

velocity™ by Atlona

Integration Note for Microsoft Room Scheduling

Version Information

Version	Release Date	Notes
1	Aug 2021	Separated scheduling setup guides by program. Added Office Exchange OAuth and On Premise
2	Sept 2021	Added support for NTLM authentication

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Overview

The Velocity System offers a powerful yet intuitive room scheduling platform that's easy to install and configure for integrators, and simple to access for meeting participants. It offers a refined, user-friendly touch panel GUI for viewing meeting room availability status, browsing for available rooms, scheduling a meeting or event time, extending meetings as necessary, and initiating ad hoc meetings. This guide will explain how to set up and use scheduling with Microsoft® Office 365™ Outlook, Office Exchange (Online only), and Office Exchange (On Premise).

For additional user convenience, the room scheduling system can be configured with a control system to automatically trigger AV functions and macros whenever a meeting begins or ends.

Requirements

In order to use the Scheduling component of Velocity, certain devices and programs must be available.

- Velocity Software - AT-VGW-HW, AT-VGW-SW, and AT-VTPG-1000VL
- Velocity Touch Panels - AT-VTP-550, AT-VSP-800, AT-VTP-800, AT-VTP-1000VL, or AT-VTPG-1000VL
- Supported Scheduling Software - Outlook 365, Office Exchange, Office Exchange On Premise

Scheduling Programs

The selected scheduling program must be set up before integration with Velocity. Some programs will need specific options selected, while others will only require the username and login to be provided to Velocity.

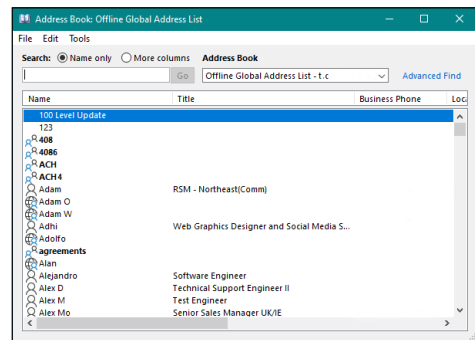
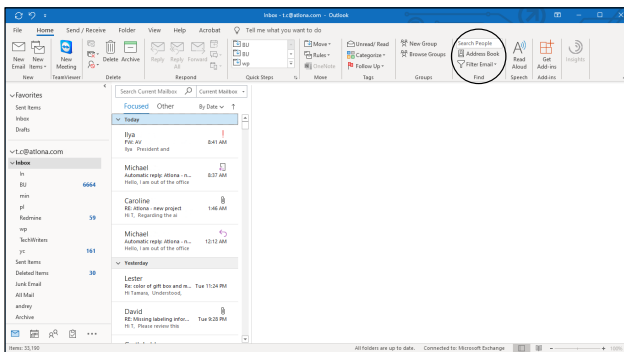
NOTE: These instructions are for scheduling programs that have already been fully set up on site and only require Velocity integration steps and requirements.

Outlook

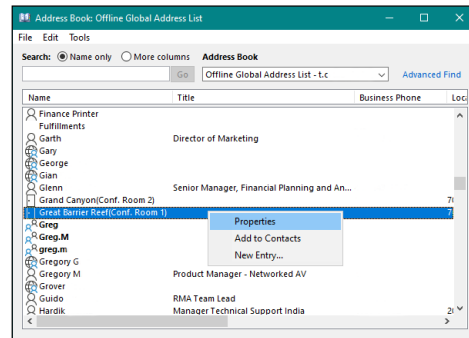
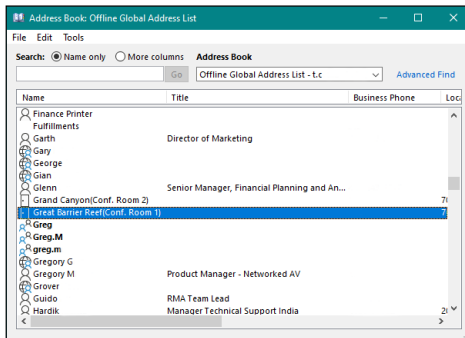
Outlook does not require any additional settings for Velocity access. The IT admin will only need to set up an email with calendar permissions. Both the email and the password for the email account will be needed for Velocity set up.

The second requirement for Velocity synchronization, is the email address associated with each room. Use the following steps to find the email associated with each room.

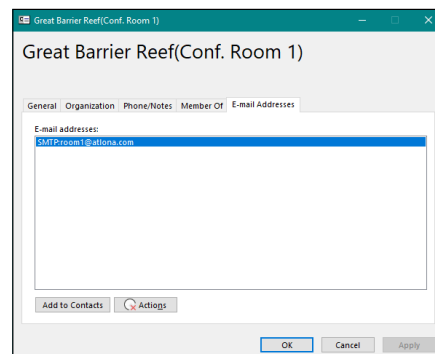
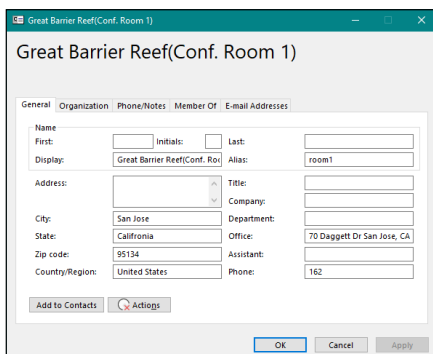
1. Open Outlook.
2. Select **Address Book** from the top options. A pop up will appear.



3. Scroll down to the room name.
4. Right click on the room and select **Properties** from the drop down menu. A second pop up will appear.



5. Select the E-mail Addresses tab from the top navigation.



6. Write down the room name and email address.
7. Repeat for all meeting rooms.
8. Follow the steps in the **Velocity Setup** section to finish integration.

Office 365 Exchange (Online Only / OAuth)

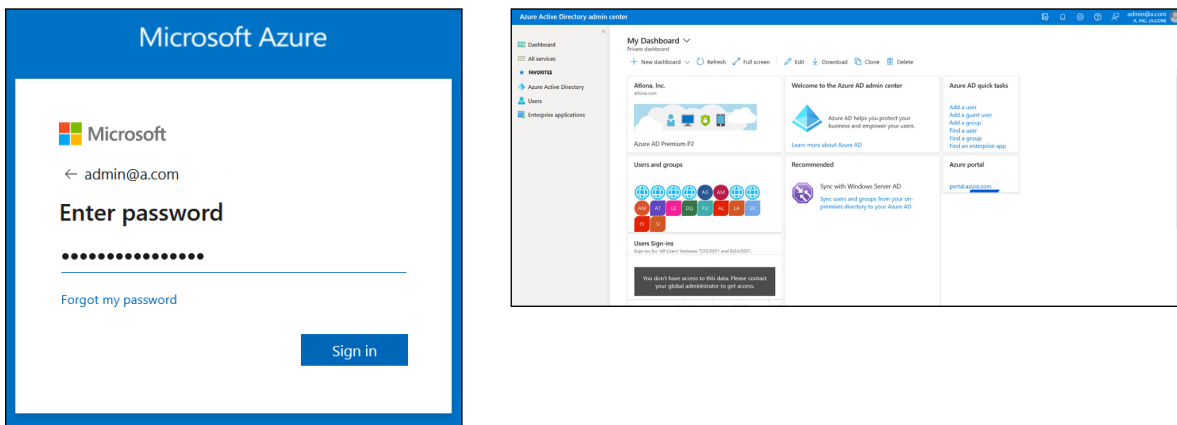
Microsoft Office 365 Exchange must be set up before it will work with Velocity. These instructions will provide steps to verifying Exchange with OAuth, for use with Velocity.

NOTE: These instructions use information from the [Microsoft Exchange Document](#) and the link should always be checked to make sure the correct information is entered.

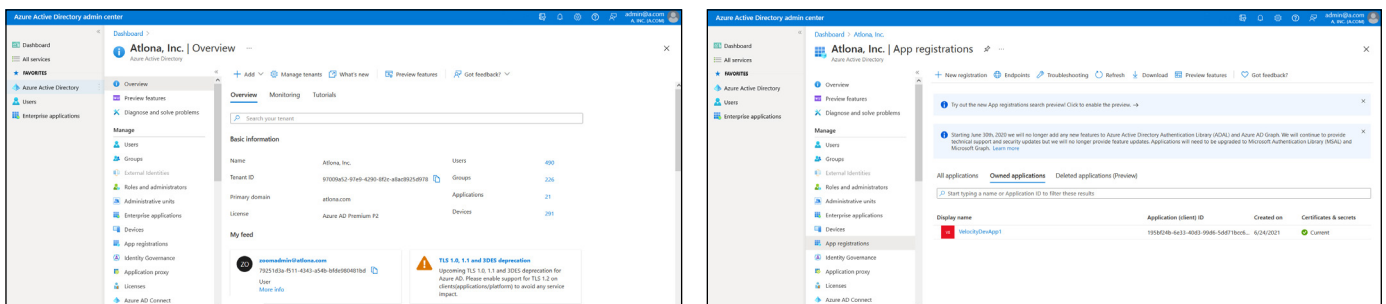
1. Open a browser on the local computer and enter <https://aad.portal.azure.com>, this will bring up the Microsoft Azure portal.



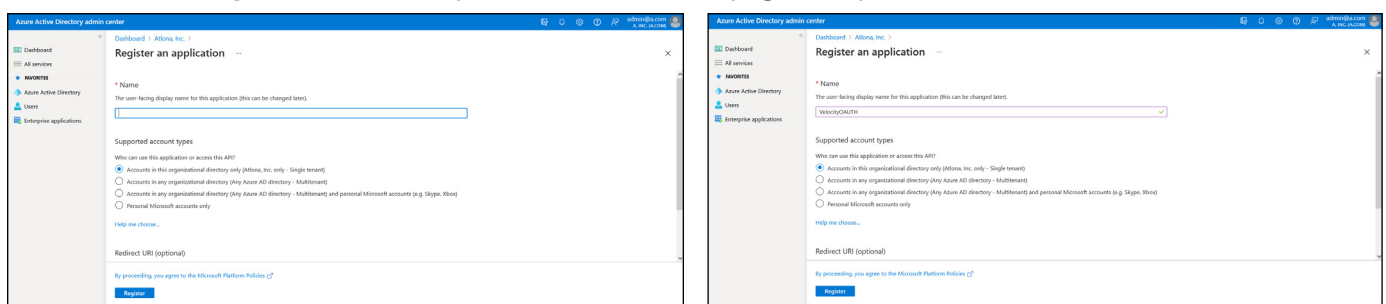
2. Log in using the username and password created when installing Exchange. A new screen will open.



3. Select **Azure Active Directory** from the left side menu. A new screen and menu will open.
4. Select **App Registrations** from the new menu. A new screen will appear.



5. Select **+ New registration** at the top of the screen. A new page will open.



6. Enter a name for the new registration (e.g. VelocityOAUTH).
7. Scroll to the Redirect URL section at the bottom of the page.
8. Select **Public client/native (mobile & desktop)** from the drop down menu.

Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web

Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from [Enterprise applications](#).

By proceeding, you agree to the [Microsoft Platform Policies](#)

Register

Web

Public client/native (mobile & desktop)

Web

Single-page application (SPA)

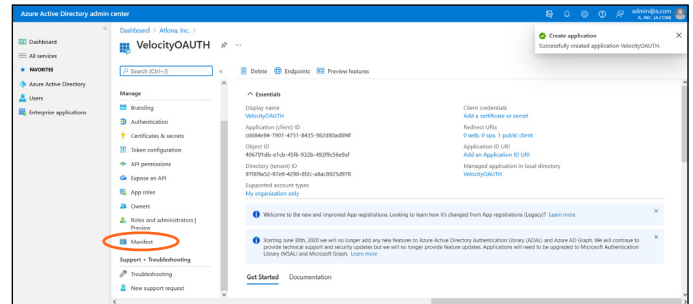
9. In the URL filed type the information found in the Register your application section of the [Microsoft Exchange Document](#).
10. Press the Register button to save. A new page will open.
11. Write down/Save the **Application (client) ID** and **Directory (tenant) ID** down for use in Velocity.

Public client/native (mobile ...)

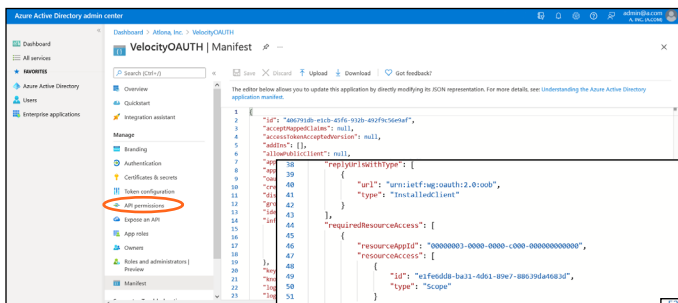
Register your application

To use OAuth, an application must have an application ID issued by Azure Active Directory. In this tutorial, it is assumed that the application is a console application, so you need to register your application as a public client with Azure Active Directory. You can register an application in the Azure Active Directory admin center or by using Microsoft Graph.

1. Open a browser and navigate to the [Azure Active Directory admin center](#) and login using a personal account (aka: Microsoft Account) or Work or School Account.
2. Select **Azure Active Directory** in the left-hand navigation, then select **App registrations** under **Manage**.
3. Select **New registration**. On the **Register an application** page, set the values as follows.
 - Set **Name** to a friendly name for your app.
 - Set **Supported account types** to the choice that makes sense for your scenario.
 - For **Redirect URI**, change the dropdown to **Public client (mobile & desktop)** and set the value to `urn:ietf:wg:oauth:2.0:oob`.
4. Choose **Register**. On the next page, copy the values of the **Application (client) ID** and **Directory (tenant) ID** and save them, you will need them later.



12. Select **Manifest** from the side navigation. A new screen will appear.
13. Scroll down to the area that says **requiredResourceAccess**.
14. Enter the information found in the Configure for app-only authentication section of the [Microsoft Exchange Document](#). If there is already resourceAppId information, place a , after the } and paste the info.



Configure for app-only authentication

To use application permissions, follow these additional steps.

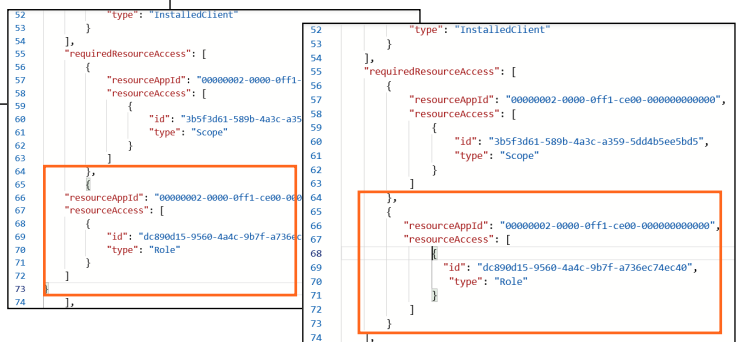
1. Select **Manifest** in the left-hand navigation under **Manage**.
2. Locate the **requiredResourceAccess** property in the manifest, and add the following inside the square brackets ({}):

```

{
  "resourceAppId": "00000002-0000-0000-0000-000000000000",
  "resourceAccess": [
    {
      "id": "dc890d15-9560-4a4c-9b7f-a736ec74ec40",
      "type": "Role"
    }
  ]
}
    
```

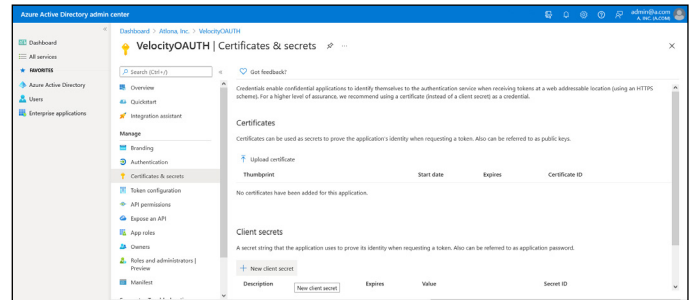
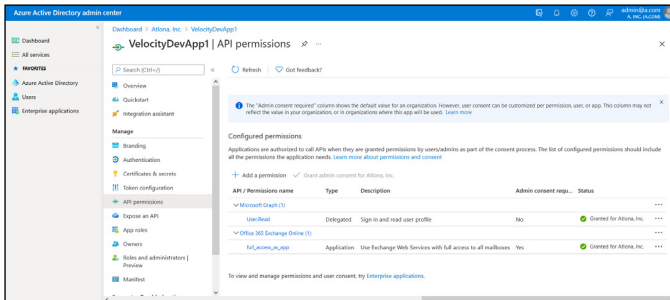
NOTE: Make sure the information is formatted correctly. If not, use the tab button to align the information like shown in the right screenshot.

15. Select **Save** at the top of the screen.
- NOTE:** Once saved, the system admin will need to approve the new permissions request.

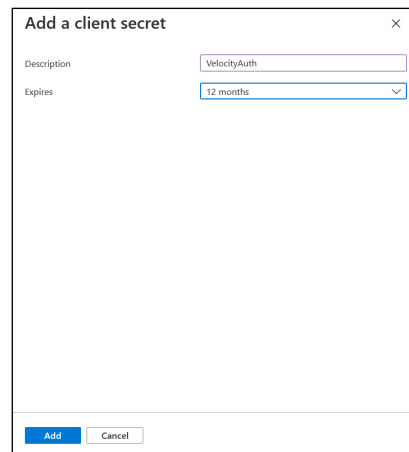
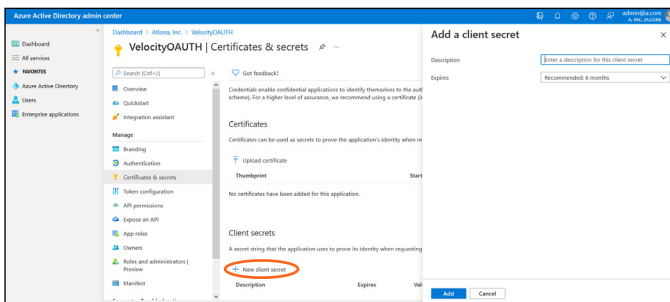


Scheduling Programs

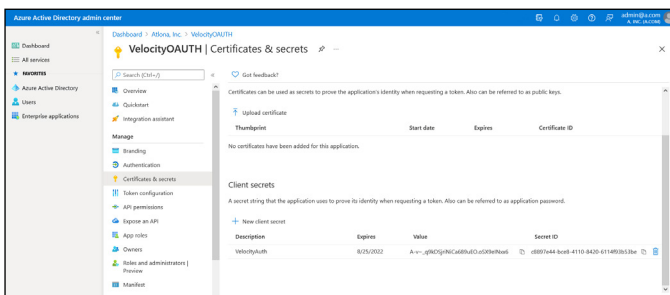
- Once the admin has provided permission, select **API permissions** from the side navigation. A new screen will open.
- Verify that a green check mark and Granted is displayed under the status. (This the permissions granted by system admin after step 15).
- Select **Certificates & secrets** from the side navigation. A new screen will open.



- Select **+ New client secret** in the Client secrets section. A new menu will appear on the right side of the screen.
- Enter a name/Description for the client secret and select a time from for permission expiration. The provided permissions is from 3 to 24 months (defaulting at 6 months) but a custom time can be selected if needed.
- Select **Add** once done. New information will appear under Client secrets.



- Copy the **Value** information from the new client secrets, this will be needed for set up in Velocity.



- Follow the steps in the **Velocity Setup** section to finish integration.

Office 365 Exchange (On Premise)

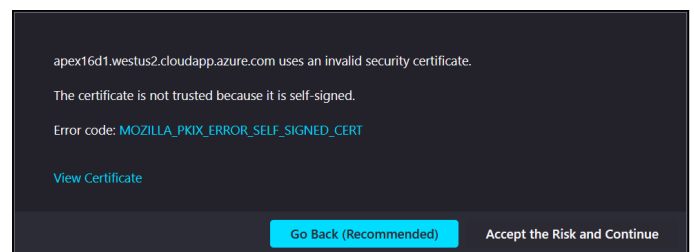
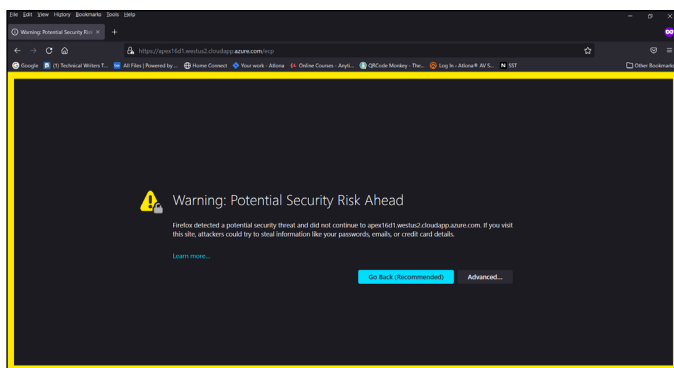
For On Premise, Velocity will access the Exchange Server through Exchange Web Services (EWS), so it must be set up for basic Authentication mode or NTLM mode (Integrated Windows authentication), with all users and calendar mailboxes accessible.

To enable EWS, connect to the Exchange Server and run the following command in Exchange Management Shell:
 Set-OrganizationConfig -EwsEnabled:\$true

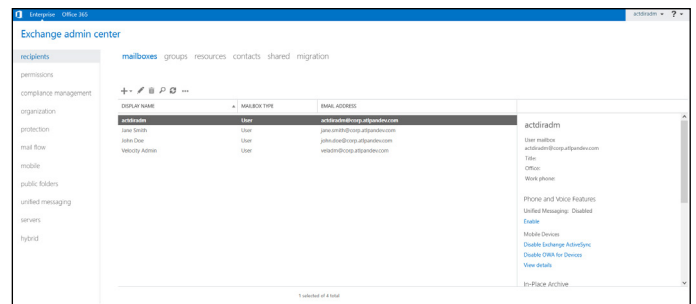
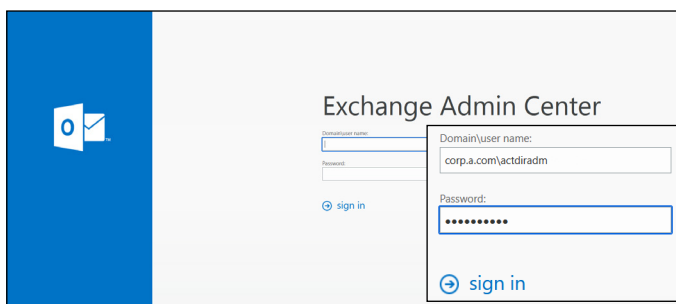
For more information on EWS control configuration and commands, visit the [Microsoft Exchange EWS document](#).

Once EWS is enabled on the Exchange Server, some basic set up will be required on the Exchange Admin Center. The URL should be provided by the Exchange Server admin and will have a basic URL similar to https://<customer exchange site>/ecp.

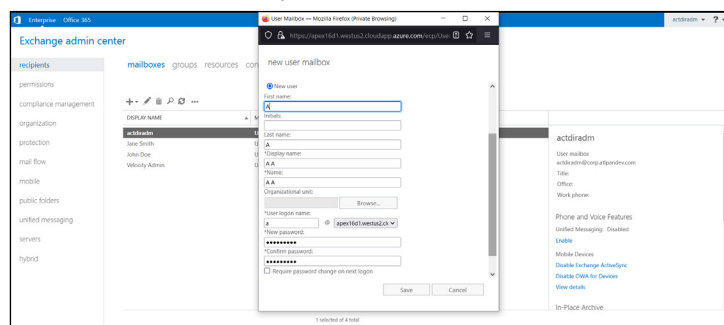
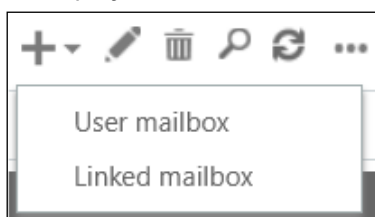
1. Open a browser on the local computer and enter the Exchange Admin Center URL provided by the Exchange Server admin.
2. *Optional* If using a self-signed certificate a warning page may show up, select **Advanced...**, then **Accept the Risk and Continue** to get to the login page.



3. Enter the **Domain/username** and **Password** into the fields. The login must have the domain then the username to be accepted.
4. Select **sign in**. A new screen will appear.

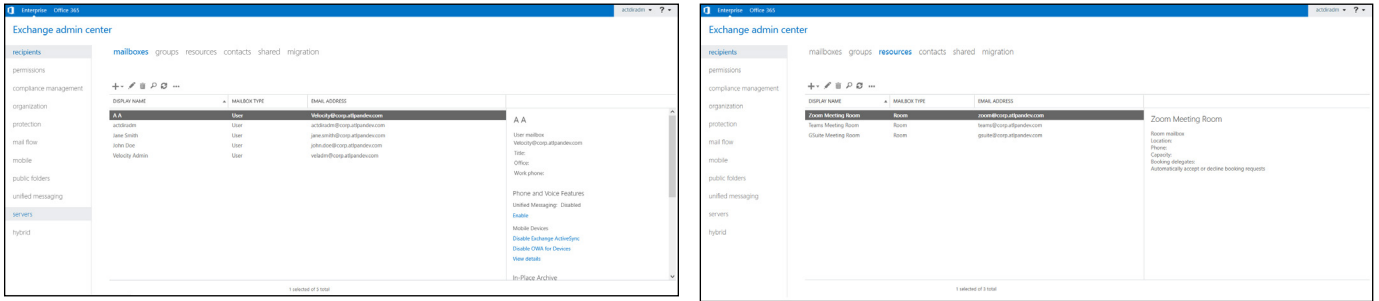


5. Select the + button and choose User mailbox from the drop down. A pop up will appear.
6. Fill in the Display name, Name, User login name @ domain, and password.



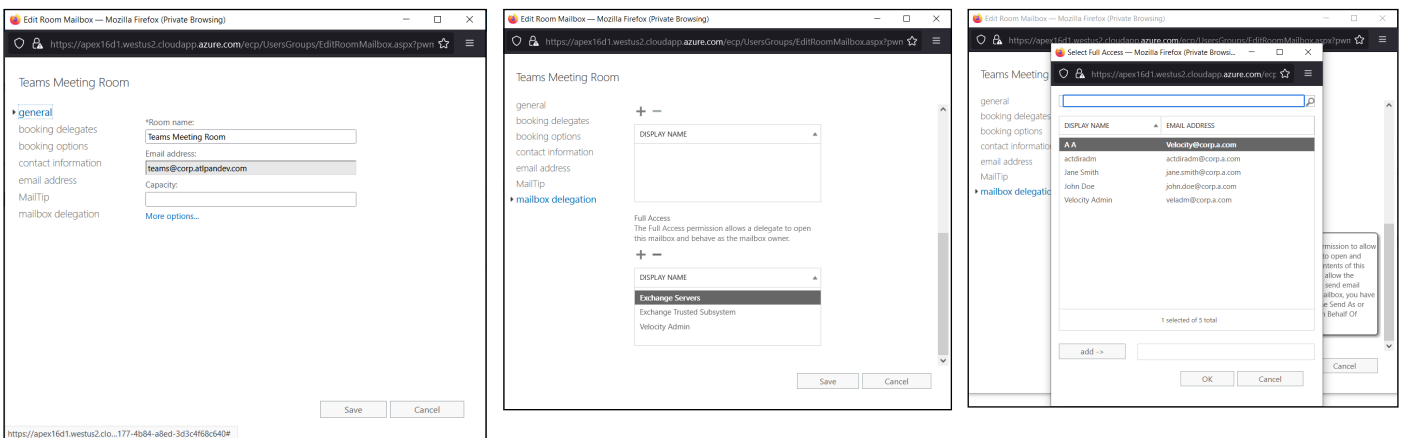
NOTE: The User login name and Password created in this step will be used for Velocity integration. Make sure to keep the information for later steps.

- Press Save. The pop up will close.
- Select resources from the top navigation. A new screen will appear.

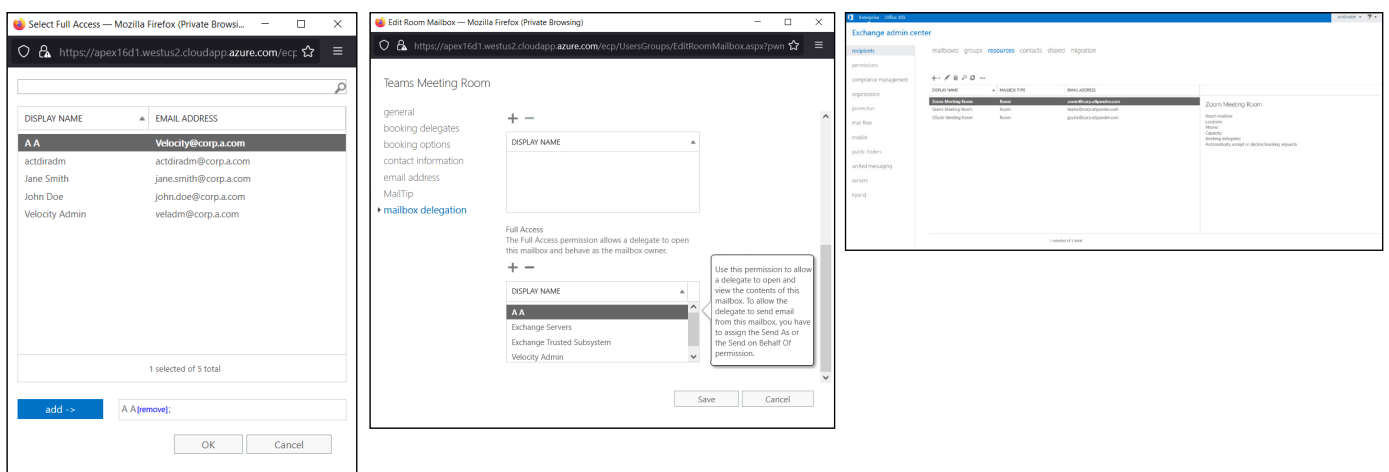


DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Zoom Meeting Room	Room	zoom@corp.atpandev.com
Teams Meeting Room	Room	teams@corp.atpandev.com
GSuite Meeting Room	Room	gsuite@corp.atpandev.com

- Select Teams Meeting Room, then press the edit button (pencil). A pop up will appear.
- Select mailbox delegation from the side menu.
- Under Full Access, select the + button. A second pop up will appear.
- Select the recently added user and press the add -> button below.
- Once the user has appear in the add field, select OK. The second pop up will close.



- The username will appear under Full Access. Press Save to enable the permissions. The pop up will close.
- Repeat for any resources that will be used for calendar integration.
- Notate the emails associated with each resource for use in Velocity integration.

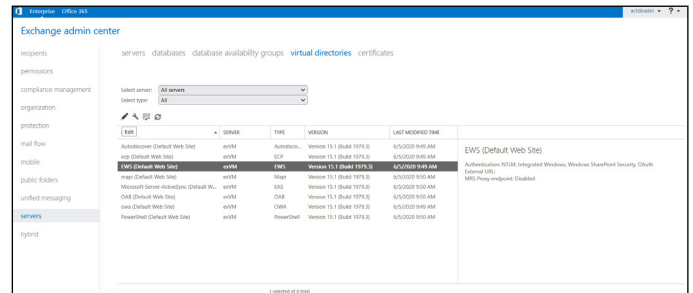
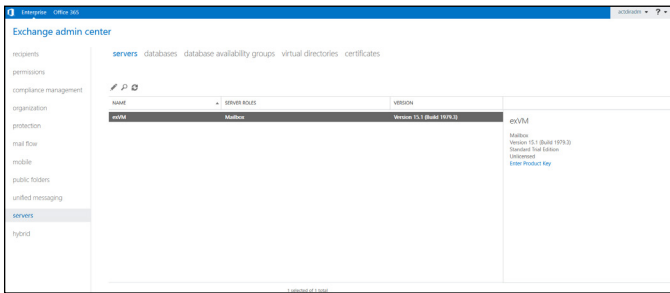


Scheduling Programs

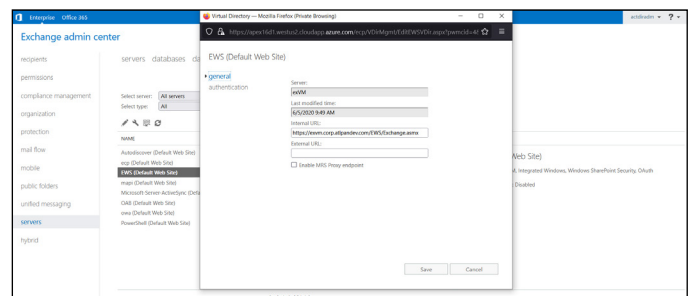
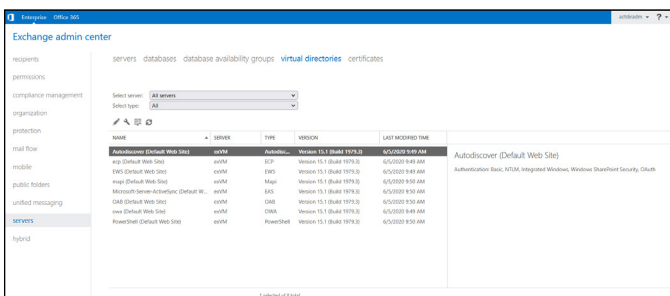
On Premise is now set up for integration into Velocity, but before switching over to Velocity enable the type of authentication for the specific instance. Velocity can be used with Basic Authentication or Integrated Windows Authentication (NTLM).

NOTE: By default, EWS should have Integrated Windows authentication enabled, but it is best to verify, to avoid any issues when setting up integration within Velocity when using NTLM mode.

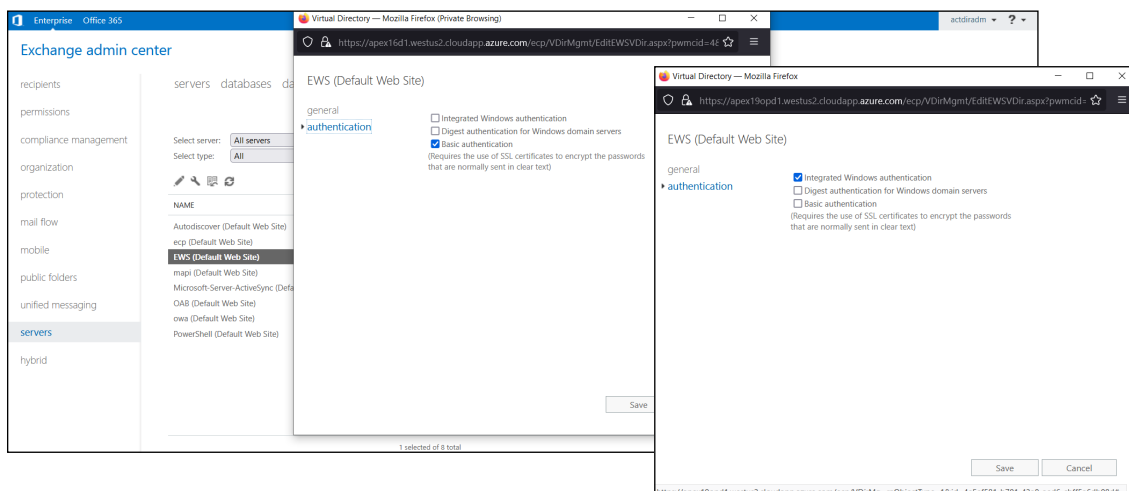
1. Select servers from the side navigation. A new screen will open.
2. Select virtual directories from the top navigation.



3. Select EWS from the list and press the edit button (pencil). A pop up will appear.
4. Select authentication from the side menu.



5. Verify the checkbox next to the type of authentication needed is selected.
 - a. Integrated Windows authentication (NTLM) is selected by default, but if it is not, select the checkbox next to it to ensure it can work with Velocity and EWS, then select the **Save** button.
 - b. For instances using Basic authentication, select the checkbox next to it and then press the **Save** button.



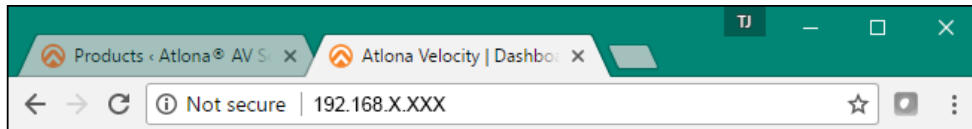
6. Follow the steps in the **Velocity Setup** section to finish integration.

Velocity Setup

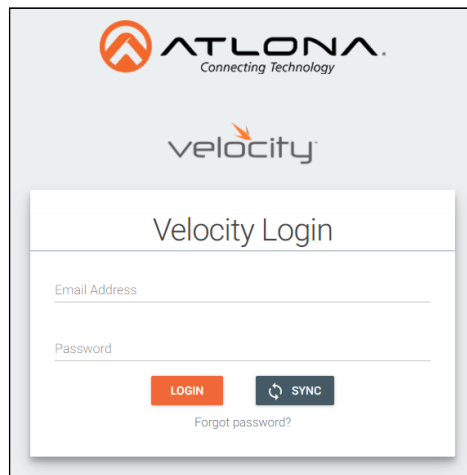
Velocity must be set up before starting calendar integration. Sites, buildings, and equipment should be created before going forward, meeting rooms can only be created once calendars are set up. View the Velocity manual found under the resources tab at <https://atlonac.com/product/vgw-hw/> or <https://atlonac.com/product/at-vgw-sw/> for basic set up instructions.

To start set up for scheduling, use the following steps:

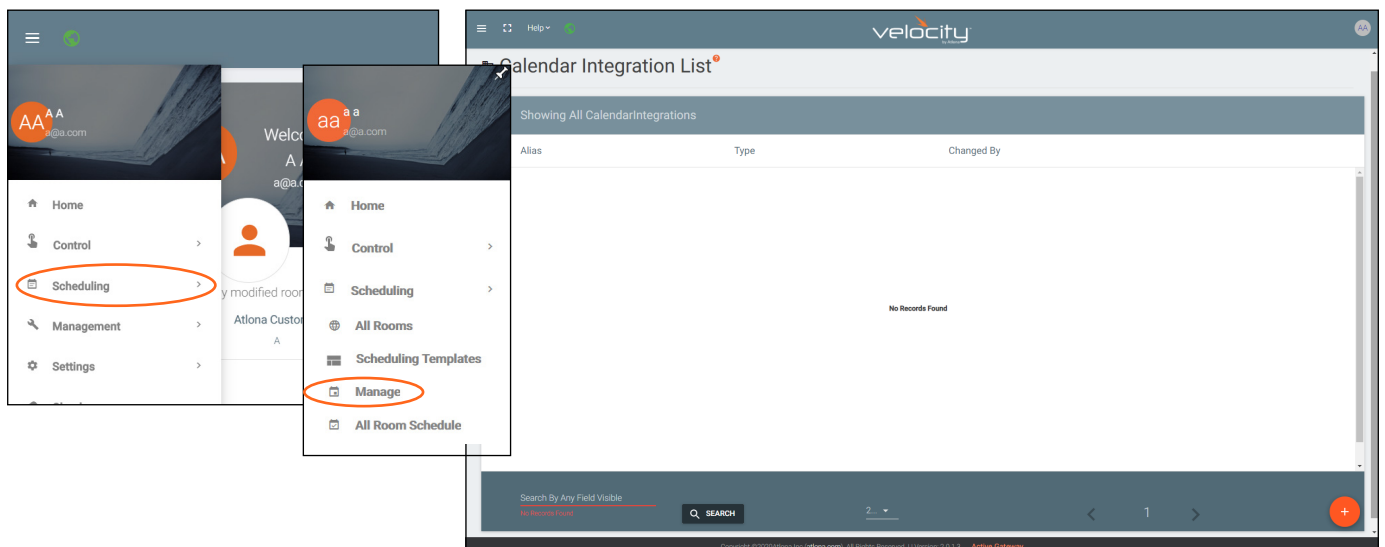
1. Open a browser on the local computer and enter Velocity's IP address.



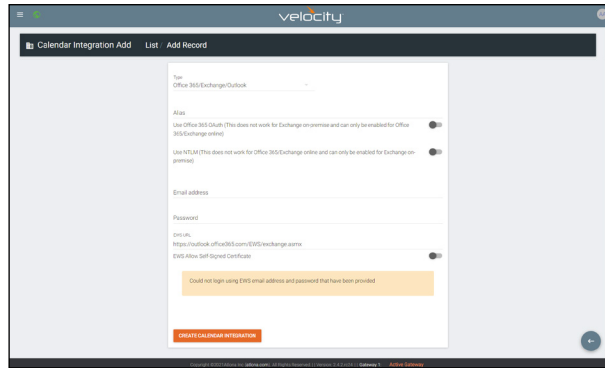
2. Log into Velocity



3. Locate the ≡ in the top left corner of the home page and left click to open the menu.
4. Select **Scheduling** from the menu. New options will appear.
5. Select **Manage**. A new screen will open.

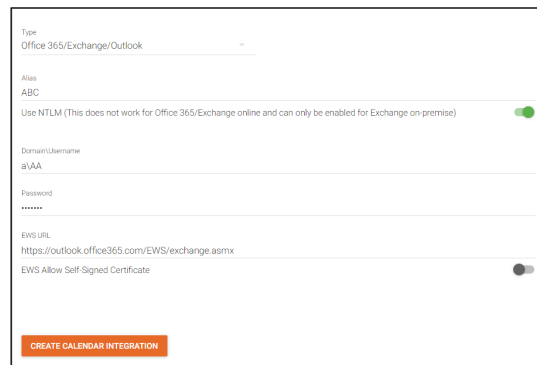
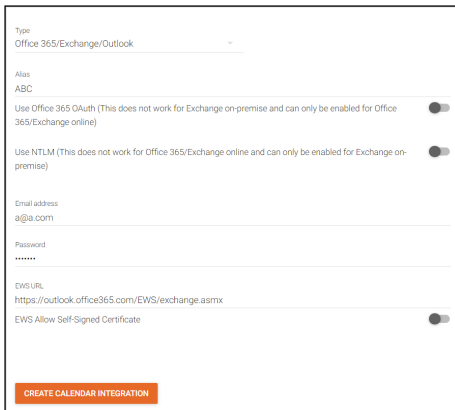


6. Select the + button in the bottom right corner of the page.

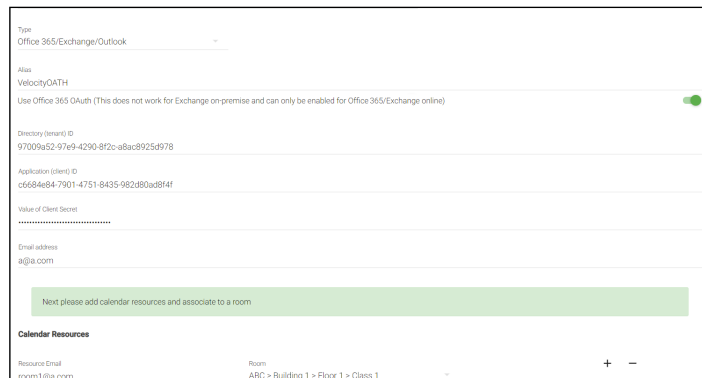
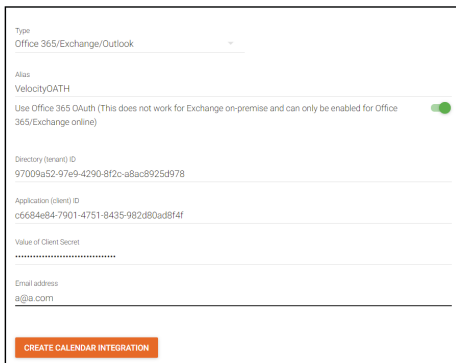


7. Fill in the needed information and press **CREATE CALENDAR INTEGRATION**.

- a. Outlook - Fill in the **Email address** and **Password** created by the IT admin in the Outlook setup section. Provide an **Alias** (not required) for easier recognition in the calendar resources page.
- b. Office Exchange (On Premise) - Fill in the **email address** and **password** created in the Office 365 Exchange (On Premise) set up section. Provide an **Alias** (not required) for easier recognition in the calendar resources page. Enter in the **EWS URL** (same URL used to access the EAC). If the EWS uses a self-signed certificate, select this slider to enable it. If the EWS is using NTLM (Integrated Windows authentication), select the slider to enable it.

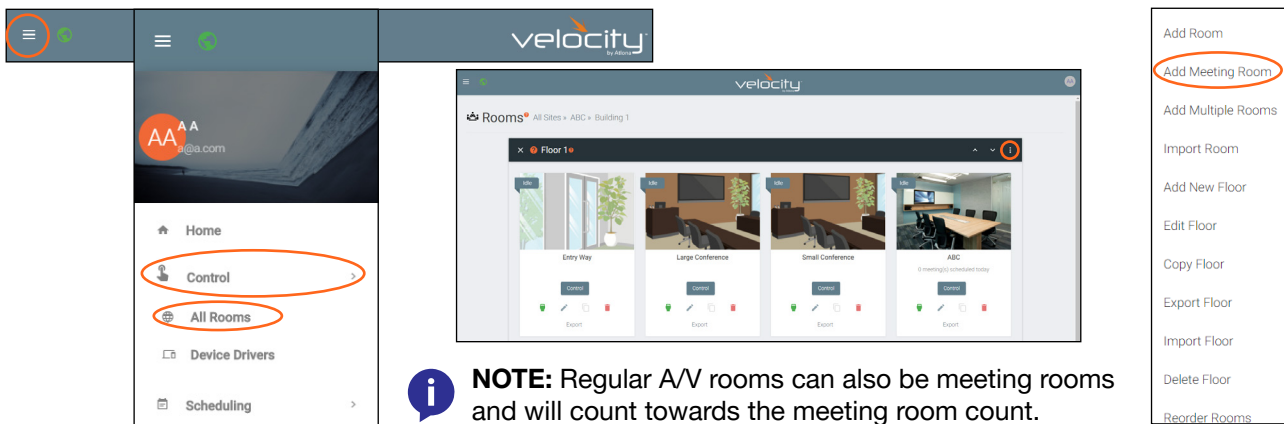


- c. Office Exchange (Online / OAuth) - Fill in the **Alias** (not required) for easier recognition in the calendar resources page. Select the **Use office 365 OAuth** slider to provide more fields to fill in. Enter in the **Directory (tenant) ID**, **Application (client) ID**, and **Value of Client Secret** from the Office 365 Exchange (Online Only / OAuth) set up section. Enter the **email** address for the EAC login.



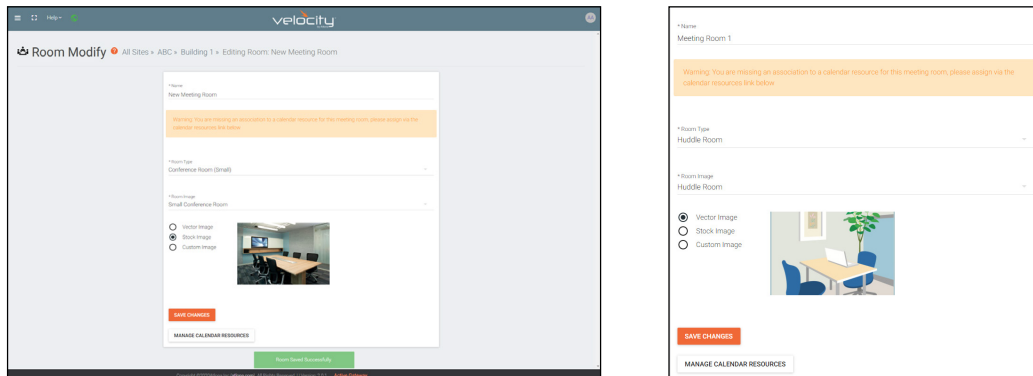
8. Select **Create Calendar Integration**.

9. Rooms will need to be added. A/V rooms (which may also be connected to scheduling) may have been added during the set up process of Velocity, but meeting rooms have different steps. Open the = menu in the top left corner of Velocity.
10. Select **Control**, the menu will expand to more options.
11. Select **All Rooms**. A new screen will take over.
12. Select **:** from the top right of the buildings screen. A drop down menu will open.
13. Select **Add Meeting Room** from the drop down menu. A new screen will open.

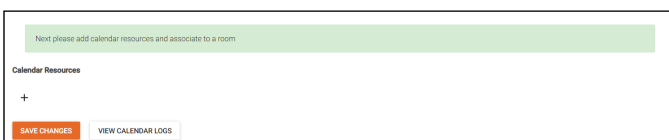


NOTE: Regular A/V rooms can also be meeting rooms and will count towards the meeting room count.

14. Provide the room name, room type, and select the image to associate with the room.
15. Press the **SAVE CHANGES** button.
16. Repeat steps 10 through 15 until all meetings rooms have been added.



17. Return to the Calendar Integration List page.
18. Select the Calendar to be linked to the meeting rooms.
19. Select the + button located under the label Calendar Resources. New options will appear.



20. Fill in the room information.

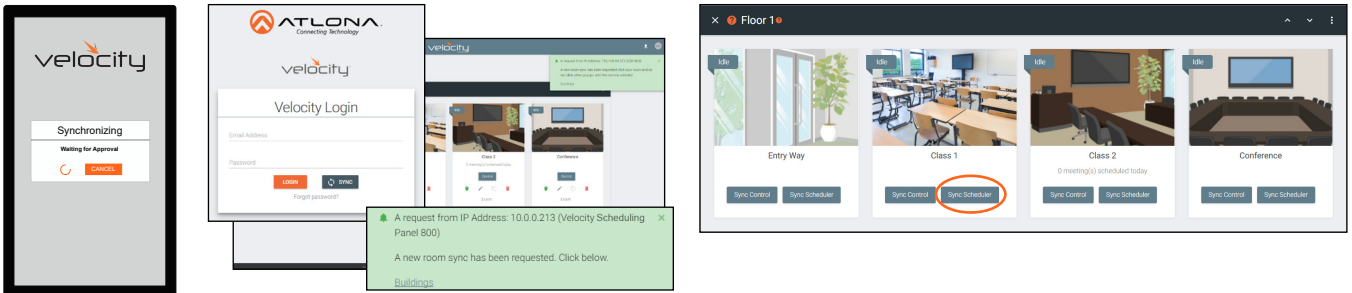
- a. Outlook / Office Exchange (online / OAuth) - Fill in the **email address** of the room, written down from the Outlook Setup steps or provided by the Office Exchange admin. Select the Velocity room to associate with that email address. Select the + button next to the room fields to create a new room field. Repeat until all rooms are associated with the outlook account.
- b. Office Exchange (On Premise) - Fill in the resources email, as noted in the On Premise section. Select the Velocity room to associate it with. Repeat for all meeting rooms.



21. Press the **SAVE CHANGES** button.

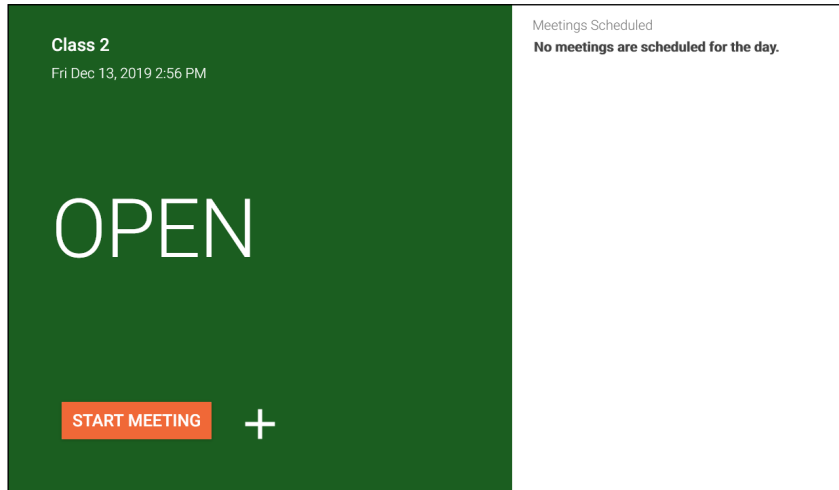
The scheduling is now set up, but to control the meetings and view it, a Velocity Panel (AT-VSP-800, AT-VTP-550, AT-VTP-800, AT-VTP-1000VL, and AT-VTPG-1000VL) must be used.

22. Follow the set up steps for the panels found within the installation guide of each product. Installation Guides are found at <https://atlon.com/product/vtp-550/>, <https://atlon.com/product/vtp-800/>, <https://atlon.com/product/vsp-800/>, <https://atlon.com/product/vtp-1000vl/>, and <https://atlon.com/product/vtpg-1000vl/>.

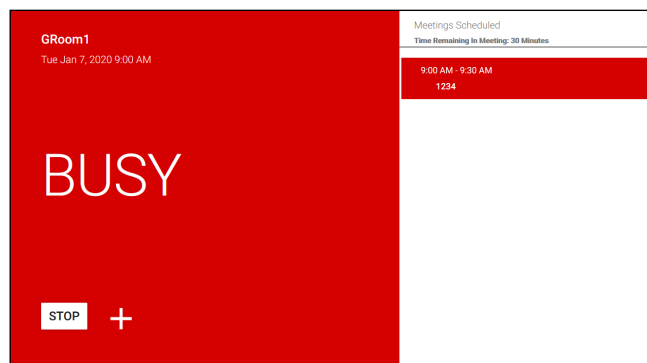


Meeting Scheduling

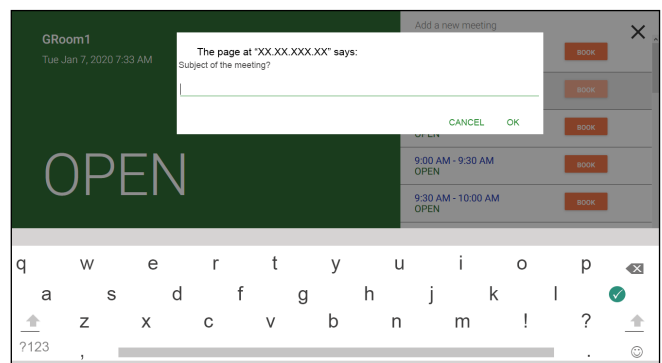
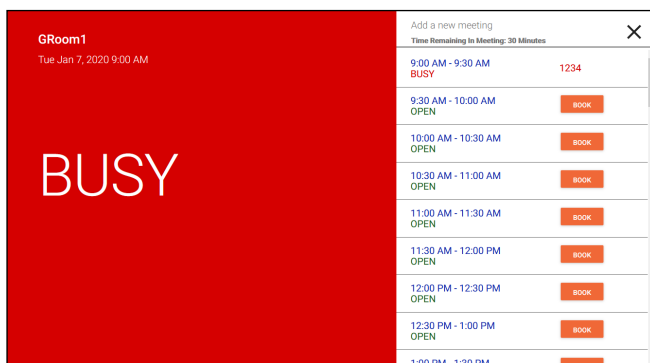
Meetings can be scheduled in the calendar programs as usual, but they can also be set up through the touch panel screens. The following steps will go over the meeting scheduling by panel.



1. If any meetings are scheduled already, they will appear on the left menu. Select the Start Meeting button to start a meeting in a free room. The screen will go to BUSY. Meeting can still be scheduled while a meeting is in progress.

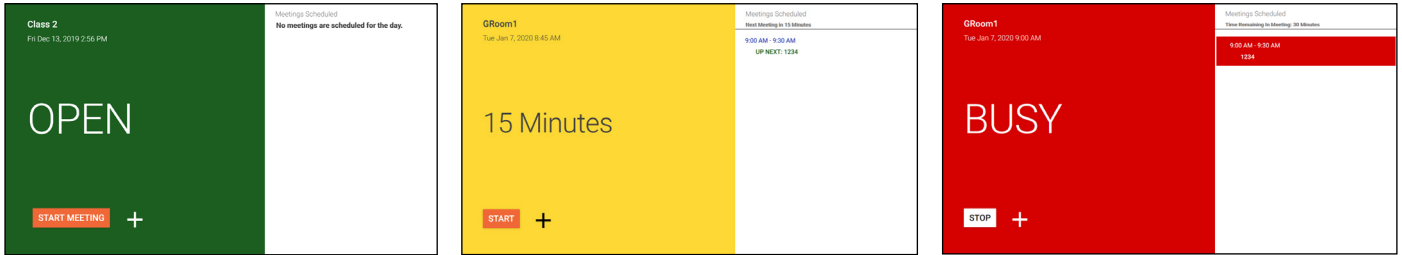


2. Select the + button to open the meeting scheduler.
3. Select Book at the time of the meeting. A pop up will appear for naming the room. Enter in a room name and press OK.

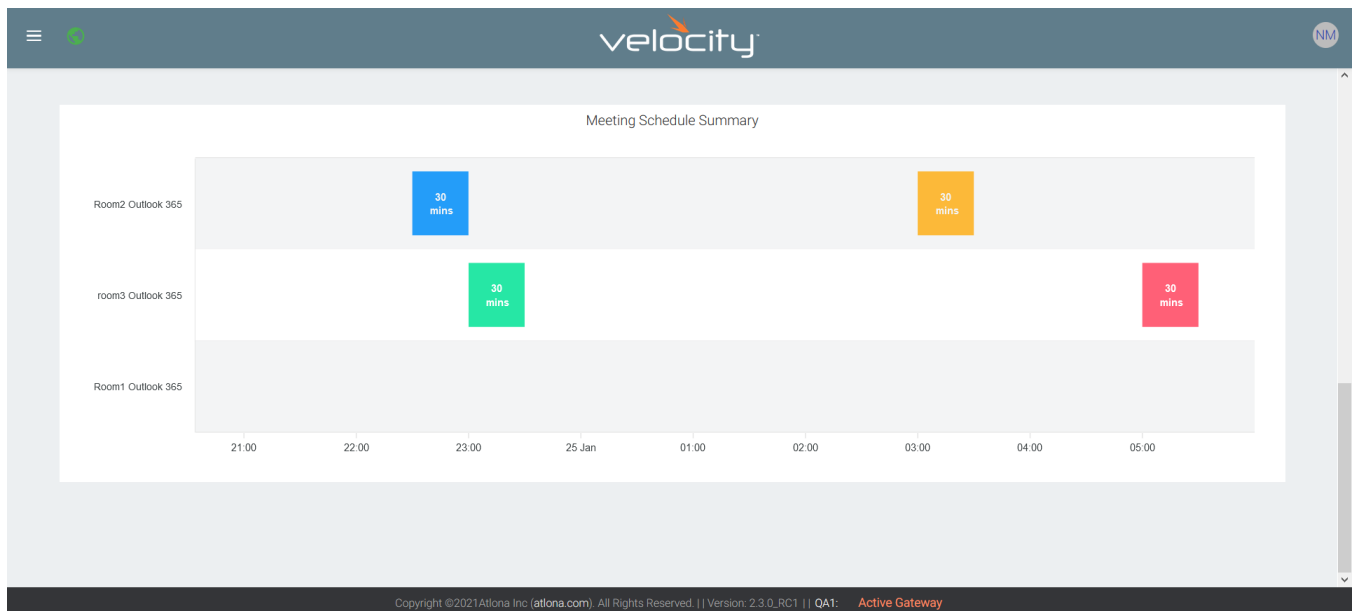


Meeting Scheduling

Now that the meetings have been scheduled, they will appear on the right side menu. The meeting screens will go from green (Open - no meetings at that time), to yellow (notice screen for meetings within 15 minutes), to red (Busy - a meeting is currently in progress).



Meetings will also appear on Velocity's dashboard for a quick overview of all rooms and meetings that are currently scheduled.



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