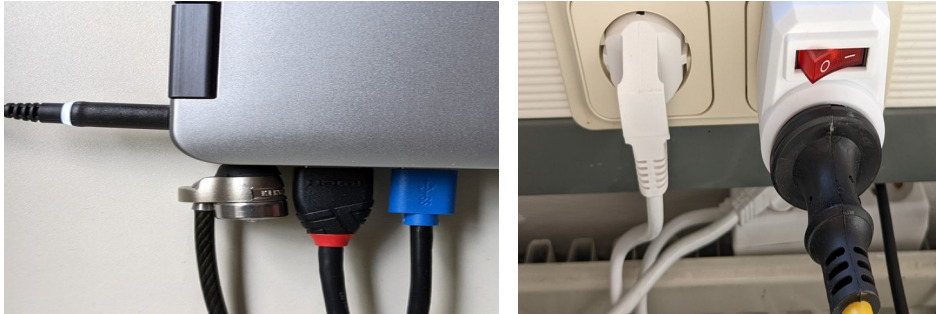


Setup the meeting

- Switch on Laptop
- Make sure System is cabled as shown below
- Switch on ‚yellow cable‘ (red light on)



- Login as **„AV-media“**, password **„icbm“**
- Wait for browser!

← → ↻ 🏠 service.icbm.uni-oldenburg.de/intranet/?_p=hybridlinks.frm

🏠 Hybrid meeting urls 📄 BigBlueButton 🔄 Stud-IP 📧 Webmail

General links

- [BigBlueButton Server](#)
- [Stud-IP](#)
- [Webmail](#)
- Setup Meeting Box (W15 0-023), Setup Rally (W15 1-146)
- In case of Emergency: 0441 798 3445

Meeting urls

- [5.12.601 Seminar zum Kontaktpraktikum](#)
- [ICBM colloquium](#)
- [ICBM-IT](#)
- [Microbial Diversity](#)
- [Physiology and Life Modes of Prokaryotes](#)
- [ScientificWriting](#)

- Start your meeting here
„With Microphone“
- Start the webcam, select Rally camera and Resolution **Ultra HD**
- Choose appropriate view by remotes 1,2, Home Button and optional pan, zoom
- Unmute the meeting on this laptop
- Optional: Enter same meeting on your presentation Laptop – make sure to leave audio there!! (Click ‚X‘ in the dialog ‚With micro‘ / ‚just listen‘)
- Optional: Show this Laptopscreen on left screen by switching on second projector



During the meeting

- Make sure you are unmuted: Unmute in the BBB Meeting
- check ceiling micropphones show no red light (—> red mute button on remote)!
- You can move the camera position with the ring on the remote, you can zoom in and out with the lens buttons

Also there are three predefined positions: Pos Home, Pos 1, Pos2