

## Quick User Guide to use Desktop Videoconferencing for Registered Users

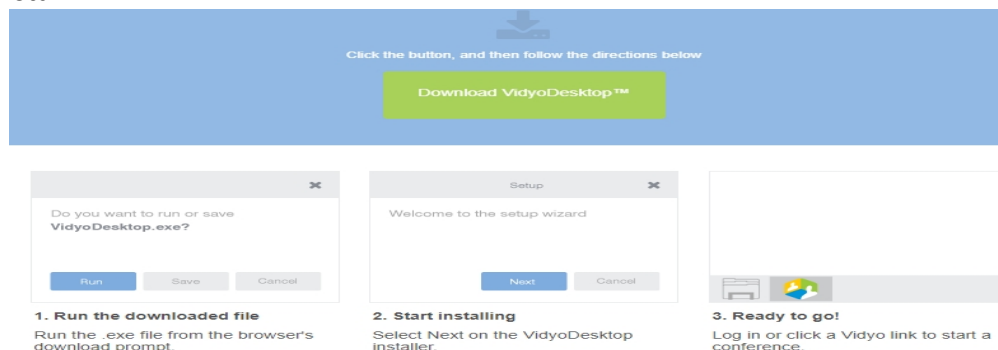
1. **NIC Employees** do not required to create any accounts in Desktop Portal. NIC employees to use Portal <https://intranicvc.nic.in> (Use NIC email user name (name before @) and password).
2. **For other Govt. Users** accounts are being created on demand basis and user name default password will be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

### 3. Prerequisite for Joining software VC based meeting

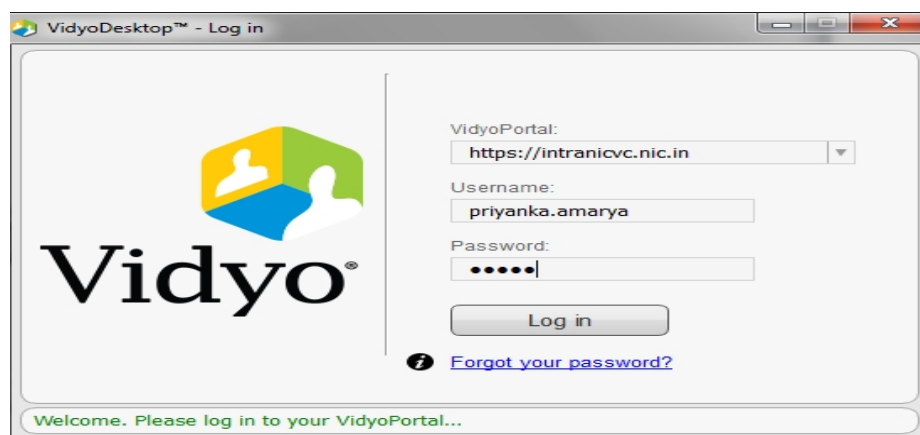
- Internet connection of 2 Mbps from any service provider (Broadband/FTTH/4G etc)
- Laptop/ Desktop working in Windows (recommended) or if wish to join form Android Phone (first download VidyoMobile from app Store and install)
- Wired Earphone/Headphones with Microphone (Strongly recommended)

### 4. 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



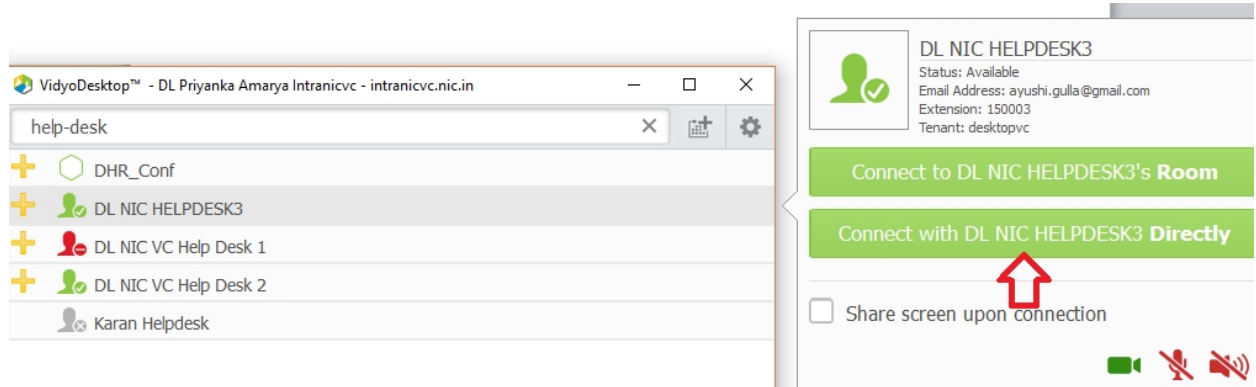
### 3. Log in using yourLDAP userand password (NIC Employees) or as created for others



### 4. How to Make a Point-Point Call

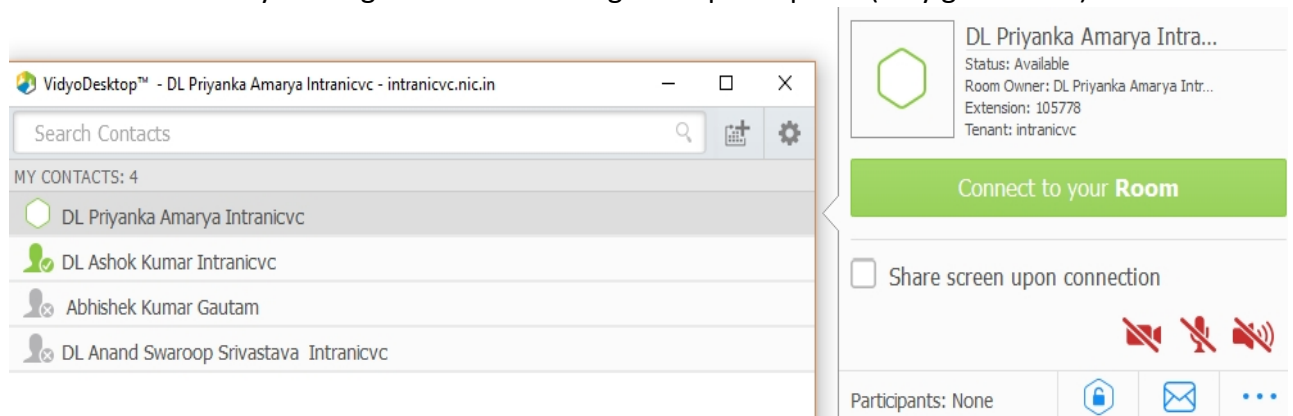
- Enter a name in the text box to search for a contact whom you want to call.
- Click on person name and click on **“Connect with \*\*\*\*\*directly”**.

- If it is **green** then person is online and if **grey** means offline.



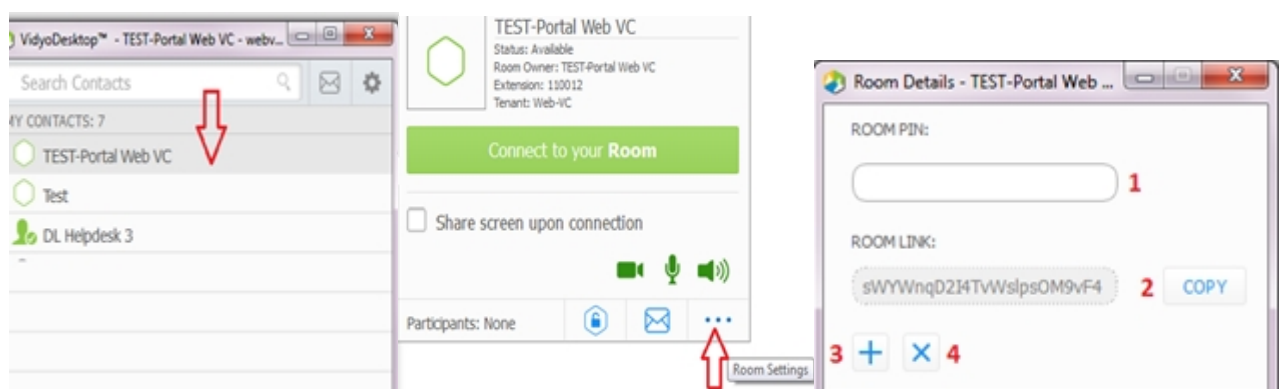
## 5. How to make a Conference call

- 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 and **connect to your room**
- Add other by clicking on **+** and searching other participants (only green one)



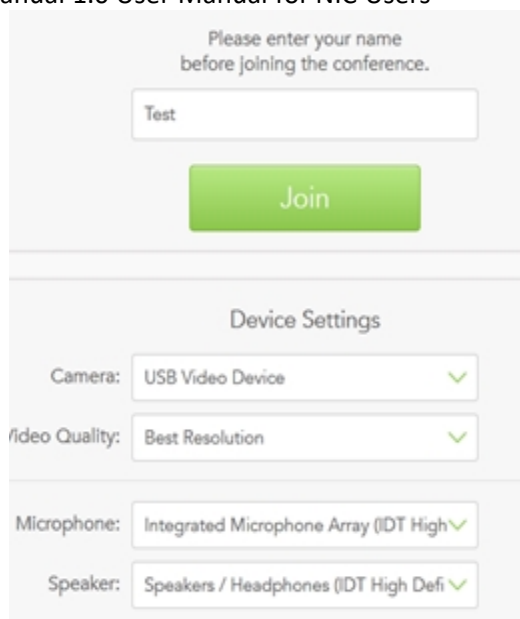
### 5.1 Inviting other user in your Room, who do not have accounts

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



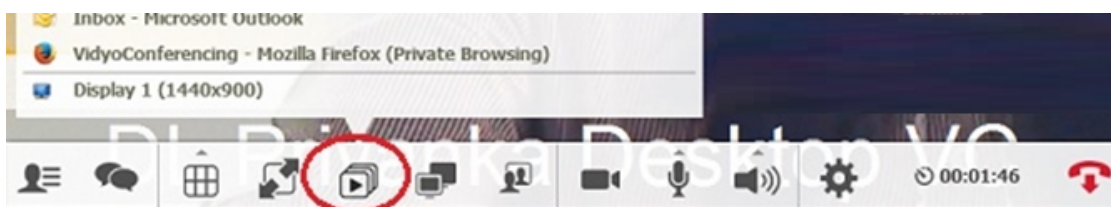
## 6. Joining as Guest to a Room using link

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

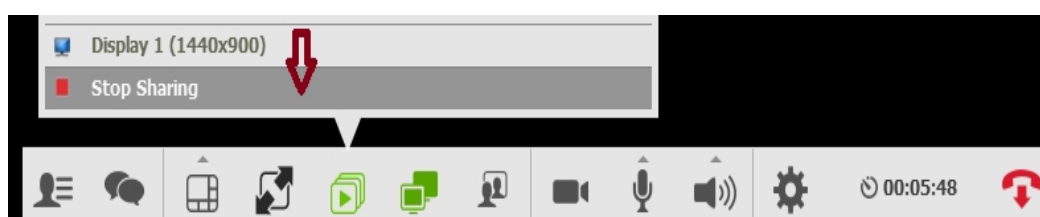


## 7. Sharing a Presentation

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.



## 8. 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)
4. Full Screen Mode
5. Start Sharing – To Share Presentations
6. Toggle among shared application windows
7. Change Self-View (Use to see your view )
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
12. Toggle Conference Duration & Clock
13. End Call

## 9. Joining from Mobile Device

Users can join using their mobile phones. Search for Vidyo Mobile App using the Google Play Store/ App Store icon search function and install it. You can now use it to do point to point and 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. Raise hand and start speaking once chairperson allow you to speak.**

Helpdesk Number: 011-24305767 or send mail to [webvc@lsmgr.nic.in](mailto:webvc@lsmgr.nic.in)

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