



User manual

Signmeeting i-BP Calendar

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Introduction

This document provides installation and deployment information for administrators planning to deploy the Signmeeting i-BP Calendar application with Innes digital signage.

Signmeeting i-BP Calendar is the Signmeeting application version for i-BP Calendar web services.

In order to use Signmeeting with i-BP it is necessary to have an active i-BP/Exchange server account, and require to know the username, password and URL. This account requires access rights to manage the required resources.

System Requirements

The following versions must be used:

Screen composer G3 V3.11.11 or plus

Playzilla V3.11.10 or plus

i-BP Calendar Version as defined in the document XHC - iBP.XHC.WS -
Documentation technique Utilisateurs (v1.7 11/07/2104)

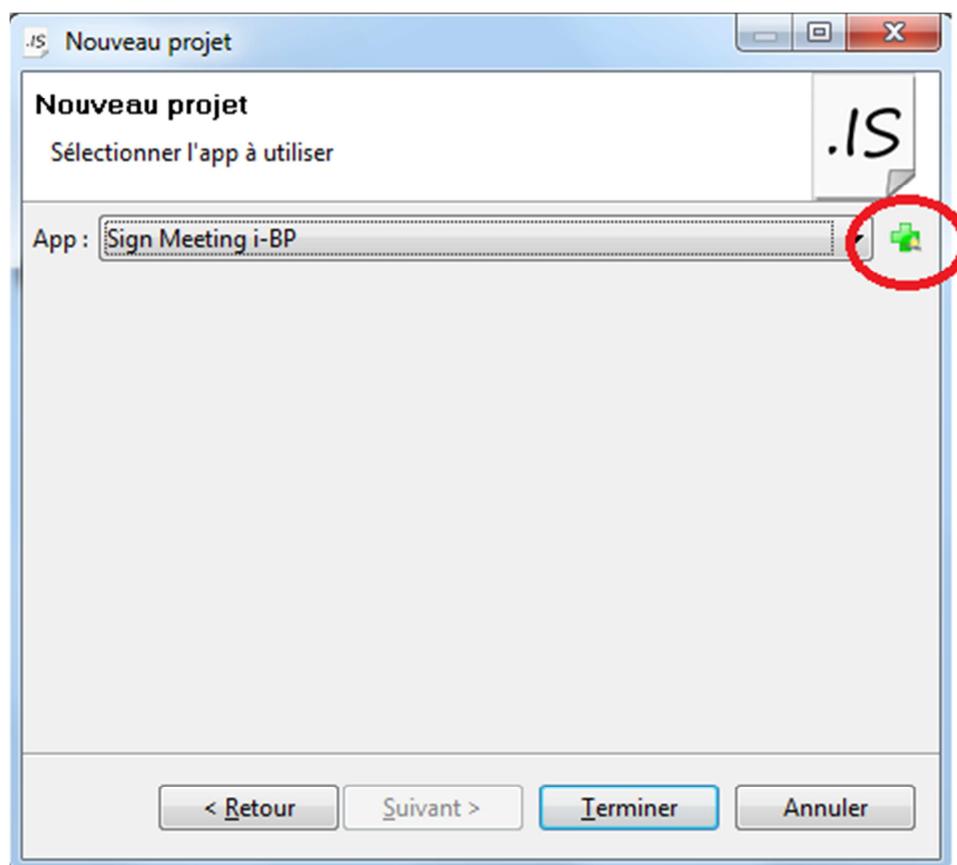
SignMeeting Configuration

1. Installation/Upgrade

1.1. Installation with Screen Composer V3.11.11+

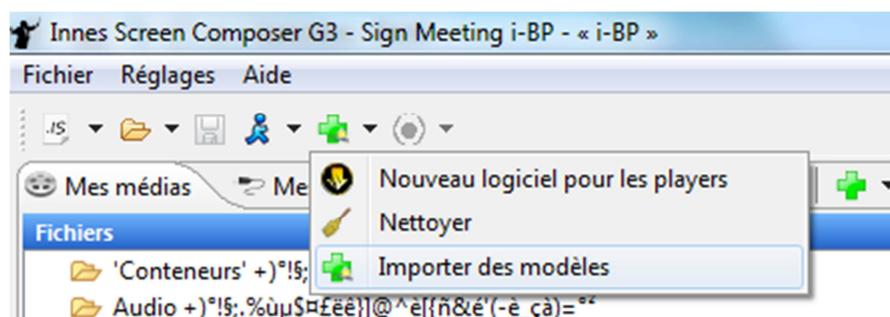
Create a new project, type of players = SM.

APP: choose SignMeeting i-BP. If you don't have the choice, install the file .appi first, selecting the following tab:



1.2. Upgrade

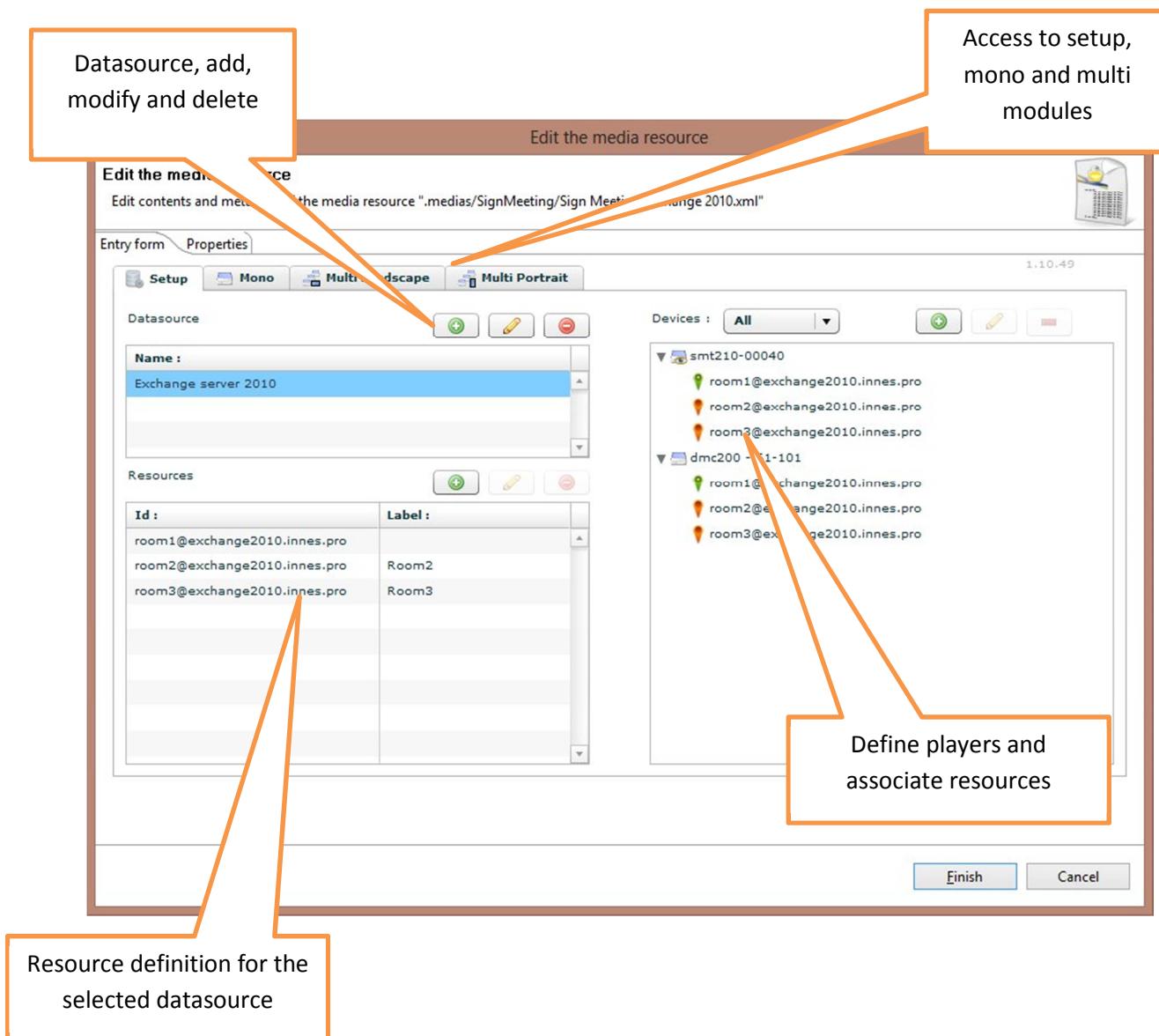
To install a new version of .appi, select 'import models':



Then, you must re-configure your old app, click on 'Finish' to re-generate the app with the newer version. After that, you can use the new version of the app.

2. Configuration

The setup tab must be completed, the default settings for mono and multi tabs can be used initially.



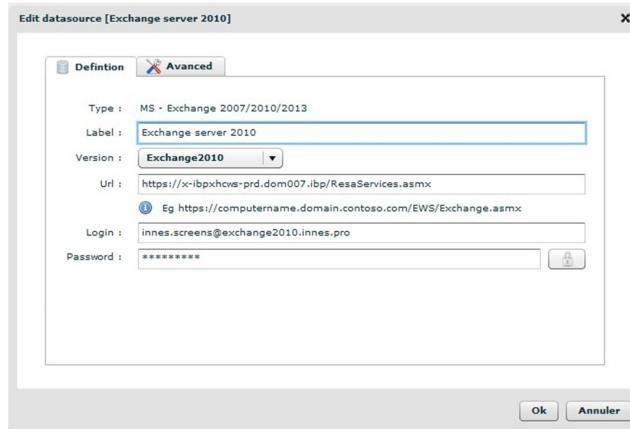
2.1. Datasource Setup

For each datasource, the resources that are present have to be defined, the identification must correspond exactly to what has been defined in the i-BP system/Exchange server. The resource ID is the email for the resource.

In order to configure a new datasource, the following actions must be completed.

- Define the required resources in the i-BP system/Exchange system.
- Define the access parameters for the resource in Screen composer.
- Define the resources present for the i-BP system in Screen composer.
- Associate the resources to the required players

Here we define the label for the datasource and the i-BP connection parameters:



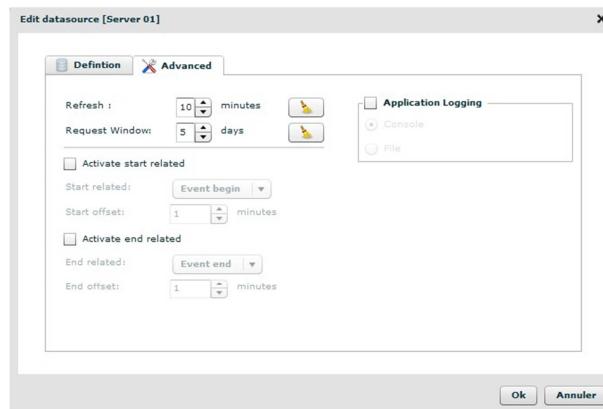
The Label is just name you want to call your datasource, the version must be Exchange 2010

The URL, ID and password should be provided by the i-BP administrator.

All information is mandatory on this screen.

2.1.4 Advanced

This defines the advanced options for how the alarms will be managed:



Refresh: defines how often Signmeeting will update the alarm information.

Request Window defines how many days are retrieved from the datasource.

Start/end related defines when the Alarms will be activated/deactivated. The following options are possible

- | | |
|-------------|------------------------------------------------------------------------|
| Event begin | Activates the alarm a number of minutes before the start of the event. |
| Day begin | Activate the alarm at the start of the day. |
| Event end | Deactivate the alarm a number of minutes after the event finishes |
| Day End | Deactivate the alarm at the end of day. |

If no options are defined then the default behavior is used that is Activate the Alarm at the start of the event and deactivate the alarm at the end of the event.

The application logs can be activated from here in order to troubleshoot. These should not be left active in a production environment.

2.1.5 Resources

To edit resources for a given datasource, first select the datasource, then can add, delete and modify the resources.

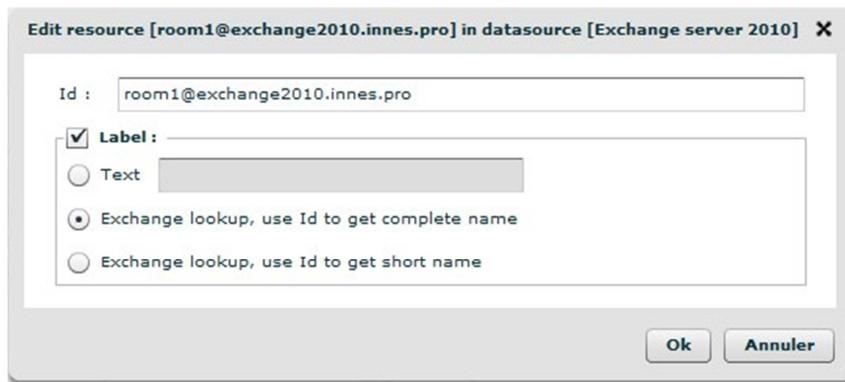
The screenshot shows two panels. The top panel is titled 'Datasource' and contains a list box labeled 'Name:' with 'Exchange server 2010' selected. Below it are three icons: a green plus sign, a pencil, and a red minus sign. The bottom panel is titled 'Resources' and contains a table with two columns: 'Id:' and 'Label:'. The table has three rows:

Id :	Label :
room1@exchange2010.innes.pro	Room2
room2@exchange2010.innes.pro	Room3
room3@exchange2010.innes.pro	Room3

Below the table are three icons: a green plus sign, a pencil, and a red minus sign.

The resource ID ***must correspond exactly*** to the email for the resource defined in the i-BP/Exchange system.

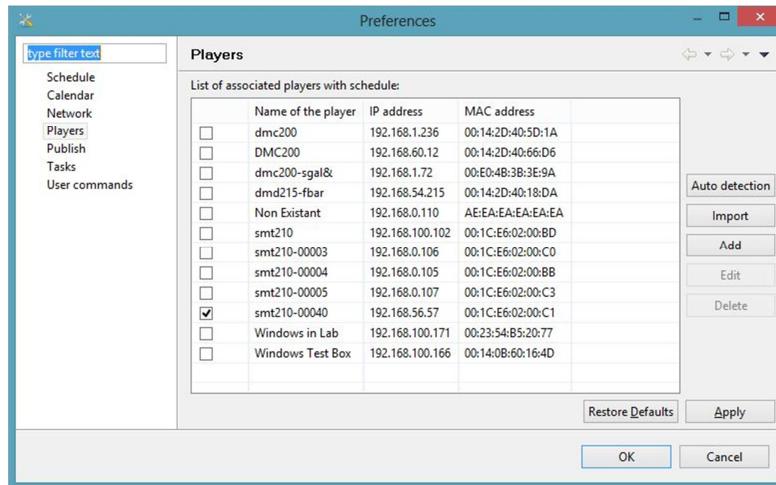
For each resource, rather than display the resource email, a label can be used. The label can be defined directly or Signmeeting can get either the complete or the short name from the i-BP / Exchange server.



In Signmeeting if a label is defined this is displayed, if not the Id for the resource is displayed.

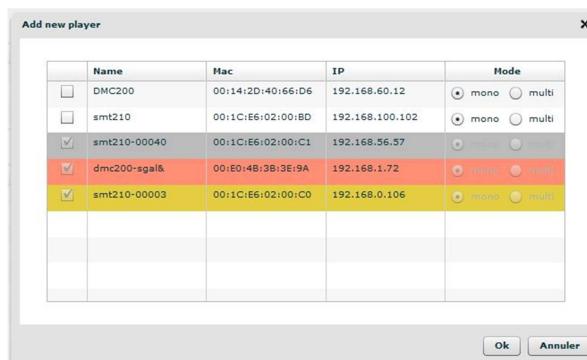
2.1.6 Player definition

Players are added using the add player button. If the required players are not present, then in the Screen composer menu go to Settings, preferences, players. The required players should be added (manually or using auto detection) and selected by checking the check box.



The player IP and MAC address should be defined. In Signmeeting when looking for the player configuration, search for the MAC address then if this is not found search for the IP address. If neither the IP nor MAC address can be found Signmeeting will display the header banner in red, this means the application is not active and a corrective action is required.

The add player screen shows the available and currently used players. The players can operate in mono or multi-mode. Mono mode will display one meeting at a time, the multi-mode will display several meetings at once. To select a new player check the box and select the operational mode (mono/multi), more than player can be selected at a time.



Players that are already configured are present with the check box already ticked. For these players the background color is to indicate different status.

Gray : player is configured normally.

Yellow : player is configured in SignMeeting but has been de-selected in Screen composer.

Red : player is configured in SignMeeting but is not present in Screen composer.

After players selection, you have to drag and drop the resources to affect to each player, it is possible to select more than one resource at a time.



Drop the resources over the target player.



A given resource can be added only once to a target player. For a player can add resources from a single datasource.



The properties of the resource under the player can be edited.

Visible means the alarms will be show for the resource.

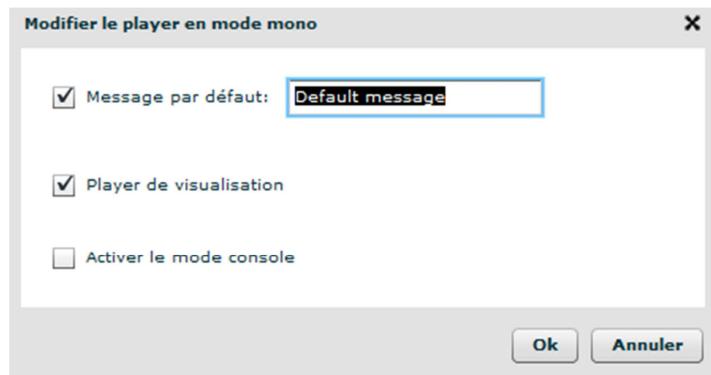
Bookable means can add, delete and modify events for the resource.



The status of the resource is indicated using different colors.

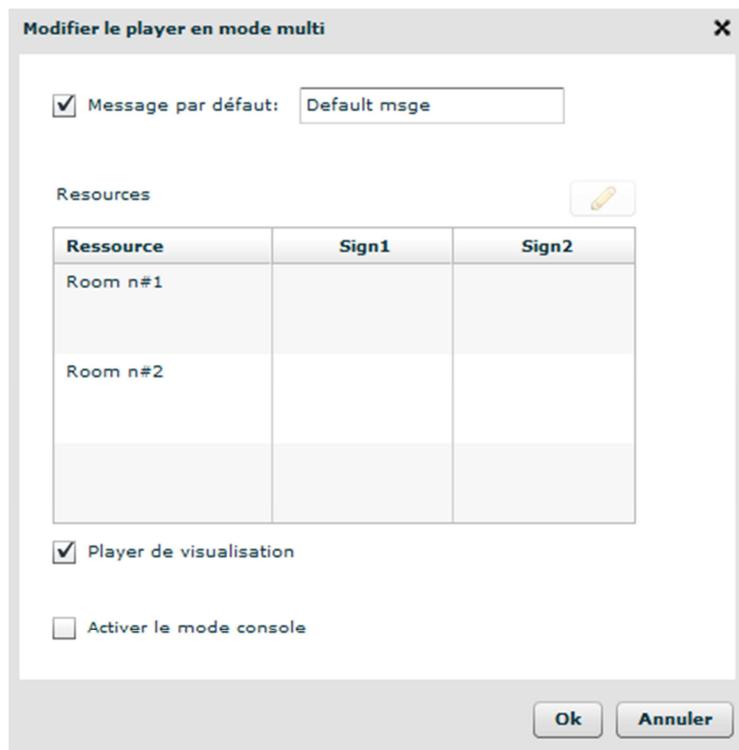
- Green : Visible and bookable
- Blue : Visible
- Orange : bookable
- White : not visible or bookable.

For each player in mono mode, you can edit extra parameters:



The player visualization is for playzilla desktop to indicate which player to show.

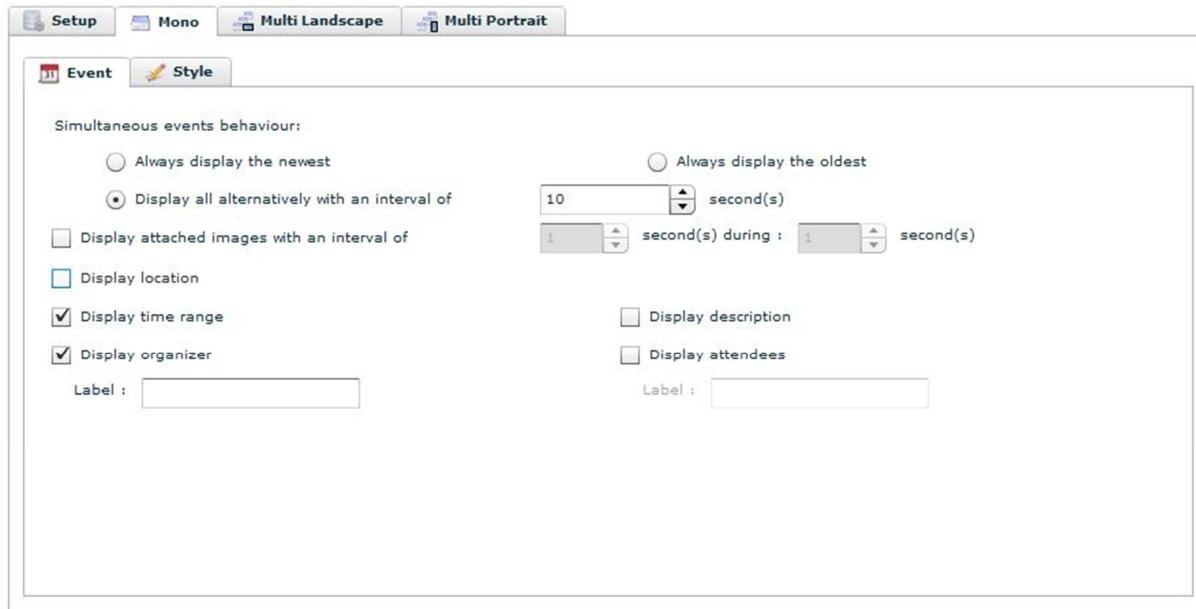
For each player in multi-mode, you can edit extra parameters:



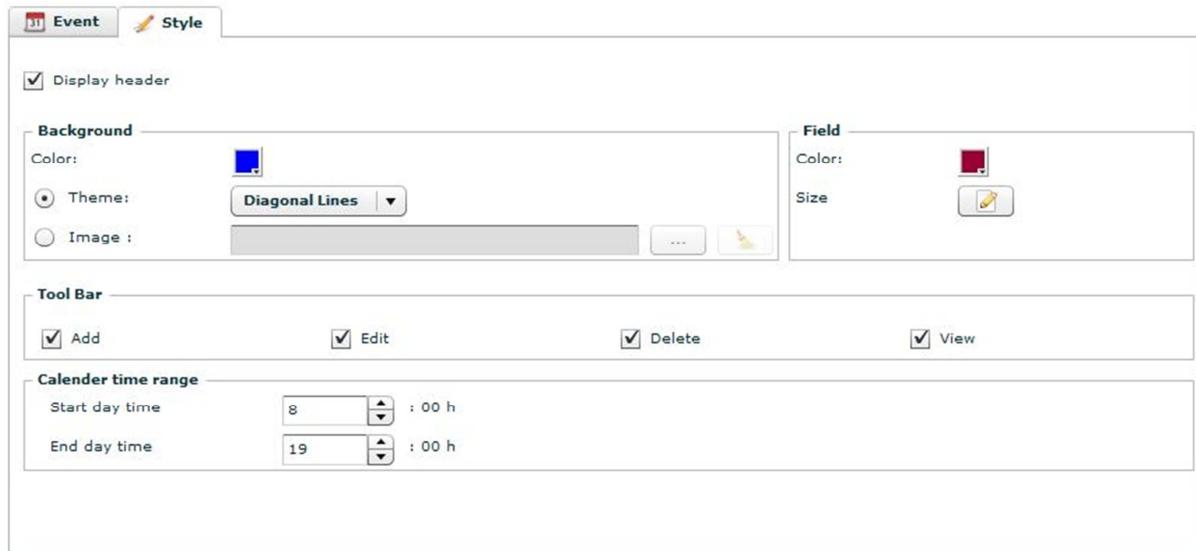
2.2. Mono

Mono mode will display one event at a time on the screen.

The event tab defines what will be displayed for each event, and how to manage events if there is more than one. It is also possible to add labels for the organizer and attendees.



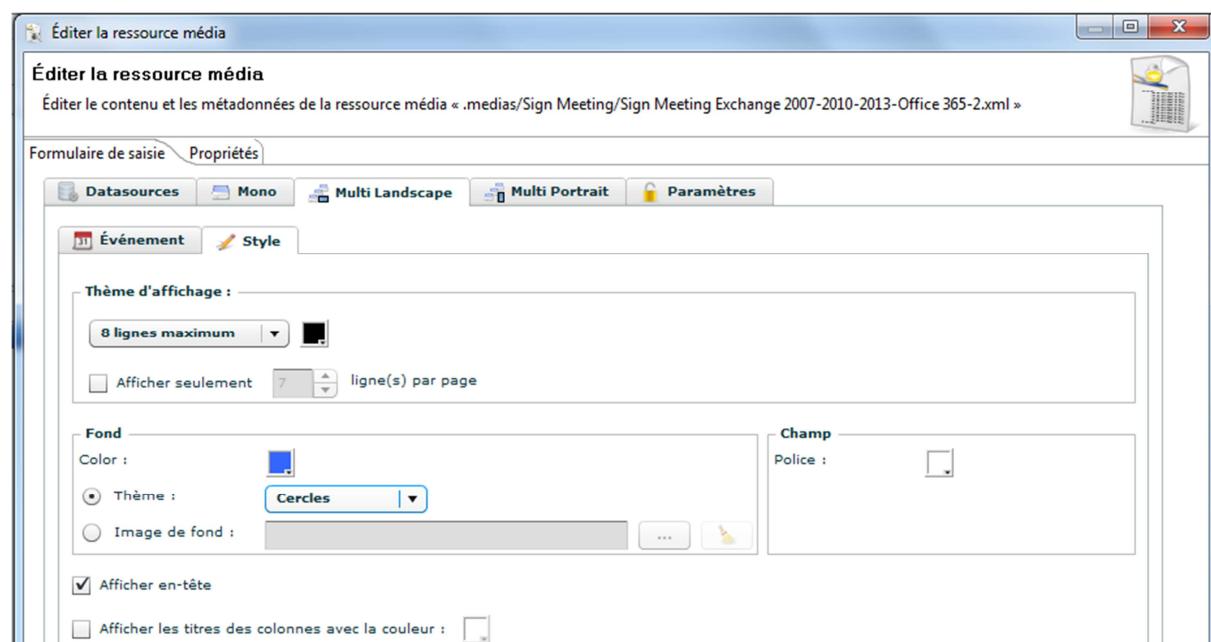
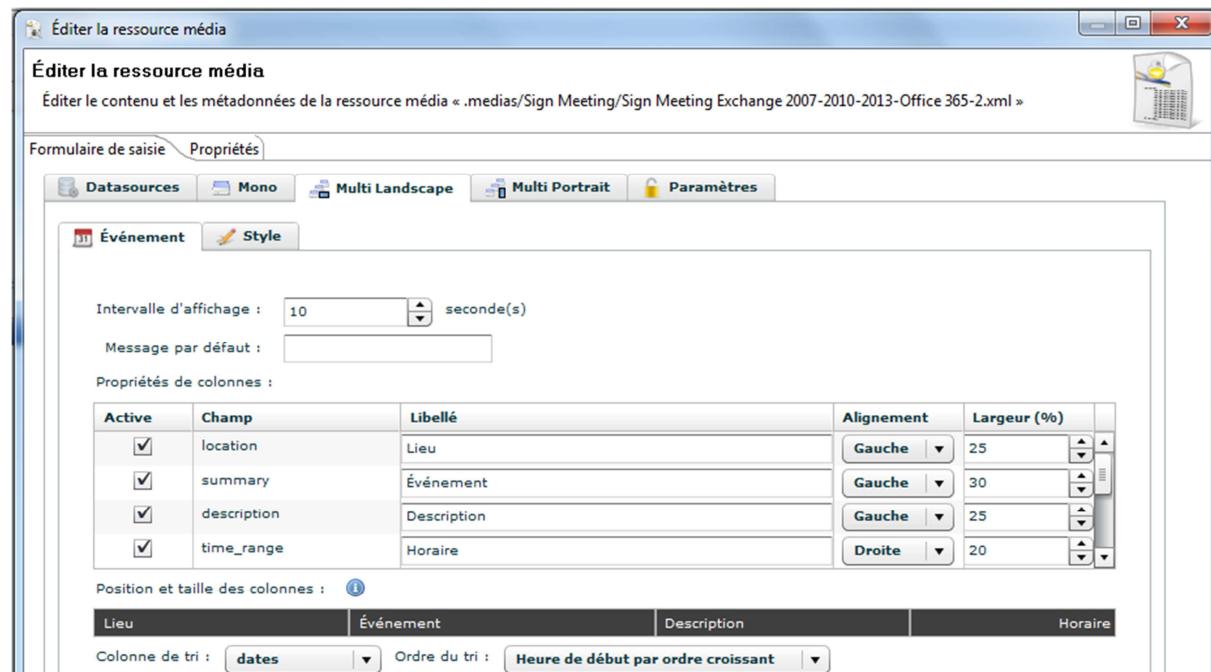
The style tab defines the background for font color and size. It is advised to show the header but it can be removed. The tool bar options defines what actions are active to edit/show events. The calendar time range defines the range of hours in a day that are displayed.



2.3. Multi landscape

Defines what will be displayed for each meeting, how it will be displayed and how to manage events if there is more than one.

Verify that this feature is available with your app version (not available in V1.10.18).

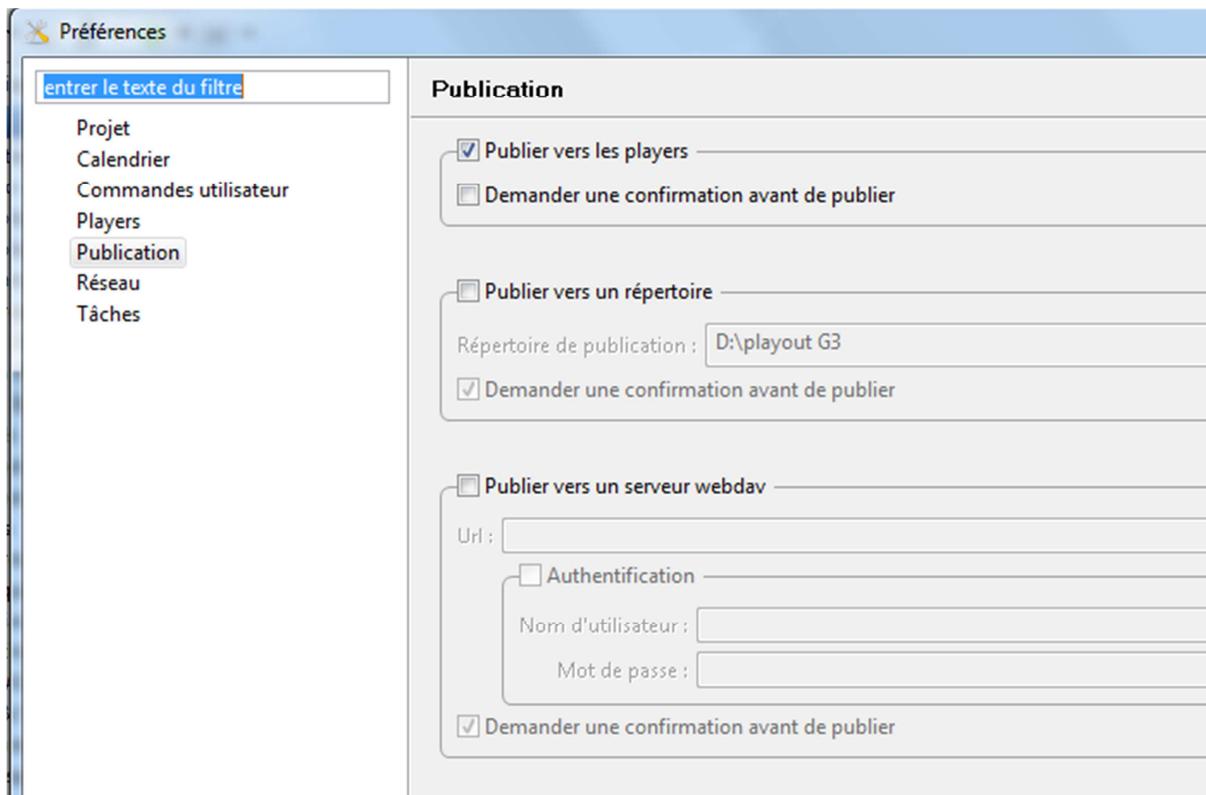


2.3. Multi portrait

Same as Landscape, but for a portrait view.

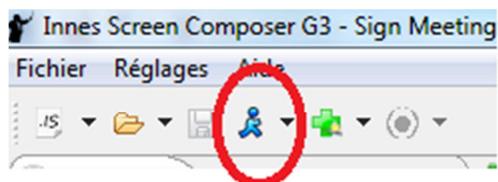
2.6. Publication

Verify that you have selected the publication tab:



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

Click on the publish button :



3 SignMeeting Utilization

In the sign meeting application the meetings are displayed in the main window, to get access to the menu press the green button on the right hand side.



This will show the menu.



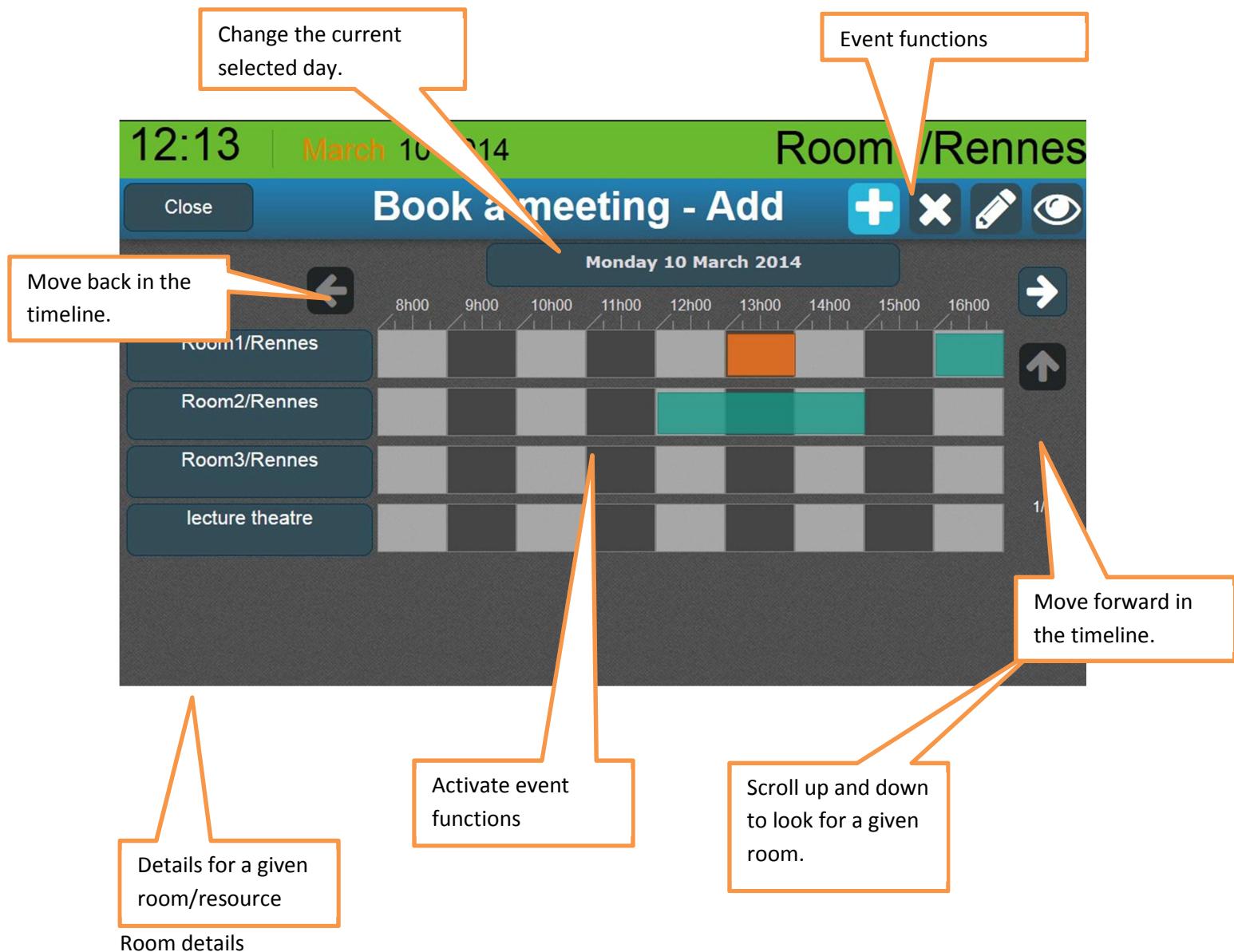
Clicking on the Menu text this will show the current version of Signmeeting.

“Book a meeting” will open the main window to display all events for all the Bookable resources.

Close Menu will close the menu.

3.1 Book a Meeting

This shows all the current meetings for the select day.



Room details

Meeting Room detail : lecture theatre			
Description:			
Capacity (pers):			
Resource:	Video Projector	Air Conditioning	PA system
Locality:			

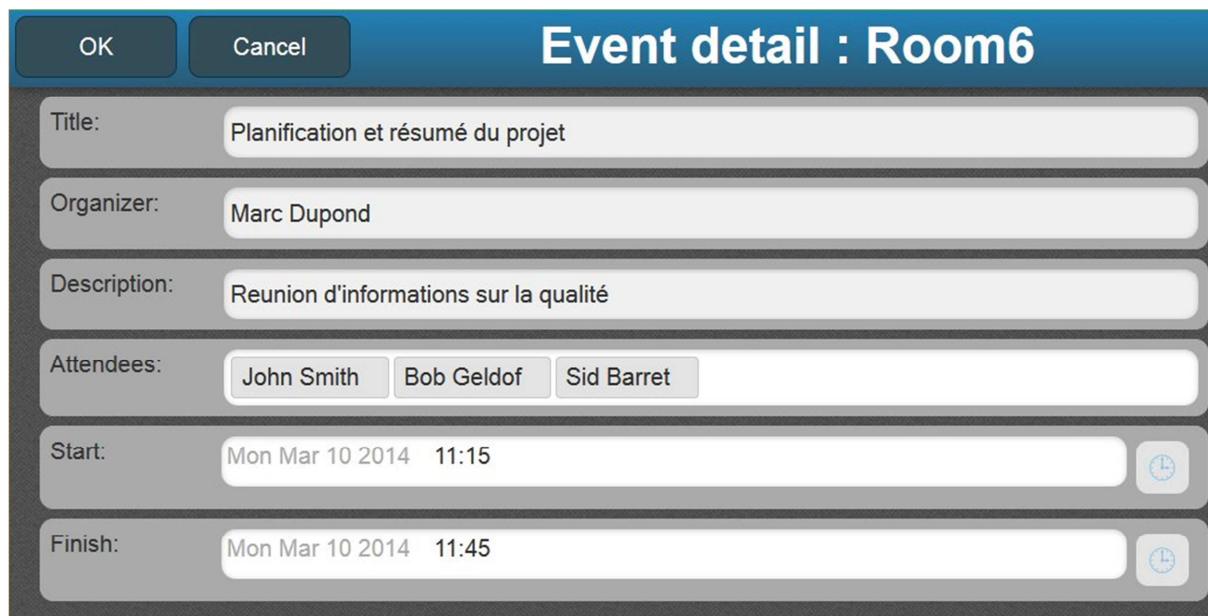
3.2 Event functions

Add : this will add a new event in the nearest available free space.

Modify : Click on a meeting to modify it.

Delete : Click on a meeting to delete it, with confirmation.

View : will display the meeting details.



In Add and edit function can click on the “time” button to change the start and finish.



Click on the required time to select or click outside the box to cancel.