



User Manual / TECH DOC

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IAdea Booking (for Outlook) User Manual

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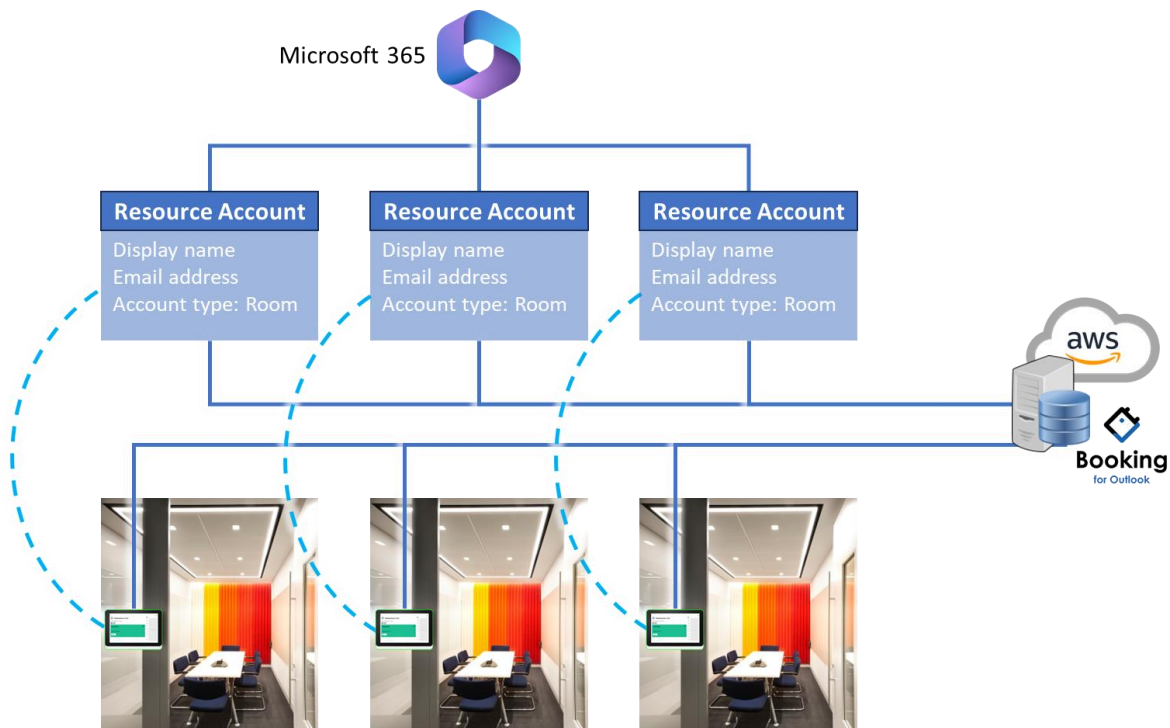
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1. Overview

IAdea Booking (for Outlook), the ultimate solution for streamlined workspace reservations that takes simplicity to a whole new level. Say goodbye to cumbersome installations, plugins, and software headaches. With Booking for Outlook, all you need to do is enter the software portal URL on your supported workspace panel and log in using your workspace's resource account.

Each room will require a Microsoft Teams' resource account, upon completing enter resource account login information on the supported panel, the room's reservation schedule will be populated on screen and all booking changes will be reflected on screen within 20 sec:





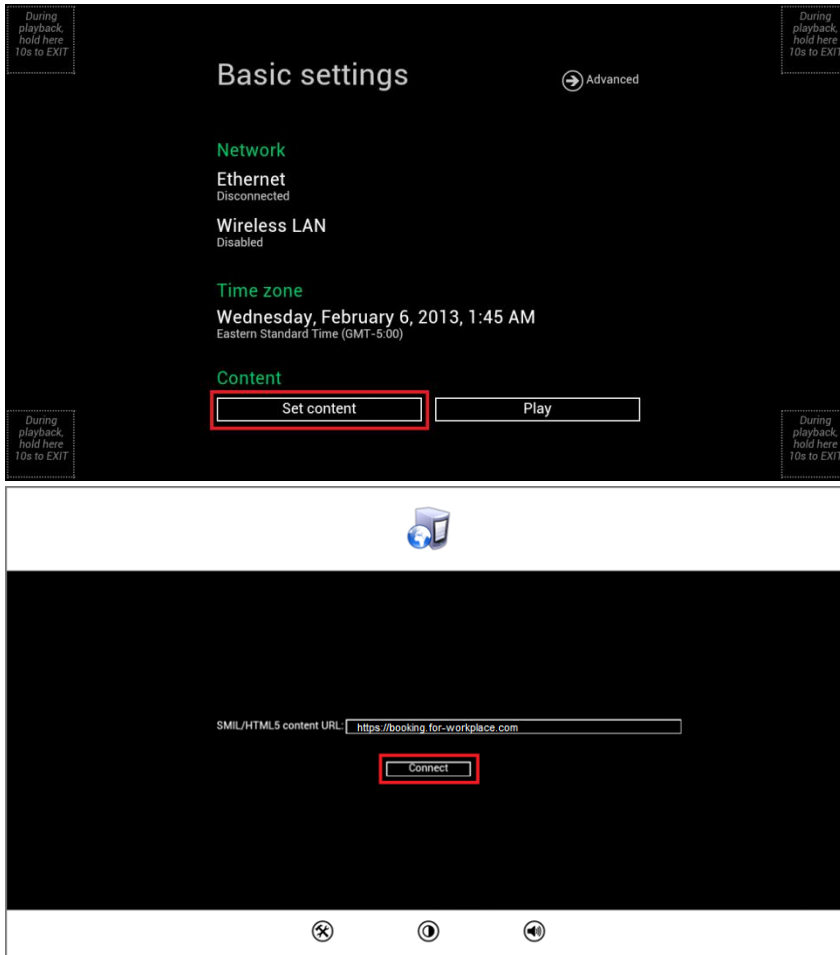
2. System Requirements

Minimum system requirements

Calendar & Mail server	<ul style="list-style-type: none">• Microsoft 365
Supported Devices	<ul style="list-style-type: none">• IAdea XDS-107X series• IAdea XDS-1588 series• IAdea XDS-228X series• IAdea WRP-1000 series

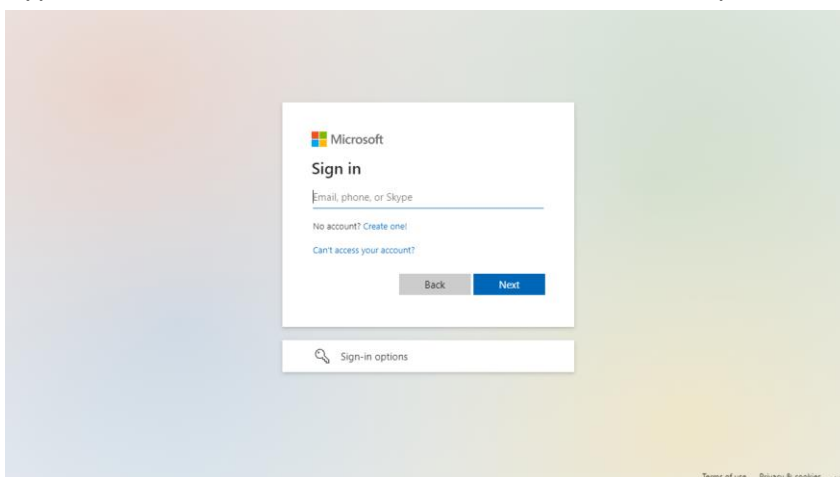
3. Setup Room Panel

- a. Enter <https://booking.for-workplace.com> to the content source URL on the supported panel.

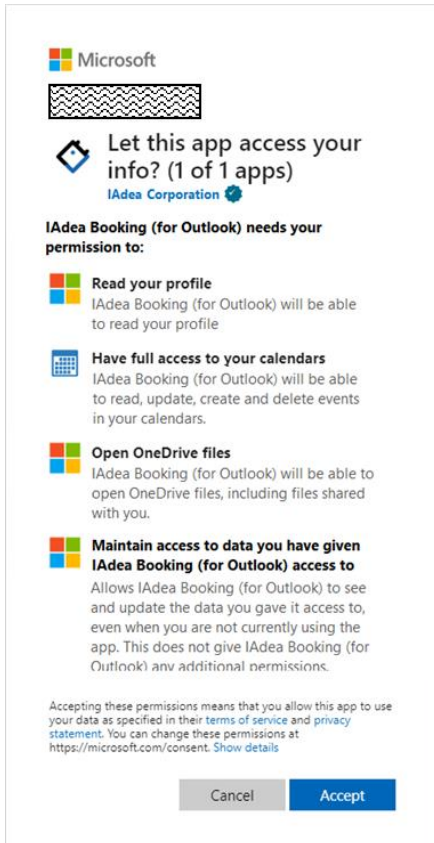


Note: the URL can also be configured via various remote method such as using IAdeaCare device management service to update URL remotely.

- b. Type in the room's Teams resource account email and password to log in.



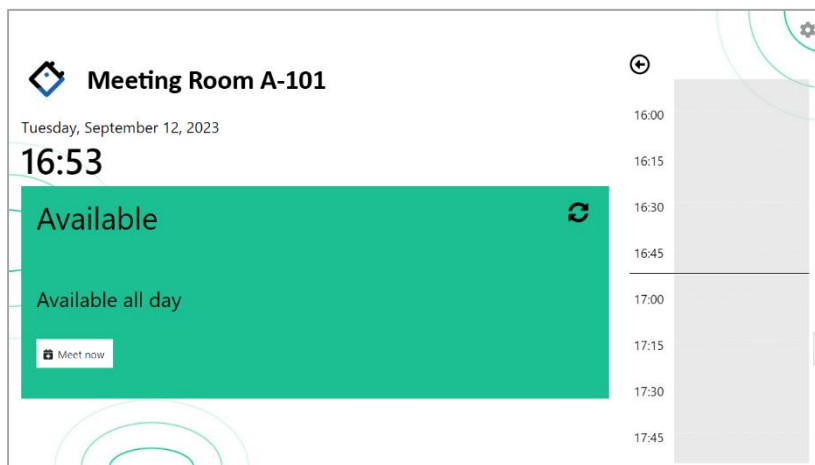
- c. Microsoft will prompt to grant Booking app permission to access resource account's calendar (to display booking schedule) and OneDrive (where configuration and customized background image will be stored).



Note: your company admin may need to grant Booking app permission.

<https://learn.microsoft.com/en-us/microsoftteams/app-permissions-admin-center>

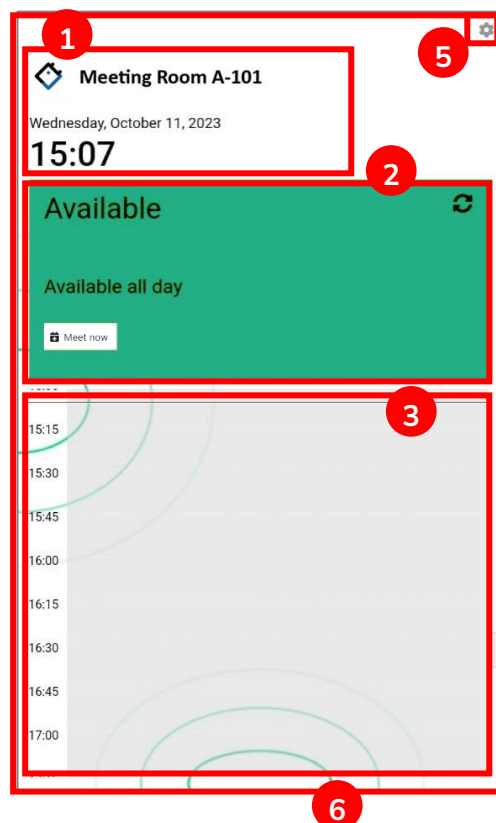
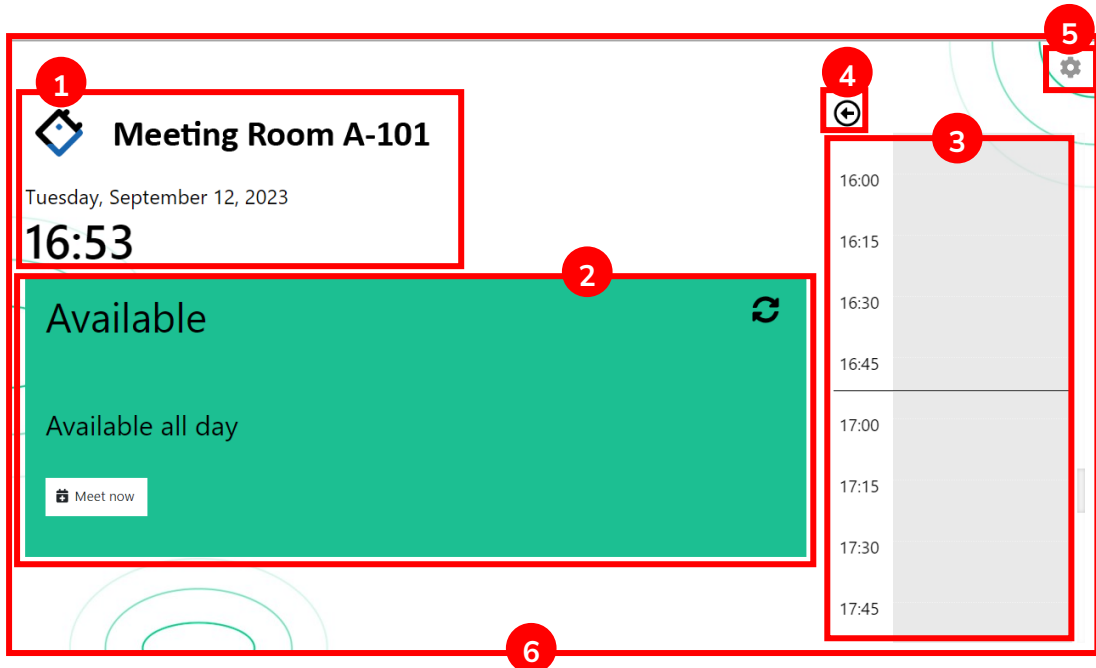
- d. Upon successfully grant permission and login, the resource account's calendar will be displayed on screen with default background and configuration.



4. UI Overview

4.1 Main Screen

The screen can be placed in landscape or portrait mode.



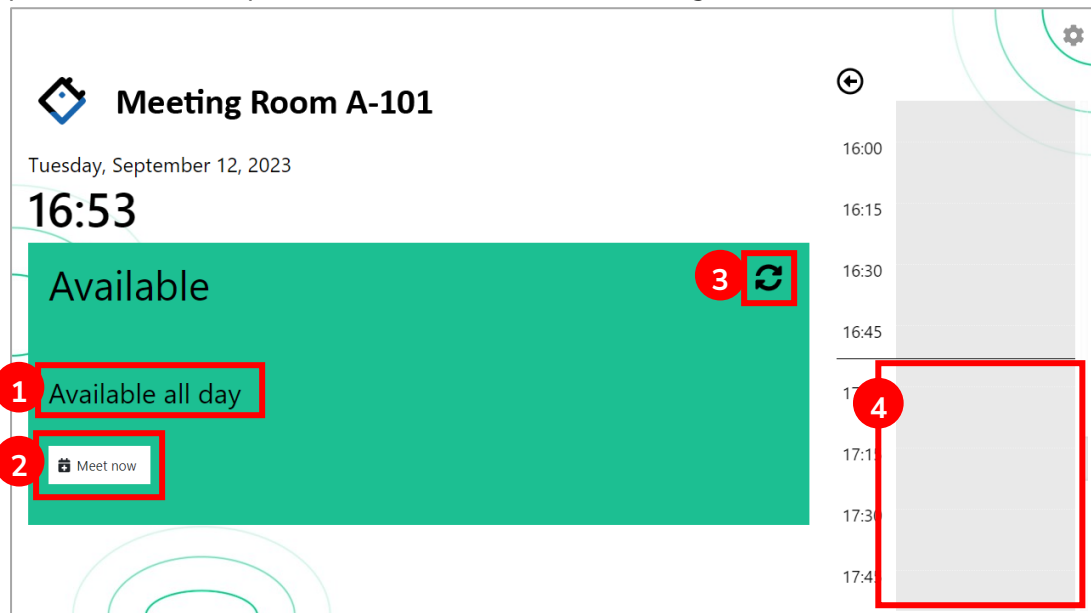
The main screen has 6 major components:

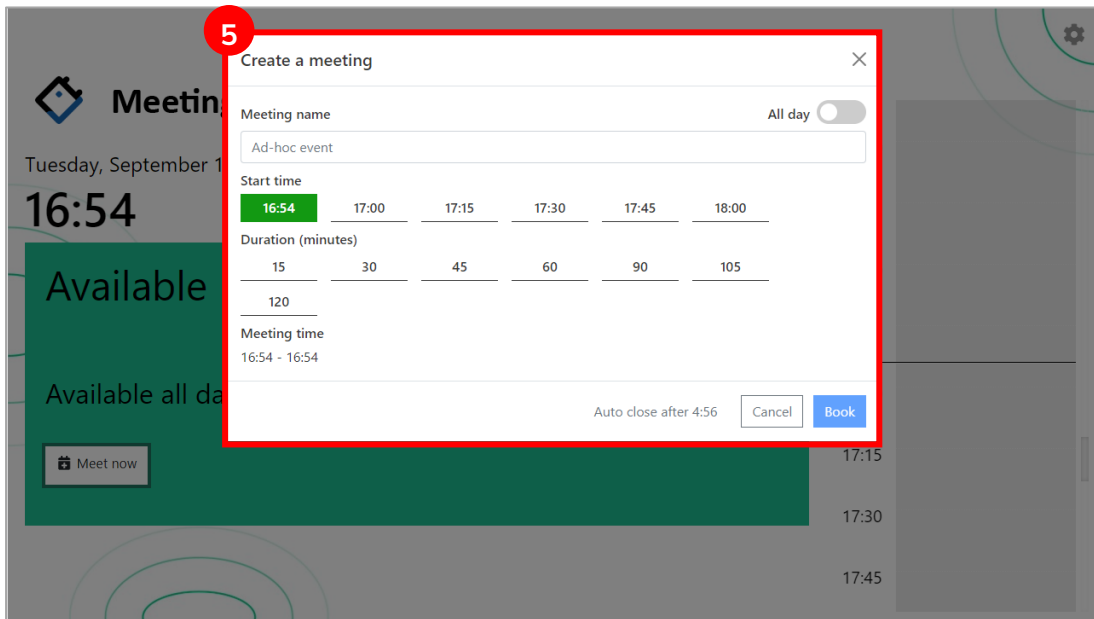
1. Room information zone: it consists of a logo image, meeting room name and the current date and time. The logo can be changed to user's own logo image by replacing the logo image in SharePoint folder*.
2. Current meeting control. This area is displaying the meeting status of current time. The buttons and options will vary depending on meeting status.
3. Today's calendar. User can swipe the time of day to check past or upcoming meetings.
4. Expand calendar. Calendar is displaying meetings in colours without title in shrink mode, expand the calendar to see booked meetings' title. This option is only available at landscape mode.
5. Configuration menu. User can check notification, change configuration* and disconnect from current resource account from this menu.
6. Background image. It can be customized by changing the background image in the corresponding folder in resource account's SharePoint folder.

* Please refer to SharePoint Configuration section for more information.

4.2 Available Room

When the meeting room is available at current time. User can book the room on-site please note, this option can be disabled in the setting.





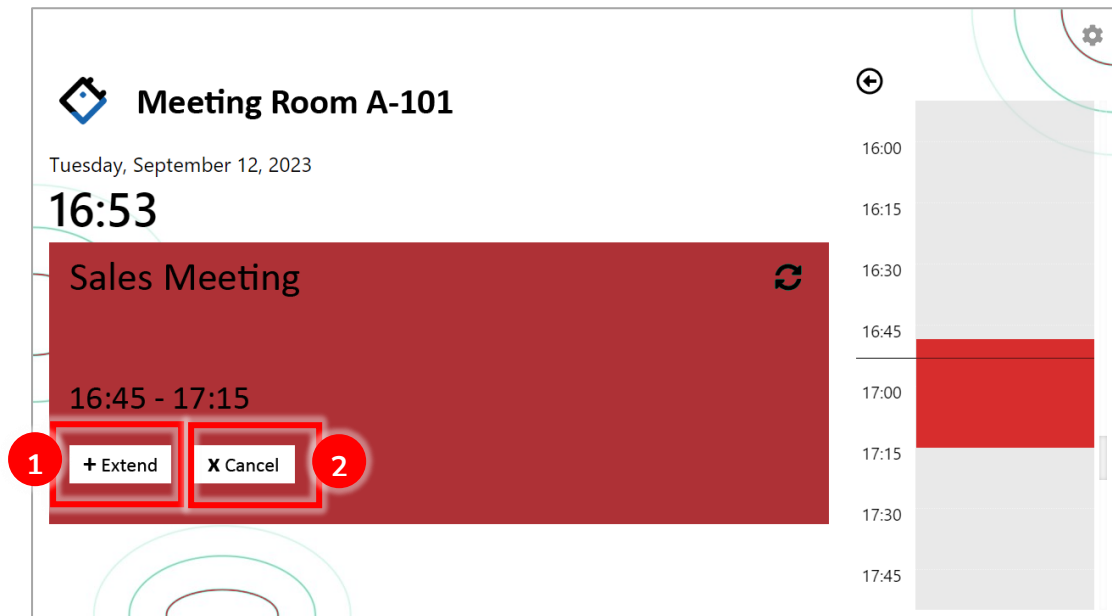
When the room is available, the Booking software displays following information and function:

1. Display the next meeting start time. If there is no meeting for the rest of day, it will show "Available all day".
2. Book button is available if the on-site booking function is turned on and the device has a valid license*.
3. Booking status will be synced every 1min, if user just book the meeting through PC or phone app, hit the refresh button to force-reload the latest booking status.
4. Any future time on the calendar can be tapped. It will launch the on-site booking options with the starting time set to the time user tapped on.
5. Create a meeting by giving the meeting a name, select start time and duration, then hit Book to confirm the booking. Please note the duration option may be limited depending on if there is upcoming meeting in next 2 hours.

* Please refer to License section for more details.

4.3 Occupied Room

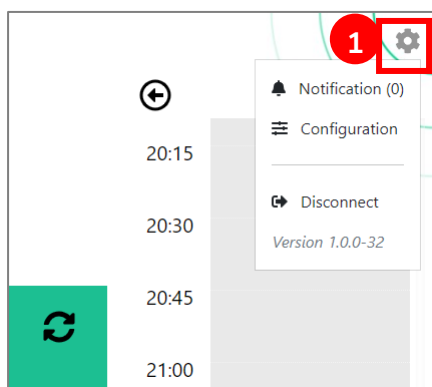
When the room is occupied, the current meeting title is displayed on the screen. User is able to extend or cancel the meeting on-site if these options are turned on in setting.

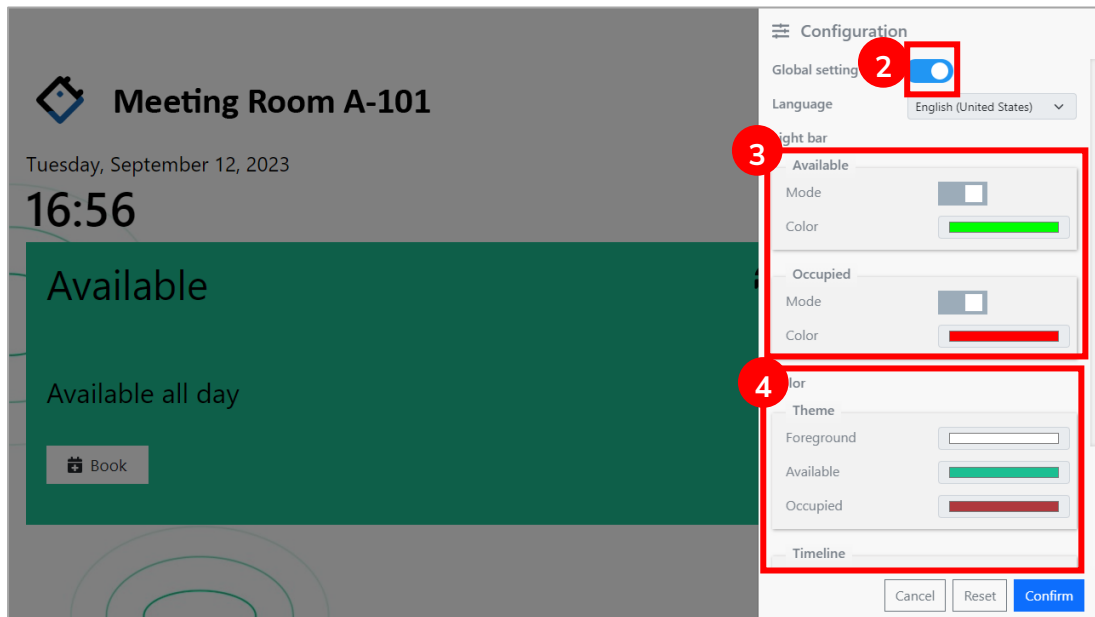


1. User can choose to extend the meeting time. Available duration will appear below at 15min increments.
2. Hit cancel button and confirm to remove the meeting from the calendar. If meeting started for more than 10 minutes, "Cancel" will become "End". End the meeting will modify the meeting duration to be ended right now without removing the meeting from the calendar.

4.4 Change Configuration

Tap the gear icon to open configuration menu. User will need to input PIN code to access the configuration menu. Default PIN code is 1688 and user can change the PIN code from the configuration file in resource account's SharePoint folder.

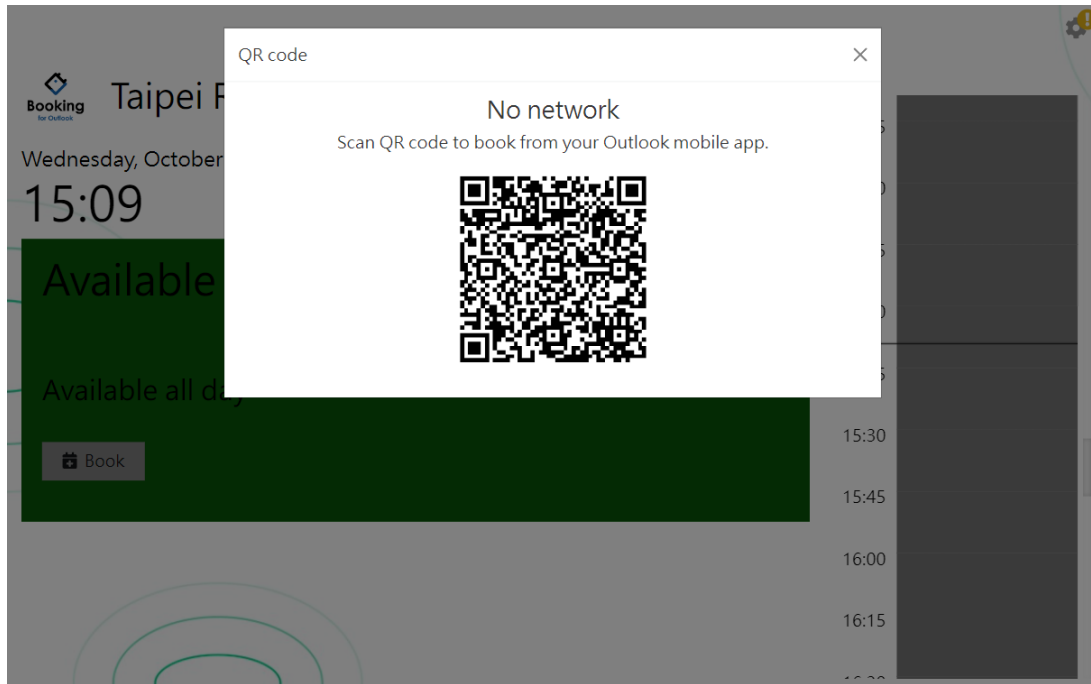




1. Configuration menu.
 - a. Notification: user can find out some system notification here such as if the device license is expired.
 - b. Configuration: user can change language and display colours from this option if the device has a valid license. Check the setting details in explanation 2~4 below.
 - c. Disconnect: user can log out and change to another resource account if the device is moved to another location.
2. Global setting: the device will use the settings from SharePoint and all settings here will be disabled. Please refer to SharePoint Configuration section for more details.
3. Light bar settings: set the colour of the device's status light bar when room is available or occupied. Disable the mode to turn off the status light completely.
4. Set colour of the theme and timeline to match the background image of user's selection. Text can be hidden or not easy to be seen if the text colour is similar to background image's colour theme.

4.5 Offline Mode

If the room panel lost the network connectivity, it will display a QR code which users can scan it with their smart phone. The QR code will launch Microsoft Outlook to book a new meeting if the App is installed on the phone and have this room selected under location.



5. SharePoint Configuration

Upon granting the permission for Booking software to read resources account's SharePoint, the Booking software can read customized configuration setting, logo image and background image from a folder named "WorkplaceBooking" under SharePoint's Team's "Documents" with following files:

1. Config.json: global configuration file, all devices will be using this configuration file as its default settings.
2. bg.jpg: background image to be displayed on the meeting room panel. The file name can be customized inside config.json setting.
3. logo.png: logo image which will be displayed beside meeting room name on the meeting room panel. The file name can be customized inside config.json setting.

Note, the device will need a valid license to use the modified setting from this folder, or the device will ignore customized settings and use default settings.

5.1 Config.json file

The default config.json file looks similar to settings below:

```
{
  "locale": "en-US",
  "configLockPin": 1688,
  "dateTimeOption": {
    "hour12": false
  },
  "background": "bg.jpg",
  "logo": "logo.png",
  "theme": {
    "foreground": "#000000",
    "availableColor": "#1cbf92",
    "busyColor": "#bb2323",
    "timeline": {
      "bgColor": "#d3d3d3",
      "futureEventTimeBlockColor": "#c96565",
      "currentEventTimeBlockColor": "#d72c2c",
      "expiredEventTimeBlockColor": "#6c757d"
    }
  },
  "calendar": {
    "enableOnsiteBook": true,
    "enableFutureEventBook": true,
    "enableFutureEventCancel": true
  },
  "lightbar": {
    "available": {
      "color": "#00ff00",
      "mode": "on"
    }
  }
}
```

```
    },
    "busy": {
      "color": "#FF0000",
      "mode": "on"
    }
  }
}
```

Settings:

1. "locale": configure Booking software's language and time format. User can input "en-US" for US English, "zh-TW" for traditional Chinese, "fr-FR" for French, and "es-ES" for Spanish.
2. "configLockPin": PIN code to access configuration setting on device. The default value is "1688".
3. "dateTimeOption": "hour12": false
4. "background": background image file. Suggest using contrast colour against text colour. The default file name is "bg.jpg".
5. "logo": logo image file. The default file name is "logo.png".
6. "theme": configure the colours. User can configure the following colours:
 - a. "foreground": Text colours.
 - b. "availableColor": The status block colour when room is available.
 - c. "busyColor": The status block colour when room is occupied.
 - d. "timeline": User can define colours inside the timeline.
 - i. "bgColor": background colour of the timeline.
 - ii. "futureEventTimeBlockColor": background colour of the future booking time block.
 - iii. "currentEventTimeBlockColor": background colour of the current booking time block.
 - iv. "expiredEventTimeBlockColor": background colour of the past booking time block.
7. "calendar": enable/disable on-site screen functions.
 - a. "enableOnsiteBook": allow user to book, extend, cancel/end meeting on-site. Valid values are true or false.
 - b. "enableFutureEventBook": allow user to book a future event from the timeline. Valid values are true or false.
 - c. "enableFutureEventCancel": allow user to cancel booked event. Valid values are true or false.



6. License

License is required for each device to enable the Booking software function. Please consult your IAdea sales representative to purchase the license.

Function	Standard (free)	Premium
Display meeting schedule of the meeting room on screen	✓	✓
Screen led status light interact with meeting status	✓	✓
Browse today's meeting from timeline	✓	✓
Book, extend, and cancel meeting on-site		✓
Modify Booking software settings		✓
Use global settings to configure the meeting room panel		✓
Customize logo and background image to match corporate's image		✓

7. FAQ

7.1 How can I purchase device license to enable full Booking software capability?

Please send request to IAdea's sales at sales@IAdea.com and provide the devices' information (e.g. MAC Address or serial number). Your device will be enabled for full Booking feature once license is paid.

7.2 Can I use impersonated service account to login Booking software on my panel?

No, at current stage, user will need to login resource account to each room panel. Service account will be enabled in nearly future.

7.3 What are the different ways to create resource account?

Resource account can be created through Office 365 admin portal or through Exchange Online PowerShell. For more details, please visit Microsoft Teams' site for more information: <https://learn.microsoft.com/en-us/microsoftteams/rooms/create-resource-account?tabs=exchange-online%2Cgraph-powershell-password#create-a-resource-account>

7.4 Do I need Microsoft Teams' meeting room license for IAdea Booking to work?

No, although IAdea Booking provides similar Teams' room experience, but it connects directly to Outlook calendar and do not need extra room license from Teams.