

VIDEO CONFERENCE 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

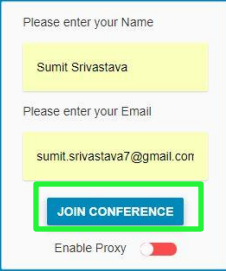
System Requirements

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

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

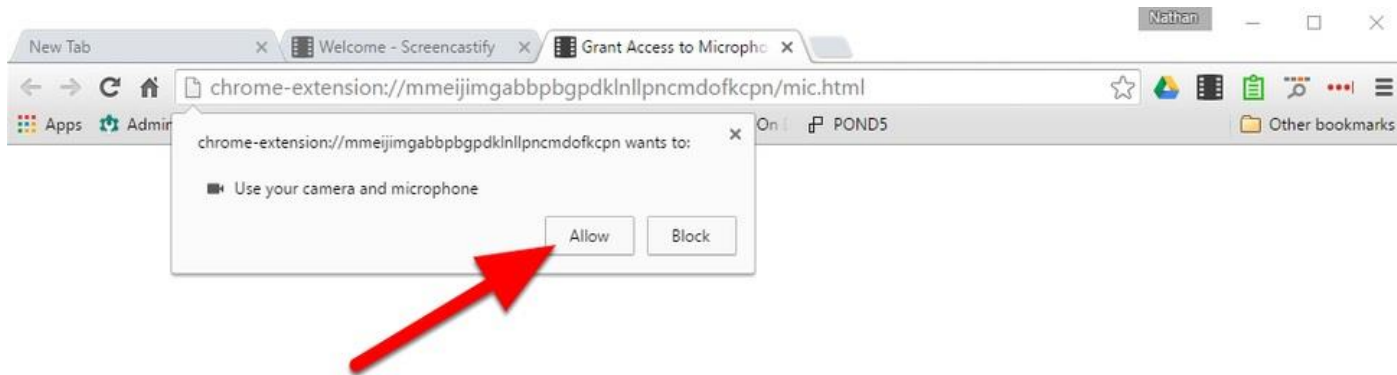
Enable Proxy

Click on “Join Conference” button

© 2017 - instaVC - PeopleLink Unified Communications Pvt. Ltd.

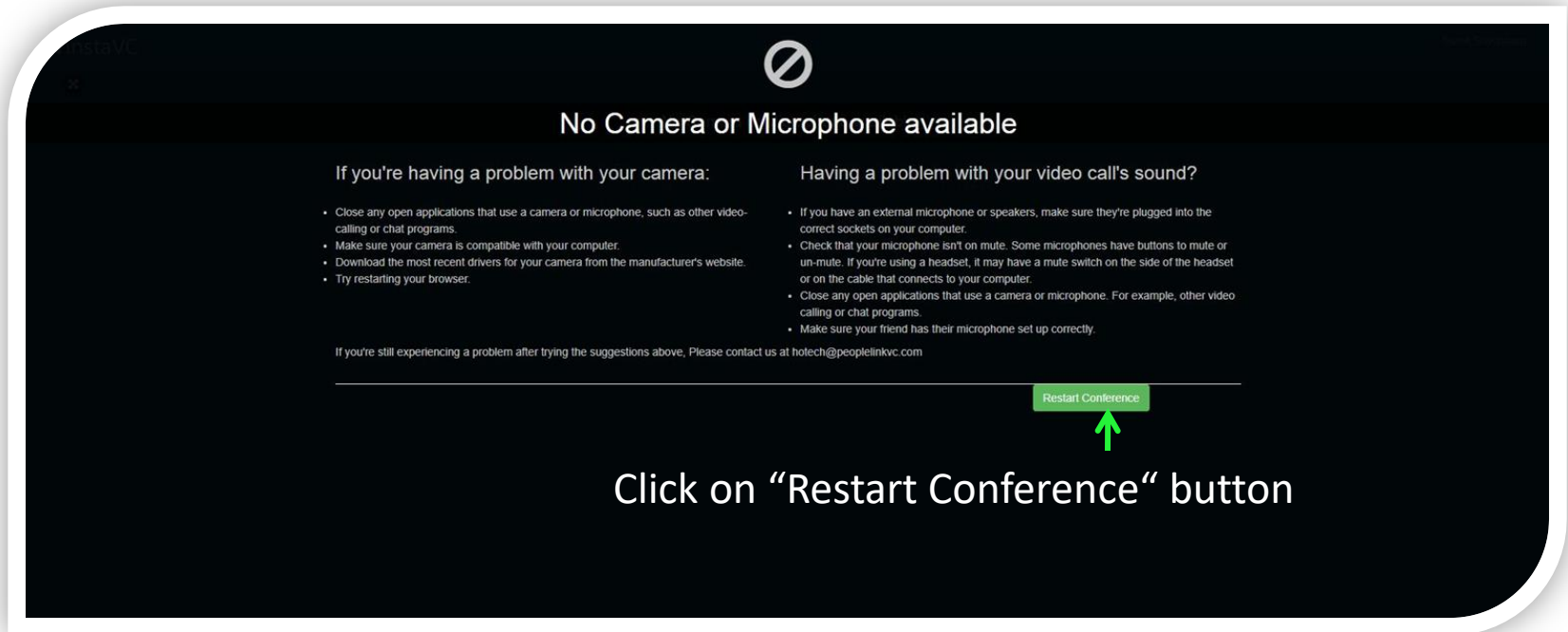
Conference Access


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



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.

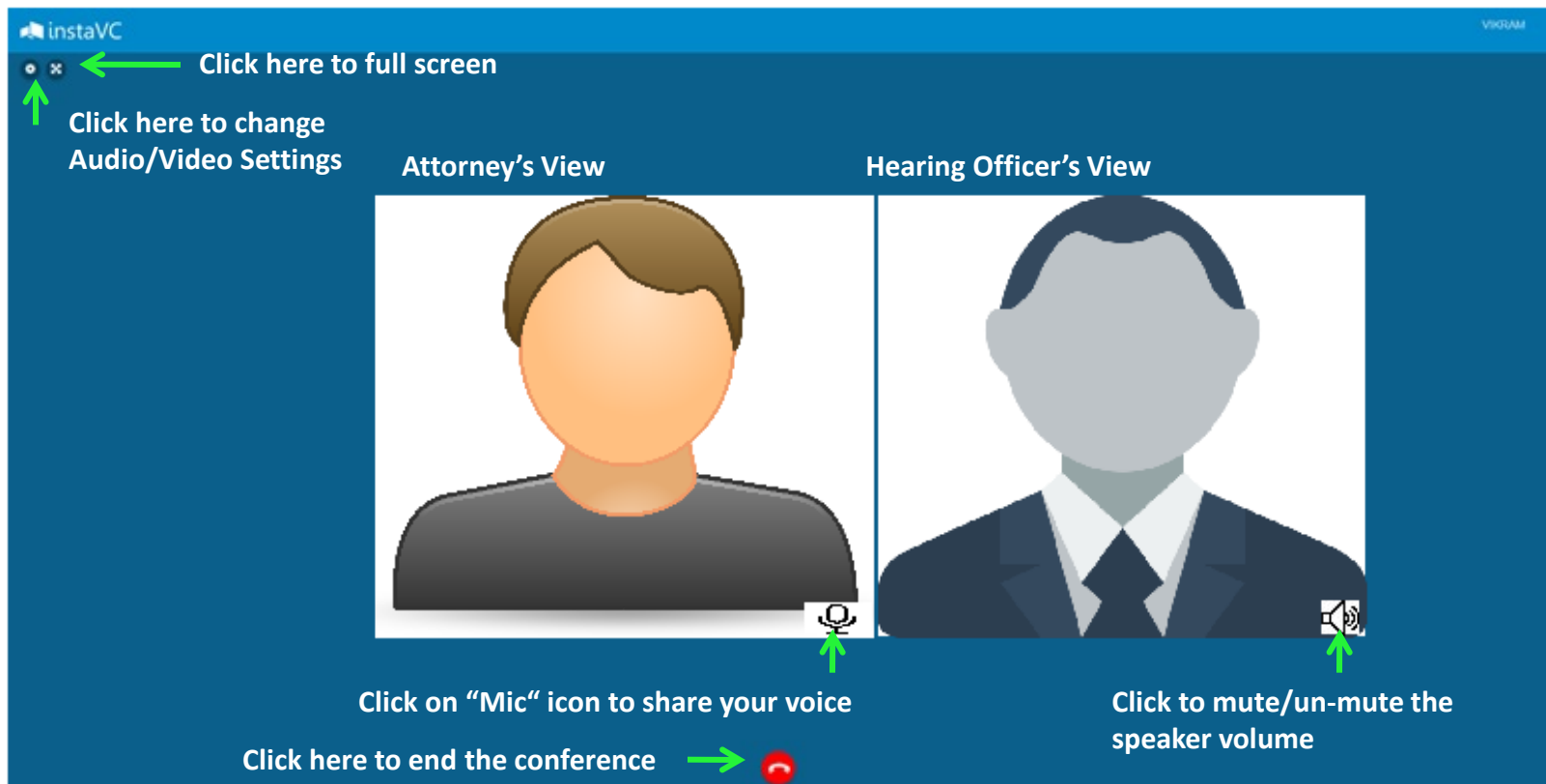
If you're still experiencing a problem after trying the suggestions above, Please contact us at hotech@peoplelinkvc.com

[Restart Conference](#)

Click on "Restart Conference" button

Welcome Screen

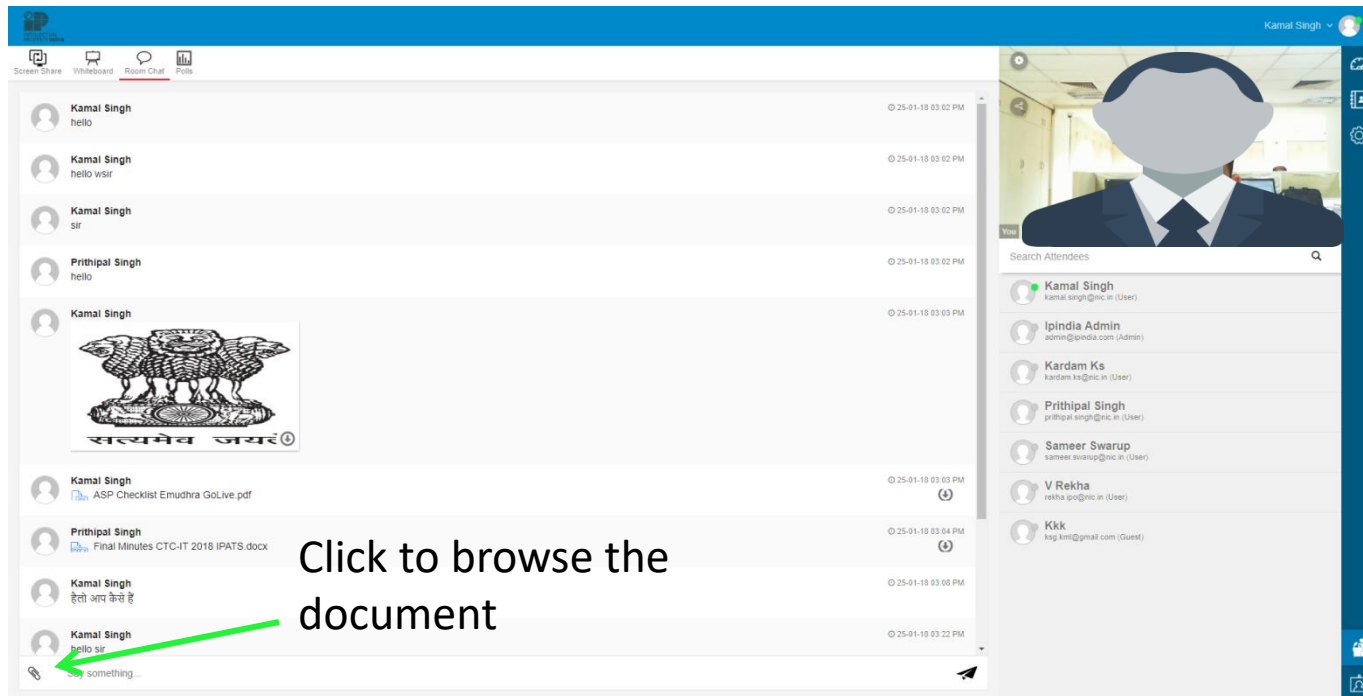
4. Now you will be connected to the conference, you may change the audio/video settings if required.



The screenshot shows the 'instaVC' interface with a blue header. In the top left, there are window control icons (minimize, maximize, close) with a green arrow pointing to the maximize icon and the text 'Click here to full screen'. Below this, a green arrow points to a settings icon with the text 'Click here to change Audio/Video Settings'. The main area is split into two panels: 'Attorney's View' on the left and 'Hearing Officer's View' on the right. Each panel shows a stylized person icon. Below the 'Attorney's View' icon is a microphone icon with a green arrow pointing to it and the text 'Click on "Mic" icon to share your voice'. Below the 'Hearing Officer's View' icon is a speaker icon with a green arrow pointing to it and the text 'Click to mute/un-mute the speaker volume'. At the bottom center, there is a red hang-up icon with a green arrow pointing to it and the text 'Click here to end the conference'.

Room Chat

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



Help Desk : ipo-helpdesk@nic.in
Mr. Umesh: 9711220300