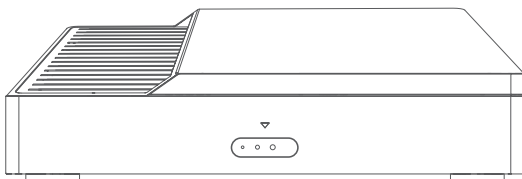


# QNAP

## KoiBox-100W

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### Quick Start Guide

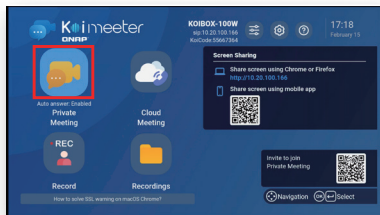


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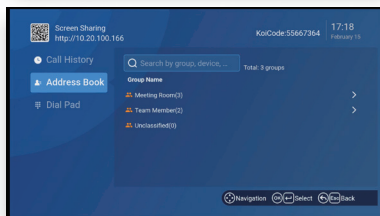
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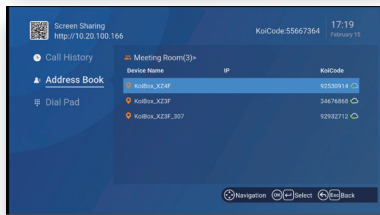
# Call a Contact



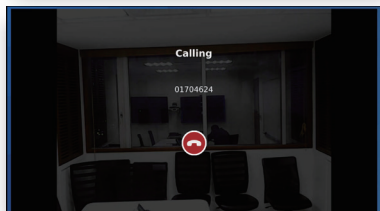
1. Press the **return** button to go to the main menu.
2. In the main menu, select **Private Meeting** using the **arrow keys** and press **OK**.



3. Select **Address Book** using the **arrow keys** and press **OK**.
4. Choose a group using the **arrow keys** and press **OK**.

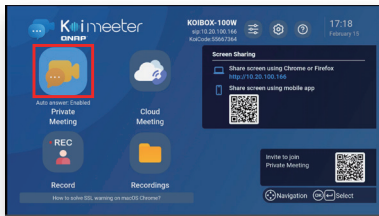


5. Choose a target using the **arrow keys** and press **OK**.



6. The calling screen appears. To cancel the call press **OK**.

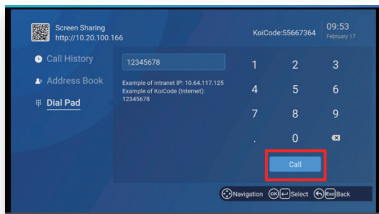
# Dial a KoiCode



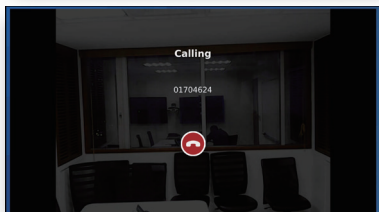
1. Press the **return** button to go to the main menu.
2. In the main menu, select **Private Meeting** using the **arrow keys** and press **OK**.



3. Select **Dial Pad** using the **arrow keys** and press **OK**.
4. Enter a KoiCode number using the **arrow keys** and press **OK**.



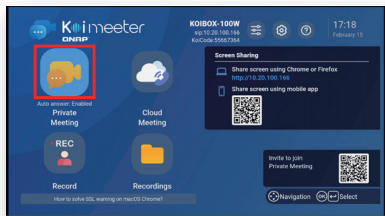
5. Select **Call** using the **arrow keys** and press **OK**.



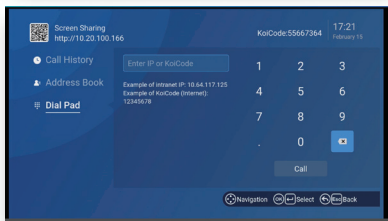
6. The calling screen appears. To cancel the call press **OK**.



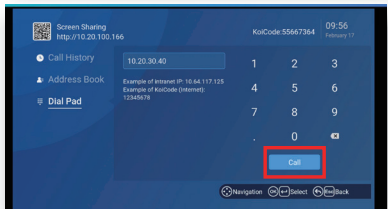
# Dial a SIP Number



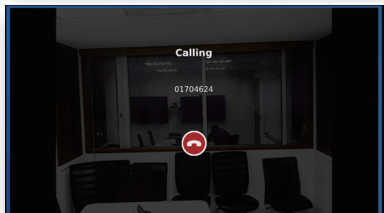
1. Press the **return** button to go to the main menu.
2. In the main menu, select **Private Meeting** using the **arrow keys** and press **OK**.



3. Select **Dial Pad** using the **arrow keys** and press **OK**.
4. Enter an SIP IP using the **arrow keys** and press **OK**.



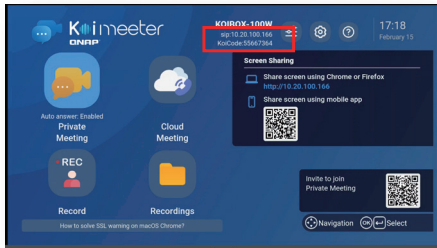
5. Select **Call** using the **arrow keys** and press **OK**.



6. The calling screen appears. To cancel the call press **OK**.

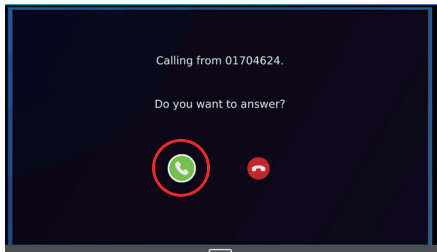
# Answer Incoming Calls

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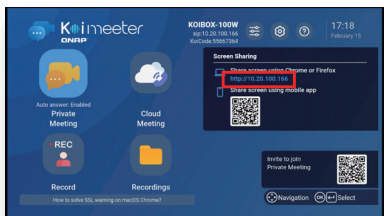
Your KoiBox KoiCode and SIP (IP) are displayed on the main menu.

Other parties can call you using these KoiCode / SIP (IP) numbers.

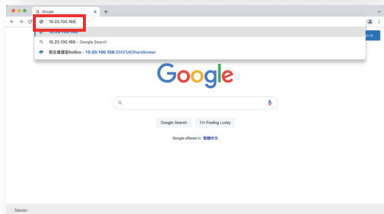


1. KoiBox displays the call answer screen when KoiBox receives a call.
2. Choose to answer the call using the **arrow keys** and press **OK**.

# Project Wirelessly



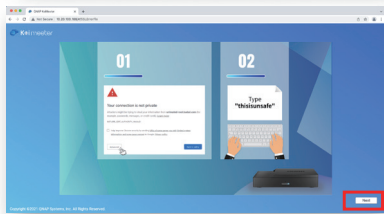
1. Press the **return** button to go to the main menu.
2. Take note of the Screen Sharing IP displayed on your screen.



3. Enter the Screen Sharing IP in your web browser and log in to KoiMeeter.

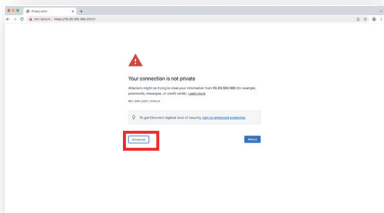


Note: Only Chrome and Firefox support wireless projection.



(Skip this step if you are not using Chrome with macOS)

- 3.1. Enter "thisunsafe" and click **Next**.



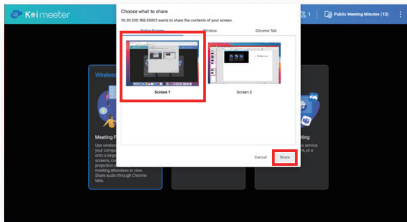
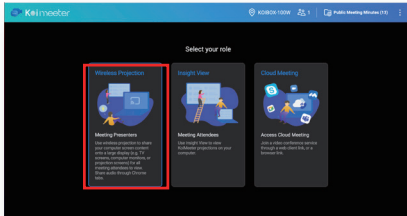
(Skip this step if you are not using Chrome with macOS)

- 3.2. Click **Advanced** and enter "thisunsafe" to log in to KoiMeeter.



# Project Wirelessly

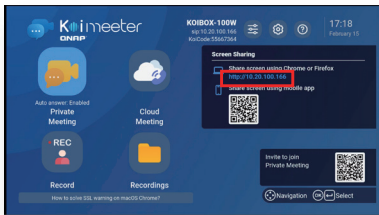
## 4. Choose Wireless Projection.



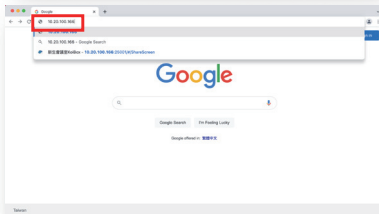
## 5. Choose what to share and click Share.

Note: You can choose to play sound in the screen with **Entire Screen** or **Chrome Tab** if you are using Chrome with Windows.

# Add Contacts

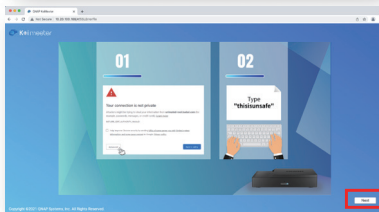


1. Press the **return** button to go to the main menu.
2. Take note of the Screen Sharing IP displayed on your screen.



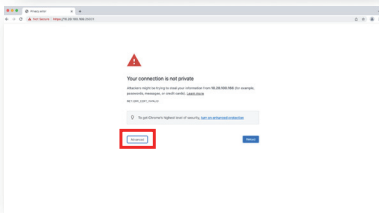
3. Enter the Screen Sharing IP in your web browser and log in to KoiMeeter.

Note: Only Chrome and Firefox support wireless projection.



(Skip this step if you are not using Chrome with macOS)

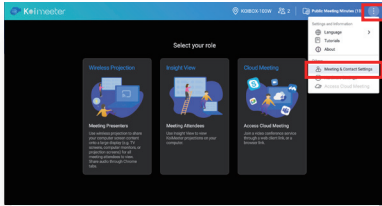
- 3.1. Enter "thisisunsafe" and click **Next**.



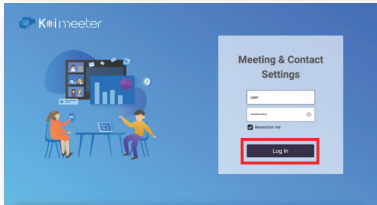
(Skip this step if you are not using Chrome with macOS)

- 3.2. Click **Advanced** and enter "thisisunsafe" to log in to KoiMeeter.

# Add Contacts



4. Click the top-right hamburger icon and click **Meeting & Contact Settings**.

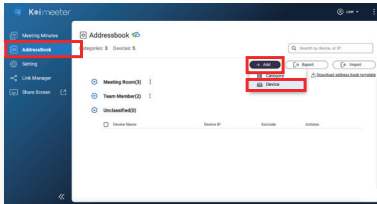
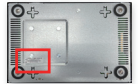


5. Log in to your account.

- Default username: "user"
- Default password: The device MAC address



Note: Check the KoiBox sticker for the MAC address.

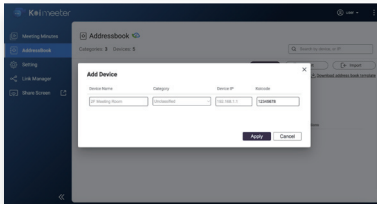


6. Choose **AddressBook**.

7. Click **+Add > Device**.



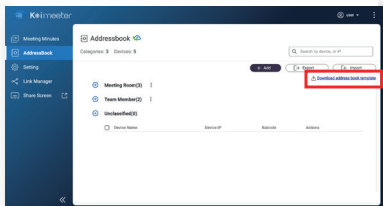
Note: Select **Category** to add a group.



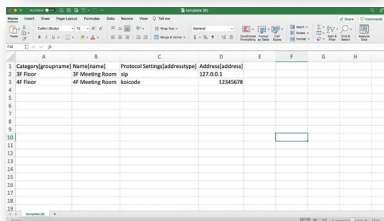
8. Enter the **Device Name**, **Category**, **Device IP** or **KoiCode**, and click **Apply**.



# Import Contacts from File

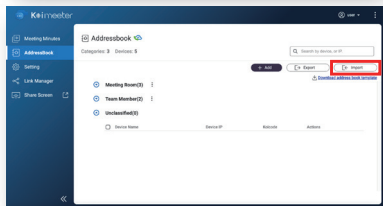


1. Select **AddressBook**.
2. Click **Download address book template** to download a template CSV file.

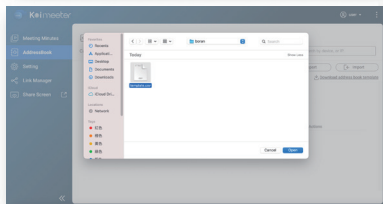


3. Open the template CSV file. Enter your contacts' information under the following columns:

- Category: The Group name
- Name: The Device name
- Protocol Settings: Enter "sip" or "koicode"
- Address: The SIP or KoiCode.



4. Click **Import**.

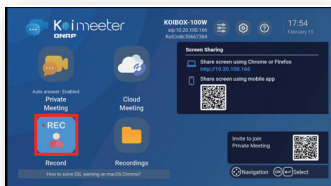


5. Select the **CSV file** and click **Open** to import the contacts contained in the file.

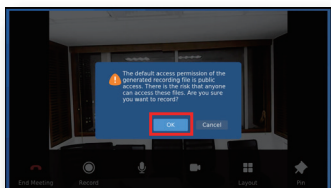


# Record Meetings (1)

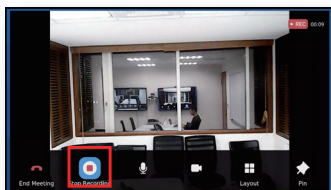
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1. Press the **return** button to go to the main menu.
2. In the main menu, select **Record** using the **arrow** keys and press **OK**.



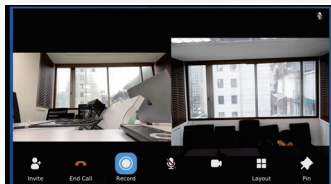
3. Read the warning message. Click **OK** to start recording or **Cancel** to abort.



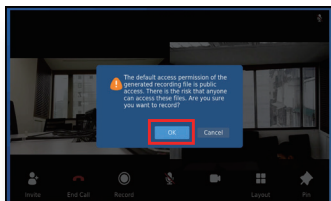
4. Press the **down arrow** key to display the menu and select **Stop Recording**. Press **OK** after ending the meeting.



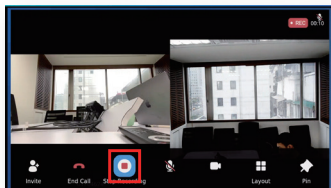
# Record Meetings (2)



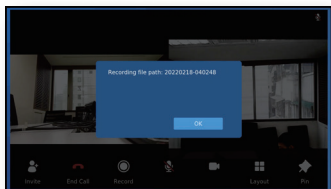
1. Press the **down arrow key** to display the menu. Select **Record** and press **OK**.



2. Read the warning message. Click **OK** to start recording or **Cancel** to abort.

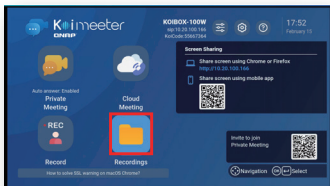


3. Press the **down arrow key** to display the menu and select **Stop Recording**.

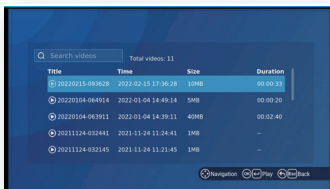


4. Press **OK** to save the meeting recording.

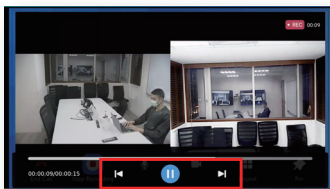
# Play Meeting Recordings



1. Press the **return** button to go to the main menu.
2. In the main menu, select **Recordings** using the **arrow keys** and press **OK**.

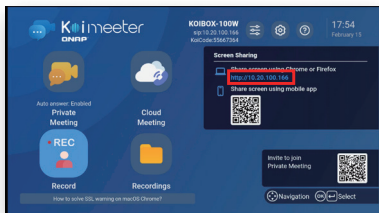


3. Select a video using **arrow keys** and press **OK** to play the video.

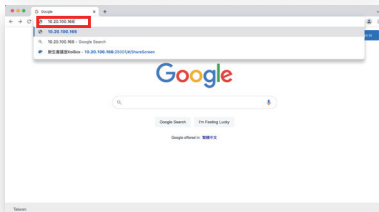


4. Press the **down arrow key** to display the menu. Use the media control symbols to control playback and play next/previous videos.

# Download Meeting Recordings

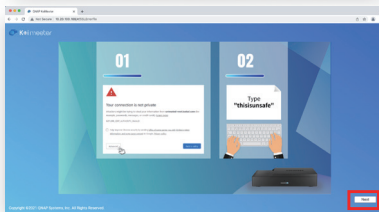


1. Press the **return** button to go to the main menu.
2. Take note of the Screen Sharing IP displayed on your screen.



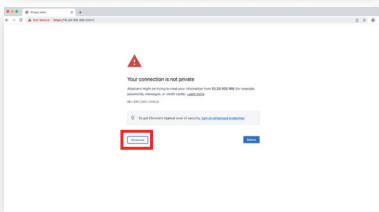
3. Enter the Screen Sharing IP in your web browser and log in to KoiMeeter.

Note: Only Chrome and Firefox support wireless projection.



(Skip this step if you are not using Chrome with macOS)

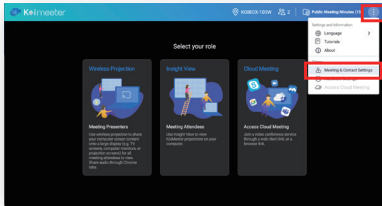
- 3.1. Enter "thisisunsafe" and click **Next**.



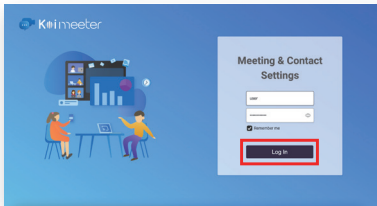
(Skip this step if you are not using Chrome with macOS)

- 3.2 Click **Advanced** and enter "thisisunsafe" to log in to KoiMeeter.

# Download Meeting Recordings



4. Click the top-right hamburger icon and click **Meeting & Contact Settings**.

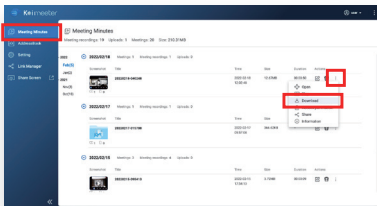


5. Log in to your account.

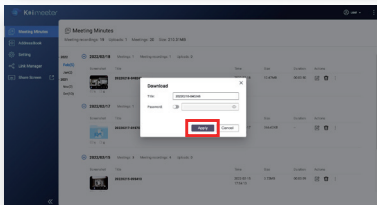
- Default username: "user"
- Default password: The device MAC address



Note: Check the Koibox sticker for the MAC address.



6. Click **Meeting Minutes**.
7. Click the hamburger icon under **Actions** and click **Download**.



8. Click **Apply** to download the meeting recording. You can password protect the recording if necessary.

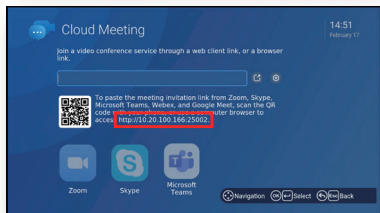


# Join Cloud Meetings in a Browser

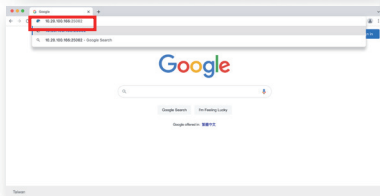


1. Press the **return** button to go to the main menu.
2. In the main menu, select **Cloud Meeting** using the **arrow keys** and press **OK**.

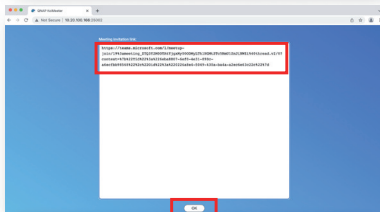
Note: A mouse and keyboard is required.



3. Enter the IP address in red circle in PC browser.



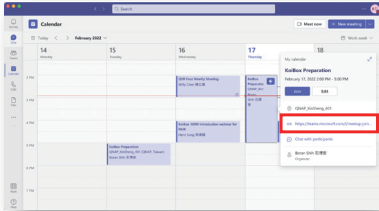
4. Enter IP address from step 3 in the PC browser address bar and press enter.



5. Paste the invitation link in the blank column and click **OK**.

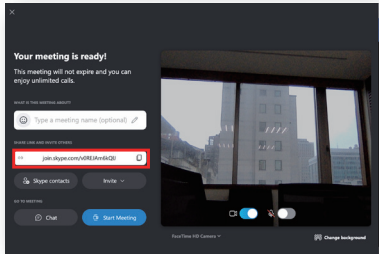
(Refer to steps 6-1 to 6-4 for getting an invitation link).

# Join Cloud Meetings in a Browser

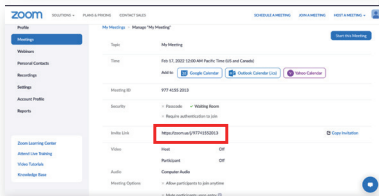


## 6.1. Teams invitation link.

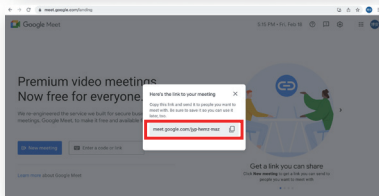
Note: KoiBox supports most cloud meeting services such as Teams, Skype, Zoom, Google Meet, and Webex.



## 6.2. Skype invitation link.



## 6.3. Zoom invitation link.



## 6.4. Google Meet invitation link.



# Join Zoom Meetings

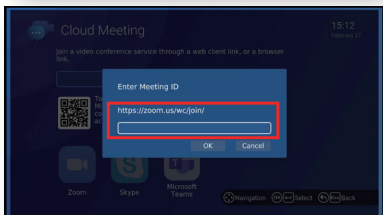


1. Press the **return** button to go to the main menu.
2. In the main menu, select **Cloud Meeting** using the **arrow keys** and press **OK**.

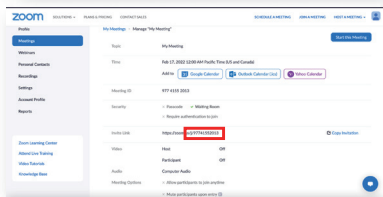
Note: A mouse and keyboard is required.



3. Select **Zoom** using the **arrow keys** and press **OK**.



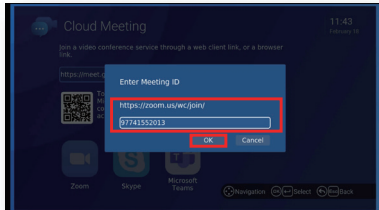
4. Enter the last part of the invitation link.



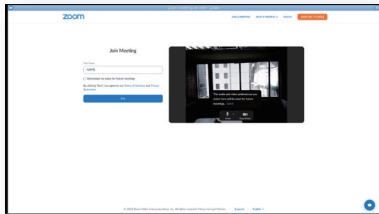
5. Copy the last part of the Zoom invitation link.  
(e.g. <https://zoom.us/j97741552013>)

# Join Zoom Meetings

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6. Paste the last part of the invitation link and click **OK**.



7. Join the Zoom meeting.





# Join Skype Meetings

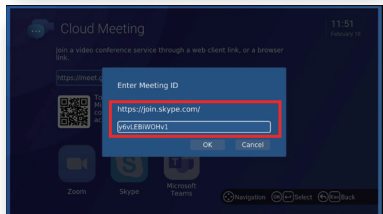


1. Press the **return** button to go to the main menu.
2. In the main menu, select **Cloud Meeting** using the **arrow keys** and press **OK**.

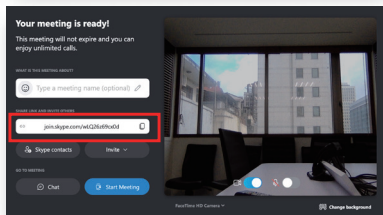
Note: A mouse and keyboard is required.



3. Select **Skype** using the **arrow keys** and press **OK**.



4. Enter the last part of the invitation link.

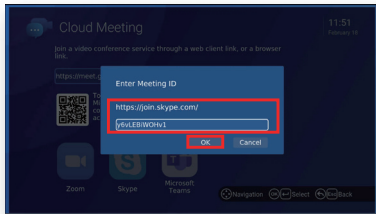


5. Copy the last part of the Skype invitation link.

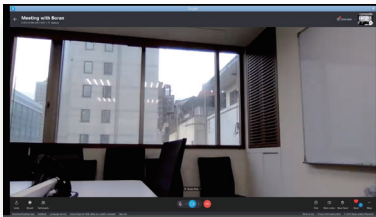
(e.g. [join.skype.com/y6vLEBiWOHV1](https://join.skype.com/y6vLEBiWOHV1))

# Join Skype Meetings

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6. Paste the last part of the invitation link and select **OK**.



7. Join the Skype meeting.



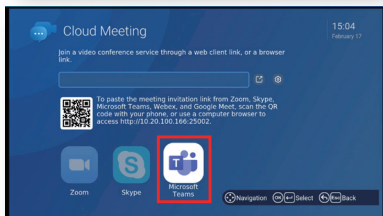
# Host and Join Meetings using Microsoft Teams



1. Press the **return** button to go to the main menu.

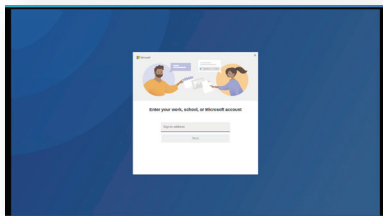
2. In the main menu, select **Cloud Meeting** using the **arrow keys** and press **OK**.

Note: A mouse and keyboard is required.

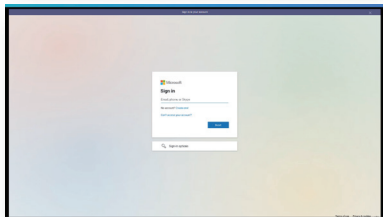


3. Select **Microsoft Teams** using the **arrow keys** and press **OK**.

4. Enter your Microsoft Teams account and click Next.

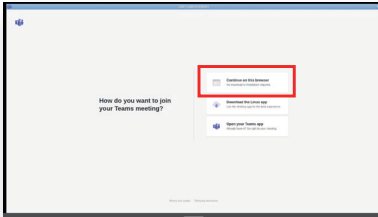


5. Sign in to your Microsoft account to enter Teams.

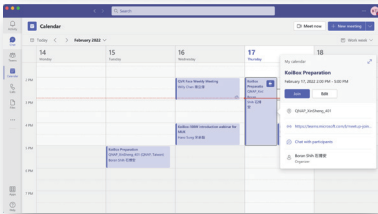


# Host and Join Meetings using Microsoft Teams

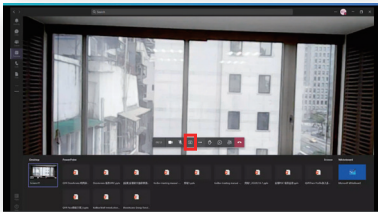
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6. Choose what app to use. This example uses **Continue on this browser**.



7. Start or join a meeting.

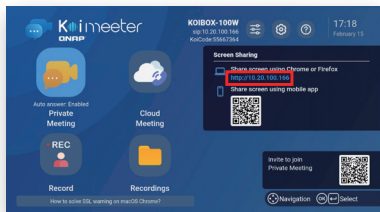


8. In the meeting, click screen sharing to share your screen.

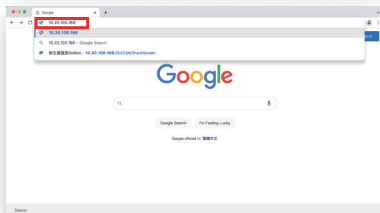


Note: KoiBox-100W supports the display of PowerPoint files stored on Microsoft OneDrive only.

# Change Default Password

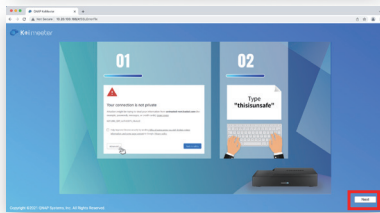


1. Press the **return** button to go to the main menu.
2. Take note of the Screen Sharing IP displayed on your screen.



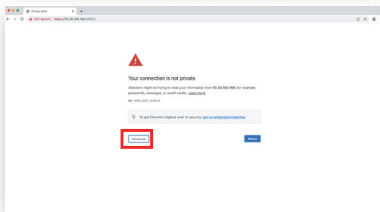
3. Enter the Screen Sharing IP in your web browser and log in to KoiMeeter.

Note: Only Chrome and Firefox support wireless projection.



(Skip this step if you are not using Chrome with macOS)

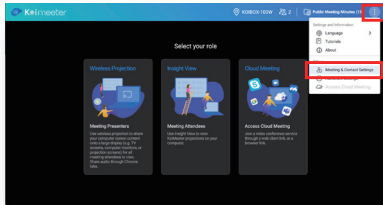
- 3.1. Enter "thisunsafe" and click **Next**.



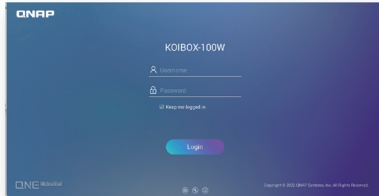
(Skip this step if you are not using Chrome with macOS)

- 3.2 Click **Advanced** and enter "thisunsafe" to log in to KoiMeeter.

# Change Default Password



4. Click the top-right hamburger icon and click **Hardware Settings**.

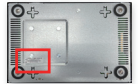


5. Log in to your account.

- Default username: "user"
- Default password: The device MAC address

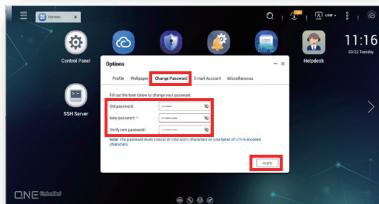


Note: Check the KoiBox sticker for the MAC address.



6. Click **user**.

7. Select **Options**.



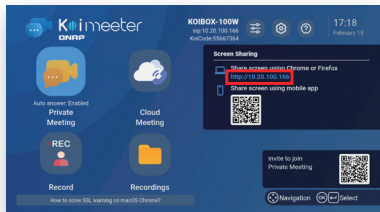
8. Click **Change Password** and enter the following:

- Old password
- New password
- Verify new password

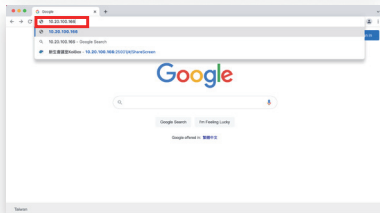
9. Click **Apply**.



# Change Device Name

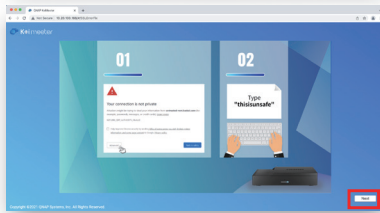


1. Press the **return** button to go to the main menu.
2. Take note of the Screen Sharing IP displayed on your screen.



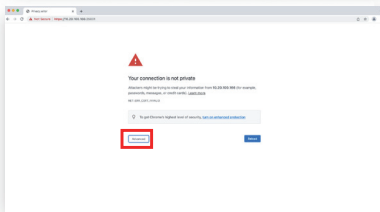
3. Enter the Screen Sharing IP in your web browser and log in to KoiMeeter.

Note: Only Chrome and Firefox support wireless projection.



(Skip this step if you are not using Chrome with macOS)

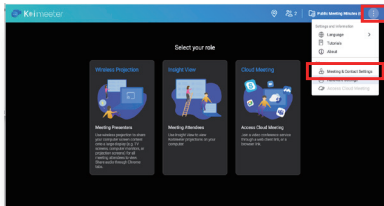
- 3.1. Enter "thisunsafe" and click **Next**.



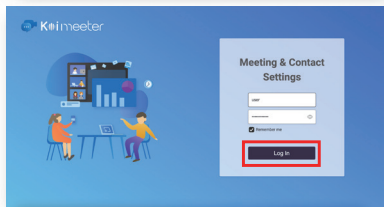
(Skip this step if you are not using Chrome with macOS)

- 3.2 Click **Advanced** and enter "thisunsafe" to log in to KoiMeeter.

# Change Device Name

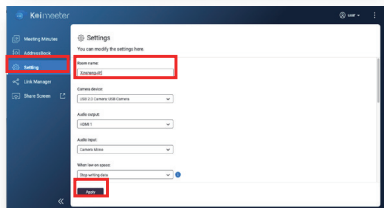


4. Click the top-right hamburger icon and click **Meeting & Contact Settings**.



5. Log in to your account.
  - Default username: "user"
  - Default password: The device MAC address

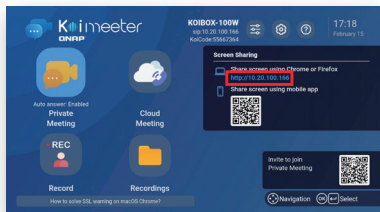
Note: Check the KoiBox sticker for the MAC address.



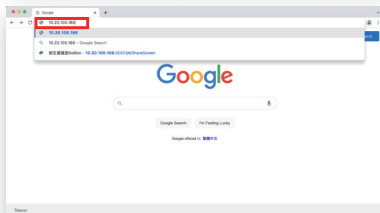
6. Choose **Settings**.
7. Enter the new device name in **Room name**.
8. Click **Apply**.



# Enable Automatic Call Answering

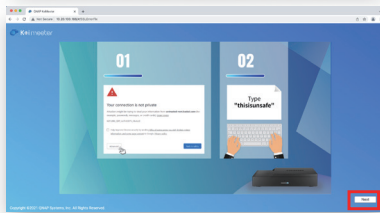


1. Press the **return** button to go to the main menu.
2. Take note of the Screen Sharing IP displayed on your screen.



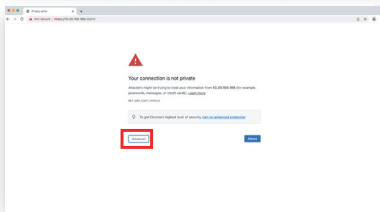
3. Enter the Screen Sharing IP in your web browser and log in to KoiMeeter.

Note: Only Chrome and Firefox support wireless projection.



(Skip this step if you are not using Chrome with macOS)

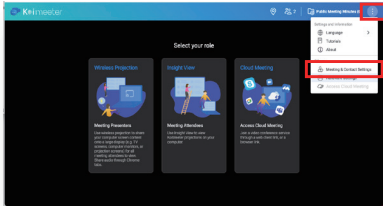
- 3.1. Enter "thisunsafe" and click **Next**.



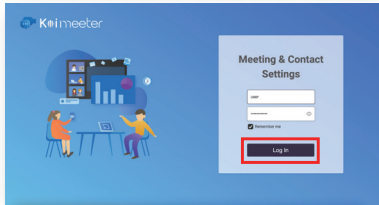
(Skip this step if you are not using Chrome with macOS)

- 3.2 Click **Advanced** and enter "thisunsafe" to log in to KoiMeeter.

# Enable Automatic Call Answering

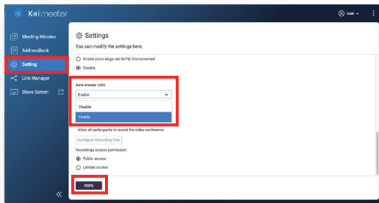
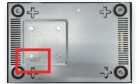


4. Click the top-right hamburger icon and click Meeting & Contact Settings.



5. Log in to your account.
  - Default username: "user"
  - Default password: The device MAC address

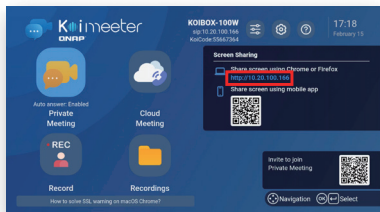
Note: Check the KoiBox sticker for the MAC address.



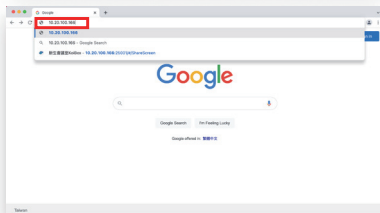
6. Choose **Settings**.
7. Select **Enable** on **Auto answer calls**.
8. Click **Apply**.

# Disable PIN Code

Access KoiBox without needing a PIN code

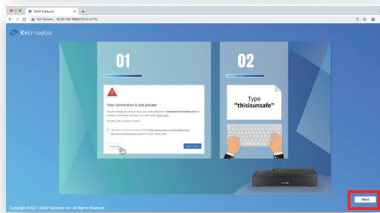


1. Press the **return** button to go to the main menu.
2. Take note of the Screen Sharing IP displayed on your screen.



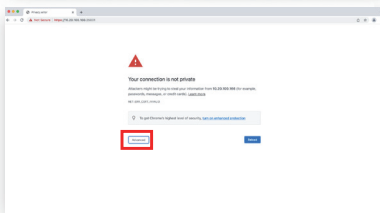
3. Enter the Screen Sharing IP in your web browser and log in to KoiMeeter.

Note: Only Chrome and Firefox support wireless projection.



(Skip this step if you are not using Chrome with macOS)

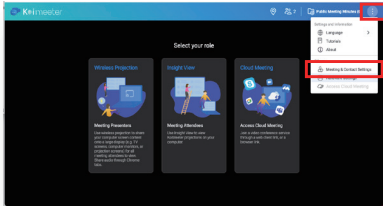
- 3.1. Enter "thisunsafe" and click **Next**.



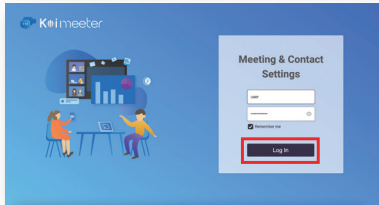
(Skip this step if you are not using Chrome with macOS)

- 3.2 Click **Advanced** and enter "thisunsafe" to log in to KoiMeeter.

# Disable PIN Code



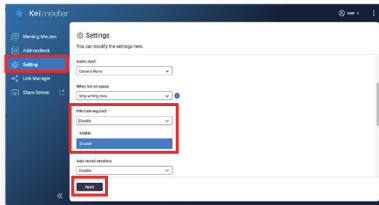
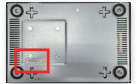
4. Click the top-right hamburger icon and click **Meeting & Contact Settings**.



5. Log in to your account.
  - Default username: "user"
  - Default password: The device MAC address



Note: Check the KoiBox sticker for the MAC address.

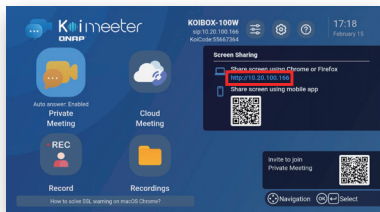


6. Choose **Settings**.
7. Select **Disable** under **PIN code required**.
8. Click **Apply**.

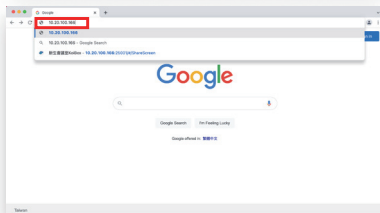


# Enable Automatic Call Recording

Automatically start recording after launching meeting

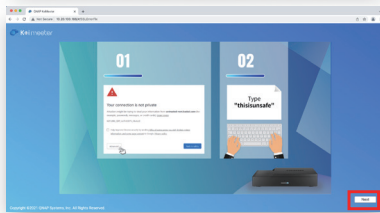


1. Press the **return** button to go to the main menu.
2. Take note of the Screen Sharing IP displayed on your screen.



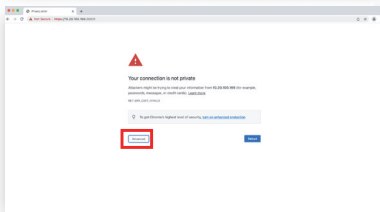
3. Enter the Screen Sharing IP in your web browser and log in to KoiMeeter.

Note: Only Chrome and Firefox support wireless projection.



(Skip this step if you are not using Chrome with macOS)

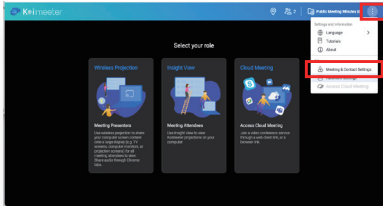
- 3.1. Enter "thisunsafe" and click **Next**.



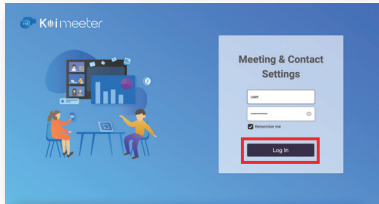
(Skip this step if you are not using Chrome with macOS)

- 3.2 Click **Advanced** and enter "thisunsafe" to log in to KoiMeeter.

# Enable Automatic Call Recording

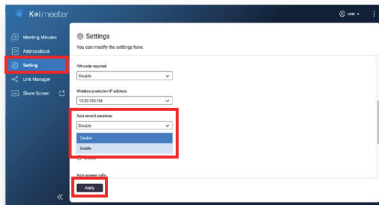
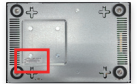


4. Click the top-right hamburger icon and click **Meeting & Contact Settings**.

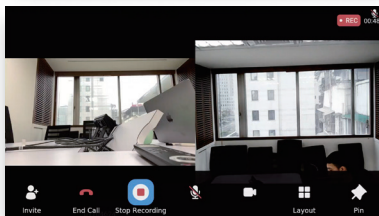


5. Log in to your account.
  - Default username: "user"
  - Default password: The device MAC address

Note: Check the KoiBox sticker for the MAC address.



6. Choose **Settings**.
7. Select **Enable** on **Auto record sessions**.
8. Click **Apply**.



9. When meetings now start they will be automatically recorded.

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 [download.qnap.com](http://download.qnap.com)

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