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TEOS

Wayfinding for TEOS

TEOS Installation & User manual

Document revision 1.3

Description

This guide explains what the Wayfinding add-on and all the embedded features.
Configuration as well as compatible devices will be explained as well. The wayfinding module
is only available from the new version in landscape.

Requirements

- From Manage for TEOS 3.0.2
- Signage for TEOS App version 5.295 minimum is required
- Control for TEOS 1.49 minimum (for TEP-X96 and 15XP or 22XP tablets)
- Please refer to the Release note of the latest Manage for TEOS Version to check the latest Android apps available
- Compatible devices with TEM-AL (1,3,5)Y (BRAVIA and TEOS Player TEP-X96)
- Compatible TEM-AL(1,3,5)Y license (for 15inch and 22inch tablets, but take into consideration that traffic option is not working)
- Touchscreen line up will allow interactivity in BRAVIA for this add-on
- Floor maps in .png and .jpeg (svg if already existing)

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1. Wayfinding solution

1.1 Software specs Wayfinding solution

With the 3.1 release version of TEOS, the Wayfinding module, created to allow an employee/user to book space, show route and show details of space, got a big improvement

Make visiting easy

What it is:

An **interactive Wayfinding Solution** to help visitors and employees navigate the workplace, find available rooms, and get information.
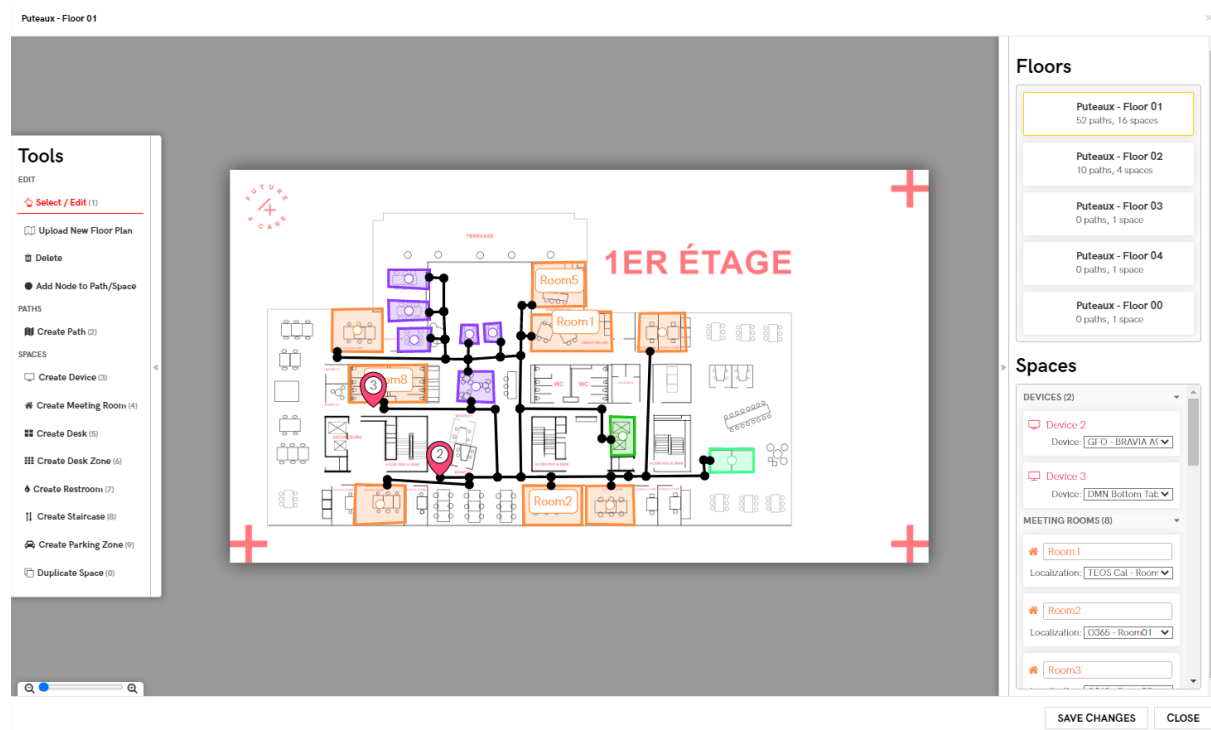
Top 3 benefits:

— See rooms and desks live occupancy

— Books spaces at anytime

— Find automatically your way in the office, to a space or a colleague

Main functions:

— Floor maps with live status of desks and meeting rooms

— Possibility to search users, desks or meeting rooms, book them & make check-in

— Show route to a desk or a meeting room from the wayfinding localization in the office

— Design wayfinding maps based on any jpeg/png images and easily assign desks, rooms, toilets, path etc.

— Dashboard/analytics

— Customize easily logos, images & design

With a new toolbox embedded in TEOS Platform which will allow TEOS administrator to create on top of the simple png in transparency all the different spaces (meeting rooms, desks, desk zones, restrooms, staircases, and parking spots. The device which will show the map is added also in the map. The map is then available on TEOS Wayfinding module and employee app

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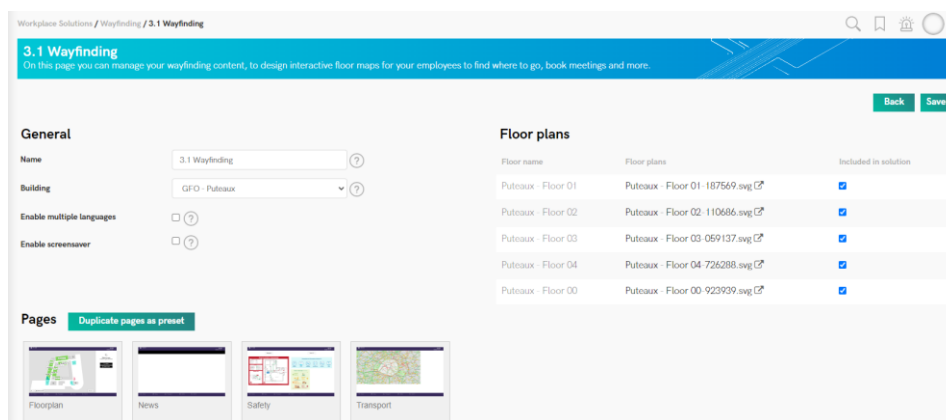
Administration workflow

To create a Wayfinding solution, go to Workplace solutions and click on the Wayfinding icon:

Then click on the button **Add new wayfinding**

This will open the Wayfinding solution screen:

On this screen you first need to fill in a name and select a building and then click the save button.

After saving you can select if you want to use a landscape or portrait mode template.

After selecting click Create pages button to create the pages for the selected template.

Floor plans

In this section you can upload from version 3.1 a simple png or jpeg or an existing svg with the floor plans and you will be able to manage all the spaces assignment as well as path directly from the new tool.

To upload an SVG floor plan to a floor click on the ⧉ this will open a popup:

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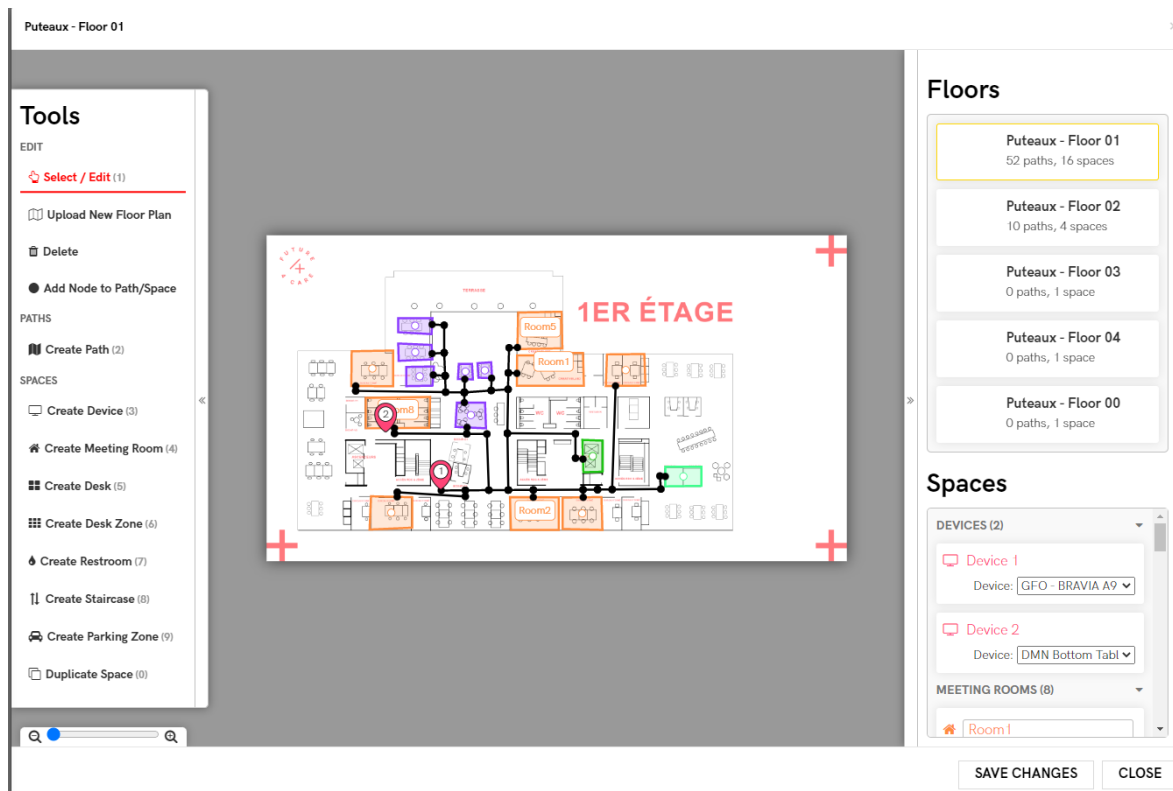
Then just click the browse button and select "Upload New Floor Plan". Then the uploaded floor plan can be combined with Meeting Rooms, Desks, desk zones, restrooms staircases and parking zone, all the creation can be done directly by drawing the space and assign the device localization configured under site management > site configuration. Node and path are also created to show routes from the device or where the user is to a specific selected place

In the dropdowns in the right side, you can add the Meeting Rooms, Desks, if these are available already in the SVG file and configured within Manage for TEOS for that specific floor.

On the right side you will see the linked Room name (in TEOS).

Add a device for wayfinding

If you want to select a device for Wayfinding you can click on "create device" 🖵 **Create Device** (3) and point it in the map. Only devices located on this floor and not already used in a different wayfinding solution can be selected.

If you have clicked on create device it will create a pin point on the map.

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By scrolling on the preview, you can zoom in and zoom out. If you scroll below it you will go to the bottom of the popup.

Include a floor plan into the solution

Don't forget to activate the "Included in solution" checkbox to make the floor plan visible in your Wayfinding solution.

Floor plans

Floor name	Floor plans	Included in solution
Puteaux - Floor 01	Puteaux - Floor 01-187569.svg ☑	☑
Puteaux - Floor 02	Puteaux - Floor 02-110686.svg ☑	☑
Puteaux - Floor 03	Puteaux - Floor 03-059137.svg ☑	☑
Puteaux - Floor 04	Puteaux - Floor 04-726288.svg ☑	☐
Puteaux - Floor 00	Puteaux - Floor 00-923939.svg ☑	☐

A saved wayfinding solution can look something like this when saved and set to a device:

In front of the selected floor you will see a little arrow marker. Meeting rooms that are booked are coloured red and those that are not green.

Rooms that are not set as meeting rooms are grey.

Set floor levels

Click on Site management and go to Sites overview or Sites configuration which you prefer to use and edit a floor of the selected building in your Wayfinding solution.

When you edit the floor you will have a new tab called "Floor map".

On this tab you will also find the added floor map and a floor level selector.

This will show the selected floor plan on the selected floor level in the Wayfinding template on your device.

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1.1 Hardware Specification for Wayfinding solution

The device compatible with this streaming option are:

1) Professional BRAVIA with Android Model from FY18 (rendering in older version can be unstable)
2) Professional Android Player TEP-X96 (must be assign as tablet type device)
3) Professional Tablets TEB-15XP, TEB-22XP

	Tablets	BRAVIA Line-up	TEP-X96 Android Player
Size	For 15" and 22"	From 43 to 100"	Depend on third party
Resolution	Full HD (varies)	4K*	4K*
Brightness	Depend on model size	Depend on model size	NA
Networking	LAN RJ45 Wired Network and WiFi	LAN RJ45 / WiFi / Bluetooth	LAN RJ45 / WiFi / Bluetooth
Android Version	Android 6	Android 9 and 10	Android 8.1 and 9

2. Install of TEOS into the compatible devices

2.1 Preparation of BRAVIA

To use the Wayfinding solution into a BRAVIA, you will have to install Signage for TEOS Player App (from version 5.295). To do so, please follow the manuals:

- BRAVIA Android - install Signage for TEOS App for Wayfinding rev1.1.pdf

Documents can be found in https://teos.solutions/resources partner portal section download and support and "How-to Hardware".

2.2 Preparation of Professional Tablet

To use the Wayfinding solution into a Tablet, you will have to install both Signage for TEOS Player App (from version 5.295) and Control for TEOS App version 1.49.   To do so, please follow the manuals:

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

Documents can be found in https://teos.solutions/resources partner portal section download and support and "How-to Hardware".

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2.3 Preparation of Android Player TEP-X96

In order to use the Wayfinding solution into a Tablet, you will have to install both Signage for TEOS Player App (from version 5.295) and Control for TEOS App version 1.49. To do so, please follow the manuals:

- Professional Player for TEOS - Installation and user Manual 1.2.pdf

Both documents can be found in https://pro.sony/ partner portal section download and support and "How-to Hardware".

3. Create and configure a wayfinding solution
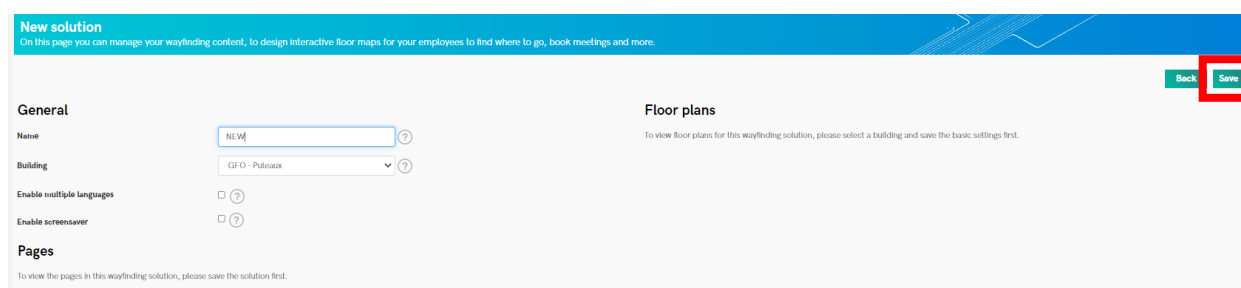
This section will explain how to create and configure a Wayfinding for TEOS solution using Manage for TEOS and use the features into the device

3.1 Create a new Wayfinding solution

Go to Workplace solutions and select Wayfinding

Press "Add new wayfinding", define a name and press save

You will have next to select a default template in portrait or in landscape. The default template will be later customisable. When selecting a template, press "create page"

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Four pages will be automatically created:

- Floorplan (automatically filled with the map after configuration)
- News (Page empty, website, external datasource such as RSS can be added)
- Security (Page empty, text, images, videos etc. can be added)
- Transport (automatically filled with Waze map)
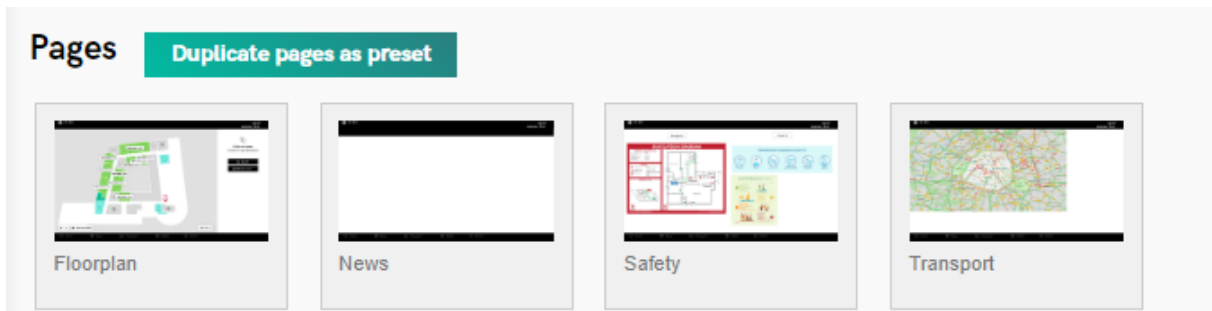
By clicking on the one of the pages (in the name), the template will be open, and the customisation can be done (change logo, edit text, add another element). Weather information is coming from the external datasource Yahoo and can be changed.

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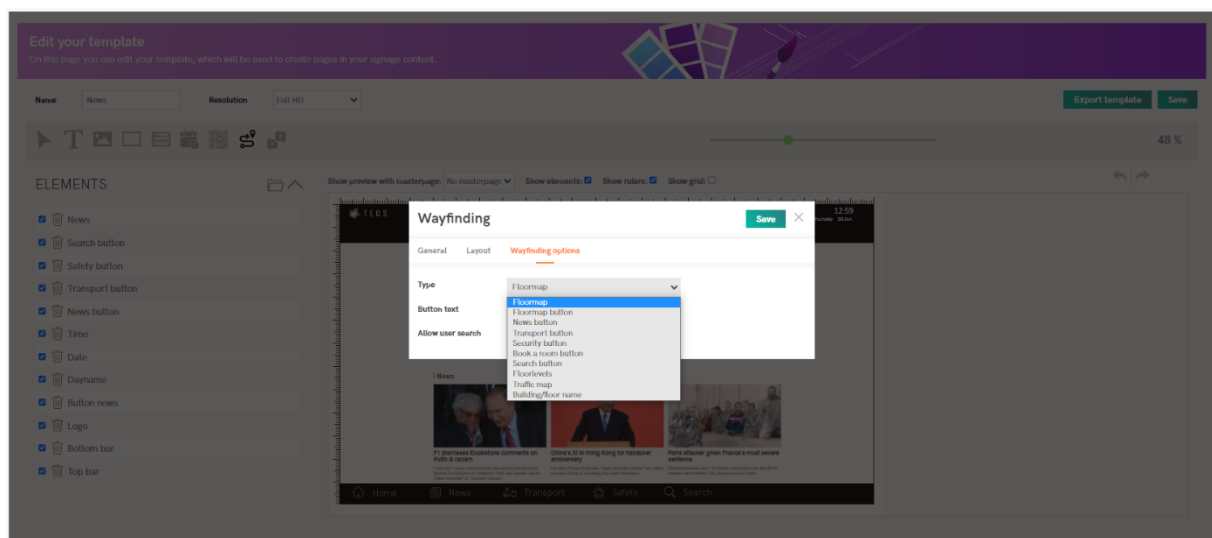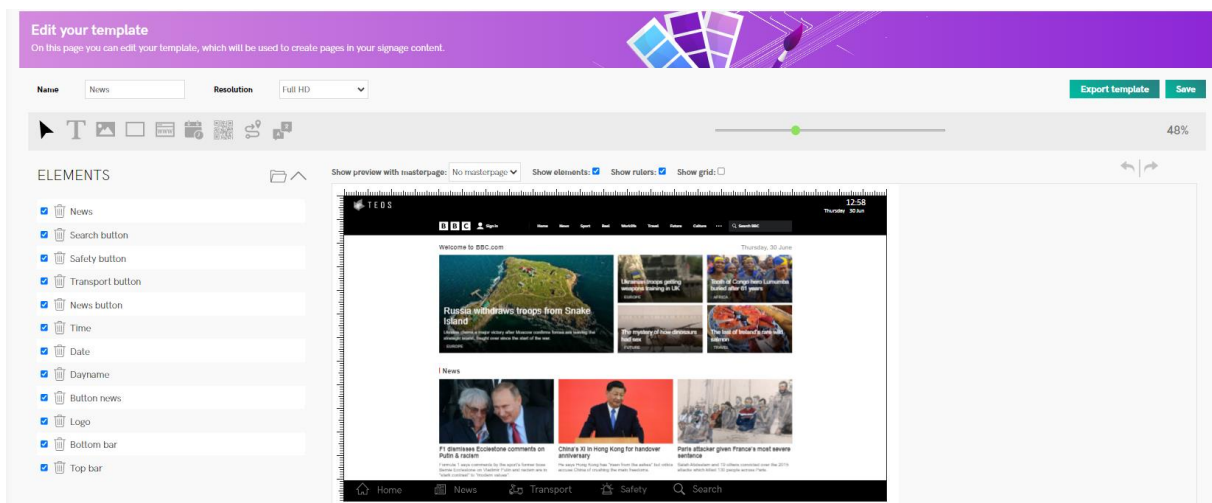
3.2 Adding floor maps in TEOS.

Go to Site configuration under site management. Create a floor under the building linked with your wayfinding solution. You can insert the floor level and add a floor label.

Files accepted by this module are: PNG, JPEG and SVG

Click on the tab "Floor map" and upload your svg file.

Go back to wayfinding module you will find the uploaded image and click on it to be able to open the toolbox

You can also before selecting the floor plan, select what floor to be shown in the wayfinding solution

The areas that can be added into the uploaded with the png/jpg or svg file are:

- Select/Edit will allow you to move spaces, a path or a device
- Upload new Floor map (update just the picture or just replace picture which erase the configuration)

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Upload floor plan for Puteaux - Floor 01 ×

This floor does not have a floor plan yet. Please upload an image below to serve as the floor plan for this floor.

Drag and drop an image here to upload, or click to select a file.

⚠ When replacing the floor plan, all existing spaces and paths will be lost

UPDATE   REPLACE   CANCEL

- Delete button will allow you to delete any additional item added
- Add Node to path/space (point which allow to draw path in different ways
- Create path, which draw the lines between different spaces.
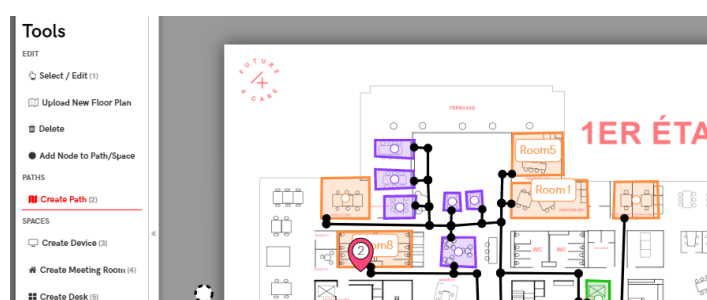
To link a space with a path, just link with the border of the space

Press Escape to stop drawing path.

- Create Device will allow you to define the device position:
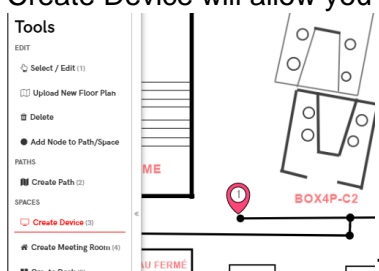
In the Spaces box in the left side, you will have the device Name and you will be able to link your device. Your device need to be in the correct floor (assigned under administration > Av device > edit your device and link it for example with Floor 1) to be able to find it in the dropdown list

🖵 Device 1

Device: GFO - BRAVIA AS ▾
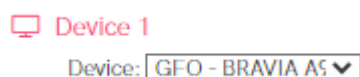
As soon as the link is done and configuration saved, the device will show wayfinding

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- Create Meeting rooms (route, room availability, room booking, search for the room)

When selecting the option, you will be able to draw a polygon which on top of your meeting room to get the TEOS features
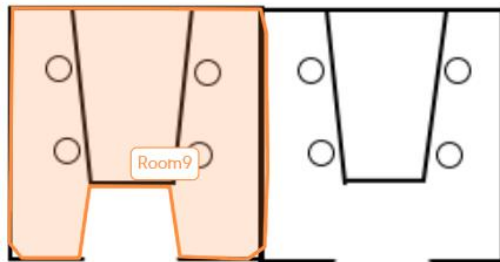

A default room name will be shown, and you can link it with the meeting room created under site management with a calendar
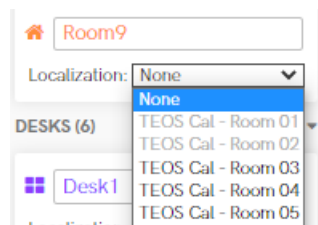

- Create Desk (route to access the desk, search for the desk, book desk), same as a meeting room, you can draw the space and link it with a desk type
- Create Desk zones (route to access the area, search for the desk zone, book desk zone), same as a meeting room, you can draw the space and link it with a desk zone type
- Create Restroom, simple space positioning and link which can be done with path
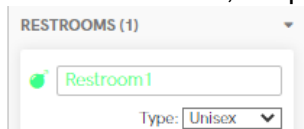
- Create staircases, when having multiple floors. For that just draw on top of the staircase or elevator and go to the right panel to setup the ID (default is called staircase1). You need to keep the same ID for the different floors to be linked
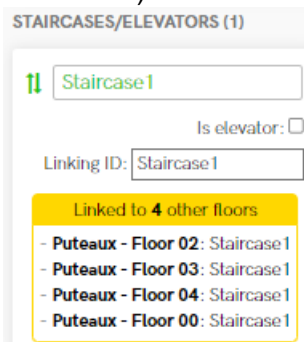

- Create Parking Zone (for showing route and book parking spot), same as when creating a meeting room, desk or desk zone.
- Duplicate the space, when you have for example always the same desk design, you can duplicate it to copy the drawing and just place it in another part of the floor map

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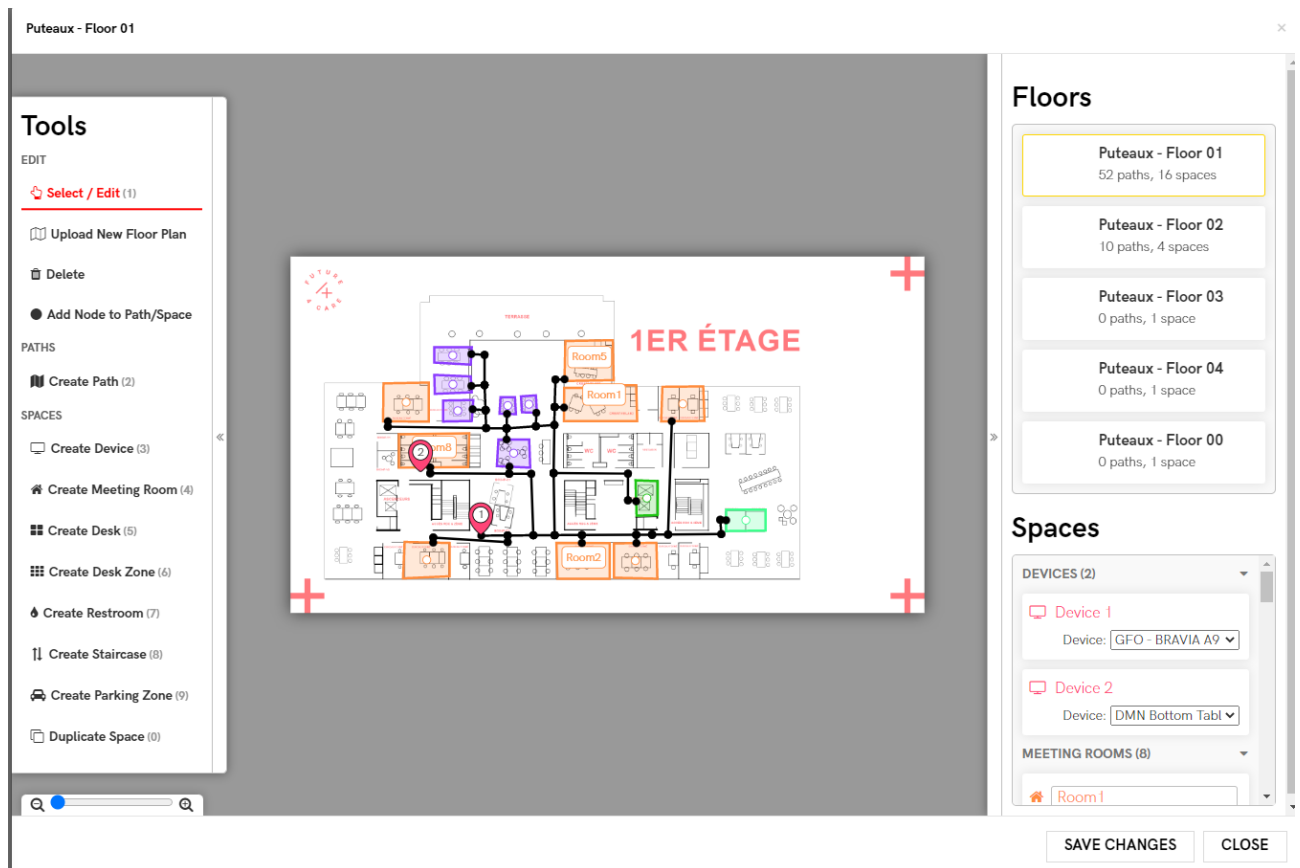
3.3 Enabling multilanguage in your Wayfinding solution

Within the Wayfinding interface, you can give the possibility to your users to change the language of the interface.9 different languages are available (English, Dutch, German, French, Italian, Polish, Spanish, Hebrew, Portuguese)


The translations are done in the platform, go back in Wayfinding solutions under workplace solutions and click on the button "translation" 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.
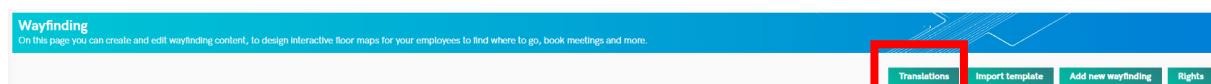
Fill the translated field with the sentence in the language you selected. You can also change the images for the buttons and for the logos in the language you want.

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The selection of the language is done directly in the Wayfinding interface. You can assign the language selection to the image/logo you want. To do so, go to your wayfinding solution and select the pages where you want to change the image for the language selection or to add it.
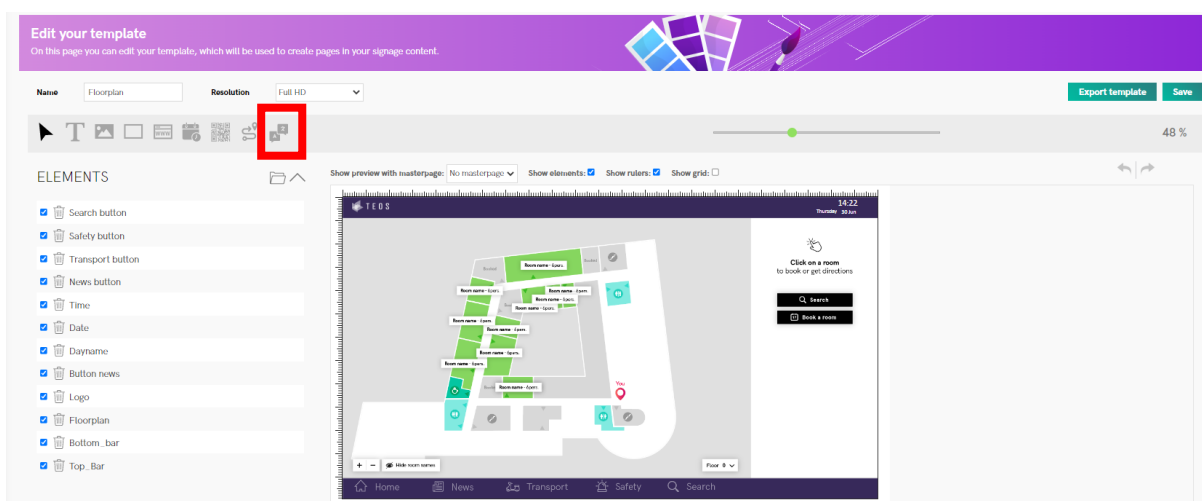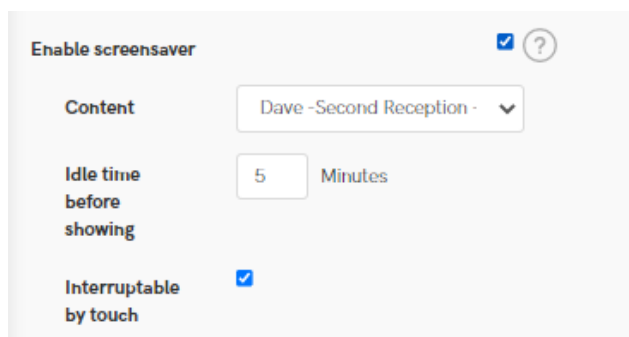

Double click on the image for the language selection. Select the image and the language.

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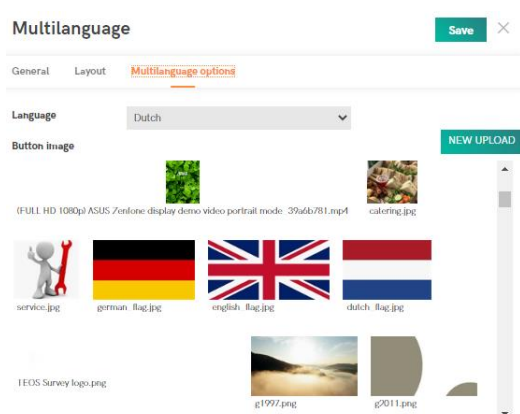
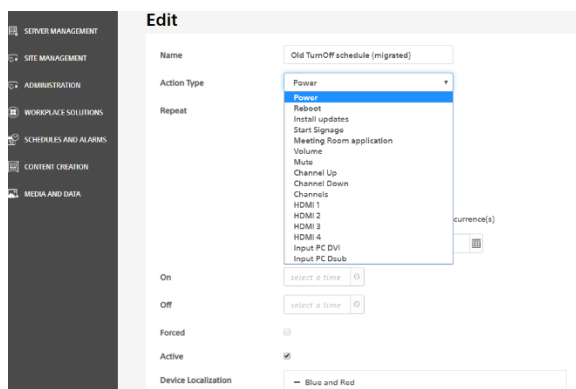### 3.4 Enabling screensaver in your Wayfinding solution

When there is no action into the wayfinding 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

4. Action management in a device with Wayfinding solution

From Manage for TEOS you can schedule your commands to have an automatic control of your devices. For that go to Schedules & Alarms and go to Actions schedules. You will be able to add power, reboot, app updates, start signage, start meeting, mute, manage volume, channel etc. This schedules commands can be addressed to a device or a group of devices. Under power scheduling, 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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