

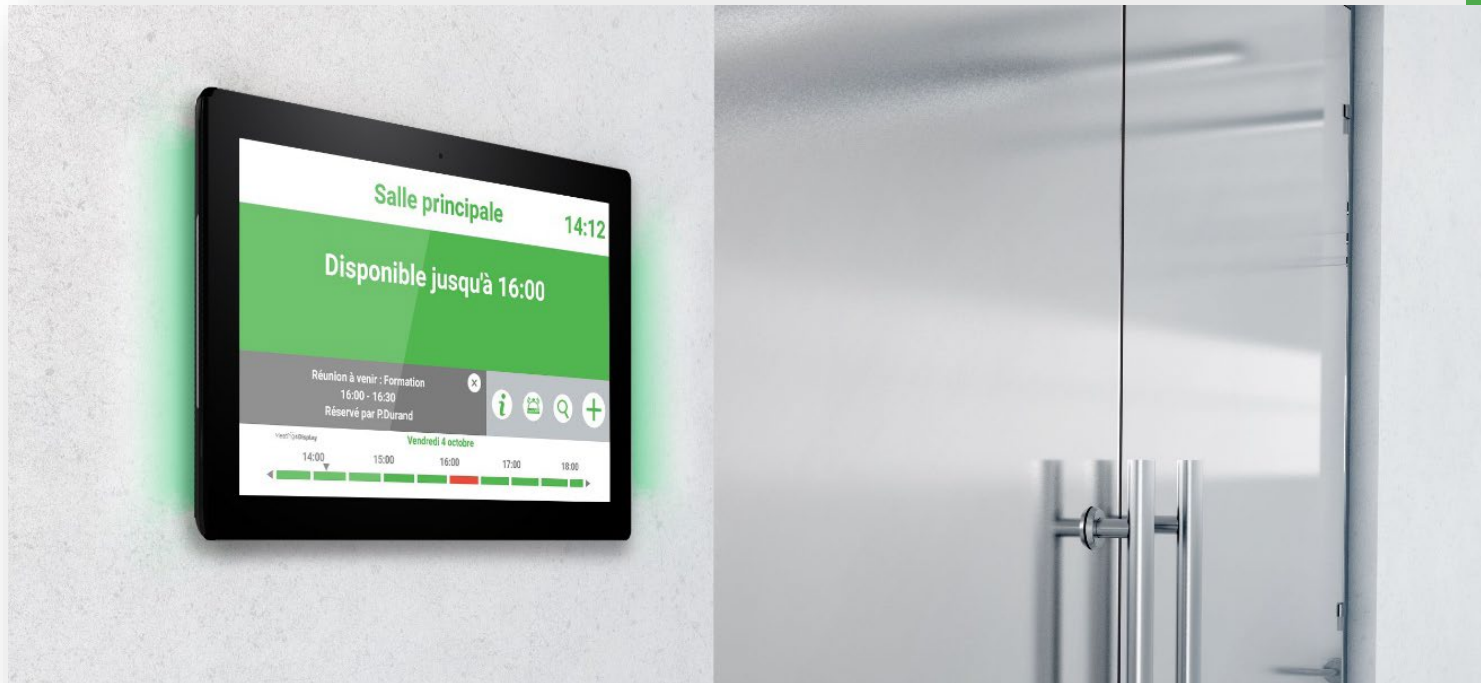


Meeting4Display

Quick Start Guide

v2.5

Meeting4Display

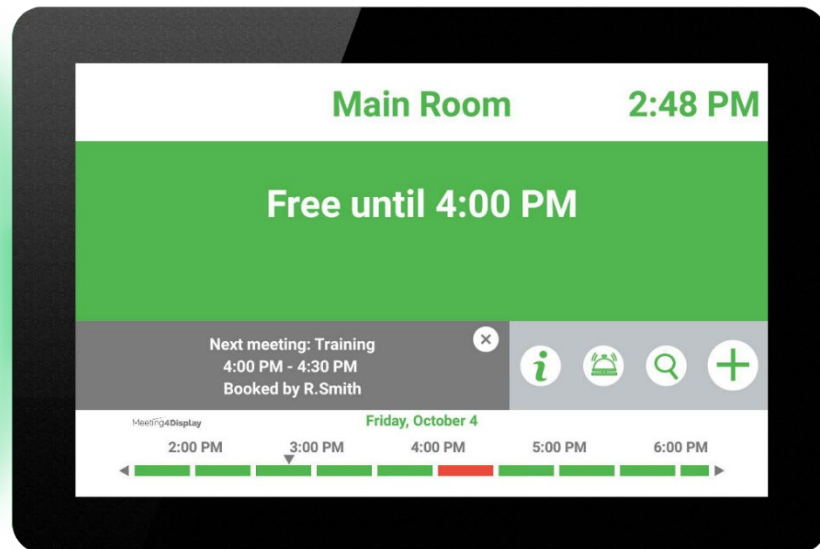


Meeting4Display allows you to display the name of the meeting room, its occupancy status, information about the meeting in progress (name, organiser...), as well as information about other meetings to come.

From the screen, you can reserve a room, search for an available time slot, manage existing meetings...



Configure your messaging server



Configure your messaging server

Office365 :

[MT4D-Office365Configuration \(EN\).pdf](#)

Google Calendar (G-Suite) :

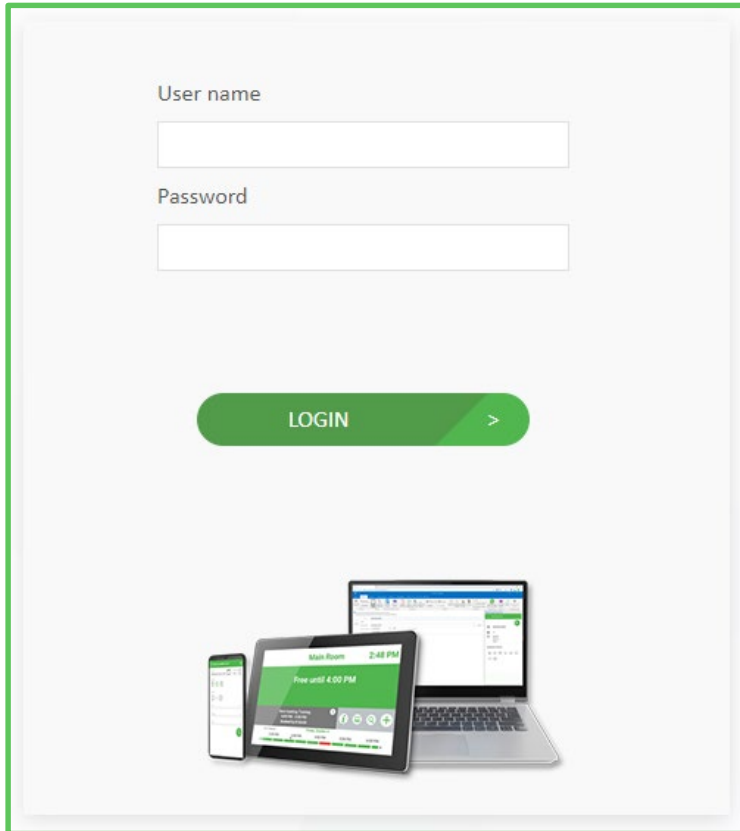
[MT4D-GsuiteConfiguration \(EN\).pdf](#)

Exchange :

[MT4D-ExchangeConfiguration \(EN\).pdf](#)



Configure your Meeting4Display server

A screenshot of the Meeting4Display login interface. It features a light gray background with a white rounded rectangle containing the login fields. At the top, it says 'User name' above a white text input field. Below that, it says 'Password' above another white text input field. In the center, there is a green rounded button with the text 'LOGIN' and a right-pointing arrow. At the bottom, there is an illustration of a smartphone, a tablet, and a laptop, all displaying the Meeting4Display interface. The tablet screen shows 'Main Room' and 'Free until 4:00 PM'.

Connect to
<https://eval.meeting4display.com>

<- Enter your username and password
(provided in the e-mail)



Configure your Meeting4Display server



Calendar configuration

Manage credentials to connect to the server Save Cancel X

Calendar system ☒ Office 365
☐ Exchange
☐ Google Calendar (G-suite)

Server address

Account address

Client ID

Tenant ID

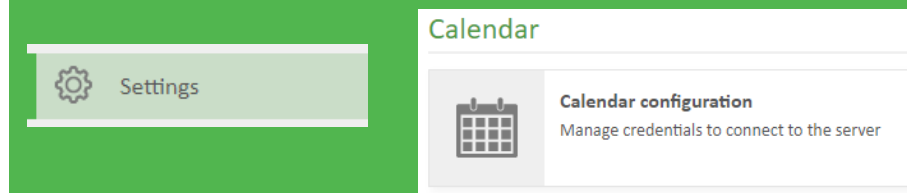
Client Secret

Test connection

Click on [Test connection] to check the connection settings.
Click on [Save] to validate the settings.

Enter the credentials for the Office 365 messaging server

Go to Settings > Calendar configuration



<- Enter the required information



Configure your Meeting4Display server



Calendar configuration

Manage credentials to connect to the server Save Cancel ✕

Calendar system ☐ Office 365 ☐ Exchange ☒ Google Calendar (G-suite)

Project name

Account address

Google credentials 31 Choose file

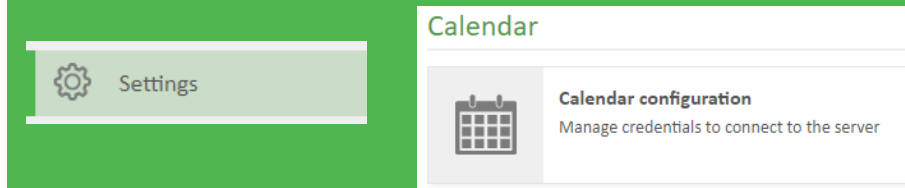
Test connection

Click on [Test connection] to check the connection settings.
Click on [Save] to validate the settings.



Enter the credentials for the G Suite messaging server

Go to Settings > Calendar configuration



<- Enter the required information
Upload the .json file



Configure your Meeting4Display server



Calendar configuration

Manage credentials to connect to the server Save Cancel X

Calendar system ☐ Office 365 ☒ Exchange ☐ Google Calendar (G-suite)

Server address

Account name

Password Cancel

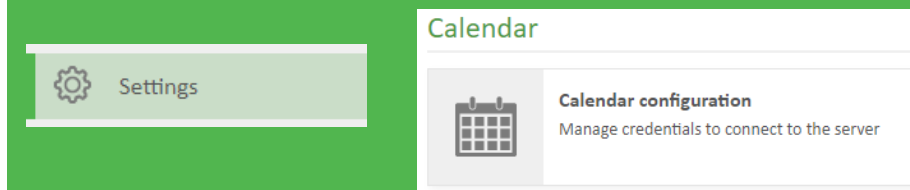
Domain

Test connection

Click on [Test connection] to check the connection settings.
Click on [Save] to validate the settings.

Enter the credentials for the Exchange messaging server

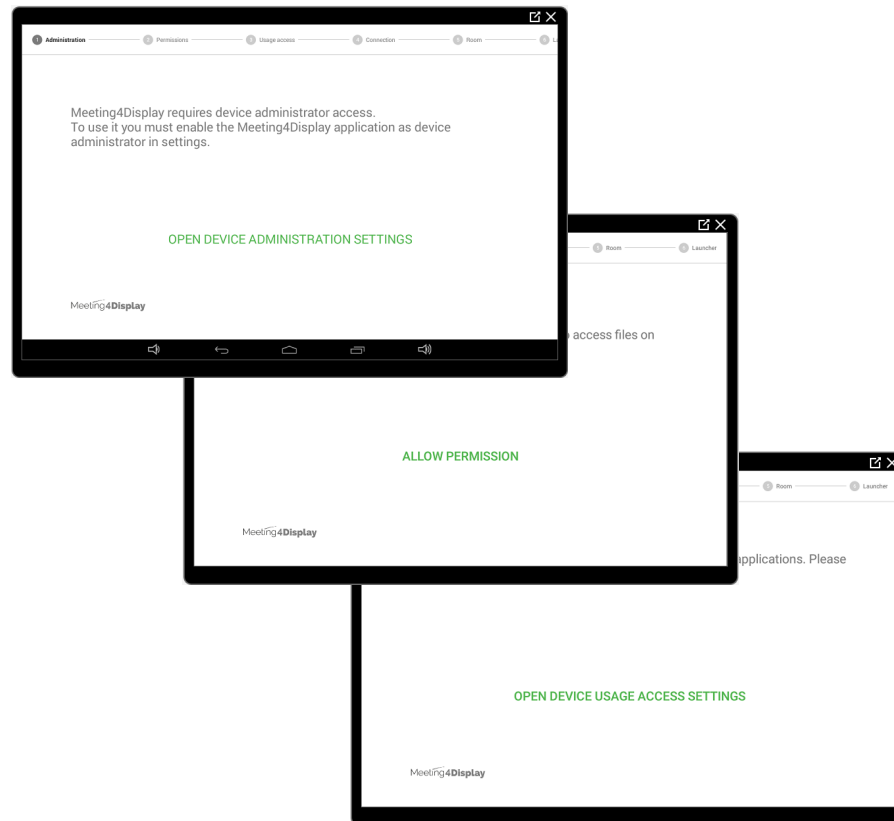
Go to Settings > Calendar configuration



<- Enter the required information



Configure your reservation screen

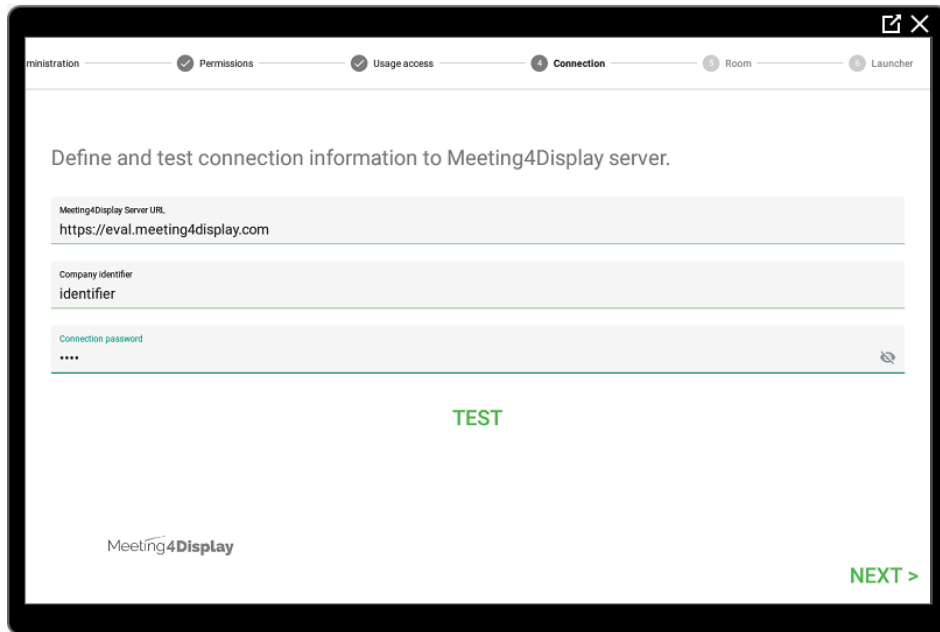


Launch Meeting4Display.apk

- Set the application as device administrator
- Authorize access to the SD card
- Grant the application device usage access



Configure your reservation screen

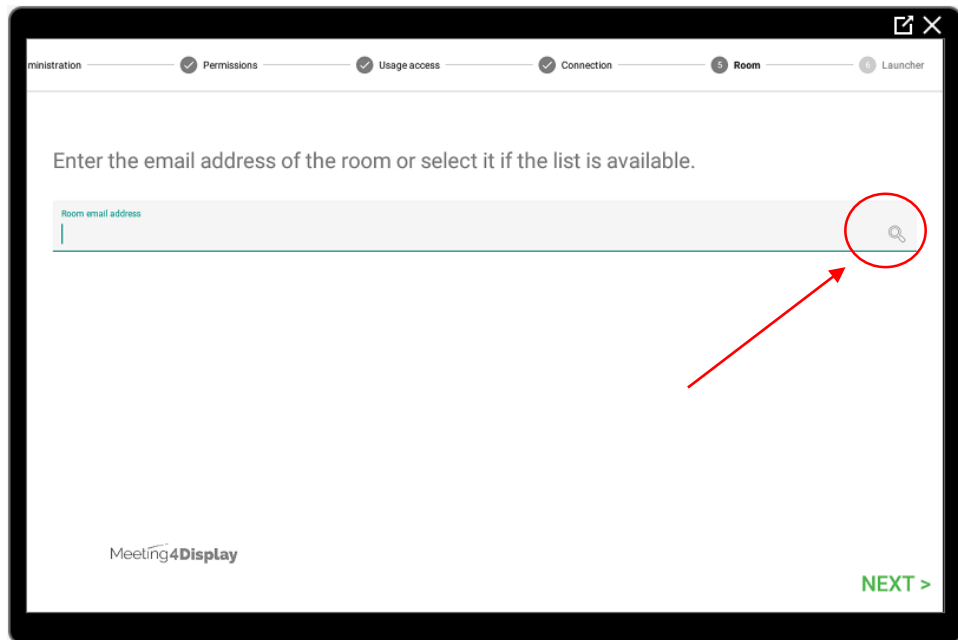


The screenshot shows a configuration window for Meeting4Display. At the top, there is a progress bar with six steps: 1. Administration, 2. Permissions, 3. Usage access, 4. Connection (current step), 5. Room, and 6. Launcher. The main content area is titled 'Define and test connection information to Meeting4Display server.' and contains three input fields: 'Meeting4Display Server URL' with the value 'https://eval.meeting4display.com', 'Company identifier' with the value 'identifier', and 'Connection password' with masked characters '****'. Below these fields is a green 'TEST' button. At the bottom left is the 'Meeting4Display' logo, and at the bottom right is a green 'NEXT >' button.

- Enter the connection information for the Meeting4Display server (provided in the e-mail)
- Click on [TEST] to check the connection settings



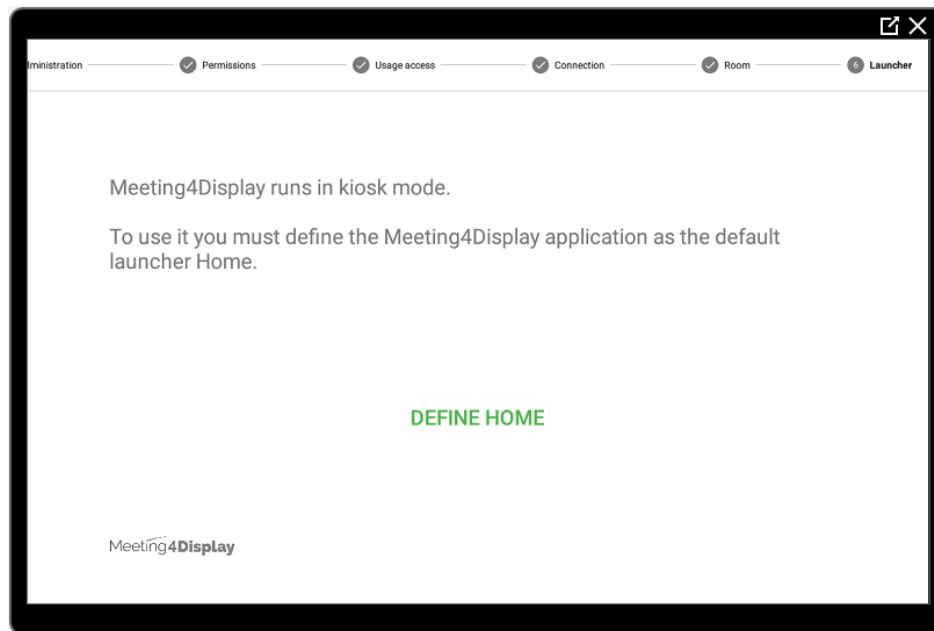
Configure your reservation screen



- Select the meeting room
- Click on the magnifying glass to view the room list



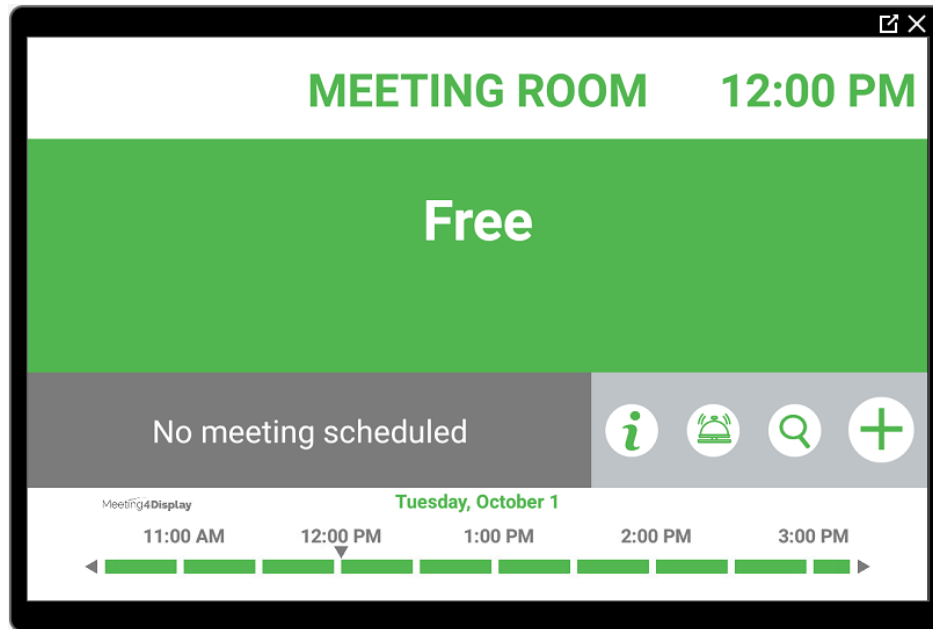
Configure your reservation screen



- Set the application as home



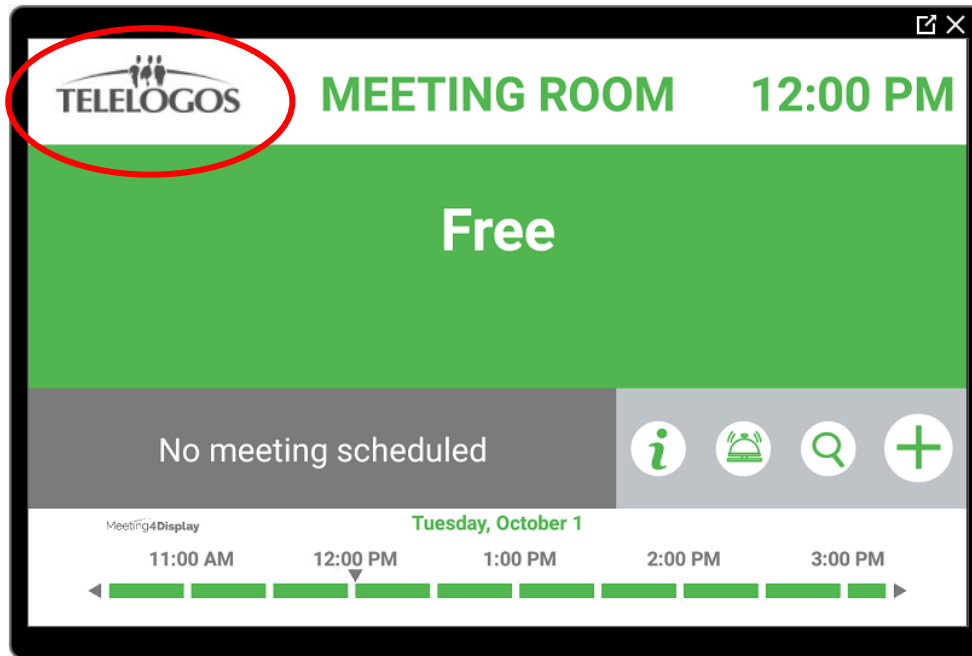
Your display is configured



- The Meeting4Display application is operational



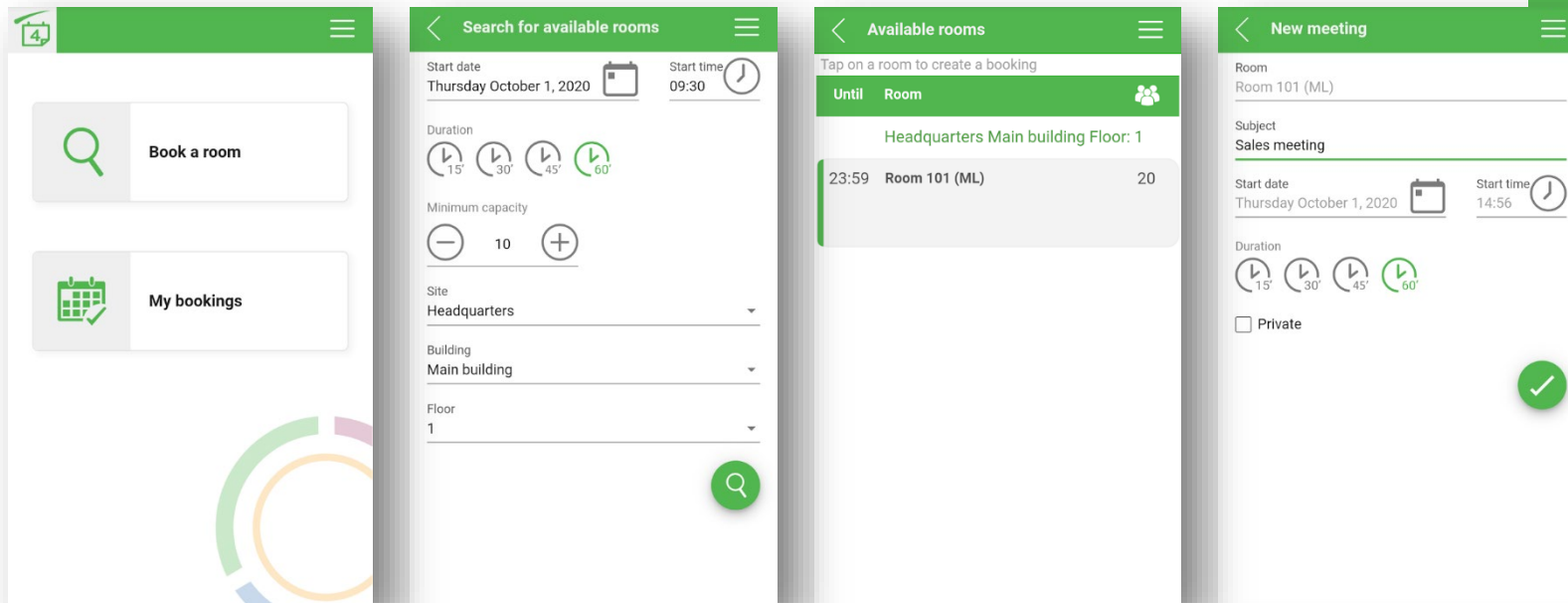
Display your logo on the reservation screen



- Copy the logo to /sdcard/Meeting4Display on the reservation screen using the name logo.png (the file must use a resolution of 300 x 128)



Meeting4Mobile

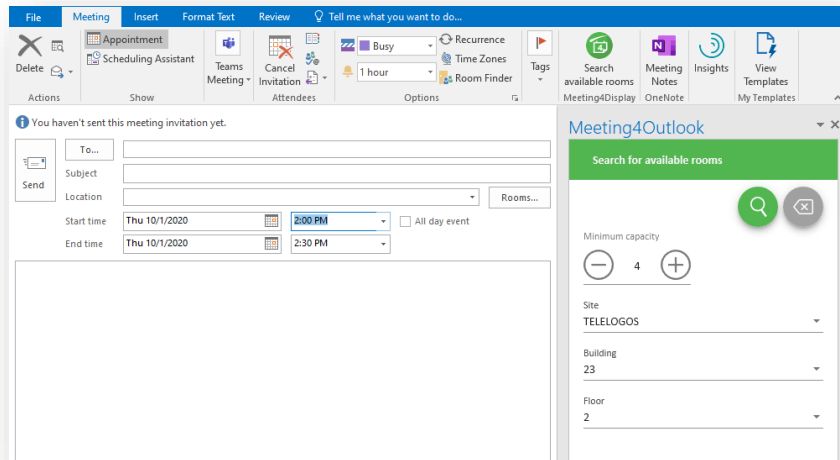


- Allows you to book rooms and to manage bookings from an Android or iOS mobile device
- Web App that doesn't require installation but which offers to add a link to the user's home screen

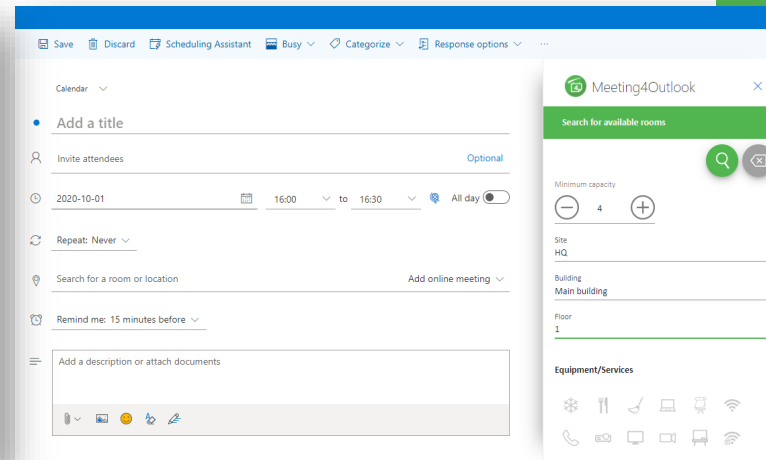


Meeting4Outlook

Traditional Outlook client



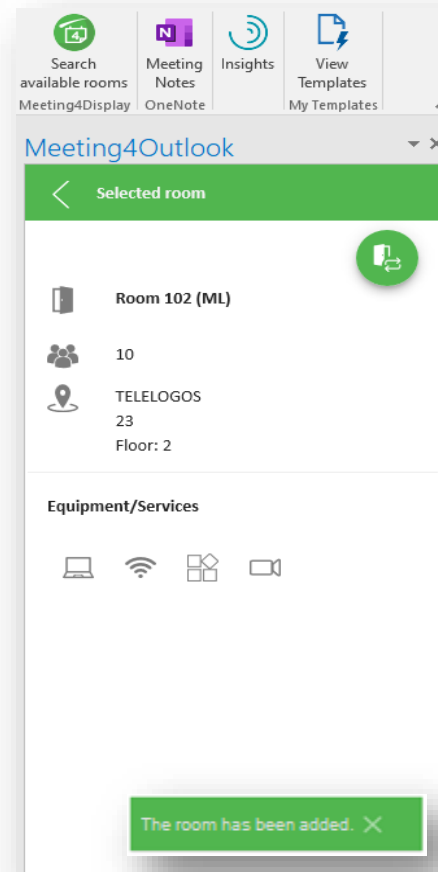
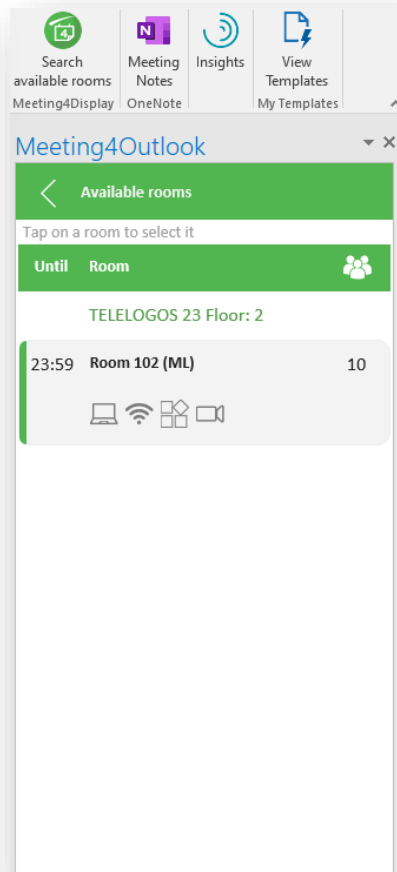
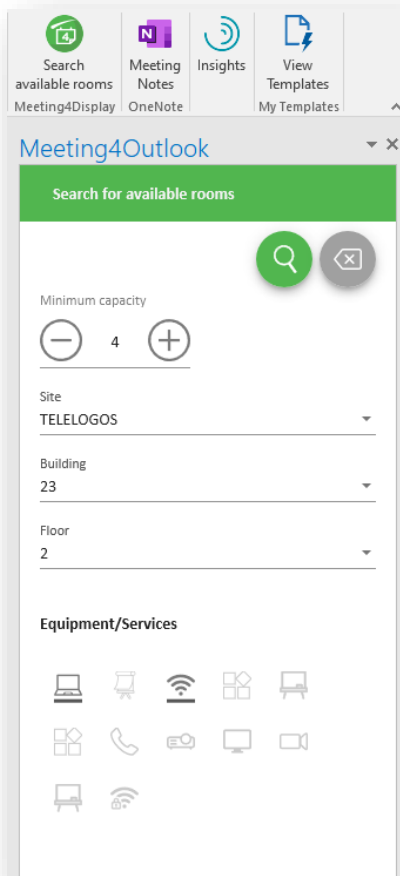
Outlook 365



- Outlook Add-in (traditional client and Office 365) allowing users to search for and book meeting rooms
- Users can continue to create meetings as before, with assistance from the add-in to search for and select rooms



Meeting4Outlook



- The search feature can display all available rooms or show only rooms matching the required minimum capacity, location and equipment
- Once the room has been selected, it will automatically be added to the meeting the user is creating



Contacts

A multi-lingual support team is at your disposal to assist you with the installation, deployment, configuration and operation of the Meeting4Display solution.

Tel : +33 (0)2 41 22 70 00

support@telelogos.com

www.telelogos-meeting4display.com

