# **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

11:04			



## TABLE OF CONTENTS



1. INTRODUCTION
1.1 Description
1.2 Requirements
1.3 Settings
2. ACCOUNT SETTING
2.1 Introduction
2.2 Creating a Project
2.3 Setup of the Project Credentials in Your Domain
2.3 Setup of the Project Credentials in Your Domain       12         2.4 Setup of Calendar Sharing       14
2.5 Creating a User Account
2.6 Creating Resource Calendars       19         3. PANELS       26
3.1 First Panel Setting
3.2 Adding More Panels





#### **1.1 DESCRIPTION**

THIS DOCUMENT IS INTENDED FOR USERS OF GOOGLE APPS FOR WORK SUNSCRIPTION. 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.



#### 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."

=	Google APIs Project -				۹
0	IAM & Admin	Projects	+ CREATE PROJECT	DELETE PROJECT	
I	All projects	Filter by name, ID or lab	el		
•± ¢	IAM Settings	Project name			Project ID

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.

Project name 🕜		
Your project ID will be	🕑 Edit	
rour project to will be	-Gr cuit	
Show advanced options		



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."

=	Google APIs -		
API	API Manager	Dashboard	+ ENABLE API
	Dashboard	No APIs enabled	
Ш	Library		
0+	Credentials		

FIGURE 2-3. SELECT DASHBOARD SCREEN





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

	Google Apps APIs Drive API
_	Calendar API
	Gmail API
	Sheets API
	Google Apps Marketplace SDK
	Admin SDK
	ö More



Mobile APIs Google Cloud Messaging Google Play Game Services Google Play Developer API Google Places API for Android

FIGURE 2-4. SELECT CALENDAR API

7. Tap on "ENABLE."

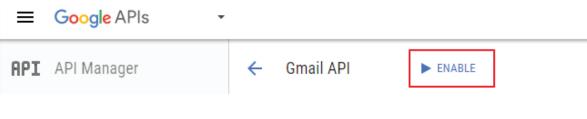


FIGURE 2-5. CLICK ON ENABLE





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

Google Apps APIs Drive API
Calendar API
Gmail API
Sheets API
Google Apps Marketplace SDK
Admin SDK
☆ More



Mobile APIs Google Cloud Messaging Google Play Game Services Google Play Developer API Google Places API for Android

FIGURE 2-6. SELECT GMAIL API SCREEN

#### 9. Tap on "ENABLE."

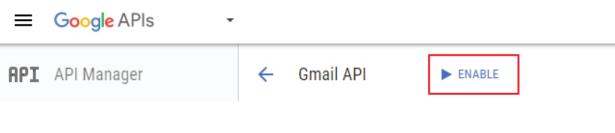
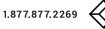


FIGURE 2-7. CLICK ON ENABLE



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

	•
RPI API Manager	Credentials
Dashboard	Credentials OAuth consent screen Domain verification
Library     Or     Credentials	APIs Credentials
	You need credentials to access APIs. Enable the APIs that you plan to use and then create the credentials that they require. Depending on the API, you need an API key, a service account or an OAuth 2.0 client ID. Refer to the API documentation for details. Create credentials API key Identifies your project using a simple API key to check quota and access. For APIs like Google Translate. OAuth client ID Requests user consent so that your app can access the user's data. For APIs like Google Calendar. Service account key Enables server-to-server, app-level authentication using robot accounts. For use with Google Cloud APIs.
	Help me choose Asks a few questions to help you decide which type of credential to use.

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.

Credentials	
<b>4</b> 7	
Create service account key	
Service account	
New service account	•
Service account name 🕐	Role 🕢
	Select a role 👻
Service account ID	
	C
(ey type           bownloads a file that contains the private key. Store the file securely is ecovered if lost.           JSON           Recommended           P12           For backward compatibility with code using the P12 format	because this key cannot be
Create	





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.

	has been saved on your computer. This is the only copy of
the key, so store it secu	rely.

FIGURE 2-9. NEW PRIVATE KEY SCREEN

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

Credentials			
Credentials OAuth consent screen Domain verification			
Create credentials - Delete			
Create credentials to access your enabled APIs. Refer to the API documentation for details.			
Service account keys			Manage service accounts
ID	Creation date 🛩	Service account	
	9 Aug 2016		

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.

Service accounts for project A service account represents a Google Cloud service identit Q. Find a service account	y, such as code running on Compute Engine VMs, App Engine apps or system	s running outside Google. Learn more				
Service account name A	Service account ID	Key ID		Key creation date	Options	
Compute Engine default service account	50 mpute@developer.gserviceaccount.com	No keys				:
· • 2			î	9 Aug 2016		:
						Edit
						Delete
						Create key

FIGURE 2-11. OPTIONS/EDIT SCREEN

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

de Delegation		
	ain without manual authorisation on	
		vide Delegation II users' data on a G Suite domain without manual authorisation on

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	Creation date 🛩	Туре	Client ID
	9 Aug 2016	Service account client	
Service account keys		Creation date 🗸	Service account
		9 Aug 2016	

FIGURE 2-13. CREDENTIALS LIST





#### 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.

$\equiv$ Admin console						
Users Add, rename, and manage users	Company profile Update information about your company	Billing View charges and manage licenses	Reports Track usage of services	Apps Manage apps and their settings	Device management Settings and security for devices	Security Manage security features

FIGURE 2-14. SECURITY SCREEN

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

Security
Set up single sign-on (SSO)
Setup user authentication for web based applications (like Gmail or Calendar).
Advanced settings
Manage advanced security features such as authentication, and integrating Google Apps with internal services.
SSL for App Engline Apps
Configure SSL for custom domains to serve your App Engine application via HTTPS

FIGURE 2-15. ADVANCED SETTINGS SCREEN





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

∧ Advanced settings		
Authentication	Manage OAuth domain key Allows admins to access all user data without needing login credentials. <b>2</b>	
	Manage API client access Allows admins to control access to user data by applications that use OAuth protocol.	

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:

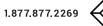
https://www.googleapis.com/auth/gmail.compose, https://www.googleapis.com/auth/calendar

#### 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 https://www.googleapis.com/auth/gmail.compose, http Example: http://www.google.com/calendar/feeds/ (comma-delimited)

FIGURE 2-17. AUTHORIZATION IN PROCESS SCREEN





#### **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."

$\equiv$ Admin console						
Users Add, rename, and manage	Company profile Update information about your company	Billing View charges and manage locenses	Reports Track usage of services	Apps Manage apps and their	Device management Settings and security for devices	Security Manage security features
USE13	you company	illenses		settings	UEVICES	

FIGURE 2-18. SELECT APPS

2. Tap "Google Apps" on the next page.

≡ Apps		
APPS SETTINGS	[]	
Marketplace settings		
		G
	8	51
	G Suite	Additional Google services
	Gmail, Calendar, Drive & more	Blogging, photos, video, social tools and more
	These services are governed by your G Suite agreement.	These services are not governed by your G Suite agreement, and other terms apply. Learn more

FIGURE 2-19. SELECT GOOGLE APPS







3. Select "Calendar."

≡ Apps > G Suite		+	Ŧ	?
Services	Status 🔺			
Calendar Organize your schedule and share events with friends	On for everyone			:
Contacts Manage your contacts	On for everyone			0 0 0

FIGURE 2-20. CHOOSE CALENDAR

4. Click on "Sharing settings."

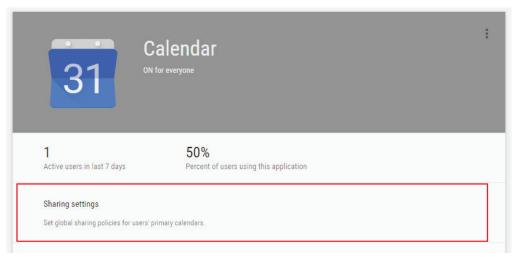
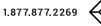


FIGURE 2-21. SELECT SHARING SETTINGS





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

∧ Sharing settings	
External sharing options for primary calendars Locally applied	<ul> <li>Only free/busy information (hide event details)</li> <li>Share all information, but outsiders cannot change calendars</li> <li>Share all information, and outsiders can change calendars</li> <li>Share all information, and allow managing of calendars</li> </ul>

FIGURE 2-22. CHECK SHARING INFORMATION

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

	Calendar IN for everyone	I
<b>1</b> Active users in last 7 days	50% Percent of users using this application	
Sharing settings Set global sharing policies for user	s' primary calendars.	
Resources Define resources that are available company cars, or other shared equi	for users to schedule on their calendars, such as meeting rooms, projectors, present.	
General settings Customize your Google Calendar w	eb address. Configure external sharing policies.	

FIGURE 2-23. SELECT GENERAL SETTINGS







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

∧ General settings	
Web address	Your users can access Calendar at:
	Change URL
External sharing options for secondary calendars	
	<ul> <li>Only free/busy information (hide event details)</li> <li>Share all information, but outsiders cannot change calendars</li> <li>Share all information, and outsiders can change calendars</li> <li>Share all information, and allow managing of calendars</li> </ul>

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."

Admin console						
•			-			
Users Add, rename, and manage users	Company profile Update information about your company	Billing View charges and manage licenses	Reports Track usage of services	Apps Manage apps and their settings	Device management Settings and security for devices	Security Manage security features

FIGURE 2-25. SELECT USER



2. Click on "Add user" in the bottom right corner.

≡ Users   1 user			<del>.</del> 🤨 :
Filters	Name 🔺	Last signed in	Email usage
By User Type Active users	R	12:16 AM PDT	0 GB
By Organization			+

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."

Create a new user			
Temporary password will be assigned - Set Pa	ssword		

FIGURE 2-27. CREATE A NEW USER SCREEN







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

Password SHOW PASSWORD SEND EMAIL PRINT Need to add user anytime, anywhere? Use Google Admin mobile app. Second Coogle Play: Med to add user anytime, anywhere? Med to add user anytime, anythere? Med to add user anythere? Med to		
SHOW PASSWORD SEND EMAIL PRINT Need to add user anytime, anywhere? Use Google Admin mobile app.		
SHOW PASSWORD SEND EMAIL PRINT Need to add user anytime, anywhere? Use Google Admin mobile app.		
SHOW PASSWORD SEND EMAIL PRINT Need to add user anytime, anywhere? Use Google Admin mobile app.		
SHOW PASSWORD SEND EMAIL PRINT Need to add user anytime, anywhere? Use Google Admin mobile app.	Provide	
Need to add user anytime, anywhere? Use Google Admin mobile app.		
Need to add user anytime, anywhere? Use Google Admin mobile app.		
Use Google Admin mobile app.	SEND EMAIL PRINT	
Use Google Admin mobile app.	Need to add user anytime anywhere?	
Google Play App Store		
	Accrecit APP ON Google Play	I'm not interested

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."

≡	Admin console						
	Users Add, rename, and manage users	Company profile Update information about your company	Billing View charges and manage licenses	Reports Track usage of services	Apps Manage apps and their settings	Device management Settings and security for devices	Security Manage security features

FIGURE 2-29. SELECT APPS





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

	Apps > G Suite		+	÷	?	
<u></u>	Services	Status 🔺				
31	Calendar Organize your schedule and share events with friends	On for everyone				
-	<b>Contacts</b> Manage your contacts	On for everyone				*

FIGURE 2-30. CLICK ON CALENDAR

#### 3. Click on "Resources."

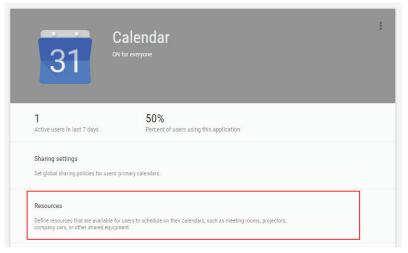


FIGURE 2-31. RESOURCES OPTION







4. Tap "Create a new resource."

∧ Resources	
Resource booking permissions	Allow users to book resources that are shared as "See only free/busy"
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.

≡ Ар	ps > G Suite > Settings for Calendar	Ø	?
	∧ Resources		
	* Back to Resources      Create Resource      Fields marked (*) are required      Resource Name*        Resource type        (Examples: conference room or projector)      Description		
	Resource identifier Use this identifier to access this resource from the API. All administrators can manage this resource by signing in to their own calendars.	SAVE	]

FIGURE 2-33. CREATE ROOM





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

≡ Арр	s > G Suite > Setti	ngs for Calendar		ß	?
	See here how to add/manage See here how to allow users i	resources to your calendar. n your domain to book resources.			
	DELETE RESOURCE(S)				
	Resource Name 🔺	Resource type	Description		

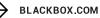
#### FIGURE 2-34. EDIT ROOM

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

$\equiv$ Apps $\rightarrow$ G Suite $\rightarrow$ Settings for Calendar	ß	?
∧ Resources		
« Back to Resources		
Edit Resource Fields marked (*) are required		
Resource Name*		
Resource type		
(Examples: conference room or projector)		
Email address		
Use this email address to access this resource in calendar.		
Resource identifier		
Use this identifier to access this resource from the API.		
All administrators can manage this resource by signing in to their own calendars.		

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."

MTWTF	S S	
25 26 27 28 29	30 31	06:00
1 2 3 4 5	6 7	
8 9 10 11 12	13 14	07:00
15 16 17 18 19	20 21	
22 23 24 25 26	27 28	08:00
29 30 31 1 2	3 4	
		09:00
<ul> <li>My calendars</li> </ul>	Ŧ	03.00
,		
Richard Milek		10:00
Birthdays		11:00
Reminders		
		12:00
Room1		
Room2		13:00
Room3		14:00 14:00 - 15:00
		14.00 14.00 - 10.00
<ul> <li>Other calendars</li> </ul>		15:00
		Add a colleague's calendar
		Browse Interesting Calendars
		-
		Add by URL
		Import calendar
		Settings
		o ortinigo

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





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."

Interest	Interesting Calendars « Back to calendar			
Holidays	Sports	More		
<u>More</u> >				
			Preview Subscribe	

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."

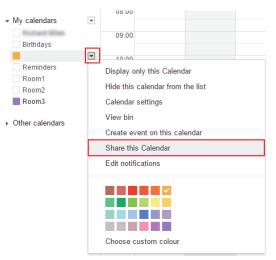


FIGURE 2-39. SHARE THE CALENDAR





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.

Cale	ndar Details Share this Calendar Edit notifications Bin		
« Ba	ck to calendar Save Cancel		
	Share this calendar with others		
	Make this calendar public Learn more     See all eve	nt details 🔹	
	✓ Share this calendar with everyone in the organisation	nt details 🔹	
Sha	re with specific people		
Pers	on	Permission Settings ②	Remove
		See all event details	Add Person
		Make changes AND manage sharing	
		Make changes to events	1
		See all event details See only free/busy (hide details)	
« Ba	ck to calendar Save Cancel	occomy recodesy (nucleating)	]
	FIGURE 2-40. ADD PERSON TO	J SHARE GALENDAR	

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





#### **3.1 FIRST PANEL SETTING**

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

We	lcome 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.

We	lcome to reservation system. What would you like to	do?
Language	Czech	
Current IP settings:	English	
	French	
	German	
	Change IP settings	
	Create new system	?
	Join to existing system	?

FIGURE 3-2. CHOOSE LANGUAGE SCREEN







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."

We	lcome to reservation system. What would you like to
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 3-3. 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, y ou 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."

	Create new system		X
Select server type	G Suite (Google Apps for Work)	v	?
Enter reservation system name			(?)
Enter password	••••		(?)
Reenter password	••••		
Prev		Crea	ate

FIGURE 3-4. SELECT GOOGLE APPS FOR WORK



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."

		×
Enter reservation system name		
		×
q w e r	tyui o	р 💌
a s d f	g h j k l	Enter
ABC Z X C	v b n m .	' Grand
123#)	1	23#)

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.

		User account settings		×
User name			▼ + Del	?
Password		•••••		
				-
Prev	Next	Test		

FIGURE 3-6. LOGIN SCREEN



FIGURE 3-5. KEYBOARD



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.

IN-SESSION	G Suite certificate	RS-TOUCH12-W BB0515.R03.009999 firmware version: 7.70a
Configuration	Current certificate:	
Date and time		
Logo upload		
G Suite certificate		
System		
Reset		
Logout		
License		
Contact support	Free space: 7276 MB	
	Choose File No file chosen	Upload
	Certificate has to be .json file.	
SELACK BOX		Help

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.

IN-SESSION	G Suite certificate	RS-TOUCH12-W BB0515.R03.009999 firmware version: 7.70a
Configuration	Current certificate:	
Date and time	Client email:	
Logo upload	Client ID:	
G Suite certificate		
System		
Reset		
Logout		
License		
Contact support		
	Free space: 7276 MB	Delete certificate
	Choose File No file chosen	Upload
	Certificate has to be .json file.	
SBLACK BOX		Нер

FIGURE 3-8. CHECK OR DELETE THE CERTIFICATE



#### 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.

		Room settings			$\times$
Room email			• +	Del	?√
Displayed room name					<b>(?</b> )
G Suite certificate					(?)
User email					?
Prev	Next	(	DK Test	C	К

#### 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.

We	lcome 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 3-10. 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."

	Join to existing system	$\times$
Choose reservation system		V
Enter password		
Prev		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.

	Room settings	$\times$
Room email	+ Del	?√
Displayed room name		?
G Suite certificate	14 1.iam.gserviceaccount.com	?
User email		?
Prev	Next OK Test O	к

FIGURE 3-12. ROOM SETTINGS SCREEN



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.



NOTES



NOTES





NOTES



NEED HELP? LEAVE THE TECH TO US



1.877.877.2269



© Copyright 2016 BLACK BOX corporation. All rights reserved