OneTap

OneTap Meeting Room Platform

Meeting Rooms That Just Work.

One Tap. No Friction.

Contents

About

This document is a comprehensive guide for OneTap covering all topics including setup, usage and best practices.

Both IT Administrators and end users will find all information pertaining to their "How to .." questions.

We recommend end users to familiar themselves with sections 1&2 while IT administrators should look at all 3 sections.

Sections

1. Platform Overview

2. How OneTap Operates

3. IT Deployment & Configuration

Section 1 –Platform Overview

The case for OneTap

Imagine your office meeting rooms where ..

Meetings always start on time

The room knows your booking & is ready to start a meeting when you walk in
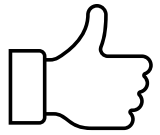
Everyone in the room is heard and seen

You can join meetings on any platform with a tap

Every meeting experience is consistent & productive

What is OneTap?

OneTap is a unified meeting room platform that enables

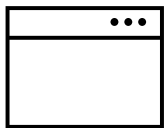👍 Standardized meeting experiences

Multi-platform video conferencing

Wireless presentation

Centralised room management

Browser-based meeting activation

Flexible Deployment Models

Simple, consistent & effective

Simple device, no clutter

Any room, one experience

Sync events, start on time

OneTap fits well in small-medium meeting rooms that often get neglected when it comes to VC solutions

Control for IT. Effortless Use for Everyone.

IT Operations

Choose Deployment Model

Map Devices to Room Calendar

Auto Sync Events

Add/Unmap Devices

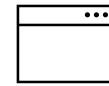Control Access With Admin Passcode

In Room Operation

Join From TV Calendar

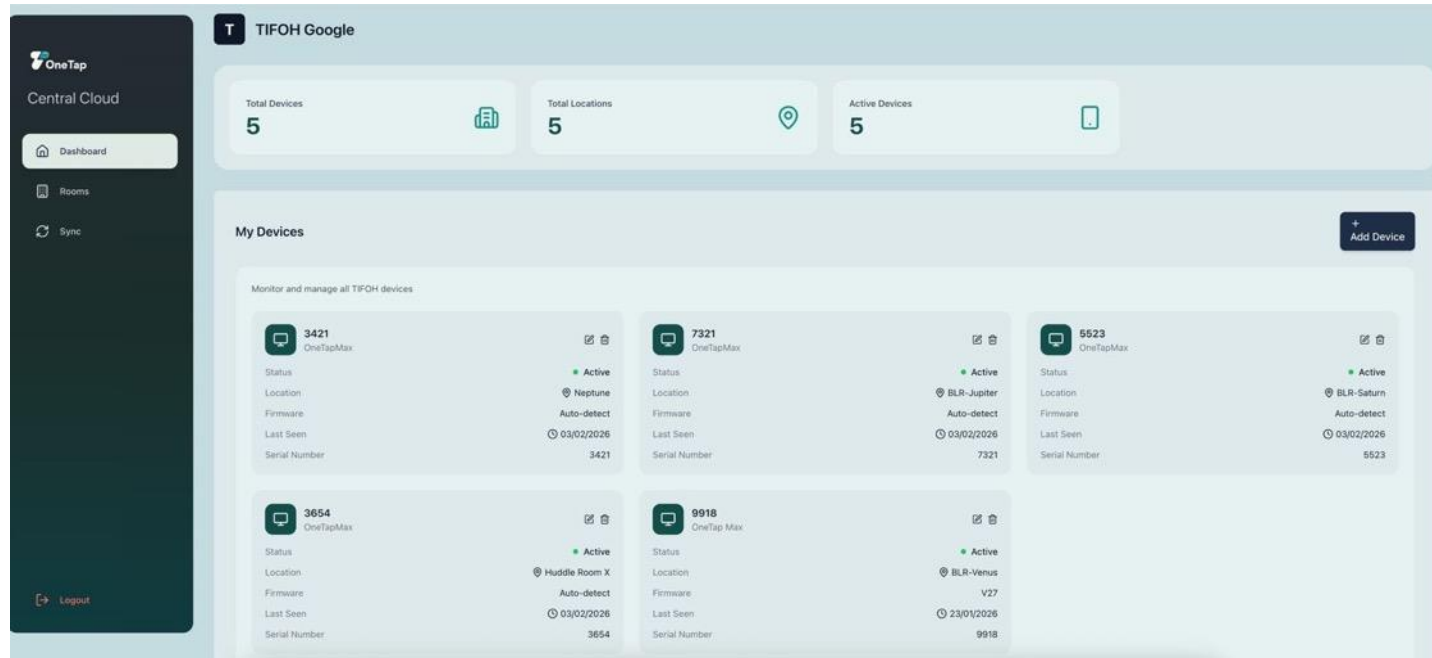Join Using Mobile App

Paste Link Via Browser (vc.tifoh.com)

Start Instant Meeting (Login Mode)

Present Wirelessly (OneTap Cast)

Centralised Room Management for IT

The Central Console enables

- Fetching room resources
- Mapping devices to rooms
- Real-time event sync
- Adding and managing devices
- Scalable multi-room deployment

Extract most out of OneTap with calendar sync

IT Admins can choose one of 2 options for deployment which guides both setup and usage
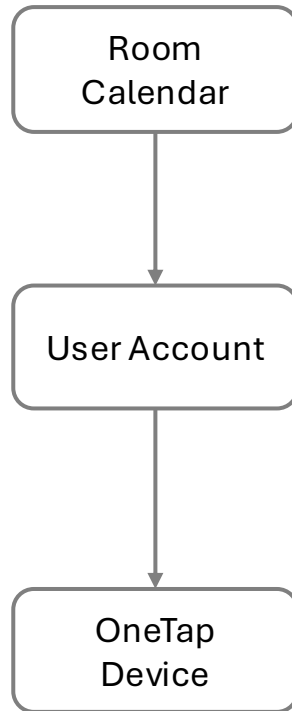
Device Level User Sign In (Login Model)

- Calendar synced directly on device

- Supports instant meeting start

- Requires per-room user license

- Best for small or standalone rooms
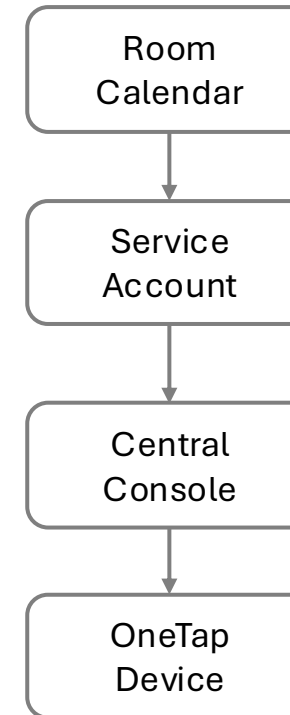
Org Level Service Account (No Login)

- Calendar synced via Central Console

- No login required on device

- No per-room user license

- Centralised room management

- Recommended for multi-room deployments

Deployment Architecture Overview

Device-Level Flow

```
┌─────────────┐
│   Room      │
│  Calendar   │
└─────────────┘
       │
       ▼
┌─────────────┐
│ User Account│
└─────────────┘
       │
       ▼
┌─────────────┐
│   OneTap    │
│   Device    │
└─────────────┘
```
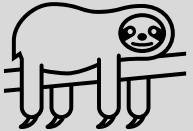
Organization-Level Flow

```
┌─────────────┐
│   Room      │
│  Calendar   │
└─────────────┘
       │
       ▼
┌─────────────┐
│  Service    │
│  Account    │
└─────────────┘
       │
       ▼
┌─────────────┐
│  Central    │
│  Console    │
└─────────────┘
       │
       ▼
┌─────────────┐
│   OneTap    │
│   Device    │
└─────────────┘
```

ENTERPRISE READY

Section 2 – How OneTap Operates

Operating States of OneTap

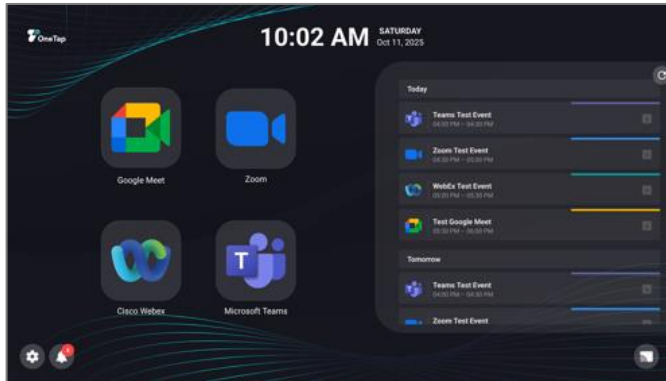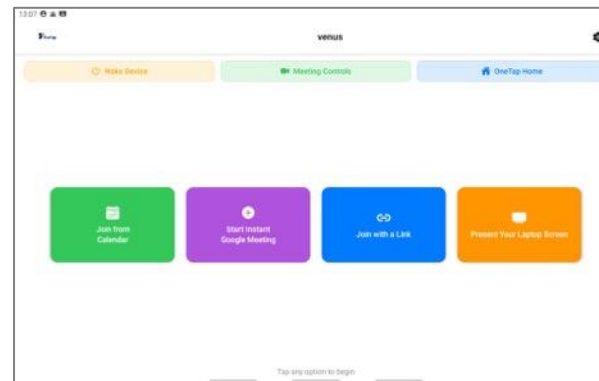|	Idle		VC Session		Presentation Session
Ready to join or start meeting		Active video conference		Wireless casting active	

Note:
VC and Wireless cast sessions cannot run simultaneously.
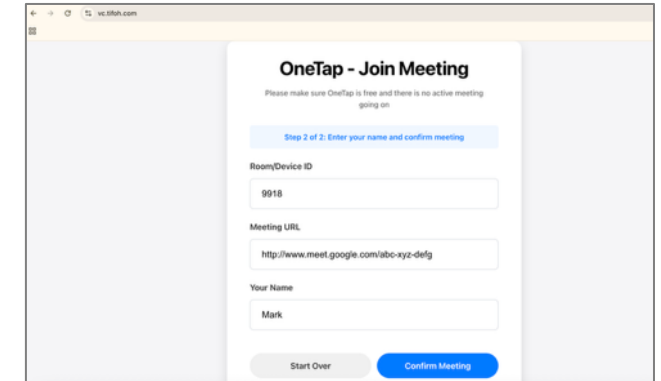
Three Ways To Start/Join A Meeting

1. Directly from the TV
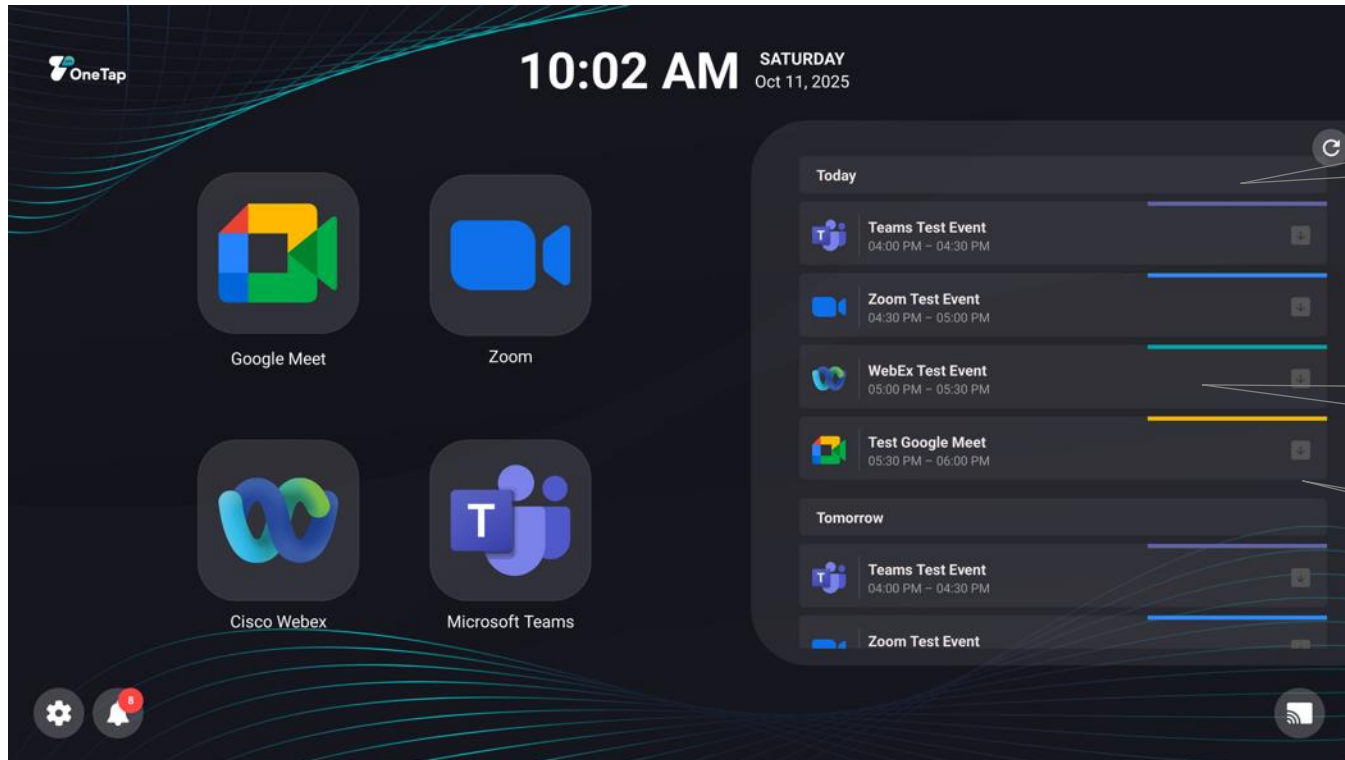

2. Using Mobile App

3. Using Laptop Browser

User Profile

Internal Employees

Internal Employees

Guest Users
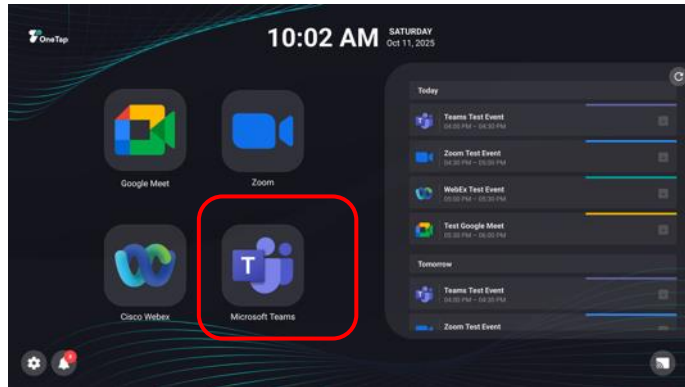
13

#1A - Join From Calendar (TV)
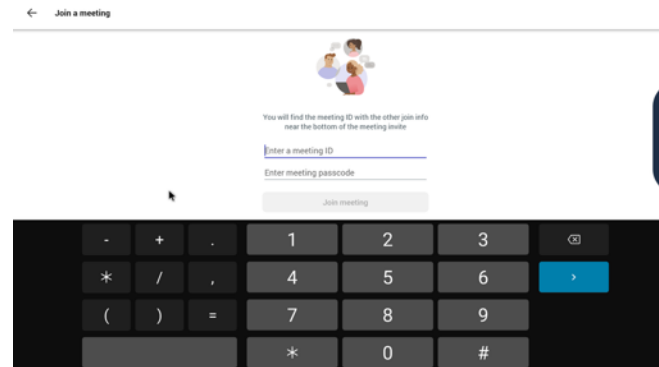

Scheduled Meetings appear automatically

Click once on specific event with mouse/remote control to join

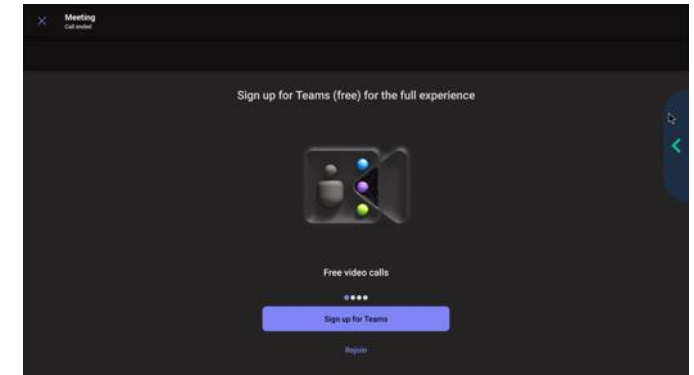Supports Meet, Teams, Zoom and WebEx

#1B - Join via App or Meeting ID (TV)
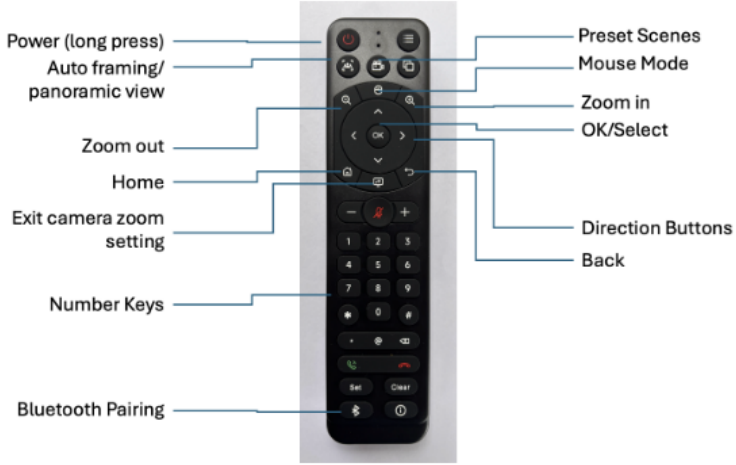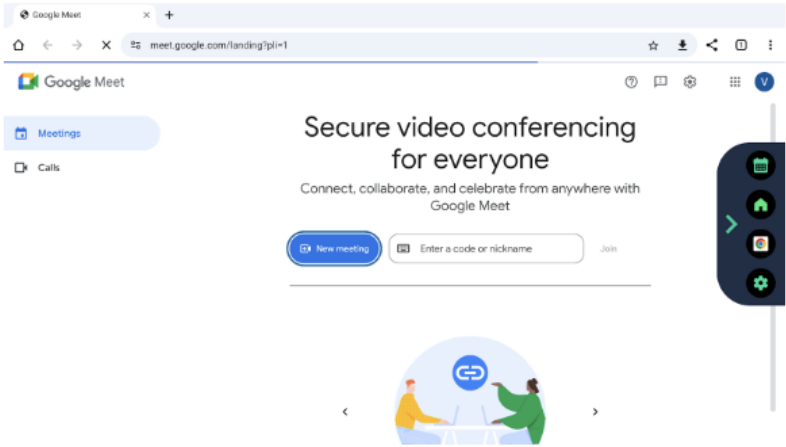
Select the meeting app

Enter meeting ID / password

Close app after meeting ends
Note:

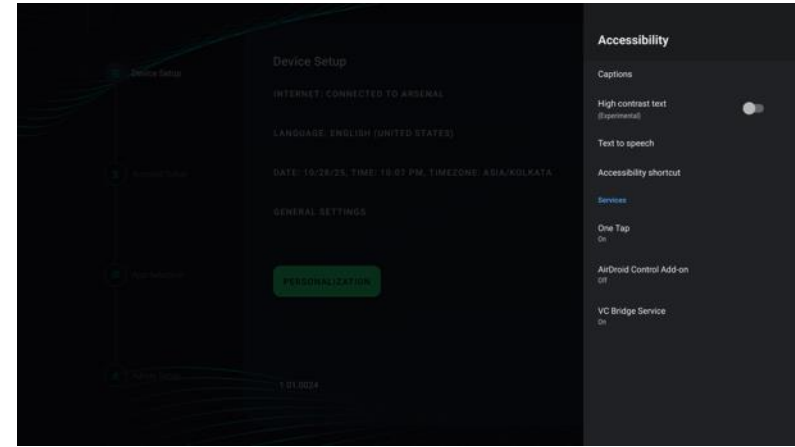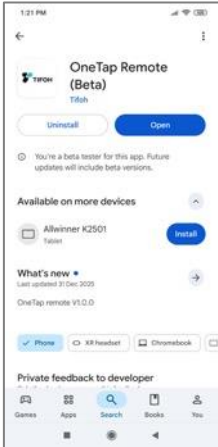Note: Sign-in behaviour depends on deployment model.

#1C – Meeting Controls with Mouse/Remote

Using the Remote Control Unit

Power (long press)
Auto framing/ panoramic view
Zoom out
Home
Exit camera zoom setting
Number Keys
Bluetooth Pairing

Preset Scenes
Mouse Mode
Zoom in
OK/Select
Direction Buttons
Back

The remote can be used like a regular mouse after clicking the mouse icon post which any movement of the remote makes it function like a mouse. To select anything, click OK

Other buttons on the remote control are not yet integrated with device functionality yet and will be provided in due course.

Using the Wireless Mouse

With the wireless mouse, the operation is similar to that of any android device

Single left click - For selection
Right click - Go back

The pop up menu on the right is available to access from any app and allows user to (a) go to home or (b) access settings or (c) get back to the active app after performing either (a) or (b)

#2 - Pair The Mobile Controller

Install

Find OneTap Remote on [playstore](#) and install it on your android device

Enable

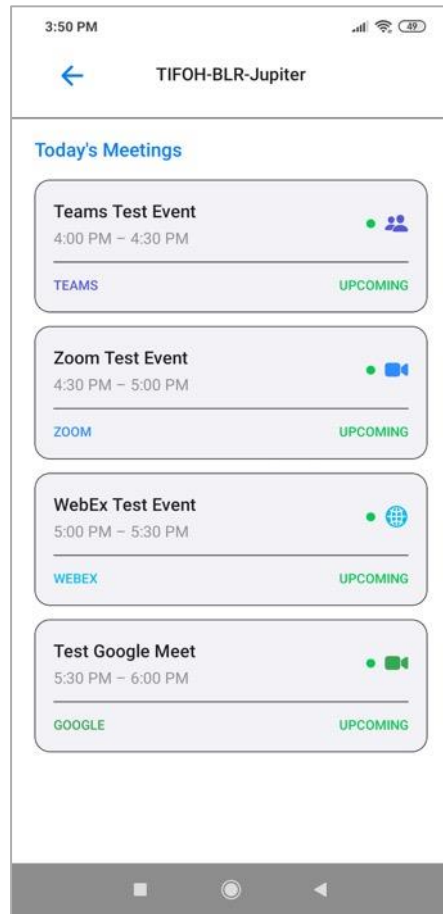Enable VC Bridge in accessibility settings

Pair

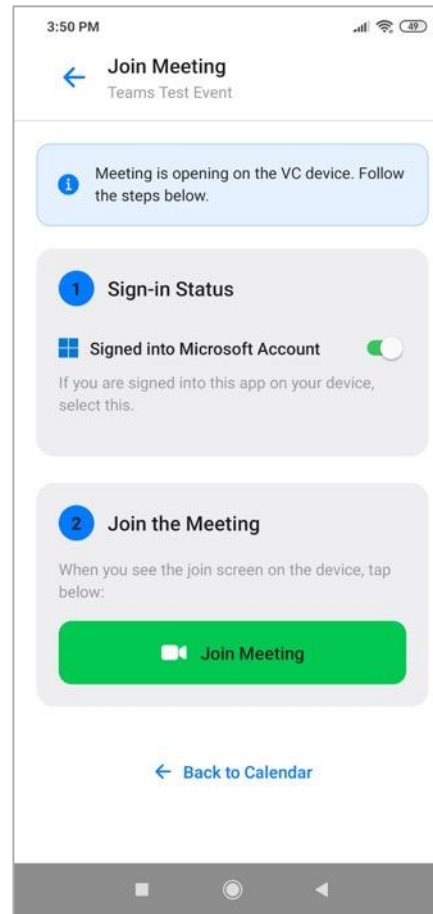Click settings icon on app -> Scan QR code on screen and confirm connection

Note: Refer Appendix for Detailed Mobile Controller App User Guide

#2A - Join from Calendar (Mobile)

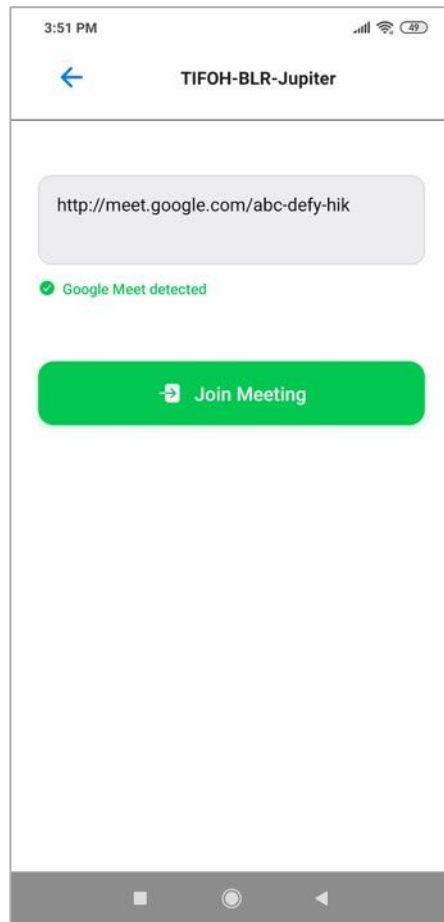If you have set up an account on OneTap, the scheduled events for the day will appear here

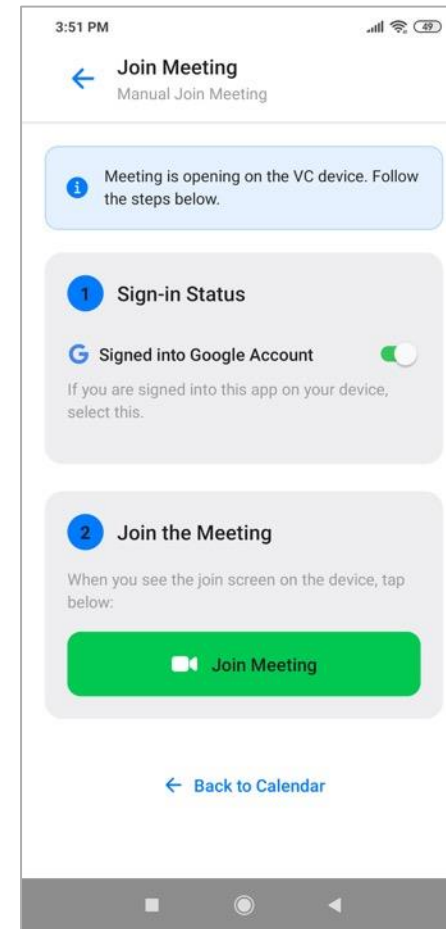Select the event you are going to join and confirm

In the next screen, wait for the event to show up on the TV display and then click "Join Meeting".

Make sure you select the appropriate app sign in status (else controls will not work correctly)
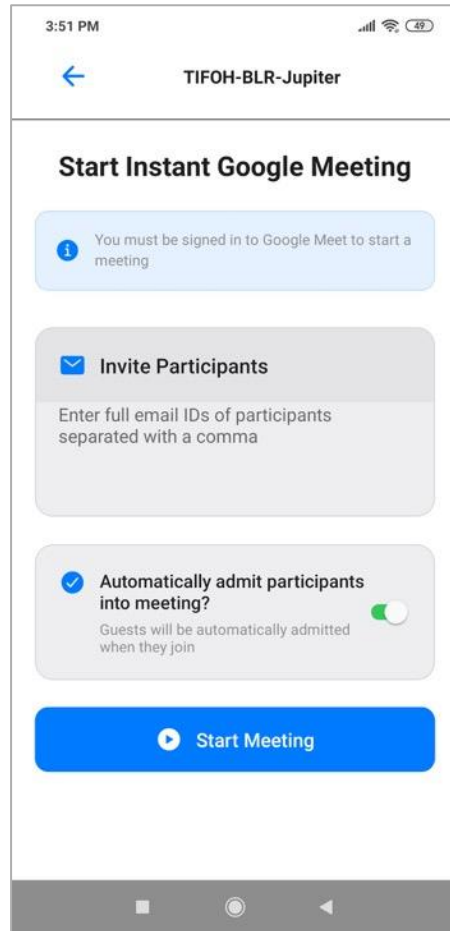
#2B - Join Using a Meeting URL (Mobile)

Enter a meeting URL (copy paste from calendar/whatsapp) and click on "Join Meeting"

Confirm whether you are signed in the respective meeting app. Mismatch in selection vs actual status will not get to the right screen

Click "Join Meeting" only after you see the button on screen

#2C – Start an Instant Google Meeting

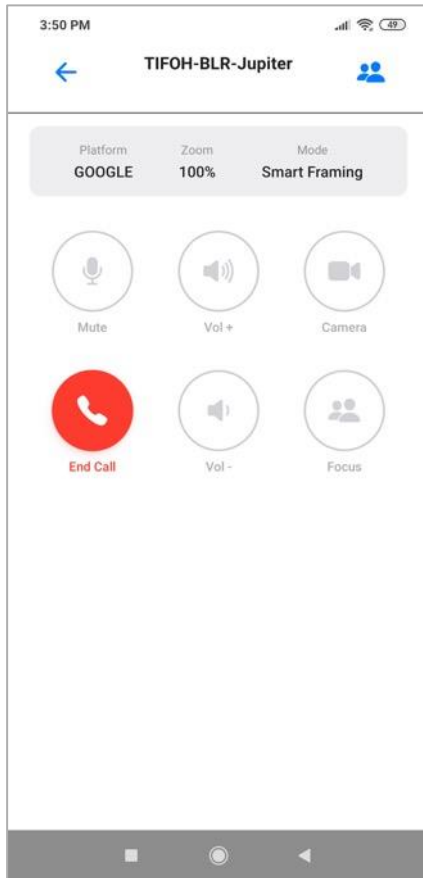Start Instant Meeting feature is enabled **only for Google Meet**

You can instantly start a meeting on google, provided you are **signed into** the app

You can also invite participants by entering their mail IDs

You can choose to automatically admit participants (if org policy enables) or admit them as they join from meeting controls
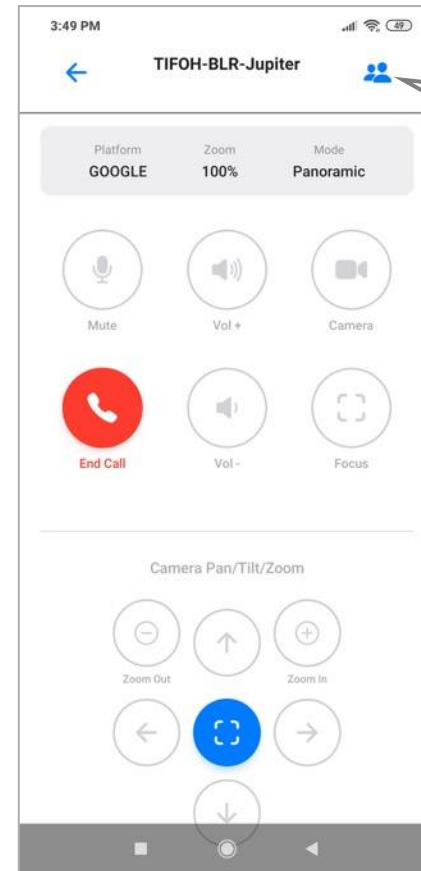
Note: Available in Login Mode only; Requires Google account signed in

#2D - Control Your Meeting From Your Phone

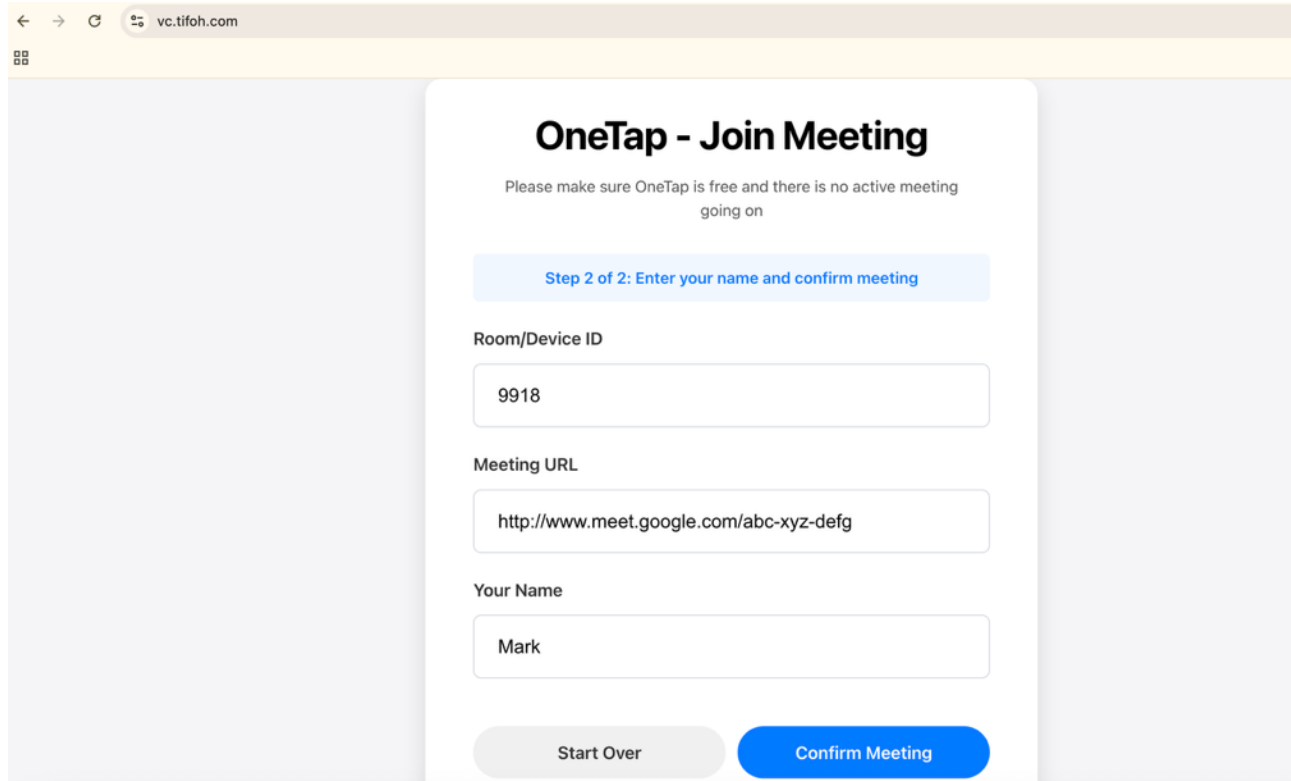Mute, camera and focus mode are toggle buttons

End call is a single tap "leave meeting" button and it will ask for your confirmation

When you start an instant google meeting and you see guests waiting, click on participants icon to admit guests

If you switch focus mode to panoramic, you will get the camera PTZ functions

#3 - Join Using Your Browser

OneTap - Join Meeting

Please make sure OneTap is free and there is no active meeting going on

Step 2 of 2: Enter your name and confirm meeting

Room/Device ID

9918

Meeting URL

http://www.meet.google.com/abc-xyz-defg
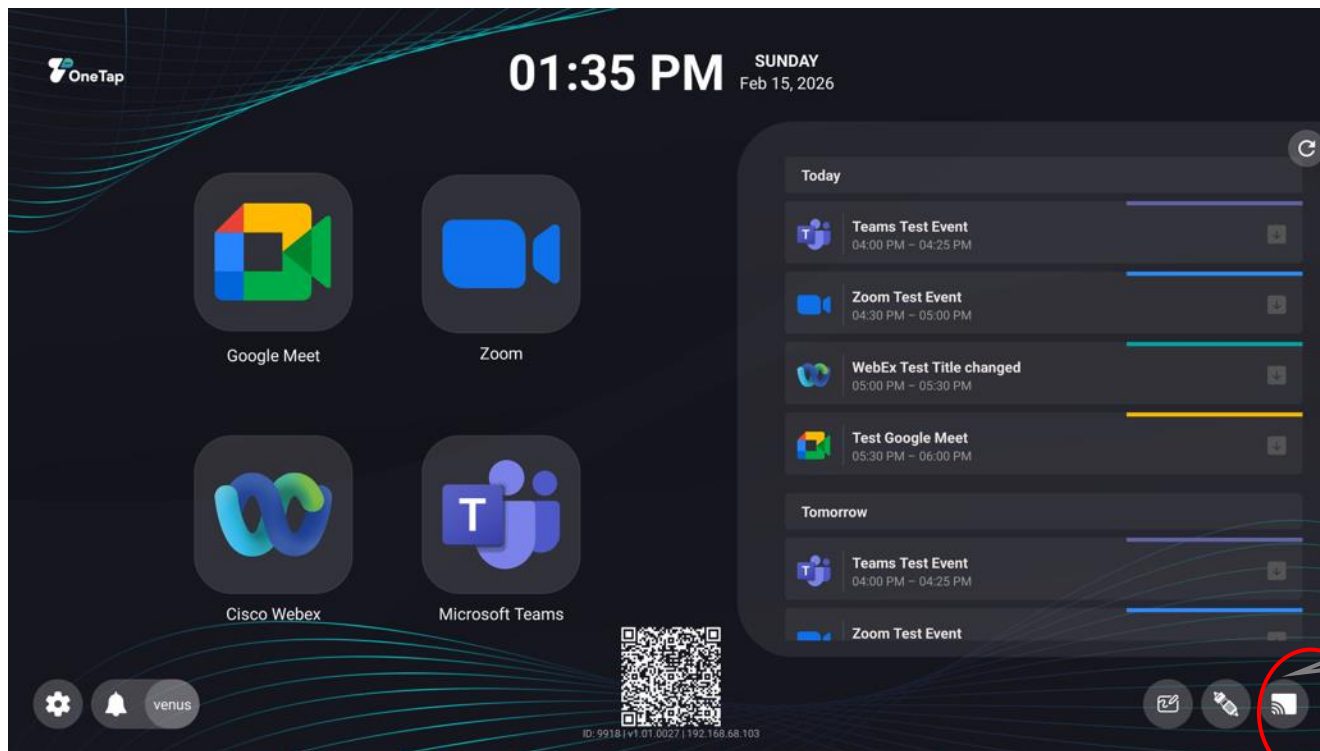
Your Name

Mark

Start Over | Confirm Meeting

- Visit vc.tifoh.com
- Enter Device ID
- Paste meeting link
- Click "Open Meeting"

- Wait for app to open on TV display
- When you see the name field box, enter your name in the "Your Name" field
- Click "Confirm Meeting"

Best for: Guests and ad-hoc usage
Note: Device must be idle
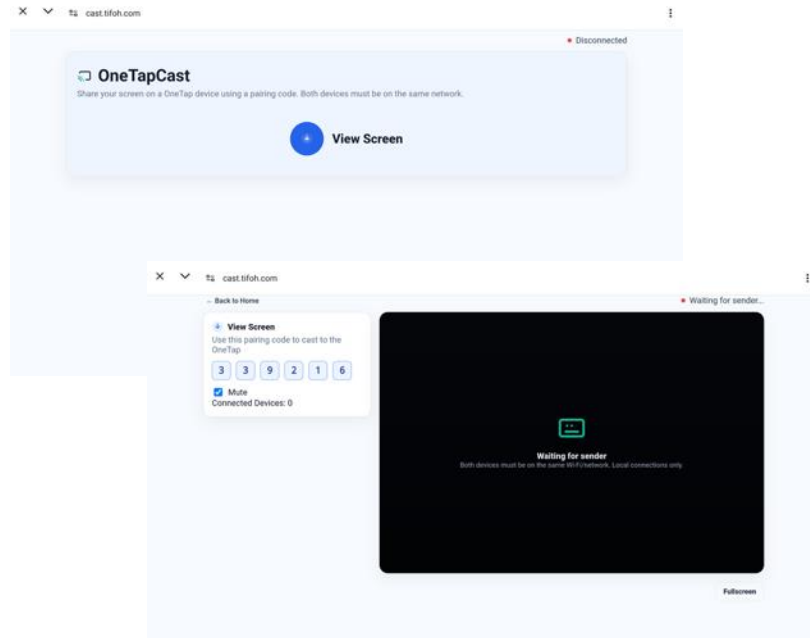
Wireless Presentation With OneTapCast

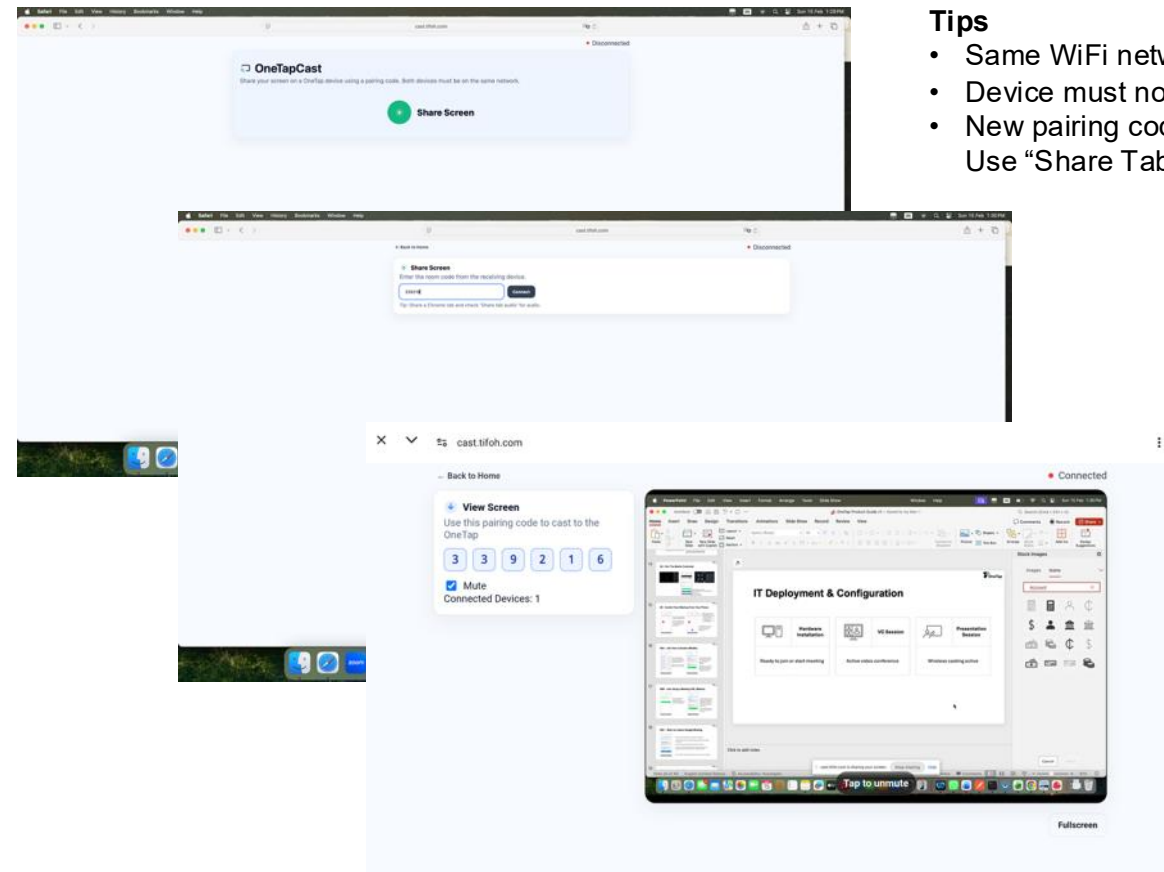Present wirelessly without:
- Apps
- Dongles
- HDMI cables

Click -> Pair -> Share

On OneTap

- Open Cast on OneTap
- Visit cast.tifoh.com from your laptop
- Enter 6-digit pairing code
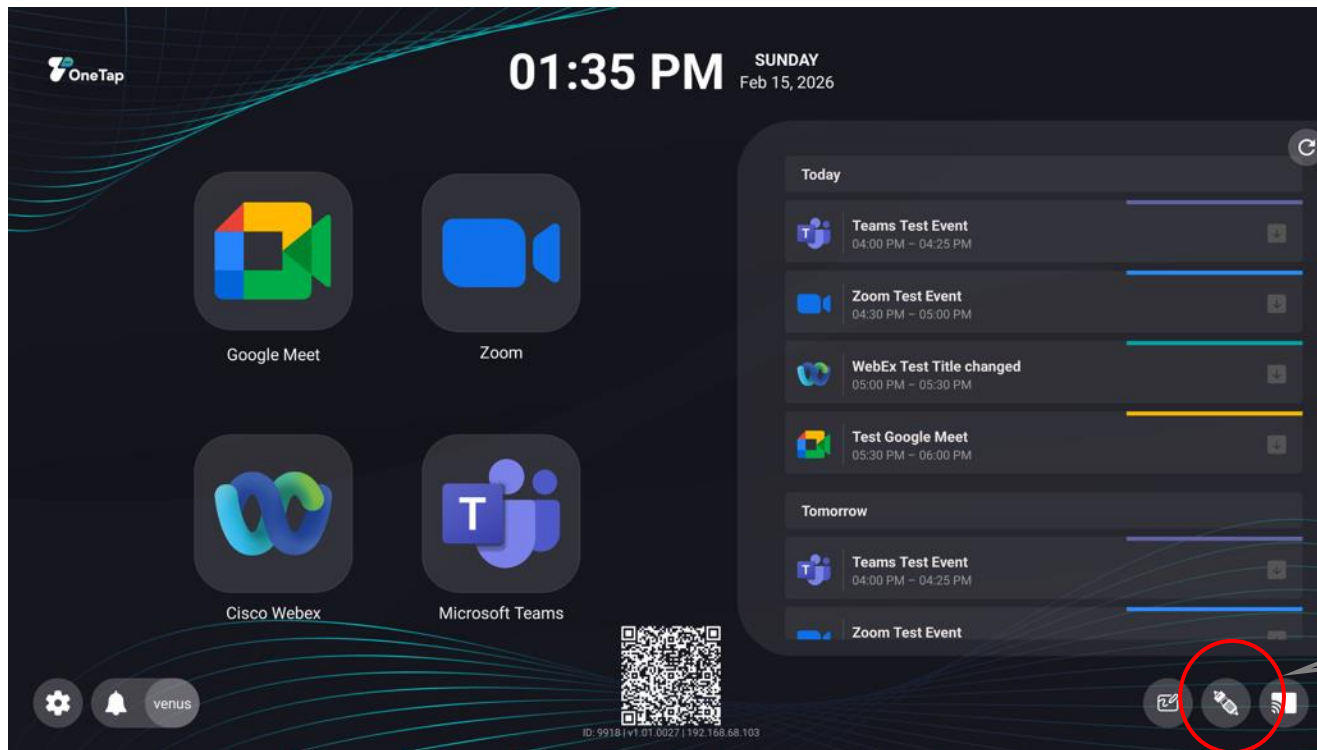- Choose tab/window/screen
- Enter Full Screen Mode if needed

On Laptop

Tips
- Same WiFi network (LAN-based)
- Device must not be in VC session
- New pairing code per session
  Use "Share Tab" for video playback.
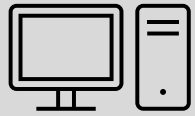
Wired Presentation is also supported

Present with a HDMI Cable. Connect HDMI from laptop to OneTap (PC-HDMI port)

Section 3 – IT Deployment & Configuration

IT Deployment & Configuration

	Hardware Installation
	Setup OneTap in a meeting room

	Service Account Setup
	Manage unified account at org level

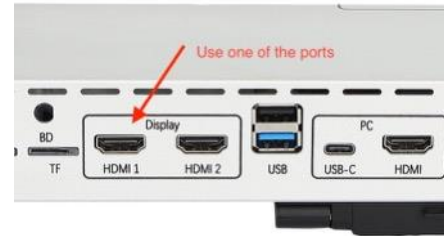|	Central Console Setup
	Setup the central IT admin console

Hardware Installation

Step 1

Place the device preferably at eyesight level (below TV as shown) or clip it on top of the TV (but not too high).
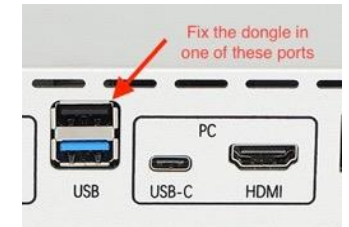

Step 2

Use the HDMI cable to connect HDMI 1 Display to your TV's HDMI IN
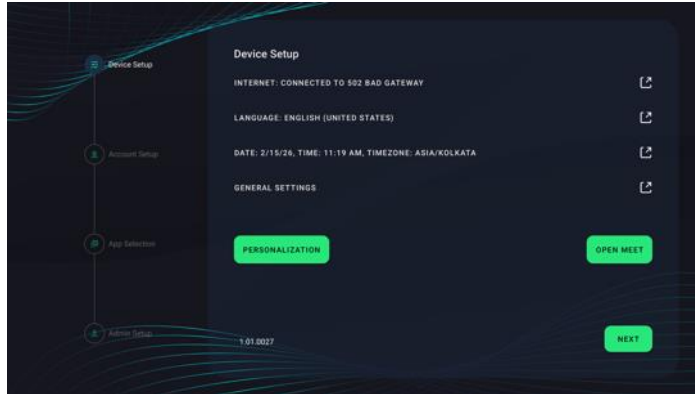

Step 3

Plug the adaptor to the 12V DC input port on the onetap and the other end to a power source. Turn on the TV and the onetap. Make sure HDMI source is correct
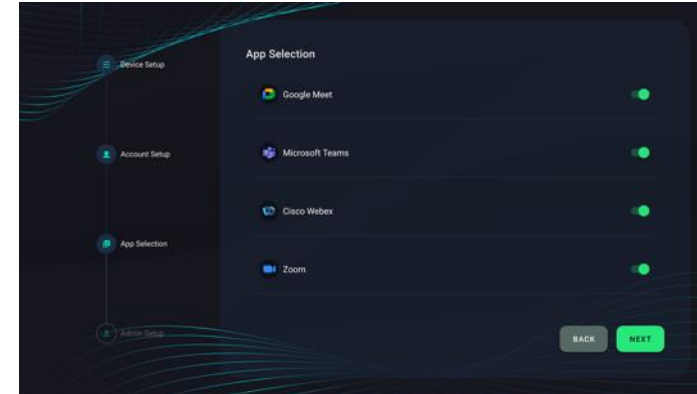

Step 4

Fit the USB dongle of the wireless mouse to one of the USB ports. Fit the AA battery in the mouse and turn it on to start using it
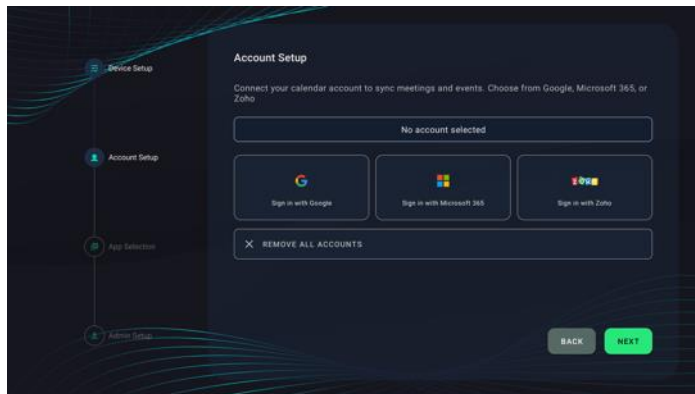Pair BT Remote from device settings
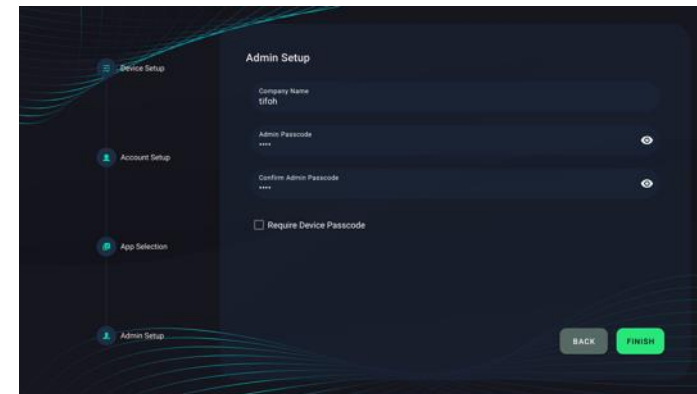
Device Configuration (Login Model)

Connect to the internet
Make sure the antennas provided are screwed on to the onetap

Select all meeting apps for installation

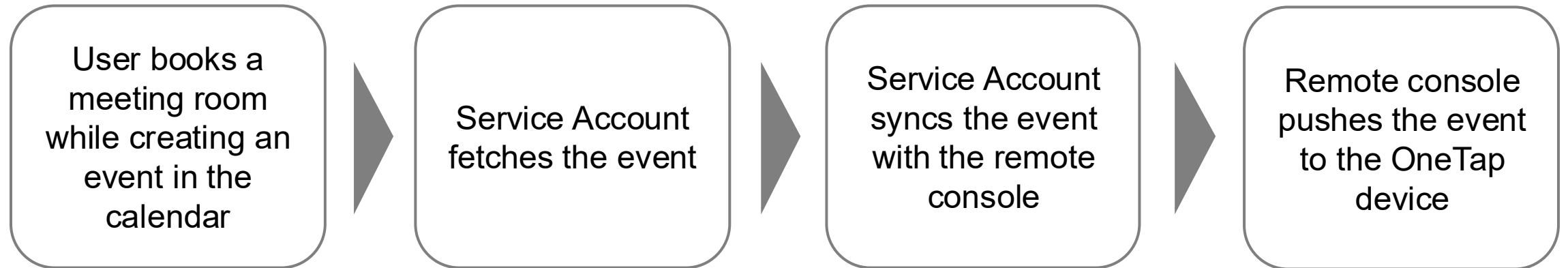Setup an account which will then subscribe to the calendar of a room resource

Setup company name and an admin passcode/ access code

Note: (1) For accessing this menu later, long press on the settings icon and you will be prompted to provide access code (2) Refer to Appendix on how to create a meeting room resource from your google/Microsoft workspace admin
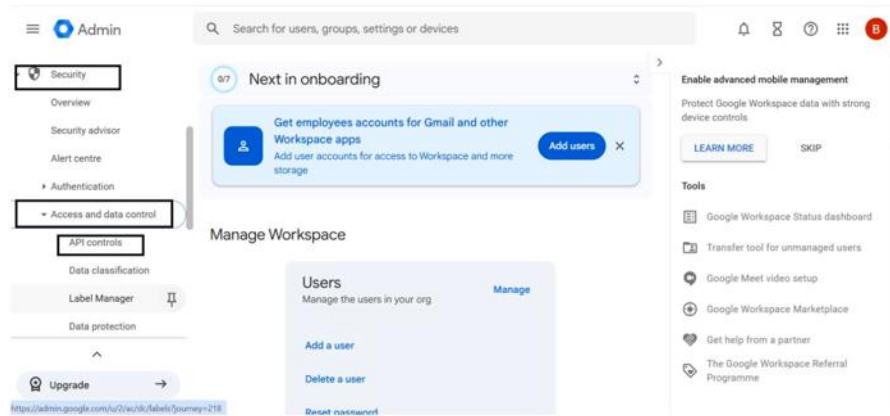
Service Account Setup – Why do you need it?

- Device level unique user model has its advantages, but it is **both costly and has an admin overhead**
  - For each device, a **regular licensed user account** needs to be created
  - This user is then mapped to the calendar of a Room Resource in the workspace
  - When a room is booked, the events on its calendar show up on this device user account
  - Each device requires the **account setup ste**p to be followed
- A service account is an organizational level account/app in the workspace (google/Microsoft) that is granted **permission to access** the room calendars to fetch events
- It is a **one-time setup** where the IT admin grants it permissions
- After this, when a onetap device is installed in a room and mapped in the console, the **service account pushes all room events** to the onetap device
- Users can just click on the link and join
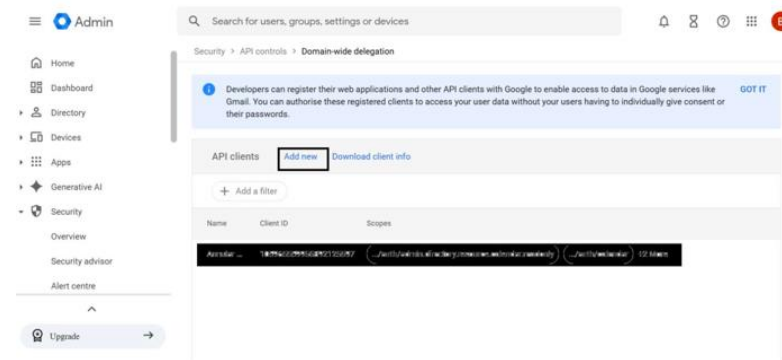- No extra **admin effort** at a device level; No extra **license cost**
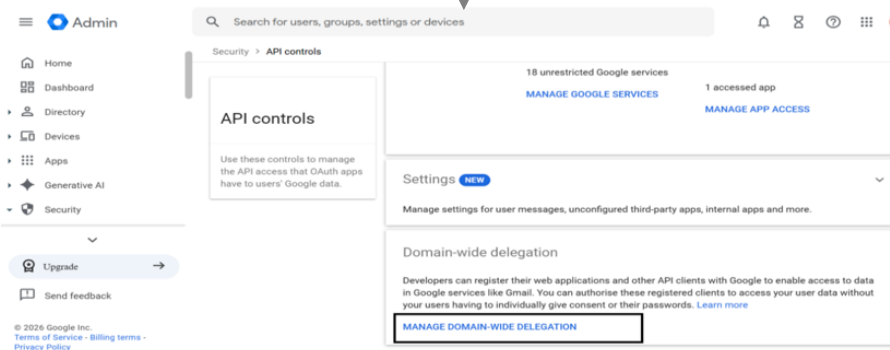
Events Sync Flow

User books a meeting room while creating an event in the calendar

Service Account fetches the event

Service Account syncs the event with the remote console

Remote console pushes the event to the OneTap device

Enable service account (google workspace)

1. Login to https://admin.google.com
2. Go to Security ▢ API Controls ▢ Manage Domain Wide Delegation
3. Click Add New
4. Paste Client ID 100268626202876276308
5. Paste OAuth scopes:
https://www.googleapis.com/auth/admin.directory.resource.calendar.readonly,https://www.googleapis.com/auth/calendar,
https://www.googleapis.com/auth/calendar.readonly,https://www.googleapis.com/auth/admin.directory.user.readonly
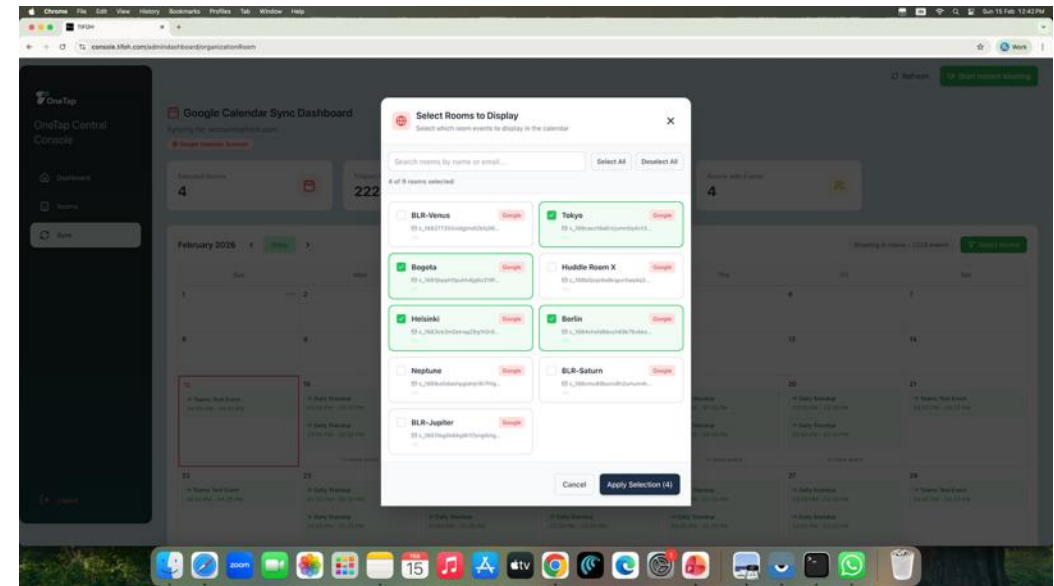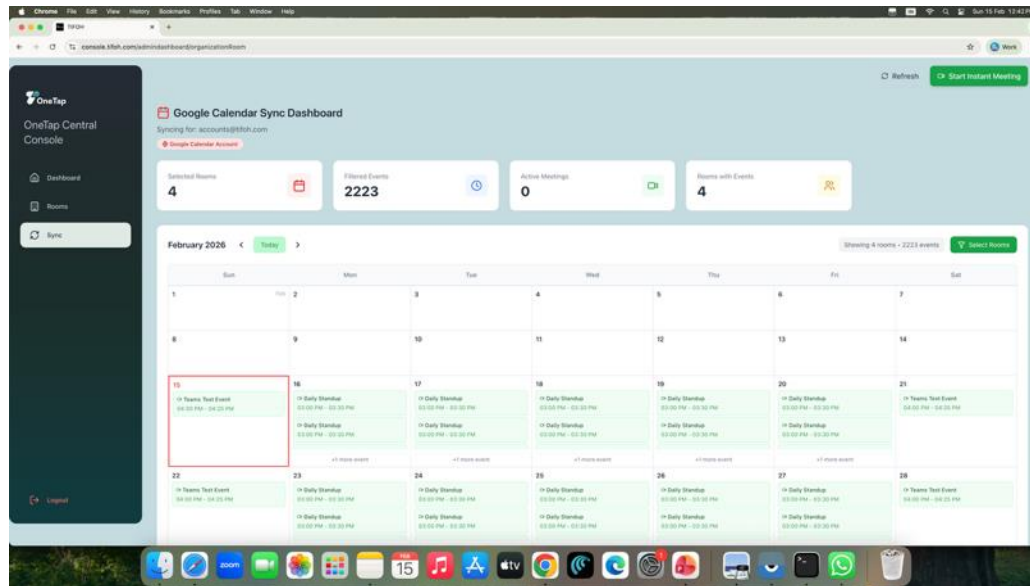
Enable service account (microsoft workspace)

- Click on the following link to provide consent to accessing calendar related information

- It will take you to your Microsoft admin portal in which you will have to login with your credentials as required
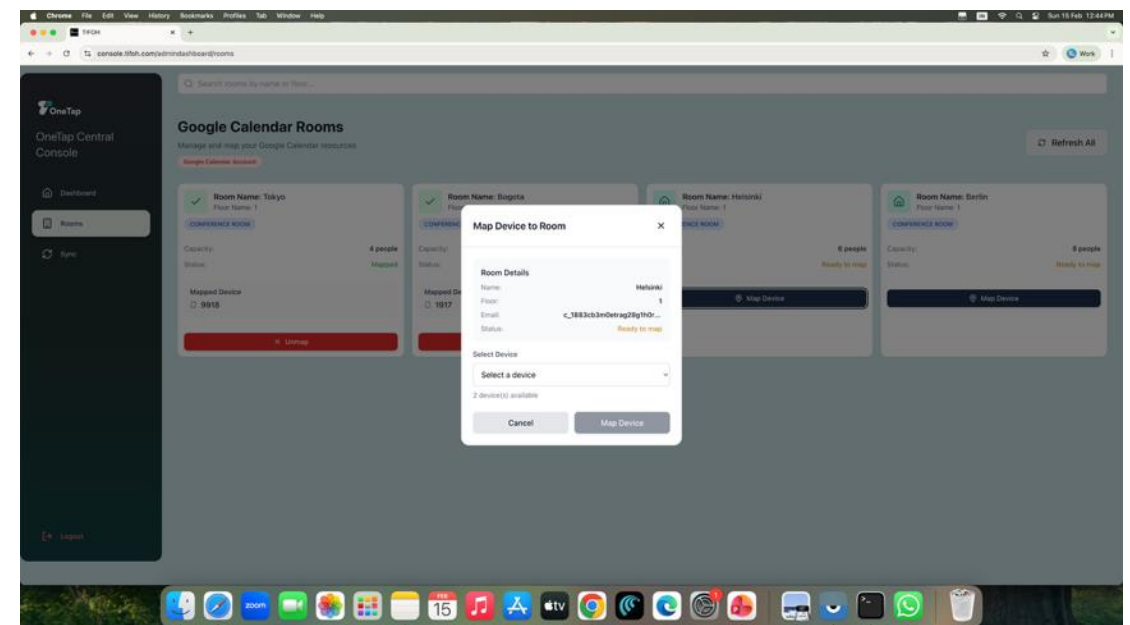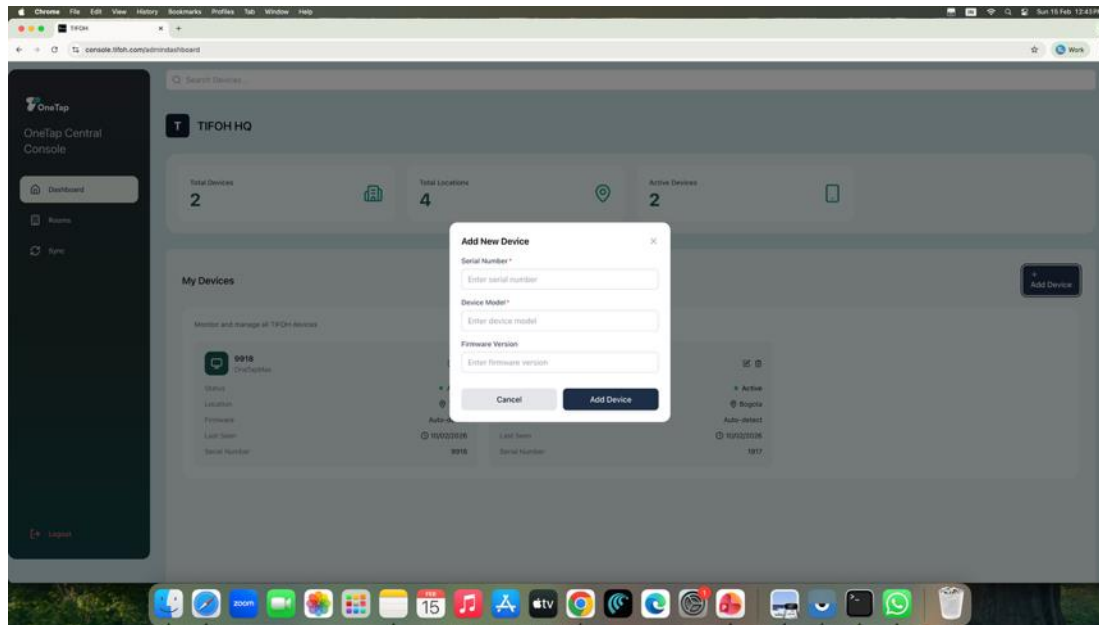
- Authorize access

Consent URL

Select Rooms and View Synced Events

Login to The OneTap Central Console With Credentials Provided

Note: Refer Appendix for Central Console User Guide

Add & Map Devices

- Add device (Serial + 4-digit ID)
- Enter device IP
- Map to room
- Sync begins automatically

Troubleshooting – Common Issues & Support

- Device not syncing?

- QR code not visible?

- Device showing offline?

- Casting not connecting?

- Meeting not opening?

- Sound not audible?

- …

support@tifoh.com

www.tifoh.com

The OneTap Promise

- Meeting Rooms That Just Work.

- One Tap. No Friction.

Appendix

How to Setup meeting rooms in my workspace

Mobile App Usage Guide

Remote Console User Guide