

VIDEO CONFERENCE SETUP GUIDE

Version 1.0



सत्यमेव जयते

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

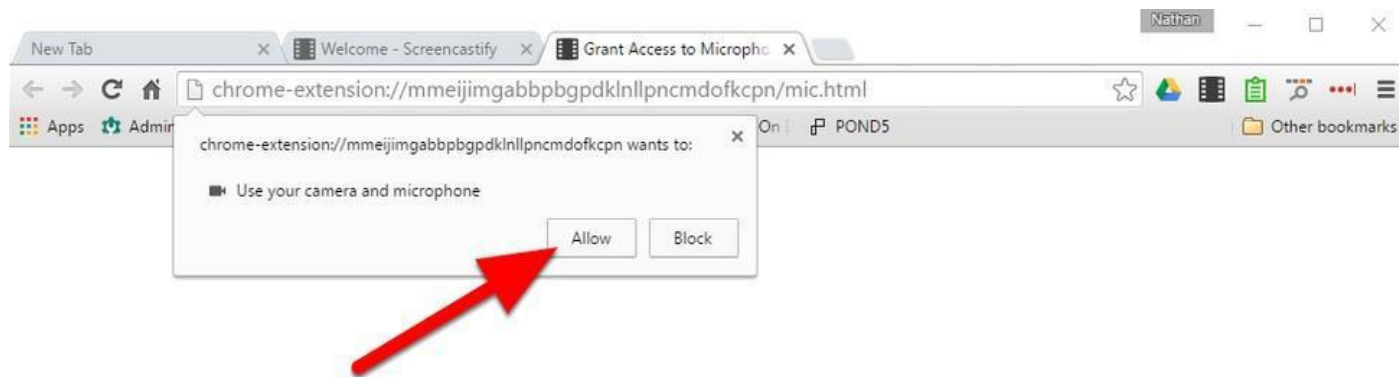
Login Screen

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



Conference Access

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



If no camera or microphone is connected

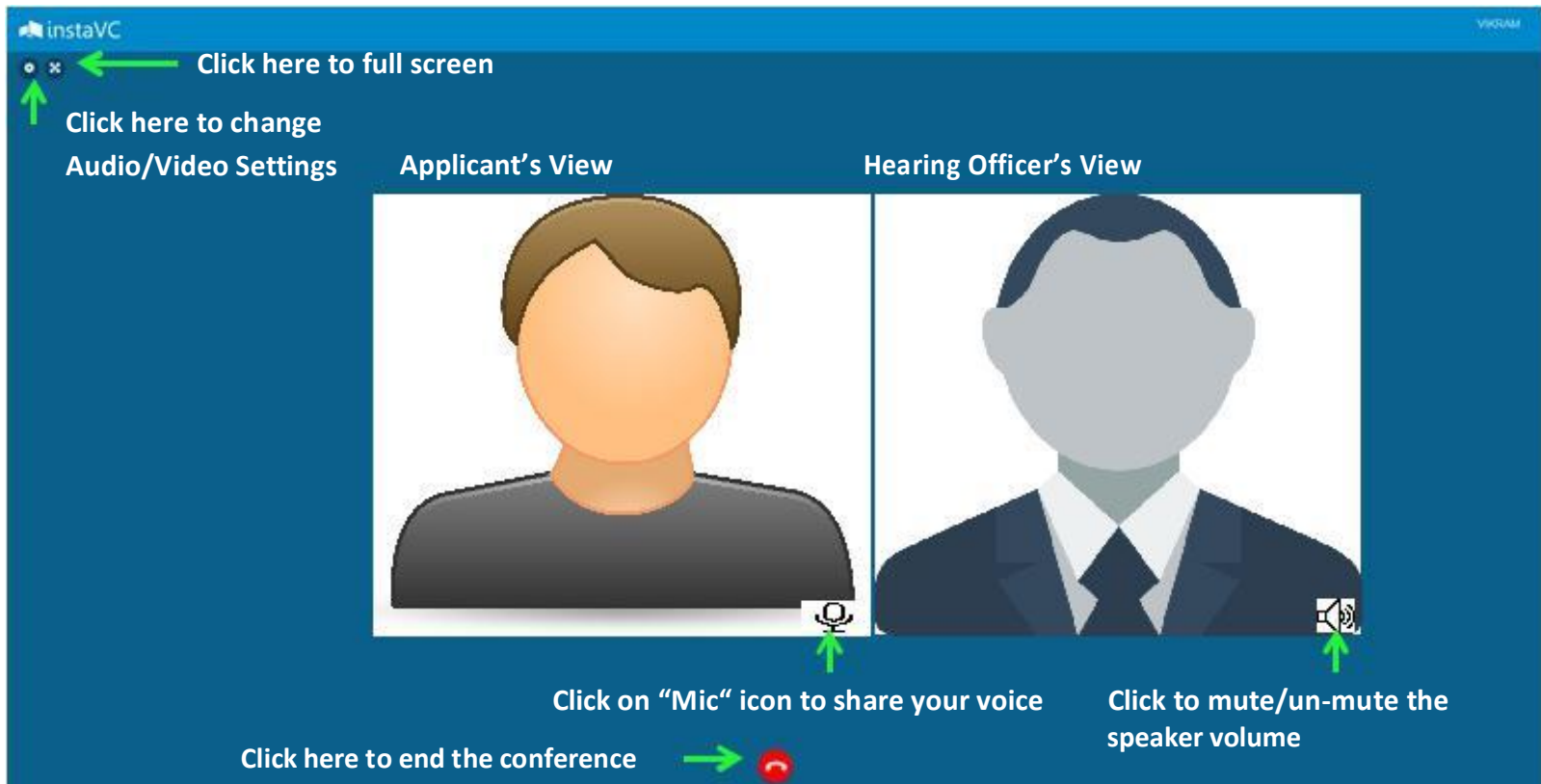
3. This option will appear if no camera or mic is connected, make sure AV devices are properly connected.



Click on “Restart Conference” button

Welcome Screen

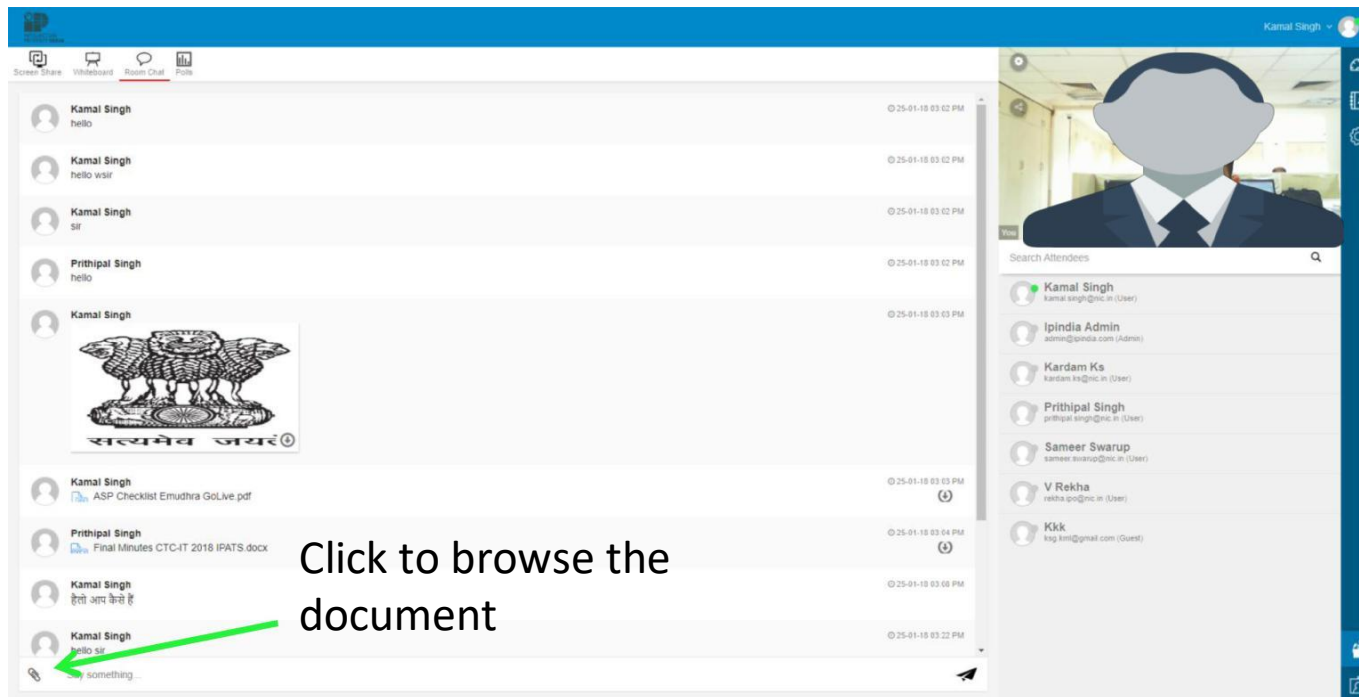
- Now you will be connected to the conference, you may change the audio/video settings if required.



The screenshot shows the 'instaVC' interface with a blue header. On the left, there are window control icons (minimize, maximize, close) and a settings icon. Annotations include: 'Click here to full screen' pointing to the maximize icon, and 'Click here to change Audio/Video Settings' pointing to the settings icon. The main area is split into two video feeds: 'Applicant's View' (left) and 'Hearing Officer's View' (right). Below the 'Applicant's View' is a 'Mic' icon with the annotation 'Click on "Mic" icon to share your voice'. Below the 'Hearing Officer's View' is a speaker icon with the annotation 'Click to mute/un-mute the speaker volume'. At the bottom center, there is a red end-call button with the annotation 'Click here to end the conference' and a green arrow pointing to it. The name 'VIKRAM' is visible in the top right corner of the interface.

Room Chat

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



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