

## 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](http://www.extron.com).

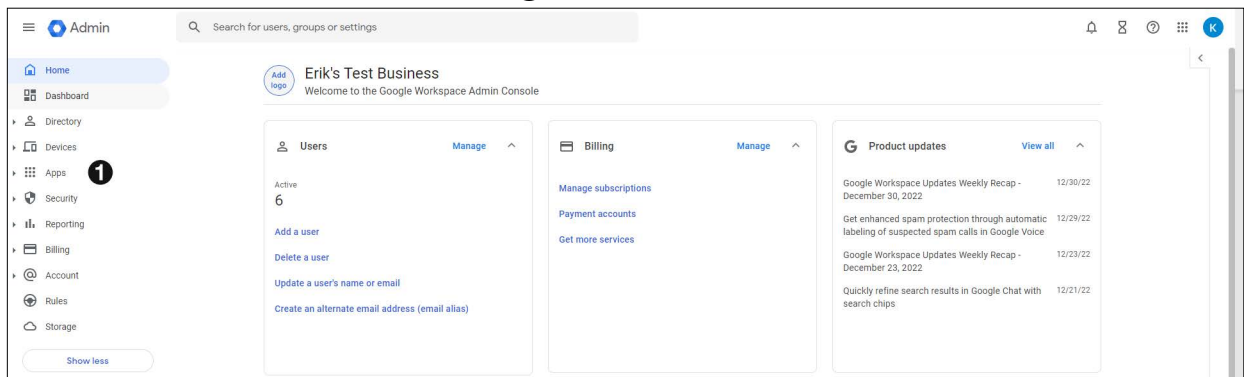
### Prerequisites

- 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

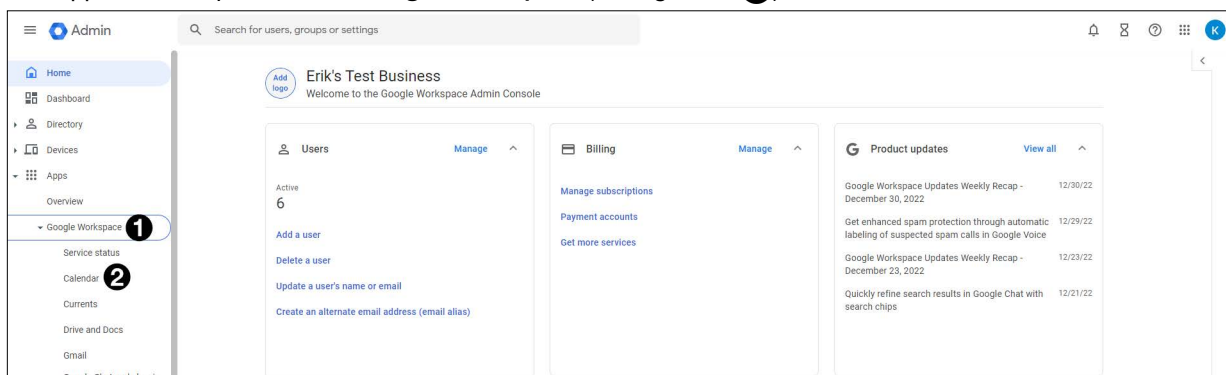
**NOTE:** This section is required if you wish to use Google Calendar resources with the Room Scheduling system. If you are using existing user or personal Gmail account calendars, go to [Step 2: Creating Access Credentials](#) on page 3.

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



**Figure 1. Google Admin Console**

3. The Apps menu expands. Click **Google Workspace** (see figure 2, ①).



**Figure 2. Apps Window**

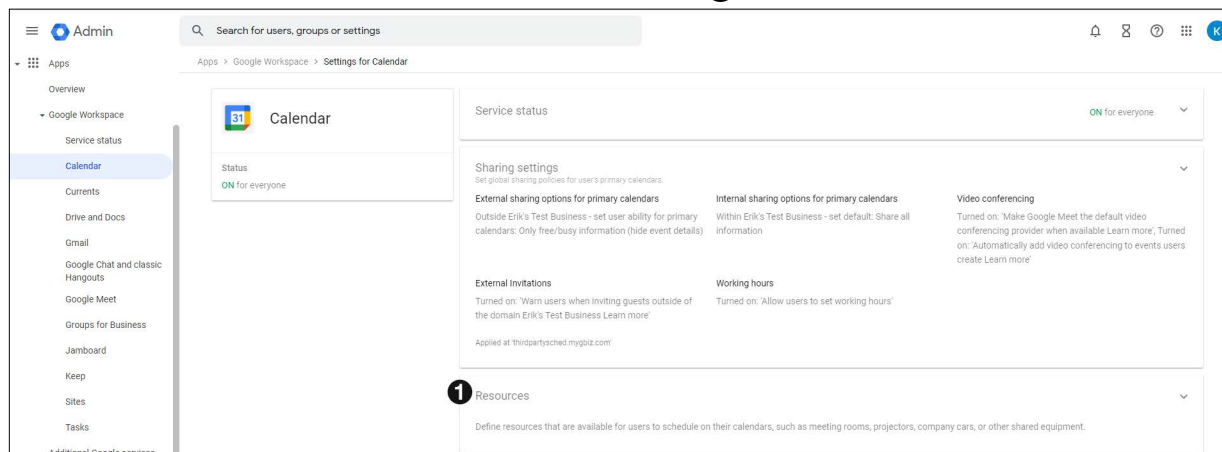
4. Double-click **Calendar** (②).

**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**.

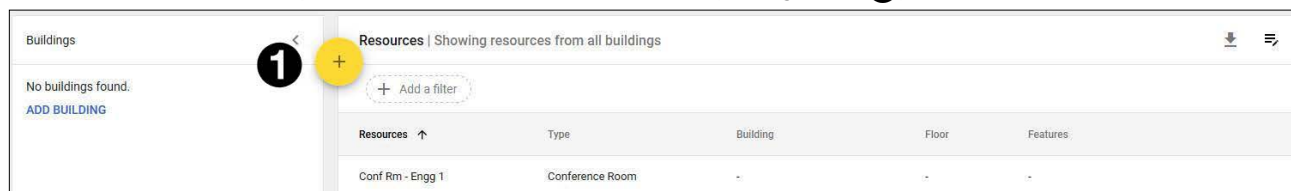
## Google Environments for Room Agent Setup Guide (continued)

5. The Calendar window opens. Click **Resources** (see figure 3, ①).



**Figure 3. Calendar Window**

6. The Resources window opens. Click + to add a new resource (see figure 4, ①).



**Figure 4. Resources Window**

7. The Add resource window opens with a newly created resource. The Auto-generated resource name (see figure 5, ①) initially shows as `-123456789.contoso.com`. The Resource name field (③) is initially empty but is a required field. As the user enters more information, it is concatenated to the auto-generated resource name. For example, if the user enters `room-1` in the Resource name field, the Auto-generated resource name shows `room-1-123456789.contoso.com`. If the user now enters `20` in the optional capacity field, the Auto-generated resource name shows `room-1-123456789.contoso.com (20)`.

### NOTES:

- Resources created before or during October 2017 may not have the Category set (②).
- In some environments, Auto-generated Resource name (①) may appear as Resource name + `<Domain>` + `<Capacity>`, if Capacity (④) is entered.

8. After adding the information, click **ADD RESOURCE** (⑤).

The Add resource window closes.

The Resources window (see figure 4) now lists the new resource that has been added.

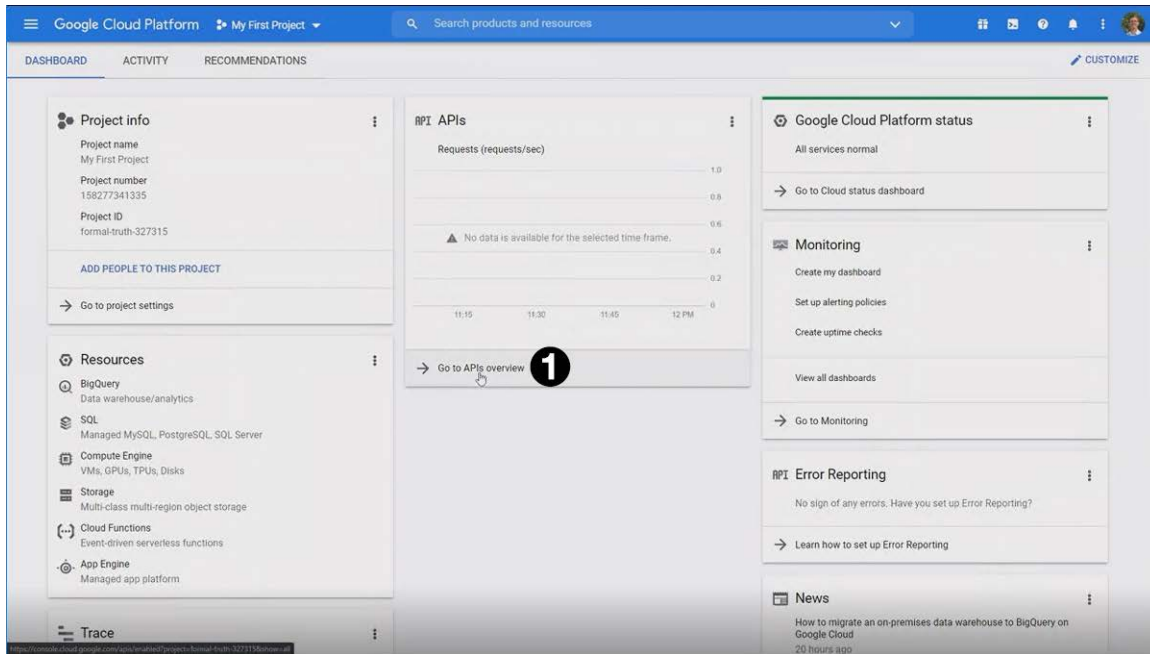
**NOTE:** Make a note of the resource name **exactly** as it appears here. The name is required when you set up Room Agent.

**Figure 5. Add resource Window**

## Step 2: Creating Access Credentials

**NOTE:** As of December 2021 this information is correct. However, this site is not controlled by Extron and may change.

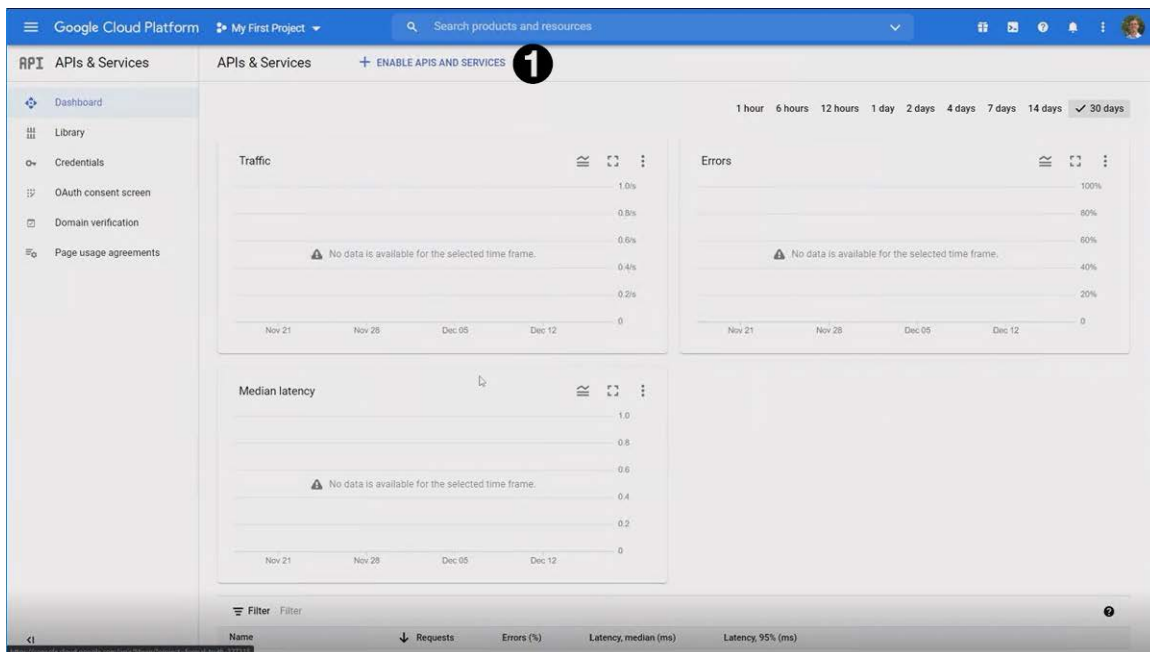
1. Open the Google Cloud Platform Dashboard.



**Figure 6.** Google Cloud Platform Dashboard

2. Click **Go to APIs overview** (see figure 6, 1).

The APIs & Services page opens.

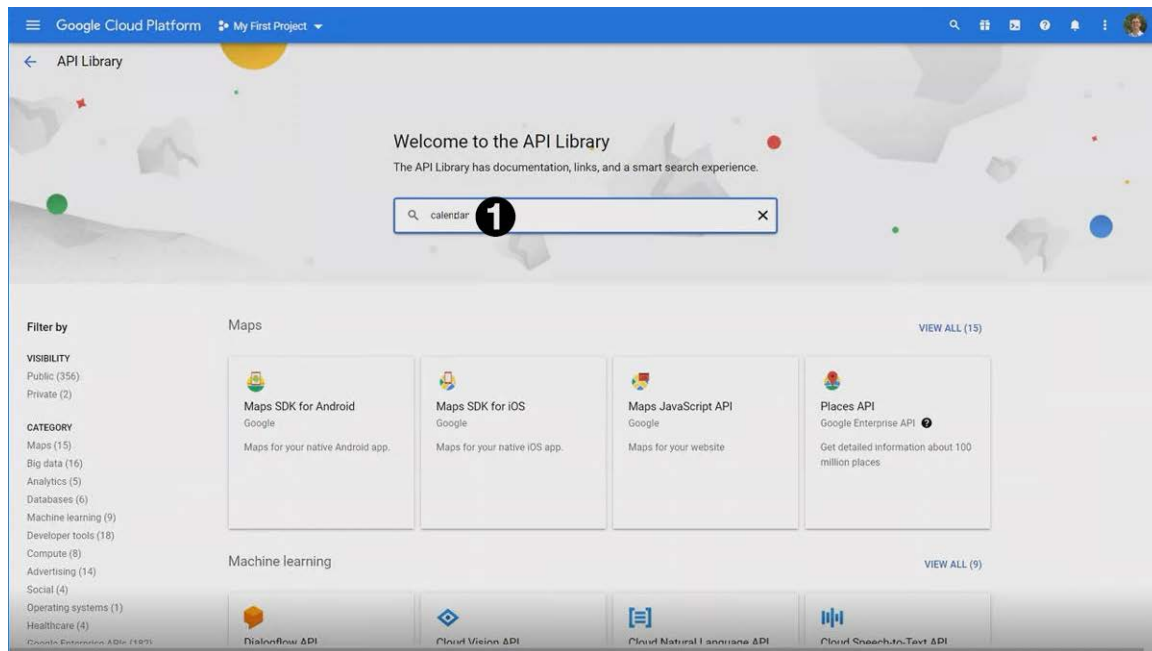


**Figure 7.** APIs & Services page

3. Click **ENABLE APIS AND SERVICES** (see figure 7, 1).

## Google Environments for Room Agent Setup Guide (continued)

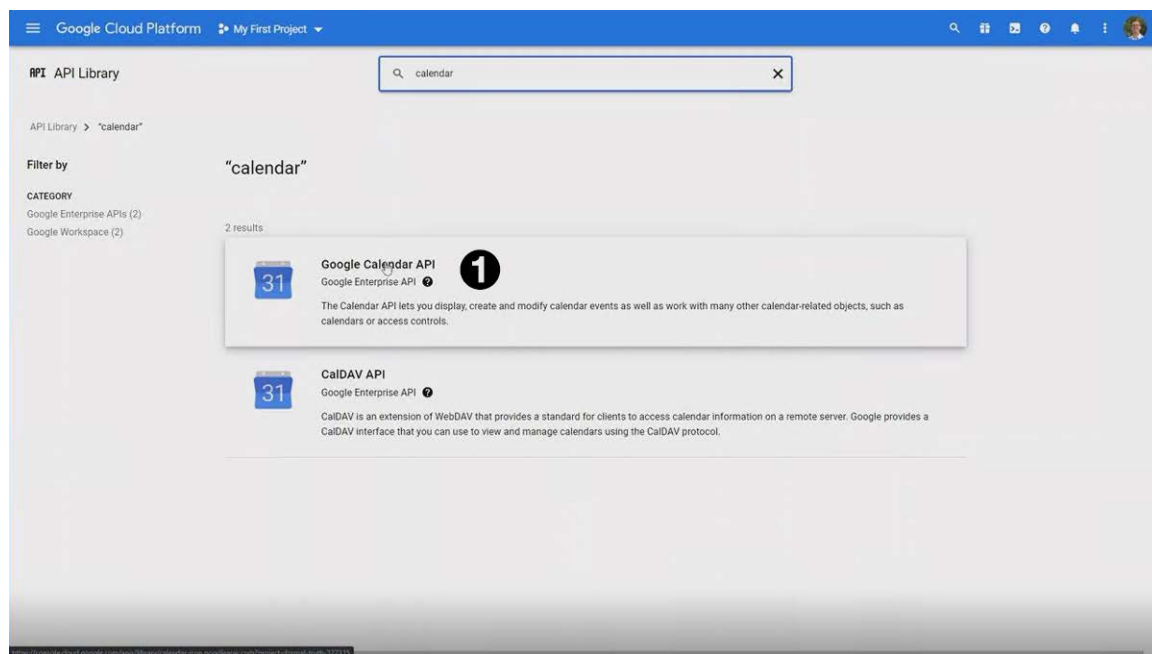
The API Library page opens:



**Figure 8. API Library**

4. Enter Calendar in the search window (see figure 8, ①).

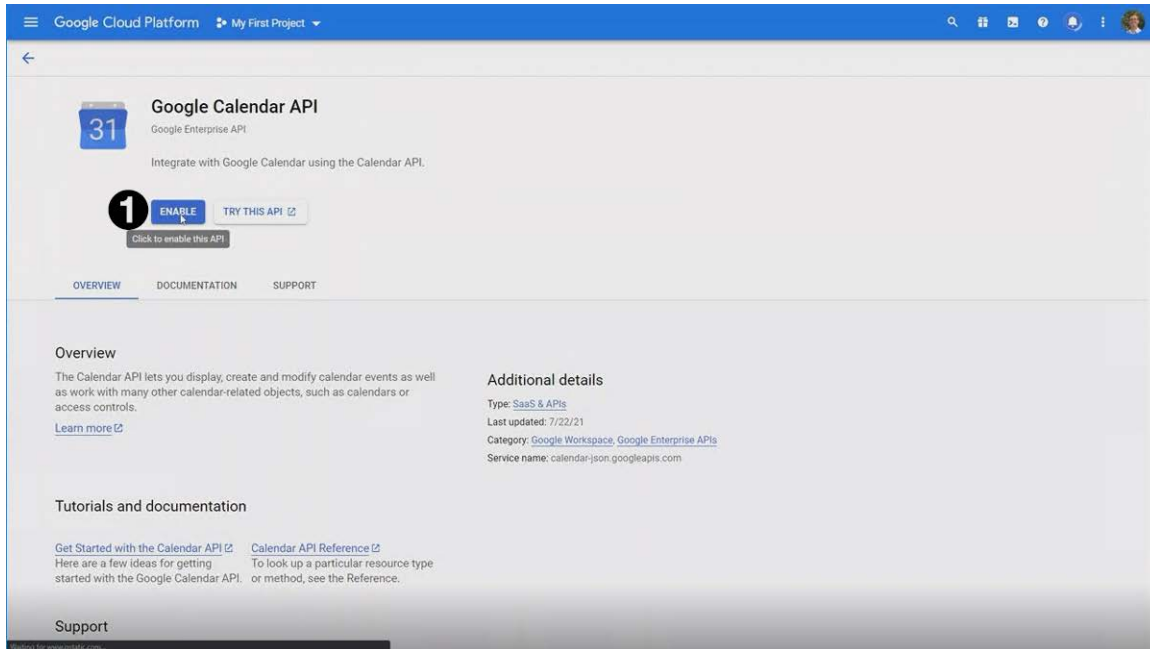
A list of available calendars is shown.



**Figure 9. Search Results for “Calendar”**

5. From the search results, select Google Calendar API (see figure 9, ①).

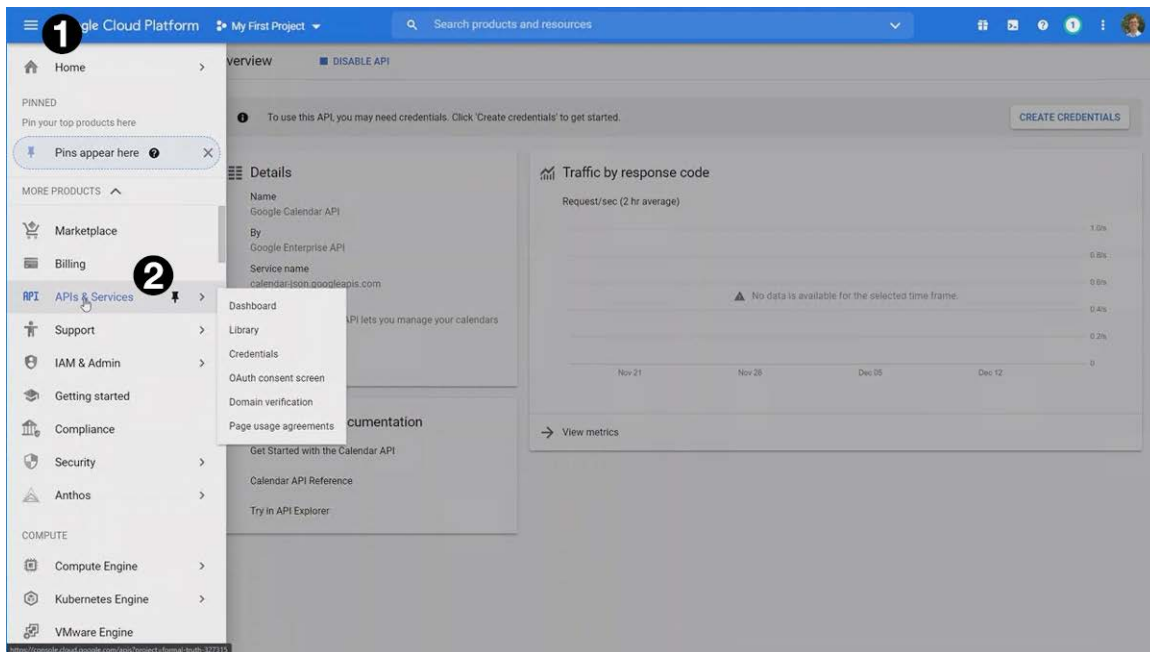
The Google Calendar API page opens.



**Figure 10. Google Calendar API Page**

6. Click **ENABLE** (see figure 10, ①).

The Overview page opens.

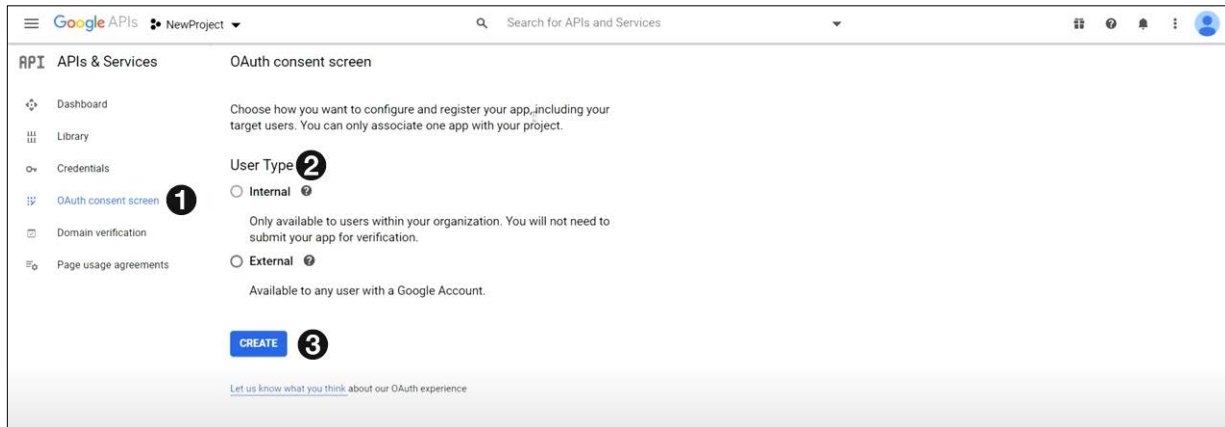


**Figure 11. Overview Page**

7. Click the menu icon in the top left corner (see figure 11, ①).
8. From the drop-down list, click **APIs & Services** (②).

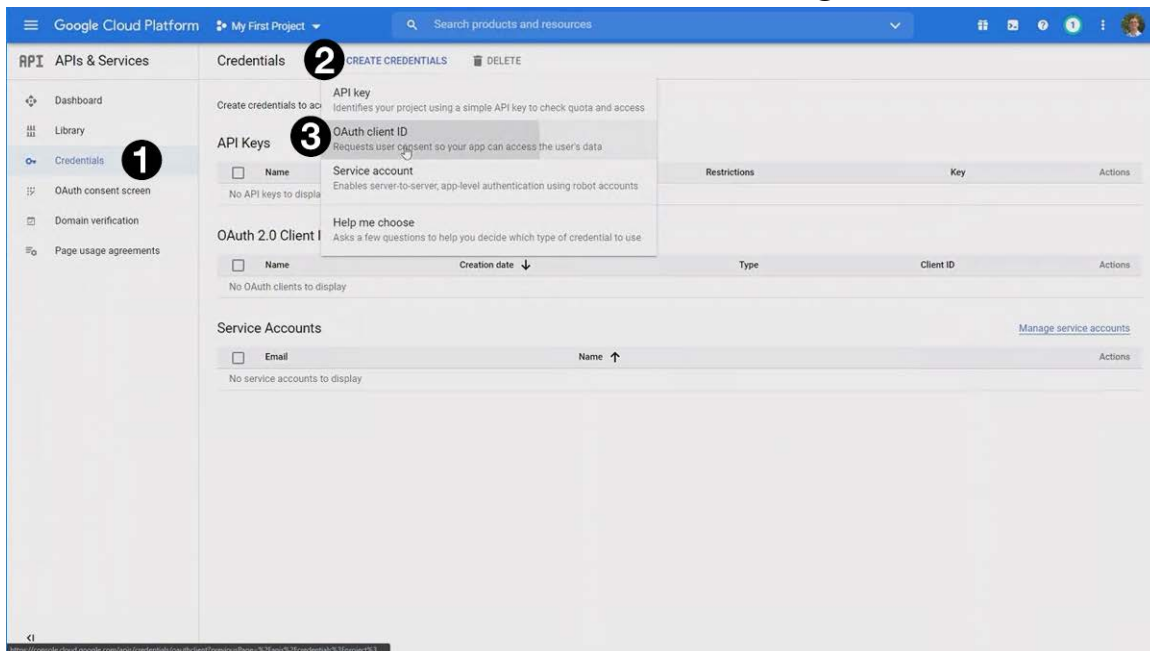
## Google Environments for Room Agent Setup Guide (continued)

The APIs & Services page opens.



**Figure 12. APIs & Services Page**

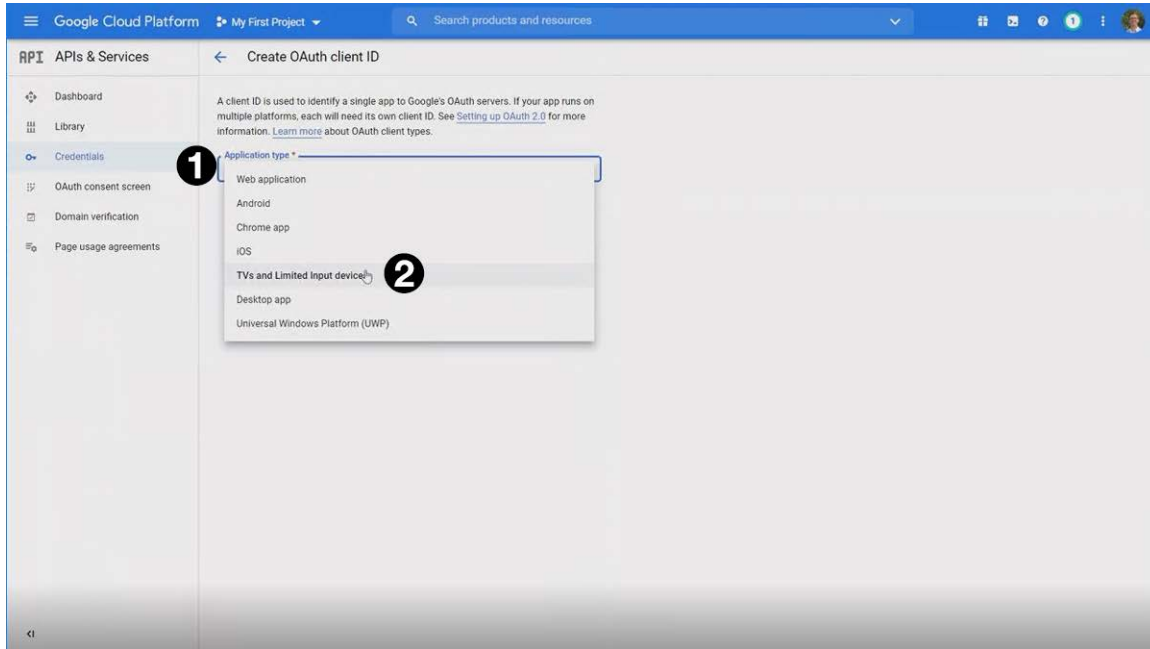
9. Click **OAuth consent screen** (figure 12, ①).
10. Select the User Type for your app (②), then click **Create** (③).
11. Complete the app registration form, then click **Save and Continue**.
12. If you're creating an app for use outside of your Google Workspace organization, click **Add or Remove Scopes**. Add and verify the authorization scopes required by your app, then click **Save and Continue**.
13. If you selected External for user type, add test users:
  - a. Under Test users, click **Add users**.
  - b. Enter your email address and any other authorized test users, then click **Save and Continue**.
14. Review your app registration summary. To make changes, click **Edit**. If the app registration looks OK, click **Back to Dashboard**.
15. In the menu at the left of the screen, click **Credentials** (see figure 13, ①).



**Figure 13. Create Credentials**

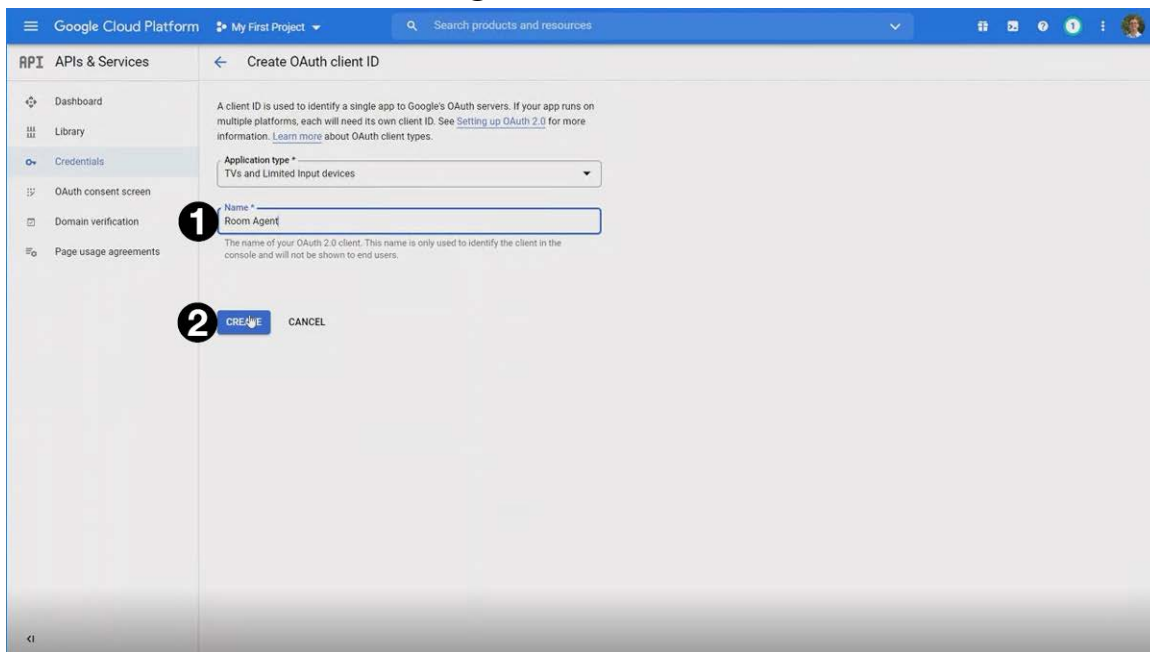
16. On the page that opens next, click **CREATE CREDENTIALS** (②).
17. From the drop-down list, click **OAuth client ID** (③).

The Create OAuth client ID page opens.



**Figure 14. Create OAuth client ID Page**

18. Click **Application type** (see figure 14, ①).  
The Application type drop-down list opens.
19. Click **TVs and Limited Input devices** (②).



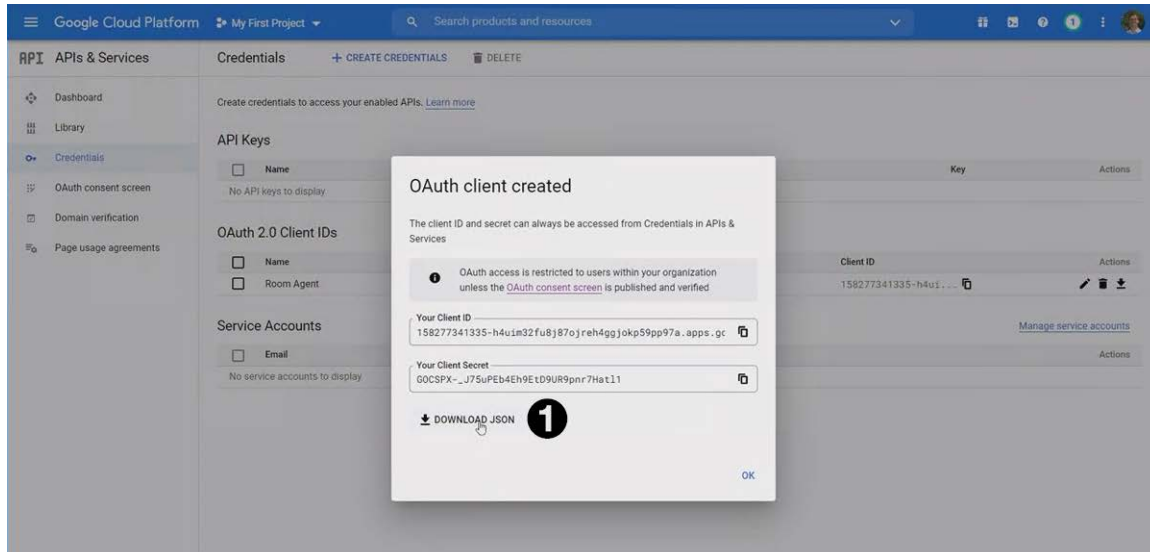
**Figure 15. Create OAuth client ID Page**

20. Enter a name in the Name field (see figure 15, ①).
21. Click **CREATE** (②).



## Google Environments for Room Agent Setup Guide (continued)

The OAuth client created dialog box opens.

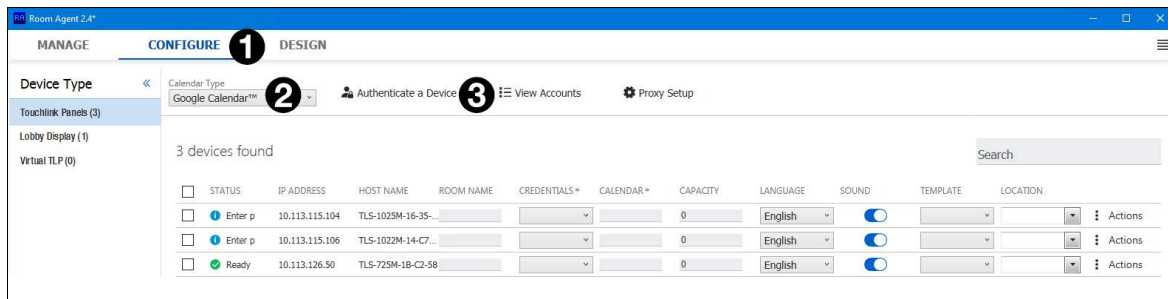


**Figure 16. OAuth Client Created Dialog Box**

22. Click **DOWNLOAD JSON** (see figure 16, ①).
23. Save the json file and make a note of where it was saved.

### Step 3: Authenticate a Device to Google

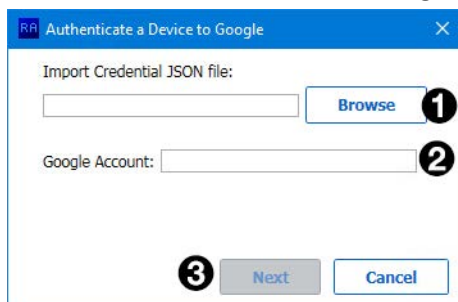
1. Open Room Agent.



**Figure 17. Room Agent CONFIGURE tab**

2. If necessary, click the **CONFIGURE** tab (see figure 17, ①).
3. Select **Google Calendar™** from the Calendar Type drop-down list (②).
4. Click **Authenticate a Device** (③).

The Authenticate a Device to Google dialog box opens.



**Figure 18. Authenticate a Device to Google dialog box**

5. Click **Browse** (see figure 18, ①) and navigate to the location of the JSON file saved in step 23, above.
6. Enter the Google Account name (②). This can be any character string that allows you to identify the account.
7. Click **Next** (③).



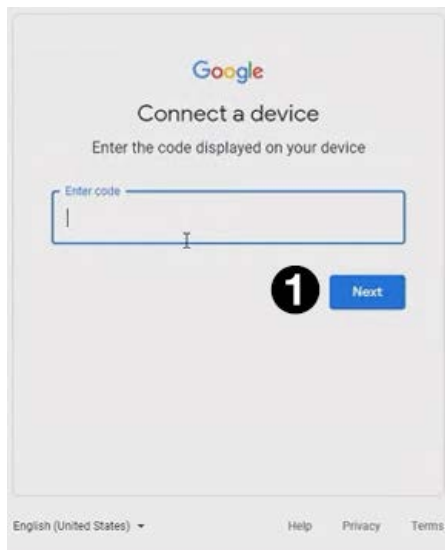


**Figure 19. User Code**

The Authenticate a Device to Google dialog box displays the User Code (see figure 19, ❶). This code is valid for 30 minutes.

8. Click the <https://www.google.com/device> link (❷).

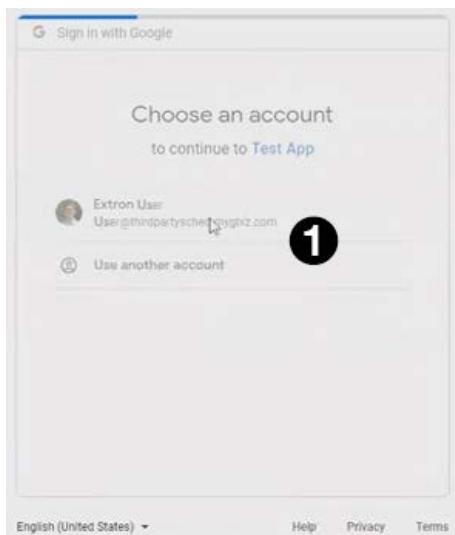
The Connect a Device dialog box opens (see figure 20).



**Figure 20. Connect a Device dialog box**

9. Enter the user code from figure 19, above.
10. Click **Next** (❶).

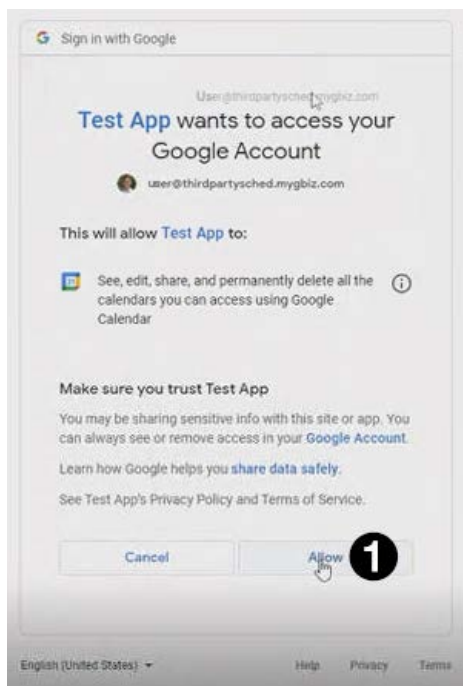
The Sign in with Google dialog box opens.



**Figure 21. Choose an Account**

11. Select an account (see figure 21, ❶).

## Google Environments for Room Agent Setup Guide (continued)



**Figure 22. Allow Google to Access your Account**

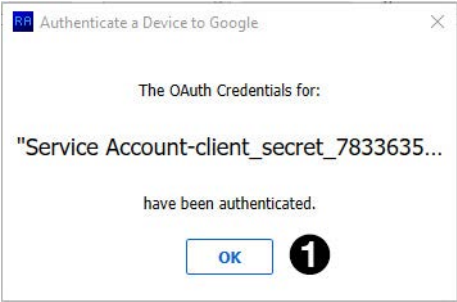
12. Click **Allow** to permit Google to access your Google account (see figure 22, **1**).



**Figure 23. Device Connected**

When Google is able to connect to your account, the Success! message is shown (see figure 23). The Sign in with Google window closes and you return to Room Agent.

13. Click **Check Authentication Status**.



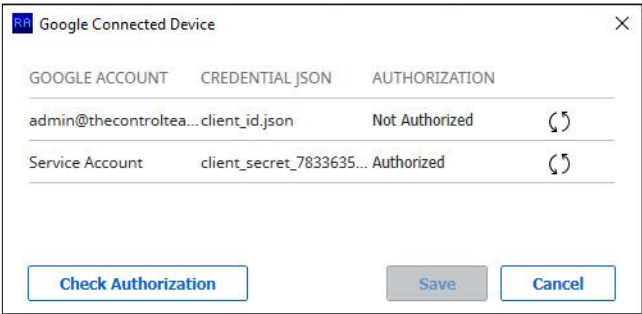
**Figure 24. Authentication Complete**

Room Agent shows The OAuth Credentials... have been authenticated (see figure 24).

14. Click **OK** (1).

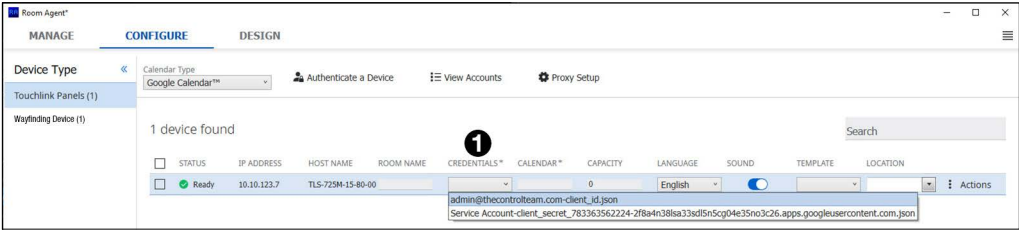
The new account is added to the list of available accounts and can be viewed by either of the following methods:

- Click **View accounts** at the top of the Room Agent **CONFIGURE** tab (see fig 17 on page 8). The Google Connected Device dialog opens (see figure 25).



**Figure 25. View all available accounts**

- By clicking on the **CREDENTIALS** cell of any of the panels listed on the **CONFIGURE** tab (see figure 26, 1). A drop-down list shows the available accounts.



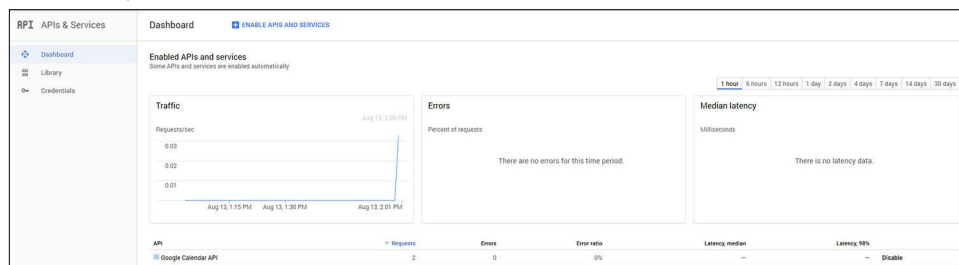
**Figure 26. Google Account Cell**

# Google Environments for Room Agent Setup Guide (continued)

## 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 27. 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).

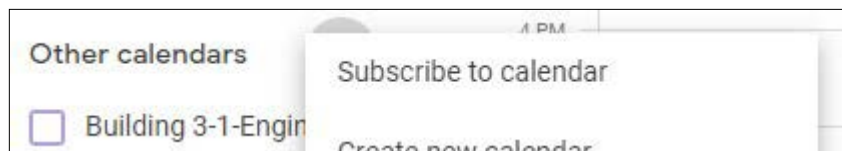
The Admin account must be subscribed to the Room Account Calendar in order for the Touchlink Scheduling Panel to read the calendar.

1. While logged in with the Admin account, go to [calendar.google.com](https://calendar.google.com).



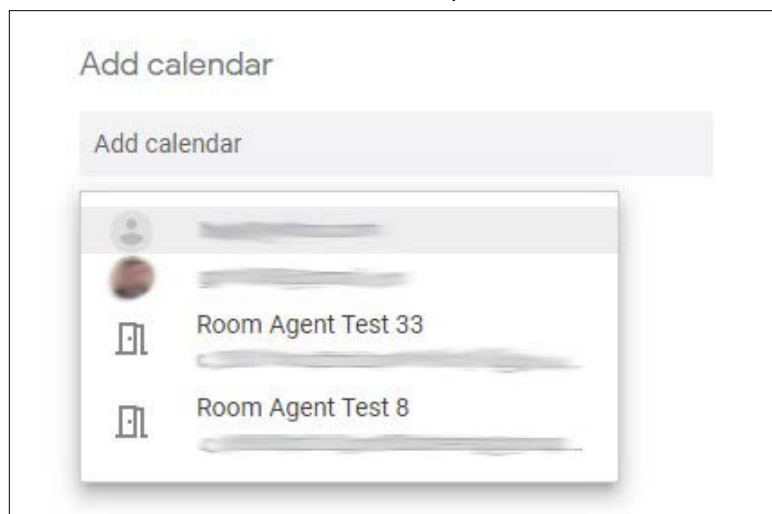
**Figure 28. Open Other Calendars**

2. Click the + button next to the Other Calendars section.



**Figure 29. Select Subscribe to Calendar**

3. Click on the **Subscribe to calendar** option.



**Figure 30. Select Calendar**

4. Select a calendar from the dropdown list.