



User Guide

Indico + DFNconf + Zoom

Version 2020.02.14

Inhalt

0	Document History	3
1	Indico Concepts	4
1.1	Quick Start Guide.....	4
1.2	Main Concepts: Category, Event, Timetable (Session Block, Contribution) and Material	4
1.2.1	Categories.....	4
1.2.2	Events	4
1.2.3	Materials.....	4
1.2.4	Timetable: Sessions, Session Blocks, Contributions, Sub-Contribution	4
1.3	Handling of users and guests in Indico.....	5
1.4	Protection modes and permissions.....	5
1.4.1	Category	5
1.4.2	Event.....	7
1.4.3	Materials.....	8
1.4.4	Minutes.....	10
1.5	Advanced Features	10
1.5.1	Registration	10
1.5.2	Locking of Events	10
1.5.3	No access contact	11
2	DFNconf	12
2.1	General Information.....	12
2.2	Official User Guides from the Vendor Pexip	12
2.3	DFNconf Authorization (for meeting organizers).....	13
2.4	Login	13
2.5	Creation of Meeting-Rooms	14
2.5.1	Difference between DFNconf Meeting and Lecture Profiles	15
2.5.2	[Jan 2020] New DFNconf Meeting Profile: Telephone Conference	15
2.6	Meeting Room protection: About PINs, Hosts and Guests	16
2.7	Inviting Participants / Invitation Templates	17
2.8	Test Calls to DFNconf.....	19
2.9	Installing Mobile App: Pexip Infinity Connect	20
2.10	Joining a DFNconf meeting using a web browser	20
2.10.1	Logging in as Host.....	20
2.10.2	Main Window	20

2.10.3	Main Panel.....	21
2.10.4	Side Panel	21
2.10.5	Present Files	22
3	How to use Indico + DFNconf as fusionTV booking replacement	24
3.1	Create DFNconf Meeting room.....	24
3.2	Create an Indico Meeting Event	25
3.2.1	Paste DFNconf Meeting details (Invitation Template) to Event Description	25
3.2.2	Set Event Access Key identical to DFNconf Meeting Host PIN	26
3.3	Send Event details to participants.....	27
3.4	(Recommended) Import Event into Outlook and send Outlook invitations	27
3.5	Guest/Participant Walk-Through	28
4	ZOOM – a short user guide	30
4.1	Short user guide on how to set up a Zoom Meeting with a Zoom Pro account	30
4.2	Zoom at EUROfusion PMU / JEU in Culham, UK.....	34
4.3	ZOOM and Indico.....	35

0 Document History

Date	Author	Changes
2020.01.10	Stefan Beck	Initial creation
2020.01.17	Stefan Beck	Minor cosmetic changes. Added details about DFNconf automatic conference termination. See 2.5.2 Added details about DFNconf Testcall service. See 2.8
2020.01.24	Stefan Beck	Added chapter 2.5.2 about new DFNconf profile “Telephone Conference”. Added chapter 3.4 about adding an Event to Outlook calendar.
2020.01.31	Stefan Beck, Livia Joita	Added chapter 4 about using Zoom. Content submitted by Liviu.
2020.01.31	Stefan Beck	Added chapter 2.10 about joining a DFNconf meeting with a browser.
2020.02.07	Stefan Beck	Added chapter 2.9 about installing the Pexip mobile app.
2020.02.14	Stefan Beck	Incorporate Feedback from Rudolf Bauer: Minor corrections

1 Indico Concepts

1.1 Quick Start Guide

This document assumes that you have read the Indico Quick Start Guide, which should give you an impression on how Indico works.

Embedded PDF:



Indico Quick Start
Guide 20200110.pdf

1.2 Main Concepts: Category, Event, Timetable (Session Block, Contribution) and Material

1.2.1 Categories

Categories are like folders in a filesystem. They are used to group events and to assign permissions.

Reference: <https://learn.getindico.io/categories/about/>



Categories can contain either (sub-)categories or events, but not both.

1.2.2 Events

Events can be of type: **Meeting**, **Lecture** and **Conference**



This document only describes the basic event type 'Meeting'.

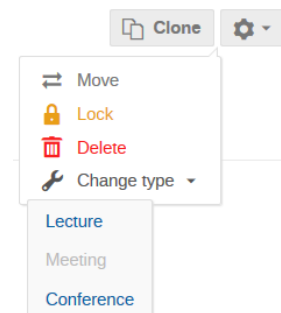
Event types **Lectures** and **Conference** offer a bunch of sophisticated and advanced features. They are not handled here.



The Event type can be changed on the settings page

Permissions for events can be assigned individually, i.e. independent of the parent category.

Reference: <https://learn.getindico.io/meetings/about/>



1.2.3 Materials

Materials are document attachments to categories, events and contributions. They can be organized in folders. Typical attachments are PowerPoint slides and PDF documents.

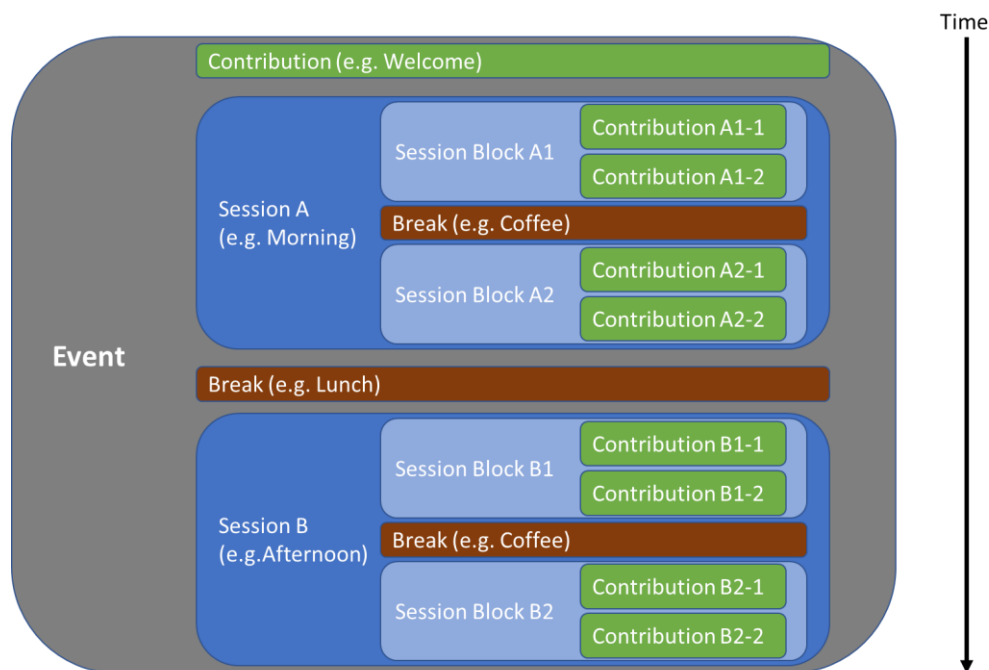
1.2.4 Timetable: Sessions, Session Blocks, Contributions, Sub-Contribution

Reference: <https://learn.getindico.io/meetings/timetable/>

You can add a timetable to your **Event**, which can consist of a number of different elements:

- **Events** can be grouped in different **Sessions**
- Each **Session** can be divided in different **Session blocks**, for example a morning block and an afternoon block of your **Event**.
- **Contributions** can be added directly to the **Event** or at the **Session Block** level.
- **Contributions** can even have **Sub-Contributions**.

So your event could look like this (sub-contributions are not shown):




1.3 Handling of users and guests in Indico

Indico handles authentication and user accounts different than fusionTV !

- Only persons with a valid EUROfusion account can create Events!
- Guest access to protected resources can only be granted through **Access Keys** ('PIN') for events.
- **Guests can never upload documents!**

1.4 Protection modes and permissions

 Category creation is only possible for managers of the parent category.

1.4.1 Category

There are effectively two kinds of category **protection modes**

- **Public**
 - This object is publicly accessible since it is set as public.
- **Protected**
 - This object is **only** accessible by the **users specified** below and the **managers of parent resources**

Furthermore, the protection mode could be set to **Inheriting**, e.g.








At category level there are three **permissions**

- **Manage**
 - Change all settings for the category
- **Access (=View)**
 - only available for protected categories (obviously)

- **Create Event**


e.g. **Public Category**

 Content
 Settings
 Protection
 Materials
 Posters/Badges

Category protection


Protection mode

Public Inheriting Protected

 **Public**
This object is publicly accessible since it is set as public.






Access control list [Restrict access to this category](#)
List of users allowed to access the category.

Managers

 Stefan Beck
stefan.beck@euro-fusion.org

Add User / Group


e.g. **Protected Category**

 Content
 Settings
 Protection
 Materials
 Posters/Badges


Category protection

Protection mode

Public **Protected** Inheriting

 **Protected**
This object is **only** accessible by the **users specified** below and the **managers** of **parent resources**.


Access control list

 Denis Kalupin
denis.kalupin@euro-fusion.org

Add User / Group Add IP Network ▾

List of users allowed to access the category.

Managers

 Stefan Beck
stefan.beck@euro-fusion.org

Add User / Group

Event creation settings

Restricted event creation ☒ **YES**
Whether the event creation should be restricted to a list of specific persons

Event creators 

Users allowed to create events in this category

1.4.2 Event

Analogue to categories, there are effectively two kinds of event **protection modes**

- **Public**
 - This object is publicly accessible since it is set as public.
- **Protected**
 - This object is **only** accessible by the **users specified** below and the **managers of parent resources**.

Furthermore, the protection mode could be set to **Inheriting**, e.g.

Protection mode

 **Public**
This object is publicly accessible since **IT Workshops** ***public*** (Category) is not protected.

At event level there are the following **permissions**

- **Access** (=View)
 - only available for protected events (obviously)
 - **You need this permission to download materials!**
- **Manage**
 - Manage all settings of the event
- **Manage – Submission**
 - Management rights for only for event materials
 - **You need this permission to upload materials!**

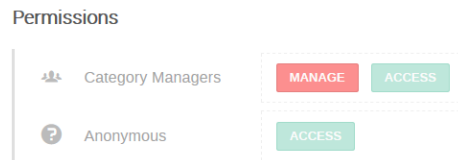
plus permissions for rarely used features

- **Manage – Paper Manager** (review feature)
- **Manage – Surveys** (survey feature)
- **Manage – Registration** (registration feature)

After event creation, the default permissions look like this

(In case you're not a category manager, your own account will be listed here, too, with 'Manage' permissions).

- For a public event

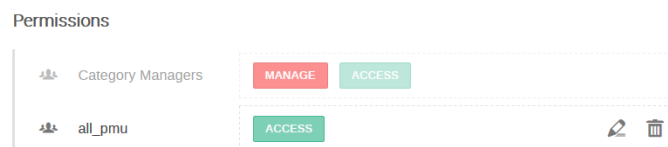


- For a protected event
Permissions



After adding users or groups, you can modify their permissions

e.g.



clicking on the pencil and change permissions

Assign Permissions

- ☒ Access
- ☐ Manage
- ☐ Paper Manager
- ☐ Registration
- ☒ Submission
- ☐ Surveys

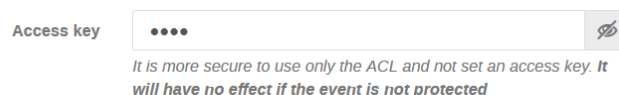
should give you something like this



1.4.2.1 Granting guest access (via access key)

If you want to allow guests to access to an event, you can grant access via an **Access key**.

- People do not need to have an Indico account and do not need to login when using **Access keys**.



1.4.3 Materials

Materials (files and links) can be attached to categories, events, (sub-)contributions.

Depending on the level, you need special rights to upload files (on events and categories using the so-called **Material Editor**)

You can organize materials in folders, which helps you to control access if needed.

The dialog looks like this

Manage materials for 'Indico Meeting'

Add materials to the event.
You can attach files or links using the buttons on the right.

Upload files
 Add link

There are no materials yet.

New folder

1.4.3.1 Materials: Files

Materials for a **protected meeting** are protected by default (using the same permissions as the meeting itself)

Protected
☐ NO

Protected
This object is not publicly accessible since **Indico Meeting** (Event) is protected.

Access control list

Add User / Group

The list of users and groups allowed to access the material

Materials for a **public meeting** are unprotected by default, but can be protected if needed.

Default:

Protected
☐ NO

Public
This object is publicly accessible since **Indico Meeting** (Event) is not protected.

Now turn switch “Protected” to “YES” and grant access as needed

Protected
☒ YES

Protected
This object is **only** accessible by the **users specified** below and the **managers** of **parent resources**.

Access control list

Add User / Group

The list of users and groups allowed to access the material

1.4.3.2 Material: Folders

For folders, you have essentially the same options as for files. The dialog looks like this

Create a new folder

Name *

Slides

The name of the folder.

Description

Slides of the presentation shown.

Description of the folder and its content

Always Visible

YES

By default, folders are always visible, even if a user cannot access them. You can disable this behavior here, hiding the folder for anyone who does not have permission to access it.

Protected

NO

Public

This object is publicly accessible since Indico Meeting (Event) is not protected.

Access control list

Add User / Group

The list of users and groups allowed to access the folder

1.4.4 Minutes

Like **Materials**, **Minutes** can be added at different level: **Event**, **Session** or **contribution**.

1.5 Advanced Features

Indico offers a huge number of advanced features. Some of them shall be introduced here

1.5.1 Registration

If you have a larger event, you can use the registration feature. People can register themselves if they want attend the meeting. Indico handles the complete workflow for this.

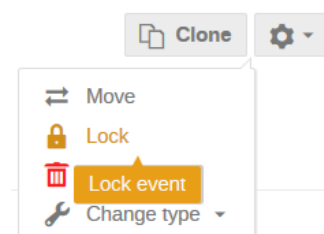
Reference: https://learn.getindico.io/conferences/registration_config/

⚠ Please note that registration does not really work for protected meetings!

Everyone who registers for an event receives a registration link to the email address provided in the registration form. However, the registration link would only be accessible for people who were granted explicit access. i.e. registration would not work for guests.

1.5.2 Locking of Events

In case you want to freeze the event including materials and minutes, you can lock the even in the context menu of the settings page.



You are about to lock this event!



Please note that if you lock this event, you will not be able to change it anymore. Only the creator of the event or a category manager will be able to unlock it.

I've changed my mind!

Lock event

1.5.3 No access contact

The **Protection** settings page offers the possibility to enter a **No access contact**

No access contact

Stefan Beck

Contact information shown when someone lacks access to the event



Please note that this information is only visible to logged in users, when trying to access an event you're not authorized for. This does not work for guests.

Access Denied

You are not authorized to access this event. If you believe you should have access, please contact Stefan Beck

[Go to the main page](#)

2 DFNconf

2.1 General Information

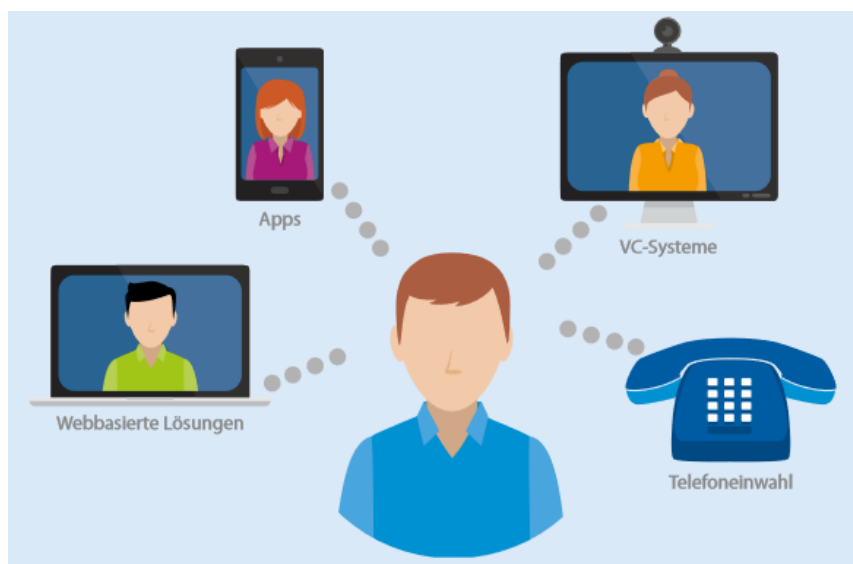
- Homepage <https://www.conf.dfn.de/>
- Overview https://www.conf.dfn.de/fileadmin/dokumente/DFNConf/Flyer_DFNconf.pdf (German)

⚠ DFNconf cannot be used for ad hoc Videoconferencing. You always have to create a room first. The maximum number of participants is 23 (as of Jan/2020)!

DFNconf is a new generation videoconferencing service for the scientific community. It is based on the commercial product *Pexip*.

The service can be used with one of the following alternatives

1. With your browser under Windows, MacOS or Linux
(we recommend using Google Chrome for accessing DFNconf)
2. With a SIP/H.323 room system or SIP/H.323 software client
3. By telephone (audio only)
4. Via Skype for Business / Microsoft Teams
5. By a mobile smart phone using the Pexip Infinity Connect App
Android: <https://play.google.com/store/apps/details?id=com.pexip.infinityconnect>
iOS: <https://itunes.apple.com/us/app/pexip-infinity-connect/id1195088102>
6. By a desktop application for Windows, MacOS or Linux
Download: <http://dl.pexip.com/connect/nextgen/1.5.1/index.html>



2.2 Official User Guides from the Vendor Pexip

Up to date versions of the official end user guides from the vendor can always be found here:

- https://docs.pexip.com/admin/connect_quick.htm

The following end user guides are available:

- [Web app](#)
- [Desktop client](#)

- [Mobile clients](#)
- [Legacy clients](#)

2.3 DFNconf Authorization (for meeting organizers)

i Only users from German home organizations or the EUROfusion PMU (Garching) can become meeting organizer in DFNconf. They are responsible for granting the DFNconf permission to their users.

Meeting organizers must authenticate themselves using the Single Sign-On of the DFN-AAI-Federation. You can use your account of your home organization for logging into DFNconf, so there is no need to register yourself.

2.4 Login

The DFNconf login page: <https://my.conf.dfn.de/>

Start by choosing your home organization first:

DFNconf - Veranstalterportal

Home

DFN dfnconf

Namen Ihrer Einrichtung (oder Teile davon) angeben:

MPI für Plasmaphysik (IPP) Weiter

Einrichtung aus einer Liste wählen Hilfe

Datenschutz - Impressum

DFN DEUTSCHES FORSCHUNGNETZ

Anmelden bei DFNconf Dienst

Benutzername

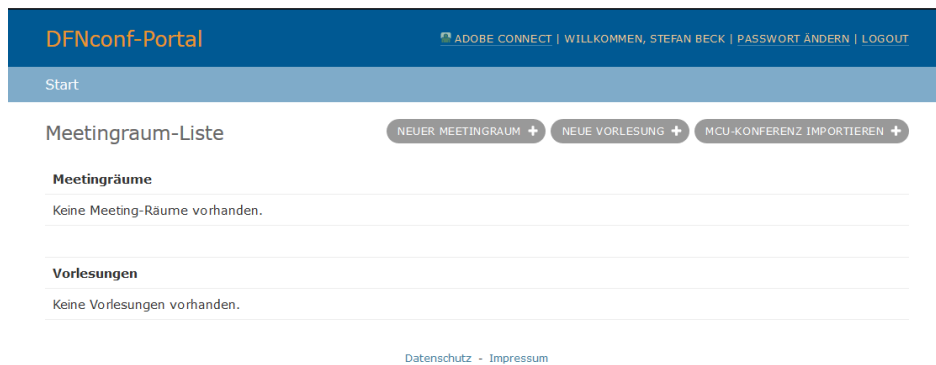
Passwort

☐ Anmeldung nicht speichern

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

Anmelden

DFN dfnconf



i Note you can switch the language of the user interface using the drop-down box on the top right:



2.5 Creation of Meeting-Rooms

As of Nov 2019: Rooms are persistent and won't get automatically deleted or cleaned up.

⚠ In case you re-use existing meeting room, you might want to change the security settings (PINs!) to prevent participants of past meetings from joining your new meetings.

The creation of meeting rooms is rather simple and described here:

<https://www.conf.dfn.de/beschreibung-des-dienstes/erstellen-eines-meetingraums/> (German)

The description is translated here for convenience:

Meeting organizers have the possibility to create and manage meeting rooms. There are predefined meeting profiles for certain use cases, which can be used for meeting room creation. The following profiles are available

- *Meeting room*
- *Lecture*

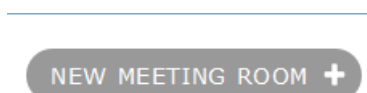
You need to defined the following parameters for creating a meeting room:

- *Name of the meeting room*
- *Description of the meeting room (optional)*
- *Host PIN: PIN for organizer (optional)*
- *Guest PIN: PIN for participants (optional)*

Every newly created meeting room automatically gets assigned a new unique number.

Syntax: 0049100979xxxxx, e.g. 004910097912345

After login, the welcome screen already offers a button for room creation:



The creation form looks like this:

The screenshot shows the 'New Meeting Room' form in the DFNconf-Portal. The header includes the portal name, Adobe Connect logo, user name (Stefan Beck), and links for password change and logout. The breadcrumb trail is 'Home » Meeting Rooms » New Meeting Room'. The form has a blue header bar with the title 'New Meeting Room'. It contains three main sections: 1. 'Name' field with a text input and a note: 'The name used to refer to this Virtual Meeting Room. Maximum length: 250 characters'. 2. 'Host PIN' field with a text input and a note: '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'. 3. 'More Settings (Hide)' section which includes: 'Description' field with a note: 'A description of the Virtual Meeting Room. Maximum length: 250 characters'; 'Allow Guests' dropdown menu set to 'Ja' with explanatory text: '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'; and 'Guest PIN' field with a note: '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 #.'

(there are more advanced options, which are not shown here).

2.5.1 Difference between DFNconf Meeting and Lecture Profiles

The two profiles **Meeting** and **Lecture** basically differ only in the way the views can be organized. **Lecture** lets you define different layouts for Host (=speaker/organizer) and Guests (participants), while for **Meeting** there is only one layout. (Beside that, their setup process is identical).

Meeting:

The screenshot shows a dropdown menu for selecting a layout. The selected option is 'Large main speaker and up to 7 other participants (1 + 7 layout)'. Below the dropdown, it says 'The layout that participants will see: [Layout](#)'.

Lecture:


The screenshot shows two dropdown menus for selecting layouts. The first dropdown is for the 'Host view' and is set to 'Large main speaker and up to 7 other participants (1 + 7 layout)', with the text 'The layout that Hosts will see.' below it. The second dropdown is for the 'Guest view' and is set to 'Large Host speaker and up to 7 other Hosts (1 + 7 layout)', with the text 'The layout that Guests will see.' below it.

2.5.2 [Jan 2020] New DFNconf Meeting Profile: Telephone Conference

As of January 2020, a new meeting profile is available: Telephone Conference

[NEW TELEPHONE CONFERENCE +](#)

Beside the existing room profiles „Meeting“ and „Lecture“, you can now also use the profile „Telephone Conference“. This profile plays an audio signal every time a participant enters or leaves.

-  “Telephone Conference” rooms are not restricted to telephone dial up participants. They can be used with all access methods as any other room, too.

2.6 Meeting Room protection: About PINs, Hosts and Guests

The security concept about PINs, Hosts and Guests is described here

https://docs.pexip.com/admin/pins_hosts_guests.htm

You have 4 options on how to protect your meeting room.

Options #2 and #4 are most common for typical meetings (as replacement for fusionTV bookings).

#	Access	Roles	Host PIN	Allow Guests	Guest PIN
1	Anyone - no PIN required	All participants have the same Host privileges.	Leave blank	Select No	Leave blank
2	All participants must enter the same PIN	All participants have the same Host privileges.	Enter the PIN	Select No	Leave blank
3	Hosts must enter a PIN but Guest do not	Participants who enter the PIN have Host privileges. The conference will not begin until they have joined, and will finish a minute or so after the last Host leaves. All other participants have Guest privileges and do not need to enter a PIN. They will see a holding screen until the first Host joins.	Enter the PIN	Select Yes	Leave blank
4	Hosts and Guests must enter different PINs	Participants who enter the Host PIN have Host privileges. The conference will not begin until they have joined, and will finish a minute or so after the last Host leaves. Participants who enter the Guest PIN have Guest privileges and will see a holding screen until the first Host joins.	Enter the PIN (must be different from the Guest PIN)	Select Yes	Enter the PIN* (must be different from the Host PIN)
* If you configure a Guest PIN, you must also configure a Host PIN.					



The conference will automatically terminate 10 minutes after the last Host has left!

2.7 Inviting Participants / Invitation Templates

Your list of meeting rooms already contains ready-to-use invitation templates, which can be forwarded to your participants:

DFNconf-Portal				
ADOBE CONNECT WELCOME, STEFAN BECK CHANGE PASSWORD LOGOUT				
Home				
Meeting Rooms				
NEW MEETING ROOM + NEW LECTURE + IMPORT MCU CONFERENCE +				
Meeting Rooms				
Name	Description	Room Number	Invitation (de)	Invitation (en)
Beck -Room 1	Room for regular IT workshops	97984301	Textvorlage	Template

There is always a German and an English version of the invitation template.

e.g. Invitation Template (English, HTML)

You are invited to a DFNconf Meeting:

Meeting Room Name: Beck -Room 1

Meeting Room Number: 97984301

Guest PIN: XXXX

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/97984301>
2. With a SIP/H.323 room system or SIP/H.323 software client:
H.323: **004910097984301**
SIP: **97984301@conf.dfn.de**
3. By telephone (audio only):
Call **0049 30 200 97984301**
4. Via Skype for Business:
97984301@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:

97984301@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.

2.8 Test Calls to DFNconf

See <https://www.conf.dfn.de/en/beschreibung-des-dienstes/zugangswege/test-call-service/> for details.



The English version of this website currently (17/Jan/2020) contains a wrong link for web-based access to the test conference room. The correct URL is

- <http://conf.dfn.de/webapp/conference/9791?name=Test>

Using this call you can test your connection to our meeting server, your video and audio. You will get some instructions and your video and audio will be sent back to you with a delay of 2 seconds so that you can hear yourself. After about 20 seconds the connection will automatically be terminated.

2.9 Installing Mobile App: Pexip Infinity Connect

(see <https://www.conf.dfn.de/anleitungen-und-dokumentation/pexip/zugangswege/pexip-client/> for official German docs).

For Android and iOS, you can use the app **Pexip Infinity Connect** to join a DFNconf meeting.

Download for [iOS](#) or [Android](#)

You should also install the DFNconf settings for the Pexip Infinity Connect app. Once you have install the app, just open this [Link](#).

2.10 Joining a DFNconf meeting using a web browser

Remember that the official user guide for the web browser interface is always available here:

- [Web app](#)

2.10.1 Logging in as Host

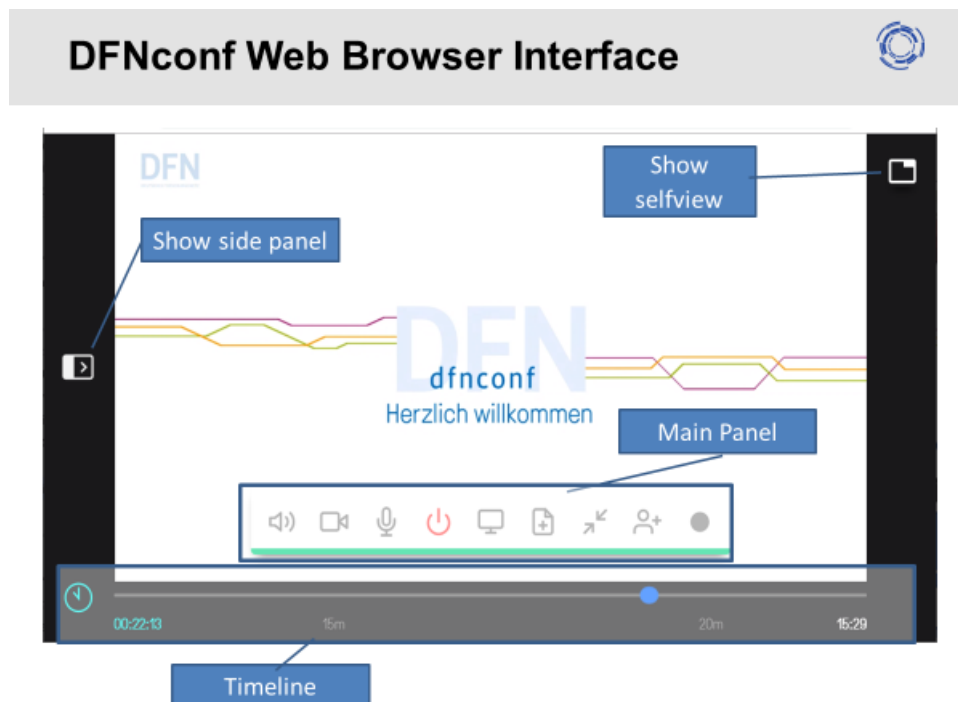
Depending on the meeting setup, you might need a Host pin when you want to join as Host.

Welcome to the meeting

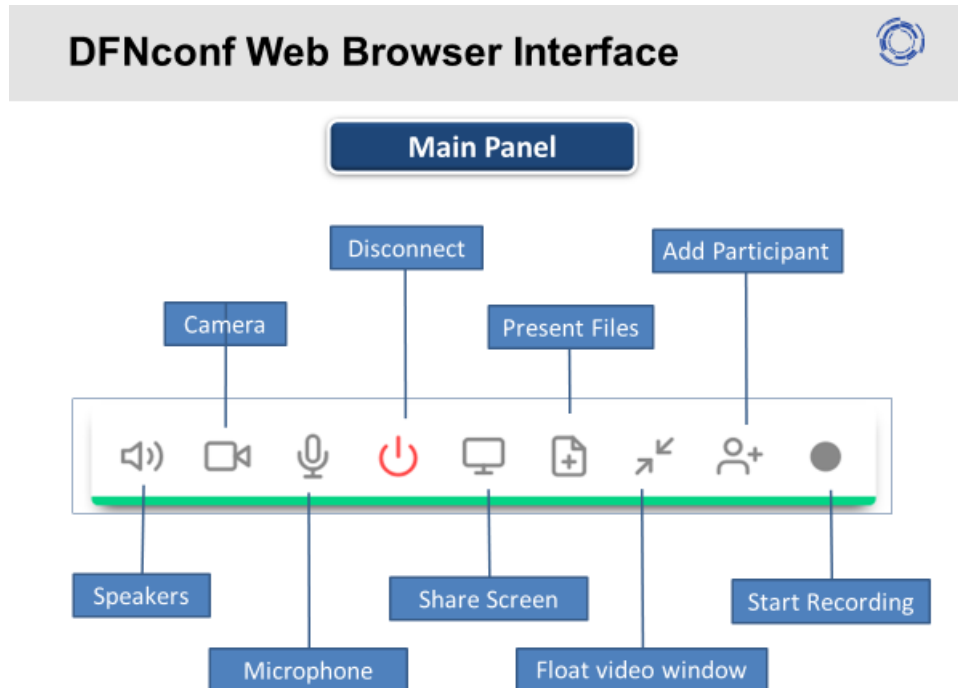
Enter your PIN here

Join

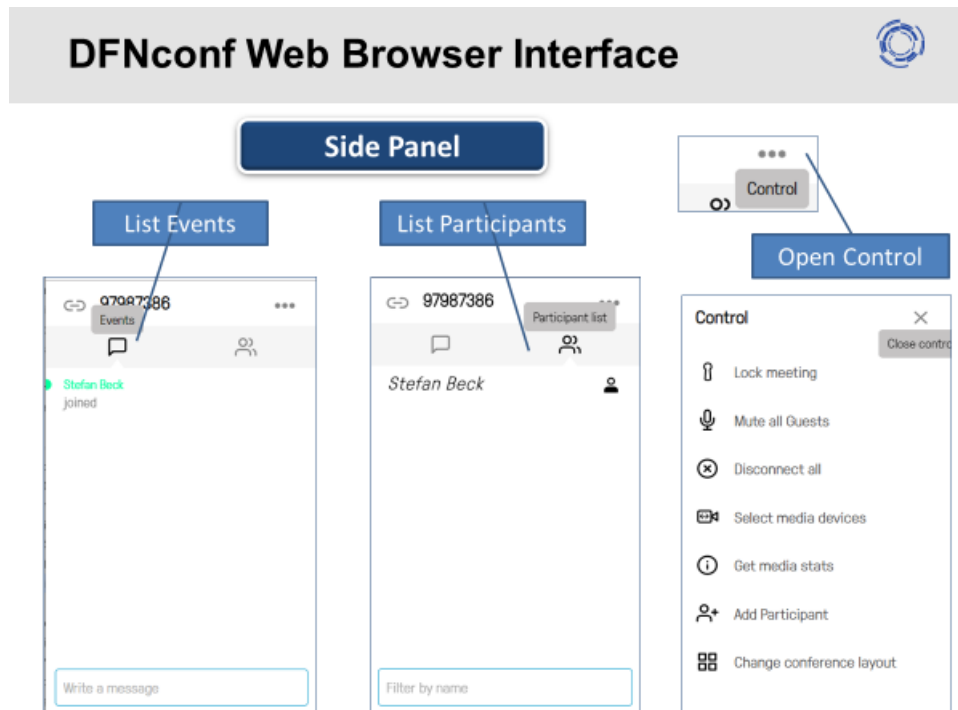
2.10.2 Main Window



2.10.3 Main Panel




2.10.4 Side Panel




2.10.5 Present Files

DFNconf Web Browser Interface




Present Files


Share images or PDFs with all other participants by selecting "Present Files" from the main panel



Presentation




Upload or drag & drop to present



You can add multiple images (.JPEG, .BMP, .PNG, or .GIF) and PDFs.
Each image will be converted into an individual slide, as will each page of each PDF.

Name of presenter | Conference | Venue | Date | Page 8

DFNconf Web Browser Interface







Present Files

By default, every slide will be selected for presenting, but you can click on individual slides to select and deselect them

Presentation

6 selected



Name of presenter | Conference | Venue | Date | Page 9

DFNconf Web Browser Interface



Present Files

When you have selected all the slides you want to share, select **Present**.

Use the left < and right > on-screen controls, or the arrow keys on your keyboard, to scroll through the slides.

Whether you are the presenter or a participant, you can view the current presentation in a separate pop-out window.



Name of presenter | Conference | Venue | Date | Page 10

3 How to use Indico + DFNconf as fusionTV booking replacement

This is a quick guide for setting up an **Indico Meeting Event + a DFNconf Meeting** as a replacement for a typical **fusionTV booking**, which is not anonymously accessible.

This guide assumes that

- all VC participants will use the same PIN for accessing the conference (Host PIN only)
- DFNconf Host PIN and Indico access key ('PIN') are the same (--> more convenient for the participants)

3.1 Create DFNconf *Meeting* room

i You can skip this step in case you already have a suitable meeting room.

Select 'NEW MEETING ROOM' from the DFNconf-Portal and create a new DFNconf Meeting Room

- Enter **Host PIN**
- Set **Allow Guest**=No

DFNconf-Portal

Home » Meeting Rooms » New Meeting Room

New Meeting Room

Name:

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

Host PIN:

This optional field allows you to set a secure access code for participants who digits or both PINs must end with #. [About PINs, Hosts and Guests](#)

More Settings (Hide)

Description:

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

Allow Guests:

Yes: the conference will have two types of participants: Hosts and Guests. Only 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](#)

Guest PIN:

This optional field allows you to set a secure access code for participants who digits or both PINs must end with #.

Guests can present:

If enabled, Guests and Hosts can present into the conference. If disabled, or

3.2 Create an Indico Meeting Event

Create an Indico Meeting Event as describe in the Quick Start Guide (see 1.1).

3.2.1 Paste DFNconf Meeting details (Invitation Template) to Event Description

In DFNconf Portal copy the Invitation Template (English, HTML) to the clipboard.

Home » Meetingräume » Demo Meeting » Template

Template: Demo Meeting (HTML)

You are invited to a DFNconf Meeting:

Meeting Room Name: Demo Meeting

Meeting Room Number: 97987386

Conference PIN: 1234

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/97987386>
2. With a SIP/H.323 room system or SIP/H.323 software client:
H.323: **004910097987386**
SIP: **97987386@conf.dfn.de**
3. By telephone (audio only):
Call **0049 30 200 97987386**
4. Via Skype for Business:
97987386@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:
97987386@conf.dfn.de

For a connection test please read following website: <https://www.conf.dfn.de/besch>

See our Privacy Policy to learn about your personal data and all your related rights and obligations.

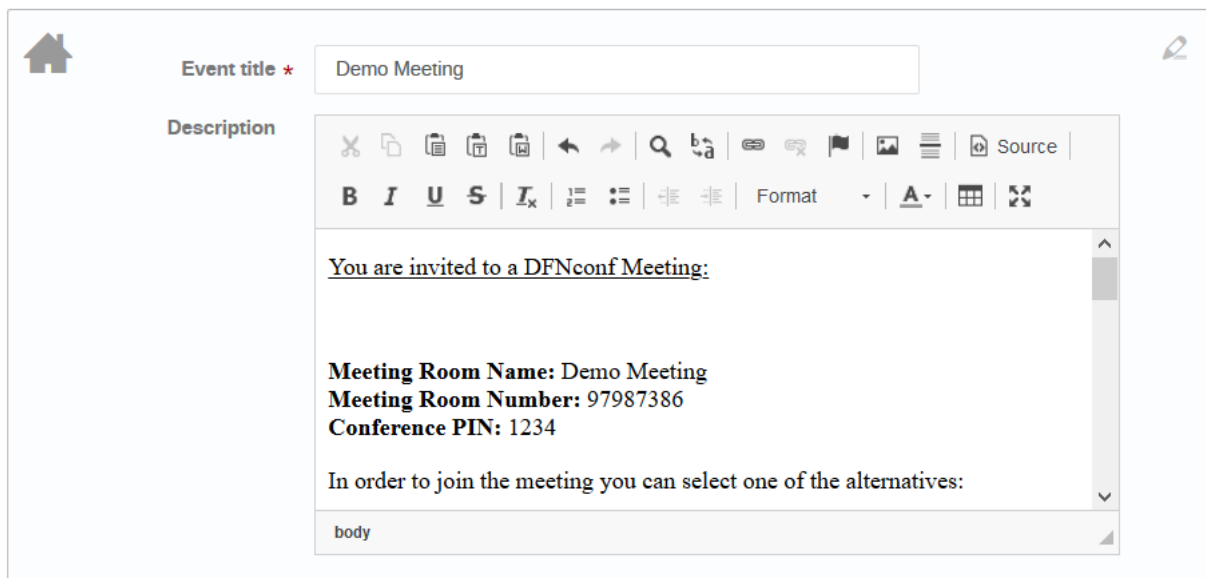
Open you Indico Meeting settings page:

Settings

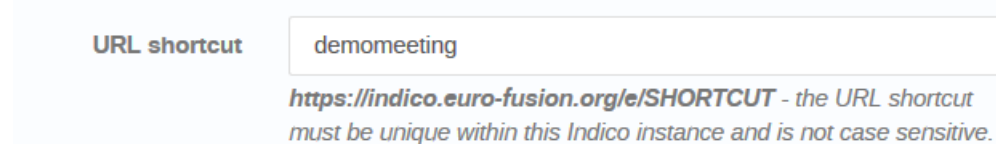
	Title Demo Meeting	
	Description None	 Edit basic event data
	Short URL None	

Paste the Invitation Template to the **Description** field:

Settings

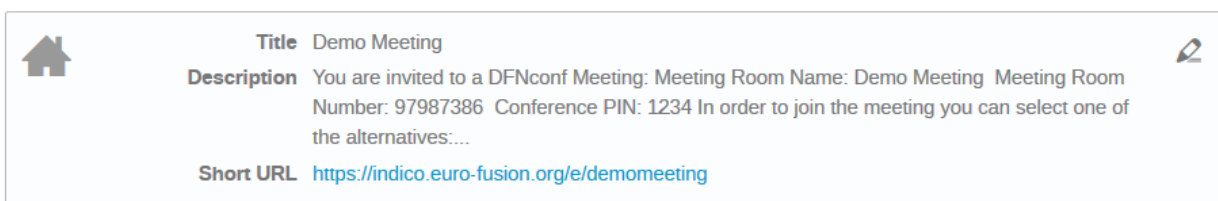


 You can also create an **URL shortcut** for the meeting on the same page



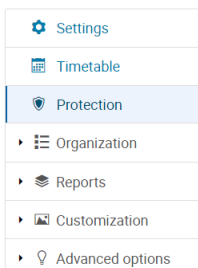
This is very convenient for users as it gives you a simple link to your meeting:

Settings



3.2.2 Set Event Access Key identical to DFNconf Meeting Host PIN


Open the **Protection** settings of your event



Ensure that your Meeting is **Protected** and enter **Access key**, which should be the same as the DFNconf Host PIN.

Protection mode

Public Inheriting **Protected**

 **Protected**

This object is **only** accessible by the **users specified** below and the **managers** of **parent resources**.

Access key

1234

It is more secure to use only the ACL and not set an access key. It will have no effect if the event is not protected

3.3 Send Event details to participants

You can now send a simple invitation to your participants. It could look like this:

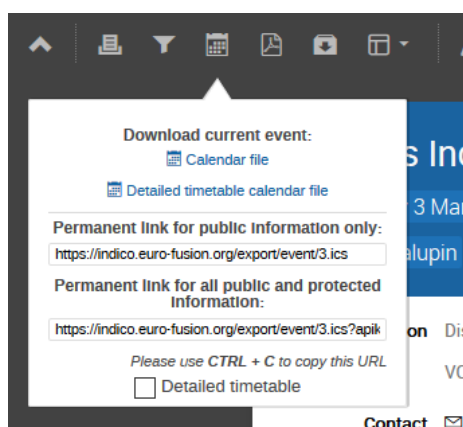
You are invited to 'Demo Meeting' on 10/Jan/2020 14h.
 Event details: <https://indico.euro-fusion.org/e/demomeeting>
 Access Key/PIN: 1234

VC details can be found in the event description.

Instead of the URL shortcut, you can also use the direct link to your event (e.g. <https://indico.euro-fusion.org/event/5/>) or just describe in which category your event can be found.

3.4 (Recommended) Import Event into Outlook and send Outlook invitations

Adding the **Event** to your Outlook calendar is typically a good idea. Use the calendar symbol on the Event page and select the desired download format: **Calendar file** vs **Detailed timetable calendar file**.



Opening the resulting event.ics file with Outlook gives you something similar to the following

Subject	Discuss Indico@EUROfusion		
Location			
Start time	Di 03.03.2020	15:00	<input type="checkbox"/> All day event
End time	Di 03.03.2020	17:40	

Discuss the details on how to use Indico at EUROfusion.

VC details are as follows: ...

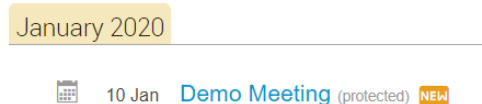
<https://indico.euro-fusion.org/event/3/>

i When you choose to download the **Detailed timetable calendar file**, you will get multiple Outlook events in case your **Event** has multiple contributions.

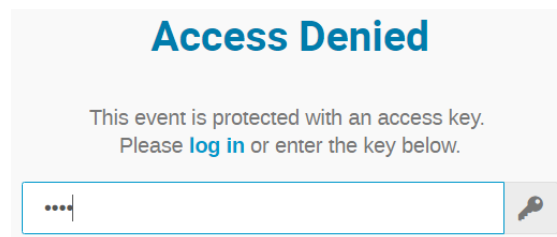
You can now use Outlook to send invitations as usual.

3.5 Guest/Participant Walk-Through

Participants which try to access the meeting (e.g. using the **Event URL** from an invitation)




... get the following dialog



... which requires the correct **Access Key** (PIN) to access all meeting details (including all DFNconf VC details):

Demo Meeting

 Friday 10 Jan 2020, 14:00 → 16:00 Europe/Berlin

Description You are invited to a DFNconf Meeting:

Meeting Room Name: Demo Meeting

Meeting Room Number: 97987386

Conference PIN: 1234

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/97987386>
2. With a SIP/H.323 room system or SIP/H.323 software client:
H.323: **004910097987386**
SIP: **97987386@conf.dfn.de**
3. By telephone (audio only):
Call **0049 30 200 97987386**
4. Via Skype for Business:
[97987386@vc.dfn.de](https://join.skype.com/join/97987386@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:

97987386@conf.dfn.de

For a connection test please read following website: <https://www.conf.dfn.de/beschreibung>

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

4 ZOOM – a short user guide

What is Zoom?

“Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform” [<http://support.zoom.us>]

4.1 Short user guide on how to set up a Zoom Meeting with a Zoom Pro account

Zoom solution chosen at EUROfusion in Garching will be the Zoom Pro account. This document does not intend to provide details on how to setup Zoom meeting with the H323/SIP Room Connector, which is an optional add-on, and which may or may not be used (subject to the EUROfusion decision).

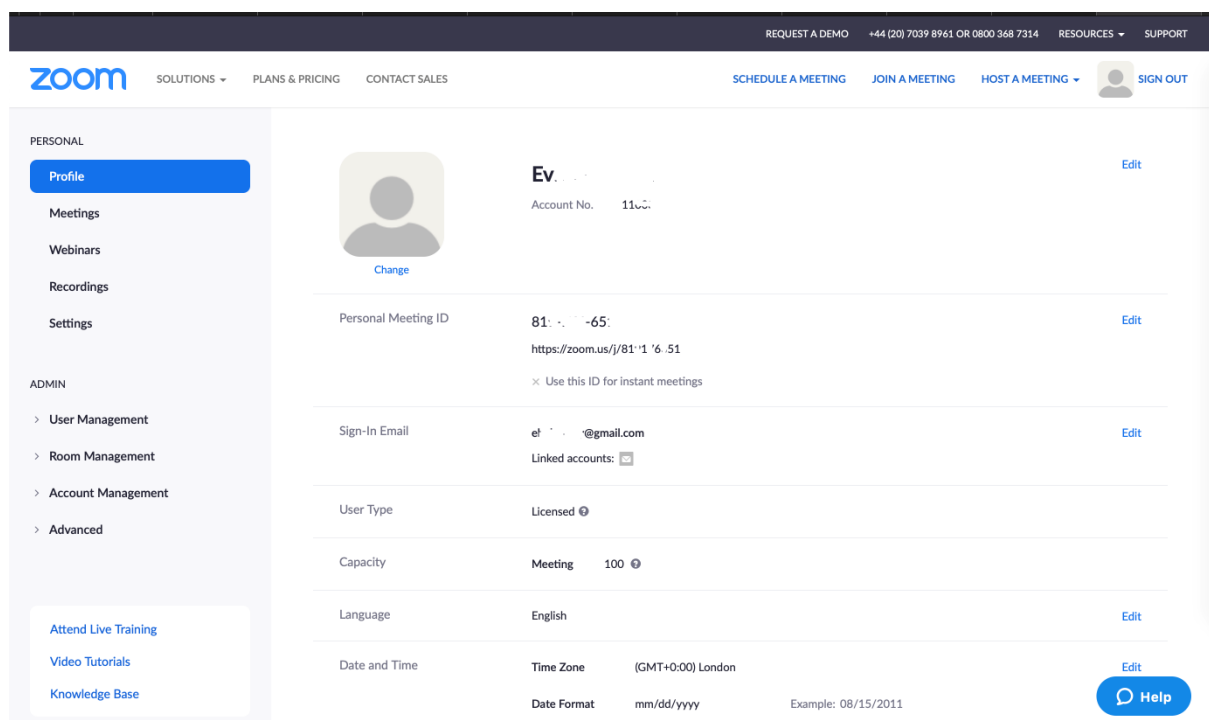
Zoom website offers a comprehensive documentation and training materials on how to use Zoom on different platforms -- <http://support.zoom.us>.

This document intends only to provide a short guide on how to setup a zoom meeting, having a Zoom Pro Account. Zoom Pro account allows up to 100 participants, with the meeting duration limit set to 24 hours and also includes user management, admin and reporting features.

Once you have your login details for your account, go to:

<https://zoom.us>

and click on “Sign In” link to get into your account.



The details on your profile will show your Personal Meeting ID, which is a unique zoom number like: 123-456-7890 and the web link like: <https://zoom.us/j/1234567890>, which can be used for instant meetings.

⚠ We highly recommended to generate a new meeting id every time you want to host a meeting!

This minimizes problems for people already having used Zoom (web browsers cache!) and prevents people to connect to meetings for which they are not invited.

In order to schedule a meeting, click on the “SCHEDULE A MEETING” link in the top-right corner (see the screenshot on the previous page) and follow up with entering couple of info in the fields (see an example in the following screenshots), i.e.:

- Topic - choose a relevant topic name
- Description (optional) - choose a relevant description, if you want
- When - choose the date and time
- Duration - choose the duration of the meeting
- Time zone and recurring - as and if you need it
- Registration - typically, you don't need to set this as required, as you don't want people that are invited to the meeting to register for it
- Meeting - you can choose the system to generate an automated meeting id. This is a better option, as you don't want people to access other meetings in the future if they are not invited, just because they know the meeting id
- Meeting password – you may want or not to set up a password for the meeting. A good practise is to select Required, and a text box will appear to enter a password. You will need to send this password when sending the meeting details email to the participants.
- Video – both Host and Participant set as on (if the need is of a video conference)
- Audio – set Both
- Hosting options – it is good to set Enable join before host, as everybody can join the meeting before the host arrives.
- Alternative hosts – no real need to set up anything here

The screenshot shows the Zoom 'Schedule a Meeting' page. The top navigation bar includes links for 'REQUEST A DEMO', '+44 (20) 7039 8961 OR 0800 368 7314', 'RESOURCES', and 'SUPPORT'. The main navigation bar has 'zoom' logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The left sidebar contains 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The main content area is titled 'My Meetings > Schedule a Meeting'. It contains the following fields: 'Topic' (My Meeting), 'Description (Optional)' (Enter your meeting description), 'When' (01/23/2020, 12:00 PM), 'Duration' (1 hr 0 min), 'Time Zone' ((GMT+0:00) London), 'Recurring meeting' (checkbox), 'Registration' (checkbox Required), and 'Meeting ID' (Generate Automatically selected, Personal Meeting ID 81 -1 -6 2). A 'Help' button is in the bottom right.

[REQUEST A DEMO](#)
[+44 \(20\) 7039 8961 OR 0800 368 7314](#)
[RESOURCES](#)
[SUPPORT](#)

[SOLUTIONS](#)
[PLANS & PRICING](#)
[CONTACT SALES](#)
[Recording meeting](#)
[SCHEDULE A MEETING](#)
[JOIN A MEETING](#)
[HOST A MEETING](#)
[SIGN OUT](#)

[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)

Registration

☐ Required

Meeting ID

☒ Generate Automatically
 ☐ Personal Meeting ID 8: -1: -6: 2

Meeting Password

☐ Require meeting password

Video

Host

☒ on ☐ off

Participant

☒ on ☐ off

Audio

☐ Telephone
 ☐ Computer Audio
 ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☒ Enable join before host
 ☐ Mute participants upon entry
 ☐ Enable waiting room

[Help](#)

[REQUEST A DEMO](#)
[+44 \(20\) 7039 8961 OR 0800 368 7314](#)
[RESOURCES](#)
[SUPPORT](#)

[SOLUTIONS](#)
[PLANS & PRICING](#)
[CONTACT SALES](#)
[Recording meeting](#)
[SCHEDULE A MEETING](#)
[JOIN A MEETING](#)
[HOST A MEETING](#)
[SIGN OUT](#)

[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)

Meeting Password

☒ Require meeting password

Video

Host

☒ on ☐ off

Participant

☒ on ☐ off

Audio

☐ Telephone
 ☐ Computer Audio
 ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☒ Enable join before host
 ☐ Mute participants upon entry
 ☐ Enable waiting room
 ☐ Only authenticated users can join
 ☐ Record the meeting automatically

Alternative Hosts

[Help](#)

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES ▾ SUPPORT

Video Host ☒ on ☐ off

Participant ☒ on ☐ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options ☒ Enable join before host

☐ Mute participants upon entry ⓘ

☐ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

Alternative Hosts

[Save](#) [Cancel](#) [Help](#)

At the end click on Save. This will save the meeting details, which are shown on the screenshot below.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES ▾ SUPPORT

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

My Meetings > Manage "Test Meeting"

[Start this Meeting](#)

Topic Test Meeting

Description Description of the meeting

Time Jan 23, 2020 12:00 PM London

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 811 72

Meeting Password × Require meeting password

Invite Attendees Join URL: <https://zoom.us/j/81172> [Copy the invitation](#)

Video Host ☒ On

Participant ☒ On

Audio Telephone and Computer Audio

Dial from United States of America

[Help](#)

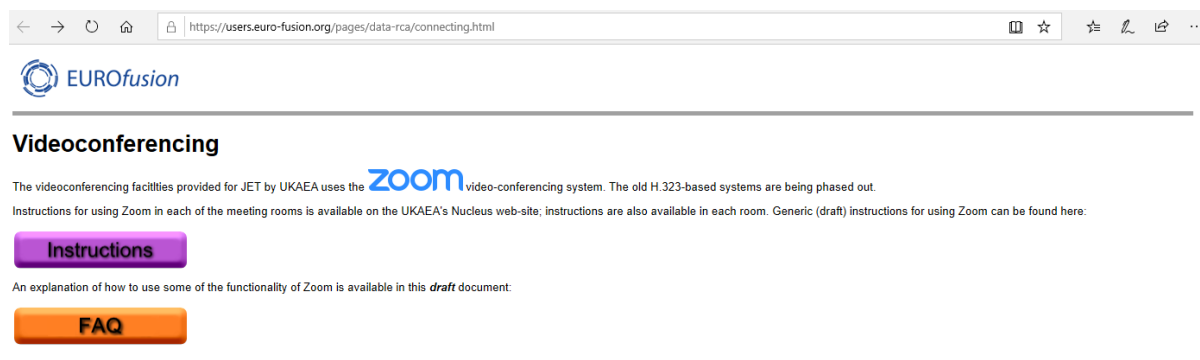
You can now invite the attendees by sending an email/calendar invitation with the Zoom meeting URL generated by the system.

4.2 Zoom at EUROfusion PMU / JEU in Culham, UK

⚠ Zoom platform at Culham is only available to EUROfusion PMU and JEU users based at Culham. It is not available to external EUROfusion users.

The Zoom rooms (physical or virtual rooms) can be booked through the roombooker application at Culham, which is accessible only after you are logged into the CCFE networks. There is no external web link / access to this application.

Details on Zoom application, user guide / instructions and FAQ document are available via the Users website, as seen in the screenshot below.



4.3 ZOOM and Indico

Zoom and the Indico platform currently do not offer any kind of integration.

As Zoom only allows the participants to connect and share their screen, the only viable recommendation is that participants upload their materials/presentations/documents to the Indico platform before the meeting.

The host (or the participants themselves) can connect to Indico and start sharing their documents within the Zoom meeting.