

Link Intime India Pvt. Ltd

InStaMeet (VC-Platform) : Special Instructions

- Download and install the Webex application by clicking on the link <https://www.webex.com/downloads.html> and/or as per the instructions for InstaMeet attached.
- The following URLs need to be white-listed in your organisation's domain/your own laptop, desktop, tablet, smartphone etc. on the AGM date:

A. <https://camonview.com>

B. <https://instameet.linkintime.co.in>

- Members are encouraged to join the Meeting through tablets/laptops connected through broadband for better experience.
- Members are required to use internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Any internet outage or fluctuation in connectivity at your site will have an adverse impact on the audio/ video quality during the meeting. Link Intime will not be responsible for this.

- Members connecting from mobile devices/tablets/laptops via mobile hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid technical glitches.
- In case the [members have both the computer and telephone audio active](#) or [the speakers on members' computers or telephones are too close to each other](#) or [there are multiple computers with active audio in the same conference room](#), there will be instances of audio echo or feedback in the meeting.
- In case two or more Members are joining the meeting through a Board Room/Common Location, proper arrangements of audio & video should be in place and Webex will be run on only one system.
- Members are encouraged to speak in the Meeting after un-muting themselves once their turn arrives as per the script/their name is announced. Once the member has finished communicating, he/she should mute themselves immediately. (Mute your side if you're not speaking. Your microphone can pick up a lot of background noise, so muting allows others to easily hear others)
- Guidelines to follow while participating in the meeting for a good audio-video experience:
 - * Use your earphone for better sound quality.
 - * Ensure no other background applications are running.
 - * Ensure your Wi-Fi or Broadband is not connected to any other device.
 - * Have proper lighting in the room and avoid the background sounds.
 - * Ensure the background is bright.
 - * Do not use mask in the meeting.