

VCDOT Meetings

Office on your screens



Public/Private Chat



HD Video Conferencing



Upload Presentations



Live MoM



Breakout Rooms



Real Time Polling



Multi Level Screen Sharing



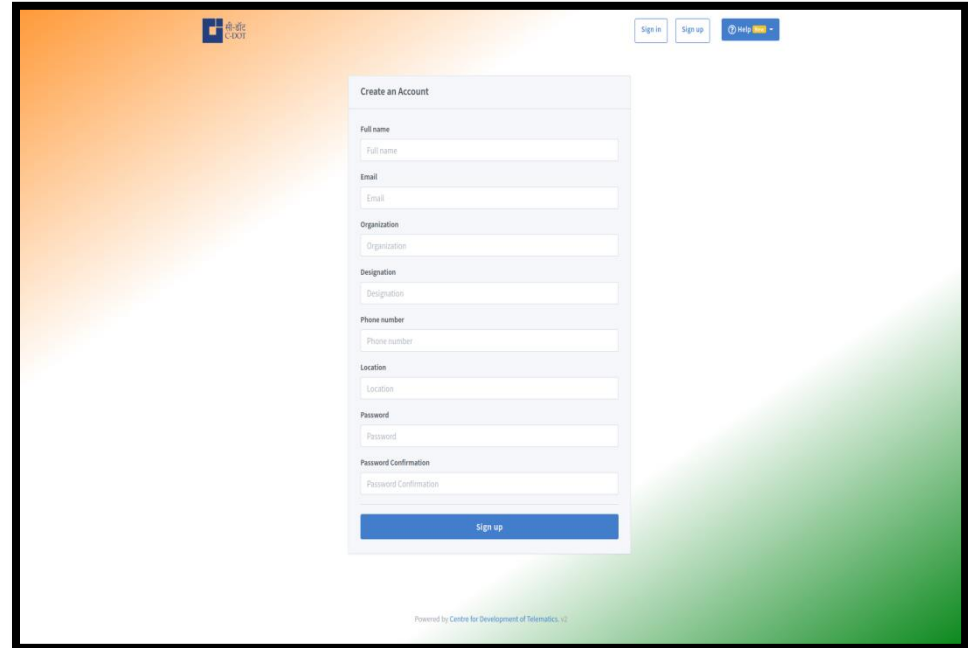
Multi User Whiteboard



User Manual for Video Conferencing

Creating an account

- 1 Go to <https://vcdot.cdod.in>
- 2 Click on **Sign Up** on top right corner of the screen
- 3 Enter User details and password and click on **Sign up**



The screenshot shows the 'Create an Account' form on the vcdot.cdod.in website. The form is titled 'Create an Account' and contains the following fields:

- Full name
- Email
- Organization
- Designation
- Phone number
- Location
- Password
- Password Confirmation

A blue 'Sign up' button is located at the bottom of the form. The website header includes the C-DOT logo and navigation links for 'Sign in', 'Sign up', and 'Help'.

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

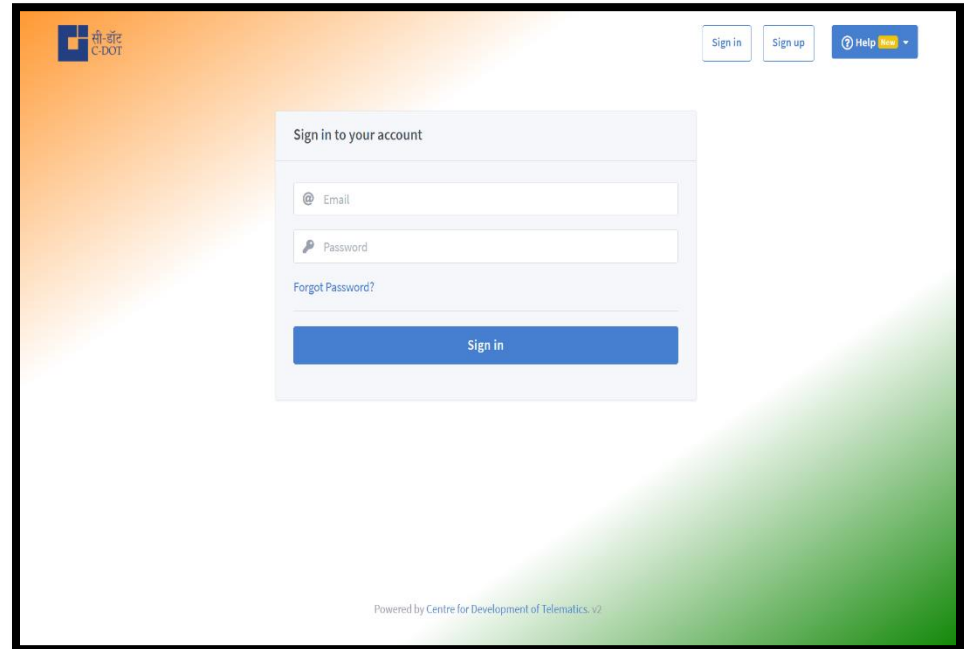
Users will not be able to sign-in immediately after registration and verification of account. Their registration will have to be approved by the administrator.

Signing In

1 Enter the registered email ID

2 Enter your password

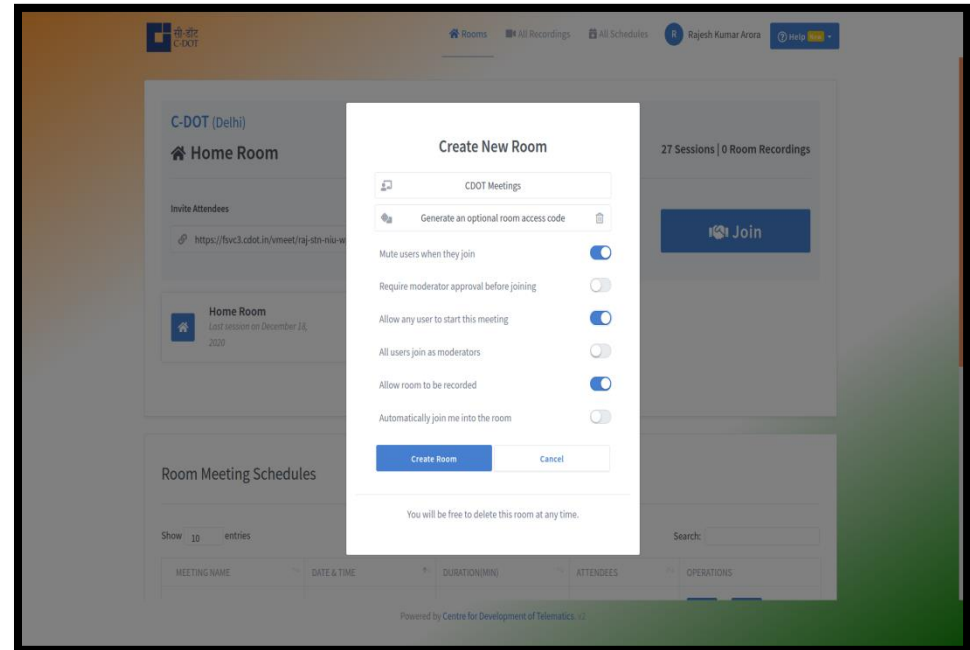
3 Click on **Sign In**



The screenshot shows the C-DOT Sign In interface. At the top left is the C-DOT logo. At the top right are buttons for 'Sign in', 'Sign up', and 'Help' with a dropdown arrow. The main content area is titled 'Sign in to your account' and contains an 'Email' input field with an '@' icon, a 'Password' input field with a key icon, and a 'Forgot Password?' link. A large blue 'Sign in' button is positioned below the input fields. At the bottom of the page, it says 'Powered by Centre for Development of Telematics. v2'.

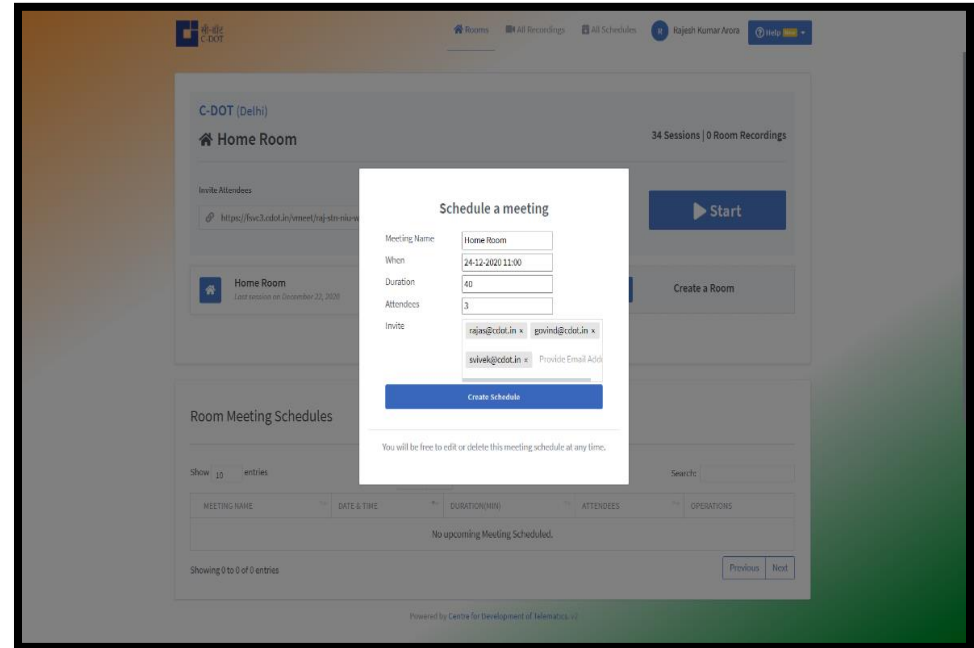
Creating a room for VC Meeting

- 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”**



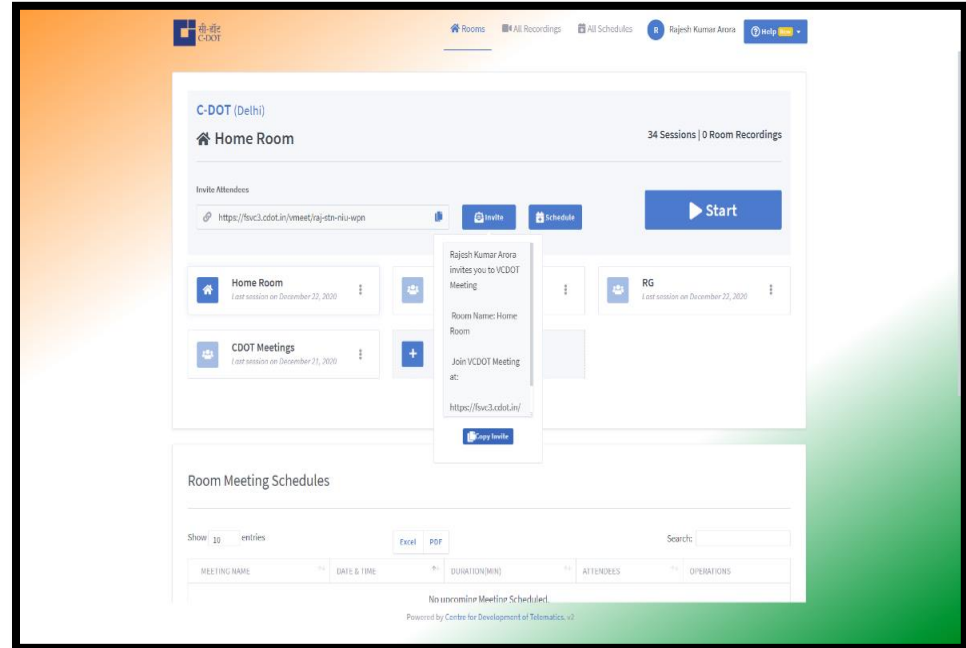
Manage Meeting Schedules

- 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



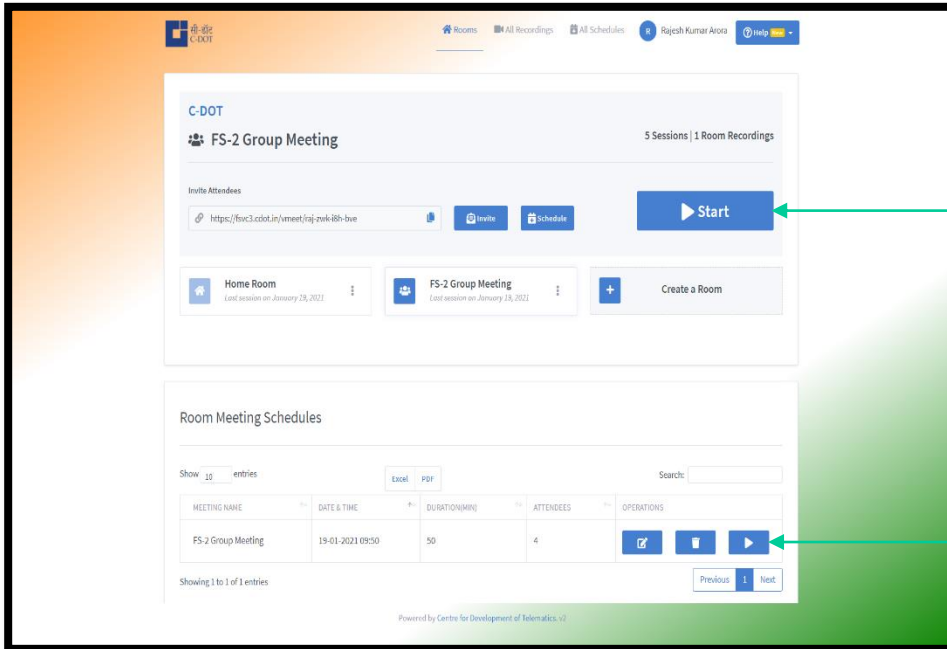
Invite for Meeting

- 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



The screenshot displays the C-DOT (Delhi) Home Room interface. At the top, there are navigation tabs for 'Rooms', 'All Recordings', and 'All Schedules', along with the user name 'Rajesh Kumar Arora' and a help icon. The main content area shows the 'Home Room' with 34 Sessions and 0 Room Recordings. Below this, the 'Invite Attendees' section is active, displaying a meeting link: <https://fsw3.cdof.in/jmeet/raj-dtr-fku-wgn>. There are 'Invite' and 'Schedule' buttons next to the link, and a 'Start' button. A popup window is open over the 'Invite' button, showing the user's name 'Rajesh Kumar Arora' and the message 'Invites you to VCDOT Meeting'. The popup also displays the room name 'Home Room', the meeting name 'Join VCDOT Meeting at:', and the meeting link <https://fsw3.cdof.in/>. A 'Copy Invite' button is visible at the bottom of the popup. Below the 'Invite Attendees' section, there is a 'Room Meeting Schedules' section with a table showing meeting details. The table has columns for 'MEETING NAME', 'DATE & TIME', 'DURATION(MIN)', 'ATTENDEES', and 'OPERATIONS'. The current view shows 'No upcoming Meeting Schedules!'. At the bottom of the interface, it says 'Powered by Centre for Development of Telematics, IIT'.

How to start a meeting



The screenshot displays the C-DOT meeting management interface. At the top, there are navigation tabs for 'Rooms', 'All Recordings', and 'All Schedules', along with a user profile for 'Rajesh Kumar Arora' and a 'Help' icon. The main content area is titled 'C-DOT FS-2 Group Meeting' and shows '5 Sessions | 1 Room Recordings'. Below this, there is an 'Invite Attendees' section with a text input field containing a meeting link, and 'Invite' and 'Schedule' buttons. A prominent blue 'Start' button is visible. Below the invite section, there are room cards for 'Home Room' and 'FS-2 Group Meeting', with a '+ Create a Room' button. The bottom section, 'Room Meeting Schedules', features a table with columns for Meeting Name, Date & Time, Duration, Attendees, and Operations. The 'Operations' column contains a 'Start Meeting' button (a play icon) which is highlighted by a green arrow. The interface also includes a search bar, 'Excel' and 'PDF' export options, and pagination controls.

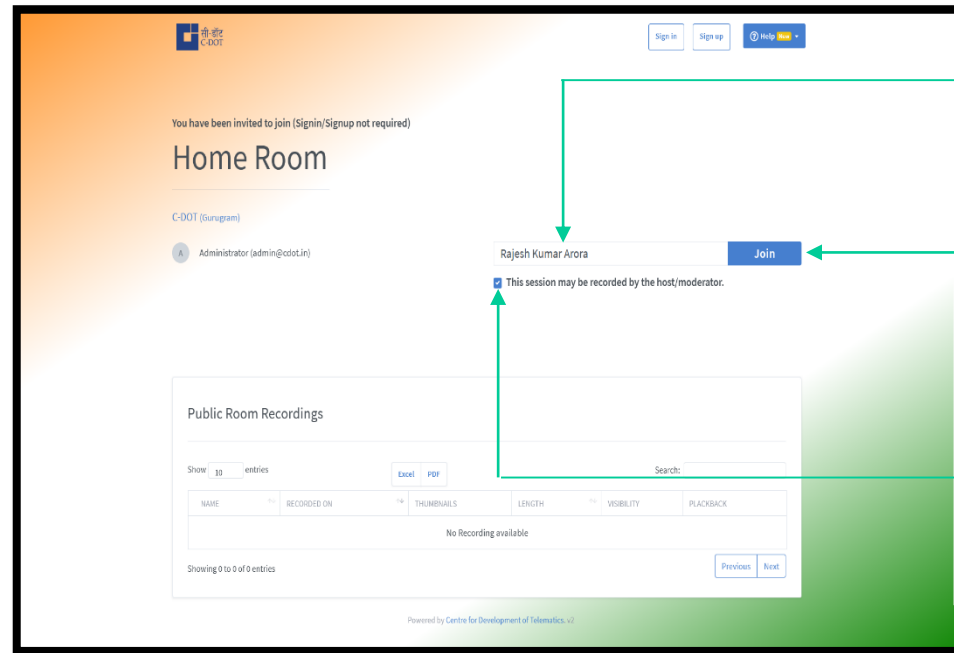
MEETING NAME	DATE & TIME	DURATION(MIN)	ATTENDEES	OPERATIONS
FS-2 Group Meeting	19-01-2021 09:50	50	4	[Start Meeting]

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).

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



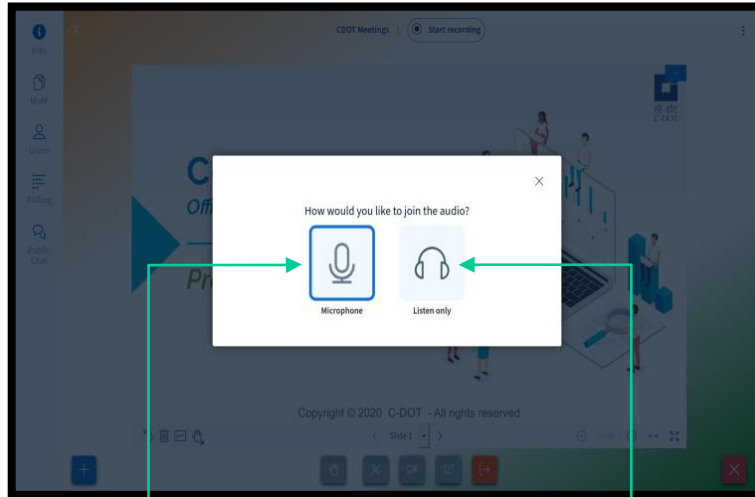
Enter your name
in this box

Click on 'Join'
button

Click on check
box for
recording
consent

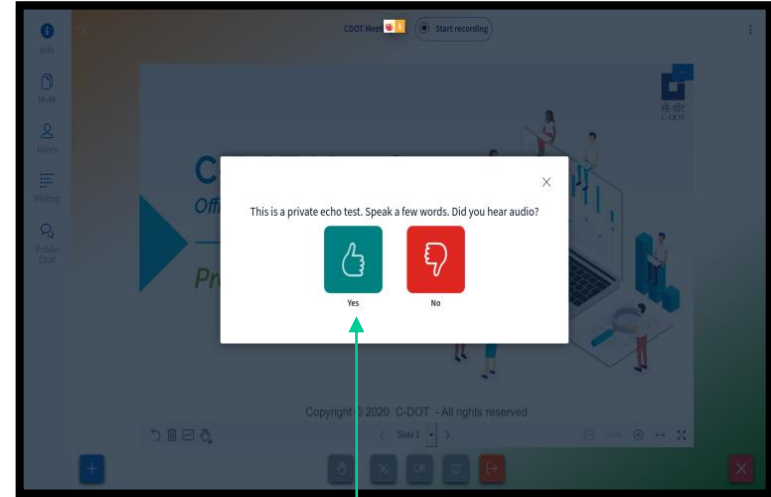
Starting the meeting

Audio selection & Echo Test



Select 'Microphone' if you are connected with Headset/earphones with microphone

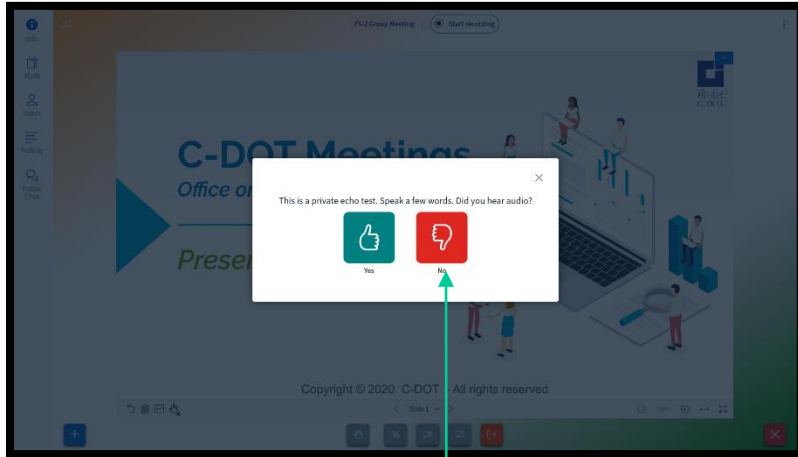
Select 'Listen only' if you don't want to use microphone



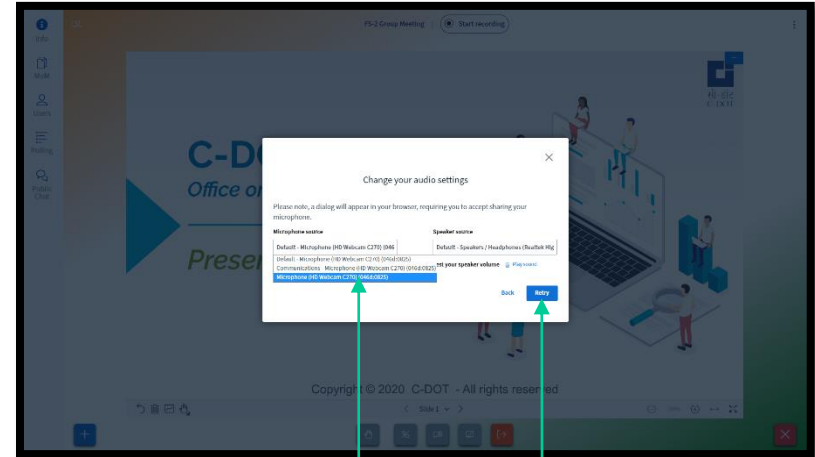
Speak a few words using your microphone and if you are able to hear audio then click on green button

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.

Starting the meeting

Webcam/ Camera configuration and sharing

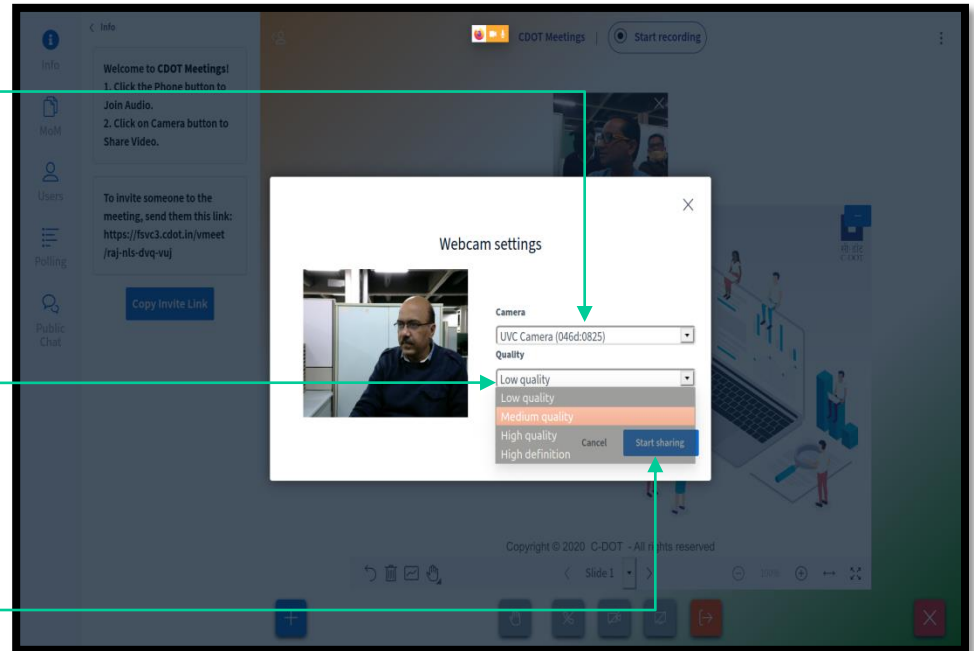
Select the Camera available or the one connected with your device from the drop-down list

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](https://www.speedtest.net)

Multiple Webcams

1

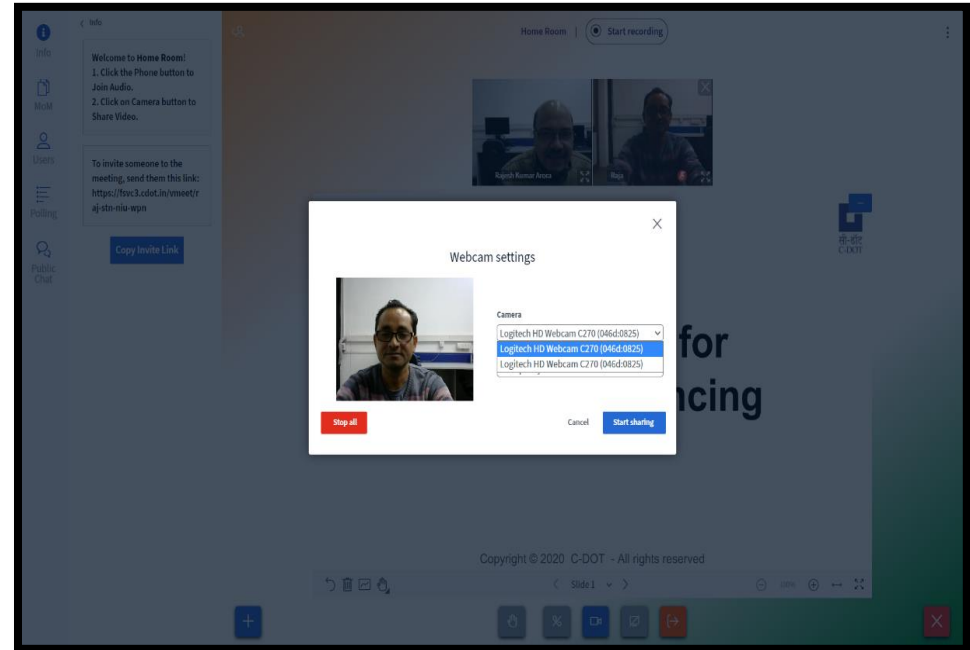
This feature allows a user to connect multiple webcams.

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



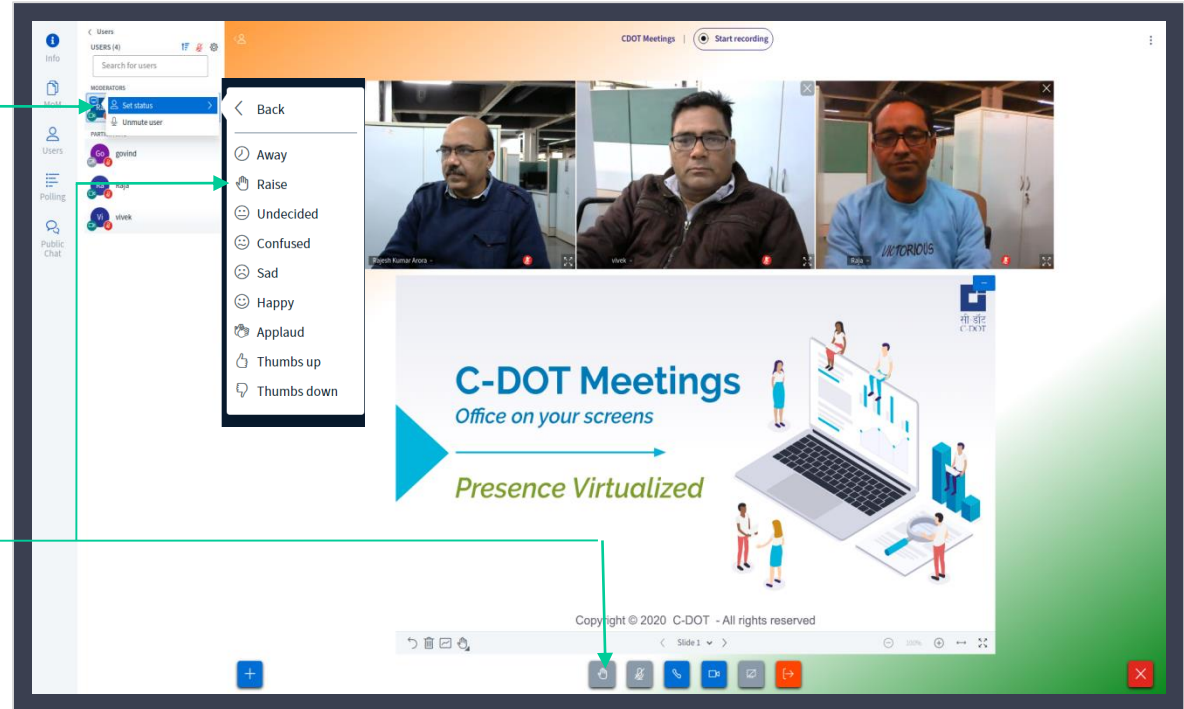
As a Viewer



Setting Status

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

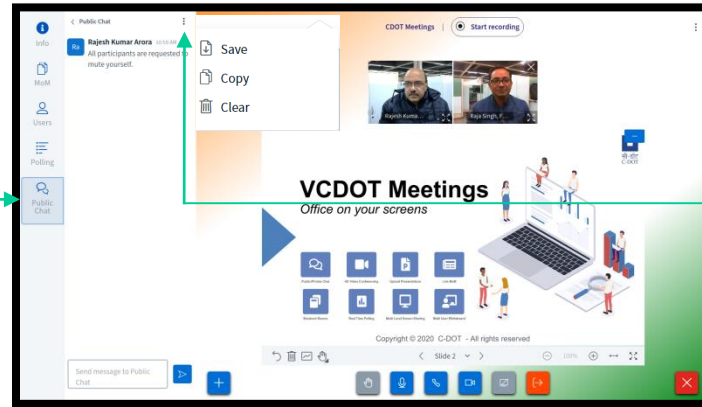
Shortcut for set status to Raise your hand



The screenshot displays the C-DOT Meeting interface. On the left, a sidebar shows the 'Users' list with a 'Set status' option highlighted. A modal menu is open, listing status options: Away, Raise, Undecided, Confused, Sad, Happy, Applaud, Thumbs up, and Thumbs down. The 'Raise' option is highlighted. The main area shows a video conference with three participants. Below the video, a presentation slide titled 'C-DOT Meetings Office on your screens Presence Virtualized' is displayed. The slide features an illustration of people interacting with a laptop and a bar chart. At the bottom of the meeting window, a toolbar contains icons for various functions, including a 'Raise hand' icon (a hand with a raised index finger) which is highlighted by a green arrow from the text box on the left.

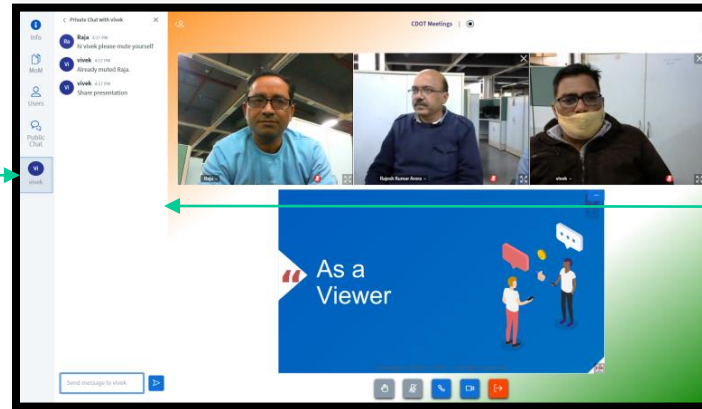
Chat

Click on 'Public Chat' to open the Public Chat window and start typing



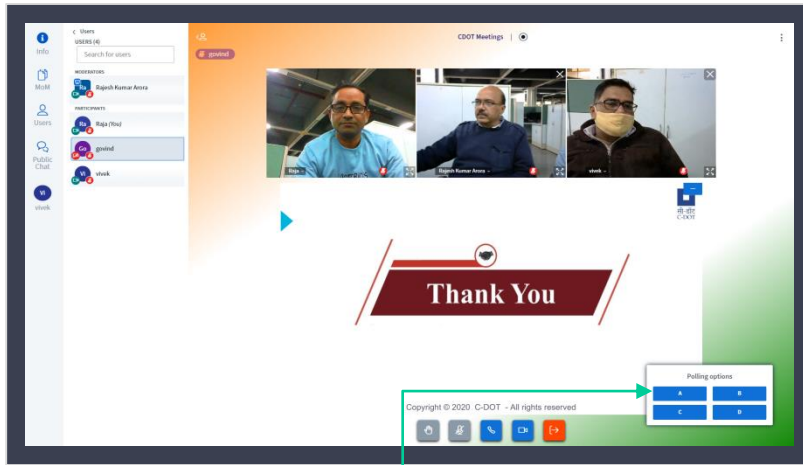
Click on this button to open Chat Options to save, copy or clear public chat

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

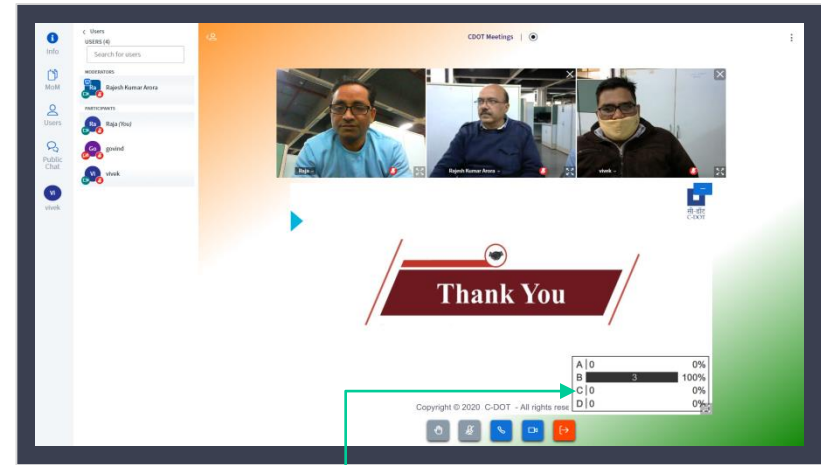


Drag the Chat windows to increase/ decrease their size

Real-time Polling



Cast your vote from the available options displayed at the bottom-right corner of your screen



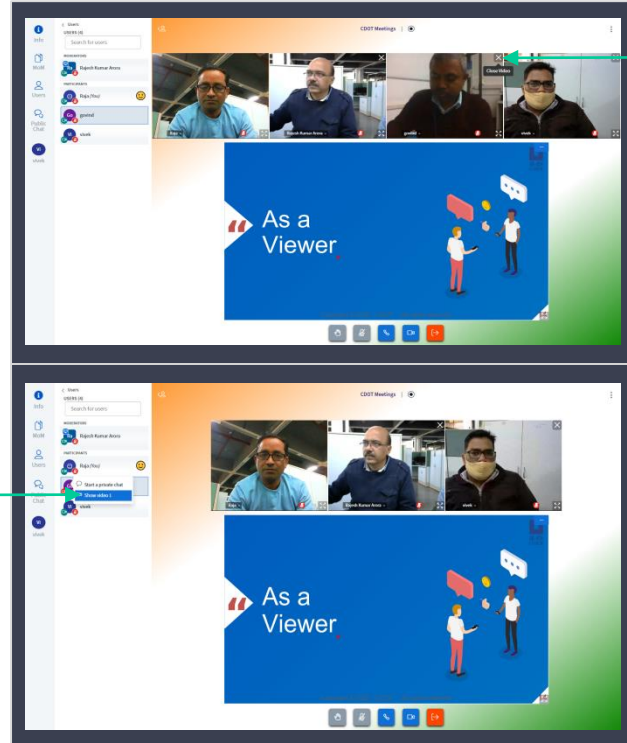
You can view the Published results for the Poll at the bottom-right corner of the screen

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.

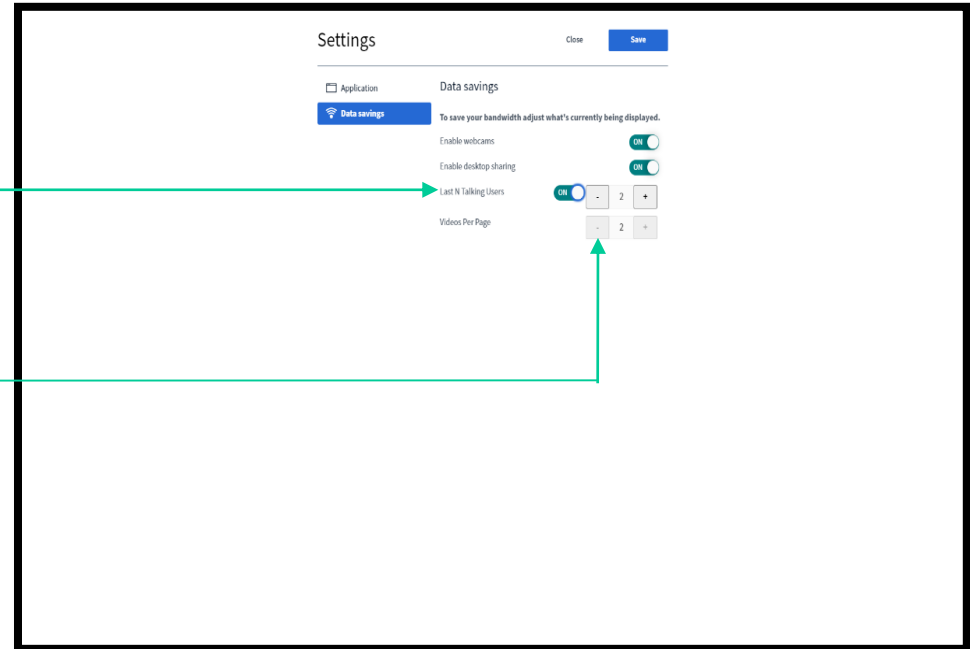


When a video feed is closed using the close button it can be reopened again using the show video option by clicking the username in users list.

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





As a Presenter

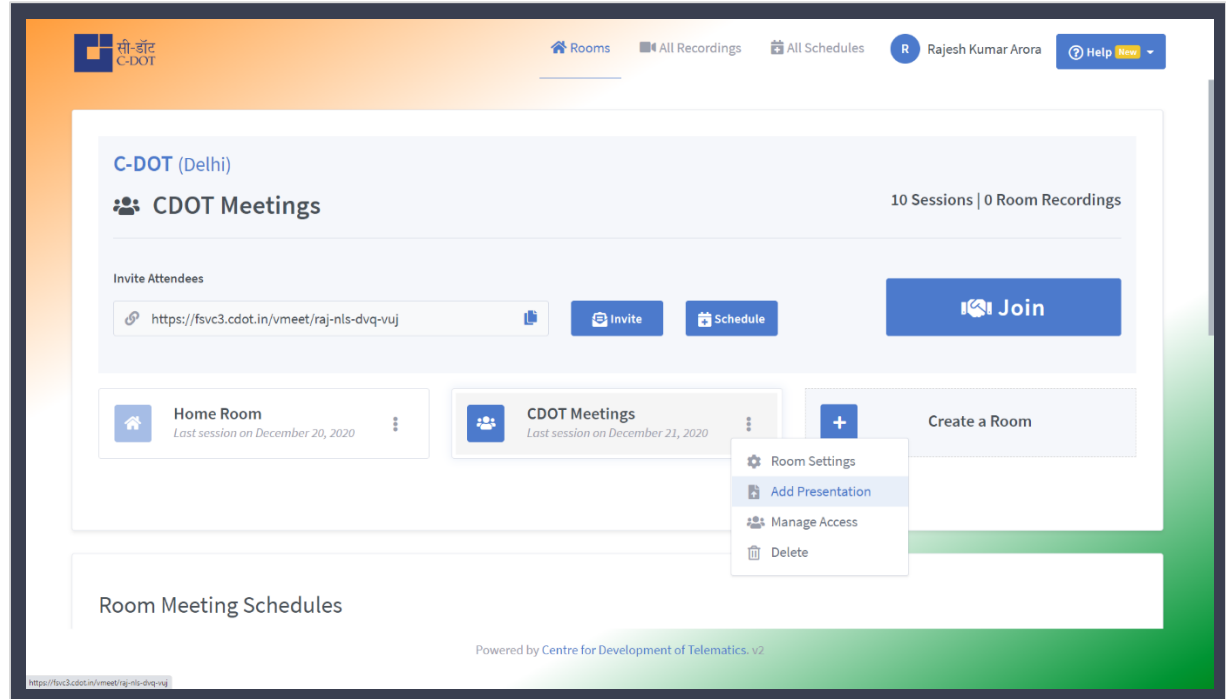


Manage Server Rooms

Add pre upload presentation

1

User is able to add a presentation in specific room in advance.

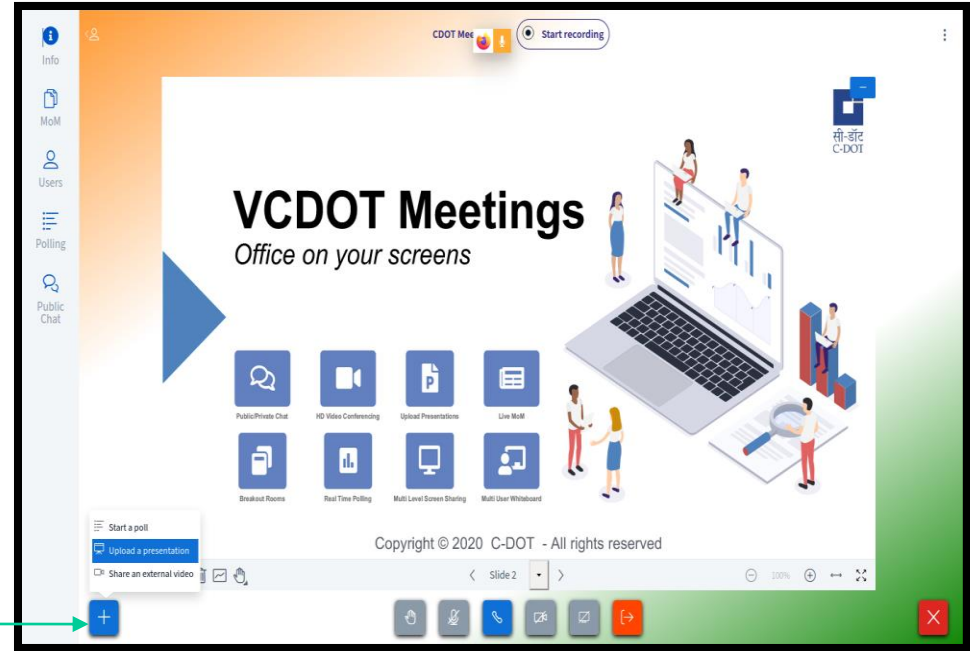


The screenshot shows the C-DOT web interface for managing server rooms. The user is logged in as Rajesh Kumar Arora. The main content area displays a list of rooms under the heading 'C-DOT (Delhi) CDOT Meetings'. The 'CDOT Meetings' room is selected, and a dropdown menu is open, showing the 'Add Presentation' option highlighted. The interface also includes a meeting link, 'Invite', 'Schedule', and 'Join' buttons, and a 'Create a Room' button. The footer indicates the interface is powered by the Centre for Development of Telematics, v2.

Options for Presenter

- 1 Polling
- 2 Upload a presentation
- 3 Share a You Tube Video.
- 4 Select pre uploaded presentation
- 5 White Board Annotations

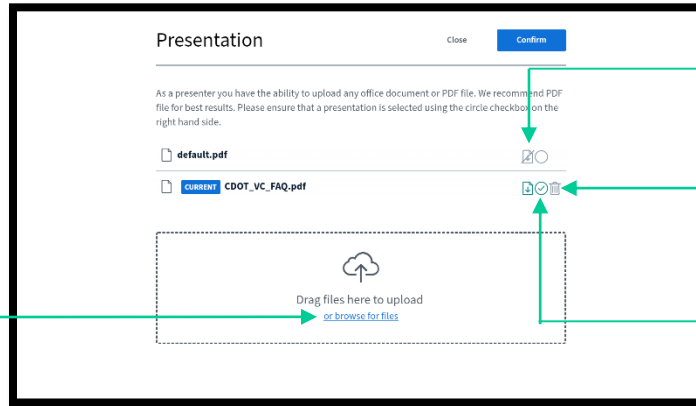
Click + to start a poll, upload a presentation, or share a link for external video



Share Presentation

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

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



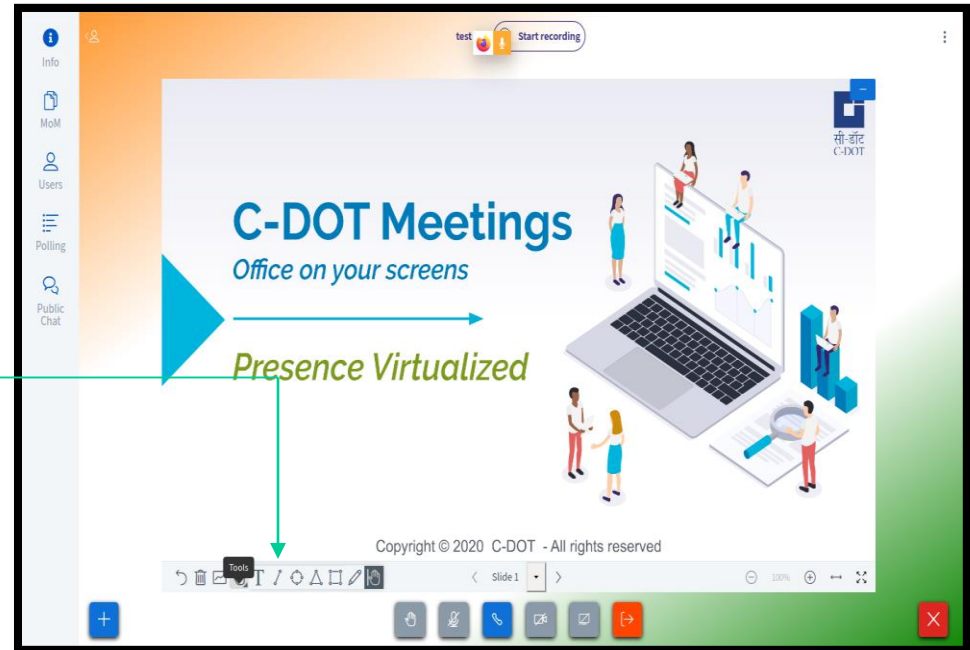
Allow presentation to be downloaded

Remove presentation

Select the presentation to be displayed

Collaborative White Board

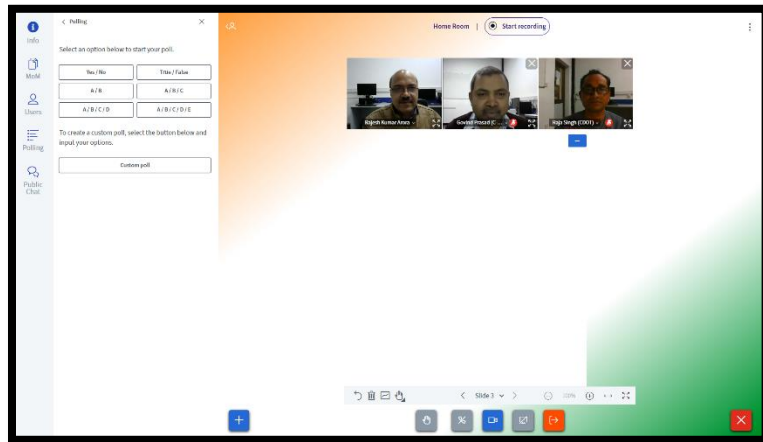
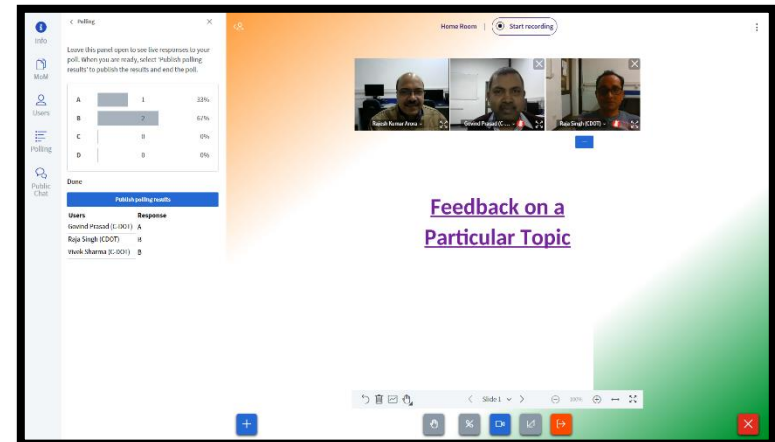
1. Select 'Tools' to insert text or shapes or use pencil to draw
2. Select Font Size from this list
3. Select colours from this option
4. Undo Annotation (changes)
5. Clear all annotations
6. Turn multi-user whiteboard on/off
7. Hide presentation



Real-time Polling

Select any type of option to choose for polling

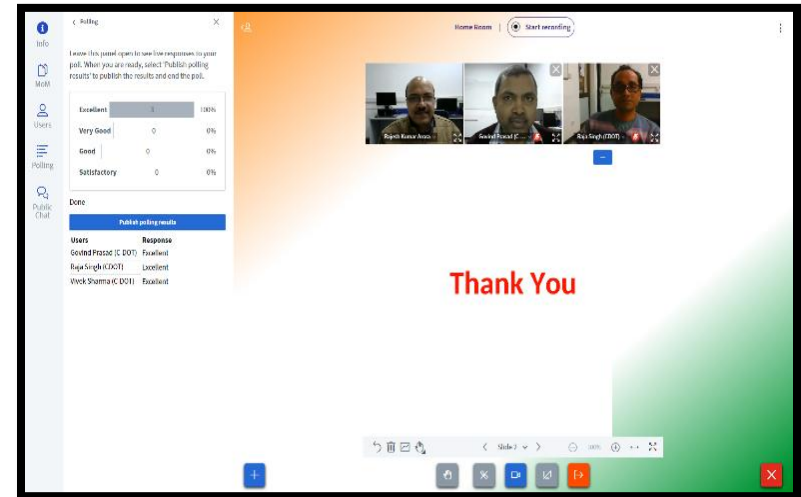
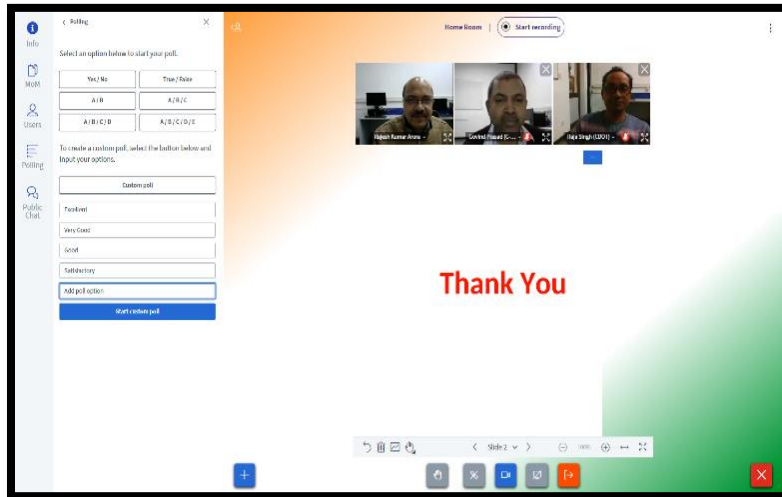
View the polling result and share the result with viewers by publishing it.

Customised Polling

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

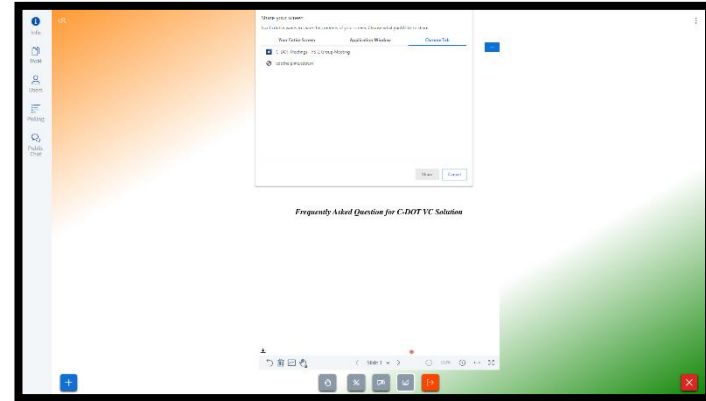
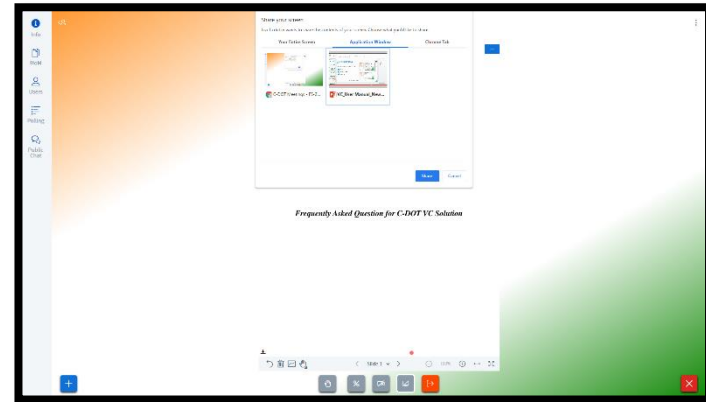
View and publish Poll results



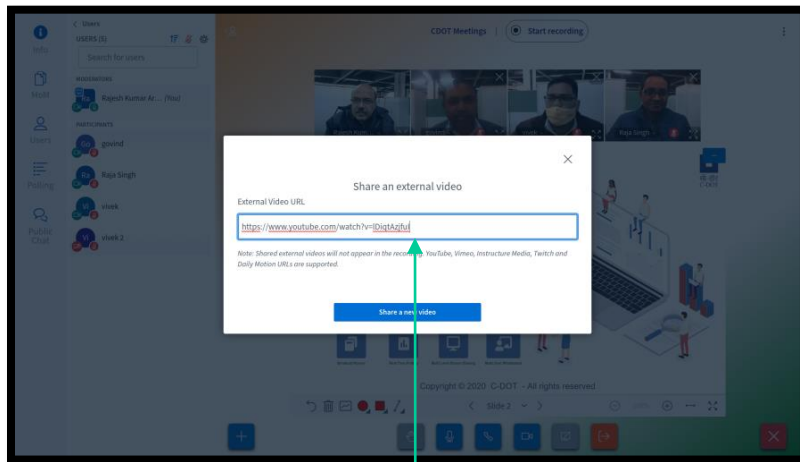
Screen Sharing

The user can share screen in three distinct modes:

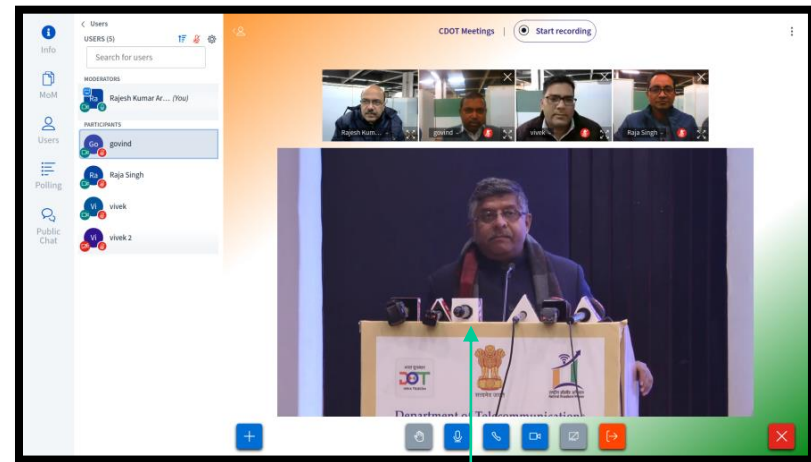
- 1 Entire Screen
- 2 Application Window
- 3 Browser Tab




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



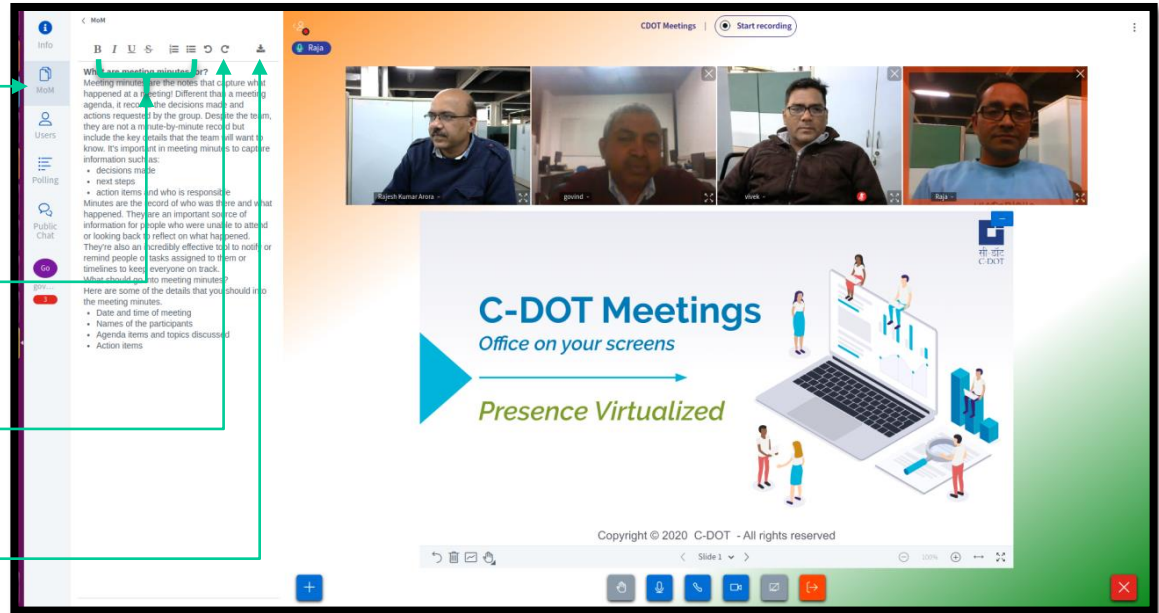
Minutes of Meeting (MoM)

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

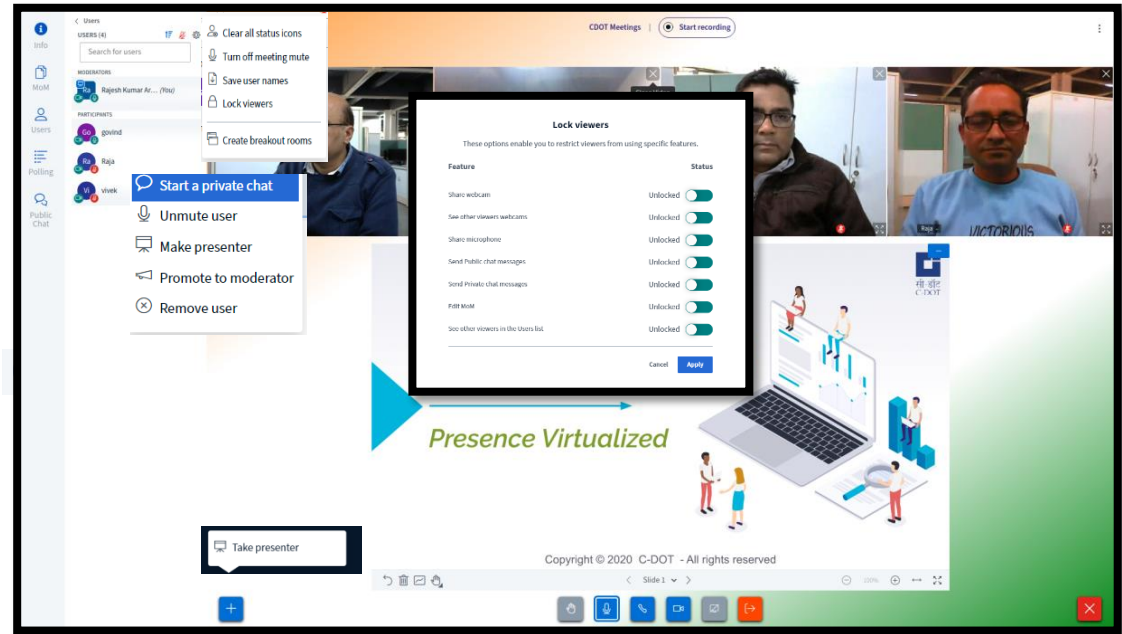
Save/ export the Notes/ MoM for reference



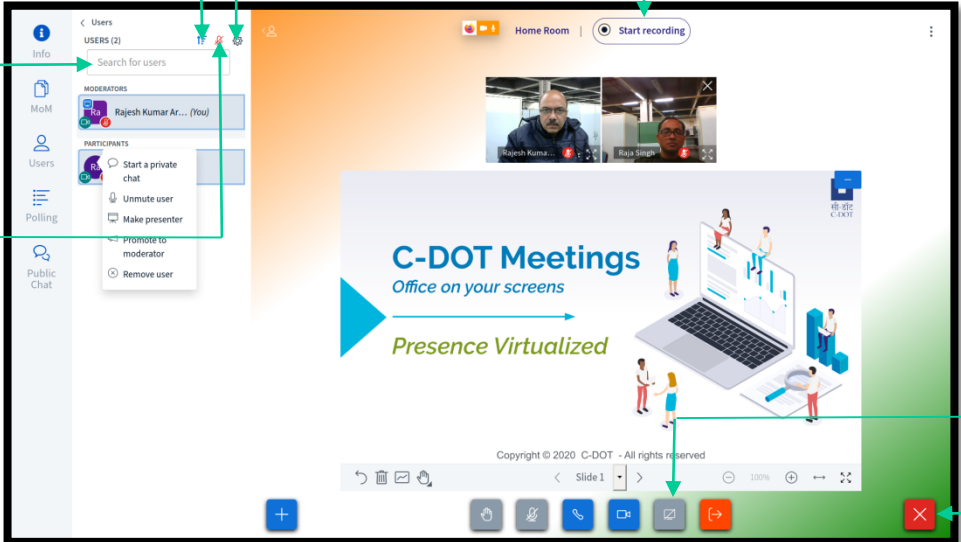
The screenshot displays a meeting interface with a document editor on the left and a video conference grid on the right. The document editor shows a text area with various formatting options (Bold, Italic, Underline, Strikethrough, Ordered List, Unordered List) and a toolbar. The video conference grid shows four participants in a grid view. Below the grid is a slide titled "C-DOT Meetings" with the tagline "Office on your screens" and "Presence Virtualized". The slide features an illustration of a laptop with people interacting with it. The bottom of the interface shows a footer with "Copyright © 2020 C-DOT - All rights reserved" and a navigation bar with "Slide 1" and various control icons.

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 ...



The screenshot shows a meeting interface with a sidebar on the left and a main content area. The sidebar contains a 'Users' section with a search bar and a list of participants. The main content area shows a presentation slide with the text 'C-DOT Meetings Office on your screens Presence Virtualized'. A 'Start recording' button is visible in the top right of the meeting area. A 'Share your screen' button is located at the bottom right of the meeting area. An 'End Meeting' button is located at the bottom right of the meeting area.

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

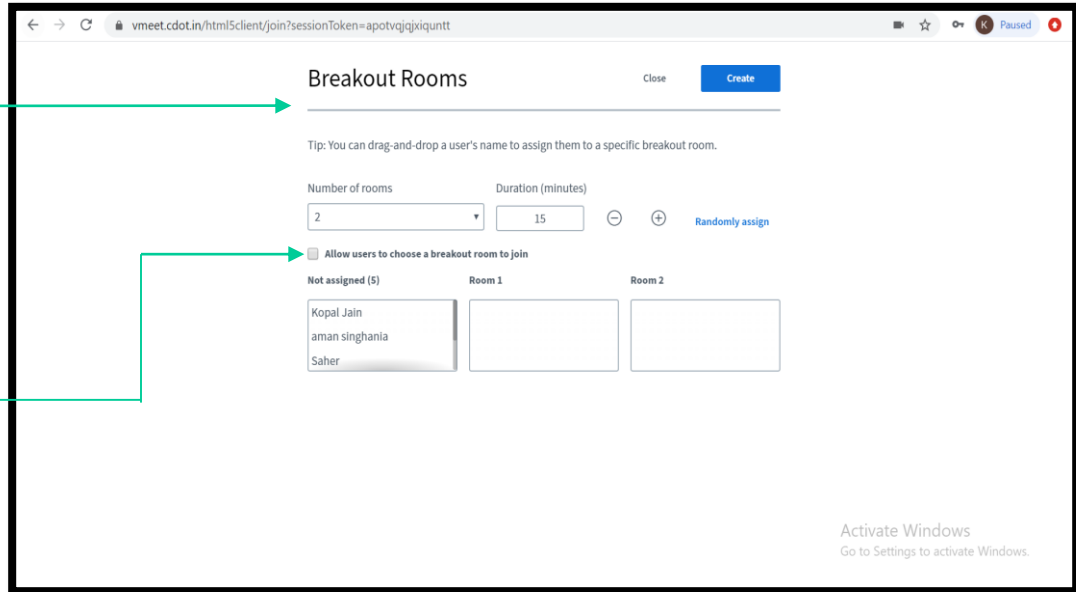
Moderator can clear status of any user



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



Breakout Rooms Close Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms: 2 Duration (minutes): 15 Randomly assign

Allow users to choose a breakout room to join

Not assigned (5)	Room 1	Room 2
Kopal Jain		
aman singhanla		
Saher		

Activate Windows
Go to Settings to activate Windows.



Thank You

Contact us : vcdothelp@cdot.in