



TEOS  
MANAGE



# TEOS Manage 2.0 Administration Guide

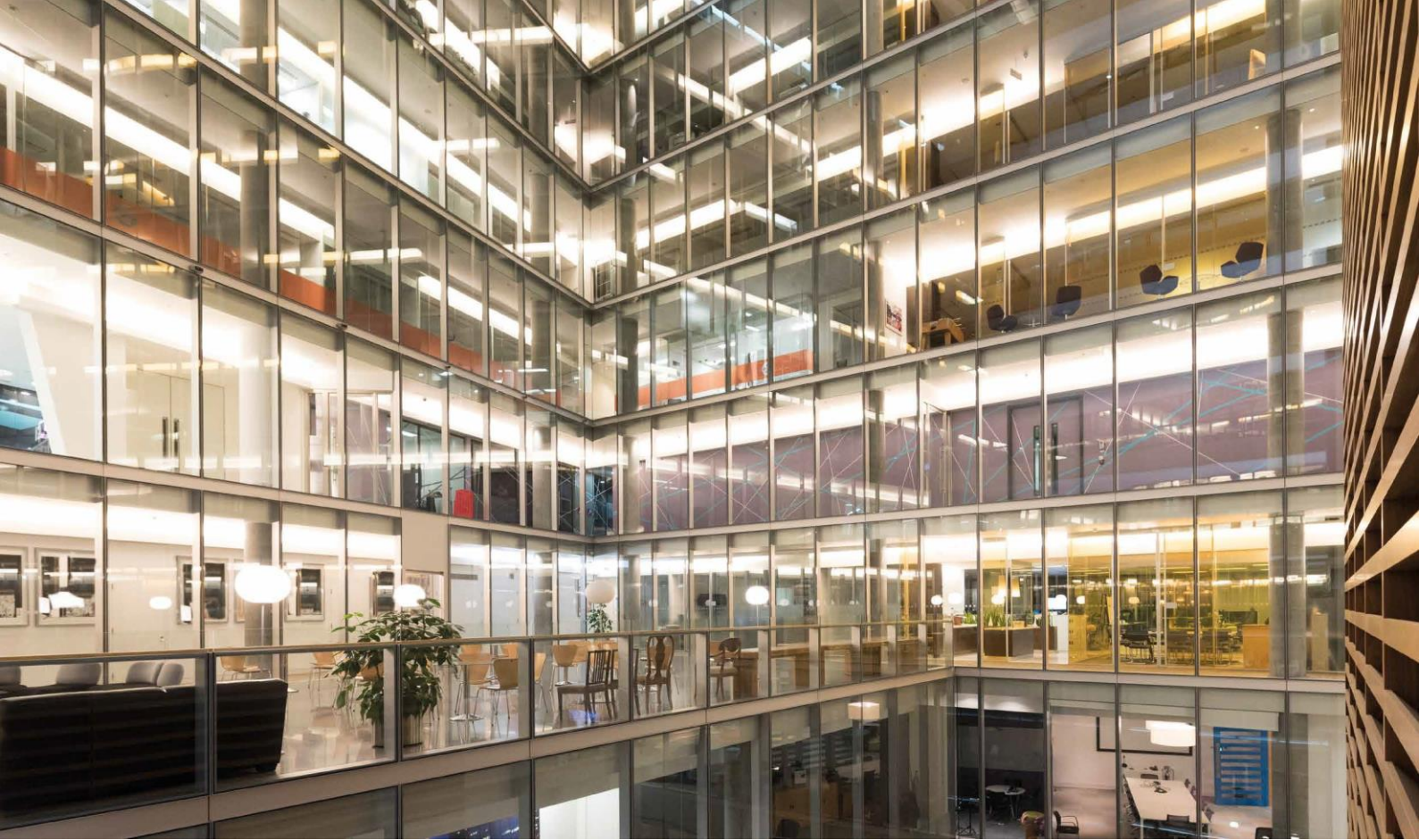
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**SONY**

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# Introduction

This administrator guide is dedicated to TEOS Manage, Sony's solution offering a complete display device and room management solution for corporate environments that's powerful, flexible and easy to use.

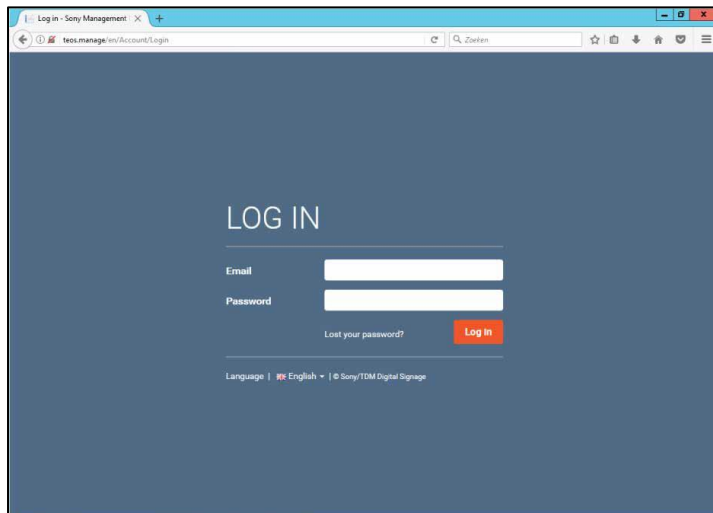
TEOS Manage streamlines the control and maintenance of all your connected devices and content in boardrooms, meeting rooms, offices, reception areas, public spaces and other locations.

This easy-to-use solution simplifies monitoring of the operational status of all networked displays, projectors and other devices via a friendly dashboard-style interface. Group devices by location for easier management. Schedule content payout, and even create your own impressive digital signage in minutes. Integrate screens with your centralized bookings system to display meeting schedules in each room. Rapidly pinpoint issues with any device that isn't working.

Latest update enables organisations to move towards smart workplaces by allowing customers to control AV devices from their own smartphones, use tablets to book meeting rooms and create a virtual receptionist.

# Log-in for the first time

To login in TEOS Manage, you can use your favourite browser and navigate to the TEOS Manage URL. By default, this URL is <http://teos.manage>, which we will use in this manual. It can be configured during TEOS Manage installation.



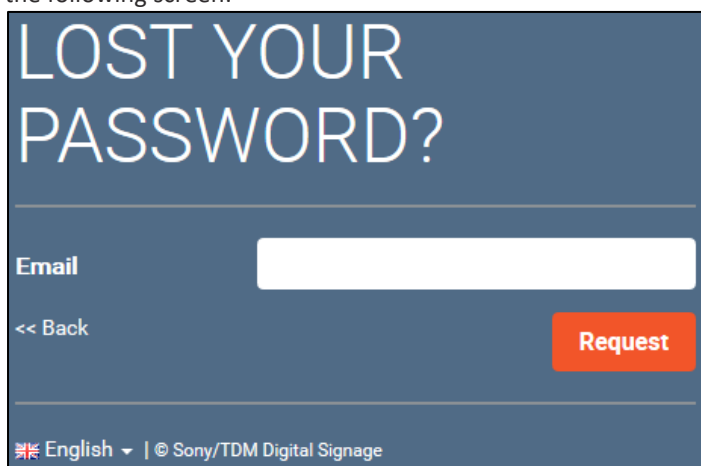
Your administrator has created a username and password for you, which you can use to login in TEOS Manage.

Fill in your credentials and click “Log In”.

Please note that the first time you open and login to TEOS Manage, it can take some time.

## Forgot your password





If you forgot your password, you can use the “Lost your password?” option. When you click on this you will get the following screen:



On this screen you can fill in your e-mail address and you will receive an e-mail to reset your password.

## Language Selection

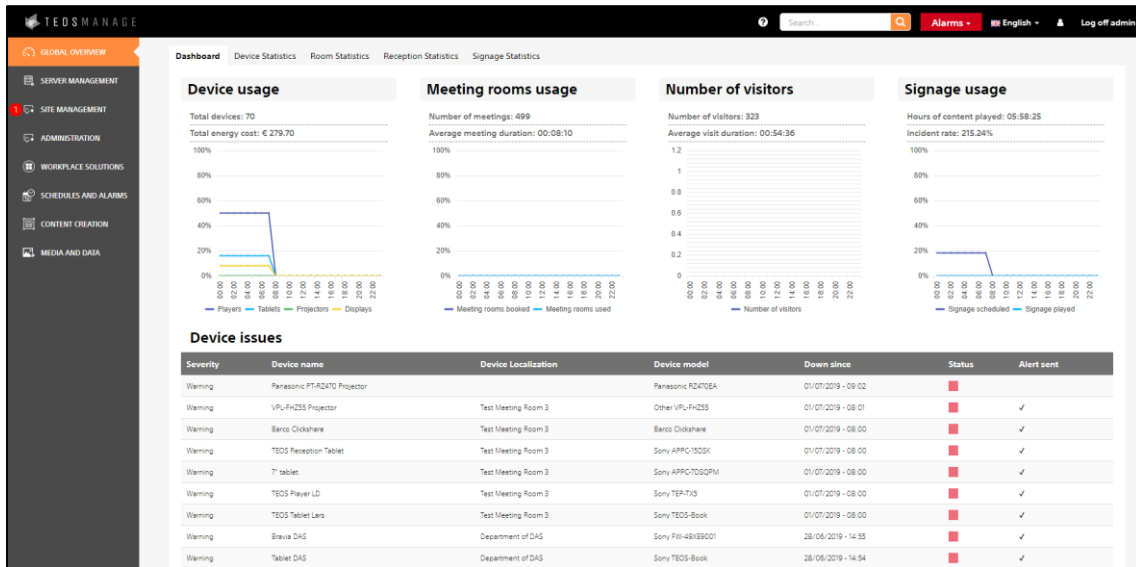
You also have the option in the Log In screen to already select your language. The available languages are:

-  Dutch
-  English
-  German
-  French
-  Italian
-  Polish
-  Spanish
-  Russian
-  Arabic
-  Hebrew
-  Portuguese

# Global Overview



After you log-in, you will see the following screen, which is called “Global Overview”:

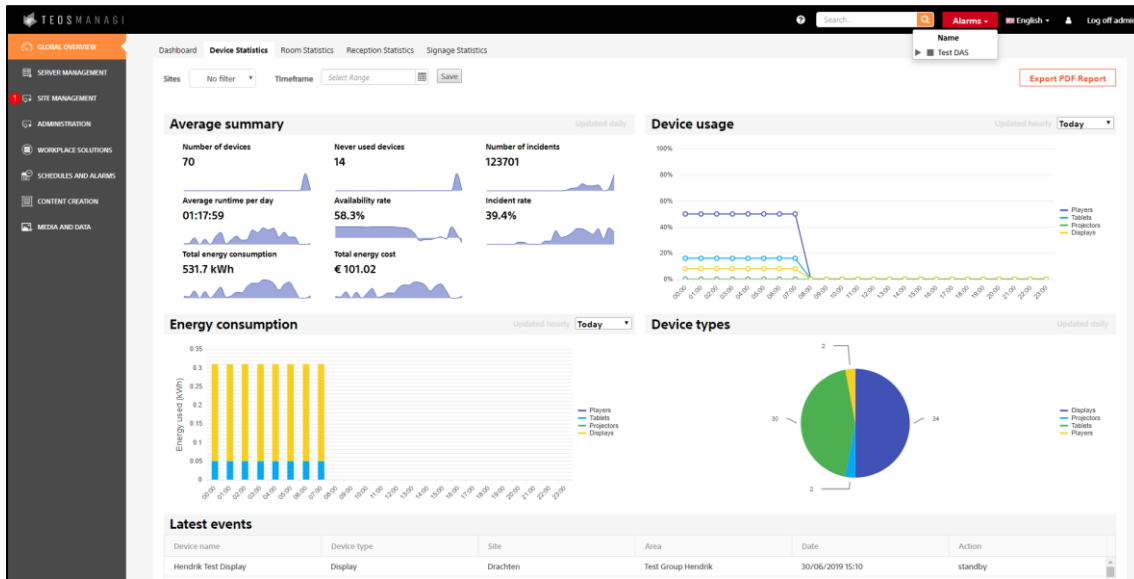


In the Global overview you can see the original Global overview which will display the devices in a device localization. Also if there are any issues for these devices these issues will be shown.

Using the tabs in Global overview a user can go to:

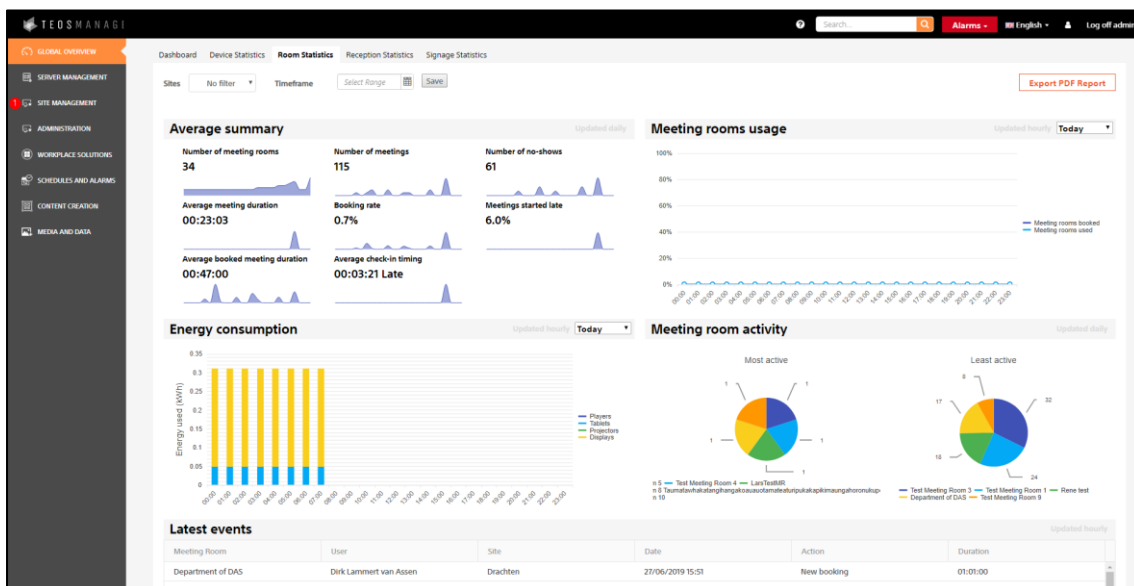
- Dashboard
- Device statistics
- Room statistics
- Reception statistics
- Signage statistics

# Device Statistics



Device Statistics mainly show the Device usage, Energy consumption and Device types for a selected timeframe.

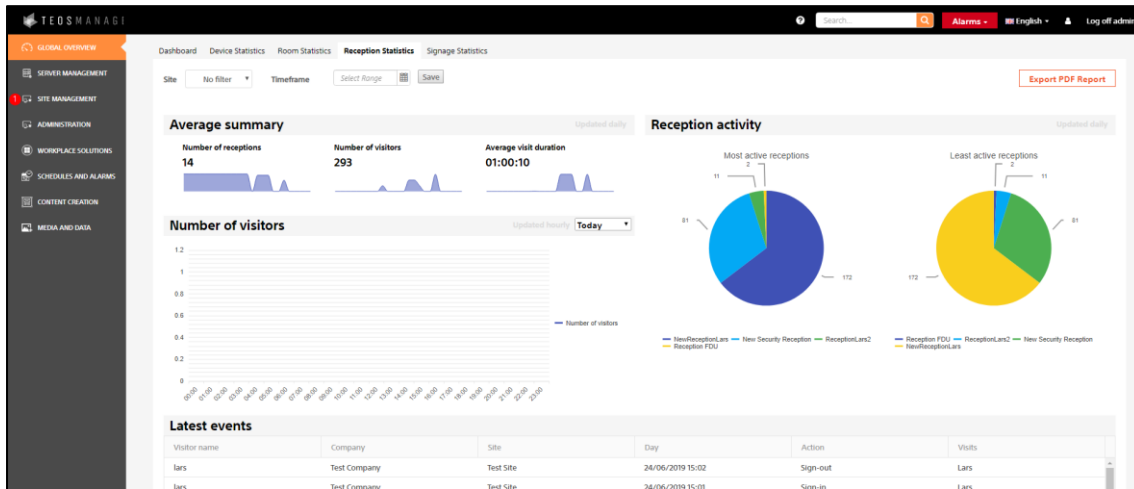
# Room Statistics



Room Statistics will show the user the Meeting rooms usage, Energy consumption and Meeting room activity for a selected timeframe.

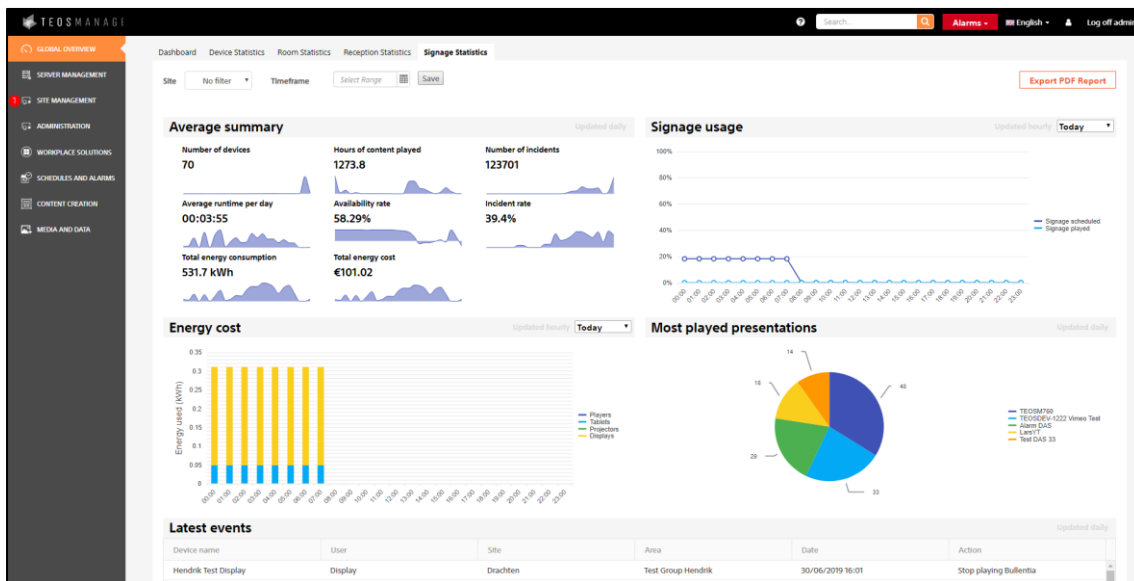


# Reception Statistics



Reception Statistics will show the Number of visitors and Reception activity.

# Signage Statistics



Signage Statistics will show Signage usage, Energy cost and Most played presentations.

# Top menu

In the header section of TEOS Manage, you will have the following options:



## Search



The Search bar gives you the option to search in Devices, Sites Configuration and Menu items.

For example you are looking for a Site Configuration called “TEOS” type “teos” in the search bar and click on the “Sites Configuration” tab.

Devices	Sites Configuration	Menu items
	TEOS Reception Tablet	
	TEOS Player Lars	
	TEOS Book	
	TEOS Tablet Lars	
	TEOS Player LD	

## Alarms

When you click on “Alarms”, you will be redirected to the Alarm configuration section. In that section, you can:

- Create alarms by clicking the “Add alarm” button
- See an overview of the existing alarms



After clicking “Add alarm”, you can:

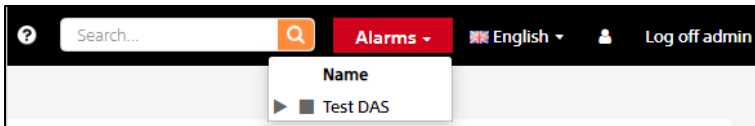
- Fill in a logical name for the alarm
- Select the alarm type: “Media” or “Signage content”
- Select the groups where the alarm needs to be active in case you trigger it.
- When you select the tick box “Add to quick menu”, the alarm can be triggered from the quick menu in

the header

- When you have selected a group and chose to activate the “Allow interactive control” checkbox a “Show interactive URL’s button will be activated which will show you the start and stop URL’s for the device.

## Alarm quick menu

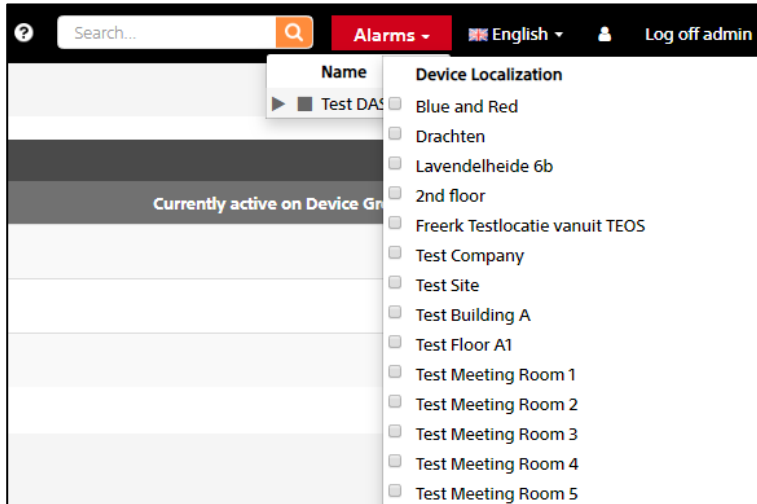
The Alarm quick menu has been developed to activate alarms very quickly. The menu contains all the alarms where the tick box “Add to quick menu” has been selected. To open the quick menu, you need to hover your mouse above the alarm button and it will pop-up.



If you want to trigger one of the configured alarms, you then need to press the run button. The alarm will be triggered on the group that is configured in the alarm itself. When you deselect the group and click the stop button, the alarm will stop and the devices will return to their normal state.

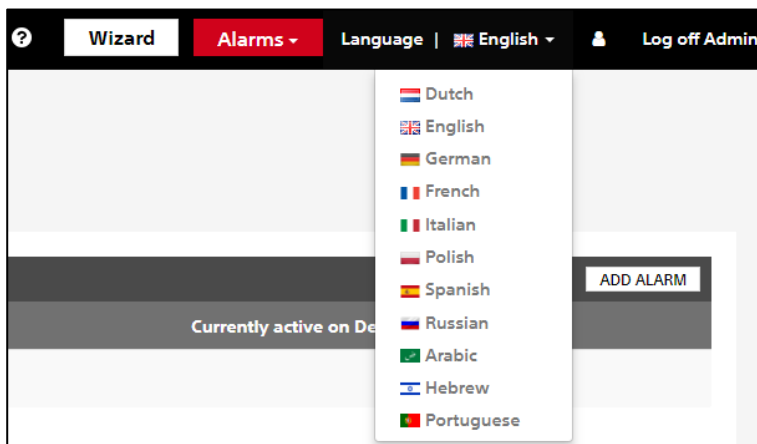
## Activate alarms on additional groups

To activate the selected alarm on additional groups, you need to hover the mouse above the alarm that you want to activate. When you do so, you will see the default group selected and you can select the additional groups.



## Language selection

To select your preferred language, click on the country flag you preferred. The default language is set to English. Other languages available are: Dutch, German, French, Italian, Polish and Spanish. Your preferred language will be saved in your user profile.




## Log off

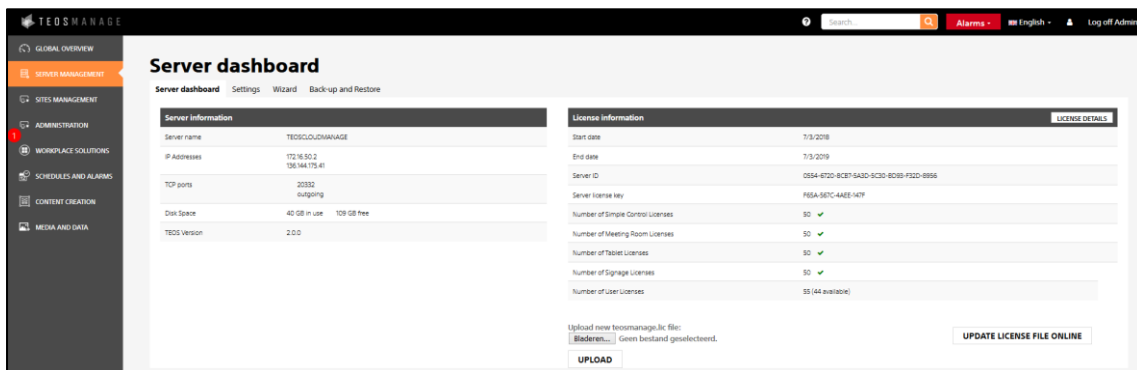
In order to log-off, you can click the “Log off” button in the header. TEOS Manage will log you out and will return to the login page.

# Server Management



## Configuration of TEOS Manage server

Once you are log-in, it is time to configure TEOS Manage server. You can go to the “Server Management” by clicking  that is located on the menu on the left. After clicking that icon, the following screen will open:



On that screen, you will have the following options:

- Server Dashboard
- Settings
- Alerts Management
- Wizard
- Back-up and Restore

## Server Dashboard

### Server information

On the Server Dashboard screen, you can view Server Information and License information.

Server information	
Server name	TEOSCLOUDMANAGE
IP Addresses	192.168.0.90
Disk Space	71 GB in use    77 GB free
TEOS Version	2.0.10

### License Information

License information ?		LICENSE DETAILS
Software Updates and Support End Date	17/04/2020	
Server ID	9517-BCF1-2C94-ED9F-0B75-1BE5-9FC5-FF0F	
Server license key	1C80-16DA-8F7C-3A70	
Number of Simple Control Licenses	50 (46 available)	✓
Number of Meeting Room Licenses	50 (48 available)	✓
Number of Tablet Licenses	50 (45 available)	✓
Number of Signage Licenses	50 (39 available)	✓
Number of Employees App Licenses	100 (95 available)	

Upload new teosmanage.lic file:

No file selected.

Also the License Information is visible on the Server Dashboard screen. This shows you the current licenses being used and how many are still available to be used. You will also see a message whenever a license is about to expire.

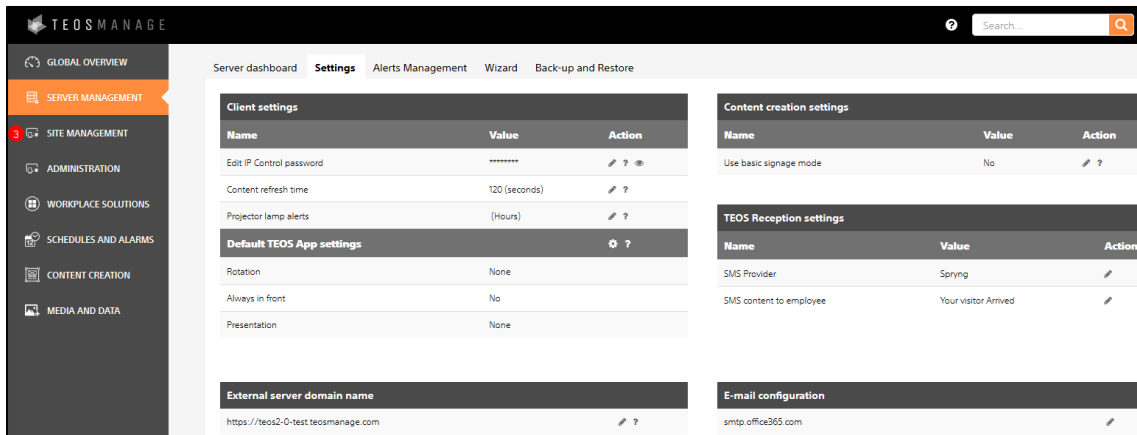
By pressing the **LICENSE DETAILS** button you can get an overview of all the current licenses.

License details				
Server Management >> Server dashboard >> License details				
License type ▾	Activation code ▾	Activation date ▾	Status ▾	End of support date ▾
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-C010		4/26/2018	■	7/2/2020
TEM-MR10		4/26/2018	■	7/2/2020
TEM-MR10		4/26/2018	■	7/2/2020

There are two ways to update the license file if there is a more recent license file available than the current one. As admin you can use the **UPDATE LICENSE FILE ONLINE** button to try to update the license online or after you have downloaded the license file “TEOS Manage.lic”, you can import that license to TEOS Manage by clicking the “browse” button and selecting the appropriate file. Do not forget to click Upload. After uploading the license file, you need to logout and login to activate the licenses on TEOS Manage.

Also now the amount of licenses available being displayed and which licenses you have.

## Settings




## Client Settings

With the option “Client Settings”, you can manage several settings related to devices:

- **Edit IP Control Password:** This is the IP security Pre-Shared-Key defined on your Professional BRAVIA, if any is available
- **Content Refresh time:** This is to define the timing of refresh. It is 120s by default
- **Projector Lamp alerts:** This is to define when you want to receive an alert to your e-mail address, based on your projectors lamp life

Within the Settings page you can always hover over a ? to get a short explanation on a setting.

## Default TEOS App settings

This is to select standard TEOS Manage application settings on your devices (rotation, always in front and presentation). Click on the  icon to change the settings.

## Content Creation Settings

If this setting is enabled the signage functionality will be reduced for easy usage.

## TEOS Reception settings

These settings are added to easily configure your SMS provider for TEOS Reception and also the message that employees will receive when a visitor has arrived.

For now only Spryng is supported as SMS provider.

## External server domain name

Here you can enter the URL of TEOS manage from which users can access TEOS manage outside your local network.

## E-mail configuration

In TEOS Manage 2.0 it is possible now to add the General mail settings and Reception mail settings in TEOS Manage itself. Before you had to configure this in the web.config file itself. This is not needed anymore.

## E-mail configuration

### General mail settings

**Host**

**Port**

**SSL**

**Username**

**Password**

### Reception mail settings

**Host**

**Port**

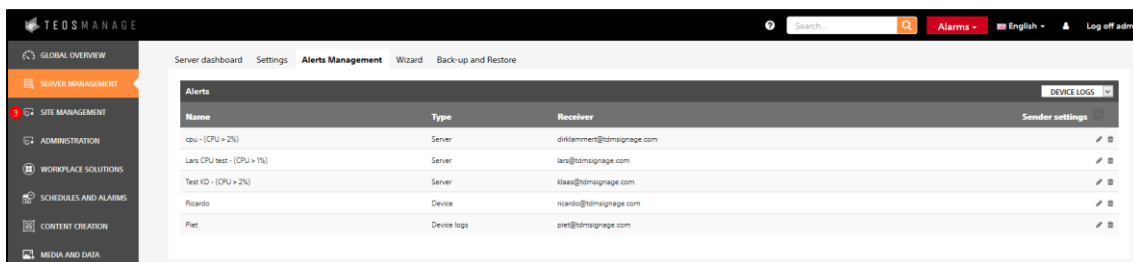
**SSL**

**Username**

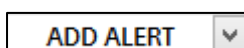
**Password**



# Alerts Management



In Alerts Management you can select 3 options in the Add alert dropdown you see in the top right.



The options are:

- Server
- Device
- Device logs

## Server

With the option “Server Alerts”, you can easily create server alerts so that TEOS Manage can send e-mail notifications. The supported thresholds are:

- CPU
- RAM
- Disk space

You can add alerts by clicking on the **ADD SERVER ALERT** button. After that, you will see this screen:

**Create**

Name

Receivers

Resource

Limit (% in use)

Inactive

**SAVE**

[Back](#)

Insert a name for your new alert, choose the resource (CPU, RAM, Disk space) and type in the limit as threshold. Please note that the limit is in percentage in use. If you want to deactivate an alert, pinch the inactive tick box.

After clicking “Save”, your alert is ready to use and will start sending e-mails when a threshold is reached. After that the Inactive will be activated again so you are not spammed with e-mail. If you want to set it again just uncheck the inactive box again.

## Device

When selecting this option you can set a name and receiver e-mail address. This person will receive mail whenever a device issue occurs.

In Global Overview -> Dashboard you can see the Device Issues and if an alert has been send.

Device issues						
Severity	Device name	Device Localization	Device model	Down since	Status	Alert sent
Warning	TEOS Tablet Lars	Test Meeting Room 3	Sony TEOS-Book	04/07/2019 - 16:21	■	✓
Warning	7" tablet	Test Meeting Room 3	Sony TEOS-Book	04/07/2019 - 15:09	■	✓

## Device logs

### Create

Receiver Name

Receiver E-mail Address

Active

Frequency

DeviceGroups

- Blue and Red
- Drachten
- Lavendelheide 6b
- 2nd floor
- Department of DAS
- Freerik Testlocatie vanuit TEOS
- Test Group Hendrik
- Rene test
- Rene Test Desk

Devices

Available devices

- Panasonic PT-RZ470 Projector
- Bravia 2018 Klaas
- 7" tablet
- test
- TEOS Reception Tablet
- BRAVIA Rene
- Bravia DAS
- TEOS Player Lars
- fake device

Selected devices

Select time to receive logs

[Back](#)

By selecting Device logs you have the option to send the device logs of the selected device groups/ devices at the selected frequency (daily, weekly, monthly) at the selected time. These device logs are send to the e-mail address entered in the Receiver E-mail Address.

## Sender settings

You can change the Sender settings clicking on the  icon in Alerts Management.

# Wizard

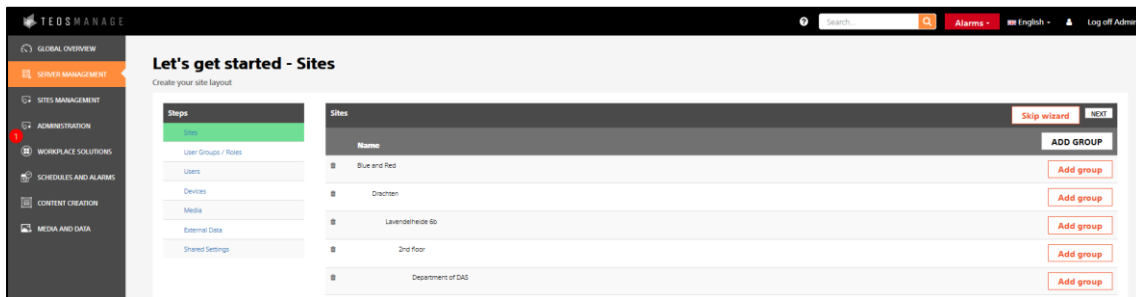
## Add devices to TEOS Manage using the Wizard

In TEOS Manage, you can add devices in two ways:

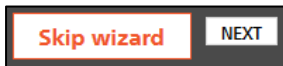
- Use the TEOS Manage wizard
- Add devices manually

## Adding devices with the TEOS Manage wizard

The wizard allows you to add multiple devices by scanning the network for Sony devices that have IP Control enabled. To start using the wizard, you have to go to Server Management in the menu and go to tab Wizard.



To go to a new step within the wizard you need to click "Next".




## Wizard – Sites

On this page, you can add Sites (locations) by clicking "Add group" and filling in the name of the device group and then click "Next".

It is also possible to delete a Site by clicking the 

## Wizard - User Groups / Roles

On this page, you can choose to add User Groups by clicking **ADD GROUP** and filling in the name and the rights for the user group / role, then click "Next". If you click the **Add group** button behind a site you can add another site directly to this site.

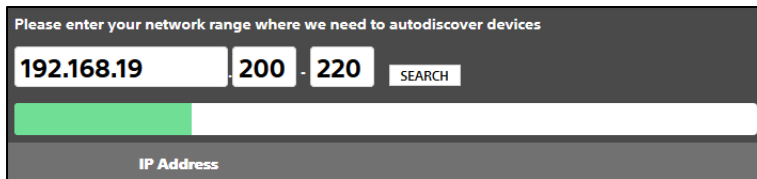
You can delete created User Groups / Roles by clicking the . Roles that are pre-configured within TEOS can not be deleted.

## Wizard - Users

On this page, you can add users by clicking “Add User”. When you are finished creating users, click “Next”. On this page in the Wizard you can only see the first 25 users. For full administration of your users you need to go to Administration -> Users management.

### Wizard - Devices

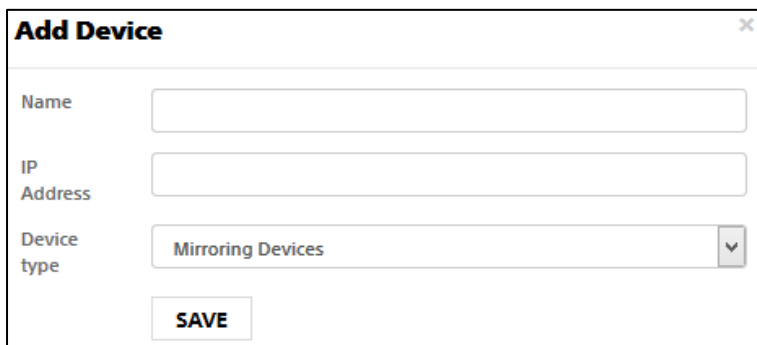
On this page, you can add multiple devices by doing a network scan. This option is located at the bottom of the page. Fill in the IP range of your device network, as shown on the image below, and click Search.



The screenshot shows a dark-themed form with the instruction "Please enter your network range where we need to autodiscover devices". It features three input fields: the first contains "192.168.19", the second contains "200", and the third contains "220". A "SEARCH" button is positioned to the right of the third field. Below the input fields is a horizontal progress bar with a green segment on the left. At the bottom of the form, the text "IP Address" is visible.


Please note that IP control must be enabled on the devices. After scanning the network, TEOS Manage will show the available devices in your network. After selecting the devices you can click on “Next”.

You can also add devices manually by clicking the Add device button it will open the following screen:



The screenshot shows a dialog box titled "Add Device" with a close button (X) in the top right corner. It contains three input fields: "Name", "IP Address", and "Device type". The "Device type" dropdown menu is currently set to "Mirroring Devices". A "SAVE" button is located at the bottom of the dialog.

### Wizard - Media

On this page, you can upload new media and/or create new folders to store your media in. When you are finished adding media, please click “Next”. As Administrator you can also set the rights for the complete media folder with the **RIGHTS** button or for individual files and folders with the  button. You can set rights for groups and users.

### Wizard – External Data


On this page, you can add “External Data” by clicking **NEW DATASOURCE**. You can choose one of the data sources shown below:


**NEW DATASOURCE**


Please fill in a name for your datasource:


**Name**


Select which type of datasource you would like to add:


  
 RSS/XML


  
 Facebook


  
 Twitter


  
 Instagram


  
 Yahoo Weather


  
 Office 365 Calendar


  
 Google Calendar


  
 Flickr


  
 Yammer

  
 Exchange

  
 Scintia

  
 Celcat

  
 LinkedIn

  
 TEOS Calendar

**NEXT**

Select a pre-defined data source and walk through the data source wizard. These data sources are described in the TEOS Manage user guide.  
 After adding data sources, please click “Next”.

### Wizard - Shared Settings

On this page, you can add pre-define shared settings for all the devices you have added. They will become the default settings of all your devices.

Fill in the shared settings, and click “Finish” to end the wizard.

Shared Settings
Skip wizard
Previous
FINISH

**Device Localization** Blue and Red ▼

**Auto off**   ▼

**HDMI 1**

**HDMI 2**

**HDMI 3**

**HDMI 4**

**Show Clock**

**Meeting Room Title 1**

**Meeting Room Title 2**


**Frame size** Hide ▼


**Background Image** Browse...


SAVE

Fill in the shared settings, and click “Finish” to end the wizard.

## Back-Up and Restore

First you need to click the  button to login on the server. When you are logged in you can click:

 to create a back-up of the database and website(s) of the TEOS Manage server.

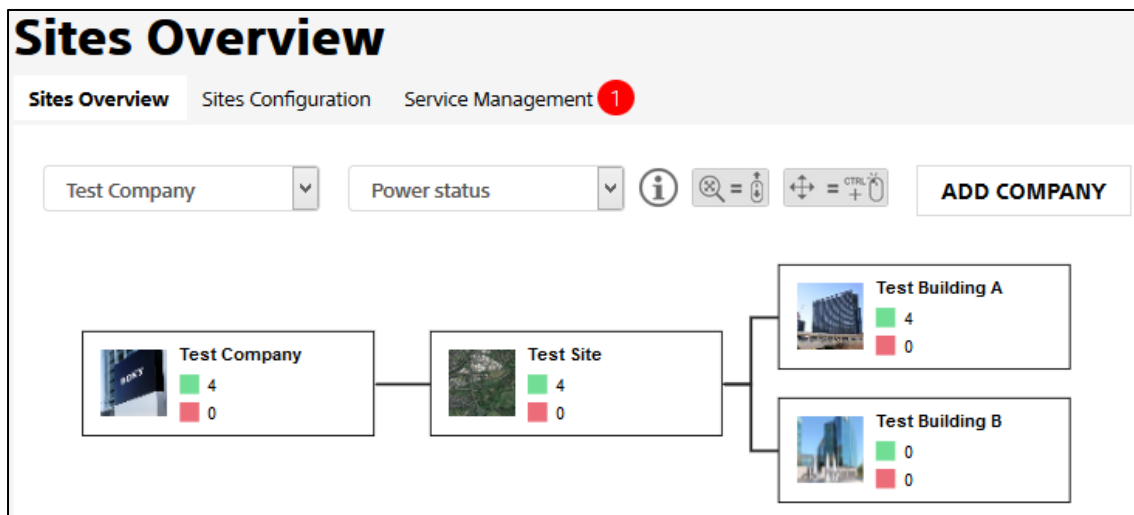
 to restore a created back-up.

# Sites Management

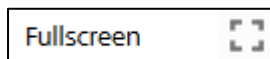


## Sites Overview

When you go to menu option Sites Management it will show you the Sites Overview tab. Here you can quickly see the Power status, Meeting room status and Incident status of your devices per Company, Site, Building, Floor, Area. You can select in the dropdown which status you would like to see in the overview.



On the top right you have the button to view the overview in full screen mode.



## Creating your structure

Structure:

- Level 1: Company. If your structure doesn't start with a Company the Sites Management will not show. A Company is always required as your starting point for creating a structure.
- Level 2: Site, which can be an office or a campus. (actual address)
- Level 3: Building
- Level 4: Floor
- Level 5: Area, which can be a:
  - Meeting room
  - Reception
  - Restaurant
  - Open space
  - Closed office
  - Common area
  - Desk

The easiest way to create your structure is to go to menu item "Sites Management" and click on the tab "Sites Overview" tab. The first thing you want to do is create a Company. You do this by pressing the button:

**ADD COMPANY**

This will open the following screen:

**Create**

General

Name

Parent

Group type

Image/logo

Address

Zipcode

State/provence

City

Country

[Back](#)

You will see that Group type “Company” is already filled in. You have to give the Company a name and the other fields are optional. If you add an image/logo it will also show this image/logo in the Sites Management overview.

For a Company you don’t have to fill in the Parent field unless for some reason you want to add a Company within a Company.

When you click “Save” the company will now show in the overview. If not then select it first in the Company dropdown on the left.

Test Company

Then to build your structure just click on the Company block with right-mouse click. A popup screen will open.

**Add group**

**Edit group**

**Delete group**

You will see 3 options. You can Add, Edit or Delete a group. If you want to add a child group to the Company just click “Add group”. Now a new screen will open and you will see that the parent group “Company” is already filled in. You now want to at least set a name again and a group type. If you want to change a group you can always “Edit group” from Sites Management.



This way you can build your structure easily within Sites Management.

Be careful with deleting a group that has child groups. You can always find these back in Administration -> Sites Configuration but it may cause that some blocks lose their parent and are not visible anymore. This is fixed easily if you connect it again to a correct parent group.

If you are used to the old way you can always use that way if you go to Administration -> Sites Configuration.

## Meeting room and Desk

Meeting room and Desks are special rooms on which you can connect a room booking system. How this works you can find in the TEOS Manage User manual v.2.0.

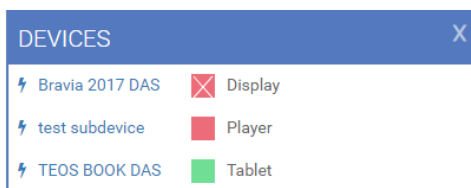
## Drag and zoom

You can drag and zoom the Sites Management overview too if you want. To drag just hold the ctrl-button and click and drag holding the left-mouse button.

To zoom the overview just use the scroll button on your mouse.

## Manage the devices in a group (Area)

To manage a device from the overview you can click on one of the area boxes. If you clicked on one of these where devices are available a pop-up will open with the devices for this area.



You can go directly to the settings for the device by clicking on the device name.

If you click on the power icon ⚡ it will open the software remote:

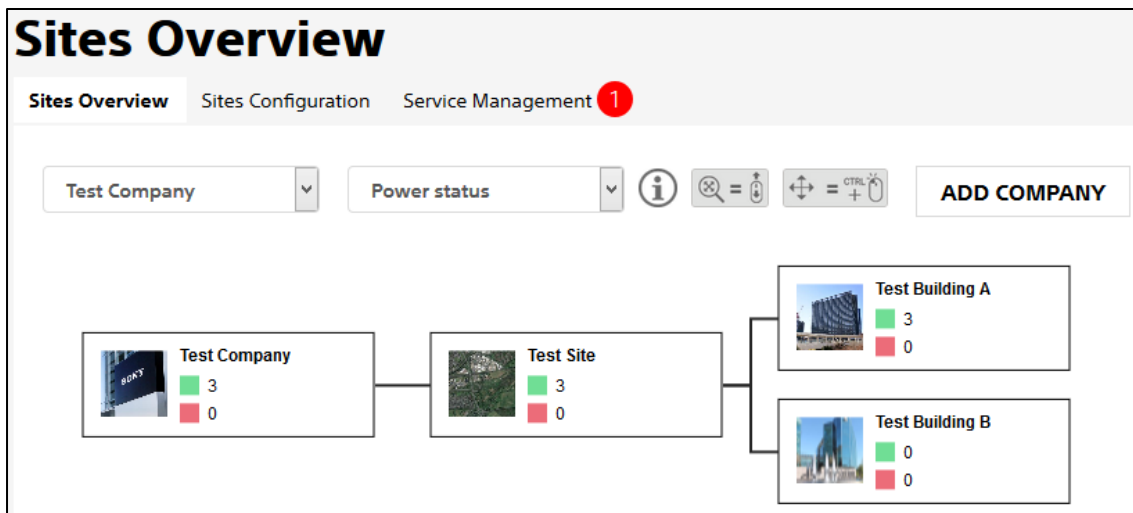


With this remote you can easily turn your devices on and off.

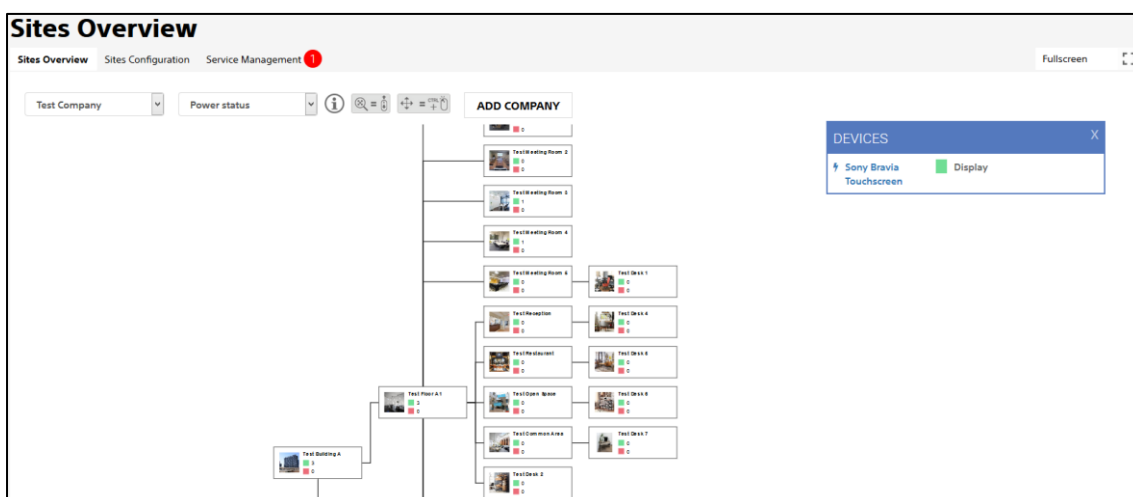
The icon for the group (area) will turn green when one of the devices that is giving back a power status is switched on.

## Sites Overview – Power status

When you select “Power status” in the dropdown you will see the Company, Site and Building in the overview with the total number of devices that are powered on or off.



To view this in more detail you can click on the Building box. (in our example this is “Test Building A”. If you have clicked this box it will open the overview of the Building and it will show you the Floors and Areas in this building.



The values you will see in the Sites Management overview for Power status can be different of what you are expecting.

In this overview it only shows the devices of which the power status is known. Devices which don't return a power status are not counted.

Also devices that we never could connect to. Or players/tablets that don't have TEOS Control version 1.16. These devices we can't get the power status from and these will also not be counted.

### Sites Overview – Meeting room status

When you select “Meeting room status” in the dropdown in Sites Overview the overview will show you if there is a tablet with Room Booking available and if the meeting room is booked or not.

Make sure that the tablet is added to the menu item “Administration” in tab “Device management” and if you have connected the tablet correctly to the network.

Next to this the tab “Meeting room settings” should be filled in correctly. In the TEOS Manage User Guide you can find how to setup a meeting room. You can also look into the quick guide “How to setup a meeting room in

TEOS Manage 2.0”.

Now the meeting room will show in the overview. When the meeting room is booked it will show as booked in the overview (red block) if the meeting room is free again it will show it too in the overview (green block).

### Sites Overview – Incident status

When you select “Incident status” in the dropdown in Sites Overview the overview will show you all incidents for the devices in the overview. You can also find these incidents in the menu item “Global Overview”. There the incidents are shown in the section “Device issues”.

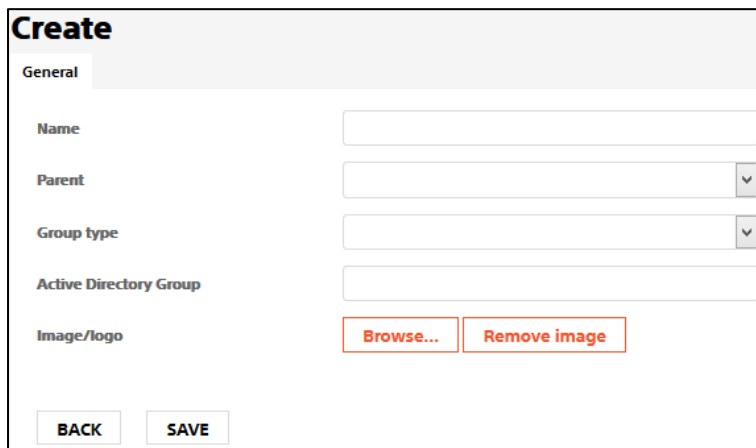
## Sites Configuration

In the Sites Configuration overview, you will see the list of all the device groups that are added inside your TEOS Manage solution. Also the ones that have no parent group. Every group needs at least a company to be shown In Sites Management. You can build your group the way you prefer after creating a company.

For creating your structure it is easier to use the new Sites Overview method because it’s easier to see to what parent you will connect a child group and you will see the structure visually on your screen. To edit or delete orphan groups the only way is to go to Sites Configuration because they will not show in the Sites Overview.

### Add device group

If you click on the “Add device group” button you can add a device group. If you select a parent you can add the device group to a parent group.



The screenshot shows a web form titled "Create" with a "General" tab. The form contains the following fields and controls:

- Name:** A text input field.
- Parent:** A dropdown menu.
- Group type:** A dropdown menu.
- Active Directory Group:** A text input field.
- Image/logo:** A section containing two buttons: "Browse..." and "Remove image".
- Navigation:** Two buttons at the bottom: "BACK" and "SAVE".

## Service management

### Warranty until date


On the Service management tab you will see an overview of your devices. Here you can manually add a date for the “Warranty until” date.

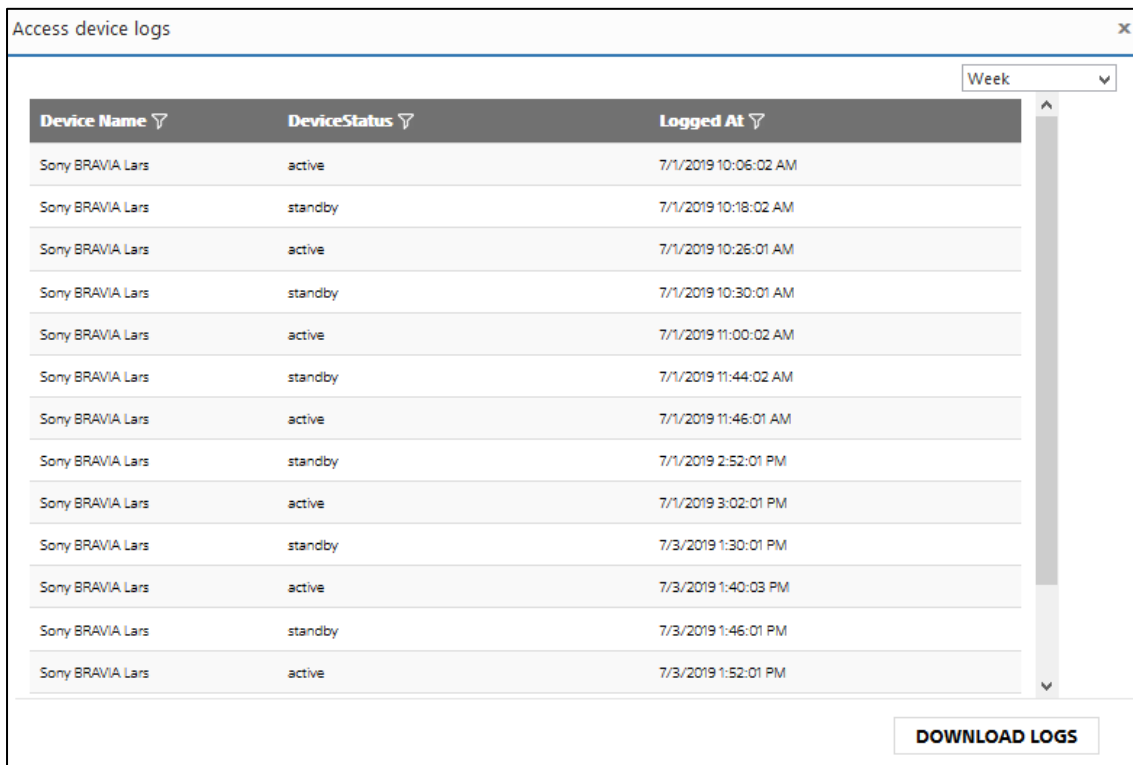
### Actions

On the Service Management page you now have several options:

- Download logs for a device
- Update firmware for a BRAVIA display
- Update/ Install Android apps
- Remotely configure device for BRAVIA with Android 8

## Download logs

To download the device logs for a device you have two ways. If you just want the device logs for a specific device you can just click on the  icon at the Device itself. It will open the access device logs screen. If you select a time span it will show you the device logs for that device within the selected timespan.




Device Name	DeviceStatus	Logged At
Sony BRAVIA Lars	active	7/1/2019 10:06:02 AM
Sony BRAVIA Lars	standby	7/1/2019 10:18:02 AM
Sony BRAVIA Lars	active	7/1/2019 10:26:01 AM
Sony BRAVIA Lars	standby	7/1/2019 10:30:01 AM
Sony BRAVIA Lars	active	7/1/2019 11:00:02 AM
Sony BRAVIA Lars	standby	7/1/2019 11:44:02 AM
Sony BRAVIA Lars	active	7/1/2019 11:46:01 AM
Sony BRAVIA Lars	standby	7/1/2019 2:52:01 PM
Sony BRAVIA Lars	active	7/1/2019 3:02:01 PM
Sony BRAVIA Lars	standby	7/3/2019 1:30:01 PM
Sony BRAVIA Lars	active	7/3/2019 1:40:03 PM
Sony BRAVIA Lars	standby	7/3/2019 1:46:01 PM
Sony BRAVIA Lars	active	7/3/2019 1:52:01 PM

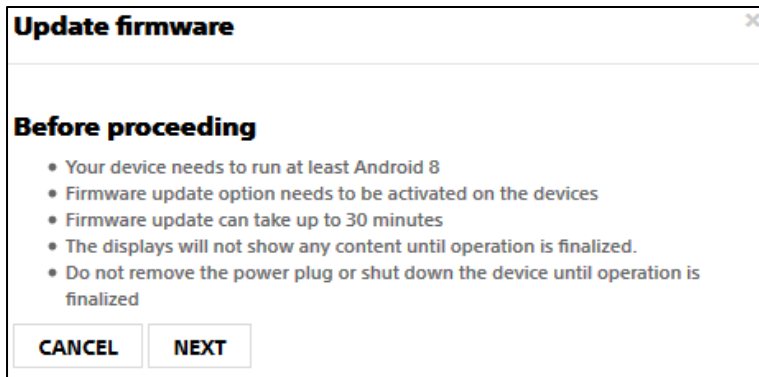
If you click the Download logs button you can save the logs as a Microsoft Excel document.

You can also select multiple devices by checking the checkboxes in front of the devices and then click the **DOWNLOAD LOGS** button on the top right. After selecting the timespan again you will see the device logs for the selected devices.

## Update Firmware

Within TEOS Manage you now have the option to update the firmware of a Sony BRAVIA from Android 8.0. You do this by clicking the  button at the device.

The following screen will open:



The available software will be shown in the dropdown. You also have the option to upload firmware using the **Browse...** button. After uploading the firmware it will also be selectable in the dropdown. After selecting firmware and clicking the Next button you will see the following screen:



You can choose to install the software directly by selecting “Now” but you can also select “Scheduled time” this opens a new date/time selector. You can only select a date and time in the future. After selecting a scheduled date/time the scheduled installation will be shown when you click the **SCHEDULED APP INSTALLATIONS (0)** button.


Supported devices are:

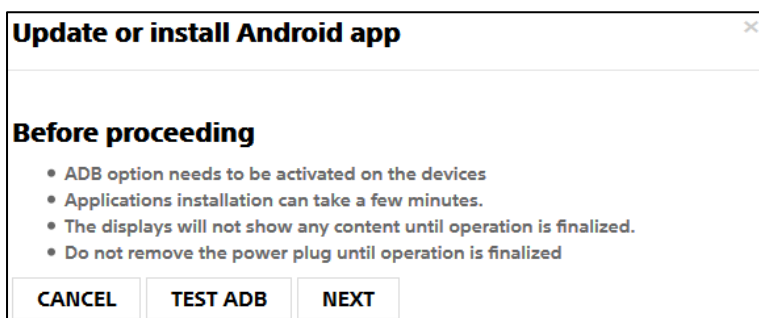
- FY16 late Android, FY17, FY18, FY19 (Z9D, XD83/XD80, XD75, XD70,XE80,XE85,XE90,XE95,A1, XF, AF, ZF, XG,AG, ZG)
- For BZ models you need different firmware

For the latest firmware please contact Sony.

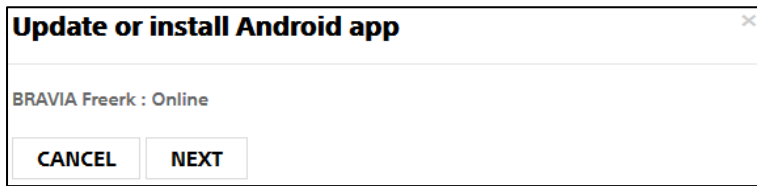
## Update/ Install Android apps

TEOS Manage also added an option to update the TEOS software on your devices using ADB. If software is installed on the device it will show this in Installed apps on the overview.

You can update TEOS software on the devices by clicking the  button in front of the device. This will open the following screen:

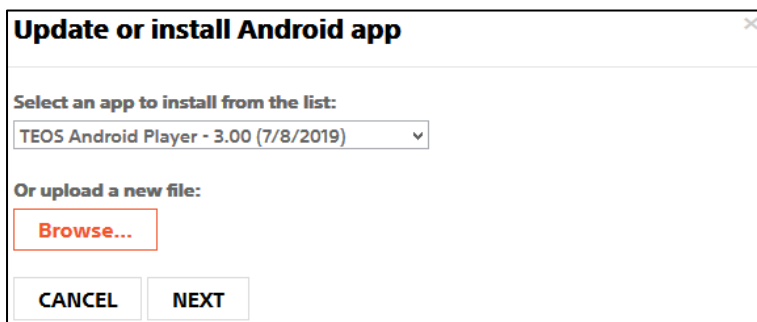


The first thing you want to do is to test if you have a connection to the device using ADB. You can do this by clicking the **TEST ADB** button. If you have connection it will show:



You can also get a status unknown or offline. It is possible that you have to press cancel and click the Test ADB button again. If the status then still is unknown or is offline you have to check some settings. First thing is check in the developer options on the BRAVIA (Home -> Settings -> Developer options) if ADB debugging is active. Sometimes you need to switch it off and on again and allow the message shown on the display. You can also try to revoke USB debugging authorisations or reboot the display to make sure there are no open connections anymore with the display.

When you have status online you can click the **NEXT** button.



In this screen you can select the app you would like to install from the dropdown or choose to upload a new file using the **Browse...** button. The uploaded file will now also show in the dropdown. If a device has an older version than the newest version of the app in the dropdown it will show this as orange coloured text in Installed apps.

TEOS Signage App: 2.99  
TEOS Connect: 1.6.0.0  
Firmware version: PKG1.6.0.58.30.1.00.0205EUA

Just like firmware updates it is also possible to schedule TEOS Android app updates.

## Configure device remotely

When you have a Sony BRAVIA with Android 8.0 you can use automatic scripts to configure the settings on one or multiple BRAVIA displays. Of course the initial situation for all these BRAVIA's should be the same to make the scripts work.

If the commands are not correct then you can manually adjust them on the server. (C:\Program Files\TEOS Manage\www\backbone\configurationscripts)


Or if you want to add a new script.

Commands used in the Excel script are:

- PowerOn
- PowerOff

- ButtonHome
- ButtonBack
- ButtonUp
- ButtonRight
- ButtonDown
- ButtonLeft
- ButtonConfirm
- ButtonChannelUp
- ButtonChannelDown
- ButtonYellow
- ButtonBlue
- ButtonRed
- ButtonGreen
- Reboot
- InstallTeosConnectApp
- InstallTeosSignageApp
- InstallTeosControlApp

The first column is the command being used and the second column the delay is filled in before the next command.

Once your script is ready you should be able to install (execute) the script using TEOS Manage. Just click the  icon and click the Next button. Then select the script in the dropdown and click install. The script will now run on your BRAVIA.

# Administration



The menu “Administration” offers you the following options:

- Device Management
- Equipment Management
- Users Management

## Device Management

In the devices list overview, you will see the list of all the devices that are added inside your TEOS Manage solution:

Device Management										
Equipment Management Users Management										
Devices								ADD DEVICE	AUTO DISCOVER	IMPORT EXCEL
	Name	Device model	IP Address	Power status	Behaviour status	Device type	License type	Device Localization		
	Panasonic PT-RZ470 Projector /	Panasonic RZ470EA	192.168.0.176			Projector	Simple Control	Rene test		
	Bravia 2018 Klaas /	Sony FW-49B235F	192.168.0.193			Display	Signage	Test Desk 10		
	test /	Barco Clickshare	192.168.0.999			Mirroring Devices	Simple Control			
	TEOS Reception Tablet /	Sony APPC-150SK	192.168.0.114			Tablet	Tablet	Test Meeting Room 3		
	BRAVIA Piene /	Sony FW-43XE8001	192.168.0.171			Display	Signage	Rene test		
	Bravia DAS /	Sony FW-49XE9001	192.168.0.177			Display	Signage	Department of DAS		

### Add device

In the Devices overview you can click “Add Device” to manually add a device to the list by using the correct IP Address and brand name. Also make sure that you select the correct Device type when you click on the following dropdown.

Device type

If you select the wrong device type some preconfigured settings will be incorrect.

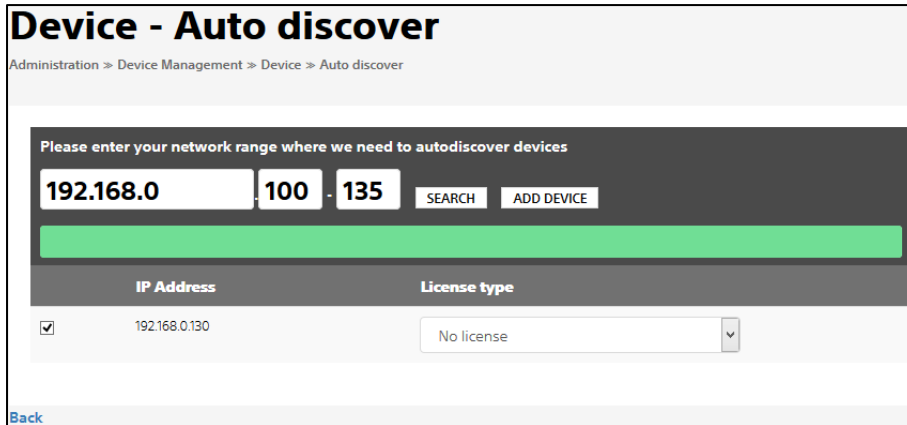
### Reboot your devices

It is recommended that you reboot your devices every day. You can do this using Actions Management within TEOS. Here you can add a daily schedule where you can add as an “Action Type” the action “Reboot”. You can set this for a specific device but also for complete device groups.

### Auto discover

In the Devices overview if you click “Auto discover”. When you select this option you can try to find the device using a network range to auto detect the device. Every device which checkbox is checked will be added when you press the “Add device” button.





## Import Excel

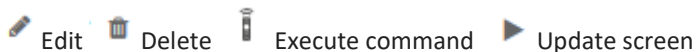
It is possible to now use an Excel sheet to import the basic settings for a list of devices. You have to use the example sheet that you can download as your template. On this sheet you can add the device name, device type, device brand, IP address, license type and devicegroup. When you click on device type, device brand or license type field you will be shown a dropdown where you can make a selection.

For example:

Device name	Device type	Device brand	Ip Address	License type	Devicegroup
Sony BRAVIA	Display	Sony	192.168.0.111	Signage	Sony MR Devices
Sony Projector	Projector	Sony	192.168.0.222	SimpleControl	Sony MR Devices
TEOS Tablet	Tablet	Sony	192.168.0.333	Signage	Sony MR Devices

## Device options

In front of the devices on the Device Management screen you will see the following icons:



### Edit

With the “Edit Device” option, you can edit all the device preferences. The items you can edit depends on the license you have chosen for the device. There are four licenses available:

- Simple Control
- Meeting Room
- Signage
- Tablets

### Simple Control license

With the control license, you are able to control the device through IP and schedule commands.

Third party displays are only controllable using Simple Control license using basic IP connection. These will only

show basic status on/off and you can only control the on/off and inputs functions on these displays.

### *Meeting Room license*

With the meeting room license, you have all the capabilities of the control license plus the meeting room capabilities such as: showing a calendar on the display, changing two title lines, changing background images and label HDMI inputs.

### *Signage license*

With the signage license, you have all the capabilities of the control and the meeting room license plus the full signage capabilities such as: content creation with the designer tool, schedule signage, creating templates, adding external data to your signage and creating playlists.

### *Tablets license*

The tablets license offers the same capabilities of the signage license, but for tablets (such as Sony TEB-10DSQPL for room booking, or TEB-22DSK for virtual reception).

### *Room Booking*

For a Room Booking for a desk or a meeting room you have to select Device Type “Tablet” and License Type “Tablet”. Then an extra dropdown will be available where you can choose from:

- None
- Room Booking
- Room Control

In the TEOS Manage User Guide it is explained on how you can create a Room Booking.

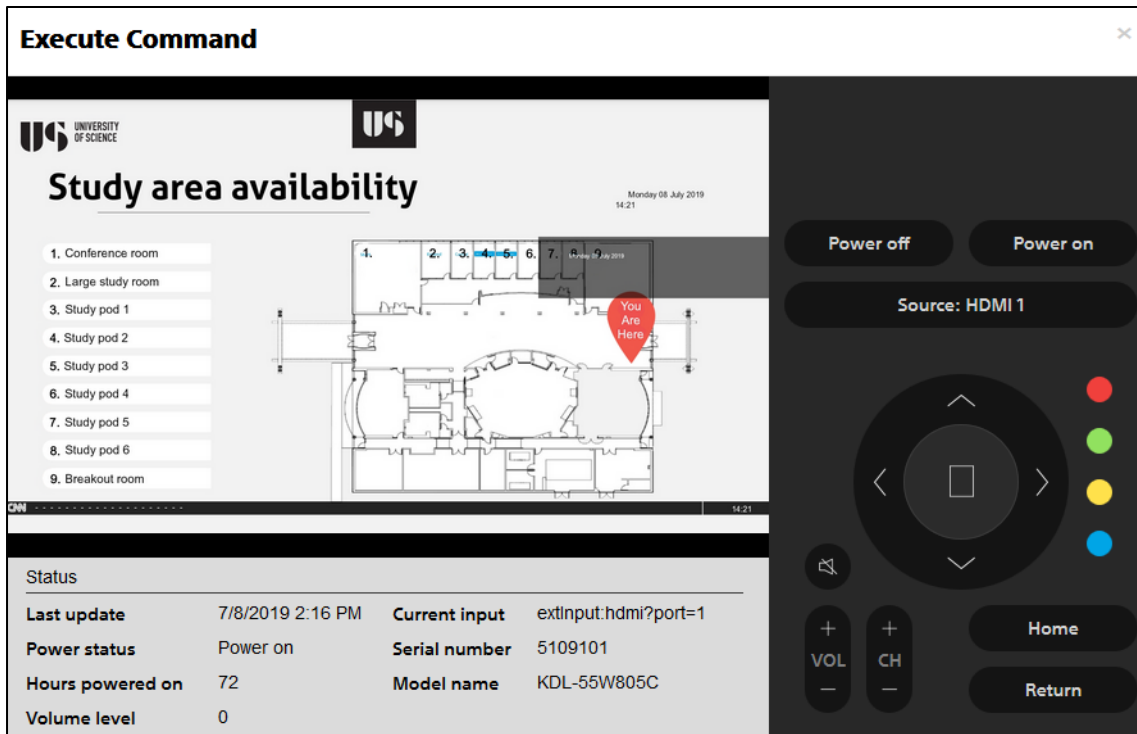
### **Delete**

With the “Delete device” option you can delete a selected device from the devices overview.

### **Execute command**

With the “Execute command” option you can use the digital remote to remotely control the device.





The Execute command (TEOS Remote) has been renewed completely. You will still have the remote commands on the right side and on the bottom left you can see status data. And on the top left you will have a screen capture on what is being displayed on the display at the moment.

To control non-BRAVIA devices like the TEOS tablet or the TEOS player you need TEOS Control installed on the device. Make sure that when you go to the settings on the device in Security settings for TEOS Control the Device Administrator is active. After this is set make sure TEOS Control is running on the device.

### Update screen

With the "Update screen" option you can update the data displayed on the screen instantly.

### Settings - Simple control settings

With the control license, you can adjust the following settings:

#### Name

You can insert a logical name for the device, for example "Reception 1st floor"

#### Device type

You can select the device type. The options you have:

- Display
- Player
- Projector

- Tablet
- Philips Hue
- Vision Exchange
- Windows PC
- Mirroring Devices
- Other

### Device brand

Select the correct device brand.

### Model

TEOS Manage can detect your device model number by clicking the search glass. This only works for BRAVIA displays.

### IP Address

This is the IP address that is configured on the device, to be able to control it from TEOS Manage.

### Sub device

This gives you the option to select a sub device. This can be an external media player connected to the main device. This device has to be configured already in TEOS Manage before you can select it.

### License type

Select the license type you want to assign:

- Simple control
- Meeting room
- Signage
- Tablet

### Ignore schedule

If you want to exclude this device from schedules, please tick the “ignore schedule” tick box. In this case, schedule will not be applied to the device in case it belongs to a group of devices.

### Block when on external input

Normally when a device is connected to a HDMI port of the display it will switch immediately to this device. When Block when on external input is activated this will not happen. This way you can make sure your Signage is always running.

### Device Localization

If you want to add this device to a group for group commands, please select the group.



## Settings - Meeting room

This is for MRA. This now is configured in Workplace Solutions -> BRAVIA Meeting Interface. Before you had to configure this separately for each device. Now you can create one BRAVIA Meeting Interface and associate this in the configuration to one or more devices or device groups directly.

How this works is explained in the TEOS Manage User Guide.

## Settings - Signage

You also can show signage content on the display and select existing content. To do so, you will need a signage license.

Select Signage from the dropdown menu and then select a presentation from the signage content menu. Please refer to the "Signage" section in TEOS Manage User Guide.

The settings here are:

- **Rotation**
  - None
  - 90°
  - 270°
- **Always in front**
  - Selecting this option your Signage will always show in the front
- **Default presentation**
  - Selected signage that is being displayed. Make sure nothing else is scheduled.
- **Proof of play logging**
  - By activating this option you activate the Proof of play logging for the device. This logging is found in Content Creation in the tabs Content log and Proof of play. After 100 pages Proof of play logging will be visible.






## Settings - Tablets

You also have the option to show signage content on meeting room tablets such as the TEOS Book TEB-10DSQPL. First select Device Type is Tablet. After selecting this License type Tablet will be available too.

# Equipment Management

Equipment management is created to add equipment that will be visible for meeting rooms in the TEOS Employee App.



Equipment Management	
Equipment	
Name	Icon
Projector	
Videoconferencing	
Board	
PS4	
TV	

You can add this equipment to a meeting room or desk in TEOS Management -> Site Management.

### Add equipment

Click the **ADD EQUIPMENT** button. This will open a screen where you can add the equipment name and an icon that you want to show at the meeting room.

## Create

**Name**

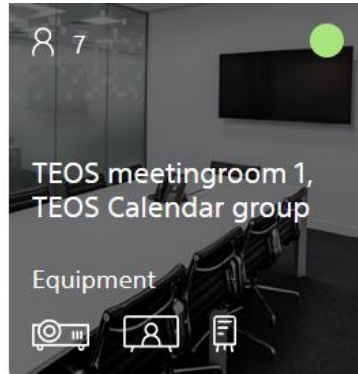
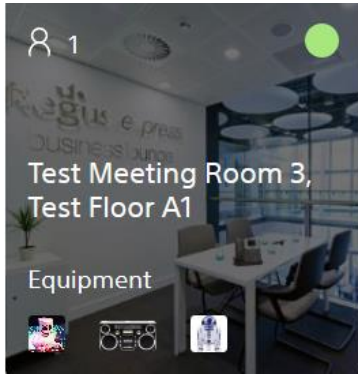
**Icon**

### Add equipment to a meeting room or desk

Go to Site Management – Sites Overview or Site Configuration and add or edit a meeting room or desk. In the settings you can now select the added devices too:

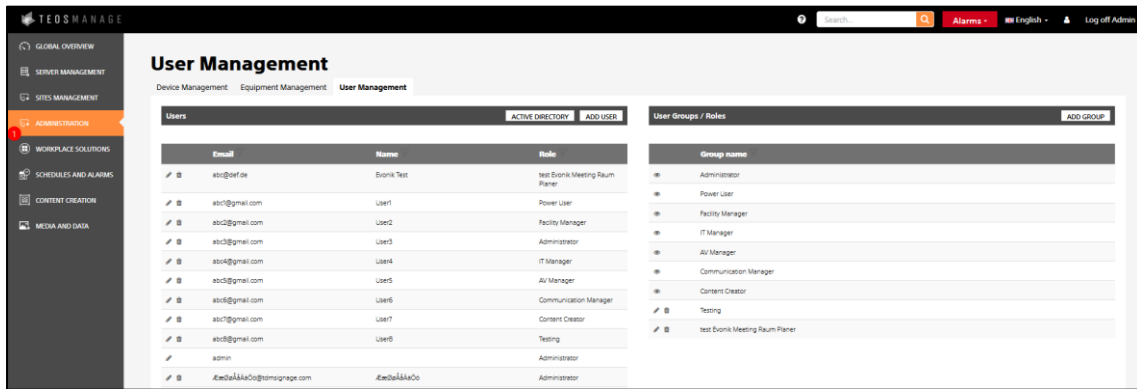
Equipment	
Projector	<input type="checkbox"/>
Videoconferencing	<input type="checkbox"/>
Board	<input type="checkbox"/>
PS4	<input type="checkbox"/>
TV	<input type="checkbox"/>
Virtual Reality	<input type="checkbox"/>
Mini bar	<input type="checkbox"/>
DJ	<input checked="" type="checkbox"/>
Ghettoblaster	<input checked="" type="checkbox"/>
R2D2	<input checked="" type="checkbox"/>

In the TEOS Employee app it will be shown like this:



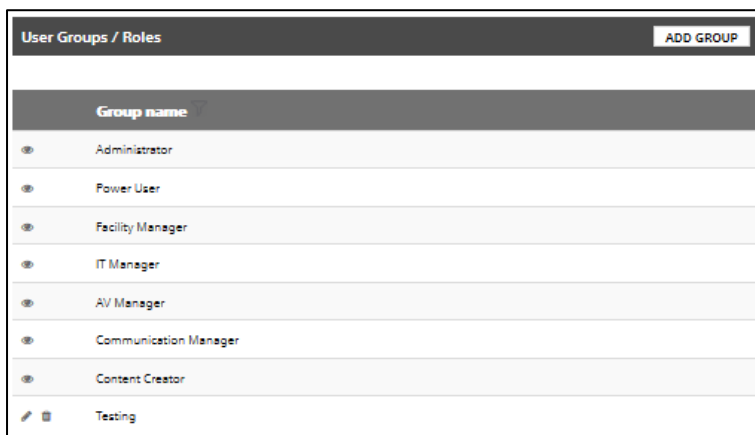
## User Management

On the User Management page, you can create, delete or edit users and create, delete or edit groups and roles. An administrator can create new groups and roles.




### User groups / roles

In this section you will see the standard/pre-created roles at the top. These roles can't be adjusted and only have a view option.



## Standard roles

The rights for the standard roles are set as followed. You can see these when you click the  icon in front of the role.

	Administrator	Power User	Facility Manager	IT Manager	AV Manager	Communication Manager	Content Creator
<b>GLOBAL OVERVIEW</b>							
Dashboard							
Device Statistics							
Room Statistics							
Reception Statistics							
Signage Statistics							
<b>SERVER MANAGEMENT</b>							
Server dashboard							
Settings							
Alerts Management							
Wizard							
Back-up and Restore							
<b>SITE MANAGEMENT</b>							
Sites Overview							
Sites Configuration							
Service Management							
<b>ADMINISTRATION</b>							
Device Management							
Equipment Management							
Users Management							
<b>WORKPLACE SOLUTIONS</b>							
Signage							
Room Booking							
Room Control							
Receptions							
Class Check-in							
Survey							
BRAVIA Meeting Interface							
<b>SCHEDULES AND ALARMS</b>							
Content schedules							
Actions Schedule							
Alarms							
Meeting Schedule							
<b>CONTENT CREATION</b>							
Masterpage							
Templates							
Pages							
Playlists							
Printing badges							
Content log							
Proof of play							
Resolutions							
<b>MEDIA</b>							
Media Upload							
External Data							



## Created roles

**User Group - Edit**  
Server Management > User Management > User Group > Edit

Name:

Permitted menu items:

- Global Overview
- Server Management
  - Server dashboard
  - User Management
  - Settings
  - Back-up and Restore
- Administration (Selected)
- Site Management
- Device Management
- Device Localizations
- Actions Management
- Service Management
- Schedules (Selected)
  - Content schedules
  - Power schedules
- Calendar
- Content Creation
  - Masterpages
  - Templates
  - Pages
  - Playlists
  - Presentations
  - External Data
  - Resolutions
  - Deleted items
- Add-Ons (Selected)
  - Room Booking
  - Room Control
  - Receptions
  - Class Check-in
  - Survey
- Media Upload

[Back](#)

In the USER GROUPS / ROLES section as an administrator you can use the **ADD GROUP** button

to add new roles which you can assign to a user when you are creating or editing a user.

You can give this role a name and select the sections in TEOS Manage where you want the created role to have access to.

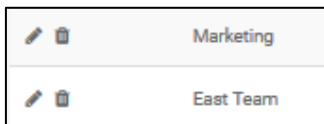
When you select a menu item (the items with a – symbol in front) automatically it will select all subsections of that item.

For example if you select Schedules it will also select Content schedules and Power schedules.

If you select a subsection it will automatically select the menu item.  
For example if you select Content schedule it will automatically activate Schedules.

After saving this created role can be used when creating or editing a user.

After you have created a new role they will appear in the User group / role section from where you also have the options to edit or delete the create role.



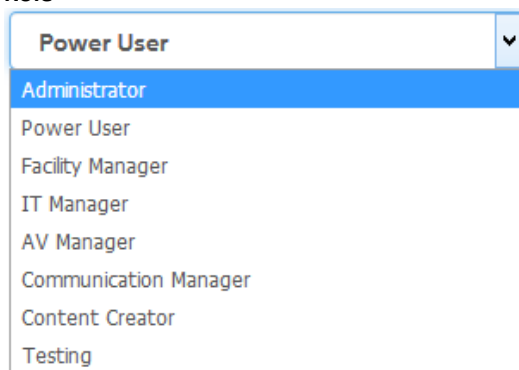
### Creating / Editing a user

When creating or editing a user you will now have more options to use as role for a user.

When you are creating a user by clicking “Server Management” > “User Management” > “Add user” or editing a user by clicking the pencil icon in front of the username you also need to fill in the following details

- Name
- Email
- Phone number
- Language
- Role
- Password
- Confirm password
- Device group access\*
- NFC ID

#### Role



You can find the pre-configured roles here and after those you will see the created roles. In our example this created role is "Testing".

## Active Directory

You can connect TEOS Manage to your Active Directory environment by clicking “Server Management” > “User Management” > “Active Directory”.

In that dialog, you need to fill in the following details:

- Domain controller address
- Username
- Password
- Group names\*
- Default language
- Default user role
- Default device group
- Default user group(s)

*\*In the Group Names section you will need to fill in the user group that is connected to the user in Active Directory. If you want to synchronize the AD users that are member of the AD group “TEOS Users” you need to fill in “TEOS Users” The synchronization will have a delay of 2 minutes.*

# Workplace Solutions



The menu item Workplace Solutions contains 7 items.

- Signage
- Room Booking
- Room Control
- Receptions
- Class Check-in
- Survey
- BRAVIA Meeting Interface

The TEOS Manage user guide will explain in detail how you create Workplace Solutions.

As an Administrator you are able to see all Signage and set the rights for all Signage.

# Schedules and Alarms



In Schedules and Alarms you have the following sections:

- Content Schedules
- Action Schedules
- Alarms
- Meeting Schedules

## Content Schedules

This section is for scheduling content for a device localization / site. How this works is explained in the TEOS Manage User Guide.

## Actions Schedules

By using the “Add action Schedule” button you can create actions and/or power management for devices and device groups.

You can select a specific action type for one or more days of the week and a starting time when this action type has to be executed.

If you check the Active check box the settings will be executed if you leave the Active check box unchecked the settings won't be executed until you check the Active checkbox again. For power schedules you don't have to check an active checkbox.

How this works is explained in the TEOS Manage User Guide.

## Alarms

How this works is explained in the TEOS Manage User Guide.

## Meetings Schedule

How this works is explained in the TEOS Manage User Guide.



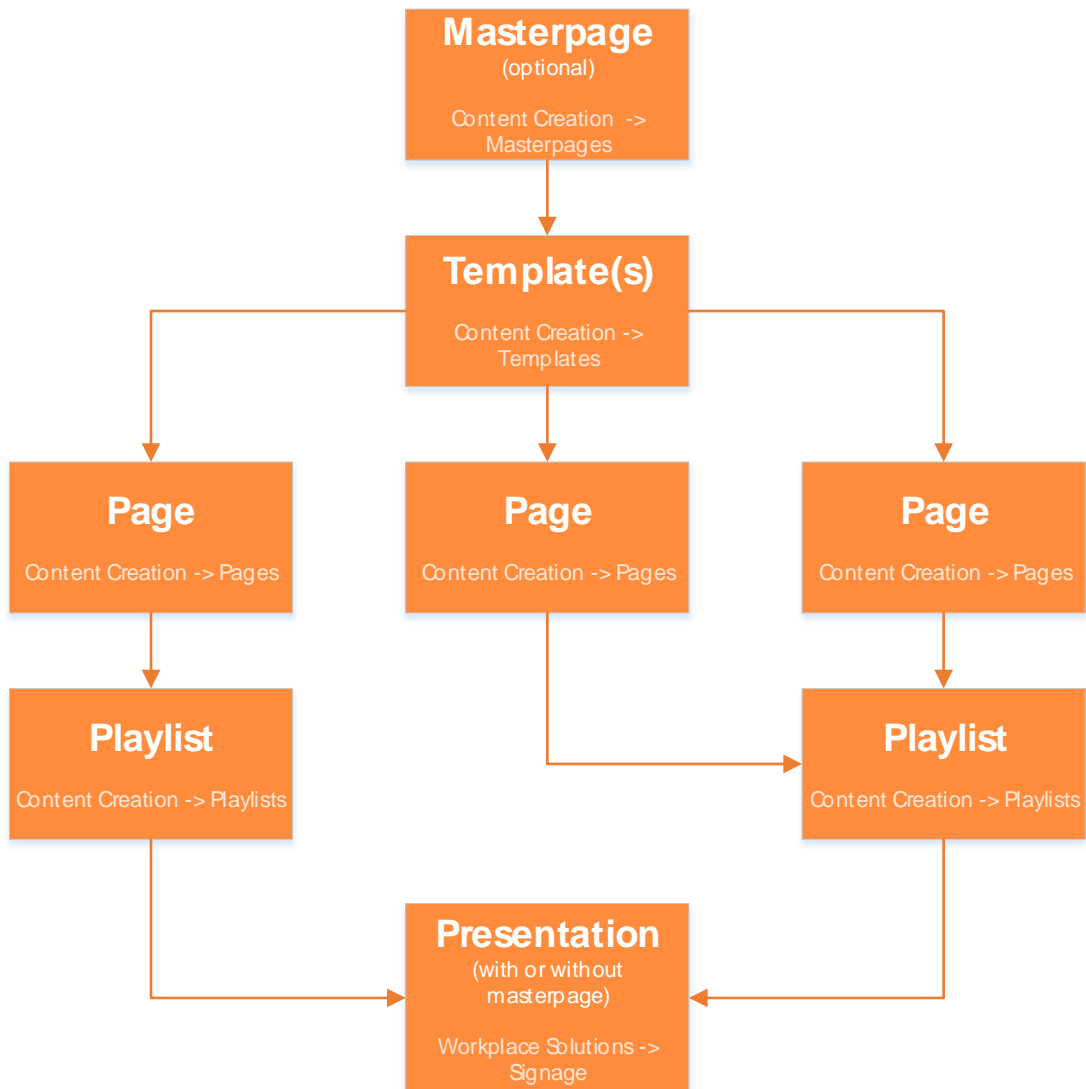
# Content Creation



The digital signage can be fully managed and configured using your web browser. This section is designed to assist you in a user-friendly way to operate TEOS Manage signage and to publish content easily.

How to create content is explained in detail in the TEOS Manage User Guide.

## Content Creation workflow



# Media and Data



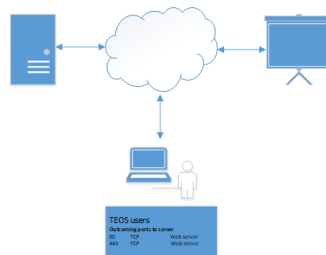
## Media Upload

The media library is used to store the media that you want to use in your environment. In the media library, you can create folders, upload and delete media files. You can also set the rights to make media available or blocked for specific users. Administrators will always have the rights to view or delete all media and folders.

How this works you can find in the TEOS Manage User Guide.

# Overview drawing

TEOS MANAGE Server			
<b>Outgoing ports to device</b>			
Type 8 and 0	ICMP	-	ICMP (PING) For the auto discovery functionality
123	UDP	-	NTP sync
25	TCP	-	SMTP to mail servers
465	TCP	-	Secure SMTP to mail servers
587	TCP	-	TLS to mail servers
2525	TCP	-	TLS to mail servers
80	TCP	-	Sony display IP Control & web access
20332	TCP	-	Sony display meeting room API
20060	TCP	-	Sony display IP control
443	TCP	-	Sony display meeting room API
6541	TCP	-	Signage app (Bravia B2b, TEOS Book, TEOS Player)
5544	TCP	-	Control APP (TEOS player and TEOS Book)
4352	TCP	-	Sony projector PiLink
53595	TCP	-	Sony projectors ADCP
5000	TCP	-	Philips screens for control/status
1515	TCP	-	Samsung screens for control/status
161	UDP	-	LG IP Control using SNMP for control/status
162	UDP	-	LG IP Control using SNMP for control/status
10161	TCP	-	LG IP Control using SNMP (Secure) for control/status
10162	TCP	-	LG IP Control using SNMP (Secure) for control/status
<b>Incoming port</b>			
80	TCP	-	Web server
443	TCP	-	Web server
123	UDP	-	NTP server (optional)



TEOS DEVICES			
<b>BRAVIA PRO</b>			
<b>Outgoing ports to server</b>			
80	TCP	-	Web server
443	TCP	-	Web server
123	UDP	-	NTP
<b>Incoming port from server</b>			
Type 8 and 0	ICMP	-	ICMP (PING) For the auto discovery functionality
80	TCP	-	Sony display IP Control
20332	TCP	-	Sony display meeting room API
20060	TCP	-	Sony display IP control
443	TCP	-	Sony display meeting room API
6541	TCP	-	Signage app
<b>Incoming port from user PC</b>			
8888	UDP	-	TEOS Connect App multicast discovery
9001	TCP	-	TEOS Connect Video
9002	TCP	-	TEOS Connect Audio
9017	TCP	-	Input feedback (touch) app to client
9018	TCP	-	Input feedback (touch) app to client
9019	TCP	-	TEOS Connect PIN/Code verification for Dongleless
9020	TCP	-	TEOS Connect Integrated web server
<b>TEOS player / TEOS Book Devices</b>			
<b>Outgoing ports to server</b>			
80	TCP	-	Web server
443	TCP	-	Web server
123	UDP	-	NTP
<b>Incoming port from server</b>			
Type 8 and 0	ICMP	-	ICMP (PING) For the auto discovery functionality
6541	TCP	-	Signage app (TEOS Book, TEOS Player)
5544	TCP	-	Control APP (TEOS player and TEOS Book)
<b>Incoming port from user PC</b>			
8888	UDP	-	TEOS Connect App multicast discovery (TEOS player only)
9001	TCP	-	TEOS Connect Video (TEOS player only)
9002	TCP	-	TEOS Connect Audio (TEOS player only)
9017	TCP	-	TEOS Connect Input feedback (touch) app to client (TEOS player only)
9018	TCP	-	Input feedback (touch) app to client
9019	TCP	-	TEOS Connect PIN/Code verification for Dongleless (TEOS player only)
9020	TCP	-	TEOS Connect Integrated web server (TEOS player only)
<b>DISPLAY DEVICE</b>			
<b>Outgoing ports to server</b>			
80	TCP	-	Web server
443	TCP	-	Web server
123	UDP	-	NTP
<b>Incoming port from server</b>			
Type 8 and 0	ICMP	-	ICMP (PING) For the auto discovery functionality
80	TCP	-	Sony display IP Control
4352	TCP	-	Sony projector PiLink
53595	TCP	-	Sony projectors ADCP
5000	TCP	-	Philips screens for control/status
1515	TCP	-	Samsung screens for control/status
161	UDP	-	LG IP Control using SNMP for control/status
162	UDP	-	LG IP Control using SNMP for control/status
10161	TCP	-	LG IP Control using SNMP (secure) for control/status
10162	TCP	-	LG IP Control using SNMP (Secure) for control/status





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