



**User manual**  
**SignMeeting**  
**Gesroom Calendar**

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# Introduction

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

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

In order to use SignMeeting for Gesroom it is necessary to own an Gesroom account with:

- URL
- username and
- password

The product can be used as well

- in “**mono**” mode with the SMT210 (touch screen device placed close to the meeting room)
  - support the instant booking by simple button press
  - support booking of current room following a calendar
- in “**multi**” mode, with any INNES player connected to information screen displaying a subset of meetings taking place on a dedicated day. In this mode, sign pictogram (left arrow, right arrow, stairs, lift) can be also displayed for each meeting to help attendees to find the different rooms place.

# System Requirements

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The following versions must be used:

- |                             |                     |
|-----------------------------|---------------------|
| • <b>Screen composer G3</b> | V3.11.11 (or above) |
| • <b>Gekkota</b>            | V3.11.10 (or above) |
| • <b>Gesroom Calendar</b>   | V5.4.4 (or above)   |

# SignMeeting Configuration

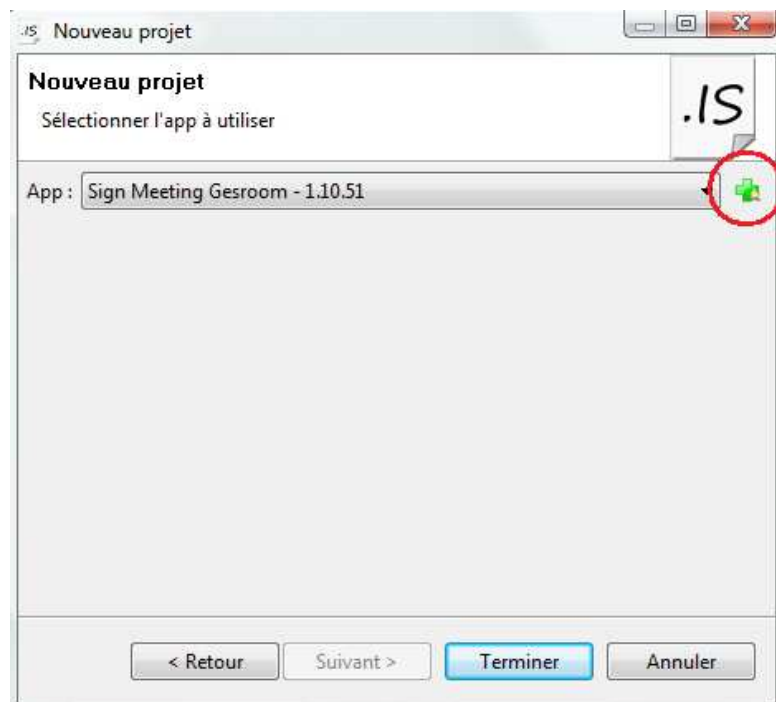
## 1. Installation/Upgrade

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

Open Screen Composer and create a new project (type SM) (ex name: "project\_SignMeeting Gesroom").



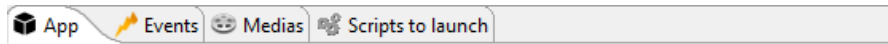
Then in the scrolling list of next screen, select the expected "app" SignMeeting Gesroom" with version number:



If SignMeeting Gesroom ... (or version of SignMeeting Gesroom ...) is not present in the list, install the file .appi first, selecting the following button "+"

### 1.2 Use the new version

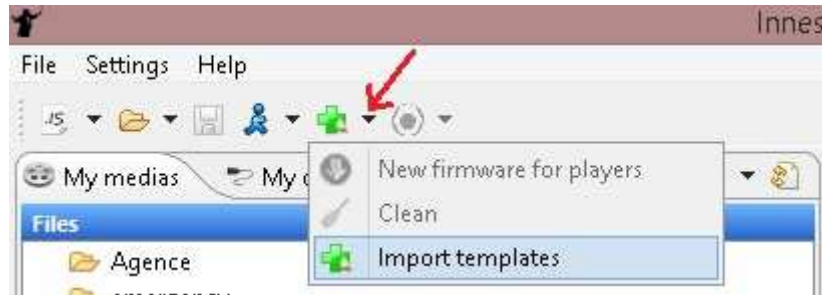
At the first installation, in order to create a new media, click on the link to configure your SignMeeting APP:



## [Configure "SignMeeting Gesroom" V1.11.17 beta5](#)

### 1.3 Upgrade

To upgrade app (.appi) with Screen Composer, open "project\_SignMeeting Gesroom..." (previously created) then select 'import templates':



Then, you must

- Modify your old app,
- Click on 'Finish' to re-generate the app with the newer version.

Then the app is ready to be used

## 2. Configuration

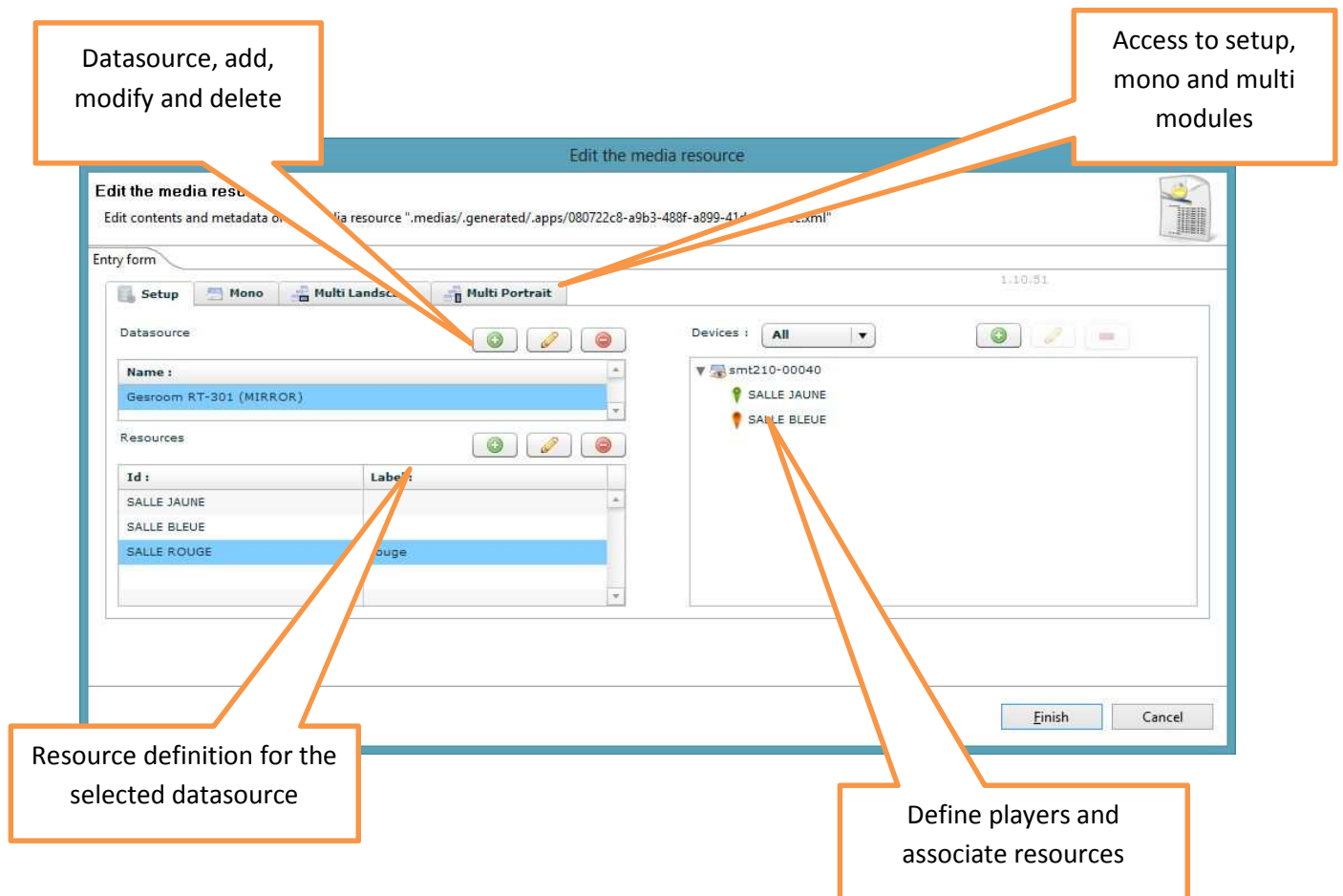
The following tab are permitting to configure the app:

- **"Setup"**
  - **"Datasource"**
  - **"Resource"**
  - **"Device"**
- **"Mono"**
- **"Multi Landscape"**
- **"Multi Portrait"**

The default settings for mono and multi tabs can be left as default.

The setup configuration is completed in 3 steps:

1. Add and configure **"Datasource"** (1 or several)
2. For each datasource, add and configure **"Resources"**
3. For each datasource, add resource to **"Devices"** (players).



## 2.1. Setup tab

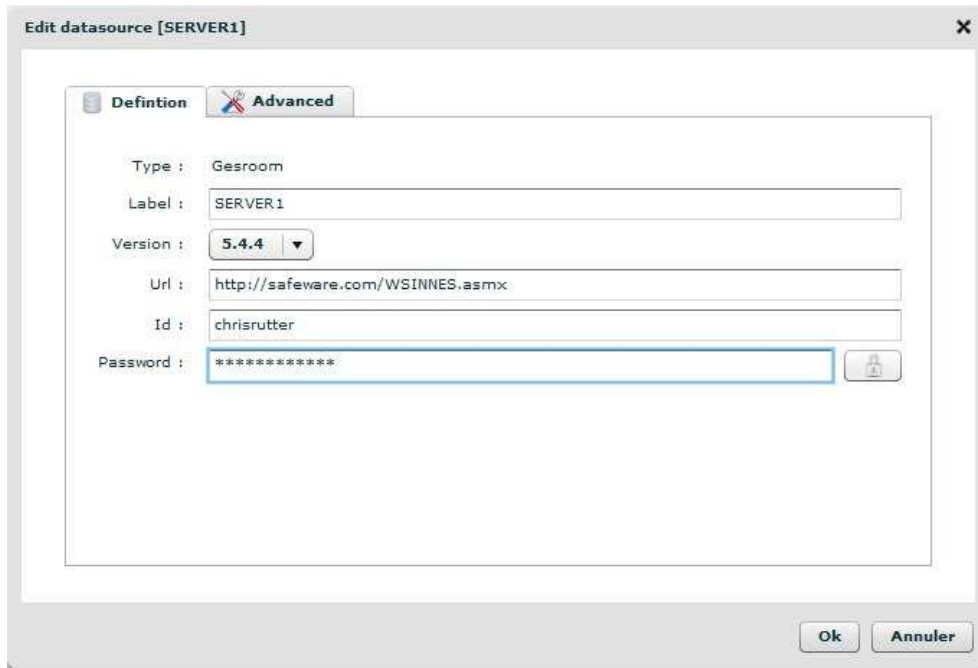
### 2.1.1.Datasource setup

Click on "+" button of "Datasource" to add a new datasource

#### 2.1.1.1. Definition

Definition tab permits to define

- datasource name and
- Gesroom connection parameters



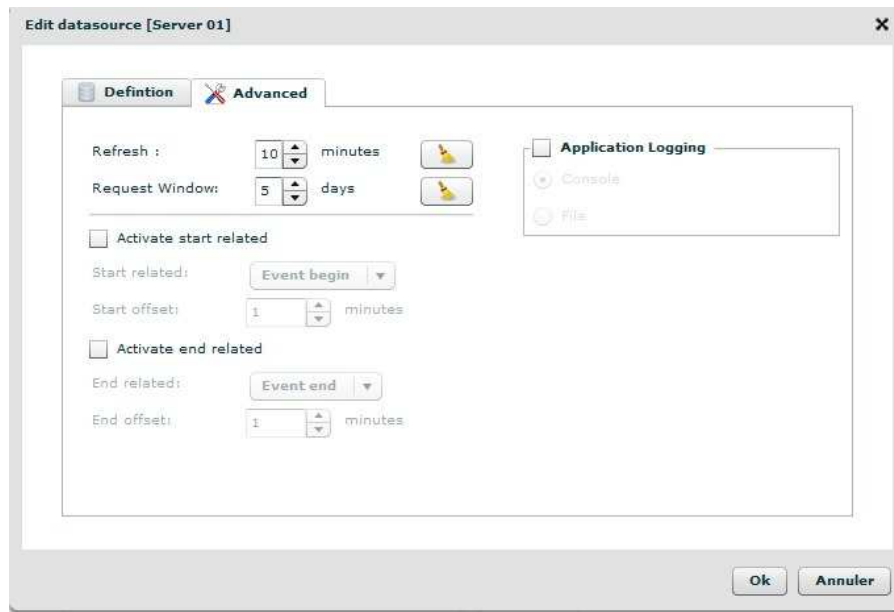
- **Name:** name of the datasource
- **Version:** version of the Gesroom
- **URL:** URL to your Gesroom Services page
  - <http://servername/...asmx> (most used) or
  - <https://servername/...asmx> to use https protocol.
- **Login and password** are the credentials for the delegate account in the e-mail address form for the username. Example: [Innes-Delegate@mycompany.com](mailto:Innes-Delegate@mycompany.com)

### 2.1.1.2. Advanced

This defines the advanced options to configure the management of the alarms

**Note:** since version 1.11.16, the alarms for mono mode are fixed (the start/end alarms are not taken into account)





#### “Refresh”:

- Defines how often SignMeeting is synchronizing with the server

#### “Request Window”

- Defines how many days are retrieved from the datasource.

#### “Start/end related” (multi):

- Defines the time slot when the Alarms will be activated/deactivated.
- The following options are possible

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

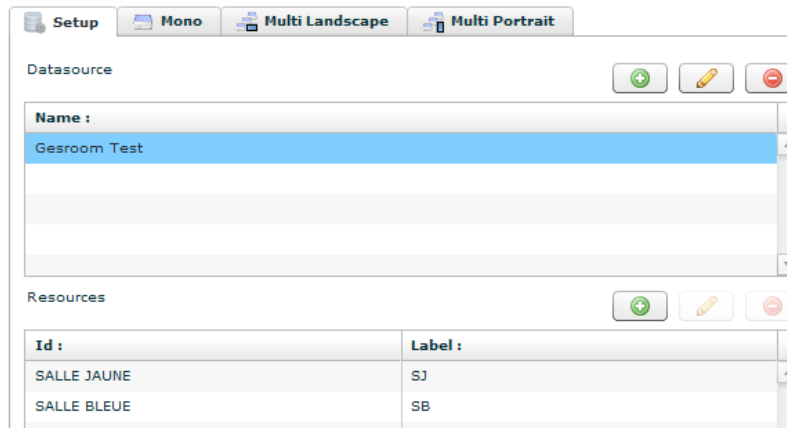
In case no option is defined then the default option is activated

- “Activate the Alarm at the start of the event” +
- “Deactivate the alarm at the end of the event”

## 2.1.2.Resources setup

To edit resources for a given datasource,

- Select the datasource then
- Add, Delete and Modify the resources.



The resource ID **must correspond exactly** to the resource ID defined in the Exchange system.

For each resource, an optional **label** can be defined

App SignMeeting displays

- the **label** if the label is defined or
- the **resource Id** if the label is not defined

*Note: if the check box label activated, label becomes mandatory.*





In Gesroom the names of the rooms are displayed with a number.

In the screen shot below, the name of the room “01 – SALLE BLEUE” is “SALLE BLEUE”.

Resource names



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

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

### 2.1.3.Association of resource to device (player)

Players are added using the “add player” button located on the right side of the configuration Window:



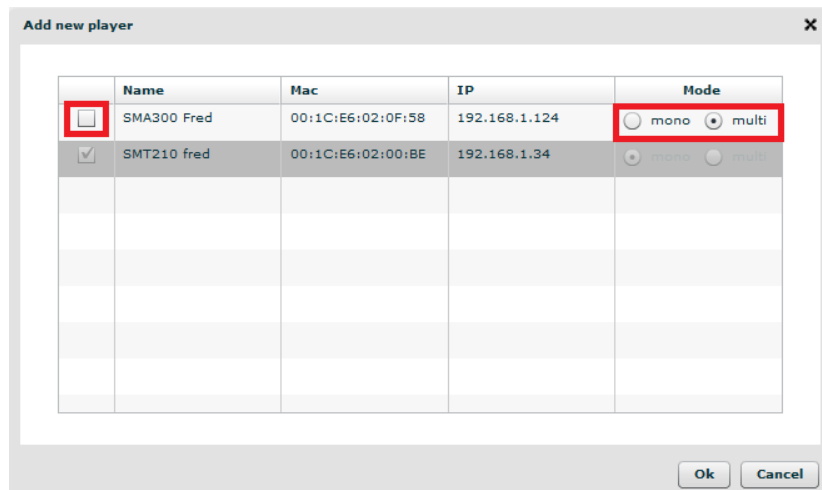
IMPORTANT:

At this step, **select the mode to be used for your player: mono or multi**

To change a player from mono to multi, remove player and add it back again (by selecting this time mono or multi).

Typically

- “mono” for SMT210
- “multi” for other player (and potentially SMT210 as well)

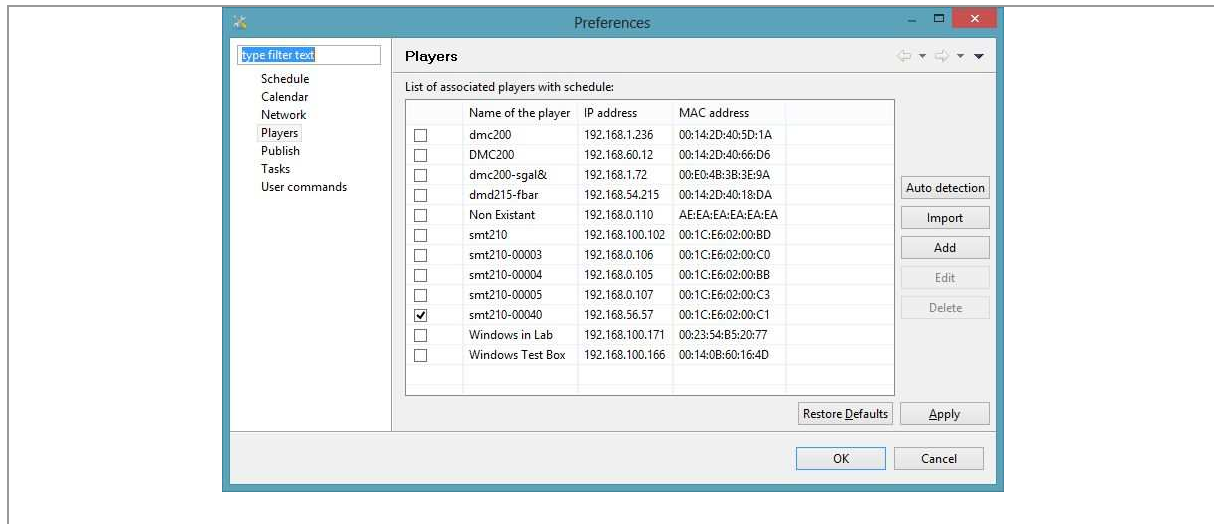


*Note : If the required players are not present, then return to Screen Composer interface:*

- Settings,
  - preferences,
    - players.
 

*The required player can be found on the local network using auto-detection of added manually by entering its IP adresss (+ MAC address, login,password, label name)*

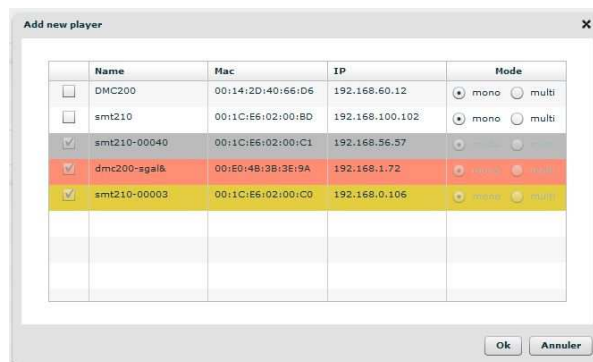
*Once player can be seen by Screen Composer, select it by checking the player check box.*



### 2.1.3.1. Status

Available players are displayed in the above table with for each their status.

*The check box are already ticked.*



For these players these are the condition for the background color:

- **Gray** : player is configured normally.
- **Yellow** : player is configured in SignMeeting but has been de-selected in Screen composer.
- **Red** : player is configured in SignMeeting but is not present in Screen composer

### 2.1.3.2. Resource affectation

After a player is selected, drag and drop the resources to affect resource to each player (drop the resources over the appropriate player).

*Note: it is possible to select more than one resource at a time.*



A given resource can be added only once to a target player.

For a given player, user can add resources from an only one datasources.



### 2.1.3.3. Visible/bookable attribute

In mono mode:

- It is possible to make visible only one resource (the one seen and bookable on the main screen).
- It is possible to make bookable all the resource (displayed with their own calendar in menu “Book a meeting” + add, delete and modify)

In multi mode

- It is possible make visible as much resource as possible. Then they can be entirely on the TV screen
- Bookable resource parameter is not taken into account



The status of the resource is indicated using different colors.

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

#### 2.1.3.4. Mono mode versus multi-mode

The add player screen shows the available and currently used players. The players can operate in

- **Mono-mode**
  - Display one meeting at a time,
- **Multi-mode**
  - Display several meetings at a time.

To select a new player check the box and select the operational mode (mono/multi)

##### 2.1.3.4.1. Mono-mode

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



**Edit player in mode mono**

☒ Default message:

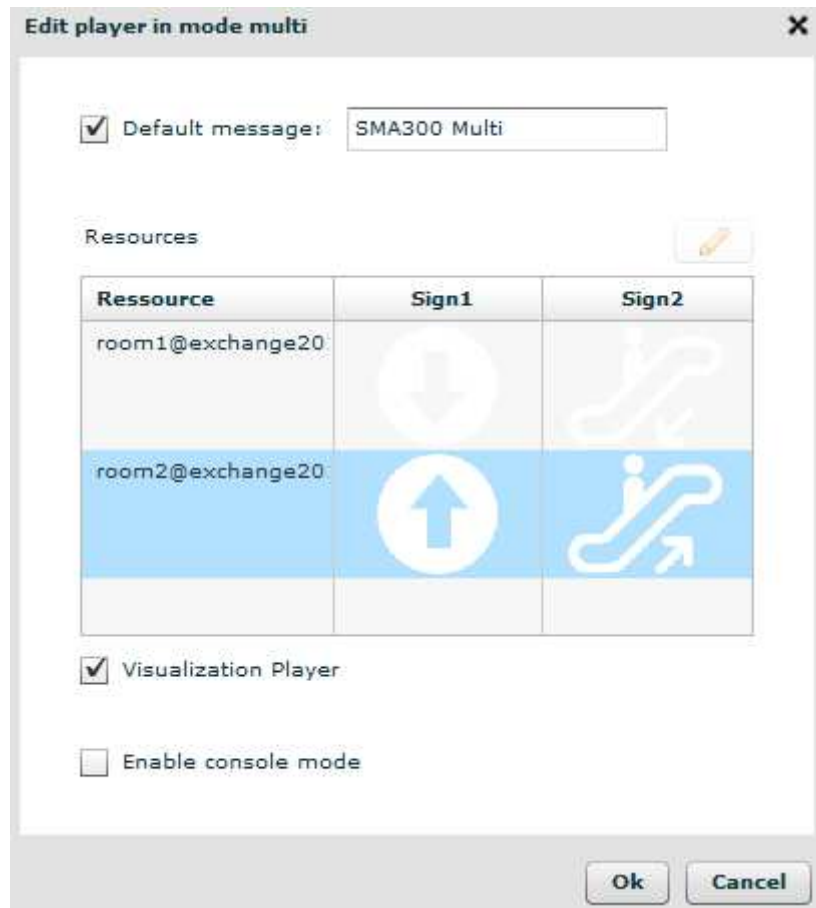
☒ Visualization Player

☐ Enable console mode

The “**player de visualization**” is for Gekkota-desktop to indicate which player to show.

##### 2.1.3.4.2. Multi-mode

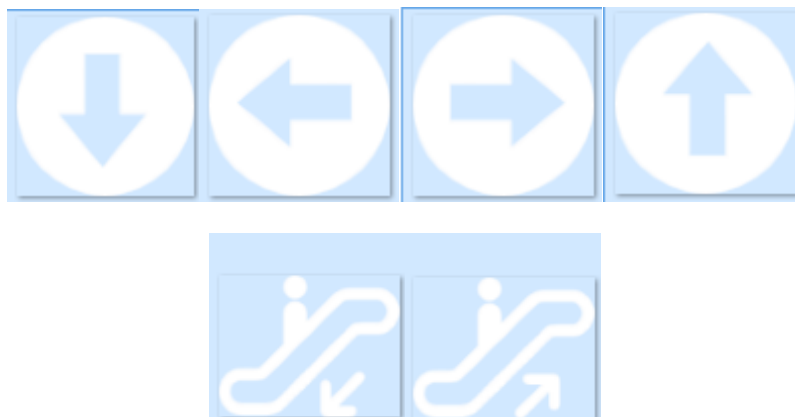
For each player in multi-mode, you can edit extra parameters:



Warning: the pictograms are transparent so you have to fly over with the mouse to discover the image rendering

- **Default message:** permit to display a message when no event is in the calendar
- **Visualization player:** (option) permit to select a visualization player for Gekkota-desktop
- **Enable console mode:** permit to enable traces
- **Resources:** (multi) for each resource permit to display some pictogram (2 maximum: sign1 + sign2) to help user to find the meeting room

Ex:



## 2.2. Mono tab

Mono-mode displays:

- the current event for the active resource on the screen and
- the next event for the active resource on the screen

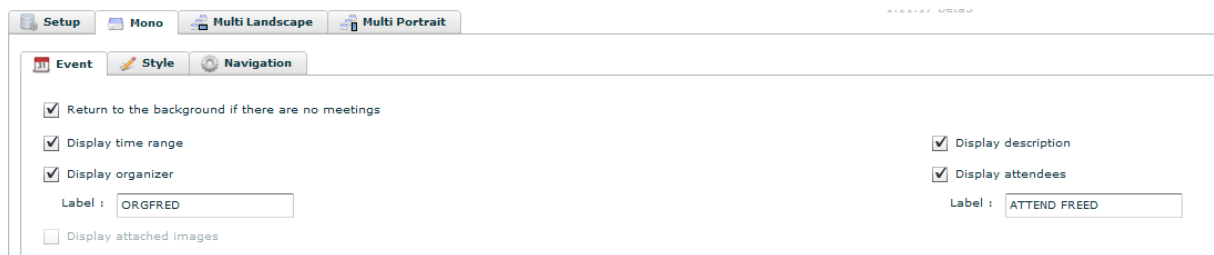
Mono mode will display one event at a time on the screen.

### 2.2.1.Event tab

The “**event**” tab defines:

- what will be displayed for each event,
- how to manage events (if there is more than one)

It is also possible to add labels for the organizer and attendees.



*Note: For the attachments only PNG and JPEG files are displayed and for an event only the first image will be displayed. It is also possible to add labels for the organizer and attendees. If there is more than one event can display the newest, the oldest or all as a slideshow.*

The option “**Return to the background if there are no meeting**” means that the meeting status screen will only be displayed if there are meetings for the current resource.

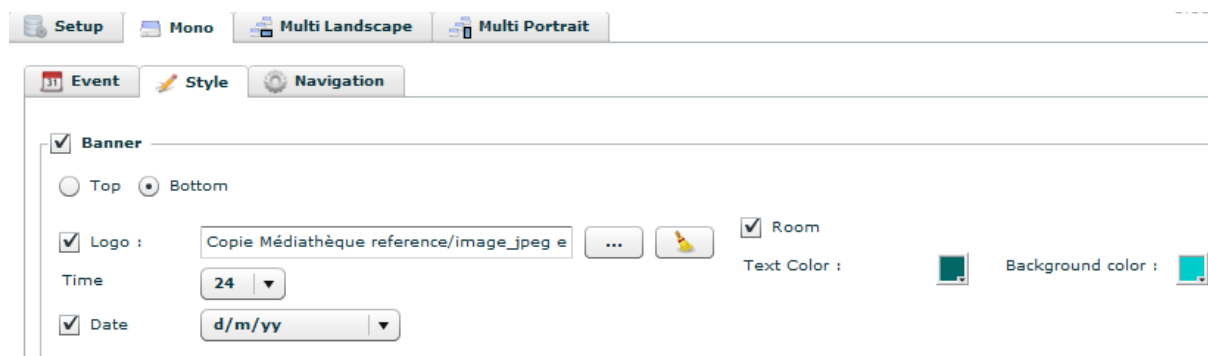
### 2.2.2.Style tab

The “**style**” tab defines the

- Background color,
- Logo,
- Font size and
- Banner display mode: top or bottom

*It is advised to show the banner.*





The screenshot shows the 'Banner' configuration tab. It includes options for 'Top' or 'Bottom' placement, a 'Logo' field with a file path, a 'Time' dropdown set to '24', and a 'Date' dropdown set to 'd/m/yy'. There are also checkboxes for 'Room', 'Text Color', and 'Background color'.

## 2.2.3. Navigation tab



The screenshot shows the 'Navigation' configuration tab. It includes checkboxes for 'Add', 'Edit', 'Delete', and 'View' in the 'Tool Bar'. There is a 'Picto shortcuts' checkbox. The 'Calendar time range' section has 'Start day time' and 'End day time' dropdowns. At the bottom, there is a checkbox for 'Return to the main page when in active for' with a value of '43' and a unit of 'second(s)'.

### 2.2.3.1. Tool bar

The “**tool bar**” options defines what actions are active to add/modify/edit/show events.

### 2.2.3.2. Calendar time range

The “**calendar time range**” defines the range of hours in a day that are displayed.

## 2.3. Multi landscape tab

The “**Multi landscape**” tab defines

- what will be displayed for each meeting,
- how it will be displayed (with columns personalization) and
- how to manage events (if there is more than one).

## 2.3.1.Event tab

Event

Style

Navigation

Display interval:  second(s)

Default message:

Columns properties:

Enabled	Field	Label
<input checked="" type="checkbox"/>	location	Location
<input checked="" type="checkbox"/>	summary	Event
<input type="checkbox"/>	description	Description
<input checked="" type="checkbox"/>	time_range	Hours

Columns position and size: ⓘ

Location
Event

Sort column :  Order :

## 2.3.2.Style tab

The style tab defines how are displayed

- the banner
- the background interface and
- the meetings

Event

Style

Navigation

☒ Banner

☒ Top
☐ Bottom

☐ Logo :

☒ Title:

☒ Background :

☐ Display only
 line(s) per page

☐ Display column titles header with the font color:

Background

☒ Theme:  Color:

☐ Image :

Field

Colors:

### 2.3.3.Navigation tab

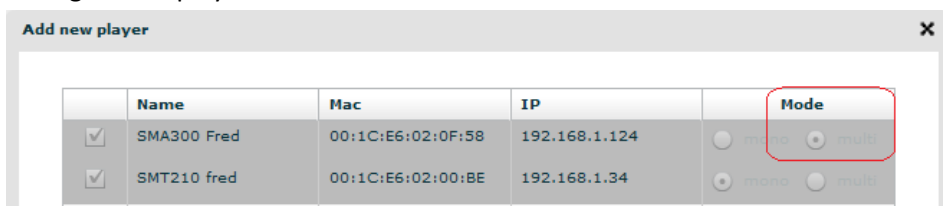
Permits to display or hide “menu” button

## 2.4. Multi portrait

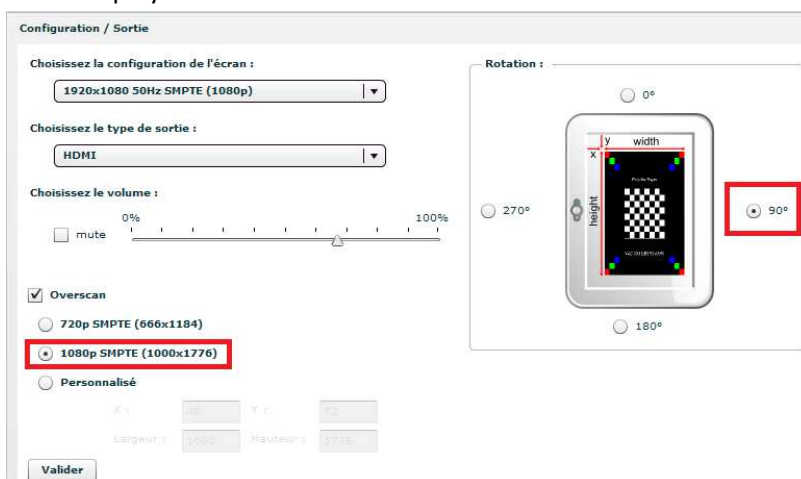
Same as Landscape, but for a portrait view.

In order to publish SignMeeting in multi-portrait,

- Configure the player as “multi” mode



- Pass the player with rotation 90° or 270°



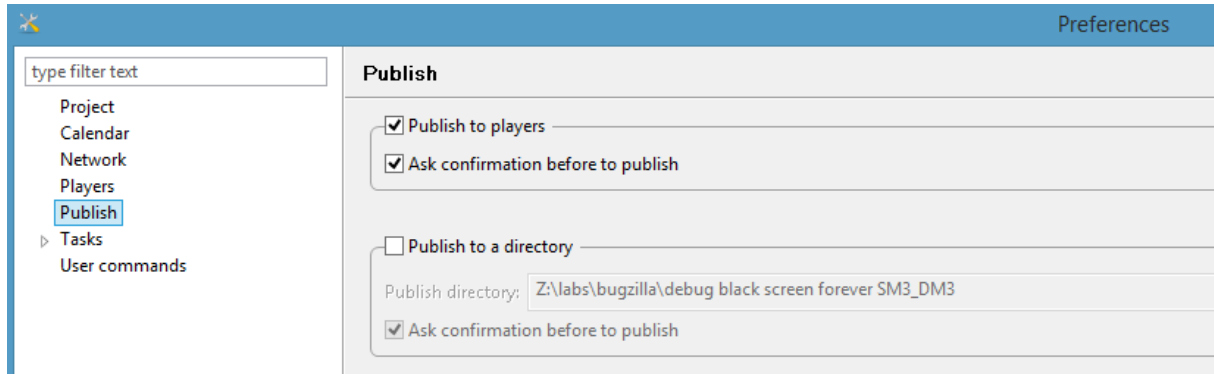
- Select the appropriate resolution (if required use default overscan proposed)

Main differences with multi-landscape mode is the maximal number of lines per page (15 lines when banner is present)

## 3. Publication

### 3.1. Screen composer: publication menu

Double check that you have selected “**publish to players**” into the menu preference/publish

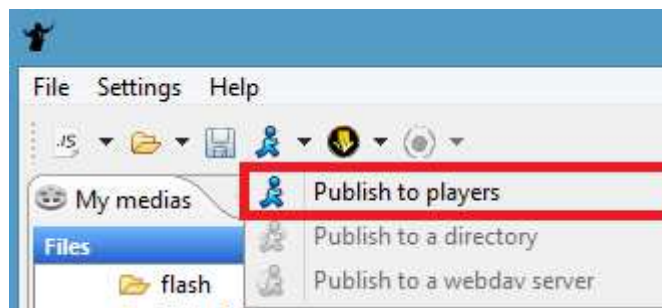


### 3.2. Screen composer: player (select one or several player)

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

### 3.3. Screen composer: publish

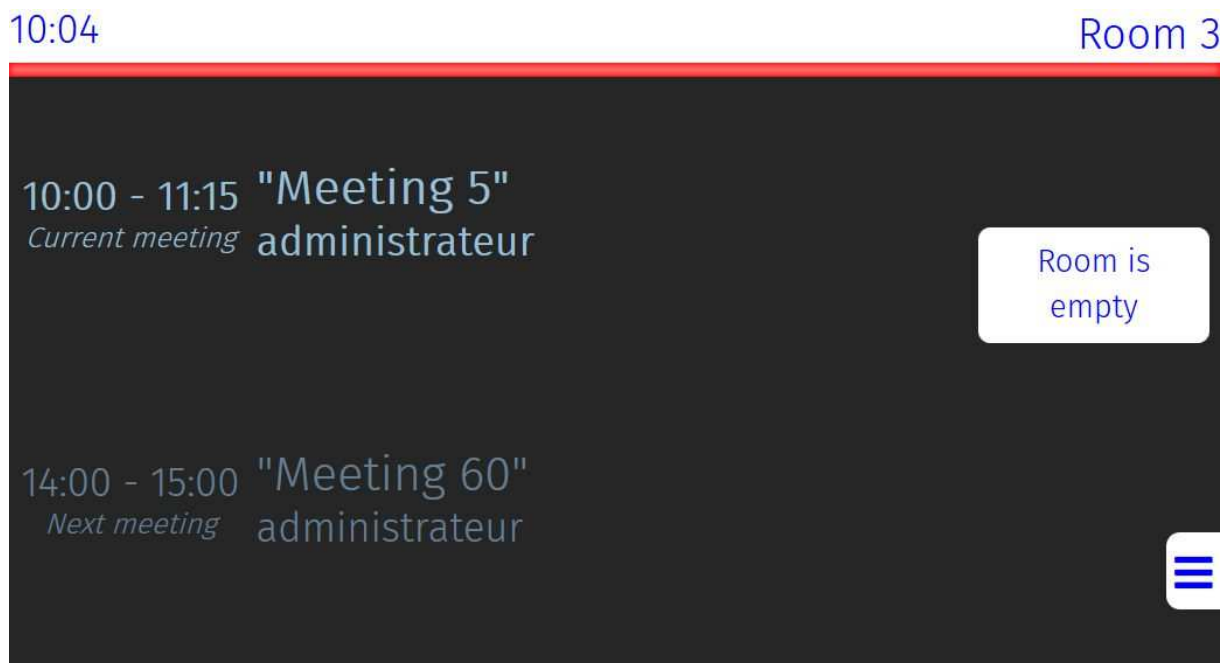
Click on the button “publish to player” :



## 4. Using SignMeeting Mono

It displays:

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

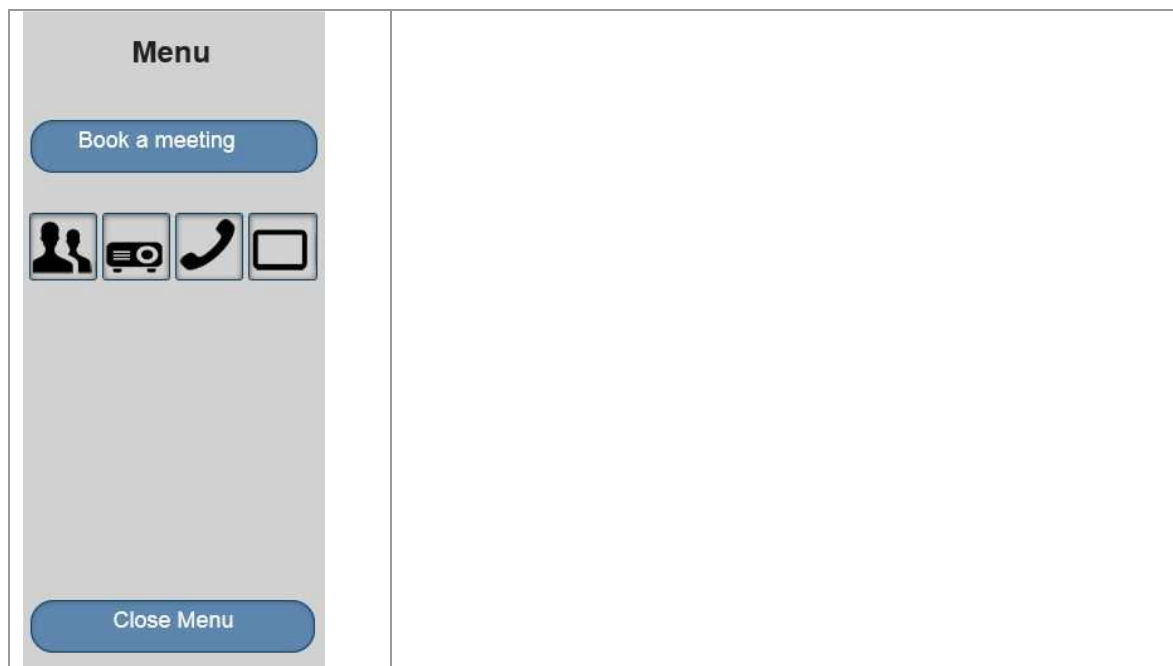


To get access to the menu press the button on the right hand side.



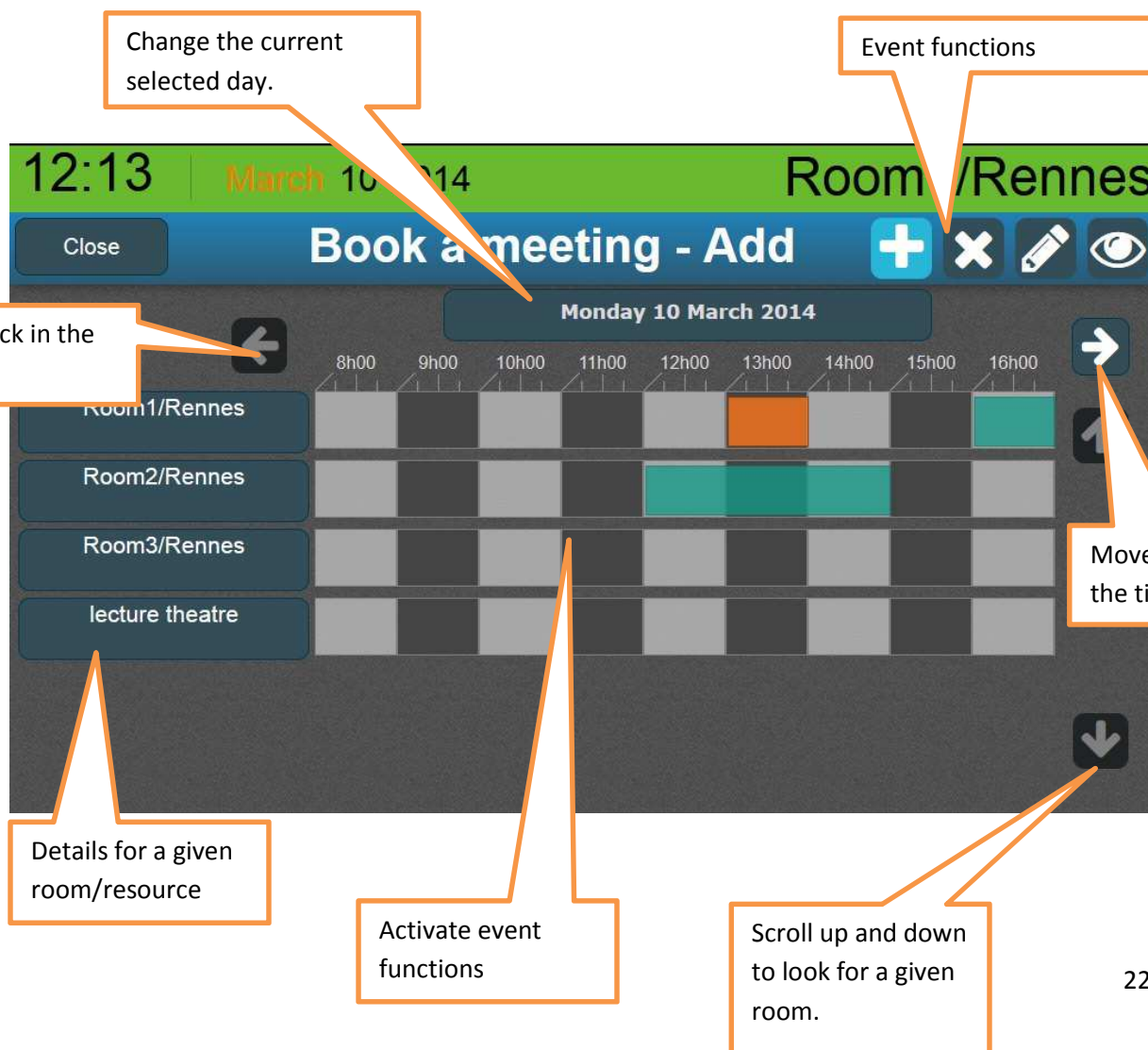
This will show the menu.

	<p>Select "<b>Menu</b>": show the current version of SignMeeting.</p> <p>Select "<b>Book a meeting</b>": open the main window to display all events for all the <u>Bookable resources</u>.</p> <p>Select "<b>Close Menu</b>": close the menu.</p>
--	---



#### 4.1. Book a Meeting menu

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



## Room details

Back

Meeting Room detail : lecture theatre

Description:

Capacity (pers):

Resource:

Video Projector

Air Conditioning

PA system

Locality:

Note: in case too long inactivity in this menu (default 180 sec)

Setup

Mono

Multi Landscape

Multi Portrait

Event

Style

Navigation

☒ Navigation

Tool Bar

☒ Add
☒ Edit

☒ Picto shortcuts

Calendar time range

Start day time

6

h : 00 m

☒ Return to the main page when in active for

43

second(s)

## 4.2. Event functions

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

OK

Cancel

Event detail : Room6

Title:

Planification et résumé du projet

Organizer:

Marc Dupond

Description:

Reunion d'informations sur la qualité

Attendees:

John Smith

Bob Geldof

Sid Barret

Start:

Mon Mar 10 2014 11:15

Finish:

Mon Mar 10 2014 11:45

In “Add” and “Modify” functions, it is possible to press on the “clock” button to change

- the “Start” time and
- 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 select or click outside the box to cancel.

### 4.3. Player not available or resource not affected to player

Default configuration of SignMeeting to connect to player to player by

- First : MAC address then
- Secondly: IP address

**Banner in red: “Ressource Error code -5”**

1. If neither IP address nor MAC address can not be found, SignMeeting is displaying the header **banner in red** meaning that the application is not active and a corrective action is required.
2. The same **banner in red** is displayed when no resource is affected to the player.

### 4.4. Meeting Status Screen



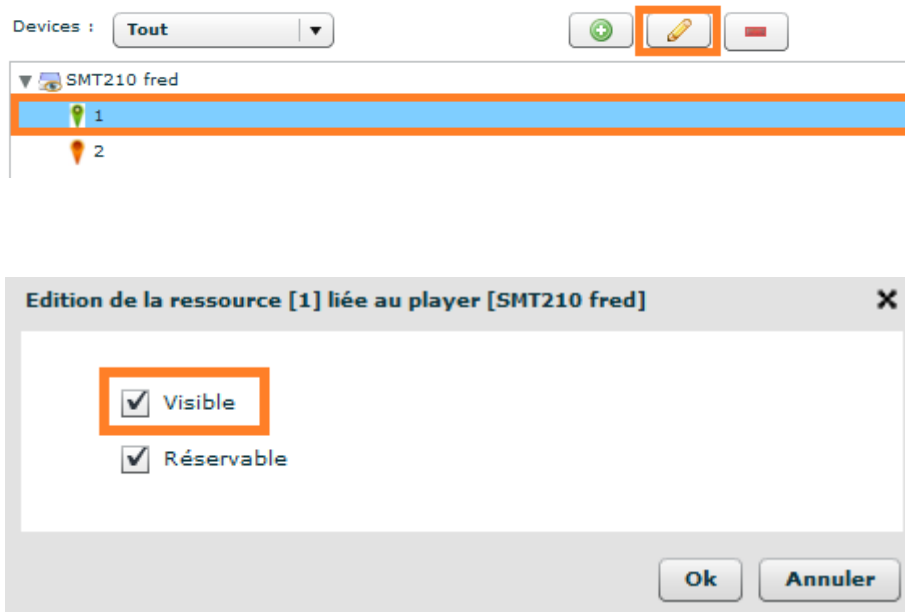
## 4.4.1.Attributes

### 4.4.1.1. Visible

If the resource is configured as “**visible**”, App is display the status of the meeting.

Only one ressource can be visible at a time. To make a resource visible, return to App configuration.

In device screen, select a resource and click on “**configure**” (pen)



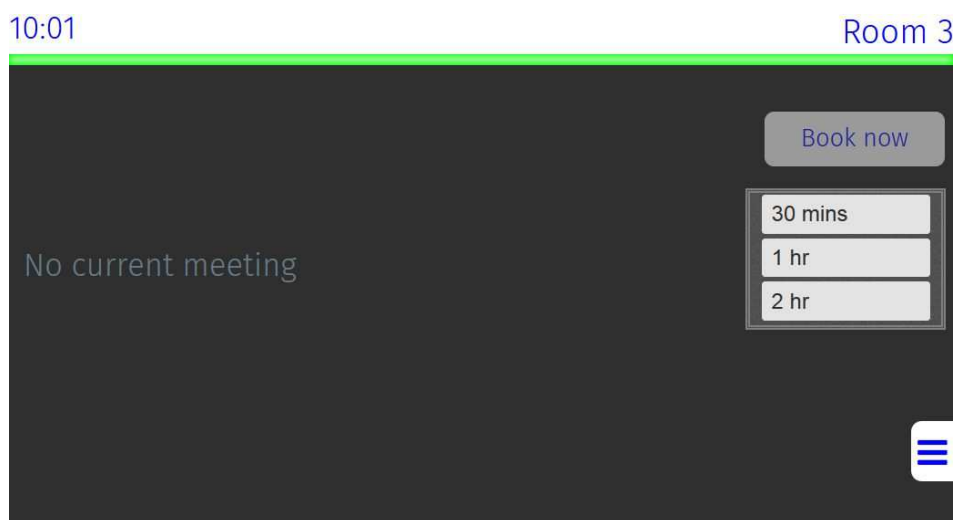
### 4.4.1.2. Bookable

“**Bookable**” means that the resource appears in the bookable ressource

### 4.4.2.Book now

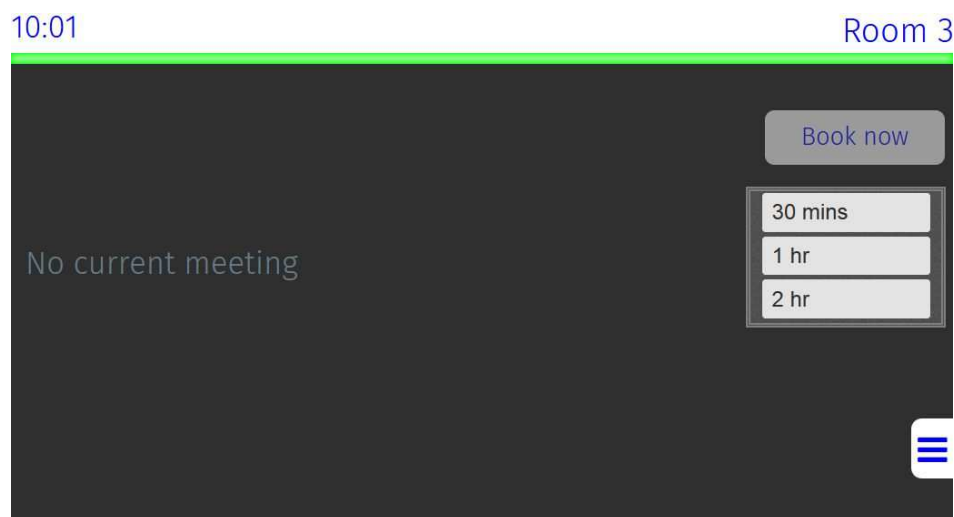
A meeting can be booked by selecting the “**Book now**” button. If the resource is available, that allows to book the room for

- 30mins,
- 1 hour or
- 2 hours.

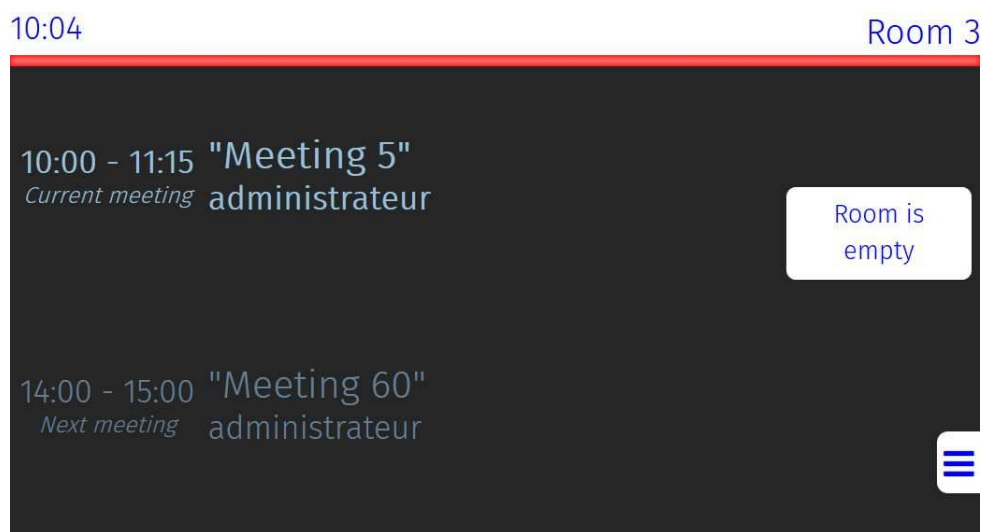


#### 4.4.3.Color bar

The bar in the header is **green** when the room is not in use.



The bar is **red** when the room is occupied.



#### 4.4.4. Room is empty button

When the meeting is finished and last attendee has freed the room, it is possible to free the room also in system calendar so that the room can be booked again.

- In case “**Room is empty**” button is pressed, the meeting is shortened: the duration of the meeting is rounded to a **multiple of 15 minutes**

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

*Note: **the minimum slot duration for a meeting is 30 minutes**. In case the shortened meeting is less than 30 minutes, the meeting is completely deleted from system calendar.*

Note: message confirmation is pop when “**Room is empty**” button is pressed asking to confirm or not to shorten the meeting.