Meeting4Display

G Suite

Meeting room booking and management software
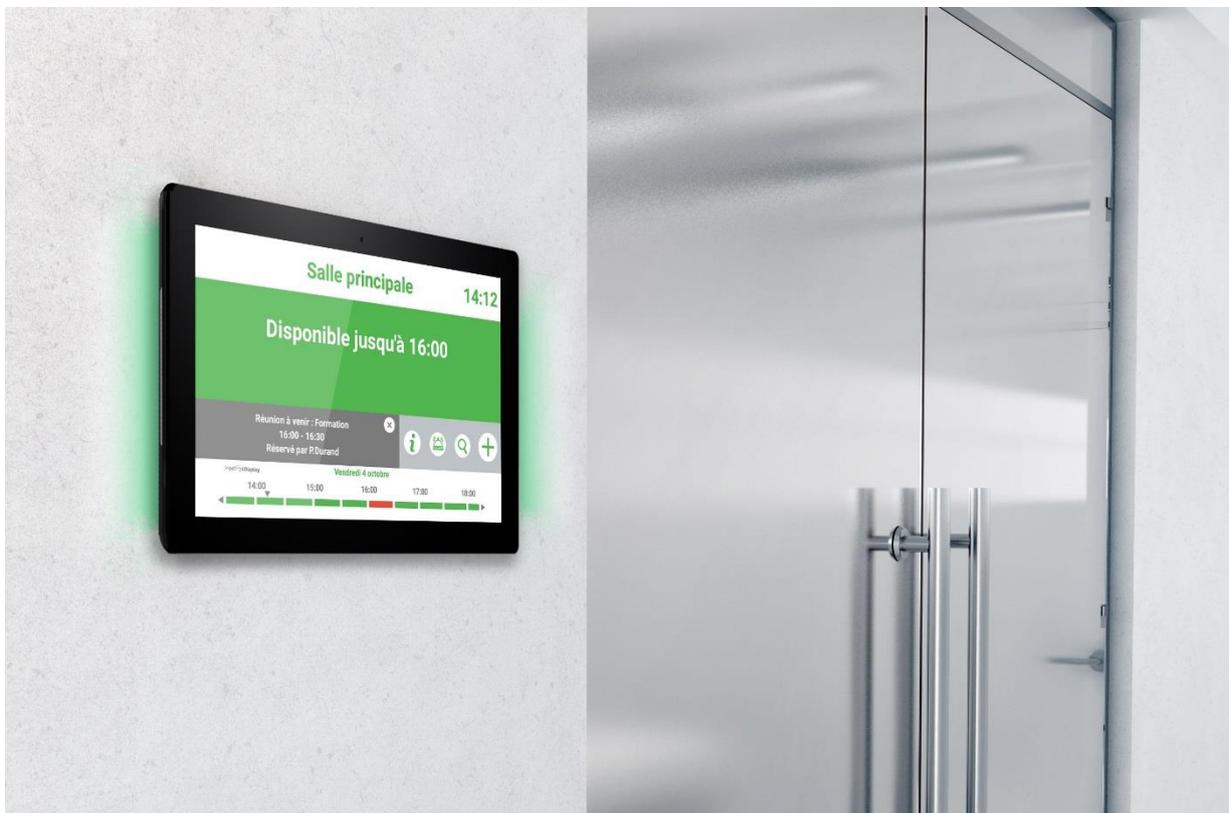
CONFIGURATION GUIDE

V2.5

www.telelogos-meeting4display.com

1. Introduction

You will need a G Suite administrator account to perform the tasks below.

The Meeting4Display server requires a dedicated email account and access to Google APIs.

The Google APIs need to be enabled and a service account created that allows the Meeting4Display server to authenticate to them (Google Security Requirement).

All these points will be described below.

Meeting4Display

G Suite

2. G Suite configuration

Creating a dedicated email account and meeting room resources

Account to use	Website
Administrator account	http://admin.google.com

Dedicated email account
From the "Users" menu, add a new user that corresponds to the Meeting4Display email account.

Creating a room resource:
From the "Buildings and Resources" menu, click on the "Open" link in the "Resource Management" section.

Click on $+$ to add a resource, fill in the required information and click on the "Add resource" link to add a meeting room.

Managing resources

Account to use	Website
Administrator account	http://calendar.google.com

Click on the $+$ next to "Other calendars", select "Browse resources" and choose the calendars of the resources (rooms) to be added.

Return to the main menu and check that the resources are available in "My Calendars" or "Other Calendars".

Then open the settings for each resource via the Options icon to the right of the name and select "Settings and Sharing".

Add the dedicated email account created in the previous step as a contact via the "Edit Events" setting.

Delegating rights on resources

Account to use	Website
Dedicated email account	http://calendar.google.com

For the rooms to be visible to the dedicated email account, click on the +
next to "Other calendars", select "Browse resources" and choose the calendars of
the resources (rooms) to be added.

Return to the main menu and check that the resources are available in "My
Calendars" or "Other Calendars".

Activating APIs

Account to use	Website
Dedicated email account	https://console.developers.google.com/apis

Create a project (or reuse an existing one).

Select the "Library" menu.

Click on the G Suite tab and enable the following modules:
- Admin SDK;
- Gmail API;
- Google Calendar API.

Creating a service account

Account to use	Website
Dedicated email account	https://console.developers.google.com/apis

From the GoogleApis navigation menu, go to "IAM and Admin" > "IAM".

Then select "Service Accounts" > "Create Service Account".

Fill in the necessary information to create the account, click on "Create" then on "Continue" (without specifying a role) and finally on "OK".

Select the newly created account and click on "Edit".

Select "Show domain-wide delegation" and check "Enable G Suite Domain-wide delegation".

Add the product name for the consent screen.

Finally, click on "Save"

Select "Add Key", "Create Key", then "Json" format.

The Json file is downloaded to your workstation

Managing security

Account to use	Website
Administrator account	http://admin.google.com

From the "Security" menu, go to "Advanced Settings".
Select "Manage domain-wide delegation".
Modify the JSON file (Notepad ++)
Copy the client_id in the file.
Click on "Add".
Paste the client ID into the Client ID field and add the following scopes to the OAuth Scopes field (comma-delimited list):
https://www.googleapis.com/auth/admin.directory.user.readonly, https://www.googleapis.com/auth/calendar, https://mail.google.com/

Click on "Allow".

Optional configuration

Account to use	Website
Administrator account	http://admin.google.com

This allows you to display the NAME and FIRST NAME of the meeting organizer instead of their email address.

Go to "Users" and select the dedicated email account.
Go to the "Admin roles" section and click on "Create a custom role" and then on "Create a new role".
Fill in the required fields then click on "Continue".
In the "Select privileges" tab, select the "Read" privilege under the "Users" section, then click on "Continue" and finally on "Create a role"

Finally, click on "Assign a role" to link it to your dedicated email account.

3. Meeting4Display Back Office

The application can be accessed here: http(s)://{hostnameorIPaddress}/Meeting4Display

Account to use
Meeting account:
Global Administrator or Company Administrator

The back office uses authentication with the json file of the service account created previously.

The settings to use the service account for the Meeting4Display suite are configured from the "Calendar Configuration" tile under the "Settings" menu or the "Settings" tile on the "Home" page.

The elements to be defined are as follows:

Calendar system	Google calendar (G-suite)
Project name	Name of the project created in the "Enabling APIs" step
Account address	Dedicated email account
Google credentials	JSON file generated in the "Creating a service account" step

The "Test" button is used to check that the Meeting4Display application communicates correctly with Google APIs.

4. Meeting4Mobile

The application can be accessed here:
http(s)://{hostnameorIPaddress}/Meeting4DisplayMobile

The Meeting4Mobile application uses OpenID authentication. It allows you to connect with a user account defined in G Suite.

In order to be able to log in to the mobile application with a user email account, you need to configure additional Google settings.

Account to use	Website
Administrator account	https://console.developers.google.com

To do this, go to the "Credentials" menu, select "Create Credentials" > "OAuth Client ID".

Under "Application type", choose "Web Application" and fill in all required fields.

Add the Authorized redirect URL by clicking on "Add a URL" under "Authorized redirect URL".

The authorized redirect URL must have the following format:
Https://{hostname}/Meeting4DisplayMobile/

Click on "Create" and copy the client id and the secret client to populate them in the back office.

Login to the Meeting4Display back office.

Account to use	Website
Meeting account: **Global Administrator or Company Administrator**	http://{domain}/Meeting4Display

Go to "Settings" > "Web apps settings" and add the information you obtained beforehand to the Meeting4Mobile tab.

5. Meeting4Kiosk

The application can be accessed here:
http(s)://{hostnameorIPaddress}/Meeting4DisplayMobile/.....

Note: it can be accessed via the link generated from the back office (see below).

The Meeting4Kiosk application uses authentication via the JSON file generated in the "Creating a service account" step. It allows you to log on with the service account configured in the back office.

The first time you use it, you will need to generate the link to access it.

To do this, go to "Settings" > "Web apps settings" and in the Meeting4Kiosk tab, click on "Generate link".

6. Outlook Add-in

The application can be accessed here:
http(s)://{hostnameorIPaddress}/Meeting4DisplayOutlook/

The Outlook Add-in application uses the same authentication as Meeting4Kiosk.

In order to use it, you must enter the URL and password required to log on to the company.