ATLONA
a **PANDUIT** company

velocity™
by Atlona

Integration Note for
G Suite Room Scheduling

Version Information

Version	Release Date	Notes
1	Aug 2021	Separated scheduling setup guides by program.

Table of Contents

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. Velocity room scheduling is compatible with Google Calendar™ and Microsoft® Office 365™.

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 or AT-VGW-SW
- Velocity Touch Panels - AT-VTP-550, AT-VTP-800, or AT-VSP-800
- Supported Scheduling Software - G Suite, Outlook 365, or any generic calendar program that allows integration with 3rd party controllers
- If using a program other than G Suite or Outlook 365, the local computer will need to have Microsoft Excel installed.

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.
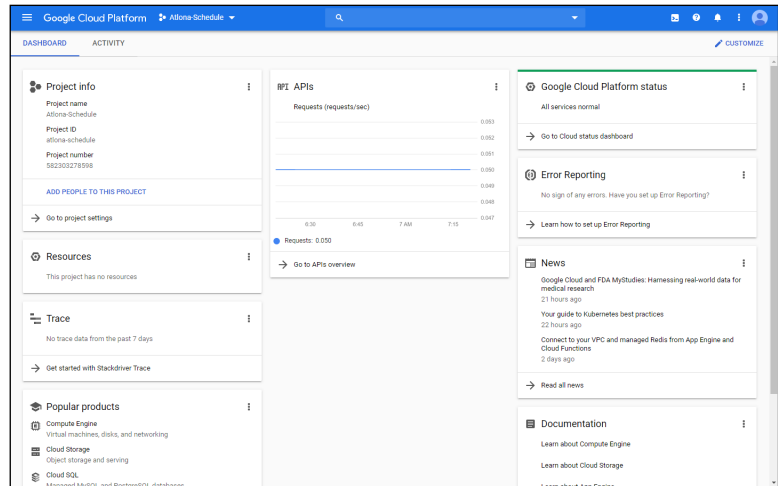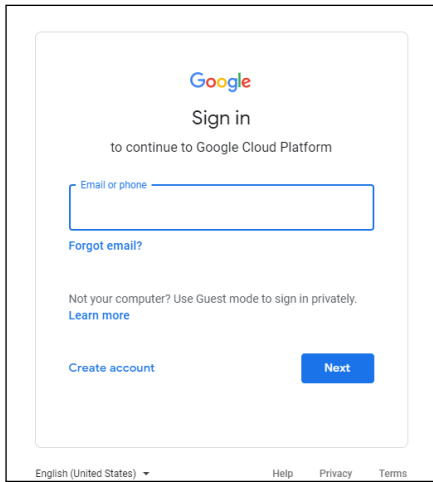
G Suite

For Velocity access to G Suite calendar, google calendar API must be added to the service account and given access in the admin panel. The following steps will provide instructions for this and how to get to required information.
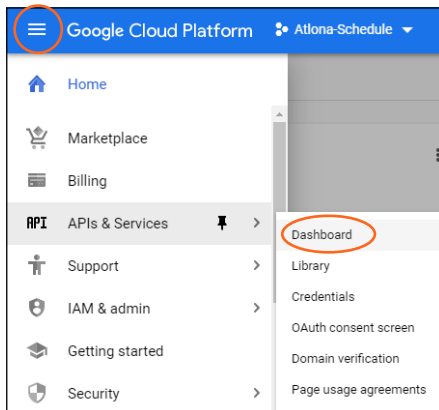
1. Open any browser on the network and enter **console.cloud.google.com** into the address bar.
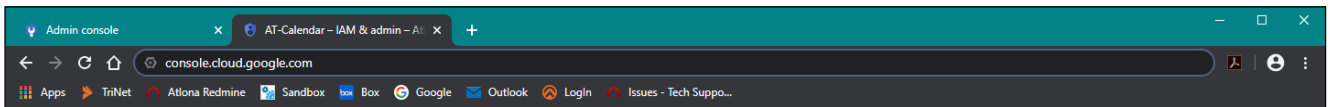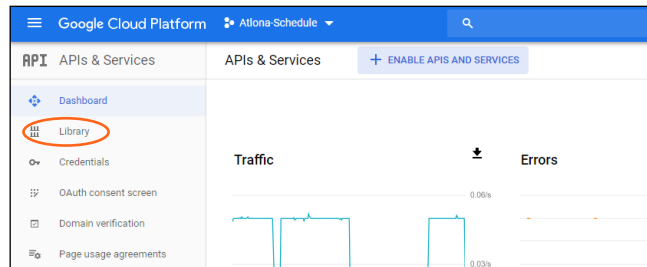

2. Log in with an admin access account.

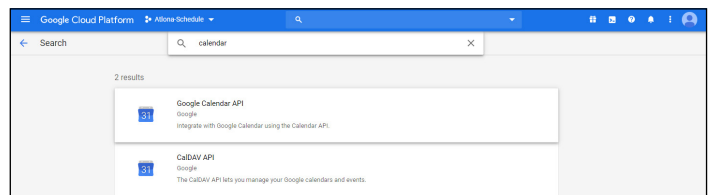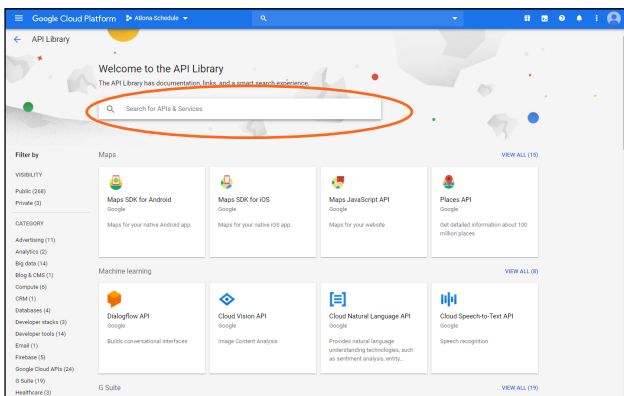3. Open the navigation menu and select **Dashboard** from APIs & Services.
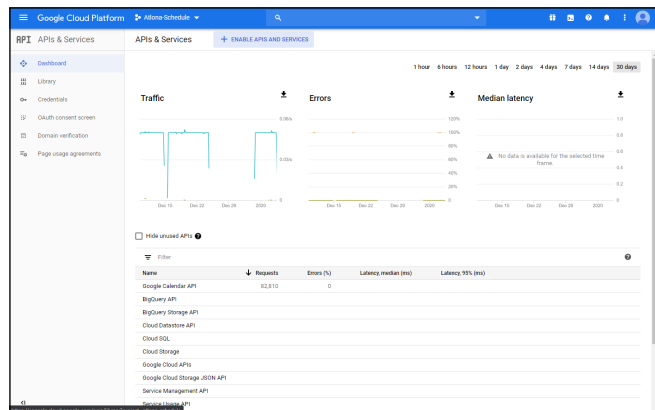
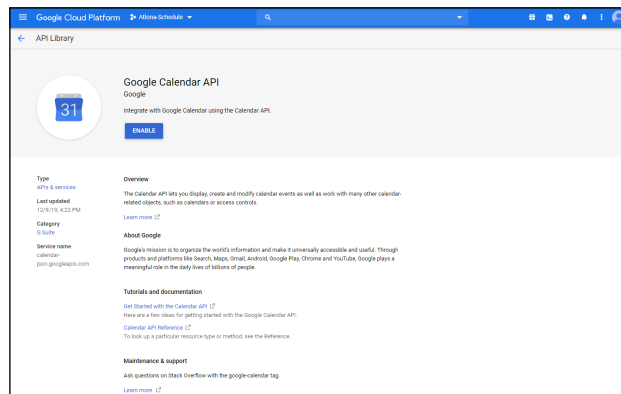4. Verify **Google Calendar API** is within the APIs listed.

a. If Google Calendar API is not in the list, select **Library** from the side navigation.

b. Type Calendar in the search field. As Calendar is typed, the screen will change.
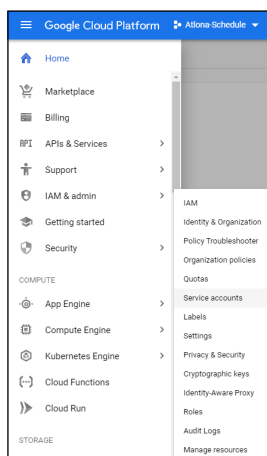

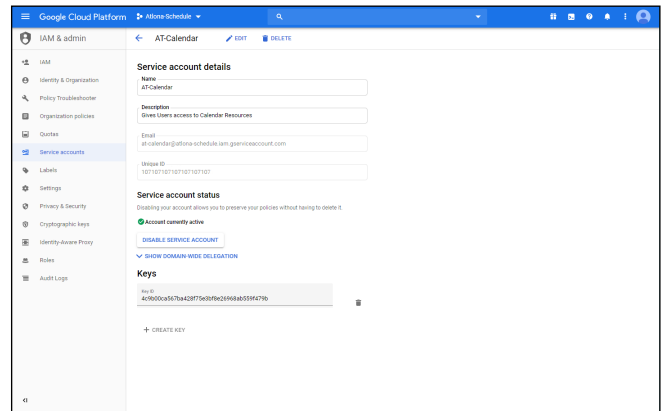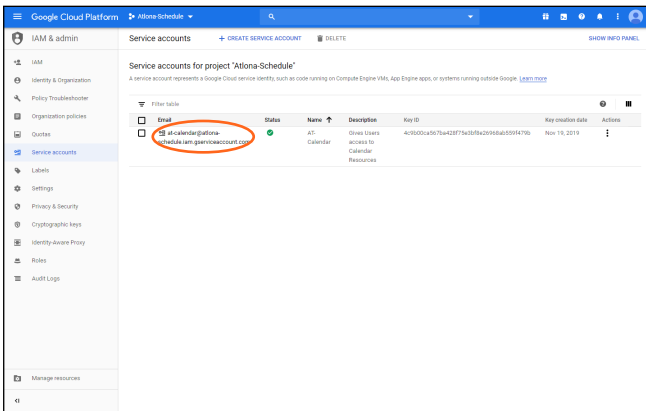c. Select the **Google Calendar API** field. A new window will open.

d. Press the **Enable** button. This will make the API active. To verify, return to the Dashboard and find Google Calendar API in the API list.

5. Once Google Calendar API is verified, open the side navigation and select **Service Accounts** from IAM & admin.
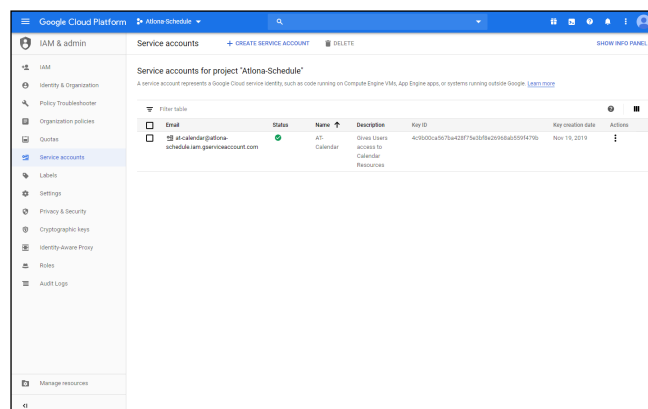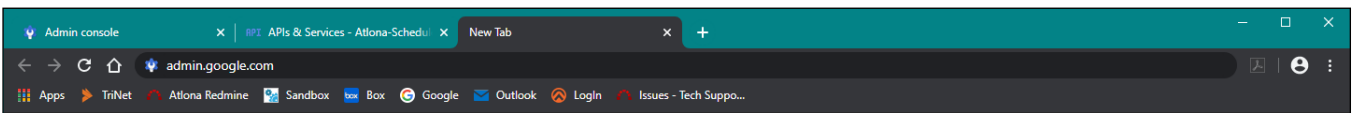
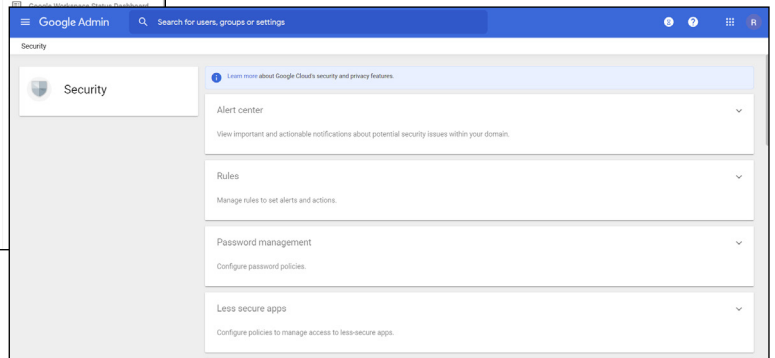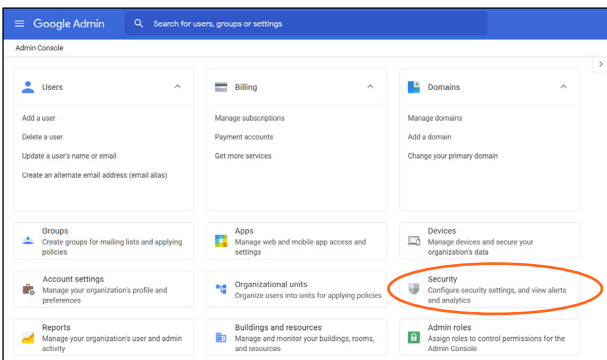6. Select the Service account to link with Velocity.
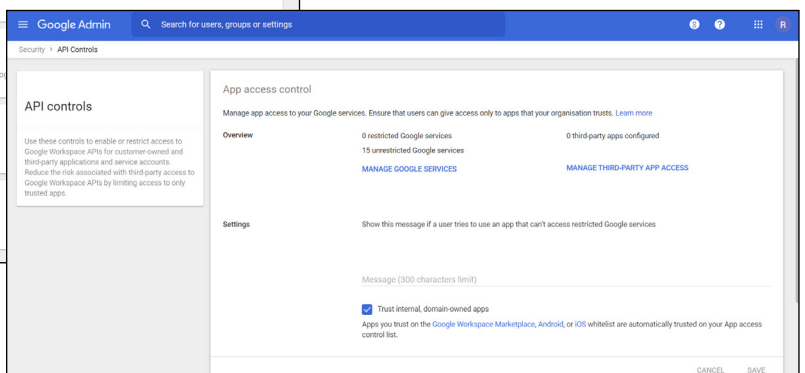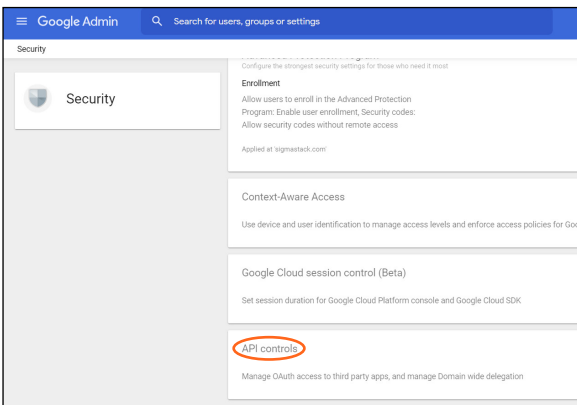

7. Open a new tab or browser window.

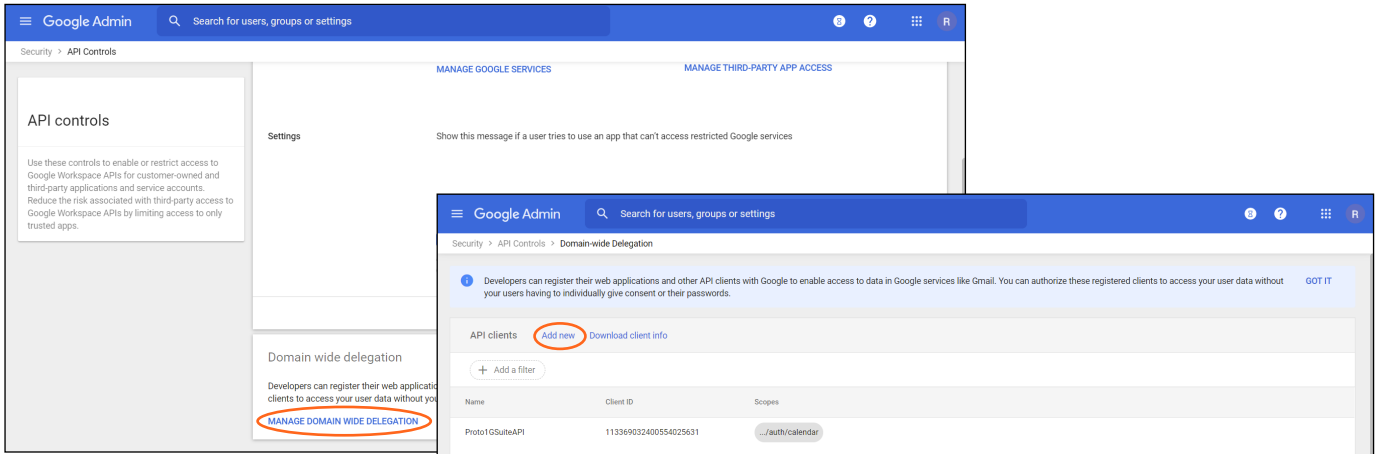8. Enter **admin.google.com** into the address bar.

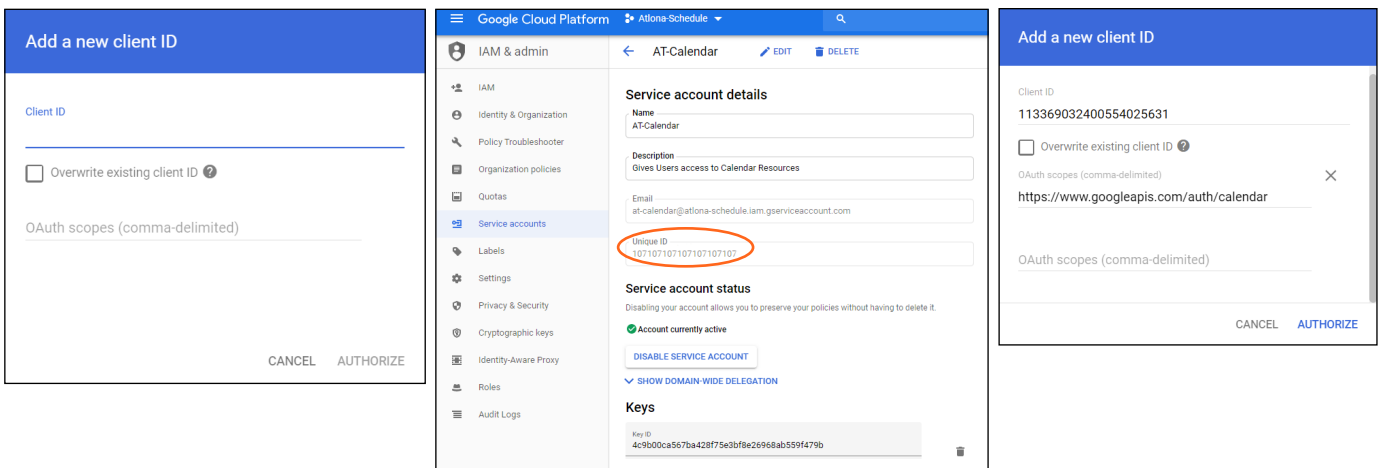9. Select the **Security** Icon, a new page will open.

10. Scroll down to the bottom of the page and select **API controls**. A new page will open.

11. Scroll down to the bottom of the page and select **MANAGE DOMAIN WIDE DELEGATION**. A new page will open.

12. Select the **Add new** link. A pop up will appear.

13. Type the Unique ID from the console tab into the client ID field.

14. Type the URL **https://www.googleapis.com/auth/calendar** into the OAuth Scopes (comma-delimited) field.

15. Press the **Authorize** button.

The API is now active for Velocity control.

16. Close only the admin tab/window. The console tab will be needed for set up in Velocity.

17. Request the Service Account JSON Key file from the IT administrator.

    ℹ **NOTE:** The IT administrator would have downloaded the key when setting up Service Account. This key cannot be recreated for the service account and is required for Velocity integration.

18. Follow the steps in the Velocity Setup section to finish integration.

Velocity Setup

Velocity must be set up before starting calendar integration. Sites, buidings, 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://atlona.com/product/vgw-hw/ or https://atlona.com/product/at-vgw-sw/ for basic set up instructions.
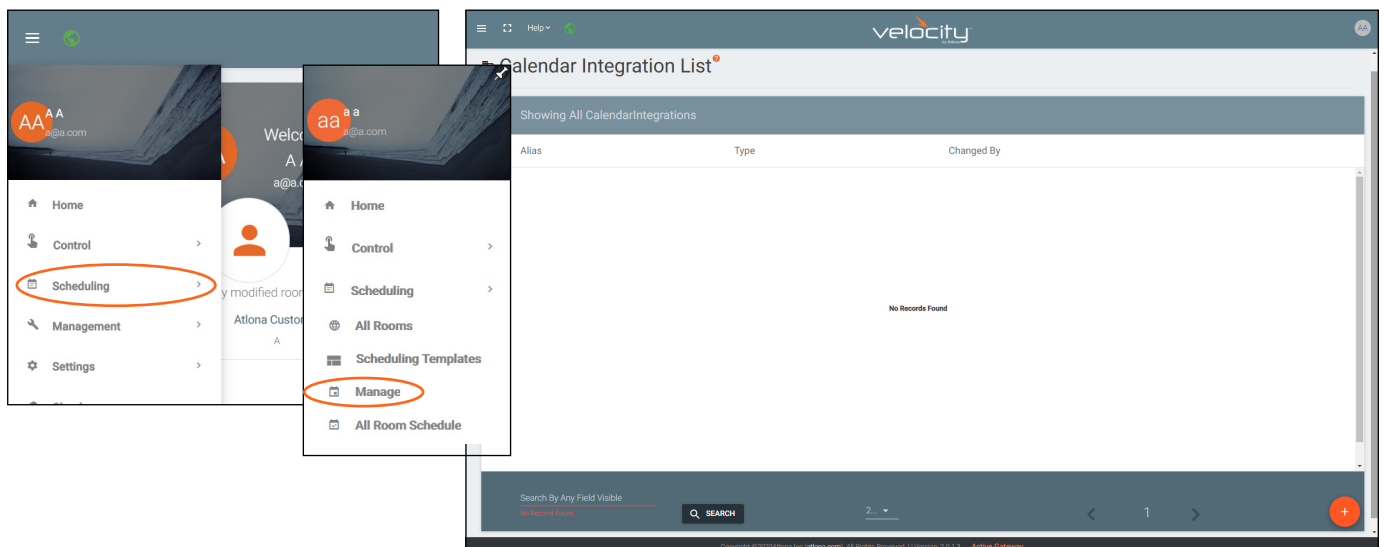
To start set up for scheduling, use the following steps:

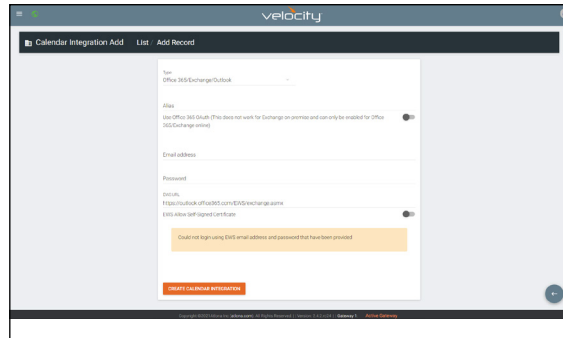1. Open a browser on the local computer and enter Velocity's IP address.
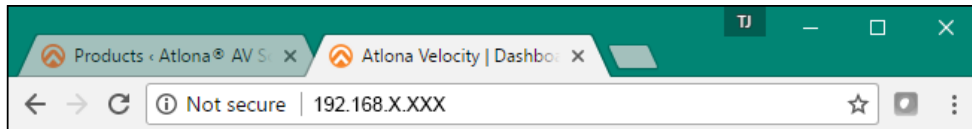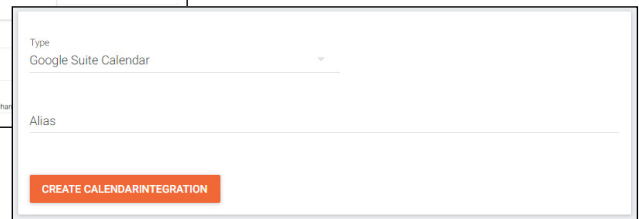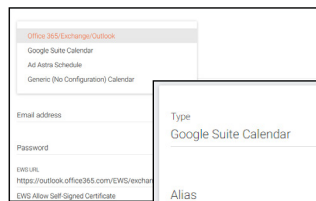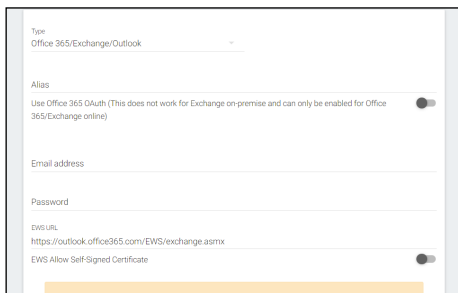

2. Log into Velocity
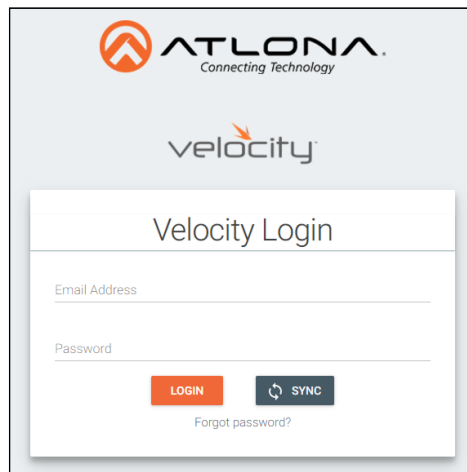
3. Locate the ≡ in the top left corner of the home page and left click to open the menu.

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. By default, Office 365/Outlook will be selected. Select G Suite from the **Type** drop down list.

8. Provide an Alias (not required) for easier recognition in the calendar resources page.

9. Press **CREATE CALENDAR INTEGRATION**.

10. Press the **UPLOAD SERVICE ACCOUNT KEY FILE** button. A folder will pop up.

11. Select the G Suite key received from the IT admin by request in the G Suite set up section.

12. Press the **Open** button. The folder will close. A plus sign will now appear under Calendar Resources.
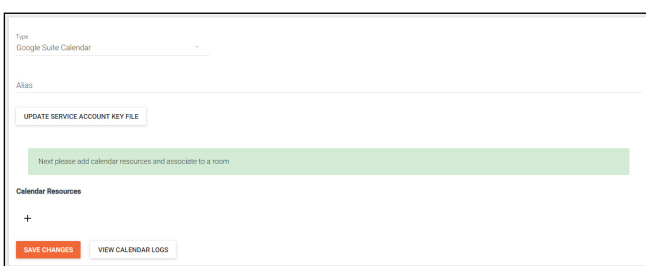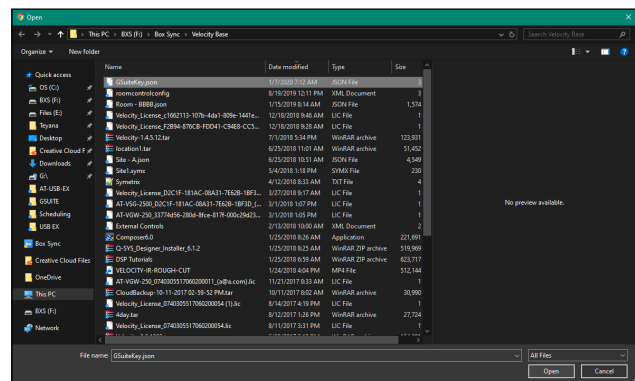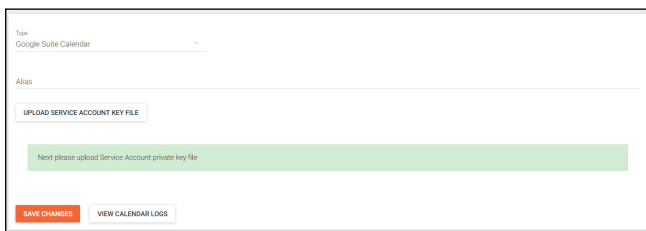
13. Select **Save Changes**.

14. 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.

15. Select **Control**, the menu will expand to more options.

16. Select **All Rooms**. A new screen will take over.

17. Select **:** from the top right of the buildings screen. A drop down menu will open.

18. 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.

19. Provide the room name, room type, and select the image to associate with the room.

20. Press the **SAVE CHANGES** button.

21. Repeat steps 14 through 20 until all meetings rooms have been added.

22. Return to the Calendar Integration List page.

23. Select the Calendar to be linked to the meeting rooms.

24. Select the **+** button located under the label Calendar Resources. New options will appear.

25. Fill in the email account associated with the calendar.

26. The screen will update, then select the G Suite room from the Resource Room Calendar drop down.

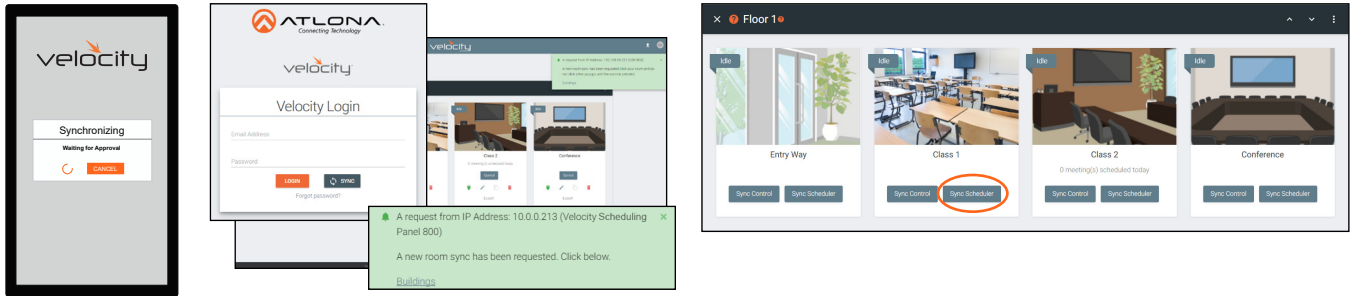27. Select the Velocity room to associate with the room.

28. Press the + button in the top corner of the box to create another room association box.

29. Repeat until all the rooms are linked.

30. 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.

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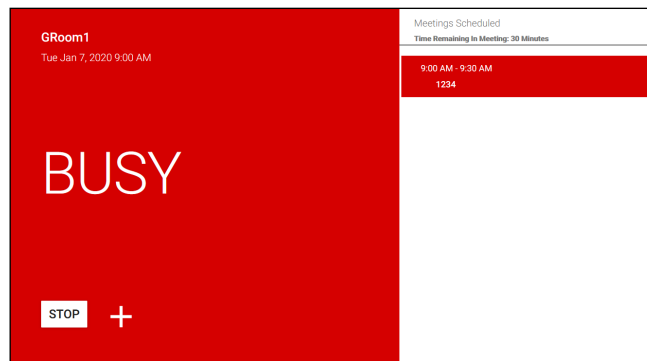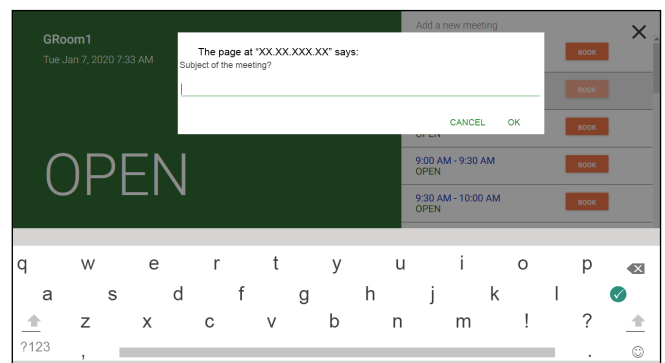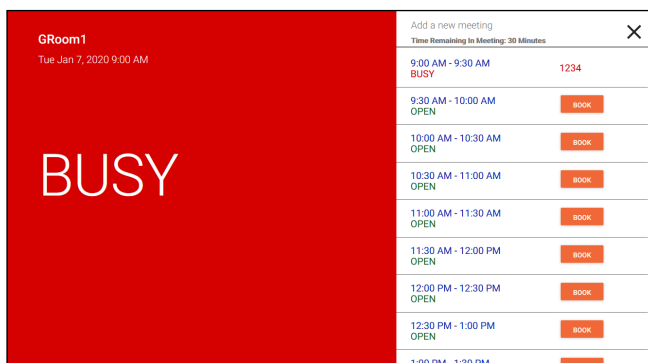
Meeting Scheduling

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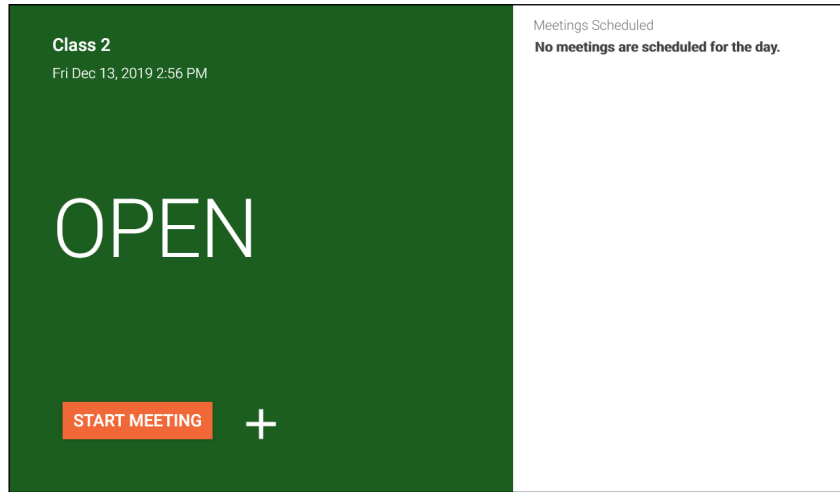
1. If any meetings are scheduled already, they will appear on the left menu. Select the Start Meeting button to start a meeting in a free room. The screen will go to BUSY. Meeting can still be scheduled while a meeting is in progress.


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.
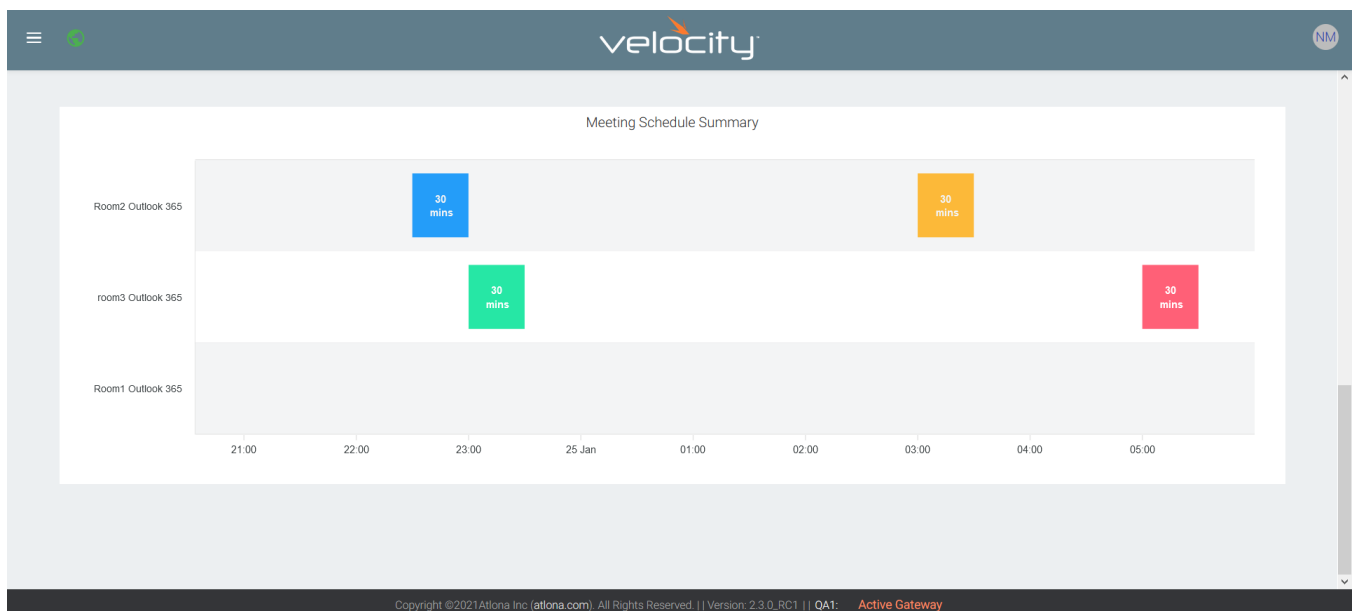
Now that the meetings have been scheduled, they will appear on the right side menu. The meeting screens will go from green (Open - no meetings at that time), to yellow (notice screen for meetings within 15 minutes), to red (Busy - a meeting is currently in progress).
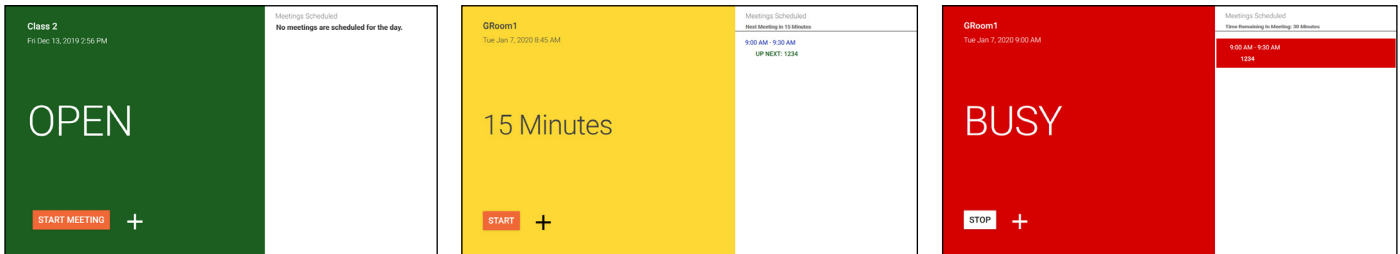
Meetings will also appear on Velocity's dashboard for a quick overview of all rooms and meetings that are currently scheduled.