Meeting Display for TEOS

Installation & User Manual
Document revision 1.2

Overview

This document will explain how to use Meeting Display (using Manage for TEOS 2.2 or later). Meeting Display is a more advanced version of Meeting Interface.

Requirements

- Manage for TEOS 2.2 or later
- Please consult the latest release notes to check for the latest versions of the Signage for TEOS and Control for TEOS (for Android Player) apps
- Please follow the BRAVIA installation guide for Signage and Connect for TEOS apps, depending on your BRAVIA Android version (guides are in the hardware folder)
- TEM-MR10 is required when using a BRAVIA, TEM-DS10 is required when using TEOS Android Player. From version 3.0 you can use directly the license TEM-ALxY
- Compatible with TEC-SC100 license when using Connect for TEOS
- If you are using Cloud for TEOS, make sure your time zone is defined under "site" or building in Site configuration
- With version 3.1 of TEOS, new improvements have been added such as:
    - Meeting room color status (like in room booking) or text
    - Screensaver for auto-shutdown
    - Customizable end time message
    - Switching managed by TEOS app without Manage need

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1. Workflow Meeting Display for TEOS

Meeting Display for TEOS is an add-on for Manage, that aims to improve the proposed features in the meeting room.

1.1 Usages

Using a TEOS Android Player or a BRAVIA display you will be able to:

1) Show signage content between meetings
2) Show a nice and fully customizable page when meeting starts, where all the information from a calendar (Google, Office 365, Exchange, Calendar for TEOS) can be shown, as well as sensor information. Other information can be shown
3) Supporting auto-switching to HDMI (BRAVIA only) and/or Connect for TEOS, you will not need a remote to switch input to show your PC content on the display
4) Warn the user of the room when meeting is about to finish
5) Force to return to the home screen or stay on the current input, depending on your configuration of the rooms

Master your meetings
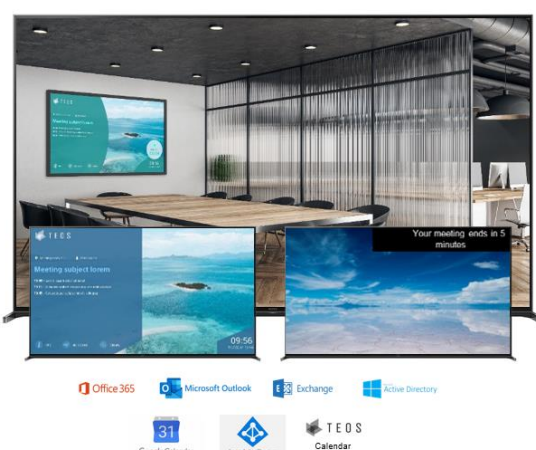
What it is:
When a room is not in use blank screens can be replaced with customized signage. When meetings start the interface presents agendas, remaining meeting time notifications, sensor readings, and more.

Top 3 benefits:
— Have the meeting information directly diplayed in the room on a modern interface
— Remove the remote control from the room
— Let employees know meeting is ending soon

Main functions:
— See directly the relevant meting information on the meeting display interface: Meeting name, organizer, meeting agenda, sharing device information
— Data automatically filled-in from TEOS
— Displays end of meetings warning before meetings end
— Dashboard/analytics
— HDMI Inputs / Mirroring solutions automated workflows
— Customize easily logos, images & design.

1 When No Appointment, a Signage screensaver can be shown
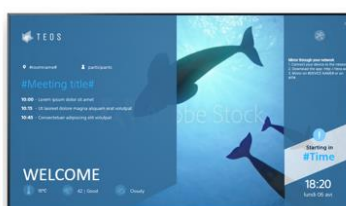
Display next room occupancy
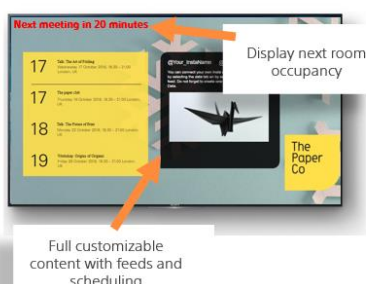
Full customizable content with feeds and scheduling

- Use your content created for your common area for Signage
- Create content for meeting rooms with all your contents

2 When meeting is starting, get all the information for before starting the meeting

- The meeting display is a page refreshing every 10s where all the details of the information can be added and a video can be also played
- The meeting display is fully customizable and is using our performant Signage app to run it
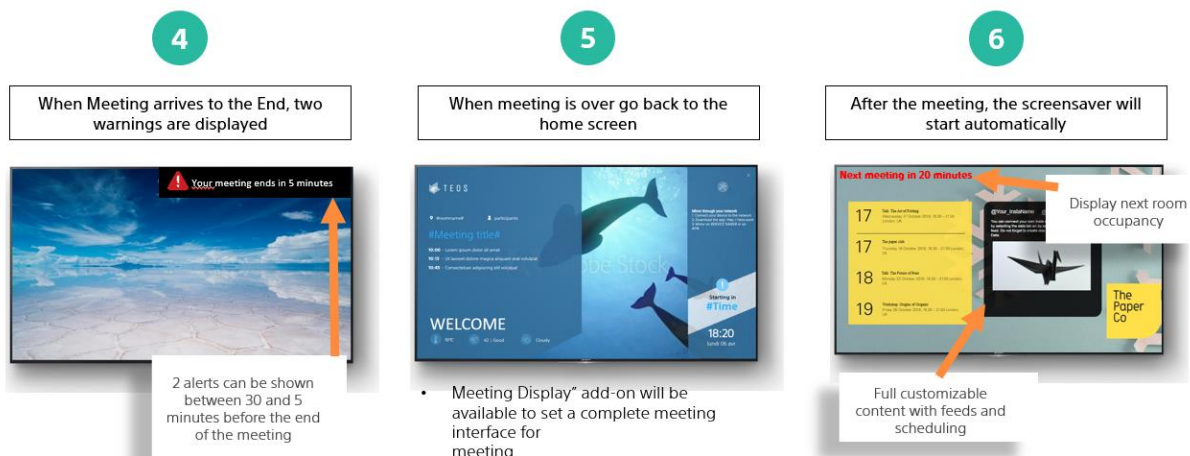
3 During the meeting
(Auto-switch between TEOS Connect and HDMI inputs)

- Switch automatically from the Meeting display to TEOS Connect or the HDMI input using BRAVIA settings and the new TEOS Signage and Connect apps

Existing installation are compatible with this new Add-on but need to be upgraded accordingly. Contact us for more details

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4	5	6
When Meeting arrives to the End, two warnings are displayed	When meeting is over go back to the home screen	After the meeting, the screensaver will start automatically

2 alerts can be shown between 30 and 5 minutes before the end of the meeting

- Meeting Display" add-on will be available to set a complete meeting interface for meeting

Display next room occupancy

Full customizable content with feeds and scheduling

Existing installation are compatible with this new Add-on but need to be upgraded accordingly. Contact us for more details

1.2 Hardware Specification for Meeting Display

The device compatible with this streaming option are:

1) BRAVIA Professional Display with Android, model FY18 (with Android 8, 9, 10) or later (rendering in older version can be unstable)
2) Android Player compatible with TEOS

Don't hesitate to check the rest of the documentation that can be found in our https://teos.solutions

Meeting display		
Functionalities	Display meeting data shown	Room name, room status, subject, details, organizer, start time, end time, time until meeting starts, Logo (from Tenant), Next meeting Time, sensors
	Alert time before end of meeting	Yes (2 different time from 5 minutes to 30 minutes)
	Screen behavior at end of meeting	2 choices, force meeting end and keep displaying external input
	Compatible with TEOS Connect	Yes (TEOS Connect details shown in the interface and auto-switching)
	Auto-switching BRAVIA	Yes between Meeting display, TEOS Connect and HDMI
	Auto-switching Android Player for TEOS	Yes between Meeting display and TEOS Connect
	Design customisable	Yes (10s video in background can be loop)
	Signage integration	Yes (screensaver option), idle time before/after meeting configurable
	auto start and shutdown	Yes based on the meeting room calendar (option)
Data & synchronizations	Statistics	Yes (room statistics, no-show, average meeting duration etc.)
	External data calendar integration	Compatibility with Office 365, Google Calendar, Microsoft Exchange, TEOS Calendar
Licenses (1 per device required)		TEM-AL1Y/3Y/5Y
Devices compatible	Devices	Android BRAVIA Professional Displays, Android Player for TEOS
	Pre-configured devices	BRAVIA FW-XXBZ/TM models (apps preinstalled and license pushed by TEOS)
Warranty	Extensions (one per device required)	TEM-AL1Y (included in the license for 1 year)
		TEM-AL3Y (included in the license for 3 years)
		TEM-AL5Y (included in the license for 5 years)
Additional Service	Content Creation	PSP.CET.TEOSTEMP.1
	Feature Customization	PSP.CET.CUSTOM.1
	Engineering support	PSP.CET.REMOTE.2
	Training	TRN.TEOS.REMOTE.2

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2. Creating Meeting Display for TEOS

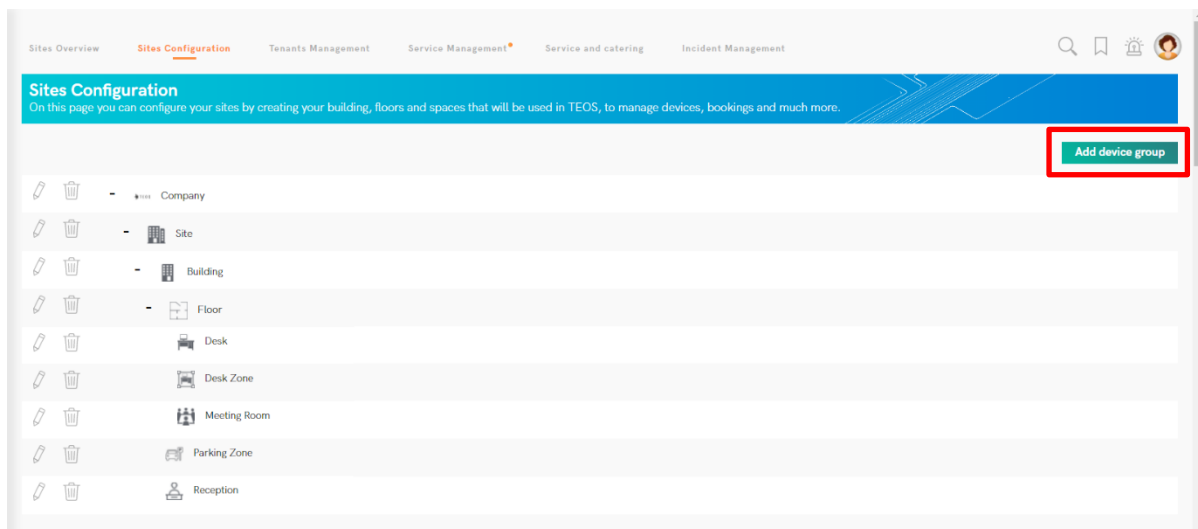This section explains how to add a device to TEOS and use with the Meeting Display add-on.

2.1 Configuring a room under Site Management

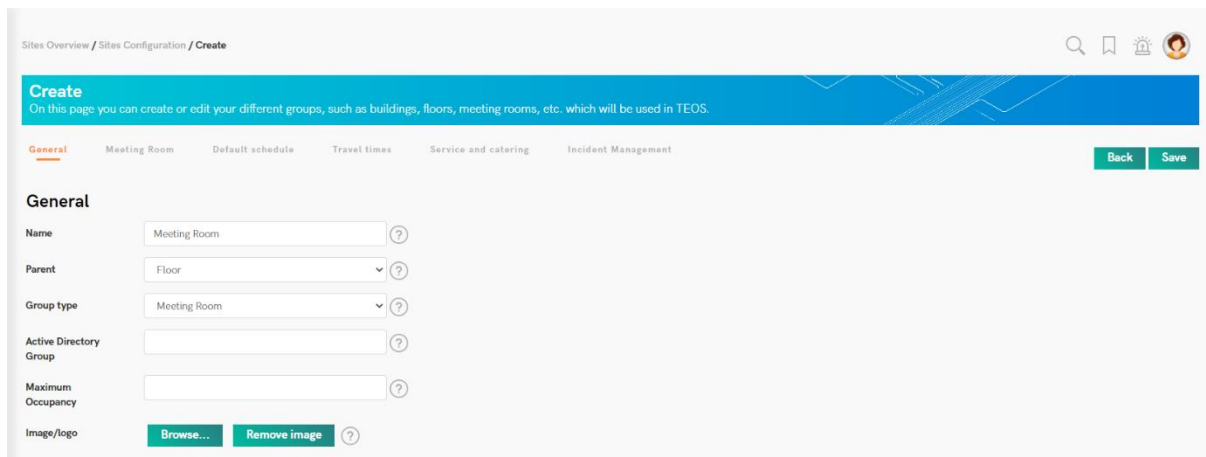First, you need to create in a new meeting room in Site Management.

For that, navigate to "Site Management" and click on the "Sites Configuration" tab.

Click "Add device group" and create a meeting room.

Add a name, define the parent (floor) and define the group type as a "Meeting Room".

Five additional tabs will appear when selecting Meeting Room:
- **Meeting Room** where you will be able to define:
  - Settings
    - Active, enable/disable the meeting room
    - Room type, advanced setting (Business/Corporate/Mixed)
    - Description of the room (for Employee App usage)
    - Capacity of the room (for Employee App usage)
    - Early check-in and cancel, time before the meeting starts (for Room Booking)
    - Cancel time, auto cancel time if the meeting is not started (for Room Booking)
    - Unavailable after each meeting (e.g. for cleaning)
    - Allow special services and e-mail address (for Employee App)
    - Equipment (for Employee App filtering)

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- o User Groups and Roles (for employee user access usage)
- o Content
  - ▪ Room booking presentation (explained below)
  - ▪ "Find another room" base localization, set the localization when searching for another room
  - ▪ Meeting room calendar (calendar synchronized with Room Booking)
  - ▪ Export calendar events (for administration purpose)
  - ▪ Room control presentation (for Room Control usage)
  - ▪ Mirroring template (for Connect for TEOS usage)
  - ▪ Meeting Interface (for BRAVIA usage with Meeting Interface)
  - ▪ Meeting Display (new version of Meeting Interface)

- **Default schedule**, in order to schedule the usage of the room:
  - o No schedule
  - o Inherit from parent group, if you have an additional room group parent of your room, the room will inherit the same booking schedule as your "master" room
  - o Use schedule, where you can define opening and closing time and you can create a periodical unavailability after each meeting for a specific time (hours).

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- **Travel times**, is used to set up the time to go from one meeting room to another one. This will allow TEOS room booking application to make the relevant recommendations to your employees, based on a meeting room localization.

- **Service and catering**, this is to set-up the service which will be enabled for your group, and the e-mail address which will be automatically used. Services can be configured in the "Service and catering" section in Site Management

- **Incident Management**, this is to set-up the catering which will be enabled for your group, and the e-mail address which will be automatically used. Catering can be configured in the "Service and catering" section in Site Management

2.2 Creating a Meeting Display solution under Workplace Solutions

Navigate to Workplace Solutions > Master your meetings. Click on the Meeting Display solution, add a name and select the template you want to start with. Click "Save".
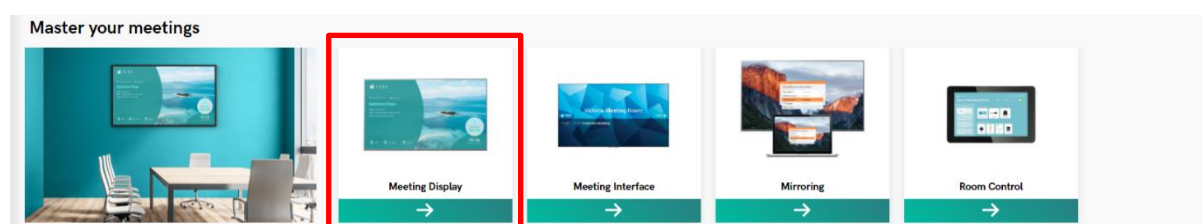
Click on "New meeting display" to create a new Meeting Display solution.
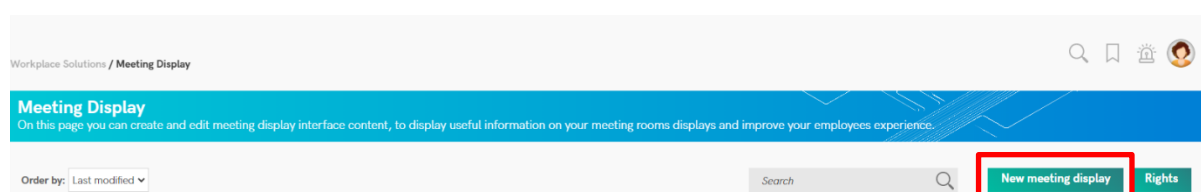
Add a Meeting Display name and select a default template
The template can be customized later

Select your alert times before meeting end
You can select from 5 to 30 minutes for the 1st and 2nd alert time

End time message
From TEOS 3.1, the end time message can be customized keeping the number of minutes variable

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Select the screen behavior at the end of the meeting:
- Keep displaying external input
- Force meeting end

Enable screensaver
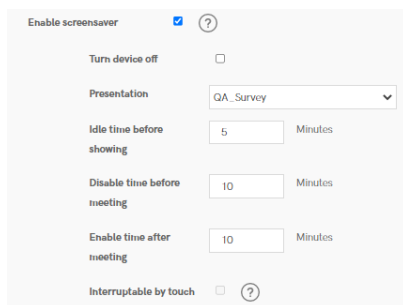See 2.3 for more information

Show Connect for TEOS Information
When you are using Connect for TEOS, you can allow your Meeting Display for TEOS interface to show Connect for TEOS information

2.3 Enabling screensaver in a Meeting Display solution

When your Meeting Display is not in use (no meeting), you can enable an option that will show a signage content or a survey.

Select your content and define:
- Idle time before showing the content
- Disable time before meeting (number of minutes before signage content stops)
- Enable time after meeting (number of minutes when signage content start)
- Interruptible by touch, screensaver content will be interrupted by touch
- Turn device off, allows you to have the device off until there is a meeting based on the time defined
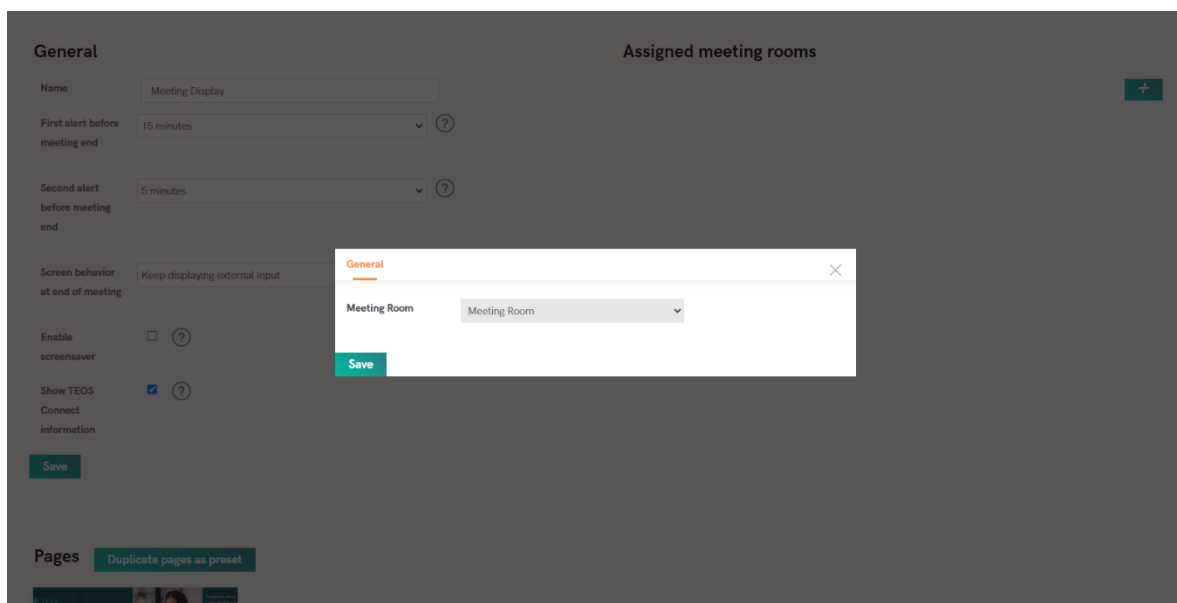
2.4 Synchronizing Meeting Display with a meeting room

Make sure your calendar (O365, Exchange, Google Calendar, Calendar for TEOS) and the Meeting Room are created and are linked.

Click on the plus sign (+) button in the top right corner to synchronize your device group (meeting room) with your Room Booking solution.

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You can add all your meeting rooms under the same template, the data under the template will be fetched automatically using the calendar linked to your room.

2.5 Customizing a Meeting Display template

With your freshly created Meeting Display solution, you can navigate to the template and customize it with your own content.

Above a selection of some of the new, fresh looking template designs. These are specifically designed for usage with your Meeting Display solution. More template designs are available in Manage for TEOS.

The background can be an image or a video up to 10s

When using Connect for TEOS, you can add a description on how to connect

The page is fully customizable

All the meeting room data (e.g. meeting info, calendar etc.) is linked automatically

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3. Assigning Meeting Display to a device

This section will explain how to configure the devices and how to assign the Book solution for TEOS to a device.

3.1 Preparing a BRAVIA display

In order to use Corporate TV for TEOS with a BRAVIA display, you will have to install both Signage for TEOS player app and Connect for TEOS app (if you use Connect for TEOS), please refer to the release notes to check the latest apps version compatible with your Manage for TEOS version. To do so, please follow the manuals:

- Professional BRAVIA - Install TEOS Apps for TEOS Manage - rev1.1.pdf
- Installation Guide - BZ [TM] preconfigured devices - 062021.pdf

Above documents can be found in our http://teos.solutions under resources or under https://bit.ly/sonypsetech

3.2 Preparing an Android Player

In order to use Corporate TV for TEOS with a Player, you will have to install the Signage for TEOS player app, Control for TEOS app and Connect for TEOS app, please refer to the release notes to check the latest app versions compatible with your Manage for TEOS version. To do so, please follow the manuals:

- Professional Players for TEOS - Installation & User Manual - rev1.3.pdf

Above documents can be found in our http://teos.solutions under resources or under https://bit.ly/sonypsetech under technical documentations

3.3 Add a device to TEOS

3.3.1 When using TEOS on premise

Go to Manage for TEOS Interface > Administration > Device management. You have different methods to add devices: from an excel Import, from auto discovery option or adding It manually.
We will add in this case manually a new device, for that press on "add device"

a)   Insert the room or BRAVIA name
b)   Select "display" as device type
c)   Select Sony as device brand
d)   Model will be automatically field
e)   Insert the IP address of the device
f)   Select the license type
g)   Add the device into a device group (create before a group in site configuration)
h)   Press save

Make sure your BRAVIA is linked to the device group (meeting room type).

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Note: If the device Is not reachable via network, or you don't have license for It, you will get a message on top of this tab. If the device Is connected and the configuration done, you must be able to see It in green in both power status and behavior status.


By pressing to the virtual remote, TEOS will do a first adb request to your BRAVIA. BRAVIA will after ask to allow the connection (debugging), for a security measure which needs to be done when the ADB connection is setup for the first time, you need to authorize the RSA key from the TEOS server, once this is accepted and saved into the local configuration file the connection can be setup at any time when the display is online.

You will have to accept the connection by Manage for TEOS to be able to see the snapshot from the screen.

 Edit   Delete   Execute command   Update screen
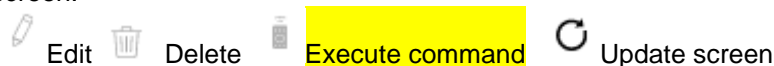
When trying to install a new App in TEOS via Site Management > Service management, and in the device press test ADB, TEOS is doing the same request to the device.
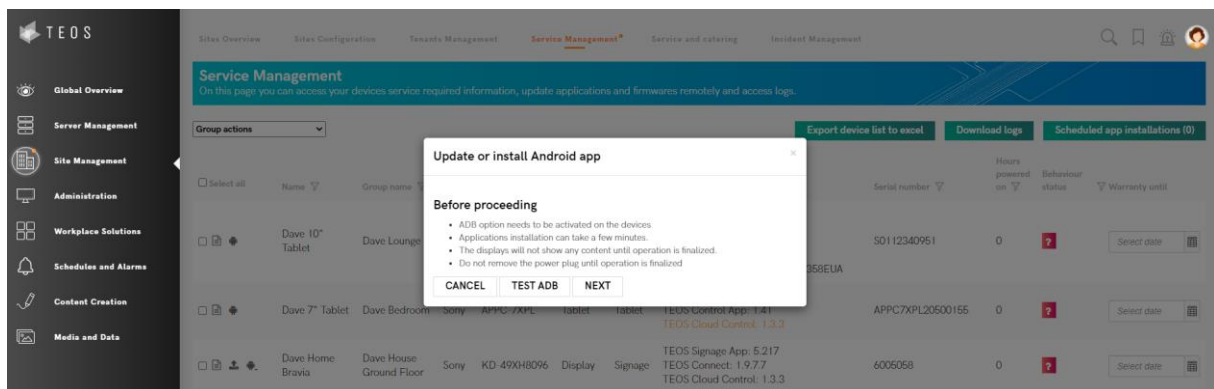
To allow this ADB debugging you have 2 options:
1.   Most simple one is by using the real device remote
2.   The second one if you IP Control is ON is by using the enter button + right arrow + enter button

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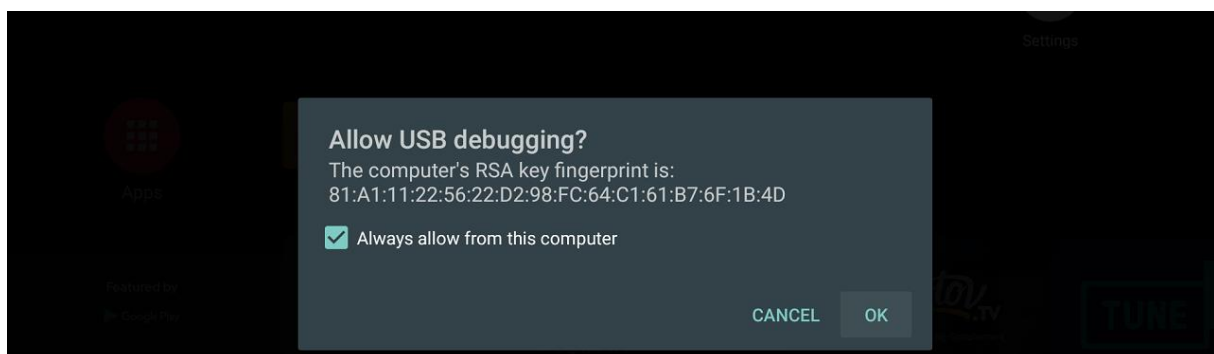
As soon as the it is allowed, you will be able to see the interface of the device into your virtual remote or in service management, you can test again adb and see it "online".
If the operation failed, a deep reboot (pressing the reboot button of the virtual remote) and opening again the virtual remote will request again for adb connection.

3.3.2   When using TEOS on Cloud (from version 3.0)

Go to your Manage for TEOS CLOUD Interface > Administration > Device management.
We will add in this case manually a device to the cloud, for that press on the drop down button on "Connecting cloud-controlled devices" to see the password automatically regenerated every 1 hour to insert in the device
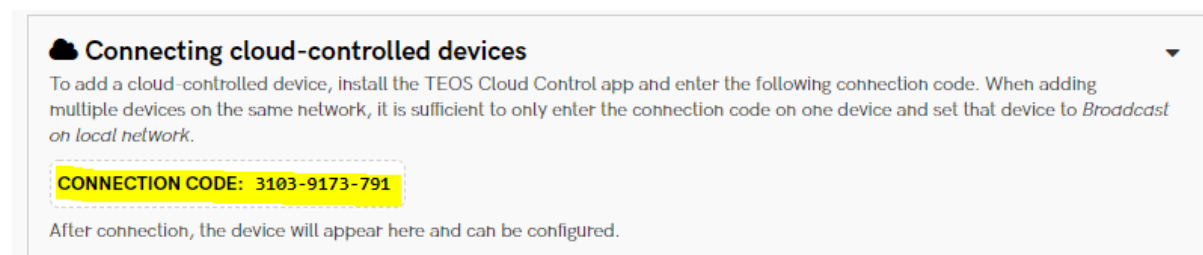

Now from the device, make sure it is connected to the internet. Open the app Cloud Control for TEOS (version 1.4.2 minimum) and insert the password, press connect.
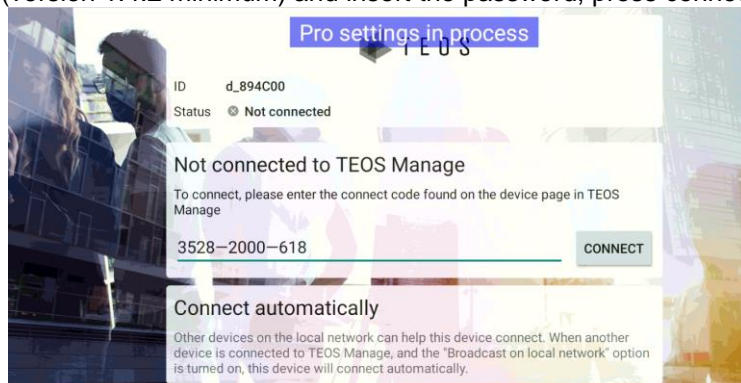
The device will then connect automatically to your cloud account without any additional action.
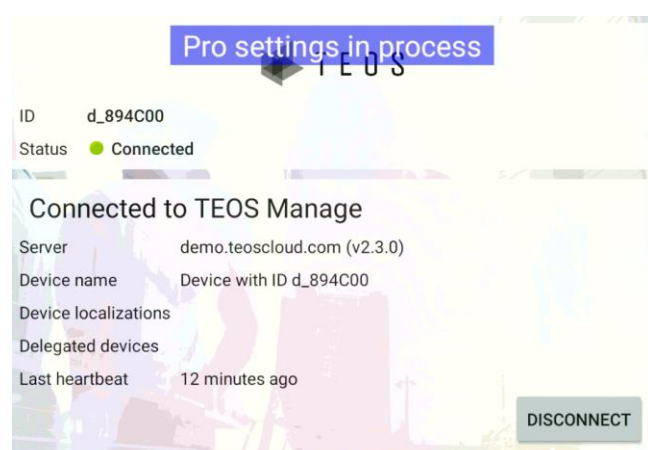
The ID shown in the device will appear in the AV device list after a refresh of the page and will be shown and this end of it.
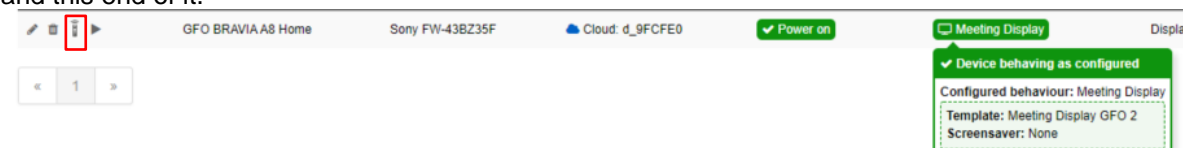
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You can then setup it by clicking on the edit button:

i)   Insert the room or device name
j)   Select "display" as device type
k)   Select Sony as device brand
l)   Model will be automatically field
m)   Select the license type
n)   Add the device into a device group (create before a group in site configuration)
o)   Press save

3.4 Integrating a device to Meeting Display for TEOS

Navigate to Manage for TEOS > Administration > AV Devices. You have different methods to add a device: adding it manually, with the auto discover option or import from an Excel.

In this case we will add the device manually, for that click "Add Device"
   a)   Name: insert a name for the device (room and device can be useful)
   b)   Device type: select "Display" for a BRAVIA display and "Player"
   c)   Device brand: select "Sony"
   d)   Model: this will be filled automatically
   e)   IP Address: insert the IP address of the device
   f)   License type: select "Meeting Room" for a BRAVIA display, select "Signage" for a Player
   g)   Device Localization, set the device localization (created earlier in Site Management > Sites Configuration)

Click "Save" to save the device and its configuration.

Make sure your device is linked to the correct Device Localization (of the Meeting Room type, you created earlier in Site Management > Sites Configuration) to see the Meeting Display solution with your calendar on the device.
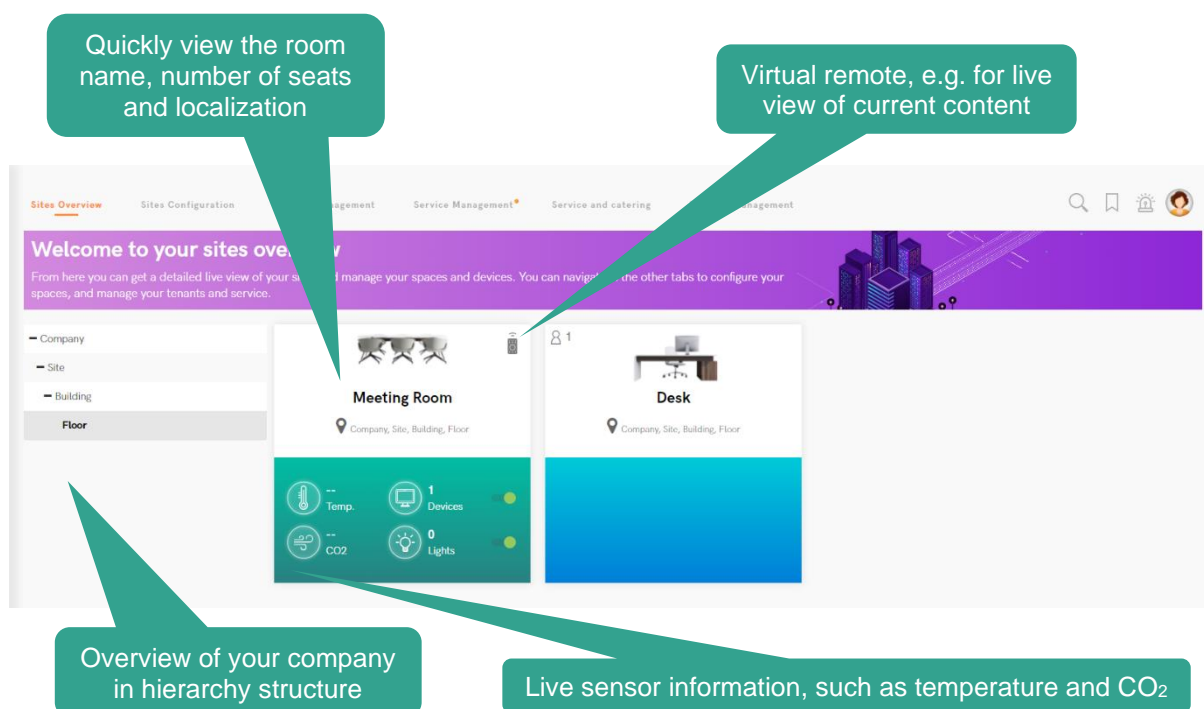
Please note, for using devices which were already created and content (Default presentation or Rooms Status) has been configured in Content Settings, please remove it (select blank entry) for the Meeting Display solution to be shown.

Your device is now linked to the meeting room. If your Meeting Display is already linked to your meeting room, the device will automatically show the Meeting Display solution. Both Status and Behaviour status should be green.

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Push content to device

Virtual remote with live view
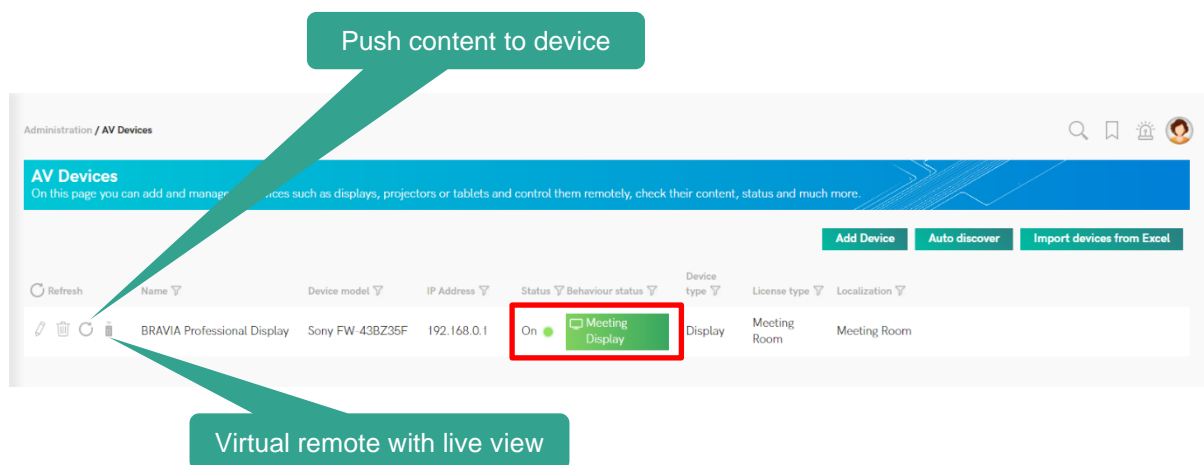
When you navigate to Site Management > Sites Overview, you will see graphically your group hierarchy. You can see the status of your device linked to your meeting room, you can power on/off the devices from here and you can control the virtual remote from this overview.

Quickly view the room name, number of seats and localization

Virtual remote, e.g. for live view of current content

Overview of your company in hierarchy structure

Live sensor information, such as temperature and CO_2

3.5 Action schedule for a device with a Meeting Display solution

With Manage for TEOS you can schedule actions for automatic control of your devices. For this, navigate to Schedules and Alarms > Schedule management. You will be able to add power, reboot, app updates, start signage, start meeting, mute, manage volume, channel etc. These scheduled actions can be set to a device or a group of devices. Using a schedule for power, a forced schedule will make sure that if the device is powered on, TEOS will power it off if the device must be off based on scheduling.

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Your devices must be under a device group to be able to send an action schedule.

If you need further support, please contact Sony PrimeSupport or contact us using our website http://teos.solutions

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