

# BOOKIT

A Division of BTX® Technologies



## USER GUIDE

WWW.BOOKIT.TECH | JUNE 2021

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# WHAT'S IN THE BOX



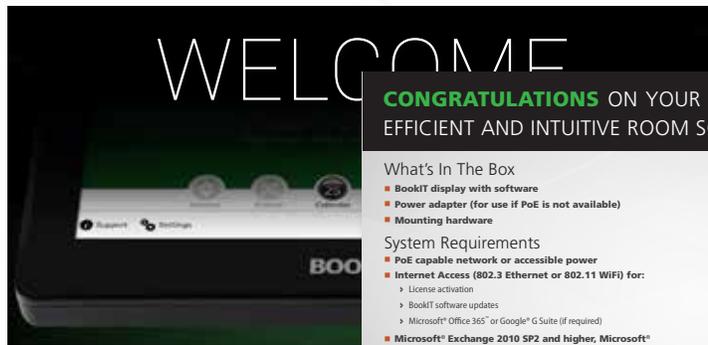
Android Tablet (BookIT software\* comes pre-installed)



Mounting Bracket



AC Adapter  
(For use when PoE is not available)



**CONGRATULATIONS** ON YOUR PURCHASE OF BOOKIT – THE MOST EFFICIENT AND INTUITIVE ROOM SCHEDULING SYSTEM AVAILABLE

**What's In The Box**

- BookIT display with software
- Power adapter (for use if PoE is not available)
- Mounting hardware

**System Requirements**

- PoE capable network or accessible power
- Internet Access (802.3 Ethernet or 802.11 WiFi) for:
  - > License activation
  - > BookIT software updates
  - > Microsoft® Office 365™ or Google® G Suite (if required)
- Microsoft® Exchange 2010 SP2 and higher, Microsoft® Office 365™ or Google® G Suite calendars with room mailboxes capability

**Installation, Setup and Use**

For mounting, setup and user instructions, download the user manual at:  
<http://www.bookit.tech/downloads/>

**Questions?**

- Visit [www.bookit.tech](http://www.bookit.tech) for additional information and live chat
- Call **BTX Technologies** live technical support at 800.666.0996

**IMPORTANT:** By now, you should have received your license information from [account\\_update@bookit.tech](mailto:account_update@bookit.tech). If, for some reason, you haven't received it, please check your spam filter, or you can email [info@bookit.tech](mailto:info@bookit.tech) with your name and company name, and we can resend it to you.

Thank you,  
**BOOKIT**  
A Division of BTX Technologies

Welcome Card

\* The BookIT® app is ONLY supported on BookIT® hardware.

# SYSTEM REQUIREMENTS



## HARDWARE REQUIREMENTS

### POWER OPTIONS

Power requirements depend on what kind of infrastructure is available. If the network is PoE (Power Over Ethernet) capable, then the included power supply is not needed and power is delivered to the BookIT display via the Ethernet cable. If the network is not PoE capable, a PoE injector can be used to make it capable, or the DC power adapter can be used in conjunction with an AC socket nearby.

### NETWORK CONNECTIVITY

To connect BookIT to the calendar services, an 802.3 Ethernet or an 802.11 WiFi network is required.

Internet access is required for:

- 1 *License Activation*
- 2 *BookIT Updates*
- 3 *Microsoft 365 (if used)*
- 4 *Google Workspace (if used)*

## CALENDARING SYSTEMS AND REQUIREMENTS

### ■ Microsoft Exchange and Microsoft 365

- » Exchange 2010 SP2 or later
- » Exchange Web Services
- » Room mailboxes
- » Room lists
- » Account with full access permissions to resource mailboxes
- » Author permissions for **Users** on room mailboxes.

### ■ Google Workspace - Calendar

- » Resource Calendar
- » Google account with full access to resource calendar
- » Share calendar
- » User permissions for calendar





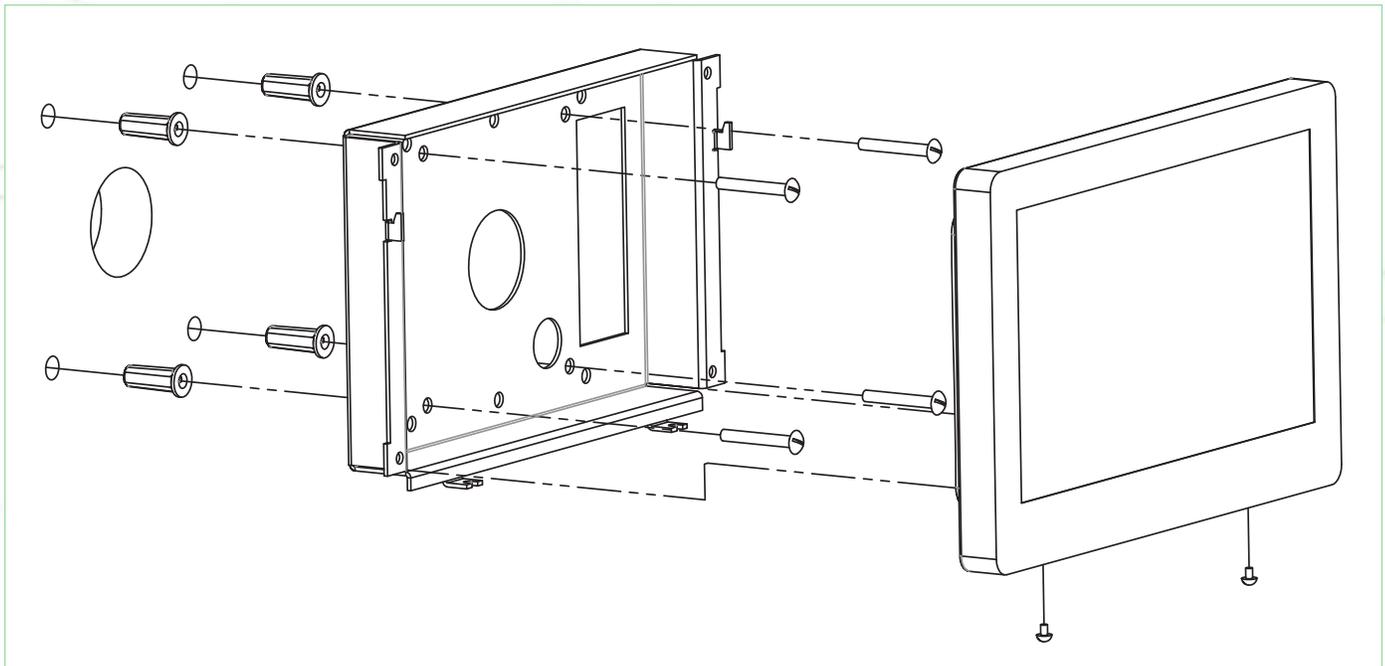
## HARDWARE SETUP

### BOOKIT® MOUNTING INSTRUCTIONS - SURFACE MOUNTING (comes standard with each BookIT display)

- 1 Loosen the two bottom mounting screws but do not remove them completely.
- 2 Remove mounting bracket from unit.
- 3 Select mounting location, level bracket and mark the four small mounting holes, and right-side rectangle cable entry point.
- 4 Cut a small access hole inside the marked right-side rectangle large enough for your network cable (and power cable if not using PoE) to pass through.

\* We recommend cutting out a small section just large enough for your cable - not the entire rectangle. This will ensure there is enough wall material to secure the anchors that are inserted in the next step.

- 5 Install the proper wall anchors (not included) for your specific wall material.
- 6 Fasten mount to wall with the 4 screws (not included) supplied with your wall anchors.
- 7 Pull your network cable through the hole in the wall, and plug it into the BookIT display. Also plug in the power cable if PoE is not available.
- 8 Hang unit on the mounted bracket hooks.
- 9 Secure bottom mounting screws.



A video tutorial for the installation of the 'Surface Mount' is available.  
<https://youtu.be/oC-DDIk2VEI>

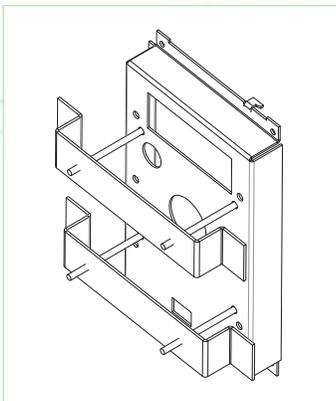


## HARDWARE SETUP

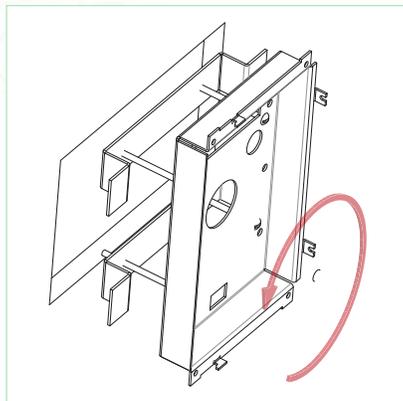
### BOOKIT® MOUNTING INSTRUCTIONS - RECESS MOUNT

(The BTX-BOOKITRMB recessed mount brackets (sold separately) work with the mounting bracket included with BookIT.)

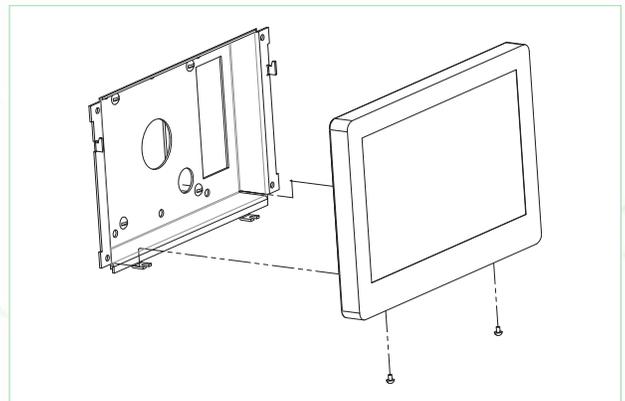
- 1 Loosen the two bottom mounting screws but do not remove them completely.
- 2 Remove mounting bracket from unit.
- 3 Select mounting location, level bracket and trace the outer perimeter of the back of the bracket on wall.
- 4 Cut out the traced opening (You can fine tune the opening during a dry fit.)
- 5 Install the two flush mount brackets using the four 6-32 x 2" screws and four #6 flat washers to the display bracket as shown in the diagram. Thread the screws until the screw tip is flush with the back of the brackets.
- 6 Rotate the mount 90 degrees to the mounting cutout and guide the brackets into the cut out.
- 7 Once the brackets clear the inside of the mounting surface, rotate the mount (the screws will give some resistance while rotating) so that the top is pointing up.
- 8 Insert the mount into the cut-out so that it is flush with the wall.
- 9 Tighten the four screws on the brackets until the mount is secure in the wall.
- 10 Plug the network cable into the BookIT display. Also plug in the power cable if PoE is not available.
- 11 Hang unit on the mounted bracket.
- 12 Secure bottom mounting screws.



Setting up bracket



Inserting and Rotating in Wall



Mounting display unit



A video tutorial for the installation of the 'Recess Mount' is available.

<https://youtu.be/HVFnnZPWKRU>



## HARDWARE SETUP

### BOOKIT® MOUNTING INSTRUCTIONS - MULLION MOUNTING

The BTX-BOOKITMM mullion mount (sold separately) requires a mullion with at least 2" of depth and is designed for cables that have been run inside the mullion for access to the BookIT display.

- 1 Using the included template, mark the four mounting holes and one cable access hole on the mullion.
- 2 Drill four 5/16" holes for the included T-anchors and drill one 3/4" MIN (1" MAX) hole for cable access.
- 3 Feed your network cable into the mullion and through the cable access hole.
- 4 Install the 1" nylon spacers onto the T-anchors.
- 5 Install the nuts onto the T-anchors (supplied) and keep the nut on the first few threads of the bolt.
- 6 Hold the mullion mount back plate to the holes drilled into the mullion.
- 7 Insert one of the prepared T-anchors into the mullion mount as shown in the diagram ensuring that the "T" mechanism drops down.
- 8 Lightly grip the nylon spacer and pull back putting pressure on the T-anchor on the inside surface of the mullion.
- 9 Using a 7/16" deep socket on a universal joint or flexible socket extension, tighten the nut finger tight.
- 10 Repeat this process for the remaining three T-anchors.
- 11 Make sure the face of the mullion mount is plumb and secure the mullion mount using the 7/16" socket to tighten the nuts on the T-anchors so that the mullion mount is secure against the mullion. Do not over-tighten.
- 12 Slide the mullion mount cover onto the back plate until it is flush with the mullion face.
- 13 Install the collar with the hooks facing up using the 4 6-32 x 5/16 screws (supplied).
- 14 The mount can be installed in both the left or right face of the mullion. Simply make sure that the hooks on the mullion mount collar are facing upward before fastening to the plate.
- 15 Plug the network cable into the BookIT display.
- 16 Hang the unit on the mount on the mullion mount collar hooks.
- 17 Secure the bottom mounting screws.

*Illustration of "Mullion Mount" found on page 8.*



A video tutorial for the installation of the 'Mullion Mount' is available.  
<https://youtu.be/A5MKAg8CToQ>

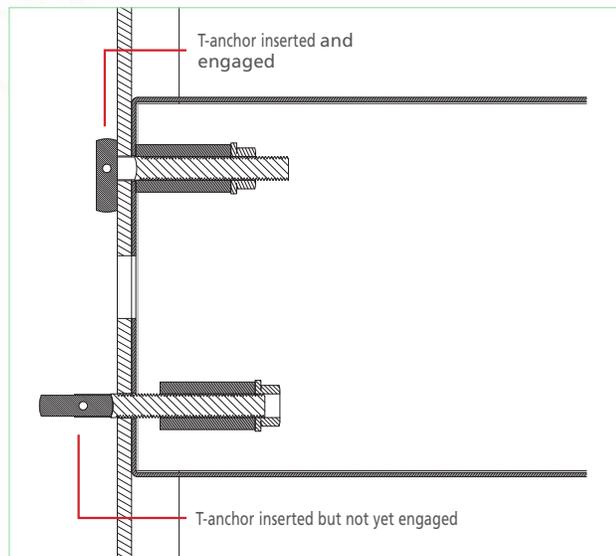
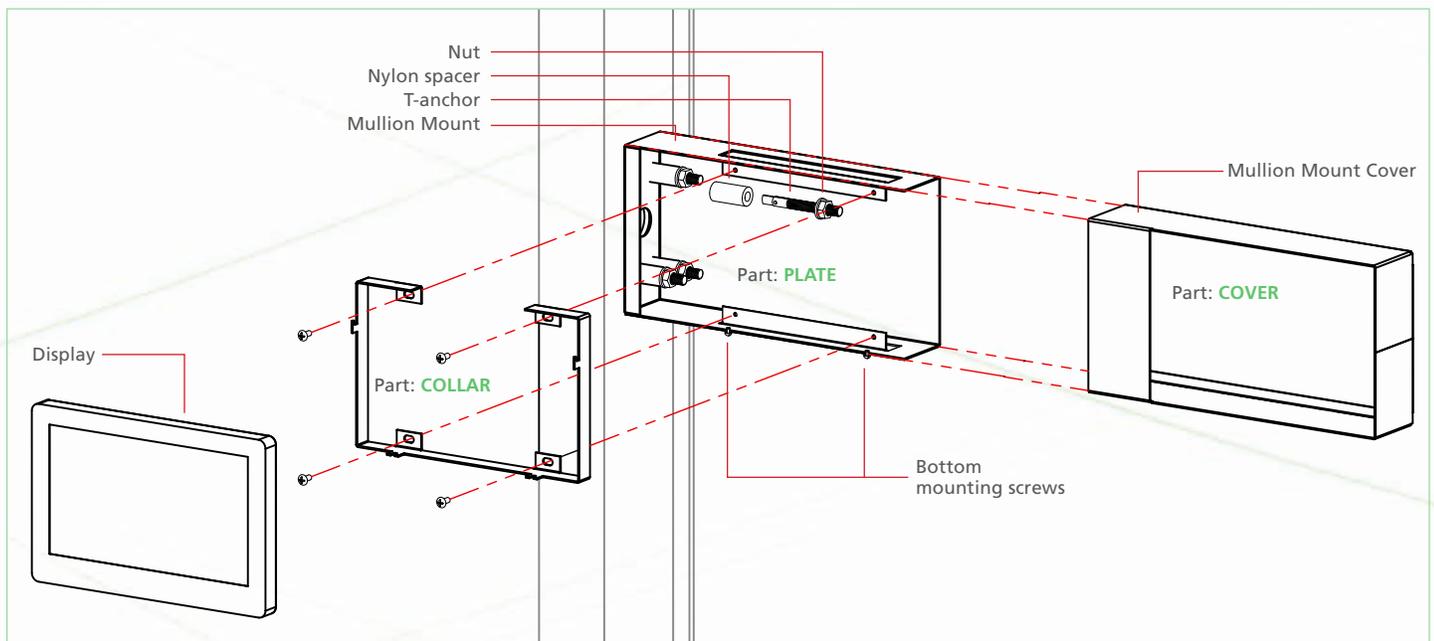


## HARDWARE SETUP

### BOOKIT® MOUNTING INSTRUCTIONS - MULLION MOUNTING

The BTX-BOOKITMM mullion mount (sold separately) requires a mullion with at least 2" of depth and is designed for cables that have been run inside the mullion for access to the BookIT display. The mount can be installed on both the left or right face of the mullion.

#### BTX-BOOKITMM (mount and display)



#### T-anchors



A video tutorial for the installation of the 'Mullion Mount' is available.  
<https://youtu.be/A5MKAg8CToQ>

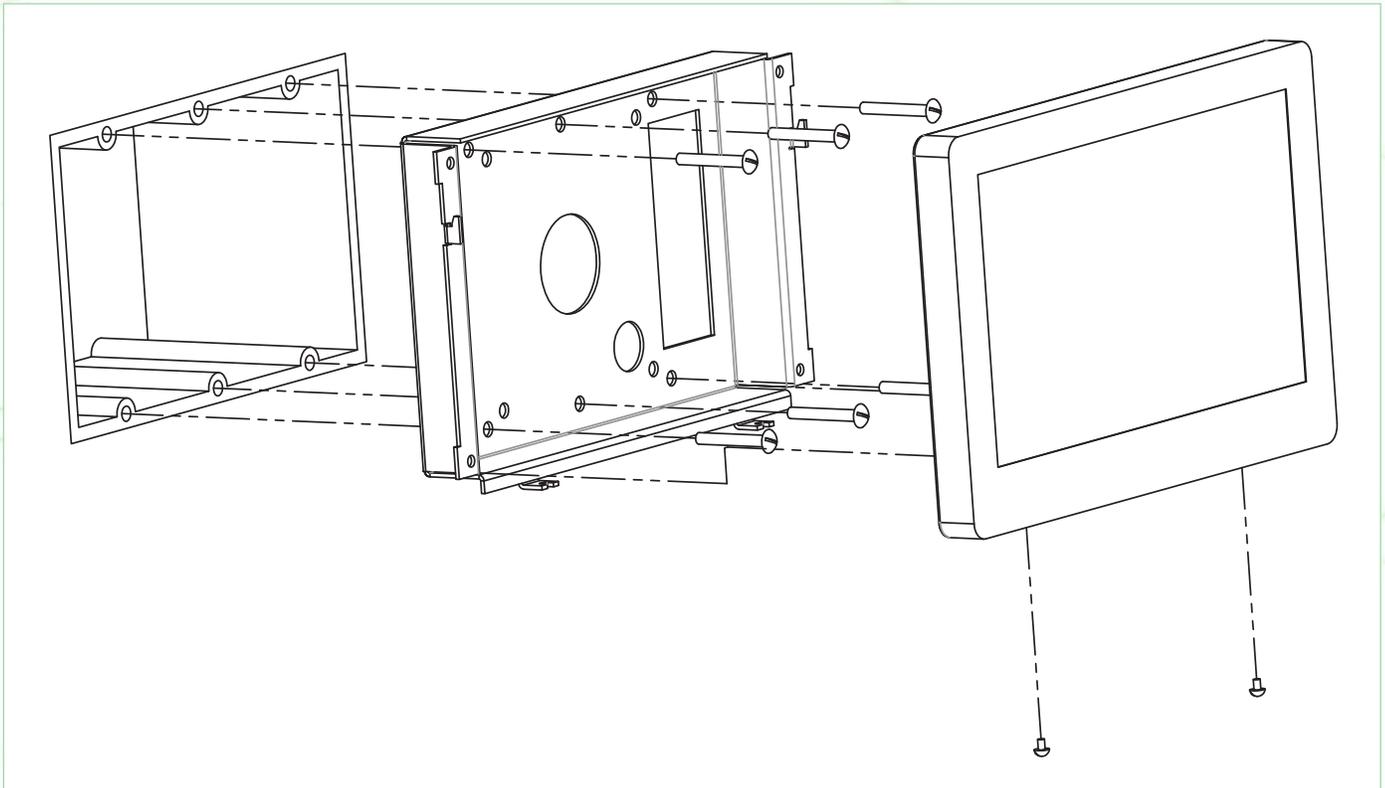


## HARDWARE SETUP

### BOOKIT® MOUNTING INSTRUCTIONS - SWITCH BOX MOUNTING

BookIT can be installed on a 3 gang switch box (example: Garvin Industries® MGSB-3) using the BTX-BOOKITWM (sold separately).

- 1 Loosen the two bottom mounting screws but do not remove them completely.
- 2 Remove the included mounting bracket and discard or save for future use.
- 3 Place the BTX-BOOKITWM against the pre-installed 3 gang switch box so that the mounting holes align.
- 4 Install six 6-32 screws included with the BTX-BOOKITWM and tighten until the bracket is secure.
- 5 Plug the network cable into the BookIT display, if not using WiFi. Also plug in the power adapter if PoE is not available.
- 6 Hang unit on the mounted bracket.
- 7 Secure the bottom mounting screws.



A video tutorial for the installation of the 'Switch Box Mount' is available.  
<https://youtu.be/0i8f8pxQH7M>



## POWERING UP

### POWER OVER ETHERNET

- 1 Plug an RJ45 network cable into the RJ45 port in the BookIT display.

### DC ADAPTERS

- 1 Plug the adapter into the wall socket.
- 2 Plug the jack terminal on the adapter into the BookIT display.

## CONNECTING TO THE NETWORK

### ETHERNET

(Note: Connecting to a WiFi network will disable Ethernet. Turning on WiFi without connecting to a network will leave Ethernet active.)

- 1 Plug an RJ45 network cable into the RJ45 port of the BookIT display.
- 2 **Go** to Android Settings.
- 3 In the **Wireless & Networks** section, select **More**.
- 4 Select **Ethernet**.
- 5 Turn on **Ethernet** by checking the checkbox in the Use Ethernet menu item.
- 6 Ethernet should default to **DHCP**. If you need to manually assign network settings, select **Advanced** and uncheck the **DHCP checkbox**.
- 7 Enter your network information.

### Wi-Fi

(Note: Connecting to a WiFi network will disable Ethernet. Turning on WiFi without connecting to a network will leave Ethernet active.)

- 1 Go to Android Settings > WLAN
- 2 Turn on WLAN if it is off.
- 3 Select from available networks.
- 4 Type the password (if any) and tap connect.

## DATE, TIME AND TIME ZONES

- 1 Go to Android Settings.
- 2 Select **Date & Time**
- 3 Select an **Option**
  - ▶ Automatic Date & Time (use network-provided date & time)
  - ▶ Automatic time zone (user network-provided time zone)
  - ▶ Set Date (manually set the date)
  - ▶ Set Time (manually set the time)
  - ▶ Set Time Zone (manually set the time zone)



## OS LANGUAGE SELECTION

- 1 Go to Android Settings.
- 2 Select **Language & Input**.
- 3 Select **Language** (English is set as default language).
- 4 Select your language from the list.
- 5 Close Android settings.

## LANGUAGE SELECTION

- 1 Language will be detected based on the language selected in Android settings. If your language isn't automatically detected, select an appropriate language from the dropdown list.
- 2 Press the **OK** button.





## LICENSE REGISTRATION AND END USER LICENSE AGREEMENT (EULA)

- 1 Enter the **license key** including the dashes. (Must be done locally at the device)
- 2 **Dismiss** the keyboard.
- 3 Check the EULA **checkbox**.
- 4 Press the **Register** Button.

11:37 AM  
Sunday, June 05, 2016

### BookIT™ License

Enter your license  REGISTER

Please enter the license key you received with your purchase or trial and touch the Register button. Please enter the key with the dashes.

#### BookIT® End User Software License Agreement

The BookIT Room Scheduling Software, together with any provided updates or upgrades to such software (The "Software") is provided by or on behalf of BTX Technologies®, Inc. (BTX) to you the Licensee (referred to as "you" or "your") subject to the terms and conditions of the end user software license agreement (The "license"). By installation and/or using the software, you agree to be legally bound by this license, if you do not agree to this license, you must not install or use the software.

If you are installing the Software on behalf of your company, then you represent that you have the authority to enter into this License on behalf of the company. All orders placed by you are subject to and governed by the terms and conditions of this License, regardless of whether the orders reference this License. Any different or additional terms or conditions in any order, proposal, acknowledgement form or any other document will be of no force or effect and will not become part of the agreement.

Accept End User License Agreement

Support Settings **BOOKIT**

- 5 WiFi is required for registration.
  - A. If WiFi is not enabled, a pop-up will ask you to turn it on. Answer **Yes**.
    - i. A WiFi network connection is not necessary.
  - B. If WiFi does not have a network connection, you will be asked if you want to continue anyway. Answer **Yes**. This will not connect WiFi to the network.
  - C. If WiFi is enabled, the registration process will proceed without this pop-up.
  - D. Once the registration process is complete, you will be asked if you wish to turn WiFi off. If you are not using WiFi for network connectivity, answer **Yes**. If you are using WiFi for network connectivity, answer **No**.
  - E. You will get a success confirmation. Select **OK**.
- 6 Room Account Setup (Must be done locally at the device)
- 7 Application Settings (Can be done locally at the device or in the Device Management Portal)

The **Licenses registration** and **EULA** must be completed before Setup can begin. Room Account Setup and Application Settings must be done in order, as BookIT will not allow any other order of operation.



## ROOM MAILBOX SETUP (Resource Mailbox)

### MICROSOFT EXCHANGE SERVER 2010

#### CREATE ROOM MAILBOX

- 1 Launch the **Exchange Management Console**.
- 2 In the console tree, navigate to **Recipient Configuration**.
- 3 In the action pane, click **New Mailbox** or right click and click **New Mailbox**.
- 4 On the Introduction page, click **Room Mailbox** and then click **Next**.
- 5 On the User Type page, click **New user**, and then click **Next**.
- 6 Create an alias for the mailbox and complete all needed settings in this step and click **Next**.
- 7 Review the summary and click **New** to create the resource mailbox.
- 8 After the creation process is complete, click **Finish** to close the wizard.

Exchange room mailboxes default to deleting the meeting subject (meeting title) and adding the organizer's name to the subject instead. If left like this, BookIT will display the organizer's name in the meeting title section. To have BookIT display the desired information, please follow the instructions below.

- 1 Go to Exchange Management Console, console tree and click **Recipient Configuration**
- 2 Click **Mailbox** and select the room mailbox you wish to work with.
- 3 Right click and select **Properties**.
- 4 Go to the **Resource Information** tab.
- 5 Uncheck the **Delete the subject** checkbox.
- 6 Uncheck the **Add the organizer's name to the subject** checkbox.
- 7 Click **Apply**
- 8 Click **OK**.

#### PERMISSIONS

##### Full Access User

A user with Full Access Permissions to the room mailbox is required to configure BookIT. Full Access Permissions are not required for all users. Only the user that will manage the room mailbox needs these permissions. Follow the instructions below to grant Full Access Permissions to the room mailbox.

When you grant the Full Access permission to another user for a mailbox, that user becomes able to log on to the mailbox and access its entire contents.

- 1 Launch the **Exchange Management Console**, click on **Recipient Configuration** from the console tree and select a recipient (room mailbox) to manage.
- 2 Select **Manage Full Access Permission** from the "action panel".
- 3 On the next wizard that will come up after clicking on **Manage Full Access Permission**, click on the **Add** option to select the users or groups for which you want to assign the full access permissions or select the remove icon to remove permissions.
- 4 After adding or removing permissions, click on **Manage** to finalize the task and finish to close the Wizard.

BookIT **requires** a user with Full Access Permissions in order for it to work. Those are the credentials that are added in Room Account Settings.



## MAILBOX RESOURCE SETUP

### MICROSOFT EXCHANGE SERVER 2010

#### PERMISSIONS (cont.)

##### Delegate

- 1 Select the **Resource Mailbox** to configure from the Exchange Management console.
- 2 In the **Action Pane**, select **Properties**.
- 3 Select **Resource Policy** tab.
- 4 **Add** or **Delete** delegates from the **Delegate List**.

**Delegates** are not required for BookIT functionality. **Delegates** can be used when the Auto-Attendant is not in use or with the Auto-Attendant. A delegate has the ability to accept meetings on behalf of the calendar. If used with the Auto-Attendant, a delegate can override an Auto-Attendant and accepted meeting.

##### Create Security Group

- 1 Go to **Exchange Management Console**, console tree and click **Recipient Configuration**.
- 2 Click **New Distribution Group** in the **Action Pane**.
- 3 On the Introduction page, click **New Group**, and then click **Next**.
- 4 Fill in the form on the Group Information page, making sure to click **Security** in Group Type.
- 5 On the New Distribution Group page, review and click **New** to finish.
- 6 **Add Author Permissions** for the room mailbox to the Security Group. This can be done with the Exchange Powershell cmdlet: `Add-MailboxFolderPermission -Identity room_name@domain.com:\Calendar -User security_group_name@domain.com -AccessRights Author`

Author permissions on the room mailbox is **required** for each user so that they can book events from the BookIT display. The most efficient way to do this is to create an Exchange security distribution group and grant Author permissions for the room mailbox to the group. Then users can be added to that group. The same security distribution group can be used for all room mailboxes. If access to a specific room is restricted, i.e., the Executive Boardroom, you would create a separate Exchange security distribution group and add only the users allowed to that group.



## MAILBOX RESOURCE SETUP

### MICROSOFT EXCHANGE SERVER 2010

#### PERMISSIONS (cont.)

##### Add Users to Security Group

- 1 Right click the **Security Group** and click **Properties**.
- 2 Click the **Members Tab**.
- 3 Click **Add**.
- 4 Select the **Users** you wish to add.
- 5 Click **OK**.

##### Create Room List

- 1 Create a list of members in a `$Members` variable by using `Get-Mailbox` cmdlet. In this scenario, we have different rooms in different cities.

```
$Members=Get-Mailbox -Filter {(RecipientTypeDetails -eq "RoomMailbox")}
```

- 2 Create the distribution group by using `New-DistributionGroup` cmdlet with the `$Members` variable as the value for the `Members` parameter.

```
New-DistributionGroup -Name "Building 31 Rooms" -RoomList -Members $Members
```

Creating a **room list** is required to book alternate rooms from BookIT as well as showing schedules for alternate rooms.

### PRIVATE MEETINGS SETUP

- 1 The private flag must be allowed in all rooms in order to use the Private Meetings feature.
- 2 Run the following cmdlet in Powershell for each room.

```
Set-CalendarProcessing -Identity RoomName -RemovePrivateProperty $false
```



## ROOM MAILBOX SETUP (Resource Mailbox)

### MICROSOFT EXCHANGE SERVER 2013 THROUGH MICROSOFT 365

**Note:** If you are using *Microsoft 365*, you must make a remote Exchange Powershell connection.

#### Connect Powershell to Exchange 365

- 1 Run PowerShell as administrator.
- 2 Enable PowerShell to run scripts. (only once).  
`c:\>Set-ExecutionPolicy RemoteSigned`
- 3 Close PowerShell as administrator and run it again without administrative privileges.
- 4 Run the following command sequence. (In the Windows PowerShell Credential Request dialog box, type your Microsoft 365 username and password, then click OK.).  
`c:\>$UserCredential = Get-Credential`  
`c:\>$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/PowerShell/ -Authentication Basic -Credential $UserCredential -AllowRedirection`  
`c:\>Import-PSSession $Session`
- 5 When finished running commands, disconnect the remote PowerShell session.  
`c:\>Remove-PSSession $Session`

#### CREATE MAILBOX

- 1 Go to Exchange Admin Center.
- 2 Under Recipients locate Resources
- 3 Click New + and select Room Mailbox in the dropdown menu.
- 4 Use the Room name text box to set the name of the room mailbox.
- 5 Create an email address. Use a unique alias and your domain name.
- 6 After the creation process is complete, click Save to close the wizard.

Exchange room mailboxes default to deleting the meeting subject (meeting title) and adding the organizer's name to the subject instead. If left like this, BookIT will display the organizer's name in the meeting title section. To have BookIT display the desired information, please follow the instructions below.

- 7 Run the following cmdlet in Exchange Powershell.  
`Set-CalendarProcessing -Identity RoomName -AddOrganizerToSubject $false -DeleteComments $false -DeleteSubject $false`



## ROOM MAILBOX SETUP (Resource Mailbox)

### MICROSOFT EXCHANGE SERVER 2013 THROUGH MICROSOFT 365

**Note:** If you are using *Microsoft 365*, you must make a remote Exchange Powershell connection.

#### PERMISSIONS

##### Full Access User

A user with Full Access Permissions to the room mailbox is required to configure BookIT. Full Access Permissions are not required for all users. Only the user that will manage the room mailbox needs these permissions. Follow the instructions below to grant Full Access Permissions to the room mailbox.

- 1 Go to **Recipients** at Exchange Admin Center.
- 2 Select **Resources**
- 3 From the list of mailboxes, select the one to assign permissions for, and then click **Edit**.
- 4 Click **Mailbox Delegation** at the left pane.
- 5 Locate Full Access at the bottom and click the **Add** button "+" to add a new user.
- 6 Select the user you wish to add and click the **Add** button.
- 7 Click **OK**.
- 8 Click **Save**.

BookIT **requires** a user with Full Access Permissions in order for it to work. Those are the credentials that you add in Room Account Settings.



## MAILBOX RESOURCE SETUP

### MICROSOFT EXCHANGE SERVER 2013 THROUGH MICROSOFT 365

#### PERMISSIONS

##### Delegate

- 1 Go to **Recipients** at Exchange Admin Center.
- 2 From the list of mailboxes, select the one to assign permissions for, and then click **Edit**.
- 3 Click **Delegates** at the left pane.
- 4 Set booking requests to "Select delegates who can accept or decline booking requests".
- 5 Click **Add+** to add a new delegate.

After the creation process is complete, click **Save** to close the wizard.

**Delegates** are not required for BookIT functionality. **Delegates** can be used when the Auto-Attendant is not in use or with the Auto-Attendant. A delegate has the ability to accept meetings on behalf of the calendar. If used with the Auto-Attendant, a delegate can override an Auto-Attendant and accepted meeting.

##### Create Security Group

Each user must have Author permissions set in order to book from the physical BookIT sign. Create a security group, give the group the required permissions all at once and then you can simply add users to the group as needed.

- 1 Go to Exchange Admin Center and select **Groups** in Recipients
- 2 Click "**New +**" and then select Security Group from the list.
- 3 Fill in the form in the New Security Group page.
- 4 On the Group Information page, fill in the form with required information, making sure to click **Security** in Group Type.
- 5 Add **Author Permissions** for the room mailbox to the Security Group. This can be done with the Exchange Powershell cmdlet:

```
Add-MailboxFolderPermission -Identity room_name@domain.com:\Calendar -User security_group_name@domain.com -AccessRights Author
```

##### Add Users to Security Group

- 1 Go to Exchange Admin Center and select **Groups** in Recipients
- 2 Click **Edit**.
- 3 Click **Membership** at the left pane.
- 4 Click **Add**.
- 5 Select the **Users** you wish to add.
- 6 Click **Save**.

**Requirements to create Security Groups:** Exchange 2010 and above, Exchange Web Services and authorized permissions for user for the calendars.



## MAILBOX RESOURCE SETUP

### MICROSOFT EXCHANGE SERVER 2013 THROUGH MICROSOFT 365

#### PERMISSIONS

##### Create Room List

- 1 Create a new distribution group by using **New-DistributionGroup** cmdlet. Exchange PowerShell required.

**New-DistributionGroup -Name "Building 31 Rooms" -RoomList**

- 2 Add room mailboxes to the room list using the **Add-DistributionGroupMember** cmdlet.

**Add-DistributionGroupMember -Identity "Building 31 Rooms"  
-Member "ConfRoom01@Company.com"**

#### PRIVATE MEETINGS SETUP

- 1 The private flag must be allowed in all rooms in order to use the Private Meetings feature.
- 2 Run the following cmdlet in Powershell for each room.

**Set-CalendarProcessing -Identity RoomName -RemovePrivateProperty \$false**



## MAILBOX RESOURCE SETUP

Google Workspace

### GOOGLE WORKSPACE

Resource rooms are only available in the **paid version** of Google Workspace. BookIT will not work with the legacy Google Apps free edition.

To manage calendar resources, you need an administrator role with calendar resource privileges. The Services Admin pre-built role has calendar resource privileges. You can use that role or create a custom administrator role. See Assign administrator roles to a user or Create custom administrator roles for instructions.

### CREATE ROOM RESOURCE

**Note:** Google Workspace has a new feature that allows you to define buildings, equipment and capacity for your resource rooms. When you do this, an auto-generated room name is created. BookIT will still show the main room name. But the auto-generated name will show in Google Calendar.

The auto-generated name will show all of the features of the room. An example is below for a room in Building 1, Floor 3, Section 2 with a capacity of 25 and a Cisco Conferencing Unit, allows external guests, and a phone.

*Building 1-3-2-Google E Suite (25) [#Cisco conferencing unit, #External guests, #Phone, #VC]*

For more information on how to set this up, please go to <https://support.google.com/a/answer/1686462?hl=en>.

The equipment, capacity and location will all show in the Alternate Room Finder in BookIT. Setting up a simple room in the old way can be achieved with the instructions below.

- 1 Open your browser and go to <https://admin.google.com> and sign in to your Google account.
- 2 Select **Apps**.
- 3 Select **Google Workspace**.
- 4 Select **Calendar**.
- 5 Select **Resources**.
- 6 Click the **plus sign** in the yellow circle at the top of the page to add a resource room.
- 7 In the Category field, select **Category Unknown** from the dropdown.
- 8 In the Resource Name field, enter the desired name of the room.
- 9 In the Under Visible Description field, enter a description for the room (optional).
- 10 Click **Add Resource**

### ROOM SHARING

- 1 As an administrator, go to <https://calendar.google.com> and sign in.
- 2 Locate the room to share on the My Calendars list and click the **edit button** to the right.
  - A. If you do not see the desired calendar in the My Calendars list, click the **Add Calendar** button and select **Browse Resources** to find the room. Check the **checkbox** next to the desired calendar to add it.
  - B. Click **Settings** at the top left to get back to the Calendars page.
- 3 Click the **edit button** to the right of the newly added calendar.
- 4 Click **Settings** and **Sharing**
- 5 Select the **default time zone** for this calendar.
- 6 Under Auto-accept invitations, it should default to Auto-accept invitations that do not conflict. Leave this at the default.
- 7 Under Access Permissions, select your **domain** to share the calendar with everyone in the domain.
- 8 Under Share with specific people instead of sharing with the entire organization, select **Add People** and enter their email addresses.
- 9 You can also customize the notifications that are sent out in this screen.
- 10 Click **Settings** at the top left of the page to complete sharing.



## MAILBOX RESOURCE SETUP

### GOOGLE WORKSPACE

#### ACCESS FOR LESS SECURE APPS

This allows a pre-configured Support message using credentials from the customer's own organization.

- 1 Open your web browser, go to <https://admin.google.com> and sign in to your Google account.
- 2 As an administrator, go to **Admin Console**
- 3 Select **Security**
- 4 Select **Basic Settings**
- 5 Select **Go** to settings for less secure apps
- 6 Select **Allow users to manage their access to less secure apps**
- 7 Go to **My Account**
- 8 Select **Sign In & Security**
- 9 Select **Connected Apps & Sites**
- 10 Switch the Allow Less secure apps toggle to on. This takes care of the FROM address. Log into the **TO** address account, in this instance, that is *johndoe@gendynamics.com*

**Users must be subscribed to the room calendar in order to book events.  
To subscribe to the room calendar, follow the instructions below.**

- 1 Click the **plus sign** next to Add a coworker's calendar.
- 2 Select **Browse Resources** to find the room you want to subscribe to.
- 3 Check the **checkbox** next to the desired calendar to add it.
- 4 Click **settings** at the top left of the page to get back to your calendar.
- 5 The new room should appear in the Other Calendars list.



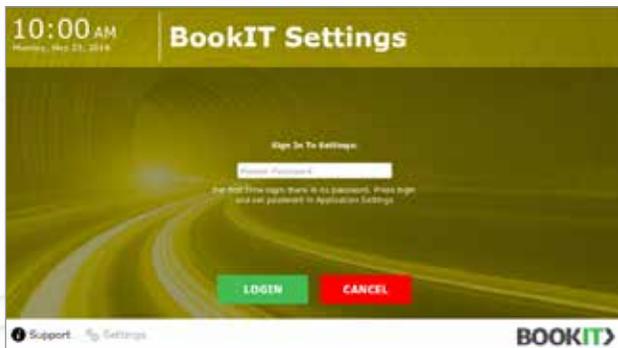
## BOOKIT SETUP

### ROOM ACCOUNT SETUP | MICROSOFT EXCHANGE / MICROSOFT 365

1 Go to **settings**.



2 Sign in with the master password. There is no password the first time you login.



A master password isn't required but recommended to avoid casual users accessing the settings area of the BookIT app. The Master Password can be reset using the Device Management Portal.

3 Select account service **Microsoft Exchange**



4 Select Exchange Server Type: either All On-Premise Exchange Servers 2010+ or Microsoft 365.

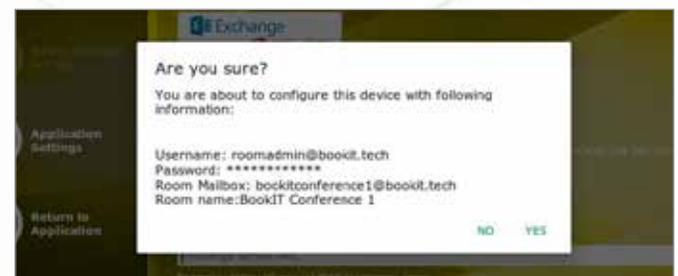


5 For All On-Premise **Exchange Servers 2010+**:

5.1 Sign-in using an account with **Full Access Permissions** to the resource mailbox.



5.2 Review account information.



5.3 **Confirm** and the application will automatically restart.

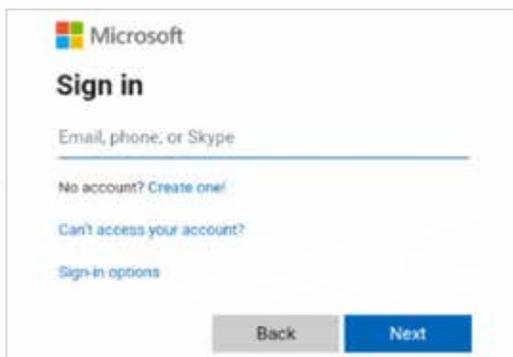


## BOOKIT SETUP

### ROOM ACCOUNT SETUP | MICROSOFT EXCHANGE / MICROSOFT 365

#### 6 For Microsoft 365:

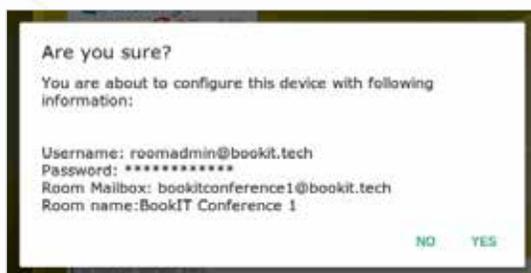
**6.1** In “Select an Account” field select and sign-in using an account with **Full Access Permissions** to the resource mailbox. Selecting an account will populate the Room List in the dropdown below.



**6.2** Select a **room** from the dropdown and then press **Login**.



**6.3** Review account information.



**6.4 Confirm** and the application will automatically **restart**.

**7** If you have **Admin Consent Workflow** enabled, you will encounter the following:

- 7.1 Sign-in** using an account with **Full Access Permissions** to the resource mailbox.
- 7.2** The **Approval required message** appears. Type a justification for needing access to the app, and then **select Request approval**.
- 7.3** A **Request sent** message confirms that the request was submitted to the admin. If you send several requests, only the first request is submitted to the admin.
- 7.4** You will receive an email notification when your request is **approved, denied, or blocked**.

**Review** the admin consent requests and **take action**:

- 1** Sign in to the **Azure portal** as one of the registered reviewers of the admin consent workflow.
- 2** Select **All services** at the top of the left-hand navigation menu. The **Azure Active Directory Extension** opens.
- 3** In the filter search box, type “**Azure Active Directory**” and select the **Azure Active Directory** item.
- 4** From the navigation menu, click **Enterprise applications**.
- 5** Under **Activity**, select **Admin consent requests**.
- 6** Select **BookIT app** that is being requested.
- 7 Approve** the request and **grant admin consent** to the application.
- 8** In BookIT app **sign-in** using an account with **Full Access Permissions** to the resource mailbox and provision a room. (Steps 6.1-6.4)

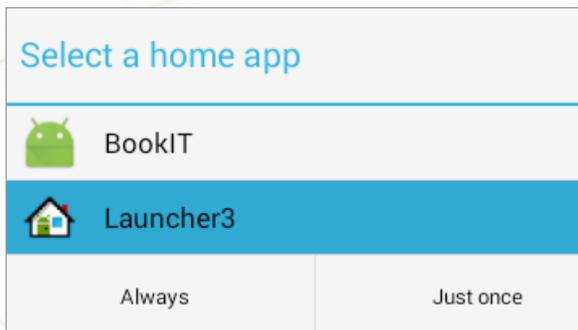


## BOOKIT SETUP

### ROOM ACCOUNT SETUP | GOOGLE WORKSPACE

**1** Add a Google account to the BookIT display with permissions to make changes AND manage sharing.

- 1** Go to **Settings** at BookIT main screen.
- 2** Type **Master Password** (if it has been set).
- 3** Close the application and wait for the launcher selection window.
- 4** Select **Android Launcher** as default.



- 5** Go to **Android Settings**.
- 6** Tap **+ Add Account** at the "ACCOUNTS" section.



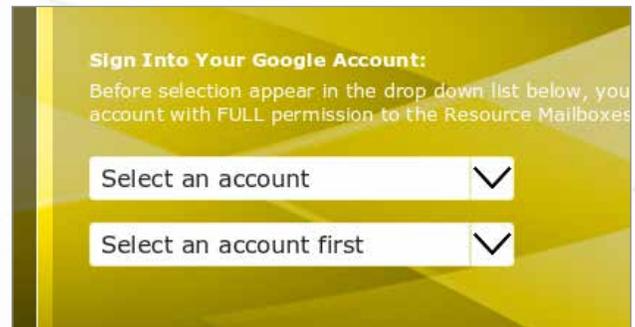
- 7** Select Google **Account Type**
- 8** Select **Existing Account**.
- 9** Type account **Email** and **Password**.
- 10** Select **Synchronization Options** and finish.

- 2** Launch **BookIT App** and wait for the launcher selection window.
- 3** Select **BookIT** as default
- 4** Go to **Settings** at BookIT main screen.
- 5** Type **Master Password** (if it has been set).

**6** Select **Google Account Service**.



**7** Select **Account** from "Select an account" Dropdown. Selecting an account will populate the Room List in the second dropdown below. Select a **Room** from the Room List. Then press **Login**.



**8** Review the account information.



**9** **Confirm** and the application will automatically **Restart**.



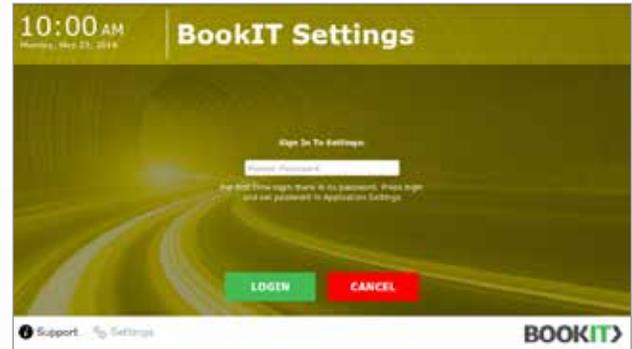
## BOOKIT SETUP

### APPLICATION SETUP

1 Tap **Settings** at the main screen.



2 Sign in with the master password (If it has been set).



3 Go to **Application Settings**.



4 Change settings.



**License:** The License Key will show in this field after registration and will not be editable.

**Master Password:** Set a password to access application configuration.

**Language Selection:** Sets the language for the BookIT application.

A master password isn't required but recommended to avoid casual users accessing the settings area of the BookIT app. The Master Password can be reset using the Device Management Portal.

(Continued on next page)



## BOOKIT SETUP

### APPLICATION SETUP

#### 4 Change settings. (continued)

**Date/Time selection:** Select the date and time format for the BookIT app.

**Upcoming Meeting Warning:** Sets the time before the start time of a meeting to indicate a meeting is about to begin.

**Check-in Auto-Release Time**  
Sets the time before the meeting start time that the Check-In button appears. Also sets the time after the meeting start time that a meeting will be released if the Check-In button isn't pressed. Feature can be disabled.

**Disable Bookings From Sign**  
Prevents all actions at the display for all users, with the exception of Release.

**Allow Extend/Release**  
Allow Extend/Release of Standard meetings by any user. Enabling this option will allow any user to Extend/Release the Standard meetings. This setting is automatically enabled for Google Workspace and cannot be changed

**Alternate Room Finder**  
Enable to show a list of predetermined rooms that are either closest or most suitable as a replacement to the room you are attempting to book. Note that rooms are shown in the order they are listed

**Alternate Room Finder Dropdown**  
The Alternate Room Finder configuration has become much easier. You will now be presented with a list of dropdowns pre-populated with all eligible rooms. No more typing email addresses into the fields.

**Calendar Look Ahead**  
Determines how many months of events the calendar returns.

**Private Meetings**  
Allows you to mark a meeting as private. The alternate title specified in settings will show instead. You can show or hide the organizer name as well.

**Disable Bookings From Sign:**  
 Enabling this option prevents meetings from being booked from the sign and will hide all menu buttons with the exception of release.

**Alternate Room Finder:**  
 Enable

**Date/Time selection:**  
 24 hour  Select date and time format for BookIT app.  
Preview: 02:39 PM August 25, 2017

**Upcoming Meeting Warnings:**  
 Enable  Screen will turn gold/yellow to indicate that a new meeting will begin within the set time window.

**Check-In Auto-Release Time:**  
 Enable  Check-In before event start time  
 Auto-release after event start time  
Every meeting participant must check in to the room within this time window after the meeting is set to start, or the room will be released and made available to others.

**Disable Bookings From Sign:**  
 Enabling this option prevents meetings from being booked from the sign and will hide all menu buttons with the exception of release.

**Allow Extend/Release of Standard meetings by any user:**  
 Enabling this option will allow any user to Extend/Release the Standard meetings.

**Alternate Room Finder:**  
 Enable

**Select Priority1 Room Name**

- BookIT B Suite
- BookIT C Suite
- BookIT G Suite
- BookIT J Suite
- BookIT K Suite
- BookIT No Room

**Calendar Look Ahead:**  
 This setting determines how far in the future the calendar looks for meetings. Loading time increases with look ahead days.

**Private Meetings:**  
 Enabling this option will replace the meeting title with the alternate title entered below for meetings marked as private. You can also show or hide the organizer for meetings marked as private.

Enter the desired alternate meeting title. The default is "Private Meeting".

Check to show organizer name. Uncheck to hide the organizer name.



## BOOKIT SETUP

### APPLICATION SETUP

#### 4 Change settings. (continued)

##### Meet Now Meeting Title

Enabling this option will allow the user to set the predetermined Meet Now meeting title.

##### Change Logo

Main screen logo (JPG or PNG).  
Dimensions: 200x60 pixels.

Note: If you do this locally on the sign, you will need to load the new image on the sign or on a USB stick that can then be browsed.

##### Change Background

Set a new background image to be active globally.

##### Show HTML5 Signage

Enable to show digital signage during extended room vacancy. The URL is the web address of your HTML5 signage. The time dropdown shows signage when selected time is longer than the time to the next meeting.

#### Support Message Configuration

This is the information preloaded in the Support form.

Email Address

Subject

Message

Phone Number & Room Extension

Room Name (automatically populated)

FROM email address and password

# DEVICE MANAGEMENT PORTAL



## Application Settings using the BookIT Device Management Portal

BookIT application settings can be set locally on each device or via the BookIT Device Management Portal. When using the portal, multiple devices can be managed at once. Portal instructions follow in this section

1. Login to the portal with credentials received in email. <http://manage.bookit.tech>
2. Your first view is a page with a table of all of your devices.
  - A. The table has the following columns
    - i. Display Designation
      1. Use this to create a unique name for each of your devices.
      2. Simply type in the name and tab or click outside of the field and it will be saved.
      3. The purpose of the End User Designation is to make device management easier.
        - a. Most companies have a naming convention for their meeting rooms, i.e., NY-1FL-Conference\_12 would be Conference Room 12 on the first floor of the building in NY.
        - b. If you have a multi-building entity, typically different people would be responsible for each building. This way, you can filter to show only the devices you are responsible for and edit only those.
    - ii. License Type - shows if a Pro License or Not for Resale license.
    - iii. License Key.
    - iv. Version - Version of BookIT currently running on that display.
    - v. Device ID - WiFi MAC address of display.
    - vi. Device Model - Model number of the display.
    - vii. Edit / Update - Checkbox that allows you to either edit a display or update the BookIT version of a display.
    - viii. Device Reboot - You can now reboot devices from the Device Management portal. All devices that support remote reboot will have a reboot button next to it.
    - ix. The column headers in the table allow you to sort all columns except for the edit checkbox.
    - x. There is also a search field at the top left of the table. This allows you to filter on the Display Designation.

**Manage Devices** Reset Password

Search by Designation

Add a Display Designation: Enter the designation of your choice in the Display Designation field for any device and click or tab out of the field to save it.

Auto Update  Check all

Display Designation	License Type	License Key	Version	Device ID	Device Model	Edit/Update	Reboot
Orin Leno's Table	NFR	03F92D03-4203-0283	1.13	942789148768	762K702P	<input type="checkbox"/>	Reboot
11th Conference Room	NFR	028E70F043-712F8024	2.8	867941317196	87X-BOOKIT2T	<input type="checkbox"/>	Reboot
11th Interview Room	NFR	82C19839-047800-40E2B	2.8.1	70x709421613	87X-BOOKIT2T	<input type="checkbox"/>	
11th Training Room-Intense	NFR	330156A22D-036E7F5917	2.7	867941317461	87X-BOOKIT2T	<input type="checkbox"/>	
11th Training Room-Basic	NFR	3D7A608EA-DF7E57D489	2.7	862138172649	87X-BOOKIT2TA	<input type="checkbox"/>	Reboot
Orin's Desktop	Pro	045CA07893-F0039-03080	1.25	70x709421618	87X-BOOKIT2T	<input type="checkbox"/>	

- **Auto update checkbox** - If you select this checkbox, BookIT will update to the latest version automatically. BookIT polls for updates every 24 hours from the time BookIT was started.
- **Check all checkbox** - This allows you to select all displays when updating or editing.
- **Update button** - Use the update button to manually update to the latest version of BookIT.

# DEVICE MANAGEMENT PORTAL



## Application Settings using the BookIT Device Management Portal (Continued)

3. There is also a Reset Password button at the top of the page. It is recommended that the customer change their password on first login rather than to continue to use the one assigned by BTX.
  - A. The reset password button will send the logged in user an email to the address they use to log in with.
    - i. The email will contain a Password Reset Link.
    - ii. The email will contain a Password Reset Token.
    - iii. There will be instructions to follow in the email.
4. Edit device settings.
  - A. Check the checkbox on the device(s) you wish to edit.
  - B. Click the edit button at the bottom of the page to edit the Application Settings.
    - i. You can edit one device, multiple devices or ALL devices.
    - ii. If editing one device, it will fetch the settings on the local device being edited.
    - iii. If editing more than one device, it will bring up the default settings.
      - CAUTION: When editing multiple devices and saving, ALL settings on the selected devices will be overwritten.
  - C. Make your changes on the resulting page.
    - i. The settings page is in the same exact order as the Applications Settings page on the local device.
    - ii. Click the Save button at the bottom of the page.
  - D. The settings are usually applied to the local device within a minute.
5. Allow Extend/Release of Standard meetings by any user. This setting is automatically enabled for Google Workspace and cannot be changed.

**BOOKIT**  
A Division of BTX Technologies  
BookIT Device Management

### Edit setting

**Master Password**  
Enter Master Password to lock down settings  
This password is required to change the application configuration please store it in a safe location.

**Select Language**  
English

**Upcoming Meeting Warning**  
Enable 5 minutes (Default)  
Screen will turn Gold/Yellow to indicate that a new meeting will begin within the set time window

**Check-in Auto Release Time**  
Enable  
5 minutes (Default) Check in before event start time  
5 minutes (Default) Auto release after event start time

exception of release

**Allow Extend/Release of Standard meetings by any user:**  
✖ Enabling this option will allow any user to Extend/Release the Standard meetings

**Support Message Configuration**

Help desk email address - separate multiple addresses with commas

Subject line

Message

Room phone number

Room Extension

Interview Room

Support email

Support Password

There is a preconfigured message for users to automatically contact the help desk if there is an issue in the room of any kind. This function will send the configured message to the help desk email address or distribution group described above.

Save Cancel

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# DEVICE MANAGEMENT PORTAL



## Application Settings using the BookIT Device Management Portal (Continued)

All settings that are in the local application are present in the Device Management Portal. Items 5, 8 and 9 are available only in the Device Management Portal and not on the BookIT displays.

### 6. Hibernate Feature.

- ▶ This feature will blank the BookIT screen during the time specified saving some energy and prolonging the life of the screen.
- ▶ If you don't select a day checkbox, it will blank the screen one time only for the current day or the following day depending upon the time selected.
- ▶ Checking the day checkboxes will repeat the screen blanking for all of the days selected and the time selected.
- ▶ The example below will blank the screen every day of the week from 7 PM to 7 AM.

The screenshot shows the 'Hibernate' settings page. It includes two time input fields: 'Sleep Time' set to '07:00 PM' and 'WakeUp Time' set to '07:00 AM'. Below these is a row of checkboxes for each day of the week, all of which are checked. A descriptive note at the bottom states: 'This setting will allow device to go in sleep mode for specific duration.'

### 7. Meet Now Meeting Title.

- ▶ Enabling this option will allow the user to set the predetermined Meet Now meeting title.

The screenshot shows the 'Meet Now Meeting Title' settings page. It features a checkbox labeled 'Enabling this option will allow the user to set the predetermined Meet Now meeting title.' Below the checkbox is a text input field with the placeholder text 'Meet Now' and a label 'Enter the desired predetermined Meet Now meeting title.'

### 8. Show HTML5 Signage.

- ▶ Enabling this option will show HTML5 signage when no meetings are scheduled.

The screenshot shows the 'Show HTML5 Signage during extended room vacancy' settings page. It includes a checkbox labeled 'Enabling this option will show HTML5 signage when no meetings are scheduled.' Below the checkbox is a text input field with the placeholder text 'Please enter the URL here' and a label 'Enter the URL for the content source.' At the bottom, there is a dropdown menu set to '15 Minutes (Default)' and a label 'Show signage when the selected time is longer than the time to the next meeting.'

# DEVICE MANAGEMENT PORTAL



## Application Settings using the BookIT Device Management Portal (Continued)

### 9. BookIT software update options.

#### A. Auto Update

- i. Check the Auto Update checkbox to set BookIT to automatically update. BookIT polls for updates every 24 hours from the time BookIT was launched. No user intervention at the local display is required. Click the edit button at the bottom of the page.

#### B. Manual Update

- i. Check the **checkbox** for the device(s) you wish to update.
- ii. Click the **Update** button at the bottom of the page.
- iii. You will get a "Notification sent successfully" pop up. Click **OK**.
- iv. Your BookIT displays will begin to update immediately. No user intervention at the local display is required.

#### C. Schedule Updates

- i. Check the **checkbox** for auto-update.
- ii. Set **Update time** to a particular panel.
- iii. At the specified time, the version will silently update.

#### D. Specify booking hours and work week

- i. You can now specify working hours as well as the work week in the Device Management Portal for the analytics reports. If you are open 6 days a week for 10 hours per day, this can now be reflected in your utilization reports.

### 10. Exchange / Google Resource Room Reporting.

#### A. Room utilization by room – show hours each room was booked

- |                |                |               |
|----------------|----------------|---------------|
| i. Last 7 days | iii. Last week | v. Last month |
| ii. This week  | iv. This month | vi. Custom    |

#### B. Room utilization by user – show hours booked by users (organizers)

- |                |                |               |
|----------------|----------------|---------------|
| i. Last 7 days | iii. Last week | v. Last month |
| ii. This week  | iv. This month | vi. Custom    |

#### C. Room utilization by user and room – show hours booked by room and users (organizers)

- |                |                |               |
|----------------|----------------|---------------|
| i. Last 7 days | iii. Last week | v. Last month |
| ii. This week  | iv. This month | vi. Custom    |

#### D. Auto-Releases (shows meetings that were released due to "no-shows".)

- i. Auto-Releases by User and Room

1. Last 7 days	3. Last week	5. Last month
2. This week	4. This month	6. Custom
- ii. Show number of auto-releases by room

1. Last 7 days	3. Last week	5. Last month
2. This week	4. This month	6. Custom
- iii. Show number of auto-releases by user (organizer)

1. Last 7 days	3. Last week	5. Last month
2. This week	4. This month	6. Custom

#### E. Peak room usage for all rooms - time of day rooms are most often booked

- |                |               |               |
|----------------|---------------|---------------|
| 1. Last 7 days | 3. Last week  | 5. Last month |
| 2. This week   | 4. This month | 6. Custom     |



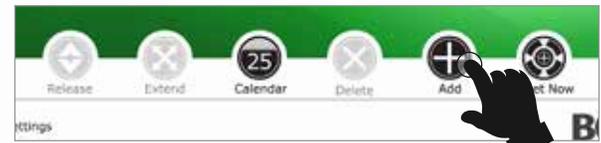
## USING BOOKIT

### EVENTS



Add

- 1 Tap the **Add** button located in the main screen or top right corner of the calendar view to add a new event.



- 2 Log in using your **Exchange** email account and password.

- 2.1 For **Microsoft 365**: Press the Login button and sign in using **Exchange / Microsoft 365** email account and password.

**AUTHENTICATE**

Username

Password

**LOGIN** **CANCEL**

**AUTHENTICATE**

**Login**

**CANCEL**

Microsoft  
**Sign in**

Email, phone, or Skype

Remember? Create one!

Don't have your account?

**Back** **Next**

- 3 Select meeting information including **Room Name, Meeting Title, Start and Ending time/date**. Once selected touch **Reserve**.

**Add Event** Organizer: [ward@bookit.tech]

**Room List**

BookIT Conference Rooms

**Room**

BookIT Conference 1

Meeting Title

Fri, May 31, 2019, 05:39 PM

Fri, May 31, 2019, 06:39 PM

**RESERVE** **CANCEL**

- Room Name
- Meeting Title
- Starting Date and Time
- Ending Date and Time



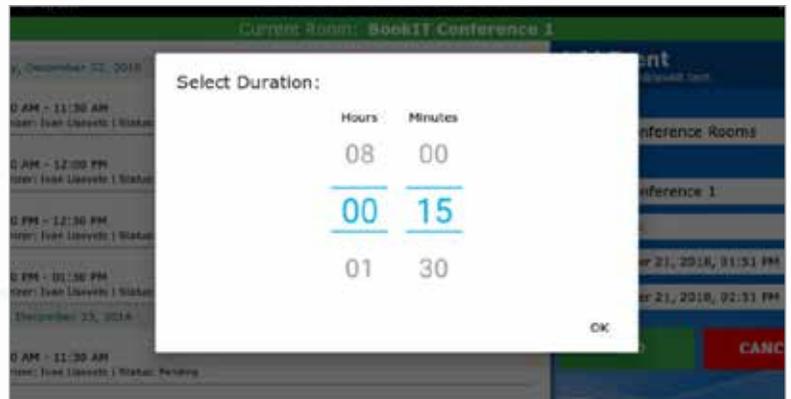
## USING BOOKIT

### EVENTS

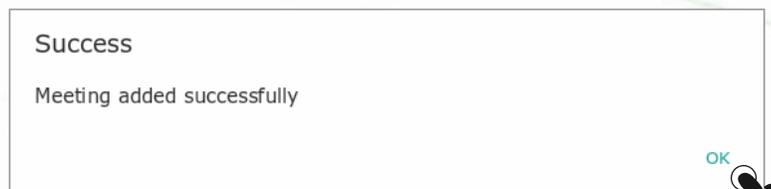


Add

**3 End Date Picker.** End date picker is a simple duration drop down with duration options.



**4** Clicking **OK** to the confirmation message will AUTOMATICALLY return you to the main screen.





## USING BOOKIT

### EVENTS

#### **Meet Now** (New Feature in version 2.0)

- The **Meet Now** feature allows a room to be booked from the BookIT panel without having to login.
- The **Meet Now** feature does not allow booking future meetings.
- The **Meet Now** feature will place an event on the room calendar only.
- Since there is an event on the room calendar, no one else can book the room for specified time period.

1 Press the **Meet Now** button.



2 This will take you to the Add Event Dialog.

- 3 Enter a **meeting title**. You have the ability set a preconfigured Meet Now meeting title in settings.
- 4 Note that the start-time date / time picker is greyed out. It will always show the current time.
- 5 Select a **duration**
- 6 Touch **Start**

**Meet Now** meetings take you directly to the "Add Event" dialog without having to login.

#### **Extend** (only available for **active** meetings)

Extending for a meeting that has already been checked in from any device other than the BookIT display will result in the meeting being released. If the meeting has been checked in, you should Extend from the BookIT display.

1 After the event has started, tap the **Extend** button located on the main screen.



2 Log in using your **Exchange** email account and password, unless you've enabled the the Allow Extend / Release for Standard Meetings by Any User feature, in which case you will be taken directly to the Extend dialog.

**2.1 For Microsoft 365:** Log in using your **Exchange / Microsoft 365** email account and password, unless you've enabled the Allow Extend / Release for Standard Meetings by Any User feature, in which case you will be taken directly to the Extend dialog.

3 Select the new ending date and time of the event. Then tap the **Extend** button.



## USING BOOKIT

### EVENTS

 **Release** (only available for **active** meetings)

1 Tap the **Release** button located on the main screen.



2 Log in using your **Exchange** email account and password, unless you've enabled the the Allow Extend / Release for Standard Meetings by Any User feature, in which case you will be taken directly to the Extend dialog.



**2.1 For Microsoft 365:** Log in using your **Exchange / Microsoft 365** email account and password, unless you've enabled the Allow Extend / Release for Standard Meetings by Any User feature, in which case you will be taken directly to the Extend dialog.



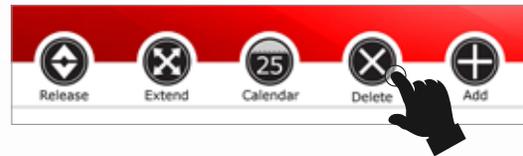
3 Tap the **Release** button to release the event.



**Meet Now** meetings, will take you directly to the "Release" dialog without having to login.

 **Delete** (only available for **active** meetings)

1 Tap the **Delete** button located in the main screen.



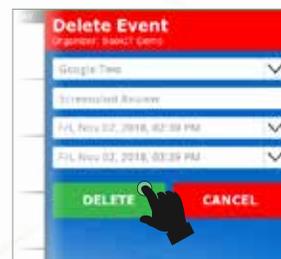
2 Log in using your **Exchange** email account and password.



**2.1 For Microsoft 365:** Log in using your **Exchange / Microsoft 365** email account and password.



3 Tap the **Delete** button to delete the event. Note, Google Workspace meetings cannot be deleted from the panel.



**Meet Now** meetings, will take you directly to the "Delete" dialog without having to login.



## USING BOOKIT

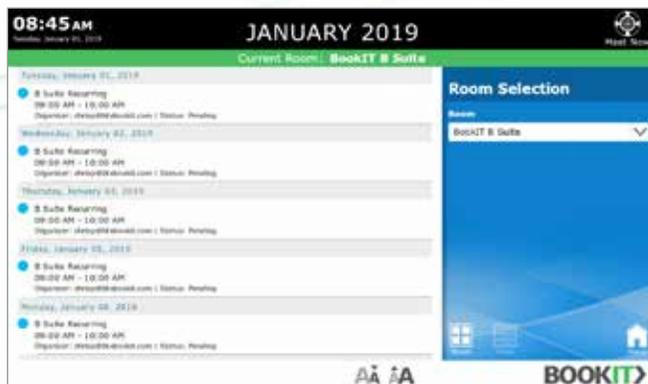
### EVENTS

#### 25 Calendar - (Meeting Details)

- You can now view meeting details for any room from any room in both the Calendar and Add Event screens.
- When you get into the Calendar screen, you will be presented with a month-view calendar as shown below.

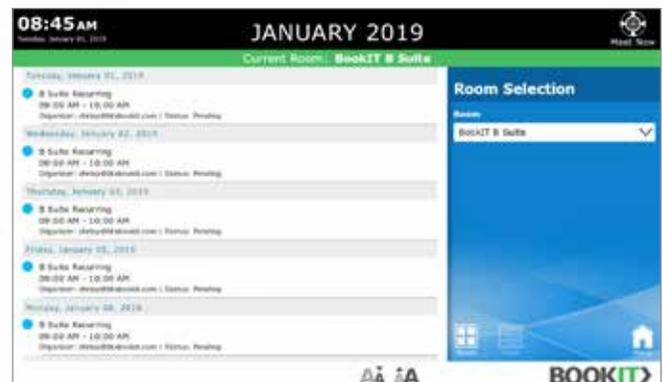


- Touch any day and the view will automatically switch to the week view as shown below

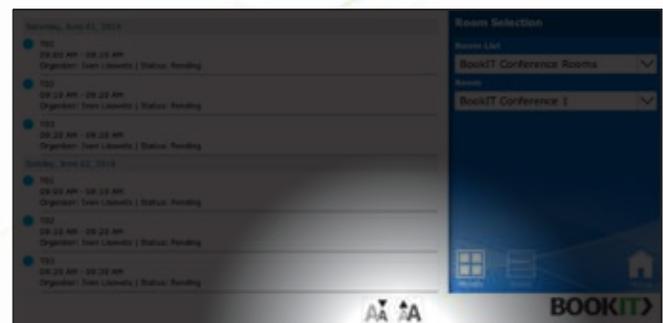


- In addition, touching a day in month view will bring that day's events to the top of the list.
- Once in week view, you can scroll forward or backward.
- If you see a time slot that works for you, tap on plus sign '+' at the top right, then simply select that date in the Add Event dialog to the right.

- You can switch back and forth between month and week view but touching the icons at the bottom right.
- You can also use the room dropdown to select another room and see meeting details for that room.
- If you press the Add Event button while another room is selected, your meeting will be added to the alternate room selected.
- This new functionality allows you to see details for all rooms from any room. It also will allow you to book an event for all rooms from any room.



- Buttons have been added in the Calendar screen that allow you to enlarge the text in the left side pane.





## USING BOOKIT

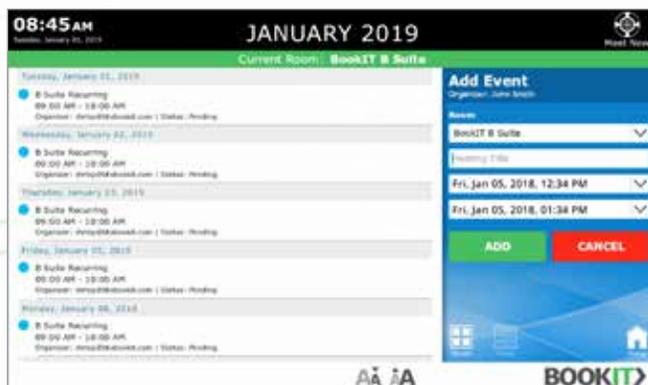
### EVENTS

#### ⊕ Add - (Calendar Event Screen)

- When you get into the Add Event screen, you will be presented with a month-view calendar as shown below.



- Touch any day and the view will automatically switch to the week view as shown below.



- Touching a day in month view also
  - ▶ Brings that day's events to the top of the list.
  - ▶ Updates the start and end date pickers with that date and the current time of day.
- Once in week view, you can scroll forward to backward

- If you see a time slot that works for you, simply select that date in the Add Event dialog to the right.
- You can switch back and forth between month and week view but touching the icons at the bottom right.
- You can also use the room dropdown to select another room and see meeting details for that room.
- This new functionality allows you to see details for all rooms from any room. It also will allow you to book an event for all rooms from any room



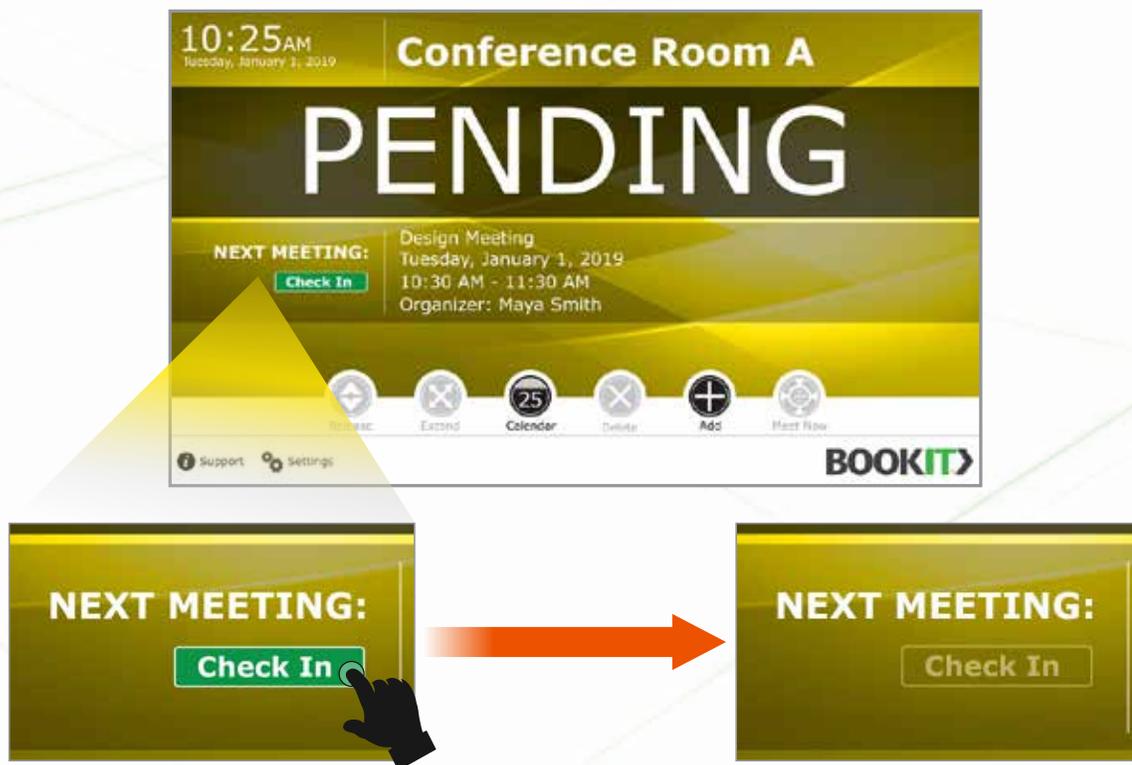
## USING BOOKIT

### CHECK-IN

To prevent the wasted use of meeting rooms in the event that a meeting never happens, there is a “Check-In” feature on the BookIT display. The administrator can set the specific amount of time that a person can check into a meeting both before and after the meeting is scheduled to start. In the event that nobody checks in during the specified “Check-In” time, the meeting will be released from the room calendar to make it available for booking by others. The event will NOT change the organizer’s calendar but the end time of the room calendar will be altered to the release time.



Tap the **check-in** button once it is available and wait for the process to complete. The check in button will turn gray signaling the status change. Any user can check into a meeting. Authentication is not required.



You can now swipe left and right on the next meeting area in the main UI to scroll through upcoming meetings



## USING BOOKIT

### EVENTS

#### Alternate Room Finder

- When an end user walks up to a BookIT panel to create a "Meet Now" meeting, and the panel indicates that the room is occupied or about to be occupied, the end user can press the Room Finder button to see which nearby rooms with the required capacity and equipment are available.

- The list will display the following information
  - » Room Name
  - » Capacity (If specified in Exchange or Google Workspace)
  - » Location (If specified in Exchange or Google Workspace)
  - » Equipment (If specified in Exchange or Google Workspace)
  - » Next meeting start date and time with label "Available Until"



- BookIT will fetch all rooms with the previously configured rooms listed at the top. All rooms will indicate their status.

- The Room Finder will get its list from the resource room email addresses entered during set up.
- The default sort order of the list will be the priority order specified in settings, i.e., 1 being highest priority (Top) and 10 being lowest (Bottom).





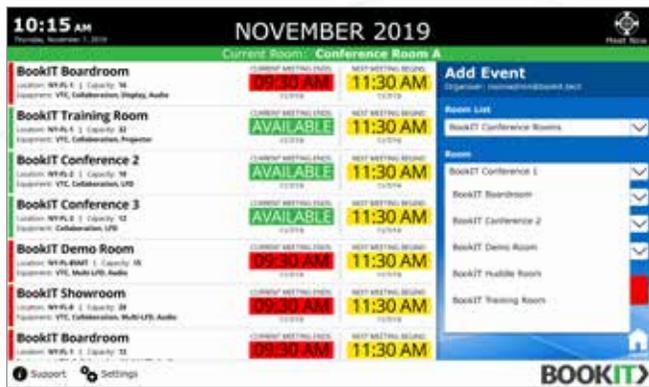
## USING BOOKIT

### EVENTS



#### Alternate Room Finder

- The end user can touch a room in the list and that will launch the Meet Now Dialog in the right-hand pane.
- The Room Finder list is vertically scrollable to accommodate visibility of all rooms returned in the list.



- The Room Finder adheres to the 2-minute inactivity timeout that all other end user UI elements observe.
- If an end user presses the Room Finder button and doesn't take another screen action within two minutes, the BookIT application will return to the main UI.

- Also end user can set the Room Finder priority from the individual device page in the BookIT device management portal

#### Alternate Room Finder:

Enable

Room Email 1:

Room Email 2:

Room Email 3:

Room Email 4:

Room Email 5:

Room Email 6:

Room Email 7:

Room Email 8:

Room Email 9:

Room Email 10:

Enabling this option allow a user, Who is in front of an occupied room, to see their best options for rooms. The priority list of room can be different for each panel and can display room with similar equipment rather than simply nearest free room.

When Enabled, an Alternative room finder button will appear on the Bookit UI. Touching this button will list of rooms with list of rooms defined here at the top. This list will indicate that which rooms are from the list, you can touch the list and book a Meet Now meeting. At least one alternate room must be defined.

- It provides a list of 10 separate fields where room email addresses can be entered.
- Priority will be given from 1 to 10 with 1 (first room in list) being the highest priority.
- User would enter room email addresses in the portal, up to 10 rooms, then click the Save button to save the changes.
- Saving will update the individual BookIT panel.



## POWERSHELL COMMANDS FOR BOOKIT

### CONNECT POWERSHELL TO EXCHANGE 365

- Run PowerShell as administrator.
- Enable PowerShell to run scripts. (only once)
  - ▶ [PS] c:\>Set-ExecutionPolicy RemoteSigned
- Close PowerShell as administrator and run it again without administrative privileges.
- Run the following command sequence. (In the Windows PowerShell Credential Request dialog box, type your Microsoft 365 username and password, then click OK.)
  - ▶ [PS] c:\>\$UserCredential = Get-Credential
  - ▶ [PS] c:\>\$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/PowerShell/ -Authentication Basic -Credential \$UserCredential -AllowRedirection
  - ▶ [PS] c:\>Import-PSSession \$Session
- Disconnect the remote PowerShell session
  - ▶ [PS] c:\>Remove-PSSession \$Session

### ROOM LISTS

- Create a room list
  - ▶ [PS] c:\>New-DistributionGroup -Name "Building 31 Rooms" -RoomList
- Add rooms to a room list individually
  - ▶ [PS] c:\> Add-DistributionGroupMember -Identity "RoomListName" -Member RoomToAdd@domain.com
- Add rooms all at once
- Create a list called \$Members filtered by recipient details matching FilterCriteria.
  - ▶ [PS] c:\>\$Members=Get-Mailbox -Filter {(RecipientTypeDetails -eq "FilterCriteria")}
- Add members on the list \$Members
  - ▶ [PS] c:\>Add-DistributionGroupMember -Identity "RoomListName" -Member \$Members

### GRANT AUTHOR PERMISSIONS TO SECURITY GROUP ON ROOM MAILBOX

- ▶ [PS] c:\>Add-MailboxFolderPermission -Identity room\_email@domain.com:\Calendar -User security\_group\_email@domain.com -AccessRights Author
- ▶ You can add members to the security group via EMC/EAC



## POWERSHELL COMMANDS FOR BOOKIT (CONTINUED)

### GRANT FULL ACCESS USER PERMISSIONS TO USER ON ROOM MAILBOX

▶ [PS] c:\>Add-MailBoxPermission "room\_email@comain.com" -User "user\_email@domain.com" -AccessRights FullAccess

### SHOW MEETING DETAILS RATHER THAN JUST FREE/BUSY INFORMATION

#### ■ Single Room

▶ [PS] c:\>Set-MailboxFolderPermission room\_email@domain.com:\Calendar -User Default -AccessRights Reviewer

#### ■ All Rooms

▶ [PS] c:\>\$rooms = Get-Mailbox -RecipientTypeDetails RoomMailbox

▶ [PS] c:\>\$rooms | %{Set-MailboxFolderPermission \$\_:"\Calendar" -User Default -AccessRights Reviewer}

### PREVENT ORGANIZER NAME FROM SHOWING IN MEETING SUBJECT

▶ [PS] c:\>Set-CalendarProcessing -Identity RoomName -AddOrganizerToSubject \$false -DeleteComments \$false -DeleteSubject \$false

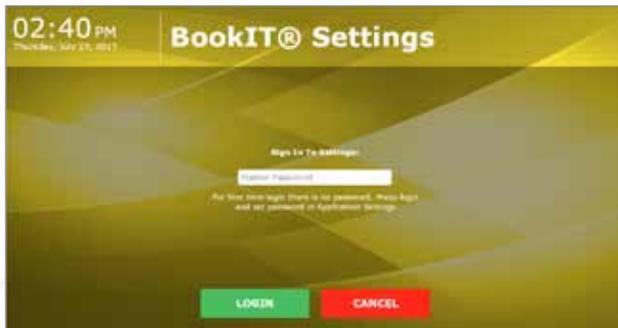


## RESETTING BOOKIT TO DEFAULTS

**IF FOR ANY REASON YOU NEED TO RESET BOOKIT TO ITS INITIAL SETTINGS, PLEASE FOLLOW THE INSTRUCTIONS BELOW.**

**1** Close BookIT by touching Settings in the bottom left side of the BookIT screen.

**2** Enter your Master Password, if you've set one and touch the Login button.



**3** Touch the Close Application button on the bottom left



**4** When the Select a Home App dialog appears, select Launcher and then select Always.

▶ This will close the BookIT app so that you can get into Android Settings



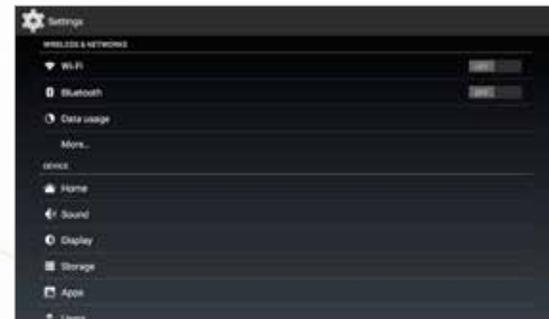
**5** Select the Apps Folder icon on the desktop.



**6** Select the Settings icon.



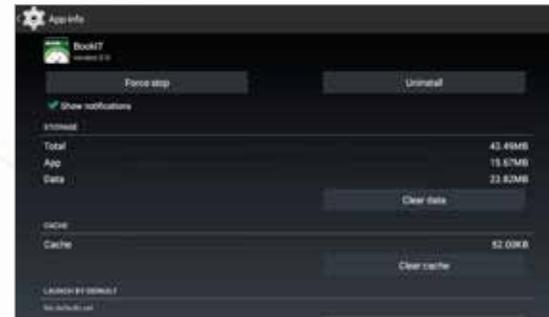
**7** Select Apps



**8** Select BookIT



**9** Select Clear Data



■ This will...

- ▶ Return BookIT to its initial settings
- ▶ Erase any data, including room information, credentials, etc.
- ▶ Require the license to be re-activated.
- **DO NOT** perform a factory reset on the device. It will erase the BookIT app from the device.



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