

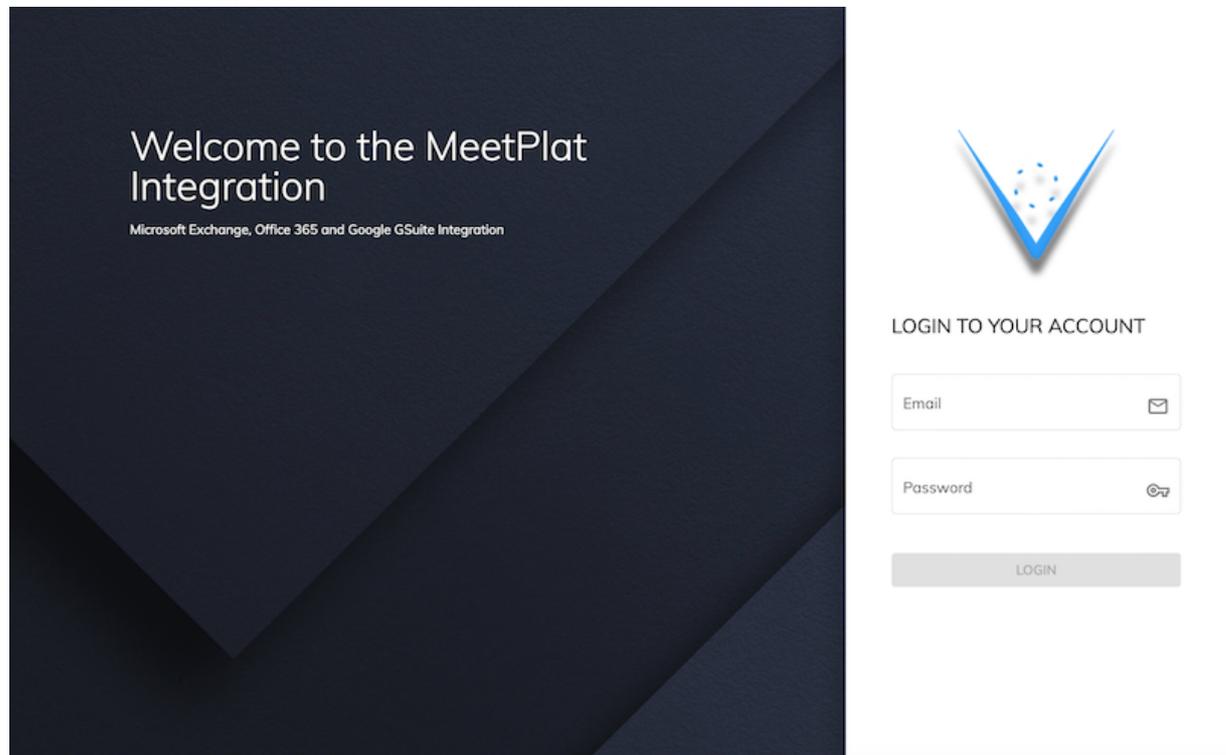


MeetPlat User Manual

Prepared By: Vidarti Team
On : 31 October 2019

Sign In

- To get started with MeetPlat Admin Panel, you are type host address to browser address bar.
- You are required to provide a valid username(e-mail) and password for getting an access to the application.



Welcome to the MeetPlat Integration

Microsoft Exchange, Office 365 and Google GSuite Integration

LOGIN TO YOUR ACCOUNT

Email

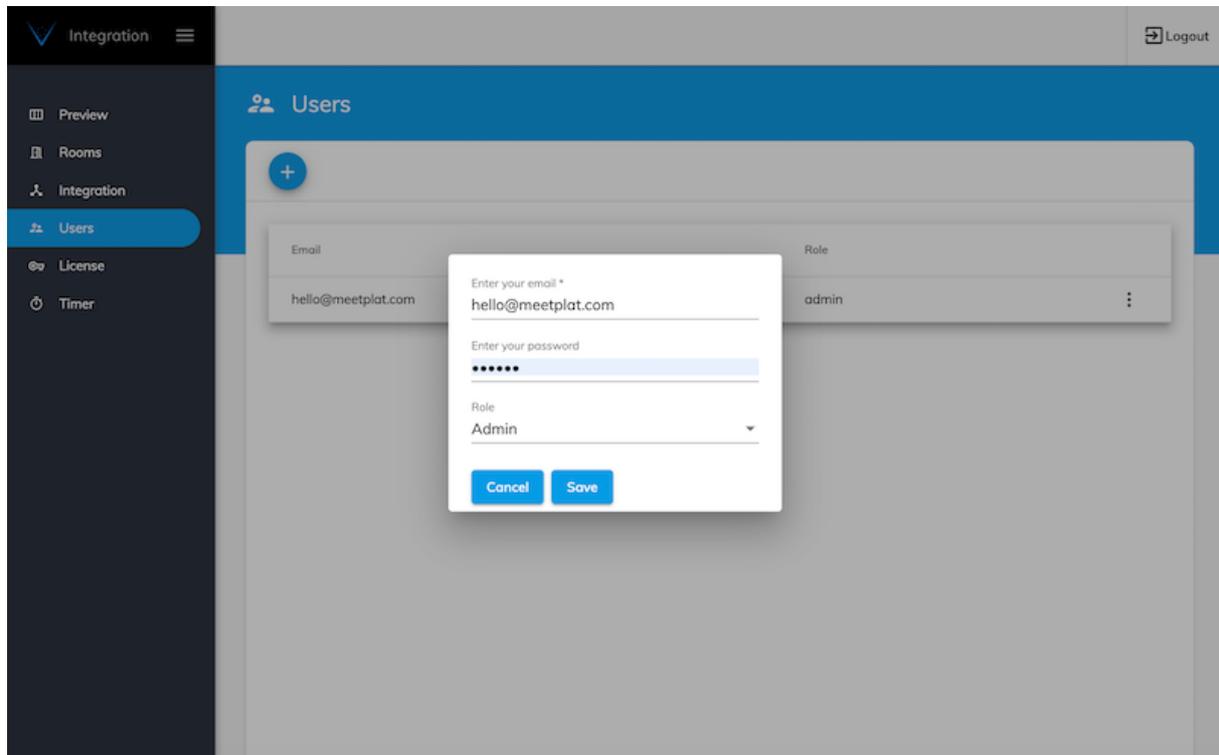
Password

LOGIN

- Enter information and click Login button

User Management

- Click to Users from left menu.



New User

- Click the plus button for the new user.
- Enter the email address and password.
- Define a role for the user.
 - o Admin user has access to the entire system.
 - o Normal user has limited access to the system.

User Edit

- Click the more button to open the menu. ⋮
- Click Edit button.

Remove User

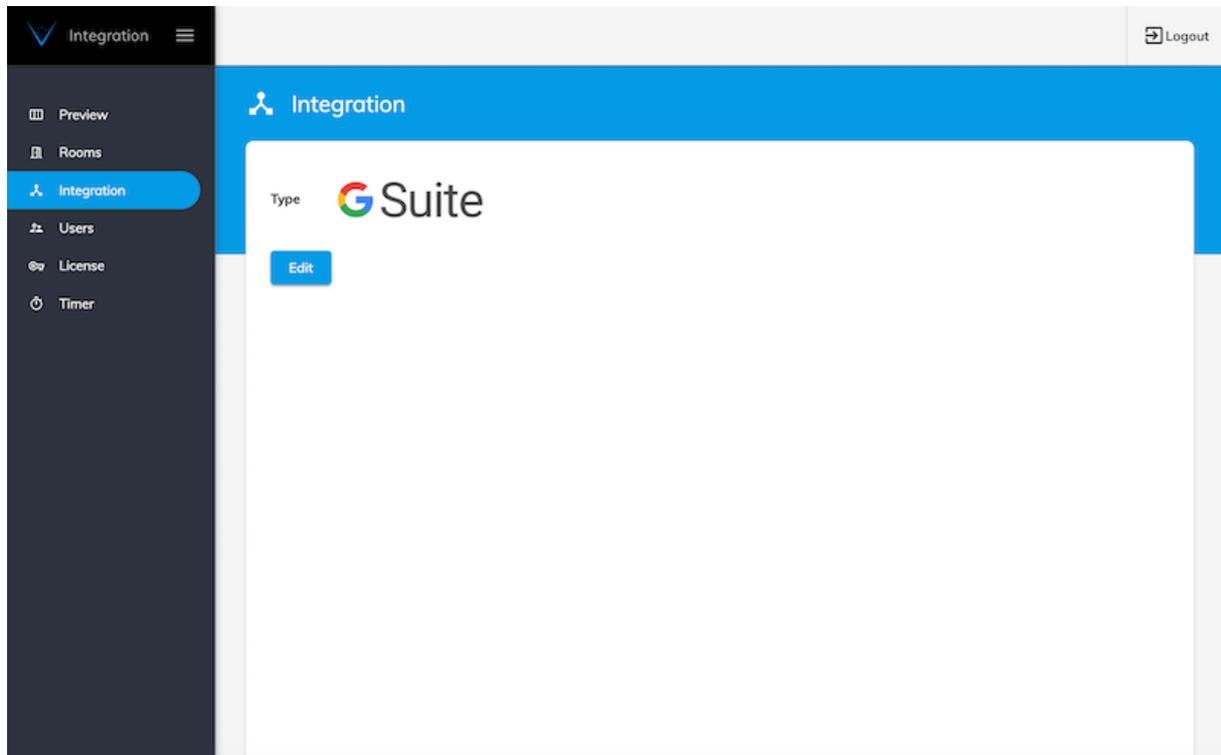
- Click the more button to open the menu. ⋮
- Click Remove button.

Reset Password

- Click the more button to open the menu. ⋮
- Click Reset Password button.

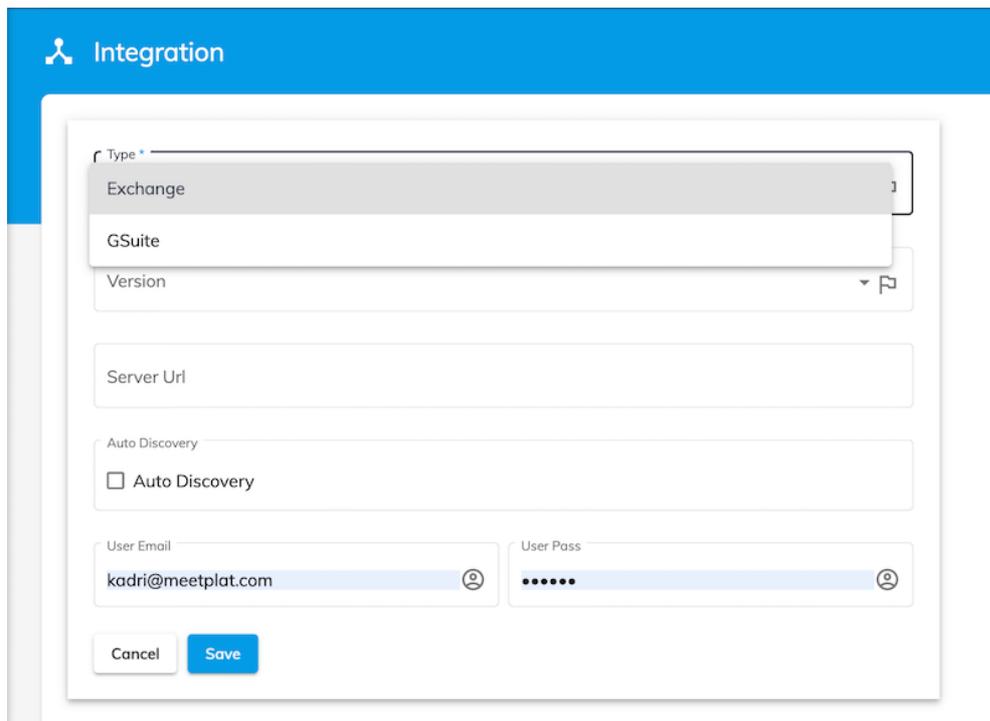
Integration

- Click to Integration from left menu



Change Integration

- Click the edit button.



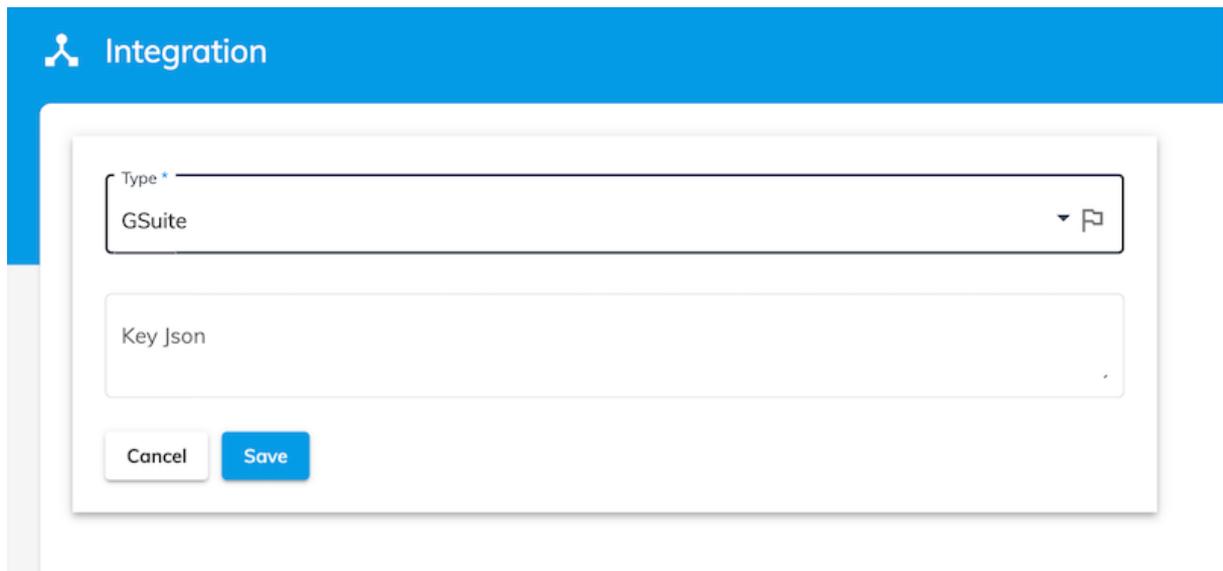
- Select type Exchange or GSuite (Select to Exchange for Office 365)

Exchange Integration

- Select version (Select to Exchange2016 for Office 365)
- Type server url (<https://outlook.office365.com/ews/exchange.asmx> for Office 365)
- Check Auto discovery for determine ews url from User Mail.
- Type User Email and Password
- Click Save Button

GSuite Integration

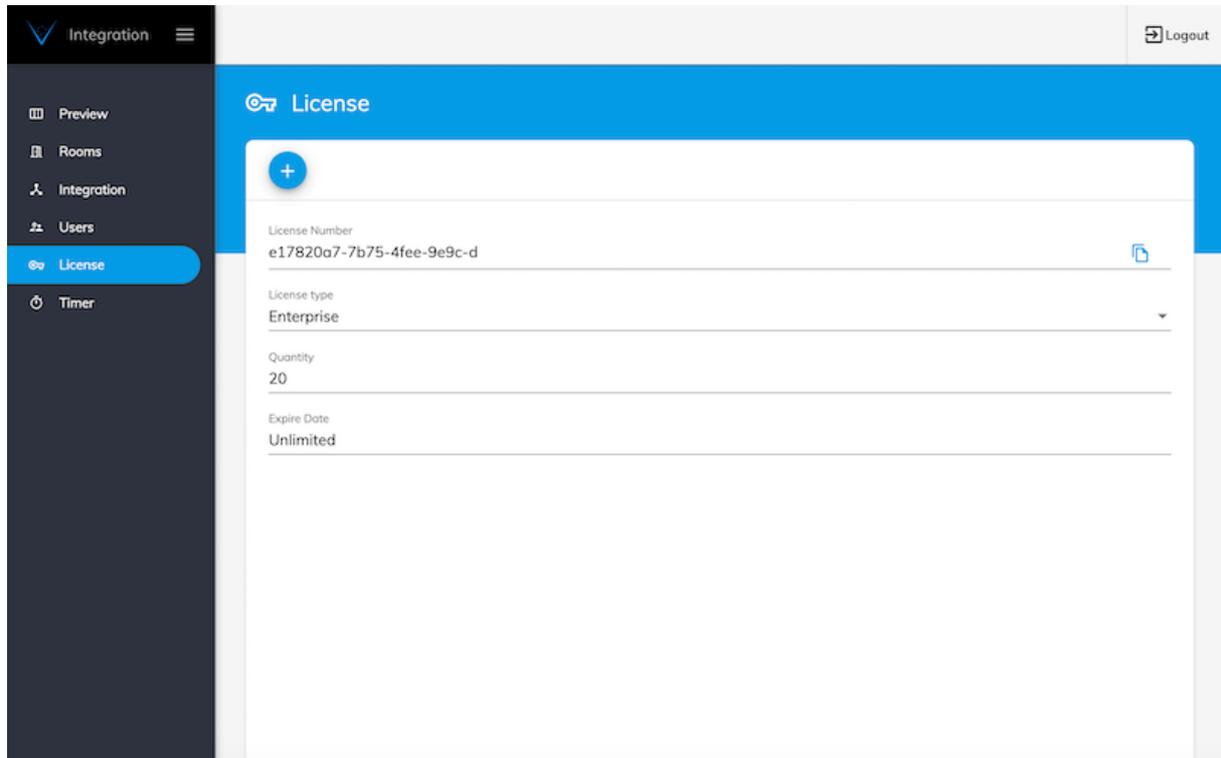
- Type Google Calendar API Service Account Key Json.
- Click Save Button.



The screenshot shows a dialog box titled "Integration" with a blue header bar. Inside the dialog, there is a dropdown menu labeled "Type *" with "GSuite" selected. Below the dropdown is a text input field labeled "Key Json". At the bottom of the dialog, there are two buttons: "Cancel" and "Save".

License

- Click to License from left menu.



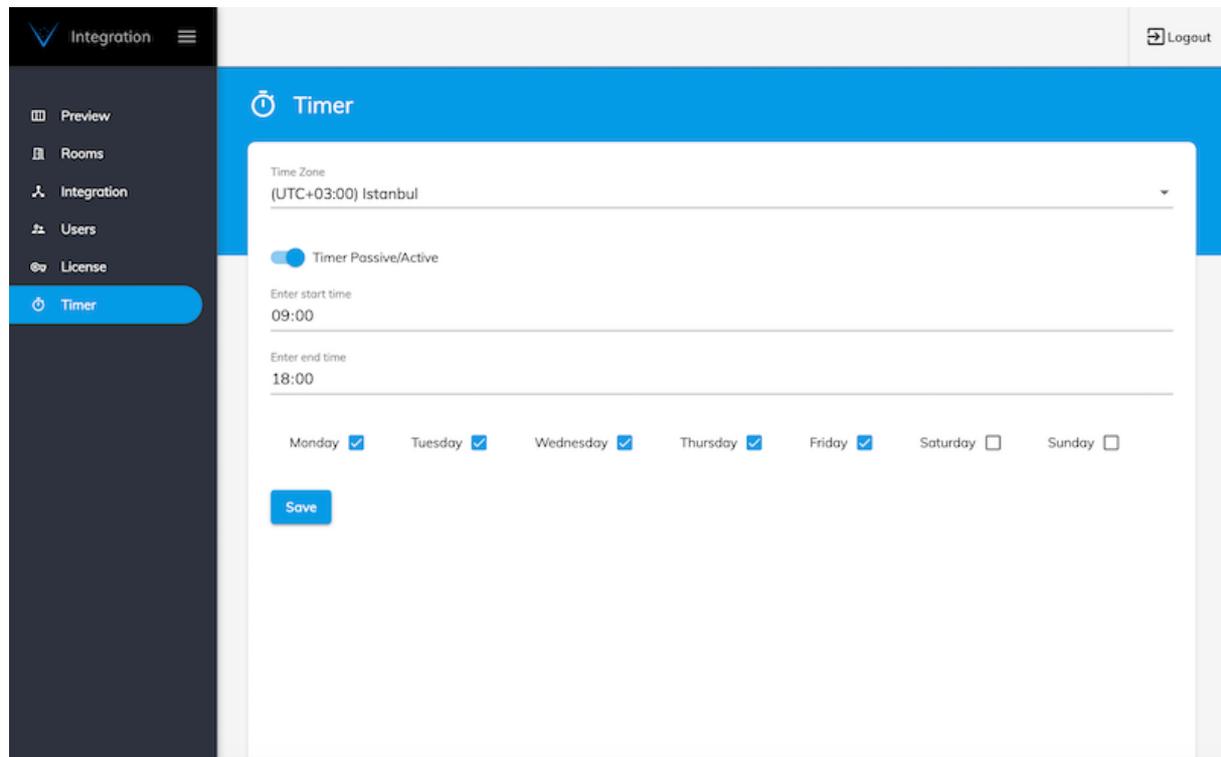
The screenshot shows a web application interface for managing licenses. On the left is a dark sidebar with a menu containing: Integration, Preview, Rooms, Integration, Users, License (highlighted in blue), and Timer. The top right corner has a 'Logout' button. The main content area has a blue header with a 'License' title and a plus icon. Below the header is a form with the following fields:

License Number	e17820a7-7b75-4fee-9e9c-d	
License type	Enterprise	
Quantity	20	
Expire Date	Unlimited	

- Click the plus button for the new license.
- Enter License number.
- Click the Add button.

Timer

- Click to Timer from left menu.



The screenshot shows a web application interface for configuring a timer. On the left is a dark sidebar with a menu containing: Preview, Rooms, Integration, Users, License, and Timer (highlighted in blue). The main content area has a blue header with a clock icon and the word "Timer". Below the header is a white form with the following fields and options:

- Time Zone:** A dropdown menu showing "(UTC+03:00) Istanbul".
- Timer Passive/Active:** A toggle switch currently set to "Active" (blue).
- Enter start time:** A text input field containing "09:00".
- Enter end time:** A text input field containing "18:00".
- Days:** A row of checkboxes for each day of the week: Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked), and Sunday (unchecked).
- Save:** A blue button at the bottom of the form.

- Select Time Zone.
- Select Timer Passive/Active.
- Type the displays open time.
- Type the displays close time.
- Select working days.
- Click Save Button.

Preview

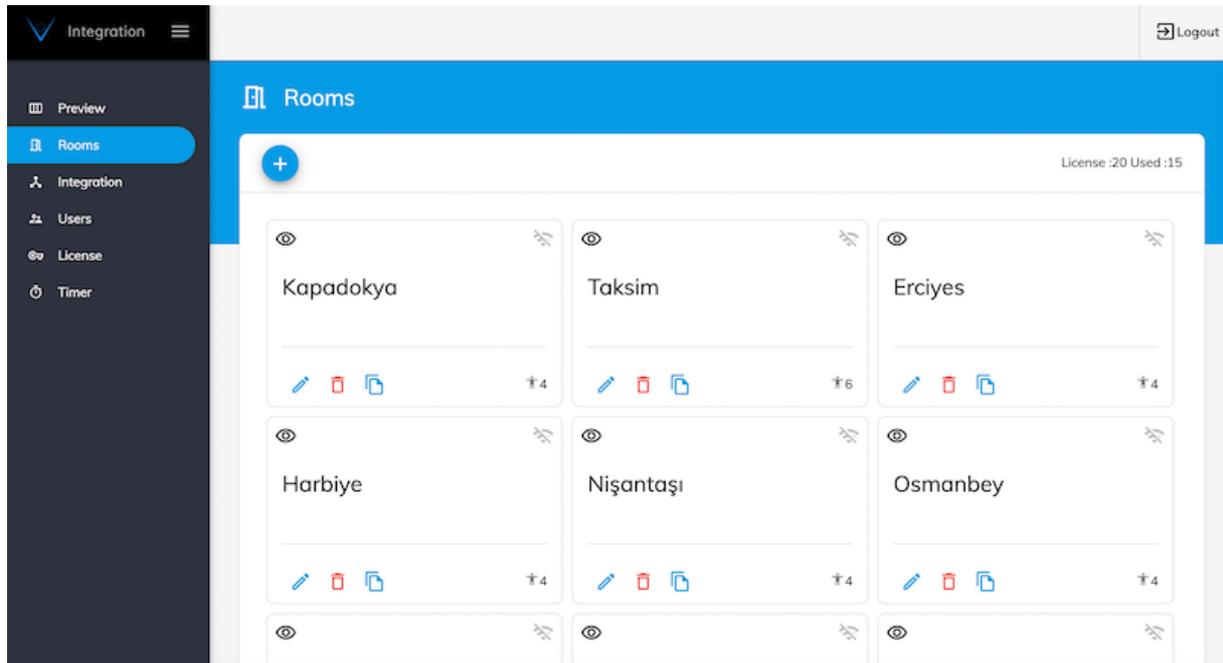
- Click to Preview from left menu.

The screenshot shows a web application interface with a dark sidebar on the left and a main content area. The sidebar contains a navigation menu with the following items: 'Integration' (with a dropdown arrow), 'Preview' (highlighted in blue), 'Rooms', 'Integration', 'Users', 'License', and 'Timer'. The main content area has a blue header with 'Daily Preview' and a date selector showing 'Nov 1, 2019'. Below the header is a grid of rooms and time slots. The rooms are listed in dark blue buttons: 'Kapadokya', 'Taksim', 'Erçiyes', 'Harbiye', 'Nişantaşı', and 'G'. The time slots are listed on the left: '08:00', '09:00', '10:00', '11:00', '12:00', '13:00', and '14:00'. The grid cells are currently empty, indicating no reservations or events are shown for this date.

- Select date and all rooms can be viewed hourly.

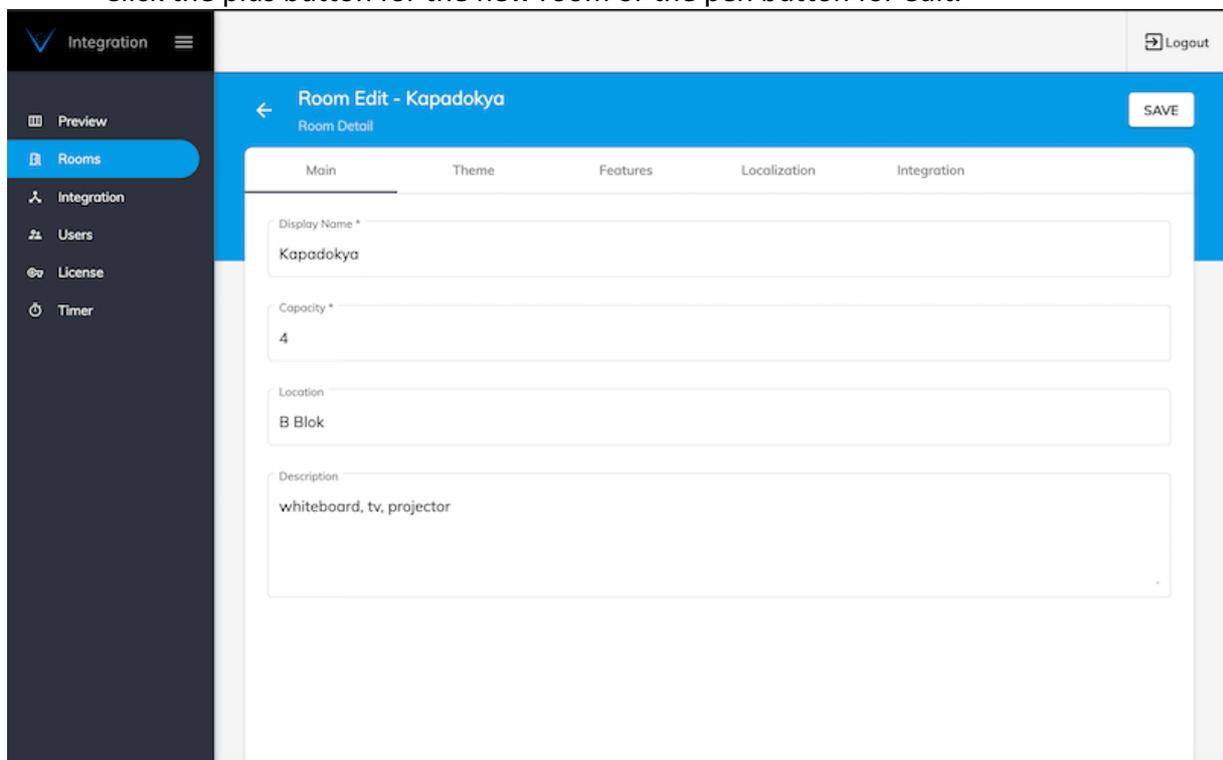
Rooms

- Click to Rooms from left menu.



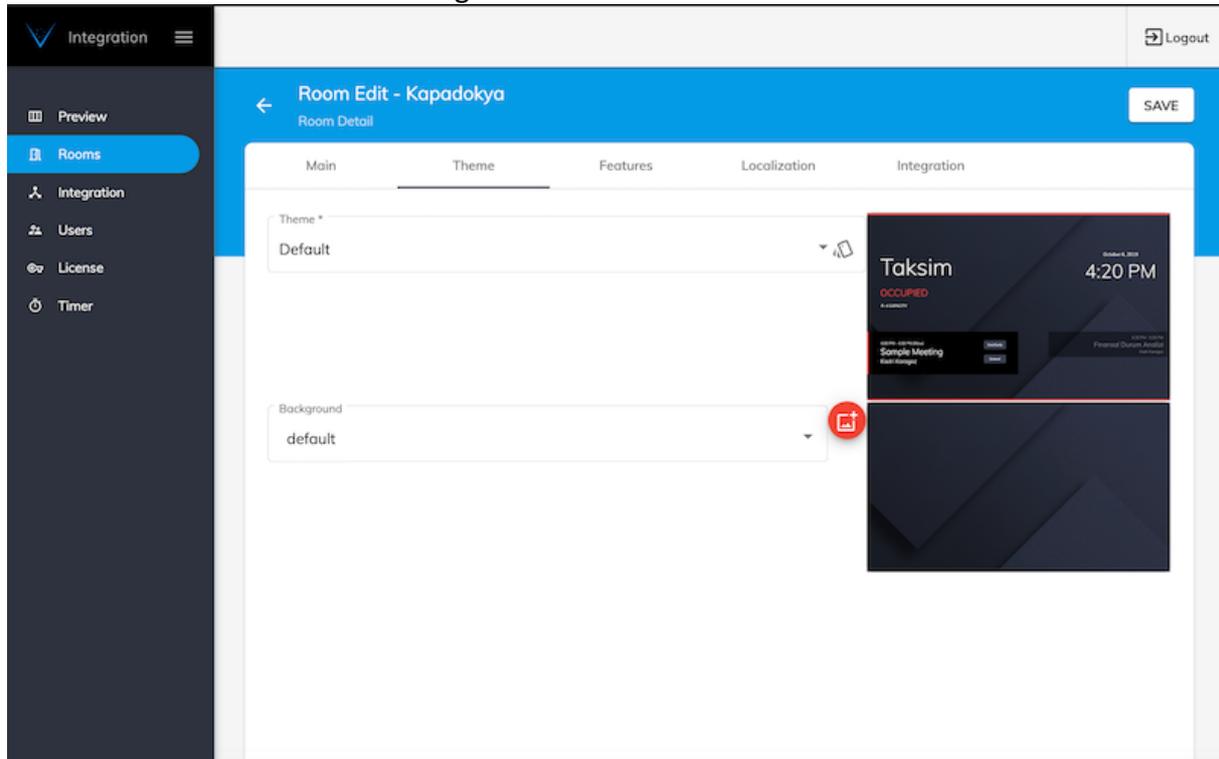
Add/Edit Room

- Click the plus button for the new room or the pen button for edit.

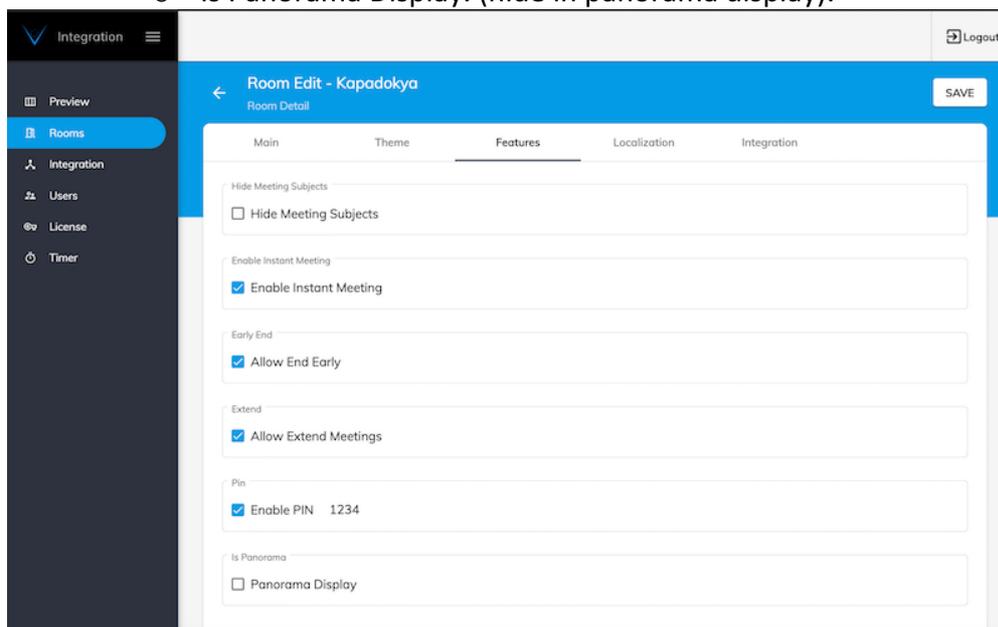


- Select Main Tab.
 - o Type Display Name (Required, room name).
 - o Type Capacity (Required, room capacity)
 - o Type Location (room location, Floor x or Building Name)
 - o Type Description (room description, all property for rooms, whiteboard etc.).

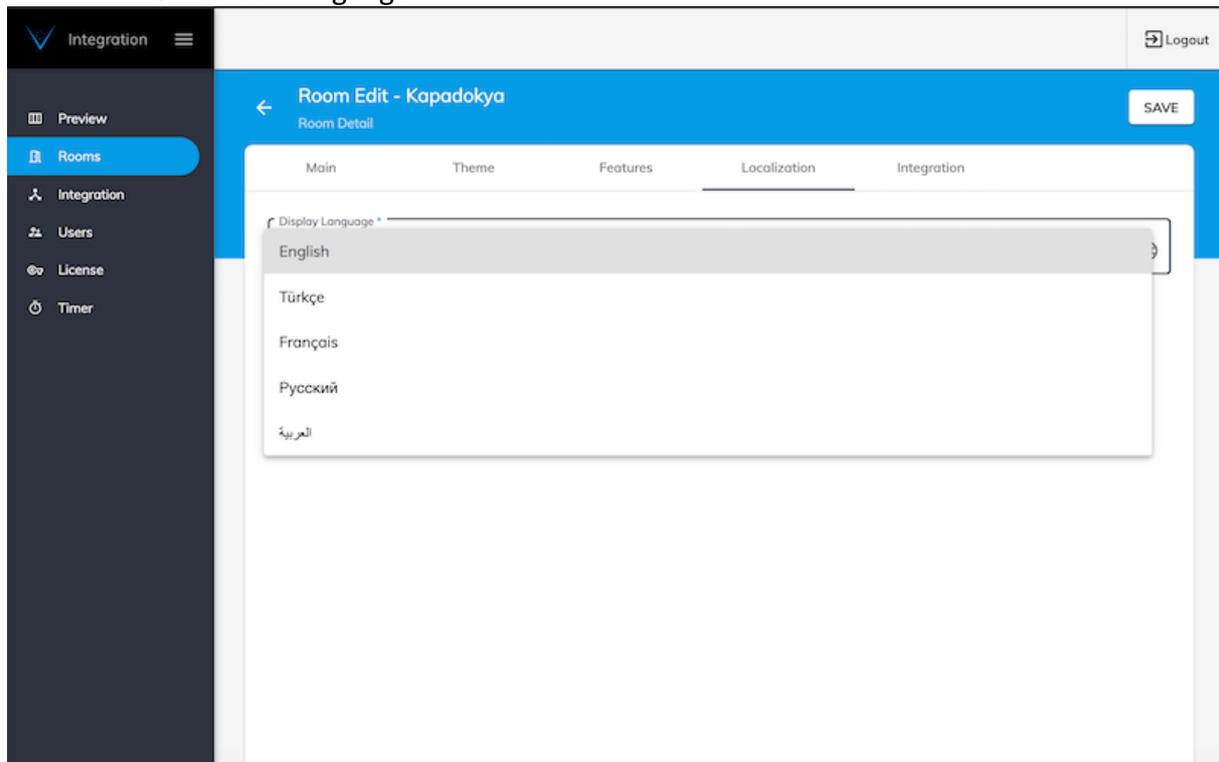
- Select Theme Tab.
 - o Select theme.
 - o Select Custom Background



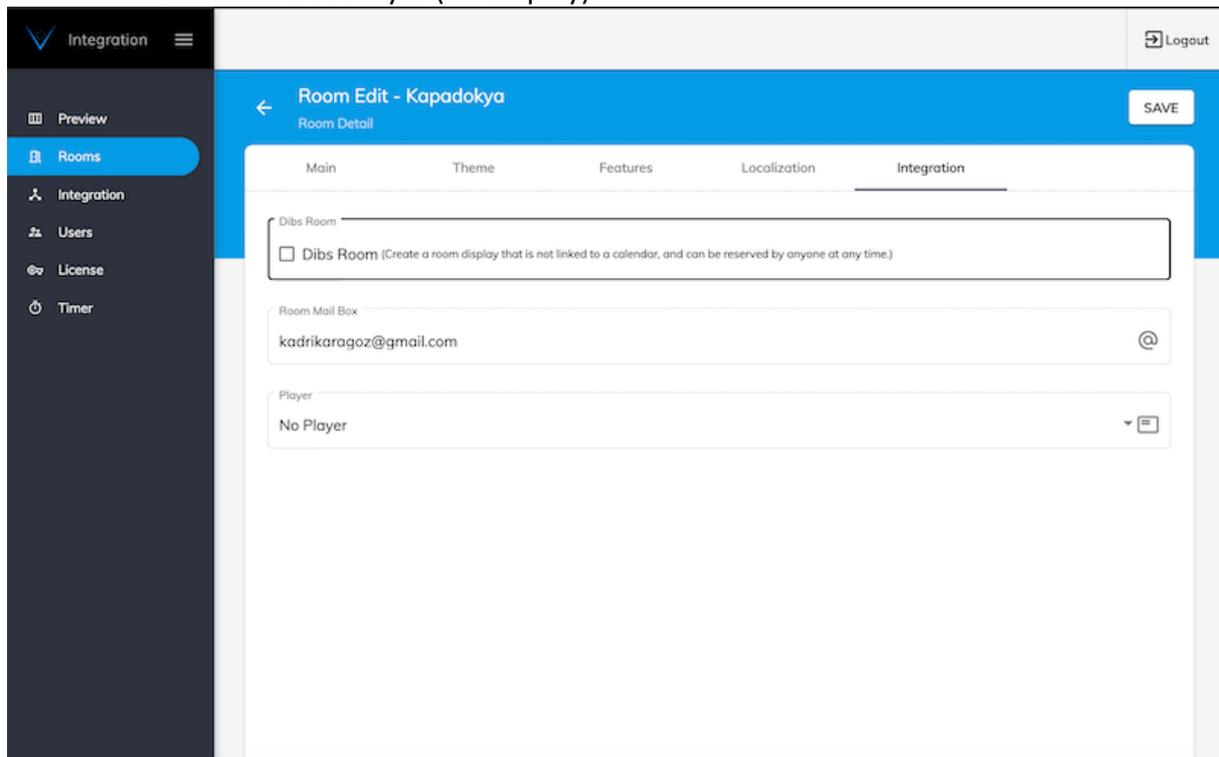
- Select Features Tab.
 - o Select Hide Meeting Subject (for private rooms).
 - o Enable Instant Meeting (for touch display).
 - o Allow End Early (for touch display).
 - o Allow Extend Meeting (for touch display).
 - o Enable PIN and Type PIN. (for touch display).
 - o Is Panorama Display. (hide in panorama display).



- Select Localization Tab.
 - o Select Language.



- Select Integration Tab
 - o Select Dibs Room (Create a room display that is not linked to a calendar, and can be reserved by anyone at any time).
 - o Type Room Mailbox (for Integration).
 - o Select free Player (for display).



Room Preview

- Click the preview button. 
- Preview is displayed in the new window.

