Quick guide to using dOnlineZusammenarbeit for external participants using a desktop PC or notebook

1) **Connecting to the online meeting room**
   - ➢ Connect the webcam and headset to the desktop PC or notebook where necessary and available.
   - ➢ Open a supported browser (Google Chrome or another Chromium-based browser) and enter into the address bar the meeting link provided to you by the Court.
   - ➢ Allow access to the microphone and camera, if required.
   - ➢ Enter your name and then click "Join meeting".
   - ➢ Wait for the Court to admit you to the meeting. This may take a while if the previous meeting has not yet finished. If necessary, contact the Service Unit or Court Registry for further information.
   - ➢ Change your display name under "Settings" in the overflow menu (the three dots) where necessary.
   - ➢ Select camera and microphone and activate both.

2) **What to do if there is a fault**
   - ➢ If the video and/or audio transmission does not work from the outset, please make sure that
     - – you have selected a compatible operating system and a supported browser;
     - – the browser is up to date;
     - – the audio output source is correctly configured in the operating system's settings;
     - – no other software (e.g. Teams/Skype/Zoom) on your computer is accessing the camera and/or microphone. (If so, make sure to turn off the other software completely, rather than just minimizing the screen);
     - – the firewall rules allow data transmission over the standard ports 80 and 443 as well as UDP ports 31.0000 und 31.0050.
   - ➢ If connection to the online meeting room is interrupted, please refresh your browser window or re-enter the link in the address bar.

3) **Functions in the online meeting room**
   - ➢ The following page provides an overview of the functions available in the online meeting room.

Address bar with URL of the online meeting room

Name of online meeting room

Court presentation window (with presented file content)

Participant options for Mr. Schmidt, attorney:
- Private message
- Adjust volume

Video image of the Court

Connection quality Mr. Schmidt, attorney

Video image of Mr. Schmidt, attorney

Your video image

Overflow menu:
Change name
Quality settings
Full screen mode
Settings
Shortcut keys
Security options
- (…)

Leave meeting

Tile view

Activate/deactivate and select microphone

Activate/deactivate and select camera

Share screen / end sharing

Open/close chat

Raise hand

Participants (invite additional participants)