



# QUICK START USER GUIDE

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## Chapter 1

### (1.1) Introduction to OneScreen™ Hype™:

OneScreen delivers unified access to preferred work tools, content, and contacts. Available in hubware, software-as-a-service, and on premise formats, OneScreen is an all-in-one video, audio, web, and interactive whiteboard solution. Our Screen Skills Guru on-demand, live technical support and free online training come with all OneScreen solutions. OneScreen software is compatible with any device of your choice including PC, laptop, tablet, and smartphone.

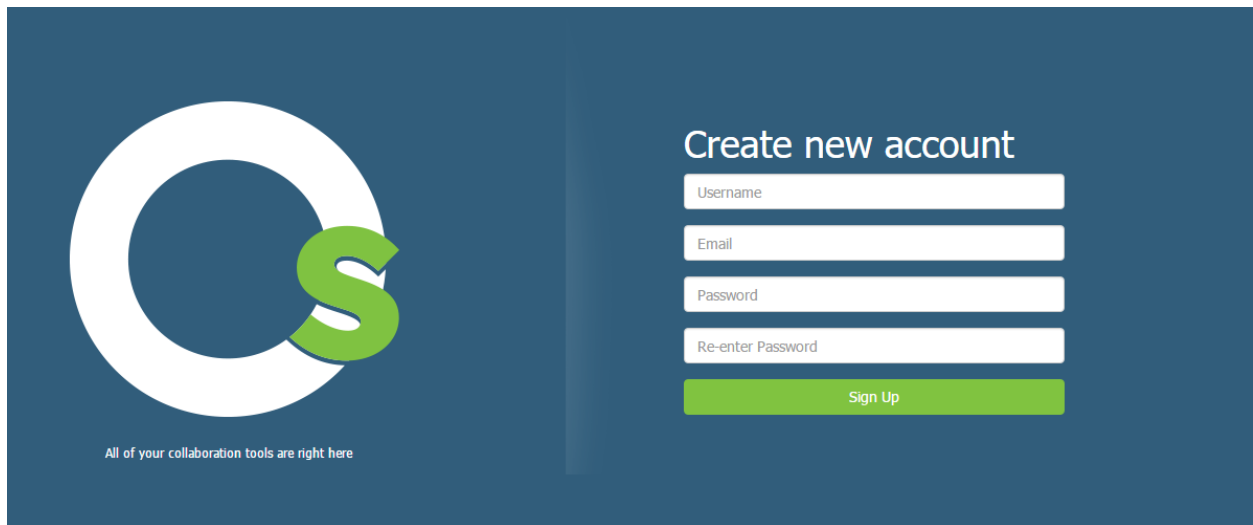
### (1.2) About the Quick Start Guide:

This Quick Start Guide will lead you through a brief but comprehensive overview, how to use OneScreen Hype.

## Chapter 2

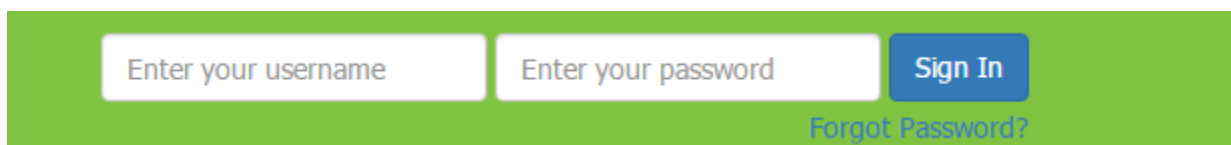
### (2.1) Sign-Up to Hype

Open your preferred browser and go to the link <https://hype.claryicon.com/>. Here you will have the following page where you can sign-up for an account.

A screenshot of the 'Create new account' page. On the left is a large logo with a white 'O' and a green 'S'. Below it is the text 'All of your collaboration tools are right here'. On the right, the heading 'Create new account' is followed by four input fields: 'Username', 'Email', 'Password', and 'Re-enter Password'. A green 'Sign Up' button is at the bottom right of the form area.

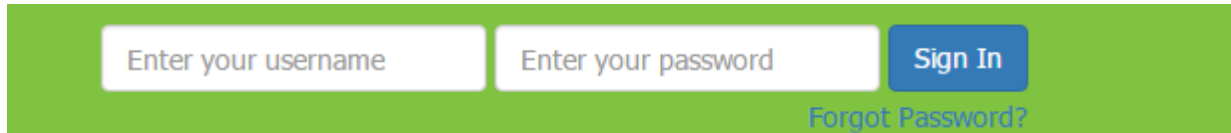
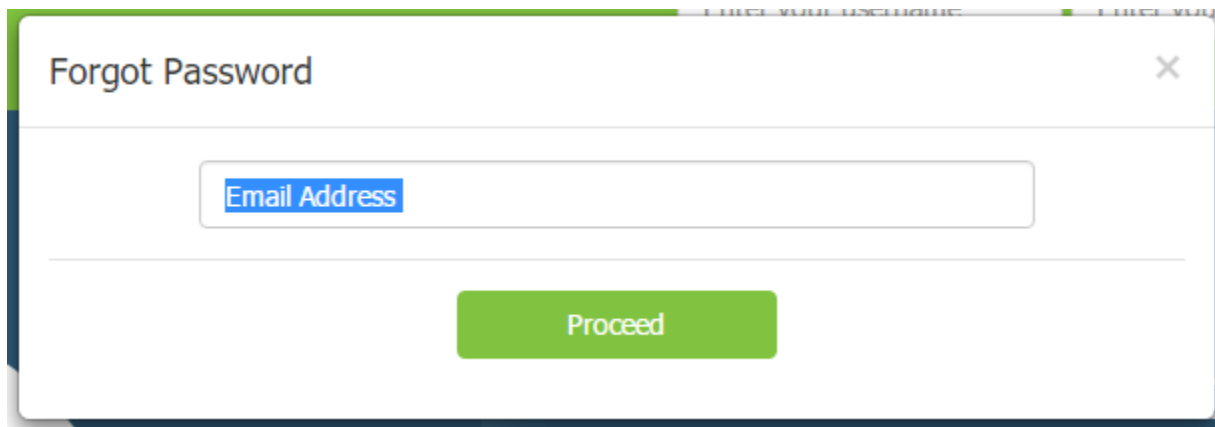
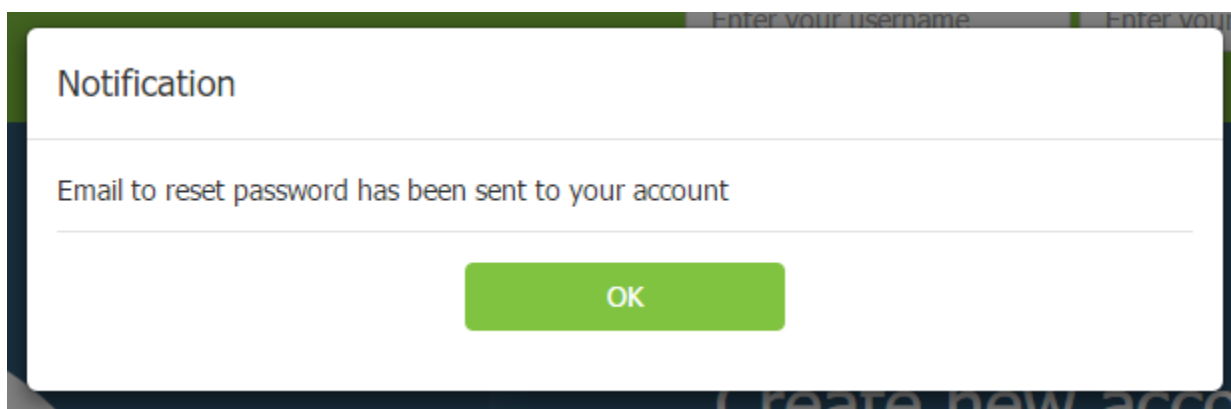
### (2.2) Login to Hype

If you already have an account please enter your username in the text box that says "Enter your username" and your password in the text box that says "Enter your password" and click on "Sign In" button.

A screenshot of the login form. It features two white input boxes on a green background. The first box is labeled 'Enter your username' and the second is labeled 'Enter your password'. To the right of the second box is a blue 'Sign In' button. Below the input boxes is a link that says 'Forgot Password?'.



## (2.3) Forgot Your Password




If you have forgotten your password click, on the top right side, where it says “Forgot Password?” and a dialog box will appear asking for your email address. Enter your email address and click on “Proceed” button.

A login form with a green background. It contains two input fields: 'Enter your username' and 'Enter your password'. To the right of the password field is a blue 'Sign In' button. Below the password field is a link that says 'Forgot Password?'.A dialog box titled 'Forgot Password' with a close button (X) in the top right corner. It features a text input field with the placeholder text 'Email Address'. Below the input field is a green 'Proceed' button.A notification dialog box titled 'Notification'. The message inside reads 'Email to reset password has been sent to your account'. At the bottom center is a green 'OK' button.



You will receive an email on the steps to follow to create a new password for your account. Please find below the screenshot of the email.

noreply-hype      Reset your OneScreen Hype password - Hello! You have requested a password reset for your OneScreen Hype account. Please

Reset your OneScreen Hype password    Inbox x     

 noreply-hype@onescreensolutions.com via clarybusinessmachines.com      1:41 PM (2 minutes ago) ☆  


to me ▾

Hello!

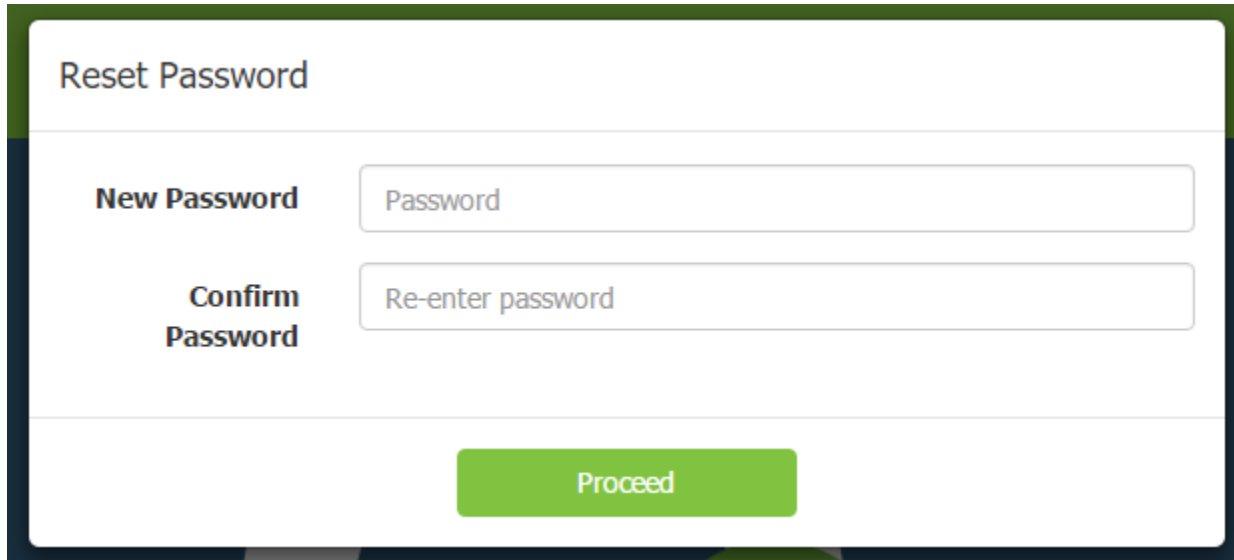
You have requested a password reset for your OneScreen Hype account. Please reset your password by [clicking here](#). If you did not request a password reset, please delete this email.

Best regards,  
The OneScreen™ Team



www.onescreensolutions.com      Clary Icon © All Rights Reserved

After clicking on the link that says “clicking here”, it will redirect you to the following page, with a notification to enter your new password and click on “Proceed” once you have entered and confirmed the new password.

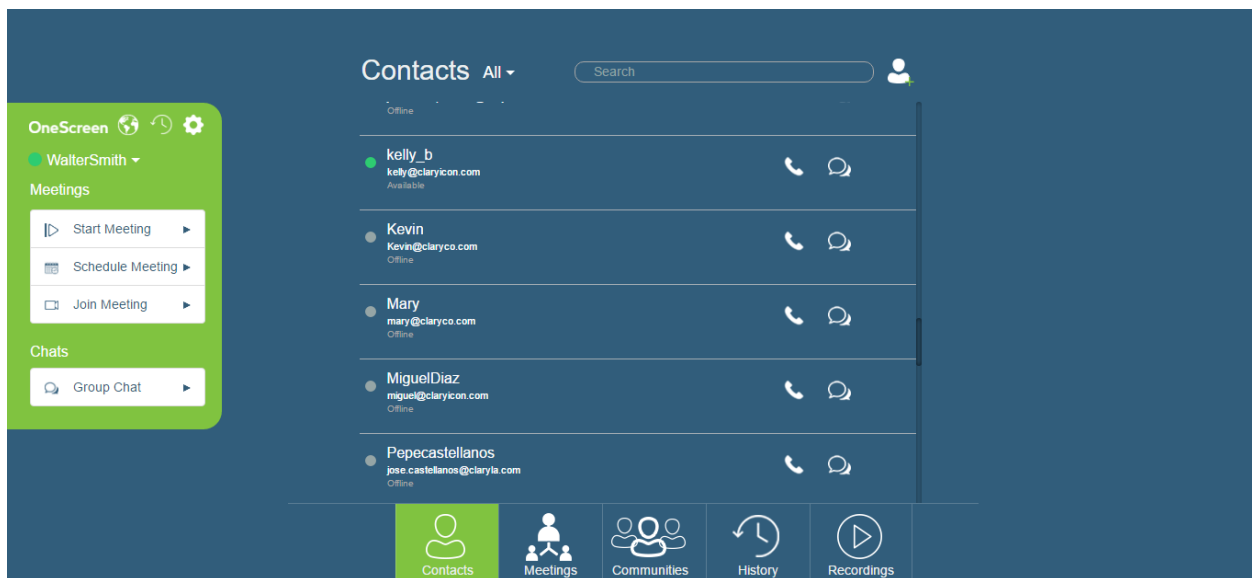
A screenshot of a 'Reset Password' form. The form has a white background with a dark green border. At the top left, it says 'Reset Password'. Below this, there are two input fields. The first is labeled 'New Password' and contains the placeholder text 'Password'. The second is labeled 'Confirm Password' and contains the placeholder text 'Re-enter password'. At the bottom center of the form is a green button with the text 'Proceed' in white.

Once you complete the process you will be redirected to the login page, where you can login with your new password.

## Chapter 3




### (3.1) OneScreen Hype User Account Management Console

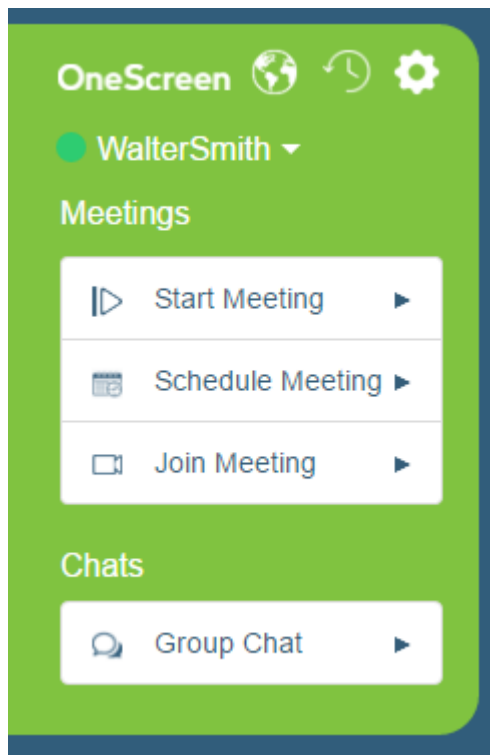
The User Account Management Console allows you to start, schedule and join meetings. Furthermore all your contacts, meetings information, communities, history and recordings are all listed here. Through one window you have the power to do anything you like.





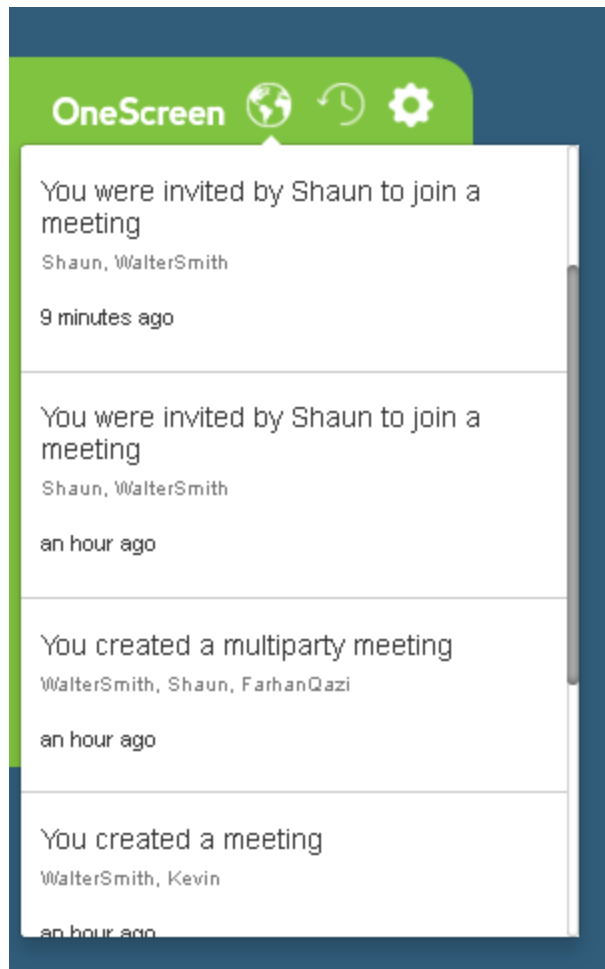
### (3.2) Side Panel

On the left side of the page in your Meetings Manager click on “” icon, to see “Recent Notifications”. The “” icon is for your “Recent Meetings and Chat”. Finally “” icon is for your “Settings”.




### (3.2.1) Recent Notifications

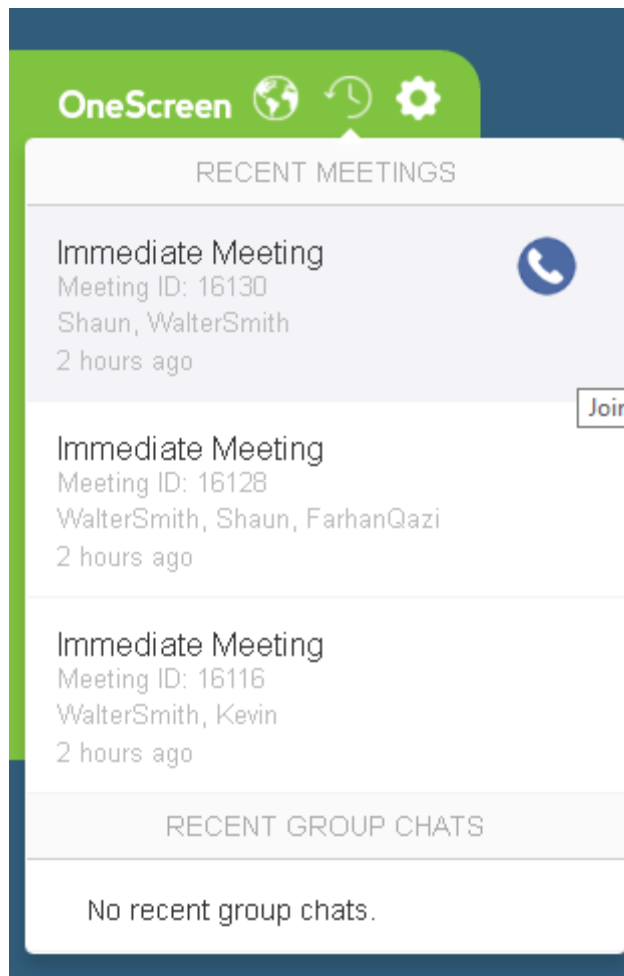
Once you click on Recent Notifications, you will see the following notification pop up. It will list all your recent activity.



### (3.2.2) Recent Meetings and Chat

Once you click on Recent Meetings and Chat, you will see the following notification pop up. It will list the last three recent meetings, which you can rejoin, or the last three group chat conversations, which you

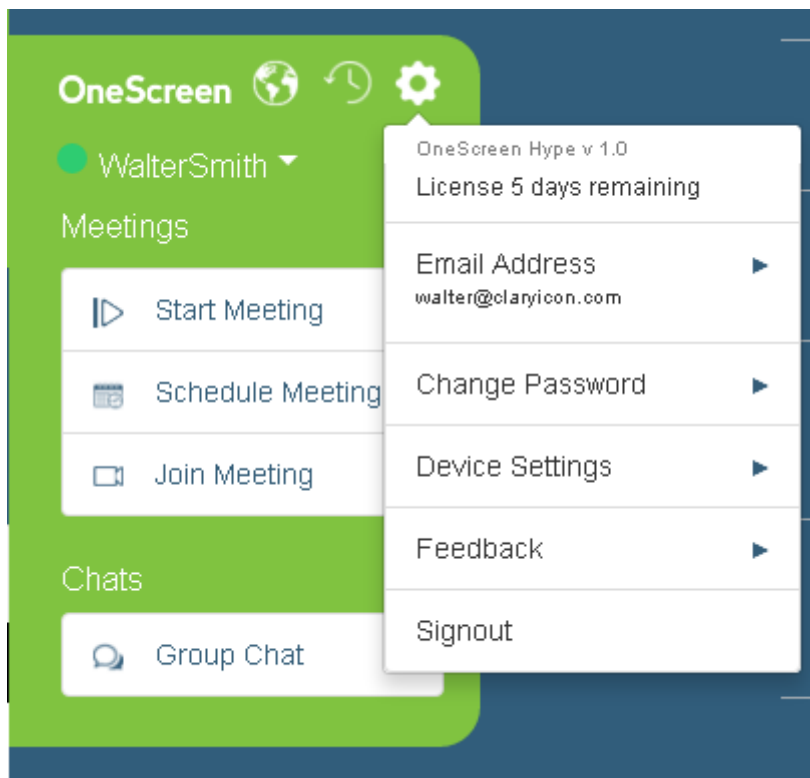
can resume. You can click on “” icon and you will be rejoined in that meeting.



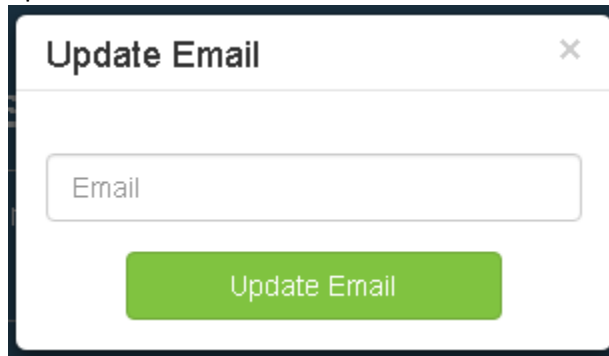
### (3.2.3) Settings

Once you click on Settings, you will see the following notification pop up. In it will be listed:

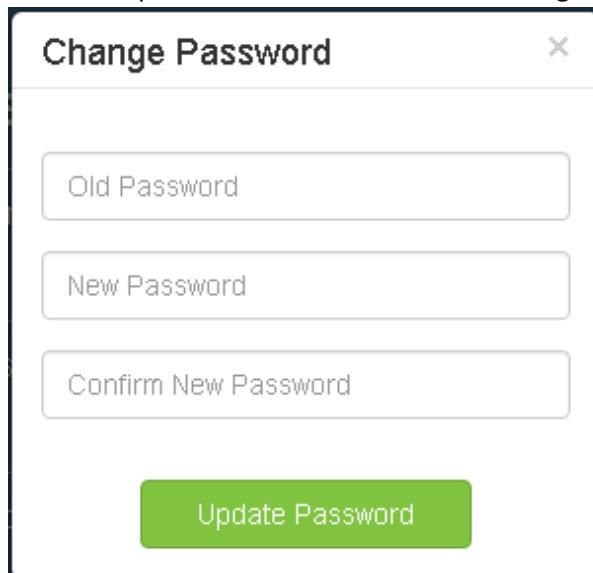
1. Version of OneScreen Hype.
2. License Expiration.
3. Email Address.
4. Change Password.
5. Device Settings.
6. Feedback.
7. Sign Out.



1. Version of OneScreen Hype.
  - This will show you the current build version of OneScreen Hype.
2. License Expiration.
  - This will show you how long you have till the license expires.
3. Email Address.
  - You can update your email address here. Once you click on it you will be prompted with the following screen. Enter your new email address and click on “Update Email” to update it.

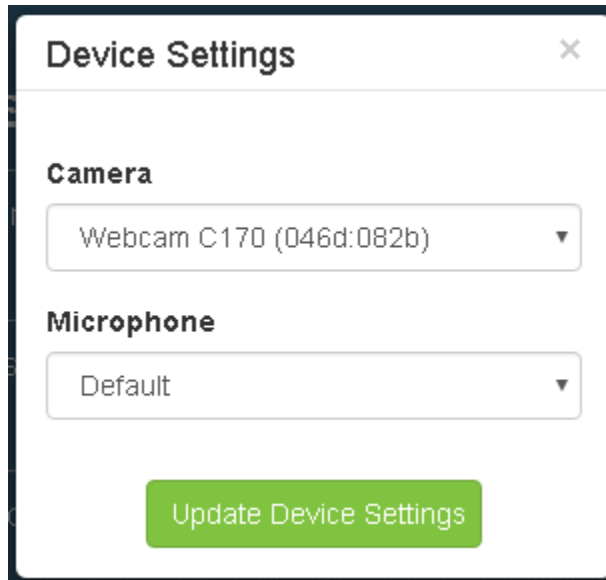
A screenshot of a web dialog box titled 'Update Email'. It has a close button (X) in the top right corner. Below the title is a text input field with the placeholder text 'Email'. At the bottom of the dialog is a green button with the text 'Update Email'.

4. Change Password.
  - This option will allow you to change your password. Once you click on it you will be prompted to enter your old password, the new password and retype the new password. Click on “Update Password” to make the changes into effect.

A screenshot of a web dialog box titled 'Change Password'. It has a close button (X) in the top right corner. Below the title are three text input fields: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom of the dialog is a green button with the text 'Update Password'.

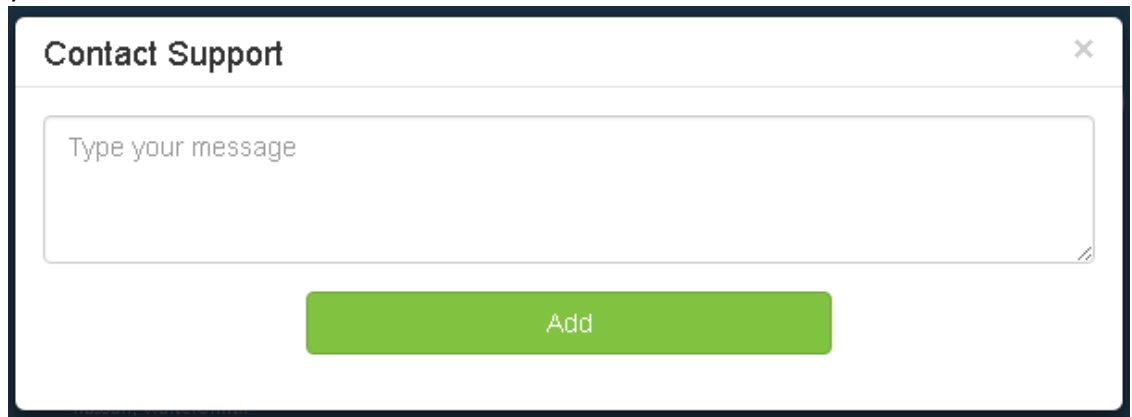
5. Device Settings.

- The device settings will allow you to choose your microphone and camera. Before starting a meeting it is recommended that you select the correct camera and microphone. Click on “Update Device Settings” Once you have selected the active mic and camera.



6. Feedback.

- You can provide us your valuable feedback here. Once you click on it the following popup will appear. Please provide us with your valuable feedback regularly. We thank you for it.

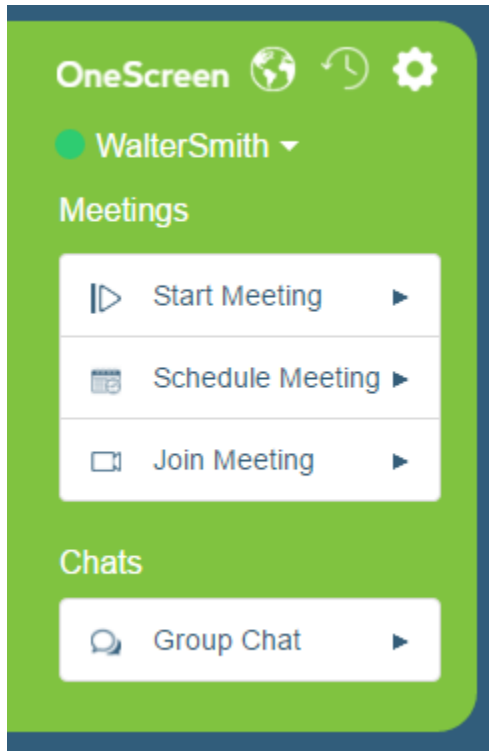


7. Sign Out.

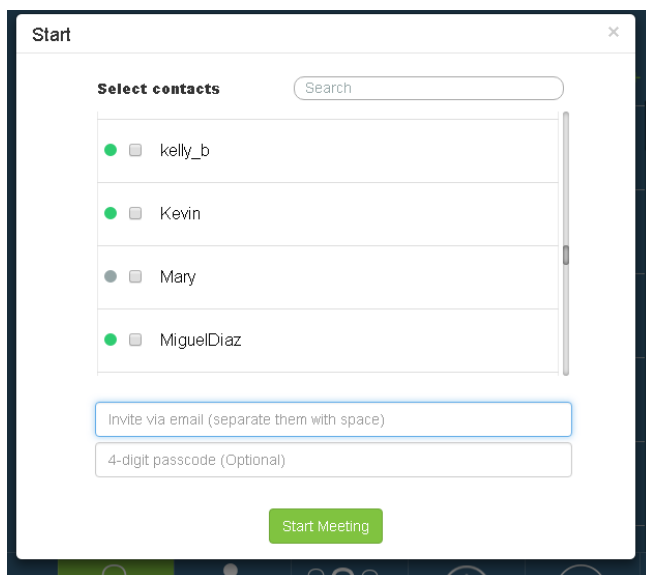
- To Sign Out click on it and you will be logged out of OneScreen Hype and brought back to the login page.

### (3.3) Start Meeting

On the left side of the page in your Meetings Manager click on “Start Meeting”.



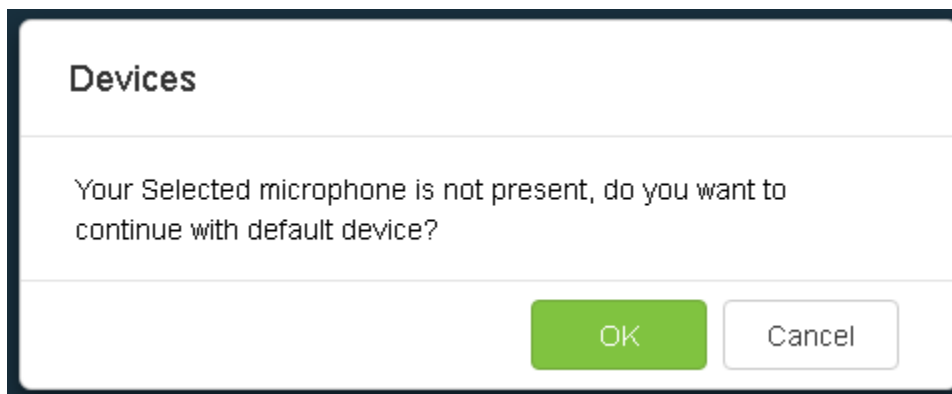
Once you click on the “Start Meeting” the following dialog box will appear:



Select the contacts you would like to add to the meeting. You also have the option to invite guest users from the web. You can enter the email addresses of the guest users in the text box that says “Invite via email”. To secure your meeting you can set a four digit passcode. It is recommended that you keep a passcode for all your meetings.

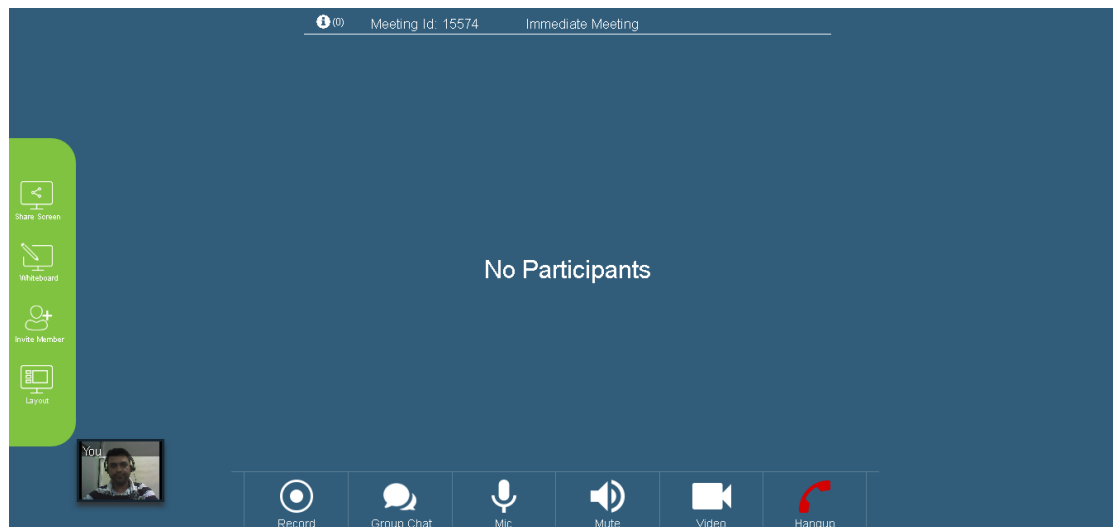
Once all the participants are added, click on “Start Meeting” button to start the meeting.

If your selected devices are not available a prompt will be presented to you to start with the default devices.



After you click on “OK” you will be presented with the following screen.





On the top you have the meeting information option, meeting id and the type of meeting.

On the left side of your screen you have the screen sharing (which allows you to share your desktop or a particular application to the participants), whiteboard (which allows all the desktop participants to annotate and share their annotations), invite member (allows you to invite members from existing contacts or web users) and layout (allows you to switch between different layout options) options.

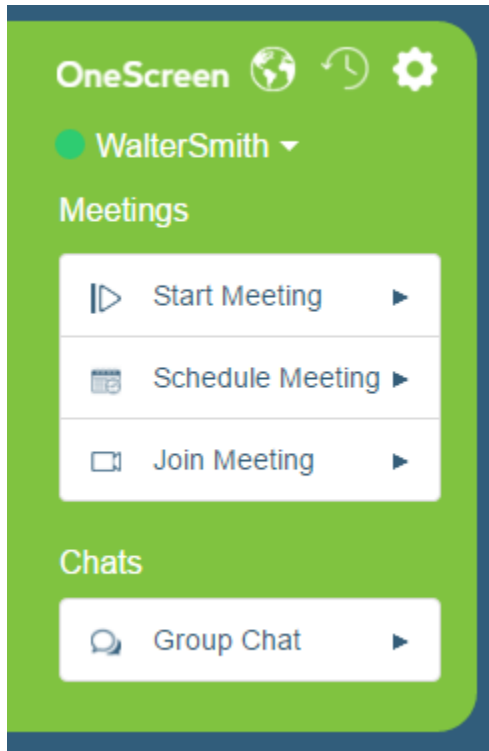
At the bottom you have the options that allow you to interact with the current meeting.

- Recorder, enables you to record your meeting securely on our cloud.
- Group Chat, enables you to have a chat with all the participants and also share files with them.
- Mic, enables you to mute or unmute your mic.
- Speaker, enables you to mute/unmute your speakers.
- Video, enables you to mute/unmute your video.
- Hangup, to exit the meeting.

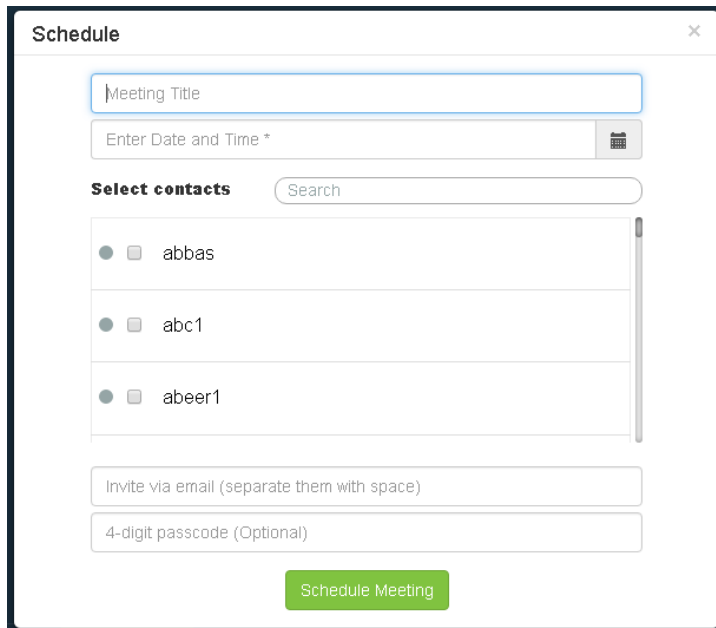
On the bottom left side of your screen you have your video feed coming from your selected/default camera.

### (3.4) Schedule Meeting

On the left side of the page in your Meetings Manager click on “Schedule Meeting”.



Once you click on the “Schedule Meeting” the following dialog box will appear:

A screenshot of a web application window titled 'Schedule'. It contains several input fields: 'Meeting Title', 'Enter Date and Time \*' with a calendar icon, a 'Select contacts' section with a search bar and a list of contacts (abbas, abc1, abeer1) each with a radio button, 'Invite via email (separate them with space)', and '4-digit passcode (Optional)'. A green 'Schedule Meeting' button is at the bottom.

To schedule the meeting, please enter the “Meeting Title” and select the date and time of the meeting. Select the contacts you would like to add to the meeting. You also have the option to invite guest users from the web. You can enter the email addresses of the guest users in the text box that says “Invite via email”. The guest users will receive an email guiding them on how to join the meeting.



To secure your meeting you can set a four digit passcode. It is recommended that you keep a passcode for all your meetings.

Once all the participants are added, click on “Schedule Meeting” button to schedule the meeting.

All the participants of the scheduled meeting would receive the following email, with all the details on how to join the meeting.


□ ☆ □ noreply-hype

OneScreen Hype Meeting: "Test Meeting" - Meeting Name: Test Meeting Meeting Owner: WalterSmith Date/Time: 31 Mar 3:15



**Meeting Name:** Test Meeting  
**Meeting Owner:** WalterSmith  
**Date/Time:** 31 Mar 3:15 pm GMT  
Click [here](#) to add to your calendar  
Click [here](#) to join the meeting now. Google Chrome or Mozilla Firefox browsers only.  
To join from SIP: <sip:15818@184.172.53.7>  
To join room from phone dial  
USA [+12012587006](#)  
Meeting ID: **15818**  
Password: **9518**  
Need to download Google Chrome? Click [here](#)

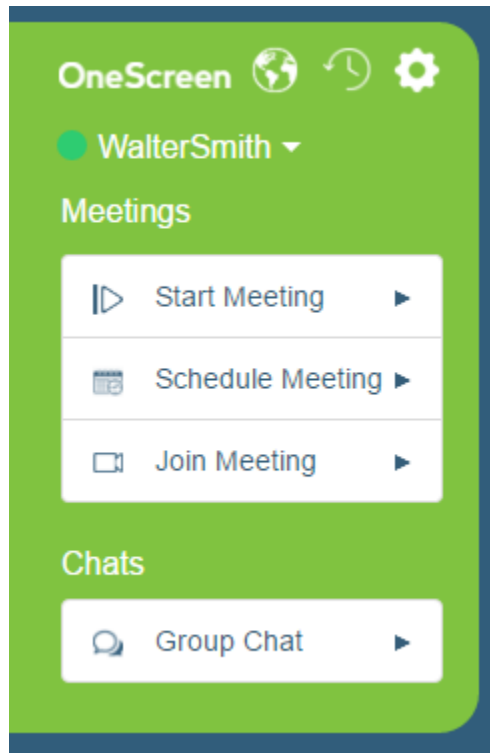
Best regards,  
The OneScreen™ Team



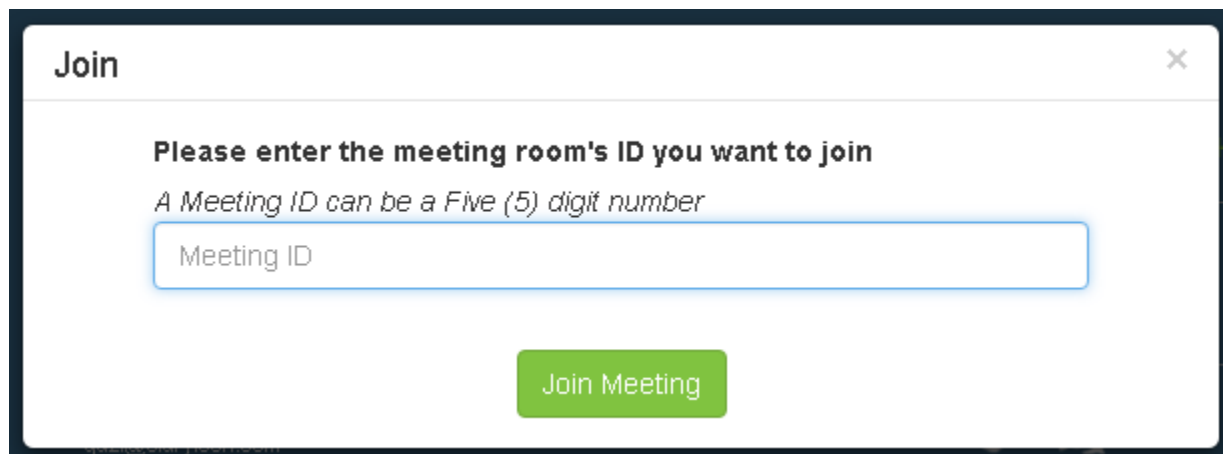
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### (3.5) Join Meeting

On the left side of the page in your Meetings Manager click on “Join Meeting”.



Once you click on the “Join Meeting” the following dialog box will appear:

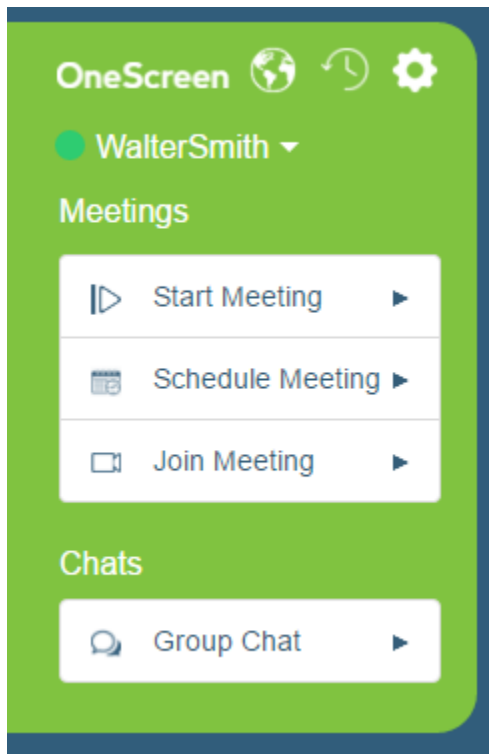


Enter the five digit meeting number in the text box that says “Meeting ID” and click on “Join Meeting” to join the meeting.

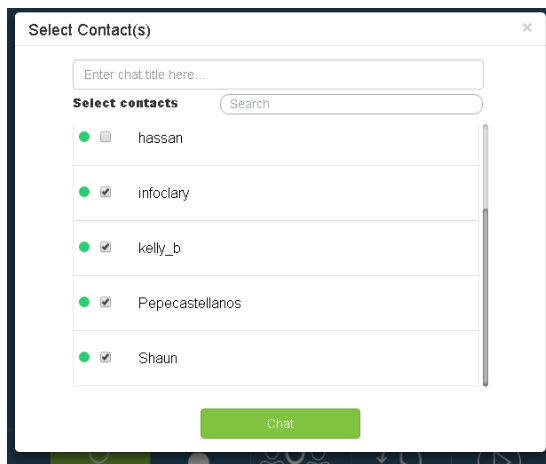
## Chapter 4

### (4.1) Group Chat

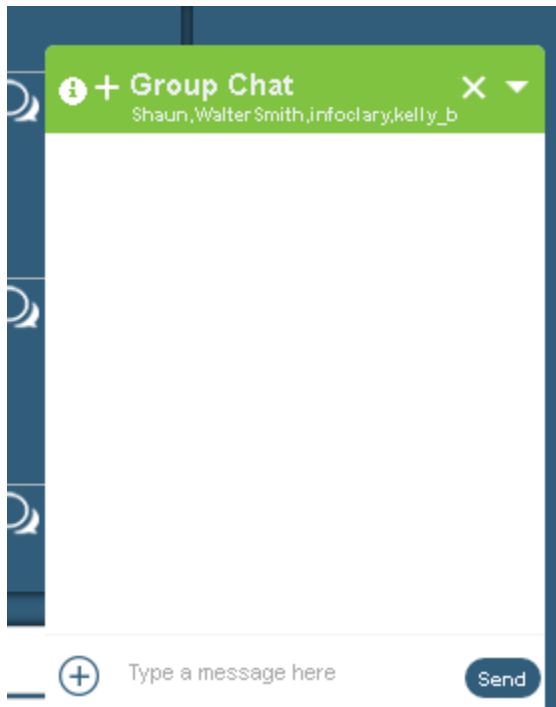
On the left side of the page in your Meetings Manager click on “Group Chat”.



Once you click on the “Group Chat” the following dialog box will appear:



Select the contacts you would like to add in the Group Chat and Click on “Chat” button to start the chat. On the bottom right side of your screen the chat window would appear.






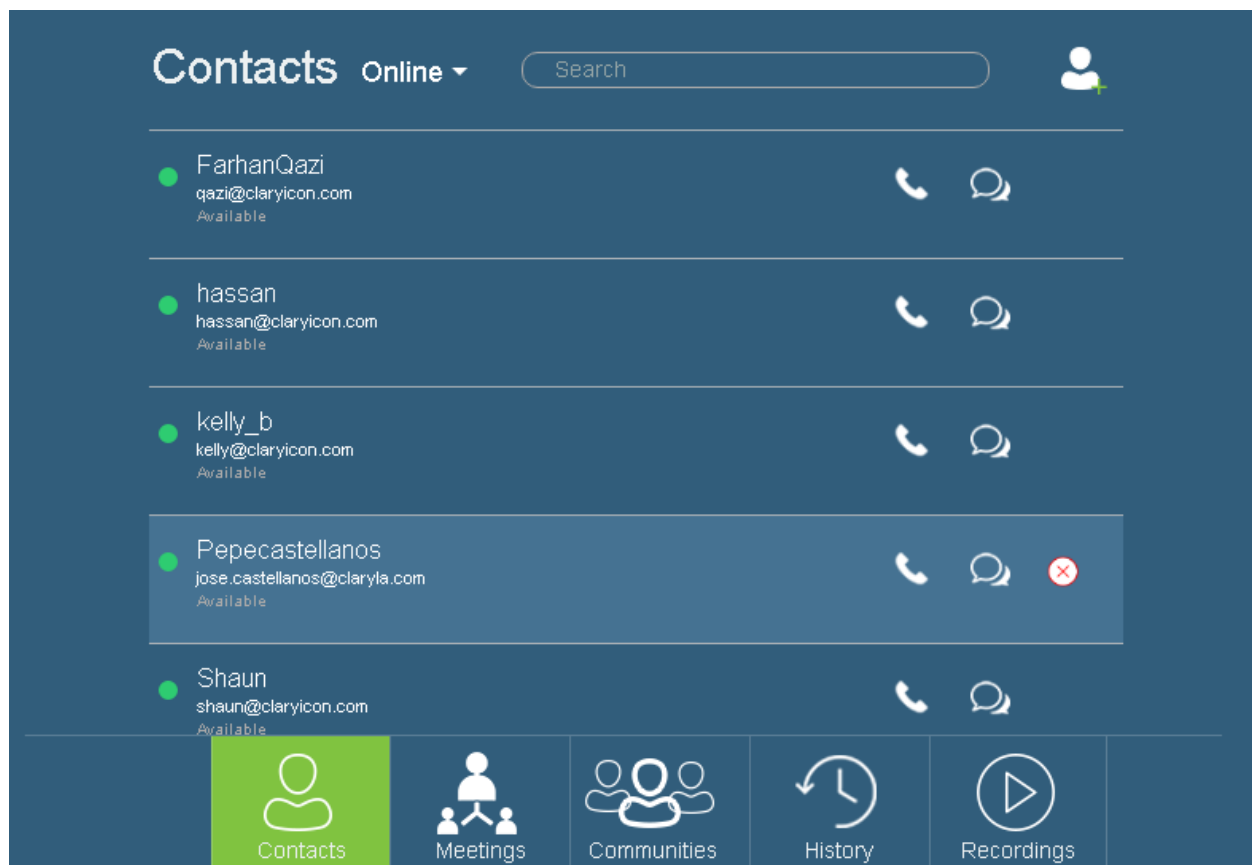
Just below the Group Chat, all the participants will be listed. You can add more participants by clicking on the “+” sign next to Group Chat. The “+” has information on when you started the chat and all the participants in it also. You can write what you would like to share in the group chat, furthermore, by clicking on the “+” sign you can send any type of file also in the chat session. It will only be available for the time the group chat is active

## Chapter 5

### (5.1) Contacts Tab and Menu



The “Contacts” tab is located at the bottom left of your browser window. Once selected the Contacts menu would appear in your browser window, by default your contacts tab would be selected. In your contacts menu you have the option to sort contacts by “All”, “Online” and “Offline”. To search for a contact click in the search bar and type in the name of the contact you would like to search. You can also add new contacts or existing contacts by clicking on the, add a contact, icon on the right side of the

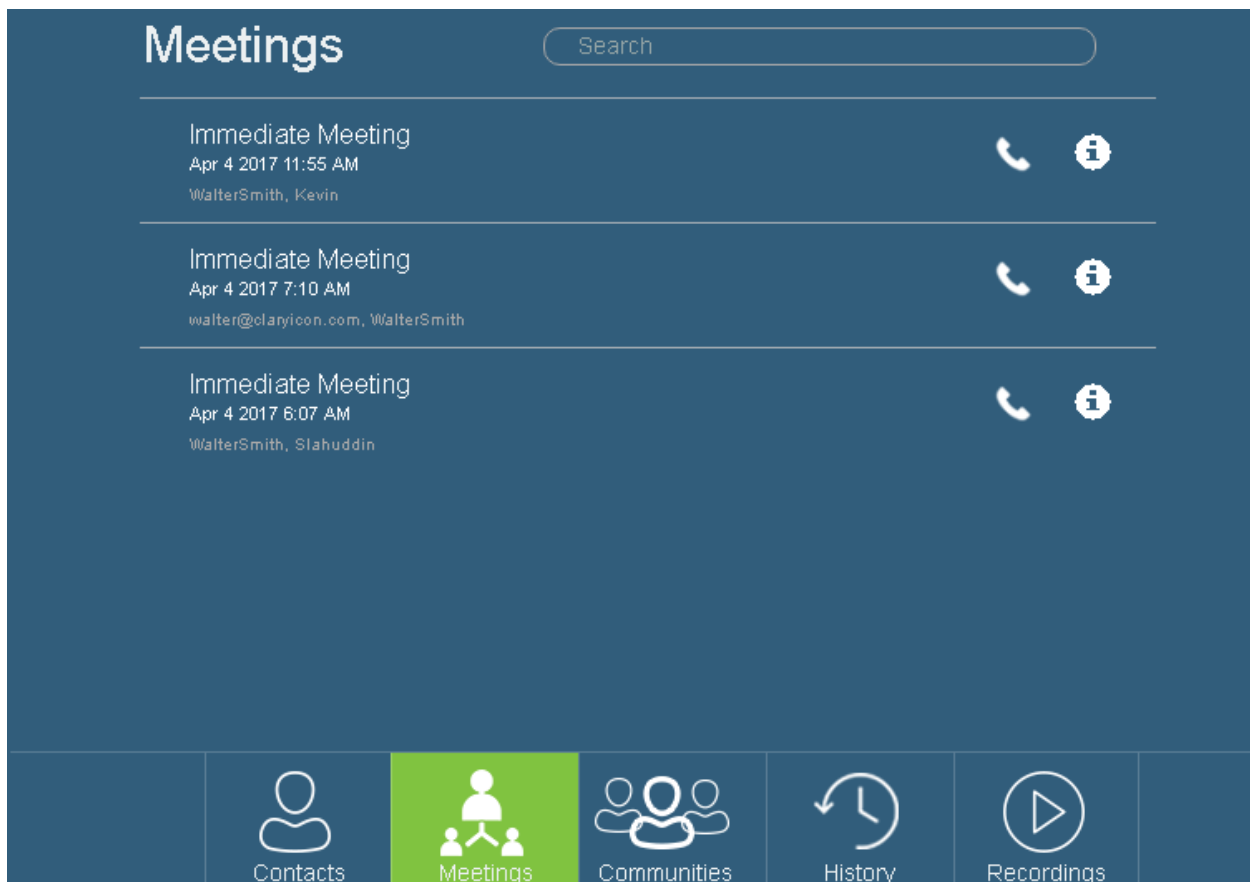
contacts menu. . You can start instant meeting or instant chat, with any of your contacts by just clicking on  or  icon.





## (5.2) Meetings Tab and Menu




The “Meetings” tab enables you to view all the meetings you have had. Once selected the meetings menu would appear in your browser window. In your meetings menu, you will see listed all your meetings. You can also search your meetings by clicking on the search bar and typing in the meeting title. You can join into your last a meeting from here also by clicking on the “” icon. When you click on the “” icon, you will get your meeting ID for that meeting, also the dial in options to that meeting will be available here.

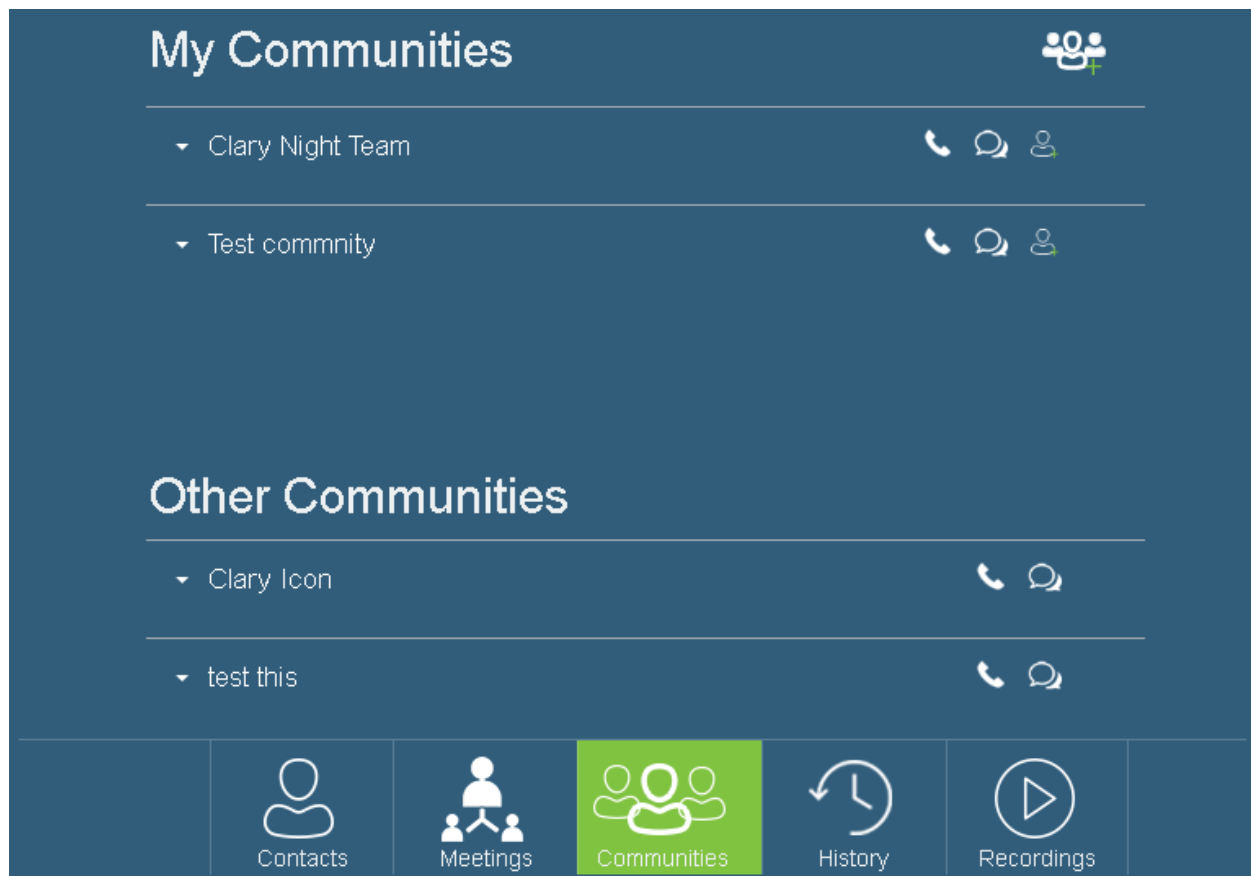


The screenshot displays the "Meetings" tab interface. At the top, the word "Meetings" is prominently displayed on the left, and a search bar with the placeholder text "Search" is on the right. Below this, three meeting entries are listed, each separated by a horizontal line. Each entry includes the title "Immediate Meeting", the date and time, and the participants' names. To the right of each entry are two icons: a phone handset and an information icon. At the bottom of the interface is a navigation bar with six icons: "Contacts", "Meetings" (highlighted in green), "Communities", "History", and "Recordings".


Meeting Title	Date and Time	Participants	Phone Icon	Info Icon
Immediate Meeting	Apr 4 2017 11:55 AM	WalterSmith, Kevin	Yes	Yes
Immediate Meeting	Apr 4 2017 7:10 AM	walter@claryicon.com, WalterSmith	Yes	Yes
Immediate Meeting	Apr 4 2017 6:07 AM	WalterSmith, Slahuddin	Yes	Yes

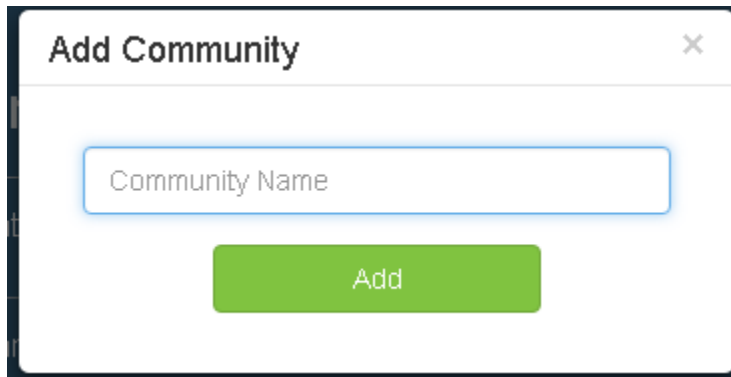
### (5.3) Communities Tab and Menu

The “Communities” tab enables you to view all the communities you have or you are a part of. Once selected the communities menu would appear in your browser window. In your communities menu, you will see listed all your communities. The communities created by you will appear under “My Communities” and the communities that you are a part of will appear under “Other Communities”. You can invite all the participants of a community to a meeting by clicking on the “” icon. You can also send a message to the whole community by clicking on the “” icon. To add contacts to your community, click on “” icon.




The screenshot displays the 'My Communities' and 'Other Communities' sections. The 'My Communities' section lists 'Clary Night Team' and 'Test community', each with a dropdown arrow and three icons: a phone, a message bubble, and a person. The 'Other Communities' section lists 'Clary Icon' and 'test this', each with a dropdown arrow and two icons: a phone and a message bubble. At the bottom, a navigation bar contains icons for 'Contacts', 'Meetings', 'Communities' (highlighted in green), 'History', and 'Recordings'.

You can also add new communities by clicking on the  icon and. Once you click on it the following dialog box will appear. Enter the name you would like to keep for the community in the text box that says “Community Name” and click on “Add” button to create the community.

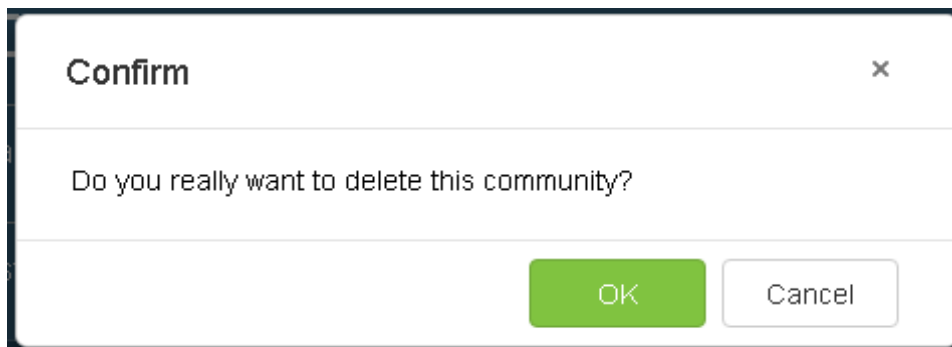


The dialog box titled "Add Community" features a close button (X) in the top right corner. It contains a text input field with the placeholder text "Community Name" and a green "Add" button centered below the field.

To delete the community, created by you, hover your mouse pointer over the community and the  icon will appear.

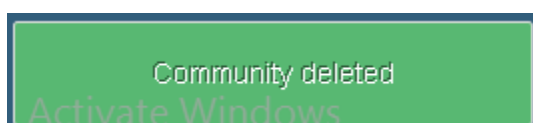



When you click on it, you will be prompted with the following message. Click on “OK” if you would like to remove the community.

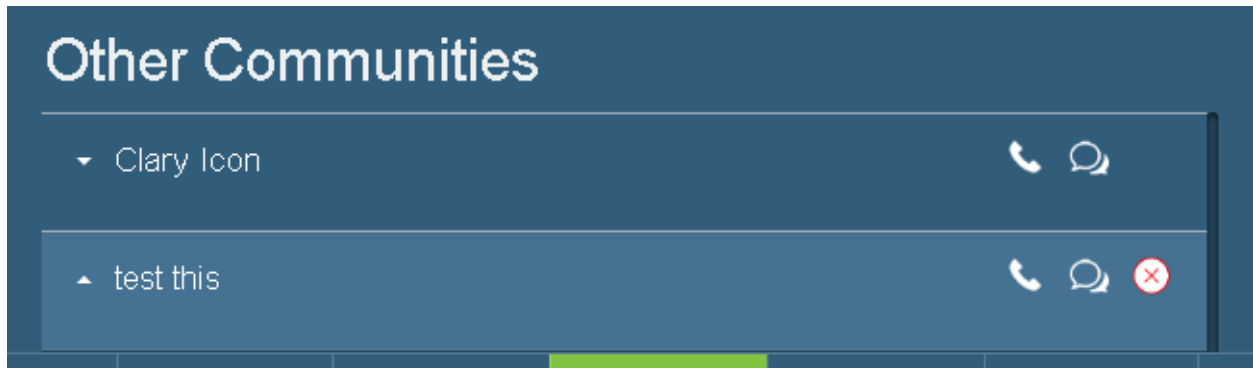


The dialog box titled "Confirm" has a close button (X) in the top right corner. The main text asks, "Do you really want to delete this community?". At the bottom, there are two buttons: a green "OK" button and a white "Cancel" button.

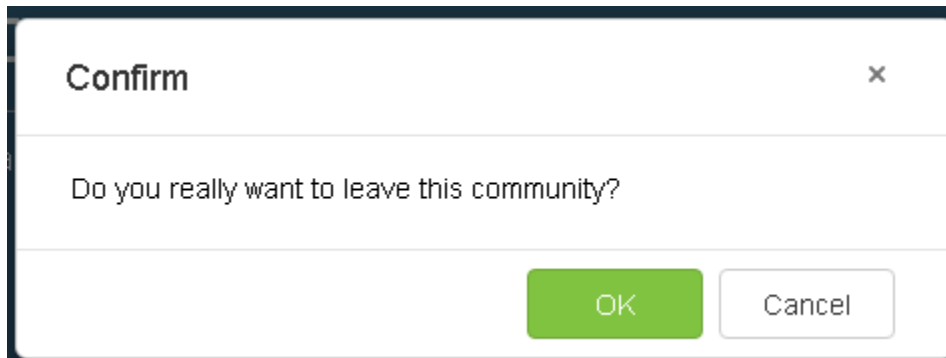
Once you click on “OK”. You will get a small notification at the bottom right of the screen, confirming your action has been performed.



To leave communities that others have invited you to, hover your mouse pointer over the community and the “” icon will appear.




When you click on it, you will be prompted with the following message. Click on “OK” if you would like to leave the community.

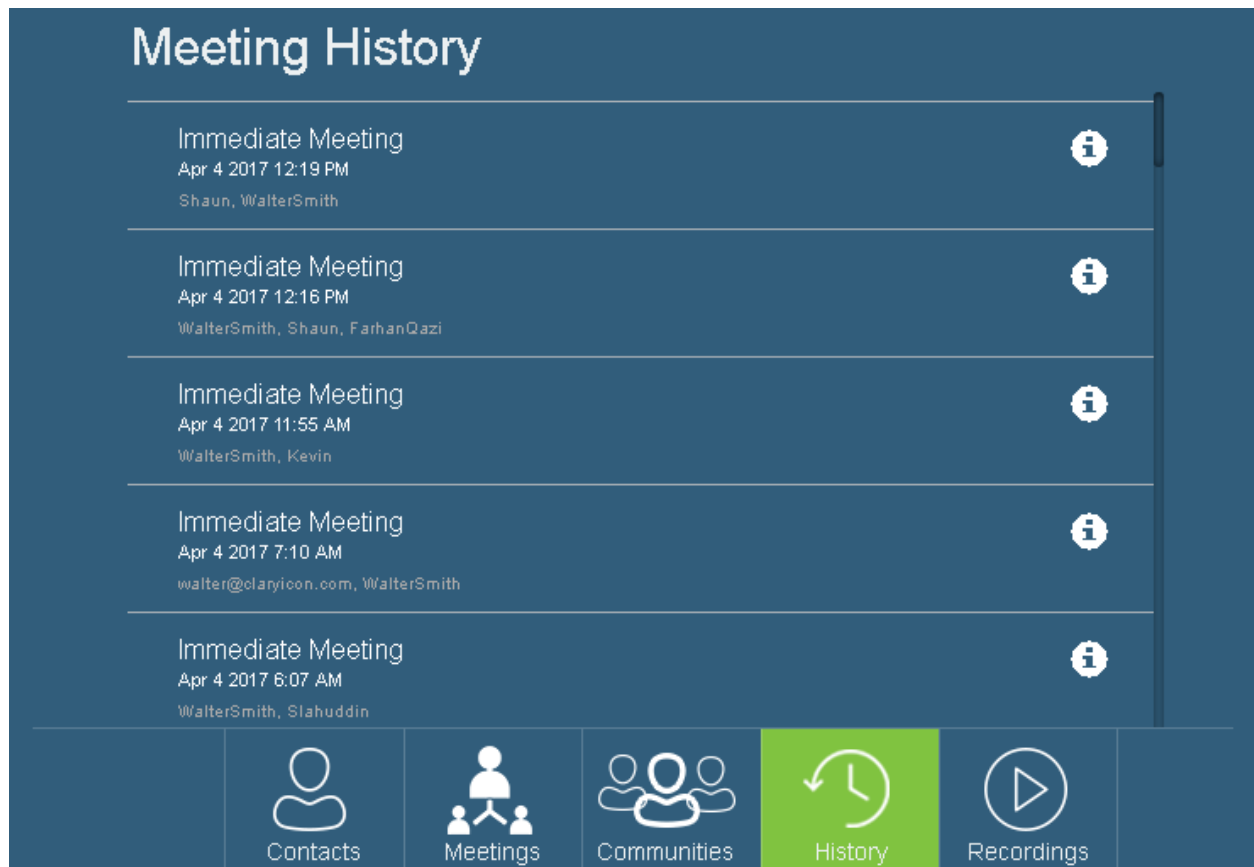


Once you click on “OK”. You will get a small notification at the bottom right of the screen, confirming your action has been performed.



#### (5.4) History Tab and Menu

The “History” tab enables you to view all your meetings history. Once selected the history menu would appear in your browser window. In your history menu, you will see listed all your meetings, including scheduled and immediate meetings. When you click on the “” icon, you will get your meeting ID for that meeting, also the dial in options to that meeting will be available here.



The screenshot displays the 'Meeting History' section of the OneScreen application. It features a list of five meeting entries, each with the title 'Immediate Meeting', a timestamp, and the names of participants. An information icon (i) is present to the right of each entry. At the bottom, a navigation bar includes icons for 'Contacts', 'Meetings', 'Communities', 'History' (which is highlighted in green), and 'Recordings'.

Meeting Title	Timestamp	Participants	Action
Immediate Meeting	Apr 4 2017 12:19 PM	Shaun, WalterSmith	Info (i)
Immediate Meeting	Apr 4 2017 12:16 PM	WalterSmith, Shaun, FarhanQazi	Info (i)
Immediate Meeting	Apr 4 2017 11:55 AM	WalterSmith, Kevin	Info (i)
Immediate Meeting	Apr 4 2017 7:10 AM	walter@claryicon.com, WalterSmith	Info (i)
Immediate Meeting	Apr 4 2017 6:07 AM	WalterSmith, Slahuddin	Info (i)

Navigation Bar: Contacts, Meetings, Communities, **History**, Recordings

## (5.5) Recording Tab and Menu


The “Recordings” tab enables you to view all your recordings, all recording are save securely on our server. Once selected the recording menu would appear in your browser window. In your recording menu, you will see listed all your previous recordings. To search for a specific recording click on the textbox that says “Search” and enter the title of the recording. When you click on the “” icon, you recorded meeting will be played.

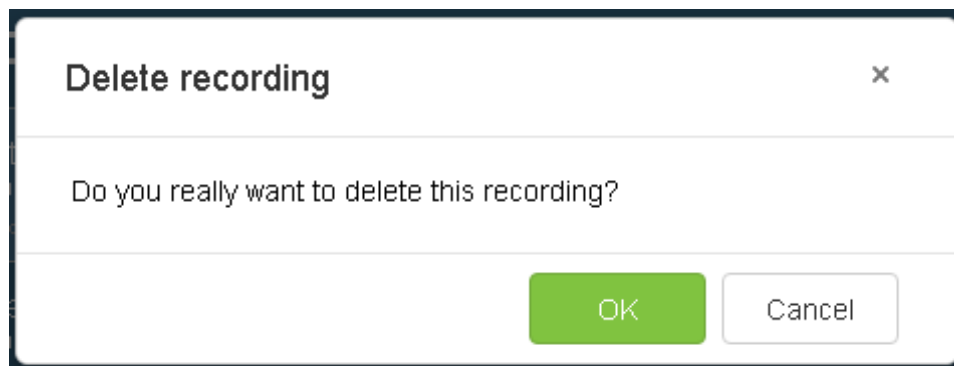


The screenshot shows the "Recordings" tab in the OneScreen application. At the top, there is a search bar labeled "Search". Below it, a list of recordings is displayed, each with a title, date and time, and a list of participants. The recordings are:

- Meeting with Alejandro (Mar 30 2017 4:03 PM, participants: alejandro, WalterSmith, amad) with a play button and a delete icon (red X).
- Immediate Meeting (Mar 30 2017 3:57 PM, participants: alejandro, WalterSmith) with a play button.
- Testing with Hassan (Mar 9 2017 12:31 PM, participants: hassan, WalterSmith) with a play button.
- Hype and Swap demo (Mar 6 2017 9:32 AM, participants: sufian, shahrkh, roy, Kevin, jarodbackens, kelly\_b, MiguelDiaz, alejandro, fredy, WalterSmith, alexanderolary) with a play button.
- Test-3-6-2017 (Mar 6 2017 9:18 AM) with a play button.

At the bottom, there is a navigation bar with icons for Contacts, Meetings, Communities, History, and Recordings (which is highlighted in green).

To delete a recording click on “” icon and the following notification will appear.



The notification dialog is titled "Delete recording" and contains the question "Do you really want to delete this recording?". It has two buttons: "OK" (highlighted in green) and "Cancel".

Once you click on “OK”. You will get a small notification at the bottom right of the screen, confirming your action has been performed.

