XMS Cloud

User guide

Changes

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Introduction & Startup

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1.1 Introduction

About

The XMS Cloud Management Platform offers the ultimate solution for IT managers deploying or owning a large install base of ClickShare and/or wePresent wireless collaboration devices. It provides an easy to use interface for remote and reliable device management to guarantee the user experience and brings useful analytics to drive the Digital Workplace.

The XMS Cloud Management Platform allows to monitor and manage the latest ClickShare devices within your environment. It is your companion to get worldwide access to your install base.

With XMS, IT managers are always in full control of all ClickShare Base Units within the network. They can securely access and configure units, monitor their health status and update them to the most recent firmware with just a few clicks to benefit from the latest functionality & features.

Functionality overview

The following functionality is available in XMS Cloud:

- Smooth integration of devices into the company network
- Health and status monitoring
- Scheduling for software updates
- User management
- Configuration cloning
- Remote wallpaper installation
- Multi-site overview
- Dashboard & notifications
- Insights & reporting

1.2 Startup XMS Cloud

How to startup

1. Open a browser window and type *https://xms.cloud.barco.com* in the address bar.

   The login page opens.

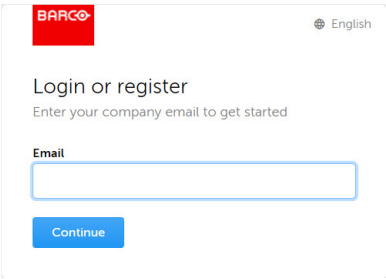

Image 1–1

2. Enter your E-mail address and click **Continue**.

   The system checks if your registered.

   If you are already registered, you will be logged on and XMS Cloud opens.

   If you are not yet registered, the registration procedure will start. Follow the instructions on the screen.

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2.1 Dashboard view

Overview

The dashboard view gives a quick overview of the status of your devices, tasks and XMS Edges.

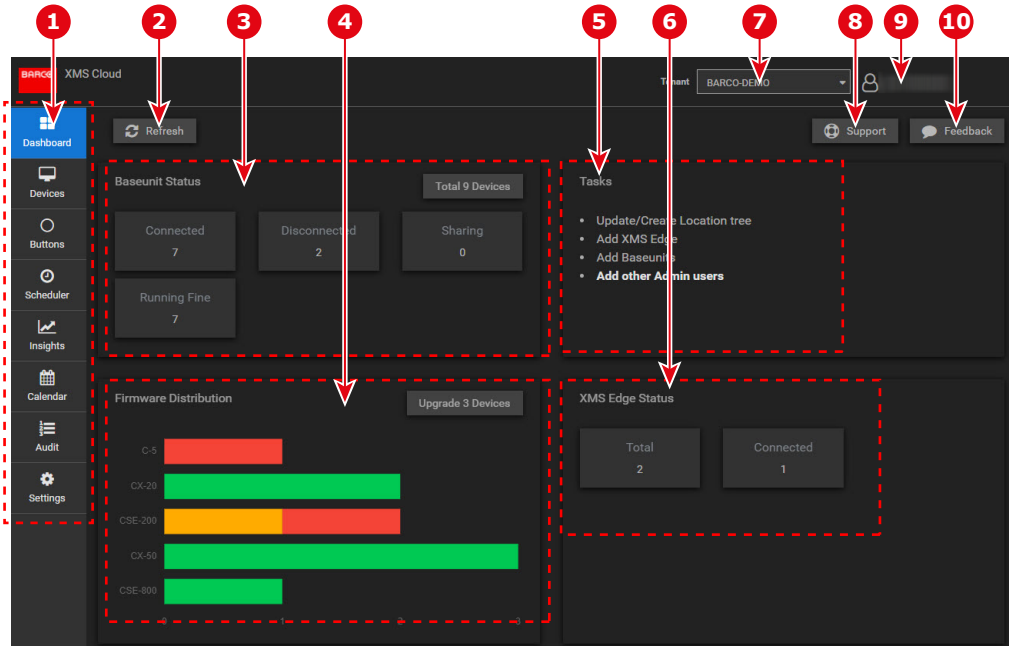

Image 2–1

1 Menu bar
2 Refresh of the dashboard
3 Base Unit status overview
4 Firmware distribution overview
5 Tasks
6 XMS Edge status overview
7 Tenant indication and selection
8 Support button
9 Logged in user
10 Feedback button

2.2 Base Unit status

Overview

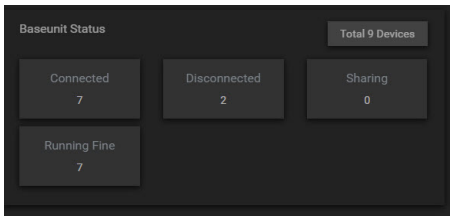

Image 2–2

The Base Unit status pane indicate the status of all registered device for the selected tenant.

It indicates:

- The total number of devices
- The number of connected devices
- The number of running fine
- The number of disconnected
- The number of devices which are sharing

Device selection

- To have an overview of all devices click on **Total x devices**. For more information how to continue, see “Devices”, page 15.
- If you only want to see an overview of the connected device, click on **Connected**.
- To see an overview of the disconnected devices, click on **Disconnected**.
- To see only the shared devices, click on **Sharing**.
- To see only the devices which are running fine, click on **Running Fine**.

The value inside the button indicated the number of devices in this state.

2.3 Firmware distribution

About firmware distribution

Image 2–3

The Firmware Distribution pane shows per device type the number of devices connected to XMS Cloud and their software status. Multiple colors per line are possible.

The following colors are used:

- Green: devices are running on the latest released software.
- Orange: devices are running on a older software version. There are already one or two releases not installed.
- Red: software is running on a old software version.

To see specific information of a device, click on a color to open the device specific window. For more information about the device window, see “Devices”, page 15.

To upgrade all devices in orange and red, click on **Upgrade x Devices**. Where x is the number of devices that will be upgraded.

2.4 Tasks

Overview

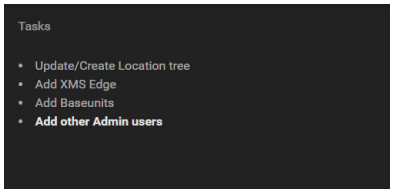

Image 2–4

Different tasks can be started from the Tasks pane on the Dashboard.

The following task are possible:

- Update or create a location tree, see Settings, location tree
- Add XMS Edge, see Settings, XMS Edges
- Add Base units, see Devices, add device
- Add other Admin users, see Settings, User management

2.5 XMS Edge Status

Overview

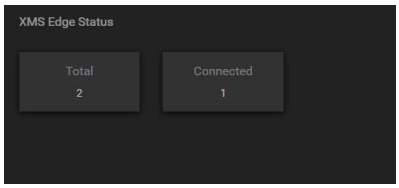

Image 2–5

The XMS Edge pane indicates the total number of XMS (virtual) Edges in the system and number of connected XMS (virtual) Edges.

Click on **Total x** to see an overview of registered XMS (virtual) Edges.

Click on **Connected x** to see only the connected XMS (virtual) Edges.

For more info, see Settings, XMS Edges.

2.6 User preference

How to open

Click on logged in user name and a content menu opens.

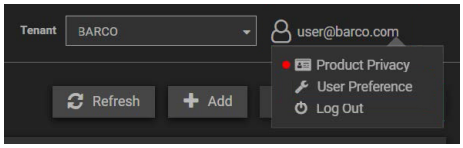

Image 2–6

Product Privacy

A red dot before Product Privacy indicates that there is an update to the product privacy.

Click on the red dot to view and read the updated privacy policy. The red dot disappears after viewing and reading the update policy.

User Preference - Usage statistics

Since version 2.12, the users have the option to switch on of off the collection of usage statistical data in XMS Cloud. The usage statistical data collected are pseudonymised data to enhance the user experience.

Click on the logged in user and select *User Preference*.

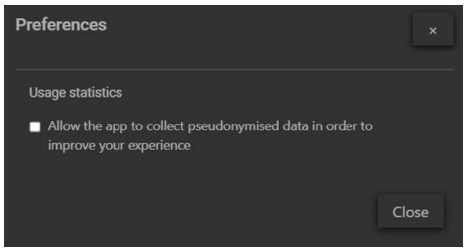

Image 2–7

A pop-up window opens

- To allow the app to collect the info, check the check box.
- To block the collection, make sure the check box is not checked.

2.7 Log out

How to log out

Click on the logged in user name and select Log Out.

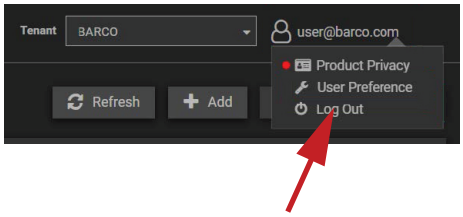

Image 2–8

3 Devices

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3.1 Device view

Overview

Image 3–1

1 Location tree overview

2 Device selection check boxes

3 Overview pane connected devices according the selection in the location tree

4 Sorting buttons

5 Add new device

6 Edit a selected device

7 Delete a selected device

8 Edit location for selected device

9 Assign a Template (for CS and CSE devices)

10 Start an actions on selected device

3.2 About the location tree

About

Registered devices are ordered in a location tree. The location tree can contain different branches and each branch can have different meeting rooms and sub branches.

Click on the arrow before a branch name to collapse or expand the branch.

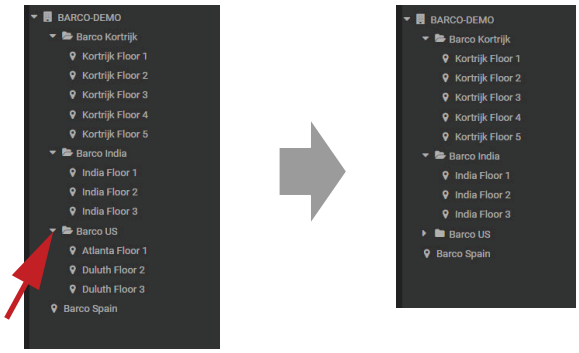

Image 3–2

Detailed device view

Click on a specific branch name to get an overview of the registered device which are linked to that branch.

Click on a specific location to get all information about the installed device in that location.

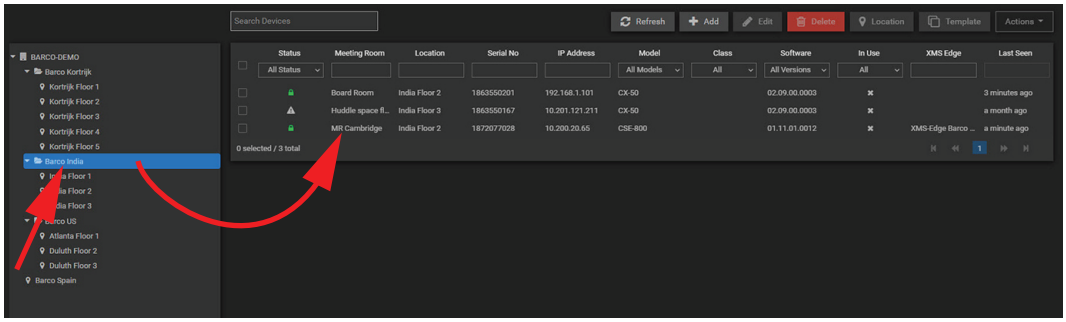

Image 3–3

3.3 Search and select devices

Search device(s)

In the *Search Devices* field enter one of the following items:

- a meeting room name
- a location
- a Serial no
- an IP address
- a model name

The moment you start typing the selection will be filtered.

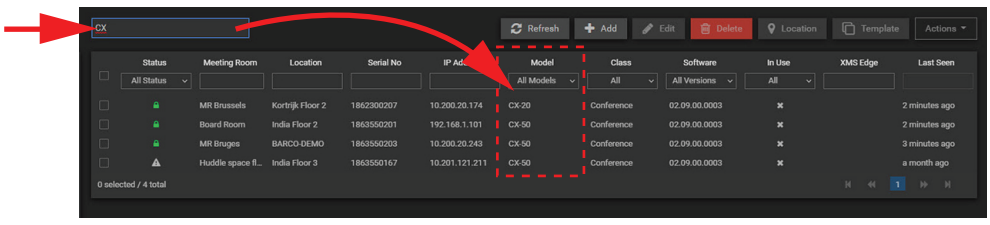

Image 3–4

Selecting a device

Check the check box in front of the line you want to select.

Multiple selection are possible. To select all devices at once, check the check box on top of all check boxes.

The moment a device or multiple devices are selected, different functions become available. Functions which are not available are grayed out.

3.4 About the device list

Overview

Each line represents a device. The following information is given:

- Status
  - Green lock: device is connected and works properly.
  - Red lock: device is connected but does not work properly
  - Gray triangle: device is disconnected
  - Orange triangle: device is controlled by another XMS
- Meeting room name
- Location
- Serial no of the device
- IP address
- Model name
- Class
  - Conference
  - Presentation
- Software version
  An arrow in front of the version indicates that an update is necessary.
- In use. Indicates the connected source
  - White cross: no source is connected
  - Green cross: source is connected
- XMS Edge: if the device is connected to an XML (virtual) Edge, the name is indicated.
- Last seen

Making a selection by using the drop down

A selection of devices can be made by using one of the drop downs in some columns to make a selection.

The following columns can be used:

- Status
- Model
- Class
- Software
- In Use

Click on a drop down and check the check box of your choice to filter the selection.

Example for *Model*:

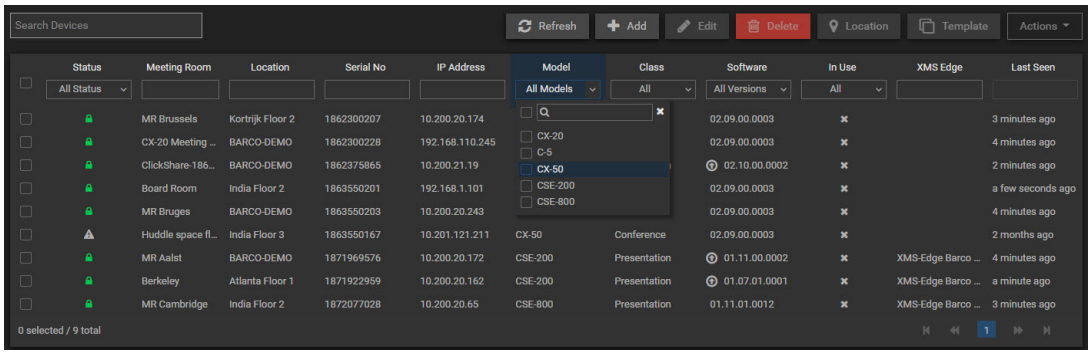

Image 3–5

Making a selection by start entering characters

In any column header field it possible to start typing a selection criteria. While typing the selection will be filtered immediately. In the columns with a drop down list you have to click first on this drop down before you can start typing in the search field.

Example for *Location*:

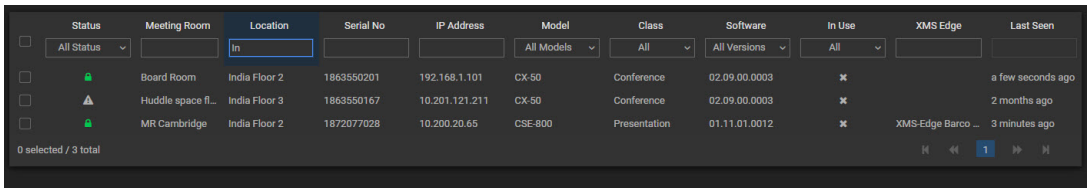

Image 3–6

3.5 Add a device

What can be done?

New devices can be added into XMS Cloud. Adding a Base Unit can be started in Dashboard pane or in the Device pane

How to add

1. Within *Devices*, click on **+Add**.

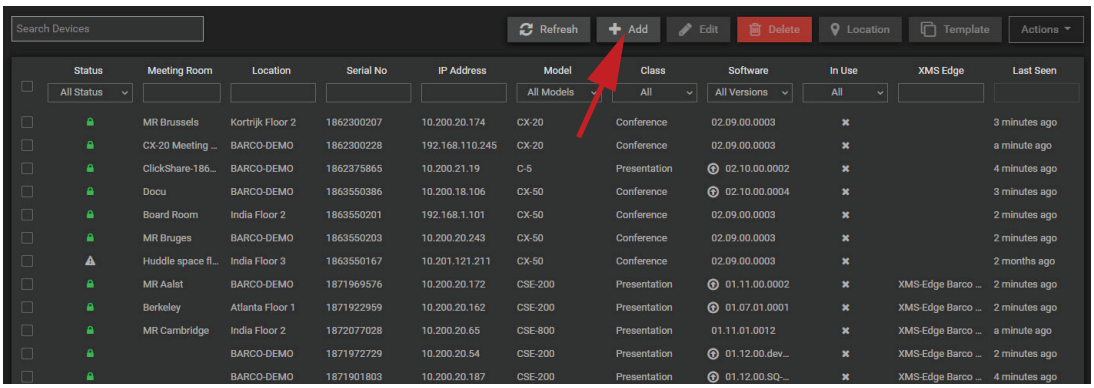

Image 3–7

or

within *Dashboard*, click on **Add Baseunits**.

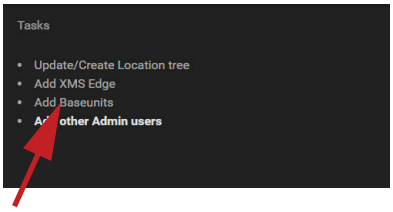

Image 3–8

The *Add devices* window opens with 3 choices.

- Add device(s) using XMS EDGE, see **Add device(s) using XMS EDGE** to continue.
- Add device(s) using device token, see **Add device(s) using device token** to continue.
- Restore devices from CMGS/XMS Edge, see **Restore devices from CMGS/XMS Edge** to continue.

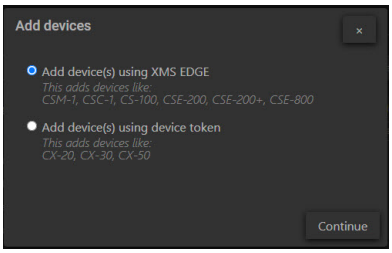

Image 3–9

Add device(s) using XMS EDGE

1. Select the radio button in front of *Add device(s) using XMS EDGE*.

   This is for CS and CSE devices.

   The *Discover Base Units* window opens.

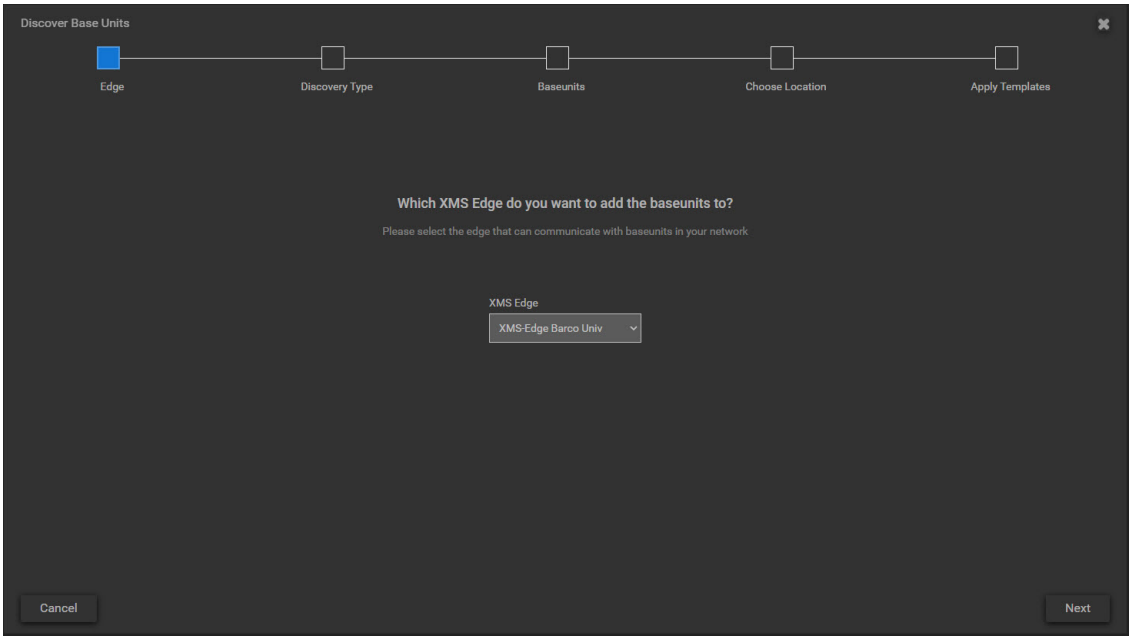

Image 3–10

2. Click on the drop down list and select the desired XMS-Edge.

   Click **Next** to continue.

3. Select how to discover the Base Units.

   The following selections are possible:

   - Auto Discovery: Edge will auto discover Base Units, go to step 4 to continue.
   - Add by IP address: use the IP address, hostname or FQDN of Base Units in the same subnet, go to step 6 to continue.
   - Restore database from CMGS/XMS: restore previous running CMGS or XMS.

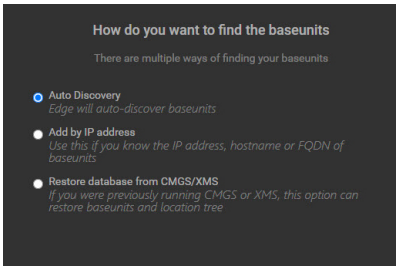

Image 3–11

4. Select *Auto Discovery* and click **Next**.

   The discovery starts. The results will be displayed.

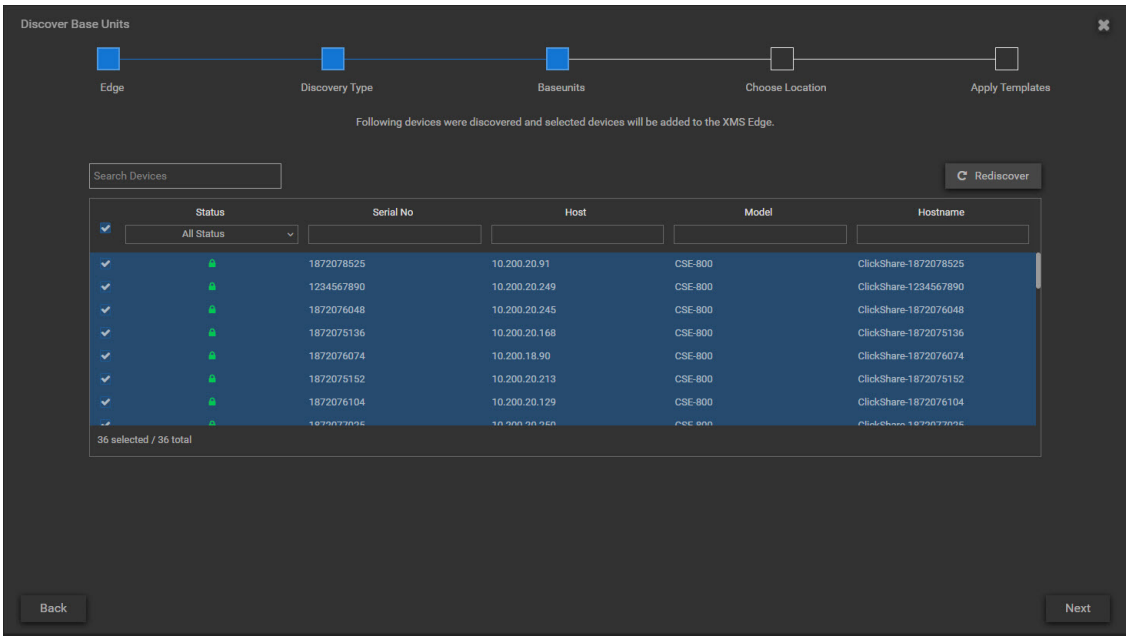

Image 3–12

5. Select the devices to be added and click **Next**.

   go to step 10 to continue.

6. Select *Add by IP address*.

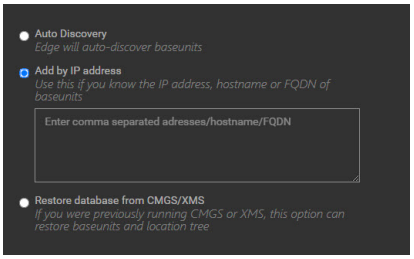

Image 3–13

7. Enter comma separated the IP adresses or the hostnames or the FQDN's of the Base Units in the input field. Click **Next** to continue.

   go to step 10 to continue.

8. Select *Restore database from CMGS/XMS*.

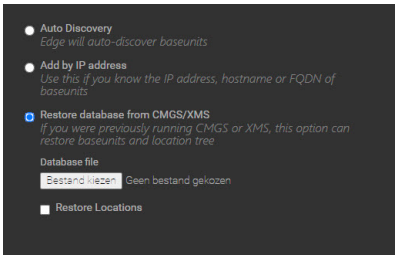

Image 3–14

9. Click on *Select file* and select the previous database file.

   If you want to restore the previous location, check the check box in front of *Restore Locations*.

   Click **Next** to continue.

   The previous database file will be loaded. To continue, go to step 10.

10. To add a location to a devices or multiple devices. Select that device or multiple devices and click **Assign Location**.

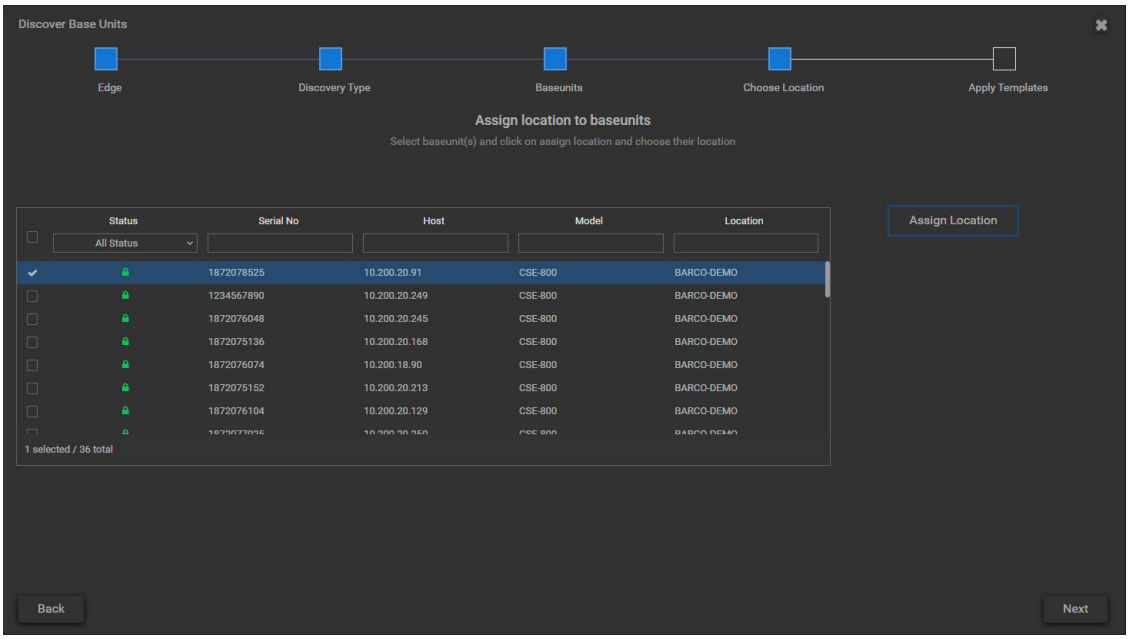

Image 3–15

The *Assign location* window opens

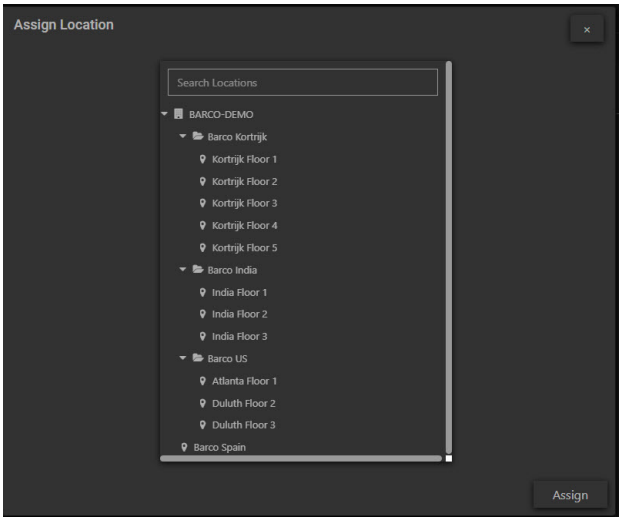

Image 3–16

11. Select a location and click **Next**.

    The location is added next to the selected device(s).

    Click **Next** to continue.

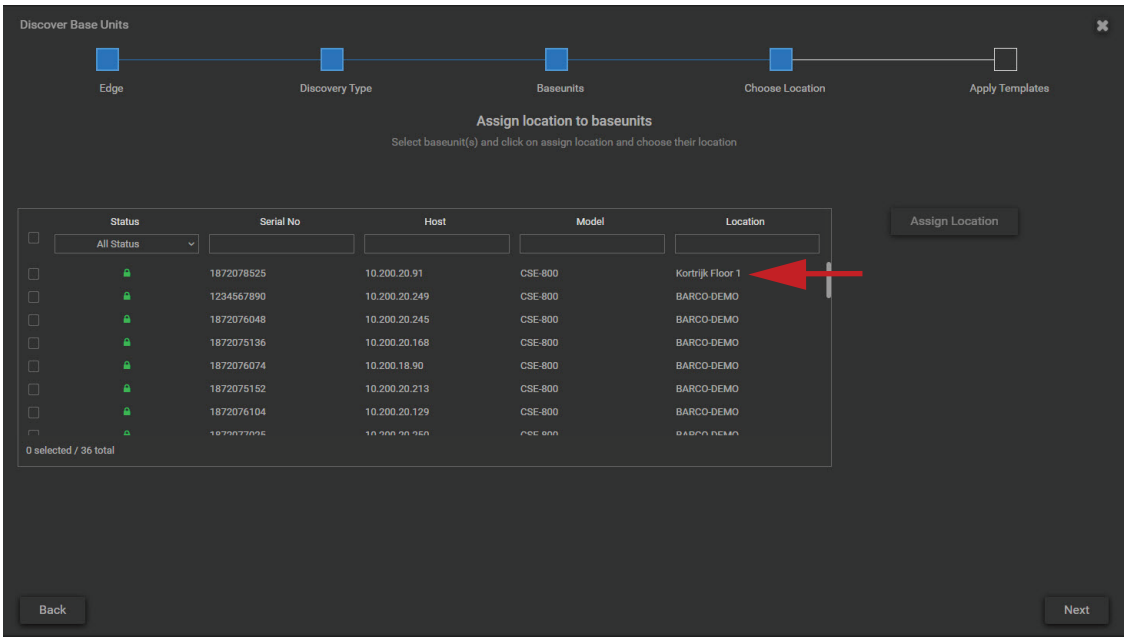

Image 3–17

12. Apply a template. Select a device or multiple devices and click on **Assign Template**.

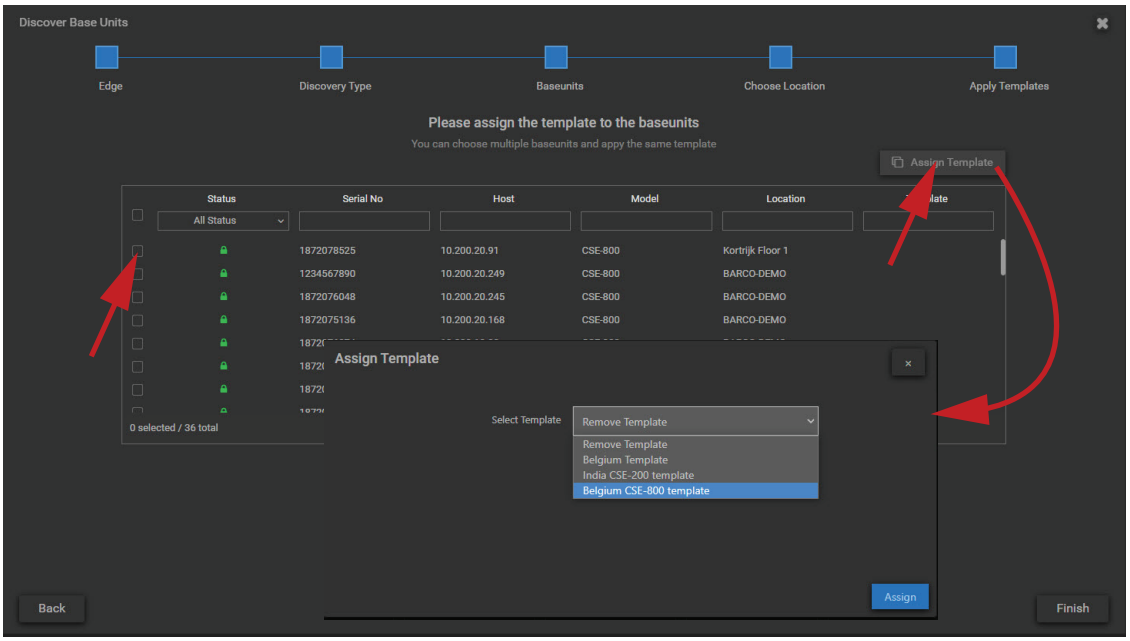

Image 3–18

The *Assign Template* window opens.

13. Click on the drop down and select the desired template.

Click **Assign**.

The template is added to the Base Unit of the selected meeting room. The settings in the template will be applied to this Base Unit.

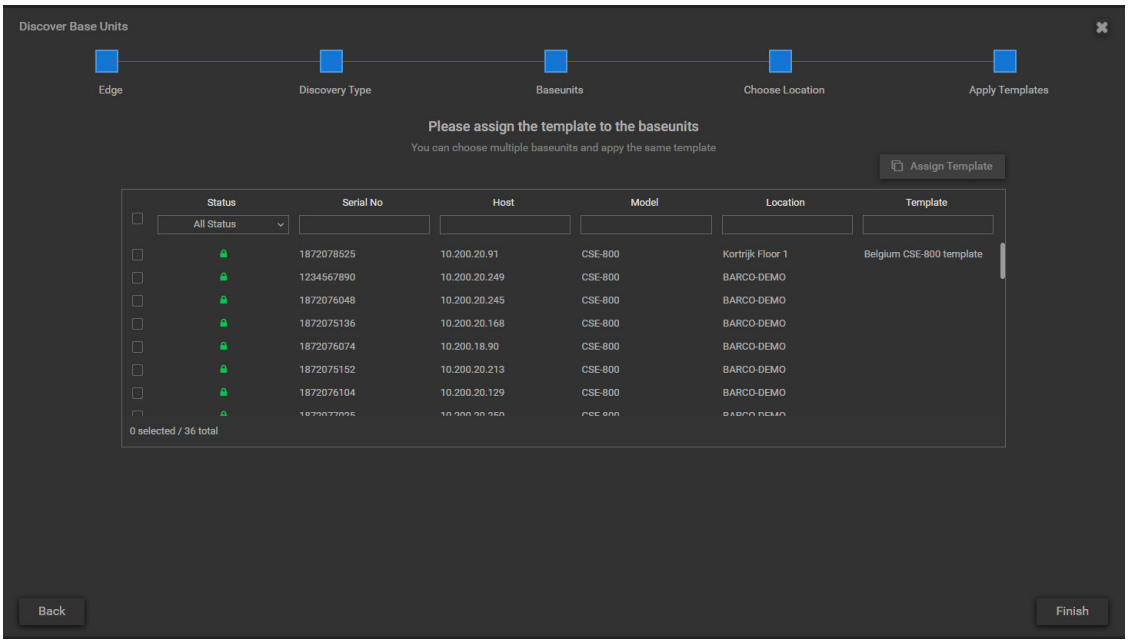

Image 3–19

14. Click **Finish**.

Add device(s) using device token

1. Select the radio button in front of *Add device(s) using device token*.

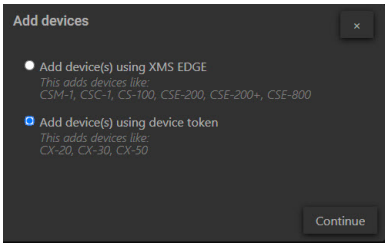

Image 3–20

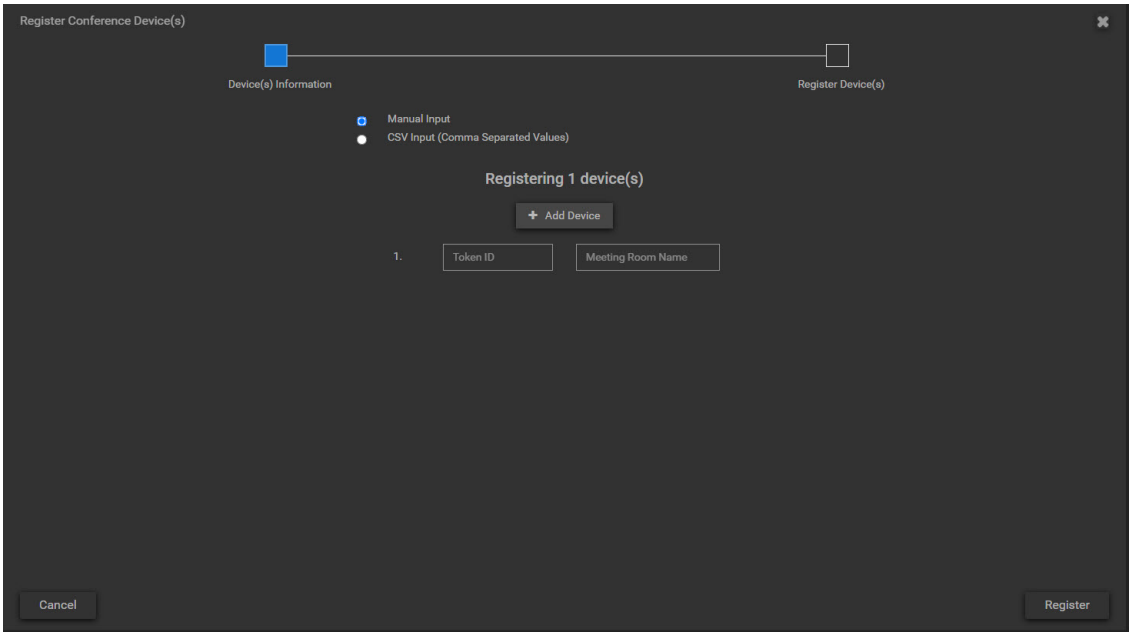

Image 3–21

The *Register Conference devices* window opens.

Two ways are possible to enter the Token IDs:

- Manual input, to continue go to step 2.
- CVS input, to continue go to step 5

2. Fill out the *Token ID* and enter the *Meeting Room Name* where the device is located.

Note: The Token ID can be found in the Configurator of your device, menu item *System – XMS*. For more info, see the device's installation manual which can be downloaded from Barco's website.

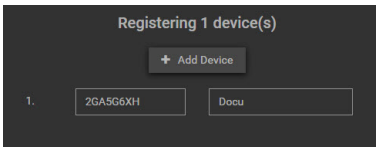

Image 3–22

3. To add an extra device, click on **+ Add Device** and repeat previous step.

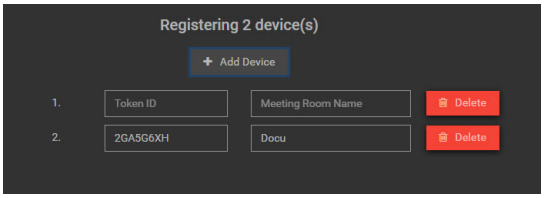

Image 3–23

Note: To delete an entered token ID, click **Delete**.

4. Once all devices are added, click **Register**.

A register summary is displayed.

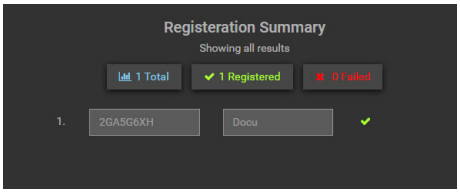

Image 3–24

The devices are registered in the system and added to the list of devices.

5. To register via CSV input, select the radio button in front of *CSV Input*.

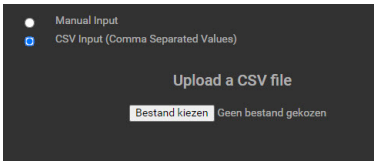

Image 3–25

6. Click on *Select file* and browse to the desired file.
7. Click **Register**.

The devices are registered in the system and added to the list of devices.

Restore devices from CMGS/XMS Edge

CX- and C- series based devices stored in CMGS/XMS Edge can be migrated to XMS Cloud. This process is done in 2 sub-processes:

1. Preparing CMGS/XMS Edge for devices migration.
2. Configuring migrated devices into XMS Cloud.

Preparing CMGS/XMS Edge for devices migration.

1. Within XMS Edge, click the *Device Manager application* on the bottom left.

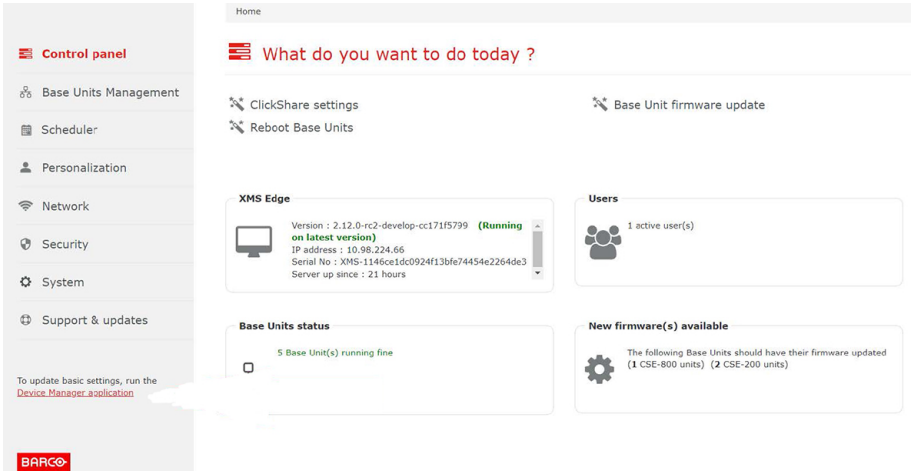

Image 3–26

2. Click **System** and select *XMS Mode*.

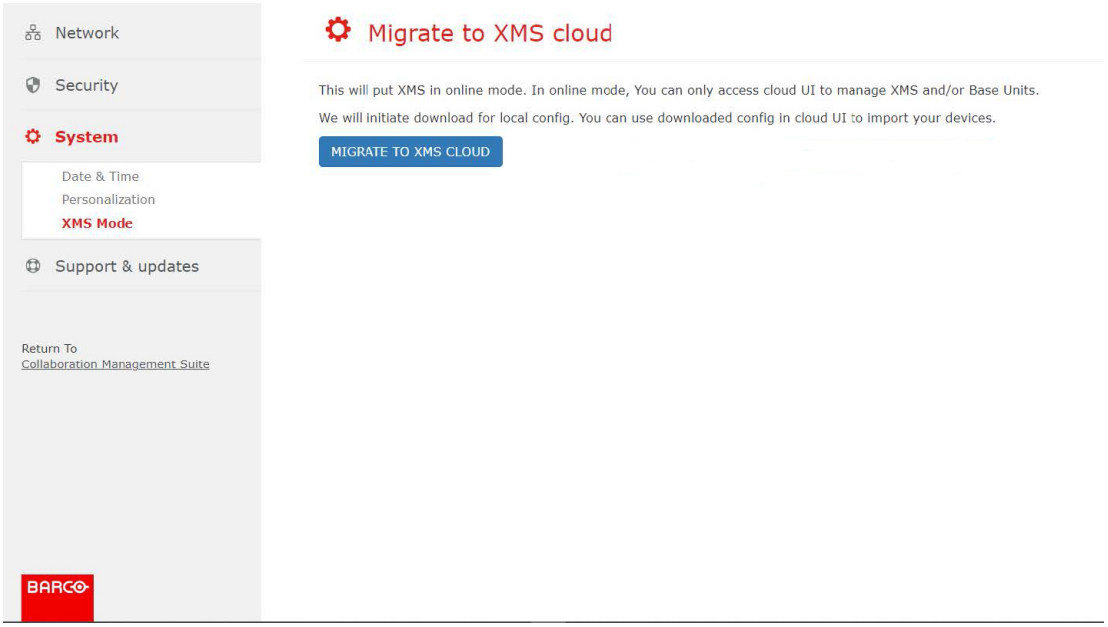

Image 3–27

3. Click **MIGRATE TO XMS CLOUD**.
4. Choose your connection configuration in the wizard and click **Next**.

Scenarios	Description	Recommended configuration
XMS Edge and Base Units on a non-DMZ network	XMS Edge and Base Units on the network with internet connectivity.	Check **Direct Connection** Uncheck **Enable proxy for C/CX**
XMS Edge on a non-DMZ network and Base Units on a DMZ network	XMS Edge on the network with internet connectivity. Base Units on the network with no internet connectivity.	Check **Direct Connection** Check **Enable proxy for C/CX**

Scenarios	Description	Recommended configuration
XMS Edge on a DMZ network and Base Units on a non-DMZ network	XMS Edge on the network with no internet connectivity. Base Units on the network with internet connectivity.	Check **Connection via Proxy** Uncheck **Enable proxy for C/CX**
XMS Edge and Base Unit on a DMZ network	XMS Edge and Base Units on the network with no internet connectivity.	Check **Connection via Proxy** Check **Enable proxy for C/CX**

- Direct connection for XMS Edge and ClickShare Base Units.

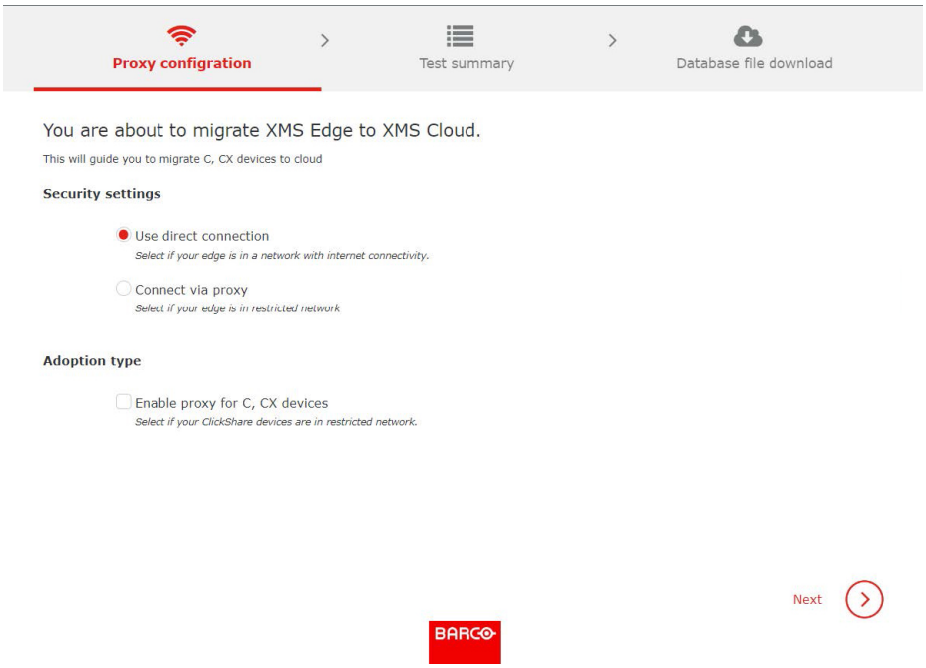

Image 3–28

- Proxy connection for XMS Edge and direct connection for ClickShare Base Units.

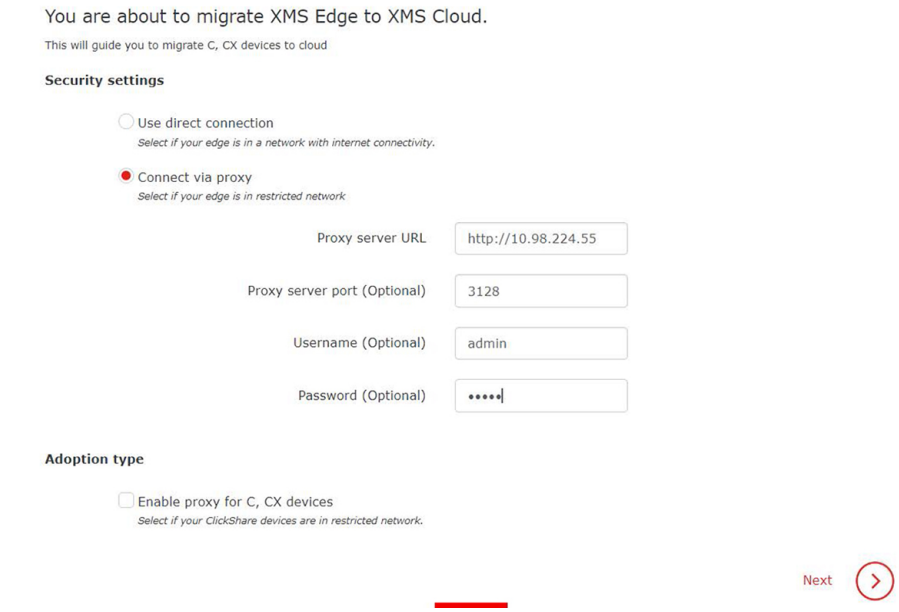

Image 3–29

- Proxy connection for XMS Edge and ClickShare Base Units.

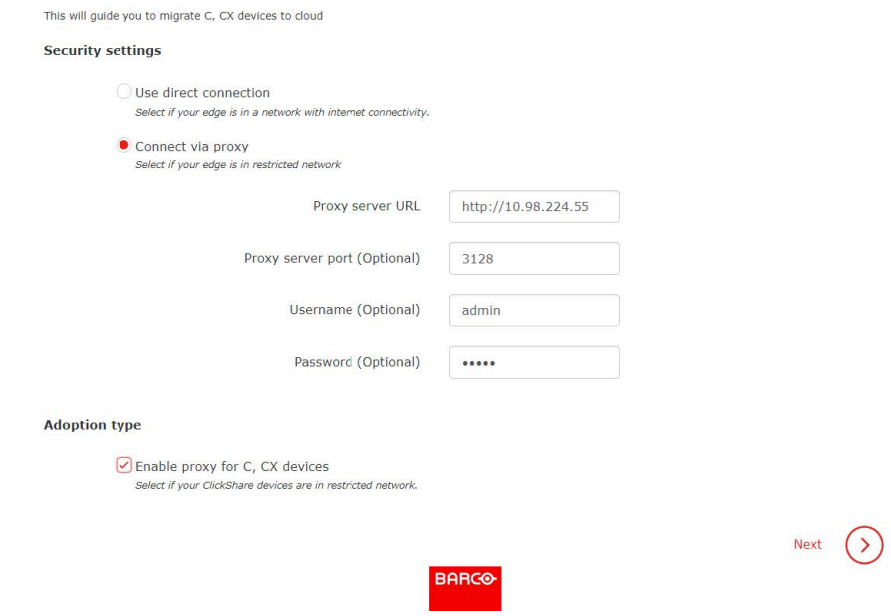

Image 3–30

- Direct connection for XMS Edge and Proxy connection for ClickShare Base Units.

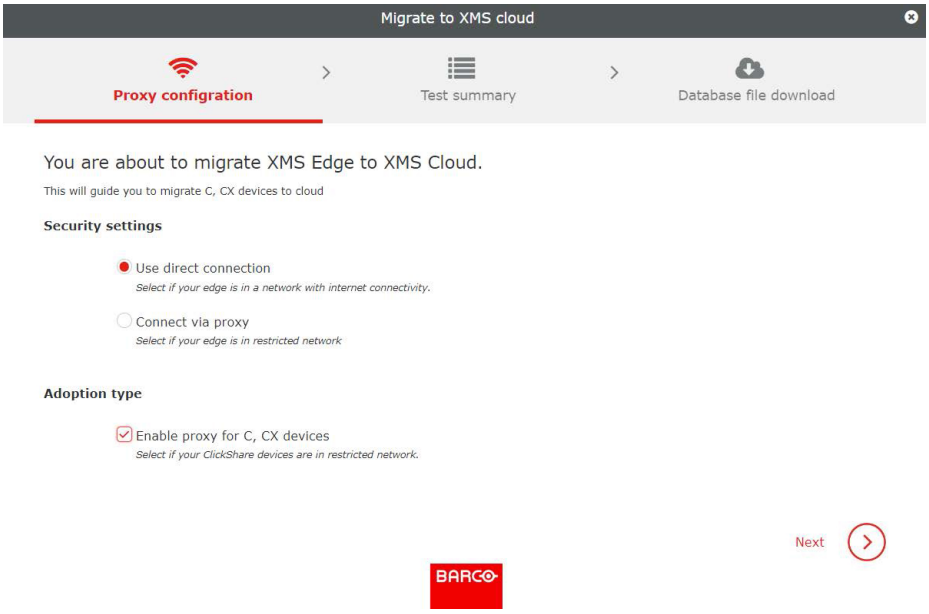

Image 3–31

The total number of Base Units discovered for migration will be shown under the Connected column in the **Test summary** tab.

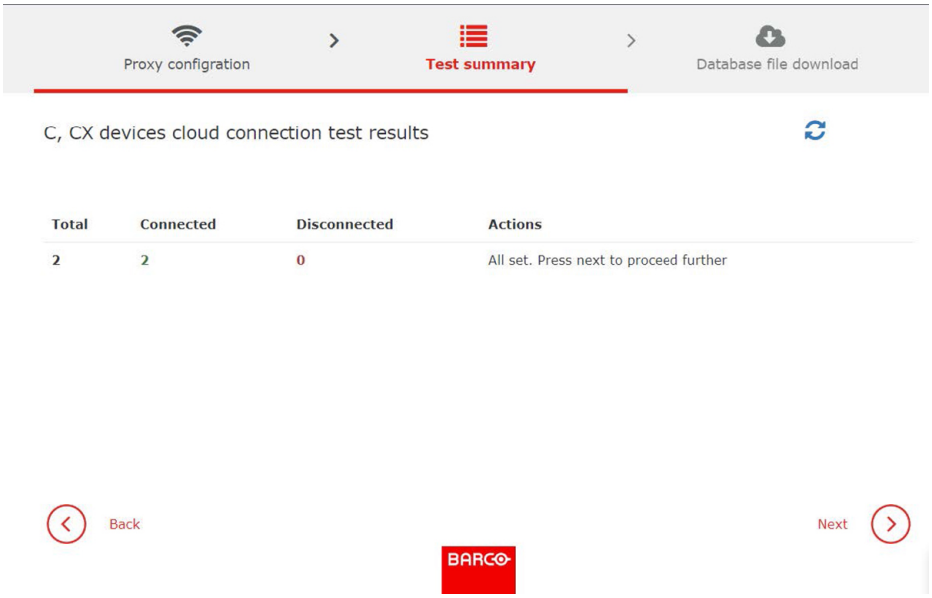

Image 3–32

Note: Undiscovered Base Units will be shown under the *Disconnected* column, download the CSV file next to it for analysing the undiscovered Base Units. [Optional] After making the necessary correction, click the refresh icon within the **Test summary** tab to fetch the corrected Base Units.

5. Click **Next**.

   The database configuration file will be downloaded to your local machine and then you will be redirected to the XMS Cloud.

Configuring migrated devices into XMS Cloud.

1. When logged in and you have the rights to more than one tenant, select the correct tenant or company name where you want to add the migrated Base Units.
2. Open the *Device* page and click on **+Add**.

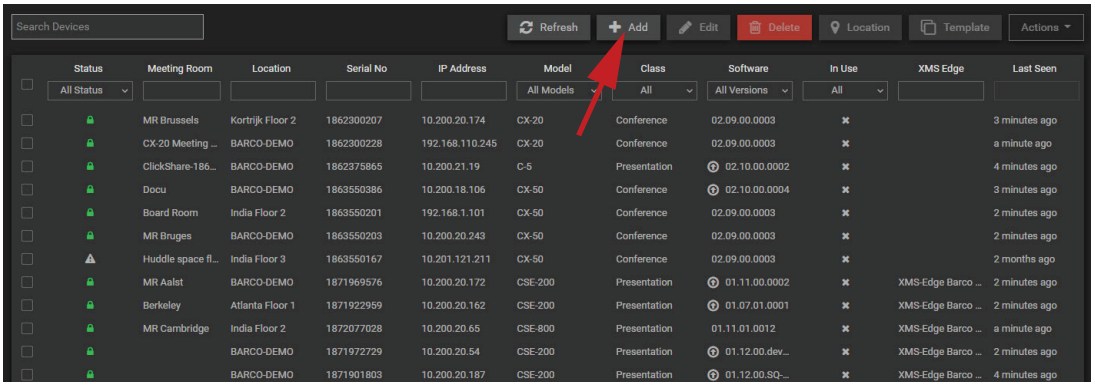

Image 3–33

The Add device pop-up opens.

3. Select the option *Restore devices from CMGS/XMS Edge*.

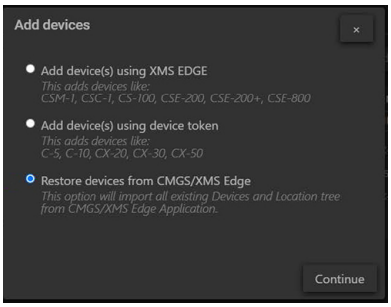

Image 3–34

4. Select your XMS Edge from the drop-down menu and click **Next**.

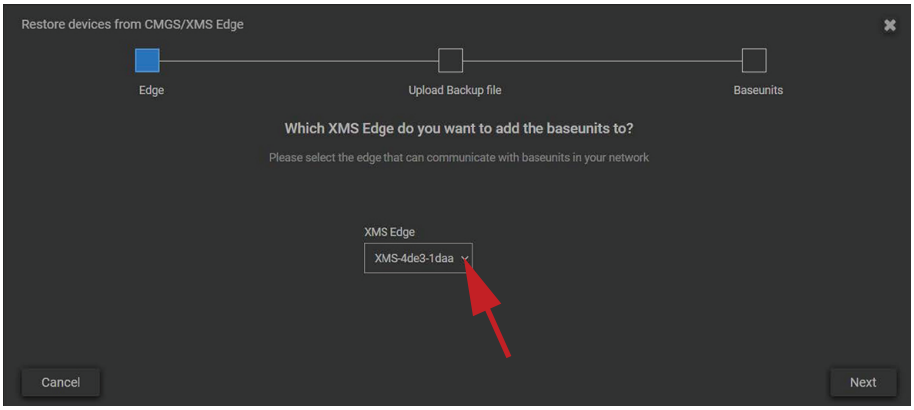

Image 3–35

5. Click **Upload file** to upload the previous downloaded file and click **Next**.

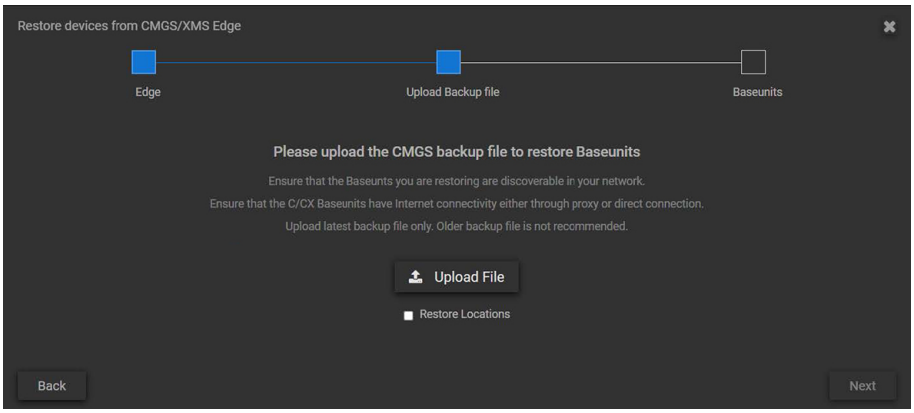

Image 3–36

6. The Base Units discovery and registration process start automatically. Please wait until the process is completed.

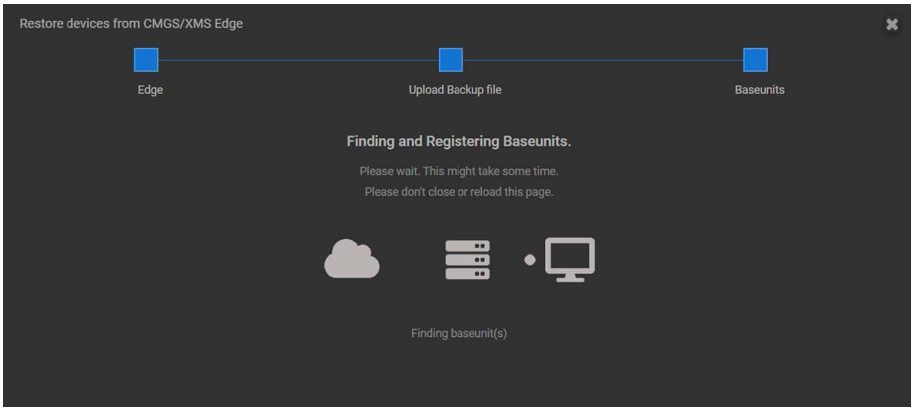

Image 3–37

7. Depending on the discovery results, the following screens with a message will be shown in the XMS Cloud. Click Next to proceed to the next screen.
   - List of Base Units that cannot be added to the XMS Cloud.
     [Optional] Check for the Base Units (power, network and cloud connection) connectivity issue. After the Base Unit connectivity is restored, click the Rediscover button to add.

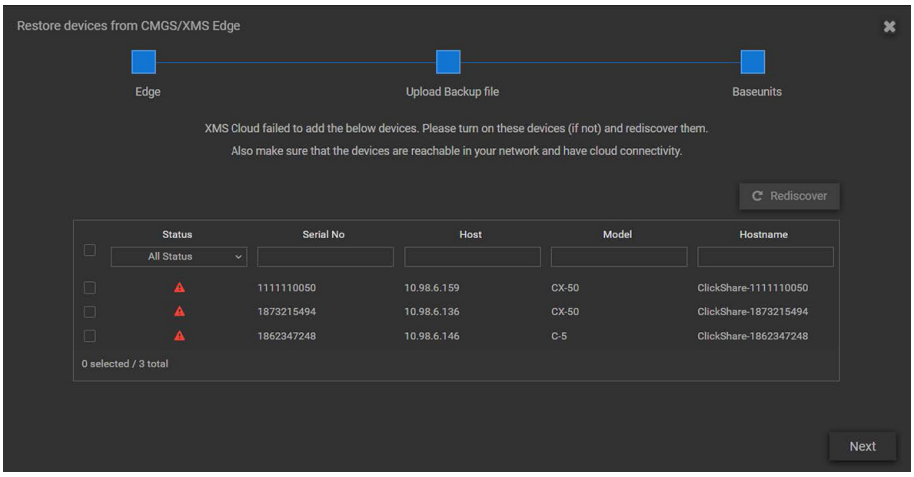

Image 3–38

   - List of Base Units connected to the XMS Cloud.

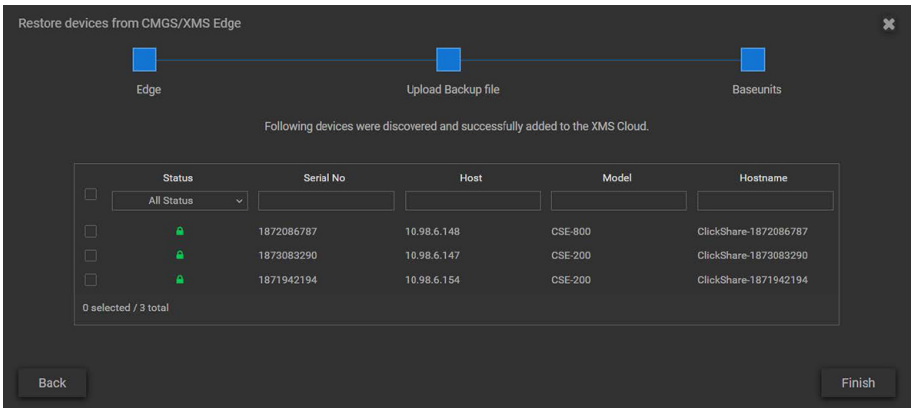

Image 3–39

The migrated Base units are visible on the Devices page of your tenant.

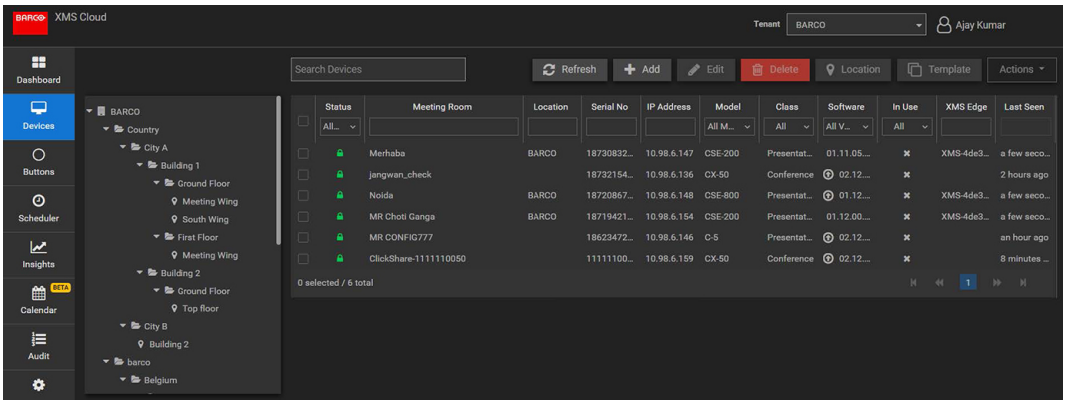

Image 3–40

3.6 Edit device settings

What can be done?

The full configuration of the device can be setup or changed via **Edit** device.

How to edit

1. Select a device or multiple devices of the same model group (1).

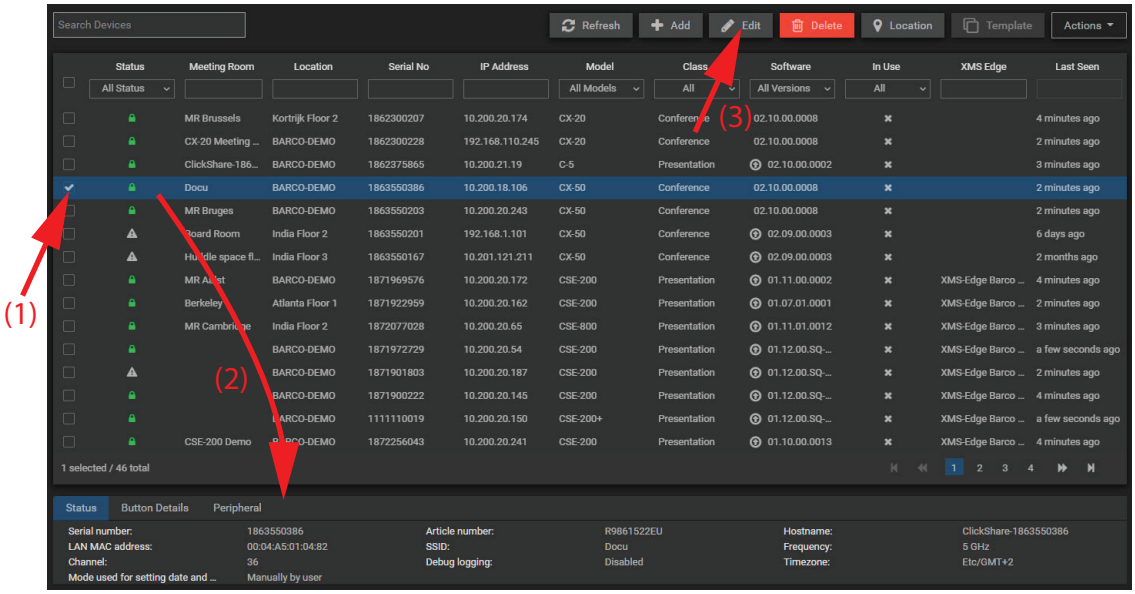

Image 3–41

When a single device is selected, the current configuration is indicated at the bottom of the table (2).

2. Click **Edit** (3).

The device configuration settings appear.

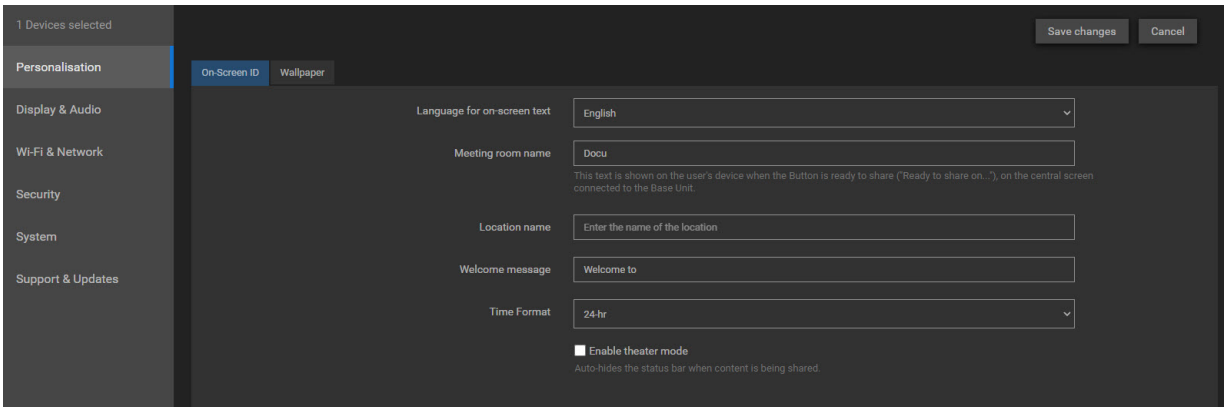

Image 3–42

Depending on the selected model other settings or visable. Some settings are visible but read only. But in general the basic configuration settings possible on the device itself can be done via XMS Cloud. For more information about a specific setting, consult the device's installation manual which can be downloaded from Barco's website. IP settings and source settings can only be changed on the local device.

Personalisation	On-screen ID	Language for on-screen text
		Meeting room name displayed on the central screen
		Location name
		Welcome message

		Time format
		Theatre mode
	Wallpaper	Configure or change wallpaper
Display & Audio	Outputs	Resolution
		Way to output audio
		Screensaver start time
	Inputs	Disable or enable with source name
Wi-Fi & Network	Wi-Fi settings (read only)	
	LAN settings (read only)	LAN Hostname settings
		Primary Interface
		LAN Proxy settings
	Services	Mobile devices
		PresentSense
Security level		
System	Energy savers	Eco mode
		Deep standby
Support & updates	Troubleshooting	Logging

3.7 Delete device(s)

What can be done?

One device or multiple devices of the same model group can be delete with a single click.

How to delete

1. Select a device or multiple devices of the same model group (1).

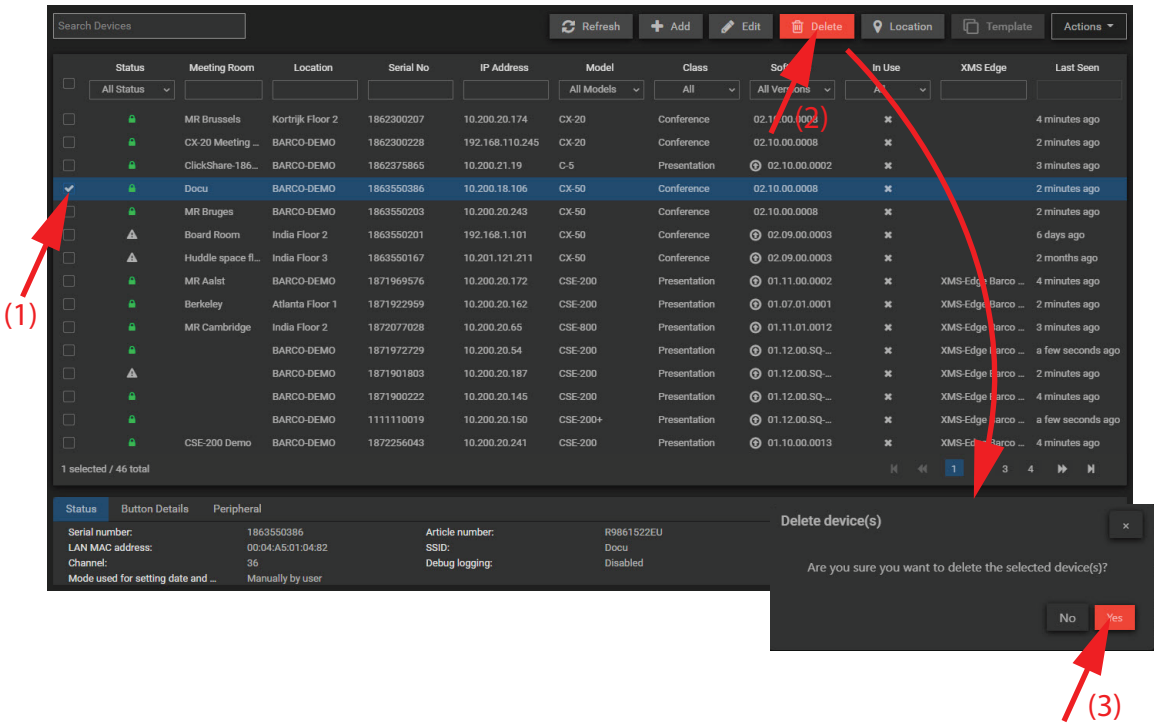

Image 3–43

2. Click **Delete** (2)

   A confirmation message is displayed.

3. Click **Yes** to delete the selected device(s).

3.8 Edit location

What can be done?

One or multiple devices can be assigned to a location in the location tree or to a new created location in that tree. The creation of a subbranch can be done during the assignment procedure or in *Settings* / *Location Tree*. For more info about adding, editing or deleting a location, see “Location Tree”, page 77.

How to assign

1. Select a device or multiple devices of the same model group (1).

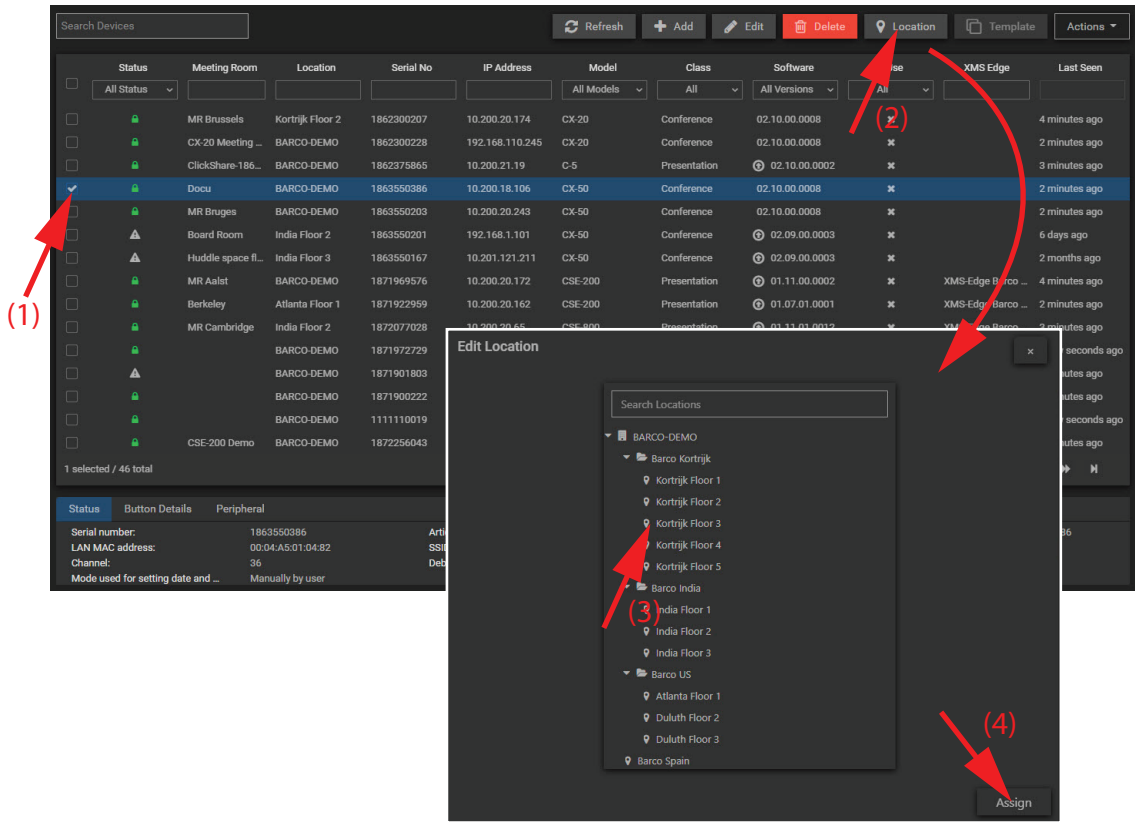

Image 3–44

2. Click on **Location** (2).

   The *Edit Location* window opens with the current location tree. This location tree can be modified inside the Edit Location window. The add, delete and edit functionality is equal as those described in “Location Tree”, page 77.

3. To assign an existing location, select that location and click **Assign**.

3.9 Assign Template

Only for CS and CSE devices.

About Template

A template contains basic settings from one device which can be used to set up other devices of the same model.

How to assign

1. Select a device or multiple devices of the CS and/or the CSE model group (1).

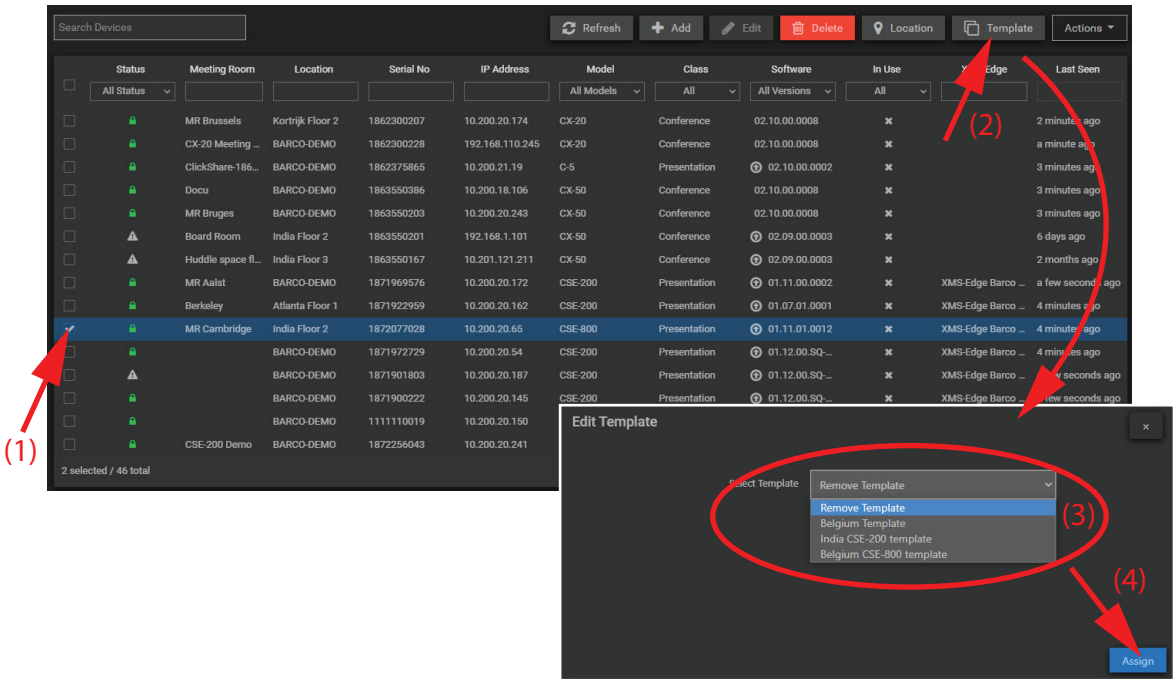

Image 3–45

2. Click on **Template** (2).

   The *Edit Template* window opens.

3. Click on the drop down and select a template (3).

   Click on **Assign** (4).

3.10 Actions — Create a template

Only for CS and CSE series.

About template creation

The basic settings of certain device can be stored in a template which than can be used to quickly setup other devices.

How to create

1. Select a CS or CSE device (1).

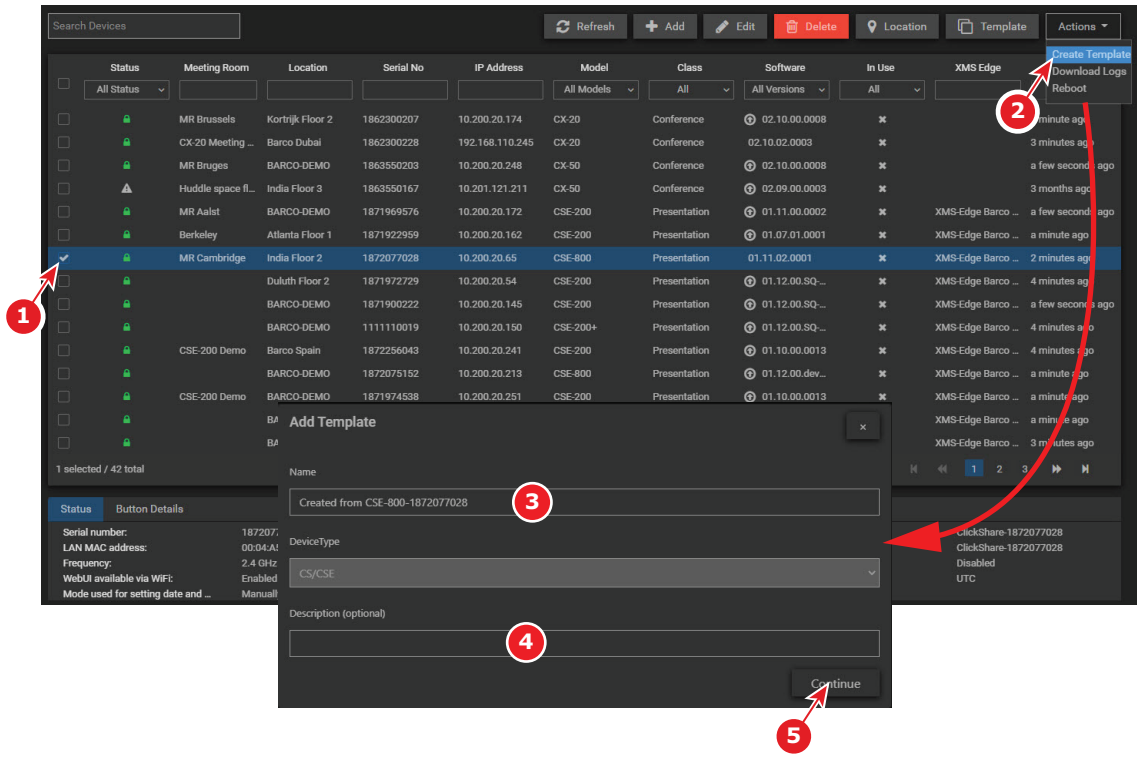

Image 3–46

2. Click on **Actions** and select *Create Template* (2).

   The *Add template* window opens.

3. To change the name for your template, click in the Name field (3), select the current name and type a new name.

   Fill out a description for your template (optional) (4) and click **Continue** (5).

4. The settings window opens. By default all settings are incorporated in the template.

   To remove a setting, just click on the red cross at the right side of the settings.

   Continue for all settings in the different categories.

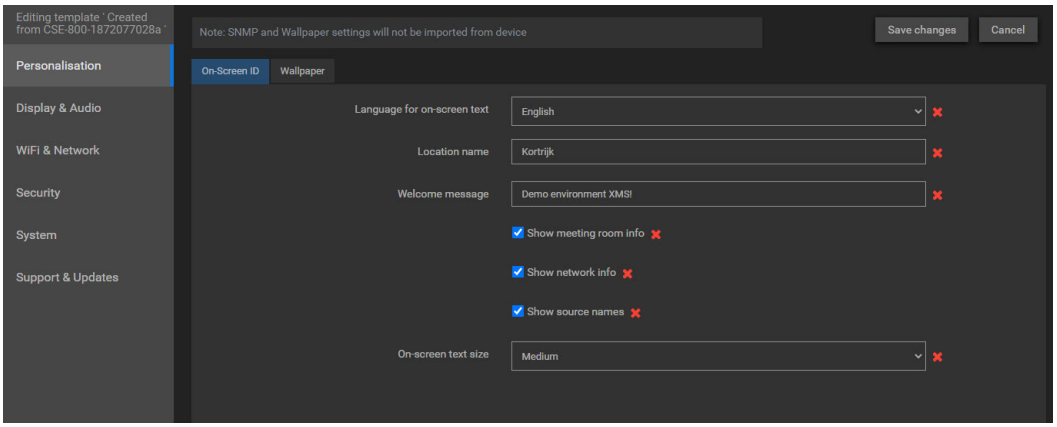

Image 3–47

5. When the selection is made, click **Save changes**.

   The new created template is added to the list of templates.

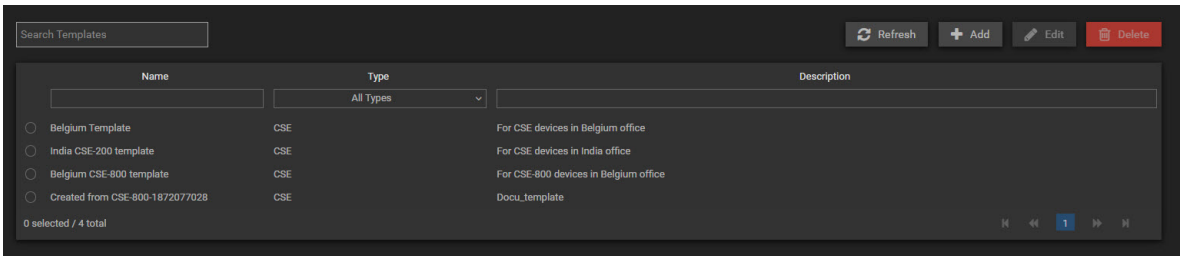

Image 3–48

3.11 Actions — Download logs

What can be done?

When something goes wrong with a devices or multiple devices, log files can be downloaded for one or multiple devices.

How to download

1. Select one or multiple devices (1).

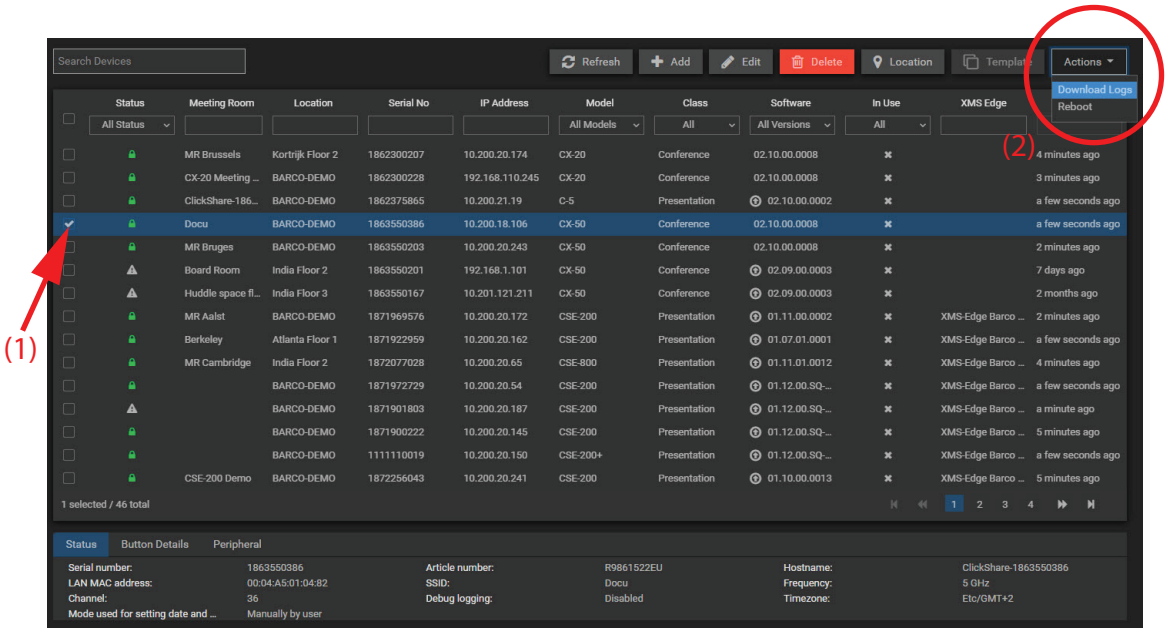

Image 3–49

2. Click on **Actions** and select *Download logs*.

   A log file for each selected device will be created and will be downloaded on your computer. When correctly created and downloaded a green message pop up window appears. When the process recognizes a problem then a red error message window will be displayed.

3.12 Actions — Reboot

How to reboot

1. Select one or multiple devices (1).

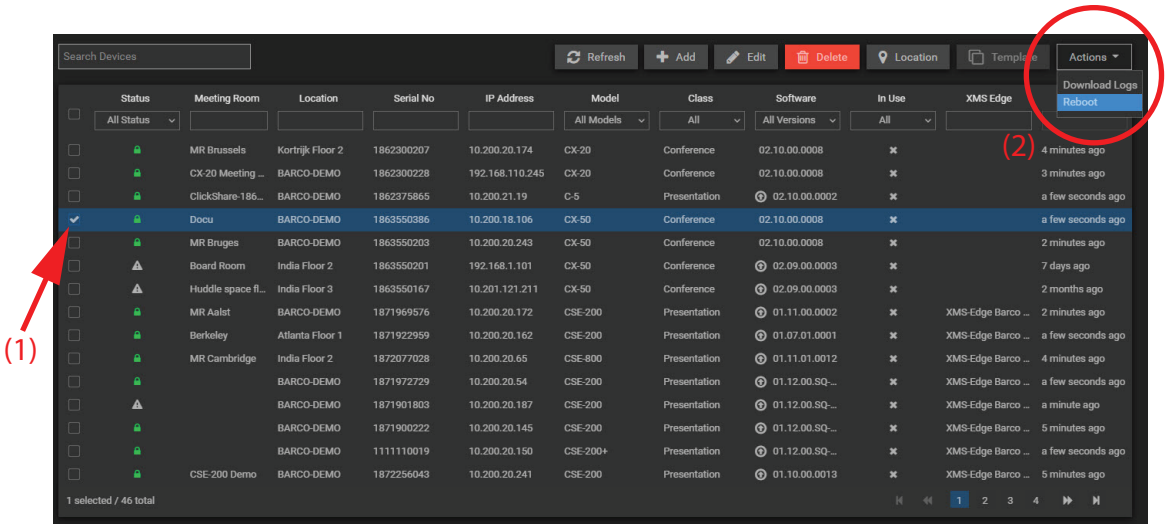

Image 3–50

2. Click on **Actions** and select *Reboot*.

   The selected devices are rebooting.

3.13 Actions — Transfer Devices

What can be done?

Base Units from C-series and CX-series can be transferred from one tenant to another tenant.

How to transfer

1. Select the correct tenant or company name from where you want to transfer the Base Units.

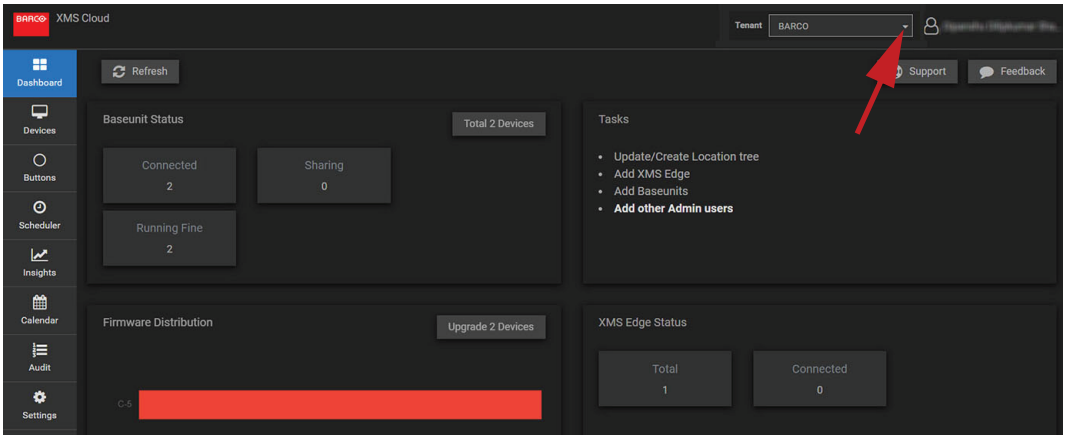

Image 3–51

2. Click Devices and select the Base Units you want to transfer.

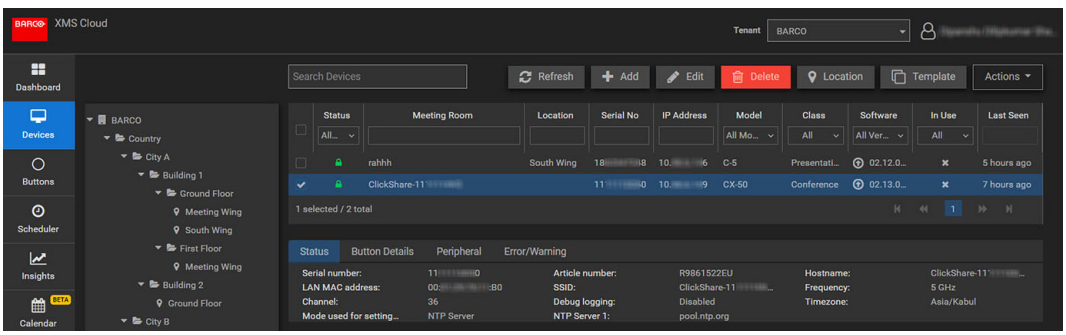

Image 3–52

3. Click on **Actions** and select *Transfer Devices*.

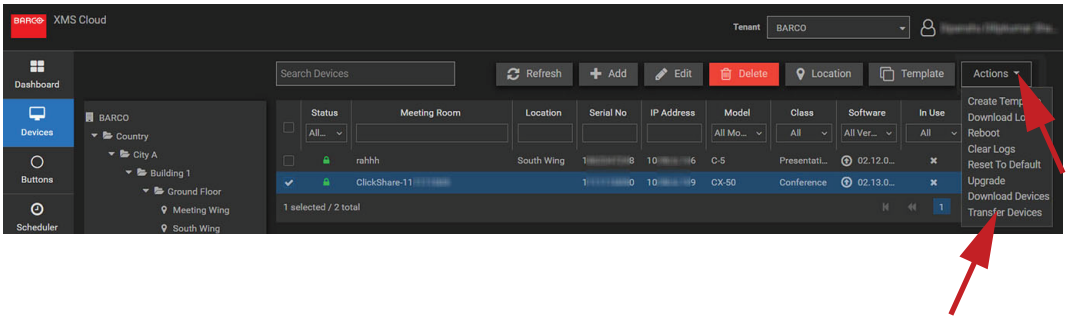

Image 3–53

4. Select the tenant from the drop down list where you want to transfer your selected Base Units.

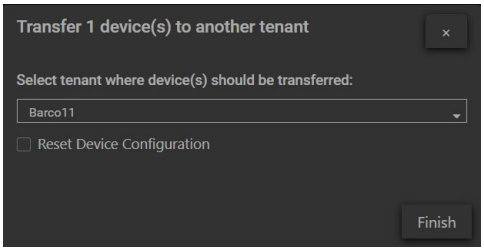

Image 3–54

Note !

Check the *Reset Device Configuration* check box to reset the selected devices during transfer. The factory reset operation is only available for Base Units with firmware version 2.12 or higher. This operation is applied after the device is online and connected to XMS Cloud.

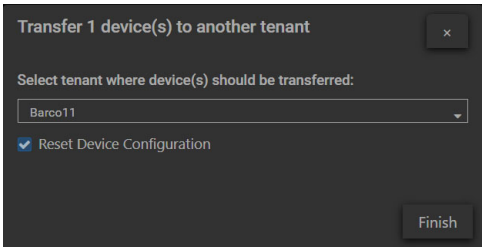

Image 3–55

5. Click **Finish**.

A notification message on the transfer device status will pop-up on the XMS Cloud.

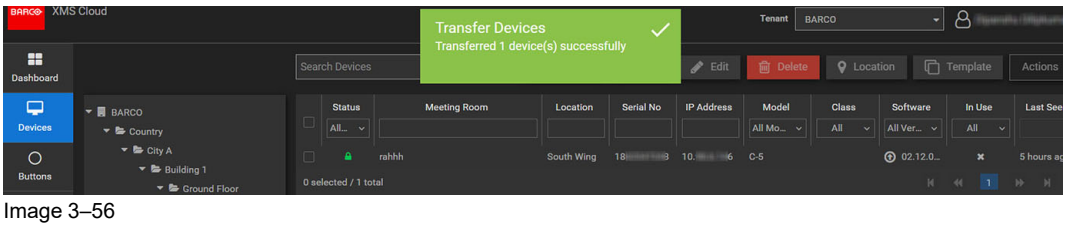

Image 3–56

6. Navigate to he tenant where the Base Units have been transferred. All these Base Units should be visible on that page.

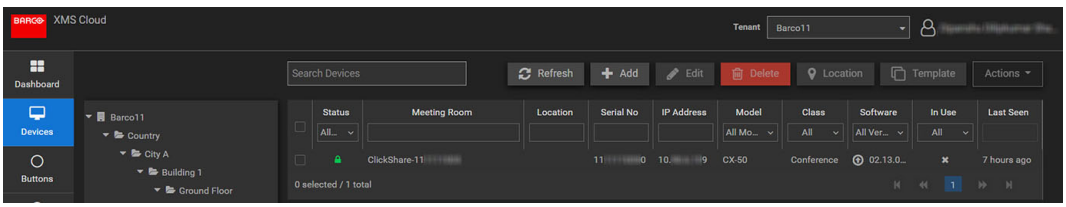

Image 3–57

7. [Optional] To view the audit logs corresponding to the transfer action, handle as follow:
   1. Click **Audit** in the left pane and select an audit log entry from the list.

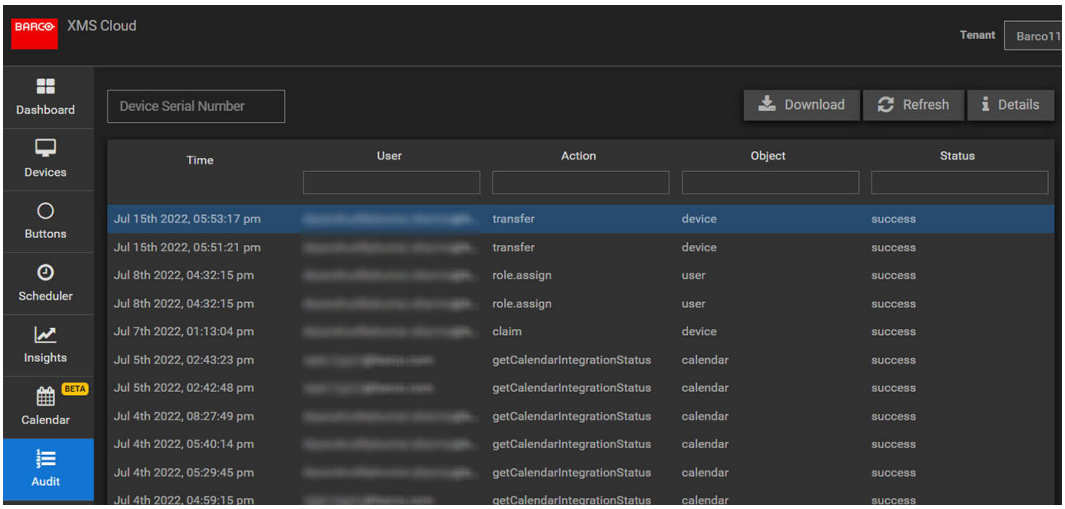

Image 3–58

   2. Click **Details** to view the serial number, model and other details of the devices which were transferred.

Image 3–59

4 Buttons

4.1 About Buttons 44
4.2 Detailed history of a Button 44

4.1 About Buttons

Overview

Image 4–1

1 Loction tree
2 Button selection
3 Button status
4 Search for Buttons
5 Meeting room Button
6 Location of meeting room
7 Serial no Button
8 Mac address Button
9 Base Unit serial number
10 Connection indication
11 Firmaware version Button
12 Last time connnected
13 Last time paired

This table gives an overview of the Buttons in the system, where they are used, if they are connected, etc.

About Status

The following statuses are available:

- Green lock: Button is OK
- Orange caution sign: the Button operates with warnings
- Red caution sign: The Button has errors.

Connection state

The following states are possible:

- Full white circle: Button is disconnected.
- Green circle: Button is connected

4.2 Detailed history of a Button

How to get the history

1. Select the Button you want to see the history.

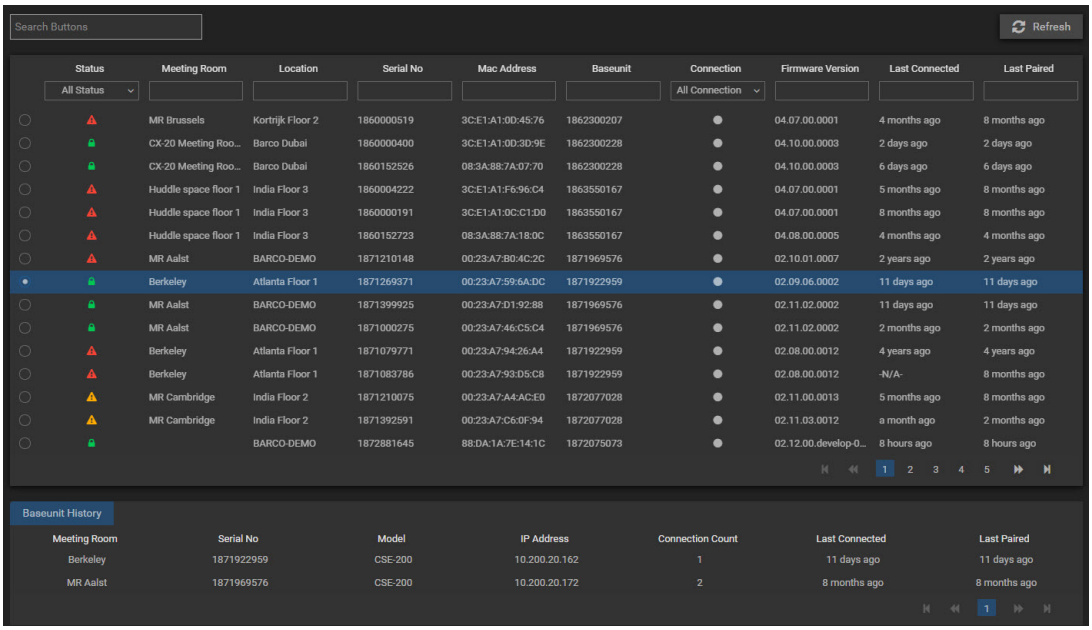

Image 4–2

A Base Unit history is displayed below the table.

This history indicates:

- the meeting room where the Button was used.
- the serial number of the Base Unit
- the model
- the IP address of the Base Unit
- the number of connections made with the Base Unit
- time of last connection
- time of last paired with the Base Unit.

5 Scheduler

5.1 Scheduler view 48
5.2 Scheduler — Create job 48
5.3 Scheduler — Cancel job 50
5.4 Scheduler — Delete job 51
5.5 Search jobs in job list 51

5.1 Scheduler view

Overview

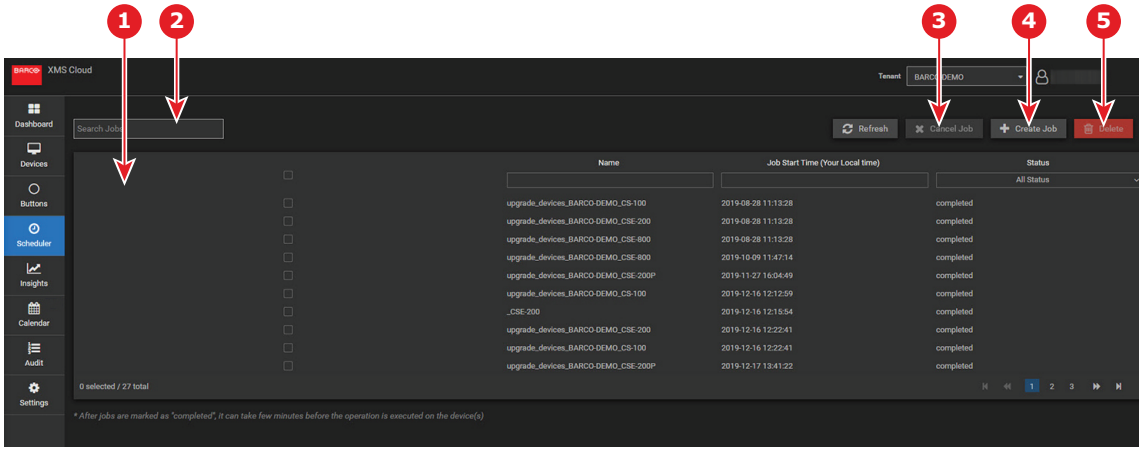

Image 5–1

1 Overview pane scheduled jobs

2 Search for job

3 Cancel scheduled job

4 Create scheduled job

5 Delete scheduled job

5.2 Scheduler — Create job

What can be done?

A job can be created and scheduled to be executed immediately or in the future.

How to create a job

1. Within *Scheduler*, click on **+ Create Job** (1).

   The *Schedule* window opens.

2. Select an action (2).

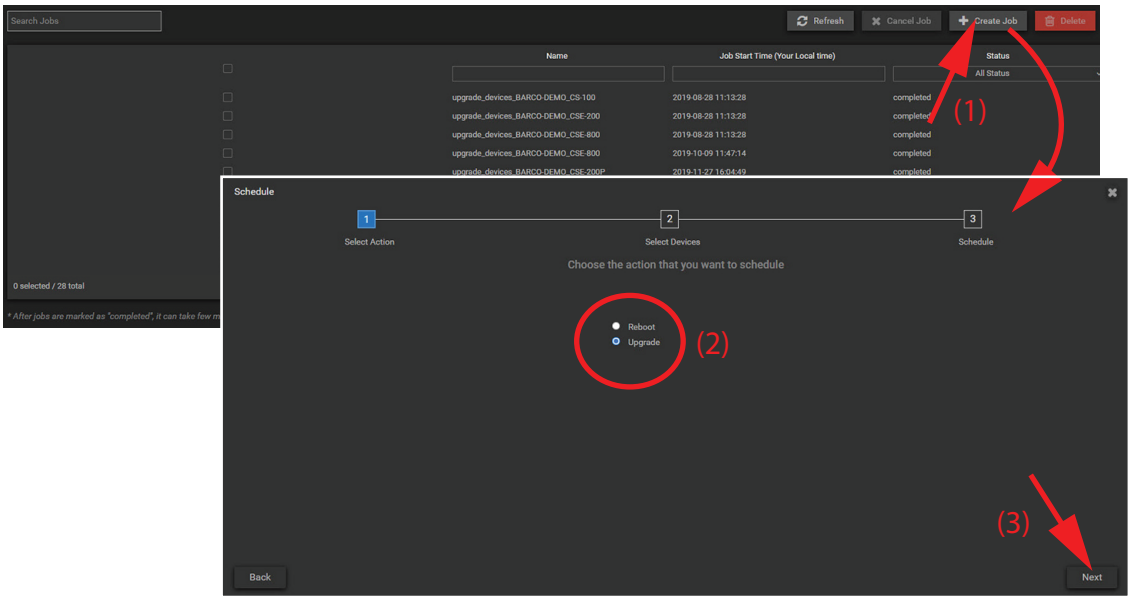

Image 5–2

The following actions are possible:

- Reboot
- Upgrade

Click **Next** to continue (3).

3. Select one or multiple devices (4).

   Click **Next** (5).

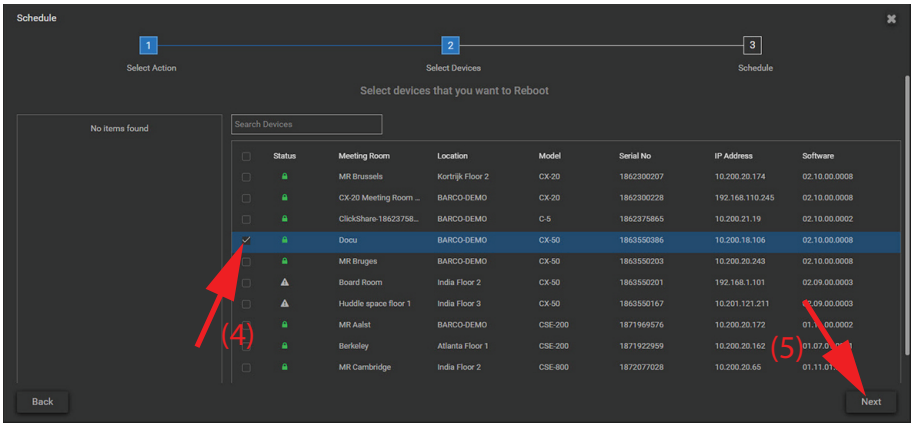

Image 5–3

4. Enter a name for the job.

   Enter an optional description for the job.

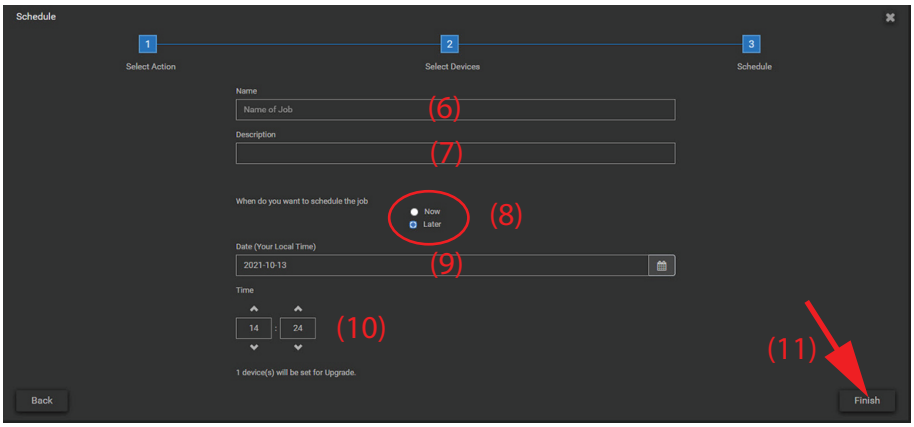

Image 5–4

5. Select when you want to schedule the job.

   The following options are possible:

   - *Now*: job will be executed immediately.
   - *Later*: A time and date should be selected.

6. When *Later* is selected:
   - Enter a date with the mask yyyy-mm-dd or click on the calender icon and select the desired date
   - Enter the time hh:mm or click on the up down controls until the desired time as set.

   When *Now* is selected, the job will be executed when Finish is pressed.

7. Click **Finish**.

   The job will be created. When successful a green message will pop-up. At the same time the job is added to the list of jobs with its status.

   - *Scheduled*: for a job to be executed in the future.
   - *Completed*: for a job running now.

5.3 Scheduler — Cancel job

Only job with the status scheduled can be canceled.

How to cancel

1. Search for the job to be canceled and select this job.

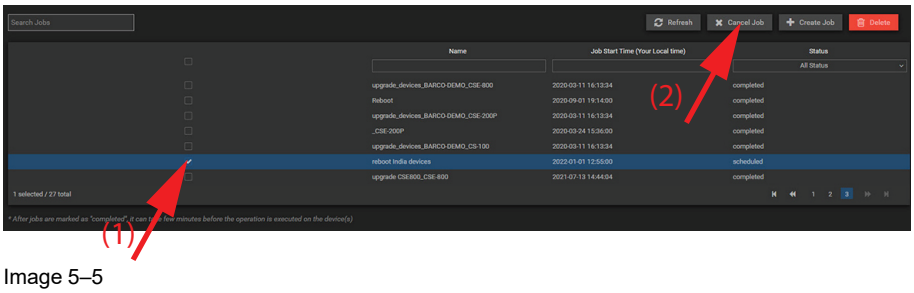

Image 5–5

2. Click on **X Cancel Job**.

   The job will be canceled but remains in the job list with status Canceled

5.4 Scheduler — Delete job

How to delete

1. Search for the job to be deleted and select this job (1). Multiple jobs can be selected. The job or jobs can have any status.

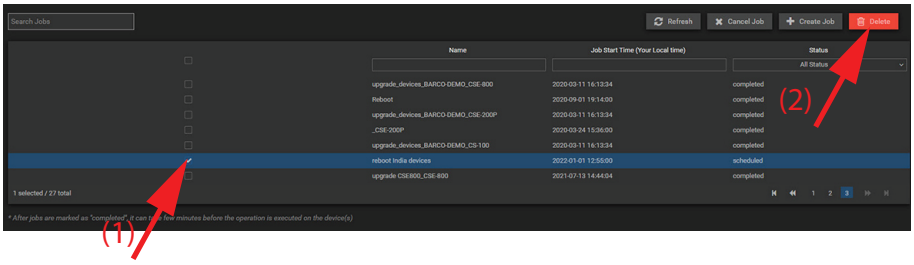

Image 5–6

2. Click on **Delete** (2).

   The job is deleted and removed from the overview list.

5.5 Search jobs in job list

What can be done?

The list of jobs can be narrowed by entering search characters in the Search Jobs field or in the Name input field.

The list can also be filtered by entering a part of the *Job Start Time*.

A filter can also be set on Status to filter out the scheduled, completed or canceled jobs.

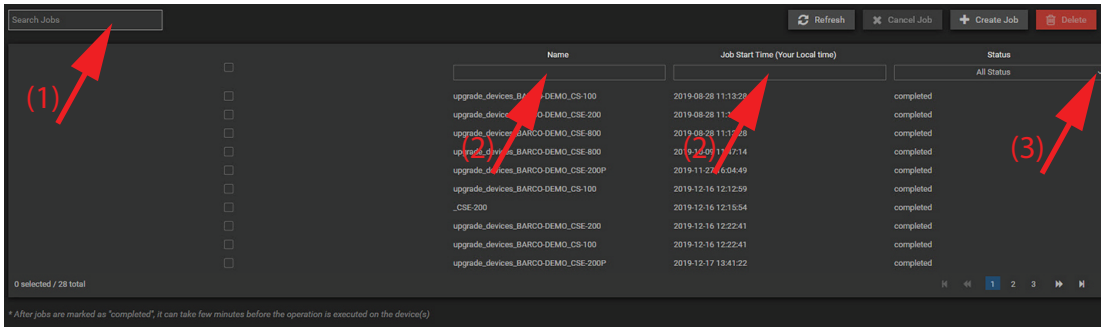

Image 5–7

How to search or filter

1. To search for a job, enter a part of the job name in the *Search Jobs* field (1) or in the *Name* field (2).

   While typing, the list will be filtered immediately.

2. To filter on time, enter a part of the time string in the *Job Start Time* field (3).

   The list will be filtered while entering the first characters.

3. To make a filtering on Status, click on the drop down in the *Status* field and select the desired status (3).

   The list will be filtered according your selection.

6 Insights

6.1 Insights overview 54
6.2 Date range selection 54
6.3 Active hours setup 55
6.4 Selecting a meeting room 55

6.1 Insights overview

Overview

Image 6–1

1 Select meeting room

2 Location tree

3 Total usage in hours (selected meeting rooms)

4 Average usage in hours – Daily distribution

5 Average usage in minutes – Hourly distribution

6 Total usage by month in hours

7 Date range selection

8 Active hours setup

6.2 Date range selection

What can be done?

The date range for the statistics can be set.

How to set

1. Click inside the date range field.

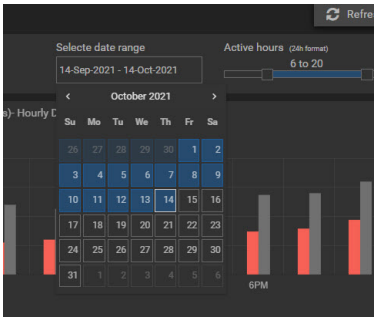

Image 6–2

A calendar opens.

2. Browse first to the desired month with the left or right arrows on top. Then click on the start day.

   The start day is filled out.

3. If necessary, browse to the desired month and click on a day. This will be the end day.

   The statistics will be updated accordingly.

6.3 Active hours setup

How to setup

1. Use the sliders to change the active hours.

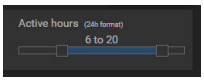

Image 6–3

The left slider will change the start hour of the active period.

The right slider will change the end hour of the active period.

The statistics will be updated accordingly.

6.4 Selecting a meeting room

How to select

1. Click on the drop down in Select Meeting Room field and select the desired meeting rooms.

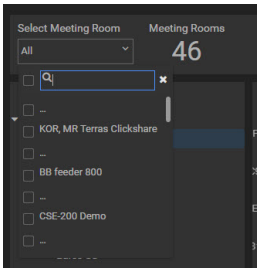

Image 6–4

or

enter some characters of the meeting room you search for. The list will be filtered. Then select the desired meeting room.

The statistics will be updated accordingly.

7 Calendar

7.1 Activating calendar integration with XMS Cloud

About Calendar

The calendar capability allows to display your room calendar on the monitor connected with ClickShare device.

Before starting

To enable the device to get the calendar, XMS Cloud needs to be “connected” to your Microsoft Azure Account. This ‘connection’ makes it possible to discover your rooms and share their credentials with the devices.

Approval from your organization's O365 admins are required.

Secure Azure AD integration

XMS Cloud can be used to display the availability of the meeting room on the screen using ClickShare (optional feature). This is done securely using Azure Enterprise Applications that integrate with Azure AD. To mitigate security risks that might arise while integrating Azure Enterprise Applications in Azure AD, this feature makes use of 2 separate Azure Enterprise Applications, the ‘ClickShare Meeting Room Discovery’ and the ‘ClickShare Calendar Sync’. The ‘ClickShare Meeting Room Discovery’ is a multi-tenant application while the ‘ClickShare Calendar Sync’ is a single tenant application, only hosted in the customer’s Azure AD. The ClickShare Base Units access the calendars only through the single tenant ‘ClickShare Calendar Sync’ using a per customer unique and random client secret. The client secret is created by Microsoft with the following properties: randomly generated and expires automatically after 24 months.

For more in-depth information, see Barco’s Security whitepaper “XMS Cloud and (Virtual) Edge Security Whitepaper” which can be downloaded from Barco’s website.

Verify the publisher (Barco) of the Enterprise Application before adding it to your tenant.

Limit the access of the Enterprise Application ‘ClickShare Calendar Sync’ to only the needed meeting rooms (and no other calendars) using an ApplicationAccessPolicy on Microsoft Exchange Online.

Before starting with the integration

1. Before starting the integration, contact your IT Admin who has **Global Administrator role** in **Azur Active Directory**. Only that account can enable the integration.
2. Add the required IT Admin to the XMS tenant.
3. Ask the IT admin to sign in to XMS Cloud and browse to the Calendar page and ask him to execute the next *How to setup*.
4. After the How to setup, the customer or the integrator can continue with the procedure *Assign a meeting room to a calendar*.

How to setup (to be executed by the IT admin)

1. Go to XMS Cloud (*https://xms.cloud.barco.com*) and login with your credentials.
2. Click on the tab *Calendar*.

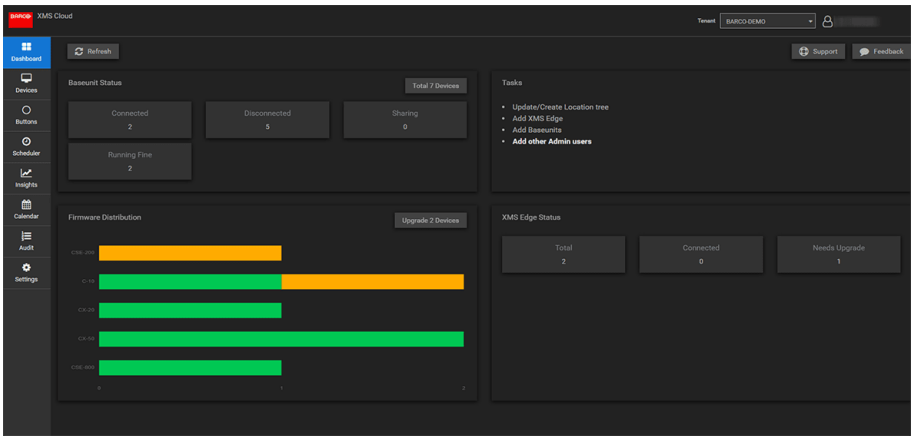

Image 7–1

The calendar connection page opens.

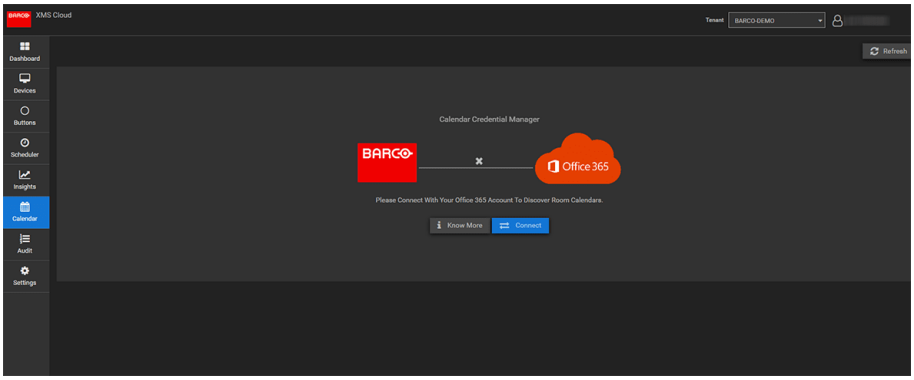

Image 7–2

3. Click **Connect**.

   You will be redirected to your Microsoft Azure account to begin the integration and discover rooms.

   A sign in screen appears.

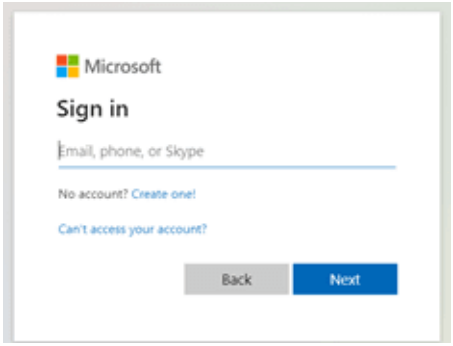

Image 7–3

The IT Admin who has **Global Administrator role** in **Azur Active Directory** should sign in.

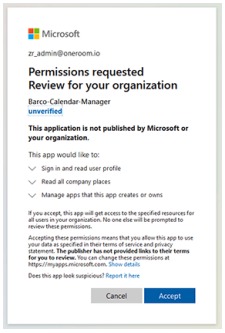

Image 7–4

4. Read the message on the screen and click **Accept**.

   When accepted, you are redirected back to XMS Cloud. This process should finish in 10 to 30 minutes but it can take in occasional cases a longer time. The next page is displayed.

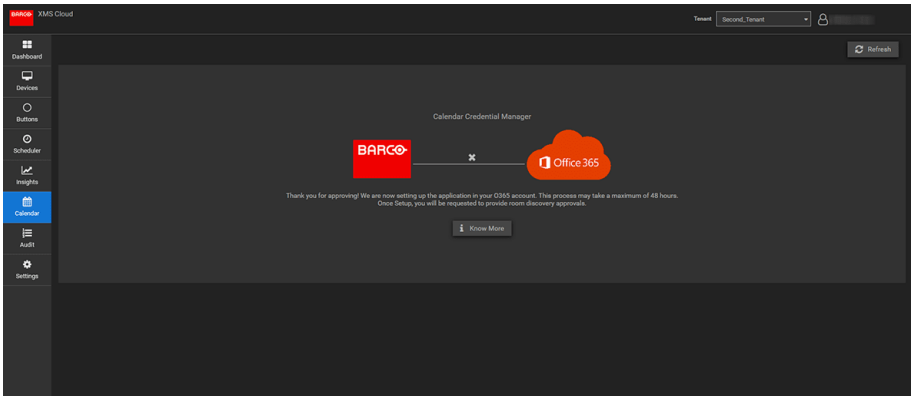

Image 7–5

5. Once the process has finished, the screen is refreshed and shows the **Continue integration** button.

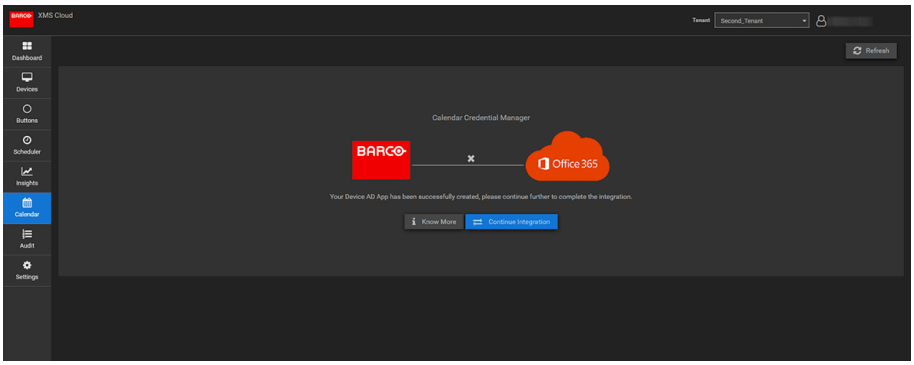

Image 7–6

6. Click **Continue integration** to request the O365 admin's final permission to read calendar information for each room-account and generate credential for devices to achieve that.

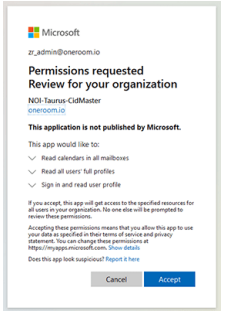

Image 7–7

7. Click **Accept**.

You are redirected to XMS Cloud with the your rooms discovered.

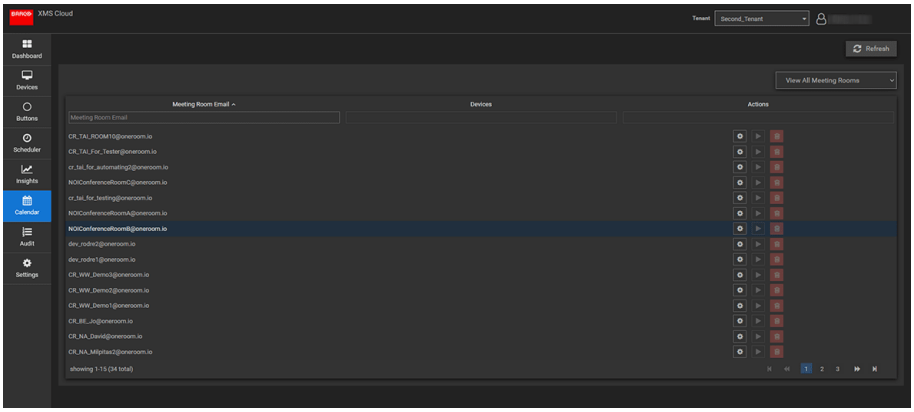

Image 7–8

Assign a meeting room to a calendar (no devices are mapped yet)

1. Click the *Settings* icon next to the E-mail address of the meeting room.

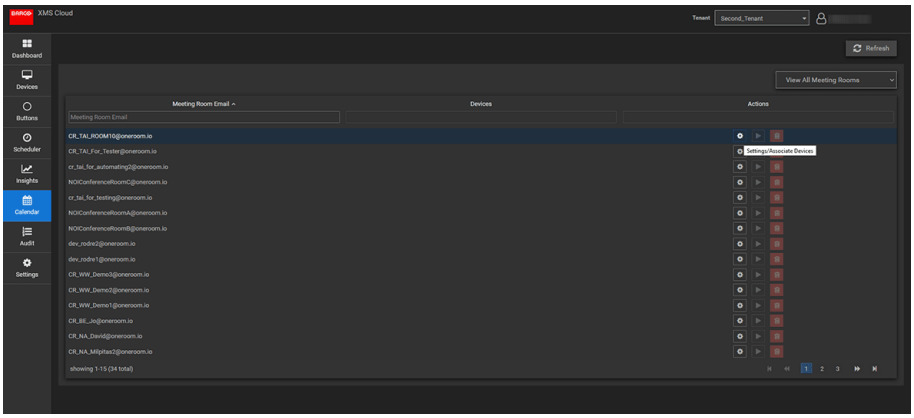

Image 7–9

A popup opens.

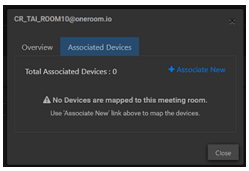

Image 7–10

2. Click on **Associated devices** if not yet selected.
3. Click on **Associate new**.
4. Select your device in the device column and then click outside the box to save the setting.

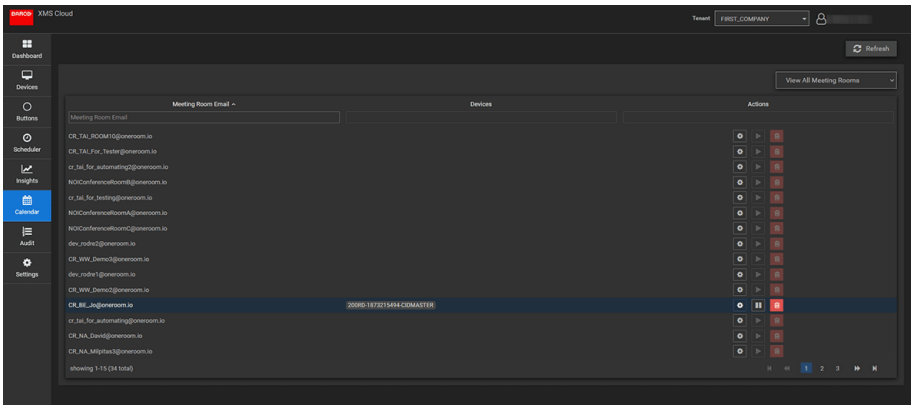
XMS Cloud
Tenant
FIRST_COMPANY
Dashboard
Devices
Buttons
Scheduler
Insights
Calendar
Audit
Settings
Refresh
View All Meeting Rooms
Meeting Room Email
Devices
Actions
Meeting Room Email
CR_TAI_ROOM10@oneroom.io
CR_TAI_For_Tester@oneroom.io
cr_tai_for_automating2@oneroom.io
NOIConferenceRoom8@oneroom.io
cr_tai_for_testing@oneroom.io
NOIConferenceRoomA@oneroom.io
NOIConferenceRoomC@oneroom.io
dev_rodre2@oneroom.io
CR_WW_Demo3@oneroom.io
dev_rodre1@oneroom.io
CR_WW_Demo2@oneroom.io
CR_BE_Jo@oneroom.io
350RD-1873215494-CIDMASTER
cr_tai_for_automating@oneroom.io
CR_NA_David@oneroom.io
CR_NA_Milpitas3@oneroom.io
showing 1-15 (34 total)
1
2
3

Image 7–11

8 Audit

8.1 Audit overview 64

8.1 Audit overview

Overview

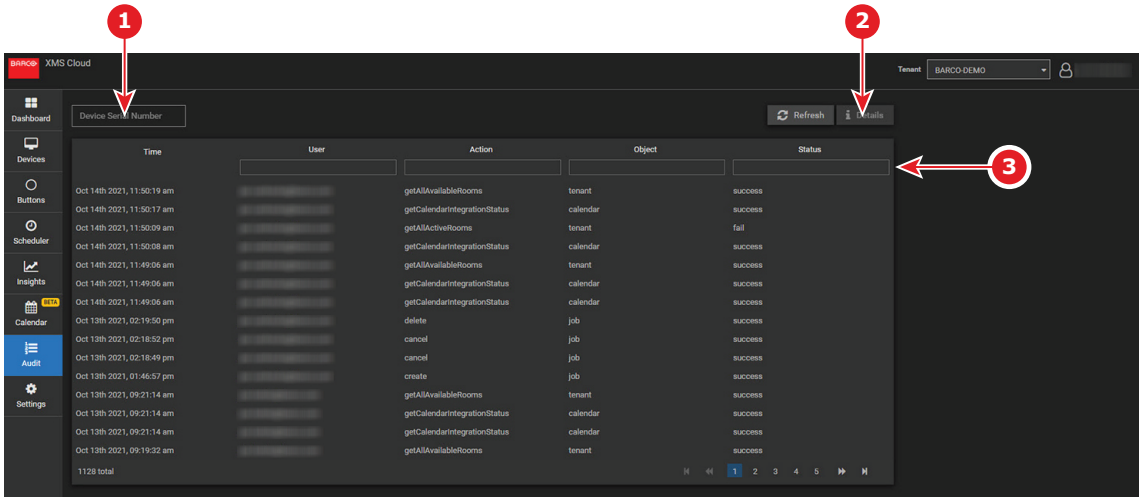

Image 8–1

1 Device serial number input

2 Detail

3 Filter fields

Every action that happens in the system is logged with a time stamp, a user name, type of actions, the object on which the action take place and status of the action.

9 Settings

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9.1 Settings overview

Overview

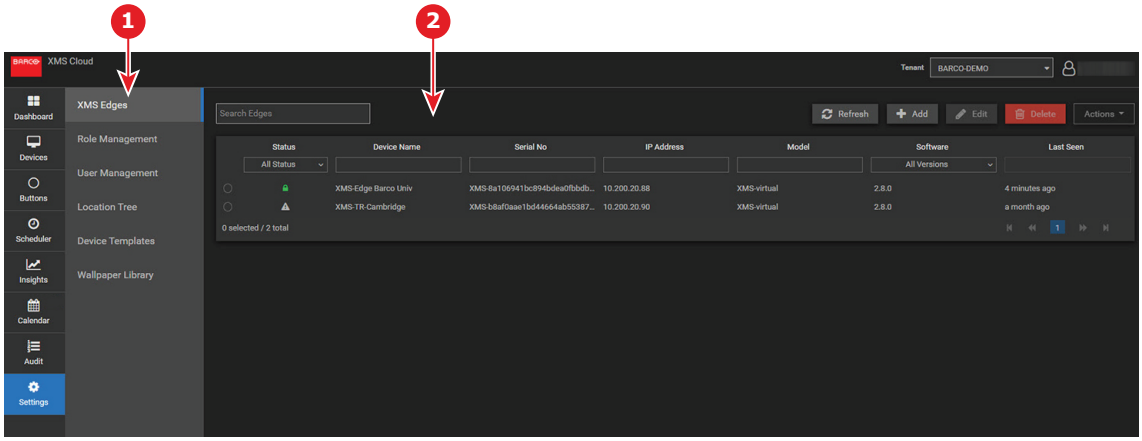

Image 9–1

1 Setting functions

2 Function overview pane, changes depending the selected setting.

The following settings are available:

- XMS Edges
- Role Management
- User Management
- Location tree
- Device Templates
- Wallpaper Library

9.2 XMS Edges

Overview

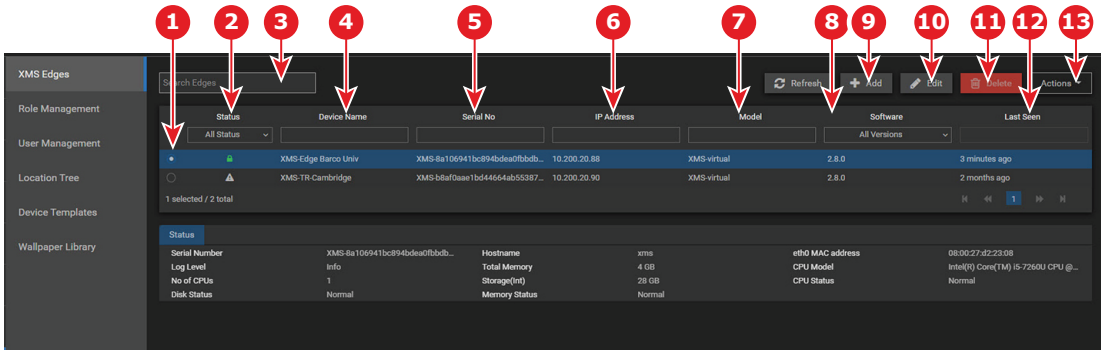

Image 9–2

1 XMS-Edge selection

2 Status

3 Search for Edges

4 Device Name

5 Serial Number

6 IP Address

7 Model

8 Software version

9 Add XMS Edge

10 Edit XMS Edge

11 Delete XMS Edge

12 Last Seen

13 Actions on the selected XMS Edge

About status

- Green lock: XMS Edge is connected
- White caution triangle: XMS Edge disconnected

About search

A search can be done per column or searching characters can be entered in the Search Edges field or in any column input field. When start typing the list will automatically be filtered.

XMS Edge details

When an XMS Edge is selected, detailed information is displayed below the table.

9.3 XMS Edge — Add

How to add

1. While in *Settings* - *XMS Edges*, click on **+ Add**.

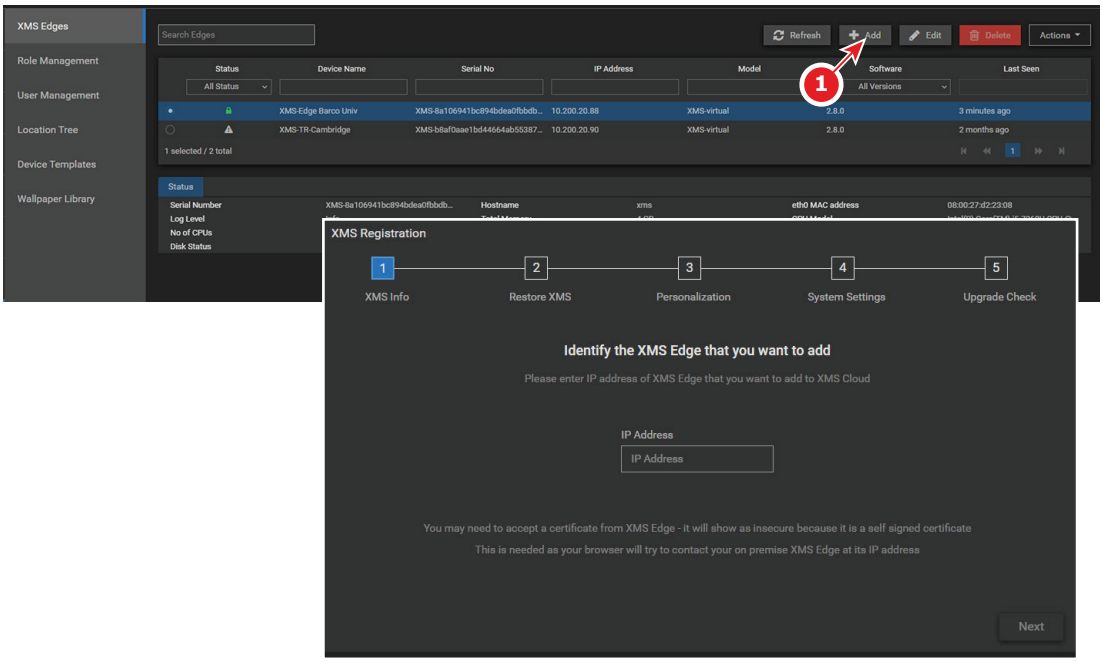

Image 9–3

The XMS registration window opens.

Follow the instructions on the window.

9.4 XMS Edge — Edit

CAUTION: Be careful while editing your XMS Edge settings. If you change the network settings, it is possible that you cannot reach your XMS Edge anymore.

How to edit

1. Select a XMS Edge.
2. Click on **Edit**.

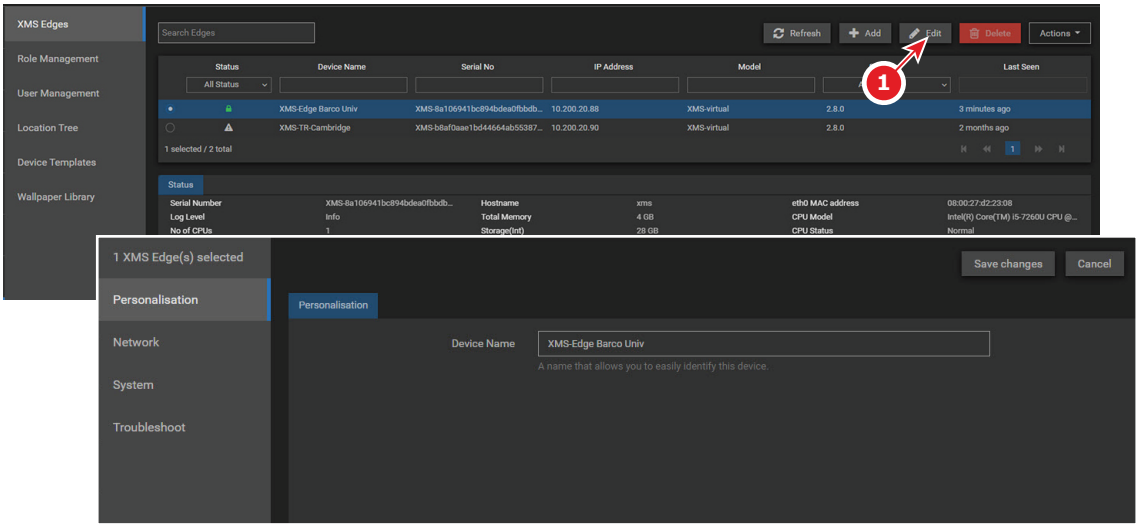

Image 9–4

The first edit window opens.

The following settings can be changed in the different menu pages:

- Personalisation
  - Device name
- Network - LAN Settings
  - Hostname
  - IP address method. When changing from Automatic to Manual, the IP address, subnet mask, Default gateway and DNS servers value can be changed.
- System
  - Timezone selection
  - Use of NTP server
  - NTP server name
- Troubleshoot
  - Logging level

9.5 XMS Edge — Delete

How to delete

1. Select the XMS Edge to delete.
2. Click **Delete**.

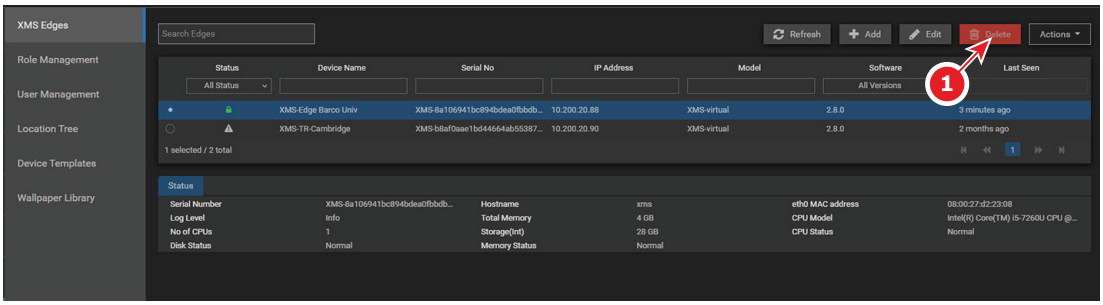

Image 9–5

A message is displayed to announce the delete action. The selected XMS Edge is removed from the list.

9.6 XMS Edge — Download logs

How to download

1. Select the XML Edge to download the log files.
2. Click **Actions** and select *Download logs*.

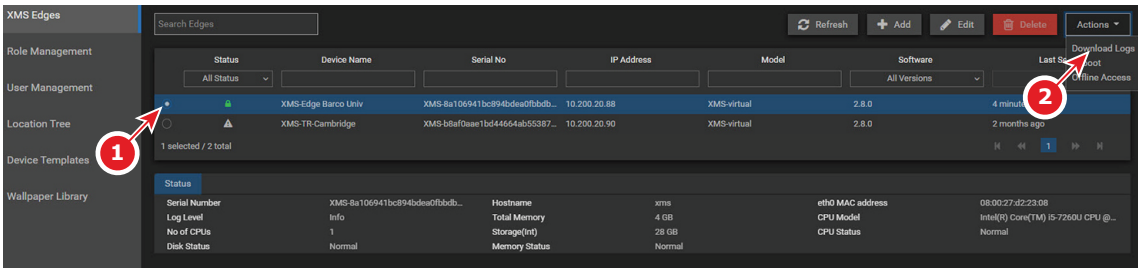

Image 9–6

The downloads will start shortly.

A tar.gz file will be written to your downloads folder. This file is an encrypted file and can be used by service technicians to solve problems.

9.7 XMS Edge — Reboot

How to start a reboot

1. Select the XML Edge to reboot.
2. Click **Actions** and select *Reboot*.

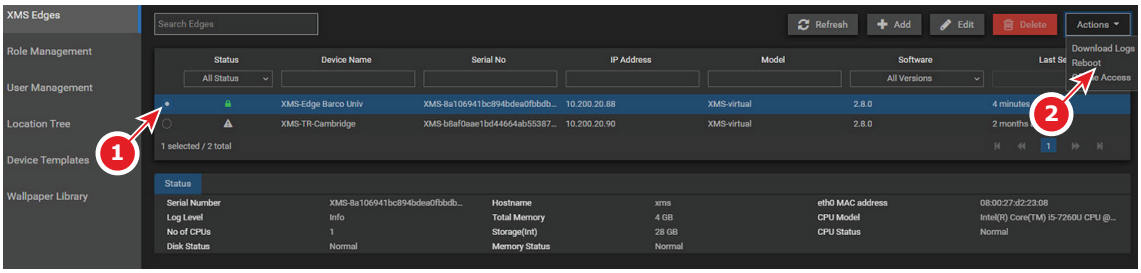

Image 9–7

The selected XMS Edge reboots.

9.8 XMS Edge — Offline access

How to get offline access

1. Select the XML Edge on which you want to get offline access (1).

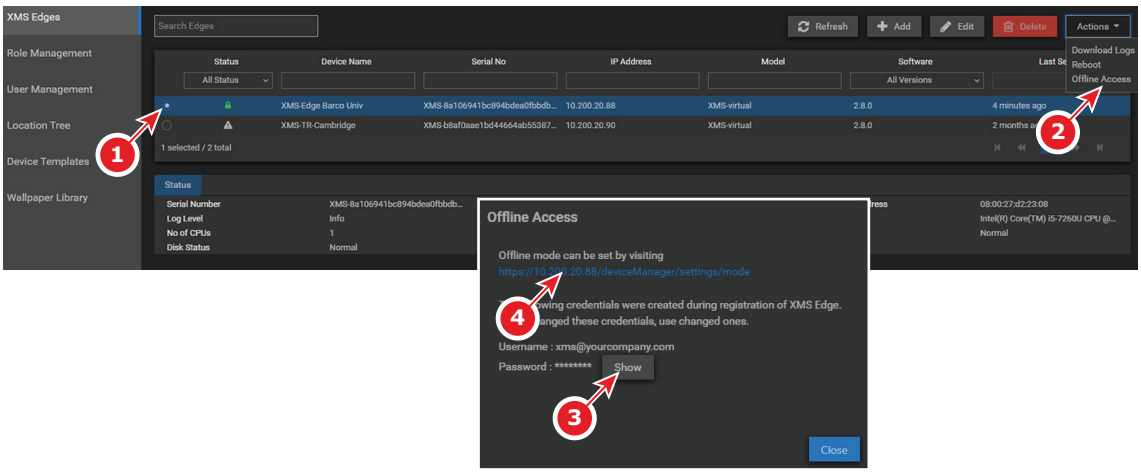

Image 9–8

2. Click **Actions** and select *Offline access(2)*.

   The *Offline Access* window opens.

3. Click **Show** to see the current password. At the same time that password is copied to your clipboard (3).
4. Click the link in the Offline Access window to start.

   The login window opens.

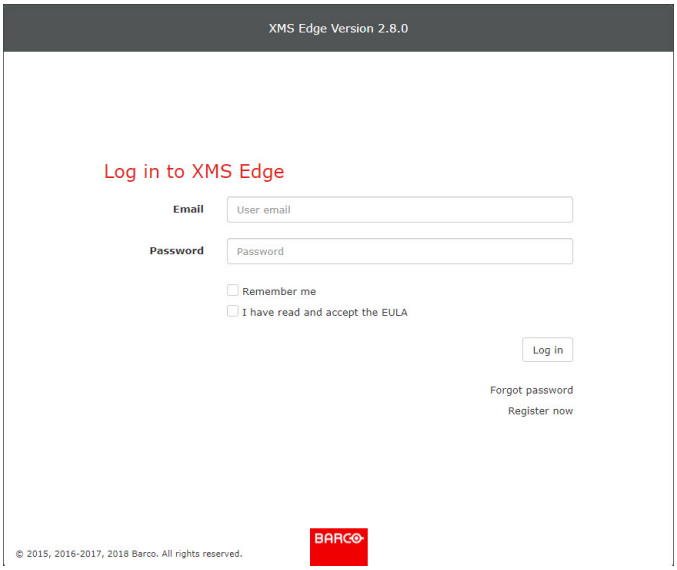

Image 9–9

5. Enter the access credentials to continue.

   All settings are now out of XMS Cloud available for this XMS Edge.

9.9 Role Management

About role management

For each group, permissions are defined. For each permission a type of user can be assigned.

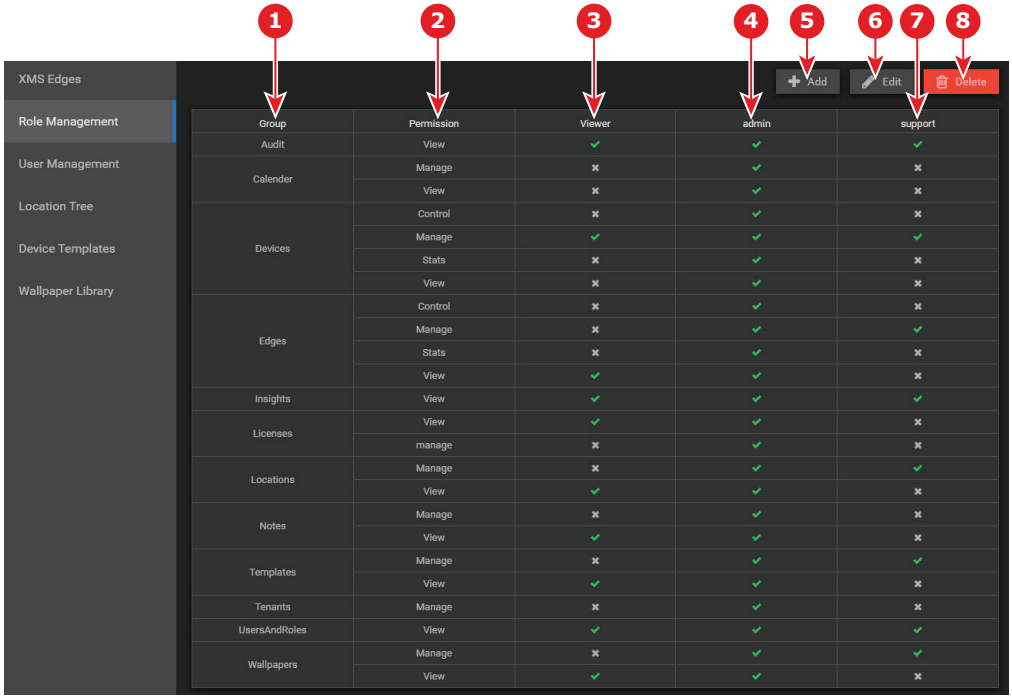

Image 9–10

1 Group

2 Permission for the specific group

3 Viewer role per permission

4 Administrator role per permission

5 Add a role

6 Edit a role

7 Support role per permission

8 Delete a role

Role setting per permission

A green V means permission is granted.

A white cross means no permission granted.

9.10 Role Management — Add role

How to add

1. While in *Role management*, click on **+ Add** (1).

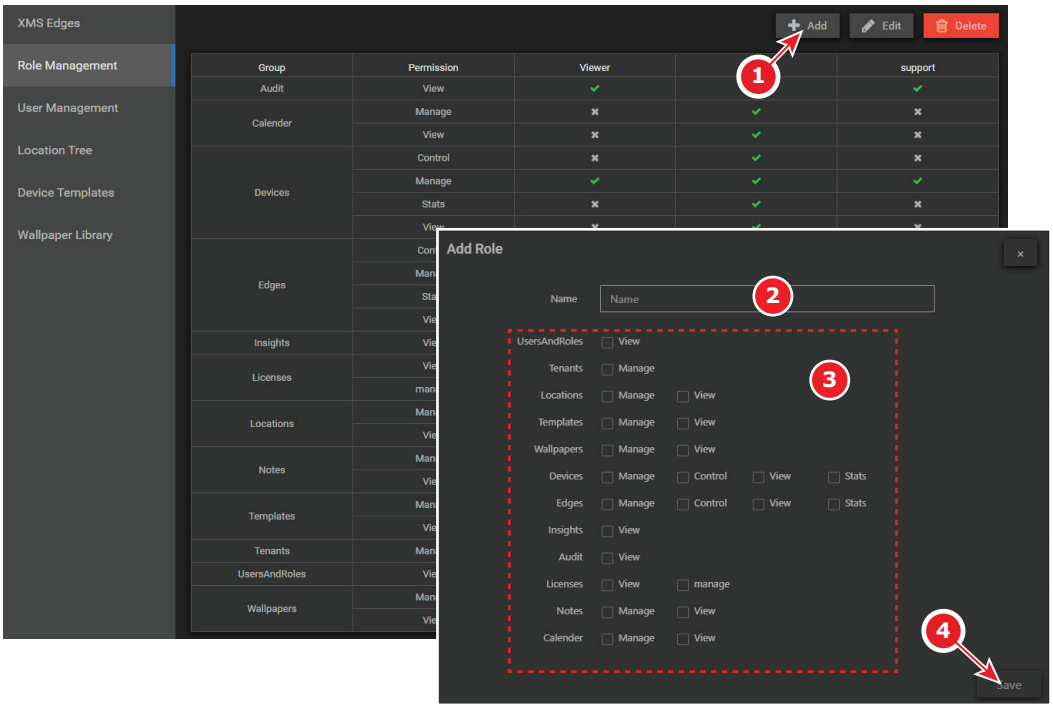

Image 9–11

The *Add Role* window opens.

2. Enter a name for the new role (2)
3. Assign what can be seen or done (3).
4. Click **Save** (4).

The new role is added.

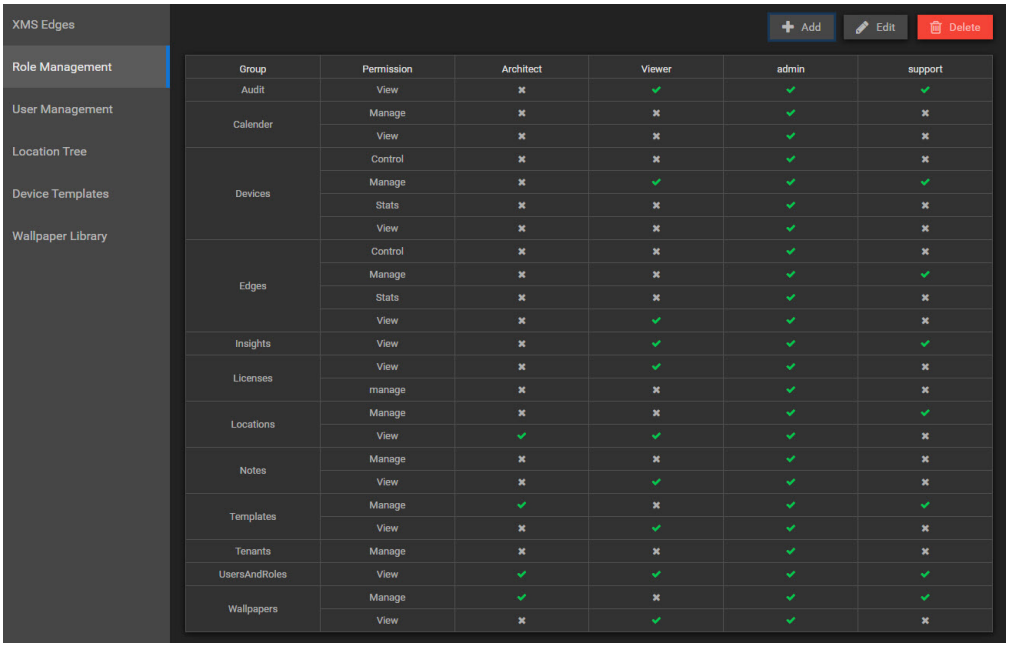

Image 9–12

9.11 Role Management — Delete role

How to delete a role

1. While in *Role Management*, click on **Delete**.

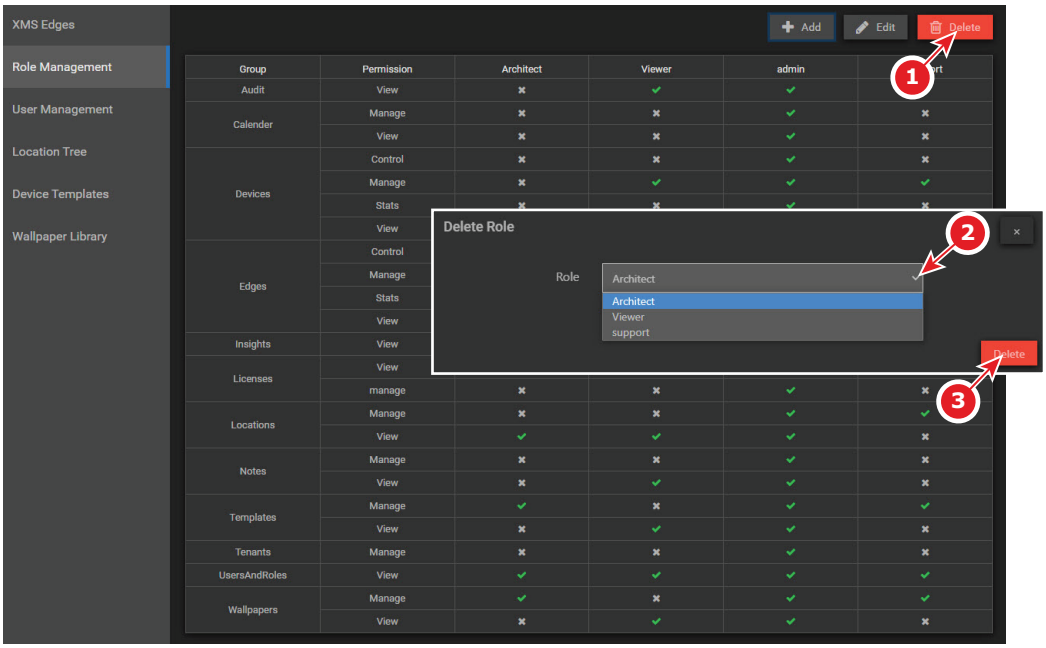

Image 9–13

The Delete Role window opens.

2. Click on the drop down and selects the role to delete (2).
3. Click **Delete** (3).

   The role will be delete. It can take a while before the delete message appears.

9.12 Role Management — Edit role

About Edit role

With this function, you can edit an existing role or you can create a new role starting from an existing role.

How to edit a role

1. While in *Role Management*, click on **Edit** (1).

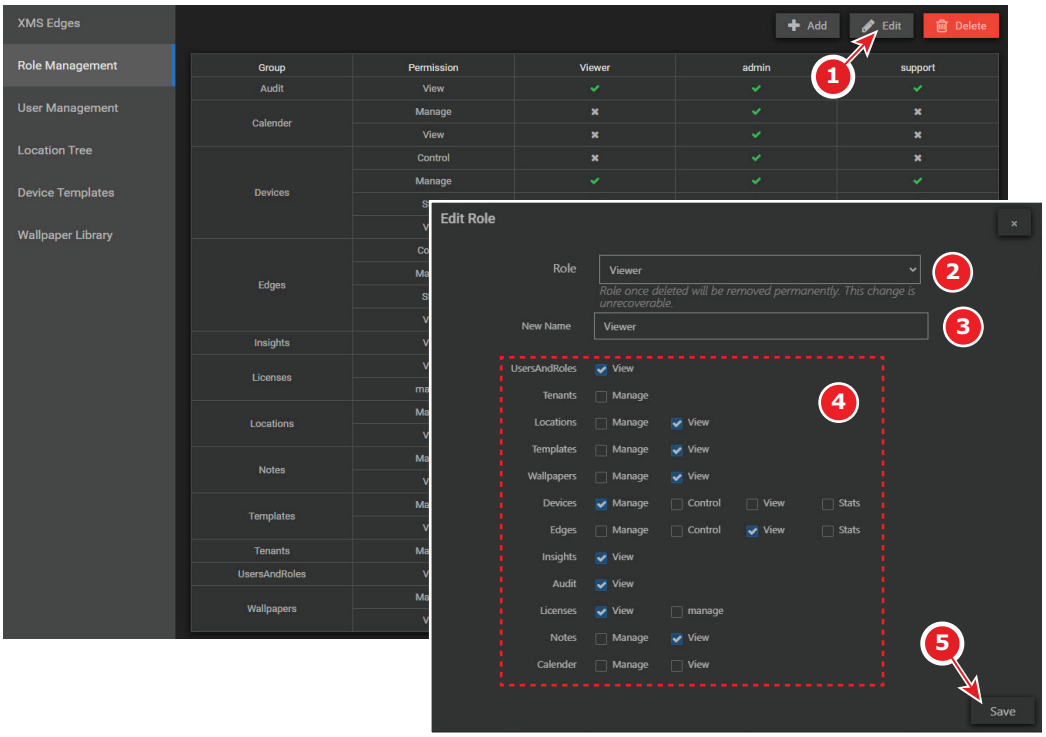

Image 9–14

The *Edit Role* window opens.

2. Click on the drop down next to Role and select the role to edit (2).
3. The current name is filled out next to New Role.
   - Leave the current name if you want to overwrite with new settings.
   - Enter a new name if you want to create a new role starting from the selected role.
4. Update the permissions if necessary (4).
5. Click **Save**.

   The role is updated or a new one is created depending your choice in step 3.

9.13 User Management

Overview

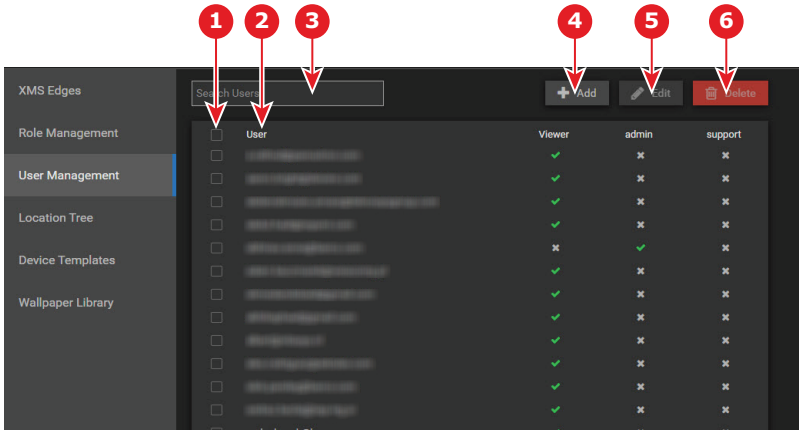

Image 9–15

1 User selection

2 User overview with role indication

3 Search for a user

4 Add new user and corresponding role

5 Edit existing user role

6 Delete user

Search user

Start by typing a part of the user name in the Search user field and the list will be filter accordingly.

9.14 User Management — Add new user

How to add

1. While in *Settings*, *User Management*, click on **+ Add** (1).

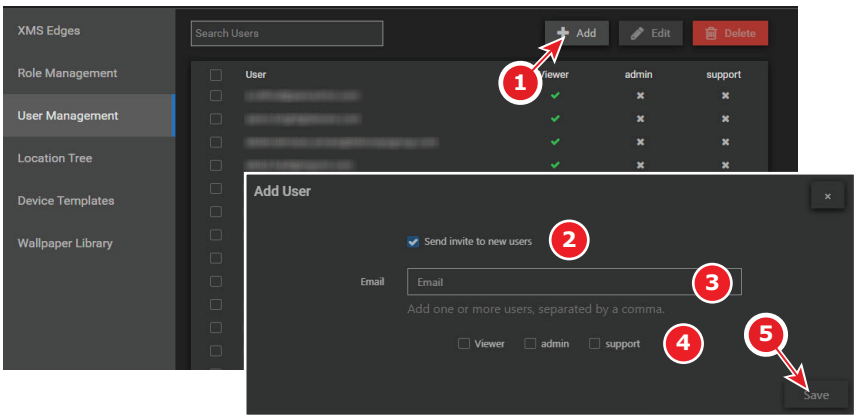

Image 9–16

2. If you want to send an invite to the new user, check the check box in front of *Send invite to new user* (2).
3. Enter E-mail address of new user (3).

   Multiple E-mail addresses can be added. Separate the address by a comma.
4. Assign a role. Check the desired check box (4).
5. Click **Save** to add the user(s) to the list of users (5).

9.15 User Management — Edit user role

How to edit

1. While in *Settings*, *User Management*, select the user to edit the role (1).

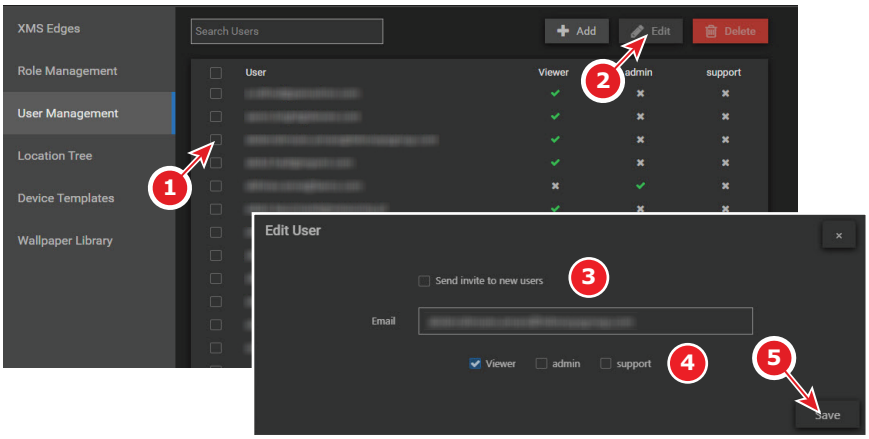

Image 9–17

2. Click **Edit** (2).
3. If you want to send an invite to the user, check the check box (3).
4. Update the role of the selected user. Check the check box of the desired role (4).
5. Click **Save**.

   The role is updated and an E-mail is sent out when requested.

9.16 User Management — Delete user

How to delete

1. While in Settings, User Management, select the user to delete (1).

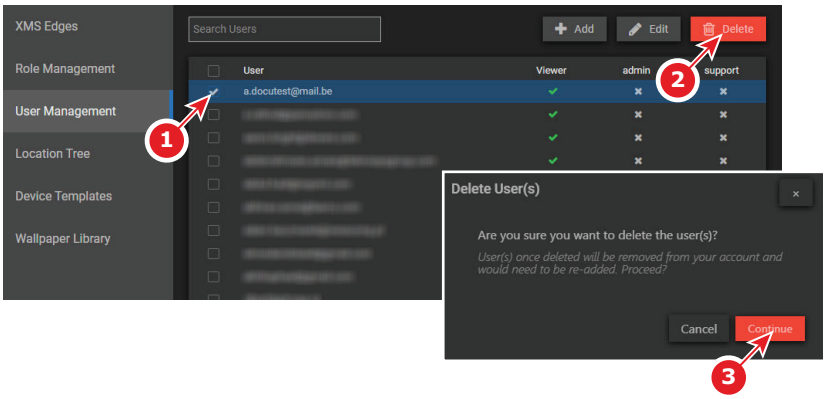

Image 9–18

2. Click **Delete** (2).

   The *Delete user* window opens.
3. Click **Continue** (3).

   The user is deleted from the users list.

9.17 Location Tree

About location tree

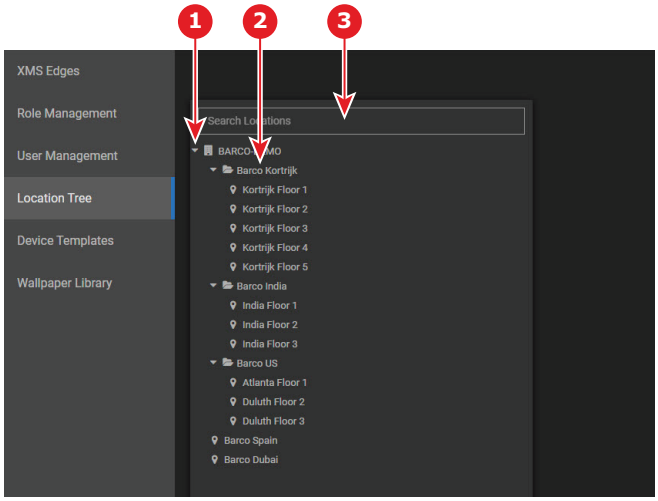

Image 9–19

1 Collapse - expand

2 Location tree overview

3 Search for a location

Search for a location

Start typing in the input field of Search location and the list will be filtered accordingly.

Expand - Collapse tree

Click on the expand icon before a location to display the lower levels in that branch.

9.18 Location Tree — Add a new location (branch)

What can be done

A location can be a physical location or branch containing physical locations.

On any place in the tree a new location can be added. When it is a new branch, it can contain sub-branches and physical locations. To add a new branch or location, the same procedure is used.

How to add

1. While in *Settings*, *Location Tree*, click on a branch or location.

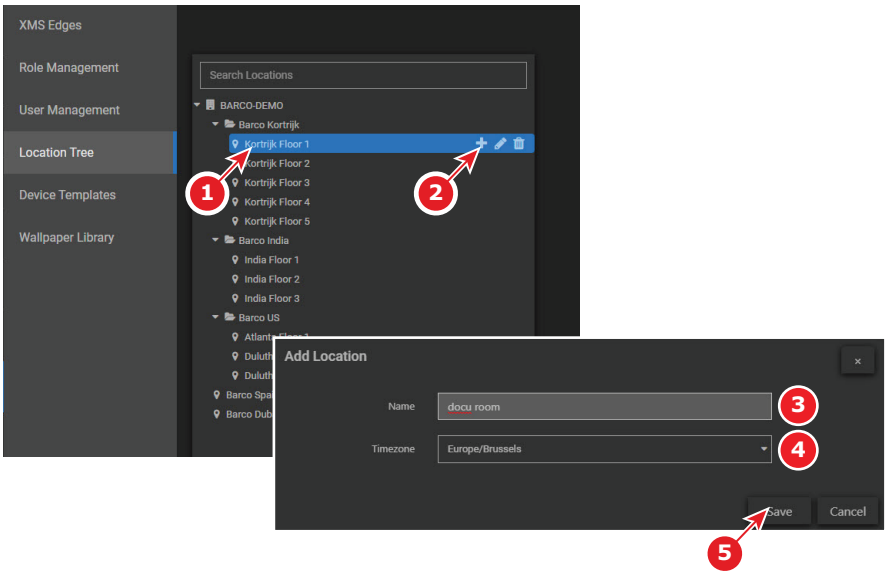

Image 9–20

The background of your selection becomes blue and function icons appear.

2. Click on **+**.

   The add location window opens

3. Fill out a name for your location or branch and select the timezone of your new location of branch.
4. Click **Save**.

   Your new location is added to the location tree.

9.19 Location Tree — Edit a location (branch)

How to edit

1. While in *Settings*, *Location Tree*, click on a branch or location to edit (1).

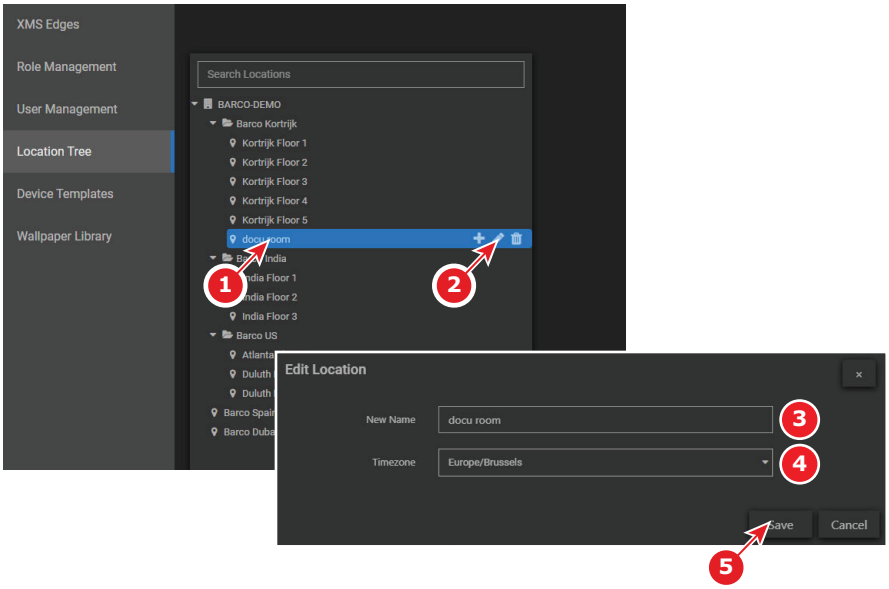

Image 9–21

The background of your selection becomes blue and function icons appear.

2. Click on the pencil icon (2).

   The *Edit location* window opens.

3. Change the name and/or the timezone.
4. Click **Save**.

9.20 Location tree — Delete a location (branch)

How to delete

1. While in *Settings*, *Location Tree*, click on a branch or location to delete (1).

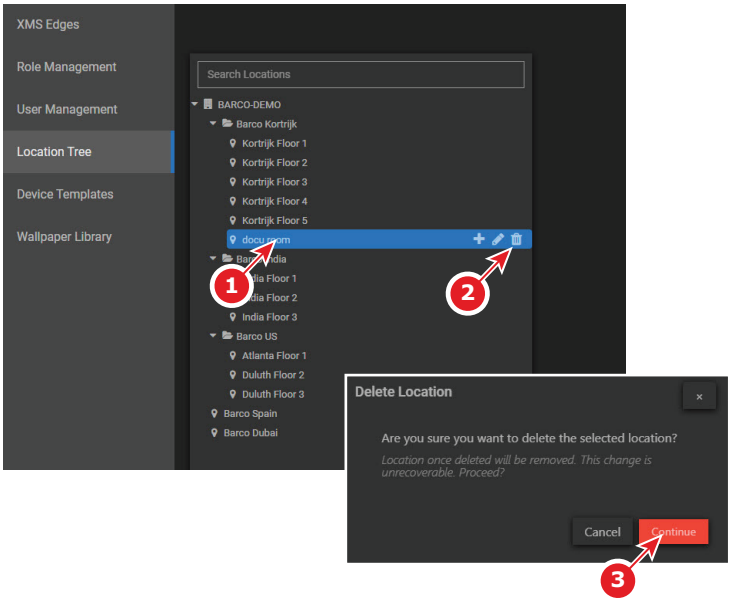

Image 9–22

The background of your selection becomes blue and function icons appear.

2. Click on the trash bin icon (2).

   The Delete confirmation message appears.

3. Click **Continue** (3).

   The location is removed from the tree.

9.21 Device Templates

Overview

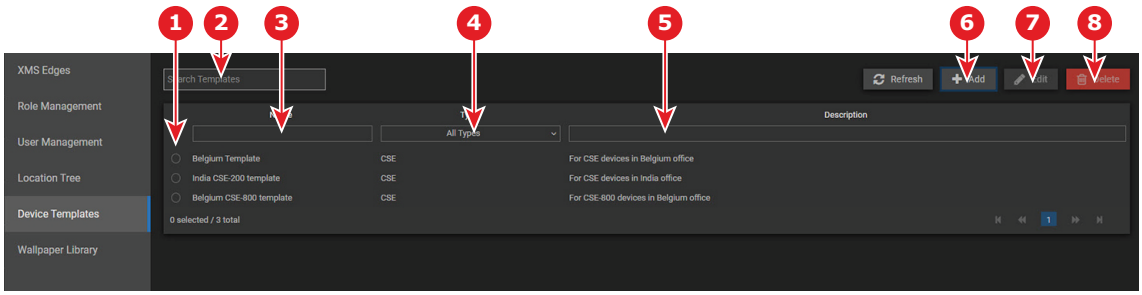

Image 9–23

1 Template selection

2 Search template

3 Template name

4 Template type

5 Template description

6 Add template

7 Edit template

8 Delete template

Search template

To search for a template, enter a part of the name or description and the list will be filtered.

9.22 Device Templates — Add template

How to add

1. While in *Settings*, *Device Templates*, click on **+ Add** (1).

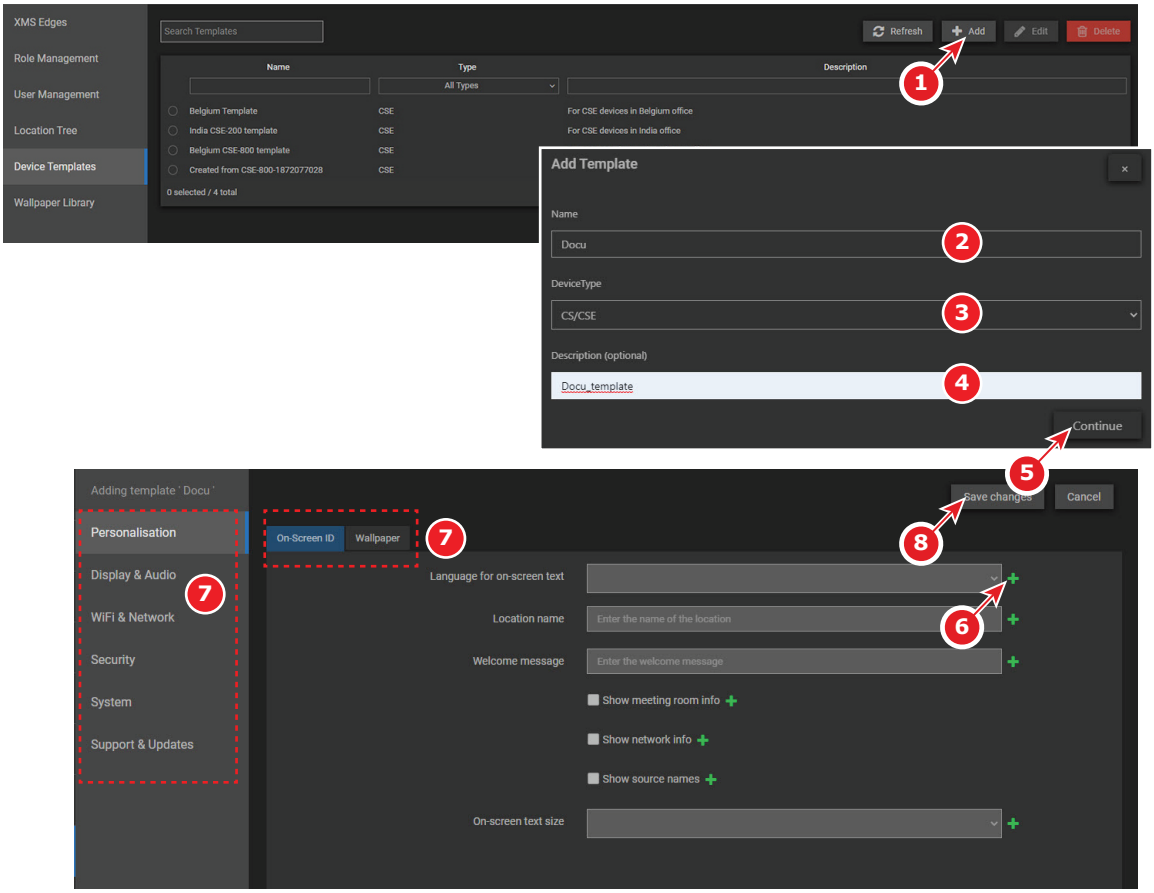

Image 9–24

The *Add Template* window opens.

2. Fill out a name for your template (2).
3. Select the device type (3).
4. Enter an optional description (4).
5. Press **Continue** (5).
6. Click on the green + icon to add an item to the template (6). When selected the green + becomes a red cross. Click on the red cross to unselect.

Do this for all tap pages and all menu items (7).

7. When finished, click on **Save changes** to create your new template.

9.23 Device Templates — Edit template

How to edit

1. While in *Settings*, *Device Templates*, select a template to edit (1) and click on **Edit** (2).

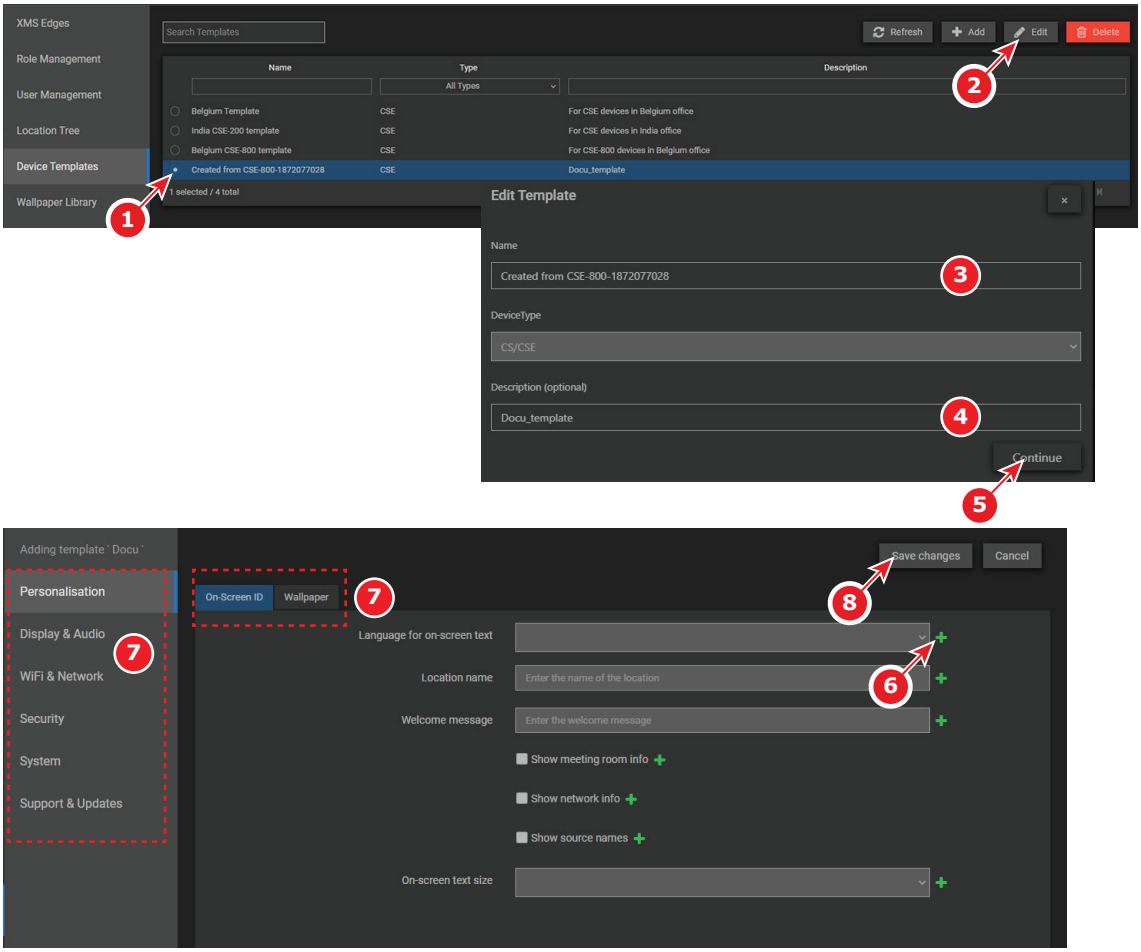

Image 9–25

The *Edit Template* window opens.

2. When necessary, update the name of the template (3).
3. Update the description (4).
4. Click Continue (5).
5. Click on the green + icon to add an item to the template (6). Or the red cross to unselect an item.

   Do this for all tap pages and all menu items (7).
6. When finished, click on **Save changes** to edit your template.

9.24 Device Templates — Delete template

How to delete

1. While in *Settings*, *Device Templates*, select a template to delete (1) and click on **Edit** (2).

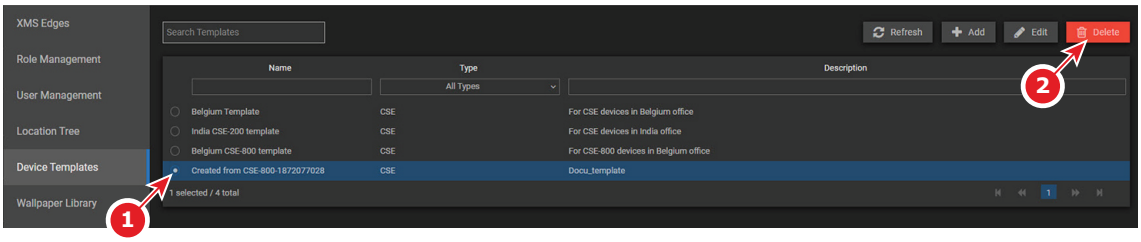

Image 9–26

The template is removed from the list.

9.25 Wallpaper Library

Overview

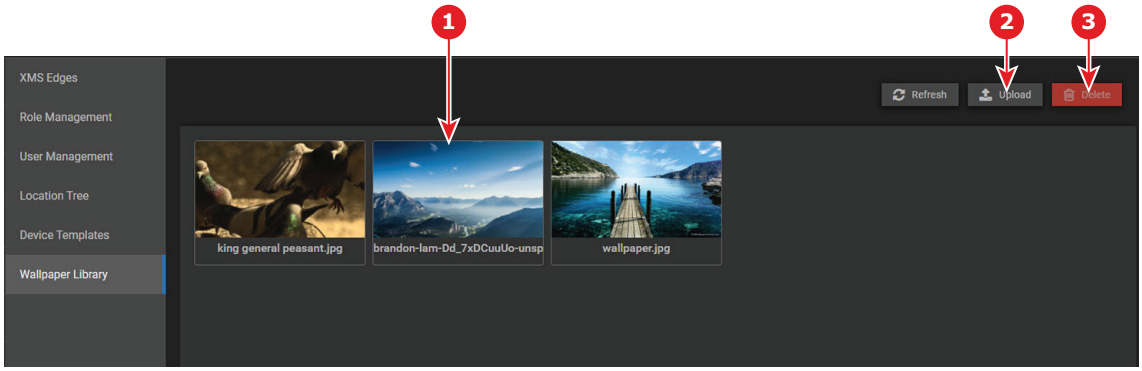

Image 9–27

1 Wallpaper previews

2 Upload wallpaper

3 Delete wallpaper

9.26 Wallpaper Library — Upload

Maximum size of wallpaper file : 2.5 MB.

How to upload

1. While in *Settings*, *Wallpaper Library*, click **Upload** (1).

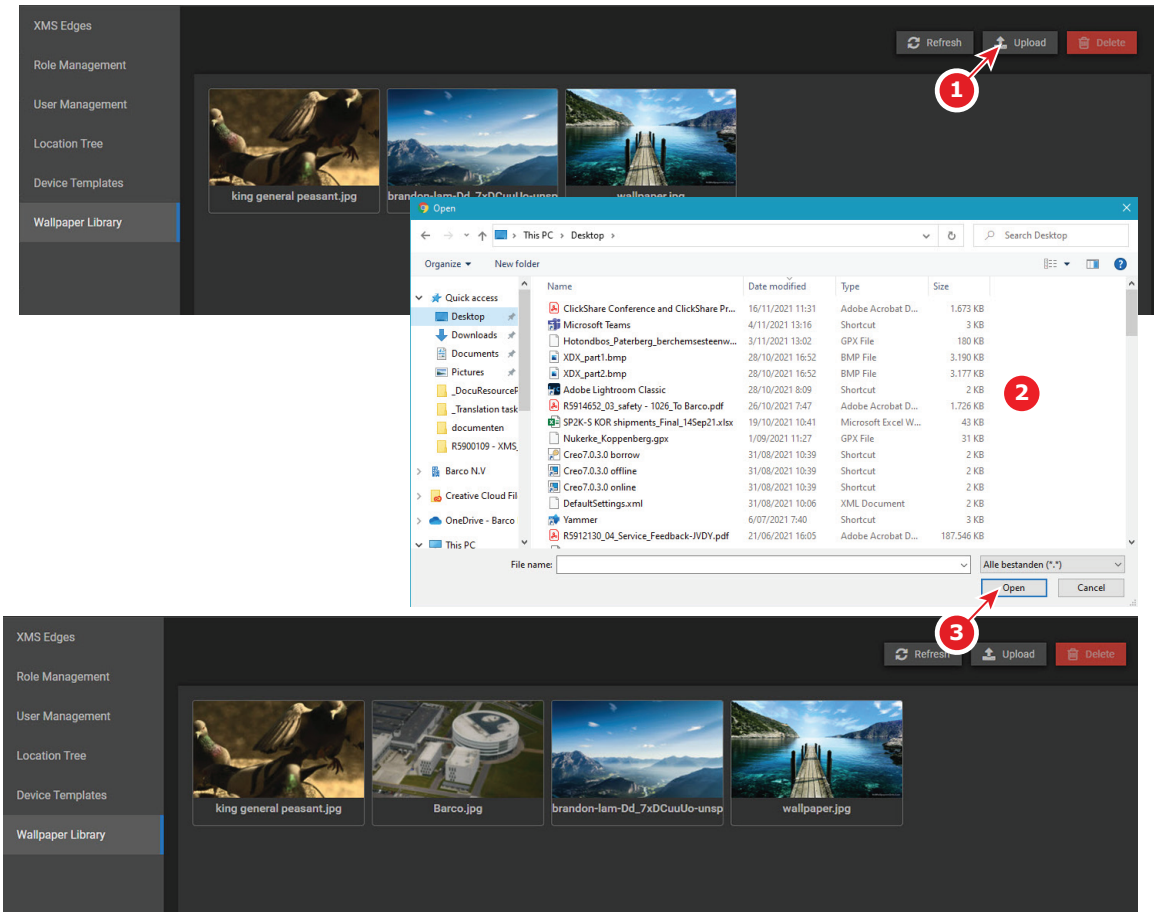

Image 9–28

A browse window opens.

2. Browse to the desired file (2) and click **Open** (3)

   The selected file is analyzed and when valid, the file is uploaded to XMS Cloud.

   The file is ready to be used as wallpaper file on the different devices connected with XMS Cloud.

9.27 Wallpaper Library — Delete

How to delete

1. While in *Settings*, *Wallpaper Library*, select a wallpaper to delete (1).

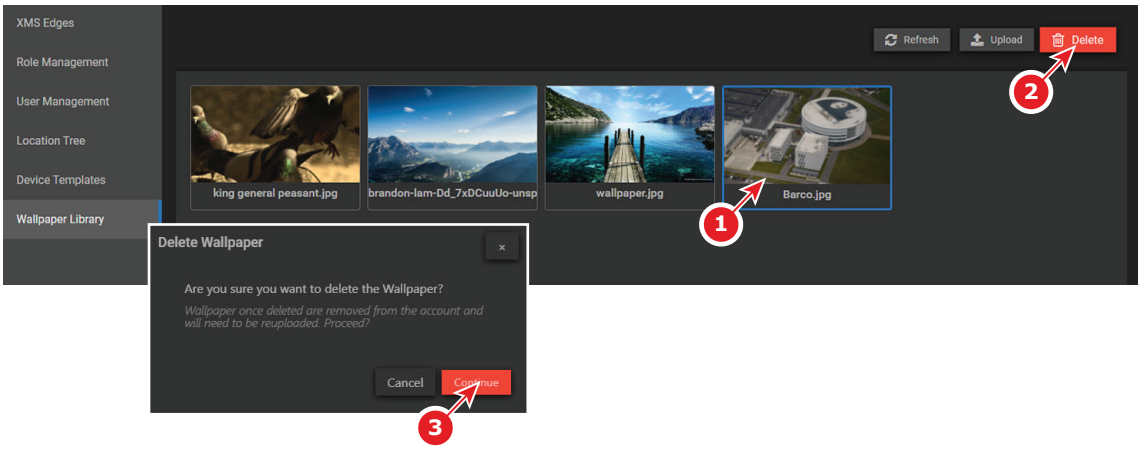

Image 9–29

2. Click **Delete** (2).
   The selected wallpaper is removed from XMS Cloud.

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