

JoinU

Enterprise Meeting Room Solution

User Manual

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Contents

| | |
|---|----|
| 1. Introduction | 3 |
| 2. Installation process JoinU | 3 |
| 2.1. Connecting JoinU over Corporate/Guest WiFi (Recommended but optional)..... | 3 |
| 2.2. Connecting JoinU over LAN (Recommended but optional)..... | 4 |
| 3. Screen Sharing | 5 |
| 3.1. Screen sharing on JoinU from Windows/MAC/Linux | 5 |
| 3.2. Screen sharing on JoinU from Android/iOS/Mac | 8 |
| 3.3. Switching between Presenters | 9 |
| 4. Video Conferencing | 10 |
| 4.1. By launching the application | 10 |
| 4.2. Using a meeting invite link (Cross Launch | 11 |
| 4.3. Using Meeting Description (Single Click Join)..... | 11 |
| 5. JoinU Settings | 12 |
| 5.1. General Settings..... | 12 |
| 5.2. Access Point Settings | 13 |
| 5.3. Wifi Network Settings..... | 13 |
| 5.4. Device Settings | 14 |
| 5.5. Update Settings | 14 |
| 5.6. Security Settings | 14 |
| 5.7. Apps | 15 |
| 5.8. Display | 15 |
| 5.9. Power Options | 15 |
| 5.10. Goto Dashboard..... | 16 |
| 6. Dashboard Usage..... | 16 |
| 6.1. Sign up | 16 |
| 6.2. Device Management..... | 16 |
| 6.3. Digital Signage | 16 |
| 6.4. Analytics..... | 17 |
| 6.5. Email Settings | 17 |
| 6.6. Calendar Integration..... | 17 |
| 7. Manually adding Your Apps to JoinU..... | 17 |

Screen Share | Video Conferencing | Online Dashboard | Room Scheduler

1. Introduction

Wireless presentation and Video conferencing systems are essential today to organize meeting rooms, reduce set-up delays and get rid of cables and adapters. JoinU is designed for extreme speed and agility, with Zero Overhead interfaces. JoinU combines screen sharing with your chosen video conferencing app and integrates with room calendars of your choice. JoinU screen sharing is supported on Windows, Mac, Chromebook, Android, iPhone & iPad. Users from all networks can now start sharing without changing networks or exchanging dongles. With JoinU's cross launch feature, you can join video conferencing meetings using any meeting invite link. Integrate your room calendar with JoinU to join VC calls with single click. With JoinU in meeting rooms, you save a lot of space, participants save a lot of time and organizations save a lot of money.

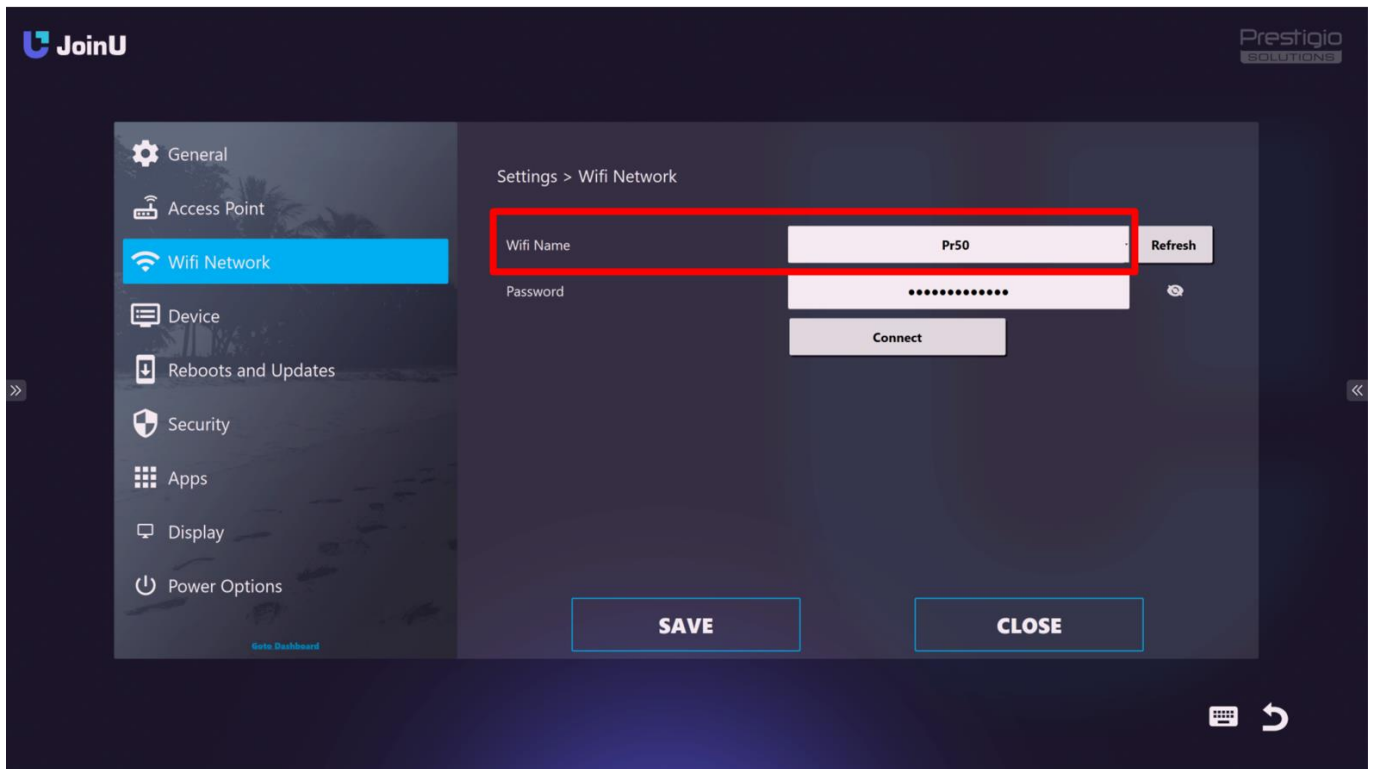
2. Installation process JoinU

Note: JoinU can only be installed on devices with Intel processors and Windows 10 Operating System. (We suggest using at least Intel Core 8th generation I3 or higher processor with 8GB RAM and 240GB SSD/HDD).

- Download the installation file JoinU Installer from the website <https://joinu.app>
- Install the JoinU_win64 installer (wait for the complete installation of all software components, after which you will see a window with a message about the need to restart the device)
- After restarting the device, wait until the information messages in JoinU in the upper right corner disappear
- Connect the device with JoinU to the Internet as described in clauses 2.1 or 2.2. Next, you will see a window in the center of the screen on the device with JoinU where you can select a Trial period to familiarize yourself with the JoinU software, Find out where you can buy software, or enter your existing license.
- After choosing a Trial period or entering a license the device is ready for further settings
- Your device is ready to use once you notice a 4 digit number at the bottom center and/or WiFi -SSID name along with its security key printed to the bottom left corner.

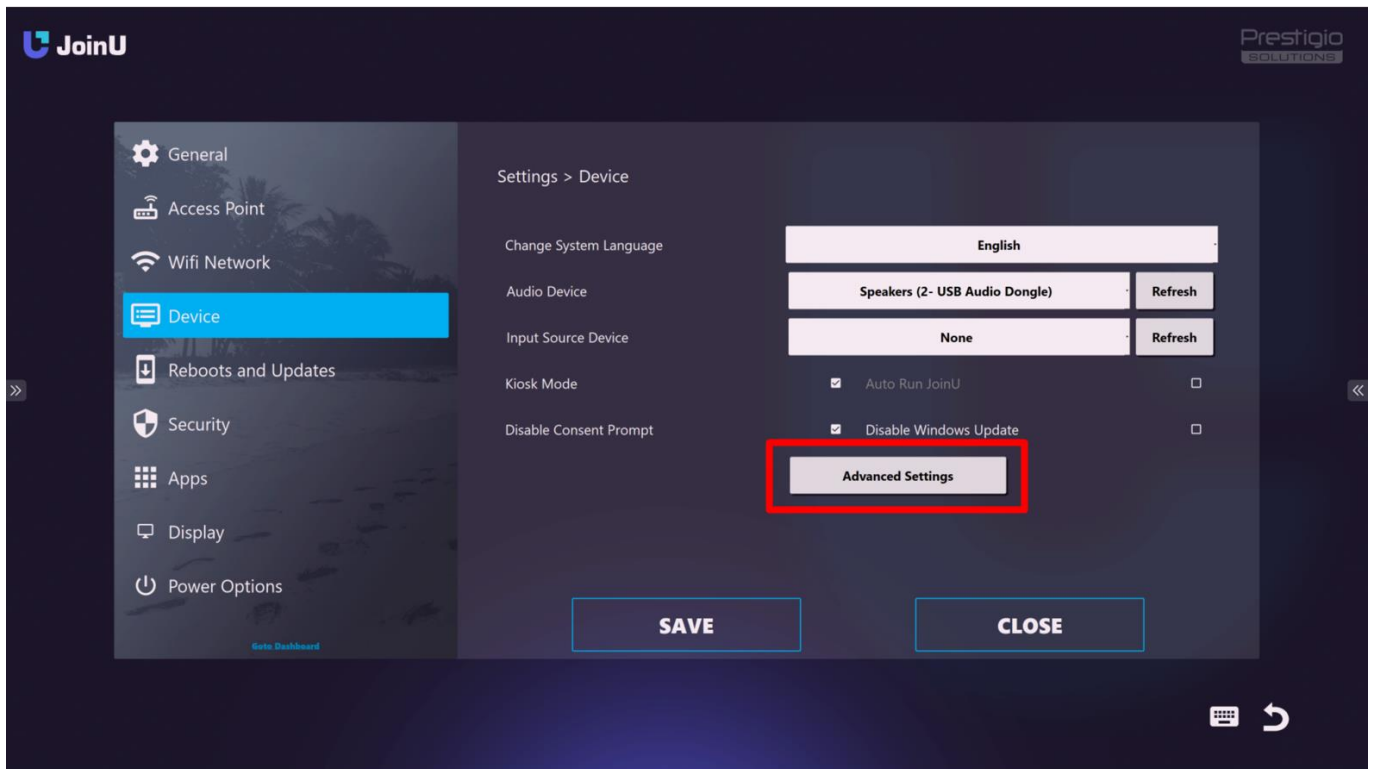
2.1. Connecting JoinU over Corporate/Guest WiFi (Recommended but optional)

- JoinU device can be optionally connected to Corporate or Guest WiFi
- Go to 'App Drawer > Settings' and Navigate to 'WiFi Network' tab and choose the preferred WiFi from the drop-down. If you do not see the preferred WiFi in the list then press the refresh button for scanning.
- If you require Mac ID of the Wifi adapter, go to 'App Drawer > About' to find MAC Id of all network adapters
- After entering its security key, click on 'Connect' to connect to the network. On successful connection you'll get a "connected" message, while an unsuccessful attempt would be shown as well. If the connection is unsuccessful, please check the security key and try again. Once saved, JoinU will automatically try to connect to selected network.
- On successful connection and if internet access is granted then PIN number will reset.
- Connecting JoinU to your corporate or Guest WiFi, will allow users exclusively on these networks to be able to connect and share the screen



2.2. Connecting JoinU over LAN (Recommended but optional)

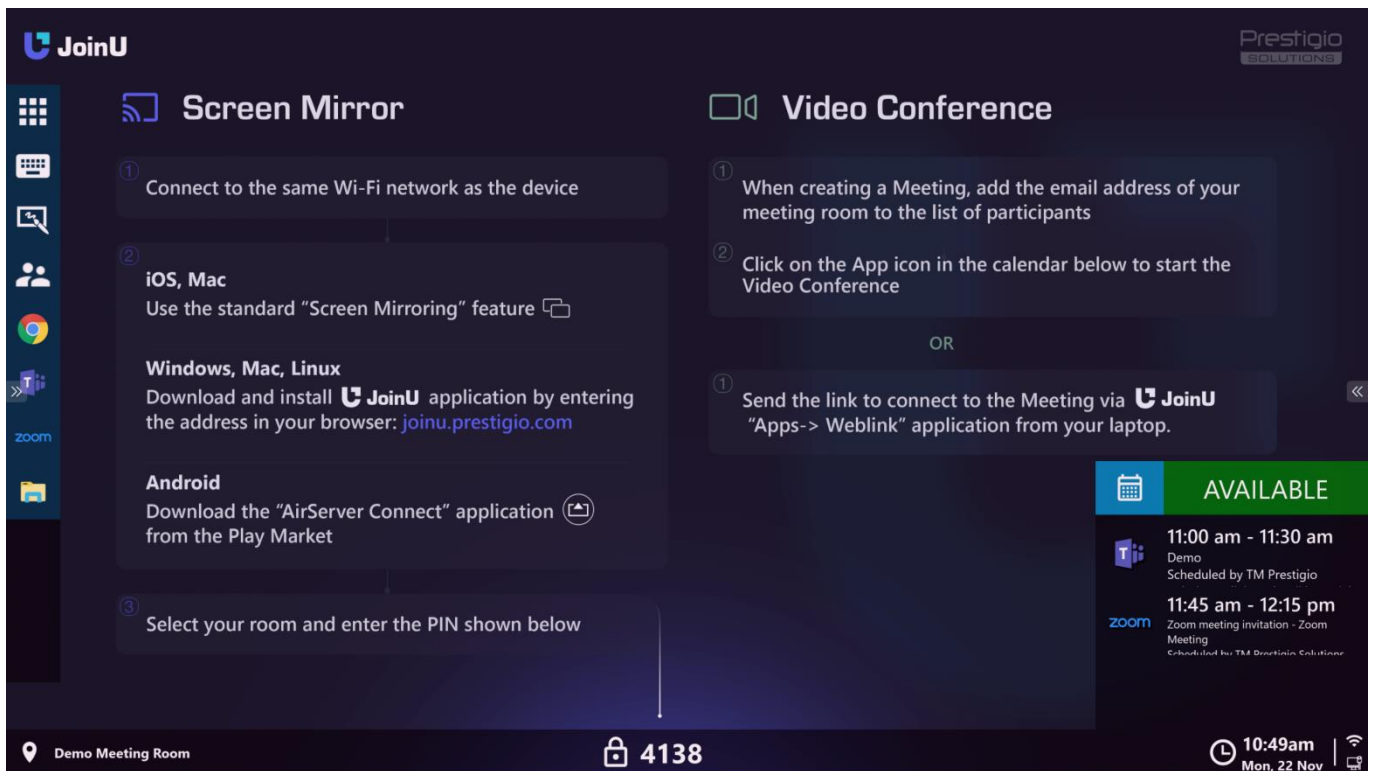
- It is recommended to connect the device on your Local Area Network.
- JoinU would get its IP-address from the DHCP server in your network.
- If you require Mac ID of the Ethernet adapter, goto 'App Drawer > About' to find MAC Id of all network adapters
- If your network requires you to give a static IP address to the device, then use 'Advanced settings' on the device to set static address.
- Goto 'App Drawer > Settings'. Settings app is password protected. Default password is "joinu". Settings app password can be changed from dashboard. Navigate to "Advanced settings" under "Device" tab to set device specific static IP address.



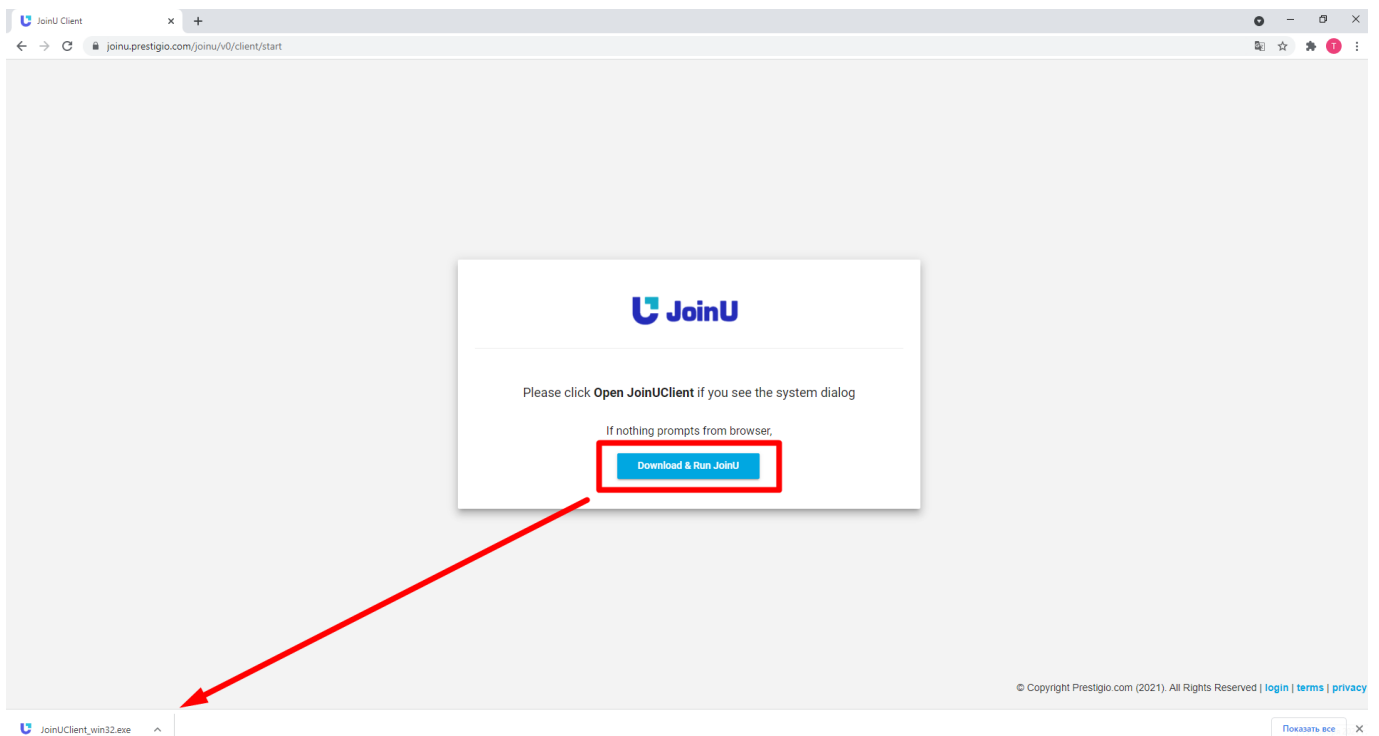
3. Screen Sharing

3.1. Screen sharing on JoinU from Windows/MAC/Linux

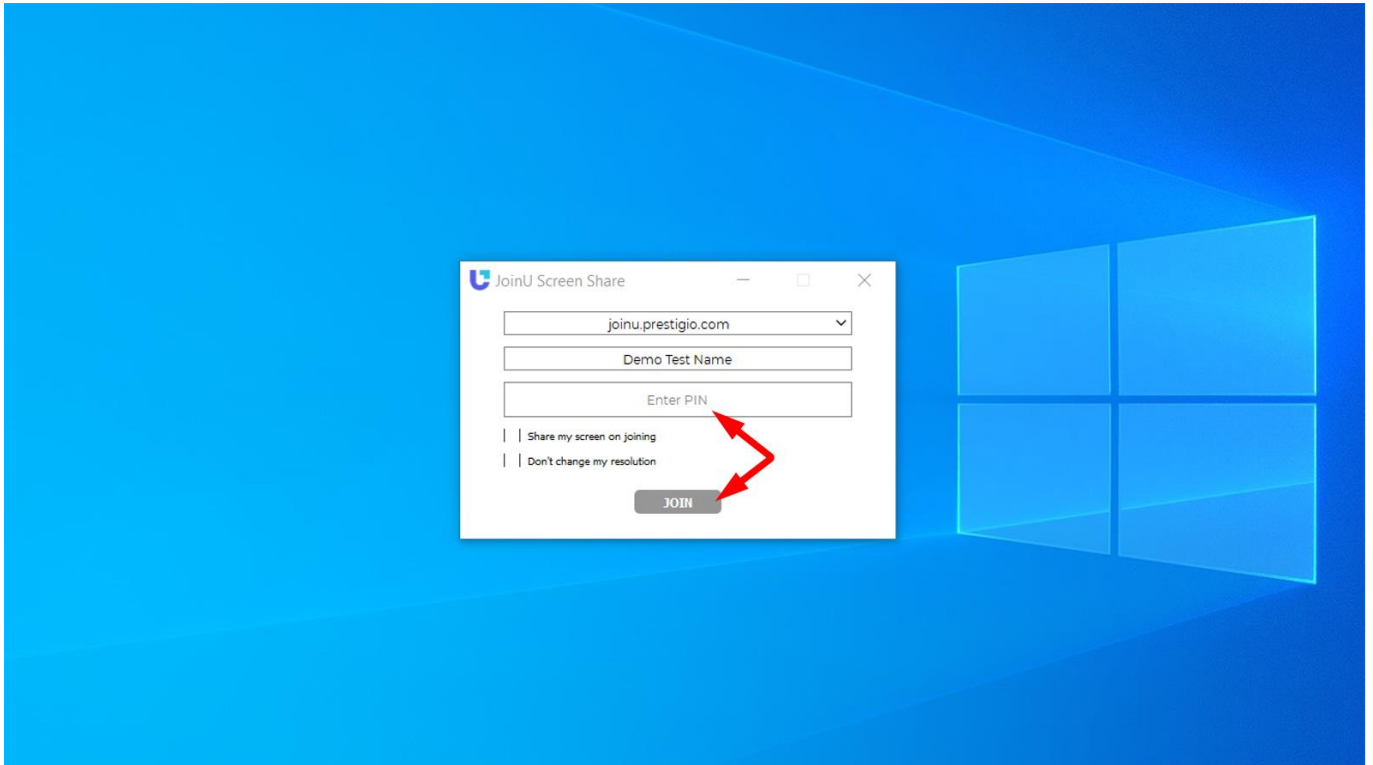
- If JoinU is connected to Internet through Ethernet or Wifi, the home screen will look like below image with a PIN on the bottom center and Access Point details on the bottom left corner.



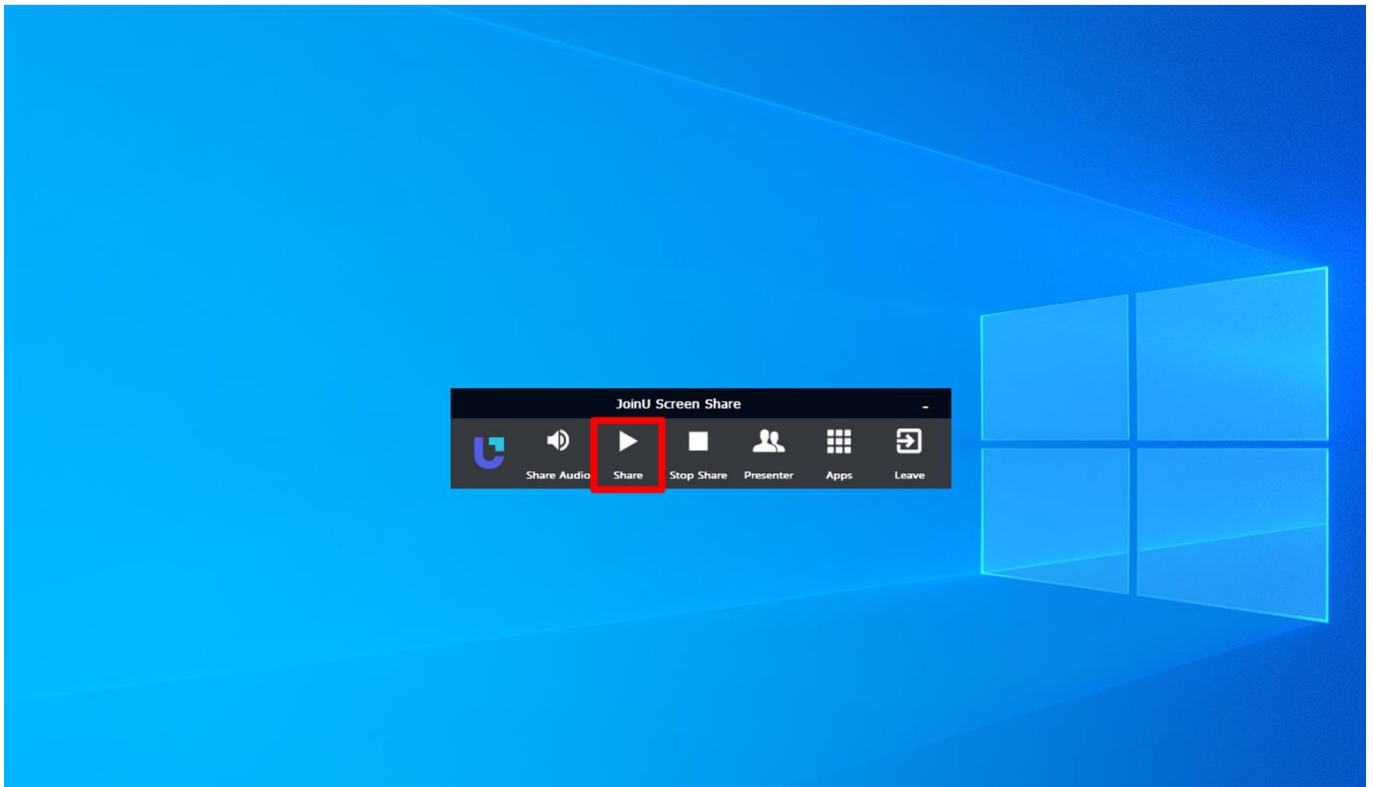
- If you do not have JoinU Client application on your laptop, open your web-browser (Safari, Chrome, Firefox, Edge) and go to <https://start.joinu.app> or IP address if shown on the display (Use the IP below the PIN if you are on corporate network or use the one below the SSID if you are connected to access point)



- Download and Install the application. Downloaded executable is security signed with the digital certificate and it installs with no requirement for admin permissions and firewall exception on MS Windows. However on MacBook you will be required to type in the login password.
- On successful installation you'll need to type in the PIN from the bottom-center of the window and press "join" button.



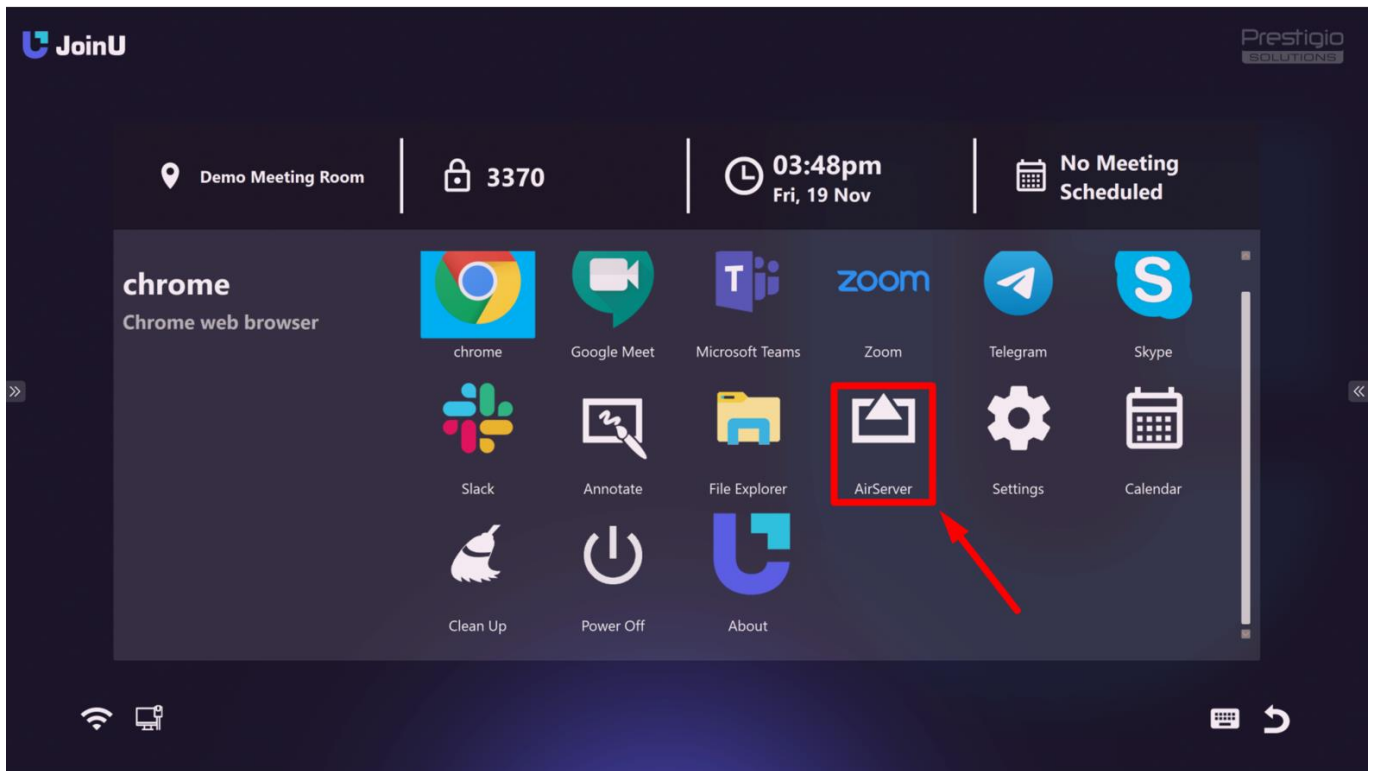
- Enter the IP address shown below the PIN if prompted while joining.
- Once joined successfully, Press "Share" button to start sharing your screen.



- Use the 'Pause' button to pause sharing your screen. Pause feature provides a privacy mode. With pause, you can continue to do your personal work on your laptop without disconnecting from the JoinU SW. JoinU SW will display frozen screen until you share again.
- Use the 'Share Audio' button to share your laptop audio to JoinU. With this button you can control the audio play-back device. Audio sharing will automatically buffer streaming data which might lead to slight increase in the delay.
- Use the 'Presenter' button to view all the users who have joined and sharing. You can choose the presenter from the drop-down to change the screen on JoinU.
- Presenter can also be changed with JoinU's Client App Instant Switch feature using 'right' and 'left' arrow keys on the remote or keyboard.

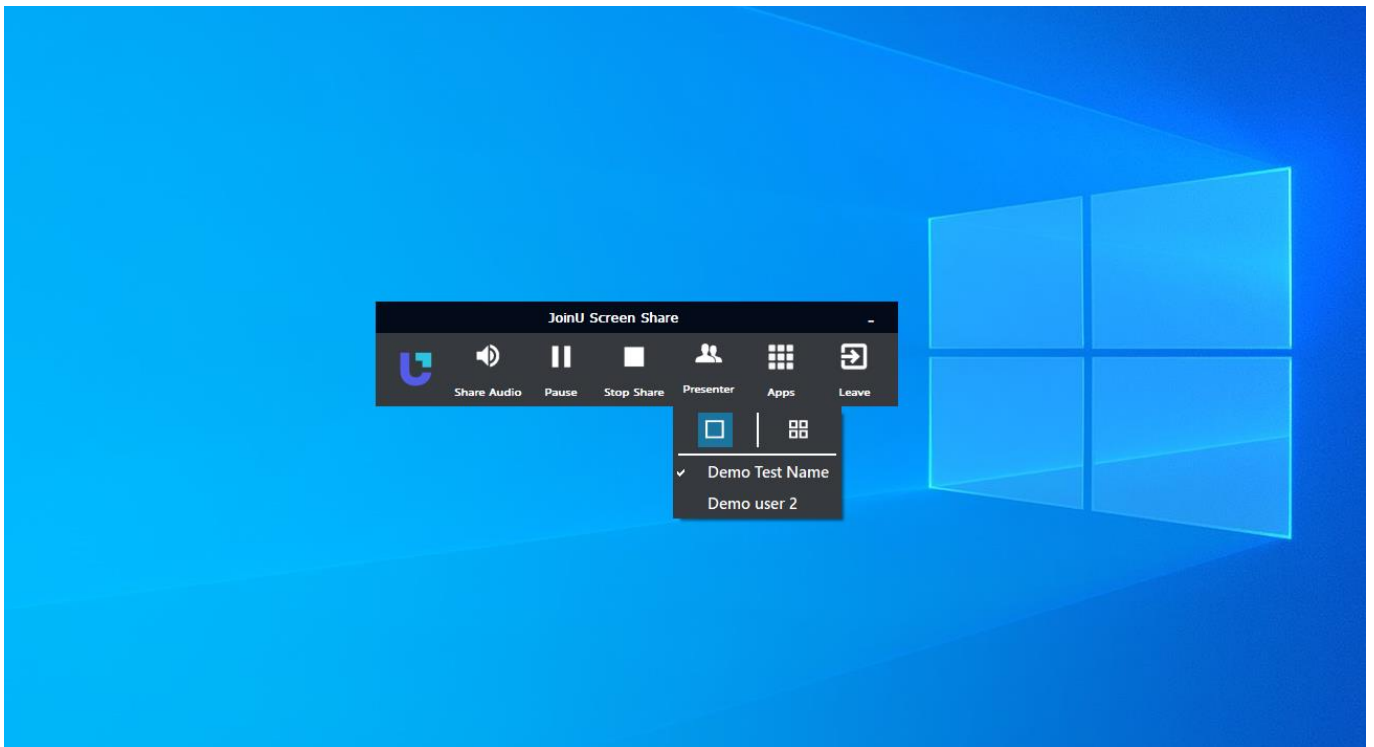
3.2. Screen sharing on JoinU from Android/iOS/Mac

- JoinU uses Google Chromecast protocol for screen sharing from android devices. On your android device, click on the cast option from the settings and choose your room. Your screen will automatically be shared.
- JoinU uses Apple Airplay protocol for screen sharing from iOS/Mac devices. On your iOS/Mac device, click on Airplay mirroring from control center. Choose your room and enter the PIN shown on the display. Your screen will automatically be shared.
- Please note that, in addition JoinU can use third party application for supporting Chromecast and Airplay protocol which needs to be activated separately. (You must enter the license key in the already installed application "AirServer" in the 'App Drawer' to activate screen sharing for Android/iOS/Mac).



3.3. Switching between Presenters

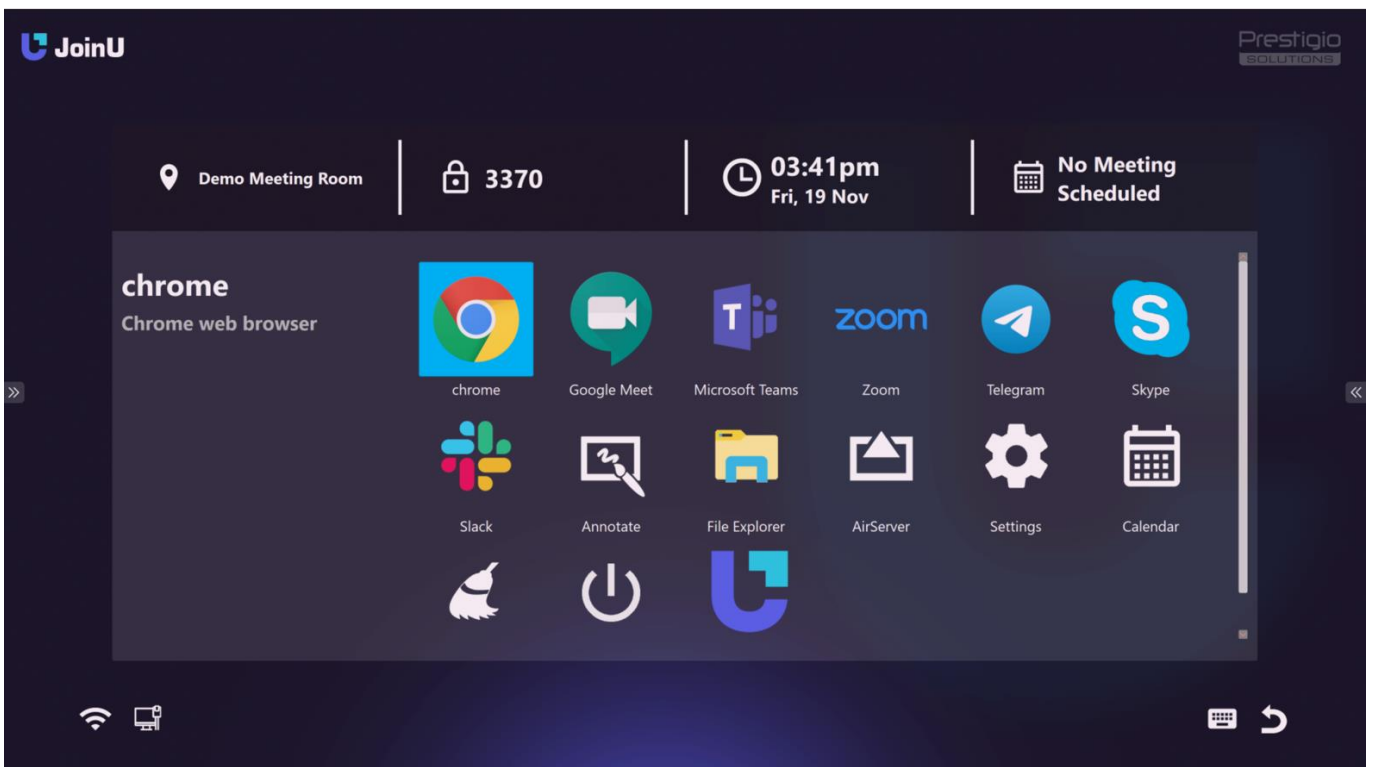
- When multiple users are presenting using JoinU, you can switch between the presenters in two ways.
- Use the JoinU's 'Instant Switch' feature by pressing 'Right' and 'Left' button on the remote/keyboard to switch between multiple presenter in less than a second.
- Alternatively you can use the 'Presenter' button on the JoinU Client app on your laptop, choose a presenter from list as shown in the picture below.



4. Video Conferencing

4.1. By launching the application

- Go to 'App Drawer' and click on any video conferencing application of your choice.



- You can join the Video conferencing call as a guest by entering the meeting ID (if the application supports) or you can join/host the video conferencing call by logging in to the application using your credentials.

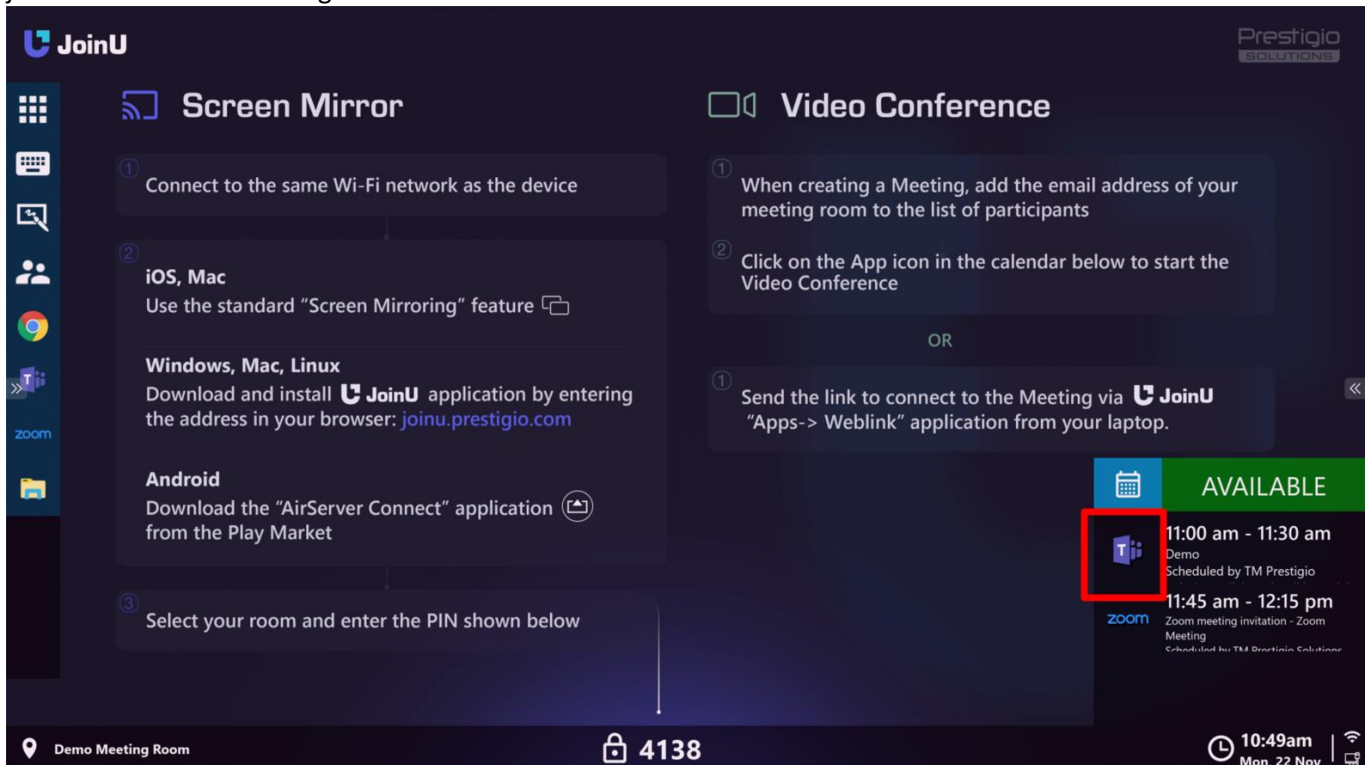
4.2. Using a meeting invite link (Cross Launch)

- On your laptop JoinU Client App, connect to JoinU by entering the PIN as explained earlier
- Click on the "Apps" button in the JoinU Client application and click on the "WebLink". This will open a text entry dialog. Paste the meeting link (or any link) in the input dialog and click OK.
- JoinU will open a prompt requesting for confirmation to open the corresponding meeting link. Click on 'ok' using the remote/keyboard/mouse. Corresponding video conferencing application will launch and join you to the requested meeting. (you may be required to close the browser window on successful launch of the application)

Note. By default JoinU will open the link automatically. If you want to Enable Prompt for Weblink that so as to avoid users opening multiple links or opening links to disturb the meeting, please enable this option in the Settings of JoinU .

4.3. Using Meeting Description (Single Click Join)

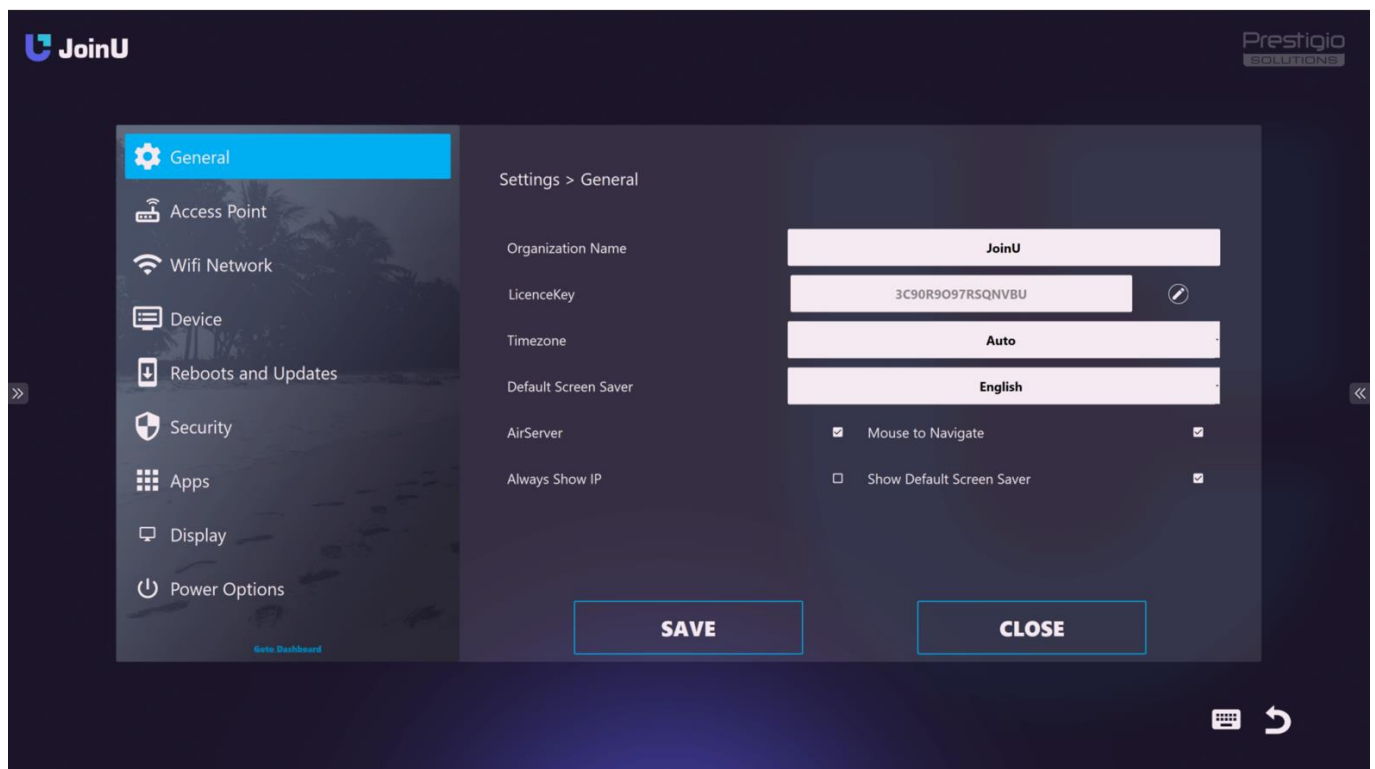
- If you have integrated JoinU with meeting room calendar, you can use JoinU's Single click join feature to start your video conferencing calls instantaneously (Refer 'Calendar Integration' section to understand how to integrate JoinU to meeting room calendar)
- If you have scheduled a meeting by booking a meeting room, JoinU will display your meeting in the Calendar widget (In the lower right corner of the screen. If the Calendar Widget has been enabled in JoinU's settings). You can click in the Calendar widget on the shortcut of the application where the meeting is scheduled to instantly join the video conferencing.



- Alternatively, you can go to 'App Drawer > Calendar' app and view all scheduled meetings and corresponding description. You can join from here.
- Please make sure 'Enable Calendar Description' is checked in the Settings.

5. JoinU Settings

- Go to 'App Drawer > Settings' to change JoinU settings. Settings can be protected by an Access Code to avoid any unauthorized access to it. (You can enable the option to protect "Settings" with a password in the Dashboard panel)



- These and more advanced settings can also be changed by using JoinU's online dashboard as explained later in this document.

5.1. General Settings

- Organization Name - Name of the organization. By default set to 'JoinU'.
- Licence Key - Unique Licence key of your JoinU. Your JoinU is identified by this licence key. Do not edit/change this unless officially requested by JoinU's support team.
- AirServer - Enable third party application to support Airplay and Chromecast. This will just enable the application but not activate it. It needs to be activated separately if you need these features
- Mouse to Navigate - Use this option if you wish to use mouse for App drawer and settings (you should follow the mouse pointer when this is enabled, especially while using Air mouse). This setting should be enabled while using JoinU with touch screen displays. This is enabled by default.

- Default Screen Saver - Choose your language from the drop-down list. To change the instructions for connecting on the home screen to the language you want.
- Show Default Screen Saver - Use this option to always show by default the instruction on the main screen
- Always Show IP - Use this option to always show the IP address on the main screen

5.2. Access Point Settings

- Enable Access Point - Enable or disable JoinU's in-built Wifi Access Point. Disabled by default
- SSID Name - Name of the Access Point
- Force 2.4GHz - This option allows you to set an access point with 2.4 GHz only
- WAN - JoinU can be simultaneously connected to a Wi-Fi as well as an Ethernet network. Additional Ethernet networks can be added by using USB to Ethernet converters. The Access Point works as a gateway. There are 4 options to choose from. Whenever a higher priority network becomes available, the access point will automatically switch to using it and switch down, if the higher priority network goes away. This is set to 'Auto' by default.

| | |
|----------|---|
| Ethernet | Use the built-in Ethernet port as the WAN. The WAN connection is chosen in this order of priority: 1. Ethernet 2. Disabled |
| Wi-Fi | Use the Wi-Fi network as the WAN. The WAN connection is chosen in this order of priority: 1. Wi-Fi 2. Disabled |
| Auto | Chooses a WAN connection in this order of priority: 1. Ethernet 2. Wi-Fi 3. Disabled |
| Disabled | Will not share the Access Point with a WAN. Users will be able to connect to the access point and share their screens but cannot access internet or WAN networks. |

- Enable Static Password - Disabled by default. JoinU Access Point uses dynamic password using the meeting PIN. This helps in avoiding users from being connected to Access Point when they are not physically present in the meeting room as meeting PIN keeps changing after every meeting. If you prefer to have a constant password for the Access Point you can enable this in settings.
- Static Password - Static password to be used for Access Point. Valid only if 'Enable Static Password' is checked.

5.3. Wifi Network Settings

- Wifi Name - Drop Down list, listing all available wifi networks to which JoinU can connect.
- Refresh - Button to refresh the Wifi Name Drop Down list if your preferred wifi is not already present in the list. This will scan for new wifi networks
- Password - Password input field for the selected Wifi Name
- Connect - Button to verify the Wifi credentials. It will try to connect to the selected Wifi using the password provided.

5.4. Device Settings

- Change System Language – In the drop-down list, select the language you need from the list of available languages
- Audio Device - Dropdown to select the default audio device if multiple audio devices are connected (through HDMI, 3.5mm jack, USB, Bluetooth).
- Kiosk mode - This option allows you to transfer a device with an installed JoinU to a kiosk mode
- Auto Run JoinU - This option activates JoinU Autostart after turning on the device
- Disable Consent Prompt - This option disables the prompt for consent to a valid local administrator account before running a program or task that requires a full administrator access token.
- Disable Windows Updates - This option disables automatic Windows updates
- Advanced Settings - Opens the advanced settings option to connect to Bluetooth devices, set static IP address etc

5.5. Update Settings

- Reboot Start Time & Reboot End Time - Set the device reboot time. JoinU will reboot every day in this interval if not being used. These reboots helps JoinU to Dragonize any problems It might have encountered and reduce the IT team effort
- Update Start Time and Update End Time - Time Interval to check for firmware updates. JoinU will automatically check, download and upgrade the firmware without the help of IT team
- Update Now - Button to manually update the firmware

5.6. Security Settings

- Enable Access Code - Enable/Disable access code protection for settings app. This is disabled by default and password is set to 'joinu'. This password can be changed only from the online dashboard. This field is disabled by default.
- Enable Local Access Code - Enable/Disable Local access code. This is the second access code for settings app which can be changed from the device itself. Primary Access Code acts like a master password which can be changed only from the dashboard and can be maintained by IT manager, where-as local access code can be used by the IT engineers. Disabled by default
- Local Access Code - Local access code password. Valid only when 'Enable Local Access Code' is checked.
- Enabled Calendar Description - Enable/Disable Calendar Description. With calendar description, you can view the meeting description, details of the person who booked the room etc. It is also useful for joining video conferencing calls using 'Single Click Join' if the invite link is present in the meeting description. Meeting description can be optionally disabled if there are privacy concerns. This field is enabled by default.
- Enable Proxy - Enable/Disable JoinU from using proxy settings of your network. If it is enabled JoinU will try to read the Proxy settings from your network and use it to connect to the Internet. If this setting is disabled and your network is protected under proxy, then JoinU application will not be able to reach the internet (note that other third party applications might still use the proxy to reach internet). This is disabled by default.
- Enable USB Storage - This option makes it possible to see the connected USB storage
- Show BottomBar - This option enables the ability to display the Bottom Bar
- Show File Explorer - This option allows you to display the File Explorer shortcut and gives the user access to files and information on the device's storage

- Show HomeScreen Calendar - This option allows to display the Calendar widget on the home screen
- Enable Prompt for Weblink - This option activates the request for permission to display the Weblink on the JoinU screen, sent by the user from the client's JoinU application.
- Hide Join info on No Scheduled Meeting - This option allows you to hide the connection information (PIN, etc.) if the Meeting was not scheduled.(Those. the user will have to book the Meeting room first in order to use JoinU)

5.7. Apps

- Enable Remote Control - This option gives permission to use the JoinU Remote Control (Mouse / Keyboard) from the JoinU client application
- Let participants open Weblinks - This option gives permission for users to send Weblinks to JoinU from the JoinU client application
- Enable Zoom Controls - This option allows users to send a link from Client JoinU App to a Zoom meeting to JoinU and manage the Zoom meeting from the JoinU client application.
- Enable Teams Controls - This option allows users to send a link from Client JoinU App to a MS Teams meeting to JoinU and manage the MS Teams meeting from the JoinU client application.
- Pin Taskbar - This option makes it possible to fix the Taskbar on the left side of the main screen so that the Taskbar is not hidden
- Run Teams in temporary session - This option allows to run MS Teams in a temporary session without saving your Login and Password.
- Add Apps to Taskbar - This option allows you to select from the list those applications that you want to be displayed on the main screen in the left side menu - Taskbar

5.8. Display

- Mirror Display - If enabled, JoinU will mirror the primary display on secondary display in case of dual display. If disabled, JoinU will extend the primary display to secondary display. Extend display option is preferred for using the JoinU for screen sharing and video conferencing simultaneously. This is **disabled** by default
- Main Display - In case of extended dual display, you can use this option to switch primary and secondary displays.
- Enable 4k and higher resolutions - This option will enable support for 4k resolution (If your device supports 4k)
- Turn Off display during Off-Hours - This option enables the function to turn off the display of the device at specified hours.
- Display Off-Hours Start Time - This option allows you to set the desired time when the display will turn off. (If the option - Turn Off display during Off-Hours is activated)
- Display Off-Hours End Time - This option allows you to set the desired time when the display will turn on. (If the option - Turn Off display during Off-Hours is activated)

5.9. Power Options

- Allow users to power off device - This option allows users to access the Power Off / Restart functions of the device.

5.10. Goto Dashboard

- Goto Dashboard - This link-button allows you to go to the dashboard directly from the device by entering your Login and password

6. Dashboard Usage

6.1. Sign up

- Open your browser and go to <https://start.joinu.app/dashboard> Click on Sign up and enter your details.
- You will receive a verification mail to your email ID. Click on the link provided in the mail to verify your email address. Please check your spam/junk folders if you do not receive the email. Once you have verified your email Id, you will be allowed to login to your dashboard account.

6.2. Device Management

- To manage your JoinU devices from the Dashboard panel, first you need to add your devices to dashboard account. Every JoinU device comes with a unique licence key which can be found at 'App Drawer > About' on your JoinU. In the 'Manage Devices' tab click on add devices and enter the JoinU licence key and a name for the device (Preferable to use your meeting room name). That's it, your JoinU is added to your dashboard account.
- You can check the real time status of your device in 'Device Status' tab.
- You can change the device settings from 'Manage Devices' Tab. Go to 'Manage Devices' and click on the setting icon next to the device to change its settings.
- You can also configure multiple JoinU's in one shot by selecting all the devices of interest and clicking on 'Bulk Add Settings' button.

6.3. Digital Signage

- With JoinU's dashboard, you can configure your Meeting rooms to be used as digital signage space. Upload the images that need to be displayed in your meeting rooms. Go to 'Drive' tab and use the upload button to upload images of your choice. Make sure you upload good quality images of resolution 1920x1080 or higher and size less than 5MB for best results.
- Now go to 'Manage Devices' tab and click on settings icon on the device you would like to configure. In the 'ScreenSaver settings' option, you can drag and drop the images from left to right and configure their duration and sequence. Press on 'Save' to save these settings

6.4. Analytics

- JoinU is preferred for its un-obstructive and privacy guaranteed usage data collection. Click on 'Analytics' tab to check the meeting room usage.
- Select the devices and change the report duration and type of report you are interested in. You now have all data at your fingertips.
- You can also export them in data friendly CSV formats for further processing.

6.5. Email Settings

- JoinU server sends Device status mails and usage report mails. JoinU server sends daily status mails if at least one of your JoinU device is not online. It also sends a weekly report detailing your meeting room usage.
- You can optionally enable or disable each of them. Go to profile icon on the top right corner and click on 'Email Subscription settings'
- You can also configure up to 5 email IDs to receive these mails.

6.6. Calendar Integration

- You can integrate your JoinU to your room calendar. With this, you can view all the meetings booked in the room, view meeting description, launch meeting invite links with 'Single Click Join'. JoinU also provides onDisplay reminders to remind you about the meeting timings.
- Use the 'Integration tab' to integrate meeting room to your preferred calendars. Here you can integrate your Google/Office365/Exchange and other account with JoinU by providing right permission. You can see the individual instruction by clicking the add button.
- Once you have the integration, go to 'Calendar tab' and select 'Integrate calendar with JoinU Device'. Click on 'Calendar service' and Map JoinU Device to your meeting room and save. Now your JoinU device will display meeting scheduled in the corresponding room.

7. Manually adding Your Apps to JoinU

If you did not find the application you need in the Application Store in the Dashboard Panel and you need to add your existing application to JoinU, then follow the instructions below:

- Close the JoinU App if it was open.
- Go to Local Drive C, go to the "apps" folder - C: \ apps, and open the sideload.csv file

Next, using the examples given in this file, add your application. By Entering #App Name - the name of the application, # Description - the description of the application, # Icon File - the path to the application icon, # exe name - the path to the exe file of the application

- After adding the application that you need to the file - save and close the sideload.csv file
- Open JoinU and if you enter the correct information in the sideload.csv, you will see your application icon in the "App Drawer".