

User Manual

qVAC Android



Table of Contents

1. Introduction to qVAC
2. Getting Started
3. Interface Overview
4. Joining a Conference
5. Hosting a Conference
6. Conference Controls
7. Security and Encryption
8. Managing Participants
9. Customization Options and Account Management

Introduction to qVAC

Welcome to qVAC: Your Secure and Encrypted Audio-Video Conferencing Solution

In an era where remote collaboration has become the cornerstone of modern business, ensuring the security and privacy of sensitive communications is paramount. Enter qVAC — a cutting-edge audio-video conferencing platform meticulously crafted with one goal in mind: to provide a secure and encrypted environment for your virtual meetings.

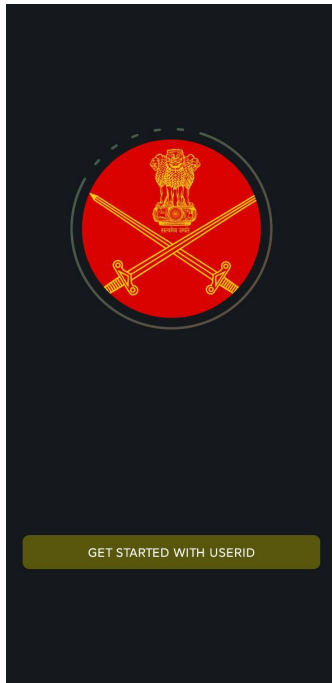
Designed specifically for professionals, qVAC sets itself apart with its unwavering commitment to security. Every aspect of the platform, from its robust encryption protocols to its stringent privacy measures, is engineered to safeguard your confidential conversations.

With qVAC, you can host or join audio-video conferences with confidence, knowing that your discussions are shielded from prying eyes. Whether you're conducting confidential boardroom meetings, facilitating remote team collaboration, or delivering impactful presentations to clients across the globe, qVAC empowers you to communicate freely without compromising on security.

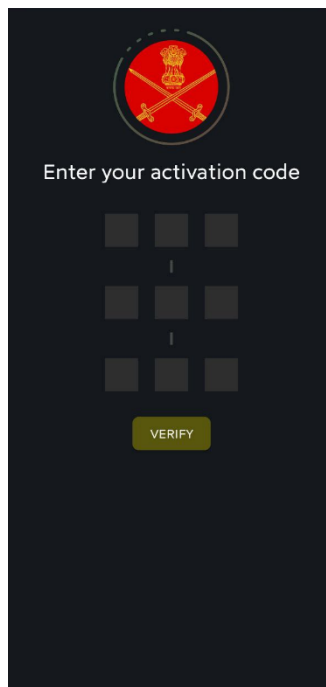
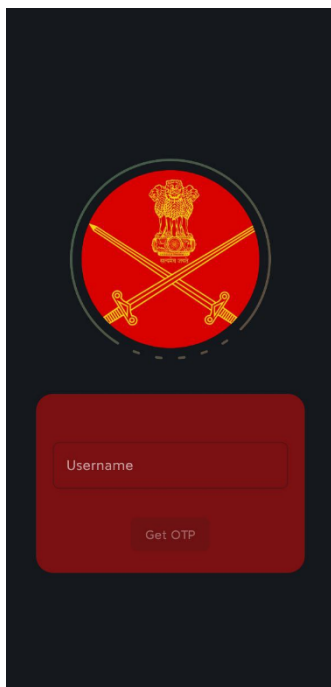
Experience seamless, crystal-clear audio and high-definition video, coupled with intuitive controls that make hosting and participating in conferences effortless. With features tailored specifically for audio and video conferencing needs, qVAC is your trusted partner in virtual communication.

Getting Started

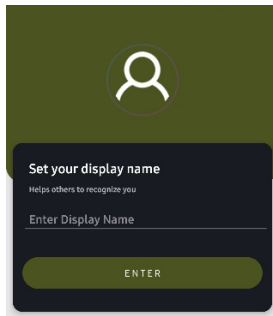
1. Upon opening the app, users are prompted to enter their username.



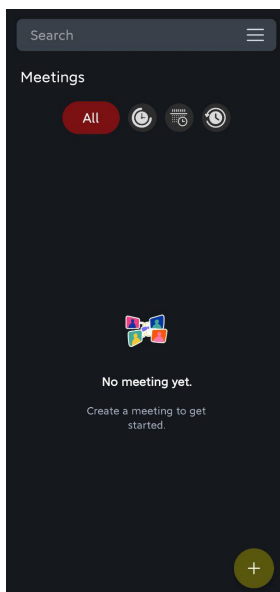
2. Subsequently, they are required to input a 9-digit OTP (One-Time Password) for authentication.



3. Once the username and OTP are successfully verified, users are logged into their qVAC account.



4. They are then presented with the user interface where they can access the app's features and functionalities for secure audio-video conferencing.

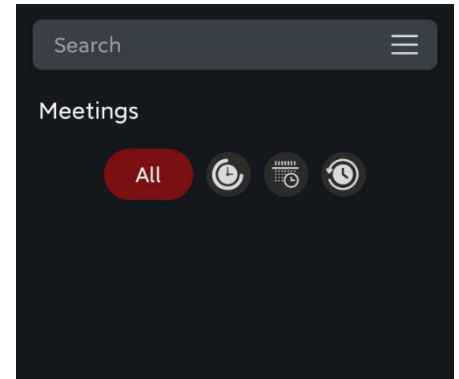


Interface Overview

Upon logging into qVAC, users are presented with a straightforward and intuitive interface designed to streamline their audio-video conferencing experience. The interface consists of four primary tabs, each serving a distinct purpose:

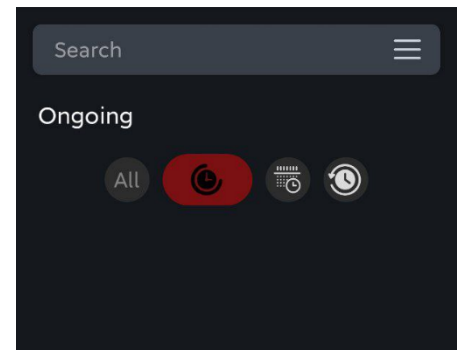
1. All Tab:

- In the "All" tab, users can view a comprehensive list of all meetings associated with their account. This includes meetings that are currently ongoing, scheduled for the future, or have already concluded.
- Users have the ability to quickly access details of past meetings, review meeting notes, or access recordings directly from this tab.



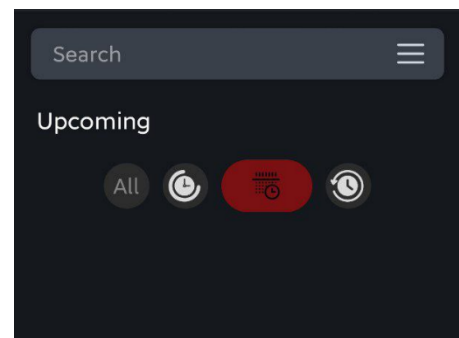
2. Ongoing Tab:

- The "Ongoing" tab provides users with real-time visibility into meetings that are currently in progress. Here, users can easily join ongoing meetings with just a single tap, facilitating seamless participation.
- Users can also view pertinent meeting information such as participants, agenda items, and active discussions within this tab.



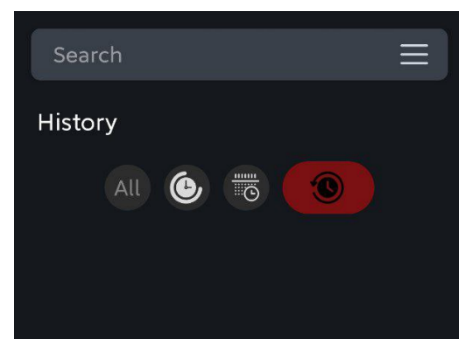
3. Upcoming Tab:

- In the "Upcoming" tab, users can conveniently manage and track meetings that are scheduled for the future. This tab displays upcoming meetings along with relevant details such as date, time, and agenda.
- Users have the option to set reminders for scheduled meetings, ensuring timely participation and preparation.



4. History Tab:

- The "History" tab serves as a repository for past meetings, providing users with a convenient way to review previous discussions and outcomes.
- Users can access detailed meeting logs, including attendance records, chat transcripts, and recorded sessions, for reference or archival purposes.

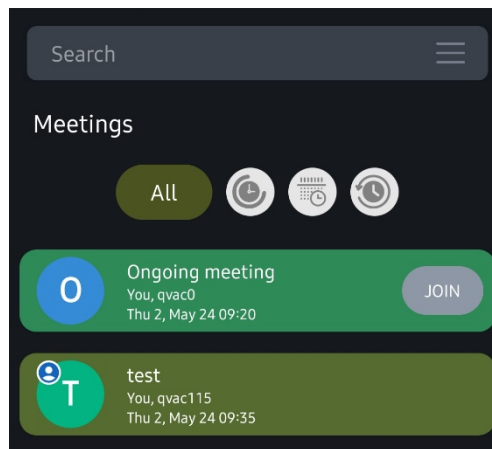


Joining a Conference

In qVAC for Android, when a user receives an invitation to join a conference, the invitation is displayed in both the "All Meetings" and "Upcoming Meetings" sections. Upon receiving the invitation, the user is presented with a single option: the "Join" button.

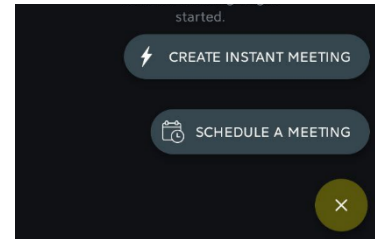
1. Joining the Conference:

- To accept the invitation and join the conference, the user simply taps on the "Join" button.
- Tapping the "Join" button seamlessly adds the user to the conference, launching the meeting interface for immediate participation.



Hosting a Conference

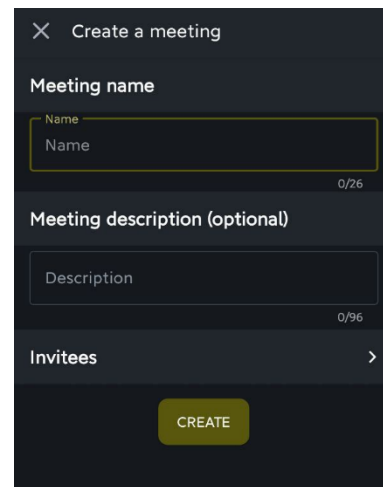
To initiate a conference in qVAC, users have two options accessible via the plus icon located at the bottom right corner of the app:



of

1. Create an Instant Meeting:

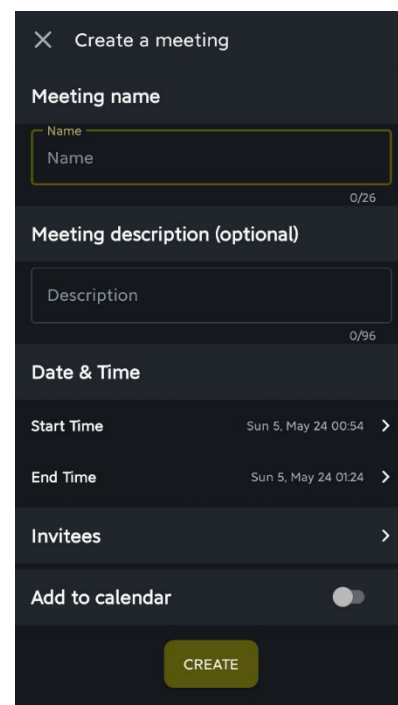
- Upon selecting "Create an Instant Meeting," users are prompted to provide essential details for the conference, including the meeting name, description, and invitees.
- After inputting the necessary information, users can initiate the meeting by clicking the "Create" button.
- The instant meeting commences immediately, enabling participants to join the discussion promptly.
- Subsequently, the newly created meeting is automatically added to the "Ongoing" tab for easy access and participation.



are

2. Schedule a Meeting:

- Opting for "Schedule a Meeting" prompts users to input specific details to plan a future conference.
- Users are required to specify the meeting name, description, start date, start time, end date, end time, and select invitees.
- Once all details are entered, users can confirm the scheduling by clicking the "Create" button.
- The scheduled meeting is then added to the "Scheduled" tab, where users can review upcoming conferences and prepare accordingly.



Conference Controls

Once users have joined a meeting in qVAC, they have access to a set of essential controls conveniently located at the bottom of the interface. These controls facilitate seamless management of audio, video, screen sharing, and other conference-related functionalities.

1. Video Toggle:

- The first button allows users to toggle their video feed on or off, enabling them to control their visibility during the conference.

2. Microphone Toggle:

- The second button enables users to mute or unmute their microphone, regulating their audio input during the conference.

3. Camera Switch:

- The third button enables users to switch between front and back camera views on their device, offering flexibility in choosing the desired camera perspective.

4. End Call:

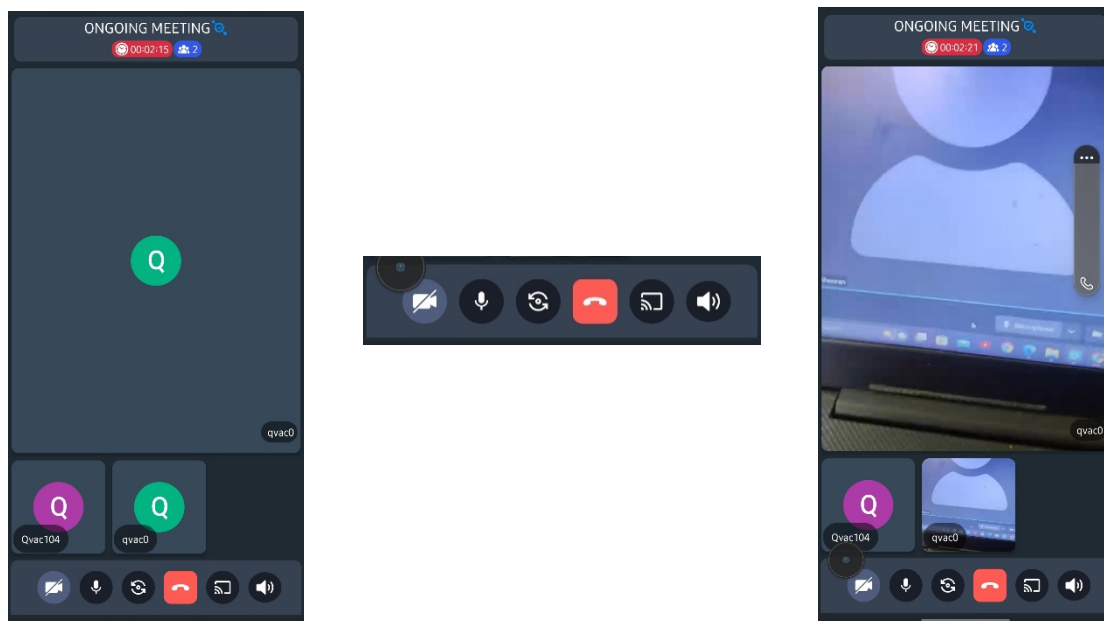
- The fourth button allows users to gracefully exit the conference, terminating their participation in the ongoing meeting.

5. Screen Sharing:

- The fifth button initiates screen sharing functionality, enabling users to broadcast their screen contents to other participants in the conference.

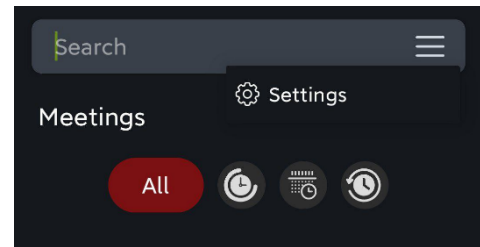
6. Audio Output Mode:

- The sixth button provides users with the option to change the audio output mode, allowing them to select the desired audio output device for the conference.



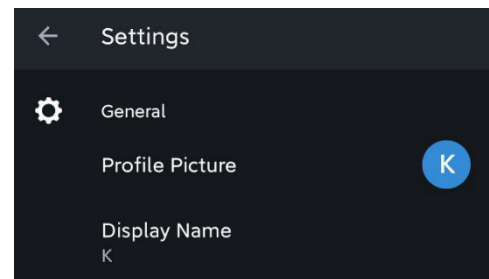
Customization Options & Account Settings

Within the "Settings" menu in qVAC, users have access to various customization options and account settings to personalize their experience. The settings are divided into three sections: General, Preferences, and About.



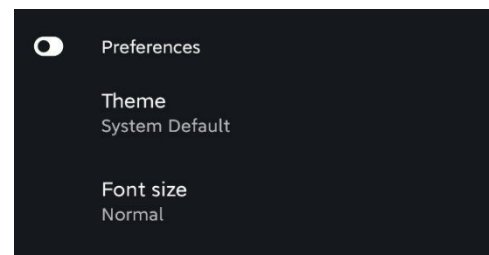
1. General:

- **Profile Picture:** Users can upload or change their profile picture, allowing them to personalize their account representation within the app.
- **Display Name:** This option enables users to update their displayed name, providing flexibility in how they are identified during conferences and interactions.



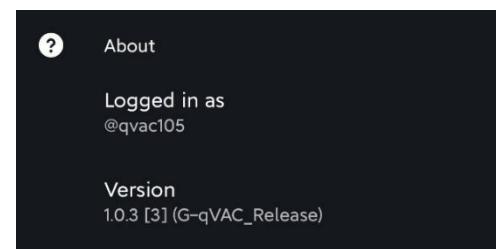
2. Preferences:

- **Theme:** Users can choose between a light and dark theme for the app interface, catering to personal preferences and enhancing visual comfort during usage.
- **Font Size:** This option allows users to adjust the size of the font displayed within the app, ensuring optimal readability based on individual preferences and device specifications.



3. About:

- **Logged In As:** This section displays the username of the currently logged-in user, providing quick identification and account verification.
- **Version:** Users can view the current version of the qVAC app installed on their device, facilitating awareness of updates and improvements.



4. Sign Out:

- The "Sign Out" option allows users to securely log out of their qVAC account, ensuring privacy and account security.

