



User manual

SignMeeting Google Calendar

G Suite

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1. Introduction

The goal of this document is to explain how to use and configure SignMeeting Google Calendar for

- Google G Suite

In order to use SignMeeting for Google it is necessary to have an active Google account with the calendars module operational.

- SignMeeting Google Calendar is the SignMeeting app dedicated to interface Google Calendar system.
- It can be used as well with 2 kinds of screen layouts:

“Room screen”

Installed on device SMT210 (supporting touch screen) which is placed close the meeting room door, the App allows to:

- Support the instant booking by easy button pressing
- Support booking of current room connected in real time to calendar system

“Summary screen”

Installed on any INNES device connected to information screen, the App allows to:

- Display a subset of meetings taking place on several rooms on a dedicated day (or part of day).

In this mode, sign pictogram can be displayed as well for each meeting room to improve the signalization (for example helping attendees to find the different room places).

- Left/right arrow
- Up/down stairs
- Lift
- Cloakroom...

(1) Some note in appendix can help to configure properly

- Google G Suite calendar (delegate and user)

1.1 Requirements

The following requirements must be filled:

- Gekkota V3.12.25 (or above)
- Screen composer G3 V3.11.12 (or above)
- Supported Google Calendar API: V3

Note: the configuration of SignMeeting could require some system data only held by system administrator

1.2 Player on time (strictly)

Important: it is important that the player is fully on time (indeed time shifting of more than 5 minutes could lead SignMeeting not to work properly). To ensure that the player is on time, activate NTP server in player WebUI and enter your NTP server name

1.3 RFU

The items stamped “RFU” are meaning that the functions are not yet working and are reserved for future use.

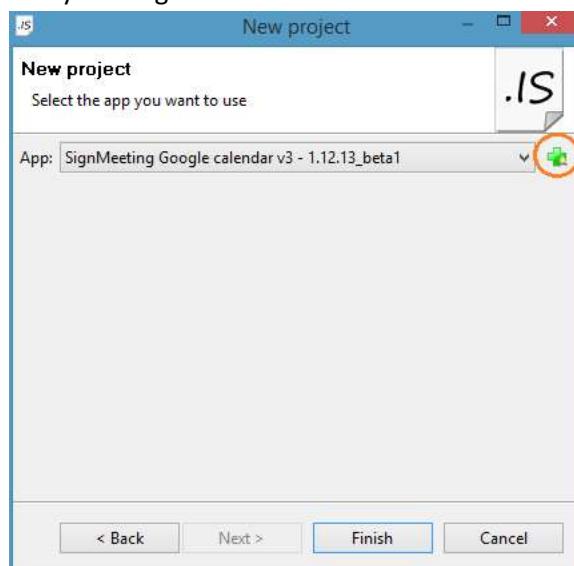
2 Installation/Upgrade

2.1 Installation with Screen Composer

Open Screen Composer and create a new project (player type = “SM”).

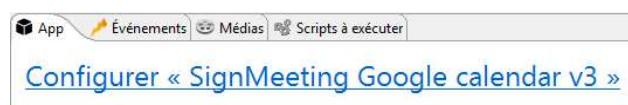


In scrolling list, choose “App SignMeeting Google Calendar – 1.XX.XX” (last installed version). In case this App is not installed yet, install the file .appi first by loading it with button ‘+’:



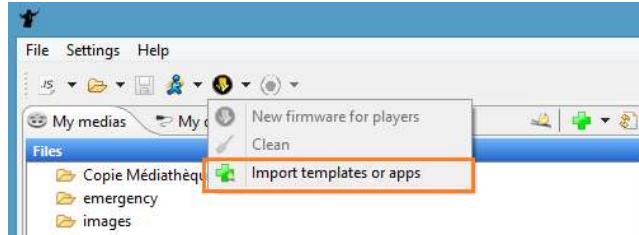
2.2 Configuration

At the first installation, click on the link to configure your SignMeeting APP:



2.3 Upgrade

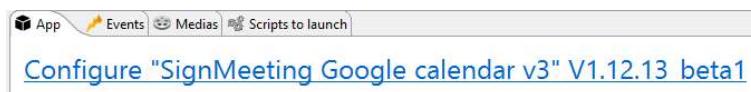
In order to install a new version of .appi, select ‘Import templates or apps’:



Then, select [Configure SignMeeting Google calendar v3](#) and click on ‘Finish’ to re-generate the app in the newer version.

3 « System » tab

In order to configure SignMeeting, open the project SignMeeting Google Calendar and click on [Configure SignMeeting Google calendar v3](#) then click on “system” tab.



3.1 “Datasource” tab

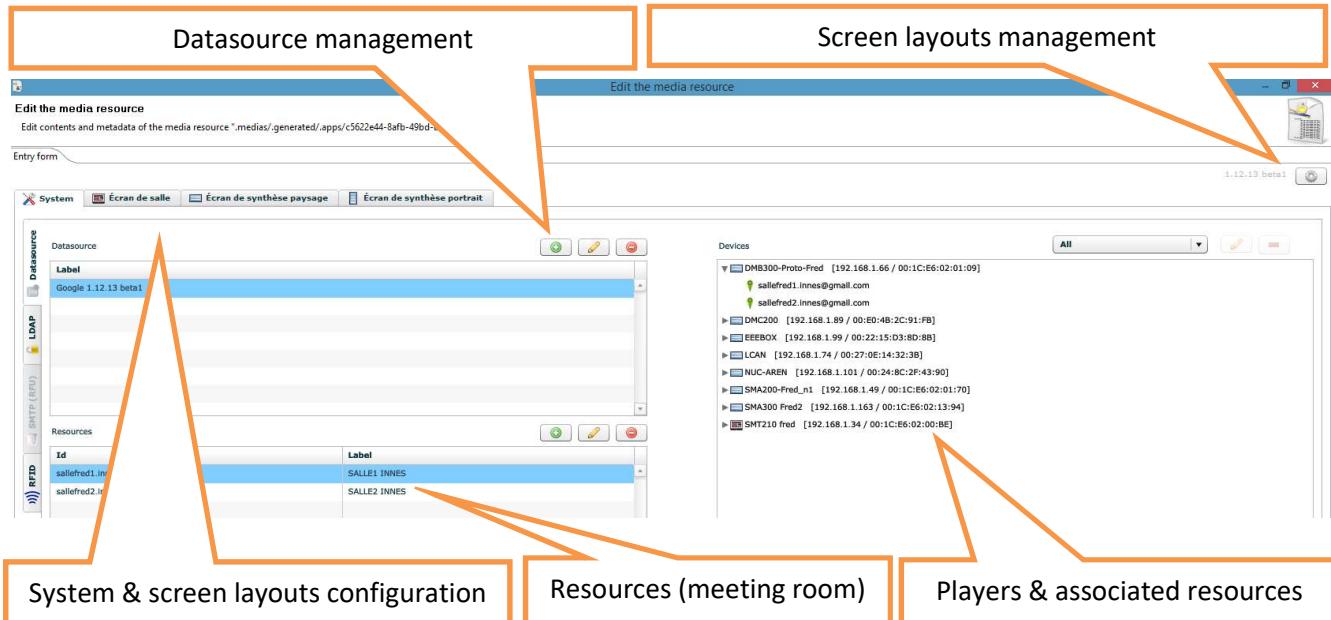
The “datasource” tab is permitting to

- Configure the interface with one (or several) Google calendar systems by defining
 - Server URL & password
 - Room id according to Google system
- Configure the players by defining
 - meeting room affectation
 - screen layout mode
 - Room screen
 - Summary screen – landscape
 - Summary screen – portrait

The datasource configuration can be done easily in 3 steps:

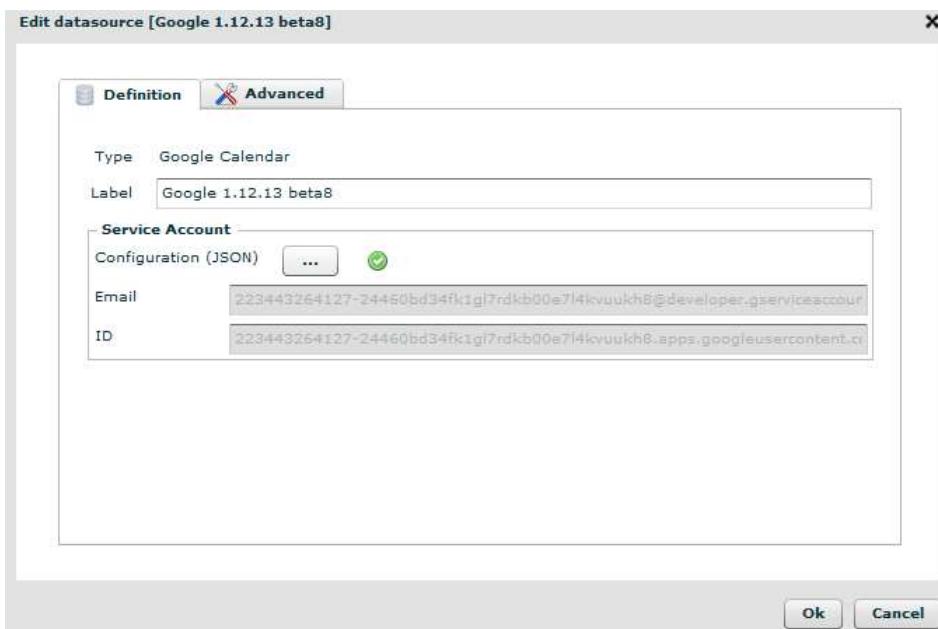
1. Add and configure the datasources
 - Ex: Google Calendar system1
 - Ex: Google Calendar system2
2. For each datasource, add and configure resource names (rooms)
 - Ex: Meeting room 1
 - Ex: Meeting room 2
3. Add one or several resource to some players (players can share same resource if required)
 - Ex: Player A
 - Meeting room 1
 - Ex: Player B
 - Meeting room 1
 - Meeting room 2

Note: one datasource has its own resource (a same resource cannot be shared between several datasource).



3.1.1 Data source: definition

Datasource permits to define the interface to connect to Google calendar



To add the JSON file click on the button and browse your computer directory and press OK.

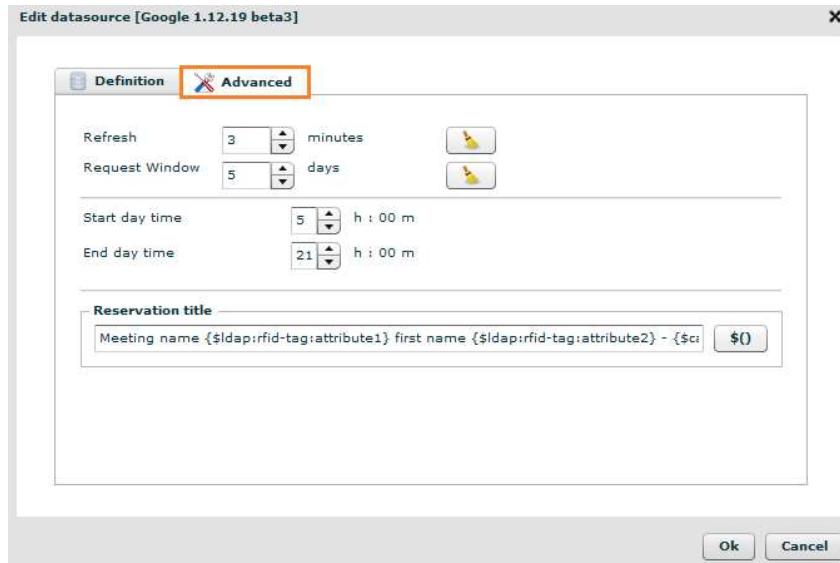
JSON file is obtained only when:

- ⇒ Google user account private calendar API has been shared and

See appendix for more information

3.1.2 Datasource : advanced options

The advanced options permit to configure:



“Refresh”:

- Defining the periodicity alarm information updates
 - Ex: every 1 minute

“Request Window”:

- Defining the number of days retrieved from the datasource
 - Ex: 3 days of meetings

“Start/end day time”:

- Defining the working time (start time, stop time) in the booking/consultation windows.

« Reservation title » :

- Defining the title pattern used when adding a new meeting with SignMeeting with predefined variables and free text as well.
 - The default pattern (V1.12.19 or above) is:

```
Meeting from ${calendar-event:time:start} to ${calendar-event:time:end} -
${calendar-event:location}
```

Corresponding to this display rendering

```
Réunion de 11 :00 à 12 :00 - Salle380
```

Then it is possible to modify the free text or to add or delete variables.

To delete a variable, set the focus just before the variable

Meeting from {\$calendar-event:time:start} **to** {\$calendar-event:time:end} - | {\$calendar-event:location}

And delete (key « DEL ») the value inside {...}

Meeting from {\$calendar-event:time:start} **to** {\$calendar-event:time:end} -

To add a variable, set the focus where you want* in the free text, in the edition area, then push on the button



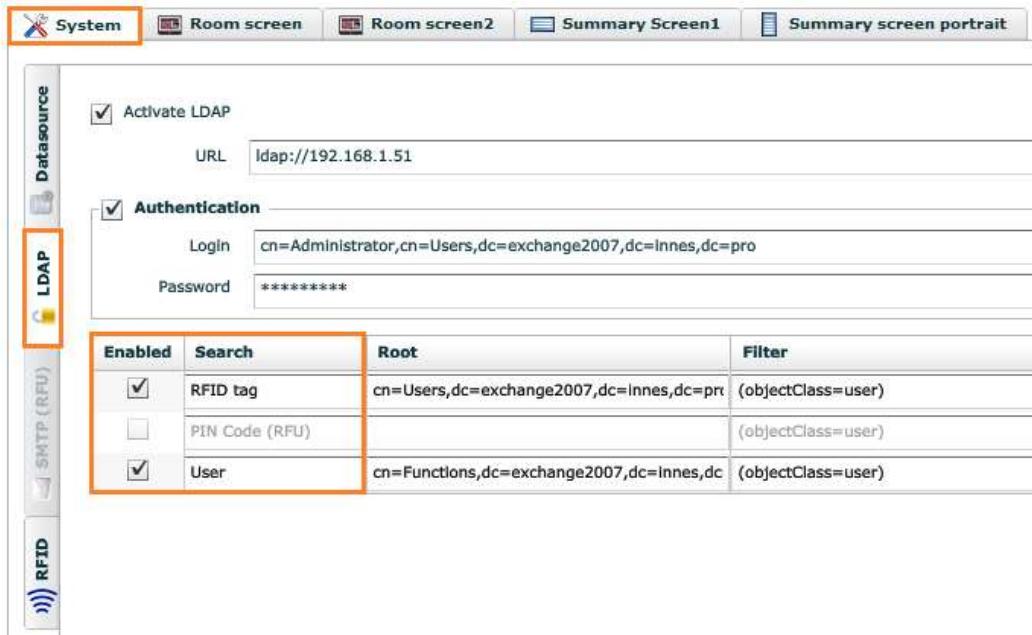
. The available variables are:

Type	Name	Value
LDAP	ldap:rfid-tag:attribute1 ldap:rfid-tag:attribute2	A large range of attribute value of LDAP can be displayed (rfid-tag dn). Ex (LDAP) : in case Attribute 1 = Displayname, the name and firstname of badge owner will be displayed inside the title Ex : (serveur Briva LDAP V3.10.12) : in case Attribute 1 = registration, the matricule of badge owner will be displayed
Pin Code (RFU)	ldap:pin-code:attribute1 ldap:pin-code:attribute2	NC (RFU)
User	ldap:user:attribute1 ldap:user:attribute2	Idem LDAP but in the user dn
Début/fin/lieu de réunion	calendar-event:time:start calendar-event:time:end calendar-event:time:interval	Meeting start time Meeting end time Meeting start-end time
Lieu de réunion	calendar-event:location	Room name
Random number	math:random:2digit-number	Random number from 1 to 99

⚠ Reminder when using variables in the title: in case the meeting is modified, SignMeeting does not upgrade variable of meeting title according to (especially calendar-event values).

⚠ Don't set the focus inside a variable else the button becomes not active

Note : the types LDAP, Pin Code and User are making reference to LDAP panel



3.1.3 Datasource: resources

In order to edit resources for a given datasource,

- First select the datasource then
- Click on **Add, Delete or Modify** the resource

Resources		
Id	Label	
salle1.innes@gmail.com	SALLE1 INNES	
salle2.innes@gmail.com	SALLE2 INNES	

The resource ID must match exactly to the resource ID defined in Google calendar system.

The room name displayed on the device can be defined manually with an optional label



SignMeeting displays:

- The “label” if it is defined or
- The “resource Id” if the label is not defined

Note: if the checkbox label is activated, label becomes mandatory.

3.1.4 Datasource: device configuration

3.1.4.1 Devices: toolbar

The device toolbar supports:

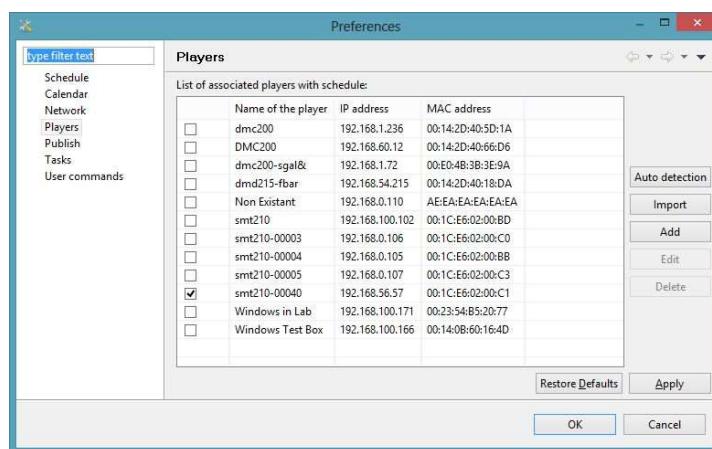
- Filter the devices by screen layout
- Edit/modify a device or resource parameters
- Delete a resource linked to a device



3.1.4.2 Register the devices in Screen Composer

The devices need to be registered in SignMeeting project at Screen Composer level to be able to work with. Go to:

- Menu “settings”
 - “Preferences”
 - “Players”: to import and register the players and
 - “Publish”: to activate publishing



Important: take care to mention a valid MAC address and a valid IP address else SignMeeting could not work properly.

3.1.4.3 Resource affectation to a device

Once the players are registered, drag and drop some resource towards device screen to affect them to a specific device.

- Drag:



- Drop:



There is only one datasource for a given resource

A device with red stamp means that the device has been added in SignMeeting but is not registered anymore in Screen Composer.

3.1.4.4 Resources configuration

The resource propriety can be modified.

Two options can be activated:

- Show events for this room on the main page
 - In case this option is not activated, the meetings for this room are disappearing from the list displayed by SignMeeting on main screen
- Show this room in the reservation screen
 - In case this option is not activated, the meetings for this room are disappearing from the list of book-able rooms



3.1.4.4.1 Colour code for resource status

The resource status colour is changing according to the combination of the choices below

	<ul style="list-style-type: none"> • Green: when the 2 options are activated • Blue: when only the first option is activated (main page) • Orange: when only the second option is activated (booking page) • White: when neither of the two options are activated
---	---

3.1.4.4.2 Pictograms

When the resource is linked to a device in summary screen mode, it is possible to improve room signalization by adding pictograms to guide the attendees to find the room (arrow, stairs, lift) or to add function description for a room (ex: cloakroom pictogram).

Click on a resource affected to a player and press button “edit”



Note it is possible to use:

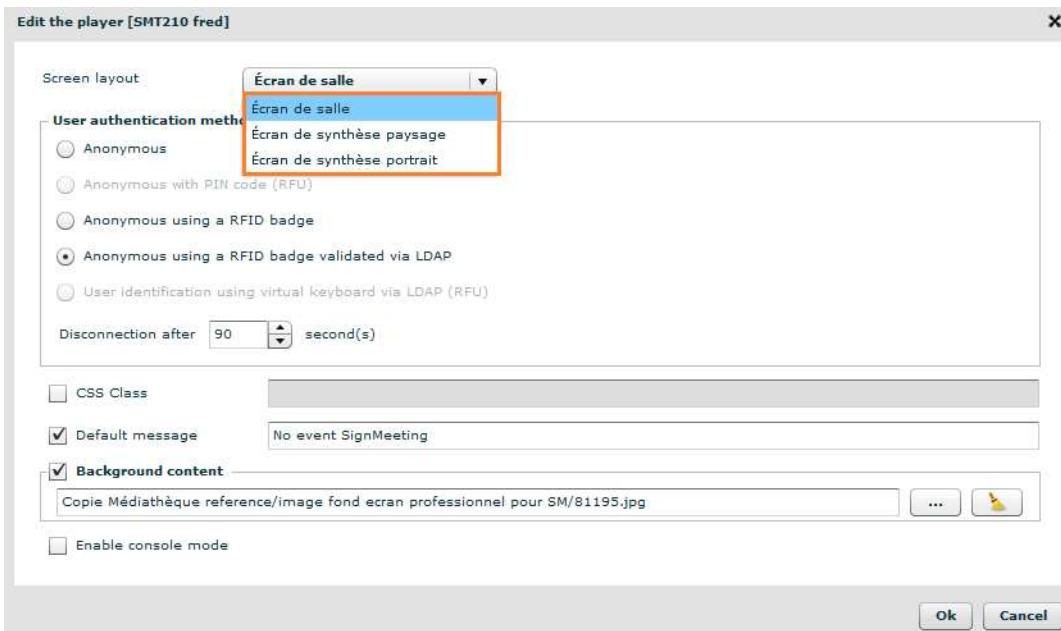
- Predefined pictograms (library of 72 pictograms) or
- Personalized pictograms (generally .png files with transparency).

3.1.4.5 Datasource: device configuration with SignMeeting

3.1.4.5.1 Affect a new screen layout to a player

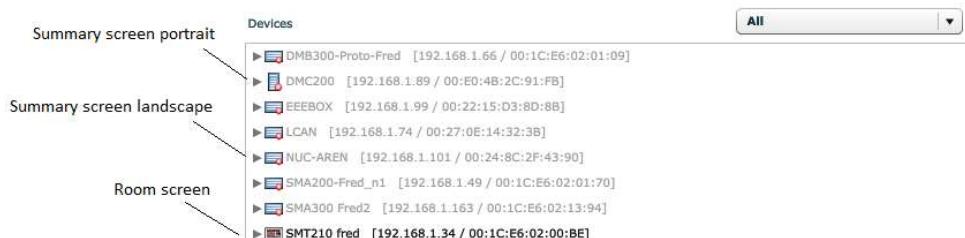
Select a player in the list and click on “edit” button.

In the “screen layout” drop list, select one of the available layouts



The icons are remaining the chosen screen layout

- Room screen
- Summary screen – landscape
- Summary screen – portrait

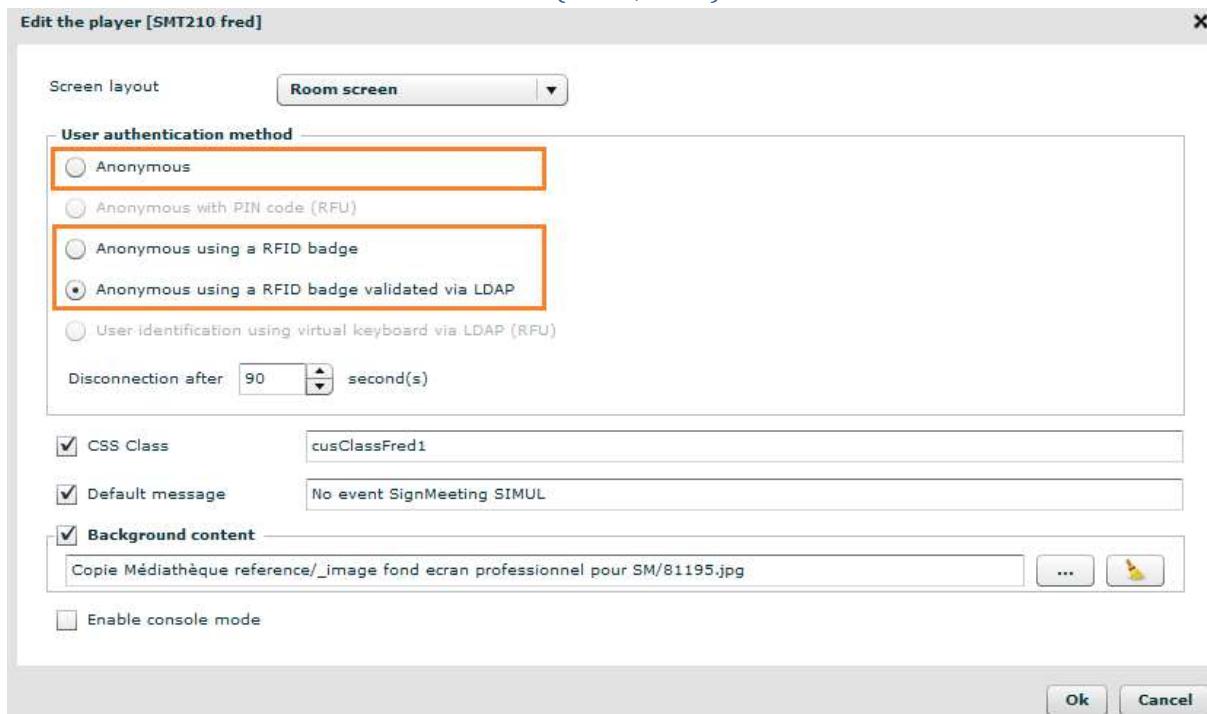


When a new SignMeeting project is created, only one screen layout instance “Room screen” is available. Then it is possible to create

- several other instances of room screen layouts
- several instances of summary screen layouts

The maximal number of screen layout is ten.

3.1.4.5.2 Device edition and authentication mode (LDAP, RFID)



Edit a device permits to

- Configure the authentication mode
 - **Anonymous** (default): non authentication
 - **Anonymous using a badge RFID**: a single RFID badge (NFC) whose modulation is supported by SMT210 is sufficient to be authenticated and use SignMeeting as well
 - **Anonymous using a badge RFID validated via LDAP**: the RFID badge (NFC) has to be register as resource (or user) inside LDAP and can be found by SignMeeting via the configuration of
 - DN (distinguish name)
 - Groups, attributes, entity types filtering
 - Attribute name storing the RFID badge

Note: please refer to LDAP chapter for more information

Note1: in mode Anonymous using a badge RFID, SignMeeting is started in read/only mode (door management button is inactivated). The write accès is granted after the user is identified successfully

Note2: When RFID mode is activated,

- *Presenting a badge a first time is permitting to authenticate and use SignMeeting*
- *Presenting a badge a couple of time after is permitting to disconnect from SignMeeting*

3.1.4.5.3 Automatic user disconnection timeout

- **Disconnection after**: permits to program user inactivity timeout. When this timeout expires, the user is automatically disconnected from SignMeeting (60 seconds by default)

3.1.4.5.4 Default message

- **Default message**: permits to display a specific message when no meeting can be displayed

3.1.4.5.5 CSS class

- **CSS Class**: class value of CSS configuration file

- Typical use case: when a meeting can be displayed (next meeting / current meeting), it permits to display for example a specific CSS background picture potentially different for each player
- For example:
 - PlayerA (layout Room screen)
 - CSS class = <cusClass1>
 - PlayerB (layout Room screen)
 - CSS class = <cusClass2>
- CSS configuration file version required:
 - theme_css_generic-V1.10.12.css
 - Provided example
 - .cusClass1
 - .cusClass2

3.1.4.5.6 Background content

- Background image:
 - In mode “Room screen”,
 - The background image is displayed
 - when there is no meeting
 - when “return to the background if no meeting” is not activated (indeed in this case, Playzilla background is displayed instead)
 - In mode summary screen
 - The background content is always displayed

3.1.4.5.7 Diagnostic mode

- Diagnostic screen permits to activate diagnostic mode and so display some status information on the SignMeeting interface properly working (Google calendar server access, LDAP server access, RFID badge detection).

3.2 “LDAP” tab

The configuration of a LDAP server is required when the chosen authentication mode is:

- Anonymous using a badge RFID validated via LDAP

Please refer to chapter “device edition and authentication mode (LDAP, RFID)”

In this case SignMeeting can connect to LDAP server (standard user & phone directory) especially to authenticate user with their RFID badge (stored in the LDAP)

The badge detection is realized on a room screen player (SMT210) supporting a NFC sensor.

Fill the form below to configure properly the LDAP interface:

The screenshot shows the 'LDAP' tab selected in the left sidebar. The main configuration area includes:

- Activate LDAP**: A checked checkbox.
- URL**: A text input field containing "ldap://192.168.1.51".
- Authentication** section:
 - Login**: A text input field containing "cn=Administrator,cn=Users,dc=exchange2007,dc=innes,dc=pro".
 - Password**: A password input field containing "*****".
- Enabled** table:

Enabled	Search	Root	Filter	Attribute(s)
<input checked="" type="checkbox"/>	RFID tag	cn=Users,dc=exchange2007,dc=innes,	(objectClass=user)	cn, mail, sAMAccountName, uid, badgeID, cn, codePage
<input type="checkbox"/>	PIN Code (RFU)		(objectClass=user)	cn, mail, sAMAccountName, uid, crossReference
<input checked="" type="checkbox"/>	User	cn=Functions,dc=exchange2007,dc=inr	(objectClass=user)	cn, mail, sAMAccountName, uid, cn, codePage

 The table includes edit icons for each row.

3.2.1 LDAP URL

Enter server LDAP URL

For example:

ldap://192.168.1.51

3.2.2 Authentication

- Login
 - enter Administrator DN (Distinguish Name)
 - For example for LDAP hosted on Exchange 2007:
 - cn=Administrator,cn=Users,dc=exchange2007,dc=innes,dc=pro
- Password

3.2.3 Search/Root/Filter

The table is composed of three way of search

- RFID tag
- PIN Code (RFU)
- User

3.2.3.1 Enable & Search

“RFID Tag”: is the first way of research in the LDAP

“User”: is the second way of research in the LDAP when RFID Tag is found

You can activate

- Research based on “RFID Tag” or
- Research based on “RFID Tag” + research based on “User”

For each way of research, the columns are showing the attributes and filter configured. To modify, the criteria, click on the button “Edit”

Enabled	Search	Root	Filter	Attribute(s)	
<input checked="" type="checkbox"/>	RFID tag	cn=Users,dc=exchange2007,dc=innes,dc=pro	(objectClass=user)	cn, mail, sAMAccountName, uid, badgeID, cn, codePage	
<input type="checkbox"/>	PIN Code (RFU)		(objectClass=user)	cn, mail, sAMAccountName, uid, crossReference	
<input checked="" type="checkbox"/>	User	cn=Functions,dc=exchange2007,dc=innes,dc=pro	(objectClass=user)	cn, mail, sAMAccountName, uid, cn, codePage	

3.2.3.2 Root / Filter / Attributes

The columns root, filter and attributes are showing the filtering and attributes configuration. To configure, click on “Edit” button

3.2.3.3 “Edit” button

Edit LDAP search parameters

Root	cn=Users,dc=exchange2007,dc=innes,dc=pro
Filter	(objectClass=user)
Cross reference attribute	badgeID
Extra attribute(s) to retrieve	<input checked="" type="checkbox"/> Attribute 1: cn <input checked="" type="checkbox"/> Attribute 2: codePage
Attribute(s) for validation	<input checked="" type="checkbox"/> Validity attribute: comment, 1/0 <input type="checkbox"/> Validity start date attribute: d/m/yy <input checked="" type="checkbox"/> Validity end date attribute: expirationTime, Active Directory generalized
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

3.2.3.3.1 Root

“Root”: type DN base (or a DN base parent) of RFID badge (in order to avoid to parse entirely the LDAP server and spend much time in the LDAP request)

Note: the research is considered valid as soon as a first resource containing this badge is found

3.2.3.3.2 Filter

“Filter”: permits to target a LDAP users & resources subset thanks to the filtering configuration permitting to find out the RFID badge with best efficiency

Supported filters:

- By Entity type
 - Ex: (objectClass=user)
- By group membership
 - ex : (memberOf=CN=DoorAdmins,cn=Users,dc=exchange2007,dc=innes,dc=pro)
- By attributes & optional validity conditions
 - Binary operator: AND (&), OR (|)
 - For example : (&(badgeID=*)(|(ou=directory1)(ou=SecondFuncs)))
 - With « ou » = organisation unit

Active Directory does not support « Extensible matching filtering » ; Consequently , the filter like « find out DN whose name is containing a specific string are not working

(<https://msdn.microsoft.com/en-us/library/cc223241.aspx>)

- Filtering by DN content
 - For example:
 - (DN = *irectory *)

Note: whenever the user are spread in the entire LDAP, it is advised to implement groups and use "memberOf" filter according to.

“Attributes”: permits to define the attribute name in which the RFID badge is located.

- The default attribute name for the RFID badge is crossReference (as example)

Warning: the attribute name does not exist in the LDAP standard attributes, it has to be modified according to your LDAP configuration regarding RFID management.

3.2.3.3.3 Cross reference attribute

Value “cross reference” by default (not defined in any LDAP system)

This value need to be set to the attribute name containing RFID tag

Ex: badgeID

(badgeID is a real attribute of the LDAP)

3.2.3.3.4 Extra attributes to retrieve

Attribute 1 and attribute 2 are empty by default.

If set with an attribute name of the LDAP, SignMeeting can fetch this additional information in automatic title labelling when a new meeting is created with SignMeeting.

Ex: Attribute 1 = codePage

(codePage is a real attribute of the LDAP)

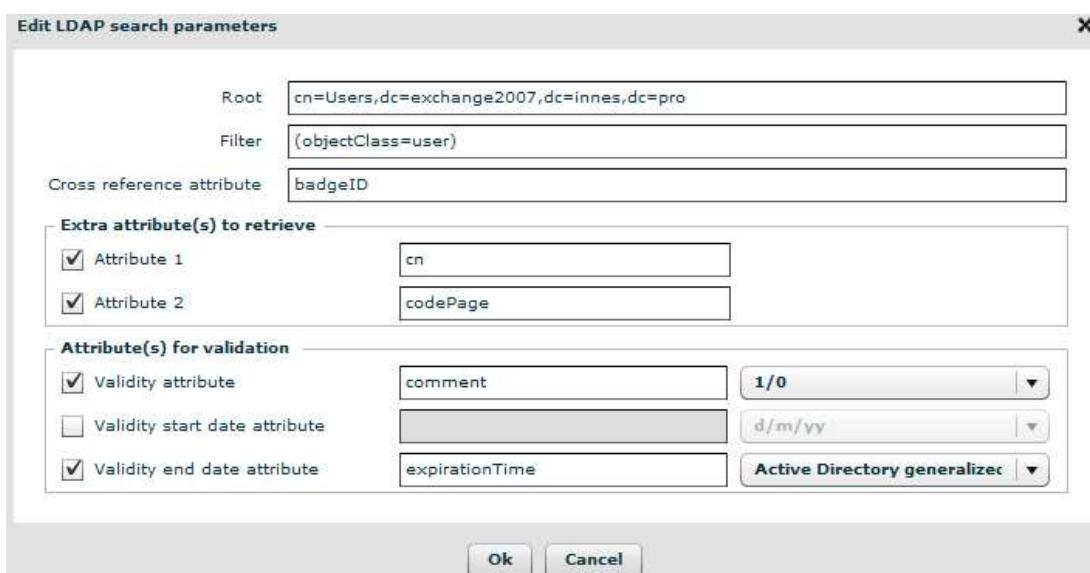
When using Innes Briva LDAP (3.10.21 or above), the Attribute 1 (or 2) can worth one of the dst<> variable value (in yellow):

Ex: Attribute 1 = registration

```
{
  "sheetName" : "Personnes",
  "rowHeader" : 4,
  "rowDataStart" : 5,
  "dataMapping" :
  [
    {"srcName" : "Matricule",
     "dstName" : "registration",
     "mandatory" : true,
     "format": "string"
    },
    {"srcName" : "Nom",
     "dstName" : "Lastname",
     "mandatory" : true,
     "format": "string"
    },
    {"srcName" : "Prénom",
     "dstName" : "Firstname",
     "mandatory" : true,
     "format": "string"
    },
    {"srcName" : "Badges",
     "dstName" : "badgeID",
     "mandatory" : true,
     "format": "extractNumber"
    }
  ],
  "dataTransformation" :
  [
    {
      "srcAttributes" : ["Firstname", "Lastname"],
      "dstAttribute" : "cn",
      "separator" : " "
    },
    {
      "srcAttributes" : ["Firstname", "Lastname"],
      "dstAttribute" : "Displayname",
      "separator" : " "
    }
  ]
}
```

3.2.3.3.5 Badge validity

Some validity attribute can be tested in addition to the badge RFID presence



- Validity attributes supported formats
 - yes/no
 - 1/0
 - Vrai/faux

- On/off
- Date validity attributes supported formats
 - d/m/yy
 - ex : 2/12/15
 - d/m/yyyy
 - ex : 2/12/2015
 - account expires timestamp
 - number of nanoseconds since 1st Jan 1601
 - Active directory generalized time
 - ex : 20151009225600.0Z

Note: once RFID badge is found in the LDAP and validity condition are filled, the badge is considered valid. So connexion to SignMeeting is established and user can working with.

3.2.3.3.6 User association to a badge

- **Users:** permits to indicate from which DN base the user associated to this RFID badge can be found out.
 - “Root”: type DN base (or DN parent base) from where the user can be found out

Note: if any a user is not associated to the RFID badge, SignMeeting will not prevent authentication to SignMeeting
 - “Filter” : permits to target only a LDAP user subset thanks to the configuration of this filter (in order to not parse entirely the LDAP server and improve LDAP request efficiency)



3.2.3.4 Internal research attribute cn, mail, sAMAccountName, uld, badgeID, valid

These attributes are systematically browsed by SignMeeting when they are not NULL

- Cn:
 - RFU : SignMeeting Google calendar: no specific action when this attribute is not NULL
- mail
 - RFU : SignMeeting Google calendar: no specific action when this attribute is not NULL
- sAMAccountName,
 - RFU : SignMeeting Google calendar: no specific action when this attribute is not NULL
- uld,
 - RFU : SignMeeting Google calendar: no specific action when this attribute is not NULL
- crossReference (default),
 - SignMeeting Google calendar: no specific action when this attribute is not NULL
- Valid
 - RFU : SignMeeting Google calendar: no specific action when this attribute is not NULL



This screen permits to select only some preferred modulations in order to optimize RFID detection efficiency

Available modulations

- ISO 14443 Type A
- ISO 14443 Type B
- JEWEL
- ISO 14443 BI
- ISO 14443 B2SR
- ISO 14443 B2CT
- FeliCa
- DEP

Available baud rates

- 106
- 212
- 424
- 847

Please refer to SMT210 installation guide to check the supported modulation by your device. Onglet « SMTP (RFU)

3.4 « SMTP » tab (RFU)

The SMTP is not yet supported (RFU)

4 Screen layout configuration

Only the tab “Room screen” is present by default when creating a new project SignMeeting.

Room screen is corresponding to the first instance of the kind of layout.

Some others screen layouts can be added according to the user needs

- Room screen
 - Room screen 2
 - Room screen 3, ...
- Summary screen – landscape
 - Summary screen – landscape 1
 - Summary screen – landscape 2, ...
- Summary screen – portrait
 - Summary screen – portrait 1
 - Summary screen – portrait 2, ...

4.1 Room screen configuration

The room screen is adapted for a screen layout for a player SMT210 located close the meeting room door.

Once this room screen layout is configured, it is possible to affect the layout for example to one to your device (SMT210 supporting touch screen permitting to have interactivity with SignMeeting)

The screen room layout can display

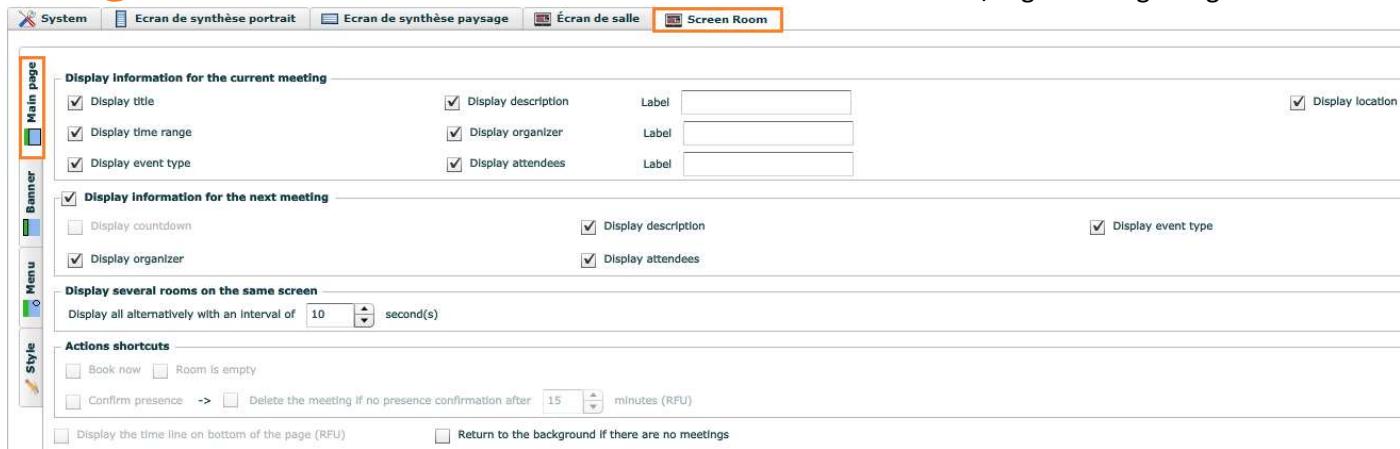
- Current meeting (if any)
- Next meeting (if any)

Click on “room screen” tab to discover the different settings

4.1.1 “Main Page” tab

The tab “Main page” permits to select the components to display

- For the current meeting & next meeting
 - Title
 - Time slot
 - Description
 - Organizer
 - Attendees (with scrolling in the width does not permit to display all)
 - Location
- Configure display behaviour
 - the room location
 - alternative display of the current meeting and next meeting for each room
- Dynamic command button*



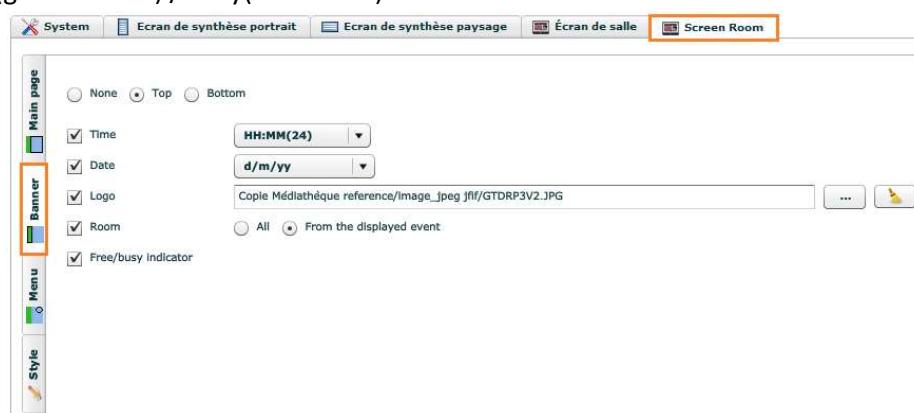
Note: SignMeeting support the attachments display. In case several image are attached to a meeting, only the first one is displayed

Supported picture formats: PNG & JPG

4.1.2 “Banner” tab

The “banner” tab permits to define:

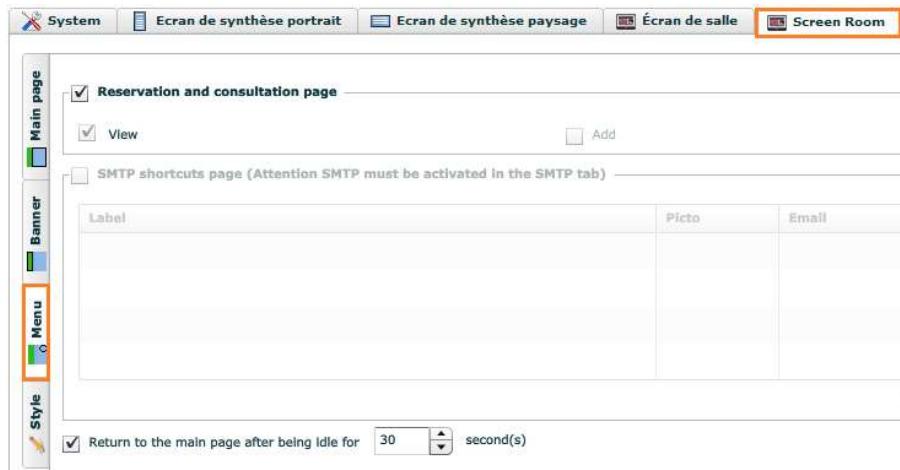
- Banner position
 - Date with different format
 - d/m/yy (ex : 2/12/15)
 - d/m/yyyy (ex : 2/12/2015)
 - dd mmm yyyy (ex : 2 Dec 2015)
 - dd mmmm yyyy (ex : 2 December 2015)
 - Time with different format
 - HH:MM (12)
 - HH:MM (24)
 - Logo
 - Display one room location or all at once
 - Status free(green colour) / busy(red colour)



4.1.3 “Menu” tab

- The “Reservation and consultation page” defines whether access is allowed for some function and what options will be activated
 - View event
 - Add event*

- Edit event*
- Delete event*



- The option “return to the main page after being idle” permits to return to main page after being stayed on other screen for a couple of time without user activity (default is 60 seconds).
- The SMTP shortcuts is reserved for future use

4.1.4 “Style” tab

The “style” tab permits to customize the display in term of colour, background and fonts.

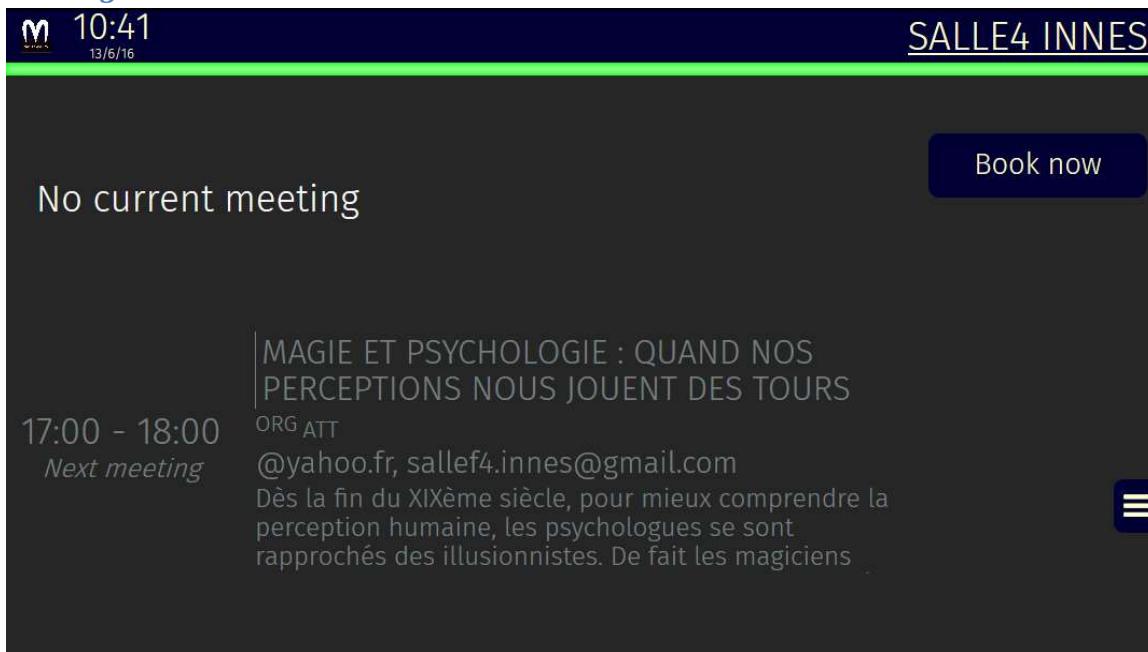
It is also possible to use a personalized theme (style sheet) permitting to configure

- colour,
- background and
- fonts

The CSS API is compliant with Mozilla & W3C

<https://developer.mozilla.org/en-US/docs/Web/CSS/background>





4.2 Screen layout composition

It is possible to apply a screen layout for each of your device.

By default, only one screen layout “room screen” is available. But this layout is not suitable for summary screen. Consequently a specific layout instance of summary screen need to be created.

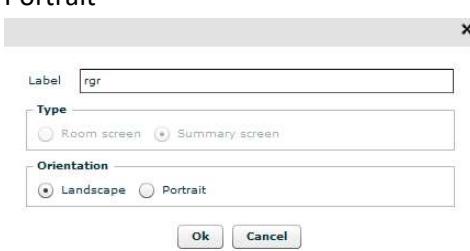
Note: it is possible to create several instance of each (until 10 maximum)

Once the new screen layout is available, it is possible to affect it to a player.

4.2.1 Create a new screen layout instance

In order to access to screen layout management, click on button at the right top corner and click on “add” to add your new layout type.

- Type a label for your new screen layout (will appear in the tab name)
- Type of screen layout
 - Room screen
 - Summary screen
 - For summary screen, specify
 - Landscape or
 - Portrait*



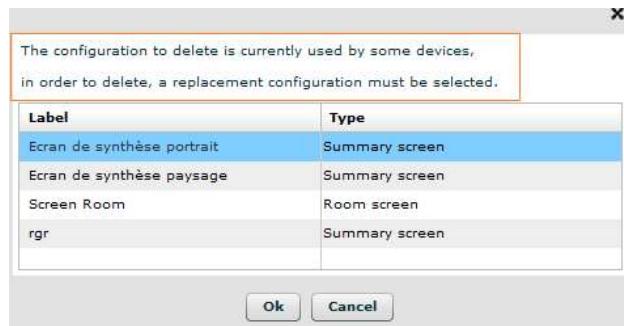
- For portrait, don't forget to apply rotation 90° (or 270°) in the player WebUI (output menu)

Then a new additional tab appear in the list of available screen layouts.

4.2.2 Edition and deletion

- Screen layout title can be modified.
- Screen layout can be removed.

The screen layout deletion function require a user confirmation. Indeed if the screen layout to delete is used by a player, a fail over need to be done on another screen layout.



4.2.3 Move screen layout tab

Screen layout tab can be switched. Use the up/down arrow according to.



4.3 Summary screen “landscape” configuration

The screen layout type Summary screen permits to display the list of meetings of several room for part of the day or a entire day on an information TV set (or monitor).

4.3.1 “Main page” tab

The “main page” tab permits to modify the meeting list display configuration.

- Selection of elements to display for each meeting
 - Location
 - Title
 - Description
 - Time Slot
 - Attendees
 - Pictograms
 - Attachments (image not supported (Google drive API))
- Display of meeting in the past or in the future
- Define page duration display for each page when the list of meeting requires 2 pages (or more)

- Sort the meeting by
 - Title, description, organizer
 - Alphabetic, ant-alphabetic
 - Time
 - Increasing or decreasing
 - End time or start time
- Define the alarm
 - Display all the meeting since the morning or any other time
 - Display the meeting only few minutes before they start
 - Display all the meeting until the evening or any other time
 - Hide the meeting only few minutes after they finished

System Ecran de synthèse portrait Ecran de synthèse paysage Écran de salle Screen Room rgr

1.12.13 beta5

Main page Banner

Display Interval 10 second(s)

Shift the start event display
 minutes before the start of the event
 to the start of day

Extend the event display
 minutes after the end of the event
 Until the end of day

Columns properties

Tit	Hrs	Desc	Org	Att	Loc	S1	S2
Enabled	Field	Label				Align	Width (%)
<input checked="" type="checkbox"/>	summary	Tit				Left	11
<input checked="" type="checkbox"/>	time_range	Hrs				Left	15
<input checked="" type="checkbox"/>	description	Desc				Left	7
<input checked="" type="checkbox"/>	organizer	Org				Left	21

Sort column dates Order Start time in ascending order

Title font size Small Line font size Small

Columns position and size

4.3.2 “Banner” tab

This screen permits to configure the banner:

- Banner at the top or at the bottom
- Additional logo
- Title
- Date with different formats
 - d/m/yy (ex : 2/12/15)
 - d/m/yyyy (ex : 2/12/2015)
 - dd mmm yyyy (ex : 2 Dec 2015)
 - dd mmmm yyyy (ex : 2 December 2015)
- Time with different formats
 - HH:MM (12)
 - HH:MM (24)

Serveurs Écran de salle Summary

Page principale Banner

Aucun Placer en haut Placer en bas

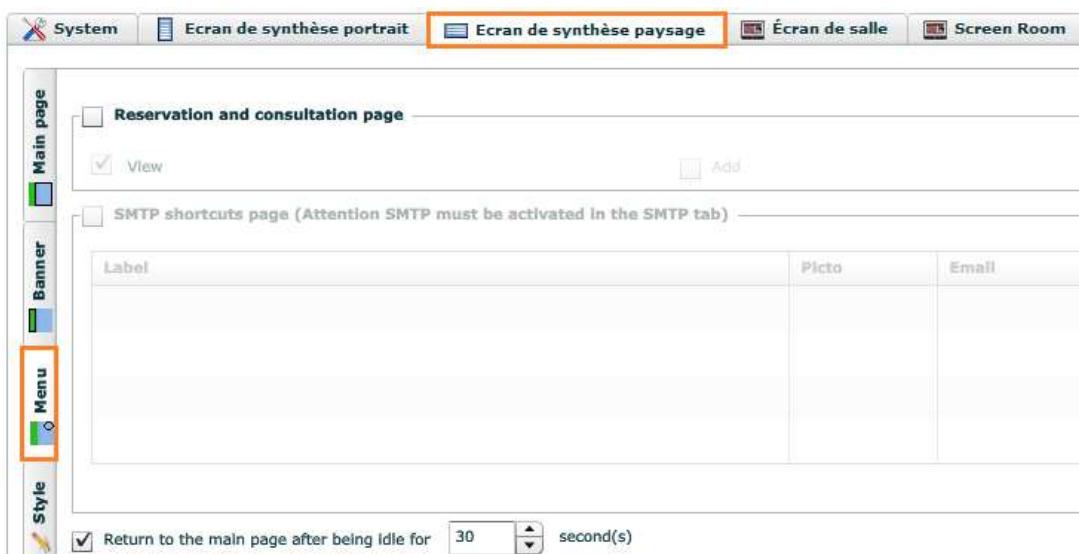
Logo SignMeeting Summary

Titre HH:MM(24)

Heure HH:MM(24)

Date d/m/yy

- The “**Reservation and consultation page**” defines whether access is allowed for some function and what options will be activated
 - View event
 - Add event
 - Edit event
 - Delete event
- The option “**return to the main page after being idle**” permits to return to main page after being stayed on other screen for a couple of time without user activity (default is 60 seconds).
- The “**SMTP shortcuts**” is reserved for future use



4.3.4 “Style” tab

The style tab permits to modify the below parameters:

- Banner
 - Background colour
 - Text colour
- Main page
 - Background colour
 - Text colour
 - Configuration of number of meeting to display per page
 - Fixed 8/11 lines max per page
 - Manual 1 to 9 lines max per page
 - Display column header
 - Background theme (plain colour, circles) (present only when non background content has been defined for the device)



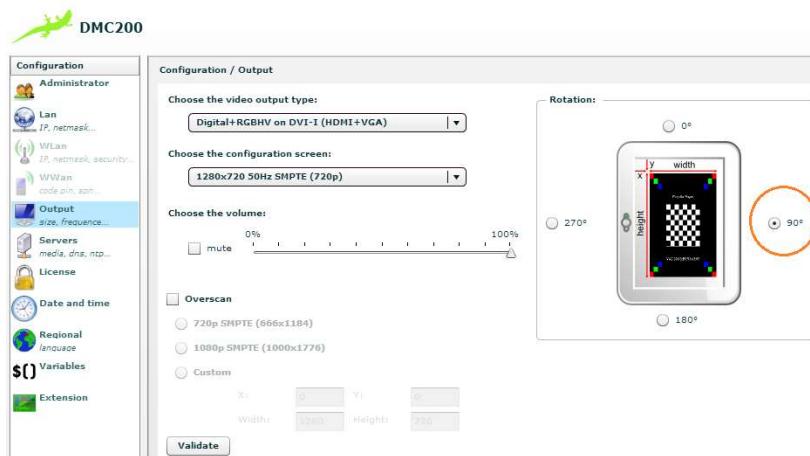
4.4 Summary screen portrait layout configuration

Similar to Summary screen landscape layout configuration but for portrait view.

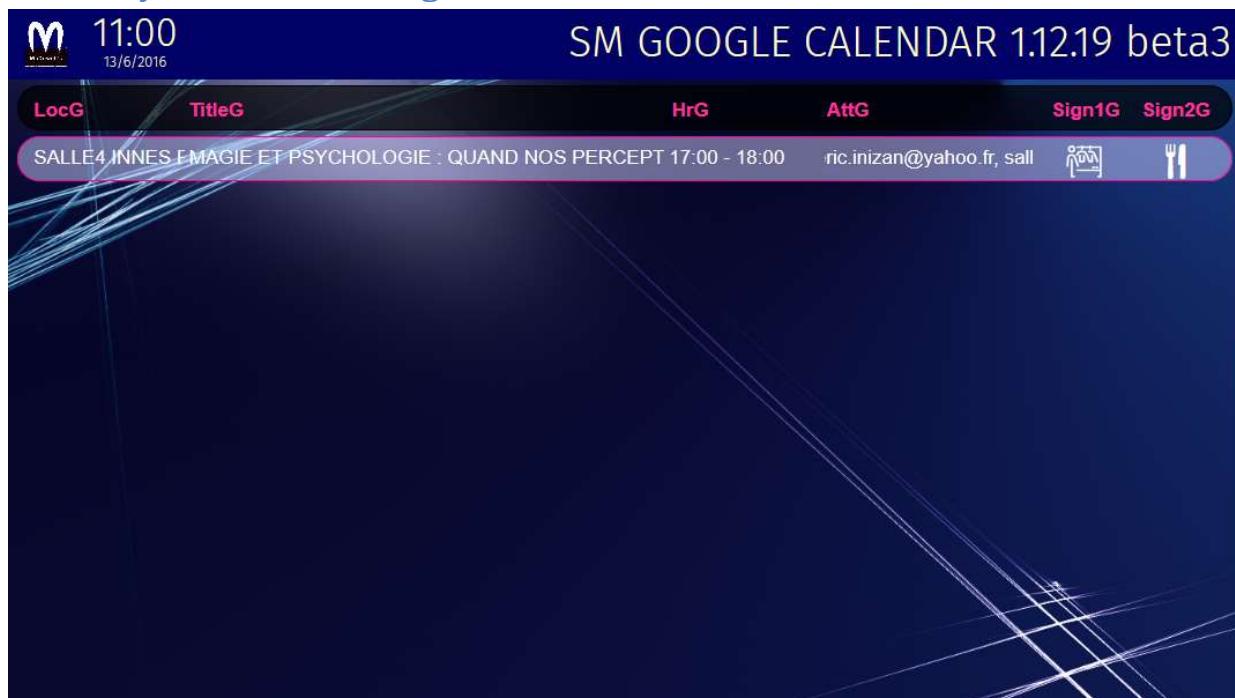
The main difference is the maximal number of lines to display per page (15 lines instead of 11 lines)

In order to publish SignMeeting in mode portrait,

- Define a Playzilla grid (scene) in portrait mode
- WebUI:
 - change the output rotation to 90° (or 270°)
 - Select the resolution according to (check over scan configuration if any)



4.5 Summary screen rendering



5.1 Screen composer: publish menu

Open Screen Composer and check that “publish to players” is selected (menu preference/publish).

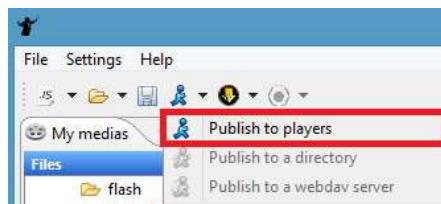


5.2 Screen composer: player (select one or several player)

In the ‘Players’ section, select the players you want to publish to.

5.3 Screen composer: publish

Click on the button “publish to player”:



6 Using SignMeeting with SMT210 (Room screen)

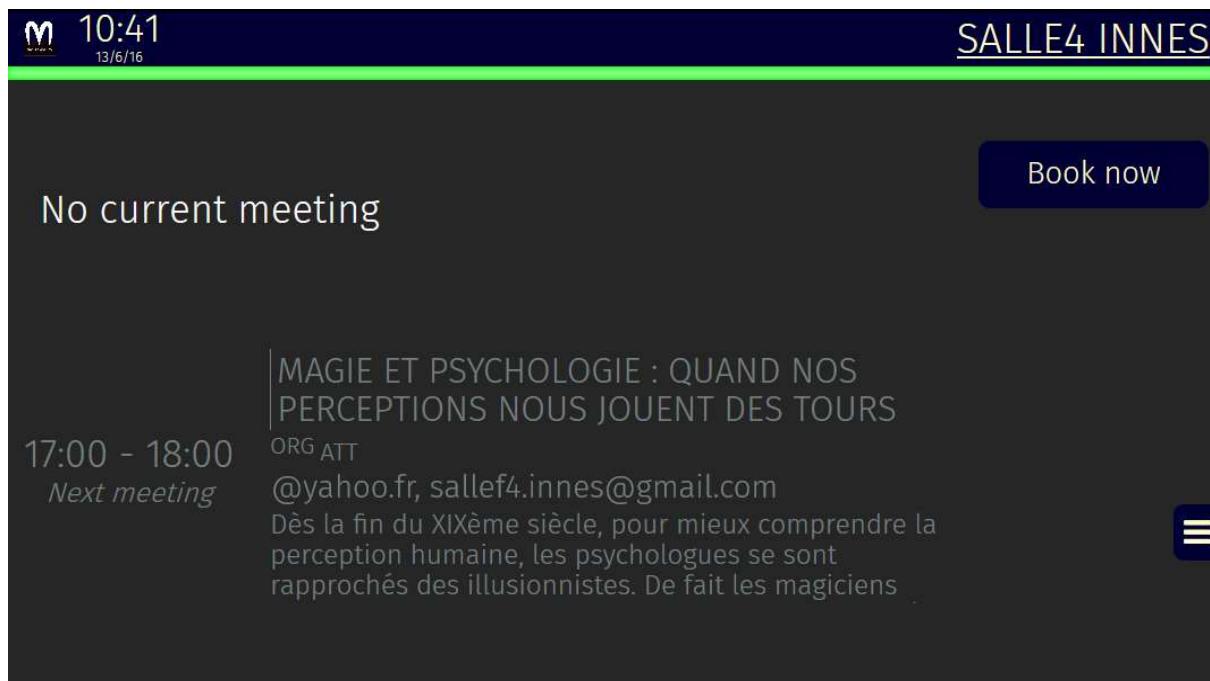
SignMeeting-Room screen application can display two meetings in the main window:

- The current meeting (if any)
- The next meeting (if any)

Several button are the supported

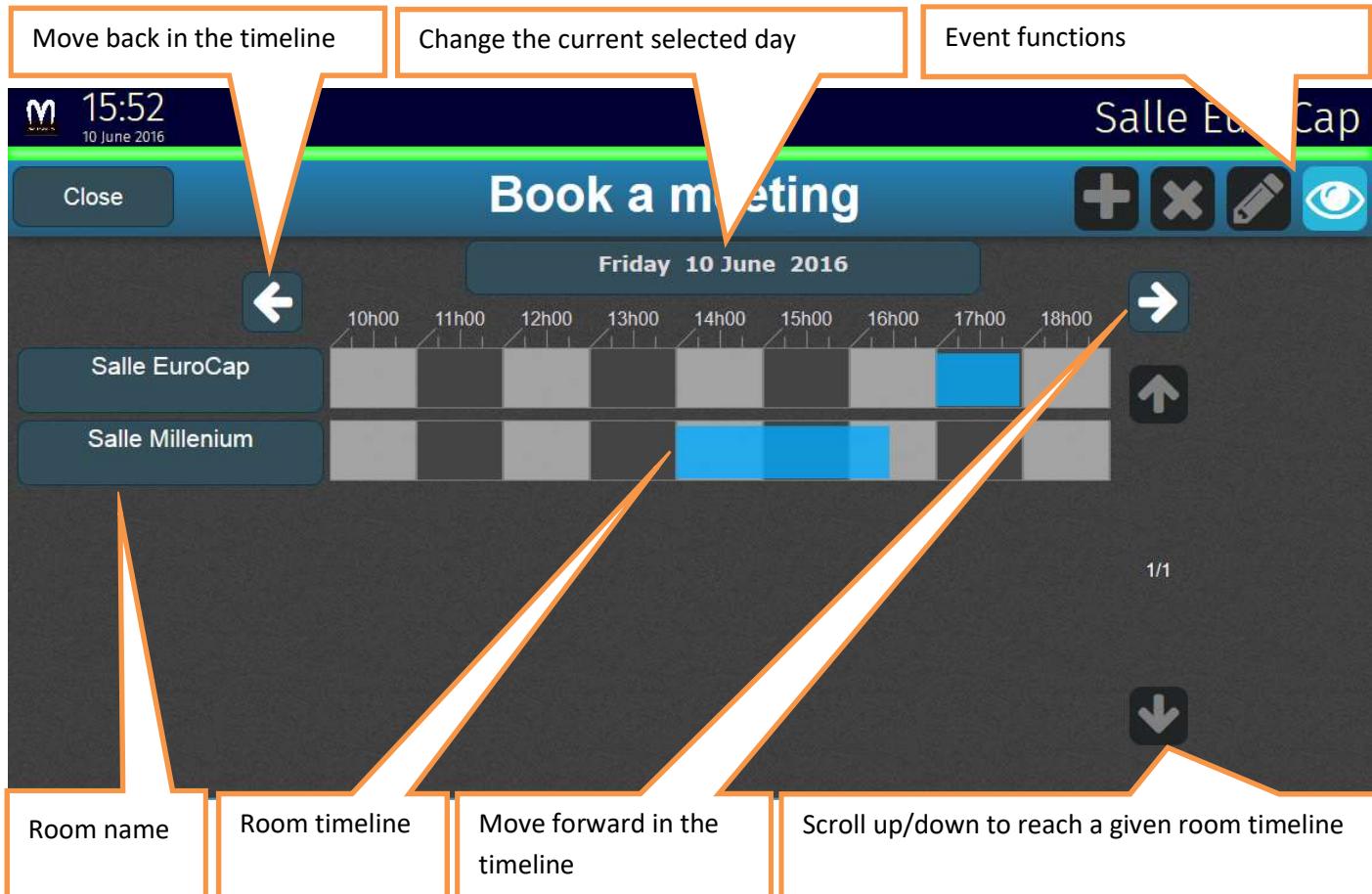
- Button “Menu”  permitting to view the planning of meetings in the day (time range defined in SignMeeting) and modify the planning
- Button “**Book Now**” : permitting to program an instant meeting
 - Button “**Room is emptied**”: permitting to shorten a meeting when it is finished
 - Button “**Confirm my presence**”: permitting to confirm that there is someone in the room attending the meeting
- Button “**Close the door**”**

** not supported on SignMeeting Google Calendar



6.1 Button “menu”

This shows all the current meetings for the select day.



6.2 Button « Report as empty »

This button appears when a meeting has just begun.

When the room is booked but is there is no one in the room, it is possible to shorten the current meeting by using “Room is empty” button and make free the current slot to be booked immediately another meeting (if slot is permitting it).

- In case shortening, the duration of the meeting is rounded to a **multiple of 15 minutes**

- o Ex: meeting event1 is 2h duration (15h – 17h) and room is freed at 16h18.
 - Another user arrive at 16h25, and checking there is no one in the room, uses “Room is empty”
 - The event1 is shorten and kept in calendar with the slot:
 - 15h-16h15
 - If wanted the user can book an new event2 in the slot 16h30-17h00

6.3 Button « Confirm my presence »

This button appears when a meeting has just begun.

It permits to indicate that there is really attendees in the room and the room is not available for instant booking

6.4 Button « Close the door »*

The button “close the door” permit to control GPIO (Phoenix) of device SMT210.

In case this GPIO is connected to door controller, it permits to activate the door closing.

See appendix “door management” for more information about the SMT210 configuration

*Not supported on SignMeeting Google calendar

6.5 Event functions

- “**Add**”: permits to add a new event in the nearest available free space.
Note: it is not possible to create meeting across several days in this version
- “**Modify**”: permits to modify an event.
- “**Delete**”: permit to delete an event.
- “**View**”: permits to get more detail on the meeting.

6.5.1 Button “Meeting detail view”

Some specific meeting attributes can be displayed in event detail (only):

- Title
- Organizer
- Description
- Attendees list
- Meeting start & end time
 - + Number of attendees (if different of 0) at the right border of attendees line.
- Telephone



6.5.2 Button “Add”, “Modify”

In “**Add**” and “**Modify**” functions, it is possible to press on the “clock” button to change

- the “**Start**” time and
- the “**finish**” time



- Click on the required time to change or
- Click outside to cancel

7.1 Theme CSS

7.1.1 theme_css_generic-V1.10.12.css

```
.container
{
/* Define background as a color */
background-color:rgba(255,128,0,0.8);

/* url contains relative path from CSS to image

NB for a background image, the image has to be added manually in the publication
(see ScreenComposer MEDIA tab)

Example 1
CSS is in a sub-directory CSS           ./css/theme_sm.css
Image is in a sub-directory images       ./images/diagonal3.png

Path go up one level (...) and then define images directory (images/) and image file name
(diagonal3.png)

background-image: url("../images/diagonal3.png");

Example 2
CSS and Image are in the same directory
No path is required just image name

background-image: url("RT-events-1.jpg");
*/
}

/*
Rather than setting the background on the container Class (above) can use customer select classes

Add customer classes (cusClass1, cusClass2) as follows with the required background

In SignMeeting configuration for each required player define the name of the CSS class. In this example
cusClass1 or cusClass2 (without the . in front)

Any players without a custom CSS class will use the default container class above.

*/
.cusClass1
{
/*background-color:rgba(0,255,128,0.8);*/

background-image: url("RT-events-1.jpg");
background-size: contain;
}

.cusClass2
{
/*background-color:rgba(128,128,255,0.8);*/

background-image: url("ship.jpg");
background-size: cover;
}

#mainpage_current_summary
{
color:#0077FF;
border-left: 1px solid white;
}
#mainpage_current_location
{
color:#FF0000;
}
#mainpage_current_organizer
{
```

```
color:#00FF00;
}
#mainpage_current_organizer-label
{
  color:#FF0000;
}

#mainpage_current_attendees-label
{
  color:#FF5000;
}
#mainpage_current_attendees
{
  color:#00FF00;
}
#mainpage_current_description
{
  color:#0077FF;
}
#mainpage_current_description-label
{
  color:#FF5858;
}
#mainpage_current_date
{
  color:#4477FF;
}
#mainpage_current_meeting-state
{
  color:#555555;
}

/* NEXT MEETING */
#mainpage_next_summary
{
  color:#7700FF;
}

#mainpage_next_organizer-label
{
  color:#55FF00;
}

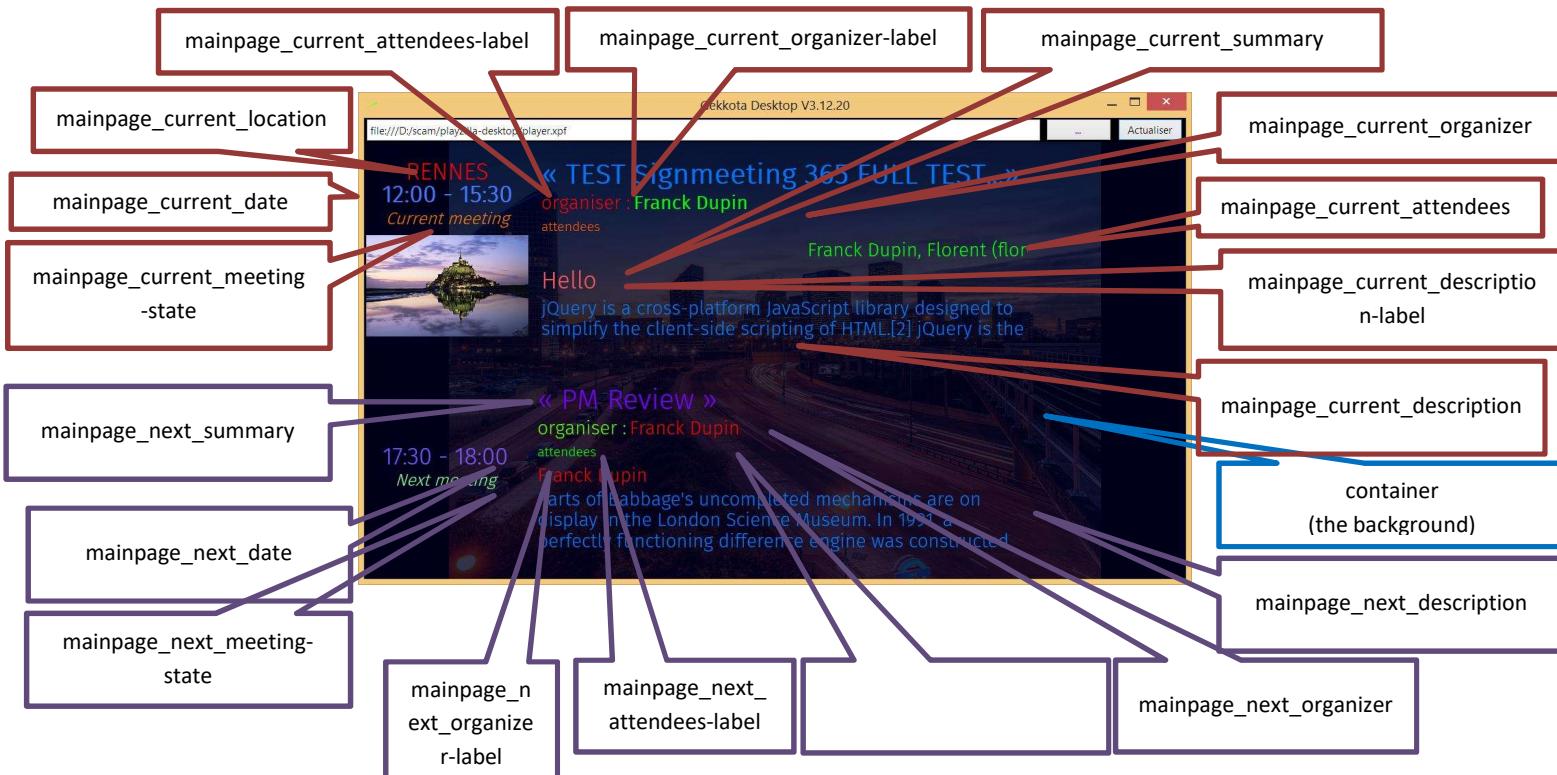
#mainpage_next_organizer
{
  color:#FF0000;
}
#mainpage_next_attendees-label
{
  color:#00FF00;
}
#mainpage_next_attendees
{
  color:#FF0000;
}

#mainpage_next_description
{
  color:#0077FF;
}

#mainpage_next_date
{
  color:#7755FF;
}

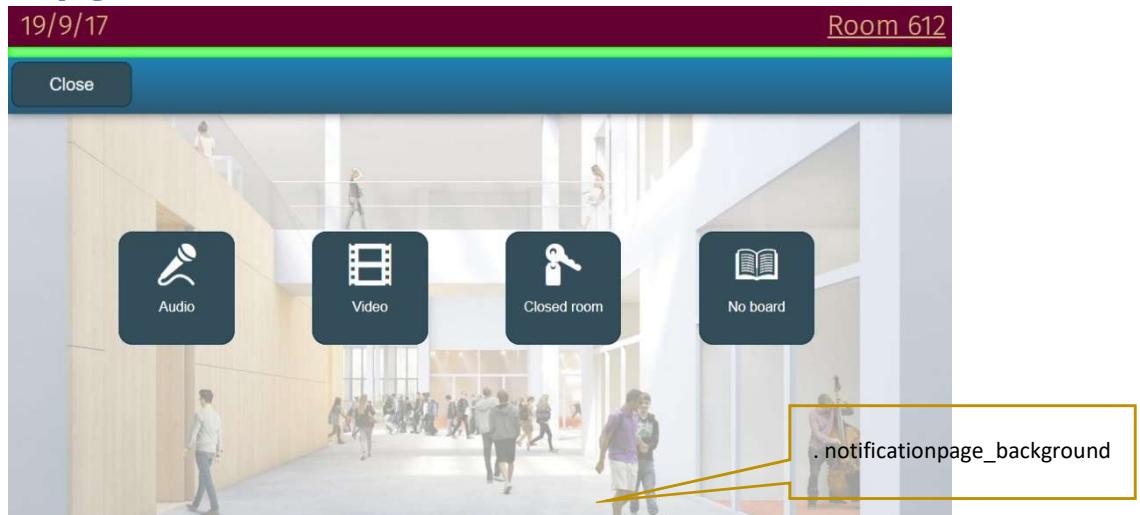
#mainpage_next_meeting-state
{
  color:#77FF99;
}
```

7.1.2 CSS Configuration de Style pour "Écran de salle"



.mainpage_current_buttons
.mainpage_current_buttons_inactive

.mainpage_next_buttons
.mainpage_next_buttons_inactive



7.1.3 CSS Configuration

- Change the colour:

```
#mainpage_current_summary
{
  color:#0077FF;
}
```

- Change the background-colour:

```
#container
{
  background-color:rgba(255,128,0,0.7);
```

- Change the background image:

```
#container
{
  background-image: url("./background.png");
```

Note: the background image need to be added in media of manifest in Screen Composer.

On SMT210, the best graphic rendering is done with picture resolution 1024x600 pixels.

Exemple 1 :

```
#container
{
  background-image:
  url("Warning1.png");
}
```



```
#container
{
background-image:
url("../images/waterfalls.jpg");
}
```



7.2 SignMeeting mapping

7.2.1 Mapping SignMeeting & Google calendar

Google GUI	Google JSON	ICS	SignMeeting
--	id	UID	id
Event title	Summary	SUMMARY	title
Description	description	DESC	description
Or Event Title if blank			
N/A		LOCATION	LOCATION (SignMeeting configuration)
--	status	STATUS	STATUS
From time	start.date or start.dateTime	START	startDate
Until time	end.date or end.dateTime	END	endDate
--	created	DTSTAMP	DTSTAMP
Calendar Name (this can be blank when create a Meeting in a shared calendar)	organizer.displayName	ORGANIZER	organizer

Guests	Attendees (email, displayName and optional)	ATTENDEE	attendee
N/A			Resource.id (SignMeeting configuration)

7.2.2 Mapping SignMeeting & CSS (style sheet)

SignMeeting	ICS	CSS Réunion courant	CSS Réunion prochain
Titre	SUMMARY	mainpage_current_summary	mainpage_next_summary
Description	DESCRIPTION	mainpage_current_description	mainpage_next_description
Libellé description	N/A	mainpage_current_description-label	N/A
Emplacement	LOCATION	mainpage_current_location	N/A
Horaire	DTSTART / DTEND	mainpage_current_date	mainpage_next_date
Organisateur	ORGANIZER, CN	mainpage_current_organizer	mainpage_next_organizer
Libellé organisateur	N/A	mainpage_current_organizer-label	mainpage_next_organizer-label
Type d'événement	N/A	mainpage_current_meeting-state	mainpage_next_meeting-state
Participants	ATTENDEE, CN	mainpage_current_attendees	mainpage_next_attendees
Libellé participants	N/A	mainpage_current_attendees-label	mainpage_next_attendees-label

7.2.3 Mapping SignMeeting & summary composition columns title

SignMeeting libellé	ICS	SignMeeting champs
Titre	SUMMARY	summary
Description	DESCRIPTION	description
Emplacement	LOCATION	location
Horaire	DTSTART / DTEND	time_range
Organisateur	ORGANIZER, CN	organizer
Participants	ATTENDEE, CN	attendees

7.3 Add customized attribute in LDAP

- Either existing attribute of LDAP,
- Or customized attribute (which has to be added to the required class in a directory).

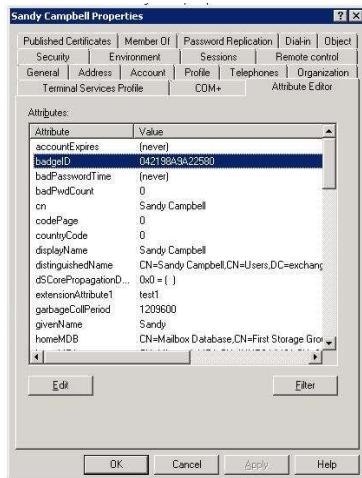
The type or syntax are simple string (for example in Active Directory, defined as Unicode string):



Follow these steps to add a new attribute.

1. Add a new attribute to the LDAP scheme
 - a. a new OID has to be added to the attribute
 - b. that OID should follow the numbering strategy of existing OID
2. Add attribute to the class.
3. Restart LDAP directory service.
4. Add RFID badge UID for the new attribute for each element in the class requiring a identification

For example: for a new attribute « badgeID »:



7.4 Google GSuite calendar

7.4.1 Create a new project

- Connect to cloud google console with **admin** account

<https://cloud.google.com/console>

- Create a new project by clicking on **Select a project**, then **New Project**

The screenshot shows the Google Cloud Platform dashboard. On the left, there's a sidebar with various services like Home, Cloud Launcher, Billing, APIs & Services, Support, IAM & admin, Getting started, Security, Compute, App Engine, Compute Engine, Kubernetes Engine, and Cloud Functions. Below that is a Storage section. In the center, there's a 'DASHBOARD' tab and an 'ACTIVITY' section. At the top, there's a search bar and a 'Select a project' dropdown menu with a red circle around it. A modal window titled 'Select from' is open, showing a list of projects under 'NO ORGANIZATION'. The 'RECENT' tab is selected, and there's a single entry: 'No organization' with ID 0. At the bottom of the modal are 'CANCEL' and 'OPEN' buttons. To the right of the modal, there's a sidebar with sections for Google Cloud Platform status, Billing, Error Reporting, News, and Documentation, each with a 'Data unavailable' message. At the bottom of the page, there's a 'New Project' form with fields for Project Name (SignmeetingGSuiteBuilding1), Project ID (signmeetinggsuite), Organization (innes.fr), Location (innes.fr), and Parent organization or folder. There are 'CREATE' and 'CANCEL' buttons at the bottom.

7.4.2 Activate API, create service account and obtain its private JSON file

- Click on **APIs & Services** → **Enable APIs and Services**

The screenshot shows the Google Cloud Platform API Dashboard. On the left, there's a sidebar with 'APIs & Services' selected. In the main area, there's a button labeled '+ ENABLE APIs AND SERVICES' which is circled in red. Below it, there are sections for 'Enabled APIs and services', 'Traffic', 'Errors', and 'Median latency'.

- Select **Google Calendar API**

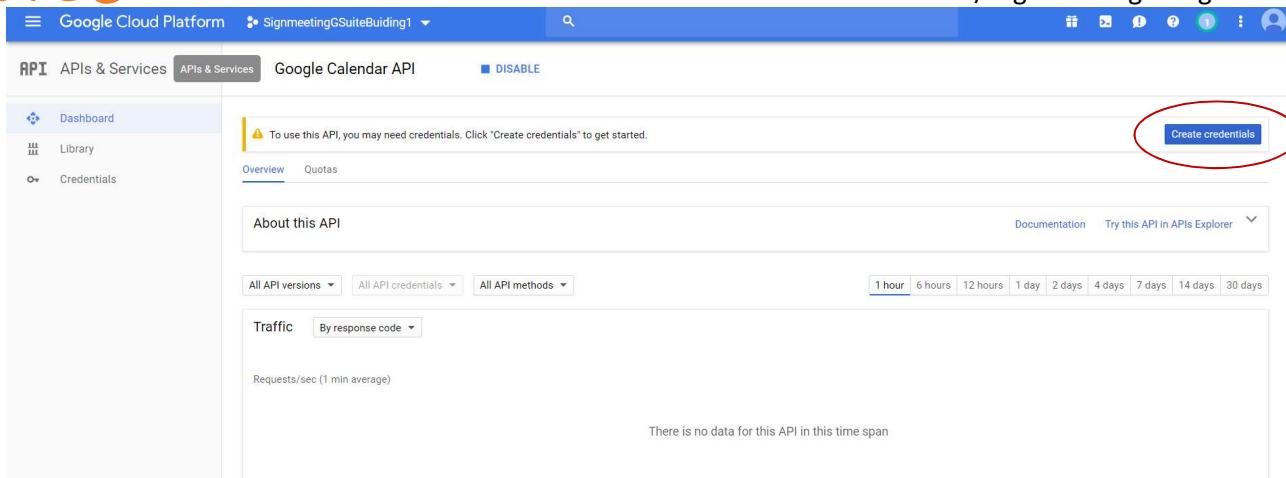
The screenshot shows the Google Cloud Platform API Library. It lists several APIs under 'G Suite'. The 'Google Calendar API' card is highlighted with a red circle around its title and icon. The card includes a brief description: 'Integrate with Google Calendar using the Calendar API.' Below this section, there are categories for 'YouTube' with four listed APIs: YouTube Data API v3, YouTube Analytics API, YouTube Reporting API, and YouTube Ads Reach API.

- click on **Enable**

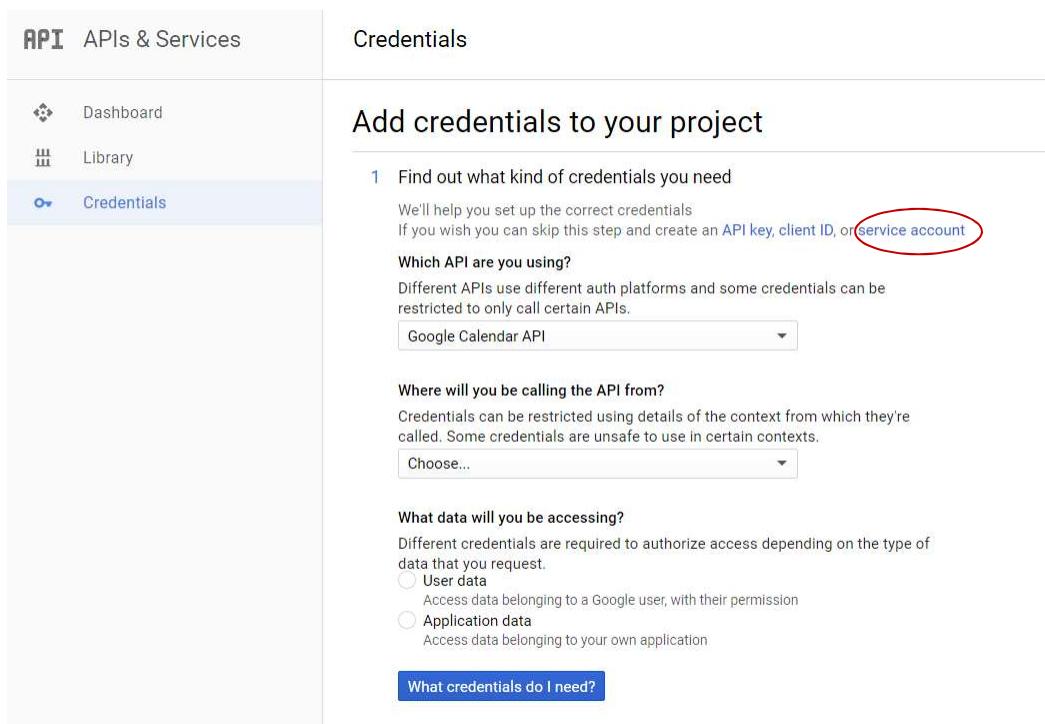
The screenshot shows the detailed view for the 'Google Calendar API'. At the top, there's a large circular icon with a blue calendar icon containing the number '31'. Below it, the API name 'Google Calendar API' and provider 'Google' are shown. A description says 'Integrate with Google Calendar using the Calendar API.' There are two main buttons: a large blue 'ENABLE' button which is circled in red, and a smaller 'TRY THIS API' button.

Type APIs & services	Overview
Last updated 9/1/17, 7:29 PM	The Calendar API lets you display, create and modify calendar events as well as work with many other calendar-related objects, such as calendars or access controls.
Category G Suite	Learn more
Service name calendar-json.googleapis.com	About Google
	Google's mission is to organize the world's information and make it universally accessible and useful. Through products and platforms like Search, Maps, Gmail, Android, Google Play, Chrome and YouTube, Google plays a meaningful role in the daily lives of billions of people.

- Once activated, click on **Create credentials**



- Click on **service account**



- Click on the **Create Service Account** button

The screenshot shows the Google Cloud Platform interface. In the top navigation bar, 'Google Cloud Platform' and 'SignmeetingGSuiteBuiding1' are visible. On the left, a sidebar menu includes 'IAM & admin', 'IAM', 'Quotas', 'Service accounts' (which is selected and highlighted in blue), 'Labels', 'GCP Privacy & Security', 'Settings', 'Cryptographic keys', 'Identity-Aware Proxy', and 'Roles'. To the right, under 'Permissions', it says 'Service account management'. Below this, a note states: 'A service account represents a Google Cloud service identity, such as code running on Compute Engine VMs, App Engine apps, or systems running outside Google. Learn more'. At the bottom right of this panel is a blue button labeled 'Create service account', which is circled in red.

- Enter a **Service account name** and check the « **Furnish a private key** » checkbox

Create service account

Service account name Role

Service account ID

Furnish a new private key
Downloads a file that contains the private key. Store the file securely because this key can't be recovered if lost.

Key type
 JSON
Recommended
 P12
For backward compatibility with code using the P12 format

Enable G Suite Domain-wide Delegation
Allows this service account to be authorized to access all users' data on a G Suite domain without manual authorization on their part. [Learn more](#)

CANCEL **CREATE**

- Store the JSON key on your hard drive when prompted.

7.4.3 Google GSuite: find the service account email (or client email)

- 1st way: Edit you JSON key and copy Google developer email ("client_email"). It'll be used to share your calendars with the Signmeeting app (see 7.4.4.2)

```
{
  "type": "service_account",
  "project_id": "signmeetinggsuitebuiding1",
  "private_key_id": "73a689011689fd8365451be9effe73109ab52fe6",
```

```

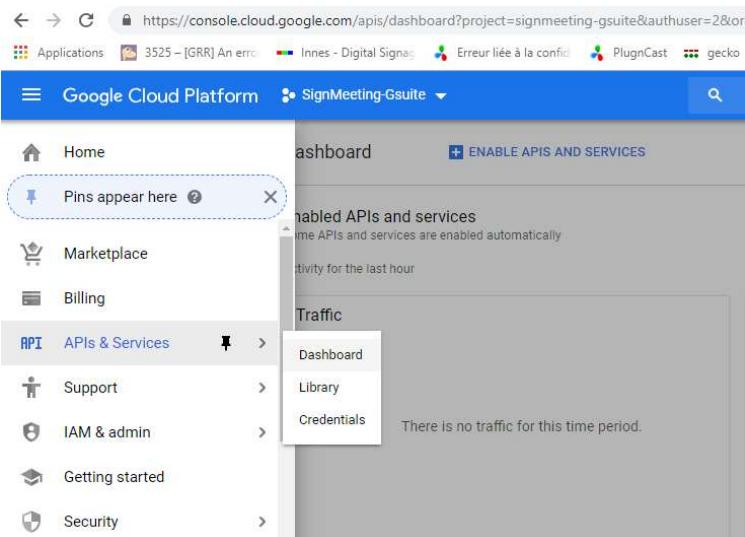
"private_key": "-----BEGIN PRIVATE KEY-----
\nMIIEvgIBADANBgkqhkiG9w0BAQEFAASCBKgwggSkAgEAAoIBAQDBUpz/c04fkuaR\nnGQn5I72Rj9GZRVJvsmzuOPe2had8YbM0kO2
DTbzIJ5JZzyWhY/y5D+w7hn2U78CD\nnG+9Ayvx0u1NstBixrdmmGtDqznCxjHz+NjJwYwZ8cL7AIXf+TtGqfRZzyYrQwti\nnDRJNNFJLr9d
M02p1+Nfry+Xeh1tW7JTeeqpi6mpZIRyo3Cu2aewPlbjdNE7rLxpM\nn4p1GI2TQc9VQ5rkee7o0ZBtpQ2+YR3aQHZGEkgDWFEGi7vN3
wj1QEP87R8kNUGdS\nnuWxwH5KXOO9KJpDniTLt/YnRMPxY5u+vBNM8YSFFWpFom0Jr+2iw7cU6+NsZOPp\nnU3KDmzsPAgMBAA
ECggEAGjv5RSsjD2LSeh9BPMcsOPwgz+FZ4gF/CcbeSr0RcO4b\nnMQd3y8k5WImJsTIMnH2iloSEJMHH+fWdFM2uJodFQdnAzTn2UGk
yCzCk4b5zLkzT\nq4158csblYu6z3APOsqqE5INqQBU6CsFe01YLfTrNA0tNOY9vLujpYJ6c7u/l+hv\nnamTk7Z1ORAhmkxs6oKxrHCXF1rS
qYbxS06eapHAU9eMnh2YK2iwYP275TV/qmTm\nn+MRKpOExm5OveeaToYAmM/Rx+6tgw+BvppjRtR7bRBs12L+yB2eu1CfSvHT36
T4\nnikunCZHltucYqrV4YEF7o7MJFuTyjZ3J7Har+3NQKBgQDxFW3BvrqFlU+tk5+v\nn7Lz+tIQ73CGfuRbx/PbyAHPc6ZNheCGBn/CeL
n84SbakFPdayjCDDdryoZ0ZklObV\nnOFu1YKO/zWbOLtbP6gj1dbRhxFaqCKRZFiz2Z/6UIdkmFMeqOcoDhSEA_sqcgjtB\nnkle9zcDs0m9y
mv9mQYG87Yxx6wKBgQDNSLBbARHcHxVxuhVbZJwbyEon6oi+aVIW\nnRDFSAic6dNdm67Vg5/DIUPHcy33FGp/hZSSdPml0nc0+rxB+
YzWlylFMYRLPDQO+\nnnP4ePE505A4AlPAtClqbGya13I2ua9nkdy0ldL1b6rqAGr9luh2RroF+XoDpjWMg\nn9+yJMuoubQKBgFI5TMXX
lyYYVqSMfekyhQMZ7j+8RHuFVR4TeOXw48IOiAWmQ0/9\nnNEO++ATqnzA3NmXwr7sDO7T0BD4CORheEGk8HJ0+IOIRD5JR79xH2M
2/eQ9IAyil\nnahttDfMCQmw8x5ydXrl6k+SxwSbAN56juukxU6tx2jDsTE9D6EvXeR8hAoGBAK9t\nnPfoVCDul0ifB31Q32+Gnli8DxvZ2Y
KZyCQzHt7/1sxnhltIGz99CxQK+nIkrrJr\nn3HxcQYSBjIKRPOEIWyyHXKevFWnHz3InpGqmUq1siuLZO+4t3FxplUp9BlorM5l\nn/p5JVUF
uPec4/b8xiQnlxahID0d7DbSaFtf9+JAoGBAJQxT6RtNfpNdCCveJi\nnSjYhW+KobksqnYBnj5KLrA0Vwd+QagGdfGCZVV8MiwCS1zam
Yxf8Jzq78qLoFGEo\nnsK6Zc/JXV04fEcIRNuoUQhqz0SFk9of8i7iUAO8hpGkr90jcjh0bx774Onqk5Ch\nnaM31jnZ35oq+Enzt9A759DEj\
n----END PRIVATE KEY----\n",
"client_email": "serviceaccountbuilding1@signmeetinggsuitebuiding1.iam.gserviceaccount.com",
"client_id": "116858180858535078750",
"auth_uri": "https://accounts.google.com/o/oauth2/auth",
"token_uri": "https://accounts.google.com/o/oauth2/token",
"auth_provider_x509_cert_url": "https://www.googleapis.com/oauth2/v1/certs",
"client_x509_cert_url":
"https://www.googleapis.com/robot/v1/metadata/x509/serviceaccountbuilding1%40signmeetinggsuitebuiding1.iam.gserviceacc
ount.com"
}

```

2nd way: by connecting on

Connect to <https://cloud.google.com/console>
with your admin account

Select your project (for example : « SignMeeting-Gsuite »).
Select **APIs & Services** then select **Credentials**



Then **Manage service accounts**

The screenshot shows the Google Cloud Platform API & Services Credentials page. It displays three sections: API keys, OAuth 2.0 client IDs, and Service account keys. The Service account keys section includes a red oval highlighting the "Manage service account" link.

Name	Creation date	Restrictions	Key
API key 1	Nov 6, 2018	None	AlzaSyATZljqRLHYg6x-AbLMRs9zyICtzIp-rEs

Name	Creation date	Type	Client ID
Client for service-account-domain	Jan 9, 2018	Service account client	100506125017920420722

ID	Creation date	Service account
6f7b55aafb21a82dc7f22aedab9f2d9f0db7ebb6	Nov 6, 2018	service account FRD
370ae28bc456cb3f0346a02f7142c266ea4363	Feb 20, 2018	service.account
7aae533446db606059396b553e8d7aa81aa55	Jan 9, 2018	service.account.domain
511d5570bb587eec6752138f349ef256abc14838	Jan 9, 2018	service.account.domain
97d0744c28d4a2cdcc50ecbbc677b8113c58b3ec	Jan 9, 2018	service account

Copy paste the email address of the appropriate service account.

The screenshot shows the Google Cloud Platform IAM & admin Service accounts page. It displays a list of service accounts for the project "SignMeeting-Gsuite". One specific service account is highlighted with a blue background and white text.

Email	Name ↑	Description	Key ID
service-account-frd@signmeeting-gsuite.iam.gserviceaccount.com		service account FRD	6f7b55aafb21a82dc7f22aedab9f2d9f0

7.4.4 Google GSuite – Creating Resources and Sharing their calendar

In Google GSuite, each room owns an email managed using an **Administration account**.

Attention: changes done in “Google GSuite” accounts can take up to 24 hours to take effect.

In order to work with resources three steps are required:

- Create the required resources,
- Make the resources available for meeting reservation and
- Share each resource with the Google GSuite service account created above

7.4.4.1.1 Create Resources

In the administration console <https://admin.google.com>, click on **Apps**

Nice job, you're all done!

You're ready to get started with G Suite

How do I go to my G Suite?

CLOSE SET UP

- Users** Add, rename, and manage users
- Company profile** Update information about your company
- Billing** View charges and manage licenses
- Reports** Track usage of services
- Apps** Manage apps and their settings (circled in red)
- Device management** Secure corporate data on devices
- Security** Manage security features
- Support** Talk with our support team
- Data migration** Import email, calendar and contacts
- Dashboard** See relevant insights about your domain

Then click on **GSuite**

APPS SETTINGS

Marketplace settings

Category	Count	Description
G Suite	11	Gmail, Calendar, Drive & more These services are governed by your G Suite agreement.
Additional Google services	46	Blogging, photos, video, social tools and more These services are not governed by your G Suite agreement, and other terms apply. Learn more
Marketplace apps	0	More about Marketplace apps
SAML apps	0	Manage SSO and User Provisioning

Then click on **Calendar**

Showing status for apps in all organizational units

Service	Status
Calendar	On for everyone
Directory	Always on
Drive and Docs	On for everyone
Gmail	On for everyone
Google+	On for everyone
Google Hangouts	On for everyone

Click on Resources

The screenshot shows the Google Admin interface for the 'Calendar' application. At the top, there's a blue header bar with the 'Google Admin' logo and a search bar. Below the header, the URL 'https://www.google.com/calendar/hosted/innes.fr' is visible. The main content area has a large '31' icon and the word 'Calendar'. It displays statistics: '0 Active users in last 7 days' and '0% Percent of users using this application'. There are three main sections: 'Sharing settings', 'Resources' (which is circled in red), and 'General settings'. The 'Resources' section contains a brief description: 'Define resources that are available for users to schedule on their calendars, such as meeting rooms, equipment, company cars, or other shared equipment.'

Add a resource by clicking on the + button

The screenshot shows the 'Resources' page in Google Admin. On the left, there's a sidebar with 'Buildings' and a message 'No buildings found.' followed by a blue link 'ADD BUILDING'. The main area is titled 'Resources | Showing resources from all buildings'. A yellow circle highlights the '+ Add a filter' button, which is located above a table. The table has columns: 'Resources ↑', 'Building', 'Floor', 'Type', and 'Features'. The data in the table includes:

Resources ↑	Building	Floor	Type	Features
Room 2	-	-	room	-
Room 3	-	-	room	-
Room 500	-	-	room	-
Room1	-	-	room	-
Room4	-	-	room	-
Salle 25	-	-	salle réunion	-

Add resource

Auto-generated resource name
MeetingRoom1

Category * [?](#)
Category unknown

Type
e.g. phone booth, mother's room, bike etc.

Building
No buildings defined

Resource name *

Capacity

Features
Define features first to add them.

User visible description

Add description (internal)

* indicates a required field

⚠ Create buildings to set building, floor and capacity. Setting resource information, such as building, floor or capacity, affects the auto-generated resource names and room search. [Learn more.](#)

[CANCEL](#) [ADD RESOURCE](#)

Google Admin Search for users, groups, and settings (e.g. create users) g ? a

Buildings + Resources | Showing resources from all buildings Download Export

No buildings found. [ADD BUILDING](#)

Resources ↑	Building	Floor	Type	Features
MeetingRoom1	-	-	-	-
Room 2	room	-	-	-
Room 3	room	-	-	-
Room 500	room	-	-	-

When a resource is created, Apps for Work will automatically assign an email to the resource, this is the email that should be defined in SignMeeting as the resource ID.

7.4.4.1.2 Retrieve the resource email

If we click on the Edit button of MeetingRoom1 the following screen is shown and allows to copy the **Resource email** to be pasted in resource definition of SignMeeting

Edit resource

Auto-generated resource name MeetingRoom1	Resource id 14856506492
Resource email innes.fr_3134383536353036343932@resource.calendar.google.com	Type
Category * <small>(?)</small> Category unknown	e.g. phone booth, mother's room, bike etc.
Building No buildings defined	
Resource name * MeetingRoom1	Capacity
Features Define features first to add them.	
User visible description	
Add description (internal) <small>* indicates a required field</small>	
CANCEL UPDATE RESOURCE	

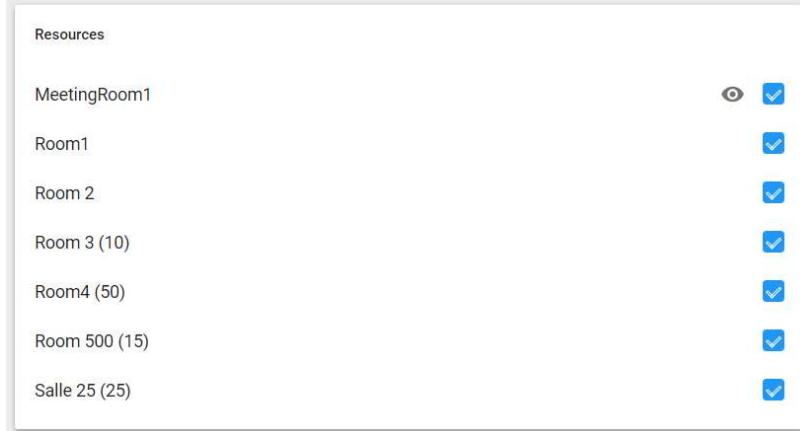
7.4.4.2 Sharing resources with the service account owner (json email)

Make the resources available for meeting booking

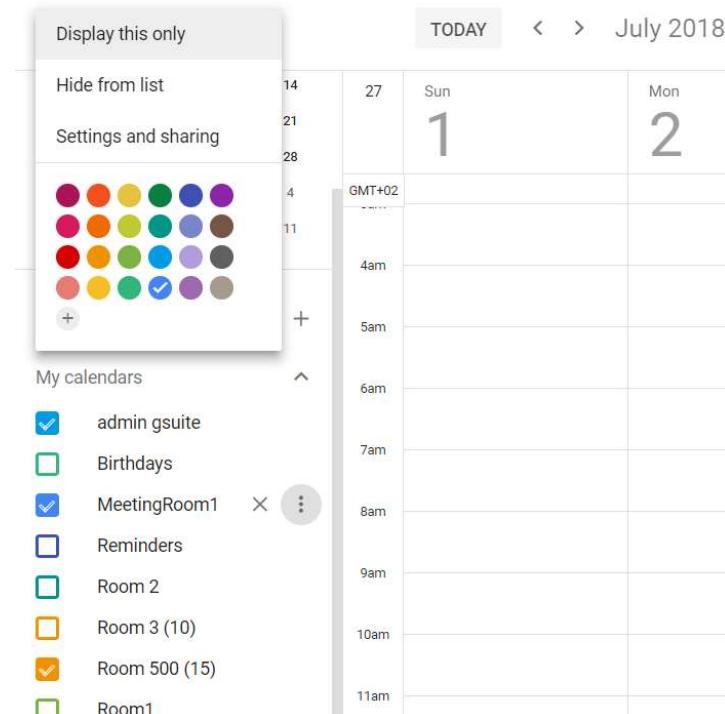
Login as an **administrator** and open the google calendar: <https://calendar.google.com>

In Google calendar do the following steps:

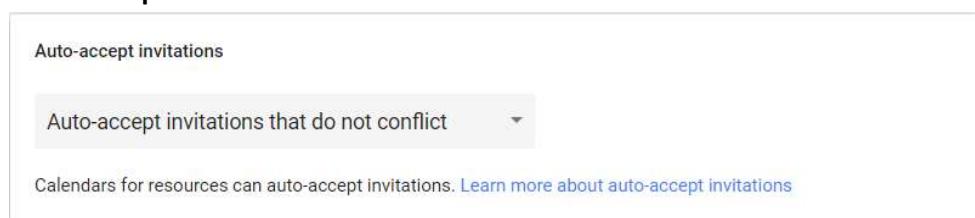
- Add each required resource to **My calendars** list:
 - Click the plus button next to “add a coworker’s calendar”
 - Select **Browse Resources**
 - Select all the Calendar to be added to the list



- Go back to the Calendar view, choose a resource calendar and edit it (by clicking on the 3 dots next to the newly added Calendar).
- Click on **Settings and sharing** and scroll to **Auto-accept invitations**.



- Set to **Auto-accept invitations that do not conflict**



- In the **Share with specific people** section, click on **ADD PEOPLE**

Share with specific people



innes.fr_3134383536353036343932@resource.calendar.google.com (Owner)



ADD PEOPLE

[Learn more about sharing your calendar with someone](#)Enter the email address of the Service Account*

- Change the permission to “**Make changes to events**”.

A *The email address of the service account is the one present in the .JSON file !

Share with specific people

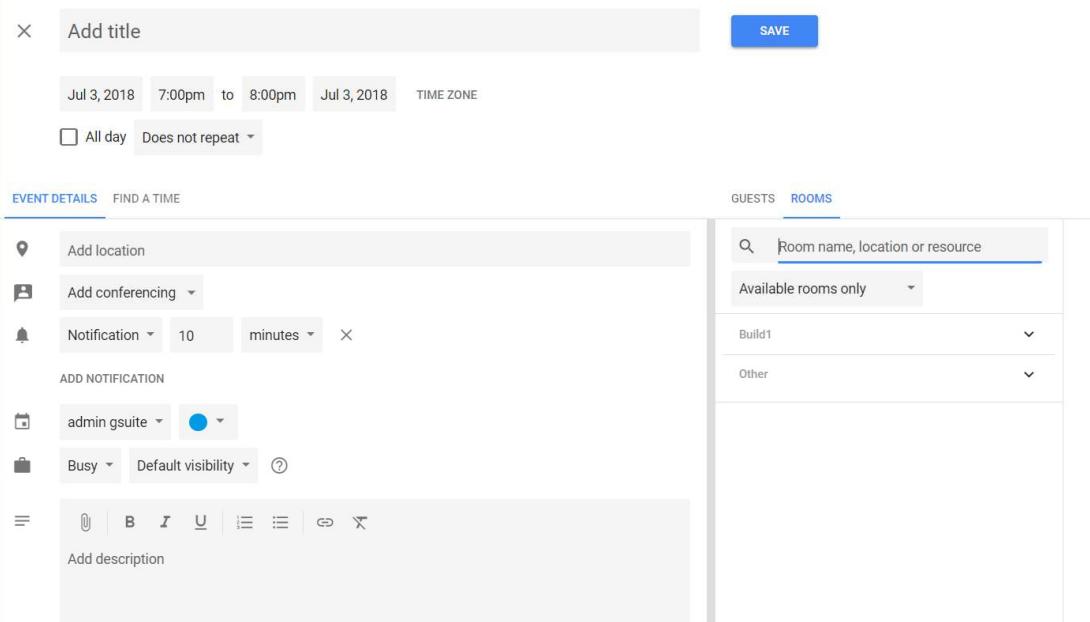
Some sharing options may have been turned off for your organization by your administrator.

The screenshot shows a 'Share with specific people' dialog box. At the top, there's a placeholder email 'serviceaccountbuilding1@signmeetinggsuitebuilding1.iam.gserviceaccount.com'. Below it is a text input field labeled 'Add email or name'. Underneath that is a 'Permissions' dropdown menu showing 'Make changes to events'. At the bottom right, there are 'CANCEL' and 'SEND' buttons.

7.4.4.3 Adding a resource or a guest to a Meeting when a meeting is created either in your own account or as a delegated action on another account

Create a meeting, and on the right end,

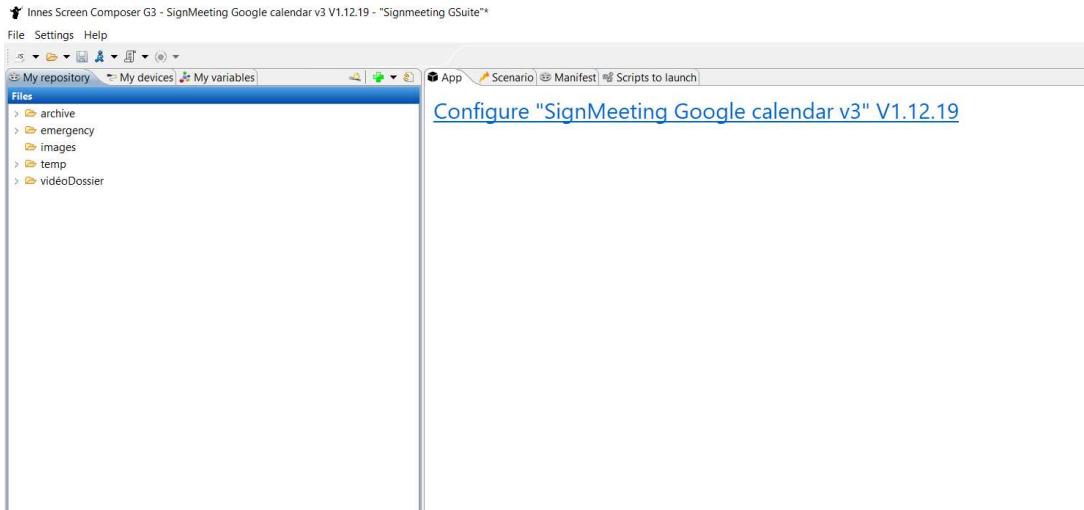
- Click on **ROOMS** tab to add a new resource.
- Click on **GUESTS** to add a attendees.



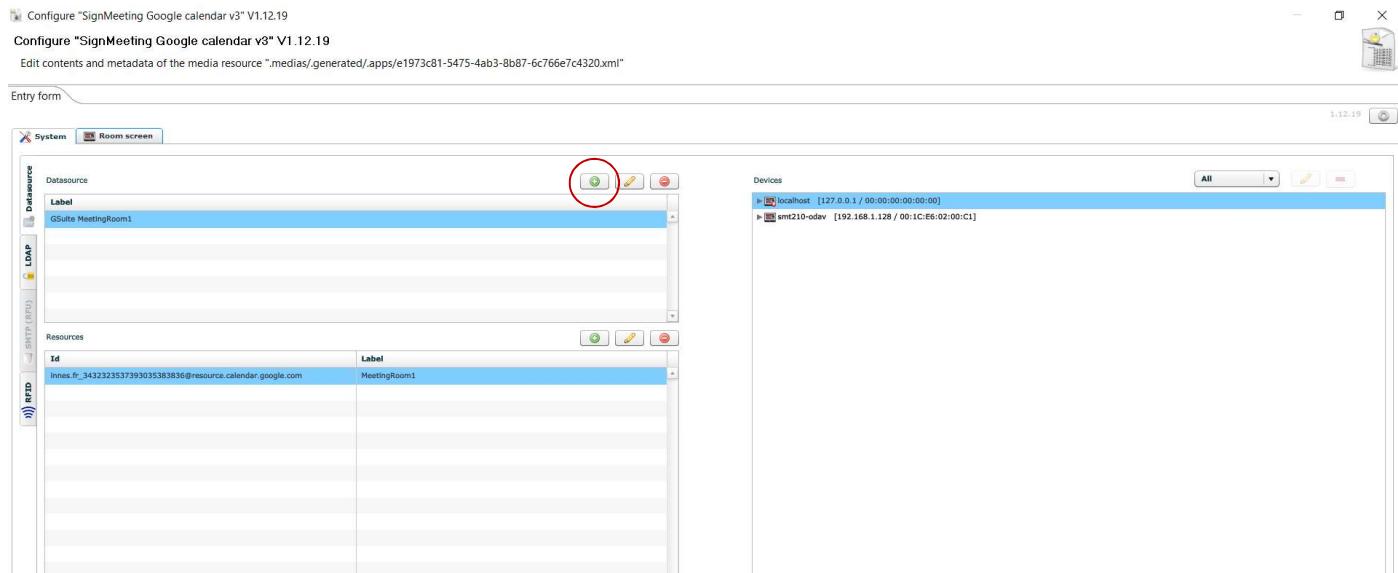
7.4.5 SignMeeting: Import JSON key and declare Resources

7.4.5.1 Declare Datasource

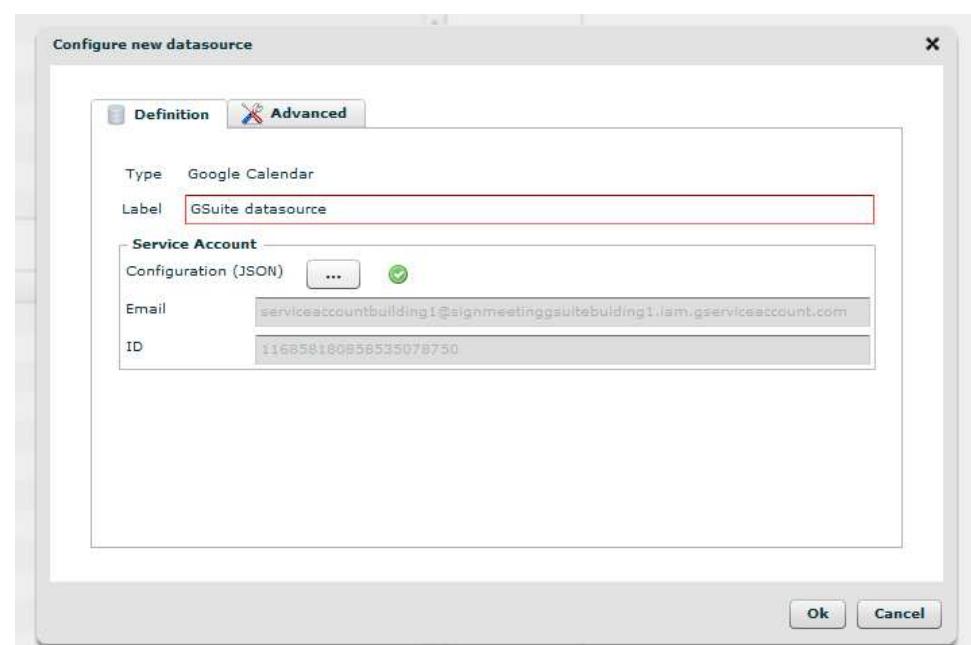
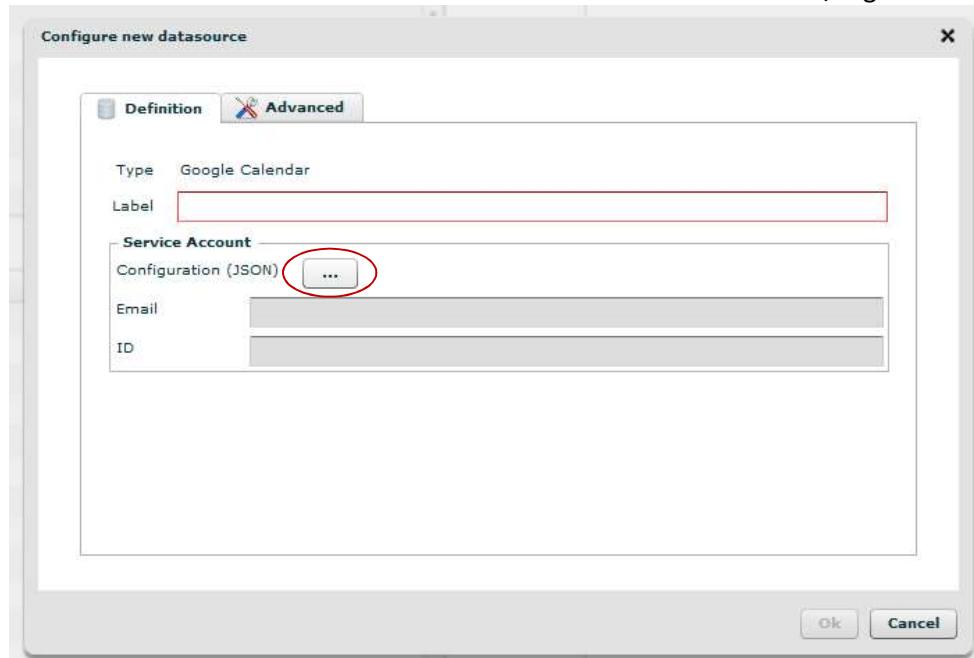
- Open the SignMeeting configuration form by clicking on “Configure SignMeeting Google Calendar”



- Click on the “+” button to add a Data Source or on the “pen” button to edit the current datasource



- Import JSON key in SignMeeting by clicking on the Configuration (JSON) button.



7.4.5.2 Declare Resources

Click on the “+” button in the “Resources” area.

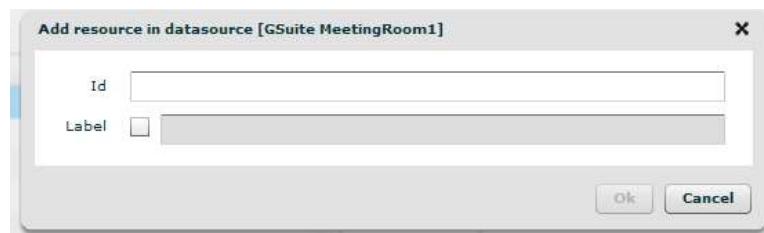
Configure "SignMeeting Google calendar v3" V1.12.19

Configure "SignMeeting Google calendar v3" V1.12.19

Edit contents and metadata of the media resource "...medias/generated/apps/e1973c81-5475-4ab3-8b87-6c766e7c4320.xml"

Entry form

1.12.19



Enter the ID of the Resource, for example innes.fr_3432323537393035383836@resource.calendar.google.com

➔ See 7.4.4.1.2 how to retrieve the email of a resource.

7.4.6 Google calendar: attachments

To add attachments to a meeting, Google drive needs to be fed with new images.

Then this media needs to be shared with meeting room account so that they can be read in their Google drive as well.

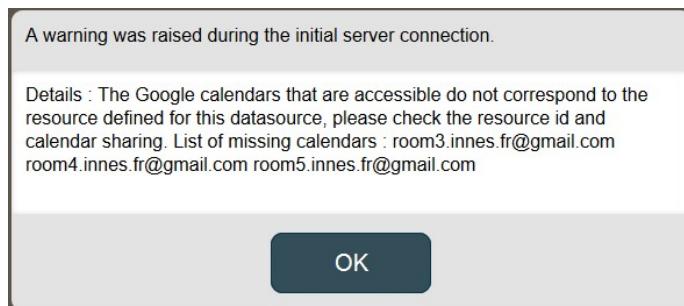
Note: SignMeeting 1.12.19 does not support Google drive API and attachment for now

7.5 Troubleshooting

Below are described few troubleshooting examples when connecting to Google calendars.

7.5.1 Resource Definition

If you have a message like this



That means that you have managed to connect to Google calendars API but unfortunately

- Either the resources defined in screen composer don't correspond to the resources defined in Google (misspelling error).
- Or it is an issue with the Calendar sharing in Google. To check that:

use the “**Google APIs Explorer**” and navigate to the “**Calendar**” then “**Calendar list.list**”

<https://developers.google.com/apis-explorer/#p/calendar/v3/calendar.calendarList.list>

In order to use this function, you will have to identify using your google cloud console and clic on button ‘Authorize requests using OAuth 2.0.’.

After executing this function, if full list of target calendar IDs is not shown there is an issue with the Calendar sharing.

7.5.2 Calendar sharing and view all meeting information

← → ⌂ ⓘ admin.google.com/u/1/ac/home?at=00gjdgxs1t4uin0

The screenshot shows the Google Admin console with a search bar at the top containing the text "calendar sharing". Below the search bar is a sidebar with several sections: "Admin Console", "Dashboard" (with a sub-note "See relevant insights about your organization"), "Reports" (with a sub-note "Monitor usage across your organization"), and "Add". The main content area displays a list of search results. The results are organized into three columns: "External sharing options for secondary calendars", "External sharing options for primary calendars", and "Internal sharing options for secondary calendars". The first two columns have one item each, while the third column has four items. A blue box highlights the first item in the "External sharing options for secondary calendars" column. At the bottom of the list, there is a link "Can't find what you're searching for? Report it here". To the right of the search results, there are three cards: "Apps" (Manage apps and their settings), "Security" (Configure security settings), and "Support" (Talk to our support team). The "Support" card features a large green question mark icon.

- External sharing options for secondary calendars
Apps > G Suite > Calendar
- External sharing options for primary calendars
Apps > G Suite > Calendar
- Internal sharing options for secondary calendars
Apps > G Suite > Calendar
- Internal sharing options for primary calendars
Apps > G Suite > Calendar
- New Calendar
Apps > G Suite > Calendar
- Calendar migration
Migrations
- New Calendar default - Users get the new Calendar as default, but can switch back to Classic Calendar
Apps > G Suite > Calendar
- Search help Topics
Help

Can't find what you're searching for? Report it here

7.5.2.1 Calendar Sharing Issue

In some cases, the calendar sharing is not correctly registered. This can cause typically the message where the resources don't correspond (or are not present).

To resolve this issue:

- delete the current sharing with the service account,
- save and then repeat the process as defined in section 7.4.4.2.