



# meetingPost+

## Meeting Room Signage Management Software

### Highlights

- The meetingPost+ is designed to make meeting room management effortless
- meetingPost+ provides a content editing platform with an easy workflow
- Web-based UI for Easy Remote Management
- Go Global with Multi-Language Versions
- Repeatable Scheduling for Meeting Rooms
- Built-in Calendar feature offers Independence
- Booking system Integrated with Microsoft 365, Google and Google Workspace Calendar
- Update Meeting Room Equipment through Microsoft 365, Google and Google Workspace Calendar
- On-screen Booking
- Room Set Function
- Pre-designed Templates for Fast Adoption
- Intuitive Interface for Dynamic Data Templates
- Live-Track Meeting Status with Event Countdown
- Flexible Design for Meeting Room occupancy
- Add Cool Effects and Animations

## meetingPost+ is designed to make meeting room signage management Effortless

CAYIN' s meetingPost+ is dedicated to fulfilling the versatile needs of any meeting room. We got you covered from frequent updates on informational posts to the flexible arrangement of meeting schedules edited in Microsoft 365, Google and Google Workspace Calendar. meetingPost+ also offers seamless cooperation with CAYIN' s players or any other web-enabled device. Simply integrate its comprehensive management functions with media players to substitute traditional notices and posters, display real-time event information on monitors outside each meeting room.



## Built-in Calendar version

### Create a Signage in 4 Easy Steps

meetingPost+ provides a content editing platform with an easy workflow, follow the **FOUR** steps below to create signage:

| Resource                                                   |          |
|------------------------------------------------------------|----------|
| Number of licenses 20                                      |          |
| <input type="checkbox"/> Meeting Room                      | Built-in |
| <input checked="" type="checkbox"/> Conference Room        | Built-in |
| <input checked="" type="checkbox"/> Marketing Meeting Room | Built-in |
| <input checked="" type="checkbox"/> Reception Room         | Built-in |

# 01

Add a meeting room

| Template            |                      |         |
|---------------------|----------------------|---------|
| Business (horiz...) | Colorful (horizo...) | Cubic ( |
| Business (verti...) | Colorful (vertical)  | Cubic ( |

# 02

Choose a template

# 03

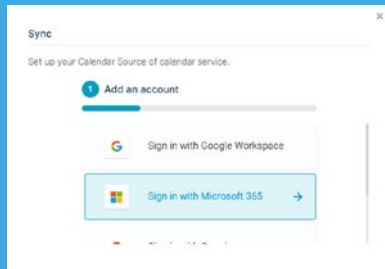
Edit template settings

# 04

Click and Play

# 01

## Set up an account and link to Microsoft 365 to sync information



# Microsoft 365

## version



## Create a Signage in 5 Easy Steps

meetingPost+ provides a content editing platform with an easy workflow, follow the **FIVE** steps below to create signage:



### Resource

Number of licenses 20

☐ Meeting Room

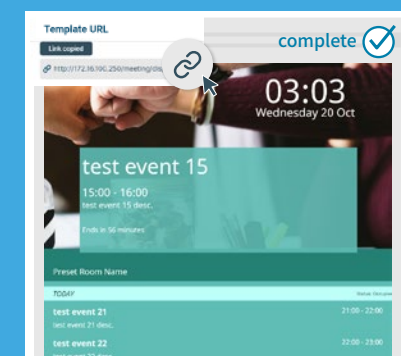
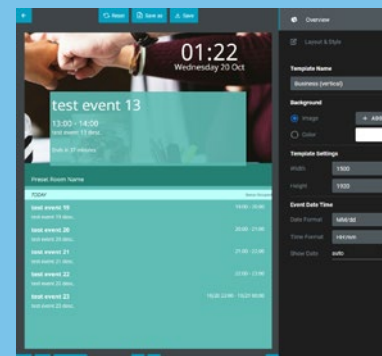
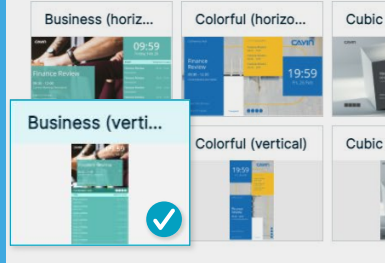
☒ Meeting Room

☒ Conference Room

☒ Marketing Meeting Room

☒ Reception Room

### Template



# 02

## Add a meeting room

# 03

## Choose a template

# 04

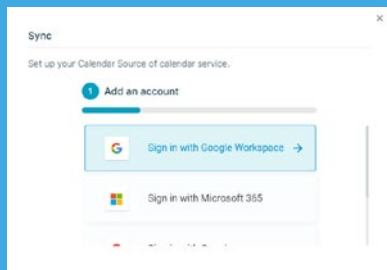
## Edit template settings

# 05

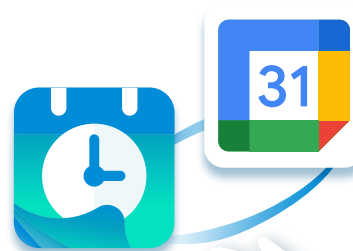
## Click and Play

01

Set up an account and link to Google Workspace to sync information

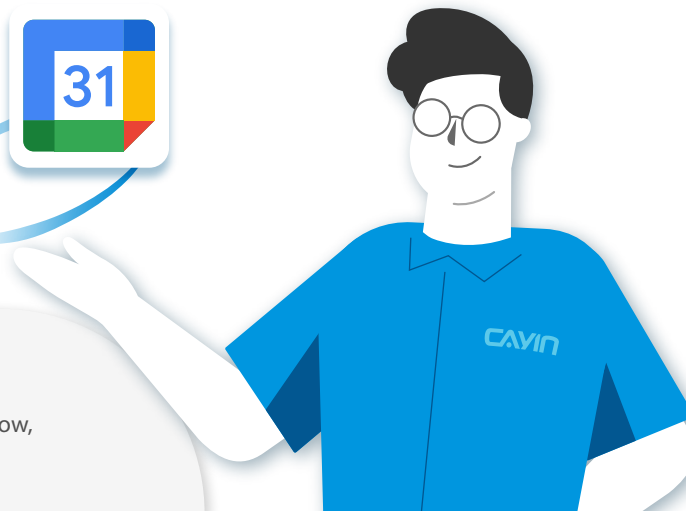


## Google Workspace version



Create a Signage in **5** Easy Steps

meetingPost+ provides a content editing platform with an easy workflow, follow the **FIVE** steps below to create signage:

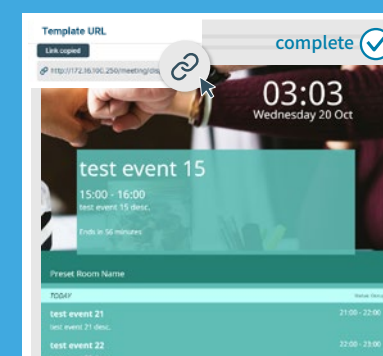
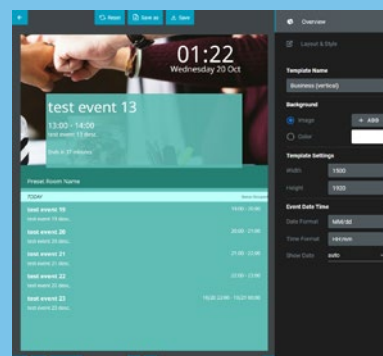
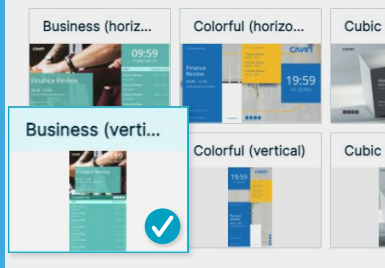


### Resource

Number of licenses 20

- ☐ Meeting Room
- ☒ Meeting Room
- ☒ Conference Room
- ☒ Marketing Meeting Room
- ☒ Reception Room

### Template



02

Add a meeting room

03

Choose a template

04

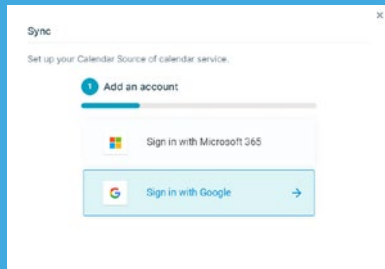
Edit template settings

05

Click and Play

# 01

## Set up an account and link to Google Workspace to sync information



# Google Calendar

## version

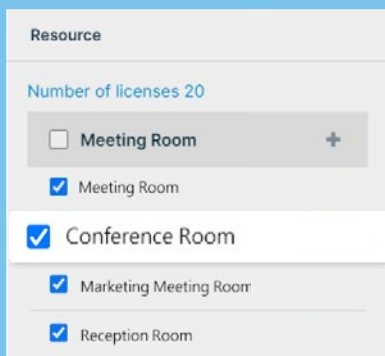


## Create a Signage in 5 Easy Steps

meetingPost+ provides a content editing platform with an easy workflow, follow the **FIVE** steps below to create signage:

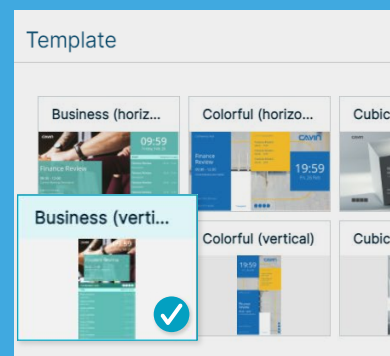
# 02

## Add a meeting room



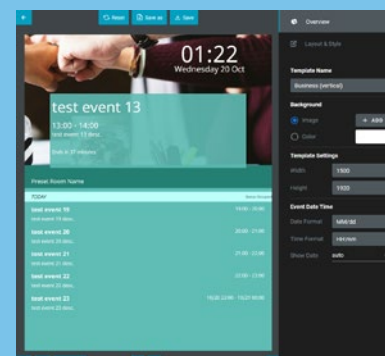
# 03

## Choose a template



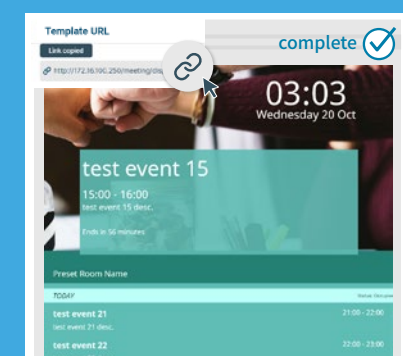
# 04

## Edit template settings



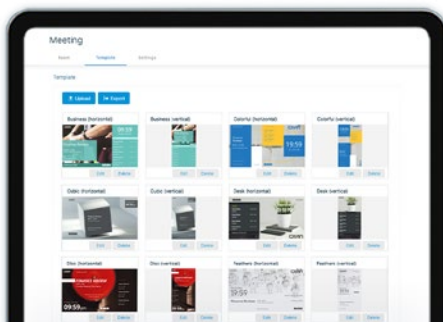
# 05

## Click and Play



## Pre-designed Templates for Fast Adoption

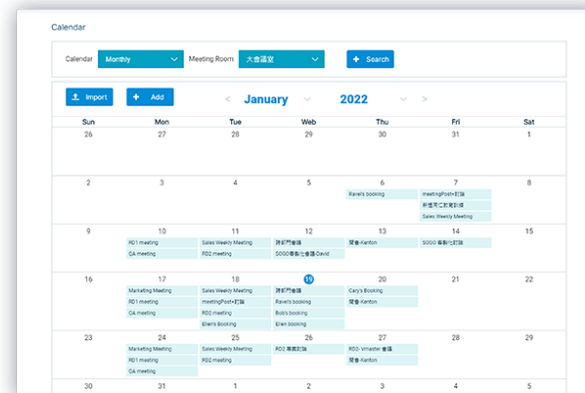
meetingPost+ is equipped with various portrait and landscape templates to give users the possibility of creating professional signage at lightning speed. Customize displays by changing the logo, background image, text size and color based on your needs.



## Built-in Calendar feature offers Independence

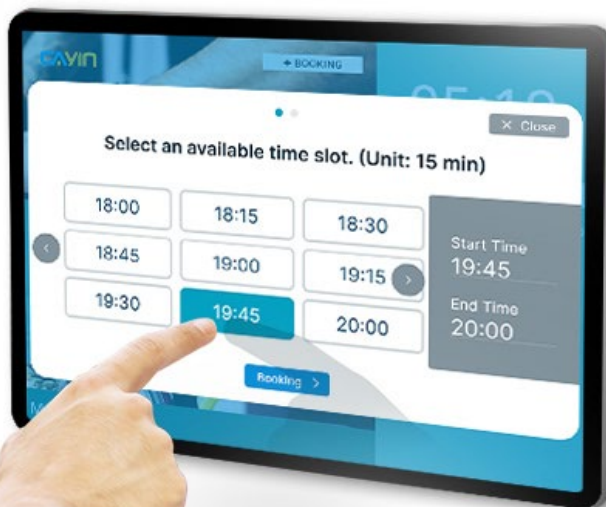
The built-in calendar feature allows you to access meetingPost+ independently without linking to any applications. Reserve meeting rooms, create equipment lists, manage and create an event or recurring event directly from your devices.

You can also conveniently import .ics files or URLs in iCal format, add “meeting room occupant” details, and search for unoccupied meeting rooms within a specified time frame.



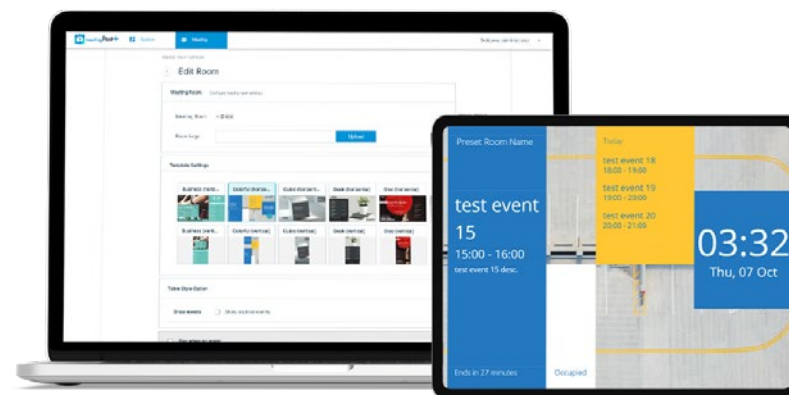
## On-screen Booking

Experience the convenience and speed of booking a meeting room from the display panel right outside the room. Share meeting information directly on the display panel to avoid mixups. Users can later update meeting details or make adjustments to the room on the management page. Be in control of your meeting environments ahead of time to enhance overall group performance at every important meeting.



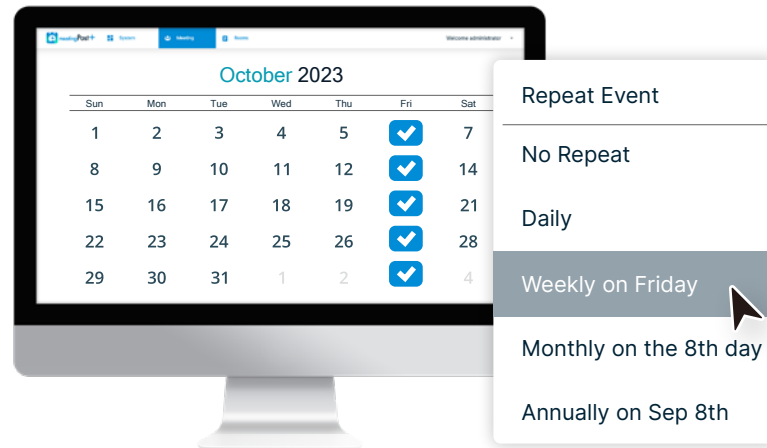
## Web-based UI for Easy Remote Management

meetingPost+’s intuitive web-based user interface allows users to sit in front of any computer and change information displayed outside of meeting rooms.



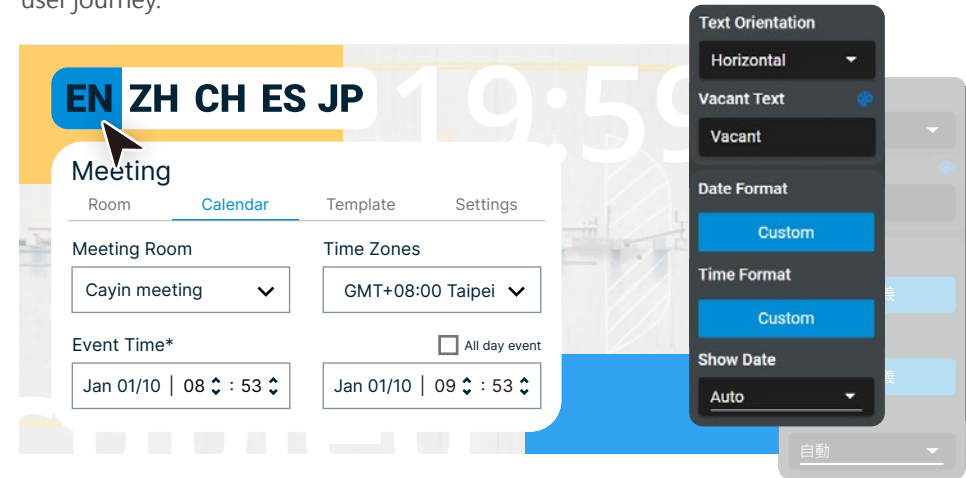
## Repeatable Scheduling for Meeting Rooms

Never forget to book a meeting with meetingPost+! Schedule a daily, weekly, monthly, or annual meeting room booking ahead of time at a click of a button.



## Go Global with Multi-Language Versions

meetingPost+ is multilingual! Software is available in Traditional Chinese, Simplified Chinese, English, Japanese and pish to further improve convenience and comfort in the user journey.



## Room Set Function

Keep your meeting rooms in check and monitor everything happening at ease.

The room set function displays multiple meeting rooms and their ongoing statuses all in one place for convenient viewing and all round management.

Users can easily see unoccupied meeting rooms, make future reservations, and stay updated with department updates



## Intuitive Interface for Dynamic Data Templates

Adjust custom templates for dynamic data with meetingPost+'s intuitive interface. To change template settings, just directly drag, zoom, sort layer order, or delete to match any design preferences and needs.



## Live-Track Meeting Status with Event Countdown

Add the event countdown feature to a template to track event runtime and status in real-time.

It's the easiest way to stay on top of multiple meeting schedules on a hectic day.



## Add Cool Effects and Animations

Liven up any template designs by adding cool effects and animations that best represent your brand!

With a slight change in detail, your presentation can stand out from the crowd.



## Flexible Design for Meeting Room occupancy

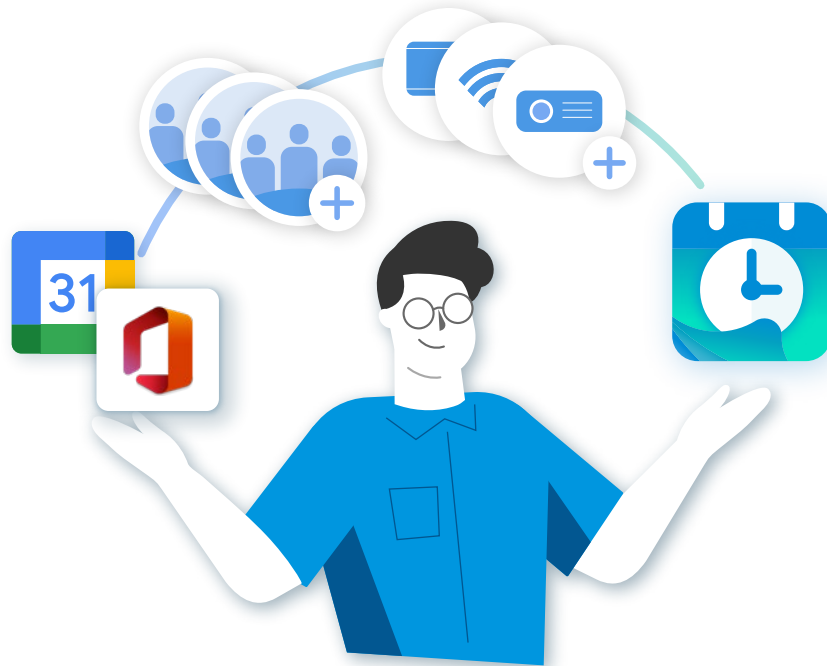
Choose a preferred style to display meeting room occupancy on custom templates. meetingPost+ gives users the design flexibility to show whether a meeting room is vacant or occupied.





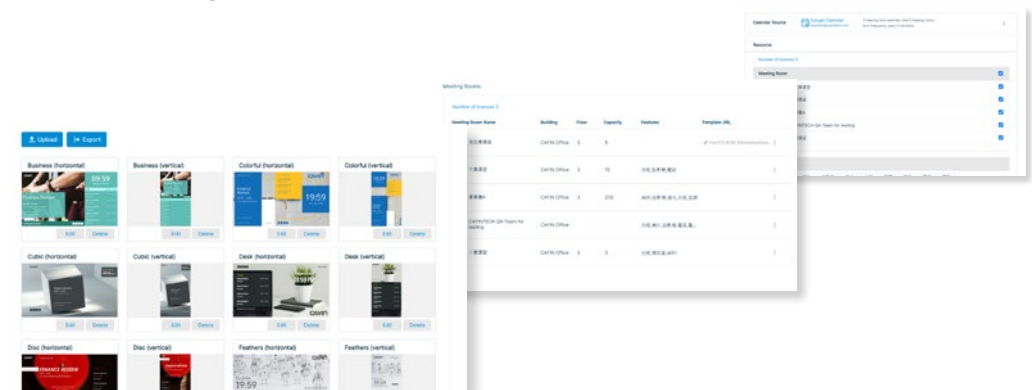
## Booking system Integrated with Microsoft 365, Google and Google Workspace Calendar

Simply sync your Microsoft 365, Google or Google Workspace Calendar to meetingPost+ to reserve meeting rooms through either platform. Select the desired dates and then arrange events on your weekly or monthly calendar. Reservations can be managed through Microsoft 365, Google or Google Workspace Calendar any changes are linked to meetingPost+.

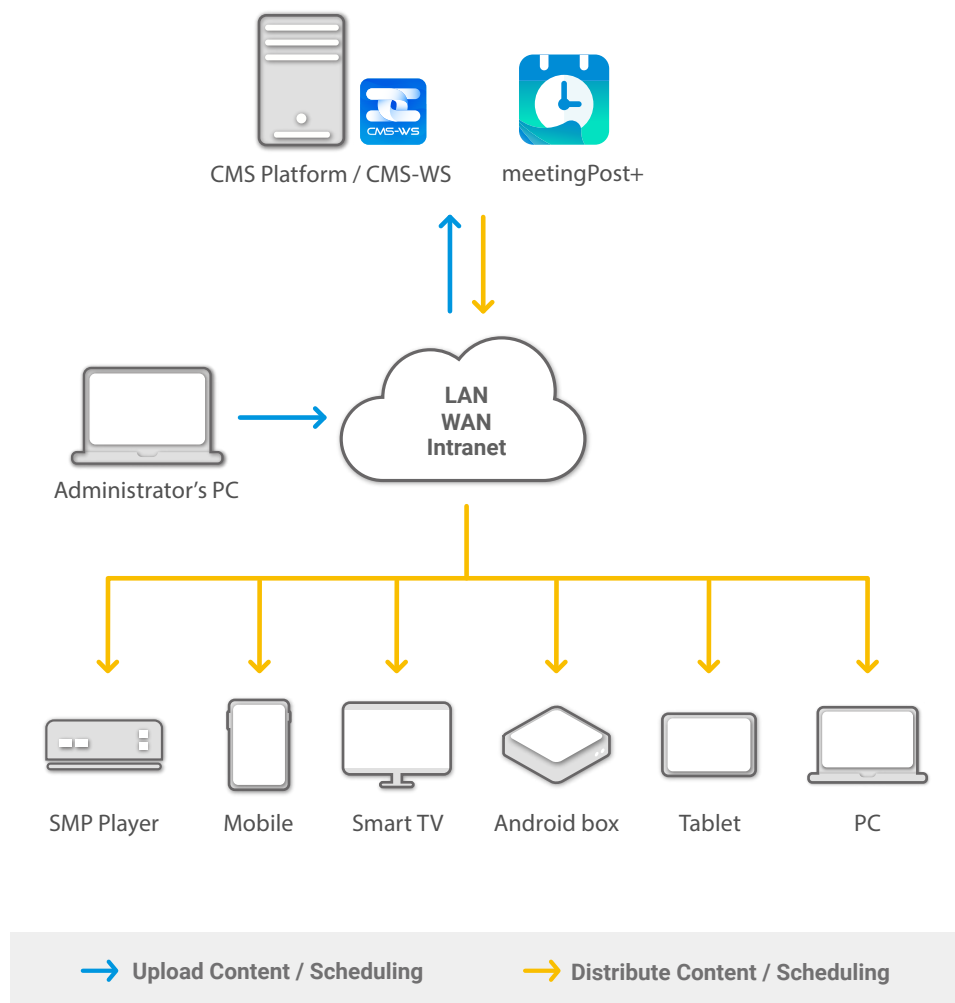


## Update Meeting Room Equipment through Microsoft 365, Google and Google Workspace Calendar

Admins can create meeting rooms and equipment lists for specific meeting rooms through Microsoft 365, Google or Google Workspace Calendar. Selected data will be synced and updated to meetingPost+ for subsequent use.



## System Structure



## meetingPost vs meetingPost+

|                   | meetingPost                 | meetingPost+                                                                                                             |
|-------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------|
|                   |                             |                                                                                                                          |
| Calendar Source   | Standalone/ Google Calendar | Built-in Calendar            Google / Google Workspace Calendar            Microsoft 365 Calendar                        |
| Meeting Rooms     | Manually set up             | Select from            Built-in Calendar            Google / Google Workspace Calendar            Microsoft 365 Calendar |
| Import ics. file  | YES                         | Built-in Calendar Supported                                                                                              |
| Editable Template | NO                          | YES                                                                                                                      |
| Room Set Function | YES                         | YES                                                                                                                      |
| Platform          | Windows                     | CMS / CMS-WS                                                                                                             |
| License           | Perpetual                   | Subscription                                                                                                             |
| Free Upgrade      | NO                          | YES                                                                                                                      |

## System Requirement

Before you install meetingPost+, we recommend you verify that your hardware meets or exceeds the minimum system requirements for the product.(\*)

|                        |                                                |
|------------------------|------------------------------------------------|
| Operating system       | • Ubuntu 64 bits 18.04 LTS                     |
| CPU                    | • Intel® 8th Core i3 processor or better       |
| GPU                    | • Intel chip (support Intel® Quick Sync Video) |
| Memory                 | • 4 GB RAM                                     |
| Hard disk (HDD or SSD) | • 50GB of available disk space                 |
| Installation media     | • Either a USB flash drive or DVD              |
| Network                | • Highspeed Internet access is essential       |

\* meetingPost+ must be downloaded from ALL CMS Platforms(CMS-SE/CMS-WS).

## Try meetingPost+ / CMS Platform for 90-day FREE TRIAL

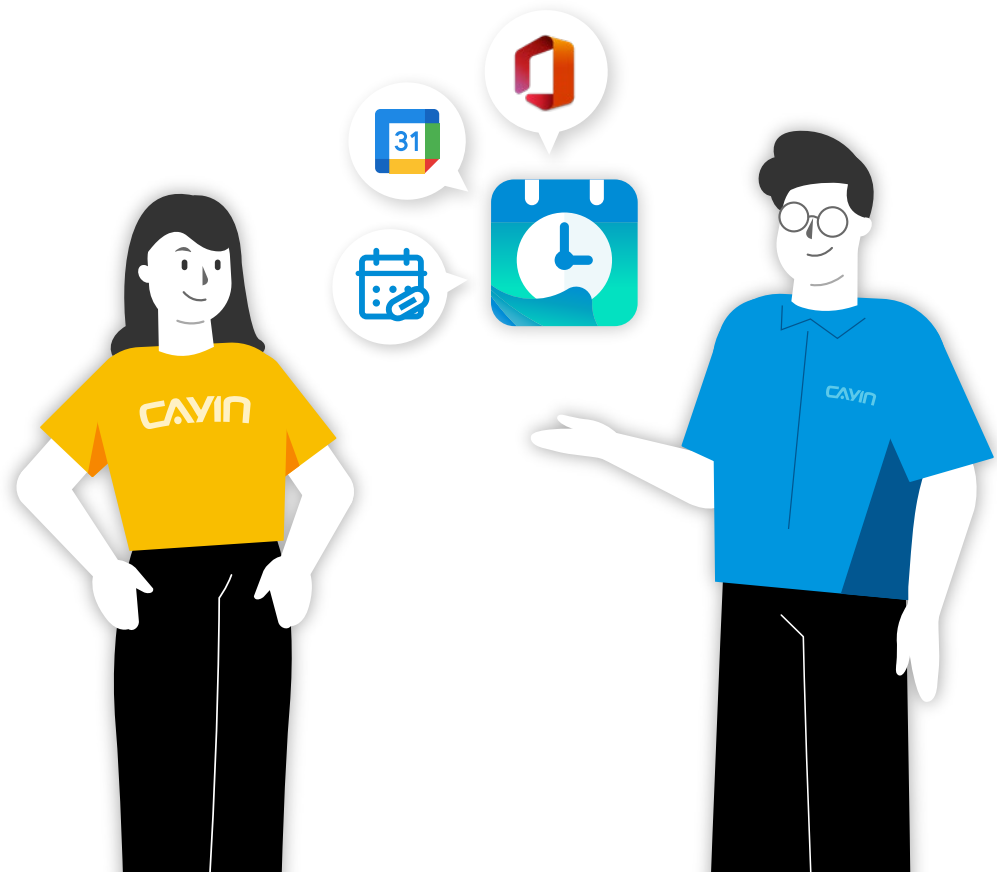
A 90-days free trial of meetingPost+ can be downloaded from ALL CMS Platforms.

If you do not have the CMS software, install the CMS-WS software to begin your CMS-WS 90 days free trial, and download the meetingPost+ from the CMS-WS platform to receive 90 days free trial of meetingPost+.

## Already have a CMS Platform

Log in CMS' Web Manager and go to the APP page to install meetingPost+.

Please refer to the online help of your CMS Server for detailed instructions.



## CAYIN Technology Co., Ltd.

3F., No. 57, Sec. 3, Zhongshan N. Rd., Zhongshan Dist., Taipei City 104, Taiwan TEL: +886-2-25951005 FAX: +886-2-25951050  
sales@cayintech.com <https://www.cayintech.com>

CAYIN Technology CAYIN Technology CAYIN Technology @CayintechPress

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