

**User manual**  
**SignMeeting EWS**  
**Exchange 2007-2019**  
**& Microsoft 365**

**Version 1.13.11 001H\_en**

**March 2021**

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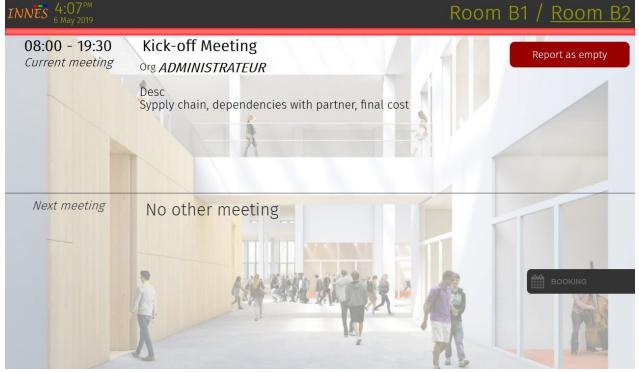
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## 1 Introduction

The goal of this document is to explain how to use and configure **SignMeeting Exchange**.

**SignMeeting Exchange** is dedicated to work with these calendar system versions: MS-Exchange 2007-2019 & Office 365.

**SignMeeting** can be used with 4 ways of screen layouts:

<h3>Room screen</h3> <p>Installed on device SMT210 (supporting touch screen) which is placed close to the meeting room door, the App allows to:</p> <ul style="list-style-type: none"> <li>• Display current meeting on first line and next meeting on second line,</li> <li>• Support the instant booking by easy button pressing,</li> <li>• Support booking of current room connected in real time to calendar system.</li> </ul>	<h3>Room label</h3> <p>Installed on SMH300 device, which is connected to several SLATE106 devices (greyscale display), which are placed close to the meeting room door, the App allows to:</p> <ul style="list-style-type: none"> <li>• Display the current meeting at the half top of the screen (or the next meeting if there is no current meeting taking place now),</li> <li>• Display the second meeting at the half bottom of the screen (when a previous meeting is announced at the half top of the screen).</li> </ul> <p><i>Note that the refresh periodicity is 15 minutes for the SLATE106</i></p>																											
 <p>The INNES Room screen displays the following information:</p> <ul style="list-style-type: none"> <li><b>Top Bar:</b> INNES 4:07 PM, 6 May 2019</li> <li><b>Current Meeting:</b> 08:00 - 19:30, Kick-off Meeting, Org ADMINISTRATEUR, Desc Supply chain, dependencies with partner, final cost.</li> <li><b>Next Meeting:</b> No other meeting.</li> <li><b>Buttons:</b> Report as empty, BOOKING.</li> </ul>	<p><b>11/6/2020</b> <b>Room 1</b></p> <p><b>14:00 - 16:00</b>  <b>Kick-off meeting</b>  Organisateur Innes Screen Manager  Description Samples delivery, dependencies, integration plan, mass production</p> <p><b>Next meeting</b> <b>Project Meeting</b>  17:30 - 19:00</p> <p><b>Book now</b></p>																											
<h3>Summary screen by event</h3> <p>Installed on any INNES device connected to information screen, the App allows to:</p> <ul style="list-style-type: none"> <li>• Display in a list a subset of meetings taking place on several room on a dedicated day (or part of day) in a list,</li> <li>• 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/downstairs, lift, cloakroom),</li> <li>• With this layout mode, several pages can be displayed in case many resources.</li> </ul>	<h3>Summary screen by resource</h3> <p>Installed on any INNES device connected to information screen, the App allows to display a subset of meetings taking place on several room on a dedicated day (or part of day) with a calendar overview. In this layout mode, several pages can be displayed in case many resources.</p>																											
 <p>The INNES Summary screen by event displays the following information:</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Title</th> <th>Loc.</th> <th>Att.</th> <th>Sign.</th> </tr> </thead> <tbody> <tr> <td>08:00 - 18:00</td> <td>Project meeting review</td> <td>ROOM 1</td> <td></td> <td>✓</td> </tr> <tr> <td>09:00 - 13:00</td> <td>Kick-off meeting</td> <td>ROOM 2</td> <td>f.olivier@innes.fr, n.nicholas@innes.fr</td> <td></td> </tr> </tbody> </table>	Time	Title	Loc.	Att.	Sign.	08:00 - 18:00	Project meeting review	ROOM 1		✓	09:00 - 13:00	Kick-off meeting	ROOM 2	f.olivier@innes.fr, n.nicholas@innes.fr		 <p>The INNES Summary screen by resource displays a calendar overview of meetings across multiple rooms:</p> <table border="1"> <thead> <tr> <th>Room name</th> <th>11H-12H</th> <th>12H-13H</th> <th>13H-14H</th> </tr> </thead> <tbody> <tr> <td>ROOM 1</td> <td>Project meeting DSD520</td> <td>Innes Screen Manager</td> <td>Project meeting review</td> </tr> <tr> <td>ROOM 2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Room name	11H-12H	12H-13H	13H-14H	ROOM 1	Project meeting DSD520	Innes Screen Manager	Project meeting review	ROOM 2			
Time	Title	Loc.	Att.	Sign.																								
08:00 - 18:00	Project meeting review	ROOM 1		✓																								
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ROOM 1	Project meeting DSD520	Innes Screen Manager	Project meeting review																									
ROOM 2																												

## 1.1 Compatibility

The following versions must be used

• SignMeeting	V1.13.11
• Screen composer	V3.20.15 (or above)
<p> <i>Screen composer 3.20.15 (or above) is required to support the SignMeeting project migration from 1.12.zz version to 1.13.zz version</i></p>	
• Device	
○ Gekkota OS	V4.13.10 (or above) for DMB400/SMA300/DME204
○ Gekkota OS	V4.13.11 (or above) for SMT210
○ Gekkota OS	V4.13.14 (or above) for SMH300
○ Gekkota OS	V3.12.57 (or above)
○ Gekkota RT	V3.12.59 (or above)
• CSS Script	
○ Room label	signmeting_theme_room_screen_V1.13.10.css
○ Room Screen	signmeting_theme_room_screen_V1.13.11.css
○ Summary screen by resource	signmeeting_theme_summarization_by_resource_1.13.10.css
<p> <i>Legacy CSS keeps compatible with this SignMeeting version</i></p>	
• Custom script example	
○ meetingControlDistech_1.13.10.js	
○ meetingControlDoor_1.13.10.js	
<p> <i>⚠ Legacy meetingControl V1.12.zz.js may be not compatible with Gekkota 4</i></p>	

 *The configuration of SignMeeting could also require some system data only held by system administrator system.*

## 1.2 Exchange Online authentication

After October 2020, any new or inactive tenants of Exchange Online will have **Basic** Authentication disabled by default. In the second half of 2021, active Exchange Online users will have **Basic** Authentication disabled.

In both cases, the authentication will be replaced by the **OAuth** authentication.

That implies to create an **Azure Active Directory** (Azure AD) application for your **SignMeeting** Appi. After consent success, enter the generated values supported in the **SignMeeting** appi V1.13.11 (or above):

- an **application (client) ID** value,
- a **client secret** value,
- a **tenant ID** value.

So, after these dates, Exchange Online users must:

- upgrade the **SignMeeting** Appi version to 1.13.11 (or above),
- change their **SignMeeting** Appi configuration.

For further information about the procedure to create an Azure Active Directory application, refer to the [Azure Active Directory support](#) appendix.

Some **PowerShell** scripts can also allow to create the application and get in return the same values as showed above. For further information, refer the [PowerShell scripts for Azure Active Directory support](#) appendix.

## 1.3 RFU

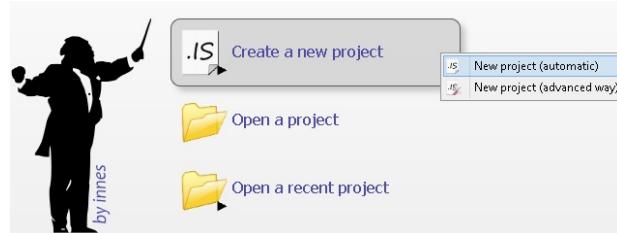
The items stamped **RFU** are meaning that the function is not yet working and is reserved for future use.

## 2 Installation/Upgrade

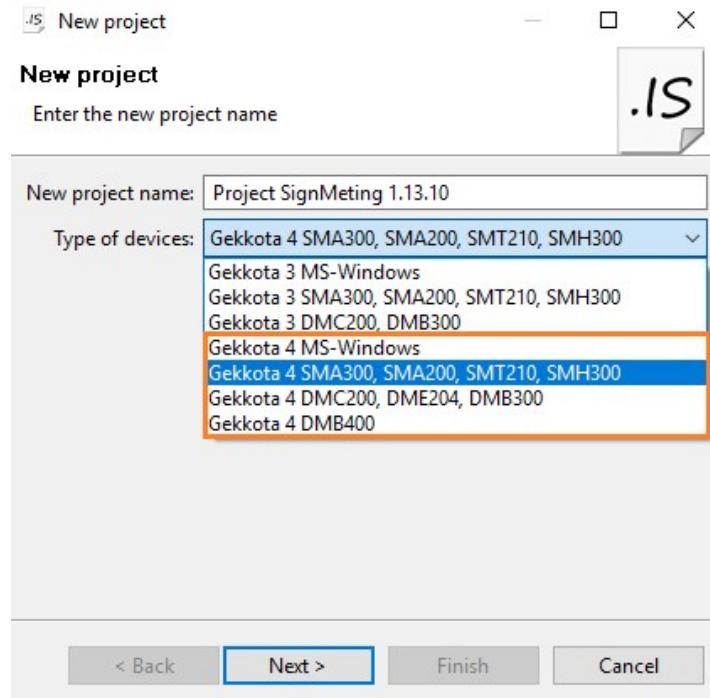
### 2.1 New project SignMeeting with Screen Composer

Ensure you are working with **Screen Composer V3.20.15**. If not, install it.

Open **Screen Composer** and create a new project:



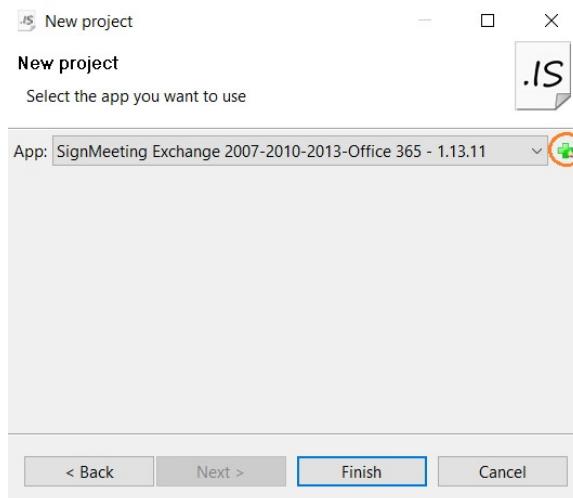
Whatever your device, select a **Gekkota 4** project type among the list:



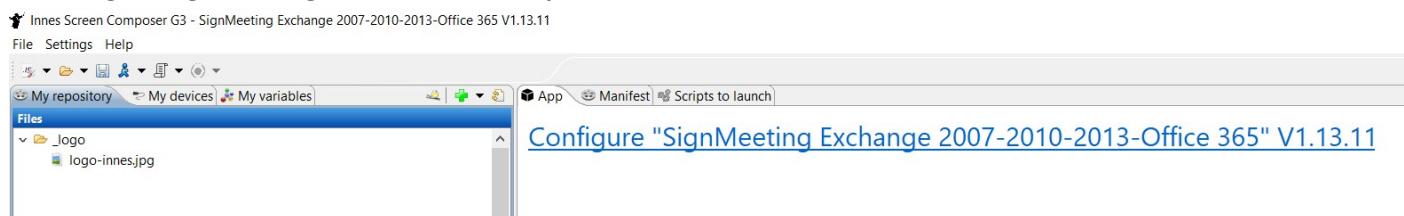
For example, select the **Gekkota 4 SMA300, SMA200, SMT210, SMH300** item then press **Next**.

In the scrolling list, choose **SignMeeting Exchange 2007-2010-2013-Office 365 – 1.13.11**.

If this SignMeeting App version has never been installed, import it by loading the .appi file with the  button. Check that is is the lastet available version by connecting to <https://www.innes.pro> > support > Screen Composer G3 > App.



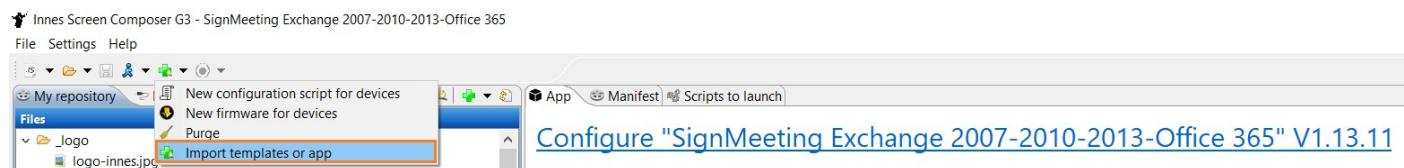
To configure **SignMeeting** inside **Screen Composer**, click on the blue link:



## 2.2 Project SignMeeting: upgrade

Ensure you are working with **Screen Composer V3.20.15**. If not, install it.

Open **Screen Composer** and open an existing **SignMeeting** project. And select **Import templates or apps**:

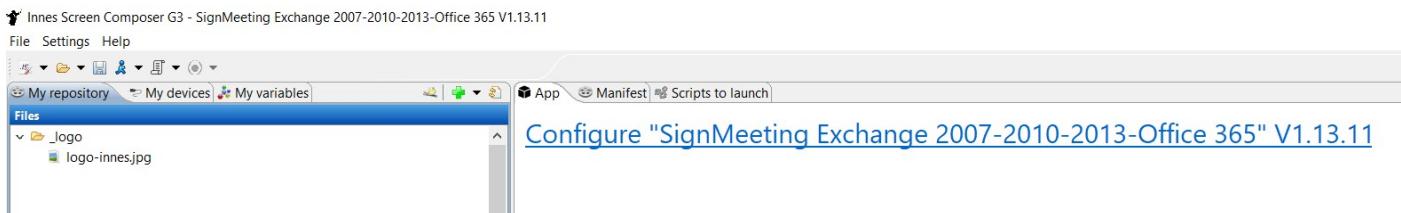


Then, press on the link [Configure "SignMeeting Exchange 2007-2010-2013-Office 365"](#) to edit the form.

Do click on **Finish** button to complete the version upgrade.

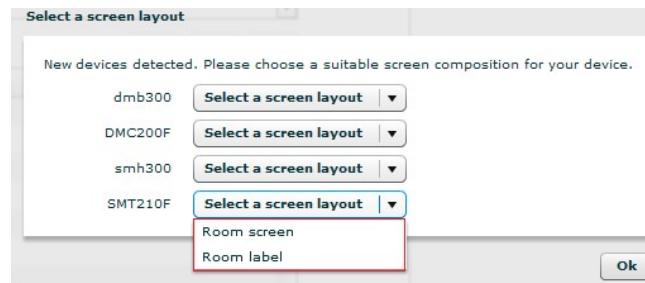
### 3 System tab

To configure **SignMeeting**, open the **SignMeeting** project, click on the [Configure "SignMeeting Exchange"](#) link:

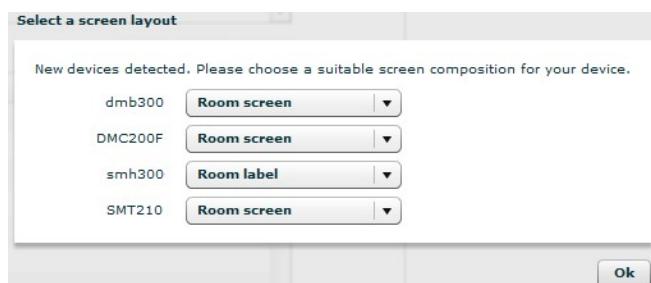


When some devices are registered for your project, it is required to select a default layout for each of your devices.

Only the choices **Room screen** and **Room label** are proposed at this step for new project.



Example:



It is possible to create afterwards some new others layout types like:

- **Room screen** (for SMT210),
- **Room label** (for SMH300 connected to SLATE106 devices),
- **Summary screen by event:**
  - Landscape,
  - Portrait.
- **Summary screen by resource:**
  - Landscape,
  - Portrait.

### 3.1 Datasource tab

Click on **System** tab. The **Datasource** tab allows to:

- Configure the interface with one or several Exchange calendar server(s) by defining
  - The server URL & password,
  - The Room id according to the resource email in the Exchange calendar system,
  - One **datasource** for each calendar system:
    - *Ex: datasource1 => Office 365 / delegate account 1:*
      - Meeting room resource 1,
      - Meeting room resource 2,
      - Meeting room resource 3.
    - *Ex: datasource2 => Exchange 2013 / delegate account 2:*
      - Meeting room resource A,
      - Meeting room resource B,
      - Meeting room resource B.
- Configure the **Devices** by defining:
  - The meeting room resource affectation,
  - The different screen layouts:
    - **Room screen**,
    - **Room label**,
    - **Summary screen by event** (landscape, portrait),
    - **Summary screen by resource** (landscape, portrait).

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

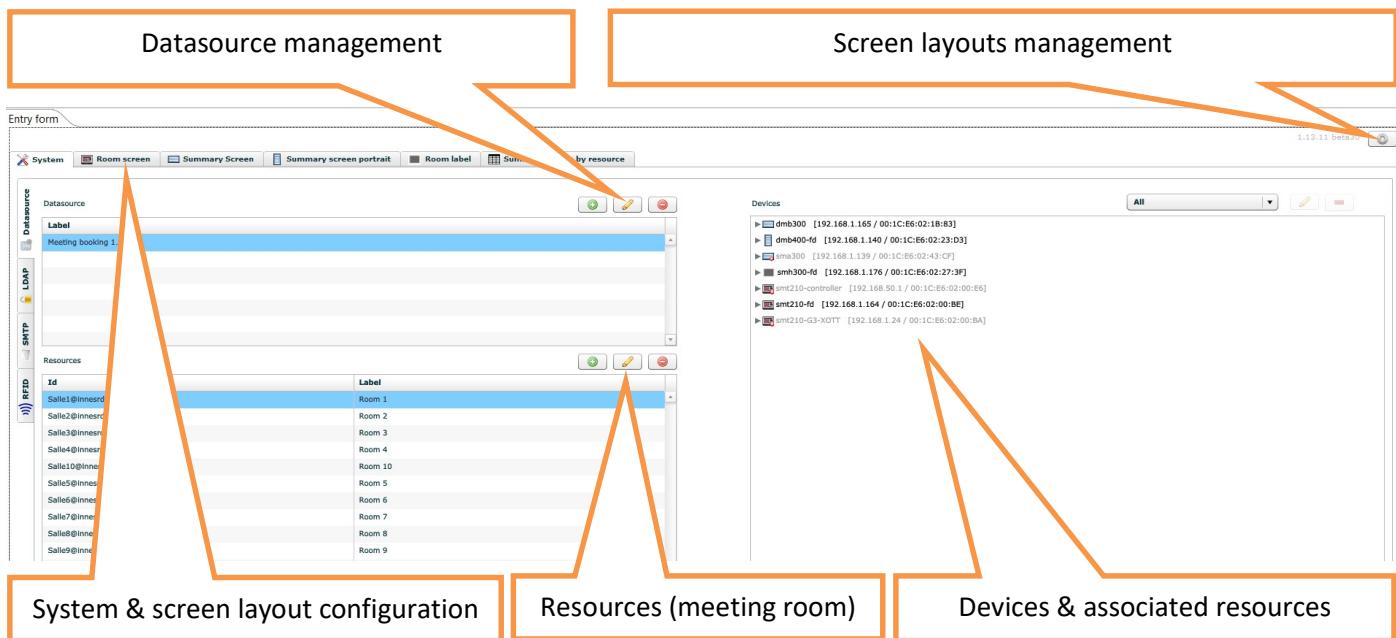
1. Add and configure the **datasource**:
  - For example:

*Exchange server1,*  
*Exchange server2.*
2. For each **datasource**, add and configure the meeting room resource's names
  - For example:

*Meeting room R01,*  
*Meeting room R02.*
3. Add one or several meeting rooms resources to some devices
  - For example:

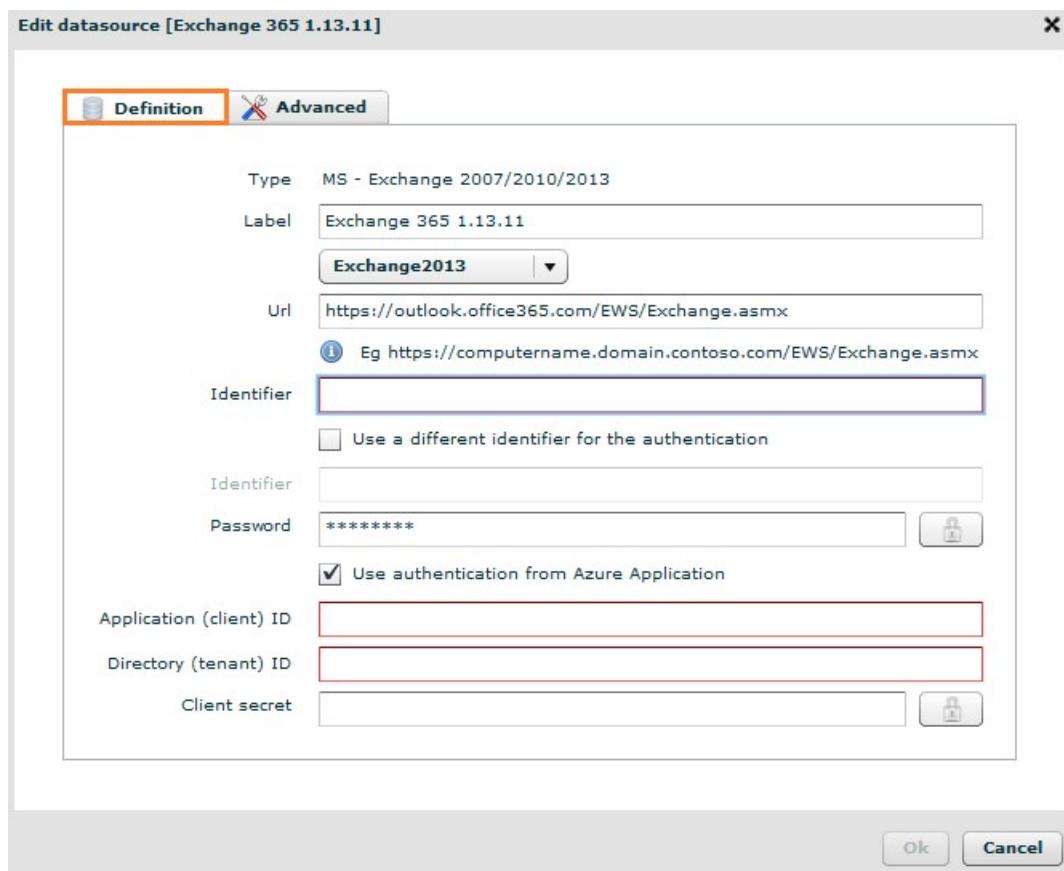
PlayerA:  
*Meeting room R01.*

PlayerB:  
*Meeting room R02,*  
*Meeting room R03.*



### 3.1.1 Datasource: definition

The **Datasource** tab allows to configure the interface to connect to Exchange calendar system.

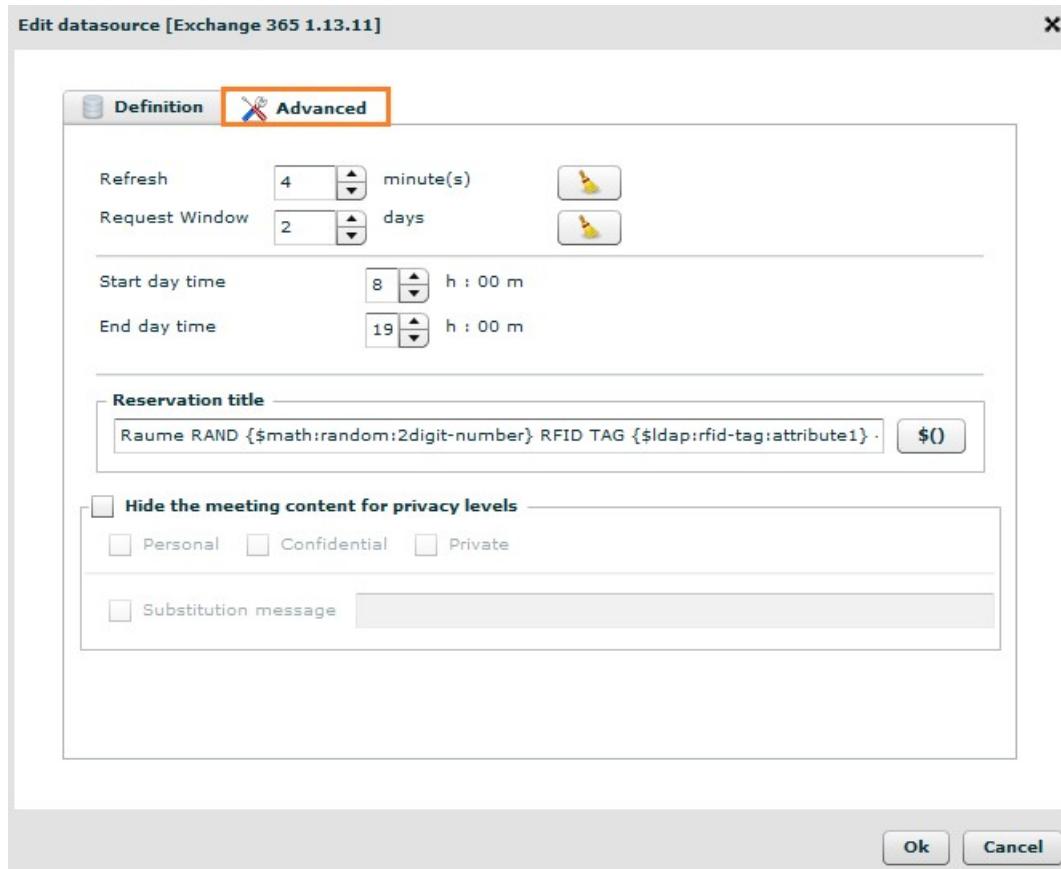


- The **Label** field is free text.
- Select the Exchange generation:
  - *Exchange 2007,*
  - *Exchange 2010,*
  - *Exchange 2013 (Exchange 2013-2019 and o365).*
- The **URL** must contain the right path filename to the Exchange Web service.
- The [delegate account](#) **Identifier (email)** and **Password** to connect to Web service:
  - *Optional: in case a different identifier is used for authentication, select the option Use a different identifier for the authentication and enter the appropriate alternate identifier below.*
- In case using Exchange or Exchange Online with **Basic** authentication, uncheck the option **Use authentication from Azure Application**.
- In case using Exchange Online with **OAuth** authentication<sup>1</sup>, check the option **Use authentication from Azure Application** and fill the appropriate values:
  - **Application (client) ID**<sup>2</sup> value,
  - **Directory (tenant) ID**<sup>2</sup> value,
  - **Client secret**<sup>2</sup> value.

<sup>2</sup>for further information, refer to the *Azure Active Directory* appendix at the end of the document.

### 3.1.2 Datasource: advanced options

The advanced options allow to configure these parameters:



The **Refresh** time:

- Defining the periodicity alarm information updates:
  - Ex: every 10 minutes

*When using until 10 SLATE106 devices, setting the polling period below 5 minutes could prevent slate106 devices to be updated properly.*

The **Request Window**:

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

The **Start/End day time**:

- Defining the working time (start time, stop time) in the booking screen.

The **Reservation title**:

- Defining the pattern used to generate an automatic title label when adding a new meeting with **Room Screen** layout. It accepts free text and/or predefined variables.
  - The default pattern (V1.12.19 or above) is:

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

Corresponding to this title label value rendering

```
Meeting from 11 :00 to 12 :00 - Salle380
```

It is possible to add or delete some variables.

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

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

And press on **DEL** key

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

To add a variable, set the focus where you want\* in the input, then push on the

The available variables are:

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

When using variables in the title, in case the meeting is modified, **SignMeeting** does not upgrade variable value of meeting title according to, especially when using calendar-event time values.

Do not set the focus inside a variable else the button becomes not active.

The types LDAP, Pin Code and User are referring to LDAP panel.

The **Hide the meeting content for privacy levels** option allow to not display the content of meeting having a particular sensitivity:

- **personal**,
- **private**,
- **confidential**.

In this case, it is possible to display a **substitution message**.

The available sensitivity levels supported in Exchange are:

- **normal** or **private** when using OWA (Outlook Web Access),
- **normal**, **personal**, **private**, and **confidential** when using with Outlook thick client (File / Properties / Sensitivity level).

### 3.1.3 Datasource: resources

To edit the resources for a given **Datasource**:

- Select a **datasource** (to activate the focus) in the **Datasource** tab,
- Click on **Add**, **Delete** or **Modify** the resource.

<b>Id</b>	<b>Label</b>	
Salle1@Innesrd.onmicrosoft.com	Room 1	<span style="background-color: yellow;">edit</span>
Salle2@Innesrd.onmicrosoft.com	Room 2	
Salle3@Innesrd.onmicrosoft.com	Room 3	
Salle4@Innesrd.onmicrosoft.com	Room 4	
Salle10@Innesrd.onmicrosoft.com	Room 10	
Salle5@Innesrd.onmicrosoft.com	Room 5	
Salle6@Innesrd.onmicrosoft.com	Room 6	
Salle7@Innesrd.onmicrosoft.com	Room 7	
Salle8@Innesrd.onmicrosoft.com	Room 8	
Salle9@Innesrd.onmicrosoft.com	Room 9	

**A** The resource ID **must match exactly** with the resource ID defined in the Exchange calendar system.

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



**SignMeeting** can display different sort of labels depending on your configuration:

- The meeting room resource's **label** if it is defined,
- The meeting room resource's **Id** if the label is not defined,
- **Exchange lookup, use Id to get complete name,**
- **Exchange lookup use Id to get short name.**

If the checkbox **label** is activated, **label** becomes mandatory.

### 3.1.4 Datasource: device configuration

#### 3.1.4.1 Devices: toolbar

The device toolbar allows to:

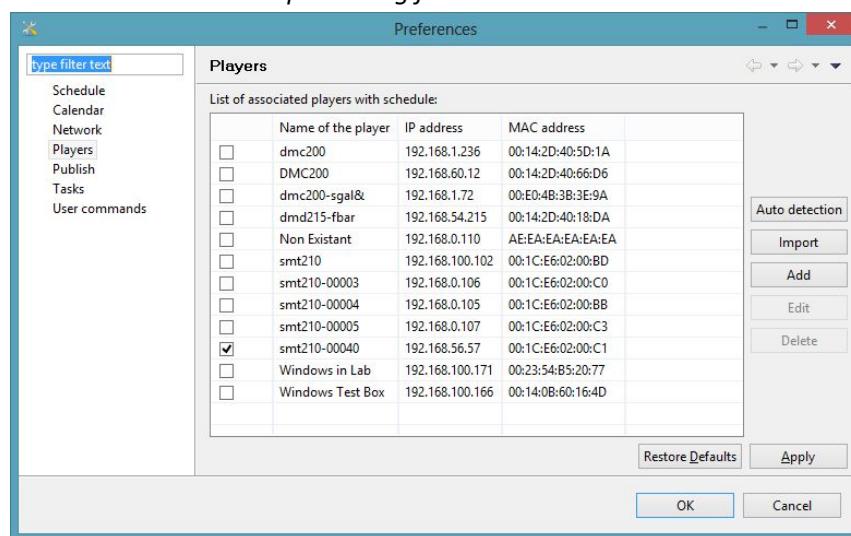
- Filter the devices by layout type:
  - All,
  - Room screen only,
  - Room label only,
  - Summarization by event only,
  - Summarization by resource only.
- Edit a device configuration (to activate for example the LDAP authentication),
- Delete a resource linked to a device.



#### 3.1.4.2 Register the devices in Screen Composer

To be used in **SignMeeting** project, the devices need to be registered first in **Screen Composer**:

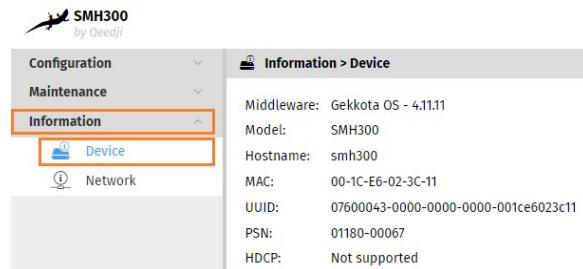
- **Menu Settings:**
  - **Preferences:**
    - **Devices:** to register the devices,
    - **Publish:** to activate the publishing function.



☞ For each device, enter a valid IP address else **SignMeeting** could not work properly.

If **Upnp** is supported on your network, the more efficient way to register the device is to select it among a list of devices by using the auto-detection button.

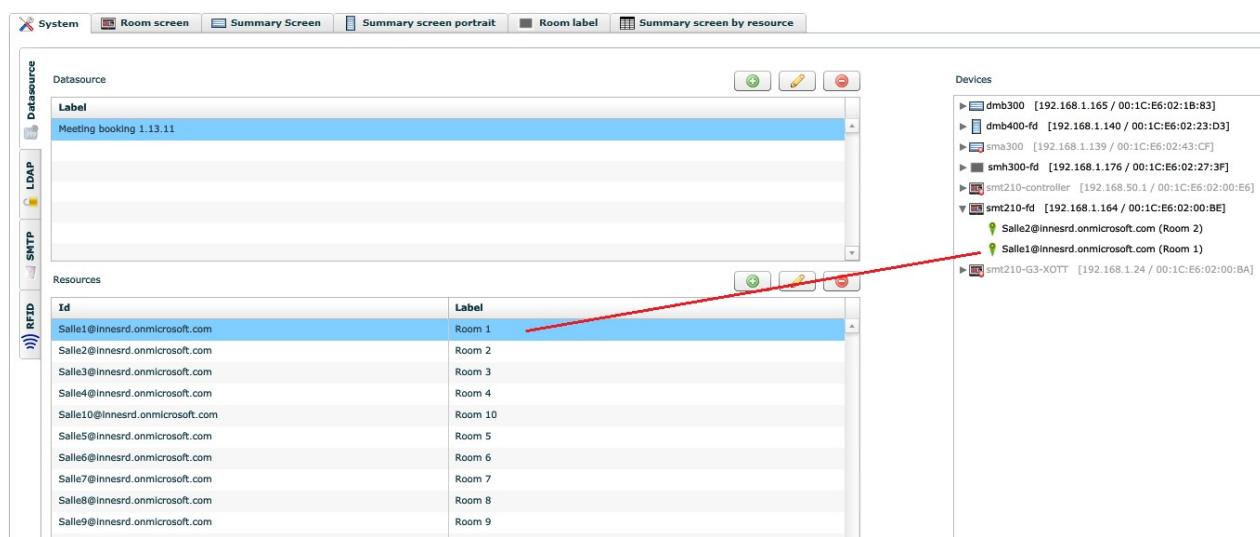
The applicable MAC address value is the same whatever the used network interface (LAN or WLAN). The MAC address value to be used in any case is shown in the device Web UI in the menu **Information** then menu **Device**.



**⚠ When the WLAN interface is used for a specific device, using an invalid MAC address or a wrong MAC address for the registered device, SignMeeting should display a black screen for this device.**

### 3.1.4.3 Resource affectation to a device

Once devices are registered in Screen Composer, drag'n drop the required meeting room resources towards the device screen to affect them to a specific device.



It is possible to affect a same meeting room resource to 2 or more devices.

**⚠ Only one meeting room resource can be affected to only one Datasource.**

A device greyed (with red stamp) means that the device has been added in **SignMeeting** but is not yet registered in **Screen Composer**.

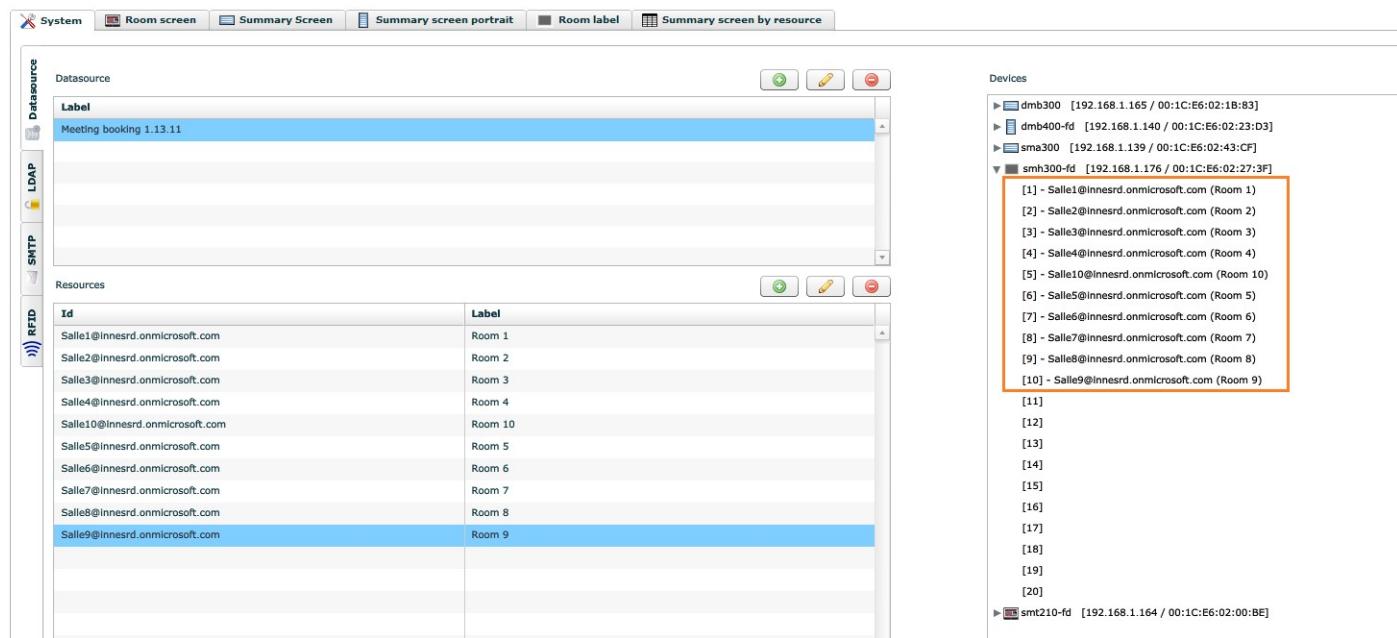


**⚠ There is only one datasource for a given resource.**

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

The number of meeting room resources for SMH300 is limited to 10. For further information, refer to the SMH300 user manual.

Entry form



The screenshot shows the 'Entry form' interface for managing resources and devices. The top navigation bar includes tabs for System, Room screen, Summary Screen, Summary screen portrait, Room label, and Summary screen by resource. On the left, a sidebar lists Data source, LDAP, SMTP, and RFID. The main area is divided into two sections: 'Datasource' and 'Devices'.

**Datasource:**

- Data source:** Meeting booking 1.13.11
- Resources:**

ID	Label
Salle1@innesrd.onmicrosoft.com	Room 1
Salle2@innesrd.onmicrosoft.com	Room 2
Salle3@innesrd.onmicrosoft.com	Room 3
Salle4@innesrd.onmicrosoft.com	Room 4
Salle10@innesrd.onmicrosoft.com	Room 10
Salle5@Innesrd.onmicrosoft.com	Room 5
Salle6@Innesrd.onmicrosoft.com	Room 6
Salle7@Innesrd.onmicrosoft.com	Room 7
Salle8@Innesrd.onmicrosoft.com	Room 8
Salle9@Innesrd.onmicrosoft.com	Room 9

**Devices:**

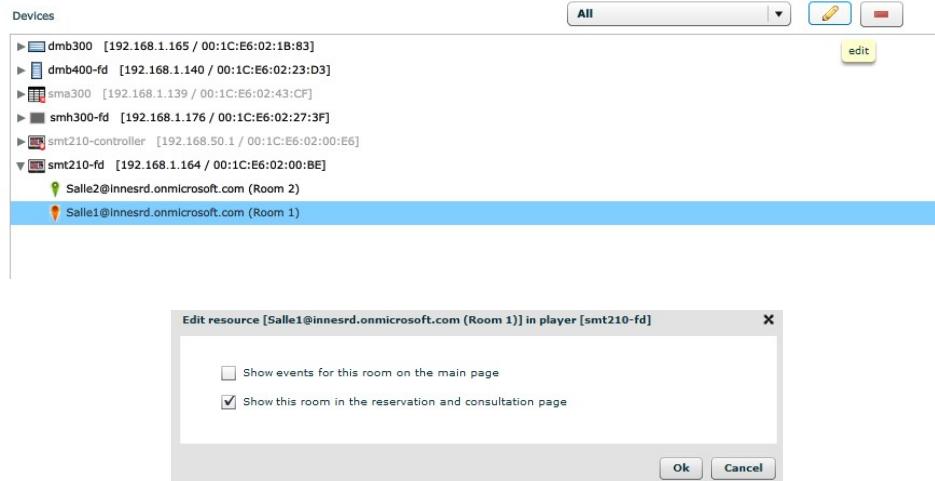
- dm300 [192.168.1.165 / 00:1C:E6:02:1B:83]
- dm400-fd [192.168.1.140 / 00:1C:E6:02:23:D3]
- sma300 [192.168.1.139 / 00:1C:E6:02:43:CF]
- smh300-fd [192.168.1.176 / 00:1C:E6:02:27:3F]** (highlighted with a red box)
  - [1] - Salle1@innesrd.onmicrosoft.com (Room 1)
  - [2] - Salle2@innesrd.onmicrosoft.com (Room 2)
  - [3] - Salle3@innesrd.onmicrosoft.com (Room 3)
  - [4] - Salle4@innesrd.onmicrosoft.com (Room 4)
  - [5] - Salle10@innesrd.onmicrosoft.com (Room 10)
  - [6] - Salle5@innesrd.onmicrosoft.com (Room 5)
  - [7] - Salle6@innesrd.onmicrosoft.com (Room 6)
  - [8] - Salle7@innesrd.onmicrosoft.com (Room 7)
  - [9] - Salle8@innesrd.onmicrosoft.com (Room 8)
  - [10] - Salle9@innesrd.onmicrosoft.com (Room 9)
- [11]
- [12]
- [13]
- [14]
- [15]
- [16]
- [17]
- [18]
- [19]
- [20]
- smt210-fd [192.168.1.164 / 00:1C:E6:02:00:BE]

### 3.1.4.4 Resources configuration

The resource display property can be modified for:

- Media-players (SMA300, DMB400),
- Tablets (SMT210, ...).

Click on a resource (ex: **Room1**) and select **Edit** button:



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 on the monitor.
- **Show this room in the reservation screen (available only for SMT210):**
  - In case this option is not activated, the meetings for this room are disappearing from the list of book-able rooms.

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



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

### 3.1.4.4.1 Tablet

Click on a resource affected to a device and press on the **Edit** button.



### 3.1.4.4.2 Media-players

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

Click on a resource affected to a device and press on the **Edit** button.



Note it is possible to use:

- Predefined pictograms (library of 72 pictograms),
- Any other pictograms (generally custom .png files with transparency).

### 3.1.4.4.3 SMH300 hub

The meeting room resources cannot be edited for SMH300 devices.

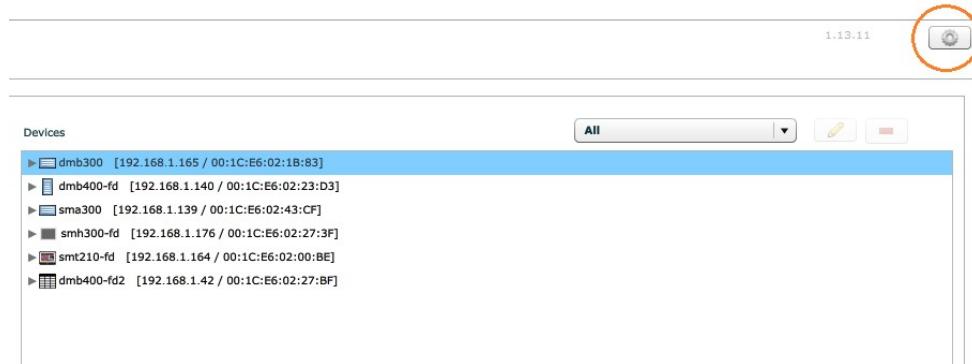
### 3.1.4.5 Datasource: device configuration with SignMeeting

#### 3.1.4.5.1 Affect a new screen layout to a player

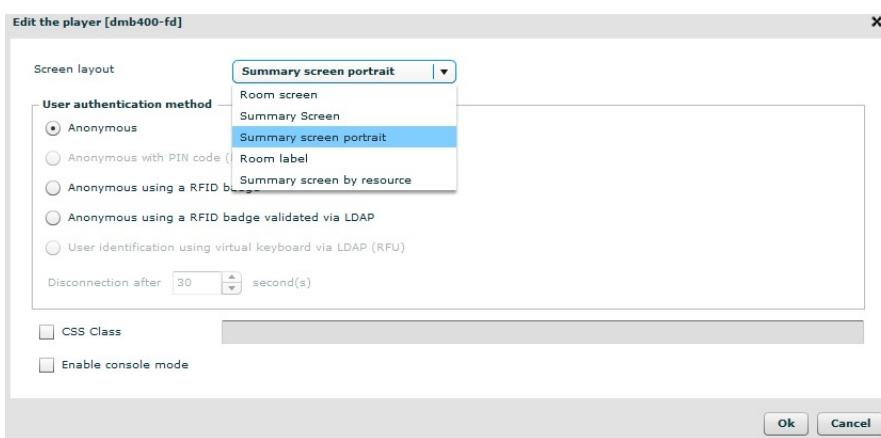
The icons are showing the chosen screen layouts affected to your devices:

Icon	Layout type	Suitable for devices
	Room screen	Tablet (SMT210, ...)
	Room label	BLE access point (SMH300, ...)
	Summary screen by event – landscape	Media player in portrait mode
	Summary screen by event – portrait	Media player in landscape mode
	Summary screen by resource	Media player in landscape mode

Select a device in the list and click on **Edit** button.



In the **Screen layout** drop list, select one of the available layouts:



When a new **SignMeeting** project is created, only 2 screen layouts instances are available:

- **Room screen,**
- **Room label.**

When no other layouts are available, it is asked to choose for each device one of these 2 only layouts.

Then it is possible to create other layouts:

- several other instances of **Room screen** layouts,
- several instances of **Room label** layouts,
- several instances of **Summary screen by event** layouts,
- several instances of **Summary screen by resource** layouts.

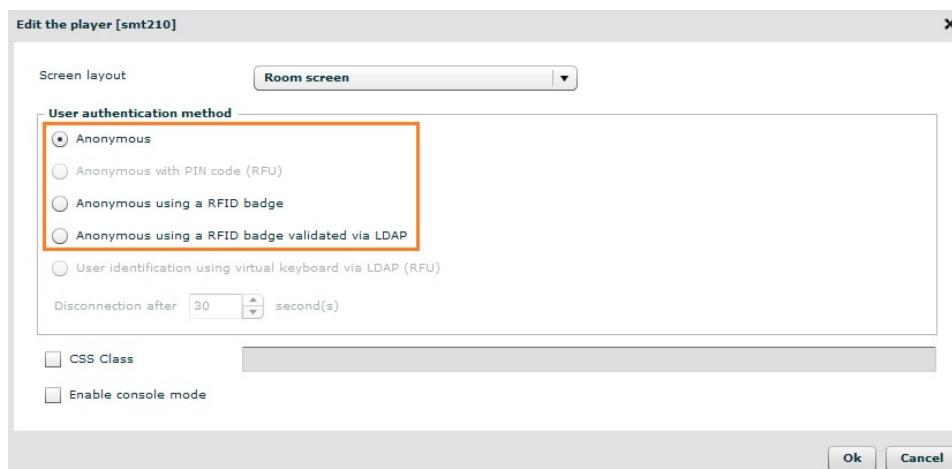
*The maximal number of screen layouts is 10.*

Then affect them to your device afterwards.

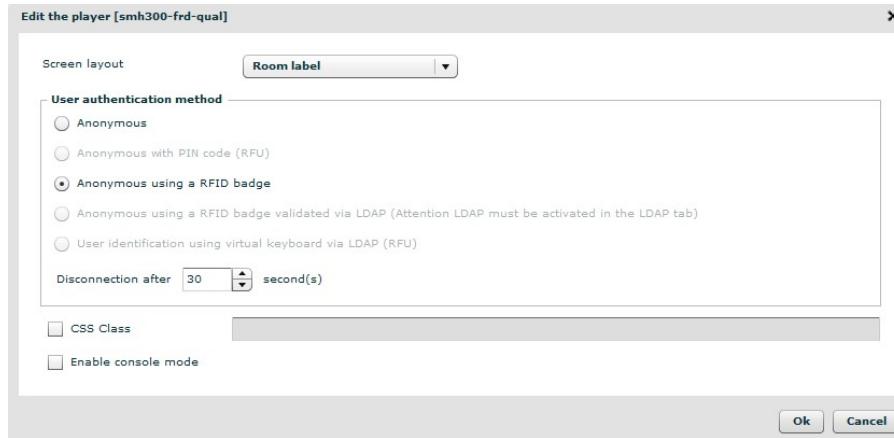
### 3.1.4.5.2 Devices edition and authentication mode (LDAP, RFID)

When the device is supporting the RFID badging like SMT210 and SLATE106, the authentication with RFID badge can be realized.

- **Room screen** layout for SMT210 device:



- Room label layout for SMH300/SLATE106



Edit a device allows to:

- Configure the authentication mode:
  - **Anonymous** (default): no 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 registered 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.

For further information, refer to chapter § [LDAP](#).

*In case authentication anonymous (empty dn, empty password), the option \*connection as anonymous allowed\* needs to be activated inside LDAP system as well.*

*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*

*When RFID mode is activated:*

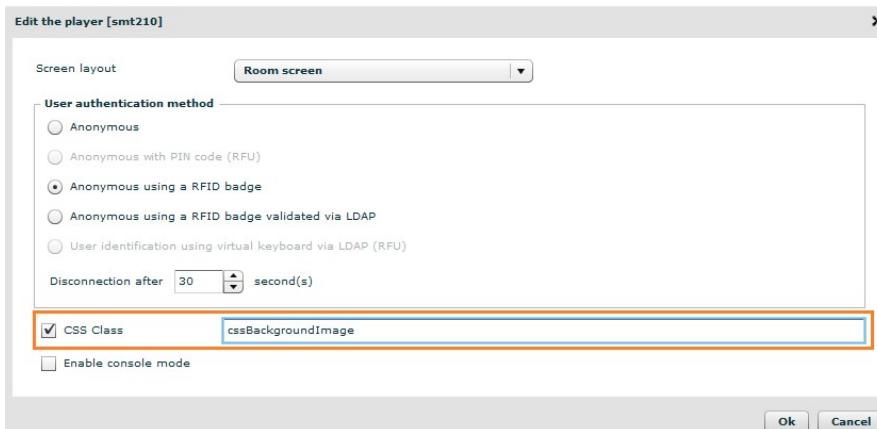
- *Presenting a badge a first time is allowing to authenticate and use SignMeeting,*
- *Presenting a badge afterwards is allowing to disconnect from SignMeeting.*

### 3.1.4.5.3 Automatic user disconnection timeout

- **Disconnection after** (60 seconds by default): allows to program user inactivity timeout. When this timeout expires, the user is automatically disconnected. A new authentication is required to use SignMeeting.

### 3.1.4.5.4 CSS class

- **CSS Class:** class value of CSS configuration file
  - When a meeting is displayed (next meeting / current meeting), it allows to change the generally the background of a specific device.



If the css contains the custom CSS class `.cssBackgroundImage`, use `cssBackgroundImage` value in the form.

For further information about how to use, read the CSS appendix.

The CSS example are suitable only for the screen layout:

- **Room Screen,**
- **Room label,**
- **Summary screen by resource.**

### 3.1.4.5.5 Enable console mode

**Enable console mode** allows to activate the diagnostic mode in runtime and display some status information on the **SignMeeting** inter-connections (Exchange server access, LDAP server access, RFID badge detection) and validity of the variable value.

```

SignMeeting diagnostics (ver : 1.13.10 beta52, lang : en)
  Device : PC (ip : 0.0.0.0, mac : 00:00:00:00:00:00)

LDAP (URL : ldap://192.168.1.35, user : cn=Administrator,cn...)
  ▲ The LDAP service is not present in the current o/s version

Datasource (EWS version : Exchange2013)
  • Initial server communication terminated correctly (version : V2018_01_08)
  • Events received from the server correctly.

BADGE (no filter)
  • Pending detection

```

## 3.2 LDAP tab

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

- *Anonymous using a badge RFID validated via LDAP*

Please refer to chapter § [Devices edition and authentication mode \(LDAP, RFID\)](#)

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

The badge detection is realized generally on a **Room screen** device (SMT210) supporting an internal NFC sensor.

*It can be also done by another Qeedji media player having an external NFC sensor and external Touch screen monitor.*

Fill the form below to configure properly the LDAP interface:

*In case authentication anonymous (empty dn, empty password), the option \*connection as anonymous allowed\* needs to be activated inside LDAP system as well.*

### 3.2.1 LDAP URL

Type LDAP server URL

For example:

ldap://192.168.1.51

### 3.2.2 Authentication

- Login: enter Administrator **DN** (Distinguish Name). For example, for LDAP hosted on MS-Exchange 2013:  
cn=Administrator,cn=Users,dc=exchange2013,dc=innes,dc=pro
- Password

### 3.2.3 Filtering

The LDAP filter configuration table allows to make some badge validity filtering query and many other parameters filtering query depending on your needs. It is composed of three ways of search:

- **RFID tag:** badge research,
- **User:** research more information on the user,
- **PIN Code (RFU):** not supported.

Each line has several columns:

- **Enabled** (Activated or not),
- **Search**: name of query,
- **Root** (LDAP root).

### 3.2.3.1 Enable & Search

You can activate the badge research with LDAP **dn** filtering:

- Research based on **RFID Tag**,
- Research based on **RFID Tag + research based on User**,
- Pin code (RFU).

#### 3.2.3.1.1 RFID tag

The **RFID tag** table line allows to indicate the **dn** from which the RFID badge must be researched, identify their validity, and their owner (user).

#### 3.2.3.1.2 User

The **User** table line allows to indicate the **dn** from which some additional information need to be researched on user identified in the request **RFID tag**.

#### 3.2.3.2 Root / Filter / Attribute(s)

The **Root**, **Filter**, and **Attribute(s)** table columns are showing the chosen filtering configuration.

#### 3.2.3.3 Edit button

To modify the filtering criteria, click on the **Edit** button.

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

**Edit LDAP search parameters**

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

**Ok**    **Cancel**

#### 3.2.3.3.1 Root

The **Root** table column allows to define the **dn** of the directory (or parent directory) from where the badge need to be researched (in order to avoid to parse entirely the LDAP server and spend much time in the LDAP request).

The research is considered valid as soon as a first resource containing this badge is found.

### 3.2.3.3.2 Filter

The **Filter** table column allows to target a LDAP users & resources subset thanks to the filtering configuration allowing 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=exchange2013,dc=innes,dc=pro)**,
- By attributes & optional validity conditions:
  - Binary operator: AND (&), OR (|):
    - For example : (& (badgeID=\*) (| (ou=directory1) (ou=SecondFuncs) ))
    - With **ou** = organisation unit

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

More information on the case: <https://msdn.microsoft.com/en-us/library/cc223241.aspx>.

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

☞ Whenever the users are spread into different directories of the LDAP, it is advised to implement groups and use **memberOf** filters.

**Attributes:** The default attribute name for the RFID badge is **Badge ID**.

☞ If the Badge ID does not exist in your LDAP, you can change it here according to your LDAP configuration.

### 3.2.3.3.3 Cross reference attribute

The **cross reference attribute** allows to define the attribute name in which the RFID badge is located.

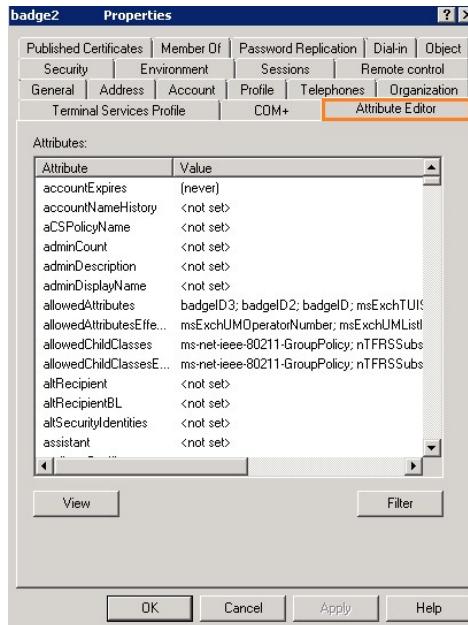
The default value for the RFID badge is **Badge ID**. This value needs to worth the user RFID tag.

### 3.2.3.3.4 Extra attributes to retrieve

It is possible to tell to **SignMeeting** to research some variables which are containing some values. By default, these fields **Attribute 1** and **Attribute 2** are empty.

**Attribute1** and **Attribute2** can be used in the automatic label generator when a new meeting is created by **SignMeeting** with the **Book now** button. They can worth any attribute name of the LDAP.

This is an example of interface **Attribute Editor** of an ActiveDirectory user & computers on Exchange 2007 for MS-Windows 2008:



Note : Do prefer use string type or integer type attributes. The other types may not be displayed properly (hexadécimal, date, UID)

Ex: Attribute 1 = codePage

⚠ CodePage is a real attribute of the LDAP

⚠ When using Innes Briva LDAP (3.10.21 or above), the Attribute 1 (or 2) has to worth one of the dst<> variable value of configuration mapping:

- Attribute 1 = *registration*
  - In this case, can display in the new meeting title, the user matricule of the people who has badged and which has created the meeting
- Attribute 1 = *DisplayName*
  - In this case, can display in the new meeting title, the user name + first name of the people who has badged and which has created the meeting

Briva LDAP / Config.js

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

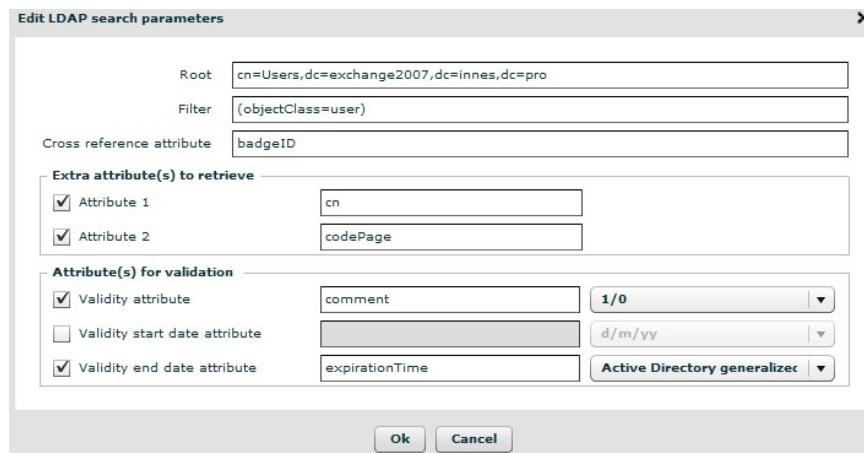
```

        },
        "dataTransformation" :
        [
            {
                "srcAttributes" : ["Firstname", "Lastname"],
                "dstAttribute" : "cn",
                "separator" : " "
            },
            {
                "srcAttributes" : ["Firstname", "Lastname"],
                "dstAttribute" : "Displayname",
                "separator" : " "
            }
        ]
    }
}

```

### 3.2.3.3.5 Attribute(s) for validation

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



- Validity attributes supported formats:
  - **yes/no**,
  - **1/0**,
  - **true/false**,
  - **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,

Once RFID badge is found in the LDAP and validity condition are filled, the badge is considered as valid. So the connection to SignMeeting is established and the user can access to some specific buttons (Book now, Empty the room, Free the room).

### 3.2.3.3.6 User association to a badge

**Users:** allows 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

If any a user is not associated to the RFID badge, the authentication will succeed as soon as the badge ID is found, even if it is associated to no people.

- **Filter:** allows to target only a LDAP user subset thanks to the configuration of this filter (to not parse entirely the LDAP server and improve LDAP request efficiency).



**Attribute1** and **Attribute2** can be used in the automatic label generator when a new meeting is created by **SignMeeting**. They can worth any attribute name of the LDAP.

Do prefer use **string** type or **integer** type attributes. The other types may not be displayed properly (hexadecimal, date, UID).

Note EWS for attributes:

By default, the standard attributes already used in the LDAP are:

- CN,
- Mail,
- sAMAccountName,
- uid,
- badgeID,
- valid.

When the user is authenticated, the user's email (CN) becomes the organizer of all the meeting creation through SignMeeting (Book now button).

### 3.3 RFID tab

This screen allows to filter the wanted modulations to speed-up the RFID detection.

#### 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

Do not activate the RFID modulation filtering before having made some successful tests with your badge before.

Please refer to SMT210 installation guide to check the modulations values supported by your device.

### 3.4 SMTP tab

The **SMTP** tab allows to configure source email account.

- **Activate SMTP**

- **URL**
- **Login**
- **Password**



For **Office 365**, please enter always a smtp URL with the scheme **smtp://**.

**⚠** *The scheme **stmps://** may not work because the SMTP authentication is done later in the process.*

To know the authentication list supported by Gekkota, please refer to Gekkota [Email and supported authentication](#) application note.

*☞ About Gmail account, [PLAIN](#) and [LOGIN](#) authentications are not activated by default. To activate them, go in Gmail account and activate the option: [Allowing less secure apps to access your account](#).*

## 4 Screen layout configuration

The **Room screen** and **Room label** tabs are present by default when creating a new **SignMeeting** project and are suggested as layout values for any new device.

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

- Other **Room screen** layout:
  - *Room screen 2*
  - *Room screen 3, ...*
- Other **Room label** layout:
  - *SMH300 1,*
  - *SMH300 2, ...*
- **Summary screen by event – Landscape:**
  - *Summary screen by event – landscape 1,*
  - *Summary screen by event – landscape 2, ...*
- **Summary screen by event – Portrait:**
  - *Summary screen by event – portrait 1,*
  - *Summary screen by event – portrait 2, ...*
- **Summary screen by resource – Landscape:**
  - *Summary screen by resource 1,*
  - *Summary screen by resource 2, ...*

### 4.1 Room screen configuration

The **Room screen** layout is generally suitable for a screen layout for a SMT210 device located close the meeting room's door.

*It could be also suitable for a Qeedji media player connected to a touch screen monitor and to badge reader.*

Once this **Room screen** layout is configured, it is possible to affect the layout for example to one to your device (for example a SMT210 device supporting touch screen allowing to have interactivity with SignMeeting).

The **Room screen** layout can display:

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

Click on **Room screen** tab to discover the different settings.

#### 4.1.1 Main Page tab

Entry form

1.13.11

Room screen    Summary Screen    Summary screen portrait    Room label    Summary screen by resource

<input checked="" type="checkbox"/> Main page	<input checked="" type="checkbox"/> Room screen	<input type="checkbox"/> Summary Screen	<input type="checkbox"/> Summary screen portrait	<input type="checkbox"/> Room label	<input type="checkbox"/> Summary screen by resource
<b>Display Information for the current meeting</b>					
<input checked="" type="checkbox"/> Display title	<input checked="" type="checkbox"/> Display description	Label	Description	<input checked="" type="checkbox"/> Display location	
<input checked="" type="checkbox"/> Display event label	<input type="checkbox"/> Display organizer	Label	Org.	<input checked="" type="checkbox"/> Display attached Images	
<input checked="" type="checkbox"/> Text when there is no current meeting	<input type="checkbox"/> Display attendees	Label	Attendees	<input checked="" type="checkbox"/> Display time range	
<b>Display Information for the next meeting</b>					
<input checked="" type="checkbox"/> Display title	<input checked="" type="checkbox"/> Display description	Label	Description	<input checked="" type="checkbox"/> Display location	
<input checked="" type="checkbox"/> Display event label	<input type="checkbox"/> Display organizer	Label	Org.	<input checked="" type="checkbox"/> Display time range	
<input checked="" type="checkbox"/> Text when there is no next meeting	<input checked="" type="checkbox"/> Display attendees	Label	Attendees	<input type="checkbox"/> Display countdown	
<b>Display several rooms on the same screen</b>					
Display all alternatively with an interval of <input type="button" value="20"/> second(s)					
<b>Reservation process actions</b>					
<input checked="" type="checkbox"/> Button book now					
<input checked="" type="checkbox"/> Button confirm my presence and <input checked="" type="checkbox"/> show this action <input type="button" value="120"/> minutes before the start of the meeting and					
<input type="checkbox"/> Shorten the meeting, if no confirmation after <input type="button" value="5"/> minutes					
<input checked="" type="checkbox"/> Button report as empty (shorten the meeting) and <input type="checkbox"/> show this action <input type="button" value="120"/> minutes before the end of the meeting					
<input type="checkbox"/> Custom script <input type="text"/>	<input type="button"/> ... <input type="button"/> <input type="button"/> 80				
<input checked="" type="checkbox"/> Allow custom script to display extra button if required					
<b>Background Image</b>					
<b>Background content when there is no current or near future meeting</b>					
<input type="checkbox"/> Show the screen saver after <input type="button" value="4"/> minutes <input type="checkbox"/> and leave <input type="button" value="10"/> minutes before the start of the next meeting	<input type="button"/> ... <input type="button"/> <input type="button"/> 80				
<input checked="" type="checkbox"/> Image or video media to display <input type="text"/> Copy Holdathalou referenced av_Hp4_AVC_MP3/GoPro Introducing Karma.mp4	<input type="button"/> ... <input type="button"/> <input type="button"/> 80				
<input checked="" type="checkbox"/> Use an interactive marker <input checked="" type="checkbox"/> Label to display <input type="checkbox"/> Press on the screen to exit standby	<input type="button"/> ... <input type="button"/> <input type="button"/> 80				

The **Main page** tab allows to select the components to display:

➤ **Display information for the current meeting:**

- **Display title:** meeting summary,
- **Display event label:** free text - [current meeting](#) (default value),
- **Display description:** meeting description,
- **Display organizer:** meeting organizer (delegate account or the user who has authenticated),
- **Display attendees:** (the attendee's values are scrolled automatically inside the column),
- **Display location:** meeting room label entered in **SignMeeting** for the meeting room resource,
- **Display attached image:** first picture attached to the meeting,
- **Display Time range:** Meeting start time and end time (for example: 8.00 to 10.00),
- **Text when there is no meeting:** free text – for example: [no meeting programmed](#).

*Note for attachment:*

- **SignMeeting** supports the attachments display for the current meeting only,
- In case several pictures are attached to the meeting, only the first one is displayed,
- The picture embedded inline in the meeting are priority compared to the attached picture,
- The supported picture formats are .GIF, .PNG & .JPG

➤ For the next meeting:

- **Display title:** meeting summary,
- **Display event label:** free text - [current meeting](#) (default value),
- **Display description:** meeting description,
- **Display organizer:** meeting organizer (delegate account or the user who has authenticated),
- **Display attendees:** (the attendee's values are scrolled automatically inside the column),
- **Display location:** meeting room label entered in **SignMeeting** for the meeting room resource,
- **Display Time range:** Meeting start time and end time (for example: 8.00 to 10.00),
- **Text when there is no meeting:** free text – for example: [no meeting programmed](#),
- Display countdown (RFU).

- **Display several rooms on the same screen:** If more than one meeting room is affected to a same SMT210, SignMeeting displays alternatively (default: 10 sec per page) for each meeting room:

- The Current Meeting and
- The Next Meeting

and supports for each page the access to the activated buttons Book now,

- **Reservation process action:**

Allows to activate the buttons because some of them may be not activated by default:

- **Book now,**
- **Confirm my presence** (also called check in in some company),
  - **Show this action <n> minutes before the start of the meeting** (15 minutes by default),
  - **Shorten the meeting if no confirmation after <n> minutes** (15 minutes by default),
- **Room as empty (shorten the meeting)** (also called check out in some company):
  - **Show this action <n> minutes before the end of the meeting** (15 minutes by default).

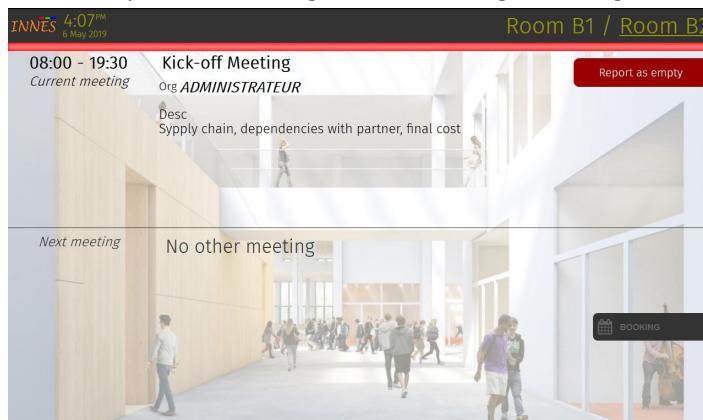
In Exchange 365, when a same meeting is used to make another one later, the **confirm** status is not cleared. So do prefer creating a new meeting to have systematically in which the status will be not confirmed.

- **Custom script:** allows to load a custom script to customize the **SignMeeting** behaviour, for example, to control external peripherals embedding in electric doors, start to play webcam camera, or to manage presence sensor:

- **Allow custom script to display extra buttons if required:** it is possible to customize the SignMeeting interface by adding some custom button: **Open the door, Maintain, Resume, ...**

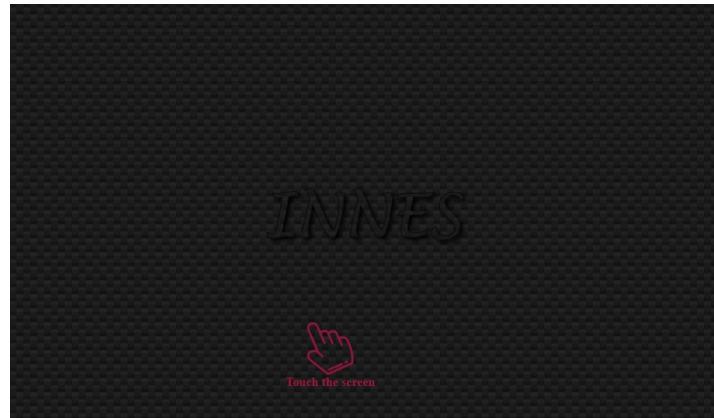
For further information about a custom script, contact [sales@innes.pro](mailto:sales@innes.pro).

- **Background image:** allows to set a picture as background of the SignMeeting.



- **Background content when there is no current nor near future meeting:**

- **Image or video media to display:** when the screen saver is launched, the user can also display a specific picture (.mp4) or a specific image (.jpg, .gif, .png):
- **Use an interactive marker:**
  - **With the label:** free text ([Touch the screen](#) by default).



### Room screen layer hierarchy

Layer hierarchy	Information	level
<b>Screen saver</b> <i>(optional, displayed if there is no meeting)</i>	<ul style="list-style-type: none"> <li>Default texture with <i>INNES</i> trademark* (default)</li> <li>Custom image</li> <li>Custom video</li> </ul> <p><i>(when a custom CSS is embedded, the <i>INNES</i> trademark is not displayed)</i></p>	4 (higher)
<b>Background image</b>	Custom background image	3
<b>Custom CSS using variable MAC UUID, hostname</b>	<p>The CSS can support some styles based on the MAC, UUID or hostname variable values.</p> <p>It can customize buttons colour, background colour or image and custom class...</p> <p>When the variable value is matching with a device, the CSS style based on the MAC, UUID or hostname is applied to the corresponding device</p> <p><i>In case using some custom images based on styles using MAC, UUID, hostname variable values, ensure that the image is well present in your library</i></p>	2
<b>Custom CSS</b>	Buttons colour customization, background colour or image, custom class <i>In case using custom images, ensure that the image is well present in your library</i>	1
<b>Default CSS</b>	default colour <i>(+ display text when there is no meeting)</i>	0 (lower)

#### 4.1.2 Banner tab

The **Banner** tab allows to define:



- The banner activation & position:
  - **None**,
  - **Top**,
  - **Bottom**.
- The banner content:
  - Date with different format:
    - **d/m/yy** (ex : [2/12/19](#)),
    - **d/m/yyyy** (ex : [23/12/2019](#)),
    - **dd mmm yyyy** (ex : [23 Dec 2019](#)),
    - **dd mmmm yyyy** (ex : [23 December 2019](#)),
    - **ddd d mm yyyy** (ex : [Thu 23/12/2019](#)),
    - **dddd d mmmm yyyy** (ex : [Thursday, December 23, 2019](#)),
    - **dd mmmm yy** (ex : [December 23, 19](#)).

*☞ In german regional language, the slash (/) are replaced by dots (.)*
  - Time with different format:
    - **HH:MM (12)** (ex: 7.00),
    - **HH:MM (24)** (ex: 19:00).
  - **Logo:** custom company logo (.jpg, .gif, .png):
    - Do use .png picture when it is possible to support the transparency (if any).
  - **Room:** Display the room name. In case several meeting rooms to manage, display in the banner:
    - either all the room names,
    - only one room name.
  - **Free/busy indicator:** display a red/orange/green status:
    - Free (green),
    - Check in required (orange),
    - Busy (red).

*☞ The busy colours are the same for the banner and for left/right side of the tablet.*

#### 4.1.3 Menu tab

Entry form

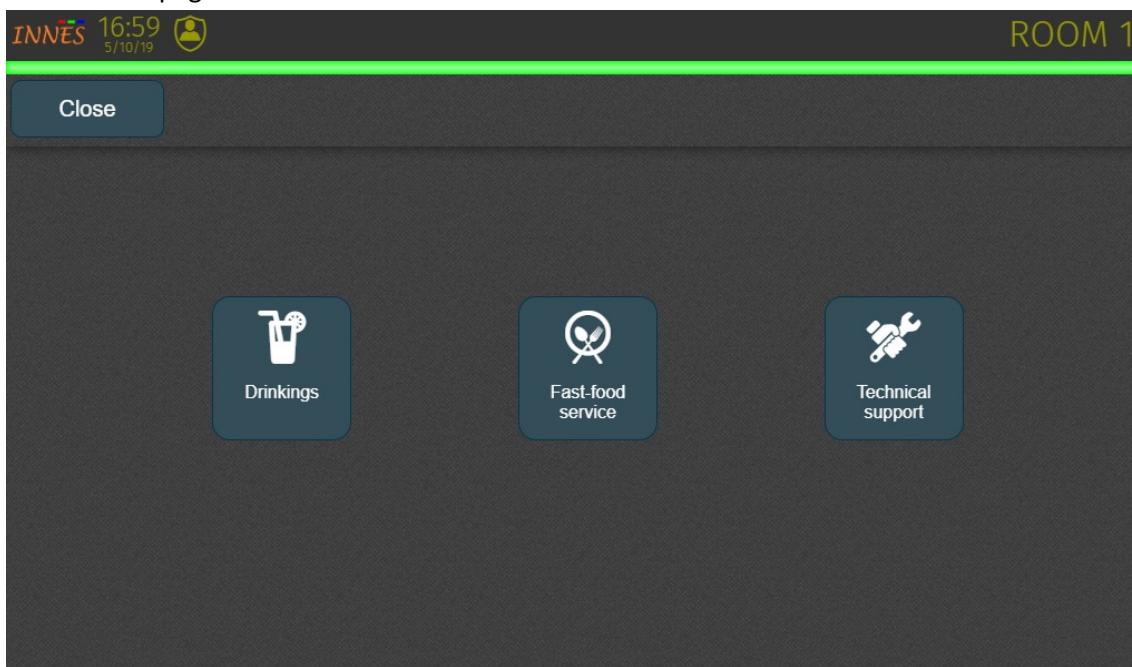
- The **Reservation and consultation page** allows to activate specific buttons in the booking screen:
  - View** button,
  - Add** button,
  - Edit** button,
  - Delete** button.
- The **Notification page** allows to add some custom notification button for room services (technical support, drinkings, sandwiches, coffee, cooling, ...). You need to enter:
  - a label for the button (ex: *fast food, drinkings, cooling issue*, ...),
  - a recipient address name for each button,
  - a subject (ex: *fast food, drinkings, cooling issue*, ...),
  - a associated pictogram (more than 100 available pictograms).



☞ A new button is created in the interface for each new item. Then pressing on the button allows to send an email to the appropriate people. The notification menu in the main page appears when at least one item has been added in the notification page list.

☞ To support the notification button, the **SMTP** tab must be fully filled.

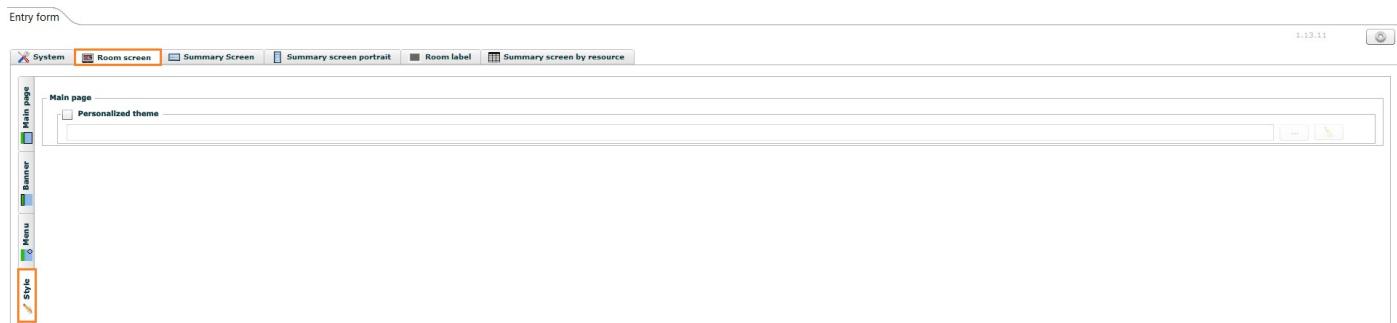
Example of notification page:



The option **Return to the main page after being idle** allows to return to main page after being stayed on the booking screen for a couple of time without user activity. The default timeout is 60 seconds.

#### 4.1.4 Style tab

The **Style** tab allows to customize the display regarding the text colour and background colour.



For an enhanced customization, it is possible to use the provided custom CSS:

[signmeting\\_theme\\_room\\_screen\\_V1.13.11.css](#)

The CSS API is compliant with Mozilla & W3C: <https://developer.mozilla.org/en-US/docs/Web/CSS/background>.

#### 4.1.5 Rendering on SMT210

The screenshot shows the INNES mobile application interface. At the top, there is a header bar with the INNES logo, the time (16:20), the date (5/10/19), and a user icon. To the right of the header, it says "ROOM 1". Below the header, there is a section titled "Current meeting" which displays "No current meeting". To the right of this text is a red button labeled "Book now".

---

Below the "Current meeting" section, there is another section titled "Next meeting" which displays "No other meeting". To the right of this text is a small calendar icon.

The screenshot shows the INNES mobile application interface. At the top, there is a header bar with the INNES logo, the time (17:07), the date (5/10/19), and a user icon. To the right of the header, it says "ROOM 1". Below the header, there is a section titled "ROOM 1 17:00 - 17:30" which displays "Meeting 17:00 to 17:30 - ROOM 1". To the right of this text is a red button labeled "Confirm my presence".

Below the meeting details, there is a section titled "Current meeting" which displays "Att. Innes Screen Manager". To the right of this text is a red button labeled "Report as empty".

Below the "Current meeting" section, there is a section titled "Next meeting" which displays "18:00 - 18:30". To the right of this text is a section titled "Kick-off meeting" with "Org. Innes Screen Manager".

Below the "Org." text, there is an "Att." section with the email address "s.inizan@innes.fr, t.desdoit@innes.fr". To the right of this text is a "Booking menu" button with a calendar icon.

Below the "Booking menu" button, there is a "Room service" button with an envelope icon.

## 4.2 Room label configuration

The **Room label** layout is dedicated to the SMH300 device (connected to one or several SLATE106). The communication between SMH300 and SLATE106 device is the Bluetooth Low Energy protocol. The SLATE106 are installed most of time near the meeting room door.

Once this room screen layout is configured, it is possible to affect the layout for example to your SMH300 device.

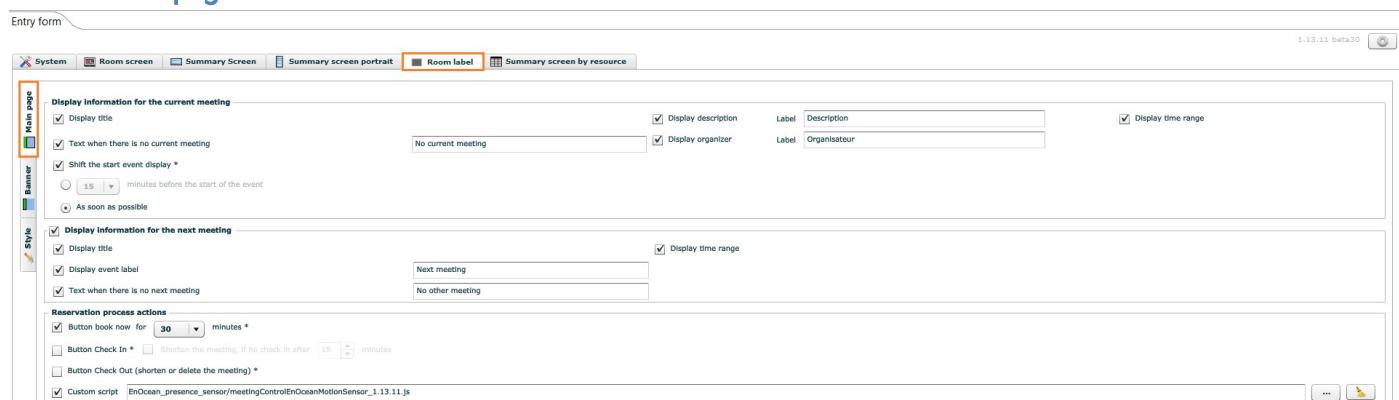
 The pairing operation between the SMH300 hub and your SLATE106 devices must be finalized before publishing SignMeeting App.

The **Room label** layout allows to display:

- **Current meeting** at the half top of the SLATE106 screen (or the next meeting if there is no current meeting currently),
- **Next meeting** at the half bottom of the SLATE106 screen (in case a meeting is already displayed at the top of the screen).

Click on **Room label** tab to discover the different settings:

### 4.2.1 Main page tab



- **Display information for the current meeting:**
  - **Display title:** allows to display or not the meeting title,
  - **Text when there is no meeting:** allows to display or not a message when there is no meeting
    - Default text value: *No current meeting*,
  - **Shift the start event display:** allow to anticipate the meeting display taking account of the content update delay for the SLATE106 (max. 15 minutes):
    - **<n> minutes before the start of the event:**
      - **15 minutes (default):** the meeting is displayed 15 minutes before it starts,
      - **30 minutes:** the meeting is displayed 30 minutes before it starts.
    - **As soon as possible:** the meeting is displayed in the current meeting screen part as soon as possible..
  - **Display description:** allows to display or not the meeting description:
    - Free text,
    - Default: inactivated.
  - **Display organizer:** allows to display or not the meeting organizer defined in the calendar:
    - For example: *Signage manager*,
    - In option, it is possible to display a specific organizer alias.
  - **Display time range:** allows to display or not the meeting start time and end time.

- For example: 10:30 – 12:30.
- **Display information for the next meeting:**
  - **Display title:** allows to display or not the meeting title,
  - **Display event label:** prefix indicating the next meeting,
    - *Free text*
  - **Display time range:** allows to display or not the meeting start time and end time:
    - For example: 10:30 – 12:30.
  - **Text when there is no next meeting:** allows to display or not a message when there is no meeting:
    - Default: no other meeting.
- **Reservation process actions:**
  - **Book now for <n> minutes** button:
    - 30/60/120 minutes (default: 60 minutes),
  - **Check In** button\*: allow to display or not the **Check In** button allowing to validate the occurrence of the meeting in a room resource:
    - **Shorten the meeting if no Check In after <n> minutes:** allow to activate or not the automatic meeting shortening when the meeting has not been checked-in within the interval, this in order to free up the room resource,
  - **Check out (shorten or delete the meeting)** button\*: allow to display or not the **Check Out** button allowing to shorten a meeting when it has ended to free up the room resource,
  - **Custom script:** allow to load a custom script to customize the SignMeeting behaviour. For more information, contact sales@innes.pro.

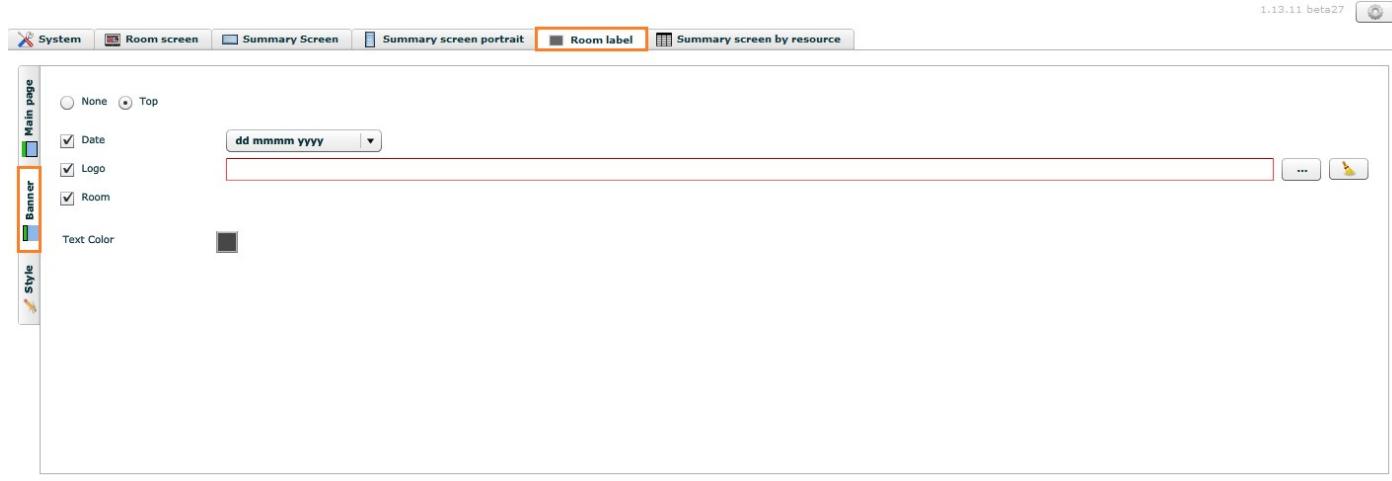
**⚠** With the room label layout, \*Check in button and Check out buttons are deprecated for any new SMH300/SLATE106 installation. So, when the Book now button is activated, the Check in button and Check out button shall be maintained deactivated. In return, to support Check in and Check Out feature, do use a EnOcean motion sensor device and a [meetingControlEnOceanMotionSensor\\_1.13.11.js](#) personalisation script suitable for RoomLabel layout only (SMH300). When meeting confirmation is supported your calendar system, it allows to check in automatically a meeting when people are detected in the room. The check in by script can work only when the meeting is really pending (does not work inside the anticipated display period).

When using the [meetingControlEnOceanMotionSensor\\_1.13.11.js](#) personalisation script, do not activate checkin and checkout buttons in the SignMeeting form.

In the default configuration of the [meetingControlEnOceanMotionSensor\\_1.13.11.js](#) personalisation script:

- when the sensor is detecting a presence, the meeting room booking is confirmed immediately,
- when the sensor is detecting no presence for more than 15 minutes (value defined by the `pendingFreeDelay` variable at the beginning of the script), the meeting is shortened and the meeting room is free.

#### 4.2.2 Banner tab



- **None / Top:** allow to activate or not a banner,
- **Date:**
  - **d/m/yy** (ex : 2/12/19),
  - **d/m/yyyy** (ex : 2/12/2019),
  - **dd mmm yyyy** (ex : 2 Dec 2019),
  - **dd mmmm yyyy** (ex : 2 December 2019),
  - **ddd d mm yyyy** (ex : Mon 2 12 2019),
  - **dddd d mmmm yyyy** (ex : Monday 2 December 2019),
  - **dd mmmm yy** (ex: May 23, 19).
- **Logo:** file picker,
- **Room:** allow to display the Room resource name,
- **Text color:** color picker allowing to set the color in grey levels.

#### 4.2.3 Style tab

The **Style** tab allows to customize the display in term of colour.

**Main page / Personalized theme:** allows to load a custom CSS to change the SLATE106 style rendering.

The CSS API is compliant with Mozilla & W3C

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

The screenshot shows the configuration interface for SignMeeting EWS. At the top, there is a horizontal navigation bar with several tabs: System, Room screen, Room label (which is highlighted with a red box), Summary screen by resource - Landscape, Summary screen by event - Portrait, and Summary screen by event - Landscape. On the left side, there is a vertical sidebar with three items: Main page, Banner, and Style (which is also highlighted with a red box). Under the 'Main page' section, there is a sub-section titled 'Personalized theme' with a checked checkbox. Below this, there is a link labeled 'Copie Médiathèque reference/CSS feuille de style/1.13.10/room\_label/signmeeting\_theme\_room\_label\_1.13.10.css'. The main area of the interface is currently empty, indicating no styles have been applied yet.

#### 4.2.4 Rendering

##### 4.2.4.1 Without CSS

11/6/2020	Room 1
14:00 - 16:00	
<b>Kick-off meeting</b>	
Organisateur Innes Screen Manager	
Description Samples delivery, dependencies, integration plan, mass production	
<hr/>	
Next <i>meeting</i>	<b>Project Meeting</b> 17:30 - 19:00
<a href="#">Book now</a>	

The content with the organizer may require 2 following content update each time the Book now button.

##### 4.2.4.2 With a CSS file example

#### 4.2.5 Customization

It is possible to customize the **SignMeeting** rendering with a custom **CSS file**.

A **signmeeting\_theme\_room\_label\_1.13.11.css** file example is provided with the delivery.

This is a **SignMeeting** rendering examples:

11/6/2020	Room 1
16:00 - 18:00	
<b>Kick-off meeting</b>	
Organisateur Innes Screen Manager	
Description Samples delivery, dependencies, integration plan, mass production	
<hr/>	
Next <i>meeting</i>	<b>No other meeting</b>
<a href="#">Book now</a>	

## 4.3 Screen layout composition

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

By default, two screen layouts are available for a new project:

- **Room screen,**
- **Room label.**

But this layout is generally not suitable for monitors connected to media-players wishing to display meeting in the summary screen layout. Consequently, a specific layout instance of summary screen needs to be created.

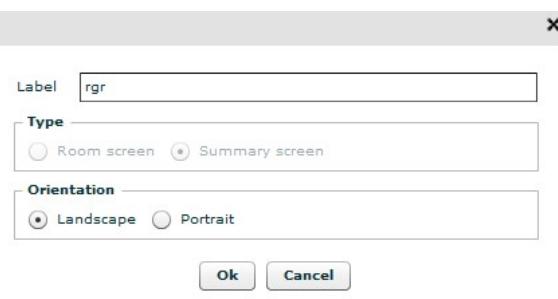
*☞ it is possible to create several instances of each (until 10 max. at all).*

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

### 4.3.1 Create a new screen layout instance

To access to screen layout management, click on  button at the right top corner and click on **Add** button 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,**
  - **Room label,**
  - **Summary screen by event,**
  - **Summary screen by resource,**
    - For summary screen by event or summary screen by resource, specify
      - Landscape or
      - Portrait\*



*☞ For portrait mode, think to also apply a rotation of 90° (or 270°) to the device (Web UI > output menu).*

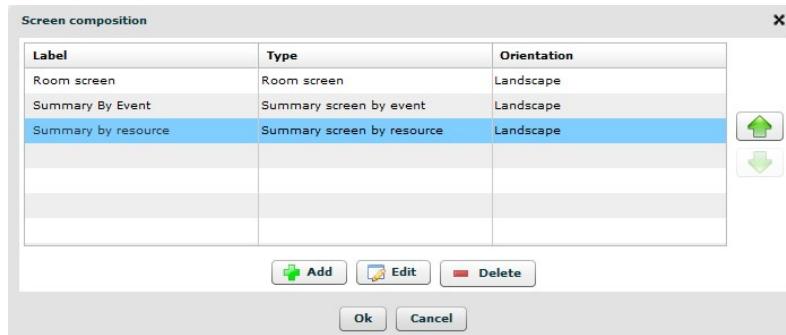
Then a new additional tab appears in the list of available screen layouts.

### 4.3.2 Edition and deletion

The screen layout title can be modified, and the screen layout can be removed (which is requiring a user confirmation). Indeed, if the screen layout to delete is used by a device, a fail over need to be done on another screen layout.

When the screen layout has been created you can affect it to an device. For further information refer to the appropriate [chapter](#).

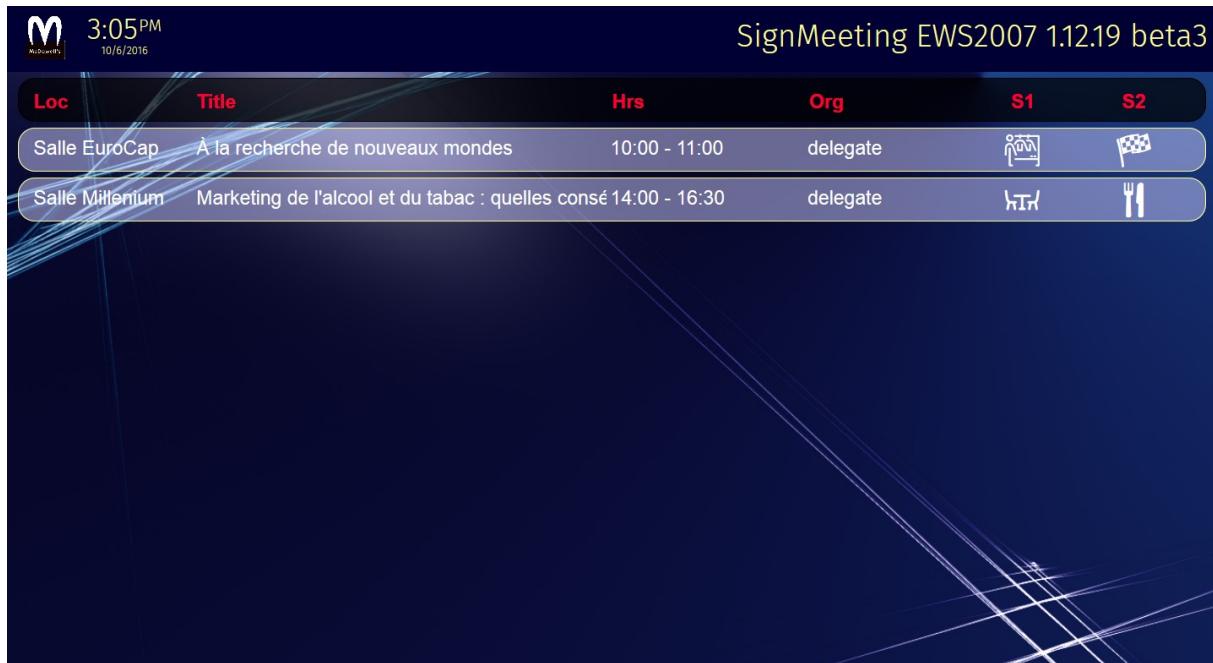
Screen layout tab can be switched. Use the up/down arrow according to.



## 4.4 Summary screen by event layout

### 4.4.1 Landscape

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



#### 4.4.1.1 Main page tab

The **Main page** tab allows to modify the meeting list display configuration.

- Selection of elements to display for each meeting:

- Location,
- Title,
- Description,
- Time Slot,
- Attendees,
- Pictograms,
- Attachments,

- Define **Display interval** 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.
- Display of meetings in the past or in the future by defining the alarm:
  - **Shift the start event display:**
    - Display all the meeting since the morning or any other time,
    - Display the meeting only few minutes before they start,
  - **Extend the event display:**
    - Display all the meeting until the evening or any other time,
    - Hide the meeting only few minutes after they finished.
- Define the background image,
- Define a background content if there is no current or future meeting.

Do activate the screen saver (image or video) only if you have a way to wake up the media player like a mouse or a touch screen.

#### 4.4.1.2 Banner tab

This screen allows 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).

Entry form

1.13.11

System Room screen Summary Screen Summary screen portrait Room label Summary screen by resource

Main Page

None Top Bottom

Logo: logo/innes/logo path-innes-2018.png

Title

Time

Date

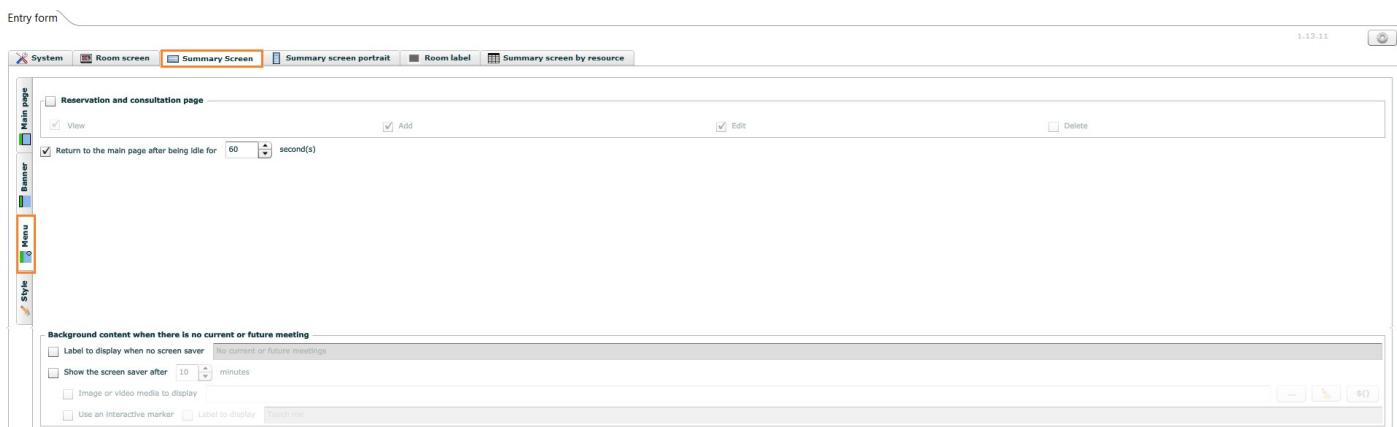
Text Color

Background color: dd mmmm yyyy

#### 4.4.1.3 Menu tab

- The **Reservation and consultation page** (conditioned by an optional button allowing to access to it) offers the support of the buttons:
  - **View** event,
  - **Add** event,
  - **Edit** event,
  - **Delete** event.

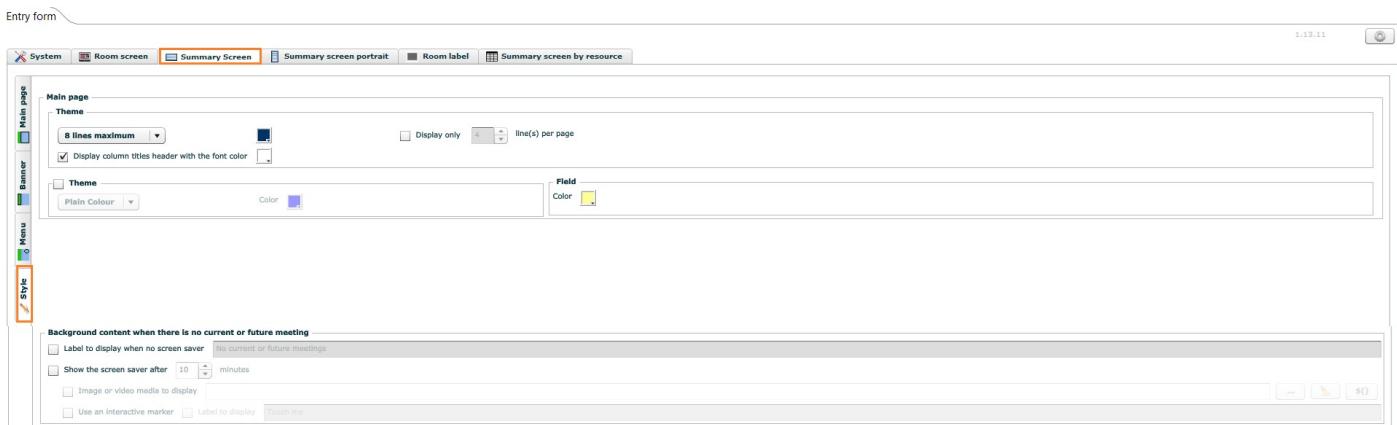
*This function is interesting when the App is used on a SMT210 (touch screen) or with a device equipped with a mouse. Contact [support@innes.fr](mailto:support@innes.fr) for more information.*
- The option **Return to the main page after being idle** allows to return to main page after being stayed on other screen for a couple of time without user activity (default is 60 seconds).
- The **SMTP shortcuts page** allows to create a button to send a predefine email (Server/SMTP interface need to be fully filled first).



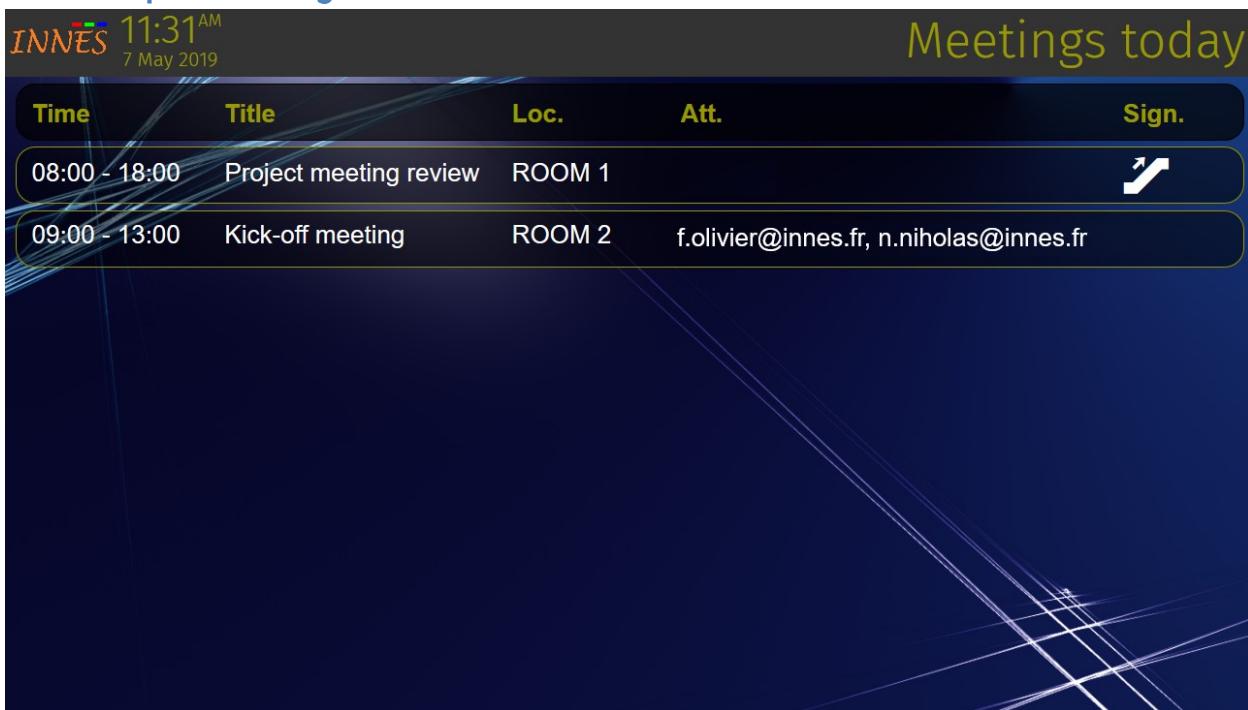
#### 4.4.1.4 Style tab

The **Style** tab allows 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,
  - Display column header,
  - Background theme (plain colour, circles) (present only when non background content has been defined)



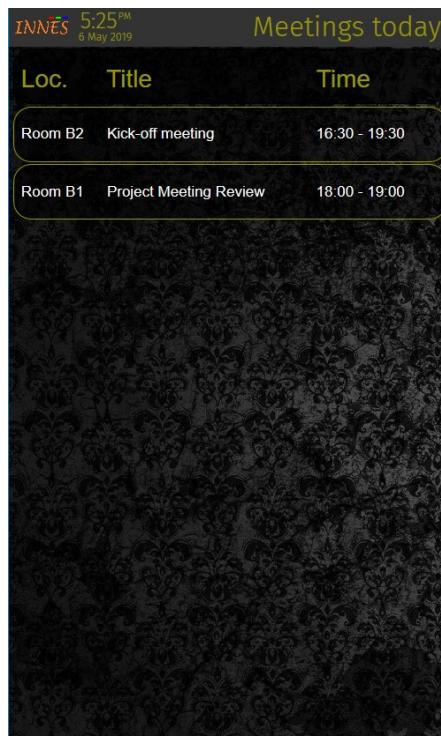
#### 4.4.2 Landscape rendering



#### 4.4.3 Portrait

Like **Summary screen by event - 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)



To publish SignMeeting in mode portrait, think to apply a rotation to the device viewport.

Device Web UI example:

- change the output **rotation** to 90° (or 270°),
- select the appropriate **screen resolution** according to
- adjust the **overscan** configuration if any.

## 4.5 Summary screen by resource layout

### 4.5.1 Landscape

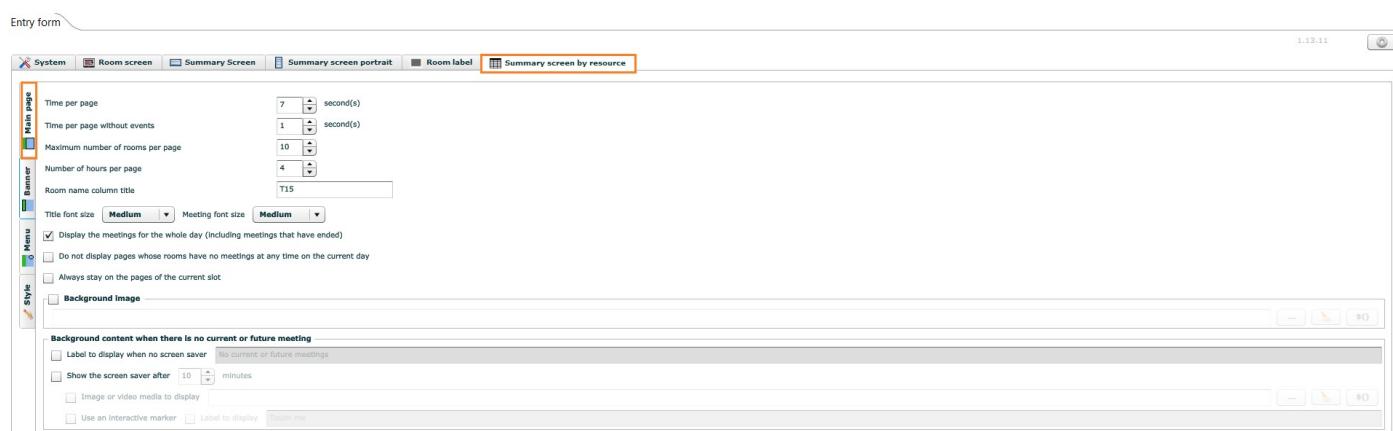
The screen layout type **Summary screen by resource** allows to display the list of meetings of several room for part of the day or an entire day in a calendar view on a monitor.

 With this layout, the **meeting title font size** and **meeting organizer font size** are computed according the number of meeting rooms per page. Indeed, when the number of lines is decreasing, the font size is increasing.

The **meeting title** and **meeting organizer** are scrolled automatically when there is some overlap on the column width.

#### 4.5.1.1 Main page tab

The **Main page** tab allows to modify the meeting list display configuration:



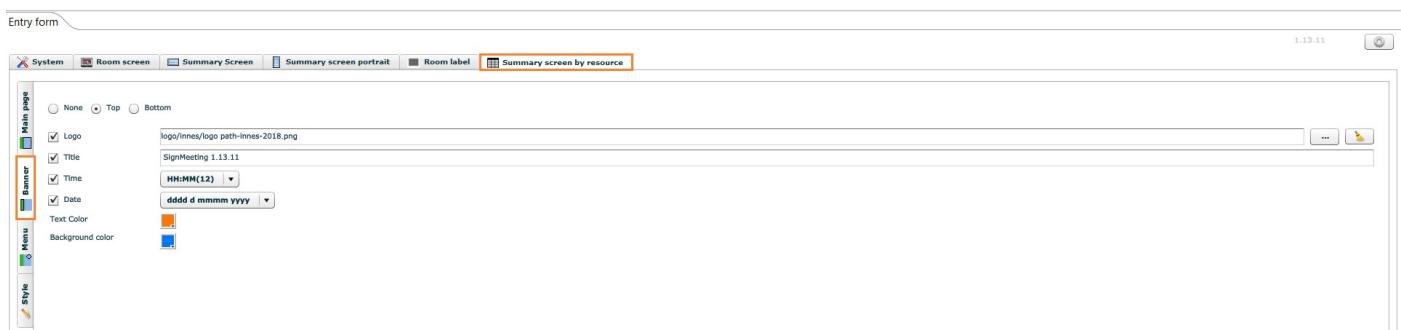
- **Time per page,**
- **Time per page without event,**
- **Max number of rooms per page,**
- **Number of hours per page,**
- **Room name column title,**
- **Title font size,**
- **Meeting font size**
- Options
  - **Display the meetings for the whole day** (including meetings that have ended)
  - **Do not display pages whose room have no meeting at any time on the current day**
  - **Always stay on the pages of the current slot:** prevents to display the other pages of the day,
    - example: if there are some meetings every hour from 8am to 6pm, spread on 2 pages, from 8am to 1pm and from 2pm to 6pm. If current time is 10am, we display only the first page. If current time is 4pm, we display only the second page. Do not use this option with the 1<sup>st</sup> one (Display the meetings for the whole day).
- Define the **background image**,
- Define a **background content if there is no current or future meeting**.

 Do activate the screen saver (image or video) only if you have a way to wake up the media player like a mouse or a touch screen.

#### 4.5.1.2 Banner tab

This screen allows to configure the banner:

- Banner at the top or at the bottom,
- Additional logo,
- Title,
- Date with different formats:
  - d/m/yy (ex : 2/12/17),
  - d/m/yyyy (ex : 2/12/2017),
  - dd mmm yyyy (ex : 2 Dec 2017),
  - dd mmmm yyyy (ex : 2 December 2017),
  - ddd d mm yyyy (ex : Mon 2 02 2017),
  - dddd d mmmm yyyy (ex : Monday 2 December 2017).
- Time with different formats:
  - HH:MM (12),
  - HH:MM (24).



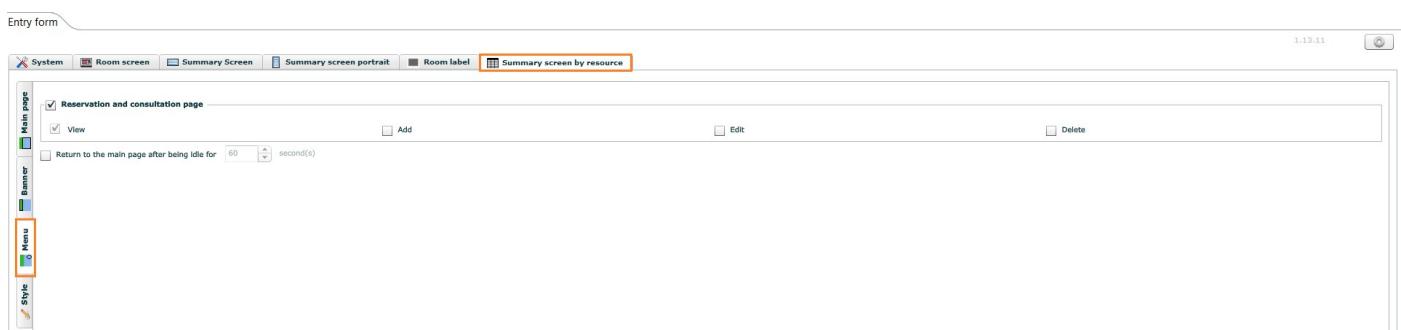
#### 4.5.1.3 Menu tab

The **Reservation and consultation page** (conditioned by the activation of an optional button) offers the support of the buttons:

- **View** event
- **Add** event
- **Edit** event
- **Delete** event

This function is interesting when the App is used on a SMT210 (touch screen) or with a device equipped with a mouse. Contact [support@innes.fr](mailto:support@innes.fr) for more information

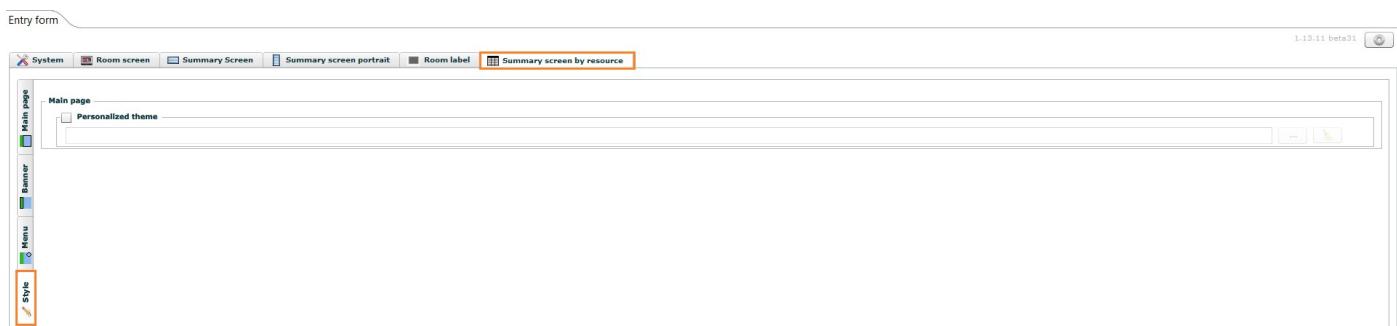
The option **Return to the main page after being idle** allows to return to main page after being stayed on other screen for a couple of time without user activity (default is 60 seconds).



#### 4.5.1.4 Style tab

The **Style** tab allows 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,
  - Display column header,
  - Background theme (plain colour, circles) (present only when no background content has been defined)



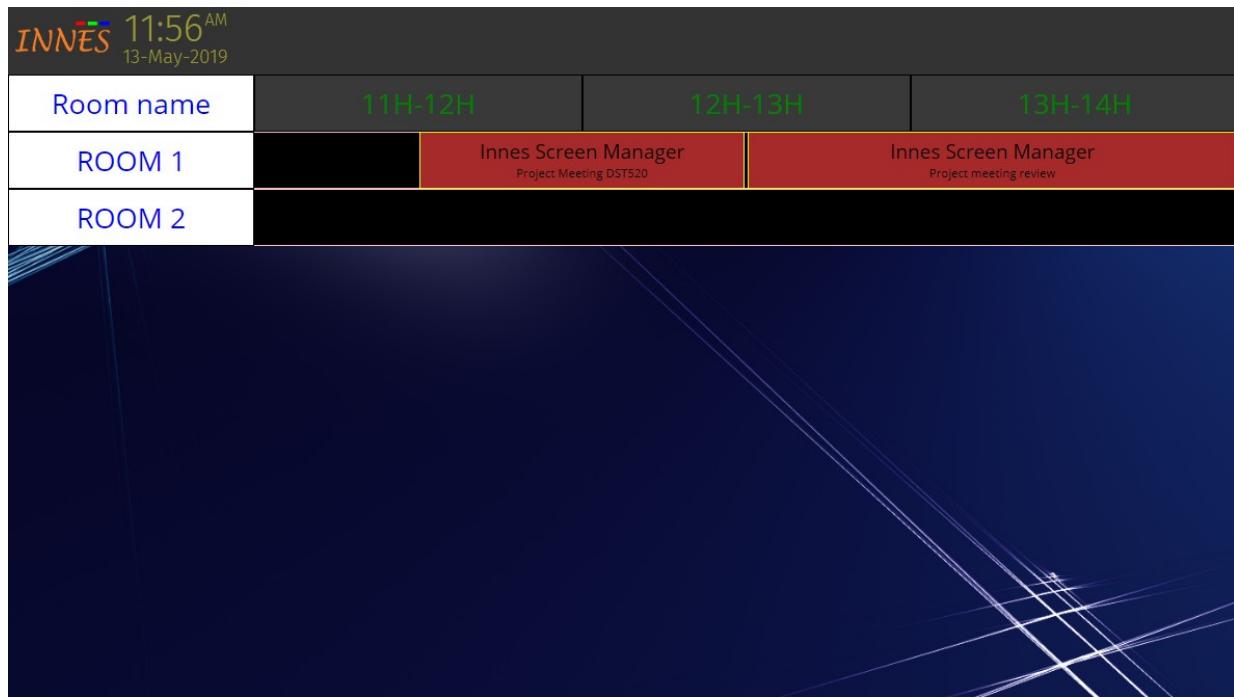
#### 4.5.2 Landscape rendering

##### 4.5.2.1 Without CSS

A screenshot of the SignMeeting software interface showing a landscape rendering of a summary screen. The top bar displays the INNES logo, the time '5:16 PM', the date 'Friday, November 6, 2020', and the text 'SignMeeting 113.11'. The main area shows a grid of rooms (T15, Room 1, Room 2, Room 3, Room 4) and time slots (16H-17H, 17H-18H, 18H-19H, 19H-20H). Each cell in the grid contains text indicating a meeting: 'Innes Screen Manager Project Meeting' for Room 1, 'Innes Screen Manager Kick-off meeting' for Room 2, 'Innes Screen Manager Meeting 16h00 03' for Room 3, and 'Innes Screen Manager Meeting 16h00 04' for Room 4. The background of the grid cells is a solid red color. The entire interface is displayed on a black background.

T15	16H-17H	17H-18H	18H-19H	19H-20H
Room 1			Innes Screen Manager Project Meeting	
Room 2	Innes Screen Manager Meeting 16h00 02		Innes Screen Manager Kick-off meeting	
Room 3	Innes Screen Manager Meeting 16h00 03			
Room 4		Innes Screen Manager Meeting 16h00 04		

#### 4.5.2.2 With a customized CSS file



#### 4.5.3 Portrait

Like **Summary screen by resource - Landscape** layout configuration but for portrait view

☞ In portrait mode, arrange your layout to display properly the required information (ex: 2 timeslots per page, 13 meetings rooms per page)

To publish **SignMeeting** in mode portrait, set the device viewport in portrait

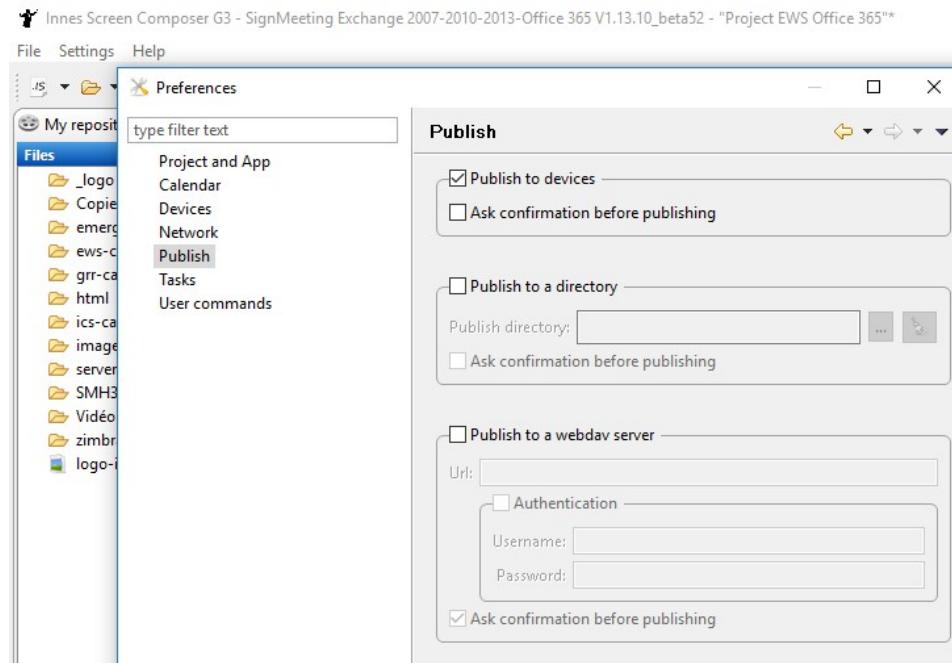
Device Web UI:

- change the output rotation to 90° (or 270°),
- select the screen resolution according to,
- adjust the overscan.

## 5 Screen Composer : publication

### 5.1 Publication activation

Open **Screen Composer G3** and check that **Publish to devices** is selected (menu **Preferences** then menu **Publish**).

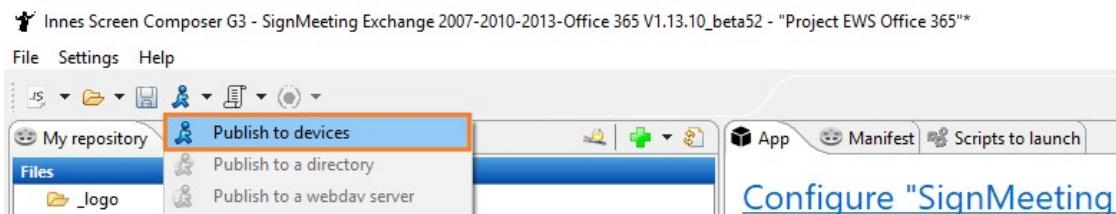


### 5.2 Device (select one or several devices)

In the Device's section, select the devices that you want to publish to.

### 5.3 Publish

Click on the **Publish to devices** button:



## 6 Using SignMeeting on SMT210 (Room Screen)

SignMeeting in the **Room screen** layout can display two meetings on the main screen:

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

Several buttons are supported:

- The  **Booking menu** button allowing to:
  - view the planning of the meetings taking place today or the days after,
  - book a meeting today or the days after.
- The **Book Now** button allowing to program an instant meeting:
  - The **Report as empty** button allowing to shorten a meeting when it is finished,
  - The **Confirm my presence** button allowing to confirm that someone in the room is attending the meeting and confirm the meeting.

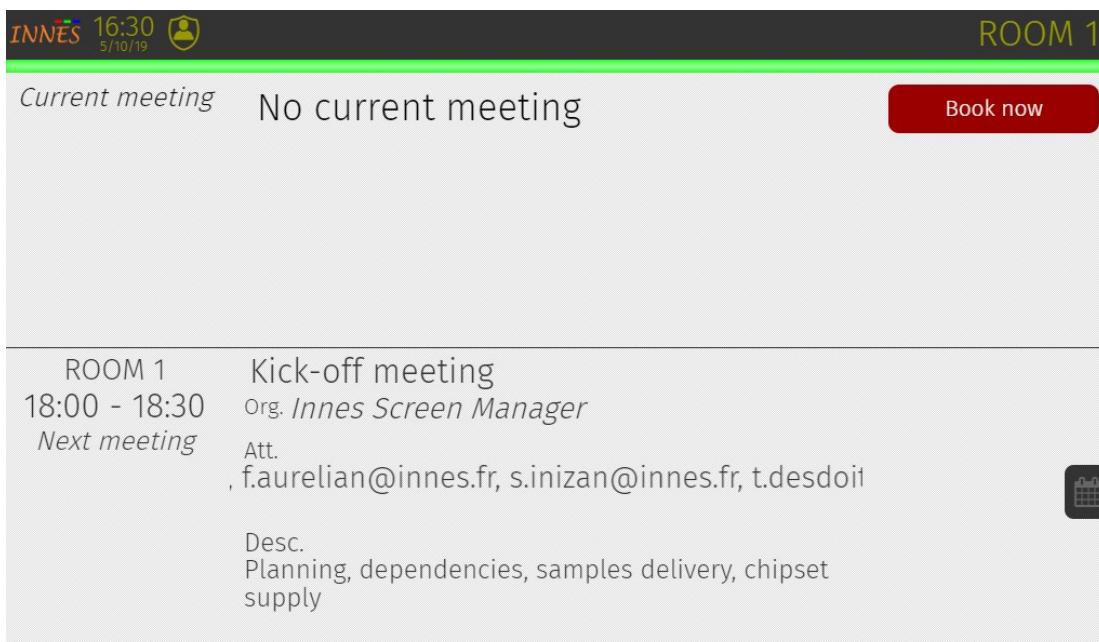
 *The access to these buttons may require that the user be authenticated by an NFC badging.*

Depending on when **Room is emptied** button is pressed, the meeting is either:

- shortened in calendar system if the spent duration of the meeting is more than 30 minutes,
- deleted from calendar system if the spent duration of the meeting is less than 30 minutes.

### 6.1 Main page

This is a **SignMeeting** rendering examples:



### 6.1.1 Current meeting / next meeting

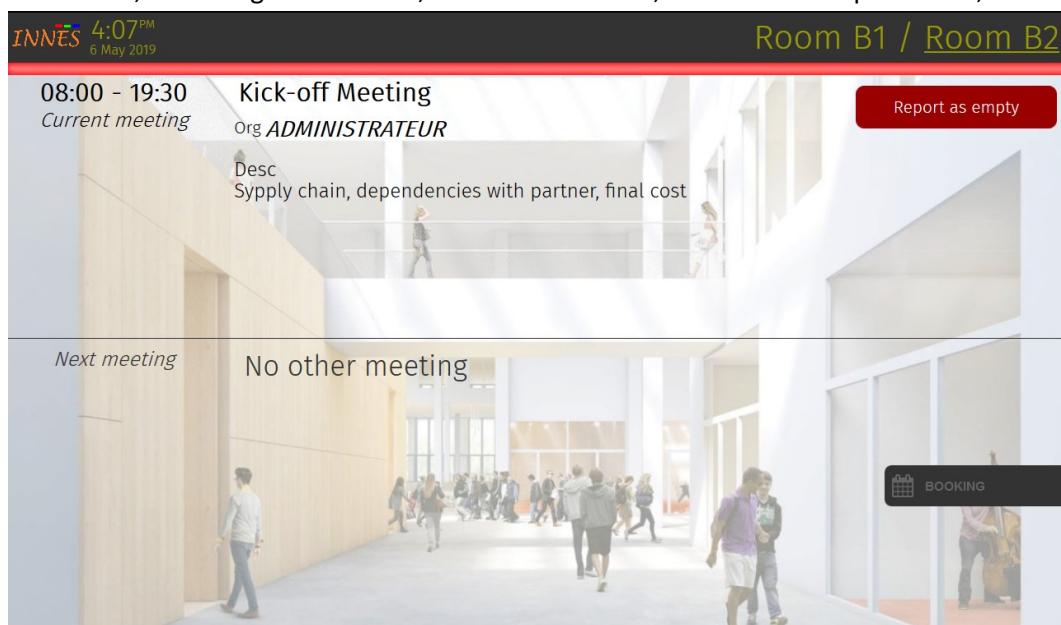
The SignMeeting application displays

- The **Current meeting**
  - If any
  - Else the default value *no current meeting* is displayed
- The **Next meeting**
  - if any
  - Else the default value *no next meeting* is displayed

### 6.1.2 Customization

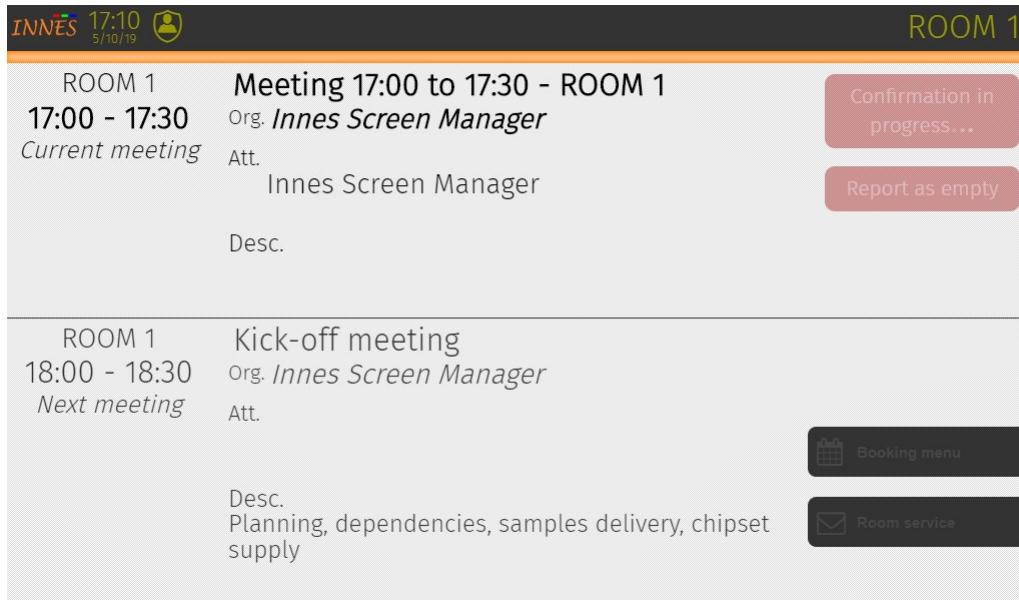
The banner's background colour and the banner's font can be changed in the form.

It is possible to completely configure the **SignMeeting** rendering with a **CSS file (.css)**. It allows to customize for example the text colours, the background colour, the button colours, the horizontal splitter line, ...



### 6.1.3 Buttons

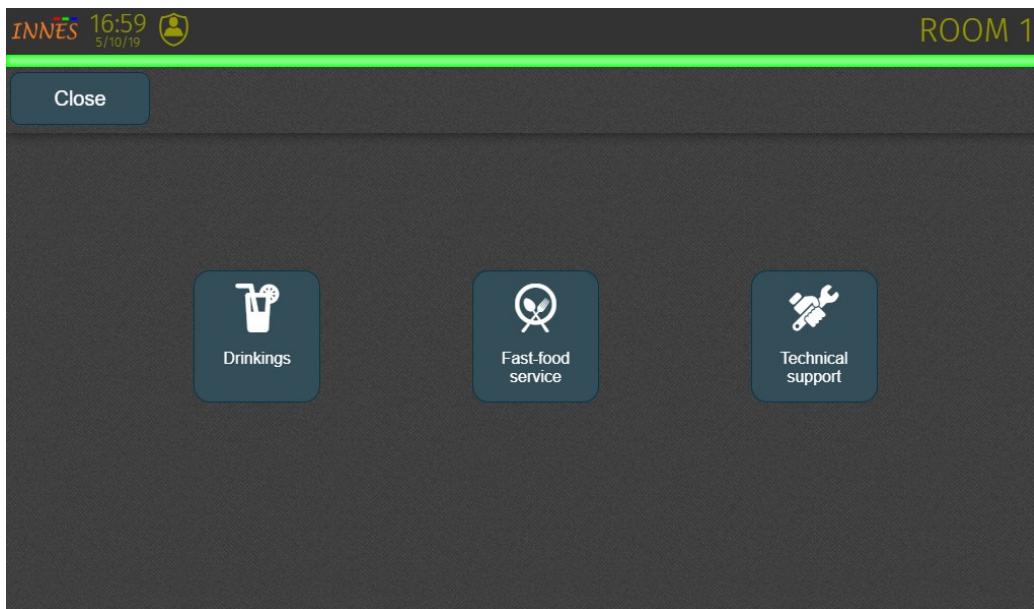
Several buttons are then supported:



- **Booking menu**
  - allowing to access to a screen showing the planning of the meetings in the day (time range defined in **SignMeeting**) and modify the planning (add\*, modify\*, delete\*)
- **Notification button** (in the example: label *Room service*)
  - allowing access to a screen to send a notification by email to a predefined email details defined in **SignMeeting** form (recipient address, subject and body) when pressing on the appropriate button.
  - a new button is created each time a new item [recipient, subject, body] is created in the list of the notification page.
  - the **notification** button is not present when there is no item created in the notification page.
  - in case RFID authentication configuration, badging is required to access to the notification button.

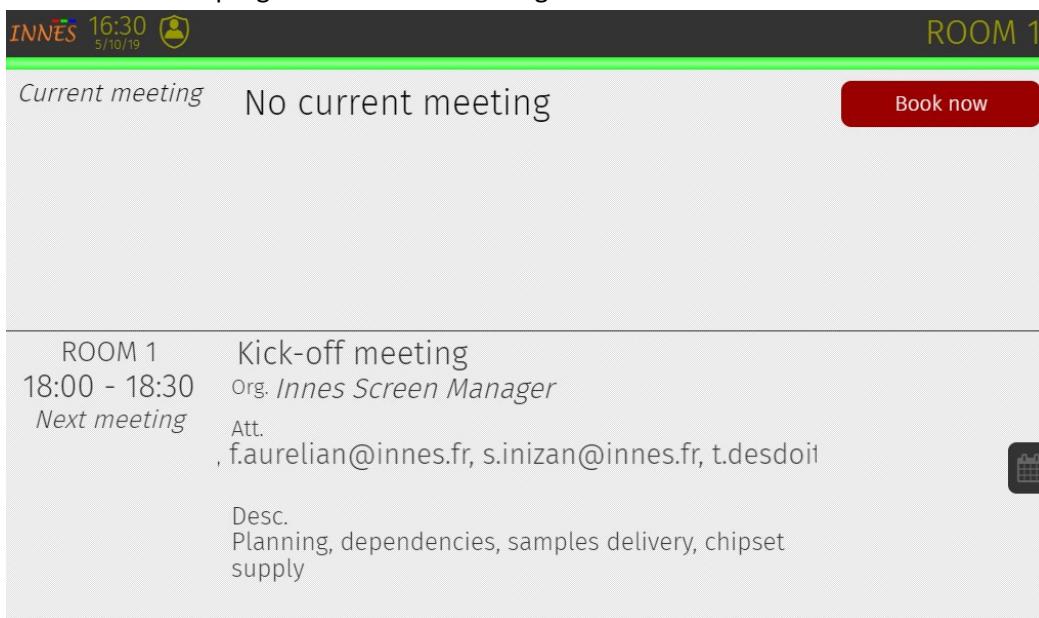
In this example, the **notification** button has been called *Room service*. Then 3 buttons have been created:

- *Drinkings*
- *Fast-food service*
- *Technical support*



*It is required to use a pictogram for each button (more than 100 pictograms available in this version).*

The **Book Now** button allows to program an instant meeting.



The **Report as empty** button allowing to shorten a meeting when the meeting is terminated. This button can be displayed when a meeting has started, <n> minutes before the end of the meeting (default <n> value: 15 minutes).

The **Confirm my presence** button allowing to confirm that the organizer in the room is attending the meeting and that the meeting really stands. This button can be displayed when a meeting has started, or <n> minutes before the begin of the meeting (default <n> value: 15 minutes).

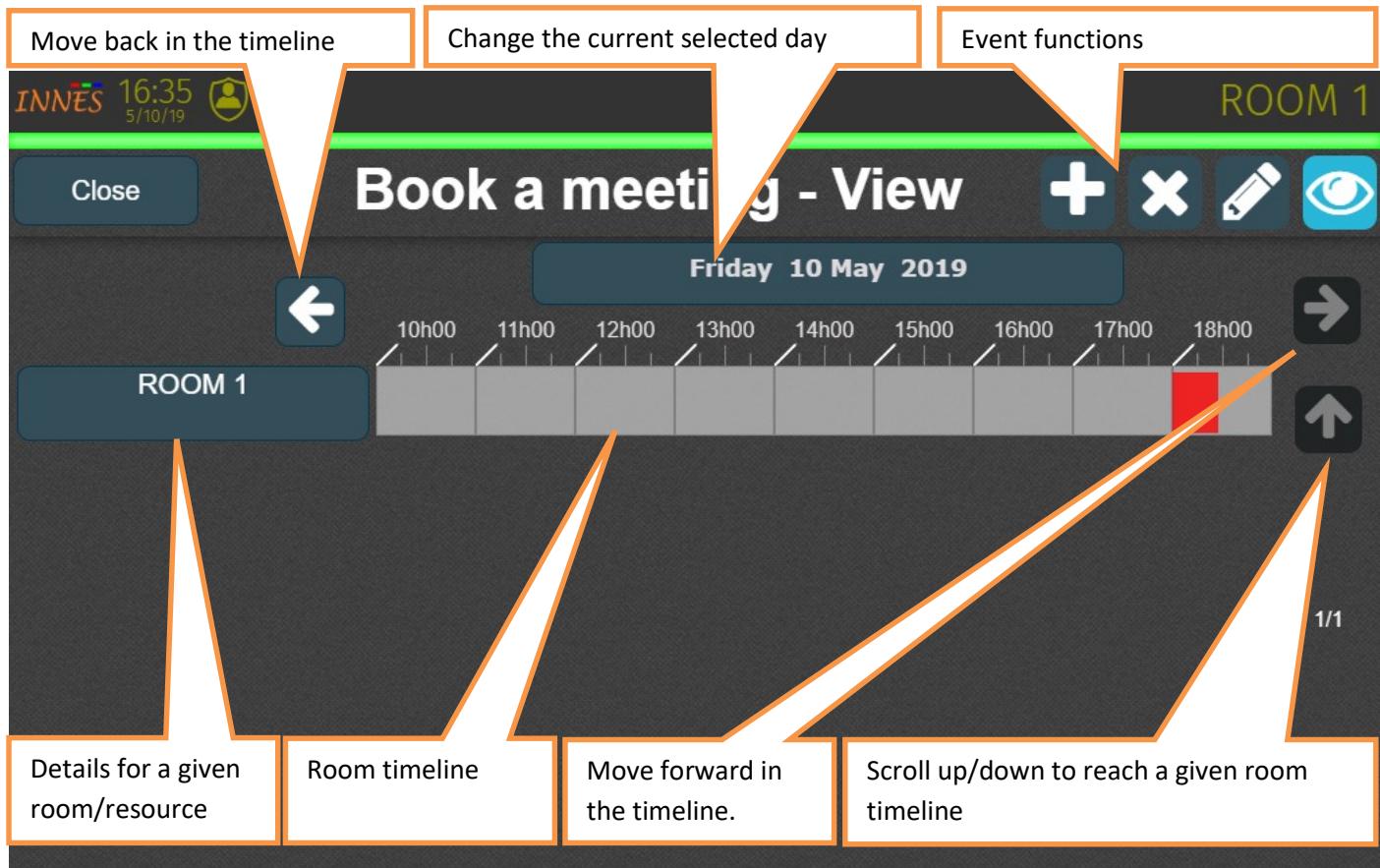
The **Close the door** button is not supported by SignMeeting Exchange.

## 6.2 Booking interface

The **Booking menu** button allows to show all the current meetings for a selected day: the current one or any other day of the calendar.

To book a meeting, it is advised to have an appropriate view of all the meetings taking place on the selected day.

*The time windows can be increased in the SignMeting's form (Datasource tab).*



The booked meetings are shown in the red colour.

In this example, a meeting is taking place in the ROOM1 resource from 18h to 18h30, on Friday 10 May 2019.

## 6.3 Confirm my presence button

This button appears when a meeting has just begun.

ROOM 1	Meeting 17:00 to 17:30 - ROOM 1	
17:00 - 17:30 <i>Current meeting</i>	Org. <i>Innes Screen Manager</i> Att. Innes Screen Manager	<b>Confirm my presence</b>
	Desc.	<b>Report as empty</b>
<hr/>		
ROOM 1	Kick-off meeting	
18:00 - 18:30 <i>Next meeting</i>	Org. <i>Innes Screen Manager</i> Att. s.inizan@innes.fr, t.desdoit@innes.fr	<b>Booking menu</b>
	Desc. Planning, dependencies, samples delivery, chipset supply	<b>Room service</b>

It allows to confirm that some people do attend the meeting. When the user is pressing on the **Confirm my presence** button, the meeting is confirmed in the MS-Exchange calendar system.

An option in the form allows to activate the display the **Confirm my presence** button for the next meeting allowing to confirm for sure a meeting taking place in the future.

Another option allows to delete the meeting when it has not been confirmed in the elapsed time.

**A** *Confirm my presence* doesn't work for all day long meetings with recurrence.

## 6.4 Report as empty button

ROOM 1	Meeting 17:00 to 17:30 - ROOM 1	
17:00 - 17:30 <i>Current meeting</i>	Org. <i>Innes Screen Manager</i> Att. Innes Screen Manager	<b>Confirm my presence</b>
	Desc.	<b>Report as empty</b>
<hr/>		
ROOM 1	Kick-off meeting	
18:00 - 18:30 <i>Next meeting</i>	Org. <i>Innes Screen Manager</i> Att. f.aurelian@innes.fr, s.inizan@innes.fr, t.desdoit@innes.fr	<b>Booking menu</b>
	Desc. Planning, dependencies, samples delivery, chipset supply	<b>Room service</b>

The **Report as empty** button appears when a meeting has just begun. It is possible to configure the display duration for this button.

When the room is booked but there is no one in the room, it is possible to automatically shorten the current meeting by using the **Report as empty** button and free the resource for another use.

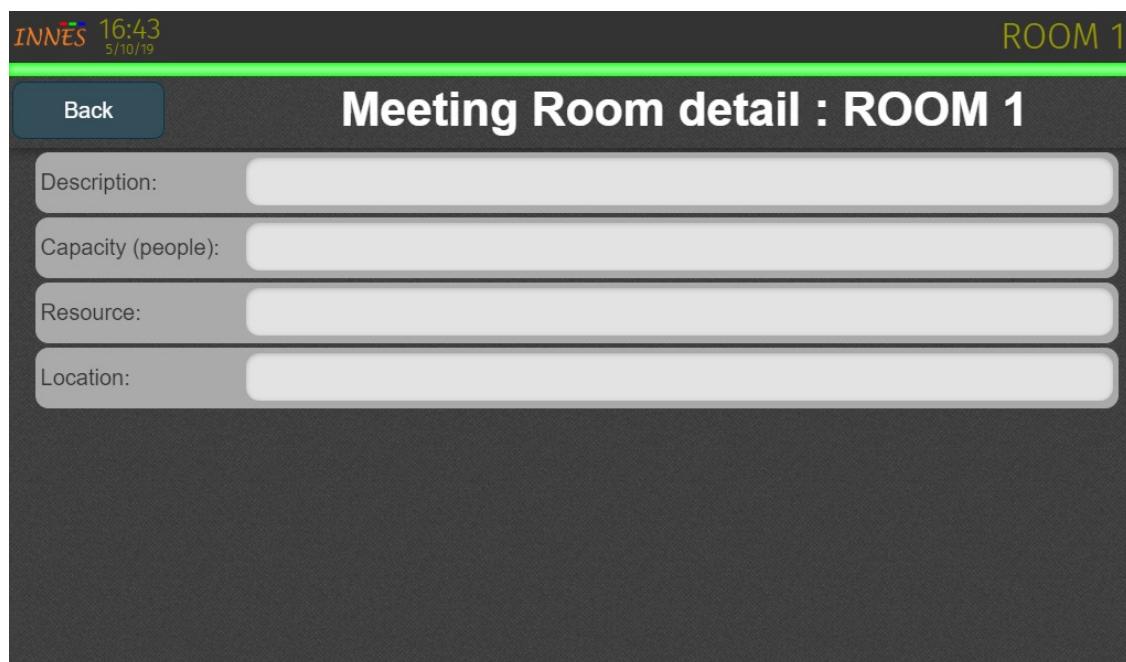
## 6.5 Event functions

- **Add:** allows to add a new event in the nearest resource availability.  
*☞ It is not possible to create meeting across several days in this version.*
- **Modify:** allows to modify an event
- **Delete:** allows to delete an event
- **View:** allows to get more detail on the meeting

### 6.5.1 Meeting detail view button

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

- *Description,*
- *Capacity,*
- *Resource,*
- *Location.*



### 6.5.2 Add & Modify buttons

For **Add** and **Modify** functions, it is possible to press on the **clock** button to change:

- the **Start** time,
- the **Finish** time.



	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 change,
- Click outside to **cancel**.

☞ When a meeting has been booked with the **Book now** button, the label automatically generated can contain the meeting start time and meeting end time. In this case, when the user is changing the meeting start time or end time with the screen shown above, the label cannot be modified.

## 7 Using SignMeeting on SLATE (Room Label)

SignMeeting with Room label layout allows to display two meetings in the main screen:

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

### 7.1 Main page

This is a SignMeeting rendering examples with the optional **Book now** button



Several optional buttons are supported in the form:

- The **Book now** allows to book the room resource from now for the next 30/60/120 minutes,
- The **Check In** button\* allows to confirm your presence to the meeting by a key press,
- The **Check Out (shorten or delete the meeting)** button\* allows to free the room resource and shorten the meeting by a key press.

**A** With the room label layout, \*Check in button and Check out (shorten or delete the meeting) buttons are deprecated for any new SMH300/SLATE106 installation. So, when the Book now button is activated, the Check in button and Check out (shorten or delete the meeting) button shall be maintained deactivated. In return, to support Check in and Check Out feature, do use a EnOcean presence detector device and a custom meetingControlEnOceanMotionSensor\_1.13.11.js script to automatically validate the meeting room resource when some people are detected in the room or free up the meeting room resource when no people are detected in the room.

To support the **Book Now** button, activate them in the **Reservation process actions** part of the **Main page** tab shown below.

Entry form 1.13.11 beta30

<input checked="" type="checkbox"/> Main Page	<input type="checkbox"/> Room screen	<input type="checkbox"/> Summary Screen	<input type="checkbox"/> Summary screen portrait	<input checked="" type="checkbox"/> Room label	<input type="checkbox"/> Summary screen by resource
<b>Display Information for the current meeting</b> <input checked="" type="checkbox"/> Display title <input checked="" type="checkbox"/> Display description <input checked="" type="checkbox"/> Display time range					
<input checked="" type="checkbox"/> Text when there is no current meeting <input checked="" type="checkbox"/> Label      Description					
<input checked="" type="checkbox"/> Shift the start event display * <input checked="" type="checkbox"/> Label      Organisateur					
<input type="radio"/> 30 minutes before the start of the event <input checked="" type="radio"/> As soon as possible					
<b>Display Information for the next meeting</b> <input checked="" type="checkbox"/> Display title <input checked="" type="checkbox"/> Display time range					
<input checked="" type="checkbox"/> Display event label <input checked="" type="checkbox"/> Next meeting					
<input checked="" type="checkbox"/> Text when there is no next meeting <input checked="" type="checkbox"/> No other meeting					
<b>Reservation process actions</b> <input checked="" type="checkbox"/> Button book now for <input type="text" value="30"/> minutes *					
<input type="checkbox"/> Button Check In * <input type="checkbox"/> Shorten the meeting, if no check in after <input type="text" value="15"/> minutes					
<input type="checkbox"/> Button Check Out (shorten or delete the meeting) *					
<input checked="" type="checkbox"/> Custom script <input type="text" value="EnOcean_presence_sensor/meetingControlEnOceanMotionSensor_1.13.11.js"/>					
<small>* Warning, the activation of this parameter will decrease the autonomy of the device</small>					

 The **Book Now** can work only when the SLATE content is up to date with the SMH300 hub content. If it is not yet synchronized, proceeding to a **Book Now** action will only trig a SLATE content update. Once this content has been updated, try to **Book Now** again. Now it should work.

 If the **Book Now** button is not displayed, that means that the **Book Now** with the specified duration (30m, 1h, 2h) is not possible. For example, there is not sufficient free time from now to the next meeting. The default meeting duration for a **Book Now** can be configured in the SignMeeting form.

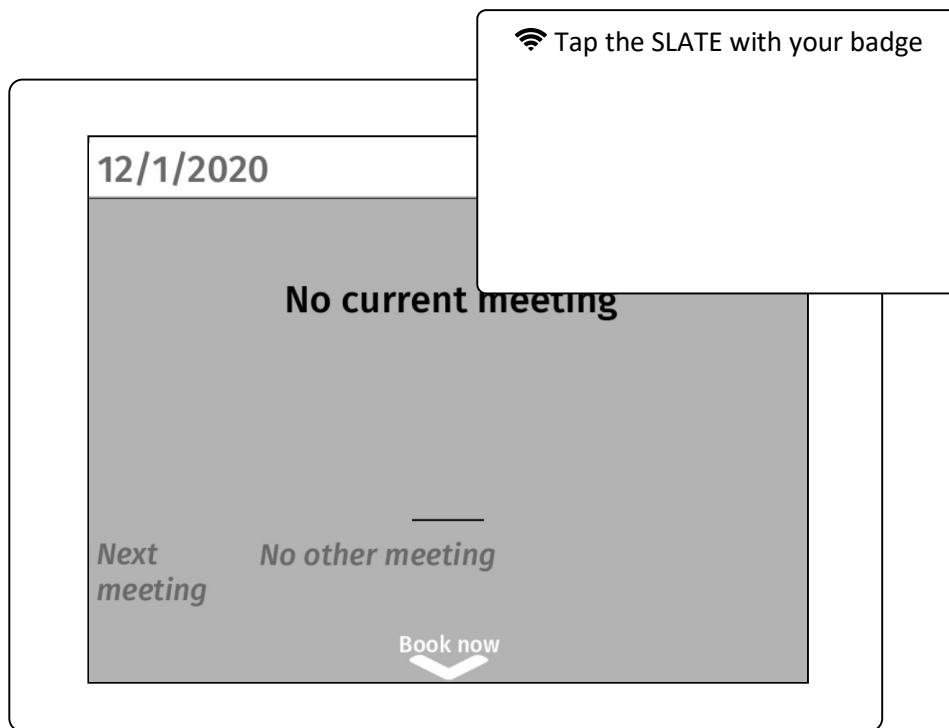
## 7.2 Book Now with NFC badging

In case NFC badging is required before being able to process to a **Book Now**, two user actions are required:

- Stand the Badging,
- Pressing on the **Book Now** button.

 The support for NFC sensor protocol needs to be activated in the SLATEs through the SMH300 hub. The support for NFC badging and LDAP authentication is activated in the SignMeeting form. Ensure that the SLATE is properly configured to support your badge protocol. In case LDAP authentication, ensure that your badge is properly registered in your LDAP server. The authentication timeout is 30 seconds in the default configuration. Badging twice within the 30 seconds will prevent the user to make an instant booking.

Action	Wait
1 – With the same movement, put the badge upon the <b>NFC</b> sensor by taping the SLATE to create a vibration.	Wait for 1 seconds, the time for the red LED is blinking twice.
2 - Press on the SLATE <b>Middle</b> key with your finder.	The LED should blink at least 5 time then display the new meeting.



If the new meeting does not appear:

- If the content has been updated, try the **Book Now** again.
- If not,
  - either the tag protocol of the badge is not recognized, or the badge owner cannot be authenticated,
  - or the LDAP authentication session has expired (or the user has generated a disconnection),
  - or there is not sufficient time range until the next meeting to make an instant booking.

## 8 Appendix

### 8.1 Theme CSS

<b>CSS type</b>	<b>SignMeeting 1.12.35</b>	<b>SignMeeting 1.13.11</b>
<b>CSS theme for Room Label</b>	label_default_sm_1.13.10.css	signmeting_theme_room_screen_1.13.11.css
<b>CSS theme for Room Screen</b>	theme_css_generic_1.12.20.css	signmeting_theme_room_screen_1.13.11.css
<b>CSS theme for Summarization by resource</b>	theme_roomgrid_sm_1.12.22.css	signmeeting_theme_summarization_by_resource_1.13.11.css

#### 8.1.1 For Summary screen by resource layout

##### 8.1.1.1 signmeeting\_theme\_summarization\_by\_resource\_1.13.11.css

it is possible to change, for the different cells of the grid:

- background colour
- border colour
- font colour

```
.room_title
{
    colour:#FFFFFF;
    background-colour:#393939;
    border-colour : #000000;
}

.room_name
{
    colour:#FFFFFF;
    background-colour:#393939;
    border-colour : #000000;
}

.title_time_interval
{
    colour:#FFFFFF;
    background-colour:#393939;
    border-colour : #000000;
}

.calendar_event_free
{
    /*background-colour:#00FF00;*/
    background-colour:rgb(162, 162, 162);
    border-colour : #000000;
}

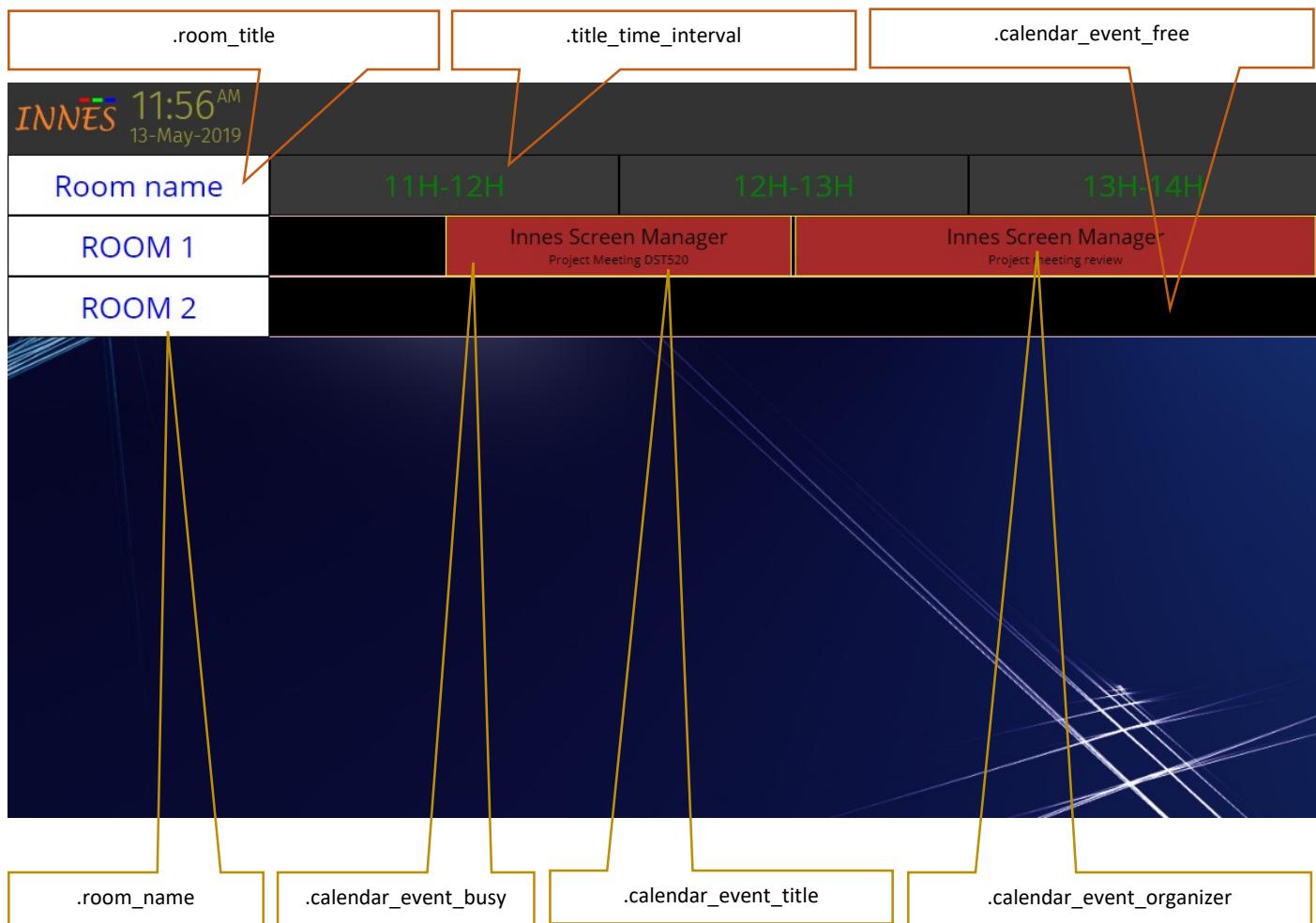
.calendar_event_busy
{
    /*background-colour:rgb(127, 16, 6);*/
    /* background-colour:#FF0000;*/
    border-colour : #000000;
    background-colour:rgb(214, 33, 75);
}
```

```
}

.calendar_event_title
{
    colour:#000000;
}

.calendar_event_organizer
{
    colour:#000000;
}
```

### 8.1.1.2 CSS style configuration for Summary screen by resource layout



## 8.1.2 For Room Screen layout

### 8.1.2.1 signmeting\_theme\_room\_screen\_1.13.11.css

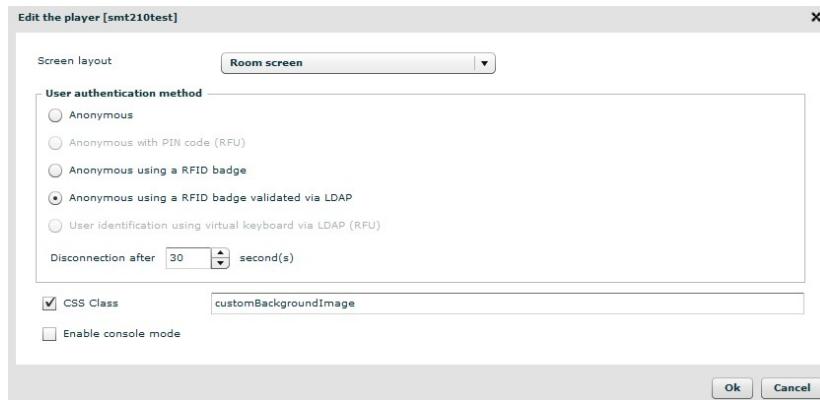
*Generalities on the background image and default font definition*

```
/**  
 * Room Screen customizable CSS  
 *  
 * Feel free to edit the proposed fields based on your needs.  
 *  
 * If you want to use an external media (image, video...), please ensure that it has been added in the publication (see  
ScreenComposer MEDIA tab).  
 * Then specify the URL relatively to this file's location.  
 *  
 * Example 1: The CSS and the media are in the same directory.  
 *         ./assets/theme_room_screen.css  
 *         ./assets/my_image.png  
 * => The style to apply is:  
 *         background-image: url("my_image.png");  
 * The path requires just the image's file name.  
 *  
 * Example 2: The CSS and the media are in two different directories.  
 *         ./css/theme_room_screen.css  
 *         ./images/my_image.png  
 * => The style to apply is:  
 *         background-image: url("../images/my_image.png");  
 * The path goes up one level (..), then follows the "images" directory (images/) and ends up with the image's file  
name (my_image.png)  
 */  
  
/* Defines the default colours and font */  
body {  
    colour: #333;  
    font-weight: bold;  
}
```

*Background image (or back ground colour)*

- It is possible also to create a custom class name to define the background image for a device. This custom class must be used in the SignMeeting form

```
.customBackgroundImage {  
    background-image: url("../images/crystal_blue.jpg");  
}
```



*Customization part specific to a specific device (identifiable with its variable value: MAC, UUID, HOSTNAME, FIELD1 .. 5)*

```
/*
CSS classes matching the deviceInfo variables specific to each device are set on the container.
It allows you to apply specific CSS rules based on the device.
A prefix is used for CSS compatibility and to match the deviceInfo Name.
For example:
.MAC_00-1C-E6-02-38-63 #mainpage_current_summary {
    colour: red;
}
The names of the classes is the concatenation of the device specific information:
- MAC_<mac_address_value> with <mac_address_value> being the current MAC address of your device.
- UUID_<uuid_device_value> with <uuid_device_value> being the Universal Unique identifier of your device,
- HOSTNAME_<hostname_value> with <hostname_value> being the Hostname defined on your device,
- FIELD<field_number>_<field_value> with <field_number> being the index of the field variable (from 1 to 5) and
<field_value> its value on your device.
*/
.MAC_00-1C-E6-02-38-63 #mainpage_current_summary {
    colour: inherit;
}
```

- For example: the device which can resolve these variable values will apply the style of the according CSS class value

```
.UUID_02b403c0-0000-0000-0001ce6023863 {
    background-image: url("../images/MAC1.jpg");
}
.MAC_00-1C-E6-02-00-BE {
    background-image: url("../images/UUID1.jpg");
}
.FIELD1_F1_val {
    background-image: url("../images/F1_val1.jpg");
}
.HOSTNAME_hostname1 {
    background-image: url("../images/HOSTNAME1.jpg");
}

.MAC_00-1C-E6-02-00-BE #mainpage_current_attendees {
    colour: blue;
}

.MAC_00-1C-E6-02-00-BE #mainpage_current_description {
    colour: green;
}

.MAC_00-1C-E6-02-00-BE #mainpage_current_location,
.MAC_00-1C-E6-02-00-BE #mainpage_current_summary {
    colour: red;
}
```

When several variables values can be resolved for a same device, the last one is applied.

*Customization of the current meeting. Here all the fields of the current meeting have the same colour #000*

```
#mainpage_current_summary,
#mainpage_current_location,
#mainpage_current_organizer,
#mainpage_current_organizer-label,
#mainpage_current_attendees,
#mainpage_current_attendees-label,
#mainpage_current_description,
#mainpage_current_description-label,
#mainpage_current_date,
#mainpage_current_meeting-state {
    colour: #000;
}
```

- For example: the 7 first fields of the current meeting have the colour #000, the 3 last fields of the current meeting have the colour green

```
#mainpage_current_summary,
#mainpage_current_organizer,
#mainpage_current_organizer-label,
#mainpage_current_attendees,
#mainpage_current_attendees-label,
#mainpage_current_date,
#mainpage_current_meeting-state {
    colour: black;
}

#mainpage_current_description,
#mainpage_current_description-label,
#mainpage_current_location {
    colour: green;
}
```

#### *Size of the splitter*

```
/* Splitter line between the current and the next meeting sections */
#divEventTwo {
    border-top: 1px solid #333;
}
```

#### *Customization of the next meeting. Here all the fields of the current meeting have the same colour #000*

```
/* NEXT MEETING */

#mainpage_next_summary,
#mainpage_next_attendees,
#mainpage_next_attendees-label,
#mainpage_next_organizer,
#mainpage_next_organizer-label,
#mainpage_next_description,
#mainpage_next_date,
#mainpage_next_meeting-state {
    colour: #333;
```

#### *Customize the Book Now / Confirm my presence / Room as empty buttons for current and next meeting :*

```
/* Buttons for the current and next meeting */
.mainpage_current_buttons,
.mainpage_next_buttons {
    colour: #FFFFFF;
    background-colour: #990000;
}
.mainpage_current_buttons_inactive,
.mainpage_next_buttons_inactive {
    colour: rgba(255, 255, 255, 0.38);
    background-colour: rgba(153, 0, 0, 0.38);
    pointer-events: none;
}
```

#### *Customize the booking menu button:*

```
/* Buttons for the booking actions */
.menuinneraccess {
    background-colour: rgb(255, 255, 255);
    colour: #666666 !important;
}
```

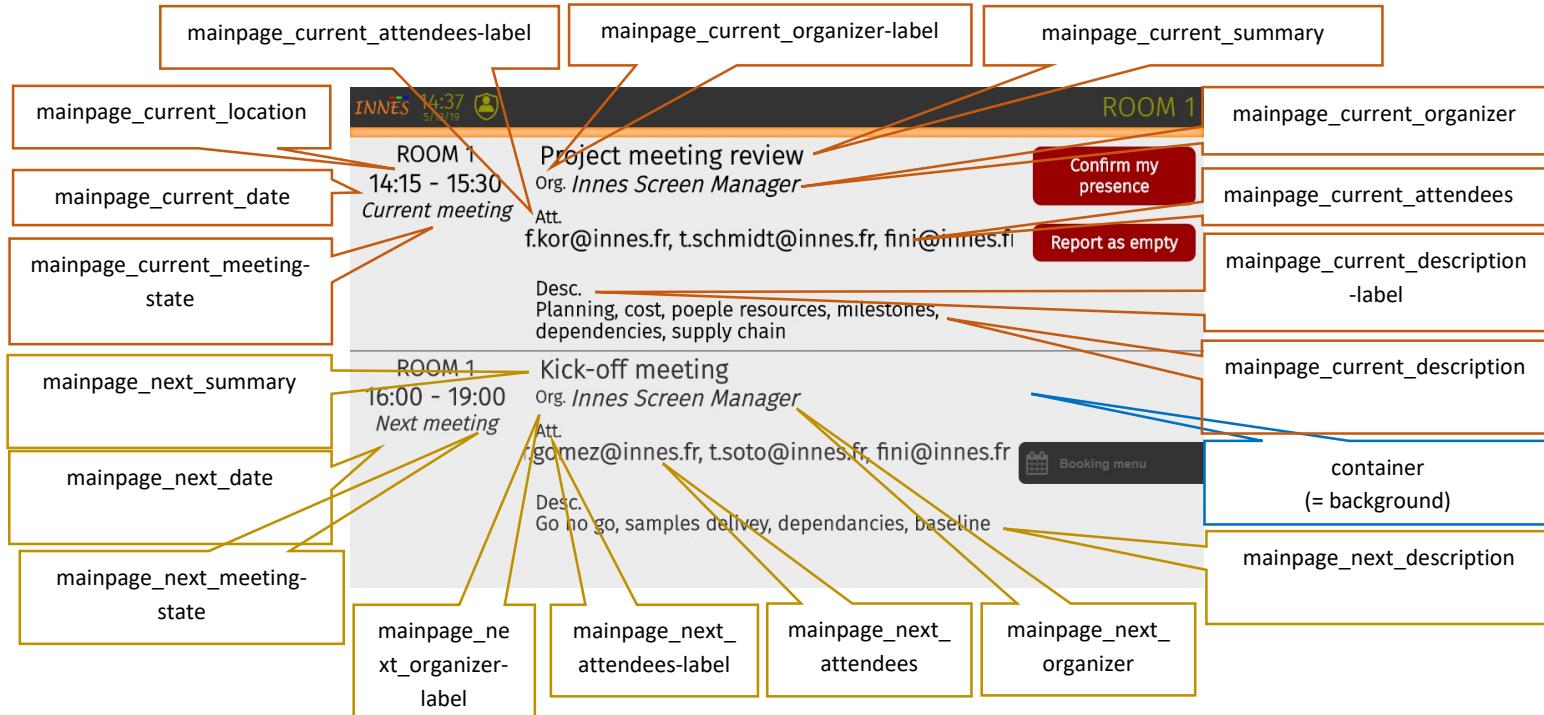
#### *Customize the button to access to the notification page (room service):*

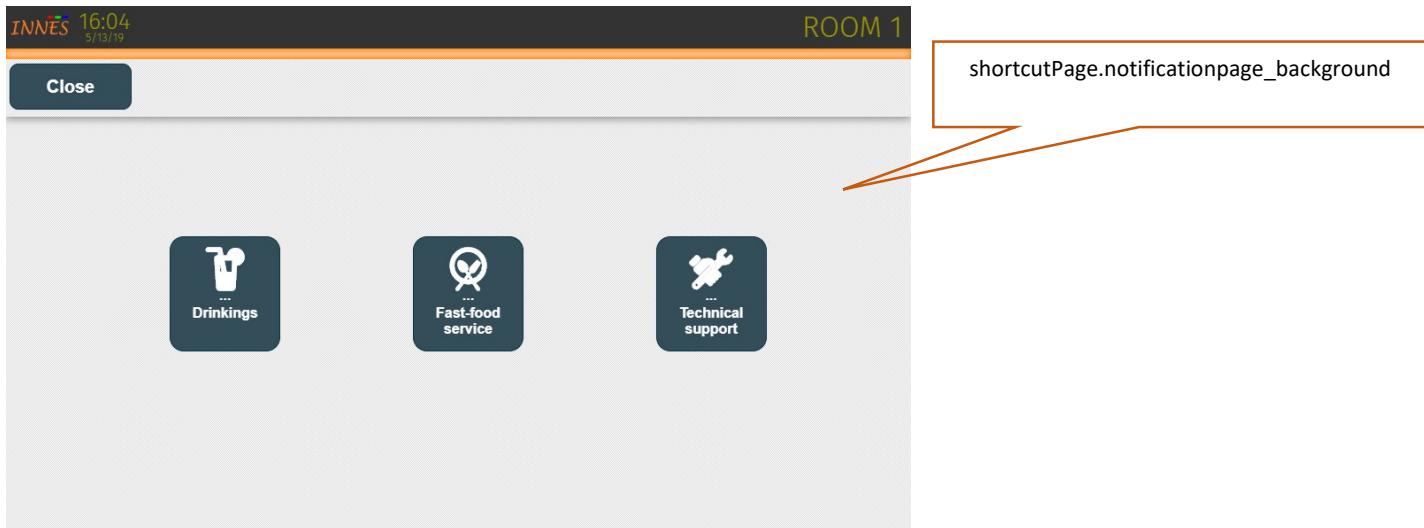
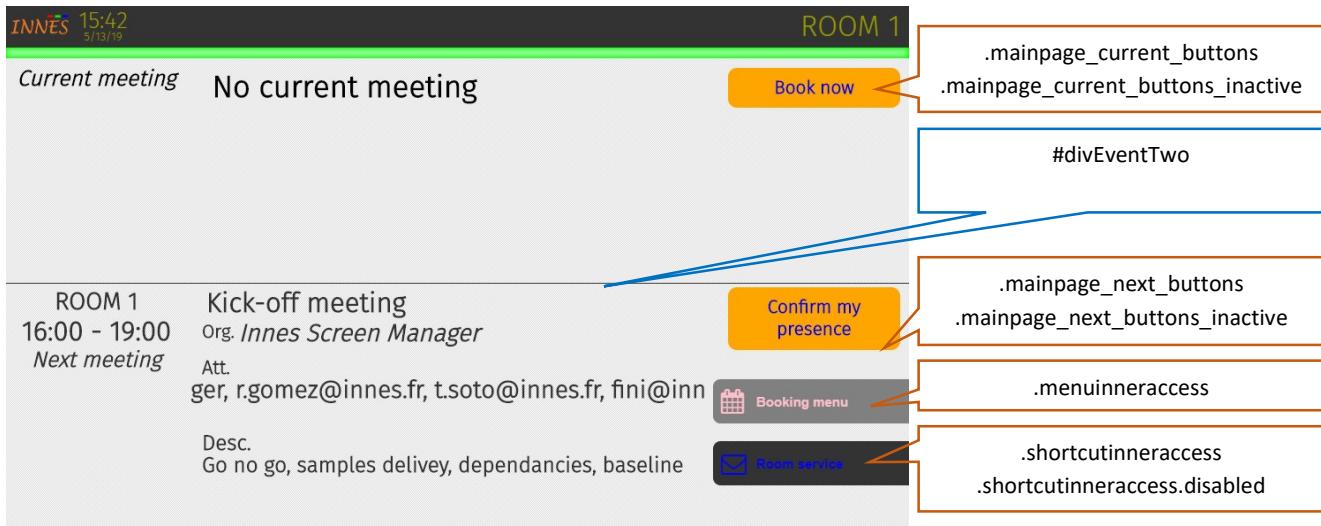
```
/* Button to access the shortcut page */
#shortcutinneraccess {
    colour: rgb(102, 102, 102) !important;
}
```

```
#shortcutinneraccess.disabled {
    colour: rgba(102, 102, 102, 0.38) !important;
    pointer-events: none;
}
```

## *Customization of the notification page background image*

### 8.1.2.2 CSS style configuration for Room Screen





### 8.1.3 For Room label layout

### 8.1.3.1 signmeting\_theme\_room\_label\_1.13.11.css

## Background

## Current meeting

```
/* CURRENT MEETING */
#mainpage_current_summary,
#mainpage_current_location,
#mainpage_current_attendees,
#mainpage_current_meeting-state {
    colour: #000000; /* dark grey */
}

#mainpage_current_date,
#mainpage_current_description,
#mainpage_current_organizer {
    colour: #474747;
}
```

```
#mainpage_current_description-label,  
#mainpage_current_organizer-label,  
#mainpage_current_attendees-label {  
    colour: #696969;  
}
```

## Next meeting:

```
/* NEXT MEETING */
#mainpage_next_summary {
    colour: #000000;
}

#mainpage_next_date {
    colour: #474747;
}

#mainpage_next_meeting-state {
    colour: #696969;
}
```

button label color (Book Now):

```
/* BUTTONS */
#buttonBar,
.labelButtonIcon {
  color: #474747;
}
```

#### 8.1.3.2 CSS style configuration for Room label



### 8.1.3.3 CSS Configuration

- Change the colour:

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

- Change the background-colour:

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

- Change the background image:

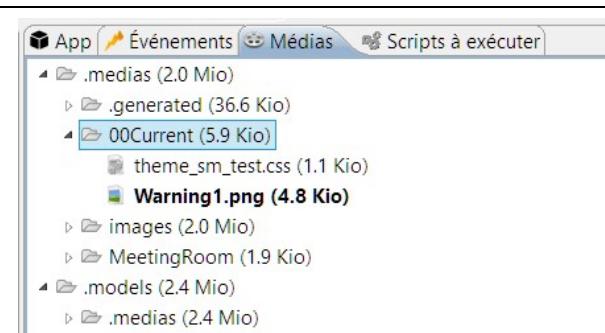
```
#container
{
    background-image: url("./background.png");
}
```

 The background image needs to be added as external resource in the project manifest in Screen Composer thanks to a file drag'n drop from the library.

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

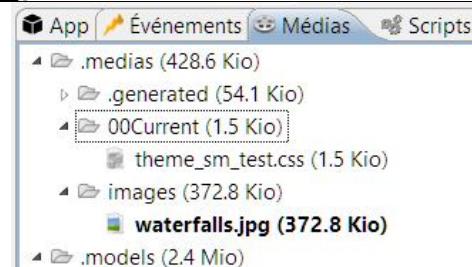
#### Example 1:

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



#### Example 2:

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



## 8.2 SignMeeting mapping

### 8.2.1 Mapping SignMeeting & EWS system

SignMeeting	ICS	EWS server
<b>Id</b>	UID	
<b>Title</b>	SUMMARY	
<b>Location (resource label)</b>	LOCATION	
<b>Description</b>	DESCRIPTION	
<b>Resource Id</b>	RESOURCE, Id	
<b>Time range start</b>	DTSTART	
<b>Time range end</b>	DTEND	
<b>Organisator</b>	ORGANIZER, CN	

### 8.2.2 Mapping SignMeeting & CSS (style sheet)

SignMeeting	ICS	Current meeting CSS	Next meeting CSS
<b>Title</b>	SUMMARY	mainpage_current_summary	mainpage_next_summary
<b>Description</b>	DESCRIPTION	mainpage_current_description	mainpage_next_description
<b>Label description</b>	N/A	mainpage_current_description-label	N/A
<b>Location</b>	LOCATION	mainpage_current_location	N/A
<b>Time range</b>	DTSTART / DTEND	mainpage_current_date	mainpage_next_date
<b>Organisator</b>	ORGANIZER, CN	mainpage_current_organizer	mainpage_next_organizer
<b>Organisator label</b>	N/A	mainpage_current_organizer-label	mainpage_next_organizer-label
<b>Event type</b>	N/A	mainpage_current_meeting-state	mainpage_next_meeting-state
<b>Attendees</b>	ATTENDEE, CN	mainpage_current_attendees	mainpage_next_attendees
<b>Attendees label</b>	N/A	mainpage_current_attendees-label	mainpage_next_attendees-label

### 8.2.3 Mapping : SignMeeting & summary composition columns title

SignMeeting label	ICS	SignMeeting fields
Title	SUMMARY	summary
Description	DESCRIPTION	description
Location	LOCATION	location
Time range	DTSTART / DTEND	time_range
Organisator	ORGANIZER, CN	organizer
Attendees	ATTENDEE, CN	attendees

## 8.3 Add customized attribute in LDAP

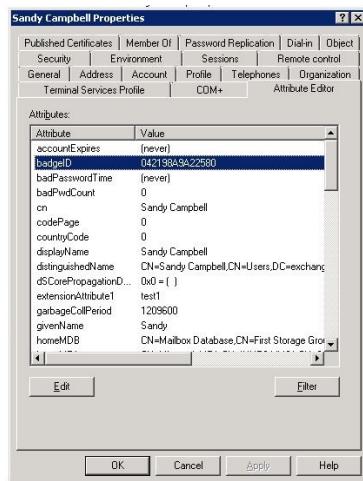
- Either existing attribute of LDAP,
- Or customized attribute (which has to be added to the required class in a directory).

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 new OID has to be added to the attribute,
    - 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**:



## 8.4 Device & calendar system certificate

Working with the calendar system may require adding a certificate in the device. Connect to the device Web UI and add the appropriate certificate.

## 8.5 Exchange server configuration

### 8.5.1 Configuration

The configuration of the server mainly consists in:

- Create a **Delegate Account** creation which will be allowed to read/write under each meeting rooms Calendar. Once the delegate account is created and the delegation on all the resource is done, it has access on the rooms calendars and can see them in the Office 365 Calendar interface.
- Allow **Microsoft Exchange Web Services** to be reached from the Devices with an authentication mode (supported by the Devices).

When configuration is correct, publication should make displayed SignMeeting application (or the basic design with date and time and room name)

### 8.5.2 Delegate account & SignMeeting

⚠️ SignMeeting EWS requires to use a delegate account having its own mailbox. The delegate account credential login is then used as **identifier** and **password** in the [SignMeeting form](#).

- For Security issue
  - SignMeeting uses EWS (Exchange Web Services) to communicate with the server MS-Exchange, contrary to Outlook which is using OWA (Outlook Web Access).
  - For security reasons, Administrator has to avoid giving the access EWS to all user & all resources.
  - The only one account **delegate** (or service account) is used to authenticate. It has read/write rights on several resources (and nothing else).
- Reservation as anonymous
  - Depending on chosen configuration, SignMeeting is allowing to book a resource as anonymous. In this case, the organizer of the booked meeting is the delegate account. It is important to give a appropriate specific name for this delegate account in order to be identified easily by all user.
- Behaviour when authentication fails :
  - SignMeeting is allowing to manage one or several resources (rooms) on a SMT210 device. When authentication fails, the device has to be able to get the agenda of all its associated resource,
  - Innes has chosen to not use authentication of all resource in order to avoid to enter all the resources in the configuration interface,
  - One of MS-Exchange recommendation is to keep conform to the workflow and to connect with a delegate user account (and not with a resource account),
  - With Office 365, no additional license is required for the delegate account (because using EWS and not OWA).

### 8.5.3 Connection issue

If case connection issue, an error message is displayed after the initial connection attempt to the device.

SignMeeting for Exchange uses a specific configurable account to make connection to Exchange Web Services (EWS).

### 8.5.4 Web services authentication type

SignMeeting supports the following authentication type for the EWS Web Services (Subdirectory of the Exchange Website under IIS):

- Basic,
- NTLM (Windows) or
- Digest.

The screenshot shows the IIS Manager interface. The left pane displays the 'Connections' tree, which includes 'Default Web Site' and its sub-sites like 'aspnet\_client', 'Autodiscover', 'ecp', 'EWS', 'Exchweb', 'Microsoft-Server-Act...', 'OAB', 'owa', 'PowerShell', 'Public', 'Rpc', and 'RpcWithCert'. The main pane is titled '/EWS Home' and contains two sections: 'ASP.NET' and 'IIS'. The 'ASP.NET' section has icons for .NET Authorization, Compilation, .NET Error Pages, .NET Globalization, .NET Profile, .NET Roles, .NET Trust Levels, .NET Users, Application Settings, Connection Strings, Machine Key, Pages and Controls, Providers, and Session State. The 'IIS' section has icons for Authentication (selected), Authorization Rules, Compression, Default Document, Directory Browsing, Error Pages, Failed Request Tracing Rules, Handler Mappings, HTTP Redirect, HTTP Response, IP Address and Domains, Logging, MIME Types, Modules, Output Caching, Request Filtering, and SSL Settings. Below these sections is a table titled 'Authentication'.

Name	Status	Response Type
Anonymous Authentication	Enabled	
ASP.NET Impersonation	Disabled	
Basic Authentication	Enabled	HTTP 401 Challenge
Digest Authentication	Disabled	HTTP 401 Challenge
Forms Authentication	Disabled	HTTP 302 Login/Redirect
Windows Authentication	Enabled	HTTP 401 Challenge

### 8.5.5 Web services protocols

SignMeeting can reach the Web Services URL using both protocols:

- http
- https

**A** For https protocol, the server's certificate needs to be installed on the Devices (so that they can manage to access properly the server).

## 8.6 Azure Active Directory support

You can create your Azure Active Directory (or AAD) application by following this Microsoft tutorial:

<https://docs.microsoft.com/en-us/graph/auth-register-app-v2>.

A procedure example is shown here after by connecting to the Microsoft Azure portal.

This procedure allows to generate you own ID and SECRET required in SignMeeting form to support Office 365 with **OAuth** authentication:

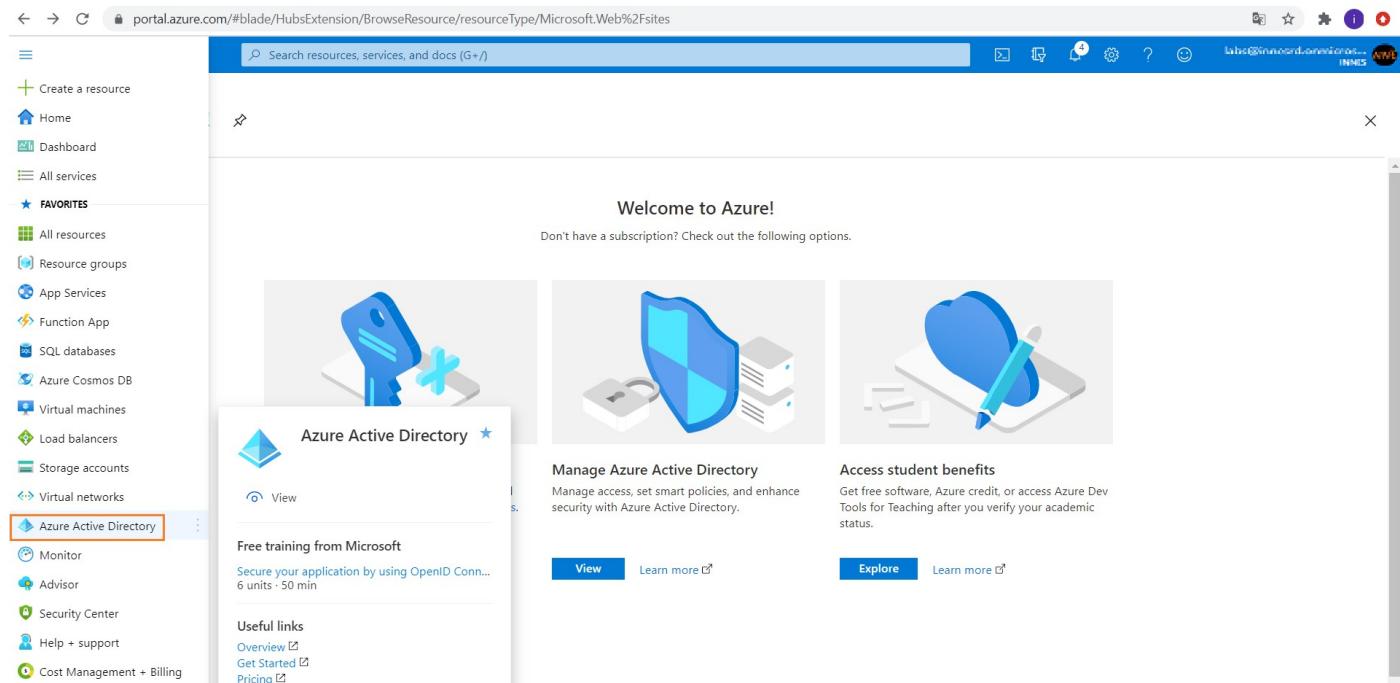
- **Application ID,**
- **Client secret,**
- **Directory (Tenant) ID (or Tenant ID).**

If you want to follow the PowerShell scripts procedure instead of following the procedure by connecting to the Azure portal, refer to the next chapter § [PowerShell scripts for Azure Active Directory support](#).

Connect on **Microsoft Azure** portal: <https://portal.azure.com/>

And sign in with your EWS account credential (administrator profile).

Click on the left top menu and choose the **Azure Active directory** item.



### 8.6.1 Application (client) ID and directory (Tenant) ID

On the **App registrations** menu, click on **New registration**

[https://portal.azure.com/#blade/Microsoft\\_AAD\\_IAM/ActiveDirectoryMenuBlade/RegisteredApps](https://portal.azure.com/#blade/Microsoft_AAD_IAM/ActiveDirectoryMenuBlade/RegisteredApps)

The screenshot shows the 'App registrations' blade in the Azure portal. The left sidebar has 'App registrations' selected. The top navigation bar includes 'Microsoft Azure', a search bar, and user information. The main area shows a table with columns: Display name, Application (client) ID, Created on, and Certificates & secrets. A message at the top states: 'Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Library (ADAL) and Azure AD Graph. We will continue to provide technical support and security updates but we will no longer provide feature updates. Applications will need to be upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph.' A 'New registration' button is highlighted with a red box.

Enter an application name (for example: **SignMeeting**),

Select the appropriate **Account in the organization directory only (organization only – Single tenant)** radio button, and press on the **Register** button.

The screenshot shows the 'Register an application' form. The 'Name' field is filled with 'SignMeeting'. The 'Supported account types' section shows the 'Accounts in this organizational directory only (Innes only - Single tenant)' radio button is selected. Below it, there are other options: 'Accounts in any organizational directory (Any Azure AD directory - Multitenant)', 'Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)', and 'Personal Microsoft accounts only'. A 'Help me choose...' link is present. The 'Redirect URI (optional)' section contains a note about authentication responses and a dropdown menu with 'Web' selected and a placeholder 'e.g. https://myapp.com/auth'. At the bottom, there is a link 'By proceeding, you agree to the Microsoft Platform Policies' and a blue 'Register' button.

In the **Overview** menu, copy to clipboard the **Application (client) ID** value, the 1st value required in **SignMeeting** form and store it preciously.

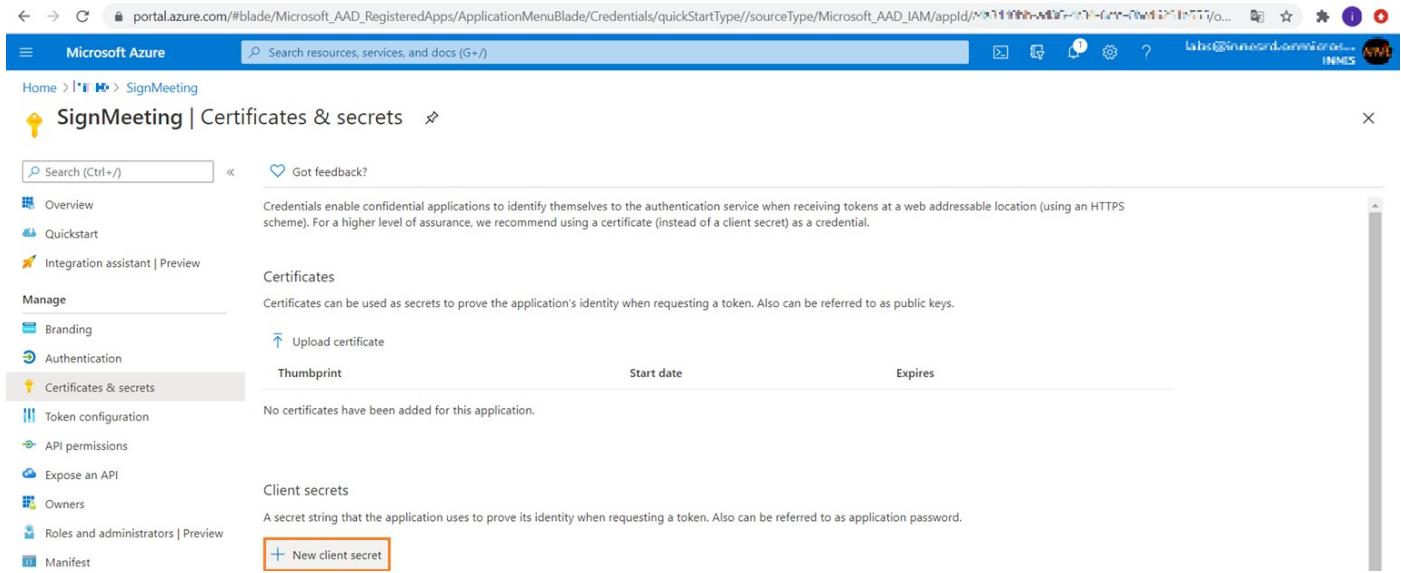
The screenshot shows the Microsoft Azure portal's Application registration page for the 'SignMeeting' app. The 'Overview' tab is selected. The 'Application (client) ID' field contains a long string of characters, which is highlighted with a red box. A 'Copy to clipboard' button is positioned above the field. Other fields visible include 'Display name' (SignMeeting), 'Directory (tenant) ID', 'Object ID', and sections for 'Supported account types', 'Redirect URIs', 'Application ID URI', and 'Managed application in ...'. Below the main form, there are two informational cards about app registrations and API permissions.

In the **Overview** menu, copy to clipboard the **Directory (tenant) ID** value, the 2nd value required in **SignMeeting** form and store it preciously.

This screenshot shows the same Microsoft Azure portal application registration page as the previous one, but with a different app name: 'SignMeetingTmp3'. The 'Directory (tenant) ID' field is highlighted with a red box and has a 'Copy to clipboard' button above it. The rest of the interface is identical to the first screenshot, including the sidebar navigation and the informational cards below the main form.

## 8.6.2 Client secret

In the **Certificates & secrets** menu, click on the **New client secret** button.



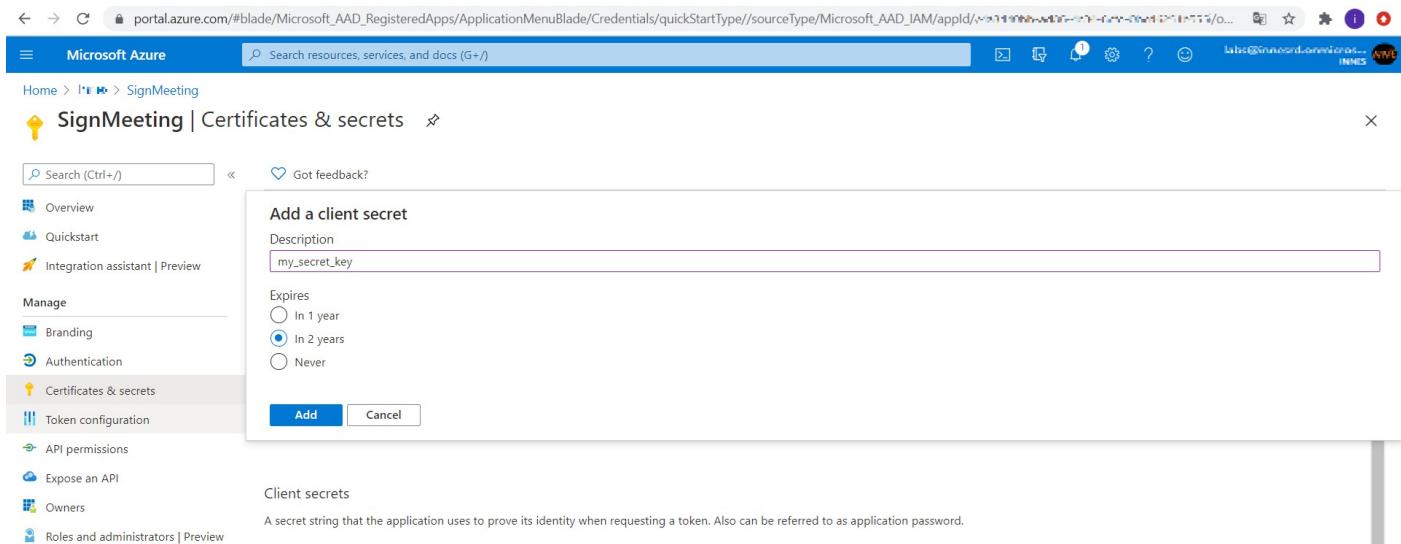
Credentials enable confidential applications to identify themselves to the authentication service when receiving tokens at a web addressable location (using an HTTPS scheme). For a higher level of assurance, we recommend using a certificate (instead of a client secret) as a credential.

**Certificates**  
Certificates can be used as secrets to prove the application's identity when requesting a token. Also can be referred to as public keys.

**Client secrets**  
A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

**New client secret**

Enter a name (for example: *my\_secret\_key*) and press on the **Add** button.



**Add a client secret**

Description

Expires  
 In 1 year  
 In 2 years  
 Never

**Add** **Cancel**

**Client secrets**  
A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

Copy into clip board the **client secret** value, the 2nd input for the **SignMeeting** form and store it preciously.

**A** The **client secret** value is not visible anymore when you are clicking on a new Web page.

The screenshot shows the Microsoft Azure portal interface. The URL in the address bar is `portal.azure.com/#blade/Microsoft_AAD_RegisteredApps/ApplicationMenuBlade/Credentials/quickStartType//sourceType/Microsoft_AAD_IAM/appId/.../o...`. The title bar says "Microsoft Azure". The left sidebar has sections like "Overview", "Quickstart", "Integration assistant | Preview", "Manage" (with "Certificates & secrets" selected), "Token configuration", "API permissions", "Expose an API", "Owners", "Roles and administrators | Preview", and "Manifest". The main content area shows "Certificates" and "Client secrets". Under "Client secrets", there is a table:

Description	Expires	Value
my_secret_key	10/9/2022	u7Sw4oN...j5h5-1dp-5m1GfT85dz?6Q89

A tooltip with the text "Copied" is shown over the copy icon next to the secret value "u7Sw4oN...j5h5-1dp-5m1GfT85dz?6Q89".

### 8.6.3 Grant permissions

In the API permissions menu, press on the Add a permission button.

The screenshot shows the Microsoft Azure portal interface. In the left sidebar, under the 'Manage' section, the 'API permissions' option is selected and highlighted with an orange box. On the main page, there is a table showing one configured permission: 'User.Read' from 'Microsoft Graph (1)' with a 'Delegated' type and a description 'Sign in and read user profile'. Above the table, there is a button labeled '+ Add a permission' which is also highlighted with an orange box.

Scroll towards the bottom of the page to find the Exchange button in the supported legacy APIs group and select it.

This screenshot shows the same Microsoft Azure API permissions page as the previous one, but with a modal window titled 'Request API permissions' overlaid. The modal contains a grid of legacy API options. The 'Exchange' option, which is described as 'A powerful, easy-to-use way to access and manipulate Exchange data', is highlighted with an orange box.

Select the **Delegated permissions** button.

The screenshot shows the Microsoft Azure portal interface. On the left, there's a sidebar with various management options like Overview, Quickstart, Integration assistant, etc. Under the 'Manage' section, 'API permissions' is selected. The main content area shows the 'SignMeeting | API permissions' page. It lists a single permission: 'Microsoft Graph (1)' with 'User.Read' scope, which is 'Delegated'. To the right, a 'Request API permissions' dialog is open. It shows two options: 'Delegated permissions' (selected) and 'Application permissions'. The 'Delegated permissions' section says 'Your application needs to access the API as the signed-in user.' The 'Application permissions' section says 'Your application runs as a background service or daemon without a signed-in user.'

In the **EWS** item, check the **EWS.AccessAsUser.All** box. Then click on the **Add permissions** button.

This screenshot continues from the previous one. The 'Request API permissions' dialog now includes a 'Select permissions' section. It shows a list of permissions under 'EWS (1)', with 'EWS.AccessAsUser.All' checked. This permission is described as 'Access mailboxes as the signed-in user via Exchange Web Services'. At the bottom of the dialog, there are 'Add permissions' and 'Discard' buttons.

⚠ At this step, the permissions are not yet granted.

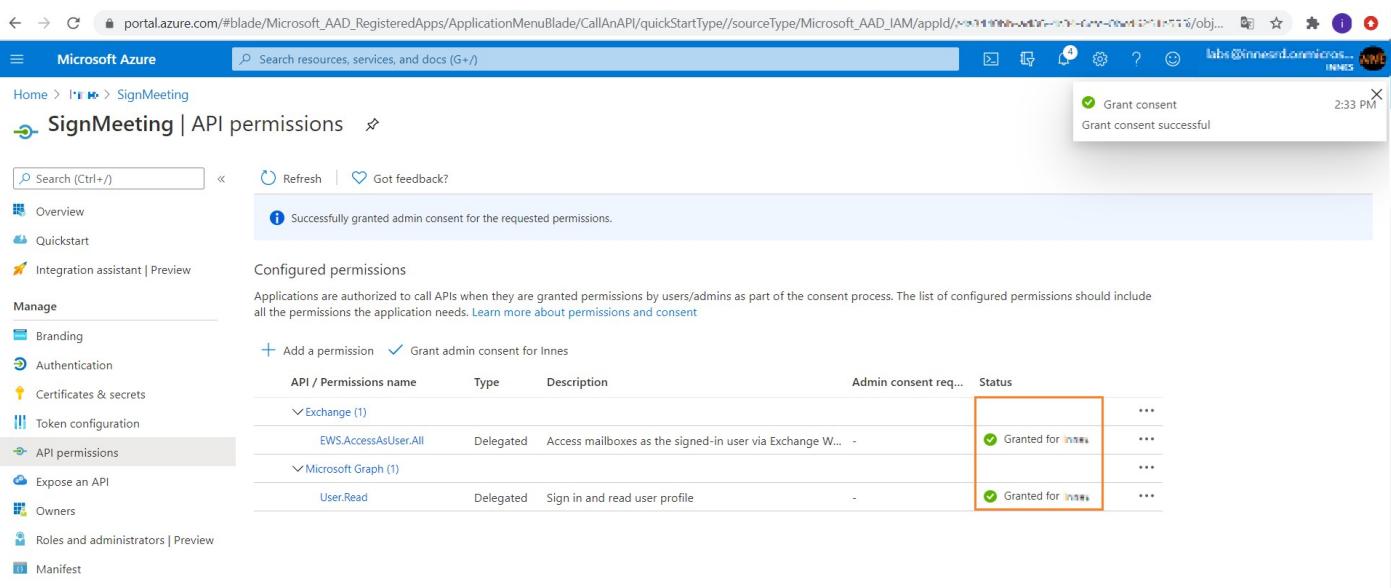
The screenshot shows the Microsoft Azure portal interface for managing API permissions. The left sidebar has 'API permissions' selected under 'Manage'. The main area displays 'Configured permissions' for the 'SignMeeting' application. It lists two permissions: 'EWS.AccessAsUser.All' and 'User.Read', both of which have 'Delegated' type and are associated with 'Exchange' and 'Microsoft Graph' APIs respectively. The 'Admin consent req...' column shows a status of '-' for both. An orange box highlights the 'Status' column for these rows.

API / Permissions name	Type	Description	Admin consent req...	Status
EWS.AccessAsUser.All	Delegated	Access mailboxes as the signed-in user via Exchange W...	-	[Orange Box]
User.Read	Delegated	Sign in and read user profile	-	[Orange Box]

Click on the **Grant admin consent for <organization>** button.

This screenshot is identical to the previous one, but the 'Grant admin consent for' button in the 'Add a permission' section is now highlighted with an orange box. This indicates the step where the user needs to click this button to grant the required permissions.

Now the permissions are granted.



The screenshot shows the Azure portal interface for managing API permissions. The URL is [https://portal.azure.com/#blade/Microsoft\\_AAD\\_RegisteredApps/ApplicationMenuBlade/CallAnAPI/quickStartType/sourceType/Microsoft\\_AAD\\_JAM/appId/...](https://portal.azure.com/#blade/Microsoft_AAD_RegisteredApps/ApplicationMenuBlade/CallAnAPI/quickStartType/sourceType/Microsoft_AAD_JAM/appId/...). The page title is "SignMeeting | API permissions".

**Grant consent**  
Grant consent successful

**Configured permissions**

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#).

API / Permissions name	Type	Description	Admin consent req...	Status
Exchange (1)	Delegated	Access mailboxes as the signed-in user via Exchange W...	-	Granted for INNES
Microsoft Graph (1)	Delegated	Sign in and read user profile	-	Granted for INNES

## 8.7 Error with Azure Active Directory application

The **OAuth** authentication to connect to Exchange Online has been chosen by checking the **Use authentication from Azure Application** option in the SignMeeting form.

With this **OAuth** authentication, some Azure application ID and SECRET are required. In case the **Tenant ID** or **application (client) ID** or **client secret** entered in the form are wrong or not valid, some appropriate error message is displayed:

- *Details: Invalid directory (tenant) ID defined in the Azure Authentication for the data source settings:*
  - Check that the application has been created properly in Azure Active Directory.
  - Check again that the **directory (tenant) ID** value entered in the SignMeeting form is consistent.
- *Details: Invalid application (client) ID defined in the Azure Authentication for the data source settings:*
  - The **directory (tenant) ID** is probably valid, but the **application (client) ID** is not valid. Check again that the **application (client) ID** value entered in the SignMeeting form is consistent.
- *Details: Invalid client secret defined in the Azure Authentication for the data source settings:*
  - The **directory (tenant) ID** is probably valid, but the **client secret** is not valid. Check again the **client secret** value entered in the SignMeeting form.

Check again the ID and SECRET values transmitted by your EWS administrator:

- **Directory (tenant) ID** value,
- **Application (client) ID** value,
- **Client secret** value.

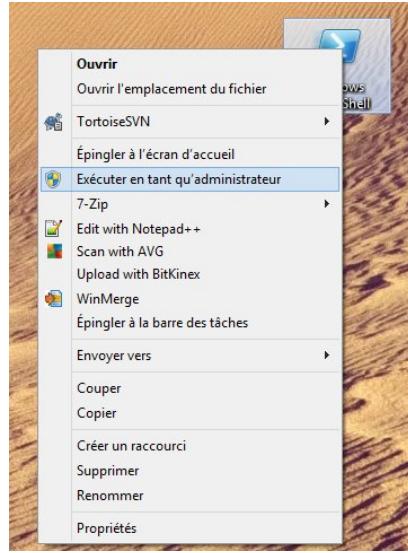
In case a more generic error message **Authentication with Azure application failed, error code: XXXXX** is displayed, enter the error code in the Microsoft Web page for further diagnostic: <https://login.microsoftonline.com/error>.

To try to connect to EWS with a **Basic** authentication, uncheck the option:

For further information, refer to the chapter § [Exchange Online authentication](#).

## 8.8 Configuration using PowerShell

### 8.8.1 Run Window Powershell as administrator



### 8.8.2 PowerShell scripts for Azure Active Directory support

Some PowerShell scripts are allowing to create or delete Azure Active Directory application and get the appropriate:

- **application (client) ID** value,
- **client secret** value,
- **tenant ID** value.

From

[http://www.innes.pro/en/support/index.php?Third\\_part\\_documentation\\_and\\_tools/INNES\\_appi\\_AZURE\\_AD\\_Powershell\\_module](http://www.innes.pro/en/support/index.php?Third_part_documentation_and_tools/INNES_appi_AZURE_AD_Powershell_module).

- Download **innes\_appi\_azure\_ad-powershell\_module-V1.10.11.zip**,
- Follow the **innes\_appi\_azure\_ad-powershell\_module-user\_manual-001B\_en.pdf** documentation.

### 8.8.3 Execute powershell commands

For EWS365, open Powershell with Administrator rights and execute these commands

```
Set-executionpolicy unrestricted  
$LiveCred = Get-Credential
```

Enter your EWS365 server credentials login then type:

```
$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://ps.outlook.com/powershell/ -Credential $LiveCred -Authentication Basic -AllowRedirection
```

```
Import-PSSession -Verbose $Session
```

### 8.8.4 Error related to WinRM

SSL is requested by the PowerShell client. If the SSL error is raised,

*Unencrypted traffic is currently disabled in the client configuration.*

a temporary solution is to disable SSL for this Powershell session.

In this case: type the following command lines:

```
ps> cd WSMAN:\localhost\Client  
ps> set-item .\allowunencrypted $true  
ps> set-item .\trustedhosts IPAddressofyourpowershellclientcomputer
```

### 8.8.5 Create a new room resource/mailbox (if needed)

Skip this step if case you already have mailboxes for MeetingRooms.

```
New-Mailbox -Name "Room ABC" -Room
```

### 8.8.6 Define basic processing for this mailbox

Auto acceptance for new meeting requests

```
Set-CalendarProcessing -Identity "Room ABC" -AutomateProcessing AutoAccept  
-AddOrganizerToSubject $false -DeleteSubject $false  
-ScheduleOnlyDuringWorkHours $true
```

### 8.8.7 Add the working hours for this calendar (room calendar)

```
Set-MailboxCalendarConfiguration "Room ABC" -WorkingHoursStartTime 08:00:00  
-WorkingHoursEndTime 19:00:00 -Workdays Weekdays -WeekStartDay Monday  
-WorkingHoursTimeZone "Central Europe Standard Time"
```



### 8.8.8 Create a new user account

Create the new user account used by SignMeeting (known also as delegate account).

- For Exchange 2013 / o365

```
New-Mailbox -Alias Innes-delegate -Name "Innes-delegate" -FirstName "Innes"  
-LastName "Delegate" -DisplayName "Innes-Delegate" -MicrosoftOnlineServicesID  
"delegate@mydomain.onmicrosoft.com" -Password (ConvertTo-SecureString  
-String "1234abcd" -AsPlainText -Force) -ResetPasswordOnNextLogon $false
```

- For Exchange 2007/2010

```
New-Mailbox -Alias "Innes-delegate" -Name "Innes-delegate" -FirstName "Innes"  
-LastName "Delegate" -DisplayName "Innes-Delegate"  
-UserPrincipalName "Innes-Delegate@mycompany.com" -Password  
(ConvertTo-SecureString -String "1234abcd" -AsPlainText -Force)  
-ResetPasswordOnNextLogon $false
```

### 8.8.9 Grant access for this user account

In order to access the resources/mailboxes

- For Exchange 2013 / o365

```
Add-MailboxPermission -Identity RoomABC@mydomain.onmicrosoft.com -User "Innes-Delegate" -AccessRights  
FullAccess -InheritanceType All -automapping $true
```

- For Exchange 2007/2010

```
Add-MailboxPermission -Identity RoomABC@mydomain.com -User "Innes-Delegate"  
-AccessRights FullAccess -InheritanceType All -automapping $true
```

### 8.8.10 Attachments

If attachments display is required, ensure that the attachments are not deleted for the meetings in the resource mailboxes.

- For Exchange 2013 / o365

```
Set-CalendarProcessing "Salle 1" -DeleteAttachments $False
```

- For Exchange 2007 and 2010

```
Set-MailboxCalendarSettings "Room 1" -DeleteAttachments $False
```

In this example

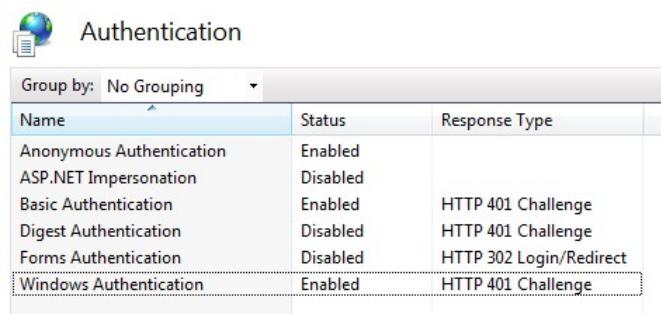
- a delegate account [Innes-Delegate@mycompany.onmicrosoft.com](mailto:Innes-Delegate@mycompany.onmicrosoft.com) has been created using password 1234abcd

- The delegate account can manage the room [RoomABC@mycompany.onmicrosoft.com](mailto:RoomABC@mycompany.onmicrosoft.com).

You can now use these parameters to configure the datasource and associated resources in Screen Composer for your SignMeeting APP.

Ensure under IIS that the Exchange Web Services (EWS) (used by Sign Meeting) use the same authentication mode

- Basic,**
- NTLM (Windows) or**
- Digest.**



Name	Status	Response Type
Anonymous Authentication	Enabled	
ASP.NET Impersonation	Disabled	
Basic Authentication	Enabled	HTTP 401 Challenge
Digest Authentication	Disabled	HTTP 401 Challenge
Forms Authentication	Disabled	HTTP 302 Login/Redirect
Windows Authentication	Enabled	HTTP 401 Challenge

### 8.8.11 Attachment display

In order to display PNG, JPG or GIF image as attachment of a meeting, please ensure first that the room resources created in EWS calendar system are properly supporting attachments. Indeed MS EXCHANGE is default configured to delete attachments to save place on server:

- Power shell command example to restore attachment support on EWS:
  - On 2007 server, remove the option on each room. Ex for Room1

```
Set-MailboxCalendarSettings "Room1" -DeleteAttachments $False
```

- On 2010 server, remove the option on each room. Ex for Room1

```
Set-CalendarProcessing "Salle 1" -DeleteAttachments $False
```

- It is advised to use Mozilla Firefox web browser to connect to EWS2010/OWA to handle properly the attachments in this calendar system.

### 8.8.12 Autoaccept

When a meeting is created, it is stored in delegate calendar system and in the room resource calendar system.

The resource must be in **AutoAccept** mode so that the meeting is automatically stored properly in the room resource calendar. Check **AutoProcessing** value by calling this Powershell command for <Room\_name> resource

```
Get-MailboxCalendarSettings "<Room_name>" | fl
```

When a room is deleted (or modified) by SignMeeting, it is deleted (or modified) only in room calendar (and kept unmodified in delegate calendar).

#### 8.8.13 Private status

To handle meeting with the private/confidential/personal status, type this command for all your resources.

```
Set-CalendarProcessing "Room 2" -RemovePrivateProperty $False
```

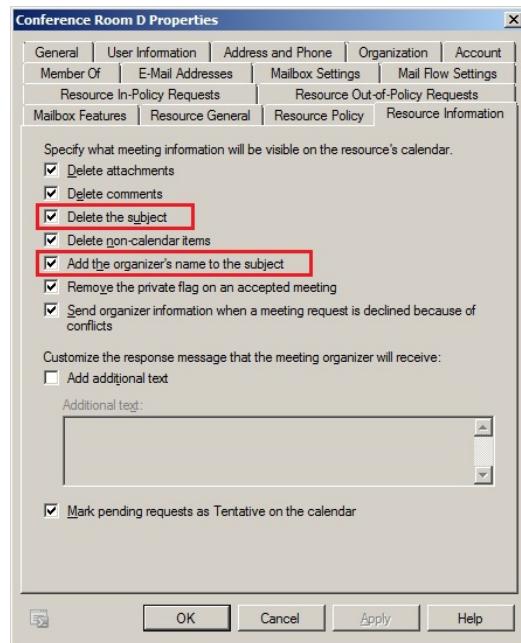
## 8.9 Confirm status (after check in)

In o365, when a same meeting is used to make another one later, the **confirm** status, changing when a **check in** is done, is not cleared.

So do prefer, create a new meeting to have systematically a consistent **confirm** status.

## 8.10 Resource options

More useful options can be configured under the resources Mailboxes properties depending on your requirements:



## 8.11 Check connection with Exchange

These are the URL defined in App SignMeeting:

### Ex1: o365 using

HTTPS. <https://outlook.office365.com/EWS/Exchange.asmx>

### Ex2: Exchange 2007/2010 using

HTTP. <http://myexchangeserverURL/EWS/Exchange.asmx>

### Ex3 Exchange 2007/2010 using

HTTPS <https://myexchangeserverURL/EWS/Exchange.asmx>

Open up this page in a Web browser redirects to the WSDL page (Web Services Description Language).

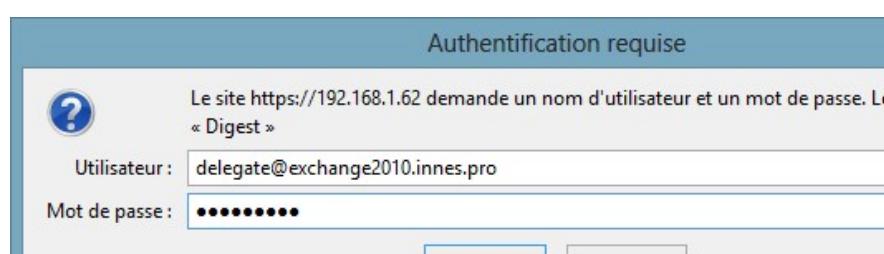
Only for test, replace the *Exchange.asmx* by *services.wsdl* give the URL to directly access to the WSDL page.

### 8.11.1 o365 using services.wsdl

HTTPS. <https://outlook.office365.com/ews/services.wsdl>

Open a browser and type (or copy/paste) the URL to the Web Services page.

When browser prompts for credentials, use the delegate account (used for SignMeeting)



The WSDL is an XML file that describes the functionality offered by the EWS (Exchange Web Services):

```
<wsdl:definitions targetNamespace="http://schemas.microsoft.com/exchange/services/2006/messages">
  <wsdl:types>
    <xsd:schema>
      <xsd:import namespace="http://schemas.microsoft.com/exchange/services/2006/messages" schemaLocation="" />
    </xsd:schema>
  </wsdl:types>
  <wsdl:message name="UploadItemsSoapIn">
    <wsdl:part name="request" element="tns:UploadItems"/>
    <wsdl:part name="Impersonation" element="t:ExchangeImpersonation"/>
    <wsdl:part name="MailboxCulture" element="t:MailboxCulture"/>
    <wsdl:part name="RequestVersion" element="t:RequestServerVersion"/>
  </wsdl:message>
  <wsdl:message name="UploadItemsSoapOut">
```

## 8.11.2 Connection issue

Facing issue with XML file displayed means that:

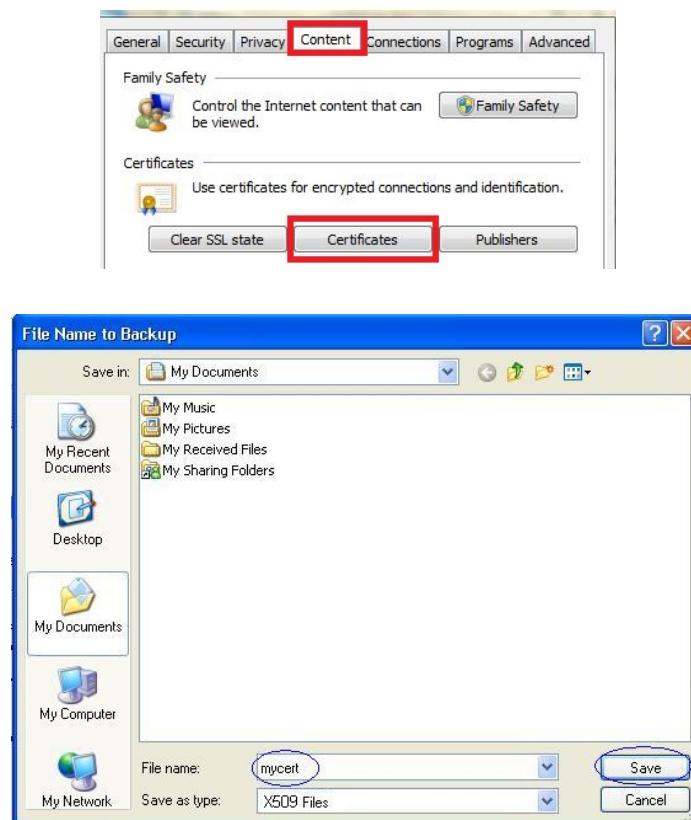
- Either a connection issue with server or
- Or configuration issue with EWS (Exchange Web Services).

## 8.11.3 Certificate acceptance

If Web browser prompts for a certificate acceptance (or certificate alert), then accept it.

**⚠** Take care to store the certificates in the Devices SMT210 according to.

Certificate can be exported by example with Firefox (or any other Web browser)

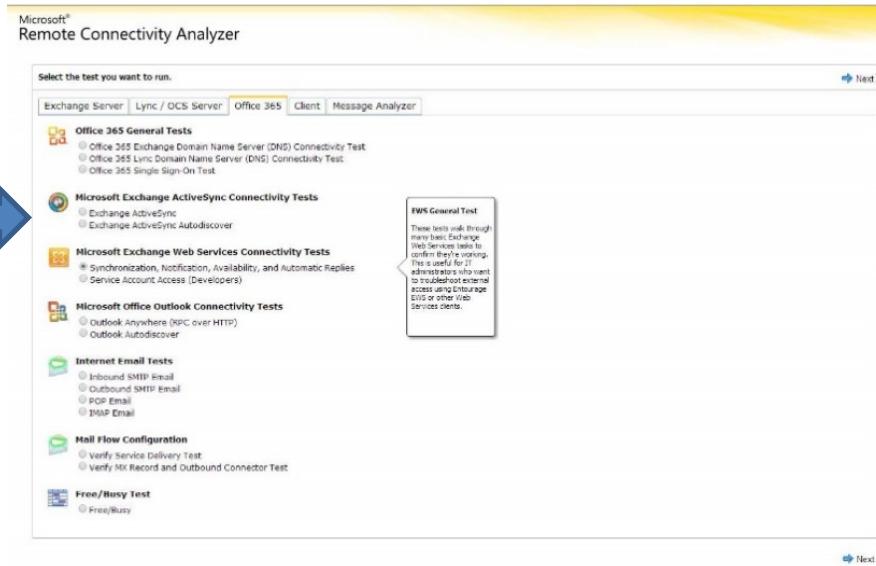


## 8.12 Testing online connectivity with Microsoft Services over the Internet

It is recommended by Microsoft to test EWS connectivity using their remote connectivity especially when Devices need to reach the datasource over internet.

<https://testconnectivity.microsoft.com>

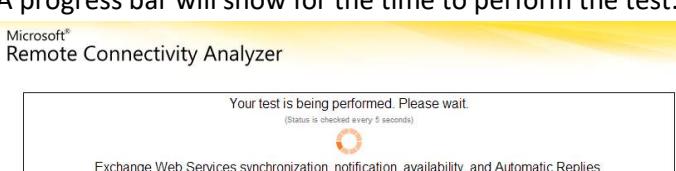
- For 2007 and 2010 use the tab Exchange Server, for Office 365 use the tab 365.



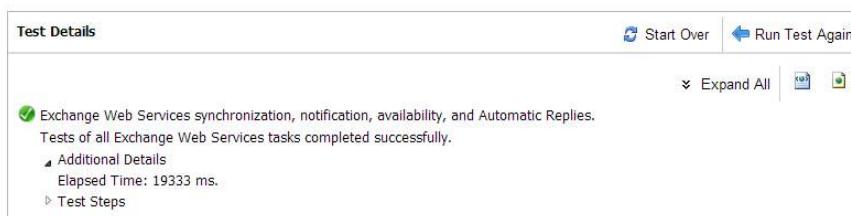
- Click on the select test for
  - Microsoft Exchange Web Services Connectivity Tests**
    - Synchronization, Notification, Availability, and Automatic Replies**
- Select Next.

The screenshot shows the 'Synchronization, Notification, Availability, and Automatic Replies' configuration page. It includes fields for Email address (delegate@innesrd.onmicrosoft.com), Microsoft Account (delegate@innesrd.onmicrosoft.com), Password, and Confirm password. There are two radio button options for the Exchange Web Services URL: 'Use Autodiscover to detect server settings' (selected) and 'Specify Exchange Web Services URL' (unchecked). The 'Specify URL' field contains the value 'https://outlook.office365.com/EWS/Exchange.asmx'. A callout box next to the URL field provides instructions: 'Enter the full URL for Exchange Web Services in your environment. This URL will be something like https://mail.contoso.com/EWS/Exchange.asmx.' Below the URL field is a checkbox for 'Ignore Trust for SSL'. At the bottom of the page is a 'Verification' section with a CAPTCHA image (JWXKWW) and a text input field where the same code is entered. A message at the bottom states: 'You are now verified for the rest of this browser session (30 minute maximum).'

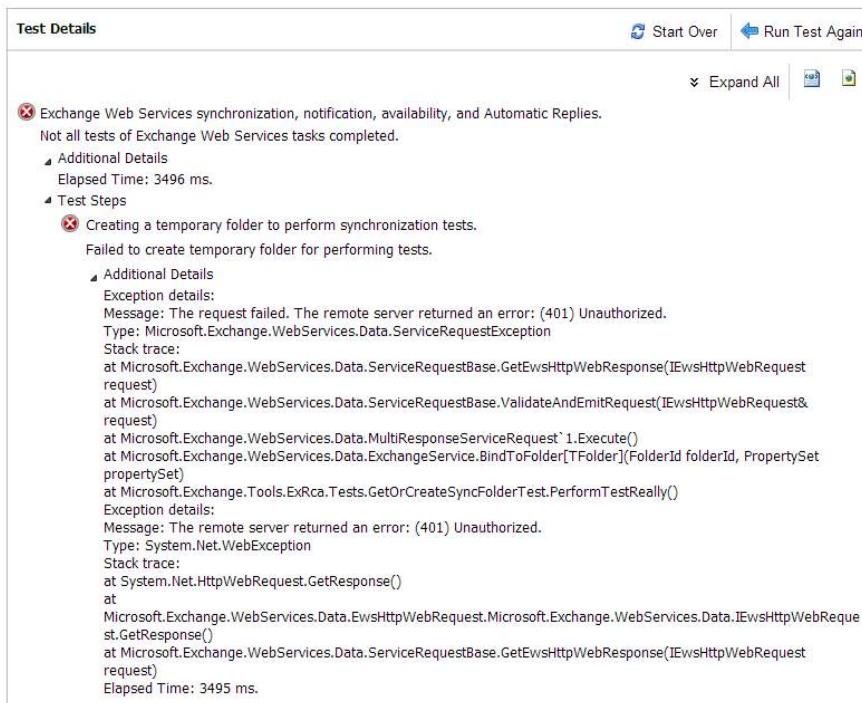
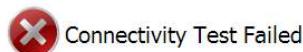
- Add the information defined in Screen Composer (URL, login and password) (use login for both email and Microsoft account).
- Once you have completed the verification step, select **Perform Test**.
  - A progress bar will show for the time to perform the test.



- If the test is correct you will see this



- In case error, this message is displayed. Examine the detail for further diagnostics.



### 8.12.1 Connection failure

In case a connection failure is noticed double check used license type:

- License *License K* (users without PC, outlook web access) cannot be used
- License *License E1* (office 2010) or *License E3* (office 2013) are OK.

## 8.13 HTTP Error Codes

These are the common noticed HTTP errors:

Code	Explanation	Diagnostic
<b>401</b>	Unauthorized	Check username and password (see manually checking the connection above)
<b>403</b>	Forbidden	This can occur if the server is expecting <b>https</b> and SignMeeting is set to <b>http</b> . This can be changed in the URL field for the datasource. Or this can be an access right problem.
<b>500</b>	Internal Error	An internal error occurred on the server while trying to answer the request.  Check windows events in the windows event manager, normally this will give an explanation about why the error occurred.

## 8.14 Known Microsoft issues on o365

<http://stackoverflow.com/questions/34610368/ews-meetingtimezone-timezonename-consisting-of-only-x0-characters>

In some cases (for no known reasons), the attribute time zone for a room meeting can be invalid (character &#x0). Consequently, in SignMeeting (V1.12.20 or below), when this meeting date is included a the range of the SingMeeting **request windows**, no meeting at all can be displayed for this room in current meeting/next meeting (while some of them, except the corrupted meeting, can be showed in the SignMeeting timeline and in the EWS calendar)

#### Extract of XML when the problem occurs

To solve the issue, upgrade to SignMeeting 1.12.21.

## 8.15 Exchange server 2007 shut down savagely

In case the server MS Exchange 2007 is shut down savagely, some of the PowerShell function could not work properly at first restart. To solve the issue, shutdown (properly this time) once again the server Exchange 2007 and restart it again

## 8.16 Image as meeting's attachment

The GIF, PNG and JPG image format as meeting's attachment are displayed:

- As option with the column designed for that in the **summary screen by event** layout,
  - As option when **Display attached image** option is checked in the **room screen** layout

 In the room screen layout, the attached image is displayed only when the meeting is shown on the current meeting section.

**A** In the summary screen by event layout, displaying attachment in **SignMeeting** for each meeting may require memory allocation in the device. Display meetings on 2 pages (or more) (ex: 15 meetings) with image size upper than 2 MB could make reboot the device continuously when all the meetings are displayed. To solve the issue, inactivate attachment column or replace the huge size image (few MBytes) by a small size image (few KBytes). And use the **shift the start event display / extend the event display** option to only display the meeting taking place now or very soon.

## 8.17 Datasource hosted on a remote server

Some slowness could be noticed when booking (or cancelling) a meeting in case datasource is referring to remote server with poor reaction capability

## 8.18 LDAP validity attribute

In case the validity attribute is not found in LDAP (for example in case typo error inserted in validity attribute), the condition is considered as fully filled meaning that the RFID badge account validity attribute is valid.

## 8.19 EWS: limit for requests number

In case managing a lot of events per day and a lot of resources per day, EWS server may return sometimes HTTP ERROR 500 depending on the server policy. In this case, a workaround consists in doing less request to the o365 server by decreasing the request window value (Datasource > Advanced) to 1 day instead 2 days (default value)

## 8.20 Downgrade SignMeeting from 1.13.11 to 1.12.XX

To downgrade **SignMeeting** from 1.13.11 to 1.12.XX,

- Erase the App SignMeeting 1.13.11 model file:
  - C:\Users\...\Innes Screen Composer G3\Workspace\.models\.apps\  
**urn%3Ans.innes.app.signmeeting%23ews.1.appi**
- Create a new project and import the app **signmeeting\_ews-screen\_composer-setup-1.12.27.appi**. And close the project.
- Open the existing project **SignMeeting** as it was already configured.