

Nakano Media Support
(call) 8072

HyFlex Zoom

Class Manual

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1 Turn on the Monitor



Take the remote control from the drawer and turn on the monitor.



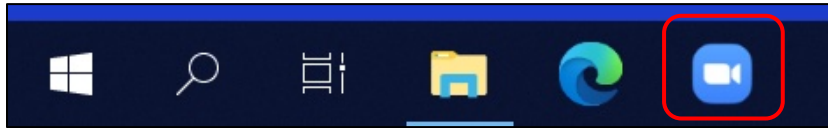
2 Connect to the Internet



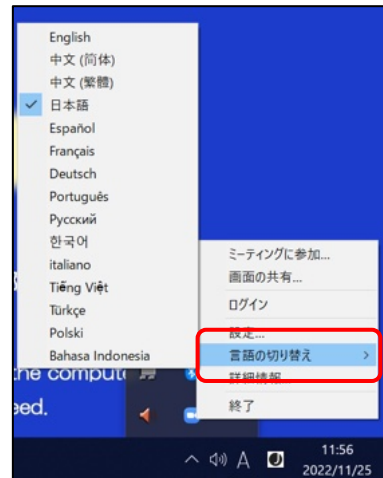
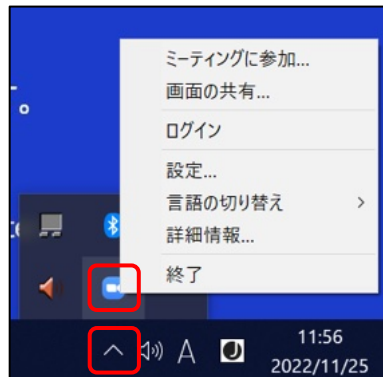
From the taskbar Wi-Fi icon, connect to 0000_MIND_1x.

- **Username: Meiji ID**
(Faculty/Staff ID number)
- **Password: Meiji ID password**
(same as Oh-o! Meiji)

3 Start a Zoom Meeting



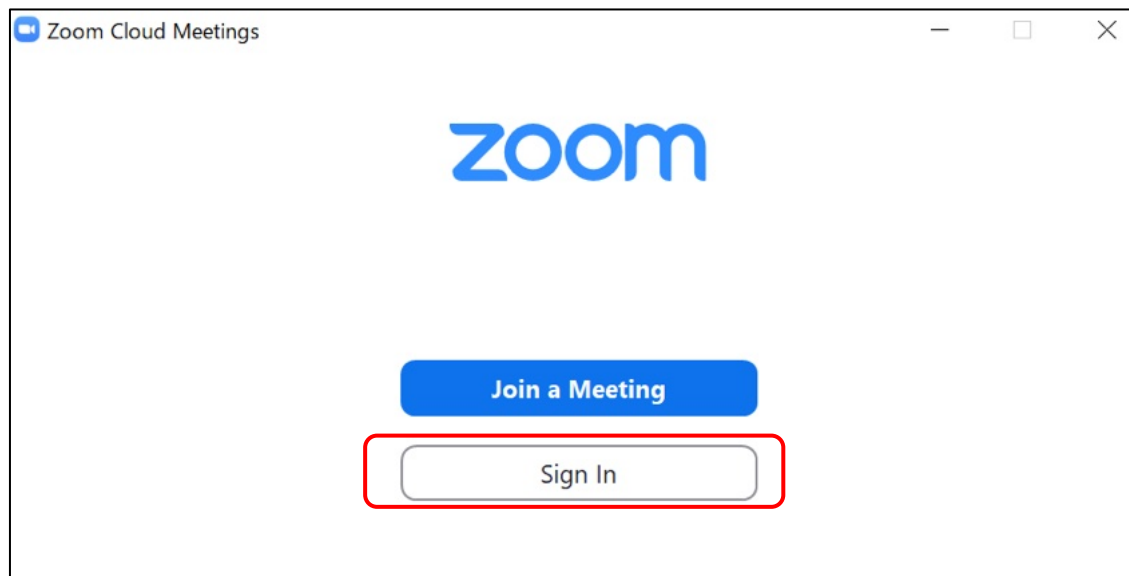
Launch Zoom from the task bar



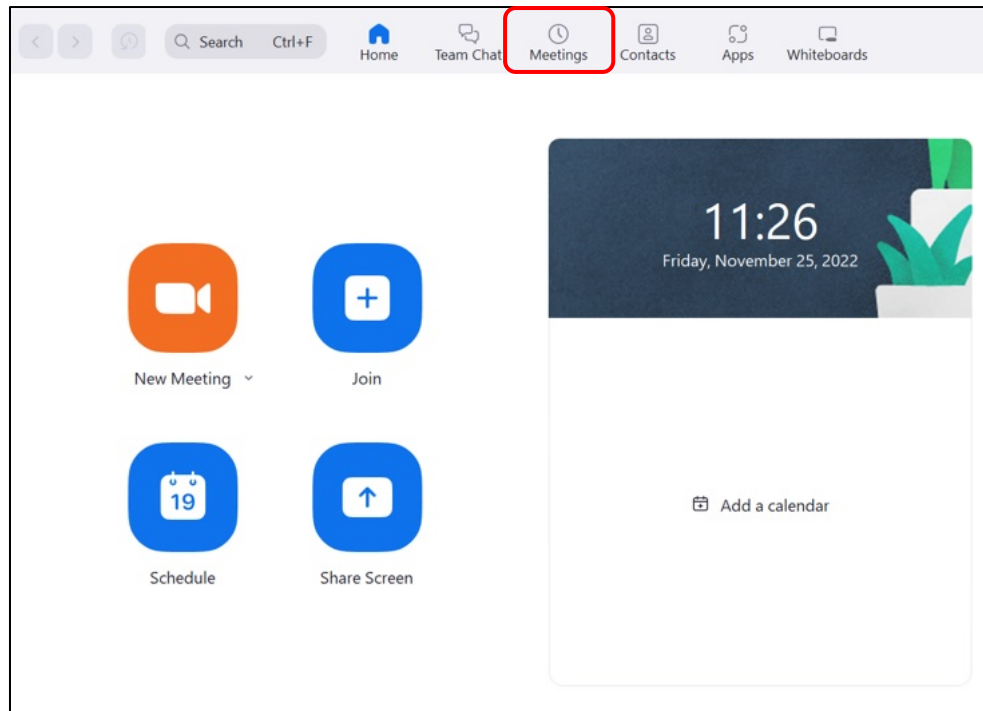
Click the ^ icon in the bottom right corner

And right click Zoom icon

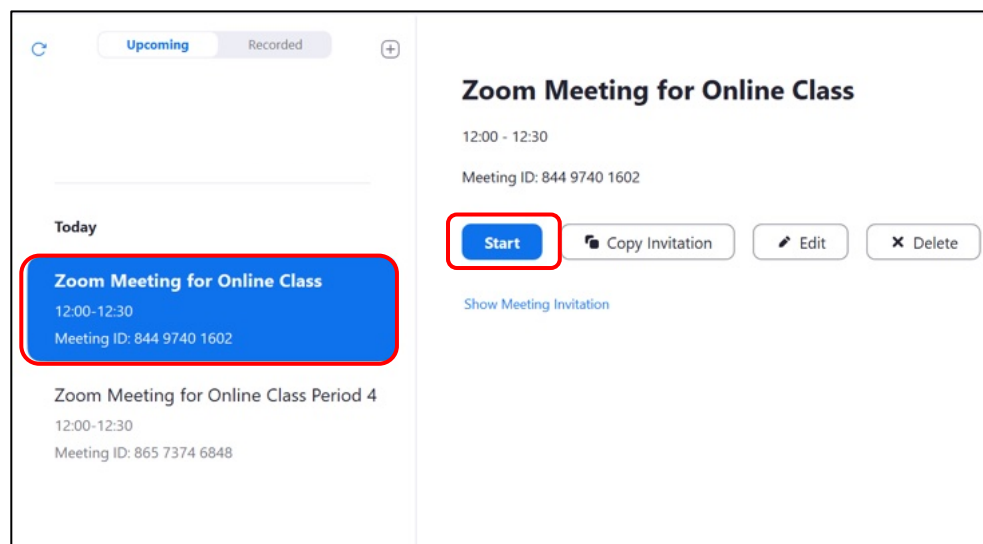
Place the cursor over 言語の切り替え and choose your preferred language



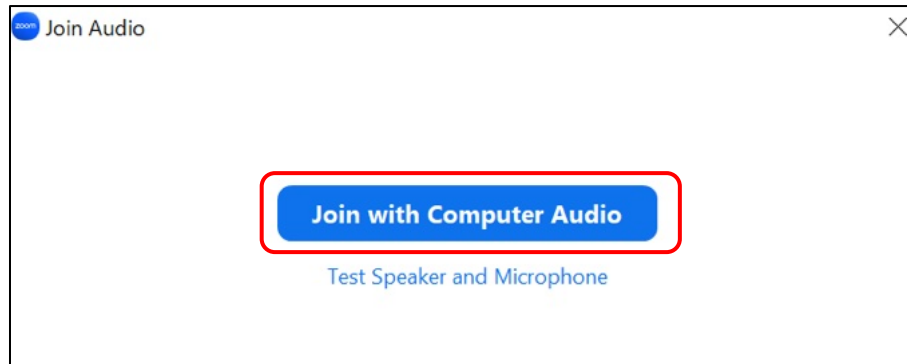
Sign in to Zoom with the **host** account



Select **Meetings** tab

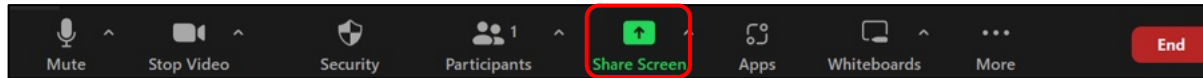


Find the class
Click **Start**

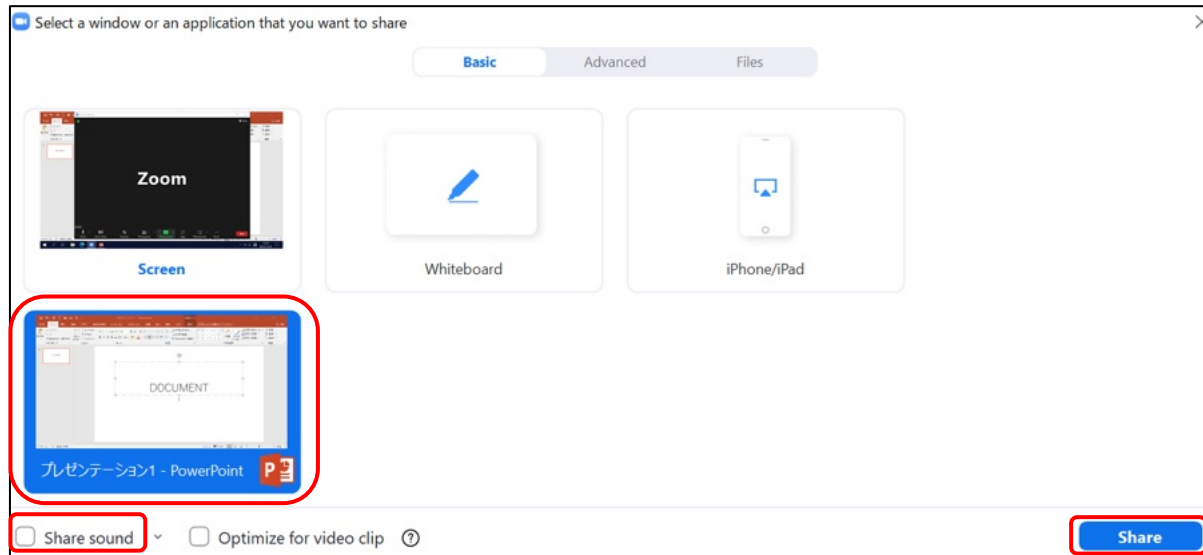


Click **Join with Computer Audio**

4 Screen Sharing

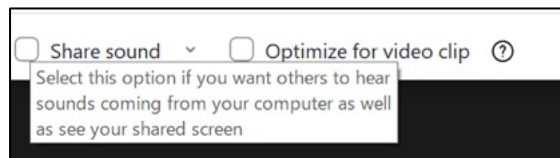


Click **Share Screen**



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

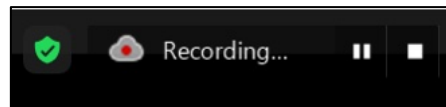
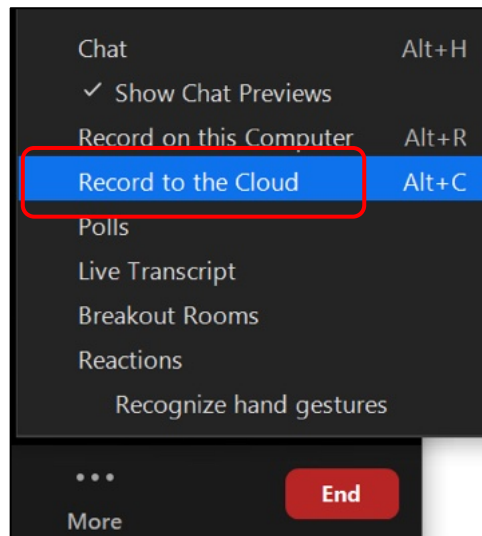
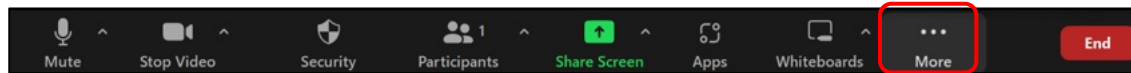
Click **Share**



The audio will not be shared if the box is not checked

5 Record the Meeting and Download Recorded Videos

● Record



Click **More**

Choose **Record to the Cloud**

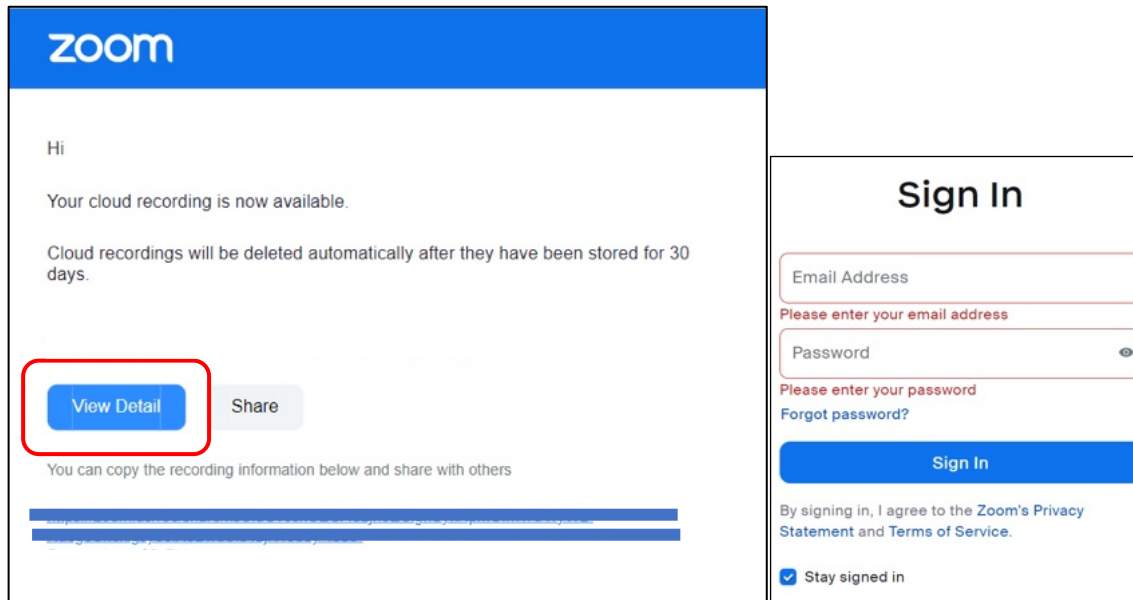
Check for the indicator of **Recording...**

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

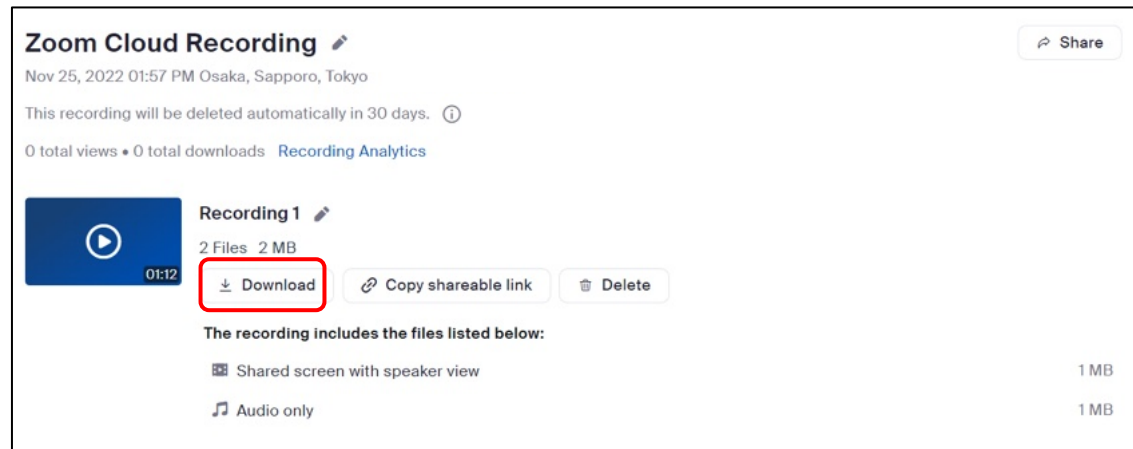


The image shows a Zoom notification and a sign-in form. The notification on the left, titled 'zoom', says 'Hi' and 'Your cloud recording is now available.' It mentions that recordings are deleted after 30 days and includes a 'View Detail' button (highlighted with a red box) and a 'Share' button. Below this is a placeholder for recording information. The sign-in form on the right, titled 'Sign In', has fields for 'Email Address' and 'Password' (both with red error messages: 'Please enter your email address' and 'Please enter your password'). It includes a 'Sign In' button, a link to 'Forgot password?', and a checkbox for 'Stay signed in'.

Check your email from Zoom

Click **View Detail**

Sign In to Zoom

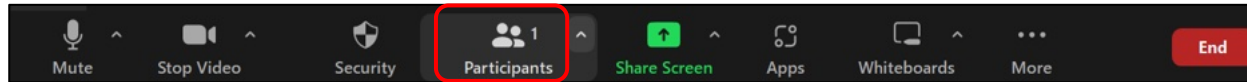


The image shows the 'Zoom Cloud Recording' detail page. It displays the recording title 'Recording 1', the date 'Nov 25, 2022 01:57 PM', and location 'Osaka, Sapporo, Tokyo'. It states 'This recording will be deleted automatically in 30 days.' and shows '0 total views • 0 total downloads'. A video player shows a play button and a duration of '01:12'. Below the player are buttons for 'Download' (highlighted with a red box), 'Copy shareable link', and 'Delete'. A section titled 'The recording includes the files listed below:' lists two files: 'Shared screen with speaker view' (1 MB) and 'Audio only' (1 MB). A 'Share' button is in the top right corner.

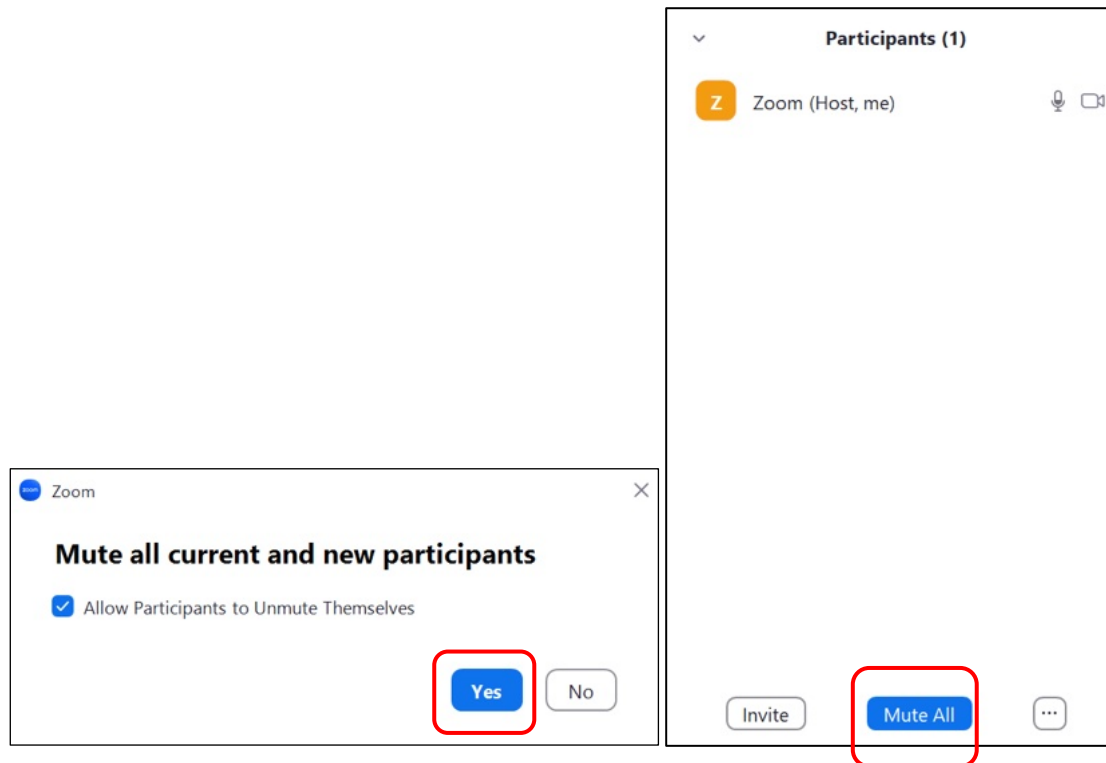
Click **Download**

6 FAQ

● Audio Feedback

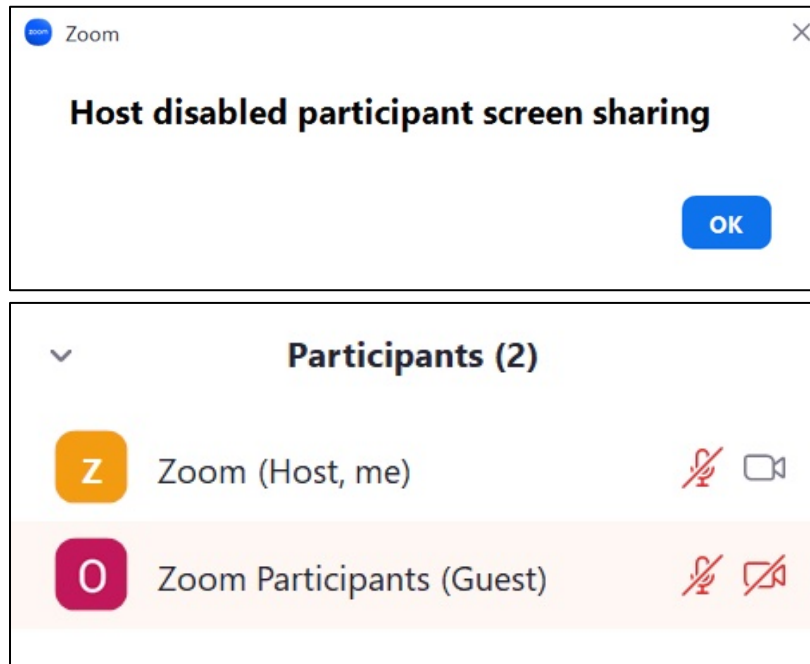


Click **Participants**



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