HyFlex Zoom Class Manual

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1. Connect to the Internet

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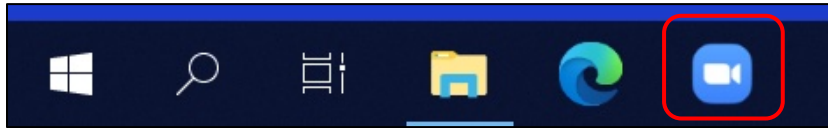(Same as Oh-o!Meiji)

2. Microphone Settings

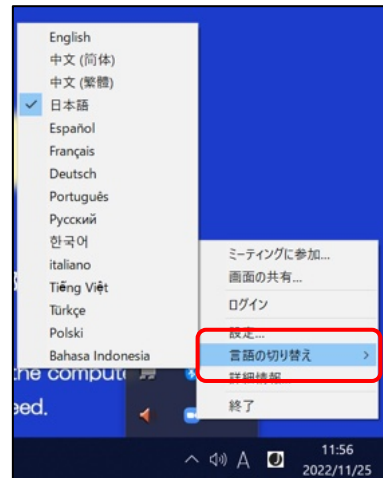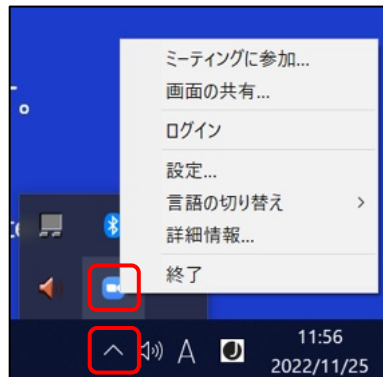
Audio from the microphone will be used as input for Zoom.

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

RED Light = **ON**

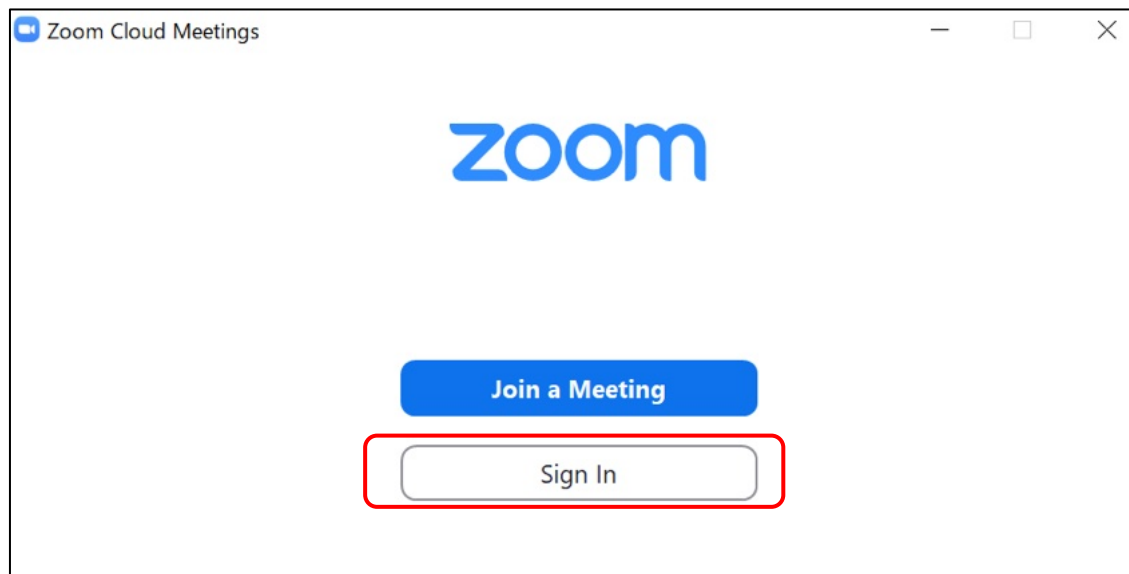# 3. Start a Zoom Meeting

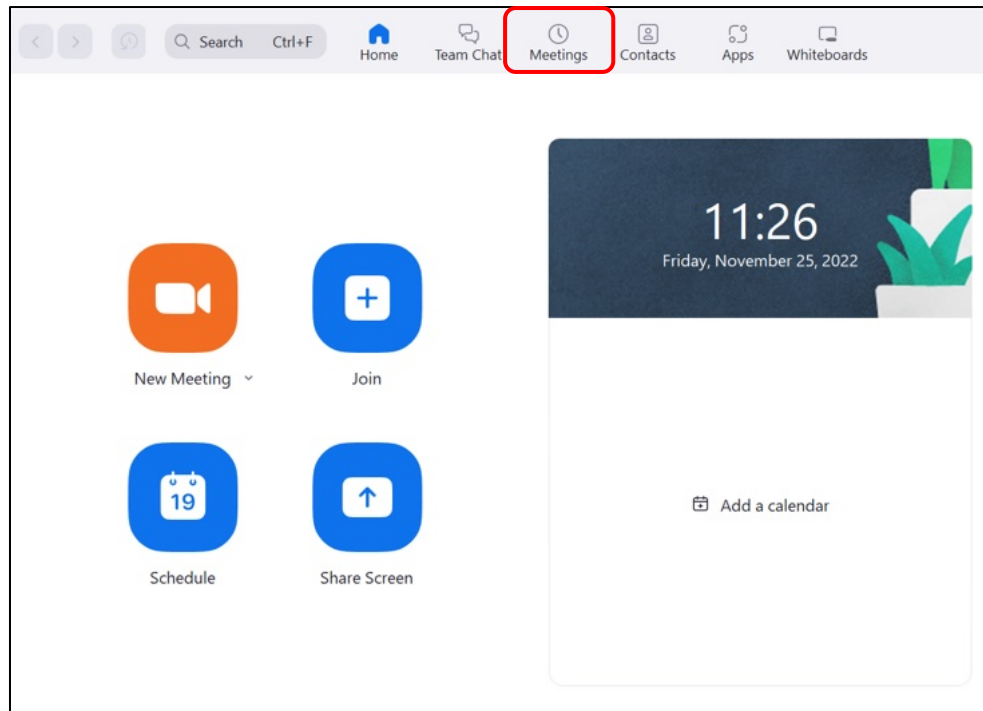Launch Zoom from the task bar

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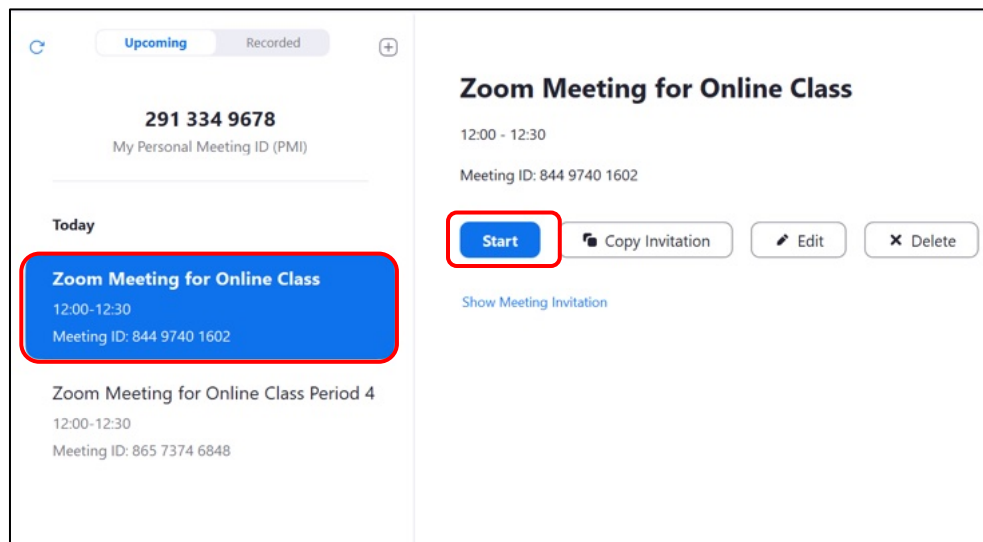And right click Zoom icon

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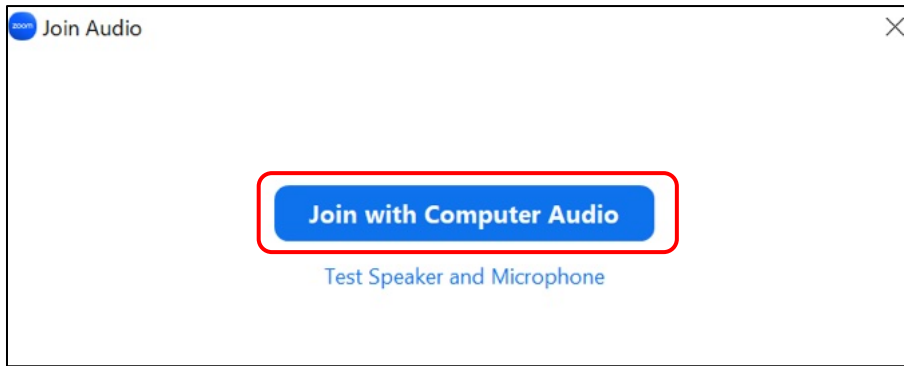
choose your preferred language

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

Select **Meetings** tab

Find the class

Click **Start**

Click **Join with Computer Audio**
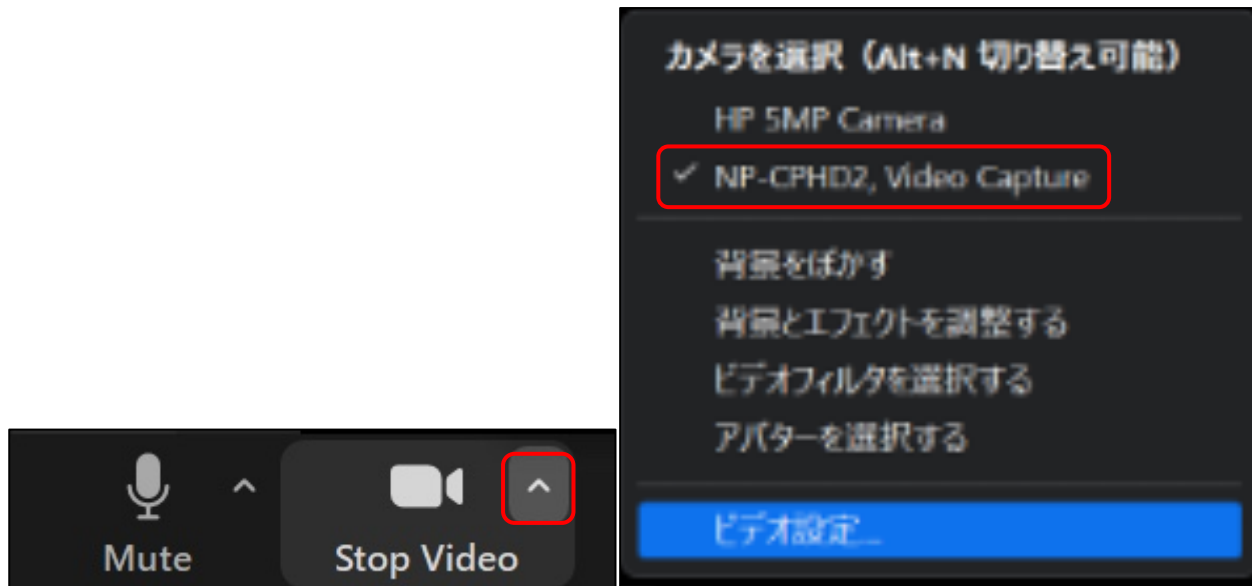
4. Use Camera/Mic/Speaker on Zoom

Audio Settings:

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

For Mic Select

NP-CPHD2, Audio Capture

For Speaker Select

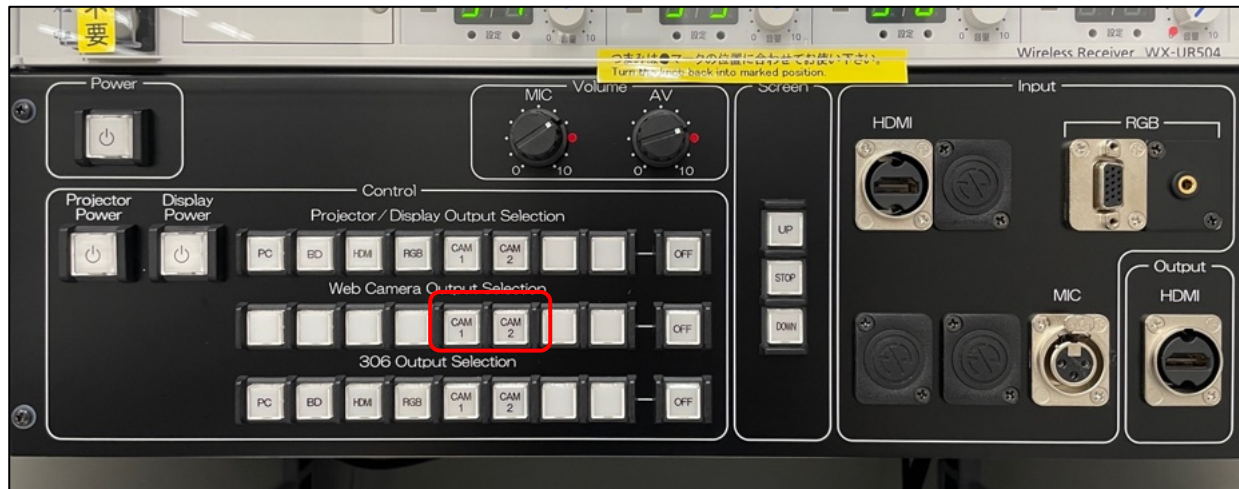**MSD-6203**(HD Audio Driver for Display Audio)

Camera Settings:

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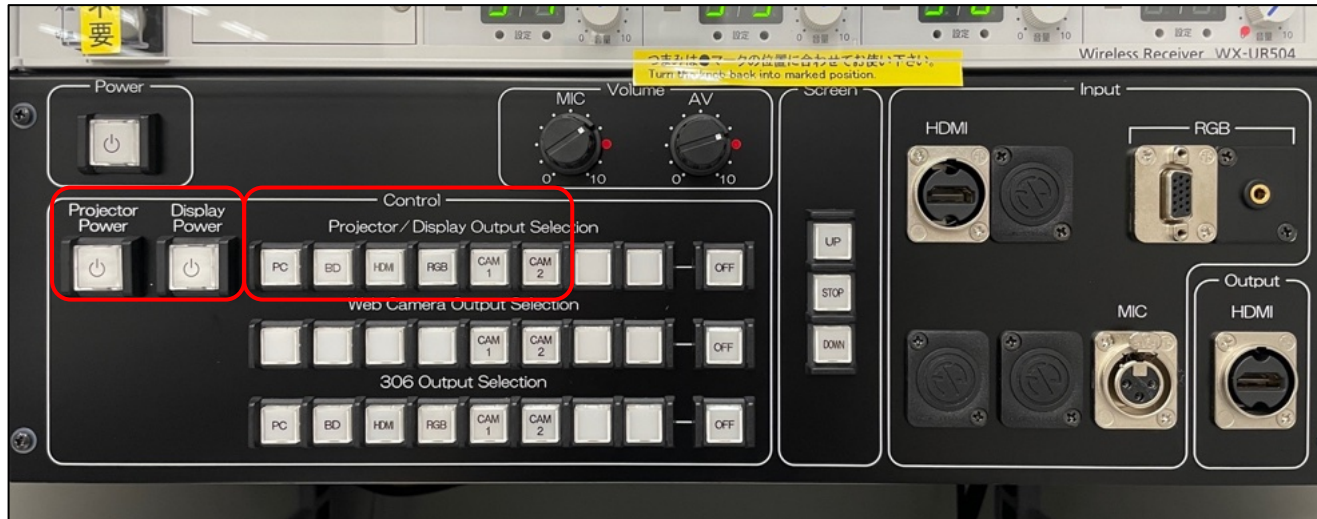
Select

NP-CPHD2, Video Capture

● Camera Settings

Web Camera Output Selection:
Select CAM1 or CAM2 on console

- **CAM1: Audience Camera**
- **CAM2: Board Camera**

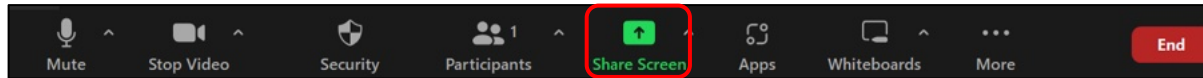Select the camera that matches the console selection.
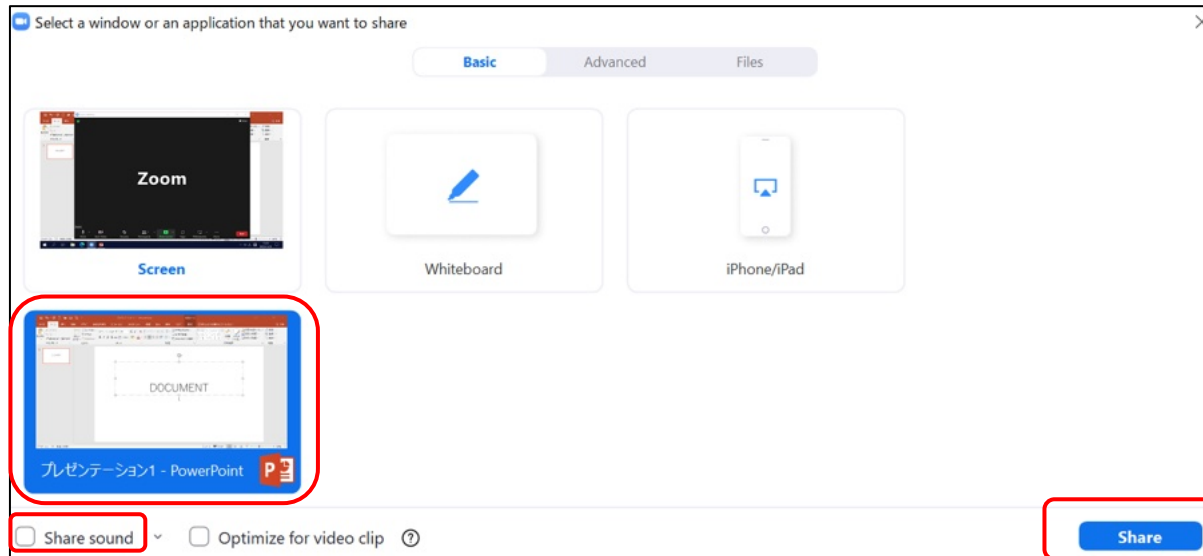
● **Screen Settings**

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.
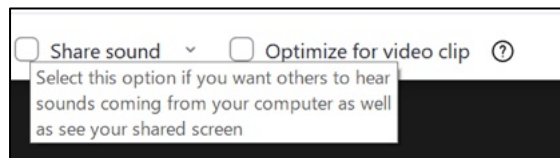
5. Screen Sharing

Click **Share Screen**

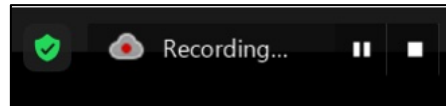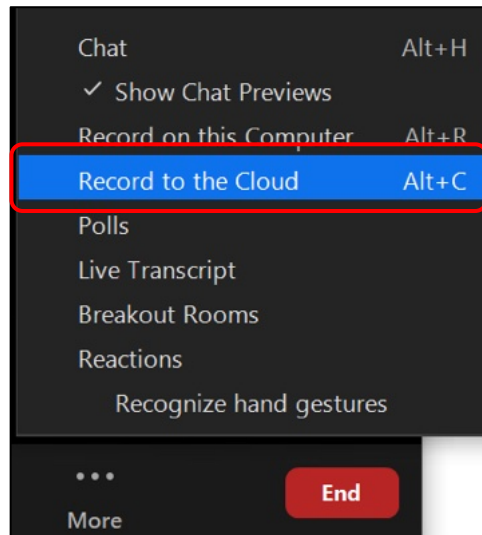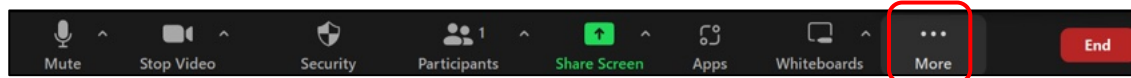Choose the document to share

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

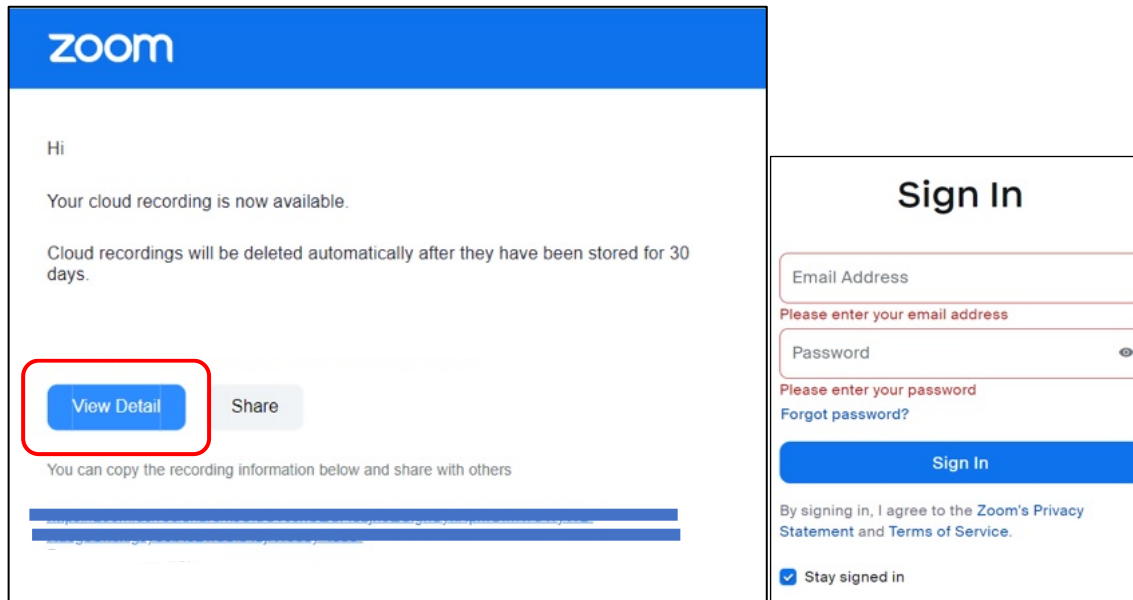- **Record**

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

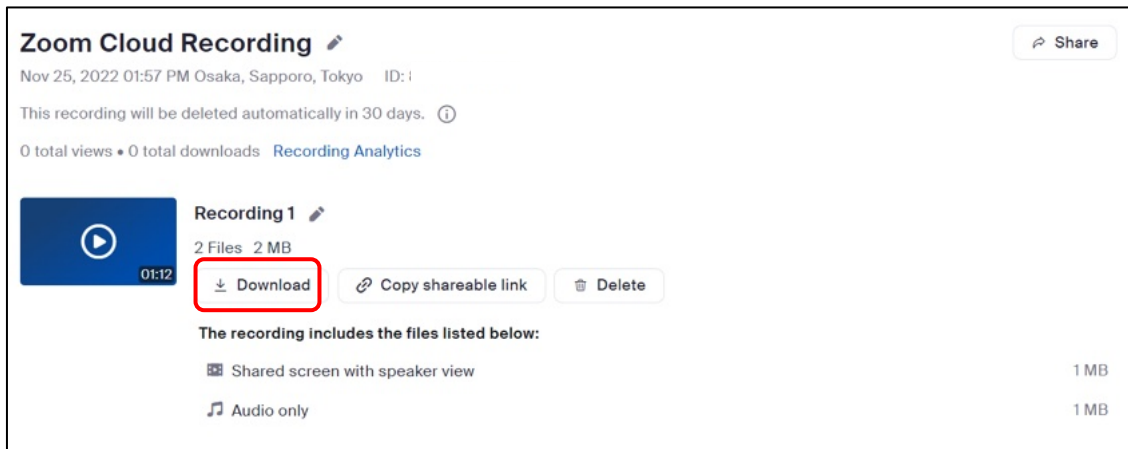You will receive an email from Zoom when the upload is complete

● Download

Check your email from Zoom

Click **View Detail**

Sign In to Zoom

Click **Download**
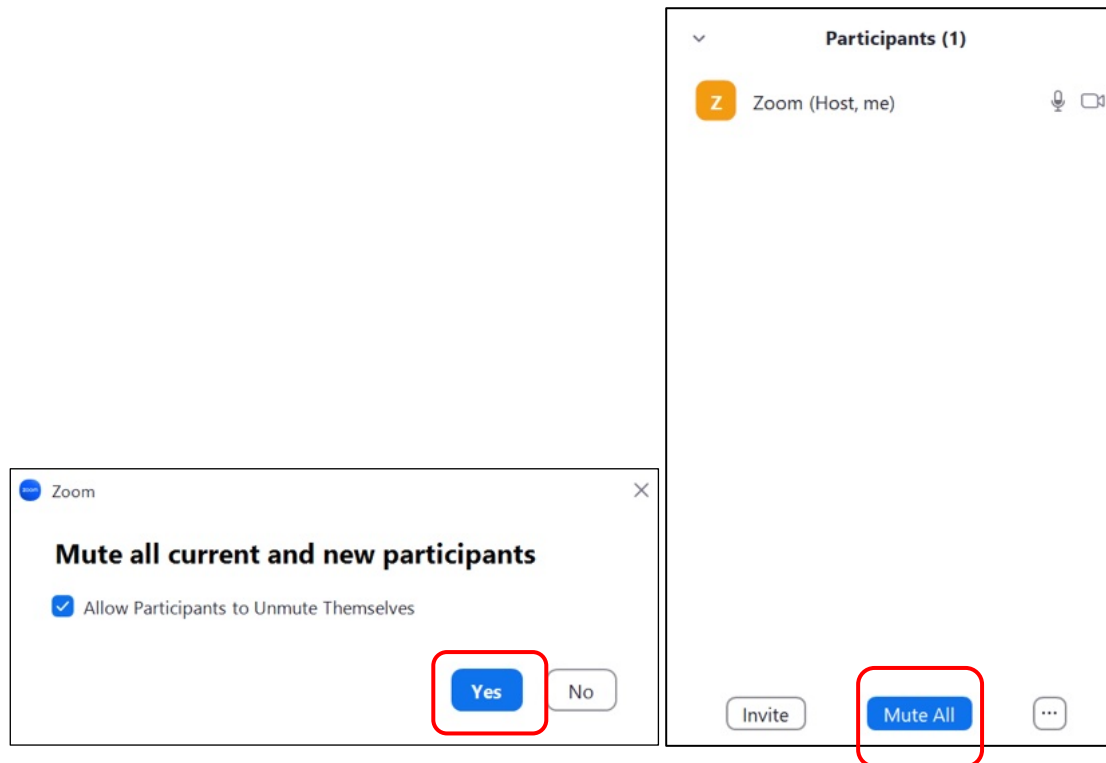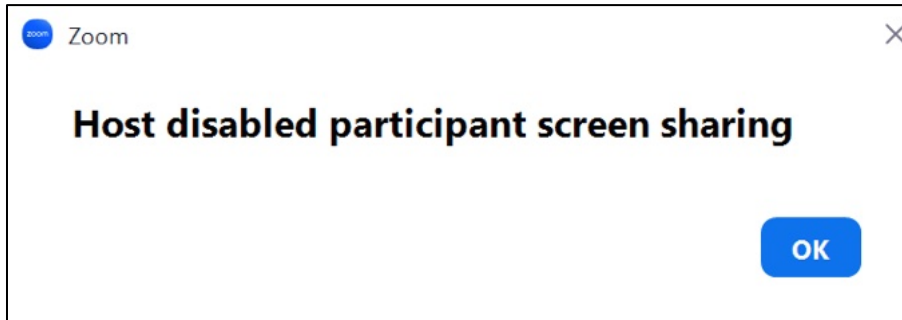
7. FAQ

- **Audio Feedback**
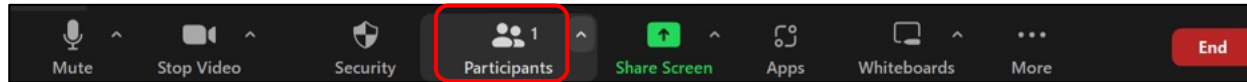
Click **Participants**

Click **Mute All**

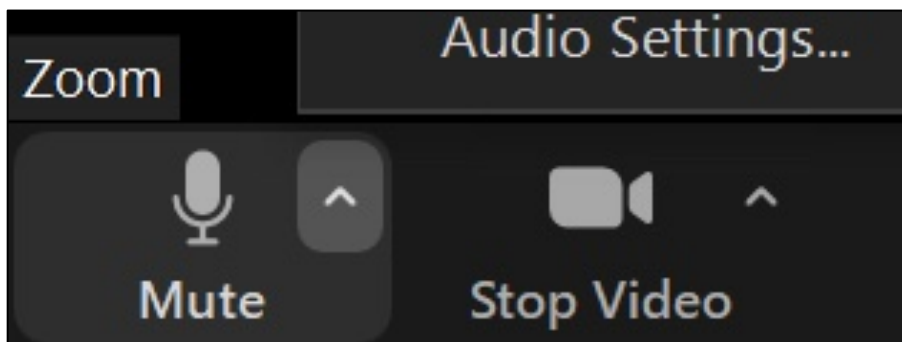Click **Yes**

- **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**
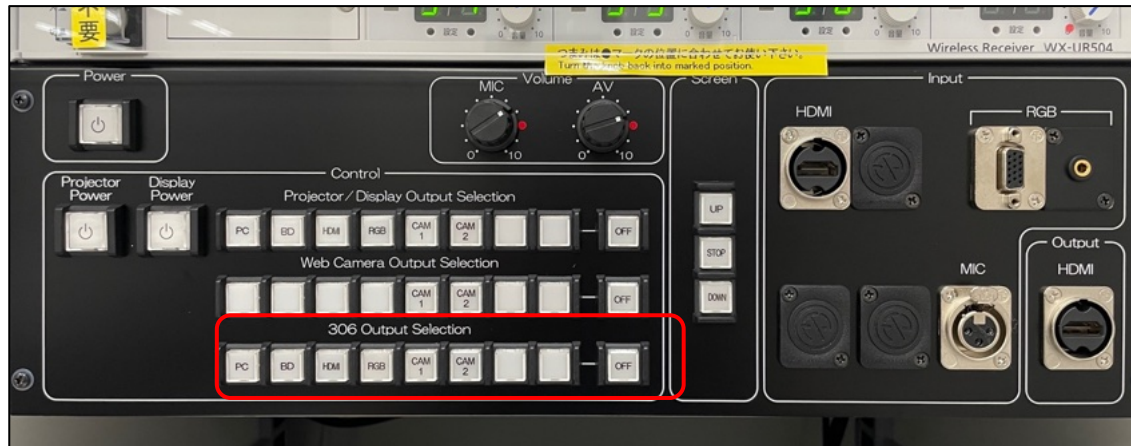
Make sure that USB cable is connected

Review your audio settings (Page 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