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**Version 1.0.0**

**Quick Start Guide for  
Concierge Room  
Booking Solution**

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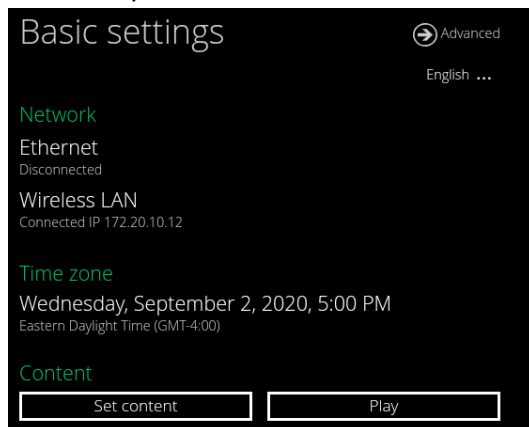
## Introduction

To promote health and safety in the post-pandemic situation, using Touchless solution will help minimize the transmission of harmful viruses which could spread through the touching of contaminated screens.

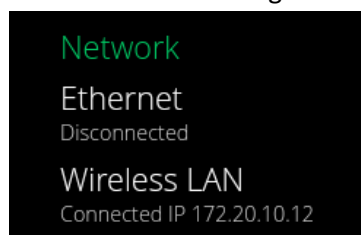
This guide will show you how to setup the Concierge Room Booking solution on your IAdea device and show you how to use the Concierge system without touching the panel physically.

## Prerequisites for Concierge Room Booking Solution with IAdea Device

- Update your device with the latest firmware:
  1. Power on your IAdea device. Wait until the **Home** screen appears:

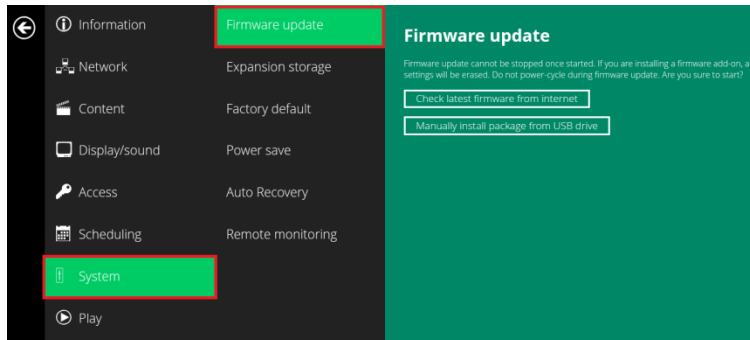


2. Make sure your device is connected to the Internet:
  - i. Check **Network** setting:



- ii. If there is not Internet connection
  - Connect your device with a Ethernet Cable or
  - Tap Wireless LAN to setup Wi-Fi then go back to the Home screen.

3. Go to **Advanced > System > Firmware update:**



4. Click **Check latest firmware from internet:**

Check latest firmware from internet

- i. This message will be displayed if you have the latest firmware:  
Your FW is update to date!
- ii. Follow the instructions to update the firmware if you are using an older one.

Note: Alternatively, you can manually install package from an USB drive.

- i. Open the follow URL with your browser (Chrome/Firefox are recommended):  
<https://support.iadea.com/hc/en-us/categories/201723426-Firmware-Software-Download->
- ii. Select the latest firmware of your device by click on the **Firmware version:**  

XDS - 1078

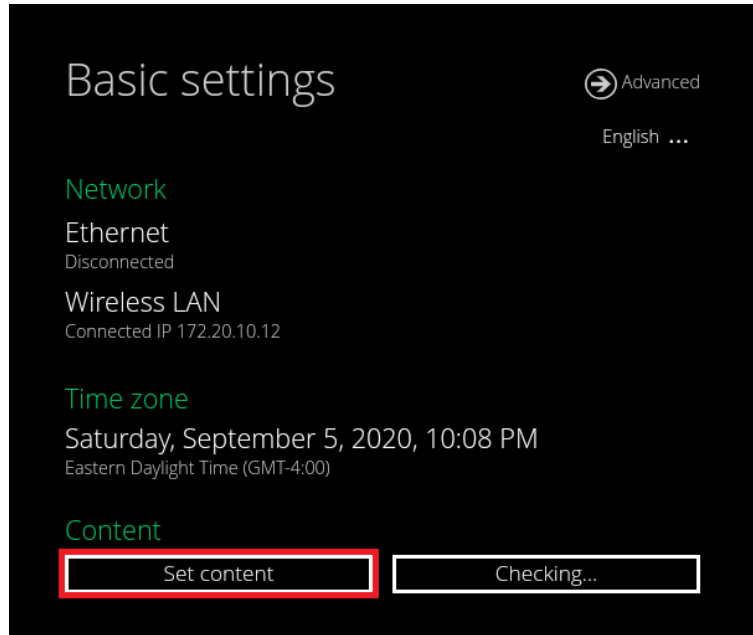
Firmware 2.2.1 (Android 7.1 OS)

Firmware 2.1.4 (Android 7.1 OS)

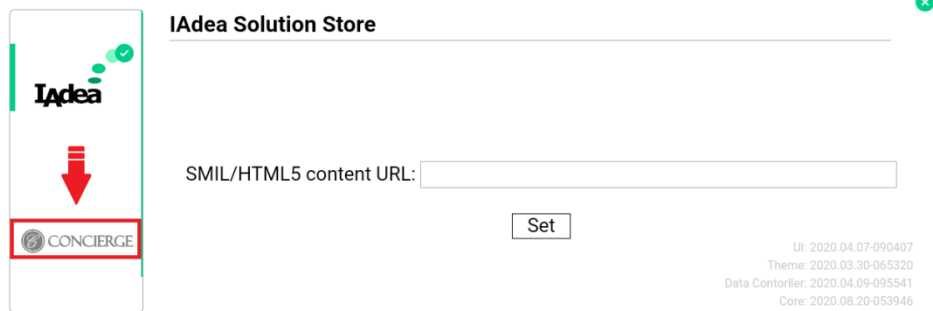
(In this example, the latest Firmware version is **2.2.1**)
- iii. On the Firmware page, click **Download**.
- iv. Copy the downloaded file to the root directory of your USB drive.  
 Note: Make sure this is the only file with the “.pkg” file extension on your USB drive.
- v. Tap **Manually install package from USB drive:**  
Manually install package from USB drive
- vi. Wait for the system update to complete.

## System Installation and Configuration.

1. Install the Concierge Room Booking Solution:
  - a. On Home screen, Tap **Set content**:



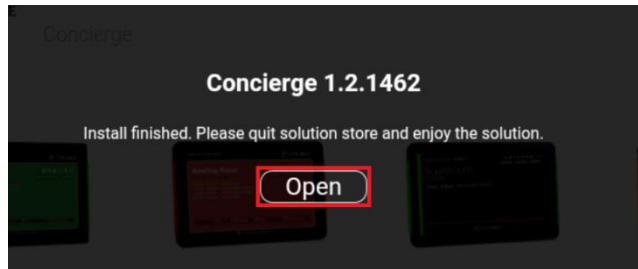
- b. The Solution Store will be opened, Tap the **Concierge** Logo on the left menu:



- c. The Concierge Solution page will be displayed, Tap **Install**:



- d. Wait for the download to complete then tap **Open**:

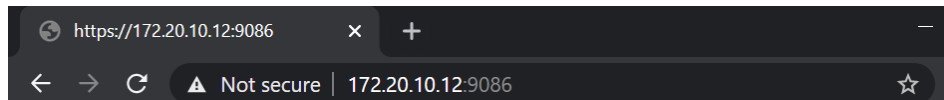


- e. Once the installation is complete, the follow screen will be displayed:

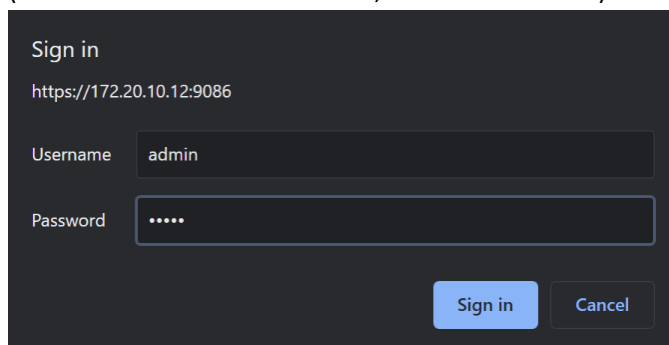


2. Configure your Concierge Room Booking Setting:

- a. Check the IP address on your panel. On your PC, open this address on a browser:  
(Note: Use the IP address displayed on your panel as the IP 172.20.10.12:9086 is an example only.)



- b. Then enter **Username** and **Password**:  
(The default Username: Admin, Password: **Admin**)



The Configuration page will be displayed after the login.

(Note: System may ask you about your license. Go to <https://manage.conciergedisplays.co/subscription/management> to manage your Concierge licenses.)

- c. On the **Configuration** page, Tap **Booking resource**, Then tap **+** :



- d. Enter the information of your meeting room:




- e. Click **Save** when the information is entered completely.  
 f. The setup is complete. Check the screen of your panel.



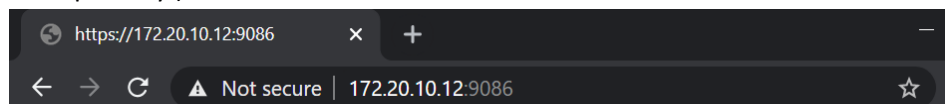
## Using Concierge Room Booking Solution (Touchless) - QR Code Contactless Control Feature

The QR code feature will help you adjust to the new touchless workplace environment. The feature allows you to **mirror** the **meeting room display** on your **smartphone** for a frictionless workflow. Book the room through your personal smartphone.

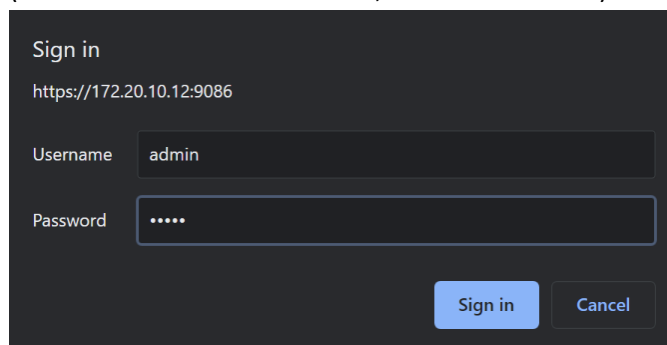
The easy to use feature requires no app or server configuration, is completely browser-based and secure. Use this feature on your phone's Wi-Fi or mobile 4G network. The IT friendly feature is designed with maximum network interoperability in mind (corporate and personal).

### Instructions for turning the QR code on or off

1. Prerequisite for using the QR function is the Concierge system installed and configured successfully on your IAdea device.
2. Power on your IAdea device.
  - a. Check the IP address on your panel. On your PC, open this address on a browser: (Note: Use the IP address displayed on your panel as the IP 172.20.10.12:9086 is an example only.)



- b. Then enter **Username** and **Password**:  
(The default Username: Admin, Password: **Admin**)

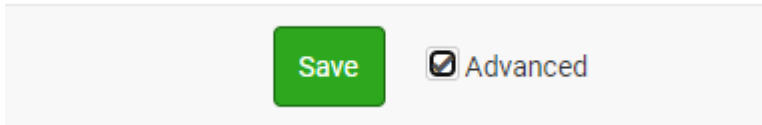


The Configuration page will be displayed after the login.

(Note: System may ask you about your license. Go to

<https://manage.conciergedisplays.co/subscription/management> to manage your Concierge licenses.)

- On the **Configuration** page, press **Advanced**, then press **Save** :



- Press **Concierge Companion website**, tick enable **QR Code**.

**Concierge Companion website**

Check-in address

Group

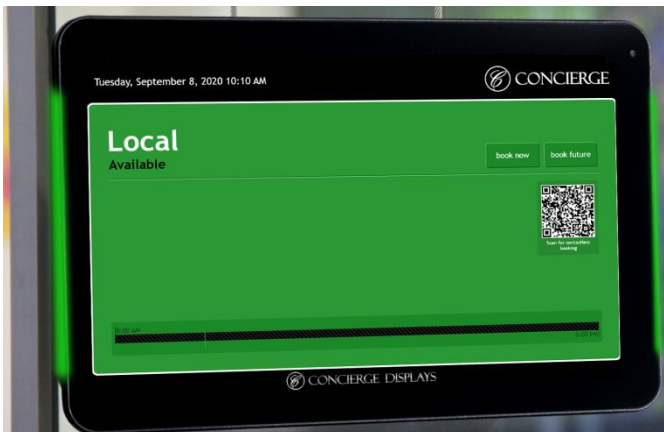
Check-in token

Disable bulk config participation?  Yes

Enable QR Code for Contactless Control  Yes

- Click .

- The setup is complete. Check the Screen for QR code feature.



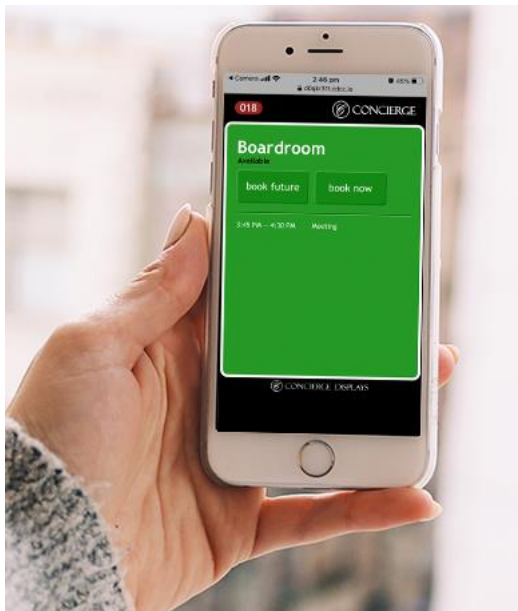


## Instructions for using the QR code

1. Use your **smartphone's camera to capture** the disposable QR code. Point the camera at the QR code to be scanned. Please note, once you have scanned the QR code, a new QR code will be securely generated.



2. Click on the **URL pop up to view and book** the room's display.
3. Enjoy all the features available on the physical display. Such as **booking now, future, cancelling a booking and more**. You will have a one minute window to complete the actions, there is a countdown on the top left hand corner.



4. The device will then reflect the update.