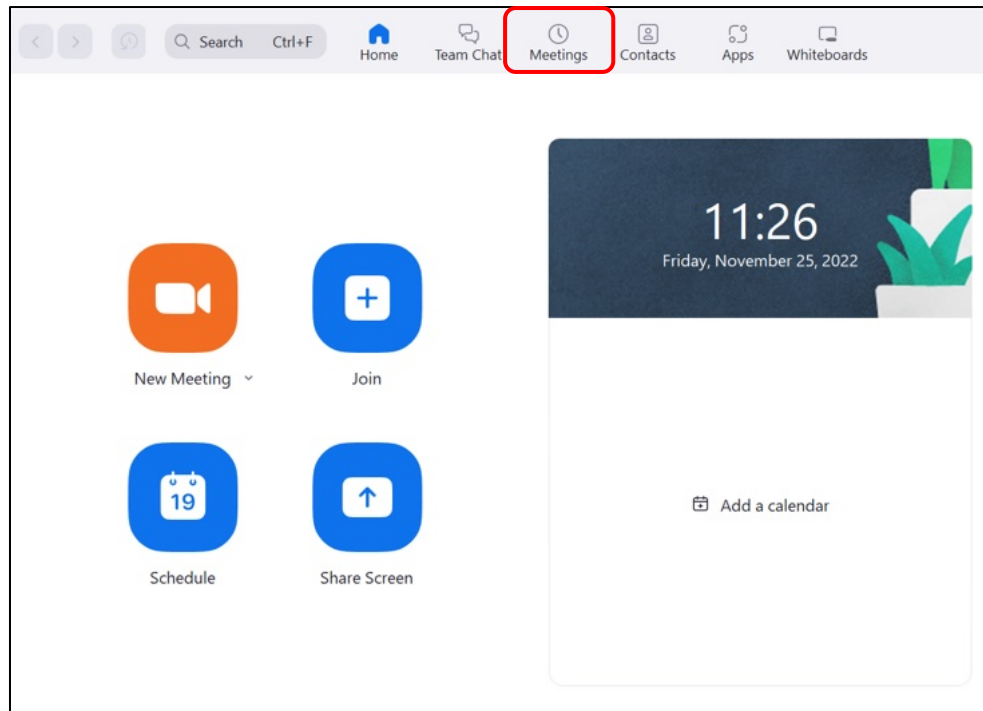


Click the ^ icon in the bottom right corner  
And right click Zoom icon

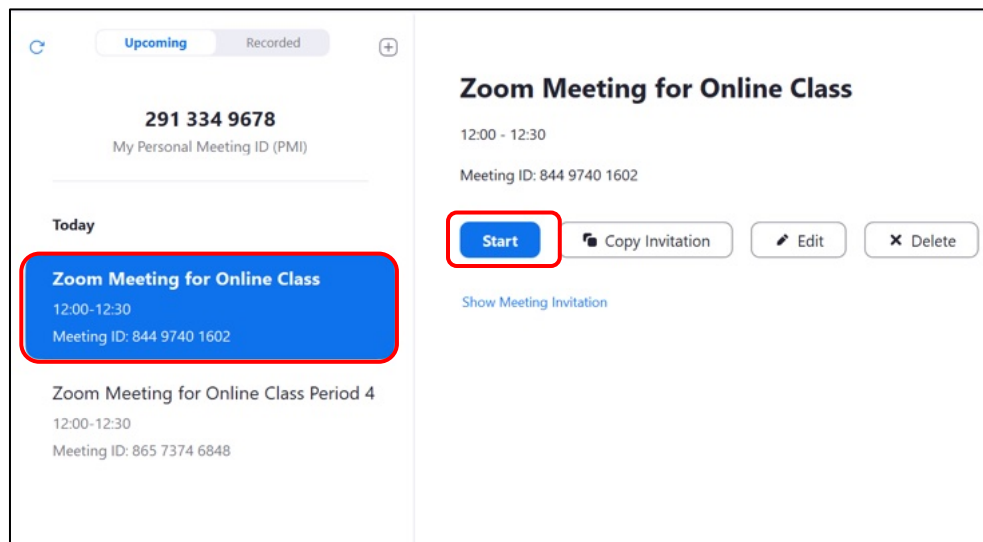
Place the cursor over 言語の切り替え and  
choose your preferred language



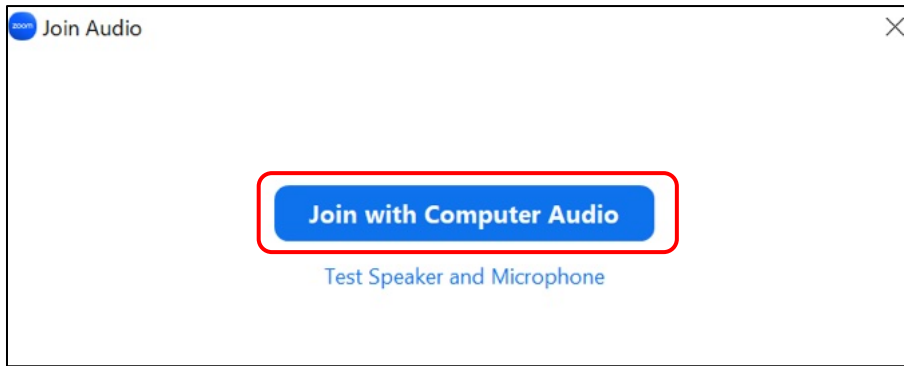
**Sign in** to Zoom with the **host** account



Select **Meetings** tab



Find the class  
Click **Start**



Click **Join with Computer Audio**

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



Audio Settings:

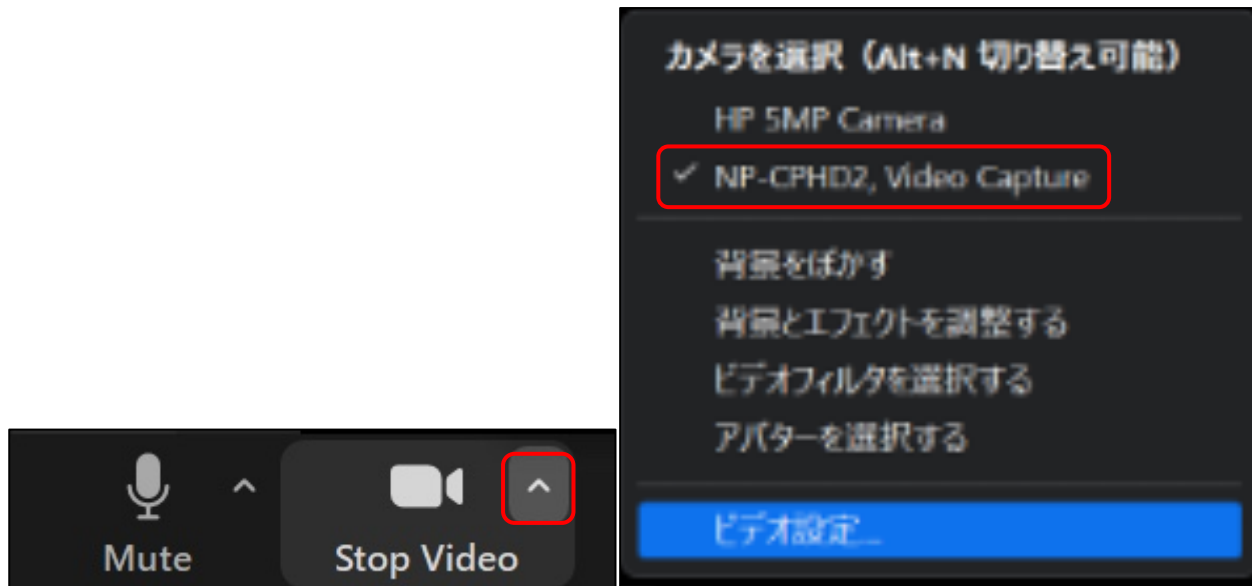
Click the ^ on mic icon (bottom left corner of the window)

For Mic Select

**NP-CPHD2, Audio Capture**

For Speaker Select

**MSD-6203(HD Audio Driver for Display Audio)**



Camera Settings:

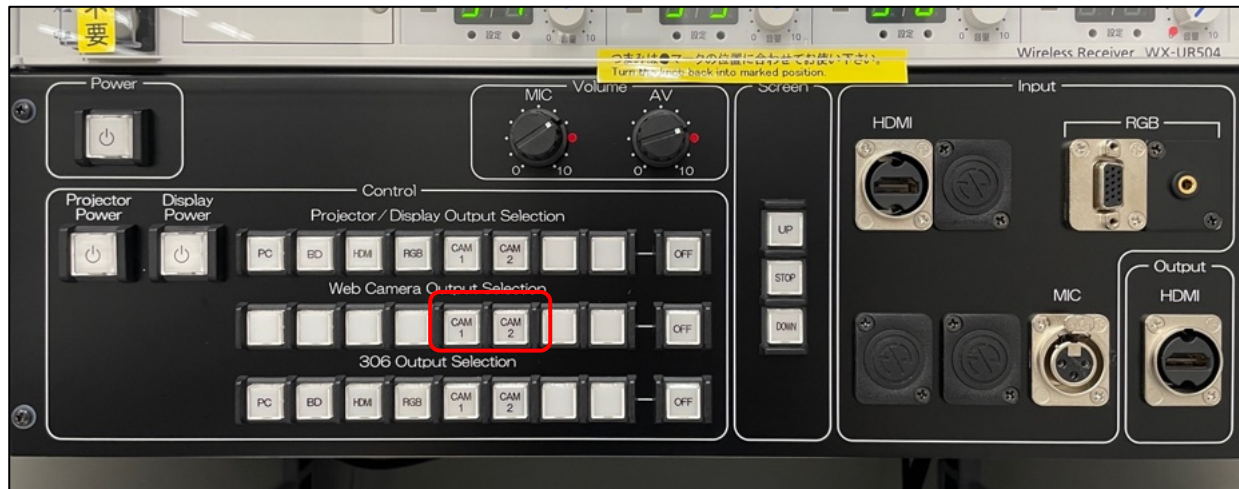
Click the ^ on camera icon (bottom left corner of the window)

Select

**NP-CPHD2, Video Capture**



## ● Camera Settings



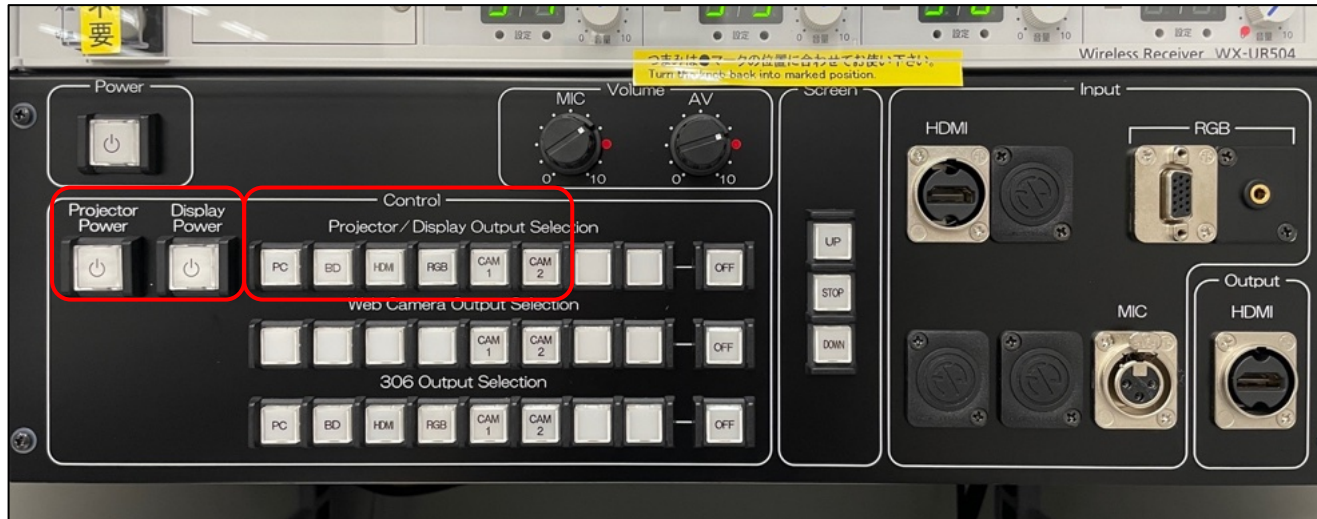
**Web Camera Output Selection:**  
Select CAM1 or CAM2 on console

- CAM1: Audience Camera
- CAM2: Board Camera



Select the camera that matches the console selection.

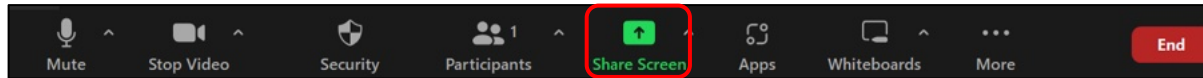
## ● Screen Settings



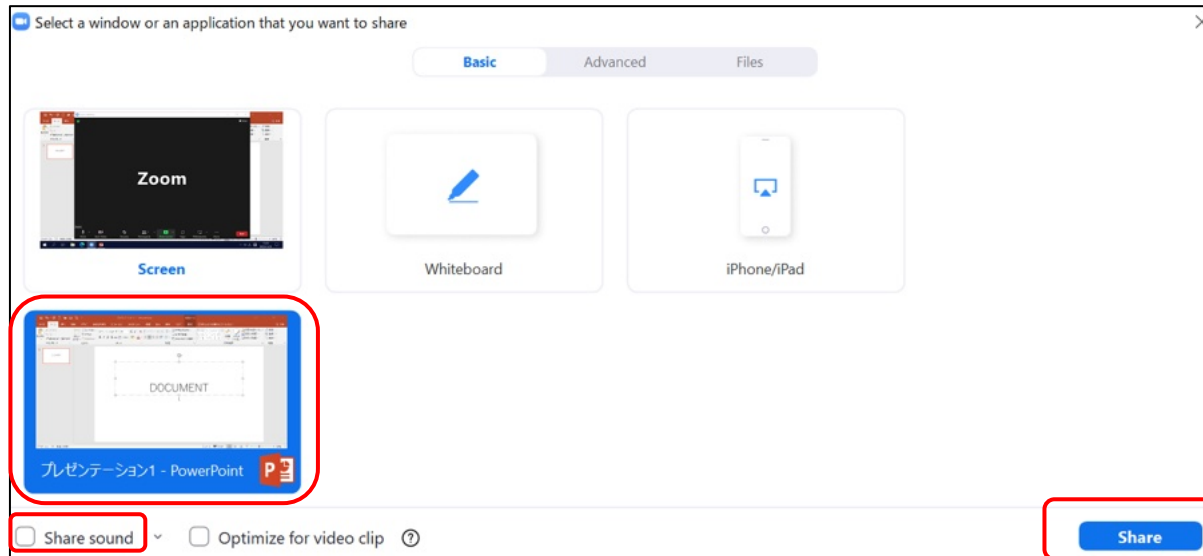
Turn on the projector and display if they are not already on.

**Projector/Display Output Selection:**  
Select the device you want to show on the screen.

## 5. Screen Sharing

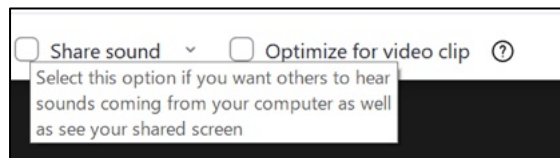


Click **Share Screen**



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

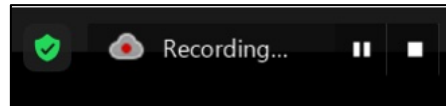
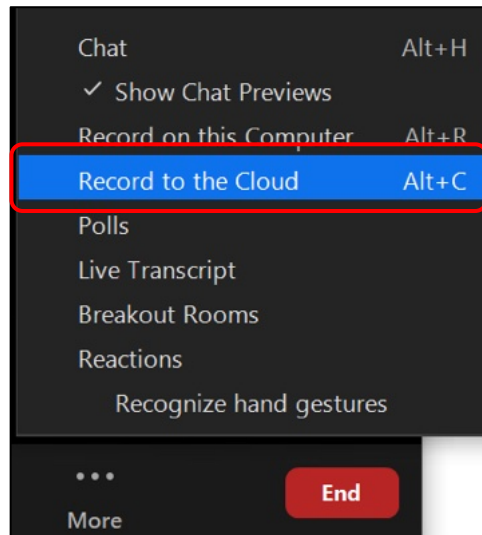
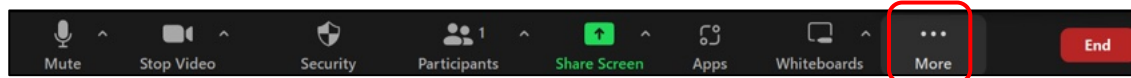
Click **Share**



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**

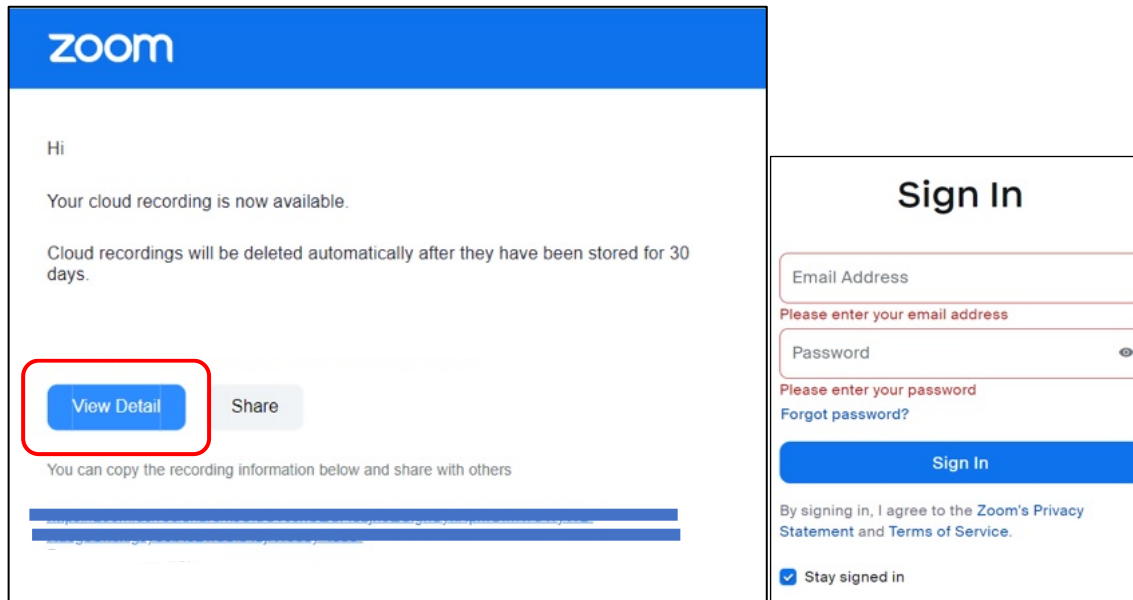
Check for the indicator of **Recording...**

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

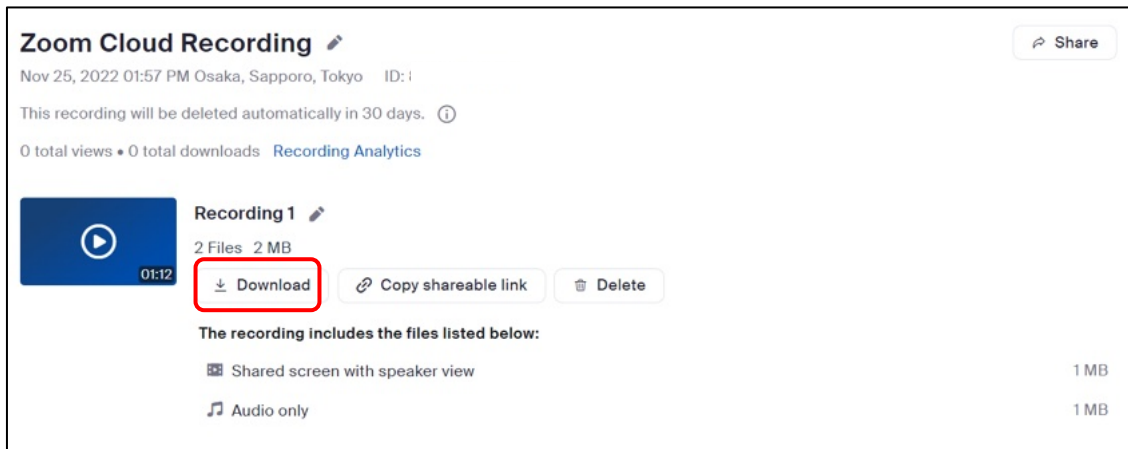


The image shows the Zoom web interface. On the left, a notification states: "Hi, Your cloud recording is now available. Cloud recordings will be deleted automatically after they have been stored for 30 days." Below this, there are two buttons: "View Detail" (highlighted with a red box) and "Share". On the right, there is a "Sign In" form with fields for "Email Address" and "Password", a "Sign In" button, and a checkbox for "Stay signed in".

Check your email from Zoom

Click **View Detail**

Sign In to Zoom

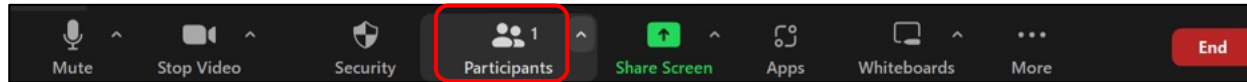


The image shows the "Zoom Cloud Recording" details page. It includes a video player with a play button and a duration of 01:12. Below the player, there are buttons for "Download" (highlighted with a red box), "Copy shareable link", and "Delete". The page also shows the recording title "Recording 1", the number of files "2 Files", and the size "2 MB". A list of files included in the recording is shown below, with "Shared screen with speaker view" and "Audio only" listed, each with a size of 1 MB.

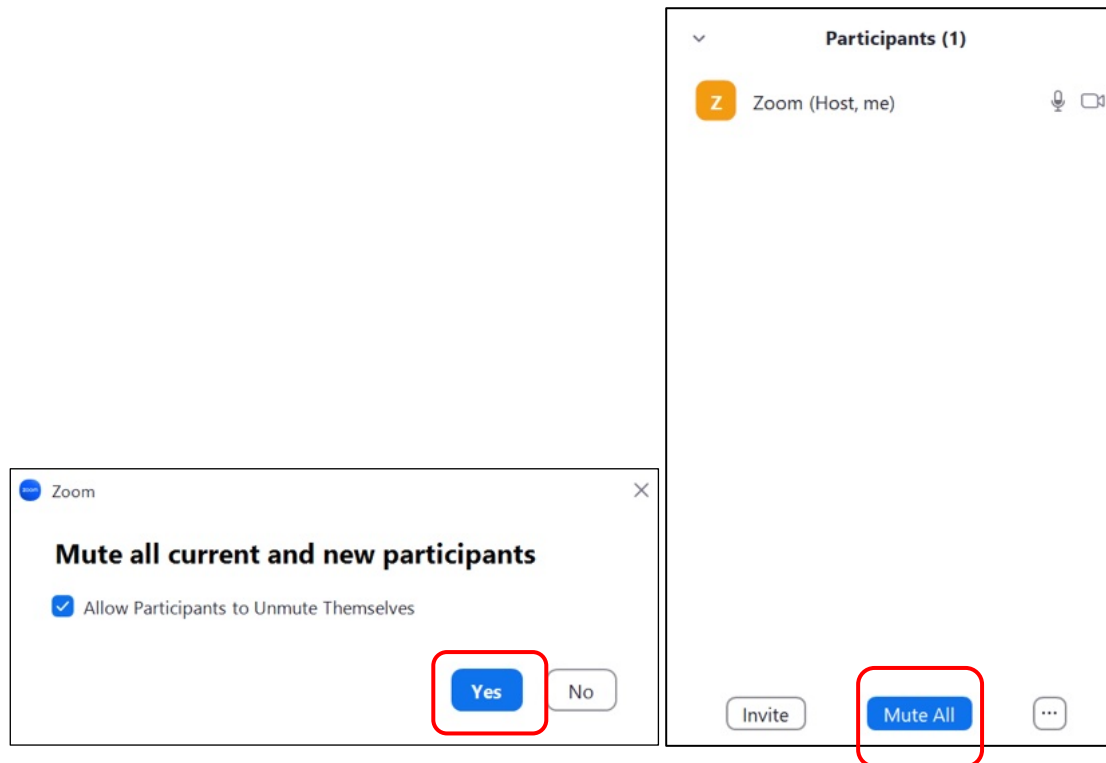
Click **Download**

## 7. FAQ

### ● Audio Feedback



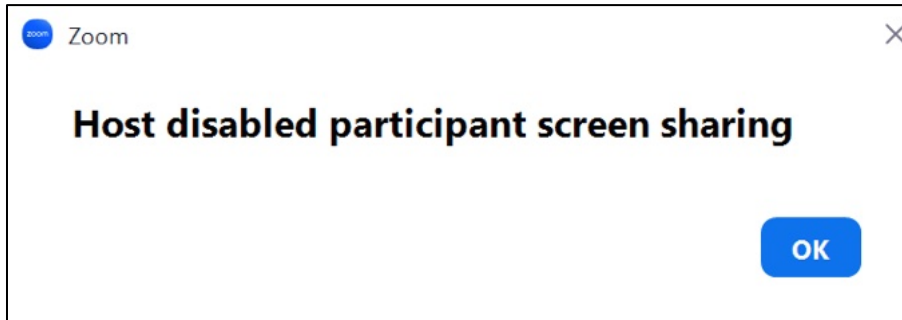
Click **Participants**



Click **Mute All**

Click **Yes**

- **Unable to Share the Screen**

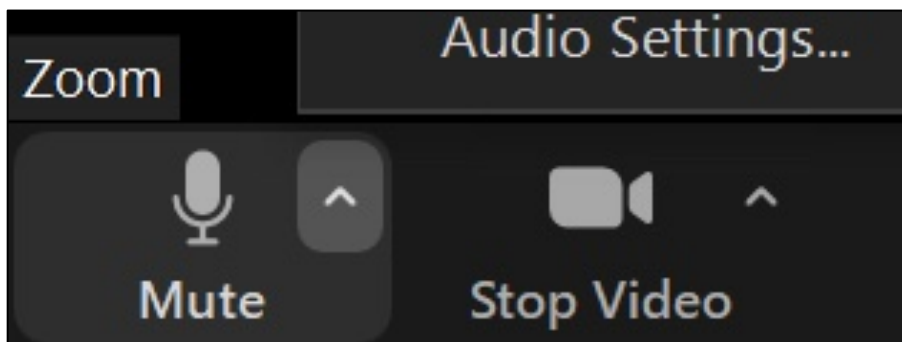


Check if you are using your host account



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

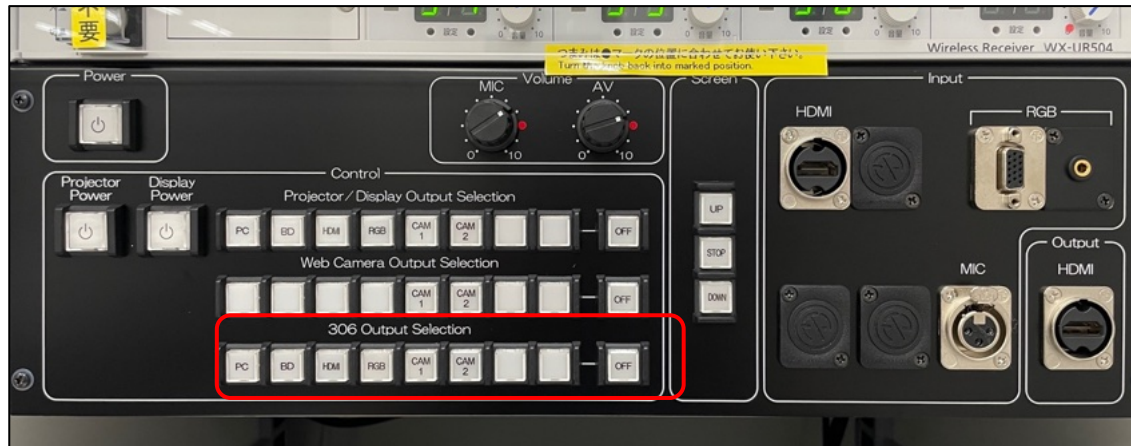
Review your audio settings (Page 7)

Check the console if you pressed right input source

Review your screen sharing settings (Page 10)



- **Output audio from speakers in the back of the classroom**



### 306 Output Selection:

Select the source you want to send to Room 306.



Open the console in the back of the classroom

Press **Room 307** button