

## How-to: Configuration of edudip next meetings

### What is the meeting room?

The meeting room was designed for spontaneous video conferences, in which all participants have the opportunity of sharing their screens and have video and audio transmitted. Meetings are ideal for interactive events, so the edudip next meeting room is mainly used for internal team arrangements. edudip next provides a simplified participation process for meetings and ensures uncomplicated digital collaboration with business partners, customers and employees.

### Meeting room configuration

Set up your personal meeting room in just a few steps. Click on „[Meetings](#)“ to open the configuration mask for your meeting room. First, create a custom URL for your meeting room. If you want to secure your meeting from unauthorised access, you can optionally set a password, which the participants will receive by email additionally with the release link in the meeting invitation. By default, the meeting starts as soon as the organiser enters the meeting room. Deactivate this option if you want to start the event later at an individual time in the meeting room. Participants can activate or deactivate their camera and sound transmission themselves, but the organiser can prevent the activation of image and sound from the outset if necessary.


### Meeting room management

Under the menu item „[Meetings](#)“ you will find an overview of all meeting dates that have already been set up. You can invite your meeting participants by entering their respective email addresses. Participants will automatically receive an email with the invitation link. Additional reminder emails will be sent 24 hours and one hour before the meeting starts. These automations take place by default. Instead of an invitation by email, the link of your meeting room can also be shared publicly on your website or via social media.


### Meeting preparations

The organiser can enter the meeting room in advance to prepare a presentation or change further settings. The main moderator should deactivate the automatic start of the meeting.

### Show name with laser pointer

The laser pointer  is an extended index finger for the moderator. When this function is activated, a clearly recognisable red dot appears instead of your mouse. With the laser pointer you can highlight important passages on your slides in order to underline what was said in your presentation.

### Selection and testing of camera and microphone

By clicking on the tool symbol  at the bottom of the screen, you can select your camera and microphone, test the connection between the two devices and adjust the volume.

### Clear chat on start

You have the option of clearing the chat history manually. To do this, activate the „Delete chat at the beginning“ check box in the settings in the meeting room. If you end the meeting using the „End meeting“ button at the top and then restart the meeting, the previous chat history in the meeting room will be completely deleted.


### Auto-focus on the active speaker

When this function is activated, the video image of the active speaker is automatically enlarged in camera mode. This allows participants to concentrate on the active speaker.

### Allow audio in screen sharing

If you activate this setting, you allow the sound transmission of the desktop notifications during screen sharing. Please note that this function is currently only supported by Google Chrome.

### Remove hand signals

Using the hand signals  participants have the opportunity to quickly give feedback or get attention from meeting moderators. If necessary, you can deactivate this function for your meeting. When deactivated, the hand signals automatically disappear for all participants after a few seconds.

### Desktop notifications

Enable this feature if you want new desktop notifications to be displayed when the web browser is in the background during the meeting.

## **Meeting participation**

The meeting room is configured. To create a meeting, simply select the date and time, name your meeting and invite your participants. Participation takes place via a link, which is sent via an automated email, but can also alternatively be shared publicly. With this link, your participants can enter the meeting room. The meeting room is designed as an open room that can be entered and left at any time. The organiser starts the meeting logged in via the meeting management so that the software recognizes the main moderator. For all other participants, participation in the meeting takes place without prior registration. You can access the meeting by simply clicking on the link and entering the optional password. In addition, you can also take part in the meeting via mobile phone dial-in.

## **Meeting start**

The meeting can only be started by moderators. Before the meeting starts, all participants receive an email with the invitation link or click on a publicly available link at the announced time. Participants can log into the lobby of the meeting room with their access data a few minutes before the beginning of the event. When entering the meeting room, only the name of the participant and optionally the password are requested. If the event has not yet started, the participants will see a message that the meeting will start shortly. The participants wait in the lobby until the organizer starts the meeting.

## **Ways of communication**

Meetings are designed for spontaneous arrangements within smaller teams. The dialog is many-to-many. When the meeting begins, all participants are asked whether they want to share their devices (camera and microphone). Up to 25 participants (including the moderator) can be transmitted with image and sound at the same time. All participants can activate or deactivate their video and sound transmission independently at any time during the entire meeting.

## **Avoid picture and sound problems**

### **Close unnecessary applications**

To ensure that the meeting runs as trouble-free as possible, other applications and browser tabs that are blocking the camera and microphone should be closed. These include programs such as Facebook, Skype and Youtube. Software that uses CPU and RAM for meeting processing should also be closed down as far as possible. Before the meeting, remember to turn off all annoying notifications on your computer, including incoming new emails.

### **Check bandwidth**

A slow internet connection can lead to interruptions of sound and picture transmission. If you can see and hear other participants well, but your own picture or sound is poorly transmitted, it might be because the download speed of your Internet is good, but the upload speed is too slow. If a participant has a slow internet connection, deactivating the video stream can improve the sound transmission.

### **Grant device access**



Before the meeting, you need to allow the website to access your camera and microphone, as popular browsers have often blocked access by default. The screen sharing function may also be blocked; check your browser settings in advance. If the symbols are crossed out in the URL bar of Mozilla Firefox, access is still blocked.

### **Interactive tools in the meeting**




A wide range of functions are available in the meeting room to turn your online conference into an interactive experience. During the meeting, all participants can ask questions at any time and participate in the discussion interactively via video and audio transmission.

**The following functions are available to all participants in the meeting room:**


#### **Focus and meeting mode**

Present yourself in focus mode  or use the meeting mode to display audio and video transmission of all participants in the grid view .



#### **Slide upload and whiteboard**

Present your content in the meeting and upload images, slides or PDF documents for your event , edudip next supports numerous formats. Work actively on the displayed slides and use the drawing tools  to clearly explain your meeting topics. When you open the lock  to release the whiteboard, all meeting participants can interact via the drawing area and let their creativity flow.

## Chat and hand signals

Team chat and hand signals are available for expanded information exchange and quick feedback. If necessary, a moderator can deactivate the hand signals .

## Screensharing

Normally, only the moderator can initially use the screen sharing function. Participants can ask the moderator to enable the screen sharing function by clicking the screen button , which you can find above the settings icon  in the meeting room. In order to use the screen sharing function optimally, a second monitor is recommended. That way, you can keep an eye on the meeting room including chat on the first monitor, the desired screen content can be shared on the second monitor.

## Recordings

In the meeting room you have the opportunity to decide spontaneously whether you want to record the meeting or not. This feature is currently being improved and will not be available during the beta phase of the meeting rooms.

## End of the meeting

There is no time limit for your meetings. The duration of the meeting is unlimited. The meeting is not over until the last user leaves the meeting room. [You can also end the meeting manually using the button at the top of the screen](#), e.g. to clear the chat. This is useful if another meeting with other participants takes place afterwards.

## Book additional meeting rooms

Annual subscribers can book additional meeting licenses under the menu item „[Team administration](#)“. The number of available meeting rooms are displayed here, which you can then assign to your team colleagues. Please note that this area is only visible to the main licensee, a team member has no access to the booking settings. An additional meeting room can be booked for 180 € / year.

## Do you have any questions?

Our support is happy to help you if you need further assistance via email (support@edudip.com) or by phone on +49 241 916 05 0.

