



User Manual / TECH DOC

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IAdea Booking (for Outlook) User Manual

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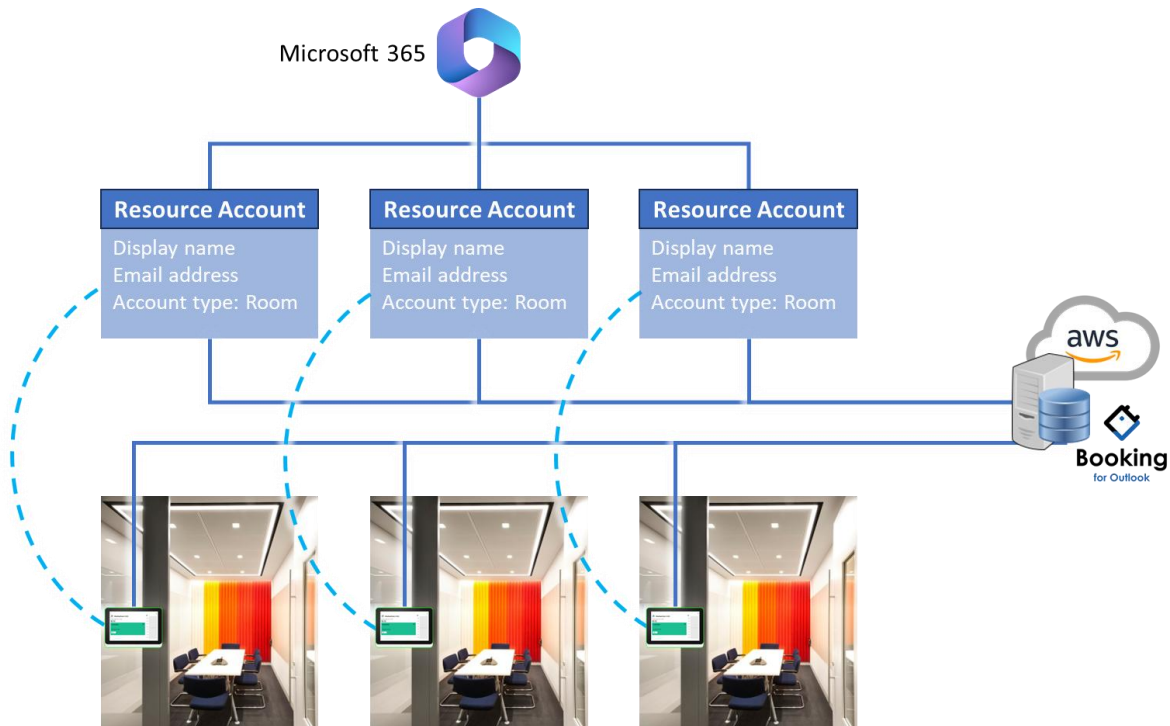
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1. Overview

IAdea Booking (for Outlook) is the ultimate solution for streamlined workspace reservations, taking 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 the entry of the 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 within 20 seconds:





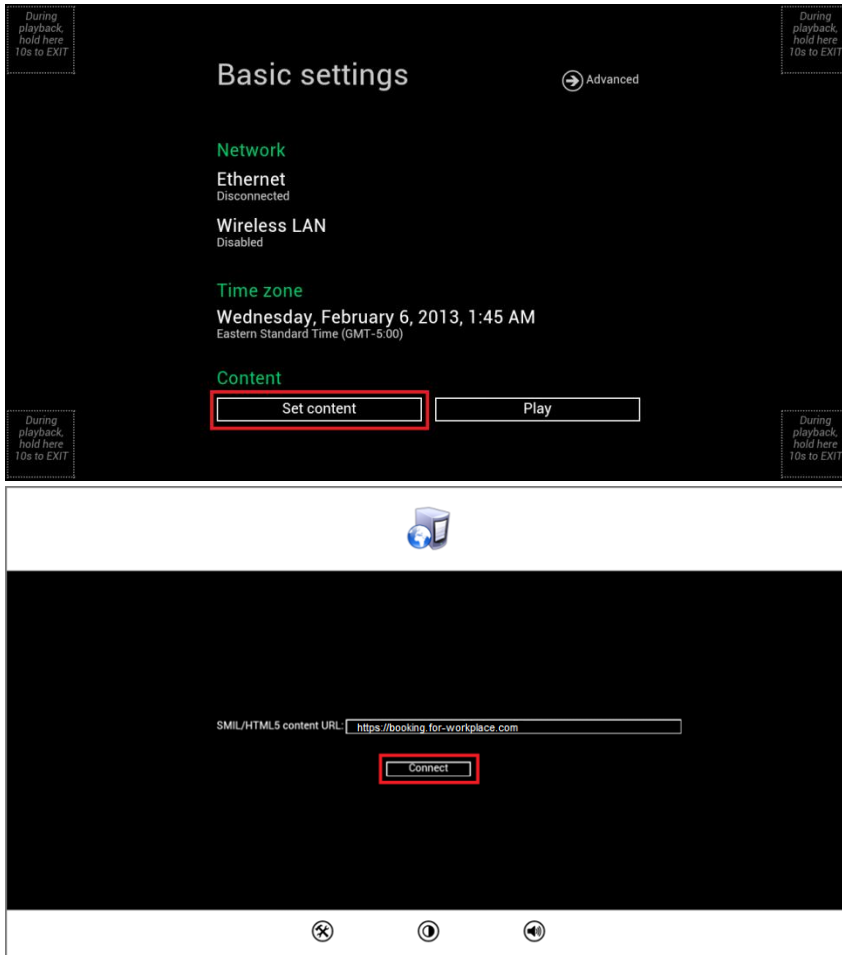
2. System Requirements

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

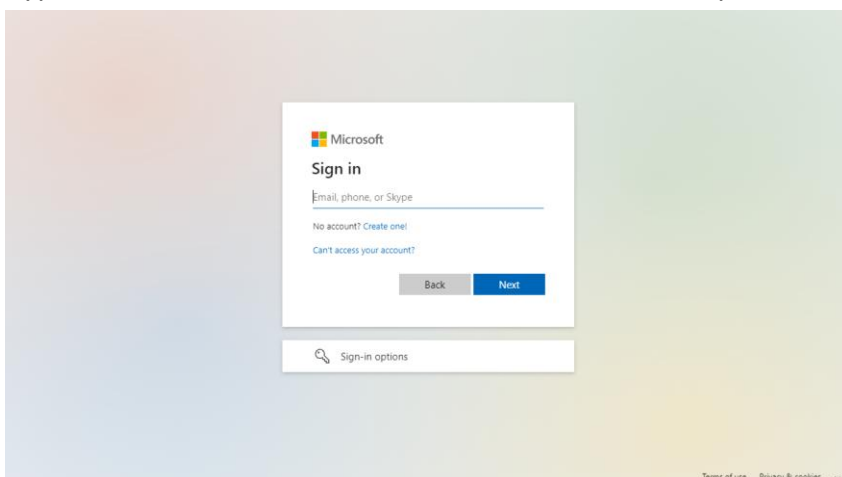
3. Setup Room Panel

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

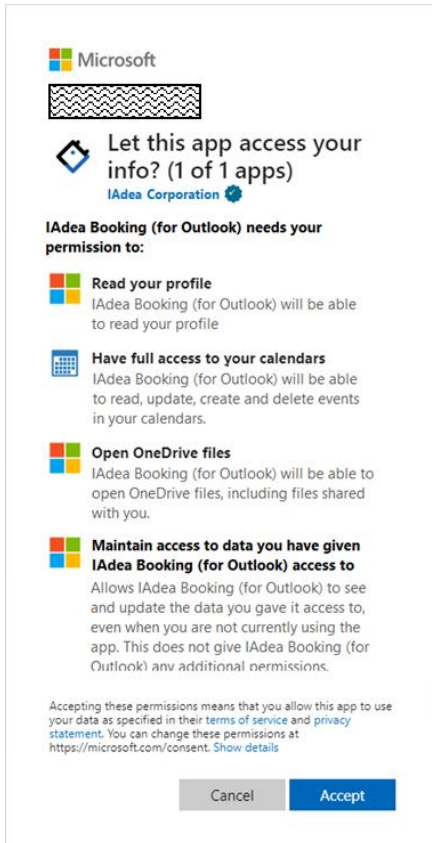


Note: The URL can also be configured remotely using other methods, such as LAN configuration tool or IAdeaCare.

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

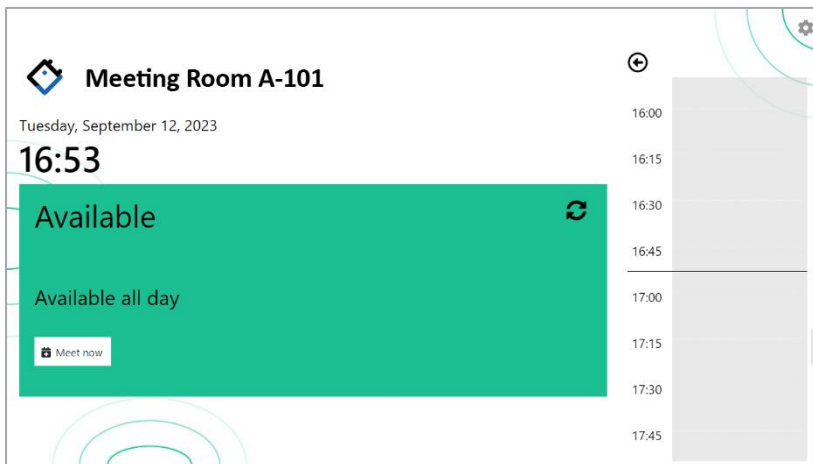


- c. Microsoft will prompt you to grant the Booking app permission to access the resource account's calendar (to display the booking schedule) and OneDrive (where the configuration and customized background image will be stored).



Note: Your company admin may need to grant Booking app permission. More details can be found here: <https://learn.microsoft.com/en-us/microsoftteams/app-permissions-admin-center>

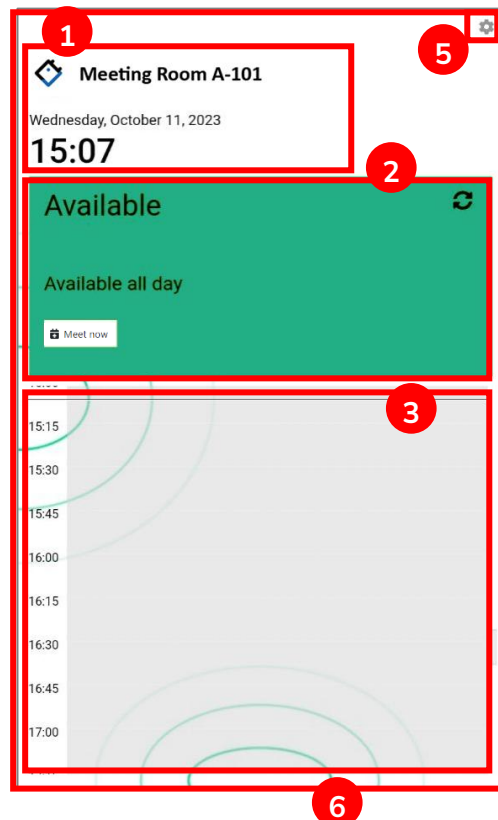
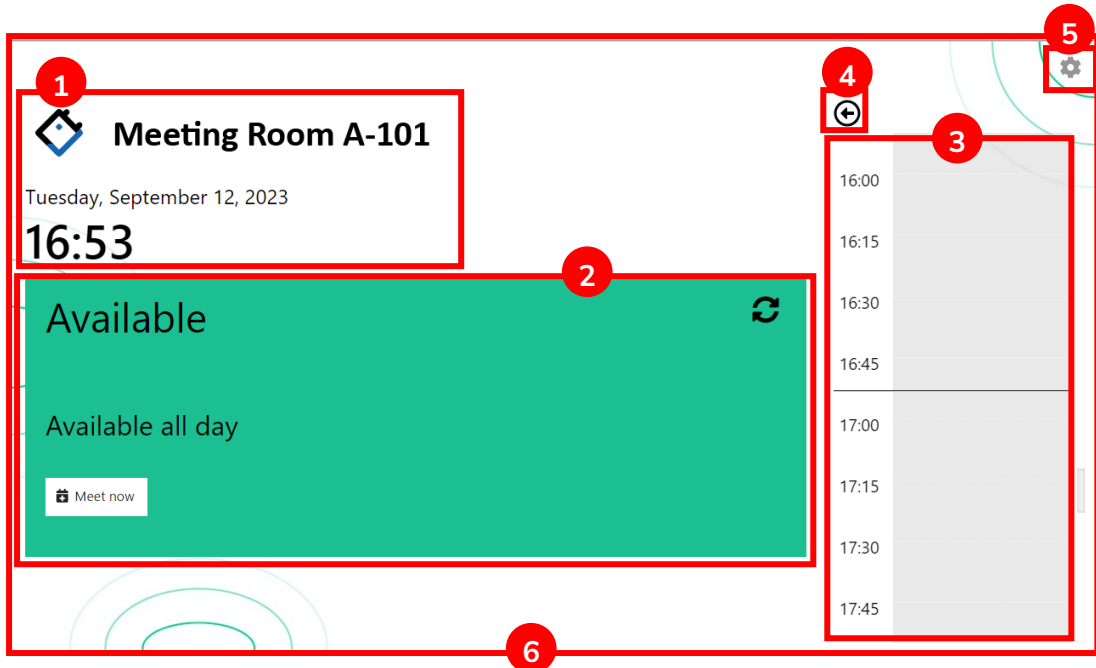
- d. Upon successfully granting permission and logging in, the resource account's calendar will be displayed on screen with the default background and configuration.



4. UI Overview

4.1 Main Screen

The screen can be placed in landscape or portrait mode.



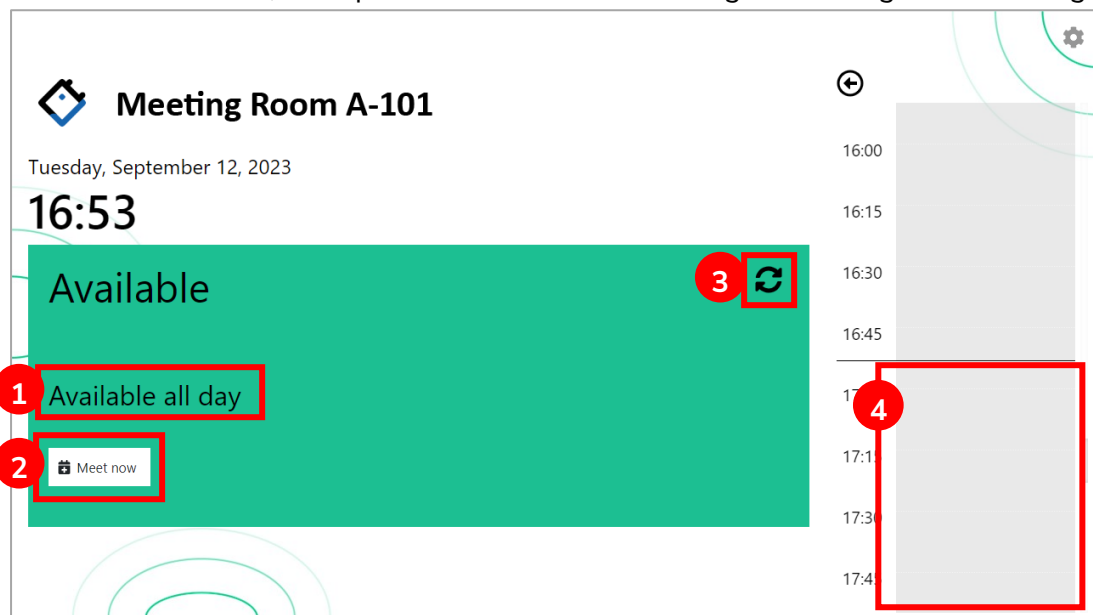
The main screen has 6 major components:

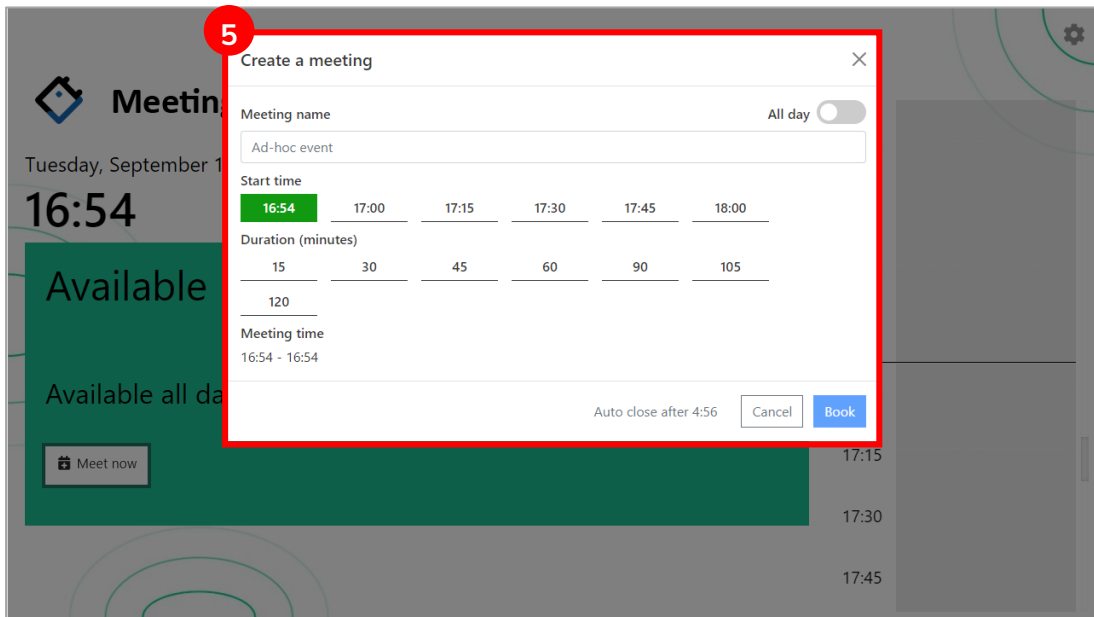
1. **Room Information Zone:** This consists of a logo image, the meeting room name, and the current date and time. The logo can be changed to user's own logo image by replacing the logo image in the SharePoint folder*.
2. **Current Meeting Control:** This area displays the meeting status of the current time. The buttons and options will vary depending on the meeting status.
3. **Today's Calendar:** The user can swipe to check past or upcoming meetings throughout the day.
4. **Expand Calendar:** The calendar displays meetings in colours without titles in shrink mode. Expand the calendar to see booked meetings' titles (or display user account's full name if booked through their personal calendar). This option is only available in landscape mode.
5. **Configuration Menu:** The user can check notifications, change configurations*, and disconnect from the current resource account from this menu.
6. **Background Image:** This can be customized by changing the background image in the corresponding folder in the resource account's SharePoint folder*.

* Please refer to the SharePoint Configuration section for more information.

4.2 Available Room

When the meeting room is available at the current time, users can book the room on-site. Please note, this option can be disabled in the global configuration settings.





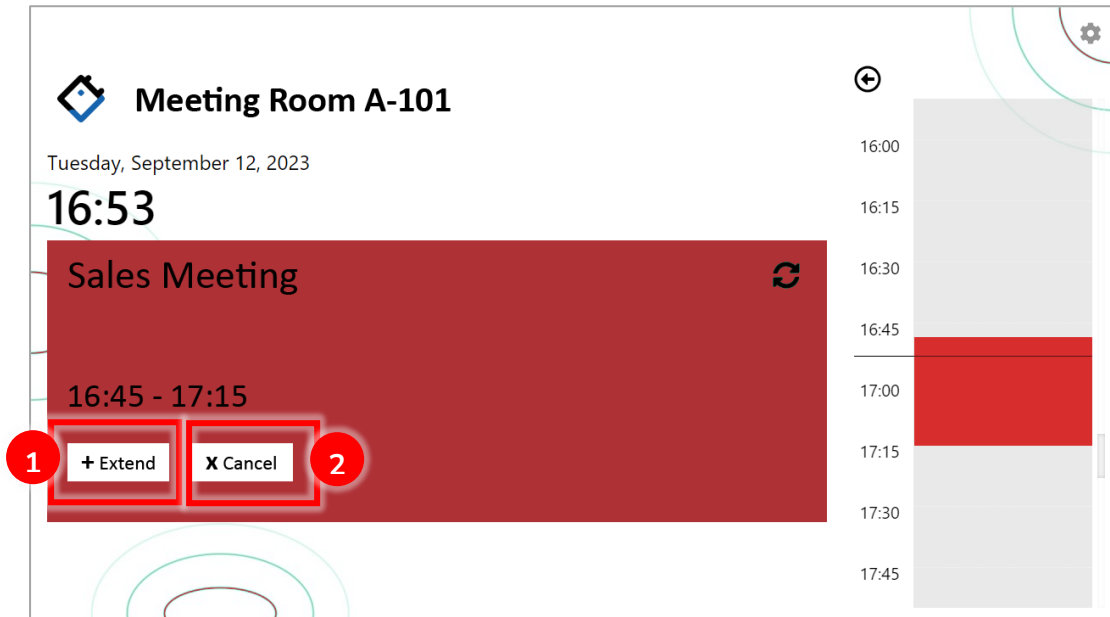
When the room is available, the Booking software displays the following information and functions:

1. **Next Meeting Start Time:** Displays the next meeting start time. If there are no meetings for the rest of the day, it will show “Available all day”.
2. **Book Button:** Available if the on-site booking function is turned on and the device has a valid license*.
3. **Booking Status Sync Button:** Booking status will be synced every 1 minute, if the user has just booked the meeting through PC or phone app, hitting the refresh button will force-reload the latest booking status.
4. **Tap to Book:** Any future time on the calendar can be tapped, which will launch the on-site booking options with the starting time set to the time the user tapped on.
5. **Create a Meeting:** To create a meeting, provide the meeting name, select the start time and duration, then hit “Book” to confirm the booking. Please note, the duration option may be limited depending on whether there is an upcoming meeting in the next 2 hours.

* Please refer to the License section for more details.

4.3 Occupied Room

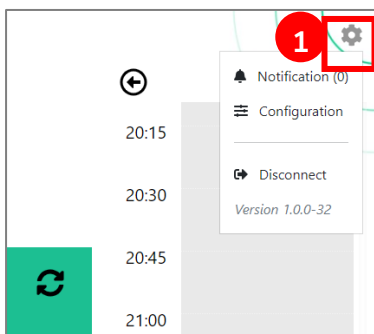
When the room is occupied, the current meeting title (for ad-hoc booking) or user account full name (for personal calendar booking) is displayed on the screen. Users can extend or cancel the meeting on-site if these options are enabled in the global configuration settings.

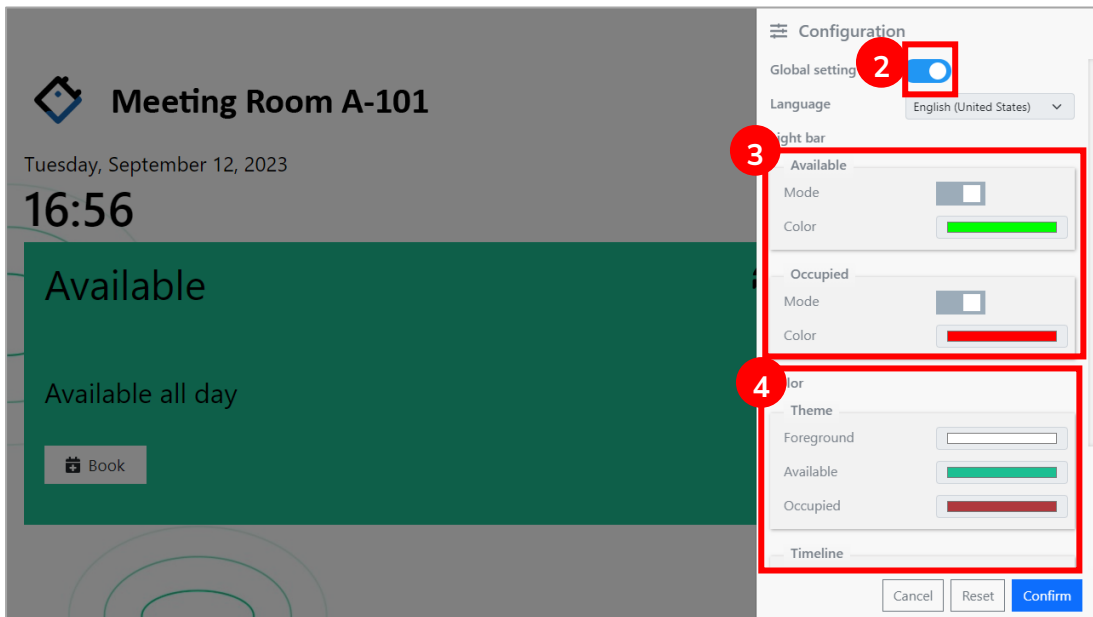


1. **Extend Meeting:** Users can choose to extend the meeting time. Available durations will appear below in 15-minute increments.
2. **Cancel Meeting:** Hit the cancel button and confirm to remove the meeting from the calendar. If the meeting has been in progress for more than 10 minutes, the “Cancel” will change to “End”. Ending the meeting will modify the meeting duration to be conclude it instantly without removing the meeting from the calendar.

4.4 Change Configuration

Tap the gear icon to open the configuration menu. The user will need to input a PIN code to access the configuration menu. The **default PIN code is 1688**, and the user can change the PIN code from the configuration file in the resource account’s SharePoint folder.



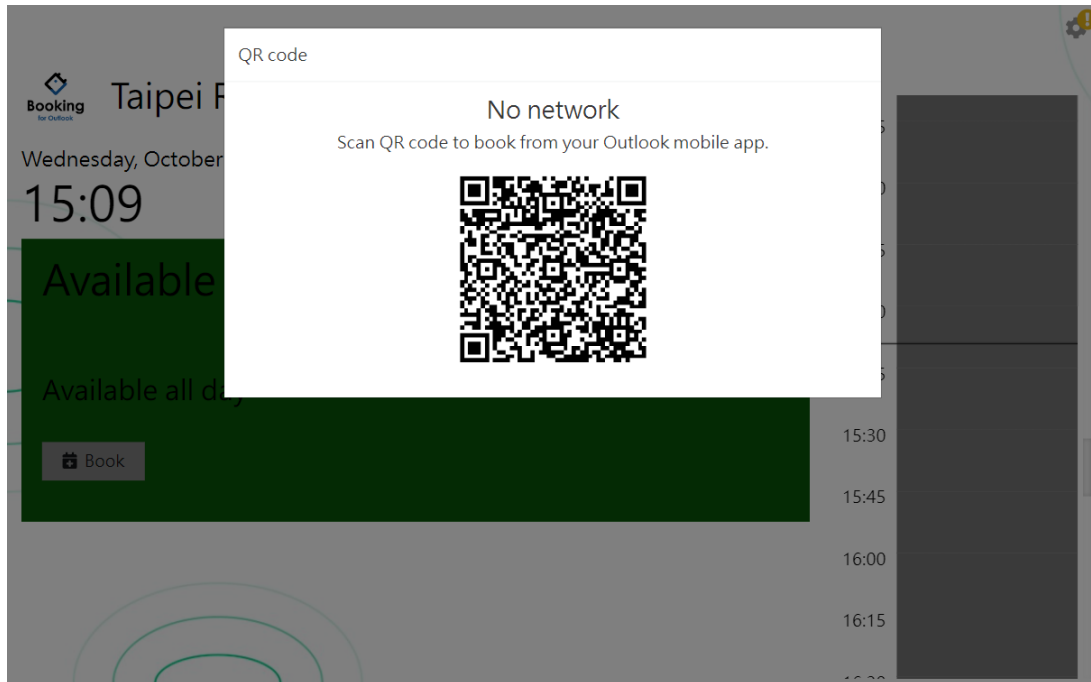


1. Configuration Menu

- a. **Notification:** Users can view system notifications such as license expiration.
 - b. **Configuration:** Users can change the language and display colours from this option if the device has a valid license. Check the setting details in explanations 2~4 below.
 - c. **Disconnect:** Users can log out and switch 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 the SharePoint Configuration section for more details.
 3. **Light Bar Settings:** Set the colour of the device's status light bar when the room is available or occupied. Disable the mode to turn off the status light completely.
 4. **Theme and Timeline Colours:** Set the colour of the theme and timeline to match the background image of user's selection. Note that text can be hidden or difficult to see if the text colour is similar to the background image's colour theme.

4.5 Offline Mode

If the room panel loses network connectivity, it will display a QR code that users can scan with their smartphone. The QR code will launch Microsoft Outlook to book a new meeting if the app is installed on the phone and has the current room selected under location.



5. SharePoint Configuration

Upon granting permission for the IAdea Booking software to read the resource account's SharePoint, the IAdea Booking software will be able to read customized configuration settings, logo image, and background image from the folder **"WorkplaceBooking"** under the SharePoint Team's **"Documents"** using the following files:

1. **config.json**: The global configuration file. All devices will use this configuration file as their default settings.
2. **bg.jpg**: The background image to be displayed on the meeting room panel. The file name can be customized inside config.json setting.
3. **logo.png**: The logo image that will be displayed beside the 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 settings from this folder. Otherwise, the device will ignore the customized settings and use the default settings.

5.1 Config.json File

The default config.json file looks similar to the 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,
    "enableOnsiteExtend": true,
    "enableOnsiteCancelOrStop": true,
    "enableFutureEventBook": true,
    "enableFutureEventCancel": true
  },
}
```

```

"lightbar": {
  "available": {
    "color": "#00ff00",
    "mode": "on"
  },
  "busy": {
    "color": "#ff0000",
    "mode": "on"
  }
}
}

```

Settings:

1. **"locale"**: Configure the Booking software's language and time format. Users 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 the configuration settings on the device. The default value is "1688".
3. **"dateTimeOption"**: "hour12": false
4. **"background"**: Background image file. It is recommended to use a contrast colour against the 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 the room is available.
 - c. **"busyColor"**: The status block colour when the room is occupied.
 - d. **"timeline"**: Users 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 users to book on-site. Valid values are true or false.
 - b. **"enableOnsiteExtent"**: Allow users to extend on-site. Valid values are true or false.

- c. **“enableOnsiteCancelOrStop”**: Allow users to cancel/end meeting on-site. Valid values are true or false.
 - d. **“enableFutureEventBook”**: Allow users to book a future event from the timeline. Valid values are true or false.
 - e. **“enableFutureEventCancel”**: Allow users to cancel booked events. Valid values are true or false.
8. **“lightbar”**: Configure the lightbar to turn on or off and assign colour to represent the current room status.
- a. **“available”**: The LED colour and lightbar on/off status when the room is available.
 - b. **“busy”**: The LED colour and lightbar on/off status when the room is busy.
 - c. **“color”**: Represents the LED colour.
 - d. **“mode”**: Represents the LED on/off status.

6. License

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

7.2 Can I use impersonated service account to log in to the Booking software on my panel?

No, at the current stage, users will need to log in with the resource account to each room panel. Service account functionality will be enabled in near future.

7.3 What are the different ways to create a resource account?

Resource accounts can be created through the 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 a Microsoft Teams' meeting room license for IAdea Booking to work?

No, although IAdea Booking provides a similar Teams room experience, it connects directly to the Outlook calendar and does not require an additional room license from Teams.