



teleconference room

B4.61

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1. Teleconference equipment

1.1. Fujitsu Esprimo computer



1.2 SONY IPELA HD station



1.3 SHARP TV, 1.4 SONY IPELA HD camera



1.5 DIGISENIOR CE (black, camera), SHARP (grey, TV). DIGISENIOR CE remote control is used to drive the camera. Instructions below:



OK = straight
< = to the left
> = to the right
^ = up
v = down



Hold the key:
8 – ZOOM IN (slow)
0 – ZOOM OUT (slow)
9 – ZOOM IN (fast)
[Speaker icon] – ZOOM OUT (fast)

1.6 ATR4697-USB microphone



1.7 Wireless mouse Wireless keyboard



2. System booting

Please follow the steps below:

2.1 Press the START button to turn on the SONY IPELA HD station. The green control lamp will come on:



2.2. SONY IPELA HD camera starts automatically when SONY IPELA HD station is turned on. If the camera does not start, turn it on with the DIGISENIOR CE (black) remote control by pressing START. The green light will come on:



2.3. Turn on the SHARP TV with the SHARP remote control (grey) by pressing START. After starting, the screen will show the following message: No output ...

DO NOT click OK, just go to the computer startup (2.4) and the message will disappear:



2.4. Turn on the Fujitsu Esprimo computer by pressing START, the white light will come on:



3. Installed applications

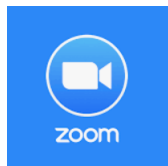
3.1. Google Meet



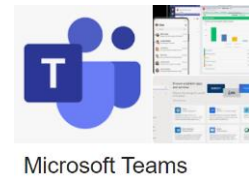
3.3 Skype



3.2. Zoom



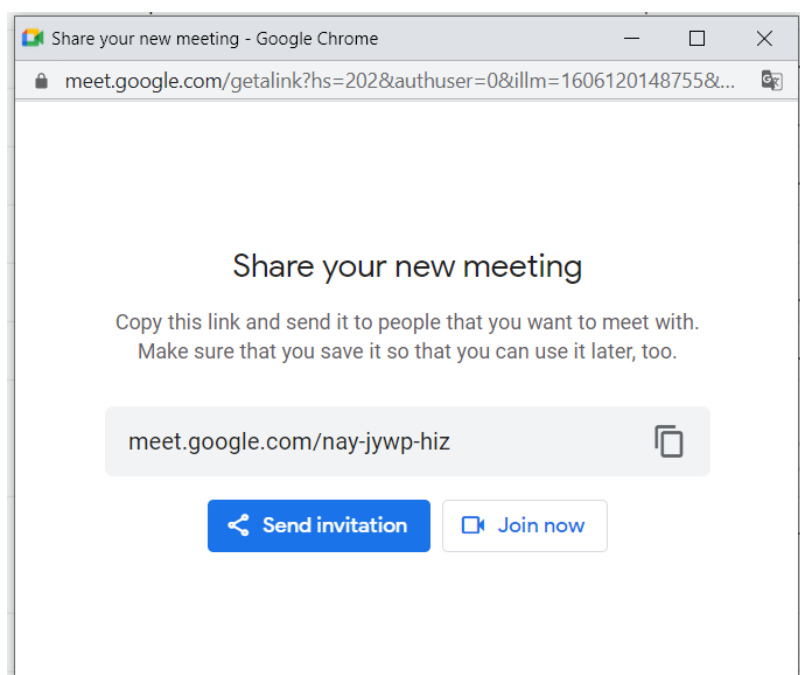
3.4. MS Teams



4. Logging in

4.1. Google Meet

- Open the Google Chrome app
- Log in to Gmail @uw.edu.pl
- Open New Meeting (menu bar on the left)
- Copy the Meeting URL address and send to participants
- Join the Meeting
- Accept meeting participants



4.1. Google Meet

Ready to join?

No one else is here

Join now

Present

Other options

Join and use a phone for audio

Meeting details

People (1)

Chat



Add people



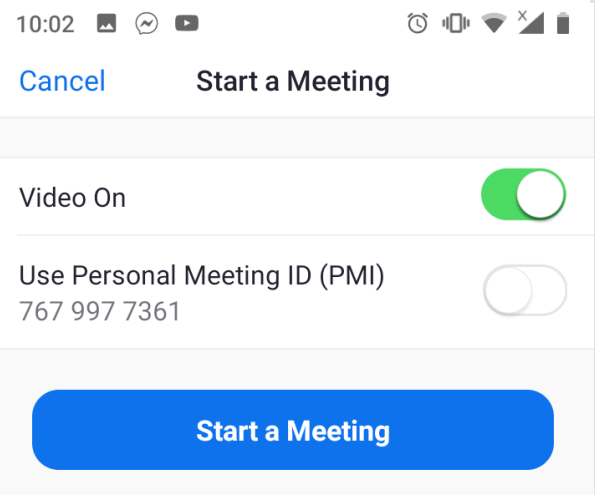
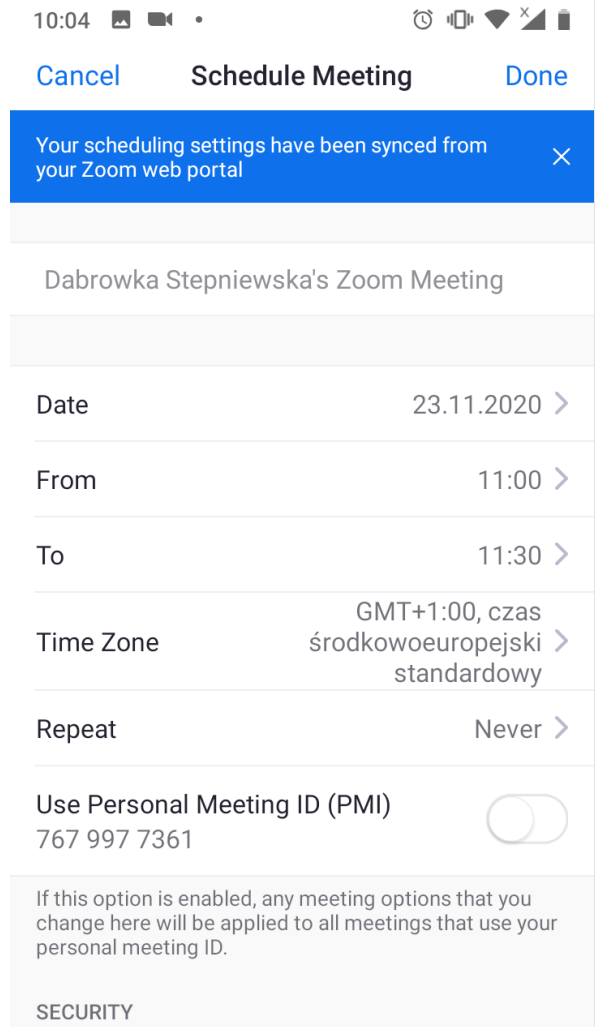
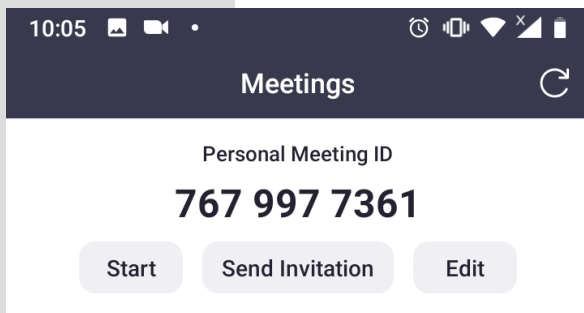
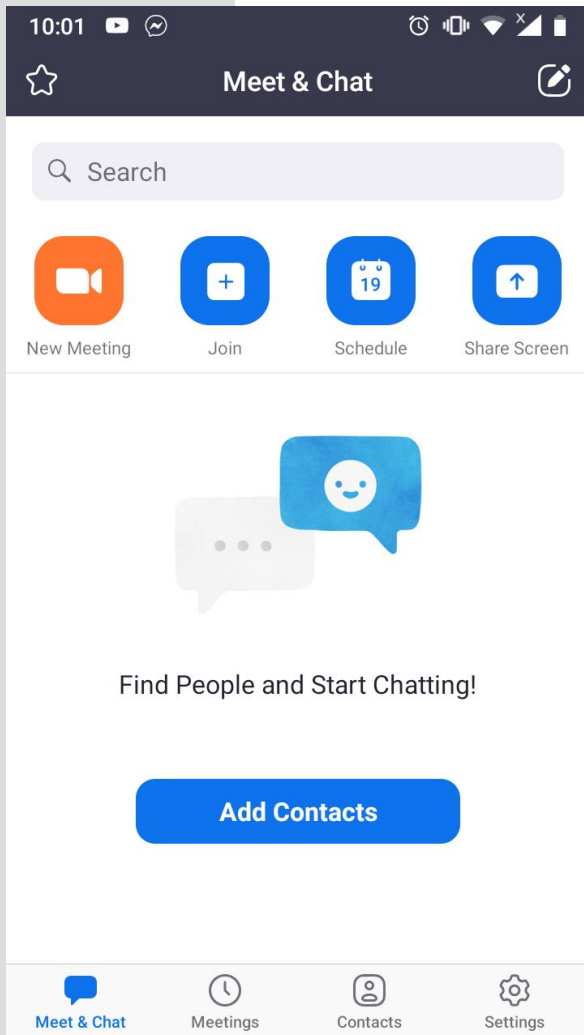
Host controls

This screenshot shows the Google Meet interface during a meeting. The main area displays a circular profile picture of a woman with glasses. Below the profile picture is a 'Joining info' box containing the meeting URL and a 'Copy joining info' button. To the right, a 'Meeting details' sidebar is open, showing 'People (1)', 'Chat', 'Add people', and 'Host controls' buttons. Below the sidebar, the 'IN CALL' section lists the participant 'Dąbrowka Stępnie... (You)'. At the bottom, a control bar includes icons for microphone, video, and a red 'Present now' button, along with labels for 'Raise hand', 'Turn on captions', and 'Present now'.

This screenshot shows the Google Meet interface with a menu of options open. The menu is located in the bottom right corner and includes the following items: 'Whiteboard (Open a Jam)', 'Record meeting', 'Change layout', 'Full screen', 'Change background', 'Turn on captions', 'Use a phone for audio', 'Report a problem', 'Report abuse', 'Troubleshooting and help', and 'Settings'. The rest of the interface, including the profile picture, 'Joining info' box, 'Meeting details' sidebar, and control bar, is visible in the background.

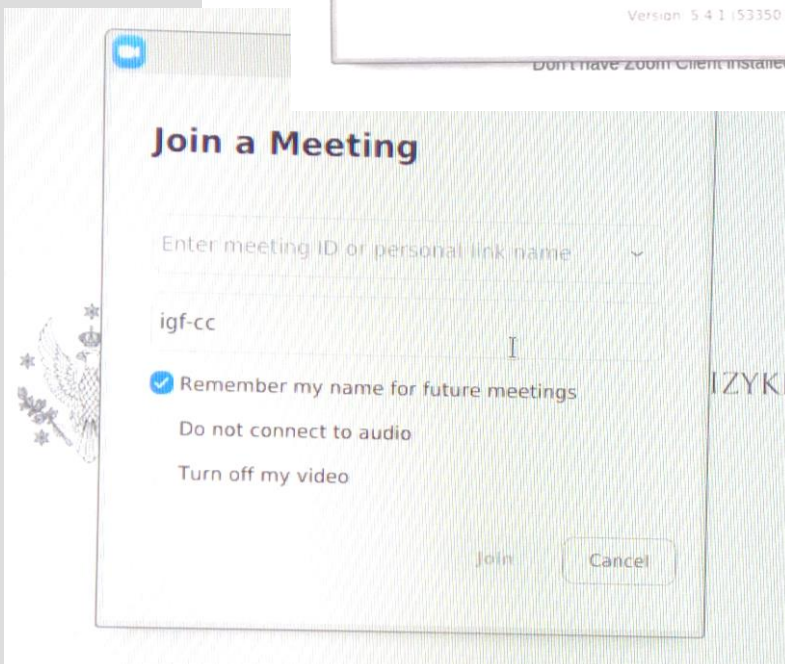
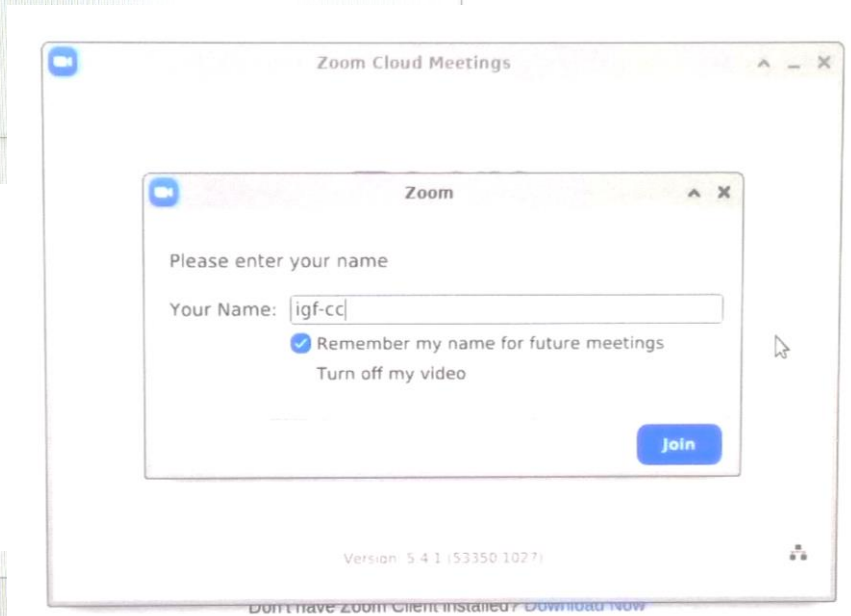
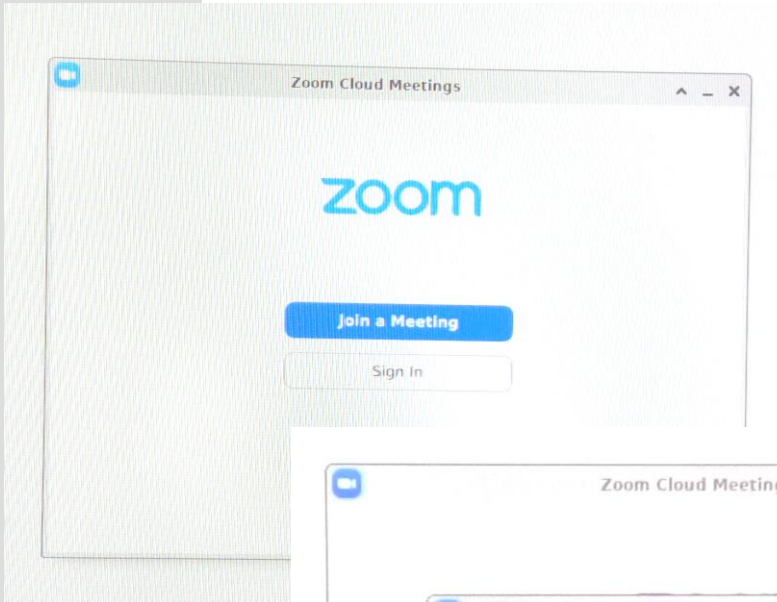
4.2 Zoom

- Before starting a conference call, create a New Meeting in the Zoom app on your smartphone or laptop. Copy the Meeting ID
- Check and enable the Share Screen option
- Send invitations to meeting participants



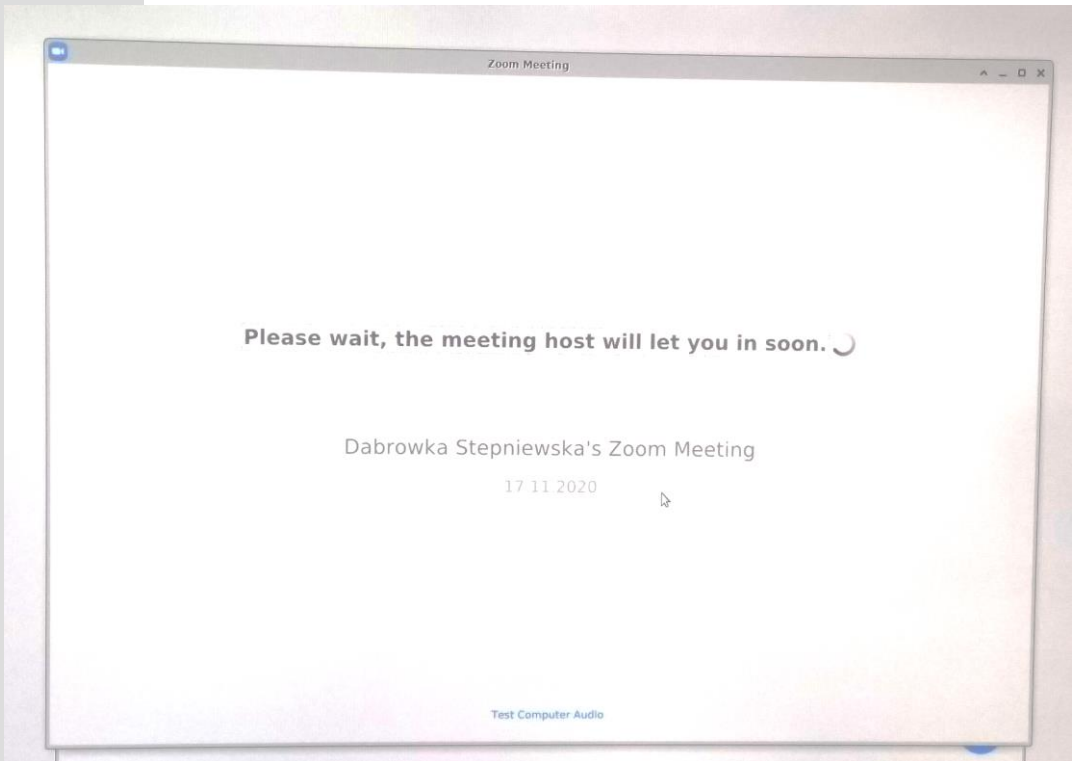
4.2 Zoom

- Open the Zoom app on the SHARP TV
- Enter Meeting ID
- The default username is: igf-cc
- Join the meeting



4.2 Zoom

- As the meeting host, accept yourself and other meeting participants in the original open session on your smartphone/laptop.
- Once completed, the following message will pop up on the SHARP TV screen

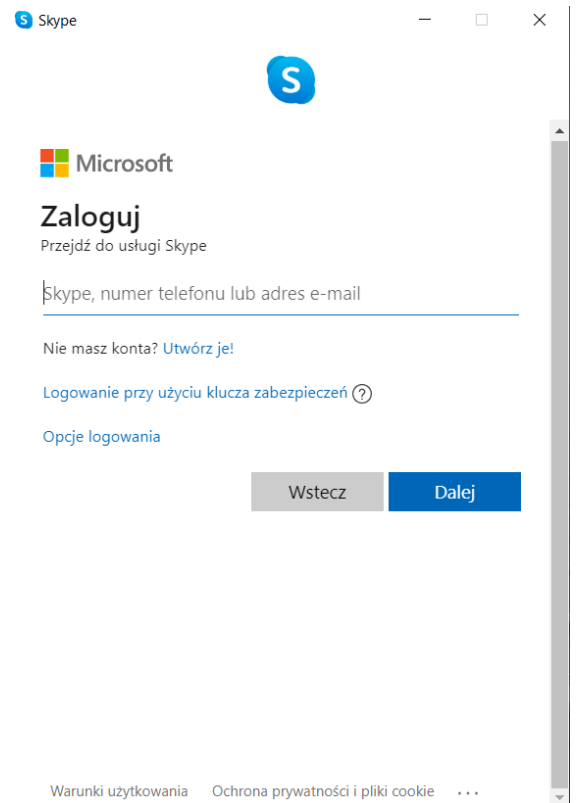
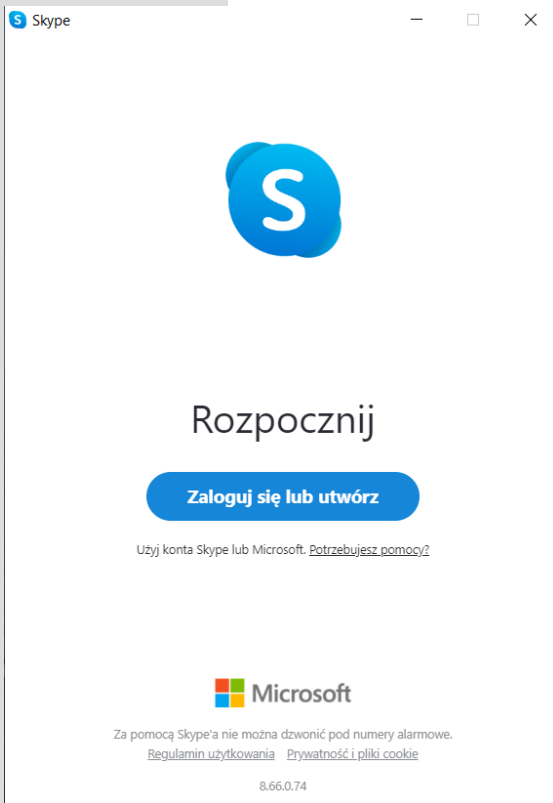


- Once accepting meeting participants is completed, select Join with Computer Audio on the SHARP TV screen:

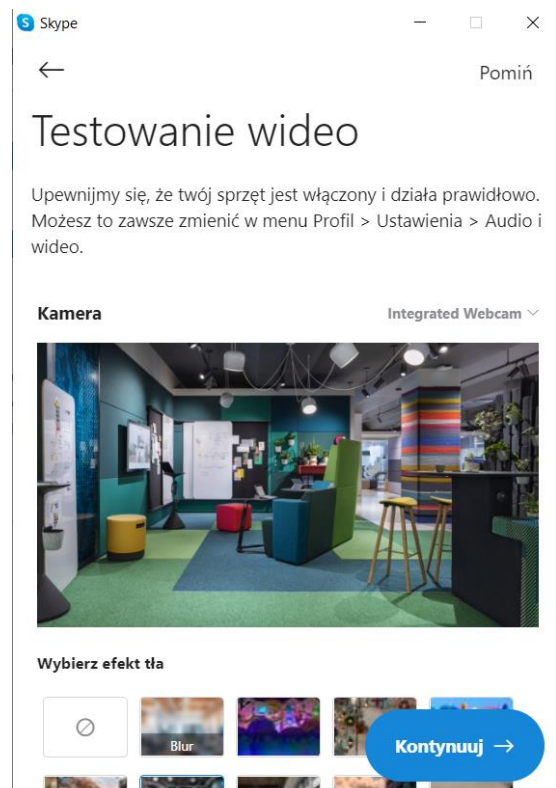
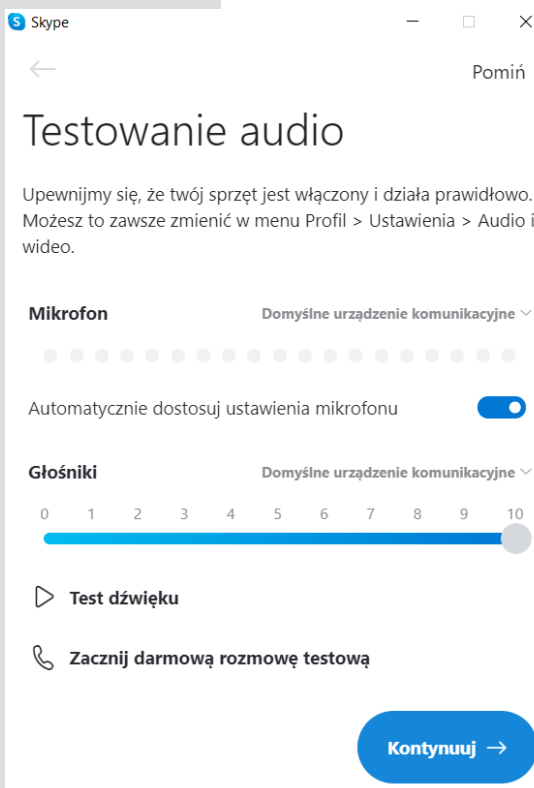


4.3 Skype

- Open the Skype app
- Log in to Skype



- Test microphone and speakers
- Test the camera



4.3 Skype

- Select *Start Meeting Now*
- Enter the meeting name, copy the URL address, and invite other meeting participants
- Select *Start Meeting*

Skype

Dąbrówka Stępniewska 0,00 zł

Osoby, grupy i wiadomości

Czaty Rozmowy Kontakty Powiadomienia

WSZYSTKIE

Brak nowych powiadomień

Zajrzyj tu ponownie, aby zobaczyć nowe @ wzmianki, reakcje, cytaty i wiele więcej.

Witamy!
Dąbrówka Stępniewska

Udostępnij profil

Oto kilka szybkich działań, które pomogą ci zacząć

Łatwe spotkania ze wszystkimi

Udostępnij zaproszenie innym osobom, nawet jeśli nie są one dostępne na Skype. Nie jest wymagane tworzenie konta ani żadne pobieranie.

Rozpocznij spotkanie teraz

Dzwoń na telefony komórkowe i stacjonarne

Rozmowy między użytkownikami Skype'a są zawsze darmowe, ale ze Skype'a możesz też dzwonić na telefony komórkowe i stacjonarne po bardzo korzystnych stawkach.

Otwórz klawiaturę numeryczną

Zalogowano jako *dabrowka.stepniewska*

Jeśli nie widzisz swoich kontaktów lub historii konwersacji, spróbuj [przełączyć konta](#).

[Dowiedz się więcej](#)

Skype

Spotkanie jest przygotowane!

To spotkanie nie wygasa i możesz korzystać z nieograniczonej liczby połączeń.

CZEGO DOTYCZY TO SPOTKANIA?

Wpisz nazwę spotkania (opcjonalne)

UDOSTĘPNIJ LINK I ZAPROŚ INNYCH

join.skype.com/IR0g4fia6Mm

Kontakty ze Skype'a Udostępnij zaproszenie

PRZEJDŹ DO SPOTKANIA

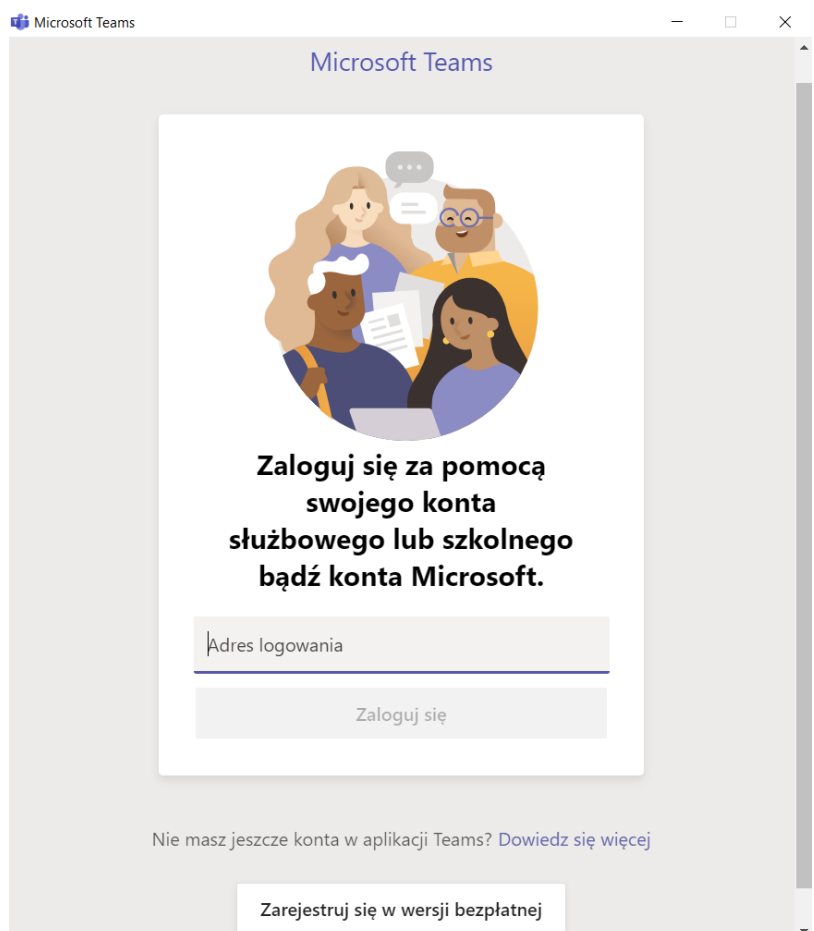
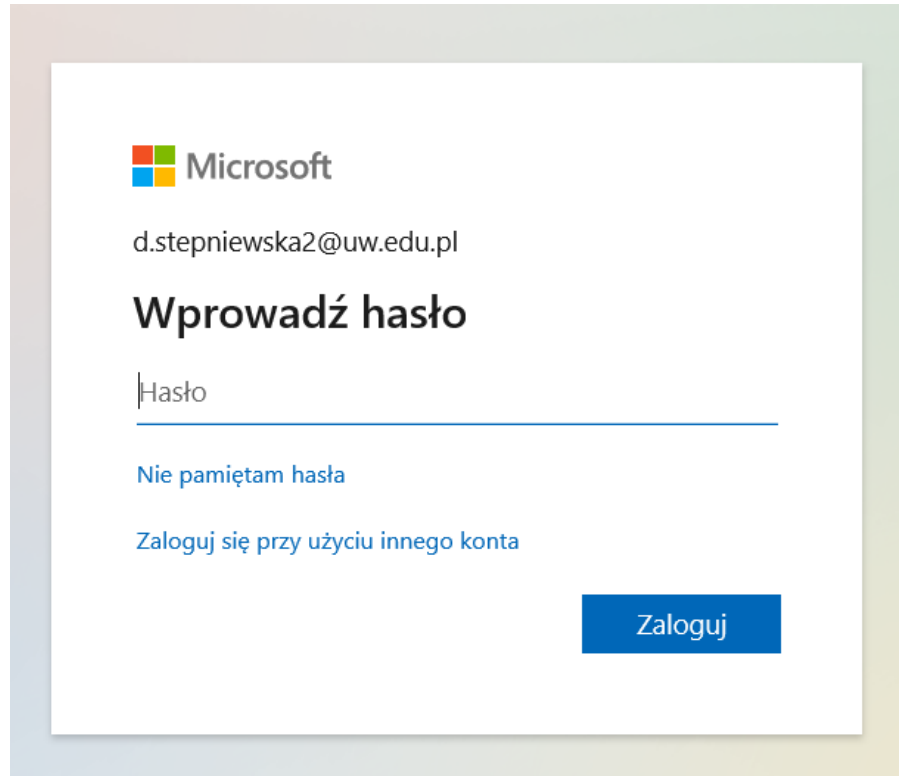
Czat **Rozpocznij spotkanie**

Integrated Webcam

Wybierz efekt tła

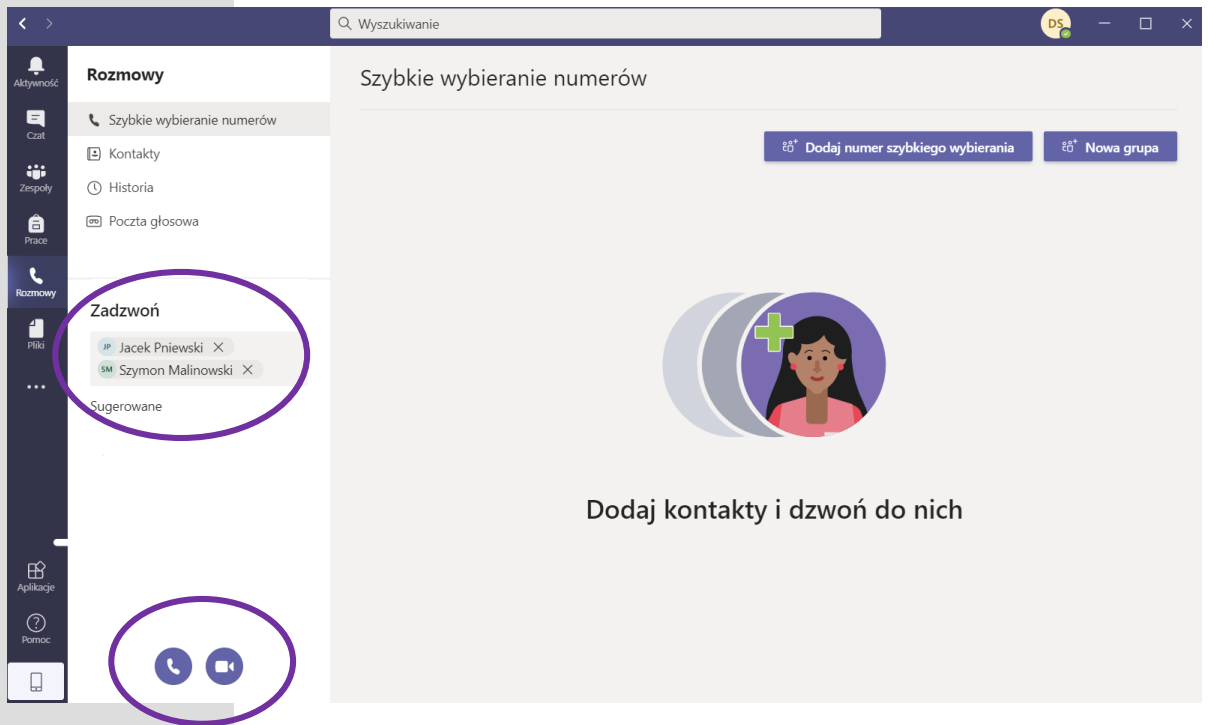
4.4 MS Teams

- Click on the MS Teams app
- Enter the MS Teams logging in the Google Chrome search engine
- First, log in to your Microsoft Account, the second login to your MS Teams account

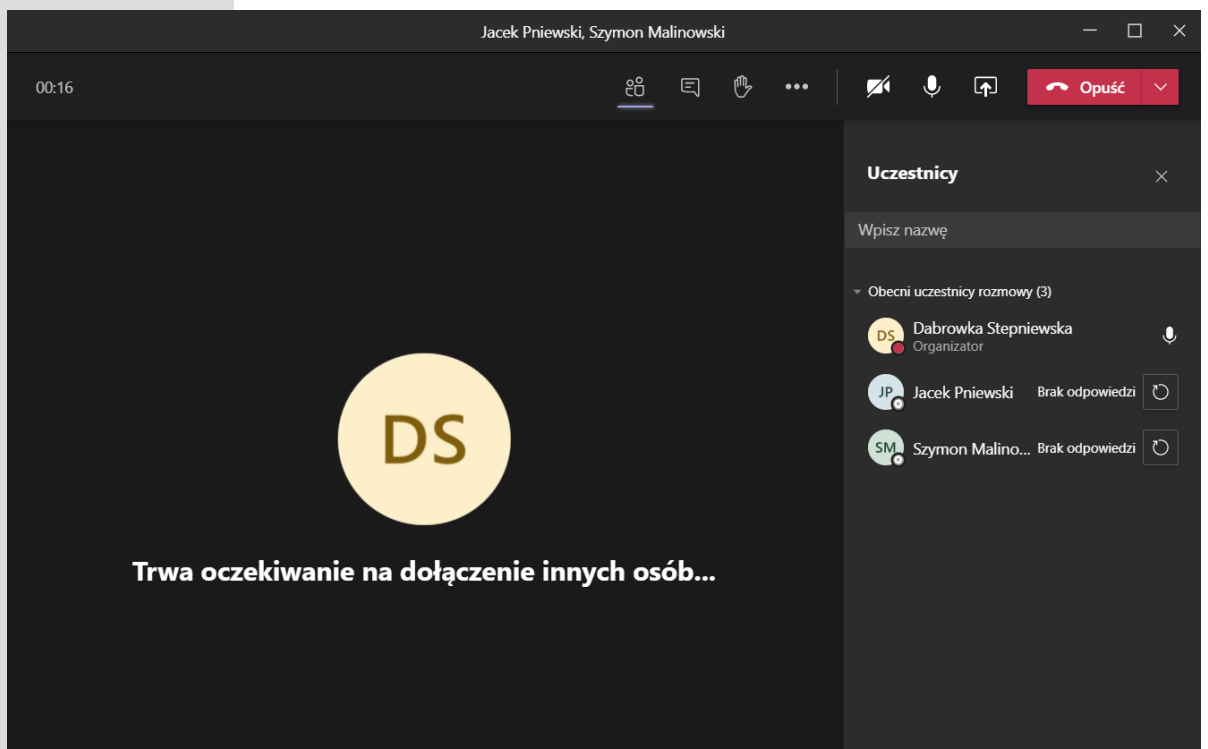


4.4 MS Teams

- Select *Conversations* from the side bar menu
- After clicking the *Call option*, go to the *Enter name* field and search for meeting participants
- After adding meeting participants, select *Video call*

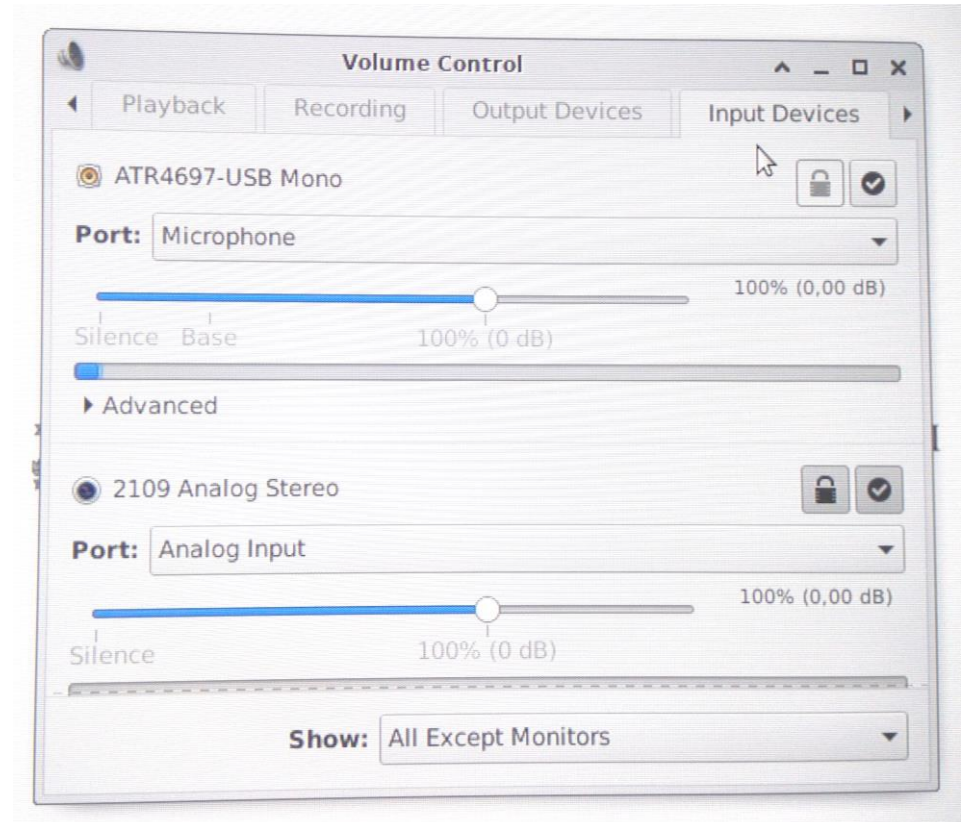


- Settings, screen sharing, meeting recording, adding meeting participants, chat and more options are available in the top menu:

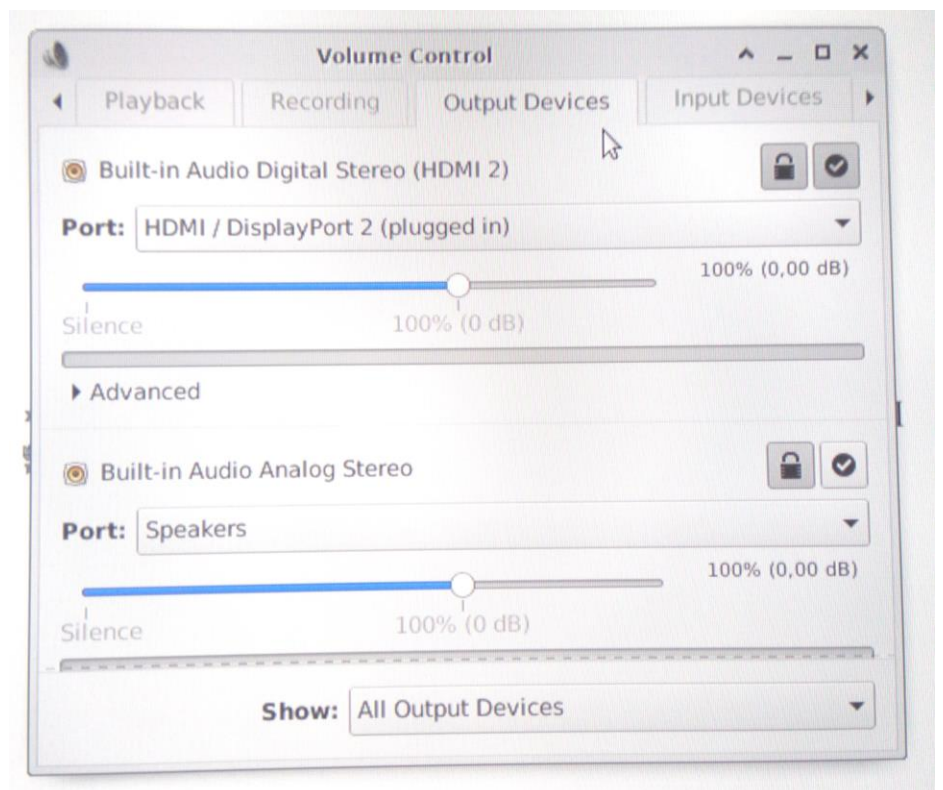


5. Volume settings

5.1 ATR4697-USB Mono microphone

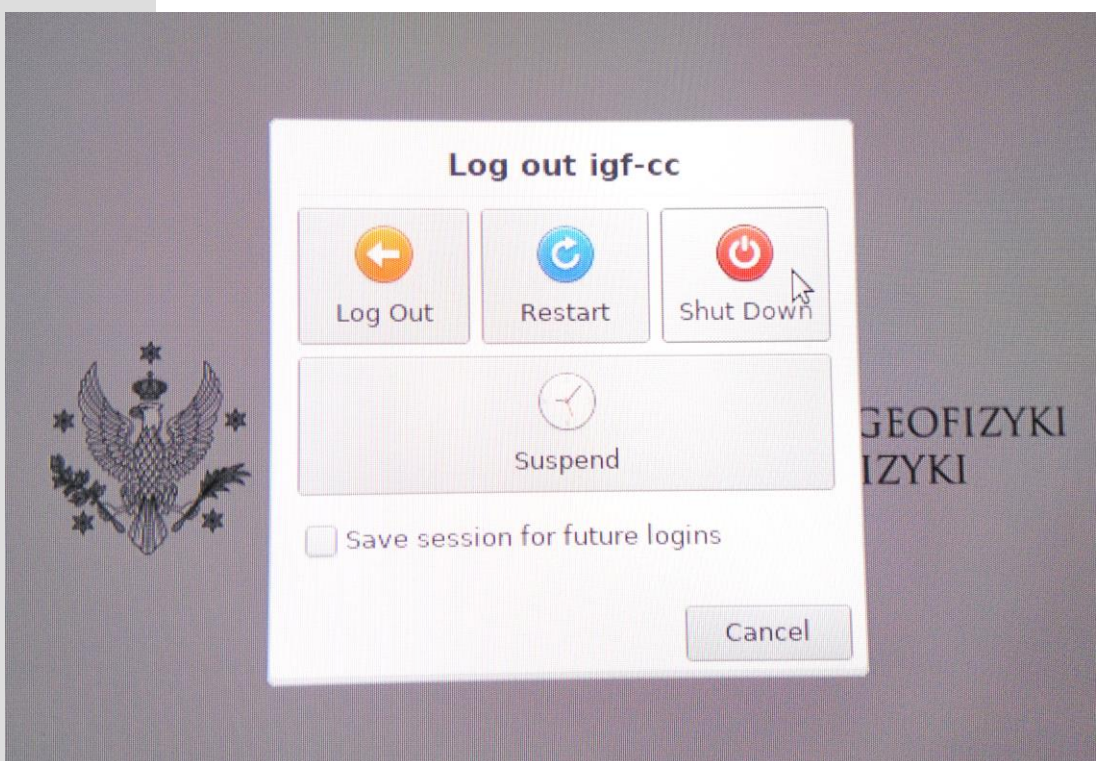
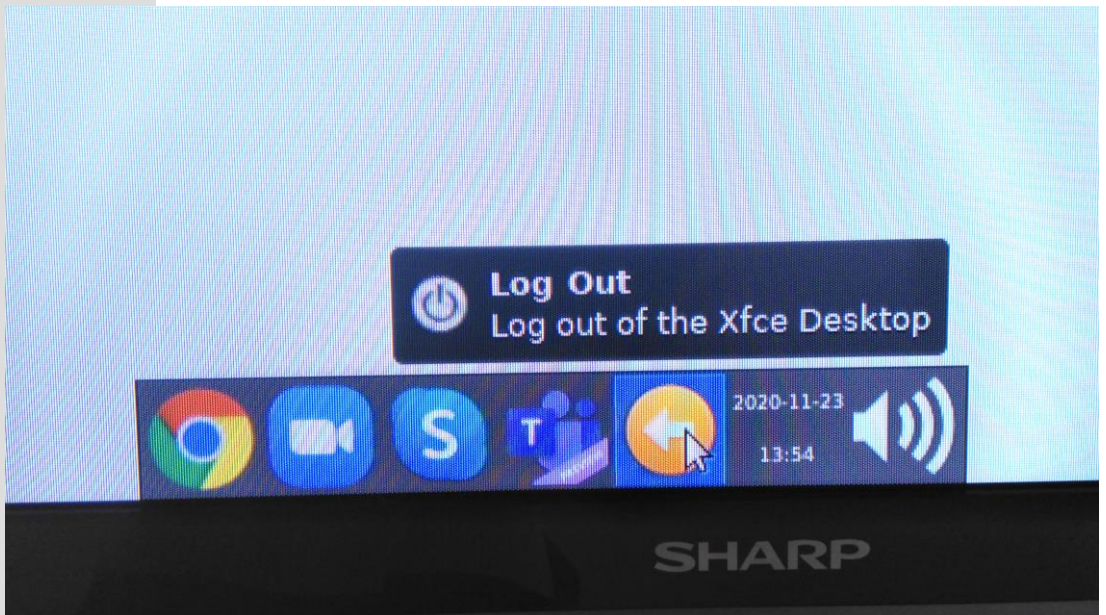


5.1 Speakers



6. Logging out

- Click the *Log Out icon*
- Select *Shut Down* option in the logout window:



- After logging out of the system, disable:
 - SHARP TV (SHARP remote control)
 - SONY IPELA HD camera (DIGISENIOR CE remote control)
 - SONY IPELA HD station (hold the START button for a few seconds until the light goes out).