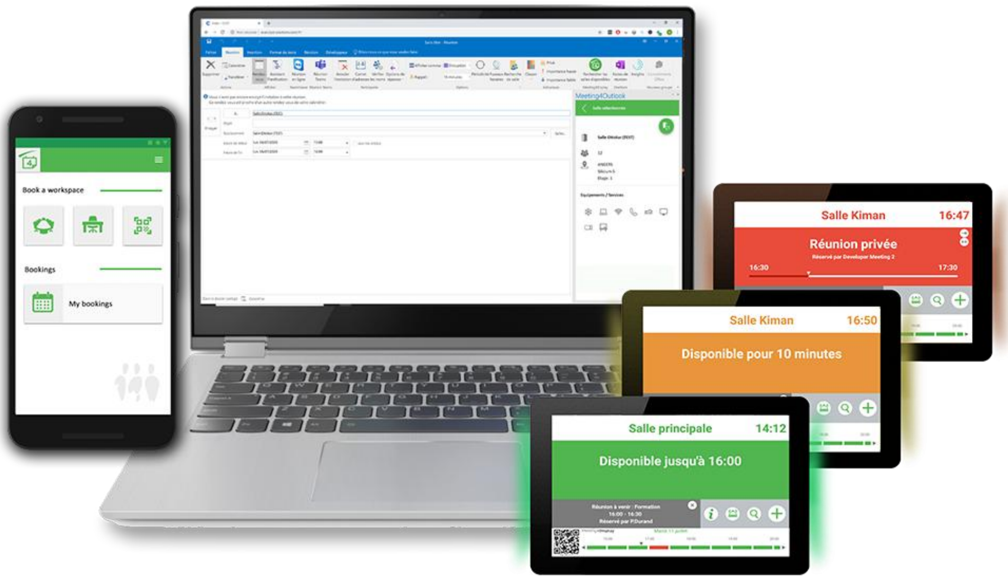
Meeting4Display

Workspace management solution



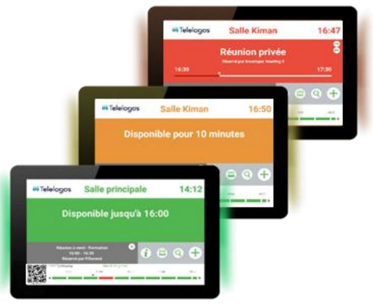
USER GUIDE

V3.4.0

https://www.telelogos.com/en/solutions/meeting4display-workspace-management-solution/

Meeting4Display

1. Prerequisites



MAIL SERVER

Exchange 2016 and 2019

Office365 Business Basic (mini)

Google Workspace

Note: PowerShell AZURE is required to finalize an Office365 installation (msoidcli_64.msi, AdministrationConfig_3.msi)

MEETING4DISPLAY SERVER SOFTWARE

Can be installed on Windows Server 2016 / 2019 / 2022 / 2025

Intel compatible processor, 2.0 GHz (minimum)

4 Gb of RAM minimum

5 Gb free disk space for installation of software and database files

An SQL server must be installed before Meeting4Display. Compatibility with SQL server: 2016/2017/2019/2022 and SQL Express.

I.I.S. 8 or higher, .Net Core installed in its last version.
⚠ If I.I.S. is installed after .Net framework, you will need to execute a "repair" on Microsoft .Net 8.X.X – Windows Server Hosting.

Microsoft EDGE / Chrome

Compatible Virtual Environments: VMware, Microsoft Hyper V

HTTPS : mandatory to use Meeting4Mobile PWA applications and Outlook Add-on

MEETING4DISPLAY CLIENT SOFTWARE

Outlook Add-On :

- For the add-on to work out, the Outlook client must be based on an Office version greater than or equal to Office 2016 (i.e. 2016/2019/2021). In addition, the browser on which your version of Office is based must contain the WebView2 module (technology introduced with Microsoft Edge Chromium Based).
  For further information, please consult the attached link: Learn.Microsoft
- For the **Service Request** functionality to work out : Only Microsoft Office 365 (MS Graph), Windows Outlook client (minimum version 2206) & Outlook Web client.

Android touch screen : (subject to compatibility testing).

PRODVX, PHILIPS, IADEA, QBIC, SHARP, AOPEN and CRESTRON

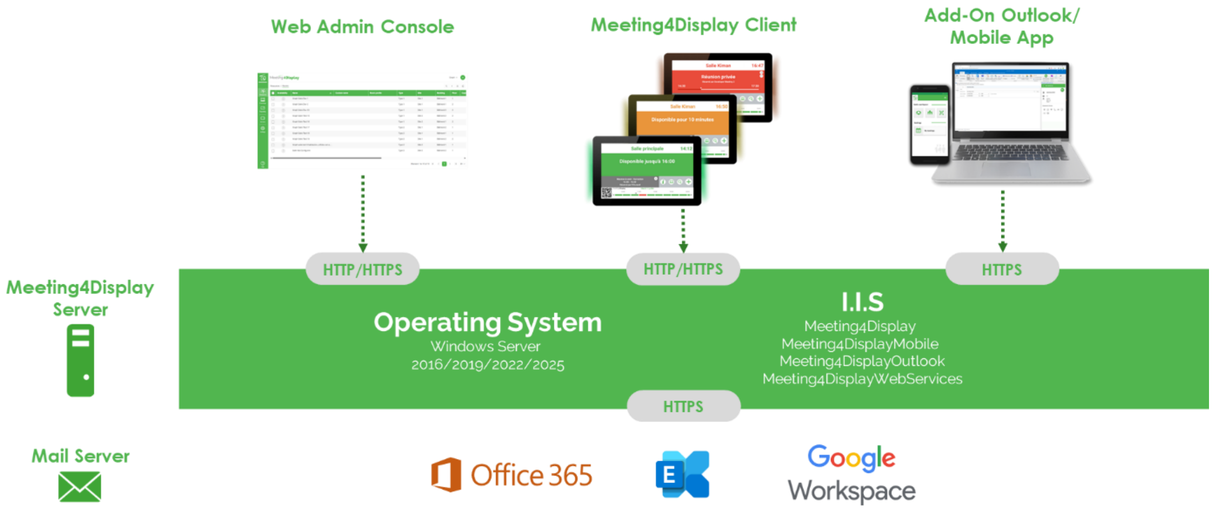
NFC support (mifare) for PRODVX, IADEA, Q-BIC and CRESTRON touch screens.

A manufacturer's Add-On is required for the central update function of the Meeting4Rooms application installed on the touch screen.

The Intermediate color functionality is only available on Philipps, ProDVX and Qbic touch screen displays.

Contact Telelogos for validated models and firmware versions for Meeting4Display and for manufacturer Add-ons.

Architecture diagram



Components to install

Meeting4Display Server
(...\Meeting4Display server\Meeting4Display_Server.exe)

This component provides the interface between the touch screens of the meeting rooms and the mail server.

Single Organization mode
You manage your meeting rooms on your local network. The Meeting4Display server is connected to your mail server.

Multi Organization mode
For partners in SAAS mode, you manage several companies (one organization code per customer). Each customer can manage their own meeting rooms and access their e-mail, in secure mode.

Meeting4Display Client

Touch screen (Meeting4Rooms)
(...\Meeting4Display Android\Meeting4Display.apk)
This component displays and manages current and upcoming meetings on the touch screens.

Add-on Outlook
(...\Meeting4Display Outlook\Meeting4Display_Outlook.exe)
This component allows you to search for meeting rooms in Outlook and book them.
For the Service Request in Add-on Outlook to be functional, Outlook must be used via its Web version, or via the desktop application from version 2206 onwards.

Application Mobile (Meeting4Mobile)
(...\Meeting4Display Mobile\Meeting4Display_Mobile.exe)
This PWA (Progressive Web Application) component allows access to search and book meeting rooms from a smartphone (Android or IOS).

2. Configuring your mail server

To implement Meeting4Display, you will need to configure the mail system. In particular, you will need to create an account with authority over the meeting rooms. This account will be used by the Meeting4Display server to access the mail system.

This configuration can be done by the mail system administrator.

EXCHANGE Mail

To configure an Exchange server, refer to the following file:

Meeting4Display - CONFEXEN - Exchange Configuration – x.x.x.pdf

OFFICE 365 Mail

Important: Depreciation of EWS (Exchange Web Services) APIs for Office 365.

Read : https://office365itpros.com/2021/10/11/api-deprecations-signal-demise-exchange-web-services/

To configure an Office 365 server with Microsoft Graph, refer to the following file:

Meeting4Display - CONFOFEN - Office365 (Graph) Configuration – x.x.x.pdf

Google Workspace

To configure a Google Workspace server, refer to the following file:

Meeting4Display - CONFGGEN - Google Workspace Configuration – x.x.x.pdf

3. Installing the Meeting4Display (Server) components

3.1 Server update

Specificities from migration in 3.2.5 version:

This complement concerns the Office 365 messaging (Ms Graph) as well as the Google Workspace messaging. The implementation of the new version of Microsoft Framework .net forces us to modify the following field:

- Menu: Settings
- Tab: Web app settings / Used to access Meeting4Mobile application
- Redirect URL:
  - ✓ Old value: https://**url-serveur**/Meeting4DisplayMobile/
  - ✓ New value: https://**url-serveur**/Meeting4DisplayMobile/signin/**identifier-organization**

This modification is done automatically in the administration console when the server is migrated to version 3.2.5.

Office 365:

This new redirection URL must be declared in the AZURE portal:

- See Chapter 3.1- Application settings - Define the web type redirection URL.

Google Workspace

This new redirection URL must be declared in the Google portal:

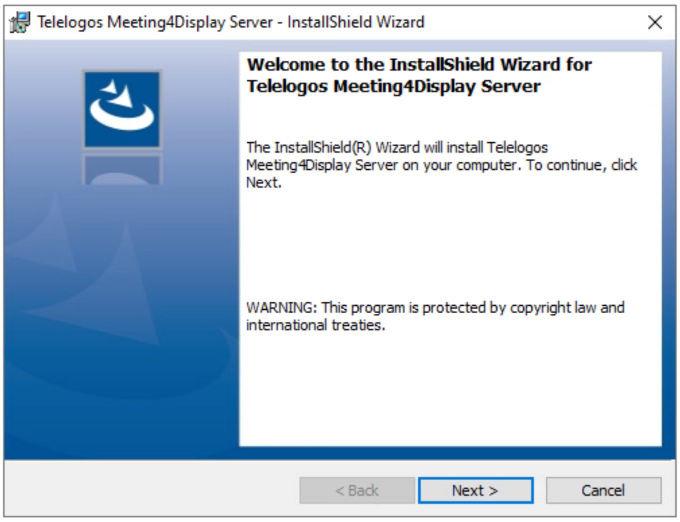
- See chapter 4 - Redefine the allowed redirection URL.

IMPORTANT: URL to get connect to the Meeting4Mobile application does not change (URL entered by your users on smartphones). No intervention is required from the users.

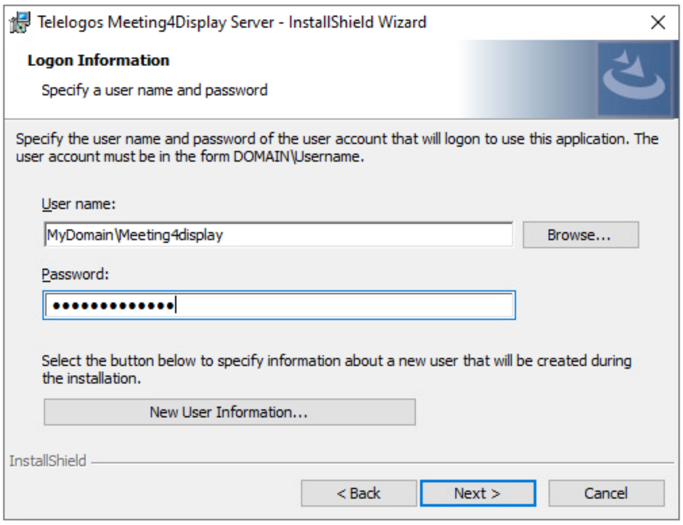
3.2 Installing the Meeting4Display server

Installing on Windows Server 2016, 2019, 2022 or 2025 with IIS & framework .Net 8

Meeting4Display requires a Microsoft SQL Server. You can use your own local or remote SQL server, or use Microsoft SQL Express.



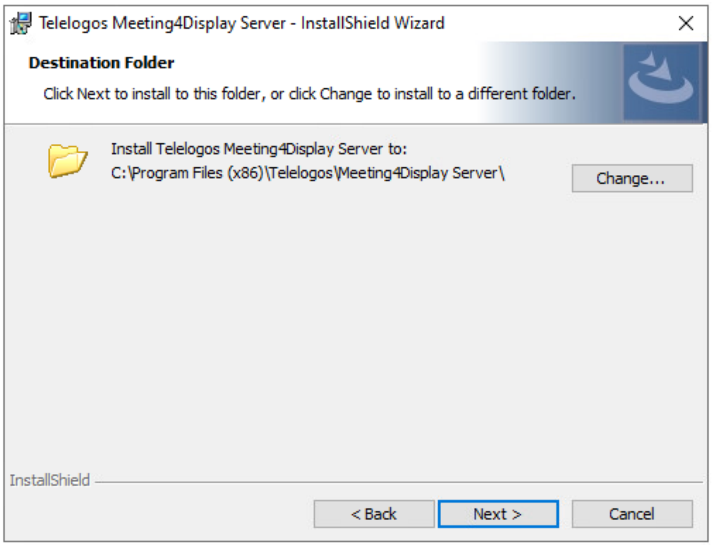
Run Meeting4Display_Server_Web.exe to launch the installation of the Meeting4Display server. This will uncompress the files into your selected folder, then start the setup automatically.

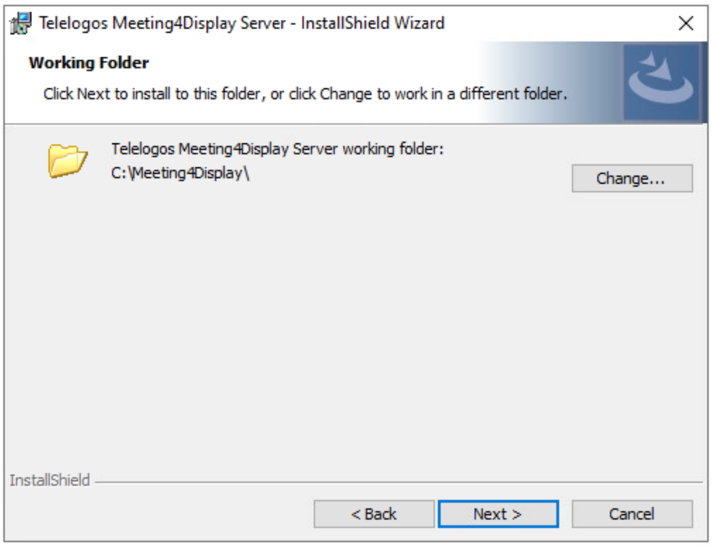


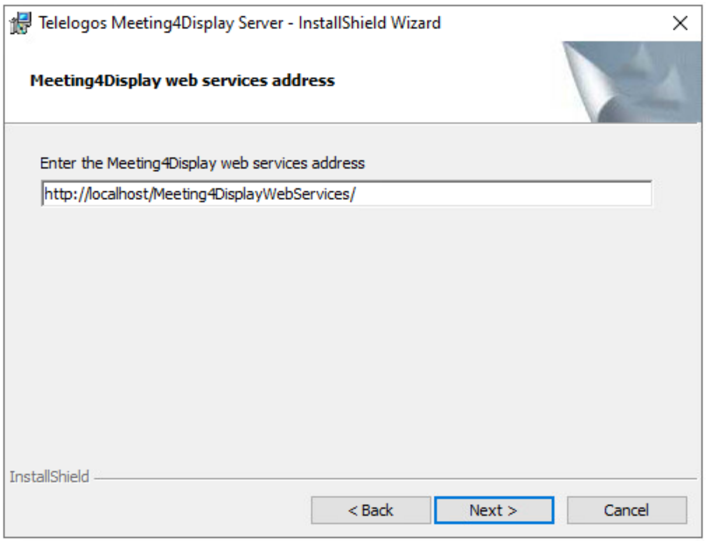
Creating a service account: this account will be used by the Meeting4DisplayUIPool and Meeting4DisplayWSPool application pools to access the database.

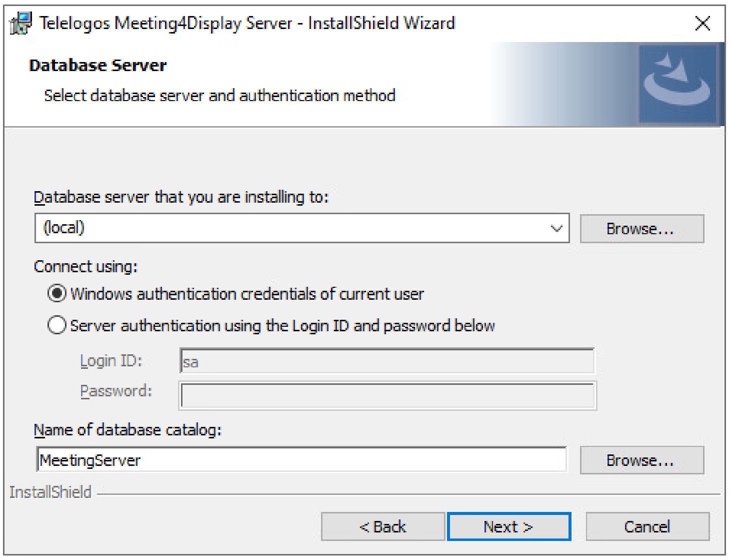
You can select an existing account (local or Active Directory).

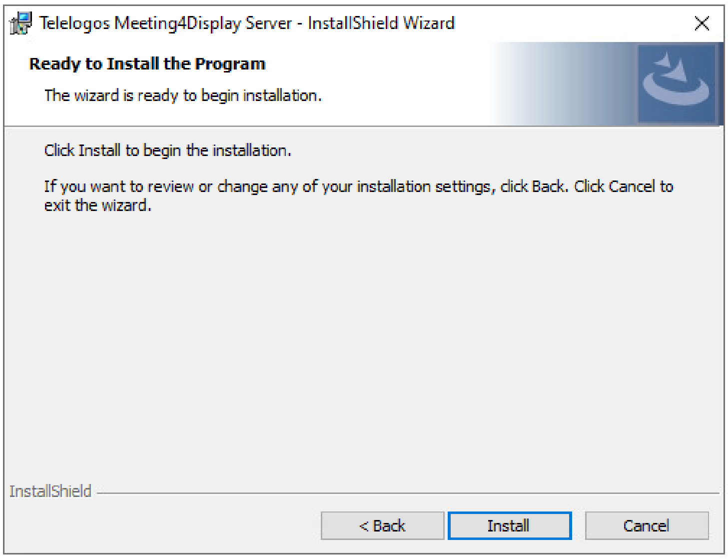
This account must be an administrator. If the account is created here, then it must be assigned to the machine's Administrators group.


Telelogos Meeting4Display Server - InstallShield Wizard
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Install Telelogos Meeting4Display Server to:
C:\Program Files (x86)\Telelogos\Meeting4Display Server\
Change...
InstallShield
< Back
Next >
Cancel


Telelogos Meeting4Display Server - InstallShield Wizard
Working Folder
Click Next to install to this folder, or click Change to work in a different folder.
Telelogos Meeting4Display Server working folder:
C:\Meeting4Display\
Change...
InstallShield
< Back
Next >
Cancel


Telelogos Meeting4Display Server - InstallShield Wizard
Meeting4Display web services address
Enter the Meeting4Display web services address
http://localhost/Meeting4DisplayWebServices/
InstallShield
< Back
Next >
Cancel



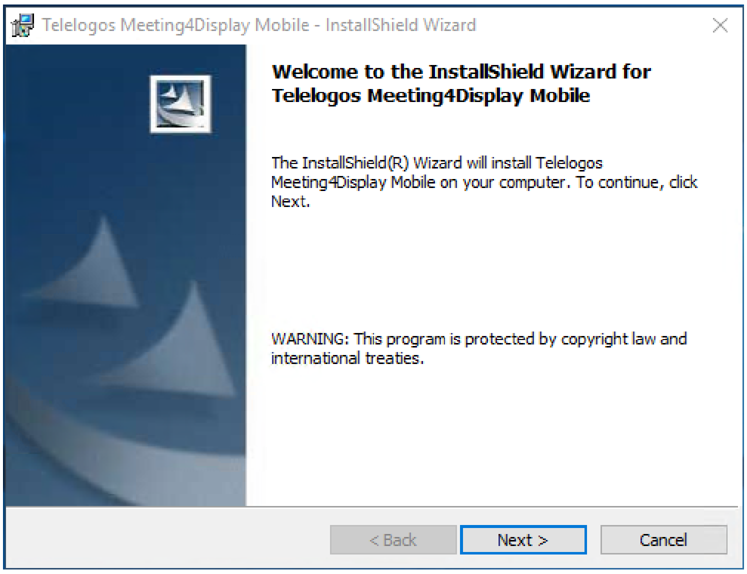


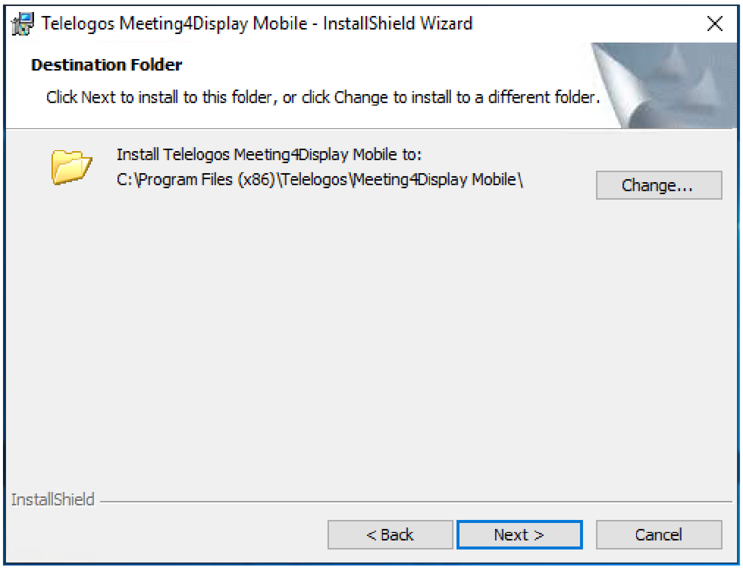
3.3 Installing Meeting4Display Mobile

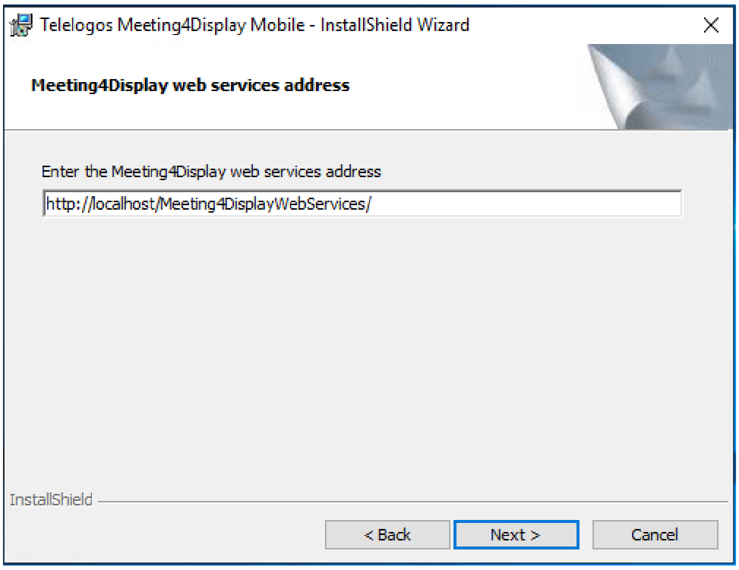
This is for installing Meeting4Display Mobile.

Installing this component allows you to use the PWA application (Android and IOS smartphone).

In the \Meeting4DisplayMobile folder, run the Meeting4Display_Mobile.exe program.

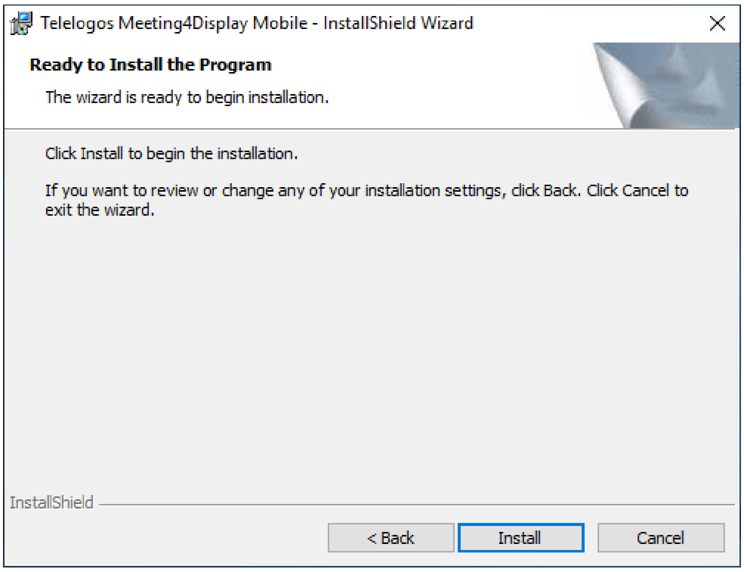

Telelogos Meeting4Display Mobile - InstallShield Wizard
Welcome to the InstallShield Wizard for Telelogos Meeting4Display Mobile
The InstallShield(R) Wizard will install Telelogos Meeting4Display Mobile on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel


Telelogos Meeting4Display Mobile - InstallShield Wizard
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Install Telelogos Meeting4Display Mobile to:
C:\Program Files (x86)\Telelogos\Meeting4Display Mobile\
Change...
InstallShield
< Back
Next >
Cancel


Telelogos Meeting4Display Mobile - InstallShield Wizard
Meeting4Display web services address
Enter the Meeting4Display web services address
http://localhost/Meeting4DisplayWebServices/
InstallShield
< Back
Next >
Cancel

Meeting4Display Mobile uses the Meeting4Display server Web services. These services are installed during server setup.

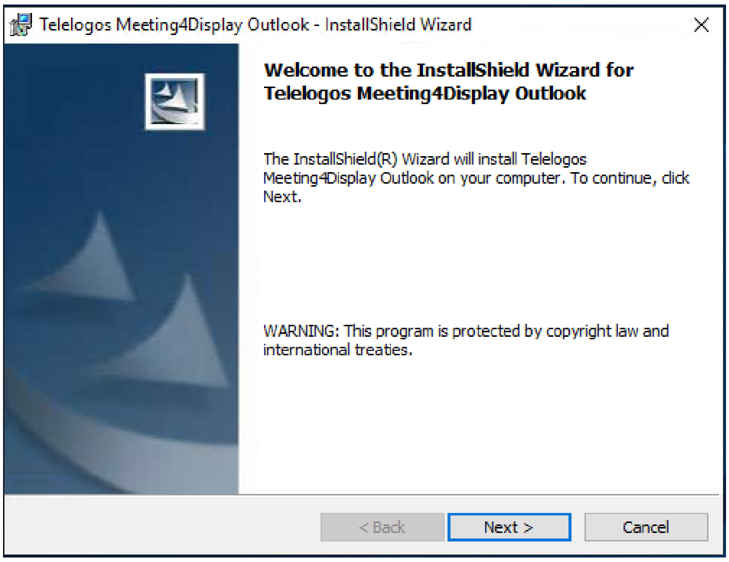
If you are installing Meeting4Display Mobile on the same server as Meeting4Display Server, you do not need to change the default location. However, if you are installing Meeting4Display Mobile on another server, replace "Localhost" with the name of the server hosting the web services. If possible, use HTTPS instead of HTTP.

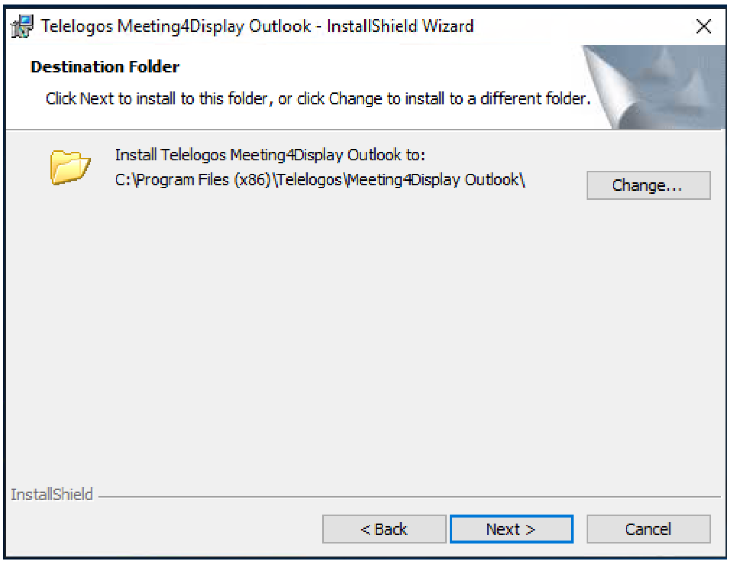


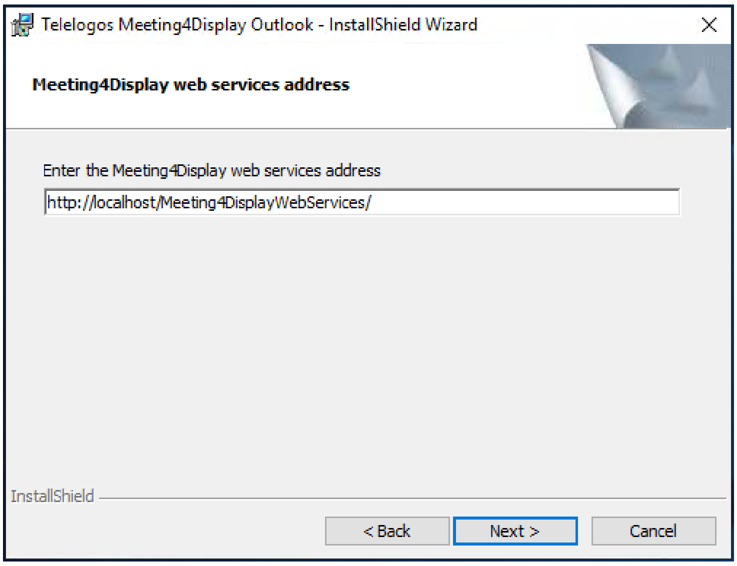
3.4 Installing Meeting4Display Outlook (Add-on)

This is for installing Meeting4Display Outlook (Outlook Add-on). Installing this component allows the e-mail administrator to make the Outlook Add-on available in the Outlook e-mail client.

In the \Meeting4DisplayOutlook folder, run the Meeting4Display_Outlook.exe program.

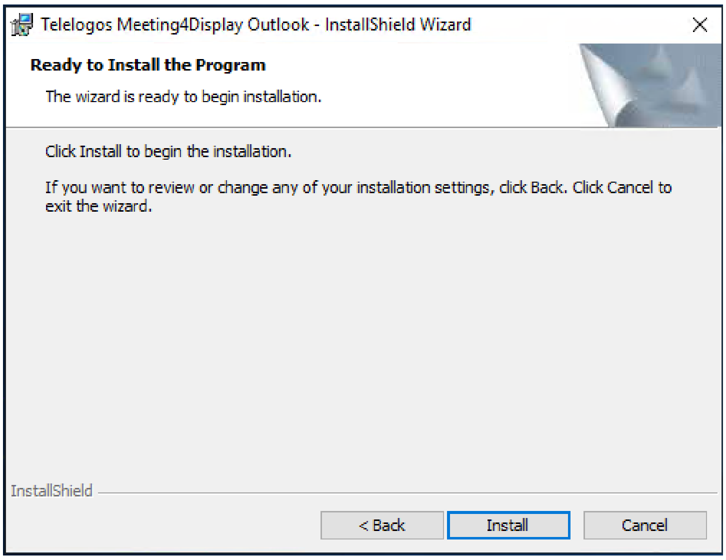






Meeting4Display Outlook uses the Meeting4Display server Web services. These services are installed during server setup.

If you are installing Meeting4Display Outlook on the same server as Meeting4Display Server, you do not need to change the default location. However, if you are installing Meeting4Display Outlook on another server, replace "Localhost" with the name of the server hosting the web services. If possible, use HTTPS instead of HTTP.



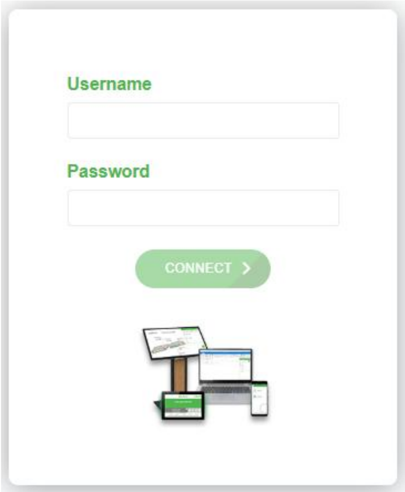
3.5 Connecting to the Meeting4Display server

Connect to the Meeting4Display server: http://server_name/Meeting4Display

User Name: admin

Password: admin

The User Name and Password (temporary) are automatically created during the setup. **You can change this information** (User menu: Go to Admin mode).



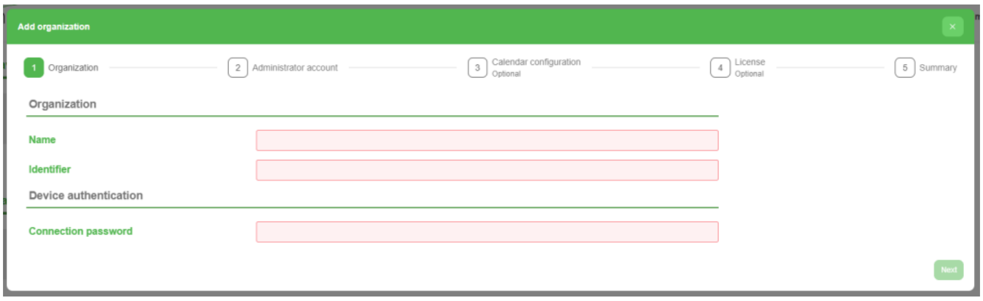
The installation process creates a SuperAdmin account (User Name: admin / Password: admin). This account will let you connect to the Meeting4Display interface to manage the solution in Single or Multi Organization mode.

When you first login, you must create an organization. A wizard starts automatically to create the organization.

In Single Organization mode, use this organization to manage the touch screen devices in your meeting rooms.

In Multi Organization mode, you will have to create a different organization for each of your customers.

Organization creation wizard:



Organization:

Touch screens devices will use this Identifier and Connection password to log into the Meeting4Display server.

Administrator Account:

The Administrator Account will let the customer log into their organization.

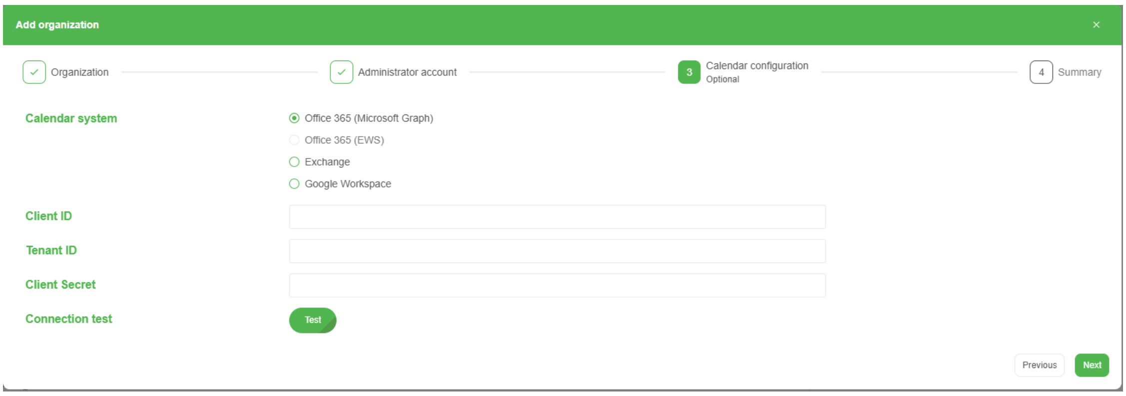
In Single Organization mode, you can continue using the SuperAdmin account. (SuperAdmin account is used to issue and manage licenses.)

In Multi Organization mode, the Administrator Account will be sent to your customers so that they can access their environment.

Calendar configuration:

You can select your e-mail system and enter the account information. (See chapter 2, for configuring your e-mail system). Use the [TEST] button to verify that the information entered is correct. Entering this information in the Wizard is optional. You can access this screen at any time in the Meeting4Display [Settings] menu.

In Multi Organization mode (zero Server licenses) an additional screen will prompt you to enter your customer's license. (This step is optional. The license can be entered later.)



Summary:

Click on [Add organization] to create your organization.

4. Mode: Single Organization

Use this mode to manage a Meeting4Display server with a single organization (access to a single mail server). It is designed for customers that have installed the Meeting4Display server on their local network to manage these meeting rooms.

License: You must have a server license with "N" Meeting4Display clients (where N is the number of touch screen devices you have).

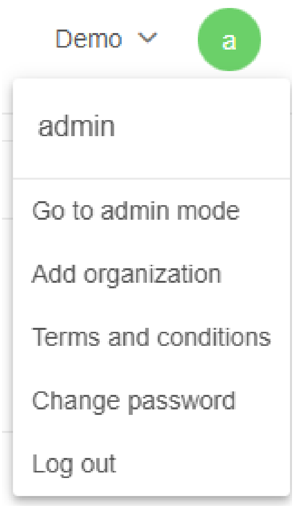
Use the SuperAdmin account to administer the Meeting4Display server. Access the Admin Mode menu to manage your licenses, your organization name and your different accounts (names and passwords). You can also use it to add an organization. This will switch the system to Multi Organization mode.

This account lets you administer your organization.

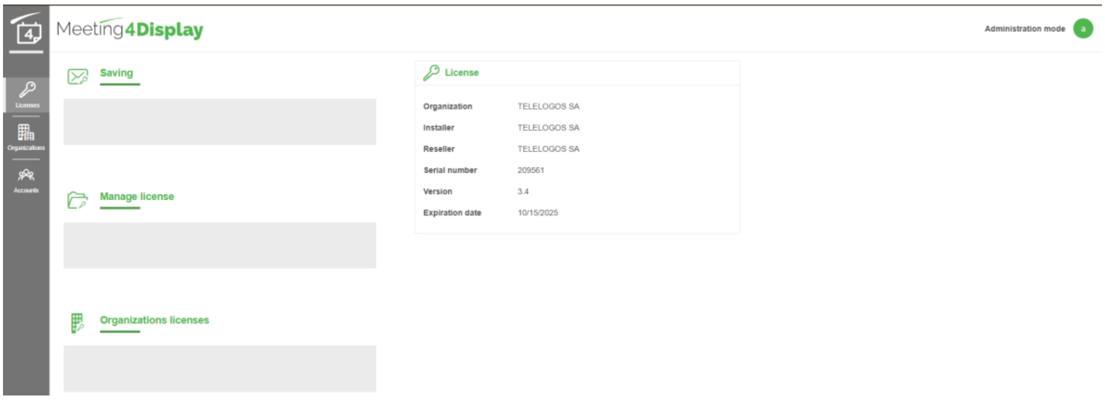
The Admin account only provides the rights to administer your organization.

4.1 Logging in to the SuperAdmin account

You can keep using the SuperAdmin account to log into the system. Use this account to access the [Go to Admin Mode] menu and the [Add organization] menu.



[Go to Admin Mode]:



Request license:

To request a license, send the generated file to Telelogos: sales@telelogos.com. When possible, the file is sent automatically. If this is not the case, you will have to download it and send it to Telelogos.

Manage license:

Activate the license using the license.txt file received from Telelogos.

If a license has been registered, you can switch to Evaluation mode.

E-mail configuration:

Configure an SMTP server to send you an e-mail notification that you are at the end of the evaluation period.

Companies:

Change the name of your organization.

Accounts:

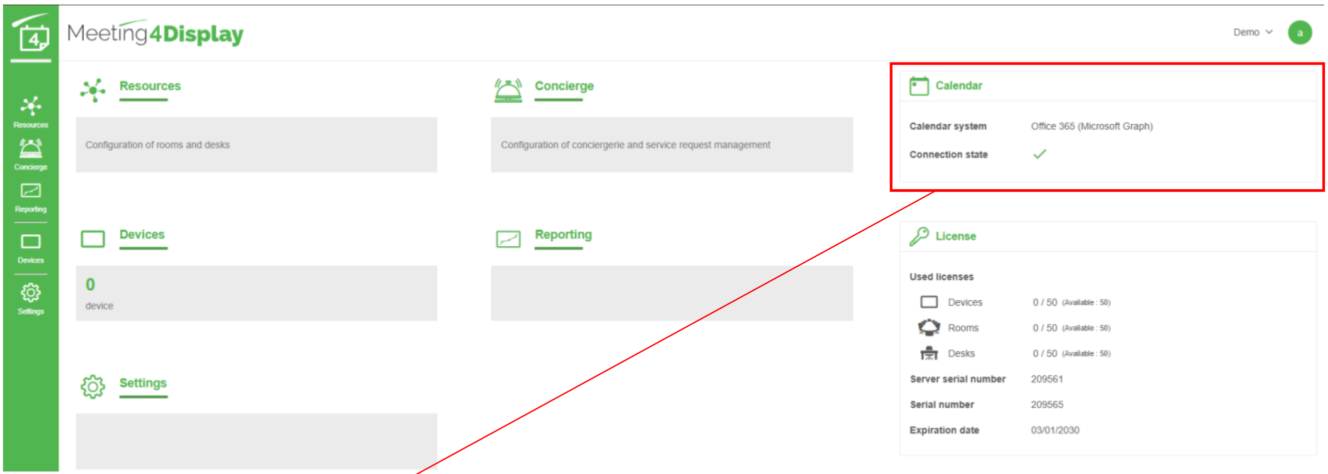
Change the names and passwords of your accounts.

[Add Organization]:

Launch the wizard to create a second organization.

Logging in to the Admin or SuperAdmin account

Use the Admin and SuperAdmin accounts of your Meeting4Display organization to access the configuration of your environment (mail server login, configuration of touch screen devices), and also to view usage statistics of your meeting rooms.



Service status:

Check the connection status to the mail server.

Connection to calendar OK: Acces to the mail server is functional.

Connection unavailable: There is a connection problem.

[Resources][Rooms] Menu

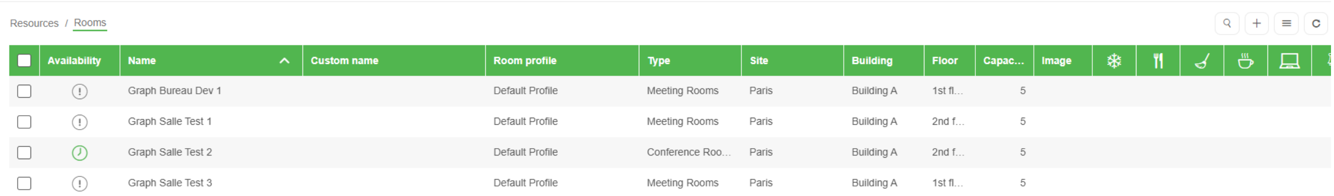
Use this menu to import all the rooms managed by Meeting4Display, from the [room-lists] defined in your e-mail system. You will be able to define the location, the number of seats, and the equipment and services available in each of your rooms.

Several rooms can be configured at the same time. From the burger menu, select the rooms to be configured, then select "Edit rooms". When you configure several rooms at the same time, in the "Information" tab, the fields have "No change" written by default, which means that this field for each room will have no change affected. As soon as I fill something in this field, the change will affect all the selected rooms. The "No change" entry disappears to make way for the new value I have just entered.
In the "Equipment/Services" tab, only equipment common to all selected rooms is displayed. When I add a piece of equipment, it will be added to all the selected rooms.

This information (type, location, capacity, equipment and services) will be useful for the following functions:

Searching and reserving available rooms
Displaying room equipment
For these two features, the equipment/services must be assigned to the room and must have the "Display on device" option.

Concierge
This feature requires that equipment and services be assigned to the room. They must also be attached to a category with an e-mail address.


Resources / Rooms

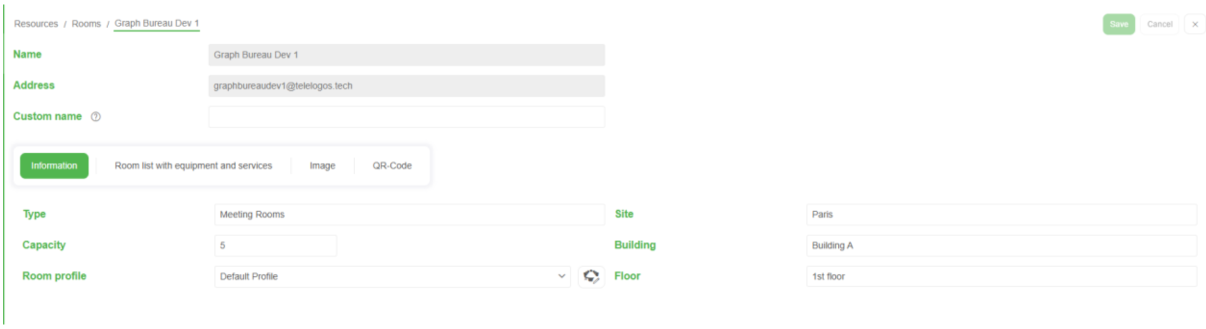
	Availability	Name	Custom name	Room profile	Type	Site	Building	Floor	Capac...	Image
		Graph Bureau Dev 1		Default Profile	Meeting Rooms	Paris	Building A	1st fl...	5	
		Graph Salle Test 1		Default Profile	Meeting Rooms	Paris	Building A	2nd f...	5	
		Graph Salle Test 2		Default Profile	Conference Roo...	Paris	Building A	2nd f...	5	
		Graph Salle Test 3		Default Profile	Meeting Rooms	Paris	Building A	1st fl...	5	

The [availability] field shows the room's status (free, reserved or unknown if the room's touch screen is not connected)

After selecting one or more rooms, the hamburger menu allows you to associate a configuration to the selected room(s).

These configurations [Room profiles] are then automatically applied within 20 minutes. Room profiles are applied by the screens when they connect to the server, and you can monitor the application status of your configurations via the [Device] menu.

Click on the name of the room to edit the information: Type, Site, Building, Floor, Capacity and the configuration associated to the room.



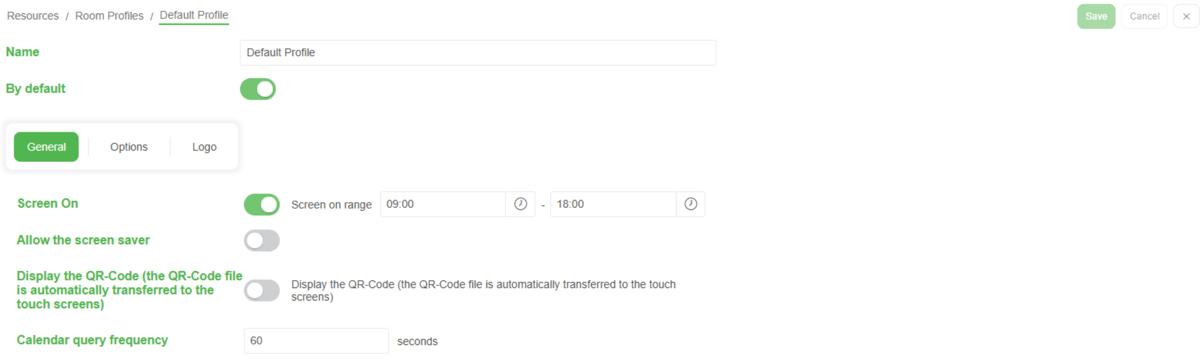
The [Equipment/Services] tab allows you to define the equipment and services available in the room.

The [Image] tab allows you to associate an image file (photo, map) to the 'room' resource. This image will be visible in the list of available rooms in the Meeting4Mobile application and in the Outlook Add-on. In the Outlook Add-on, this image will be automatically attached to the body of the room reservation e-mail.

The [Qr-Code] tab allows you to download and display the Qr-code at the entrance of the room in order to scan it and reserve this resource from the Meeting4Mobile application.

[Room Profiles]:

This menu allows you to create pre-defined configurations (group of options accessed via the touch screen's [Configuration] menu).



[By default]: allows you to associate the configuration with all new rooms added to the [Rooms] menu.

[General] and [Options] tabs: allow you to view and configure all of the options accessed via the touch screen's [Configuration] menu. (cf. Chapter 7 – Actions on the touch screen, Accessing the settings menu)

[Logo] Tab: Associate a logo with the profile so that it is displayed at the top left of the touch screen.

[CONCIERGE] Menu

Use this menu to access and manage categories and equipment/services. Equipment/Services represent everything that can be associated with a room (Wi-Fi, video projector, ordering coffee, cleaning, etc.). They can also be associated with Categories.
If you want to use the [Concierge] feature on the touch screen, you will need to link these equipment/services to categories. (Only categories with an e-mail address will be visible in the [Concierge] feature.)

When creating a Meeting4Display organization, you have 15 equipment/services associated with 3 categories:

> The "Comfort" Category contains: Catering (request meals), Coffee (request coffee), Water (request water bottles).
>
> The "General" Category contains: Air conditioning, Cleaning, Lighting.
>
> The "IT Services" Category contains: Computer, Flipchart, Guest Internet, Phone, Projector, Screen, Videoconferencing, Whiteboard, Wi-Fi.

[Equipment/Services]

Concierge / Equipment/Services

		Name		Category	E-mails	Creation date	Created by	Update on	Updated by
		Air conditioning		General (cleaning, lighting...)		12/10/2025	admin	12/10/2025	admin
		Catering (request meals)		Comfort (coffee, catering...)		12/10/2025	admin	12/10/2025	admin
		Cleaning		General (cleaning, lighting...)		12/10/2025	admin	12/10/2025	admin
		Coffee (request coffee)		Comfort (coffee, catering...)		12/10/2025	admin	12/10/2025	admin
		Computer	✓	IT services		12/10/2025	admin	12/10/2025	admin
		Flipchart	✓	IT services		12/10/2025	admin	12/10/2025	admin

You can create your own Equipment and Services or change the names of existing Equipment and Services.

[Categories]

Concierge / Categories

	Name	E-mails	Creation date	Created by	Update on	Updated by
	Comfort (coffee, catering...)		12/10/2025	admin	12/10/2025	admin
	General (cleaning, lighting...)		12/10/2025	admin	12/10/2025	admin
	IT services		12/10/2025	admin	12/10/2025	admin

You can create your own categories or change the names of existing categories.

[REPORTING] Menu

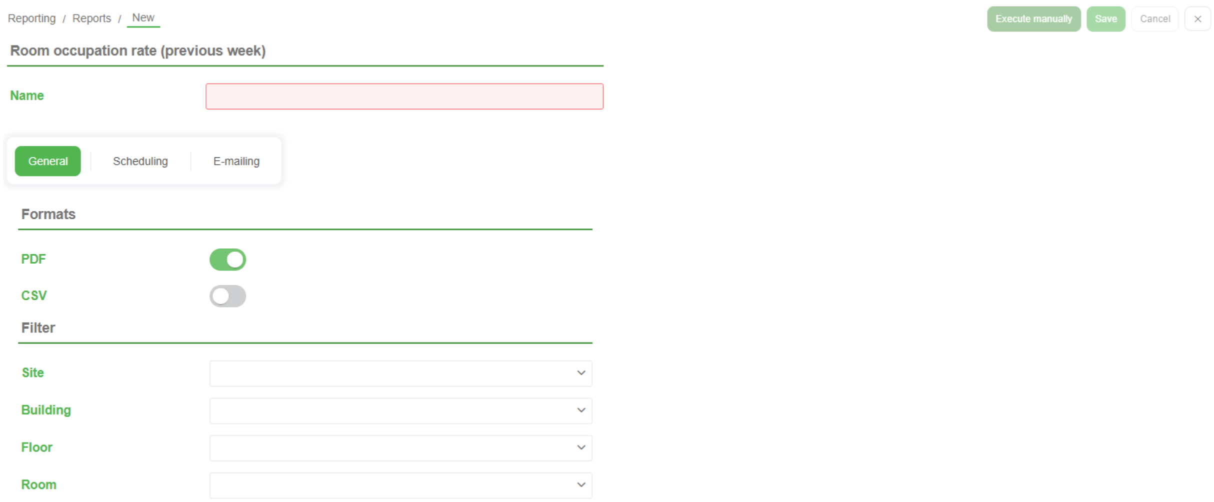
[Statistics]

This menu allows you to display the room usage statistics.
You can export the data in CSV.

You can select the columns to be displayed.

[Reports]

This menu allows you to configure automatic e-mailing of one of the three room occupancy reports: previous week, previous month or previous semester available

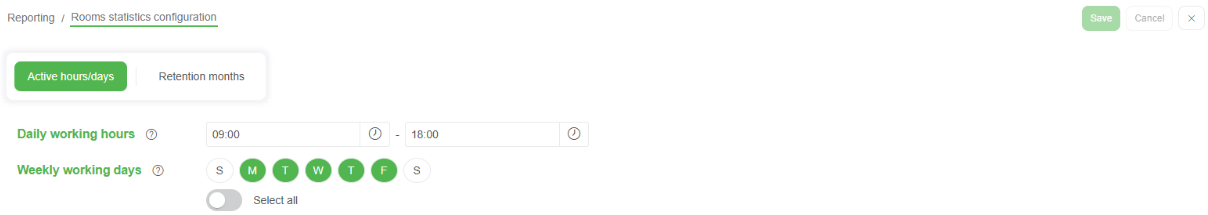


The information, sent as an attachment to the e-mail, can be in CSV and / or PDF format. You can filter by site, building, floor and room.

[Statistics configuration]:

Working range: Time range and days to be used for statistics calculation.

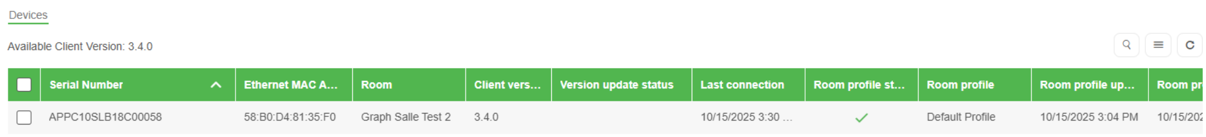
Retention months: allows you to configure the length of time room usage statistics are retained for.



[DEVICES] Menu

This is a list of your touch screen devices. They appear automatically as soon as they connect to your Meeting4Display server.

If you no longer use a screen, you can delete it in order to release its license.



Serial Number: The serial number of the room's touch screen device.

Ethernet MAC Address: MAC address for the RJ45 interface.

Room: Name of the room associated to the touch screen.

Client version: Meeting4Rooms client version.

Last Connection: Date/time of the touch screen's last connection to the server.

Information regarding touch screen settings configuration:

Configurations are created from the [Settings][Device settings configuration] menu. They are then applied to rooms via the [Rooms] menu.

Status:

> Green with a tick: the touch screen has the latest version of the configuration.
>
> Red with a cross: the screen has an outdated version of the configuration.
>
> Warning: if you deploy a profile with Logo on a touch screen version lower than 3.2.5, the status will be red even if the profile is well transferred.

Room Profiles: Name of the configuration associated to the screen.

Updated date: date/ time the configuration was created/modified.

Applied date: date the configuration was applied to the screen.

Request for touch screen upgrades

It is possible to request an update of the Meeting4Rooms application (meeting4Display application running on touch screens) from the [burger] menu.

The update is possible under these conditions:

- ✓ The client version is higher than 3.1.0.
- ✓ The version available for update is higher than the client version. (The available version is visible under the title [devices] of the page containing the list of touch screens).

CRESTRON screens: the update of CRESTRON screens is automatically ensured by CRESTRON, after validation of the new version of our client by the CRESTRON teams. (No action is necessary).

The administrator can follow the progress of the update, the field 'Version Update status' contains the status of the update, the field 'Client version' contains the version installed on the client.

Version Update status' field label:

- *Update request*: update request sent.
- *Link provided*: the link to download the apk is available.
- *Upload in progress*: the download is in progress.
- *Upload completed*: the download is complete.
- *Upload failed*: the download failed.
- *Add-on not installed* Add-on unavailable, update failed.
- *Update failed*: update failed.
- *Update completed / restart in progress*: update completed successfully.

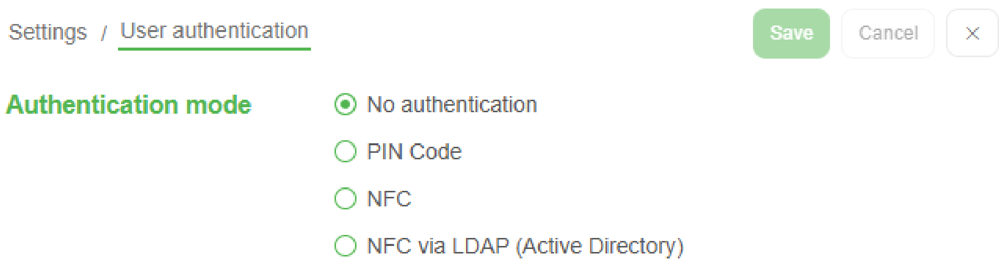
The installation of a manufacturer's Add-on is a prerequisite for the update of the Meeting4Rooms application requested from the web console.

Once the update is finished, the field 'Client status' contains the new version of the client, the field 'Version Update status' is set to blank.

[SETTINGS] Menu

[User authentication]

Use this menu to choose the authentication mode so that users can use the functions available from the touch screen devices (add a meeting, end or extend a meeting, etc.).



No authentication: No authentication required

PIN Code: 1 to 10 digits (0-9)

NFC: Use this to authenticate with an NFC badge

There must be a file containing the NFC card codes.
The file must have at least one column (Card Code). Another column, separated by a semicolon, may contain the name of the person corresponding to the card code. This name will be used as the organizer when entering a new meeting.

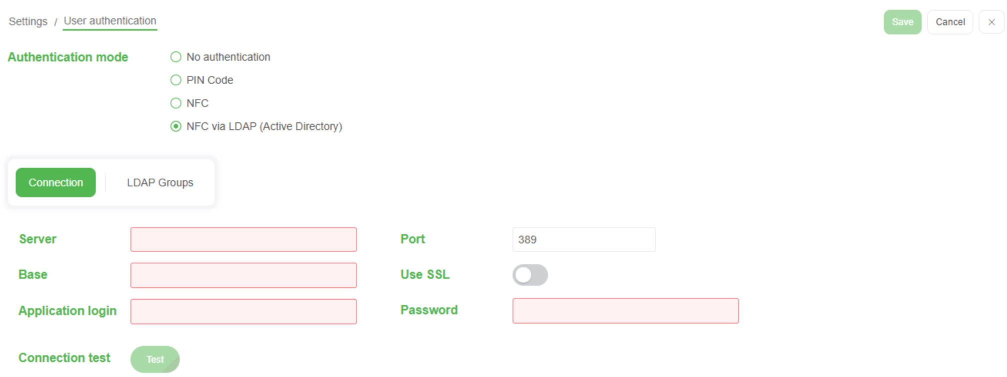
Accepted formats:
Card Code;Name of the organizer
Card Code;Name of the organizer;....
Card Code
Card Code;

Testing your NFC badge:
In the Touch screen configuration menu, you can test your badges. The value read on the badge is displayed in the NFC section.

NFC via LDAP: use to authenticate LDAP users with an NFC badge.

- Authorizations are given to AD/LDAP groups.

Connection:



Server: server name or IP address.
Port: port number (usually 389).
Base: root of the LDAP database (ex: or=meeting4display,dc=labo,dc=lan).
Application Account: LDAP directory login account.
Password: password for the application account.

SSL port: SSL port number (usually 636).

Use the [Connection test] button to verify your settings.

LDAP Groups:

User syntax:

Username field: "LDAP user" field containing the user's name.
(displayed when checking the "checking fields" fields) (ex: Active Directory: "cn" or "distinguishedName").
NFCID field: "LDAP user" field containing the nfcid associated with the badges
(displayed when checking the "checking fields" fields).

Group syntax:
Groupname field: "LDAP group" field containing the group name.
(displayed in the list of authorized groups) (ex: Active Directory: "cn" or "distinguishedName").
Group member filter: "LDAP group" field used to find "LDAP users" that belong to the group. (Ex: Active Directory: "member").
Group member field: "LDAP user" field that links to the membership in an "LDAP group". (Ex: Active Directory: "distinguishedName").

Authorized LDAP Groups:

Once you have entered the information, you can select the AD/LDAP groups containing the users who will be allowed to use the "actions" on the touch screen. Click on the +.

List of LDAP groups that give access to Meeting4Display

Use the [Check fields] button to verify that the fields that will be read in the AD/LDAP directory correspond to the fields that contain the user's name (as it will appear when reserving from the touch screen) and the NFC code.

[Device settings access]

Use this menu to define or modify the password used for accessing the touch screen device configuration.

If a password has been configured, the [Device settings access] tile contains the information: Password defined. However, the password will never appear in the input fields.

Warning: If a password has been configured and you click on [Save] without having entered another one, the password will be deleted.

[**Device authentication]**

Identifiers and Connection passwords are used to authenticate touch screen devices when they connect to the Meeting4Display server.

The Identifier cannot be changed.

Warning: If you change the password, you will need to reconfigure your touch screen devices.

[Web Apps Settings]

Requires this package installation (…\meetting4Display Mobile\Meeting4Display_Mobile.exe).
HTTPS mandatory.

Meeting4Mobile tab.
You must provide the URL to the Meeting4Mobile application, (Office and Google Workspace, this information is not required for Exchange).
Usage : https://url-serveur/Meeting4DisplayMobile/signin/identifier-organization,
Important: respect the format, upper case, lower case and the '/' character.

This menu also allows you to generate QR Codes that can be scanned using a camera. After defining the URL to the Meeting4Mobile application, it is possible to generate complete QR Codes that redirect to the mobile app.
To do this, click the "Update QR Codes" button.
Note: On iOS, the user will be redirected to the mobile application in their browser. On Android, however, the user will be redirected within the context of his mobile application.

This application can be used from a smartphone (Android, IOS, ...) by connecting to this URL. You will have to fill the organization ID, as well as your e-mail account and password.

[Outlook Add-on Configuration]

Creates an XML file containing connection information to the Meeting4Mobile server. This XML file is used by the e-mail administrator to make the Outlook Add-on available to users.

To generate the file, there are two buttons: Generate XML and Generate XML with Service Request. The second button adds the "Service request" functionality to the Outlook Add-on. Both XMLs can be generated to manage access rights to this functionality. The Add-on with the service request can be deployed to one user group, and the other Add-on can be deployed to another user group. A user to whom both Add-ons have been deployed will see both Add-ons in his Outlook application.

For the Service Request in Outlook Add-on to be functional, Outlook must be used through its Web version, or through the desktop application from version 2206 onwards.

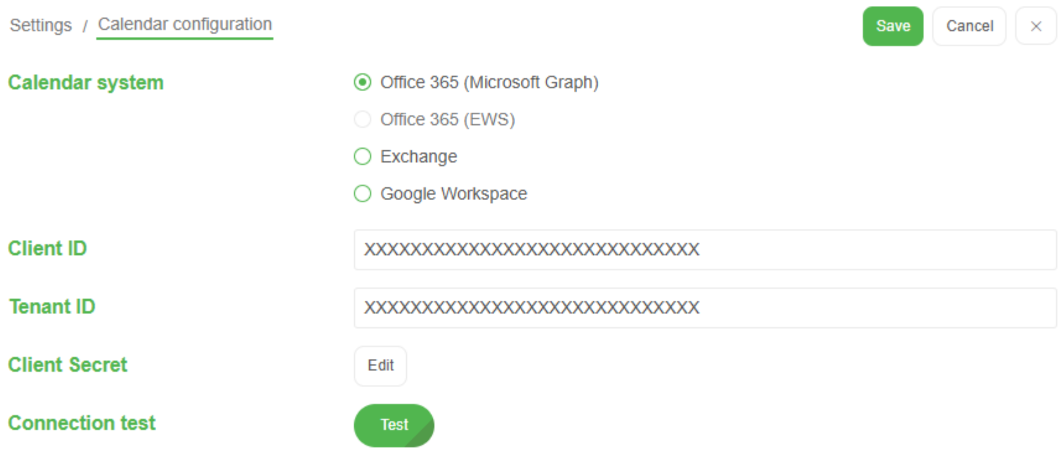
[Media4Display Widget]

Creates a link to the web services used by Media4Diplay widgets to read data from Meeting4Display. (Requires Media4Display product).

Warning: If you regenerate the link, you will have to modify your Media4Display Widgets.

[Calendar configuration]:

Use this menu to configure access to the mail server. You can also use the organization's creation wizard for this configuration.



The password is never visible when viewing the information. It is encrypted in the database.

Use this screen to enter any information that was skipped when the organization was created with the wizard. You can also test the mail server login.

5. Mode: Multi Organization

Use this menu to administer a Meeting4Display server with several companies. These companies will be completely independent and secure. It is designed for partners that have installed a server in SAAS mode in order to manage several customers (1 organization per customer).

License: You must have a Meeting4Display "0 clients" license. The licenses will then be managed organization by organization.

With the SuperAdmin account, you can administer the Meeting4Display server, create new companies, manage organization administrator accounts, manage licenses, and administer each of the companies.

With an organization Admin account, you can administer the organization, manage its touch screen devices, setup the mail server login, and view meeting room usage statistics.

5.1 Logging in to the SuperAdmin account

When you first logged into the Meeting4Display server, you created a first organization.

Use your account to perform the following operations:

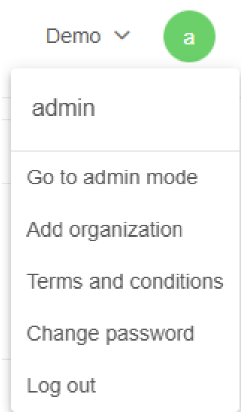
Manage the license of your Meeting4Display server.

Manage the licenses for each organization.

Create new companies.

Manage the organization Admin accounts.

To administer your Meeting4Display server: **[Go to Admin Mode]**



You must request a server license in order to manage licenses for all the companies.

[License] Menu – [Request license]

Use this menu to request a license for your Meeting4Display server. Send the request to Telelogos: (sales@telelogos.com).

Once you receive the license, use the Manage License tile to validate the license for your Meeting4Display server.

After validating your server license, a new [Organization licenses] tile will be available to manage organization licenses.

[Companies licenses]

Use this menu to import licenses for each of your companies, and to allow your customers to connect touch screen devices.

[E-mail Configuration]

Use this menu to specify an SMTP server and an e-mail address to receive alerts about the Evaluation mode expiration.

[Companies Menu]

Use this menu to view your companies, change their names or delete them.

Use the "+" button to launch the wizard to create a new organization.

[Accounts Menu]

Use this menu to manage organization Admin accounts and to change names or passwords.

Use it also to change the name or password of the SuperAdmin account.

Creating a new organization

Use the [Companies] menu to create a new organization.

Click the '+' button.

Organizations

	Name	Identifier	Creation date	Update on
☐	Google	Google	12/10/2025	12/10/2025
☐	Google1	Google1	12/10/2025	12/10/2025
☐	Graph	Graph	12/10/2025	12/10/2025
☐	Orga1	Orga1	12/10/2025	12/10/2025

You can also select [Add organization] from your login menu.

5.2 Logging in to an organization's Admin account

Your customers can use the organization's Admin account to configure their environment (connect to mail server, configure touch screen devices), as well as to view usage statistics of their meeting rooms.

➢ See chapter 4.2

6. Installing the Meeting4Display client

The interface is available in French, English, Spanish, Dutch, Polish and Chinese (depending on the language selected in the touch screen settings).

Run Meeting4Display.apk.

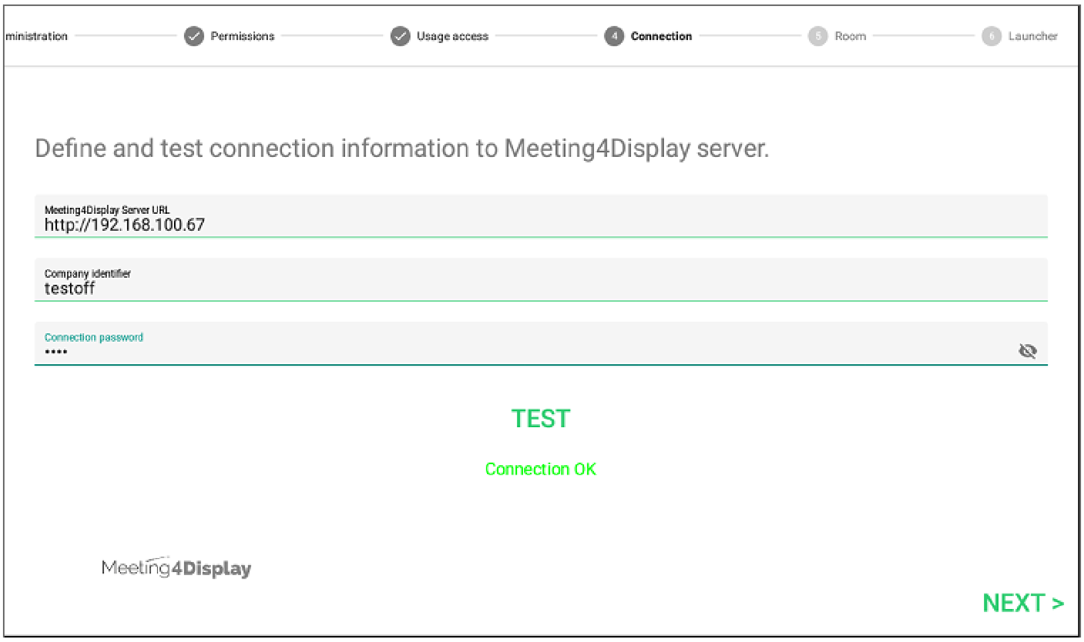
Validate the required permissions:

Activate device administration.

Authorize access to the internal SD card (Android 6 or higher).

Authorize access to usage data for the Meeting4Display application.

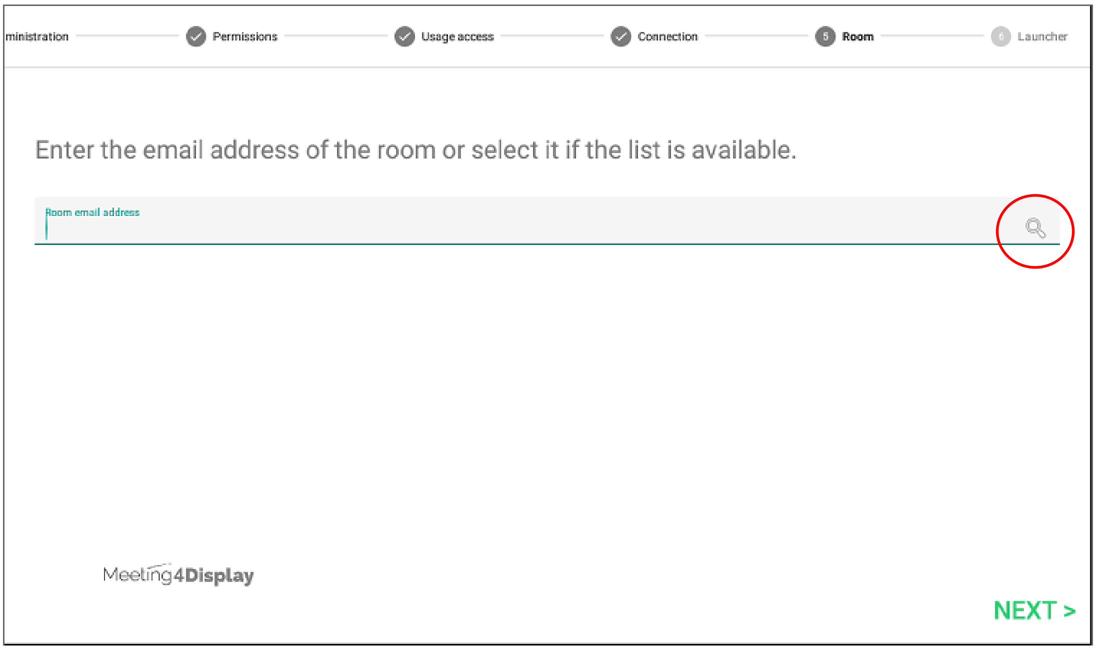
Allow to display over other apps



Enter the connection information: URL/Organization identifier/Login password.

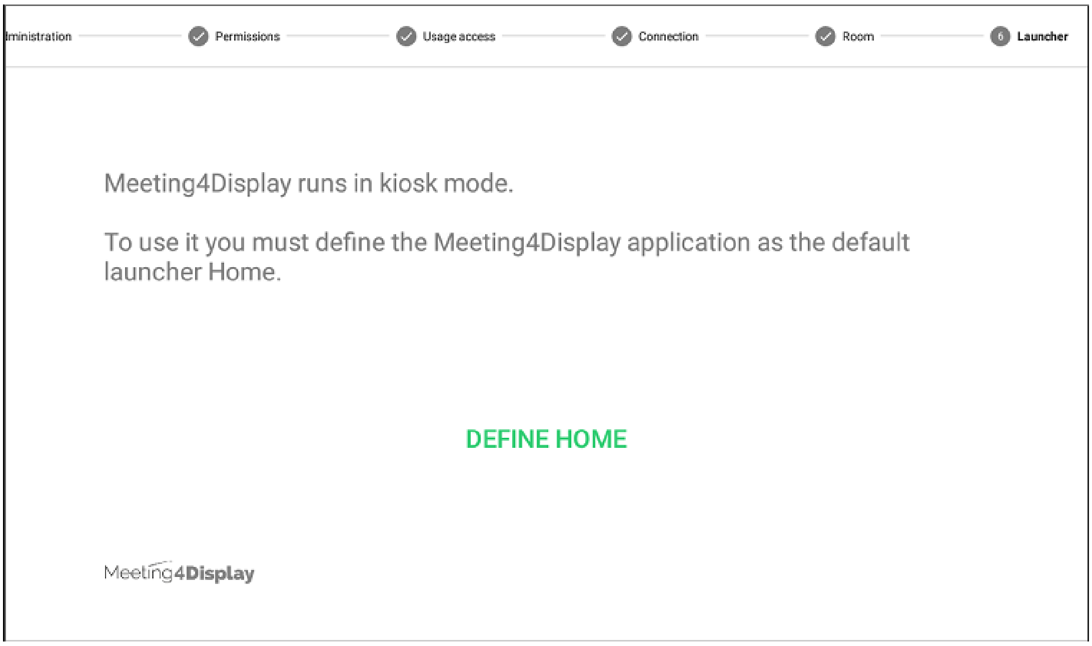
Use the [TEST] button to validate authentication to the Meeting4Display server.

This information is not required. It can be specified later on in the [Configuration] menu of the touch screen device.



If the connection was validated in the previous screen, you can select the room corresponding to the touch screen device by clicking on the magnifying glass.

You do not need to enter the room name. It can be specified later on in the [Configuration] menu of the touch screen device.

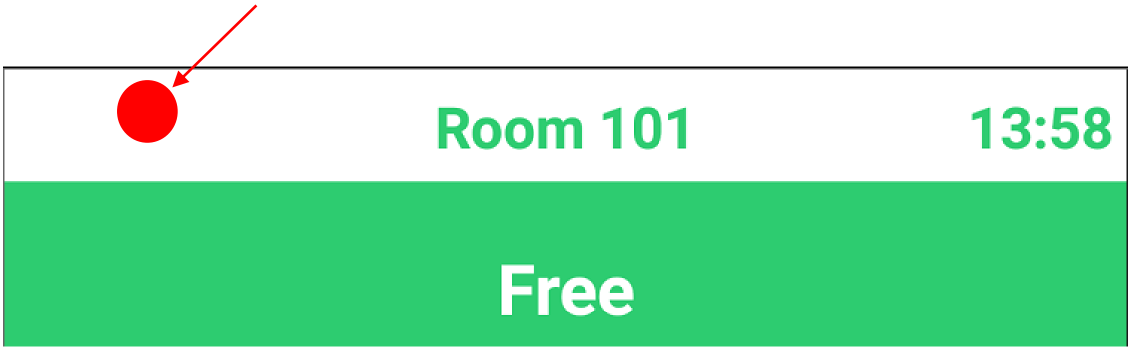


Set the Meeting4Display application as the home screen.

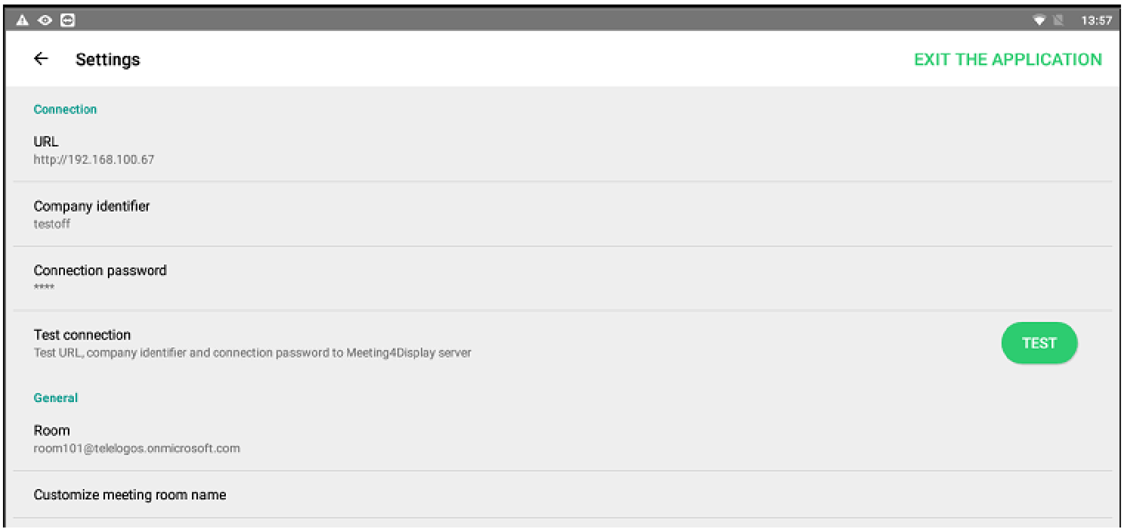
Your touch screen device is operational if you have entered the login information and selected the meeting room.

If you did not enter all the information (login and room selection), or if you want to customize the name of the room that appears on the touch screen device, you can access the configuration menu.

Click 3 times on the top area (room name) to access the touch screen device configuration. (You can define a password to access this [Device settings access] menu tile on the server.)



Configuring screens:



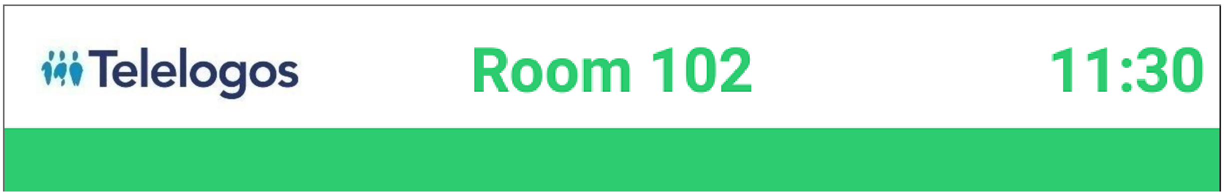
Facilitate the installation of multiple touch screens:

After installing and configuring the Meeting4Display software on your first touch screen, you can retrieve the **.xml configuration** file located in the Meeting4Display folder of the touch screen.

Copy the configuration.xml file and the Meeting4Display.apk application to a Meeting4Display folder on the internal card of the new touch screen devices to install. Then, install the Meeting4Display application.

Display your logo on the touch screen:

You can display a logo to the left of the meeting room name:
Simply copy the logo into the Meeting4Display folder on the touch screen and name it **logo.png** (this logo must be 300 x 128). The logo can be transferred with the room profile.



6.1 Updating the touch screens

Does not apply to CRESTRON touch screens, which are updated automatically from CRESTRON servers.

The update can be done from the administration console only if the screen is at least in version 3.1.0 and that the manufacturer Add-on is installed.

If these requirements are not met, the update must be done manually with a USB key. Displays with a version of meeting4Rooms lower than 2.2.0 are no longer supported since version 3.2.0 of Meeting4Display.

To update your touch screen:

In the touchscreen list view,

Check the available client version (available when the server is updated).

Select the screen(s) to be updated.

Select 'Update client version' from the burger menu.

Propagation time: 20 minutes max.

Check the progress in the 'Client Update Status' column.

Check the new version in the 'Client version' column.

7. Actions on the touch screen

Current meeting:

Extend current meeting
This action allows you to change the end time of a meeting in progress. You can extend the meeting by 15, 30, 45 or 60 minutes.

The end time cannot overlap with the next meeting. The proposed time slots take this criterion into account (for example: if the next meeting is in 40 minutes, then the possible choices are 15 and 30 minutes).
If the next meeting is scheduled in less than 15 minutes, then the option will be grayed out (not accessible).

Use the Manager account to extend the meeting.
A meeting created by a user in Exchange will not be modified in the user's calendar. It will be modified in the Manager account calendar, which is used to obtain meetings on the touch screen.

End current meeting
This action allows the resource "meeting room" to be released before the scheduled end of the meeting. This resource will then be available again for future meetings.

Confirm current meeting
This action allows you to confirm the current meeting in order to keep the room reservation. The meeting must be confirmed within 10 minutes (default value), if the meeting is not confirmed then the resource is released.

Next meeting:

Cancel this meeting:
This action allows you to cancel an upcoming meeting.

Other features:

- **Create meeting**

This feature allows you to reserve the meeting room. You can enter a Subject, Organizer, Start Date/Time and End Date/Time.

Start time: by default, this is the current time, or the nearest available time.

Duration: You can reserve for 15, 30 or 60 minutes.
You can also choose to enter the start date/time and end date/time.

- **Search for an available room**

Use this feature to search for an available room, and to reserve it.
By default, all available rooms whose criteria match the (Site, Building, Floor) criteria of the touchscreen room are displayed.

- **Concierge**

Use this feature to send a message about one of the equipment or services associated with the room. (Ex: A problem with the projector, a request for coffee, etc.)
You can view the equipment and services of the categories that have an e-mail address.

- **Information about the room**

Use this feature to display the equipment and services associated with the room.
The "Display on device" option must be activated for the Equipment and Services in order for them to appear in this screen.

Time Line:

This function allows you to view meetings within a 24-hour period, in 30-minute increments. The reservation periods are visible in red. Simply click on the area to view the subject and the meeting organizer. Pressing the date allows you to select another date.

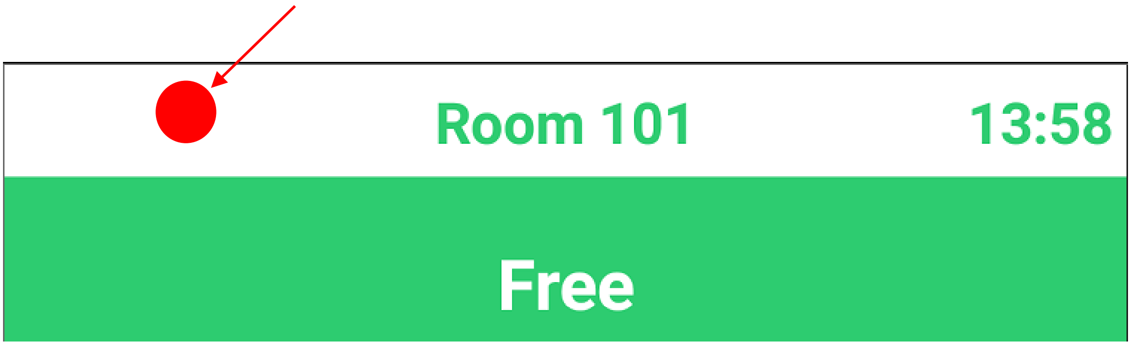
Private meetings:

From your e-mail client (Outlook, Gmail, etc.) you can create a meeting in Private mode. In this case, the subject of the meeting will be replaced on the touch screen by the following text: "Private meeting".

If you do not want to display the name of the organizer for private meetings, you can activate the option "Hide the organizer's name for private meetings" in the Touch screen configuration menu.

Accessing the Settings menu:

Click 3 times on the top area (room name) to access the touch screen device configuration. (You can define a password to access this [Device settings access] menu tile on the server.)



List of editable fields:

Connection

URL: Meeting4Display server URL (IP @ or DNS name).

Organization identifier: Identifier of your Meeting4Display organization.

Login password: Password for the Meeting4Display organization.

Login test: To validate the authentication of the touch screen device.

The organization identifier and login password information is set when the organization is created on the Meeting4Display server.

General

Room: selection of meeting rooms you want to manage.

Customize meeting room name: replace the name of the room (by default the name of the room defined in the mailbox is displayed).

Screen on: defines the time slots for turning on a touch screen.

Allow the screen saver: authorizes the touch screen to go into standby mode, or not (activating Day dream mode with Media4Display).

Frequency of queries to the mailbox: by default 20s. allows you to optimize the number of queries to the mailbox.

Display QR-Code: Request the display of the room's QR-Code for a reservation from the Meeting4Mobile application. (The QR-Code is automatically transferred from the console).

Enable traces: contact Telelogos support to request this option.

Version number: Meeting4Display client version.

NFC: allows you to test a badge and view the information read.

Options

Always hide meeting subject: Forces the hiding of the meeting subject. Whether the meeting is private or not.

Hide the organizer's name for private meetings: if you select "Private meeting" when creating the meeting, this allows you to hide the name of the organizer.

Confirm meetings: makes it mandatory to confirm the reservation. If the meeting is not confirmed, then the resource will be released. The "Confirm within" option allows you to set a time limit.

Show an intermediate color before a meeting: turns the screen and LEDs orange when a meeting is about to start. The administrator can choose how long before the meeting the intermediate color is activated.

Allow the "Create meeting" action: activates or deactivates the "Create meeting" function.

Allow the "Search for an available room" action: activates or deactivates the "*Search for an available room*" feature.

Allow the "Access to the concierge service" action: activates or deactivates the "*Access to the concierge service*" feature.

Allow the "Access to information about the room" action: activates or deactivates the "*Access to information about the room*" feature.

Allow the "Cancel next meeting" action: activates or deactivates the "Cancel next meeting" function.

Allow the "Extend current meeting" action: activates or deactivates the "Extend current meeting" function.

Allow the "End current meeting" action: activates or deactivates the "End current meeting" function.

8. Web Apps et Add-on Outlook

8.1 Meeting4Mobile

PWA application (Progressive Web App) usable on a smartphone (Android, IOS,) allowing a certain number of actions on its messaging system.

- You log in with your own e-mail account.

Available functions:

Book: search for an available room according to criteria (Room type, Site, Building, floor, capacity) and reserve the resource.

My bookings: view all my meetings (in the rooms belonging to the table [Rooms]. Current and upcoming meetings. You can extend or end an ongoing meeting. You can cancel an upcoming meeting.

To get connect to the application:

https://server_url/Meeting4DisplayMobile/

Note: the application is tested on Android and IOS smartphones, after selecting the 'Install application' option (Chrome burger menu).

Users must use their e-mail address to authenticate on the mobile app.

8.2 Add-on Outlook

- You log in with your own e-mail account.

Available functions:

Book:

In its calendar, when creating a new appointment, search for an available room according to criteria (Room type, Site, Building, floor, capacity, equipment and services) and reserve the resource.

Insert an image in the body of the mail:

You can associate an image with a meeting room (meeting room setting). This image will be automatically inserted in the body of the e-mail when the room is selected.

In the available rooms screen, a 'picture' icon is visible in the room tile, if there is a picture associated with that room, clicking on the icon will allow you to view it.

Choose images of reasonable size and format for optimum display. Some over-compressed images will not be displayed correctly in the body of the e-mail when the room is selected. Even if the image is not visible in the body of the e-mail, it will be transferred and visible to the participants.

Making a service request: (only MS Graph)

When you choose a room through the Outlook Add-on, when you confirm your room's choice, you can request a service (room layout, special equipment, a bottle of water, etc.). This request will be sent by e-mail to the department entered before the service request. This service is a category configured in the web console. This category must contain an e-mail address and must be "Accessible from Add-on Outlook service request".

Warning! This service request functionality does not consider changes made on the meeting to which the service is attached. If this meeting changes room or time, the organizer must remember to inform the concerned department.

It is possible to manage which collaborators will have access to this functionality and which will not. In fact, when the XML's Add-on is created via the administrator console, two different Add-ons can be generated, depending on the button selected to generate the XML:

- If the "Generate XML with Service Request" button is selected, then the generated Add-on gives access to the "Service Request" functionality.
- If the "Generate XML" button is selected, then the generated Add-on does not give access to the "Service request" functionality.

Then it is possible to assign one Add-on to a user group and the other Add-on to another user group, and thus manage access rights to the Service Request functionality.

Limitations:

Google Workspace: The Outlook Add-on is not compatible with Google Workspace.

Microsoft Exchange: The Outlook Add-on is only functional with the Windows Outlook client. However, the service request functionality is not available on Exchange.

Microsoft Office 365 (MS Graph): The Outlook Add-on is functional with the Windows Outlook client (minimum version 2206 for the Service Request functionality to work out) AND with the Outlook Web client.

Outlook Add-ons (including meeting4Outlook) no longer support Internet Explorer 11.

This means that all IE-based Outlook versions are no longer supported.

- Office 2013 (retail or volume-licensed) are no longer supported.

- Office 2016/2019 (volume-licensed) are no longer supported.

See Microsoft article:

https://learn.microsoft.com/en-us/office/dev/add-ins/concepts/browsers-used-by-office-web-add-ins

8.2.1 Installing Outlook Add-in by the administrator

Web Exchange interface / Exchange Admin Center (EAC)

- Go to the add-in list
    - Under the “organization” menu, click on “add-ins”

- Add the “Meeting4Outlook” add-in
    - From the “Add” menu (+ button) in the list of add-ins, select “Add from file” from the list of possible choices.

    - Select the XML file downloaded from the Meeting4Display web console for your organization:
        - Validate the selection by clicking on “Next”
            - Confirm the installation if necessary by clicking on “Install”
            - Click on “OK” to return to the list of add-ins

    - The Meeting4Outlook add-in will appear in the list of add-ins:
        - *By default, the new add-in can be disabled and provided to everyone.*

- Change the availability of the add-in via the “Edit” button
    - Configure default values for users:
        - Optional, enabled:
            - *The add-in is automatically enabled to the users but it can be disabled.*
        - Optional, disabled:
            - *The add-in is automatically disabled to the users but it can be enabled.*
        - Mandatory, always enabled
            - *The add-in is automatically enabled for the users but it cannot be disabled.*

Web Office 365 interface / Microsoft 365 Admin Center

- Go to the add-in list
  - Click on "Add-ins" under the "Settings" menu in the Office 365 Admin Center.

- Add the "Meeting4Outlook" add-in
  - Connect to Microsoft 365 Admin center https://admin.microsoft.com/#/homepage
  - Select the "Settings" menu and "Integrated apps"
  - Click on the link "Add-ins": https://admin.microsoft.com/#/Settings/AddIns
  - Click on "Deploy Add-In" (+ button) in the add-in list, select "Deploy Custom Add-In" and click on "Upload custom apps".
  - Select the XML file downloaded from the Meeting4Display web console (with or without the Service request) for your organization:
    - Validate the selection by clicking on "Load"
    - Confirm the installation by clicking on "Deploy" once the add-in has been configured (see Change the availability of the add-in)
  - The Meeting4Outlook add-in will appear in the list of add-ins:

- Change the availability of the add-in
  - Specify the users who will have access to the add-in:
    - Everyone
    - Specific users/groups
    - Just me
  - Configure the deployment method
    - Fixed (default)
      - *The add-in is deployed automatically to the assigned users, and they cannot remove it from their ribbon.*
    - Available
      - *Users can install the add-in in Outlook by choosing Home > Get More add-ins.*
    - Optional
      - The add-in is deployed automatically to the assigned users, but they can choose to remove it from their ribbon.

Note:

- The Outlook add-in may take up to 12 hours to be available after deployment.
- Adding the add-in created in Microsoft Azure (portal.azure.com) to an application.
- The add-in can be disabled via the Office 365 Admin Center and removed from Microsoft Azure.

8.2.2 Installing Outlook Add-in for specific users

Outlook Windows client:

- In Outlook for Windows, go to "File" > "Manage Add-ins".
- Click on "Manage Add-ins" to be redirected to the Outlook client web interface.

Web Exchange interface:

- In Web Exchange, go to "Settings" > "Manage Add-ins".
    - From the "Add" menu (+ button), select the Meeting4Outlook add-in from the list displayed: Select "Add from a file" from the list of possible choices.
    - Select the XML file downloaded from the Meeting4Display web console for your organization:
        - Validate the selection by clicking on "Next"
        - Confirm the installation, if necessary, by clicking on "Install"
        - Click on "OK" to return to the list of add-ins
    - The Meeting4Outlook add-in will appear in the list of add-ins and is enabled.

Using Outlook Add-in by a user

Web Exchange interface:

- The add-in is visible and can be accessed from the details window of a calendar appointment:
    - *Note: the add-ins are not always immediately visible. Sometimes the appointment details window needs to be opened in another window.*

9. Implementing Flex Office with Meeting4Display

Flex Office is used to book desks within the Meeting4Display software. You can configure Flex Office in the administration console: desk location, hours and days worked, QR-Code generation, desk usage and booking confirmation statistics per user.
Users can use the Mobile application (Meeting4Mobile for smartphone) to manage all their booking requirements: searching for a desk based on location criteria, booking a desk, scanning a desk QR-Code to book it, confirming a booking, viewing desk bookings and related actions (canceling or ending a booking).

How Flex Office works:

Configuring desks in the administration console allows users to easily locate desks in the Meeting4Mobile application by searching for a desk in a specific site, building, floor or area. Adding working hours and working days allows them to simplify desk bookings for a morning, afternoon or a full day by removing the need to specify start and end times.

Each desk configured in the administration console has its own QR-Code. This QR-Code can be physically affixed to the desk, allowing users to scan it using the Meeting4Mobile application to see if it's available and book it immediately.
The QR code can also be scanned using the smartphone's camera. If this is not the case, you can go to the "Configuration/Mobile app settings" menu to regenerate the QR codes, which will then all become scannable by the camera.

Enabling the confirmation feature means that users must confirm every booking. If the booking is not confirmed by the deadline ("before" and "after" time limits) then the booking is automatically canceled, and the desk is made available for booking.

Users can manage their desk bookings via the Meeting4Mobile application. There are two booking methods:

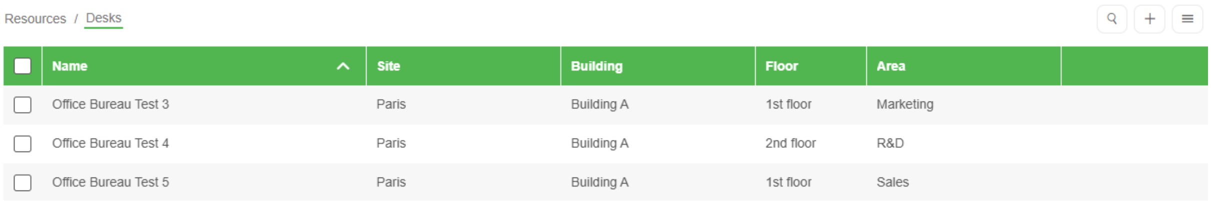
- Manual: users search for a desk based on location criteria (site, building, floor, area) for a specific date and time and can then book the suitable desk.
- Scan: the user scans the QR-Code affixed to the desk to check its availability and book it.

Users can view and manage their bookings (confirm or cancel a booking, end a booking in progress).

9.1 Configuring desks in the back office (administration console)

Importing desks from e-mail

In the [Resources] menu, [Desks] tab, click on [new] to import desks from your mail server. Desks must be imported before they can be configured.



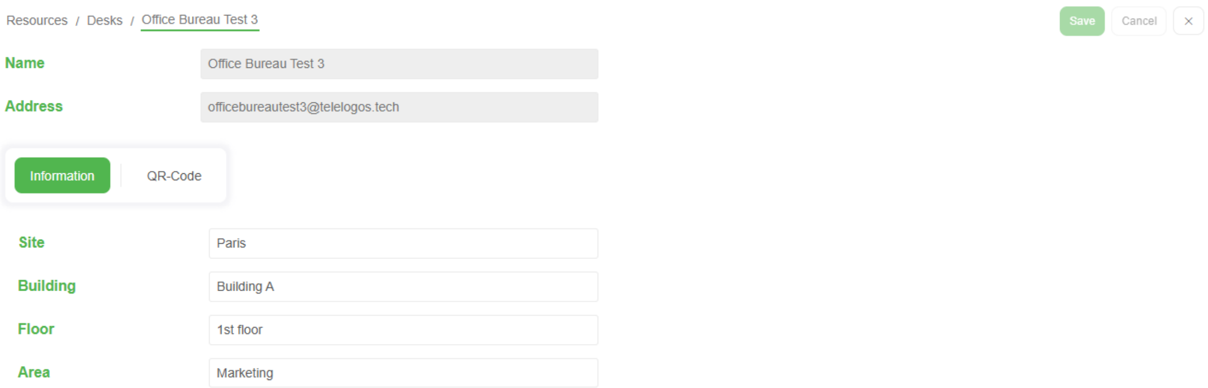
If no desks are imported into the admin console, then the desk management and reservation functions will not be available from the mobile application and the Outlook add-on.

Configuring desks

Click on the desk to configure it.

Location and QR-Codes

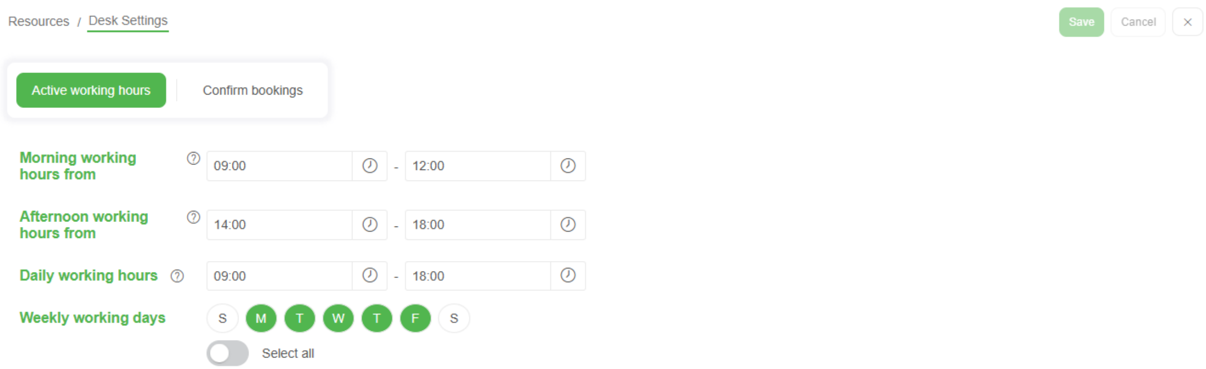
The [Information] tab allows you to specify the location of the desk in your organization (site, building, floor and area). This information will be used in the Meeting4Mobile application to search for and book a desk.



The [QR-Code] tab allows you to view and download the desk's QR-Code. The QR-Code will be affixed to the desk allowing users to scan it and book the location directly. QR-Codes can be downloaded in bulk from the [hamburger] menu in the desk list.
The QR code can also be scanned using the smartphone's camera. If this is not the case, you can go to the "Configuration/Mobile app settings" menu to regenerate the QR codes, which will then all become scannable by the camera.

Day and time of bookings

In the [Resources] menu, [Desk settings] tab, you can configure working hours (morning, afternoon and day) and working days (Monday through Sunday). This information will be used by the Meeting4Mobile application to simplify the desk booking procedure.



Working hours (morning and afternoon)

This information will be used as the default duration of the booking if the user chooses to book a full morning or afternoon. The booking in the calendar will take into account the morning and afternoon start and end times.

If the morning has already started and the user chooses to book a desk that morning, the booking start time will be the current time instead of the morning start time. The same applies for the afternoon.

Working hours (day)

This information will be used for the duration of the booking if the user chooses to book a full day. The booking in the calendar will take into account the daily start and end times.

If the day has already started and the user chooses to book a desk that day, the booking start time will be the current time instead of the daily start time.

Working days (Monday through Sunday)

This information allows the Meeting4Mobile application to suggest available days taking into account non-working days.
When the QR-Code of a desk is scanned, the Meeting4Mobile application proposes available slots for the coming days. If it is Friday, and Saturday and Sunday are non-working days, the application will suggest available slots for the following Monday and Tuesday.

Enabling desk booking confirmations

You can enable booking confirmations in the [Resources] menu, [Desk settings] tab. You determine a time period before the start of the booking and a time period after the start of the booking. The user will have to confirm the booking during this time window. When the confirmation deadline is reached, the booking is automatically canceled and the desk will be made available for booking.

The booking is confirmed in the Meeting4Mobile application, in the desk booking details available in the bookings list.

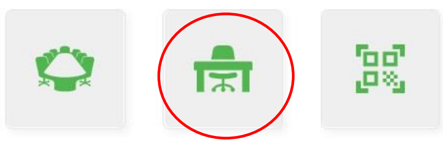
9.2 Flex Office with the Meeting4Mobile application (smartphone)

The Meeting4Mobile application allows users to completely manage their desk bookings, from searching for an available desk to confirming a desk booking.
If no desks are imported into the admin console, then the desk management and reservation functions will not be available from the mobile application and the Outlook add-on.

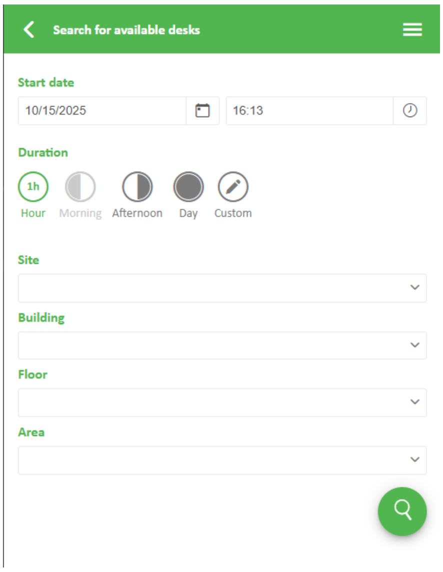
Booking a desk with Meeting4Mobile

There are two ways to book a desk: by scanning a QR-Code or without scanning a QR-Code.

Without scanning a QR-Code: users select the menu represented by a desk icon.



A screen is displayed with the information necessary to search for and book a desk.



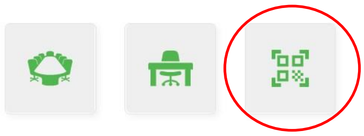
By default, the current date and time are displayed. This information can be changed. The "morning", "afternoon" and "day" periods are defined in the administration console (Desk settings).

The site, building, floor and area location information is defined in the administration console (Desks). When you click on a field, you are provided with the information available in the administration console.

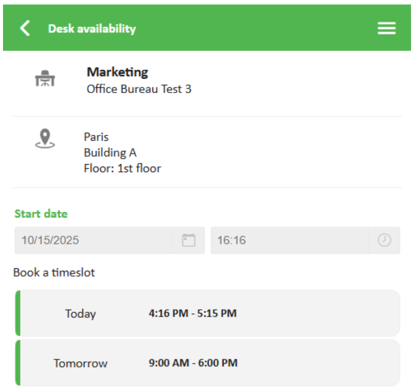
Click on the magnifying glass to display the search result.

The search result shows the available desks grouped by location. Select a desk to book it.

By scanning a QR-Code: users select the menu represented by a QR-Code icon or use his camera on his smartphone.



A screen is displayed allowing you to scan a QR-Code to view the desk's availability (Day and Day +1)



Select the time slot you are interested in to book all or part of that slot.

Viewing my bookings

This menu allows users to view their desk bookings. The following actions can be taken:

You can "end" "in progress" bookings. The end time will be changed in the calendar and the desk will be made available for booking.

You can cancel a "future" booking. The booking will be canceled in the calendar and the desk will be made available for booking.

If booking confirmations are enabled (administration console), users can confirm their bookings n minutes (see configuration) before the booking starts until n minutes (see configuration) after the booking starts.
When the "end" limit of the confirmation is reached, the booking is canceled and the desk is made available for booking.

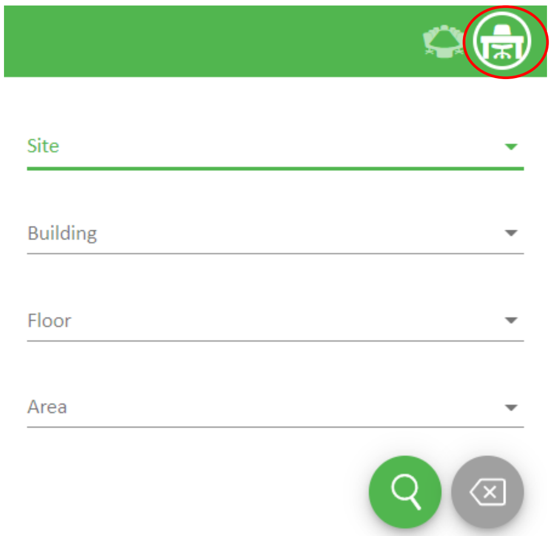
9.3 Flex office with Outlook Add-on

As a reminder, the Outlook Add-on cannot be used with Google Workspace. (Exchange and Office365 only).

If no desks are imported into the admin console, then the desk management and reservation functions will not be available from the mobile application and the Outlook add-on.

The Add-on allows you to search and select a desktop; the desktop will be reserved by Outlook.

In the green banner, you can select the 'office' icon or the 'meeting room' icon. Select the 'office' icon to search for an available office. You can then specify a location (Site, Building, Floor and Zone) to refine your search.

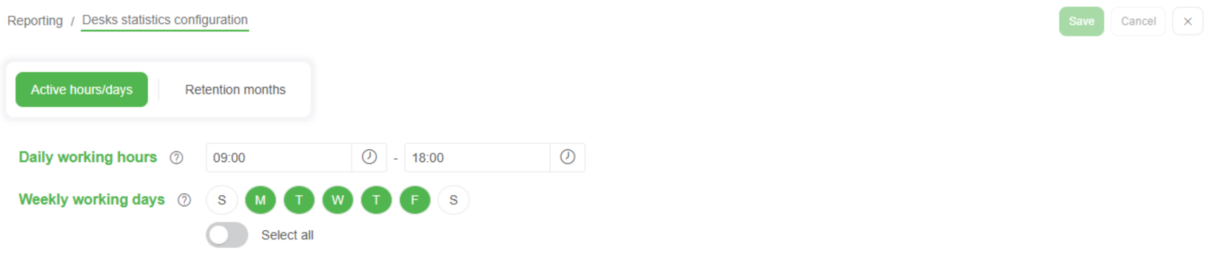


9.4 Flex Office statistics

In the [Reporting] menu, you can access the configuration and view the statistics. The statistical tables can be exported in Excel format (.csv file).

Configuring statistics

Adding working hours and working days information allows you to refine the statistics according to the working times in your organization.



This information concerns the length of time historical data is stored in the database. Every night, the day's bookings are imported into the Meeting4Mobile database and the tables are purged based on the below setting.

Desk occupancy statistics by user

This table shows desk occupancy by user. It is possible to filter the values to view the information for a user, site, building, floor or area.
This table can be exported as a .csv file

Desk booking confirmation statistics by user

This table shows bookings confirmed by users. When the booking confirmation feature is enabled, users must confirm their desk bookings, otherwise the booking will be canceled.

The different statuses are:

- ✓ Booking confirmed by user (Meeting4Mobile on smartphone)
- ✓ Confirmation canceled by user (Meeting4Mobile on smartphone)
- ✓ Automatic cancellation - the user has not confirmed or canceled the booking (Back office)
- ✓ Not managed by Meeting4Display (for bookings made outside MT4D)

10. Interaction with Media4Display

10.1 Prerequisites

Requires the Media4Display product (https://www.telelogos.com/en/solutions/media4display/).
The Meeting4Display server must use HTTPS to ensure the proper functioning of Meeting4Display Widgets in Media4Display.

10.2 Digital signage loop

You can create a Media4Display sequence and view it on your touch screens.

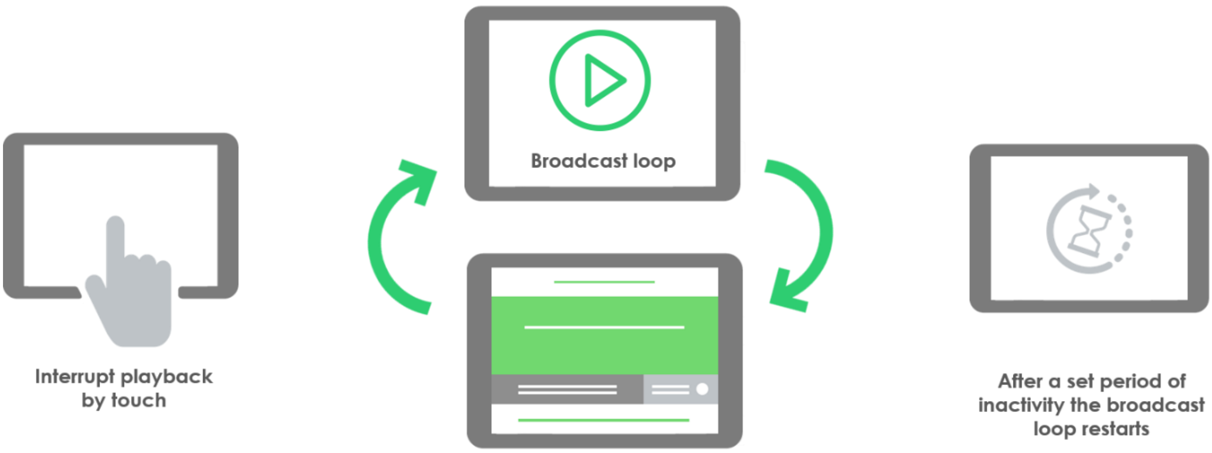
Setting up the touch screen:
Settings – "Display" menu
"Day dream" menu
"When to day dream" menu
Select "Either"

In the list of interactive screen savers
Select "Media4Display"
"Start now" menu
The display loop for Media4Display will start
Touch the screen to stop it

"Display" menu
Select the desired standby time

Configuring the Meeting4Display client:

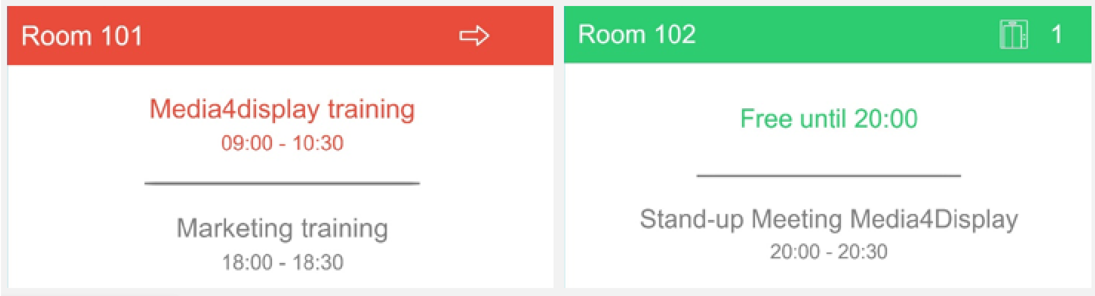
Configuration - Activate the "Allow the screen saver" option



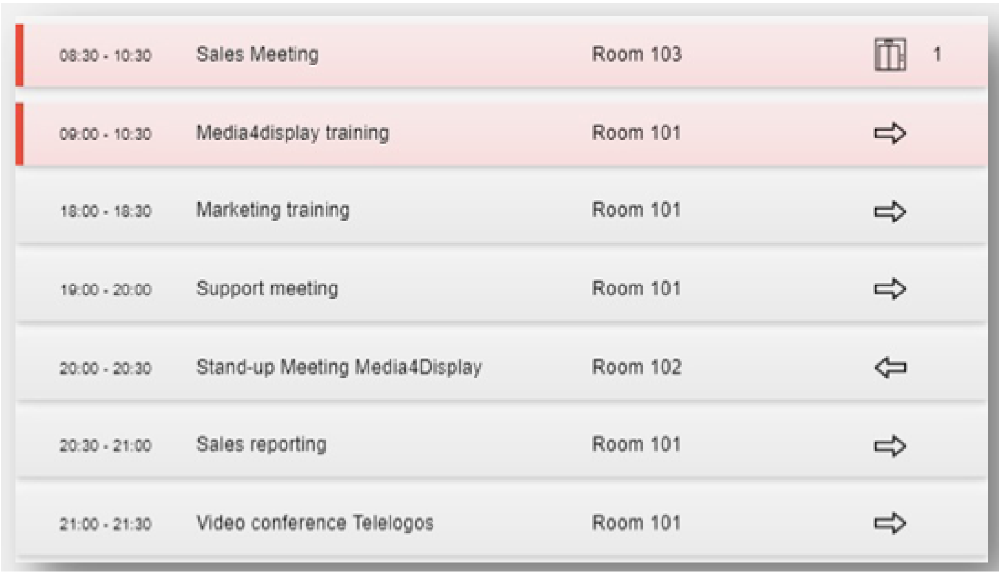
10.3 Media4Display Widgets

Meeting4Display provides a web service to create new widgets in Media4Display for display on screens located throughout a building (reception hall, elevator exit, etc.).

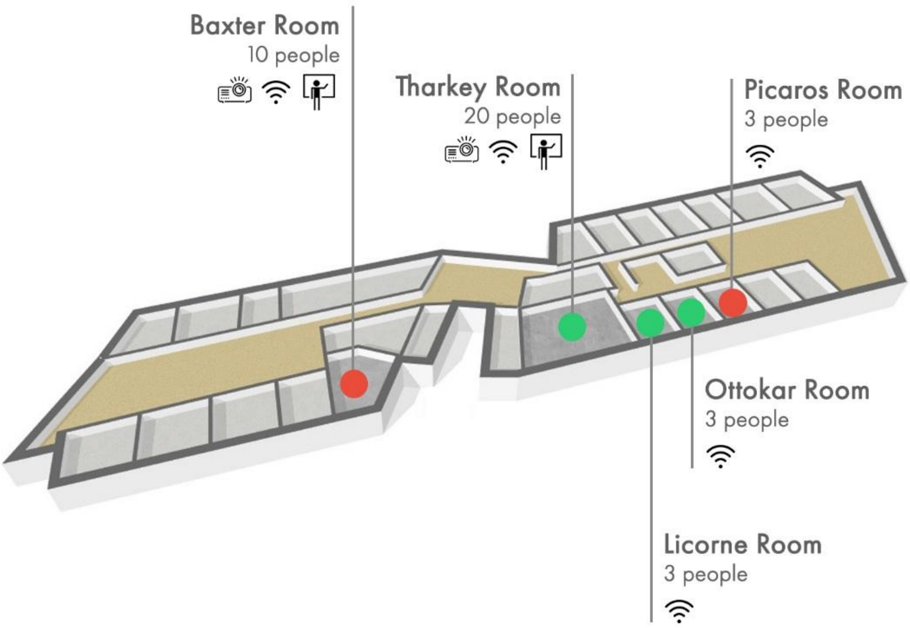
Room status (free or occupied)



List of room reservations



Room occupancy



Example of Media4Display slides

11. Diagnostic

11.1 Touch screen

Trace activation is enabled in the Touch screen configuration menu. The log file is located in the /Meeting4Display/tmp folder on the SD card.

The first log file is called java_1.log.txt. When this file contains 10,000 lines, a second file java_2.log.txt is created. When this second file contains 10,000 lines, the first file is emptied before being reused.

By default, traces are deactivated. Support can activate them.

11.2 Meeting4Display Server

The severity level of the logs is defined in the APPSETTINGS.JSON file of the application. The default severity level is Warning. It can be changed on request by support.

Key to be modified in the appsettings.json file:

"LogLevel": {
"Default": "Warning",

Severity levels table:

LEVEL	EXAMPLE
Critical	Highest level - important stuff down
Error	For example application crashes / exceptions
Warning	Incorrect behavior but the application can continue
Information	Normal behavior like mail sent, user updated profile etc...
Debug	Executed queries, user authenticated, session expired
Trace	Begin method X, end method X etc...
None	deactivate logs

Web console Meeting4Display log:

Corresponds to the virtual directory /.../Meeting4Display and concerns the traces of the graphical interface and access to the mail server.

Location of the APPSETTINGS.JSON file :
.\Program Files (x86)\Telelogos\Meeting4Display Server\Meeting4Display**appsettings.json**

Location of the log file :
.\Meeting4Display\tmp**console.log**

Web services log:

Corresponds to the virtual directory /.../Meeting4DisplayWebServices and concerns the communication traces between the touch screens, Mobile site, Outlook Addon, mail server and the Meeting4Display server.

Location of the APPSETTINGS.JSON file :
.\Program Files (x86)\Telelogos\Meeting4Display Server\Web Services**appsettings.json**

Location of the log file :
.\Meeting4Display\tmp**WebServices.log**

Monitoring :

Meeting4Display provides URLs to monitor the health of each application:

- Console, Webservices, Mobile, Outlook

You have to query:

- [app's URL]/health/ready (or Health/live)

This URL answers Ready (200) if the service is running correctly or an error code depending on the reason why the service is not working.