



OneTap Remote User Guide

README

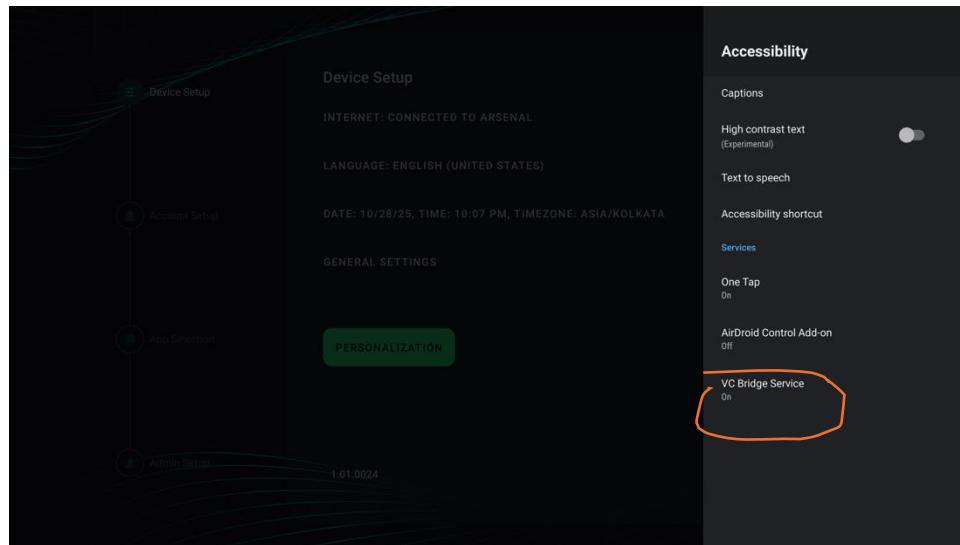
Thank you for being an active user of OneTap. To make your user experience better and further simplify video communication in your workspaces, we have launched a touch controller for OneTap.

This is an app that can be installed on your android device (phone or tablet). Once connected/paired with Onetap in your meeting room, it can help you manage everything from joining/starting meetings to controlling audio/video settings during a call.

Please read this guide carefully before you start using the touch controller.

First time set up (1/2)

Install the latest version of the TIFOH OneTap Launcher app (available as an update on your home screen, Version 24. If you just installed this update, wait for 5 mins and restart the OneTap)



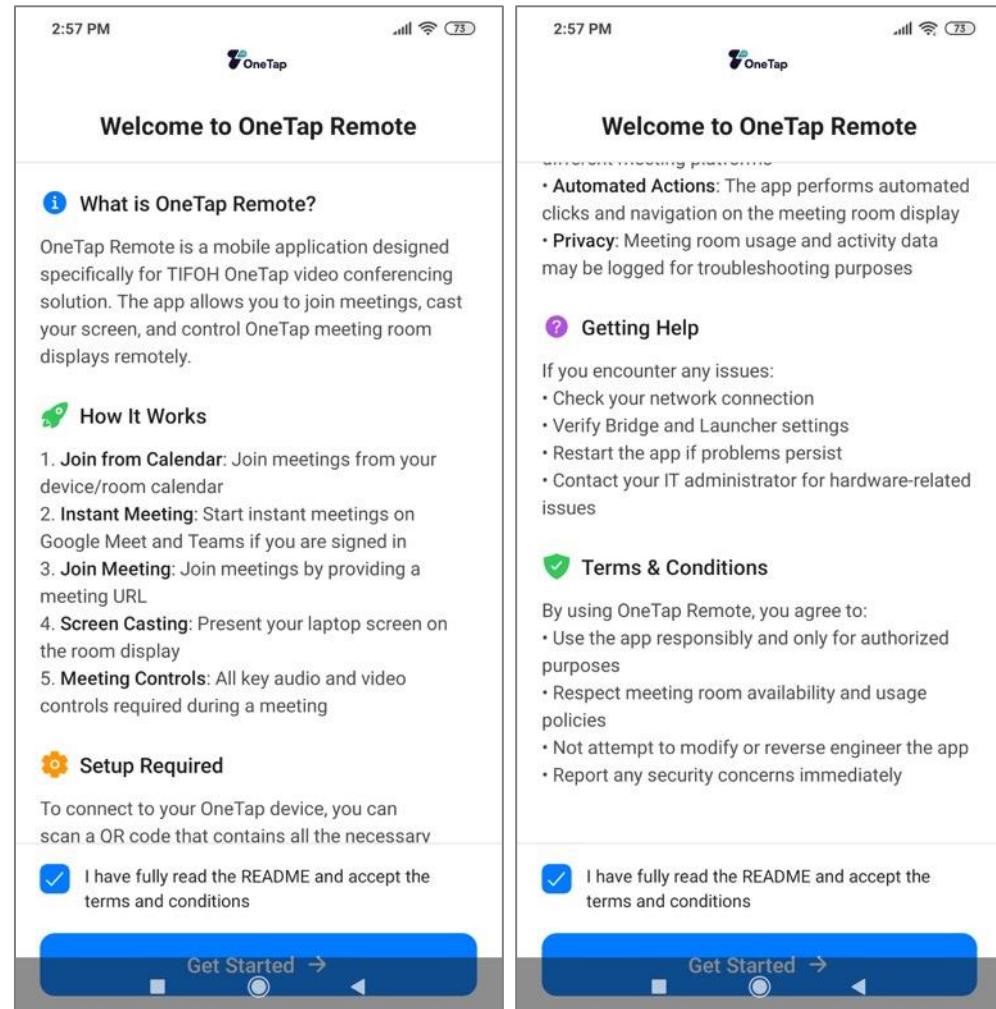
- Long press on settings & enter your admin password
- Go to General Settings > Device Preferences > Accessibility
- Find **VC Bridge Service** and turn it to “On”
- Make sure that the **OneTap** app also has this setting as “On”

First time set up (1/2)

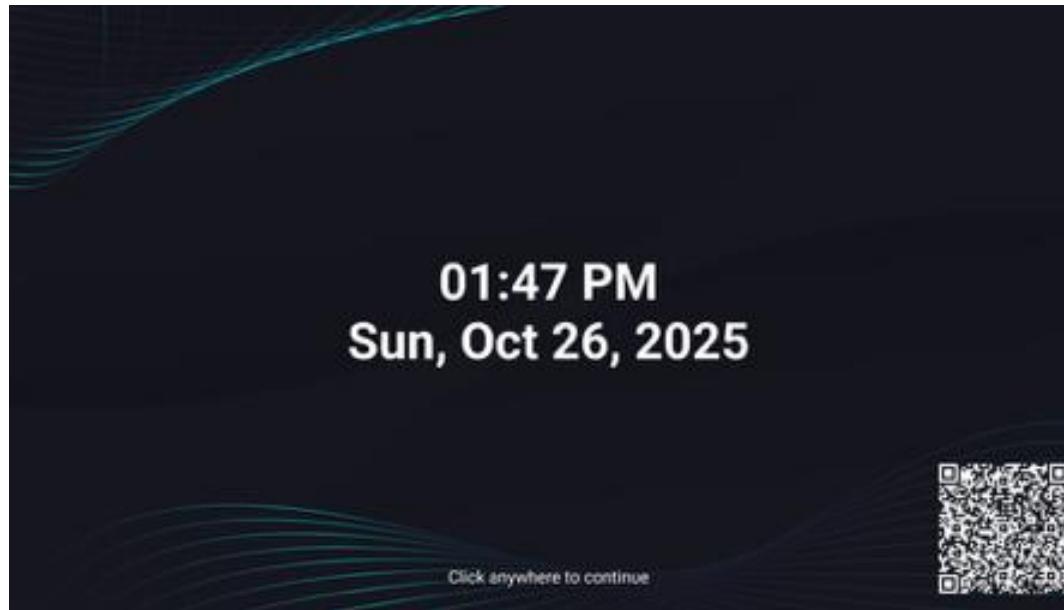
Download and install the app on your android device from [playstore](#).

If android prompts you whether you want to install this app, grant the permission to do so.

Go through README and other general terms of usage to proceed.



Connecting to OneTap (1/2)



Check your OneTap home screen and the screen saver. You should see a QR code. If you do not see a QR code, go to admin settings and provide a name for your meeting room. It will appear after that.

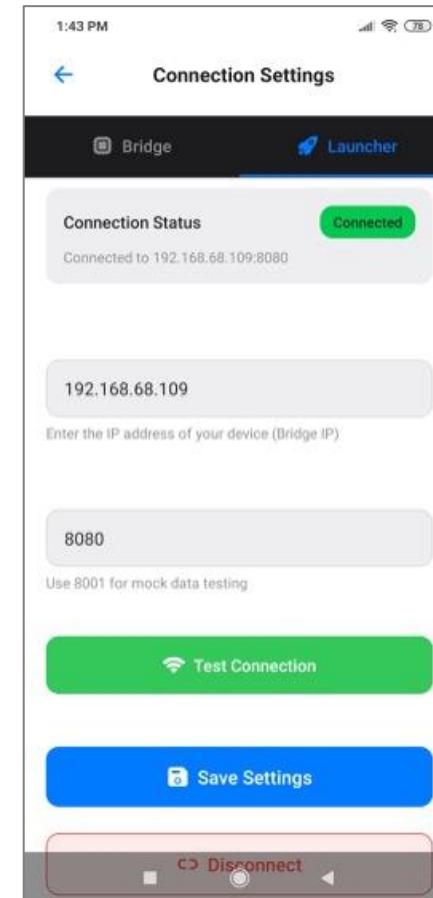
Connecting to OneTap (2/2)



Open settings: click on 

Go to **Bridge** Tab.
Click on scanner and scan QR code on OneTap screen saver or on the home page.

Click Test to confirm connection.

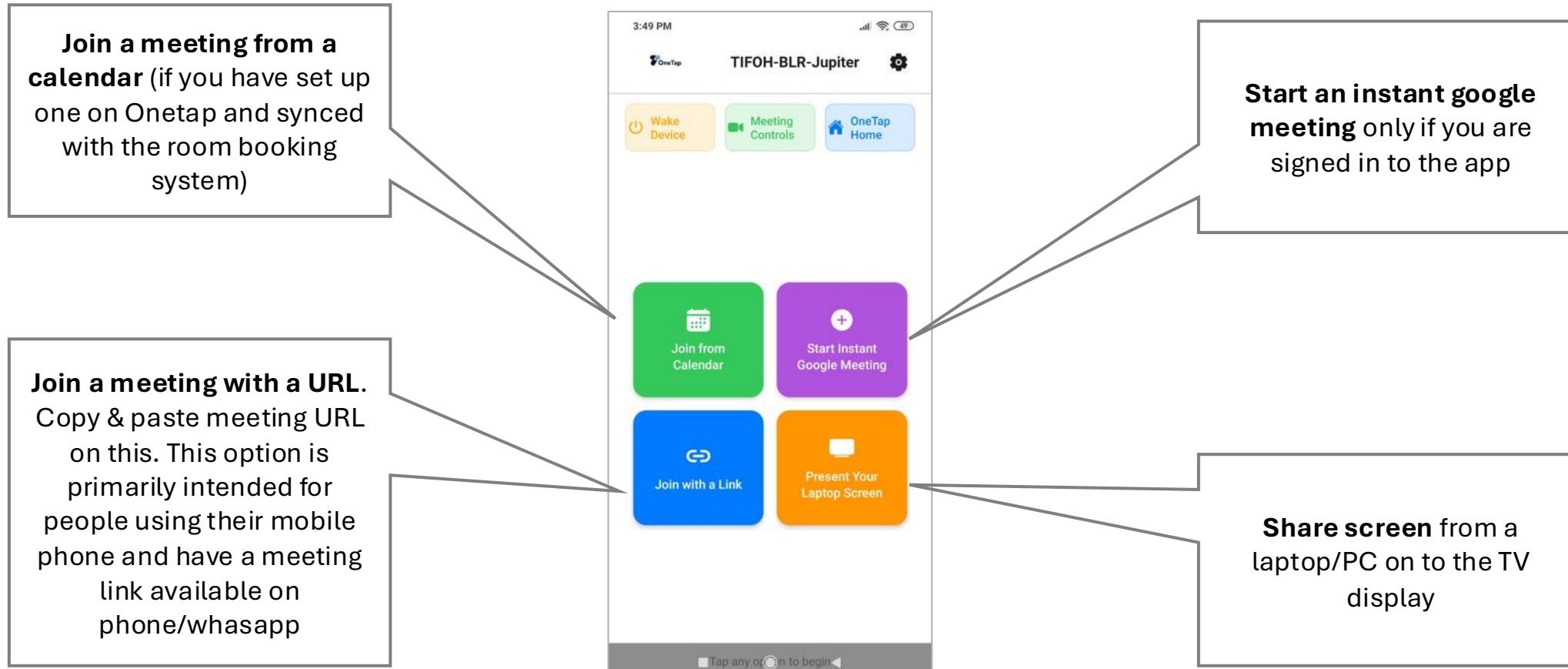


Click on Test Connection on the **Launcher** Tab and make sure status is Connected

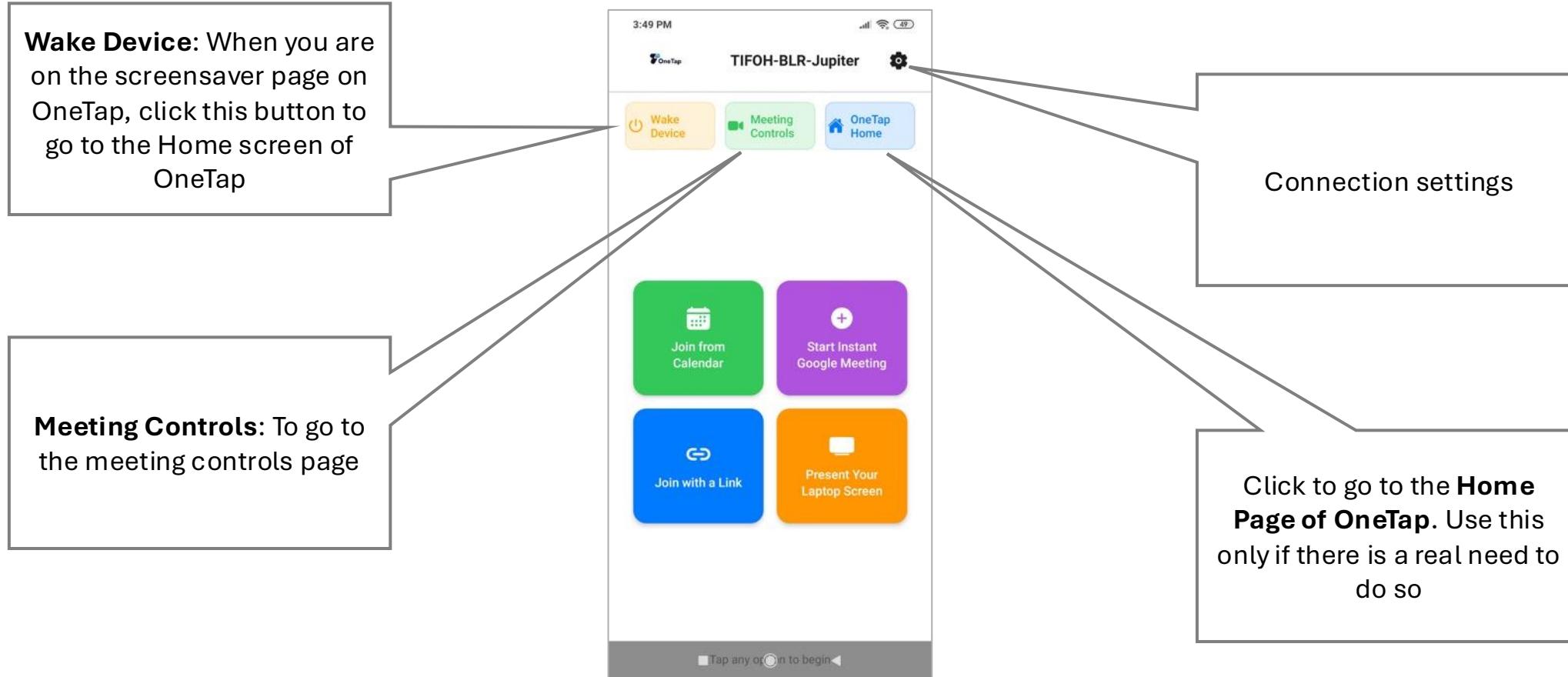
In case connection fails, talk to your IT administrator or enter the device IP in both bridge and launcher.

The port will be 9090 and 8080 respectively

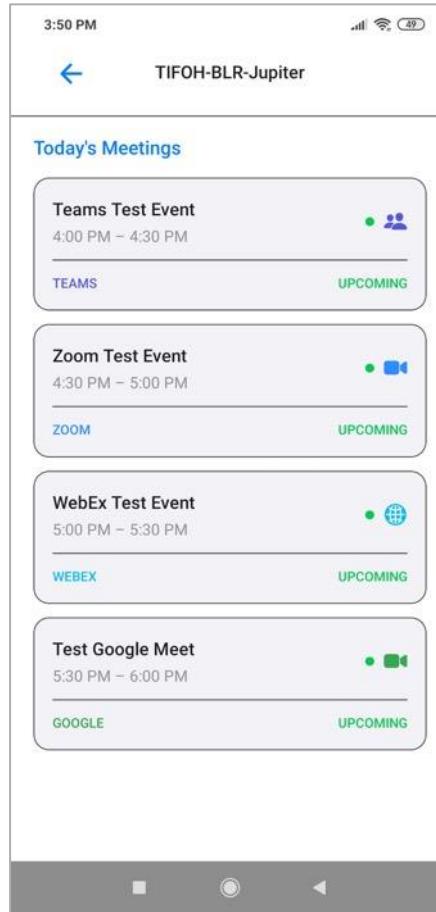
Main Menu (1/2)



Main Menu (2/2)

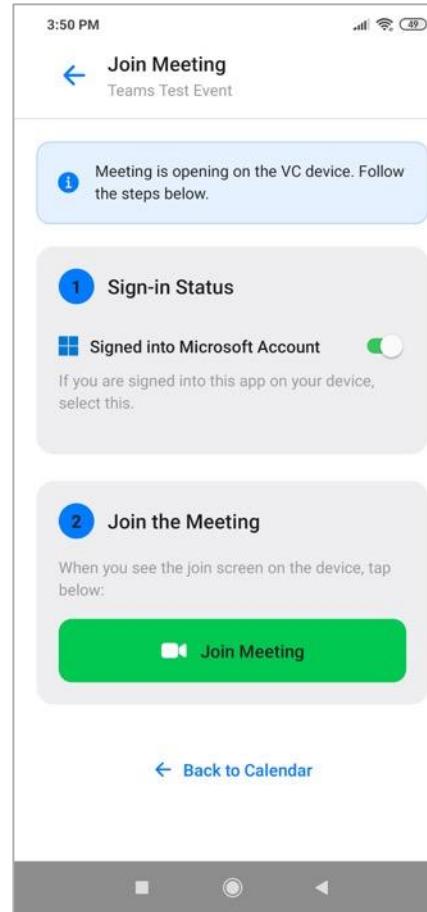


Join meetings from Calendar



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

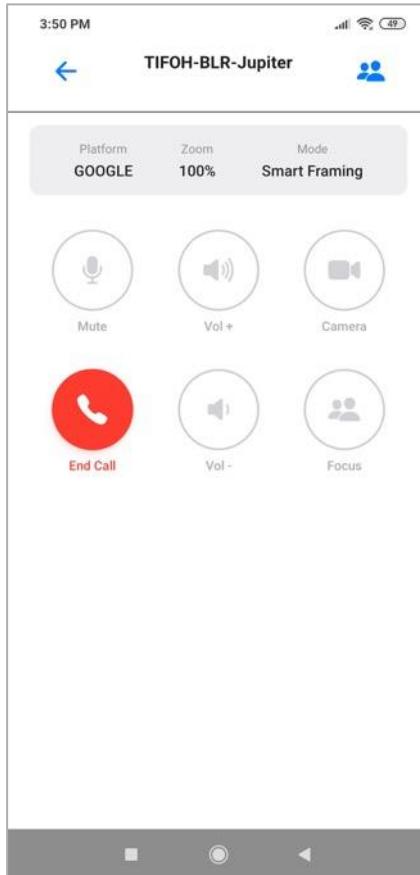
Select the event you are going to join and confirm



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

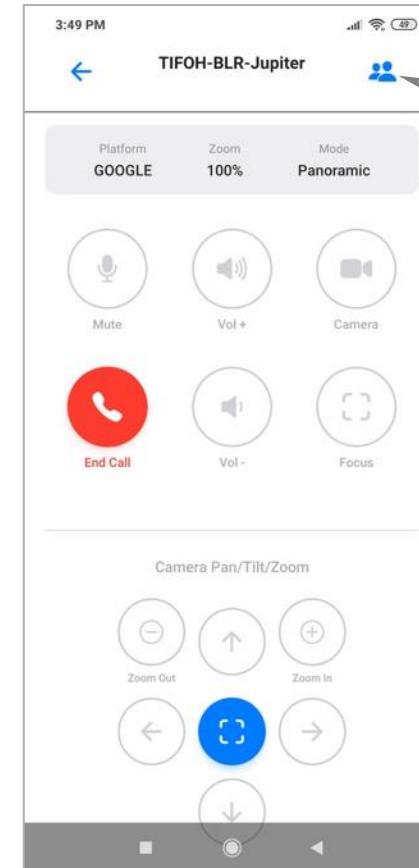
Make sure you select the appropriate app sign in status (else controls will not work correctly)

Meeting Controls



Mute, camera and focus mode are toggle buttons

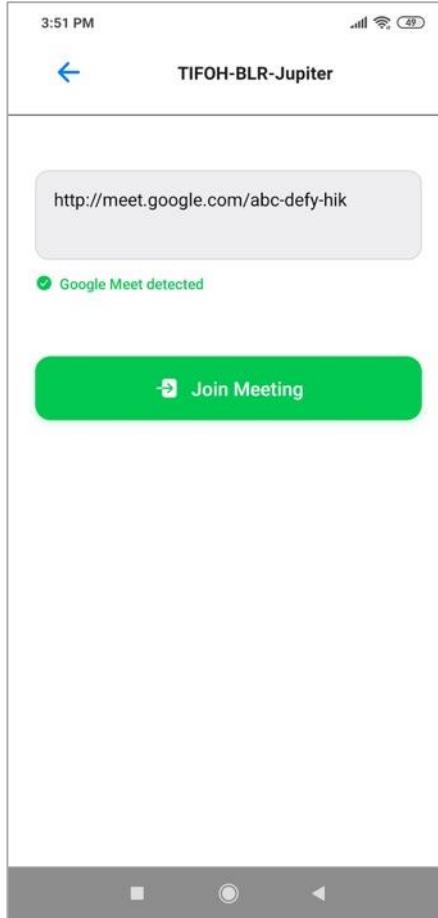
End call is a single tap “leave meeting” button and it will ask for your confirmation



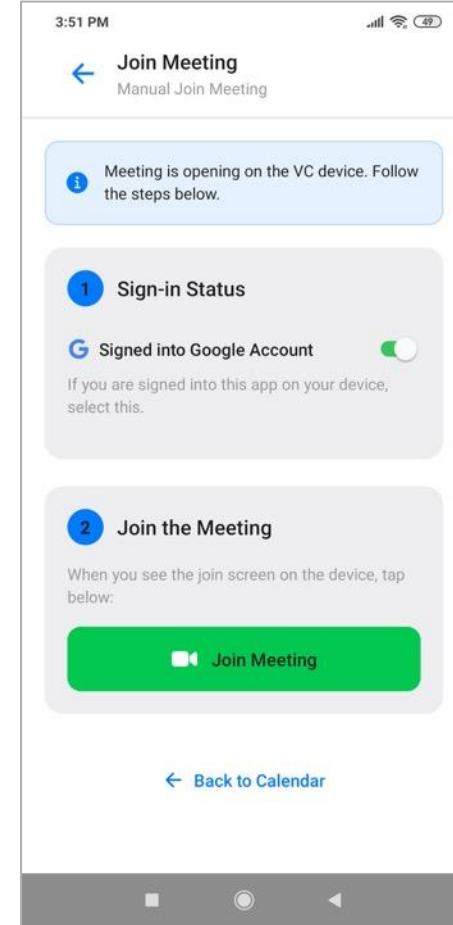
When you start an instant google meeting and you see guests waiting, click on participants icon to admit guests

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

Join meetings from a link/URL



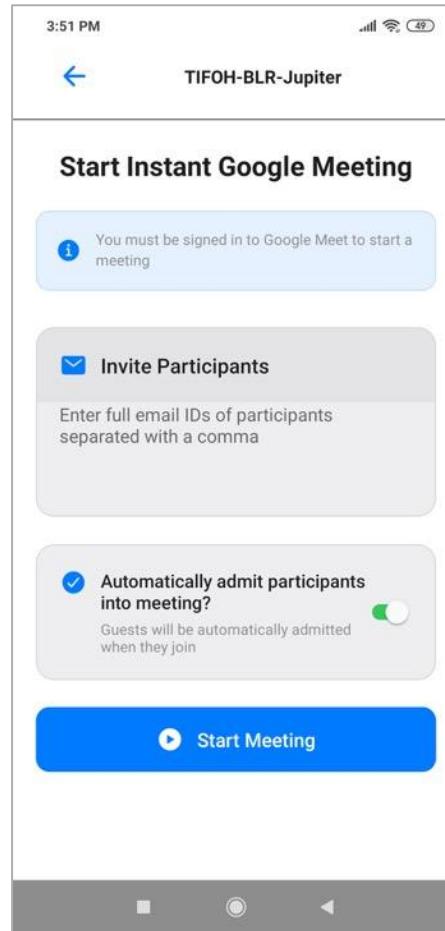
Enter a meeting URL
(copy paste from
calendar/whatsapp) and
click on “Join Meeting”



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

Start an instant meeting



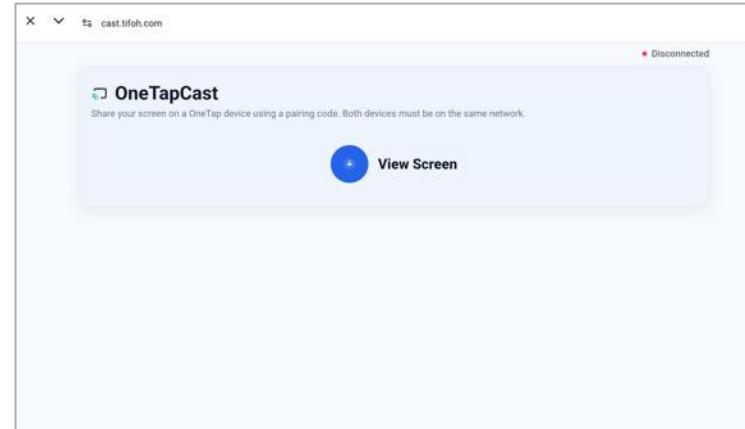
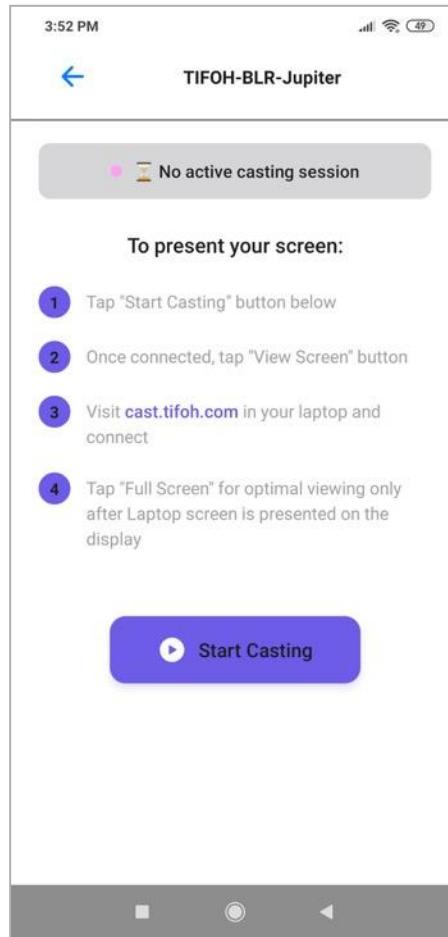
Start Instant Meeting feature is enabled for Google Meet

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

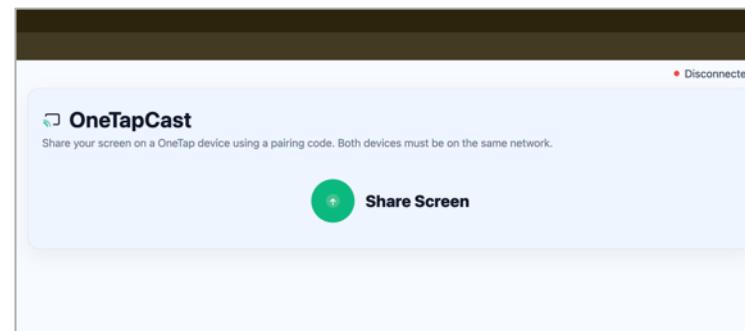
You can also invite participants by entering their mail IDs

You can choose to automatically admit participants (if org policy enables) or admit them as they join from meeting controls

Share your laptop screen (1/3)

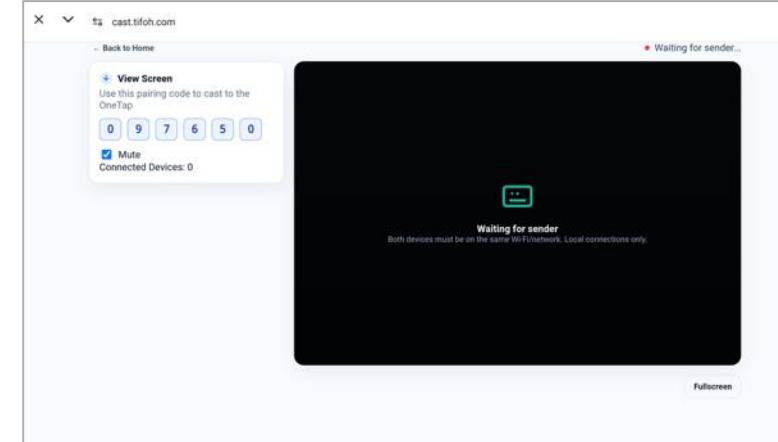
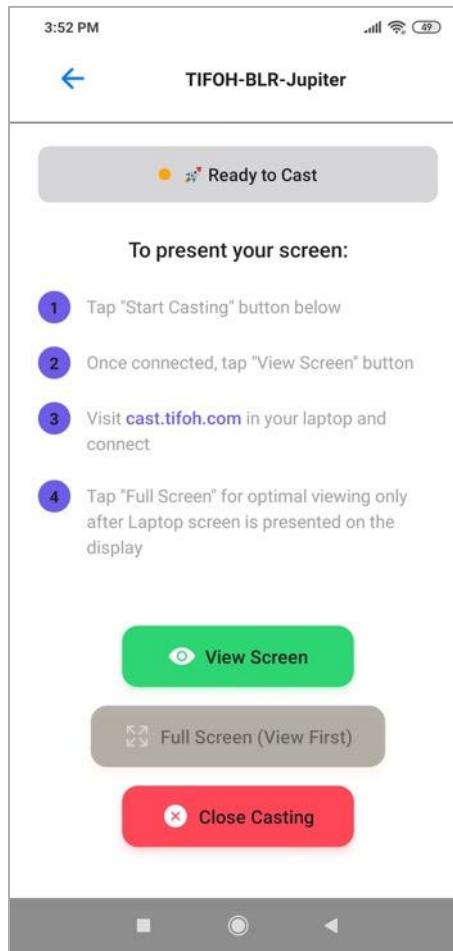


On clicking “Start Casting”, you will see this window open on Onetap

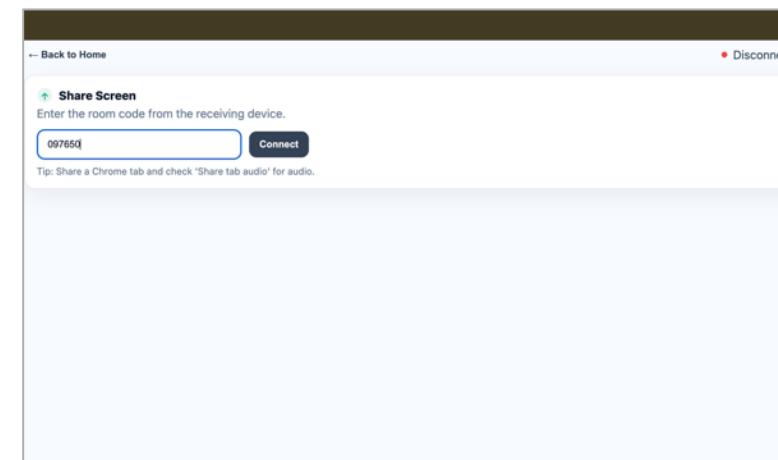


Go to “cast.tifoh.com” on your laptop and click Share screen

Share your laptop screen (2/3)

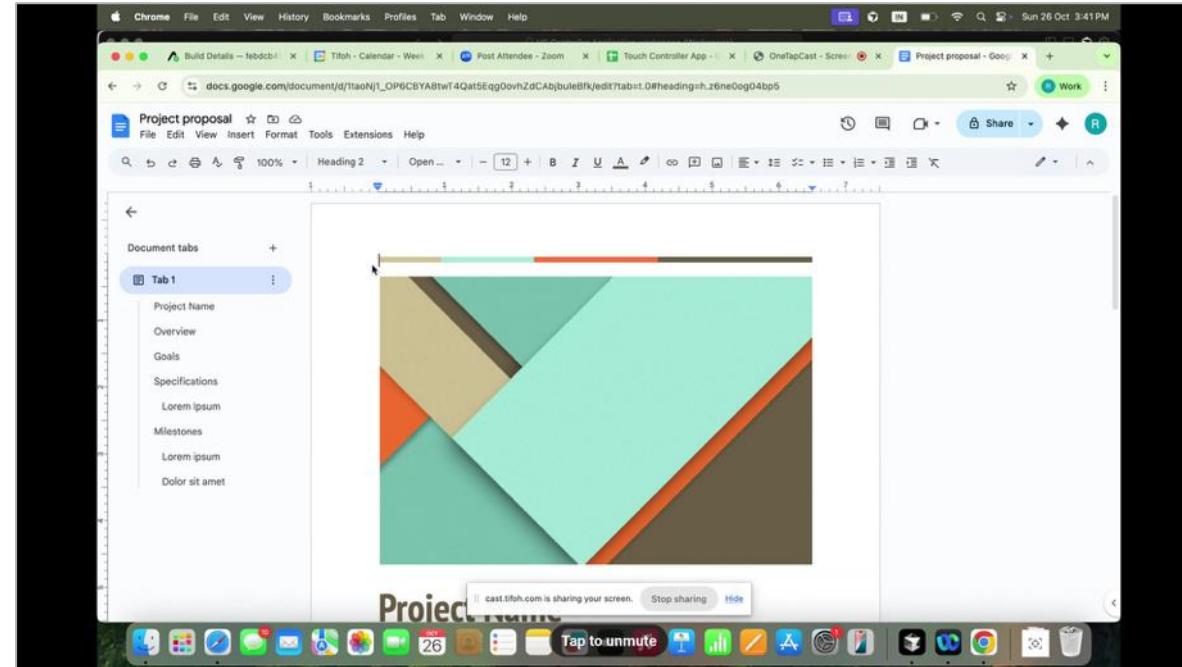
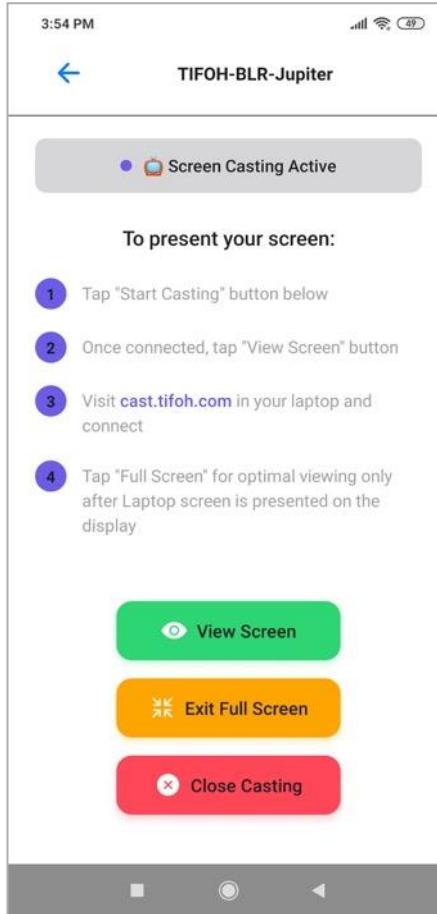


On clicking “View Screen”, you will see the pairing code



Connect your laptop using the pairing code

Share your laptop screen (3/3)



After connecting your laptop, you can click “Full Screen” to show it in full screen mode, “Exit Full Screen” to get out of that mode and “Close casting” after screen sharing is stopped.

Please note these important points

Platform	Points to Note
Google Meet	<ul style="list-style-type: none">• Stay signed in on chrome if you plan to start instant meetings• Click the right status (signed in or unsigned) when you join from a link or calendar
Teams	<ul style="list-style-type: none">• Click the right status (signed in or unsigned) when you join from a link or calendar• You will not be able to start instant meetings from the app due to limitations on Teams android app
Webex	<ul style="list-style-type: none">• Sign in feature not available in the WebEx app; you can use it as is to join meetings from calendar or link
Zoom	<ul style="list-style-type: none">• Sign in feature not available in the Zoom app; you can use it as is to join meetings from calendar or link

Thank You