Department for
Business, Energy
& Industrial Strategy

Zapp User Guide

For private beta

What is Zapp?

Zapp is a desktop application that helps businesses reduce energy wastage and therefore reduce their bills, by encouraging more efficient energy behaviour in employees,

It is designed to be as non-intrusive as possible and requires almost no time or effort from staff. A few timely notifications remind employees to switch off lights and check heating / cooling systems.

Zapp will also hibernate your computers when you leave work so that they are not wasting energy overnight. Hibernation is a Windows feature that saves your desktop state exactly so that when you switch on the next morning, you'll be exactly where you left off. (It doesn't hurt to save your work before you go anyway, though.)

Installation

Zapp needs to understand how many people are in the office, so all staff working in the office will need to install it. To get the app, imply head to http://www.beis-zapp.com and download the installer from there. (You may need to add an exception to your anti-virus software if it will not permit the download.) Run the installer and the app will start automatically once installed.

Support

For assistance with the app, or if you have any questions, contact vina.krishnarajah@beis.gov.uk.

Technical Requirements

Installation Requirements

Operating System: Windows 7, 8 & 10

How does it work?

Once the tool has installed on your machine, the below box will appear introducing you to the trial.

You'll need to enter the identifying code for your office. Your office manager (or whoever is managing the Zapp installation in your office) should be able to give it to you – and they can get it from their contact at BEIS.

Press next to progress.

Welcome to Zapp!

This app helps you avoid wasting energy in the workplace.

It'll hibernate your machine when you're done working for the day, so it doesn't use energy overnight. (Hibernation keeps your work open so you won't lose your place when it wakes up the next morning.)

It'll also remind the last people in the building to switch off lights, machines and heating when they leave, and it'll prompt volunteers to adjust the heating to make sure it's running efficiently given the outside temperature.

Let's get started by setting up your preferences.

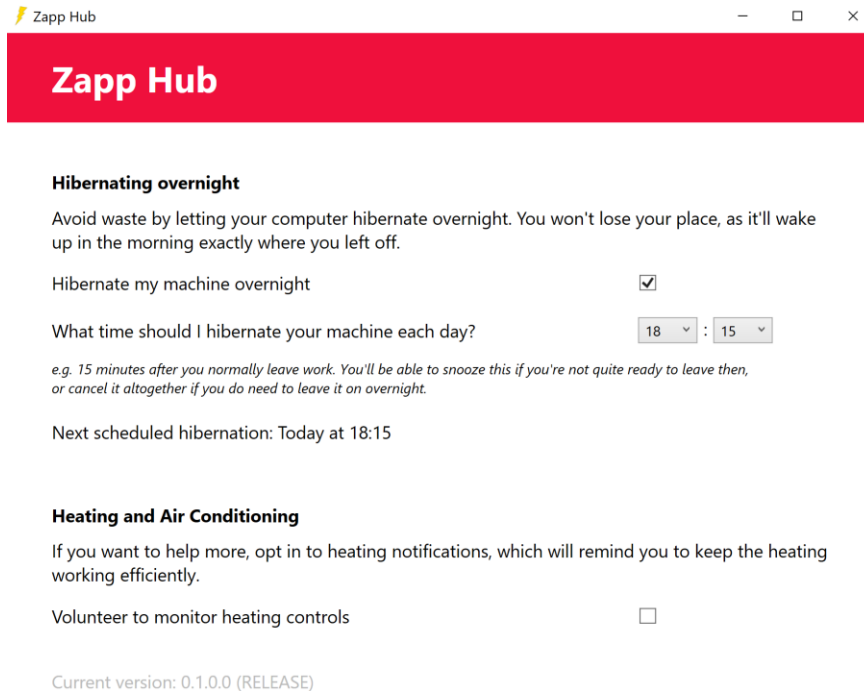Please enter your company registration code:
You can get this from your office manager.

Are you currently on your work network?   ● Yes   ○ No

Next

The next screen prompts you to edit your notification preferences. You can:
- Opt-in to daytime heating and air conditioning notifications
  - We recommend these are only opted into by either the Office Manager or a few select volunteers who know how to operate the heating and cooling systems.
- Set the time at which you typically leave the office
  - The computer will then automatically hibernate 15 minutes after this – though you can always snooze it or tell Zapp "not tonight".

Once the application is set up, there are three categories of notifications which will pop up at the bottom right of your screen occasionally. These are detailed on the following pages.
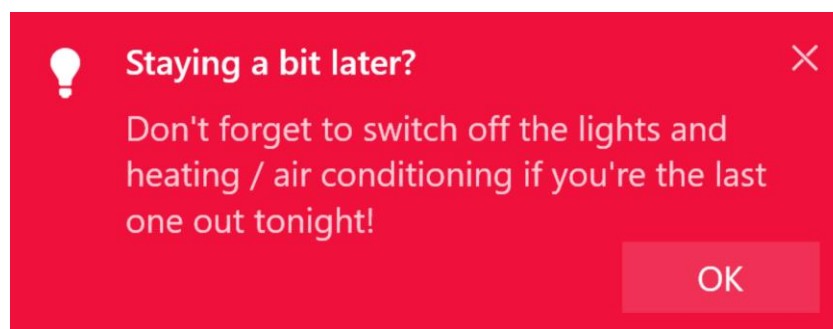
Heating / Air Conditioning notifications

Of those opted in to heating / air conditioning reminders, the first into the office each day will be sent a notification, to remind them to switch off or tweak heating / air con depending on the day's weather. (The first person in the office is identified by seeing whose computer is switched on and connected to the office's Wi-Fi network first.)

Good morning! ✕

Please make sure the heating / air conditioning is set to a sensible temperature for today's weather. If it's hot, can you open windows instead?

OK
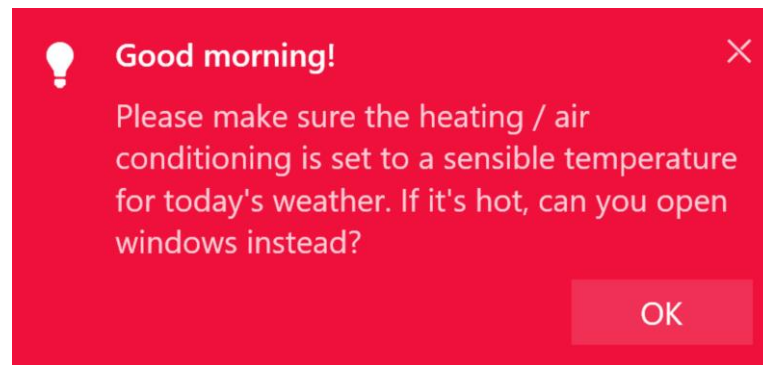
Last person in the office notifications

This is sent to the last three staff in the office, to remind them to switch off lighting and heating / air conditioning when they leave. (These people are identified by seeing whose computer is still switched on and connected to the office's Wi-Fi network.)

Staying a bit later? ✕

Don't forget to switch off the lights and heating / air conditioning if you're the last one out tonight!

OK

Hibernate

Hibernation happens automatically, but this reminder is sent to each app user at the time they typically leave the office (configured in the settings hub). From here you can snooze the hibernation for 15 minutes, 30 minutes or an hour, or tell Zapp "not tonight".

You'll get a further 30-second countdown when the app is about to hibernate, if you're still using your computer. (Again, snooze and "not tonight" options are available.)
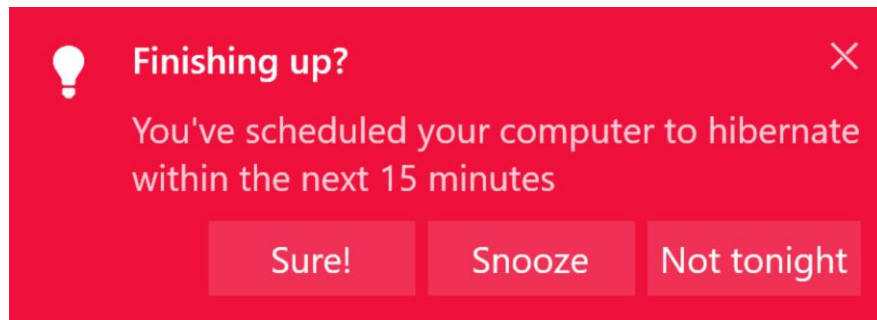
Tool FAQ's

By double-clicking on the Zapp icon in the system tray, you can open the settings hub (as per page 3). From there you can also access the app FAQs.

Zapp FAQs

1. Which notifications will I receive from Zapp?

You'll receive notifications based on the preferences you set up in the Hub. You can change these at any time. There are three types of notification:

- You'll receive a notification that your computer will hibernate at the time you chose in the hub; your computer will then hibernate automatically 15 minutes after this.

- If you're one of the last 3 people in the office, you'll receive a notification at the end of the day to remind you to turn out the lights and turn off the heating/air conditioning before leaving the office.

- You can opt into notifications to adjust the heating/air conditioning during the day, and these will be sent to you based on changes to the temperature outside.

2. Can I stop my computer hibernating automatically?

Yes! We know there are some days you're working later, so when the notification comes up you can either snooze it, or disable it for that night. You can also opt-out of hibernation entirely.

3. Why I am I receiving notifications?

Because your management team wants to reduce your company's energy bills. Changing behaviours in the office is a great first step to doing this!

4. What can I do to have a bigger impact on our energy bills?

There are lots of other things offices can do to reduce their bills, look at the Carbon Trust website for more information.

5. How do I uninstall Zapp?

We hope you don't, but if you really want to you can uninstall the app via 'Add or remove programs' in your Control Panel.