

Annexure – A

Quick User Guide for using Desktop Videoconferencing (Registered Government officials)

Users should have accounts in Desktop Portal <https://webvc.nic.in> to use desktop VC solutions of NIC. NIC Employees do not require to create an account in Portal. NIC Employees will use portal <https://intranicvc.nic.in> and log-in using LDAP (Email) user name & password. The registered users will have the following privilege:

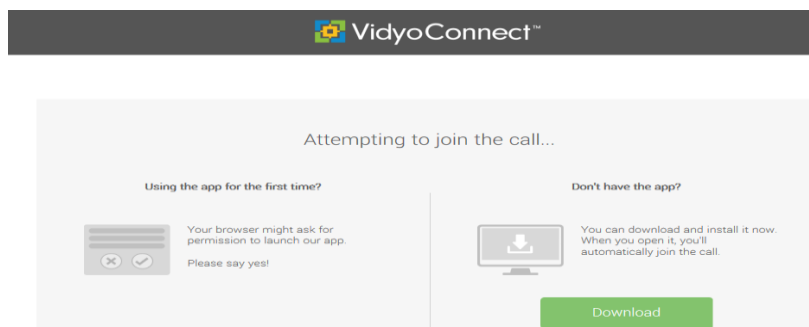
- Make a point to point call
- Organize/Host/Moderate a VC meeting (Can send a guest link or invite others)
- Directly join to other's meeting room without a link

1. Pre-requisite at User End for Desktop Videoconferencing:

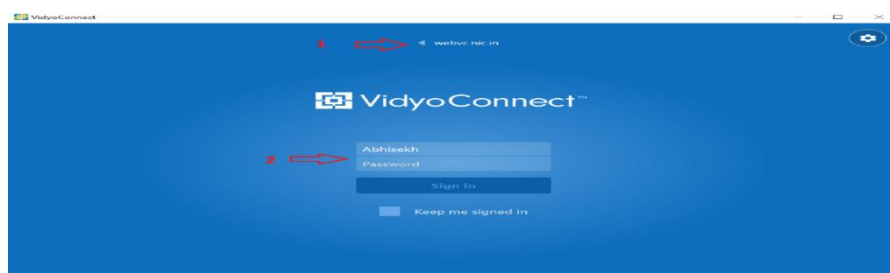
- ✓ User should have minimum 2 Mbps Internet connectivity from any service provider (Broadband/FTTH etc.)
- ✓ A Desktop/Laptop with Windows/IOS (Recommended with i5/i7, 8 GB RAM).
- ✓ Wired Earphone/Headphones with Microphone or External USB camera & Speaker cum microphone with echo cancellation (Strongly Recommended)
(Some recommended Audio devices are - Jabra410/510/710, Logitech p710e, Plantronics 610/620, etc.)

2. Download VidyoConnect Software

Enter Portal URL <https://webvc.nic.in> and Click **Download Vidyo Connect**. Follow the on-screen instructions to install VidyoConnect software.

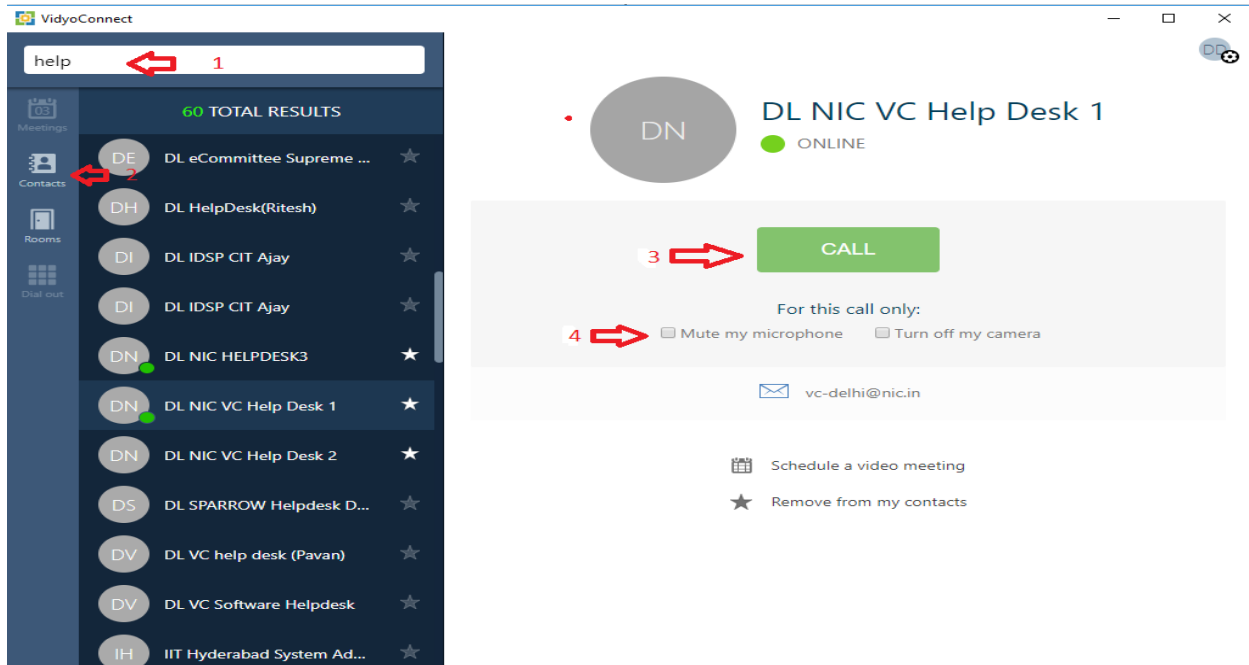


3. Log in using VidyoPortal: <https://webvc.nic.in> (1), Username and Password (2) as received through e-mail. NIC Employee to use <https://intranicvc.nic.in> for downloading and log in with email Credential (user before @)



4. How to Make a Point-Point Call

- ✓ Enter a name in the text box to search for the contact whom you want to call (1).
- ✓ Click on the contacts (2).
- ✓ Click on person name and press call (3).
- ✓ The call will be connected only if the user is Green (**Green** means- online, **Grey** - offline, **Red** - busy)



5. How to organize a meeting with multiple participants

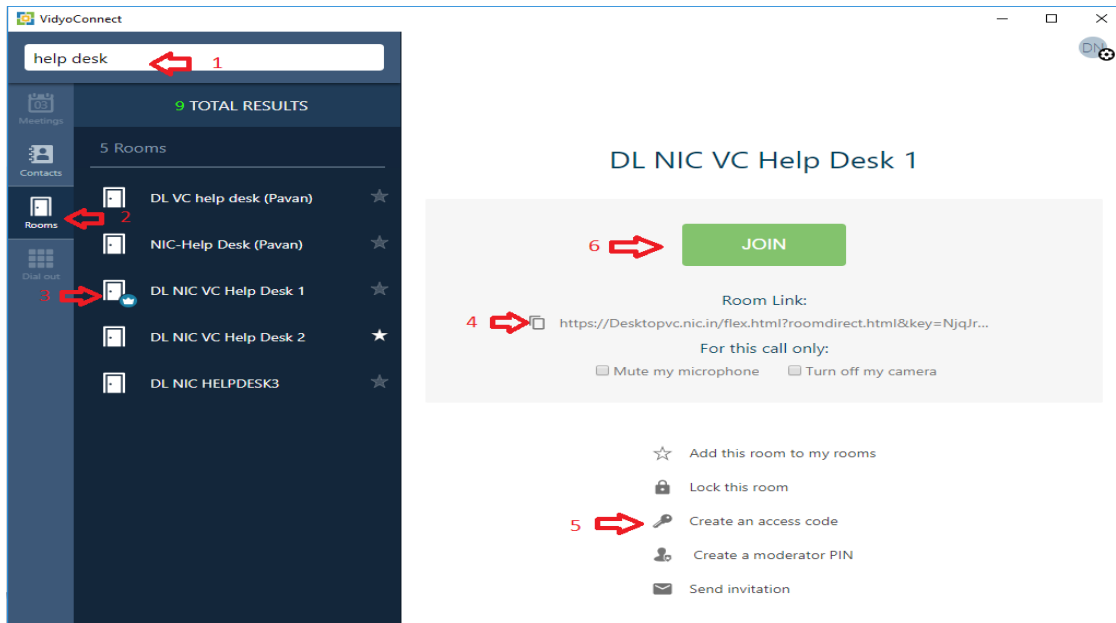
Once your account is created, you are capable of organizing a meeting with multiple participants in your meeting room.

Method - A: Meeting with registered users (Ref diagram below)

- ✓ **Join your meeting Room** by Clicking on > Rooms (2), > your name (3), > JOIN (6)
- ✓ Inform others to join your meeting room by searching your name, click on > Rooms, >Name and >JOIN
- ✓ You can also add others to your Room by clicking on + (**Invite**) and searching participants and invite this user.

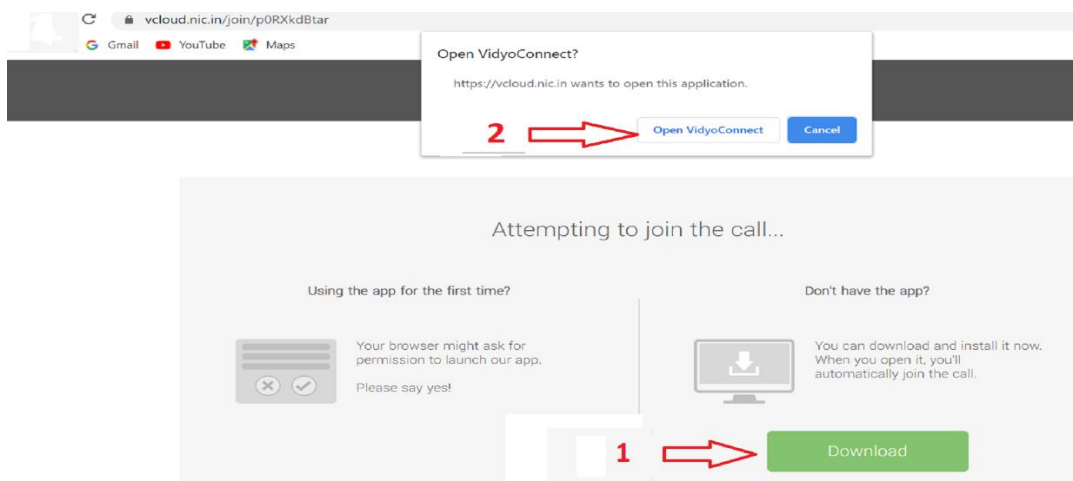
Method - B: Inviting other Guest Users in your meeting room, who do not have a user account

- ✓ Write your name on the search box (1), Click on Rooms (2)
- ✓ Click on your name (3) and copy the **meeting room link** (4) and send through mail to Guest users, whom you want to invite for a meeting.
- ✓ You can create **an access code** (5) for guest users to secure your room.
- ✓ You need to "**Join to your meeting Room**" by clicking on > Rooms (2), > your name (3), > JOIN (6) as shown below to participate in the meeting.



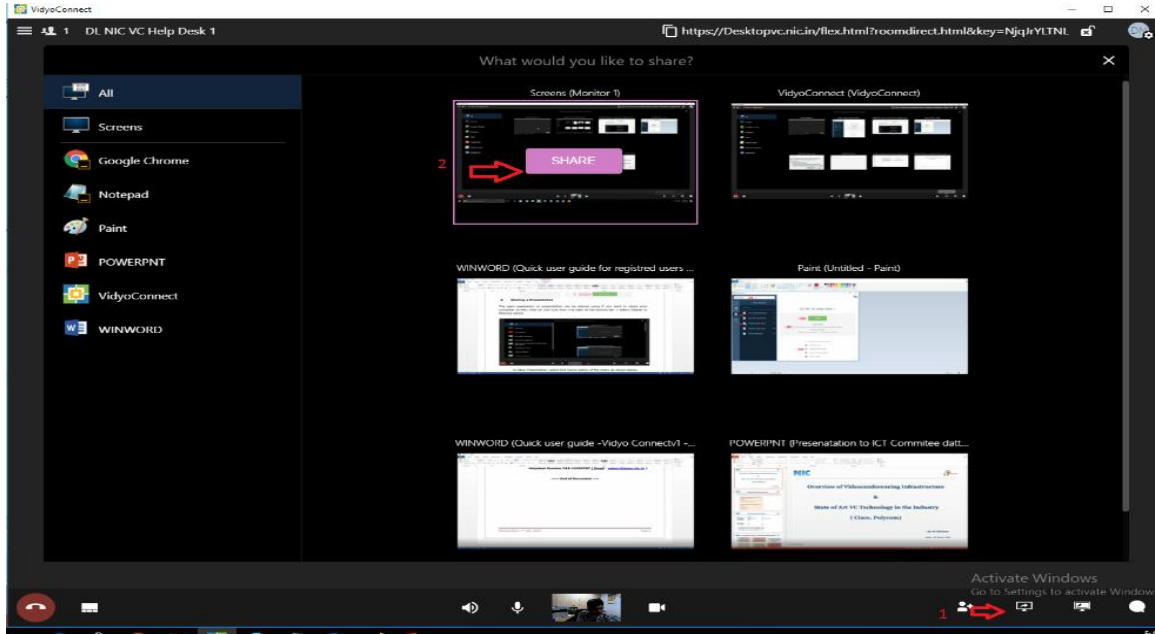
Guest user to participating in a desktop meeting using the room link received through in E-mail

Click on the meeting link, which will ask to download VidyoConnect software if using for the first time. Click on download (1) to download and installed the software. If the VidyoConnect app is already installed in your pc/laptop then it will ask you to [Open VidyoConnect](#). Click on (2) to participate in the meeting.

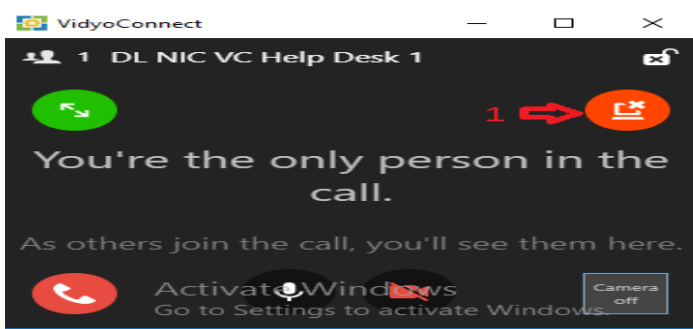


6. Sharing a Presentation

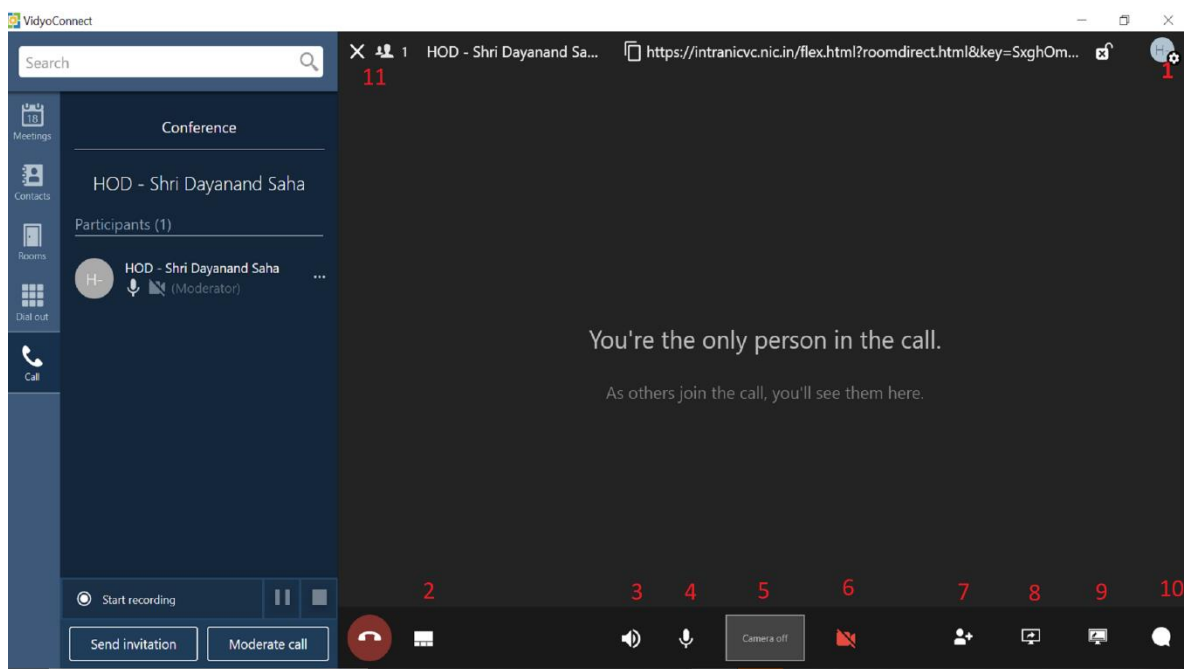
- ✓ The Application or computer screen can be shared by clicking on **Share Application** (1). Then click on **the** screen (monitor1) or Application & **Share** (2). The Application (PPT, Word, Excel) needs to be opened before sharing it.



- ✓ To Stop Presentation, click on the stop share icon appearing on the video screen as shown below.



7. Control Icons during Conference Call are shown below



1. Setting: General, Audio/Video, Account, Version, etc.
2. Toggle Vidyo Layout Button
3. Speaker Mute
4. Microphone Button
5. Self-View
6. Privacy (Turns camera off and on)
7. Invite others
8. Share Application
9. Share Whiteboard
10. Chat
11. Participants list

8. Joining from Mobile Device (Android/IOS)

Users can use Mobile Device but need to install Mobile App (**VidyoConnect**) from Play Store / App Store. Once VidyoConnect is installed, you are ready to log in and place a call. You can also join any meeting rooms as a guest by clicking on the link received through e-mail.

Note: To experience a good videoconference quality in multipoint mode, you are requested to keep your Microphone muted and unmute only when you want to speak.

Helpdesk Number: 011-24305767 or send mail to webvc@ismgr.nic.in

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