



Group 6 Members
Jiachengyue Wang
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User Manual

1. Introduction

EasyAsk is a built-in function in Zoom, it is a great tool for the participants to have a more directed way to interact with each other and the host in a video conference. Since the tool is made for interaction between participants of a video conference, the screens on different ends (host end and participant end) are different. In this prototype you are going to test, we will present both the host end and the participant end screens of the application.

If you are a host, set up first, then go to Step 4, Getting Started Host End.

If you are a participant, set up first, then go to Step 3, Getting Started Participant End.

2. Setup Tutorial

The purpose of this application is to improve the user experience for video conferencing, thus, it is implemented as a built-in function in the Zoom application. Make sure to have Zoom downloaded in your system, and then follow the instructions below.

1. Go to [EasyAsk Computer Prototype](#)

To access the prototype, open your browser and go to the link above, it is a live share of our prototype.

3. Getting Started (Participant End)

Now we have both Zoom and EasyAsk downloaded, Let's try it out!

A. Open Zoom

Note: the Zoom app in this prototype has a similar UI as the real Zoom app, but not all the functions are available.

Open the Zoom application and join a meeting. In real-life situations, you will need a meeting ID and password to join a meeting. But in the prototype, you are directed to the example meeting without the need to log in first.





B. Start the EasyAsk Application

Once you are in a meeting, the EasyAsk icon is at the bottom right of the menu bar, click on it to start the application. Once in the application, the EasyAsk is now for navigation, click it to check where you are in the queue.

[Card, Moran & Newell, 1983]

- simplified concept of cognitive psychology theories and empirical data
- Consists of **memories** and **processors**

The diagram illustrates the human information processing model. It shows a person's head with a computer monitor and keyboard. Information enters through the eyes (Eye movement: 250 [70-100] msec) and ears (Auditory Processor: 70 [30-100] msec). It then flows into the Perceptual Processor (100 [50-200] msec), which feeds into the Working Memory. Working Memory is divided into the Visual Image Store (100 [50-200] msec) and the Auditory Image Store (100 [50-200] msec). Both stores feed into Long-Term Memory (100 [50-200] msec). Long-Term Memory is further divided into Semantic (100 [50-200] msec) and Physical (100 [50-200] msec) components. The diagram also shows a Motor Processor (70 [30-100] msec) and a Motor Image Store (100 [50-200] msec) connected to the Long-Term Memory.

Mute Stop Video Security Participants Chat Share Record Reactions **EasyAsk** END

C. Dequeue

To dequeue from the request list, click the red cross icon on the right of your name box. Once you dequeue from the list, you cannot undo it, you have to start the whole application again if you want to queue up again.

The screenshot shows a Zoom meeting interface. The main window displays a presentation slide titled "[Card, Moran & Newell, 1983]". The slide contains two bullet points:

- simplified concept of cognitive psychology theories and empirical data
- Consists of **memory** and **processors**

To the right of the text is a diagram of a cognitive architecture model. It includes a "LONG-TERM MEMORY" box at the top, a "WORKING MEMORY" box in the middle, and a "Perceptual Processor" and "Motor Processor" at the bottom. Arrows indicate the flow of information between these components. The "Perceptual Processor" is labeled with $t_p = 100$ [50-200] msec. The "Motor Processor" is labeled with $t_m = 70$ [25-175] msec. The "Visual Image Store" is labeled with $t_{vis} = 200$ [70-1000] msec. The "Auditory Image Store" is labeled with $t_{aud} = 1500$ [900-3500] msec. The "Eye movement" is labeled with $t_{em} = 230$ [70-700] msec. The "Perceptual Processor" is also labeled with $t_p = 100$ [50-200] msec. The "Motor Processor" is also labeled with $t_m = 70$ [25-175] msec. The "Visual Image Store" is also labeled with $t_{vis} = 200$ [70-1000] msec. The "Auditory Image Store" is also labeled with $t_{aud} = 1500$ [900-3500] msec. The "Eye movement" is also labeled with $t_{em} = 230$ [70-700] msec. The "Perceptual Processor" is also labeled with $t_p = 100$ [50-200] msec. The "Motor Processor" is also labeled with $t_m = 70$ [25-175] msec.

Overlaid on the slide is a "Queue" window. It lists the following names:

- Odero Otieno
- Yuhao Wang
- Jiachengyue Wang (Me)

A red circle highlights a red cross icon on the right side of the "Jiachengyue Wang (Me)" name box, indicating the button to click to dequeue.

The Zoom meeting controls are visible at the bottom, including icons for Mute, Stop Video, Security, Participants, Chat, Share, Record, Reactions, EasyAsk, and an "END" button.

C. Zoom in, Zoom out and Cursor

Once the host accepts your request (you are no.1 in the queue), you have the access to the picture.

To zoom in, click on the first icon in the top left menu bar of the pop-up window.

[Card, Moran & Newell, 1983]

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The diagram illustrates the memory system from Card, Moran & Newell (1983). It features a central 'WORKING MEMORY' box divided into 'VISUAL IMAGE STORE' and 'AUDITORY IMAGE STORE'. Above this is 'LONG-TERM MEMORY'. Below the working memory is a computer motherboard, and to the right is a person's head with memory stores. Arrows indicate the flow of information between these components.

At the bottom of the slide, there is a navigation bar with the following icons and labels: Mute, Stop Video, Security, Participants, Chat, Share, Record, Reactions, EasyAsk, and a red 'END' button.

To zoom out, click on the second icon in the top left menu bar of the pop-up window.

[Card, Moran & Newell, 1983]

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At the bottom of the slide, there is a navigation bar with the following icons and labels: Mute, Stop Video, Security, Participants, Chat, Share, Record, Reactions, EasyAsk, and a red 'END' button.

To use the cursor, click on the third icon in the top left menu bar of the pop-up window.

[Card, Moran & Newell, 1983]

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Mute Stop Video Security Participants Chat Share Record Reactions EasyAsk END

To close the application(close the pop-up window), click on the icon on the top right of the pop-up window.

[Card, Moran & Newell, 1983]

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Mute Stop Video Security Participants Chat Share Record Reactions EasyAsk END

4. Getting Started (Host End)

A. Open Zoom

Note: the Zoom app in this prototype has a similar UI as the real Zoom app, but not all the functions are available.

Open the Zoom application and start a new meeting.





B. Start the EasyAsk Application

To check if there are any requests, click on the EasyAsk icon on the bottom left of the menu bar.

[Card, Moran & Newell, 1983]

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Mute
 Stop Video

Security
 Participants
 Chat
 Share
 Record
 Reactions
 EasyAsk

END

C. Approve and cancel requests.

To approve a participant's request, click on his/her name box.

[Card, Moran & Newell, 1983]

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The diagram illustrates the flow of information through the human memory system. It includes Long-Term Memory, Working Memory (divided into Visual Image Store and Auditory Image Store), a Perceptual Processor, and a Motor Processor. A queue box on the left shows the names of participants: Odera Otieno and Yuhao Wang. The interface also features a bottom toolbar with various icons for managing the session, including Mute, Stop Video, Security, Participants, Chat, Share, Record, Reactions, EasyAsk, and an END button.

To cancel a participant's request, click the red cross on the left of the participant's name box

[Card, Moran & Newell, 1983]

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5. End

Thank you so much for using EasyAsk and we hope it can give you a better interaction experience in video conferencing. Please send us feedback after trying out the computer prototype of EasyAsk.