VIDEO CONFERENCING 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

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

4. InstaVC Desktop Sharing Extension
1. Open the URL given in the Invitation Email, following screen will get appeared

![Login Screen](Screen-01)

Enter Your Name and Email

Click on “Join Conference“ button

(Screen-01)
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
Welcome Screen

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
5. For sharing any document during the conference, user may request the controller.

Click here to request the controller

(Screen-05)
6. Once the request is granted, click on “Share your document” icon

Click to browse the document

(Screen-06)
Screen Sharing

7. Once the request is granted, click on “Share your screen” icon
Room Chat

8. User may type in the chat box if there is any technical issue or may share document

Click to browse the document

(Screen-08)
9. User may explain by drawing on Whiteboard.

(Screen-09)
THANKS...

Help Desk:  ipo-helpdesk@nic.in