

CDOTMeet

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





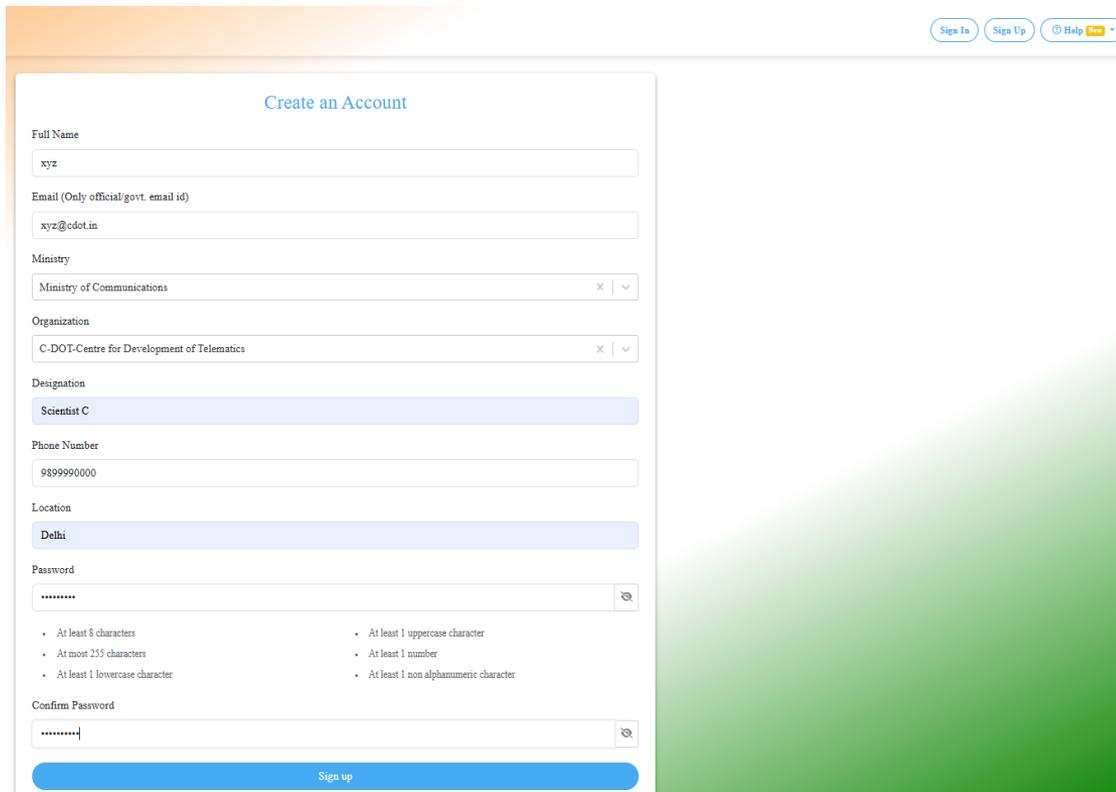
User Manual for Video Conferencing

Creating an account

1 Go to <https://cdotmeet.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**



Sign In Sign Up Help

Create an Account

Full Name
xyz

Email (Only official/govt. email id)
xyz@cdot.in

Ministry
Ministry of Communications

Organization
C-DOT-Centre for Development of Telematics

Designation
Scientist C

Phone Number
9899990000

Location
Delhi

Password
.....

- At least 8 characters
- At most 255 characters
- At least 1 lowercase character
- At least 1 uppercase character
- At least 1 number
- At least 1 non alphanumeric character

Confirm Password
.....

Sign up

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**



Sign In

Email

Password

[Forgot password?](#)

Sign in to your account

Don't have an account? [Sign Up](#)

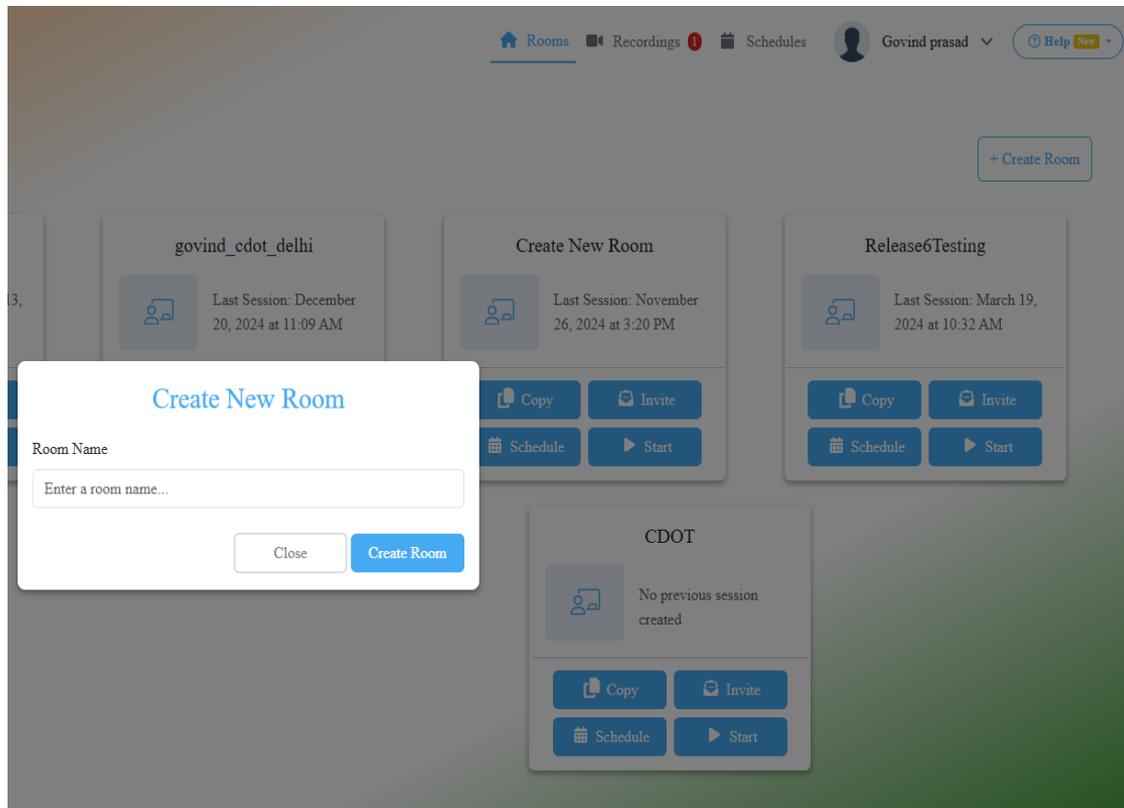
Powered by [Centre for Development of Telematics.](#)

Creating a room for VC Meeting

1 Enter a name for the new room

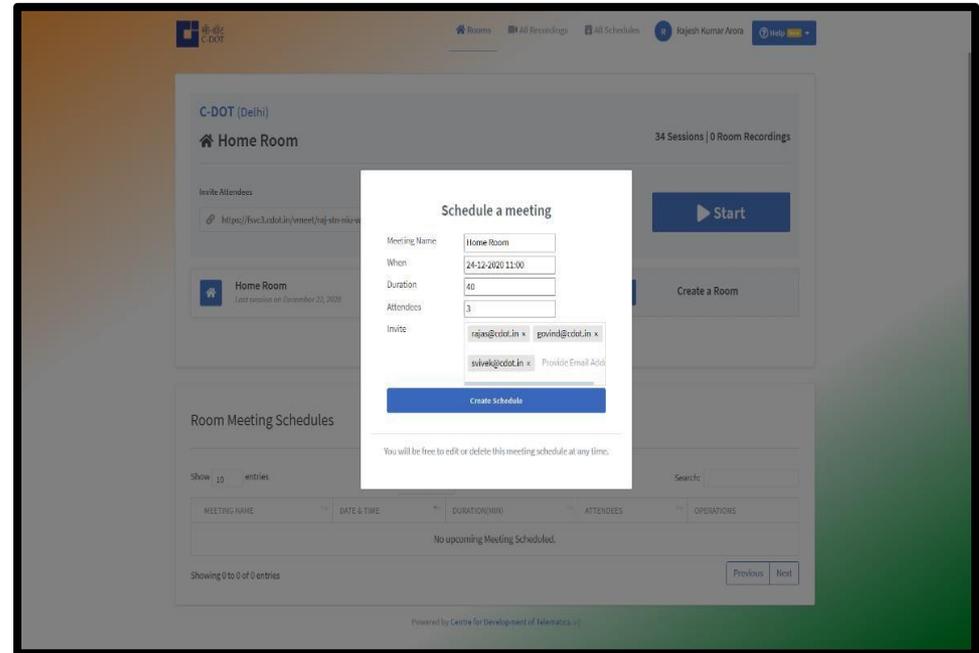
2 You can toggle various features On & Off according to your requirements

3 Click on **“Create Room”**



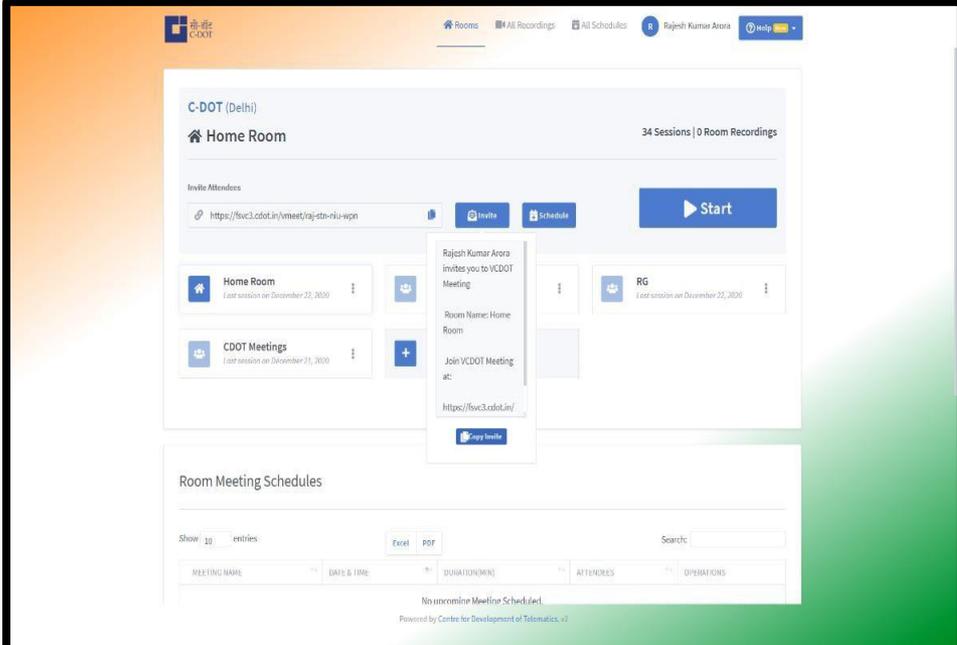
Manage Meeting Schedules

- 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



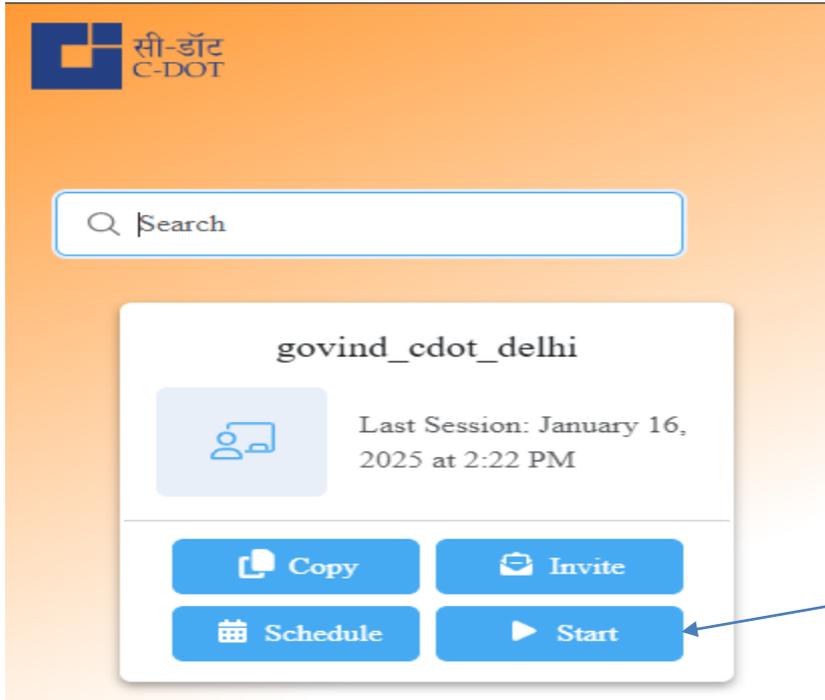
Invite for Meeting

- 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. The top navigation bar includes 'Rooms', 'All Recordings', 'All Schedules', and the user 'Rajesh Kumar Arora'. The main content area shows the 'Home Room' with 34 Sessions and 0 Room Recordings. Below this, the 'Invite Attendees' section features a text input field containing the meeting link: <https://fsw3.cdof.in/meet/raj-cte-fhs-wgn>. To the right of the input field are 'Invite' and 'Schedule' buttons, and a 'Start' button. A dropdown menu is open over the 'Invite' button, showing the user's name 'Rajesh Kumar Arora' and the message 'Invites you to VCDOT Meeting'. The dropdown also displays the room name 'Home Room' and the meeting link: <https://fsw3.cdof.in/>. Below the invite section, there are two room cards: 'Home Room' and 'CDOT Meetings'. At the bottom, the 'Room Meeting Schedules' section is visible, showing a table with columns for Meeting Name, Date & Time, Duration (min), Attendees, and Operations. The table currently displays 'No upcoming Meeting Schedules'.

How to start a meeting

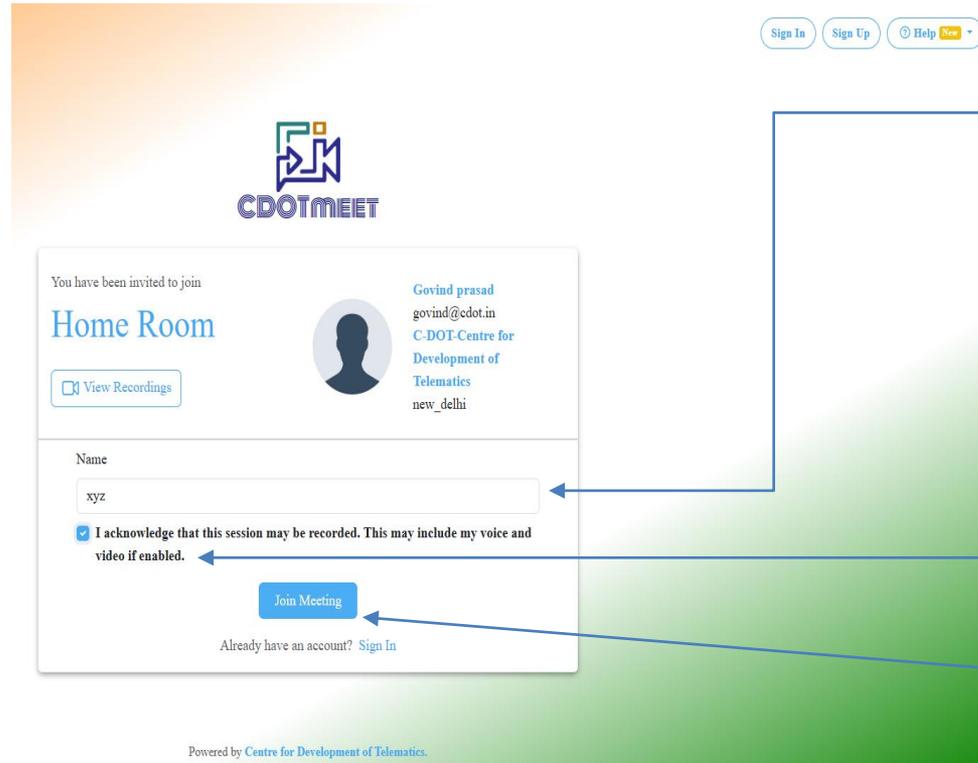


The screenshot shows the C-DOT meeting interface. At the top left is the C-DOT logo. Below it is a search bar with a magnifying glass icon and the text 'Search'. The main content area displays a meeting card for 'govind_cdote_delhi'. The card includes a meeting icon, the text 'Last Session: January 16, 2025 at 2:22 PM', and four action buttons: 'Copy', 'Invite', 'Schedule', and 'Start'. A blue arrow points from a callout box to the 'Start' button.

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

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



The screenshot shows the C-DOT Meeting join page. At the top right, there are links for 'Sign In', 'Sign Up', and 'Help' with a 'New' badge. The main header features the C-DOTMEET logo. Below the logo, a message states 'You have been invited to join' for a meeting titled 'Home Room'. The host information is 'Govind prasad', 'govind@cdot.in', 'C-DOT-Centre for Development of Telematics', and 'new_delhi'. A 'View Recordings' button is present. The 'Name' field contains 'xyz'. A checkbox is checked with the text 'I acknowledge that this session may be recorded. This may include my voice and video if enabled.' Below this is a blue 'Join Meeting' button and a link for 'Already have an account? Sign In'. At the bottom, it says 'Powered by Centre for Development of Telematics.'

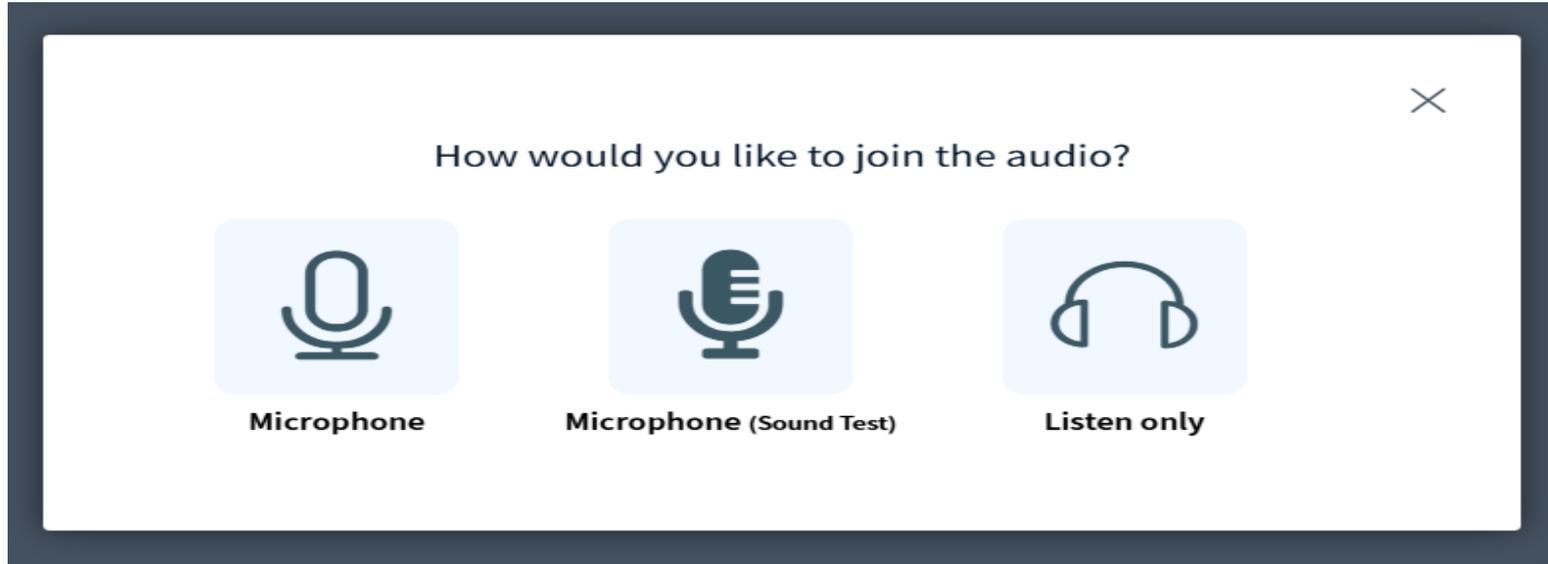
Enter your name in this box

Click on check box for recording consent

Click on 'Join' button

Starting the meeting

Audio selection & Echo Test



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

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

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

Sharing webcam

Webcam/ Camera configuration and sharing

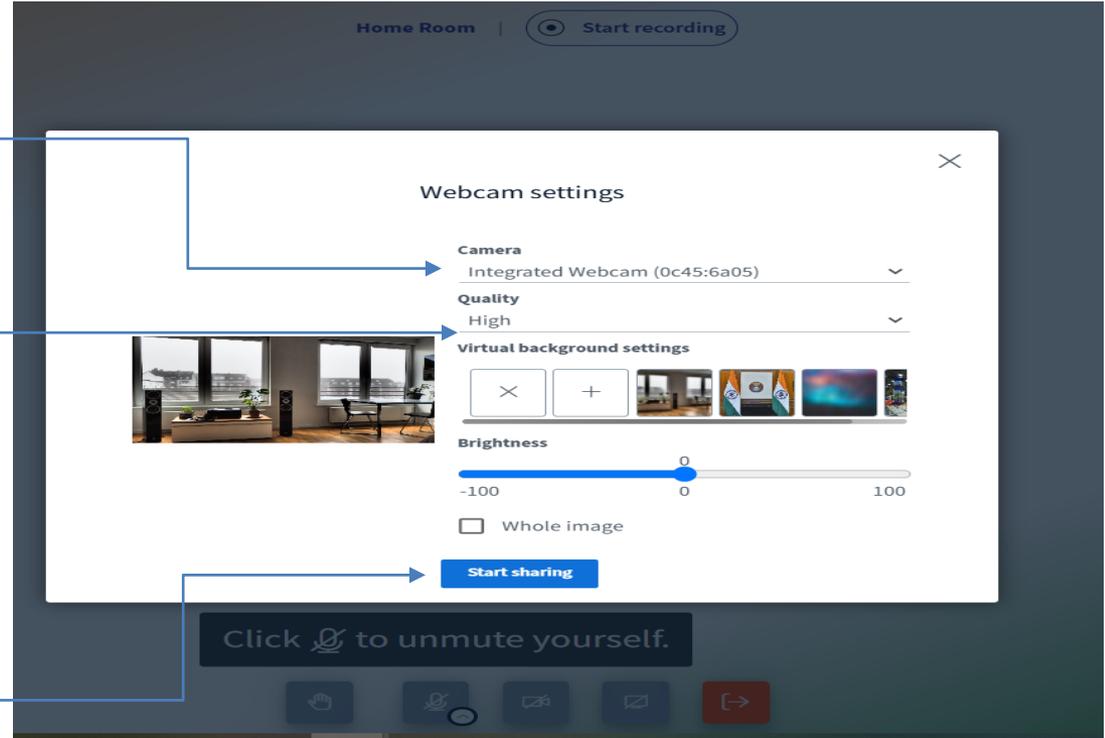
Select the Camera available or the one connected with your device from the drop-down list

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

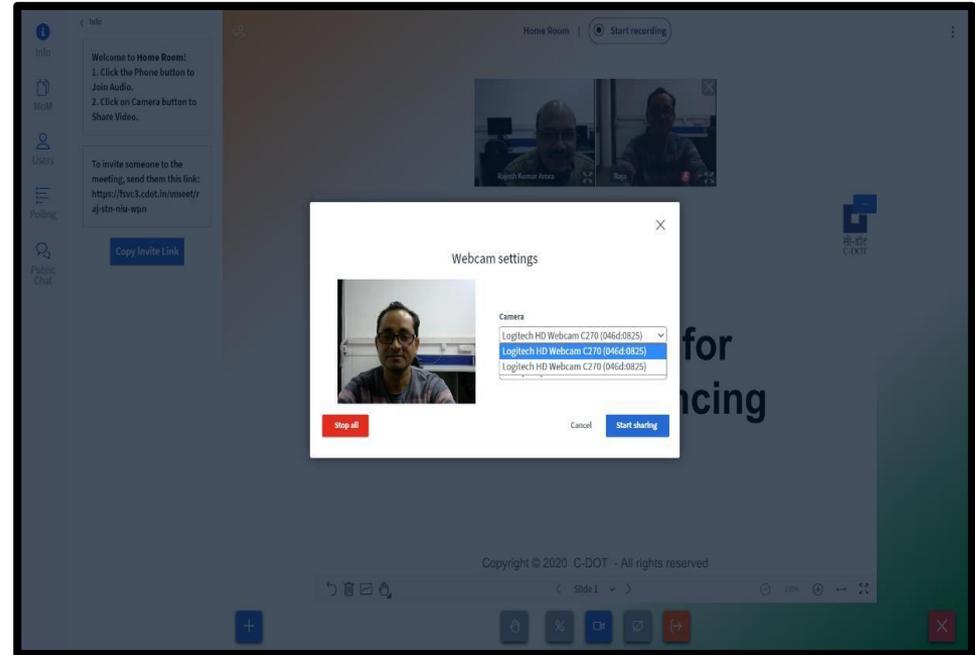
This feature allows a user to connect multiple webcams.

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



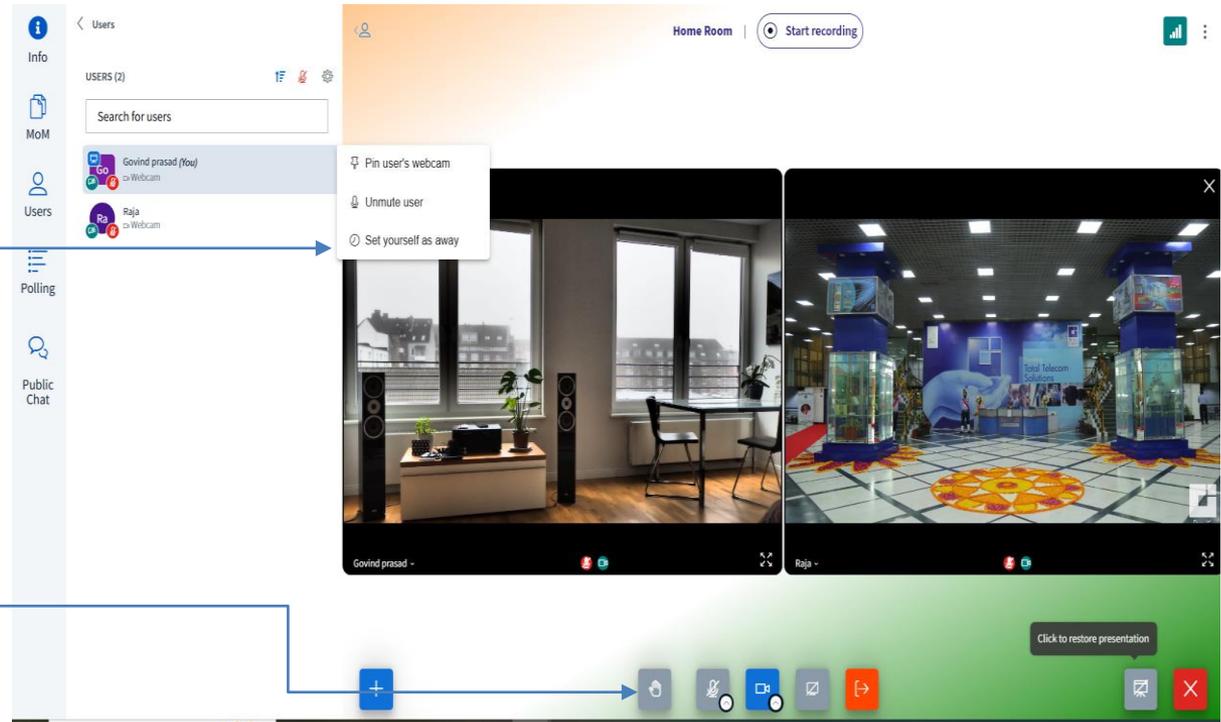
As a Viewer



Setting Status

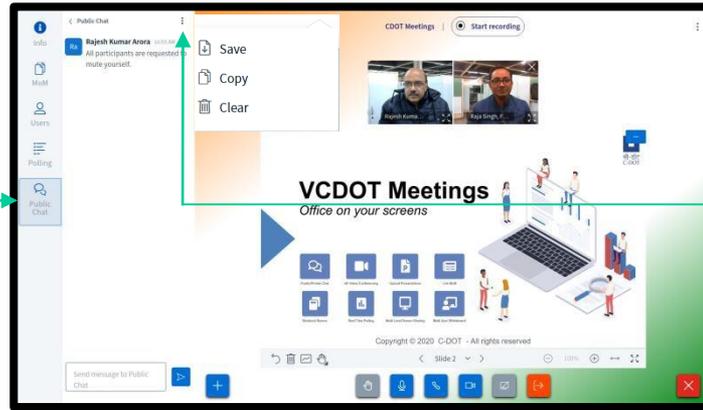
All participants can set their status from a list of predefined options and can clear their status at any time

Shortcut for set status to Raise your hand



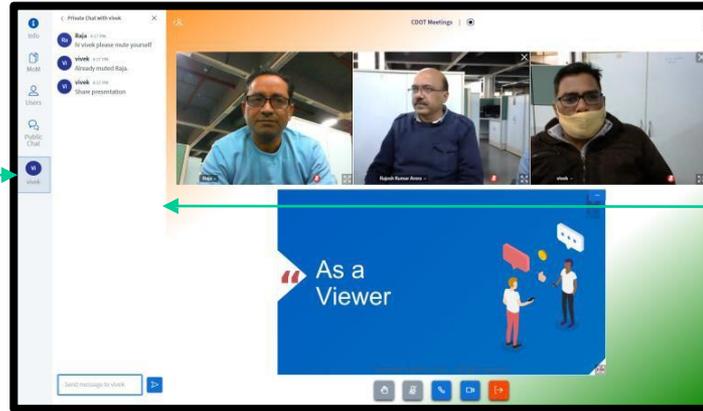
Chat

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



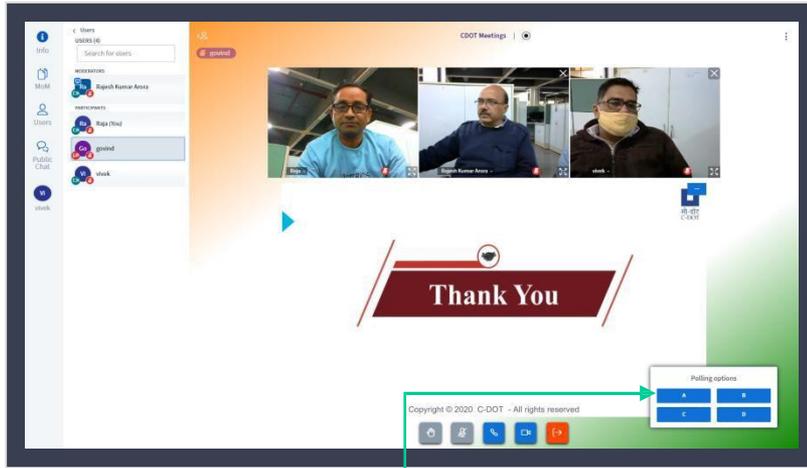
Click on this button to open Chat Options to save, copy or clear public chat

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

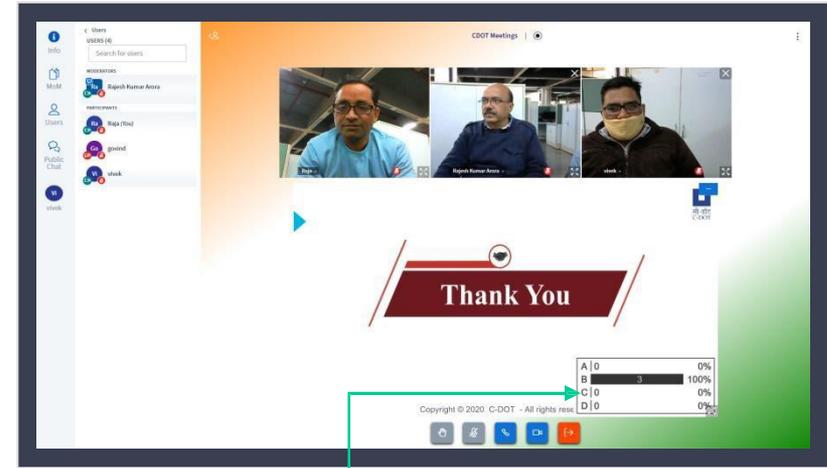


Drag the Chat windows to increase/ decrease their size

Real-time Polling



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



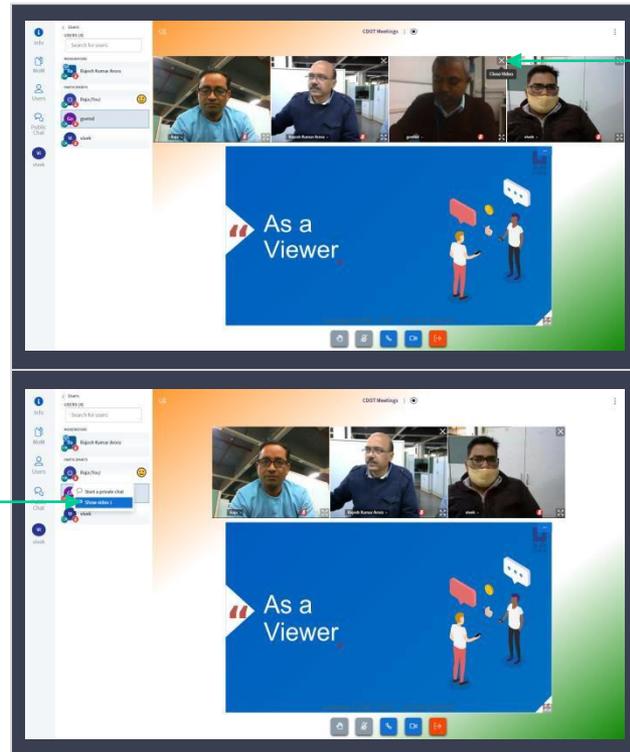
You can view the Published results for the Poll at the bottom-right corner of the screen

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.

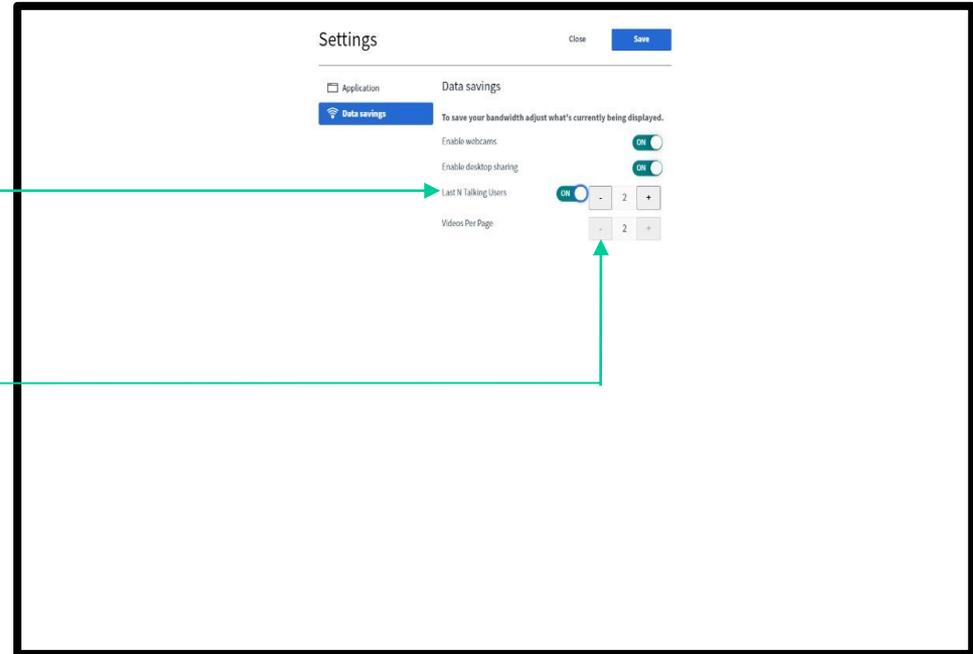


When a video feed is closed using the close button it can be reopened again using the show video option by clicking the username in users list.

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



Add pre upload presentation

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

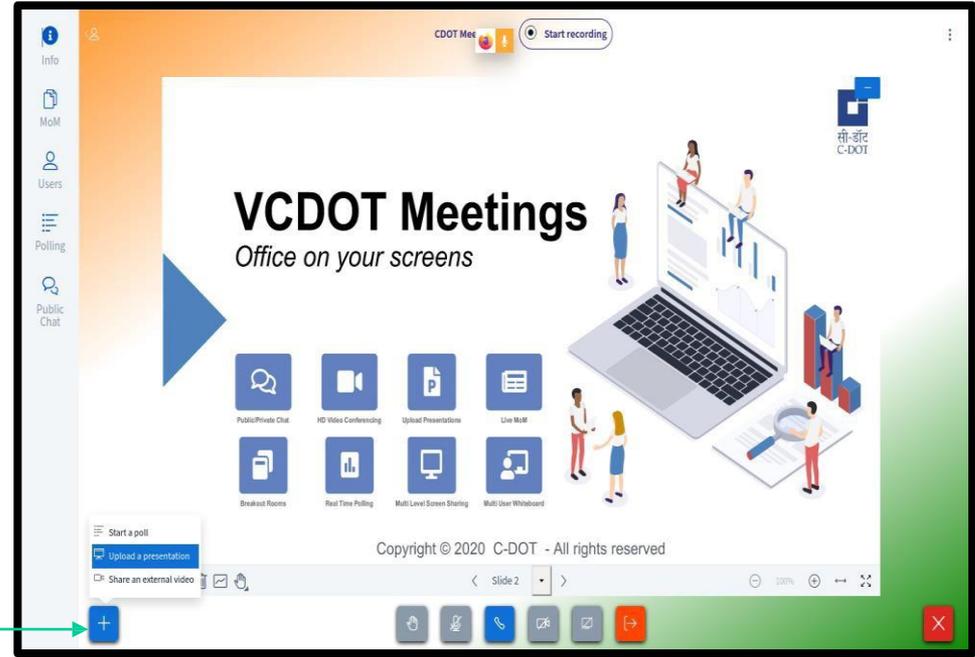


The screenshot displays the 'Home Room' interface in the C-DOT application. At the top left is the C-DOT logo. The main header area includes navigation links for 'Rooms', 'Recordings', 'Schedules', and a user profile for 'Govind prasad'. A 'Help' button is also present. Below the header, the room name 'Home Room' is shown, along with the text 'Last Session: Thursday, January 16, 2025 at 2:43 PM'. On the right side of this section are two buttons: 'Copy Join Link' and 'Start Meeting'. A secondary navigation bar contains links for 'Schedules', 'Sessions', 'Recordings', 'Presentation' (which is currently selected), 'Access', and 'Settings'. The main content area features a large white box with a document icon on the left, the filename 'CDOT_VC_FAQ.pdf' in the center, and a trash icon on the right, indicating the successful upload of a presentation document.

Options for Presenter

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

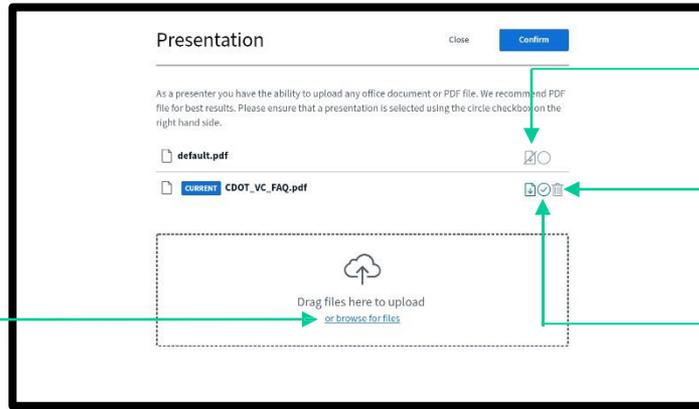
Click + to start a poll, upload a presentation, or share a link for external video



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



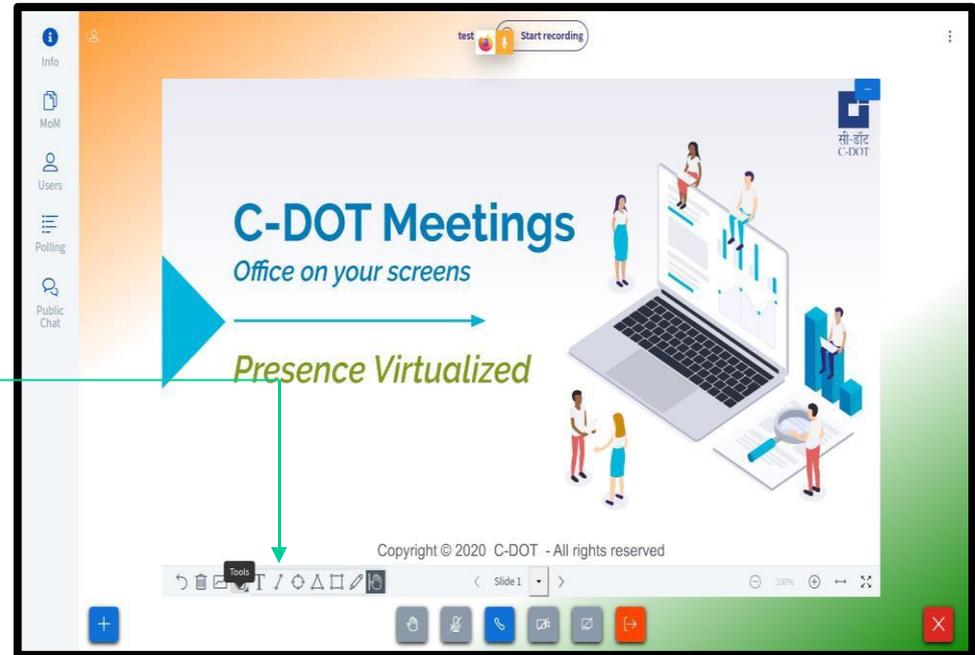
Allow presentation to be downloaded

Remove presentation

Select the presentation to be displayed

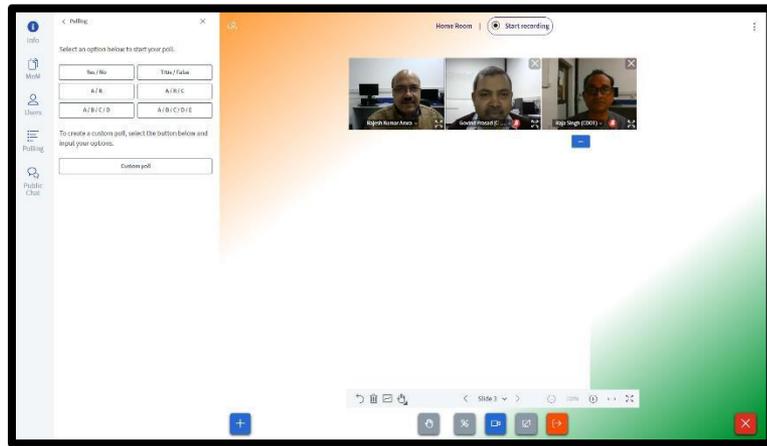
Collaborative White Board

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

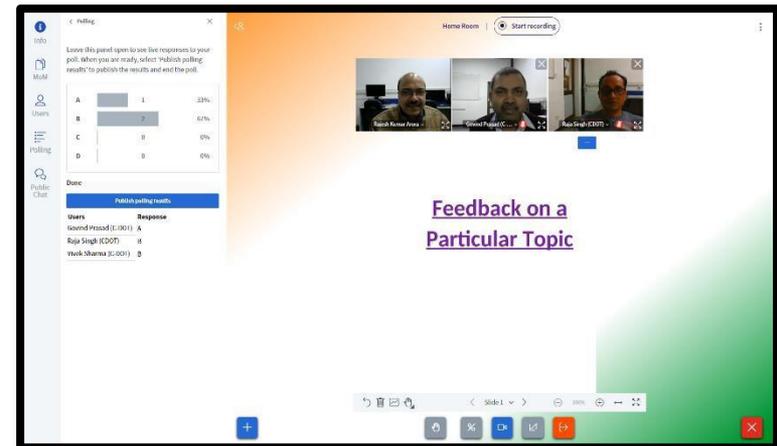


▶ Real-time Polling

Select any type of option to choose for polling



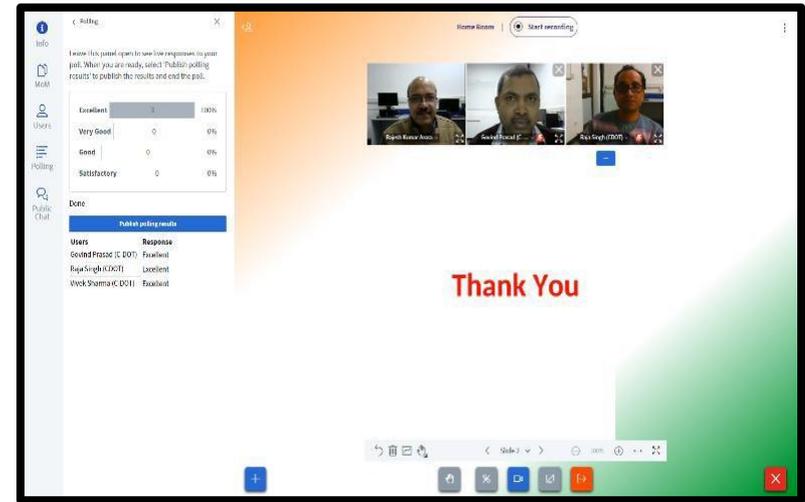
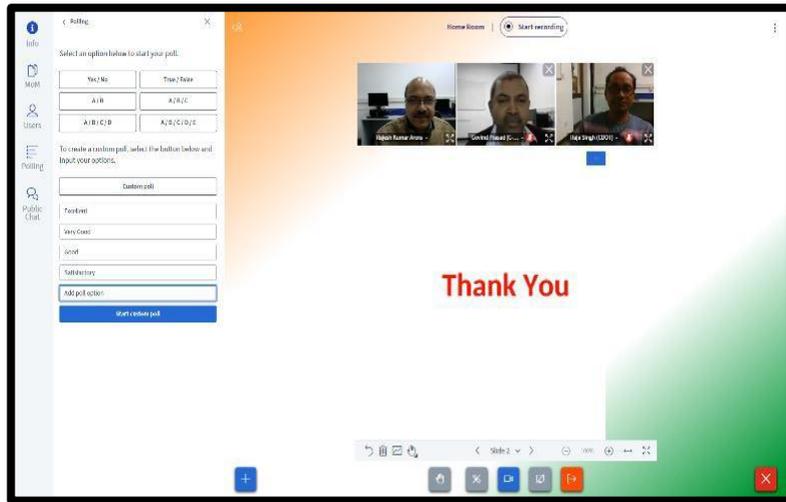
View the polling result and share the result with viewers by publishing it.



Customised Polling

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

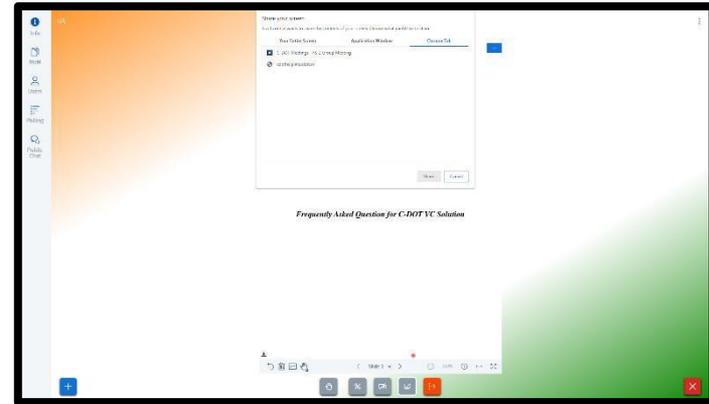
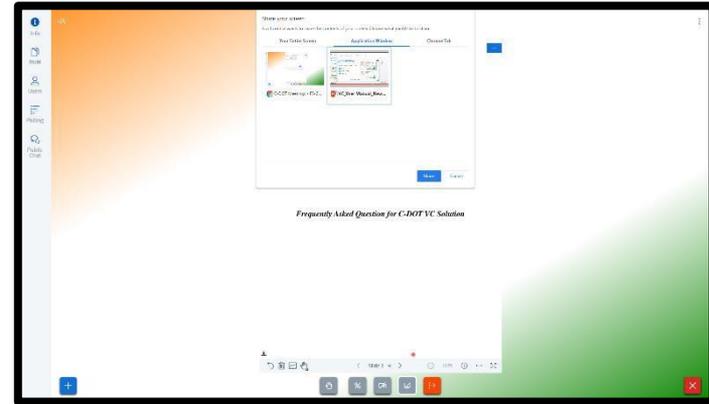
View and publish Poll results



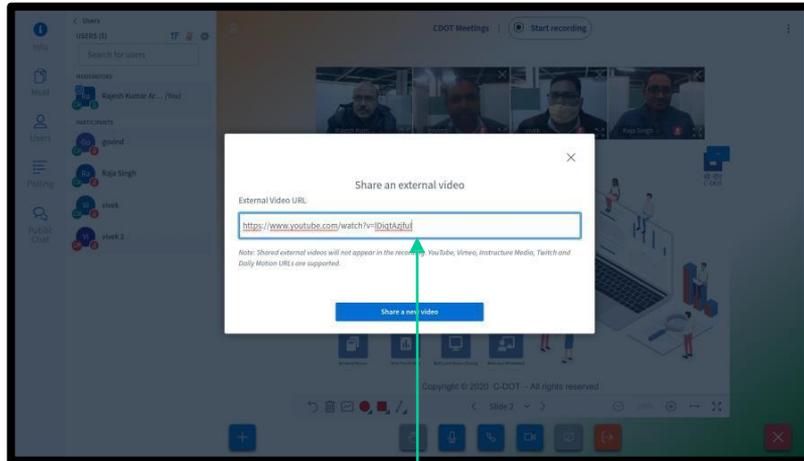
Screen Sharing

The user can share screen in three distinct modes:

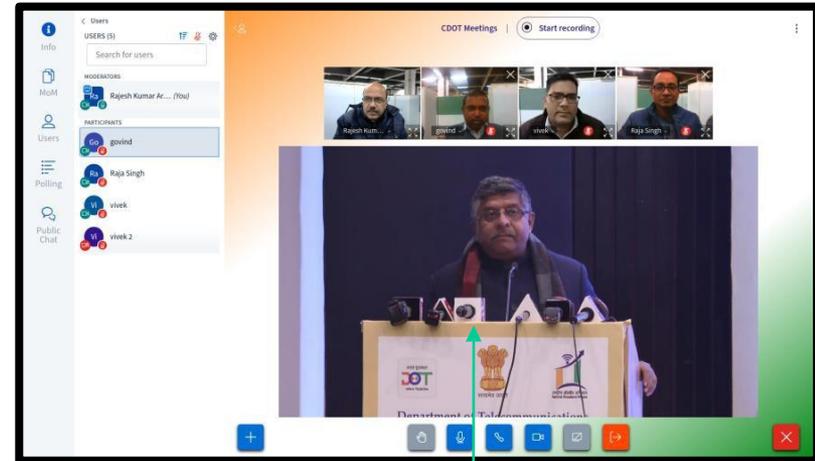
- 1 Entire Screen
- 2 Application Window
- 3 Browser Tab



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



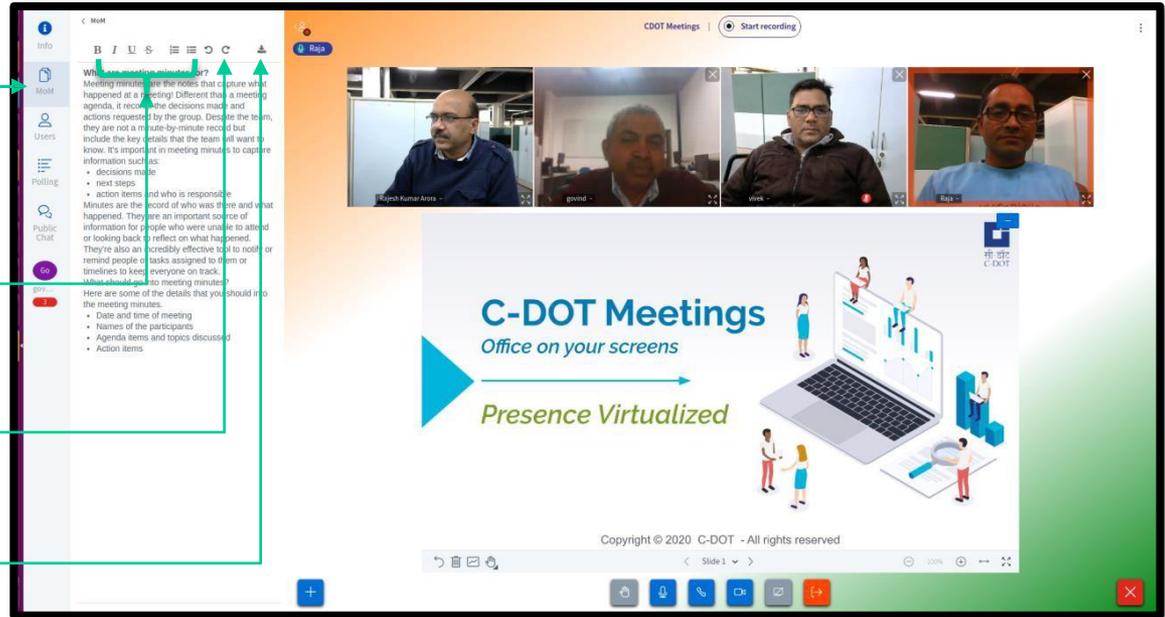
Minutes of Meeting (MoM)

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

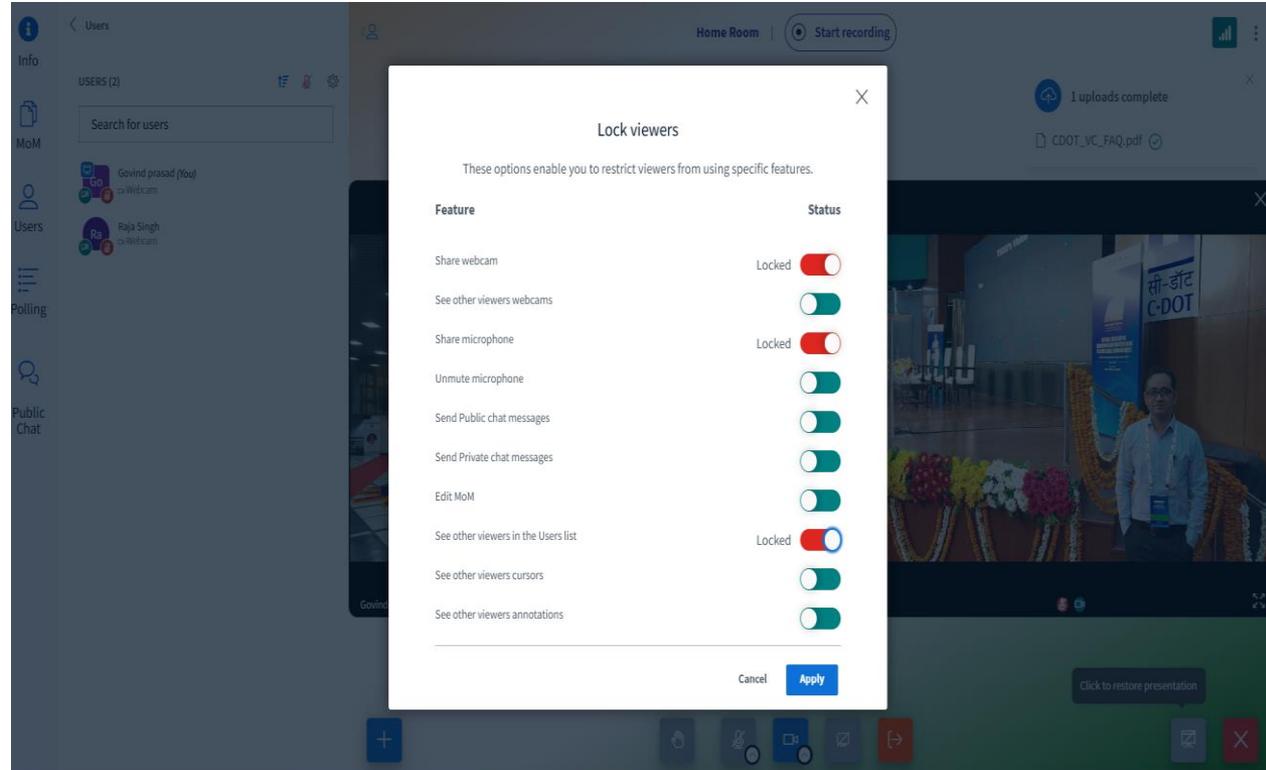
Save/ export the Notes/ MoM for reference



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. 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 and a person interacting with a screen. The bottom of the interface shows a navigation bar with icons for home, back, forward, and other controls.

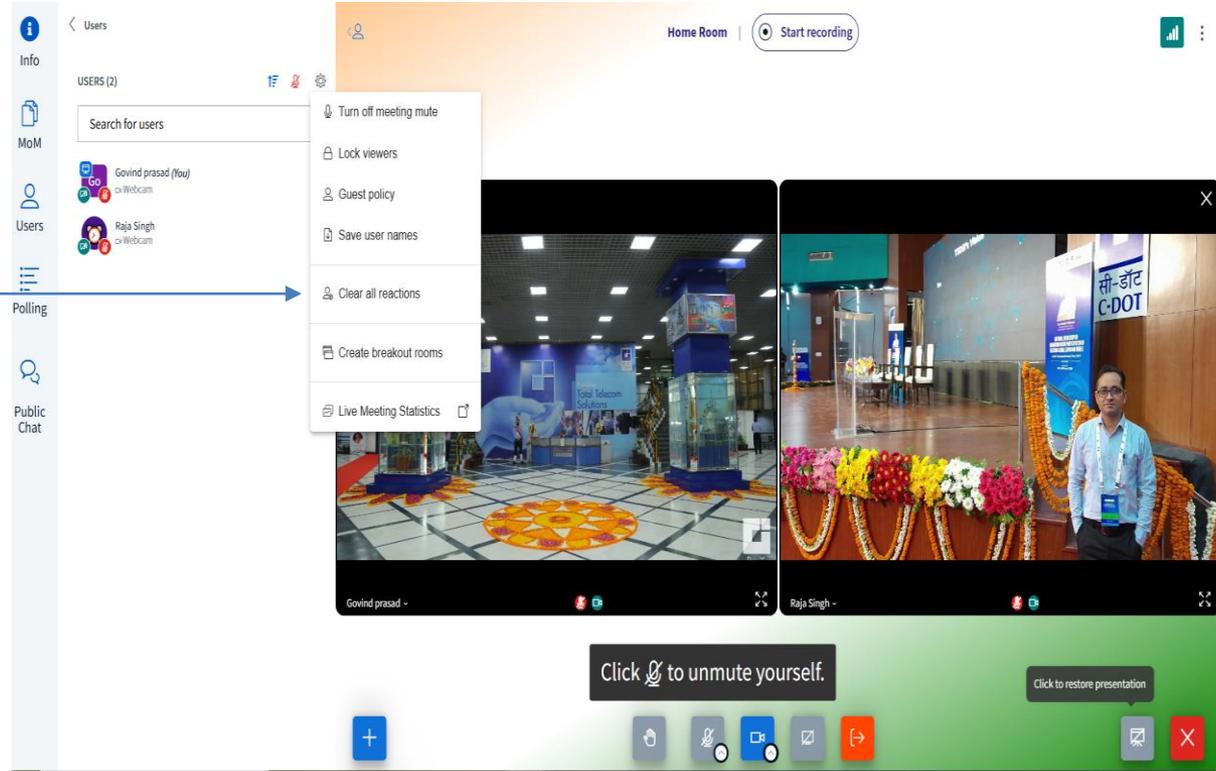
Controlling Users

- 1 Control Users' status, audio, save user names
- 2 Moderator can lock users for using specific features like share webcam, share microphone etc.



Clear all reaction

Moderator can clear all reaction of any user

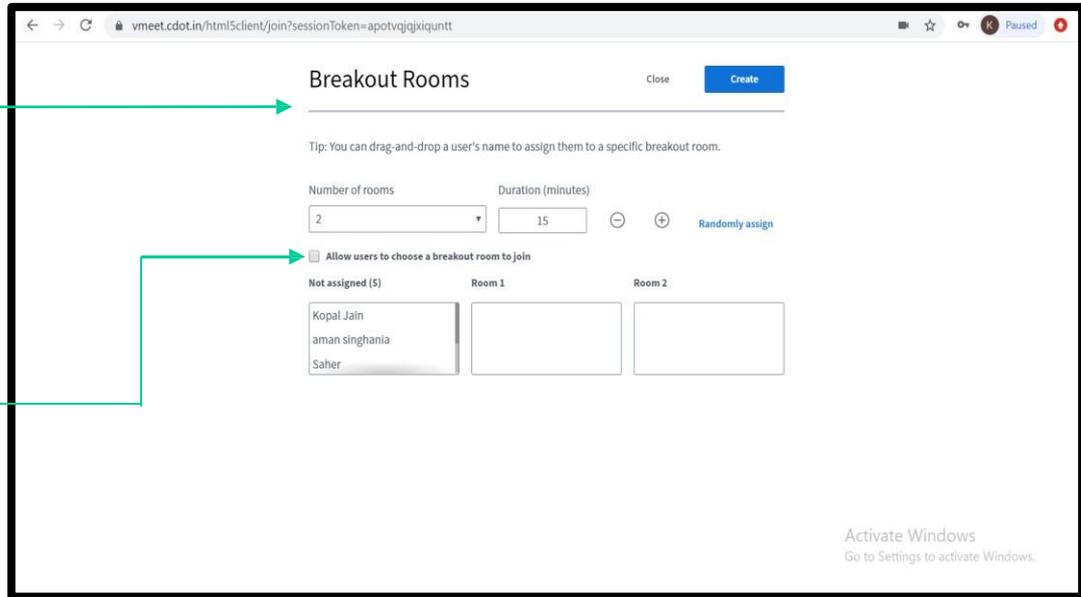


The screenshot displays a Zoom meeting interface. On the left, the 'Users' panel is open, showing two users: Govind prasad (you) and Raja Singh. A context menu is open over the 'Clear all reactions' option. The main meeting area shows two video thumbnails: one for Govind prasad and one for Raja Singh. The bottom toolbar includes a '+', a mute icon, a video icon, a chat icon, a share icon, a red arrow icon, a presentation icon, and a close icon. A notification at the bottom reads 'Click to unmute yourself.' and another says 'Click to restore presentation'.

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



The screenshot shows the Zoom Breakout Rooms configuration page. At the top, there are 'Close' and 'Create' buttons. A tip states: 'Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.' Below this, there are input fields for 'Number of rooms' (set to 2) and 'Duration (minutes)' (set to 15), with minus and plus icons and a 'Randomly assign' link. A checkbox labeled 'Allow users to choose a breakout room to join' is checked. Below the checkbox, there are three columns: 'Not assigned (5)', 'Room 1', and 'Room 2'. The 'Not assigned' column contains a list of names: Kopal Jain, aman singhanla, and Saher. The 'Room 1' and 'Room 2' columns are currently empty. At the bottom right, there is a watermark: 'Activate Windows Go to Settings to activate Windows.'



Thank You

**Contact us : cdotmeethelp@cdot.in
Mobile: 9868712354, 9999578817**