



# **User manual**

## **Signmeeting Gesroom Calendar**

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# Introduction

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

Signmeeting Gesroom Calendar is the Signmeeting application version for Gesroom Calendar.

In order to use Signmeeting for Gesroom it is necessary to have an active Gesroom account (URL username and password)

# System Requirements

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The following versions must be used:

Screen composer G3	V3.11.11 or plus
Playzilla	V3.11.10 or plus
Gesroom Calendar	V5.4.4 or plus

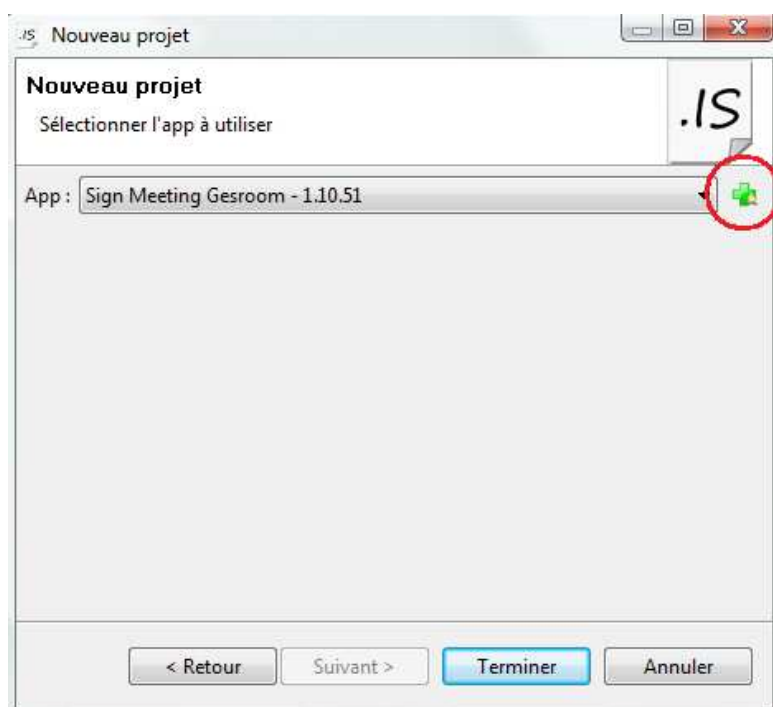
# SignMeeting Configuration

## 1. Installation/Upgrade

### 1.1. Installation with Screen Composer V3.11.11+

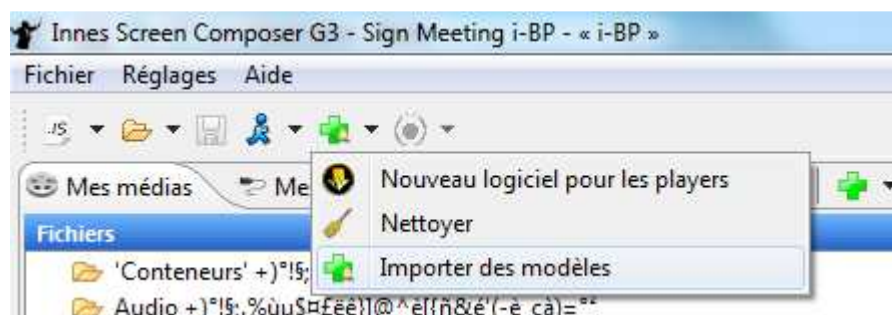
Create a new project, type of players = SM.

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



### 1.2. Upgrade

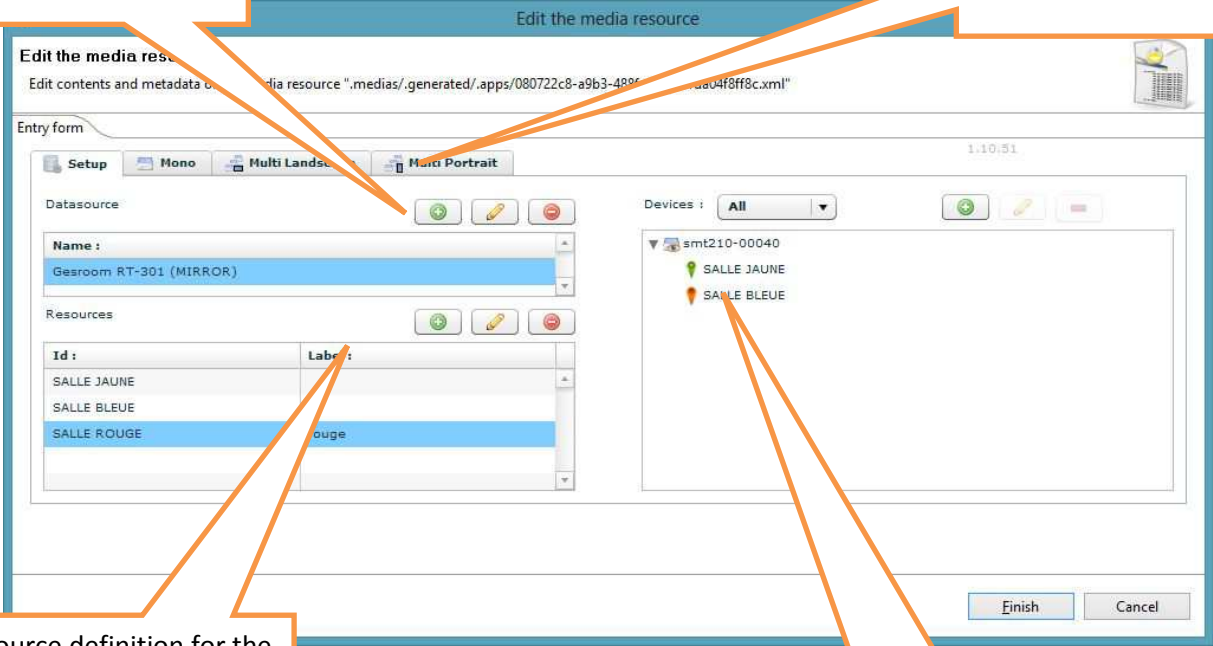
To install a new version of .appi, select 'import models':



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.



The screenshot shows the 'Edit the media resource' window. It has a title bar 'Edit the media resource' and a subtitle 'Edit contents and metadata of media resource "/>

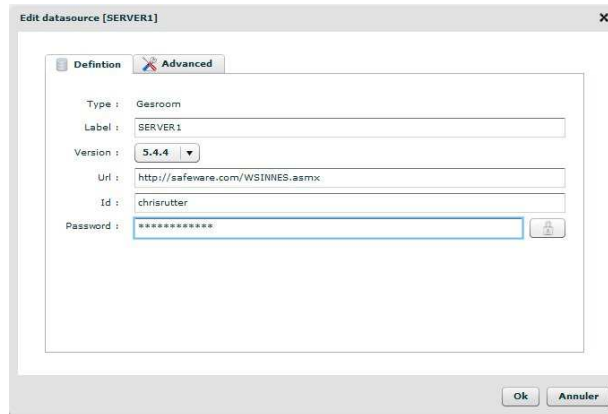
### 2.1. Datasource Setup

For each datasource, the resources that are present have to be defined, the identification must correspond exactly to what has been defined in the GESROOM system. This is the name of the room.

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

- Define the required resources in the GESROOM system.
- Define the access parameters for the resource in Screen composer.
- Define the resources present for the GESROOM system in Screen composer.
- Associate the resources to the required players

Here we define the label for the datasource and the Gesroom connection parameters:



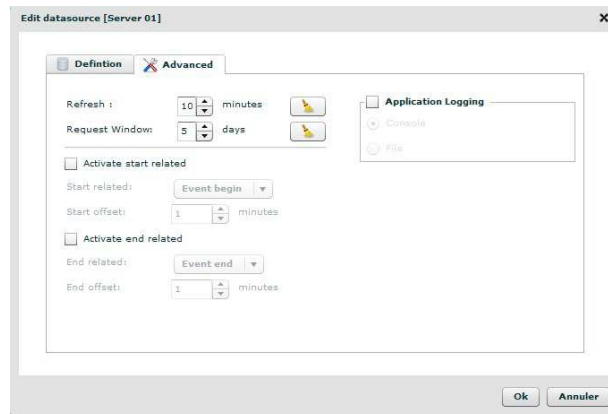
The Label is just name you want to call you datasource.

The URL, ID and password should be provided by the GESROOM 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

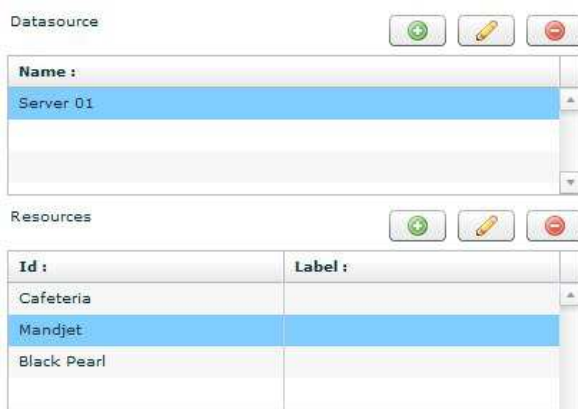
Event begin	Activates the alarm a number of minutes before the start of the event.
Day begin	Activate the alarm at the start of the day.
Event end	Deactivate the alarm a number of minutes after the event finishes
Day End	Deactivate the alarm at the end of day.

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.

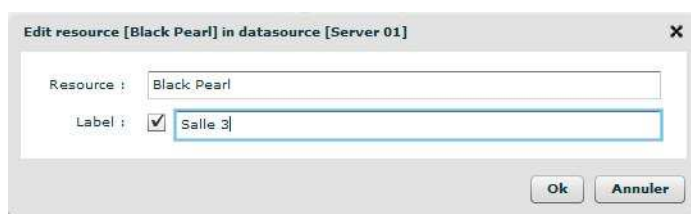
### 2.1.5 Resources

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



The resource ID **must correspond exactly** to the room name defined in the GESROOM system.

For each resource, an option label can be defined, if the label is activated it is mandatory.







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

In Gesroom the names of the rooms are displayed with a number. In the screen shot below **01 – SALLE BLEUE**, the name of the room is **SALLE BLEUE**.



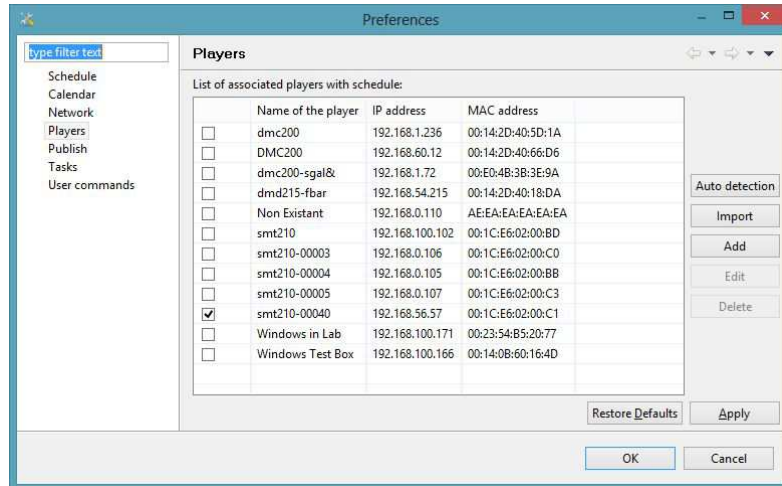
The name of the room can be checked by going to Administration, Manage rooms and then click on the room to see the actual name.

Ordre	Numéro de salle	Salle	Site	Bâtiment		
1	01	SALLE JAUNE	INNES	*****		
2	02	SALLE BLEUE	INNES	*****		



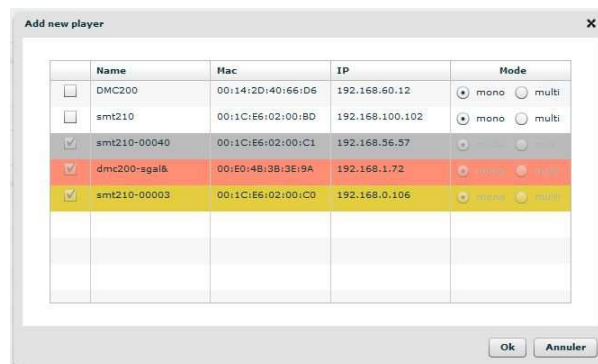
### 2.1.6 Player definition

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.

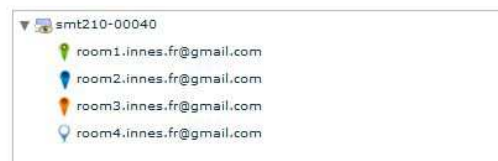
After players selection, you have to drag and drop the resources to affect to each player, it is possible to select more than one resource at a time.



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.

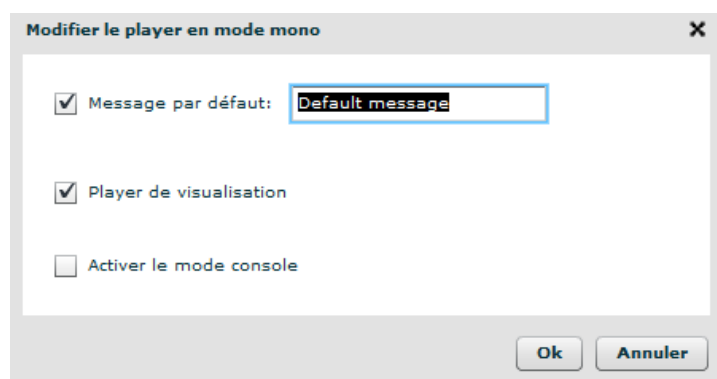
Bookable means can add, delete and modify events for the resource.



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:



**Modifier le player en mode mono**

☒ Message par défaut: Default message

☒ Player de visualisation

☐ Activer le mode console

Ok Annuler

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

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



**Modifier le player en mode multi**

☒ Message par défaut: Default msge

Resources 

Ressource	Sign1	Sign2
Room n#1		
Room n#2		

☒ Player de visualisation

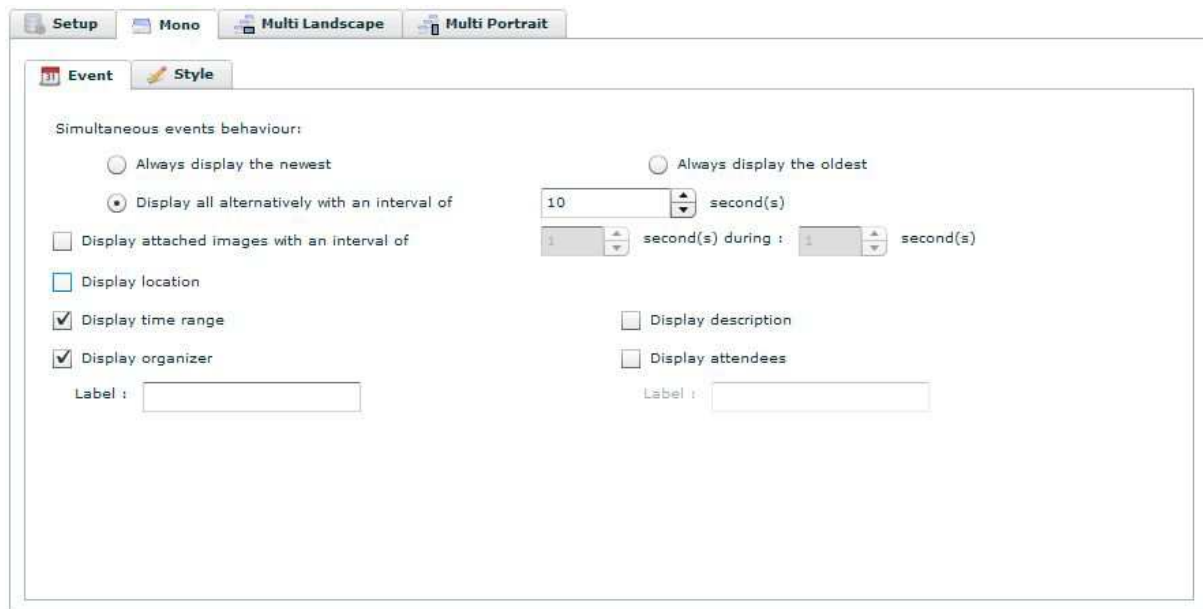
☐ Activer le mode console

Ok Annuler

## 2.2. Mono

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

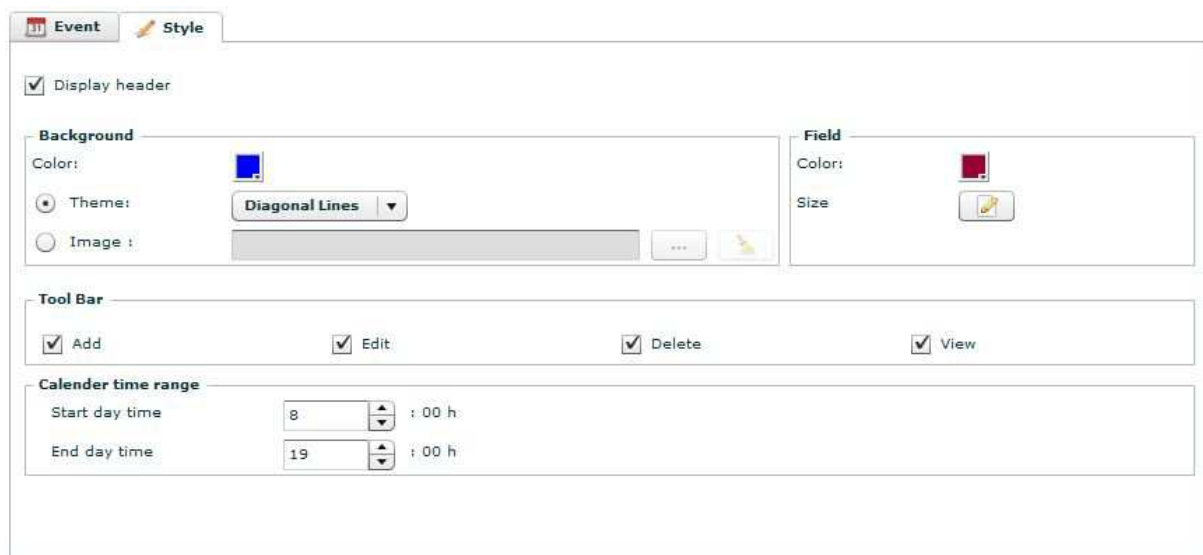
The event tab defines what will be displayed for each event, and how to manage events if there is more than one. It is also possible to add labels for the organizer and attendees.



The screenshot shows the 'Event' tab in the 'Setup' window. The 'Mono' mode is selected. The 'Event' tab contains the following settings:

- Simultaneous events behaviour:**
  - ☐ Always display the newest
  - ☒ Display all alternatively with an interval of  second(s)
  - ☐ Always display the oldest
- ☐ Display attached images with an interval of  second(s) during :  second(s)
- ☐ Display location
- ☒ Display time range
- ☒ Display organizer
- ☐ Display description
- ☐ Display attendees
- Label :

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.



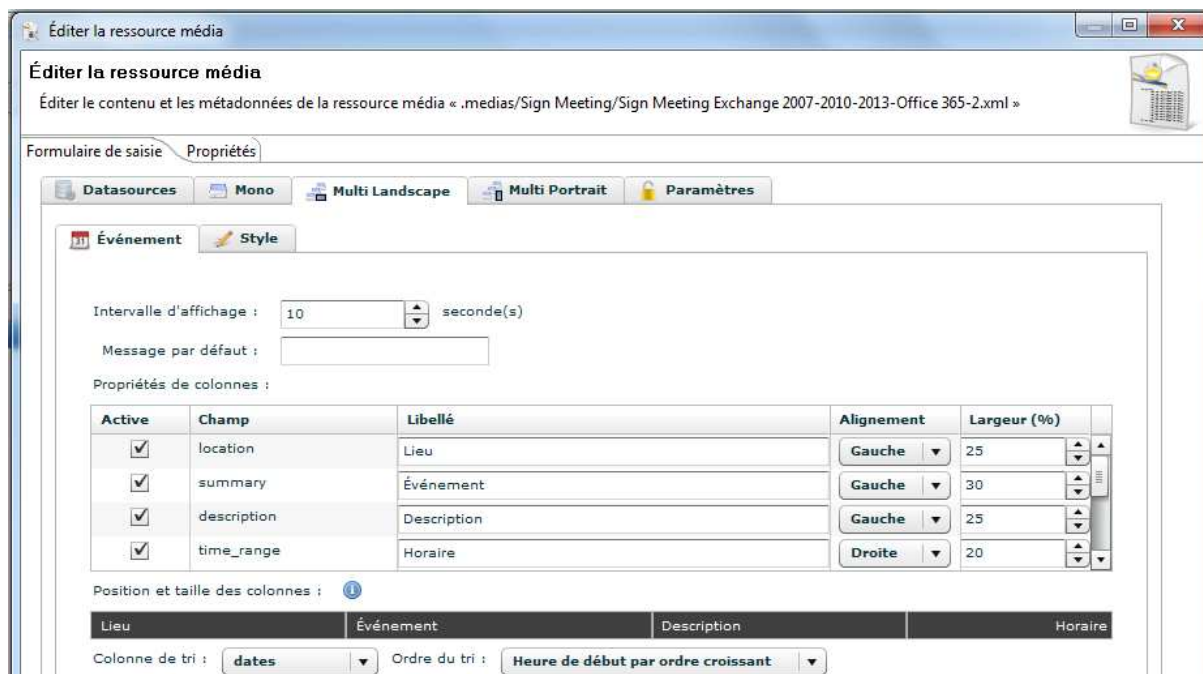
The screenshot shows the 'Style' tab in the 'Setup' window. The 'Style' tab contains the following settings:

- ☒ Display header
- Background**
  - Color:
  - Theme: ☒ Diagonal Lines
  - Image :
- Field**
  - Color:
  - Size:
- Tool Bar**
  - ☒ Add
  - ☒ Edit
  - ☒ Delete
  - ☒ View
- Calendar time range**
  - Start day time:  : 00 h
  - End day time:  : 00 h

## 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).



Éditer la ressource média  
Éditer le contenu et les métadonnées de la ressource média « .medias/Sign Meeting/Sign Meeting Exchange 2007-2010-2013-Office 365-2.xml »

Formulaire de saisie Propriétés

Datasources Mono Multi Landscape Multi Portrait Paramètres

Événement Style

Intervalle d'affichage : 10 seconde(s)

Message par défaut :

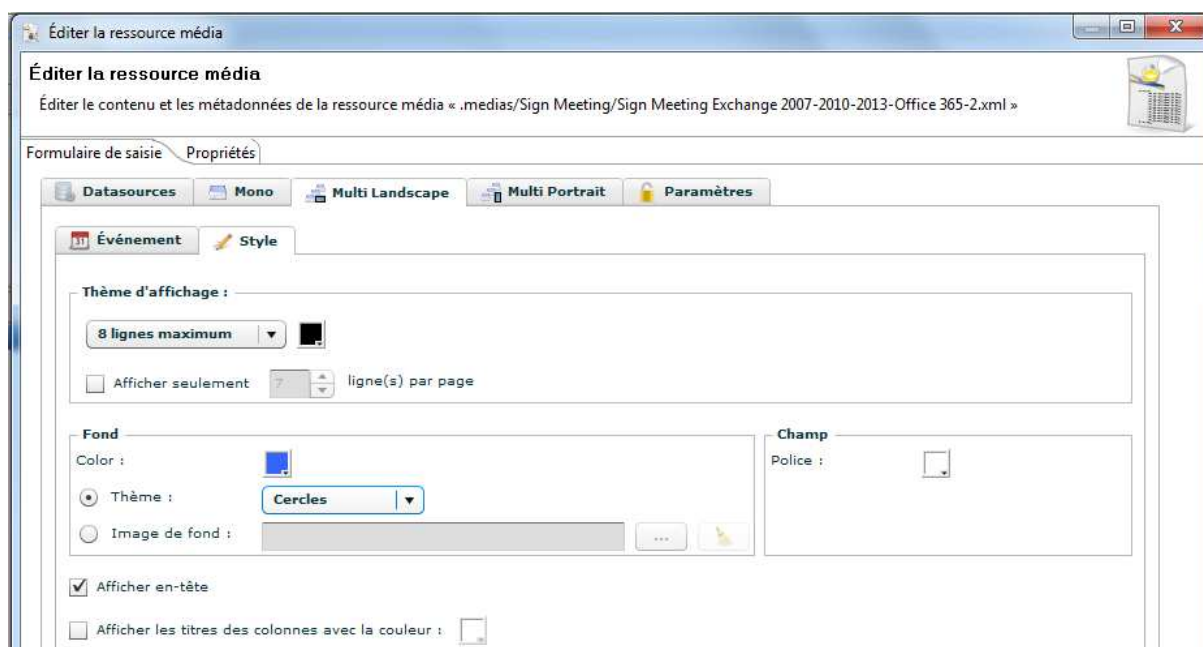
Propriétés de colonnes :

Active	Champ	Libellé	Alignement	Largeur (%)
<input checked="" type="checkbox"/>	location	Lieu	Gauche	25
<input checked="" type="checkbox"/>	summary	Événement	Gauche	30
<input checked="" type="checkbox"/>	description	Description	Gauche	25
<input checked="" type="checkbox"/>	time_range	Horaire	Droite	20

Position et taille des colonnes :

Lieu	Événement	Description	Horaire

Colonne de tri : dates Ordre du tri : Heure de début par ordre croissant



Éditer la ressource média  
Éditer le contenu et les métadonnées de la ressource média « .medias/Sign Meeting/Sign Meeting Exchange 2007-2010-2013-Office 365-2.xml »

Formulaire de saisie Propriétés

Datasources Mono Multi Landscape Multi Portrait Paramètres

Événement Style

Thème d'affichage :

8 lignes maximum

☐ Afficher seulement ligne(s) par page

Fond

Color :

Thème : Cercles

Image de fond :

Champ

Police :

☒ Afficher en-tête

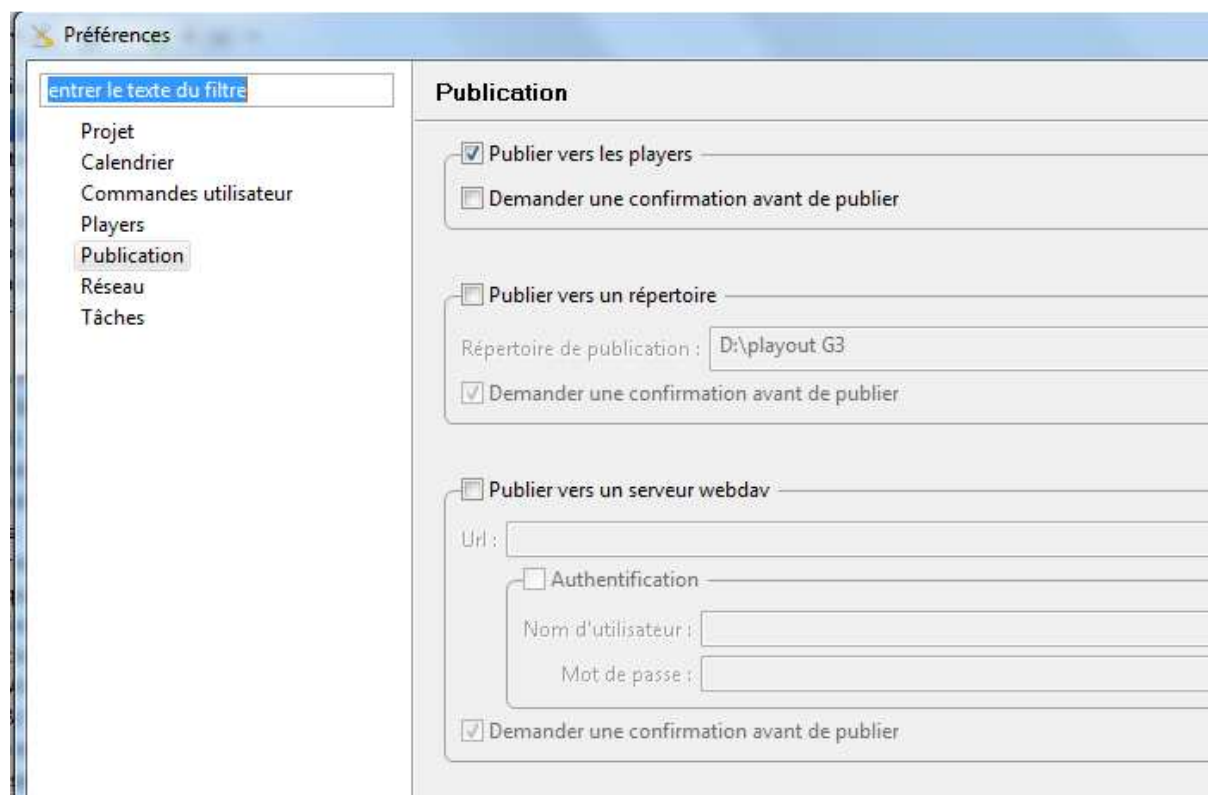
☐ Afficher les titres des colonnes avec la couleur :

## 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.

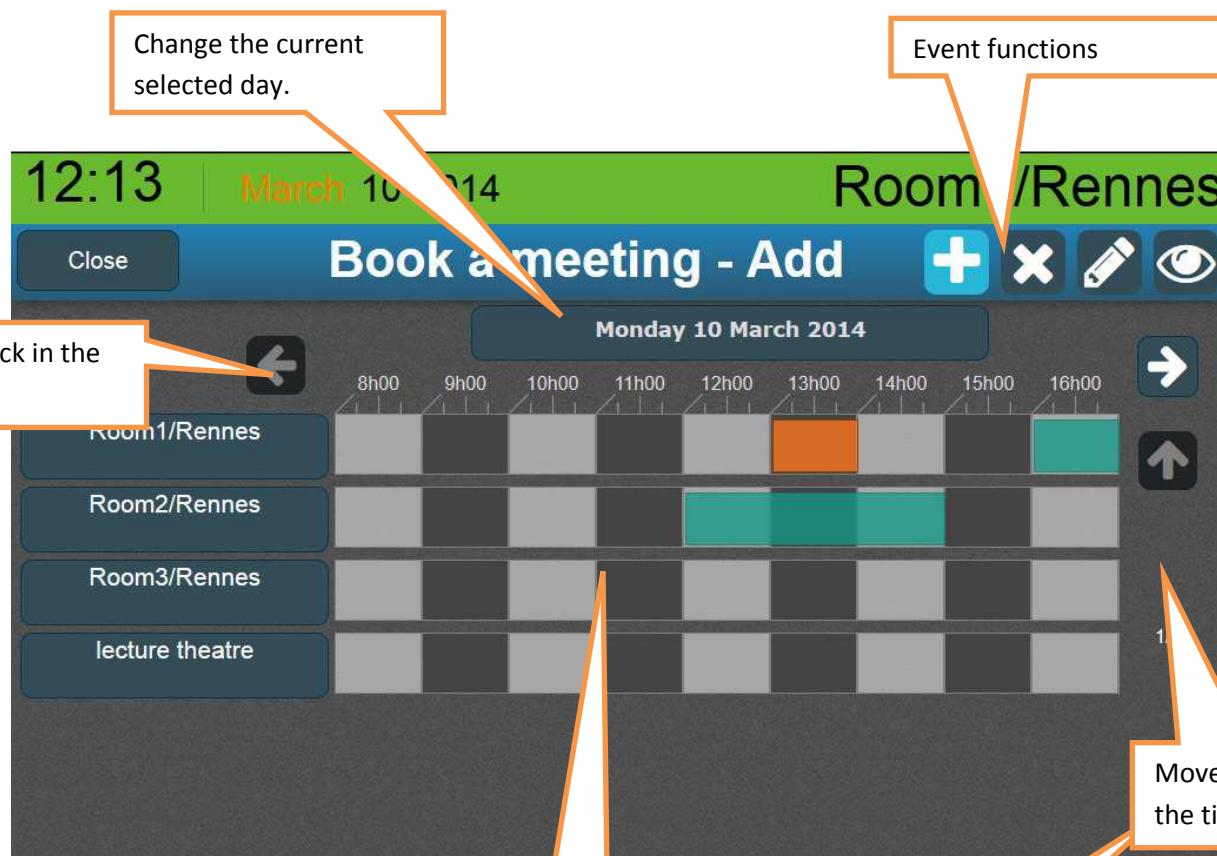
“Book a meeting” will open the main window to display all events for all the Bookable resources.

Close Menu will close the menu.



### 3.1 Book a Meeting

This shows all the current meetings for the select day.



Change the current selected day.

Event functions

Move back in the timeline.

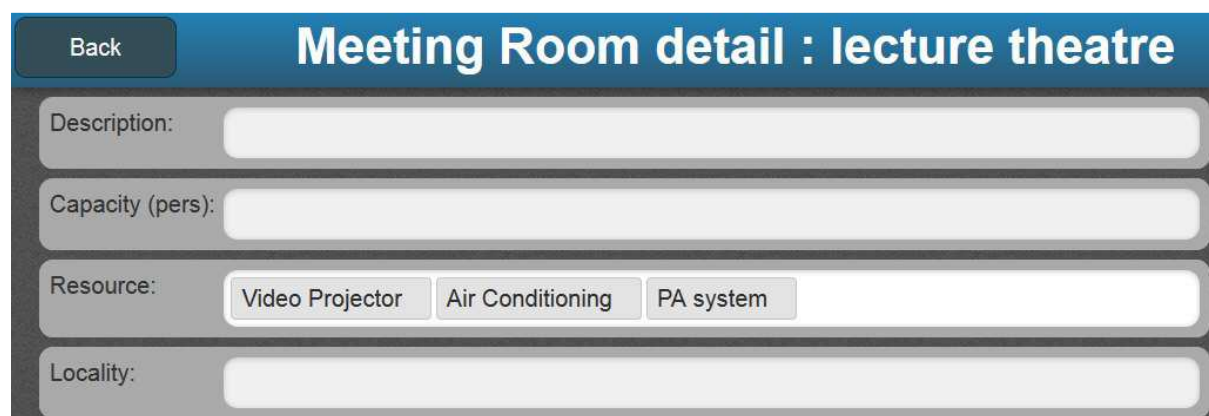
Move forward in the timeline.

Activate event functions

Scroll up and down to look for a given room.

Details for a given room/resource

Room details



Back

Meeting Room detail : lecture theatre

Description:

Capacity (pers):

Resource: Video Projector Air Conditioning PA system

Locality:

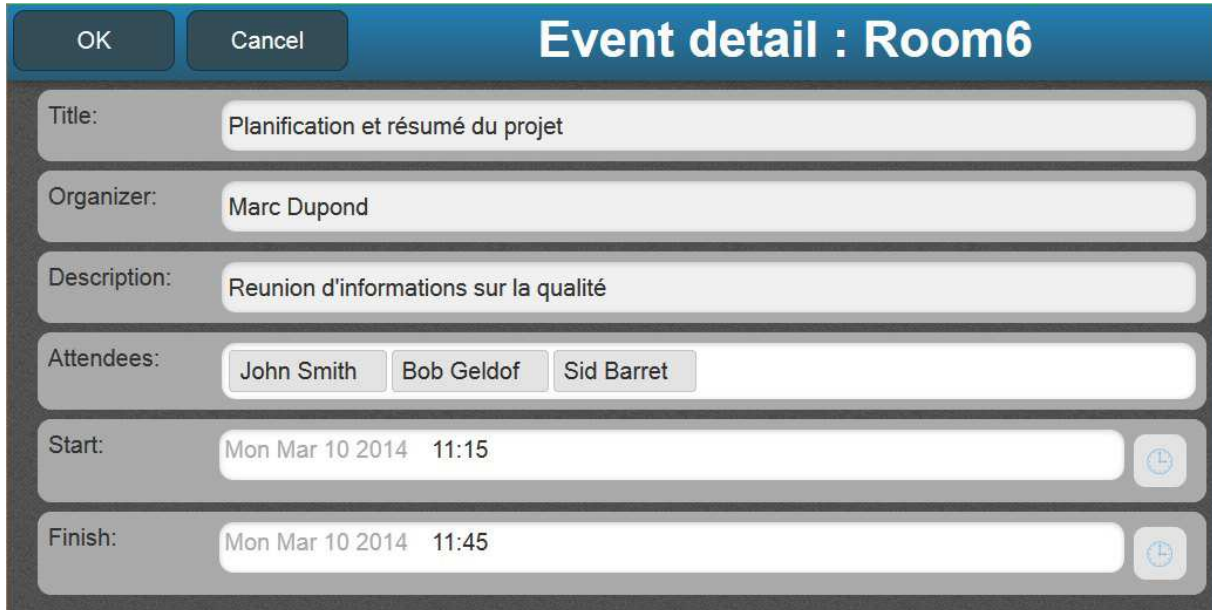
## 3.2 Event functions

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.



The image shows a screenshot of the 'Event detail : Room6' window. It has a blue header with 'OK' and 'Cancel' buttons. Below the header, there are several input fields: 'Title' (Planification et résumé du projet), 'Organizer' (Marc Dupond), 'Description' (Reunion d'informations sur la qualité), 'Attendees' (John Smith, Bob Geldof, Sid Barret), 'Start' (Mon Mar 10 2014 11:15), and 'Finish' (Mon Mar 10 2014 11:45). Each time field has a clock icon to its right.

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



The image shows a time selection grid. It has a vertical arrow on the left with an up arrow at the top and a down arrow at the bottom. The grid contains time slots from 08:00 to 13:45 in 15-minute increments. The 12:00 slot is highlighted in orange.

08:00	08:15	08:30	08:45
09:00	09:15	09:30	09:45
10:00	10:15	10:30	10:45
11:00	11:15	11:30	11:45
12:00	12:15	12:30	12:45
13:00	13:15	13:30	13:45

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