



MeetingRoom System User Manual

V1.00

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Introduction

Featuring a user-friendly UX design and seamless integration with Microsoft 365 and Google Workspace, BenQ MeetingRoom System aims to provide administrators with an efficient and unified meeting room management solution. For organizational members, it enables easy and convenient meeting room booking.

This manual is divided into two main sections to help you quickly find information relevant to your role.

- **Administrators** should refer to [Administrator guide: system management and configuration](#) for initial setup, system management and configuration.
- **Users** (employees, team members) should refer to [User guide: daily usage and booking](#) for daily tasks such as booking rooms, checking availability, and viewing schedules.

System Requirements

System Name	Requirements
BenQ MeetingRoom System https://meetingroom.benq.com	• Chrome: Version 75.0.3770 or higher • Firefox: Version 70.0 • Edge: Version 14+ • Safari: Version 101+
BenQ MeetingRoom System App	Preloaded on supported models

Administrator guide: system management and configuration

This section is dedicated to the system administrators responsible for setting up, configuring, and maintaining the booking system. It covers advanced settings such as integrating with Google Workspace/Microsoft 365 and defining room properties.

Set up permission for members

The organization’s administrator can leverage **BenQ IAM** to define user roles and permissions for accessing the **BenQ MeetingRoom System**. To assign permissions, log in to the **BenQ IAM** admin account, select the desired member, and click the **Permission** icon . Then, simply check the corresponding box to enable the user’s access.

BenQ IAM

AccountsGroupsRolesExternal AgentService

Accounts / Edit Service Permission for Account - benqia.benq@synglobal.com

Personal setting

Enable Service

☒

X-Sign

☒

DMS

☒

AMS

☒

Broadcast

☒

MeetingRoom

Role

User

Create a new role

Guest

Create a new role

User

Create a new role

User

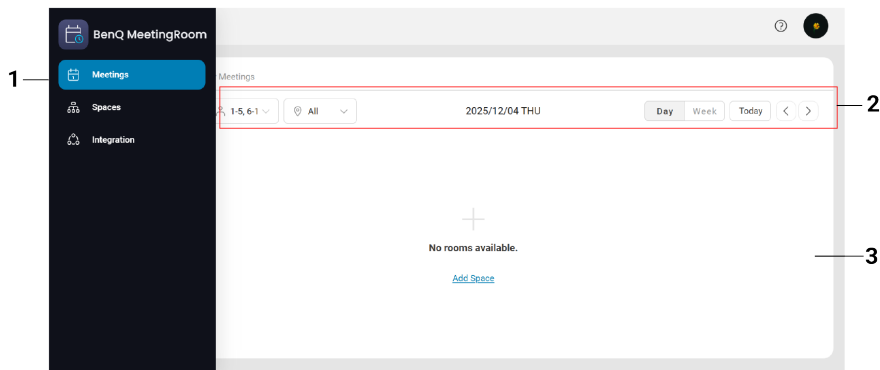
Create a new role

User

Create a new role

MeetingRoom system overview

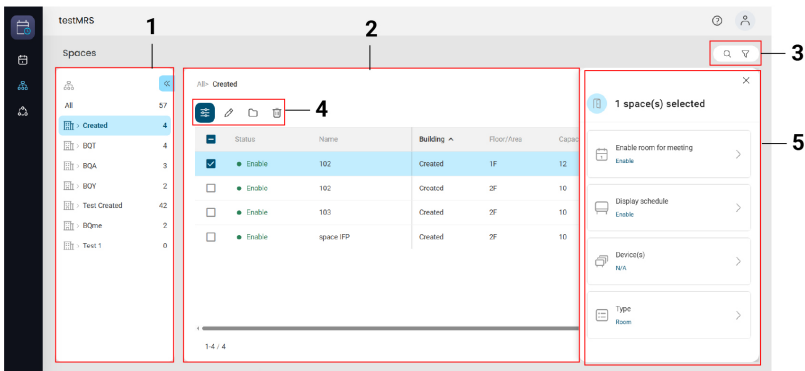
Once you sign in to **BenQ MeetingRoom System** within an administrator account, the following items featured on the home page will be shown.



No.	Item	Description
1	Side Menu	Hover over the panel to view menu options. 1. Meetings 2. Spaces 3. Integration
2	Function Header	1. Account: View and edit your account information and language settings here. 2. Help: Replay the onboarding tutorial at anytime.
3	Operating Area	View the corresponding content while switching functions in the side menu.

Spaces management

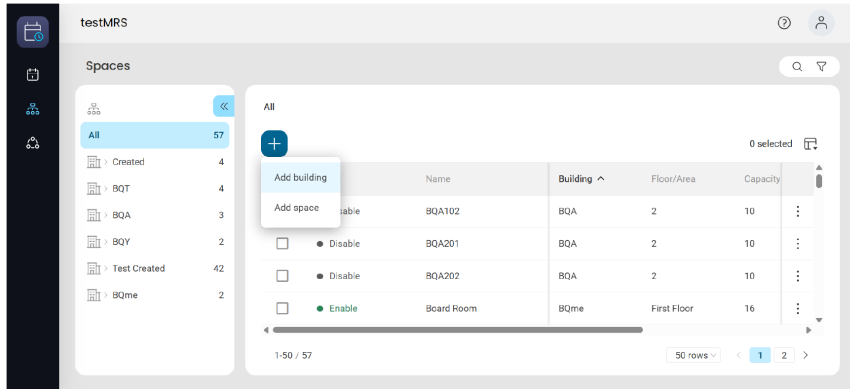
BenQ MeetingRoom System features the spaces table to configure the settings of each room.



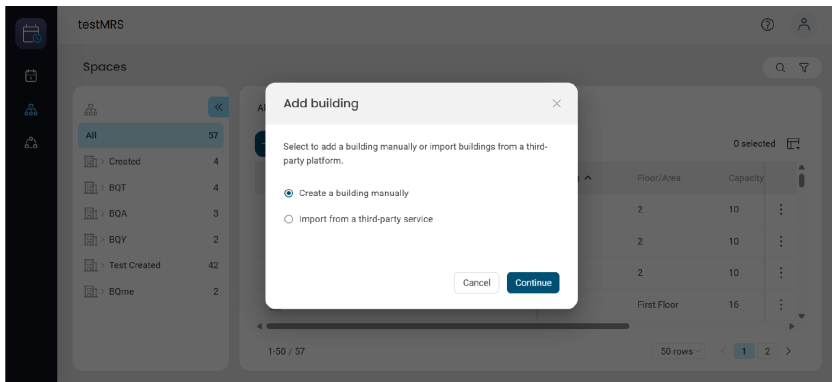
No.	Item	Description
1	Treeview	Filter the spaces table by different building or floor. Click the action button to edit the name or delete a building and floor.
2	Spaces table	The Spaces table displays created or imported rooms. Click the action button to edit the name or delete a room. Note Rooms imported from Google or Microsoft cannot be renamed.
3	Query functions	1. Search: Search for specific room by name, linked device, capacity or location. 2. Filter: Filter by status or type to display specific rooms.
4	Action buttons	Action buttons are essential tools for managing the spaces listed in the Spaces table. Use these buttons to edit, move, or delete spaces as needed.
5	Control Panel	Click the action button to open the Control Panel (popup from the right), where you can configure settings for a single room or adjust multiple rooms simultaneously.

Manually Create Building, Floor and Room

When setting up a new office or reorganizing existing spaces, you may need to manually create buildings, floors and rooms in the system.

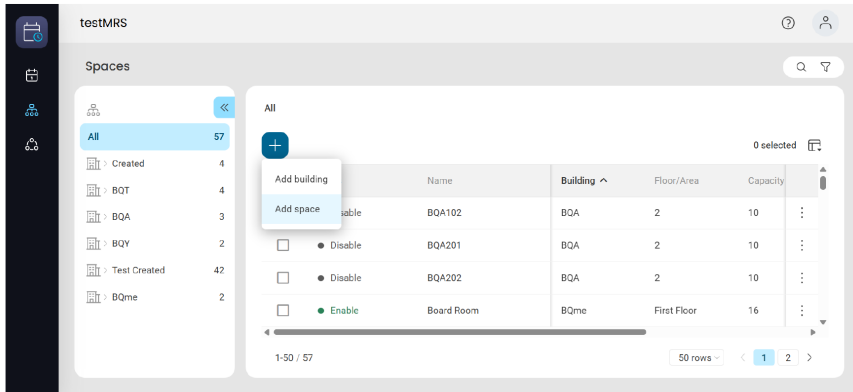


1. Go to **Spaces**.
2. Select **+ Add > Add building**.



3. Select **Create a building manually** and tap **Continue**.

- a. Enter the building name (maximum length: 50 characters; no special characters allowed).
 - b. Enter the floor/area name, separating entries with commas (e.g., 1F, 2F, 3F, North, South).
4. Go to **+ Add > Add space**.



The created building along with the floor/area will appear in the Treeview, allowing you to continue adding spaces within it if needed.

5. Select **Create space manually**.
- a. Select the space type, which determines the display format in the BenQ MeetingRoom Application.
 - If the type is Room, the app will display only the schedule for that specific room.
 - If the type is Space, the app will display the schedule for the entire floor or area.

testMRS

Spaces / Add Space

2 Select space type

Choosing Room or Space results in different schedule views on your public display. Room displays only the schedule for the selected room, whereas Space displays the schedules for all rooms located on the same floor as the device.

☒ Add room

☐ Add space

Previous Next

3 Enter space information

4 Done

b. Configure the space

- Enter space name, capacity, building and floor/area.

testMRS

Spaces / Add Space

Room

3 Enter space information

Each space name must be unique within the same building and floor

Name Capacity

Enter space name Enter number (1-999)

Building Floor/Area

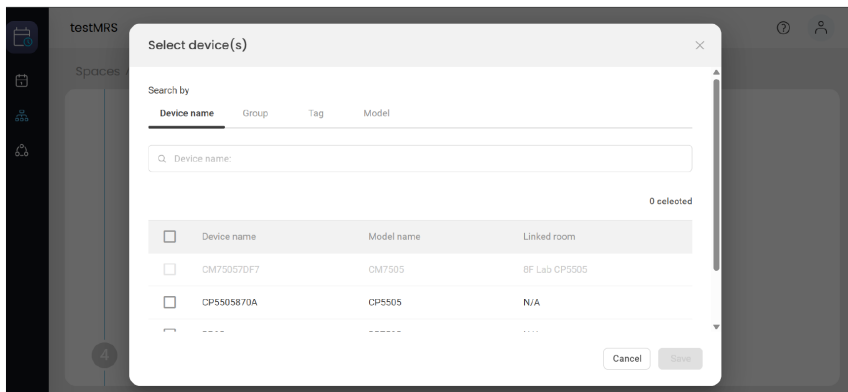
Select building Select building first

Device

Add device +

c. Link BenQ device

- Associate one or more enrolled devices with the room. The BenQ MeetingRoom Application will display the room's meeting schedule accordingly (supported models only).

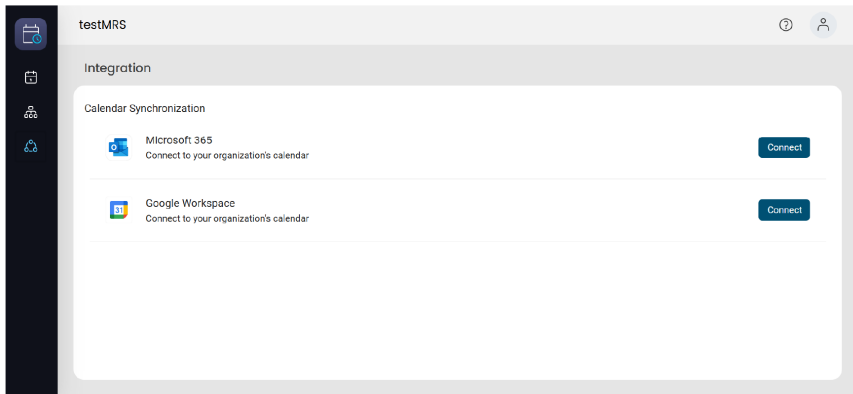


- Click **Save** to complete the import process.

Import Building, Floor and Room from Google Workspace or Microsoft 365

To streamline the setup process and ensure consistency in your meeting room booking system, you can import existing buildings, floors, and rooms directly from **Google Workspace** or **Microsoft 365**.

1. Go to **Integration**.
2. Select **Connect** to import buildings/floors/rooms from **Google Workspace** or **Microsoft 365**.



3. Login to the **Google/Microsoft** admin account of your organization.
4. Set a default email address.

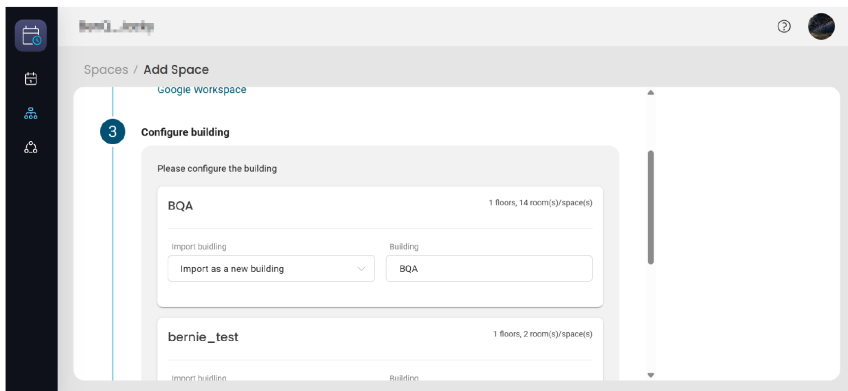
If a member has not yet linked their account, their booking events will automatically sync to this default email.

Note

1. Please ensure this is an active **Google/Microsoft** email in your tenant and able to use **Microsoft Outlook** or **Google Calendar**.
2. Please ensure the permission of default email's calendar is shared to the organization.

5. Configure building

The **BenQ MeetingRoom System** will fetch building information from **Google Workspace** or **Microsoft 365**. You can either import it as a new building or add rooms to an existing building. If importing as a new building, please enter the name for the building name (maximum length: 50 characters; no special characters allowed).



6. Configure floor/area

BenQ MeetingRoom System will fetch the floor under selected buildings. You can either import them as a new floor or add rooms to an existing floor. If importing as a new floor, please enter the floor/area name (maximum length: 255 characters; no special characters allowed).

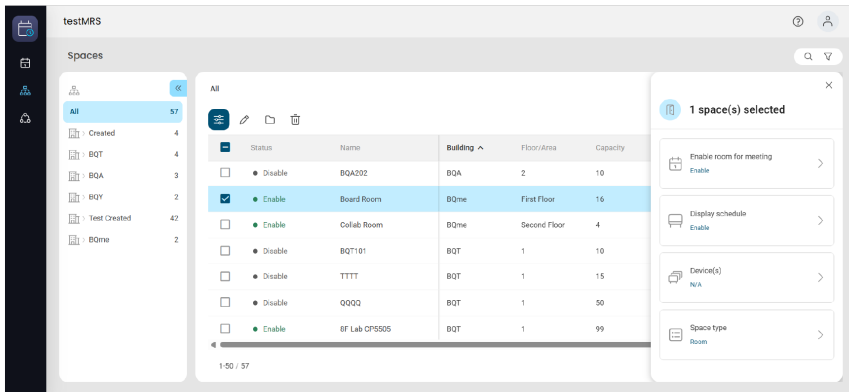
7. Link BenQ device

Associate one or more enrolled devices with the room. The BenQ Meeting Room Application will display the room's meeting schedule accordingly (supported models only).

8. Click **Save** to complete the import process.

Manage Spaces

Managing spaces is essential for optimizing the use of your meeting rooms and ensuring seamless scheduling. You may want to manage spaces when setting up new rooms, adjusting availability, or linking devices for better functionality.



1. Select a room.
2. In the right-hand panel, adjust the settings:

- **Enable room for meeting**

Determines whether the room can be booked by members.

Note

A disabled room's schedule will be hidden and will not display on the room board.

- **Display schedule**

Determines whether the meeting schedule will be displayed on your linked device.

- **Device(s)**

Associate one or more enrolled devices with the room. The BenQ Meeting Room Application will display the room's meeting schedule accordingly (supported models only).

- **Space type**

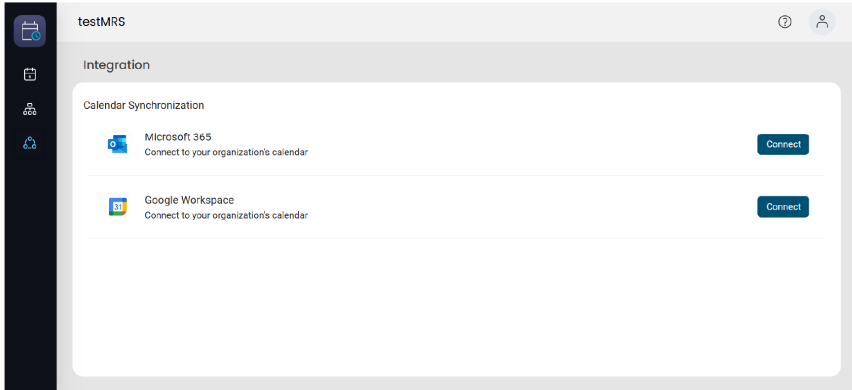
This selection determines the schedule view on the public display:

- **Room:** Displays the schedule only for the selected room.
- **Space:** Displays the schedules for all rooms located on the same floor as the selected space.

3. Click **Confirm** to save your changes.

Integration

The **BenQ MeetingRoom System** integrates with **Microsoft 365** and **Google Workspace**, enabling the management of meeting spaces. By synchronizing your calendar, you can import rooms, manage bookings, and ensure that events are accurately reflected across platforms.



1. Select **Connect** to import rooms from **Google Workspace** or **Microsoft 365**.
2. Login to the **Google/Microsoft** admin account of your organization.
3. Set a default email

If a member has not yet linked their own account, their booking events will automatically sync to this default email.

Note

Please ensure this is an active **Google/Microsoft** email in your tenant and able to use **Microsoft Outlook** or **Google Calendar**.

4. Resync

If you change a room name or delete a room in Microsoft or Google, click **Resync** to synchronize the updated name with the BenQ MeetingRoom System.

Note

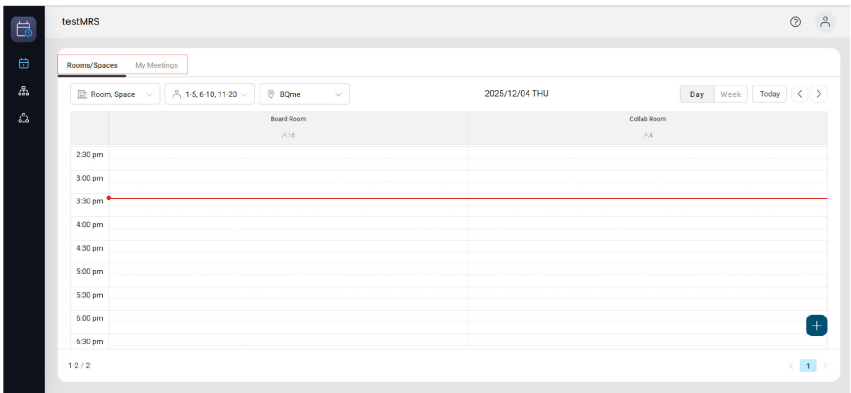
1. Any rooms deleted in **Google/Microsoft** will also be removed from the BenQ MeetingRoom System after resync.
2. Events synced from **Google/Microsoft** may not be editable in the BenQ MeetingRoom System.

User guide: daily usage and booking

This section provides guidance for all members on how to interact with the system and any linked display devices. It covers common tasks such as scheduling a new meeting, modifying an existing booking, viewing the daily schedule on a room display, and using the default booking flow.

How to book a new meeting

The BenQ MeetingRoom System offers users two distinct views for managing booking events: **Rooms/Spaces** and **My Meetings**. These perspectives enable users to navigate their schedules effectively and optimize the use of available meeting spaces.

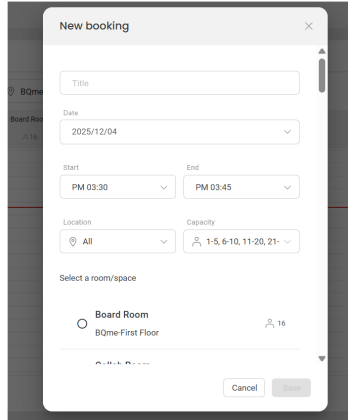


Rooms/Spaces

This view allows you to see the availability and scheduling of all rooms and spaces within your organization. You can easily identify which rooms are occupied or available, making it simpler to plan meetings based on room capacity and location.

1. Filter space type, capacity or the building to select a proper place for meeting.
2. Click the available timeslot.
3. Enter the **meeting title** and select the desired **date and time** duration.
4. Filter available rooms by location and capacity to find a proper meeting space.

5. **Select a room/space.**
6. Click **Save** to add meeting.



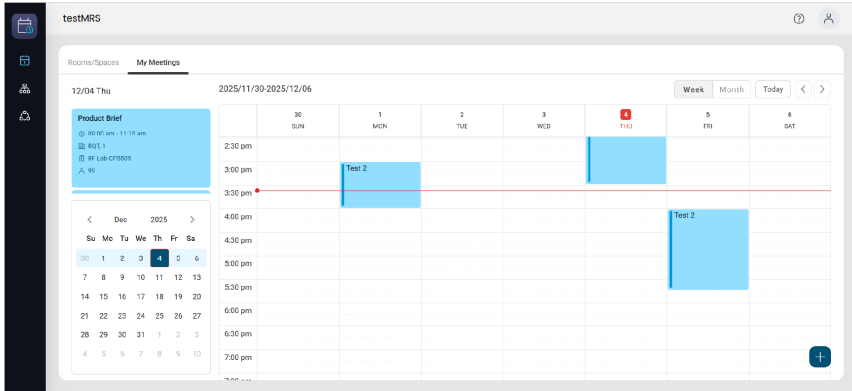
The screenshot shows a 'New booking' dialog box with the following fields and options:

- Title:** A text input field.
- Date:** A date picker showing '2025/12/04'.
- Start:** A time picker showing 'PM 03:30'.
- End:** A time picker showing 'PM 03:45'.
- Location:** A dropdown menu showing 'All'.
- Capacity:** A dropdown menu showing '1-5, 6-10, 11-20, 21-'.
- Select a room/space:** A section with a radio button and a list of rooms. The first room is 'Board Room' located on the 'BQme First Floor' with a capacity of '16'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

7. When a room is imported and configured from Google Workspace or Microsoft 365, any meeting events booked within this system will automatically synchronize and appear on your Outlook or Google Calendar, respectively.

My Meetings

This view focuses on your personal meeting schedule. It displays your upcoming events, providing a clear overview of your bookings and allowing you to manage your calendar effectively.



1. You can view the meeting you booked, and click  to add a new one.
2. Enter the **meeting title** and select the desired **date** and **time** duration.
3. Filter available rooms by location and capacity to find a proper meeting space.
4. **Select a room/space.**
5. Click **Save** to add meeting.

Integration

If your company administrator has enabled the necessary settings, you will see the Integration page.

You have two options:

- **Connect your Microsoft 365 or Google Workspace account** to enable **two-way synchronization** of meetings with your personal calendar.
- **Skip integration.** You can still view the calendar by manually adding the default email or room calendar to your external client.

Two-way synchronization

From Outlook or Google Calendar to BenQ MeetingRoom System

When integrated with Microsoft 365 or Google Workspace and a room is imported from these platforms, the BenQ MeetingRoom System will synchronize meeting events scheduled in Outlook or Google Calendar for the imported rooms.

From BenQ MeetingRoom System to Outlook or Google Calendar

When integrated with Microsoft 365 or Google Workspace and a room is imported from these platforms, any meetings booked in the BenQ MeetingRoom System will be synced back to the corresponding Outlook or Google Calendar.

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