Tigermeeting Admin Application

User Manual

Version 2.0.3

Table of Contents

Network configuration

Tigermeeting application is based on a distributed database architecture and unique, high watermark synchronization technology that works without an extarnal central database, but require flowless communication between the devices on the local network.

Network requirements :
- Broadcast requests need to be enable on and across the network segments.
- UDP ports : 6024, 6025, 6030 and 6031 need to be enabled on the network.
- The admin->device, device->device, device->admin communication require the 80 and 8080 ports to be enabled on the network.
- Communication towards external calendars, like Google workspace and Microsoft 365 need to be allowed through the firewall
- Flowless communication towards tigermeeting.app via port 443 is needed for admin login and licence verification
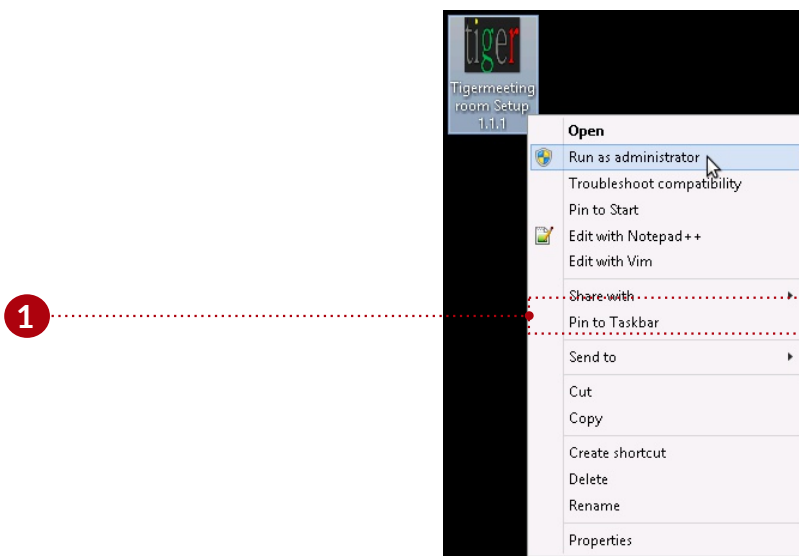
Installation

The Tigermeetings Admin Application is a multiplatform, web based management application that configures, updates and manages the whole Tigermeeting infrastructure on an easy, intuitive, efficient and secure way. Installers are available for Windows, MacOS and Linux platforms.

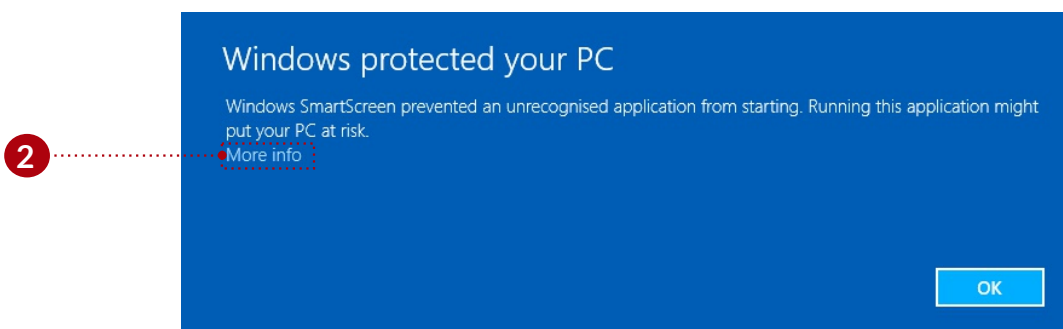## Installing Tigermeeting admin application for Windows

Follow the installation steps:

- Go to the Tigermeeting website:
    - https://tigermeeting.app/en/downloads
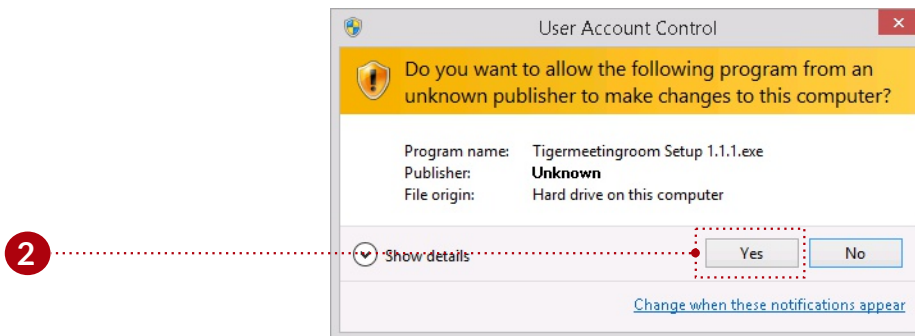- Download the Tigermeeting admin application.
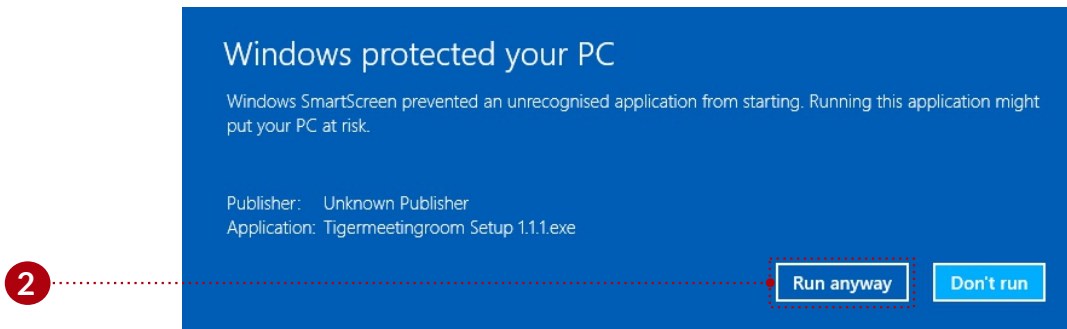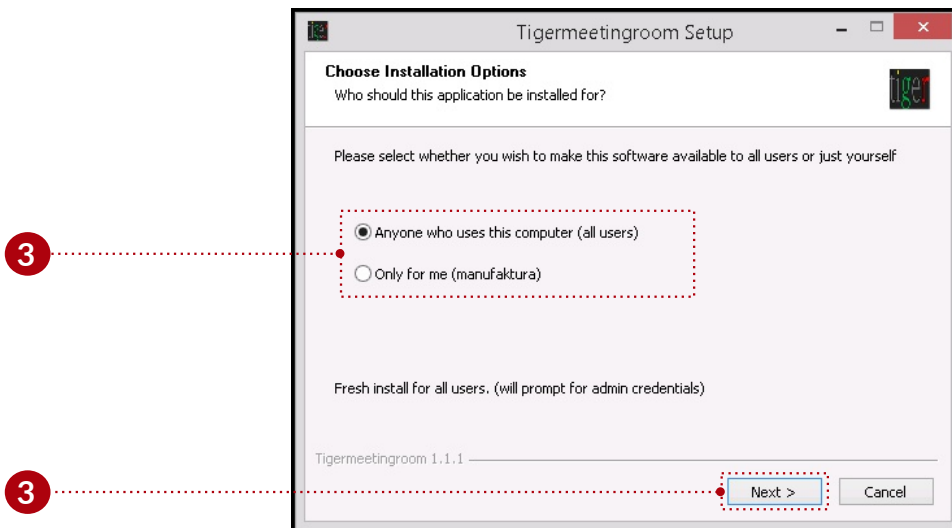- **1** Run installer as administrator.

2 Allow installation of the unrecognised application.

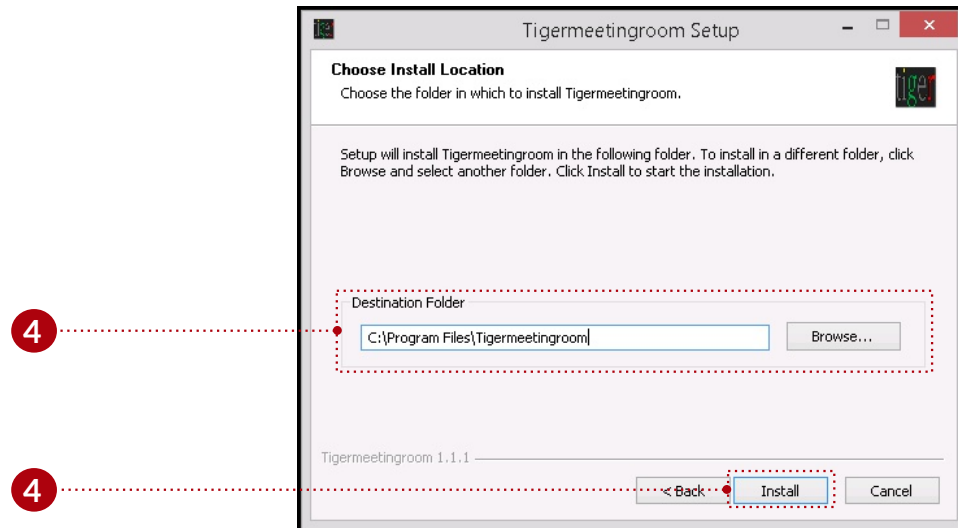③ Continue the installation for the selected user or users, and press the "Next" button.

4 Select the desired install location, and press the "Install" button.

4

4

5 If the "Run Tigermeetingroom" is checked, after the install the Tigermeeting admin application is opened. Finish the installation wizard. Allow the Tigermeeting admin application to make change on the computer. (6)

5

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6
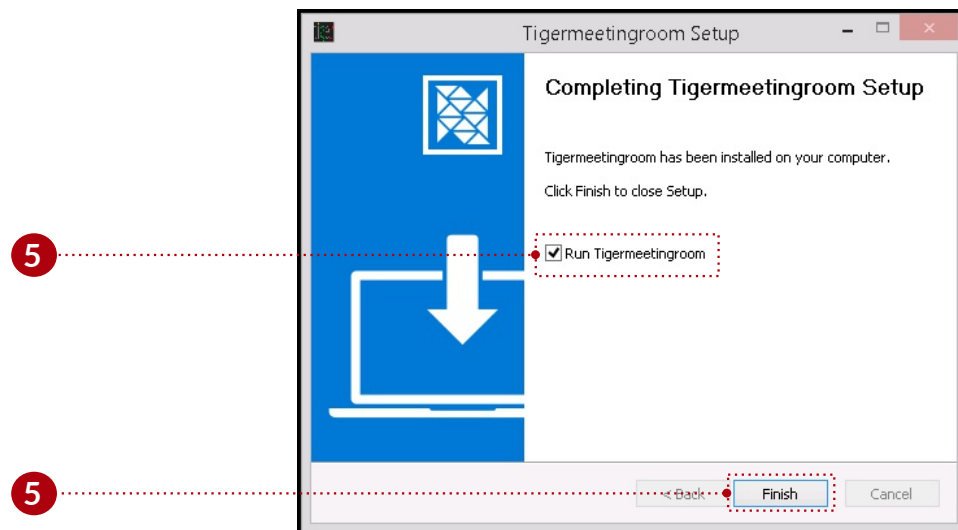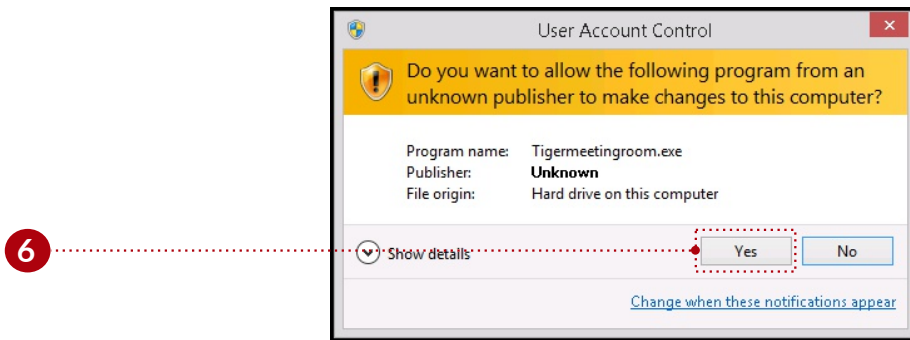
7 Allow the virus scan to finish or abort the scan.

7

Instructional video:

https://www.youtube.com/watch?v=sB8ea-VrYz8

Installing Tigermeeting admin application for MacOS

Follow the installation steps:

- Go to the Tigermeeting website:
    - https://tigermeeting.app/en/downloads
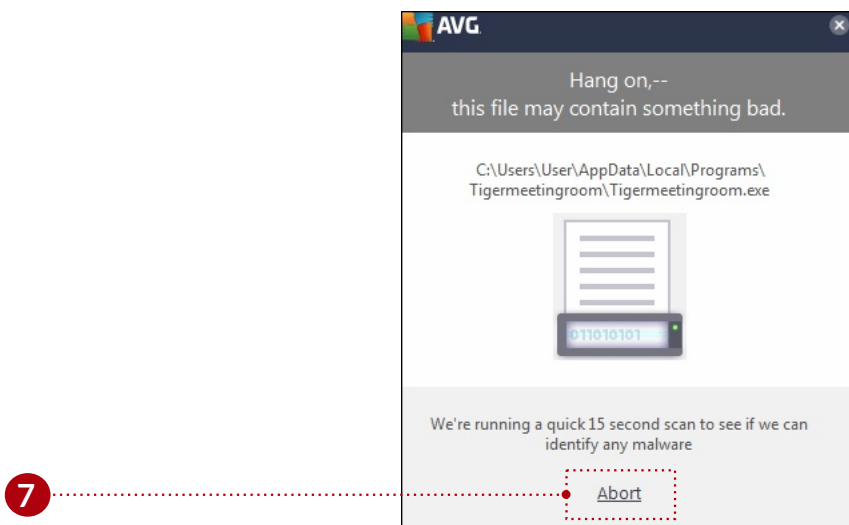- Download the Tigermeeting admin application.
1 Run installer and after the verification drag and drop "Tigermeetingroom" to "Applications".
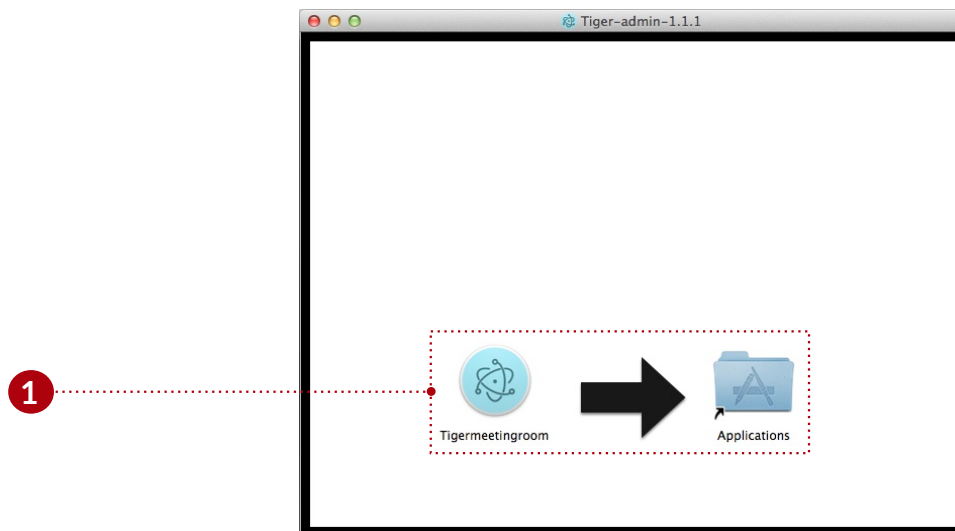
2 Run the Tigermeeting admin application. Change security settings if needed.

Instructional video:

https://www.youtube.com/watch?v=MvmDbgB7dnk

Login

Only registered users can use the Tigermeeting admin application. The user can login with a correct email address and password.

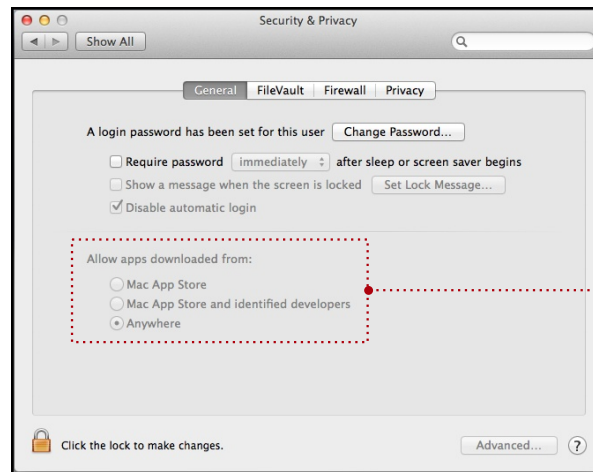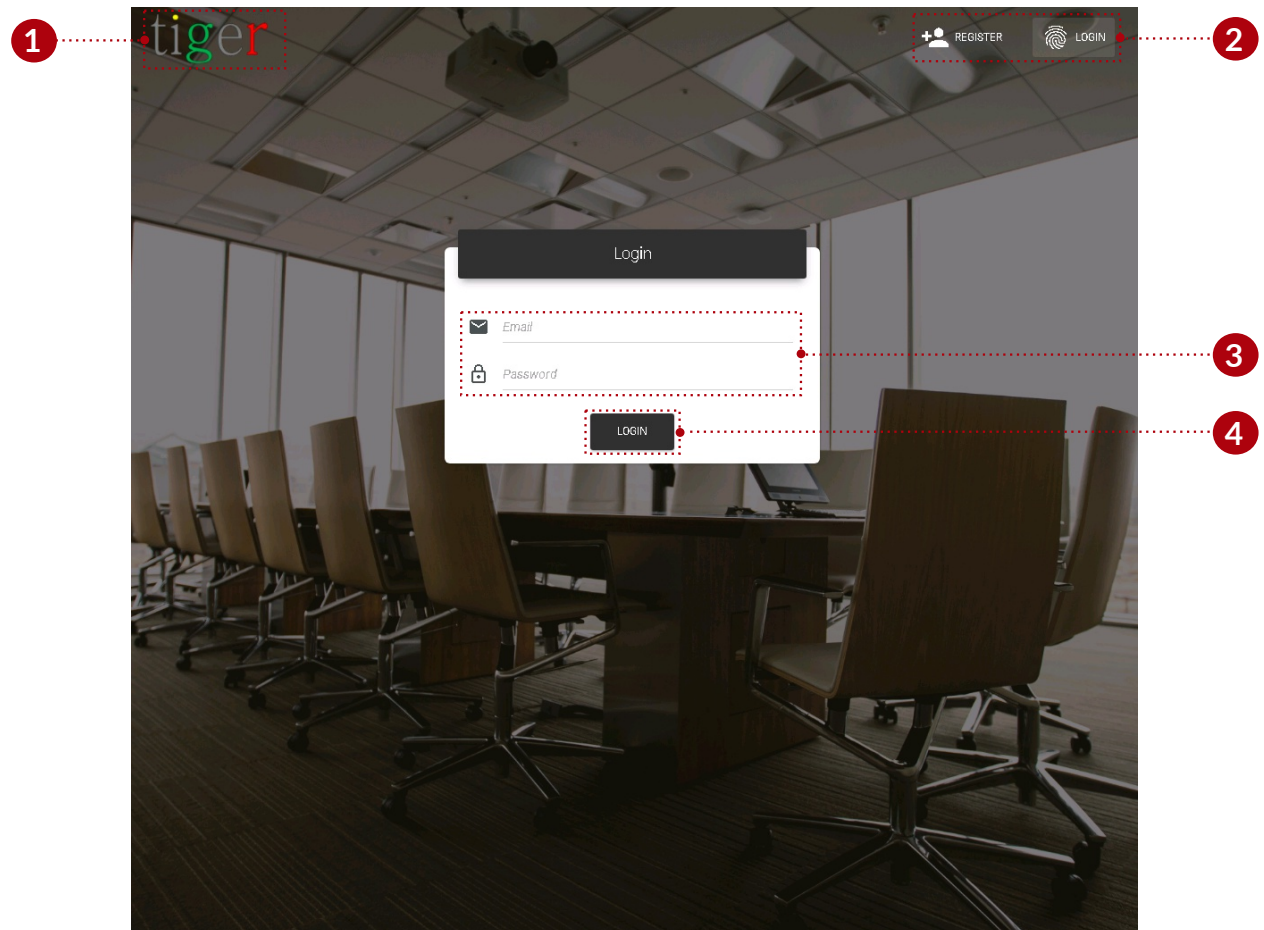The login form has three main components:

- **1** Logo: When clicked on logo, browser is opened and redirected to "https://tigermeeting.app/"
- **2** Login and register: Switch between the user login and registration functions.
- **3** Email and password: Only registered users can use the Tigermeeting admin
- **3** application.
- Log in to the system: The user can proceed with valid user name and password.

User registration

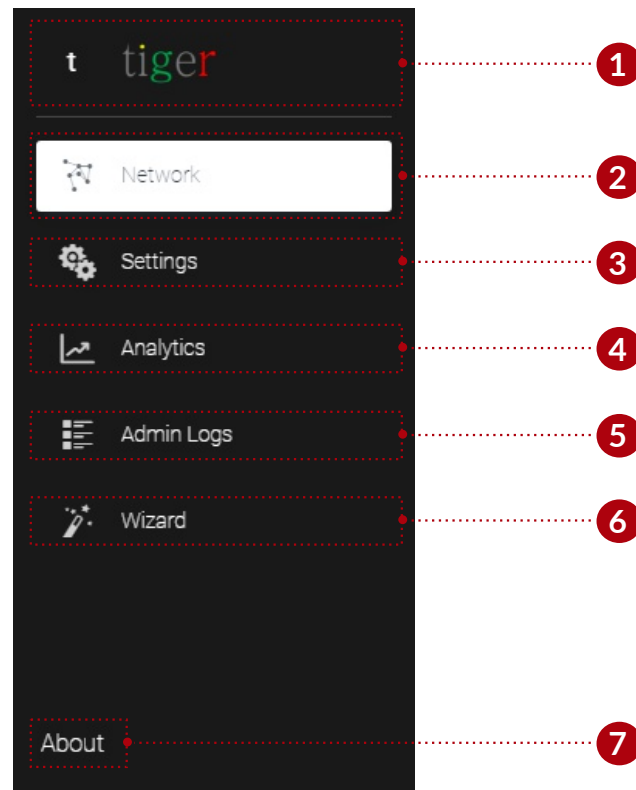To use the Tigermeeting admin application, it is essential to the user, to have a valid registered user account.

The registration form has three main components:

1 Login and register: Switch between the user login and registration functions.
2 User parameters: Every field is mandatory, and must be filled out to finnish the registration.
  ▪ Company code: The company code determine the number of licenses, that can be distributed between the devices. Company code will be sent by email.
  ▪ Password: The user's password must contain minimum 8 characters.
3 Register: When all the fields are filled with valid data, the registration can be finished.

Menu structure

The main functions of the admin application are sorted under 3 main categories:

1 Logo: When clicked on logo, browser is opened and redirected to "https://tigermeeting.app/"

2 Network: Devices status can be monitored, and it parameters modified.

3 Settings: License, calendar attachment, detachment, room management, and admin user settings can be modified.

4 Analytics: Device analytics can be loaded for booking devices, overview devices, admin, and company.

5 Admin logs: User events are recorded and displayed, like login, logout, device synchronization, etv. event date and causer.

6 Wizard: The user is guided by a step by step wizard, that helps the user to configure the devices. (it is used mainly when the admin application is used first time)

7 About: Information about the Tigermeeting admin application, privacy policy, terms of service, cookie policy, open source licenses.

Network

In the network panel, devices state can be monitored, room and license attachment, detachment and other important parameters can be edited. The network is constantly scanned for devices.
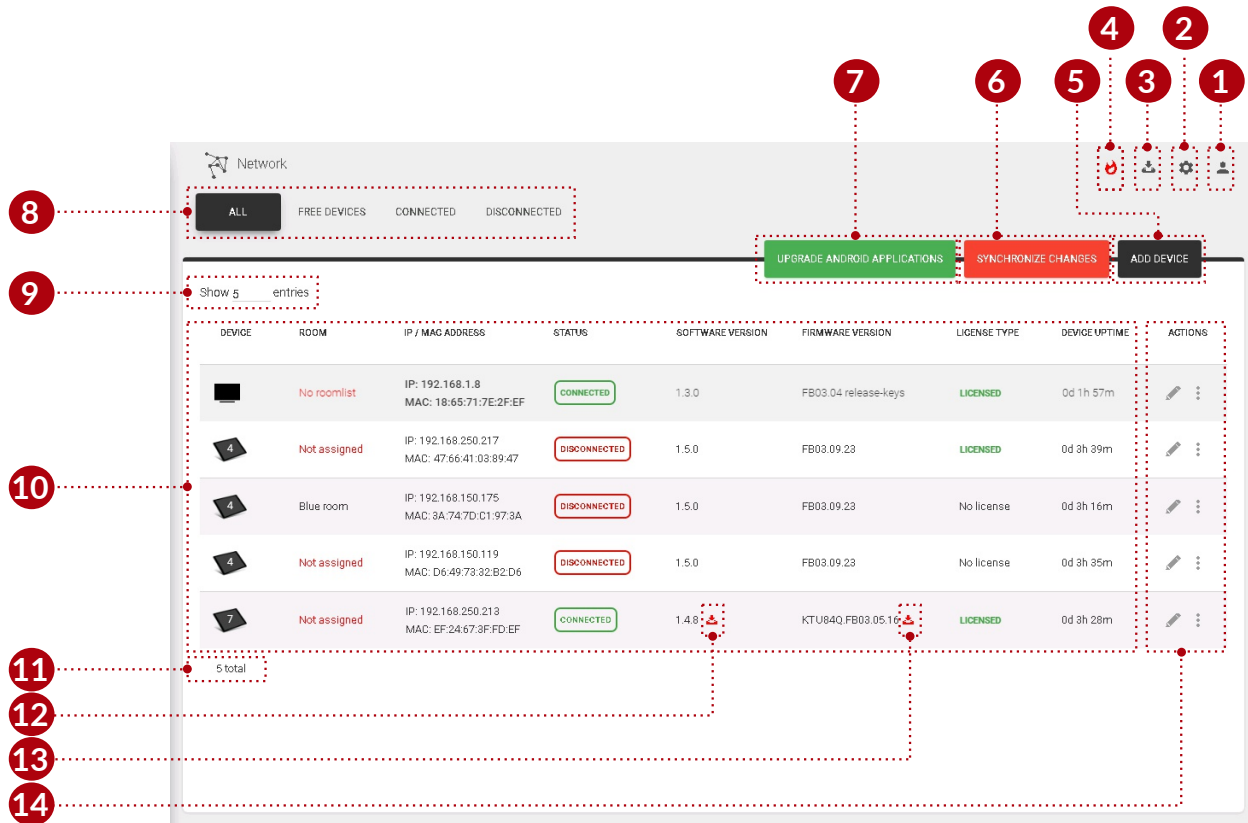

Network features:

1 User settings:
- Current user: Currently logged in user's email address.
- User settings: Opens up current logged in users data to edit. (redirected to: Settings, admin users, edit user)
- Logout: End session, and logout from the Tigermeeting admin application. The user will be logged out automatically after 5 minutes of inactivity.

2 System settings:
- Version number: Current version of the Tigermeeting admin application.
- Set device logo: Logo can be uploaded to the Tigermeeting admin application, after the synchronization, the uploaded logo (120x60px) is used on the connected devices. (up left corner on the android application)
- Download admin log: Export the Tigermeeting admin application's log. Used for error tracking.

- Reset network: Reset the admin application and all connected devices to the default settings. Calendar, rooms, room lists are detached device settings returned to default. (booking devices, overview devices, admin application)

1 Backup network: Backup booking, overview devices (attached rooms, device settings, etc.) and Tigermeeting admin application settings (online calendar, rooms, etc.). There are two options to backup network settings:

    1 Save backup online.

    2 Save backup to a file.

2 Restore network: Restore backed up settings for booking and overview devices (attached rooms, device settings, etc.), also for the Tigermeeting admin application (online calendar, rooms, etc.).

   **3** Restore from onlne backup.

    4 Restore from file.
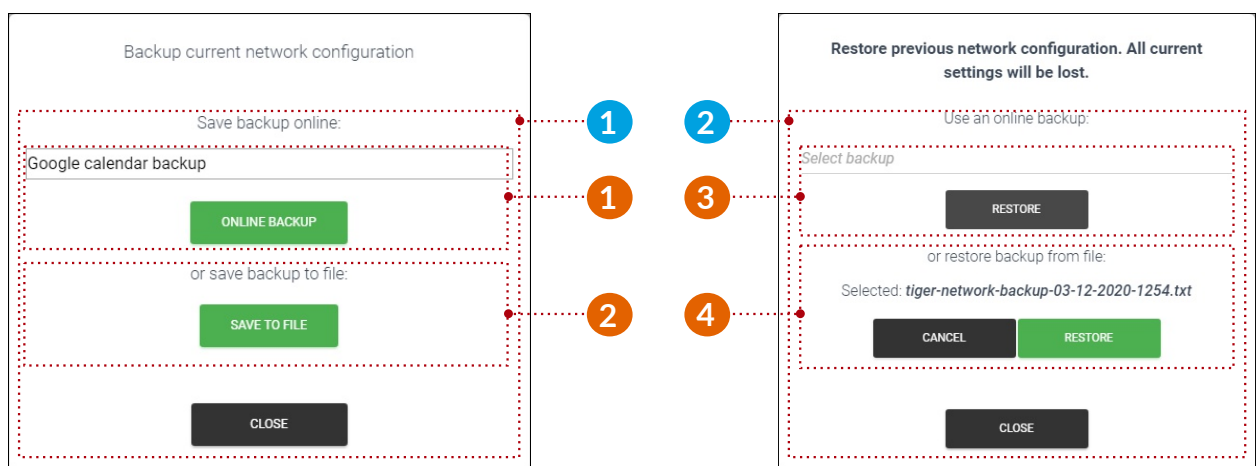
3 Download android app: Download the Tigermeeting android application's apk file (4 or 7 android booking or overview device) or office and exchange setup scripts to the desired destination. Also new admin update can be downloaded here.

4 Fire alarm: To activate the fire alarm press and hold the "Activate" button (for 3 sec.). After the activation (synchronization) all devices (booking and overvie screen) flashes and play fire alarm sound.

5 Add device: Add device with IP address not discovered by the Tigermeeting admin application. It is used when a device is in another subnetwork.

6 Synchronize changes: When a device's properties are changed (room, license attachend or detached, parameter changed (capacity, room info, open time, etc.)) it must be synchronized to all the devices to take its effect. When all devices are disconnected, synchronization is not allowed.

7 Update devices: Update all connected devices software version.

8 Device filter:
- All: All devices are listed without filtering.
- Free devices: Devices without rooms are listed.
- Connected: Devices with status of 'connected' are listed.
- Disconnected: Devices with status of 'disconnected' are listed.

9 Number of devices: The number of devices displayed per page.

10 Discovered devices: All devices are displayed when they are detected on the network. The network is scanned every 30 seconds.
- The number ( ) indicates the version of the android operating system.

11 Total number of devices: Total number of devices filtered by device filter. (all, free, connected, disconnected)

12 Update software: Update selected device's software version.

13 Update selected device's firmware: Update device's firmware. It takes several minutes, when updating the firmware do not turn off the device.

14 Actions:
- Device properties: Edit the selected device's properties.
- Restart device: Reboot the selected device.
- Download log: Export devices log into a .json file. Only visible when a device is connected. Used for error tracking.
- View screenshot: A screenshot is took from the device.
- Remove device: Remove disconnected device from the admin application. Only visible when a device is disconnected.

NOTE: "Add device" feature is needed in all those cases when the broadcast is not allowed through the firewall or between the network segments that cause network discovery failure. The remote admin operations are a typical case when the administrative tasks are performed via the VPN connection, remotely. The solution is to use "Add device" feature with a known device's IP address aiding the network discovery.

Booking device properties : Before room attachment
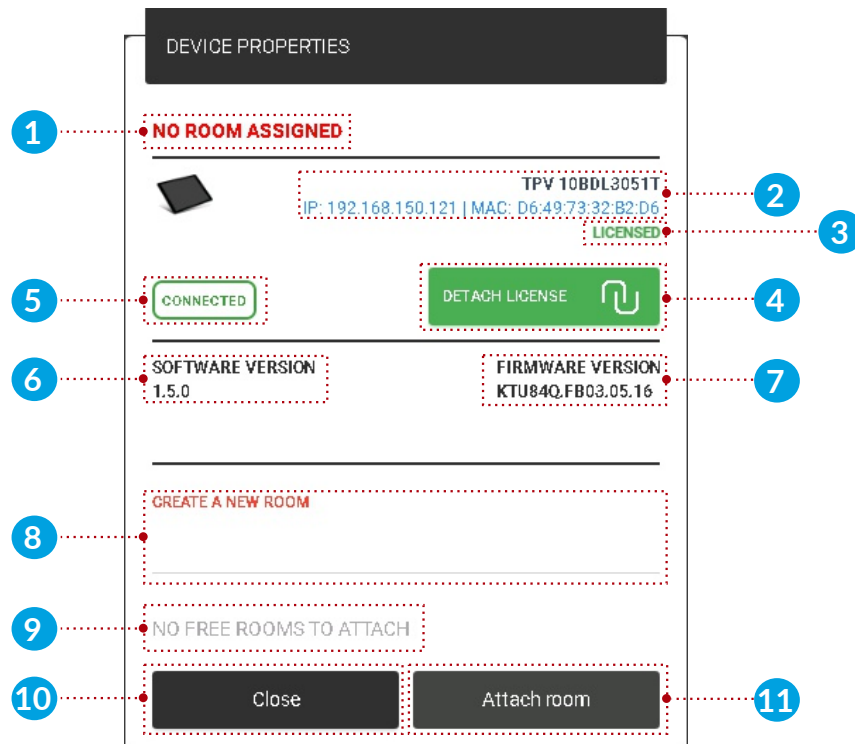
Device properties:

1 Device's room: Name of the currently attached room.
2 Booking device info: The selected device's IP and MAC address is displayed.
3 License status: Type of the license attached to the selected device. (no license or licensed (only booking screen license can be attached))
4 Deatach license: Detach the current license. After the detachment the selected device is returned to 'no license'. Detached license can be attached again.
5 Device status: Status of the selected device. (connected or disconnected)
6 Software version: The selected device's current version is displayed.
7 Firmware version: The selected device's current firmware version is displayed.
8 Create new room: When a device has no license, rooms cannot be attached to the selected device. When the new room's name is added after the attachment, (**11**) the rooms is created and attached to the selected device.
9 Attachable rooms list: If there are rooms created previously it can be selected (from the list) and attached to the selected device.
10 Close: Cancel action, all parameters are reset to the previous state.
11 Attach room: Attach the room to the selected device.

Booking device properties : After room attachment

A device's properties can be devided into basic, booking and advanced properties.

Basic properties

Basic properties:

1 Device's room: Name of the currently attached room.
- Original room name is displayed, when there is no room alias added under "Settings" menu, "Rooms" tab, edit room properties, "display name". When alias is added, it is displayed instead of the original name.

2 Edit attached room's name: Attached room's name can be edited. When the settings are saved the name is changed. The room's name can be edited only when local or Google calendar is attached. The name of the imported rooms cannot be edited in the Tigermeeting admin application, (Microsoft365, Exchange, GoogleWorkspace) only in the online calendar's admin panel.

3 Device info: The selected device's IP and MAC address is displayed.

4 License status: Type of the license currently attached to the selected device. (no license or licensed (only booking screen license can be attached))

5 Detach license: Detach the current license. After the detachment the selected device is returned to 'no license'. Detached license can be attached again.

6 Device status: Status of the selected device. (connected or disconnected)

7 Software version: The selected device's current version is displayed.

8 Firmware version: The selected device's current firmware version is displayed.

9 Detach room: Detach the currently attached room from the selected device. When a room is detached, after the synchronization the default 'conference room' is used.

10 Basic, booking and advanced properties: When selected, the basic, booking and advanced parameters are displayed.

11 Basic parameters:
  - Clock display: Change device's clock display. (24h or 12h format).
  - Device language: Text on device will be displayed on the selected language. The default language is English.
  - Calendar service: It can be local or the attached online calendar. When an online calendar is attached, the device can only use online rooms. When there is no online calendar attached only local rooms can be used.
  - Capacity: Capacity of the attached room.
  - Room info: Room info is displayed on the device under "Available rooms". More info under "Settings, Rooms tab".
  - Display name: Alias is used and it is displayed as room's name. When it is not added room's original name is used intead.

12 Open time:
  - Day: Device will take reservations for the selected days.
  - Time: Device will take reservation between the set time.

13 Setting distribution:
  - Set for all devices: The checked parameters will be saved for all devices.

14 Close: Cancel action, all parameters are reset to the previous state.

15 Save settings: Save the device's parameters and close the dialog.

Booking properties

Booking properties:

1 Enable booking from device: Public space mode. When it is turned on meetings can be booked from device. Otherwise booking not possible on device. (only from online calendar if it is attached)

2 Booking mode: Three booking mode is available.

3 Time picker duration step: Default duration for a meeting reservation. The time picker will be calibrated with the set value. (It can be 5, 10, 15 minutes)

4 Enable meeting cancel: When it is enabled, "cancel" button is displayed when a meeting is upcoming, when disabled "cancel" button is not displayed.

5 Enable meeting confirmation: Before the start of the meeting, confirmation is displayed for the upcoming meeting. When a meeting is confirmed it will be approved. When it is canceled the upcoming meeting is removed. When it is turned off confirm button is not displayed, meeting is confirmed after time set (Time to confirm meeting before and after start (**6**)).

6 Time to confirm meeting before and after start: When will be the confirm controls displayed, before and after the meeting start time.

7 Automatic confirmation after time: When the confirm meeting time is up (defined by point **6**) upcoming meeting is confirmed or current meeting is confirmed automatically. When "Enable meeting confirmation" is turned off this option is not displayed.

On android device:
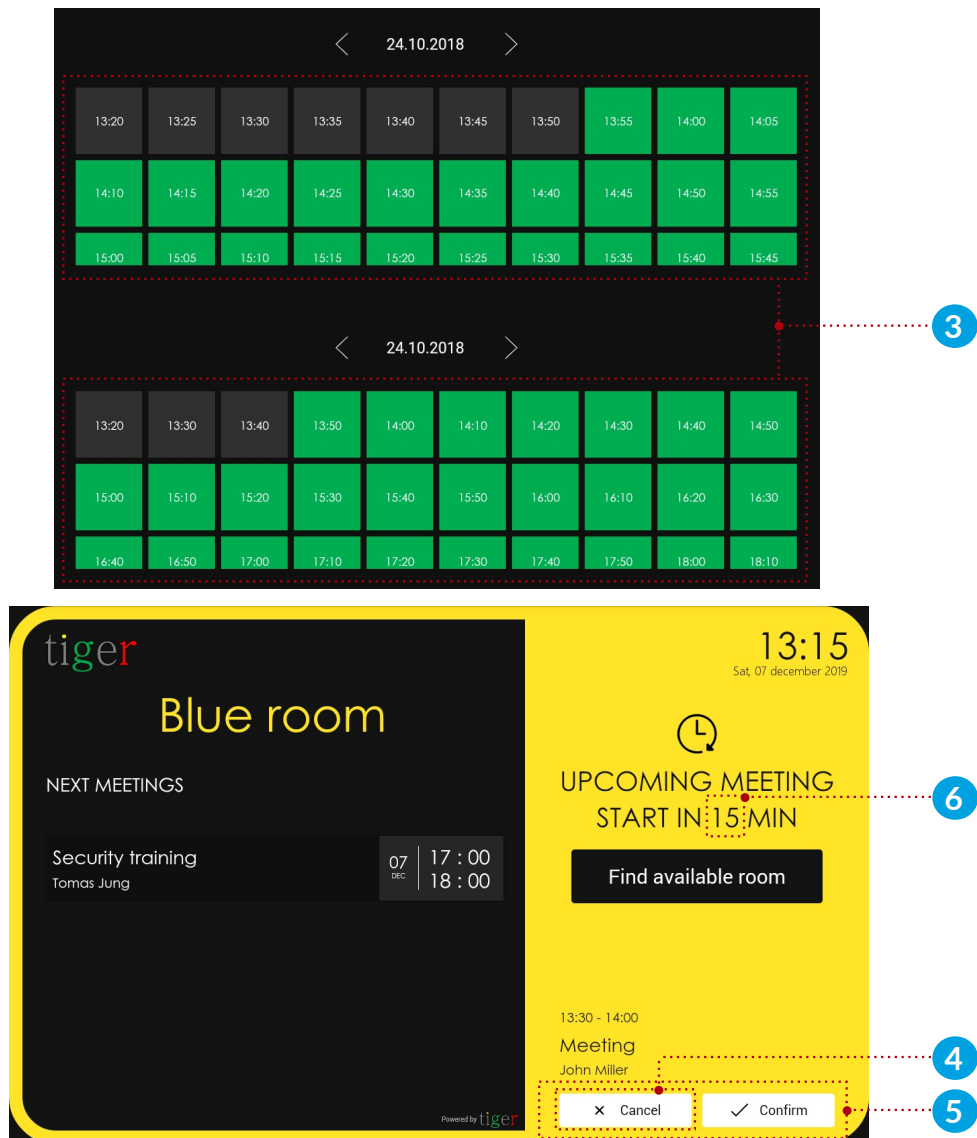
5 Confirm meeting on device when an online calendar is attached:
- When a meeting has been confirmed and it has not begun:
  - Meeting can be canceled, and the meeting is removed from the attached room's calendar.
- When a meeting has been confirmed and it has begun:
  - Meeting can be canceled, and the meeting is not removed from the attached calendar's room, only the meeting end time is changed to the time, when the meeting is canceled.

2 Booking mode on device:

1 From this moment: Meeting can be reserved from the current time, only on current day.

2 Any time today: Meeting can be reserved any time on the current day.

3 Anytime: Meeting can be reserved any time, any day in the future.

4 Booking type is displayed on the bottom of the time picker.
5 Cancel: Cancel and return to main screen.
6 Book now: Confirm the meeting to the selected room.
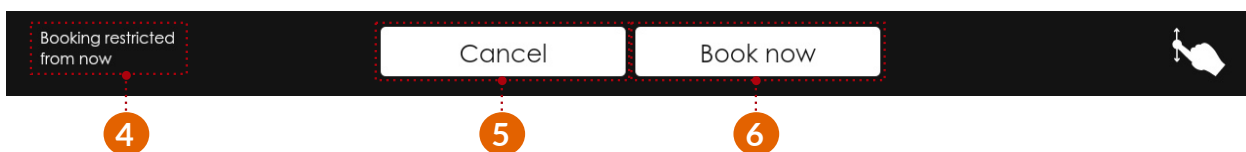
Advanced properties
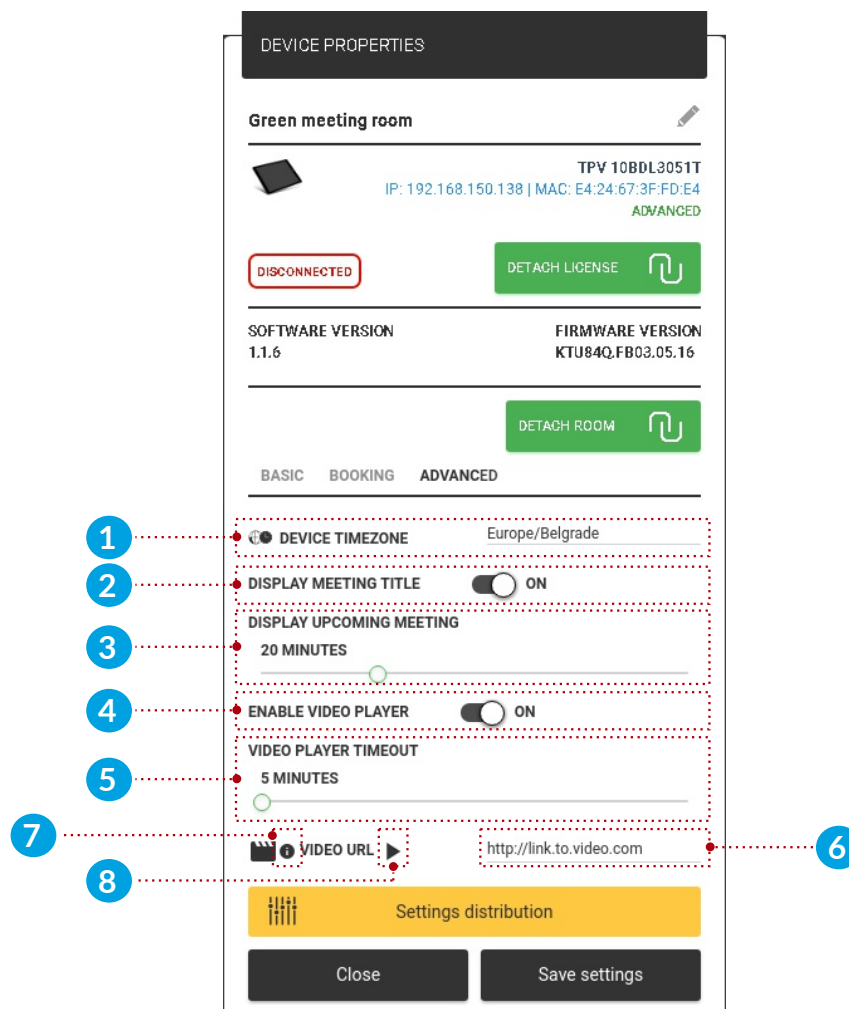
Advanced properties:

1. Device time zone: Selected device's time will be configured to the selected time zone, as well the meetings reserved on the device.
2. Display meeting title: If it is turned on, meeting title is displayed (if title is not added than it is replaced with text "Room busy"), when turned off meeting title is replaced with text "Room busy".
3. Display upcoming meeting: Time before the meeting is displayed as upcoming. (for example it is set to 20 minutes, and a meeting begins in 14:00, it will be displayed as upcoming at 13:40)
4. Enable video player: When enabled, additional video settings are available to set. (When a meeting is displayed as upcoming video playback is paused)
   5. Video player timeout: Video is played on the device after the set timeout.
   6. Video URL: Link to the video.
   7. Video requirements: File type: MP4, maximum size: 200MB, resolution:720p
   8. Test video: When the button is pressed the video is displayed in the admin application in a popup window, it is for testing purposes.

On android device:
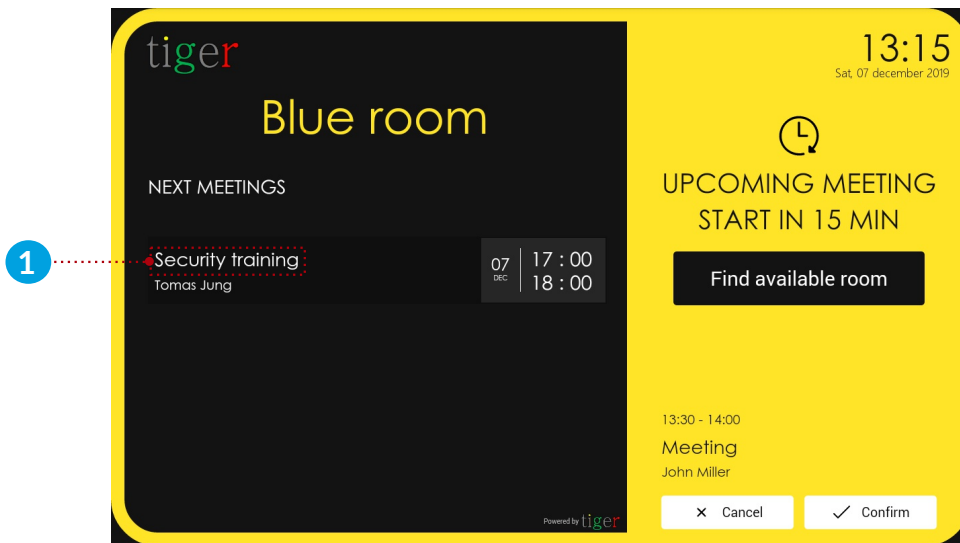
Overview screen properties

General properties
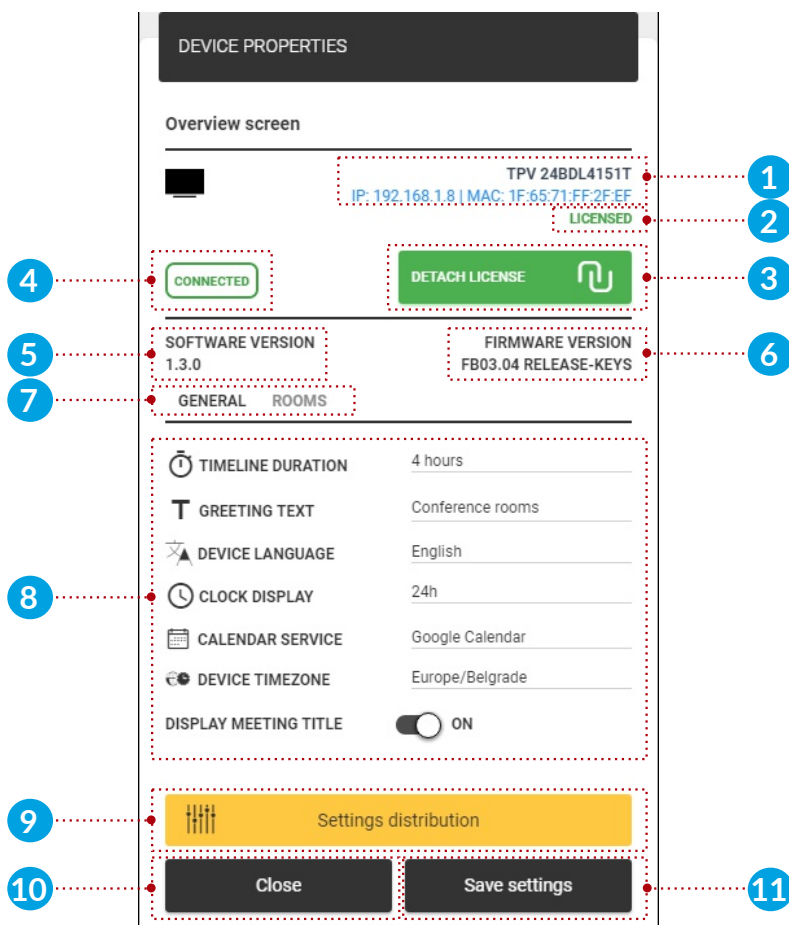
General properties:

① Overview screen device info: The selected device's IP and MAC address is displayed.

② License status: Type of the license currently attached to the selected device. (no license or licensed (only overview screen license can be attached))

③ Detach license: Detach the current license. After the detachment the selected device is returned to 'no license'. Detached license can be attached again.

④ Device status: Status of the selected device. (connected or disconnected)

⑤ Software version: The selected device's current version is displayed.

⑥ Firmware version: The selected device's current firmware version is displayed.

⑦ General and rooms settings: When selected, the general or rooms parameters are displayed.

⑧ General parameters:

    ① Timeline duration: Timeline can be displayed 4 or 8 hour sections. (For example if it is set to 4 hour, timline will be displayed from 09:00-13:00)

    ② Greeting text: Greeting text on the top of the timeline.

    ▪ Device language: Text on device will be displayed on the selected language. The default language is English.

    ▪ Clock display: Change device's clock display. (24h or 12h format).

    ▪ Calendar service: It can be local or the attached online calendar. When an online calendar is attached, under "rooms" settings (**⑦**). When there is no online calendar attached, only local rooms can be used.

    ▪ Device time zone: Overview screen device's time will be configured to the selected time zone, as well the meeting reservations.

    ▪ Display meeting title: If it is turned on, meeting title is displayed (if title is not added than it is replaced with text "Room busy"), when turned off meeting title is replaced with text "Room busy".

⑨ Setting distribution:

    ▪ Set for all devices: The checked parameters will be saved for all devices.

⑩ Close: Cancel action, all parameters are reset to the previous state.

⑪ Save settings: Save the device's parameters and close the dialog.

On the overview screen:
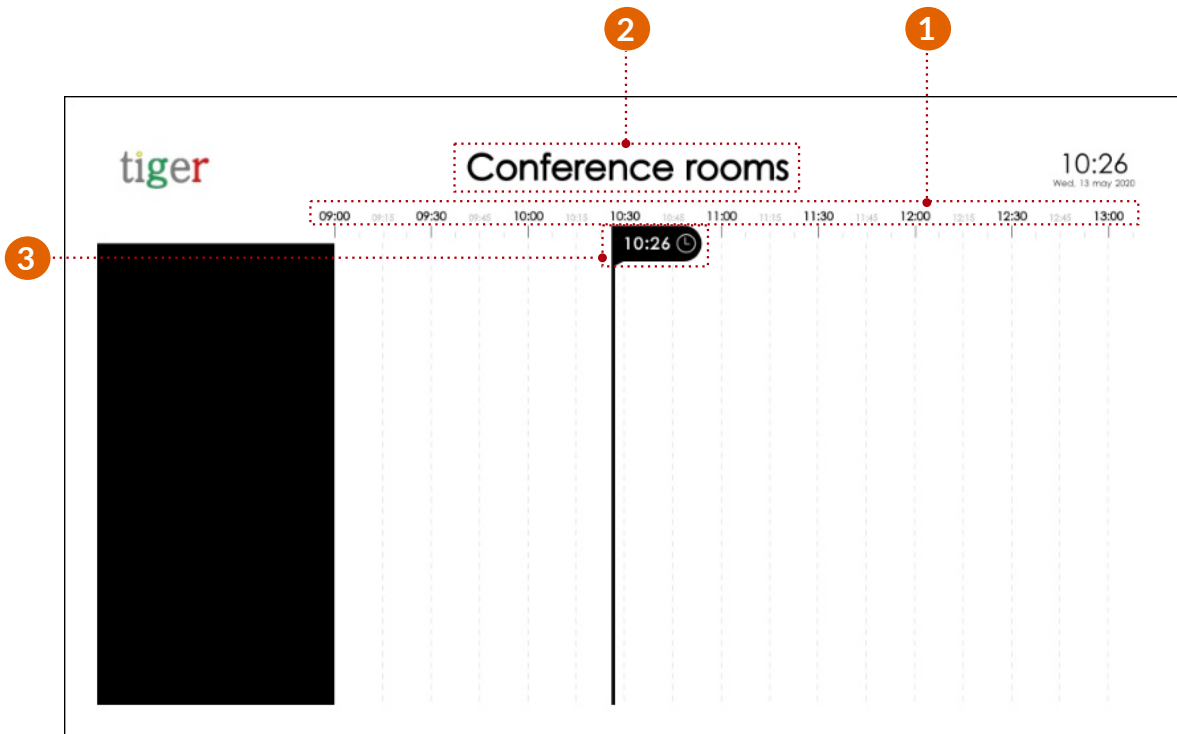
Room properties
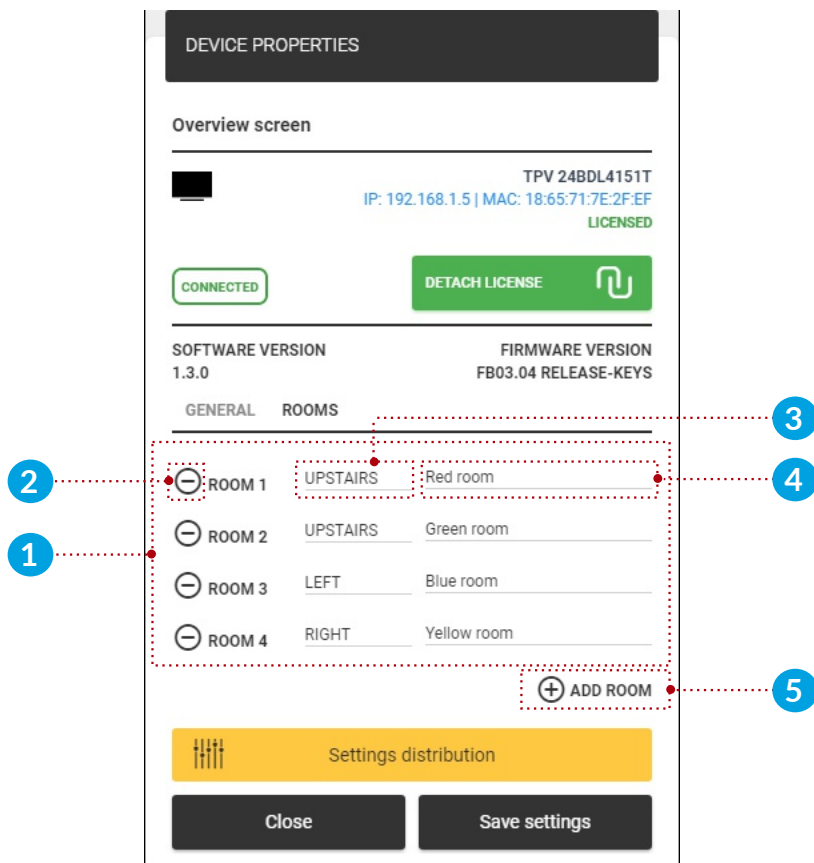
Room properties:

1 Room list: Rooms are listed that are attached to the overview screen device.

2 Remove room: Selected room is removed from the room list.

3 Location info: Info icon (⤴ ,⤵ ,←,→)(upstairs, downstairs, left, right) about the device location.

4 Room: Previously created rooms (local or attached online calendar) can be attached to the room list.

5 Add room: Add new room to the list.

On overview screen:
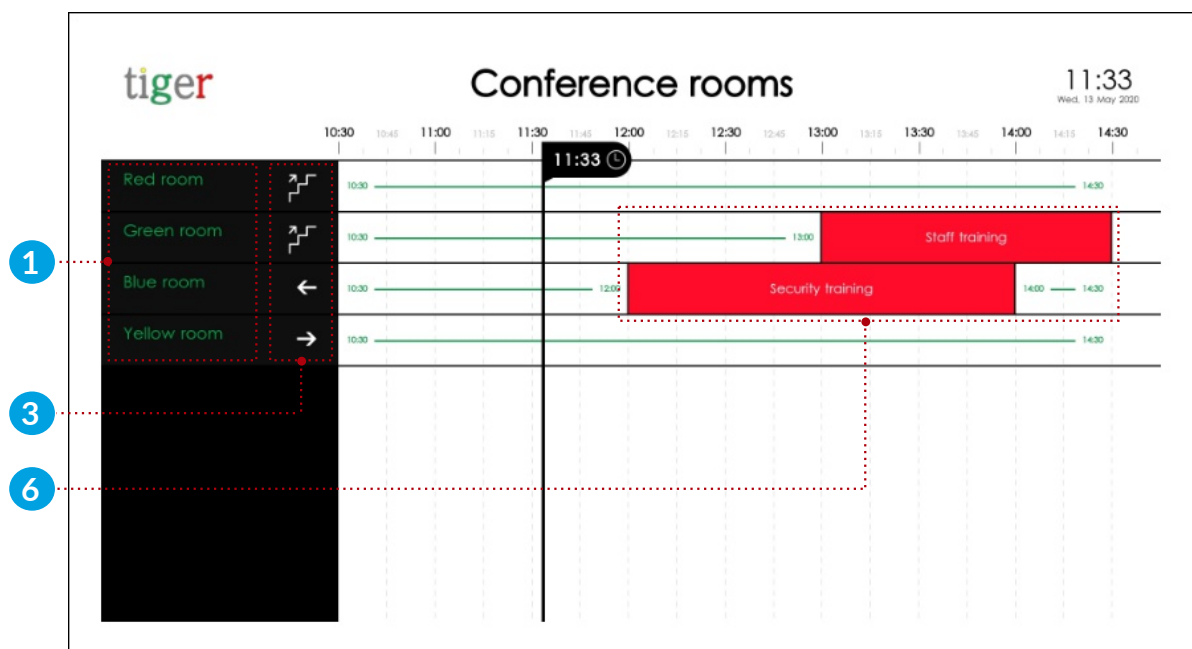
6 Meeting list is displayed. When "display meeting title" is turned on meeting title is displayed, when it is turned off "Room busy" is displayed as meeting title.

Download android app from Tigermeeting admin

Depending which device and operating system version is used:
- Booking device Android 4:
    - Philips 10BDL3051T with android operating system 4.X
        - Download android app (Android 4)
        -
- Android 7 and 8 booking and overview screen devices:
    - Philips booking-screens 10BDL4151T, 10BDL4551T and Philips android based TVs used for overview screen devices like 24BDL4151T..98BDL4150D
        - Download android app (Android 7+)

Settings

The settings are divided into four sections:
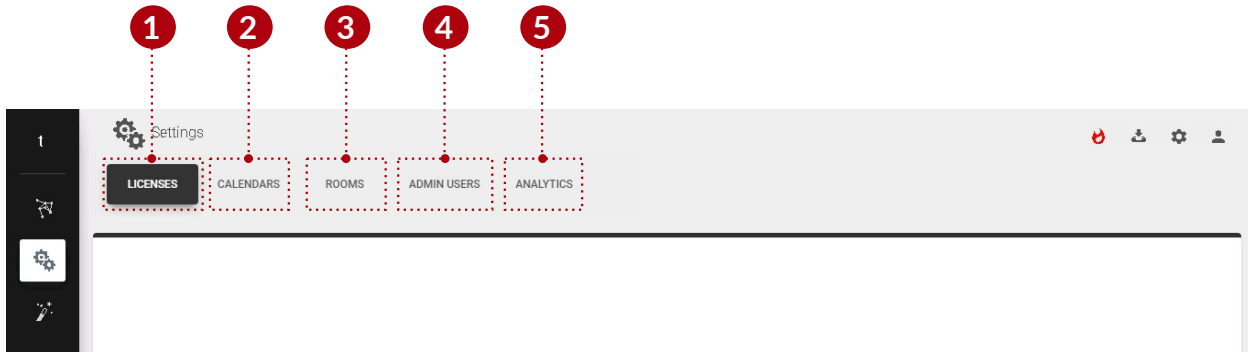
1 Licenses tab: Licenses can be assign to devices.
2 Calendars tab: Online calendars can be attached or detached.
3 Rooms tab: Rooms can be created, removed or edited.
4 Admin users tab: Registered users are displayed.
5 Analytics: The collected data will be used to present valuable information about the useage of the meeting rooms. On explicit request, all accumulated event logs can be requested or permanently deleted - complying with the GDPR, CCPA, LGPD and POPI regulations.

Licenses tab

Licenses can be managed in this section. The company code contains a defined number of licenses. These licenses can be distributed among the devices. One device can only have one license. A license defines a set of functions:

- No license: Devices with no license can use only local calendar, and cannot reserve meetings to other rooms.
- Booking screen license: License can be only attached to booking devices. Device can use any online calendar, and can reserve meetings to other rooms.
- Overview screen license: License can be only attached to overview devices. Device can use any online calendar.
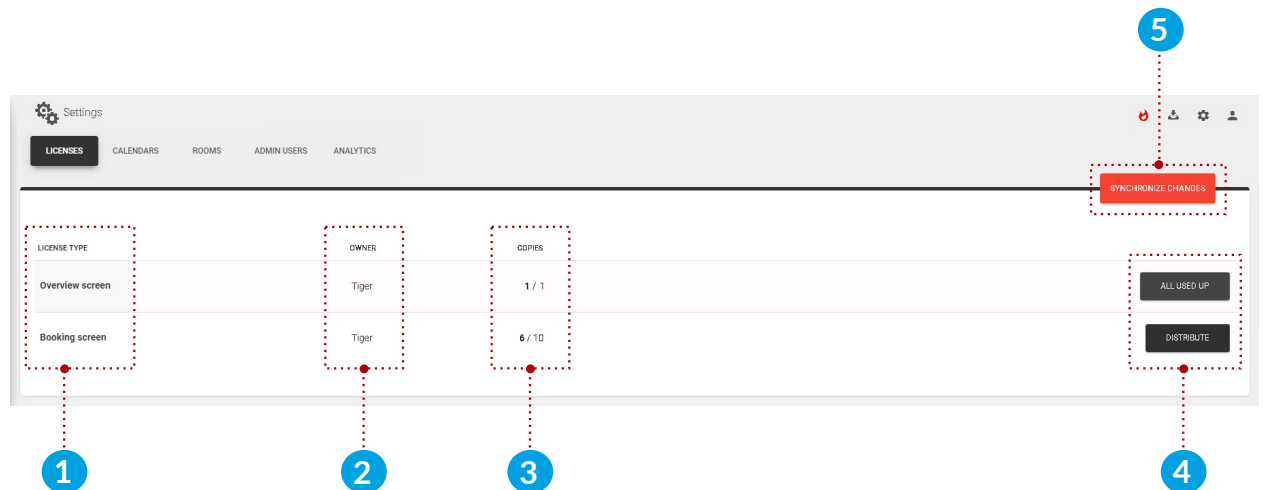
Licenses tab:

1 License type: Type of the license that can be distributed among the devices. (booking screen licenses can be attached only to booking devices, overview screen licenses can be attached only to overview screening devices.

2 Owner: Owner of the licenses.

3 Copies: Currently used licenses and total number of licenses.
   ▪ First number: Number of licenses currently in use.
   ▪ Second number: Total number of licenses.

4 Distribute license: Distribute licenses to the selected device or devices.
   ▪ All used up: When all licenses are distributed.

5 Synchronize changes: When the licenses are distributed, it must be synced with the devices. When all devices are disconnected, synchronization is not allowed.
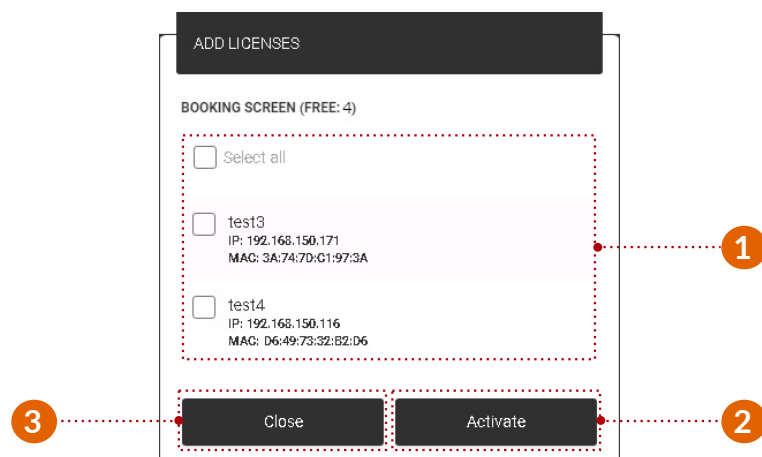
4 License distribution:
   1 Device selection: Selected devices for license distribution.
   2 Activate: Activate license for the selected devices.
   3 Close: Cancel and close distribution.

Calendars tab

Only one calendar can be attached at a time:

① Microsoft365 calendar: Provide a Microsoft enterprise account to synchronize meetings with. Room resources will be imported to the Tigermeeting system. Creating and modifying room resources will be possible only through Microsoft
② admin pages.
  • Exchange calendar: Synchronize meetings with Microsoft Exchange Server. Room resources will be imported to the Tigermeeting system.
③ Google calendar: Setup the system using a Google account to synchronize meetings with. For each room created in this application, a corresponding calendar with same name is created.
④ GoogleWorkspace calendar: Provide a Google admin account to synchronize meetings with. Room resources will be imported to the Tigermeeting system. Create and modify room resources through the Google admin pages.

When a calendar is selected for attachment:

5 User parameters:
- Microsoft365 parameters: Username and password must be added, after the room list is selected (for more information about room lists read section "Configuring Microsoft365 calendar") the attachment process can be finished.
- Exchange parameters: User name, password, exchange server URL and server version must be added, after the room list is selected (for more information about room lists read section "Configuring Exchange calendar") the attachment process can be finished.
- Google and GoogleWorkspace parameters: After registering the calendar account, a code is generated (it must be copied and pasted to the code field) and it is used in the attachment process.

6 Confirm controls:
- Cancel: Cancel the attachment process.
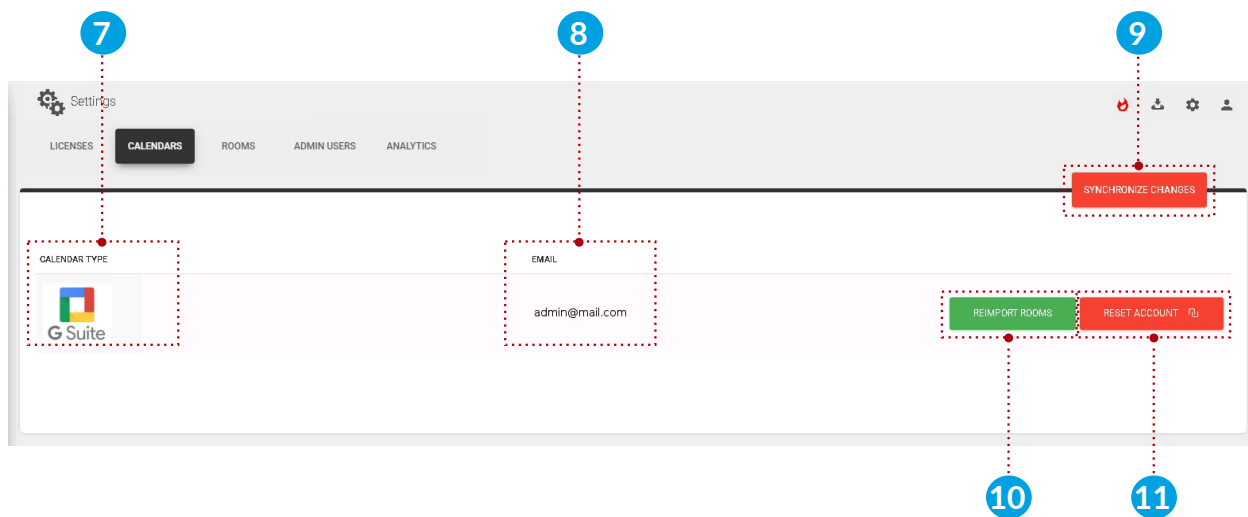
Link to the instructional video how to attach GoogleWorkspace calendar to the Tigermeeting admin application:

https://www.youtube.com/watch?v=j1cN9OaIDwU

Rooms tab

Rooms can be created, removed, and it's properties can be edited. Only one room can be attached to a device at a time.
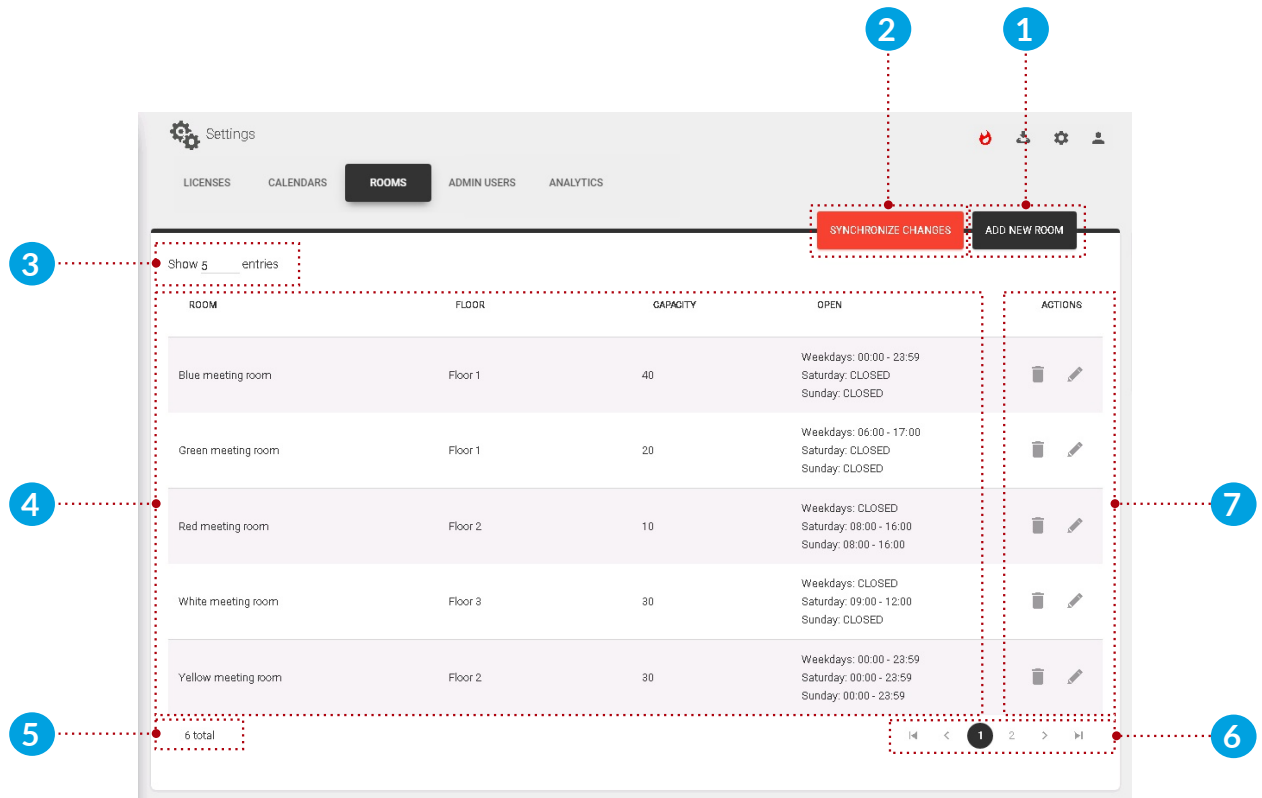
Rooms tab:

1. Add new room: Create a new room. New rooms can be created when no calendar or Google calendar is attached to the Tigermeeting admin application.
2. Synchronize changes: After a room is created or it's properties changed, the changes must be synchronized with the devices. When all devices are disconnected, synchronization is not allowed.
3. Number of rooms: The number of rooms displayed per page.
4. List of rooms: List of created or synchronized online calendar rooms.
5. Total number of devices: Total number of devices filtered by device filter. (all, free, connected, disconnected)
6. Paging: If there are more rooms, they are displayed on other pages.
7. Actions:
   - Remove room: Remove the selected room from the admin application. Rooms cannot be removed when Microsoft365, Exchange or GoogleWorkspace calendar is attached. Only local and Google rooms can be removed.

Creating rooms if there is no online calendar attached:
- If there is no online calendar attached (local calendar is used), rooms can be created, removed and edited without restrictions.

Creating rooms if Google calendar is attached:
- When a room is created, it is checked if the room already exists on Google calendar. If it exists, it is synchronized with the calendar's room. If not, then it is automatically created, and it is created on the attached Google calendar as well. When a room is removed, it can be removed from the admin only, or from the calendar and from the admin.

Room management when Microsoft365, Exchange or GoogleWorkspace calendars are attached:
- When there are previously defined rooms, and Microsoft365, Exchange or GoogleWorkspace calendar is attached, the previously defined rooms are removed, and the online calendar's rooms are synchronized and created in the admin application.

Edit room's properties:
- Room's name: A room's name can be edited only when local or Google calendar is attached. The name of the imported rooms cannot be edited in the Tigermeeting admin application, (Microsoft365, Exchange, GoogleWorkspace) only through the online calendar's admin panel.
- Capacity: Parameter can be edited when local, Microsoft365, Exchange or Google calendar, is attached.
- Room info: Parameter can be edited when local, Microsoft365, Exchange, Google calendar, is attached.

1 Add new room:
  1 Close: Close the 'Add room' popup window.
  2 Name of the room: Name of the new room.
  3 Create: Create the new room. Rooms with same names are not allowed.
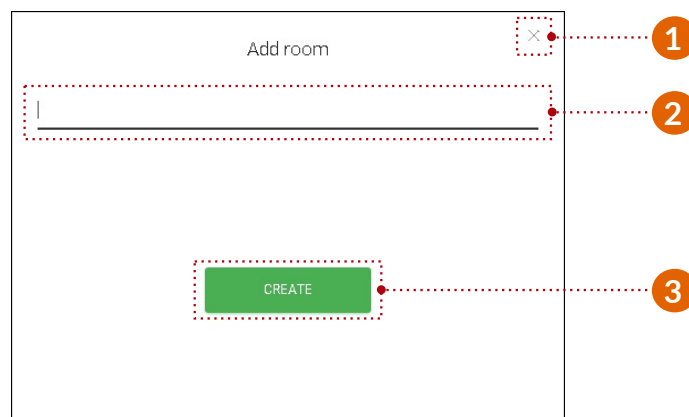
7 Edit room properties:

1 Name of the room: Name of the selected room.

2 Edit name: Room's name can be edited. The room's name can be edited only when local or Google calendar is attached. The name of the imported rooms cannot be edited in the Tigermeeting admin application, (Microsoft365, Exchange, GoogleWorkspace) only in the online calendar's admin panel.

3 Capacity: Capacity of the selected room.

4 Info: Room info is displayed under the room's name.

5 Display name: Alias is used and it is displayed as room's name. When it is not added room's original name is used intead.

6 Time: Device is available between the set time. (for example between 06:00 and 17:00)

7 Days: Checked days are available and reservations can be booked from device. (for example on workdays reservations are available, on Saturday and Sunday the room is closed, and no reservations can be made)

8 Close: Cancel and close room properties.

9 Save settings: Save room properties. After it is saved, it must be synchronized with the other devices.

On android device:
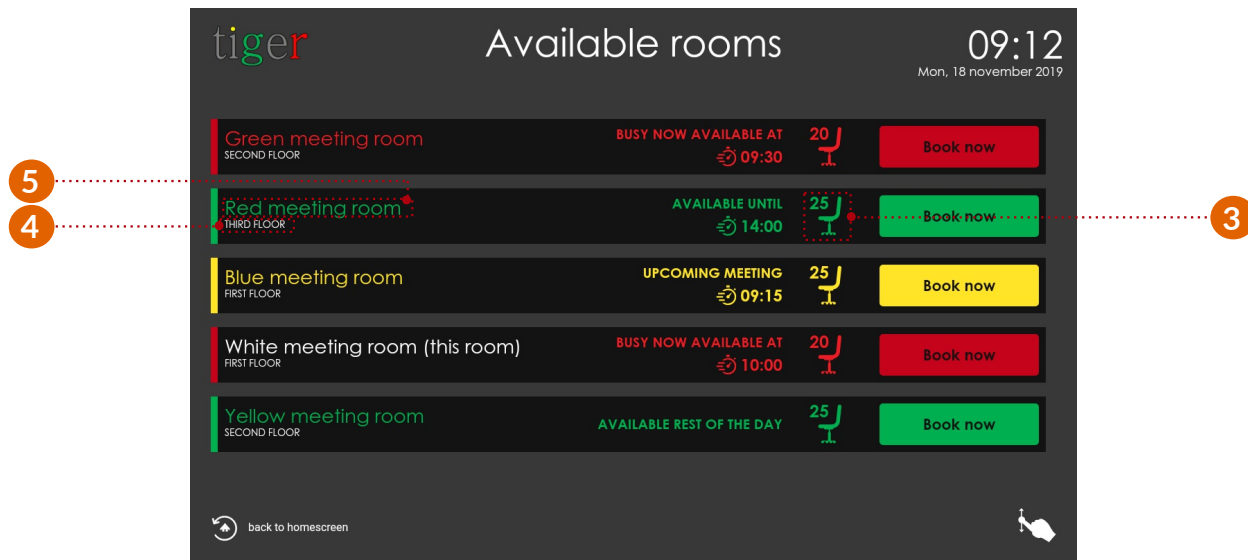
Admin users tab

All users of the Tigermeeting admin application are listed here.
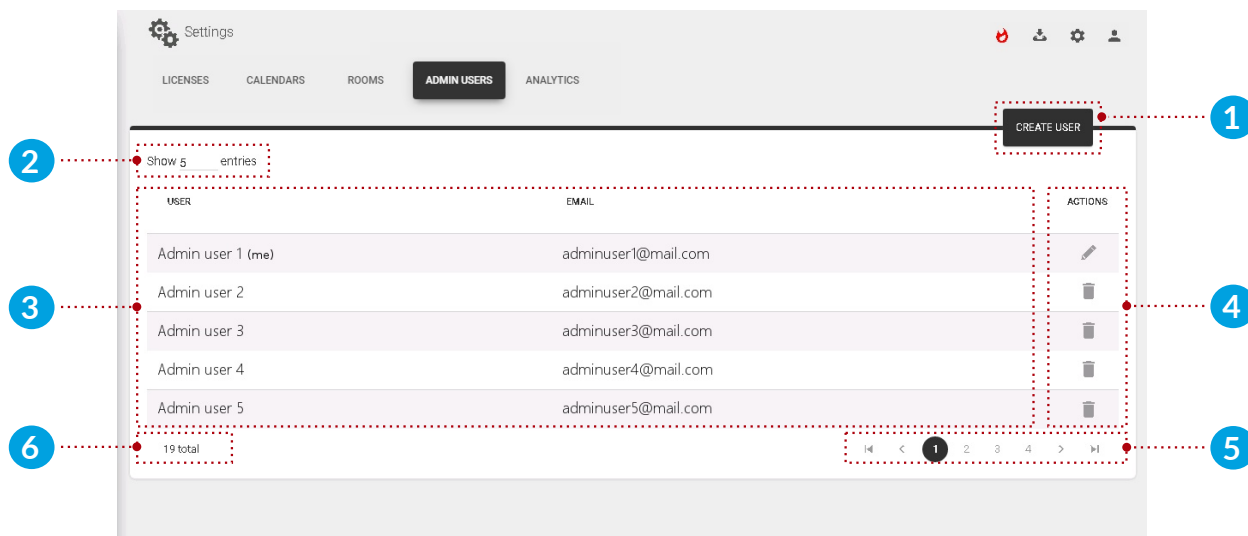
Admin users tab:

1. Create user: Create new admin user.
2. Number of admins: The number of admins displayed per page.
3. List of admins: Admin parameters are displayed. (the active admin user is marked as "(me)")
4. Action:
    - Edit: Edit current admin user's parameters.
    - Remove: Remove selected admin user from the Tigermeeting admin application.
5.
6. Paging: If there are more admins, they are displayed on other pages.

1 Create new admin user: When a new user is created, a registration email is sent to the provided email address, with the user password. Make sure that the activation email is not in the spam folder.

    1 First name: First name of the admin user.
    2 Last name: Last name of the admin user.
    3 Email: Email address of the admin user.
    4 Cancel: Cancel action.
    5 Create: Create the user and send the activation email.

4 Edit current admin user:

    1 First name: First name of the admin user.
    2 Last name: Last name of the admin user.
    3 Email: Email address of the admin user.
    4 Password change:
        ◦ Old password: Without the old password, new password cannot be created.
        ◦ New password: New password must contain minimum 8 characters.
        ◦ Confirm new password: New password and confirm password must be exactly the same.
    5 Close: Close the user properties section.
    6 Save changes: Save current admin user's parameters.

Analytics tab

The collected data is used to present useful and valuable information about the usage of the meeting rooms, company culture and event analitycs.

Analytics tab:

1 Admin users are able to turn ON/OFF the event log feature in the Tigermeeting Admin App. The default setting is ON.

Collected event logs are treated confidentially and strictly follow the Privacy Policy. Events are sent by the Tigermeeting applications when the event log feature is turned ON and the devices are operational during the event - that means:

- Not all events are necessarily logged
- Events may be missing and there could be holes in the event timeline
- Events may have strange order - like calendar events without beginning or end
- Events could appear to be longer or shorter than they actually were, depending of the events timeline, network or technical disturbances or the from/to interval

Therefore, the presented information is created in hope to be useful but BE AWARE that:
- the information may not be accurate
- the information may not represent the real life events flow
- the occupancy calculations may be wrong
- the presented information may lead to misleading conclusions

Admin users are able to turn ON/OFF the event log feature in the Tigermeeting Admin App. The default setting is ON. On explicit request, all accumulated event logs can be requested or permanently deleted - complying with the GDPR, CCPA, LGPD and POPI regulations. Tigermeeting licences are perpetual, but the event logs are not kept indefinitely. The older logs are permanently erased after the pre-defined expiration time, according to the Privacy Policy. In case of any query, please do not hesitate to contact the Tigermeeting Customer Service at: support@tigermeeting.app

Analytics

Analitycs can be generated for booking, overview devices, admin and company between the given date range.

Settings:
1 Device list: Analytics will be generated for the selected device. Booking and overview devices, admin application and company.
  ▪ Company analytics will include all data from all bokking screen devices that the company has.
2 Reload analytics: Reload analytics data to the selected device.
3 Date pickers: Analytics will be generated between the set dates.
4 Event analytics date range.
5 Device info. (type, identification, platform, etc.)
6 Data of the analytics are represented in charts.
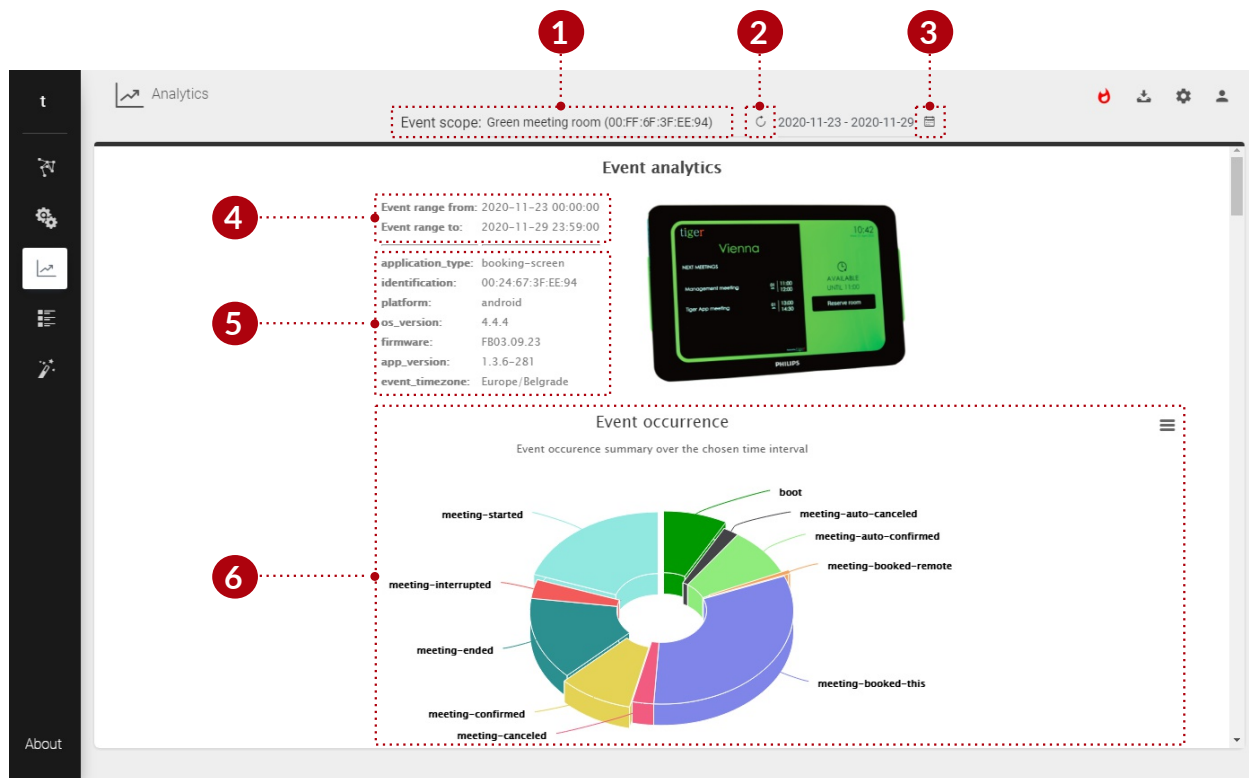
3 Date pickers:
- **1** Year and month pickers.
- **2** First, the start date must be selected.
- **3** Second, the stop date must be selected.
    - ◦ To set date range across months use the Year and month pickers.
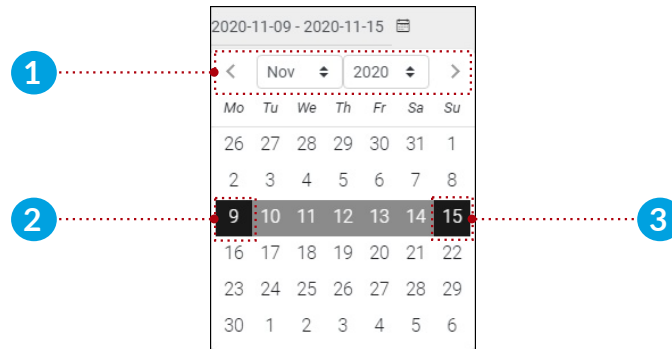
6 Charts:
- **1** Chart options:
    - ◦ Chart data can be printed (Print chart), or downloaded (download PNG, JPEG,PDF, SVG image, or data as CSV, XLS). Data can be displayed in table view (view data table).
- **2** Events (in case of booking device, boot, meeting booked, meeting confirmed, meeting started, meeting ended, etc.) are displayed in the event timeline. Chart is zoomable, by clicking and draging a selecable area. The Timeline chart and table data contains max 300 events. Other charts do not have this
- **3** limitation.
- **4** When hovere above the event, the event detais are displayed.
- **5** Event timeline chart filter.
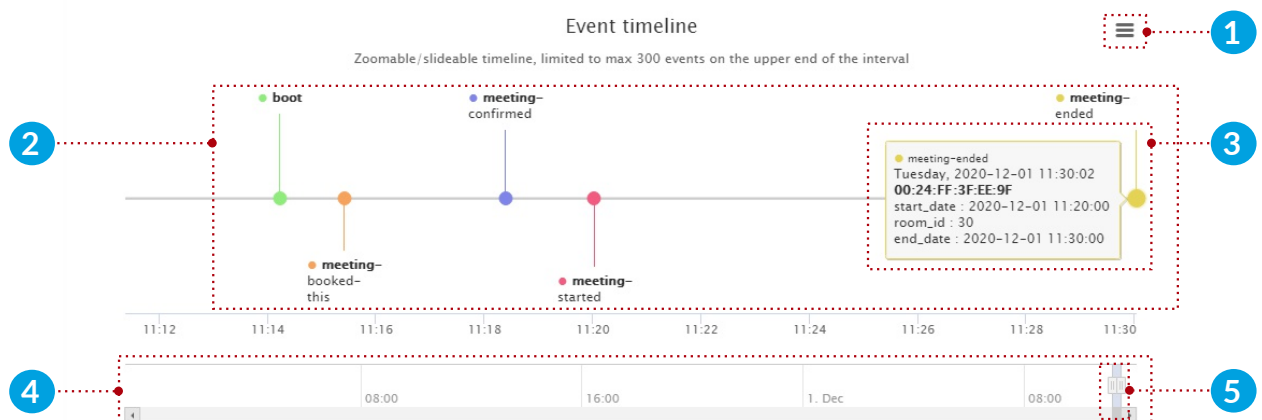
Charts and data visualization can be changed by later releases.

Admin logs

Every event that has been executed int the Tigermeeting admin application is displayed in the event list. Events like admin user login, logout, Device settings update, software update, license attachment, detachment, device reboot, etc. are listed.

Admin log:
- **1** List of events, causer, date and time.
- **2** Total number of events.
- **3** Paging: Page through the events.

Wizard

Generally it is used when the Tigermeeting admin application is started for the first time. The user is guided by a step by step wizard.
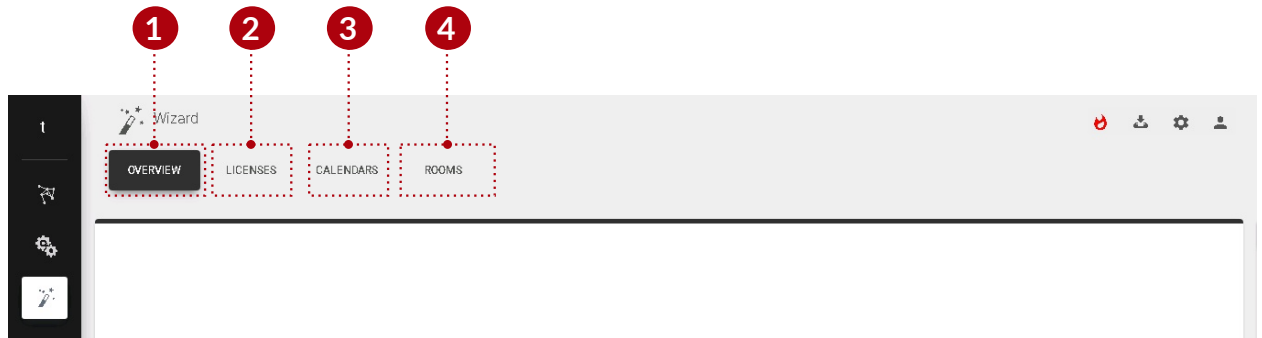
Wizard:

1 Overview tab: Basic overview of the devices.
2 Licenses tab: Available licenses to distribute among the devices.
3 Calendars tab: Online calendars to attach the admin application.
4 Rooms tab: Available rooms to attach to devices.

Overview

Basic overview of the available devices.
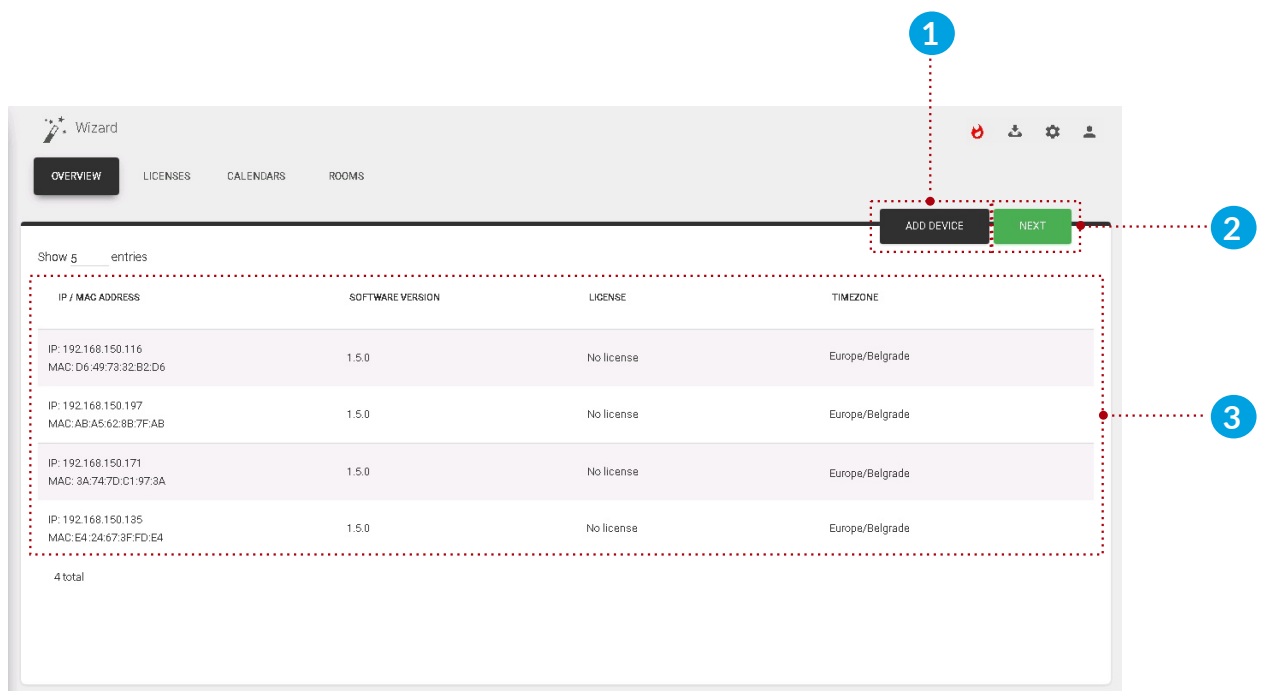
Overview:

1 Add device: Add device with IP address not discovered by the Tigermeeting admin application. It is used when a device is in another subnetwork.

2 Next: Takes the user to the next setting, 'Licenses'.

3 List of devices: Available devices are displayed for attachment.

Licenses

Licenses can be distributed among the devices. For more details check section Settings, Licenses tab.
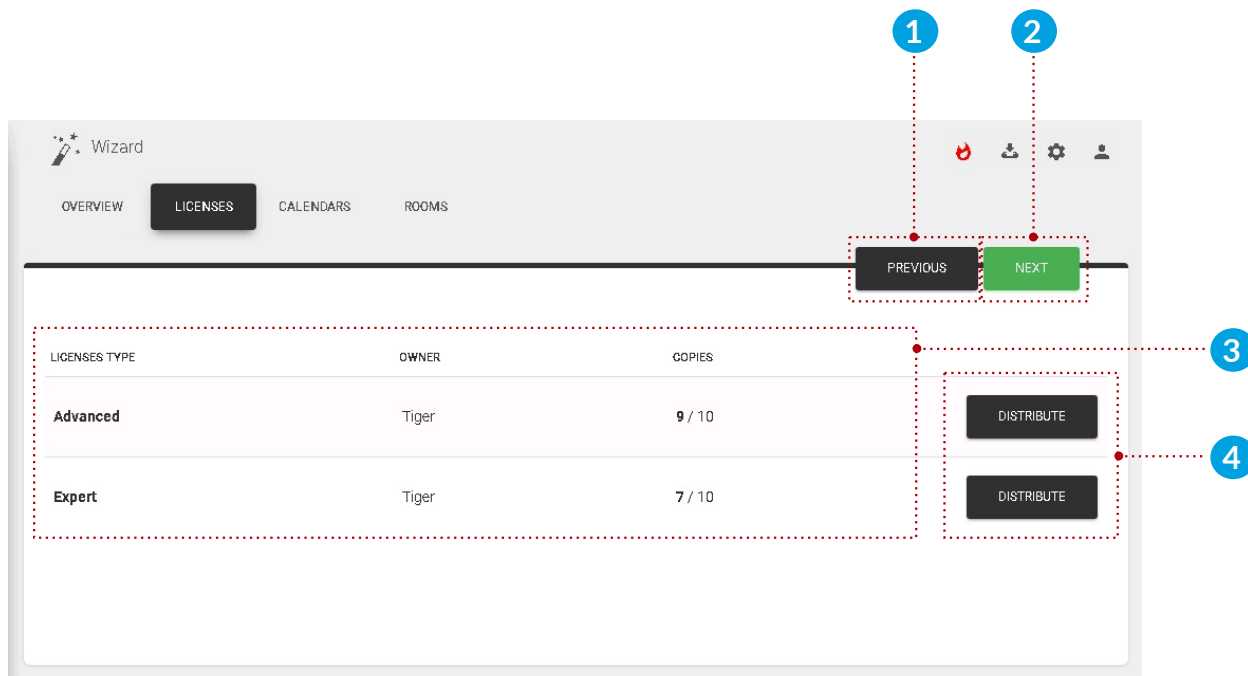
Licenses:

1 Previous: Go to previous setting, 'Overview'.

2 Next: Go to the next setting, 'Calendars'.

3 List of licenses: List of available licenses.

4 Distribute licenses: Distribute licenses to the available devices.

Calendars

Calendars can be attached to the admin application. For more details check section Settings, Calendars tab.
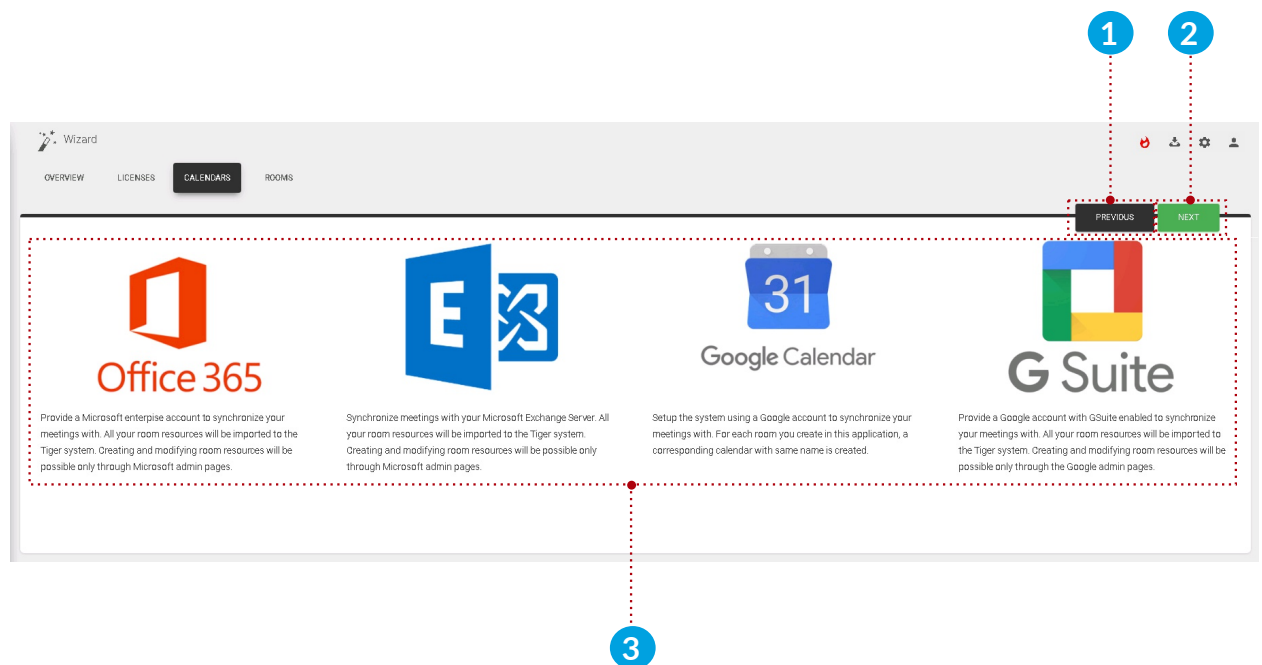
Calendars:

1. Previous: Go to previous setting, 'Licenses'.
2. Next: Go to the next setting, 'Rooms'.
3. List of calendars: List of attachable calendars. (Microsoft365, Exchange, Google, Google Workspace)

Rooms

Rooms can be attached to the devices. For more details check section Settings, Rooms tab.
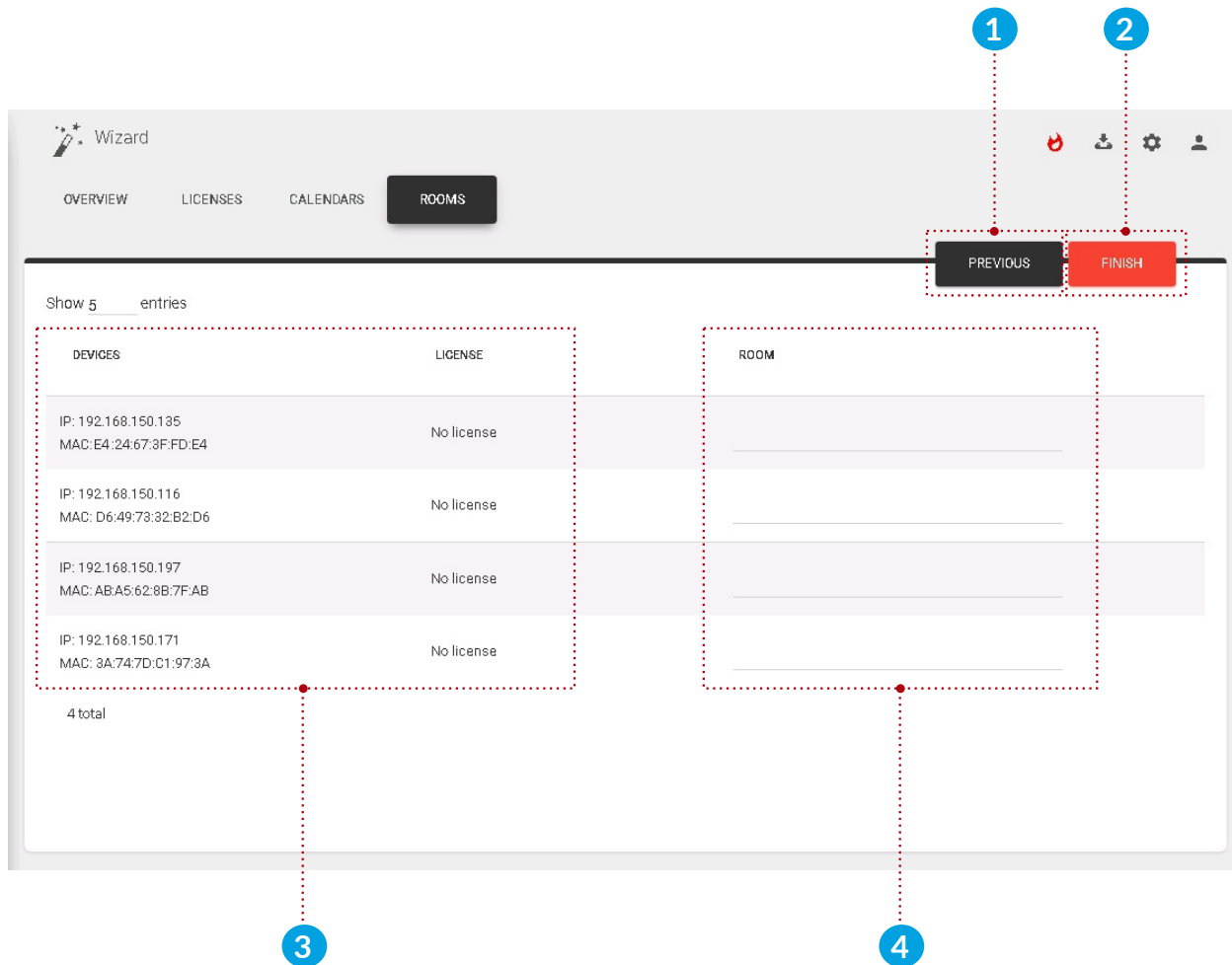
Rooms:

1 Previous: Go to previous setting, 'Calendars'.
2 Finish: Finish the wizard (attach licenses, attach calendars, create and attach rooms to devices) and synchronize the settings with the devices.
3 List of devices: List of devices.
4 Rooms:
  ▪ No calendar or Google calendar attached: Room name can be added and when the wizard is finished the room is created. (on google calendar as well)
  ▪ Microsoft365, Exchange, GoogleWorkspace calendars attached: Imported rooms can be selected from a dropdown.

Use case

Install the admin application

- Go to 'https://tigermeeting.app/en/downloads' and download the latest Tigermeeting admin application for the desired operating system.
- Run the Tigermeeting admin installer.
- Select 'Anyone who uses this computer (all users)'.
- Click the 'Next' button.
- Choose the destination folder.
    - By default it is: 'C:\Program Files\Tigermeetingroom'.
- Click the 'Install' button.
- When the installation is finished, uncheck the 'Run Tigermeetingroom' checkbox and click the 'Finish' button.

Turn on the devices

- Turn on the Philips device.
- Intall the Tigermeeting android application.
- Run the Tigermeeting android application.

Start the admin application

- Run the admin application.
- Register a new user by selecting the 'register' tab.
- Fill the required user information.
    - The company code will determine the number and type of usable licenses.
- Finish the registration.
- Log in to the Tigermeeting admin application.
- For the first time setup, press the 'Yes' button.

Run wizard in admin application

- <u>Make sure that all of the android applications and firmwares are up to date.</u>
- Wait for the admin application to discover all devices.
- When all devices are discovered press the 'Next' button to licenses.
- Distribute licenses to the devices.
- Press the 'Next' button to calendars.
- Attach the desired calendar to the admin application.
- Press the 'Next' button to rooms.
- Attach rooms to the selected devices.
- Finish the wizard by pressing the 'Finish' button.
- After the synchronization all devices should be configured.

Configuring Microsoft365 calendar

To use Microsoft365 calendar in the Tigermeeting admin application, it requires previous configuration. Rooms has to be created via Microsoft365 admin panel and room groups and permissions via the Windows PowerShell. To accomplish this follow these steps:

Microsoft365 admin panel

- Go to a "https://www.office.com".
- **1** Press the "Sign in" button.
  - **1** Enter user name and password.
    - ◦ User name: admin@company.onmicrosoft.com
    - ◦ Password: ***********
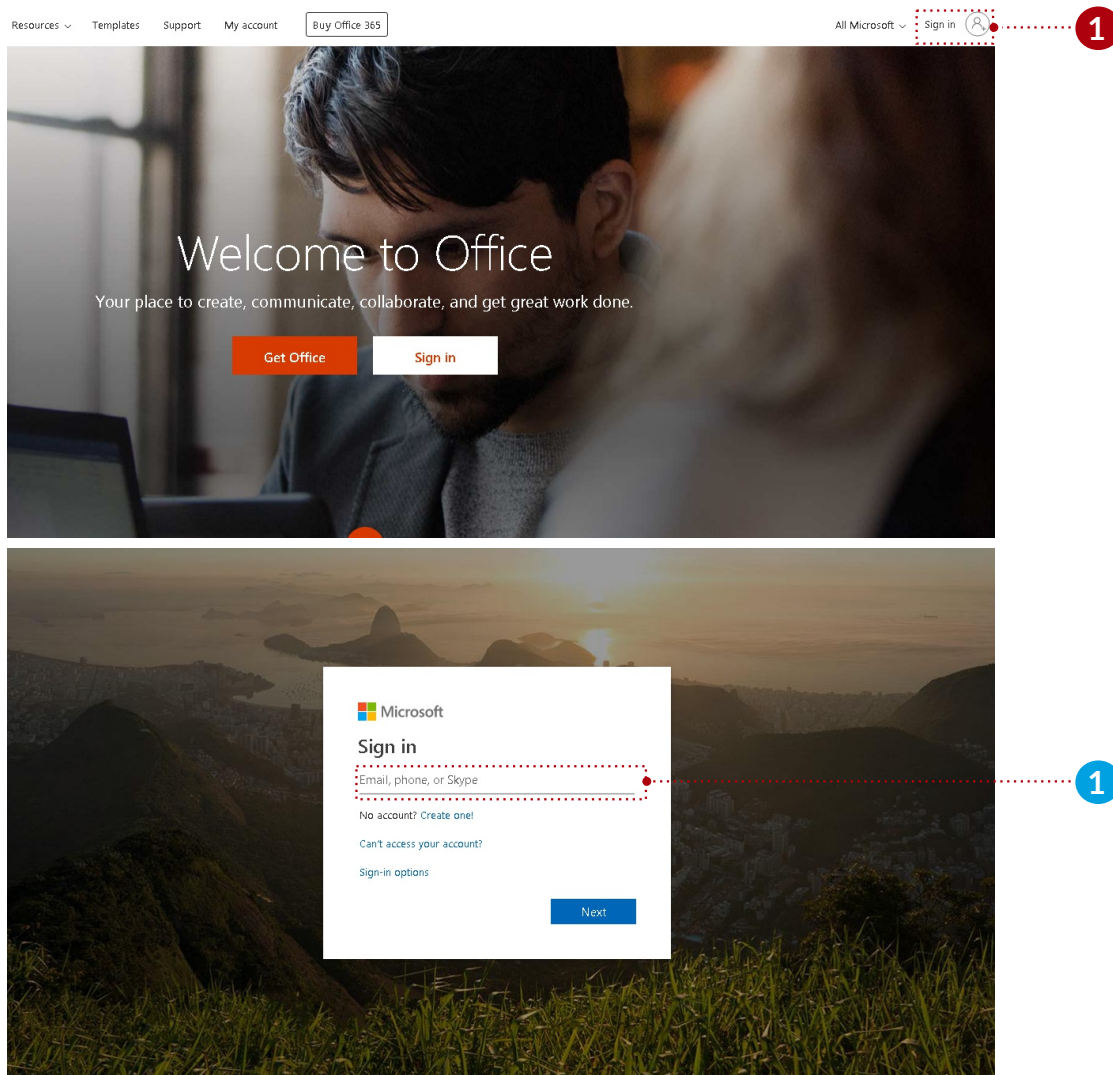
2 Select the admin center.
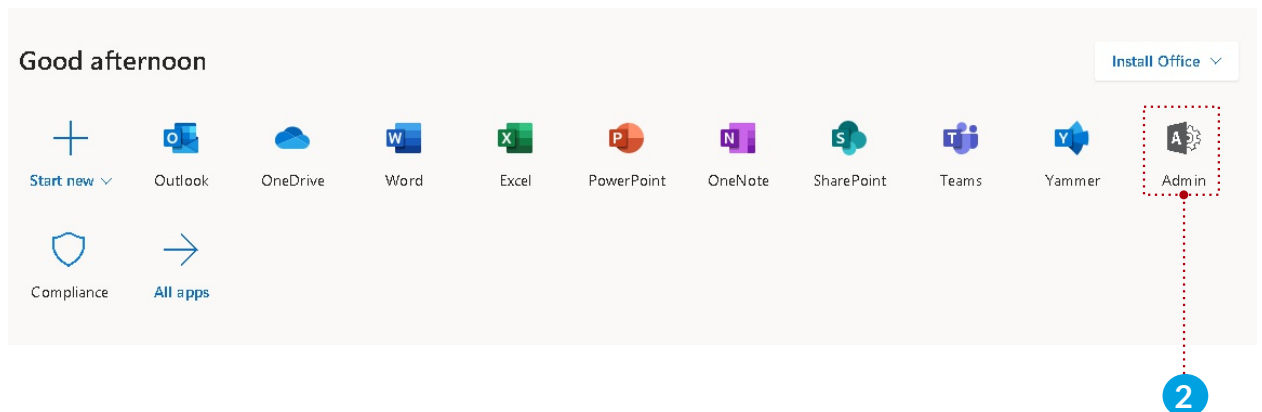
All room resources are listed here, and these resources can be added to the room group later, if there are no rooms defined they can be added or edited here.

After selecting the admin center:

2 Select "Resources" menu.
3 Select "Rooms & equipment" submenu.
4 Create new room resources with the "+ Add" button.
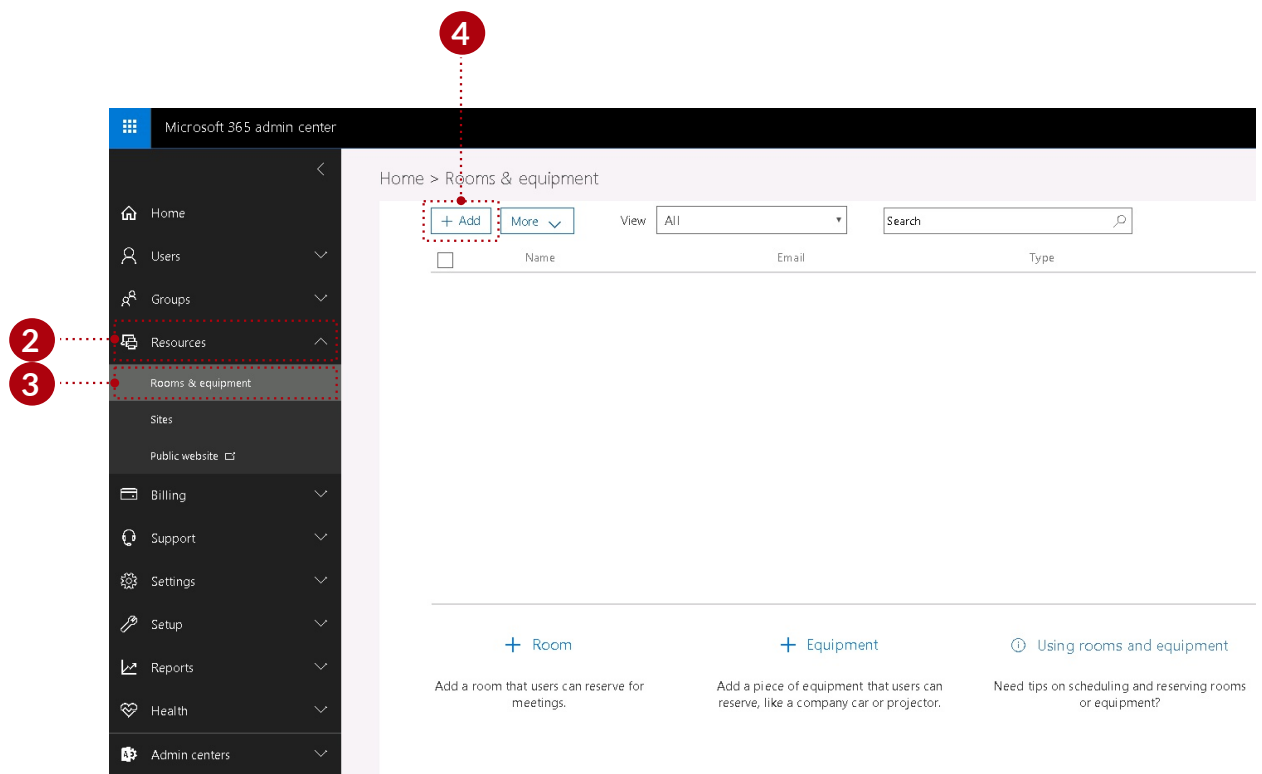
5 Add room parameters:

- Type must be "Room".
- Add the room's name (for example: "greenroom")
- Email (for example: "greenroom")
- Capacity (how many seat are in the meeting room)
- Location
- Phone number

Room's name, and email parameters are mandatory.

If more rooms are required repeat step **4** and **5** .

Configuration through Windows PowerShell

There are two ways to configure Microsoft Microsoft365 calendar:
- Through script:
  - This script must be executed in Windows Power Shell:
    - Download the setup script through the Tigermeeting admin application.
- Or manually:
  - To configure the Microsoft365 calendar, follow the steps under "Manual configuration".

Configuration by using the Office setup script

Follow these streps:

1 Download the setup script through the admin application. In the downloaded file, scrips are for Microsoft365 and Exchange configuration, for Linux, Mac, and Windows operating systems.

2 Extract downloaded file. (In this example Microsoft365 script will be used for Windows operating system)
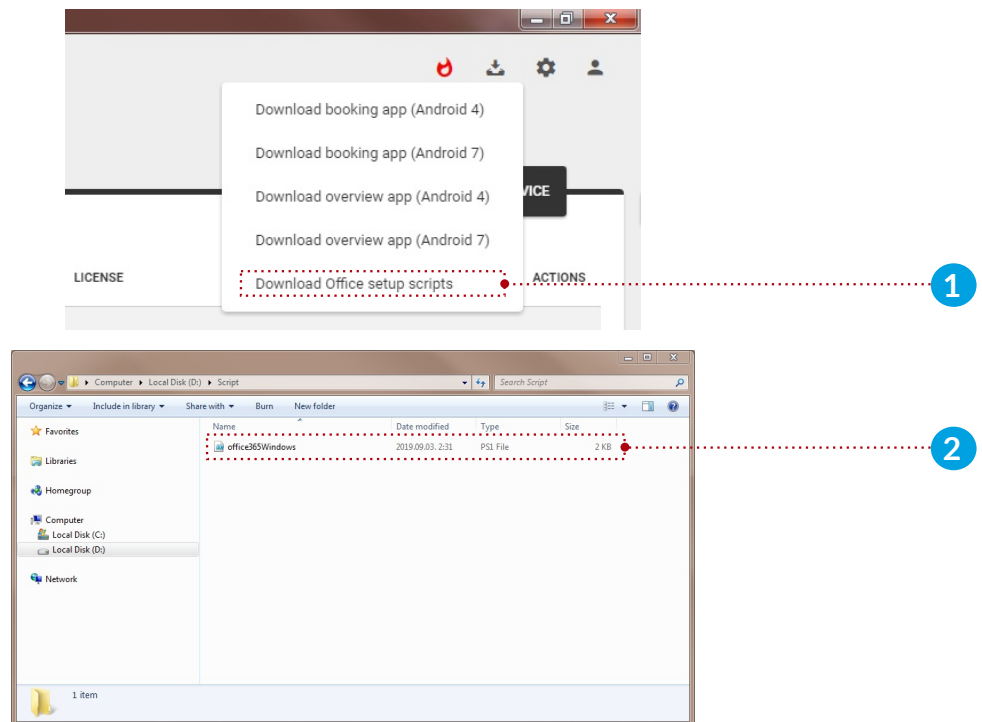
3 Run the Windows PowerShell in admin mode.

4 Inside the Windows PowerShell, navigate to the extracted script file.
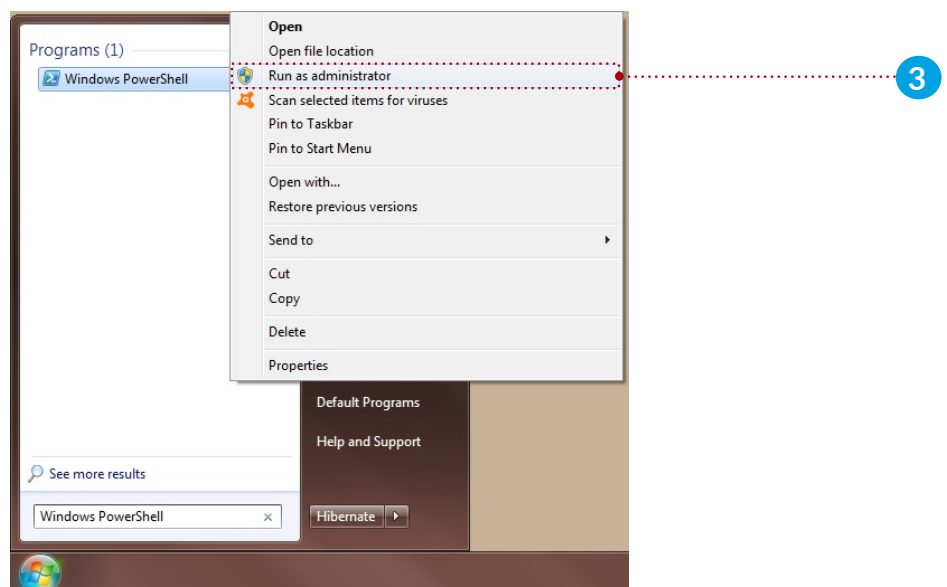
4

Use the following commands:

- Change execution policy to run script:
  - Set-ExecutionPolicy Unrestricted -Scope CurrentUser
  - When asked to change policy type, type "Y" and press enter.
- Set process "Bypass" policy:
  - Set-ExecutionPolicy -Scope Process -ExecutionPolicy Bypass
  - When asked to change policy type, type "Y" and press enter.
- Display execution policy list:
  - Get-ExecutionPolicy -List

Running the script

- Run the script:
    - .\office365Windows.ps1
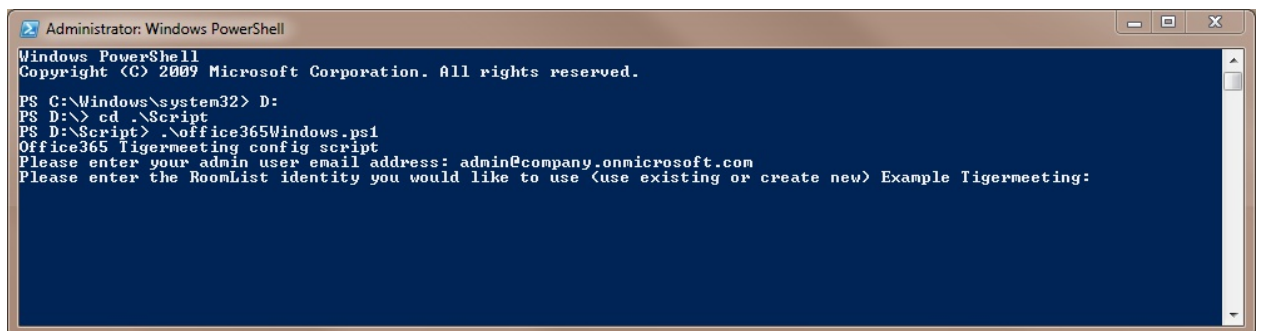
- Enter admin user email address: Enter admin's email address. It is IMPORTANT that the office365 admin user's email is used. In this example "admin@company.onmicrosoft.com" is used.

- Enter room list name: Room list will be attached in the Tigermeeting admin application. In the next step, rooms will be created and attached to the room list. In this example create a new room list "cafe".

- Enter room email addresses: For this example enter 2 room email address:
  - ▪ "greenroom@company.onmicrosoft.com" and press enter. Created in step (❹,❺)
  - ▪ "redroom@company.onmicrosoft.com" and press enter. Created in step (❹,❺)
  - ▪ "end" and press enter. (now the room list is ready)

- If an error occures that is because of the excecution policy. Enter your office365 admin email address and password, and press the "ok" button.

- The roomlist is processed.

- At the end the "Completed" text is displayed. (full text is not included in the last screenshot.)

Manual configuration

Now run Windows PowerShell as <u>Administrator</u>:
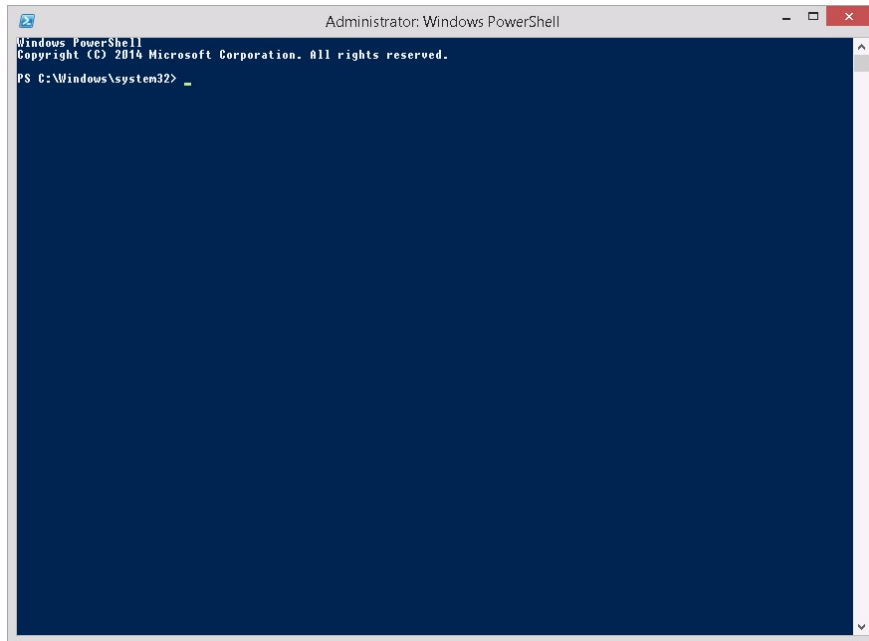
Use the following commands:

6 It is required that all PowerShell scripts are signed by a trusted publisher:
  ▪ Set-ExecutionPolicy RemoteSigned

7 Connect to Microsoft365 calendar:
  ▪ $UserCredential = Get-Credential
    ◦ It is recommended to use the Microsoft365 account which you plan to use for authenticating within the tiger admin application.
  ▪ $Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/powershell-liveid/ -Credential $UserCredential -Authentication Basic -AllowRedirection
  ▪ Import-PSSession $Session

• IMPORTANT: If no room lists are defined then define one first, otherwise continue with step **10** . You will get "no room resources defined" message in the Tigermeeting admin application if there are no room lists defined.

8 Create new room group:
  ▪ New-DistributionGroup -Name testlist -DisplayName "testlist" –RoomList

9 Add room resource to the room group:
  - Add-DistributionGroupMember –Identity testlist -Member greenroom@company.onmicrosoft.com

- If there are more room resources to add to the room group, repeat step **9** .

10 Add permission for user (admin@company.onmicrosoft.com) to book meeting on room resource: (It is important to use the account set after "-User" parameter for Tigermeeting admin Microsoft365 authentication)
  - Add-MailboxPermission -Identity greenroom@company.onmicrosoft.com -User admin@company.onmicrosoft.com -AccessRights FullAccess -InheritanceType All

- If there are more room resources to add to the room group, repeat step **10** .

11 If the resource mailbox's calendar shows the organizer's name instead of the subject, run this command for each room resource:
  - Set-CalendarProcessing -Identity greenroom@company.onmicrosoft.com -AddOrganizerToSubject $false -DeleteSubject $false -DeleteComments $false -RemovePrivateProperty $false

- Step **11** is required for all room resources. Repeat step **11** with different room resource identity.

12 Disconnect from PowerShell session:
  - Remove-PSSession $Session

In this example "testlist" room group is created under the name of "testlist" (this name will appear in the Tigermeeting admin application after the calendar attachment when selecting the group of rooms **13** (room lists)). The room group contains one room "greenroom@company.onmicrosoft.com". Now the Microsoft365 calendar is configured and ready to use in the Tigermeeting admin application.

Instructional video:

https://www.youtube.com/watch?v=tzfgVGXUHVo

Tigermeeting admin application

14 Attach Microsoft365 calendar with the following user parameters:

- ▪ User name: admin@company.onmicrosoft.com
- ▪ Password: ***********

Configuring Exchange calendar

To use Exchange calendar in the Tigermeeting admin application, it requires previous configuration. Rooms has to be created via Exchange admin panel and room groups and permissions via the Exchange Management Shell. To accomplish this follow these steps:

Exchange admin panel

- Go to a "https://exchange/ecp".
- **(1)** Enter user name and password.
    - ▪ User name: admin
    - ▪ Password: **********
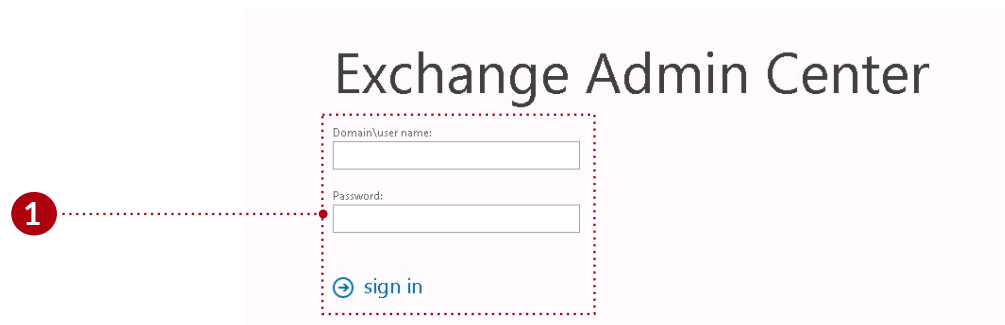
After the login:

(2) Select recipients, resources tab. (All room resources are listed here, and these resources can be added to the room group later, if there are no rooms defined they can be added or edited here.)
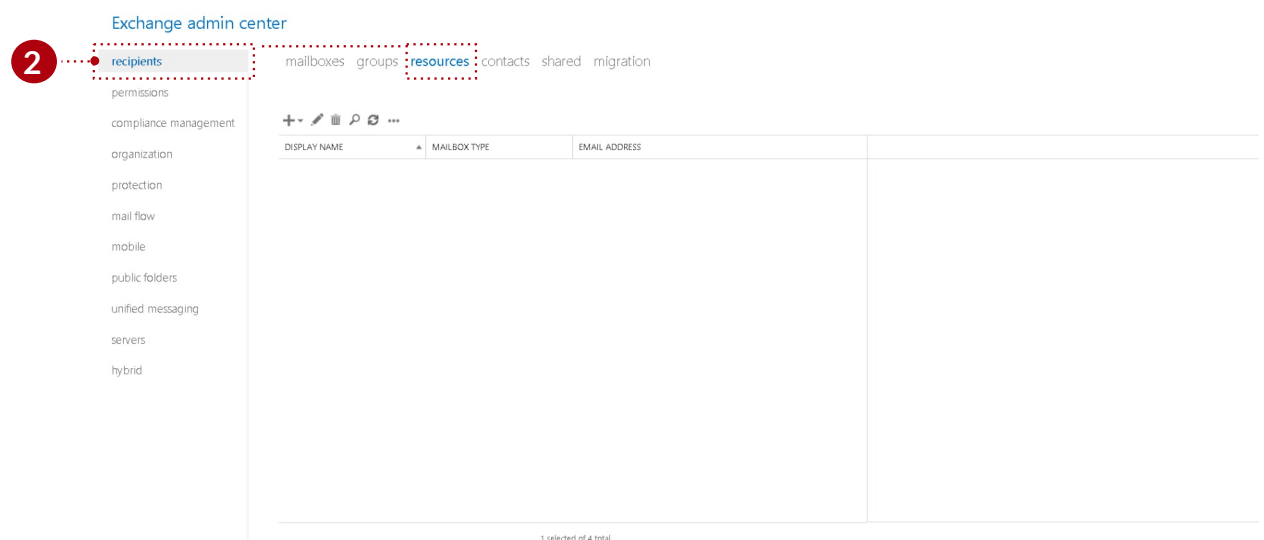
3 Press the New (Plus) icon, and from the dropdown list select "Room mailbox".

3
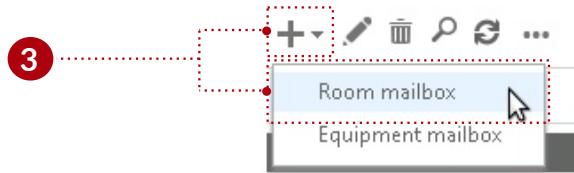
4 Add room's parameters:

- Add the room's name (for example: "redroom")
- Alias (also called mail nickname) (for example: "redroom")
- Location
- Phone
- Capacity (how many seat are in the meeting room)

Room's name, and alias parameters are mandatory.

4

If more rooms are required repeat step **3** and **4**.

Configuration through Exchange Management Shell

There are two ways to configure Microsoft Exchange calendar:
- Through script:
  - ▪ This script must be executed in Windows Exchange management Shell:
    - ◦ Download the setup script through the Tigermeeting admin application.
- Or manually:
  - ▪ To configure the Microsoft Exchange calendar, follow the steps under "Manual configuration".

Configuration through script

Follow these steps:

1 Download the setup script through the admin application. In the downloaded file, scrips are for Microsoft365 and Exchange configuration, for Linux, Mac, and Windows operating systems.

2 Extract downloaded file. (In this example Exchange script will be used for Windows operating system)
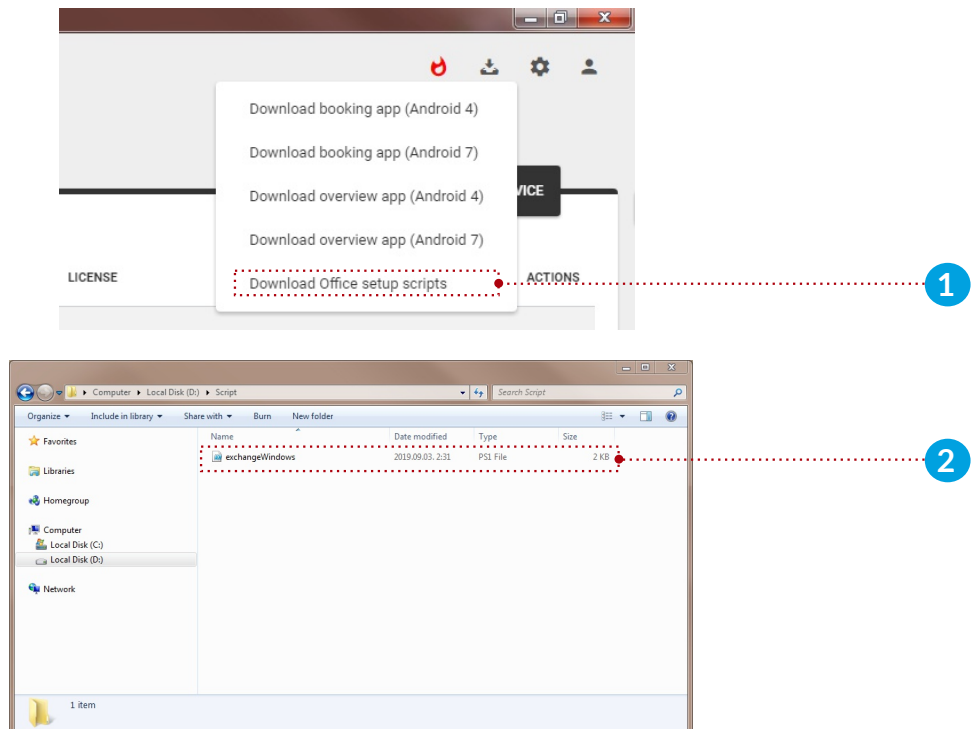
3 Run the Exchange management shell.

4 Inside the Exchange management shell, navigate to the extracted script file.
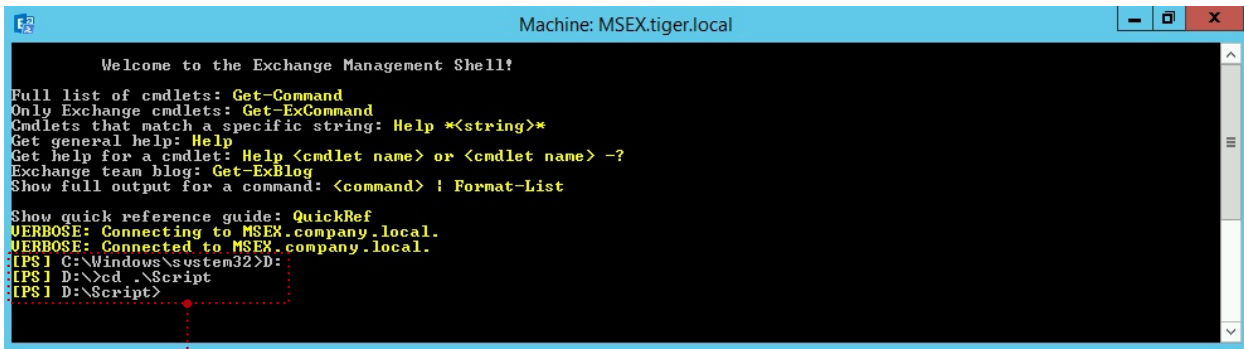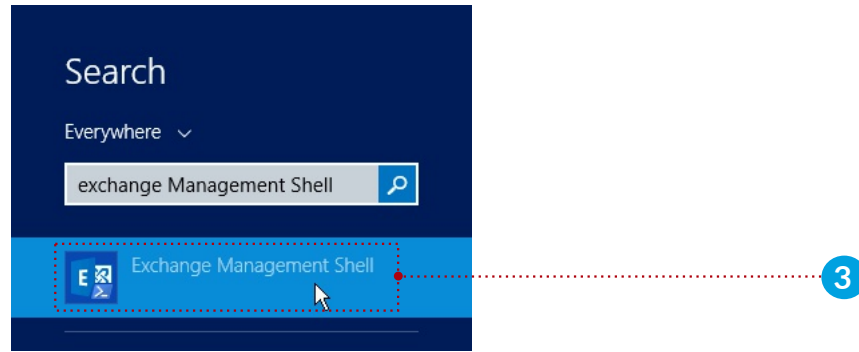
Running the script

- Run the script:
  - .\exchangeWindows.ps1
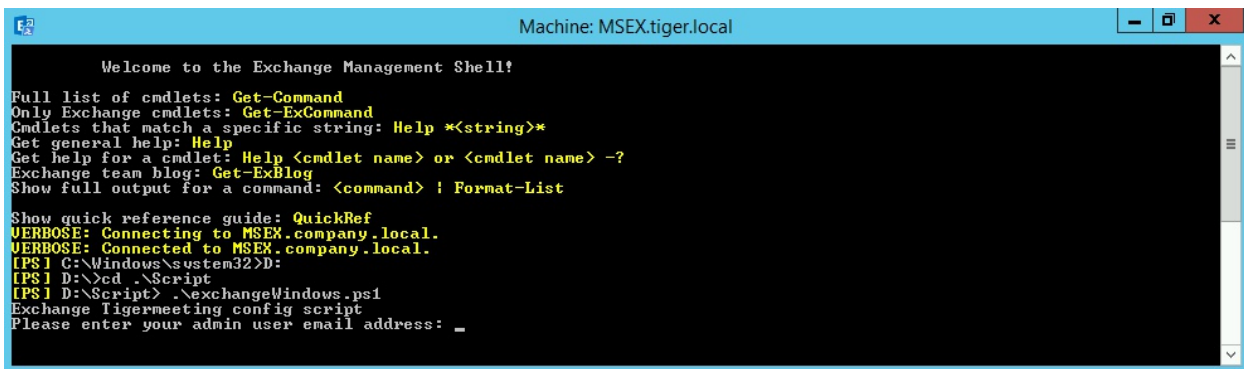
- Enter admin user email address: Enter admin's email address. It is IMPORTANT that the exchange admin user's email is used. In this example "administrator@company.local" is used.

- Enter room list name: Room list will be attached in the Tigermeeting admin application. In the next step, rooms will be created and attached to the room list. In this example create a new room list "cafe".

- Enter room email addresses: For this example enter 2 room email address:
  - "greenroom@company.local" and press enter. Created in step (❹,❺)
  - "redroom@company.local" and press enter. Created in step (❹,❺)
  - "end" and press enter. (now the room list is ready)

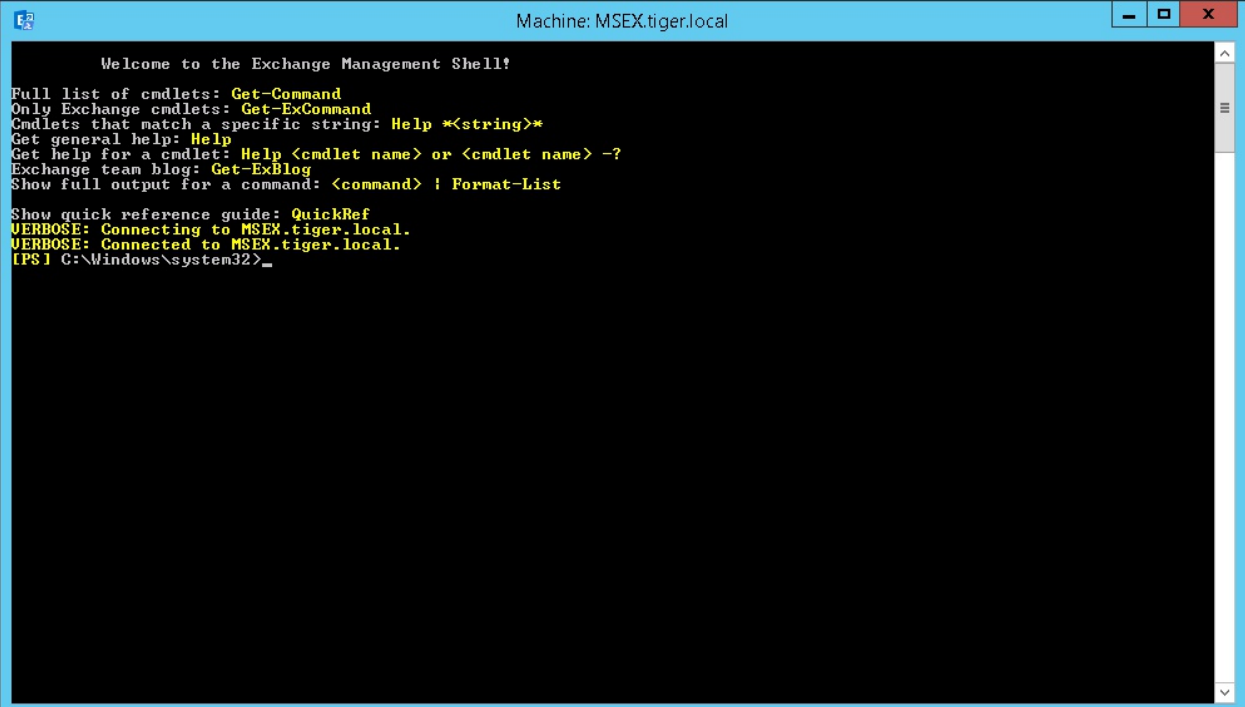- At the end the "Completed" text is displayed. (full text is not included in the last screenshot.)

Manual configuration

Now open rdb client, and connect to the exchange server. When the connection is successful, open the Exchange Management Shell. Windows PowerShell is also available for remote configuration. For more information visit:

https://docs.microsoft.com/en-us/powershell/exchange/exchange-online/connect-to-exchange-online-powershell/connect-to-exchange-online-powershell?view=exchange-ps
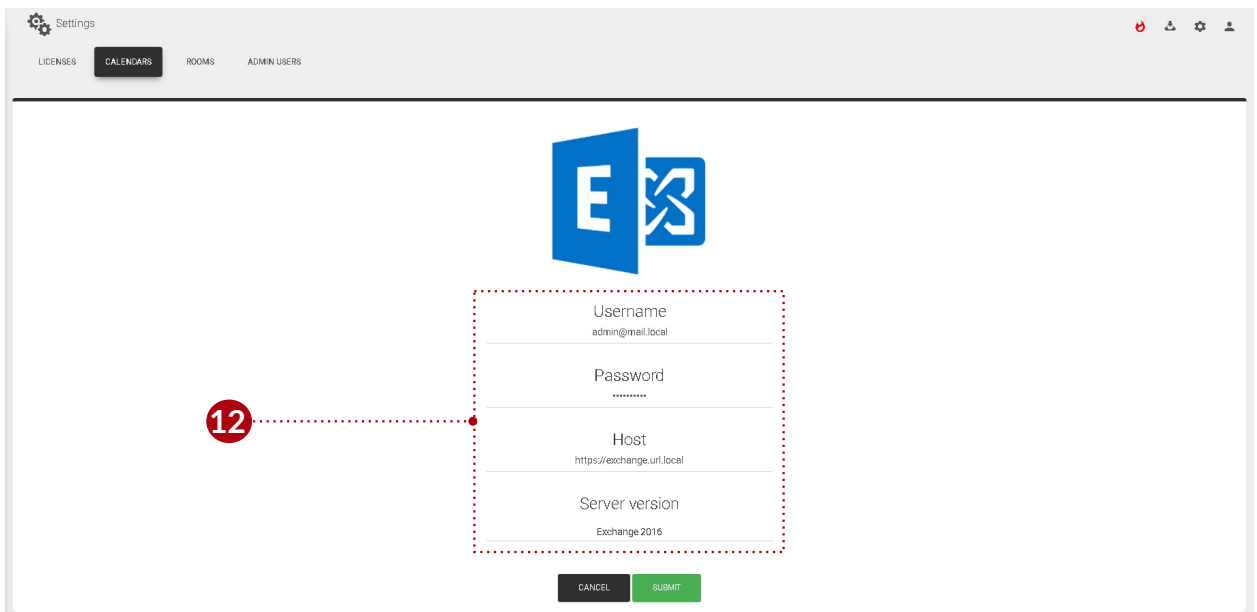
Use the following commands:

- IMPORTANT: If no room lists are defined then define one first, otherwise continue with step **7** . You will get "no room resources defined" message in the Tigermeeting admin application if there are no room lists defined.

5 Create new room group:
  ▪ New-DistributionGroup -Name DistributionGroup -DisplayName "Meeting Rooms" –RoomList

6 Add room resource to the room group:
  ▪ Add-DistributionGroupMember –Identity DistributionGroup -Member redroom@tiger.local

- If there are more room resources to add to the room group, repeat step **6** .

7 Add permission for user (admin@mail.local) to book meeting on room resource: (It is important to use the account set after "-User" parameter for Tigermeeting admin Exchange authentication)
  ▪ Add-MailboxPermission -Identity redroom@tiger.local -User admin@mail.local -AccessRights FullAccess -InheritanceType All -Automapping $false

- If there are more room resources to add to the room group, repeat step **7** .

8 If the resource mailbox's calendar shows the organizer's name instead of the subject, run this command for each room resource:
  ▪ Set-CalendarProcessing -Identity redroom@tiger.local -DeleteSubject $False -AddOrganizerToSubject $False

- Step **8** is required for all room resources. Repeat step **8** with different room resource identity.

9 Private meetings are visible if the Private Flag is not processed:
  ▪ Set-CalendarProcessing -Identity redroom@tiger.local -RemovePrivateProperty $False

- To change more rooms private meeting flag repeat step **9** with different room resource identify.

10 Enable correct meeting title and author on device:
- Set-CalendarProcessing -Identity redroom@tiger.local -DeleteComments $False

- To change display of title and author for different rooms repeat step **10** with different room resource identify.

In this example "DistributinGroup" room group is created under the name of "Meeting Rooms" (this name will appear in the Tigermeeting admin application after the calendar attachment when selecting the group of **11** oms (room lists)). The room group contains one room "redroom@tiger.local". Now the Exchange calendar is configured and ready to use in the Tigermeeting admin application.
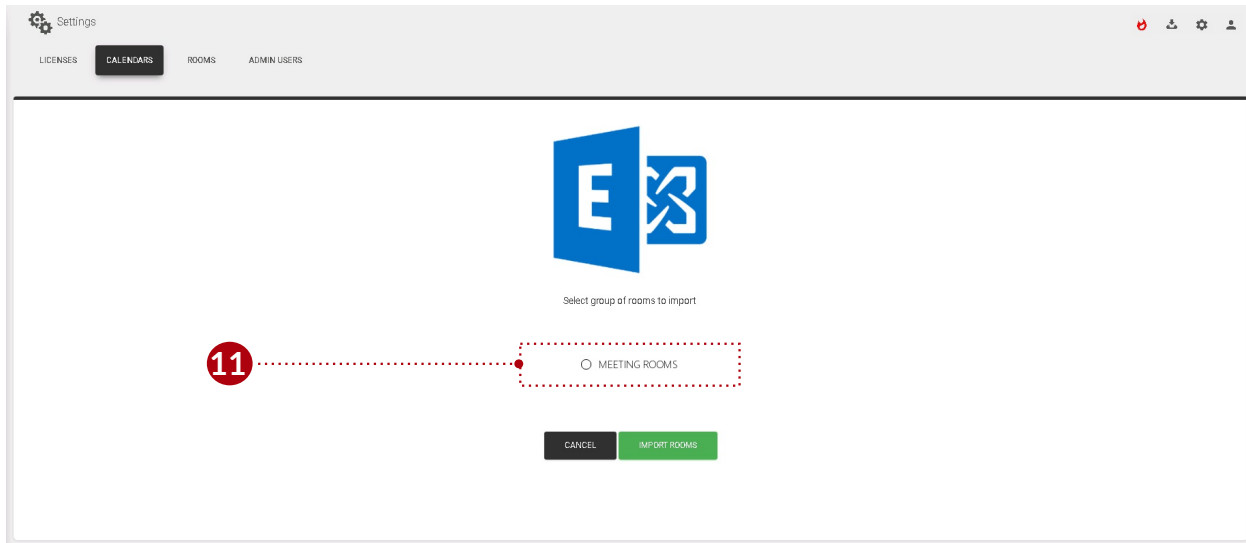
Tigermeeting admin application

12 Attach exchange calendar with the following user parameters:

- User name: admin@mail.local (use full email address)
- Password: **********
- Host: https://exchange.url.local (If the server uses 'http' or 'https' protocol then use it)
- Server version: Exchange 2016 (It is important to set the currently used server version)

Contact

Email: support@tigermeeting.app

Web: https://tigermeeting.app/en/contact