



teleconference room

B4.58

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# 1. Teleconference equipment

## 1.1. Fujitsu Esprimo computer



1.2 SHARP TV, 1.3 SONY IPELA HD camera



1.4 RM-EV100 remote control (camera), SHARP remote control (TV).  
RM-EV100 remote control is used to drive the camera. Instructions below:



- < to the right
- > to the left
- ^ up
- v down

- Hold the key
- T - ZOOM IN (slow)
  - W - ZOOM OUT (slow)
  - T - ZOOM IN (fast)
  - W - ZOOM OUT (fast)

### 1.5 ATR4697-USB microphone



### 1.6 Wireless mouse Wireless keyboard



## 2. System booting

Please follow the steps below:

2.1 Turn on the SONY IPELA HD camera using the RM-EV100 remote control. The green light will turn on:



2.2 Turn on the SHARP TV with the SHARP remote control. 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:



2.3 Turn on the Fujitsu Esprimo computer by pressing START. The white light will turn on.

## 3. Installed applications

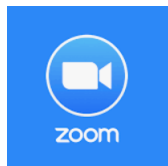
### 3.1. Google Meet



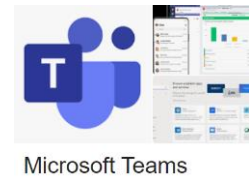
### 3.3 Skype



### 3.2. Zoom



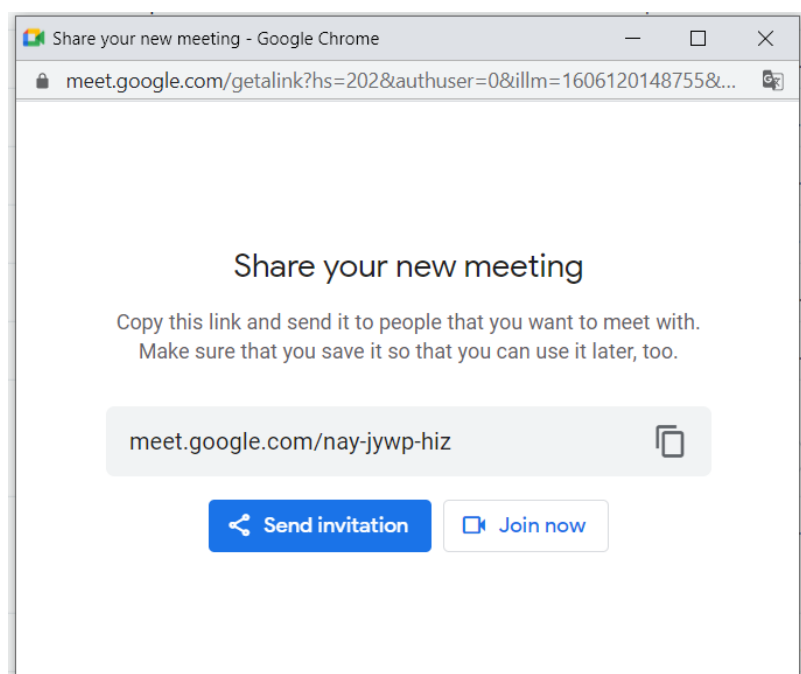
### 3.4. MS Teams



## 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

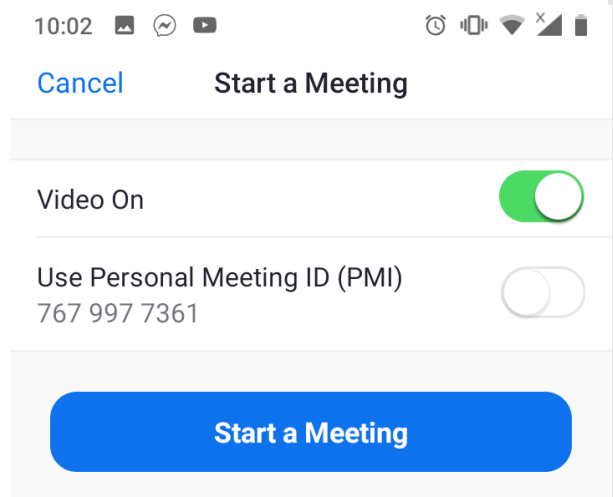
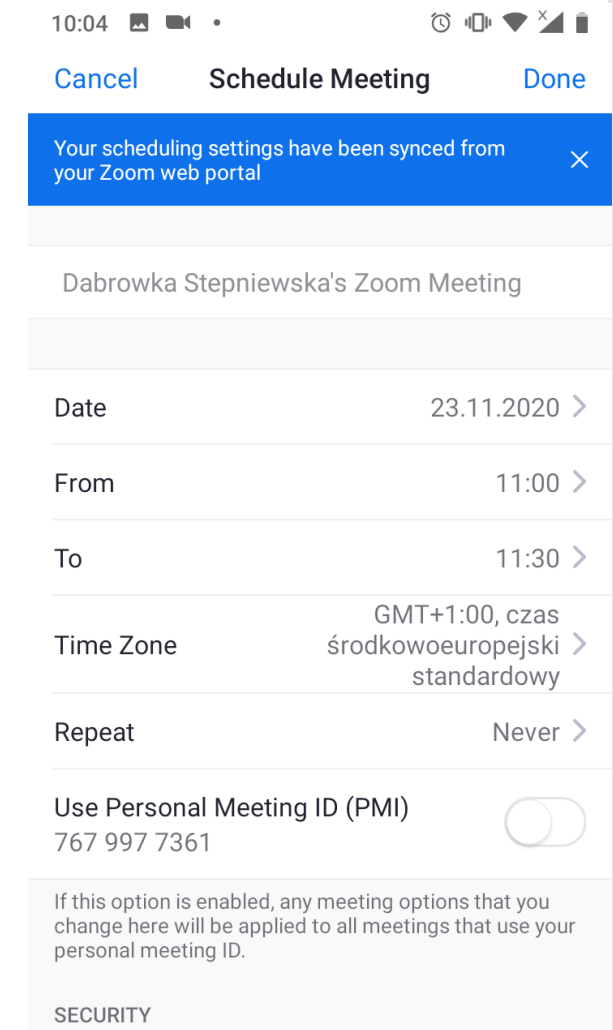
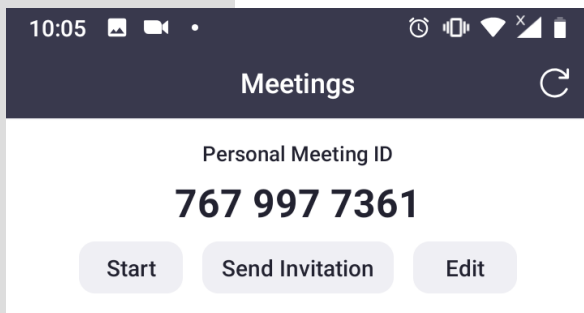
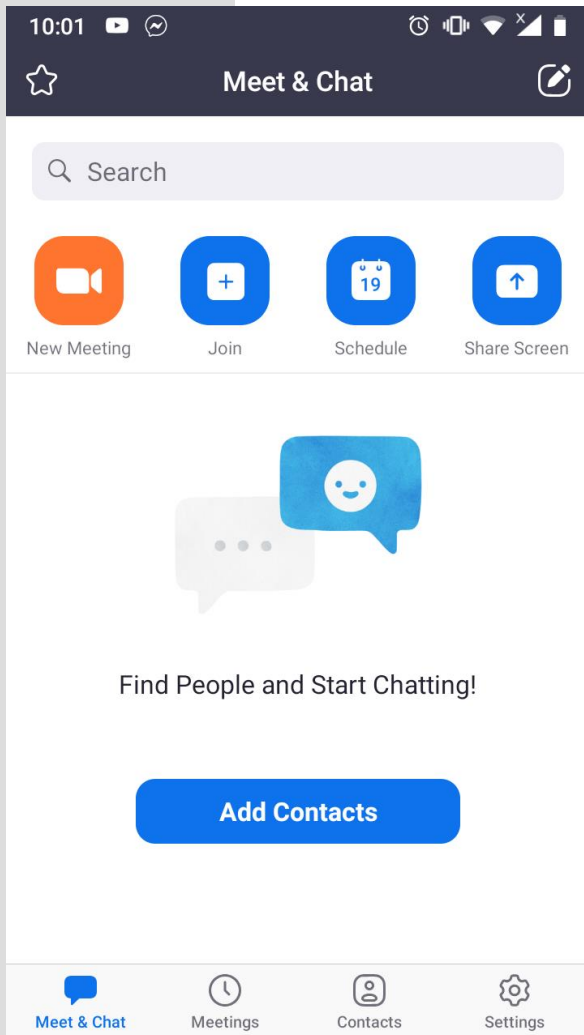
The screenshot shows a Google Meet interface. The main area displays a circular video feed of a woman with glasses. Below the video feed is a 'Joining info' box with the URL 'https://meet.google.com/nay-jywp-hiz' and a 'Copy joining info' button. To the right, a 'Meeting details' sidebar is open, showing 'People (1)', 'Chat', 'Add people', and 'Host controls'. Below the video feed, a toolbar contains icons for 'Raise hand', 'Turn on captions', and 'Present now'. The browser address bar shows the meeting URL.

This screenshot is similar to the one above, but with a menu open over the video feed. The menu includes options: '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 'Meeting details' sidebar remains open on the right, and the toolbar at the bottom is visible.



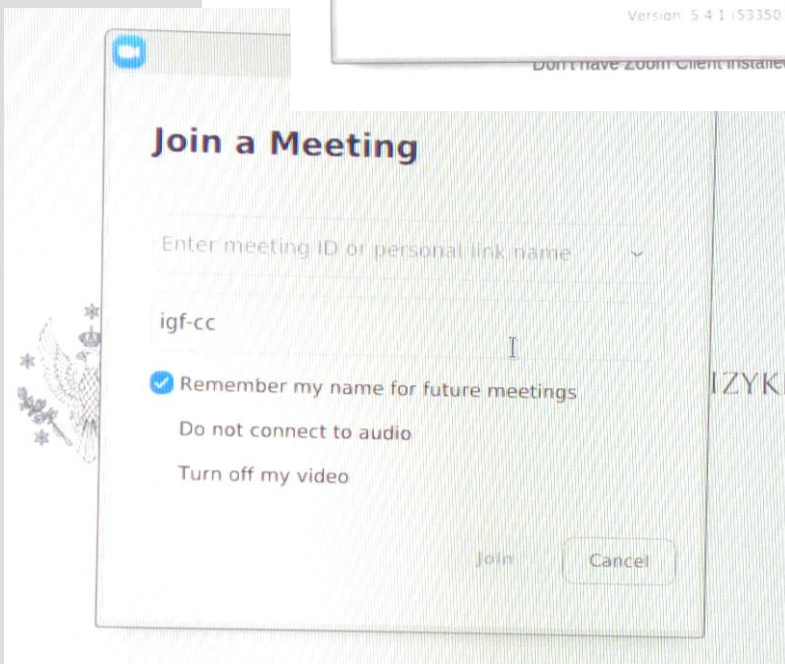
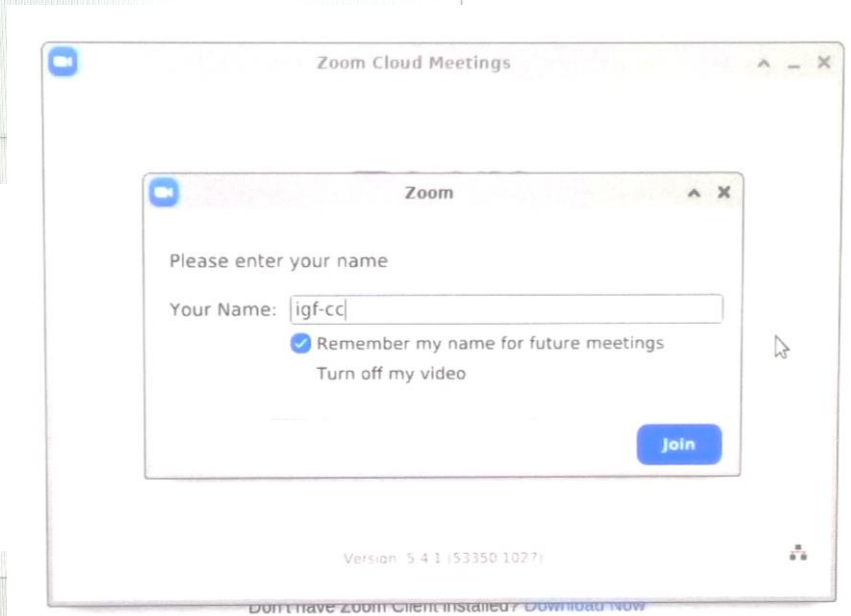
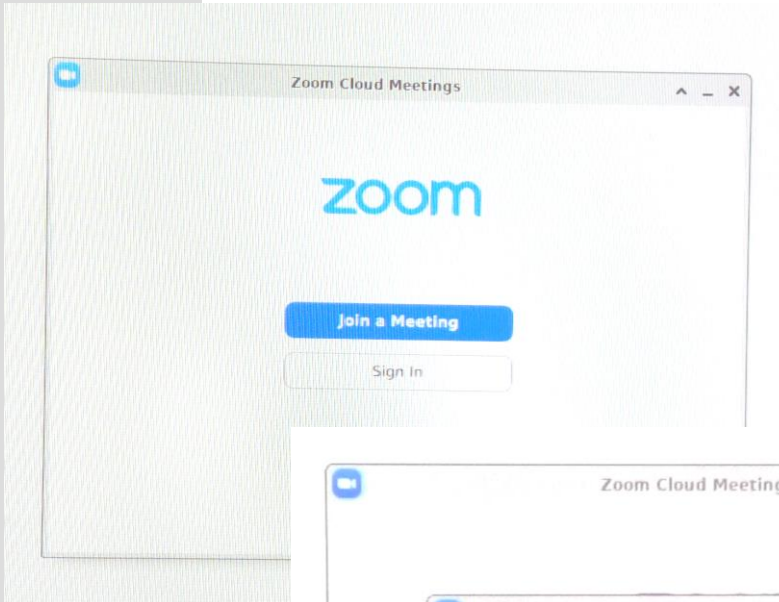
## 4.2 Zoom

- 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 ShareScreen option
- Send invitations to meeting participants



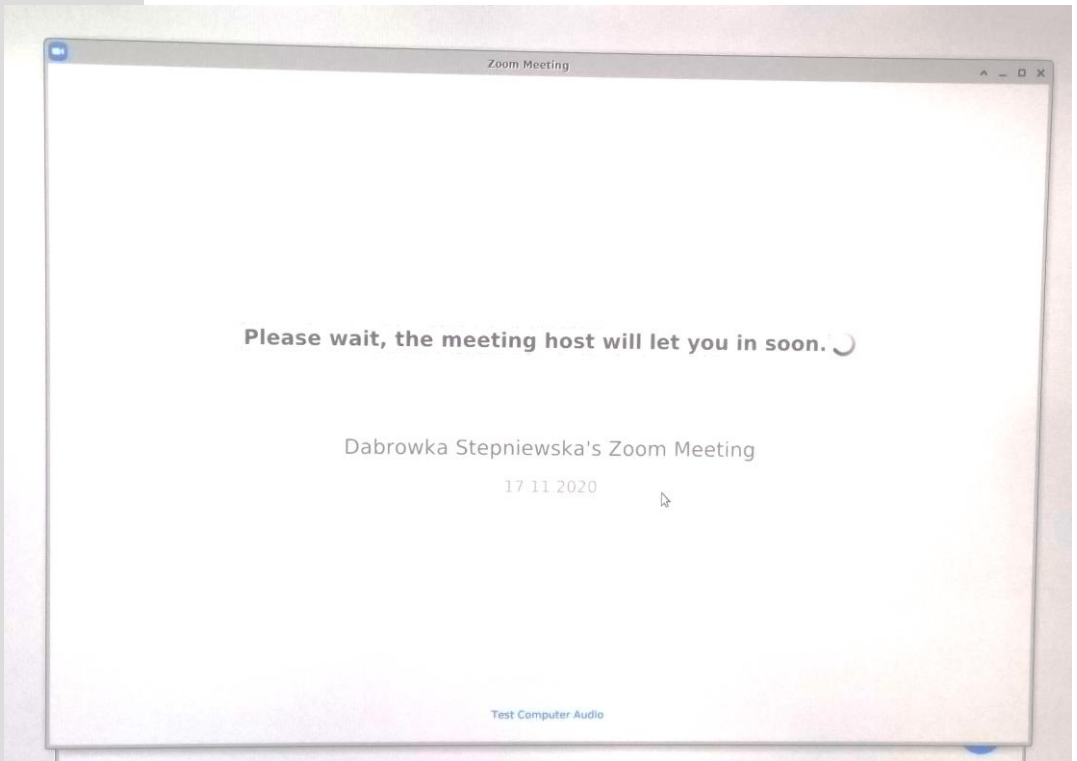
## 4.2 Zoom

- 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 upon the SHARP TV screen

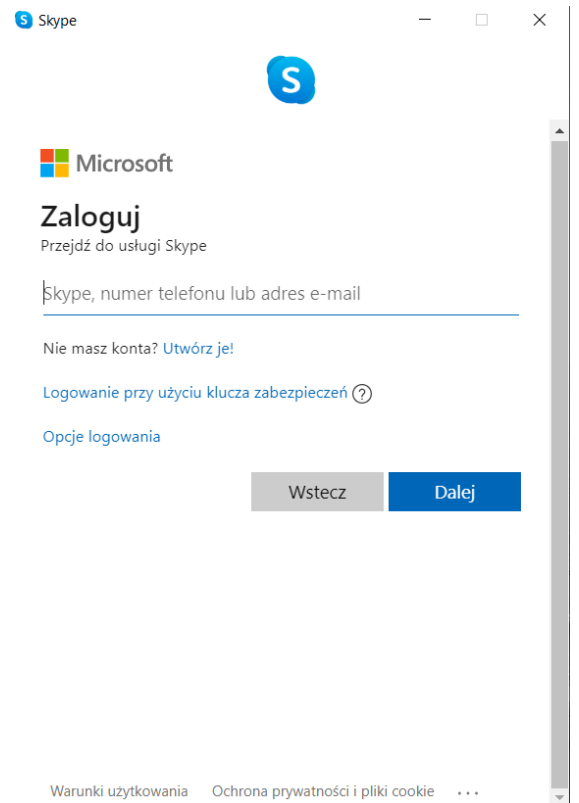
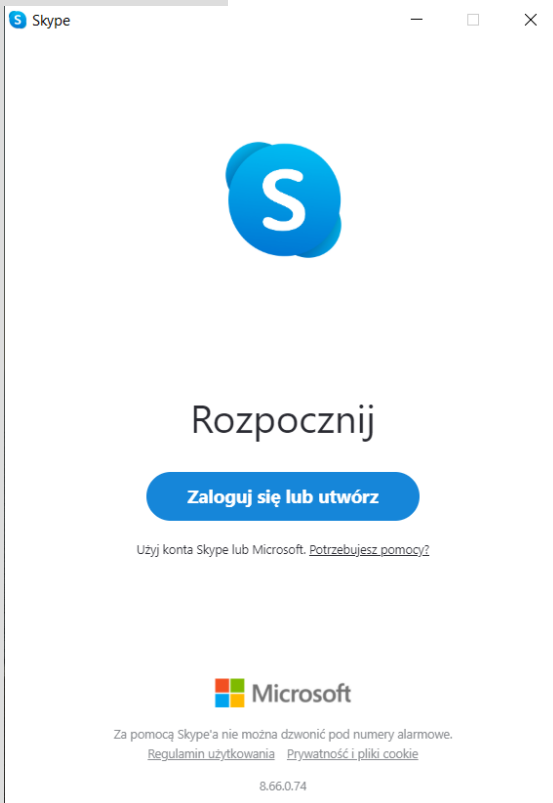


- Once accepting meeting participants is completed, select Join with Computer Audio on the SHARP TV screen:

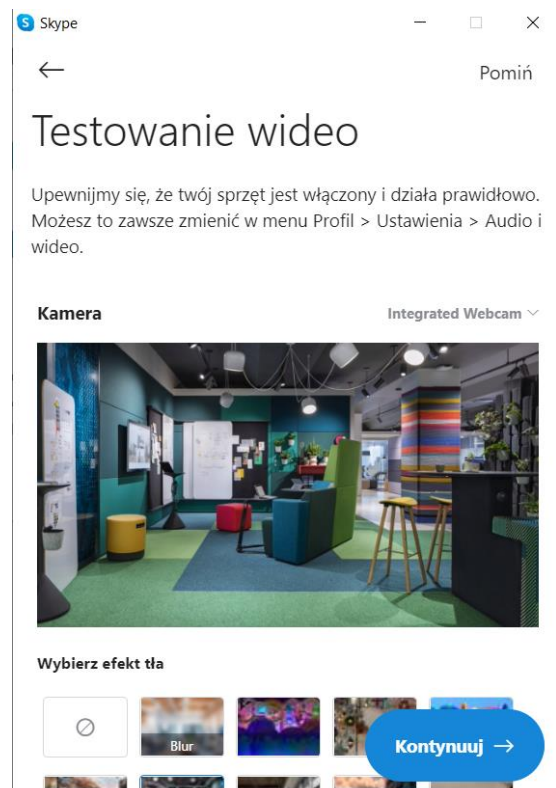
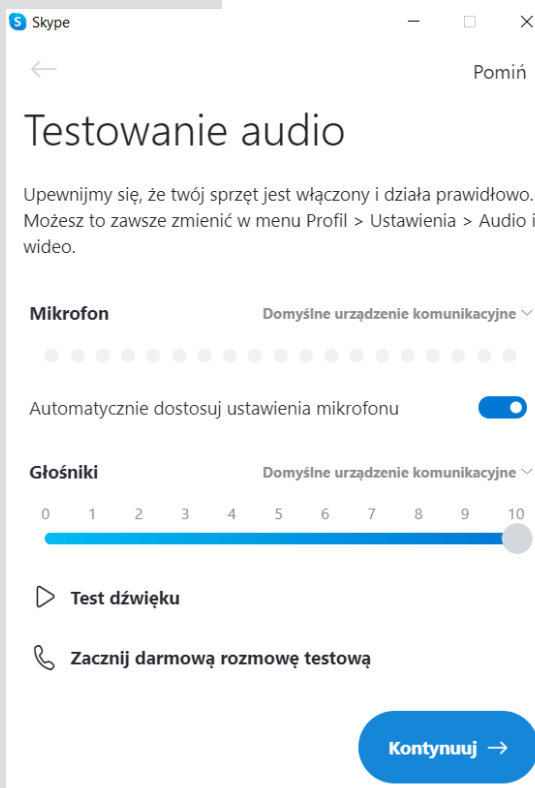


## 4.3 Skype

- 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 Stępniwska 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 Stęp...** [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.

**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.

[Rozpocznij spotkanie teraz](#) [Otwórz klawiaturę numeryczną](#)

Zalogowano jako *dabrowka.stepniwska*

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/1ROg4fia6Mm](https://join.skype.com/1ROg4fia6Mm)

Kontakty ze Skype'a Udostępnij zaproszenie

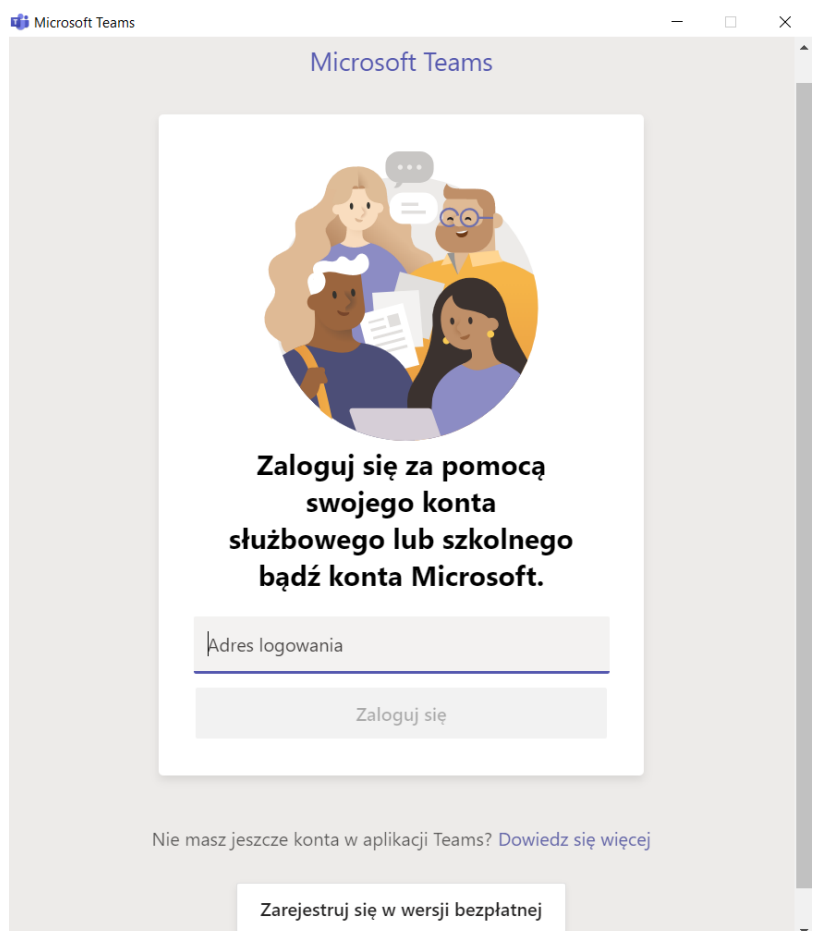
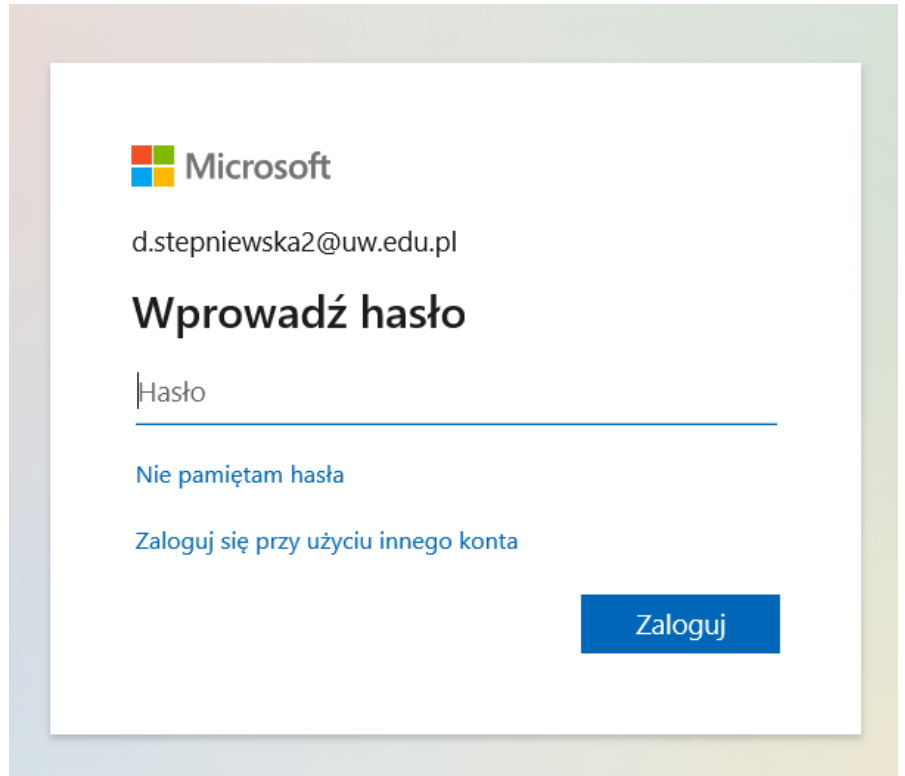
PRZEJDŹ DO SPOTKANIA

Czat [Rozpocznij spotkanie](#)

Integrated Webcam [Wybierz efekt tła](#)

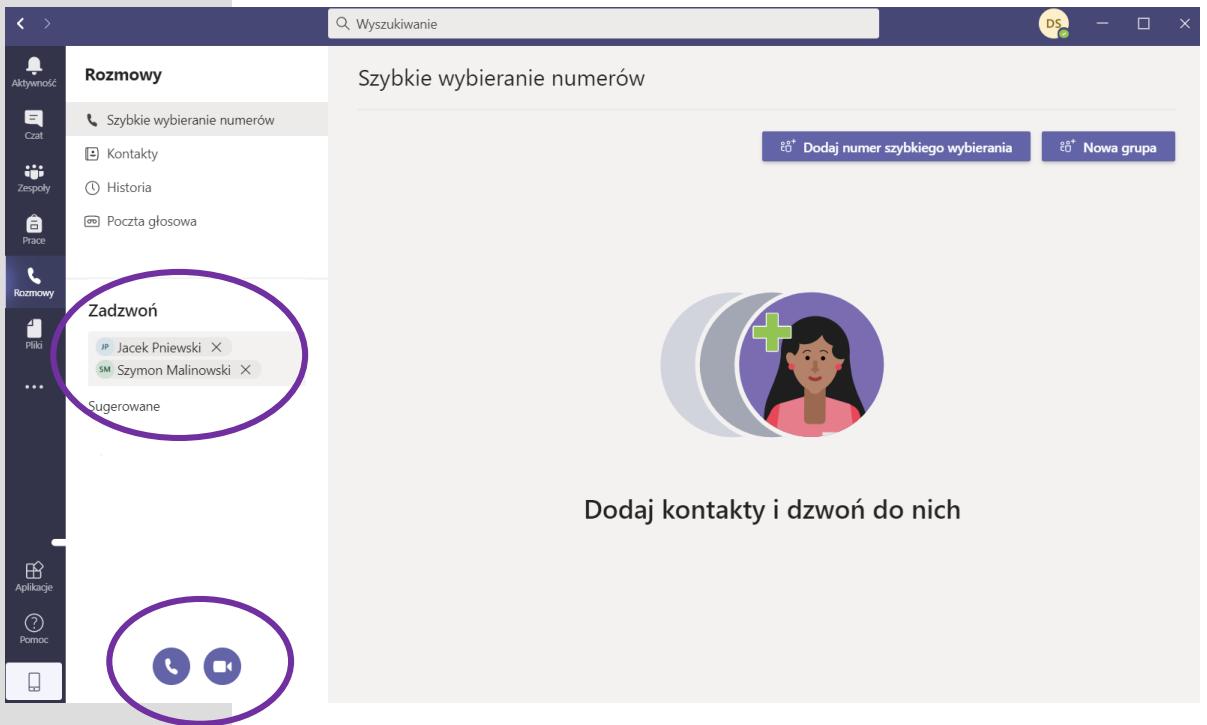
## 4.4 MS Teams

- 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

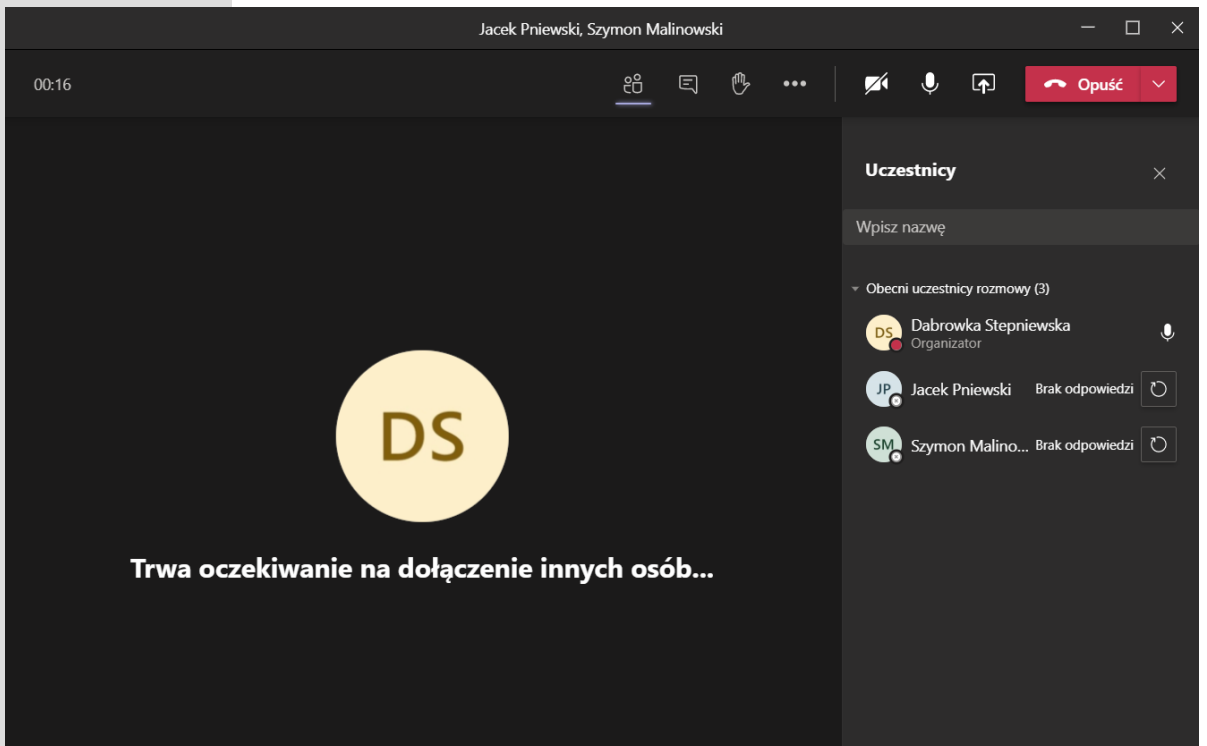


## 4.4 MS Teams

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

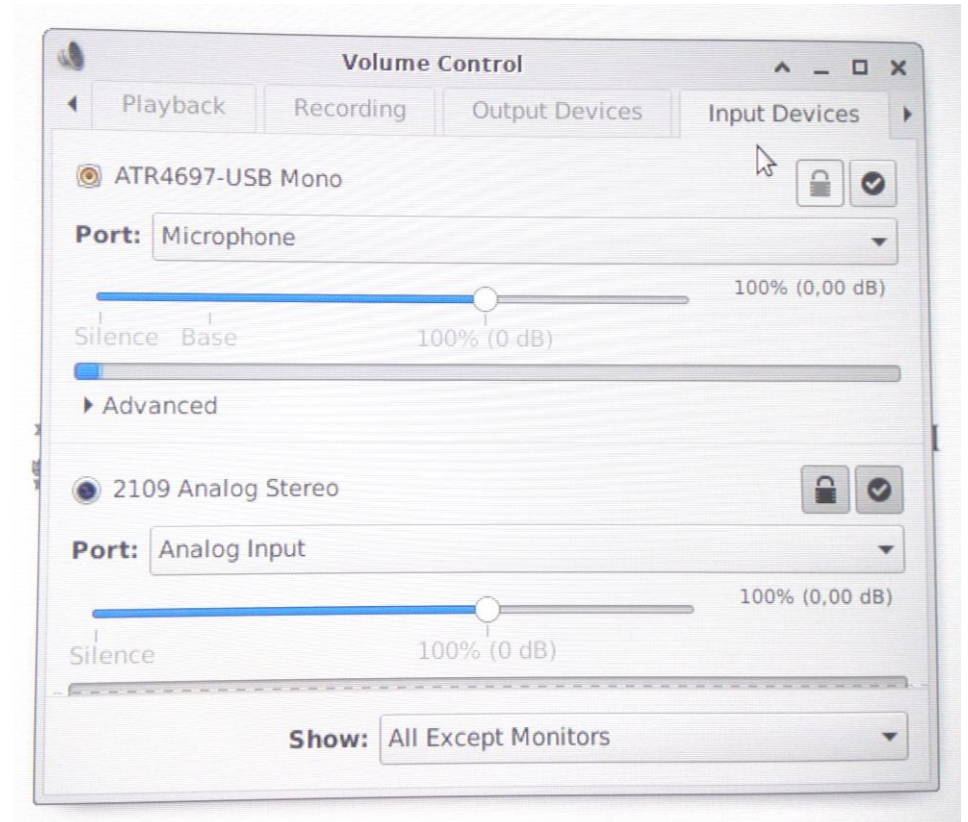


- Settings, screen sharing, meeting recording, adding meeting participants, chat and more options are available in the top menu:

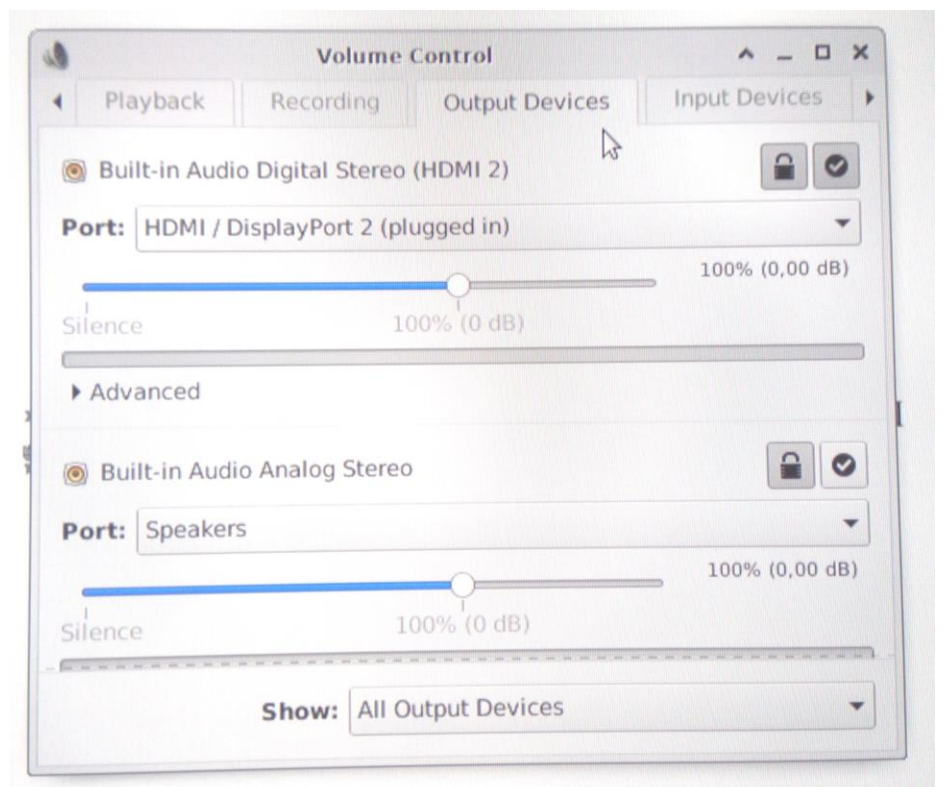


## 5. Volume settings

### 5.1 ATR4697-USB Mono microphone



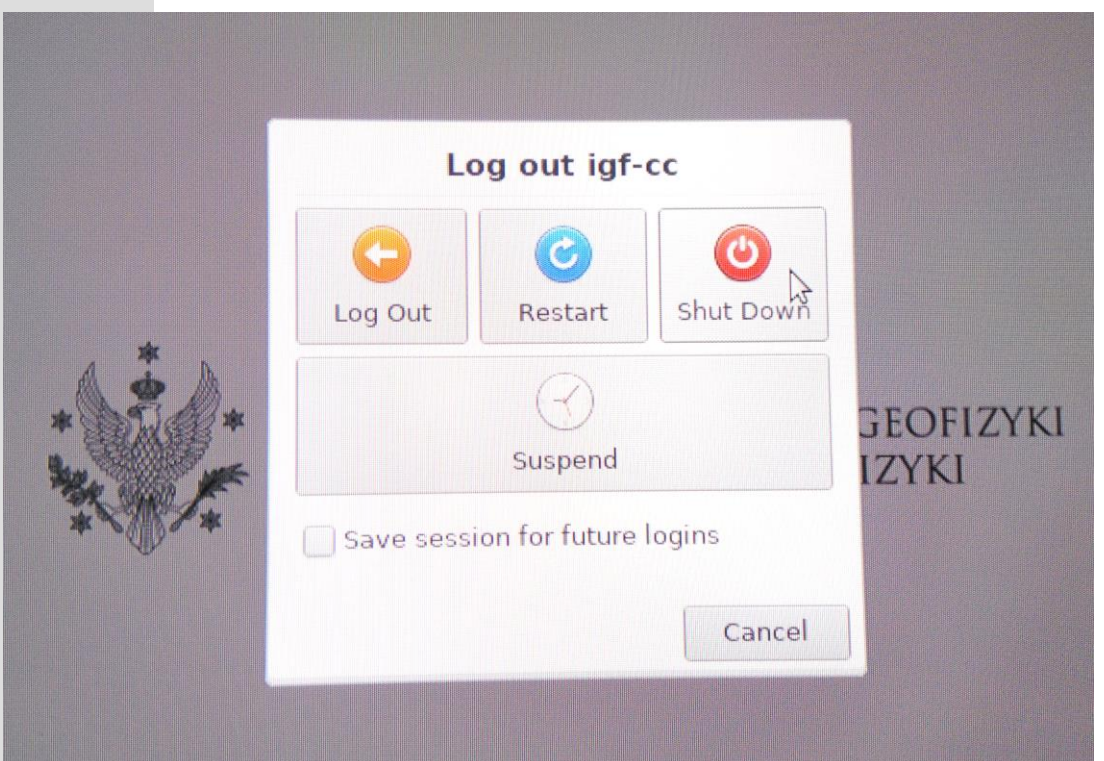
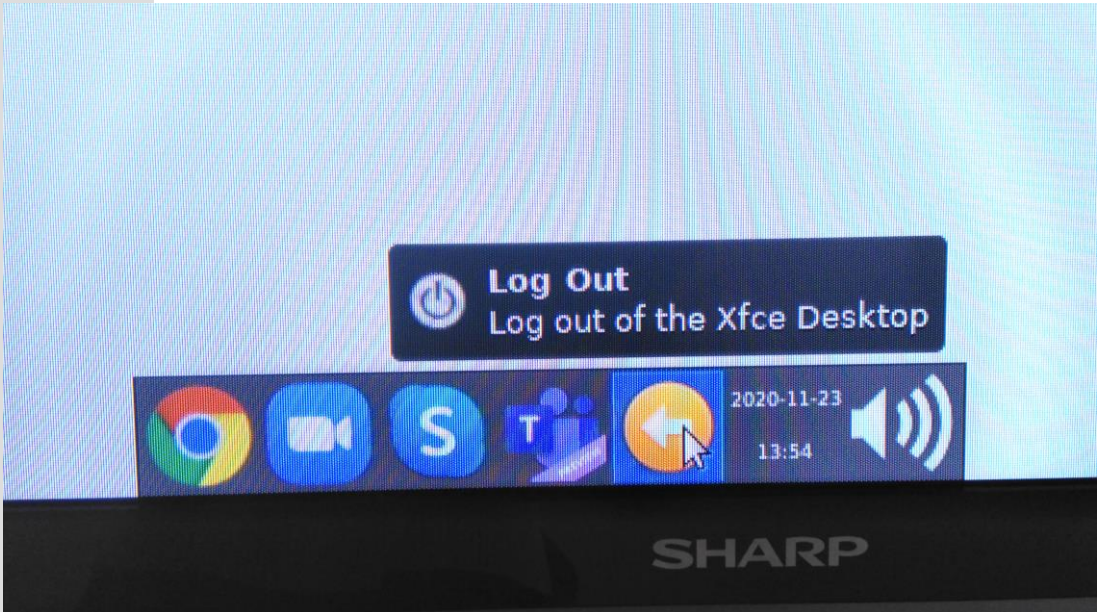
### 5.1 Speakers





## 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 (RM-EV100 remote control)
  - Fujitsu Esprimo computer