Enterprise Meeting Room Solution

Usage Instructions

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Contents

1.   Screen Sharing from Laptops - App

With Zoapi Hub, upto 16 users can wirelessly present and collaborate. You can install the Zoapi Client app on your Windows/Mac/Linux laptop and present by just entering the 4 digit pin. Zoapi supports both single-view and quad-view presentation modes for seamless collaboration. Zoapi wireless presentations work over your local network and no media content is sent to the cloud, making it secure for all types of meetings.

1. First time users can download and install the Zoapi Client from https://share.zoapi.com on your browser.
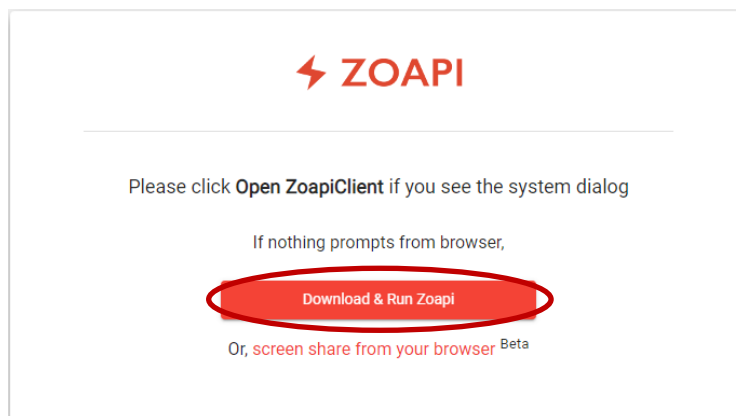
2. Make sure you are on the same network as the Zoapi Hub or Zoapi Hub is reachable through the LAN. **Also make sure your laptop is not connected to any VPN**. There is a 4-digit PIN shown on the bottom center of the Zoapi Hub display in your meeting room. Enter this pin in the Zoapi Client app.
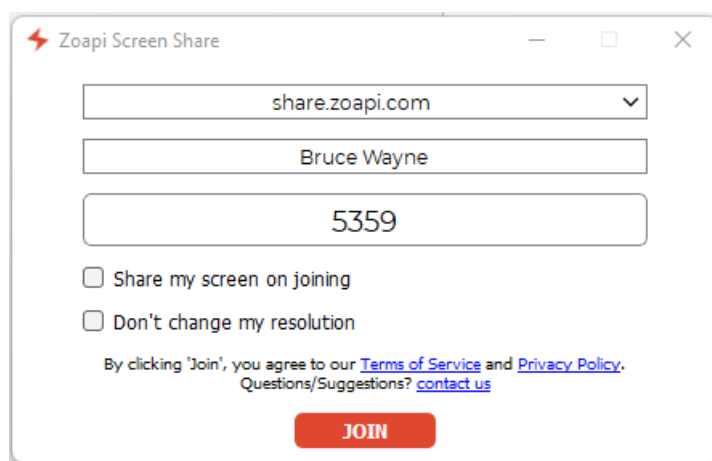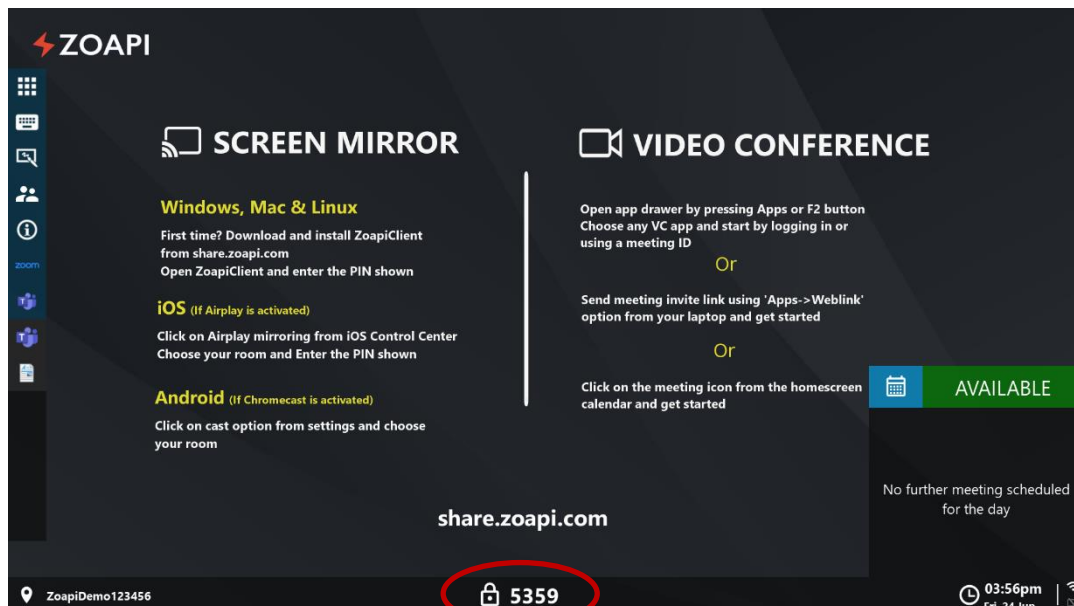
3. You can choose to Share your screen as soon you join by selecting the highlighted checkbox. This setting will be saved for future use.
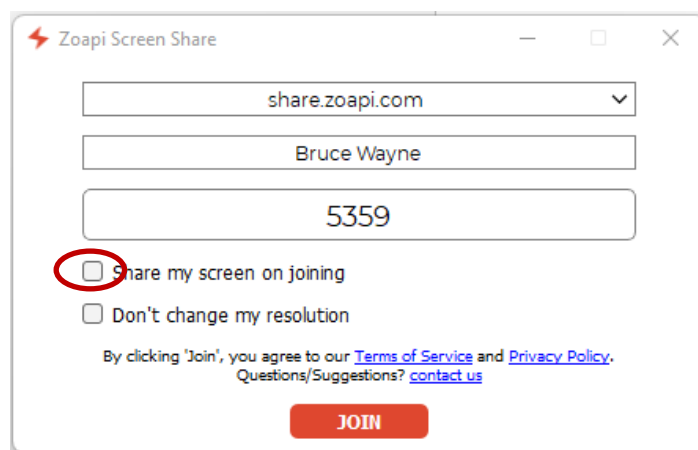
4. Zoapi Hub tries to match your laptop's resolution to the Hub display's resolution, so that the quality of the text remains sharp. You can choose not to change your laptop's resolution by

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selecting the highlighted checkbox. This setting will be saved for future use.
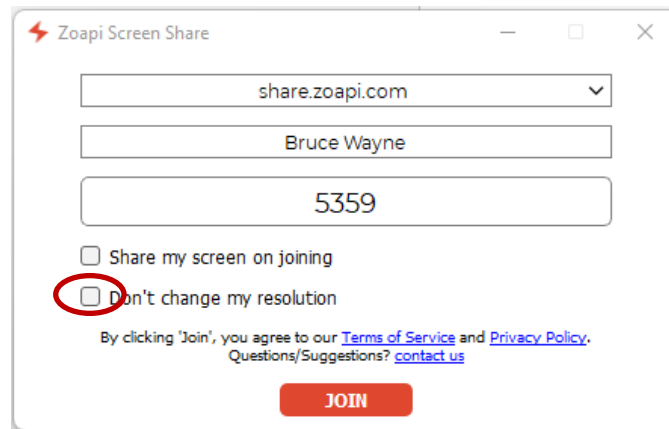

5. Click on **Join** to connect to the Zoapi hub. Once connected, you should see the Zoapi application bar shown below.
   You can share your screen by pressing the **Share** button. (MAC users will be prompted for screen and audio recording permissions on first use)
    Clicking on **Share Audio** will play your laptop's audio on the Zoapi Hub.
    Note: Sharing audio might increase the video latency, as Zoapi will introduce some buffering to ensure audio playout is smooth and glitch free.
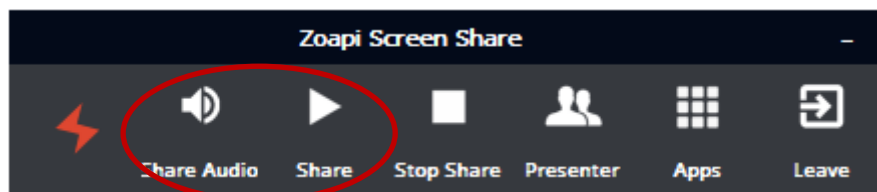
6. If multiple presenters are sharing, you can switch between the presenters by using the **Presenter** tab. You can also switch between single-view or quad-view modes. In single-view, the screen will show one presenter, and in quad-view, upto 4 can be viewed.
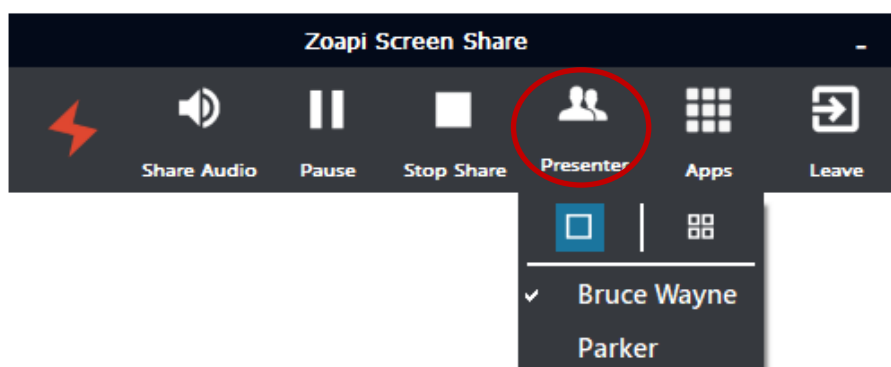
7. You can pause your screen sharing using the **Pause** button.
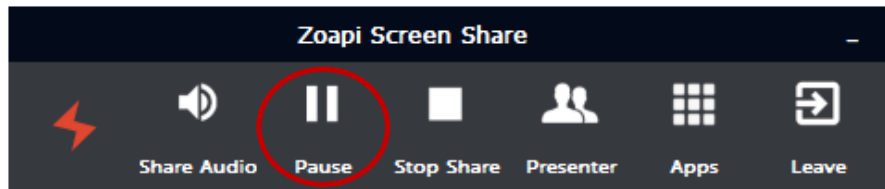
8. When you click on the **Stop Share** button, your screen sharing is stopped, however you will remain connected to the hub.
Clicking on **Leave** will disconnect you completely from the Hub.

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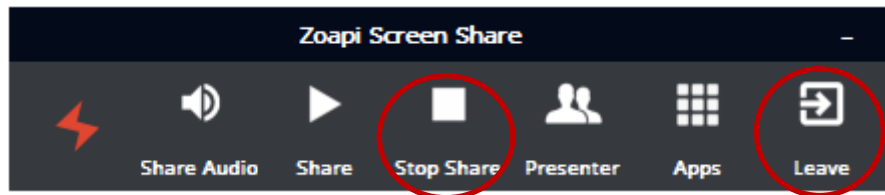
2. Screen Sharing from Laptops - Browser

If you wish to share your laptop screen without installing any app, then you can use the browser sharing feature to share directly from Chrome/Firefox/Edge/Safari browser using WebRTC technology.
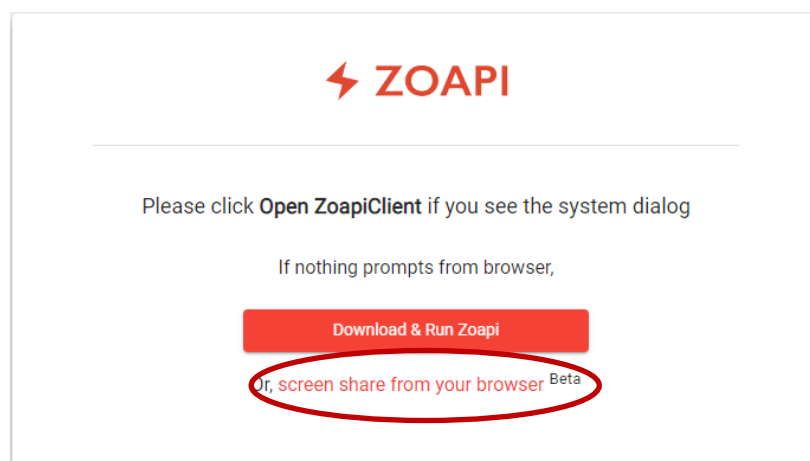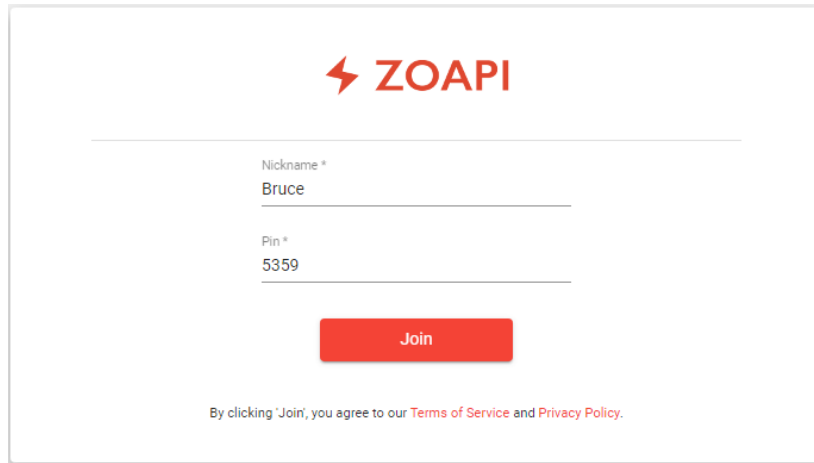
Note: Support for sharing system audio is not available on all browsers for Linux and Firefox/Safari browsers on Windows/Mac.

1. Go to https://share.zoapi.com and click on screen share from browser option. (You can also go to https://share.zoapi.com/web directly). Bookmark this page for future use.

2. Enter your Nickname and the Zoapi Hub Pin displayed on the TV and Click on **Join**.
   Note: On MAC, the browser will require permission for screen and audio recording.
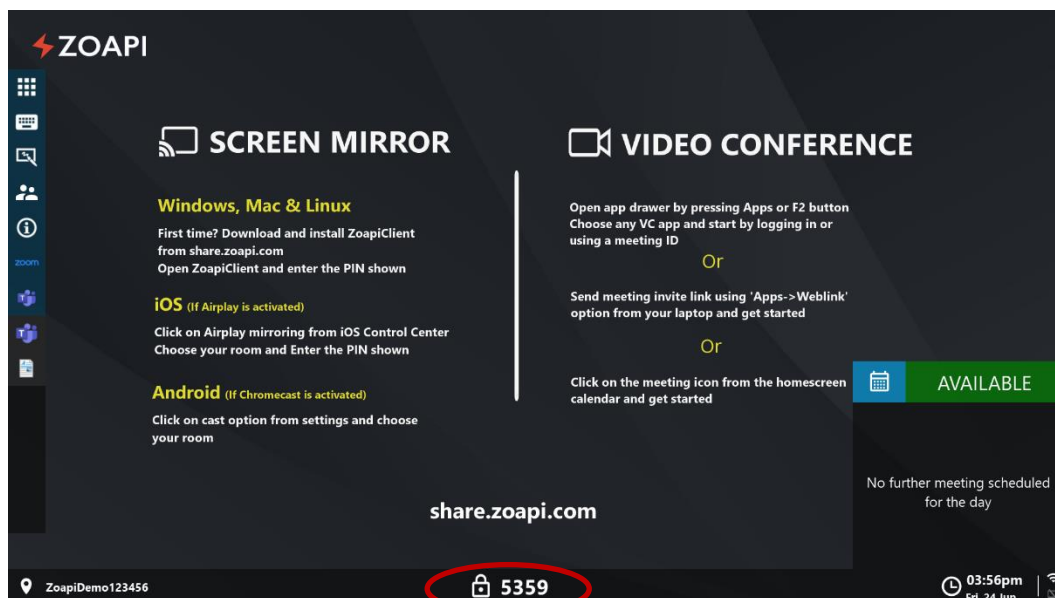
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3. Select Entire Screen/an app window/chrome tab.
   Select Share system audio to play laptop audio on the meeting room display.
   Note: If you are sharing an app window, make sure window is not minimized (it can be in background but not minimized)
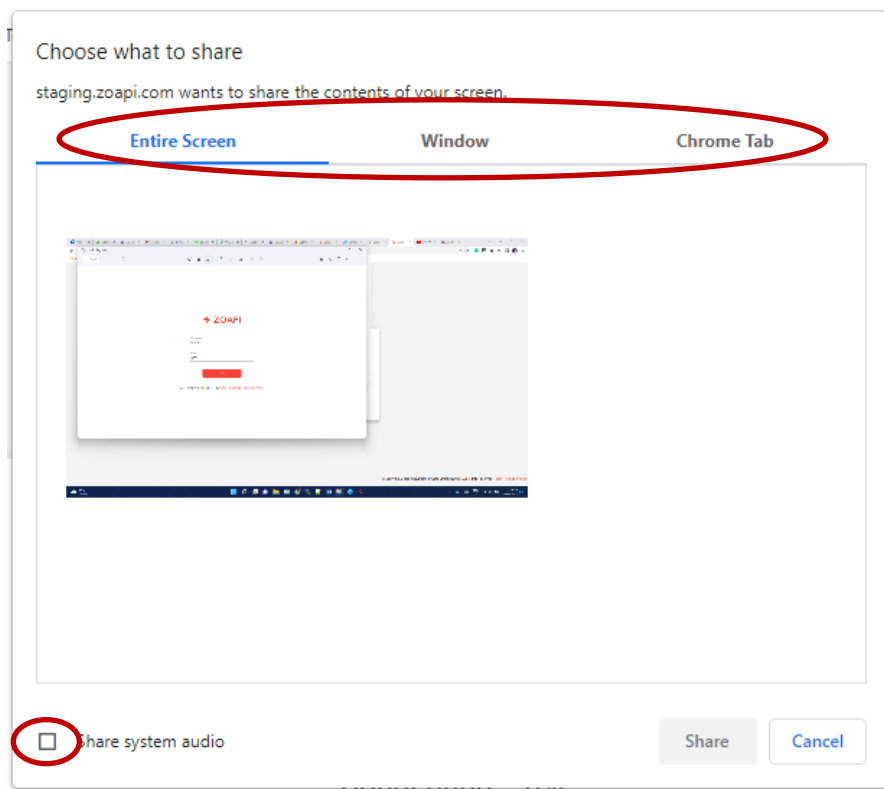
4. Click on Disconnect to stop sharing. You can also close the tab/browser or close from the floating browser shortcut.

⚡ **ZOAPI**

Connected to **ZoapiRoom**

To disconnect, press the button shown below or close this tab

Disconnect

staging.zoapi.com is sharing your screen. **Stop sharing** Hide

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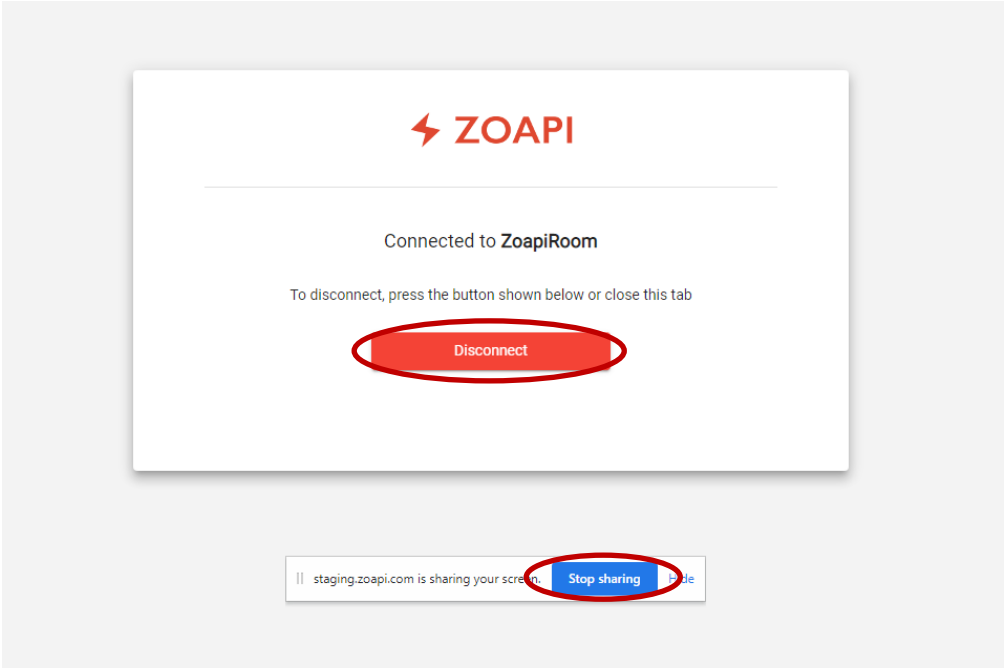
3. Zoapi Remote Control

Remote Control app lets you control the Zoapi Hub Room System directly from your laptop. No more hassles with remotes and confusing touch panels. You can use your laptop keyboard and mouse to control the Zoapi Hub. Imagine using your own laptop to control the entire room system for launching apps, browsing, opening media files and documents etc.

1. Open the **Apps** tab on the Zoapi Client running on your laptop and choose **Remote.**
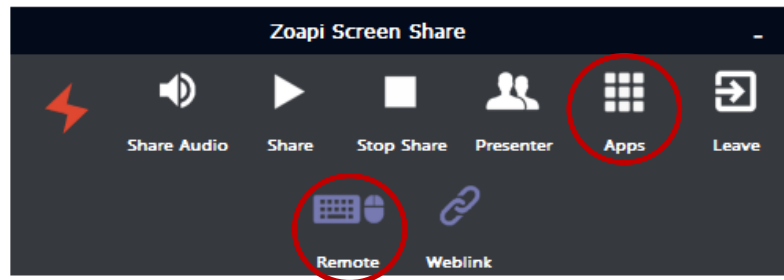
2. Now your laptop's Keyboard and Mouse will be wirelessly connected to the Zoapi Hub and you can control it for using 3rd Party apps.
   ◦ F2 - Opens the app-drawer
   ◦ F6 - Show/Hide Info bar

   Exit the Hub Control mode by pressing Alt+Tab (Windows/Linux) or Command+Tab (Mac). Note that your laptop will not respond to keyboard and mouse events when Remote-Control mode is ON and your laptop screen will look like the image shown below.
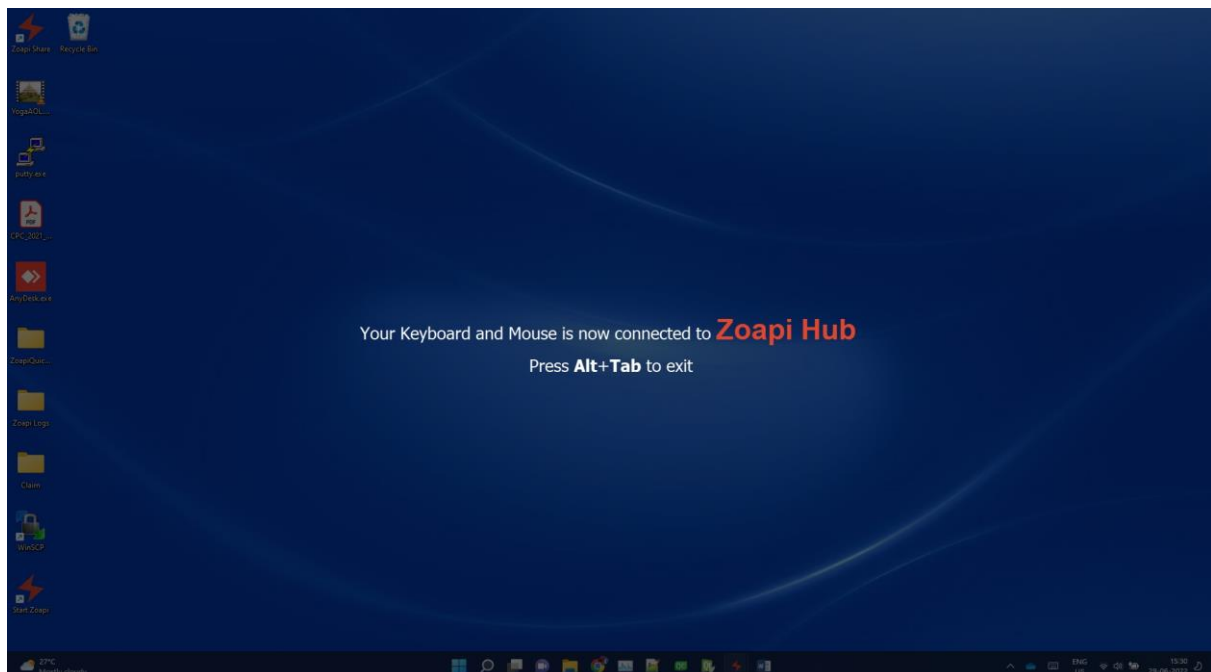
4. Video Conference – Meeting Links

Do you have a meeting link that you wish to open on the Zoapi Room System but hate to type lengthy URLs? **Use the Weblink option to launch any link, be it a meeting link, a shared document, a presentation from a cloud drive, a video link, or anything else**.

Note: We use MS Teams as an example here. You can use any conferencing app of your choice (Zoom/Google Meet/WebEx etc).

1. Video Conferencing apps can be used in one of the two modes.
   a. **As Guest:** Follow step2 onwards to join the conferencing call.
   b. **As Host:** If you are the host for the meeting, follow one of the two below methods.
      i. Host the call on your laptop/phone and **mute the mic (on-call) and speaker (system)** to avoid echo and follow step2 onwards to join the call on Zoapi Hub as a guest.

      <div align="center">OR</div>

      ii. Login to the conferencing app on the Zoapi Hub (You may also have a dedicated account that is always logged in) and follow step2 onwards to host the meeting.
2. Open **Apps** tab on the Zoapi Client running on your laptop and choose **Weblink.**
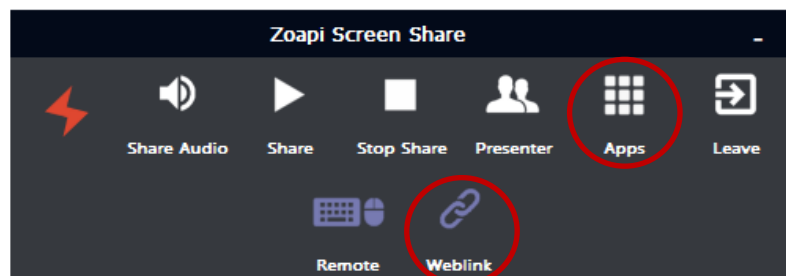
3. Enter the link Meeting Link (Zoom/Teams/Meet/Webex or any other link) you wish to open and click **Ok**.
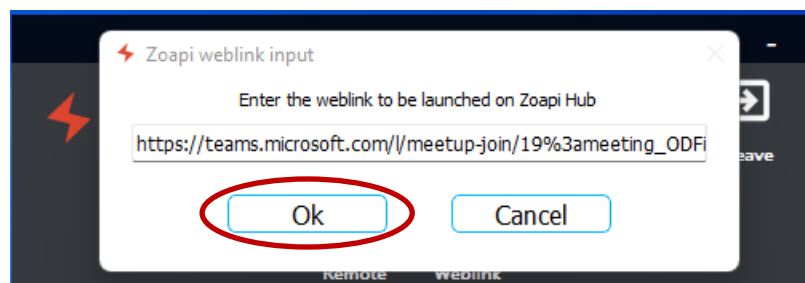
4. While Zoapi Hub launches the meeting, the app on your laptop will pop up asking if you would like to use the Remote App. Click **Ok**.
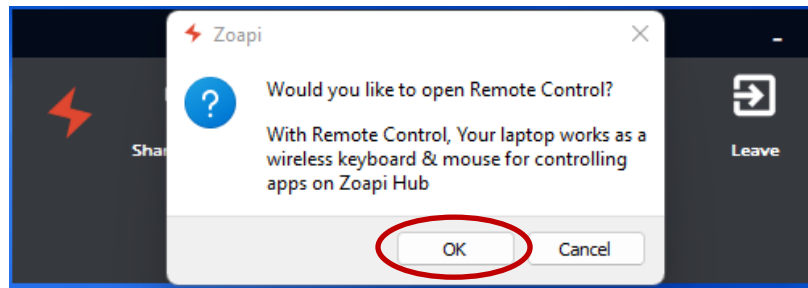
5. Use the Remote App to control Zoapi Hub using your laptop keyboard/trackpad/mouse. (You can also use a physical keyboard/remote instead). Click on **Join Now** (Eg. Teams) on the Conferencing app window displayed on the Zoapi Hub to start the meeting as shown below.
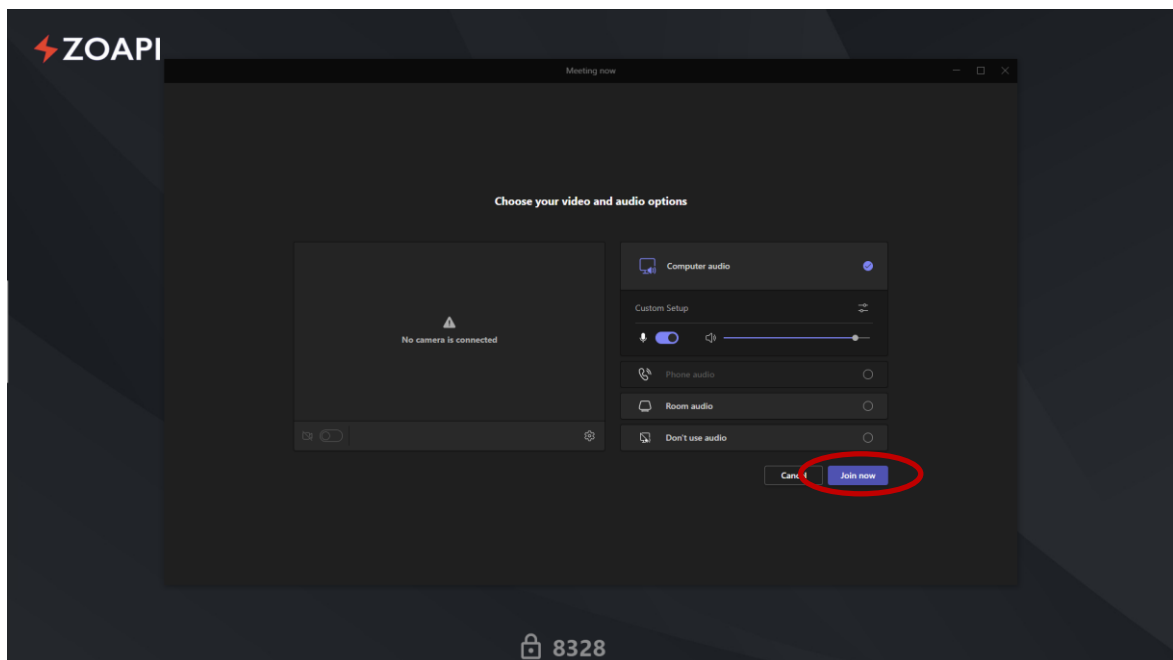
6. Use Remote/Mouse/Remote App to control the conferencing meeting app running on Zoapi Hub
   a. **Share screen (Entire Screen/Desktop) on conferencing app (Zoom/Teams/Meet/ Webex etc) to share the entire Room display.**
   b. Enable/Disable Room camera in the conferencing app.
   c. Mute/Unmute Room mic in the conferencing app.
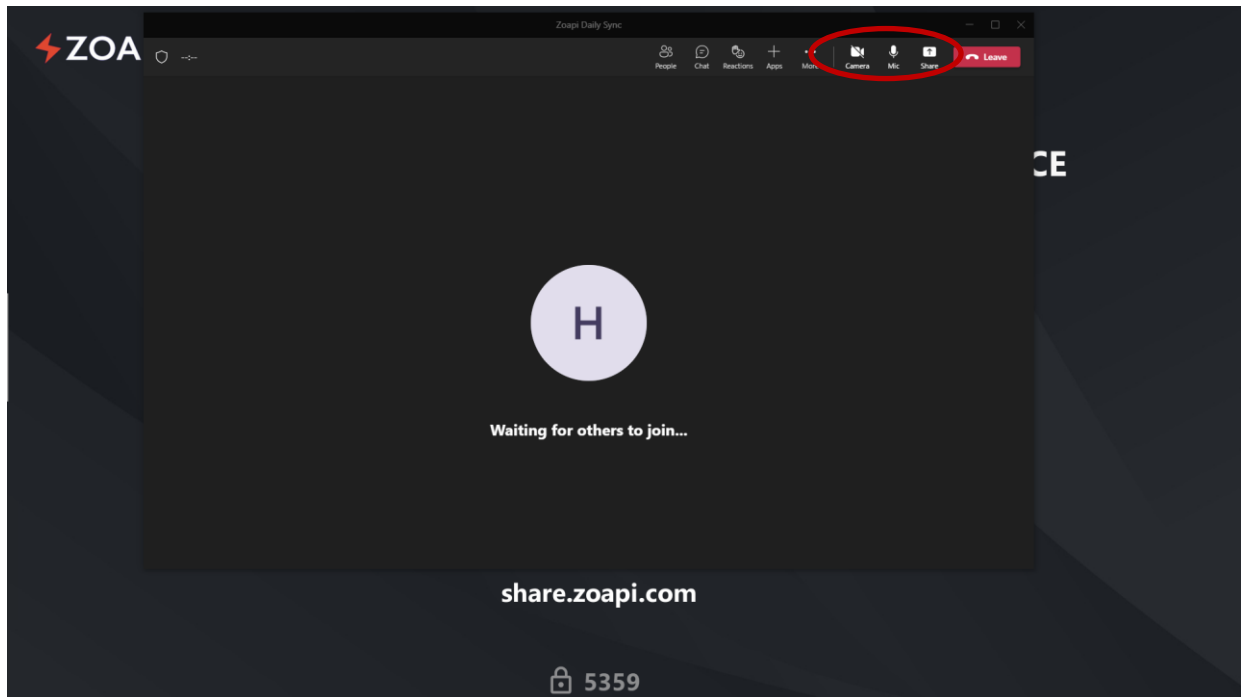
7. Use wireless presentation for locally presenting from your laptops to Zoapi Hub. The remote party will see the entire meeting room display.
8. Use Zoapi Taskbar to switch between open windows as explained in Third Party Apps.
9. Leave the meeting by clicking on the Leave meeting button.
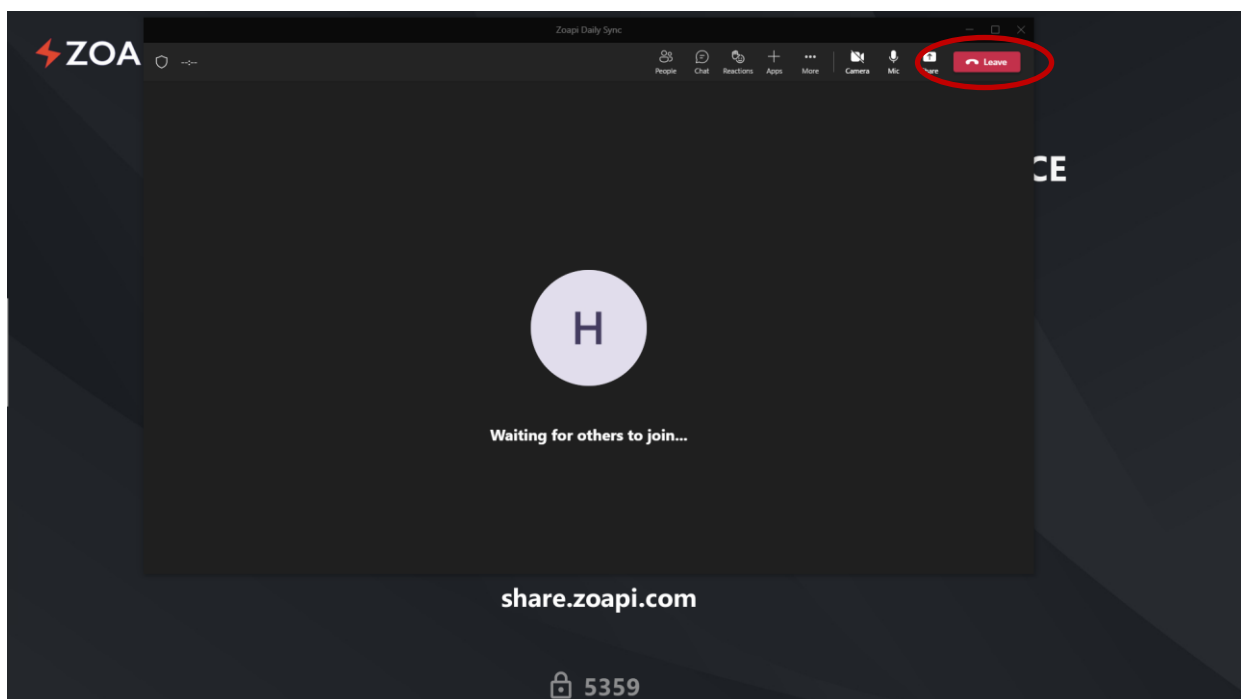
5. Video Conference – One click join

Join Video Conferencing meetings with just a single click by integrating the Zoapi Hub to your room calendar. After integration, Zoapi Hub will display all the meetings booked in the room and users can launch meetings using the meeting information present in the meeting description.

1. Video Conferencing apps can be used in one of the two modes.
   a. **As Guest:** Follow step2 onwards to join the conferencing call.
   b. **As Host:** If you are the host for the meeting, follow one of the two below methods.
      i. Host the call on your laptop/phone and **mute the mic (on-call) and speaker (system)** to avoid echo and follow step2 onwards to join the call on Zoapi Hub as a guest.

      OR
      ii. Login to the conferencing app on the Zoapi Hub (You may also have a dedicated account that is always logged in) and follow step2 onwards to host the meeting.
2. Click on a meeting icon (Zoom/Teams/Meet/WebEx etc) using Remote/Mouse/Remote App to join that meeting.
   Note: While booking the room, the meeting body/description must contain the meeting link.

3. Use the Remote/Mouse/Remote App and click on **Join Now** (Eg. Teams) on the Conferencing app window displayed on the Zoapi Hub to start the meeting as shown below.
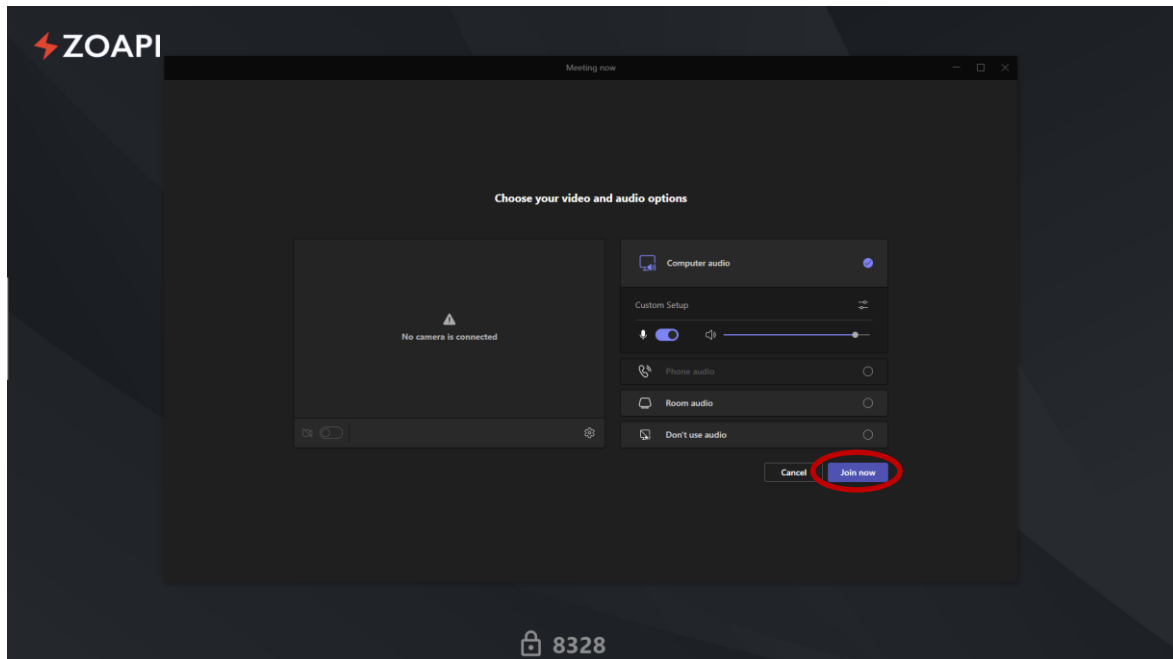
4. Use Remote/Mouse/Remote App to control the conferencing meeting app running on Zoapi Hub

    a. Share screen (Entire Screen/Desktop) on conferencing app (Zoom/Teams/Meet/Webex etc) to share the entire Room display.

    b. Enable/Disable Room camera in the conferencing app.

    c. Mute/Unmute Room mic in the conferencing app.
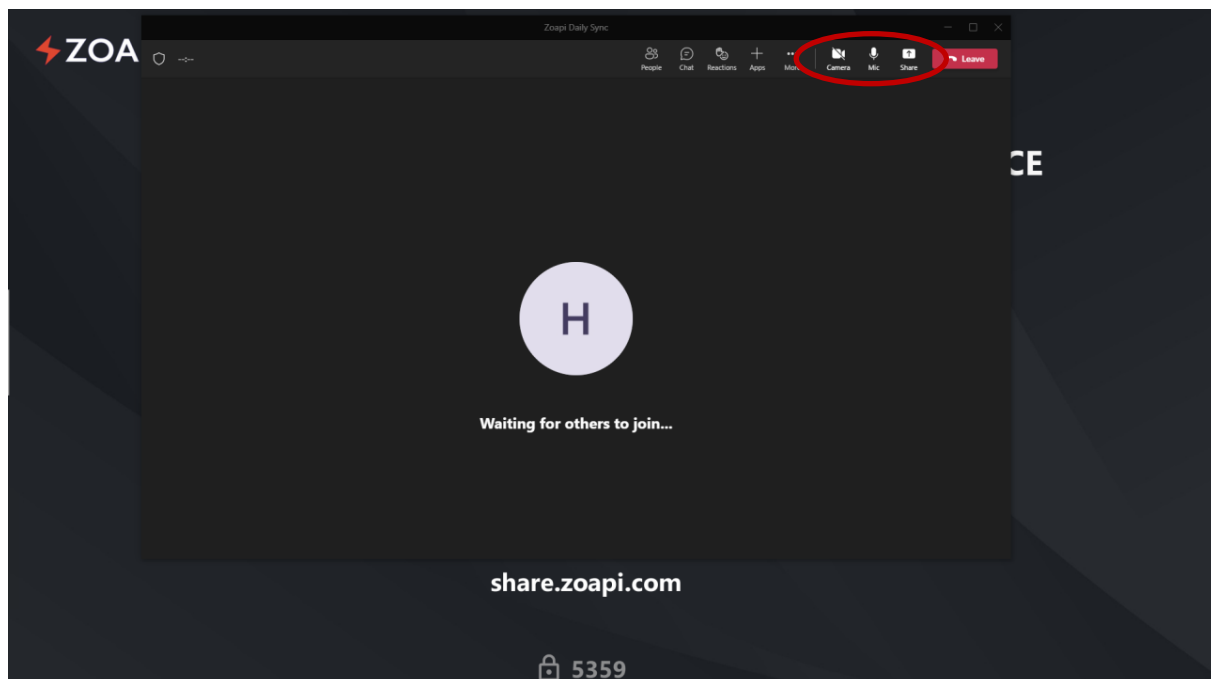
5. Use wireless presentation for locally presenting from your laptops to Zoapi Hub. The Remote-party will see the entire meeting room display.

6. Use Zoapi Taskbar to switch between open windows as explained in Third Party Apps

7. Leave the meeting by clicking on the Leave meeting button.

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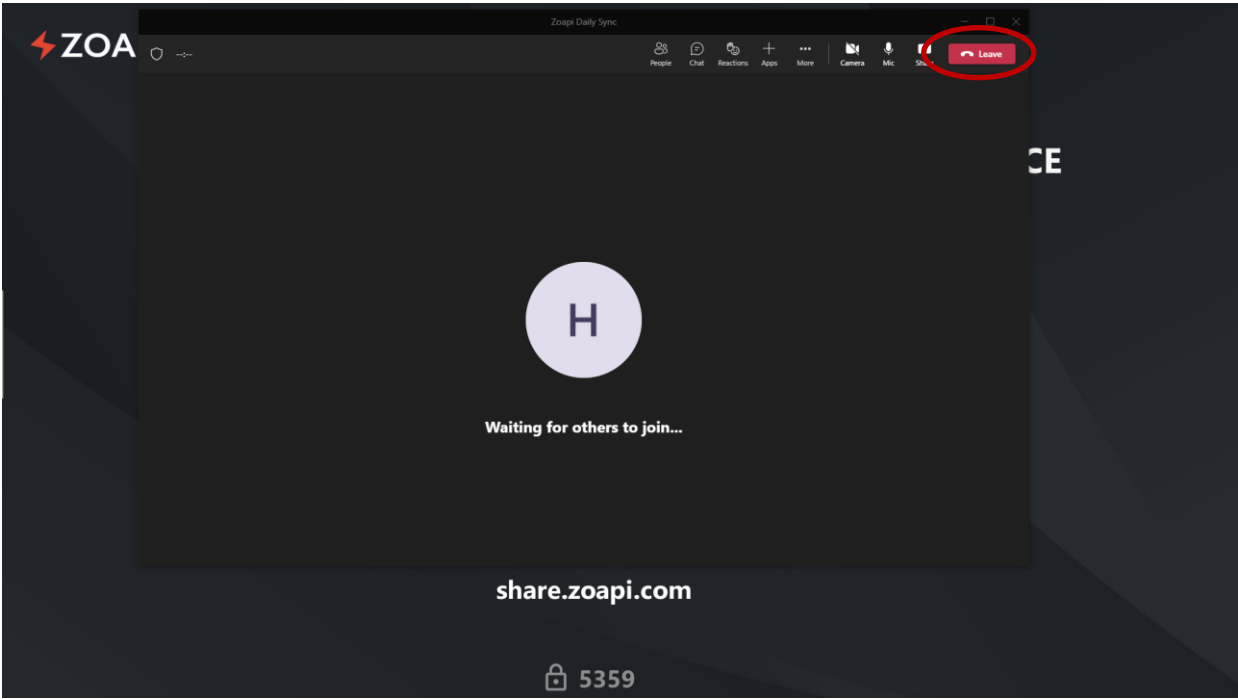
6. Third Party Apps

Zoapi supports a wide range of third party collaboration apps, including, but not limited to, video conferencing, audio conferencing, IP Phones, White boarding, RDP, Educational apps and more. Users can interact with these apps using an:

- Air Remote
- Keyboard + Mouse
- Touching the panel of a Touch screen TV or
- Zoapi Remote App on the laptop

Use the app drawer or Pinned apps section to open the apps, and Task Bar to manage the app windows.

1. Open the app drawer by pressing F2 key or by clicking on the apps button the Zoapi taskbar as shown below. You can also pin frequently used apps and then open the pinned apps from the Zoapi task bar without opening app drawer.

2. Open the application of your choice. For Video Conferencing, you can either join as a guest by entering the meeting ID, or login to the app to host a meeting. You can also use non-VC apps such as Softphone, RDP etc.
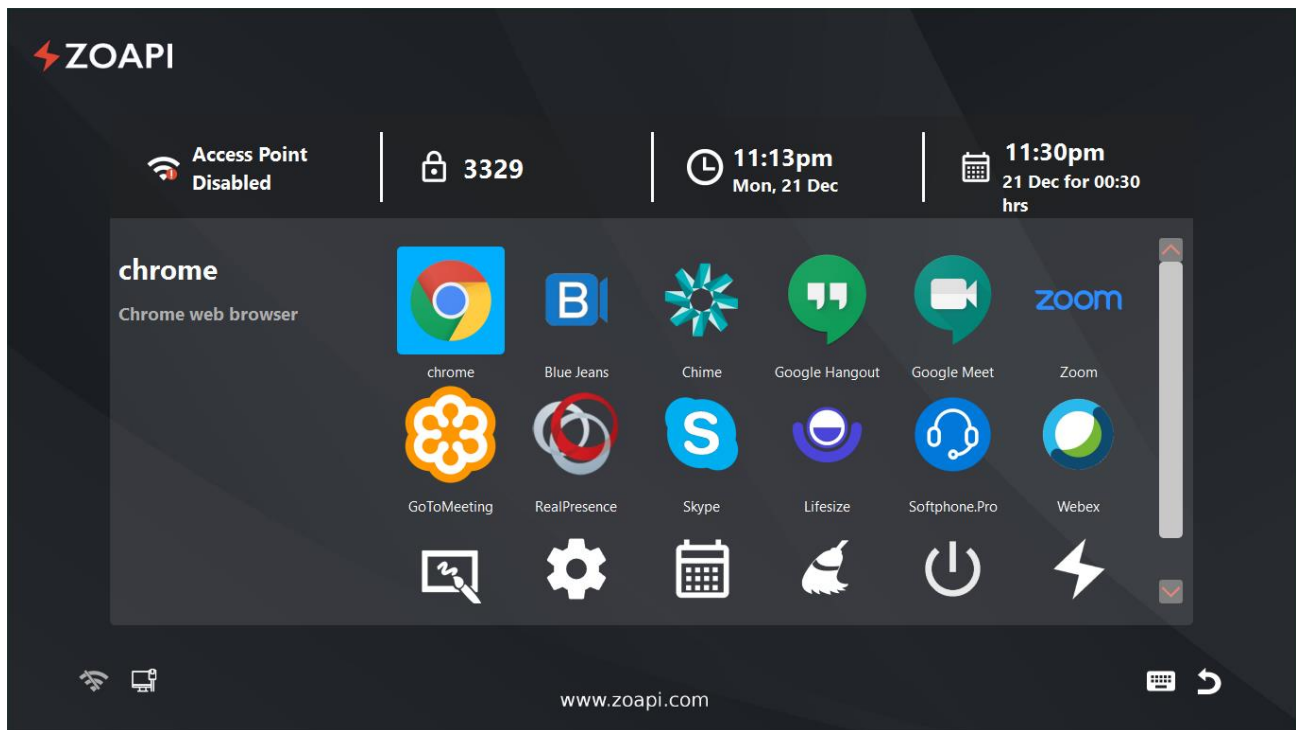
3. All opened apps will appear on the Zoapi Taskbar. Hover the mouse (or touch using touchscreen TV) to the left center for displaying Zoapi Taskbar. Click on the icons, as shown below, to show/hide individual apps window.

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7. Frequently Asked Questions

1. **Getting connections error while connecting from Zoapi Client app.**
   If you are not able to connect to Zoapi Hub from Zoapi Client app or Zoapi Browser app or if the app is requesting for an IP address, please check the following.
   a. Make sure your laptop is not connected to VPN
   b. Make sure your laptop has a valid network (Wifi/LAN) which can access Zoapi Hub. Your laptop should be able to reach Zoapi Hub over local area connection.
   c. Make sure you can open https://share.zoapi.com on your browser (proxy setting should not block this)
   d. Make sure you are entering the correct PIN. Sometime app might fail to connect while PIN is changing.
   e. Try connecting to Zoapi Wifi AccessPoint (if available) and connect.

2. **Can we share screen over internet?**
   No. Zoapi uses local network for screen sharing and media data does not go out of the internal corporate network. So screen share will not work unless you are part of the same network.

3. **When I try to share my screen on Mac using the Zoapi App, I see a black screen on the Zoapi display / I get a popup asking for permissions.**
   To be able to share screen with the Zoapi App, make sure ZoapiClient is selected under "Screen Recording" section in System Preferences > Security & Privacy.

4. **When I click on Share Audio button while using Zoapi App on my MacBook, I don't hear any audio / I get a popup asking for permissions.**
   To be able to share audio with the Zoapi App, make sure ZoapiClient is selected under "Microphone" section in System Preferences > Security & Privacy.

5. **When I try to share my screen on Mac using the Browser, I get an error (TWS00005) / I get a popup asking for permissions.**
   To be able to share screen from the Browser, make sure the browser is selected under "Screen Recording" section in System Preferences > Security & Privacy.

6. **Zoapi Hub displays a yellow warning icon next to PIN.**
   This happens if Zoapi Hub is not connected to internet. Please talk to your IT admin. Internet might be blocked due to following reasons.
   a. Zoapi MAC address is blocked in the corporate network.
   b. Network has a proxy and is not configured on the Zoapi Hub.
   c. Zoapi Hub IP address is blocked in the corporate firewall.
   d. Zoapi is configured to use a static IP address but network has conflicting IP address.

7. **We see a delay between laptop screen and shared screen.**
   Since screen sharing uses streaming of video data, there will be minimum delay between the laptop screen and shared screen. This delay depends on the network performance and typically will be in the range of 0.1 – 0.5 sec. If you see any delay of more than 1 - 2sec please check the network connection/speed or try connecting to a different network/Ethernet connection.

8. **What is the quickest way to switch presenters?**
   If you have an air remote or keyboard connected to Zoapi Hub, you can use right & left arrow keys to switch between presenters in less than a second.

9. **Can you pin your favorite apps?**
   3rd Party apps can be pinned on the Zoapi taskbar for quick access. Ask your IT admin to configure 'Pinned Apps' from 'Apps' setting on Zoapi Hub.

10. **Can we use Zoapi Hub without a keyboard/remote?**

Zoapi Hub provides an on-screen keyboard which can be used on a touchscreen/interactive display or when only a mouse is connected to the Hub. On-screen keyboard can be opened from the taskbar or from bottom right button on appdrawer.

11. **What is the keyboard shortcut to open appdrawer?**
   F2 – You can use F2 button to open appdrawer. You can also use the 'Apps' button on the Remote / keyboard or click on the 'Apps drawer' button on the Zoapi taskbar.

12. **What is the keyboard shortcut to toggle info bar?**
   F6 – You can use F6 button to show or hide the bottom info bar.

13. **How to quickly reset / restart the Zoapi Hub app?**
   If something is not working as per the expectation, you can quickly restart the app. Go to the app-drawer and click on Cleanup. This will restart the Zoapi Hub app without restarting the entire System.

14. **Can we annotate on shared screen?**
   Use touchscreen/interactive TV or mouse to use the Zoapi Hub for on-screen annotation and white boarding. You can open annotation from Zoapi taskbar or from the app drawer.

15. **Can we take screenshots of the annotated screen?**
   You can capture the screen using the annotation app and the captured image will be stored on Zoapi Hub.

16. **Can we login to a desktop on the network using Zoapi Hub?**
   You can use the RDP app on Zoapi Hub to control a PC from your meeting room. This uses the Microsoft remote desktop feature to access devices on the network. This is useful for accessing servers/desktops on the network for demonstration in the meeting room.

17. **Can guests use Zoapi without connecting to corporate network?**
   Zoapi Hub provides an internal Access point/Hotspot. You can connect to Zoapi Access Point and present as a guest.

18. **Can we browse on Zoapi Hub?**
   Zoapi Hub has an internal Chrome Browser which can be used for browsing. You can send any link (youtube / Google Drive / One Drive) using the weblink option to open on link Zoapi Hub.

19. **Can we open drive files on Zoapi Hub?**
   Launch the shared link to the drive files (pdfs/ppts/videos) on the cloud using weblink feature on the Zoapi client app. This will launch the driver file on Zoapi Hub directly.