Whitelelogos



Meeting4Display

Quick Start Guide

V3.2.5

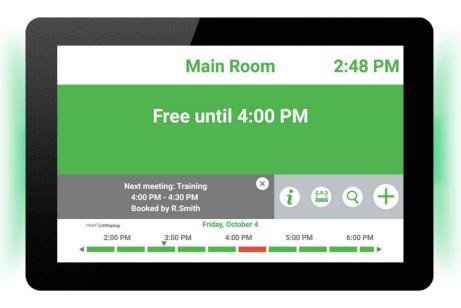
Meeting4Display



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

Telelogos Configure your messaging server



Follow the instructions in the PDF file for your environment

Office365:

MT4D-Office365GraphConfiguration (EN).pdf Google Workspace : MT4D-GoogleConfiguration (EN).pdf Exchange : MT4D-ExchangeConfiguration (EN).pdf

User name
Password
LOGIN >

Connect to https://eval.meeting4display.com

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

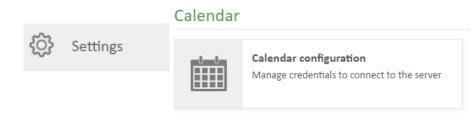
Calendar conf	figuration
Manage credenti	als to connect to the server Cancel
Calendar system	Office 365 (Microsoft Graph)
	Office 365 (EWS)
	Exchange
	Google Workspace
Client ID	8199d179-635f-4869-a1ab-a9bd944aa383
Tenant ID	e760a252-ae76-414d-af33-9a25101b9dd0
Client Secret	Change password
	Test connection

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

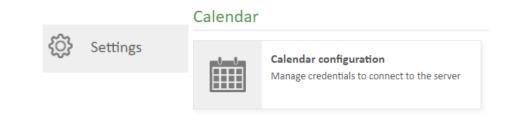
Calendar conf	iguration						
Manage credentia	als to connect to the server Cancel						
Calendar system	Office 365 (Microsoft Graph)						
	Office 365 (EWS)						
	Exchange						
	Google Workspace						
Project name	Meeting4Display						
Account address	meeting4display@*******.com						
Google credentials	31 Choose file						
	Test connection						

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

Google Workspace

Enter the credentials for the Google Workspace messaging server

Go to Settings > Calendar configuration



Enter the required information and upload the .json file

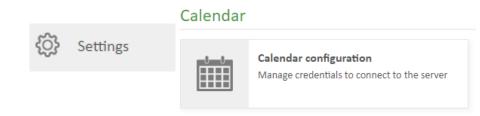
Calendar confi	guration	
Manage credentia	Is to connect to the server Save Cancel	×
Calendar system	 Office 365 (Microsoft Graph) Office 365 (EWS) Exchange Google Workspace 	
Server address	https://srv-*******/ews/exchange.asmx	
Account name	manager	
Password	•••••	ø
Domain	******	
Specific impersonation mailbox	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



Launch Meeting4Display.apk

Set the application as device administrator

Authorize access to the SD card

Grant the application device usage access

Allow to display over other apps

tration	Permissions	Usage access	Connection	5 Room	C >
Define an	d test connectior	n information to Mee	eting4Display serve	er.	
Meeting4Display Serve https://eval.n	erun⊾ neeting4display.com				
Company identifier identifier					
Connection password					Ø
		TE	ST		
Meet	ing4Display				NEXT >

Enter the connection information for the Meeting4Display server (provided in the e-mail)

Click on [TEST] to check the connection settings



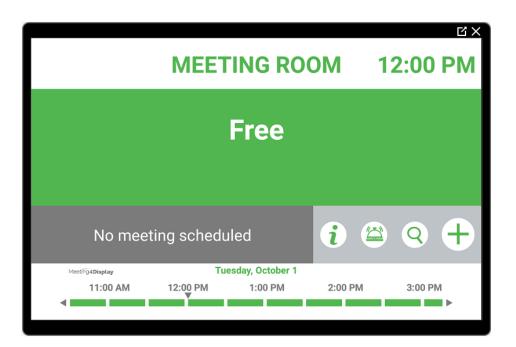
Select the meeting room

Click on the magnifying glass to view the room list

					C X
Iministration –	Permissions	Usage access	Connection	Room	6 Launcher
	Meeting4Display runs	in kiosk mode.			
	To use it you must def launcher Home.	fine the Meeting4D	isplay application	as the default	
		DEFINE	HOME		
	Meeting4Display				

Set the application as home

Telelogos Your display is configured





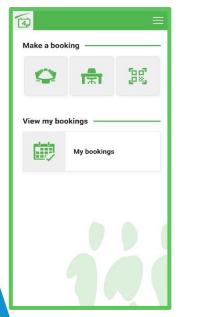
Telelogos Display your logo on the reservation screen



The file must use a resolution of 300 x 128:

Associate a logo to the room profile via the Meeting4Display console (Resources > Room profiles > Profile > Logo tab)

Weeting4Mobile



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< ^	Available rooms	
Tap on a Until	room to create a meeting Room	**
	ANGERS Le Silicium Fl	
23:59	Meeting Room (LM)	6
	$\hat{\mathbf{z}}$	
	Headquarter Main buile	ding Floor: 1
23:59	Conference Room (SP)	20
	\$ C I \$	

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



Traditional Outlook client

A EQ	Insert Format Text pointment eduling Assistant Show	Review Q Tell me what y Cancel Attendees	0.8	Tags S * availa	earch ble rooms ng4Display	Insights View Templates My Templat	
You haven't sent thi Journey of the sent the subject Send Location Start time End time	s meeting invitation yet.	230 PM v	▼ Roo	ms	loor		× ×

Outlook 365

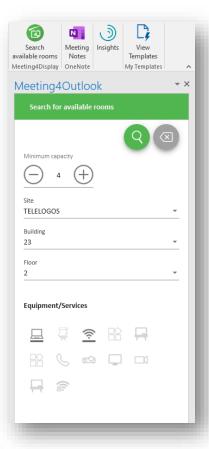
	Calendar 🗸	(Meeting4Outlook	\times
•	Add a title	Search fo	or available rooms	
8	Invite attendees O	ional	(Q 🗵
6	2020-10-01 🛅 16:00 \checkmark to 16:30 \checkmark All da	Minimum ca	4 +	
C	Repeat: Never \vee	Site HQ		
9	Search for a room or location Add online mee	g V Building Main build	ding	-
Ū	Remind me: 15 minutes before $ \smallsetminus $	Floor 1		-
-	Add a description or attach documents	Equipment	t/Services	
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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,

iii Telelogos Meeting4Outlook

Meeting4Displ



Seard available Meeting4	rooms Notes	View Templates My Templates	Search available ro Meeting4Dis) Insights	View Templates My Templates
Meet	ing4Outlook	- ×	Meetir	ng4Outloo	ok	
	Available rooms		< -	Selected room		
	a room to select it					-
Until	Room TELELOGOS 23 Floor: 2			Room 102 (N	1L)	
23:59	9 Room 102 (ML)	10	*	10		
	⊒奈船⊐			TELELOGOS 23 Floor: 2		
			Equipn	nent/Services		
				¢ #	} 🗆 1	
				The room	1 has bee	n added. 🗙

1

- ×

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,



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

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in Telelogos

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Lukas Bernard



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https://www.telelogos.com/en/solutions/meeting4displayworkspace-management-solution/



David Maillard

Louis Oury