



The video conferencing service of DFN

Manual for meeting participants

The DFN-Verein offers its users the DFNconf service to hold video, audio and web conferences in the scientific community. The service is tailored to the needs of research and teaching. It provides the central technical components that are required.

The necessary steps to join in a DFNconf-Meeting is described in this manual. If you have received an invitation E-Mail for a DFNconf-Meeting, please follow the instructions written.

Attention: Please note that the web addresses and numbers in this manual are provided as examples. Therefore use the web addresses and numbers that are provided by your meeting responsables.

Invitation?

Have you received an invitation to join in the DFNconf-Meeting?

You are invited to a DFNconf Meeting:

Meeting Room Name: DLL_Tetraum

Meeting Room Number: 97981588

In order to join the meeting you can select one of the alternatives:

1. With your browser under Windows, MacOS, GNU/Linux:
<https://conf.dfn.de/webapp/conference/97981588>
2. With a SIP/H.323 room system or SIP/H.323 software client:
H.323: **004910097981588**
SIP: **97981588@conf.dfn.de**
3. By telephone (audio only):
Call **0049 30 200 97981588**
4. Via Skype for Business:
97981588@vc.dfn.de
5. By a mobile smart phone.
You have to install the Pexip App beforehand:
Android: <https://play.google.com/store/apps/details?id=com.pexip.infinityconnect>
iOS: <https://itunes.apple.com/us/app/pexip-infinity-connect/id1195088102>
Please enter:
97981588@conf.dfn.de

Please wait for your host to join the meeting room.

For a connection test please read following website: <https://www.conf.dfn.de/beschreibung-des-dienstes/zugangswege/testcall-service/>

See our [Privacy Policy](#) to learn about your personal data and all your related rights and obligations.

Please contact the meeting responsables immediately, if you did not received any invitation.

Invitation? Yes!

Choose the best connection method that suits your available hardware.

You are invited to a DFNconf Meeting:

Meeting Room Name: DLL_Testraum

Meeting Room Number: 97981588

In order to join the meeting you can select one of the alternatives:

1. With your browser under Windows, MacOS, GNU/Linux:
<https://conf.dfn.de/webapp/conference/97981588>

Prefer definitely Google Chrome for a stable connection!

2. With a SIP/H.323 room system or SIP/H.323 software client:
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SIP: **97981588@conf.dfn.de**

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Call the numbers under H323 / SIP, if you have to call from a video-conferencing system with the mentioned standards.

3. By telephone (audio only):

Call **0049 30 200 97981588**

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97981588@vc.dfn.de

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Call **0049 30 200 97981588**

You may join the meeting room by telephone. Please note that you will only be able to have an audio connection.

4. Via Skype for Business:

97981588@vc.dfn.de

5. By a mobile smart phone.

You have to install the Pexip App beforehand:

Android: <https://play.google.com/store/apps/details?id=com.pexip.infinityconnect>

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Call this address, if you want to call from the software „**Skype for Business**“

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Android: <https://play.google.com/store/apps/details?id=com.pexip.infinityconnect>

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Please enter:

97981588@conf.dfn.de

You can join DFNconf meetings with your smartphones and tablets. Follow the instructions to build a mobile connection.

Attention: mobile internet connections are not stable enough to deliver big data packages so that it can decrease the quality of the connection.

PIN

There are two PIN numbers that might be given to secure the meeting room by the meeting responsables.

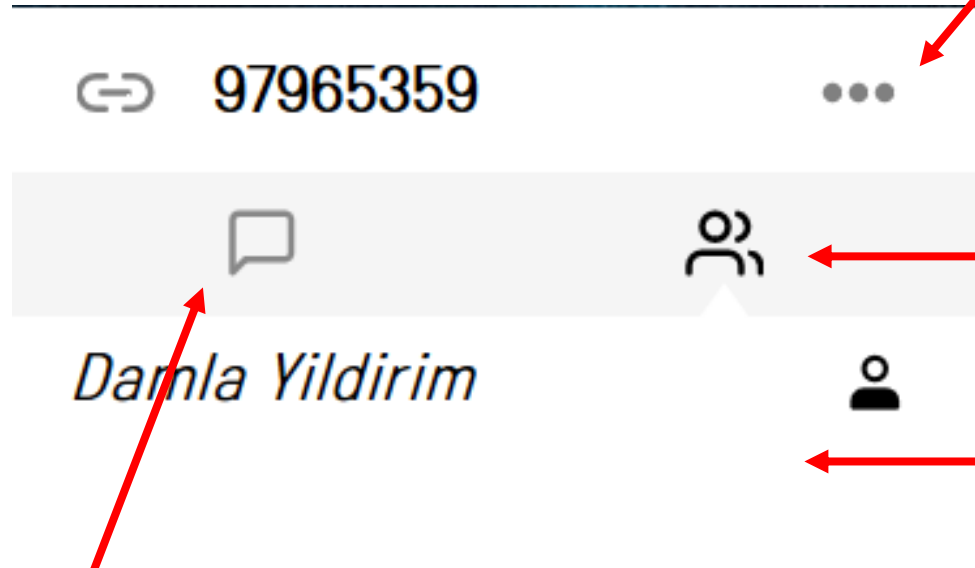
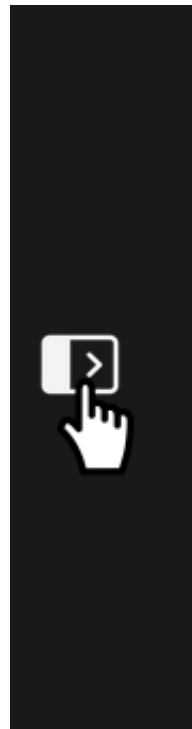
„**Veranstalter-PIN**“ is for the organizers of the meeting who will be in charge of managing the meeting room and/ give presentations. This PIN must be given, when guests are allowed to enter the room.

„**Gäste-PIN**“ is for the guests who are solely participating in the meeting and won't give any presentations. This PIN is not obligatory.

The meeting responsables will send you the PINs, if necessary.

Attention: Please ask the meeting responsables for the “Veranstalter PIN“ if you going to give a presentation.

Meeting-Side-Panel



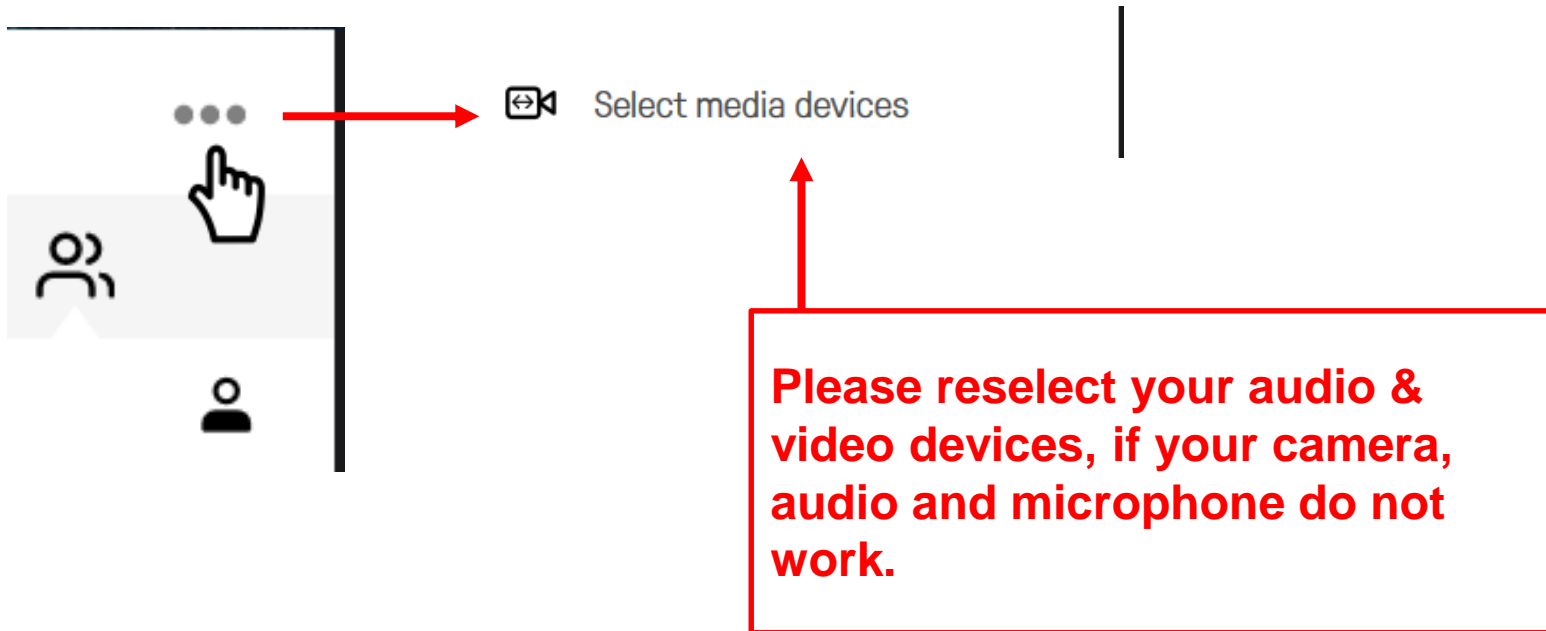
Settings

List of Participants

Participants

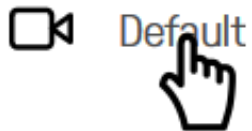
Timeline & Chat

Audio & Video Settings



For Example:

Select media devices



Select camera



• Default

Logitech HD Pro Webcam C920



For Example

Select media devices



 Default

 Default



 Default



Select microphone



• Default

Stereomix (Realtek High Defi...

Mikrofon (HD Pro Webcam C9...

Externes Mikrofon (Realtek Hi...



For Example:

Select media devices



 Default

 Default

 Default



Select audio output



Default

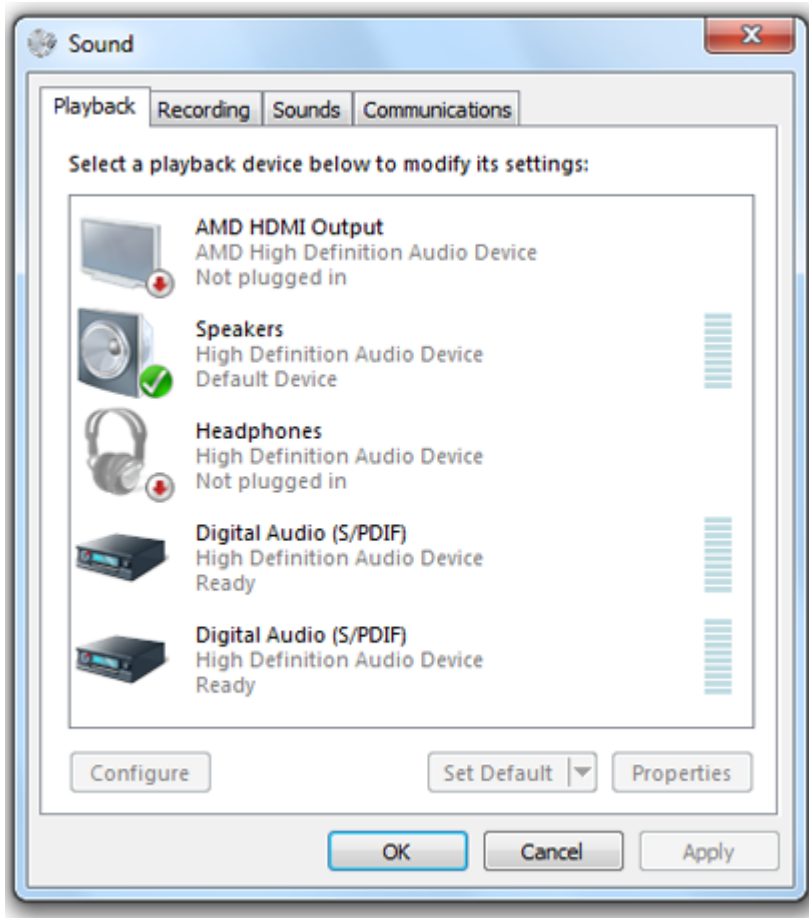


Make sure that...

...you are connecting to the meeting room with **cable internet connection** instead of wireless internet connection for the stability of the communication in the meeting.

...you are not using an integrated microphone. **Use either a headset microphone or a webconferencing microphone** with echo canceling. Otherwise there will be echo in the meeting that you won't be able to manage.

If you don't hear...



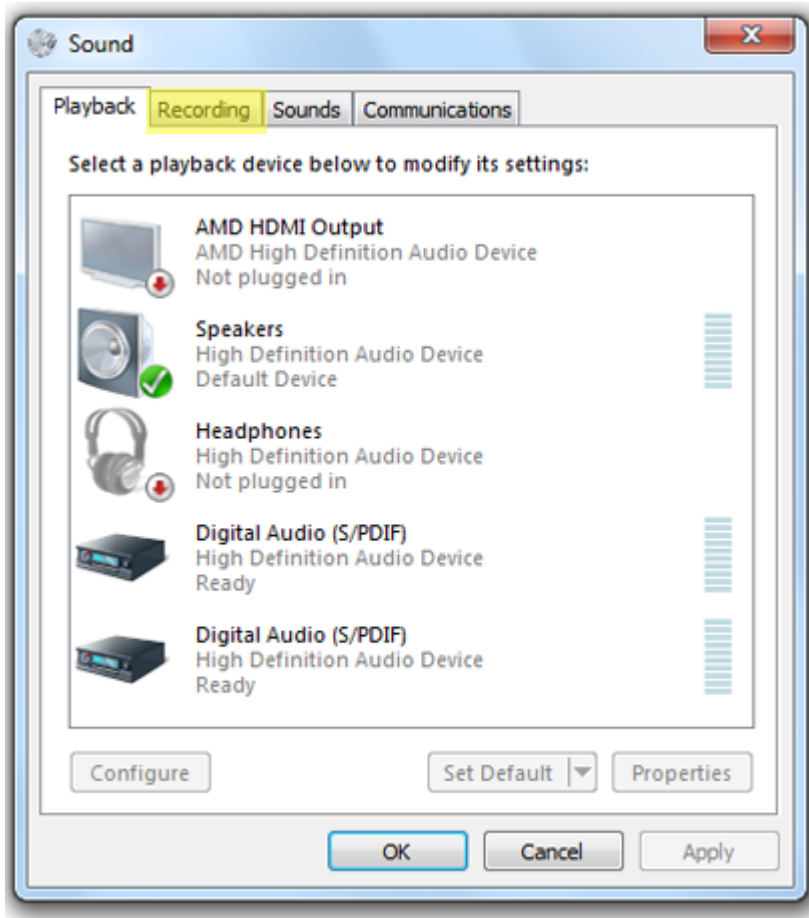
If you don't hear anything make sure that you have selected the right audio output from Windows sound settings.

To change the source of audio output in Windows click on the sound symbol at the right down side of your screen. You'll see a menu that offers several choices: *Open Volume Mixer, Playback devices, Recording devices, Sounds and Volume Control options.*

Select the **Playback devices** to open the Sound Control Panel. When you click on the **Playback tab**, a window will pop up that shows you the devices available on your system. Each system is different, so what you see will reflect that. Make a right-click on a source and choose „test“ to test if your speakers are correctly selected.

Set the correct speaker as your current default device. To do that make again a right-click with your mouse on the source you want to set as default and then choose the option „set as default“. **Your current default device will be indicated by a green check mark.** In the example above the default playback sound device is the PC speakers connected to the High Definition audio device.

Check your microphones!



Make sure that the recording device in Windows is correctly set. Therefore, go again to „Sound Control Panel“ and click on „Recording“ Tab.

Here you'll see the audio devices you have available that can be used as a microphone. Again, your current default device is indicated by a green check mark. Select your preferred device and click **Set Default**, just as you did for Playback.