



EMS ROOM SIGN APP Installation Guide

V44.1

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CHAPTER 1: EMS Room Sign App

Installation Guide

The EMS Room Sign App (*formerly Glance*) gives users real-time information and at-a-glance availability for their meeting, learning, and working spaces. The new, redesigned EMS Room Sign App includes:

- "A clean, color-coded interface that's easy to scan for information
- "Simplified buttons and options, with fewer steps to make or edit reservations
- "Landscape and portrait orientations, including an Agenda View of the day's events
- "Easier customization for your organization's branding



CHAPTER 2: Requirements for EMS Room Sign App

This topic outlines the requirements necessary to install, configure, and use the EMS Room Sign App(formerly named EMS Glance), including:

- Prerequisites
- "EMS Desktop Client
- " Database Server
- Web Server
- "Tablet Requirements

NOTE: The EMS Room Sign App requires a license. Please contact your Account Executive to determine if your organization is licensed for the EMS Room Sign App or if you want to learn more.

PREREQUISITES

Before installing the EMS Room Sign App, the following prerequisites must be in place:



- All previous versions of the EMS Room Sign App web application have been uninstalled.
- The EMS Room Sign App API has been installed. The EMS Room Sign App API URL is required for the EMS Room Sign App web application installation.
- An EMS user account with 'EMS API Web Service Access' has been created. The user account is necessary to access the database.

EMS DESKTOP CLIENT

You must have installed and configured the EMS Desktop Client.

Operating Systems

Windows 7 (32-bit and 64-bit)

Windows 8 (32-bit and 64-bit)

Windows 8.1 (32-bit and 64-bit)

Windows 10 (32-bit and 64-bit)

.NET Framework 4.6.1

DATABASE SERVER

EMS Desktop Client must run on servers that meet our system requirements. Additionally, the EMS Room Sign App API is housed on a web server, which



also has specific requirements.

Database Servers
Microsoft SQL Server 2008 R2
Microsoft SQL Server 2012 SP2
Microsoft SQL Server 2012 SP3
Microsoft SQL Server 2014 SP1, Compatibility Level 110

WEB SERVER

OPERATING SYSTEM	IIS App Pool
Windows Server 2008 R2	7/7.5
Windows Server 2012	8
Windows Server 2012 R2	8.5
Prerequisites	
.NET Framework 4.6.1*	
Minimum System Requirements	
Processor: 2.0 GHz and 4 cores or faster	



OPERATING SYSTEM IIS App Pool

Memory: 8 GB or more*

Hard-Disk Space: 1 GB or more

*For up to 100 concurrent users. Increased specs required for 100+ concurrent users.

*Varies per EMS Software Application.

TABLET REQUIREMENTS

The EMS Room Sign App website sits on the same web server as the API.

Although the EMS Room Sign App can be accessed from any web browser, it is designed for touch-enabled tablets running in landscape mode. We support tablets with the following specifications:

TABLET OPERATING SYSTEMS	SUPPORTED BROWSERS
iOS 9, 10	Safari
Android 5, 6	Chrome, KioWare Lite
Windows 7, 8, 10	Internet Explorer 11, Chrome, Firefox



TABLET OPERATING SYSTEMS	SUPPORTED BROWSERS
.NET Framework: 4.6.1	
Tablet Requirements	Supported Resolutions
	1024 x 768
	1280 x 1024
	1660 x 900
	1920 x 1080
	2048 x 1536
	Note: The EMS Room Sign App will run on
	touch-enabled tablets (with above
	resolutions) set in landscape
	mode. Integrating with
	ArmorActive enclosures require a
	browser that can play sound.
	EMS tests on and recommends the iPad
	Mini and 8" Samsung Tab A.



TABLET OPERATING SYSTEMS	SUPPORTED BROWSERS
Prerequisites	EMS Desktop Client, running on database
	and web servers that meet our system
	requirements.

NOTE: EMS recommends using the <u>8" Samsung Galaxy Tab A</u> and the <u>iPad Mini 3 or 4</u> because these tablets integrate with our recommended enclosure.



CHAPTER 3: Obtain Installation Files for EMS Room Sign App

The latest EMS Room Sign App (formerly named EMS Glance) components can be downloaded from the online Support Center.

Warning: The EMS Room Sign App was formerly named EMS Glance. Some of the installation files (e.g., API, dII, etc.) will temporarily retain the Glance name.

- 1. Go to the EMS Customer Portal and log in.
- 2. Click the Software and Docs library link.
- 3. Click the 44.1 Releases & Patches link.
- 4. Navigate to the Downloads area.
- 5. Download the following components:
 - ** EMSRoomSignApp.sql: SQL script that needs to be executed against your EMS database. This will create EMS Room Sign specific objects (tables and stored procedures) in your EMS database.



- ** EMSRoomSignApp.msi: EMS Room Sign web application installed on your web server.
- **"EMSGlanceAPI.msi:** Installation file for the EMS Room Sign App API web service installed on your web server.
- **EMS.Glance.dll:** File that will expose the EMS Room Sign App Settings area within EMS.
- ** EMS Room Sign App License Key: The EMS Room Sign App is an optional component that requires the appropriate license to activate.

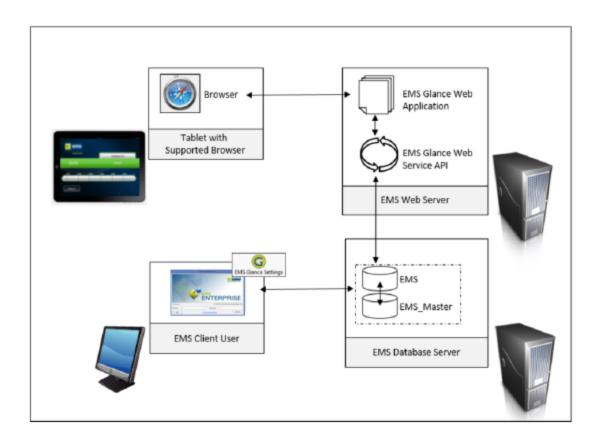


CHAPTER 4: Architecture for EMS Room Sign App

The EMS Room Sign Appapplication is comprised of four main components:

- EMS Room Sign App Device: Device with a supported browser installed that will be accessing the EMS Room Sign App web application. A particular device is tied to one specific room in EMS.
- 2. EMS Room Sign App Web Application: EMS Room Sign web application
- EMS Room Sign App Web Service API: Web service API that manages all communication between the EMS Room Sign App web application and your EMS database.
- 4. EMS Room Sign App Settings DLL: Component installed with your EMS desktop application (.exe) that allows your EMS Administrators to configure EMS Room Sign.







CHAPTER 5: Best Practices for Using EMS Room Sign App

The EMS Room Sign App (formerly named EMS Glance) is an optional webbased application that turns your tablet (e.g., iPad, iPad mini, etc.) into a digital room sign. Mounted outside of a meeting room or workspace in either landscape or portrait orientations, the application indicates whether a space is available or in use. The application also provides functionality to support check-in, end, extend, and book new meetings. Version 44.1, Update 12 has introduced a sleek visual redesign and an upgraded customer interface.

CONSIDERATIONS

- 1. You need to know when the EMS Room Sign App stops running by receiving an email notification (ideally), or by watching a central monitoring display. EMS does not provide this capability, however, so you should physically check your tablets to see if EMS Room Sign App has stopped.
- 2. For the tablets running EMS Room Sign, you need to know if the battery fails, or if connectivity has been lost, or if the operating system wants to update to a new version. EMS does not detect these conditions remotely. In order to monitor these issues, we recommend that you use a Mobile Device Management (MDM) system.



USE THE EMS ROOM SIGN ON AN IPAD

- 1. If the iPad's battery dies, the iPad will return to its home screen after you restore power. At that point, you must configure Guided Access again for the EMS Room Sign app. See Deploy EMS Room Sign App on Tablets for more information.
- 2. If a user presses the iPad's Home button, Guided Access displays a passcode screen. The screen disappears after fifteen seconds or if the user presses 'Cancel.'
 Note that users should not be able to press any tablet buttons if you use a tablet enclosure.
- 3. If a user presses both the iPad's Home and Sleep/Wake buttons simultaneously for 10 seconds, the iPad restarts. At that point, you must configure Guided Access again for the EMS Room Sign app. See <u>Deploy EMS Room Sign App on Tablets</u> for more information. Note that users should not be able to press any tablet buttons if you use a tablet enclosure.
- 4. iOS devices occasionally display notifications that a software update is available. There is no way to suppress update notifications. When this notification appears, the user can choose "Later" but the notification will appear again in 24 hours. If the user chooses "Install Now," the iPad downloads and installs the update and then restarts. At that point, you must configure Guided Access again for EMS Room Sign. See <u>Deploy EMS Room Sign App on Tablets</u> for more information.



CONSIDERATIONS FOR RUNNING EMS ROOM SIGN ON AN ANDROID TABLET

- 1. Ideally, EMS Room Sign takes over the tablet so that it cannot be used for anything else. However, Android provides no capability to lock down the tablet in a way that's suitable for the EMS Room Sign App. Therefore, we recommend deploying the EMS Room Sign App with an Android app that puts the tablets in 'kiosk' mode. Placing the tablet in kiosk mode prevents users from accessing other applications and also disable the 'Home' button. We recommend that you purchase, install, and configure the Kioware Lite app.
- 2. If you run the EMS Room Sign App on a Samsung Tab A, users can power off the tablet by holding down the power button. If you have configured Kioware Kioware according to our recommendations, EMS Room Sign will restart as soon as the tablet is powered on. To prevent users from pressing the home button, you must use the appropriate enclosure.



CHAPTER 6: Configure Authentication Settings for the EMS Room Sign App

This section provides the following information about configuring EMS Room Sign App Authentication:

GROUP IDENTIFICATION/AUTHENTICATION SETTINGS

OPTION	DESCRIPTION
Group Iden-	Indicates how users are required to identify themselves
tification	when booking a room. Options are:
Method	
	"No Identification—Users are not required to identify them-
	selves. New bookings are booked under the group that is
	specified in the Default Group for No/Manual Authentic-
	ation setting.

Group Identification/Authentication Settings

Secondary Authentication



OPTION DESCRIPTION

- Manual Input—Users are required to manually enter their names. Users are added as a temporary contact under the group that is specified in the Default Group for No/Manual Authentication setting.
- "Group Lookup—Based on the Group Authentication Method setting, users must look up and select their Group/Contact records in EMS. The lookup is a contained search (can be found anywhere in the record) and it is not case-sensitive.
- Authentication Without Password—Users are required to enter their authentication information as defined by the Group Authentication Field setting exactly as it is stored on their Group/Contact records in EMS, based on the Group Authentication Method setting.

NOTE: The "Authenticate Username" Label/Message should be updated to reflect the correct Group

Authentication Field chosen

Authentication With Password

—Users are required to enter their email addresses and passwords exactly as they are



OPTION DESCRIPTION

stored for their Web User records in EMS. This identification method requires that the Group Authentication Field setting specify the Web User Email/Password.

Group
Authentication
Method

Applicable only if Group Identification Method is set to Group Lookup or Authentication Without Password.

Options are Group or Contact.

- If your organization stores employees at the Group level in EMS, then select Group.
- If your organization stores employees at the Contact level in EMS, then select Contact.

Group
Authentication
Field

Applicable only if Group Identification Method is set to Authentication Without Password. Options are:

- "Group/Contact Email (applies to Group and Contact)
- "External Reference (applies to Group and Contact)
- "Network ID (applies to Group only)
- "Personnel Number (applies to Group only)
- "Badge Number (applies to Group only)
- "Other ID (applies to Group only) Applicable only if Group



OPTION	DESCRIPTION
	Identification Method is set to Authentication With Pass-
	word. Options is: Web User Email/Password
Secondary	This option should be the same as the corresponding para-
Authentication	meters without Secondary Auth (e.g., Group Identification
Group	Method, etc.)
Authentication	
Field	
Secondary	This option should be the same as the corresponding para-
Authentication	meters without Secondary Auth (e.g., Group Identification
Group Authentication	Method, etc.)
Method	
Secondary	This option should be the same as the corresponding para-
Authentication	meters without Secondary Auth (e.g., Group Identification
Group Iden-	Method, etc.)
tification	
Method	



OPTION	DESCRIPTION
Label/Message Secondary Authentication Password Label	The Authentication Screen Label and Password label should be used for secondary authentication.
Label/Message Secondary Authentication User Name	'External Reference.' The Authentication Screen Label and Password label should be used for secondary authentication.
Label Label/Message	The default for this label is 'I forgot my badge.'
Secondary Authentication Button Label	The deladition this laber is Trongothiy badge.
Default Group	If the Group Identification Method is set to No Iden-



OPTION	DESCRIPTION
for No/Manual	tification or Manual Input, then new events are booked
Authentication	under the Group specified here.
Default	Controls the default keyboard display when users are
Numeric Key-	required to identify/authenticate themselves when booking
board for	a room.
Group Iden-	
tification	

SECONDARY AUTHENTICATION

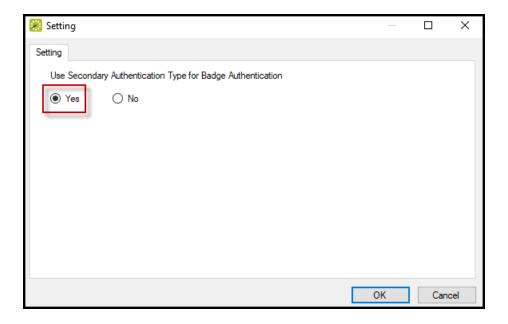
Users who cannot authenticate due to a lost or forgotten badge can quickly authenticate via a secondary authentication with the "Forgot my badge" button.

To allow secondary authentication:

- 1. From EMS Desktop Client, click on EMS Glance Settings.
- 2. Navigate to Profiles > Secondary Authentication > Settings.
- 3. From the Identification / Authentication Area, set "Use Secondary Auth" to Yes.
 This will display the button and label when users try to authenticate (create and/or edit depending on other settings).

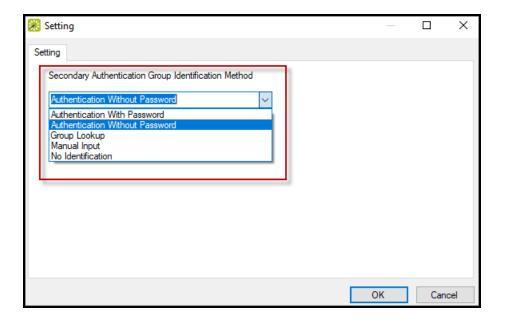


Note: The default label for the Secondary Auth Button is "I forgot my badge" and the default for the Secondary Authentication Username Label is "External Reference."



4. Set the Secondary Auth Group Identification Method, Secondary Auth Group Authentication Method, and Secondary Auth Group Authentication Field to correspond with the parameters without secondary authentication.





NOTE: The Authentication Screen Label and Password label should be used for secondary auth.



CHAPTER 7: Install EMS Room Sign App

WARNING: The EMS Room Sign App was FORMERLY NAMED EMS GLANCE. Some of the installation files (e.g., API, dll, etc.) will temporarily retain the Glance name.

To install or upgrade the EMS Room Sign App, you will:

- "Update your database with the new EMS Room Sign App .sql file.
- Copy the EMS Room Sign App .dll file to each user workstation that needs EMS Room Sign App options on EMS Desktop Client.
- Install the new EMS Room Sign App API on the web server that will be running it, and verify the installation.
- Install the new <u>EMS Room Sign App web application</u> on the web server that will be hosting it (and hook it to your EMS Room Sign App API, SQL server, and database).
- "Create an Admin User to manage EMS Room Sign App.
- Access your EMS Room Sign application through the web on your device(s).



INSTALL OR UPGRADE THE DATABASE COMPONENT

- 1. Obtain the EMSRoomSignApp.sql file.
- 2. Open Microsoft SQL Server Management Studio.
- Within Microsoft SQL Server Management Studio, select File > Open > File... and locate EMSRoomSignApp.sql.
- 4. Select your EMS database and execute the query (Query > Execute). When query execution has completed, the message "Command(s) completed successfully" will appear in the Results section.

INSTALL OR UPGRADE THE EMS ROOM SIGN APP

- On each client machine that needs access to the EMS Room Sign App Settings area, paste a copy of the EMS.Glance.dll file into the folder that contains your EMS application files (typically C:\Program Files\EMS).
- 2. Once the EMS.Glance.dll is placed in the correct folder on the client machine (assuming your organization is appropriately licensed for the EMS Room Sign App), the EMS user will see the EMS Glance Settings button on the tool bar within the EMS application.

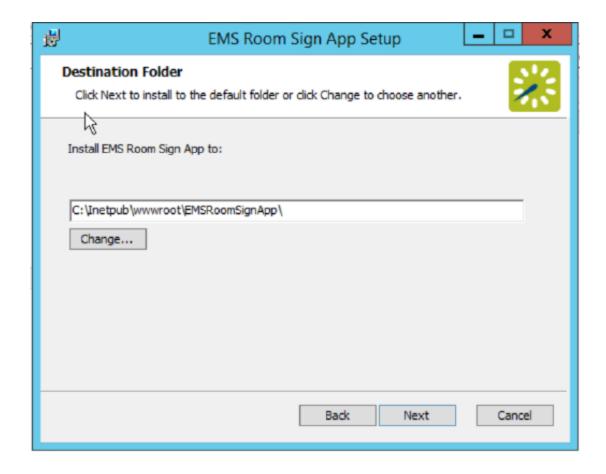


NOTE: To update your registration, go to SYSTEM ADMINISTRATION > SETTINGS > REGISTRATION in EMS Desktop Client.

INSTALL OR UPGRADE THE EMS ROOM SIGN APP API

- 1. Manually **uninstall** any previous versions of the EMS Room Sign App API on your web server.
- 2. Download the **EMSGlanceAPI.msi** file onto the web server that will be running the EMS Room Sign App API.
- 3. Run EMSGlanceAPI.msi.
- 4. The first screen welcomes you to the EMS Room Sign App API Web Service Setup Wizard. Click **Next** to begin the installation process. The Destination Folder screen will appear.





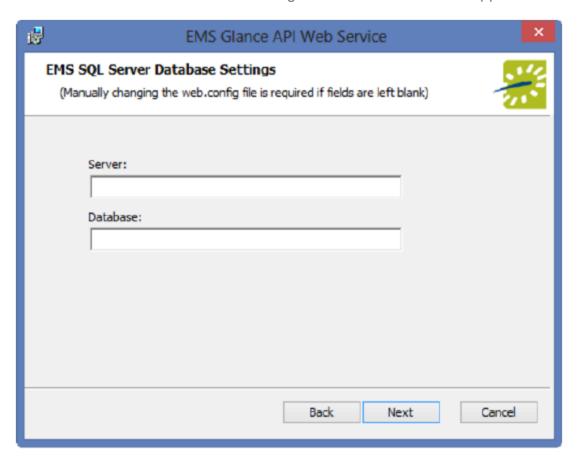
5. Select the destination folder. The installation process will create a new physical directory on your web server based on the destination folder path entered ("EMSRoomSignApp" in the example above.) Click Next.

NOTE: The EMS Room Sign App API should not be installed in the same physical directory as other EMS web-based products OR under a



site running another version of the EMS Room Sign App API.

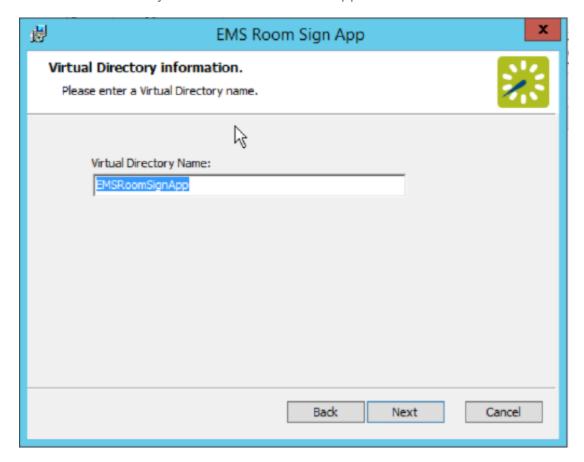
6. The EMS SQL Server Database Settings information screen will appear.



7. Enter your EMS SQL **Server** name.



- 8. Enter your EMS **Database** name:
 - "> EMS Professional customers (typically named "EMSData").
 - ** EMS Workplace, EMS Campus, EMS Enterprise, EMS District and EMS Legal customers (typically named "EMS").
- 9. Click Next.
- 10. The Virtual Directory information screen will appear.





11. The Virtual Directory Name will default to the destination folder specified above. It is recommended that you keep the default setting. The installation process will create a virtual directory on your web server based on the virtual directory entered ("EMSRoomSignApp" in the example above.) Click **Next**.

NOTE: The EMS Room Sign App API should **not** be installed in the same virtual directory as other EMS web-based products OR under a site running another version of the EMS Room Sign App API.

- 12. The Ready to install EMS Room Sign App API Web Service screen will appear. Click **Install** to install the EMS Room Sign API.
- 13. The Completed the EMS Room Sign App API Web Service Setup Wizard screen will appear. Click **Finish**.

VERIFY THE EMS ROOM SIGN APP API INSTALLATION

After following the steps above, verify your EMS Room Sign App API installation by opening a browser and entering the EMS Room Sign App API URL:

Example: http://[ServerName]/EMSGlanceAPI/service.asmx



(replace [ServerName] with the name of your web server)

NOTE: This URL will be required for the EMS Room Sign App Web Application installation.

INSTALL OR UPGRADE THE EMS ROOM SIGN WEB APPLICATION

- 1. Download the **EMSGlance.msi** file onto the web server that will be running the EMS Room Sign App web application.
- 2. Run EMSGlance.msi.
- 3. The first screen welcomes you to the EMS Room Sign App Setup Wizard. Click Next to begin the installation process. The Destination Folder screen will appear.
- 4. Select the destination folder. The installation process will create a new physical directory on your web server based on the destination folder path entered ("EMSRoomSignApp" in the example above.) Click Next.

NOTE: The EMS Room Sign App should **not** be installed in the same



physical directory as other EMS web-based products OR under a site running another version of EMS Room Sign App.

- 5. The EMS Room Sign App API Path screen will appear.
- 6. Enter the URL of your EMS Room Sign App API Web Service.

Example: http://[ServerName]/EMSGlanceAPI/service.asmx

(replace [ServerName] with the name of your web server)

- 7. Click Next.
- 8. The Virtual Directory information screen will appear.
- 9. The Virtual Directory Name will default to the destination folder specified in Step
 - 4. It is recommended that you keep the default setting. The installation process will create a virtual directory on your web server based on the virtual directory entered ("EMSRoomSignApp" in the example above.) Click **Next**.

NOTE: The EMS Room Sign App should **not** be installed in the same virtual directory as other EMS web-based products OR under a site running another version of the EMS Room Sign App.



- 10. The Ready to install EMS Room Sign App screen will appear. Click the **Install** button to install the EMS Room Sign App.
- 11. The Completed the EMS Room Sign App Setup Wizard screen will appear. Click **Finish**.

CREATE AN EMS ADMIN USER TO MANAGE YOUR EMS ROOM SIGN APP API WEB SERVICE

- 1. Create the EMS Admin Account to be used for the EMS Room Sign App:
 - a. Create a user account in EMS Desktop Client under System Administration
 - > Security > Users (with any user name and password you choose).
 - b. Uncheck the **Administrator** box.
 - c. Then add the process EMS API Web Service Access to this account.
- 2. Enter the user name and password for the account in the web.config file of the EMS Room Sign application settings, for example:

<appSettings>

```
<add key="webpages:Version" value="2.0.0.0"/>
```

<add key="webpages:Enabled" value="false"/>

<add key="PreserveLoginUrl" value="true"/>

<add key="ClientValidationEnabled" value="true"/>



<add key="UnobtrusiveJavaScriptEnabled" value="true"/>
<add key="ClientValidationEnabled" value="true"/>
<add key="EMSGlanceAPIURL" value=""/>

<add key="EmsUser" value="admin"/>

<add key="EmsPassword" value="admin"/>

TIP FOR EMS CLOUD CUSTOMERS: Modifications to the web.config file must be performed by EMS Cloud Operations. To request these changes, please contact EMS Support.

ACCESS EMS ROOM SIGN APP ON YOUR DEVICE (S)

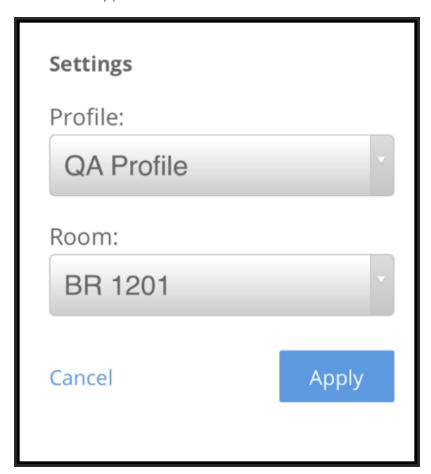
The EMS Room Sign App is ready to use once all of the Room Sign components have been properly installed and at least one Profile has been configured for use (see <u>Configure the EMS Room Sign App</u>). To access the EMS Room Sign App on your device, do the following:

1. On your device, open a browser and enter the URL to your EMS Room Sign App web application:



Example: http://[ServerName]/EMSGlance (replace [ServerName] with the name of your web server)

2. The first time you access the EMS Room Sign App on your device, the Settings screen will appear.



3. Select the Profile in the $\mbox{\bf Profile}$ dropdown.



- 4. Select the Room in the **Room** dropdown.
- 5. Click Apply.

NOTE: Once the EMS Room Sign application is running, to re-access the Settings screen for any reason, simply double-tap the EMS Room Sign App logo in the upper-left hand corner of the screen.



CHAPTER 8: Deploying the EMS Room Sign App on Appliances

The EMS Room Sign App supports integration with multiple appliances, including the <u>Aura Meeting Room Screen</u>, <u>Multiple-Input Multiple-Output (MIMO)</u>, and <u>ladea</u> technologies.

AURA MEETING ROOM SCREEN FOR THE EMS ROOM SIGN APP

The Aura Meeting Room Screen from ResourceXpress is an interactive digital signage appliance that can be used with the EMS Room Sign App. Aura devices offer both LED and Radio Frequency Identification Devices/Barcoding (RFID) solutions that will enhance the EMS Room Sign App user experience. The integrated LED status lights provide a quick visual indication of space availability from the device enclosure.

This section will detail the process of deploying the EMS Room Sign App on an Aura device.



PREREQUISITES FOR USING EMS ROOM SIGN APP WITH AURA DEVICES

Customers must have installed Update 19 or later of the EMS Room Sign App.

There are two options for integration of Aura Meeting Room Screens with the EMS Room Sign App:

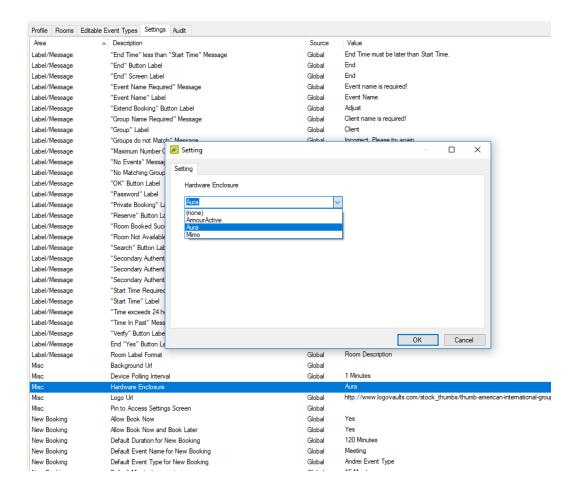
- 1. Direct authentication
- 2. Server-to-server authentication

DIRECT INTEGRATION

Direct integration allows customers to utilize the EMS Room Sign App on an Aura device as they would on consumer tablets. The Aura device is configured through the EMS Glance Settings of the EMS Desktop Client.

- Create a new profile for your device or edit an existing profile in the EMS Desktop
 Client.
- 2. Navigate to **Settings > Misc > Select Hardware Enclosure**.





3. From the drop-down, select Aura.

Note: If this selection is not made, the LEDs on your device will not change color based on status.

- a. Click OK. Close the profile to Save.
- 4. Turn on the Aura device.



- 5. Perform initial device setup.
- 6. Enter your EMS Room Sign App URL.
- 7. You will be prompted to select a profile. If this is not the initial configuration with the Aura device, you will need to double click the EMS icon to select a different profile.
- 8. Click Apply.

ADDITIONAL INFORMATION

LED INTEGRATION

The color of the LEDs on the Aura device will indicate the status of the room you are booking:

- 1. Green light = Space is available
- 2. Red = Space is unavailable
- 3. Orange = Upcoming booking/available to check in

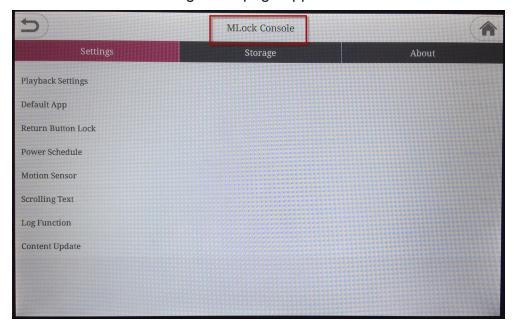
RFID

As of Update 22 (March 2018), the Radio Frequency Identification Devices/Barcoding (RFID) feature allows users to check into a room by scanning their badge.



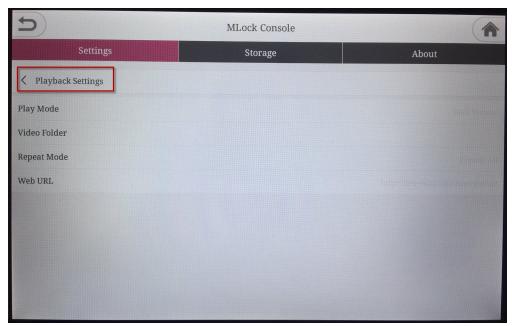
MIMO TECHNOLOGY INTEGRATION

- 1. Launch the MIMO device. If this is the initial deployment, a white screen appears, alerting the user that there is no playable file.
- 2. Press the area in the upper right-hand corner for five (5) seconds and enter 0000 in the password field. Click OK.
- 3. The Mlok Console Management page appears.

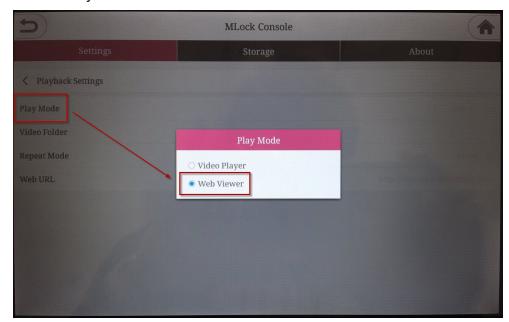




4. Navigate to Playback Settings:

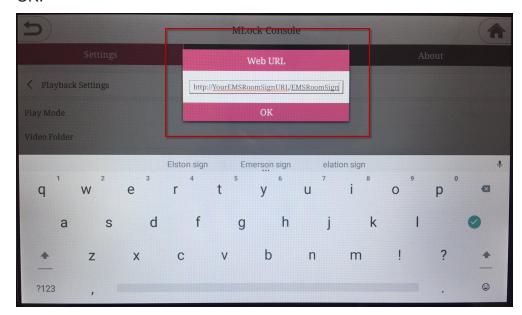


a. Touch Play Mode and choose Web viewer. Click OK.



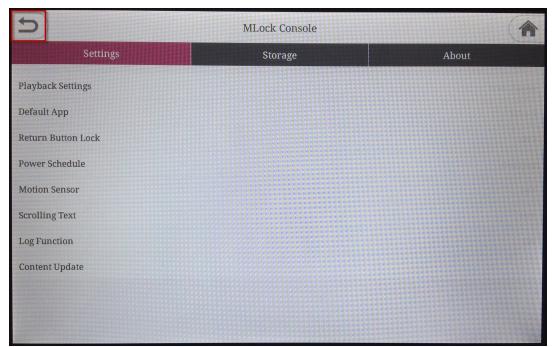


Touch Web URL and enter your EMS Room Sign App URL location. Click
 OK.





From the main Management Page, click the playback button. This will launch the EMS Room Sign App with the URL configured above.



Warning: If the LEDs do not function on the MIMO device, ensure the PhoneServerDemo app is running.



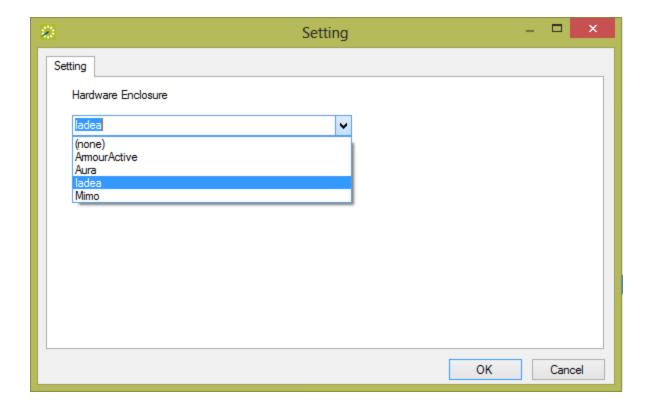
PREREQUISITES FOR USING EMS ROOM SIGN APP WITH IADEA DEVICES

- 1. Install the latest version of Firmware (1.2.86):
 - a. Download the latest Firmware 1.2.86 using a Chrome or Firefox web browser and copy it into the root directory of a USB drive.
 - b. Power on your ladea device.
 - c. Insert the USB drive into the device and navigate to Advanced > System >
 Firmware Update.

Warning: Do NOT remove USB drive until the ladea device reboots to the Basic Settings menu.

- 2. Configure the ladea Hardware Enclosure parameter in the EMS Desktop Client:
 - a. Navigate to Settings > Misc > Select Hardware Enclosure.
 - b. From the drop-down, select ladea.
 - c. Click **OK**. Close the profile to Save.





IADEA INTEGRATION

- 1. From the Basic Settings menu, touch **Set Content**.
- 2. Enter your EMS Room Sign App URL into the SMIL/HTML5 Content URL field.
- 3. Touch Set.
- 4. Touch Play. The EMS Room Sign App will launch on your ladea device.