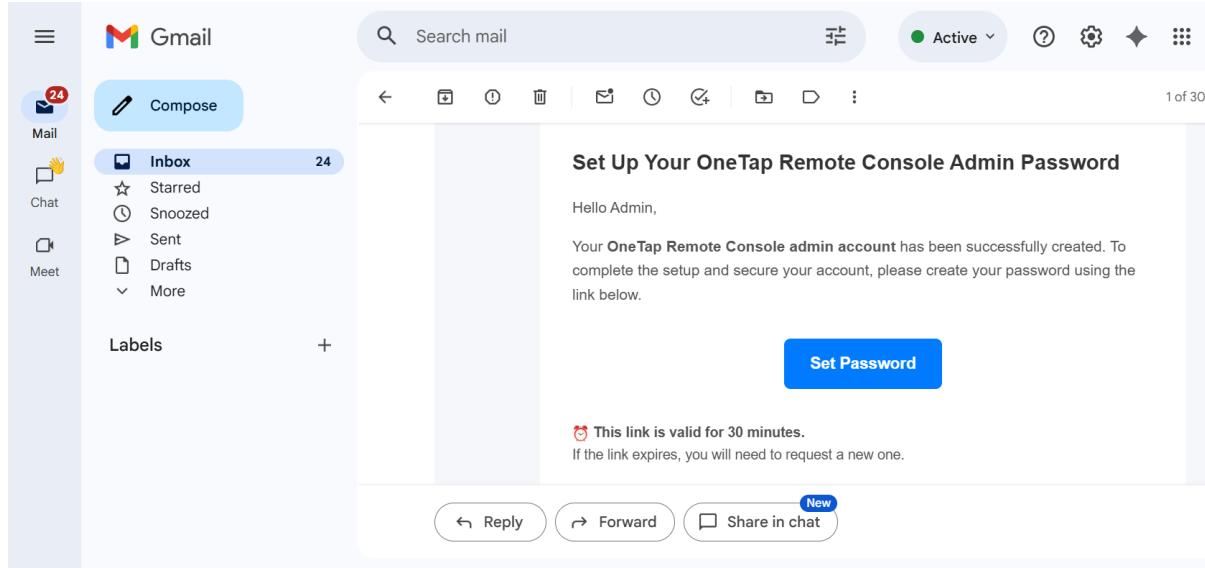


# Console User Guide

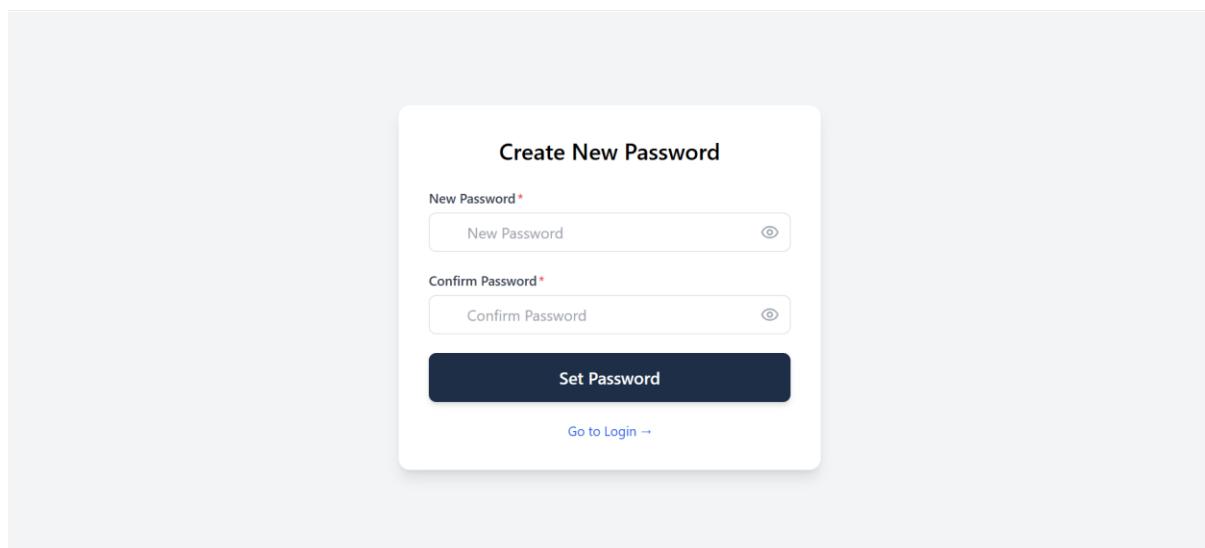
## 1. Set Your Password

- Once you receive the email, click on the **Set Password** button.
- You will be redirected to the password setup page.
- Enter your password and click **Submit**.



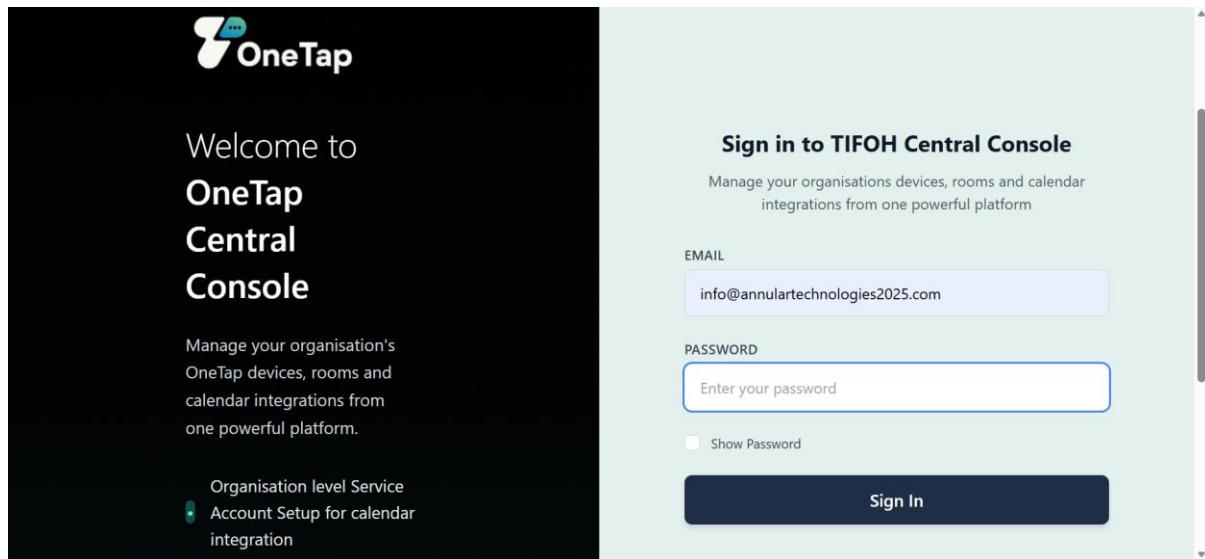
### Password requirements:

- Minimum **8 characters**
- At least **one uppercase letter**
- At least **one lowercase letter**
- At least **one number**
- At least **one special character**



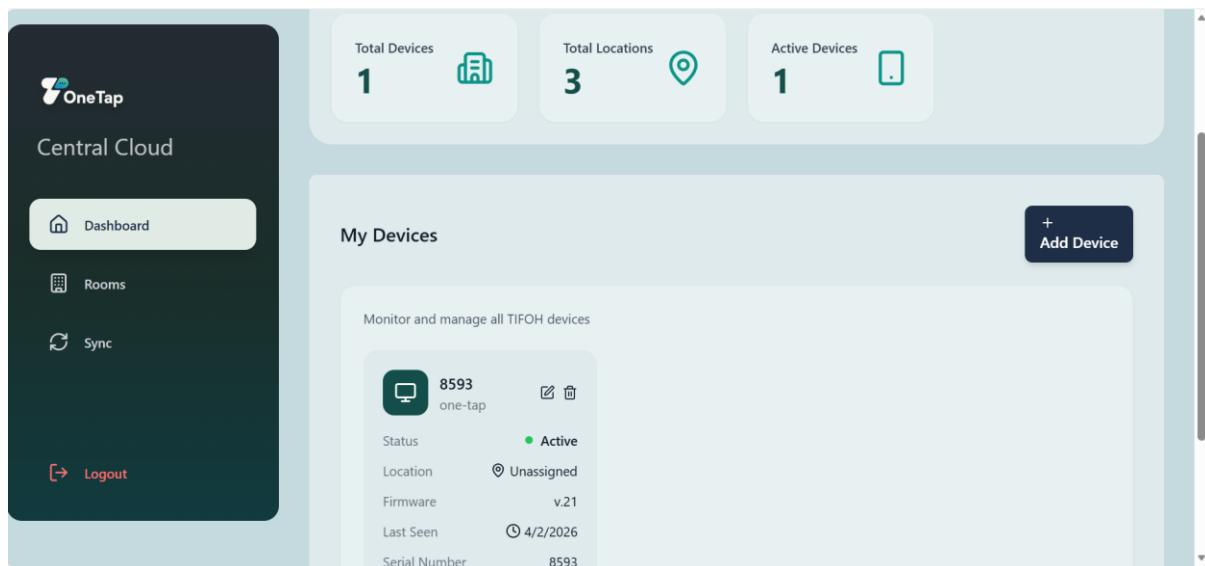
## 2. Login

- After successfully setting the password, you will be redirected to the **Login page**.
- Enter your credentials to sign in.



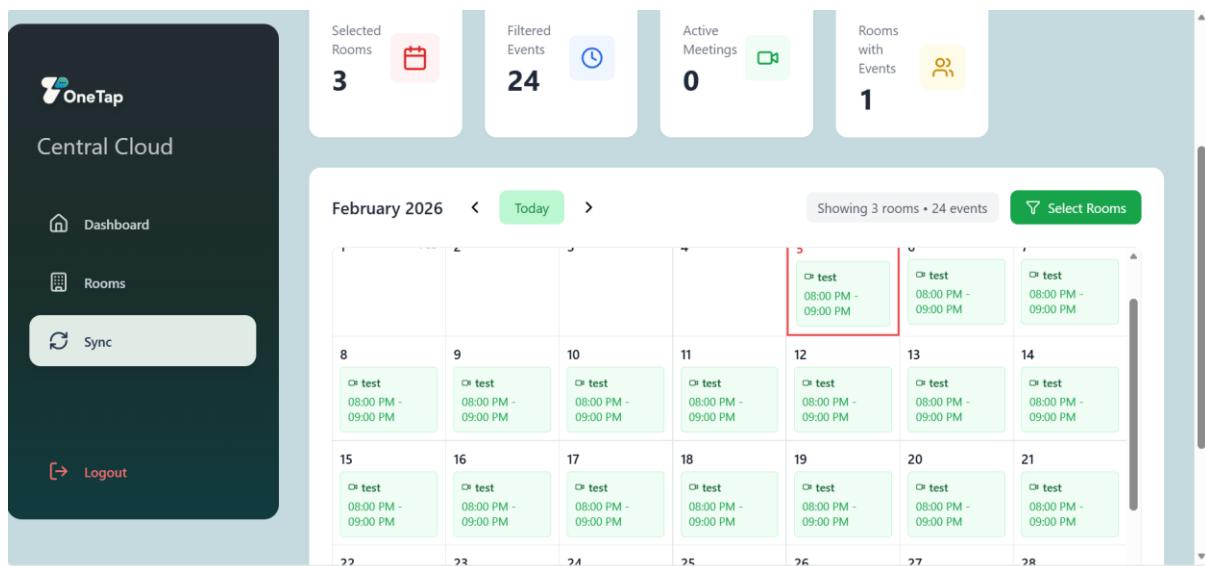
## 3. Home Page

- After signing in, you will land on the **Home Page** of the console.



## 4. Sync Tab

- Navigate to the **Sync** tab.
- Click on the **Select Rooms** button.
- A popup will appear where you can select the rooms whose calendars should be synced and displayed.
- Events for the selected rooms will be shown in this section.



Selected Rooms 3

Filtered Events 24

Active Meetings 0

Rooms with Events 1

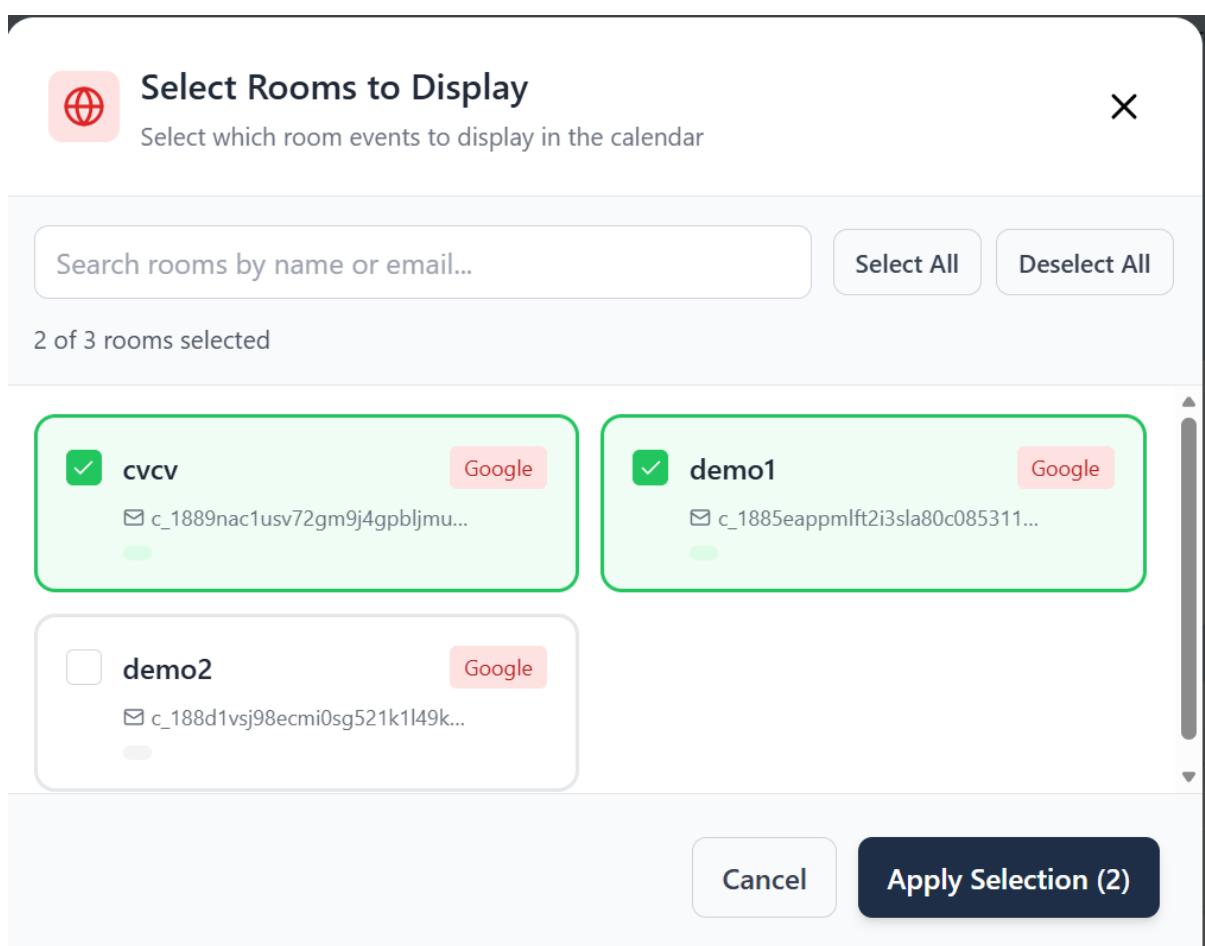
February 2026

Showing 3 rooms • 24 events

Select Rooms

Sync

Logout



Select Rooms to Display

Select which room events to display in the calendar

Search rooms by name or email...

Select All

Deselect All

2 of 3 rooms selected

cvcv Google  
✉ c\_1889nac1usv72gm9j4gpbljmu...

demo1 Google  
✉ c\_1885eappmlft2i3sla80c085311...

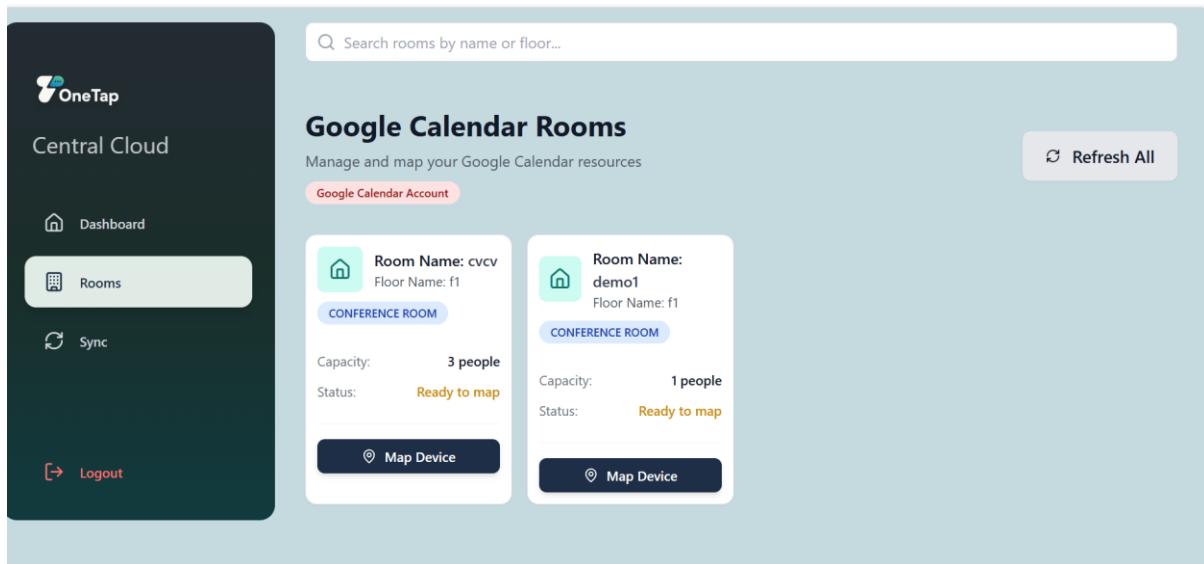
demo2 Google  
✉ c\_188d1vsj98ecmi0sg521k1l49k...

Cancel

Apply Selection (2)

## 5. Room Tab

- The rooms selected in the **Sync** tab will be displayed here.
- To assign a device to a room, click the **Map Device** button.



OneTap

Central Cloud

Dashboard

Rooms

Sync

Logout

Search rooms by name or floor...

Google Calendar Rooms

Manage and map your Google Calendar resources

Google Calendar Account

Room Name: cvcv  
Floor Name: f1  
CONFERENCE ROOM

Capacity: 3 people  
Status: Ready to map

Map Device

Room Name: demo1  
Floor Name: f1  
CONFERENCE ROOM

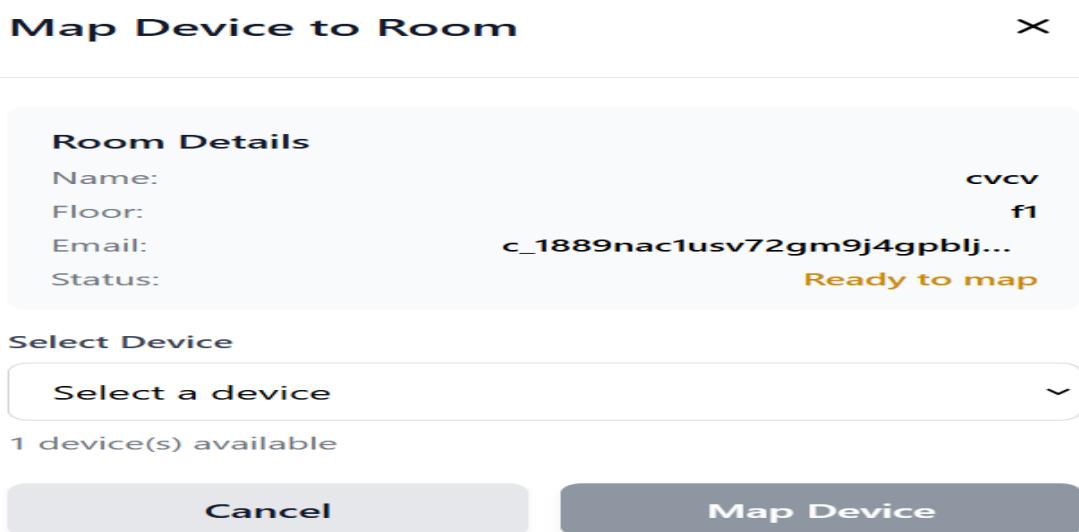
Capacity: 1 people  
Status: Ready to map

Map Device

Refresh All

## 6. Map a Device

- From the **Select a Device** dropdown, choose the required device.
- Click the **Map Device** button.
- Once mapped:
  - The device will be updated with the room name.
  - Event syncing to the device will start automatically.



Map Device to Room

Room Details

Name: cvcv

Floor: f1

Email: c\_1889nac1usv72gm9j4gpblj...

Status: Ready to map

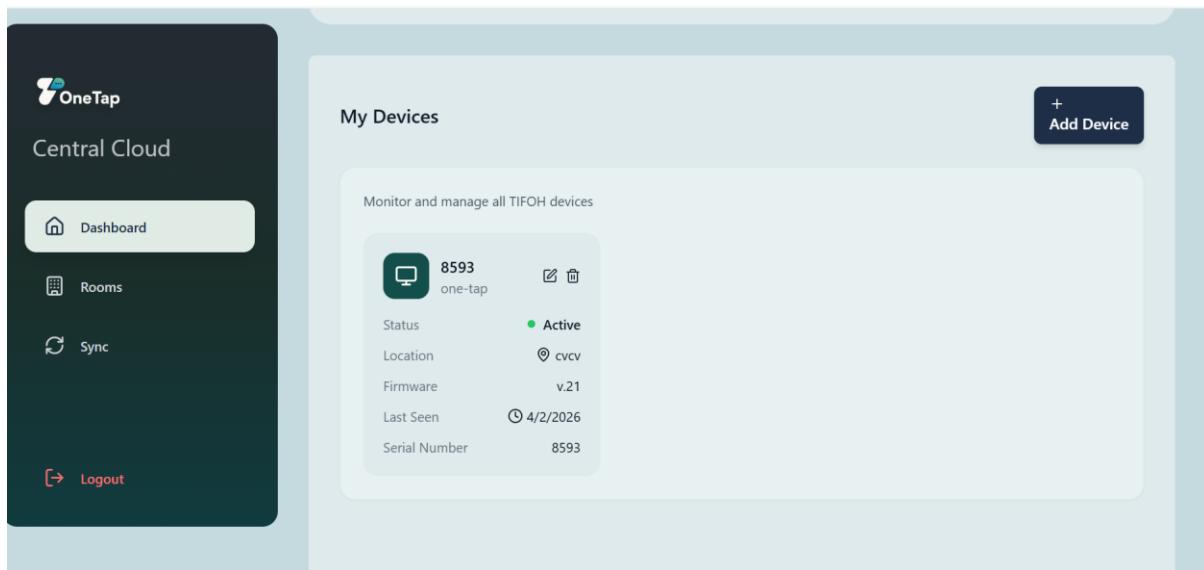
Select Device

Select a device

1 device(s) available

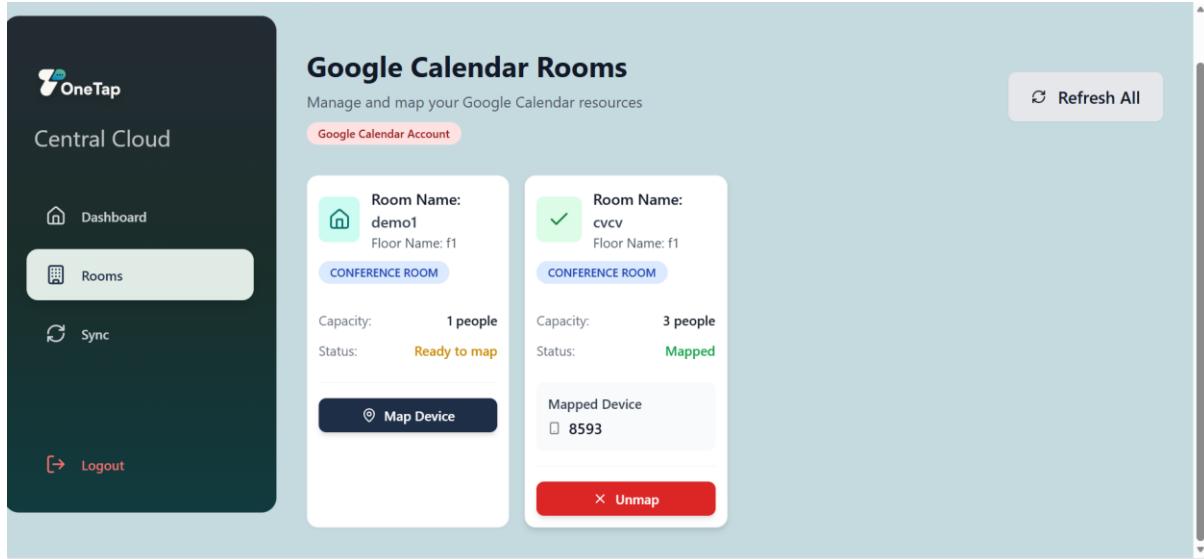
Cancel

Map Device



## 7. Unmap a Device

- You can unmap a device from a room at any time.
- Once unmapped:
  - The device status will change to **Unassigned**.
  - Event syncing to the device will stop.



## 8. Add a Device

- Click on **Add Device** to register a new device.
- Enter the device **Serial Number**.
- Provide the device's **unique 4-digit ID** and submit.

