

Managing your HPE MyRoom organization

Quick reference guide





January 2019

Managing your HPE MyRoom organization

Topic	Page
Organization user roles	3
Manage users	4
Manage groups	10
Manage rooms	18
Register device	26
Manage devices	34
Organization settings	38
Organization users	43

Organization user roles

During setup you may assume one or more roles

User		Role	Setup prerequisites
Organization administrator		<ul style="list-style-type: none">– Manages organization users– Registers VRG devices	<ul style="list-style-type: none">– Create MyRoom account– Add room for VRG meetings– Provide room access to SME's
Subject matter expert		<ul style="list-style-type: none">– Centrally located– Assist, guide, and/or train VRG device users	<ul style="list-style-type: none">– Download and install MyRoom– Create MyRoom account
VRG device user		<ul style="list-style-type: none">– Work in the field– Use smart technology devices	<ul style="list-style-type: none">– Charge VRG device– Connect device to wireless network
Organization user		<ul style="list-style-type: none">– Uses organization rooms	<ul style="list-style-type: none">– Create MyRoom account



Manage users

Log into MyRoom account to see organization



Organization
administrator

- Navigate to www.myroom.hpe.com/Account
- Click the **Home** tab
- Login to your MyRoom account
- Click **Manage Users** in the **Users** tile

Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)



Users

4 Users

[Manage Users](#)

4 Groups

[Manage Groups](#)



Rooms

6 Instructor Rooms



VRG Devices

2 Devices

[Manage Devices](#)



Organization Settings

[View Subscription Details](#) (Expires Oct/31/2018)

[Edit Contact](#)

[Customize HPE MyRoom for Wearable, Inc.](#)

Add user



Organization
administrator

Wearable, Inc.

Wearable, Inc. User List

Add User

Import Users



Organization Administrator (organization.administrator@wearableinc.com)

Manage Users

Wearable, Inc. Add User

Email address :

subject.matter.expert@wearableinc.com



User Groups :

- ☒ Everyone
- ☐ Administrators
- ☐ Device Managers

Send Invite

Import users



Organization
administrator

Wearable, Inc.

Wearable, Inc. User List

Add User

Import Users



Organization Administrator (organization.administrator@wearableinc.com)

Wearable, Inc. > Manage Users

Wearable, Inc. Import Users

Note: You can import a list of emails from a text file or a comma separated value (CSV) file.

Add imported users to groups :

- ☒ Everyone
- ☐ Administrators
- ☐ Device Managers
- ☐ Trainers

Column header for email column (in CSV file)

Browse

Upload

Upload text or CSV file



Organization
administrator

	A	B	C
1	Name	E-mail Address	Region
2	Subject Matter Expert	subject.matter.expert@wearableinc.com	EMEA
3	VRG Trainer	vrg.trainer@wearableinc.com	AMS
4	Support Desk	support.desk@wearableinc.com	APJ
5	Field Supervisor	field.supervisor@wearableinc.com	AMS
6			

Wearable, Inc. Import Users

Note: You can import a list of emails from a text file or a comma separated value (CSV) file.

Add imported users to groups :

- ☒ Everyone
- ☐ Administrators
- ☐ Device Managers
- ☐ Trainers

Column header for email column (in CSV file)

E-mail Address

C:\Users\Documents\OrgUsers.csv

Browse

Upload

Edit or delete user



Organization
administrator

Wearable, Inc.

Wearable, Inc. User List

[Add User](#) [Import Users](#)



Field Supervisor (field.supervisor@wearableinc.com)

Organization Administrator (organization.administrator@wearableinc.com)

Subject Matter Expert (subject.matter.expert@wearableinc.com)



Wearable, Inc. > Manage Users

Wearable, Inc. Edit User

Name : Subject Matter Expert

Email : subject.matter.expert@wearableinc.com

User Groups :
☒ Everyone
☐ Administrators
☐ Device Managers

Save

Delete



Manage groups

Log into MyRoom account to see organization



Organization
administrator

- Navigate to www.myroom.hpe.com/Account
- Click the **Home** tab
- Login to your MyRoom account
- Click **Manage Groups** in the **Users** tile

Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)



Users

4 Users [Manage Users](#)

4 Groups [Manage Groups](#)



Rooms

6 Instructor Rooms



VRG Devices

2 Devices [Manage Devices](#)



Organization Settings

[View Subscription Details](#) (Expires Oct/31/2018)

[Edit Contact](#)

[Customize HPE MyRoom for Wearable, Inc.](#)

Add group



Organization
administrator

Wearable, Inc. User Groups

Add Group ?

Administrators (1)
Everyone (3)
Device Managers (1)

Add Group [X]

Group Name :

Description :

Save **Cancel**

Edit or delete group



Organization
administrator

Wearable, Inc. User Groups

[Add Group](#)

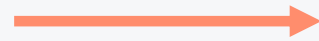


Administrators (1)

Everyone (3)

Device Managers (1)

Trainers (0)



Trainers

Details

Group Name : Trainers

Description : Organization users responsible for training field employees

Room Privileges

No room access

Organization Privileges

No organization privileges

Users

Total Users : 0

Delete

Group details



Organization administrator

Trainers

Details

Group Name : Trainers

Description : Organization users responsible for training field employees

Room Privileges

No room access

Organization Privileges

No organization privileges

Users

Total Users : 0

Delete

Group Details

Group Name : Trainers

Description : Organization users responsible for training field employees

Save

Group room privileges

Select rooms for the user group



Organization administrator

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users res

[Room Privileges](#)
No room access

[Organization Privileges](#)
No organization privileges

[Users](#)
Total Users : 0

Delete

Trainers Room Privileges

Group members can access:

- Instructor Rooms
 - ☒ Shift 1
 - ☐ Shift 2
 - ☐ Shift 3

Save Cancel

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training field employees

[Room Privileges](#)
• Access to following Instructor Rooms :

- Shift 1

[Organization Privileges](#)
No organization privileges

[Users](#)
Total Users : 0

Delete

Group organization privileges

Select organization privileges for the user group



Organization administrator

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training field employees

[Room Privileges](#)
No room access

[Organization Privileges](#)
No organization privileges

[Users](#)
Total Users : 0

Delete

Trainers Organization Privileges

Group members can access:

- ☐ Administrator
- ☐ Manage Users and Groups
- ☒ Manage Devices
- ☐ View Reports
- ☒ Manage Rooms

Save Cancel

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training field employees

[Room Privileges](#)
• Access to following Instructor Rooms :
• Shift 1

[Organization Privileges](#)
• Manage Devices
• Manage Rooms

[Users](#)
Total Users : 0

Delete

Group users



Organization administrator

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training

[Room Privileges](#)
• Access to following Instructor Rooms :
◦ Shift 1

[Organization Privileges](#)
• Manage Devices
• Manage Rooms

[Users](#)
Total Users : 0

Delete

Trainers Users (0)

[Add User\(s\)](#)

Add users to Group

Users :

vrg.trainer@wearableinc.com

vrg.trainer@wearableinc.com

Add

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training field employees

[Room Privileges](#)
• Access to following Instructor Rooms :
◦ Shift 1

[Organization Privileges](#)
• Manage Devices
• Manage Rooms

[Users](#)
Total Users : 1

Delete



Manage rooms

Log into MyRoom account to see organization



Organization
administrator

- Navigate to www.myroom.hpe.com/Account
- Click the **Home** tab
- Login to your MyRoom account
- Click room group name in the **Rooms** tile

Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)



Users

3 Users [Manage Users](#)
4 Groups [Manage Groups](#)



Rooms

3 Instructor Rooms



VRG Devices

2 Devices [Manage Devices](#)



Organization Settings

[View Subscription Details](#) (Expires Oct/31/2018)
[Edit Contact](#)
[Customize HPE MyRoom for Wearable, Inc.](#)

Add room



Organization
administrator

Wearable, Inc. Instructor Rooms (3)

Add Room Generate Multiple Rooms ?

3 of 10 Room(s) used

Shift 1
Shift 2
Shift 3

Add Room ✕

Room Name : ✕

Save **Cancel**

Generate multiple rooms - numbered



Organization
administrator

Wearable, Inc. Instructor Rooms (3)

[Add Room](#)

[Generate Multiple Rooms](#)



3 of 10 Room(s) used

Shift 1

Shift 2

Shift 3

Generate Rooms

Generation Type : ☒ Generate Numbered Rooms ☐ Upload CSV (Excel) file

Room Name Prefix

Training

Number of Rooms

2



[Preview](#)

Generate Rooms

Preview, then generate numbered rooms



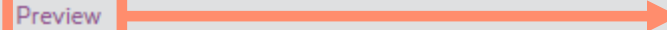
Organization
administrator

Generate Rooms

Generation Type : ☒ Generate Numbered Rooms ☐ Upload CSV (Excel) file

Room Name Prefix

Number of Rooms

Preview 

Generate Rooms

Room Names Preview

- Training 1
- Training 2

Wearable, Inc. Instructor Rooms (5)

[Add Room](#) [Generate Multiple Rooms](#) ?

5 of 10 Room(s) used

Shift 1
Shift 2
Shift 3
Training 1
Training 2

Generate multiple rooms – upload CSV (Excel) file



Organization
administrator

Wearable, Inc. Instructor Rooms (3)

Add Room

Generate Multiple Rooms



3 of 10 Room(s) used

Shift 1

Shift 2

Shift 3

Generate Rooms

Generation Type : ☐ Generate Numbered Rooms ☒ Upload CSV (Excel) file

Column header for room name column (in CSV file)

not needed

Upload a CSV file from your computer

Browse

Upload

Upload text or CSV file



Organization administrator

	A	B
1	Region	Room Name
2	AMS	Training AMS
3	EMEA	Training EMEA
4	APJ	Training APJ

Generate Rooms

Generation Type : ☐ Generate Numbered Rooms ☒ Upload CSV (Excel) file

Column header for room name column (in CSV file)

Browse

Upload

Edit or delete room



Organization
administrator

Wearable, Inc. Instructor Rooms (5)

[Add Room](#) [Generate Multiple Rooms](#) ?

5 of 10 Room(s) used

Shift 1
Shift 2
Shift 3
Training 1
Training 2



Wearable, Inc. Edit Room

Name :

Access : Users in the following groups will have access to this room :
• Trainers (with Full Access)



Register device

Install VRG on device



VRG
device
user

Android:

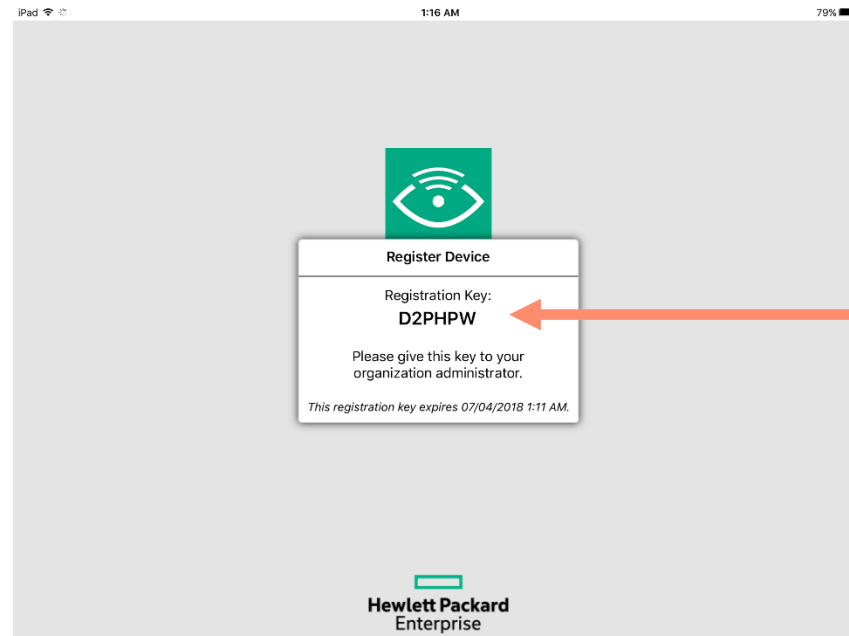


- Navigate to www.myroom.hpe.com/VRG on the device
- Click **VRG Android for wearables in Google Play Store**
- When download is complete, tap it to install
- Click **Open** button

iOS:



- Go to **App Store**
- Search for HPE Visual Remote Guidance
- Follow the prompts to **Get, Install,** and **Open** VRG



Give 6-character
registration key to
your organization
administrator

Log into MyRoom account to see organization



Organization
administrator

- Navigate to www.myroom.hpe.com/Account
- Click the **Home** tab
- Login to your MyRoom account
- Click **Manage Devices** in the **VRG Devices** tile

Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)



Users

3 Users [Manage Users](#)
4 Groups [Manage Groups](#)



Rooms

3 [Instructor Rooms](#)



VRG Devices

2 Devices [Manage Devices](#)



Organization Settings

[View Subscription Details](#) (Expires Oct/31/2018)
[Edit Contact](#)
[Customize HPE MyRoom for Wearable, Inc.](#)

Add VRG device to organization



Organization administrator

Wearable, Inc. VRG Devices

Add Device

1 of 5 Devices Registered

Name	Model	Version	Last Logon (UTC)	Location
Remote Android	HP Slate 7	VRG3 - 10.11.00.0094	Dec/8/2017 4:08:54 PM	Maps

Wearable, Inc. VRG Devices

Enter the key generated on the device:

Key:

Continue

Enter VRG device user's 6-character registration key

Select room the VRG device will be able to join



Organization
administrator

Wearable, Inc. - Admin

Apple iPad (VRG3)

Display Name *

Life Cycle

Location

Preference

• Language: English

Profile

Notes

Continue

Cancel

Access

Device room access

Instructor Rooms

Shift 1

Shift 2

Shift 3

Training 1

Training 2

Keyed Room [Use a key](#)

Ok

Complete VRG device registration form



Organization
administrator

Display Name

- Set VRG device user name to show in People panel

Wearable, Inc. - Add Device

Apple iPad (VRG3)

Display Name *

Remote iPad

Life Cycle

Keep until deleted

Location

Map not available

Access

Rooms :

This device has access to following room

- Shift 1

Preference

- Language: English
- Automatically start audio when entering a room
- Automatically grant audio/video control when requested

Preference

- Select automatic settings for the device

Profile

- Support Services Inc.
- device.user@supportsvcs.com
- 555-1212

Profile

- Add information about VRG device user

Notes

Continue

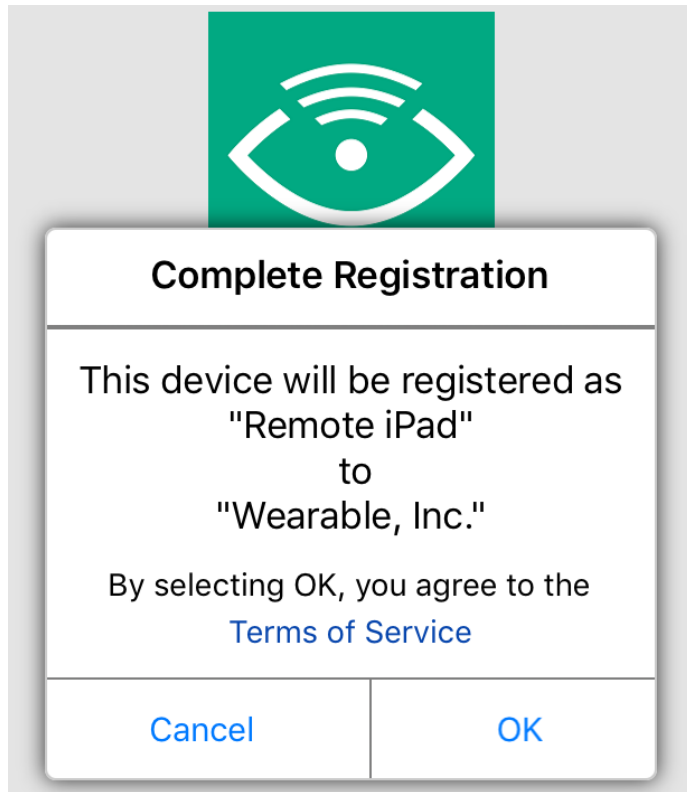
Cancel

Complete registration on VRG device

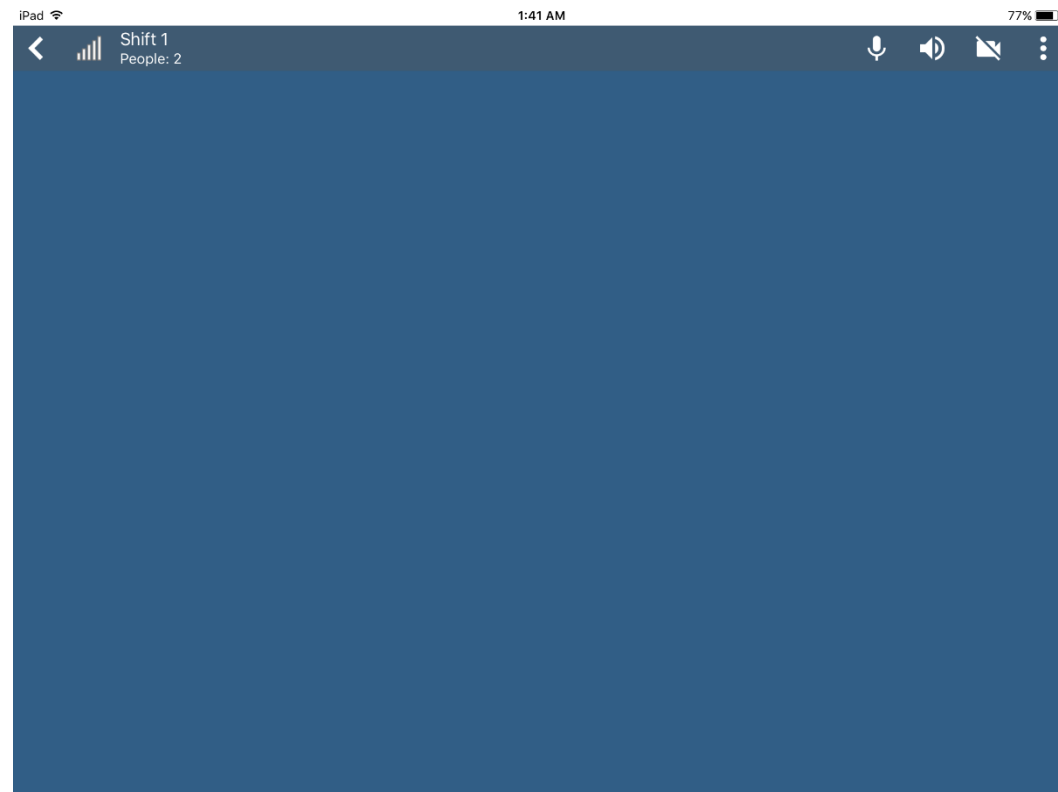


VRG
device
user

Click **OK** to complete registration



The room is opened on the device

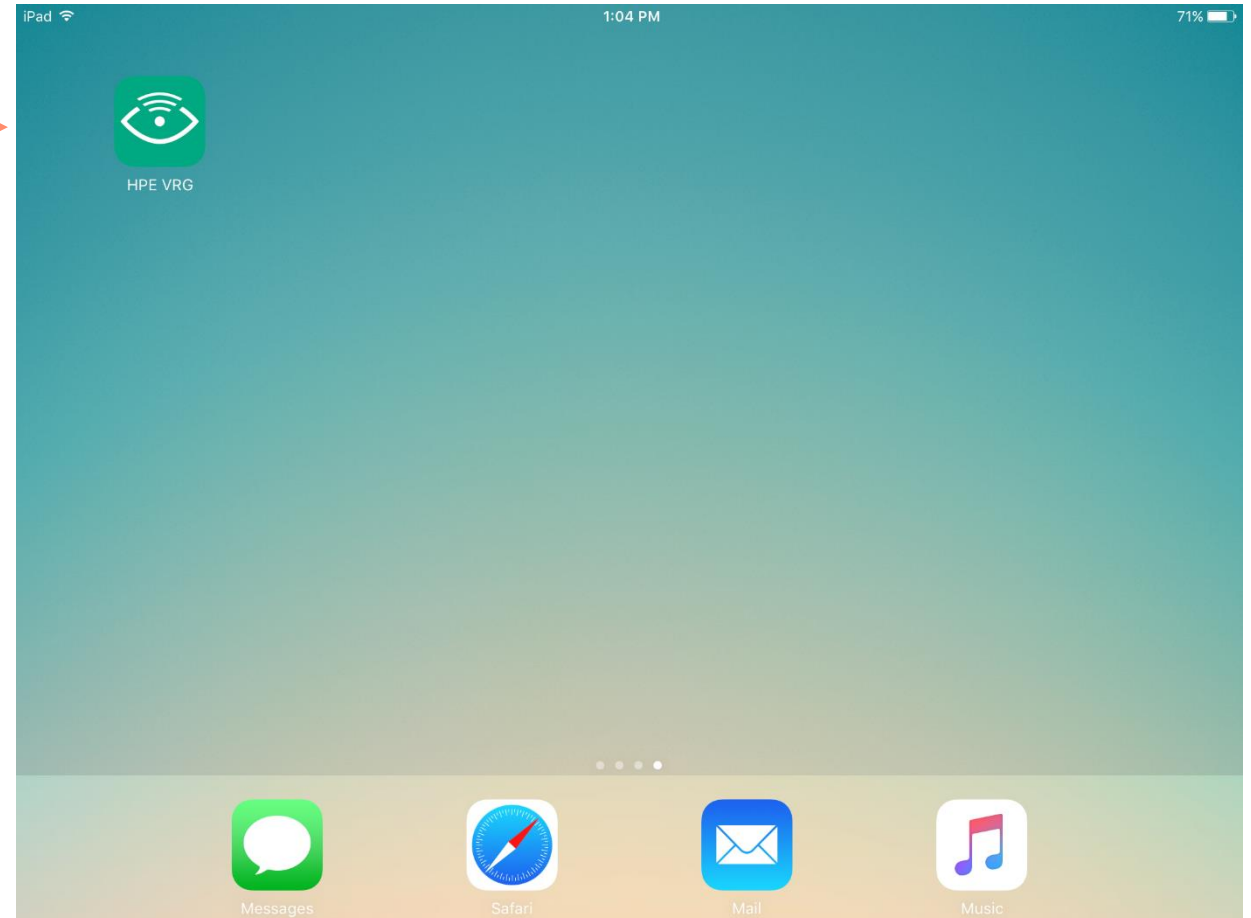


Open VRG on device



VRG
device
user

To open VRG when it is not already running, tap **HPE VRG** icon on device's home screen





Manage devices

Log into MyRoom account to see organization



Organization
administrator

- Navigate to www.myroom.hpe.com/Account
- Click the **Home** tab
- Login to your MyRoom account
- Click **Manage Devices** in the **VRG Devices** tile

Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)



Users

3 Users [Manage Users](#)
4 Groups [Manage Groups](#)



Rooms

3 [Instructor Rooms](#)



VRG Devices

2 Devices [Manage Devices](#)



Organization Settings

[View Subscription Details](#) (Expires Oct/31/2018)
[Edit Contact](#)
[Customize HPE MyRoom for Wearable, Inc.](#)

Select or find VRG device



Organization administrator

Wearable, Inc. VRG Devices

Add Device

2 of 5 Devices Registered

Name ▲	Model	Version	Last Logon (UTC)	Location
Remote Android	HP Slate 7	VRG3 - 10.11.00.0094	Dec/8/2017 4:08:54 PM	Maps
Remote iPad	iPad	VRG3 - 10.13.0.0087	Jul/3/2018 5:39:21 AM	Maps

Click device name to see its registration details

Click **Maps** to see the last place VRG was used

Edit registration details or delete VRG device



Organization
administrator

Wearable, Inc. - Edit VRG Device

Apple iPad (VRG3 - 10.13.0.0087)

Display Name *

Life Cycle [Keep until deleted](#)

Location [Maps](#)

Preference

- Language: English
- Automatically start audio when entering a room
- Automatically grant audio/video control when requested

Profile

- Support Services Inc.
- device.user@supportsvcs.com
- 555-1212


Notes

Save

Delete

Cancel

Access

Rooms : This device has access to following room 

- Shift 1



Organization settings

Log into MyRoom account to see organization



Organization
administrator

- Navigate to www.myroom.hpe.com/Account
- Click the **Home** tab
- Login to your MyRoom account
- Look for **Organization Settings** tile

Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)



Users

3 Users [Manage Users](#)
4 Groups [Manage Groups](#)



Rooms

3 [Instructor Rooms](#)



VRG Devices

2 Devices [Manage Devices](#)



Organization Settings

[View Subscription Details](#) (Expires Oct/31/2018)
[Edit Contact](#)
[Customize HPE MyRoom for Wearable, Inc.](#)

View subscription details



Organization administrator

Wearable, Inc. Subscription Details

Start Date : 6/16/2016
Expiration Date : 10/31/2018

Devices

VRG : 2 of 5 used.

Rooms

Instructor Rooms : 5 of 10 used.

Want to change subscription? [Contact Sales](#)

Edit contact



Organization
administrator

This contact information will be visible:

- To all organization users
- On all organization pages

Wearable, Inc. Contact

This is the contact information that will be shown to other Wearable, Inc. users.

Contact Name

Email

Save

Cancel

Customize organization instructions



Organization administrator

Enter instructions to help your users setup their accounts

Enter information your users will see on their MyRoom home page

Customize HPE MyRoom

Setup Instructions [Preview](#)

Enter any additional instructions specific to your organization that should be displayed when users activate their account.

Only <a>, , , <i></i>, , , , , <p></p>,
, and <hr> HTML tags are allowed.

Users homepage information [Preview](#)

Enter any additional information that users should see on their MyRoom home page

Only <a>, , , <i></i>, , , , , <p></p>,
, and <hr> HTML tags are allowed.

[Ok](#)



Organization users

Log into MyRoom account to see organization



Organization
user

- Navigate to www.myroom.hpe.com/Account
- Click the **Home** tab
- Login to your MyRoom account
- Find contact information for the organization

Welcome to MyRoom for Wearable, Inc. !

Questions? **Contact: Organization Administrator**
(organization.administrator@wearableinc.com)

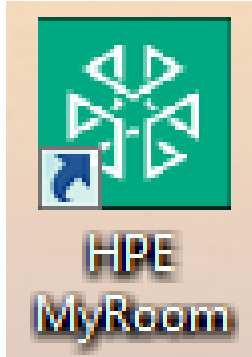
Download the application here:

Download

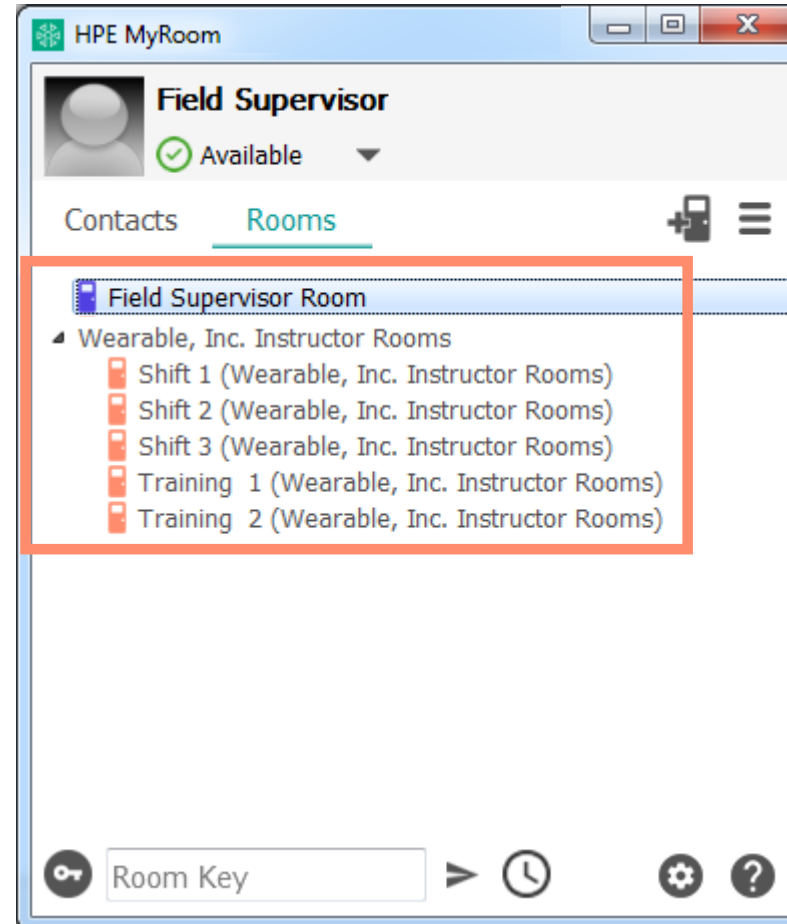
Log into MyRoom tray to access rooms



Organization
user



- Double-click the HPE MyRoom desktop icon
- Login to your MyRoom tray
- Click the **Rooms** tab



- Double-click a room name to open that room

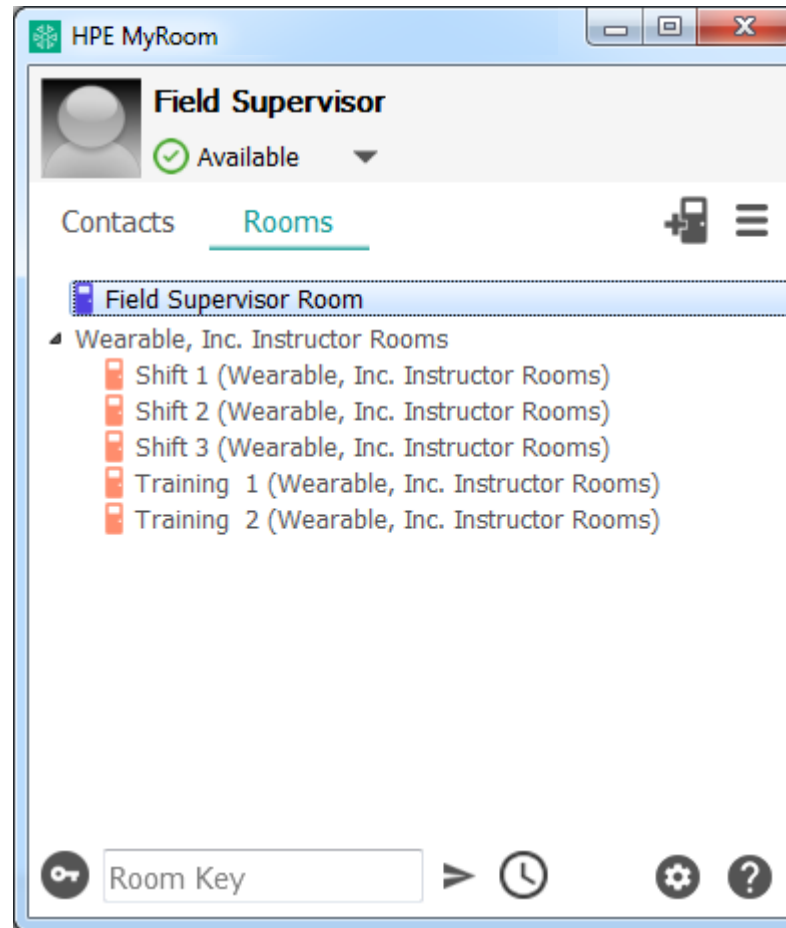
Room permissions



Organization
user

Your account rooms will have:

- Purple doors
- Your account permissions



Organization rooms will have:

- Orange doors
- Organization permissions