



Helping Maintain better Social Contact  
between Colleagues when working Remotely



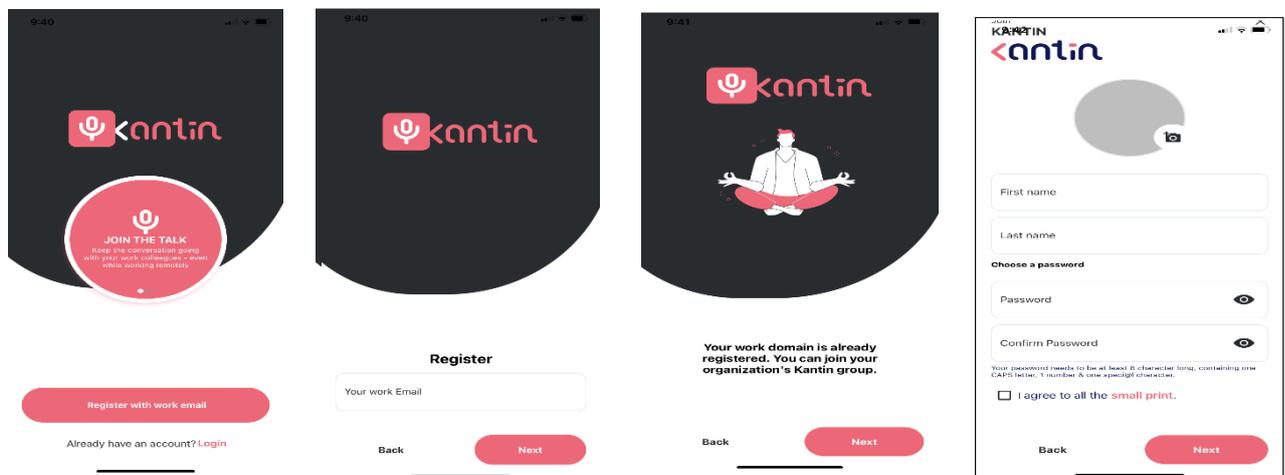
## 1. Introduction

The workplace has changed. Remote, distributed and hybrid working brings many benefits in terms of flexibility and efficiency but can also weaken the informal social bonds that come from impromptu, unplanned chats in the office. The water cooler moments, the canteen conversations, these matter.

Kantin will help bring the casual discussions & the banter, back to the workplace regardless of where you happen to be. These non-work interactions are actually really important for work. They build social bonds, friendships, a sense of belonging, by getting to know your colleagues a bit better. That canteen chatter can also spark the Big Idea that drives innovation, solves problems, makes connections. Serendipity matters.

## 2. How do I get Set Up on Kantin ?

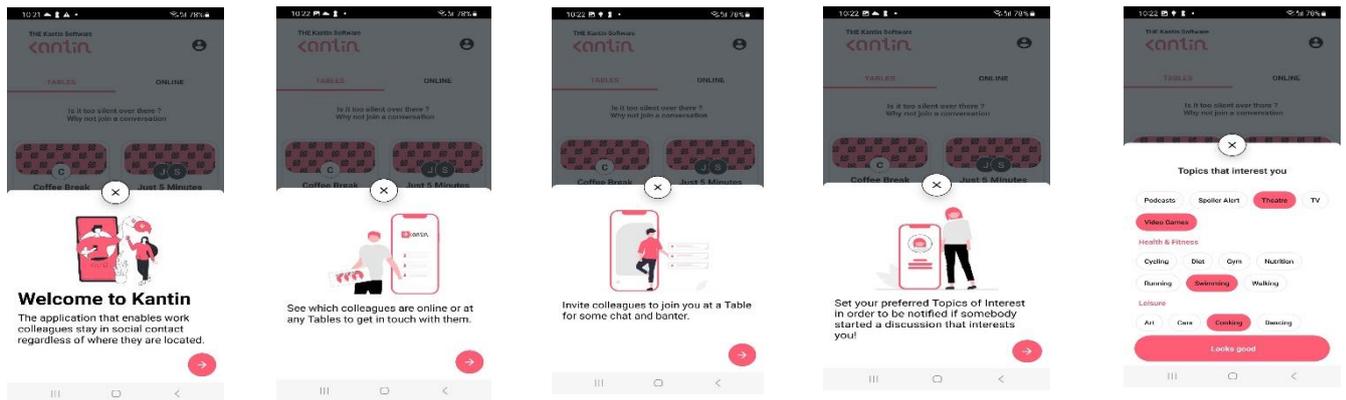
Getting Set up on the Kantin Application is as easy as entering your email instructions on your phone, entering your name and some preferences and once your email address is verified as part of your company's domain you will receive an email asking you to click on a link and set your password. Please check your Spam folder also if you don't receive this email immediately. See the initial sequence of registration screens below following which you will be asked to validate your login.



In Kantin there are two types of user i.e. the Admin user and the Basic user. The Admin user has the ability to set up the application for the organization to best reflect it's culture and invite other work colleagues to download the application and get themselves set up as users. The Admin user can also appoint other Admin Users from within the organization or remove users as required.

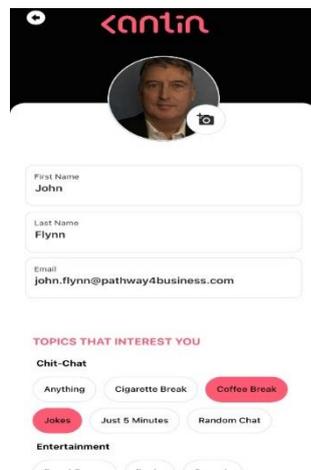
## 3. Onboarding

When you first log into the Kantin application following the Registration steps in ( 1. ) above there are a sequence of 5 onboarding screens which explain what the Kantin application is all about. You can also set your initial user preferences during this onboarding step and these preferences may then be changed at any time via your Profile. The onboarding steps need to be fully completed so this will be repeated next time you log in if you choose the option to skip on any of the screens. See the images of the screens below which explain at a high level the application and then allow you to set your preferences.



## 4. Setting User Preferences

The User Preferences can be modified at any time by the user while logged into the application. To do this you simply click on the icon on the top right corner of the screen, go to the **Personal** area and click on **My profile**, scroll down to **Topics that Interest You** and by selecting or de-selecting any of the Topics they will automatically be saved to your profile. You can also choose Light or Dark Mode for your display.



## 5. The Admin User

When the Admin user first logs in there will be no tables visible as shown in the screen below. The Admin can then set up some Permanent tables with initial topic names that might be appropriate for the organization in question.



The Admin user can also grant Admin privileges to other users as well as deleting users and editing/deleting Permanent tables which have been set up for the organization.

## 6. The Basic User

Once the Admin user has created some Permanent tables for the organization these will automatically appear on any user's screen when they log in.



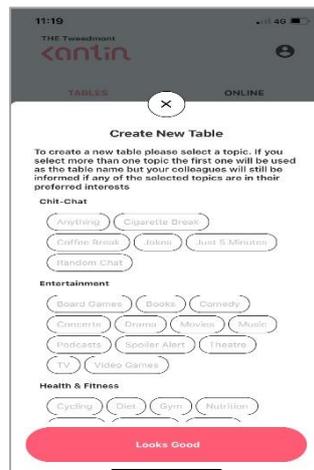
The Basic user can join an existing table by clicking on the table icon.

## 7. Creating a Permanent Table

As Admin Permanent Tables can be set up by clicking on the  icon, go to the **Your Kantin** area, select Permanent Tables, then click on the  icon at the bottom right hand corner of the screen and then select the Topic for the new Table.

## 8. Creating a Temporary Table

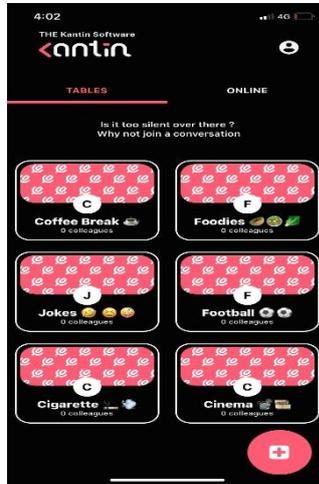
A Temporary Table is one which will exist for the duration of a conversation and then automatically disappear as soon as the last user exits the table. A Temporary Table can be set up by going to the Tables screen and clicking on the  icon on the bottom right hand corner of the screen. The table Topic can then be chosen from the default list of Topics which are identical to those set up as part of the User Preferences in your Profile though you are not restricted to your chosen User Preferences. See Below the Table screen and the Create Table screen from where you select the chosen topic for the table.



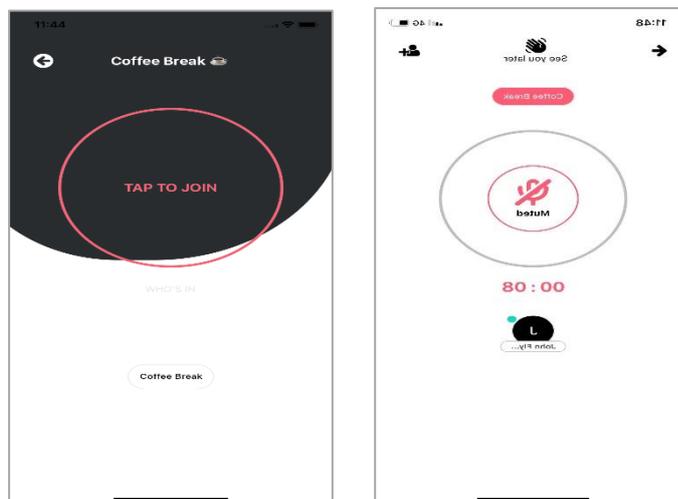
As soon as Temporary Table is created it appears along with the Permanent tables on every users screen but disappears as soon as the conversation ends.

## 9. Joining a Table Conversation

To join a Table Conversation you simply go to the Table screen and click on the Table of your choice.



This will then place you into a screen where you can “Tap to Join” and you are then in the Conversation with a Mute/Un-Mute button which allows you to speak freely or block out your background noise when you are not speaking if you happen to be in a noisy place at the time. You can leave the Conversation at any time by clicking on the **See You Later** 🦋 icon on the screen.



## 10. Editing / Changing the name of a Permanent Table

To edit or change the name of a Permanent table as Admin you simply click on the 👤 icon, go to the **Your Kantin** area select **Permanent Tables**, then click on the 📄 icon beside the Table name you wish to edit and you can type in the new Name in the Table Name text box at the top of the screen. There will always be topics that have meaning within the culture of any organization so the table names chosen can reflect this and more Permanent tables can then be added as users start to use the application

### 11. Checking which Work Colleagues are Registered or are Online

You can check which of your work Colleagues have registered as users of Kantin by clicking on the  icon, go to **Your Kantin** and then click on **Colleagues**. This will give you a list of all Colleagues who have registered as users of Kantin in alphabetical order by surname. It will also show you which of these users are the Admin users for Kantin within your organization

You can check which of your work Colleagues are currently online or at a table by going to the Tables screen and clicking on **Online**. This will provide you with a list of which Colleagues are currently online and whether they are currently at a specific table.

### 12. Inviting a work Colleague to join a Table

Any user can invite another work Colleague who is a registered Kantin user to join any Table you have already joined yourself. To do this you simply click on the  icon on the top right hand corner of the In-Call screen where you can then select one or more Colleagues to join you at the Table and click on the **Invite** button to send the invitation.

### 13. Receiving and Accepting an Invite to join a Table

If you are invited to join a Table by another work Colleague you will receive a Notification on your device indicating which Table you have been invited to and which Colleague has invited you. By clicking on the Notification it will bring you to the Tables screen where you can join the Table you have been invited to. It is important that you have set up your mobile device to receive Notifications from the Kantin application ( see Settings section below )

### 14. Inviting a work Colleague to register for Kantin

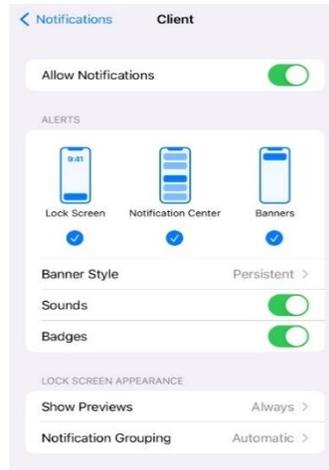
You can invite any work Colleague to register for Kantin by simply clicking on the  icon on the top right corner of the screen, go to the **Share** area and click on **Share the app** which will allow you to share links to the app through a variety of methods

### 15. Viewing Remaining Talk Subscription Minutes Available

You can view how many talk minutes your organization has remaining on the Kantin application by simply clicking on the  icon on the top right corner of the screen and scroll to the **Subscription** area where you will see how many minutes remain in your organisation's subscription. To Top this up you can contact your Admin or email [hello@kantin.software](mailto:hello@kantin.software) but please note that only Admin users have the permission to top up the subscription within any organization.

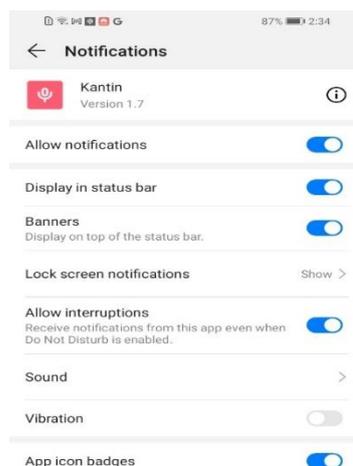
## 16. Notification Settings for an iOS Device

At installation time on an iOS device you will be prompted to allow Kantin send you Notifications. Even if you allow this at installation time you should still check that Notifications are turned on for the Kantin application by going into Settings and it is recommended to set up your iOS device as shown in the screenshot below. By setting the Banner Style as **Persistent** you will see invites to Tables more easily as they will remain on your screen until you click on them.



## 17. Notification Settings for an Android Device

At installation time on an Android device you will be prompted to allow Kantin send you Notifications. Even if you allow this at installation time you should still check that Notifications are turned on for the Kantin application by going into Settings and it is recommended to set up your Android device as shown in the screenshot below.



### 18. Other Settings which need to be enabled

At installation time you will be prompted to allow Kantin access your **Microphone** so you should ensure that this is set for both iOS and Android devices as without access to your Microphone you will not have audio access from the application