

Google™ Environments for Room Agent™ • Setup Guide

Introduction

This setup guide is intended for use by Google IT administrators and describes the server-side setup required for Google Calendar™ Server environments to work with Extron Room Agent TouchLink® scheduling panels.

For information about using Microsoft Exchange environments, see *Exchange® and Office 365™ Environments for Room Agent Setup Guide*, which is available at www.extron.com.

Prerequisites

- An administrative role over the accounts to be set up
- If using an Enterprise environment, such as Google Suite for Business, either a Super Admin or Resource Admin role is needed.

Step 1: Creating Resource Accounts

NOTE: This section is required if you wish to use Google Calendar resources with the Room Scheduling system. If you are using existing user or personal Gmail account calendars, go to [Step 2: Creating Access Credentials](#) on page 4.

1. Log in to the Google Admin Console at <https://admin.google.com/>.
2. From the Console, select **Apps** (see figure 1, ❶).

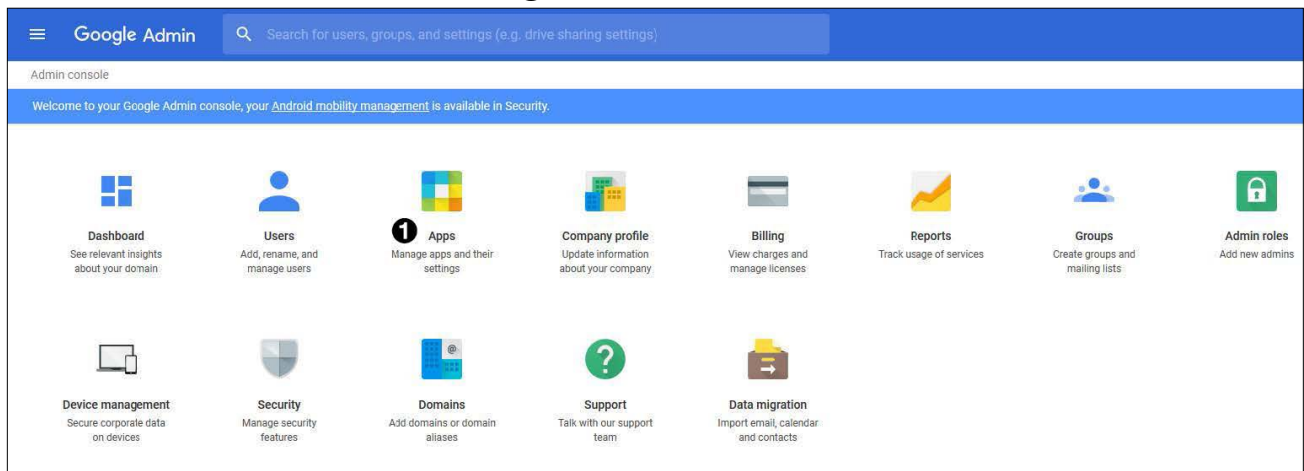


Figure 1. Google Admin Console

3. The Apps Settings window opens. Click **G Suite** (see figure 2, ❶).

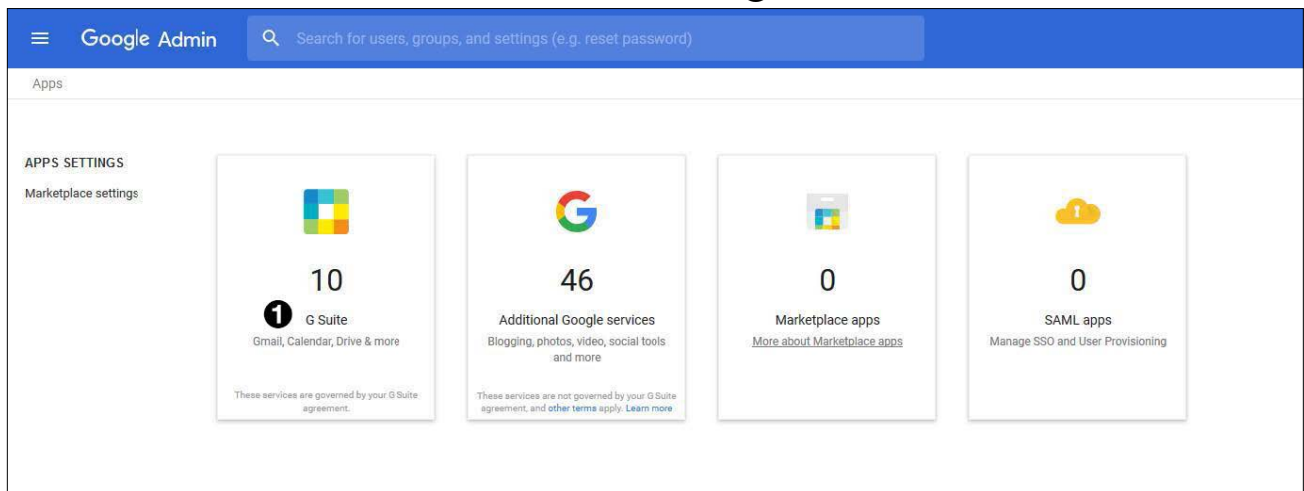


Figure 2. Apps Window

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- The G Suite window opens. Double-click **Calendar** (see figure 3, ❶).

NOTE:

- Double-click an app name to configure the service in a new window.
- Select or deselect a checkbox to turn the corresponding service off or on.
- If Calendar is not available, you need to click **Add Service**.

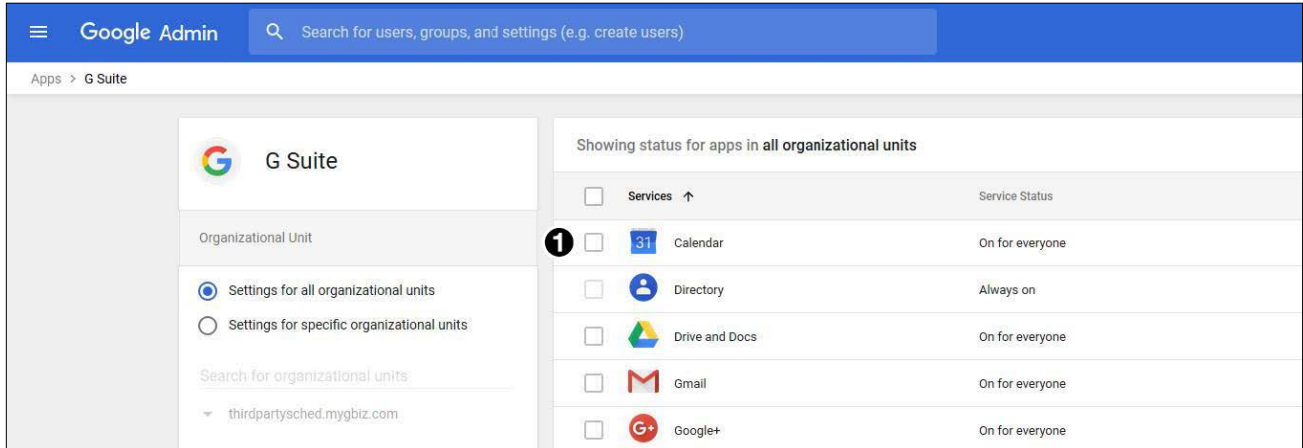


Figure 3. G Suite Window

- The Calendar window opens. Click **Resources** (see figure 4, ❶).

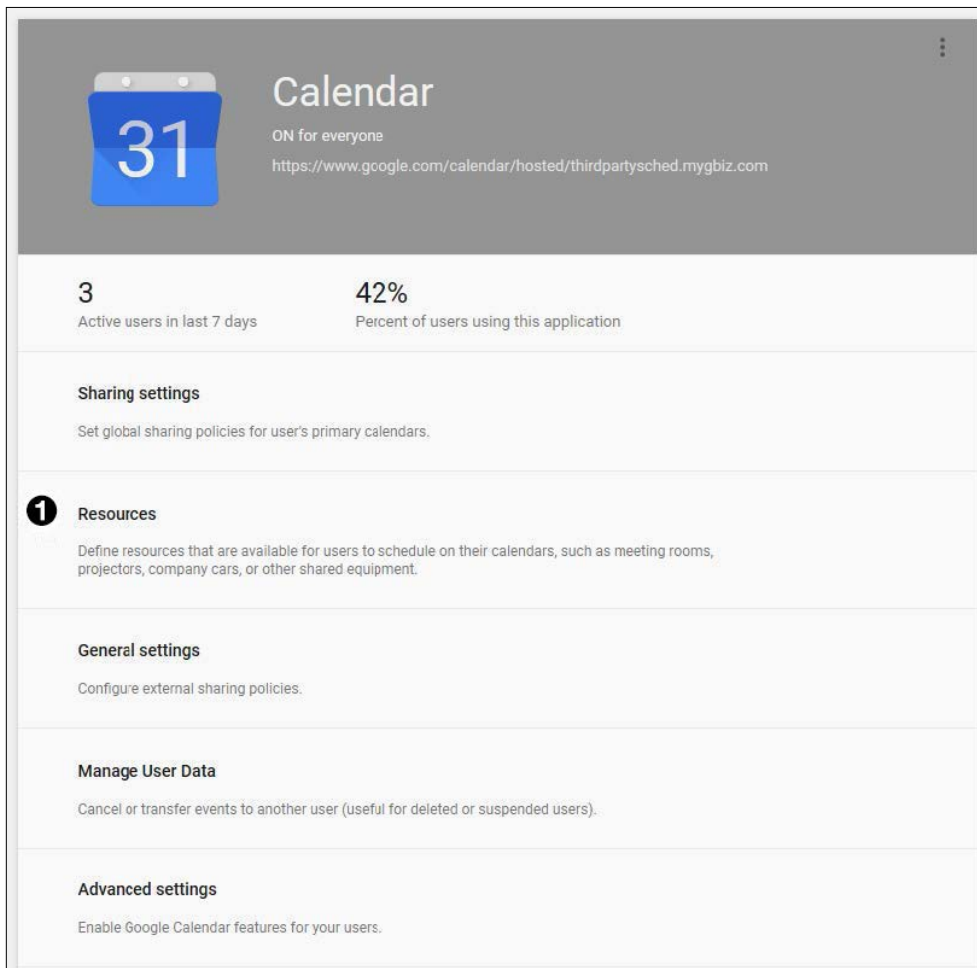


Figure 4. Calendar Window

6. The Resources window opens. Click + to add a new resource (see figure 5, ①).

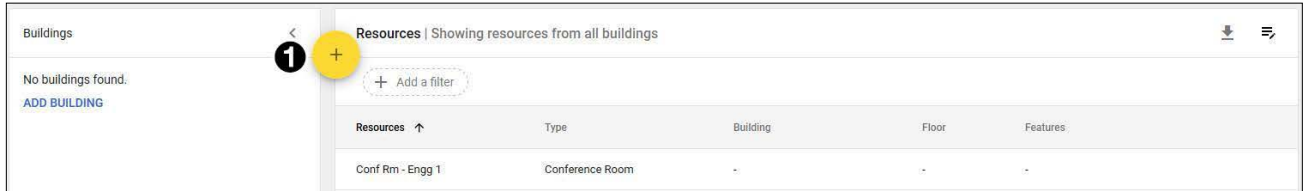


Figure 5. Resources Window

7. The Add resource window opens. Enter the information about the resource. Category (see figure 6, ①) and Resource name (②) are required fields.

The screenshot shows the 'Add resource' window. At the top is a blue header with the text 'Add resource'. Below it are several input fields: 'Auto-generated resource name' with the value 'New Conference Room'; 'Category * ①' with a dropdown menu showing 'Category unknown'; 'Type' with a text input field containing 'e.g. phone booth, mother's room, bike etc.'; 'Building' with a dropdown menu showing 'No buildings defined'; 'Resource name * ②' with a text input field containing 'New Conference Room'; and 'Capacity' with a dropdown menu. Below these fields is a 'Features' section with the text 'Define features first to add them.' and a 'User visible description' section with a text input field. At the bottom, there is a note: '* Indicates a required field' and a warning icon with the text 'Create buildings to set building, floor and capacity. Setting resource information, such as building, floor or capacity, affects the auto-generated resource names and room search. Learn more.' At the bottom right, there are two buttons: 'CANCEL' and 'ADD RESOURCE ③'.

Figure 6. Add resource Window

NOTE: Resources created before or during October 2017 may not have the Category set.

8. After adding the information, click **ADD RESOURCE** (③).

The Add resource window closes.

The Resources window (see figure 5) now lists the new resource that has been added.

NOTE: Make a note of the resource name **exactly** as it appears here. The name is required when you set up Room Agent.

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Step 2: Creating Access Credentials

The Room Scheduling System utilizes OAuth2 for enhanced security and flexibility with the Google API. This requires an access token to be created and permission for the account to be added from the Google Console.

1. Go to <https://console.developers.google.com/flows/enableapi?apiid=calendar>
2. Log in. You must sign in with the account that you are giving access to, or, if using Calendar Resources, the administrative account that created the resources
3. In the web page that opens, go to the Register your application for Google Calendar API in Google API Console panel. Select **Create a project** from the drop-down list (see figure 7, ①).

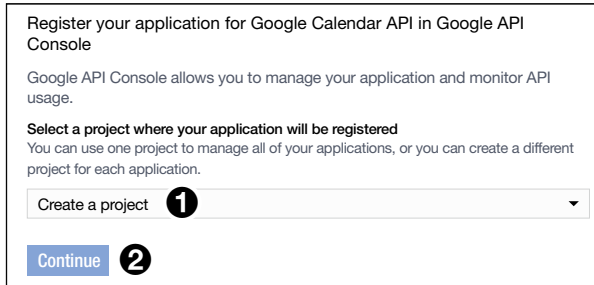


Figure 7. Registering Your Application Panel

4. Click **Continue** (②) to enable the API.
5. Click **Go to credentials**.

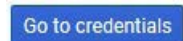


Figure 8. Go To Credentials Button

6. In the next window, Google helps you to check which credentials you will need:

1 Find out what kind of credentials you need

We'll help you set up the correct credentials
If you wish you can skip this step and create an [API key, client ID, or service account](#)

Which API are you using?
Different APIs use different auth platforms and some credentials can be restricted to only call certain APIs.

Google Calendar API ①

Where will you be calling the API from?
Credentials can be restricted using details of the context from which they're called. Some credentials are unsafe to use in certain contexts.

Other UI (e.g. Windows, CLI tool) ②

What data will you be accessing?
Different credentials are required to authorize access depending on the type of data that you request.

User data ③
Access data belonging to a Google user, with their permission

Application data
Access data belonging to your own application

What credentials do I need? ④

Figure 9. Checking Credentials

- Under Which API are you using? select **Google Calendar API** (see figure 9, ①)
 - Under Where will you be calling the API from? select **Other UI (e.g. Windows, CLI tool)** (②).
 - Under What data will you be accessing? select **User Data** (③).
7. Click **What credentials do I need?** (④).
8. In the next window, you create an OAuth 2.0 client ID for your project:

Add credentials to your project

Find out what kind of credentials you need
Calling Google Calendar API from a UI-based platform

2 Create an OAuth 2.0 client ID

Name ⓘ

① Extron Room Scheduling

② Create OAuth client ID

3 Set up the OAuth 2.0 consent screen

4 Download credentials

Cancel

Figure 10. Adding Credentials

9. Enter a Name for your client (see figure 10, ①). The name should be something descriptive you can reference later, for example, *Extron Room Scheduling Credentials*.
10. Click **Create OAuth client ID** (②).

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11. In the next window, you set up the OAuth 2.0 consent. Select the correct Email address from the drop-down list (see figure 11, ❶).

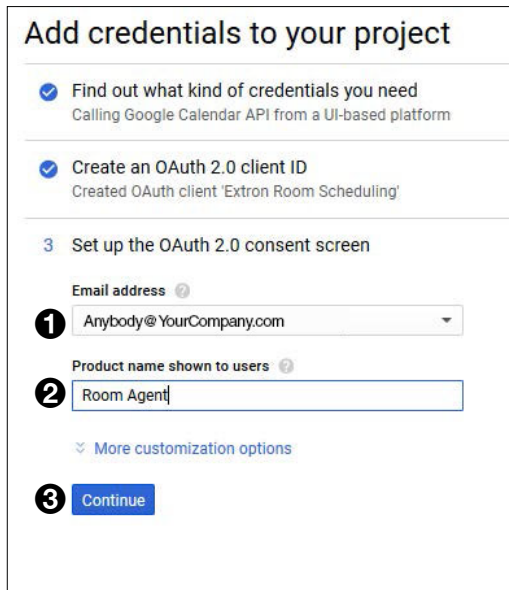


Figure 11. Setting Up OAuth 2.0 Consent

12. Enter a Product name shown to users (❷). This is what Google will display when requesting permission from your user later.
13. Click **Continue** (❸).



Figure 12. Download Credentials

14. Click **Download** (see figure 12, ❶) to download the JSON file with your OAuth2 token. Keep this secure.
15. Click **Done**. You are redirected to the project credentials page.

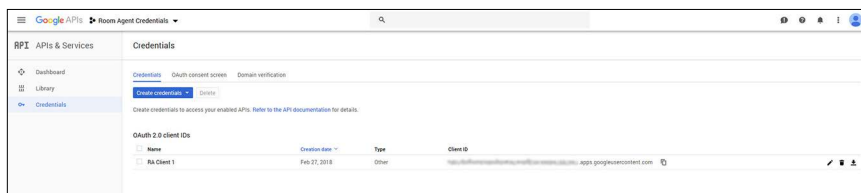


Figure 13. Credentials Page

From here you can manage the API.

From the project credentials page you can download the JSON file again, reset the the credentials (which revokes the current access to all panels in use) and create new Client IDs. If you are using Calendar Resources, one JSON file works for all resources. However, if desired, different JSON files can be used for different accounts.

Troubleshooting

If a Room Agent configuration has been loaded onto the Touchlink Scheduling Panel but the touchpanel is showing that the panel is disconnected (red ellipses in the lower right corner of the panel), verify the following items:

- Make sure that the Google Account in the Room Agent software and the account that approved the User Code in your browser are the same.
- Go to <https://console.developers.google.com/> and verify that you can see traffic from the panel. This updates periodically and shows the requests made to the project that was created when setting up the JSON file.

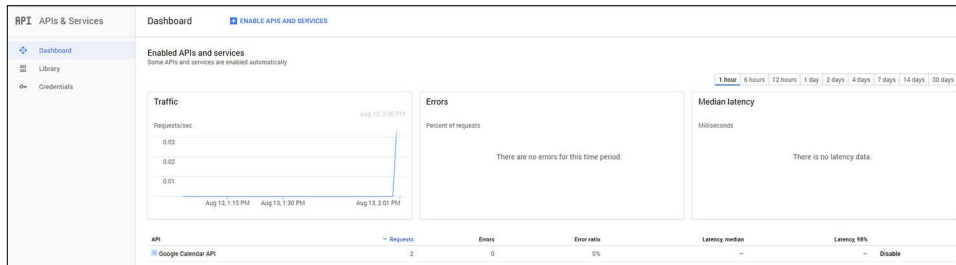


Figure 14. Google Dashboard Showing Traffic from the Panel

If you are using **Calendar Resources** but only the **Google Service Account** calendar is showing up:

- make sure the “Account Calendar” in Room Agent matches exactly the Calendar Resource name as it appears in the Google Admin Console. (Including special character for numbers and occupancy if added when creating the panel)