VCDOT Meetings

Office on your screens

सी-डॉट
C-DOT

Public/Private Chat

HD Video Conferencing

Upload Presentations

Live MoM

Breakout Rooms

Real Time Polling

Multi Level Screen Sharing
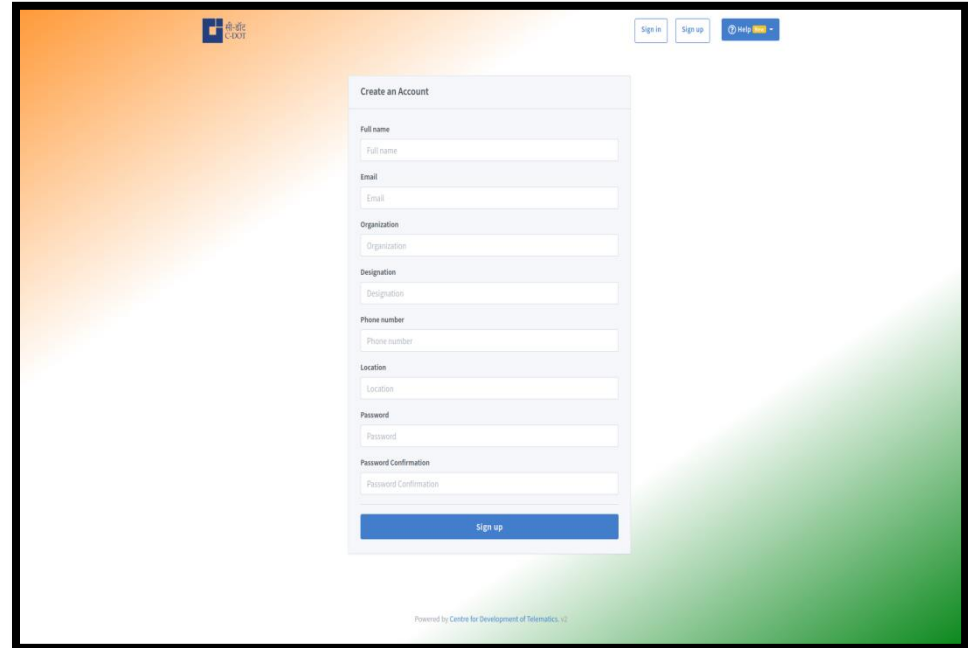
Multi User Whiteboard

User Manual for Video Conferencing

Creating an account

1 Go to **https://vcdot.cdot.in**

2 Click on **Sign Up** on top right corner of the screen

3 Enter User details and password and click on **Sign up**

3

New user registration approval and email confirmation

1 Newly registered users will receive a confirmation email to the email address specified during registration. This email contains a "**Verify Account**" button that the user has to click, in order to verify the account.
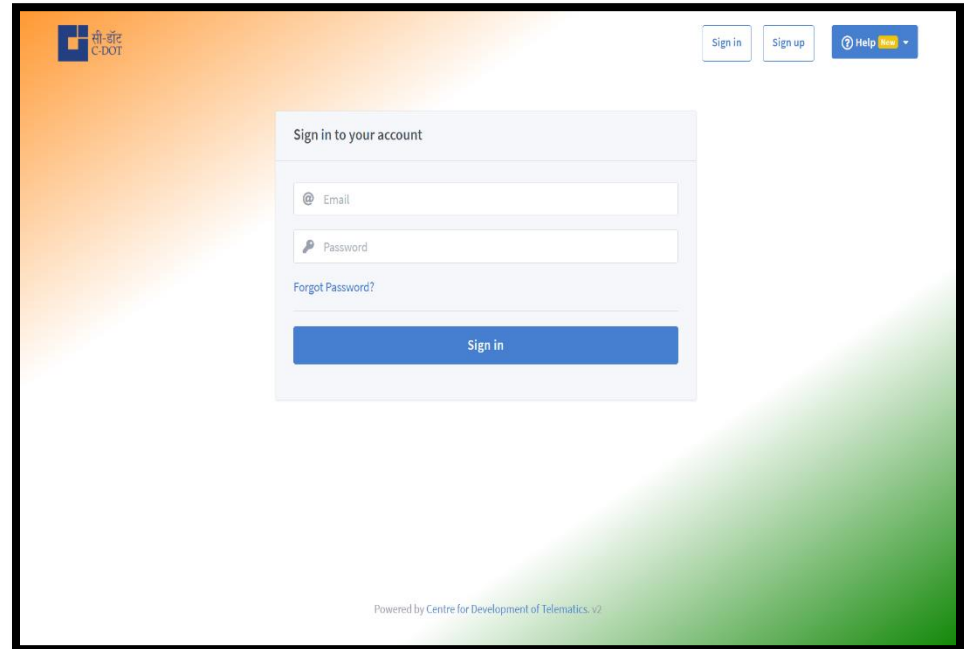
2 Users will not be able to sign-in immediately after registration and verification of account. Their registration will have to be approved by the administrator.

Signing In

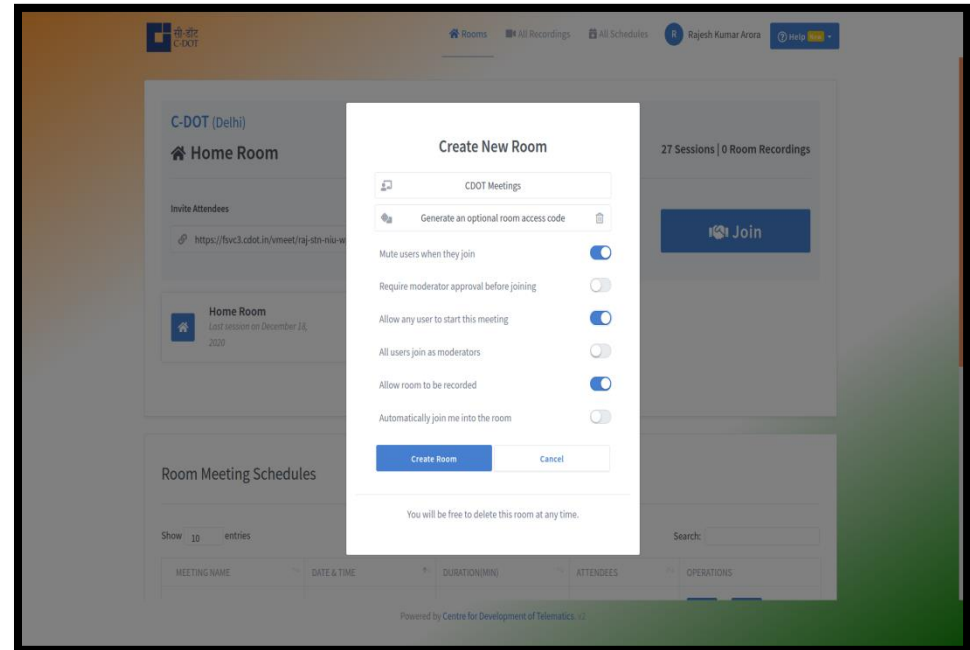**1**   Enter the registered email ID

**2**   Enter your password

3   Click on **Sign In**

Creating a room for VC Meeting

1   Enter a name for the new room

2   You can toggle various features On & Off according to your requirements

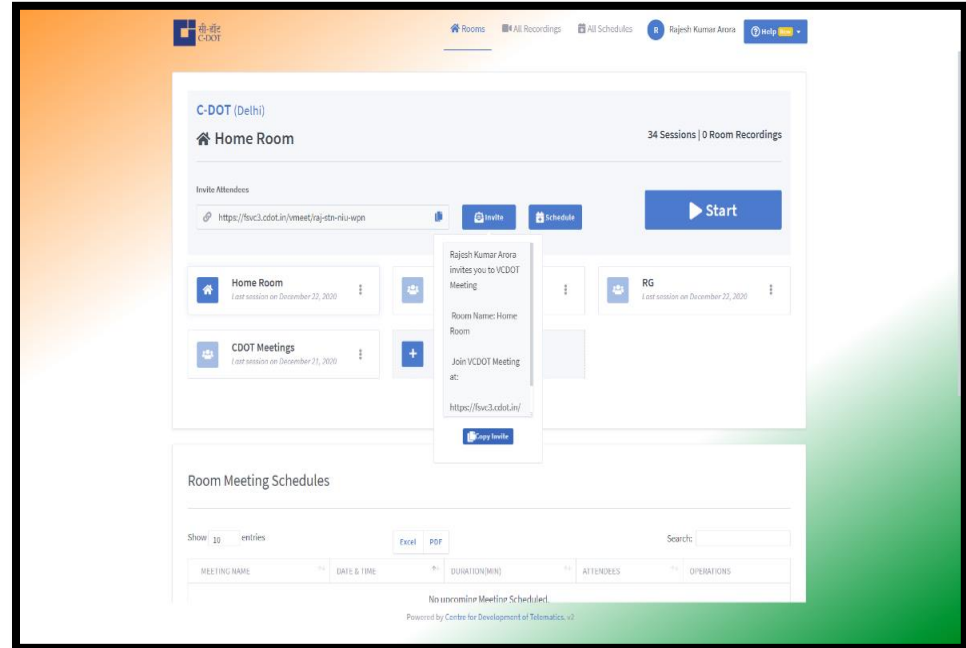**3**   Click on "**Create Room**"

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Manage Meeting Schedules

1 Select new meeting room and click on Schedule link

2 Select Date and Time as per your plan

3 Enter the expected duration
(This is only informative data)

4 Provide email IDs of Invitees

5 Email will be sent to all Invitees

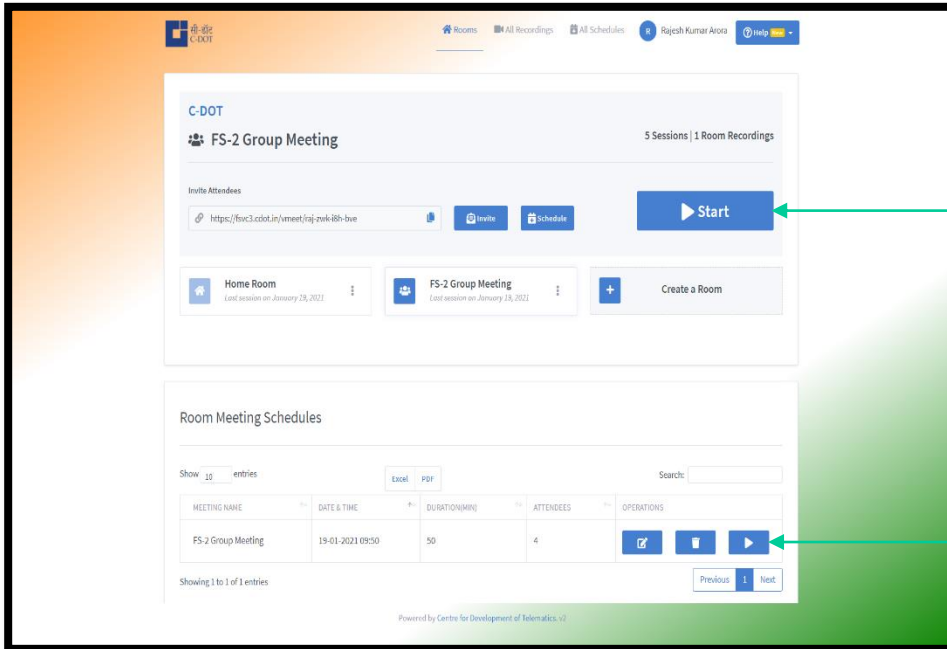**6** You can also view all upcoming and older meeting schedules
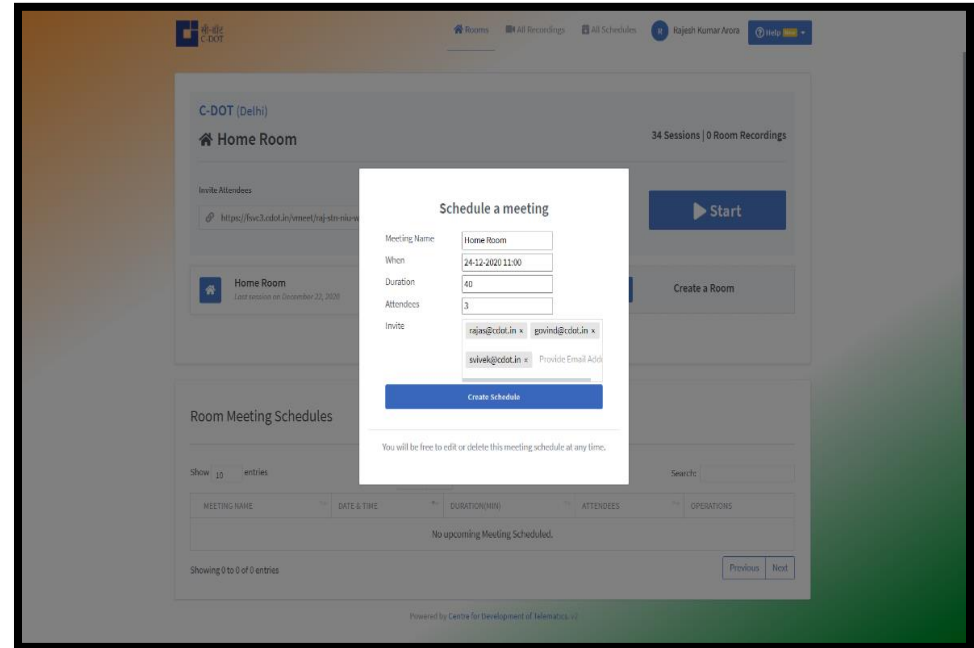
Invite for Meeting

1 Select new meeting room and click on Invite link

2 Click on copy Invite link

3 Paste the link details in Email and send to all Invitees

How to start a meeting

You can start the meeting from the **Start** button after selecting the corresponding room.

You can start the meeting from the **Start Meeting** button (if your meeting is already scheduled).

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How to Join a meeting by any user

1 Open the meeting link provided to you either by directly clicking on it or copying it in the browser (preferably Google Chrome Browser)

2 You will be redirected to window similar to this
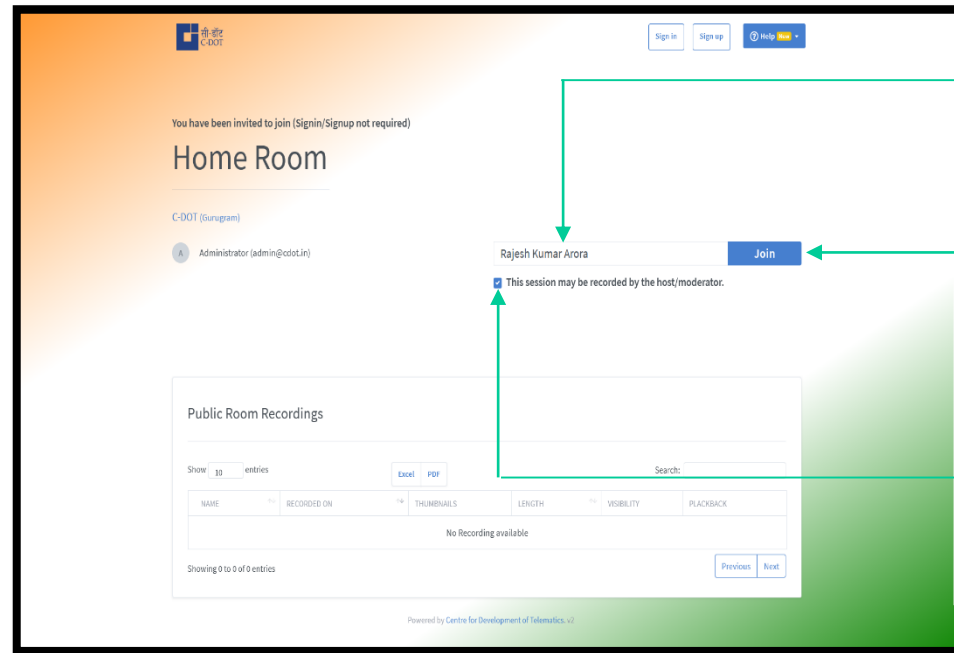
Enter your name in this box

Click on 'Join' button

Click on check box for recording consent

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Starting the meeting
Audio selection & Echo Test
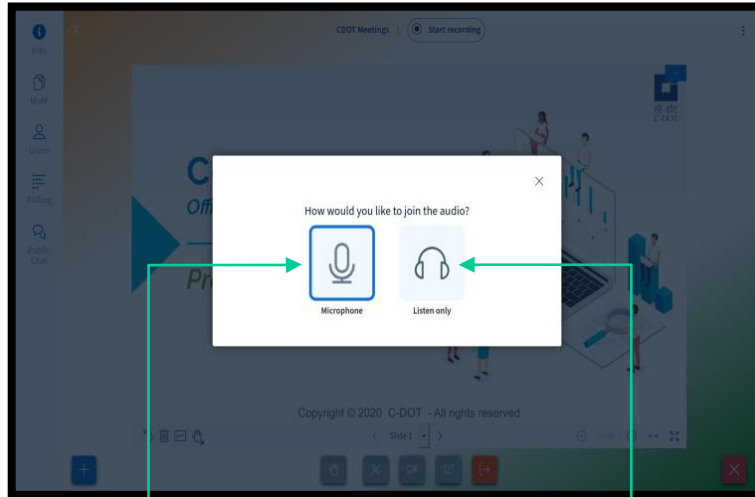
Select 'Microphone' if you are connected with Headset/ earphones with microphone

Select 'Listen only' if you don't want to use microphone
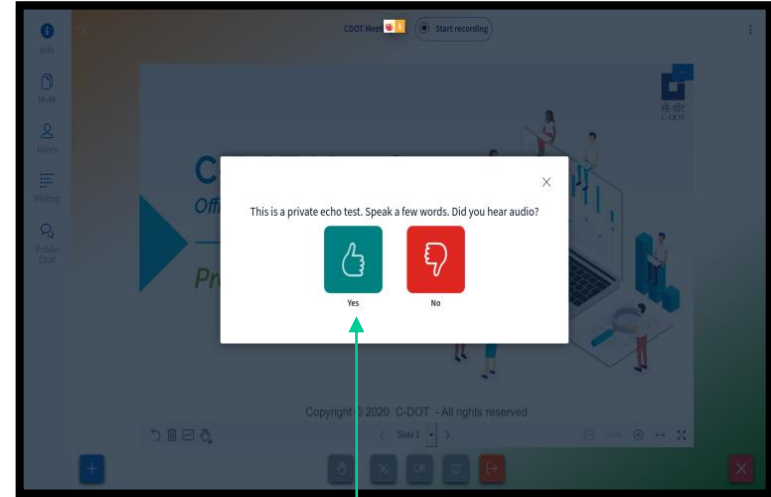
Speak a few words using your microphone and if you are able to hear audio then click on green button

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Starting the meeting

Select the different microphone
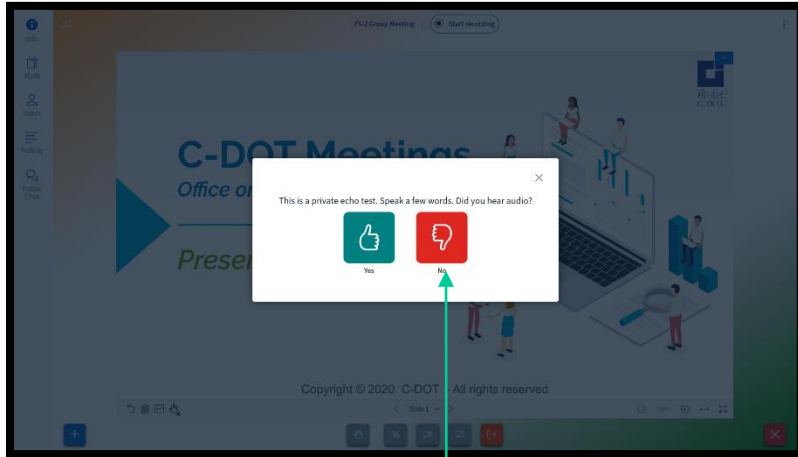
Click on 'No', if you don't hear your voice in echo test.
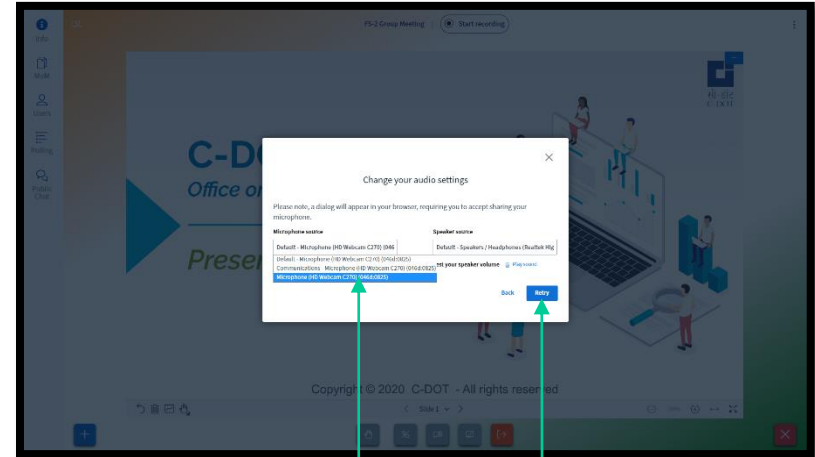
- Select the microphone
- Test your speaker volume by clicking on play sound.
- Click on Retry and check the private echo test again.

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Starting the meeting
Webcam/ Camera configuration and sharing

Select the Camera available or the one connected with your device from the drop-down list

Select the Video quality

as per available internet speed :
- Low Quality
- Medium Quality
- High Quality
- High Definition

Click on "Start Sharing"

Minimum Bandwidth Requirements

For the all users, we recommend (a minimum of)
- 0.5 Mbits/s upload internet speed
- 1.0 Mbits/sec download internet speed
- **For instructors wanting to share their screen, we recommend (a minimum of)**
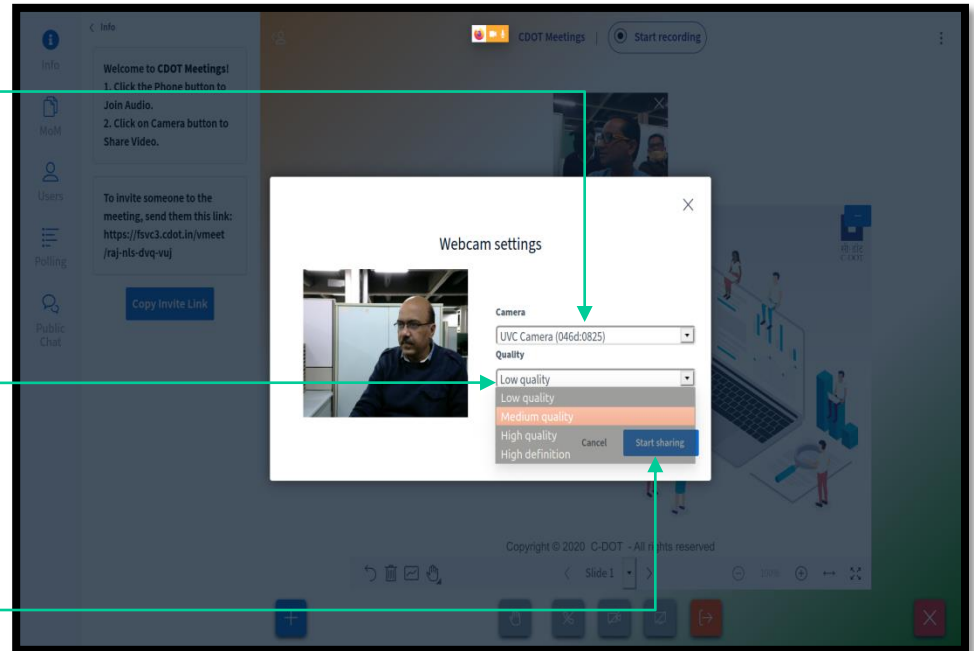- 1.0 Mbits/s upload internet speed
- 1.0 Mbits/sec download internet speed

For sharing webcam
- Less than 2 Mbits/s – Supports Low Quality of Video
- Between 2 Mbits/s and 6 Mbps – Supports Medium Quality of Video
- Between 6 Mbits/s and 10 Mbps – Supports High Quality of Video
- More than 10 Mbits/s – Supports High Definition Video

A good way for users to check their internet speed is to visit **speedtest.net**
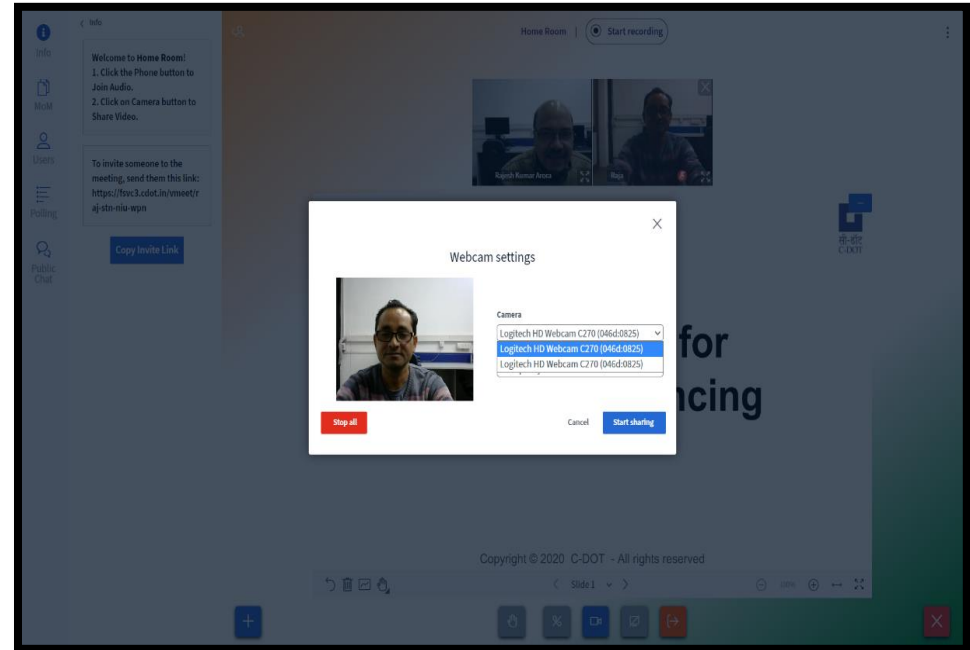
Multiple Webcams

1 This feature allows a user to connect multiple webcams.

2 Shows multiple webcam video feeds with the same username.

3 You can stop or start any webcam after selecting it.

Roles of User

Moderator
Controls the meeting

• A session can have multiple moderators
• Mute/ Unmute other viewers
• Lock down viewers (restrict share webcam, See other viewers webcam, Share microphone, Send public chat messages, Send Private chat messages, Edit MoM, See other viewers in the Users list)
• Take/ Assign the role of presenter
• Remove a user
• Start/stop recording
• End the meeting at any time
• Create Breakout Rooms

Presenter
Controls the screen

• Only one person at a time can be presenter, by default moderator has the presenter rights.
• Controls the presentation area
• Upload Presentation
• Play External video
• Annotate the current slide
• Enable/disable multi-user whiteboard
• Start a poll, publish results
• Share their screen

Viewer
Views the presentation

• Chat publicly or privately
• Send/Receive audio and video
• Respond to polls
• Change your status anytime using Emojis
• Use whiteboard if enabled by Presenter
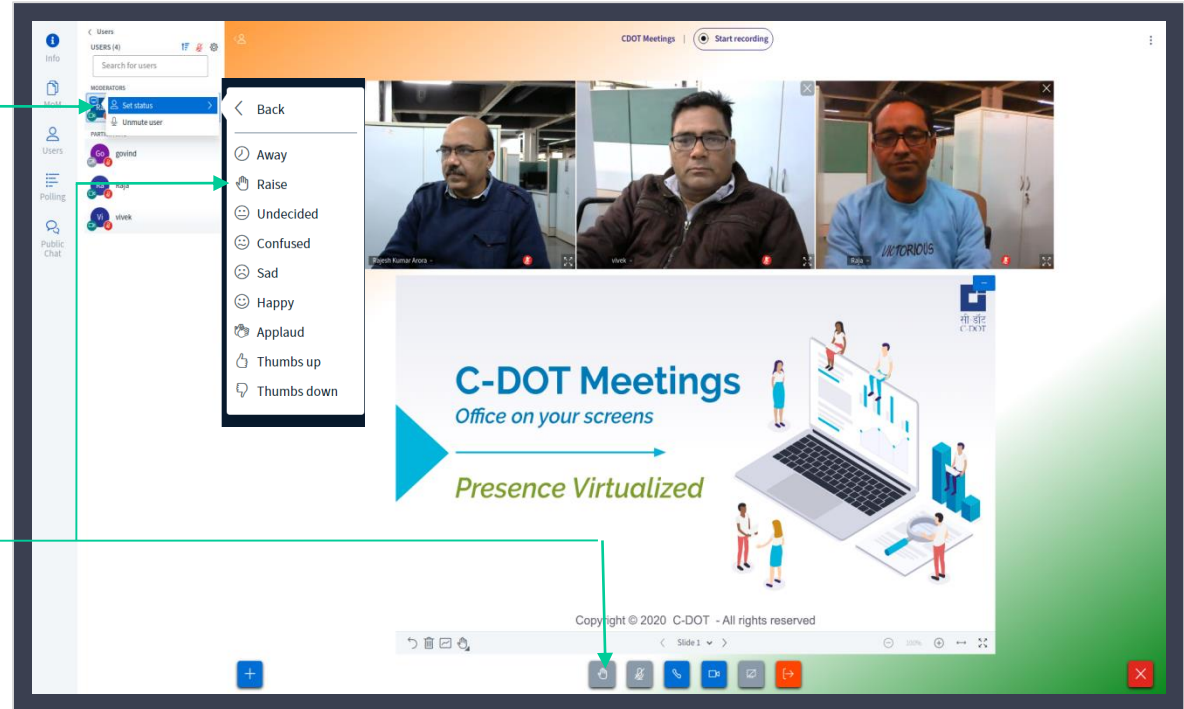• Can join a breakout room

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As a
Viewer

Setting Status

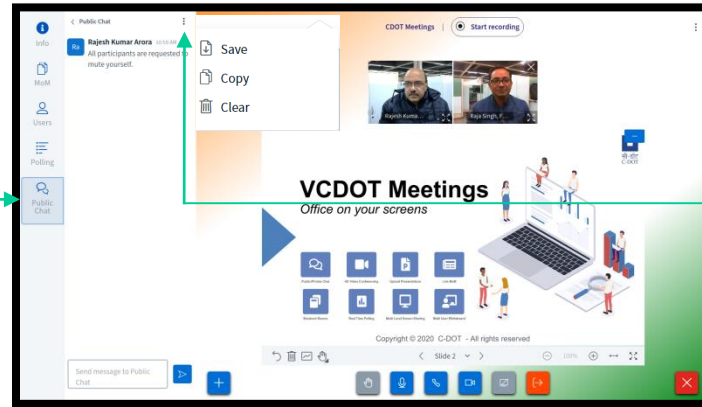All participants can set their status from a list of predefined options and can clear their status at any time

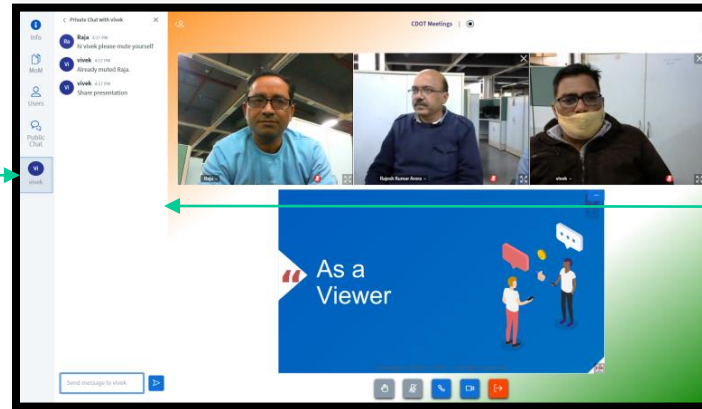Shortcut for set status to Raise your hand

Chat

Click on 'Public Chat' to open the Public Chat window and start typing
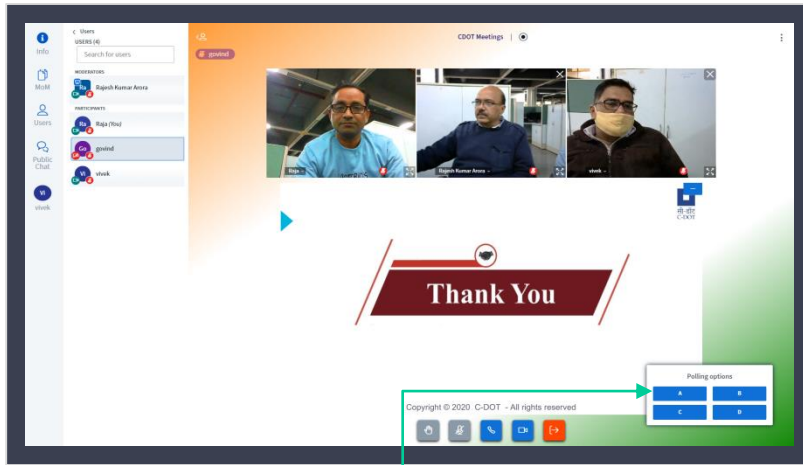
Click on this button to open Chat Options to save, copy or clear public chat

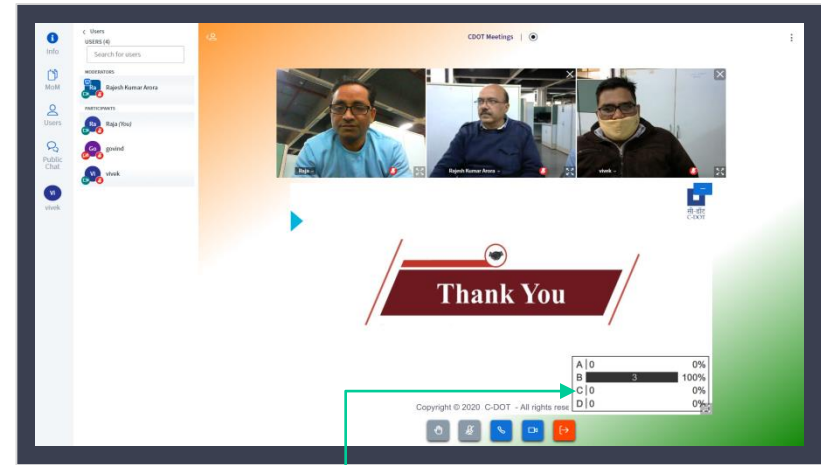Click on a User Name to open a Private Chat window and start typing

Drag the Chat windows to increase/ decrease their size

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Real-time Polling

Cast your vote from the available options displayed at the bottom-right corner of your screen
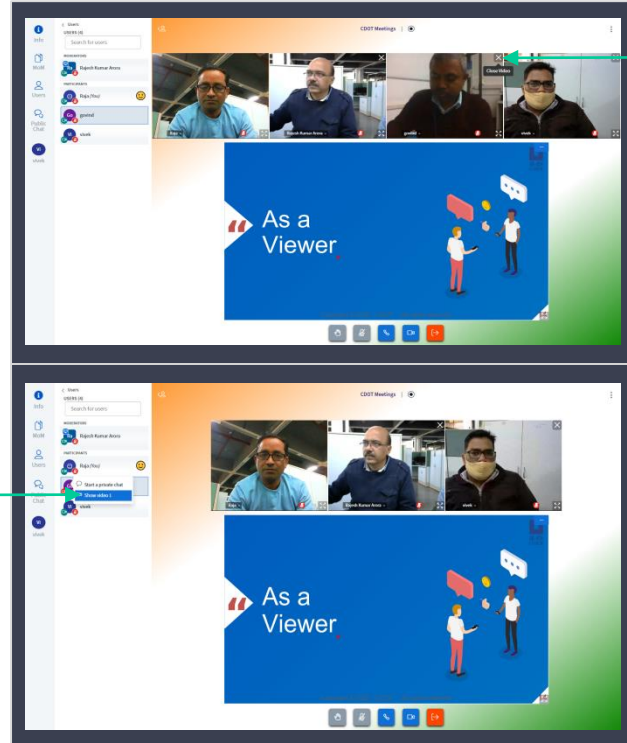
You can view the Published results for the Poll at the bottom-right corner of the screen

Close Video and Share Video

Video indicator icon
- Gray   - Video feed not shared
- Red   - Video feed is shared but
              Closed by user
- Green - Video feed shared

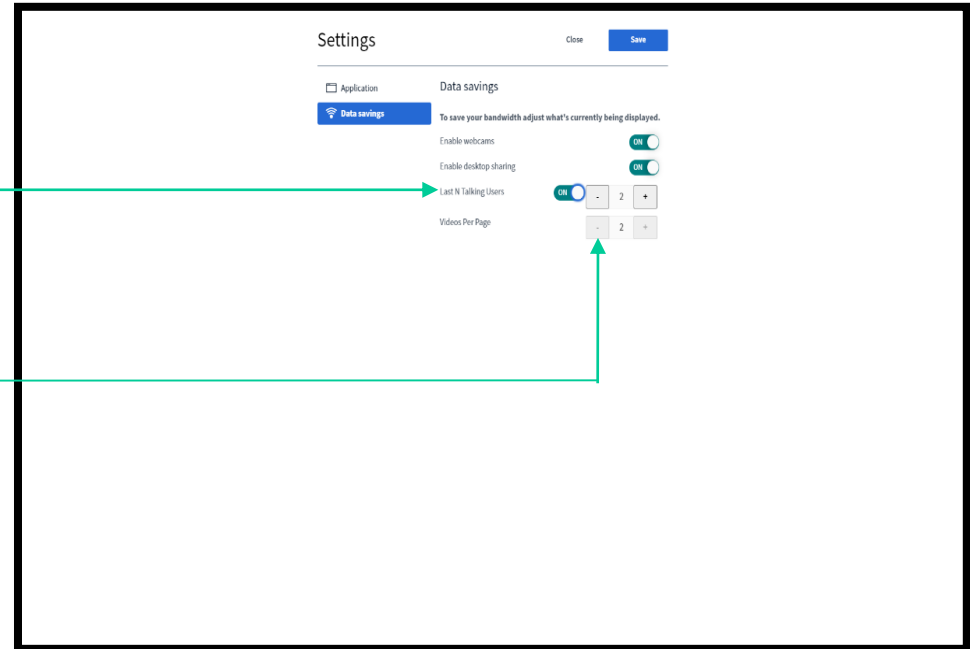Webcam video feed of individual users can be closed using a close button to save network bandwidth.

When a video feed is closed using the close button it can be reopened again using the show video option by clicking the username in users list.

Pagination and Last N talking users

Last n talking users
(count in data saving option of settings)

Toggle Buttons and increment/decrement counters are added to control pagination

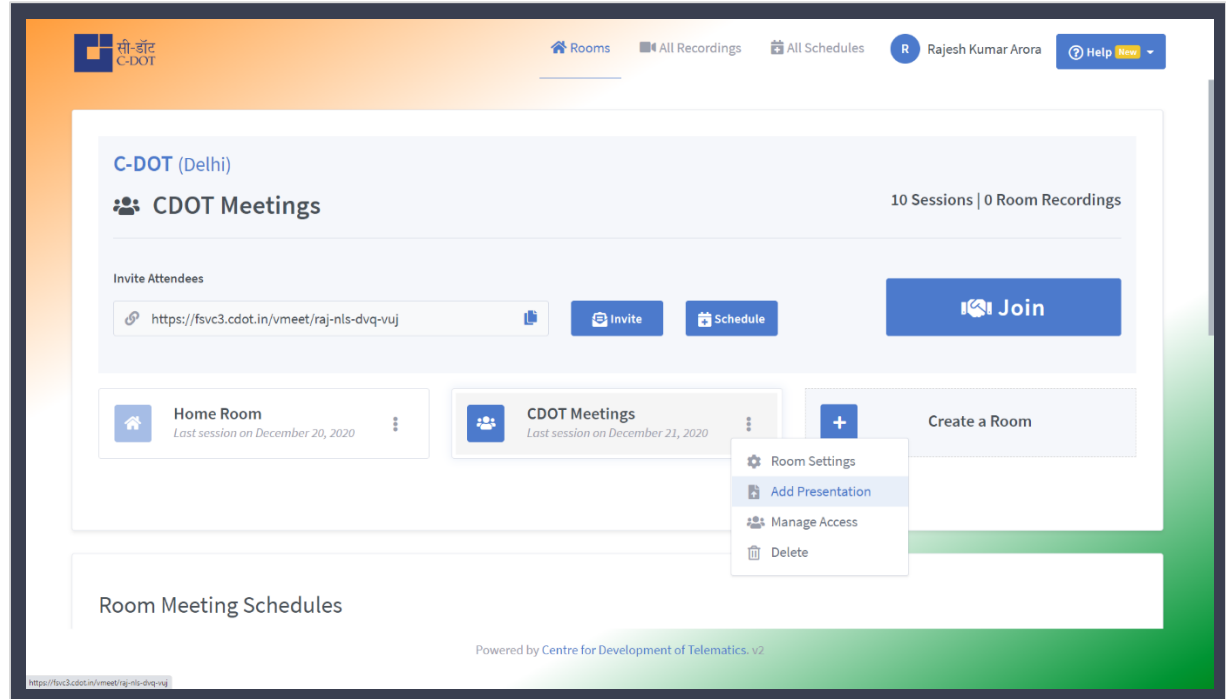Settings   Close   Save

Application   Data savings

Data savings   To save your bandwidth adjust what's currently being displayed.

Enable webcams   ON

Enable desktop sharing   ON

Last N Talking Users   ON   -   2   +

Videos Per Page   -   2   +

As a Presenter

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Manage Server Rooms

Add pre upload presentation

1 User is able to add a presentation in specific room in advance.
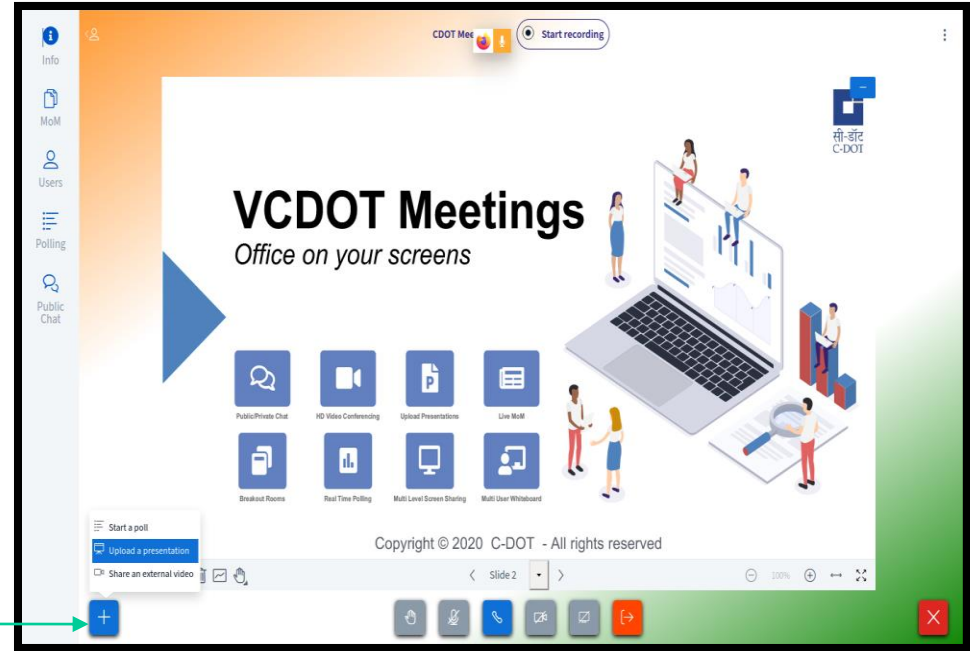
Options for Presenter

1 Polling

2 Upload a presentation

3 Share a You Tube Video.

4 Select pre uploaded presentation
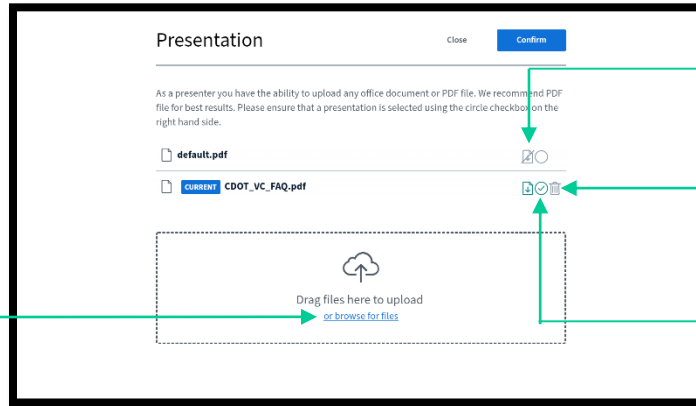
5 White Board Annotations

Click + to start a poll, upload a presentation, or share a link for external video

Share Presentation

Formats supported: ppt, pptx, pdf, doc and docx

Presentation   Close   **Confirm**

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

default.pdf

CURRENT CDOT_VC_FAQ.pdf

Drag files here to upload
or browse for files

Allow presentation to be downloaded

Remove presentation

Select the presentation to be displayed

- The presenter can share presentations during the meeting for others
  file size should be less than 30 MB
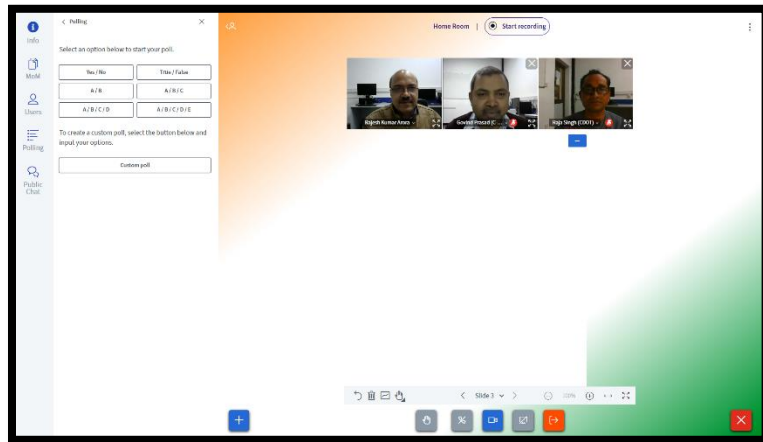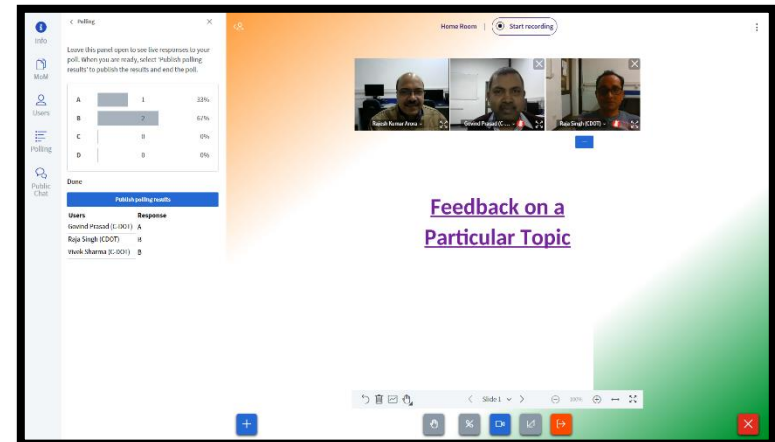
Collaborative White Board

1. Select 'Tools' to insert text or shapes or use pencil to draw
2. Select Font Size from this list
3. Select colours from this option
4. Undo Annotation (changes)
5. Clear all annotations
6. Turn multi-user whiteboard on/off
7. Hide presentation
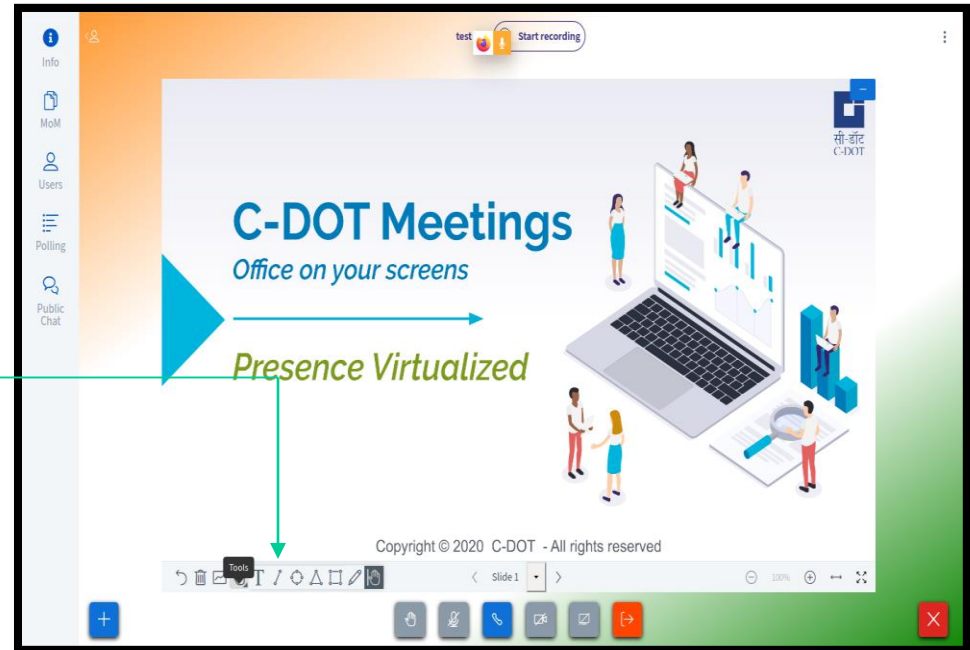
Real-time Polling

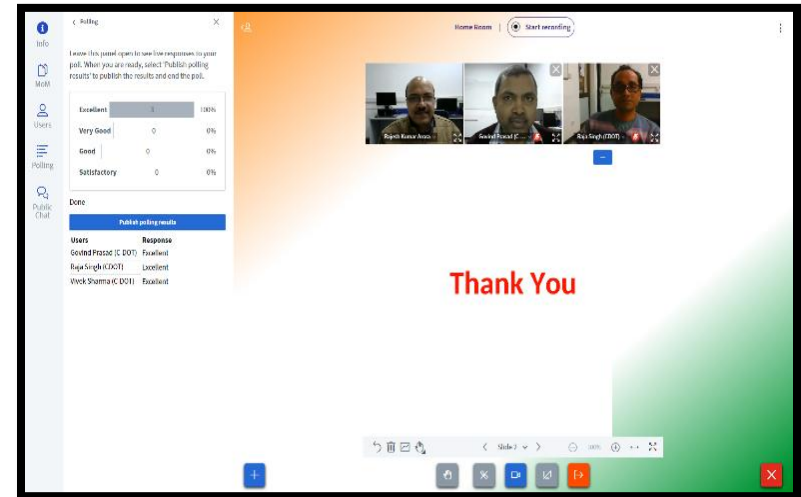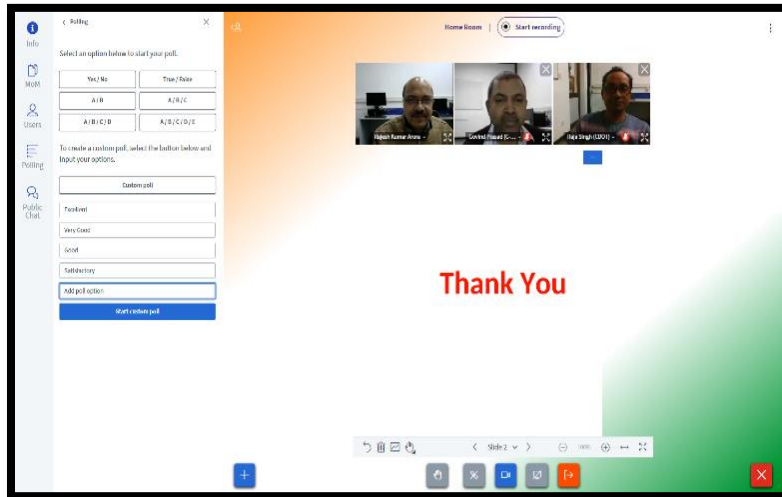Select any type of option to choose for polling

View the polling result and share the result with viewers by publishing it.

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Customised Polling

Create a Customized Poll as a Presenter and
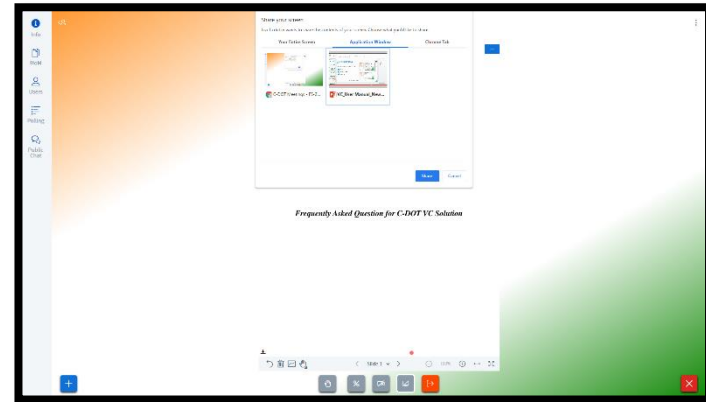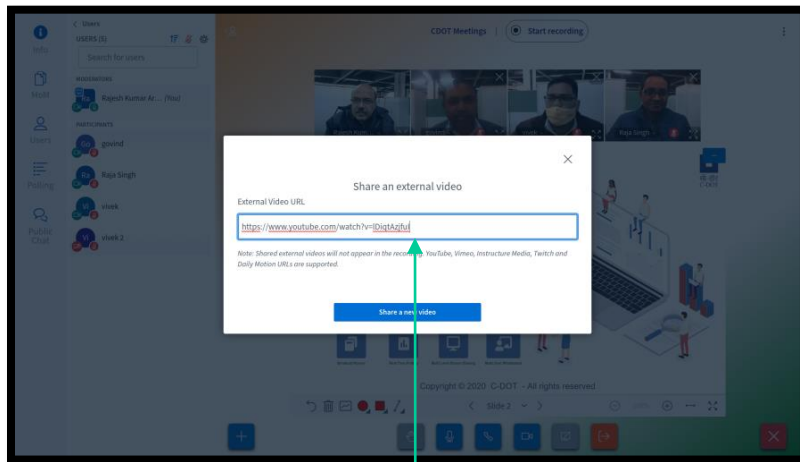Select any type of option to choose for polling

View and publish Poll results

Screen Sharing

The user can share screen in three distinct modes:

1. Entire Screen

2. Application Window

3. Browser Tab

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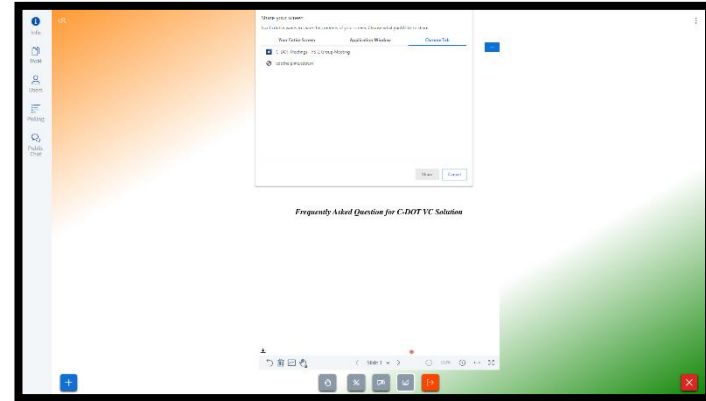
Share external video

Enter the URL of the video to be shared. *YouTube, Vimeo, Instructure Media, Twitch and Daily Motion URLs are supported.*
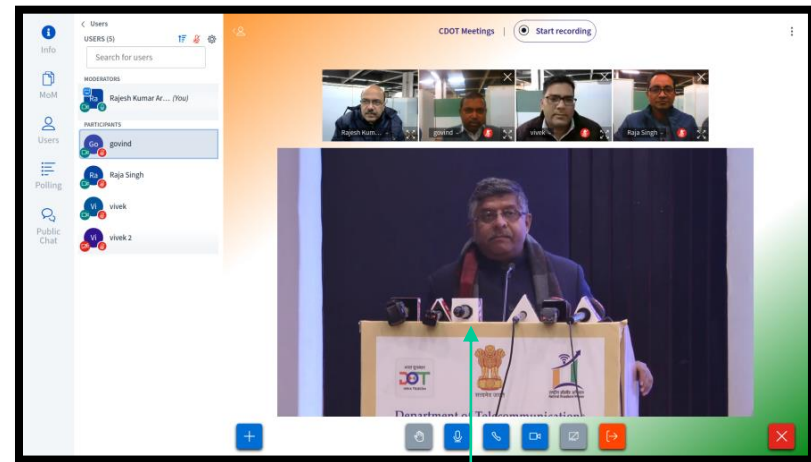
The video will be visible to all participants. *Note: Shared external videos will not appear in the recording.*
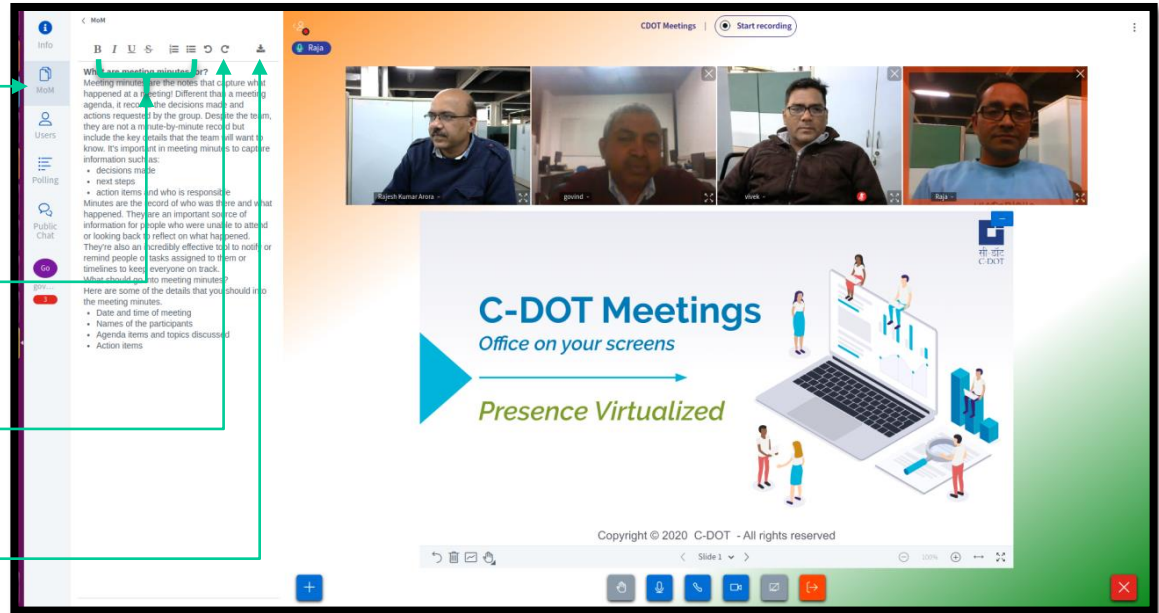
As a
Moderator

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Minutes of Meeting (MoM)

All participants can share their notes and draft Minutes of Meeting simultaneously by clicking here

Control text formatting using options: Bold, Italic, Underline, Strikethrough, ordered list & unordered list

Undo/ Redo your last edit

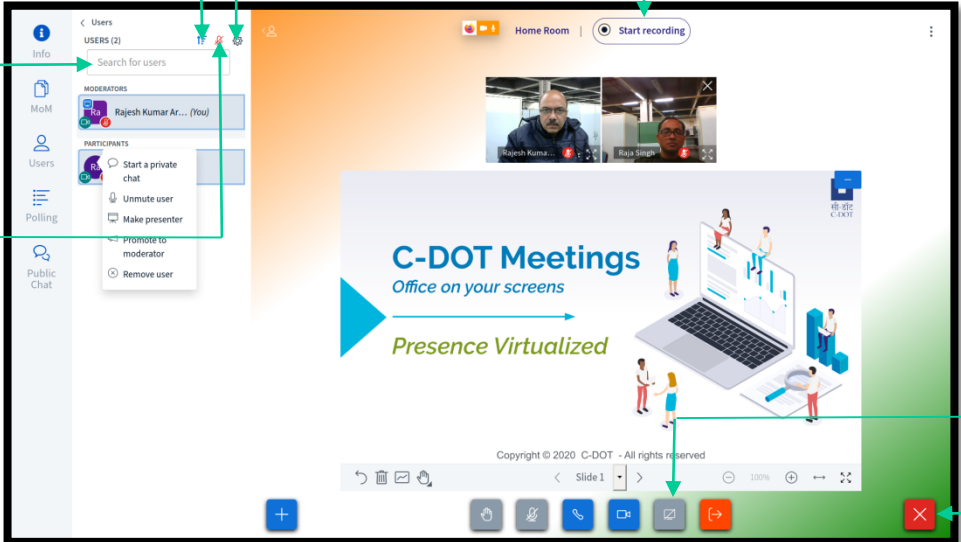Save/ export the Notes/ MoM for reference

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Controlling Users

1. Take the role of presenter while being a moderator

2. Promote a specific user to Presenter or Moderator

3. Control Users' status, audio, save user names

4. Moderator can lock users for using specific features

5. Moderator can remove user, mute/unmute or start a private chat with any user.
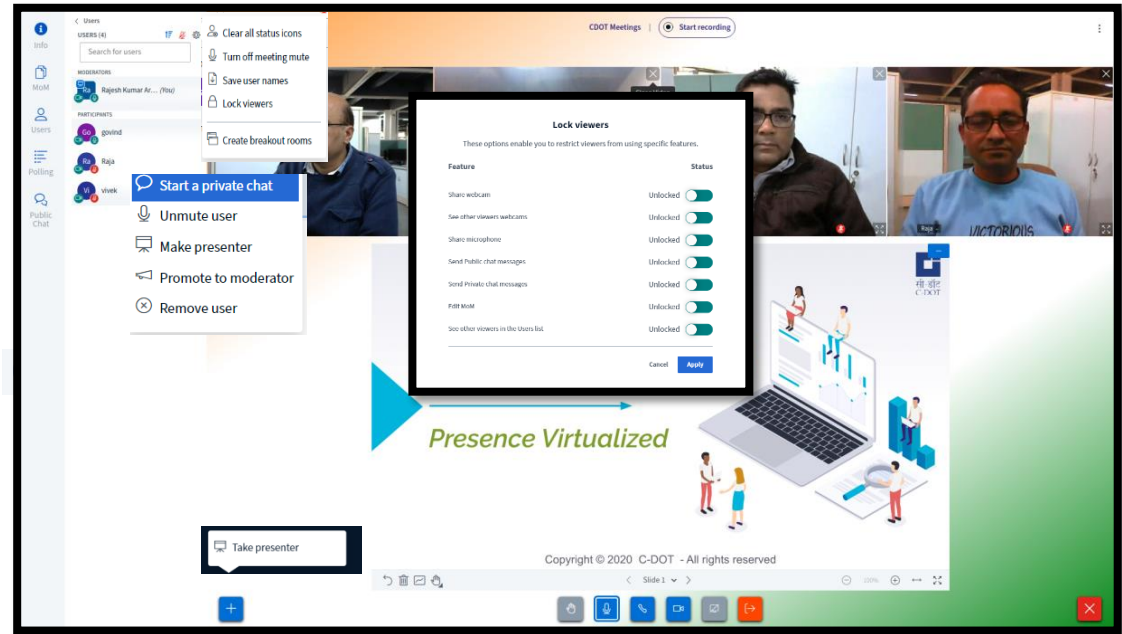
Controlling Users ...

Click here to open Manage Users Panel

Click here to Start Recording

Sort unmuted and muted users

Search for users

Mute all Users

Share your screen
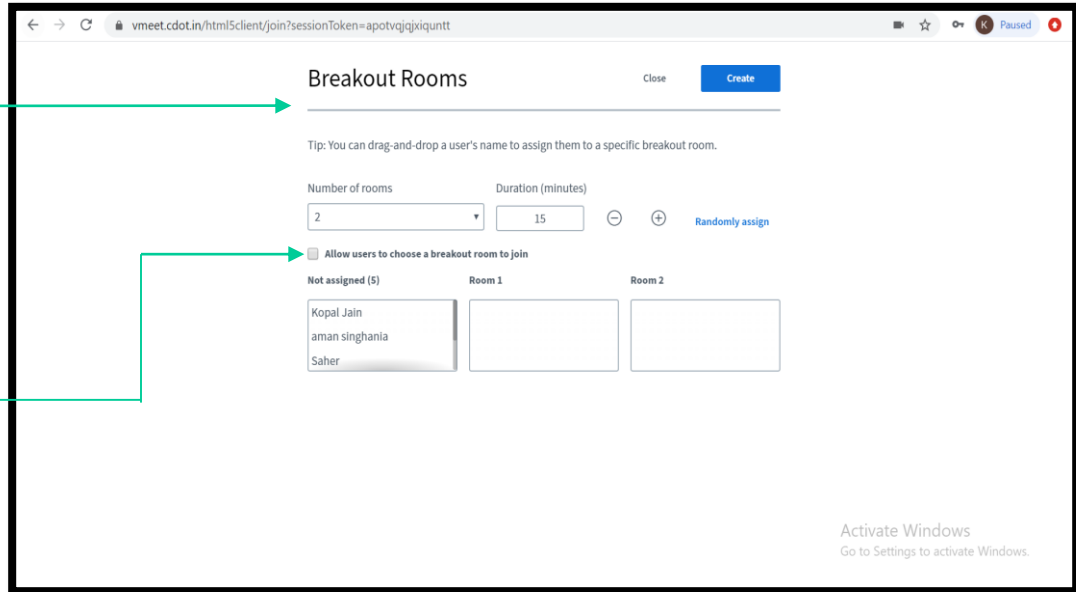
End Meeting

Clear Status

Moderator can clear status of any user

Breakout Rooms

The moderator can create Breakout Rooms to conduct dedicated discussions amongst a specific set of users during the ongoing meeting

Click here if you want to give option to Allow users to choose a breakout room to join

Thank You

Contact us : vcdothelp@cdot.in