

Setup Guide for TIFOH OneTap

Congratulations on your purchase of the TIFOH OneTap! This setup guide provides a step by step overview of how to configure your OneTap device inside a meeting room and get it ready for effective video communication.

1. Unboxing

The OneTap box contains the following items

- OneTap Device
- Power Adaptor
- HDMI Cable
- Remote Control Unit
- 2 AAA size batteries for the RCU
- USB Wireless mouse
- 1 AA size battery for the mouse

You may check if you got all the above-mentioned items. If there are any discrepancies or if you face issues during set up, please reach out to us at support@tifoh.com or speak to your sales representative from TIFOH for assistance.

2. Setting up the Device

2.1 Connecting & Powering On the Device

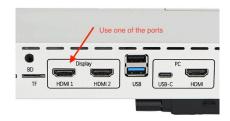
Step 1: Finalise where you want to place the device. The ideal location would be on top of the TV with the device perched on the TV using the foldable stand provided at the base of the device. Make sure that the device is sitting firmly on the TV and is unlikely to fall off unless forcibly pulled.



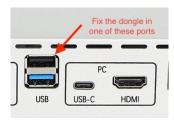
Step 3: Plug in the power adaptor and connect it to the OneTap in the 12V pin provided at the back of the device. Turn on the OneTap and the TV. Make sure the correct HDMI source is selected.



Step 2: Use the HDMI cable to connect the HDMI 1 port under "Display" of the device to any available port in your TV.



Step 4: Connect the USB dongle provided with the wireless mouse on one of the USB ports in the OneTap. Fit the AA size battery and check that the mouse is powered on.





2.2 Configuring the Device

Step 1

Go to the configuration screen



Step 2

Enter wifi settings or use a LAN cable to connect to the LAN port



Step 3

Set up a google/ outlook/zoho user account for calendar sync (1 of the 3 only).



Step 3.1

If you are setting up an outlook account, go to settings> calendar in outlook and "sync calendars"



Step 3.2

In the case of google accounts, login is done through chrome.

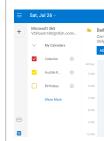


Give permission to Tifoh Launcher through "advanced" settings and then accept/continue.

Step 4

Ensure that the user (google/outlook) has access to the calendar of the specific room configured in the workspace





Step 5

Go back to settings. Click "Personalize" to provide your company logo and screen saver Image (Optional)



Step 6

Click "NEXT" to select the apps you would want to have installed.



(Recommended option: select all apps)

Step 7

Click "NEXT" multiple times to scroll through the EULA and if you accept it, click FINISH



Step 8

Set up an admin passcode. (To access config settings later, long press on the settings icon in the Home screen)



You will next see the "You are all set" message. Press "Home" on the remote control or use the pop up menu on the right side of the screen to click on the HOME icon with your mouse. This completes the OneTap device setup. You can pair the Remote Control Unit using the Bluetooth menu under settings; long press the bluetooth icon on the remote to let the Onetap detect it.