



Reception for TEOS

Installation & User Manual

Document revision 1.5

Overview

Thank you for purchasing these products and solutions. This document will explain how to install, use and manage the Reception visitor management solution for TEOS.

Requirements

- Please refer to TEOS Release note to verify the version of apps needed in the devices
- Compatible TEM-AL(1,3,5)Y license (recommended to use TEB-15XP and TEB-22XP)
- Outside the network, Manage for TEOS needs to have a public domain name
- Badges can be done from cloud using printers compatible with email to print method
- Pogo pin camera and pogo pin QR code (for picture printing in badge and for QR code scan) are the only accessories tested together with the 15XP and 22XP tablets, other USB camera or QR code are not tested and cannot be warranty to work with TEOS


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1. Reception for TEOS Solution


Reception for TEOS as added a new feature from version 2.0, where a security pin code for the sign-in and sign out has now been implemented. This workflow comes on top of the first workflow which is based on the research of the employee by the visitor.

Reception for TEOS workflows



WORKFLOW 1 (SECURED)

PIN Code registration method, sent by the employee to visitor




Workflow requires the employee to send by mail an invitation (using a reception email address) where the visitor will receive a 4-digit pin code and/or a QR Code to authenticate when arriving in employee building. A notification (mail/SMS) will be sent directly to the employee. And the record of the sign-in will be added into TEOS Analytics

Mail, SMS (Spryng) and Certificate (https mandatory) for the integration of Reception add-in are provided by the customer

WORKFLOW 2 (SEARCH)

Register and Search for Employee

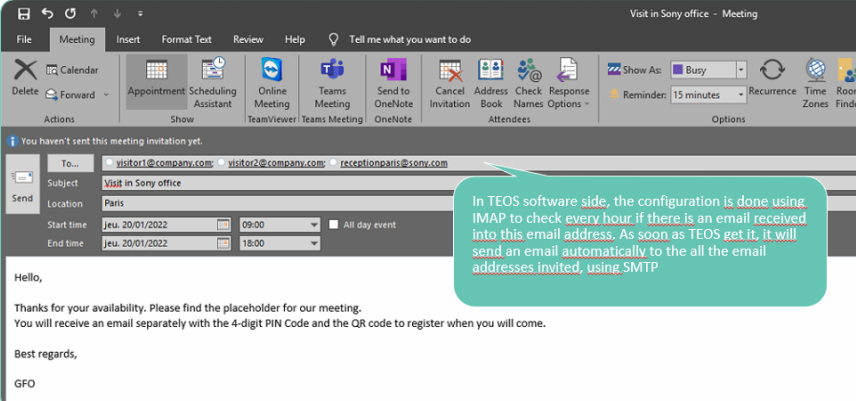


Simplified option where the visitor with an appointment is directly in front of the tablet interface. Just registering his name and search for the employee he is visiting.

If the visitor has no appointment, then TEOS will send a notification to the reception person (default email or phone number configured in TEOS).

User workflow: Secured guest check-in - Generate the PIN Code

Open Outlook, [go to your agenda](#), open a slot and click and invite on top of your visitors the reception by adding reception email address

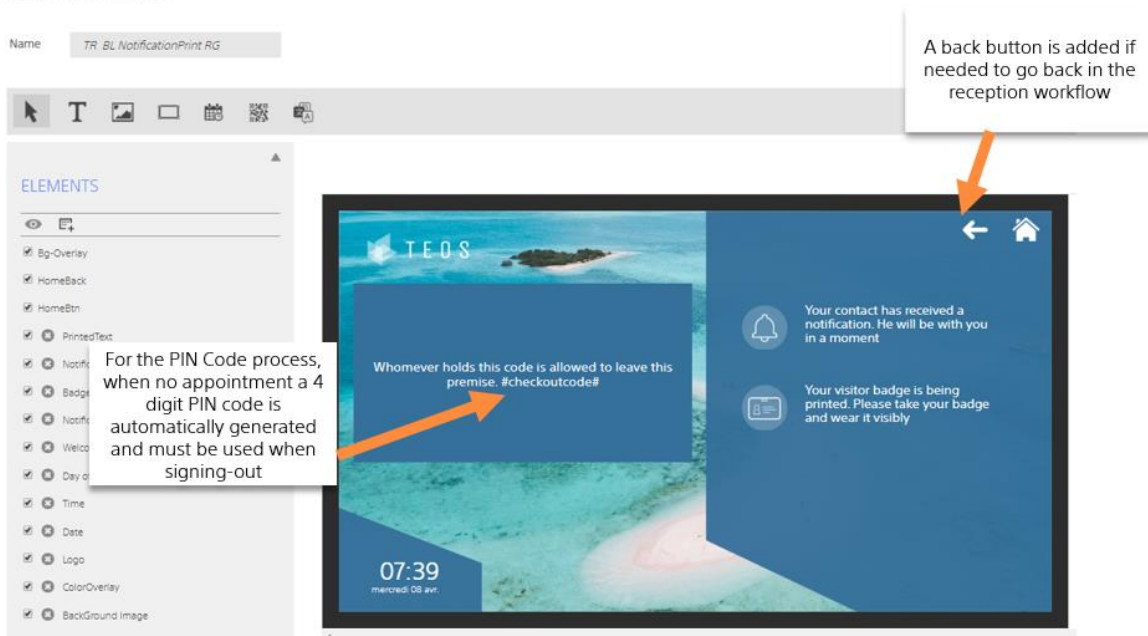


In TEOS software side, the configuration is done using IMAP to check every hour if there is an email received into this email address. As soon as TEOS get it, it will send an email automatically to the all the email addresses invited, using SMTP

To get this 4-digit code the visitor must receive an invitation/mail from the collaborator to do the sign-in. In TEOS software side, the configuration is done using IMAP to check every hour if there is an email received into this email address. As soon as TEOS get it, it will send an email automatically to the all the email addresses invited, using SMTP

From version 2.2 of TEOS, when using the PIN code method, a new workflow has been included when the visitor has no appointment, a 4-digit PIN code automatically generated by TEOS is shown in the tablet and can be printed. The data is #checkoutcode# which is visible in a new page added under the reception workflow. New templates are available with this option.

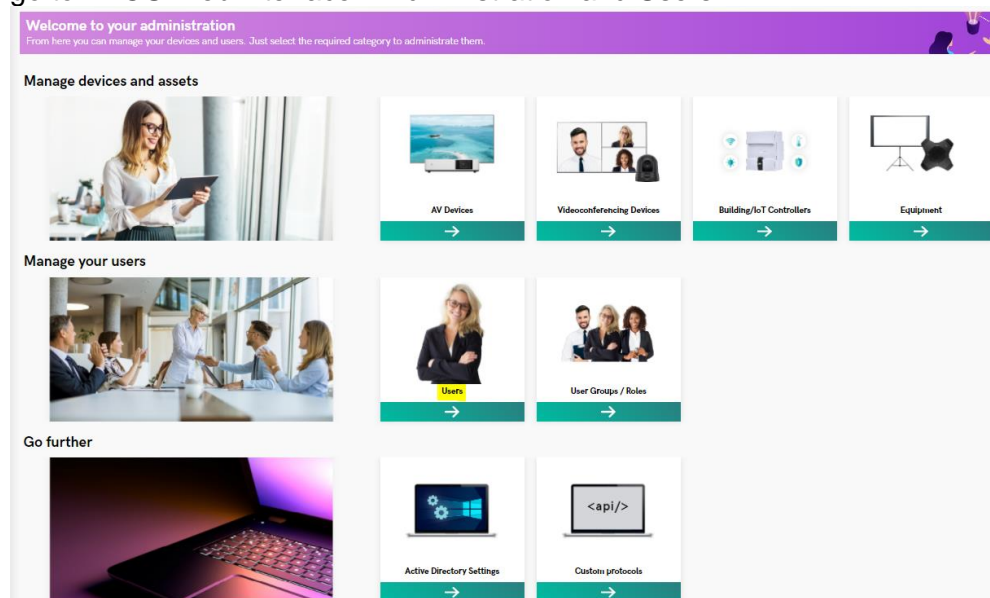
Workplace Solutions / Reception



2. Creating users for authentication

2.1. Using TEOS User tab

To use the Outlook Add-in, the user will use an employee license and need to be identified within TEOS, for that he will need to have an account under users. To create a user account, go to TEOS Web interface > Administration and Users.



Click "Add new user"

User

General

Name

User A

Email

userA@sony.com

Phone number

Language

English

Default Localization

Company A

Tenant

Role

Content Creator

User type

Password

Confirm password

Can create users in their group

☒

Disable access to TEOS Manage platform

☐

Enable lockout

☐

NFC / RFID ID

Uses user (app) license

Yes

RELEASE LICENSE

Device Localization access

Company A

Site A

Building A-1

Floor A-1-00

MR-Floor00-01

MR-Floor00-02

MR-Floor00-03

MR-Floor00-04

MR-Floor00-05

Desk-Floor00-01

Desk-Floor00-02

Desk-Floor00-03

Desk-Floor00-04

Desk-Floor00-05

DeskZone_Basic-Floor00-01

DeskZone_Advanced-Floor00-01

Exchange Room

Google Room

Google Room 01

Define the user name, email address (should be the same as O365 email address) and password (mandatory). You can add change the language by default, define a phone number for the user (if using the reception option with SMS Service), the role of the user is linked with the User group, with profiles by default or customized groups to only access to a specific section of TEOS.

Device Localization will give also the rights to the user created to see the different meeting rooms for example.

2.2. Using Active Directory (only on premise)

Active directory synchronization will allow you to use a centralized point to create users and just synchronize the data with TEOS. This method is very useful for more simplicity on the user management and for a faster user creation. Please refer to the document Manage for TEOS – how to use AD.

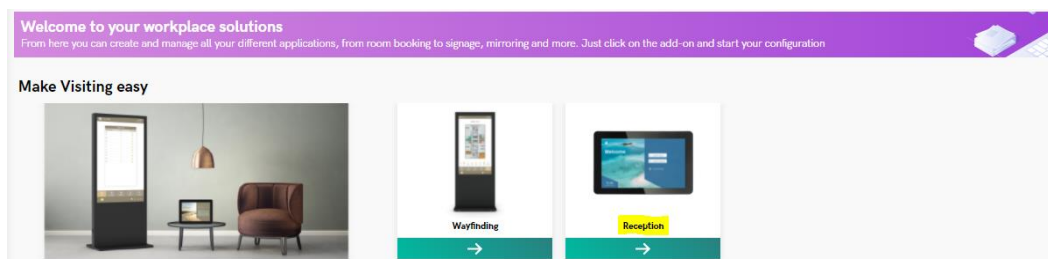
2.3. Using Azure AD

Azure AD, like the Active directory synchronization will allow you to use a centralized point to create users and just synchronize the data with TEOS. This method is very useful for more simplicity on the user management and for a faster user creation. Please refer to the document Manage for TEOS – how to setup Azure AD.

3. Creating Reception for TEOS Interface

This section explains how to configure create and configure a reception Solution.

Open your Manage for TEOS interface and go to Workplace Solutions. Open “Reception” and click on “Add new Reception”.



3.1. Choosing Reception for TEOS template

Insert a name for the Reception Solution and select a template.

The templates with “no pin required” are corresponding to the workflow 1

The templates without are corresponding to the workflow 2.

You can select if you want to show an agreement page customizable as the template

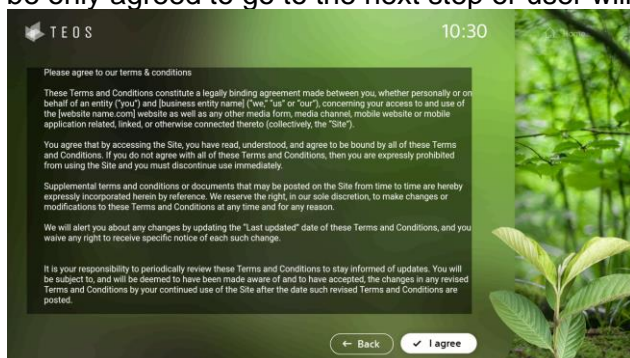
General

Name

Template ?

3.2. Use agreement page

Terms and conditions are inserted by the administrator in TEOS Manage platform. They can be only agreed to go to the next step or user will come back to the welcome page



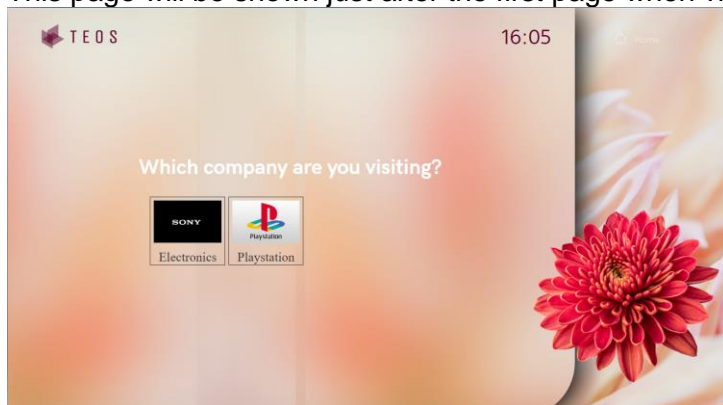
This page will be shown if the checkbox “use agreement page” is checked on TEOS platform and if the visitor is also selecting before in the question “Have you visited us before” no. The terms and condition can only be agreed, or user come back in the previous page. The tracking of the visitor agreement is not done in TEOS.

3.3. Use tenant page

By configuring under site management > Tenant management different companies, and enabling the feature under the reception itself, the virtual reception will show a first page will request to select what tenant is visited. A central IMAP email address will be used for all the tenants of the building which will allow the visitor to follow the secured process.

Tenants Management		
On this page you can add and manage tenants, using quotas and much more.		
Name	Buildings	Start date
Sony Electronics	Basingstoke Ground,BSK Mlg Room 1	6/1/2022
Playstation	Basingstoke First floor	6/1/2022

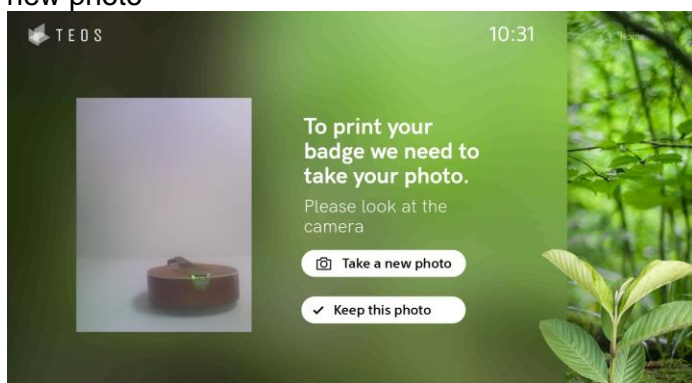
This page will be shown just after the first page when visitor decides to sign-in or sign-out



For the visitor the process will be transparent. Dedicated statistics for tenants will be shown

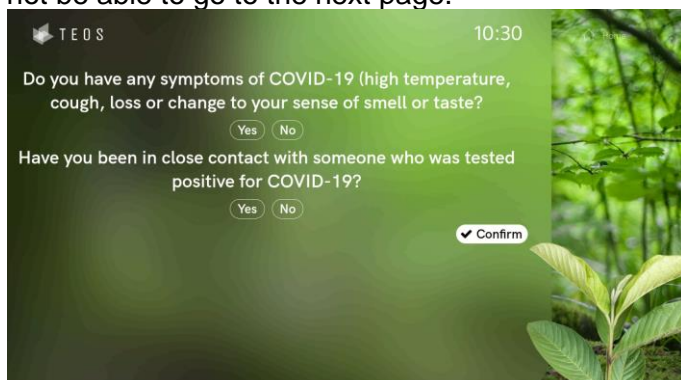
3.4. Use camera

This page/option is activable from TEOS Manage panel. On device side you need to have a pogo pin camera. Thanks to this option a visitor can take his photo which will be then printed in badge. On the interface he can take his photo and keep it to go to the next page or take a new photo



3.5. Use questionnaire

Question is an additional page which can be created where the TEOS administrator can put any type of questions with a checkbox, radio button or textbox type of feedback with on top the possibility to give feedbacks to the visitor and which is recording in an excel file the responses from visitors. Without responding completely to the questionnaire, the visitor will not be able to go to the next page.



The questionnaire can be completely setup within the reception and pressing on questionnaire button. [Questionnaires](#)
Add then a new questionnaire.

Questionnaire name: Basingstoke Reception Questionnaire

Question 1: Have you had COVID symptoms in the last 7 days?

Input type: ☐ No ☐ Yes ☐ Not sure

Option 1: No ☐ ☐ ☐

Option 2: Yes ☐ ☐ ☐

Option 3: Not sure ☐ ☐ ☐

Show this text when wrong answer is provided: Please contact the person you are visiting on

Question 2: Have you been in contact with anyone with confirmed COVID in the last 7 days?

Input type: ☐ No ☐ Yes ☐ Not sure

Option 1: No ☐ ☐ ☐

Option 2: Yes, but I've had a clean test since ☐ ☐ ☐

Option 3: Yes ☐ ☐ ☐

Show this text when wrong answer is provided: Please contact the person you are visiting on

Add Question

After creating and giving a name, it can be selected in the reception solution

Use questionnaire ☒ ?

Questionnaire Basingstoke Reception Questionnaire

3.6. Using the notification options

Define next the notification available:

- Badge email address (email address defined to send to the printer email service)
- Printing badge template (can be created and edited in "Content creation> printing badges")
- "Send SMS notification" (when enable send an SMS using the configuration in "Server Management > Settings> Reception for TEOS settings and with the additional provider Spryng for SMS service)
- Send badge to visitor will send the badge by mail to the visitor
- Send SMS notification to enable the SMS service with the reception (integration of SMS is done within server management > settings and explain lower)
- Default SMS number, when the visitor has no appointment, the notification will be sent here
- Send email notification, use the SMTP server configuration in Server Management> Settings E-mail configuration to setup the server used to send the notification automatically.
- Default email, when the visitor has no appointment the notification will be sent here

Badge email address printer@sony.com ?

Printing badge template badgePrinted ?

Send badge to visitor ☒ ?

Send SMS notification ☒ ?

Default SMS number +33612345678 ?

Send email notification ☒ ?

Default email address reception@company.com ?

The next part is showing the generic email description when the employee is sending the invitation using Reception for TEOS add-in. This text can be customized as well as the

reminder email.

The image shows two email templates side-by-side. The top template is titled 'Invitation email' and contains the text: 'You have been invited by [EmployeeName] for a meeting. In order to enter our building, you will need to enter the following security code at our reception: [AutomaticCode] [ParkingSpot] Powered by TEOS Reception'. The bottom template is titled 'Reminder email' and contains the text: 'Hello [GuestName], This is an automatic e-mail to remind you of your meeting tomorrow with [EmployeeName]. Please do not forget you will need to enter the following security code at our reception: [AutomaticCode] to enter our building. [ParkingSpot] Powered by TEOS Reception'. Both templates have a question mark icon in a circle next to their titles.

With the introduction of the QR code from version 3.1 the different variable elements are:

- [GuestName]
- [EmployeeName]
- [QRCode]
- [AutomaticCode]
- [ParkingSpot]

3.7. Email attachments

You can add up to 2 attachments in the invitation email sent by TEOS with the PIN code and QR code, it can be for example the plan to visit the company.

3.8. Email monitoring

With the Email monitoring option, an employee will have to simply use the email address inserted in this menu and adding the visitor in his invite (done in the agenda area when creating a new appointment) and every 15 minutes TEOS will automatically pickup the emails and treat them by taking all the visitor email address, the date and time of the appointment and will automatically send the invite email address.

The image shows a form for configuring IMAP credentials. It has fields for Host (outlook.office365.com), Port (993), SSL (checked), Username (reception@teosdemo.nl), and Password (masked with dots). There is a 'Test IMAP credentials' button at the bottom.

3.9. Email monitoring with OAuth2.0 (From TEOS 3.2)

From version 3.2 of TEOS, IMAP synchronization can be used with OAuth2.0 method. For IMAP to work, add this URL for the authentication under your <https://portal.azure.com> Azure portal to be able to allow TEOS <https://teoshostname/designer/pages/imaptoken.aspx>

With the following permission in the TEOS under the Azure application for TEOS

IMAP.AccessAsUser.All	Delegated	Read and write access to mailboxes via IMAP.
-----------------------	-----------	--

Under Azure Active Directory, go to App registrations

The screenshot shows the Microsoft Azure portal interface. On the left, the 'Overview' page for 'Sony TEOS' is selected, with 'App registrations' highlighted in the left-hand navigation menu. The main content area displays the 'Overview' tab for the tenant, showing basic information such as Name (Sony TEOS), Tenant ID, Primary domain (teosdemo.nl), License (Azure AD Free), and Workload License (Azure AD Workload Free). There are also alerts for upcoming Azure AD rename and MFA Server deprecation.

Go to your TEOS dedicated application and go to authentication, under authentication insert: <https://yourteoshostname/designer/pages/imaptoken.aspx> and save

The screenshot shows the TEOS-AzureAD Authentication configuration page. On the left, the 'Authentication' link is highlighted in the left-hand navigation menu. The main content area shows the 'Web' platform configuration with a list of Redirect URIs. The URI 'https://qa2023.teoscloud.com/designer/pages/imaptoken.aspx' is highlighted with a yellow box.

Go after to permissions and add the IMAP.AccessAsUser.All permission

Token configuration

API permissions

Expose an API

App roles

Owners

Roles and administrators

Manifest

Support + Troubleshooting

Troubleshooting

New support request

API / Permissions name	Type	Description	Admin consent requ...	Status
Microsoft Graph (19)				...
Calendars.Read	Delegated	Read user calendars	No	Granted for Sony TEOS
Calendars.Read	Application	Read calendars in all mailboxes	Yes	Granted for Sony TEOS
Calendars.Read.Shared	Delegated	Read user and shared calendars	No	Granted for Sony TEOS
Calendars.ReadWrite	Delegated	Have full access to user calendars	No	Granted for Sony TEOS
Calendars.ReadWrite	Application	Read and write calendars in all mailboxes	Yes	Granted for Sony TEOS
Calendars.ReadWrite.Shared	Delegated	Read and write user and shared calendars	No	Granted for Sony TEOS
Directory.Read.All	Application	Read directory data	Yes	Granted for Sony TEOS
email	Delegated	View users' email address	No	Granted for Sony TEOS
Group.Read.All	Application	Read all groups	Yes	Granted for Sony TEOS
GroupMember.Read.All	Application	Read all group memberships	Yes	Granted for Sony TEOS
IMAP.AccessAsUser.All	Delegated	Read and write access to mailboxes via IMAP.	No	Granted for Sony TEOS

Go then to your TEOS tenant (make sure your Azure details with tenant ID, client ID and secret key are inserted under server management) and go to workplace solutions > reception and in the reception created for your usage. Select Office 365

Global Overview

Server Management

Site Management

Administration

Workplace Solutions

Schedules and Alarms

Content Creation

Media and Data

Service and catering

Reception

On this page you can manage your virtual reception content, for guests to simply sign-in, send notifications to your employees and more.

In order to enter our building, you will need to enter the following security code at our reception:

[QRCode]

[AutomaticCode]

[ParkingSpot]

Reminder email

Hello [GuestName],

This is an automatic e-mail to remind you of your meeting tomorrow with [EmployeeName].

Please do not forget you will need to enter the following security code at our reception: [AutomaticCode] to enter our building.

[ParkingSpot]

Powered by TEOS Reception

Email attachment 1

Select File

No file chosen

Email attachment 2

Select File

No file chosen

Enable email monitoring

☒ ?

Type

Other

Other

Office 365

Host

Port

SSL

☐

Username

Password

.....

Test IMAP credentials

Enable multiple languages

☐ ?

When clicking Office 365, you will be redirected to Microsoft authentication. Use your target email address which will receive the reception emails.

Microsoft

Se connecter

E-mail, téléphone ou identifiant Skype

Votre compte n'est pas accessible ?

Suivant

Options de connexion

You can test IMAP credentials directly with a button for it. You need also when using the virtual reception with emails to add to TEOS server under server management > settings > E-mail configuration and add the reception e-mail settings for SMTP too

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

<p>General e-mail settings</p> <p>Host: smtp.office365.com</p> <p>Port: 587</p> <p>SSL: <input checked="" type="checkbox"/></p> <p>Username: company@teosdemo.nl</p> <p>Password: *****</p> <p>Test SMTP configuration</p>	<p>Reception e-mail settings</p> <p>Host: smtp.office365.com</p> <p>Port: 587</p> <p>SSL: <input checked="" type="checkbox"/></p> <p>Username: company@teosdemo.nl</p> <p>Password: *****</p> <p>Test SMTP configuration</p>
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3.10. Enabling multilanguage in your Wayfinding solution

Within the Reception interface, you can give the possibility to your users to change the language of the interface. 12 different languages are available (English, Dutch, German, French, Italian, Polish, Spanish, Hebrew, Portuguese)

- | | |
|---------------------------|-------------------------------------|
| Enable multiple languages | <input checked="" type="checkbox"/> |
| Nederlands | <input type="checkbox"/> |
| Engels | <input type="checkbox"/> |
| German | <input type="checkbox"/> |
| French | <input checked="" type="checkbox"/> |
| Italian | <input checked="" type="checkbox"/> |
| Polish | <input type="checkbox"/> |
| Spanish | <input checked="" type="checkbox"/> |
| Russian | <input type="checkbox"/> |
| Arabic | <input type="checkbox"/> |
| Hebrew | <input type="checkbox"/> |
| Portuguese | <input checked="" type="checkbox"/> |
| Japanese | <input checked="" type="checkbox"/> |

The translations are done in the platform, go back in Reception solutions under workplace solutions and click on the button “translations” in order to add the translated text and change the pictures based on your language. You must select languages to have the “translations” option to fill.

Reception
On this page you can manage your virtual reception content, for guests to simply sign-in, send notifications to your employees and more.

[Translations](#)

Fill the translated field with the sentence in the language you selected. You can also change the images for the buttons and for the logos in the language you want.

Translations		
		Back Save
Original	Language	Translated
Welcome	Dutch	Welcome
Do you have an appointment?	Dutch	Do you have an appointment?
Please insert your name:	Dutch	Please insert your name:
Department 1 Department 2 Department 3	Dutch	Department 1 Department 2 Department 3
Your contact has received a notification. He will be with you in a moment	Dutch	Your contact has received a notification. He will be with you in a moment
Your visitor badge is being printed. Please take your badge and wear it visibly	Dutch	Your visitor badge is being printed. Please take your badge and wear it visibly
Please enter your 4-digit security code below	Dutch	Please enter your 4-digit security code below

The selection of the language is done directly in the Reception interface. You can assign the language selection to the image/logo you want. After saving, go back to your Reception solution, select the pages where you want to change the language selection or add it.

Edit your template

On this page you can edit your template, which will be used to create pages in your signage content.

Name TR BL Appointment AP

ELEMENTS

- ☒ HomeBack
- ☒ ApointNoBtn
- ☒ ApointYesBtn
- ☒ Homebtn
- ☒ InsertName
- ☒ Text Please insert name
- ☒ Visitorname BG
- ☒ Text Do you have an appointment

Images/flags of the languages needs to be changed in the translation tab as shown upper.

3.11. Enabling screensaver in your Wayfinding solution

When there is no action into the Reception interface, you can enable an option that will show a signage content or a survey. Select your content and define the idle time before showing the content. Content can disappear with a touch interruption

Enable screensaver ☒ ?

Presentation

Idle time before showing Minutes

Interruptable by touch ☐ ?

Save

Save your configuration.

4. User flows

From 3.1 version of TEOS virtual reception has been improved. The recommended workflow is the secured workflow which required the employee which invite his visitor

4.1. Secure workflow with any type of mailbox with appointment invite

Open your mailbox, **go to your agenda**, open a slot, and click and invite on top of your visitors the reception by adding reception email address.

Visit in Sony office - Meeting

File Meeting Insert Format Text Review Help Tell me what you want to do

Delete Forward Appointment Scheduling Assistant Online Meeting Teams Meeting Send to OneNote Cancel Invitation Address Book Check Response Names Options

You haven't sent this meeting invitation yet.

To... visitor1@company.com; visitor2@company.com; receptionparis@sony.com

Subject Visit in Sony office

Location Paris

Start time Jeu. 20/01/2022 09:00 All day event

End time Jeu. 20/01/2022 18:00

Reminder: 15 minutes Recurrence Time Zones Room Finder

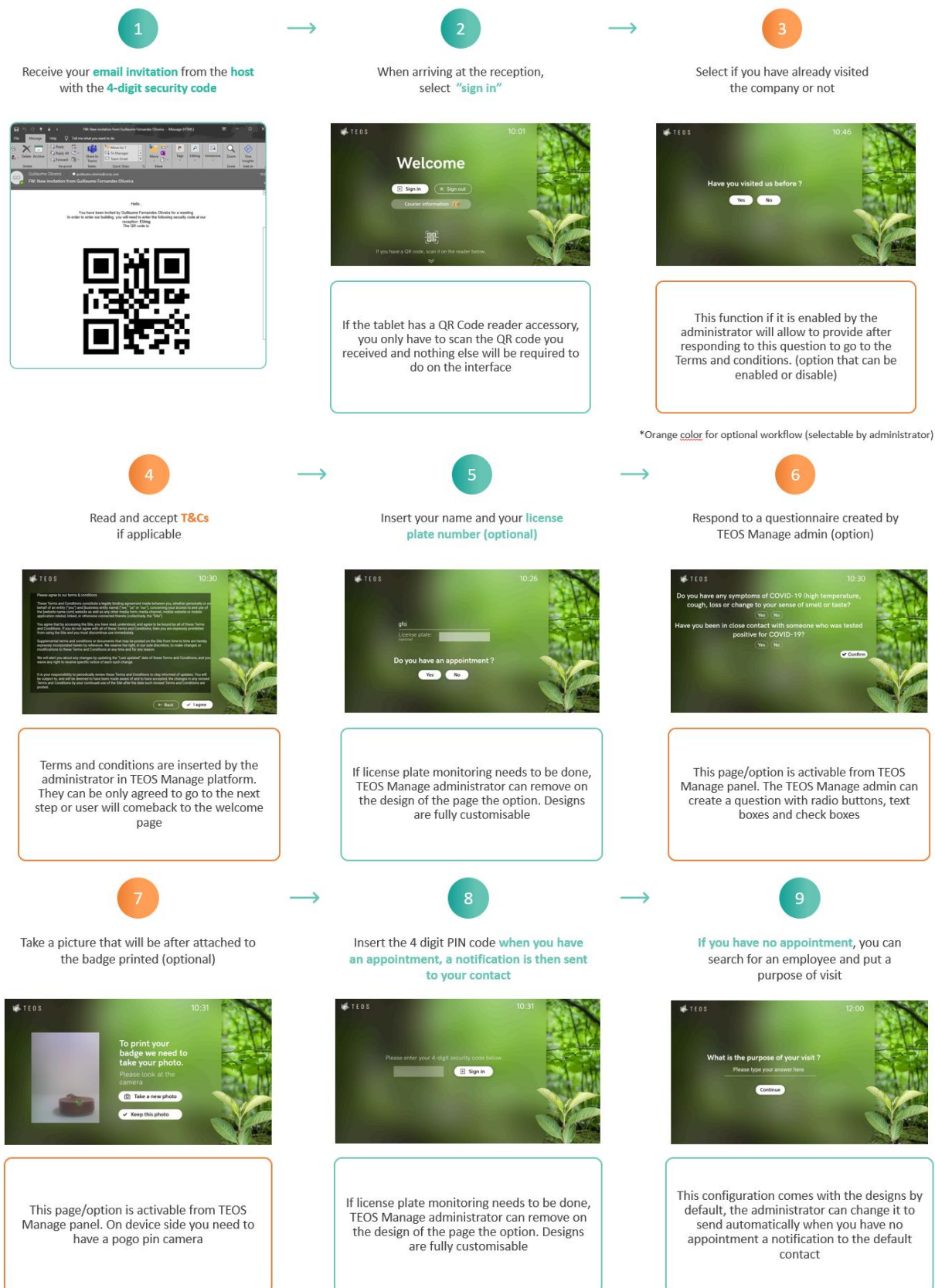
Hello,

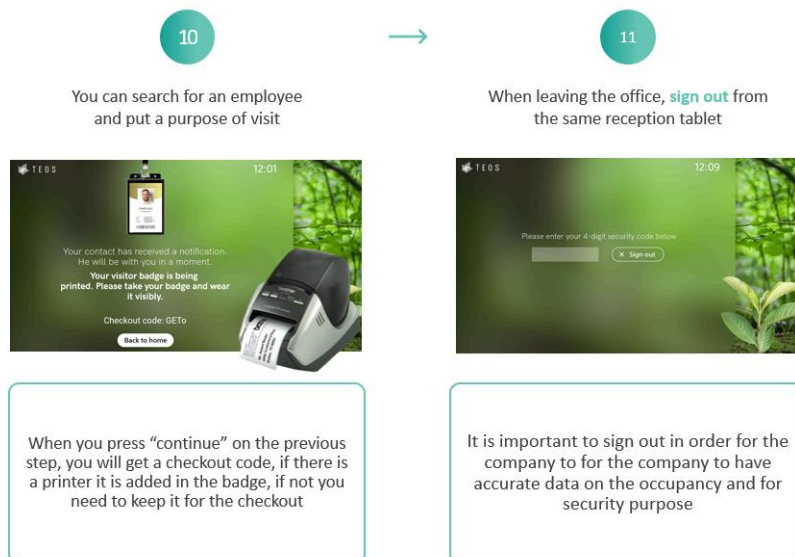
Thanks for your availability. Please find the placeholder for our meeting.
You will receive an email separately with the 4-digit PIN Code and the QR code to register when you will come.

Best regards,

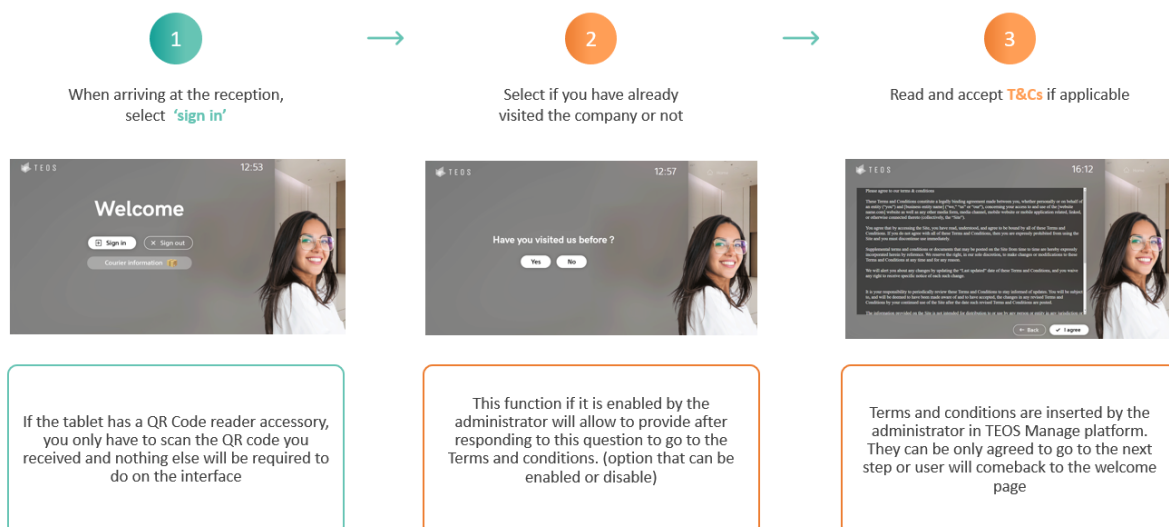
GFO

The visitor receives a mail with the 4-digit PIN code and/or QR code

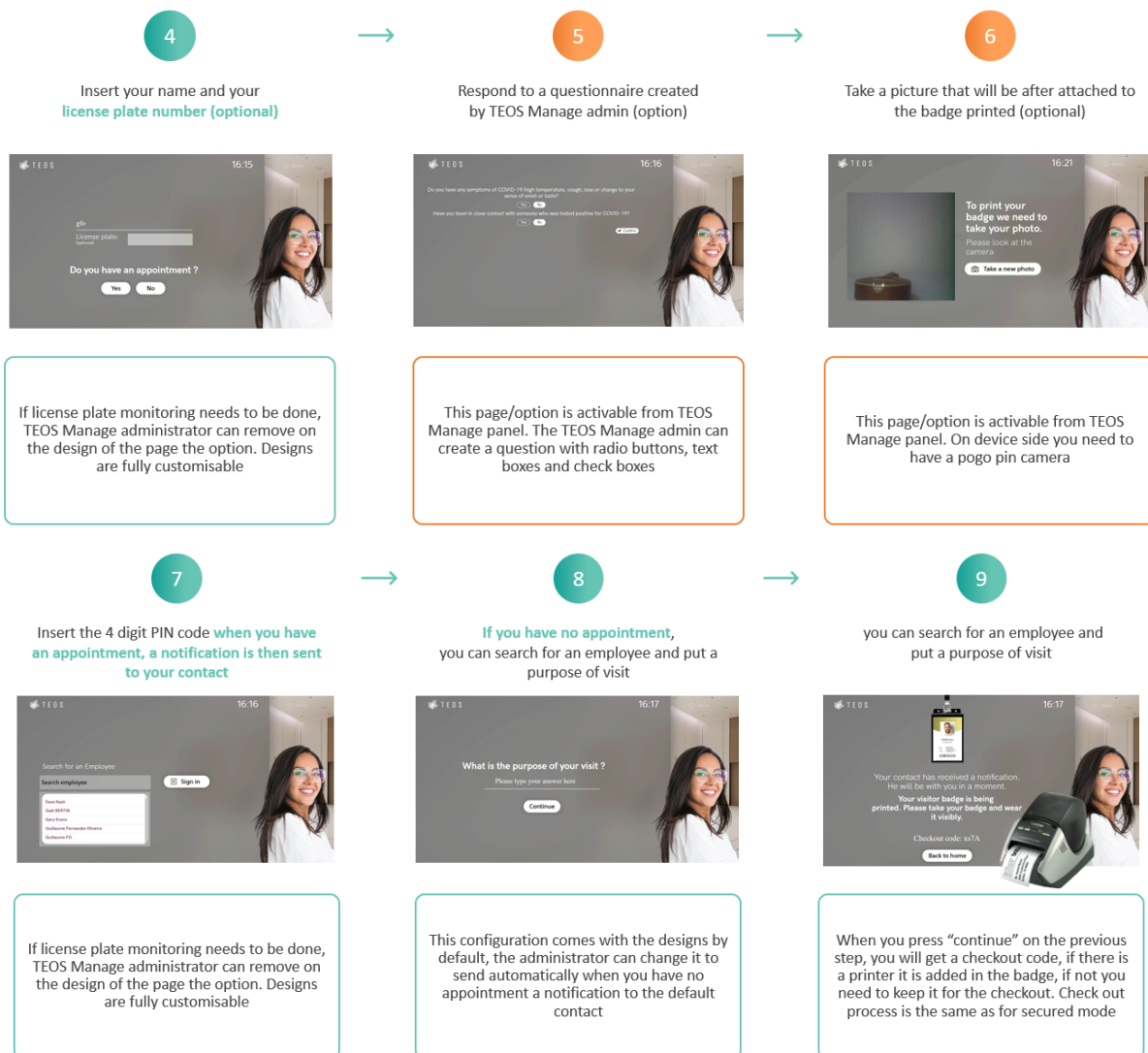




4.2. Unsecure workflow with visitor searching for employee (not recommended)



*Orange color for optional workflow (selectable by administrator)



5. Create a badge and select a printer

A badge can be printed. For that the printer needs to be added to the Windows Server where Manage for TEOS is installed. TEOS takes the Windows printer list. The printer can be selected in the Workplace Solution > Reception for TEOS.

You can create a badge template and add it into your Reception interface.

For that, go to Content Creation> Printing Badge and create a new one. You first need to create a resolution for the Badge if it is not done already.

Edit your reception badge
On this page you can edit your TEOS virtual receptions badge design, which can be printed when your visitors sign-in.

Name: Resolution:

ELEMENTS

- ☒ #PINCODE#
- ☒ #CONTACTNAME#
- ☒ #VISITORNAME#

Insert #VISITORNAME# in your text if you want it to be replaced by the visitorname
Insert #CONTACTNAME# in your text if you want it to be replaced by the name of the person who gets the visit
Insert #PINCODE# in your text if you want it to be replaced by the pincode the person gets to check out

Insert #COMPANYNAME# in your text if you want it to be replaced by the company name
Insert #VISITORNAME# in your text if you want it to be replaced by the visitorname
Insert #CONTACTNAME# in your text if you want it to be replaced by the name of the person who gets the visit
Insert #PINCODE# in your text if you want it to be replaced by the pincode the person gets to check out
Insert #PICTURE# in your text if you want it to be replaced by the pincode the person gets to check out

In the Badge designer you can add Image, text, date and time, rectangle and QR code fields.
In Reception tab you can select the printer and Badge you want to use.

Reception
On this page you can manage your virtual reception content, for guests to simply sign-in, send notifications to your employees and more.

General

Name:

Use agreement page: ☒

Badge printer:

Printing badge template:

Send SMS notification: ☒

Default SMS number:

Send email notification: ☒

Default email address:

Pages

5.1. Configure the SMS notification

In the Reception for TEOS Workflow, when the visitor arrives and signs-in, the host can receive an email or an SMS, or both. For the configuration of the SMS provider and SMS information, go to server management and settings. You will be able in Reception for TEOS settings to choose the SMS provider and the SMS content to send to the employee. The phone numbers are used base on the AD user synchronization or by just adding manually users in TEOS.

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:

Content creation settings

Use basic signage mode: ☒

Guests sign-in solution settings

SMS Provider:

SMS content to employee:

Check the box " send SMS notification" in Reception for TEOS interface in Workplace Management. A default SMS number (reception number for example) can be added as well.

Send sms notification ☒

Default sms number

The available variables coming for the user sign in are:

[EmployeeName]

[GuestName]

[VisitReason]

You can then create a sentence like:

Hello [EmployeeName] your visitor [GuestName] has arrived. [VisitReason]

Guests sign-in solution settings [?]

SMS Provider

Spryng

SMS content to employee

Hello [EmployeeName] your visitor [GuestName] has arrived. [VisitReason]

You can test has well if the connection with Spryng service is working and the number of credits available

General

SMS Provider

Spryng

Username

TEOS_PSE

Password

.....

Test

Connection with services successful: your current sms credit is 136

5.2. Configure email notifications

In Reception for TEOS Workflow, when the visitor arrives and sign-In, the collaborator can receive a mail or and SMS, or both. For the configuration of the Email SMTP details and sender email, go to server management and settings. You will be able In Email Configuration settings to Choose the SMS provider and the SMS content to send to the employee. The Phone numbers are used base on the AD user synchronization or by just adding manually users in TEOS.

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

Host

smtp.gmail.com

Port

587

SSL



Username

pse92800@gmail.com

Password

.....

Reception e-mail settings

Host

smtp.gmail.com

Port

587

SSL



Username

pse92800@gmail.com

Password

.....

Check the box " send Email notification" In Reception for TEOS Interface in Workplace Management. A default Email address (reception email for example) can be added as well.

6. Assign Reception for TEOS to a device

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

6.1. Preparation of Professional Tablet

In order to use Reception for TEOS into a Tablet, you will have to install both Signage for TEOS Player App and TEOS Control App version, please refer to the latest release Note of the latest Manage for TEOS Version to verify what app version is needed. To do so, please follow the manuals:

- Professional Tablets for TEOS - Installation & User Manual 1.3.pdf

Both documents can be found in <https://teos.solutions/resouces> under technical documentations

6.2. Add a Tablet to TEOS (main usage)

14.1 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"

- Insert the room or device name
- Select "display" as device type
- Select Sony as device brand
- Model will be automatically field
- Insert the IP address of the device**
- Select the license type
- Add the device into a device group (create before a group in site configuration)
- Press **save**

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

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

General Status

General

Name: 10SLB

Device type: Tablet

Device brand: Sony

Model: TEB-10SLB

IP Address: 192.168.100.193

License type: Tablet

Room/desk solution type: Room Control

Controlled by custom protocol: ☐

Ignore schedule: ☐

TEOS App settings

Rotation (*): None

Always in front: ☐

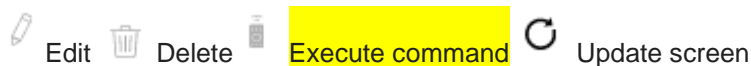
Device Localization

- Company A
 - Site A
 - Building A-1
 - Floor A-1-00
 - MR-Floor00-01**
 - MR-Floor00-02
 - MR-Floor00-03
 - MR-Floor00-04
 - MR-Floor00-05
 - Desk-Floor00-01'
 - Desk-Floor00-02
 - Desk-Floor00-03
 - Desk-Floor00-04
 - Desk-Floor00-05
 - DeskZone_Basic-Floor00-01
 - DeskZone_Advanced-Floor00-01

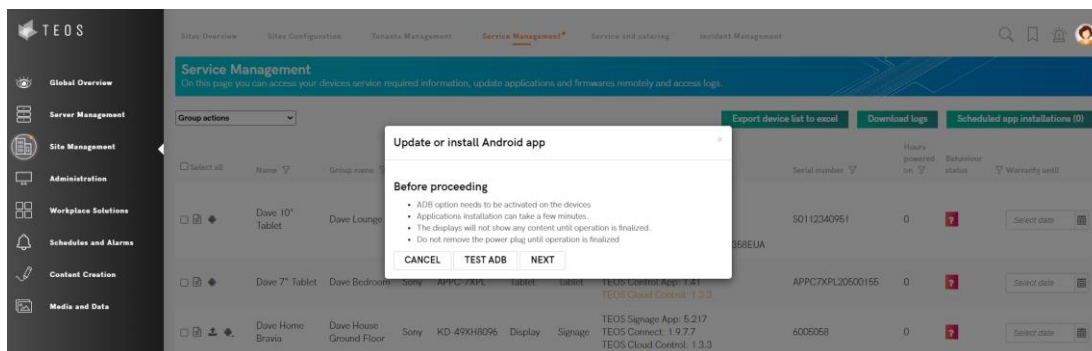
Note: If the device is not reachable via network, or you don't have license for it, you will get a message on top of this tab. If the device is connected and the configuration done, you must be able to see it in green in both power status and behavior status.

AV Devices On this page you can add and manage AV devices such as displays, projectors or tablets and control them remotely, check their content, status and much more.								
Connecting cloud-controlled devices				Connecting Non-cloud-controlled devices				
Refresh	Name	Device model	IP Address	Status	Behaviour status	Device type	License type	Localization
	Dave 10" Tablet	Sony TEB-10SLB	Cloud: d_CF0AB1	?	Unknown	Tablet	Tablet	Dave House Ground Floor
	Dave 7" Tablet	Sony APPC-7XPL	Cloud: d_4F3FC4	?	Unknown	Tablet	Tablet	Dave Bedroom
	Dave Home Bravia	Sony KD-49XH8096	Cloud: d_F23FC	?	Unknown	Display	Meeting Room	Dave Lounge
	Gurpreet's meeting room 2 First floor	Sony APPC-10SLB	Cloud: d_A905F8	On	Room Booking	Tablet	Meeting Room	Gurpreet Meeting Room 2 (First floor)
	Gurpreet's meeting room 1 Ground floor	Sony TEB-10SLB	Cloud: d_713CE7	On	Room Booking	Tablet	Meeting Room	Gurpreet Meeting Room 1 (Ground floor)
	Gurpreet Desk booking tablet	Other TD 0350	Cloud: d_329712	?	Unknown	Tablet	Tablet	Gurpreet's Desk 1
	Gurpreet's 43" Bravia	Sony FW-43BZ36F	Cloud: d_24D5A0	On	External input	Display	Signage	Gurpreet's Open space
	Gurpreet's player	Other AAV-X96-Max	Cloud: d_6A5061	On	Presentation	Player	Signage	Gurpreet's Open space

By pressing to the virtual remote, TEOS will do a first adb request to your device. **Device 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.

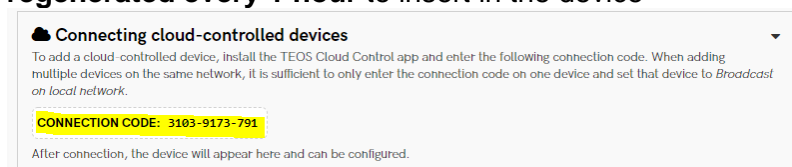


When trying to install a new App in TEOS via Site Management > Service management, and in the device press test ADB, TEOS is doing the same request to the device.

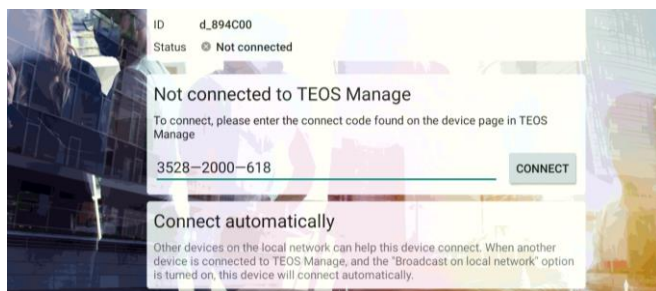


14.2 When using TEOS on Cloud (from version 3.0)

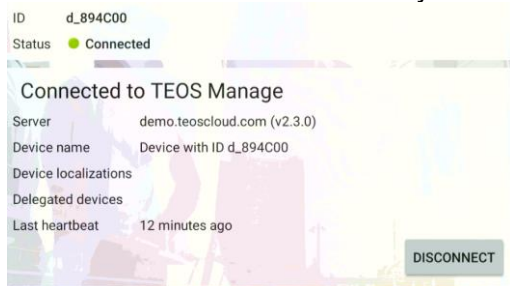
Go to your Manage for **TEOS CLOUD Interface** > Administration > Device management. We will add in this case manually a device to the cloud, for that press on the drop-down button on "Connecting cloud-controlled devices" to see the password **automatically regenerated every 1 hour** to insert in the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



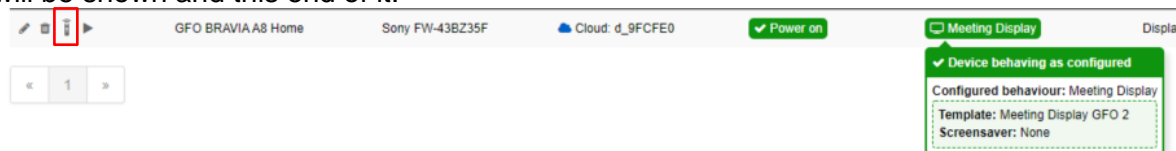
Now from the device, make sure it is connected to the internet. Open the app Cloud Control for TEOS (version 1.4.2 minimum) and insert the password, press connect.



The device will then connect 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.



You can then setup it by clicking on the edit button:

- i) Insert the room or device name
- j) Select "tablet" 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**

6.3. Link Reception for TEOS with your tablet



Visit us on
<https://teos.solutions>