

EventBoard User Manual

EventBoard

Document Information

DOCUMENT SUMMARY

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Setup for iOS detailed for version **7.0+**.

Setup for EventBoard Display Client version **1.4.3.**

REVISIONS

- Documentation updated for iOS 7

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EventBoard Summary

EventBoard

INTELLIGENT ROOM CALENDAR DISPLAYS

Stop paying for expensive and clunky room scheduling devices. With EventBoard, you can manage room scheduling and display upcoming events while using the attractive interface of an iPad; giving your company or event the polished and professional look it deserves.

Not only is EventBoard a beautiful room display, it is also a powerful facilities and reporting tool. Now you can see which rooms and resources are being used the most, giving powerful insight into the daily pulse of the organization.

Benefits of EventBoard

PRODUCTIVITY

EventBoard works on top of the existing calendar system. As meetings are changed, moved, and deleted, EventBoard automatically updates in real time. No one has to waste time printing out calendar schedules and posting them on each conference room in the morning.

BRAND EQUITY

Not only is EventBoard a tool for productivity, it is also a means to reinforce your company's brand and create a professional look within your office. It is a tech-forward solution that will impress and set the tone for visitors and employees.

CLOUD MANAGEMENT

It is critical that your conference room display solution offers cloud based management. EventBoard allows you to manage the settings for every device from one simple web interface - our EventBoard Web Portal. Whether the conference rooms are on different floors, different buildings, or even different parts of the world, they can all be managed and controlled from the web.

ANALYTICS

EventBoard offers the tools to measure office productivity and usage. Since it sits on top of the calendar system, it can report on which rooms are used, how often they are used, and if any are being neglected. This is valuable data when considering office expansions, remodels, and basic facilities management.

Pricing and Billing

EVENTBOARD PRICING

EventBoard is a comprehensive enterprise service which requires customers to purchase plans to use the service. You can view current pricing at:

<http://eventboard.pro/plans/>

EVENTBOARD VOLUME PRICING

Volume Pricing is available for customers running 50 or more devices. Please contact us for more information for larger deployments.

EVENTBOARD BILLING

You can setup and bill to all major Credit Cards via the EventBoard Web Portal. You can also request billing via Purchase Order/Invoice.

EVENTBOARD TRIALS

When you signup you will receive a free 15-day trial to use EventBoard with a single EventBoard Display Client.

TRIAL EXTENSIONS

In some instances a 15-day trial is not sufficient. Please contact our Customer Success team to extend your trial for additional testing in your environment.

EVENTBOARD DISPLAY CLIENT COUNT

With every free trial a single device is given for access to the EventBoard Display Client. If you need more than a single device, please contact our Customer Success team to add more devices for additional testing in your environment.

CONTACTING SUPPORT

Please call 1-415-423-2373 for assistance with your account.

EventBoard Portal Summary

Display Controls

GENERAL

EventBoard provides a variety of controls to assist you in getting the perfect settings in your environment. You can mass-apply settings to your devices, or you can set them individually. This is useful for different information in a public meeting room vs an Exec's meeting room.

BOOKING

There is a wide variety of booking policies, and EventBoard can accommodate most companies. This includes the ability to create events on the device, require participants to checkin, and delete or cancel events on the device.

PRIVACY

We understand that some information is private, and should not be exposed on a public facing device. Through the EventBoard Web Portal, you can choose to hide Event Descriptions, Titles, and Participants.

Display Themes & Customizations

MAKING AN IMPRESSION

Using a custom theme with EventBoard turns your office into a branded experience that will make a powerful impression on anyone that visits.

INDIVIDUAL ROOMS

Even your conference rooms can be customized. Whether it is a completely different theme, or changing the color or imagery, each room can have its own unique display.

COMPLETE FLEXIBILITY

EventBoard custom themes aren't restricted to templates or layouts. They can be completely customized and original interfaces to match your organizations unique brand.

AVAILABLE DISPLAY THEMES

By default, each device registered will install a handful of themes. You can change out themes on demand to see how each looks. On the EventBoard Web Portal you can also purchase other themes that may look better in your environment.

BASIC CUSTOMIZATIONS

We understand that your office is an extension of your brand. Any existing theme can be customized to better fit in with your look. Basic customizations includes adding your logo or changing colors on the display.

ADVANCED CUSTOMIZATIONS

Not all available themes will fit into your office, so we offer more advanced customizations. With very few restrictions your design team can build the perfect theme for your environment. If you do not have an available design team, we would be more than happy to assist in designing a theme that will fit your look perfectly.

COMPETITIVE PRICING

EventBoard custom themes are offered at a price comparable to most pieces of office furniture, but can be used throughout your entire organization.

Device Display Hours

SUMMARY

Keep your Display Devices from being fully lit all day every day by scheduling device hours. Though iPads do not typically experience burn-in, the cost of always-on displays can get expensive. We recommend that customers setup device hours to be on during work hours and off during off hours.

Title Cards

SUMMARY

Title Cards offer the ability to schedule a new billboard-like display to communicate information on your Display Devices. Currently, you can display text and an image on Title Cards.

EXAMPLE USAGE

- Welcome a client to your conference room with their company logo and welcome message.
- Celebrate birthdays by pushing out Title Cards with the relevant information.
- In the event of an emergency, quickly communicate information office wide.

EventBoard Technical Summary

Supported Calendar Environments

This list is updated periodically and contains information that is available at time of publication. This document is intended as a quick reference and should not be regarded as comprehensive. As a general rule of thumb, if an iPad can support your calendar environment, then you will have no issues running EventBoard in your environment.

| Product Name |
|---|
| Google Calendar |
| Microsoft Exchange - 2007, 2010, and 2013 |
| Microsoft Office 365 & Outlook.com |
| Apple's iCloud |
| Yahoo! |
| Aol. |
| iCalendar Supported Calendars (.ics) |

Updated January 15, 2014

Ports Needed For EventBoard Deployment

This list is updated periodically and contains information that is available at time of publication. This document is intended as a quick reference and should not be regarded as comprehensive.

| PORT | Service or Protocol Name | Service Name |
|-------------|---------------------------------|---------------------|
| 80 | Hypertext Transfer Protocol | http |
| 443 | Secure Sockets Layer | https |
| 123 | Network Time Protocol | ntp |
| 2195 | Apple Push Notification Service | - |
| 2196 | Apple Push Notification Service | - |
| 5223 | Apple Push Notification Service | - |

Updated January 15, 2014

EventBoard and Your Calendar Data

DATA SENT TO THE EVENTBOARD SERVERS

By default, a select amount of information is sent to our servers for processing and assisting in managing a deployment .

| CALENDAR DATA |
|---------------------------------|
| Calendar Name |
| Calendar Color Representation |
| Calendar Read or Write Settings |
| Calendar Unique Identifier |

| STATUS DATA |
|--------------------|
| OS Version |
| App Version |
| Battery Percentage |
| WiFi Failures |

SENSITIVE CALENDAR DATA

We understand that sensitive information can often be found in your calendar data. EventBoard has been designed to give administrators the control they want on what happens with their data while using EventBoard. **Without explicit consent, we do not send any calendar information not listed above to our servers.**

ANALYTICS DATA

EventBoard allows for data analysis on its servers , but this must be opt-ed in by the account administrator. Analytics are available about the usage of the room, as well as the effectiveness of the meetings.

The EventBoard Ecosystem

LOCAL CALENDAR ENVIRONMENT

You are already running an existing system for your calendars. To use EventBoard, you do not need to migrate to a new system for managing your conference rooms. Some modifications may need to take place to get the best use of EventBoard, but those typically have no impact on your system users.

EVENTBOARD ONLINE WEB PORTAL

Devices running the EventBoard Display Client are managed via an online Web Portal at:

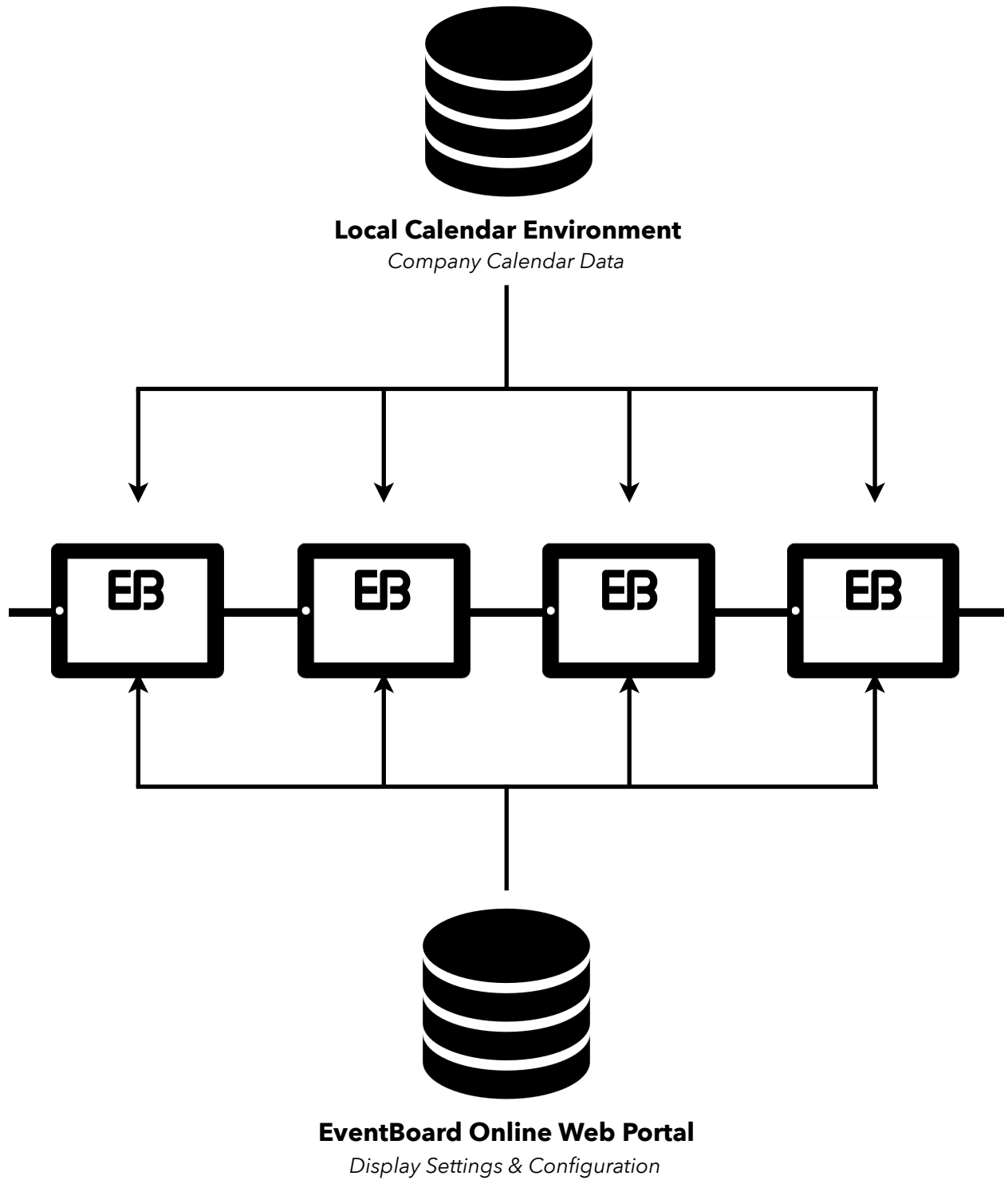
<http://eventboard.pro>

The Web Portal is where you will manage all of the settings for your account and your devices. The Web Portal also allows access to analytics, account management, purchasing hardware, documentation and customer support.

EVENTBOARD DISPLAY CLIENT

The EventBoard Display Client is the public facing display of calendar events. The Display Client runs on an iPad Device, and the client can be downloaded via the iTunes App Store on your device:

<http://eventboard.pro/download>



EventBoard Setup

EventBoard General Setup

ONE-TIME STEPS

ON PORTAL

1. Ensure you have an active/trial EventBoard account.

ON DEVICE

1. Ensure your calendars are accessible via Display Devices (iPad).

PER-DEVICE STEPS

ON DEVICE

1. Ensure device has access to the Internet.
2. Setup the proper calendar account on the device.
3. Download the EventBoard Display Client from the App Store.
4. Authenticate the EventBoard Display Client.

ON PORTAL

1. Make changes to device, such as name and settings.
2. Select the calendar you want to display on the device.

Your EventBoard Account

ACCOUNT REGISTRATION

To use EventBoard you must first have an EventBoard account. This can be setup online at:

<http://eventboard.pro/signup/>

Your account details, such as your password, should remain private.

LOGIN TO EVENTBOARD ONLINE WEB PORTAL

Once you have an EventBoard account, you should be able to login to your Account Dashboard.

LOST/FORGOTTEN PASSWORD

If you have lost or forgotten your EventBoard Account password you may retrieve it via:

<http://eventboard.pro/forgot/>

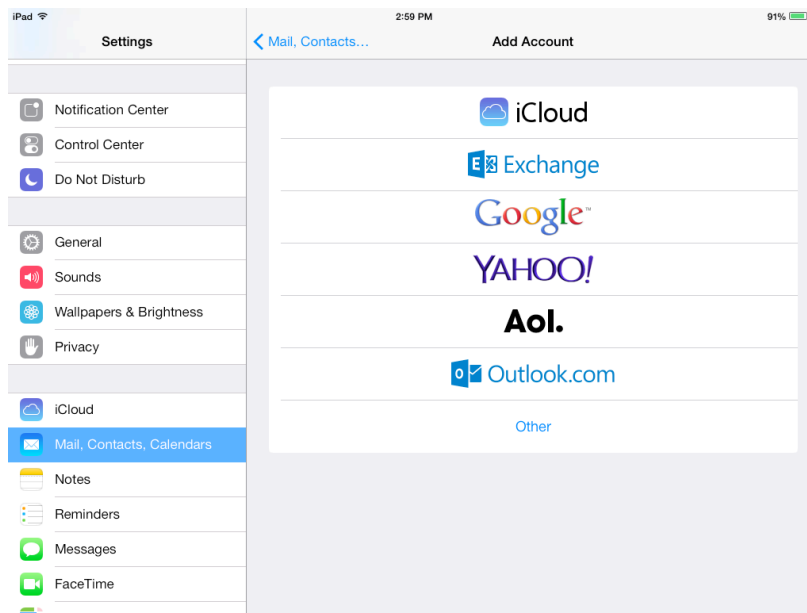
Google Calendar Setup

ON DEVICE

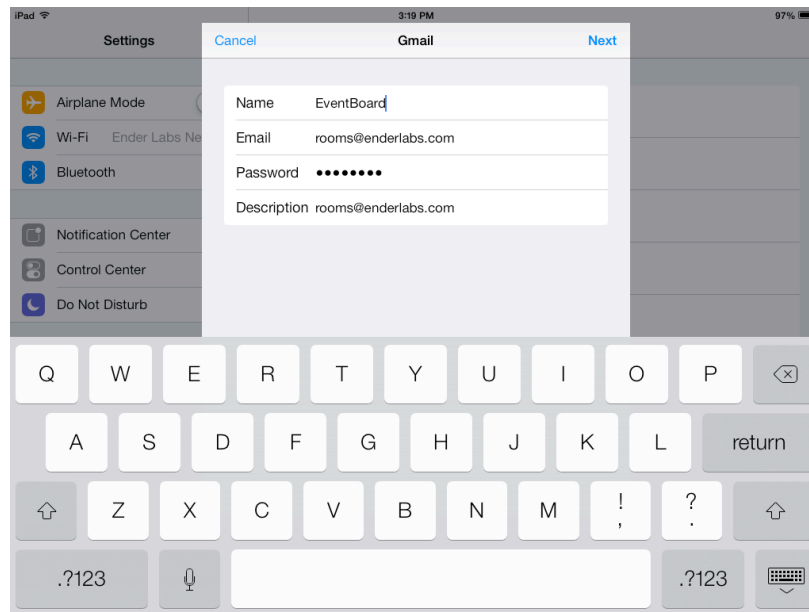
On your iPad, go to the iPad **Settings**.

Tap **Mail, Contacts, Calendars**.

Under the **Accounts** heading, tap **Google**.



Enter your credentials that have access to your conference room resources in the proper fields.



Tap **Next**.

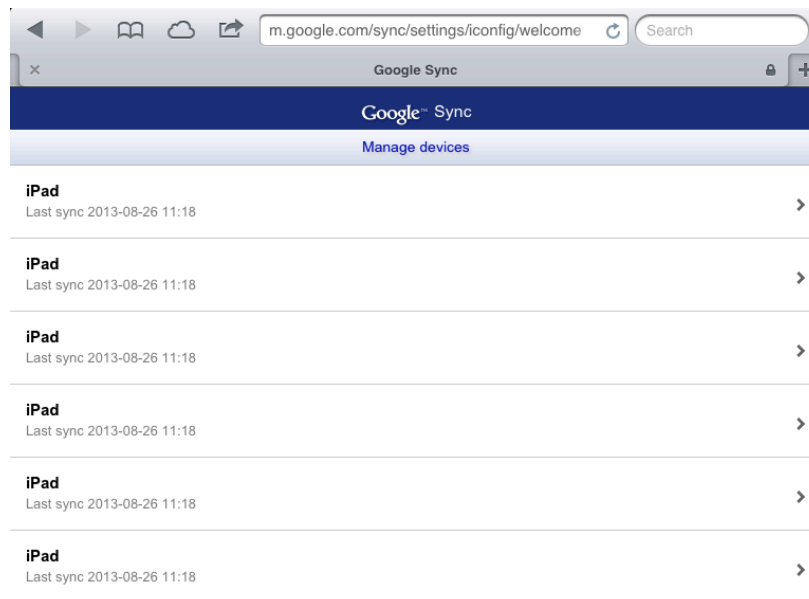
Toggle **ON** Calendars.

Toggle **OFF** Mail, Contacts, and Notes.

ON GOOGLE.COM

On the iPad go to: <https://m.google.com/sync/settings/>

Login as your account with your resources (this is the same account you used above). You will see a list of devices. With large deployments this can be tricky, but the most recently added device is the top-most record in the list.



Select a device, and under **My Calendars** select which calendars you want to sync with.

ON DEVICE

Confirm calendars are synced to the iPad, by launching the iPad **Calendar** app.

Select **Calendars** at the bottom middle of the screen.

If you can see the calendar resource you need, you can now successfully use EventBoard.

Office365 Calendar Setup

Requirement: Your Office 365 administrator must have allowed calendar publishing. For more details, please visit: <http://office.microsoft.com/en-us/office365-suite-help/turn-on-calendar-publishing-so-people-can-share-information-HA102892275.aspx>

For each Office 365 calendar that you would like to view within EventBoard, follow the instructions at: <http://office.microsoft.com/en-us/office365-suite-help/video-publish-your-office-365-calendar-or-send-it-in-email-VA103991825.aspx> for publicly sharing a calendar by having Office 365 send the link to your own email account.

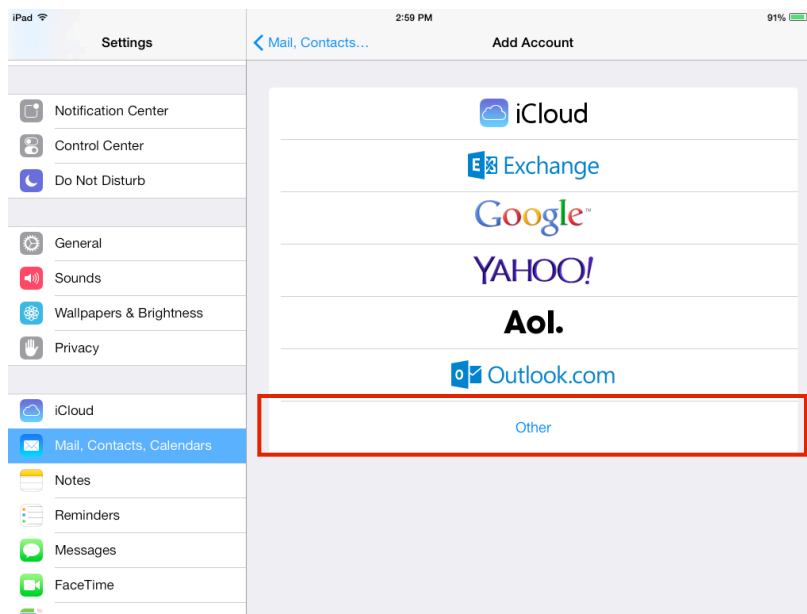
Copy the subscription URL from the email.

The subscription URL should begin with webcal:// and end with .ics.

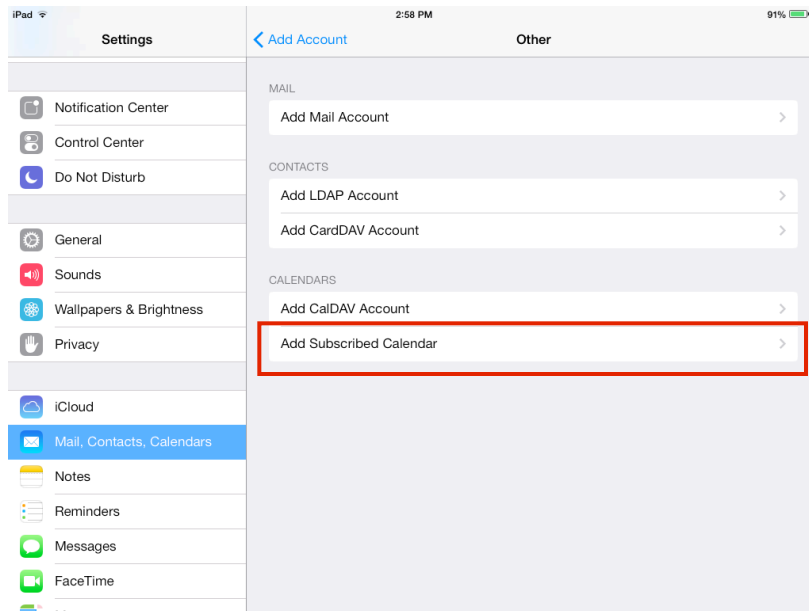
On your iPad, go to the iPad **Settings**.

Tap **Mail, Contacts, Calendars**.

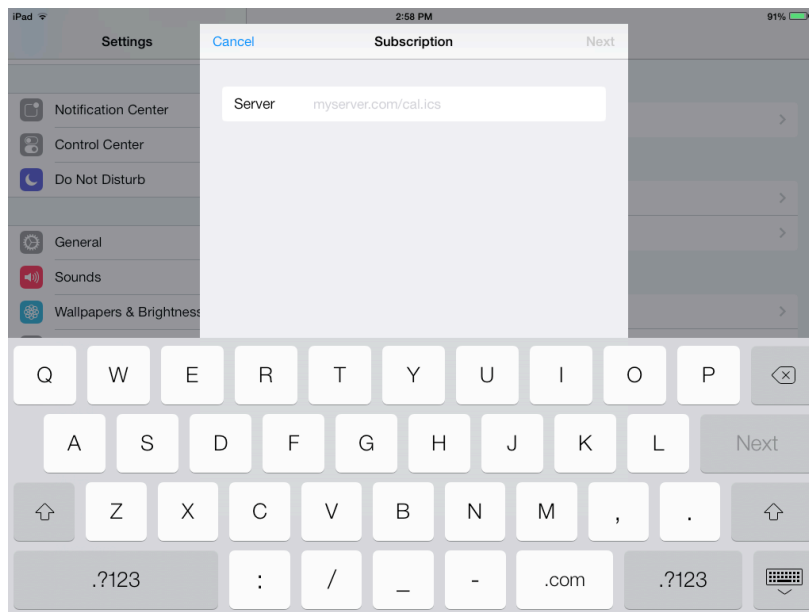
Under the **Accounts** heading, tap **Other**.



Under the **Calendars** heading, tap **Add Subscribed Calendar**.



Paste the *webcal://* address into the text input box labeled **Server**.



EventBoard Display Client

DOWNLOAD CLIENT

IPAD

On an iPad, via the built-in browser Safari, please visit:

<http://eventboard.pro/download>

As an alternative, you can search the App Store for **EventBoard Pro**.

ANDROID / KINDLE FIRE

Currently EventBoard is not supported on the Android Platform.

WINDOWS

Currently EventBoard is not supported on the Windows Platform.

LAUNCH CLIENT

Once EventBoard has been downloaded from the App Store, you can tap the EventBoard icon to launch into the EventBoard Display Client.

AUTHENTICATE DISPLAY CLIENT

In order to associate your account with the EventBoard Online Web Portal you must authenticate with your account credentials. Typically this step is *only* done once during the initial deployment.

DEVICE REGISTERED AS . . .

Once authenticated, EventBoard will sync the calendar names to the EventBoard server. At this time, EventBoard will display "Device Registered as Device #1" or something similar. If you see this screen, the EventBoard Display Client does not know which calendar to display. To get the calendar to display, visit the EventBoard Online Web Portal, select the device you setup, and then select the Calendar you want to display.

If there are no Calendars listed in the Portal, you may need to refresh the page. If you still do not have any calendars in the dropdown, force quit the EventBoard Display Client on the device and relaunch EventBoard. Once you have completed the force quit, refresh the device page on the Online Portal.

Make sure to verify your calendars are visible in the iPad **Calendar** app.

If problems persist, please contact us 1-415-423-2373

EventBoard Best Practices

Securing the Devices Running EventBoard

SECURING SOFTWARE

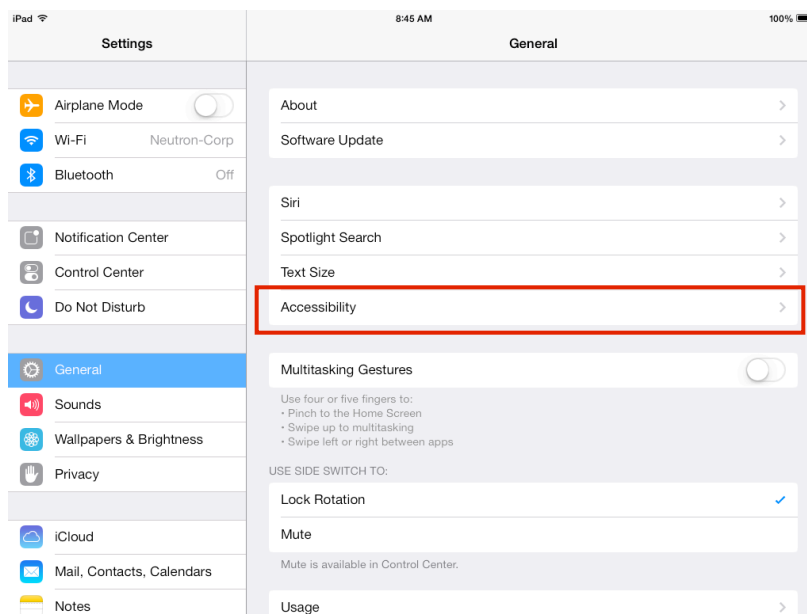
GUIDED ACCESS MODE

In iOS, there is the ability to setup *Guided Access Mode* on the device. This functionality will disable the home button, and lock the device into EventBoard. In the unlikely event that EventBoard crashes, if it is in Guided Access Mode, the app will reboot itself.

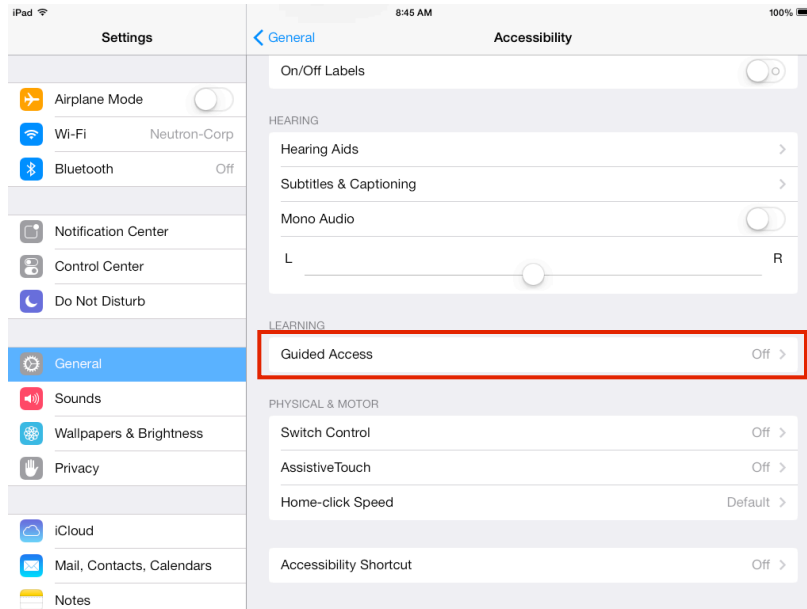
On your iPad, go to the iPad **Settings**.

Tap **General**.

Tap **Accessibility**.

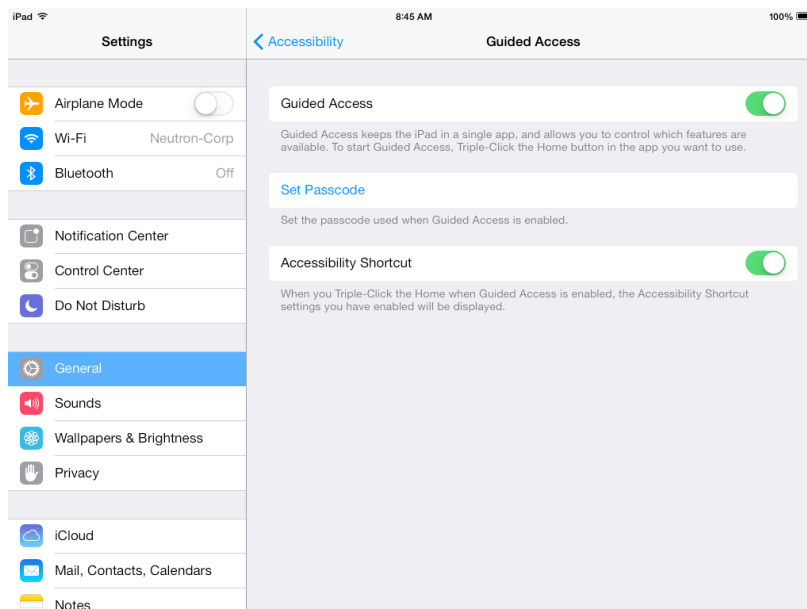


Under the **Learn** heading, tap **Guided Access**.



Toggle Guided Access, and Accessibility Shortcut **ON**.

Set the Passcode, and make sure to document it somewhere.

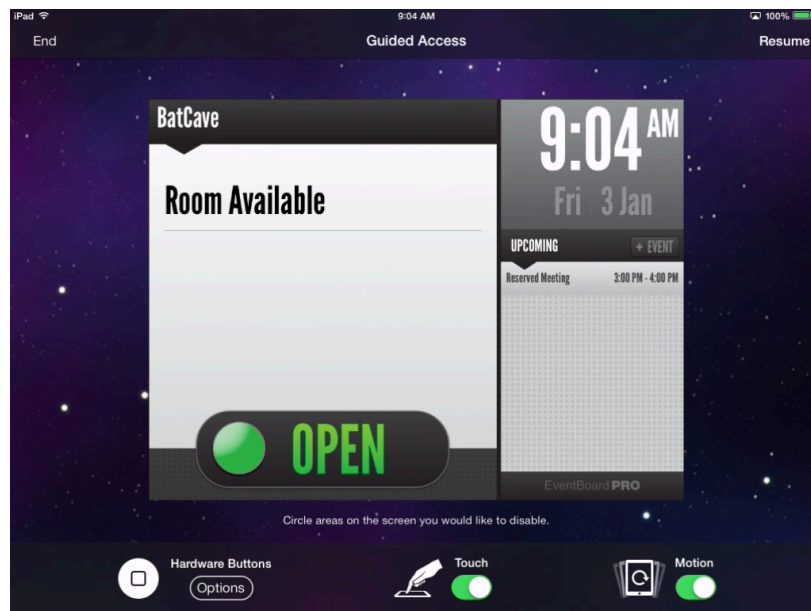


To enable Guided Access Mode, launch EventBoard and press the Home Button on the device 3 times. This will launch the app into *Guided Access Mode Setup*.

Press **Resume** or **Start** to begin Guided Access Mode.

Press the Home Button on the device 3 times to exit.

This will bring up the password prompt, once entered, you can tap **End** to exit EventBoard.



SECURING THE HARDWARE

To secure an iPad to the outside of a conference room, we *highly* recommend purchasing a secure enclosure to house the device. For more information, please visit: <http://eventboard.pro/enclosures>

Multiple Device Management

EventBoard has been successfully deployed in large environments around the world. Large deployments have included different floors, different buildings, and even different parts of the world. With scale comes various headaches such as updating operating systems, credentials and security settings. To manage these devices, we recommend researching different MDM (Multiple Device Management) Solutions to assist in your deployment.

MDM SOLUTIONS

Below we have added some solutions that have been successful in our customers deployments. If you have any questions about the various MDM solutions, please contact us at 1-415-423-2373.

SMALL SCALE

| Product Name |
|---------------------------------------|
| Manual Management by IT Administrator |
| iTunes Configurator |

LARGE SCALE

| Product Name |
|---------------------|
| JAMF |
| AirWatch |
| Absolute Manage MDM |

Naming Your Conference Rooms

As we have supported EventBoard over the years, there are often reoccurring themes in Conference Room naming. We have listed a few to assist you in bringing more personality to your office.

NAME EXAMPLES

CITIES

San Francisco, Las Vegas, Paris, Dublin, Salt Lake City, Toronto, etc.

ELEMENTS

Earth, Fire, Water, Wind, etc.

CELEBRITIES

Lady Gaga, Ryan Gosling, Jack Nicholson, George Clooney, Kanye, etc.

PLANETS, MOONS & STARS

Earth, Mars, Moon, Phobos, Io, Euro, Sol, Altair, Vega, etc.

SUPERHEROES

Batman, Superman, Spiderman, The Hulk, etc.

ADDITIONAL NAMING IDEAS

- Movies
- Books
- Aztec Gods
- Animals
- Beers
- Bible Names
- Colors
- Composers
- Boats
- Continents
- Dinosaurs

SUGGESTIONS WHEN CHOOSING NAMES

DON'T USE LONG NAMES

Long names typically do not appear on EventBoard very well. We suggest keeping your room name under 8 characters when possible.

AVOID ALTERNATE SPELLING

Purposely incorrect (but cute) spellings tend to annoy a large subset of people. Incorrect spelling can also lead to confusion during the booking process.

DON'T USE EMBARRASSING NAMES

Given that EventBoard is typically viewable by anyone walking by, be mindful of the names you assign your meeting rooms. We suggest avoiding hateful, derogatory, or mean expressions or names.

DON'T EXPECT CASE TO BE PRESERVED

Naming rooms with different cases are not guaranteed to look correct on EventBoard.

USE NAMES THAT ARE RARELY USED

Explanation

Reference RFC 1178 : <http://tools.ietf.org/html/rfc1178>