Guide to Telephone Conferences
Last update: 13.03.2020

Setting up a Telephone Conference

You can access the dfn conference tool from the following webpage:
https://www.kim.uni-konstanz.de/services/forschen-und-lehren/videokonferenzen/

Follow the link to dfnconf and log in using the University of Konstanz shibboleth:

Once logged in, you can change the language to English in the top right hand corner of the screen.

1. Select the button „New Telephone Conference“.

2. Give your conference call a name. You can also set up a Host PIN, however it is not mandatory.
3. The overview page provides links to both an English and a German template which can be sent to participants. The template includes the telephone number that participants can use to join the call. You can copy this text into an email or draft your own but please remember to include the phone number for the call.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Room Number</th>
<th>Invitation (de)</th>
<th>Invitation (en)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni_KN</td>
<td>None</td>
<td>97912873</td>
<td>Textvorlage</td>
<td>Template</td>
</tr>
</tbody>
</table>

4. As the conference call host, you can access the call in a web browser by clicking the Room Number on the overview page. This will allow you to see who has joined the call.

**Hosting a Meeting via Telephone**

If you are **hosting** a meeting via telephone only (no browser access) then you will have a few limited options available for controlling the meeting:

* 7 locks and unlocks the meeting room
* 5 mutes all participants (except hosts)
* ## ends the meeting for all participants (guests and hosts)

**Tips**

A maximum of 23 people can take part in a telephone conference.

The telephone number for the conference call is valid until you delete the conference.

**Further information**


**Contact**

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