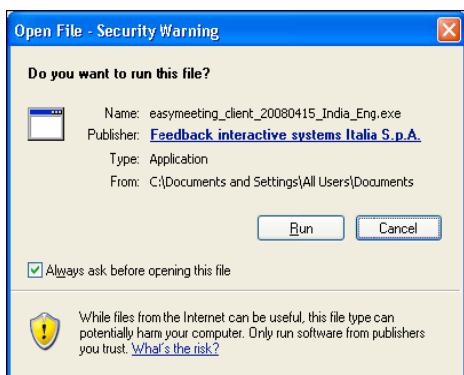


## Easymeeting™ - Virtual Classroom Facility (VCF): Quick User Guide

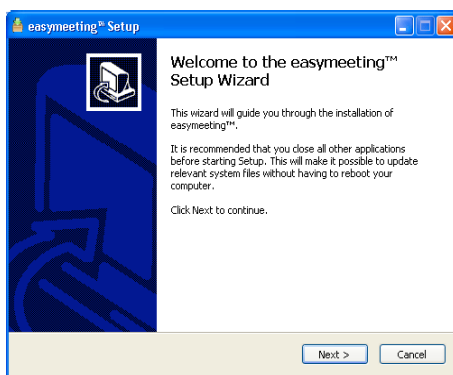
The following is a step by step guide for using Easymeeting™ Virtual Classroom Facility:

1. Download Easymeeting™ from [www.horizzon.com/viva](http://www.horizzon.com/viva) by clicking on the “Download VCF windows” button.
2. To install the software, you must double-click the downloaded client setup file and follow the installation process mentioned below:

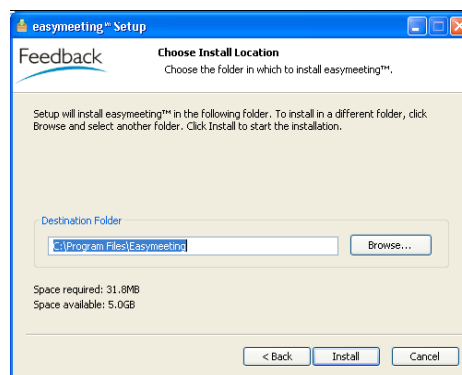
1) In the following window, click on **Run**



2) Click on **Next** twice



3) Click on **Install**



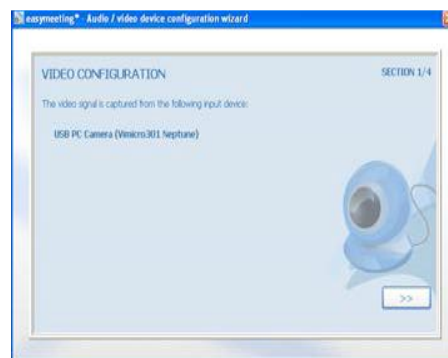
4) Select **Run the Easymeeting™ configuration now** and then Click on **Finish**



5) Click on **Audio/video Device configuration wizard**



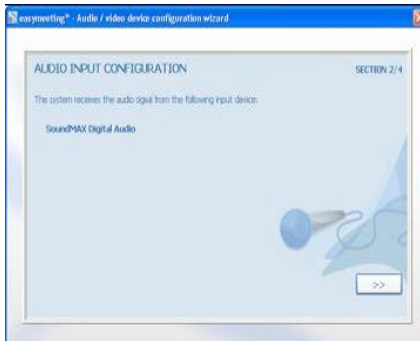
6) If you have a webcam installed, easymeeting™ will detect it automatically and take you to the next screen. If you don't have a webcam installed then you will need



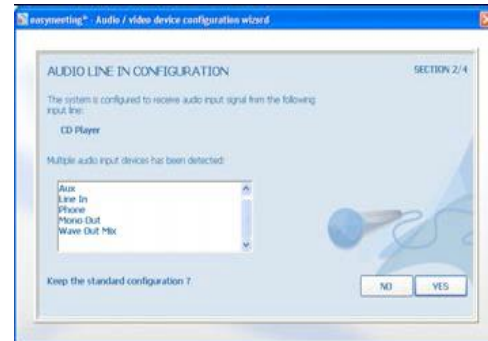
7) Click on **Test** and you will see your own video. Click on **yes**. If you do not see your video then you probably do not have a webcam installed or you need to reinstall your webcam drivers and repeat this step later.



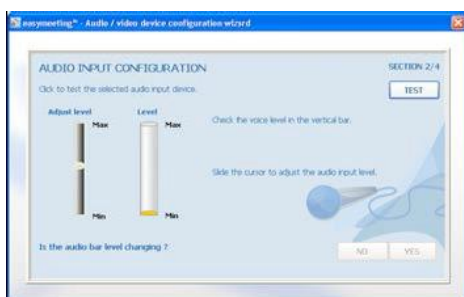
8) Your input device (MIC) will be automatically detected and you will see the next screen.



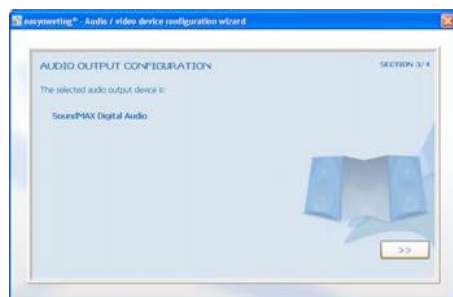
9) Click on **YES**



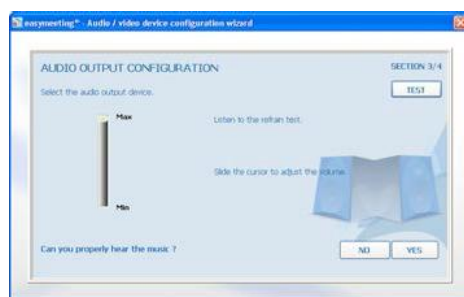
10) Click on **TEST** and speak into the MIC and you will see the Level rise as you speak. After this is successful click on **YES**



11) Your output device (speakers) will be automatically detected and you will see the **next screen**.



12) Click on **Test**, once you can hear the sound click **YES** to confirm



13) Finally, click on **Test** and then once you can see your video and audio level correctly, click on **DONE** to complete the audio/video



14) Now, to begin using easymeeting™, double click on the easymeeting client shortcut on your desktop, as displayed below.



15) Please enter your Username, Password, Conference and Server as assigned to you and click on OK to begin using easymeeting™

16) Once you have installed Easymeeting™, double click on the newly created **Client** icon on your desktop and enter the Virtual Classroom using following inputs:

**Username:** Your Admission No. e.g. **HPGD/JL15/0001**

**Password:** Your Date of Birth in **ddmmyyyy** format. e.g. For 1<sup>st</sup> December 1990 you can enter: 01121990

**Conference:** **Viva**

**Server:** **wel.easymeeting.in**

Select **Normal** User and click on "**OK**" to login.

**Note: You must ensure the following before joining the session:**

1. Internet connectivity type: Minimum 256 kbps (basic broadband)
2. If you are connected through firewall, open ports: TCP Port 8010 UDP Port 60000 bidirectional
3. Headset with Microphone and Webcam (Optional)
4. Operating Systems Supported: Windows XP (Service Pack 3), Vista, 7, 8, Mac OS X, iOS and Android.
5. The lectures are live and hence recorded lectures are not available for later reference. However, exhaustive content in the form of Recorded Video Lectures are available on the website.
6. If the voice is breaking or audio/video is not clear, it is possible that the bandwidth is not adequate and you may need to contact your Internet service provider.
7. To check your bandwidth, you may visit <http://www.speedtest.net> and check the download speed. It should be Minimum 256 Kbps. You can also visit <http://www.cnn.com> and see any video clip. If it can be viewed properly without breaking/buffering, it means that your bandwidth is proper.

**Helpline Numbers:**

In case of any technical query feel free to contact VCF Support at 022-40514000. You can also email your queries to [support@horizzon.com](mailto:support@horizzon.com)