

Guidelines for President's address to students and faculty through VC over NKN on 10th January, 2017 at 1230 hrs.

1. Register the details of your institutions in portal <http://vcr.nic.in> > ● **Registration for President's VC** or <http://vcr.nic.in/RegisterForEvent.aspx>
2. Identify a conference hall or an auditorium which can accommodate large number of participants (100 - 200 or more) and extend NKN network connectivity with minimum of 4 Mbps dedicated BW.
3. The institutions can join President VC as **listening mode** in two different ways :
 - (a) **Using Standard Hardware based (H.323) HD resolution VC System on NKN Public IP which will be connected directly to MCU at NIC HQ, New Delhi.**
 - (b) **Join as live webcast using PC / Laptop with good network connectivity.**
4. **In case of (a) Using Standard Hardware based (H.323) HD resolution VC System on NKN Public IP, follow the instructions as below :**
 - I. Install the Standard Hardware based (H.323) VC System with PTZ Camera at convenient location in the Hall near to projector/LED TV and connect the same to Public IP.
 - II. You can use the HD Videoconferencing system from any standard make & model like Cisco (SX20/SX80 etc.), Polycom (Group 500, Group 700, HDX Series etc.), Life Size (Icon400, Icon600, Icon800, Room220 etc.), ClearOne (Pro300, Pro600, Pro900) etc.
 - III. Place the camera in a proper location and focus to cover the maximum number of participants in the hall.
 - IV. Connect the VC System to a single or dual display Screen (like Projector/LEDs TV.
 - V. Integrate the audio system in auditorium with the VC System's audio out, so that the audio is loud and clear in the hall. In case of relatively smaller conference hall audio of LED TV can be used.
 - VI. Arrange proper lighting in the auditorium and fine tune the light with in-built camera parameters of VC System. Block the natural daylight (if any) entering the Hall.
 - VII. Put a banner/backdrop as background with name of your Institution.
 - VIII. You can call Helpdesk number 011-24305791 and test your VC setup on scheduled date and time. Check the network connectivity both as dial out & dial in from MCU at Delhi.

Also ensure that there is no packet loss in the network and you are getting bidirectional HD Resolution video and proper audio.

- IX. In the final conference & during trial, Video call may be initiated from MCU. You are requested to configure your VC System in **auto answer mode**.
- X. While testing with Helpdesk please ensure that your VC System's IP address is entered in the MCU Directory.
- XI. You all are requested to do the first round of testing of your VC system in point to point mode with Helpdesk. Please do not change the IP address once it is entered in MCU Directory?
- XII. You may keep webcast setup ready as a backup as in point (5) below.

5. In case of (b) to Join as live webcast using PC / Laptop with good network connectivity, follow the instructions below:

- I. The entire event can be viewed as Live webcast at <http://webcast.gov.in/president/>
- II. (live webcast will be available on 10th January 2017 from 12.00 PM onwards).
- III. You can installed or use the existing PC/Laptop in the conference Hall/Auditorium for webcast.
- IV. Connect the PC/Laptop Video out (VGA/HDMI) to Display Unit (Projector/LED TV) in the Hall and also connect the audio out of PC/Laptop to the audio system (Amplifier cum speaker system) in the hall.
- V. Test the webcast video and audio receiving as desire either by playing any YouTube file from website or listening the news/recorded video file in <http://webcast.gov.in>

-
- **Helpdesk Number for VC setup is: 011-24305791, Email: vc-delhi@nic.in**
 - **Helpdesk Number for NKN Network is: 011-22180335, 1800 111 555 (Toll Free)**
Email: support@nkn.in

Note: All are requested to be ready and keep connected in president's VC through MCU before 11.30 AM on 10th January, 2016. Any request to connect after that may not be entertained. Dial in number will be intimated you later through mail or during testing