APP DOCUMENTATION v1.0

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1. Installing Voxo GO

In order to install the app, you need to sign up for the Voxo GO Closed Beta at http://voxo-6245433.hs-sites.com/signup.

After you have successfully enrolled and been approved in the closed beta, you will receive an email with instructions from Voxo and an invitation from Testflight to download the Voxo GO Beta app.

After following the steps in the email from Testflight, you need to **Sign up** (image 1 below) within the app to create an account.
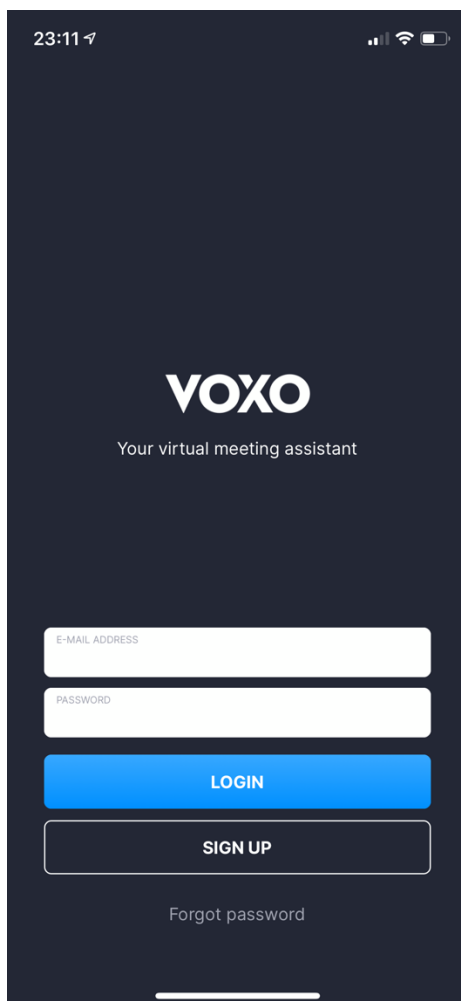

Image 1: Login page Image   *2: Sign up screen*

On the sign-up screen (image 2 on next page) enter your desired credentials; Full Name, Email Adress and Password.

After Signing up, you will be logged into the app and also need to confirm your provided email by following the instructions in the mail you receive from Voxo.

2. Recording a meeting using Voxo GO app

To record a meeting using Voxo GO, press the "New Meeting" button on the first screen (image 3).

Select the name of the meeting by clicking the title and select the language by pressing the language selector to the right of the record button (image 4).

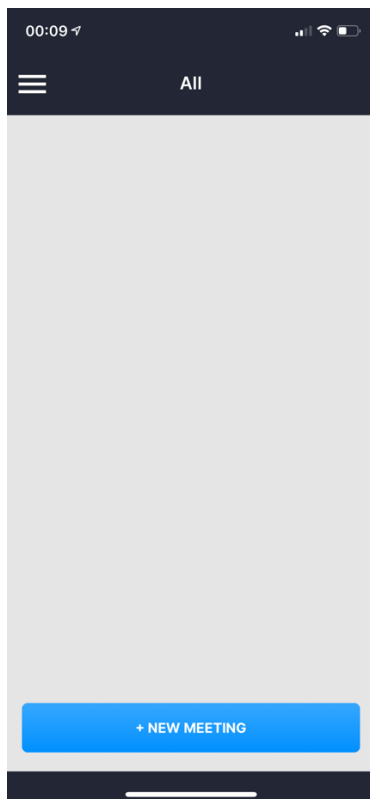Start recording by pressing "Record" and press "Finish meeting" to start analyzing your meeting (image 5).

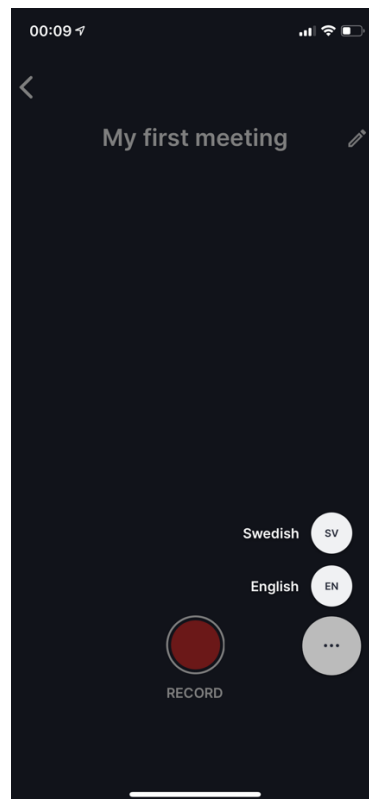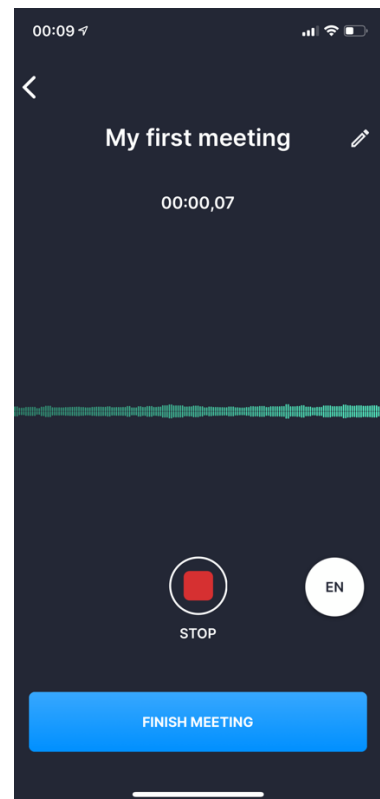|		
Image 3: Meeting Page	4: Recording page	Image 5: Recording view

3. Connecting your Zoom account

From within Voxo GO, enter the Settings page (Image 6) from the left menu that you access by pressing the three horizontal lined in the top left corner.

On the Settings page (Image 7) press the "Add Zoom Account" which will start the connection process (Image 8) where you enter your Zoom Pro credentials.
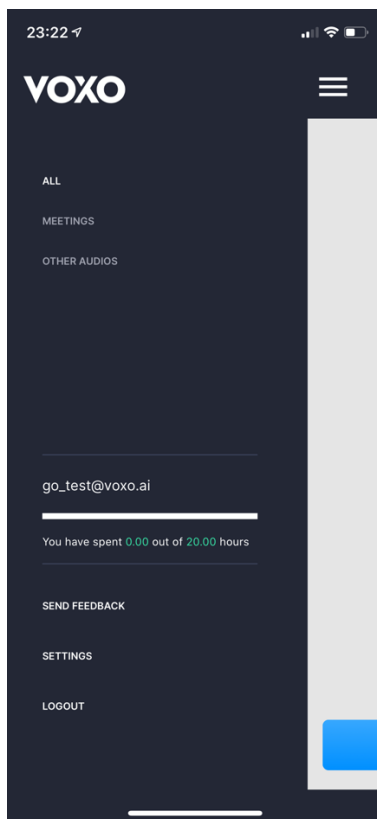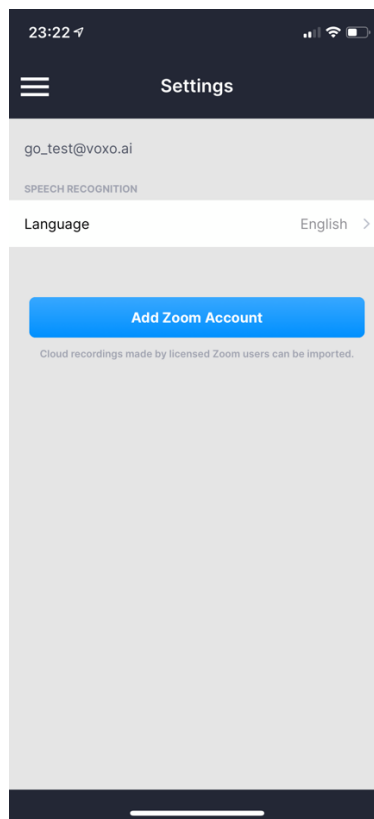

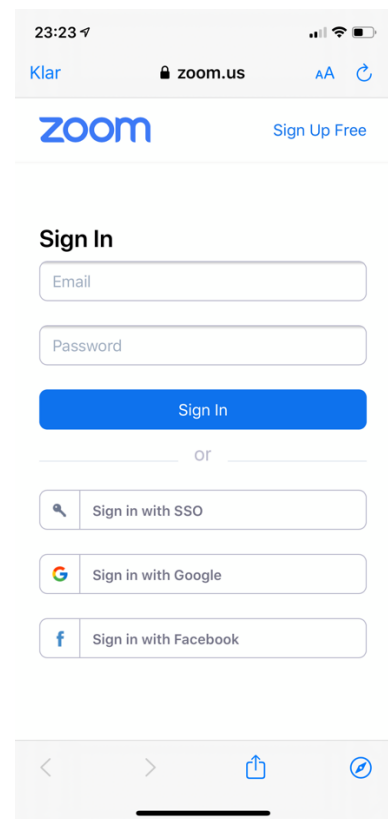*Image 6: Left menu Image*   *7: Settings page*   *Image 8: Zoom Login*

When you have successfully entered your Zoom Pro credentials you will be redirected to a confirmation on the page (image 9) and within the app (image 10);
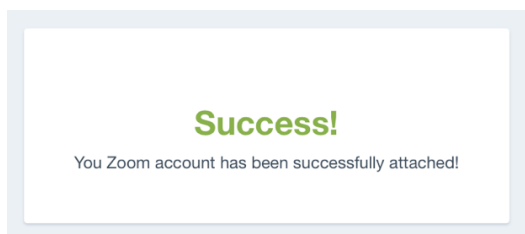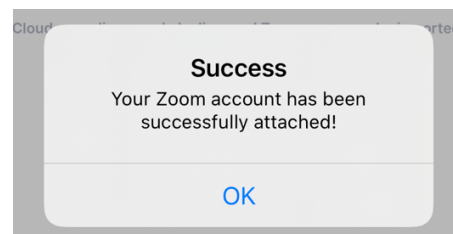

Image 9: Zoom Confirmation   *Image 10: Settings*

4. Importing your Zoom meetings

After linking your Zoom Pro account, you will now have a new section in the left menu stating "Zoom" (Image 11). To import a Zoom meeting press the blue cloud image to the right of the meeting you wish to import (Image 12). After a succesfull import, you find your imported meetings in the new "Imported from Zoom" category in the menu (Image 13).
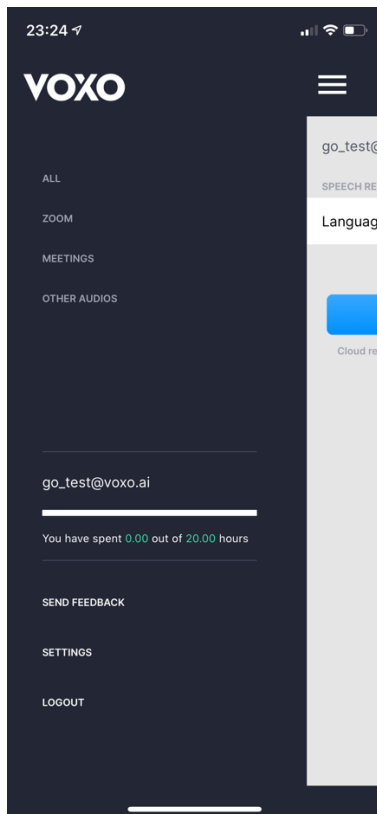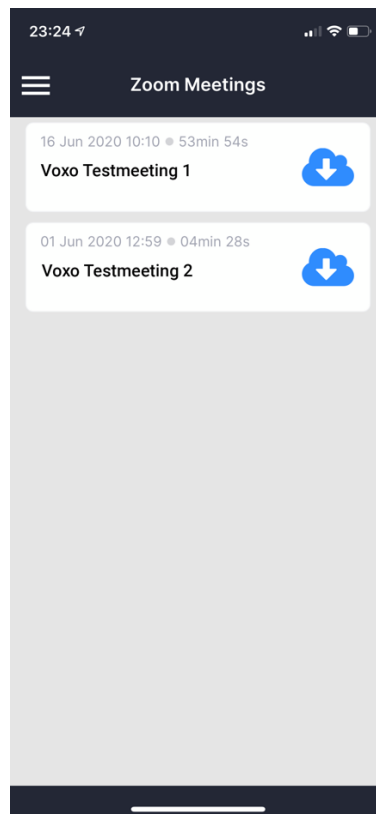
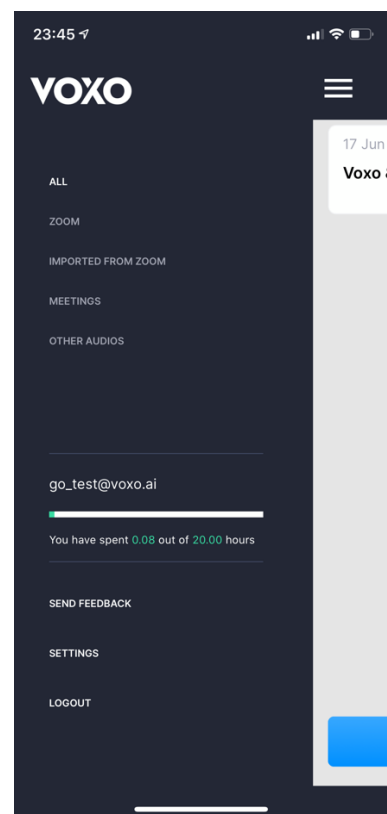*Image 11: Zoom category in left menu*   *Image 12: Available Zoom meetings*   *Image 13: Imported from Zoom cat.*

5. Renaming and deleting Zoom meetings

When you have imported your selected Zoom meetings (Image 14) you can slide the meeting name to the left to access the possibility to 1) edit the name of the meeting 2) delete the meeting from Voxo GO (Image 15). Please notice that the meeting is still stored on your Zoom cloud storage and is only deleted from the Voxo GO application.
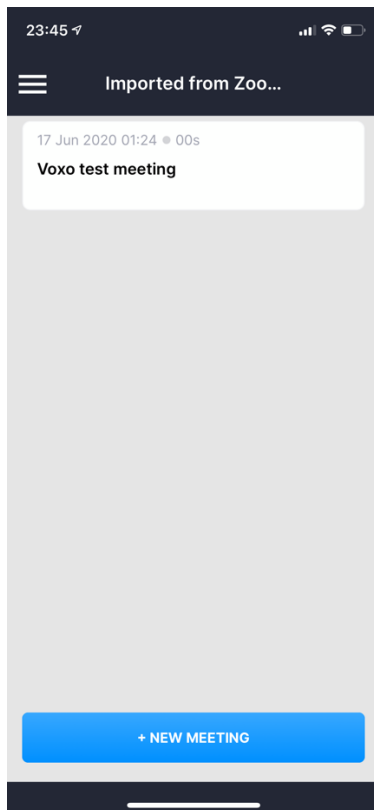

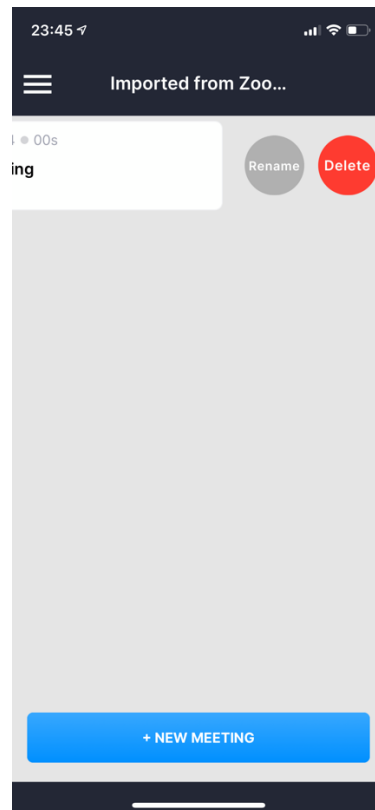*Image 14: Imported meetings*

Image 15: Edit menu

6. Unlinking your Zoom account from Voxo GO

If you want to unlink your Zoom account from the Voxo GO application, simply go to "Settings" from the left menu (Image 6 on page 5). And press the "Unlink Zoom Account" (Image 16). After a successful unlinking you will see a confirmation (image 17).
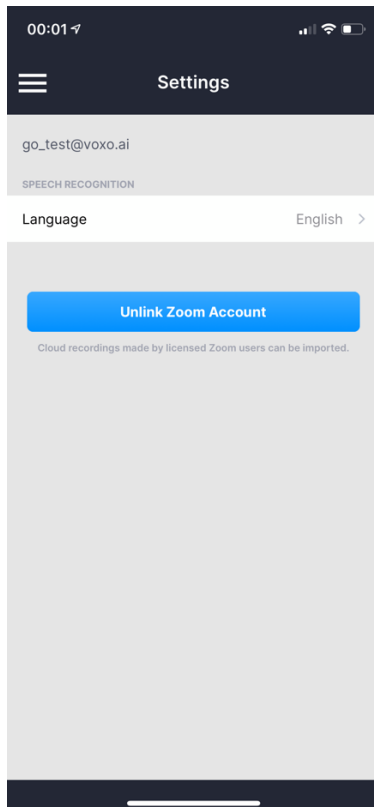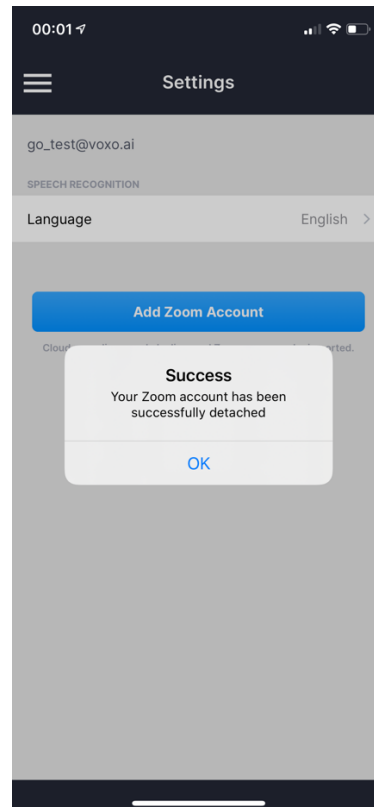

Image 16: Settings page

Image 17: Confirmation

7. Uninstallation from Zoom App Store

In order to uninstall Voxo GO from your account in Zoom, follow instructions below;

1. Login to your Zoom Account and navigate to the Zoom App Marketplace.
2. Click Manage > Installed Apps or search for the **Voxo Go & Zoom** app.
3. Click the **Voxo Go & Zoom** app.
4. Click Uninstall.

8. FAQ

How do I sign up for the Beta?
In order to sign up for the Voxo GO closed beta, visit http://voxo-6245433.hs-sites.com/signup

I have gotten an email from Testflight, but I dont see any app?
In the email from Testflight, you have a step-by-step instruction to install the Voxo GO Beta app. In the end of the list you have the redeem code that you need to inter in the Testflight app to get access to the application.

I have installed the app, but where do I connect to Zoom?
You find the option to link your Zoom account in the app under "Settings". Press the "Link Zoom Account" and follow the instructions provided.

I have found where to connect to Zoom, but It gives me an error?
There are a few reasons that the Zoom integration fails, but before you contact us please make sure you have a Zoom Pro account which is needed to record meetings with Zoom itself.

Can I connect to Zoom without a Pro account at Zoom?
Unfortunately no. The ability to record the meeting within Zoom is a prerequisite to analyse it within Voxo.

I have an issue preventing me from using the app, where can I get in contact with you for support?
Contact us at **betasupport@voxo.ai** for assistant and support around the Voxo GO Beta.