hushAssistant

Innovate booth's managing system
for **hush**free acoustic pods



USER'S GUIDE
BENUTZERHANDBUCH
MANUEL D'UTILISATION
PODRĘCZNIK UŻYTKOWNIKA

hushoffice

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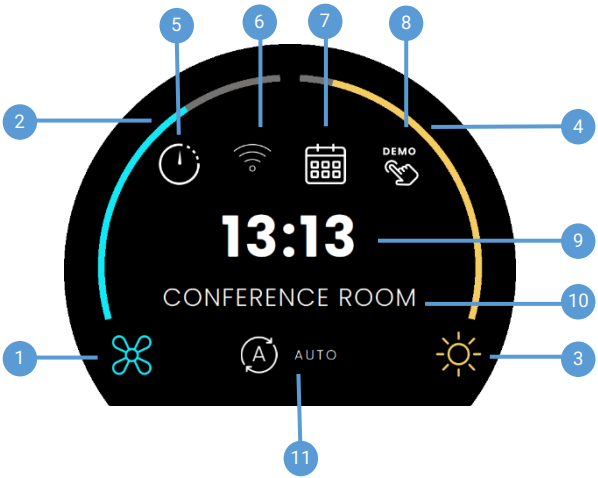
1. Introduction

The hushAssistant acoustic pod management system is equipped with a round touchscreen that provides information about the ventilation and lighting levels and allows you to change them. The device is equipped with an occupancy sensor, thanks to which it recognizes whether the pod is occupied and activates or deactivates all pod equipment accordingly.

The system supports integration with the Microsoft 365 Business platform.

The connection to the Internet is provided via a wired (Ethernet) or wireless network (2.4 GHz / 5 GHz Wi-Fi in the 802.11b/g/n/ac standard). It is not possible to connect to guest networks that use captive portals. It is also not possible to install additional software to enable device authentication. In such cases, to create an exception rule allowing the device to connect to the Internet, please contact your network administrator. The device should be located no more than 10 metres from the nearest Wi-Fi access point.

2. Home screen



Description of the home screen items:

① Ventilation button
② Ventilation level bar
③ Lighting button
④ Main lighting power level bar
⑤ Timer button
⑥ Guest Wi-Fi network button
⑦ Calendar button
⑧ Demo mode button
⑨ Clock
⑩ Pod name
⑪ Active mode

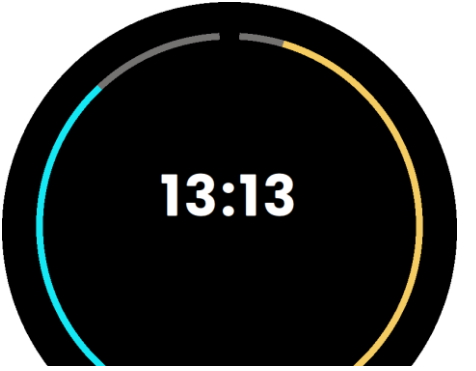
On the home screen, the device displays the current time and the name of the resource account (Microsoft 365 Business) to which the pod has been assigned (function available after integrating the pod with the resource account).

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From the home screen, the user can choose from the following functions:

1. Opening the timer screen;
2. Opening the guest Wi-Fi network screen (function activated in the administration panel);
3. Opening the calendar screen (function available after integrating the pod with the resource account);
4. Entering demo mode;
5. Entering the administration panel (by holding the clock for 3 seconds);
6. Setting the mode;
7. Entering the manual ventilation setting screen;
8. Entering the manual side lighting setting screen;
9. Enter the manual main lighting setting screen.

In addition, if there is no user activity for 5 minutes, the idle screen will appear on the display:

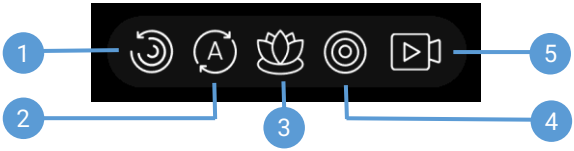


Touching the display screen will take you back to the features menu.

3. Lighting and ventilation control

The device allows you to control the ventilation and lighting levels of the main lamp (brightness, colour) and the side lamp (this option is available only for selected pod models). The levels can be set to predefined values (programmed in the modes) or changed manually by the pod user.

3.1. Mode selection



The device's operating mode can be changed from the home screen by clicking on the active mode icon. After expanding the bar, select the mode you are interested in.

Description of the mode bar items:

① Default mode
② Automatic mode
③ Relax mode
④ Focus mode
⑤ Video call mode (optional)

Each mode has programmed values for lighting and ventilation levels:

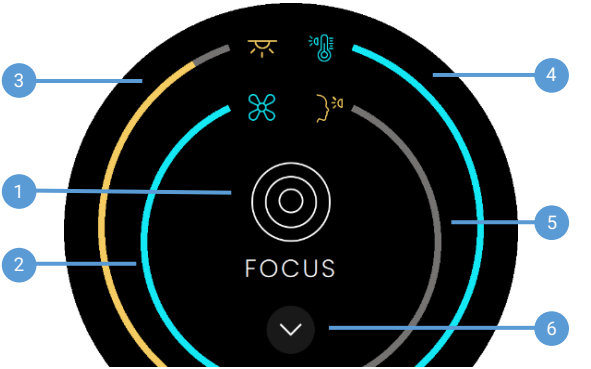
	Ventilation	Main lighting power	Main lighting colour	Side lighting
Default	User settings	User settings	User settings	0%
Auto	100%	50% - 100%	2700K - 6500K	0%
Relax	100%	70%	2800K	0%
Focus	100%	90%	6500K	0%
Video call	100%	60%	4000K	100%

In the default mode, the main lighting power and colour, as well as the ventilation power, are taken from the settings selected by the user.

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In the automatic mode, the control of the colour and power of the lighting is done automatically based on the human circadian rhythm.

After selecting the mode, the device will display a screen with a preview of the settings for the selected mode. The centre of the screen displays the symbol and name of the selected mode, and the bars ②, ③, ④, ⑤ visualize the set levels.



Description of mode screen items:

① Current mode
② Ventilation level bar
③ Main light power level bar
④ Main light colour bar
⑤ Side light power level bar
⑥ Exit screen button

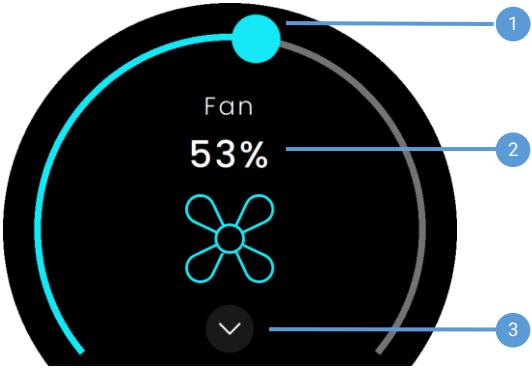
3.2. Manual control

Manual control is performed by adjusting the slider on one of the three available screens:

1. Ventilation level setting screen;
2. Side lighting level setting screen;
3. Main lighting setting screen.

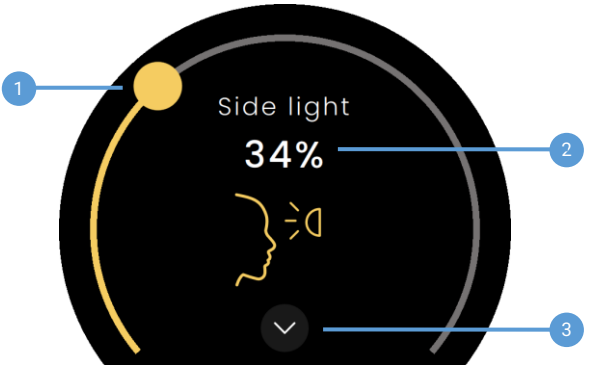


The above screens can be accessed by clicking on one of the three icons on the home screen:



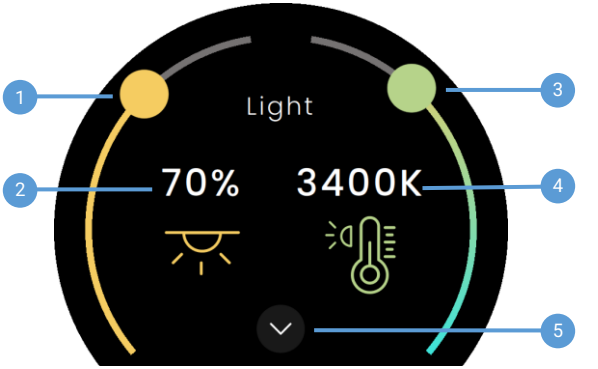
Description of items on the ventilation level setting screen:

① Ventilation power slider
② Current ventilation power
③ Exit screen button



Description of the items on the side lighting level setting screen:

① Lighting power slider
② Current side lighting power
③ Exit screen button

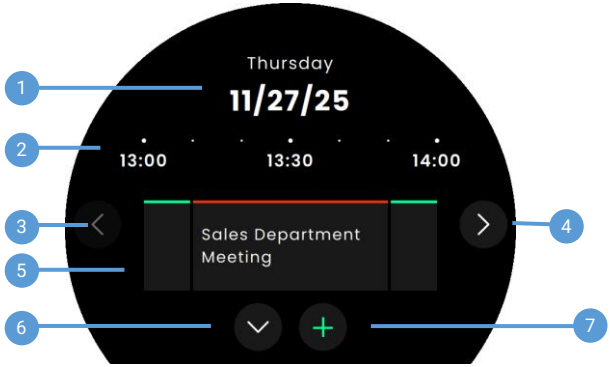


Description of the items on the main lighting level setting screen:

① Lighting power slider
② Current lighting power
③ Lighting colour slider*
④ Current lighting colour value*
⑤ Exit screen button
**option available for cabins with side lighting*

4. Calendar

The calendar screen displays a schedule of available and occupied pod slots for 3 hours ahead. Slots are booked using the Microsoft 365 Business platform. Using the ③ and ④ buttons, you can scroll the calendar forward and backwards on the timeline.



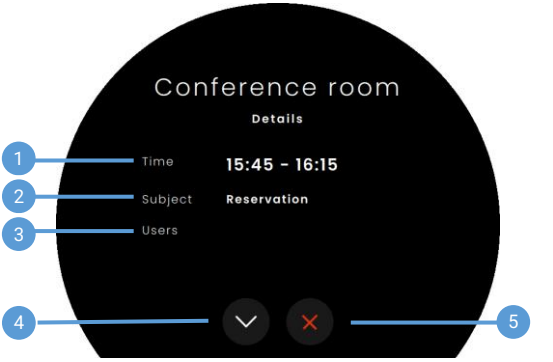
Description of the items on the calendar screen:

① Current date
② Timeline
③ Scroll back button
④ Scroll forward button
⑤ Appointments view
⑥ Exit screen button
⑦ Ad hoc meeting button

4.1. Meeting Details

The meeting details screen displays information about the occupied cabin slot. The information includes the meeting date (start and end times), topic, and the list of participants. For meetings created using the ad hoc booking method, the list of participants will be empty.

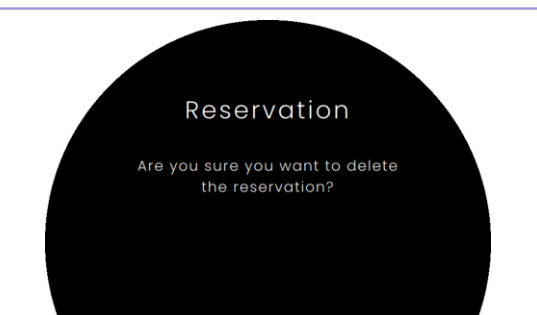
The option to delete a meeting is only available for a slot reserved using the ad hoc booking.



Description of the elements on the meeting details screen:

① Meeting date
② Meeting subject
③ Meeting participants
④ Exit screen button
⑤ Delete meeting button

After clicking the delete meeting button, the application displays a message asking you to confirm the operation.

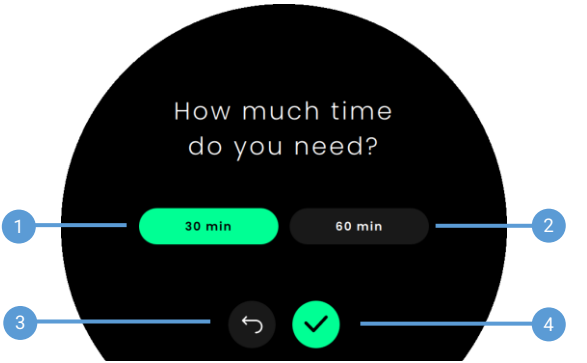


Description of the elements on the Delete Meeting confirmation screen:

① Cancel button
② Confirm button

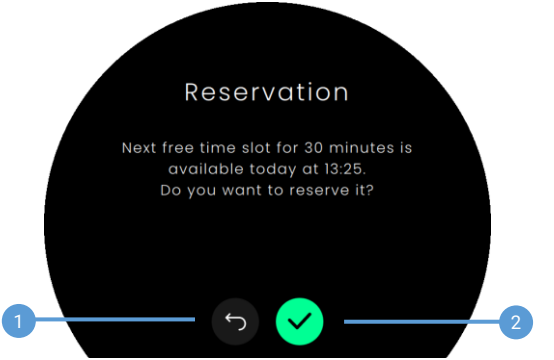
5. Ad hoc booking

Ad hoc booking is a function of reserving cabin usage slots from the hushAssistant system. After clicking the quick booking button on the calendar screen, the quick booking screen appears. On this screen, you must select the preferred meeting length and press the confirm button. This operation will send a request to create a duration to the Microsoft 365 Business platform. The meeting will be automatically added to the cabin calendar. If the cabin is currently free for a period at least equal to the quick booking duration. Otherwise, the application will search for the nearest free slot to use and present a proposal to the user. The quick booking request may not be completed if the internet connection has been lost or the cabin does not have free slots until the end of the next day.



Description of the elements on the quick booking screen:

① 30 minutes meeting slot button
② 60 minutes meeting slot button
③ Cancel button
④ Confirm button

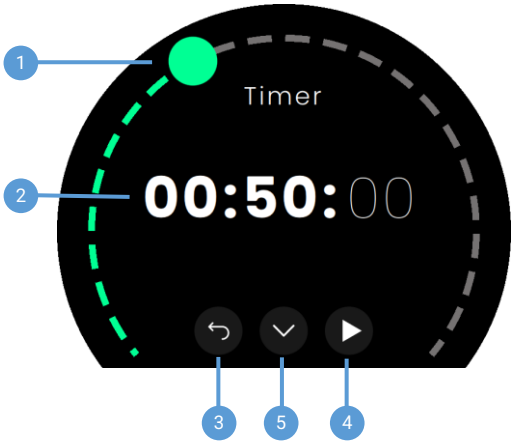


Description of the elements on the message screen about the next available date for the reservation:

① Cancel button
② Confirm button

6. Timer

The timer allows you to set a countdown of a given time in the range of 5 minutes (default value) to a maximum of 2 hours. The time is set on the slider with a time division every 5 minutes. The timer is started with the start button ④.

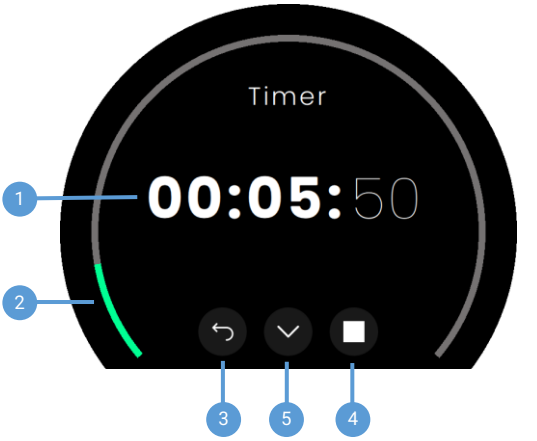


Description of the items on the timer setting screen:

① Time setting slider
② Current time setting
③ Reset to default value button
④ Start button
⑤ Exit screen button

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Once the timer starts, the elapsed time will be displayed on the home screen instead of the clock. It will also be displayed on the timer screen, as shown in the image below:



Description of the items on the timer screen:

① Current timer time
② Timer progress bar
③ Stop and reset to the default button
④ Stop button
⑤ Exit screen button

Once under 3 minutes, the timer font colour and its progress bar will change to red. In addition, beeps will sound at 3, 2, and 1 minute before the end. When the countdown ends, the device will sound a triple beep.

7. Guest Wi-Fi network

The screen provides information about the Wi-Fi network in text form and a QR code that can be scanned with a scanner. Thanks to this, the pod user can easily and quickly connect to the Wi-Fi network intended for guests. The information on this screen includes the network name, network password and encryption type.

Supported encryption types are **WPA/WPA2, WEP** and **no encryption**.



Description of the items on the guest Wi-Fi network screen:

① Wi-Fi information in QR code form
② Wi-Fi information in text form
③ Exit screen button

8. Demo mode

After clicking the demo mode button on the main screen, the application enters demo mode. A connection to the Internet and the cabin calendar account is simulated. Then, the recorded demo show starts playing in the application, which can be interrupted by touching the screen. In this case, a message is displayed asking you to confirm stopping the show. Pressing the cancel button will continue playback.

After the playback is finished, the application remains in demo mode, where the user has full freedom to test the application. Exiting the demo mode is done by pressing the stop button or by running out the time limits set on the demo mode settings screen.

9. Coffee time

Activating this option in the administration panel will remind the user to take a break after each hour of inactivity.

The screen will automatically disappear after 30 seconds or when the user presses the skip message button ①.

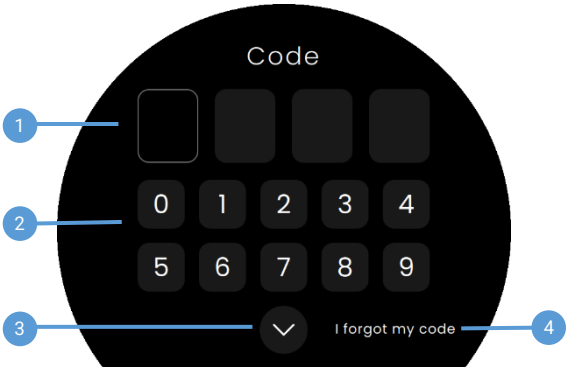


Description of the items on the coffee time screen:

① Skip screen button

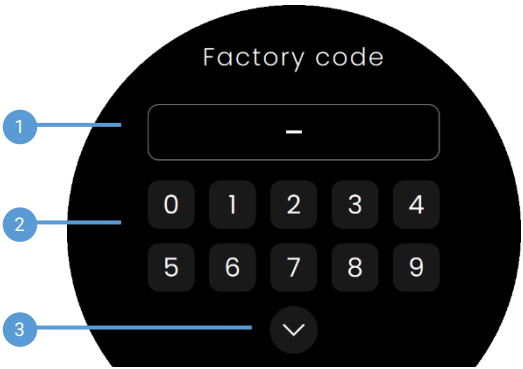
10. Configuration

To enter the configuration menu, press and hold the clock on the home screen for 3 seconds. A screen will be displayed where you need to enter a 4-digit security code (the default is 0000). If you do not remember the code, press the ④ button and enter the 8-digit factory code of the device (to obtain the factory code, contact the pod supplier. It is also located on the nameplate on the rear wall of the device).



Description of the items on the security code entry screen:

① Security code
② Numeric keypad
③ Exit screen button
④ Forgotten code recovery button



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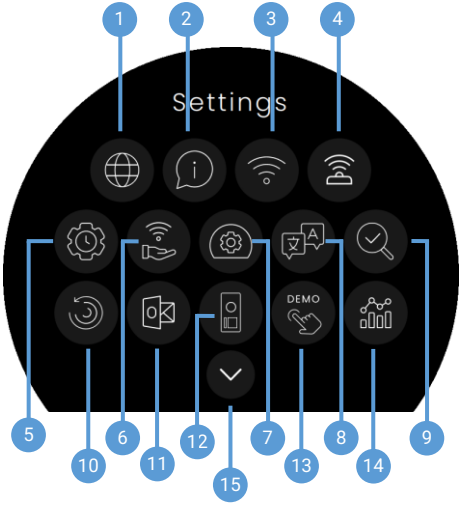
Description of the items on the factory code entry screen:

① Factory code
② Numeric keypad
③ Exit screen button

After successful verification with the security code (or factory code), the main settings screen will appear, from which you can go to one of the 9 prepared screens of the administration panel:

1. Time zone selection
2. System information
3. Internet connection
4. Time settings
5. Guest Wi-Fi network configuration
6. Device settings
7. Language selection
8. Microsoft 365 Business integration
9. Device diagnostics

Exiting the above screens will take you back to the main settings screen.

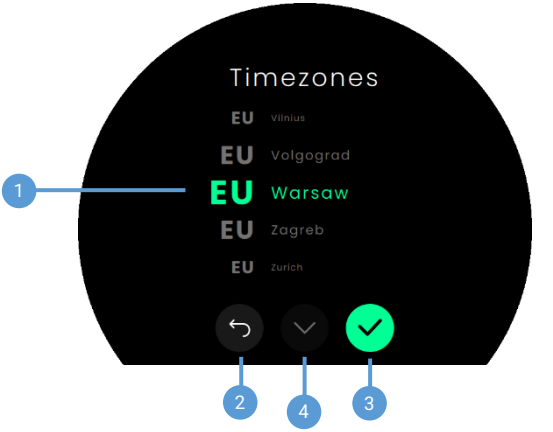


Description of the items on the main settings panel screen:

① Time zone selection button
② System information button
③ Network connection settings button
④ Presence sensor settings button
⑤ Date and time settings button
⑥ Guest Wi-Fi information settings button
⑦ Device settings button
⑧ Language settings button
⑨ Device diagnostics panel button
⑩ Operating modes settings button
⑪ Microsoft 365 Business integration settings button
⑫ External display settings button*
⑬ Demo mode settings button
⑭ Analytics settings button**
⑮ Exit button

** Available for pods equipped with an external display*
*** Available for pods with the HW2 hardware platform*

10.1.Selecting the time zone

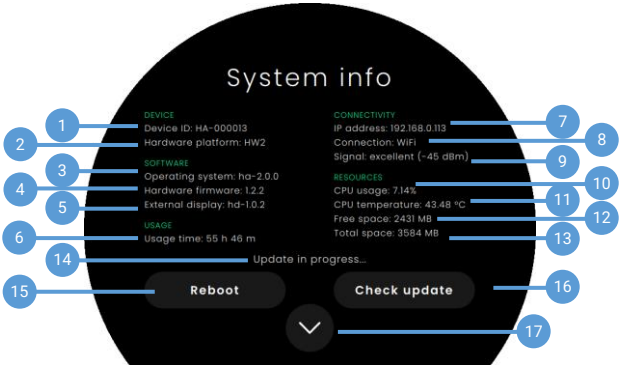


Description of items on the time zone selection screen:

① Time zone settings button
② Undo changes button
③ Confirm changes button
④ Exit screen button

Setting the time zone involves selecting the appropriate zone from the options available on the list ①, and then confirming the selection by pressing the green button ③. To cancel changes, press the ② button.

10.2.System information

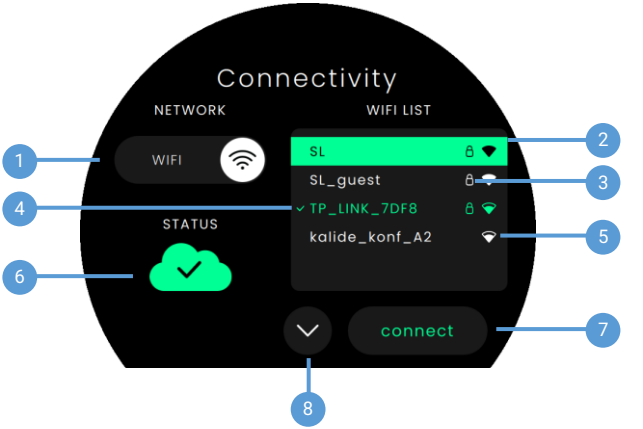


Description of the items on the system information screen:

① Device serial number
② Hardware platform number
③ System software version
④ Firmware version
⑤ Hardware platform version
⑥ Total device operating time
⑦ Device IP address
⑧ Type of Internet connection
⑨ Wi-Fi signal strength
⑩ CPU load
⑪ CPU temperature
⑫ Available device memory
⑬ Total device memory
⑭ Update notification
⑮ Device restart button
⑯ Software update check button
⑰ Exit button

The system information screen contains a range of information related to the device's operating status, network connection, and time worked.

10.3.Connecting to the network



Description of items on the network connection screen:

① Connection type switch (Ethernet/Wi-Fi)
② List of Wi-Fi networks
③ Wi-Fi network encryption indicator
④ Selected network connection indicator
⑤ Wi-Fi signal strength indicator
⑥ Connection status
⑦ Connect / disconnect button
⑧ Exit button

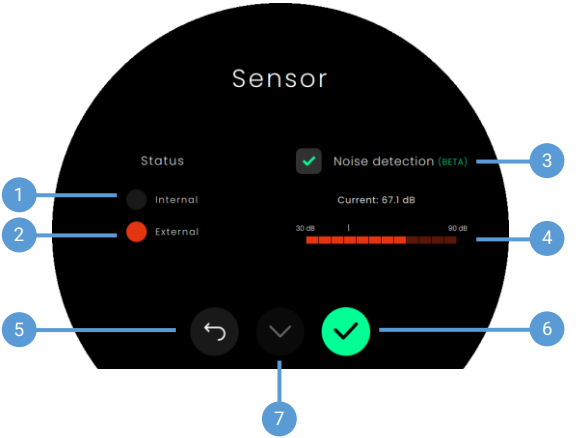
For the system to function properly, the device requires continuous access to the Internet. The connection is made via a cable (Ethernet) or wireless connection (Wi-Fi). From the administration panel, the user can select the connection type using the switch ①. If Ethernet is selected, the connection is established automatically and after a short while the status icon will change from red to green. To connect the device to a Wi-Fi network, set Wi-Fi on the switch and then wait until all nearby networks are scanned. Next, select the network you want to connect to ②, then click the "Connect" button and enter the password on the next screen. Confirm the password with the green button ④. After a few seconds, the connection will be established, which will be confirmed by the connection symbol next to the selected network ③.



Description of the items on the network password entry screen:

① Text field for entering the password
② Password visibility switch
③ Exit screen button
④ Password confirmation button
⑤ Exit screen button

10.4.Presence sensor settings



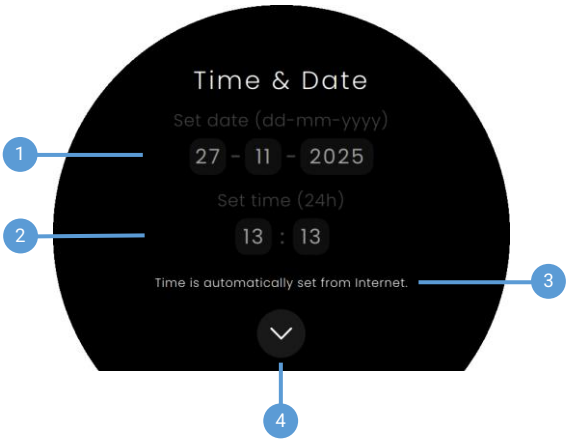
Description of elements on the presence sensor settings screen

① Internal sensor status
② External sensor status
③ Noise sensor activation toggle
④ Noise level indicator
⑤ Cancel changes button
⑥ Confirm changes button
⑦ Exit button

On the presence sensor settings screen, you can check the status of the internal sensor ① and the external sensor ②. If a sensor is not connected, the indicator is greyed out. When the sensor is connected and detects presence, the indicator lights up red.

In addition to checking sensor status, you can activate the noise sensor using toggle ③. Once activated, the noise level indicator ④ displays the current readings from the sensor. Changes are confirmed with the green button ⑥ and cancelled with button ⑤. The sensor function can be deactivated at any time.

10.5.Setting the time

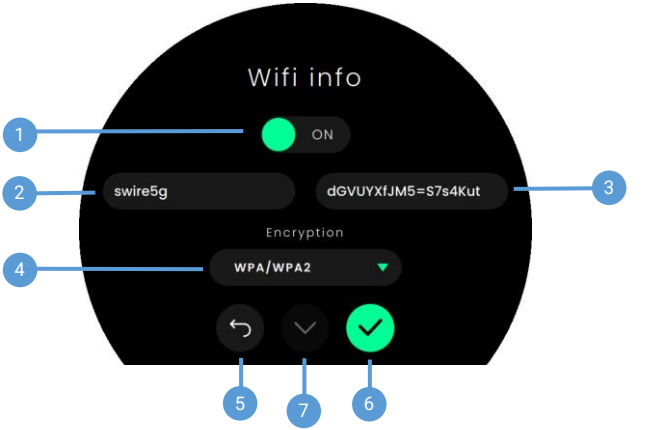


Description of the items on the time setting screen:

① Manual date setting
② Manual time setting
③ Message indicating settings retrieved from the Internet
④ Exit screen button

On the date and time settings screen, the system time (date and time) is retrieved from the Internet. In this case, message ③ is displayed. When the device is not connected to the Internet, fields ① and ② are available for manual date and time entry. The date on this screen is shown in the *dd-mm-yyyy* format, and the time – in the 24-hour format. Any changes must be confirmed (or cancelled) using the appropriate button at the bottom of the settings screen.

10.6.Setting up the guest Wi-Fi network

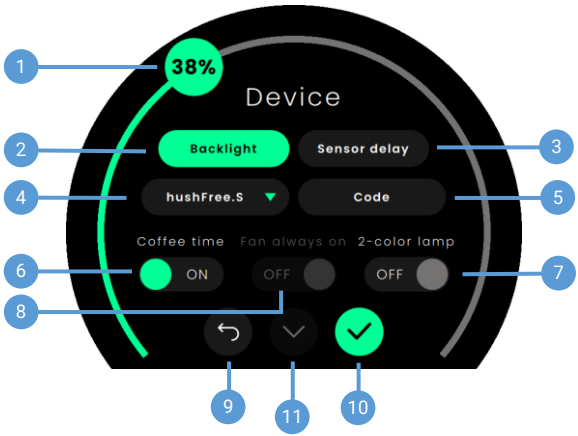


Description of items on the Wi-Fi network configuration for guests:

① Wi-Fi network sharing switch for guests
② Wi-Fi network name
③ Wi-Fi network password
④ Network encryption type
⑤ Undo changes button
⑥ Confirm changes button
⑦ Exit screen button

Switch ① is used to enable and disable the function of sharing access data to the Wi-Fi network for guests. The data entered here will later be made available to the user from the device's home screen. Text fields ② and ③ are used to set the network name and password. After clicking on the text field, a screen with a keyboard will appear for entering text in the field - similar to entering a password on the network connection screen. The list ④ is used to select the type of network encryption. Changes must be confirmed with the green button ⑥ or cancelled with the ⑤ button.

10.7. Device settings



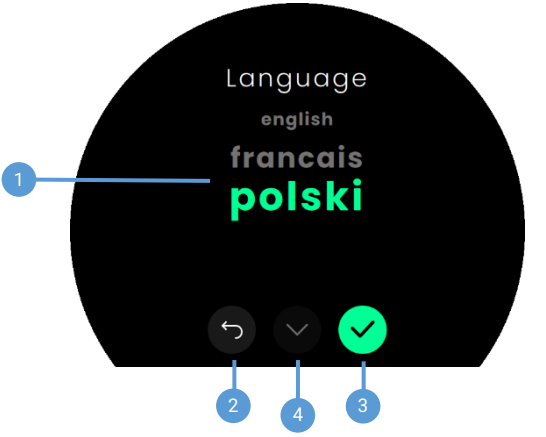
Description of items on the device settings screen:

① Screen backlight power or sensor delay time slider
② Screen backlight power setting mode button
③ Occupancy sensor delay time setting mode button
④ Selection of pod model
⑤ New security code setting button
⑥ “Coffee time” feature activation toggle
⑦ “Fan always on” function toggle
⑧ “2-color lamp” function toggle
⑨ Cancel changes button
⑩ Confirm changes button
⑪ Exit button

The device settings screen allows you to adjust the display backlight level and the presence sensor delay time using slider ①. The option to be configured is selected by pressing button ② or ③. The drop-down list ④ is used to choose the device type. A new security code (the access code for the administration panel) can be set by pressing button ⑤. The “Coffee time” function can be enabled or disabled using toggle ⑥. The “Fan always on” function can be enabled with toggle ⑦ (this function is available only for

the hushFree.Work pod type). The "2-colour lamp" function can be activated with toggle ⑧ (this must be enabled for pods equipped with a two-colour occupancy lamp). Changes are confirmed with the green button ⑩ and cancelled with button ⑨.

10.8. Selecting the language



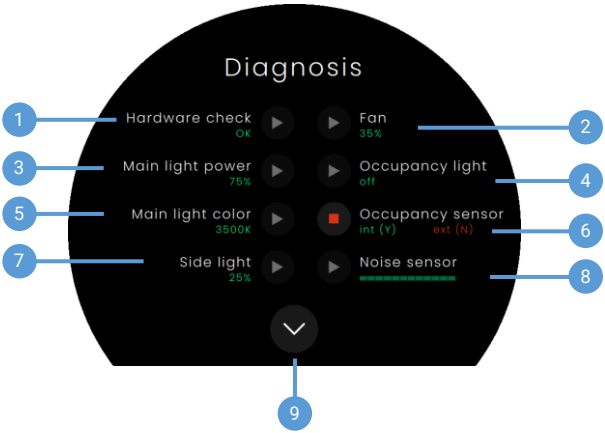
Description of items on the language selection screen:

① Language selection
② Undo changes button
③ Confirm changes button
④ Exit screen button

Setting the language consists of selecting the appropriate option from the list ①, and then confirming the selection by pressing the green button ③. To cancel changes, press the ② button.

10.9. Device diagnostics

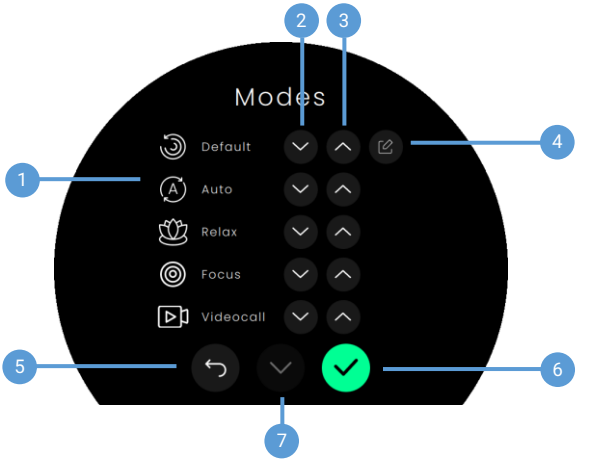
The device diagnostics screen is used to verify the correct operation of the device and the equipment installed in the pod. The screen allows you to run tests to check the proper functioning of the lighting, ventilation, and presence sensors.



Description of elements on the device diagnostics screen:

① Device hardware check
② Ventilation test
③ Main lighting power test
④ Occupancy lamp test
⑤ Main lighting colour test
⑥ Presence sensor test (internal and external)
⑦ Side lighting test
⑧ Noise sensor test
⑨ Exit button

10.10.Mode settings



The default mode settings screen is used to save user-defined values for main lighting power and color to the settings.

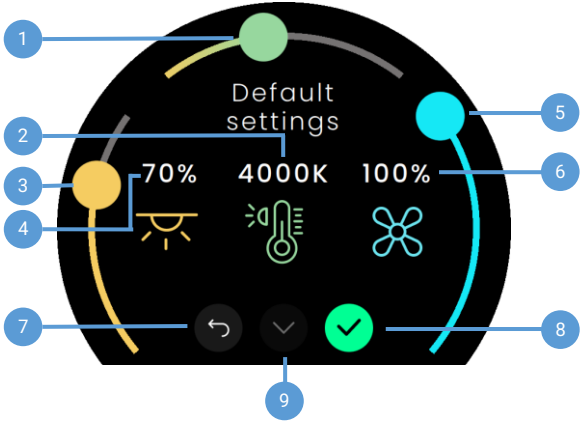
Description of elements on the mode selection order screen:

① Mode list
② Move down button
③ Move up button
④ Mode settings edit button
⑤ Cancel changes button
⑥ Confirm changes button
⑦ Exit button

The mode settings screen allows the user to save a preferred order of modes. Buttons ② and ③ are used to set the position of a given mode in the list. Button ④ opens the

mode settings screen. Changes are confirmed with button ⑥ and cancelled with button ⑤.

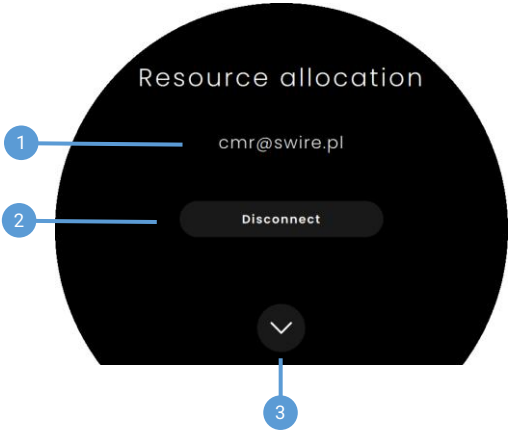
Default mode settings



Description of elements on the default settings screen:

① Lighting colour slider*
② Current lighting colour value*
③ Lighting power slider
④ Current lighting power
⑤ Ventilation power slider
⑥ Current ventilation power
⑦ Cancel changes button
⑧ Confirm changes button
⑨ Exit button
** Available for pods with side lighting*

10.11.Integrating with Microsoft 365 Business

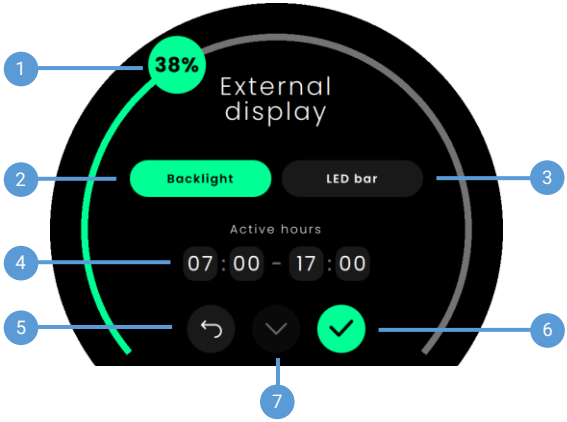


Description of items on the Microsoft 365 Business integration screen:

① Resource address to which the pod is assigned in Microsoft 365 Business Outlook
② Removing the connection to the Microsoft 365 Business Outlook resource
③ Exit screen button
On the integration screen, you can view the email address ① of the resource account to which the pod is assigned. Button ② can be used to remove the connection to the resource account.
After pressing it, a message will appear asking you to confirm the operation.

To start integration with a Microsoft 365 Business account, an Internet connection is required. The connection to the resource account is described in the integration instructions in section 0.

10.12.External display settings



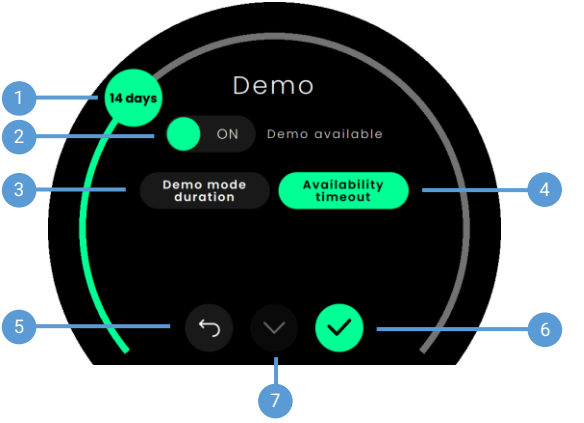
Description of elements on the external display settings screen:

① Backlight intensity slider for the display or LED strip
② Display backlight adjustment mode toggle
③ LED strip backlight adjustment mode toggle
④ Active hours settings for the external display
⑤ Cancel changes button
⑥ Confirm changes button
⑦ Exit button

The external display settings screen allows you to adjust the display backlight level and the LED strip backlight level using slider ①. The option to be configured is selected by pressing button ② or ③. Field ④ is used to define the time range during which the external display should remain active. Changes are confirmed with the green button ⑥ and cancelled with button ⑤.

10.13.Demo mode settings

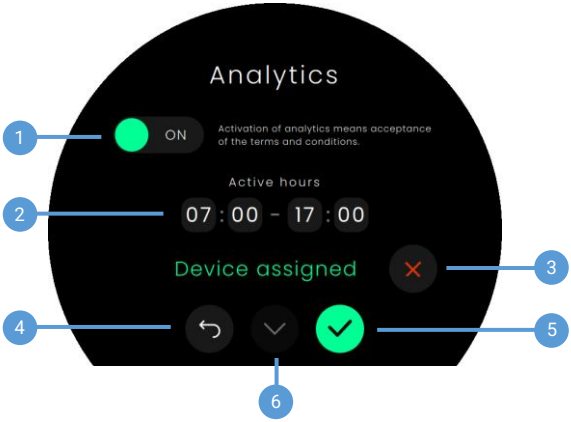
The demo mode settings screen is used to manage aspects related to the demo mode. The switch ② is responsible for turning on and off the visibility of the demo mode button on the main screen. The buttons ③ and ④ are used to toggle the value set by the slider ①. The buttons ⑤ and ⑥ are used to reject or confirm changes, respectively.



Description of items on the demo mode settings screen:

① Slider to set the values for ③ and ④
② Demo mode availability switch
③ Demo mode duration limit
④ Demo mode availability time limit on the main screen
⑤ Cancel button
⑥ Confirm button
⑦ Exit screen button

10.14.Analytics settings



Description of elements on the analytics settings screen (view after assigning the device to a user account):

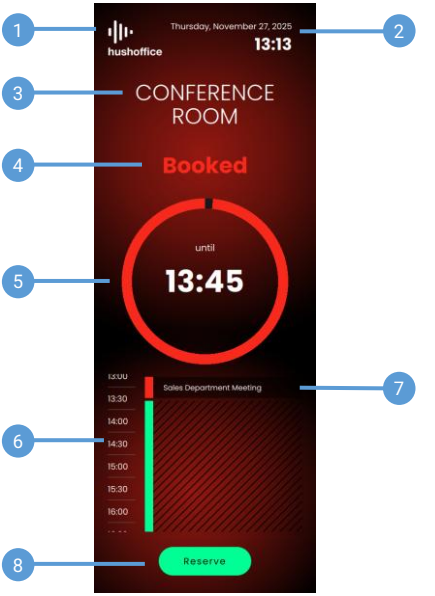
① Analytics module activation toggle
② Active hours settings for the analytics module
③ Device unassignment button
④ Cancel changes button
⑤ Confirm changes button
⑥ Exit button

The analytics settings screen allows you to activate the analytics module using toggle ①. Once activated, the device connects to the analytics server and, after communication is established, begins to exchange data with the server. Data relating to device usage is transmitted to the server. Field ② is used to define the active hours for the analytics module. Button ③ is used to remove the device assignment from the user account. Changes are cancelled or confirmed using buttons ④ and ⑤ respectively.
When the device is not assigned to a user account, fields ② and ③ are replaced by a message containing the device code required to assign the device to the user account.



11. External display

On the main screen, the device displays the current time and the name of the resource account (Microsoft 365 Business) to which the pod has been assigned (a feature available after integrating the pod with a resource account), as well as the pod's availability status and the meeting calendar associated with the pod's account.



Description of elements on the external display:

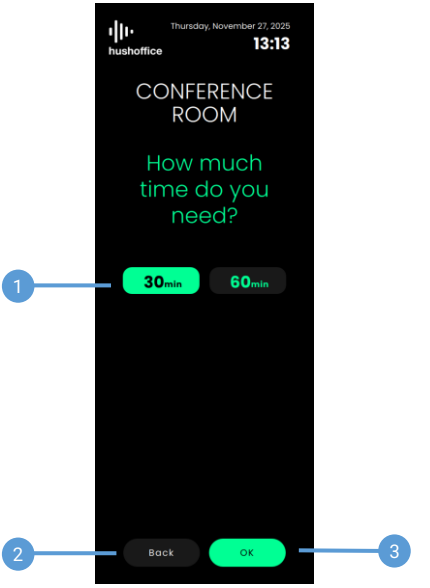
① Hushoffice logo – Internet connection status indicator
② Current date and time
③ Pod name
④ Pod availability status
⑤ Meeting time indicator
⑥ Pod calendar
⑦ Calendar meeting entry
⑧ Quick reservation button

The external display of the hushAssistant system shows the current list of meetings and enables quick pod reservations.
The Hushoffice logo ① serves as an Internet connection status indicator — when there is no connection, the logo turns red. During this time, the information displayed may not be up to date.
Next to the logo, the current date and time ② are displayed.
Section ③ shows the name of the resource account (Microsoft 365 Business) to which the pod is assigned (this feature is available once the pod is integrated with a resource account).
The pod can be either available (Available) or occupied (Booked). The pod is marked as occupied when a meeting scheduled in the resource account calendar is currently in progress.
When the pod is available, the screen background is green. When it is occupied, the background turns red.
The meeting time indicator ⑤ shows the time remaining until the end of the current meeting or the start time of the next meeting.
The resource account calendar ⑥ is scrollable and is used to view the list of reservations until the end of the current day.
By selecting a specific reservation ⑦, you can open a screen with additional information such as the meeting time, subject, and list of participants.
Button ⑧ allows quick reservations directly from the hushAssistant system.

Next to the external display, there is an LED strip that visualises the current status of the external display:
- Red animation: Initialising the external display;
- Orange: The device is operating, but the pod is not connected to the Internet or the resource account has not been assigned;
- Green: The pod is currently available;
- Red: The pod is currently occupied;
- Off: The external display is inactive.

11.1. Quick Reservation

Quick reservation is a feature that allows the pod to be booked directly from the hushAssistant system. After clicking the quick reservation button on the calendar screen, a new screen appears where you select the preferred meeting duration ① and confirm it using button ③. This action sends a reservation request to the Microsoft 365 Business platform. The meeting will be automatically added to the pod's calendar if the pod is available for at least the full duration of the requested quick reservation. Otherwise, the application will search for the nearest available time slot and present it to the user. A quick reservation request may fail if the Internet connection is lost or if the pod has no available time slots until the end of the following day.

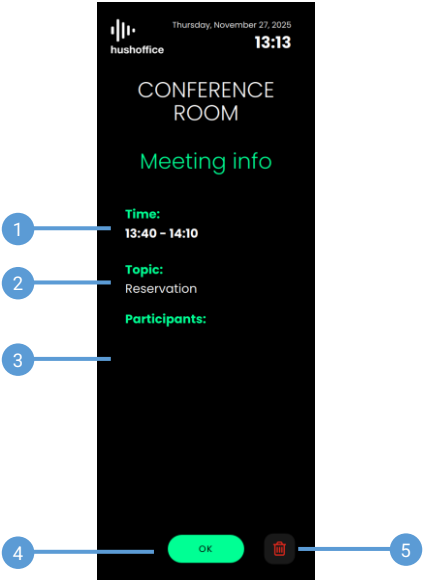


Description of elements on the quick reservation screen:

① Meeting duration selection button
② Cancel button
③ Confirm button

11.2. Meeting Information

The meeting details screen displays information about the pod's booked time slot. The information includes the meeting time (start and end time) ①, the subject ②, and the list of participants ③. For meetings created using the quick reservation method, the participant list will be empty. The option to delete a meeting is available only for slots booked via quick reservation ⑤.



EN

Description of elements on the meeting information screen:

① Meeting time
② Meeting subject
③ Meeting participants
④ Exit button
⑤ Delete meeting button

12. Microsoft 365 Business integration - instructions

12.1. Configuring a domain

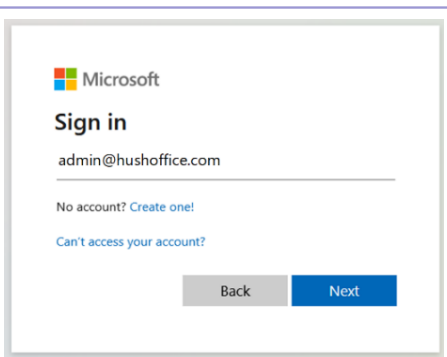
In order for the cabin to be integrated with the Microsoft 365 Business platform, a company domain must be configured on the Microsoft 365 Business platform.

The configuration is performed by the system administrator. If the company domain has not been configured before, it should be done based on the attached instructions in the link.

Instructions for adding a domain to the Microsoft 365 Business platform: (https://learn.microsoft.com/en-us/microsoft-365/admin/setup/add-domain?view=o365-worldwide)

12.2. Creating resources

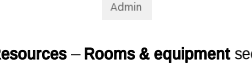
1. Go to **https://www.office.com** and sign in to the account of the domain you manage. In the example provided in this guide, it is **admin@hushoffice.com**.



2. Go to the **administration panel** (Admin icon on the left sidebar).

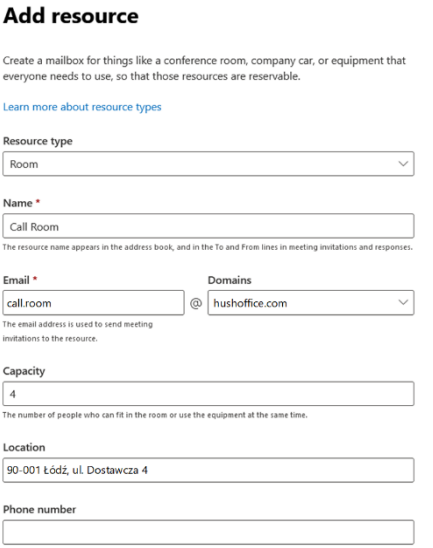


3. Go to **the Resources** – **Rooms & equipment** section (select it from the left panel).

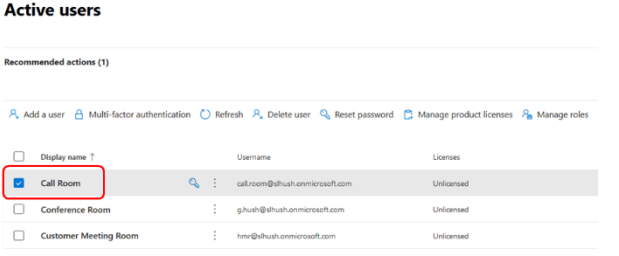


4. Click **Add resource**.

5. Fill in the form. It is important to specify **Room** as the resource type. Confirm the form by clicking **Save**.

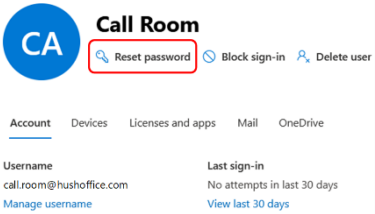


6. Go to the **Users - Active users** section.



7. Click the account of the created resource (pod). In this case, it is the **Call Room**.

8. Click **Reset password**.



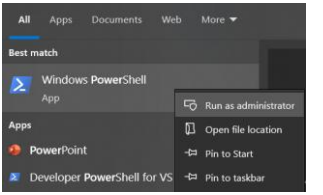
9. Uncheck all combo boxes and enter the password for the pod:



10. Click **Reset password** to confirm.

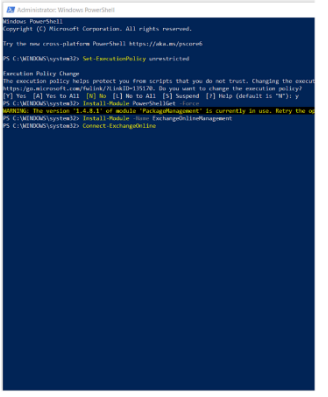
12.3. Pod calendar configuration

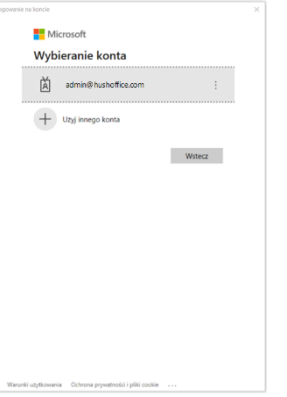
1. Run the Windows PowerShell console as an administrator.



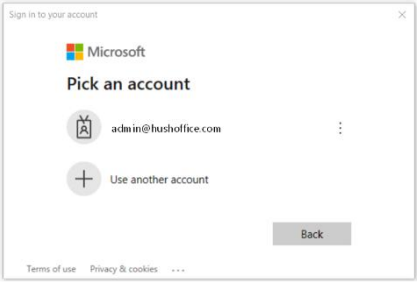
2. Enter the following commands into the console:

a) Set-ExecutionPolicy unrestricted
b) Install-Module PowerShellGet -Force
c) Install-Module –Name ExchangeOnlineManagement
d) Connect-ExchangeOnline





3. A window will appear to sign in to the administrator account.



4. Enter the command into the console using the following formula:

Set-CalendarProcessing -Identity <pod_email_address> -DeleteSubject $False -AddOrganizerToSubject $False

For example:

Set-CalendarProcessing -Identity call.room@hushoffice.com -DeleteSubject $False -AddOrganizerToSubject $False

The **DeleteSubject** and **AddOrganizerToSubject** fields should change to False. Verify if they did by entering the following command:

Get-CalendarProcessing -Identity <pod_email_address> | FL

```
AutomateProcessing                : AutoAccept
AllowConflicts                    : False
AllowDistributionGroup            : True
AllowMultipleResources            : True
BookingType                       : Standard
BookingWindowInDays               : 180
MaximumDurationInMinutes          : 1440
MinimumDurationInMinutes          : 0
AllowRecurringMeetings            : True
EnforceAdjacencyAsOverlap         : False
EnforceCapacity                   : False
EnforceSchedulingHorizon          : True
ScheduleOnlyDuringWorkHours       : False
ConflictPercentageAllowed         : 0
MaximumConflictInstances          : 0
ForwardRequestsToDelegates        : True
DeleteAttachments                 : True
DeleteComments                    : True
RemovePrivateProperty             : True
DeleteSubject                     : False
AddOrganizerToSubject             : False
DeleteNonCalendarItems            : True
TentativePendingApproval          : True
EnableResponseDetails             : True
OrganizerInfo                     : True
ResourceDelegates                 : {}
RequestOutOfPolicy                : {}
AllRequestOutOfPolicy             : False
BookInPolicy                      : {}
AllBookInPolicy                   : True
RequestInPolicy                   : {}
AllRequestInPolicy                : False
AddAdditionalResponse             : False
AdditionalResponse                :
RemoveOldMeetingMessages          : True
AddNewRequestsTentatively         : True
ProcessExternalMeetingMessages    : False
RemoveForwardedMeetingNotifications : False
AutoRSVPConfiguration             : Microsoft.Exchange.Data.Storage.AutoRSVPConfiguration
RemoveCanceledMeetings            : False
EnableAutoRelease                 : False
PostReservationMaxClaimTimeInMinutes : 10
MailboxOwnerId                    : Call Room
Identity                          : Call Room
IsValid                           : True
ObjectState                       : Changed
```

12.4.Linking the Hush Assistant device to the pod account

1. After launching the device, enter the administration panel by pressing and holding the app clock (approx. 3 seconds).

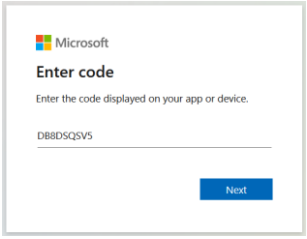


2. Enter the access code (default 0000).

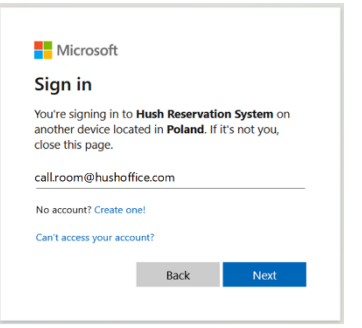
3. Click the button with the Outlook icon to display the device code.

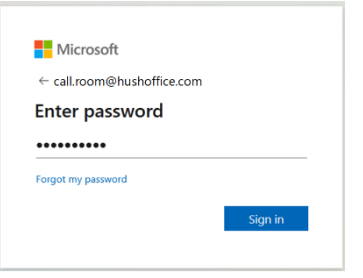


4. Type **https://microsoft.com/devicelogin** in the browser and enter the device code.

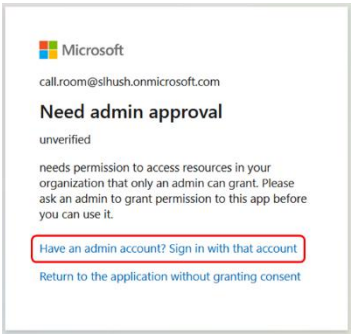


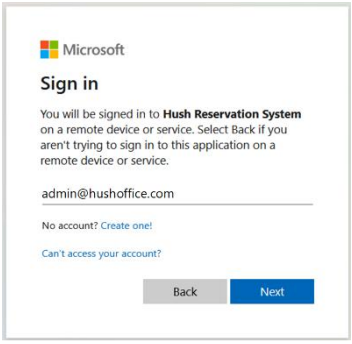
5. Sign in to the pod account.

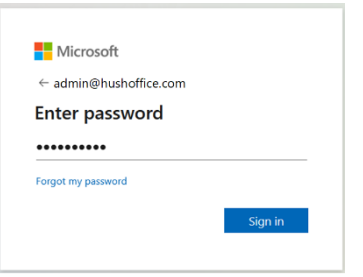




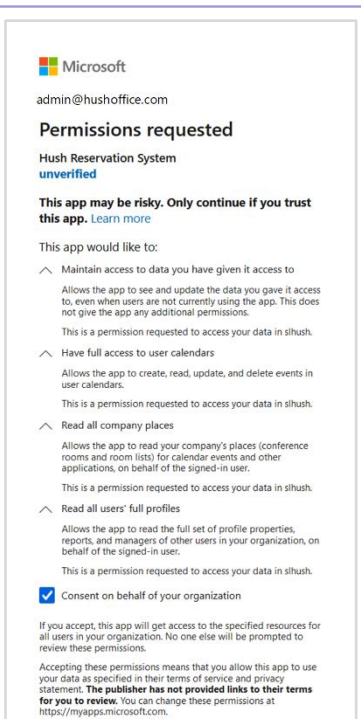
6. If the app has not yet been granted permission to access the organization on the Microsoft Azure platform, then the **Need admin approval** message will appear. In this case, sign in to the organization's administrator account (here: **admin@hushoffice.com**). To do it, click **Have an admin account?** link**. Sign in to this account.**
   Steps 6-10 are performed only when configuring the first pod in the organization. For the configuration of the second and subsequent pods, the integration process ends here.


Microsoft
call.room@slhush.onmicrosoft.com
Need admin approval
unverified
needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to this app before you can use it.
Have an admin account? Sign in with that account
Return to the application without granting consent


Microsoft
Sign in
You will be signed in to Hush Reservation System on a remote device or service. Select Back if you aren't trying to sign in to this application on a remote device or service.
admin@hushoffice.com
No account? Create one!
Can't access your account?
Back
Next



7. Grant the requested permissions to all users in the organization - check the **Consent on behalf of your organization** field and click **Accept**.



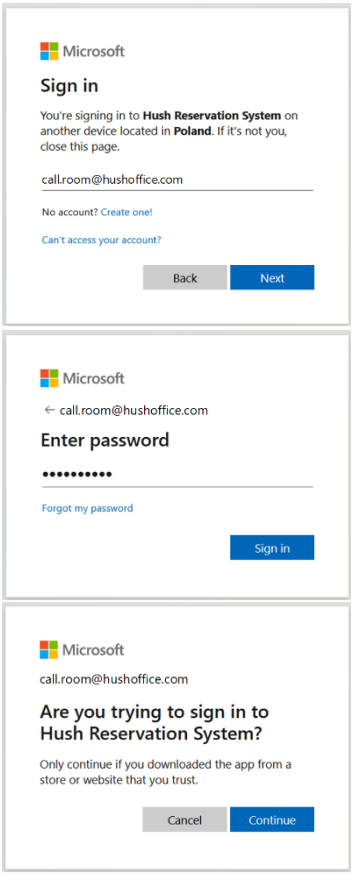
8. A message should appear that you have signed into the Hush Reservation System app. You have been logged into the administrator account, and you need to log into the pod resource account. Therefore, click **DISCONNECT** in the administration panel of the device.



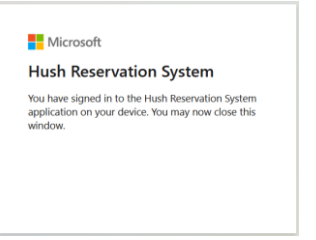
9. Open the browser again, enter the address **https://microsoft.com/devicelogin** and once again enter the device code displayed by the app.



10. Sign in to the pod account. A message about an attempt to sign in to the application will be displayed. Click **Continue**.


Microsoft
Sign in
You're signing in to Hush Reservation System on another device located in Poland. If it's not you, close this page.
call.room@hushoffice.com
No account? Create one!
Can't access your account?
Back
Next
Microsoft
← call.room@hushoffice.com
Enter password
••••••••••
Forgot my password
Sign in
Microsoft
call.room@hushoffice.com
Are you trying to sign in to Hush Reservation System?
Only continue if you downloaded the app from a store or website that you trust.
Cancel
Continue

11. Information about signing into the reservation system app will be displayed. This means that from now on, the Hush Assitant device will be integrated into the Microsoft 365 Business account of the pod.



13. Most common mistakes made during configuration

1. Incorrect resource account type
   Solution: Change the resource type to the correct one, i.e. "Room" - described in detail in section 12.2.5.
2. No password set for the resource account
   Solution: Reset the password and set a new one using the "Reset Password" option - described in detail in section 12.2.9.
3. No cabin calendar configuration in the PowerShell tool
   Solution: Repeat steps 12.3 Configuring the cabin calendar
4. The user did not log in to the administrator account after the "Need admin approval" message appeared
   Solution: Repeat steps 12.4.6.
5. After the administrator approved the access rights to the organization on the Microsoft Azure platform ("Permissions requested" window), the user did not log in to the resource account. The error can be recognized by the lack of an email address in the "Assigned resource" section in the application
   Solution: Repeat steps 12.4.8.

14. Frequently asked questions

1. Why doesn't the screen light up?
   If the device is on but the screen doesn't light up, this may be due to the Active Hours function being active. You can check this by waking up the screen by touching it. If the display goes out during the active hours, change the time zone to the correct one.
2. How do I reset the device?
   To reset the device, disconnect the pod from the power supply and then reconnect it after 10 seconds.
3. How do I reset the device password?
   If you forget the password, enter the 8-digit code located on the back of the device's housing into the admin panel.
4. Do I have to reconfigure the email connection after a network failure or lack of network access?
   No, the configuration is saved in the device's memory and the connection will be resumed when network access is restored.
5. Can I change the language on the device?
   Yes, this is possible in the administration panel in the language selection section (10.8).
6. Can I use applications other than Microsoft 365 Business?
   No, currently only Microsoft 365 Business integration is supported.
7. Can the user edit the mode settings?
   The user can edit the Default mode. Other modes cannot be edited, but the user may apply their own settings using the manual mode.
8. What if the screen does not light up?
   First, check whether the device logo is lit.
   If it is, touch the screen to wake it up. Displaying the home screen indicates a motion sensor failure.
   If the logo is off, check if the device is plugged in. If the device does not turn on despite the power connection, contact your pod supplier.
9. Does the time zone switch automatically?
   No, the time zone must be set manually in the administration panel in the time zone selection section (section 10.1)
10. Can the user control the operation time of the motion sensor using the device?
    Yes, the user can adjust the motion sensor operating time by setting it anywhere between 10 seconds and 15 minutes. The setting can be changed in the administration panel in the device settings section (section 10.7).
11. Can the user change the ventilation level or lighting strength from the home screen?

In the main menu, the user selects which parameter they want to change, but the value can be changed when a new window is displayed.

12. Can a resource be connected to a device only by an IT Department employee?
An IT specialist is not required, it can be done by someone who has access to the Microsoft 365 Business administration panel.

13. What does Mac OS or Linux configuration involve?
The device can be configured regardless of the operating system, but a web browser and PowerShell are required. For non-Windows systems, you must manually install PowerShell.

14. Is it possible to configure the same Microsoft 365 Business account in several pods (devices)
Yes.

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