



User manual

SignMeeting Acropolis

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Introduction

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

SignMeeting Acropolis is the SignMeeting application version for ACROPOLIS. The application needs to interface with implemented ACROPOLIS server.

The product can be used as well

- In **“Room screen”** mode with the SMT210 (touch screen device placed close to the meeting room) previously this was called mono mode.
 - support the instant booking by simple button press
 - support booking of current room following a calendar
- In **“Summary screen”** mode, with any INNES device 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. Previously this was called multi mode.

Any items that are RFU indicated means they are not operational and are reserved future use.

Acropolis Data Correspondence

| ACROPOLIS | ICS | SignMeeting |
|------------------------------|------------------|-----------------|
| N/A | UID (generated) | N/A |
| NomSociete | SUMMARY | Title |
| NomSalle | LOCATION | Location |
| MessageBienvenue | DESCRIPTION | Description |
| CodeSalle | RESOURCE, MAILTO | N/A |
| DateReservation + HeureDebut | DTSTART | Time range |
| DateReservation + HeureFin | DTEND | Time range |
| NomAnimateur | ORGANIZER, CN | Organizer |
| UrlLogoEntreprise | ATTACHMENT | Attached Images |
| NombreDeParticipants | N/A | N/A |
| Restauration | N/A | N/A |
| IDEcran | N/A | N/A |
| Theme | N/A | N/A |

System Requirements

The following versions must be used:

- Gekkota V3.12.20 (or above)
- Screen composer G3 V3.11.12 (or above)

SignMeeting Configuration

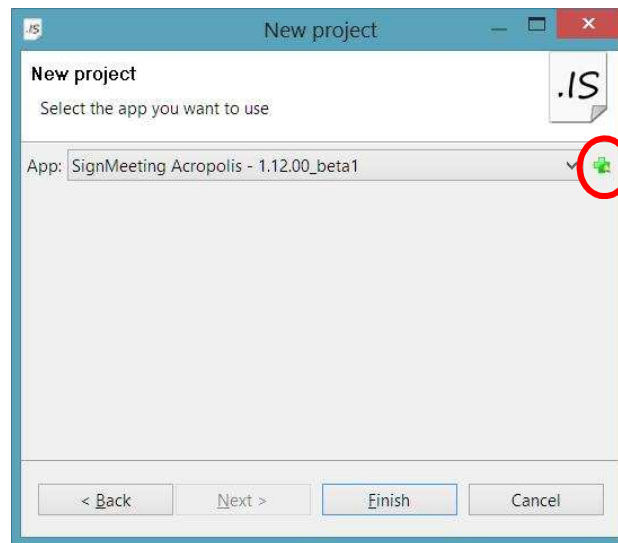
1. Installation/Upgrade

1.1 Installation with Screen Composer V3.11.12+

Create a new project with device (player) type "SM".

App: in the scrolling list, choose "SignMeeting Acropolis – 1.XX.XX.

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



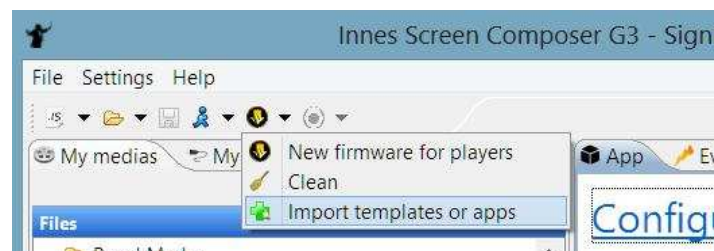
1.2 Use the new version

At the first installation, click on the link to configure your SignMeeting APP:



1.3 Upgrade

To install a new version of .appi, select 'import templates or apps':



Then, you must

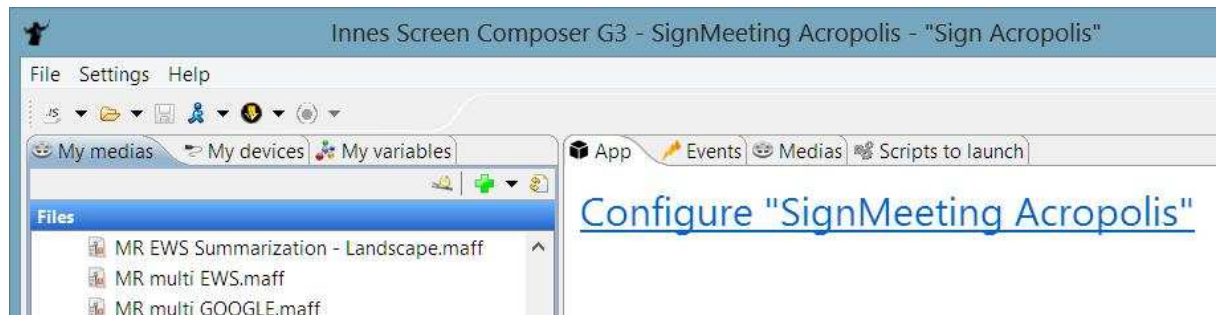
- Modify your old app (and click on 'Finish')

Then the app is ready to be used with its new version.

2 Configuration

In order to connect to the ACROPOLIS system the URL for the web service must be defined.

In Screen Composer, click on [Configure "SignMeeting ACROPOLIS"](#)



The following tab are permitting to configure the app:

- **"Setup"**
 - **"Datasource"**
 - **"Resource"**
 - **"Device"**
 - **"LDAP"**
- **"Room screen"**
- **"Summary screen landscape"**
- **"Summary screen portrait"**
 - The default settings for screen 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)

The screenshot shows the 'Edit the media resource' window. It has a title bar with standard window controls. Below the title bar, there's a text area for the media resource path. The main area is divided into several sections: a left sidebar with 'Datasource', 'LDAP', and 'SFTP' tabs; a 'Datasource' section with a table of existing datasources; a 'Resources' section with a table of resources; and a 'Devices' section with a list of devices. At the bottom, there are 'Finish' and 'Cancel' buttons. Callouts point to specific elements: 'Datasource, add, modify and delete' points to the '+' button in the Datasource section; 'Access to setup, room and summary parameters' points to the top navigation tabs; 'Resource definition for the selected datasource' points to the Resources table; and 'Define players and associate resources' points to the Devices list.

Datasource, add, modify and delete

Access to setup, room and summary parameters

Resource definition for the selected datasource

Define players and associate resources

2.1 Setup tab

2.1.1 Datasource Setup

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

2.1.1.1 Definition

The screenshot shows the 'Edit datasource [Acropolis]' dialog box. It has two tabs: 'Definition' and 'Advanced'. The 'Definition' tab is active. It contains the following fields: 'Type' (set to 'Acropolis'), 'Label' (set to 'Acropolis'), 'Url' (set to 'http://vcf.odyssee-ingenierie.com/vcfad/demandereservation.svc'), 'Id' (empty), and 'Password' (empty). There are 'Ok' and 'Cancel' buttons at the bottom right.

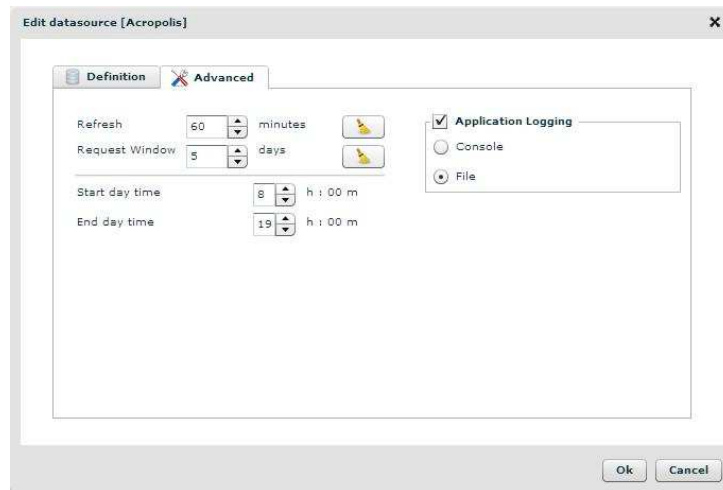
The **Label** field is free text.

The **Url** must contain the correct path to the ACROPOLIS web services.

The **Id** and **Password** are optional.

2.1.1.2 Advanced

The advanced options permit to configure additional parameters.



“Refresh”:

- Defines how often Signmeeting will update the alarm information.

“Request Window”:

- Defines how many days are retrieved from the datasource.

“Start/End day time”:

- In the booking/consultation windows defines when is the start/end of day.

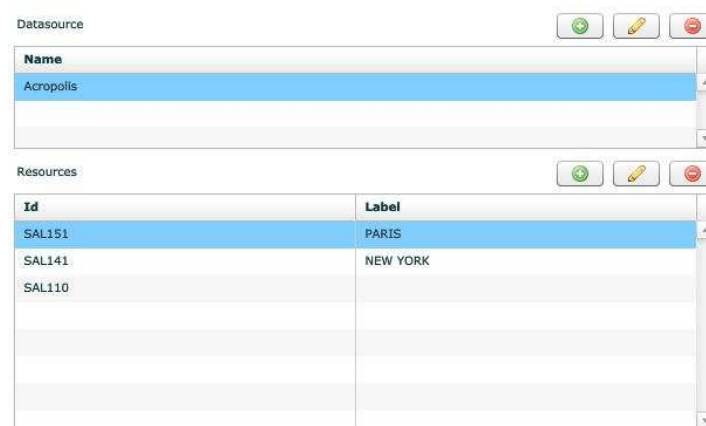
“Application logging”:

- Defines if the logging is active and where the logs are to be sent. This should only be active for troubleshooting and must be deactivated in a production environment.

2.1.2 Resources setup

To edit resources for a given datasource,

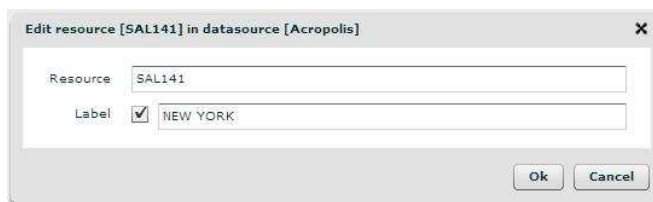
- Select the datasource then
- Add, Delete and Modify the resources.



| Id | Label |
|--------|----------|
| SAL151 | PARIS |
| SAL141 | NEW YORK |
| SAL110 | |

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

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



Dialog box titled "Edit resource [SAL141] in datasource [Acropolis]". It contains two input fields: "Resource" with the value "SAL141" and "Label" with a checked checkbox and the value "NEW YORK". At the bottom right are "Ok" and "Cancel" buttons.

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 is activated, label becomes mandatory.

2.1.3 Association of resource to device (player)

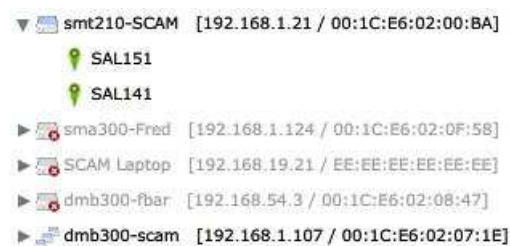
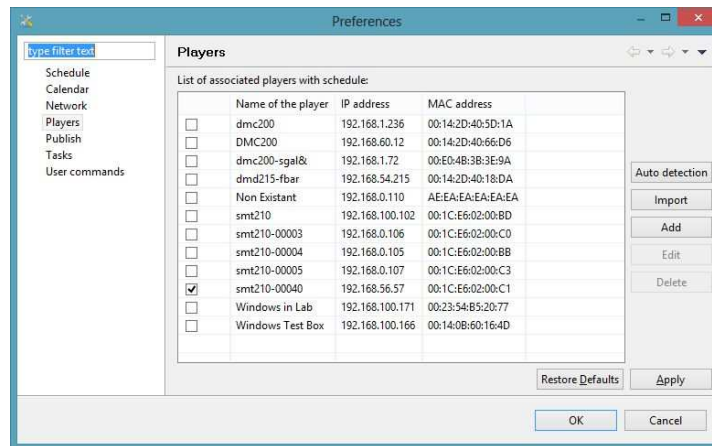
The list of devices corresponds to the players that are associated to the current project in screen composer.

Note: If the required devices 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 or added manually by entering its IP address (+ MAC address, login, password, label name)

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



For each device can see whether it is:

- room mode or
- summary mode.

If the device is greyed with a cross, this means the device is present but is not active in screen composer.

The “**edit**” button permits to filter the devices by mode, and to edit the parameters for each device or resource.

The “**delete**” button permits to delete a resource under a device.



2.1.3.1 Resource affection

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

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



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

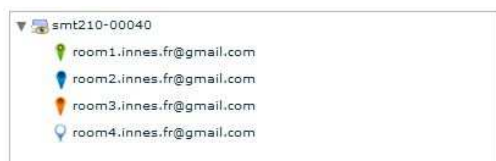
For a given device, user can add resources from an only one datasource.

2.1.3.2 Resource configuration

When the resource is associated to a device in “Room” mode only two parameters are available.



Show events for this room on the main page and show this room in the reservation page. The status of the resource is indicated using different colours.



- **Blue** : only present on the main page
- **Orange** : only present bookable
- **Green** : both
- **White** : none

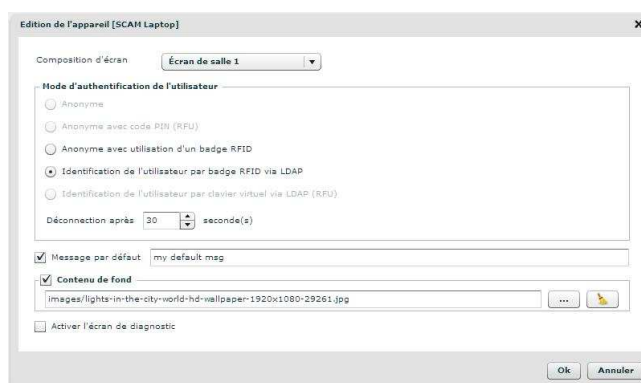
When the resource is under a device in summary mode can define directional pictograms or images to indicate the location.



2.1.3.3 Device Configuration

Room screen: this displays the events for *one room at a time*, as many rooms as required can be displayed. Typically this mode is used with SMT210 when the screen is placed at the entrance of the room or rooms.

Summary screen: this displays a list of events for the associated rooms; this can be up to 11 events per page in landscape and 15 events per page in portrait. When there are more events that the number per page each page is displayed in turn. Typically this is used with a large screen at the entrance or reception where the events are taking place.



User authentication method: currently there are two choices.

SignMeeting

- Started in read only mode
- Access to “writing” functionality is possible only when a user is successfully identified
- The disconnection timeout, disconnects the user after the defined number of seconds
- If the connected user badges again, the previous one is disconnected immediately

RFID identification supported

- RFID badge or
- RFID badge with LDAP

User identification by RFID

- Users are considered authenticated when a badge is successfully read.

User identification by RFID/LDAP

- Users are considered authenticated when a badge is read and the ID is found in the LDAP directory (for more information, see the chapter on LDAP)
- If the LDAP is not active it is not possible to use the RFID/LDAP authentication.

Default Message: this is displayed in room screen mode when an associated room has no meetings. In summary mode the default message is displayed when there are no meetings.

Background content: in room screen mode, this is displayed when there are no meetings and the go back to the background when no meetings option has been selected. In summary mode the background is displayed all the time.

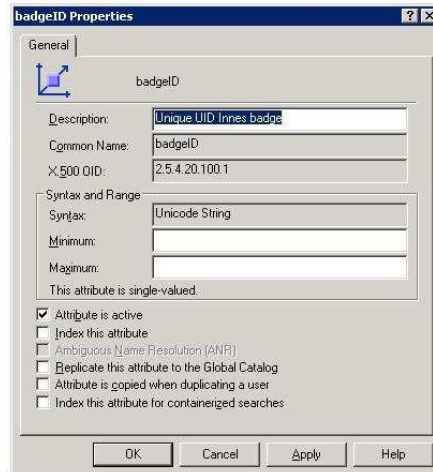
Console mode activates a diagnostic screen that can be used to check

- LDAP,
- server connections and
- RFID reader

2.2 LDAP & RFID

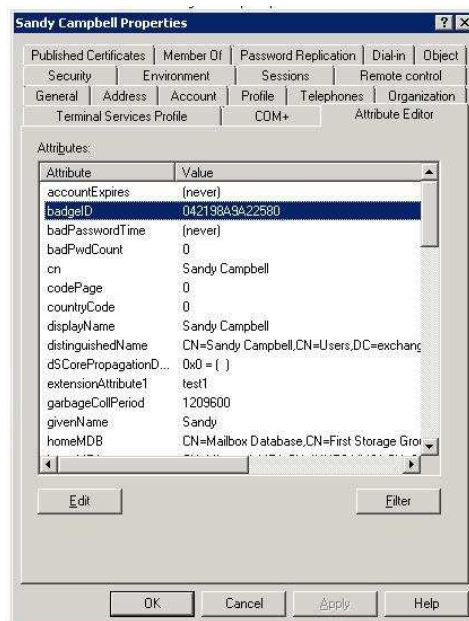
LDAP (Lightweight Directory Access Protocol) is used to identify user in a directory through a RFID (Radio-frequency identification) badge.

In order to use this identification, a custom attribute should be added to the required class in the directory. The type or the syntax must be a simple string, for example in Active directory this is defined as a UniCode string.



Four steps are required

- Add a new attribute to the directory schema. A new OID has to be added to the attribute this should follow the existing OID numbering system.
- Add the attribute to the user class.
- Restart the directory services.
- Add the RFID badge UID to the new attribute for each item in the class that requires to be identified.



To configure the LDAP access the following information is required.



The screenshot shows the 'Setup' window of the SignMeeting Acropolis application. The 'LDAP' tab is selected, and the 'Activate LDAP' checkbox is checked. The 'URL' field contains 'ldap://exchange2007.innes.prd'. The 'Root' field contains 'dc=exchange2007,dc=innes,dc=pro'. The 'Search' field contains 'badgeID'. The 'Authentication' checkbox is also checked. The 'Login' field contains 'Administrator' and the 'Password' field contains '*****'. There are tabs for 'Room screen', 'Summary screen landscape', and 'Summary screen portrait' at the top. On the left, there are icons for 'Database', 'LDAP', and 'SMTP'.

- **URL:** location of the LDAP directory
- **Root:** The fully qualified DN (distinguished name) of the container to search.
 - Eg. If we want to look in the users table on a given name
 - Ex:
 - CN=Users,DC=corp,DC=domain,DC=com
- **Search:** the attribute that contains the RFID UID.
- **Authentication:** when authentication is required, the login and password are required
 - **For example**
 - **Administrator**
 - This cn/dc identification method is not supported (until there):
cn=Administrator,cn=Users,dc=exchange2007,dc=innes,dc=pro

2.3 Room screen tab

Room screen mode displays:

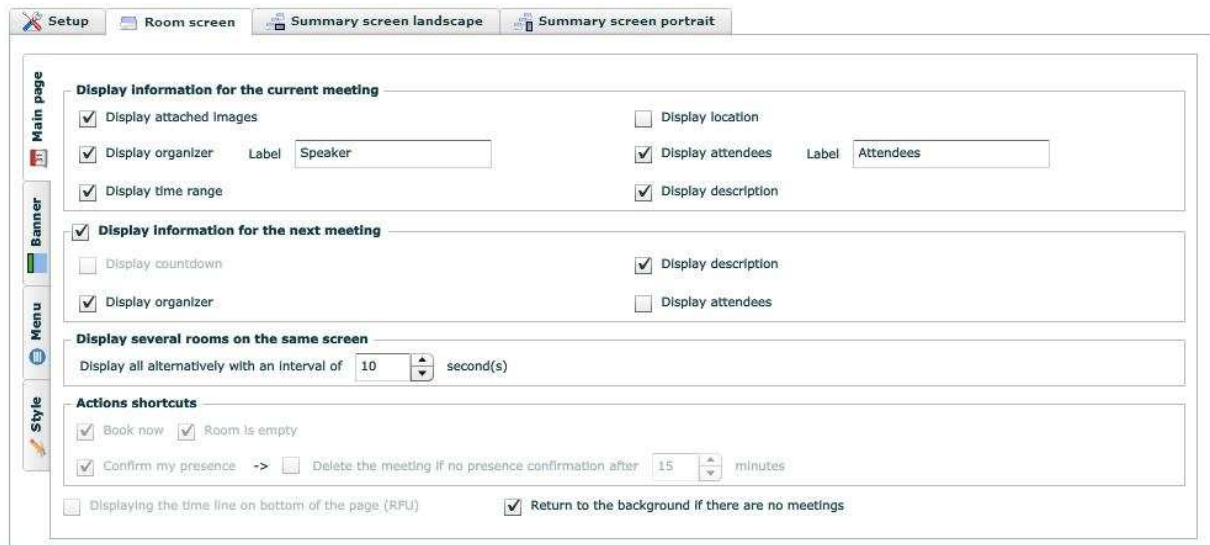
- the current event for the active resource on the screen.
- the next event for the active resource on the screen (optional).
- If there are multiple resource each resource is displayed on a separate page for a certain number of seconds.

2.3.1 Main Page tab

The “main page” tab defines:

- what will be displayed for each event,
- how long each rooms will be displayed for (if there is more than one)

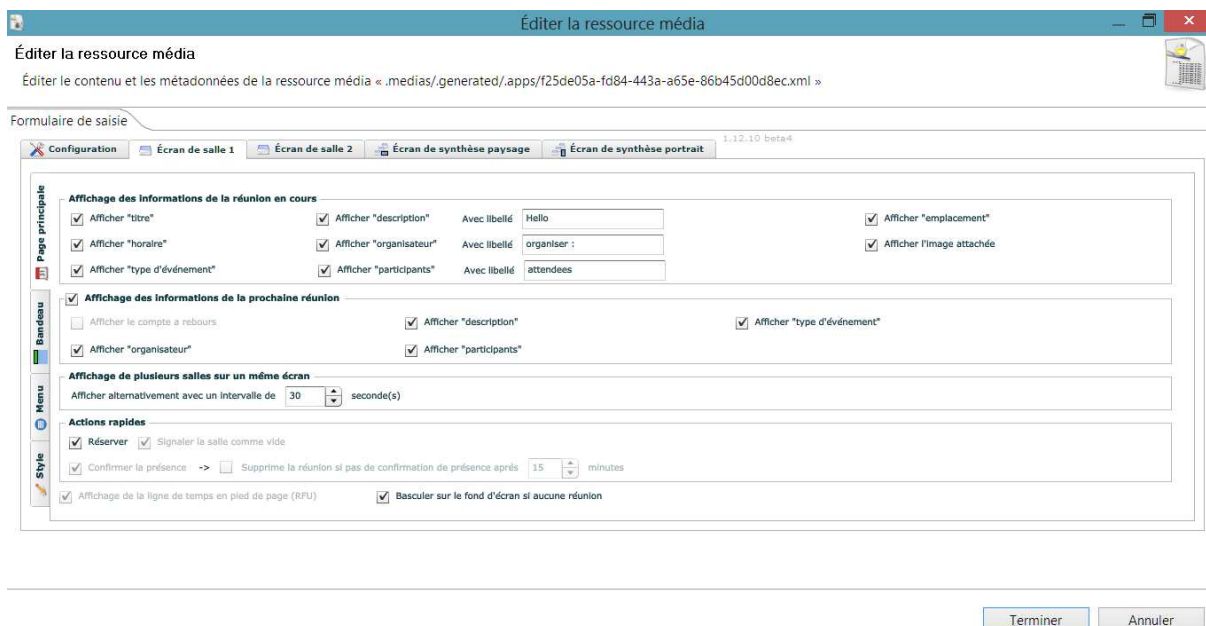
It is also possible to add labels for the organizer and attendees.



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.

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

2.3.2 Description Fields



Éditer la ressource média

Éditer le contenu et les métadonnées de la ressource média « .medias/generated/.apps/f25de05a-fd84-443a-a65e-86b45d00d8ec.xml »

Formulaire de saisie

Configuration Écran de salle 1 Écran de salle 2 Écran de synthèse paysage Écran de synthèse portrait 1.12.10 beta4

Affichage des informations de la réunion en cours

☒ Afficher "titre" ☒ Afficher "description" Avec libellé Hello ☒ Afficher "emplacement"

☒ Afficher "horaire" ☒ Afficher "organisateur" Avec libellé organiser : ☒ Afficher l'image attachée

☒ Afficher "type d'événement" ☒ Afficher "participants" Avec libellé attendees

Affichage des informations de la prochaine réunion

☐ Afficher le compte à rebours ☒ Afficher "description" ☒ Afficher "type d'événement"

☒ Afficher "organisateur" ☒ Afficher "participants"

Affichage de plusieurs salles sur un même écran

Afficher alternativement avec un intervalle de 30 seconde(s)

Actions rapides

☒ Réserver ☒ Signaler la salle comme vide

☒ Confirmer la présence -> ☐ Supprime la réunion si pas de confirmation de présence après 15 minutes

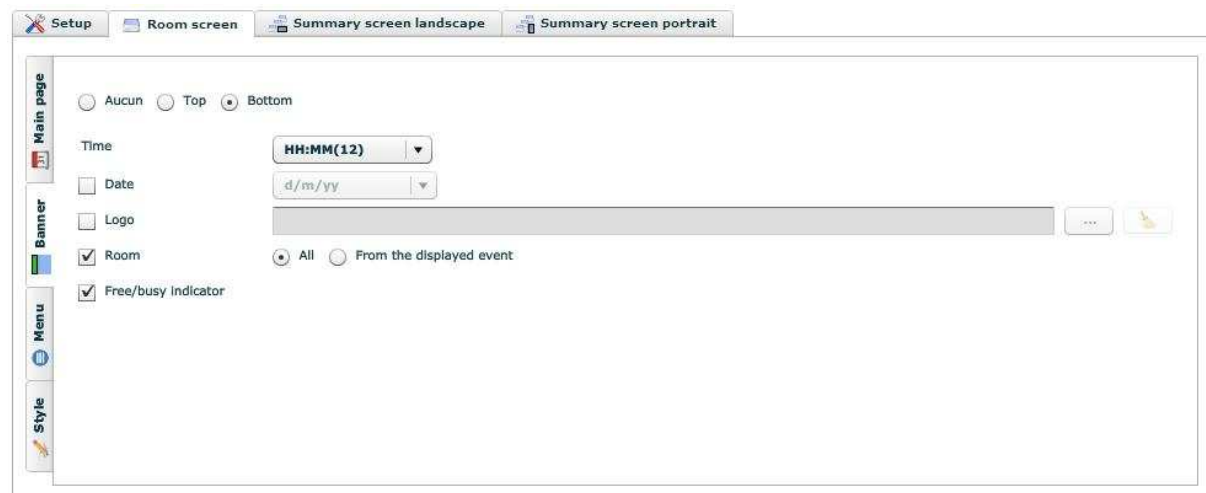
☒ Affichage de la ligne de temps en pied de page (RFU) ☒ Basculer sur le fond d'écran si aucune réunion

Terminer Annuler

2.3.3 Banner tab

The **"banner"** tab defines

- whether a header is present or not and also
- what will be displayed in the header.



Setup Room screen Summary screen landscape Summary screen portrait

Main page

☐ Aucun ☐ Top ☒ Bottom

Time HH:MM(12)

Date d/m/yy

Logo

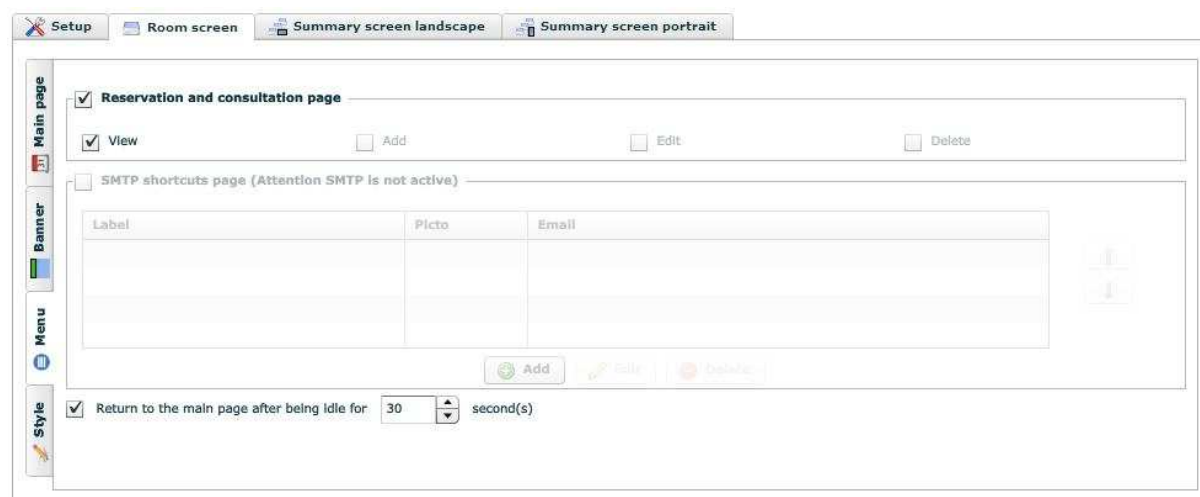
Room ☒ All ☐ From the displayed event

Free/busy Indicator ☒

2.3.4 Menu tab

The "Reservation and consultation page" defines if access is allowed and what options will be present to edit/show events.

SMTP shortcuts page is reserved for further use



There is also the option to return to the main page if there is no activity after a defined number of seconds.

2.3.5 Style tab

The “style” tab defines

- What color will be used to display the banner.



The style for the popup can be personalised through a css file.

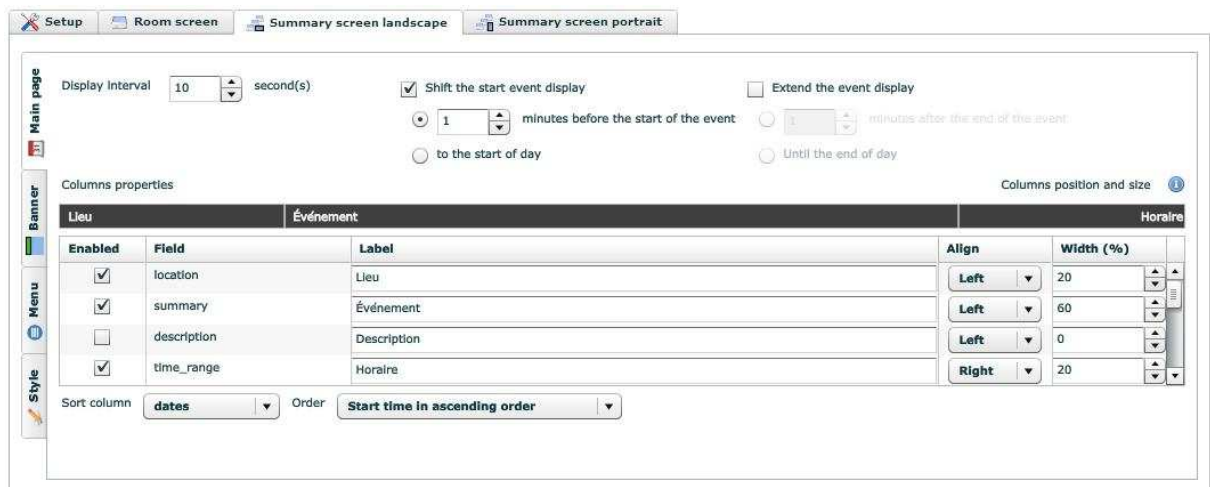
| SignMeeting | ICS | CSS Current Meeting | CSS Next Meeting |
|-----------------------------|-----------------|------------------------------------|-------------------------------|
| Titre | SUMMARY | mainpage_current_summary | mainpage_next_summary |
| Description | DESCRIPTION | mainpage_current_description | mainpage_next_description |
| Libellé description | N/A | mainpage_current_description-label | N/A |
| Emplacement | LOCATION | mainpage_current_location | N/A |
| Horaire | DTSTART / DTEND | mainpage_current_date | mainpage_next_date |
| Organisateur | ORGANIZER, CN | mainpage_current_organizer | mainpage_next_organizer |
| Libellé organisateur | N/A | mainpage_current_organizer-label | mainpage_next_organizer-label |
| Type d'événement | N/A | mainpage_current_meeting-state | mainpage_next_meeting-state |
| Participants | ATTENDEE, CN | mainpage_current_attendees | mainpage_next_attendees |
| Libellé participants | N/A | mainpage_current_attendees-label | mainpage_next_attendees-label |

2.4 Summary screen landscape tab

2.4.1 Main page tab

The “main page” tab defines

- what will be displayed for each meeting,
- what order will be used to sort the events,
- the time each page of events will be displayed for,
- Define custom alarms if required.



Display Interval: 10 second(s)

☒ Shift the start event display ☐ Extend the event display

☒ 1 minutes before the start of the event ☐ 1 minutes after the end of the event

☐ to the start of day ☐ Until the end of day

Columns properties

| Enabled | Field | Label | Align | Width (%) |
|-------------------------------------|-------------|-------------|-------|-----------|
| <input checked="" type="checkbox"/> | location | Lieu | Left | 20 |
| <input checked="" type="checkbox"/> | summary | Événement | Left | 60 |
| <input type="checkbox"/> | description | Description | Left | 0 |
| <input checked="" type="checkbox"/> | time_range | Horaire | Right | 20 |

Sort column: dates Order: Start time in ascending order

It is possible to change when the alarms for start and end of an event is raised. 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”

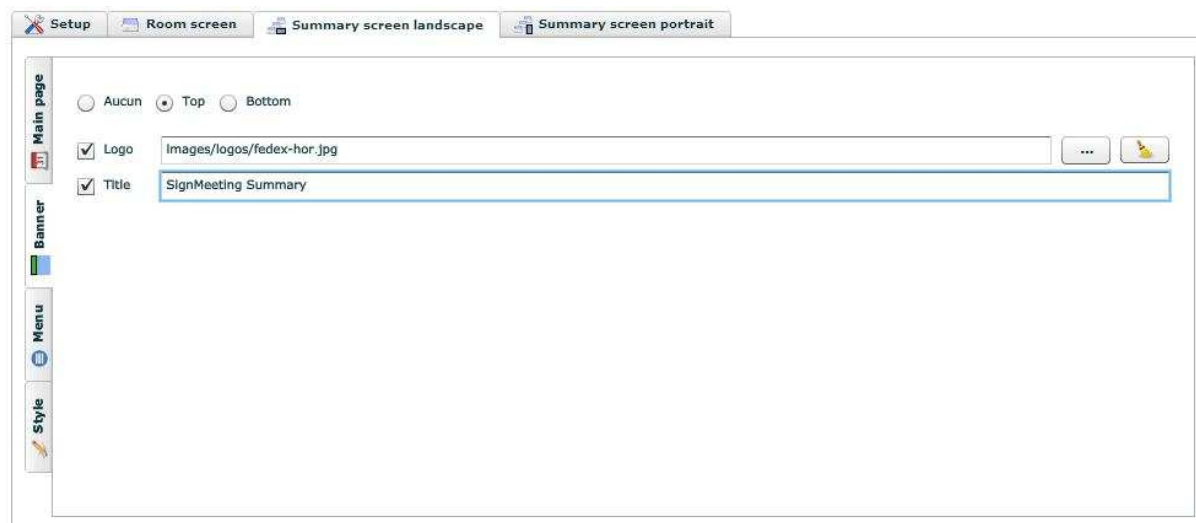
For the start alarm can move this forward by a defined number of minutes or to the start of day. The end alarm can be move back by a certain number of minutes or all the way to the end of day.

Example:

If want to show the events now until the end of day, move the start of each event to the start of the day and leave the end of the event to be the default alarm ie the end of the event.

2.4.2 Banner tab

Defines if a banner is displayed and what is the content.

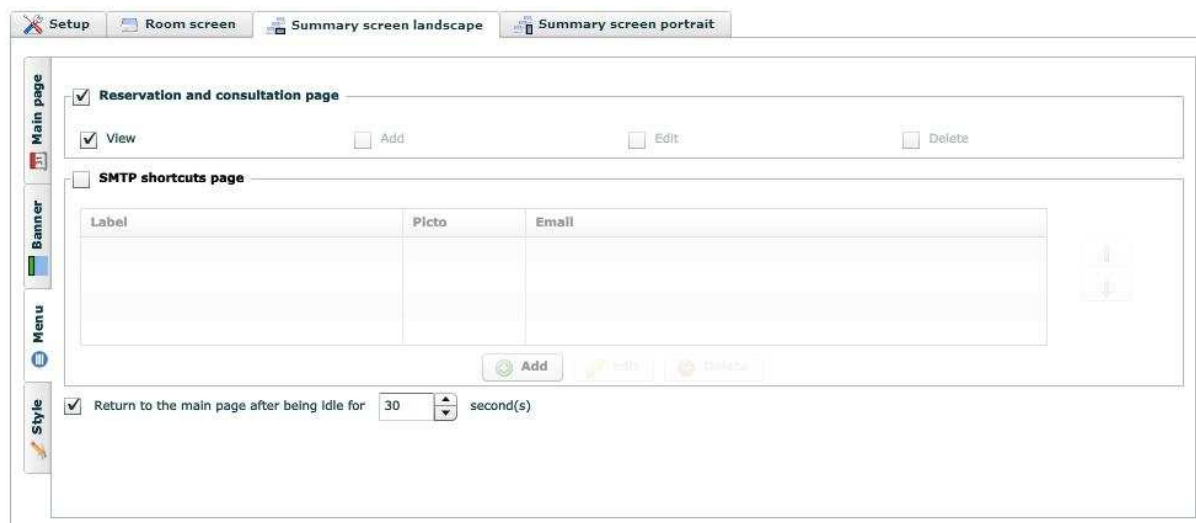


2.4.3 Menu tab

The “Reservation and consultation page” defines if access is allowed and what options will be present to edit/show events.

SMTP shortcuts page is reserved for further use

There is also the option to return to the main page if there is no activity after a defined number of seconds.



2.4.4 Style tab

Define the color for the banner and events.

How many events will be displayed per page.

If column headers will be displayed or not.

It is possible to define a theme, this will *only* be shown if **no** background content has been defined for the device.

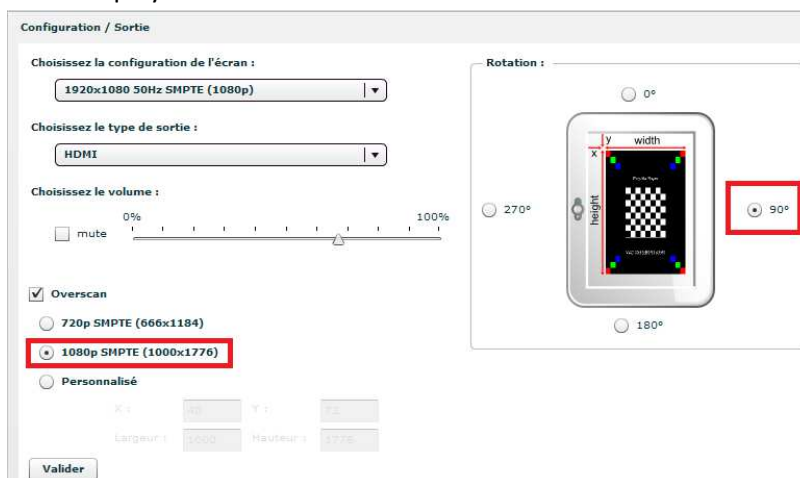


2.5 Summary screen portrait tab

Same as Landscape, but for a portrait view.

In order to publish SignMeeting in summary-portrait,

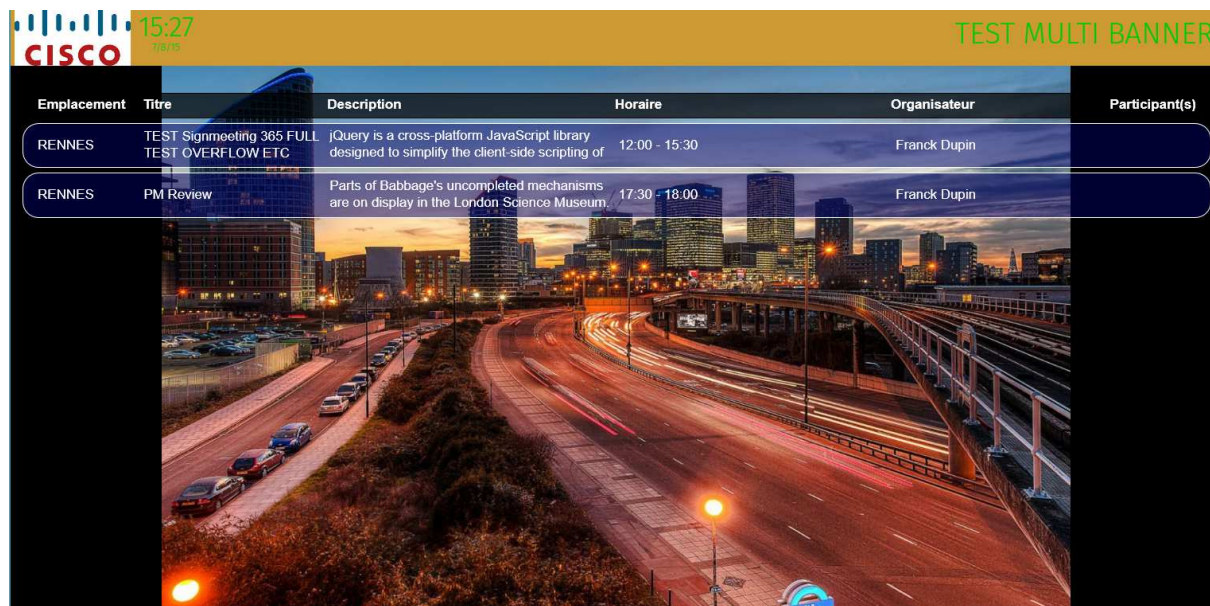
- Configure the device as “summary” mode
- Pass the player with rotation 90° or 270°



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

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

2.6 Fields “Écran de synthèse”



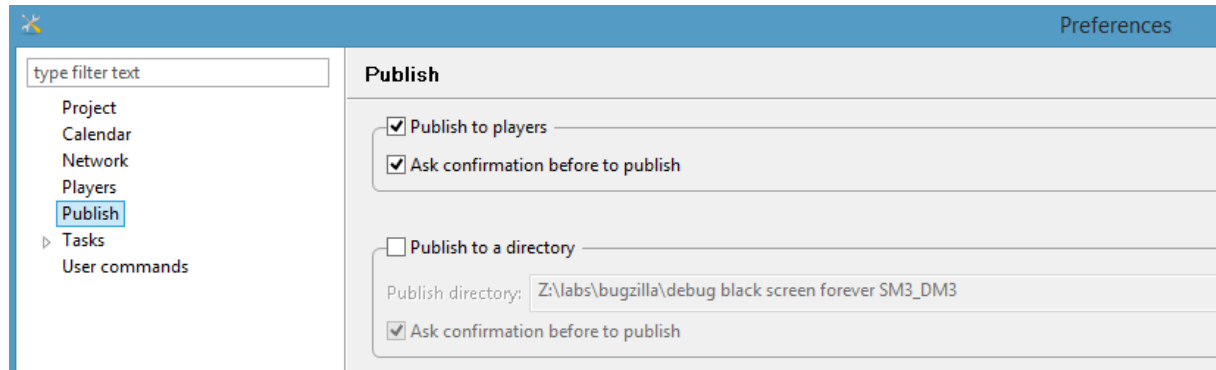
| Emplacement | Titre | Description | Horaire | Organisateur | Participant(s) |
|-------------|--|--|---------------|--------------|----------------|
| RENNES | TEST Signmeeting 365 FULL TEST OVERFLOW ETC | jQuery is a cross-platform JavaScript library designed to simplify the client-side scripting of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

| SignMeeting label (as per screenshot) | SignMeeting field name | ICS |
|---------------------------------------|------------------------|-----------------|
| Titre | summary | SUMMARY |
| Description | description | DESCRIPTION |
| Emplacement | location | LOCATION |
| Horaire | time_range | DTSTART / DTEND |
| Organisateur | organizer | ORGANIZER, CN |
| Participants | attendees | ATTENDEE, CN |

3 Publication

3.1 Screen composer: publication menu

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

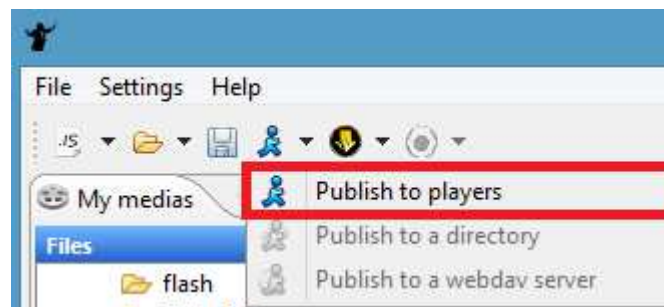


3.2 Screen composer: player (select one or several player)

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

3.3 Screen composer: publish

Click on the button “publish to player”:

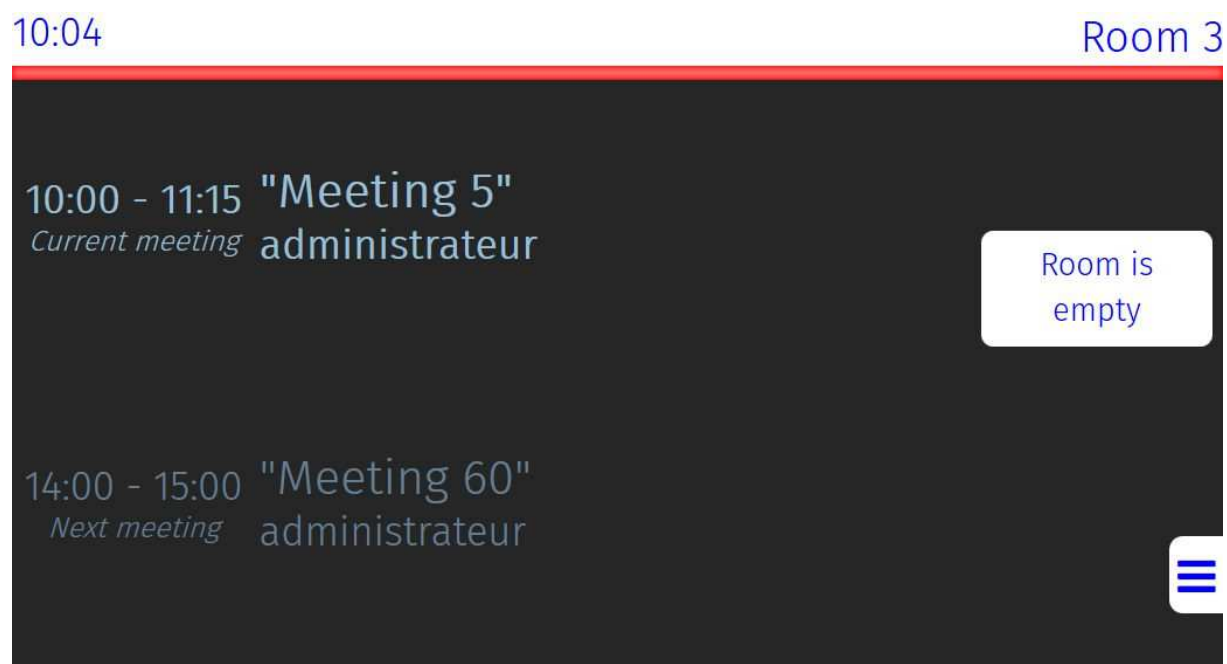


4 Using SignMeeting in Room Screen mode

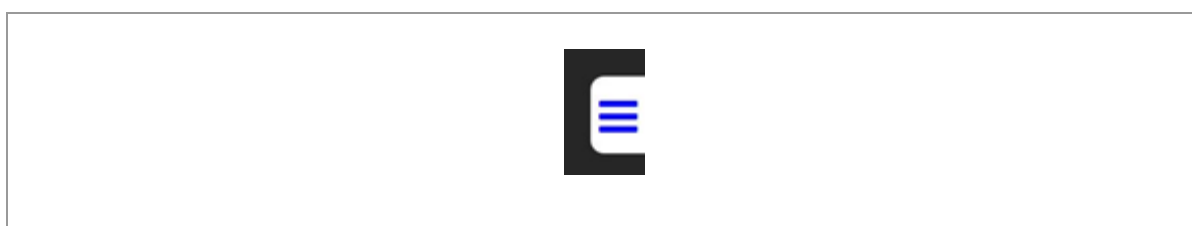
SignMeeting-Room screen application display the meetings in the main window.

It displays:

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

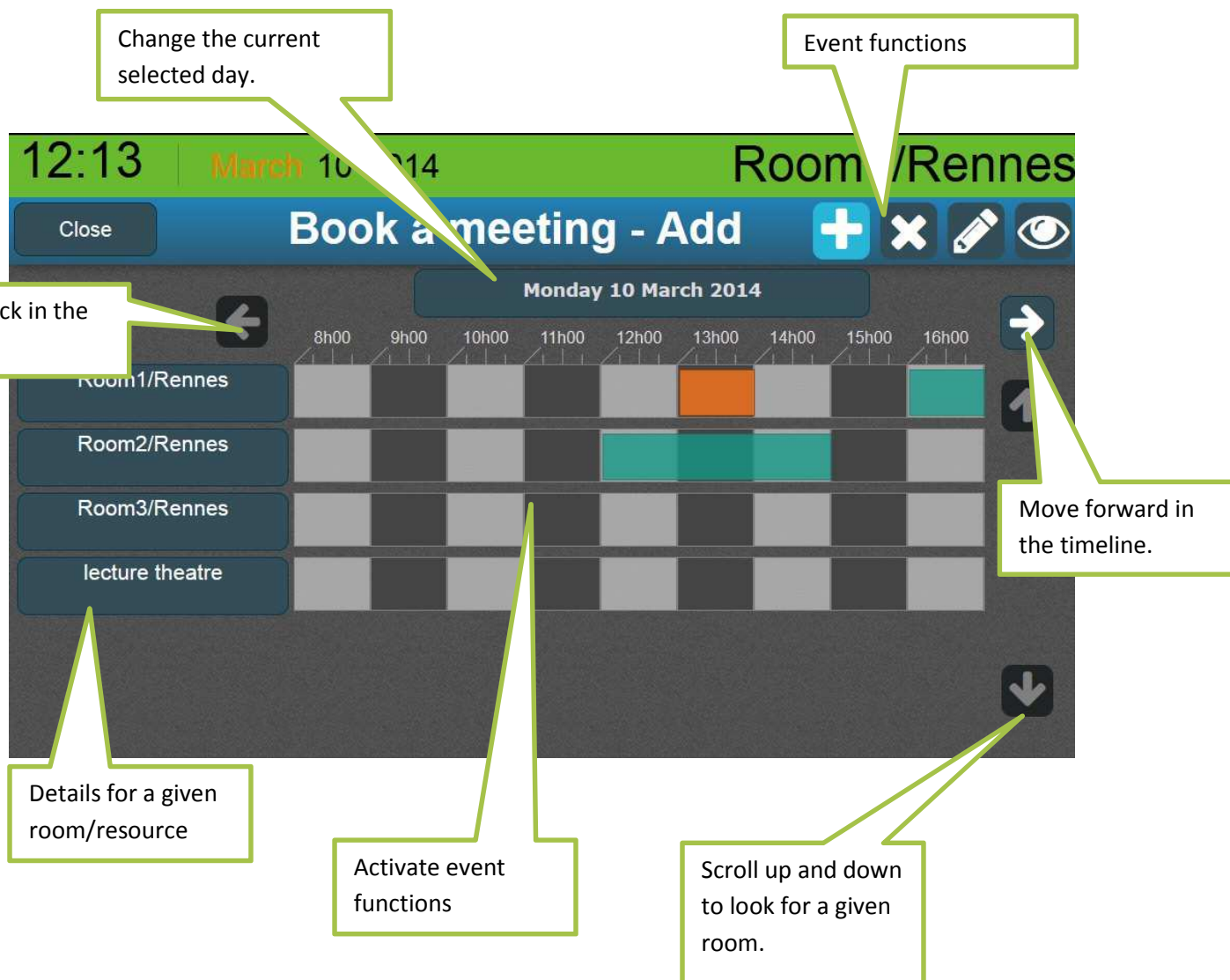


To get access to the reservation and consultation page press the button on the right hand side.



4.1 Book a Meeting menu

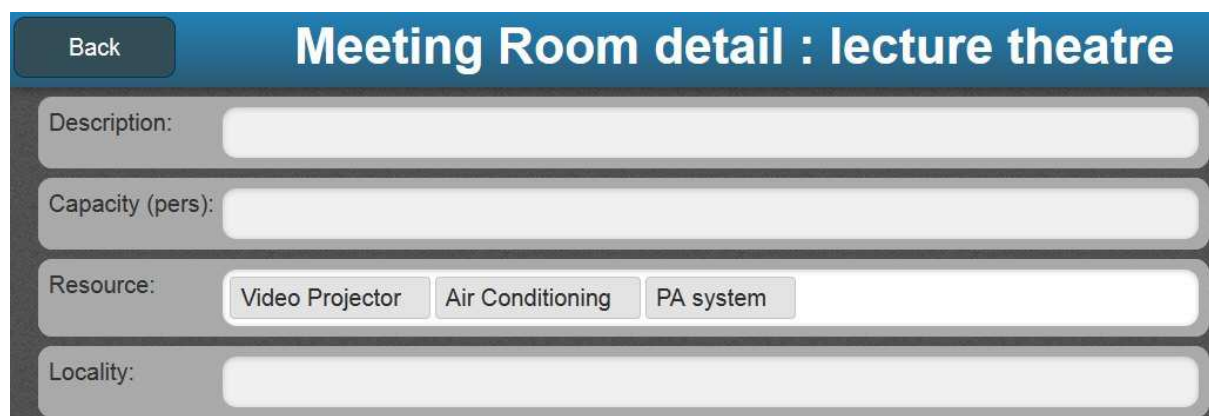
“Book a meeting” button permits to show all the current meetings for the selected day.



The screenshot shows the 'Book a meeting - Add' interface. At the top, there's a status bar with the time '12:13', the date 'March 10 2014', and the room name 'Room /Rennes'. Below this is a header bar with a 'Close' button, the title 'Book a meeting - Add', and icons for adding (+), deleting (x), editing (pencil), and viewing (eye). The main area displays a calendar for 'Monday 10 March 2014' with a timeline from 8h00 to 16h00. The rooms listed are Room1/Rennes, Room2/Rennes, Room3/Rennes, and lecture theatre. Callouts explain the following features:

- Change the current selected day.**: Points to the date 'March 10 2014' in the status bar.
- Event functions**: Points to the icons (+, x, pencil, eye) in the header bar.
- Move back in the timeline.**: Points to the left arrow icon on the left side of the timeline.
- Move forward in the timeline.**: Points to the right arrow icon on the right side of the timeline.
- Details for a given room/resource**: Points to the 'lecture theatre' room entry.
- Activate event functions**: Points to the 'Add' (+) icon.
- Scroll up and down to look for a given room.**: Points to the down arrow icon at the bottom right.

Room details:

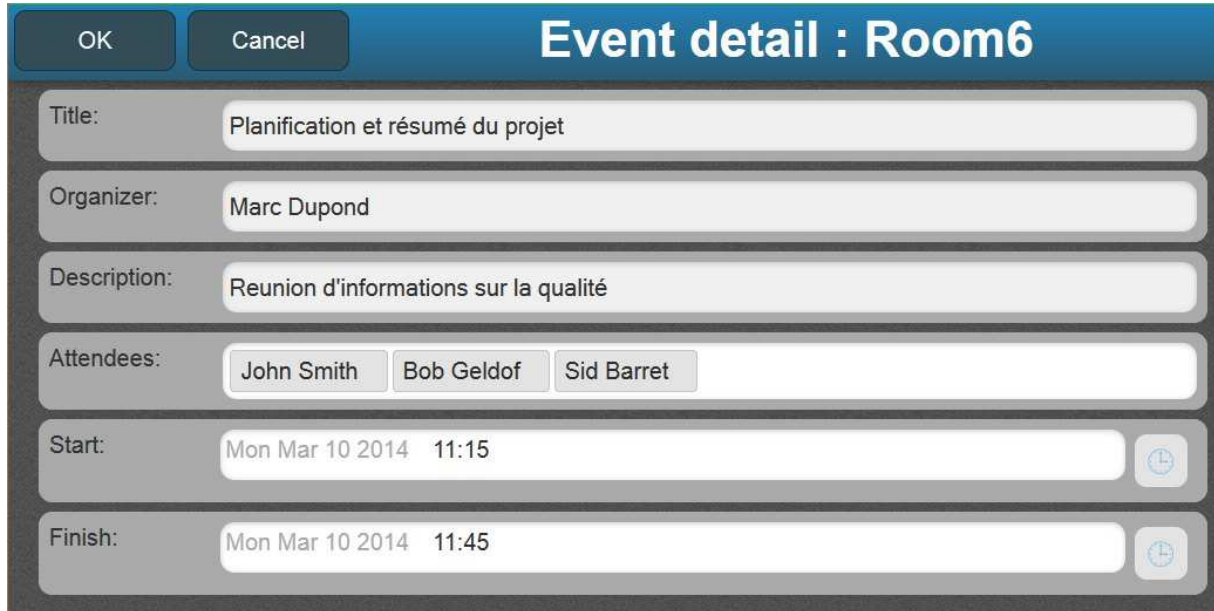


The screenshot shows the 'Meeting Room detail : lecture theatre' form. It has a 'Back' button at the top left. The form fields are:

- Description:** A text input field.
- Capacity (pers):** A text input field.
- Resource:** A section containing three buttons: 'Video Projector', 'Air Conditioning', and 'PA system'.
- Locality:** A text input field.

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 an event.
- **“View”**: permits to get more detail on the meeting.



The form is titled "Event detail : Room6" and has "OK" and "Cancel" buttons at the top left. It contains the following fields:

- Title:** Planification et résumé du projet
- Organizer:** Marc Dupond
- Description:** Reunion d'informations sur la qualité
- Attendees:** John Smith, Bob Geldof, Sid Barret
- Start:** Mon Mar 10 2014 11:15 (with a clock icon)
- Finish:** Mon Mar 10 2014 11:45 (with a clock icon)

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

- the **“Start”** time and
- the **“finish”** time



The time selection grid shows a 4x4 table of times from 08:00 to 13:45 in 15-minute increments. The 12:00 time slot is highlighted in orange. Up and down arrow buttons are on the left side of the grid.

| | | | |
|-------|-------|-------|-------|
| 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.

5 Appendix (Using HTML Application “Door management”)

An extra HTML application allows the door action open/close to be done from a Windows desktop computer.

Installation

Copy the HTA file and subdirectories to the target computer.

Define a shortcut for the HTA file.

By default the HTA will open with Windows HTML application host. If this is not the case change the default application.

In order for the Door Management to work, a boolean variable “Doorclosed” must be defined and the initial value must be set to false (which means door opened).



Configuration

The HTA file can be changed directly it is possible to change the text on the buttons, by changing the “label” as below. Do not change the “src”, this is a predefined text to indicate the action.

```
var buttons = [
    {label:"Ouvrir", src:"open"},
    {label:"Fermer", src:"close"}
];
```

The correct IP address, username and password must be defined for the player which is to manage the door.

```
var players = [
    {host:"192.168.1.21", username:"admin", password:"admin"}
];
```



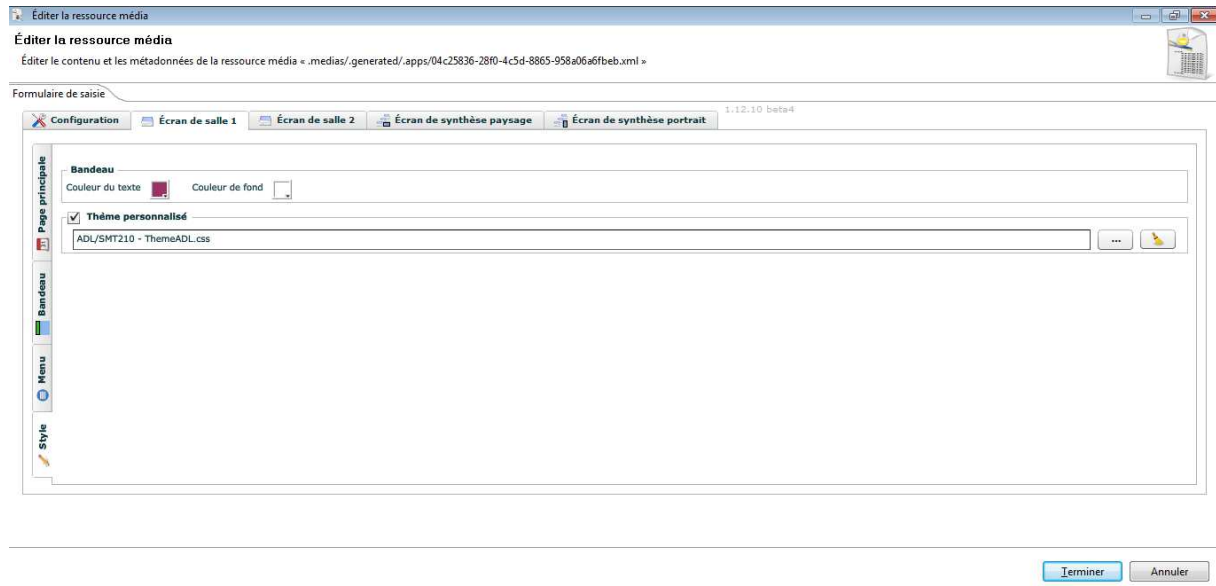
To open the door, press “ouvrir”, to close the door press “fermer”. If the door is already in the requested position, nothing will happen.

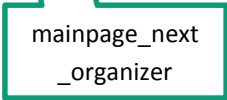
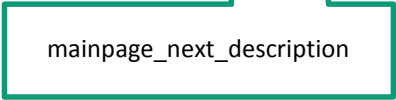
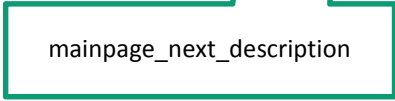
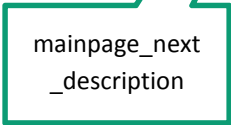
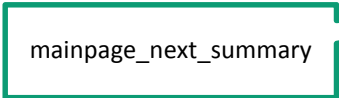
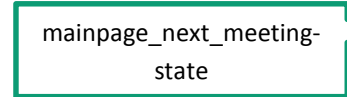
6 Appendix (CSS Configuration for Style of “Écran de salle”)

This new function is added to use a personalized style of the display “Écran de salle”.

It's now possible to use a CSS file.

The CSS file must be added in the tab “Style”.





CSS file's extracts:

For color:

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

For background:

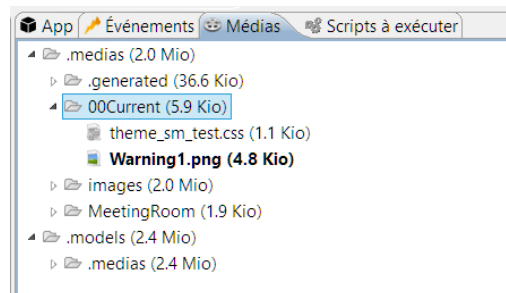
With color:

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

With image:

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

If you define a background image inside the css, you will have to manually add it in the “Medias” menu of ScreenComposer, in order to publish it into the device.



The URL is the relative path between CSS and image files.

Example:

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

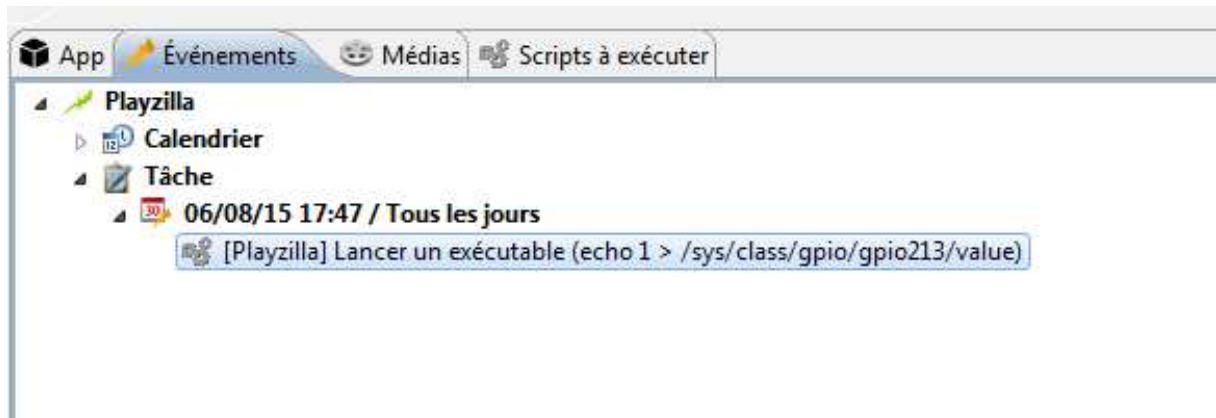

7 Appendix (Variable)

A variable is defined to give the status of the door. You have to assign the corresponding players.



8 Appendix (GPIO programming)

To open/close the door at a specific time/date, it possible to make a task.



The command to be executed is:

echo 1 > /sys/class/gpio/gpio213/value – to close the door

echo 0 > /sys/class/gpio/gpio213/value – to open the door