

## 1. Download and installation

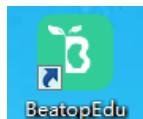
### 1.1 Download

Link: <http://www.ibeatop.com/app/index.html>

Requirement: Win 7 and later

### 1.2 Installation

Install the downloaded file. A shortcut will be set on the desktop.



**P.S.** If *User Account Control* please click "Yes"

## 2. Before your first time logging in

- Please connect all your devices (the black box) to your laptop:

For device

- Check your playback devices setting

1) Right click the *Speaker Icon* in Notification Area (button right corner of the screen) and select *Playback devices*.

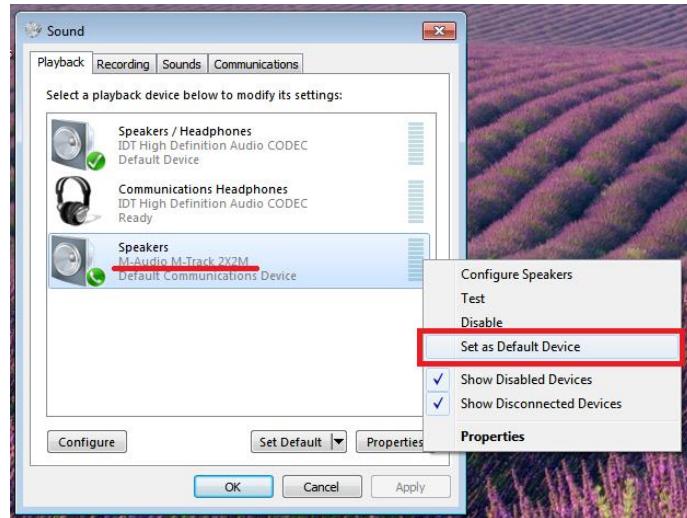
P.S. If you cannot see the icon, please click on the arrow and find it in.



Correct setting: M-Audio M-Track 2X2M is as *Default Device*, while other devices are as *Ready*.

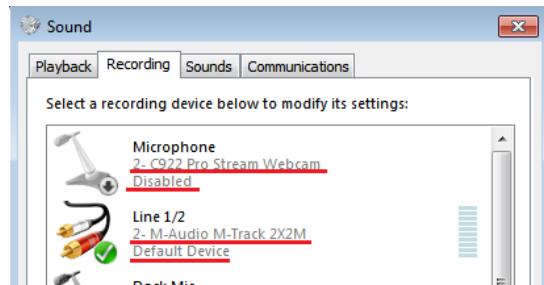


If not: please right click on **M-Audio M-Track 2X2M** and select *Set as Default Device*.

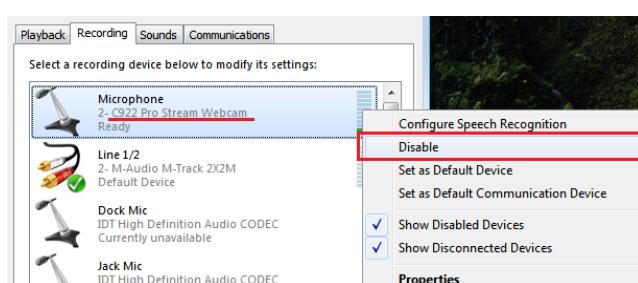
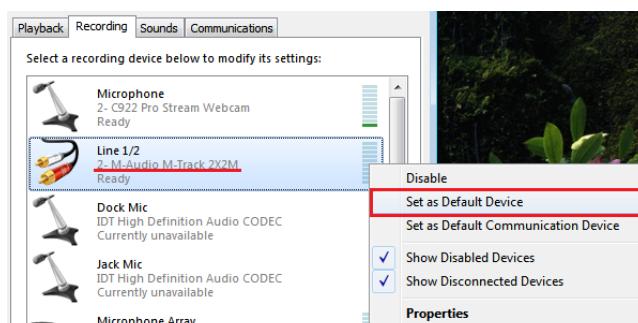


2) Click *Recording* on the bar menu

Correct setting: **M-Audio M-Track 2X2M (Line 1/2)** is as *Default Device*, while **C922 Pro** is *Disabled*.



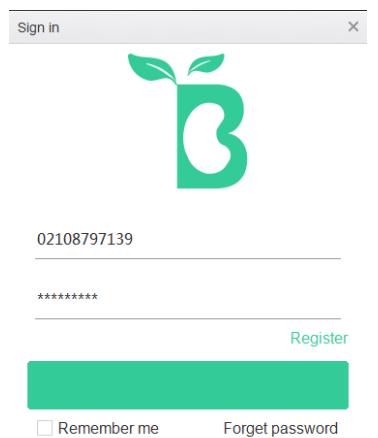
If not: please right click on **M-Audio M-Track 2X2M** and select *Set as Default Device*,



### 3. Entering the class

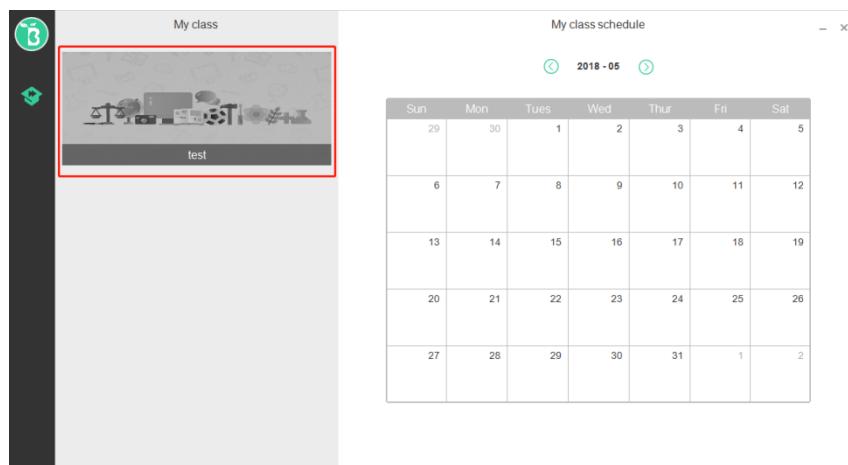
#### 3.1 Login

- a. Run the BeatopEdu shortcut on the desktop, enter the login interface.
- b. Enter user account (usually your email address) and password (default as 123456) and click the green button.



Successfully login and enter the application.

- a. Click on your class under "My class".



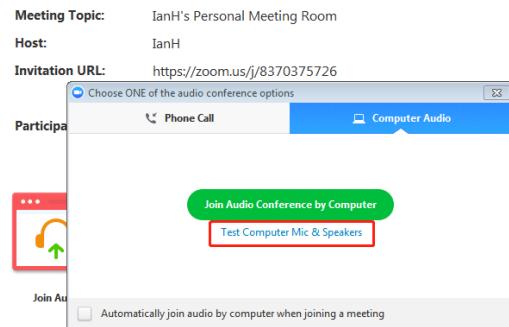
- b. Click the arrow and select the green button "Enter class".

**P.S.** Please wait for a few seconds to let the application run after clicking the green "Enter class" button

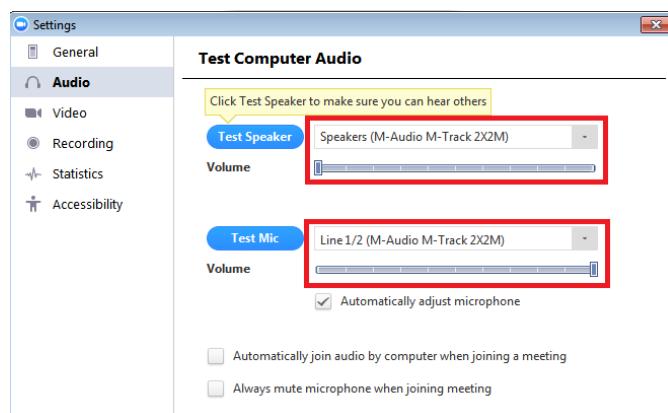


### 3.2 Audio testing

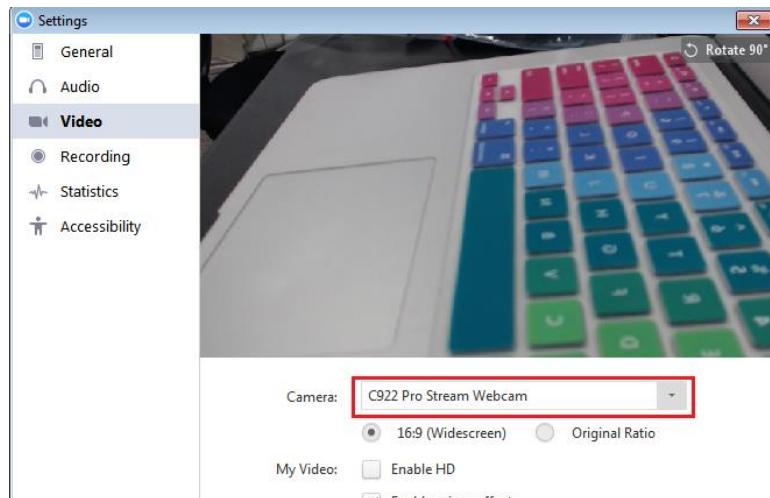
- a. Enter the classroom, click "Test Computer Mic & Speakers"



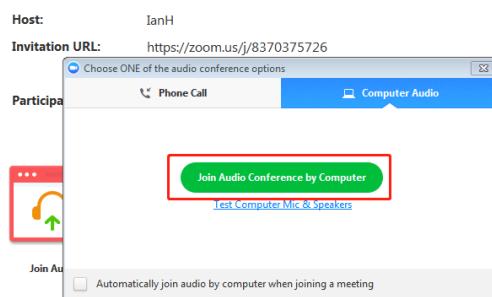
- b. Check if the correct speaker and mic (M-Audio) are selected, and click *Test Speaker*,



c. Select "Video" on the menu, check if the C922 is selected



d. Close the *Settings*, select *Join Audio Conference by Computer*



e. Check if your camera is on, if not, click "Start Video" to switch on

**Meeting Topic:** IanH's Personal Meeting Room

**Host:** IanH

**Invitation URL:** https://zoom.us/j/8370375726

[Copy URL](#)

**Participant ID:** 30



Join Audio

Computer Audio Connected



Share Screen



## Other functions:

<b>Meeting Topic:</b>	IanH's Personal Meeting Room
<b>Host:</b>	IanH
<b>Invitation URL:</b>	<a href="https://zoom.us/j/8370375726">https://zoom.us/j/8370375726</a>
	<a href="#">Copy URL</a>

**Participant ID:** 29



Join Audio  
Computer Audio Connected



Share Screen

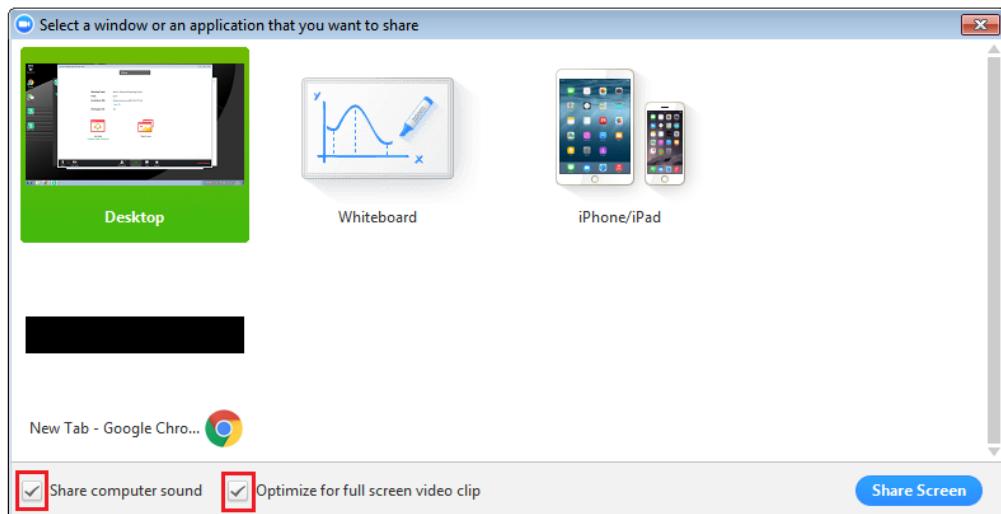


### (1) Manage Participants (assisted and mainly used by Teaching Assistant)

To mute and unmute participants

### (2) Share Screen (assisted and mainly used by Teaching Assistant)

To start screensharing. For sharing your screen and showing to students, e.g. any new-added videos and other teaching materials



If you want to share a video, please click *Share computer sound* (and *Optimize for full screen video clip* as well) when selecting windows for screensharing.

### (3) Chat

Text chatroom. Red dot appearing on the button means that someone has texted in the chatroom. You can click to check them.