

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。

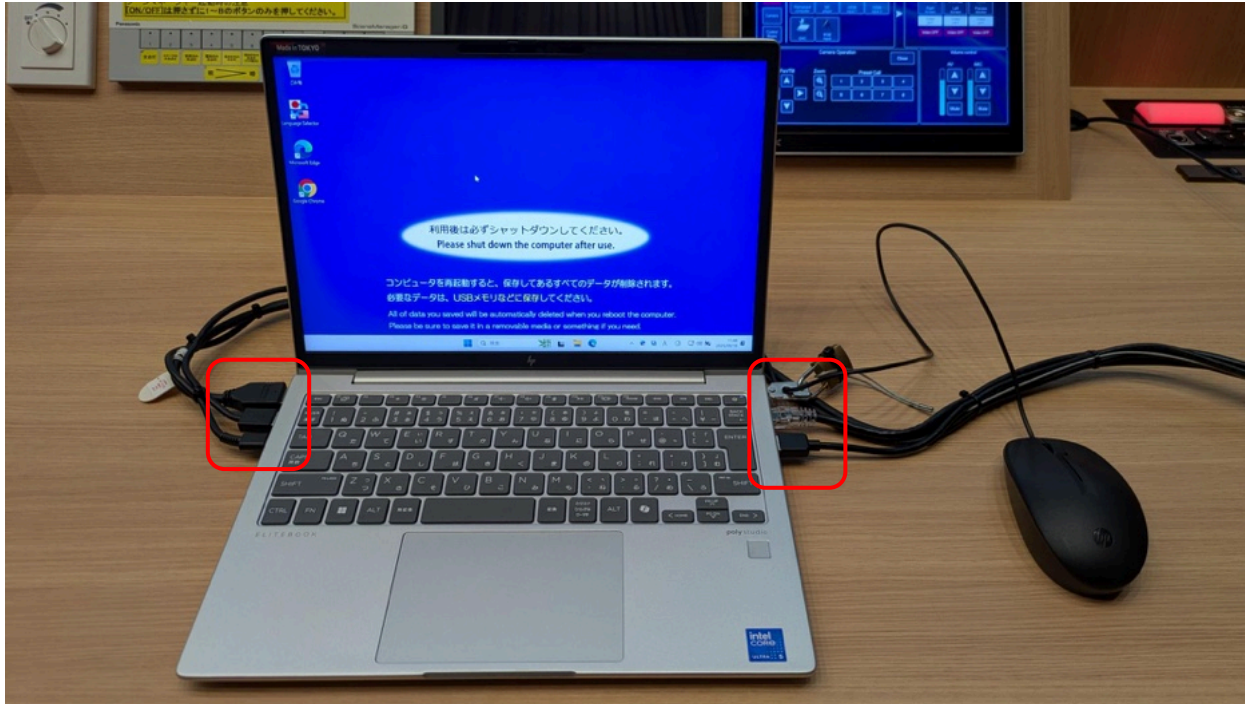
Username

Password

Login

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

2. Microphone and Camera Settings



Check that all cables are connected

- ✓ **USB cable**
- ✓ **Power Cable**
- ✓ **LAN Cable**
- ✓ **HDMI Cable**
- ✓ **USB hub**

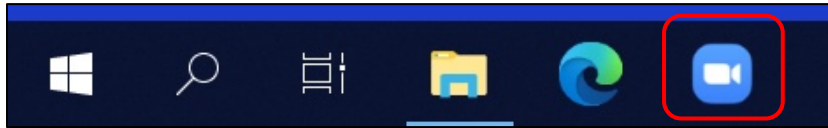


Take out the mic from the drawer

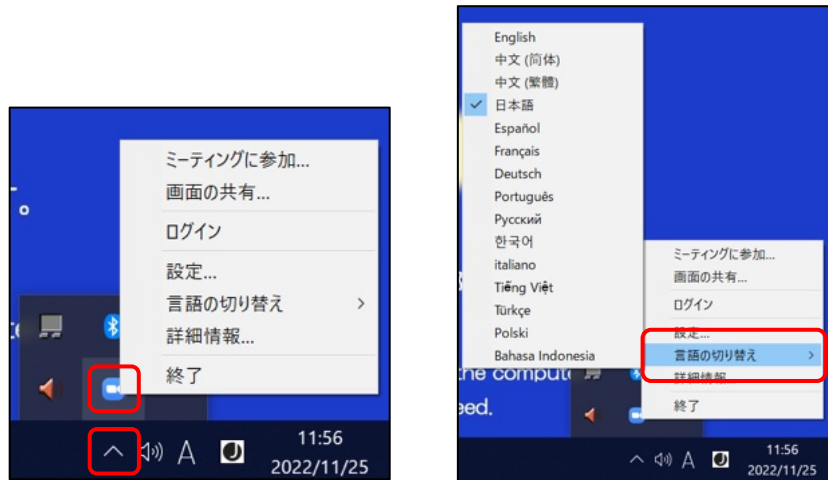


Turn on the mic
RED Light=ON

3. Start a Zoom Meeting

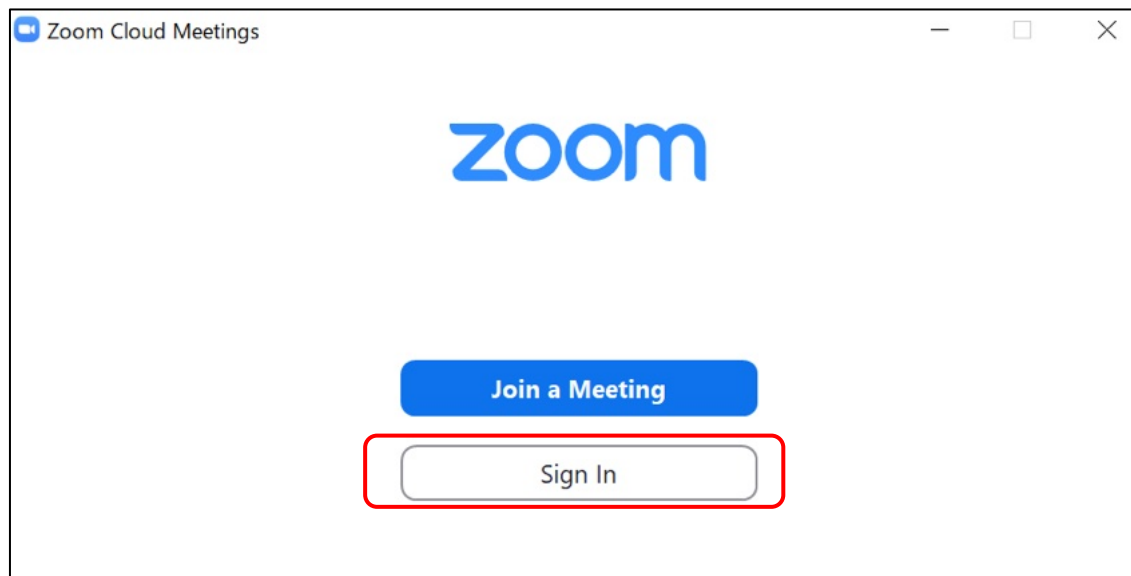


Launch Zoom from the task bar

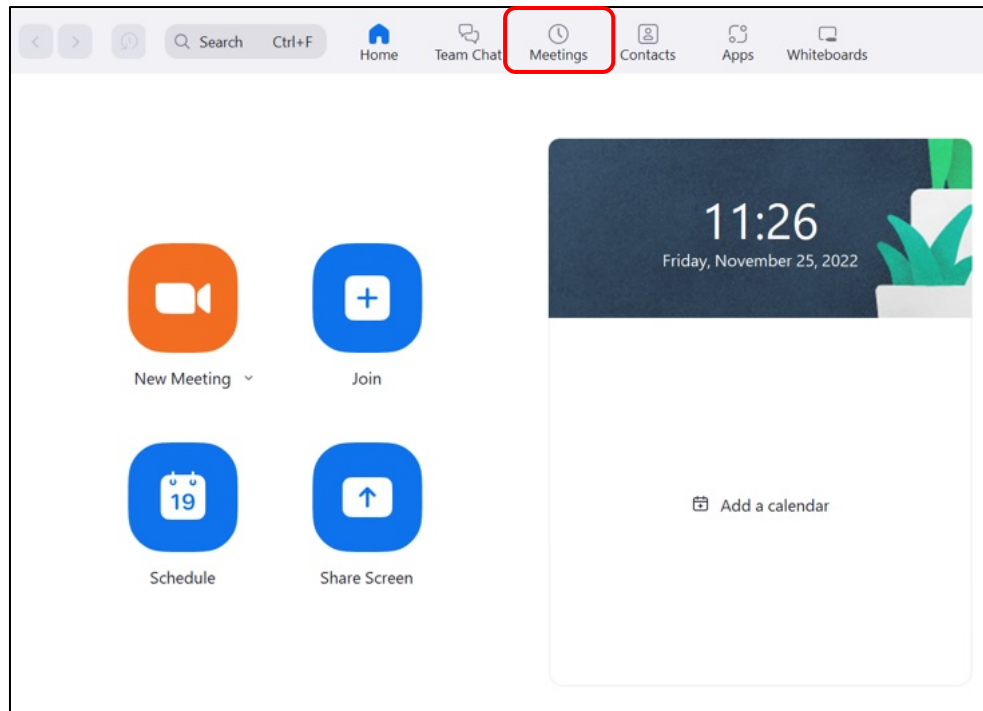


Click the ^ icon in the bottom right corner
And right click Zoom icon

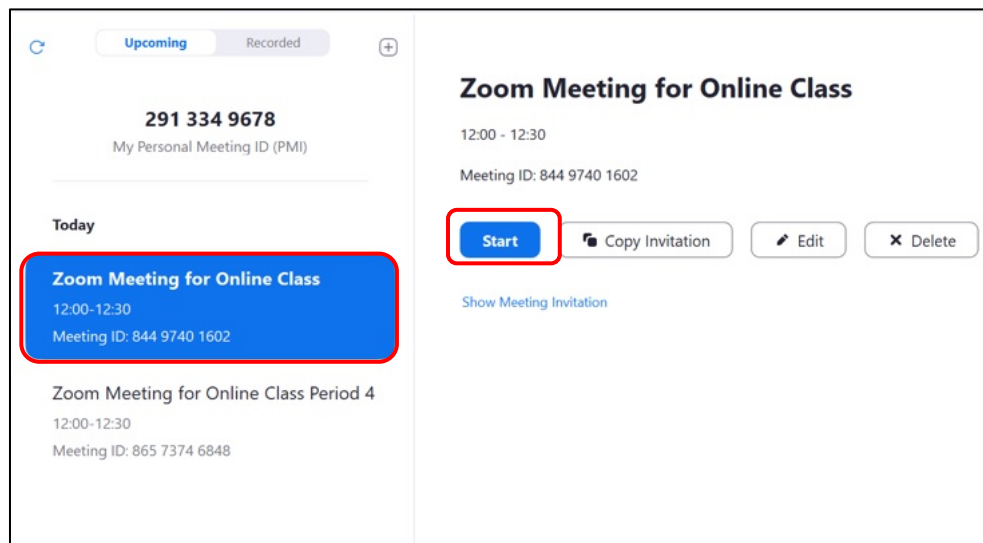
Place the cursor over 言語の切り替え and
choose your preferred language



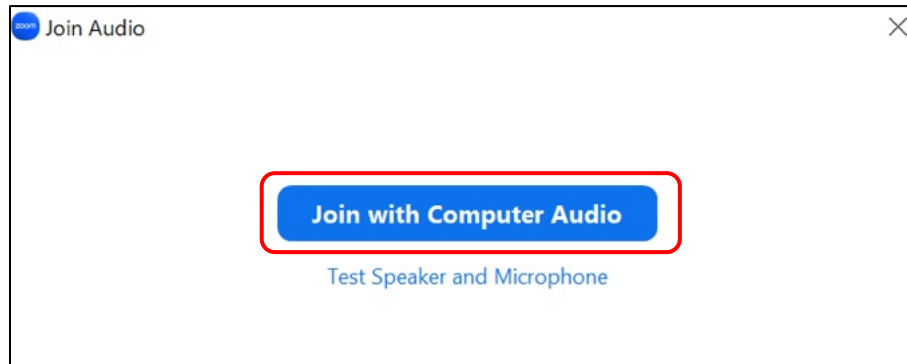
Sign in to Zoom with the **host** account



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

エコー キャンセルスピーカーフォン
(Extron MediaPort 200 Speakerphone)

For Speaker Select

FDX-S16U (HD Audio Driver for Display Audio)

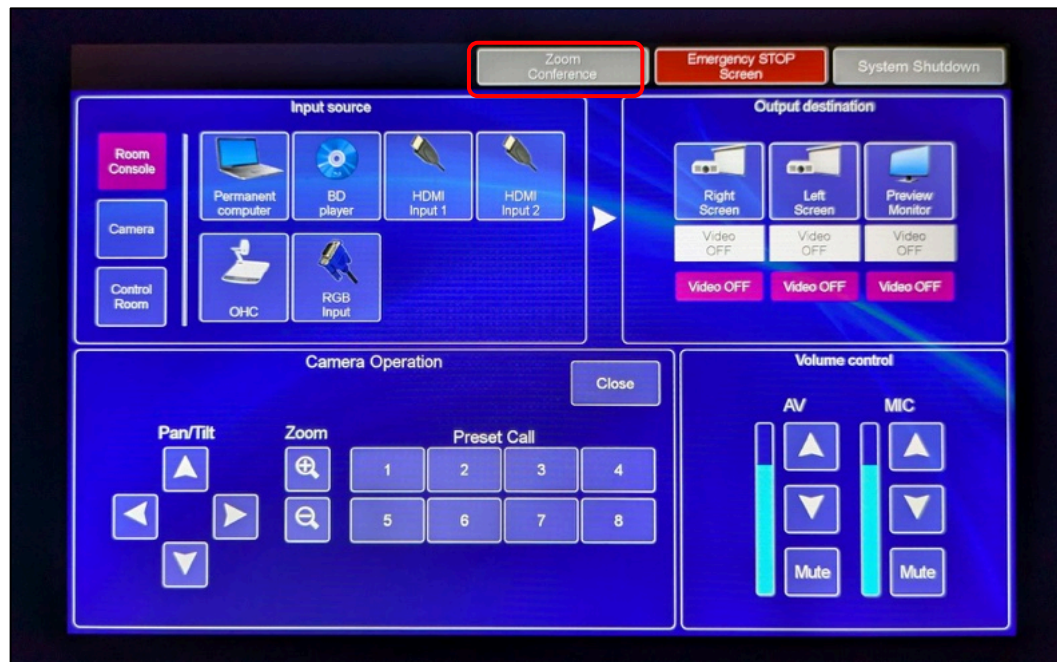


Camera Settings:

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

Select

Extron MediaPort 200



Tap **Zoom Conference**

When “Do you want to start a Zoom conference” message pops up select “YES”

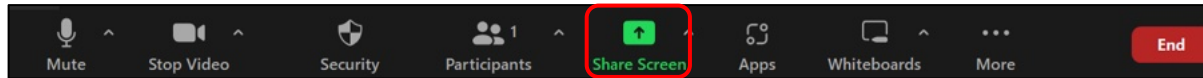


Tap **Camera**

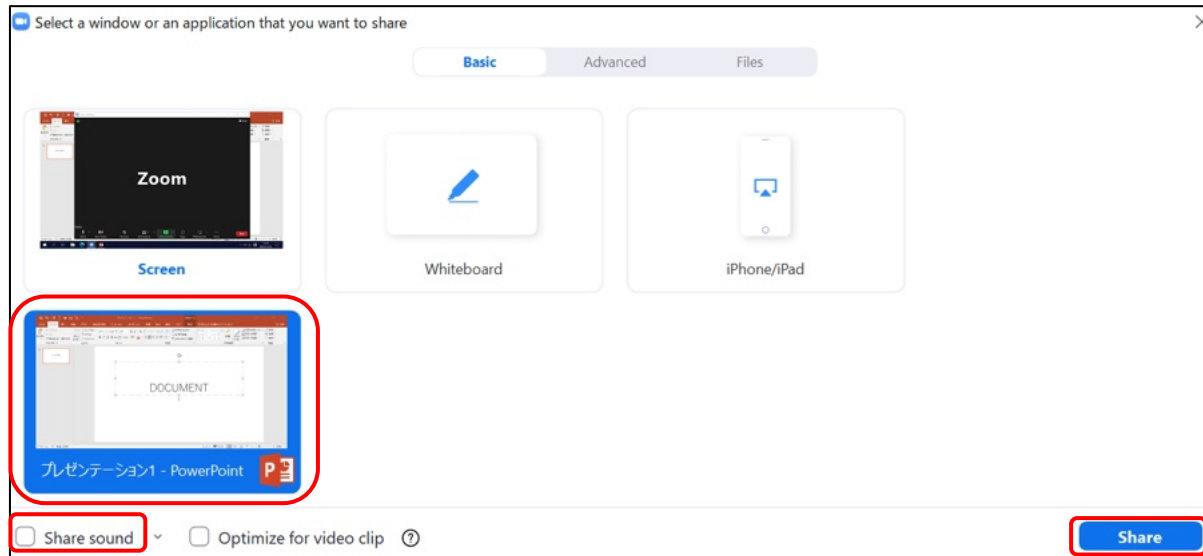
Select **Camera 1/2/3**

Tap **Zoom Conference**

5. Screen Sharing

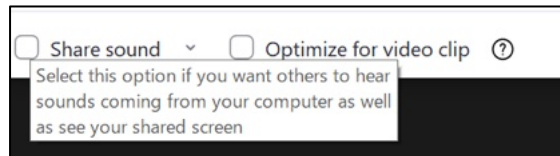


Click **Share Screen**



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

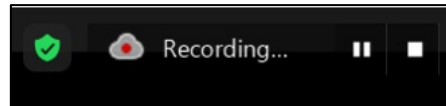
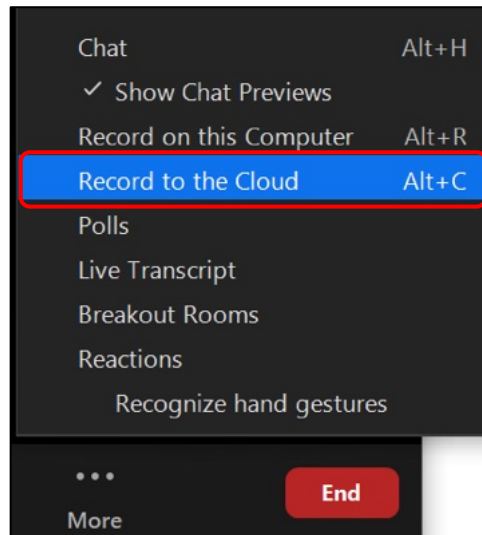
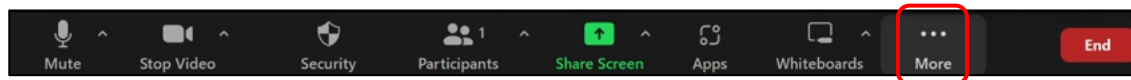
Click **Share**



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**

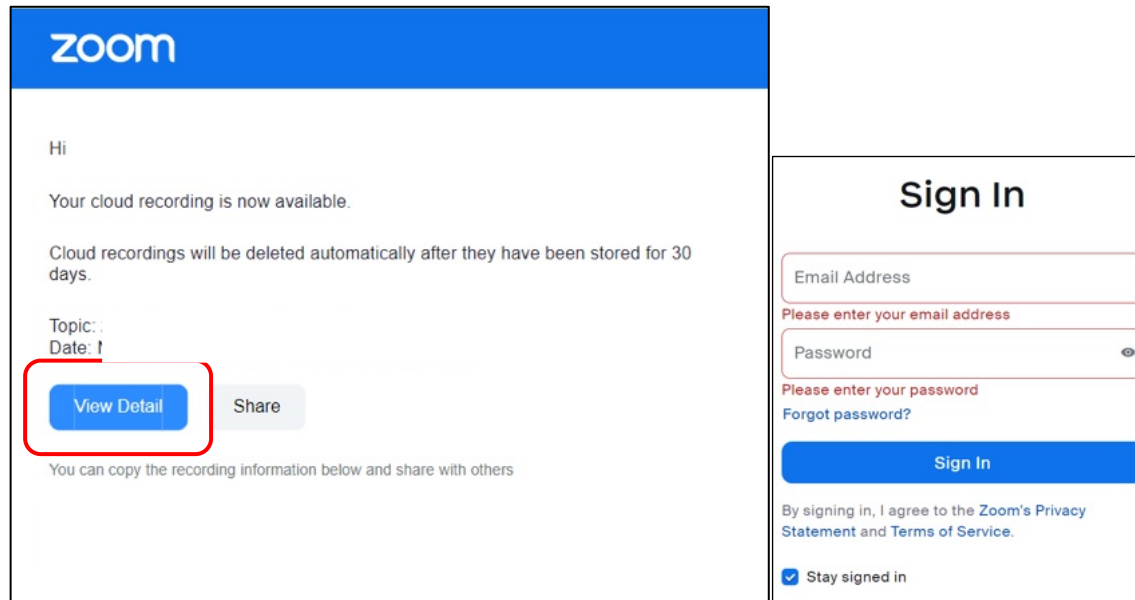
Check for the indicator of **Recording...**

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

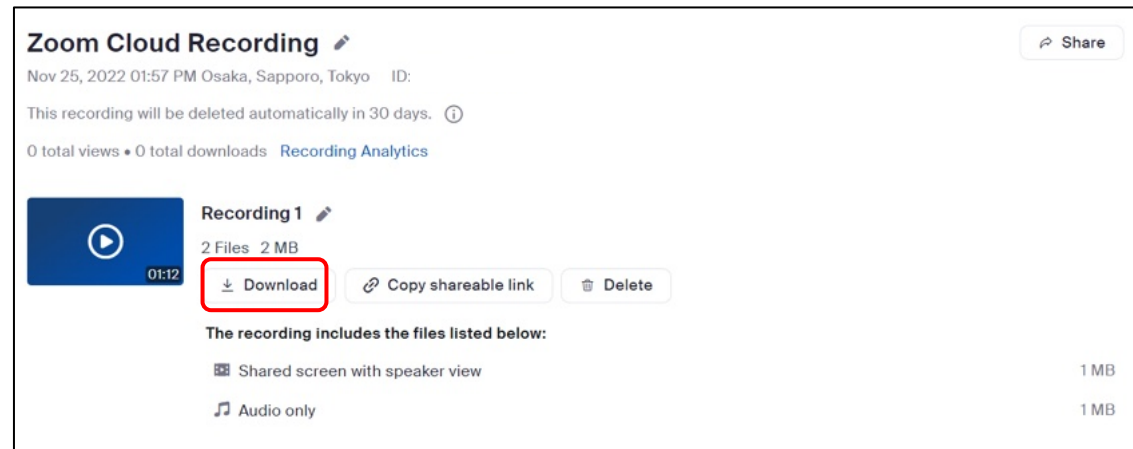


The image shows two parts of the Zoom interface. On the left, a notification card with a blue header containing the 'zoom' logo. The text says 'Hi', 'Your cloud recording is now available.', and 'Cloud recordings will be deleted automatically after they have been stored for 30 days.' Below this, it shows 'Topic: ' and 'Date: ' followed by a red-bordered box containing a blue 'View Detail' button and a grey 'Share' button. At the bottom, it says 'You can copy the recording information below and share with others'. On the right, a 'Sign In' form with fields for 'Email Address' and 'Password'. Below the email field is the text 'Please enter your email address'. Below the password field is 'Please enter your password' and a link 'Forgot password?'. A blue 'Sign In' button is at the bottom of the form, followed by the text 'By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.' and a checked checkbox for 'Stay signed in'.

Check your email from Zoom

Click **View Detail**

Sign In to Zoom

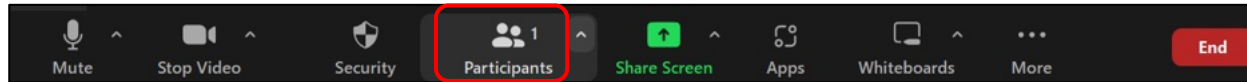


The image shows the 'Zoom Cloud Recording' details page. At the top, it says 'Zoom Cloud Recording' with an edit icon and a 'Share' button. Below this, it shows the recording date and time: 'Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo' and 'ID:'. A note says 'This recording will be deleted automatically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

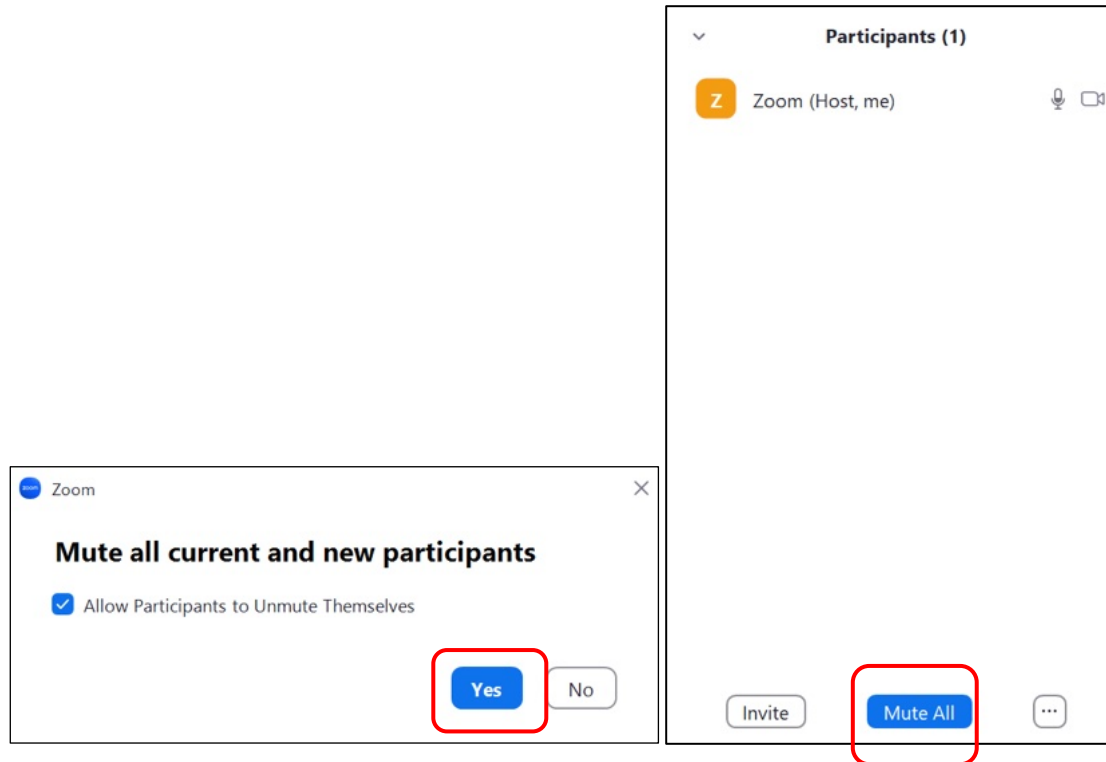
Click **Download**

7. FAQ

● Audio Feedback



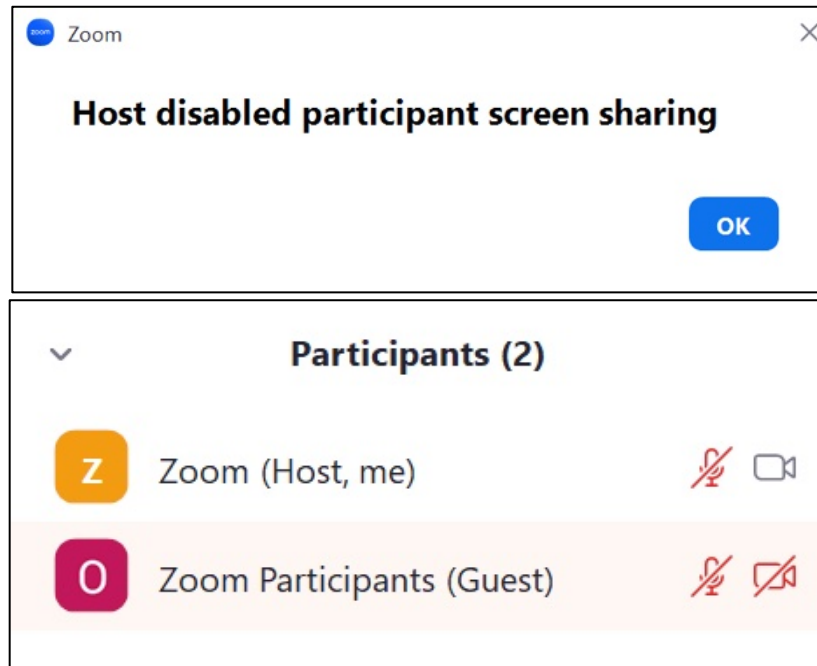
Click **Participants**



Click **Mute All**

Click **Yes**

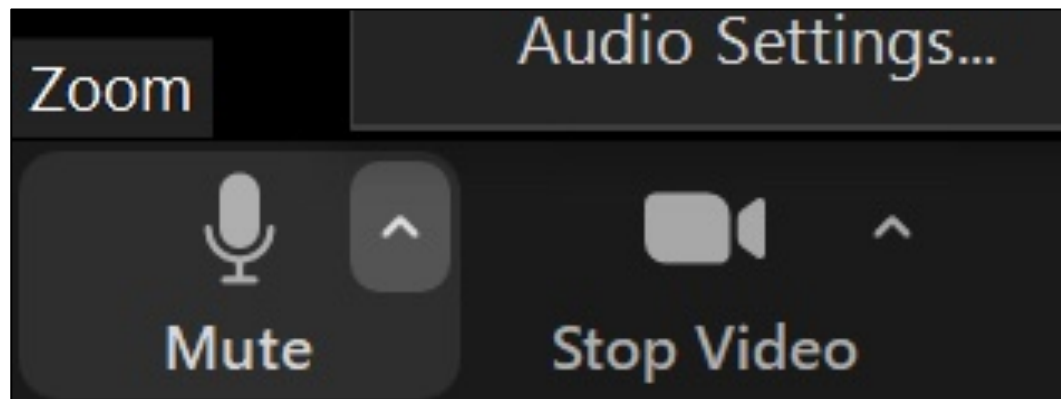
- **Unable to Share the Screen**



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 7)

Make sure the 無線マイク cable is connected to the console

Check the console if you pressed right input source

Review your screen sharing settings (Page 9)