



TDM - How To setup a room booking solution

Introduction

With TDM Digital Signage software you can create a meeting room solution on any Android tablet using Android 5.0 or higher.

With TDM Meeting Room Solution you can:

Start Meeting: Arriving at the room you can manually start the meeting.

End Meeting: Manually end the meeting. For example, when the meeting is over soon then expected to free up the room.

Extend Meeting: If the meeting is going to take longer, you can manually extend the time.

Ad-Hoc meeting: Create a meeting on the spot without having to enter it into a calendar

Find other room: The system will look for any other created meeting rooms to find an available room.

Design: Edit existing or create your own layout from scratch.

Auto-Cancel meeting (This functionality is only available from version 4.3 and higher): In case a meeting will not be started within the configured timeframe the meeting will automatically be cancelled.

Screensaver (This functionality is only available from version 4.3 and higher): With the screensaver you can configure a presentation which will be shown on your tablet in case there is no meeting.

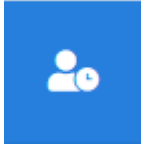
Requirements

If you want to setup a room booking solution you need to meet the following requirements:

- Have administrator access to the TDM designer
- Have an external data source for a calendar available to assign to the meeting room solution.

How To setup a room booking solution

1. Login to the designer with an administrator account: <https://designer.tdmsignage.com>
2. Select: "Meeting Rooms".



3. The page which will open is the overview for all created meeting room solutions, from here you can edit existing meeting room solutions or create a new one. In this manual we choose to create a new solution, you can create a new solution with the button "New Meeting Room".



4. Please add a name for your meeting room solution and select one of the default templates, in case you would like to use the auto-cancel functionality please fill in a value for "Cancel Time". It is possible to configure a screensaver for your meeting room solution, to enable the screensaver tick the option "Enable Screensaver".

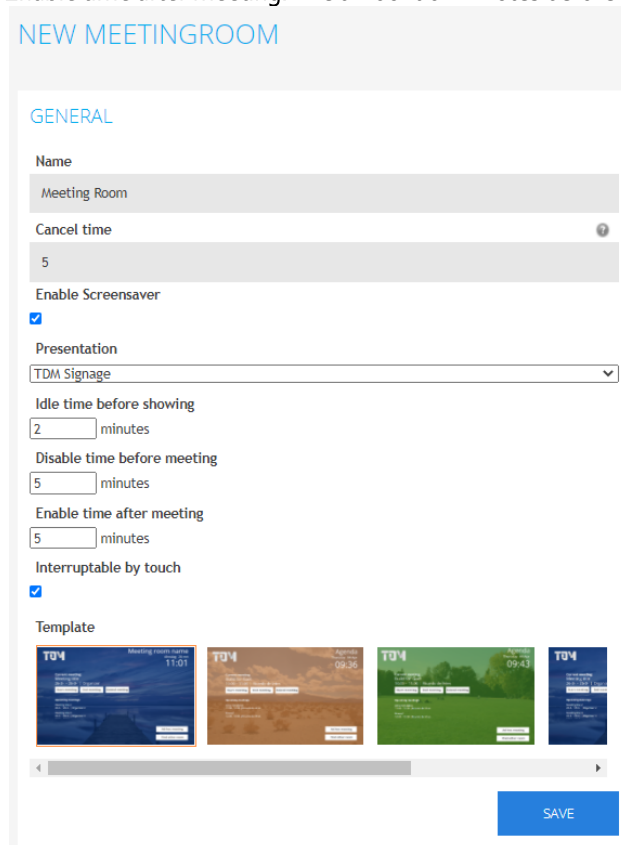
Once selected a few options will become available:

Presentation: The presentation you want to use for your meeting room solution (please verify if the presentation you select uses the same resolution as your device).

Idle time before showing: The time it takes before the screensaver will start in case it is interrupted.

Disable time before meeting: The amount of minutes before the screensaver stops for the upcoming meeting.

Enable time after meeting: The amount of minutes before the screensaver start after a meeting has ended.



Once this has been done you can select "Save".

5. You will be forwarded to the overview of your meeting room solution, from here you can assign your meeting room solution to a specific device and calendar. To do this please select the "+" icon next to "Assigned Players".

ASSIGNED PLAYERS



6. In the pop-up you can configure which device you want to connect to the meeting room solution, which calendar should be used and if you want to be able to find other rooms when selecting the button called "Find Another Room".

Player: Select the player you wish to connect this meeting room solution.

Calendar: Select the Calendar you wish to use for this meeting room solution.

Other Rooms: Select other rooms to use. The selected 'other rooms' will then be available in the 'Find Another Room' option on the tablet.

General

Player TDM Signage Android ▼

Calendar TDM Signage Room ▼

Other rooms TDM Signage Room ▲ ▼

Once all options are configured please select "Save".

ASSIGNED PLAYERS

Player	Calendar
TDM Signage Android	TDM Signage Room ✕

Now you have successfully configured a meeting room solution for your device, once you restart the TDM Signage application on your device the new assigned meeting room solution will be displayed.