VIDEO CONFERENCE SETUP GUIDE

Version 1.0

Office of the Controller General of Patents, Designs & Trade Marks
Department of Industrial Policy & Promotion,
Ministry of Commerce & Industry,
Government of India
## System Requirements

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| 1 | Desktop having Windows operating system, web camera, microphone and speakers  
   | Or  
   | Laptop with windows operating system having Web Cam & Mic  
   | (Windows 7 Or Above) |
| 2 | Internet connection with minimum 256 kbps speed |
| 3 | Google Chrome |
1. Open the URL given in the Invitation Email, following screen will get appeared

Enter Your Name and Email

Click on “Join Conference“ button
Conference Access

2. Now click on allow button to grant access to use your camera and microphone
If no camera or microphone is connected

3. This option will appear if no camera or mic is connected, make sure AV devices are properly connected.

Click on “Restart Conference” button
4. Now you will be connected to the conference, you may change the audio/video settings if required.

Click here to full screen

Click here to change Audio/Video Settings

Click on “Mic“ icon to share your voice

Click here to end the conference

Click to mute/un-mute the speaker volume
8. User may type in the chat box if there is any technical issue or may share document

Click to browse the document
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