VIDEO

CONFERENCING

DO'S
&
DON'TS

General Guidelines for Videoconferencing

- All the VC sessions are monitored and managed by VC Division of NIC.
- A web room will be allotted to Vidyo users, you need to dial on web room and join VC with us.
- For Polycom users an IP Address with 6 digit code will be provided to you .After dialing the given IP you need to enter 6 digit code to join VC with us.
- Put a banner or board in your backside of your chair indicating name of your organization.
- Vidyo users use a good quality of camera and maintain a bandwidth of at least 2-4 Mbps.
- Once connected on Videoconferencing, check for audio/video.
- If there is any problem then kindly inform either thru telephone or same should be checked half an hour before the commencement of the VC Session.
- Increase the audio level of the system to a comfortable level so that when called from some other site, the audio is clearly audible to a near proximity.
- Avoid speaking simultaneously in a multipoint conference. The conference participants should also be informed about the same to avoid audio congestion and disturbance in a multipoint conference.
- The chair should be arranged properly even when the session are not going on.
- Avoid excessive movement in front of camera during the conference. This has a direct impact on the performance of the video quality received at the remote end.

Do's

- ✓ Always go for trial of VC session before any important VC.
- ✓ Keep the Camera focus on the main chair.
- ✓ Always keep the Microphone MUTE when you are not speaking.

✓ Keep the Microphone at the center on the table.

✓ Always put the VC room light in proper way.

✓ Switch off the Mobile Phones while VC session is on.

✓ Keep the Camera and TV remotes at the proper place.

✓ Keep the Equipment in dust free environment.

✓ Keep the VC Room Clean.

✓ Use dedicated wired Internet connection for VC.

Don'ts

✓ Don't talk personal issues while VC session is going on.

✓ Don't Switch on the Mobile Phone.

✓ Don't move the Camera very frequently, while the VC session is going on.

✓ Avoid background noise using curtains and other sound proof material.

✓ Vidyo Users Don't use Wi-Fi connections for VC .

For any queries feel free to contact :

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