

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。

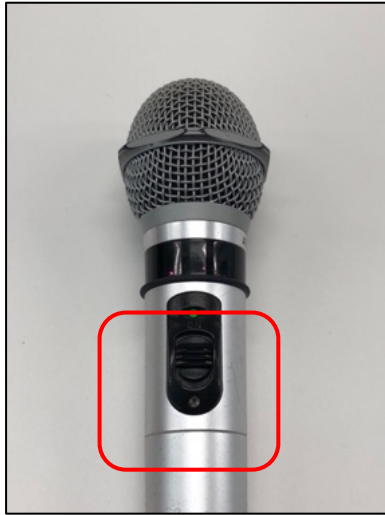
Username

Password

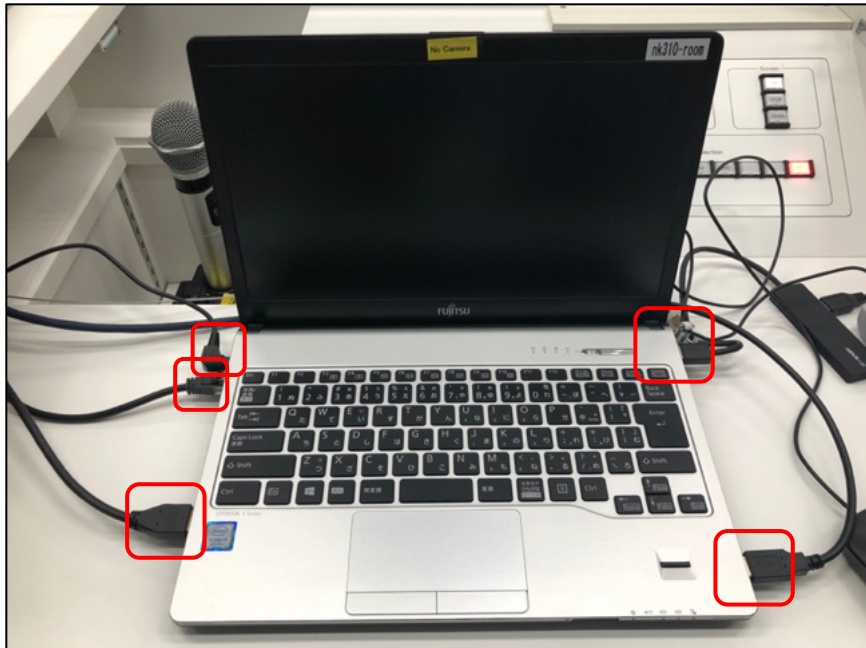
Login

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

2. Microphone and Camera Settings



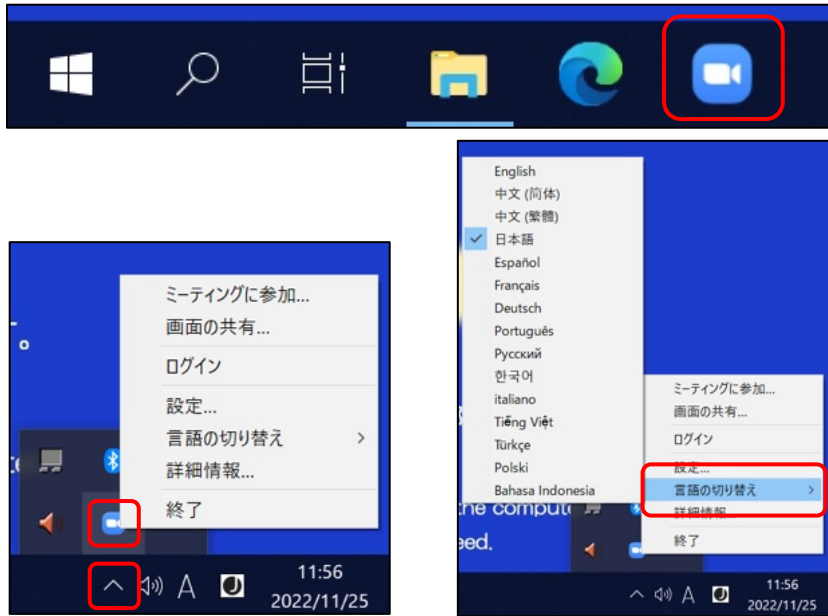
Turn on the microphone
Green light = ON



Check that all cables are connected

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

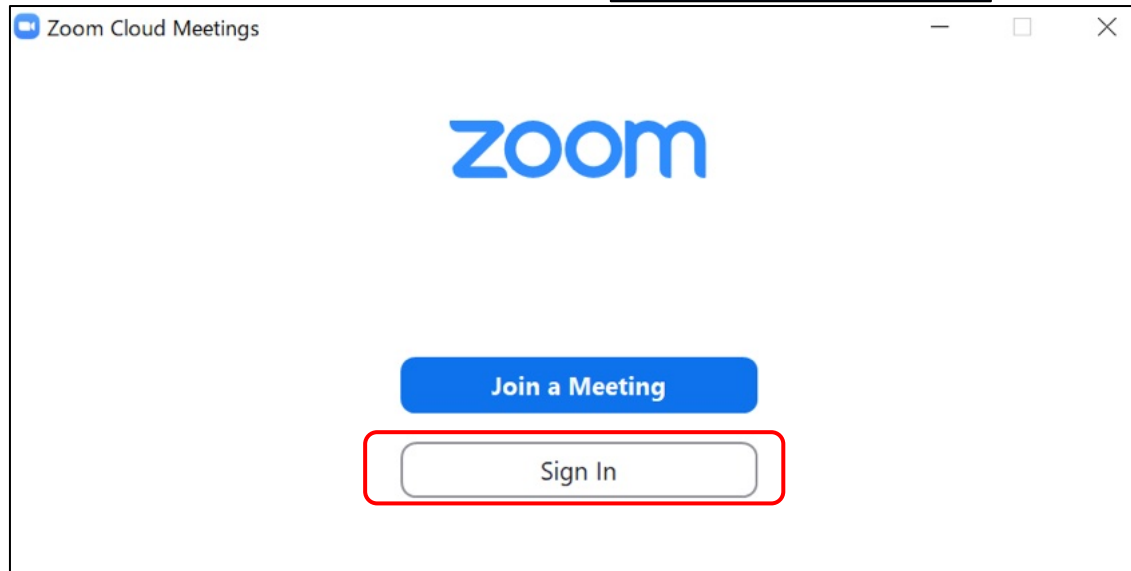
3. Start a Zoom Meeting



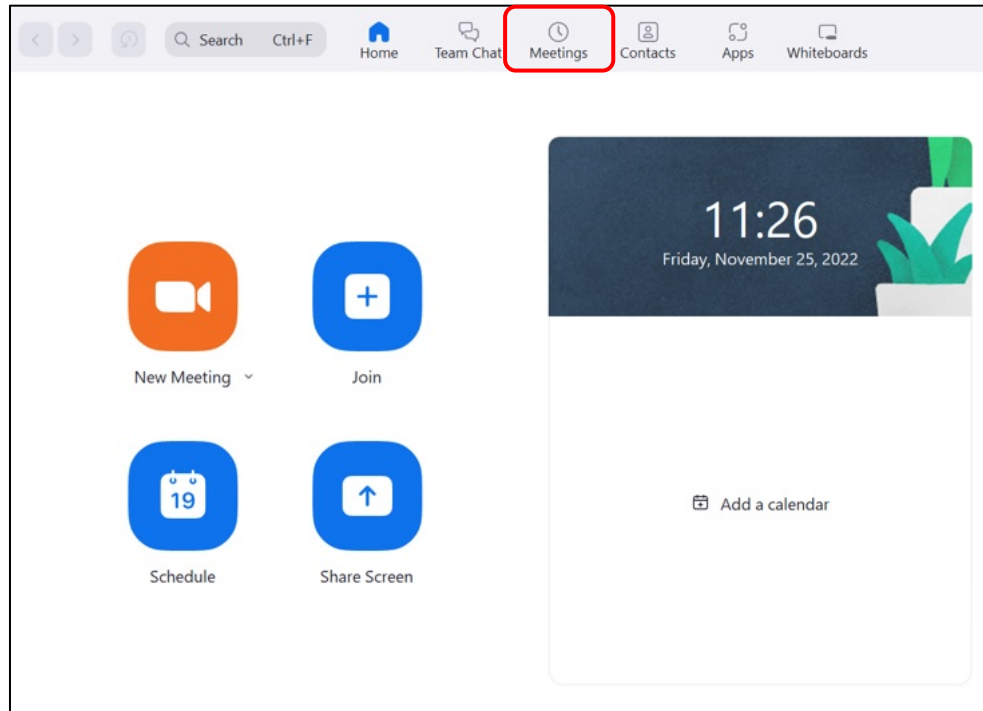
Launch Zoom from the task bar

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

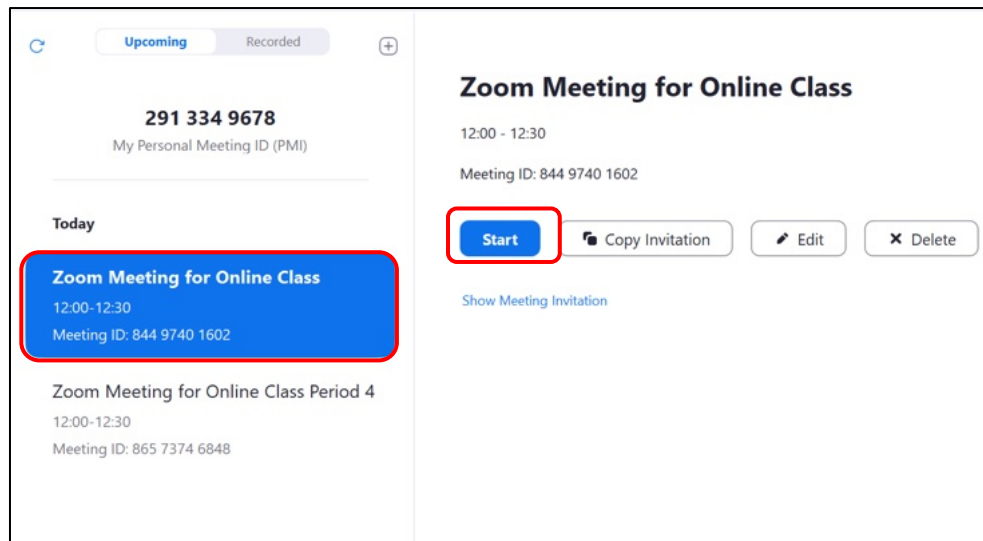
Place the cursor over 言語の切り替え and
choose your preferred language



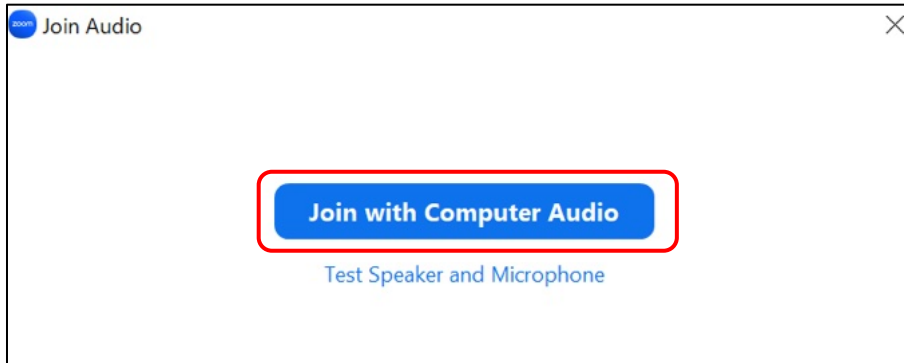
Sign in to Zoom with the **host** account



Select **Meetings** tab

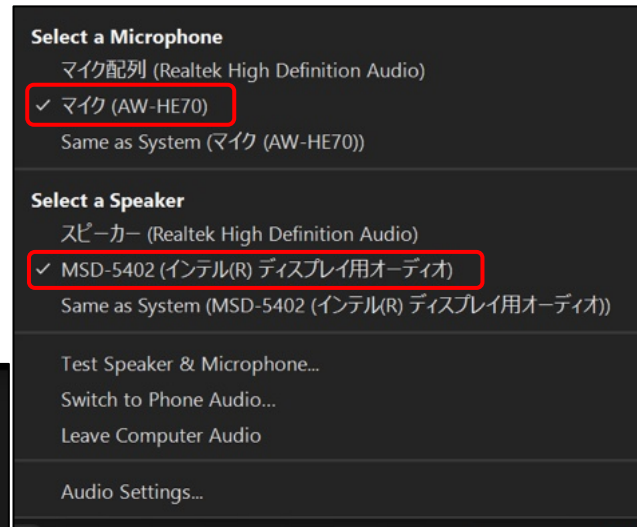
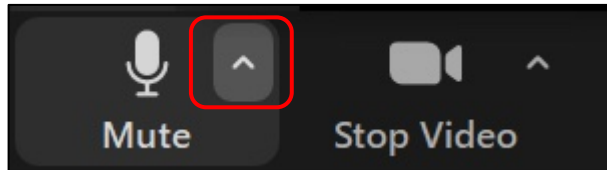


Find the class
Click **Start**



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)

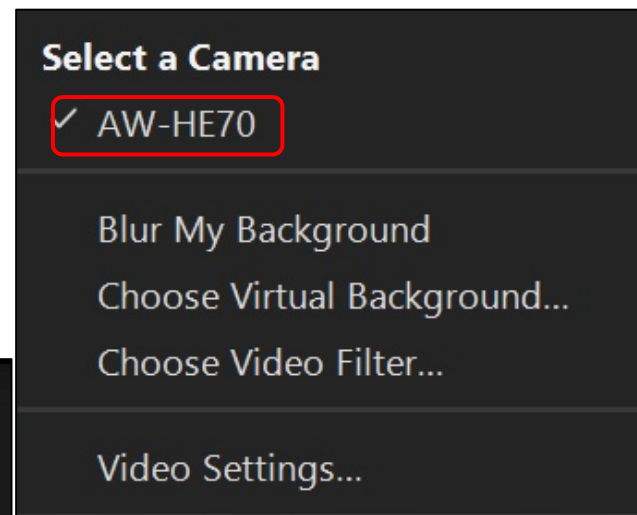
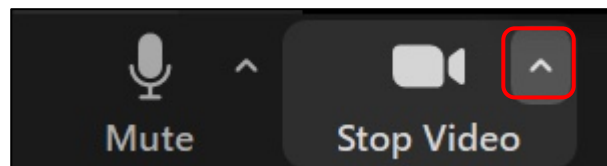
For Mic Select

マイク(AW-HE70)

For Speaker Select

MSD-####(インテル ディスプレイ用オーディオ)

The number will vary by classroom

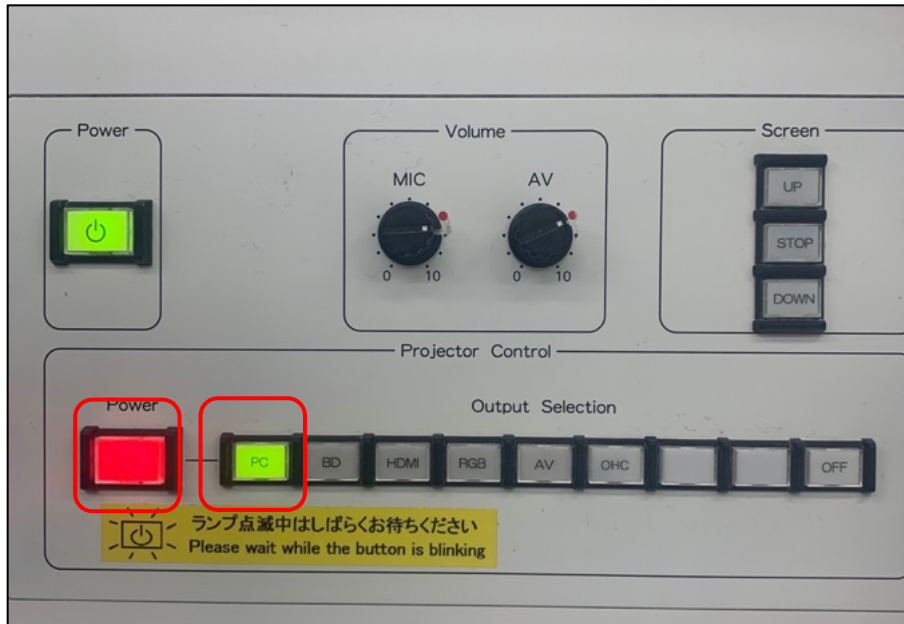


Camera Settings:

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

Select

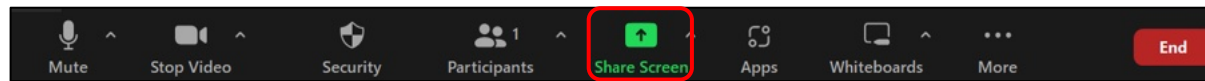
AW-HE70



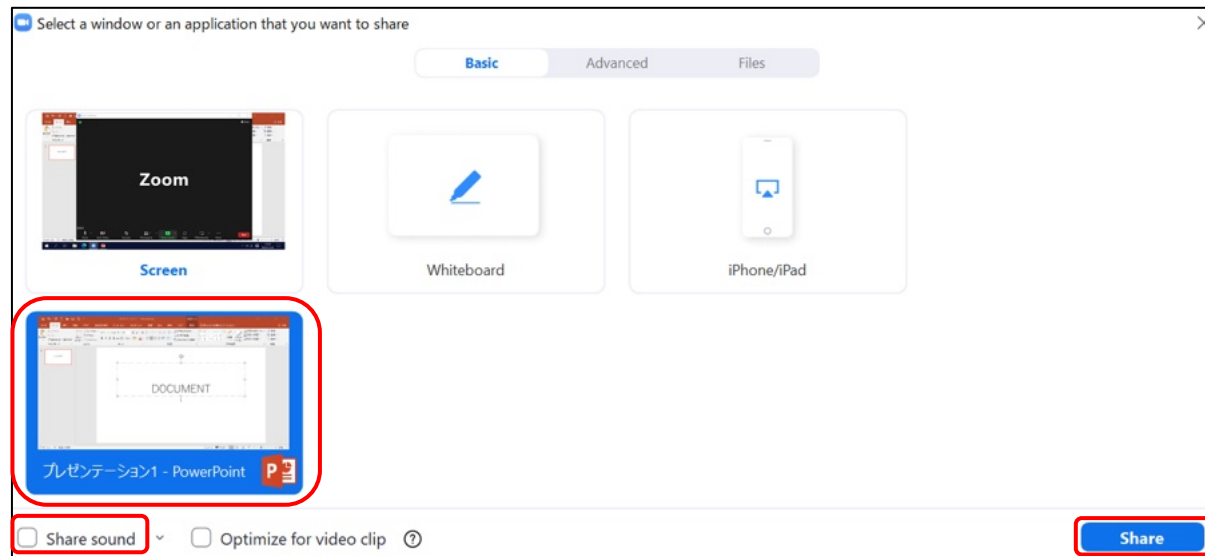
Turn on the **Projector** and press **PC**

(Press HDMI if using a private laptop)

5. Screen Sharing

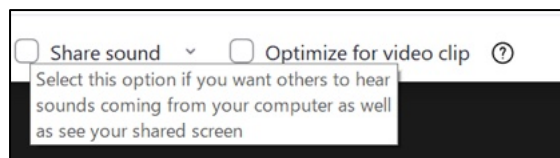


Click **Share Screen**



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

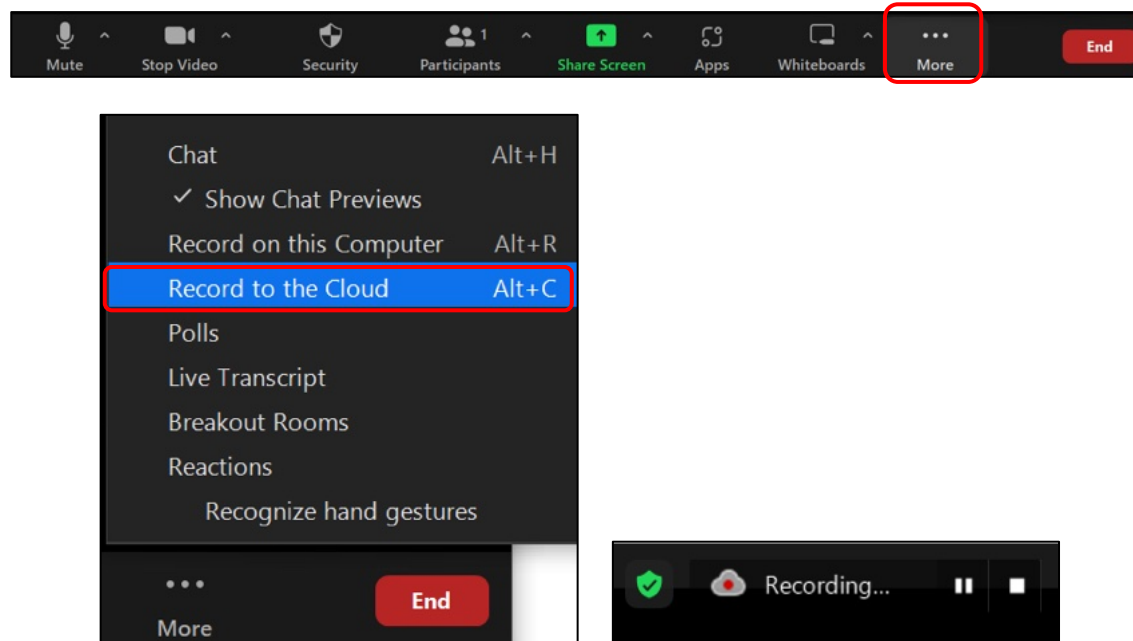
Click **Share**



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**

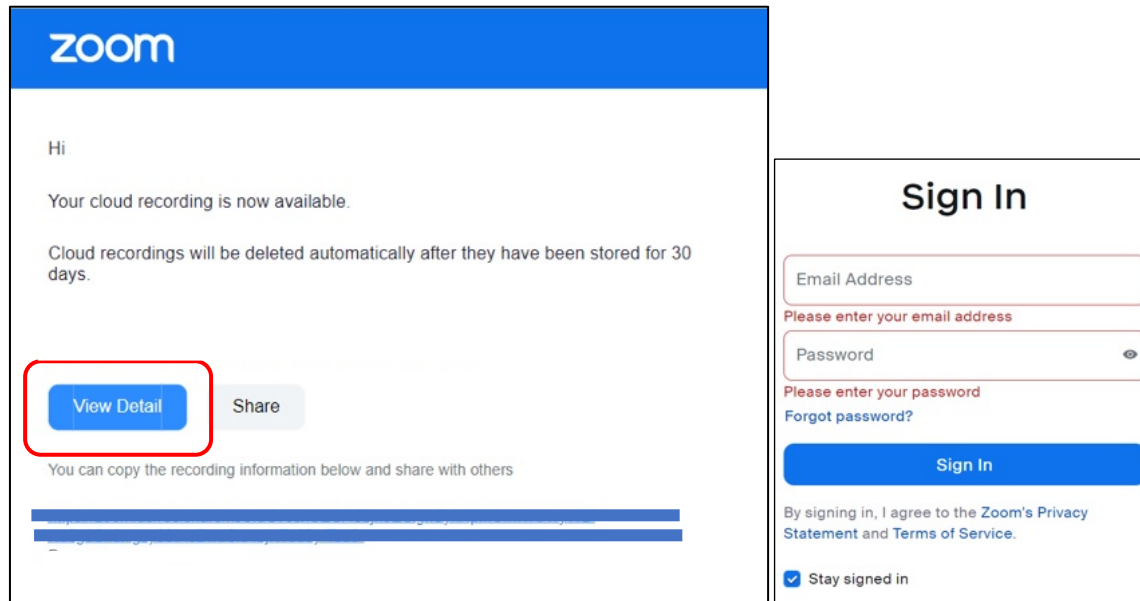
Check for the indicator of Recording...

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

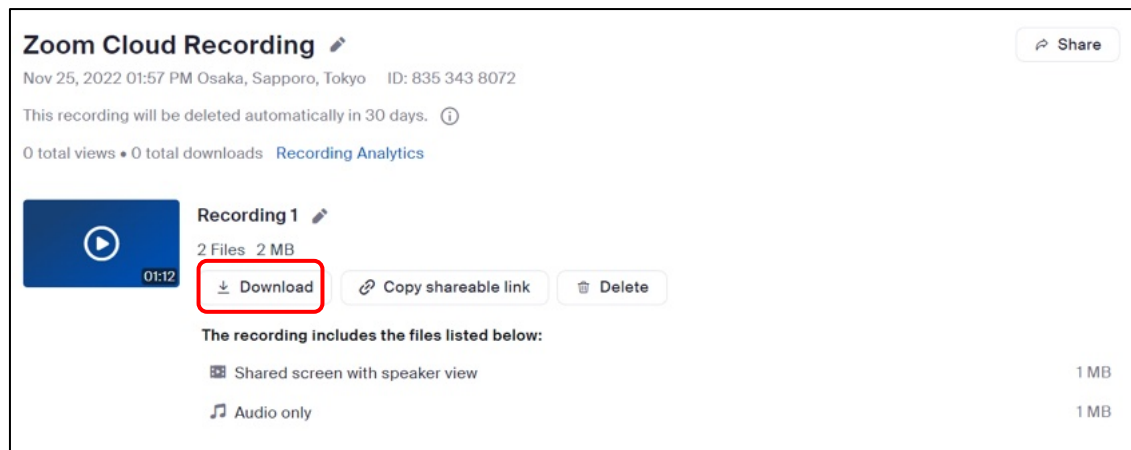


The image shows the Zoom Cloud Recording interface. On the left, there's a blue header with the Zoom logo. Below it, a message says "Hi. Your cloud recording is now available. Cloud recordings will be deleted automatically after they have been stored for 30 days." At the bottom of this section, there's a blue button labeled "View Detail" which is highlighted with a red box, and a grey button labeled "Share". On the right, there's a "Sign In" section with input fields for "Email Address" and "Password", each with a red error message "Please enter your email address" and "Please enter your password" respectively. There's also a "Forgot password?" link and a blue "Sign In" button. At the bottom of the sign-in section, there's a checkbox for "Stay signed in" and a link to the "Zoom's Privacy Statement and Terms of Service".

Check your email from Zoom

Click **View Detail**

Sign In to Zoom

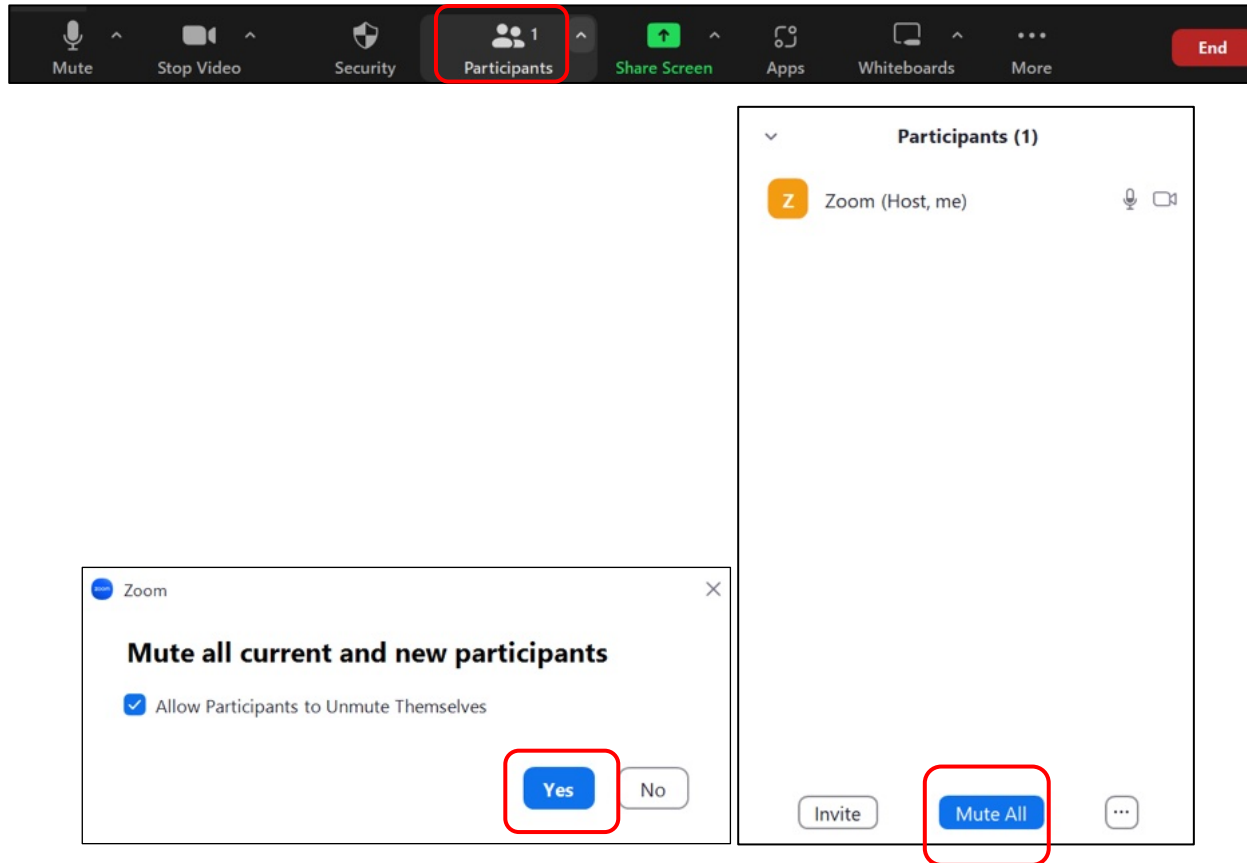


The image shows the Zoom Cloud Recording details page. At the top, it says "Zoom Cloud Recording" with an edit icon. Below that, it shows the recording date and time: "Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo ID: 835 343 8072". There's a "Share" button in the top right. A message states "This recording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

Click **Download**

7. FAQ

● Audio Feedback

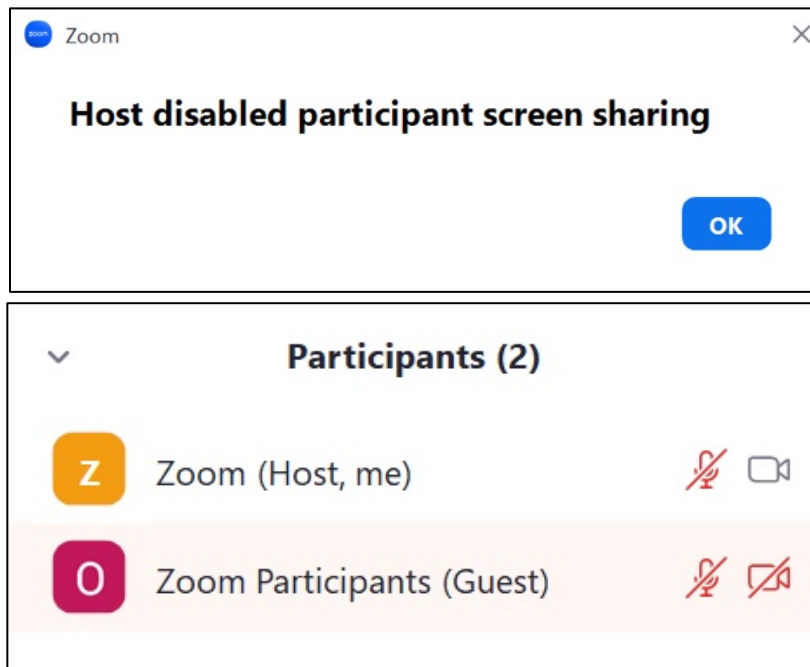


Click **Participants**

Click **Mute All**

Click **Yes**

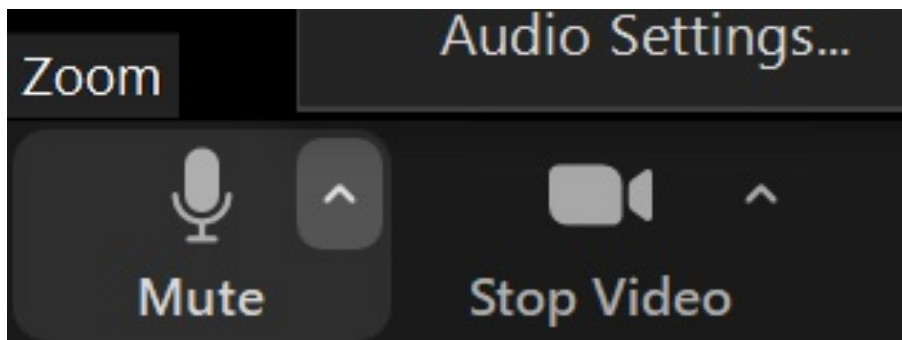
- **Unable to Share the Screen**



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 6)

Check the console if you pressed right input source

Review your screen sharing settings (Page 8)