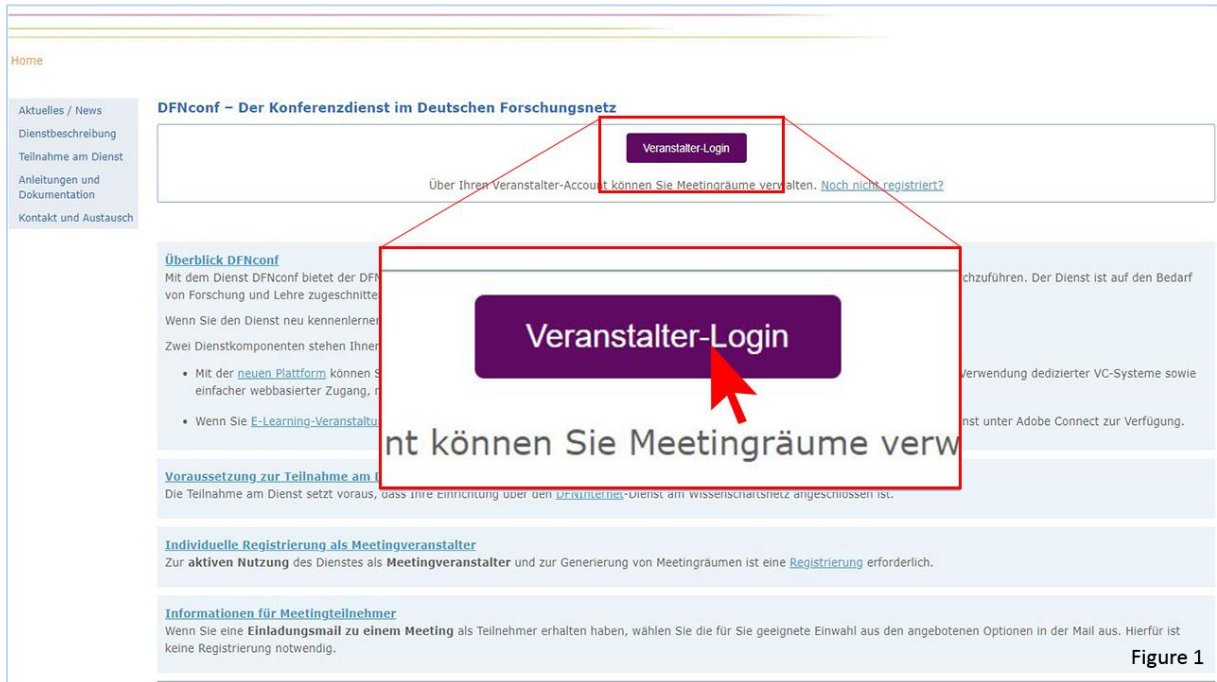


How to use the DFNconf service with an employee account at the University of Cologne (UoC)

Under this URL <https://rrzk.uni-koeln.de/en/software-multimedia/multimedia/video-conferences> you will find a short description and further links as well as a forwarding link to the registration page of the Deutschen Forschungsnetzes.

The link will then take you to the DFN page.

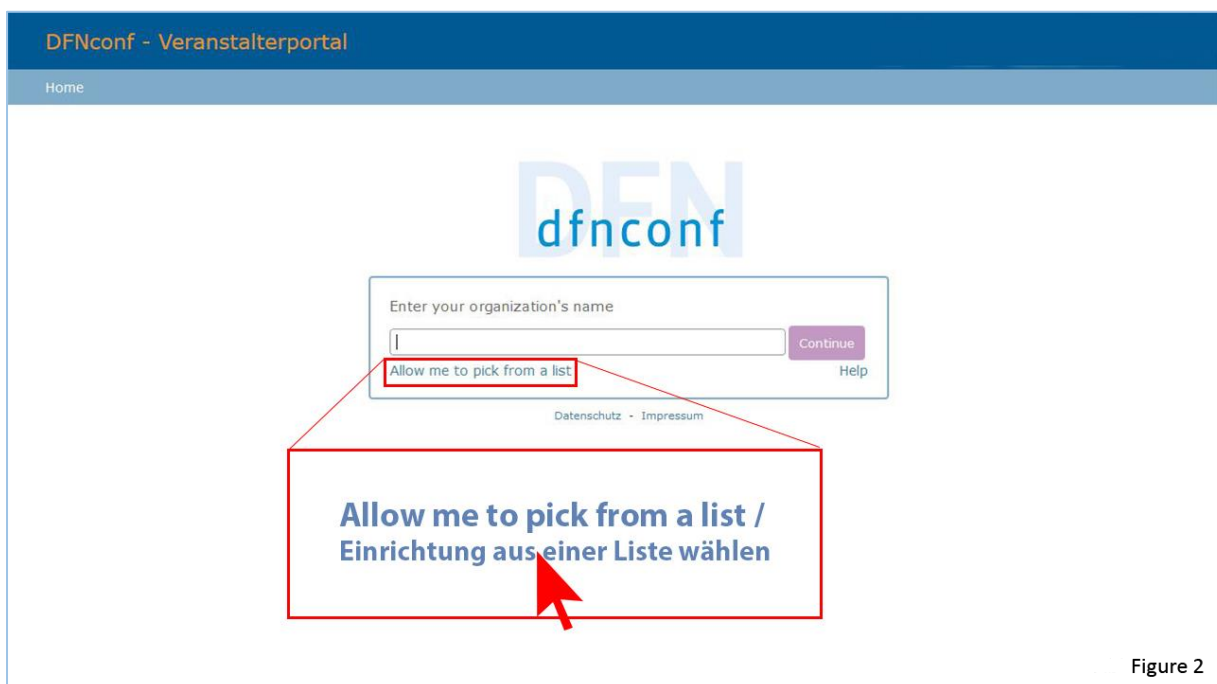


The screenshot shows the DFNconf website home page. A purple button labeled 'Veranstalter-Login' is highlighted with a red box and a red arrow. Below it, a larger purple button with the text 'Veranstalter-Login' is also highlighted with a red box and a red arrow. The page contains various sections including 'Überblick DFNconf', 'Voraussetzung zur Teilnahme am Dienst', 'Individuelle Registrierung als Meetingveranstalter', and 'Informationen für Meetingteilnehmer'. The text 'nt können Sie Meetingräume verw' is partially visible.

Figure 1

Direct link: <https://www.conf.dfn.de/>

Clicking on the 'Veranstalter-Login' button leads you to the registration process (Fig.1).



The screenshot shows the DFNconf registration page. The page title is 'DFNconf - Veranstalterportal'. The main content area features the DFN logo and a registration form. The form has a text input field for 'Enter your organization's name', a 'Continue' button, and a 'Help' link. A red box highlights the text 'Allow me to pick from a list' below the input field. A larger red box below it contains the text 'Allow me to pick from a list / Einrichtung aus einer Liste wählen' with a red arrow pointing to it. The page also includes a 'Home' link and 'Datenschutz - Impressum' links.

Figure 2

In the next step, select the 'Universität zu Köln' from the drop down list and then click 'Continue' (Fig.2).

This will open the input mask ‚Shibboleth‘ of the UoC (Fig.3).

Universität zu Köln
Shibboleth

Anmelden bei DFNconf Service

Benutzername

Passwort

Anmeldung nicht speichern

Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.

Anmeldung

- Studierende (einschließlich Gasthörer) loggen sich mit Ihrem **Studierenden-Account** des Rechenzentrums ein
- Lehrende und Beschäftigte der UoK loggen sich mit Ihrem **Personal-Account** des Rechenzentrums ein
- In beiden oben genannten Fällen ist **keine gesonderte Registrierung** notwendig! Bei Account-Problemen hilft das Rechenzentrum.

[Passwort vergessen?](#)

[Hilfe benötigt?](#)

dfnconf

DFNconf Host Portal

In Zusammenarbeit mit uniKIM

Figure 3

Enter the information of your employee account and click on 'Anmeldung' (registration).

You will then be redirected to the overview page of your newly created DFNconf account.

DFNconf-Portal

ADobe CONNECT | WELCOME, | LOGOUT

Home | Meeting Rooms | Lectures | Telephone Conferences | Recordings | Help

Übersicht

NEW MEETING ROOM | NEW LECTURE | NEW TELEPHONE CONFERENCE | IMPORT ROOM | IMPORT MCU CONFERENCE

Meeting Rooms

Name	Description	Room Number	Invitation (de)	Invitation (en)	Streaming URL

Lectures

No Lectures

Telephone Conferences

No Telephone Conferences

Privacy Policy | Legal Notice

Figure 4

From here you can manage all of your meetings and the settings of all individual meeting rooms and conference calls (Fig.4).

Use the white/gray text buttons to manage your meetings (Fig.4).

When you create a meeting, you get to a settings page (Fig.5) which offers a variety of options and also controls the other features of DFNconf (such as recording and live streaming of the meeting).

DFNconf-Portal | ADOBE CONNECT | WELCOME | LOGOUT

Home > Meeting Rooms >

New Meeting Room Created: June 16, 2019, 3:26 p.m.

Name:
The name used to refer to this Virtual Meeting Room. Maximum length: 250 characters

Host PIN:
This optional field allows you to set a secure access code for participants who dial in to the Virtual Meeting Room. Length: 4-20 digits, including any terminal #. Note: If a guest PIN is set the host PIN and the guest PIN must have the same number of digits or both PINs must end with #. About PINs, Hosts and Guests

More Settings

Description:
A description of the Virtual Meeting Room. Maximum length: 250 characters

Allow Guests: **Yes** **No**
Yes: the conference will have two types of participants: Hosts and Guests. You must enter a PIN in the field above to be used by the Hosts. You can optionally enter a Guest PIN in the field below; if you do not enter a Guest PIN, Guests can join without a PIN, but the meeting will not start until the first Host has joined.
 No: all participants will have Host privileges. For more information, see About PINs, Hosts and Guests

Guest PIN:
This optional field allows you to set a secure access code for participants who dial in to the Virtual Meeting Room. Length: 4-20 digits, including any terminal #. Note: If a guest PIN is set the host PIN and the guest PIN must have the same number of digits or both PINs must end with #.

Guests can present: **Yes** **No**
If enabled, Guests and Hosts can present into the conference. If disabled, only Hosts can present.

Enable streaming: **No** **Yes**
Enables the streaming on <https://www.conf.dfn.de/streaming>

Enable Streaming Chat: **No** **Yes**
Enables chat between meeting hosts and streaming participants.

Enable Chat: **Yes** **No**
Enables chat between meeting participants who use Infinity Connect Clients or Lync / Skype for Business

View:
The layout that participants will see: Layout

Show names of participants: **Yes** **No**
If enabled, each participant's display name or alias will be shown across the bottom of their video image. For more information, see Controlling media capability

Mute all Guests: **No** **Yes**
If enabled, all Guest participants will be muted by default.

Lock presenter as main speaker: **No** **Yes**
If enabled, a Host sending a presentation stream will always hold the main video position, instead of being voice-switched.

Figure 5

After a meeting / conference has been created, it is shown on the overview page (Fig.6). On this page, you can make changes to the settings by clicking on the corresponding links (blue labelling), view the text templates and start the meeting / conference.

DFNconf-Portal | ADOBE CONNECT | WELCOME | LOGOUT

Home | Meeting Rooms | Lectures | Telephone Conferences | Recordings | Help

Übersicht NEW MEETING ROOM + NEW LECTURE + NEW TELEPHONE CONFERENCE + IMPORT ROOM + IMPORT MCU CONFERENCE +

Name	Description	Room Number	Invitation (de)	Invitation (en)	Streaming URL
My Meeting		000000000	Template	Template	

Lectures
 No Lectures

Telephone Conferences
 No Telephone Conferences

[Privacy Policy](#) - [Legal Notice](#)

Figure 6

You can click on ,Template' for detailed information on the meeting (Fig.7) and use the template for inviting participants.

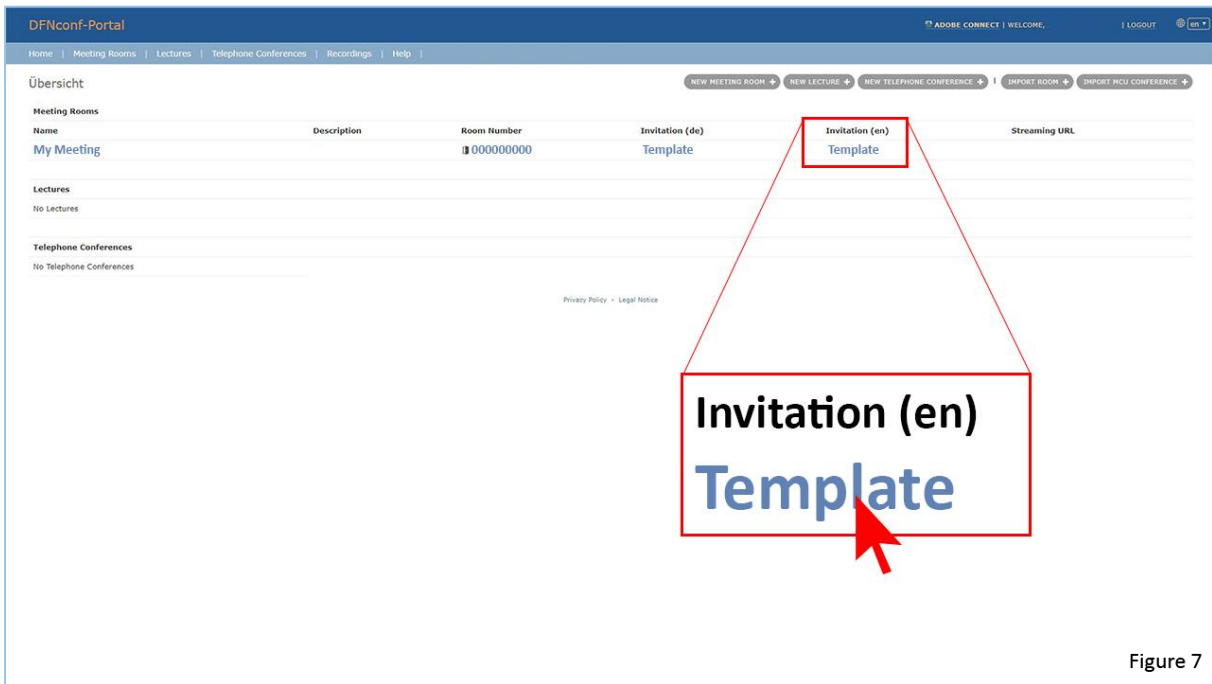


Figure 7

Pass on the corresponding information for the different access options to the participants as required (Fig. 8).

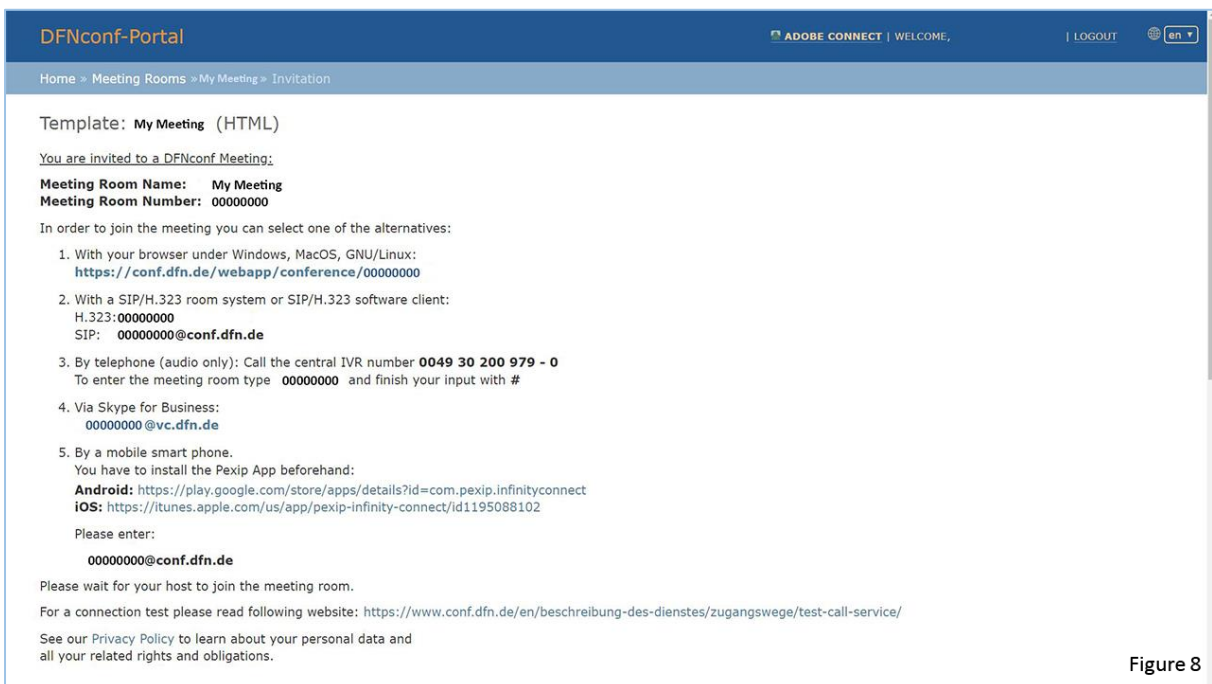


Figure 8

To start a meeting / conference click on the room number of the entry (Fig.9).

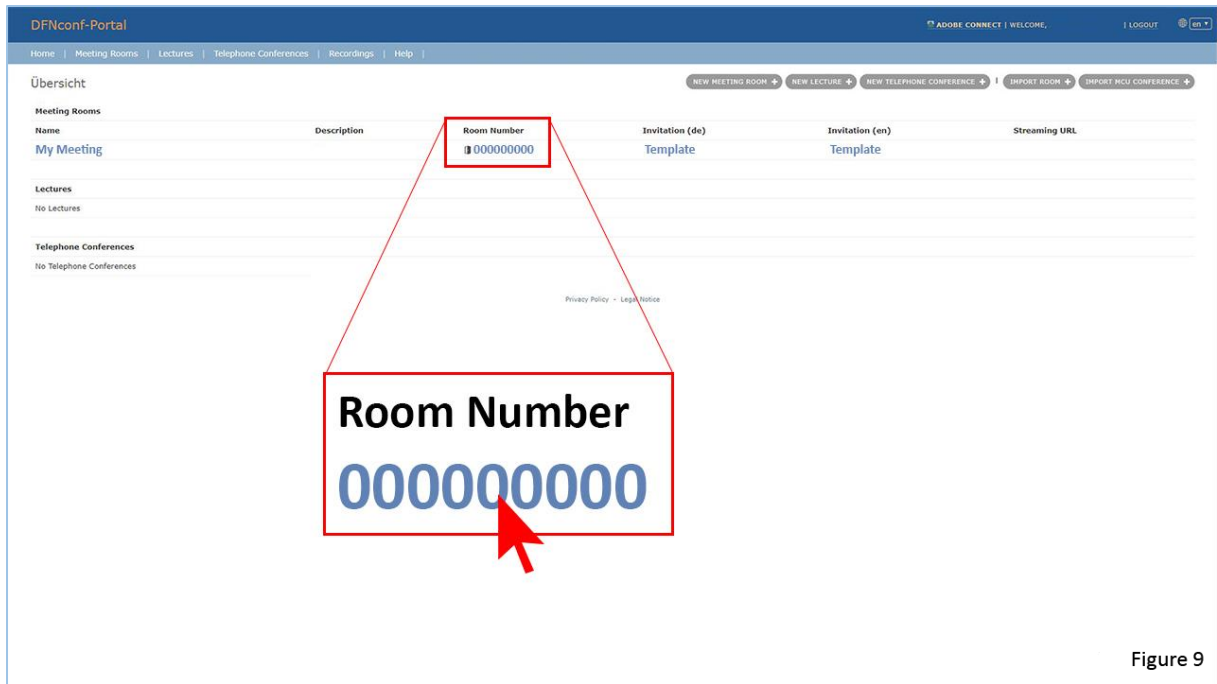


Figure 9

You then start / enter the meeting / conference as a host.

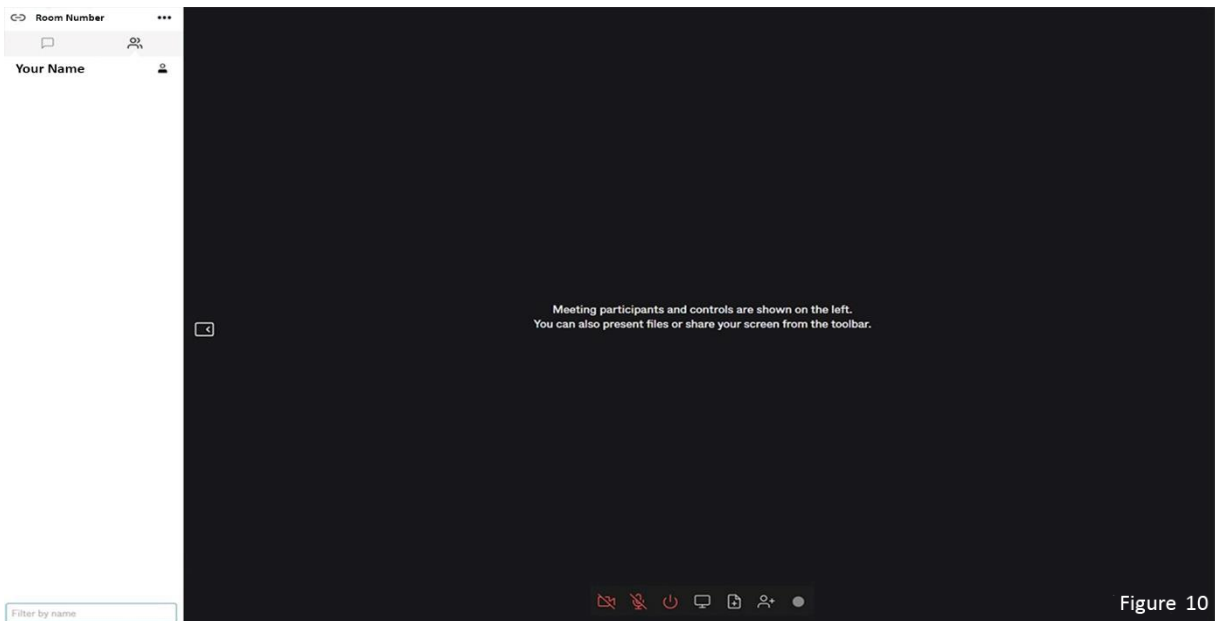


Figure 10

Using a browser the meeting should look something like Figure 10.

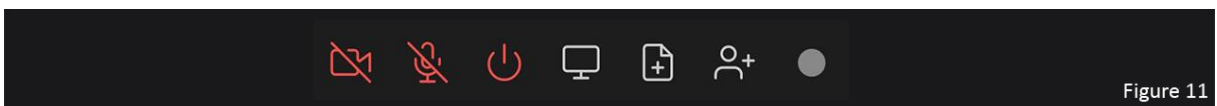


Figure 11

The toolbar lets you control following functions (Fig.11), from left to right: switch your camera on and off; switch your microphone on and off; disconnect from meeting; share your screen; Present file; Add participants; Start recording the meeting.

For more detailed instructions and frequently asked questions, visit the following link:

<https://www.conf.dfn.de/anleitungen-und-dokumentation/>