# CLEVERTOUCH®
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Room Booking Google Setup

This document is to explain how to setup Room Booking with Google Calendar.

Step 1: Setting up Google Account

Firstly, within your Google Account you will need to create the room calendars where the rooms will place their meetings. Log into the account and navigate to its calendar.

In the left hand panel, there is the "Other calendars", click the "+" sign to show the pop-up:
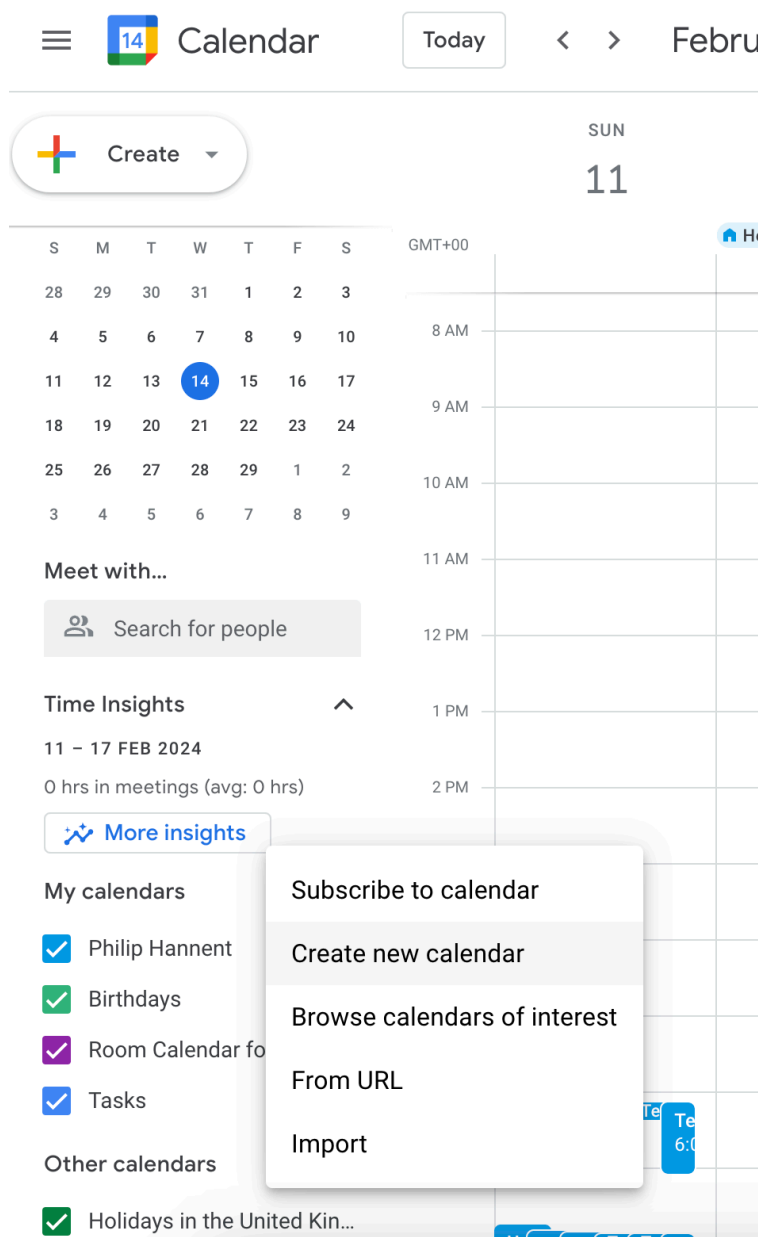
Click to "Create new calendar", give the calendar a new name:

← Settings

General

Add calendar ∧

Subscribe to calendar

Create new calendar

Browse calendars of interest

From URL

Import & export

Settings for my calendars

● Philip Hannent

● Birthdays

● Meeting Room 5

● Room Calendar for Phil's tes…

Create new calendar

Name
Meeting Room 4

Description

Time zone
(GMT+00:00) United Kingdom Time ▾

Owner
Philip Hannent

Organisation
elmstone.com

Create calendar

Once created, you can add other people to the calendar as well:

← Settings

General

Add calendar ∨

Import & export

Settings for my calendars

● Philip Hannent

● Birthdays

● Meeting Room 5 ∧

Calendar settings

Auto-accept invitations

Access permissions for events

Share with specific people or groups

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Access permissions for events

☐ Make available to public | See all event details ▾

☑ Make available for Elmstone Systems Ltd | See all event details ▾

Get shareable link

Learn more about sharing your calendar

Share with specific people or groups

P Philip Hannent
phil.hannent@elmstone.com | Make changes and manage sharing ▾

+ Add people and groups

Your organisation might limit how you can share your calendar outside of your organisation. Learn more about sharing your calendar with someone

Event notifications

Receive notifications for events on this calendar.

+ Add notification

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Once you have setup all of your calendars you can login to Cleverlive.com and the Room Booking Administration. Set the Calendar Option to be Google and click "Save"

Calendar Options

Select a calendar platform

Calendar Platforms

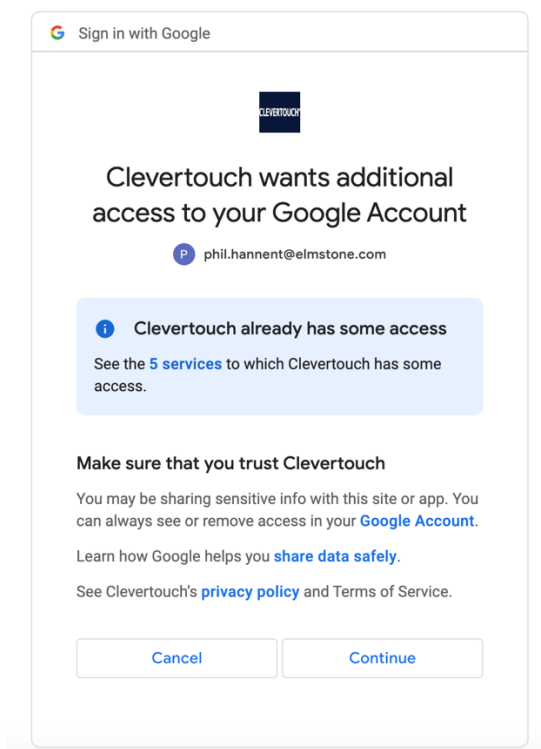| Google Calendar ⇕ |
|---|

Save

Authorise Calendar Access

Room Booking Administrator   Authorise

Google uses 2FA/OAuth for authenticating, you will need to "Authorise" the Room Booking Administrator account.

IMPORTANT: Use a dedicated account for this, do not use a real user account.
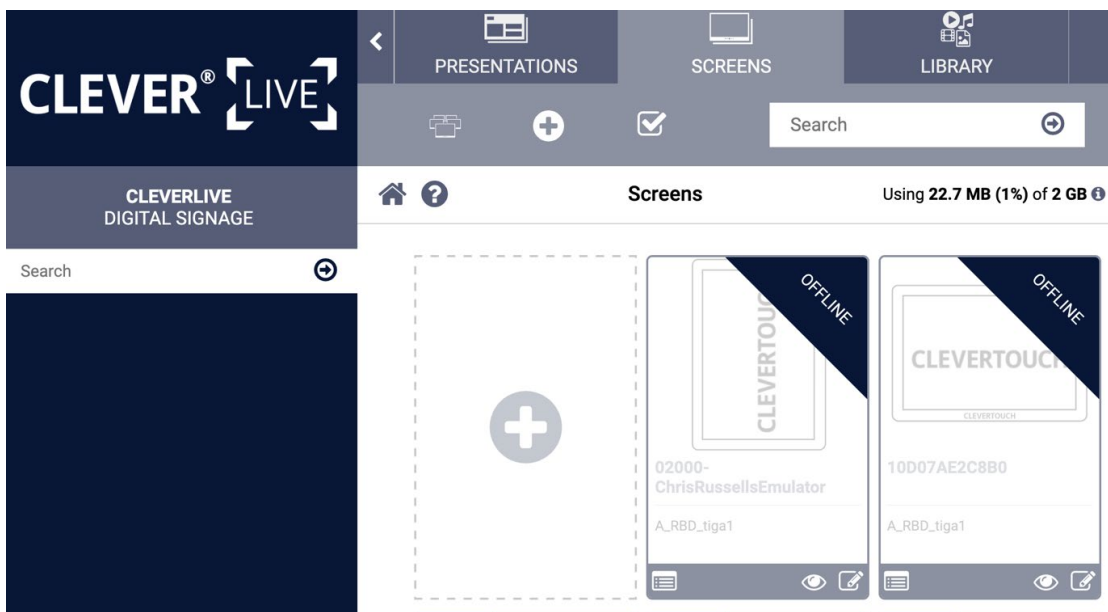
Google will ask you to confirm you are happy for the room booking system to access that users calendars. Note, that you can use the permissions in Google to limit what the Room Booking System has access to at any point. The Room Booking System only looks at the room calendars the user has selected.
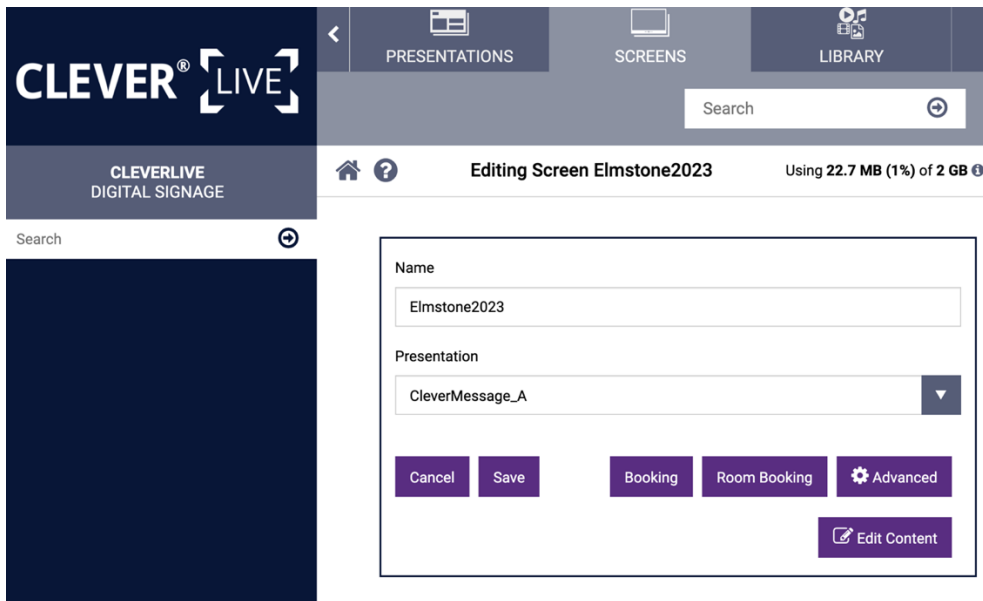
G Sign in with Google

Clevertouch wants additional access to your Google Account

P phil.hannent@elmstone.com

ℹ **Clevertouch already has some access**

See the **5 services** to which Clevertouch has some access.

Make sure that you trust Clevertouch

You may be sharing sensitive info with this site or app. You can always see or remove access in your **Google Account**.

Learn how Google helps you **share data safely**.

See Clevertouch's **privacy policy** and Terms of Service.

Cancel   Continue

Once authorised, you can start adding your Rooms via the "Add Room" button:
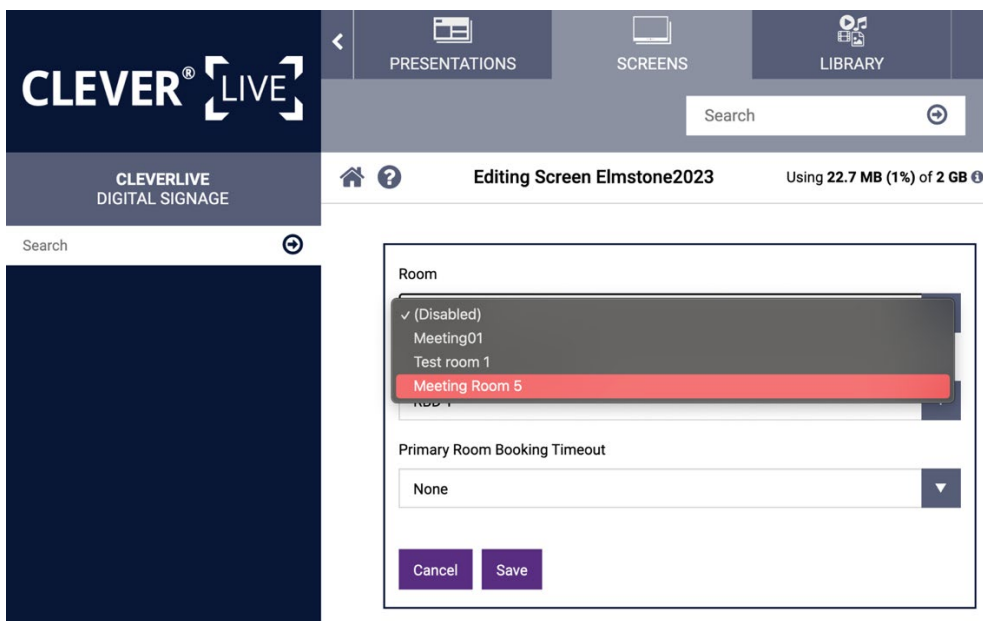

The Rooms can then be added to a screen:

Edit the screen you want the room on:

Click the "Room Booking" button to edit the settings:

Select the Room you created. Then click "Save" and "Save" again. The device will then begin to deploy.