

## A307 / Documentation for use in online teaching / Performance of disputations



(See instructions COVID-s19, leaflet on the conduct of disputations and risk assessments AU)

[ <https://www.uni-hamburg.de/newsroom/intern/2020/0323-auswirkungen-mitarbeitende.html>

<https://www.kus.uni-hamburg.de/themen/arbeitssicherheit-umweltschutz/arbeitssicherheit/gebrahdungsbeurteilung.html> ]

For a recording (Lecture2go) and / or live streaming, videoconferencing, the existing conference system can be integrated into a DFNconf or a Zoom Meeting.

### Switching on the hardware

1. Switch on the loudspeaker.
2. Switch on beamer.
3. Check if the correct audio-clinch cable is plugged in to the Mac Mini. Set the volume control to  $\frac{3}{4}$ .
4. Check if the correct VGA cable is connected to the Mac Mini.
5. Switch Apple wireless keyboard and mouse on (green).
6. Switch on the socket strip next to the cabinet.
7. Pull off protective cap at camera lens.
8. Switch on Mac Mini on the right rear of the cabinet.

If no image appears on the beamer, video channel

Select via key "COMP" (see fig. 2.).

After use, please switch everything off again and reload mouse and keyboard if necessary!

Charging cables are connected to the Mac Mini.



### Deactivation

The socket strip next to the cabinet is used for safe deactivation. If this strip is switched off, the conference system cannot 'listen in' under any circumstances.

## Login

Registrations on the Mac Mini are made using the IT ID. Accounts and passwords are available at the IRZ, Building D, System Support Room D 107.

## DFN:

Create a meeting room or a lecture in the DFNconf portal. This can be done in advance, or on site with a notebook via the usual WLAN accesses (UHH, eduroam).

<https://www.inf.uni-hamburg.de/inst/irz/it-services/private-devices/wlan.html>

In order to clarify fundamental problems with the use of the DFN system, it is recommended to create the configuration beforehand and to test its functional range.

To set up a web conference with the Chrome Browser, log in at <https://www.conf.dfn.de> and enter the user ID of the UHH.



The screenshot shows the DFNconf-Portal interface. At the top, there is a navigation bar with the title 'DFNconf-Portal' and a user status 'ADOBE CONNECT | WILLKOMMEN | LOGOUT'. Below the navigation bar, there are several buttons for creating new content: 'NEUER MEETINGRAUM +', 'NEUE VORLESUNG +', 'NEUE TELEFONKONFERENZ +', 'RAUM IMPORTIEREN +', and 'MCU-KONFERENZ IMPORTIEREN +'. The main content area is divided into three sections: 'Meetingräume', 'Vorlesungen', and 'Telefonkonferenzen'. The 'Meetingräume' section contains a table with the following data:

Name	Beschreibung	Raumnummer	Einladung (de)	Invitation (en)	Streaming-URL
B201 Test	None	979	Textvorlage	Template	

The 'Vorlesungen' and 'Telefonkonferenzen' sections both show 'Keine Vorlesungen vorhanden' and 'Keine Telefonkonferenzen vorhanden' respectively.

For account information and password please contact the RRZ service line:

Tel.: 040/ 42838-7790 or by e-mail to [rrz-serviceline@uni-hamburg.de](mailto:rrz-serviceline@uni-hamburg.de).

**ZOOM:** The client to start a VC can be found in the Finder/Programs, alternatively the VC can be started via the following URL (Chrome): <https://uni-hamburg.zoom.us>.

A possibly necessary registration - e.g. for the invitation to a meeting - is done via your user ID of the UHH and the secure authentication systems of the University of Hamburg.

Details can be found at the following URL:

<https://www.rrz.uni-hamburg.de/services/weitere/medienkompetenz/videokonferenzen/zoom.html>

## **Operation of the system**

The lens can be panned and zoomed using the control unit or the remote control. If one of the numbers remains pressed for a longer time, the camera stores this position. A short press on the same number then moves the lens to the stored position.

The connection buttons (red and green handset) are not used in A307.

The microphones can be deactivated (red LED) at the control unit or at the two additional microphones. When the microphones are active, the elements (blue LED) light up.

Instead of the audio system in the room, the loudspeaker of the central control unit on the table can be used, the selection is done in the System Preferences under Mac OS on the Mac Mini.

**In any case, exclusive use of the system's audio system is required for all participants in the room to avoid feedback. Therefore all microphones and loudspeakers of additional devices in the room that are participating in the VC should be switched off, unless they are used with headsets and appropriate directional characteristics.**

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