

Quick user guide to use Desktop Videoconferencing for registered Users

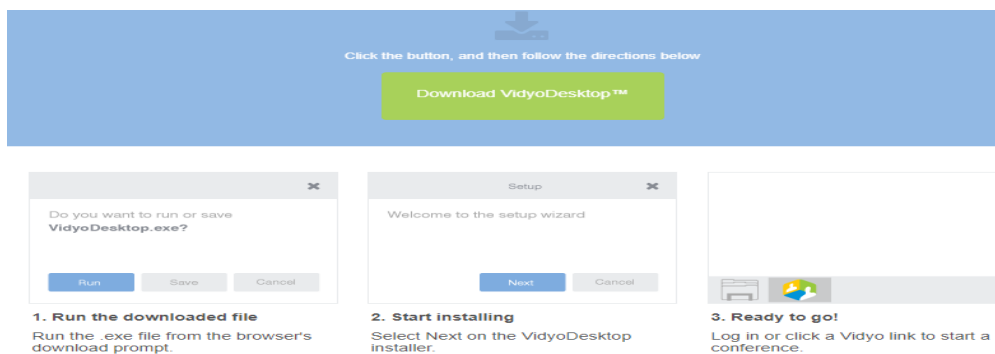
1. **NIC Employees** do not required to create any accounts in Desktop Portal. NIC employees to use Portal <https://intranicvc.nic.in> (Use NIC email user name (name before @) and password.
2. **For other Govt. Users** accounts are being created on demand basis with default password in <https://webvc.nic.in> . Similarly Judiciary (Courts/Jails) uses <https://ecourtvc.nic.in>.

4. Prerequisite for Joining software VC based meeting

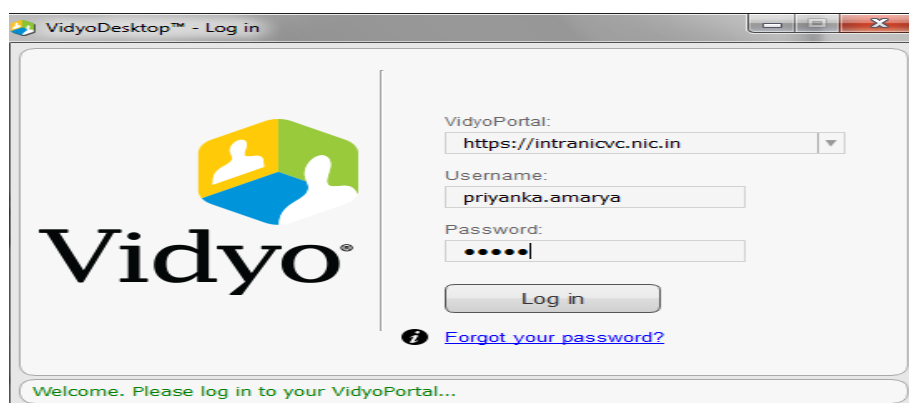
- Internet connection of 2 Mbps from any service provider (Broadband/FTTH/4G etc)
- Laptop/ Desktop working in Windows (recommended) or if wish to join form Android Phone (first download VidyoMobile App and install)
 - ✓ Wired Earphone/Headphones with Microphone (Strongly recommended) or External USB camera & Speaker cum microphone.

5. Download Vidyo Software

Enter Portal URL either <https://intranicvc.nic.in> or <https://webvc.nic.in> where your account is created. Click **Download VidyoDesktop** and follow the on-screen instructions to install

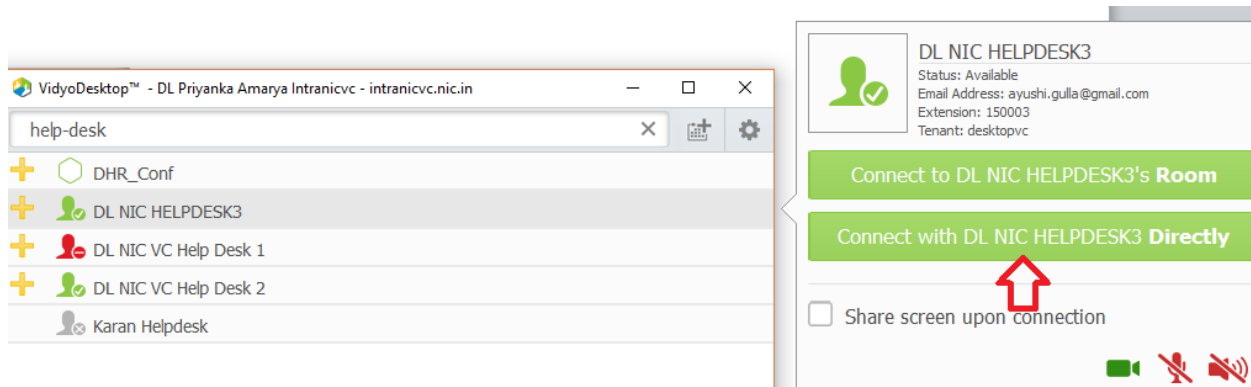


3. Log in using your LDAP user & password (NIC Employees) using portal <https://intranicvc.nic.in> or with user name and password with portal <https://webvc.nic.in> as created for others.



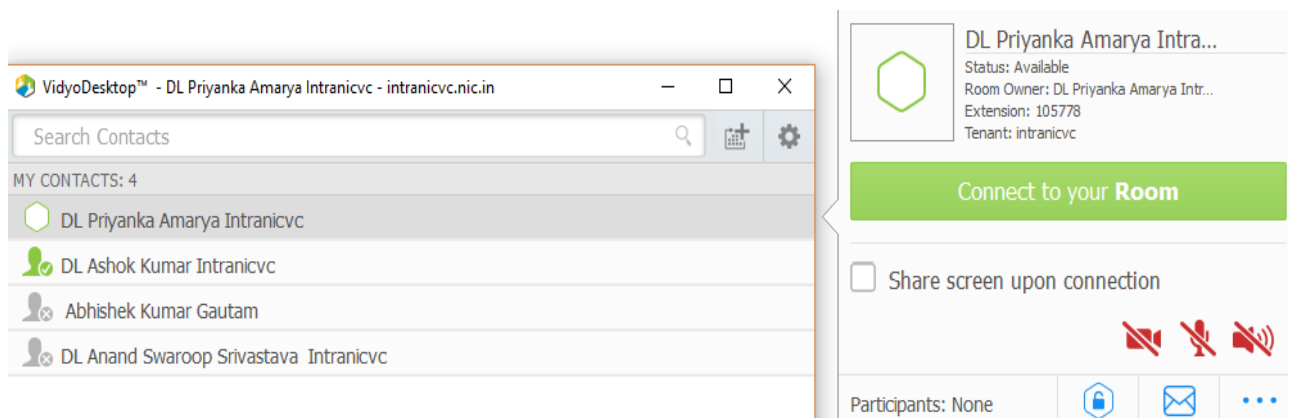
6. How to Make a Point-Point Call

- Enter a name in the text box to search for a contact whom you want to call.
- Click on person name and click on **“Connect with *****directly”**.
- Call will connect only if the user is **Green** (Green means- online, Grey - offline, Red - busy)



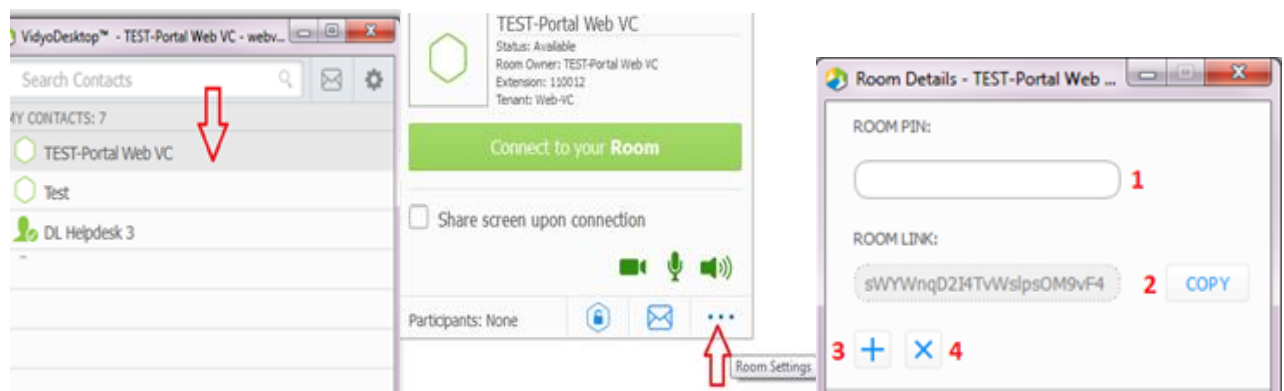
7. How to make a Conference call

- Once your account is created, you are capable of organizing a meeting with 30 participants in your room.
- Click on your own name and then **“connect to your Room”**.
- Inform others to search your name and **connect to your room** or
- Add others by clicking on **+** and searching participants & invite



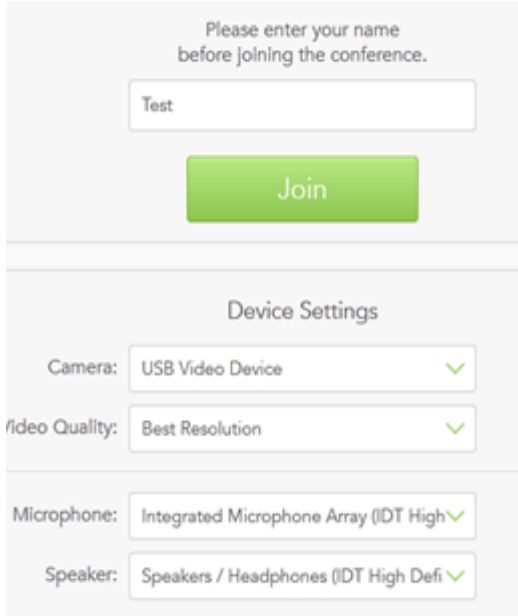
7.1 Inviting other user in your Room, who do not have accounts

Click on your name and then, click on room setting (...). Copy the ROOM LINK and send in mail to users, whom you want to invite.



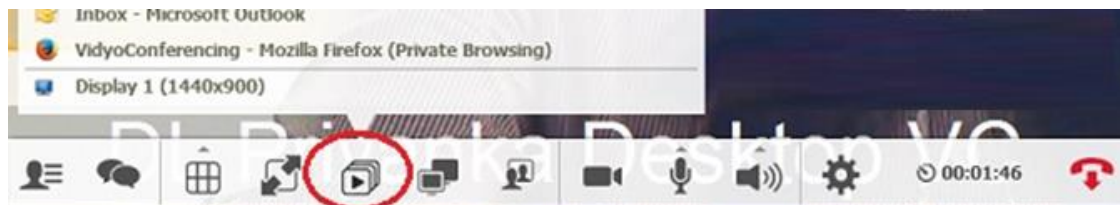
8. Joining as Guest to a Room using received link in mail.

- **Use only Internet Explorer to join as guest.** Copy the link received in mail and paste on browser **Internet Explorer only**. Now click on Accept & Download Plugin.
- Write your name. Select proper camera, microphone and speaker and click on Join.

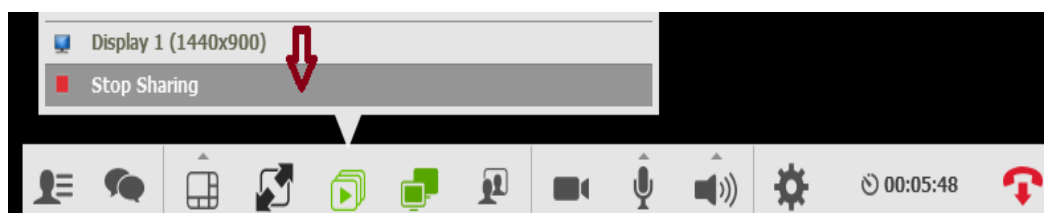


9. Sharing a Presentation

If you want to share your computer screen, click on 5th Icon of the bottom bar > select Display in Sharing option.



To Stop Presentation, select last option of the menu as shown below.



10. Call Icons

When you are connected in a call, you will see a list of icons on bottom of screen as shown below (Move your mouse to see this control bar).



1. Show Participants (Click on this to see who are connected. Click again to disappear list)
2. Show Group Chat – Start group chat with all participants.
3. Change layout (You can keep auto or layout as you want)
4. Full Screen Mode – Click this to get better video in full screen
5. Start Sharing – To Share Presentations
6. Toggle among shared application windows
7. Change Self-View (Use to see your view or disappear view. Always see this to know how others are seeing you)
8. Privacy (Turns camera off and on)
- 9. Mute/Unmute (volume-up/down by clicking arrow and sliding)**
10. Speaker volume-up/down and muted
- 11. Settings – Use this for selecting correct Devices (Camera, Microphone and Speaker). Check this setting whenever you are finding any issue with audio.**
12. Toggle Conference Duration & Clock
13. End Call

11. Joining from Mobile Device

Users can join meeting using Mobile phones. Search for VidyoMobile App and install it. You can now use VidyoMobile App for point to point or multipoint calls. You can also join to Room just by clicking on link received in mail.

Note: To experience a good conference during multipoint, you are requested to maintain discipline of talking one at a time. You need to keep your mic muted and unmute only when you speak. Only Speaker's mic should be on.

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

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