

SETUP GUIDE: GOOGLE APPS FOR WORK (GSUITE)

RS-TOUCH SERIES

IN-SESSION ROOM SCHEDULER

24/7 TECHNICAL SUPPORT AT 1.877.877.2269 OR BLACKBOX.COM

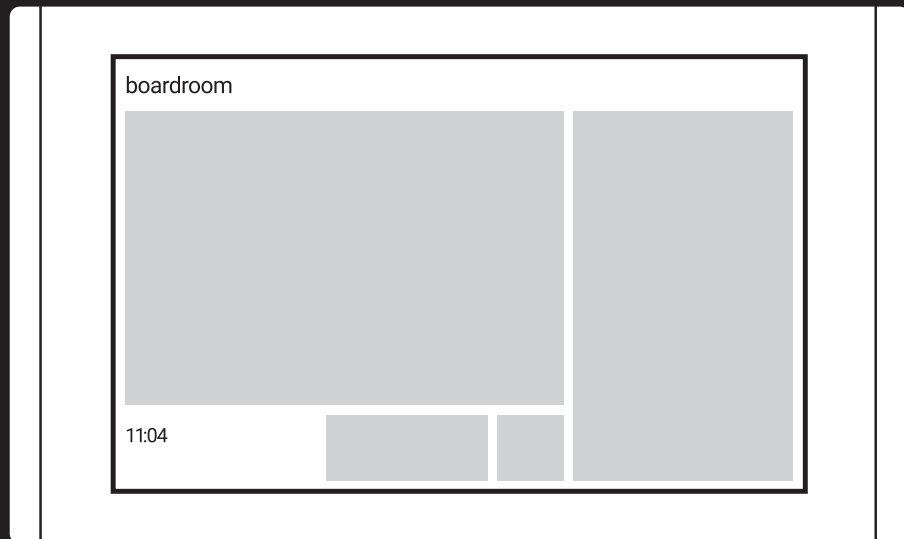


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CHAPTER 1: INTRODUCTION

1.1 DESCRIPTION

THIS DOCUMENT IS INTENDED FOR USERS OF GOOGLE APPS FOR WORK SUBSCRIPTION. IT DESCRIBES THE PROCESS OF SETTING UP ACCOUNTS IN THE GOOGLE APPS FOR WORK AND SETTINGS OF IN-SESSION 7" AND 12" ROOM SCHEDULER PANELS WORKING WITH THIS SUBSCRIPTION.

Before you start, read IN-SESSION 7" and 12" Room Scheduler - Setup Guide - Common Settings. There you will find basic information on the IN-SESSION 7" and 12" Room Scheduler reservation system and a description of the common settings of the panels.

1.2 REQUIREMENTS

FOR PROPER OPERATION OF THE IN-SESSION 7" AND 12" ROOM SCHEDULER RESERVATION SYSTEM, MAKE SURE YOU HAVE THE FOLLOWING:

- ♦ Google Apps for Work subscription (Google Apps Free edition, also known as Standard edition, is not supported)
- ♦ User account: You need one user account for the IN-SESSION Room Scheduler reservation system. The reservation system uses this user account to enable to IN-SESSION Room Scheduler panels to send various information emails.

1.3 SETTINGS

TO SET THE IN-SESSION 7" AND 12" ROOM SCHEDULER SYSTEM, YOU NEED TO:

1. Create a project, a service account and certificate, room calendar accounts, and a user account in Google admin web.
2. Configure the IN-SESSION 7" and 12" Room Scheduler panels.

CHAPTER 2: ACCOUNT SETTING

2.1 INTRODUCTION

SET THE FOLLOWING ACCOUNTS IN GOOGLE APPS FOR WORK:

- Project: This enables you to create API for communication with Google servers to read and write room calendar data.
- Service account and certificate: Use this for secure communication with Google servers. A service account requires you to have read-and-write access to the calendars of rooms accounts. The IN-SESSION Room Scheduler system uses the service account to access the room calendars.
- Room accounts: There is a calendar resource account for room scheduling in Google Apps for Work. The IN-SESSION Room Scheduler system uses the calendar of this account for arranging meetings in the particular room.
- User account: This is a typical user email. Use this account to send various emails from the IN-SESSION reservation system.

2.2 CREATING A PROJECT

TO CREATE ACCOUNTS, YOU NEED ADMINISTRATOR ACCESS TO GOOGLE APPS FOR WORK SETTINGS.

1. Go to <https://console.developers.google.com/project> and log in to your Google Apps for Work administrator account.
2. Tap on "CREATE PROJECT."

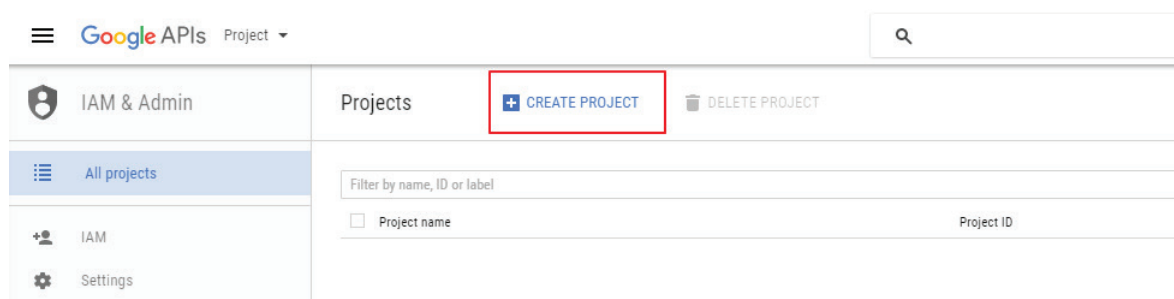


FIGURE 2-1. CREATE PROJECT SCREEN

3. Choose the name of your project, for example, "IN-SESSION. Note the ID of your project, which is generated automatically. Click on the "Create" button.

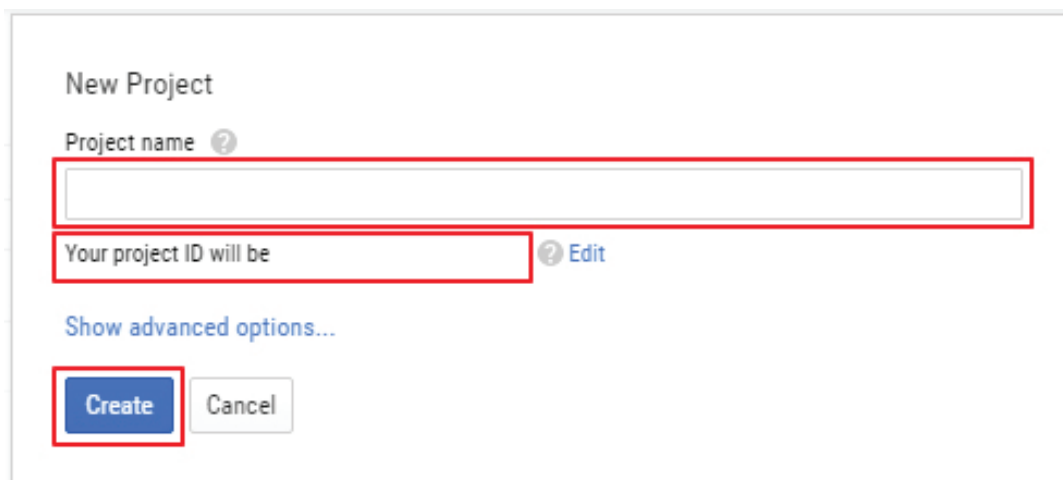


FIGURE 2-2 NAME THE PROJECT SCREEN

4. Wait while your project is being created.

5. Check if the name of your project is selected in the left-top-corner drop-down list box. Tap "Google APIs." Click on "Dashboard" in the left-side menu and tap "ENABLE API."

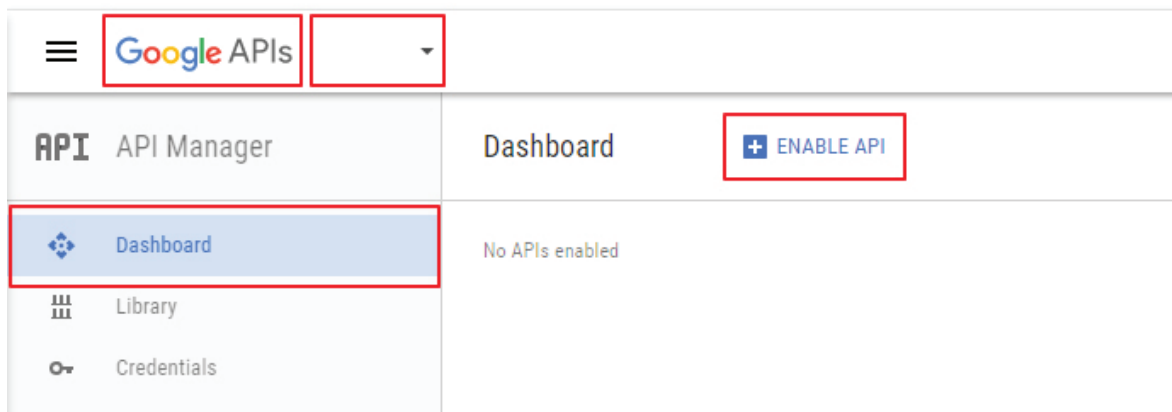


FIGURE 2-3. SELECT DASHBOARD SCREEN

CHAPTER 2: ACCOUNT SETTING

6. Click on “Calendar API” in the “Google Apps APIs” list.



FIGURE 2-4. SELECT CALENDAR API

7. Tap on “ENABLE.”

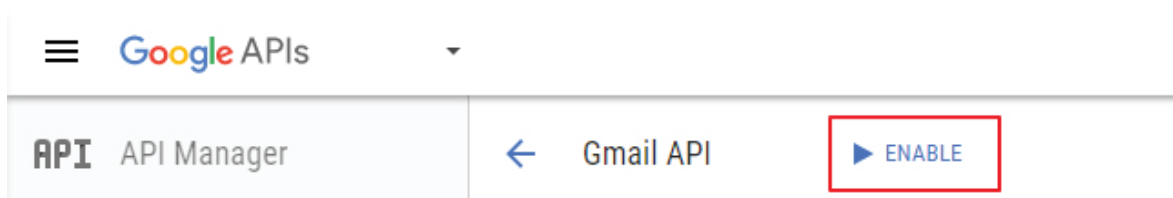


FIGURE 2-5. CLICK ON ENABLE

CHAPTER 2: ACCOUNT SETTING

8. Go back to the "Google Apps APIs" page and select "Gmail API."

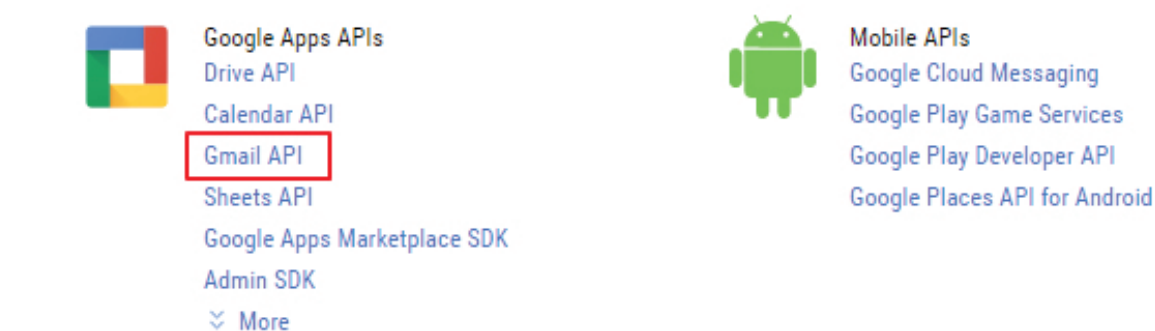


FIGURE 2-6. SELECT GMAIL API SCREEN

9. Tap on "ENABLE."

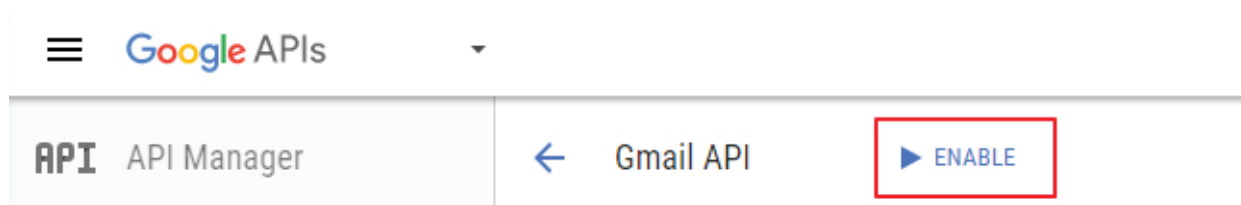


FIGURE 2-7. CLICK ON ENABLE

CHAPTER 2: ACCOUNT SETTING

10. Select "Credentials" in the left-side menu and click on "Create credentials." Then select "Service account key."

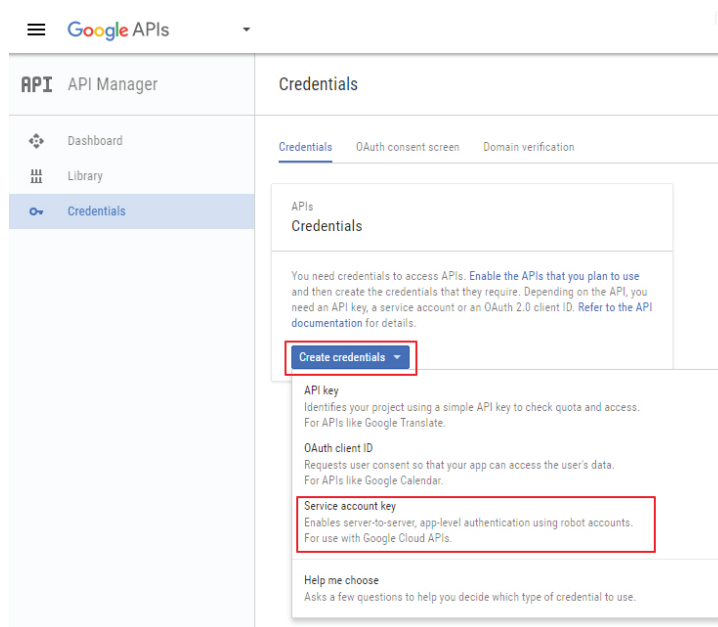


FIGURE 2-7. CREATE CREDENTIALS SCREEN

11. In the item "Service accounts," select "New service account." Then select the name of your service account and enter it into the "Service account name" field. In the item "Role," select "Project / Service Account Actor." In the item "Key type," select "JSON." Then tap on "Create." Now the certificate file with credentials to access Google Apps for Work servers is created.

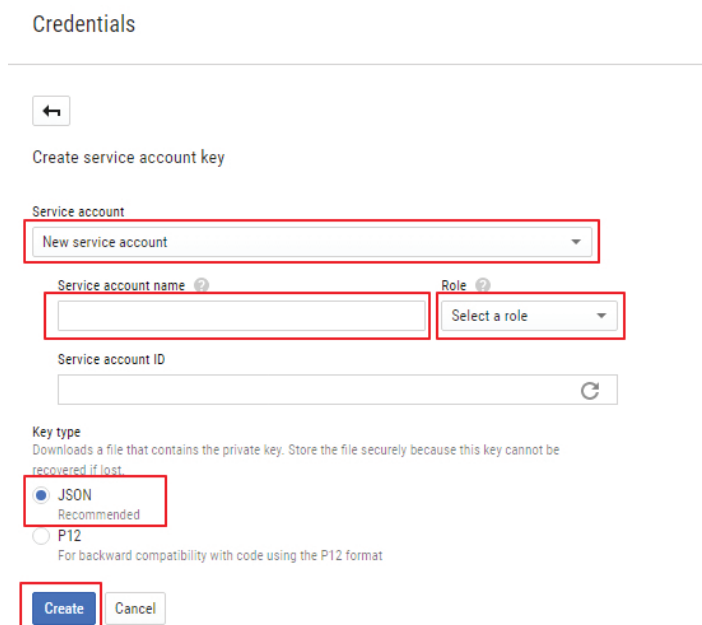


FIGURE 2-8. NEW SERVICE ACCOUNT SCREEN

CHAPTER 2: ACCOUNT SETTING

12. When the certificate file is created, it is automatically downloaded to your computer and saved in your “Downloads” folder. The format of the file name is “NameOfTheProject_***.json”. This file contains the private key for secure communications with Google Apps for Work servers, so store it in a safe place. You will need it later for IN-SESSION Room Scheduler panels configuration. You will see the following dialog box on the screen.

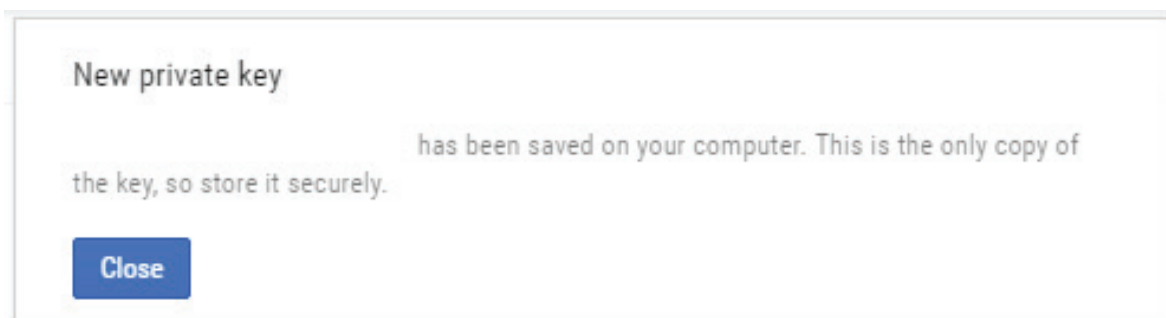


FIGURE 2-9. NEW PRIVATE KEY SCREEN

13. Now you need to set up the service account. Tap on “Manage service accounts.”

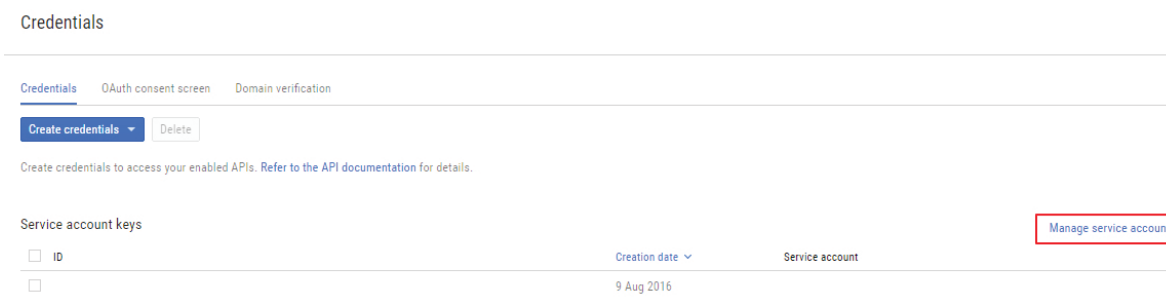


FIGURE 2-10. MANAGE SERVICE ACCOUNTS SCREEN

14. Click on the “Options / Edit” in the line with your service account. Note the email address of the service account; you will need it later. If you need to manage the certificates (delete, create new one etc.) later, you can do it in this page.

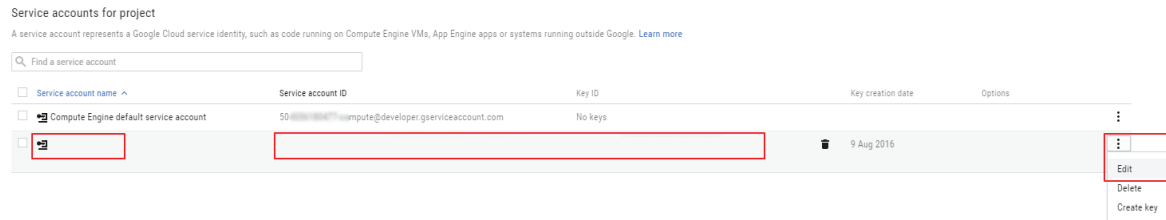


FIGURE 2-11. OPTIONS/EDIT SCREEN

15. Check “Enable Google Apps Domain-wide Delegation” and confirm it by tapping “Save.”

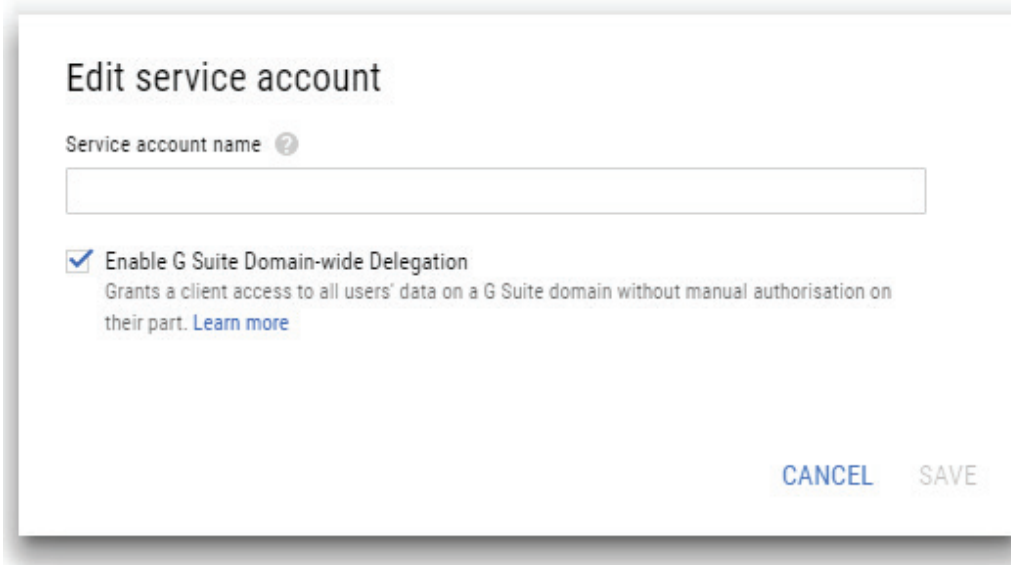


FIGURE 2-12. EDIT SERVICE ACCOUNT SCREEN

16. Now a new item appears in the “Credentials” list: “OAuth 2.0 client IDs”. Note the “Client ID” in the line “Client for YourServiceAccount”; you will need it later.

Credentials

Credentials

OAuth consent screen

Domain verification

Create credentials

Delete

Create credentials to access your enabled APIs. Refer to the API documentation for details.

OAuth 2.0 client IDs

<input type="checkbox"/> Name	Creation date	Type	Client ID
<input type="checkbox"/>	9 Aug 2016	Service account client	

Service account keys

<input type="checkbox"/> ID	Creation date	Service account
<input type="checkbox"/>	9 Aug 2016	

FIGURE 2-13. CREDENTIALS LIST

CHAPTER 2: ACCOUNT SETTING

2.3 SETTING UP THE PROJECT CREDENTIALS IN YOUR DOMAIN

1. Go to <https://admin.google.com> and log in to your Google Apps for Work administrator account. Then select "Security."

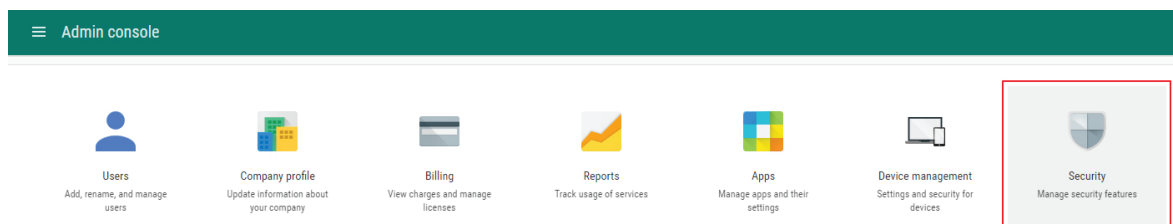


FIGURE 2-14. SECURITY SCREEN

2. Now select "Show more" and "Advanced settings."

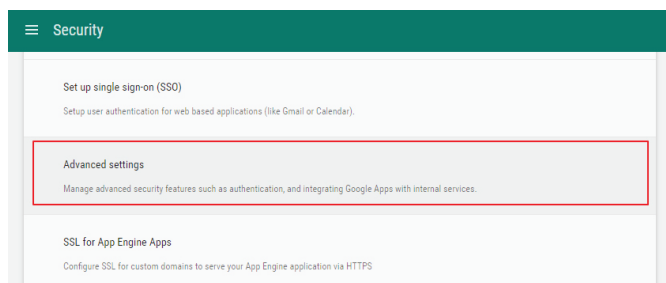


FIGURE 2-15. ADVANCED SETTINGS SCREEN

CHAPTER 2: ACCOUNT SETTING

3. In the “Authentication” section, click on “Manage API client access.”

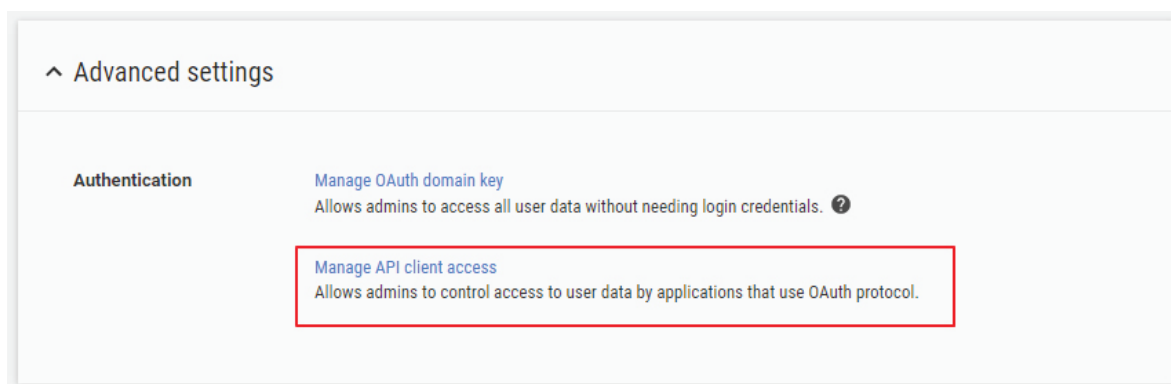


FIGURE 2-16. MANAGE API CLIENT ACCESS SCREEN

4. Enter “Client ID” (see the Creating a Project chapter, step 16), in the “Client name” box. Copy and paste the following text to the One or More API Scopes” input box:

- ♦ <https://www.googleapis.com/auth/gmail.compose>, <https://www.googleapis.com/auth/calendar>

CLICK ON THE “AUTHORIZE” BUTTON. AUTHORIZATION CAN TAKE UP TO 24 HOURS.

Manage API client access

Developers can register their web applications and other API clients with Google to enable access to data in Google services like Calendar. You can authorize these registered

Authorized API clients

The following API client domains are registered with Google and authorized to access data for your users.

Client Name

Example: www.example.com

One or More API Scopes

Example: <https://www.googleapis.com/auth/gmail.compose>, <https://www.googleapis.com/auth/calendar> (comma-delimited)

FIGURE 2-17. AUTHORIZATION IN PROCESS SCREEN

CHAPTER 2: ACCOUNT SETTING

2.4 SETTING UP CALENDAR SHARING

1. Go to <https://admin.google.com> and log in to your Google Apps for Work administrator account. Then select the item “Apps.”

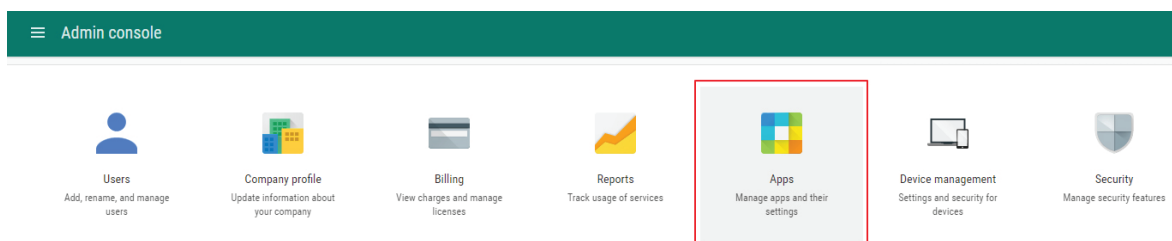


FIGURE 2-18. SELECT APPS

2. Tap “Google Apps” on the next page.

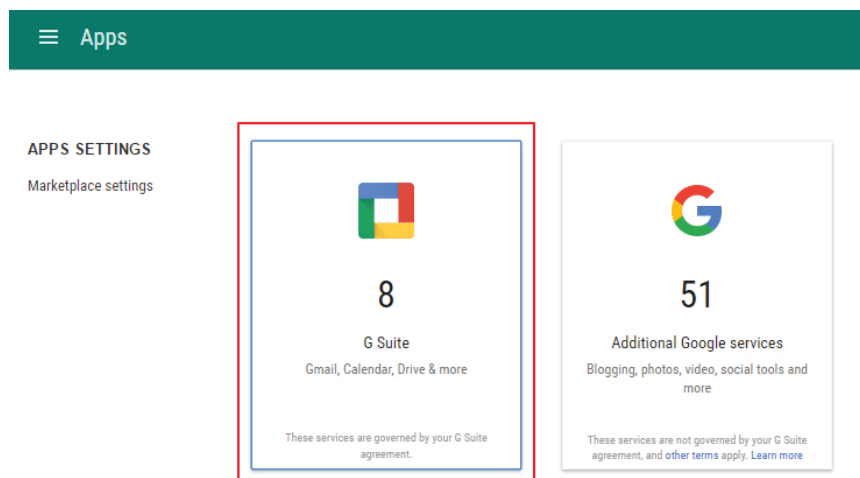


FIGURE 2-19. SELECT GOOGLE APPS

3. Select "Calendar."

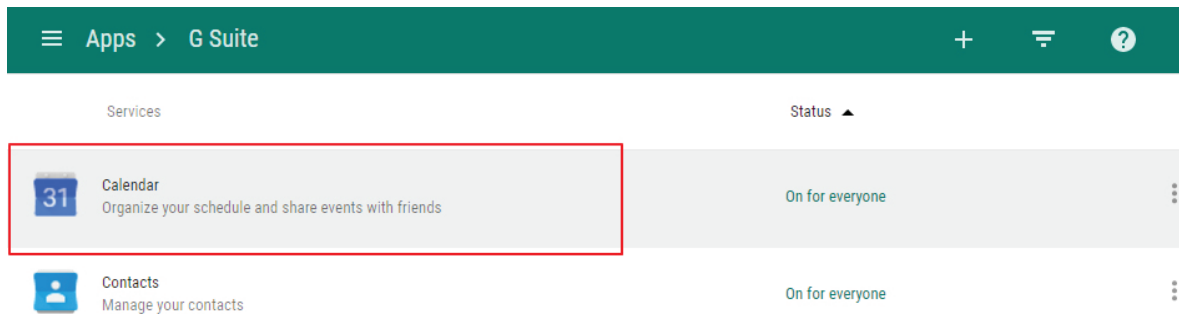


FIGURE 2-20. CHOOSE CALENDAR

4. Click on "Sharing settings."

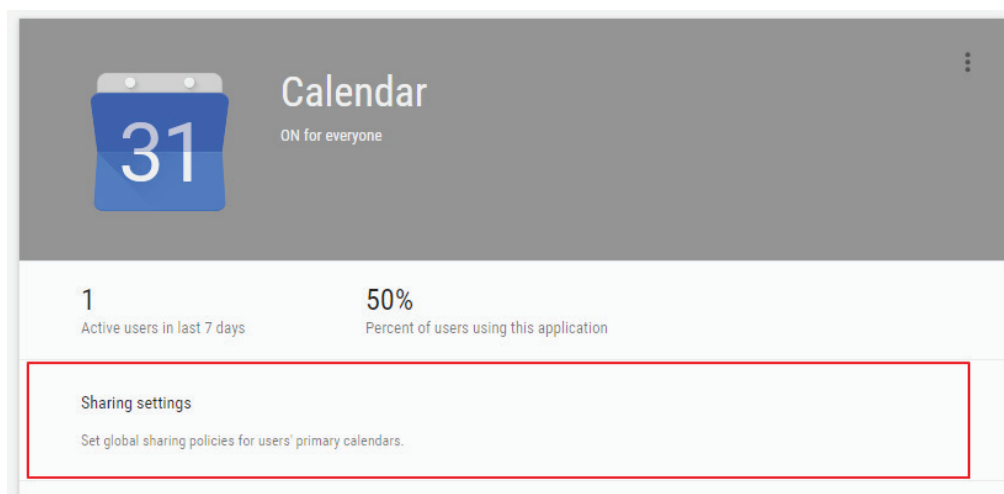


FIGURE 2-21. SELECT SHARING SETTINGS

CHAPTER 2: ACCOUNT SETTING

5. Make sure, that “Share all information, and allow managing of calendars” is selected in the item “External sharing options for primary calendars”

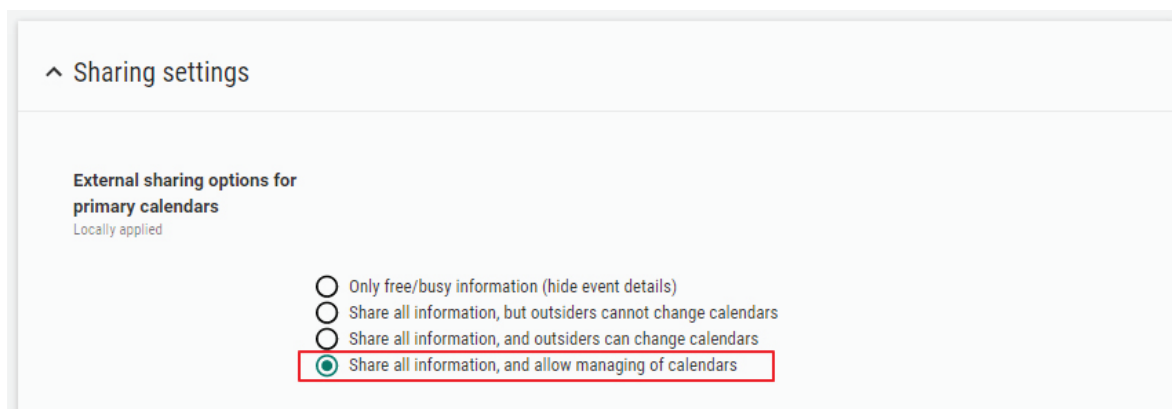


FIGURE 2-22. CHECK SHARING INFORMATION

6. Go back to the page “Calendar settings” and select “General settings.”

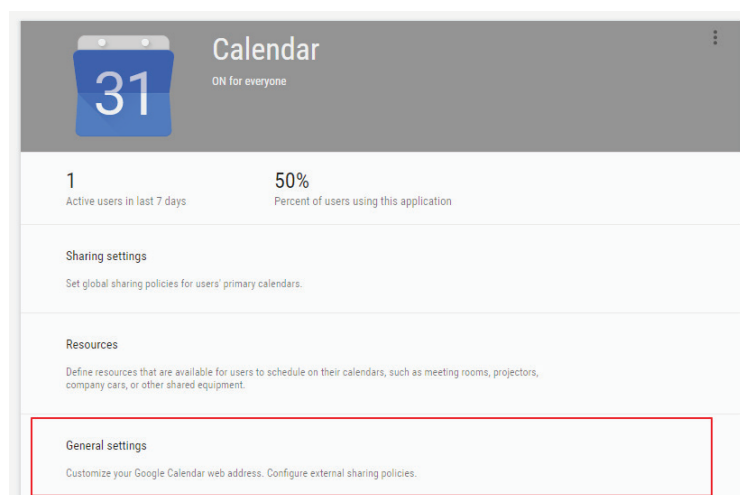


FIGURE 2-23. SELECT GENERAL SETTINGS

CHAPTER 2: ACCOUNT SETTING

7. Make sure, that “Share all information, and allow managing of calendars” is selected in the item “External sharing options for primary calendars.”

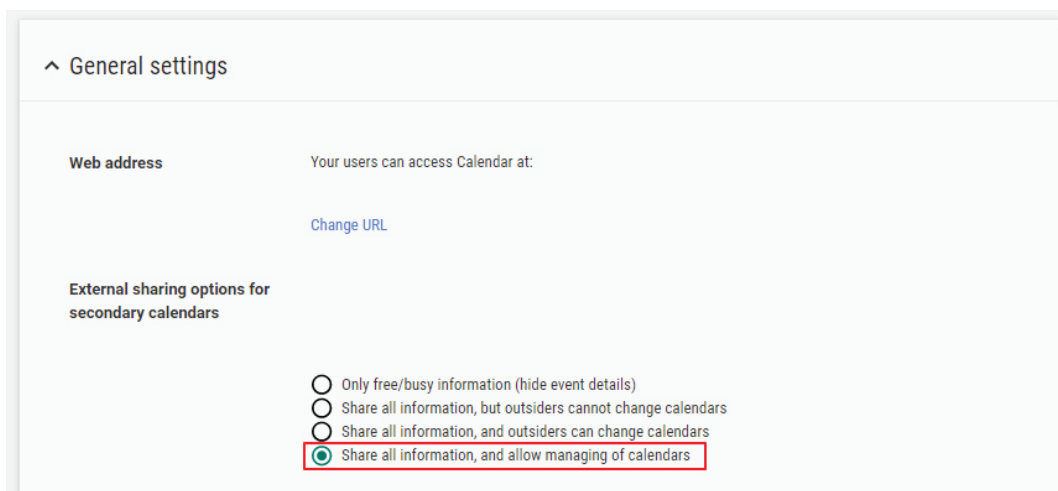


FIGURE 2-24. EXTERNAL SHARING OPTIONS FOR SECONDARY CALENDARS

2.5 CREATING A USER ACCOUNT

THE RESERVATION SYSTEM NEEDS ONE USER ACCOUNT ENABLE IN-SESSION PANELS TO SEND VARIOUS INFORMATION EMAILS. YOU NEED TO CREATE ONE USER ACCOUNT WITH AN EMAIL ADDRESS, FOR EXAMPLE “IN-SESSION@YOURDOMAIN.COM.”

1. Go to <https://admin.google.com> and log in to your Google Apps for Work administrator account. Then select the item “Users.”

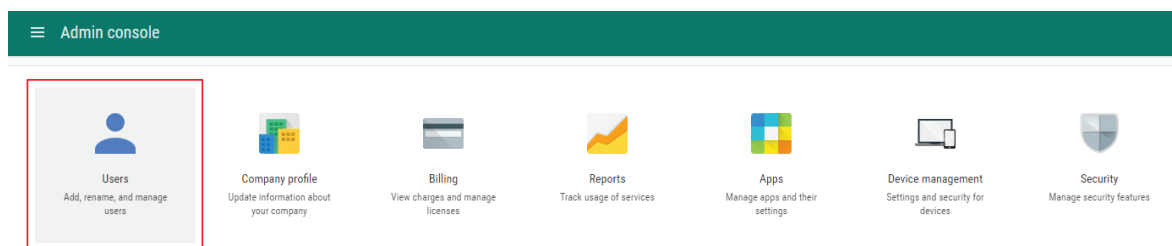


FIGURE 2-25. SELECT USER

2. Click on “Add user” in the bottom right corner.

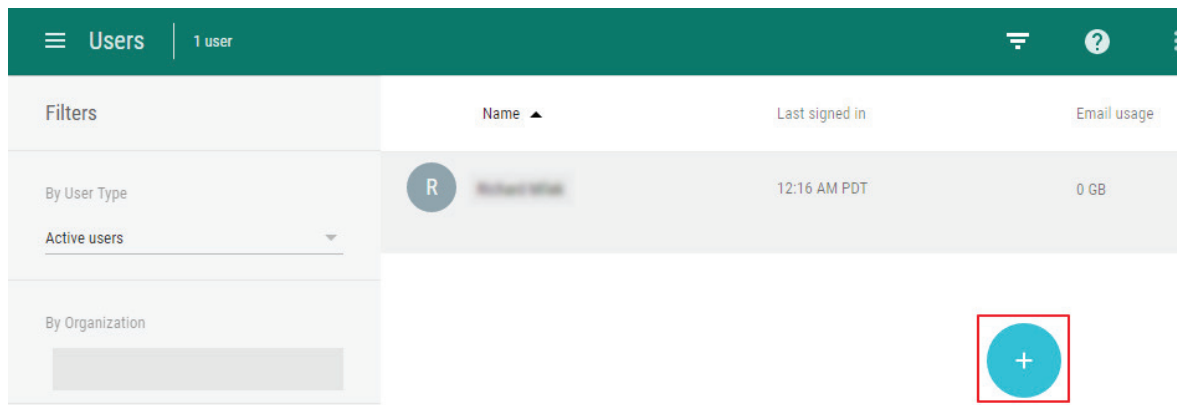


FIGURE 2-26. ADD USER

3. Enter the first name and surname for the user account (for example “IN-SESSION”) and set the primary email address to “IN-SESSION@yourdomain.com.” Tap “CREATE.”

A screenshot of a 'Create a new user' modal form. The form has a title 'Create a new user' and a close button (X) in the top right. It contains three input fields: two for the first and last name, and one for the email address. Below the input fields, there is a note: 'Temporary password will be assigned - [Set Password](#)'. At the bottom of the form, there is a section labeled 'ADDITIONAL INFO' on the left, and two buttons on the right: 'CANCEL' and 'CREATE'. The 'CREATE' button is highlighted with a red rectangular box.

FIGURE 2-27. CREATE A NEW USER SCREEN

CHAPTER 2: ACCOUNT SETTING

4. Finish the creation of the user account with “DONE” button on the next page.

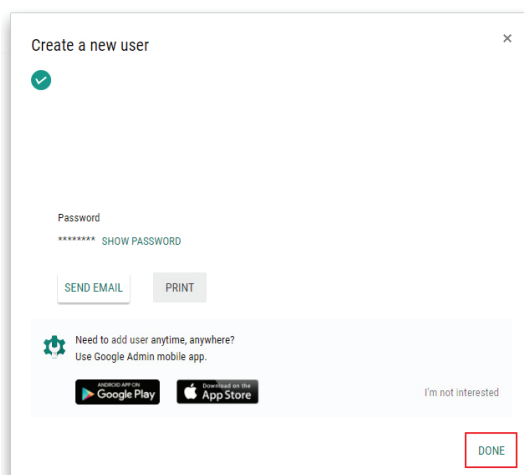


FIGURE 2-28. DONE BUTTON

2.6 CREATING RESOURCE CALENDARS

1. Go to <https://admin.google.com> and log in to your Google Apps for Work administrator account. Then select the item “Apps.”

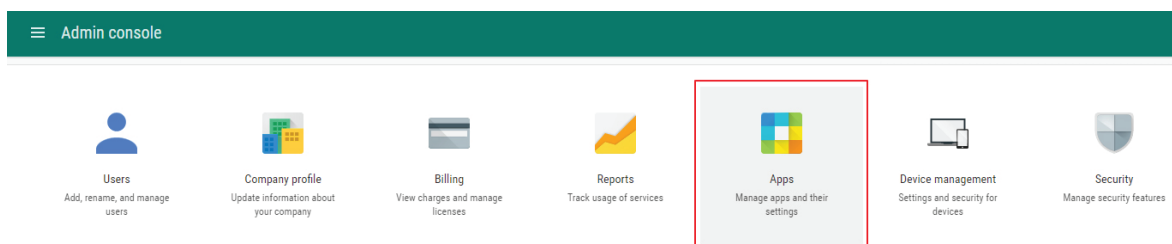


FIGURE 2-29. SELECT APPS

2. Tap “Google Apps” on the next page and then select “Calendar.”

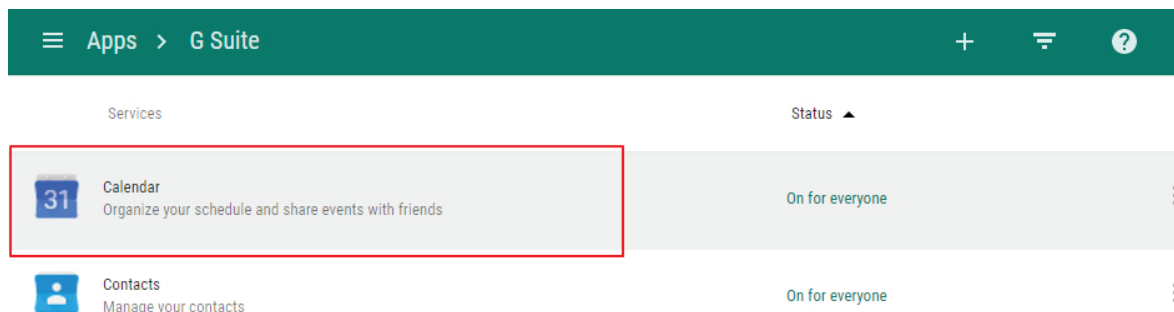


FIGURE 2-30. CLICK ON CALENDAR

3. Click on “Resources.”

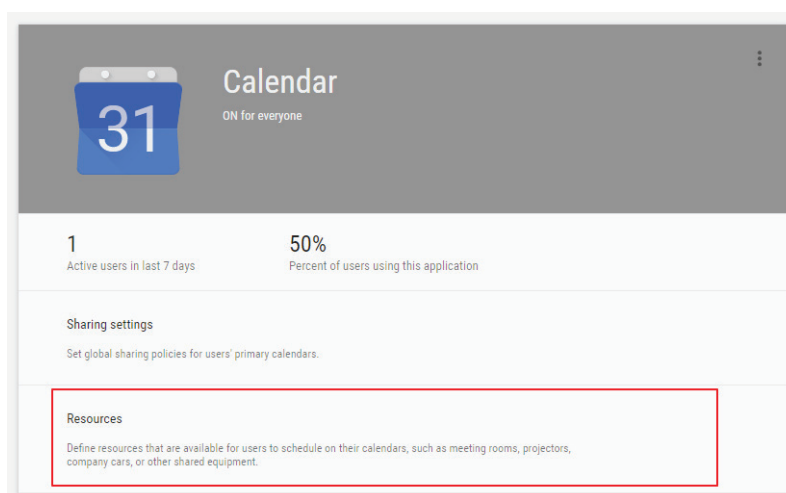


FIGURE 2-31. RESOURCES OPTION

CHAPTER 2: ACCOUNT SETTING

4. Tap “Create a new resource.”

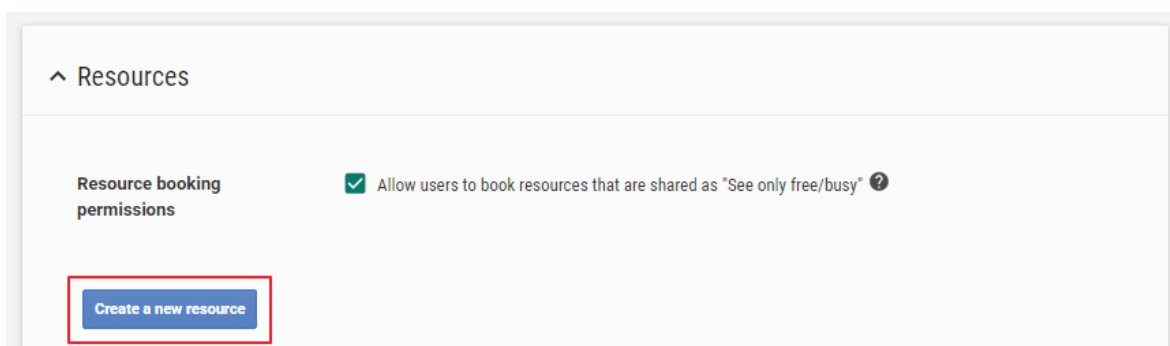


FIGURE 2-32. CREATE A NEW RESOURCE SCREEN

5. Enter the room name to the item “Resource name.”. You can add a detailed description to the item “Description” and room type to the item “Resource type.” Then confirm the room account creation with the “SAVE” button. We recommend that you reload the page in the browser to update the room list.

A screenshot of the "Create Resource" form within the Google Calendar "Settings for Calendar" page. The breadcrumb trail at the top reads "Apps > G Suite > Settings for Calendar". The form is titled "Create Resource" and includes a note "Fields marked (*) are required". It contains three input fields: "Resource Name*", "Resource type" (with examples: conference room or projector), and "Description". Each of these three input fields is highlighted with a red rectangular box. Below the input fields is a "Resource identifier" section with explanatory text. At the bottom right of the form, there are two buttons: "DISCARD" and "SAVE", with the "SAVE" button highlighted by a red rectangular box.

FIGURE 2-33. CREATE ROOM

CHAPTER 2: ACCOUNT SETTING

6. In the room list, click on the new room to open the “Edit resource” window.

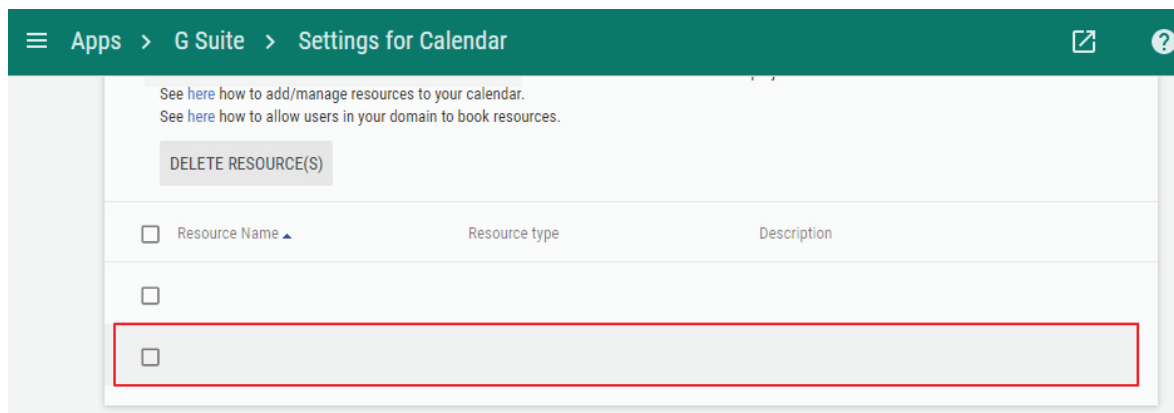


FIGURE 2-34. EDIT ROOM

7. Note the email address of the room; you will need it later for the configuration of IN-SESSION panels.

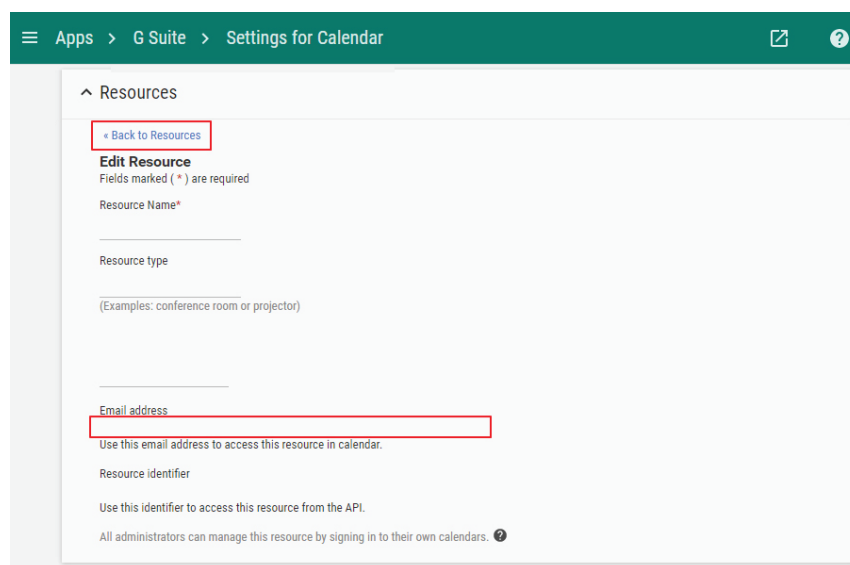


FIGURE 2-35. EMAIL ADDRESS OF THE ROOM

8. If you need more rooms, repeat steps 5–7.

9. Go to the page <https://www.google.com/calendar>, in the left-side menu select "Other calendars / Browse interesting calendars."

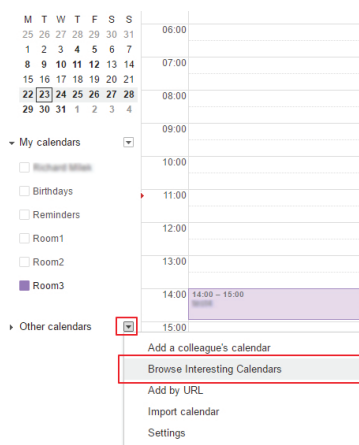


FIGURE 2-36. ROOMS CALENDAR

10. Tap "More" and click on "Resources for yourdomain."

Interesting Calendars « [Back to calendar](#)

Holidays Sports More		
Day of the Year	Preview	Subscribe
Hebrew Calendar	Preview	Subscribe
Phases of the Moon	Preview	Subscribe
>		
Stardates	Preview	Subscribe

FIGURE 2-37. SELECT RESOURCES

CHAPTER 2: ACCOUNT SETTING

11. Select “Subscribe” for all rooms managed with the IN-SESSION reservation system. It can take a couple of minutes before room calendars are updated and displayed. Then you can go back with the button “Back to calendar.”

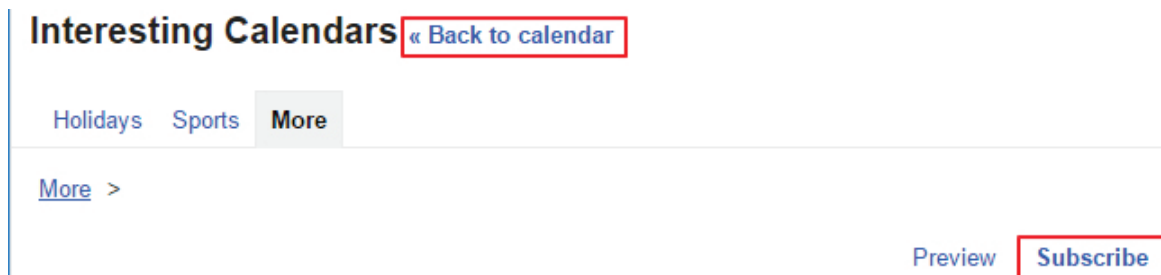


FIGURE 2-38. UPDATE AND DISPLAY ROOM CALENDARS

12. Now you will see room calendars in the folder “My calendars.” Next, set the sharing of all rooms involved in the IN-SESSION system. It is described in this and the next step. Click on the drop-down arrow on the right side of the calendar. It will expand the list of options. Select “Share this calendar.”

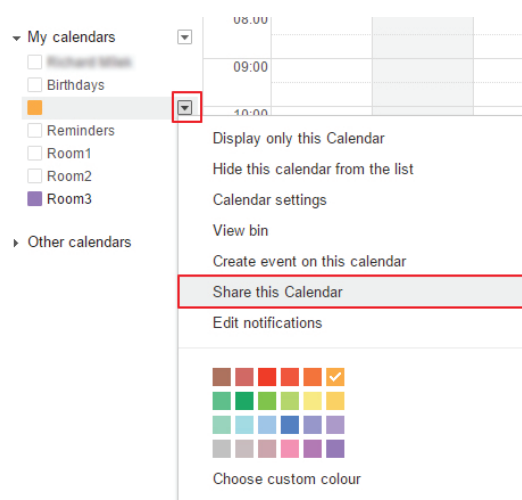


FIGURE 2-39. SHARE THE CALENDAR

CHAPTER 2: ACCOUNT SETTING

13. Enter the email address of the service account (see the Creating a project chapter, step 14) to the item “Share with specific people / person.” Select “Make changes to events” in the item “Permission settings,” and then tap on “Add Person.” Confirm changes with the “Save” button.

Calendar Details Share this Calendar Edit notifications Bin

« Back to calendar Save Cancel

☒ **Share this calendar with others**

☐ Make this calendar public [Learn more](#) See all event details ▼

☒ Share this calendar with everyone in the organisation See all event details ▼

Share with specific people

Person	Permission Settings ?	Remove
<input type="text"/>	See all event details ▼	Add Person
	Make changes AND manage sharing	
	Make changes to events	
	See all event details	
	See only free/busy (hide details)	

« Back to calendar Save Cancel

FIGURE 2-40. ADD PERSON TO SHARE CALENDAR

14. Tap the “OK” button in the next dialog window to confirm changes of calendar settings.

CHAPTER 3: PANELS

3.1 FIRST PANEL SETTING

After switching on the first IN-SESSION Room Scheduler system panel, the following screen will appear:

Welcome to reservation system. What would you like to do?

Language: English

Current IP settings:

Magic name:
DHCP: On
IP address: 192.168.30.91
Subnet mask: 255.255.255.0
Primary DNS server: 192.168.30.5
Default gateway: 192.168.30.1
Secondary DNS server:

Change IP settings

Create new system ?

Join to existing system ?

FIGURE 3-1. FIRST SCREEN THAT APPEARS

You can change the user interface language of the panel in “Language.” Touch the red-marked field and a list of available languages appears. Choose your preferred language.

Welcome to reservation system. What would you like to do?

Language: Czech, English, French, German

Current IP settings:

Magic name:
DHCP: On
IP address: 192.168.30.91
Subnet mask: 255.255.255.0
Primary DNS server: 192.168.30.5
Default gateway: 192.168.30.1
Secondary DNS server:

Change IP settings

Create new system ?

Join to existing system ?

FIGURE 3-2. CHOOSE LANGUAGE SCREEN

CHAPTER 3: PANELS

In the default setting, the panel is enabled to obtain the IP address and DNS servers using your network's DHCP. Under the item "Current IP settings," you can check whether the assigned addresses correspond with your network. If this setting does not meet your requirements, you can change it according to the instructions in IN-SESSION - Setup Guide - Common Settings, the IP settings chapter. Note the IP address; you will need it in the next step. At this point there is no need to change the item "Magic name"; its function is also explained in the above-mentioned chapter. Create a new reservation system just by tapping on "Create new system."

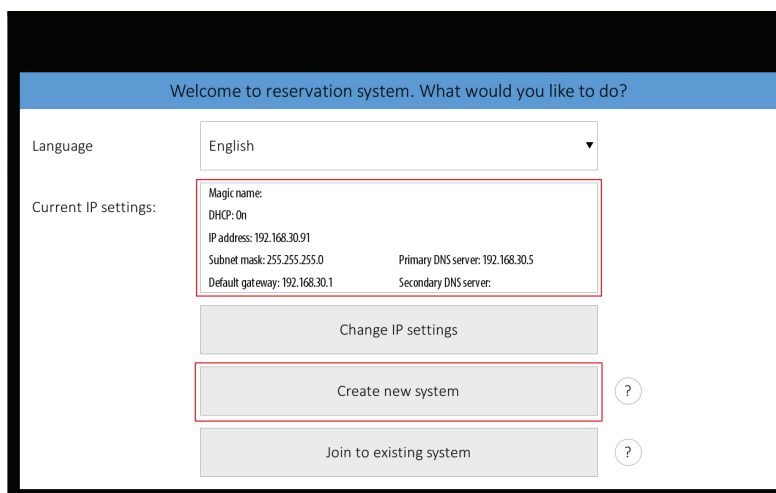


FIGURE 3-3. CREATE NEW RESERVATION SYSTEM

Panels connected to the same reservation system share their settings, e.g. if you need to change the user account or certificate, you can just do it on one panel and all the other ones within the same reservation system will adopt the change automatically.

The reservation system name and password serve for mutual identification of panels. The password is also used for accessing the panels' settings. First, touch the "Select server type" field, and select "Google Apps for Work."

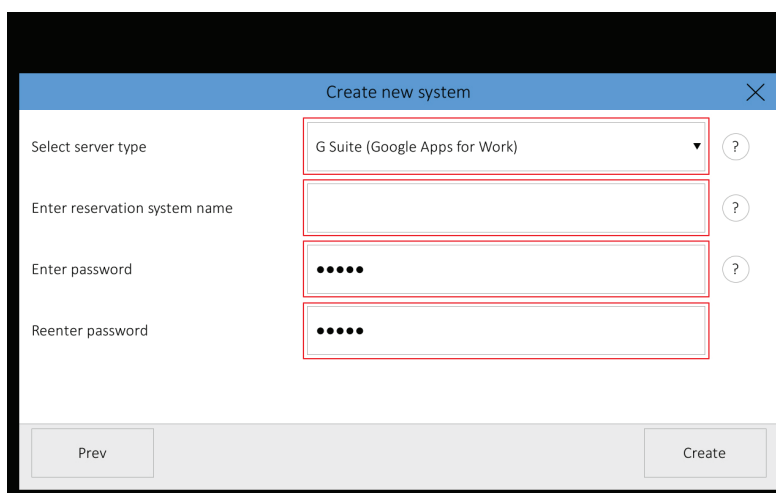


FIGURE 3-4. SELECT GOOGLE APPS FOR WORK

CHAPTER 3: PANELS

Enter the reservation system name and password. Confirm the password by entering it twice ("Enter Password" and "Reenter Password"). The entered passwords must be identical. A keyboard appears after tapping any of the red-marked fields. When you enter the name or password, press Enter on the keyboard. Confirm the creation of the new account by tapping "Create."

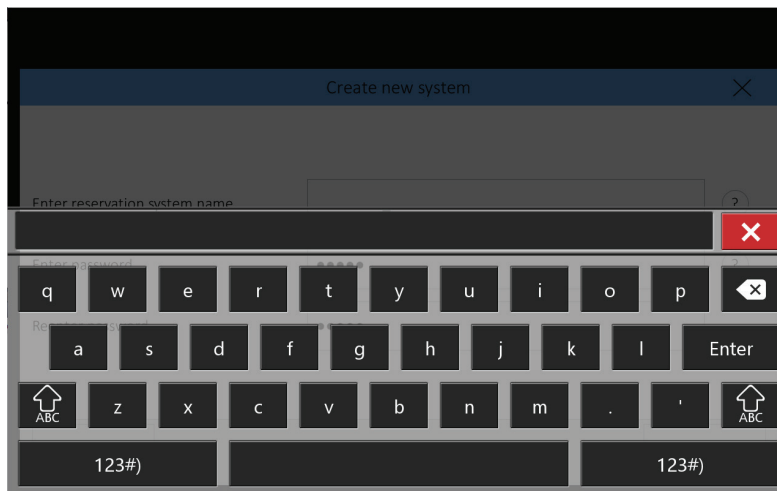


FIGURE 3-5. KEYBOARD

A window will pop up in which you can set the room account. Upload the Google certificate file (see the Creating a Project chapter, step 12) to the panel. You can do it with the IN-SESSION panel's Admin Web. You need a computer with an internet browser. The computer must be connected to the same LAN as the IN-SESSION panels. Run the Internet browser on your PC and type in the IN-SESSION panel IP address. You have to log in first to operate your IN-SESSION panel via these Admin Web pages. Enter your reservation system password into the "Password" box and click the "Login" button. Remember that the password is case-sensitive. After entering the password, you will be in the setup pages of Admin Web.

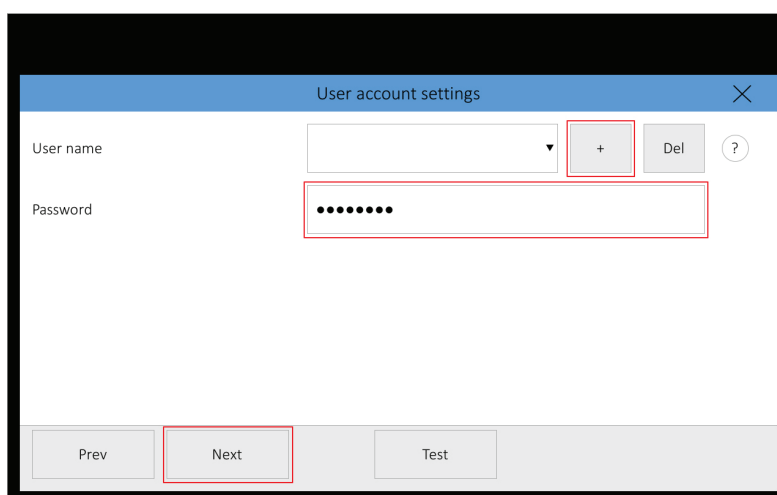


FIGURE 3-6. LOGIN SCREEN

Select the item “Google certificate” in the left column and then click on “Choose file”. The standard dialog window for the opening of files will come up. In your computer, select a JSON file with the certificate. Then click the “Upload” button.

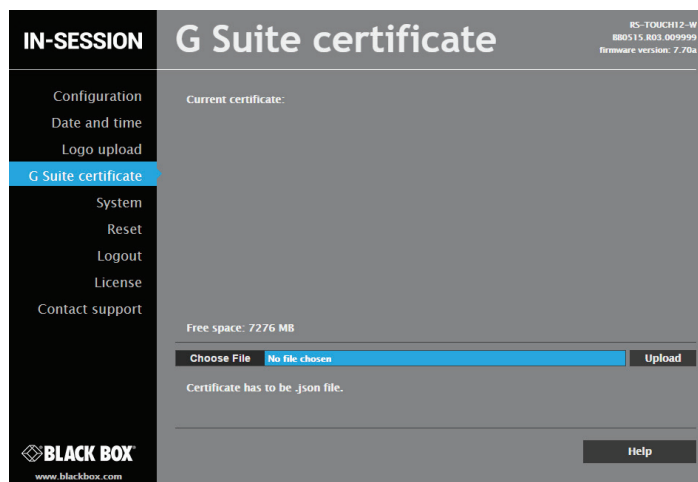


FIGURE 3-7. GOOGLE CERTIFICATE SCREEN

After the certificate is uploaded, the following screen is shown. Here you can check the certificate. If you want to delete the certificate, click “Delete certificate.” If you want to change the certificate, upload the new certificate in the manner described above.

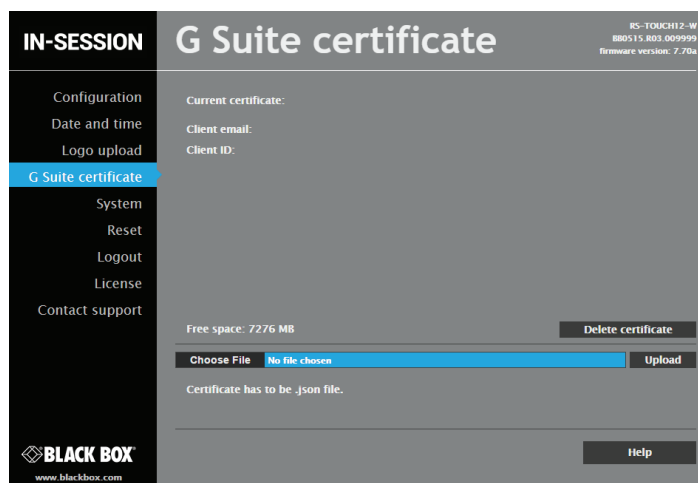


FIGURE 3-8. CHECK OR DELETE THE CERTIFICATE

CHAPTER 3: PANELS

NOW YOU CAN LEAVE THE ADMIN WEB PAGES AND PROCEED WITH THE SETUP OF THE ROOM ACCOUNT ON THE PANELS.

A window with room settings is displayed on the touch panel. A keyboard will appear when you tap “+”, so that you can enter the room email (see the Creating resource calendars chapter, step 7). In the field “Room displayed name” you can enter the room name, which will be shown in the upper left-hand corner of the IN-SESSION panel. Now enter the user email (see the Creating a user account chapter, step 3) and you can test the configuration via the “Test” button. You can now save the configuration by tapping “OK” and start using the IN-SESSION panel. To change other detailed settings of the panel, tap “Next.” For further information, see the IN-SESSION Room Scheduler - Setup Guide - Common Settings, Detailed IN-SESSION panel settings chapter.

FIGURE 3-9. ROOM SETTINGS WINDOW

3.2 ADDING MORE PANELS

Once you have set the first panel and created a new reservation system, you may add more panels to this system. Connect another panel to your network. The opening screen will appear on the panel. Identically, as when setting the first panel, you can change the language and IP settings. Then tap “Join to existing system.”

NOTE: To join a panel to an existing reservation system, at least one other panel connected to this system must be switched on.

FIGURE 3-10. OPENING SCREEN

On the next screen, choose which reservation system you want to join to, in case you manage more of them (“Choose reservation system” item), and enter the password (“Enter password” item) you have chosen during the creation of the system. Continue by tapping “Join.”

FIGURE 3-11. CHOOSE RESERVATION SYSTEM TO JOIN

NOTE: This is the only way to join an existing system. Even if you create a new reservation system with the same name and password, it will be considered a different one.

The next screen (“Room settings”) allows you to add another room account email address (“+” button) or choose from existing rooms (by tapping “Room email,” a list of earlier-defined rooms expands). In the field “Room displayed name” you can enter the room name, which will be shown in the upper left corner of the IN-SESSION panel.

FIGURE 3-12. ROOM SETTINGS SCREEN

CHAPTER 3: PANELS

You can test the room account by tapping “Test.” Finish setting the panel by tapping “OK,” or proceed to detailed panel settings by tapping “Next.” You can find the description of detailed panel settings in the IN-SESSION Room Scheduler - Setup Guide - Common Settings, Detailed IN-SESSION panel settings chapter.

NOTE: The user email and Google certificate file is common for all rooms and IN-SESSION panels involved in one reservation system. If you change the certificate and/or the user email, it will be automatically changed in all panels and for all room accounts.

If you need to change the configuration of a panel that is already set, connected to the reservation system, and in normal operation, tap and hold the upper left corner (where the room name is) for about 5 seconds until keyboard appears along with the “Enter password” notice. Enter the password you have chosen during the creation of the reservation system. You will then enter the settings pages. For further information see the IN-SESSION - Setup Guide - Common Settings, Detailed IN-SESSION panel settings chapter.



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