BOOKIT>

®

A Division of BTX® Technologies

9:15 AM
Thursday, June 23, 2016

Conference Room A

AVAILABLE

NEXT MEETING: Design Meeting
Thursday, June 23, 2016
10:30 AM - 11:30 AM
Organizer: Maya Smith

Release   Extend   25 Calendar   Delete   + Add

Support   ⚙ Settings

BOOKIT>

BOOKIT>

USER GUIDE
WWW.BOOKIT.TECH | OCTOBER 2016

# TABLE OF CONTENTS

BookIT® Room Scheduling Solution

BookIT is an elegant, cost-effective and easy-to-deploy system designed for scheduling any conference room on the network from a BookIT touch panel located outside a meeting room, mobile device or computer. The sleek design fits into any décor and the intuitive interface requires little to no user training.

BookIT offers a host of application features including a meeting room calendar with the ability to add, check-in, cancel, extend and release a meeting from the display. The system is easily set up and administered with options for adjusting and disabling certain functionality for the displays and other GUI options.
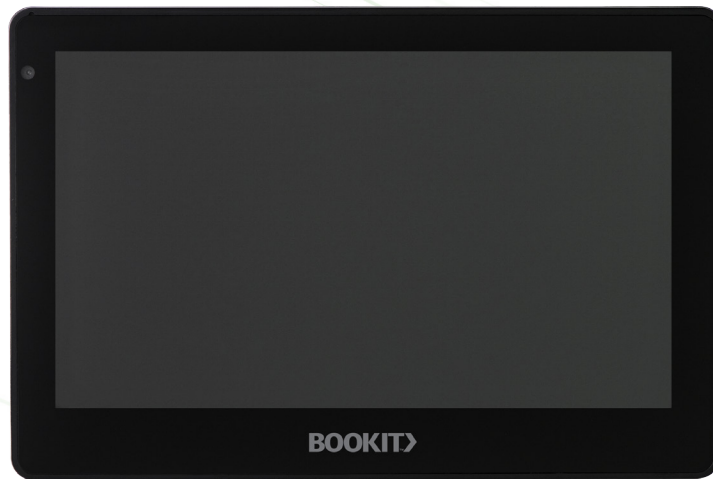
The system includes a 7" BookIT PoE touch panel device, a wall mounting system, BookIT Room Scheduling Software* and power adapter for when PoE is unavailable.
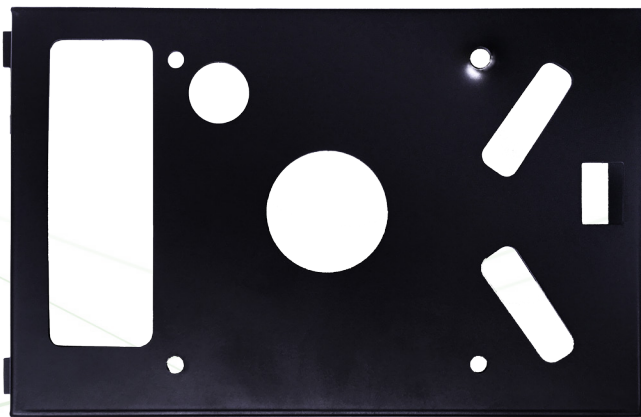
Visit **www.bookit.tech** for more information.

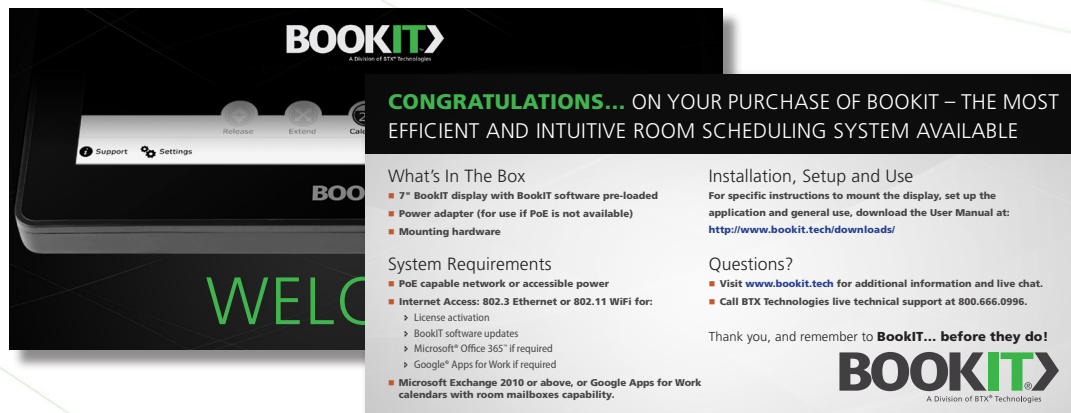© 2016 BookIT, a division of BTX Technologies.   *The BookIT® app is ONLY supported on BookIT® hardware.
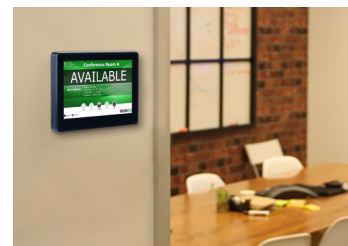
Android Tablet (BookIT software* comes preinstalled)

Mounting Adapter

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
- **7" BookIT display with BookIT software pre-loaded**
- **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™ if required
  - Google® Apps for Work if required
- **Microsoft Exchange 2010 or above, or Google Apps for Work calendars with room mailboxes capability.**

Installation, Setup and Use
For specific instructions to mount the display, set up the application and general use, download the User Manual at: **http://www.bookit.tech/downloads/**

Questions?
- Visit **www.bookit.tech** for additional information and live chat.
- Call BTX Technologies live technical support at 800.666.0996.

Thank you, and remember to **BookIT... before they do!**

Welcome Card

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

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 *Office 365 (if used)*

4 *G Suite (formerly Google Apps for Work) - (if used)*

CALENDARING SYSTEMS AND REQUIREMENTS

■ Microsoft Exchange and Office 365

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

■ *G Suite (formerly Google Apps for Work)* Calendar

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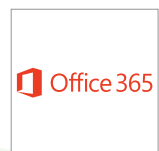
HARDWARE SETUP

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

1 Loosen the two bottom mounting screws 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 only cutting out a small section enough for your cables and not the entire rectangle if possible. This will ensure secure anchors when screwing in next step. By ensuring enough material to secure the anchors properly.

5 Do not cut out the entire marked rectangle as this will remove too much material for the wall anchors to function properly.

6 Install the proper wall anchors (not included) for your specific applications.

7 Fasten mount to wall with the 4 screws (not included) supplied with your wall anchors.

8 Plug the network cable into the BookIT display. Also plug in the power cable if PoE is not available.

9 Hang unit on the mounted bracket hooks.

10 Secure bottom mounting screws.
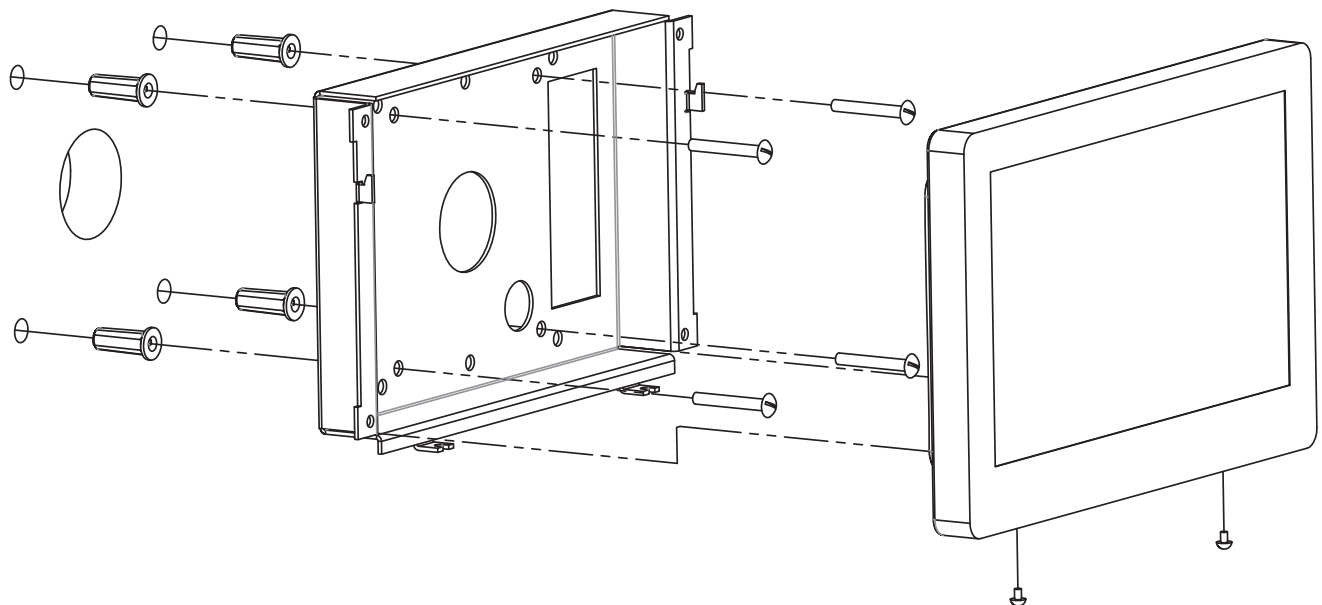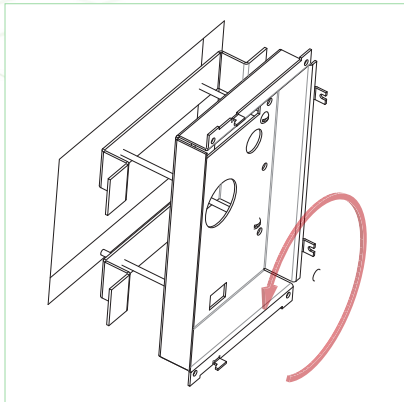
HARDWARE SETUP

BOOKIT® MOUNTING INSTRUCTIONS - FLUSH MOUNT

(The BTX-BOOKITFMB flush mount brackets (sold separately) work with the mounting bracket included with BookIT.)
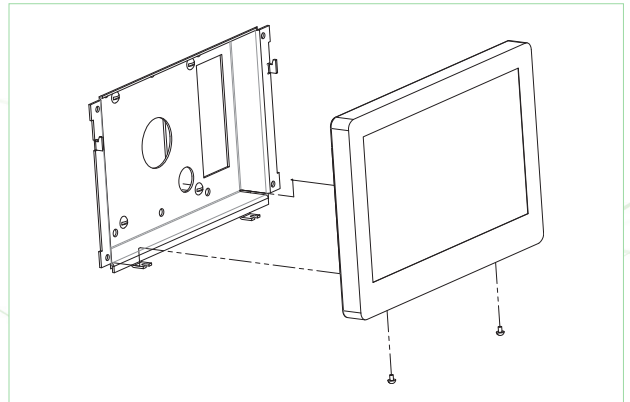
1 Loosen the two bottom mounting screws but do not remove them completely.

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.
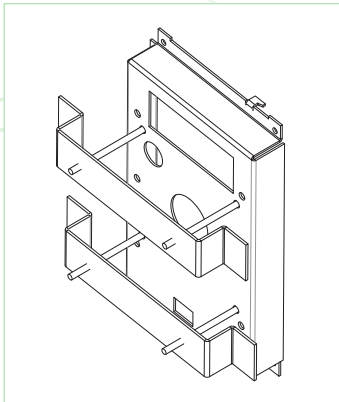
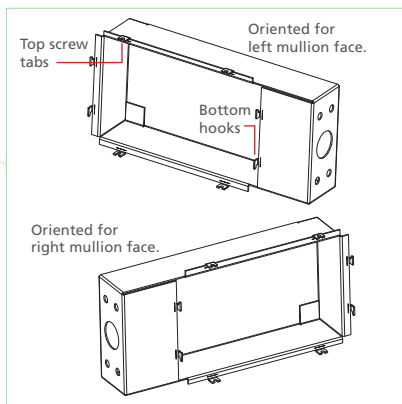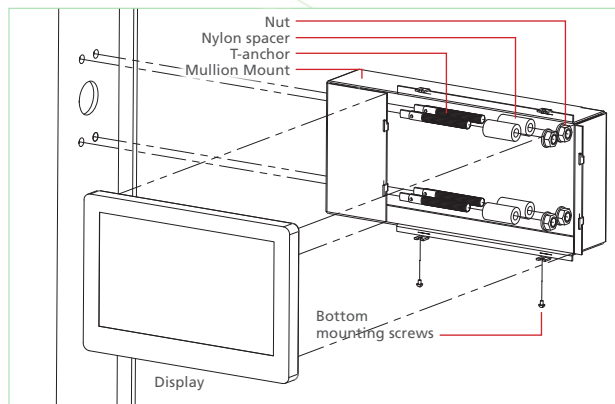| Setting up bracket	Inserting and Rotating in Wall	Mounting display unit

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.
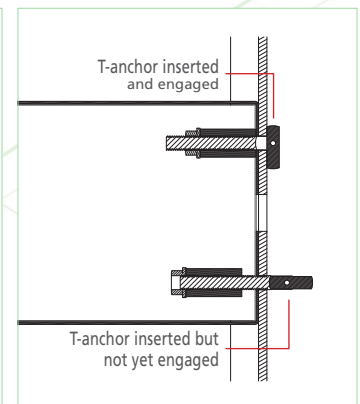
1 Using the included template, mark the four mounting holes and one cable access hole on the mullion.

2 Drill four 17/32" 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 nuts onto the T-anchors and keep the nut on the first few threads of the bolt.

5 Install the 1" nylon spacers onto the T-anchors.

6 The BTX-BOOKITWM mullion mount can be mounted to the right or left face of the mullion.

    A. To mount to the *right face* of the mullion:

        i. Orient the mount so that the mounting holes are facing the right face of the mullion.

        ii. Using pliers, remove the top set of screw tabs and the bottom set of hooks by bending back and forth until both tabs and both hooks break away (the tabs and hooks are scored so that they break away cleanly).

    B. To mount to the *left face* of the mullion:

        i. Orient the mount so that the mounting holes are facing the left face of the mullion.

        ii. Using pliers, remove the top set of screw tabs and the bottom set of hooks by bending back and forth until both tabs and both hooks break away (the tabs and hooks are scored so that they break away cleanly).

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 Plug the network cable into the BookIT display.

13 Hang the unit on the mount.

14 Secure the bottom mounting screws.

BTX-BOOKITWM

Top screw tabs
Oriented for left mullion face.
Bottom hooks
Oriented for right mullion face.

Installing mount and display

Nut
Nylon spacer
T-anchor
Mullion Mount
Bottom mounting screws
Display

T-anchors

T-anchor inserted and engaged
T-anchor inserted but not yet engaged

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.
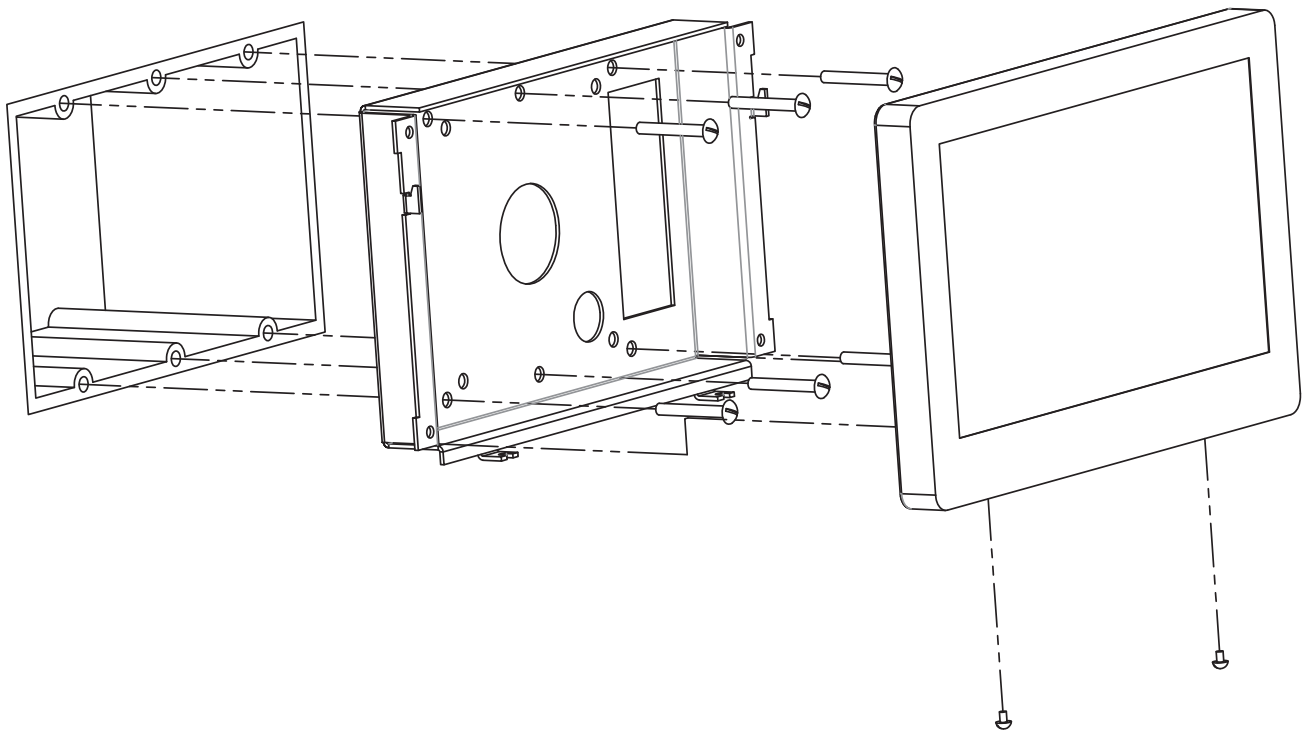
POWERING UP

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)

LICENSE REGISTRATION AND 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.

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 completes, 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.

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 you add in Room Account Settings.

MAILBOX RESOURCE SETUP

MICROSOFT EXCHANGE SERVER 2010

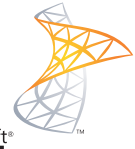### PERMISSIONS (cont.)

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")
-and (City -eq "NY")}
```

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.

ROOM MAILBOX SETUP (Resource Mailbox)

MICROSOFT EXCHANGE SERVER 2013 THROUGH OFFICE 365

Note: If you are using *Office 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 Office 365 username and password, then click OK.).
   `c:\>$UserCredential = Get-Credential`

   `c:\>$Session = New-PSSession -ConfigurationName Microsoft.Exchange`
   `-ConnectionUri https://outlook.office365.com/powershell –liveid/`
   `-Credential $UserCredential -Authentication Basic -AllowRedirection`

   `c:\>Import-PSSession $Session`
5 When finished running commands, disconnect the remote PowerShell session.
   `c:\>Remvove-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.

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 OFFICE 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 in 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 authorized permissions set in order to book from the physical BookIT sign. Creating 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 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 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

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"
```

MAILBOX RESOURCE SETUP

G SUITE (Formerly Google Apps For Work)

CREATE ROOM RESOURCE

1 Open your web browser, go to `https://admin.google.com` and sign in to your Google account.

2 Select **Apps**.

3 Select **Google Apps**.

4 Select **Calendar**.

5 Select **Resources**.

6 For Resource booking permissions, check the **checkbox** to Allow users to book resources that are shared as "See only free/busy"

7 Click "**Create a new resource**" button.

8 Type the name, resource type and description.

9 Click **Save** to create the new resource.

ROOM SHARING

1 As an administrator, open your web browser, go to `https://calendar.google.com` and sign in to your Google account.

2 Locate the room to share on the **My Calendars** list and click the arrow next to it.

3 Select **Share This Calendar** from the floating menu.

4 For group sharing options select **Share this calendar with others**. Then you can select to share with everyone or just the members of the organization.

5 To individually share a room resource, locate **Share with specific people**, enter the email address, set the permissions and then click **Add Person** button. For full access permissions, select the **Make changes AND manage sharing** option.

ACCESS FOR LESS SECURE APPS

This allows a pre-configured Support message using credentials from the customers' 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.

11 Log into the **TO** address account, in this instance, that is *johndoe@gendynamics.com*

MAILBOX RESOURCE SETUP

G SUITE (Formerly Google Apps For Work)

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

1 Access your calendar with your own credentials

2 Click the **down arrow** by Other calendars and then select **Browse Interesting Calendars**.

3 Click the **More** tab.

4 Click **Resources** for your domain (i.e. yourdomain.com)

5 Find the resource you want to add and click **Subscribe**.

BOOKIT SETUP

ROOM ACCOUNT SETUP | MICROSOFT EXCHANGE

1 Go to settings.

2 Sign in with the master password. There is no password the first time you login.
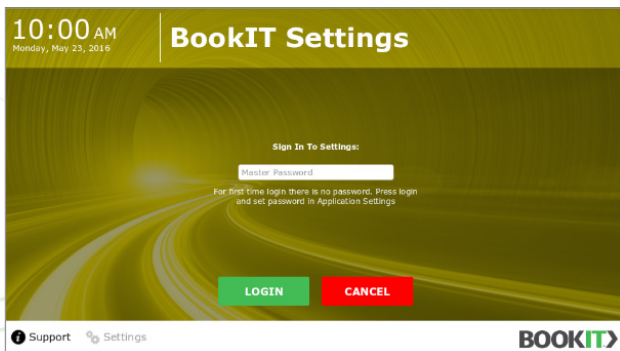
A master password isn't required but recommended to avoid casual users accessing the settings area of the BookIT app. The Master Password can be reset using the Device Management Portal.

3 Select account service Microsoft Exchange
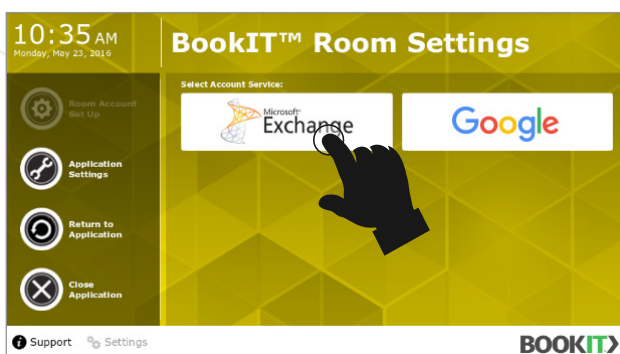
4 Sign-in using an account with **Full Access Permissions**. Then press **Login**.

Domain Name
Email Address
Password
Room Email Address
Server URL

Example 1 (on premise):
https://servername.domain.com/ews/exchange.asmx

Example 2 (ALL Office 365 Implementations):
https://outlook.office365.com/ews/exchange.asmx

5 Review account information.

Are you sure?

You are about to configure this device with following information:

Domain: MyCompany.com
Username: IT_Admin@MyCompany.com
Password: ********
Room Mailbox: TrainingRoom@mycompany.com
Room Name: Training Room

NO   YES

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

BOOKIT SETUP

ROOM ACCOUNT SETUP | G SUITE (Formerly Google Apps For Work)

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.

Close Application

  4 Select **android launcher** as default.

Select a home app
- BookIT
- Launcher3
Always | Just once
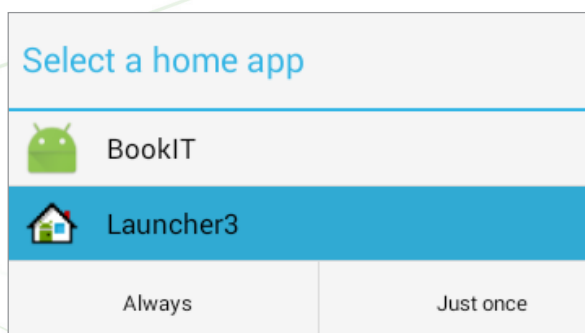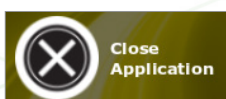
  5 Go to **android settings**.

  6 Tap **+ Add account** at the "ACCOUNTS" section.

Backup & reset
ACCOUNTS
+ Add account
SYSTEM
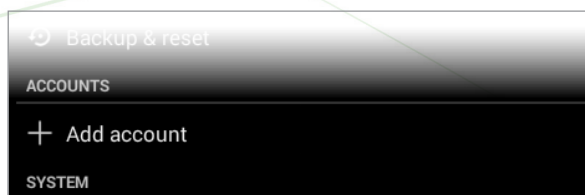
  7 Select Google **account type**

  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**.

ange — Google

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**

Sign Into Your Google Account:
Before selection appear in the drop down list below, you account with FULL permission to the Resource Mailboxes

Select an account ⌄
Select an account first ⌄
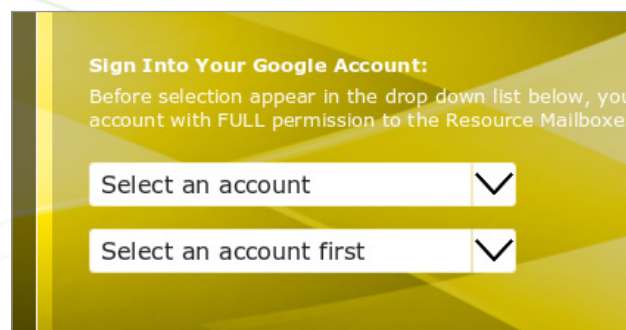
8 Review the account information.

Are you sure?
You are about to configure this device with following information:
Account: IT_Admin@MyCompany.com
Room Email: MeetingRoom01@resource.calendar.google.com
Room Name: MeetingRoom01
NO   YES
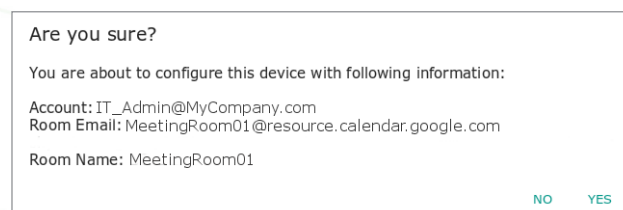
9 **Confirm** and the application will automatically **restart**..

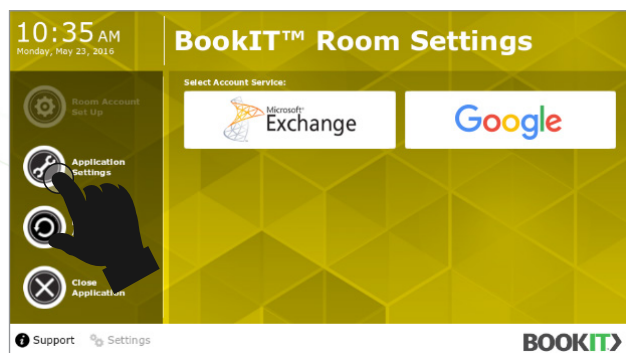## BOOKIT SETUP

APPLICATION SETUP

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

2 Sign in with the master password (If it has been set).
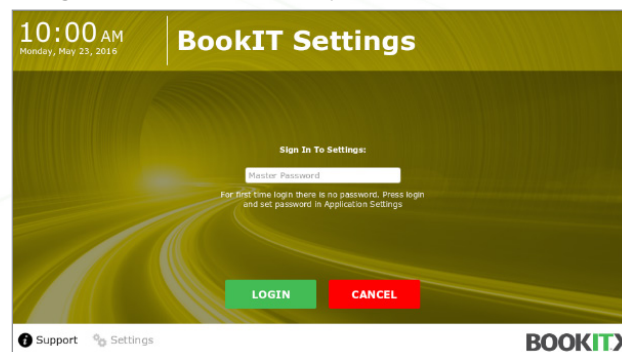
3 Go to **Application Settings**.

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.

Upcoming Meeting Warning
Notification time before event starts.

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)

Check-in Auto-Release Time
Time intervals to check-in. Failing to do so, will release the room and set it as available. This feature can also be disabled.

Check-In Auto-Release Time:
☑ Enable   [5 minutes (default) ▾]   Check-In before event start time

[5 minutes (default) ▾]   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
Prevents all actions at the display for all users, with the exception of Release.

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.

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 Logo:
BOOKIT⟩   Browse for logo

Logo size (pixels): 200x60 | The following file formats are accepted JPG and PNG

Change Background
Set a new background image to be active globally.

Change Background:

Select any background to make it active globally.

Support Message Configuration
This is the information preloaded in the Support form.

Support Message Configuration:

Email Address
Help desk email address - separate multiple addresses with a semicolon

Subject
Subject line

Message
Message

Phone Number & Room Extension
Room phone number   Room extension

Room Name (automatically populated)
Demo Mailbox

FROM email address and password
Email address for account support message will be sent from

Password for email account support message will be sent from

This is a preconfigured message for room 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 specified above.

SAVE   CANCEL

Application Settings using the BookIT Device Management Portal

BookIT Application Settings can be done locally on each device or collectively through the BookIT Device Management Portal, steps following 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 - 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.** The column headers in the table allow you to sort all columns except for the edit checkbox.
  - **ix.** 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
Huddle-Room-1	NFR	B0A4F-E1496-B...	1.0	9E:A8:7D:9C:D...	BTX-BOOKIT07...	☐
Huddle-Room-2	NFR	CA7F9-250C9-1...	1.13	54:27:58:1a:67:c8	BTX-BOOKIT07...	☐
Conf-Room-1	NFR	CD987-0FC43-...	1.20	cc:79:cf:0c:71:de	BTX-BOOKIT07...	☐
Conf-Room-2	NFR	E2C16-B3910-A...	1.20	CE:E3:4F:E2:F...	BTX-BOOKIT07...	☐
VTC-Room	NFR	39D18-BA20D-...	1.20	2A:58:96:34:B5:...	BTX-BOOKIT07...	☐
Training-Room	NFR	3D7A0-903EA-...	1.20	AE:56:A4:44:7D...	BTX-BOOKIT07...	☐
Boardroom	NFR	348DA-07E53-5...	1.20	7c:c7:09:c8:f9:ff	BTX-BOOKIT07...	☐

- **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.

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.

DEVICE MANAGEMENT PORTAL

Application Settings using the BookIT Device Management Portal (Continued)

5. 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.

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.
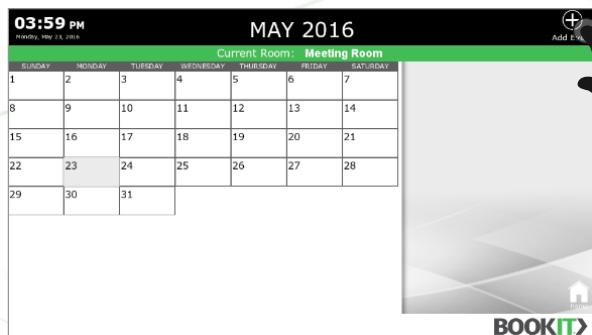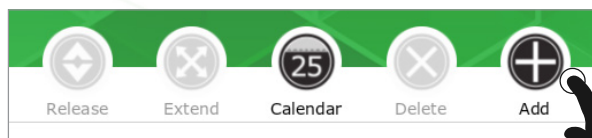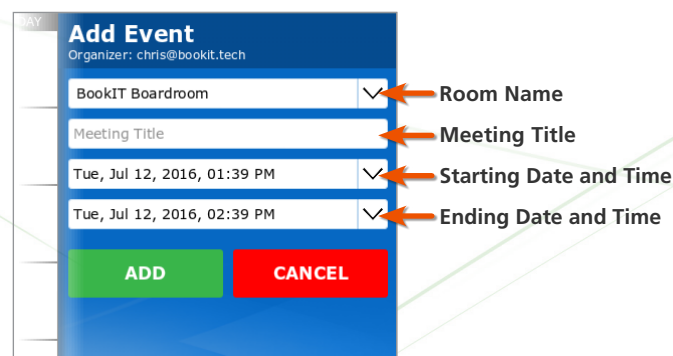

2 Log in using your **Exchange** email account and password. *Skip to step 3 if you have a Google account.*
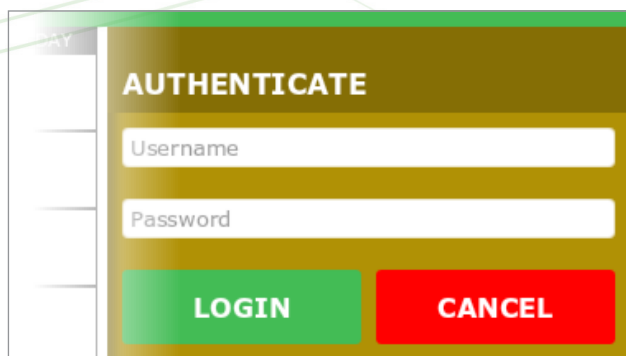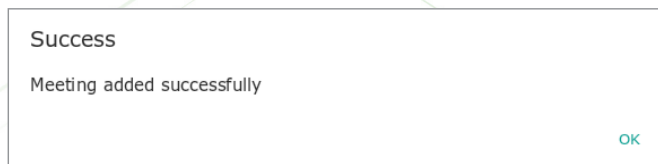

3 Log in using your **Google** email account and password.
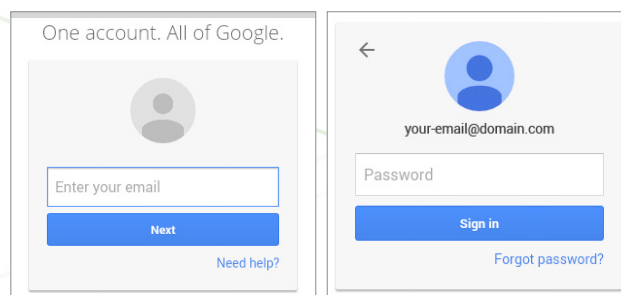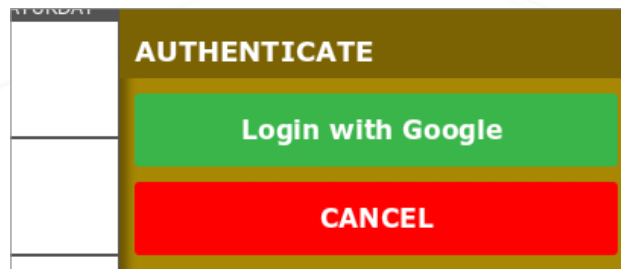
4 Select meeting information including **Room Name**, **Meeting Title**, **Start** and **Ending** time/date. Once selected click **Add**.

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

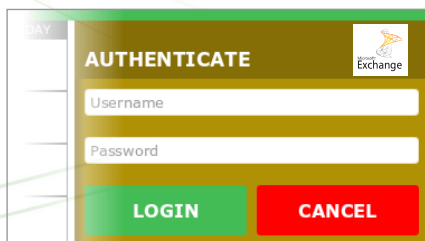## USING BOOKIT

EVENTS

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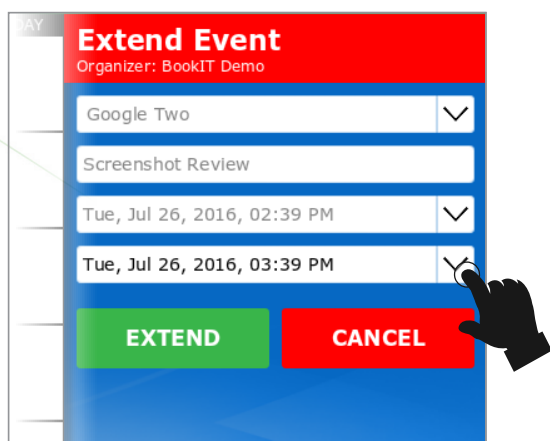
1 After the event has started, tap the Extend button located in the main screen.

2 Log in using your **Exhange** or **Google** email account and password.
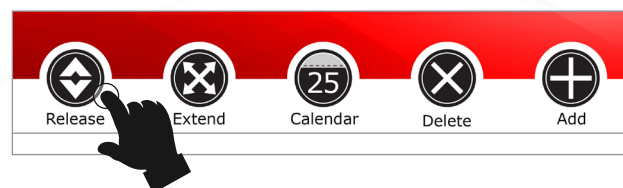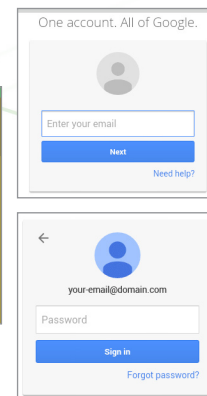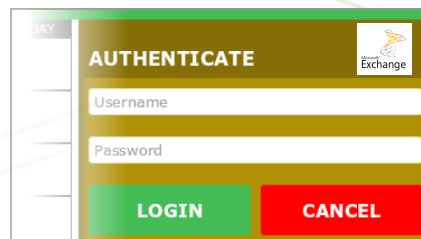

3 Select the new ending date and time of the event.

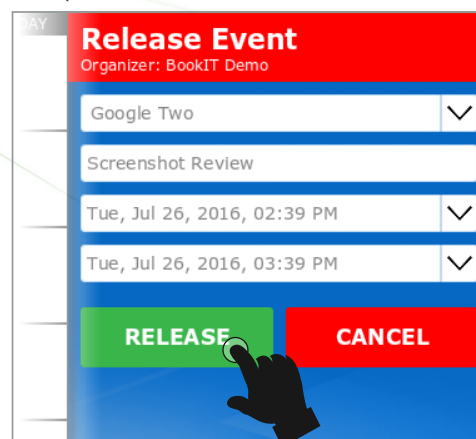**Release** (only available for **active** meetings)

1 Tap the Release button located in the main screen.

2 Log in using your **Exhange** or **Google** email account and password.

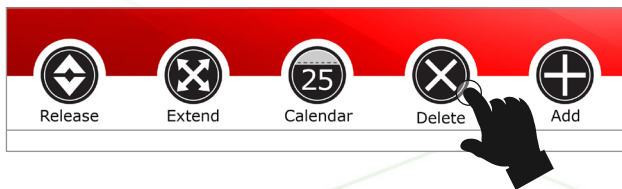**3** Tap button to release the event.

USING BOOKIT

EVENTS

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

1 Tap the Delete button located in the main screen.

Release   Extend   Calendar   Delete   Add

2 Log in using your **Exhange** or **Google** email account and password.

3 Select the new ending date and time of the event.

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.

Check-In Time Frame

TIME LINE   **EVENT START**

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.

Thank you. If you have any questions, please visit
www.bookit.tech or call BTX Technologies at **800.666.0996**.

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 Office 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 –liveid/ -Credential $UserCredential -Authentication Basic -AllowRedirection`
  ▶ `[PS] c:\>Import-PSSession $Session`

■ Disconnect the remote PowerShell session
  ▶ `[PS] c:\>Remvove-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`

BOOKIT>
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