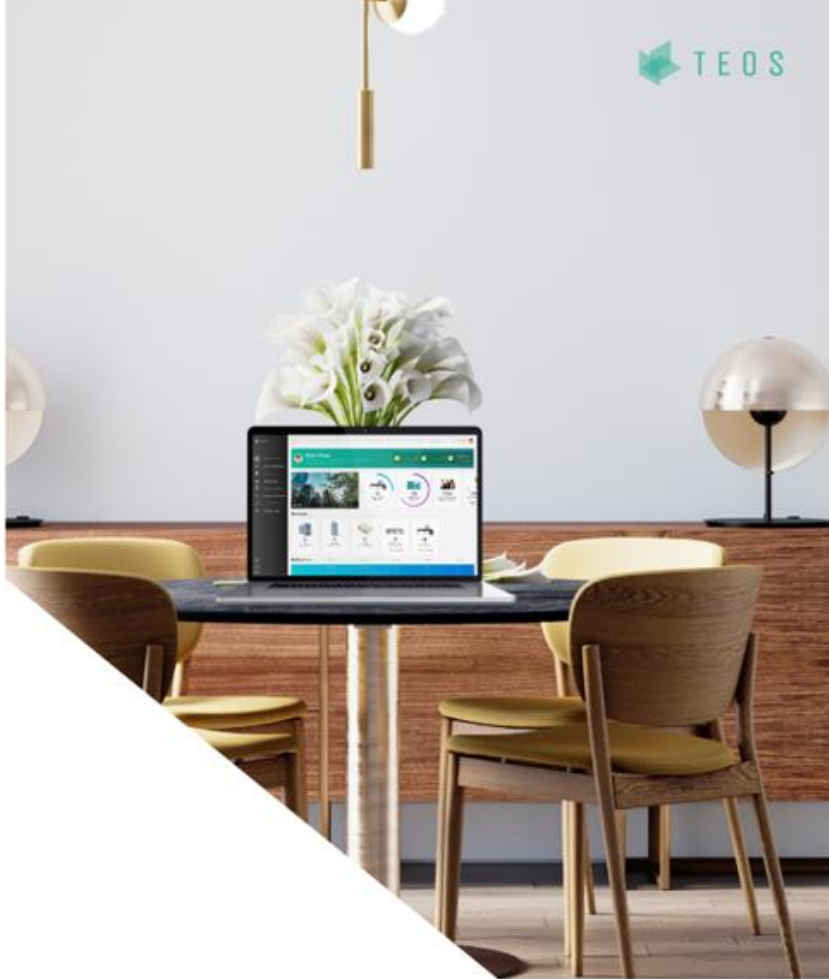


**SONY**

 **TEOS**



# Administration Guide

**Manage for TEOS 3.3 – Document revision 1.0**

**SONY**

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# Introduction

This administrator guide is dedicated to Manage for TEOS, Sony's solution offering a complete display device and room management solution for corporate environments that's powerful, flexible and easy to use.

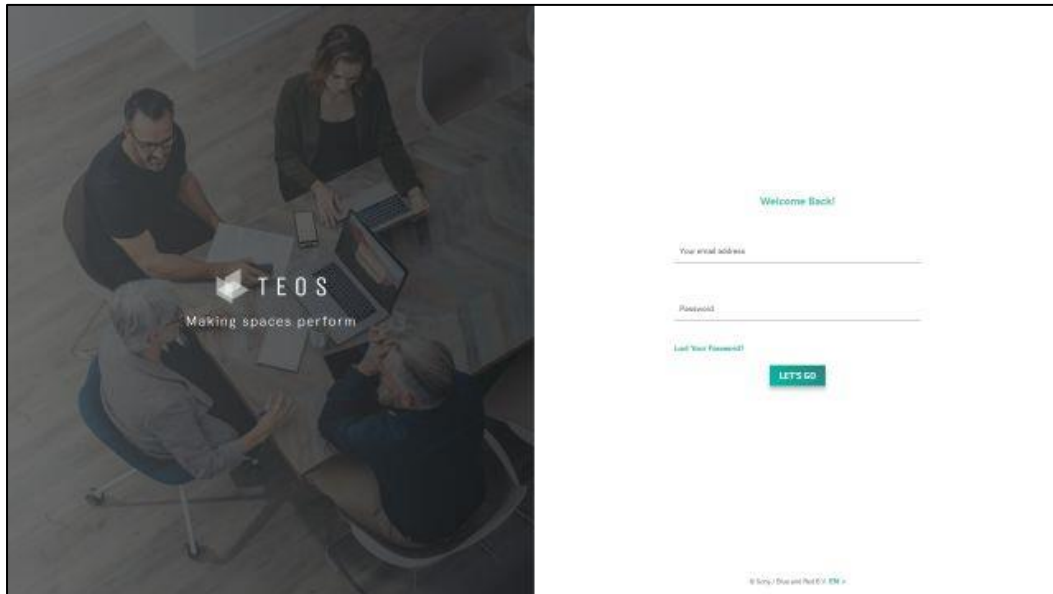
Manage for TEOS streamlines the control and maintenance of all your connected devices and content in boardrooms, meeting rooms, offices, reception areas, public spaces and other locations.

This easy-to-use solution simplifies monitoring of the operational status of all networked displays, projectors and other devices via a friendly dashboard-style interface. Group devices by location for easier management. Schedule content playout, and even create your own impressive digital signage in minutes. Integrate screens with your centralized bookings system to display meeting schedules in each room. Rapidly pinpoint issues with any device that isn't working.

Latest update enables organisations to move towards smart workplaces by allowing customers to control AV devices from their own smartphones, use tablets to book meeting rooms and create a virtual receptionist.

# Log-in for the first time

To login in Manage for TEOS, you can use your favourite browser and navigate to the Manage for TEOS URL. By default, this URL is <http://teos.manage>, which we will use in this manual. It can be configured during Manage for TEOS installation to your own URL name.



Your administrator has created a username and password for you, which you can use to login in Manage for TEOS.

Fill in your credentials and click “Log In”.  
Please note that the first time you open and login to Manage for TEOS, it can take some time.

Fill in your credentials and click “LET'S GO”.

*Please note that the first time you open and log in to TEOS Manage, it can take some time. After you logged in, you will see the Dashboard, the first tab of Global Overview in the side menu.*

## Lock out

As an administrator you have the option to “Enable lockout” functionality per user this can be found in the user profile under administration > user. When this is active a user will get 5 attempts to login before he gets locked out.

## Welcome Back!

- This user has been temporarily locked out. Please contact an administrator or try again later.

user@tdmsignage.com

.....

[Lost Your Password?](#)

LET'S GO

You can set this option by going to Administration -> User Management. Then when you create or edit a user you will see "Enable lockout" which you can activate or deactivate.

Administration / Users / Edit

### User

#### General

Name	<input type="text" value="user"/>
Email	<input type="text" value="user@tdmsignage.com"/>
Phone number	<input type="text"/>
Language	<input type="text" value="English"/>
Default Localization	<input type="text"/>
Tenant	<input type="text"/>
Role	<input type="text"/>
User type	<input type="text"/>
Password	<input type="password" value="....."/>
Confirm password	<input type="password"/>
Can create users in their group	<input checked="" type="checkbox"/>
Disable access to TEOS Manage platform	<input type="checkbox"/>
Enable lockout	<input checked="" type="checkbox"/>

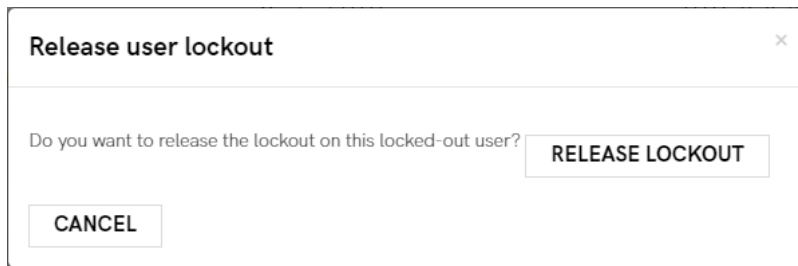
Once a user has been locked out as an Administrator you can release his account again by clicking on the red lock icon in front of the username that has been locked out.



user@tdmsignage.com

user

When you click on this the following screen appears:



**Release user lockout**

Do you want to release the lockout on this locked-out user?

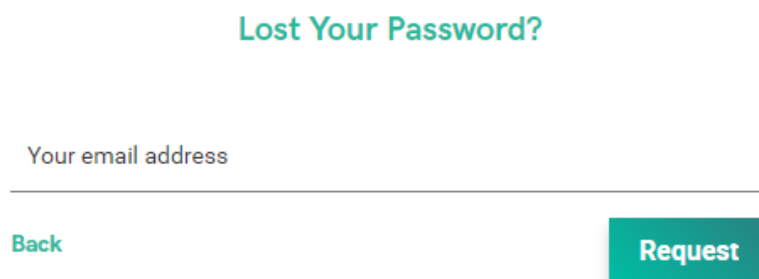
**RELEASE LOCKOUT**

**CANCEL**

When released the user can choose to use the “Forgot your password” option or ask the administrator to change the password.

## Forgot your password

If you forgot your password, you can use the “Lost your password?” option. When you click on this you will get the following screen:



**Lost Your Password?**

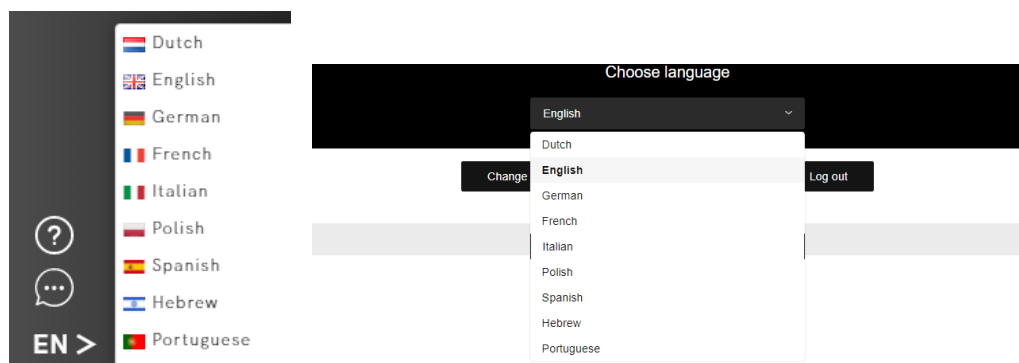
Your email address

**Back** **Request**

On this screen you can fill in your e-mail address and you will receive an e-mail to reset your password.

## Language Selection

You also have the option in the Log In screen to already select your language. The available languages are:



The image shows two parts of the language selection interface. On the left is a vertical sidebar with a list of languages: Dutch, English, German, French, Italian, Polish, Spanish, Hebrew, and Portuguese. Each language is preceded by its flag. Below the list are icons for help (?) and feedback (...), and a button labeled 'EN >'. On the right is a 'Choose language' dialog box. It has a dropdown menu currently showing 'English'. Below the dropdown is a 'Change' button. To the right of the dropdown is a 'Log out' button. The dropdown menu is open, showing the same list of languages as the sidebar.

When selecting a language, TEOS Administration interface or Employee app will automatically change

to the language. This option is not applied to the workplace solution. Depending on the solution a translation option can be proposed where the user can define based on the languages available the word or image into the solution.

## Single Sign On (SSO) on premise only

From TEOS 2.1.6 the option for Single Sign-on has been built in.

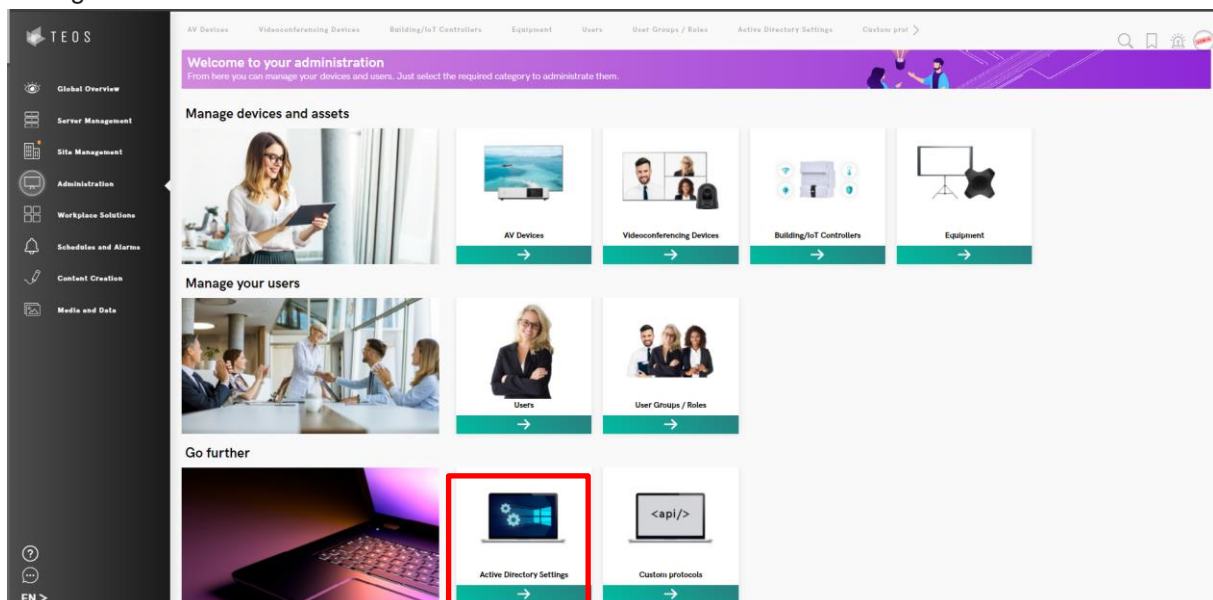
With SSO you can offer your users the ability to automatically log in, into Manage for TEOS Administration Server for configuration. This authentication method can be used also for Employee App for TEOS connection in a Windows Machine.

SSO and Active directory are only available on the on-premise version of TEOS and for cloud only Azure AD is possible

To set this up the Server needs:

- 2.1.6+ version installed
- To be member of the Windows Active Directory Domain
- Manage for TEOS is set up with Active Directory, make sure the required users are synchronized
- Manage for TEOS URL is set up within the intranet sites configuration of the domain
- Workstation to access Manage for TEOS member of the same domain as the Manage for TEOS Server
- TEOS SSO switcher software

The setting with Manage for TEOS is located within the AD configuration settings. Go to Administration menu -> User Management. In this menu please open the Active Directory settings.



Here enables the checkbox “enable single sign-on”. After this press Save.

Switch from normal login to SSO by running the software “TEOS SSO Switcher V1.0”, [HERE](#).



Please consult the Quick start Guide for Single Sign-on installation. This guide as well as the SSO switcher software can be found in our <https://teos.solutions/resources> website. Please consult it for the related version used.

## Single Sign On (SSO) using OpenID Connect

From TEOS 3.3 the option for Single Sign-on has been built in.

With SSO using Open ID Connect you can offer your users the ability to automatically log in, into Manage for TEOS Administration Server for configuration or the mobile/employee app via our SaaS solution or on premise.

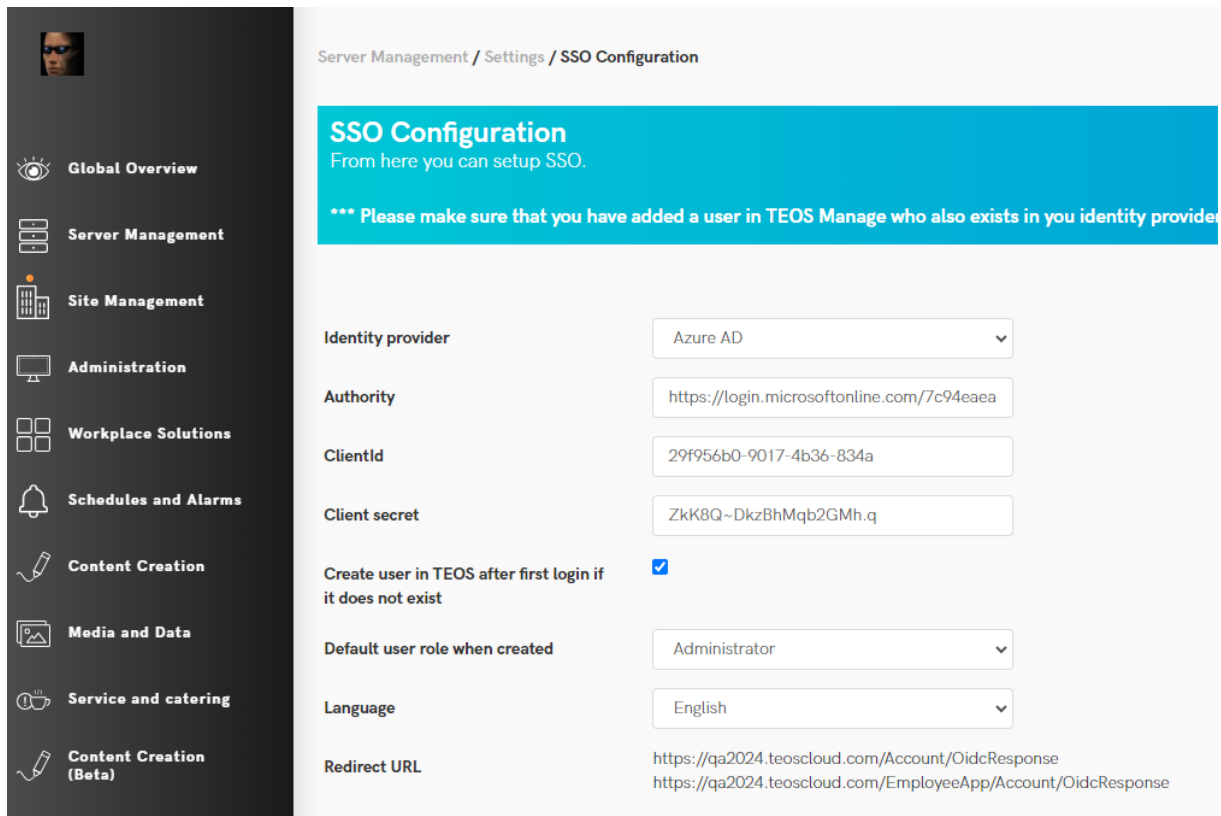
SSO and Active directory are only available on the on-premise version of TEOS and for cloud only Azure AD is possible

To set this up the Server needs:

- 3.3 version installed
- To Create an application in Azure and get the Client ID, Tenant ID and Secret Key and define the Redirect URLs
- Get the Identity URL for TEOS registration
- All the details are accessible on the dedicated documentation How to connect SSO
- A feature has been created to automatically add new user when connecting via SSO with a default user group and language to allow the connection to the employee app for example

The setting with Manage for TEOS is located within the SSO configuration settings. Go to Server management menu -> Settings -> SSO.



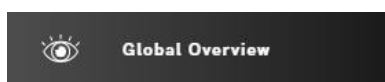


## Help option

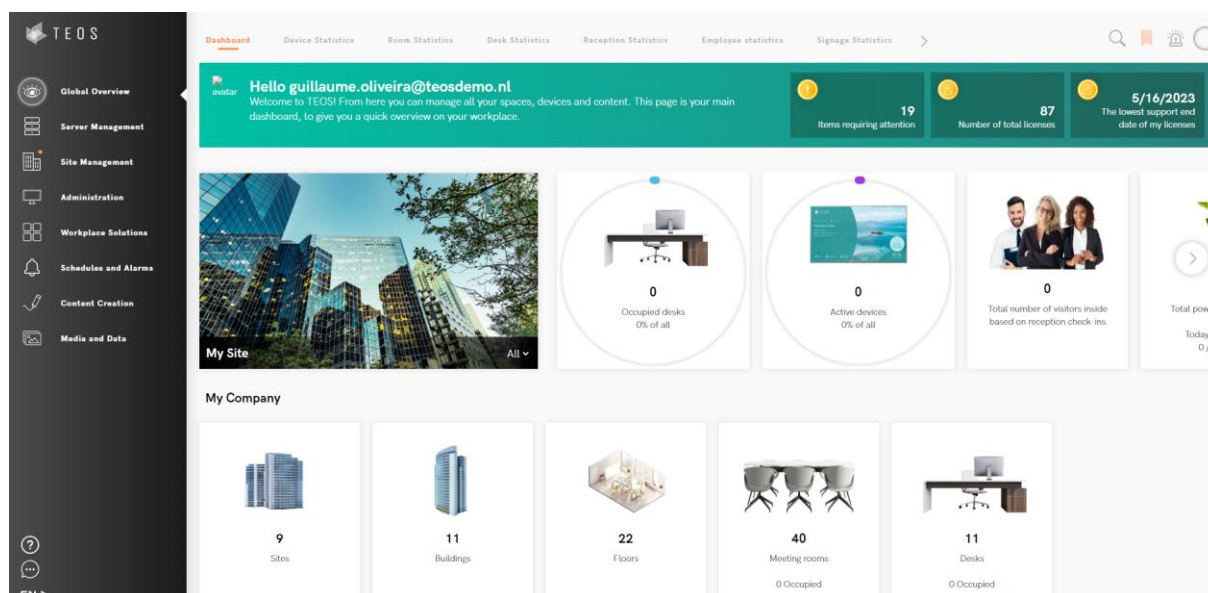
If you click the help “?” you can view the user guide and if you are an administrator, you can also view the administrator guide.



## Global Overview



After you log-in, you will see the following screen, which is called “Global Overview”:

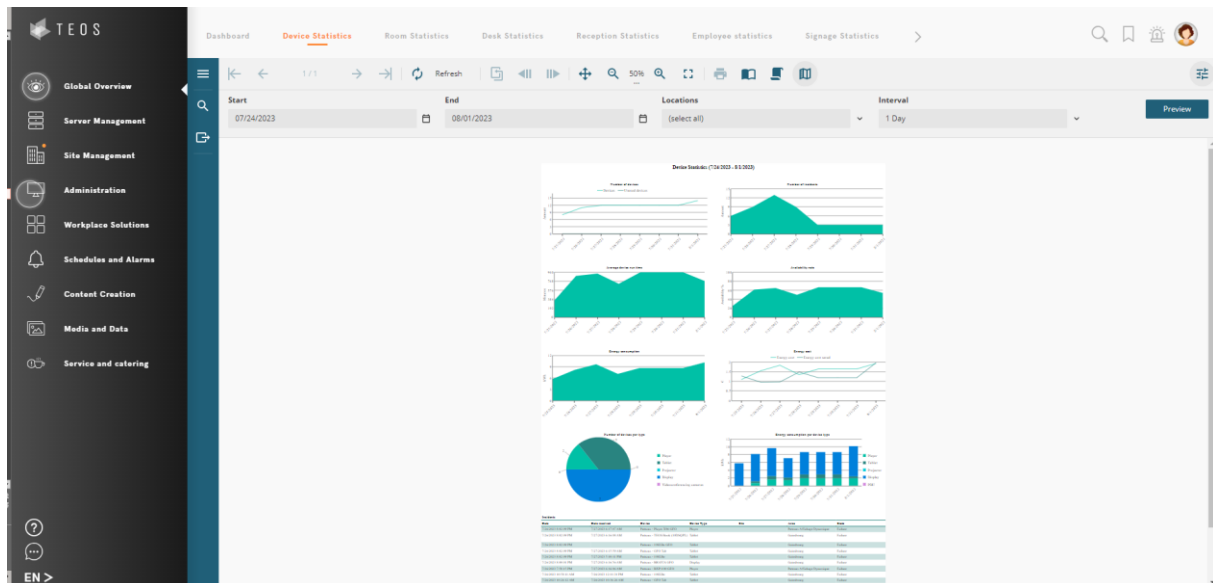


In the Global overview you can see the original Global overview which will display the devices in a device localization. Also, if there are any issues for these devices these issues will be shown.

Using the tabs in Global overview a user can go to:

- Dashboard (overview of all the platform statistics in a synthetic view)
  - About Device usages, with the total number of device and total energy cost. A Graph shows per day the usage of device (updated daily).
  - Meeting room usages, with the number of meetings, the average meeting duration and a graph with the number of meeting hosted in a day (updated daily).
  - Number of visitors, with the number of visitors per day and the average visit duration with a graph showing the number of users per hours (updated daily).
  - Signage usage, with the number of hours of content played in a day, the incident rate and in the graph the signage scheduled vs signage played in a day (updated daily).
  - Device issues showed if a device got disconnected on having a behaviour not expected. If an alert is sent by mail the table will show the information
- Device statistics with more detailed statistics dedicated on device (AV) usage and incidents
- Room statistics with detailed statistics on meeting rooms usage, incidents, and consumption
- Reception statistics with statistics on reception solution, with reception activity, number of visitors
- Employee statistics, about the check-in of employees with the reception solution
- Signage statistics with hours of content played average runtime per day etc.
- Meeting Statistics with the number of presentations in HDMI or Connect for TEOS, durations etc.
- Tenant Statistics, with the number of hours per month, per year of spaces usage per tenant or admin

## Device Statistics



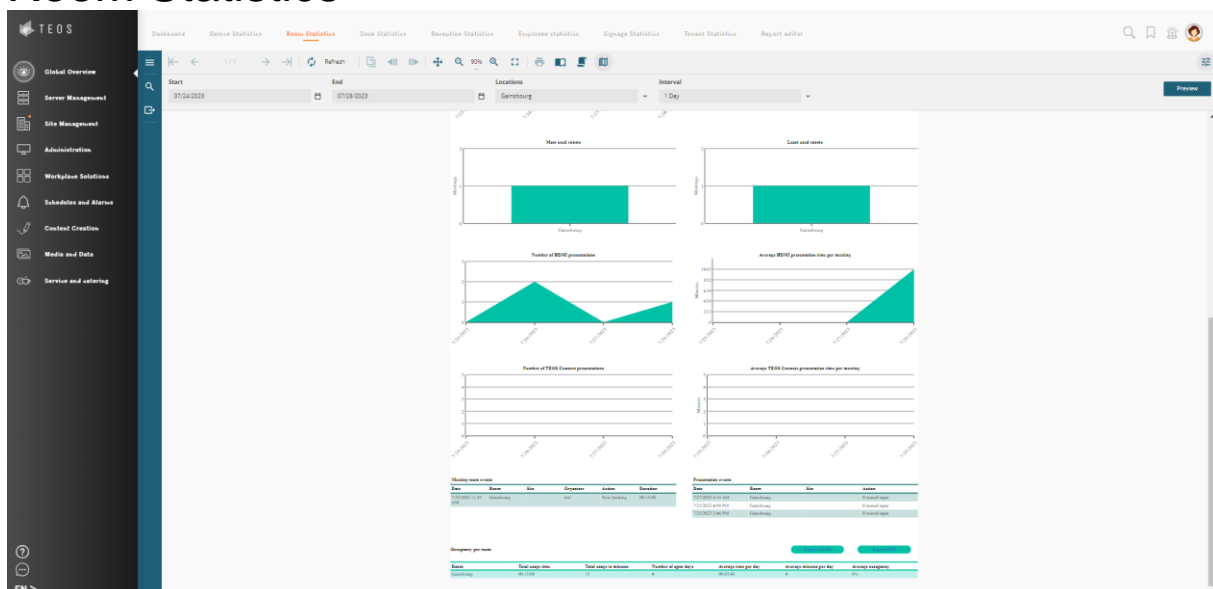
Device statistics page is focused on the device states, the power consumption and the events on their usages. Within this page you can find several datasets on devices and can filter based on dates (start-end) locations (from company, site to device and interval (from 30 minutes to 1 week). All the dataset can be filtered based on a period of time, a location (from Site to meeting room) and interval from 30 minutes to 1 week

Dataset available:

- Number of devices
- Number of incidents (disconnected)
- Average device run time
- Availability rate
- Energy consumption
- Energy cost
- Number of devices per type
- Energy consumption per device type
- Incident reports

**A report editor is available to be able to mix this dataset with other datasets in the TEOS platform and from other platforms**

## Room Statistics



Room statistics page is focused on the room usage with a dedicated table showing the number of

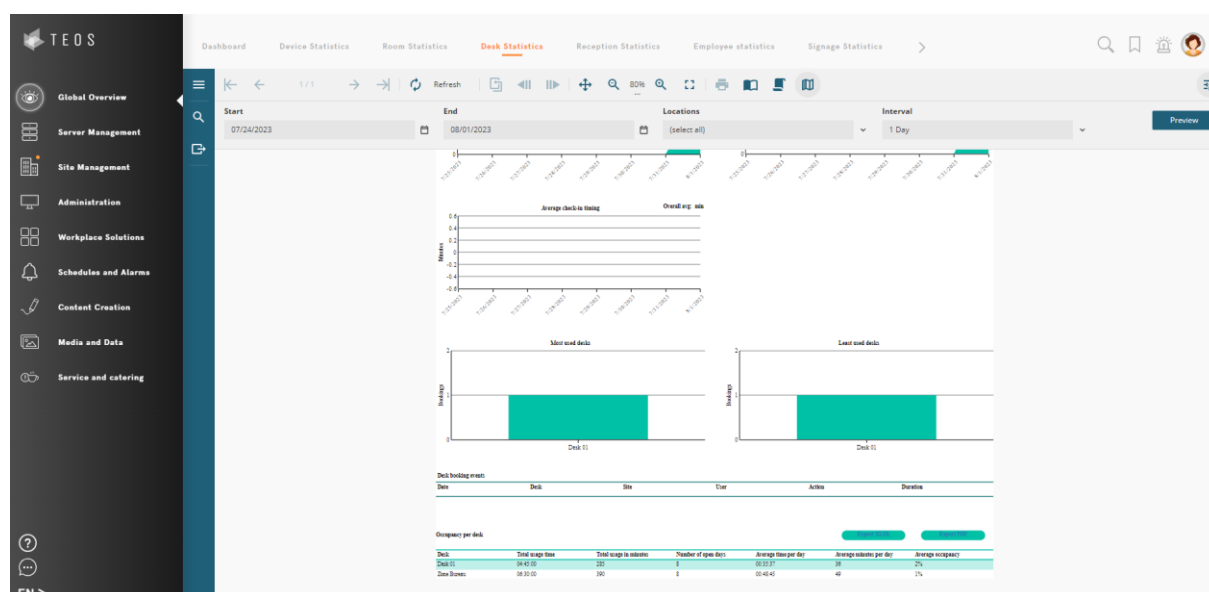
minutes used and occupancy percentage of meeting rooms (can be up to one specific meeting rooms) to give a better understanding on how the meeting rooms are used based on calendar bookings and presence validation. All the dataset can be filtered based on a period of time, a location (from Site to meeting room) and interval from 30 minutes to 1 week

Dataset available:

- Number of meeting rooms
- Number of meetings
- Average meeting duration
- Booking rate
- Average check-in time
- Most used rooms
- Least used rooms
- Number of HDMI presentation
- Average HDMI presentation
- Number of TEOS Connect presentation and time
- Meeting room events
- Presentation events
- Occupancy per room with average time and occupancy %

**A report editor is available to be able to mix this dataset with other datasets in the TEOS platform and from other platforms**

## Desk Statistics



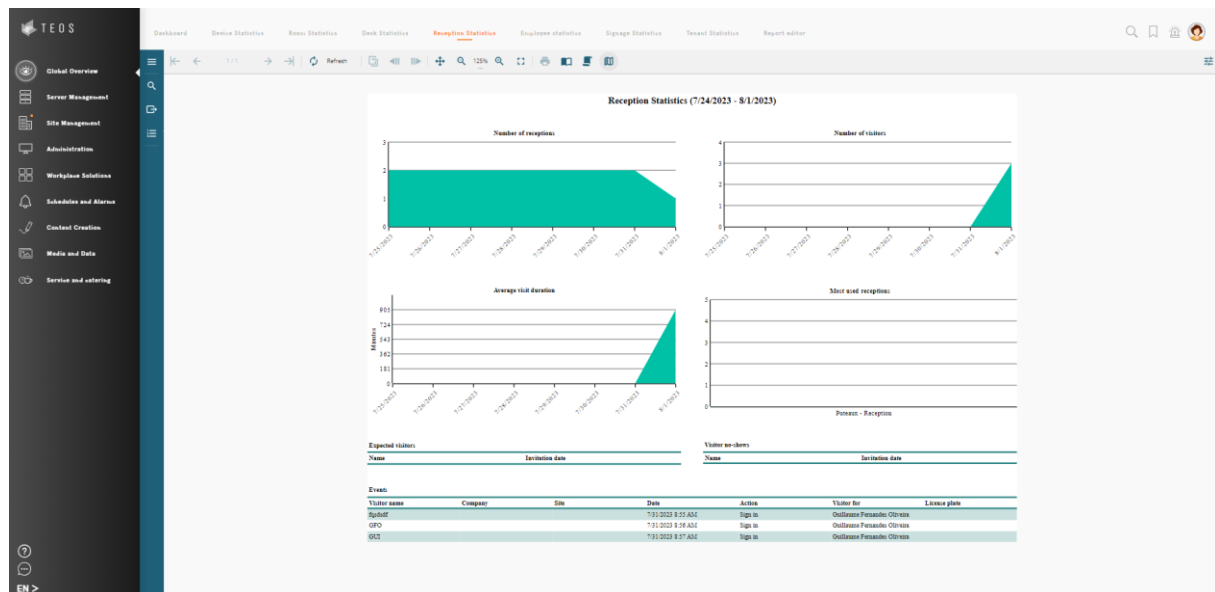
Desk statistics page is focused on the desk usage (not for desk zones) which is including the desk occupancy percentage and the amount in minutes of usage of each desk. This data can help giving options to facility managers with spaces. All the dataset can be filtered based on a period of time, a location (from Site to meeting room) and interval from 30 minutes to 1 week

Dataset available:

- Number of desks
- Number of bookings
- Average booking duration
- Booking rate
- Average check-in time
- Most used rooms
- Least used rooms
- Occupancy per room with average time and occupancy %

**A report editor is available to be able to mix this dataset with other datasets in the TEOS platform and from other platforms**

# Reception Statistics



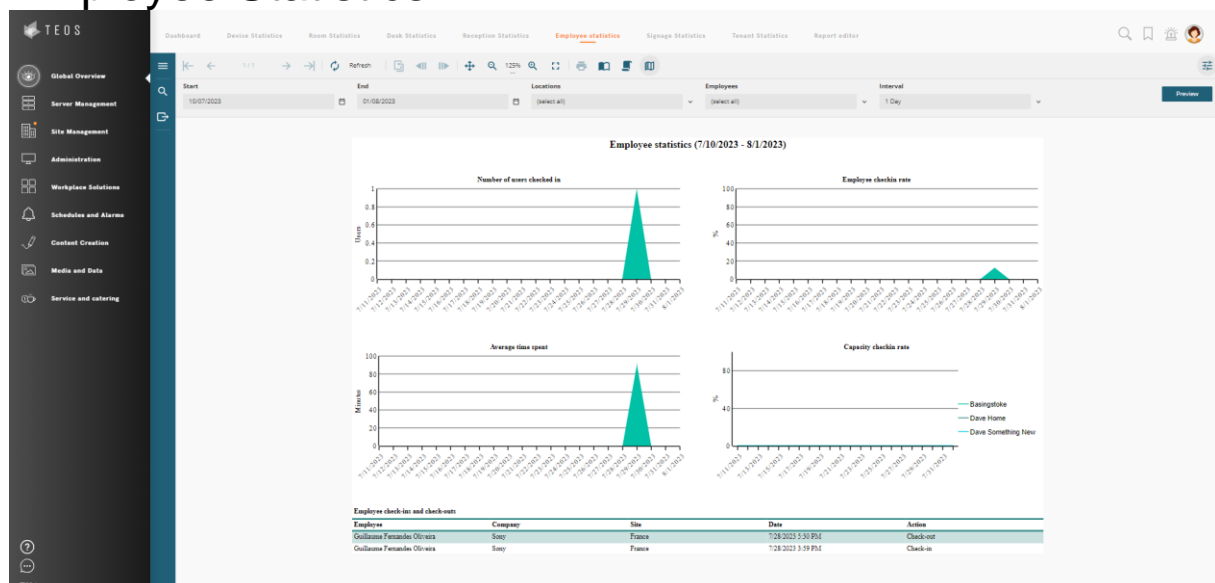
Reception statistics page is giving an overview of the number of visitors per day giving event information as well about visitors who sign in and out, this information is updated hourly. You can get an export data with the sign in date and sign out date including the visitor name and receive also it automatically by mail. All the datasets can be filtered based on a period of time, a location (from Site to meeting room) and interval from 30 minutes to 1 week

Dataset available:

- Number of receptions
- Number of visitors
- Average visit duration
- Most used reception
- Expected visitors (with secured method)
- Visitors no-shows (with secured method)
- Events (live after refresh)

**A report editor is available to be able to mix this dataset with other datasets in the TEOS platform and from other platforms**

# Employee Statistics



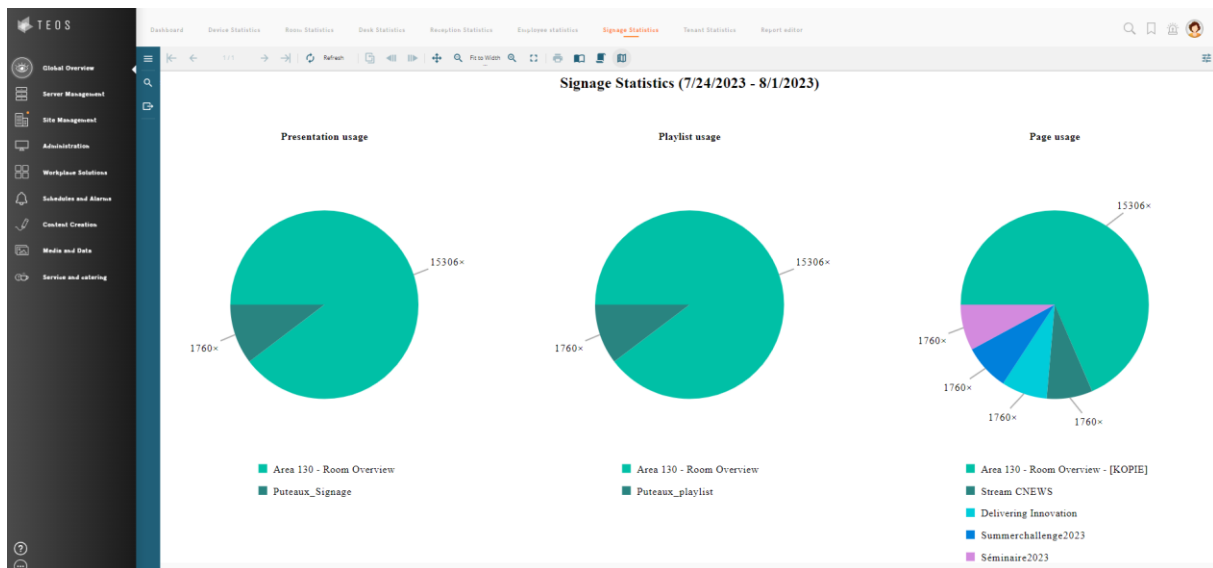
Employee statistics will highlight the employee usage of spaces, with filtering based on date period, locations, employees, and interval of time in the period. All the dataset can be filtered based on a period of time, a location (from Site to meeting room) and interval from 30 minutes to 1 week

Dataset available:

- Number of users checked-in
- Employee check rate
- Average time spent
- Capacity check-in rate
- Employee check-ins and outs events

**A report editor is available to be able to mix this dataset with other datasets in the TEOS platform and from other platforms**

## Signage Statistics



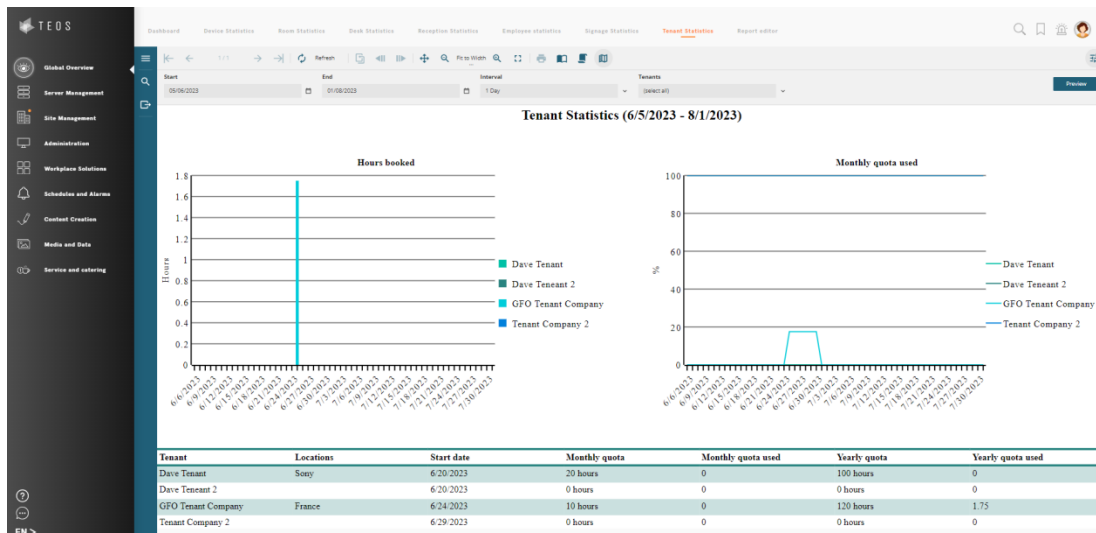
Signage statistics are orientated on the Signage presentation usage, the playlist usages with the number of time of playlist used and the page usage with a content played. All the dataset can be filtered based on a period of time, a location (from Site to meeting room) and interval from 30 minutes to 1 week.

Dataset available:

- Presentation usage
- Playlist usage
- Page usage

**A report editor is available to be able to mix this dataset with other datasets in the TEOS platform and from other platforms**

## Tenant Statistics



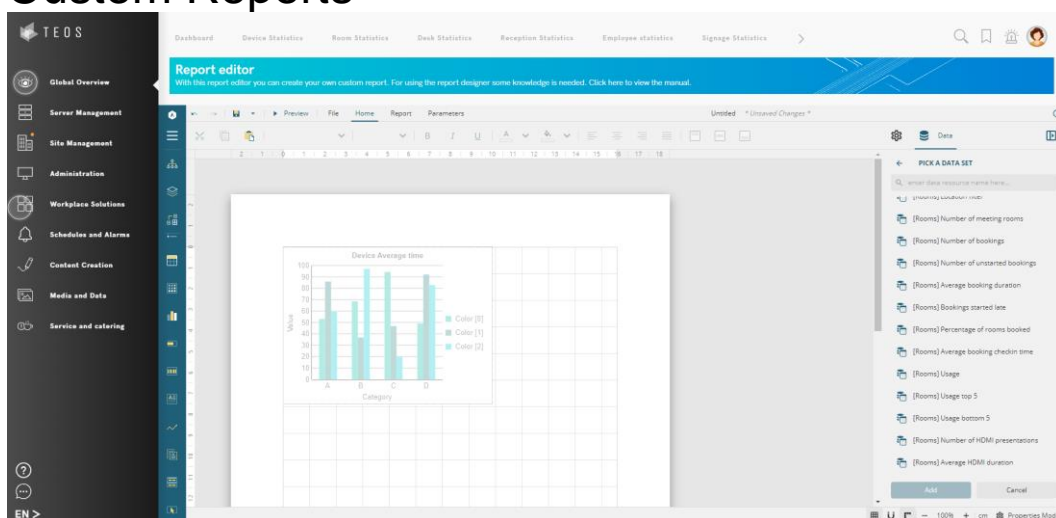
Tenants statistics are dedicated for the specific tenant management usage where an administration can get an overview and extract the meeting room usage time as well as if the tenant reach the limit of his available hours for the room use (only information). A Tenant will see his own statistics and not the other tenants stats. All the dataset can be filtered based on a period of time, a location (from Site to meeting room) and interval from 30 minutes to 1 week

Dataset available:

- Hours booked
- Monthly quota used
- Tenant
- Locations used
- Start date
- Monthly quota
- Yearly quota

A report editor is available to be able to mix this dataset with other datasets in the TEOS platform and from other platforms

## Custom Reports



From version 3.2 of TEOS, custom reports can be done where all the datasets available in TEOS from devices, to rooms, to desks to employees or signage or even external datas can be used to create custom reports and receive them by mail with the alert management function. All the dataset present in TEOS to be used in this web designer from AR

For an online help on how to use the tool, please go to the following website:

<https://www.grapecity.com/activerportsnet/docs/latest/online-webdesigner/overview.html>

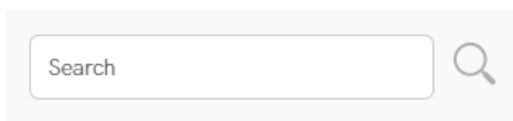
# Top menu

In the header section of Manage for TEOS, you will have the following options:

- Search
- Bookmarks
- Alarms (quick menu)
- User (Edit profile and Sign out)



## Search




The Search bar gives you the option to search in Devices, Sites Configuration and Menu items.

For example, you are looking for a Site Configuration called “TEOS” type “teos” in the search bar and click on the “Sites Configuration” tab.

Devices	Sites Configuration	Menu items
TEOS Reception Tablet		
TEOS Player Lars		
TEOS Book		
TEOS Tablet Lars		
TEOS Player LD		

## Bookmarks

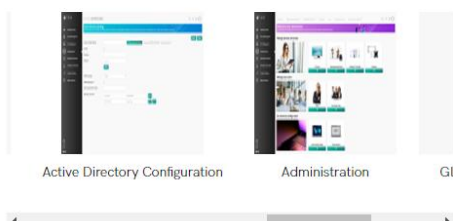
By clicking the Bookmarks icon you open the Bookmarks side pane

Bookmarks 



Bookmark a page to quickly access it from your dashboard

### Recent pages

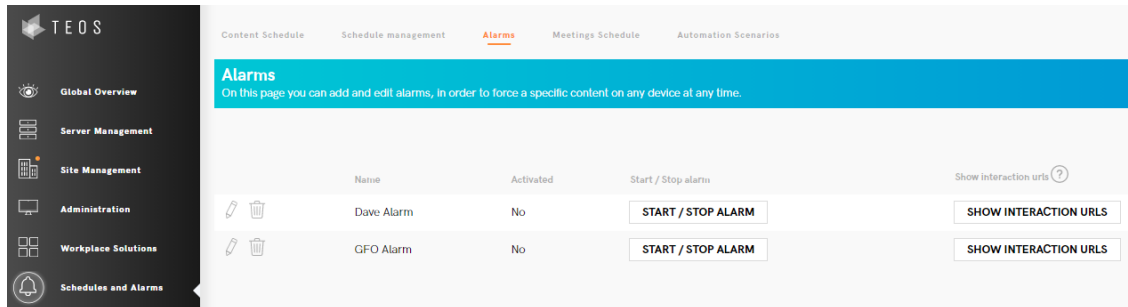




# Alarms

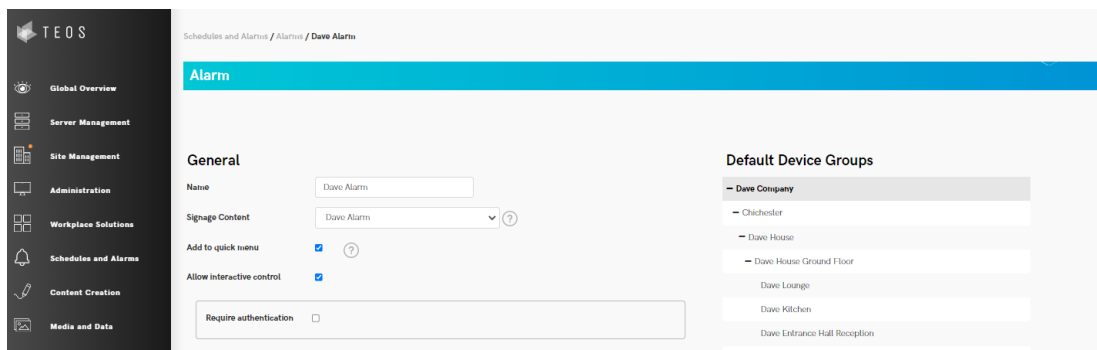
When you click on “Alarms”, you will be redirected to the Alarm configuration. In that section, you can:

- Create alarms by clicking the “Add alarm” button
- See an overview of the existing alarms

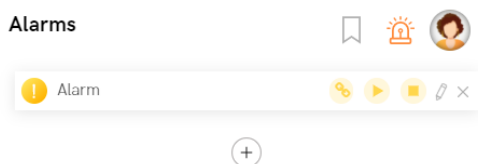


After clicking “Add alarm”, you can:

- Fill in a logical name for the alarm
- Select the alarm type: “Media” or “Signage content”
- Select the groups where the alarm needs to be active in case you trigger it.
- When you select the tick box “Add to quick menu”, the alarm can be triggered from the quick menu in the header
- When you have selected a group and chose to activate the “Allow interactive control” checkbox a “Show interactive URL’s button will be activated which will show you the start and stop URL’s for the device. For security aspects you can add a authentication in the interactive URL



The Alarm quick menu has been developed to activate alarms very quickly. The menu contains all the alarms where the tick box “Add to quick menu” has been selected. To open the quick menu, you need to hover your mouse above the alarm button, and it will pop-up.



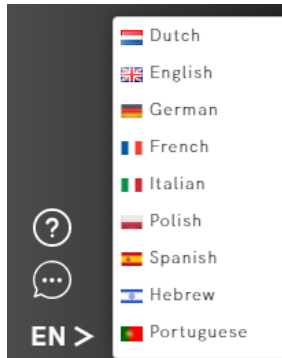
If you want to trigger one of the configured alarms, you then need to press the run button. The alarm will be triggered on the group that is configured in the alarm itself. When you deselect the group and click the stop button, the alarm will stop, and the devices will return to their normal state.

Please consult the Quick start Guide for the Alarm (Alarms for TEOS - Installation & User manual – reXX.pdf) configuration for a step-by-step process.

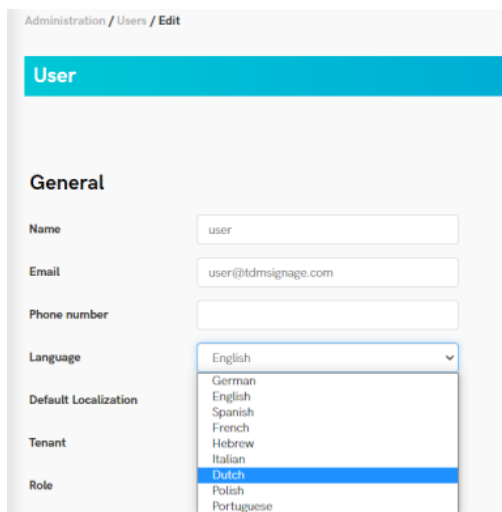
This guide can be found in our <https://teos.solutions> website. Please consult it for the related version used.

## Language selection

To select your preferred language, click on the country flag you preferred. The default language is set to English when you first connect to Manage for TEOS. Other languages available are Dutch, German, French, Italian, Polish, Spanish, Hebrew and Portuguese (9). Your preferred language will be saved in your user profile.

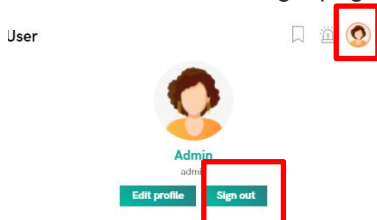


You can affect in the User management a different language used by default for your user (it can be also affected in the Active Directory configuration for a group of users)



## Log off

In order to log-off, you can click the “Log off” button in the header. Manage for TEOS will log you out and will return to the login page.



An Auto-logout timer can be setup in server Management > Settings under Manage for TEOS Settings with the option User inactivity time out (in minutes) for all the users.


User inactivity time out 30 Minutes

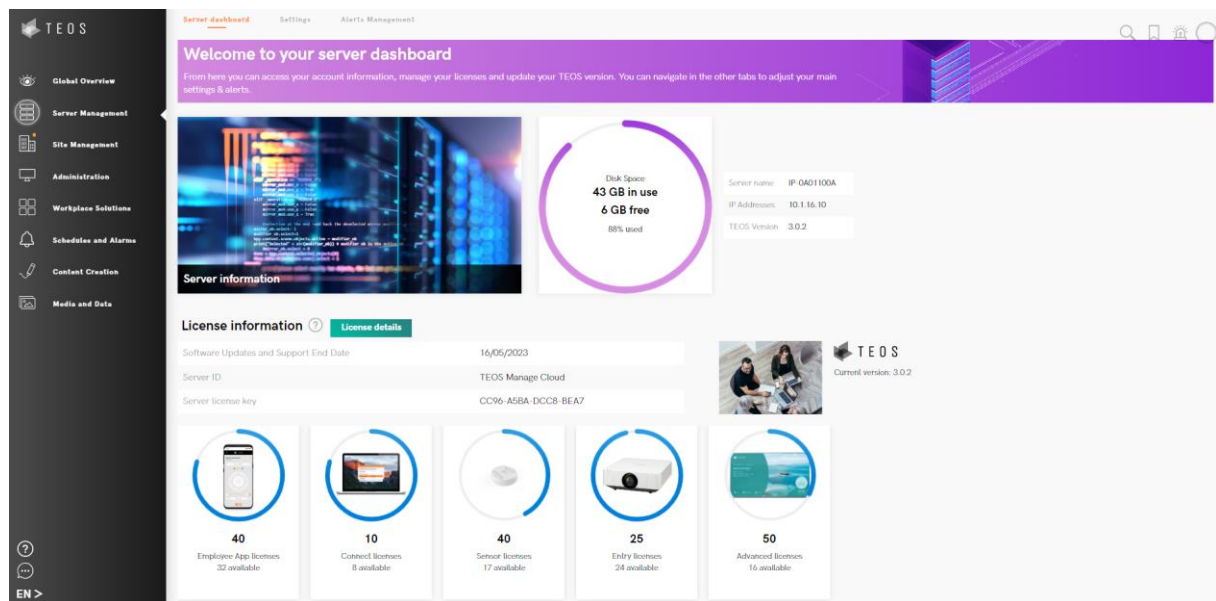
# Server Management



## Configuration of Manage for TEOS server

Once you are log-in, it is time to configure Manage for TEOS server. You can go to the “Server

Management” by clicking  that is located on the menu on the left. After clicking that icon, the following screen will open:



On that screen, you will have the following options:

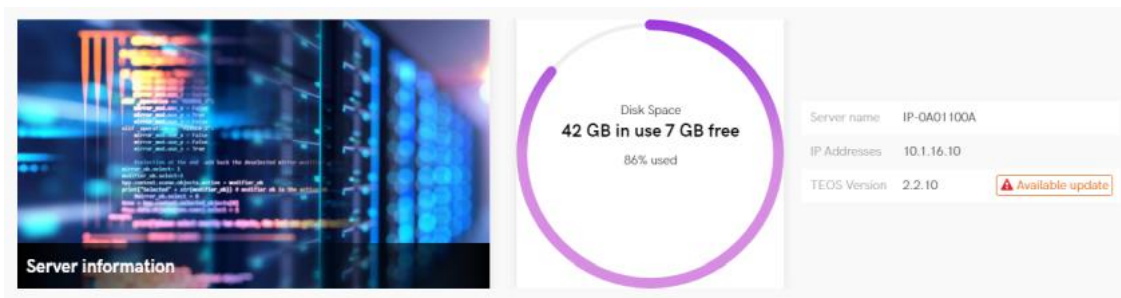
- Server Dashboard (information about server and licences)
- Settings (general settings with server predefined configuration, email configuration, SMS etc.)
- Alerts Management (configure the alerts on devices, server and define the recipient email)
- Wizard (step-by-step menu to configure your Manage for TEOS infrastructure)

## Server Dashboard

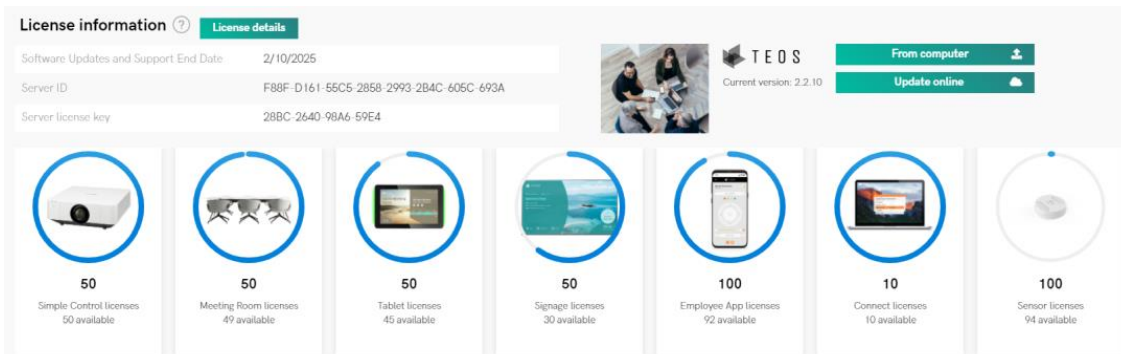
### Server information

On the Server Dashboard screen, you can view Server Information and License information.

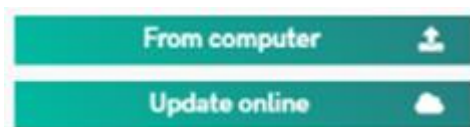
For the server information, you can find the server name (name of the windows machine, the IP addresses, disk space and Manage for TEOS version. To upgrade Manage for TEOS you must run an update.exe file. For that please consult our update guide documentation and download the update file in our website.



## License Information



The License Information is visible on the Server Dashboard screen. This interface shows you the current licenses being used and how many are still available to be used. You will also see **a message whenever a license support is about to expire.**



There are two ways to update the license file if there is a more recent license file available than the current one. As admin you can use the button to try to update the license online or after you have downloaded the license file "Manage for TEOS.lic", you can import that license to Manage for TEOS by clicking the "browse" button and selecting the appropriate file. Do not forget to click Upload. Now the amount of licenses available being displayed and which licenses you have will be updated.

**Important, Server ID is attached to Server Name and hardware ID of it, if any of them is changed, the server ID will change, and you will have to request us to reset the attachment of the license key with the server ID.**

Please consult the Quick start Guide for the licenses upload (Manage for TEOS - How to add or update licenses – reXX.pdf) configuration for a step-by-step process. This guide can be found in our <https://teos.solutions/resources> website. Please consult it for the related version used.

By pressing the license details button you can get an overview of all the current licenses.

License details				
On this page you can see all the licenses available in your TEOS software. To generate more licenses, please go to teosmanage.com				
License type ▾	Activation code ▾	Activation date ▾	Status ▾	End of support date ▾
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025
TEM-CO10	0E94-5079-0879-3B4C	2/24/2020	●	2/10/2025

## Settings

TEOS

- Global Overview
- Server Management
- Site Management
- Administration
- Workplace Solutions
- Schedules and Alarms
- Content Creation
- Media and Data

EN >

Settings

On this page you can manage your main TEOS settings that will be reflected on devices, applications and users.

Client settings

Edit IP Control password

Projector lamp alerts

Default TEOS App settings

Rotation (°)

Always in front

Presentation

TEOS server settings

Currency symbol

Temperature unit

Energy costs (per watt/h)

User inactivity time out

Login Policy

Exchange URL

Application logo

Employee App settings

Search Settings

Require QR scan to check in

Content creation settings

Use basic signage mode

Guests sign-in solution settings

SMS Provider

SMS content to employees

Room booking solution settings

Room booking forms and conditions

Tenant settings

Send report when quickly succeeded

Overage report template

Send report results to

Azure AD App & Power BI Settings

E-mail configuration

smtp.office365.com

Teams Configuration

teams.communication.azure.com

## Client Settings

With the option “Client Settings”, you can manage several settings related to devices:

- o Edit IP Control Password: This is the IP security Pre-Shared-Key defined on your Professional BRAVIA, if any is available. The pre-shared key is not recommended for a usage with TEOS on a closed network
- o Content Refresh time: Define the timing of refresh of the content shown in TEOS (120s by default)
- o Projector Lamp alerts: This is to define when you want to receive an alert to your e-mail address, based on your projectors lamp life

Within the Settings page you can always hover over a “?” to get a short explanation on a setting.

## Default TEOS App settings

This to select standard Manage for TEOS application settings on your devices (rotation, always in front and presentation). Click on the ⚙ icon to change the settings.

## Manage for TEOS settings

These settings are mostly related to currency icons, values and login policy.

In here you can:

- Set the currency symbol and the energy costs (per kWh).
- Set the temperature unit to be used. This will impact the way sensor information is displayed, as well the way it is used within automation scenarios.
- Configure the time after which users should be logged off automatically if they are inactive in TEOS.
- As a last setting you can configure a login policy.

This login policy will be displayed when users are logging into Manage for TEOS. After enabling the Login policy, you can configure a policy for each language. You can set a Default Language to be used, this will configure which policy to display in case there's no policy for a specific language.

The screenshot displays the 'Manage for TEOS' settings interface. It is divided into two main sections: 'General' and 'Login Policy'.

**General Section:**

- Currency symbol:** A text input field containing '€'.
- TemperatureUnit:** A text input field containing '°C'.
- Exchange URL:** A text input field containing 'https://exchangevoordl.tdm.local/ews/exche'.
- Energy costs (per kWh):** A text input field containing '0.19'.
- Login Policy:** A checkbox that is checked.
- Configured languages:** A table with columns for language, status, and a 'SET' button.

Language	Status	SET
Dutch	Yes	SET
English	No	SET
German	No	SET
French	No	SET
Italian	No	SET
Polish	No	SET
Spanish	No	SET
Hebrew	No	SET
Portuguese	No	SET
- Default Language:** A dropdown menu currently set to 'English'.

**Login Policy Section:**

- Language:** A dropdown menu set to 'Dutch'.
- Title:** A text input field.
- Body:** A large text area for the policy content.
- Attachment:** A section with 'Browse...' and 'Remove' buttons.

For each language you can set a title, add your policy in text, as well as upload a download to go with the policy. In most cases this will be a downloadable PDF of your policy.

New functions from 3.1 which has introduce the possibility to :

- Change the application Logo of TEOS on the Administration panel and on the employee app
- Define options on the search part of employee app/mobile app to define what users can book
- Force the check-in via QR code only

## Content Creation Settings

If this setting is enabled the Content creation and signage configuration interface will change from a process of 5 steps to (masterpage is optional) to 3 steps (with optional masterpage). The difference in both will be the number of steps which makes in complete mode a longer process to create content but with more options in between for user right managements. The complete mode is used when you can have different teams working on content creation and signage definition.

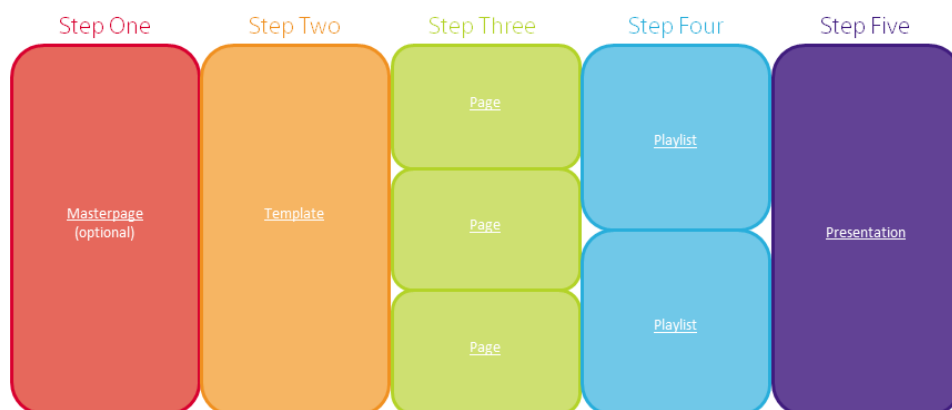
### Content creation settings

Use basic signage mode

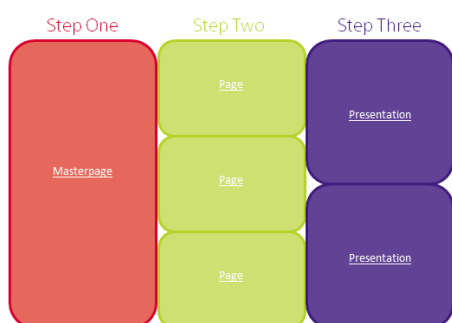
No



Complete mode:



Basic mode:



## Reception for TEOS settings

These settings are added to easily configure your SMS provider for Reception for TEOS and also the message that employees will receive when a visitor has arrived.

The screenshot shows the 'TEOS Reception settings' form with a question mark icon. It contains two fields:

- SMS Provider:** A dropdown menu with 'Spryng' selected.
- SMS content to employee:** A text input field.

For now, only Spryng is supported as SMS provider. You can create an account and purchase credits [HERE](#).

## Book for TEOS settings

To set for example a message for general terms and conditions when booking a room. This message will pop up before a user confirms the room booking, this message can be shown in the Room booking tablet but also in the Employee App when booking. In here you can choose to inherit the policy from the login policy, in that case the default language policy will be used for room book as well

## External server domain name

Here you can enter the URL of Manage for TEOS from which users can access Manage for TEOS outside your local network. This option can be useful if you use the Employee app to define another URL for this purpose and not use the internal URL used for administration.

## Office 365 & Power BI Settings

If you are using Office365 within Azure and you have an additional level of authentication where TEOS need to be authorized into Azure, you can affect the Client ID, the client secret and the Tenant ID to allow TEOS in your Azure and to authenticate within Office365. For Power BI, Client ID and client secret can be used to get the reports.

Please consult the TEOS Datasource document for Office365 for the step by step process.

## Tenant Settings

This menu is used to configure quota alerts for Tenants. You can configure who (administrator) should receive the report when a tenant reaches the allowed limit, what the subject should be, and you upload the html template for the email. A template is available as well as the tenant management document in our website.

## E-mail configuration

In Manage for TEOS it is possible to add the General mail settings (used as an SMTP email service to send the alerts on devices disconnected for example or for tenant management) and Reception mail settings to give the possibility to TEOS to send emails to the employees or to the visitors. From version 3.3 of TEOS SMTP is now supported in OAuth 2.0 method and the SMTP relay is now in back-end. A dedicated documentation explains how to setup email server for TEOS to be able to send Alerts, notifications from the different modules.

Server Management / Settings / E-mail configuration

### E-mail configuration

On this page you can set-up your e-mail account to use in TEOS, to send and receive e-mails.

General e-mail settings	Reception e-mail settings
<b>ClientId</b> <input type="text" value="2f5bc233-8338-4632-"/>	<b>ClientId</b> <input type="text" value="cae0fac4-af53-4bcc-94b"/>
<b>Client secret</b> <input type="text" value="4.F8Q~oqWCgUz5B8iW"/>	<b>Client secret</b> <input type="text" value="rHN8Q~jmY40Tc1EWoE"/>
<b>Tenant ID</b> <input type="text" value="95298f26-6789-45ea-917e"/>	<b>Tenant ID</b> <input type="text" value="7c94eaea-3198-4273-a"/>
<b>Username</b> <input type="text" value="hendrik@teos.support"/>	<b>Username</b> <input type="text" value="guillaume.oliveira@teosdemo.nl"/>

## Teams Configuration (communication service)

Communication Service endpoint URL and Access Key to allow the Teams communication integrated into TEOS Meet. More details on this configuration is available in another dedicated documentation



## Teams Configuration

teos.communication.azure.com

\*\*\*\*\*

## SSO Configuration (Single Sign On service)

Single Sign On is a method to avoid authentication of the user on TEOS Tool but use the login from how machine and authentication process from the company. A dedicated documentation to set it up under TEOS is available under <https://teos.solutions/en/resources>

- Global Overview
- Server Management
- Site Management
- Administration
- Workplace Solutions
- Schedules and Alarms
- Content Creation
- Media and Data
- Service and catering
- Content Creation (Beta)

Server Management / Settings / SSO Configuration

### SSO Configuration

From here you can setup SSO.

\*\*\* Please make sure that you have added a user in TEOS Manage who also exists in you identity provider

Identity provider

Azure AD

Authority

https://login.microsoftonline.com/7c94eaea

ClientId

29f956b0-9017-4b36-834a

Client secret

ZkK8Q~DkzBhMqb2GMh.q

Create user in TEOS after first login if it does not exist

☒

Default user role when created

Administrator

Language

English

Redirect URL

https://qa2024.teoscloud.com/Account/OidcResponse  
https://qa2024.teoscloud.com/EmployeeApp/Account/OidcResponse

## Alerts Management

Server dashboard
Settings
Alerts Management

### Alerts Management

On this page you can set-up alerts related to your server, to be warned of any issues.

Alerts

Add alert Sender settings

Name	Type	Receiver	Actions
CPU - (CPU > 99%)	Server	user@tdmsignage.com	

In Alerts Management you can select 3 options in the Add alert dropdown you see in the top right.

Add alert

The options are:

- Server
- Device
- Device logs

## Server

With the option “Server Alerts”, you can easily create server alerts so that Manage for TEOS can send e-mail notifications. The supported thresholds are:

- o CPU
- o RAM
- o Disk space

You can add alerts by clicking on the Add server alert button. After that, you will see this screen:

Insert a name for your new alert, choose the resource (CPU, RAM, Disk space) and type in the limit as threshold. Please note that the limit is in percentage in use. If you want to deactivate an alert, pinch the inactive tick box.



After clicking “Save”, your alert is ready to use and will start sending e-mails when a threshold is reached. After that the Inactive will be activated again so you are not spammed with e-mail. If you want to set it again just uncheck the inactive box again. You need to give more right the IISData user in the Windows machine to give the access to TEOS to the information of the machine. Please consult the installation manual for more details.

## Device

When selecting this option, you can set a name and receiver e-mail address. This person will receive mail whenever a device issue occurs.

In Global Overview -> Dashboard you can see the Device Issues and if an alert has been send.

My Open Issues	Device name	Device Localization	Device model	Down since	Alert sent
	GFD Projector	Guillaume Home - MR01	Sony "VPL-PH260"	17/05/2021 - 18:02	
	Gurpreet's Reception	Gurpreet's Reception	Sony APPC-150SK	17/05/2021 - 17:44	

## Device logs

Server Management / Alerts Management / Create

Search, Bookmarks, Notifications, Profile icons

## Create

Back Save

### General

Receiver Name:

Receiver E-mail Address:

Active: ☐

Frequency:  ?

Select time to receive logs:  ⌚

### Device Localizations

DeviceGroups

- ☐ Blue and Rod
- ☐ Leeuwarden
- ☐ Westersingel 52
- ☐ FDU his floor
- ☐ Third Floor
- ☐ Company
- ☐ Site 1
- ☐ Building 1
- ☐ FDU BASIC PARKING 3

### Devices

Available devices

- A9
- New Player
- HTU - SLB
- Bravia - Andries
- Tablet JVE
- Bravia (lower) JVE
- Bravia (upper) JVE
- Karntine tablet
- Grutte Tablet Jonguh
- Tablet Alex

Selected devices

<< < > >>

By selecting Device logs you have the option to send the device logs of the selected device groups/ devices at the selected frequency (daily, weekly, monthly) at the selected time. These device logs are sent to the e-mail address entered in the Receiver E-mail Address.

## Sender settings

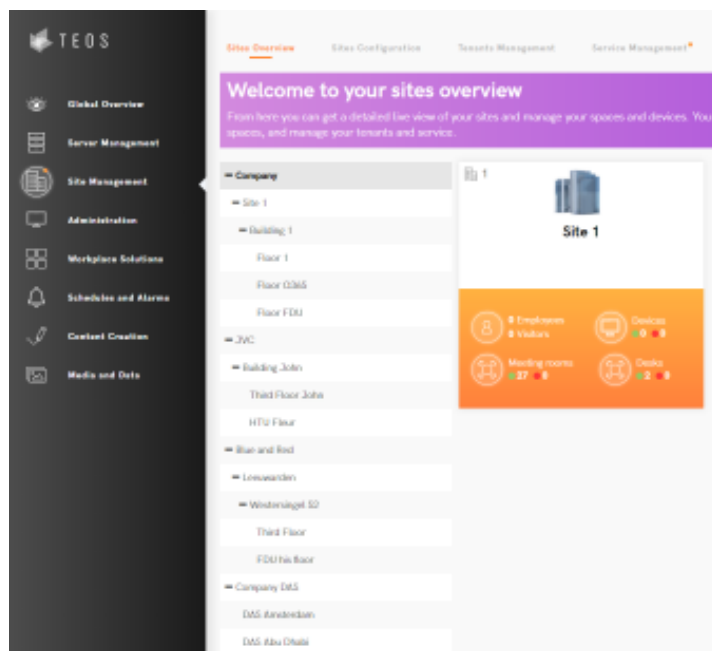
You can change the Sender settings clicking on the ⚙ icon in Alerts Management.

# Sites Management



## Sites Overview

When you go to menu option Sites Management it will show you the Sites Overview tab. Here you can quickly see the Power status, Meeting room status and Incident status of your devices per Company, Site, Building, Floor, Area. You can select in the dropdown which status you would like to see in the overview.

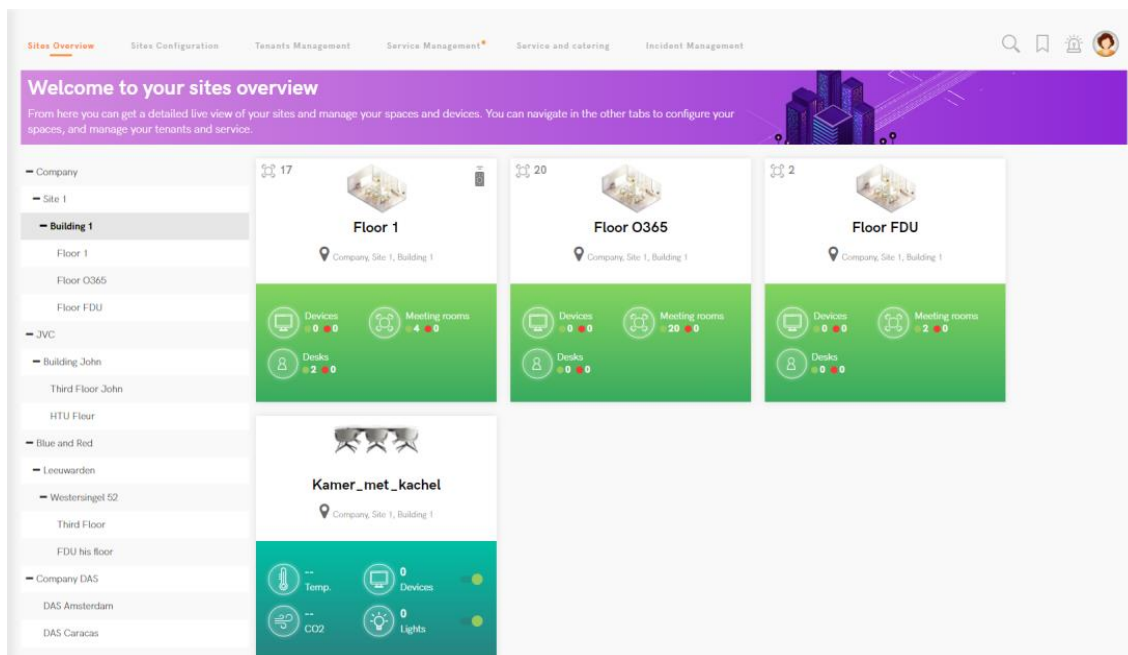


Using the tabs in Site Management a user can go to:

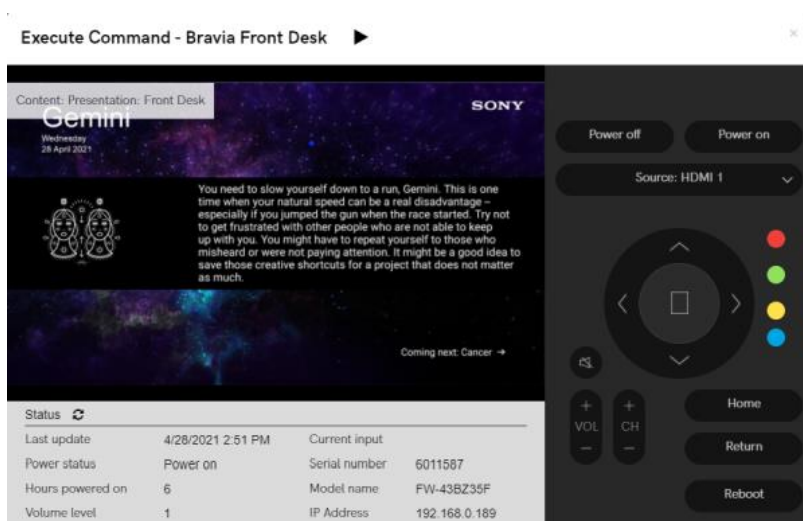
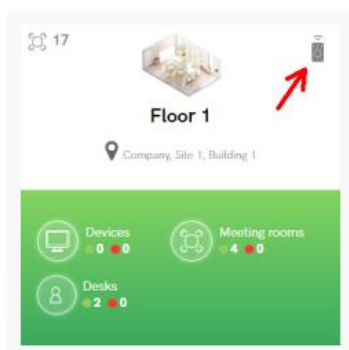
- Sites Overview
- Sites Configuration
- Tenants Management
- Service Management
- Service and catering
- Incident Management

### Manage devices in a group (area)

To see the information for a group from the Sites Overview page, you can filter on the left side for the group you want the information from. You can also select on the child group displayed in the overview. For example, clicking on Floor 1 will navigate you to the child group, where you can see all the meetingrooms.



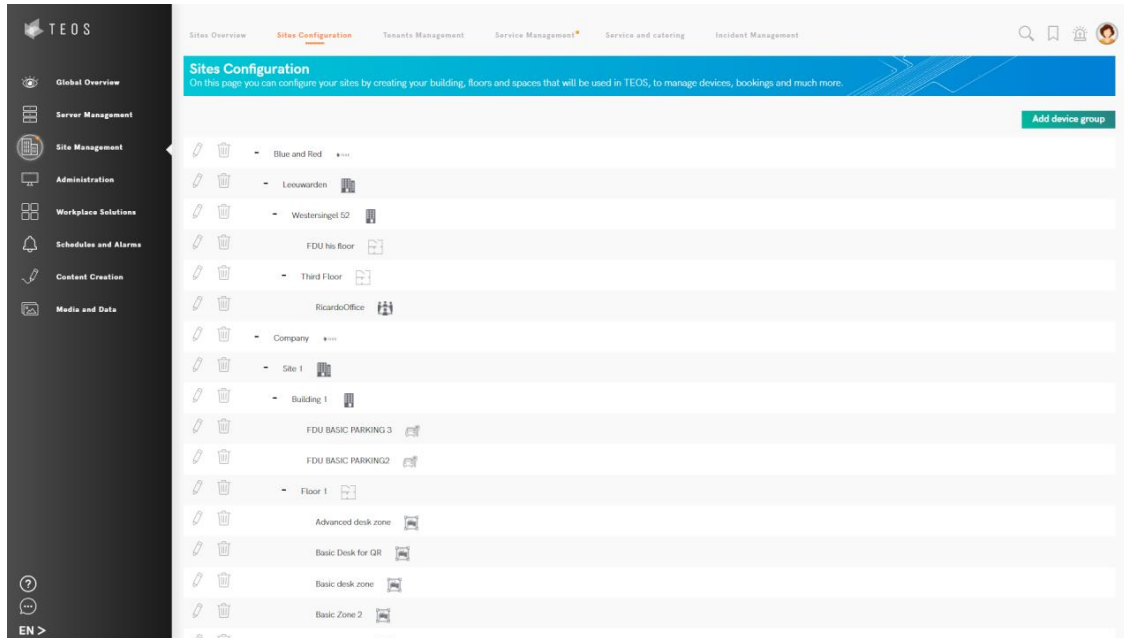
To manage devices you can click on the virtual remote icon (upper right corner) of Floor 1.



With this remote you can easily power your devices on and off.  
The icon for the group (area) will turn green when one of the devices that is giving back a power status is switched on.

# Site configuration

In the Sites Configuration overview, you will see the list of all the device groups that are added inside your TEOS Manage solution. Also, the ones that have no parent group. Every group needs at least a company to be shown in Sites Management. You can build your group the way you prefer after creating a company.



## Creating your structure

It is very important to follow the structure level, otherwise you will not see all your areas. Depending on each device group you will get different options dedicated to the usage of TEOS.

Structure:

- o Level 1: Company. If your structure doesn't start with a Company the Sites Management will not show. A Company is always required as your starting point for creating a structure.
- o Level 2: Site, which can be an office or a campus. (actual address)
- o Level 3: Building
- o Level 4: Floor
- o Level 5: Area, which can be a:
  - o Meeting room
  - o Reception
  - o Restaurant
  - o Open space
  - o Closed office
  - o Common area
  - o Desk

- 1<sup>st</sup> level - Company



- 2<sup>nd</sup> level - Site



- 3<sup>rd</sup> level - Building



- 4<sup>th</sup> level - Floor



- 5<sup>th</sup> level - Spaces



The easiest way to create your structure is to go to menu item “Sites Management” and click on the tab “Sites Configuration” tab. The first thing you want to do is create a Company. You do this by pressing

the button Add Device group:

**Add device group**

This option will open the following screen:

You must give the Company a name and the other fields are optional. If you add an image/logo it will also show this image/logo in the Sites Management overview.

For a Company you don't have to fill in the Parent field unless for some reason you want to add a

Company within a Company.

When you click “Save” the company will now show in the overview.

When you want to add a following group just press Add Device group again, select the Previously created group as a parent. You now want to at least set a name again and a group type. If you want to change a group, you can always “Edit group” from Sites Management.

This way you can build your structure easily within Sites Management.

Be careful with deleting a group that has child groups. You can always find these backs in Administration -> Sites Configuration but it may cause that some blocks lose their parent and are not visible anymore. This is fixed easily if you connect it again to a correct parent group.

**From Version 3.0 with CLOUD platform availability and customer with multi sites in different countries, the timezone feature has been implemented and it needs to be defined under a site or a building to make sure all the devices that belongs to a site or building be use the right time zone and time offset to be able to translate the right times on the bookings**

## Group type > Meeting Room

A Meeting Room is a special area on which you can define virtually more value with rules/data for each space.

When editing the meeting room and going to meeting Room tab, you will have the following options:

- Active, enable/disable the meeting room
- Room type, advanced setting (Business/Corporate/Mixed)
- Description, description of the meeting room (can be seen in Employee app)
- Capacity, can be used as filter in the employee app or seen into the interface and in the room booking interface “find another room”
- Early check-in and cancel, allow the check-in/cancel to your user up to 29 minutes before the meeting starts
- Cancel time, allow the check-in to your user up to 29 minutes after the meeting starts
- Unavailability after each meeting, you can define here a reason and the duration where TEOS is booking automatically the space
- Allow special services and Special services e-mail address to allow the request for catering for example in the meeting room.



- Equipment select the equipment available in the meeting room. More equipment can be created in administration > equipment. Employee app or the Outlook Universal Add-in will be able to filter the rooms based on this equipment selection.
- User group and roles, this will allow you to define which type of user can see the meeting room
- Content, set up your content:
  - Room Booking presentation, created under workplace solution > room booking, you can affect the design of the room booking tablet in this section or directly from room booking menu.
  - "Find another room" base, set the localization when using Find another room.
  - Meeting room calendar is the external datasource added (in Media and Data > External Data source and after O365, Microsoft Exchange, Google Calendar or TEOS Calendar). You can attach the calendar in this section or again in room booking menu
  - Export calendar events received into TEOS Platform; you can select the data from a start to an end date.
  - Room control presentation, create in Workplace Solutions > Room control
  - Mirroring Template, select the template for mirroring
  - Meeting interface (old BRAVIA Meeting room interface), where you can assign the interface of the BRAVIA from Workplace Solutions > Meeting Interface
  - Meeting Display (new BRAVIA and Player meeting room interface), where you can assign the interface of the BRAVIA from Workplace Solutions > Meeting Display.
  - Status Lights integration (Kuando busylight) to be able to map a simple light and show the status of the meeting room (available/green, check-in/orange, occupied/red

The screenshot displays the TEOS Administration interface for editing a meeting room. The left sidebar shows navigation options: Global Overview, Server Management, Site Management, Administration, Workplace Solutions, Schedule and Alarm, Content Creation, and Media and Data. The main content area is titled 'Edit' and includes a subtitle: 'On this page you can create or edit your different groups, such as buildings, rooms, meeting rooms, etc. which will be used in TEOS.' The interface is divided into two main sections: 'Settings' and 'Content'.

**Settings:**

- Active:** ☒
- Room type:**
- Description:**
- Capacity:**
- Early check-in and cancel:**
- Cancel time:**
- Unavailable after each meeting:** ☒
  - Reason:**
  - Duration:**  Minutes
  - Limit to working hours:** ☐
- Allow special services:** ☐
- Special services mail address:**
- Equipment:**
  - ☒ Projector
  - ☒ Videoconferencing
  - ☐ Board
  - ☐ P55

**Content:**

- Room booking presentation:**
- "Find another room" base localization:**
- Meeting room calendar:**
- Export calendar events:** ☒
- Room control presentation:**
- Mirroring Template:**
- Meeting Interface:**
- Meeting Display:**

**Status Lights Integration:**

- Building/IT Controller:**
- Linked smart lights:**
  - Busy 1:**
  - Busy 2:**
- Unlinked smart lights:**

There are no lights waiting to be linked

Please consult the Quick start Guide for more information and a step-by-step configuration process. This guide can be found on our <https://teos.solutions/en/resources> website.

## Default schedules

Within the default schedule tab, you will be able to select if the Meeting room is not following the building schedules (for opening hours) or inherit from parent to get the rules from a more important meeting room or even from a site or building schedules for power management. A dedicated schedule independent from the building can be define for a specific meeting room.

The screenshot shows the 'Edit' page for 'Default schedule' in the TEOS interface. The page has a blue header with the text 'Edit' and 'On this page you can create or edit your different groups, such as buildings, floors, meeting rooms, etc. which will be used in TEOS.' Below the header is a navigation bar with tabs: 'General', 'Meeting Room', 'Default schedule' (selected), 'Travel distance', 'QR Code', 'Service and catering', and 'Incident Management'. The main content area is titled 'Default schedule' and contains several sections: 'Default schedule' with radio buttons for 'No schedule', 'Inherited from parent group', and 'Use schedule' (selected); 'Opening time' and 'Closing time' with time selection fields; 'Only turn devices off' with a checkbox; 'Business days' with checkboxes for Sunday through Saturday; and 'Periodically unavailable' with a checkbox. Each checkbox and time field has a help icon.

Travel distances can be added in minutes between meeting rooms and desks to show on the book another room function or within the employee app the travel time to arrive from a space to another

A dedicated QR code will be generated for a user to book/check-in/cancel a meeting using the employee or Mobile app. This QR code is sprinted and added in the entrance of the space.



## Service & Catering and Incident management

A catalog of service/catering and incident can be created in TEOS under Site management > Service and catering and under incident tab with the different options to give to a user when using a meeting room. This is then applied inside the device localization with the email address where the request will be sent when it comes to the incident Management. The service and catering can be requested from an outlook add-in or the employee app, and a vendor dashboard is available according to the new developments done in version 3.2 of TEOS. Please go to the documentation Service & Catering – Installation and user guide to get more details about this new feature.

The screenshot shows the 'Edit' page for 'Service and catering' in the TEOS interface. The page has a blue header with the text 'Edit' and 'On this page you can create or edit your different groups, such as buildings, floors, meeting rooms, etc. which will be used in TEOS.' Below the header is a navigation bar with tabs: 'General', 'Meeting Room', 'Default schedule', 'Travel distance', 'QR Code', 'Service and catering' (selected), and 'Incident Management'. The main content area is titled 'Service configuration' and contains two sections: 'Services' with a dropdown menu showing 'Service' and 'Catering configuration' with a dropdown menu showing 'Catering'. Each dropdown menu has a help icon.

## Group type > Desk

Desks are special areas on which you can define more value with rules/data for each space. When editing the desk and going to meeting Room tab, you will have the following options:

- Active, enable/disable the desk
- Room type, advanced setting (Business/Corporate/Mixed)
- Description of the desk (can be seen into Employee app)
- Early check-in and cancel, allow the check-in/cancel to your user up to 29 minutes before the booking starts
- Cancel time, allow the check-in to your user up to 29 minutes after the booking starts
- Incident email: insert the email address of the support team. From the employee app, a user will be able to send a message to this email address to report an issue in the desk. General email in settings must be configured for this option to work.
- Unavailability after each meeting, you can define here a reason and the duration where TEOS is booking automatically the space
- Allow special services and special services e-mail address to allow the request for catering for example in the desk.
- Equipment select the equipment available in the meeting room. More equipment can be created in administration > equipment. Employee app will be able to filter the desks based on this equipment selection.
- User group and roles will allow you to define which type of user can see the desks
- Content, you will be able to affect the calendar to the desk to be able to book the desk. The calendar is the external datasource added (in Media and Data > External Data source and after O365, Microsoft Exchange, Google Calendar or TEOS Calendar).
- Status Lights integration (Kuando busylight) to be able to map a simple light and show the status of the meeting room (available/green, check-in/orange, occupied/red)

The screenshot shows the 'Edit' page for a desk configuration in the TEOS system. The breadcrumb trail at the top is 'Sites Overview / Sites Configuration / Edit'. Below this is a blue header with the title 'Edit' and a subtitle 'On this page you can create or edit your different groups, such as buildings, floors, meeting rooms, etc. which will be used in TEOS.' The main content area has a tabbed interface with 'Desk' selected. The 'Settings' section on the left includes: 'Active' (checked), 'Desk type' (dropdown), 'Description' (text area), 'Allowed bookings' (dropdown set to 'Flexible'), 'Early check-in and cancel' (dropdown set to '5'), 'Cancel time' (dropdown set to '5'), 'Unavailable after each meeting' (checkbox), 'Allow special services' (checkbox), 'Special services mail address' (text field), and 'Equipment' (checkboxes for Projector, Videoconferencing, Board, and PSS). The 'Content' section on the right includes: 'Desk booking presentation' (dropdown set to 'QA\_DeskBooking') and 'Reservation schedule' (dropdown set to 'desk1'). The 'Status Lights Integration' section includes a 'Building/IoT Controller' dropdown.

## Group type > Parking Spot/zone

If you click on the “Add device group” button you can add a device group. If you select a parent, you can add the device group to a parent group.

## Device Localization default schedules

From the Company level (level 1) to the Meeting room level (level 5) a default schedule property is available where you have 3 choices:

- No schedule (the area/device group will not use schedules)
- Inherit from parent group (the area/device group will take the schedule from the upper level)
- Use schedule (to define to the area/device group schedule rules such as the opening and closing time of the areas (in hours and days are selectable). You can on top define a periodically unavailability time that can be useful to close the space for cleaning purpose for example.

The screenshot shows the 'Edit' page for 'Default schedule' in the TEOS administration interface. The page has a blue header with the title 'Edit' and a subtitle 'On this page you can create or edit your different groups, such as buildings, floors, meeting rooms, etc. which will be used in TEOS.' Below the header, there are tabs for 'General', 'Default schedule' (selected), 'Travel times', 'Service and catering', and 'Incident Management'. The 'Default schedule' tab contains the following settings:

- Default schedule:** Three radio buttons: 'No schedule', 'Inherited from parent group', and 'Use schedule' (selected).
- Opening time:** A time selection field with a dropdown arrow and a help icon.
- Closing time:** A time selection field with a dropdown arrow and a help icon.
- Business days:** A list of days from Sunday to Saturday, each with a checkbox. All checkboxes are currently unchecked.
- Periodically unavailable:** A checkbox with a help icon, currently unchecked.

## Floors

Floors type group have a bit more option as we are using them to define the floor number and to upload the .svg file to be available in the wayfinding add-on. You can see the tab floor map appearing when editing in site configuration a floor. For more details on the wayfinding usage with floors, please consult the manual dedicated for wayfinding available in our website. You can also from 3.1 version of TEOS define a label for a space definition inside a floor. The user rights access on employee app are also configurable from a floor, building and site level for the research

The screenshot shows the 'Edit' page for 'Floor map' in the TEOS administration interface. The page has a blue header with the title 'Edit' and a subtitle 'On this page you can create or edit your different groups, such as buildings, floors, meeting rooms, etc. which will be used in TEOS.' Below the header, there are tabs for 'General', 'Floor map' (selected), 'Tenants', 'Default schedule', 'Travel distance', 'Service and catering', and 'Incident Management'. The 'Floor map' tab contains the following settings:

- General:** Fields for 'Name' (Basingstoke 1st floor), 'Parent' (Basingstoke Building), 'Group type' (Floor), 'Evacuation list email', 'Active Directory Group', and 'Maximum Occupancy'. There are also 'Browse...' and 'Remove image' buttons for the 'Image/logo' field.
- User Groups / Roles:** A list of roles with checkboxes: Administrator, Power User, Facility Manager, IT Manager, AV Manager, Communication Manager, Content Creator, Inflight, Basingstoke Room Booker, Mixed Permissions, and TEOS 3.1 - All Permissions.
- Floor map:** Fields for 'Floor level' (1), 'Floor label' (First), and 'Floor map' (Basingstoke First floor-776469.svg).

# Tenants Management

In Site Management a new tab has been added in v.2.1.6 called Tenants Management. This is especially for space booking purpose where an administrator can give access using a Calendar for TEOS interface or the employee app to other companies assigning a number of hours per month and per year and get by mail or via the statistics the usage of the spaces and be able to invoice it to the company renting the spaces.

To create a new tenant, click the button "Add tenant".

The screenshot displays the 'Tenants Management' interface. At the top, there's a blue header with the title 'Tenants Management' and a sub-header 'On this page you can add and manage tenants, using quotas and much more.' Below this is a table listing existing tenants. The table has columns for Name, Buildings, Start date, Per month, Per year, and Monthly report email. A green 'Add tenant' button is in the top right corner of the table.

Below the table is a 'Create' section with the sub-header 'On this page you can create your different tenants, and select their main settings.' This section is divided into two main parts: 'General' and 'Tenant Localization'.

The 'General' section contains the following fields:

- Name:** A text input field with 'Company A' entered.
- Image/logo:** A section with 'Browse...' and 'Remove Image' buttons.
- Start date:** A date picker showing '5/17/2021'.
- Per month:** A numeric input field with '20' and a unit dropdown set to 'Hours'.
- Per year:** A numeric input field with '200' and a unit dropdown set to 'Hours'.
- Send monthly report to tenant:** A checkbox that is checked.
- Subject:** A text input field with 'Monthly report Room Booking'.
- Content:** A text input field with 'Choisir un fichier' and a file upload icon.
- Send report to tenant when over quota:** A checkbox that is checked.
- Subject:** A text input field with 'Quota'.
- Content:** A text input field with 'Choisir un fichier' and a file upload icon.
- Send report emails to:** A text input field with 'Admin@company.com'.

The 'Tenant Localization' section shows a list of locations with expandable/collapsible arrows. The locations listed are:

- Dave Company
- Chichester
- Gurpreet Company
- Guillaume Company
- Guillaume - Site
- Guillaume - Home
- Guillaume Home - Floor 01
- Guillaume Home - MR01
- Guillaume Home - MR02
- Guillaume Home - DESK01
- Guillaume Home - DESK02
- Guillaume Home - DESKZONE - Basic
- Guillaume Home - DESKZONE - Advanced
- Showroom Grande Salle
- Showroom Espace Conf
- GFO Google Room

Inside the tenant management menu, you can find the following information to fill:

- **Name:** Name of the tenant
- **Image/Logo:** To set an image/logo that will show on the Book for TEOS if a tenant books a room.
- **Start date:** Start date for the tenant (to be able to count the number of hours)
- **Per month:** Monthly quota for the tenant to define
- **Per year:** Yearly quota for the tenant to define
- **Send Monthly report to tenant:** When enabled you can configure a subject and an HTML template for a monthly report email.
- **Send Monthly report to tenant when over quota:** When enabled you can configure a subject and an HTML template for a report email to be sent, when the tenant reaches the configured quota.
- **Send report emails to:** Configure the email address that the report emails should be send to.
- **Tenant Localization:** The localization that is set for the tenant

## User Management for Tenants

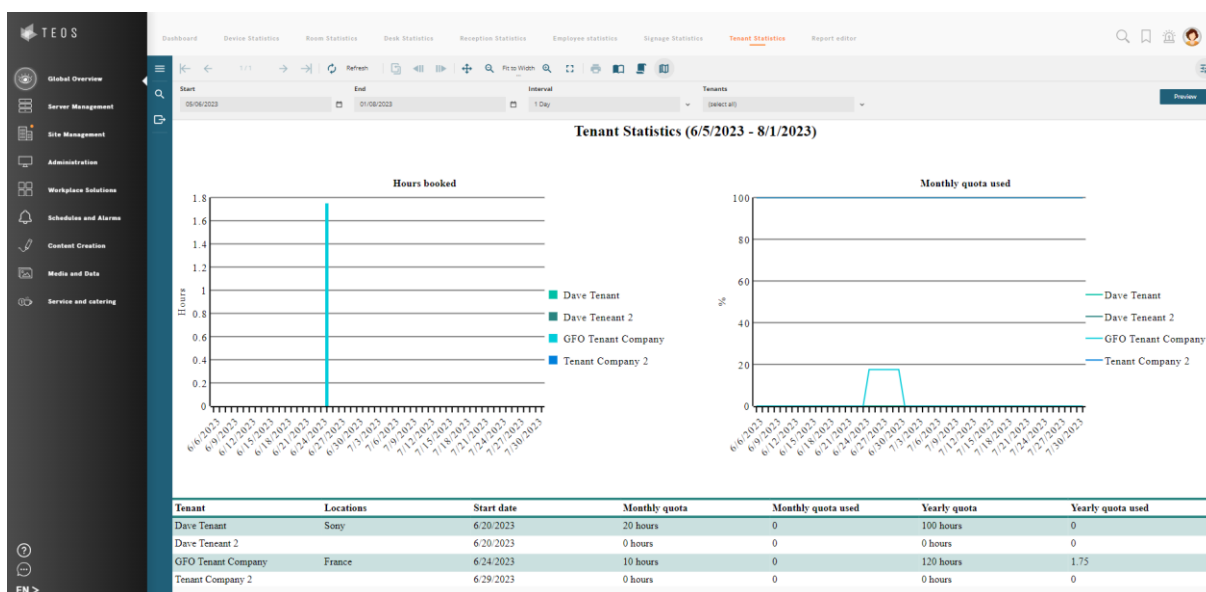
In Administration – Users management you can create or edit a user and set link the user to this tenant.

### General

Name:   
 Email:   
 Phone number:   
 Language:   
 Default Localization:   
 Tenant:   
 Role:   
 User type:   
 Password:   
 Confirm password:   
 Can create users in their group: ☒  
 Disable access to TEOS Manage platform: ☐  
 Enable lockout: ☐  
 NFC / RFID ID:

## Tenant statistics

When you go to Dashboard – Tenant Statistics. When you go to this tab you can see how many hours this tenant has used already for the month and for the year. If the tenant uses more than the set quota then an email is sent to the set email address.



For more details, please consult the Quick start Guide for more information and a step-by-step configuration process. This guide can be found in our <https://teos.solutions/resources> website.

# Service management

Sites Overview

Tenants Management

Service Management

Service and catering

Incident Management

Service Management

On this page you can access your devices service required information, update applications and firmwares remotely and access logs.

Group actions

Export device list to excel

Download logs

Scheduled app installations (0)

<input type="checkbox"/>	Status	IP Address	Name	Group name	Device brand	Model name	Device type	License type	Android version	Server time offset	Installed apps/firmware	Serial number
<input type="checkbox"/>		cloud	GFO - 32B/30J	Google Room 01	Sony	FW-32B/30J	Display	Advanced license	10	-02:00:00		20007/2
<input type="checkbox"/>		cloud	DMN_Player1_d_215F67	Basingstoke Reception	Sony	TEP-X96	Player	Advanced license	8.1.0	-01:00:00		123456/7890
<input type="checkbox"/>		cloud	DMN_Middle_Tablet_d_...	Pulseox - Floor 02	Sony	TEB-15XP	Tablet	Advanced license	8.1.0	-01:59:00		3645V1G9T
<input type="checkbox"/>		cloud	GFO-Office_BRAVIA	C365 - Room01	Sony	FW-55B/40H	Display	Advanced license	10	-02:00:00		6000107
<input type="checkbox"/>		cloud	GFO-Office_Tablet	C365 - Room01	Sony	APPC-10XN-Series	Tablet	Advanced license	9	-01:59:00		unknown
<input type="checkbox"/>		cloud	DMN_Bus_Top-tablet d_86EE11	DMN 3.1 Meeting Room 1A	Other	TEB-10XPL	Tablet	Advanced license	9	-00:59:00		unknown
<input type="checkbox"/>		cloud	GFO - /XPL	TEOS Cal - Room 01	Sony	TEB-/XPL	Tablet	Advanced license	8.1.0	-02:00:00		APPC/XPLN0A00...
<input type="checkbox"/>		cloud	GFO - 10XPL		Sony	APPC-10X-Series	Tablet	Advanced license	9	-01:59:00		unknown
<input type="checkbox"/>		192.168.100.142	GFO - Proj	TEOS 3.1 Closed Office	Other	VPL-EWS/5	Projector	Entry license		+00:00:00		ERR1
<input type="checkbox"/>		cloud	GFO - X96	Pulseox - Floor 02	Other	TEP-X96	Player	Advanced license	8.1.0	-02:00:00		123456/7890

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## Actions

On the Service Management page, you now have several options:

- Download logs for a device (reporting device activity)
- Update firmware for a BRAVIA display (from Android 8 version with remote firmware upgrade)
- Update/ Install/ Uninstall (only on premise) Android apps
- Get the app/firmware versions details
- Change the time zone and add an NTP server for your device to get the correct time according to your site
- Get the Android Version of your device
- Select the number of devices to be visible in the list

## Download logs (only on premise)


To download the device logs for a device you have two ways. If you just want the device logs for a specific device you can just click on the icon at the Device itself. It will open the access device logs screen. If you select a time span it will show you the device logs for that device within the selected timespan.

Access device logs			Month
Device Name	DeviceStatus	Logged At	
BZ35 Android 9	standby	5/10/2021 9:22:03 AM	
BZ35 Android 9	active	5/10/2021 9:24:04 AM	
BZ35 Android 9	standby	5/10/2021 1:52:03 PM	
BZ35 Android 9	active	5/12/2021 7:04:03 AM	
BZ35 Android 9	standby	5/12/2021 5:16:03 PM	
BZ35 Android 9	active	5/12/2021 6:08:02 PM	
BZ35 Android 9	standby	5/14/2021 12:27:04 PM	
BZ35 Android 9	active	5/14/2021 12:28:05 PM	
BZ35 Android 9	standby	5/14/2021 12:31:02 PM	
BZ35 Android 9	active	5/14/2021 12:32:05 PM	
BZ35 Android 9	standby	5/14/2021 12:56:03 PM	
BZ35 Android 9	active	5/14/2021 12:58:04 PM	
BZ35F Android 8	standby	4/23/2021 10:38:01 AM	

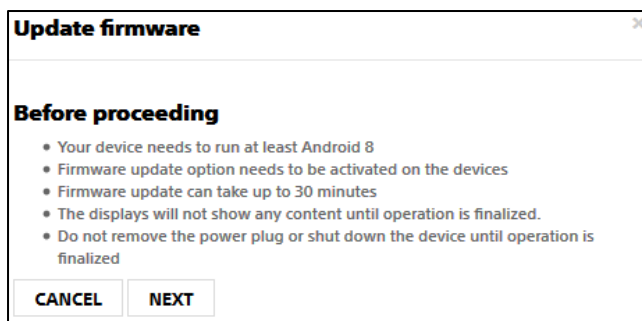
If you click the Download logs button you can save the logs as a Microsoft Excel document.

You can also select multiple devices by checking the checkboxes in front of the devices and then click the **DOWNLOAD LOGS** button on the top right. After selecting the timespan again you will see the device logs for the selected devices.

## Update Firmware

Within Manage for TEOS you now have the option to update the firmware of a Sony BRAVIA from Android 8.0. You do this by clicking the  button at the device.

The following screen will open:



The available software will be shown in the dropdown. You also have the option to upload firmware using the **Browse...** button. After uploading the firmware, it will also be selectable in the dropdown. After selecting firmware and clicking the Next button you will see the following screen:




You can choose to install the software directly by selecting “Now” but you can also select “Scheduled time” this opens a new date/time selector. You can only select a date and time in the future. After selecting a scheduled date/time the scheduled installation will be shown when you click the **SCHEDULED APP INSTALLATIONS (0)** button.

Supported devices are in the documentation dedicated for BRAVIA in TEOS integration on our website.

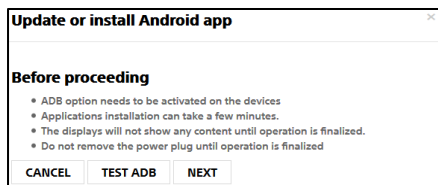
For the latest firmware please go to our partner portal or contact us.

## Update/ Install Android apps

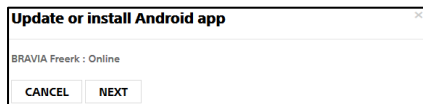
Manage for TEOS also added an option to update the TEOS software on your devices using ADB. If software is installed on the device it will show this in Installed apps on the overview.

You can update TEOS software on the devices by clicking the  button in front of the device. This will open the following screen:



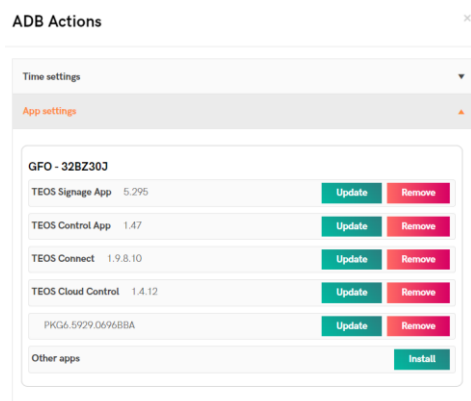


The first thing you want to do is to test if you have a connection to the device using ADB. You can do this by clicking the **TEST ADB** button. If you have connection it will show:



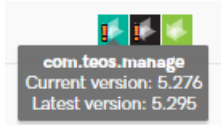
You can also get a status unknown or offline. It is possible that you have to press cancel and click the Test ADB button again. If the status then still is unknown or is offline you have to check some settings. First thing is check in the developer options on the BRAVIA (Home -> Settings -> Developer options) if ADB debugging is active. Sometimes you need to switch it off and on again and allow the message shown on the display. You can also try to revoke USB debugging authorisations or reboot the display to make sure there are no open connections anymore with the display.

When you have status online you can click the **NEXT** button.

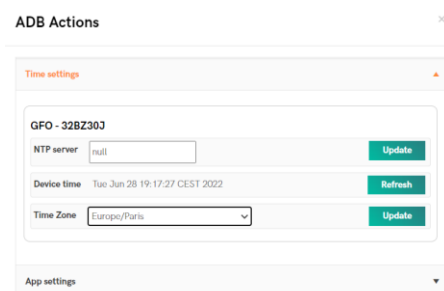


In this screen you can select the app you would like to install from the dropdown or choose to upload a new file using the **Browse...** button. The uploaded file will now also show in the dropdown. If a device has an older version than the newest version of the app in the dropdown it will show this as orange coloured text in Installed apps.

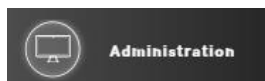
Just like firmware updates it is also possible to schedule Android for TEOS app updates.



Time zone can be from version 3.1 pushed from TEOS central server as well as NTP IP for the devices to always be synchronised with correct time. The time zone information is shown in TEOS tab



# Administration

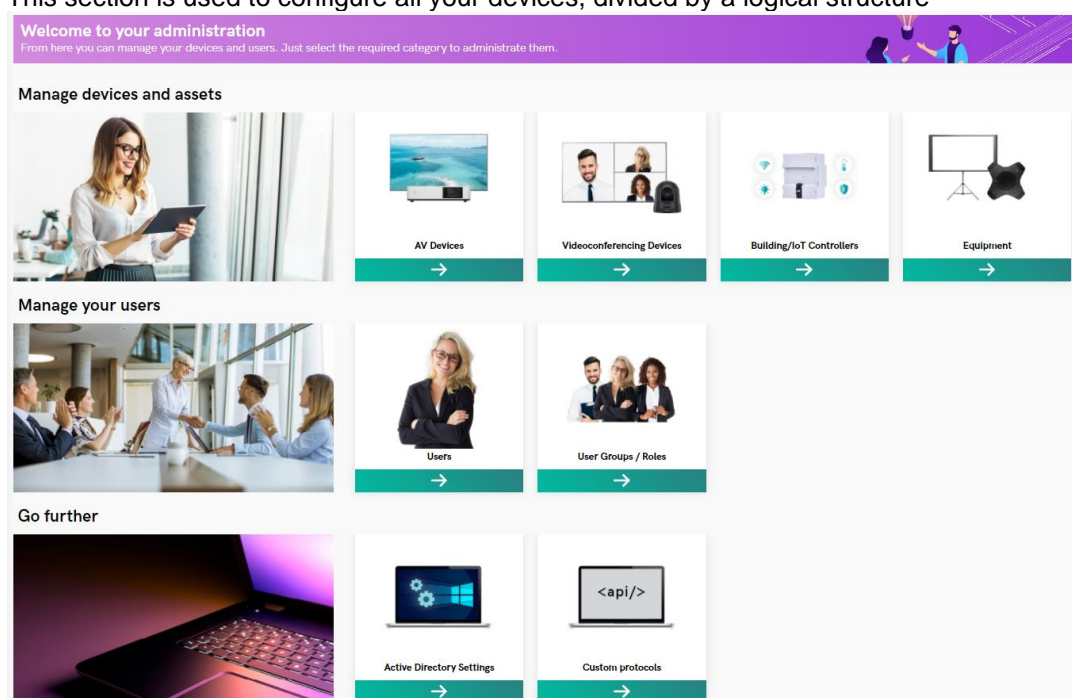


The menu “Administration” offers you the following main options:

- o Manage devices, Building/IoT controllers and assets
- o Manage your users (users and group of users)
- o Do advanced configuration (Active Directory configuration)

## Manage devices and assets

This section is used to configure all your devices, divided by a logical structure



## AV Devices

In the devices list overview, you will see the list of all the devices that are added inside your Manage for TEOS solution:

Connecting cloud-controlled devices									Add non-cloud device   Auto discover   Import devices from Excel		
Connecting Non-cloud-controlled devices											
Refresh	Clear all filters	Name	Device model	IP Address	Status	Behaviour status	Device type	License type	Localization		
		GFO - 32BZ303	Sony FW-32BZ303	Cloud: d. 9BEFF15	On		Display	Advanced license	Google Room 01		
		GFO - Office - BRAVIA	Sony FW-55BZ40H	Cloud: d. 47AD4C	On		Display	Advanced license	O365 - Room01		
		GFO - Office - Tablet	Sony APPC-100N Series	Cloud: d. 9BE748	On		Tablet	Advanced license	O365 - Room01		
		GFO - Proj	Other VPL-EW575	192.168.100.142	Off		Projector	Entry license	TEOS 3.1 Closed Office		
		GFO - 10SLBN	Sony TEB-10XPL	Cloud: d. 08BE05	On		Tablet	Advanced license			
		GFO - Office - 15DKP	Sony TEB-15DSKP	Cloud: d. 52C512	On		Tablet	Advanced license	Puteaux - Floor 01		
		GFO - Office - 10DSQPL	Sony TEOS-Book	Cloud: d. D4BE97	On		Tablet	Advanced license	TEOS Cal - Room 02		
		GFO - BRAVIA A9	Sony FW-43BZ35F	Cloud: d. 894C00	On		Display	Advanced license	Puteaux - Floor 01		
		GFO - Reception	Sony TEB-22XP	Cloud: d. 33ABAE	On		Tablet	Advanced license	DMN 3.1 First Floor		
		GFO - Office - BRAVIA 43	Sony KD-43XH8096	Cloud: d. 75294E	Off		Display	Advanced license			
		GFO - BRAVIA A10	Sony FW-43BZ35J	Cloud: d. E38FF2	Off		Display	Advanced license	O365 - Room02		

Depending on the type of TEOS platform you use (CLOUD or on premise) the method to add a device will change but for the rest of the usages, it remains the same. In the Devices overview you can click “Add Device” to manually add a device to the list by using the correct IP Address and brand name. Also make sure that you select the correct Device type when you click on the following dropdown.

Device type Display

If you select the wrong device type some preconfigured settings will be incorrect.

Device Type	Display	Player	Projector	Tablet	Others	Mirroring devices
Brands	Sony BRAVIA Android Samsung (SSSP2.0 to 5.0) LG (SNMP) Philips (IP Control)	Sony QBIC	Sony (pjlink) Epson (pjlink) Panasonic (pjlink) Optoma (pjlink) BenQ (pjlink) NEC (pjlink) Sharp (pjlink) Hitachi (pjlink) Ricoh (pjlink) Canon (pjlink) Casio (pjlink) Fujifilm (pjlink)	Sony QBIC	Windows PC HTML devices Power Distribution Unit (PDU)	Barco Clickshare

## Reboot your devices

It is recommended that you reboot your devices every day. You can do this using Actions Management within TEOS. Here you can add a daily schedule where you can add as an “Action Type” the action “Reboot”. You can set this for a specific device but also for complete device groups.

## Auto discover (only on premise)

In the Devices overview if you click “Auto discover”. When you select this option you can try to find the device using a network range to auto detect the device. Every device which checkbox Is checked will be added when you press the "Add device" button.

**Auto discover**

Please enter your network range where we need to autodiscover devices

127.0.0 1 255 Search

IP Address

## Import Excel only on premise

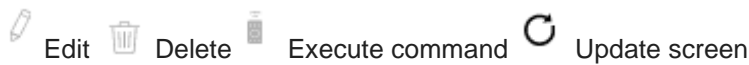
It is possible to now use an Excel sheet to import the basic settings for a list of devices. You must use the example sheet that you can download as your template. On this sheet you can add the device name, device type, device brand, IP address, license type and devicegroup. When you click on device type, device brand or license type field you will be shown a dropdown where you can select.

For example:

Device name	Device type	Device brand	Ip Address	License type	Devicegroup
Sony BRAVIA	Display	Sony	192.168.0.111	Signage	Sony MR Devices
Sony Projector	Projector	Sony	192.168.0.222	SimpleControl	Sony MR Devices
TEOS Tablet	Tablet	Sony	192.168.0.333	Signage	Sony MR Devices

## Device options

In front of the devices on the Device Management screen you will see the following icons:



### Edit

With the “Edit Device” option, you can edit all the device preferences. The items you can edit depends on the license you have chosen for the device. There are four licenses available:

- o Advanced license (for all content management and device control)
- o Simple license (for device control only, action scheduling and firmware for BRAVIA)

#### *Simple Control license TEM-ELxY (1,3,5 years)*

With the control license, you can control the device through IP and schedule commands.

Third party displays are only controllable using Simple Control license using basic IP connection. These will only show basic status on/off and you can only control the on/off and inputs functions on these displays.

You can affect also a simple control to a BRAVIA if you only want to control it and manage firmware or app upgrade.

TEOS Player is compatible with the license for the same purpose of app update and the control for the reboot of the device (control commands more limited than BRAVIA). Simple Connect for TEOS App management reboot and status information can be an example of simple usage with the Android Player.

#### *Meeting Room TEM-ALxY (1,3,5 years)*

With the meeting room license, you have all the capabilities of the control license plus the meeting room capabilities such as: showing a calendar on the display, changing two title lines, changing background images and label HDMI inputs. TEM-MR10 license is only compatible or useful when using BRAVIA for Meeting Interface or Meeting Display purpose

#### *Signage license, TEM-ALxY (1,3,5 years)*

With the signage license, you have all the capabilities of the control and the meeting room license plus the full signage capabilities such as: content creation with the designer tool, schedule signage, creating templates, adding external data to your signage and creating playlists. This license is used with BRAVIA for Signage or Android Player for Signage.

#### *Tablet license, TEM-ALxY (1,3,5 years)*

The tablets license offers the same capabilities of the signage license, but for tablets (such as Sony TEB-10DSQPL for room booking, or TEB-22DSK for virtual reception including the new model X serie). With this license you can do room booking, reception, wayfinding, signage, class check-in, survey, room control and all the features dedicated for tablets.

## Room Booking and Desk booking

For a Room Booking for a desk or a meeting room you have to select Device Type “Tablet” and License Type “Tablet”. Then an extra dropdown will be available where you can choose from:

- None
- Room Booking (based on the meeting room association the device will take all the properties of the room including the template and the calendar)
- Dual room booking (will allow you to select for one device to meeting rooms and use a template for dual booking)
- Room Control (based on the meeting room association the device will take all the properties of the room including the template and the devices linked to the room)
- Reservation system (for booking spaces from a central tablet without user login and with search engine based on the employee app, a dedicated documentation is available)

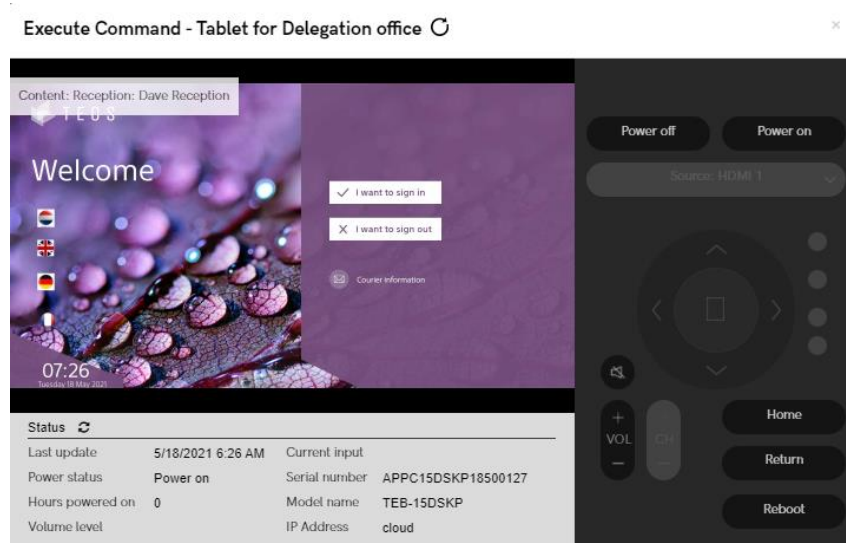
In the Manage for TEOS User Guide it is explained on how you can create a Room Booking.

## Delete

With the “Delete device” option you can delete a selected device from the devices overview.

## Execute command

With the “Execute command” option you can use the digital remote to remotely control the device.



The Execute command (Remote for TEOS) has been renewed completely. You will still have the remote commands on the right side and on the bottom left you can see status data. And on the top left you will have a screen capture on what is being displayed on the display now.

To control non-BRAVIA devices like the TEOS tablet or the TEOS player you need Control for TEOS installed on the device. Make sure that when you go to the settings on the device in Security settings for Control for TEOS the Device Administrator is active. After this is set make sure Control for TEOS is running on the device.

## Update screen

With the “Update screen” option you can update the data displayed on the screen instantly.

## Settings - Simple control settings

With the control license, you can adjust the following settings:

**Name:** You can insert a logical name for the device, for example "Reception 1st floor"

**Device type:** You can select the device type. The options you have:

- Display
- Player
- Projector
- Tablet
- Vision Exchange
- Windows PC
- Mirroring Devices
- Videowall
- Videoconferencing cameras
- Other

**Device brand:** Select the correct device brand.

**Model:** Manage for TEOS can detect your device model number by clicking the search glass. This only works for BRAVIA displays.

**IP Address:** This is the IP address that is configured on the device, to be able to control it from Manage for TEOS. A DNS name is compatible with TEOS so the IP address can be a name

### Sub device

This gives you the option to select a sub device. This can be an external media player connected to the main device. This device must be configured already in Manage for TEOS before you can select it.

## License type

Select the license type you want to assign:

- o Advanced (include simple function and all the modules from TEOS)
- o Simple (for IP control, action schedules and firmware management depending on devices)

## Ignore schedule

If you want to exclude this device from schedules, please tick the "ignore schedule" tick box. In this case, schedule will not be applied to the device in case it belongs to a group of devices.

## Block when on external input

Normally when a device is connected to a HDMI port of the display it will switch immediately to this device. When Block when on external input is activated this will not happen. This way you can make sure your Signage is always running.

## Device Localization

If you want to add this device to a group for group commands, please select the group. This part is highly recommended as well as created as much realistic as possible site configuration.

## Settings - Meeting room

This feature present in version in version 1.X has been removed from the device management part to be used on centralised solution. This now is configured in Workplace Solutions -> BRAVIA Meeting Interface. Before you had to configure this separately for each device. Now you can create one BRAVIA Meeting Interface and associate this in the configuration to one or more devices or device groups directly.

For more details, please consult the Quick start Guide for more information and a step-by-step configuration process. This guide can be found in our <https://teos.solutions/resources> website.

## Mirroring Settings (for Connect for TEOS)

From version 2.1 of Manage for TEOS, Connect for TEOS can be now controlled by TEOS for the license assignment, the welcome page visibility and template used. When using a BRAVIA or a Player, you will be able to see the option Mirroring settings under the device edition tab. You can HERE affect your Connect for TEOS license (TEC-SC100) if you have them available in your server.

Click on Use Connect for TEOS license checkbox and press the update to push the license. Your device needs to be already existing in TEOS and Connect for TEOS installed and configured accordingly to be able to push the license.

The Show welcome page option can be enabled when using the Android Player mainly to show the welcome page from the app. If you are using BRAVIA Meeting Interface or display this box should not be checked.

Select in Mirroring template the template created in the Mirroring add-on within workplace solution.

For more details, please consult the Quick start Guide for more information and a step-by-step configuration process. This guide can be found in our <https://teos.solutions/resources> website.

## Content settings (Signage)



You also can show signage content on the display and select existing content. To do so, you will need a signage license. Select Signage from the dropdown menu and then select a presentation from the signage content menu. Please refer to the “Signage” section in Manage for TEOS User Guide.

The settings here are:

- **Rotation (within the general page)**
  - None
  - 90°
  - 270°
- **Always in front (within the general page)**
  - Selecting this option your Signage will always show in the front
- **Default presentation (in signage settings page)**
  - Selected signage that is being displayed. Make sure nothing else is scheduled.
- **Proof of play logging (in signage settings page)**
  - By activating this option, you activate the Proof of play logging for the device. This logging is found in Content Creation in the tabs Content log and Proof of play. After 100 pages Proof of play logging will be visible.

**Edit device**  
On this page you can change the settings of your AV device to be used in TEOS.

General **Content Settings** Status

**Content Settings**

Content type: Signage display ?

Default presentation: Dave Snooker Converted ?

Proof of play logging: ☐ ?

## Status of device

Get more details about the status of your device with his apps version, serial number, last update etc.

**Edit device**  
On this page you can change the settings of your AV device to be used in TEOS.

General Mirroring Settings **Status**

Last update	18/05/2021 07:22
Power status	ACTIVE
Volume level	15
Serial number	6000008
Model name	FW-55BZ40H
Firmware version	PKG6.0414.0058BBA
TEOS App version	5.213
TEOS Connect version	1.9.7.6



# Building/IOT Controllers

In Manage for TEOS V2.2 we added support for IoT devices. For a full guide on how to add and use Building/IOT Devices please see the manual: TEOS Building & IoT.

## Add a Building Controller

The first step to use this functionality is to add a Building Controller. To add a controller, please press

the button: Add Building Controller:

Add building controller

Please add the following details for the controller:

- Name
- Controller Brand (KNX/DALI/LoRa)
  - If LoRa is selected, please enter:
    - TheThingsNetwork region
    - TheThingsNetwork application ID
    - TheThingsNetwork access key
- IP Address
- Located in

When all this information has been entered, click Save.

## Add sensors or actuators to a Building Controller

Before adding devices, please make sure you have Building licenses in your platform (TEM-BU20.XX) After you have created a Building controller, you can add sensors to it.

Please edit the desired building controller. On this page you can add your sensors or actuators to the building controller. Please see the manual "TEOS Building & IoT " on how to add these for your specific controller.

## Sensors last known values

On the main Building/IoT Controllers page, you can expand an overview for your building controller. To expand an overview, you can click on the small arrow next to "Devices":

Building/IoT Controllers

On this page you can add and manage Building and IoT controllers, to control and configure sensors for meeting rooms, desks and much more.

Add building controller

Name	Status	Location	Devices
Lora TTI		LoRa: sony.eu1.cloud.thethings.industries	13 Sensors
LoRa TTN		LoRa: eu.thethings.network	3 Sensors

Refreshing states in 4 seconds

Once expanded, you will see:

- A list of all your sensors
- The time of the last value received from your sensor
- The location your sensor is located in
- The last known value

LoRa TTN

LoRa: eu.thethings.network

3 Sensors

Sensors

presence01

Current value: 19.42 °C

- Last value received: 5/18/2021 8:15 AM

- Located in: MR-Floor00-01

presence01

Current value: 0.00

- Last value received: 5/18/2021 7:48 AM

- Located in: MR-Floor00-01

presence01

Current value: 55.00 %

- Last value received: 5/18/2021 8:15 AM

- Located in: MR-Floor00-01

Refreshing states in 11 seconds

For more details, please consult the Quick start Guide for more information and a step-by-step configuration process. This guide can be found in our <https://teos.solutions/resources> website.

# Equipment Management

Equipment management is created to add equipment that will be visible for meeting rooms in the Employee App for TEOS.



You can add this equipment to a meeting room or desk in Manage for TEOS -> Site Management.

## Add equipment

Click the **Add Equipment** button. This will open a screen where you can add the equipment name and an icon you want to show at the meeting room. It is highly recommended to add an icon when using the employee app

## Add equipment to a meeting room or desk

Go to Site Management – Site Configuration and add or edit a meeting room or desk. In the settings you can now select the added devices too:

In the Employee App for TEOS it will be shown like this:










# Manage your users

This section is used to manage your users. This consists of both creating the individual users, as well as assigning them to groups and permissions.










## Users

On the User Management page, you can create, delete or edit users.

Users				
On this page you can add or edit your TEOS users and employees, and configure their main settings and rights accordingly.				
<a href="#">+ Add user</a>				
11 users	Email ▾	Name ▾	Role ▾	Sites ▾
 	147@icg.com	Content Manager 147	FR IL1 Content Manager	FR-IL1-DigitalSignage
 	147it@icg.com	147 IT	FR-Monitoring	FR-ILM-QUAIDUPR (147 / IL1)
	admin		Administrator	
 	employee@sony.com	employee	Administrator	Company A

## User groups / roles

In this section you will see the standard/pre-created roles at the top. These roles can't be adjusted and only have a view option. You can also create your own groups.

User Groups / Roles	
On this page you can add and edit user groups and roles, in which you can associate specific users to manage the access you would like to give them.	
<a href="#">Add group</a>	
Group name ▾	
	Administrator
	Power User
	Facility Manager
	IT Manager
	AV Manager
	Communication Manager
	Content Creator
 	Limited

### Standard roles

The rights for the standard roles can be seen when you click the  icon in front of the role.

### Created roles

In the USER GROUPS / ROLES section as an administrator you can use the [ADD GROUP](#) button to add new roles which you can assign to a user when you are creating or editing a user.

You can give this role a name and select the sections in Manage for TEOS where you want the created role to have access to.

When you select a menu item (the items with a – symbol in front) automatically it will select all subsections of that item.

For example, if you select Schedules and Alarms it will also select Content schedules, Actions Schedule, Alarms, Meetings Schedule and Automation Scenarios.

If you select a subsection it will automatically select the menu item.

For example, if you select Content schedule it will automatically activate Schedules and Alarms.

After saving this created role can be used when creating or editing a user.

After you have created a new role they will appear in the User group / role section from where you also have the options to edit or delete the create role.



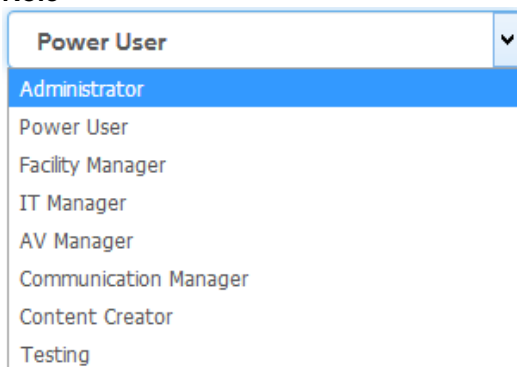
## Creating / Editing a user

When creating or editing a user you will now have more options to use as role for a user.

When you are creating a user by clicking “Server Management” > “User Management” > “Add user” or editing a user by clicking the pencil icon in front of the username you also need to fill in the following details

- Name
- Email
- Phone number
- Language
- Tenant
- Role
- Password
- Confirm password
- Can create users in their group (to give the rights to create users for the users group)
- Disable access to Manage for TEOS platform
- Enable lockout (when a password is entered incorrect multiple times)
- Device group access\*
- NFC ID

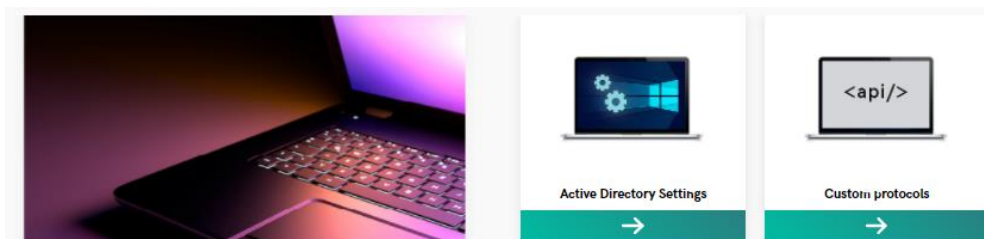
### Role



You can find the pre-configured roles here and after those you will see the created roles. In our example this created role is "Testing".

## Go further

The last Administration item is used for more advanced configurations. These configurations generally go beyond the use of Manage for TEOS to link to other solutions.



## Azure AD and Active Directory (on premise) Settings

In this menu, you can connect Manage for TEOS to your Azure AD or Active Directory environment.

**Active Directory Settings**  
On this page you can manage your Active Directory settings to automatically synchronize your employees with TEOS and simplify the user creation and management process.

ADType: Azure AD Save and synchronize Last sync: 1/10/2022 10:04:35 AM Items synchronized: 4

Default Language: English

Please select which Azure AD properties you want to map with the TEOS user properties

Email: userPrincipalName

Name: displayName

Phone number: Not mapped

NFC / RFID ID: Not mapped

Default Localization: officialLocation

When searching members in Azure AD groups, please fill in the Object ID or name of the group you want to get the members of.

AD groups / user roles: TEOS Administrator ✕ +

---

**Active Directory Settings**  
On this page you can manage your Active Directory settings to automatically synchronize your employees with TEOS and simplify the user creation and management process.

ADType: AD Save and synchronize Last sync: Items synchronized: 0

Domain controller address:

Use SSL: ☐

Username: admin

Password:

Test

Default Language: English

User to map to built-in admin:

AD groups / user roles: TEOS Administrator ✕ +

In this menu, you need to fill in the following details:

- o Domain controller address
- o Username
- o Password
- o Default Language
- o Enable Single sign-on (default is set to unchecked, only enable this if you want to use SSO)
- o User to map to built-in admin
- o AD groups / user roles\*

\*In the Groups section you will need to fill in the user group that is connected to the user in Active Directory. If you want to synchronize the AD users that are member of the AD group “TEOS Users” you need to fill in “TEOS Users”. You can set different AD groups to different TEOS Groups. The synchronization will have a delay of 5 minutes.

The synchronisation speed depends after on how much users you must synchronise. It takes around 10s per user.

For Azure AD, the integration needs to be done via app app/user registration adding the tenant ID, Secret Key and Client ID. it is then possible for the administrator to select what field of Azure AD will be

taken. A dedicated documentation is available under <https://teos.solutions/resources>

# Custom protocols

In this menu, you can create your own virtual devices based on API, we are compatible with HTTP and TCP type of commands. You can input in this field commands to set power, reboot, volume, inputs but also get power status, serial number firmware versions etc.

**Custom protocol**  
On this page you can edit your custom protocols for devices which are not natively compatible with TEOS.

**General**

Name: Virtual Device BRAVIA

Type: Virtual device

Protocol configuration: Field: ipaddress, Field type: Text

**Actions**

- ☒ Reboot HTTP
- ☒ Power on HTTP
- ☒ Power off HTTP
- ☒ Get device power status HTTP
- ☐ Set volume HTTP
- ☐ Mute HTTP
- ☐ Mute Off HTTP
- ☐ Volume up HTTP
- ☐ Volume down HTTP
- ☐ Start app HTTP
- ☐ Button Back HTTP
- ☐ Button Up HTTP
- ☐ Button Down HTTP
- ☐ Button Right HTTP
- ☐ Button Left HTTP
- ☐ Button Confirm HTTP

Back Save

You can create commands in HTTP >> GET, POST, PUT or PATCH or in TCP.

**Edit action**

Protocol: HTTP

Request

URL: http://[ipaddress]/sony/system

HTTP method: POST

HTTP content-type: application/json

HTTP headers: No custom HTTP headers

Body: {  
 "method": "setPowerStatus",  
 "id": 55,  
 "params": [{"status": false}],  
 "version": "1.0"  
}

SAVE BACK

After creating the virtual protocol, you can assign it in your virtual device that you can add in Administration > AV Device

### General

**Name**  ?

**Device type**  ▼

**Device brand**  ▼

**Model**  🔍 ?

**IP Address**  ?

**License type**  ▼ ?

**Controlled by custom protocol** ☒ ?

**Custom protocol**  ▼

**Protocol configuration**

Field	Value
ipaddress	<input type="text" value="192.168.100.140"/>

**Ignore schedule** ☐ ?

**Block when on external input** ☒

### TEOS App settings

**Rotation (°)**  ▼

**Always in front** ☐

On top of virtual devices configuration, you can as well create custom commands with the same methods compatible (HTTP and TCP) and can use those custom commands in automation scenarios under schedules and alarms

### Actions

The following actions will be triggered:

Other ▼ Custom protocol action ▼

**Protocol**  ▼

**Action**  ▼

**Delay action**  seconds

**ipaddress**

+ Add action

# Workplace Solutions



The menu item Workplace Solutions has changed for easier navigation. It now contains 4 sections:

## Make visiting easy

- Wayfinding (interface dedicated to help user to find space using a map, compatible with BRAVIA and touch screen)
- Reception (Virtual reception to receive the visitor and help him to sign in, used mainly in tablet)

## Communicate clearly

- Signage (create the presentations which includes playlists and link them to your devices)
- Corporate TV (play streams from HLS, RTMP and UDP streamers to your BRAVIA or player)
- Videowall (synchronize your content between different BRAVIA or players)
- Survey (get feedbacks into your tablet for example using the digital survey interface)

## Streamline room bookings

- Room Booking (create and associate your room booking interface with your tablet)
- Class Check-in (create your class check-in workflow for your tablet)
- Rooms Status (get in real time the activity of your meeting rooms)

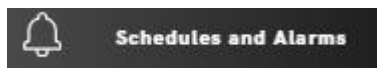
## Master your meetings

- Room Control (create your interface to control your device with a tablet in your meeting room)
- Meeting Interface (show a customized interface inside your meeting room)
- Mirroring (create your mirroring interface)
- Meeting Display (create a workflow with actions before the meeting, during the meeting and after the meetings using your display BRAVIA or Android Player)

The Manage for TEOS user guide will explain in detail how you create Workplace Solutions. As an Administrator you can see all Signage and set the rights for all Signage.



# Schedules and Alarms



When using schedules and Alarms there is a priority order to take into account:

## Schedules and priorities



### Default presentation

Purpose is to avoid display without content if nothing is scheduled. A logo of the company can be assign Here for example. For a meeting room a meeting display can be assign also to make sure there is a content as well



### Workplace solutions

All the workplace solutions are dedicated to be used in priority in the device, only exceptions such as a device input such as HDMI or tuner input (when block when on external input is enable), or power schedules have more priority than the workplace solutions



### Power schedules

TEOS solution propose a number of action schedules from the volume, HDMI input change schedule to the power schedules which can define when the define are on and off, and when they switch on and off. Power schedule can propose a forced option which as the highest priority to make sure that device stays off even if somebody tries to use it



### Automation scenario & action schedules

Automation scenario functionality proposes a lot of possibility and flexibility in terms of workflows that can be applied. Conditions based on calendars or sensors can be done and actions to a device or a booking can be done as well. It is important to verify as much as possible that a behaviour can work to respond to a workflow need.



### Content schedule

A content schedule is making the link between the device which need to show signage and the playlist. This scheduling part is important and proposing a very flexible amount of configuration including recurrence rules



### Alarms

Alarms for TEOS are intended to be an additional way on top of the security alarms in the building to make an interruption on the content/inputs that can be used to display a presentation. That presentation is usually prepared and has the purpose to only be useful when interrupting device usages

Non power action commands like volume, input, reboot etc. triggered by action schedules or automation rules.

Lowest priority

Highest priority

In Schedules and Alarms you have the following sections:

- Content Schedules
- Schedule management
- Alarms
- Meetings Schedules
- Automation Scenarios

## Content Schedules

This section is for scheduling content for a device localization / site. How this works is explained in the Manage for TEOS User Guide.

## Schedules management

By using the “Add action Schedule” button you can create actions and/or power management for devices and device groups.

You can select a specific action type for one or more days of the week and a starting time when this action type must be executed.

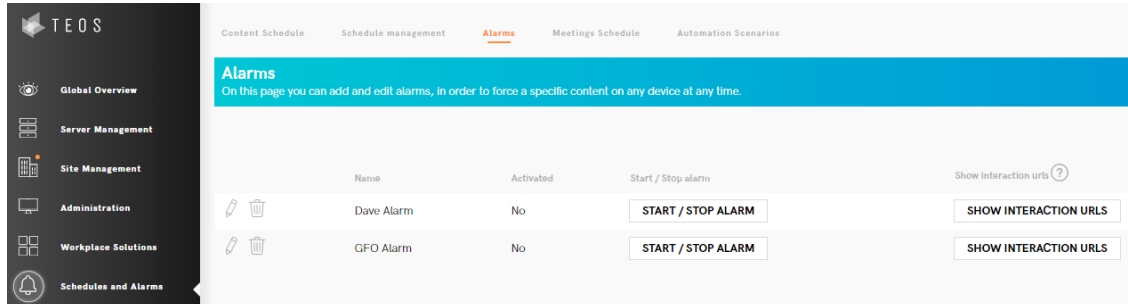
If you check the Active check box the settings will be executed if you leave the Active check box unchecked the settings won't be executed until you check the Active checkbox again. For power schedules you don't have to check an active checkbox.

How this works is explained in the Manage for TEOS User Guide.

# Alarms

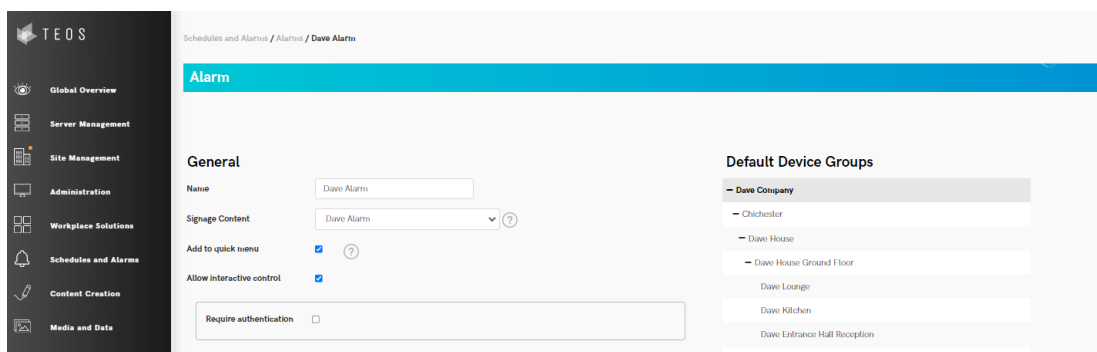
When you click on “Alarms”, you will be redirected to the Alarm configuration. In that section, you can:

- Create alarms by clicking the “Add alarm” button
- See an overview of the existing alarms



After clicking “Add alarm”, you can:

- Fill in a logical name for the alarm
- Select the alarm type: “Media” or “Signage content”
- Select the groups where the alarm needs to be active in case you trigger it.
- When you select the tick box “Add to quick menu”, the alarm can be triggered from the quick menu in the header
- When you have selected a group and chose to activate the “Allow interactive control” checkbox a “Show interactive URL’s button will be activated which will show you the start and stop URL’s for the device. For security aspects you can add a authentication in the interactive URL



How this works is explained in the Manage for TEOS User Guide.

## Meetings Schedule

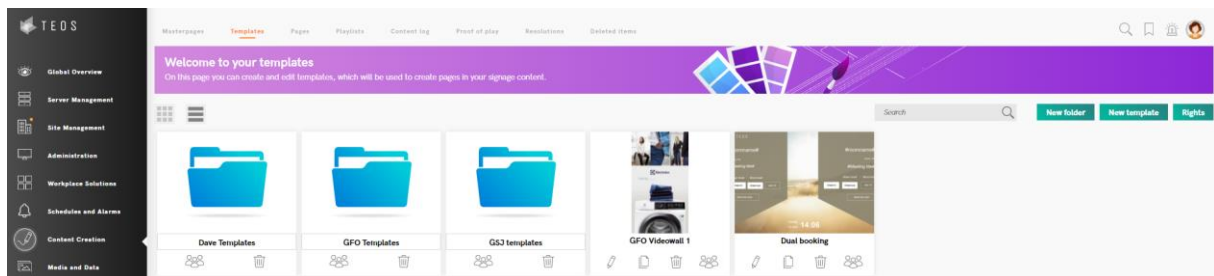
Meetings schedules are used only for an admin to management the calendars of rooms for TEOS, from this interface he can book spaces via an agenda overview and remove the booking as well.



# Content Creation

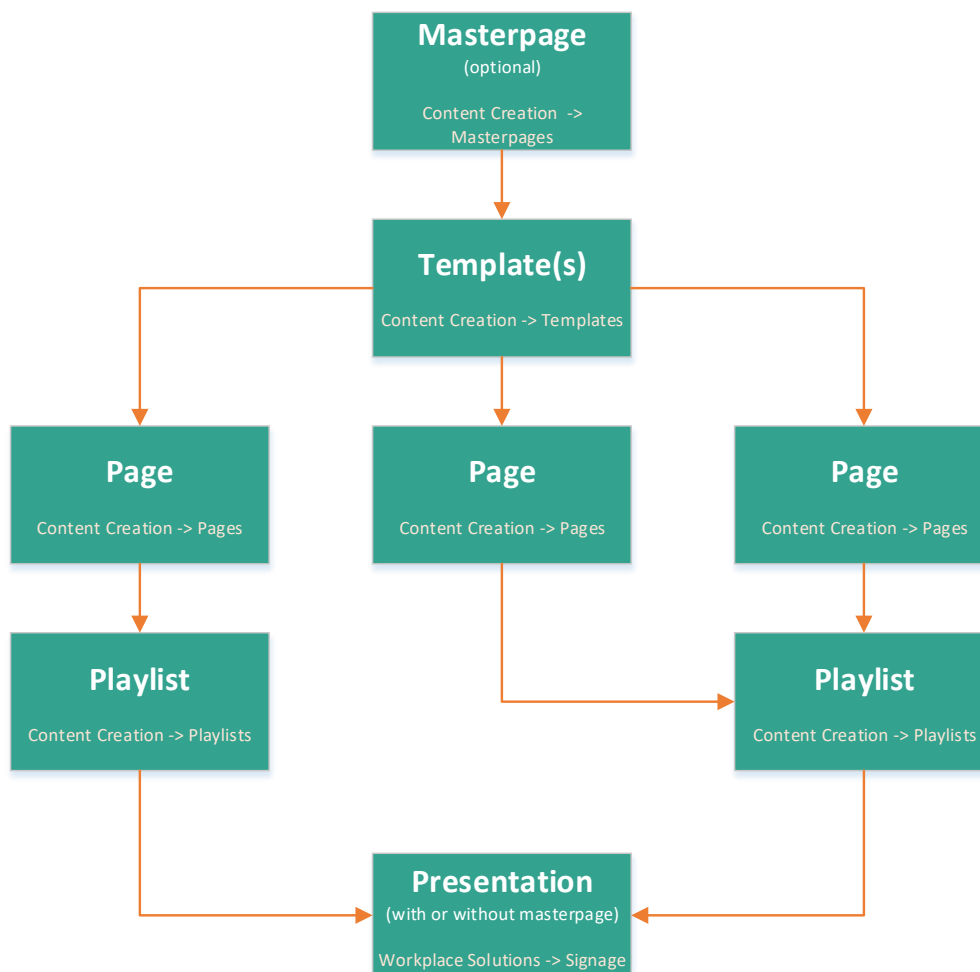


The digital signage can be fully managed and configured using your web browser. This section is designed to assist you in a user-friendly way to operate Manage for Signage for TEOS and to publish content easily.

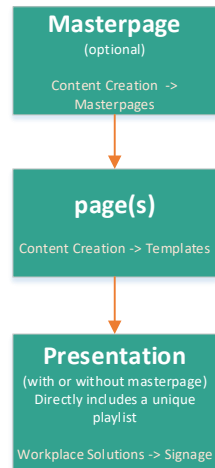


How to create content is explained in detail in the Manage for TEOS User Guide.

## Content Creation workflow (for complete signage)



## Content Creation workflow (for basic signage)



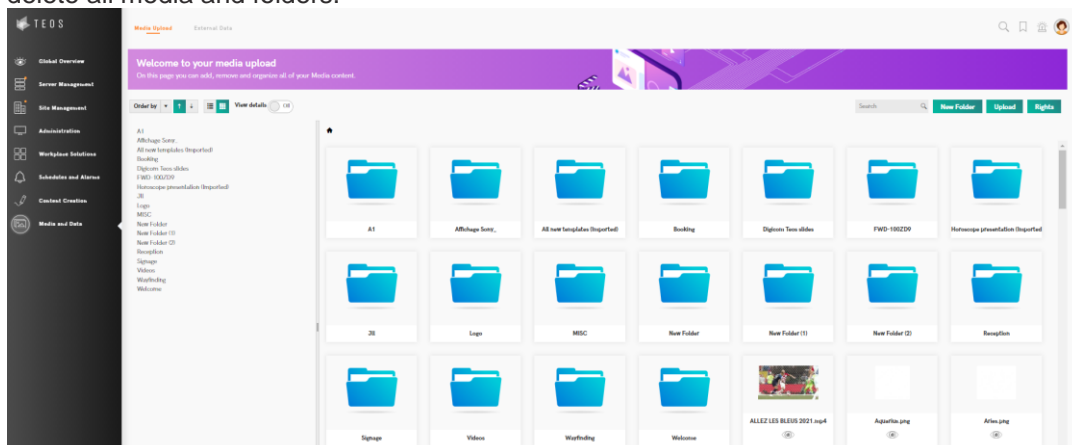
You can manage user rights on each section

## Media and Data



## Media Upload

The media library is used to store the media that you want to use in your environment. In the media library, you can create folders, upload and delete media files. You can also set the rights to make media available or blocked for specific users. Administrators will always have the rights to view or delete all media and folders.



Compatible formats are :

For images: JPEG, JPG, PNG

For videos:

- For BRAVIA:
  - o MP4 H264 HD and 4k@60fps and 40Mbps for bitrate in landscape, at a certain limit content can be converted to be compatible with the devices depending on their bitrate and framerate).
  - o In Portrait mode for Android 10: 576x1024 @30fps and 10Mbps for bitrate (limitation under discussion on development
  - o For Android 9: 1080x1920 @30fps and 10Mbps for bitrate
  - o Stream in Full HD @8Mbps in RTMP, HTTP HLS, UDP (in landscape)
- For Players (X96 and QBIC tested players):
  - o MP4 H264 HD and 4k@60fps and 40Mbps for bitrate in landscape, at a certain limit content can be converted to be compatible with the devices depending on their bitrate and framerate).
  - o 1080x1920 @30fps and 10Mbps for bitrate
  - o Stream in Full HD @8Mbps in RTMP, HTTP HLS, UDP (in landscape)
- For tablets:
  - o MP4 H264 HD and 1920x1080@30fps and 10Mbps for bitrate in landscape, at a certain limit content can be converted to be compatible with the devices depending on their bitrate and framerate).
  - o 1080x1920 @30fps and 10Mbps for bitrate
  - o Stream in Full HD @8Mbps in RTMP, HTTP HLS, UDP (in landscape)
- Audio: MP3, WAV only for simple audio play
- Power point converted in images
- PDF converter in images.

Depending on the usage of devices, the performances and content capacities can be affected. If content is not working in TEOS, you may have to convert it independently. For more details please contact us.

## External Data

In the External Data tab, you can add external data sources, Social media links and calendars.

### New datasource



Please fill in a name for your datasource:

Select which type of datasource you would like to add:

Social media	Data sources	Custom sources
 Facebook	 Weather	 RSS/XML
 Twitter	 PowerBI	
 Instagram	 Flickr	
 Yammer		

Agenda	Education
 Office 365	 Scintia
 Google Calendar	 Celcat
 Exchange	
 TEOS Calendar	
 Office App	

Next

More details about external data sources are explained in the user guide and other dedicated documentations

# Service and Catering

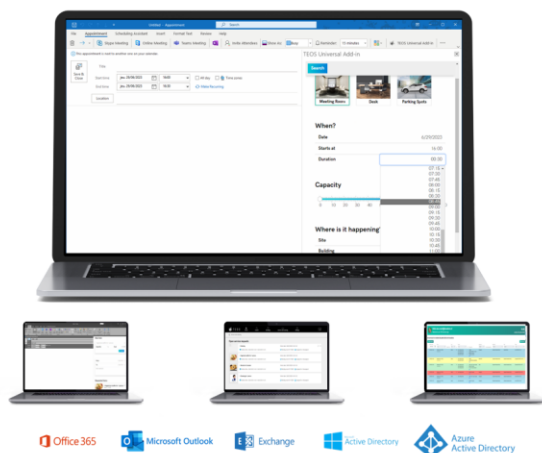


The service and catering functionality has been created to add another step after the booking of meeting room which gives the possibility to deliver services created by the company on dedicated meeting rooms. Ability to schedule catering items and associated workflows for vendors, such as a dashboard and functions to manage the status of requests.

It includes the possibility to manage 2 categories of products per room which can be customized and created without limit.

- Have a product element such as description of it, the amount of products available, the the cost per product, the cut off time (maximum time allow to change product request), image of the product, setup time and clean time.
- Define vendors for the products who will be able then to follow the dashboard of requests and track them from a new request to the delivery.

Streamline desk & room bookings



## What it is:

An Outlook Add-In for employees to search for and book rooms by location, capacity or equipment. From version 3.2 version of TEOS, Service & Catering request can be done via the same channel



## Top 3 benefits:

- Search room from Outlook
- Select room to book in Outlook
- Warn users on room usage
- Book service and catering



## Main functions:

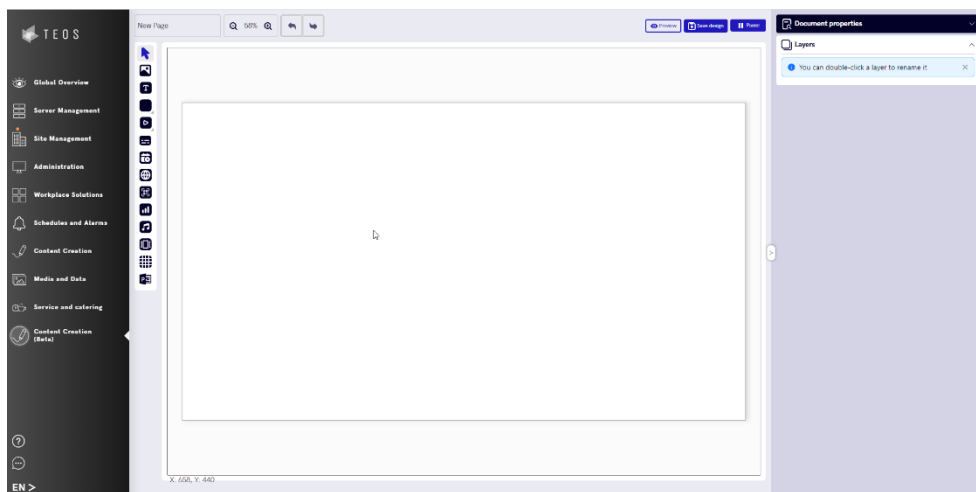
- Search rooms based on date, duration, capacity location, equipment
- Select room which push email and date/time to outlook invite
- Warn user with dedicated message per room when booking
- Book Service and catering with nbr of invitees, dep/cost center, quantities, note, additional host, time to receive the booking
- Get notified of the status of the service and catering

Under the Service and Catering menu, admin or vendor can see the complete list and create service and catering on behalf of users where even users from the outlook add-in and employee app can request services and define also host.

# New Content Creation BETA

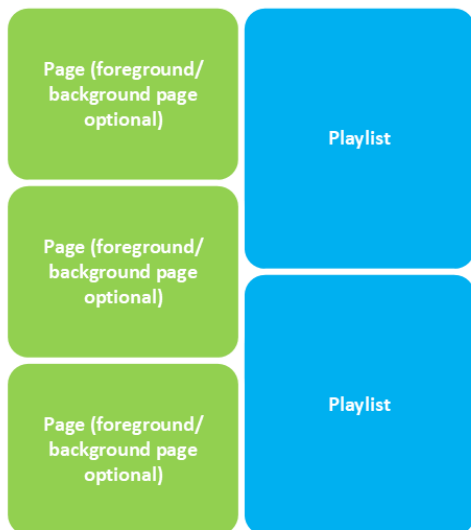


When using Manage for TEOS version 3.3, we also offer to use our newly developed content designer (currently in beta) for creating content. Go to 'Content Creation (Beta) > Pages' to give it a try. A dedicated documentation fort Signage is explaining all the functionalities available for this usage.



	Content display method	Downloaded from server, stored on device, external data using data source
Data	Statistics	Yes (from Dashboard, Proof of Play)
	Content log	Yes
	External data integration	Custom (RSS/XML), Weather, Facebook, Instagram, Power BI (Dashboard, Report, Tile), Microsoft 365 (Office), Google Calendar, Exchange, Zermelo, NS Info and RealWorks
	Media upload	Image: JPG, PNG, GIF (Full HD for tablet and 8 MP for BRAVIA) Video: (MP4 only, BRAVIA: up to 4K@60Hz at 40 Mbps in Landscape and Full HD at 8 Mbps in Portrait, Tablet: Full HD at 8 Mbps PDF (converted to images) PowerPoint (converted to images) Audio: MP3 Video Stream: Full HD at 5 Mbps (one per page)
Touch interactive content		Yes
Compatible devices		BRAVIA Professional Display, Android Player for TEOS, Tablet for TEOS

With the 'Simplified' workflow using the new content designer (beta), there are only Pages and Playlists. A page may contain an optional foreground and/or background page (function similar to a Masterpage). A Playlist may contain other Playlist(s) too and represents the whole 'Presentation':







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<https://teos.solutions>