

# **TIFOH OneTap: Guide to Map Device to a Room in the Enterprise Workspace (Google/Microsoft/Zoho)**

Enterprises share meeting rooms and they are resources that are managed within the workspace. Typically, meeting rooms are configured in the workspace by the IT administrator. When users book events in their calendars, they can add/block a meeting room if it is available i.e. if a room is not booked by someone else for a particular slot, it is shown as available. This feature is a core functionality of any workspace such as google, microsoft or zoho.

The TIFOH OneTap is designed to work within this concept of resource management so that there are no duplicate bookings for a particular room in a given time slot. Hence each OneTap is mapped to a room 1:1. The OneTap also syncs with the meeting links from the room's calendar so that users can join meetings with a click. For this to happen, the OneTap needs access to the room's calendar.

In this guide, you will find explanations for how to set up a room resource in an enterprise workspace (google/microsoft/zoho) if you have not done that already and then how to give access to the calendar of a room resource to the OneTap so that all bookings are synced with the device.

# Google Workspace User Guide

## A. Create Room Resource *(Ignore step if room resources already exist in your workspace)*

1. Log in to **Google Admin Console** ([admin.google.com](https://admin.google.com)) with Super Admin credentials.
2. Navigate to:
  - o **Menu** → **Buildings and resources** → **Manage resources.**
3. Click **"Add a resource."**
4. Enter:
  - o **Resource name:** e.g. Huddle Room 1
  - o **Resource type:** Room
  - o **Building & floor:** (optional)
5. Click **"Add Resource."**

✓ **Result:** Room resource created with a resource email ID (e.g. [huddleroom1@company.com](mailto:huddleroom1@company.com)). This is a read only ID with just the ability to view its calendar.

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## B. Create Device User Account (OneTap device user; to log into device)

1. Go to **Directory** → **Users** → **Add new user.**
2. Enter:
  - o **Name:** OneTap Room 1 User
  - o **Email:** onetaproom1@company.com
  - o **Set password:** (record securely)

✓ **Result:** Dedicated OneTap user account created.

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## C. Grant Calendar Access to Device User

1. Login to **Google Calendar** as admin or room resource owner.
2. Under **"Other calendars"**, find a room **resource calendar.**
3. Click **Options (...)** → **Settings and sharing.**
4. Under **"Share with specific people"**, click **"Add people."**
5. Enter **OneTap user email** ([onetaproom1@company.com](mailto:onetaproom1@company.com)).
6. Set permissions to **"See all event details."**

✓ **Result:** OneTap user can view room calendar events.

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## D. Additional Settings

- Google Meet links appear in event descriptions **natively.** No scripts needed.
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# Microsoft 365 User Guide

## A. Create Room Mailbox *(Ignore step if room resources already exist in your workspace)*

1. Log in to **Microsoft 365 Admin Center** ([admin.microsoft.com](https://admin.microsoft.com)).
2. Go to **Exchange Admin Center** → **Recipients** → **Resources**.
3. Click **"Add resource mailbox."**
4. Enter:
  - o **Name:** Huddle Room 1
  - o **Email:** huddleroom1@company.com
  - o **Type:** Room
5. Save.

✓ **Result:** Room resource mailbox created. This is a read only ID with just the ability to view its calendar.

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## B. Create Device User Account (OneTap user; to log into device)

1. In **Microsoft 365 Admin Center**, go to **Users** → **Active users** → **Add user**.
2. Enter:
  - o **Name:** OneTap Room 1 User
  - o **Username:** onetaproom1@company.com
  - o **Set password:** (record securely)
3. Assign appropriate license (minimum **Exchange Online Plan 1**).

✓ **Result:** Dedicated OneTap user account created.

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## C. Grant Calendar Access to Device User

1. Open **PowerShell** or **Exchange Admin Center**.
2. Run:

```
Add-MailboxFolderPermission -Identity huddleroom1@company.com:\Calendar -User onetaproom1@company.com  
-AccessRights Reviewer
```

✓ **Result:** OneTap user can read room calendar events.

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## D. Enable Description Field (for Teams links parsing)

1. Run PowerShell script:

```
Set-CalendarProcessing -Identity huddleroom1@company.com -AddOrganizerToSubject $false -DeleteComments $false  
-DeleteSubject $false
```

2. Verify **DeleteComments** and **DeleteSubject** are set to **false**.

```
Get-CalendarProcessing -Identity "huddleroom1@company.com" | Select-Object Identity, DeleteComments, DeleteSubject
```

✓ **Result:** Teams meeting links appear in event descriptions for OneTap parsing.

# Zoho Workspace User Guide

## A. Create Room Resource

1. Log in to **Zoho Mail Admin Console**.
2. Go to “**Resources**” → “**Add Resource.**”
3. Enter:
  - o **Resource Name:** Huddle Room 1
  - o **Type:** Room
4. Save.

✓ **Result:** Room created as a **booking resource** in **Zoho Calendar**.

● **Limitation:** No resource ID, email, or calendar feed exists.

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## B. Options for OneTap Device Setup

### Option 1. Create Paid Device User Account (Limited Use)

1. Go to **Zoho Admin Console** → **Users** → **Add User**.
2. Create user:
  - o **Email:** onetaproom1@company.com
  - o **Assign paid license.**
3. For meetings:
  - o Users **invite this user to events** as attendee.

● **Limitations:**

- Consumes paid user license per room.
  - Does **not resolve booking conflicts automatically**.
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### Option 2. Use Zoho Rooms Only (No Device Calendar Display)

✓ Users book room in Zoho Calendar to prevent conflicts.

● **Limitation:**

- OneTap device **cannot display calendar events** as no resource ID exists.
- Users must **manually enter meeting ID/password** in conferencing apps when using the room.