

# VIDEO CONFERENCING SETUP GUIDE

**Version 1.0**

Office of Controller General of Patents, Designs & Trade Marks  
Department of Industrial Policy & Promotion  
Ministry of Commerce & Industry

# 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

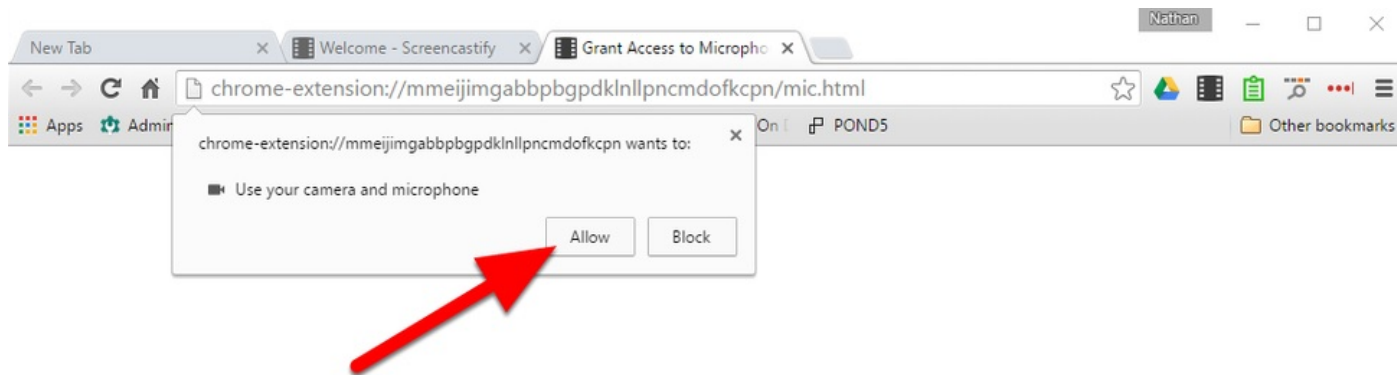
Click on “Join Conference” button

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(Screen-01)

# Conference Access

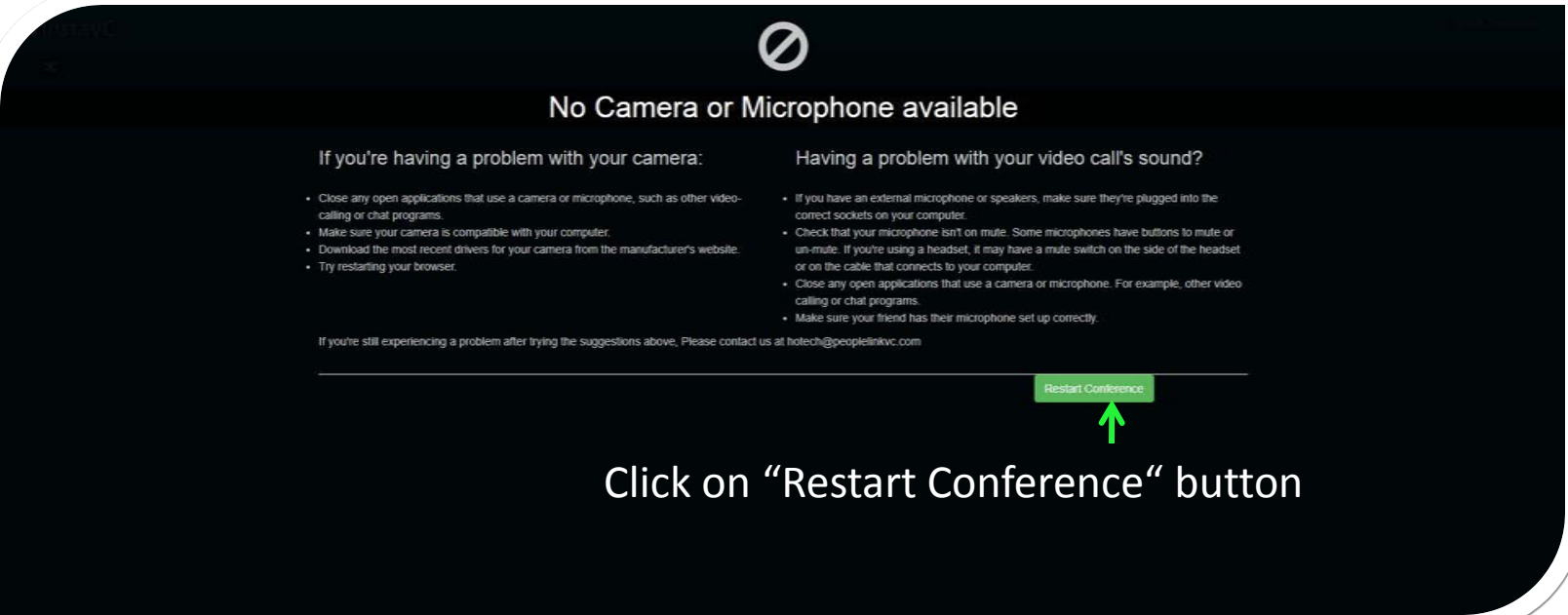
2. Now click on allow button to grant access to use your camera and microphone



(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](mailto:help@peoplelinkvc.com)

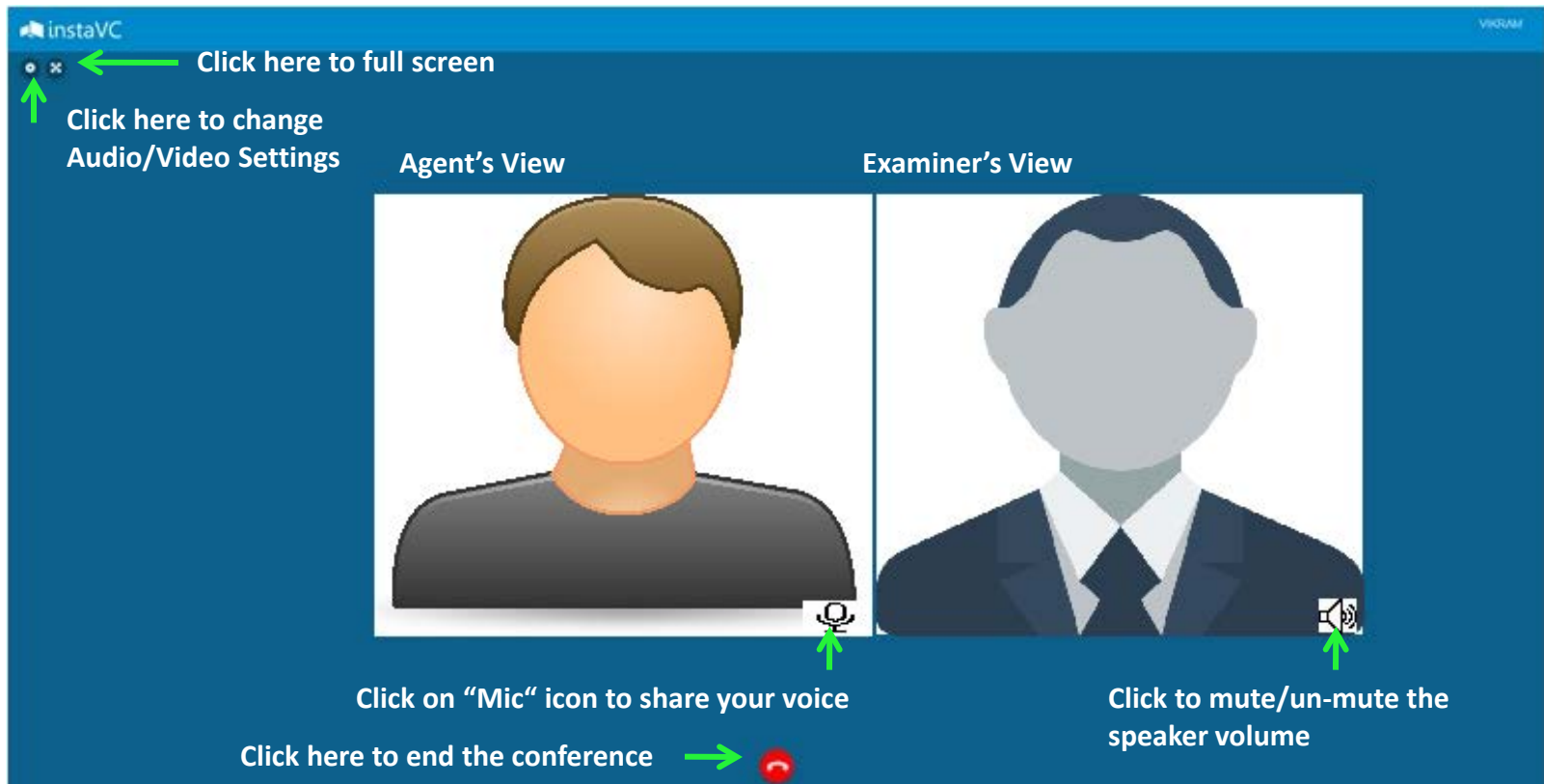
Restart Conference

Click on "Restart Conference" button

(Screen-03)

# Welcome Screen

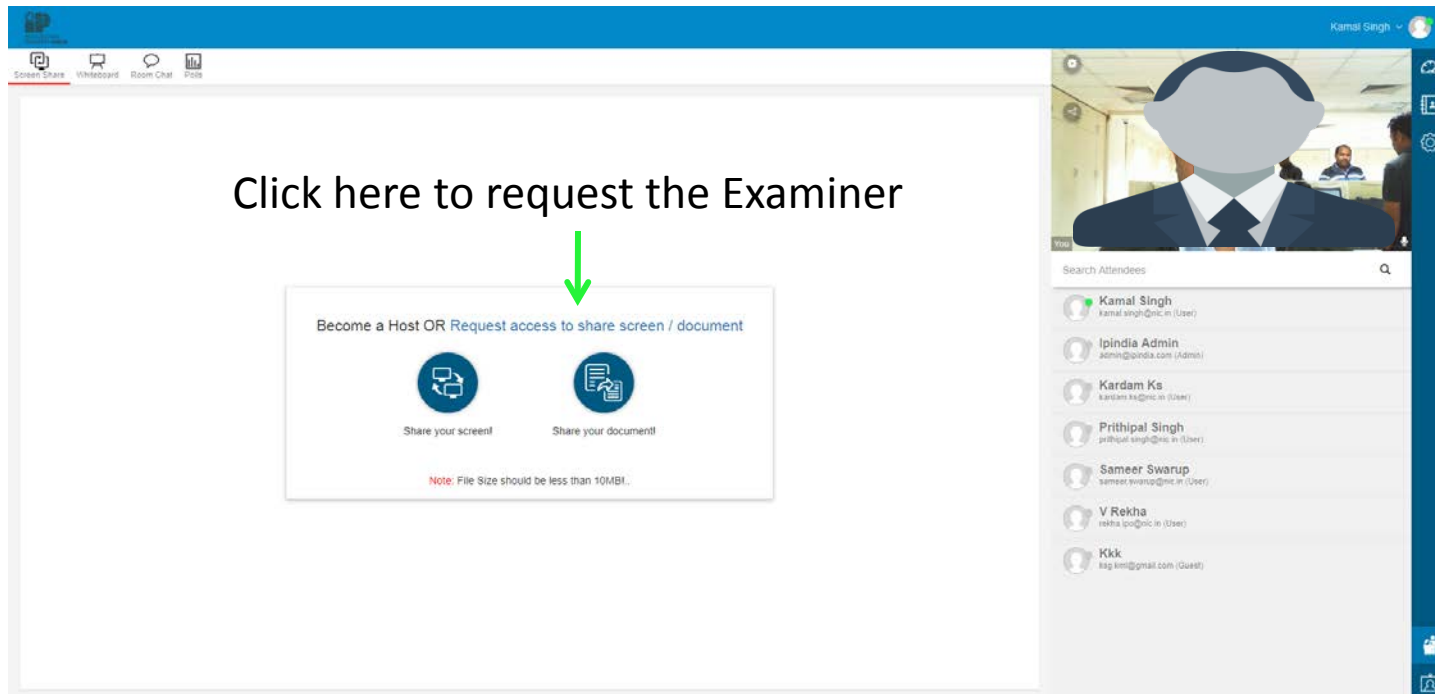
- Now you will be connected to the conference, you may change the audio/video settings if required.



(Screen-04)

# Document Sharing

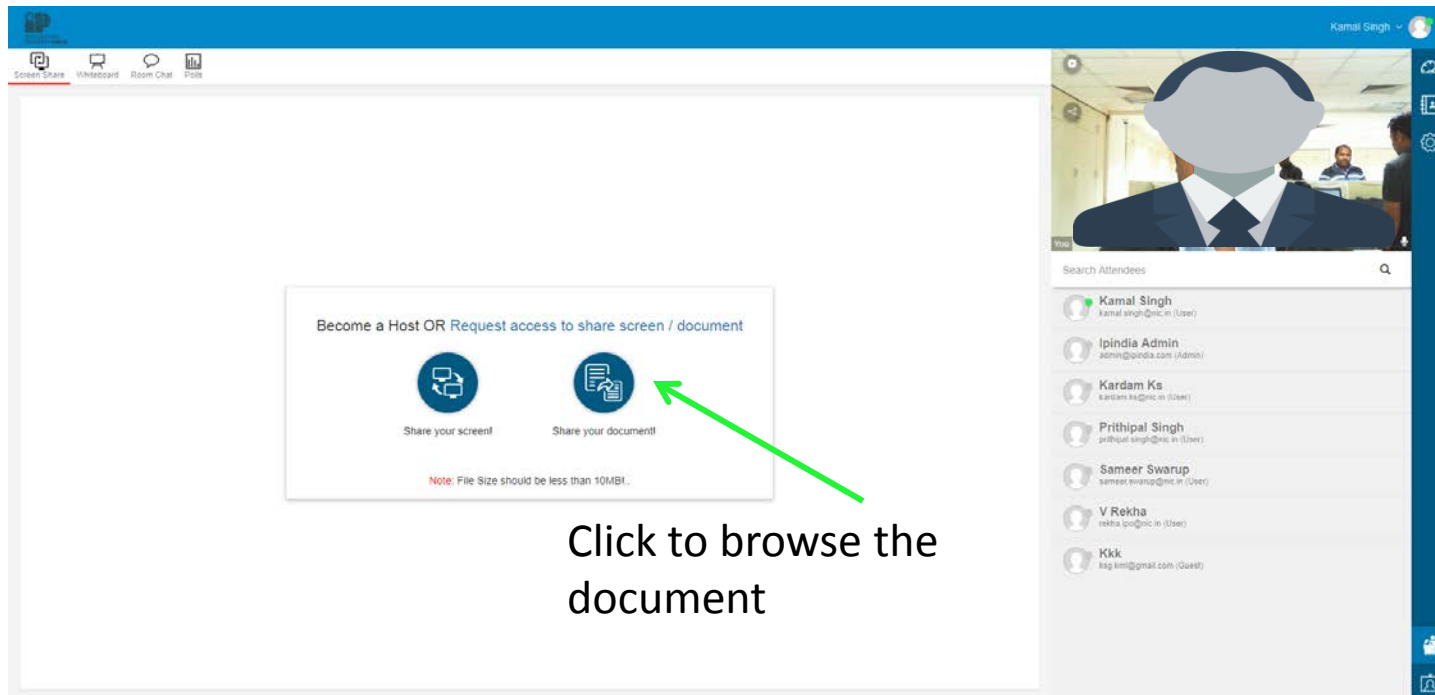
5. For sharing any document during the conference, user may request the Examiner.



(Screen-05)

# Document Sharing Contd...

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



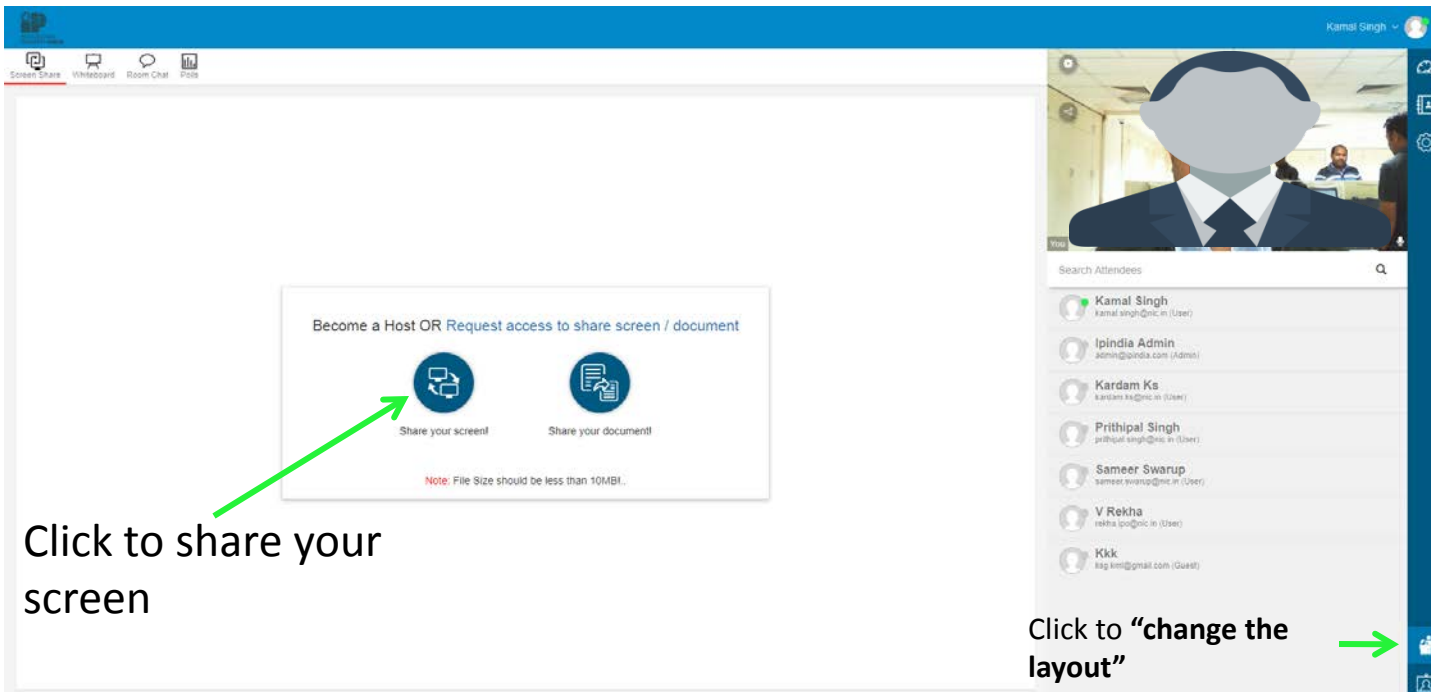
Click to browse the document

(Screen-06)



# Screen Sharing

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



The screenshot shows a meeting interface with a blue header bar. On the left, there are icons for Screen Share, Whiteboard, Room Chat, and Polls. The main area displays a prompt: "Become a Host OR Request access to share screen / document". Below this prompt are two circular icons: "Share your screen" (with a monitor and arrows) and "Share your document" (with a document and arrows). A red note below reads "Note: File Size should be less than 10MB!". On the right, there is a video feed of a person with a greyed-out face, a search bar for attendees, and a list of attendees including Kamal Singh, Ipinia Admin, Kardam Ks, Prithipal Singh, Sameer Swarup, V Rekha, and Kkk. A green arrow points to the "Share your screen" icon, and another green arrow points to the "change the layout" icon in the bottom right corner.

Become a Host OR Request access to share screen / document

Share your screen      Share your document

Note: File Size should be less than 10MB!

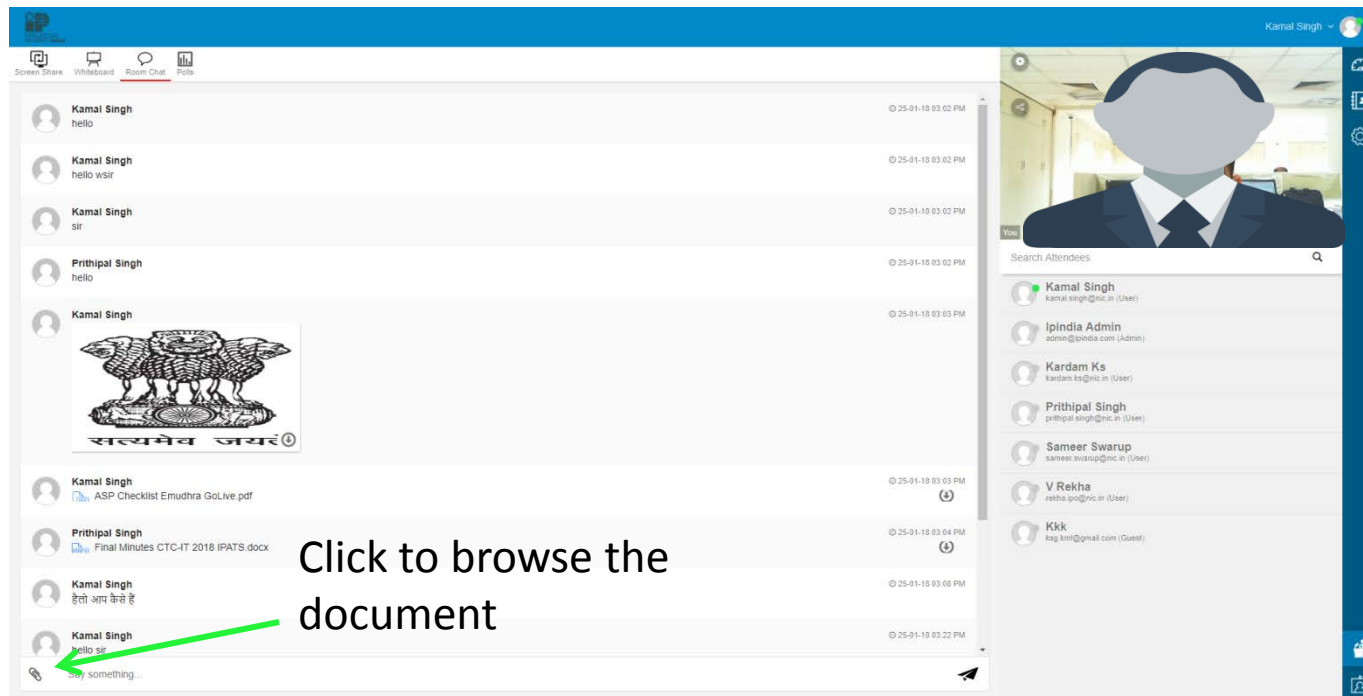
Click to share your screen

Click to “change the layout”

(Screen-07)

# Room Chat

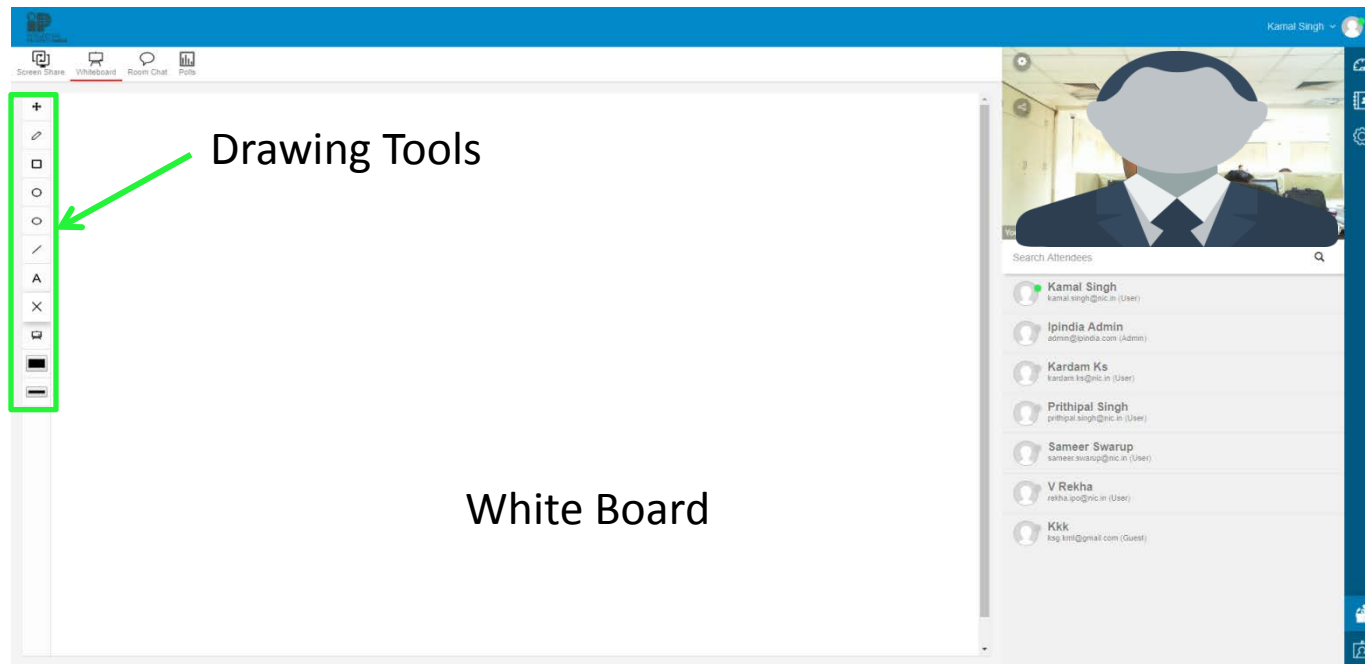
8. User may type in the chat box if there is any technical issue or may share document



(Screen-08)

# White Board

9. User may explain by drawing on Whiteboard.



(Screen-09)

Help Desk: [tmr-helpdesk@nic.in](mailto:tmr-helpdesk@nic.in)

THANKS...