



How to Setup NFC

Description

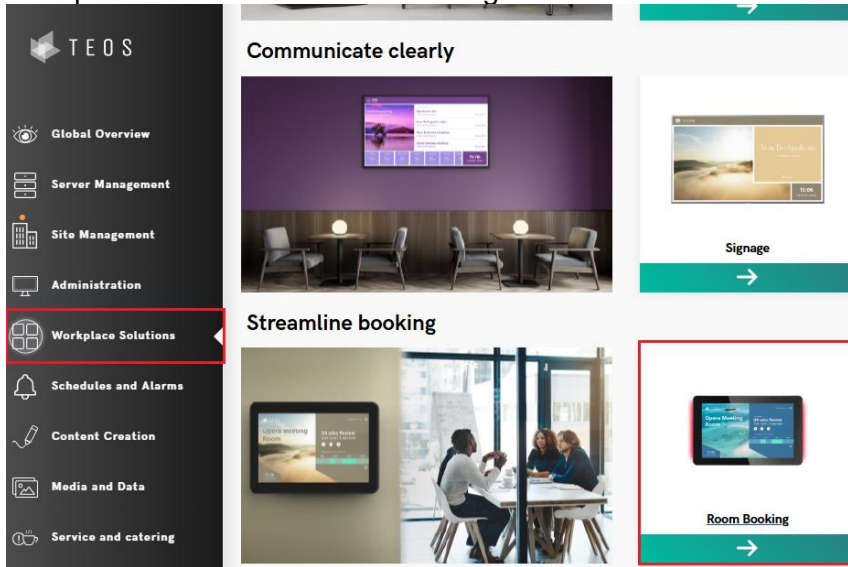
This guide explains how to configure NFC for Room Booking usage..

Requirements

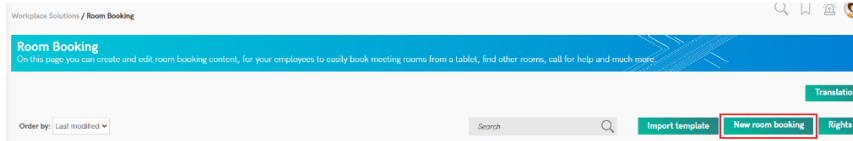
- Tablet with NFC module
- Access to the TEOS web interface

How to setup NFC

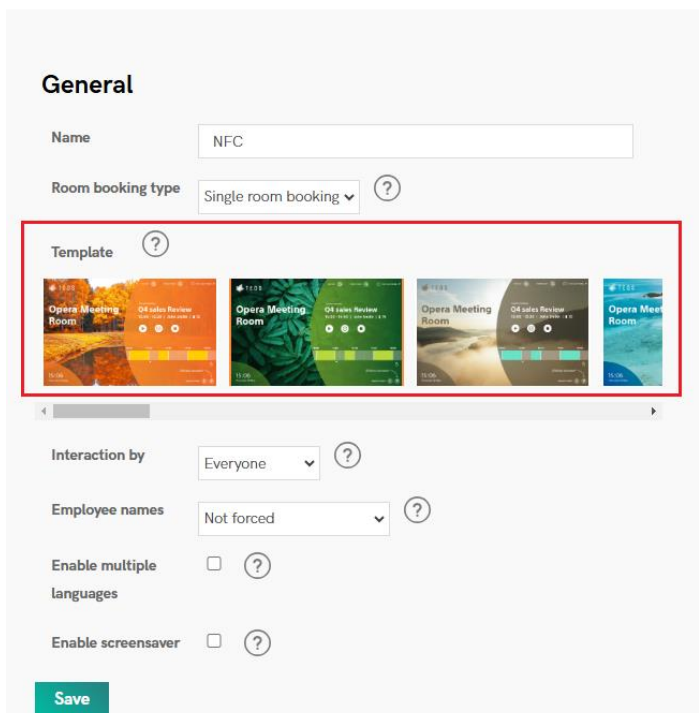
1. NFC for Room Booking can be enabled within the Room Booking solution found under: Workplace Solutions > Room Booking.



2. Create a new (or edit an existing) Room Booking solutions.



3. Choose a template for your Room Booking Solution (can be modified after pressing save).



4. Once the name and Template have been set, you can adjust the following settings for NFC usage:
Interaction by:
Set this to: 'Organizer only' authentication with an RFID reader is required

Employee Names:

Set this to: 'Organizer only' authentication with an RFID reader is required (ID identified in TEOS)

General

Name

Room booking type ?

Template ?

Interaction by ?

Employee names ?

Enable multiple languages ?

Enable screensaver ?

Save

Connecting the NFC/RFID ID to users in TEOS.

Once the Room Booking solution has been saved, you will need to add users with their NFC/RFID ID.

This can be done manually or by adding them through Azure AD:

Through Azure AD (See our manual on how to setup Azure AD for TEOS), add the setting 'NFC/RFID ID' with the option 'employeeid':

The screenshot shows a configuration page for Azure AD. It includes several dropdown menus: ADType (Azure AD), Default Language (English), Email (userPrincipalName), Name (displayName), Phone number (mobilePhone), NFC / RFID ID (employeeid), and Default Localization (officeLocation). The 'NFC / RFID ID' dropdown is highlighted with a red border.

Manually adding the NFC/RFID ID in TEOS:

Go to Administration > AV Devices > Edit the user you want to connect the NFC/RFID ID to.

On the bottom left side of the screen, you will find the NFC/RFID ID option:

The screenshot shows the 'General' section of a user management form. It includes fields for Name, Email, Phone number, Language, Default Localization, Tenant, Vendor, Role, User type, Password, and Confirm password. There are also checkboxes for 'Can create users in their group', 'Disable access to TEOS Manage platform', and 'Enable lockout'. The 'NFC / RFID ID' field is highlighted with a red border.

You have now Setup NFC for Room Booking.

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