IGF

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:**

Hold the key:
8 – ZOOM IN (slow)
0 – ZOOM OUT (slow)
9 - ZOOM IN (fast)
🔇 - ZOOM OUT (fast)

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

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:
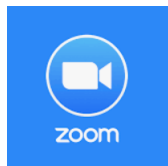
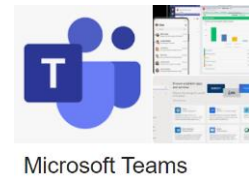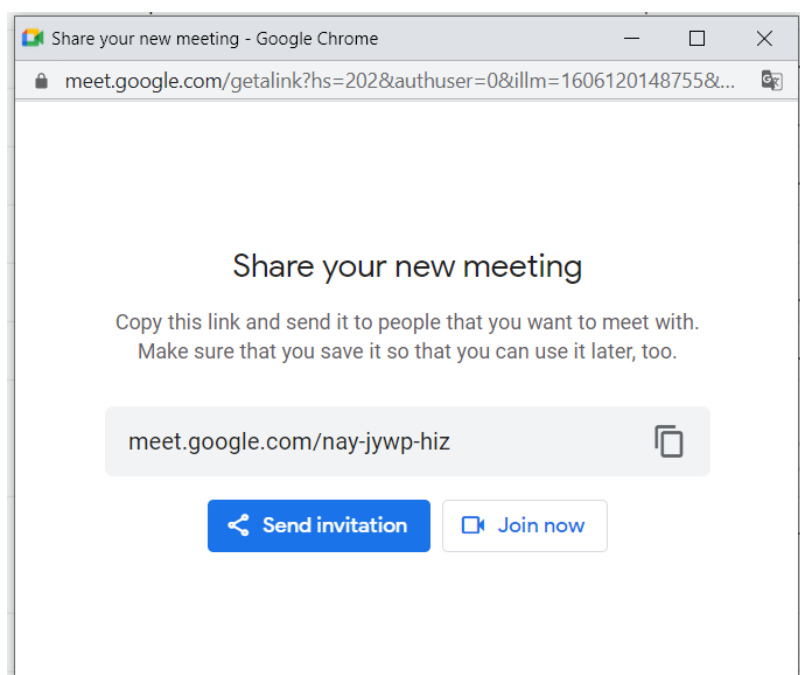# 3. Installed applications

3.1. Google Meet

3.3 Skype

3.2. Zoom

3.4 MS Teams

Microsoft 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
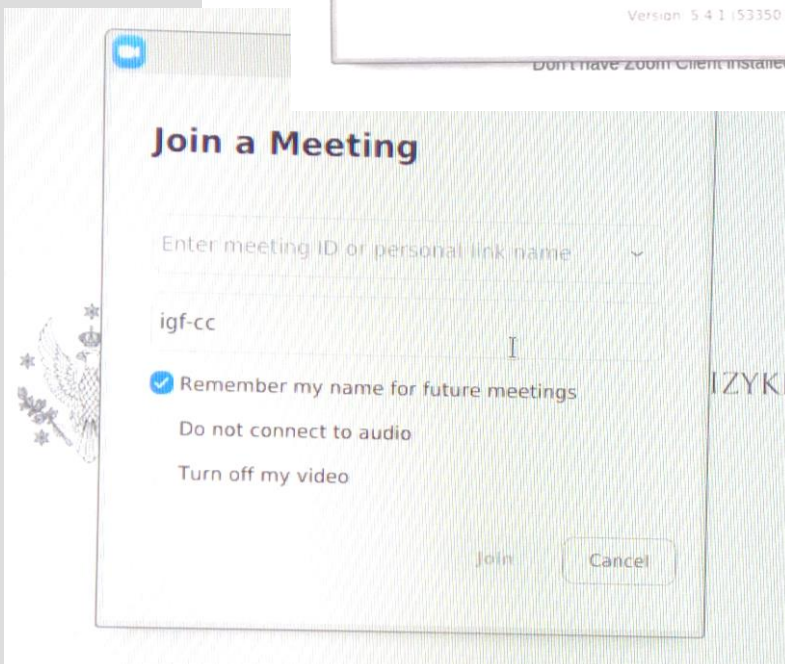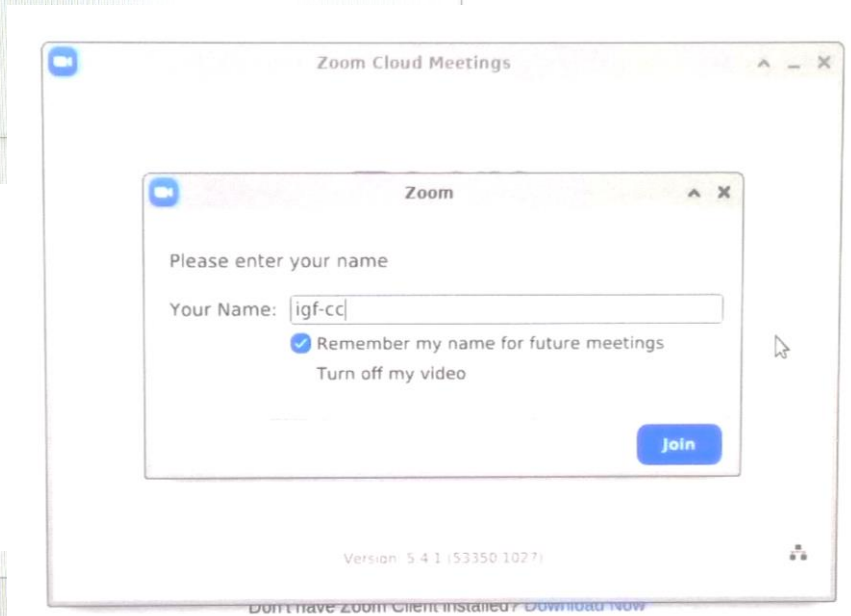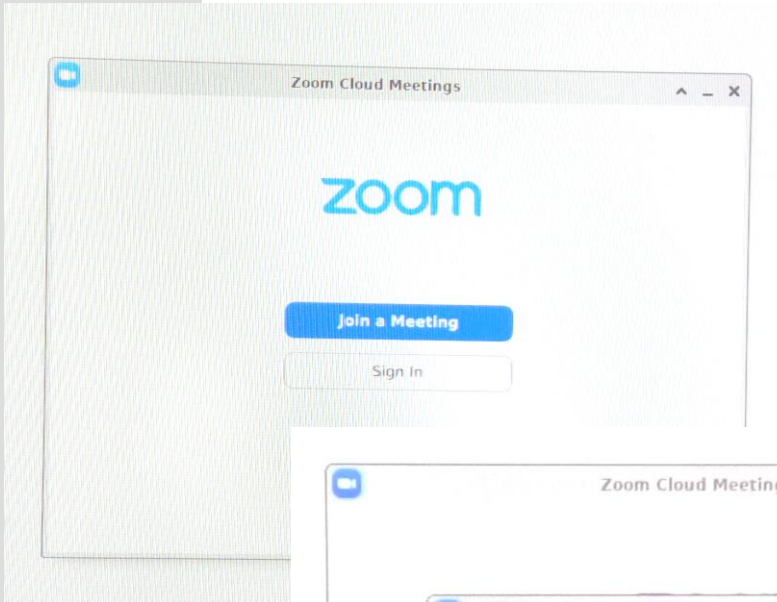- Accept meeting participants

4.1. Google Meet

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
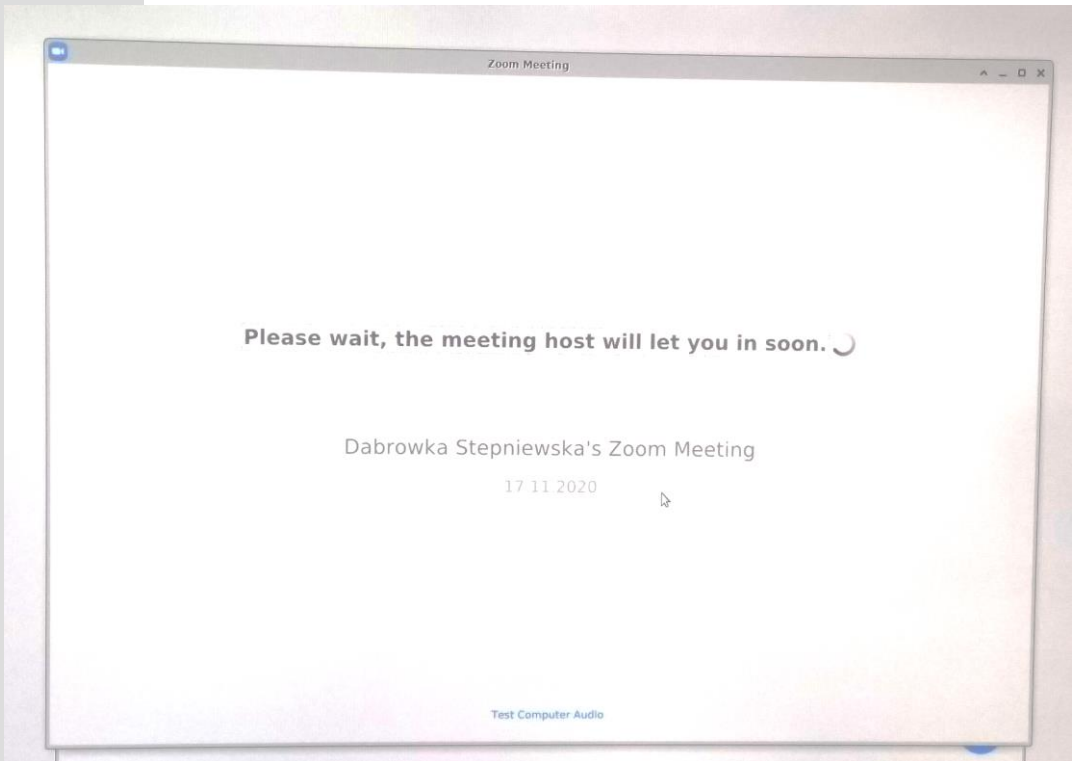- Send invitations to meeting participants
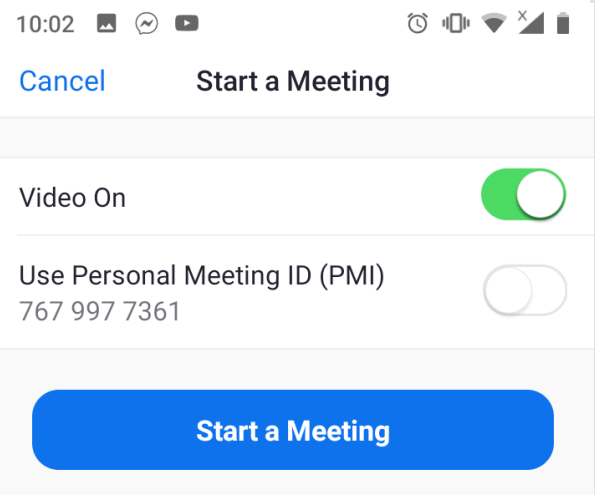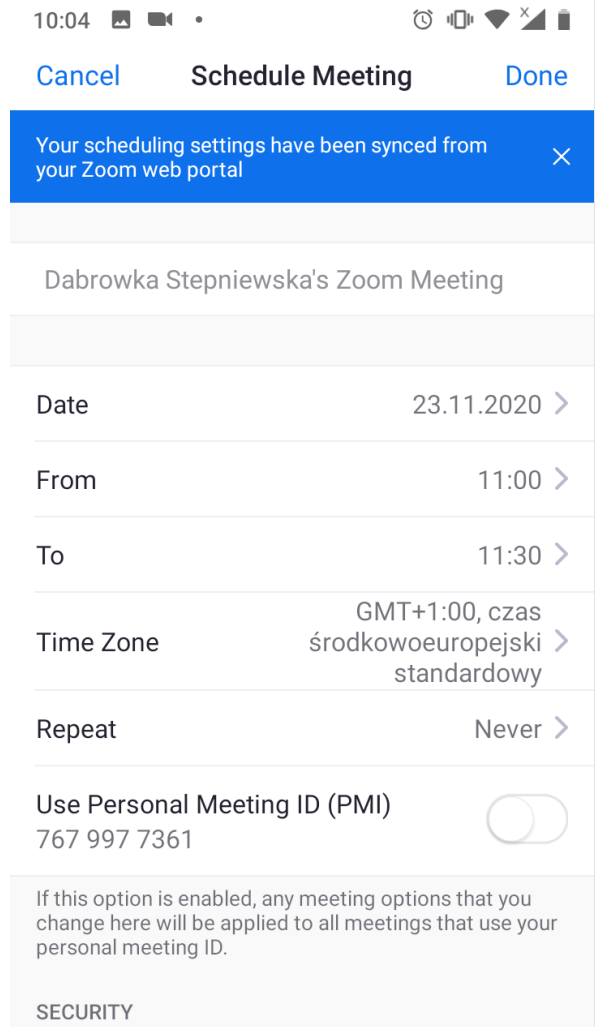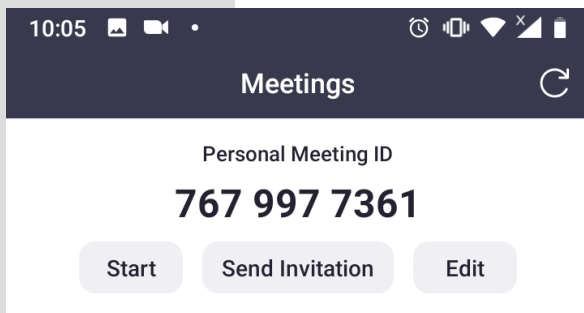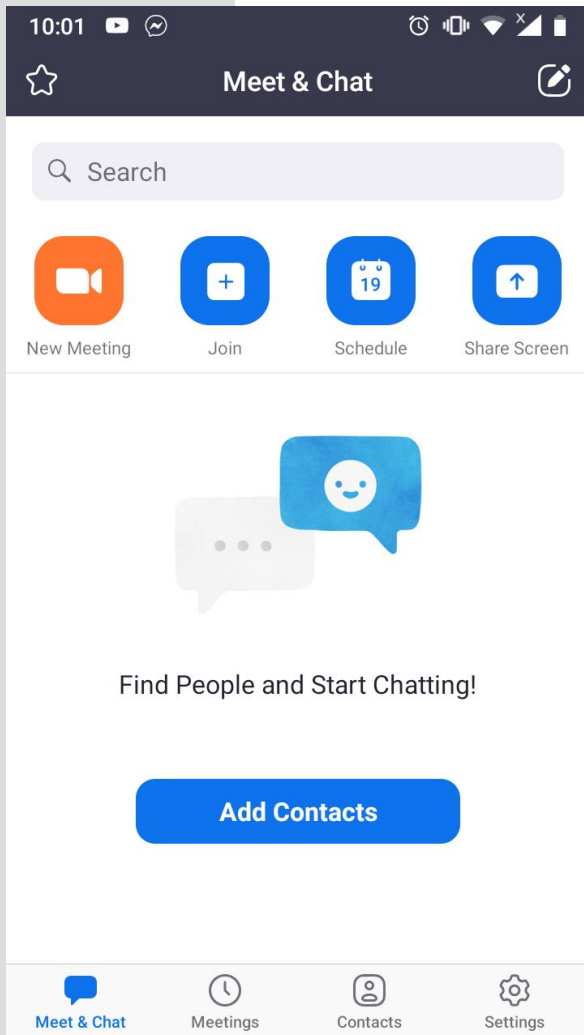
4.2   Zoom

- 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.
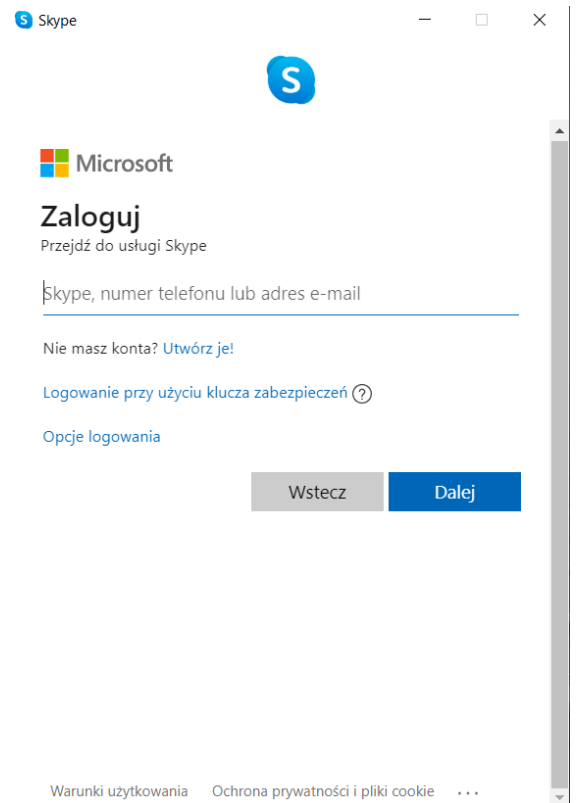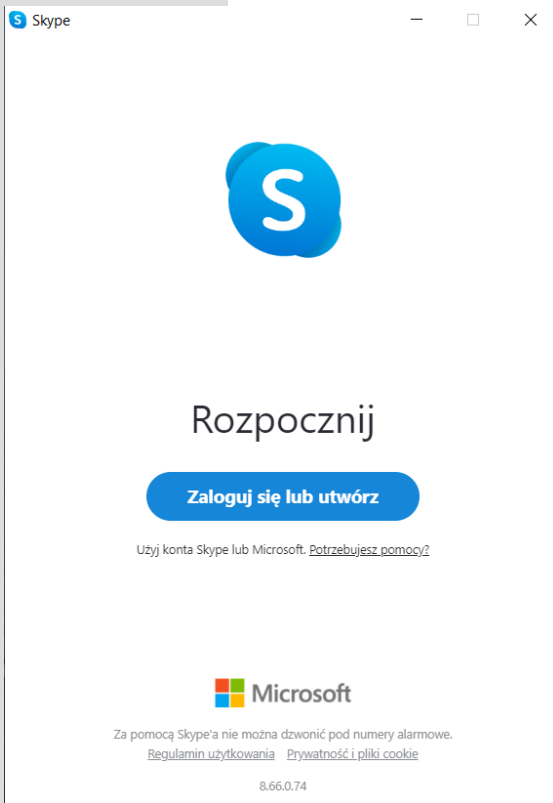- Once completed, the following message will pop up on the SHARP TV screen

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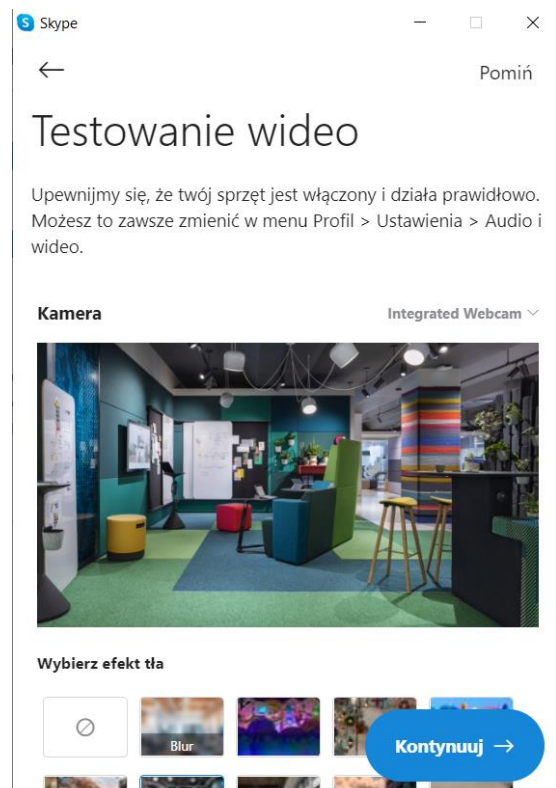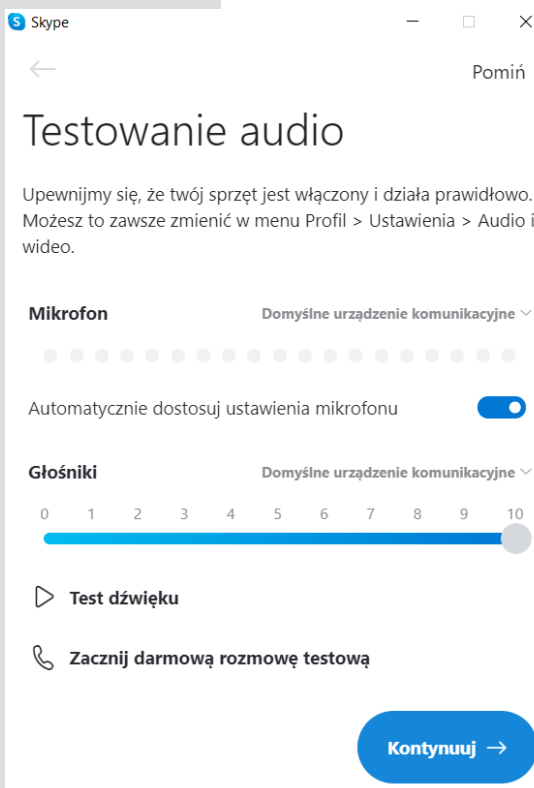
4.3   Skype

- 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*

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
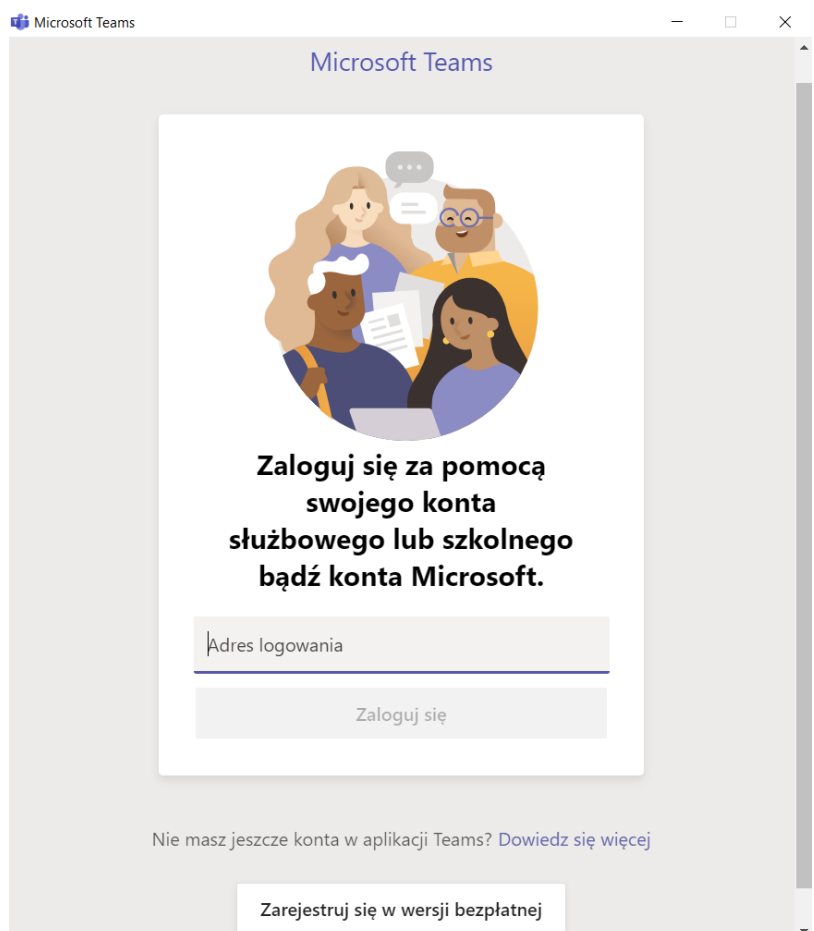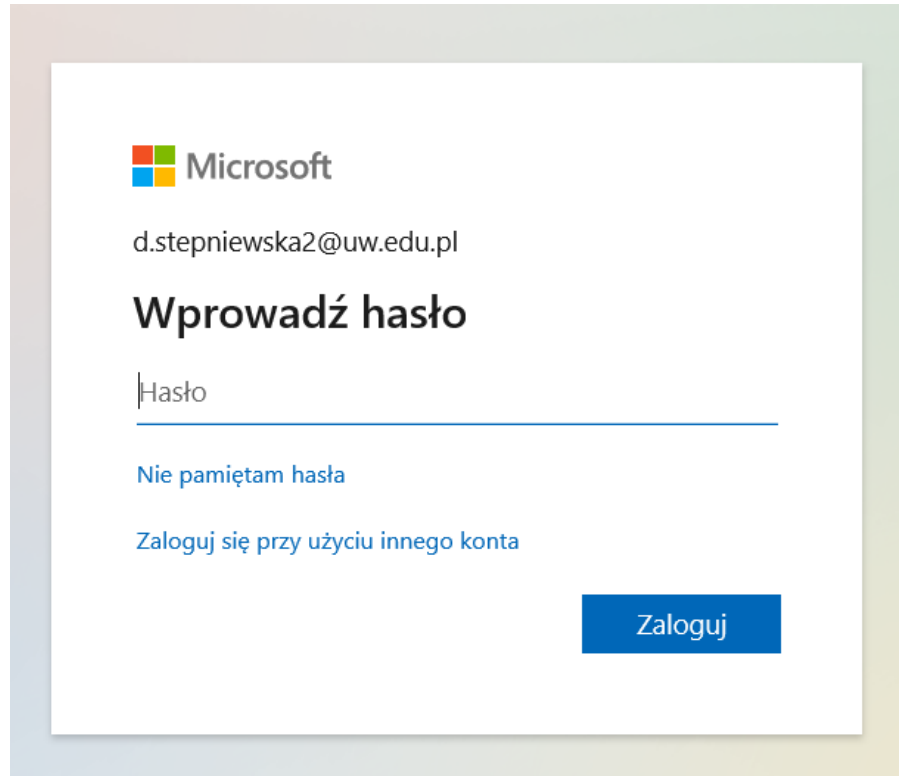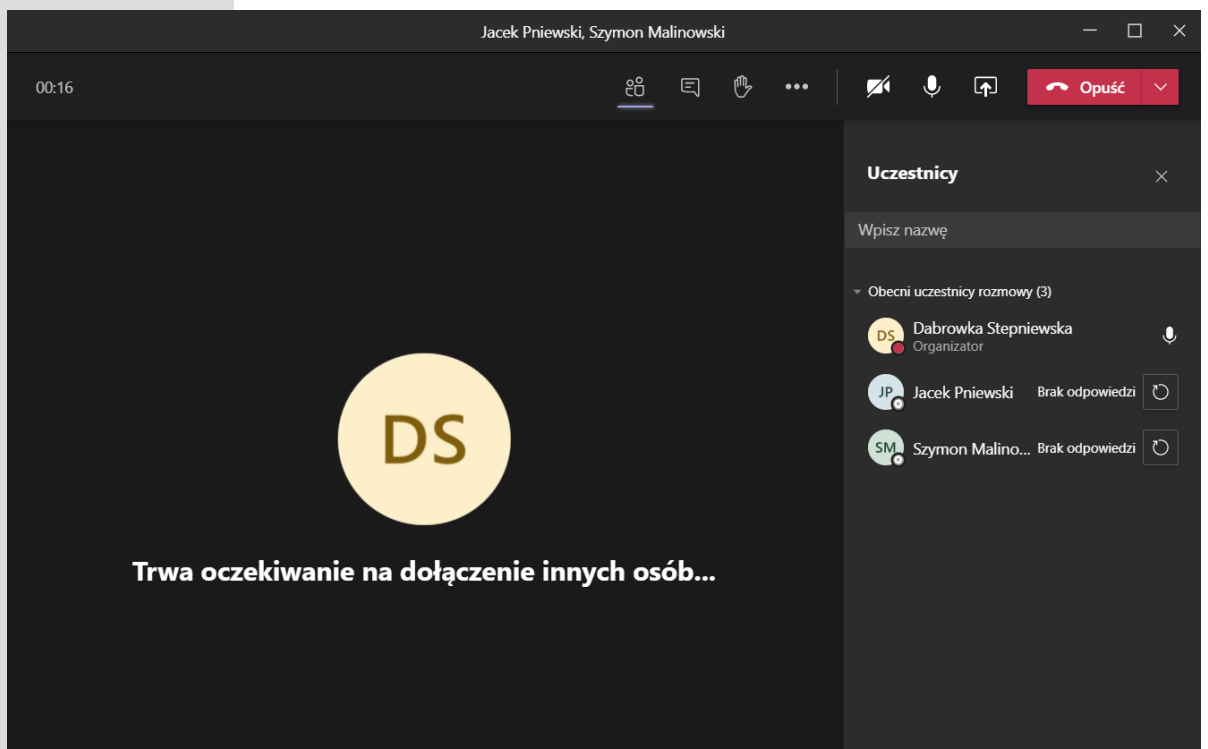
- Select *Conversations* from the side bar menu
- After clicking the *Call option*, go to the *Enter name* field and search for meeting participants
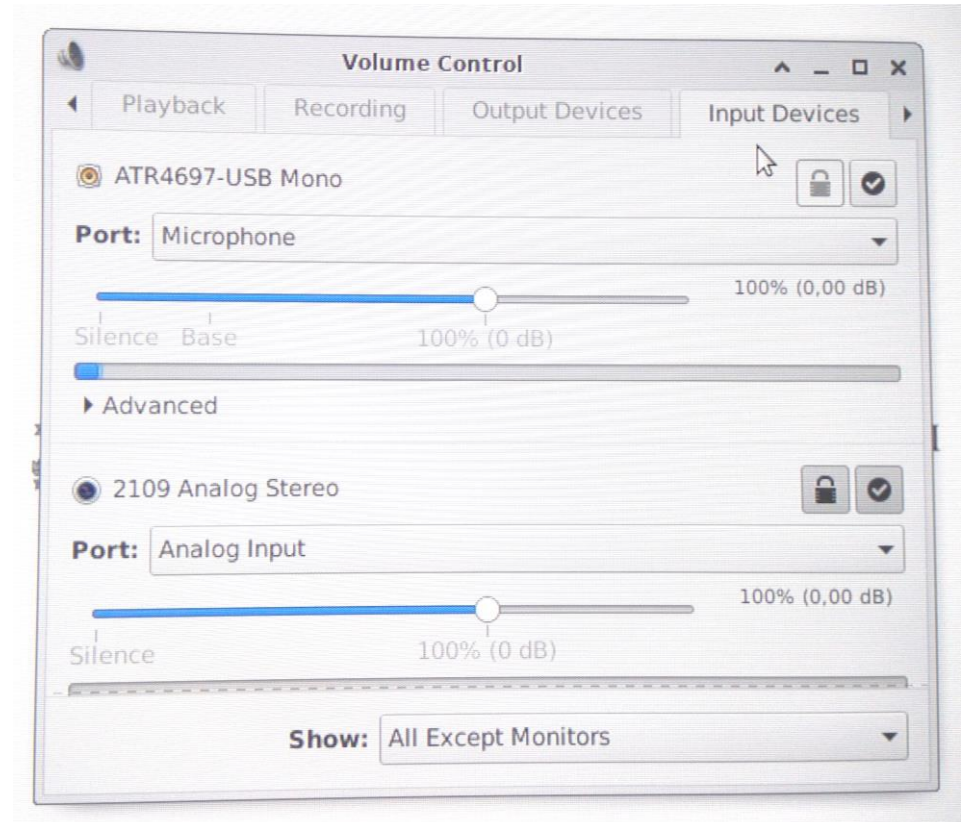- After adding meeting participants, select *Video call*
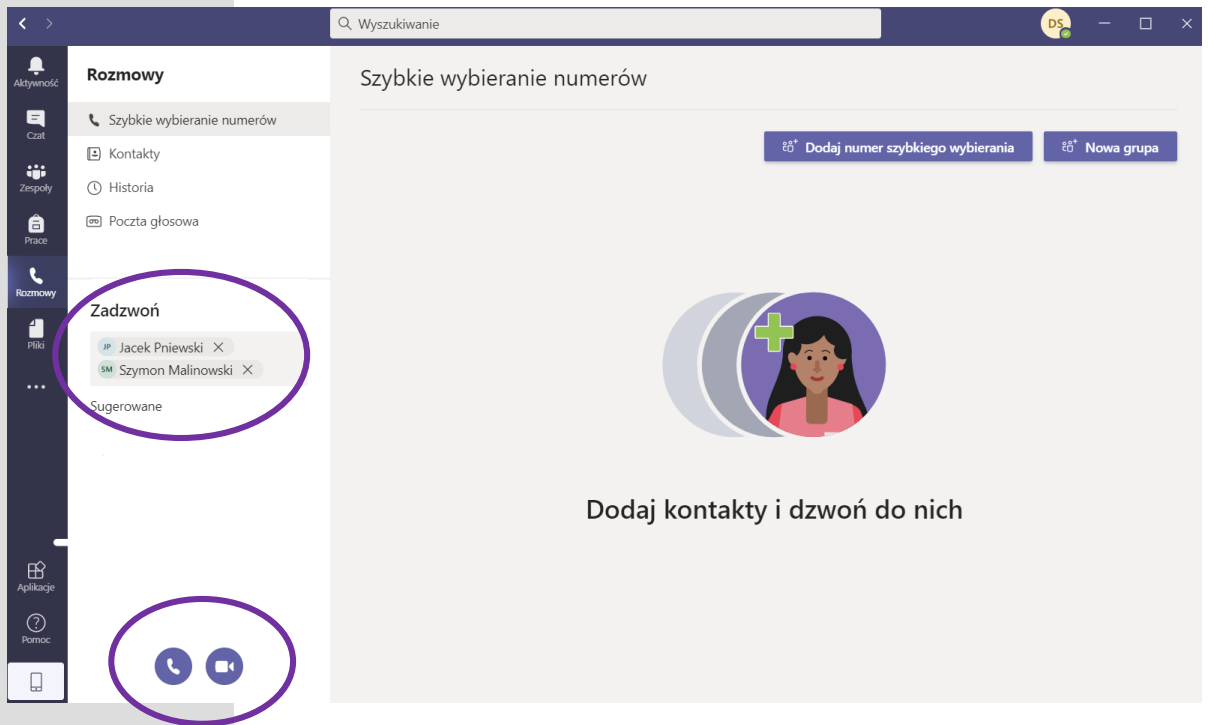
- Settings, screen sharing, meeting recording, adding meeting participants, chat and more options are available in the top menu:
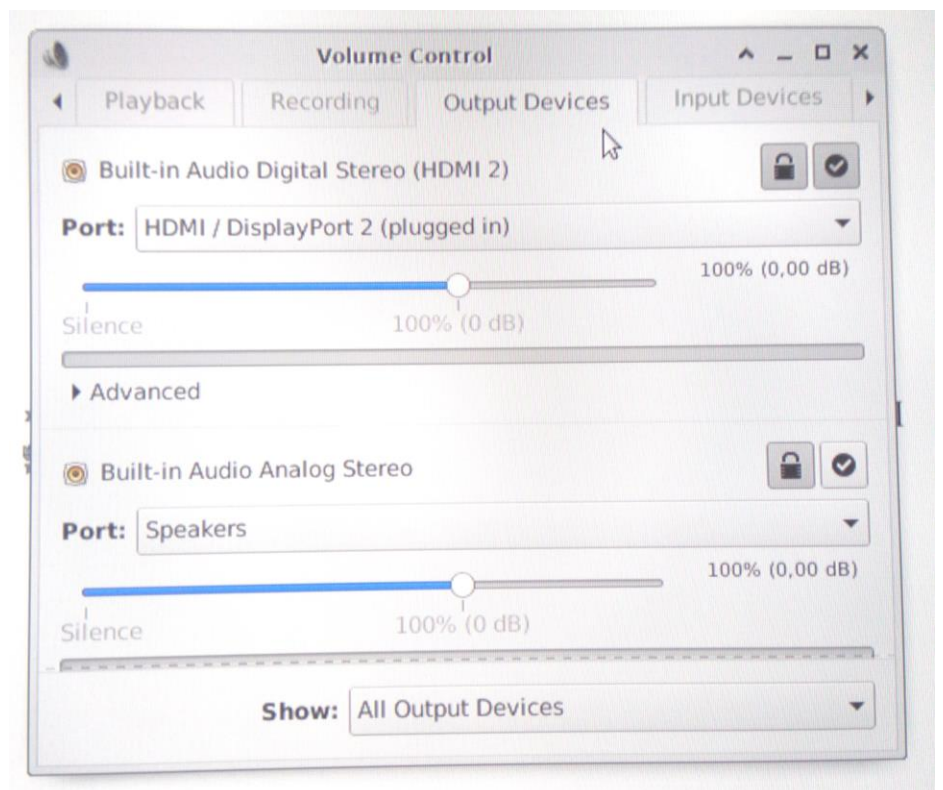
5. Volume settings

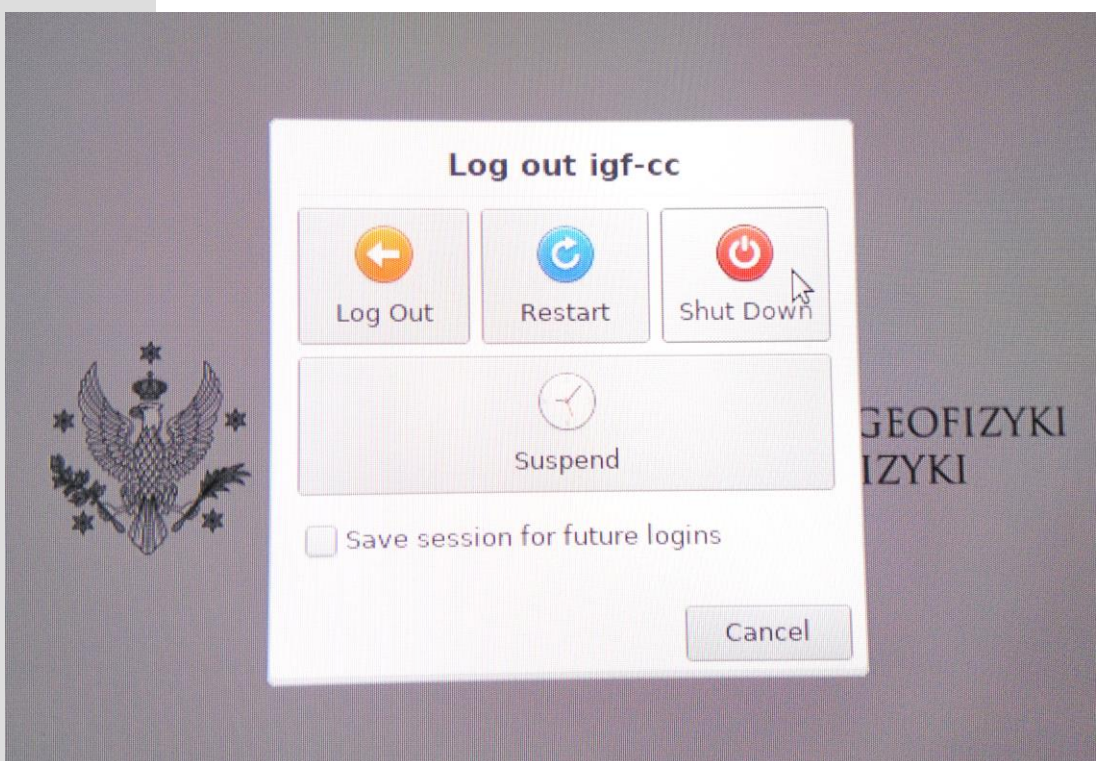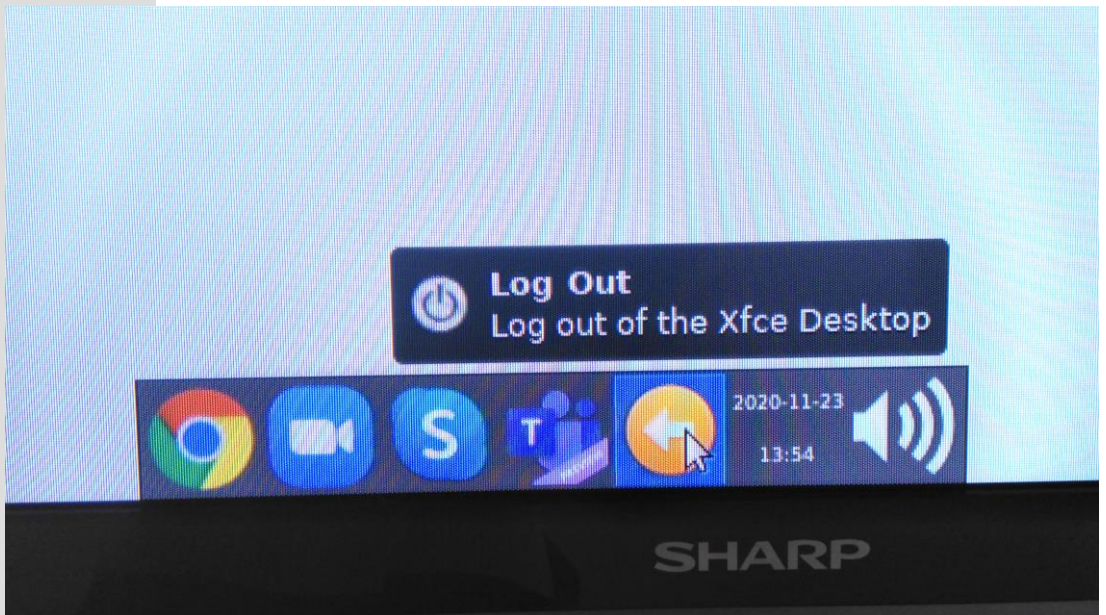## 5.1 ATR4697-USB Mono microphone

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 contol)
  - 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).

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