Add-On Products
Digital Sign Client

Client User Guide

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CHAPTER 1.
Product Description

DS Service (DSS) Client is an easy way to provide a Signs which can be placed in front of meeting rooms and similar areas, where meetings or similar activities are going to take place.

With a Sign the user will be able to book an instant meeting, extend the current meeting, end the current meeting or confirm that a meeting is actually going to take place. The bookings done with the Signs are stored in Exchange and therefore they are available for Outlook users as well.

The only assets you need are:

- Digital Sign Client application
- The Sign
- DS Service software with access to Exchange Calendars
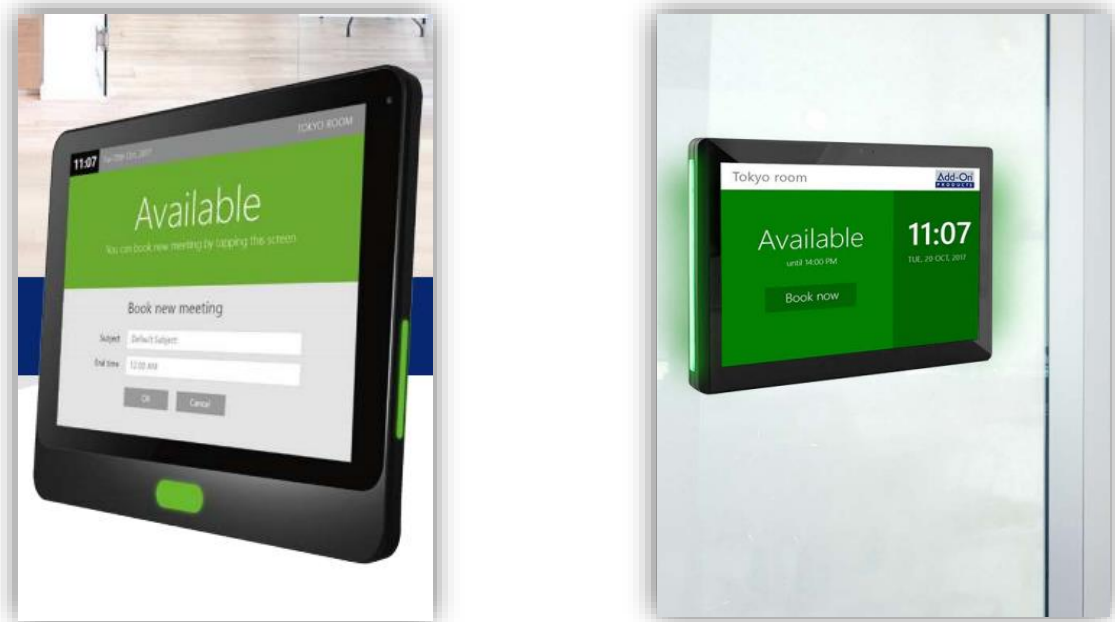- An Exchange Resource Calendar dedicated for the Sign

Figure 1. Signs at meeting rooms

CHAPTER 2.
System Overview

From a technical viewpoint the Digital Sign Client application is dependent on the DSS product. The Sign can only work when it is connected to the server application. This guide assumes that the reader is familiar with the DSS product.
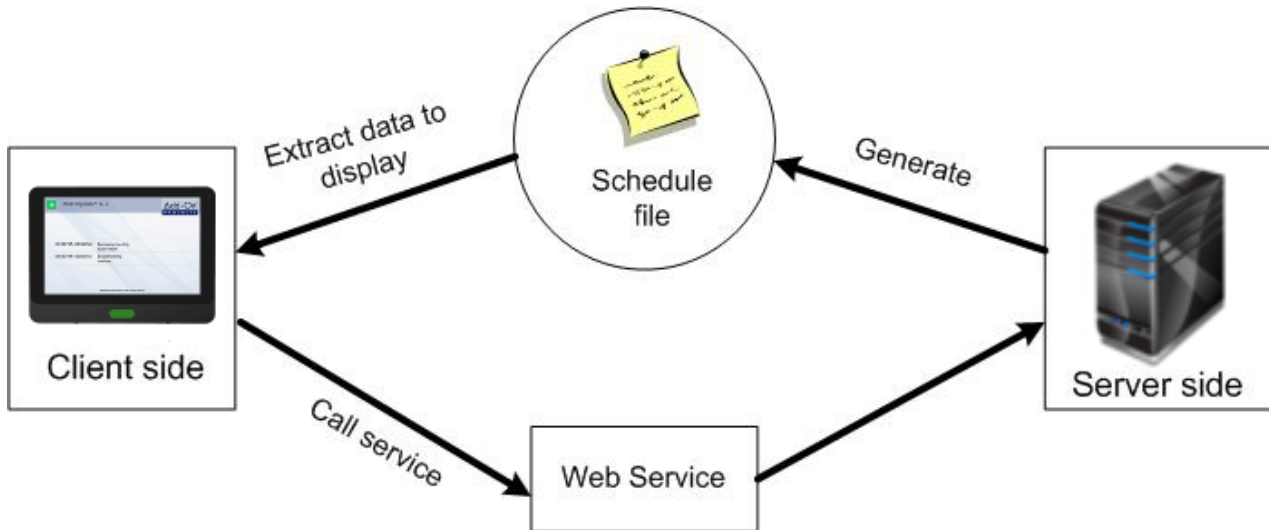

Figure 2.   Digital Sign Client Diagram

Client side is a display device that can run the Digital Sign Client application. It reads schedule file and displays the meeting information on the screen of the display device. It can also read user input and call services of web service in order that requests submitted from client side can be put into processing, then sent back to be displayed on the screen.

Server side consists of core DSS components. Refer to **DS Service Administrator Guide** for more details.

Web service receives and processes requests submitted from the client side, after that the schedule file will be created based on these requests.

Schedule file shows the path to XML (containing appointment content) file which provides client side with data to display.

CHAPTER 3.
How to use Digital Sign Client

Sign Type

Sign Type section includes **Door and Desk Sign**, **Door and Desk Sign One-touch**, **Reservation Directory** and **Booking Kiosk**. (Refer to "Configure devices to be used with Digital Client Sign" section in **Administrator Guide** for more detailed information about the descriptions of these 4 types)

Input mode

There are 5 input modes that you can use to book/end/extend/confirm a meeting:
- Non-interactive
- Touch
- Keyboard login
- Card (NFC)
- Personal-ID

NOTE: Input modes are unable to apply to Meeting directory view.

Book a new meeting

NOTE: This function is available on Door and Desk Sign, Door and Desk Sign One-touch and Booking Kiosk.
Users can book a new meeting if the text "Available" appears on the screen, and the Status banner is green. This is also the initial screen view of the user interface.
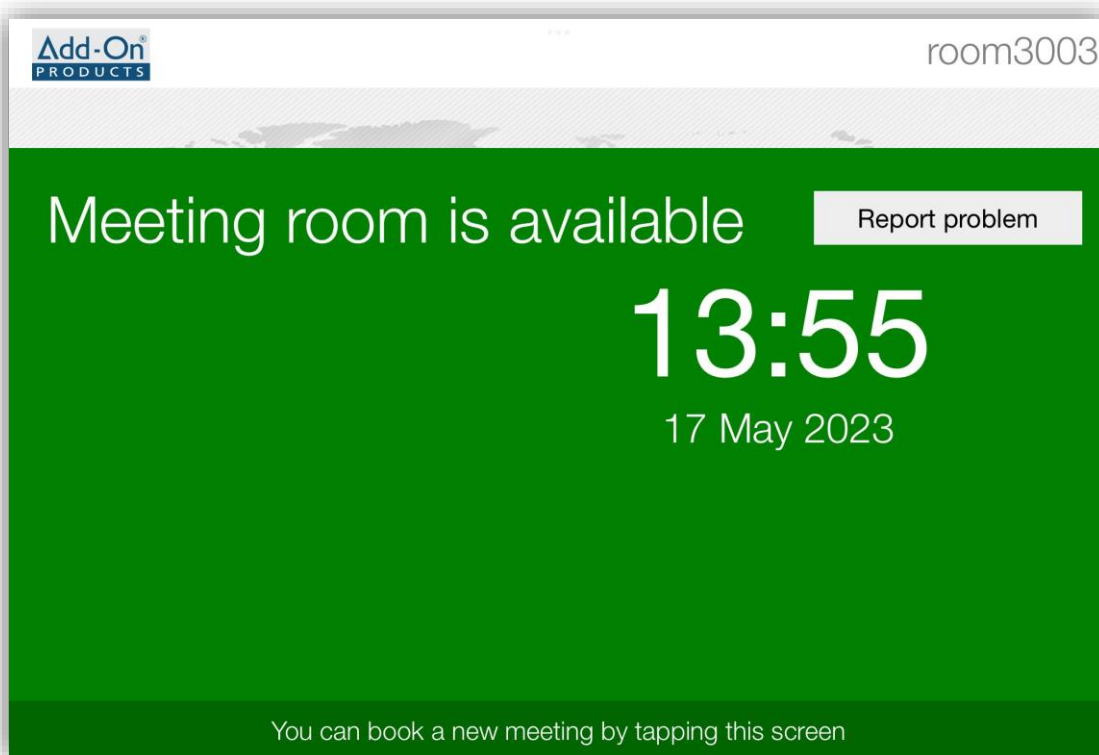

Figure 3.   Initial screen view

Click anywhere on the screen to start booking a new meeting. The following view will appear:
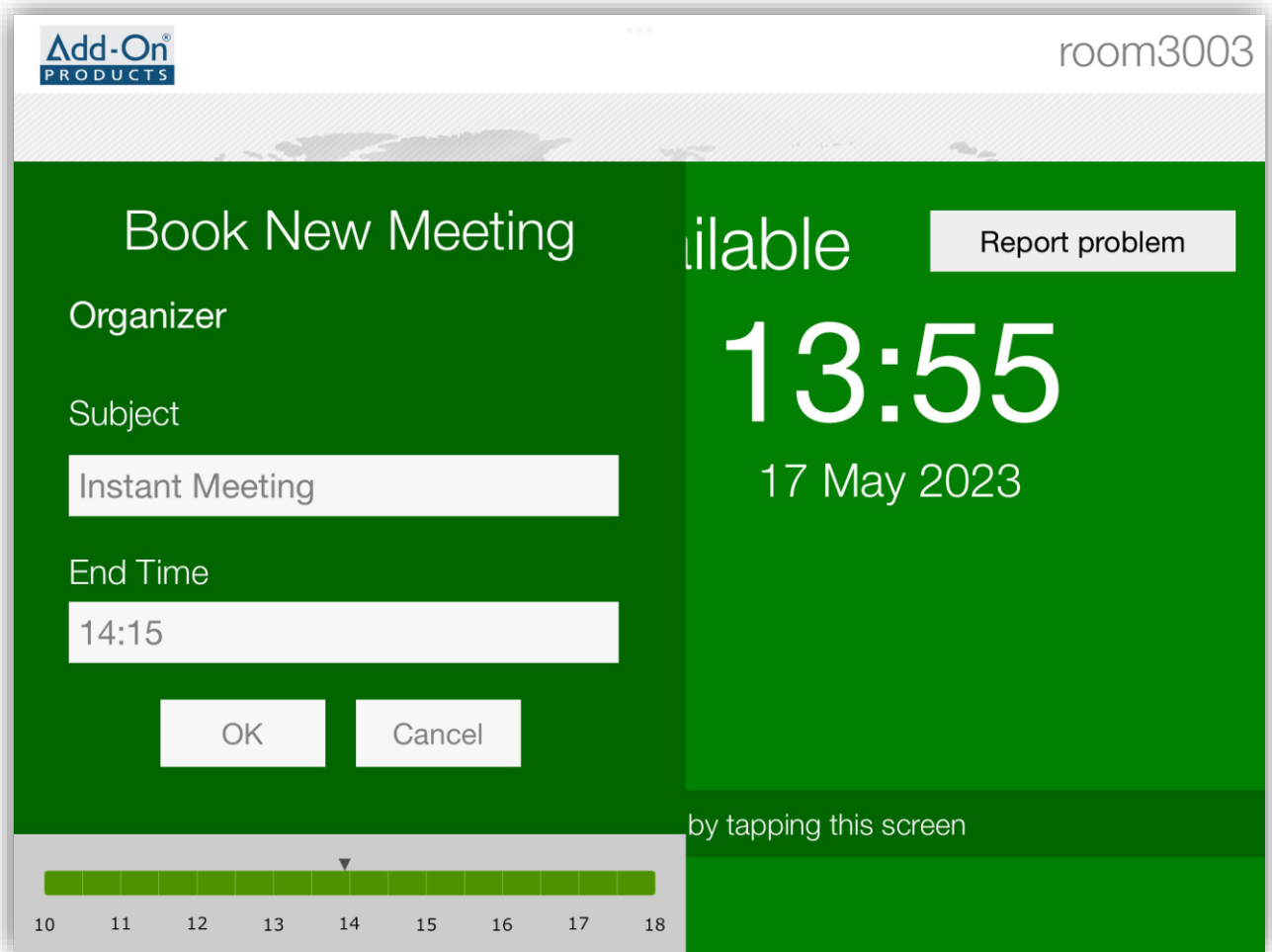

Figure 4. Book instant meeting panel

In the "**Subject**" field, the default name of the meeting will be displayed. This default subject has been defined in DS Service. In the sample, the default subject is [Project Meeting]. The more default subjects have been added in DS Service, the more options you have to select for your meeting subject.

If you want to change the default subject, see "**How to change Default Subject**" section in *DS Service for Server – User Guide*.

The "**End Time**" field shows ending time of the meeting you want to book. Click time digits to change ending time.

NOTE:In Door and Desk Sign: Default start time is now, you are able to set the end time.
   In Door and Desk Sign One-touch: Default start time is now, Default end time is 12:00AM.

Click [**OK**] to complete booking new meeting. Details about the meeting that user has just booked will be displayed on the screen view. The status banner automatically turns to red.

You can book new meeting through Input mode:
- If you apply **Touch** as the Input mode, to book a new meeting, touch **Book now.**
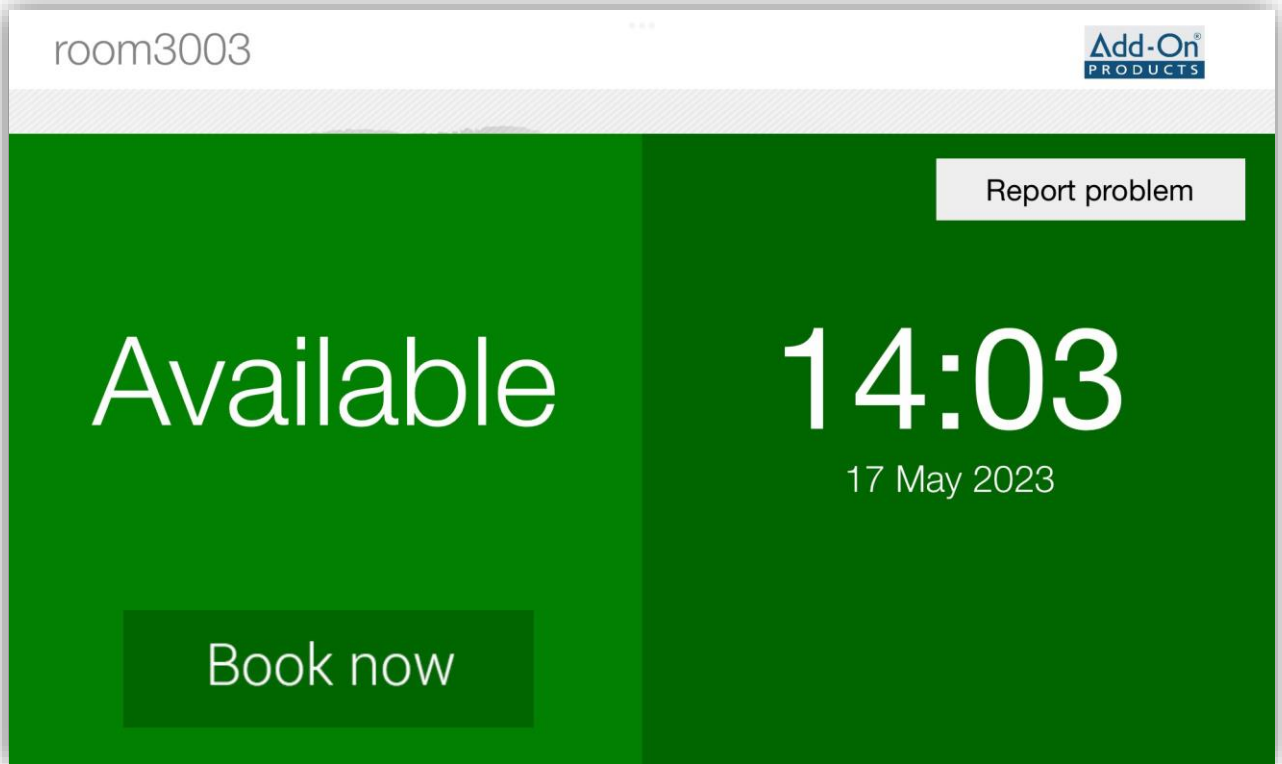
- If you apply **Keyboard login** as the Input mode, to book a new meeting, if this option is turned on, when you book meeting there will be an authentication screen displayed, asking for user name and password to proceed.
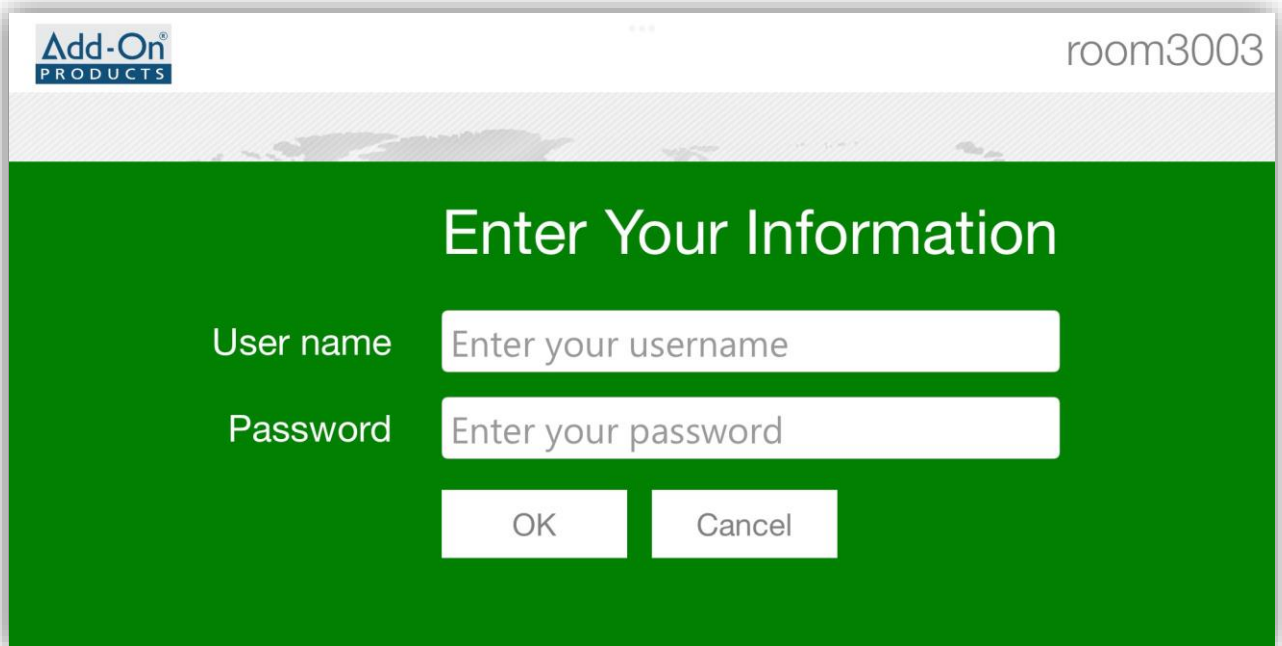
- As a user, you can book a meeting if the **Personal-ID** feature is used. In this case, you need to own a personal ID to book a meeting.
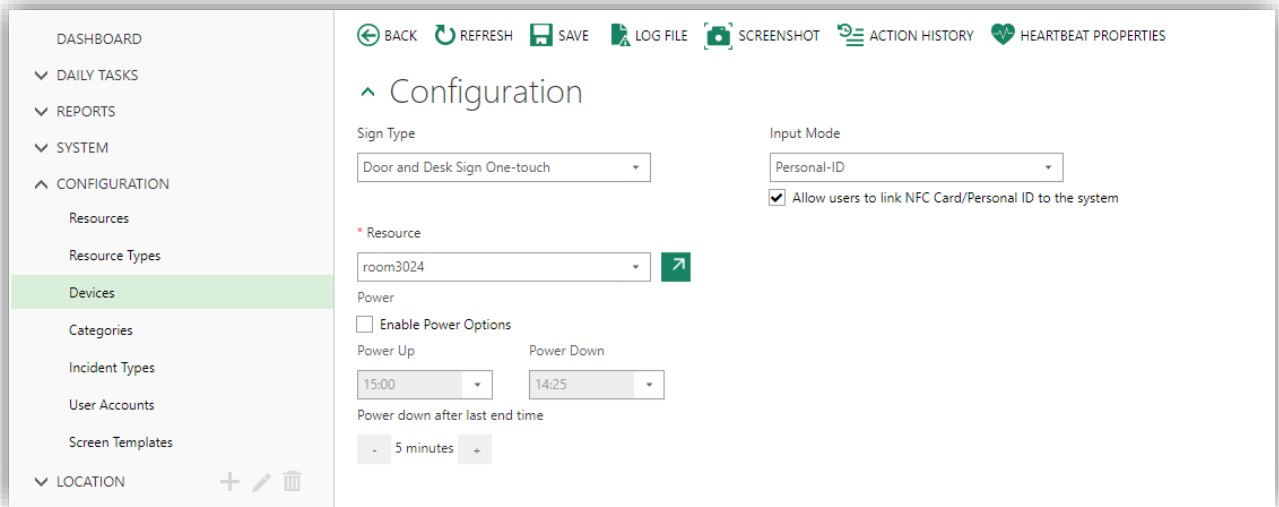
- If **Allow users to link NFC Card/Personal ID to the system** is not selected, Digital Sign Client will only accept the users who have already owned a personal ID, which means new users are unable to book a meeting.
- If **Allow users to link NFC Card/Personal ID to the system** is selected, Digital Sign Client will also allow new users to book a meeting by displaying a **Create Account** Button.
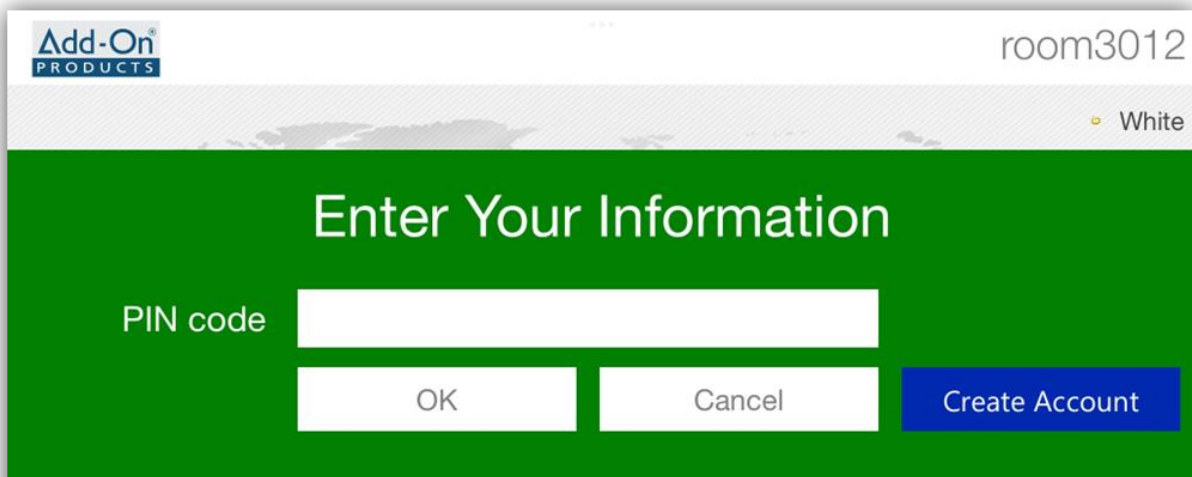

- As a user, you can book a meeting if the **Card Reader** (NFC) feature is used.

This feature can function via use of a card. In this case, you need to use a card to book a meeting. Apart from this, using the card will create a meeting inside the card owner's calendar.

Additionally, Digital Sign Client provides a function that allows you to read a card and link that card to a person. This can be done on the device running Digital Sign Client.

- If **Allow users to link NFC Card/Personal ID to the system** is not selected, Digital Sign Client will only accept the users who have already had a card which means new users are unable to book a meeting.
- If **Allow users to link NFC Card/Personal ID to the system** is selected, Digital Sign Client will also allow new users to book a meeting by displaying a **Create** Button.
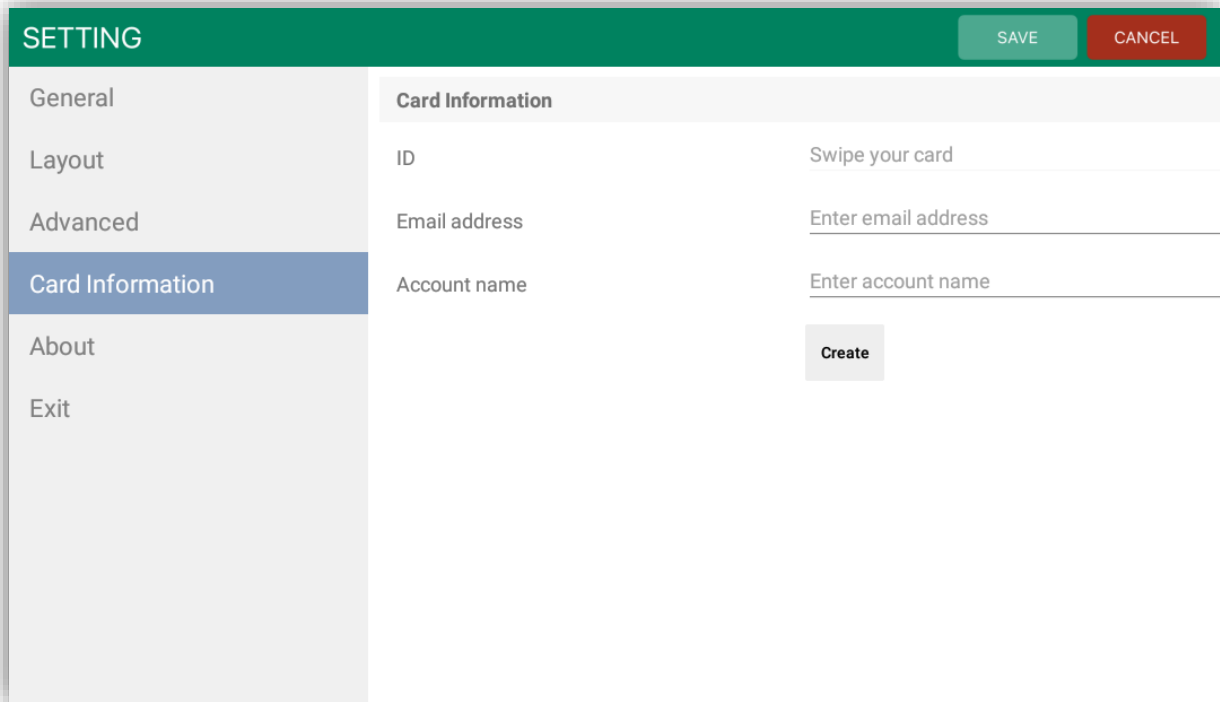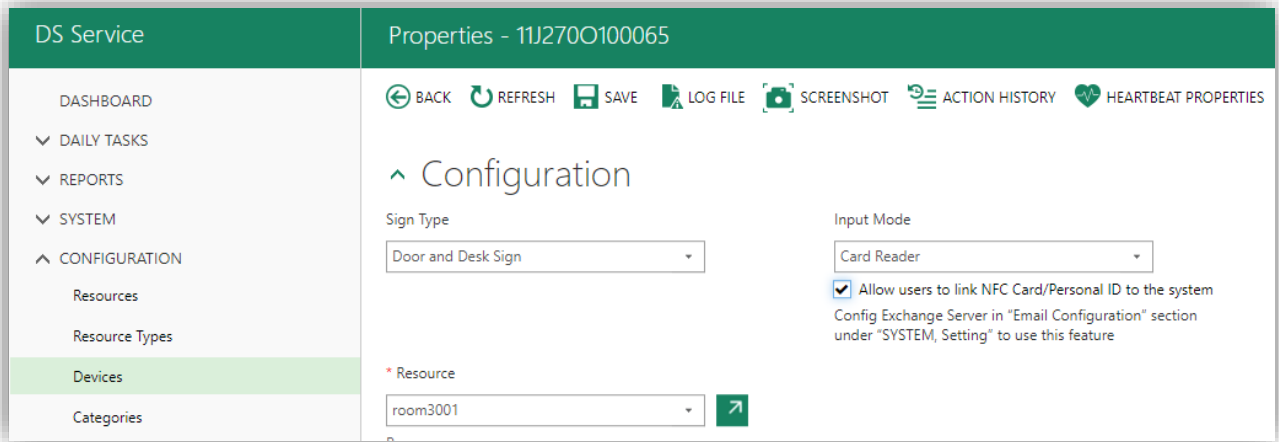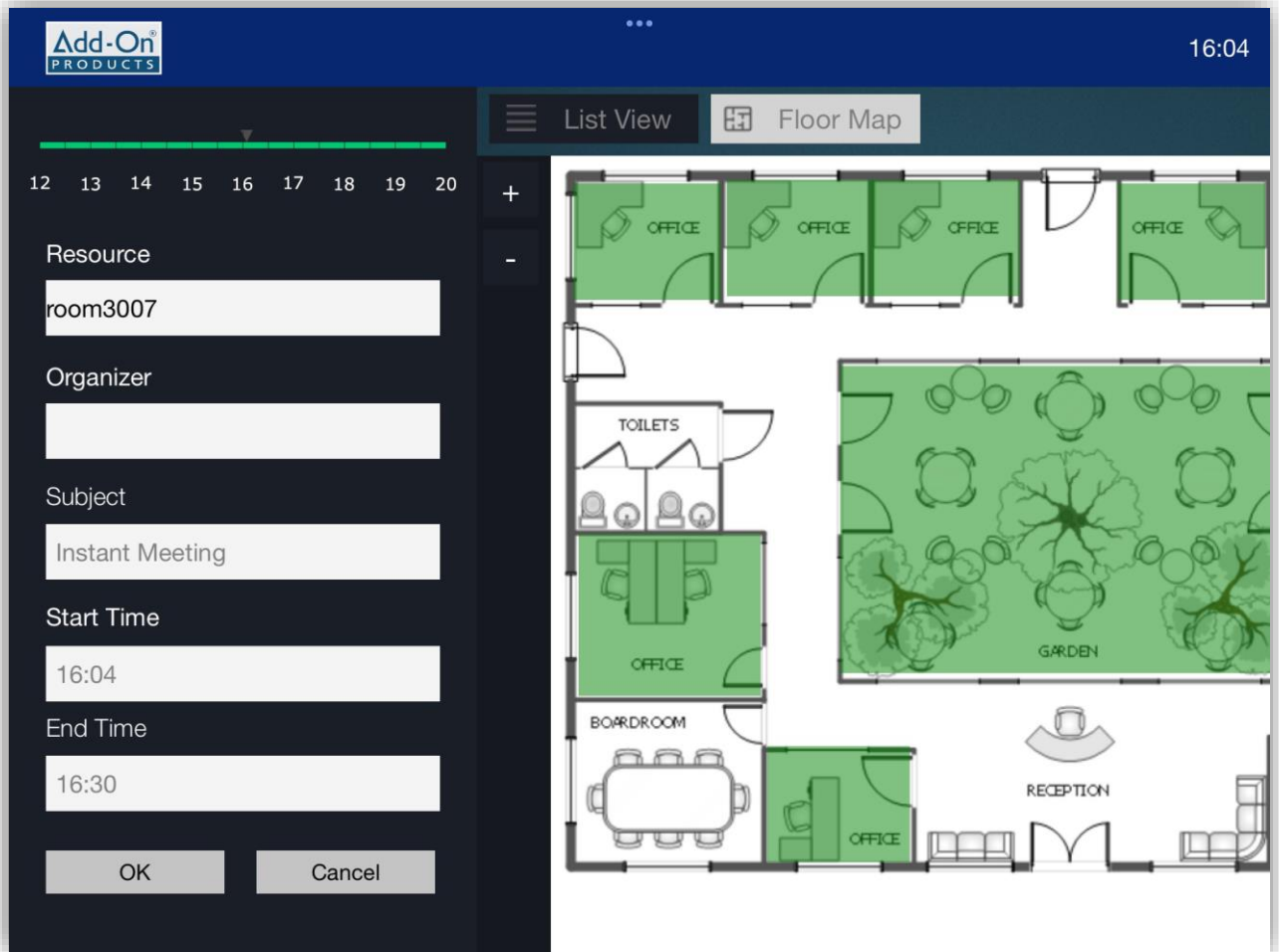
- You can also book a new meeting in **Kiosk Booking**.
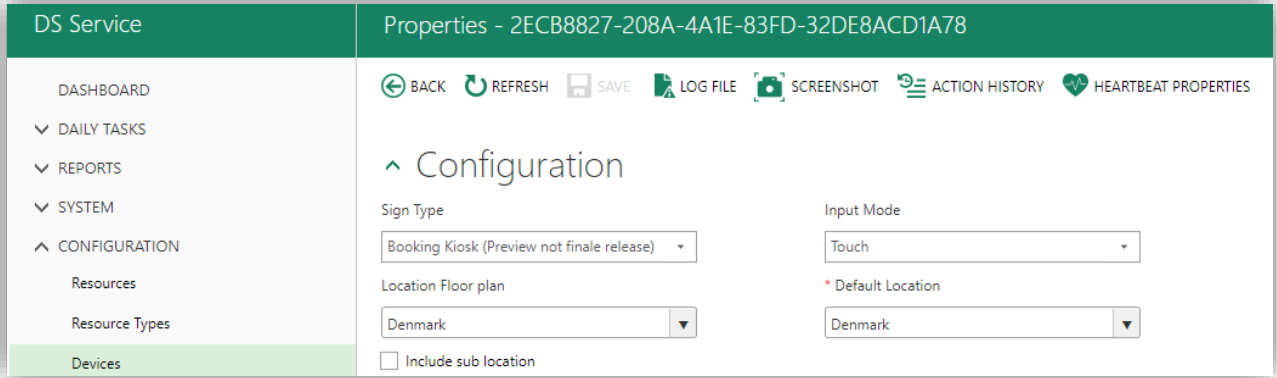
In **Configuration** section, choose the Default Location, then the device screen will display List View and Floor Map as below:
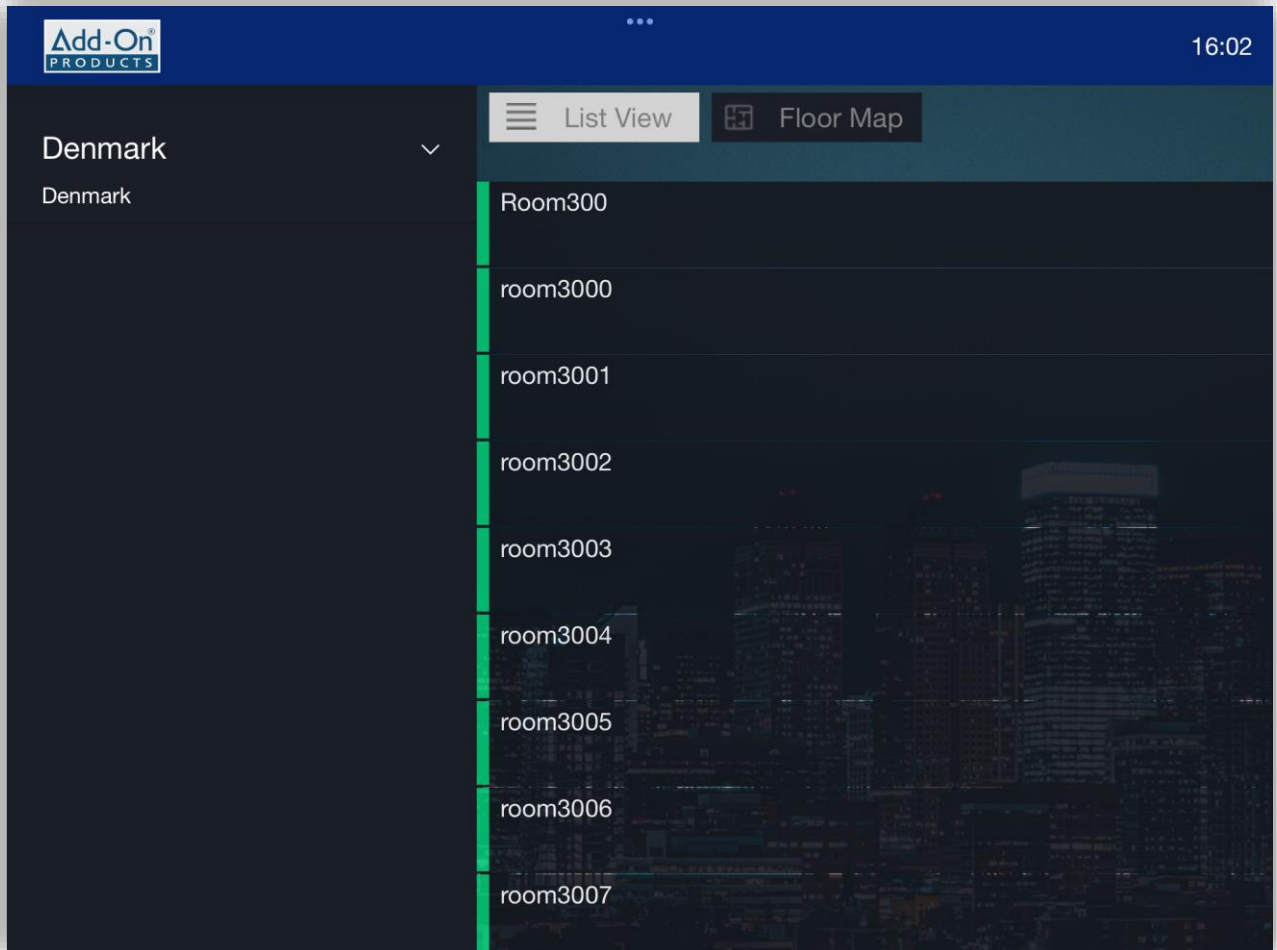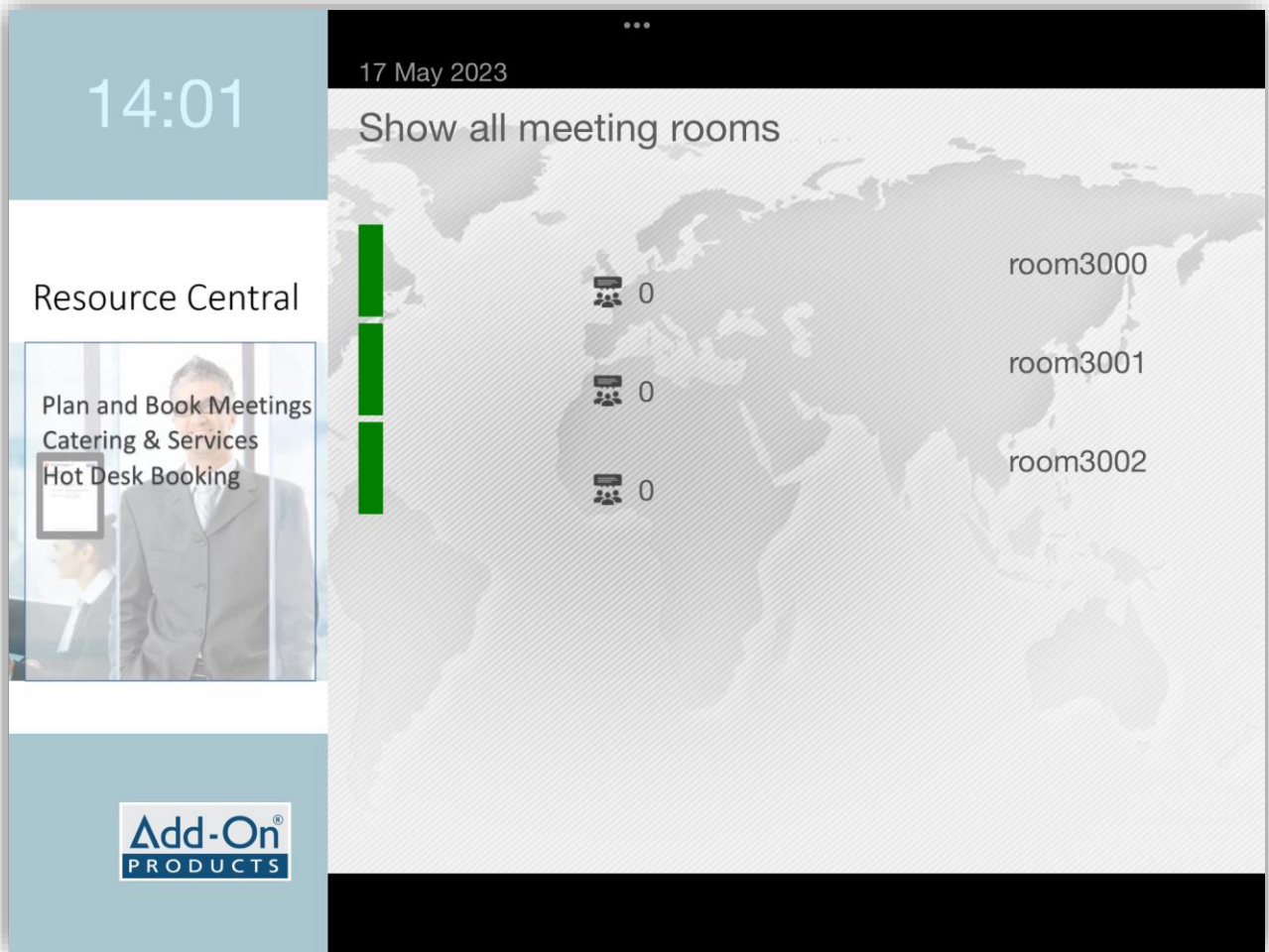

List View displays all the Rooms available in the default location and Floor Map visualize the map of the Rooms listed in List View.

In order to book a room, click on the name of the rooms in List View or click directly on the rooms in Floor Map. Choose [**OK**] to complete the booking.

You can view all the booking rooms in the **Reservation Directory**:

NOTE: A resource may have **Open Start Time** and **Open End Time** configured in DS Service, which determines its opening hours and closing hours.

The resource that is in closing hours will not be available for selection. If you try to select the resource, the message similar as follows will be shown:

For more details on configuring **Open Start Time** and **Open End Time**, refer to DS Service Administrator Guide.
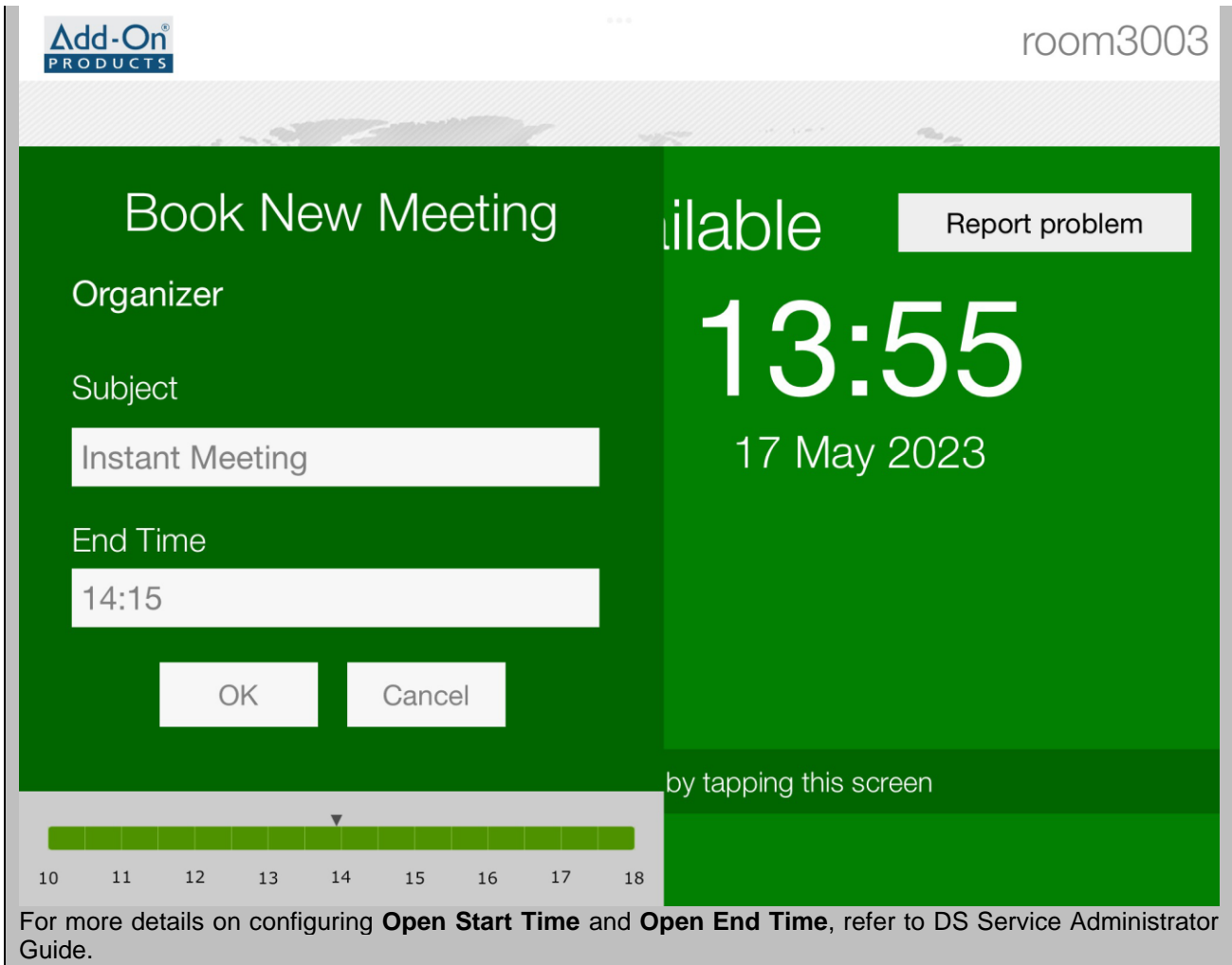
Confirm meeting

NOTE: This function is only available on Door and Desk Sign and Door and Desk Sign One-touch.

After clicking [**OK**] to complete booking new meeting or the start time of a meeting booked from Outlook is approaching, you can see the screen view as below:
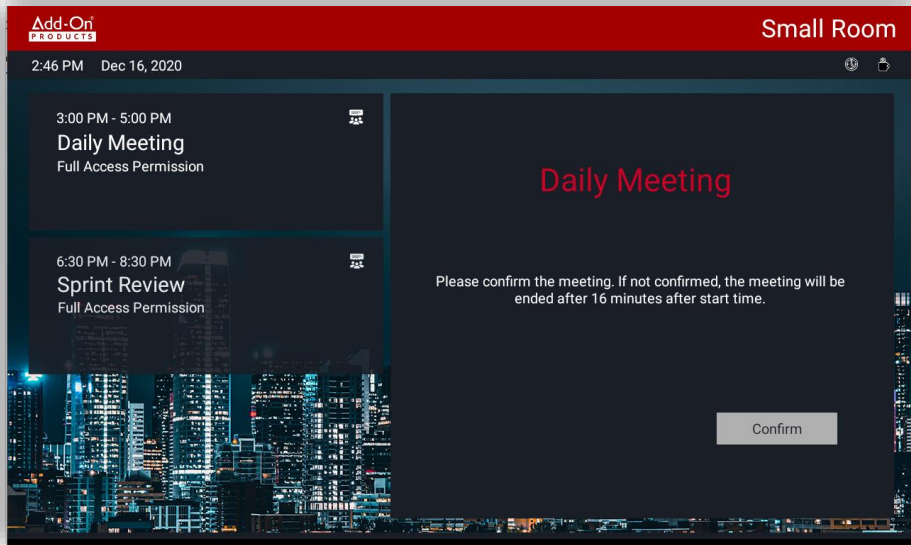
Figure 5. Book new meeting

The [**Confirm**] button appears on the screen view so that users can confirm the meeting they have just booked. This button is only available on the screen view in a configurable time interval. Look at the following figure for more details:
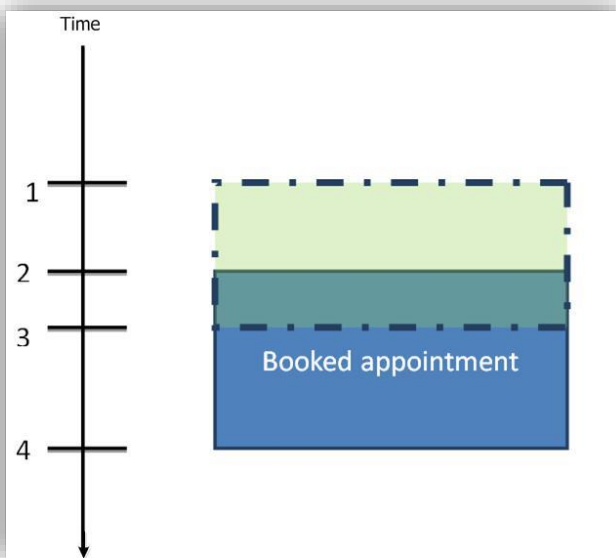

Figure 6. Time interval to confirm meeting

Booked meeting starts at "**2**" (when the status bar simultaneously turns red) and ends at "**4**" on the timeline. The time slice in which "Confirm Meeting" button is available ranges from "**1**" to "**3**". If the booking is not confirmed, then the meeting room must be released and made available for other bookings. After time point "**3**", the [**Confirm**] button disappears.

If the [**Confirm**] button has not been clicked AND time has passed "**3**" then the meeting is ended by the application, and the initial screen view appears.

If the [**Confirm**] button is clicked, details about meeting that user has just booked will be displayed on the screen view as the figure below:
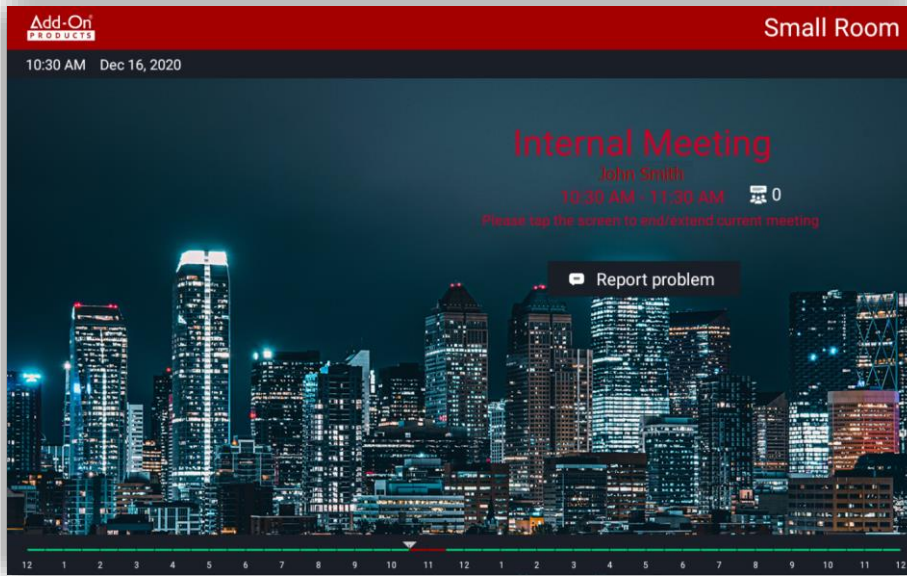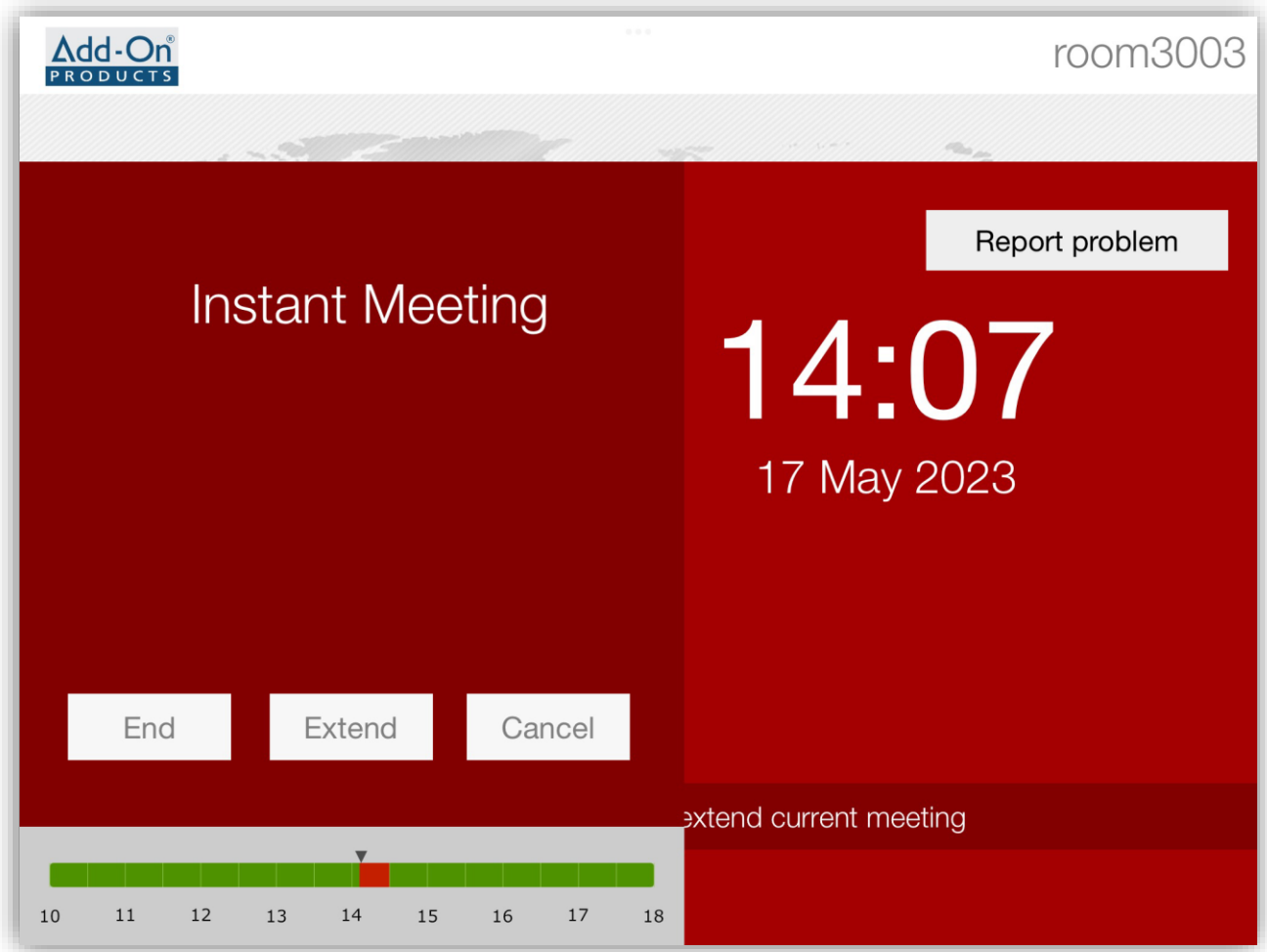
Figure 7.   Digital Sign Client – booked meeting

NOTE: User can set up confirmation time in **Resource Properties** screen in DS Service

Extend current meeting

NOTE: This function is only available on Door and Desk Sign and Door and Booking Kiosk.

To extend a current meeting, tap the screen view. The following view will appear:

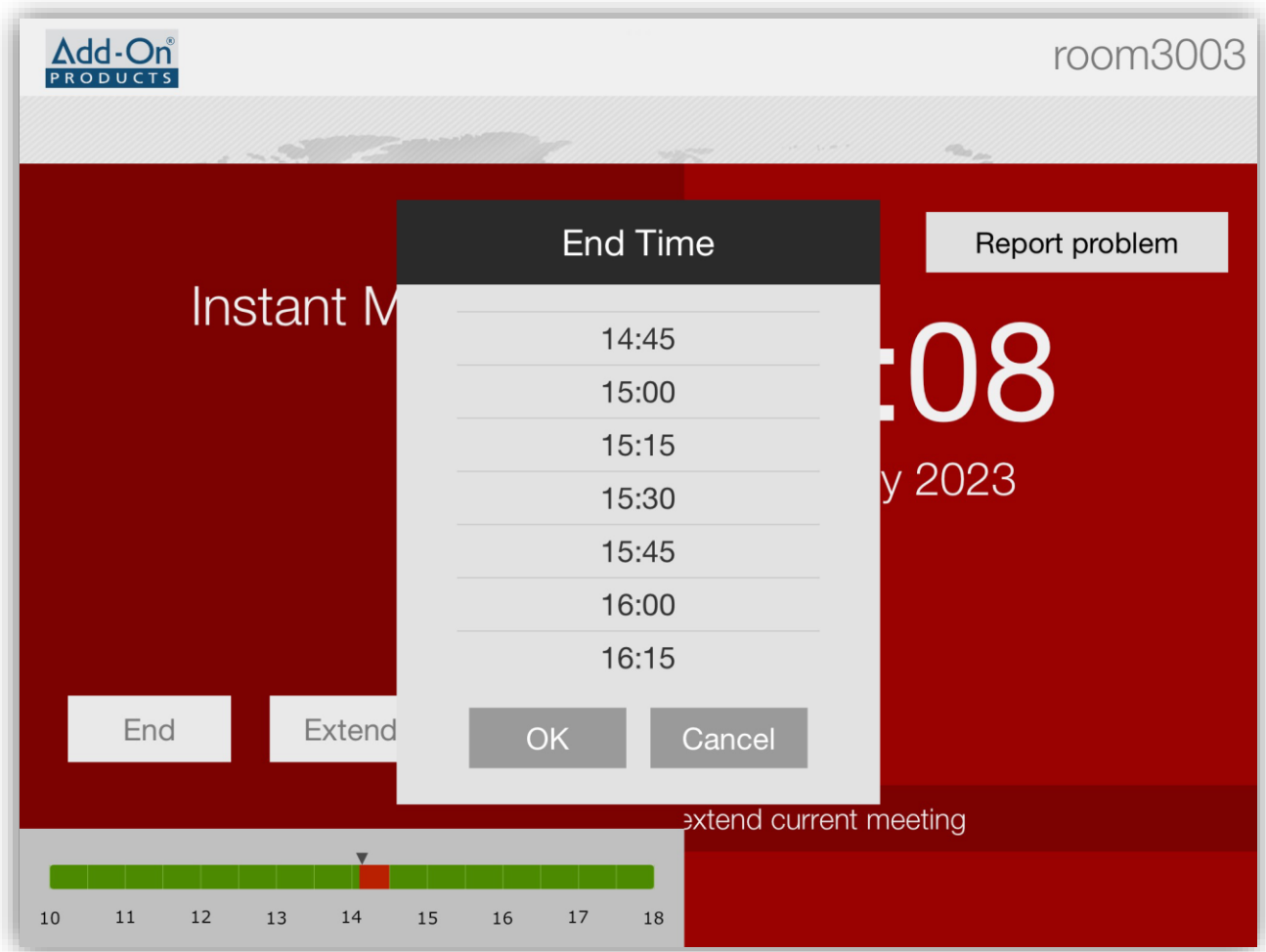Select [**Extend**], the following view shows up:

Figure 8. Extend meeting panel

NOTE: Similar to booking a new meeting, the Input modes can be applied for Extend and you can click time digits to change end time of the meeting.

You can choose the time to extend here. Click [**OK**] to confirm and complete extending the current meeting.

End a current meeting

NOTE: This function is available on Door and Desk Sign, Door and Desk Sign One-touch and Booking Kiosk.

- If Door and Desk Sign is applied, to end a current meeting, click [**End**] on the screen view. The screen view will show a question to confirm.
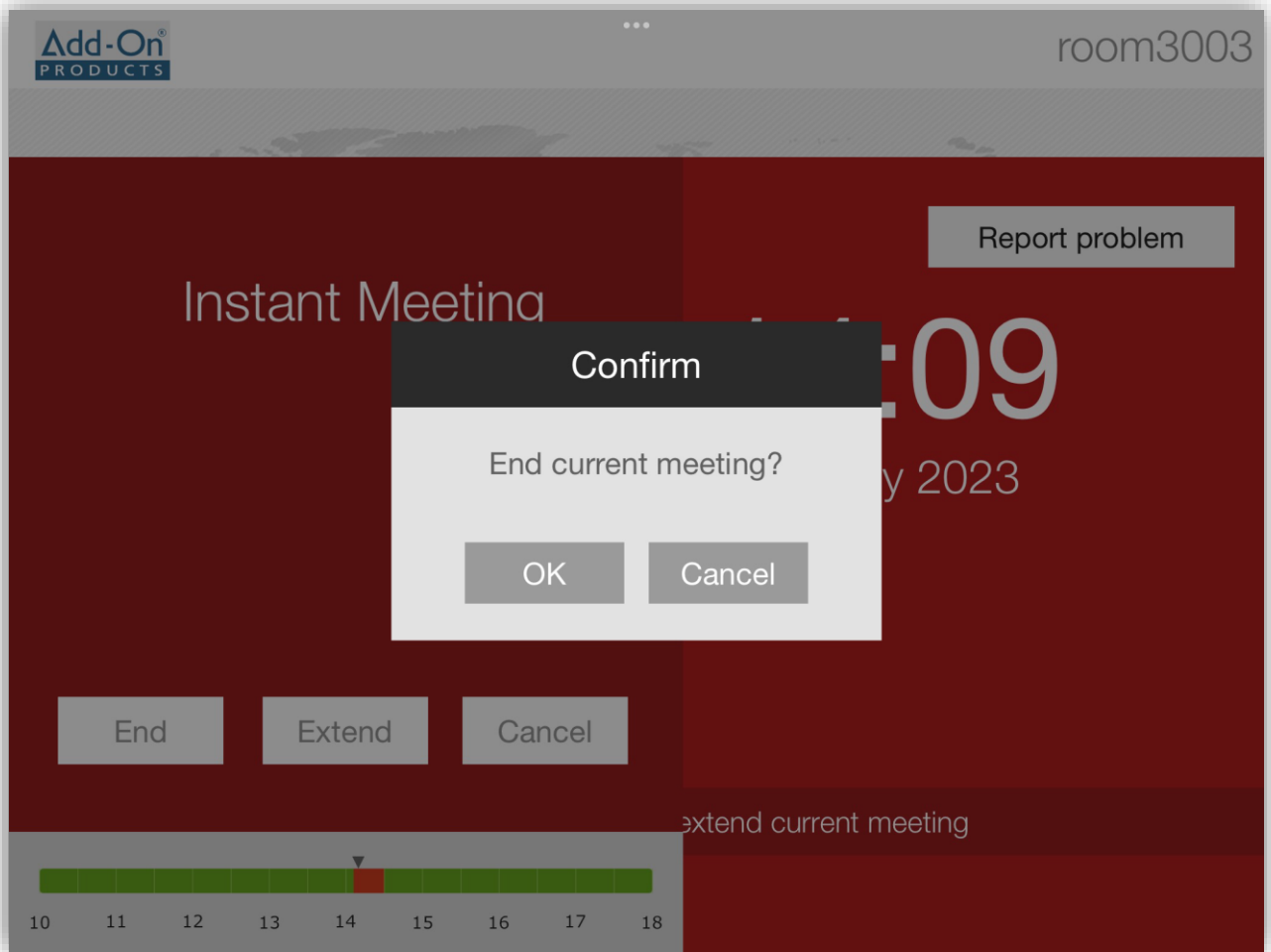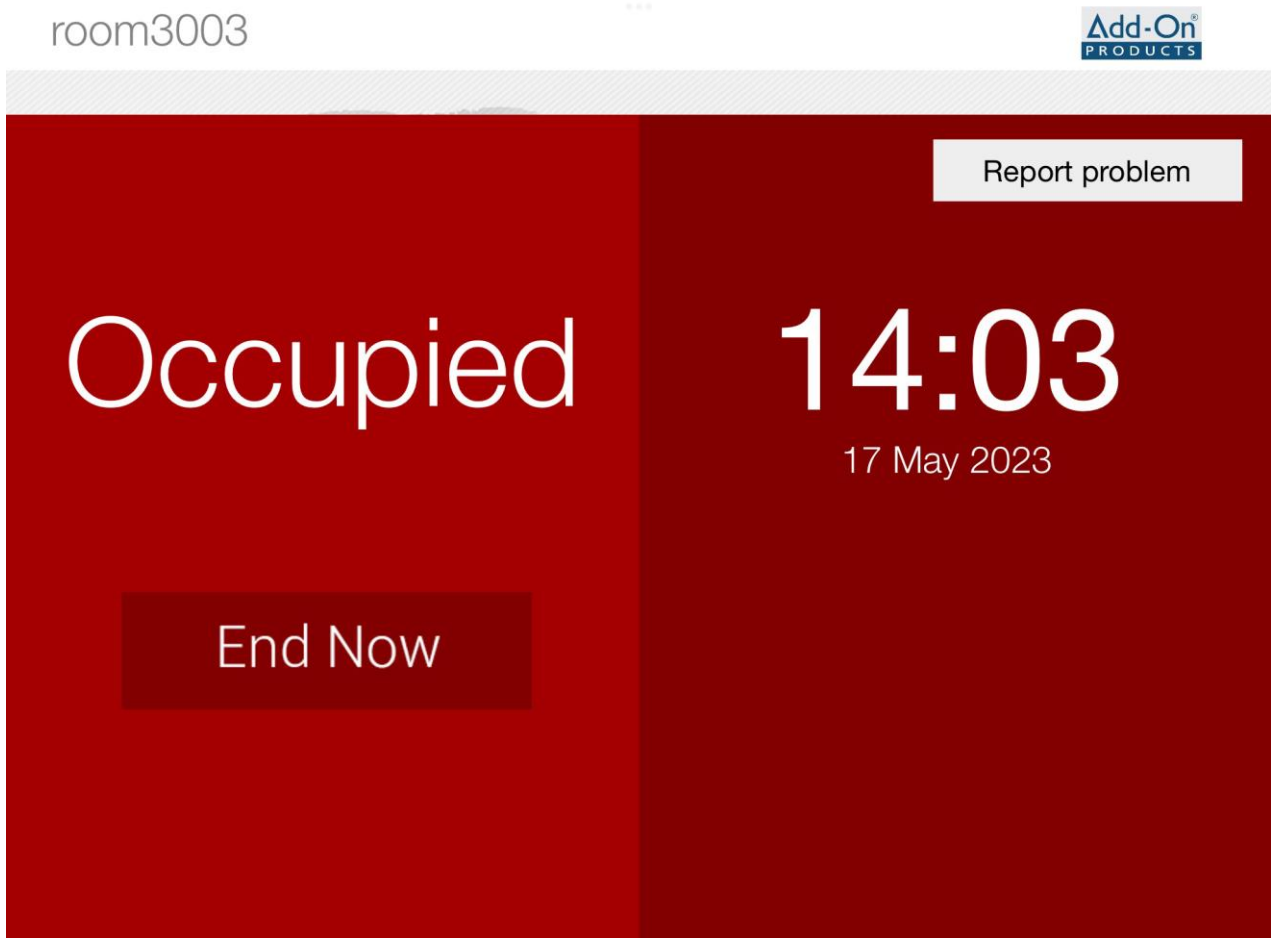
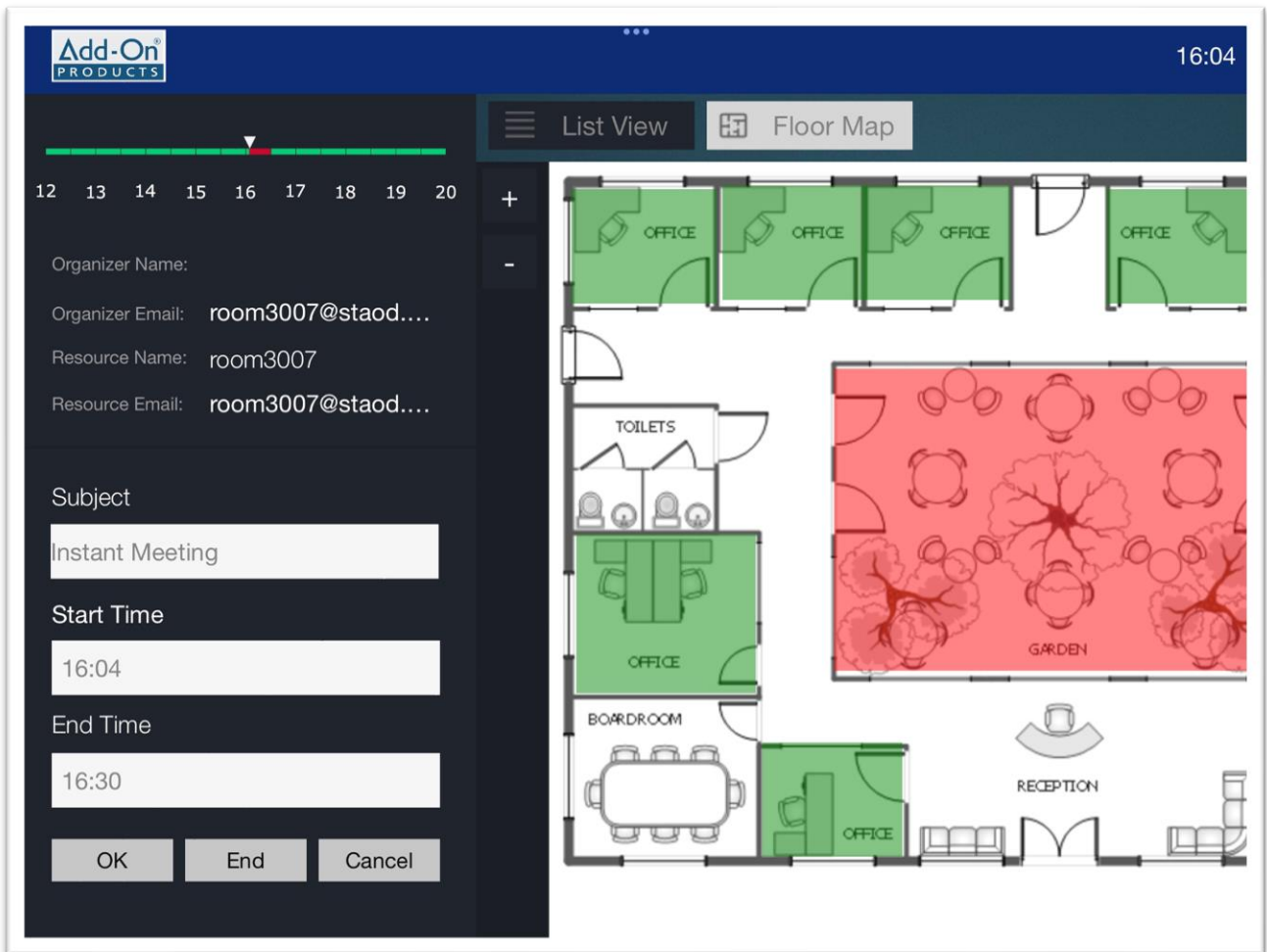**Figure 9. Digital Sign Client – End current meeting**

- If Door and Desk Sign One-touch is applied, click [**End Now**] to end the current meeting

room3003

Add-On
PRODUCTS

Report problem

Occupied

14:03
17 May 2023

End Now

- If Booking Kiosk is applied, click again on the room booked, choose [**End**] to end the current meeting.

Click [**OK**] to end the current meeting. You will be brought back to the initial screen view of the user interface.

NOTE: Similar to booking a new meeting, the Input modes can be applied for End a current meeting.

Report an issue

To report an issue that you encounter when using Digital Sign Client, tap on the button [**Report Problem**] on the screen and the following screen shows up:
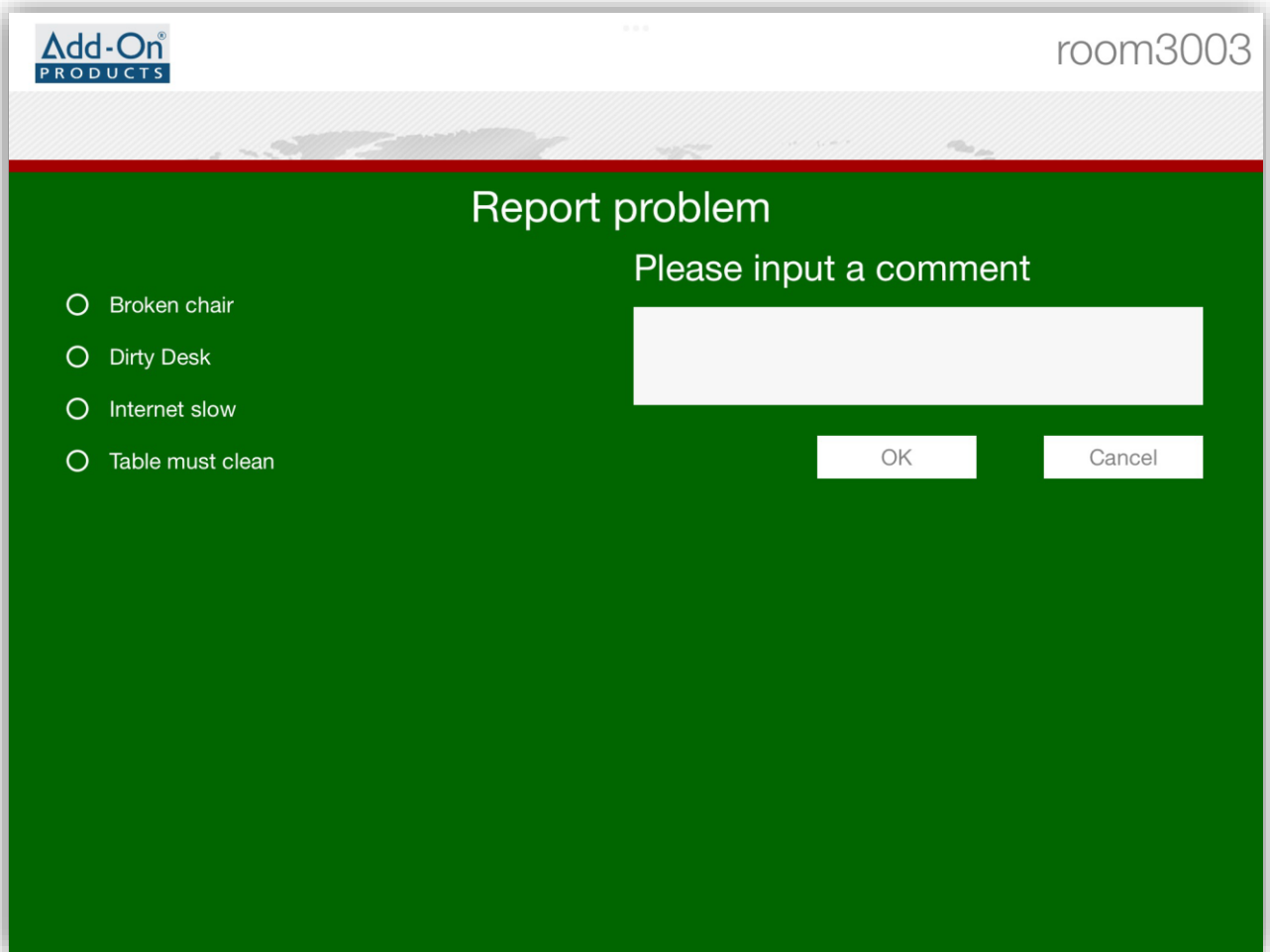
Figure 10. Report a problem

You can choose the problems listed on the left or you can fill in your description about the issue and click [**OK**], your report will be sent to the system.

LED Light

NOTE: LED light is only available on **Door and Desk Sign** and **Door and Desk Sign One-touch**.

The LED light color notifies whether the Room is Available or Occupied or about to start:
Green color: Room Available
Red color: Room Occupied
Yellow color: Start Shortly

Enable Power Option

This function helps you set up the sleeping time, applying for all Sign Types.
NOTE: If the device is running Window operating system, Enable Power Option is invalid.
Once the Room is available,

Power Up indicates the time when the screen is automatically turned on, you are able to perform the actions.
Power Down indicates the time when the screen is automatically turned off, you are not able to perform any actions.

If the screen displays that the Room is **Available**, the screen of the device will turn on/turn off based on the time set up.

If the screen displays that the Room is **Occupied**, the screen of the device will only turn on based on the time set up while the real Power Down must include extra time from the **Power down after last end time** section.

Make Resource Invisible

(Refer to Add Resources in Administrator Guide for more information)