

USER MANUAL

Web Based Video Conferencing

National Informatics Centre
VC Division, New Delhi
Ministry of Electronics & Information Technology

Select appropriate category from the list of categories.

<i>Category</i>	<i>Who Can Apply</i>
<i>NIC Official</i>	<i>NIC employees only</i>
<i>NKN</i>	<i>Educational institutions under NKN.</i>
<i>Judiciary</i>	<i>Courts & Jail Users.</i>
<i>E-class Services</i>	<i>Educational Institutions like Govt . Schools, IITs and other institutes.</i>
<i>Other</i>	<i>Users belonging to other govt. organizations, ministries , state govt. etc.</i>

Recommended OS

Vidyo Connect	Compatible Platforms		
	Windows	Mac OS X	Linux
18.2.2 (for Windows and Mac) 3.3.0(for Linux)	Windows XP 32 bit	Mac OS X 10.6.8	Ubuntu 12.04, 13.10,14.04
	Windows 7 32-bit and 64-bit	Mac OS X 10.7.5	Redhat Linux 6.5, 7.0
	Windows 8 32-bit and 64 -bit	Mac OS X 10.8.5	Opens USE 12.3, 13.1
	Windows 8.1 32-bit and 64-bit	Mac OS X 10.9.3, 10.9.4, 10.9.5	Fedora 19, 20
	Windows 10 32-bit and 64-bit	Mac OS X 10.10.5	Debian 7
		Mac OS X 10.11- 10.11.5 Mac OS Sierra	Scientific Linux 6.4, 6.5

Recommended Hardware Configuration

- A PC/ Laptop (preferably with i7 processor or better processor and 4 GB RAM).
Or Apple MAC system.
- A HD Web camera (if any laptop has built-in camera it can also be used).
- Suggested models are: Logitech C930e, C910, B910c, C920 or any other equivalents.
- USB based Microphone cum Speaker with Built-in Echo Cancellers.
- Suggested models are (Jabra Speak 410, Jabra Speak 510, Clear One, Chat 50, Phoenix Duet, Plantronics Calisto 620 etc.)

Recommended Network


- NICNET Connectivity from the office.
- Internet connectivity of minimum 1 Mbps upload and 2 Mbps Download.
- Higher bandwidth (2 Mbps upload and 4 Mbps or more download) will give better quality.
(While in multipoint conference, more number of sites can be displayed on screen)
- Broadband/3G/4G connectivity can be used (Not recommended, as no guarantee of bandwidth while on move and also speed depends on the location).

- Enter URL of portal in the web browser.
- Click on Download VidyoConnect & Save file.

End-User License Agreement & [Privacy Policy](#).'" data-bbox="54 240 904 894"/>

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Download the installer



After downloading the installer,
open it to install the app.

Download

By clicking "Download", you agree to our [End-User License Agreement](#) & [Privacy Policy](#).

- Enter URL of portal.
- Enter user name and password received on your mail.

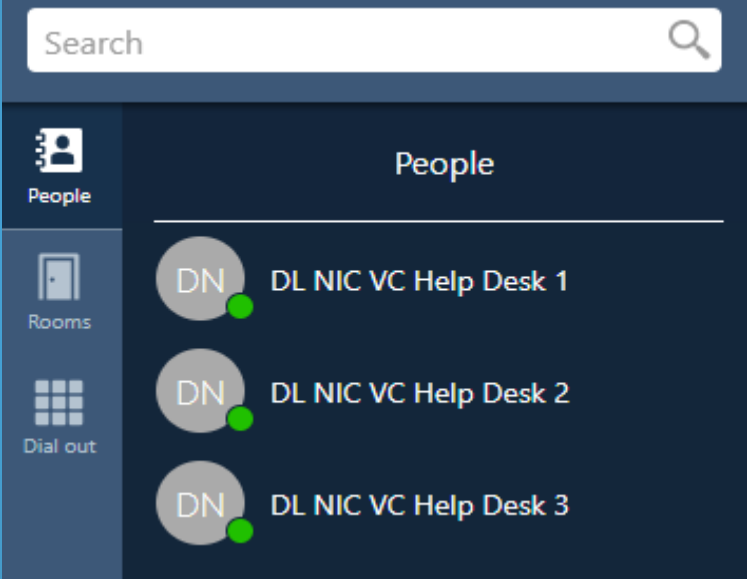
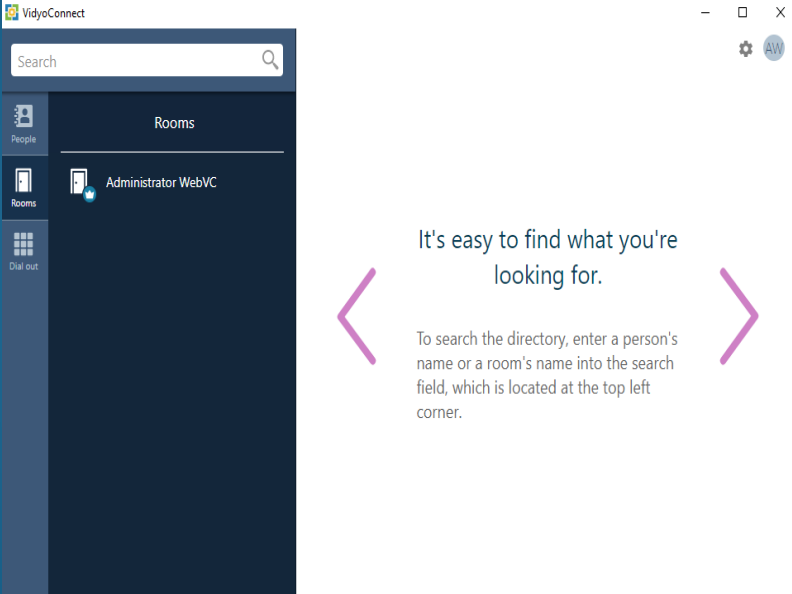


The screenshot shows the VidyoConnect login page. At the top, the VidyoConnect logo is displayed. Below the logo, there is a text input field containing the URL "https://webvc.nic.in". A dark blue "Continue" button is positioned below the input field. At the bottom of the form, there is a checkbox labeled "Keep me signed in".

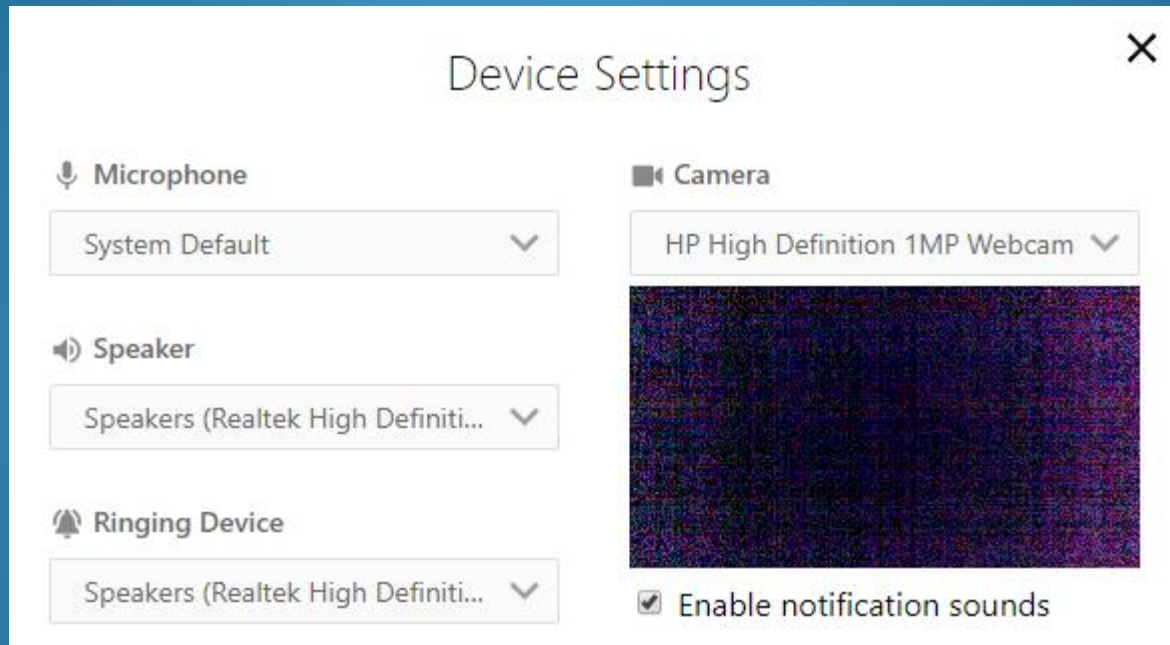


The screenshot shows the VidyoConnect login page. At the top, the VidyoConnect logo is displayed. Below the logo, there is a text input field containing the username "admin". Below the username field, there is a password input field with a masked password represented by dots. A dark blue "Sign in" button is positioned below the password field. At the bottom of the form, there is a checkbox labeled "Keep me signed in".

After login, following window will open with the contact list where you can call the users.



Now, Click on Device Settings for device selection.

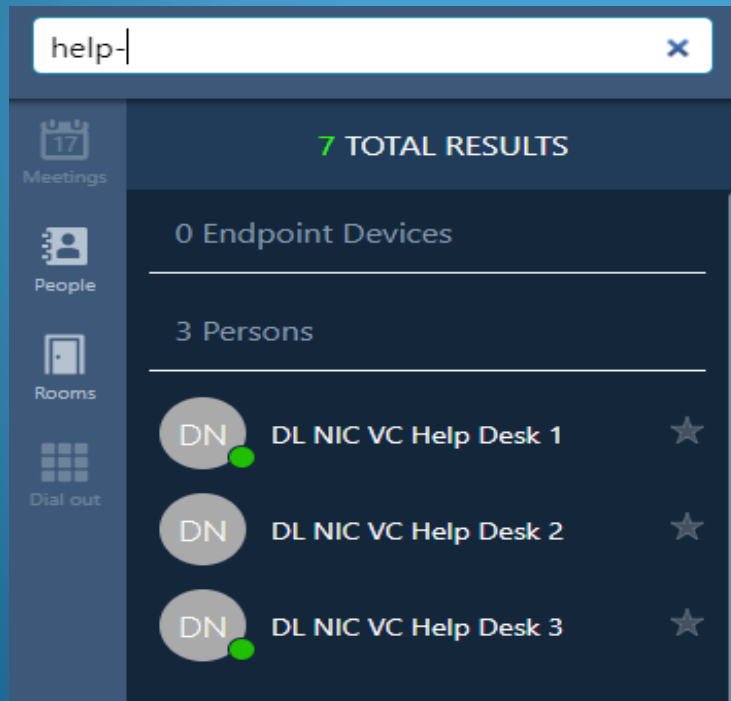


To see participants name on the screen while in a conference, select Show Participants Names and click on Apply.

Searching Destination

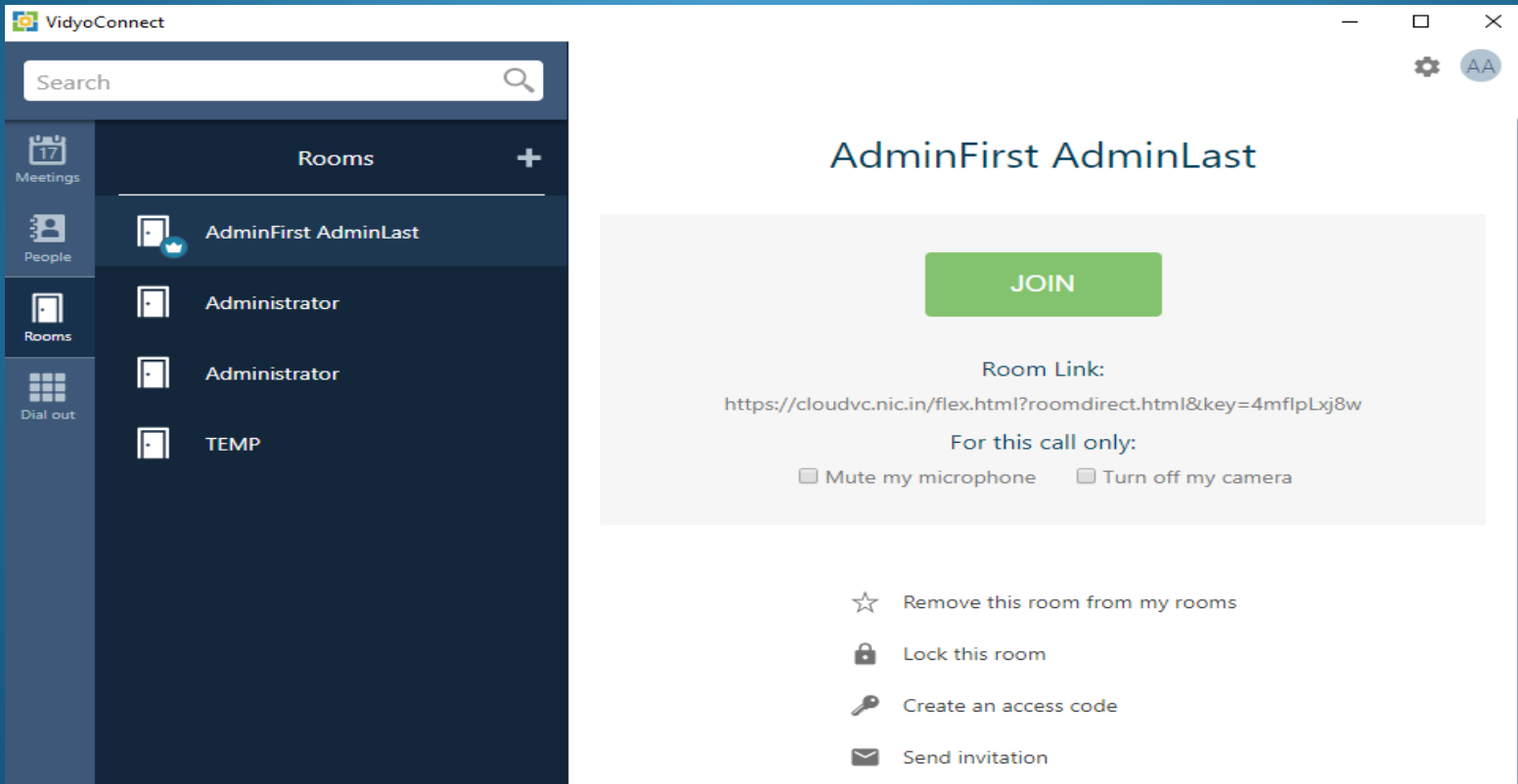
Status Icons

- Search your desired far site by typing name in search field e.g. type help and list of all helpdesk will appear.



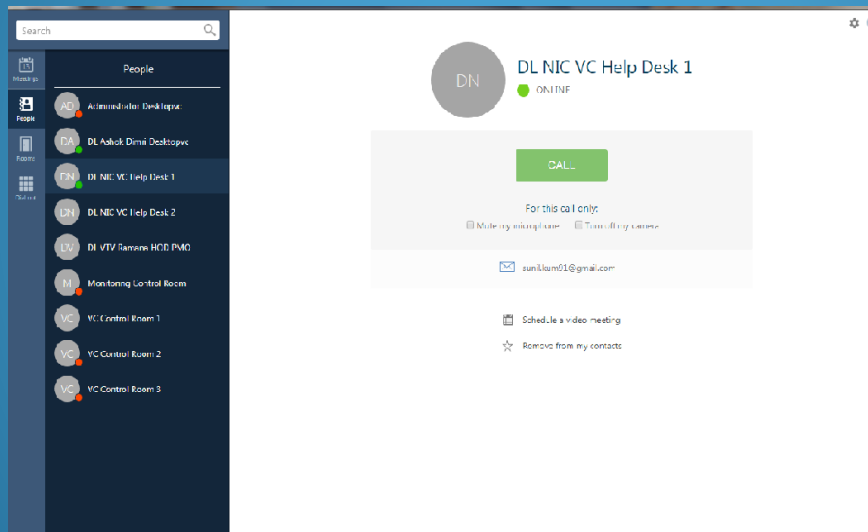
Conference Configuration

Click on your Display name then you will be able to select Room Settings.



Making Point to Point Call

- Search the icon namely (People) and click on it.
- If you want to join conference in muted state, click on checkbox and turn off the camera, mute the microphone to mute your audio, (Here, camera & speaker are on and microphone is muted).
- Click on Call.

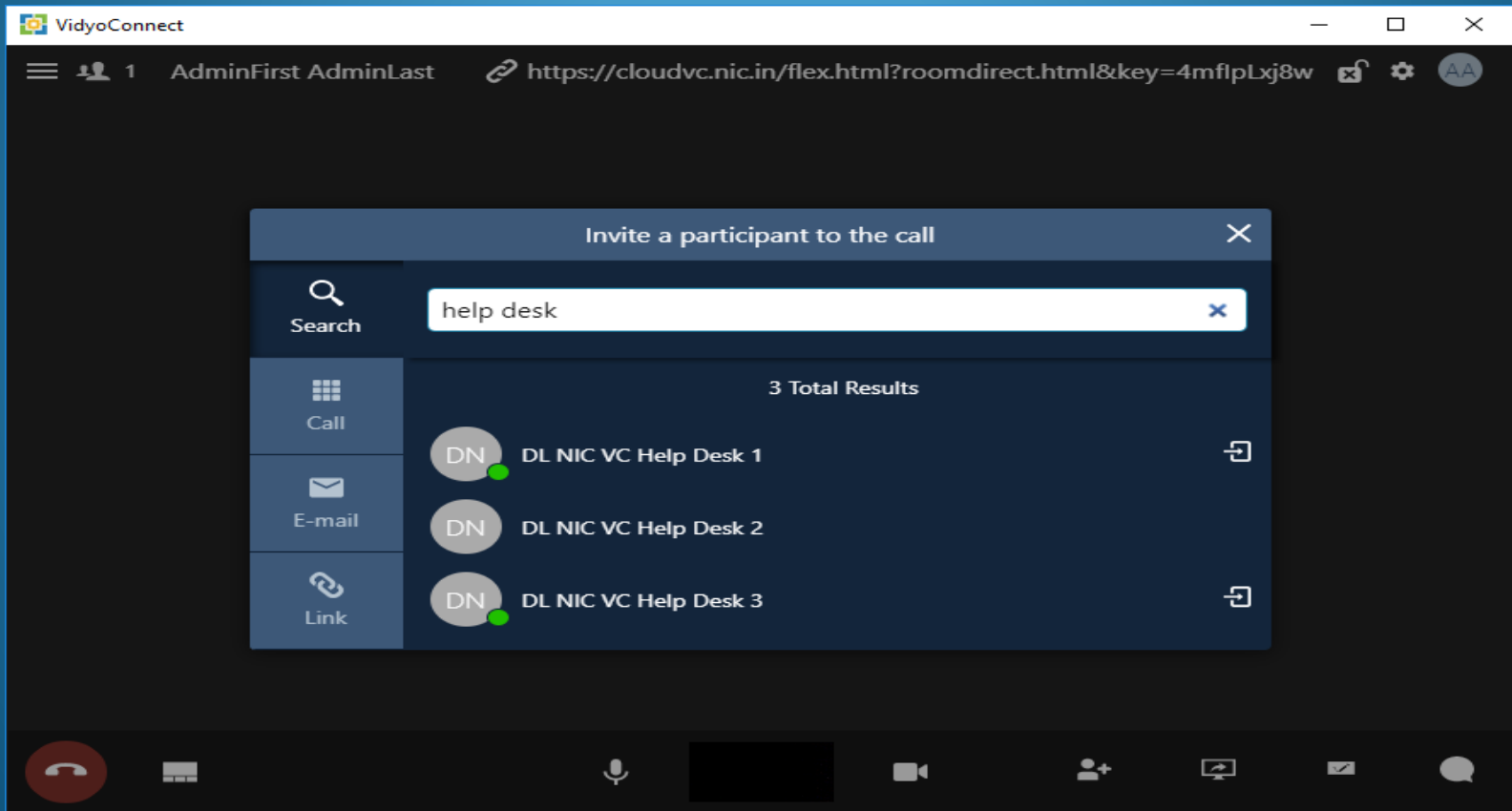


To share your screen as soon as you join the VC, select Share screen upon Connection. This will share your Display (*but mute your audio-video*). To enable your video, click on camera icon as shown below.) Similarly, unmuted for microphone & speaker.

Making Multipoint Calls

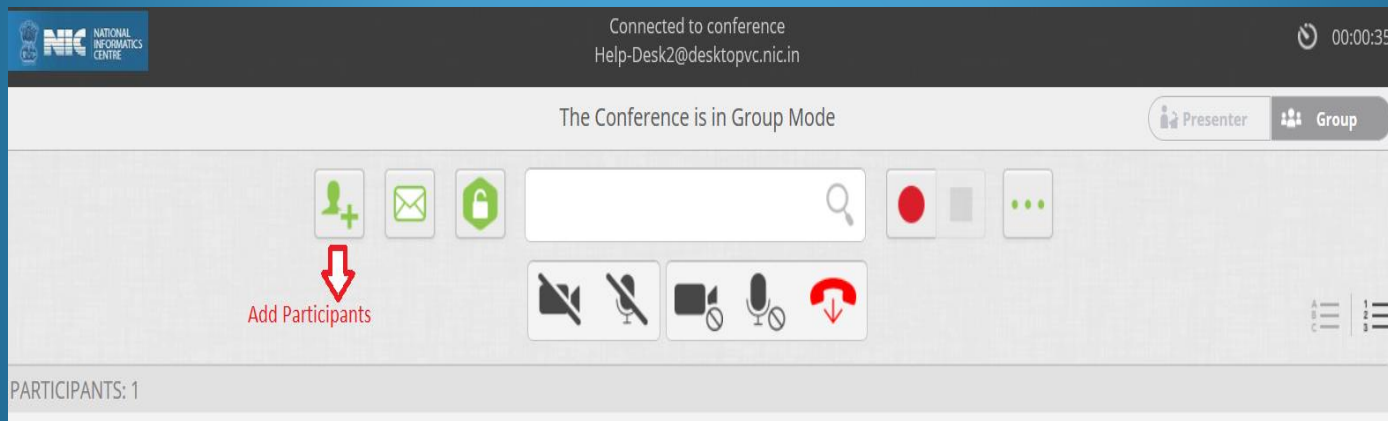
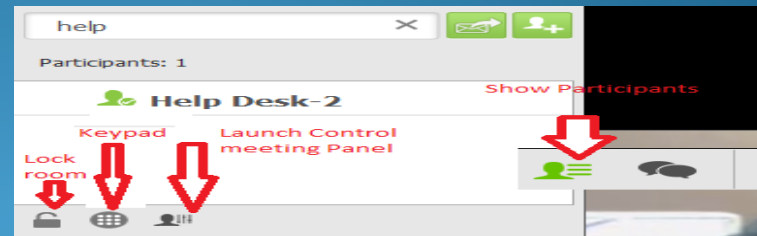
Joining a Conference in Own Room

Click on your room and Connect to your Room.
Click invite Icon. Then, search people.

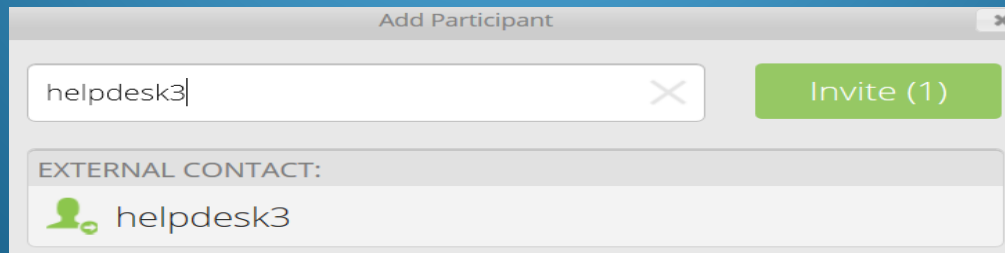


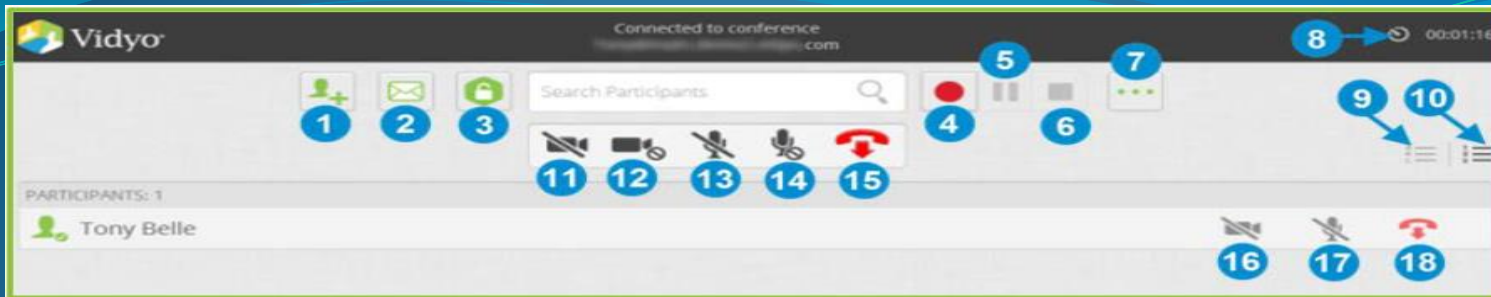
Controlling the Meeting





- Click on Show Participants.
- Now Click on Add Participants.
- Launch Control Meeting Panel






- Search name of user and click on Invite.





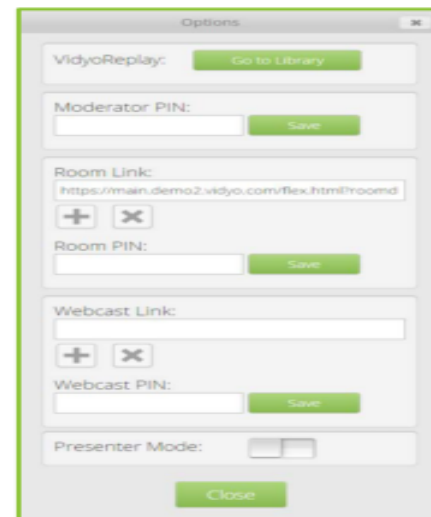
1. Click  to add a participant to your room.
2. Click  to invite a participant to your room via email.
3. Click  to toggle between locking and unlocking your room.
4. Click  to record or to record and webcast a meeting using a selected VidyoReplay™ record profile.

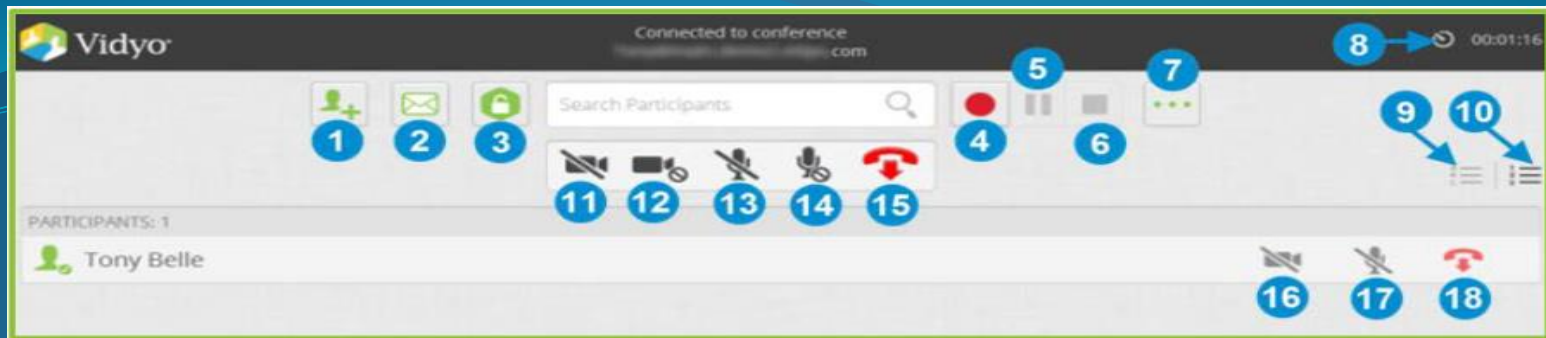
This option is available only if your system includes VidyoReplay. If you need more information about which record profile to select, contact your system administrator.












5. Click  to pause a recording or webcast.
This option is available only if your system includes VidyoReplay.
6. Click  to stop a recording or webcast.
This option is available only if your system includes VidyoReplay.
7. Click  to access the *Options* pop-up.

The *Options* pop-up enables you to:

- Access the VidyoReplay library (for systems that include VidyoReplay). For more information about the VidyoReplay library, refer to the *VidyoReplay Administrator Guide*.
- Set a moderator PIN.
- Set a room or webcast PIN, and create or remove a room or webcast link.

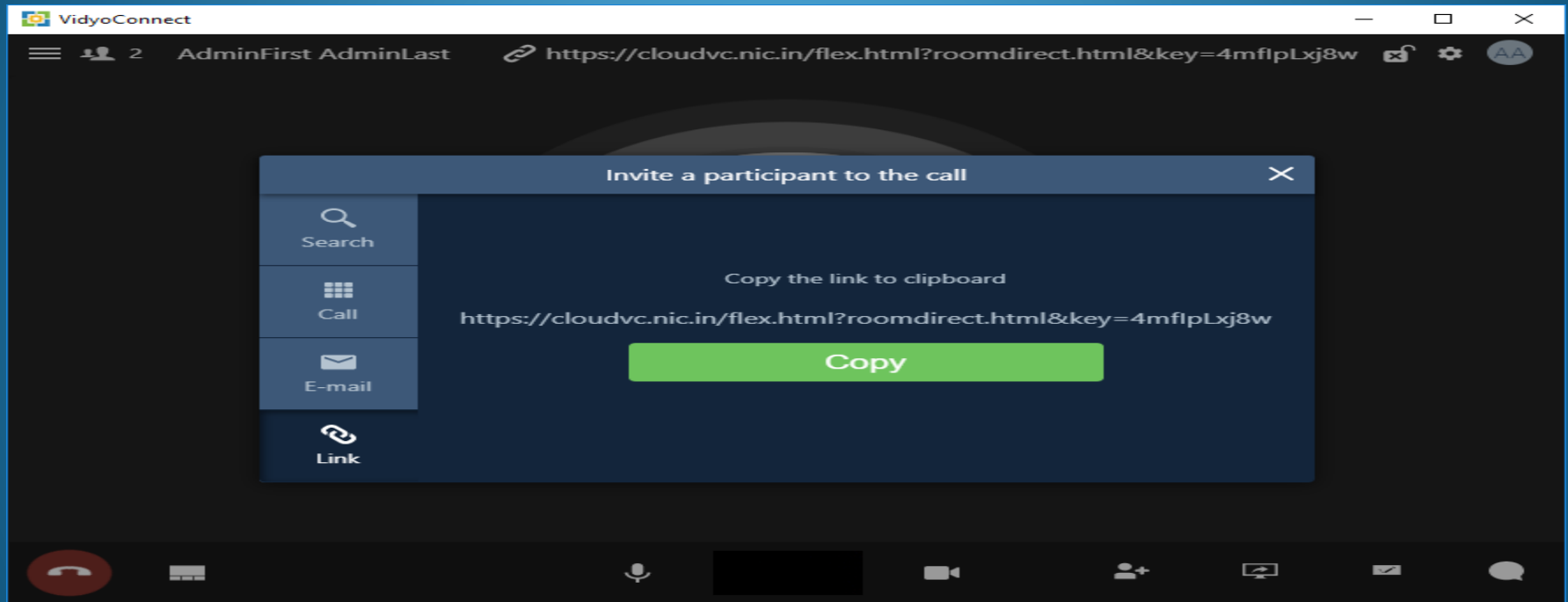




8. Click  to toggle between viewing the current meeting duration and viewing the current time of day.
9. Click  to sort the list of your participants alphabetically.
10. Click  to sort the list of your participants in attendance order.
The meeting timer is the default.
11. Click  to disable video on all participants' cameras without allowing them to re-enable it.
12. Click  to disable video on all participants' cameras while allowing them to re-enable it.
13. Click  to mute audio on all participants' microphones without allowing them to re-enable it.
14. Click  to mute audio on all participants' microphones while allowing them to re-enable it.
15. Click  to disconnect all participants from your meeting room.
16. Click  to disable video on the selected participant's camera without allowing that participant to re-enable it.
17. Click  to mute audio on the selected participant's microphone without allowing that participant to re-enable it.
18. Click  to disconnect the selected participant from your meeting room.

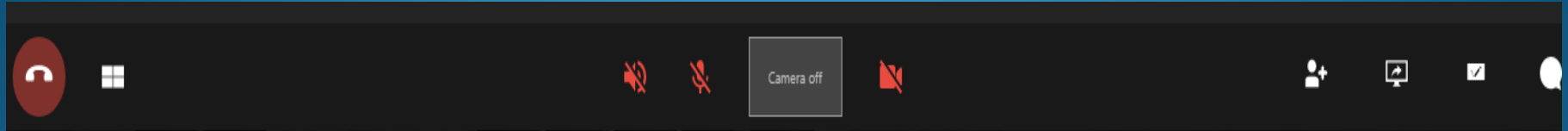
Inviting Guest Users

Click on Invite by link and copy.



Share Invite link through mail with other participants.

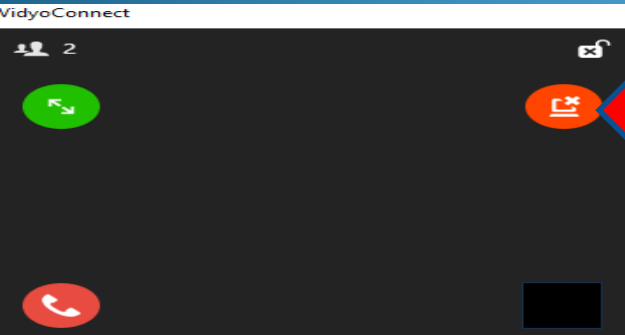
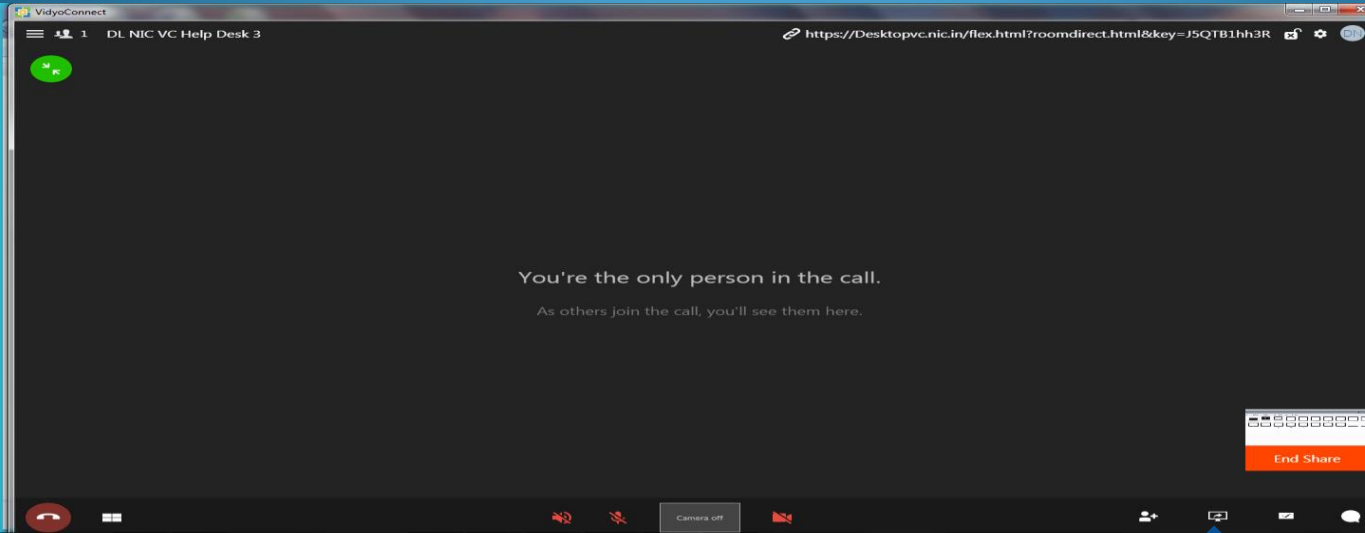
When connected in a call, you will see a list of icons on bottom of screen as shown below:-



- 1. Call End
- 2. Change Layout.
- 3. Mute Mic
- 4. Speaker
- 5. Self View Screen
- 6. Hide Your Video
- 7. Invite Participants or Add Participants
- 8. Share Application
- 9. White Board Annotation
- 10. Chat

Presentation During Videoconferencing

- Open desired document to be presented in full screen mode.
- If you want to share your computer screen, select Screens in Sharing option.
- Select the desired document from the list.

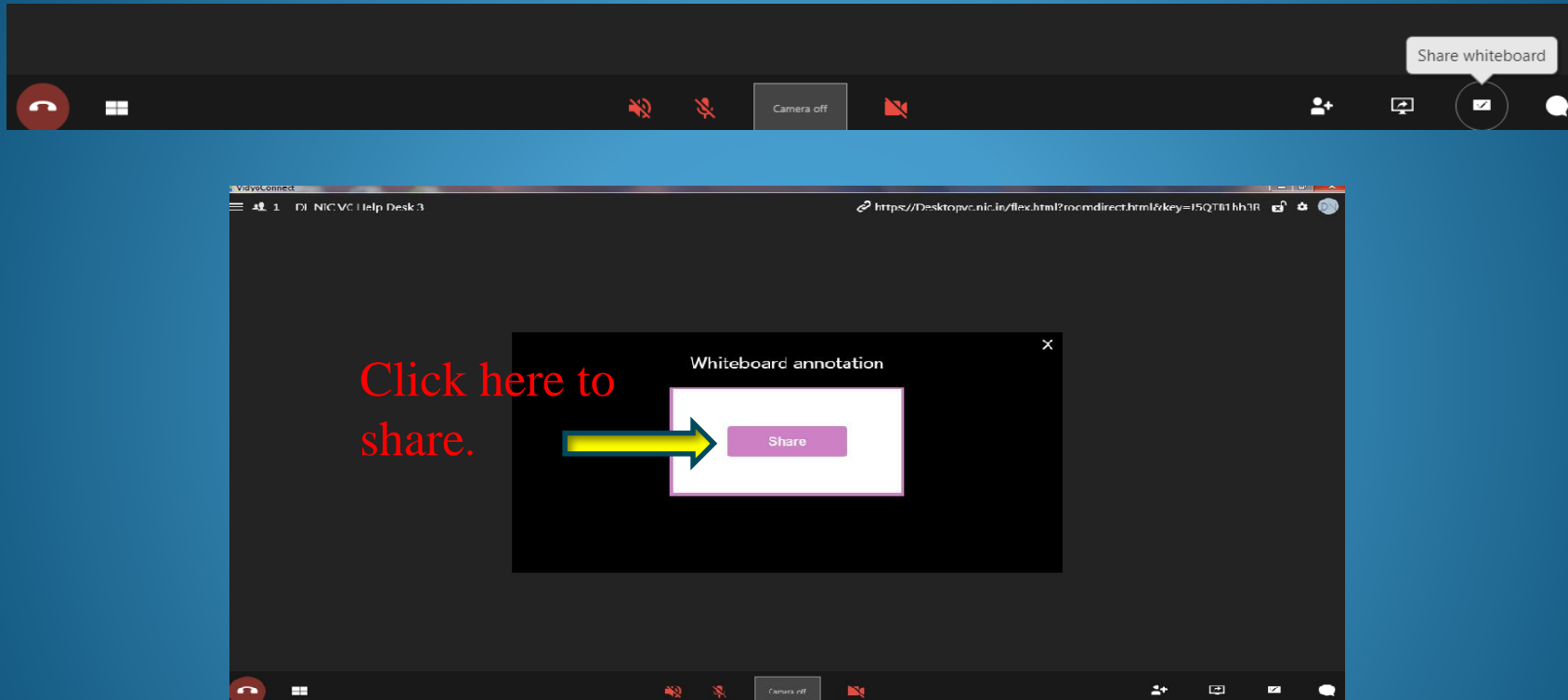


To Stop Presentation, select last option of the menu as shown.

Share application icon.

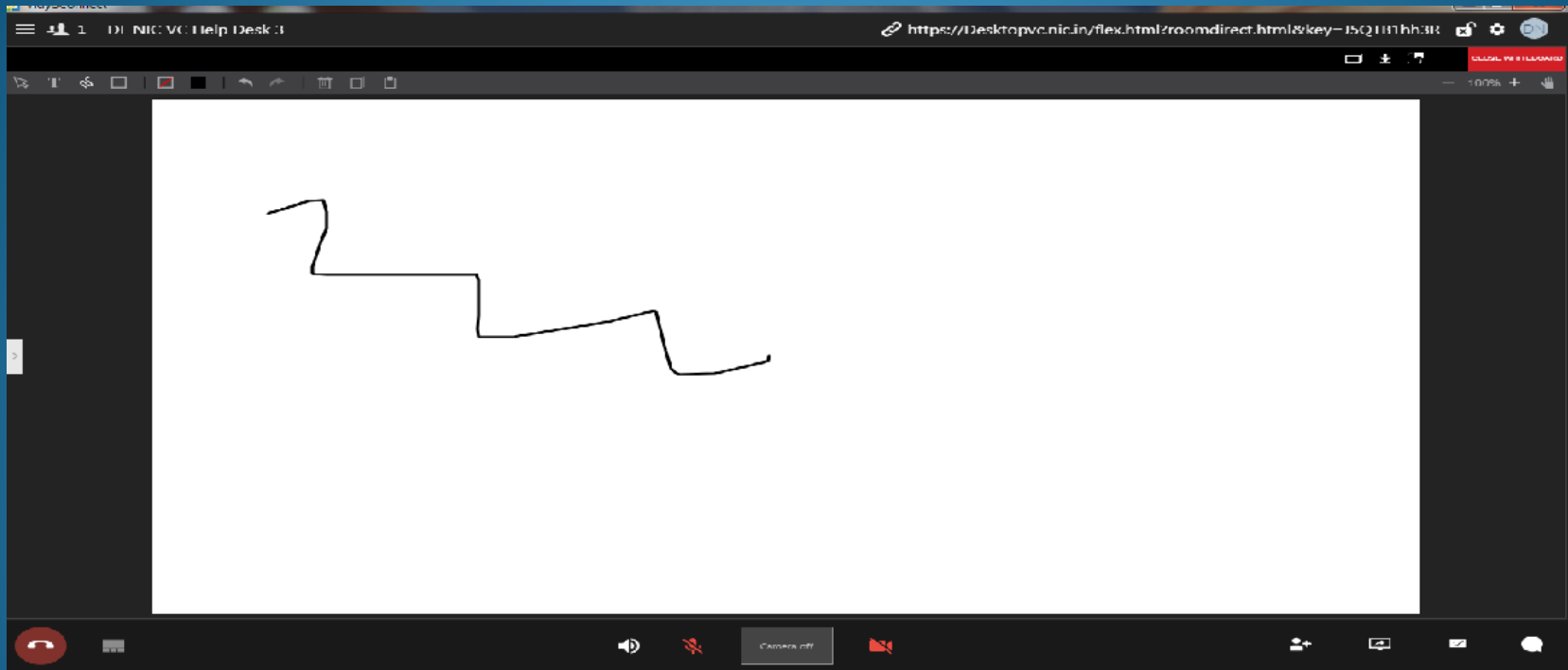


How to share Whiteboard



- Click on the icon to share Whiteboard .
- A whiteboard annotation window will be opened, click share to proceed further.

Whiteboard sharing window



Selection



Text



Draw



Shape



Color Fill



Color stroke



Undo



Redo



Delete



Copy



Paste

Recommended Accessories

Webcams



Logitech HD Webcam Pro C930e



Logitech BCC 950

Speakerphones with Echo cancellation



Jabra 510



Logitech Headset



Clear One Chat 50

Contact Us

- Connect Help Desk -1/2/3 on the portal.
- All complaints/queries related to NIC VC Services should be registered through our 24x7 NIC Service Desk.
- Website: <https://servicedesk.nic.in>
Toll Free: [1800-111-555](tel:1800-111-555)