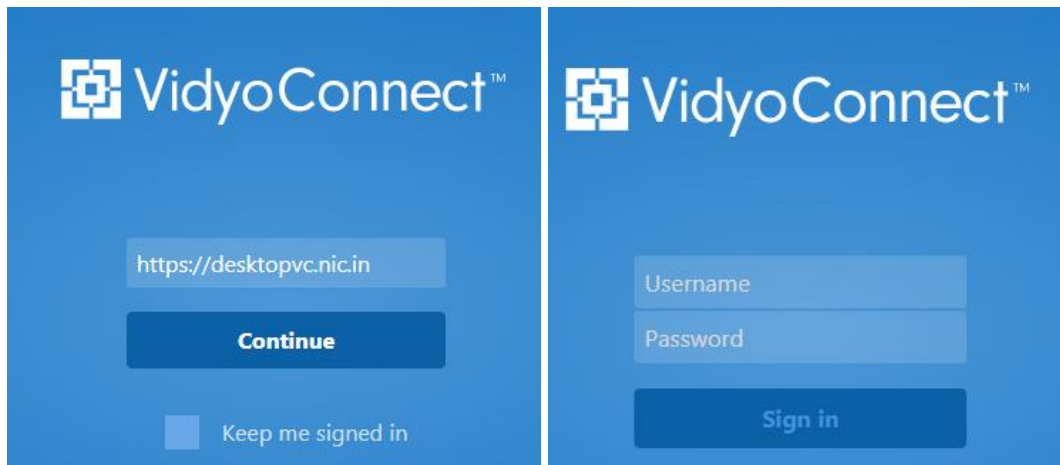


## Annexure – C

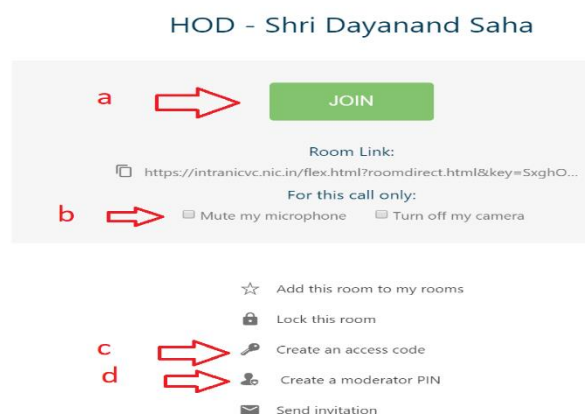
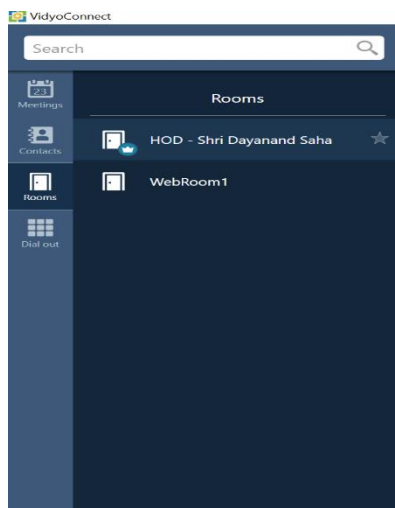
### Moderator/Host Quick User Guide for VidyoConnect

1. Download and Install the VidyoConnect Version 20.1.0/20.1.2 from <https://cloudvc.nic.in>

Login with credentials in Portal



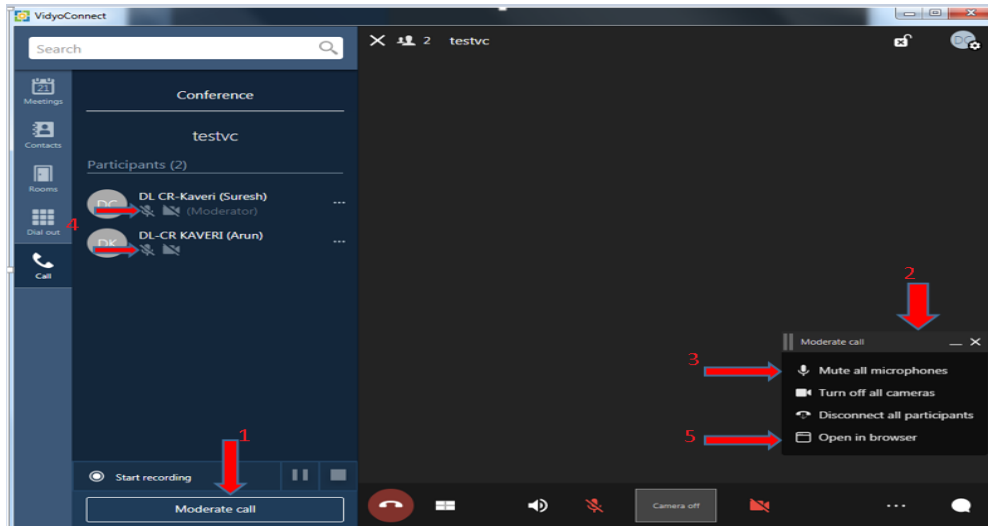
2. After login with credentials, you will get your screen as shown below. Click on Rooms and again click on your name or the Webroom you want to control. Then Click to JOIN (a) to enter into the meeting room. Make sure that your video and mic (b) is muted before you join to the Webroom meeting so that you joined in muted mode.



#### A. How to Moderate own room meeting:

- ✓ Join your room by clicking on your name and JOIN
- ✓ Click on Participants Name
- ✓ You can list of Participants with the status of Microphone and Video
- ✓ You can mute the Microphone of All participants by Clicking on Moderate Call (1) and mute all Microphones (3). This can be done at the beginning of the

conference but the user has to unmute the mic to speak.



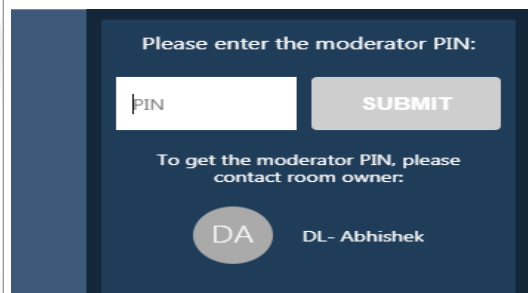
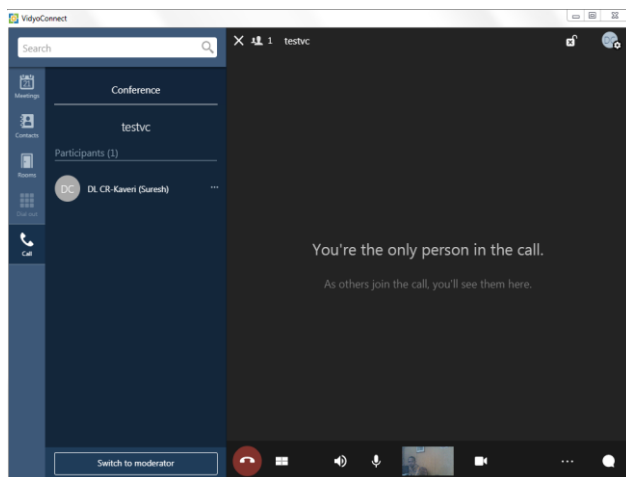
**B. How to moderate the Webroom meeting:**

- ✓ After login with credentials, you will get your screen as shown below.
- ✓ Click on the Webroom you would like to control (Only the owner of the web room can control meeting) and join to webroom in mute audio/video mode.
- ✓ Click on Participants to see the number of participants and status
- ✓ You can mute the Microphone of All participants (Soft mute) by Clicking on Moderate Call (1) and mute all Microphones (3) as in (A).
- ✓ You can also control the meeting by opening Control Interface in Browser by clicking on "Open in Browser" (5) when Hard mute users microphone/Video is required.

**C. How to allow others to moderate the Webroom meeting:**

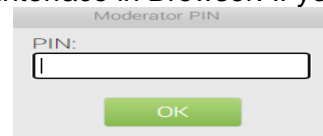
If you want someone else to control webroom, then you need to set a Moderator Pin (d) and share it with him. Please remember that the second Moderator should have a user account in the same portal of the Webroom.

The second moderator can log in and Join to Webroom, which would like to moderate. After clicking on 'switch to moderator' it will ask PIN. Put the Pin and click on the submit button to get the moderator right.

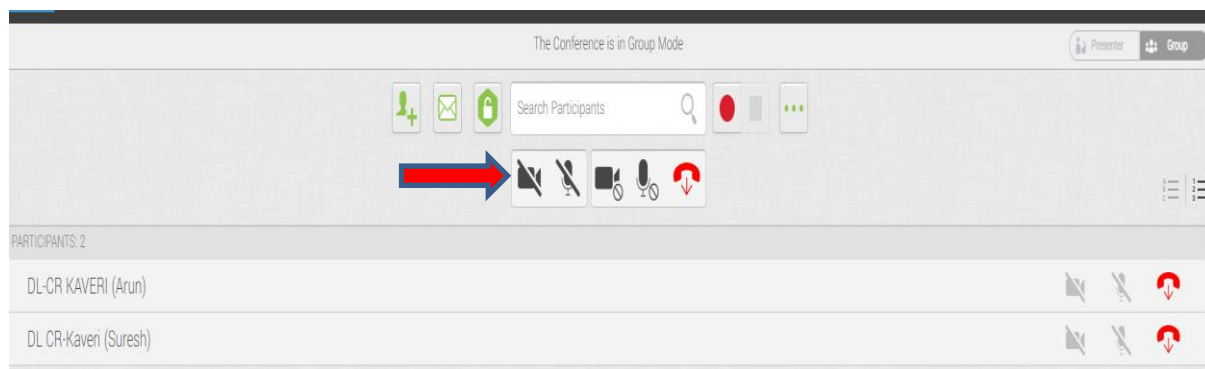



## Open Browser Control

Click on “Open in Browser” (5), which will open the Control interface in Browser. If you are a second moderator it will ask you to enter PIN.



By clicking on the video button, you can hard mute and unmute video of all participants (No need of user side intervention to Unmute their video) or you can mute and unmute individual video and Audio.



Click  to disable video on all participants' cameras without allowing them to re-enable it.

Click  to mute audio on all participants' microphones without allowing them to re-enable it.

Click  to disconnect all participants from your meeting room.

You can also mute and unmute Video and Audio of participants by muting and unmuting Video/Audio Button against each participant. All these are hard mute & users don't need to unmute.

Note: The **Soft Mute** of Microphone and Camera means if the moderator mute it then the user has the freedom to unmute the microphone or camera. Moderator cannot unmute it. Whereas Hard mute means Moderator can mute and unmute the Microphone and Camera but users don't have control of unmuting this.

\*\*\*\* End of Document \*\*\*\*