KRAMER

USER MANUAL

MODEL:

Configuring Third Party Apps for VIA Calendar Integration

Contents

Introduction

VIA devices enable you to display scheduled meeting information on the main display home screen. VIA automatically retrieves information about meetings scheduled in the room where the VIA device resides. This feature is available for a room that has been added in Office 365® Admin Center or in Google Admin console for G Suite®.

You can associate either Office 365 or Google Calendar, not both.

Following are instructions for configuring third party calendar apps. For instructions for using the VIA Calendar feature, see your VIA device user manual, available at www.kramerav.com/downloads/.

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Configuring Office 365 for VIA Calendar Integration
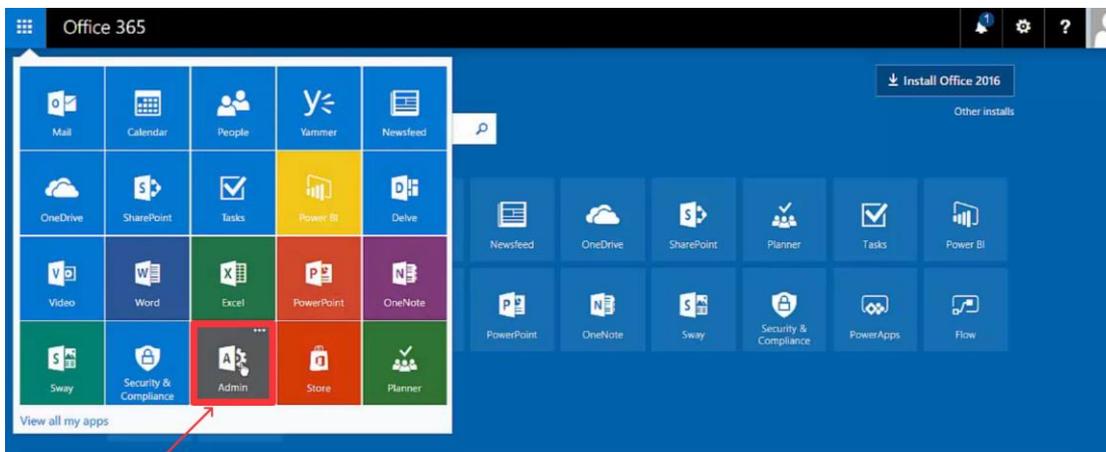
Adding Meeting Room

Meeting rooms in Office 365 are like users, in that meeting rooms have their own email addresses for creating invitations.
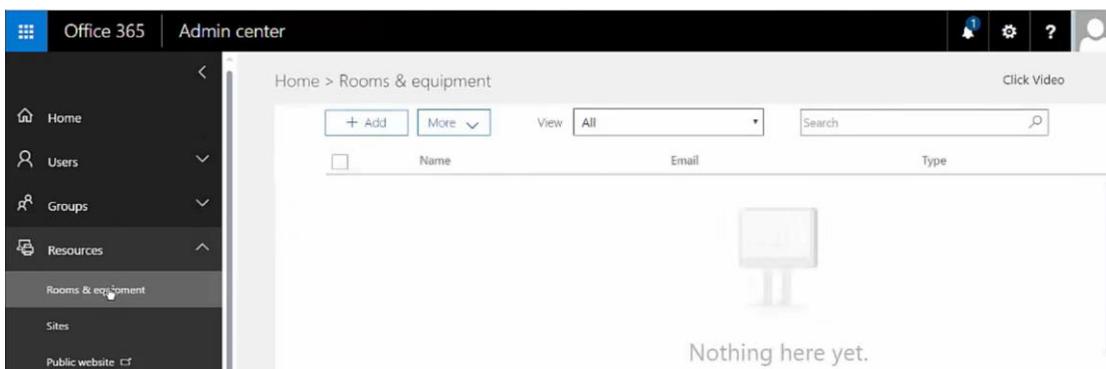
ⓘ   Only an Office 365 administrator can create a new meeting room.

To add a meeting room in Office 365:

1. Click Office 365 Menu > **Admin**.

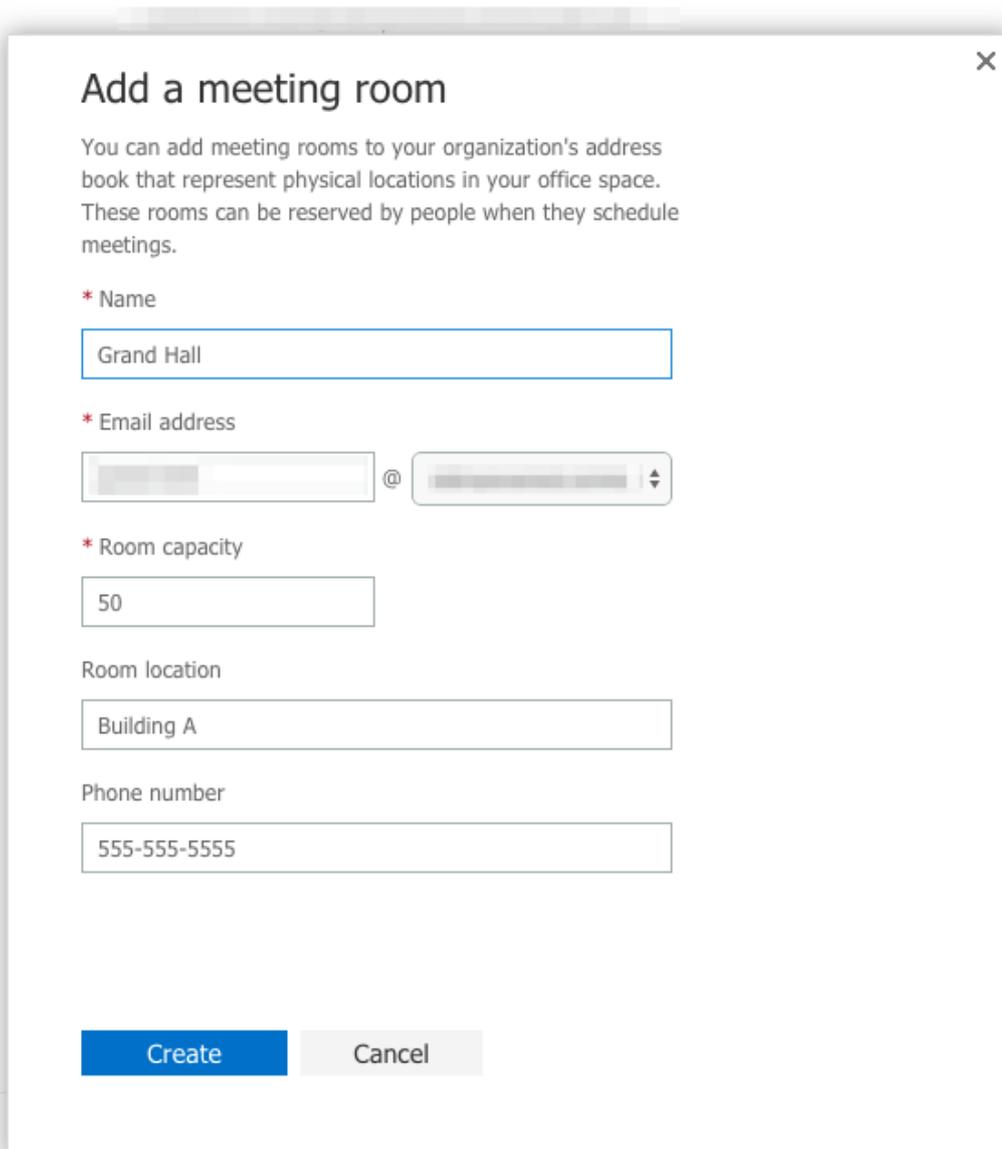2. In Admin Center, click **Resources** > **Rooms & equipment**.

3. Click Meeting Rooms listed in the left pane.

ⓘ   If a room has been created earlier, it appears on the right with an email address next to it.

4. Click '+'
   The Add a meeting room window appears.

Add a meeting room

You can add meeting rooms to your organization's address book that represent physical locations in your office space. These rooms can be reserved by people when they schedule meetings.

* Name

Grand Hall

* Email address

[   ] @ [‡]

* Room capacity

50

Room location

Building A

Phone number

555-555-5555

Create   Cancel

Figure 1. Add a meeting room and assign an email address

5. Fill in the details.

   ⓘ Fields marked * are mandatory.

6. Click **Create**.
   When a meeting is scheduled, this room appears as a venue.

Creating Calendar Event

1. Launch https://www.office.com

2. Use a valid username and password to login.
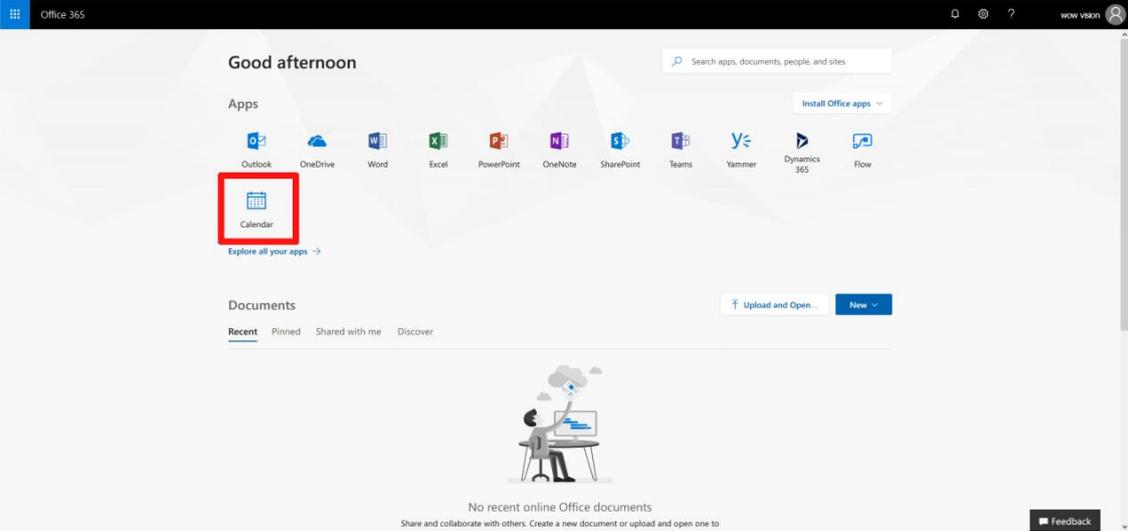   The welcome page appears.

Figure 2. Office 365 welcome page
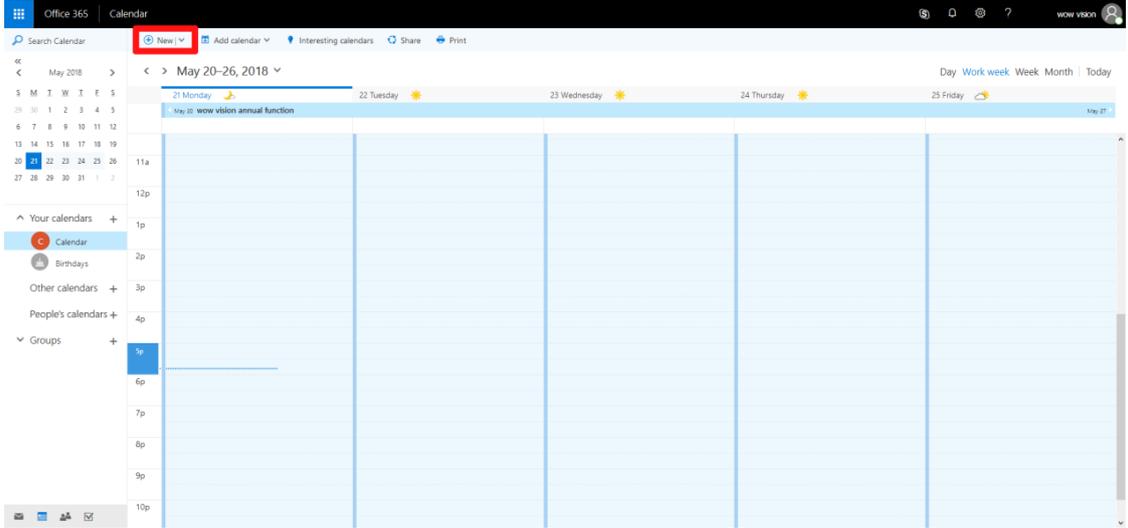
3. Click **Calendar**.
   Your calendar appears.

Figure 3. Calendar 365 interface

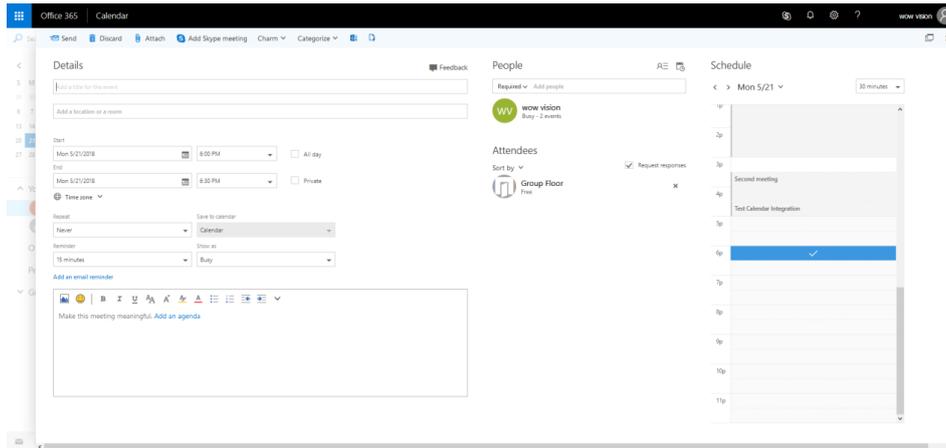4. Click **New > Calendar**.
   The new calendar event window appears.

Figure 4. Details of a calendar event

5. Add a **Title** for the event.

6. Click the field **Add a Location**.
   A drop down appears with the option to add room.
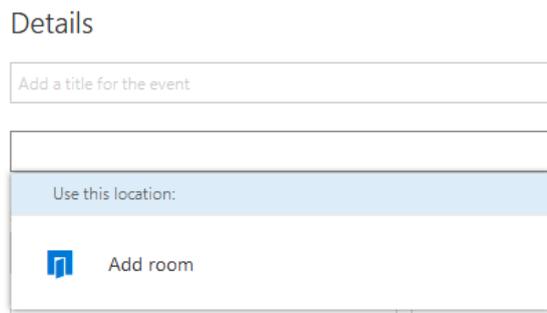
7. Click **Add Room** and choose the intended room from the list of options.

> (i) If the intended room is not listed, see Adding Meeting Room on page 2.
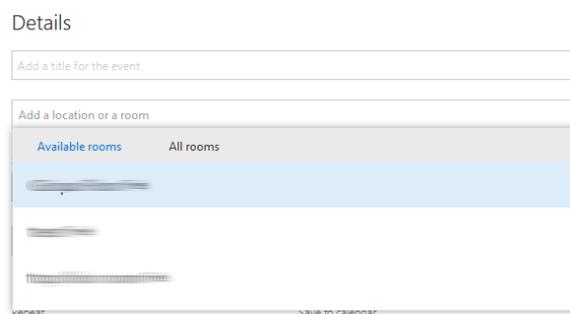
8. Select a start date and a start time of the event.

9. Select an end date and an end time of the event.

10. If the meeting is to be set for the entire day and has no start and end time, select the **All Day** checkbox.

11. On the calendar event window, under People (Figure 4), select the attendees for this meeting.

12. Click **Send**.

The calendar is now added and shows on the your page (Figure 3).

Configuring Google Calendar for VIA Calendar Integration

As a G Suite administrator, you can create calendars to share with people in your organization.

ⓘ **Before you begin**: If you don't want to share the calendar with everyone in your organization, create a group that contains only the people you want to share with.

Adding a Building

Details like the building, the floor where a room is located and the key features such as video conferencing equipment or whiteboards can be shared with employees.

To add a building:

1. In your Google Admin console (at admin.google.com) go to **Buildings and resources** > **Edit resources**.

2. At the bottom of the page, click **Manage Buildings**.

3. Point to and click **Add new building**.

4. Enter the building information.

5. Click **Add Building**.
   A building is added.

Adding Audio, Video, or other Features

To add features:

1. In your Google Admin console (at admin.google.com) go to **Buildings and resources** > **Edit resources**.

2. Click Manage ≡⁄

3. Click **Add Feature**.

4. Enter the feature name and choose the one of the following types:

   ▪ **Audio**: Audio communication equipment (for example, a phone)

   ▪ **Video**: Video communication equipment (for example, a VC or Cisco conferencing unit)

   ▪ **None**: Equipment that is not video or audio (for example, Whiteboard, Wheelchair accessible, or External guests)

5. Click **Save**.
   The feature is added.

Adding Room

To add a room:

1. In your Google Admin console (at admin.google.com) go to **Buildings and resources** > **Edit resources**.

2. Click Add ⊕.

3. Enter the resource information and select **Conference room**.

4. Click **Add Resources**.
   The room is added.

Create a Group

1. Sign in to the **Google Admin console** (admin.google.com)

2. From the dashboard, click **Groups**.

   > ⓘ If you do not see Groups, expand More Controls and drag Groups to the Home page.

3. Click ⊕ at the bottom of the page.

4. Enter the following details in the Create new group box:

   - A name for the group. See support.google.com/a/answer/33386 for name and password guidelines.

   - An email address for your new group. If your organization's Google account has multiple domains, select the appropriate domain from the drop-down list.

   - Optionally, add a description for your group. You can use this description to help users determine the purpose of the group and rules, if any, to follow.

   - Choose an Access Level from the drop-down list.

   - Optionally, check the box that adds all users in the organization to your new group.

5. Click **Create**.
   The group's page in the Admin console appears.

Create Group Calendar

To create a group calendar:

1. Sign in with your G Suite administrator account and open Google Calendar.

2. On the left, above My Calendars, click **Add other calendars** + > **New calendar**.

3. Add a name, description, and time zone for your calendar.

4. Click **Create Calendar**.

5. On the left, click the name of the new calendar.

6. If you want to share the calendar with everyone in your organization, do the following under Access permissions:

    a. Check the Make available for *your domain* box.

    b. In the Permissions box, click ⌄ and choose an option.

7. If you want to share the calendar with a specific group of people, do the following under Share with specific people:

    a. Click **Add People**.

    b. Add the email address of the group you want to share the calendar with or add individual email addresses.

    c. In the Permissions box, click ⌄ and choose an option.

    d. Click **Send**.

    (i) The settings under Access permissions override the Share with specific people settings.

Add New Users

If you add new users to the group, give them the calendar address so they can add it.

To add new users:

1. Sign in with your G Suite administrator account and open Google Calendar.

2. Under My calendars, find the shared calendar.

3. Point to the shared calendar and click ⋮ ❯ **Settings and sharing**.

4. Scroll down to the Integrate calendar section and copy the Calendar ID (it will be long).

5. Send the Calendar ID to new users with instructions to paste it into the Add a coworker's calendar box and click **Enter**.
    The calendar shows up in the new users' Other calendars list.

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For the latest information on our products and a list of Kramer distributors, visit our Web site where updates to this user manual may be found.

We welcome your questions, comments, and feedback.