QNAP

KoiBox-100W

User Guide

Contents

1. Preface

About This Guide

This guide provides information about the device and step-by-step instructions on installing the hardware. It also provides instructions on basic operations and troubleshooting information.

Audience

This document is intended for consumers and storage administrators. This guide assumes that the user has a basic understanding of storage and backup concepts.

Document Conventions

Symbol	Description
	Notes provide default configuration settings and other supplementary information.
	Important notes provide information on required configuration settings and other critical information.
	Tips provide recommendations or alternative methods of performing tasks or configuring settings.
	Warnings provide information that, when ignored, may result in potential loss, injury, or even death.

2. Product Overview

This chapter provides basic information about the QNAP device.

About KoiBox-100W

The KoiBox-100W is a dedicated video conference solution that runs the QNAP video conference software, KoiMeeter. The KoiBox-100W comes with expandable storage that supports one 2.5-inch hard drive for easy backup and recording of video conference meetings, an HDMI 1.4b port for high-resolution videos during conferences, and 4 USB Type-A ports for connecting video conference equipment. The KoiBox-100W allows you to host up to four-way video conferences, record ongoing video conferences, or make video tutorials for sharing. The device also offers flexible network connectivity, including stable 1GbE Ethernet connectivity or wireless WiFi 6 connectivity.

Hardware Specifications

> **Warning**
> If your QNAP product has hardware defects, return the product to QNAP or a QNAP-authorized service center for maintenance or replacement. Any attempt to repair or perform maintenance procedures on the product by you or an unauthorized third party invalidates the warranty.
> QNAP is not responsible for any damage or data loss caused by unauthorized modifications and installation of unsupported third-party applications.
> For details, see the QNAP Warranty Terms and Conditions.

> **Tip**
> Model specifications are subject to change without prior notice. To see the latest specifications, go to https://www.qnap.com.

Ordering P/N	CPU	Memory	Power supply
KoiBox-100W	Intel® Celeron® Processor 6305	4 GB	Single

Component	KoiBox-100W
Processor	
CPU	Intel® Celeron® Processor 6305
Frequency	Dual-core/ 2-thread 1.8GHz
Architecture	x86 64-bit
Encryption engine	AES-NI
Memory	
Pre-installed memory	4 GB RAM
Maximum memory	4 GB RAM: 1 x 4 GB
Flash memory	30 GB SSD
Storage	
Drive bays	1 x 2.5-inch SATA 6 Gbps
Drive compatibility	2.5-inch bays: • 2.5-inch SATA hard disk drives • 2.5-inch SATA solid-state drives

Component	KoiBox-100W
Network	
Gigabit network interface	1 x GbE RJ45
Wi-Fi	Intel Wi-Fi 6 AX201 (802.11ax)
Bluetooth	Bluetooth 5.2
External I/O Ports & Expansion Slots	
USB ports	4 x USB 3.1 Gen 2 Type-A
HDMI ports	1 x HDMI 1.4b (up to 3840 x 2160 resolution at 30 Hz)
Interface	
IR sensor	1
Buttons	- Power - Reset
Dimensions	
Dimensions (H x W x D)	232 x 152.05 x 45 mm (9.13 x 5.99 x 1.77 inch)
Net weight	1.09 kg (2.40 lbs)
Others	
Power supply unit	36W, 100-240V DC, 50/60Hz
System battery	CR2032 lithium battery (3V, 225 mAh)
Sound level	16.0 dB(A) **Note** The sound level was tested at a bystander position, which is within one meter of the NAS. The test NAS operated at low speed with the maximum number of drives installed.
Fans	CPU: 1 x 60 mm 12V DC fan
Operating temperature	0˚C to 40˚C (32˚F to 104˚F)
Relative humidity	- Non-condensing relative humidity: 5% to 95% - Wet-bulb temperature: 27˚C (80.6˚F)
Security slot	Kensington security slot

Tip
For the list of compatible drive models, go to https://www.qnap.com/compatibility.

Components

Front Panel
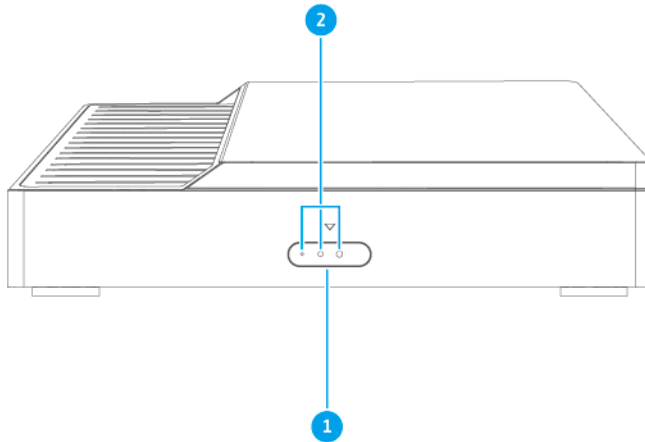
No.	Component	No.	Component
1	Power button	2	Status LED

Rear Panel
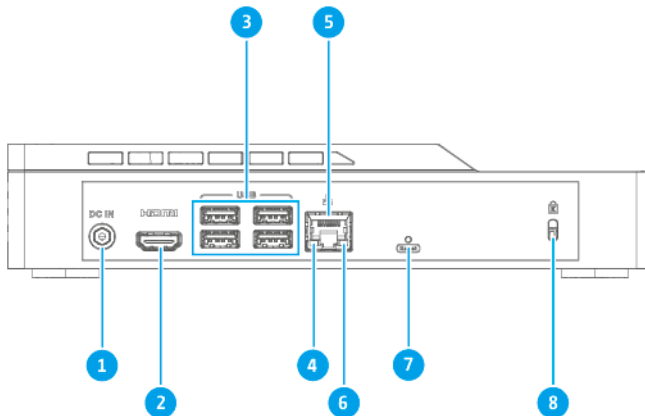
No.	Component	No.	Component
1	Power input	5	Gigabit Ethernet port (RJ45)
2	HDMI 1.4b port	6	Gigabit Ethernet speed LED
3	USB 3.1 Gen 2 Type-A ports	7	Reset button
4	Gigabit Ethernet activity LED	8	Kensington security slot

Drive Numbering
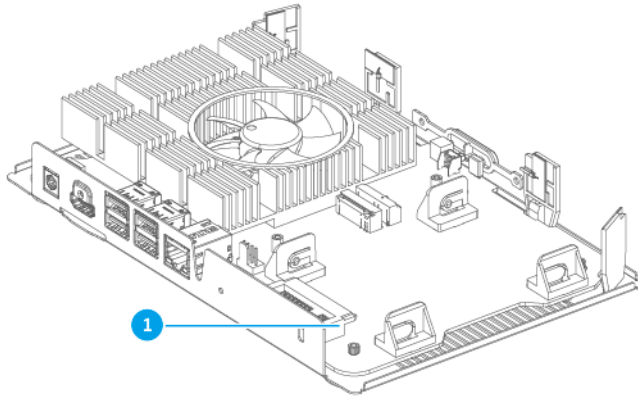
> **Note**
> This image shows the KoiBox-100W drive bay with the cover removed.

Package Contents

Item	Quantity
KoiBox-100W	1
AC power adapter	1
Power cord	1
Ethernet cable	1 x 1GbE (Cat5e)
Remote control	1
Quick Installation Guide (QIG)	1

Safety Information

The following instructions help ensure personal safety and environmental safety. Read these instructions carefully before performing any operation.

General Instructions

- The device should be stored in a secure location with restricted access, controlled through the use of a tool, lock and key, or any means of security.

- Only qualified, skilled, and authorized persons with knowledge of all restrictions, safety precautions, and installation and maintenance procedures should have physical access to the device.

- To avoid potential injury or damage to components, ensure that the drives and other internal system components have cooled before touching them.

- Observe electrostatic discharge (ESD) procedures to avoid potential injury or damage to components.

Power

- To reduce the risk of fire or electric shock, ensure that you only connect the power cord to a properly grounded electrical outlet.

-

  Devices with redundant power supply may have one or more power supply unit (PSU) cords. To avoid serious injuries, a trained service technician must disconnect all PSU cords from the device before installing or replacing system components.

System Battery

- To avoid potential battery explosion, causing injury or damage to components, ensure that you replace the existing battery with a battery of the same type.

- Dispose of used batteries properly according to local regulations or the instructions of the battery manufacturer.

Moving Parts

-
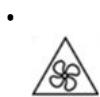
  Moving fan blades: Keep your body parts away from moving fan blades while the device is connected to a power source.

-

  Moving components: Keep your body parts away from other moving components.

Installation Requirements

Category	Item
Environment	• Room temperature: 0˚C to 40˚C (32˚F to 104˚F) • Non-condensing relative humidity: 5% to 95% • Wet-bulb temperature: 27˚C (80.6˚F) • Flat, anti-static surface without exposure to direct sunlight, liquids, or chemicals • Free from objects that may obstruct the device ventilation or apply pressure to the device or power cord
Hardware and peripherals	• Storage drives • Network cable • Remote control

Category	Item
Tools	• Phillips #1 or #2 screwdriver
	• Flat head screwdriver
	• Anti-static wrist strap

3. Installation and Configuration

This chapter provides specific hardware and firmware installation and configuration steps.

Hardware Installation

This section provides information on installing drives.

Drive Installation

The KoiBox-100W is compatible with 2.5-inch hard drive and 2.5-inch solid-state drives.

Installing a 2.5-inch Hard Drive or Solid-State Drive

Warning

- Installing a drive deletes all data on the drive.

- Observe electrostatic discharge (ESD) procedures to avoid damage to components.

-

  Moving fan blades: Keep your hands and other body parts away from moving fan blades.

-

  Other moving components: Keep your hands and other body parts away from other moving components.

1. Power off the device.

2. Disconnect all cables.

3. Remove the case cover.

   a. Turn the device upside down.

   b. Remove the screws.
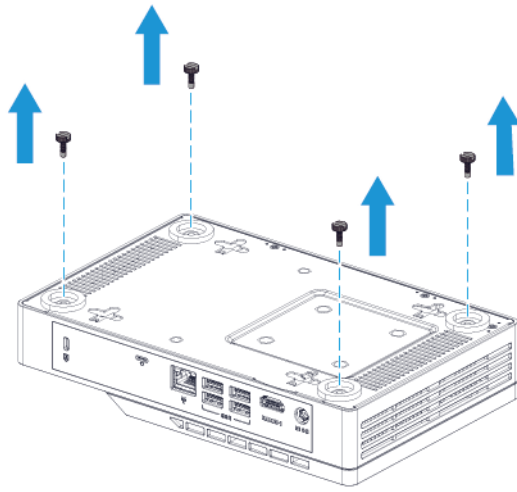
c. Position the device in its upright position.

d. Lift the cover off the device.
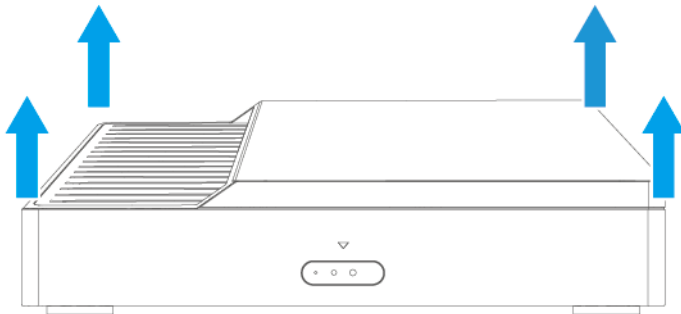
4. Insert the drive into the drive bay.
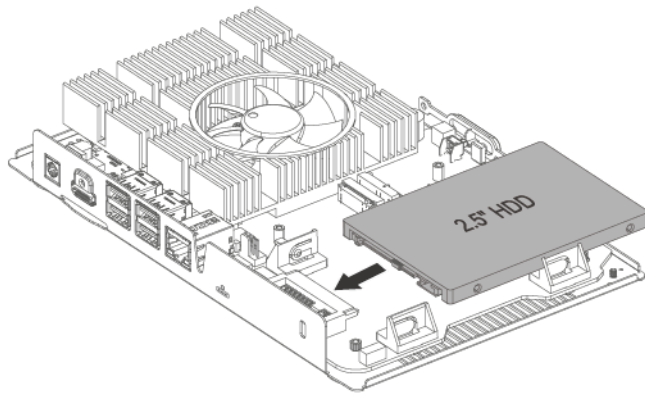
> **Note**
> Push the drive until it is fully connected to the drive connector and the clips secure the drive into place.

5. Attach the case cover.

   a. Place the cover onto the device.
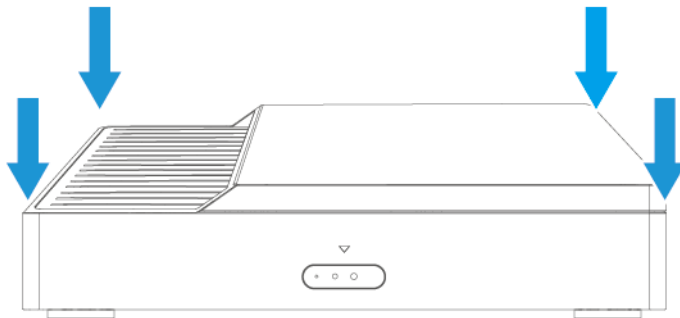
   b. Turn the device upside down.

   c. Attach the screws.
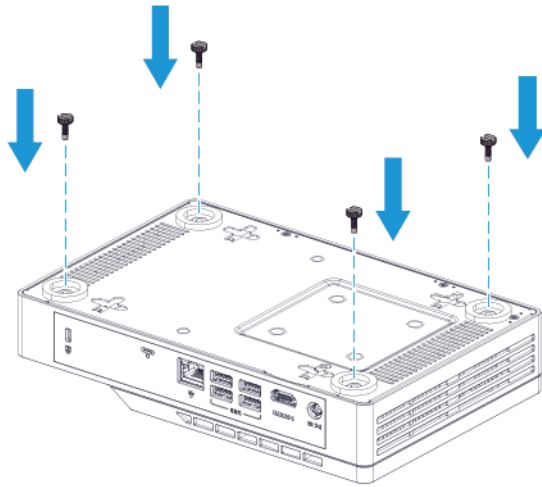
6. Position the device in its upright position.
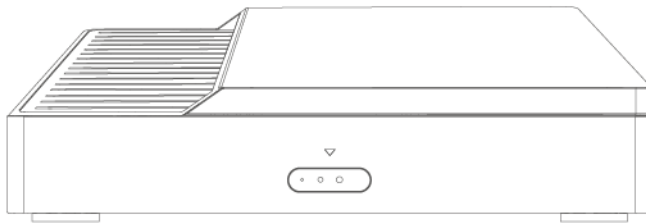
7. Power on the device.

Setting Up KoiBox

> **❗ Important**
>
> - You must connect a USB camera or microphone to KoiBox-100W to enable video conference features.
>
> - You must connect a USB keyboard to KoiBox-100W to enable Self-Encrypted Disk (SED) encryption.
>
> - Connecting a USB mouse to KoiBox-100W is optional.

> For more information about KoiMeeter compatible devices, go to https://www.qnap.com/go/product/koibox-100w.

1. Connect the router to the device.

   a. Connect the Gigabit Ethernet cable to the Gigabit Ethernet port on the device.

   b. Connect the Gigabit Ethernet cable to the Gigabit Ethernet port on the router.

2. Connect an HDMI display to the device.

   a. Connect the HDMI cable to the HDMI port on the device.

   b. Connect the HDMI cable to the HDMI port on the HDMI display.

3. Connect the device to a power source.

   a. Connect the device to a power adapter.

   b. Connect the device power adapter to an electrical outlet.

4. Power on the device.
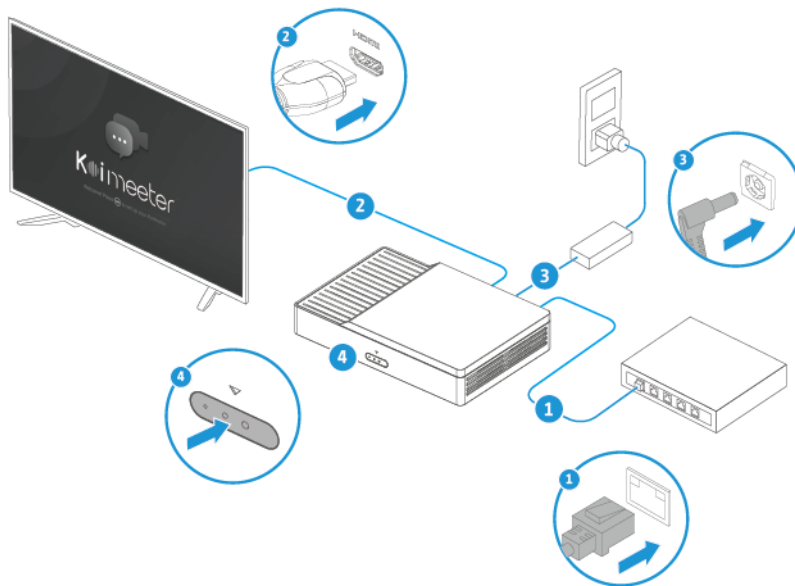
5. Connecting USB devices to KoiBox-100W.

   a. Connect the USB cable to the USB 3.1 Gen 2 Type-A port on KoiBox-100W.

   b. Connect the USB cable to the USB 3.1 Gen 2 Type-A port on the USB device.

6. Power on the device.

7. The welcome page appears.
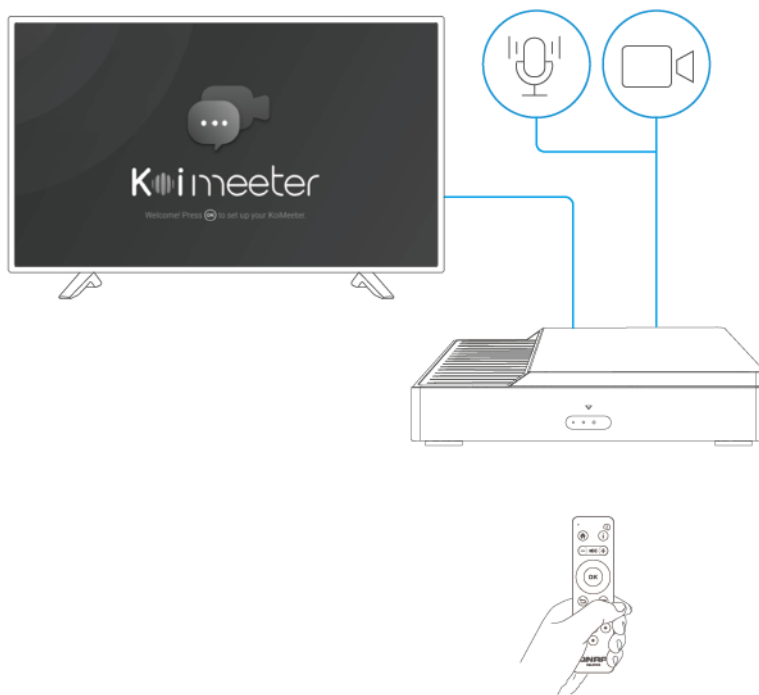
> 📘 **Note**
> The welcome page may take a few minutes to load.

Initializing KoiMeeter

> ⚠️ **Warning**
> Formatting a hard disk will delete all data on it.

> 📘 **Note**
> The hard disk is optional and requires additional purchase.

1. Power on the device.
The **Welcome** page appears.

> 📘 **Note**
> The welcome page may take a few minutes to load.

2. Press OK on the remote control.

3. Select a language.

4. Select **Next**.
The **Network Settings** page appears.

5. Configure the Ethernet network settings.
For details, see Configuring Network Settings.

6. Select **Next**.
   The **Hard Disk Settings** page appears.

7. Configure the recording hard disk settings.
   For details, see Configuring Recording Disk Settings.

8. Select **Next**.
   The **Perform Equipment Tests** page appears.

9. Perform equipment tests.
   For details, see Performing Equipment Test.

10. Select **Return to Home**.
    The **KoiMeeter Guide** page appears.

11. Select **Navigation** to view the guide.

12. Optional: Select **OK** to skip the guide.

13. Return to the main page.

    - Setup is completed.

    - The KoiCode is automatically generated and saved on your device.

> **Important**
> The KoiCode is required for starting a 4-way video conference.
> For details, see Starting a 4-Way Video Conference.

4. Basic Operations

This chapter describes basic KoiBox-100W operations.

Power Button

Operation	User Action	Result
Power on	Press the button once.	The device powers on.
Power off	Press and hold the button for 3 seconds.	The device powers off.
Force power off	Press and hold the button for 8 seconds.	The device powers off. **Important** Use this method only when the device is unresponsive.

Reset Button

Important

- If you forget the password, you can reset the device and log in to manage your account and password. A temporary account "system-maintainer" is created after resetting the device. You can log in with the "system-maintainer" account to change the default "user" account password. The default "user" account has administrator privileges.

- For security reasons, the "system-maintainer" account is only valid for 24 hours. You must log in and manage your account settings within 24 hours, or press and hold the reset button again to re-activate the account.

Operation	User Action	Result
Basic system reset	Press and hold the button for 3 seconds.	The following settings are reset to default: • System maintainer password: The default password is the first MAC address in uppercase letters without special characters. For example, if the first MAC address is 00-08-9B-F6-15-75, then the system maintainer password would be 00089BF61575. **Tip** You can find the first MAC address with Qfinder Pro or attached to a label on the device listed as MAC1. • Reset to the default "system-maintainer" account.

Audio Alert

Duration	Frequency	Description
Short beep (0.5 seconds)	1	• The device is starting up. • The device is shutting down. • The user pressed the reset button. • The operating system was updated.
Long beep (1.5 seconds)	3 (every 5 minutes)	• A power error occurred. • The system fan is not functioning.
	2	• The disk volume is about to reach full capacity • The disk volume has reached full capacity.
	1	• The device was powered off by force shutdown (hardware shutdown).

LEDs

LEDs indicate the system status and related information when the device is powered on. The following LED information applies only when the drive is correctly installed and when the device is connected to the network or to a host.

For details on the location of the LEDs, see Components.

LED	Status	Description
System Status	Red	The device is powered off.
	Flashes red every 0.5 seconds	• The system fan is not functioning. • An error occurred when accessing (read/write) the data.
	Blue	The device is powered on.
	Flashes blue	The device is on standby.
Gigabit Ethernet speed	Green	The network connection is operating at 1 Gbps.
	Orange	The network connection is operating at 100 Mbps.
	Off	There is no network connection.
Gigabit Ethernet activity	Green	A network connection has been established.
	Flashes green	The device is being accessed from the network.
	Off	There is no network connection.

User Interface

The KoiBox-100W supports both HDMI display and web browser interfaces for performing video conference and wireless projection operations.

HDMI Display Interface

The **Wireless Presentation** screen displays the wireless projection IP address and PIN code. From this screen you can create private meetings, join cloud meetings, place video calls, and configure wireless projection settings.

Web Browser Interface

PIN Code Screen

The screen appears after you enter the screen sharing IP address in your browser's address bar.

> 💡 **Tip**
> The PIN code is shown on the HDMI display.

Select Role Screen

Select a role based on the usage scenario.

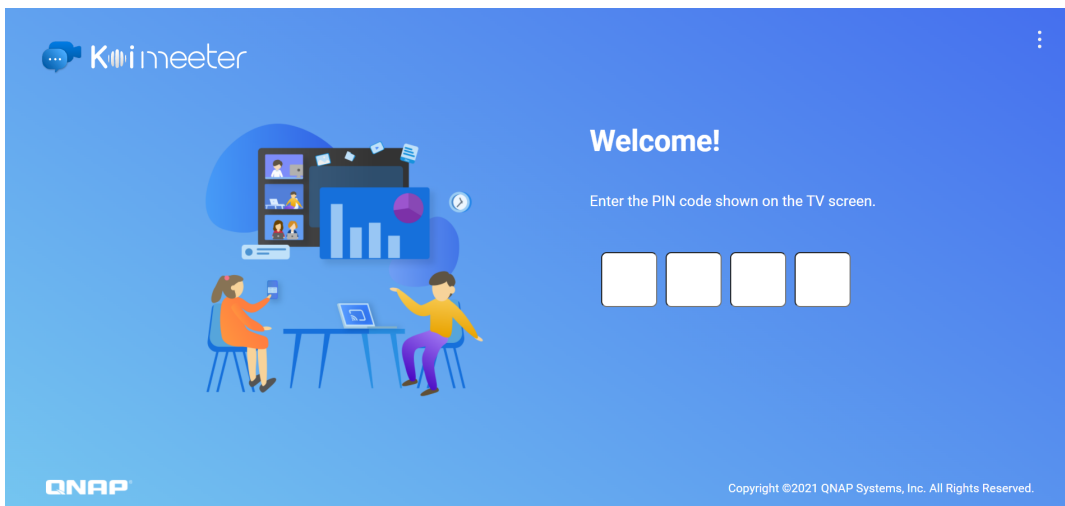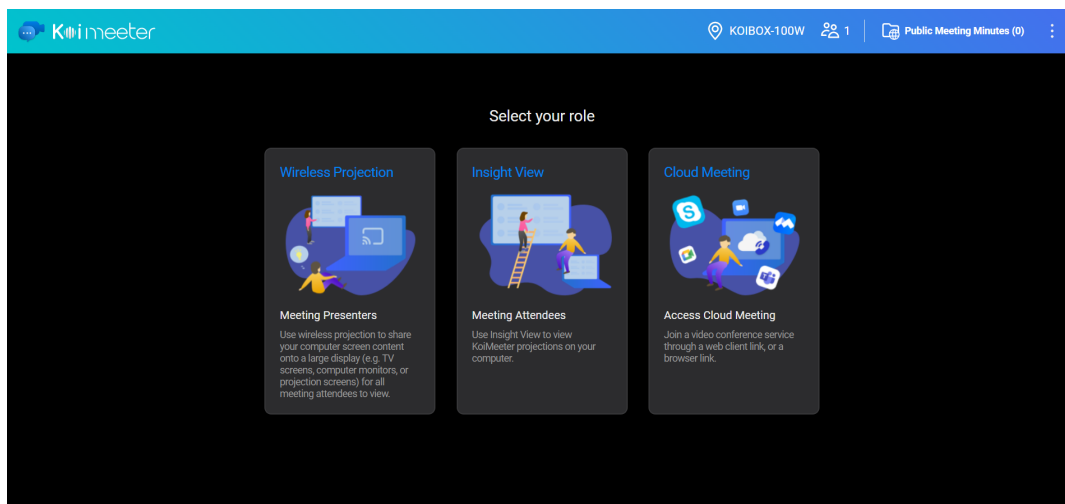| Element	Description
Wireless Projection	Select a share screen content.
Insight View	Select to view projections on your computer.
Cloud Meeting	Select to input the meeting invitation link.
Public Meeting Minutes	Select to view and play back any recorded meetings with public access permissions.
Room Name	Show the name of a meeting room.
People Count	Show the total number of people that joined the current screen sharing session.
Settings	Click to configure settings.
Share	Click to replace the content on the display with your shared content.
Chat	Send group messages or files to other participants during a screen sharing session.

Using the App

KoiMeeter provides multiple input and control methods. In addition to keyboard control, it also supports remote control and computer mouse navigation.

Remote Control

If your QNAP device has a built-in IR sensor, you can navigate KoiMeeter with a remote control. The following table describes the remote control general navigation functions.

> **Note**
> Your QNAP device remote control may require a separate purchase. For details, see your device user guide Hardware Specification topic or go to QNAP Accessories Store.
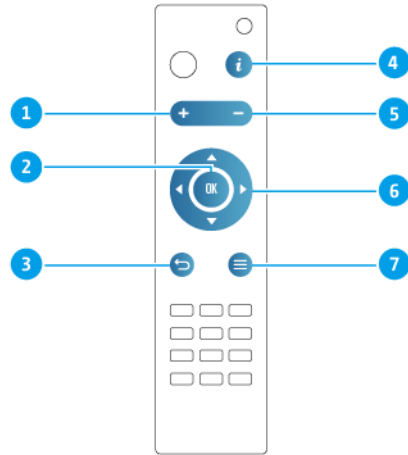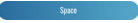
No.	Button	Action	No.	Button	Action
1	**+**	Volume up	6	**Up**	Navigate up
2	**OK**	Select		**Right**	Navigate to the right
3	**Return**	Returns to previous page		**Down**	Navigate down
4	**i**	Displays information about the KoiMeeter app		**Left**	Navigate to the left
5	**-**	Volume down	7	**Menu**	Displays the menu

Keyboard Controls

The following table describes KoiMeeter keyboard controls and functions.
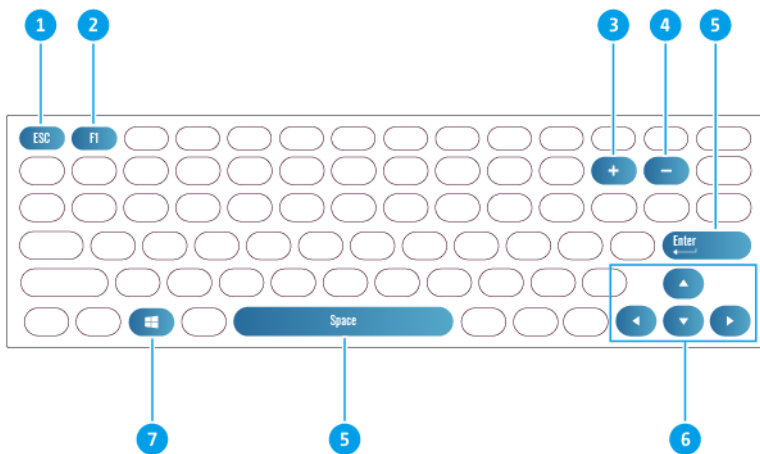
No.	Key	Action	No.	Key	Action
1	ESC	Returns to previous page	6	▲	Navigate up
2	F1	Displays information about the KoiMeeter app		▶	Navigate to the right
3	+	Volume up		▼	Navigate down
4	−	Volume down		◀	Navigate to the left
5	Enter / Space	Select options	7	⊞	Displays menu

Mouse Control

The following table lists common mouse commands for navigating KoiMeeter.
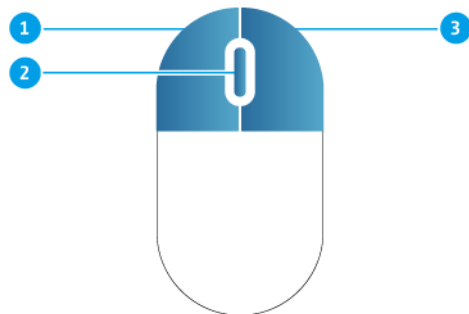
No.	Button	Action
1	**Left click**	Click once to select options
2	**Scroll wheel**	Roll the wheel up or down to scroll vertically
3	**Right click**	Click to return to the previous page

5. Private Meeting

Starting a One-to-One Video Conference

KoiMeeter's HDMI interface allows you to make video calls.
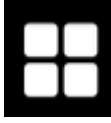
1. Select **Private Meeting**.
   The **Calls** screen appears.

2. Enter an IP address using one of the following methods:

   a. Go to **Call History** or **AddressBook** to select an IP address.

   b. Go to **Dial Pad** to manually enter an IP address.

3. Choose the **Select** option from one of the following control methods:

Control Methods	Process
Keyboard	Press **Enter** or **Space bar**.
Remote Control	Click **OK**.
Mouse	Single click.

   KoiMeeter calls the specified room or IP address. You can proceed to the next step if the room or IP address answers the call.

4. Perform any of the following actions during a call.

Task	Action
End the call	Click .
Record the session	Click . **Tip** Click the icon again to stop recording. **Note** This feature is only available on the licensed version of KoiMeeter.
Turn off the camera	Click . **Tip** Click the icon again to turn on the camera.
Mute the microphone	Click . **Tip** Click the icon again to unmute.

Task	Action
Change layout	Click [image]. 💡 **Tip** Change to different video call and screen sharing layouts based on your needs.

5. Optional: Start wireless screen sharing.

📝 **Note**
For details, see Wireless Screen Sharing.

Starting a 4-Way Video Conference

KoiMeeter's HDMI interface allows you to make a 4-way video call using KoiCode.

⛔ **Important**
You must end an ongoing one-on-one video conference before starting a 4-way video call.

💡 **Tip**
The KoiCode for your device can be located on the KoiMeeter main page or go to **Settings** > **About** .

1. Select **Private Meeting**.
The **Calls** screen appears.

2. Select one of the following call methods:

Method	User Action
AddressBook	a. Go to **AddressBook**. b. Select a KoiCode.
Call History	a. Go to **Call History**. b. Select a KoiCode.
Dial Pad	a. Go to **Dial Pad**. b. Enter the KoiCode.

3. Choose the **Select** options from one of the following control methods:

Control Methods	Process
Remote control	Click **OK**.
Keyboard	Press **Enter** or **Space bar**.
Mouse	Single click.

4. Perform any of the following actions during a call.

Task	Action
End the call	Click .
Record the session	Click . **Tip** Click the icon again to stop recording. **Note** This feature is only available on the licensed version of KoiMeeter.
Turn off the camera	Click . **Tip** Click the icon again to turn on the camera.
Turn on the camera	Click .
Mute the microphone	Click . **Tip** Click the icon again to unmute.
Unmute the microphone	Click .
Change layout	Click . **Tip** Change to different video call and screen sharing layouts based on your needs.

Joining or Declining a Video Conference

You must have a compatible KoiMeeter device to join a video conference.
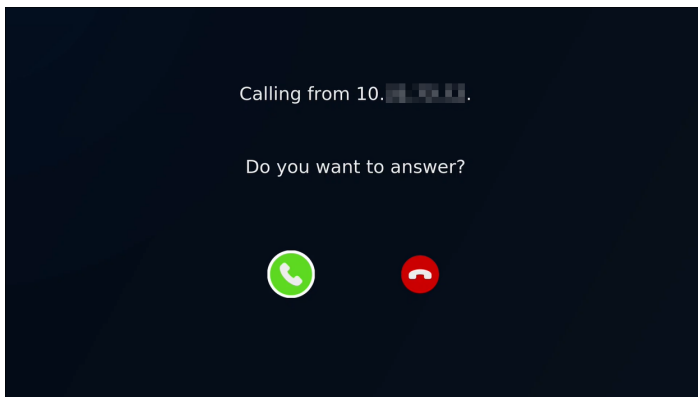
Shows an incoming video call.

Perform any of the following actions.

Task	Action
Accept call	Click ![green phone icon] .
Decline call	Click ![red phone icon] .

> **Note**
> If you have disabled **Auto answer calls** in the KoiMeeter app, the video call automatically cancels when there is no response after more than one minute.

6. Cloud Meeting

Joining a Cloud Meeting

KoiMeeter's HDMI interface supports Cloud Meeting applications, including Zoom, Skype, and Microsoft Teams. Cloud Meeting is a communication technology that allows people to conduct online video conferences through the public cloud via a digital device, such as a laptop, computer, or mobile phone. KoiMeeter allows you to join a Cloud Meeting application video conference through the application web client link or a web browser link. For details, see the instructions below.

> **Important**
> A keyboard and mouse are required for the Cloud Meeting feature.

1. Select **Cloud Meeting**.

2. Select one of the following methods:
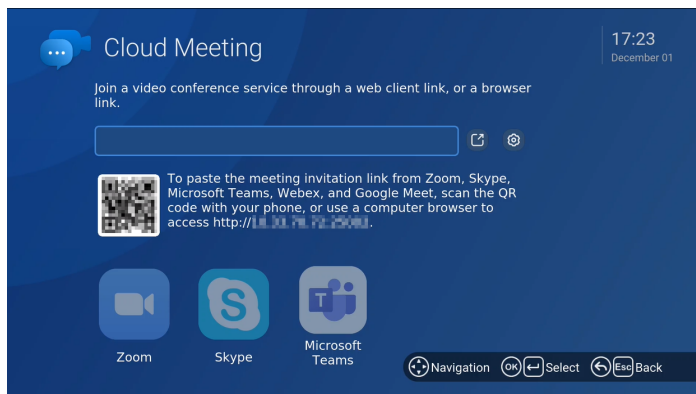
Method	Steps
Enter the web browser link	**a.** Enter the browser link. **b.** Click ⬈.
Scan the QR code	**a.** Use a mobile phone to scan the QR code. **b.** Enter the meeting invitation link into the input field on the phone. **c.** Click **OK**.
Enter the web client link	Select one of the applications.

7. Video Recordings

KoiMeeter allows you to record a meeting, make a video tutorial, and manage your video recordings.

Recording a Video Conference

KoiMeeter allows all video conference attendees to record the ongoing video conference.

For details, see the following topics:

- Starting a One-to-One Video Conference

- Starting a 4-Way Video Conference

Making a Video Tutorial

KoiMeeter will only record content displayed by the tutorial creator.

1. Select **Record**.
   The local camera screen appears and starts recording automatically.

2. Perform any of the following actions during this private session.

Task	Action
End the session	Click .
Stop recording the session	Click . 💡 **Tip** Click the icon again to start recording.
Turn off the camera	Click .
Turn on the camera	Click .
Mute the microphone	Click .
Unmute the microphone	Click .

Task	Action
Change Layout	Click . 💡 **Tip** KoiMeeter provides different camera and screen sharing layouts to fit your specific use cases.

Managing Recording Files

KoiMeeter's HDMI interface allows you to view and play back recording files with public access permission.

1. Select **Recordings**.
   The recording files list screen appears.
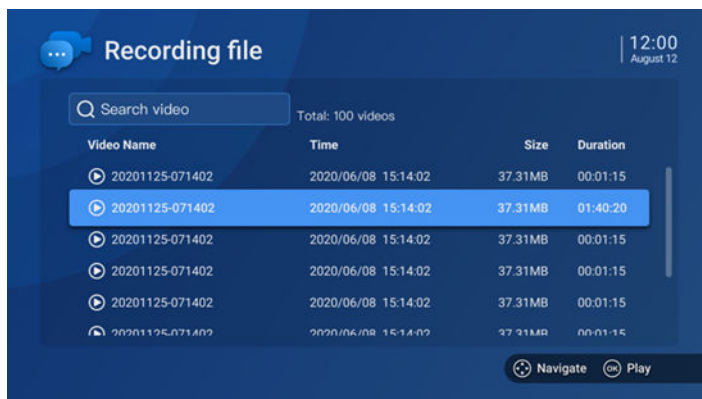
2. Choose the **Navigate** option from one of the following control methods.

Control Methods	Process
Remote Control	Click **Up/Down**.
Keyboard	Press ⬆ ⬇ .
Mouse	Move the cursor.

3. Choose the **Play** option from one of the following control methods.

Control Methods	Process
Remote Control	Click **OK**.
Keyboard	Press **Enter** or **Space bar**.
Mouse	Single click.

4. Perform any of the following actions during video playback.

Task	Process
Play video	Click ▶ .
Pause video	Click ⏸ .

Task	Process
Move to the next video clip	Click ⏭.
Move to the previous video clip	Click ⏮.
Exit playback and return to the recording files list	Click **Back**.
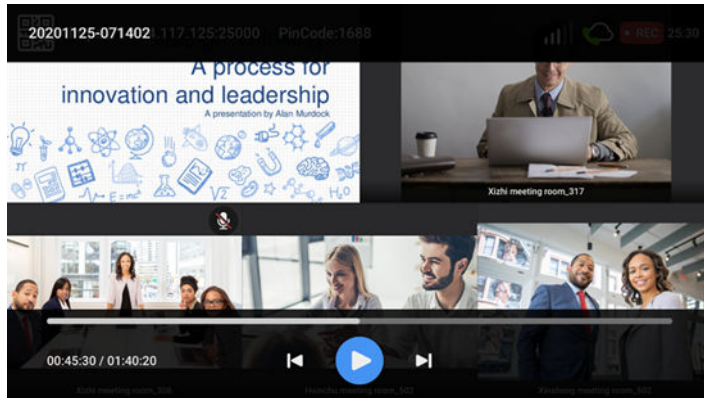
5. Search videos.

a. Select the **Search videos** area using one of the following methods:

Control Methods	Process
Remote Control	Press ▲ to return to the top.
Keyboard	Press ▲ to return to the top.
Mouse	Click on the **Search videos** area.

b. Enter a keyword.
KoiMeeter displays the videos that match the keywords.

8. Chat

You can use the Insight View built-in chat feature to send group messages or files to other conference participants during a wireless screen-sharing session.

For details about wireless screen sharing, see Wireless Screen Sharing.
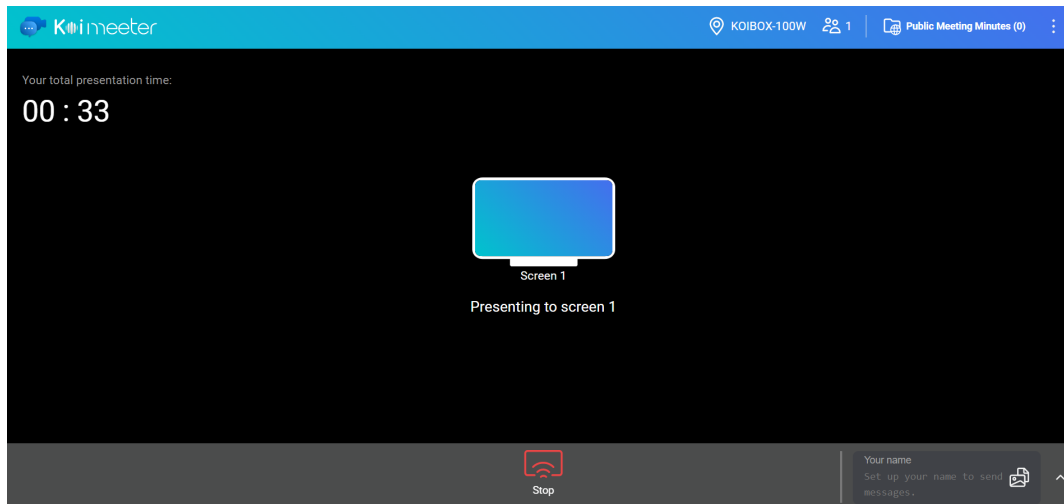
The following table describes actions you can perform in Chat:

No.	Element	Action
1	The **Messages** window	Click [icon] to view chat history.
2	Username	Click on the blue text to specify or modify your chat username.
3	Text box	Click on the gray text to enter your chat message.
4	Upload files	Click [icon].
5	Expand or collapse	• Click [icon] to expand the **Messages** window. • Click [icon] to collapse the **Messages** window.

Sending Messages Using Chat

1. Click the chat box in Insight View.
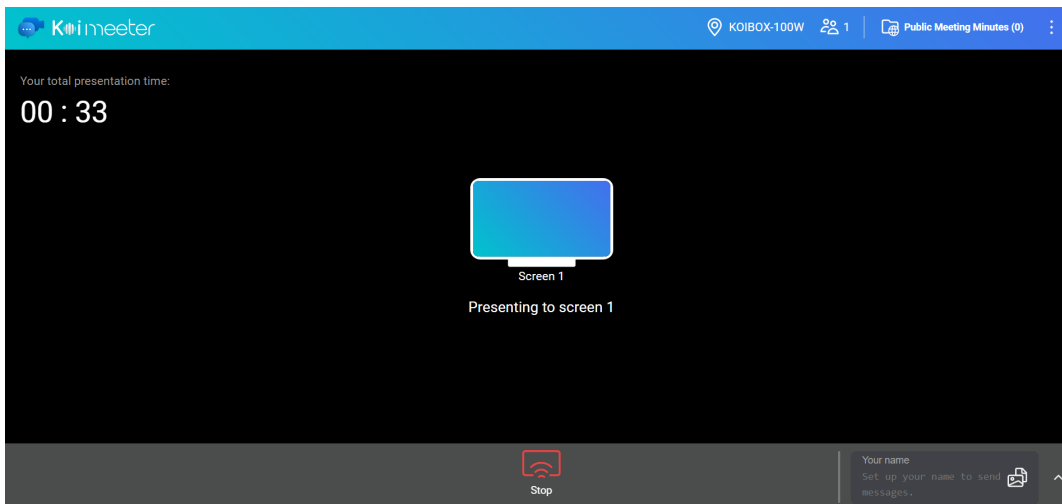
2. Optional: Set a chat username.

Tip
You must specify a username when you use chat for the first time.

    a. Click **Your name**.

    b. Specify your chat username.
        Username requirements:

        • Valid characters: A-Z, a-z, 0-9

        • Valid special characters: Exclamation mark (!), At symbol (@), Number sign (#), Dollar sign ($), Percentage (%), Circumflex (^), Ambersand (&), Asterisk (*), and Hyphen (-).

3. Click **Set up your name to send messages** or **Enter your message**.

4. Type your message.

5. Press **Enter**.
The message is sent to other conference participants.

6. Optional: Click to view chat history.
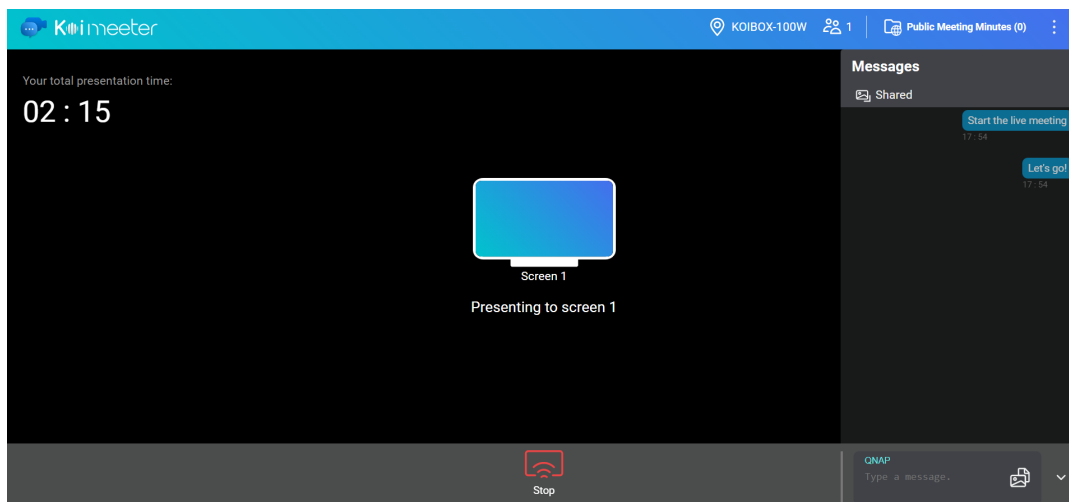
- The **Messages** window appears in the right panel.

- All sent messages will appear in the **Messages** window.

> **Note**
> All chat messages are automatically saved and uploaded to **Meeting Minutes** in the KoiMeeter app when the wireless screen sharing session ends.

Sending Files Using Chat

1. Click the chat box in Insight View.
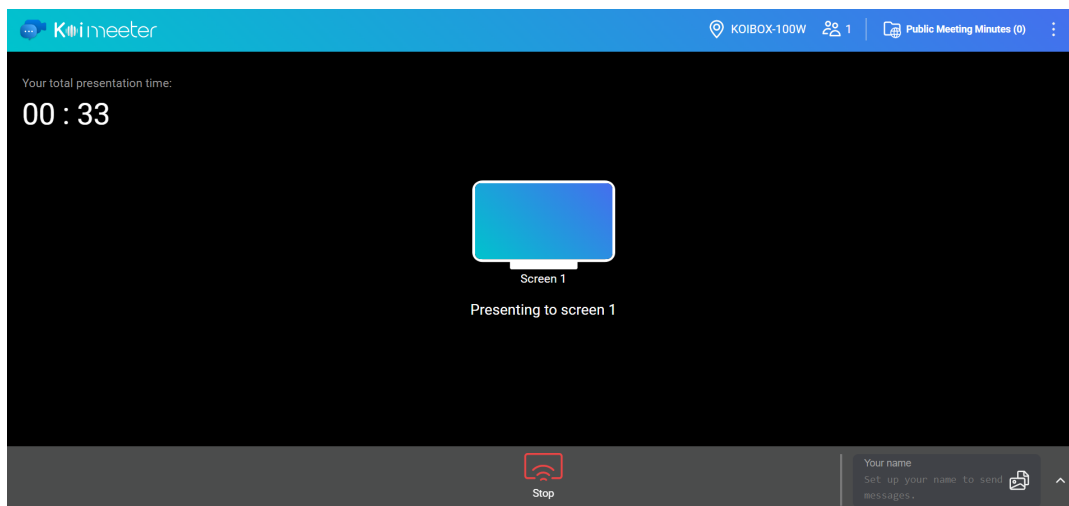
2. Optional: Set a chat username.

> **Tip**
> You must specify a username when you use chat for the first time.

   a. Click **Your name**.

b. Specify your chat username.
Username requirements:

- Valid characters: A-Z, a-z, 0-9

- Valid special characters: Exclamation mark (!), At symbol (@), Number sign (#), Dollar sign ($), Percentage (%), Circumflex (^), Ambersand (&), Asterisk (*), and Hyphen (-).

3. Click ![icon] .
The upload file window appears.

4. Select a file.

> **Note**
>
> - KoiMeeter Chat supports sending texts, images, videos, and audio files.
>
> - QNAP discourages sending large files that may exceed your network bandwidth capacity and affect the video conference or wireless screen sharing quality.

5. Click **Open**.

6. Click **OK**.
The file is uploaded.

7. Click ![icon] to view uploaded files.
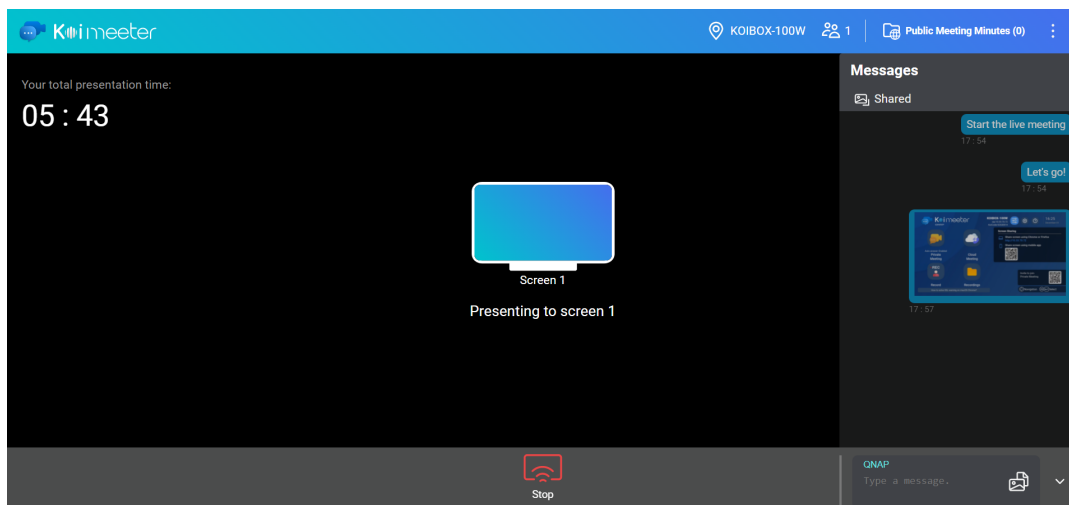
- The **Messages** window appears in the right panel.

- All uploaded files are displayed in the **Messages** window.

> **Note**
> All chat files are automatically saved and uploaded to **Meeting Minutes** in the KoiMeeter app when the wireless screen sharing session ends.

9. Wireless Projection

You can use KoiMeeter to share your presentation with others on HDMI displays or through Insight View. You can use wireless screen sharing for collaboration and for sharing content in a local conference room or remotely during a video conference.

Insight View Interface

Insight View is a browser-based interface built into KoiMeeter for performing wireless screen sharing in real time. This interface allows you to share screens and switch between multiple HDMI display layouts. Conference participants can view your shared content by logging into the Insight View interface using the same KoiMeeter wireless projection IP address and PIN code. Insight View currently supports Google Chrome and Mozilla Firefox browsers.

PIN Code Screen

The PIN code screen appears after you enter the wireless projection IP address in your browser's address bar.
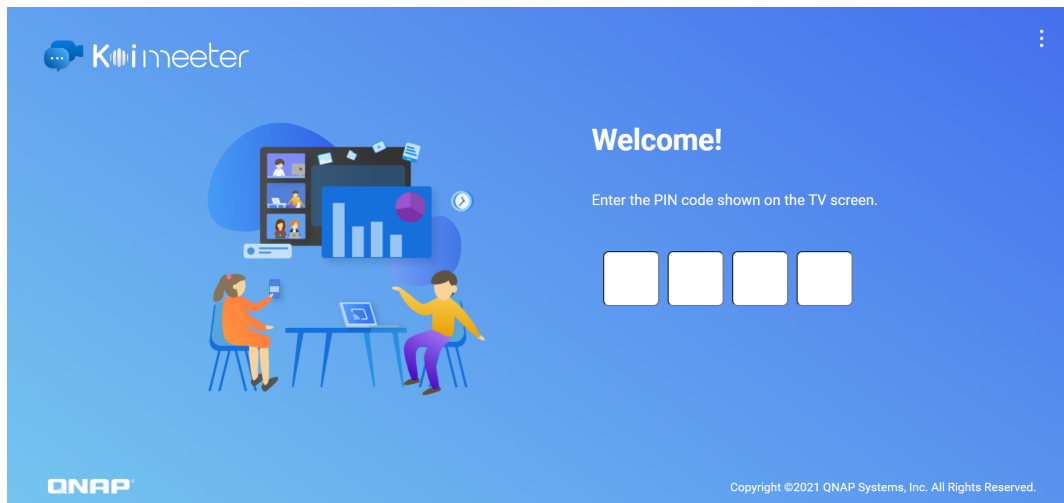
Meeting Room Name

The icon indicates the name of the meeting room that you have joined.

People Count

The icon indicates the total number of atendess that have joined the current wireless screen sharing session.

Wireless Projection Settings

Click to configure the Wireless Projection settings.

Settings	Description
Languages	Select Insight View language settings.

Settings	Description
Tutorials	View the online KoiMeeter tutorials.
About	View the information of version and license type.
Meeting & Contact Settings	Access additional KoiMeeter app settings from Meeting & Contact Settings.
Hardware Settings	Switch to the device operating system QNE Embedded for more settings. **Note** You must have administrator permission or the KoiBox-100W device account to access Meeting & Contact Settings and QNE Embedded.

Accessing Insight View

> **Note**
> KoiMeeter only supports Google Chrome and Mozilla Firefox.

1. Enter the IP address shown on the **Wireless Presentation** screen in the address bar.
   A network security warning appears.

2. Select one of the following methods:

Web Browser	Steps
Google Chrome	**a.** Click **Advanced**. A warning appears. **b.** Click **Proceed to [wireless projection IP address] (unsafe)**.
Mozilla Firefox	**a.** Click **Advanced...**. The website certificate verification information box appears. **b.** Click **Accept the Risk and Continue**.

The **PIN Code Screen** window appears.

> **Tip**
> The PIN code is shown on the HDMI display.

3. Enter the PIN code.
   The **Select** your role screen appears.

4. Select a role.

> **Note**
> Select **Wireless Projection** if you are a presenter to share your screen with meeting members or select **Insight View** to view the shared screen on your computer as a meeting attendee.

Wireless Screen Sharing

> **Note**
>
> - KoiMeeter supports a single HDMI display setup, where the shared screen replaces the previously displayed content.

> • KoiMeeter only supports Google Chrome and Mozilla Firefox.

1. Access Insight View.
   For details, see Accessing Insight View.

2. Click **Share**.
   The **Share Settings** window appears.

3. Optional: Select **Auto** display setting.

4. Click **Next**.

5. Select the content that you want to share.

   Note
   Both Google Chrome and Mozilla Firefox can share your screen or a specific application. Minimizing the application will stop the wireless presentation. You can only choose to share a specific browser tab when using Google Chrome.

6. Click **Share**.

   Note
   Clicking **Share** replaces the content on the display with your shared content.

   The screen you are projecting is highlighted in blue and a timer showing the presentation time appears in the left corner.

10. System Settings

KoiMeeter's HDMI interface allows you to view and configure settings for KoiMeeter operations.

Setting	Description
Language	Select KoiMeeter language settings.
Keyboard Layout	Select keyboard layout settings.
About	Display basic software and hardware information. • Software version • Model • Serial number • IP/MAC address
Software update	Upgrade to the latest software version.
Network	View network configurations and configure Ethernet or Wi-Fi settings. **Note** For details, see Configuring Network Settings.
Bluetooth	View Bluetooth devices connection status and perform Bluetooth pairing with KoiBox-100W. KoiMeeter supported Bluetooth devices include keyboards, mouse, speakers, headphones, and microphones. Go to **Added Device** page to view all paired devices or **Other Device** page to view available Bluetooth devices that can be connected or paired.
Time Zone	Select time zone settings.
Background	Select the background pattern of the KoiMeeter home screen.
Calibrate echo canceller	Select to perform echo cancellation calibration.
Screen resolution	Select the display resolution setting.
Advanced settings	Allows you to set up a recording disk, configure recording settings, and enhance video conference security and privacy. **Important** You must log in with an administrator account to configure advanced settings. • **Recording disk settings**: Select the hard disk you want to set up as the recording disk. • **Video recording**: Enable or disable the recording function. • **Recordings access permission**: Set the recordings access permission. You can make the recording publicly accessible or assign access permission to specific users. **Important** If you set the access permission to the public, all users can view the recording.
Legal	Display EULA, Privacy Policy, and third-party license information.

Setting	Description
Reset	Reset system settings or restore the device to factory default settings.
Power	Execute **Sleep**, **Restart**, or **Shutdown** of the device.
Overscan	Perform overscan to prevent the edge content from being cut off on the HDMI display.
Customer Service	Contains information to contact QNAP customer support.

Configuring Network Settings

You can view and configure Ethernet or Wi-Fi settings.

> ⓘ **Important**
>
> - If the Ethernet is disconnected, check the Ethernet cable connections and your network router first.
>
> - For Wi-Fi settings, you must select the correct Wi-Fi region in compliance with local WLAN frequency laws. Note that selecting an incorrect region can cause interference.

1. Select **Ethernet** or **Wi-Fi**.
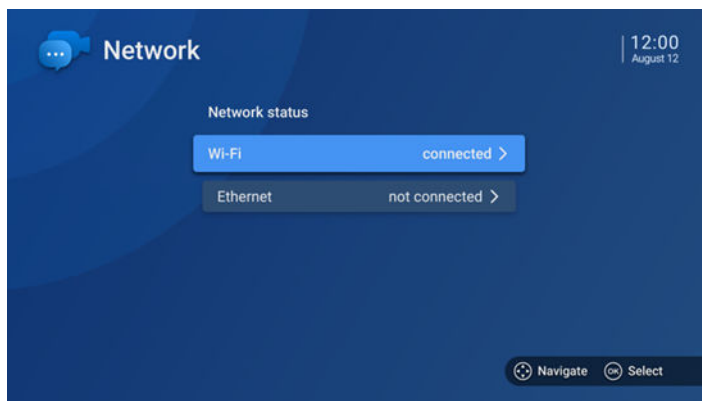
> 💬 **Note**
> KoiMeeter runs a network connection test during initialization.
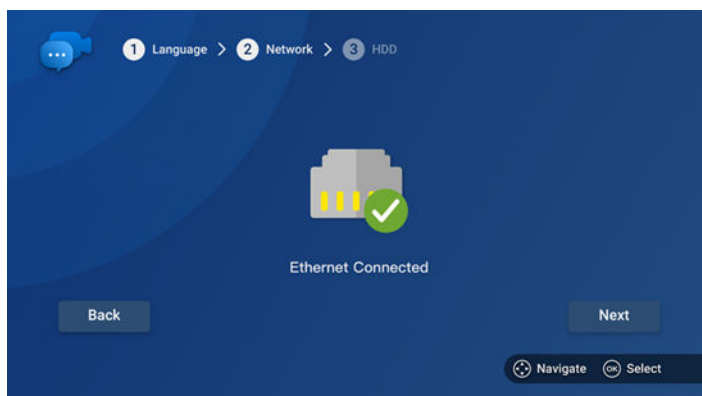
KoiMeeter running a network connection test during initialization.

2. Select one of the following network configuration methods:

Connectivity Type	Connectivity Status	User Actions
Ethernet	Ethernet connected	**a.** Select **Ethernet**. **b.** Set an IP address. **c.** Set a DNS address.
Wi-Fi	• Ethernet disconnected • Normal Wi-Fi connection	**a.** Select a Wi-Fi region. The **Select Wi-Fi Network** page appears. 💡 **Tip** This step only appears when initializing KoiMeeter. **b.** Select a Wi-Fi network. **c.** View the network connectivity status. **d.** Select the Wi-Fi connection on top to view the detailed network information. **e.** Connect to a Wi-Fi network.

3. Press **Enter**.

Configuring Recording Disk Settings

You can set up a hard disk for storing recording files.

⚠️ **Warning**
You must format the hard disk before configuring disk storage. Formatting the hard disk will erase all data on the hard disk.

❗ **Important**
If the installed hard disk is a self-encrypting drive (SED), QNAP recommends configuring the SED encryption key to prevent unauthorized access and ensure the security of your recordings.

💬 **Note**

- The hard disk is an optional purchase.

- To install 2.5-inch hard disks in KoiBox-100W, see the Quick Installation Guide.

1. Go to **Advanced Settings**.

2. Log in to **Advanced Settings**.

3. Select **Recording disk settings**.
The **Hard Disk Setup** page appears.

4. Select **OK**.
KoiMeeter starts formatting the hard disk.

💬 **Note**
It may take several minutes to format the hard disk.

5. Optional: Enable the self-encrypting drive (SED).

> **Important**
> Remember this SED encryption key. If you forget it, all data on this disk will become inaccessible and unrecoverable.

6. Restart KoiMeeter.

> **Note**
> You can click **OK** to immediately restart KoiMeeter or wait 10 seconds for the app to automatically restart.
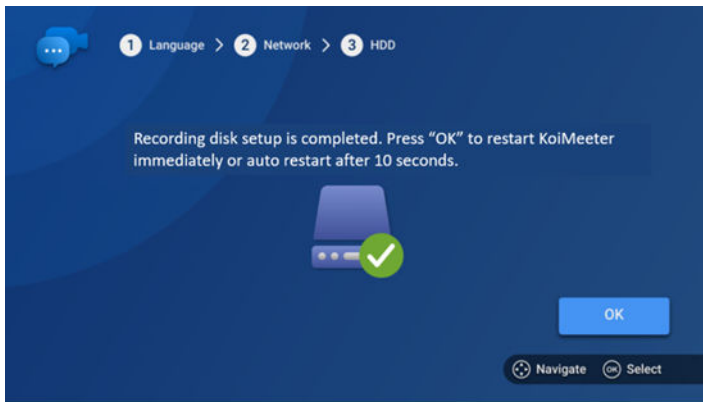
Performing Equipment Test

KoiMeeter's HDMI interface allows you to check the status of the connected microphone, camera, and audio output devices.

1. Select **Equipment Test**.
The **Equipment Test** screen appears.
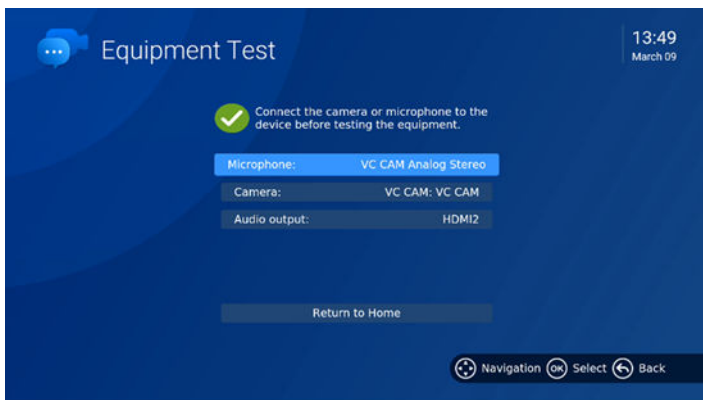
2. Select the equipment you want to test:

Equipment Tests	User Actions
Microphone	Check the microphone volume or select other microphone sources.
Camera	Check the camera preview or select other camera sources.

Equipment Tests	User Actions
Audio Output	**a.** Select an audio output. **b.** Enter **Play**. Test the sound quality or select another audio output.

Updating KoiMeeter

⚠ **Warning**

- To prevent data loss, QNAP recommends backing up all data on your device before updating the software.

- Do not power off your device during the software update process.

🛈 **Important**

- QNAP recommends updating the software using wired Ethernet connections to ensure your network connection is reliable during firmware updates.

- The update may require several minutes or longer, depending on your hardware configuration and network connection.

- You must restart the device for the software update to take effect which may disrupt ongoing device services or operations.

1. Go to **System Settings**.

2. Select **Software Update**.
   KoiMeeter automatically detects the latest software version.

3. Enter `OK`.
   KoiMeeter downloads the latest software version.

4. Restart the device.

11. Meeting & Contact Settings

You can configure the KoiMeeter app settings by logging into the app backend on a QNE device. You must have administrator permissions or the QNE device account to access the Meeting & Contact Settings.

Logging in to the Meeting & Contact Settings

KoiBox-100W supports DHCP clients by default. When connected to a network, an IP address is obtained from a DHCP server automatically. The IP address will show on the home screen of the HDMI display.

> **Note**
> If your network is not connected to a DHCP server, you can manually configure the video conference appliance IP. For details, see Configuring Network Settings.

1. Enter the following in the address bar of the web browser: the IP address followed by a colon (:), the port number 25001, and "/#/CMS".
   For example, "xxx.xxx.xxx.xxx:25001/#/CMS".

2. Log in with the device username and password.

> **Note**
> The default login details as following:
>
> - Default username: `user`
>
> - Default password: The first MAC address in uppercase letters without special characters. For example, if the first MAC address is 00-08-9B-F6-15-75, then the admin password will be 00089BF61575.

> **Important**
> For security purposes, QNAP strongly recommends you set a new password after logging in to the device the first time.

Meeting & Contact Settings Interface

The following table describes the Meeting & Contact Settings interface elements and features.
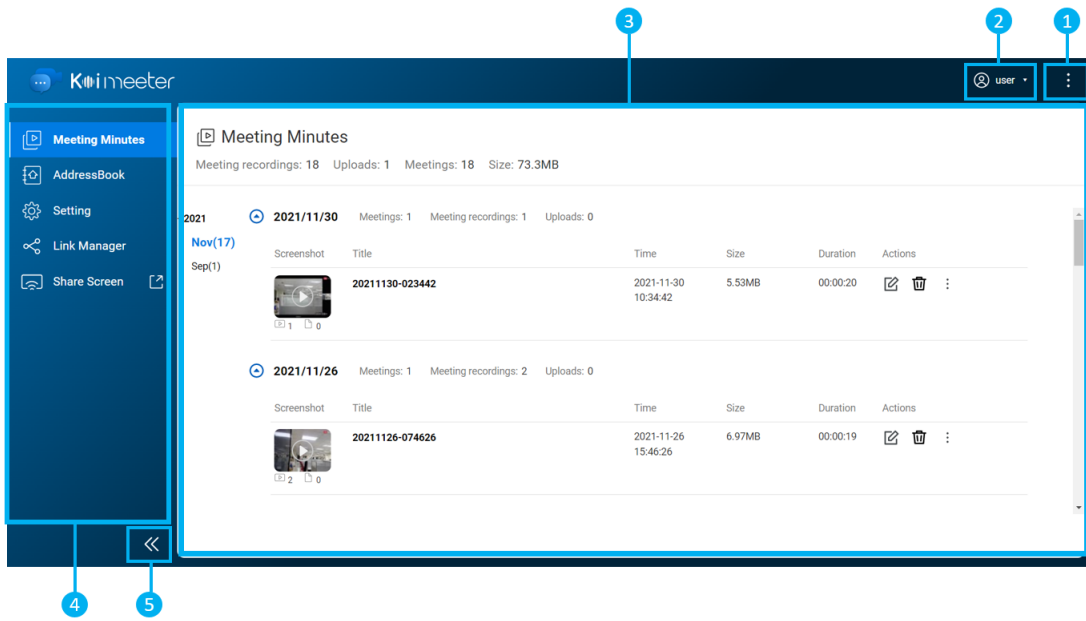
No.	Element	Description
1	Settings	Click ⋮ to select KoiMeeter app language settings, view the online tutorials, view the KoiMeeter app information, or view Quick Start.
2	Account	Shows current user logged into the KoiMeeter app or the app log out option.
3	Right panel	Displays selected app feature information.
4	Left panel	Lists all KoiMeeter app features.
5	Expand or collapse	• Click ≪ to expand the right panel. • Click ≫ to collapse the right panel.

Meeting Minutes
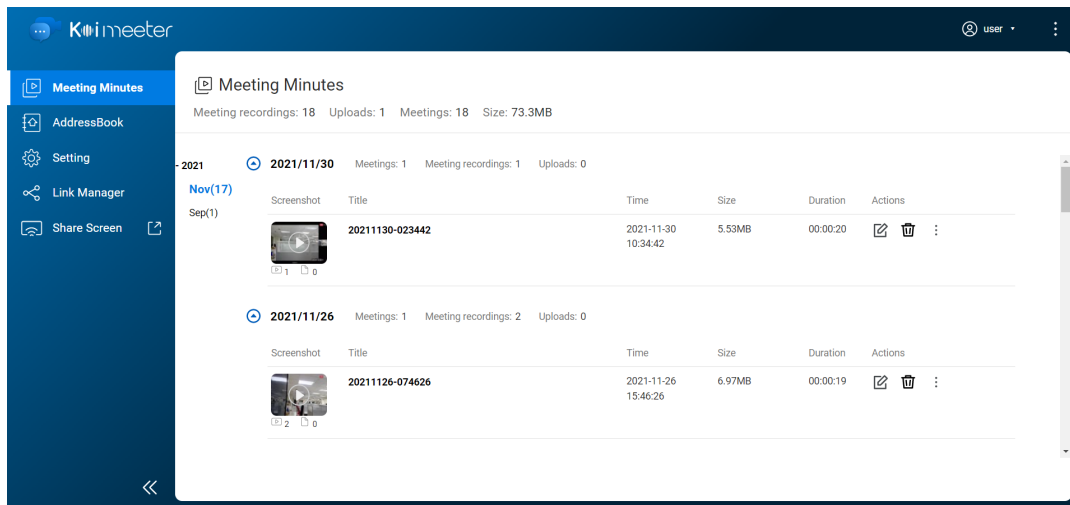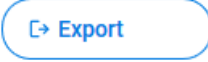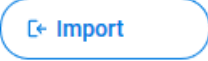
On the **Meeting Minutes** screen, you can view the number of meeting recordings, chat records, automatically uploaded files, meetings, and meeting file sizes. You can also manage the recorded meeting files. The following table describes **Meeting Minutes** features and functions.

Task	Action
Edit meeting file information	Click ✎ .
Delete meeting file	Click 🗑 .
Display other actions in a drop-down menu	Click ⋮ .
Open meeting file	Select **Open** from the drop-down menu.
Play back meeting recording files	Select **Play** from the drop-down menu.
Download meeting file	Select **Download** from the drop-down menu.
Set access permission of meeting file	Select **Access Permission** from the drop-down menu.
Create the share link of a meeting file	Select **Share** from the drop-down menu.
Display meeting file details	Select **Information** from the drop-down menu.

AddressBook
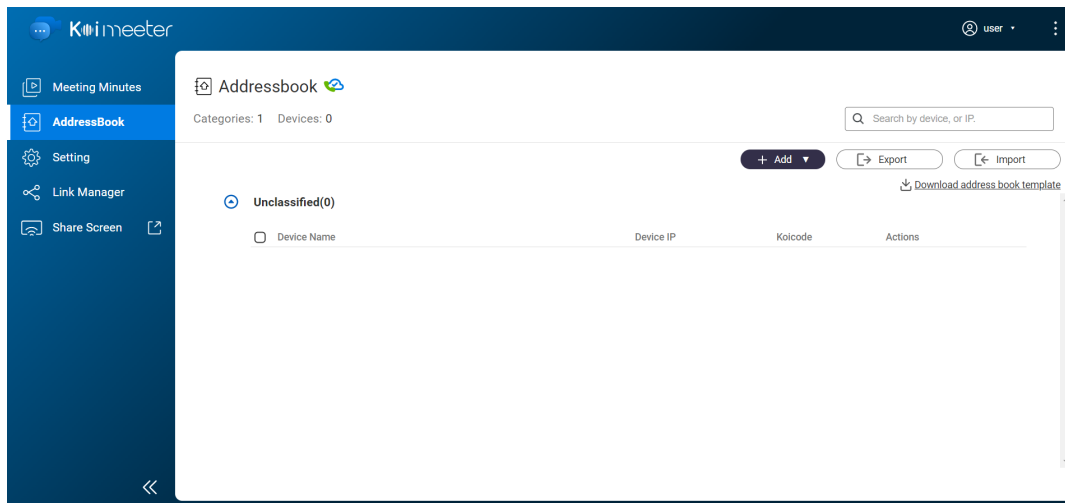
On the **AddressBook** screen, you can view the device names, device IP addresses, and device KoiCode. You can also import, export, add, and edit device names, device IP addresses, device KoiCode, and categorize devices. The following table describes **AddressBook** features and functions.

Task	Action
Export device information	Click [Export] . **Note** KoiMeeter supports exporting device information in JSON file format.
Import device information	Click [Import] . **Note** KoiMeeter supports importing device information in JSON file format.
Add categories or devices	Click [+ Add ▼].
Edit device information	Click ✏.
Change device category	Click ⇄.
Delete device	Click 🗑 .
Display action options	Click ⋮ .

Settings

On the **Settings** screen, you can modify the KoiMeeter app configurations.
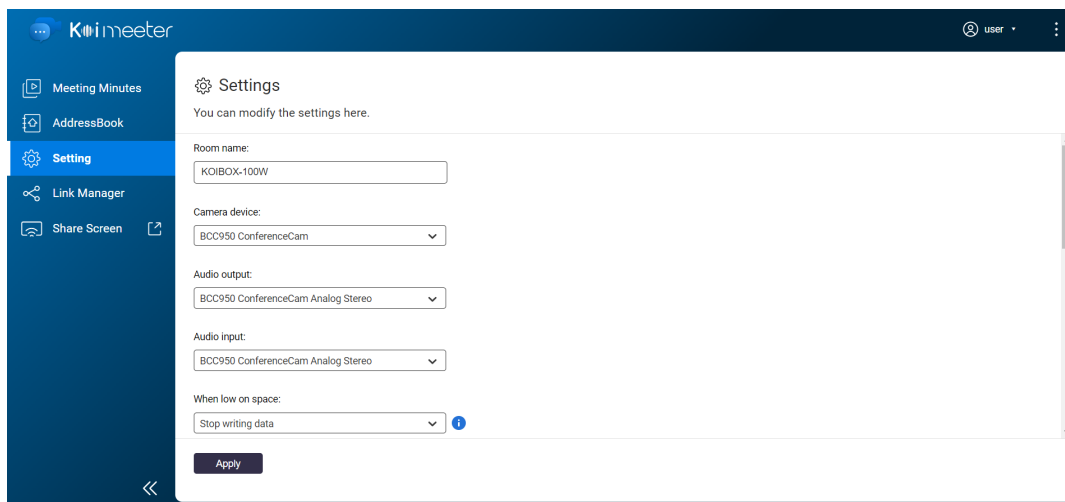
The following table describes the settings you can change in KoiMeeter.

Settings	Description
Room name	Change the meeting room name shown on Insight View.
Camera device	Change the selected camera device.
Audio output	Change the selected audio output device.
Audio input	Change the selected audio input device.
When low on space	Change the action when the system storage is less than 15 GB.
PIN code required	Enable or disable PIN code. **Note** When **PIN code required** is enabled, the conference participants must enter the PIN code every time to join a KoiMeeter video conference or wireless screen sharing session.
Meeting session countdown	Configure the countdown time until KoiMeeter automatically ends wireless screen sharing or a video conference. **Important** You must enable the **PIN code required** to configure the **Meeting session countdown**.
Wireless projection IP address	Select the IP address you want to use for wireless projection. **Note** The wireless projection IP address will list all network settings configured on your device, including IP addresses of multiple network adapters or virtual switches. Make sure you select an IP address that your computer can access. For details, see Accessing Insight View.
Auto record sessions	Enable to automatically record video conference sessions.

Settings	Description
Auto answer calls	Enable to automatically answer all incoming video calls. 💡 **Tip** If **Auto answer calls** are disabled, the video call automatically ends when there is no response for more than 1 minute.
Apply	Click Apply to save setting changes.

Link Manager

On the **Link Manager** screen, you can view the number of shared links, the name of shared folders, the link information of shared folders, the validity period of shared links, and the password information of shared links. You can also manage the shared links. The following table describes **Link Manager** features and functions.

Task	Action
Edit the share link	Click ✎. You can modify the following shared link settings: • Change the link name. • Change domain name or IP. • Change expiration date. • Enable or disable password protection.
Stop sharing the link	Click 🗑 . KoiMeeter stops sharing the link and deletes the share link.
Copy the share link to the clipboard	Click **Links**.

Share Screen

Clicking **Share Screen** redirects you to the Insight View share screen interface. For details, see Wireless Screen Sharing.

12. Troubleshooting

This chapter describes basic troubleshooting information.

Forcing Qfinder Pro or myQNAPcloud to Locate the Device

If Qfinder Pro or myQNAPcloud is unable to locate the NAS during QNE Embedded installation, the drives or data may be faulty.

1. Power off the device.

2. Remove the drive.

3. Power on the device.

4. Locate the device using Qfinder Pro or myQNAPcloud.

5. Reinsert the drive.

6. Continue with the QNE Embedded installation.

Support and Other Resources

QNAP provides the following resources:

Resource	URL
Documentation	https://download.qnap.com
Compatibility List	https://www.qnap.com/compatibility
NAS Migration Compatibility	https://www.qnap.com/go/nas-migration
Expansion Unit Compatibility	https://www.qnap.com/go/compatibility-expansion
Service Portal	https://service.qnap.com
Product Support Status	https://www.qnap.com/go/product/eol.php
Downloads	https://download.qnap.com
Community Forum	https://forum.qnap.com
QNAP Accessories Store	https://shop.qnap.com

13. Glossary

KoiBox

A video conference device specializing in cross-team collaboration

KoiMeeter

KoiMeeter is a video conferencing solution with built-in wireless projection and video recording features

myQNAPcloud

Provides various remote access services such as DDNS and myQNAPcloud Link

Qfinder Pro

QNAP utility that lets you locate and access QNAP NAS devices in your local area network

QNE Embedded

QNE Embedded is the in-built operating system designed for QNAP networking devices

14. Notices

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Version 3, 29 June 2007

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    To "modify" a work means to copy from or adapt all or part of the work in a fashion requiring copyright permission, other than the making of an exact copy. The resulting work is called a "modified version" of the earlier work or a work "based on" the earlier work.
    A "covered work" means either the unmodified Program or a work based on the Program.
    To "propagate" a work means to do anything with it that, without permission, would make you directly or secondarily liable for infringement under applicable copyright law, except executing it on a computer or modifying a private copy. Propagation includes copying, distribution (with or without modification), making available to the public, and in some countries other activities as well.
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    An interactive user interface displays "Appropriate Legal Notices" to the extent that it includes a convenient and prominently visible feature that (1) displays an appropriate copyright notice, and (2)

tells the user that there is no warranty for the work (except to the extent that warranties are provided), that licensees may convey the work under this License, and how to view a copy of this License. If the interface presents a list of user commands or options, such as a menu, a prominent item in the list meets this criterion.

2. Source Code.
   The "source code" for a work means the preferred form of the work for making modifications to it. "Object code" means any non-source form of a work.
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e. Convey the object code using peer-to-peer transmission, provided you inform other peers where the object code and Corresponding Source of the work are being offered to the general public at no charge under subsection 6d.

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