

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

Login Screen

1. Open the URL given in the Invitation Email, following screen will get appeared

Enter Your Name and Email

instaVC

Please enter your Name
Sumit Srivastava

Please enter your Email
sumit.srivastava7@gmail.com

JOIN CONFERENCE

Enable Proxy

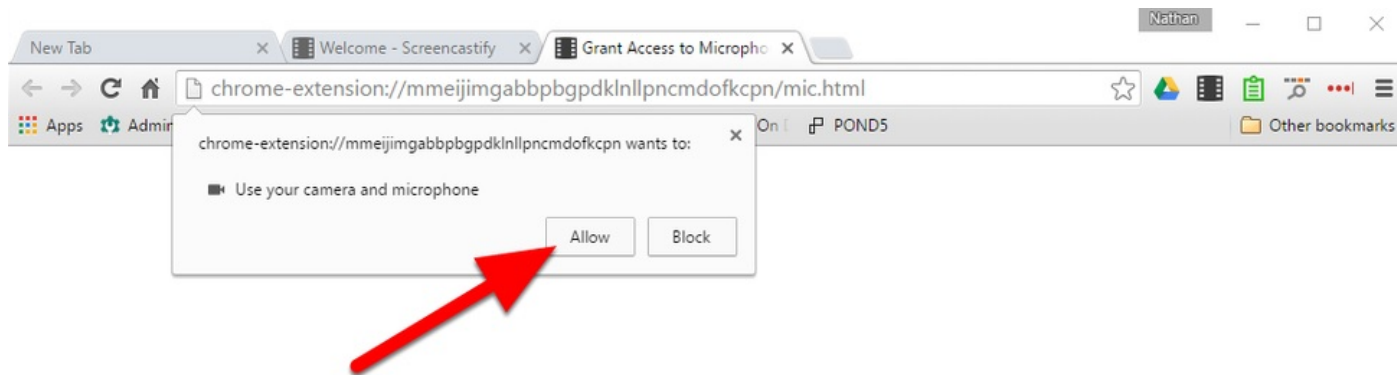
Click on “Join Conference” button

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(Screen-01)

Conference Access

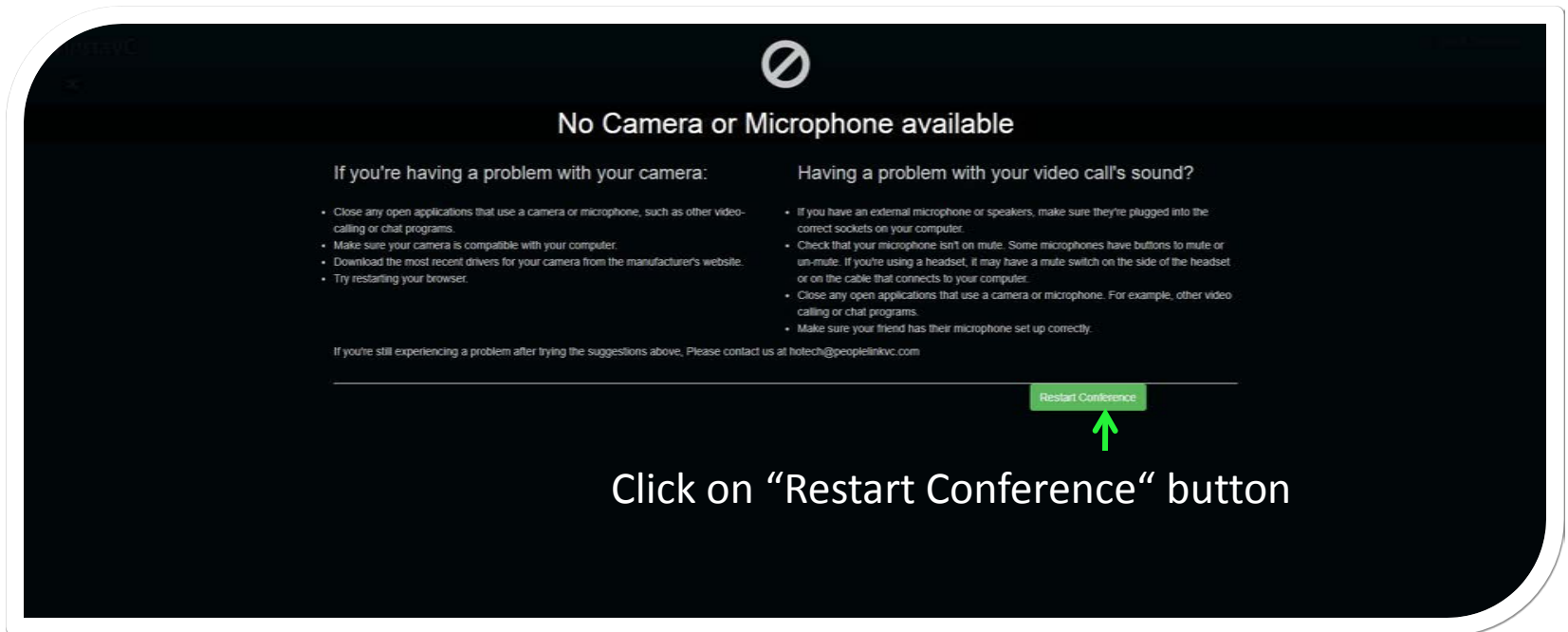
2. Now click on allow button to grant access to use your camera and microphone



(Screen-02)

If no camera or microphone is connected

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



No Camera or Microphone available

If you're having a problem with your camera:

- Close any open applications that use a camera or microphone, such as other video-calling or chat programs.
- Make sure your camera is compatible with your computer.
- Download the most recent drivers for your camera from the manufacturer's website.
- Try restarting your browser.

Having a problem with your video call's sound?

- If you have an external microphone or speakers, make sure they're plugged into the correct sockets on your computer.
- Check that your microphone isn't on mute. Some microphones have buttons to mute or un-mute. If you're using a headset, it may have a mute switch on the side of the headset or on the cable that connects to your computer.
- Close any open applications that use a camera or microphone. For example, other video calling or chat programs.
- Make sure your friend has their microphone set up correctly.

If you're still experiencing a problem after trying the suggestions above, Please contact us at help@peoplelinkvc.com

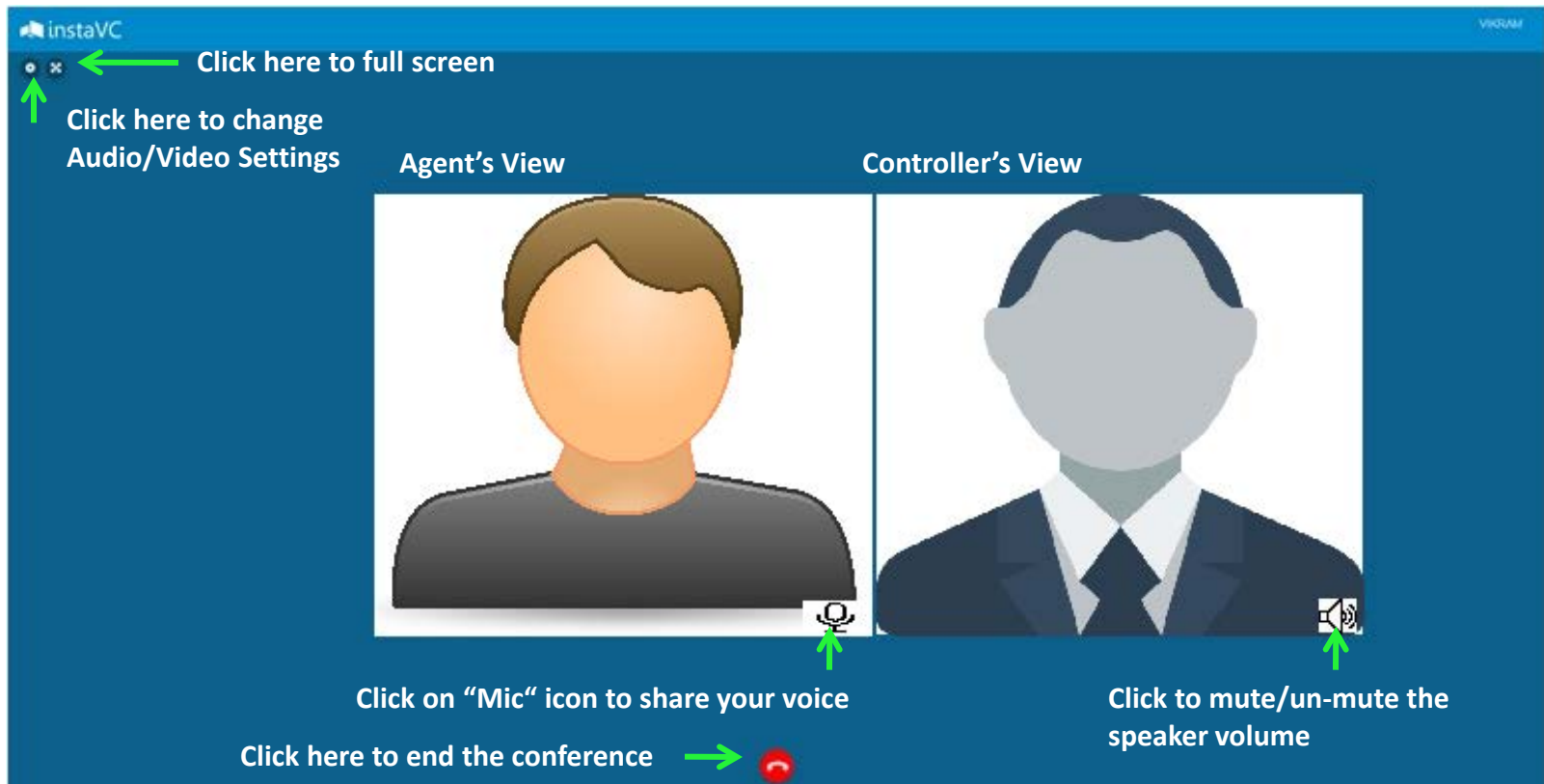
Restart Conference

Click on "Restart Conference" button

(Screen-03)

Welcome Screen

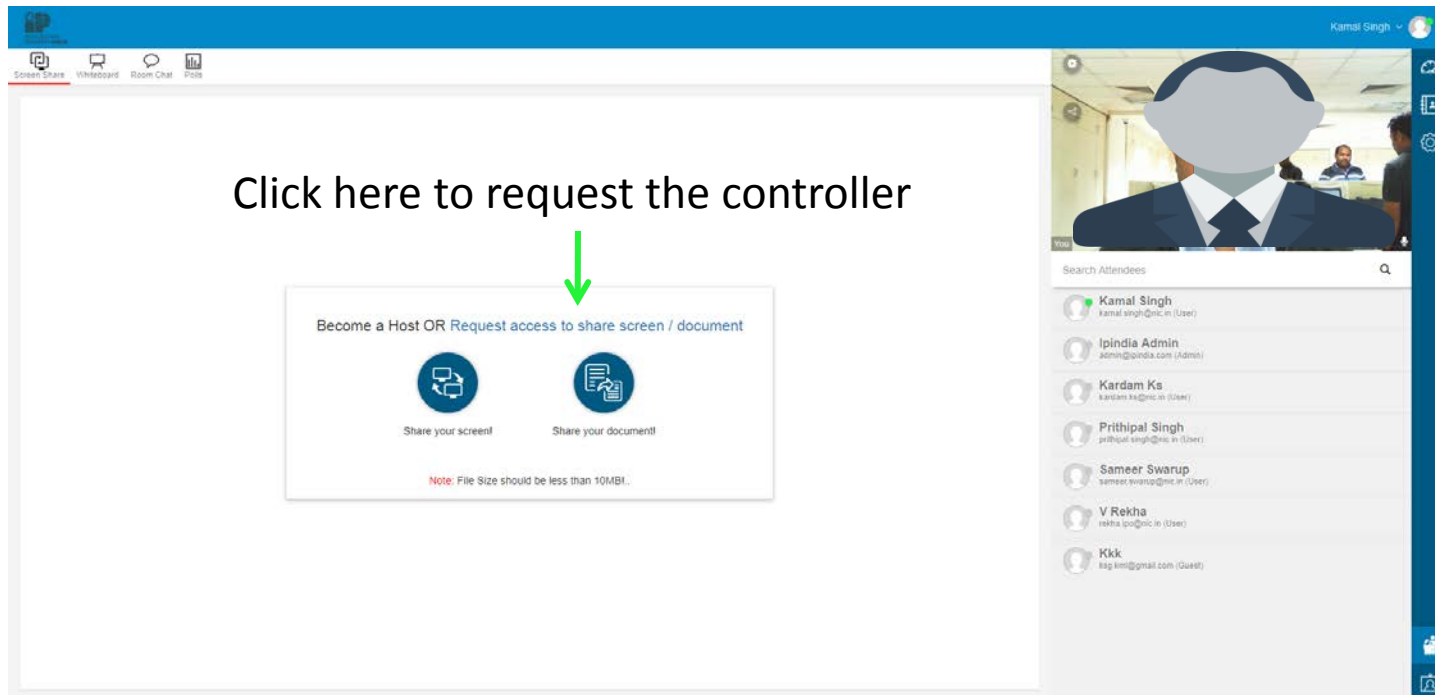
- Now you will be connected to the conference, you may change the audio/video settings if required.



(Screen-04)

Document Sharing

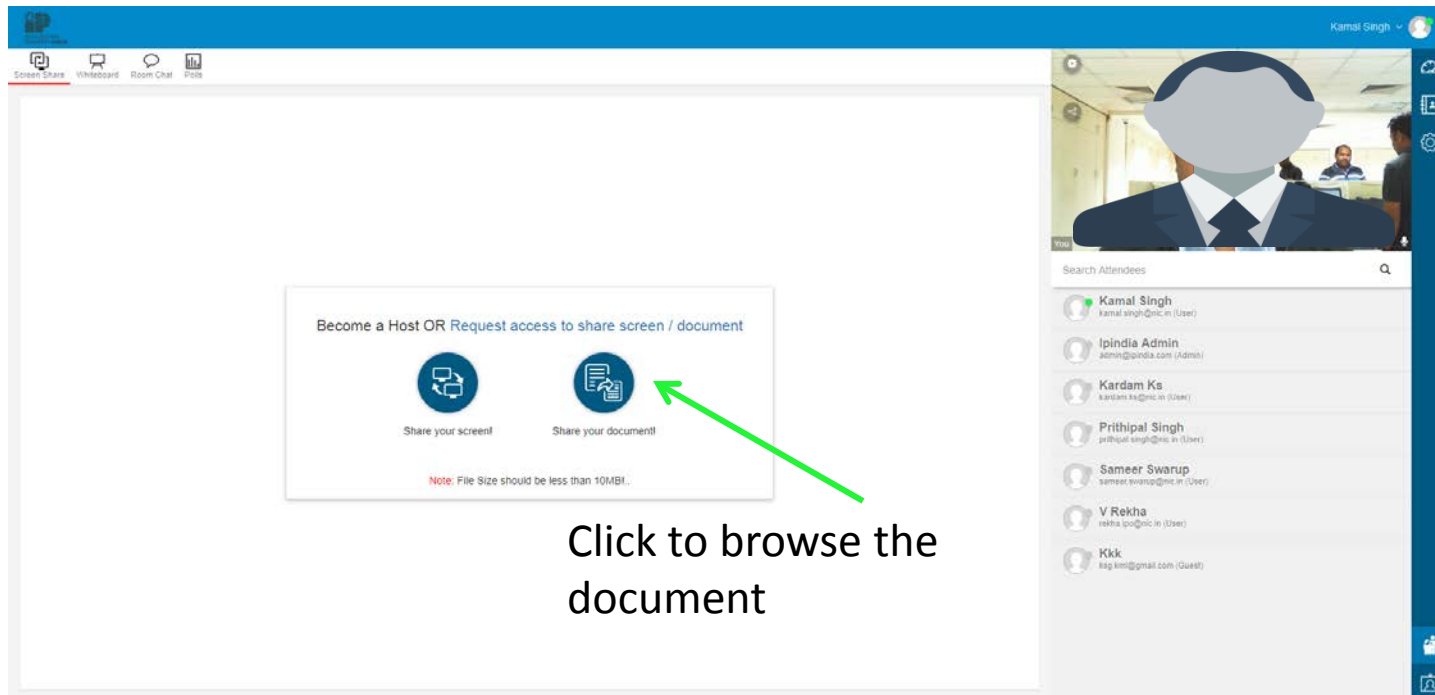
5. For sharing any document during the conference, user may request the controller.



(Screen-05)

Document Sharing Contd...

6. Once the request is granted, click on “Share your document” icon

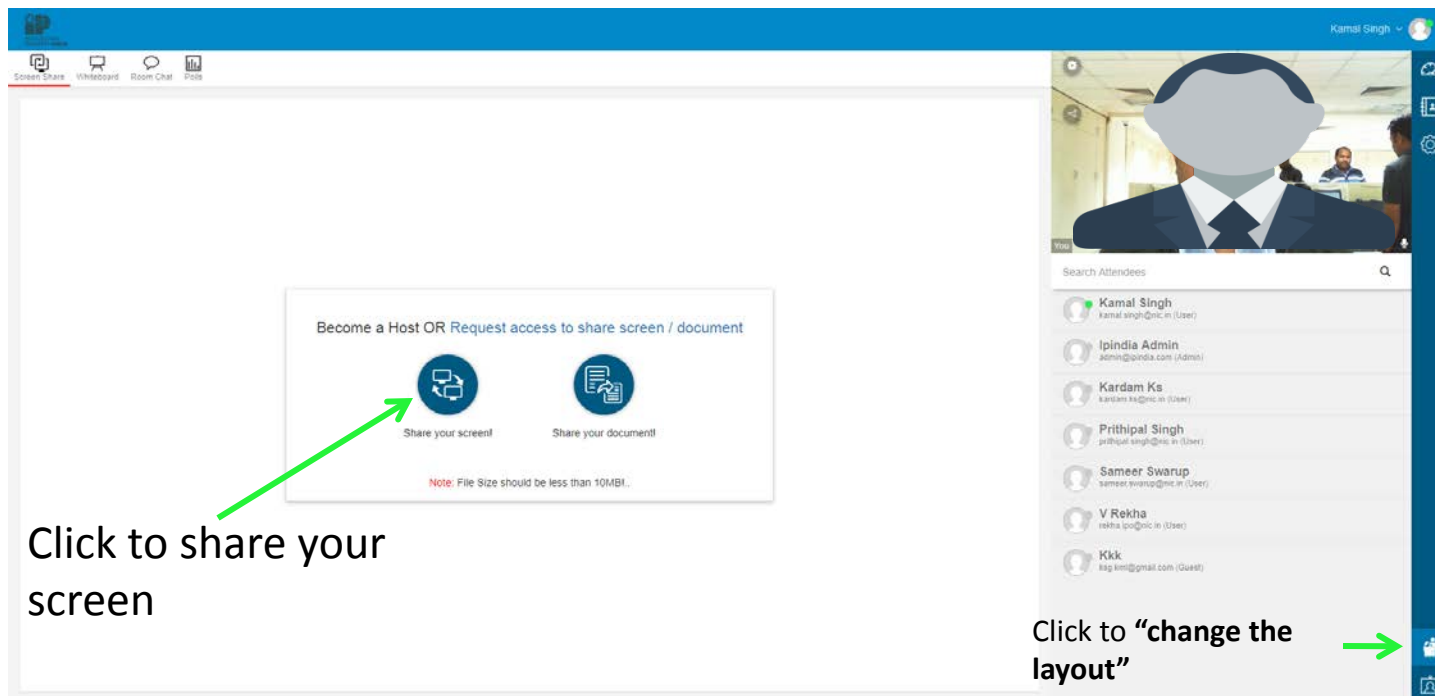


Click to browse the document

(Screen-06)

Screen Sharing

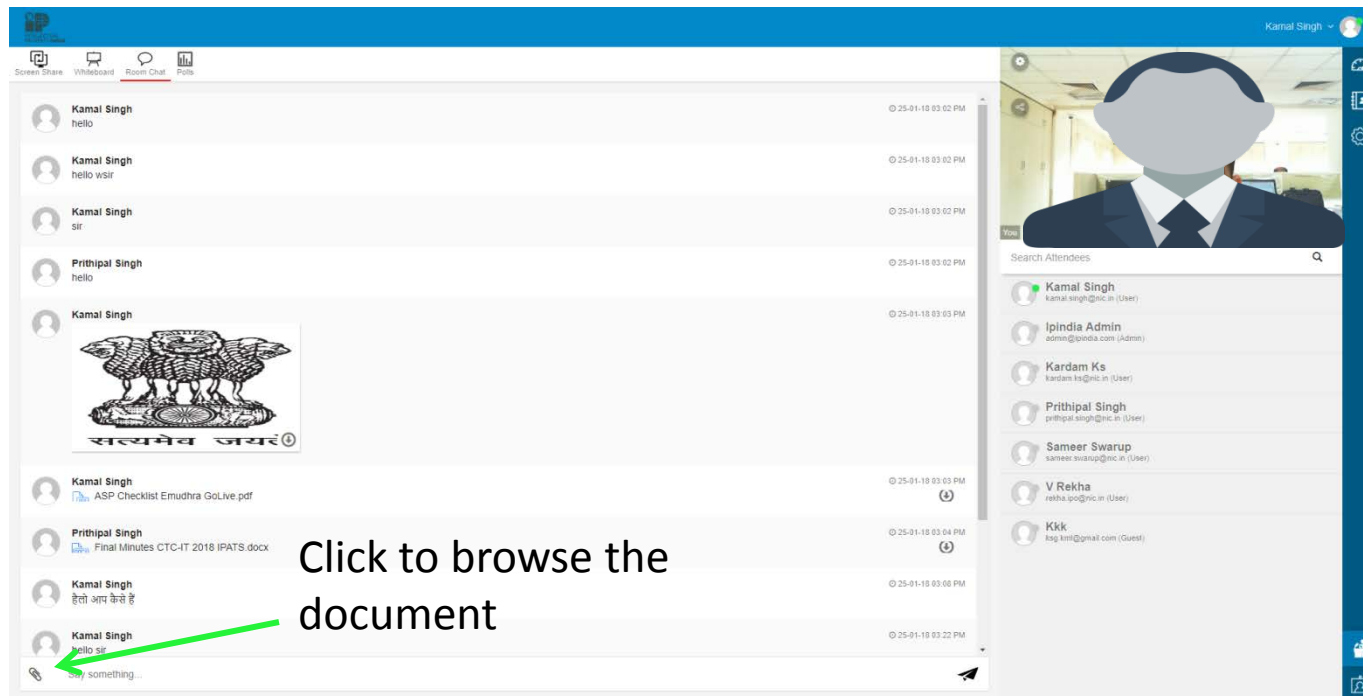
7. Once the request is granted, click on “Share your screen” icon



(Screen-07)

Room Chat

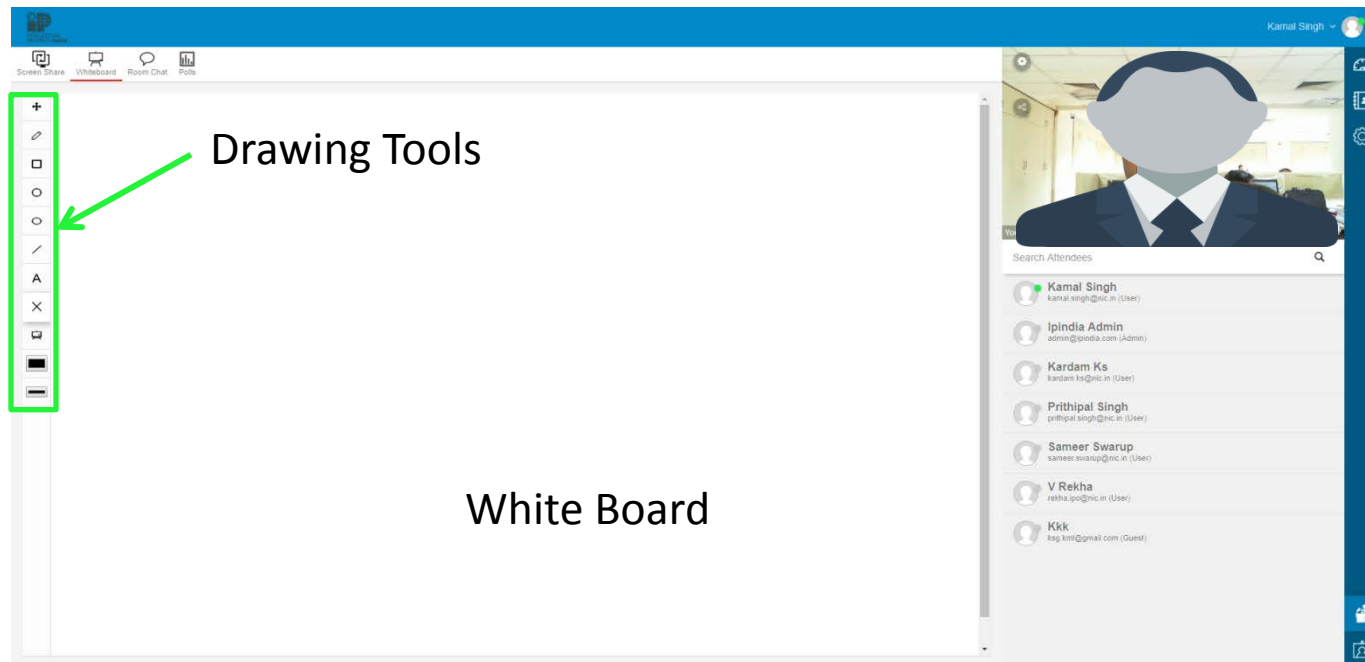
8. User may type in the chat box if there is any technical issue or may share document



(Screen-08)

White Board

9. User may explain by drawing on Whiteboard.



(Screen-09)

Help Desk: ipo-helpdesk@nic.in

THANKS...