

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

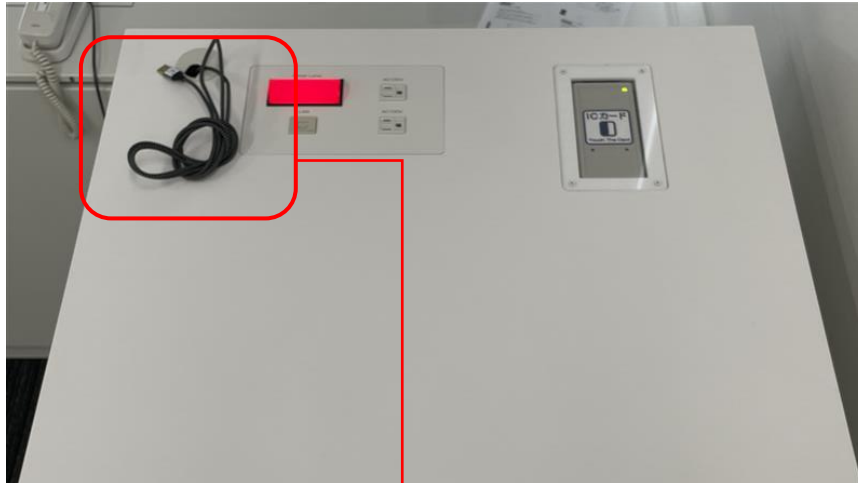
Use your authentication Username and Password

Username : Teacher Number

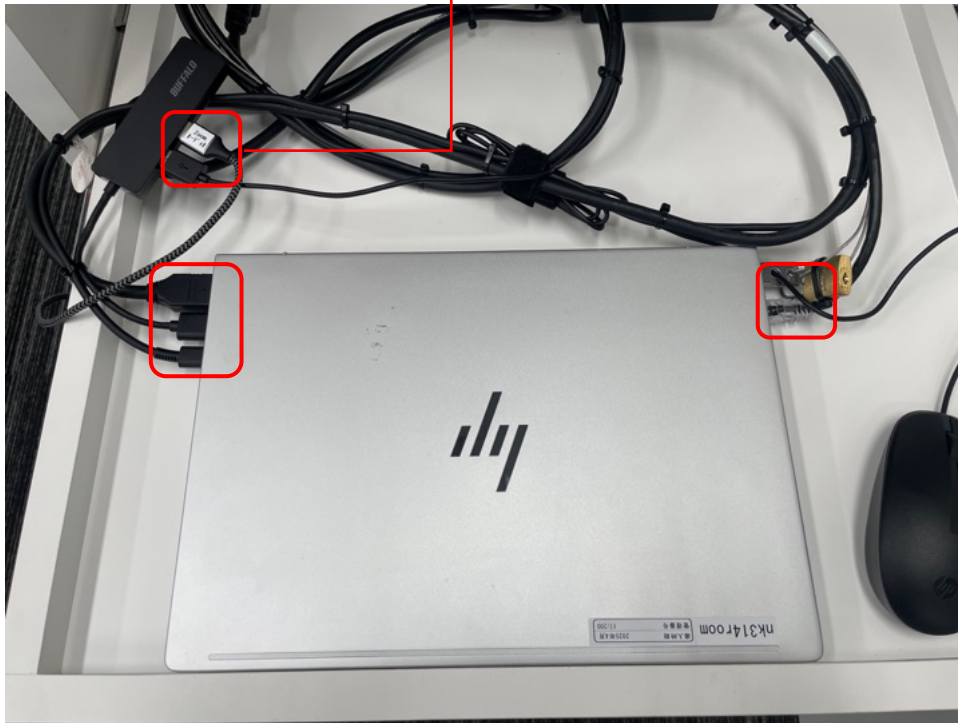
Password : Meiji ID Password

(Same as Oh-o!Meiji)

2 Microphone and Camera Settings

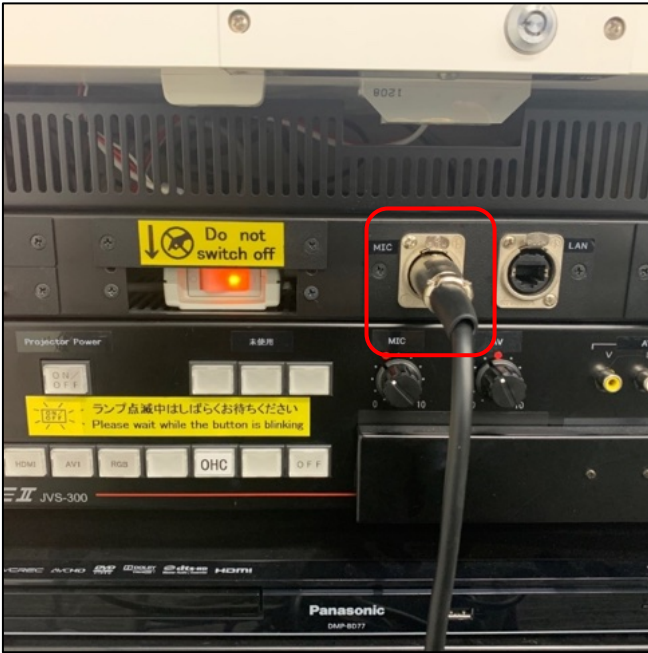


Connect the **USB cable** to the laptop



Check that all cables are connected

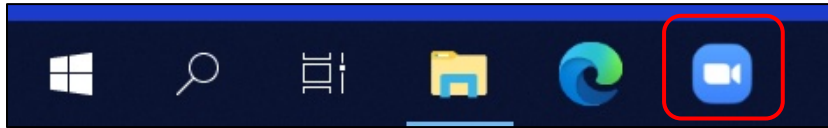
- ✓ **USB cable**
- ✓ **Power Cable**
- ✓ **LAN Cable**
- ✓ **HDMI Cable**
- ✓ **USB hub**



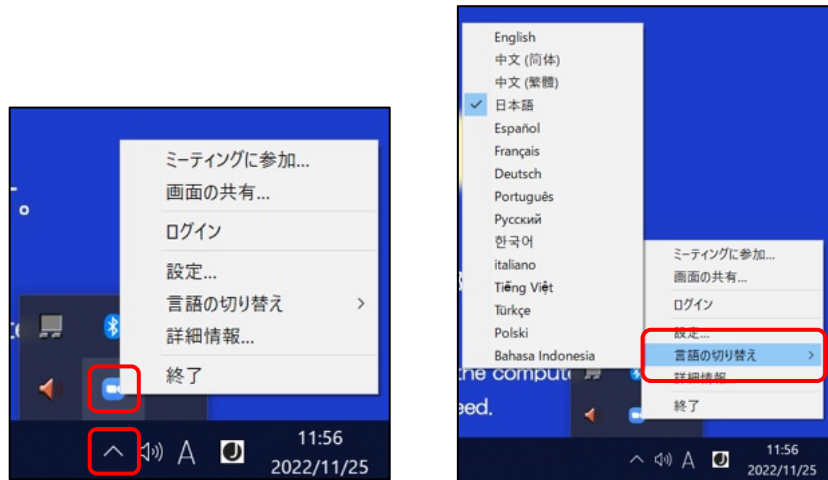
Take out the mic from the deck and connect it to the console

Turn on the mic

3 Start a Zoom Meeting



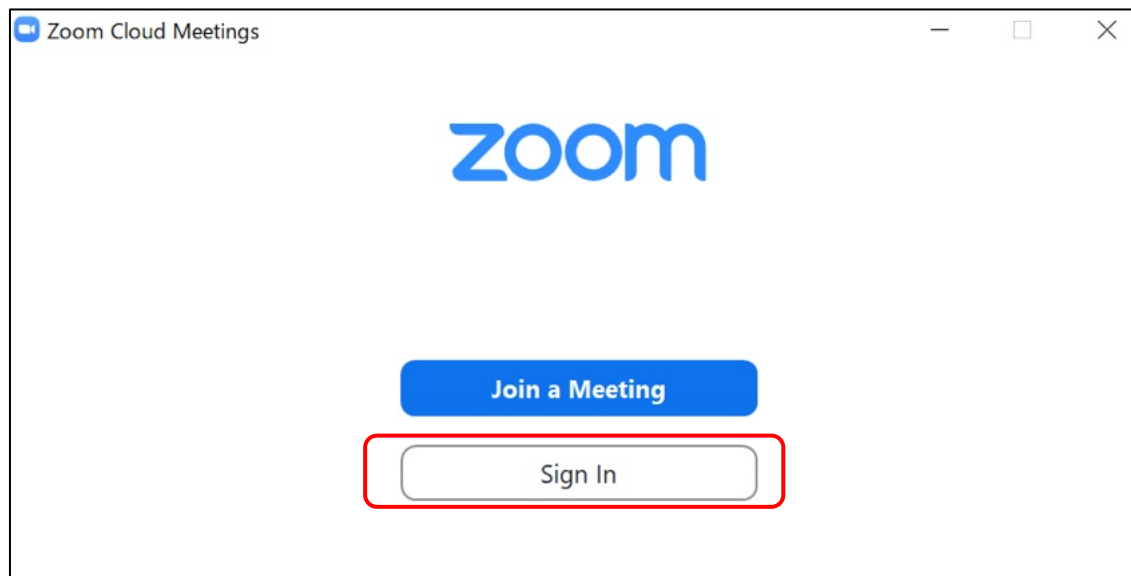
Launch Zoom from the task bar



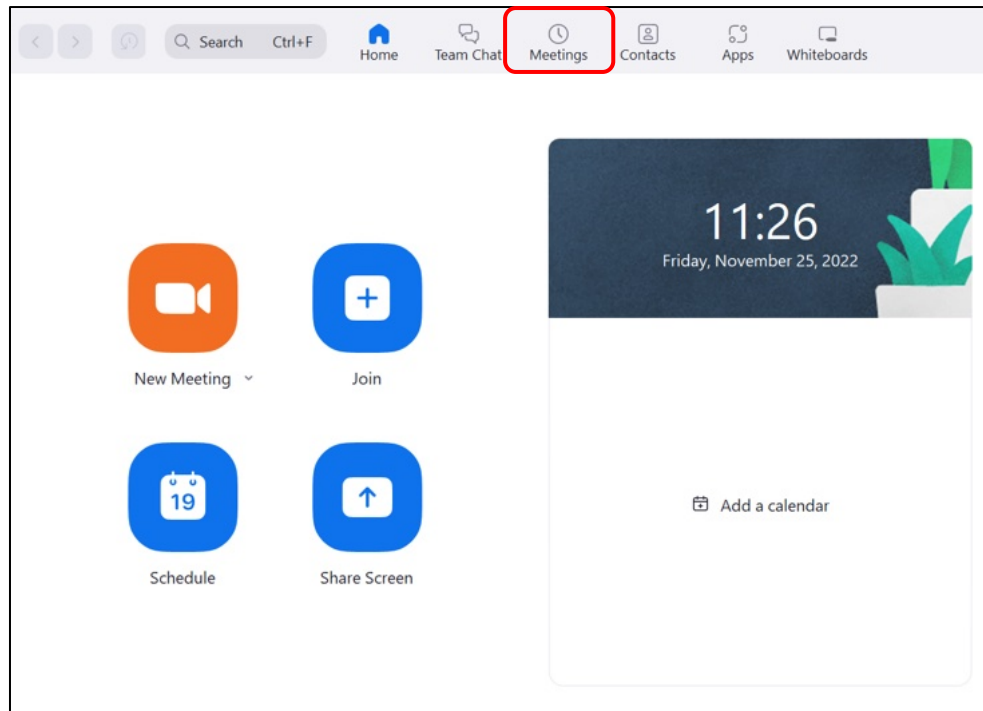
Click the ^ icon in the bottom right corner

And right click Zoom icon

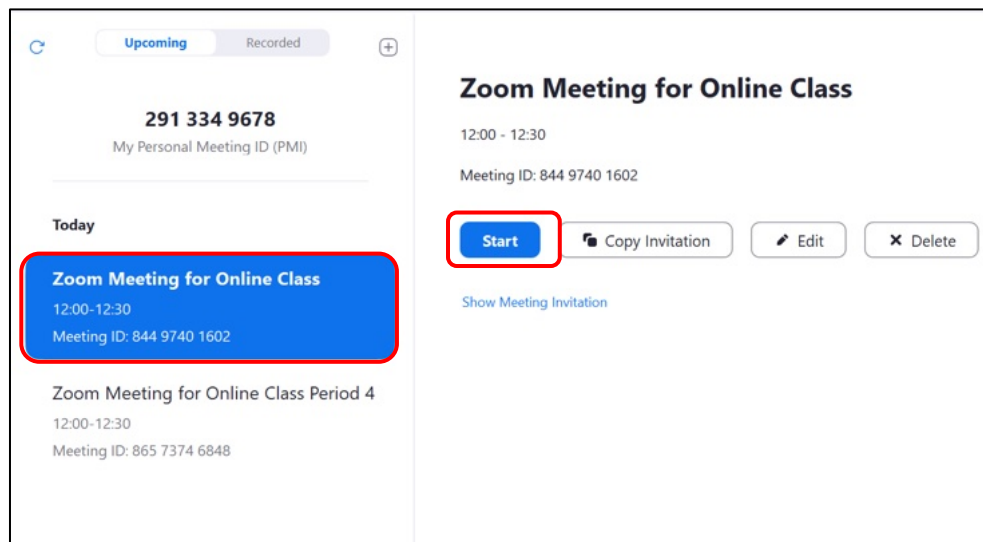
Place the cursor over 言語の切り替え and choose your preferred language



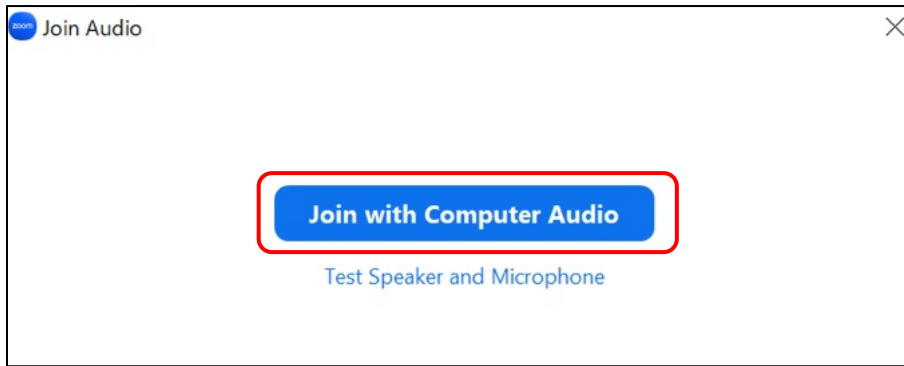
Sign in to Zoom with the **host** account



Select **Meetings** tab

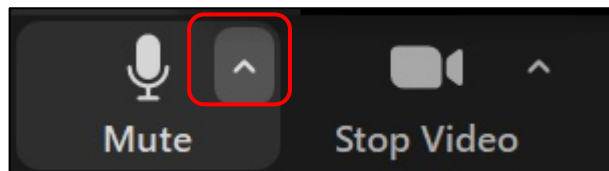


Find the class
Click **Start**



Click **Join with Computer Audio**

4 Use Camera/Mic/Speaker on Zoom



Audio Settings:

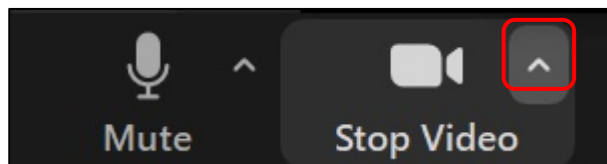
Click the ^ on mic icon (bottom left corner of the window)

For Mic Select

マイク配列(USB PnP Audio Device)

For Speaker Select

MSD-551 (HD Audio Driver for Display Audio)



Camera Settings:

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

Select

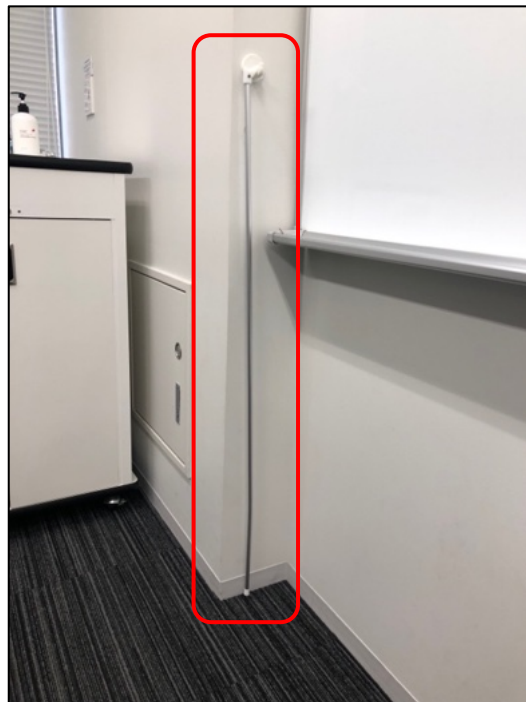
HP 5MP Camera

If using webcam select

C922 Pro Stream Webcam

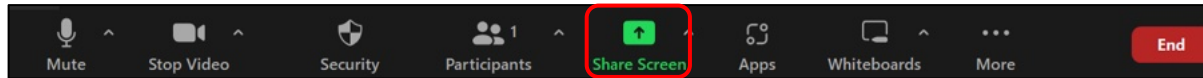


Turn on the **Projector Power** and press **PC**
(Press HDMI if using a private laptop)

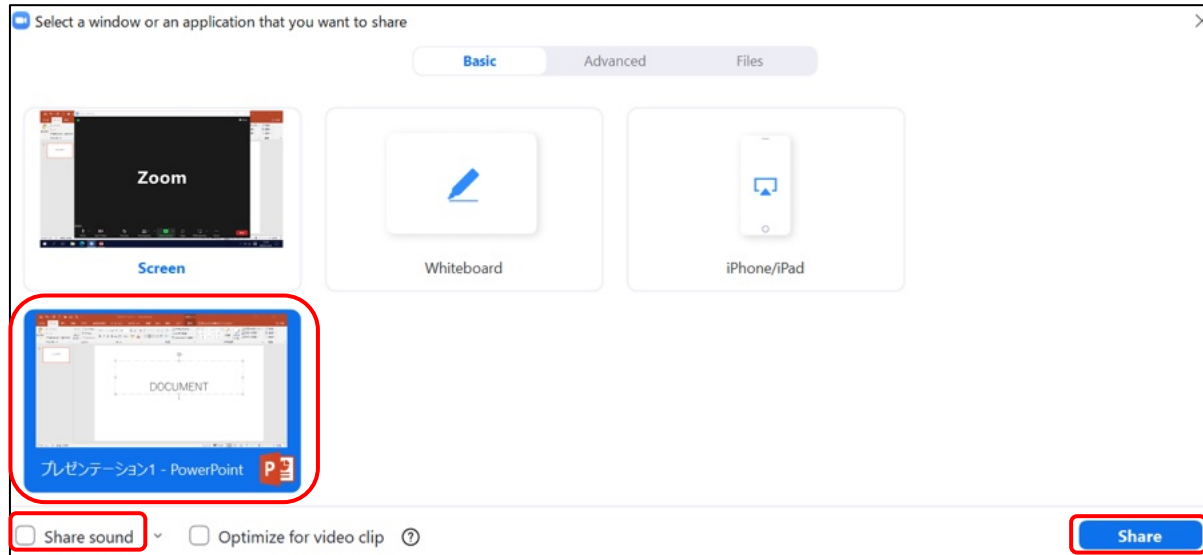


Pull down the screen manually using a rod

5 Screen Sharing

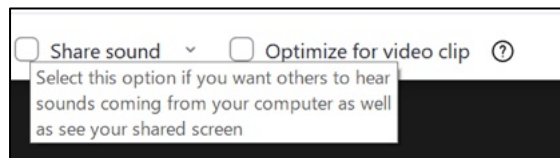


Click **Share Screen**



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

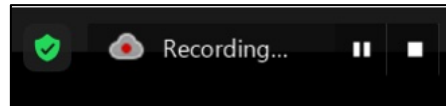
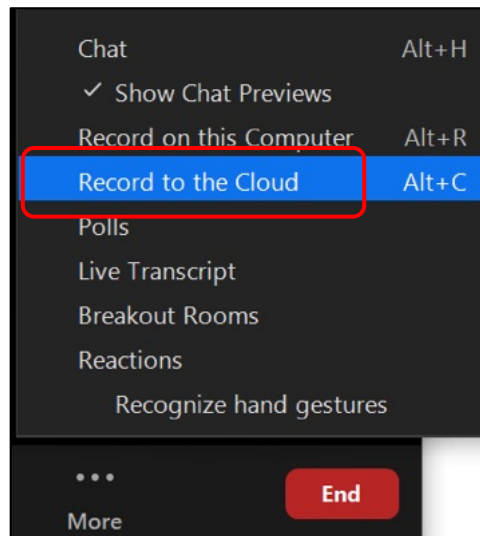
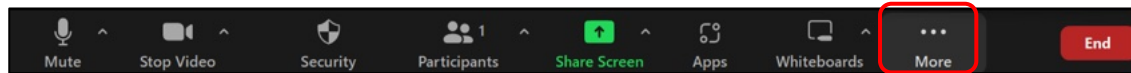
Click **Share**



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

zoom

Hi

Your cloud recording is now available.

Cloud recordings will be deleted automatically after they have been stored for 30 days.

View Detail

Share

You can copy the recording information below and share with others

Sign In

Email Address

Please enter your email address

Password

Please enter your password

Forgot password?

Sign In

By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.

☒ Stay signed in

Check your email from Zoom

Click **View Detail**

Sign In to Zoom

Zoom Cloud Recording

Share

Nov 25, 2022 01:57 PM Osaka, Sapporo, Tokyo ID: 835 343 8072

This recording will be deleted automatically in 30 days.

0 total views • 0 total downloads [Recording Analytics](#)

01:12

Recording 1

2 Files 2 MB

Download

Copy shareable link

Delete

The recording includes the files listed below:

Shared screen with speaker view

1 MB

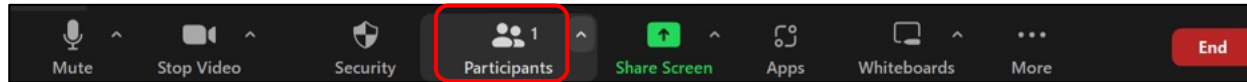
Audio only

1 MB

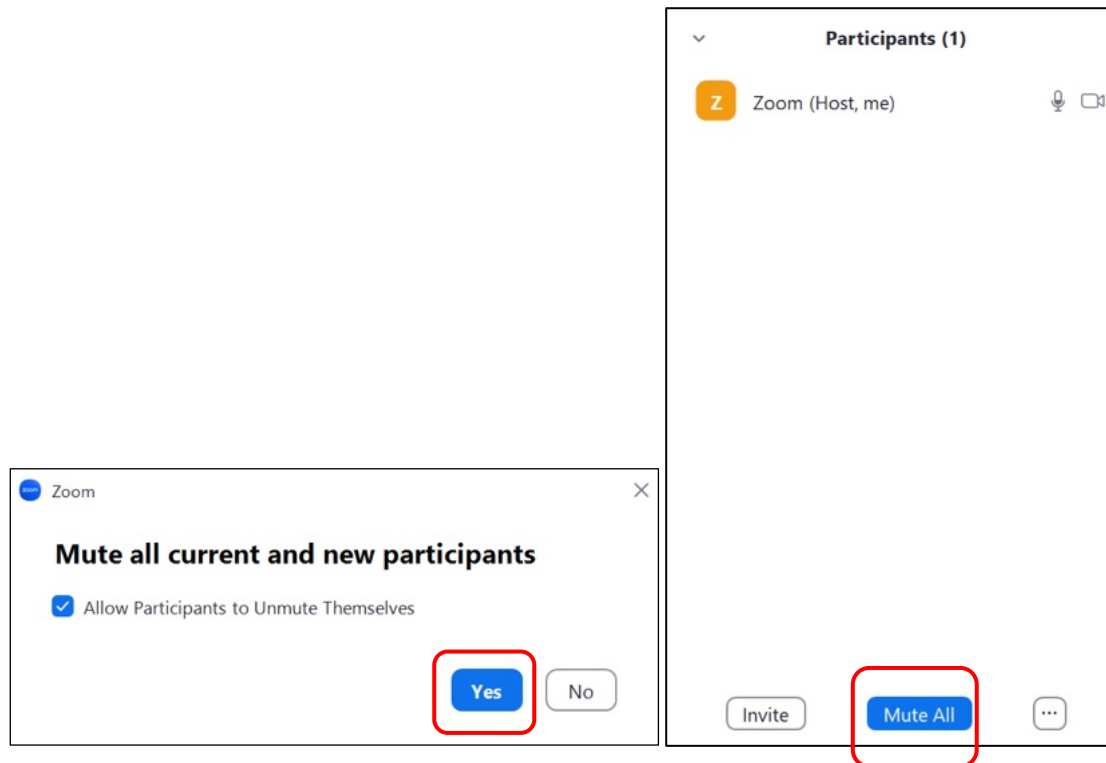
Click **Download**

7. FAQ

● Audio Feedback

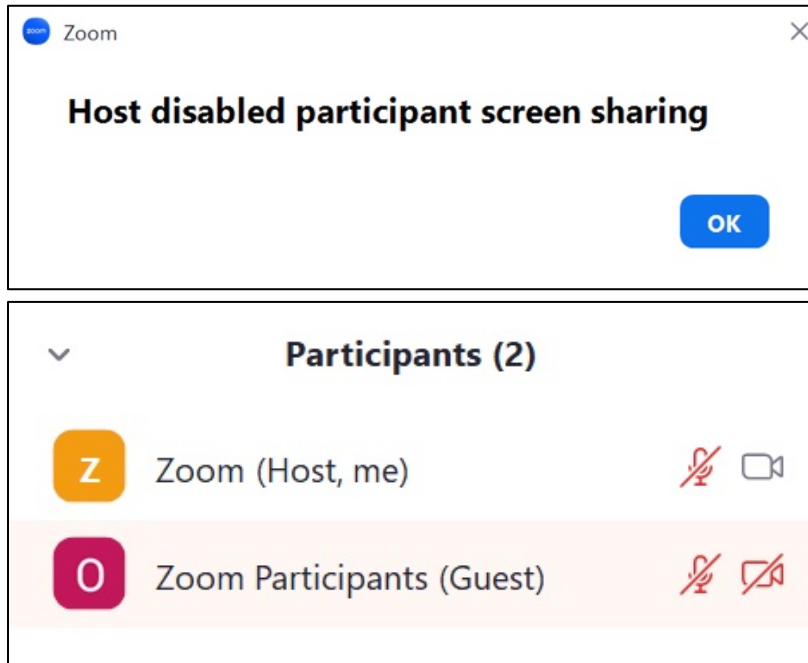


Click **Participants**



Click **Mute All**
Click **Yes**

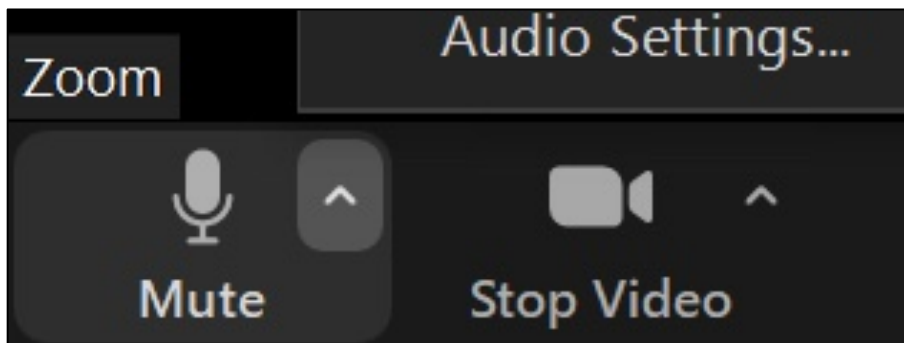
- **Unable to Share the Screen**



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)

Check the console if you pressed right input source

Review your screen sharing settings (Page 9)