

User manual

SignMeeting - Domino 8.5

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Version 009A_en

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1 Introduction

The goal of this document is to explain how to use and configure SignMeeting Domino 8.5.

SignMeeting Domino 8.5:

- Is the SignMeeting app dedicated to interface with Domino 8.5 server.
- can be used as well with 2 kind of screen layouts:



“Room screen”

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

- Display a subset of meetings taking place on several room 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 rooms places).

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

1.1 Requirements

The following versions must be used:

- Screen composer G3 V3.11.11 (or above)
- Gekkota V3.12.25 (or above)
- IBM Domino server V8.5.x

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

1.1 RFU

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

2 Installation/Upgrade

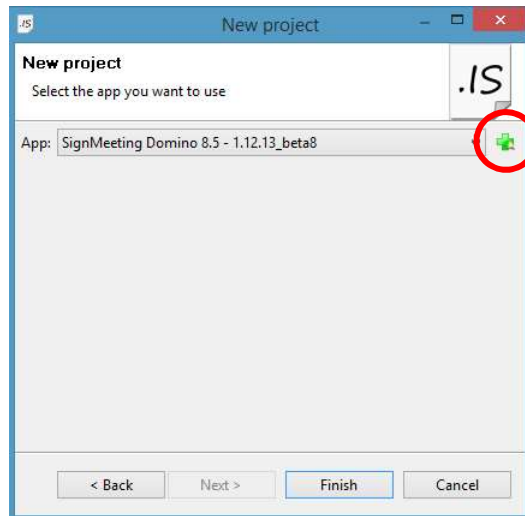
2.1 Installation with Screen Composer

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



In the scrolling list, choose “SignMeeting IPorta – 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

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



In order to generate the App in the new version:

- Modify your old app and then click on ‘Finish’

In order to configure SignMeeting, open the project SignMeeting, click on [Configure SignMeeting Domino 8.5](#) then click on "system" tab.



3.1 Datasource tab

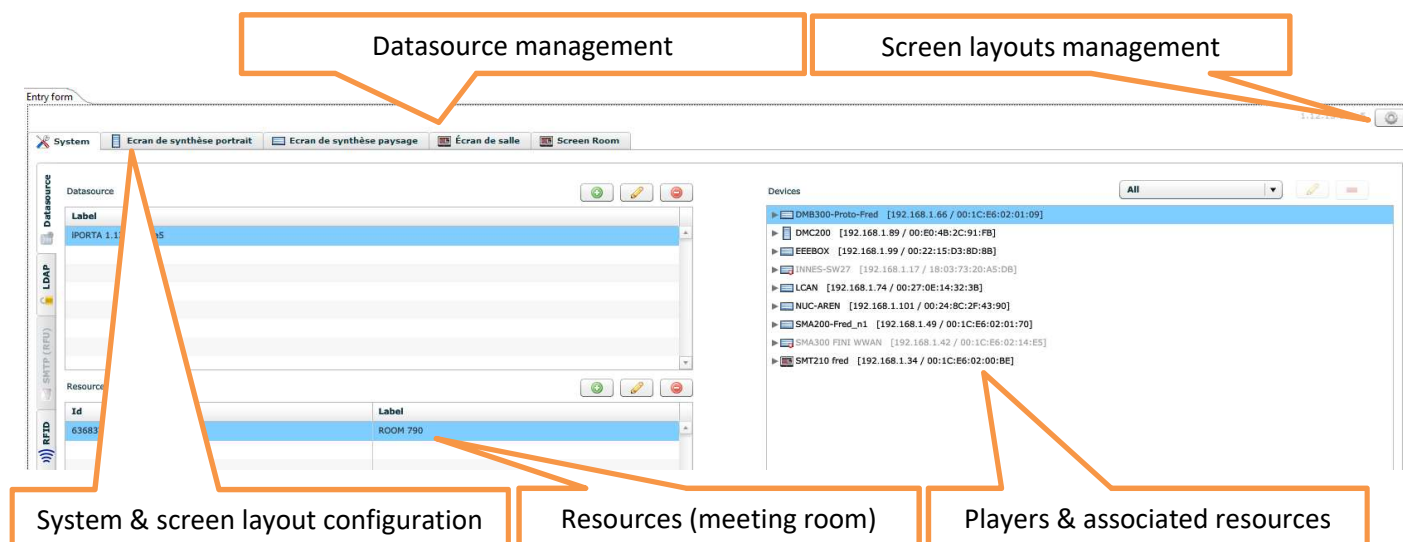
The Datasource tab is permitting to:

- Configure the interface with one (or several) Domino 8.5 system(s) by defining
 - Server URL & password
 - Room id according to Domino 8.5 system
- Configure the players by defining
 - meeting room affectation
 - screen layout mode
 - Room screen
 - Summary screen – landscape
 - Summary screen – portrait

The configuration of datasource can be done easily in 3 steps:

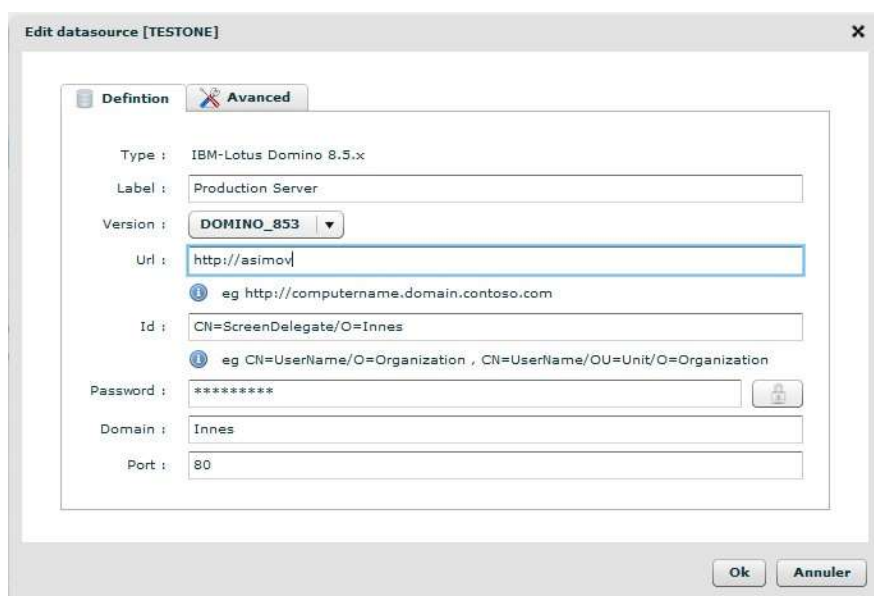
1. Add and configure the datasource
 - Ex: server Domino85_1
 - Ex: server Domino85_2
2. For each datasource, add and configure the resource names (rooms)
 - Ex: Meeting room 1
 - Ex: Meeting room 2
3. Add one or several resource to some players (players can share same resource if required)
 - Ex: PlayerA
 - Meeting room 1
 - Ex; PlayerB
 - Ex: Meeting room 1
 - Ex: Meeting room 2

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



3.1.1 Datasource definition

Datasource permits to configure the interface to connect to Domino8.5 system.



The 'Edit datasource [TESTONE]' dialog box is shown with the 'Definition' tab selected. The fields are as follows:

- Type: IBM-Lotus Domino 8.5.x
- Label: Production Server
- Version: DOMINO_853
- Url: http://asimov
- Id: CN=ScreenDelegate/O=Innes
- Password: *****
- Domain: Innes
- Port: 80

Buttons for 'Ok' and 'Annuler' are at the bottom right.

- **Label** : data source name used in Screen Composer.
- **Version** : currently this is always DOMINO_853.
- **Url** : base url for connecting to the server, typically http://server-name
- **ID** and **password** for the delegate account, the ID should be the full canonical name. The password is the account's internet password (as opposed to an ID, Notes or server password).
- **Domain** is the email domain on the server.
- **Port** is the port used for by the HTTP module to communicate.

3.1.2 Datasource: Advanced options

The advanced options permit to configure:

3.1.2.1 “Refresh”

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

3.1.2.2 “Request Window”

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

3.1.2.3 “Start/End day time”

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

3.1.2.4 “Filter by RQStatus”

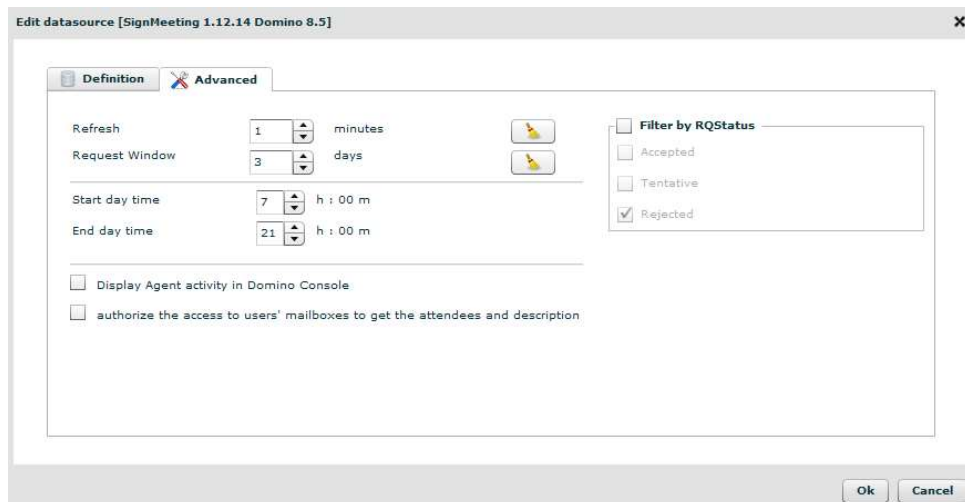
- Option permitting to not display some meeting whose status is
 - “Accepted” and/or
 - “Tentative” and/or
 - “Rejected”

3.1.2.5 “Display agent activity in Domino Console”

- Option permitting to display some traces in Domino server console

3.1.2.6 “Authorize the access to user’s mailboxes to get the list of attendees and the description”

- Option permitting to fetch (or not) description and list of attendees is user’s mailboxes (imply to be logged as single user, and not delegate)



The screenshot shows the 'Edit datasource' dialog box for SignMeeting 1.12.14 Domino 8.5. The 'Advanced' tab is selected. The dialog contains the following options:

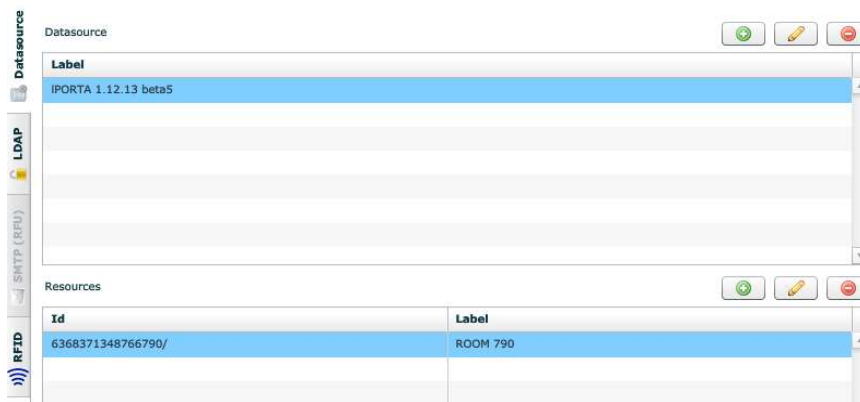
- Refresh:** A numeric input field set to '1' with a unit dropdown set to 'minutes'.
- Request Window:** A numeric input field set to '3' with a unit dropdown set to 'days'.
- Start day time:** A time selection field set to '7' h : '00' m.
- End day time:** A time selection field set to '21' h : '00' m.
- Filter by RQStatus:** A section with three checkboxes: 'Accepted' (unchecked), 'Tentative' (unchecked), and 'Rejected' (checked).
- Display Agent activity in Domino Console:** An unchecked checkbox.
- authorize the access to users' mailboxes to get the attendees and description:** An unchecked checkbox.

At the bottom right, there are 'Ok' and 'Cancel' buttons.

3.1.3 Datasource resources

To edit datasource resources for a given datasource,

- Select the datasource (to activate the focus) then
- Click on **Add**, **Delete** or **Modify** the resource

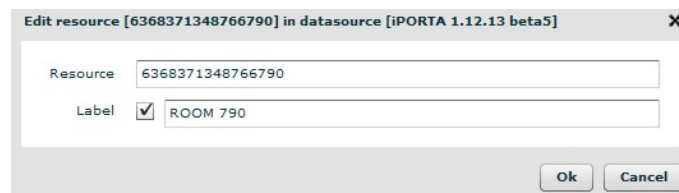


Important: the following characters are forbidden, for the resource :

<> () {} [] = | + \ : * % ! # \$ ^ ? , " ; @

The resource ID **must match exactly** to the resource ID defined in the Domino 8.5 system.

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



SignMeeting displays

- The **label** if it is defined else
- 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:

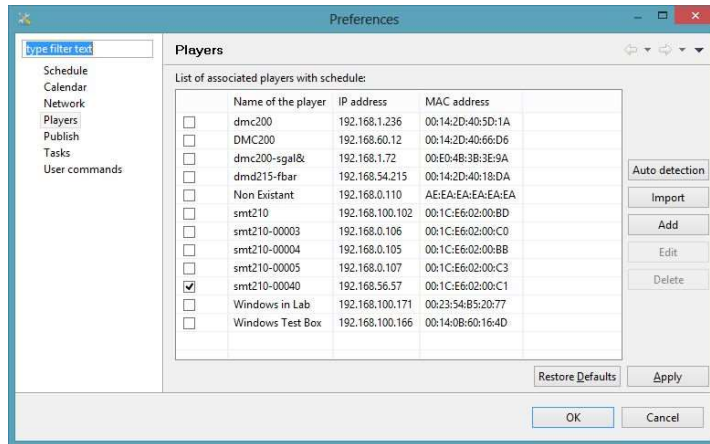
- Filter the devices by screen layout
- Edit/modify a device or resource parameters
- Delete a resource linked to a device



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 the publishing function



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

3.1.4.3 Resource affectation to a device

Once 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



- **Green** : when the both options are activated
- **Blue** : when only the first options is checked (main page)
- **Orange** : when only the second option is activated (reservation page)
- **White** : when none the both option is 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:

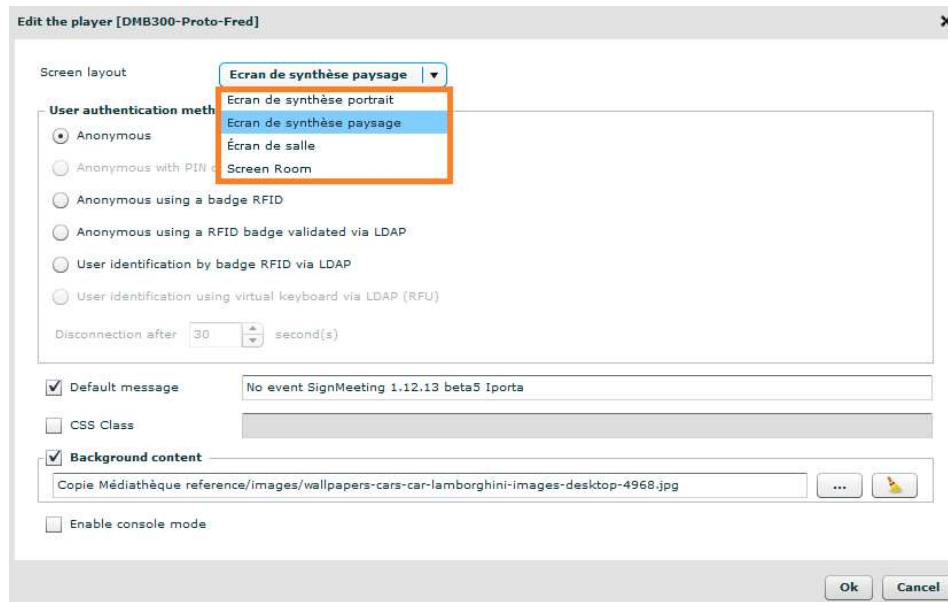
- Predefined pictograms (library of 72 pictograms) or
- Personalized pictograms (generally .png files with transparency)

3.1.4.5 Datasource: device configuration with SignMeeting

3.1.4.5.1 Affect a new screen layout to a player

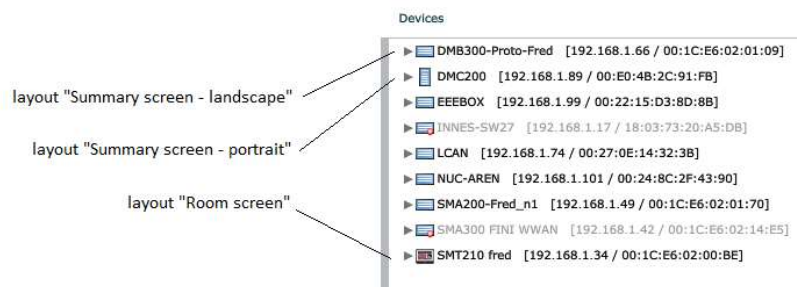
Select a player in the list and click on “edit” button.

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

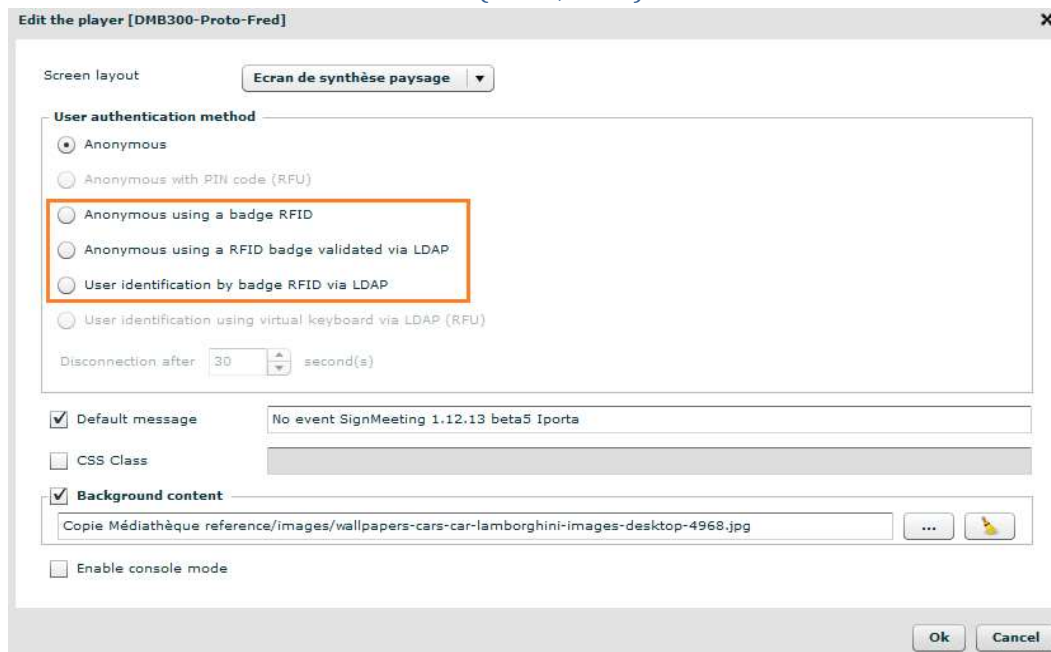


When a new SignMeeting project is created, only one screen layout instance “Room screen” is available. Then it is possible to create

- several other instance 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 access 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:
 - Player A (layout Room screen)
 - CSS class = <cusClass1>
 - Player B (layout Room screen)
 - CSS class = <cusClass2>
- Require CSS configuration file version:
 - 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)

Note: if the Playzilla background is black screen, SignMeeting will display a black screen according to.
 - In mode summary screen
 - The background content is always displayed

3.1.4.5.7 Diagnostic screen

- Diagnostic screen permits to activate diagnostic mode and so display some status information on the SignMeeting interface properly working (Domino8.5 server access, LDAP server access, RFID badge detection).

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 from below to configure properly the LDAP interface:

The screenshot shows the 'LDAP' configuration tab in the SignMeeting interface. It includes the following elements:

- Activate LDAP:** A checked checkbox.
- URL:** A text field containing 'ldap://192.168.1.51'.
- Authentication:** A checked checkbox.
- Login:** A text field containing 'cn=Administrator,cn=Users,dc=exchange2007,dc=Innes,dc=pro'.
- Password:** A text field containing '*****'.
- Search Table:** A table with columns: Enabled, Search, Root, Filter, Attributes, and an Edit button.

Enabled	Search	Root	Filter	Attributes	
<input checked="" type="checkbox"/>	Badge RFID	cn=Functions,dc=exchange2007,dc=Innes,dc=pro	(objectClass=user)	cn, mail, sAMAccountName, uid, badgeID, comment	Edit
<input type="checkbox"/>	PIN Code (RFU)		(objectClass=user)	cn, mail, sAMAccountName, uid, crossReference	Edit
<input checked="" type="checkbox"/>	User	cn=Users,dc=exchange2007,dc=Innes,dc=pro	(objectClass=user)	cn, mail, sAMAccountName, uid	Edit

3.2.1 LDAP URL

Type LDAP server URL

For example:

ldap://192.168.1.10

3.2.2 Authentication

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

3.2.3 Search/Root/Filter

3.2.3.1 Search

“Badge RFID”: is the first axis of research in the LDAP

3.2.3.2 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

“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=innex,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.

3.2.3.4 Badge attributes

3.2.3.4.1 RFID badge

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

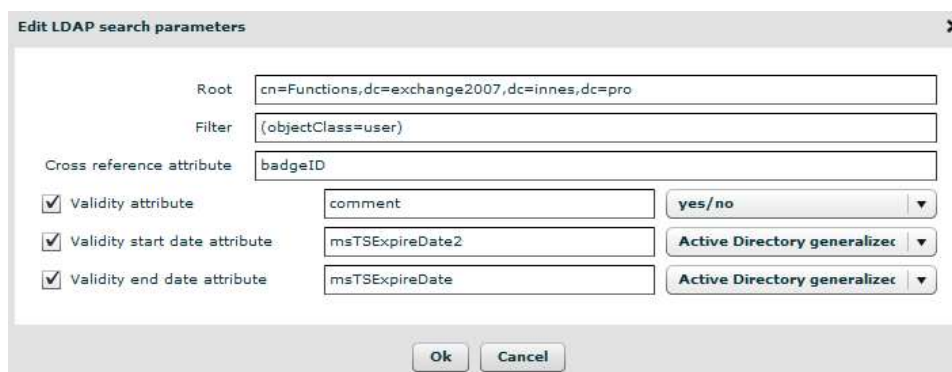
- The default attribute name for the RFID badge is **crossReference** (as example)
Warning: the attribute name does not exist in the LDAP standard attributes, it has to be modified according to your LDAP configuration regarding RFID management.

3.2.3.4.2 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

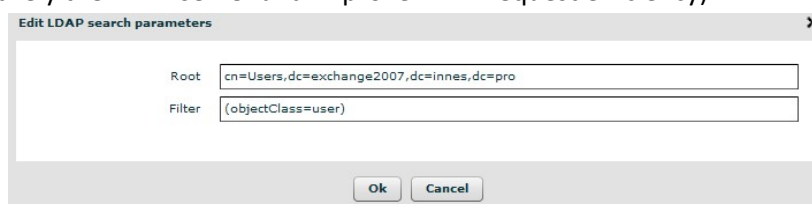
- Active directory generalized time
 - ex : 20151009225600.0Z



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.

3.2.3.4.3 User association to a badge

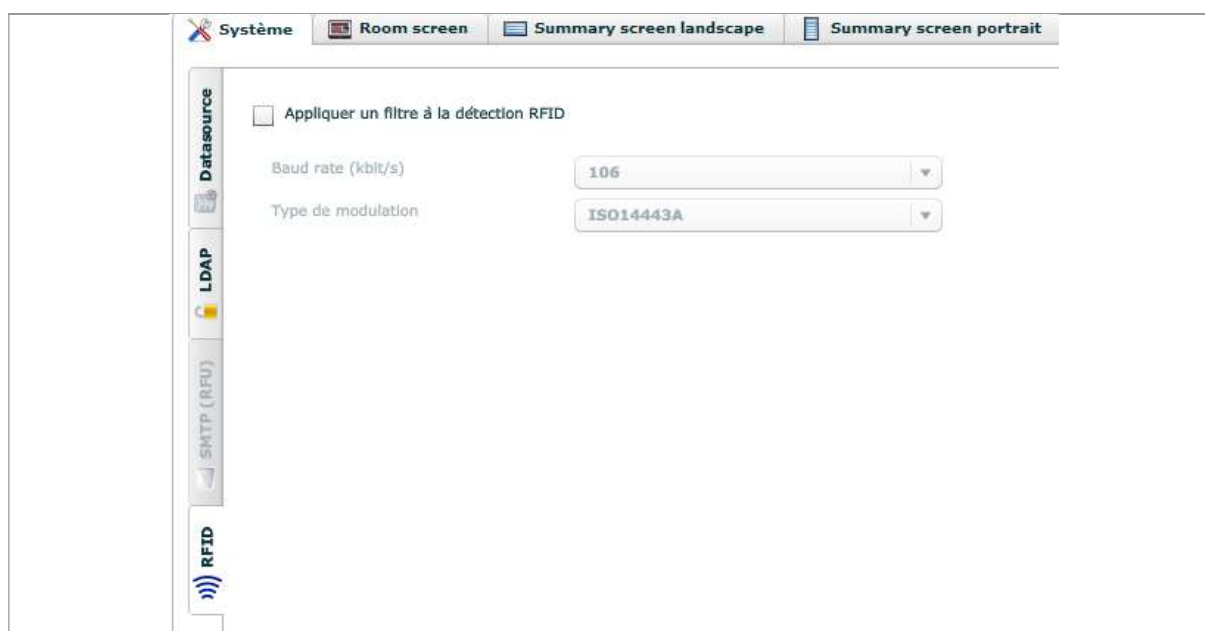
- **Users:** permits to indicate from which DN base the user associated to this RFID badge can be found out.
 - **“Root”:** type DN base (or DN parent base) from where the user can be found out
Note: if any a user is not associated to the RFID badge, SignMeeting will not prevent authentication to SignMeeting
 - **“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)



3.2.3.5 Internal research attributes cn, mail sAMAccountName, uId, badgeID, valid

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

- Cn:
 - RFU : SignMeeting Domino8.5 calendar: no specific action when this attribute is not NULL
- Mail:
 - RFU : SignMeeting Domino8.5 calendar: no specific action when this attribute is not NULL
- sAMAccountName:
 - RFU : SignMeeting Domino8.5 calendar: no specific action when this attribute is not NULL
- uId:
 - RFU : SignMeeting Domino8.5 calendar: no specific action when this attribute is not NULL
- crossReference (par défaut):
 - SignMeeting Domino8.5 calendar: no specific action when this attribute is not NULL
- valid:
 - RFU : SignMeeting Domino8.5 calendar: no specific action when this attribute is not NULL



This screen is 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

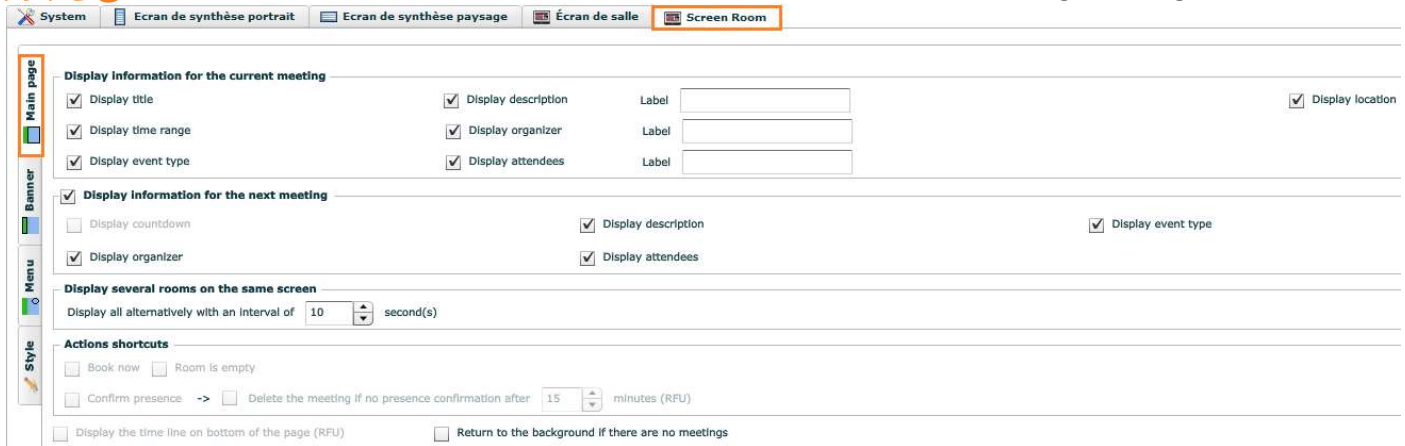
- Current meeting (if any)
- Next meeting (if any)

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:

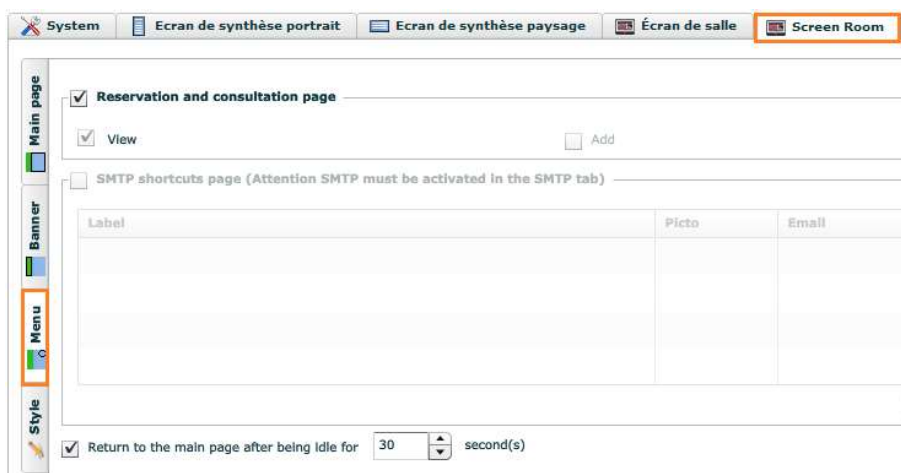
- Banner position
 - Date with different format
 - d/m/yy (ex : 2/12/15)
 - d/m/yyyy (ex : 2/12/2015)
 - dd mmm yyyy (ex : 2 Dec 2015)
 - dd mmmm yyyy (ex : 2 December 2015)
 - Time with different format
 - HH:MM (12)
 - HH:MM (24)
 - Logo
 - Display one room location or all at once
 - Status free(green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

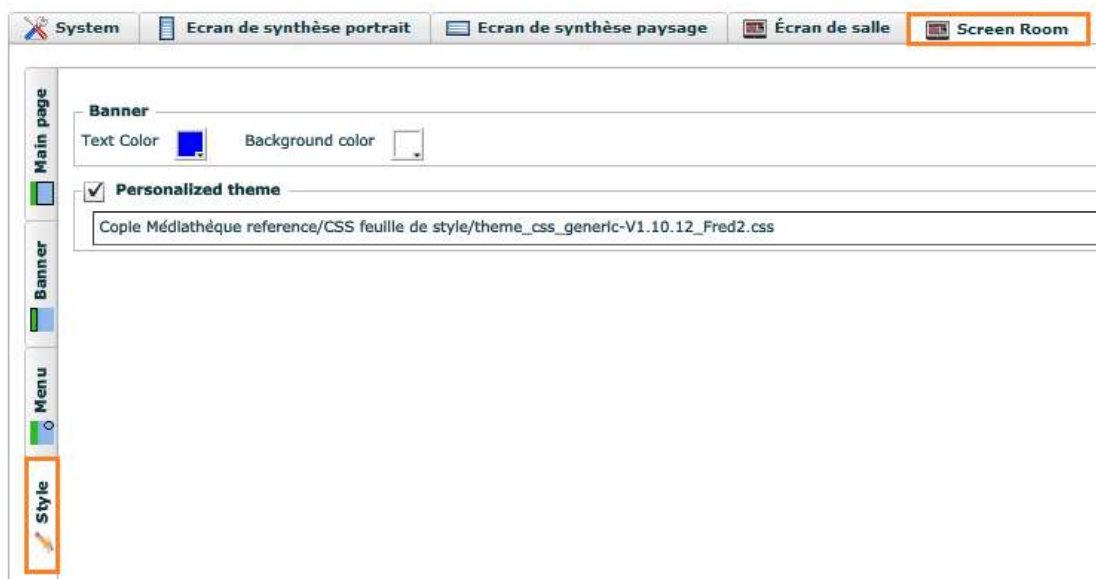
The “style” tab permits to customize the display in term of colour, background and fonts.

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


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: is 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*



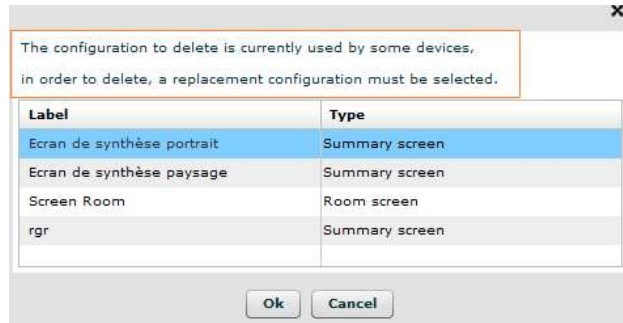
- For portrait, don't forget to apply rotation 90° (or 270°) in the player WebUI (output menu)

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

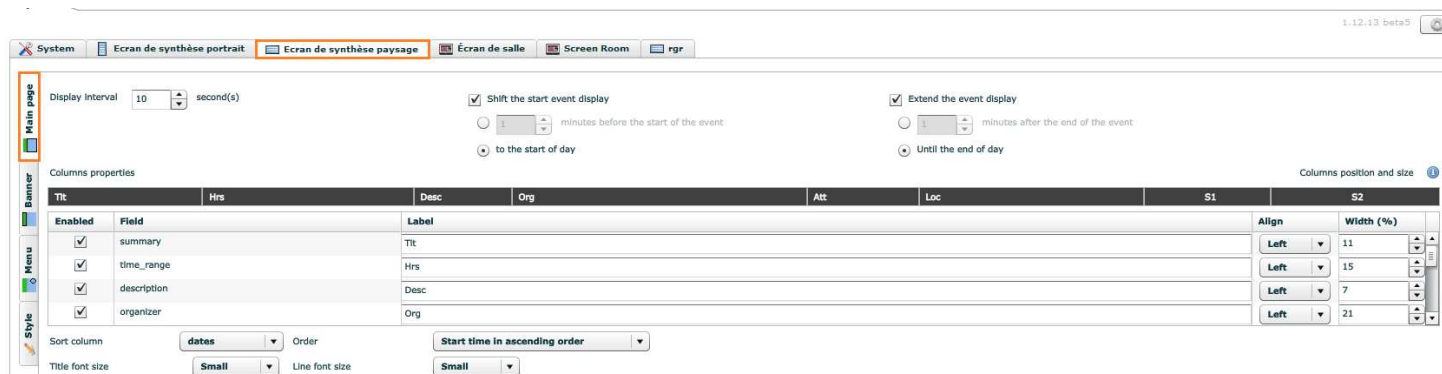
The screen layout type Summary screen permits to display the list of meetings of several room for part of the day or a entire day on an information TV set (or monitor).

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
- 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)

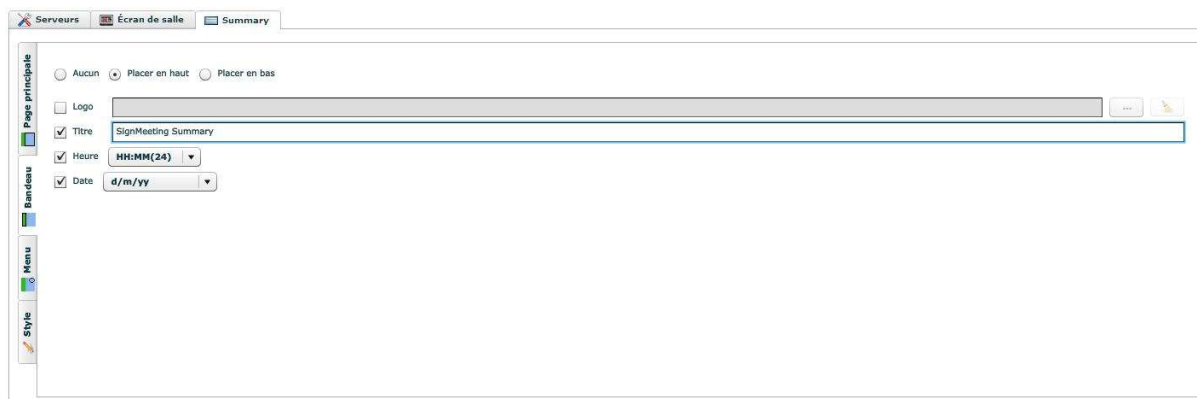
- Sort the meeting by
 - Title, description, organizer
 - Alphabetic, ant-alphabetic
 - Time
 - Increasing or decreasing
 - End time or start time
- Define the alarm
 - Display all the meeting since the morning or any other time
 - Display the meeting only few minutes before they start
 - Display all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



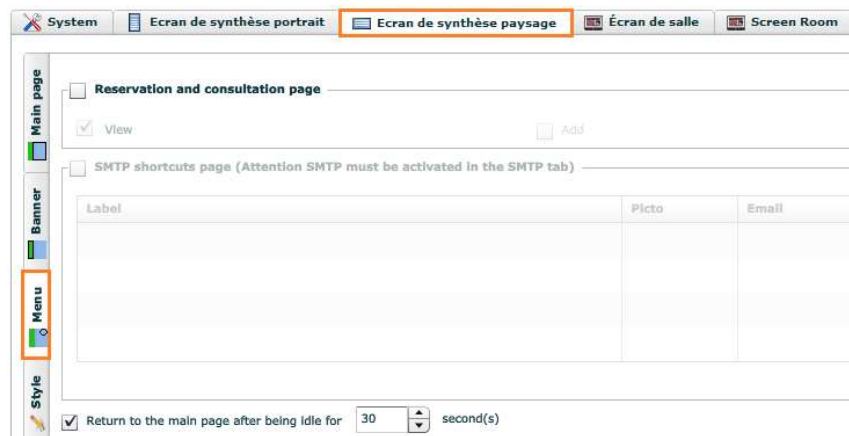
4.3.2 “Banner” tab

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)



- 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

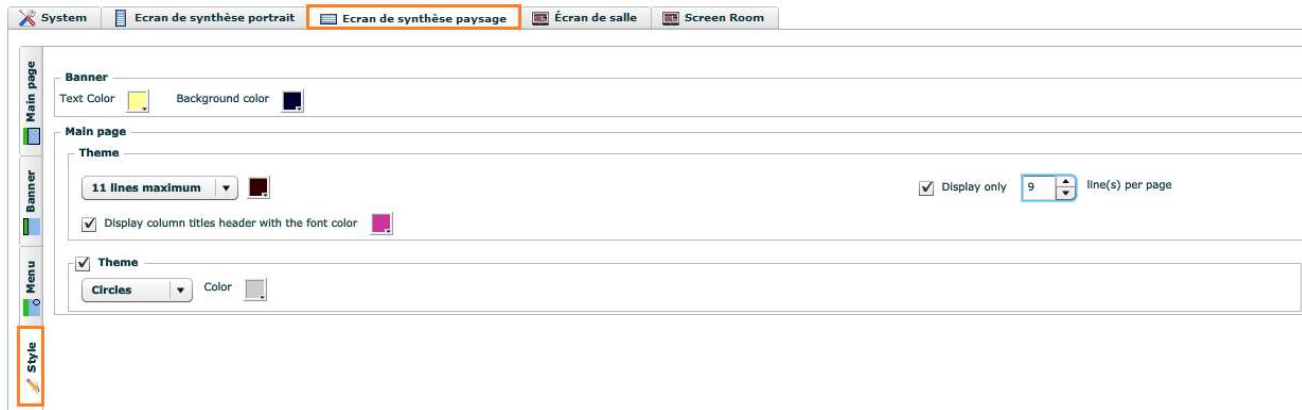


4.3.4 "Style" tab

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)



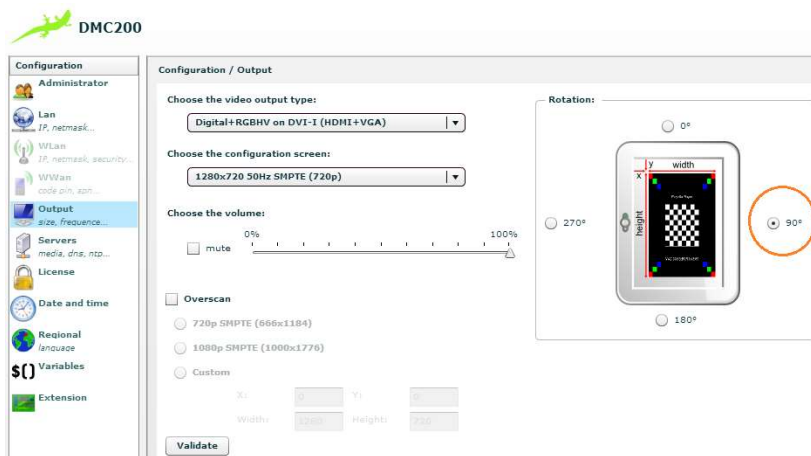
4.4 Summary screen portrait layout configuration

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



17:04

09 December 2015

SignMeeting 1.12.13 beta8

Low	78	Power	100%	07%	AM	51	84
Rennes/Room1	Réunion 96	Réunion 96	16:15 - 17:30	InnesScreenManager			
Rennes/Room1	Réunion 68	Réunion 68	17:30 - 18:00	InnesScreenManager			



5.1 Screen composer: publishing menu

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

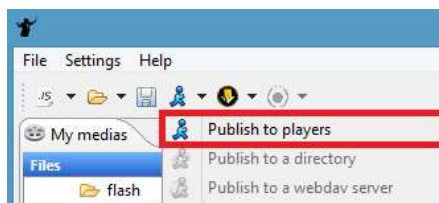


5.2 Screen composer: player (select one or several player)

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

5.3 Screen composer: publish

Click on the button “publish to player”:




6 Using SignMeeting on SMT210 (Room Screen)

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

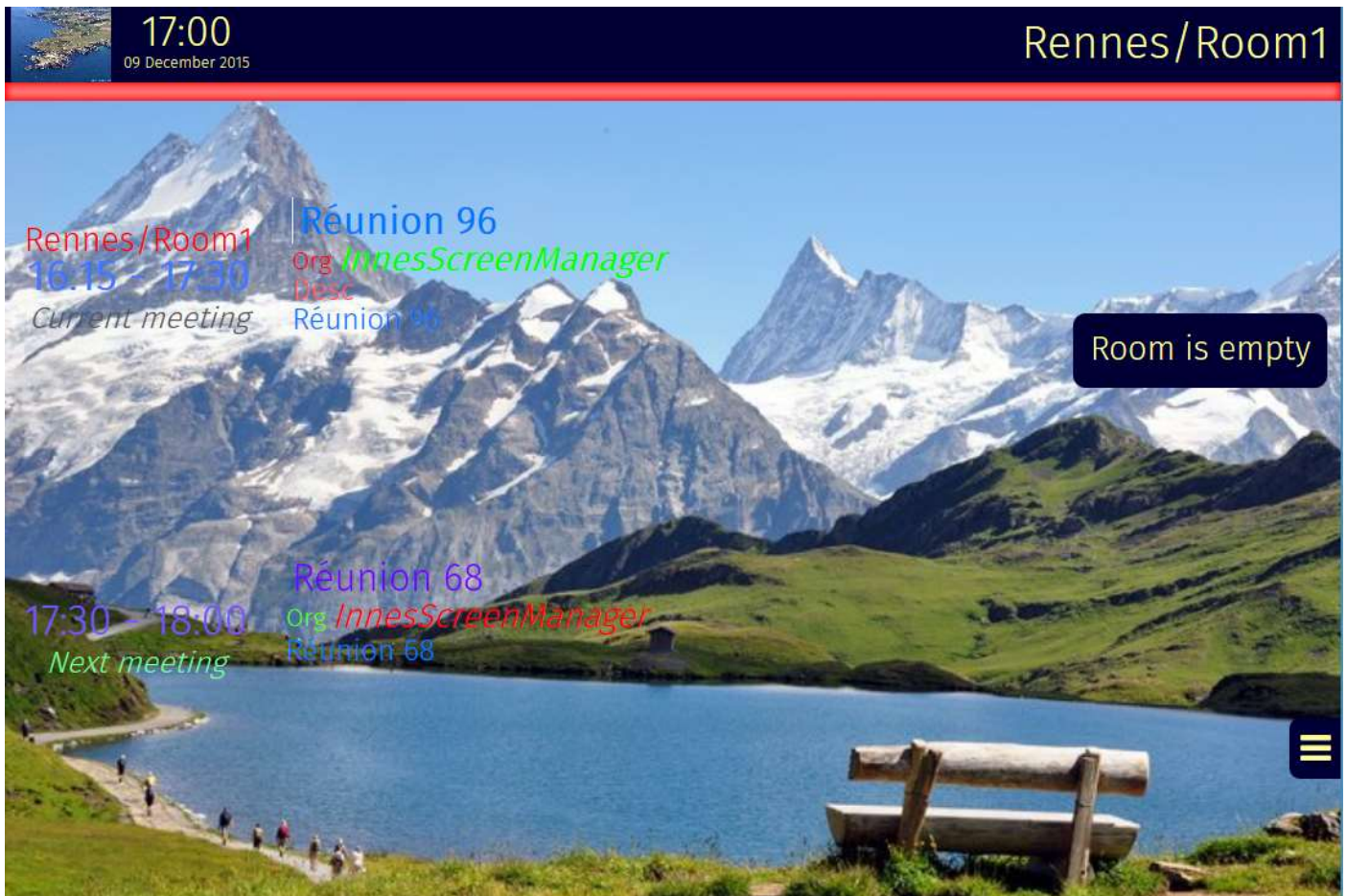
- The current meeting (if any)
- The next meeting (if any)

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 Domino system



6.1 Button « Menu »

“Book a meeting” button permits to show all the current meetings for the selected day.

The screenshot shows the 'Book a meeting' interface. At the top, there's a status bar with the time '12:13', the date '10 2014', and the room name 'Room1/Rennes'. Below this is a blue bar with the text 'Book a meeting' and an 'Add' button. To the right of the 'Add' button are four icons: a plus sign, a minus sign, a pencil, and an eye. Below the blue bar is a timeline for 'Monday 10 March 2014' showing time slots from 8h00 to 16h00. The timeline is divided into four rows: 'Room1/Rennes', 'Room2/Rennes', 'Room3/Rennes', and 'lecture theatre'. Each row shows a grid of time slots. Some slots are highlighted in orange or green, indicating booked meetings. Callouts point to various elements: 'Move back in the timeline' points to a left arrow button; 'Change the current selected day' points to the date '10 2014'; 'Event functions' points to the icons on the right; 'Details for a given room/resource' points to the room names on the left; 'Room timeline' points to the timeline grid; 'Move forward in the timeline' points to a right arrow button; and 'Scroll up/down to reach a given room timeline' points to up and down arrow buttons on the right.

The screenshot shows the 'Meeting Room detail : lecture theatre' form. It has a 'Back' button at the top left. The form contains several input fields: 'Description:', 'Capacity (pers):', 'Resource:', and 'Locality:'. The 'Resource:' field has three buttons: 'Video Projector', 'Air Conditioning', and 'PA system'.

6.2 Button « Room is emptied »

When the room is booked (event1) but there is no one in the room, it is possible to shorten the current meeting (event1) by using “Room is Empty” button and make free the current slot to book immediately another meeting event 2 (if slot is permitting it).

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

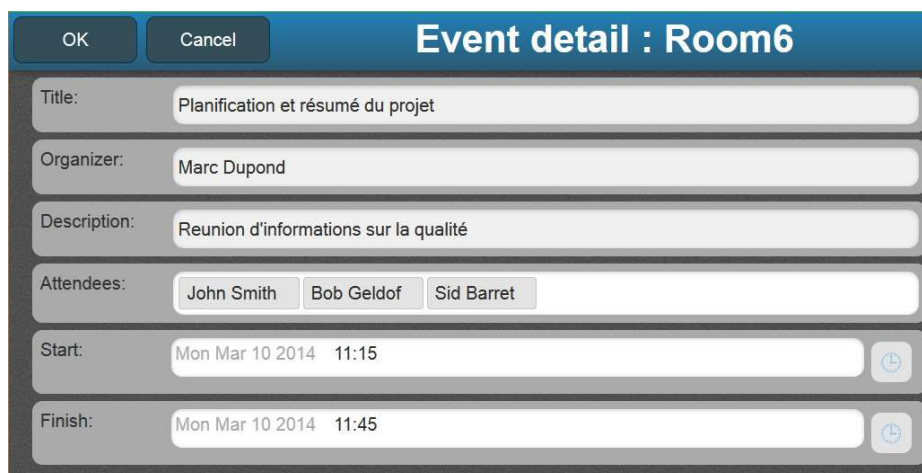
- Ex: meeting event1 is 2h duration (15h – 17h) and room is freed at 16h18.
 - Another user arrive at 16h25, and checking there is no one in the room, uses “Room is empty”
 - The event1 is shorten and kept in URBA calendar with the slot:
 - 15h-16h15
 - If wanted the user can book an new event2 in the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

6.3 Button « Confirm my presence »

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

6.4 Event functions

- **“Add”**: permits to add a new event in the nearest available free space.
- **“Modify”**: permits to modify an event.
- **“Delete”**: permit to delete an event.
- **“View”**: permits to get more detail on the meeting.



- **IMPORTANT**
 - Only the meeting organized by delegate account can be deleted or modified
 - The recurring meetings can not be deleted or modified

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 Appendix

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 require 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;
}

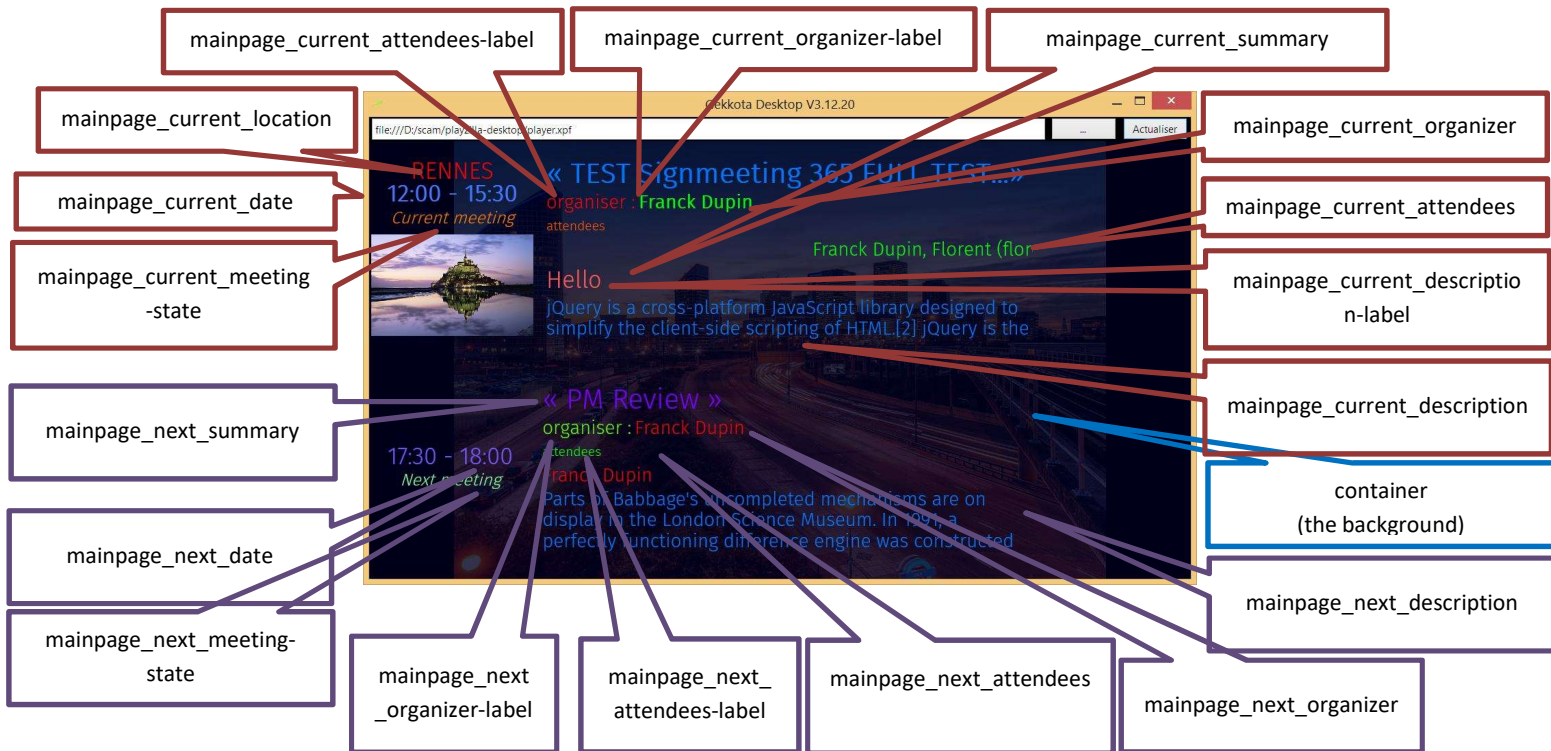
#mainpage_next_organizer
{
  color:#FF0000;
}
#mainpage_next_attendees-label
{
  color:#00FF00;
}
#mainpage_next_attendees
{
  color:#FF0000;
}

#mainpage_next_description
{
  color:#0077FF;
}

#mainpage_next_date
{
  color:#7755FF;
}

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

```



7.1.3 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");
}
```

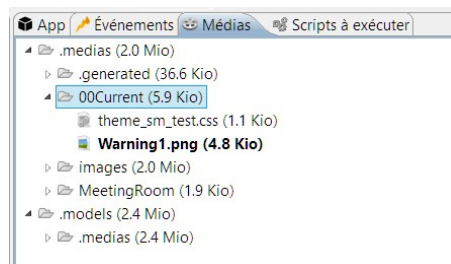
Note: the background image need to be added in media of manifest in Screen Composer.

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

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

Exemple 2 :

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



7.2 SignMeeting mapping

7.2.1 Mapping SignMeeting & Domino 8.5

SignMeeting	ICS	serveur Domino
Id	UID	
Title	SUMMARY	
Location (ressource label)	LOCATION	
Description	DESCRIPTION (DESC)	
Resource Id	RESOURCE, Id	
Time range	DTSTART (START)	
Time range	DTEND (END)	
Organisateur	ORGANIZER, CN	

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 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

15:27
7/8/15

TEST MULTI BANNER

Emplacement	Titre	Description	Horaire	Organisateur	Participant(s)
RENNES	TEST Signmeeting 365 FULL TEST OVERFLOW ETC	jQuery is a cross-platform JavaScript library designed to simplify the client-side scripting of	12:00 - 15:30	Franck Dupin	
RENNES	PM Review	Parts of Babbage's uncompleted mechanisms are on display in the London Science Museum.	17:30 - 18:00	Franck Dupin	

7.3 Add customized attribute in LDAP

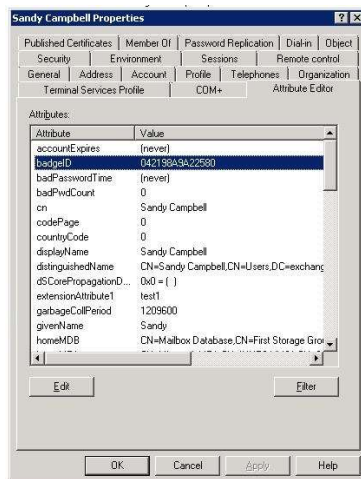
- Either existing attribute of LDAP,
- Or customized attribute (which has to be added to the required class in a directory).

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 Assumptions for Domino server

- The main directory is the default domain directory (names.nsf) and that this database is fully indexed.
- A resource and reservation database is present and active. It contains the necessary resources that are to be displayed on the screens.
- It is also necessary to fully index this database. Typically the resources are physical meeting “rooms” (associated to a geographical site).
- The domino server is contained on a single physical server. The required databases are contained within the same logical server.
- Required Databases
 - Domain directory (names.nsf)
 - Resource and Reservation database
 - Delegate account’s mailbox
 - The server user names have the following Canonical formats
- Optional databases (if “Authorize the access to user’s mailboxes to get the list of attendees and the description” is active)
 - Mailboxes for users managing and attending meetings.
- CN=username\O=Organization (or CN=username\OU=Unit\O=Organization)

The server is opened to Web Connections and is visible on the same network as the players (HTTP module active).

7.4.1 Domino Server Configuration

Before proceeding with the server configuration, please ensure that

- you have the **signmeet.nsf** file located in the root Web Service (and not in subdirectory Web Service).
- the **signmeet.nsf** must not be renamed.
- Require basic authentication to be activated on the **signmeet.nsf**

Attention: the interface **signmeet.nsf** need to be change for version SignMeeting v1.12.14 (and above). Please uninstall previous nsf version and install the new one delivered with SignMeeting.

The following tasks have to be completed on the Domino server in order to make SignMeeting Domino 8.5.x edition operational:

- Grant access to the domain directory, the RnR DB and all required mailboxes to the ID (user account) that are used to Sign the SignMeeting Agent.
- Add a delegate user with mailbox and password, this mailbox should be fully indexed.
- Install and Sign the SignMeeting Web Service Agent.
- Grant access to the SignMeeting Agent to the delegate account.
- Configure the server to allow Web Service to be operational.

Each of these steps is detailed in the following sections.

7.4.2 Rights

In order to complete these tasks “Full Administrator” rights to the Domino server are required. It is also assumed that the person has basic knowledge about IBM Domino server administration.

7.4.3 Delegate account

The delegate account is used for two purposes:

- Is the entry point for the Web Service Agent and
- Permits to store the meetings created when SignMeeting is used in “Anonymous” mode.

All screens connect to the Domino server using this account. This account must have:

- a mail box and
- an internet password defined. (The 'Internet password' field is located on the Basics tab of the Person document.)

To create a new mailbox, from IBM Domino Administrator use the menu option

- *file*
 - *application,*
 - *new option.*

To add a new user, from IBM Domino Administrator, navigate to:

- *People and Groups,*
 - *Directory,*
 - *People*
 - choose the option *Add a person.*

The following is the minimum required information

- Name
- User Name
- Password
- Email type
- Email domain
- Email server
- Email File

7.4.4 SignMeeting Web Service Agent

7.4.4.1 SignMeet.nsf

The SignMeeting Web Service agent is an NSF file located in the delivery subdirectory **WebServices**.

- **WebServices**
 - **signmeet.nsf**

The Web Service agent has to be installed and signed on the Domino server.

7.4.4.2 ID: full access to database

The ID used to Sign the Agent must have full access to the following databases.

- Main directory server directory (names.nsf)
- Resource and reservation database
- Mailboxes for people who manage and attend the meetings.

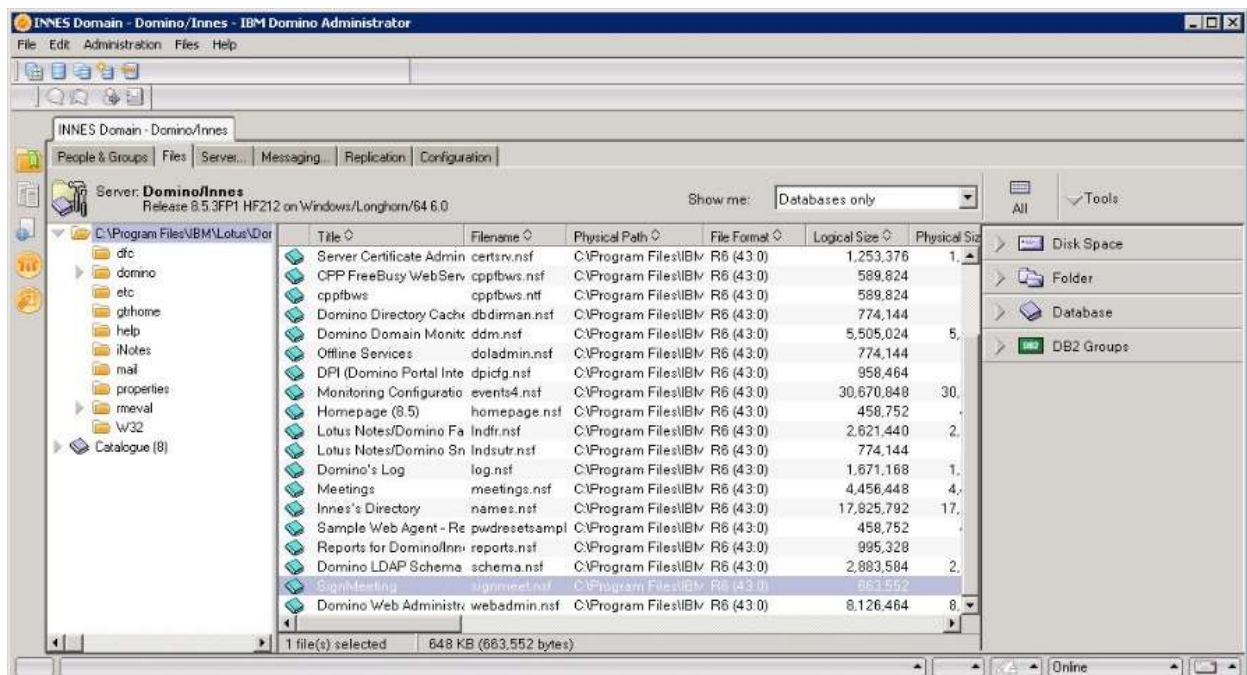
Note: It is useful to create a specific ID file for running agents. This ID should be limited to only running Agents.

The Web Service Agent (signmeet.nsf) should be copied directly to the server's data directory, the default location is:

C:\Program Files\IBM\Lotus\Domino\data.

The file should be set to read/write access in the operating system.

The new service appears automatically in the IBM Domino Administrator files tab (type F9 to refresh).



7.4.4.3 Ensure that a consistency check is not required.

Double clicking on the agent permits to try and open it.

I case this message appears:

"The database cannot be opened because a consistency check of it is needed"

- further action is required:
 - Run the fixup task against the database
 - either by right clicking on the SignMeeting web agent and selecting fixup
 - or using the command line from the console.

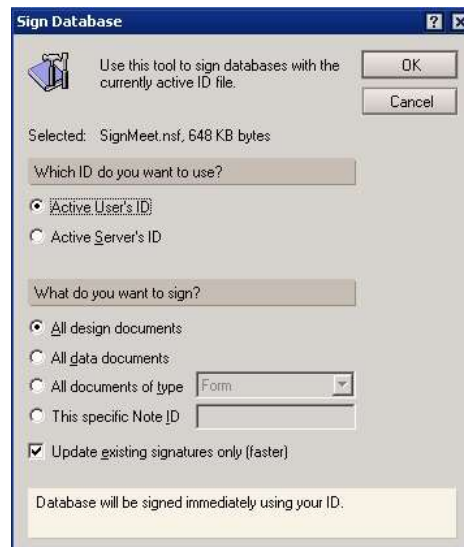
A message is given in the console to indicate that

- the Web Agent is correct and
- the checking process has finished.

7.4.4.4 Ensure that you are connected using the Signing ID

When Signing an NSF have choice between User or Server ID. To change the current user ID use the Domino option : File -> Security -> Switch ID. In order to sign the application, right click on SignMeeting and select the Sign... option.

Then this screen appears:



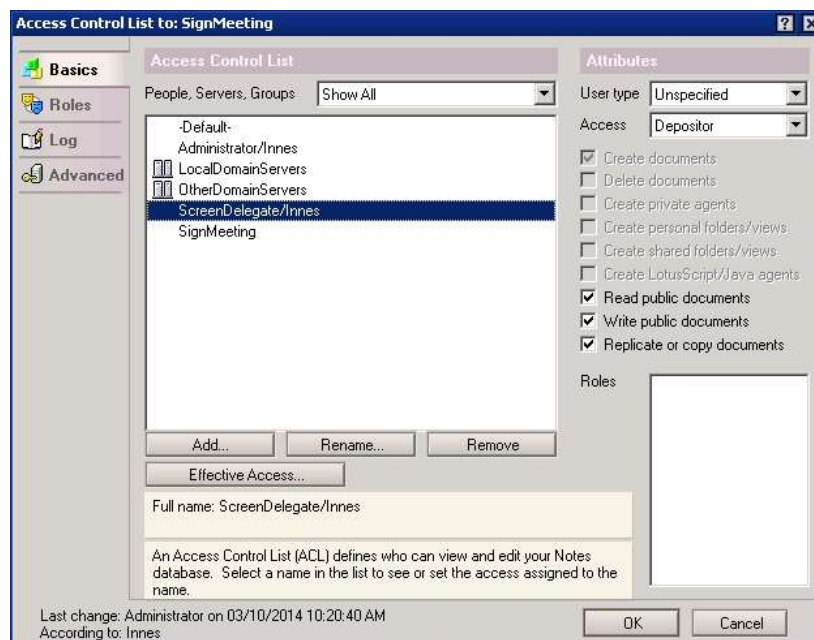
It is recommended to use the default options, adjust if required and press OK

7.4.5 Access Control for the SignMeeting Agent

7.4.5.1 Manage

In IBM Domino Administrator right click on SignMeeting Web Service agent and choose *Manage*

Access Control,



- The “**user type**” configuration can be set to “Unspecified”
- The “**Access**” has to be set to “Depositor” at minimum.

In order to manage the Web Service agent Administrator profiles should be added as well with the appropriate access levels.

7.4.5.2 Default configuration access

In the delivery of SignMeeting Web Service Agent, the Default access is:

- Default: enabled.

Once the delegate and administrator profiles have been added, the default should be set to:

- Default: no Access.

7.4.5.3 Add delegate account later on

If case the delegate account is not present yet, it can added later on using the “Add” option.

7.4.6 Domino Server Document: “security” and “internet protocol”

Administrator can navigates through document:

- Domino Server Configuration document
- Domino Server document
- Domino Server Current Server document

In IBM Domino “Current Server document”, two actions are required:

⇒ “Security” tab

- Sub-tab “Programmability Restrictions”
 - “Sign or run unrestricted methods and operations”
 - ⇒ add the user name of the account that signed the SignMeeting Web Agent.

⇒ “Internet Protocols” tab

- Sub-tab: “Domino Web Engine”
 - Section Web Agents and Web Service
 - ⇒ set the option “Run web agents and Web Service unconcurrently”.

Than save configuration.

7.4.7 Check Access

Before proceeding with the configuration of SignMeeting in Screen composer, self-test the Web Service as the following:

- Open a web browser in a client PC (able to access to the server)
 - <http://server-name:80>
 - *Default home page on the server has to be displayed*



- To check the Web Service access use the following URL
 - <http://server-name:80/SignMeet.nsf/Meetings/webservicename?OpenWebService>

That is prompting for:

- user name
- password

Now the delegate account credentials can be used.

- *Browser: default page for the Web Service.*

