

Tenant: intranicvc.nic.in

Desktop Video Conference Minimum/Optimum Requirements

Supported OS

- Windows XP, Vista and Windows 7
- Mac OS X 10.5 “Leopard” and later (Intel CPUs only)

Minimum Hardware Configuration

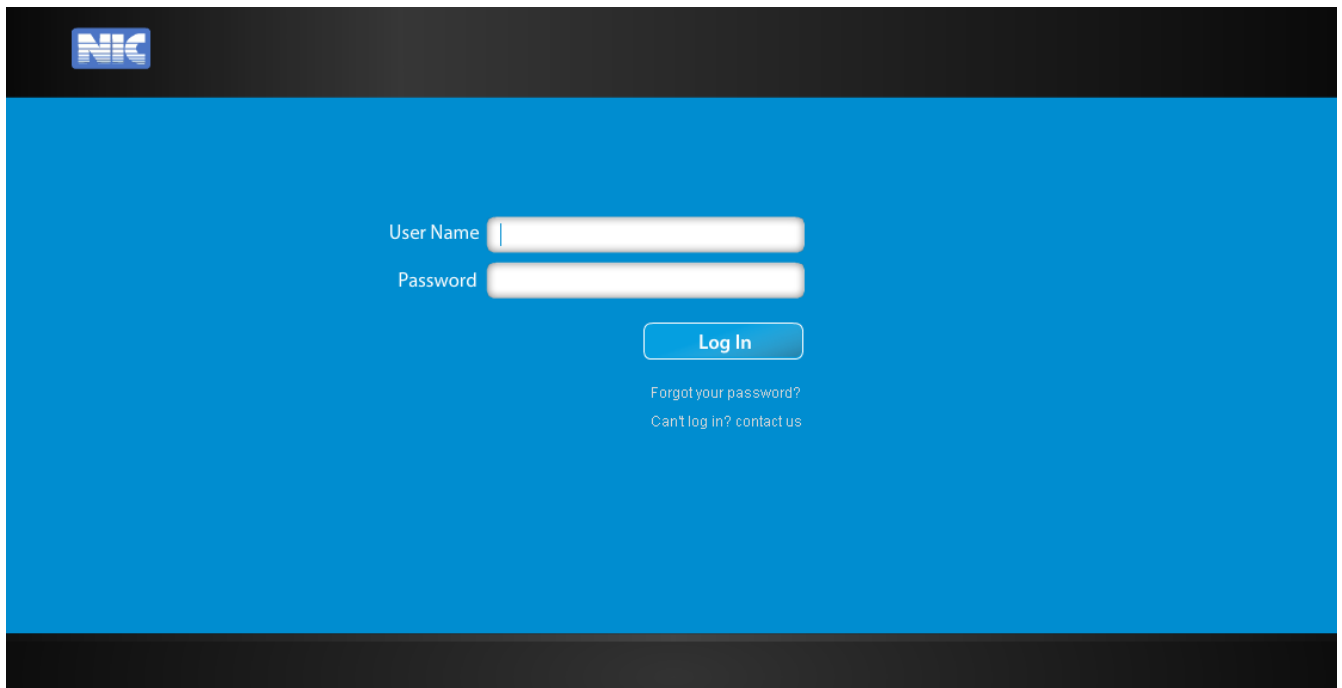
- Processor - Pentium 4 2.80 GHz
- 1 GB Memory (RAM)
- 40 MB free space on hard drive
- A good quality webcam (atleast SD capable)
- Microphone and speakers

Recommended Hardware Configuration

- Processor - Core 2 Duo 2Ghz
- 2 GB Memory (RAM)
- 40 MB free space on hard drive
- Webcam – Logitech Webcam Pro 9000
- Microphone and speakers – ClearOne Chat-50

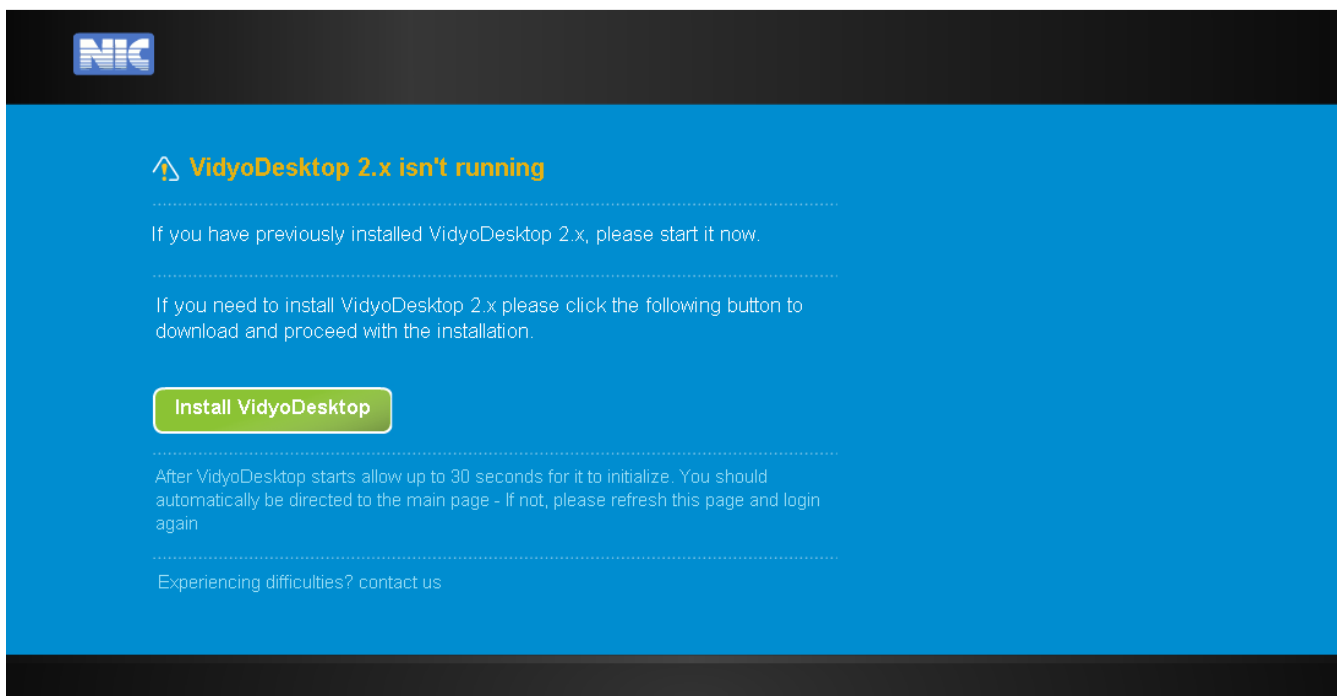
Steps for login into Web-portal.

1. Open your web browser and type the URL <https://intranicvc.nic.in>. The following screen will be opened.

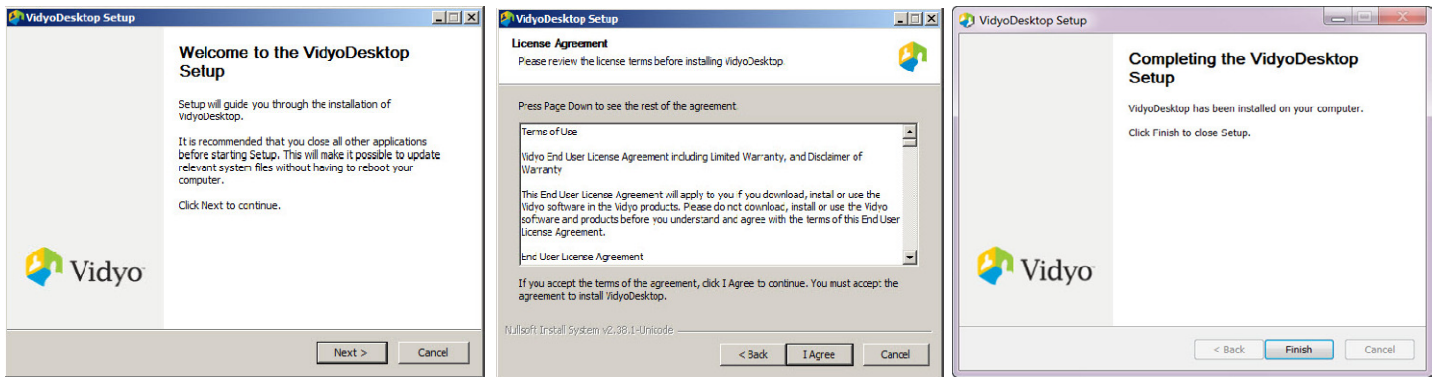


The screenshot shows the login interface of the web-portal. At the top left, there is a logo for 'NIC'. Below it, the page has a blue background. In the center, there are two input fields: 'User Name' and 'Password'. To the right of the 'Password' field is a 'Log In' button. Below the button, there are two links: 'Forgot your password?' and 'Can't log in? contact us'.

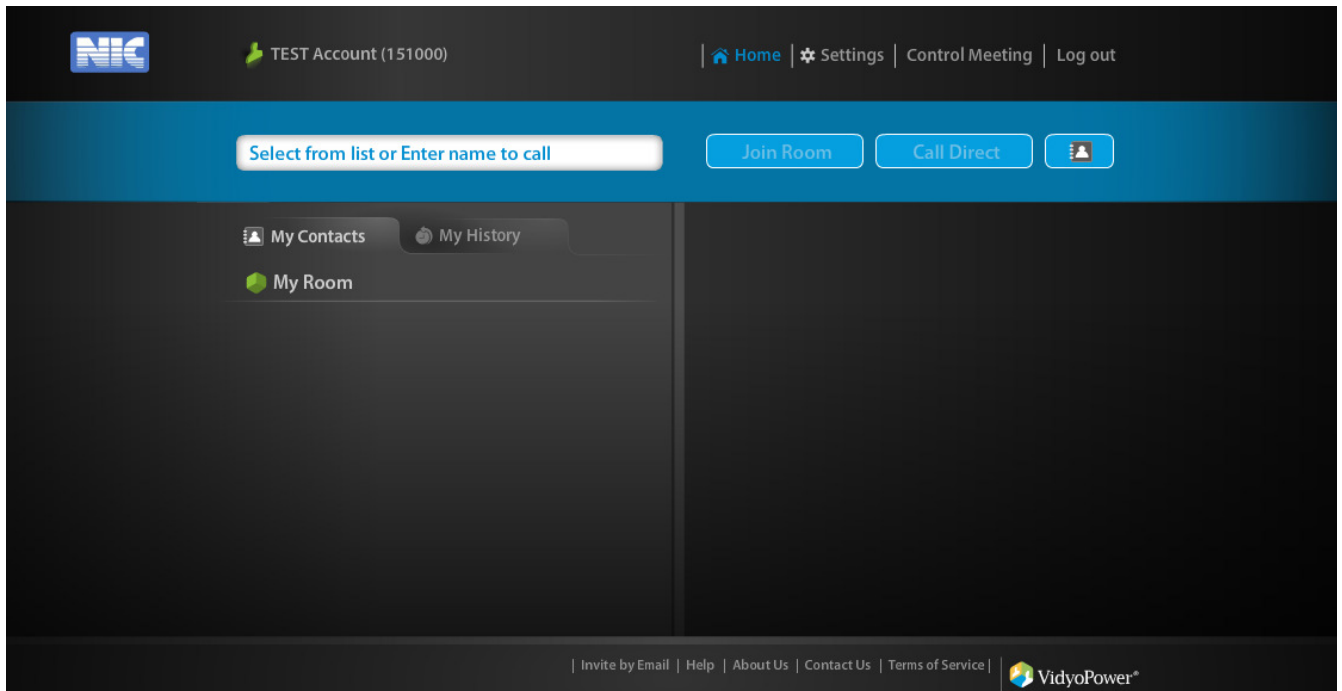
2. Use the credentials provided by the HelpDesk to you to login. On successful login, the following page will appear which will prompt you to install the VidyoDesktop client software (if not installed or running already).



The screenshot shows the post-login page. At the top left, there is a logo for 'NIC'. Below it, the page has a blue background. In the center, there is a message: 'VidyoDesktop 2.x isn't running'. Below this, there are two paragraphs of text: 'If you have previously installed VidyoDesktop 2.x, please start it now.' and 'If you need to install VidyoDesktop 2.x please click the following button to download and proceed with the installation.' Below the text is a green button labeled 'Install VidyoDesktop'. Below the button, there is another paragraph of text: 'After VidyoDesktop starts allow up to 30 seconds for it to initialize. You should automatically be directed to the main page - If not, please refresh this page and login again.' At the bottom, there is a link: 'Experiencing difficulties? contact us'.



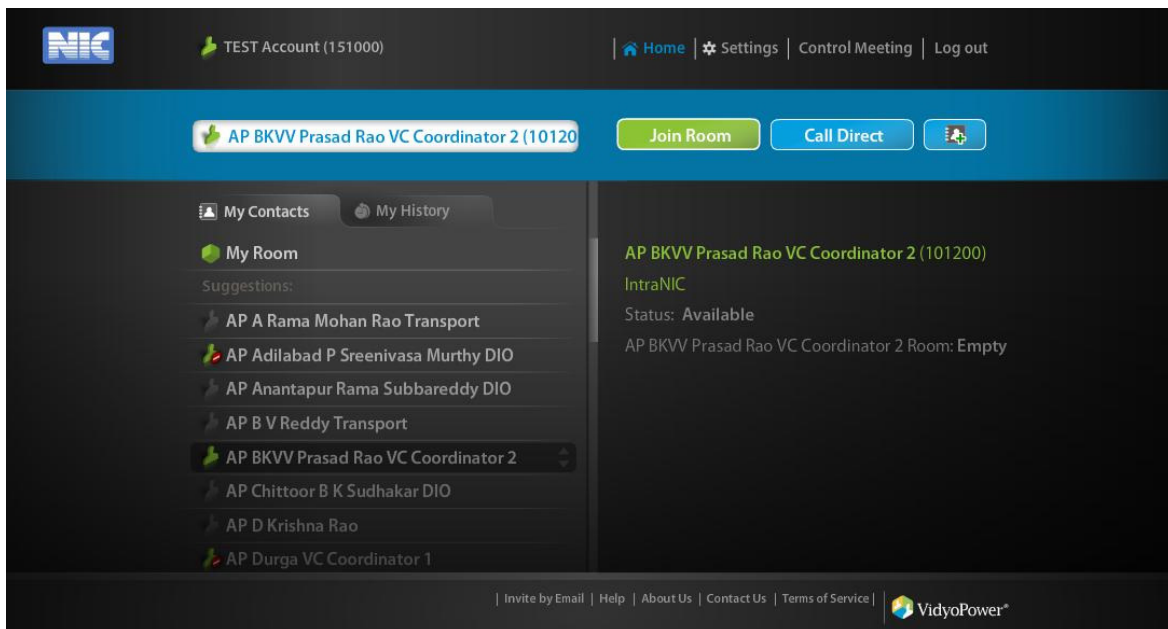
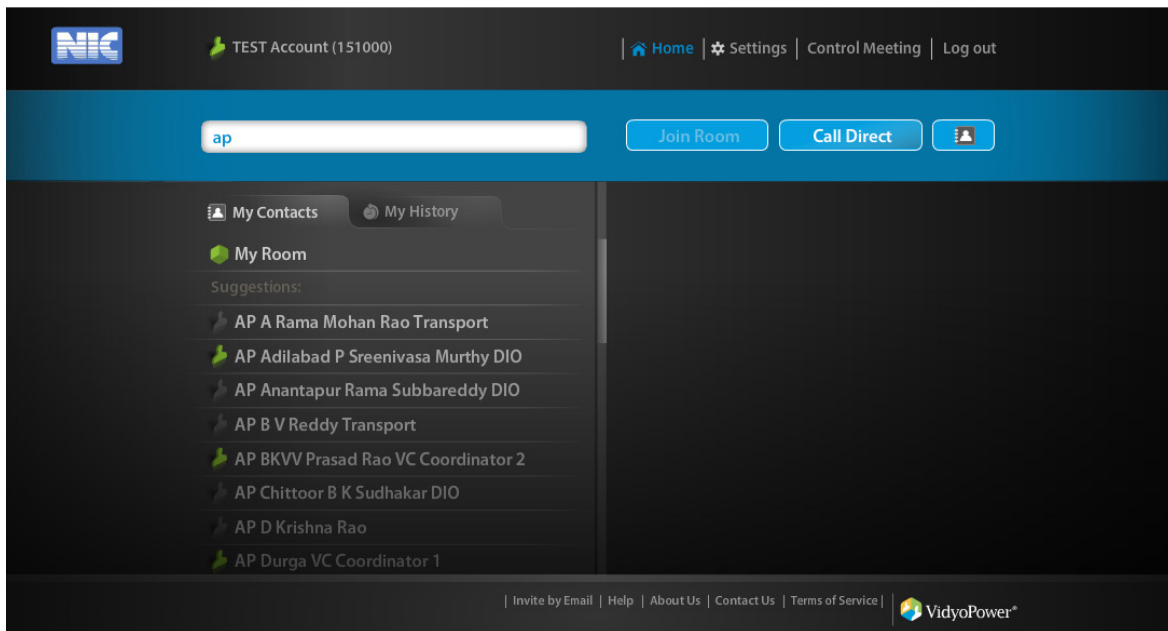
3. After client installation, the following screen will appear



4. From here, you can either make point-to-point or multiparty calls, joins other existing user's room or call any legacy device directly.

Making Point-to-point calls or joining other user's room

1. Search for a user or public meeting room in the contact search field. You can search by name (first/last/initials) or by extension. Type an asterisk (*) to view an alphabetical list of all users.
2. When you find the user you are searching for, select that user by clicking on the user. Now, two options will be enabled next to the search box, **“Join Room”** (to join the room of selected user for multiparty conference) or **“Call Direct”** (initiating point-to-point call to the selected user).



User Status



Available — The user is available for a direct call, to join a room and to be invited to attend a meeting. The Call Direct button is active.



Busy — The user is busy. You cannot contact them with a direct call or invite them to join your room. You can join their room if it is available (not full or locked). The Call Direct button is inactive.



In room — The user is in their own room. You cannot call them directly and therefore the Call Direct button is inactive. You can join their room if it is available.



In room/room full — The user is in their own room and the room is full. You cannot call them directly or join their room.



In room/room locked — The user is in their own room and the room is locked. You cannot call them directly or join their room.



In a PIN-protected room — The user is in their own room and the room is PIN protected. You cannot call them directly, but you can join their room if you have their PIN code.



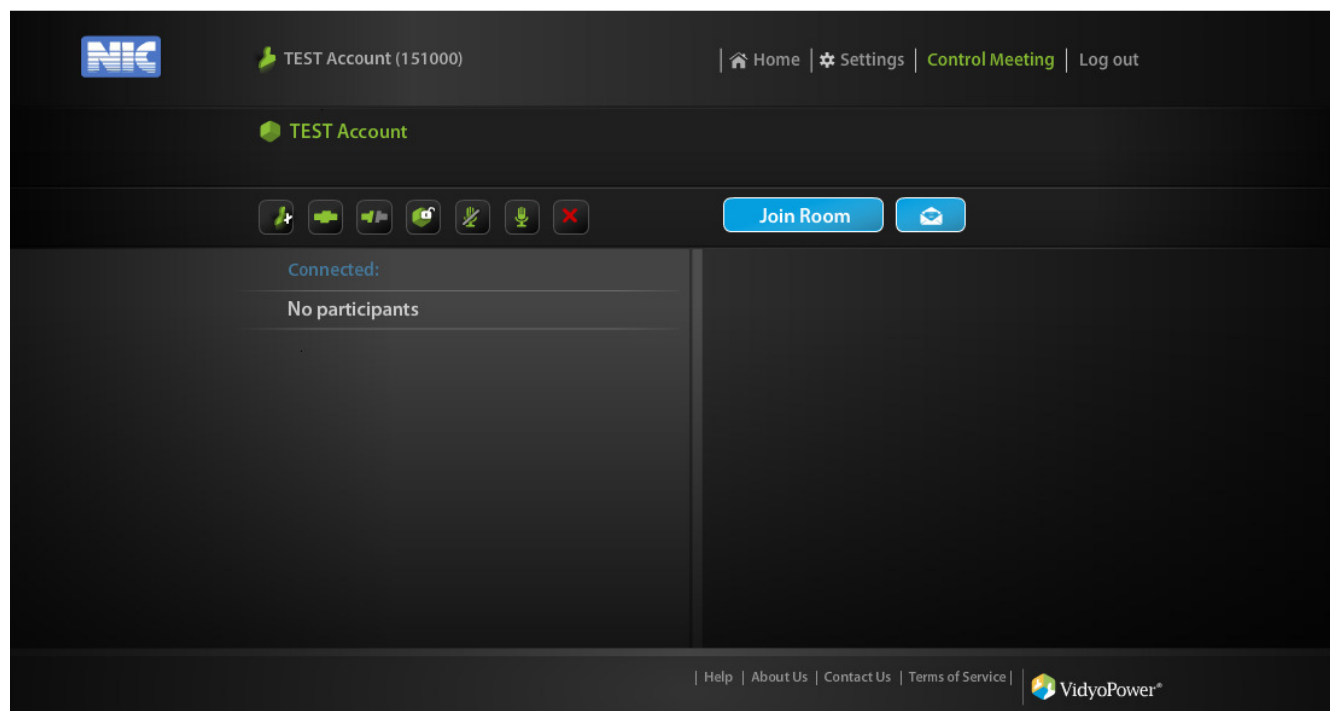
Offline — The user is not logged into the VidyoPortal. You cannot place a direct call to them, but you can join their room.











Legacy — This is a legacy endpoint user type.

Controlling meeting in your room

1. From the main page, go to “**Control Meeting**” and you will get the following page



2. The following are brief of options available on this page to control meeting

-  **Add Participants** — Displays the contact search field to invite additional participants to the meeting via the VidyoPortal.
-  **Connect All** — Connects (invites) all disconnected participants to the meeting.
-  **Disconnect All** — Disconnects all participants from the meeting and adds them to the *Not Connected* list. disconnected participant can be reconnected later.
-  **Lock Room** — Locks your room to prevent participants from joining. You can lock your room even if you don't currently have a meeting in it.
-  **Unlock Room** — This icon appears when you have locked your meeting room. Click it to unlock the room.
-  **Mute All** — Mutes the volume for all current participants including the room owner. **Participants who join or rejoin after *Mute All* is selected are also muted.**
-  **Unmute All** — Unmutes the volume for all participants.
-  **Remove/Disconnect All** — Disconnects all participants and removes them from both the *Connected* and *Not Connected* lists.



Invite to Meeting by Email — Launches your default email client and creates a message to invite one or more users to join the meeting.

3. Once the conference is started, you can control the individual participants who are connected to the conference in your room:



Disconnect — Disconnects the participant and puts them on the *Not Connected* list. You can reconnect the participant later.



Mute Participant — Mutes the volume for the participant.



Unmute Participant — Unmutes the volume for the participant.



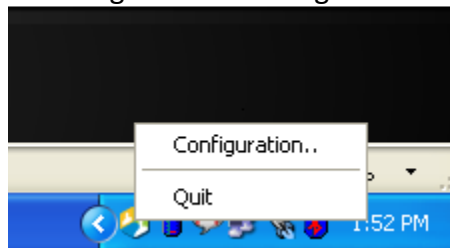
Video On/Off — Turns the participant's video on or off.

Selecting the appropriate devices for VidyoConference

1. On successful login into the portal, the VidyoDesktop icon running in the taskbar will appear coloured

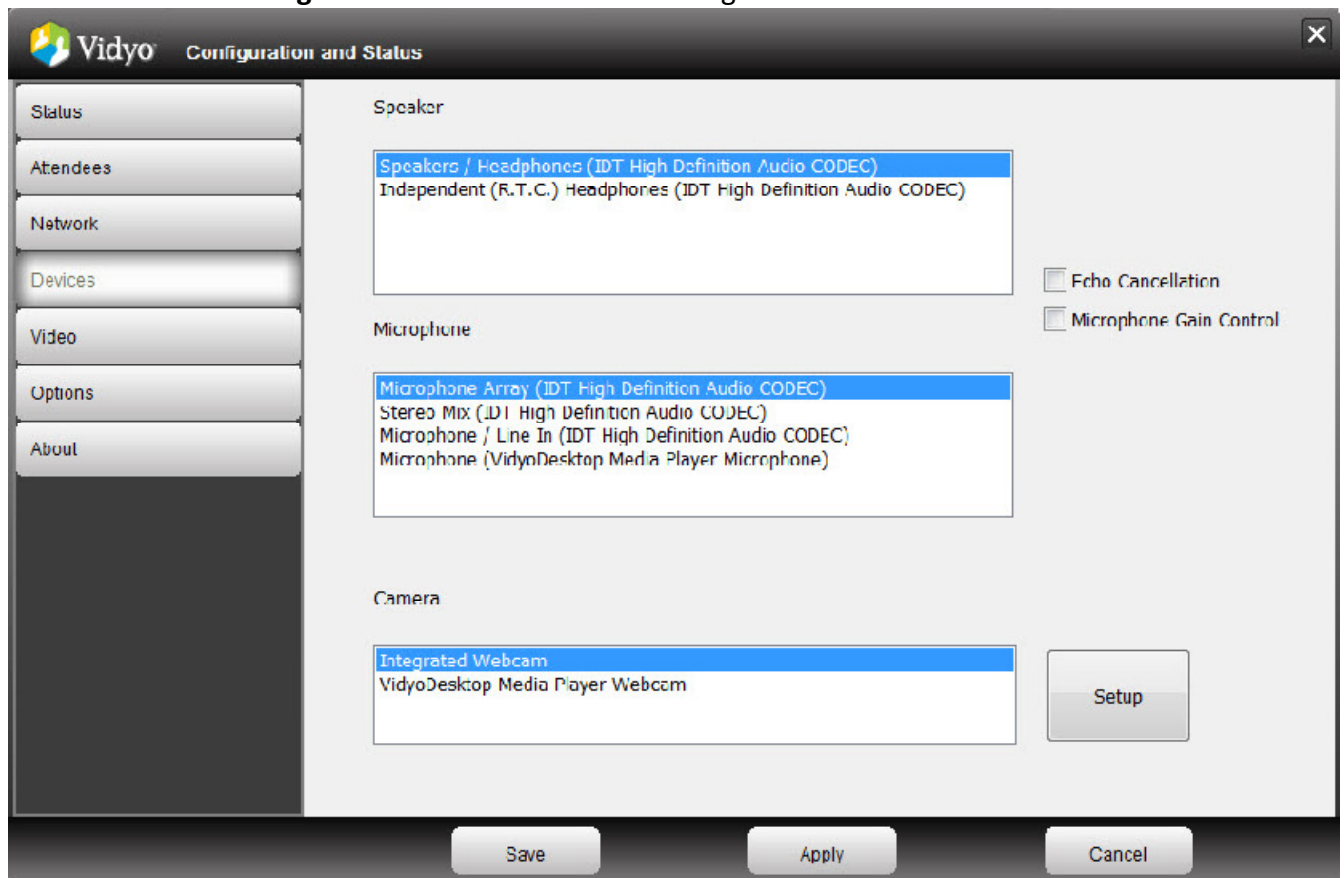


2. Right click on the icon and will get the following menu



(Note: intranicvc users will get only two options, “**Configuration**” and “**Quit**”)

3. Go to **Configuration** and click on **Devices** to get the list of devices



Select the appropriate devices and click **Apply**.

(Note: The above menu will also appear if making/receiving for the first time or any new device is plugged/existing device removed.)

VidyoConference Toolbar icons briefs (from left to right)



Change screen layout (Only functions with 3+ participants)



Full Screen Mode



Share an application window with other participants



Toggle among shared application windows



Turn on/off Self-View (the ability to see yourself) and Picture-in-Picture



Speaker volume-up/down and muted



Microphone volume-up/down and muted



Privacy (Turns your camera off and on)



Dialpad for calls to legacy and voice (telephone) endpoints (via VidyoGatewayTM)



Far End Camera Control (only available for VidyoRoom)



Configuration



Disconnect (end meeting)

Desktop VC help Desk Contact Nos.

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