Hublet Customer Install Quick Guide

FCC NOTE:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

”changes or modifications not expressly approved by the Hublet Oy could void the user's authority to operate the equipment.”

These instructions apply when all technical details have been received from the customer.

NOTE: These instructions will be updated, when the new Hublet Manager can be used to configure the entire customer account.

Step 1: Create new SITE for customer. If customer already has a Site, the proceed to step 2.

1. Log into Hublet Manager as Distributor Organisation Admin (https://manager.hublet.fi/ui)
2. Click on "Sites" in the ACCOUNT menu
3. Click "Add site"
4. Enter SITE NAME and click "Add site"

Step 2: Log into the Customer Site to begin configuration of Customer account

1. Click on the "Account selector" dropdown list on the top right corner of the Hublet Manager view
2. Click on the Distributor Org account on the top of the list that is opened
3. Locate the Site you wish to configure and click "Select"
4. You are now shown the Site level Dashboard

Step 3: Invite a user from the Customer side to be a Site Admin and complete the following step (Google EMM enrolment)

1. Navigate to the correct Site with the Site selector
2. Click on "Users" in the ADMINISTRATION section of the Main menu
3. Click on "Invite user"
4. Enter users email address into the text field
5. Select the language you want to send the invitation email with
6. Click "Send invitation"

➔ The new user will receive an email with a link to register to the Hublet Manager to the Site you have initiated the invite from

Step 4: Enrolling the Site to Google EMM for Google Play Store connectivity. NOTE: Each individual Site will need their own Google Account to enrol.

1. Once on the Site level click on “Settings” in the ADMINISTRATION menu
2. Click “Edit” on the *General information* section to set the Site details (Address, Country, Timezone and Default language)
3. On the *Google EMM* section click “Enroll” to begin the enrolling process.
   a. NOTE: at this point you need to be logged into your browser with the correct Google account or be logged out of all Google accounts. The EMM enrolment process will automatically use the Google account you are currently logged into.
4. Log into the Google account if you are prompted to do so. Otherwise click “Get started”
5. Enter the Site name into the “Business name” field
6. Click “Next” to proceed
7. Optionally enter a Data Protection Officer and EU Representative or leave these fields empty for now and add them later.
8. Check the box “I have read and agree to the Managed Google Play agreement.”
9. Click “Confirm”
10. Click “Complete Registration”
11. Check that you have received the “Enterprise ID” in the *Google EMM* section of the Settings page in Hublet Manager.

Step 5: Configuring the available Wifi networks for the Hublet Tablets.

1. Click on “Networks” on the ADMINISTRATION menu
2. Click “Add network”
3. Enter the SSID of the wifi network that will be used by the Hublet Tablets
4. Select the correct NETWORK SECURITY MODE
5. Select the NETWORK VISIBLITY (Broadcast or Hidden)
6. Enter the security settings based on the security mode selected
7. Click “Add network”

Step 6: Add a Profile into the Site.

Create the Profile

1. Click on “Profiles” in the ACCOUNT menu
2. Click on “Add profile”
3. Enter descriptive PROFILE NAME and DESCRIPTION
4. Click “Add profile”

Edit the Profile settings

5. Click on the Profile icon that appears on the Profiles page
6. Click “Change profile picture” to access Profile background image editing
    a. Click “Upload image button”
    b. Select the correct image from the file selection view
    c. Click “Save changes”
7. Click “Profile settings” to edit Profile basic settings
    a. Click “General” tab to view Profile Name and Description
    b. Click Edit to update the Name and/or Description
    c. Click “Save changes”
8. Click “Networks” to edit network connectivity settings on Profile level. Setting updates are autosaved.
    a. Tick the check box to add/remove network access for tablet when using the Profile
    b. Enable or disable mobile network access if tablet has mobile network connection available (SIM card)
9. Click “Tablets” to adjust Tablet audio, microphone and camera settings. The settings are autosaved when edited.
    a. Enable/Disable audio output to tablet speakers
    b. Set the Default audio volume (scale 0-10)
    c. Set Max audio volume possible for tablet (scale 0-10)
    d. Enable/Disable tablet microphone
    e. Enable/Disable tablet camera
10. Click “Loans” to adjust the tablet loan session max duration
    a. Select max duration from list or set custom time by selecting “Custom” from the list
    b. Exit the Settings by clicking the “X” on the top right corner

Create a Category in which the content is added

1. In the Profile main page click the “Add category” button
2. Type in the CATEGORY NAME and DESCRIPTION
3. Click “Add category”

➔ The Category will be placed on the Tablet UI in alphabetical order of the Name field. You can change the order by adding an order nr or extra letter in front of the name.

Add Apps to the Category

1. Click on the "…" link on the Category row you wish to edit
2. Select "Edit" option
3. Click "Add content" and select "Add app" option
4. Enter the app name or a search term on the Google Play Store search field
5. Click the search icon to list the apps you are looking for
6. Click on the app icon from the search result list
7. Click "Select" to add the app
8. Click "Approve app" to allow the app to have the rights listed in the Add app view

➔ The app is listed in the category in alphabetical order based on name.

➔ You can edit the default Name and Description of the App

Edit Apps in the Category

1. Click on the "…" link on the App row
2. Select "Edit"
3. In the *General* -tab you can edit the App Name and Description that are shown in the Tablet UI. Click "Save" to confirm the update.
4. In the *General* -tab you can set the App to launch in **Locked Task Mode.** This will prevent the user from closing the App after launching. Do not use this setting in normal use.
5. In the *Managed configurations* -tab you can edit settings of selected Apps (mostly Google apps) and save them server side. This type of setting will allow you to save the default Home page of the Chrome browser, for example. Managed configuration is a Site level entity. You cannot have different settings for different profiles withing the same Site.
    a. Enter a Name for the configuration
    b. Edit the configuration you need to set
    c. Click "Save"
    d. The setting will be set in the next tablet loan you initiate
6. In the *Runtime permissions* -tab you are able to define the apps' permissions to all device API's on Prompt/Granted/Denied levels. By default all pemissions are automatically Granted. These settings should not be updated in normal use.
    a. Edit any permission by selecting a new value
    b. Click "Save"
    c. NOTE: The value of the Default selection can be separately edited in the "Tablets" view of the Hublet Manager

Add files to the Category

1. Click on the "…" link on the Category row you wish to edit
2. Select "Edit" option
3. Click "Add content" and select "Upload file" option
4. In the "Upload file" view
    a. Click "Upload file" to open the file search functionality
    b. Select the correct file and click "Save/Open"
    c. Click "Upload file"
5. Enter the Name and Description of the file, which are shown in the tablet UI
6. Click "Upload custom icon" -link to select the icon you wish to show associated with the file in the Tablet UI
    a. Select the correct image file from the file search dialog
    b. Click "Save/Open"
7. Click "Upload file"

➔ Files will appear in the Category list of content in alphabetical order of the Name given to it

Add web links to the Category

1. Click on the "…" link on the Category row you wish to edit
2. Select "Edit" option
3. Click "Add content" and select "Add website link" option
4. In the "Add website link" view
    a. Enter the full URL of the website link (including the https:// -prefix)
    b. Enter the Name and Description of the website link to be displayed on the Tablet UI
    c. Select a Custom link icon by clicking the "Upload custom icon" and selecting the correct image file form your file system
    d. Toggle on the "Full screen" option if you want to launch the web page in full screen mode and not allow the user to browse the Internet freely
5. Click the "Add website link" to add the link into the Category list of content items

➔ The link will appear in the list of content in alphabetical order of its Name.

Highlight apps into the Recommended section of the Tablet UI

1. Click on the “Star” icon on the row of the content item you wish to highlight from a category

➔ The icon is copied to the Recommended section of the Tablet UI
➔ The icon remains also in the Category list

Step 7: Add a Post into the Site

1. Posts are Site specific so all posts are shown in a similar way in all Profiles in the same Site
2. The amount of Posts is not limited within a Site
3. Click “Posts” in the ACCOUNT section of the main menu when logged in the correct Site in Hublet Manager
4. Click “Add post”
5. In the “Add post” view:
   a. Enter the TITLE text for the Post
   b. Enter a DESCRIPTION test for the Post
   c. Enter a link to the website you wish to allow the users to access from the Post
   d. Optionally configure the website to be opened in full screen mode to prevent users from browsing to other sites
   e. Upload an image to be attached to the Post by clicking “Upload” image and selecting the image file from your file system
6. Click “Preview” to view a rough preview of the Post
7. Click “Add post” to save the post and publish to the Tablet UI for the Site

➔ Post is visible in the Tablet UI below the Background image
➔ If multiple Posts have been added, the posts automatically change in the Tablet UI
➔ User is also able to manually swipe to scroll through all the Posts on the Tablet UI

Step 8: Create a Loan Code

1. Loan codes are used to allow the borrowing of a tablet without any user based personal authentication
2. Codes are Site specific
3. Click “Codes” in the ACCOUNT section of the Main menu
4. Click “Add code” in the Codes view
5. In the “Add code” form:
   a. Enter descriptive name for the Code

b. Select end date of the validity for the Code, after which the Code will be expired and invalid
c. Select the Profile that the Code will activate on the Tablet when loan is started from the selection list
d. Select the Code type from options Single, Multi or Reusable.
   i. Single type code releases one tablet and can be used only once
   ii. Multi gives the end user the option to select which tablet or tablets they want to release from the Docking Station
   iii. Reusable type code releases only one tablet, but is can be used unlimited amount of times until validity expires

6. Click “Create code” to add new Loan Code to the Site

➔ Hublet Manager automatically generates a 5 digit code
➔ New Loan Code is listed in the Codes view
➔ To see the Code, click on the “eye” icon on the Code column

View Code details

1. Click on the “…” link on the Code row
2. Click “View details” option
3. The code details are shown

Delete a Code before expiration

1. Click on the “…” link on the Code row
2. Click “Delete”
3. Confirm deletion by clicking “Delete code”

Step 9: Transfer the Hublet Docking Station into the correct Site in Hublet Manager

NOTE: This step is required only for a Distributor user to transfer Docking Stations from the Organisation level to the Site level.
NOTE: You need to have created the correct Site first

1. Log into a Site as a Distributor Organisation Admin
2. Click on the Docking Stations link in the ADMINISTRATION section of the Hublet Manager main menu
3. Search for the Docking Station with the correct serial nr
4. Click on the “…” link on the Docking Station row

5. Click “View details”
6. In the Docking Station -view click on the “Location” -tab
7. Click “Edit”
8. Select the correct Site from the list of available Sites
9. Click “Save”

➔ The Docking Station is now found in the Docking Station view of the correct Site

Step 10: Configure the Docking Station and Authentication Methods in Hublet Manager (old user interface https://manager.hublet.fi)

NOTE: This step will become obsolete when the New Docking Station sw is taken into use and Integrations are configured in the new Hublet Manager UI.

1. Log into the old Hublet Manager UI
2. Click open the correct Site (if logged in as Organisation Admin) in the Sites list
3. Click on “Docks” in the Site level view

Open the Docking Station when installing for first time

1. Click on the “Lock” icon on the Dock row
2. Click “Open”

➔ Docking Station is now able to communicate with the Hublet Cloud service

Configure the basic settings for the Docking Station

NOTE: This step will become obsolete when the New Docking Station sw is taken into use and Integrations are configured in the new Hublet Manager UI.

1. Click on the “Cogwheel” icon on the Dock row
2. Edit the Name of the Docking Station to reflect the physical installation Site of that Docking Station
3. Check the Masterpin of the Docking Station and create a QR code of the icon for futher use when installing Dock on-site
4. Select the Default language of the Docking Station
5. Add any additional languages needed to be supported in the Docking Station UI
6. Select the color of the led lights in the Docking Station slots

7. Let the Keepalive interval and LCD intensity be as default values
8. Click “Save”

Configure the Authentication methods to allow borrowing tablets from Docking Station

NOTE: This step will become obsolete when the New Docking Station sw is taken into use and Integrations are configured in the new Hublet Manager UI.
NOTE: In the current “old” Docking Station sw environment you need to add separate authentication methods, if you wish to allow borrowing of different profiles based on borrower class or age group details. The old Docking Station allows max 4 different authentication methods. The possibility of borrower class identification depends on the LMS and integration plugin capabilities.

1. Click on the “Wrench” icon on the Dock row
2. Click “Add”
3. Click on the Authentication Plugins -tab (NOT Authentication configurations)
4. Select the correct integration plugin by clicking + icon (consult Hublet support support@hublet.fi, if you are unsure what plugin to use, or if plugin is not implemented yet)
5. Enter the “Default label” text for the button used to initiate borrowing on the Docking Station
    a. This text can be translated to all languages selected in the Docking Station basic settings
6. Set Configuration owner as “Site” and Configuration Scope as “Dock”
7. Click “Save”
8. Open the newly creates Authentication method by clicking on the “eye” icon
9. Configure the Authentication “Method Settings” by clicking “Edit”
    a. Keep Release Mode as “Single”
    b. Select the correct Profile you wish to activate on the tablet when borrowing with this authentication method
    c. Detailed logging “No”
    d. Translate the label text in all selected languages
10. Configure the views for input of user id (e.g. library card and pin) for authentication purposes on the Docking Station
    a. In User Inputs -tab set the form in edit-mode by clicking Edit (first for the User id entry)
    b. Enter translations for the view title text

c. Select correct values for all parameters
    i. Input type (text/password)
    ii. Input mode (Virtual keyboard/only scan or read rfid card)
    iii. Input options (limit user id length (min/max))
    iv. Add formatting
    v. Add prefill (will be sent to backend system along with content added by user)
    vi. Capturing group (use a regexp rule to capture part of the string read/scanned from card)
    vii. Set Keypad type (Numeric/Alphanumeric)
d. Click “Save”
e. Do same for the pin entry view
    i. If pin entry is not required, click “Edit” -> “Delete” below the form fields and click “Save”

11. In the “Plugin parameters” tab configure the integration with the LMS or other backend system for the user authentication request sending
    a. Consult Hublet support (support@hublet.fi) for additional details if needed.

➔ Each Authentication method has to be separately created in the Docking Station configuration, if different profiles need to be provided based on user classification or age.

➔ NOTE: In the old Hublet Docking Station software users can be allowed to or blocked from borrowing with a certain Authentication method.

Step 10: Configure the Hublet Docking Station (on-site)

NOTE: These steps are done manually on-site with the Docking Station user interface

1. Take a Masterpin QR code printout with you to the install site
2. Read the QR code with the Barcode scanner to open the Docking Station Maintenance Mode

Update the Docking Station Software Version

1. Click on the “Software Version” on the main menu
2. Click on “Check Updates”
3. When the list of sw versions has been updated, select the latest version on the top of the list by clicking on it
4. Click “Activate selected”

5. Click “Restart”

➔ Docking Station will restart with the selected SW version running.

Configure the Docking Station Network connection

NOTE: The Docking Station can connect to the network by using a Fixed LAN connection (preferred) or a WiFi connection

1. Click on Network Settings
2. Click “Modify”
3. Select “Wired” or “Wireless” connection
4. If “Wireless”
    a. Select IP Address Mode (Dynamic/Static)
    b. Enter SSID
    c. Select Security Method (Open/WPA/WPA2)
    d. Enter Password if secured wifi
    e. Hublet Cloud Address is predefined (api.hublet.fi)
    f. If Static: configure Static IP, Network Mask, Default Gateway IP
5. If “Wired”
    a. Select IP Address Mode (Dynamic/Static)
    b. Hublet Cloud Address is predefined (api.hublet.fi)
    c. If Static: configure Static IP, Network Mask, Default Gateway IP
6. Click “Save”
7. Click “OK” to return to main menu
8. Click “Exit” to exit Maintenance menu

➔ Docking station is connected to network and Hublet cloud if the icon in the lower right corner is green when Docking Station is activated on display

NOTE: it is possible to configure the Docking Station to use am HTTP Proxy, if that is in use in the local network.

Step 10. Add the Hublet Tablets into the Site (on-site)

NOTE: Tablets are delivered to customer in Factory default state. There is no Hublet software pre-installed. All sw is installed when tablets are added to Hublet Manager Site.

Adding a Tablet to the Site in Hublet Manager

1. Power on a new tablet
2. Tap finger on the display repeatedly until camera opens
3. Log into Hublet Manager
4. Open correct Site with the Account Selector
5. Click on **Tablets** link in main menu ADMINISTRATION section
6. Click on **Add tablet** link
7. Select the Wifi network the tablet should initially connect to
8. Read QR code with tablet
9. Follow the setup instructions on the Tablet display
10. After setup has completed place the tablet on the Hublet Docking Station

➔ Tablet has been added to Site but must still be paired with onewire-id at the bottom of the case (pair with case).

Pair Tablet with case

1. Click on **Docking Stations** on the on Hublet Manager main menu ADMINISTRATION section
2. Click on the **…** link on the Docking Station row
3. Click on **View details**
4. Open "Connected tablets" -tab
5. Click on the "**…**" link for tablet to be paired
   - *NOTE: If the serial nr and MAC address are already shown, tablet is paired and ready to use*
6. Click on **Pair with case** in the pop-up note
7. Select the correct tablet from the list of available tablets
   - The list contains all unpaired tablets assigned to the Site currently
   - Check the tablet serial nr from the tablet display
8. Click on **Pair with case**

➔ Tablet is ready to be borrowed from the Docking Station

Step 11: Manage Tablets

NOTE: Tablets can be managed to certain degree remotely from the Hublet Manager. E.g. tablets can be restarted or factory reset. These are not part of the default installation process. These are additional features of the Hublet solution.

Check last keepalive message from tablets

1. Click “Tablets” on the main menu of the Hublet Manager ADMINISTRATION section
2. Check the “Last active” timestamp in the Tablet table view
   a. If time stamp is more that 15 minutes, the tablet can have lost connection to Hublet Cloud and needs to be restarted manually on the tablet

Check tablet installed Apps

1. Click “Tablets” on the main menu of the Hublet Manager ADMINISTRATION section
2. Click on “…” link on the tablet row
3. Click “View details”
4. Click “Apps” tab

➔ All Apps installed on the tablet are listed with the sw version
➔ Hublet App is named Hublet Device Manager
➔ The Hublet Device Manager version is installed on the tablet display lower right corner when Tablet is in locked mode

Restart or Factory reset tablet remotely

1. Click “Tablets” on the main menu of the Hublet Manager ADMINISTRATION section
2. Click on “…” link on the tablet row
3. Click “Remove”
4. Click “Remove tablet” on the confirmation dialog

➔ Tablet will be factory reset when Tablet makes next keepalive connection to Hublet Cloud
➔ Tablet can be reinstalled as a new tablet (pairing with case is no longer needed)

Configure Update Policy for tablet OS updates

NOTE: Hublet tablets will receive notifications for updates to the Android OS when they are available. To control when they are installed, it is possible to set a policy.

1. Click on “Tablets” in the Hublet Manager main menu ADMINISTRATION section
2. Click “Advanced settings”
3. Set System update policy
    a. “Automatic” will update immediately when update notification is received
    b. “Windowed” allows you to set a specific time of day to allow updates
    c. “Postponed by 30 days” postpones the updates totally by 30 days after which the updates can come at any time.

Set Android security to prevent tablet use after unwanted factory reset

NOTE: To set the Android security, you need to find out the Google Account ID of a Google account. When the Account ID is set in the Hublet Manager, you will need to log in with the Google account username and password to reinstall the tablet.

To find out the Google Account ID:

1. On your browser, go to: https://developers.google.com/people/api/rest/v1/people/get?apix=true&apix_params=%7B%22resourceName%22%3A%22people%2Fme%22%2C%22personFields%22%3A%22metadata%22%7D
2. Click Execute button
3. If you have not already signed in with the Google account, you need to sign in now and grant Google the required permissions
4. On the bottom right, you should see the results of the request. The Google account ID is the value associated with the id key in the results, within metadata and sources blocks

To set the FACTORY RESET GOOGLE ACCOUNT ID:

1. Click on “Tablets” in the Hublet Manager main menu ADMINISTRATION section
2. Click “Advanced settings”
3. In the “Android security” section click “Edit”

4. Enter the “FACTORY RESET GOOGLE ACCOUNT ID”
5. Click “Save”