



Crestron[®] Room Scheduling Panels

User Guide

Crestron Electronics, Inc.

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Crestron® Room Scheduling Panels

Introduction

The Crestron® room scheduling application provides a complete room scheduling solution for the Crestron TSW-760 and TSW-1060 touch screens. When the scheduling application is enabled on a touch screen installed outside of a meeting space, users can view the room's availability, check the status of nearby rooms, and book an ad hoc meeting directly through the touch screen.

The scheduling application integrates with the Crestron Fusion® software service, Microsoft® Exchange software, or the Google Calendar™ calendaring application (via a Google® software account) to provide real-time notifications and to intelligently monitor the meeting space.

NOTE: The scheduling application comes preinstalled on the TSW-760 and TSW-1060 touch screens. Ensure that the touch screen is running the latest firmware version that includes the scheduling application. For more information, refer to the firmware release notes.

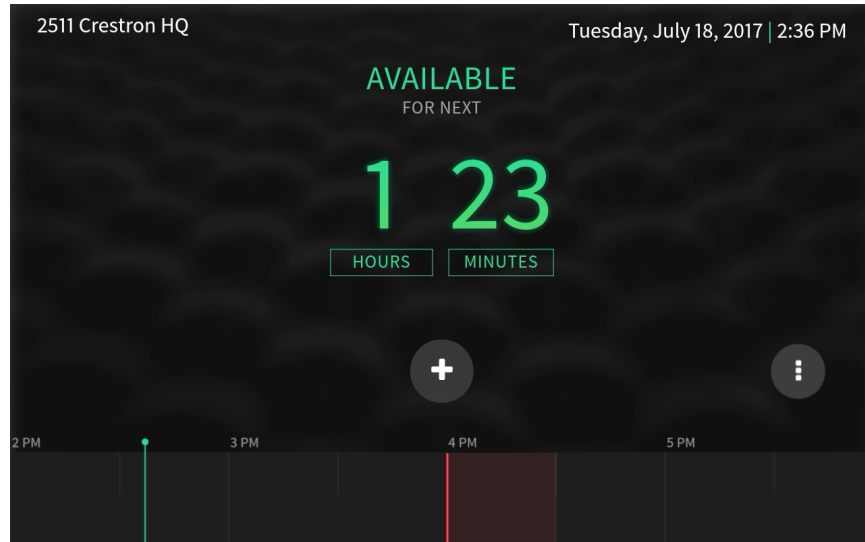
For more information about configuring the scheduling application, refer to the Crestron Room Scheduling Panels Operations Guide (Doc. 8205) at www.crestron.com/manuals.

For more information about customizing the scheduling application, refer to the Crestron Room Scheduling Panels Programming Guide (Doc. 8213) at www.crestron.com/manuals.

The Touch Screen

Use the touch screen user interface to reserve and to obtain schedule information for the current room, as well to book other available rooms. The following image shows a typical screen when the room is available.

Typical Scheduling View



NOTE: The information displayed on the user interface can vary depending upon how the scheduling application settings have been configured.

The touch screen user interface indicates whether the room is available or reserved. The current room status can be determined by the color of the interface on the display. If the room is not currently reserved, the interface displays a green "Available" message and shows the amount of time remaining before the next scheduled reservation. If the room is currently reserved, the interface displays a red "Reserved" message and shows the amount of time until the room becomes available.

The User Interface

The scheduling application comprises screens that display the status of the room and provide options for scheduling meetings, for viewing the scheduling availability of the room, and for performing other meeting-related functions, all directly from the touch screen. These screens are explained in the sections that follow.

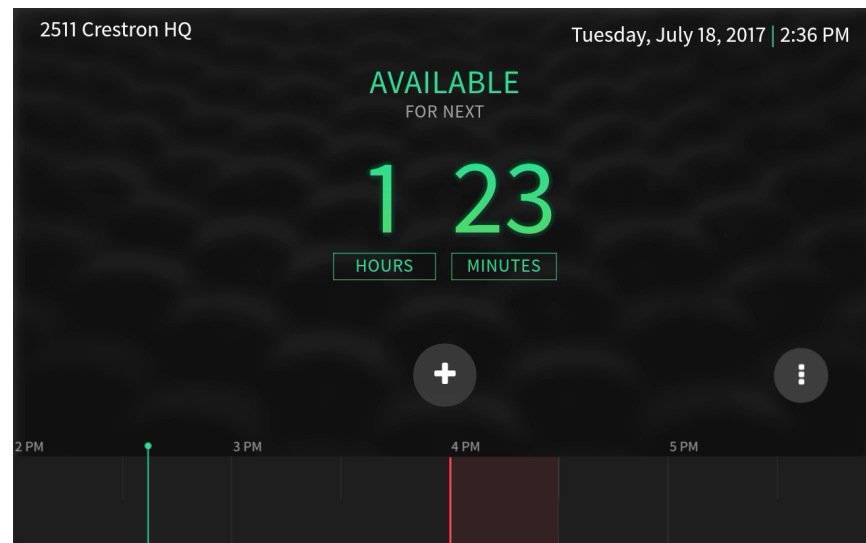
Active Screen

NOTE: The active screen can be configured for horizontal orientation (the default setting) or vertical orientation. The active screen provides the same functions in both orientations, but the content of the screen is arranged differently depending on the orientation. The following section describes the active screen in horizontal orientation.

The active screen is the primary screen of the scheduling application. The active screen indicates whether the room is currently available or reserved, and it provides a timeline that can be swiped to determine which time slots are available and which are reserved for the current day. If the room is available, the active screen allows an ad hoc meeting to be reserved from the touch screen. The active screen also provides a "more options" button (ⓘ) that can be tapped to view additional application functionality. A status bar on the top of the screen shows the room name, the day of the week, the date, and the time.

If the room is currently available, the active screen indicates in green text that the room is available, and it shows the time remaining until the next scheduled meeting or shows a message indicating that the room is available for the rest of the day. The plus (+) button in the center of the interface is used to schedule an ad hoc meeting if this function is available. (For more information on creating a reservation from the touch screen, refer to page 10.)

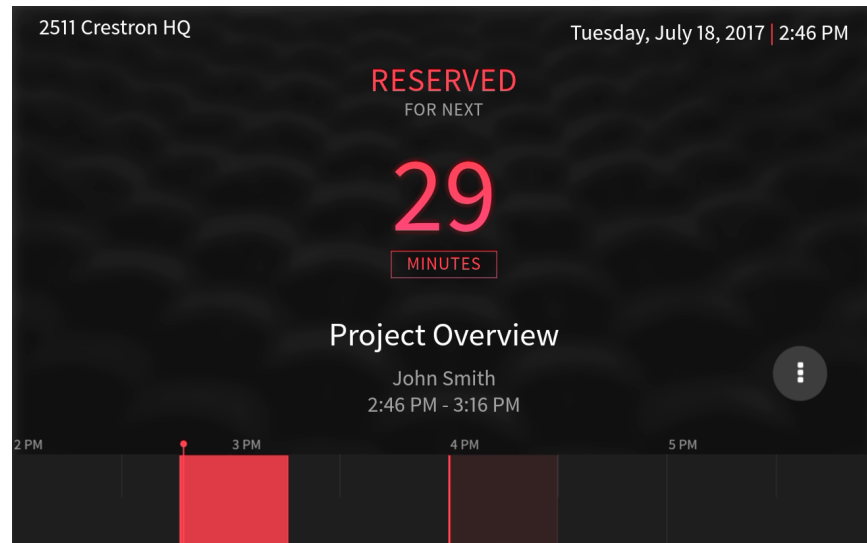
Active Screen - Available



If the room is currently reserved, the active screen indicates in red text that the room is reserved, and it shows the time remaining until the room is available. The active screen also provides the current meeting subject, organizer, and scheduled duration.

NOTE: The meeting subject and organizer are not displayed if the room privacy level is set to "Private." For more information on setting privacy levels, refer to the Crestron Room Scheduling Panels Operations Guide (Doc. 8205).

Active Screen - Reserved



Idle Screen

The idle screen displays if the scheduling application is inactive for a specified duration. The idle screen provides much of the same information as the active screen when the room is available or reserved, including the room name, day of the week, date, and time, but this screen does not contain any scheduling functionality. The idle screen also provides colored bars on either side of the screen that display green if the room is available and display red if the room is reserved. Tap any part of the idle screen to return to the active screen.

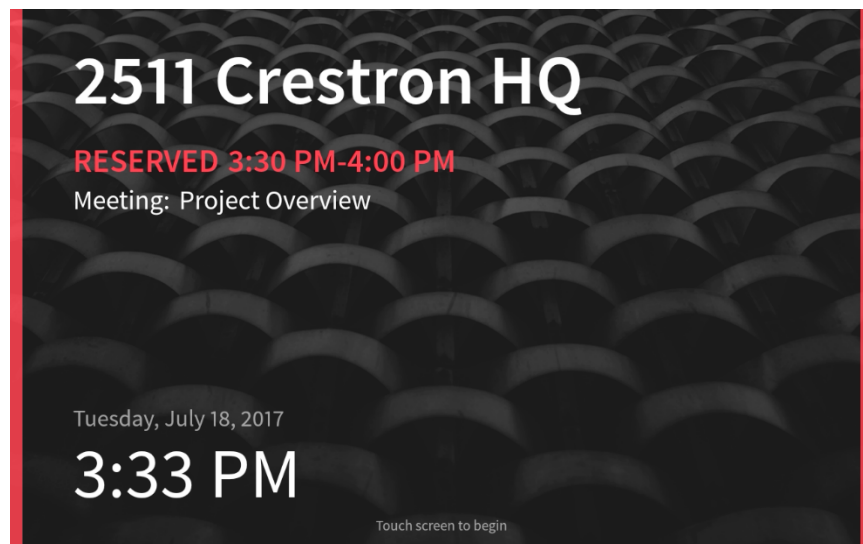
If the room is currently available, the idle screen indicates in green text that the room is available, and it shows the time and subject of the next scheduled meeting or shows a message indicating that the room is available for the rest of the day.

Idle Screen - Available



If the room is currently reserved, the idle screen indicates in red text that the room is reserved, and it shows the scheduled time and subject of the current reservation (if the subject is not set to private).

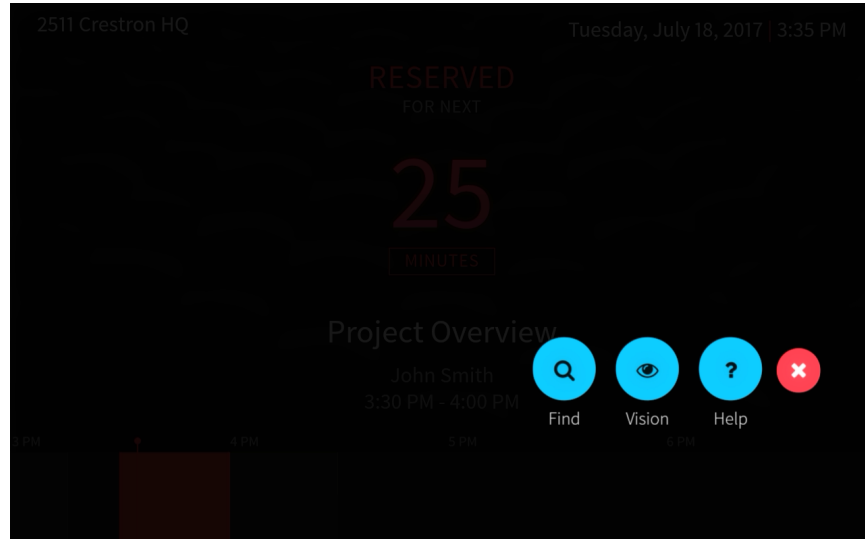
Idle Screen - Reserved



More Options Screen

Tapping the button on the bottom right of the active screen displays an overlay with additional application functions.

More Options Screen



The following functions are available.

NOTE: The available functionality differs based on which scheduling calendar is selected (Crestron Fusion, Google Calendar, or Microsoft Exchange), with Crestron Fusion providing the most functionality.

- **Find:** Tap the **Find** button to search for a nearby room on the network that is available for reservations. For more information on scheduling a reservation for a nearby room, refer to page 12.
- **Vision:** Tap the **Vision** button to change the contrast of the color scheme to support visually-impaired users. This contrast conforms to the Web Content Accessibility Guidelines (WCAG) 2.0, part 1.4.6, for Contrast (Enhanced).
- **Help:** Tap the **Help** button to display an overlay that explains various functions of the active screen. For more information on this overlay, refer to "Help Overlay Screen" on page 7.

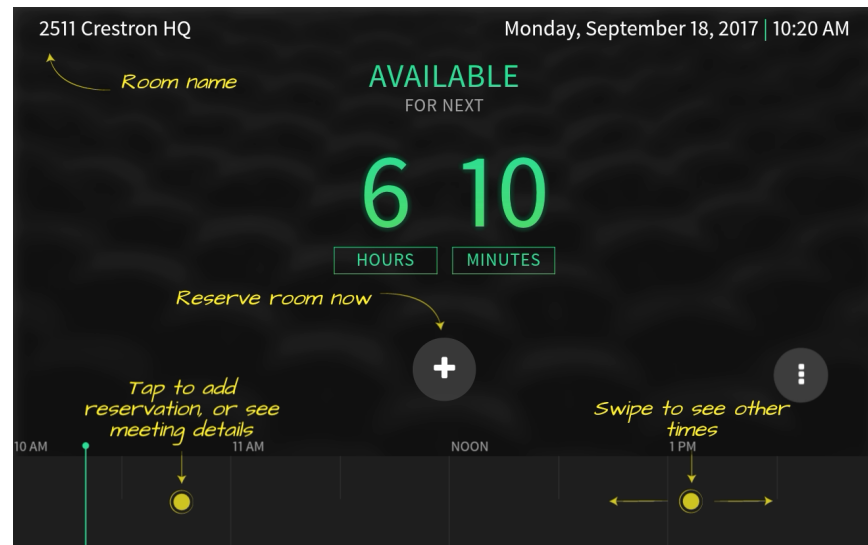
Tap the **x** button to return to the active screen.

NOTE: Additional selections, including **Check In**, **End**, and **Extend**, are also provided on the more options screen if these features are configured for the scheduling application. For more information, refer to "Scheduling Application Functionality" on page 15.

Help Overlay Screen

Tap the **Help** button on the more options screen to display the help overlay screen.

Help Overlay Screen - Available

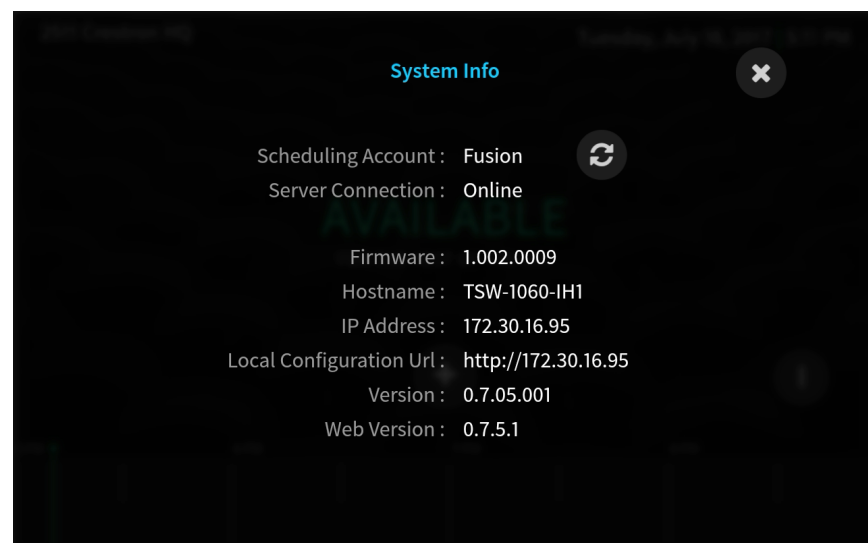



The help overlay screen explains the various functions of the available screen when the room is available or when the room is reserved. (The help overlay screen for when the room is available is shown as an example.) Tap any part of the screen to hide the help overlay screen.

System Info Screen

Hold the **Help** button on the more options screen for three seconds to display the **System Info** screen.

System Info Screen



The **System Info** screen displays the scheduling calendar source and the server connection status. Tap the refresh button () to refresh the connection status

The **System Info** screen also displays the firmware version, the touch screen hostname, the touch screen IP address, the web configuration interface URL address, the software version number, and the web UI version number.

Tap the **x** button to return to the active screen.

The Scheduling Timeline

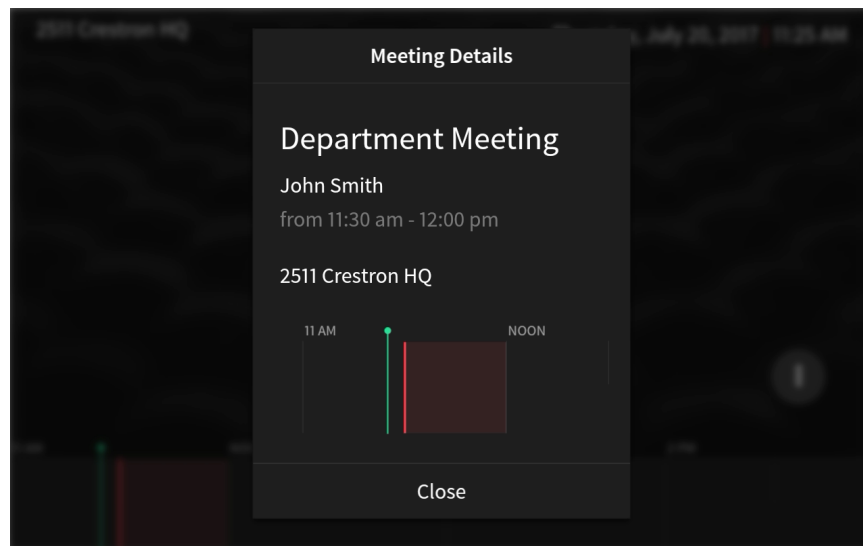
The scheduling timeline, which is located by default on the bottom of the interface, displays the room's scheduling availability for the current day. The timeline is divided into half-hour time slots, and it shows four hours of scheduling data at one time in horizontal orientation and seven hours of scheduling data in vertical orientation. The current time is represented on the timeline as a green line (if the room is available) or a red line (if the room is reserved).

NOTE: The scheduling timeline can also be set to display vertically on the right side of the interface. For more information, refer to "UI Settings" in the Crestron Room Scheduling Panels Operations Guide (Doc. 8205).

Swipe the timeline from right to left or left to right (horizontal orientation) or from bottom to top or top to bottom (vertical orientation) to view scheduling data from later or earlier in the day, respectively. The interface automatically moves back to the current time slot after a brief period of inactivity.

Available time slots are represented on the timeline as dark gray blocks, and reserved time slots are represented as bright red blocks. Tapping a reserved block displays a **Meeting Details** screen that shows the meeting subject, organizer, and attendees (if not set to private), the scheduled duration of the meeting, the room name, and a cross section of the timeline for when that meeting is scheduled to occur.

Meeting Details Screen



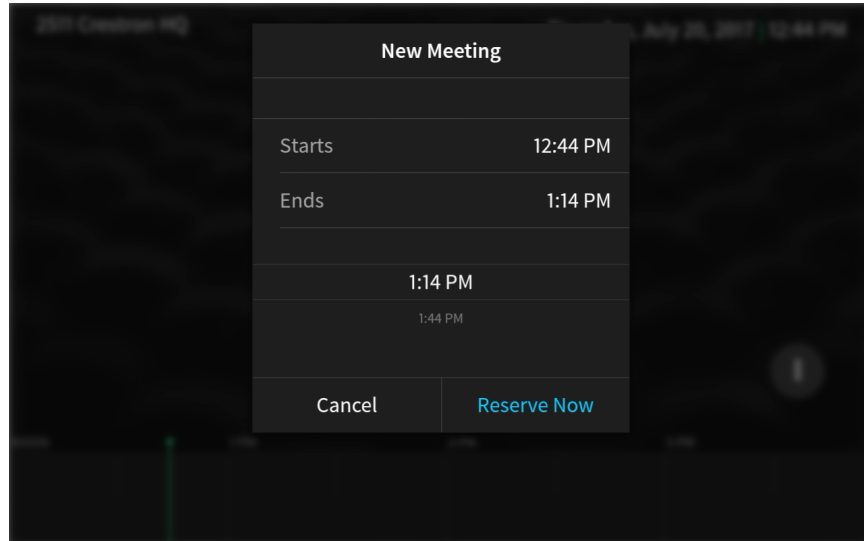
Tapping an available block displays a **New Meeting** screen that allows a reservation to be created during that time slot if the room can be reserved. For more information on scheduling a meeting for another time, refer to page 10.

Scheduling an Ad Hoc Meeting

If the room is available and can be reserved (as indicated by the green "Available" text on the interface), use the following procedure to create an ad hoc reservation from the touch screen.

1. Tap the plus (+) button on the active screen. The **New Meeting** screen loads.

New Meeting Screen



2. Select the meeting end time by swiping the time at the bottom of the screen up or down between the available options. By default, the room can be reserved for 30, 60, 90, and 120 minutes from the current time if another reservation is not already scheduled for one of those time slots.
3. Tap **Reserve Now** to confirm the reservation or tap **Cancel** to discard the reservation. Once reserved, the room status changes to "Reserved," and the ad hoc meeting information is displayed on the screen.

NOTE: By default, the meeting subject for an ad hoc meeting is "Walk up meeting," and the organizer is "Walk up organizer."

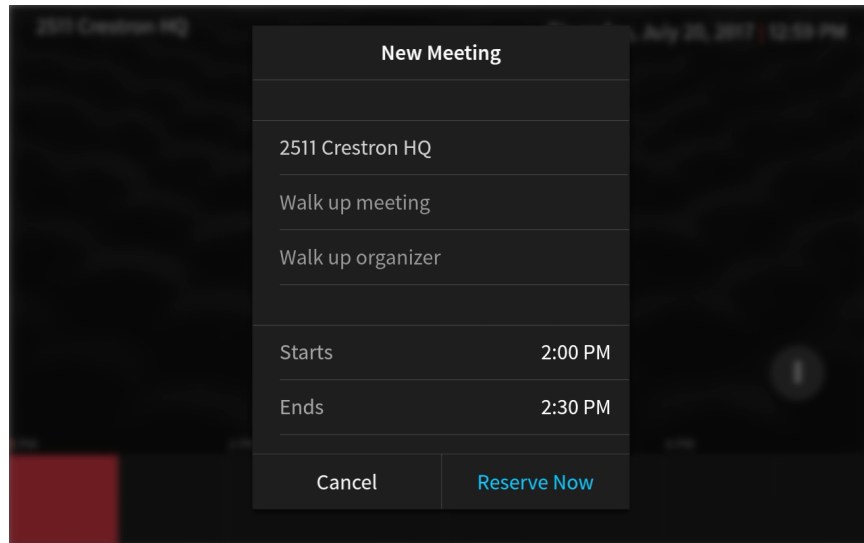
Scheduling a Meeting for Another Time

If the room is not available (as indicated by the red "Reserved" text on the interface) or if a reservation needs to be made for later in the day, the room can be reserved for another available time slot.

Use the following procedure to reserve the room for another available time slot.

1. Swipe through the scheduling timeline on the active screen to view the room's available time slots for that day (represented as dark gray blocks).
2. Tap an available time slot to select the desired reservation period. The **New Meeting** screen displays.

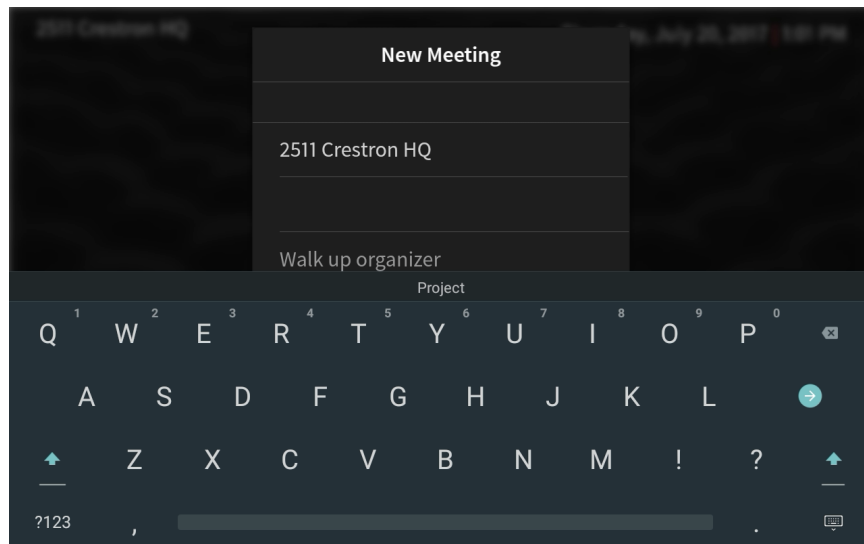
New Meeting Screen



The screenshot shows a 'New Meeting' dialog box. It has a title bar 'New Meeting'. Below it are four text input fields: '2511 Creston HQ', 'Walk up meeting', and 'Walk up organizer'. Below these are two time selection fields: 'Starts 2:00 PM' and 'Ends 2:30 PM'. At the bottom are two buttons: 'Cancel' and 'Reserve Now'.

3. Tap the **Walk up meeting** text field to display an on-screen keyboard. Use the keyboard to enter the meeting subject name, and press the return icon (👉) in the lower right corner to return to the **New Meeting** screen.

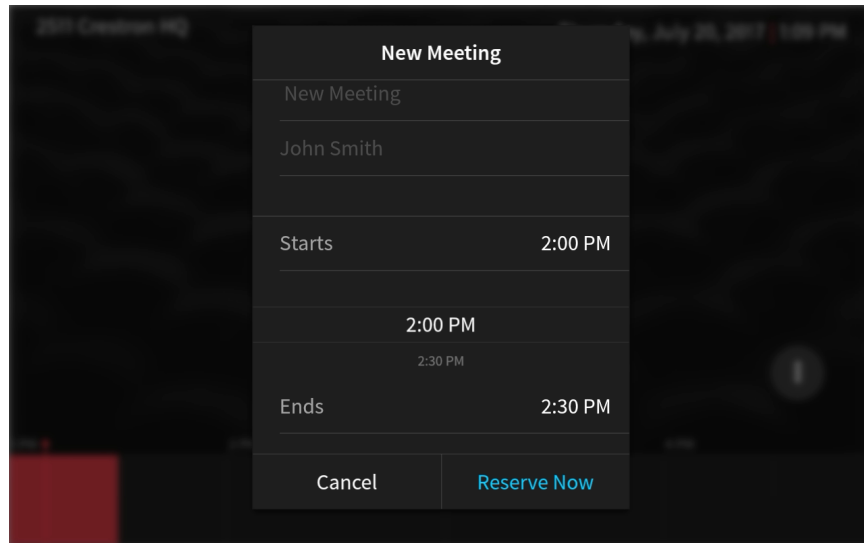
New Meeting Screen - On-Screen Keyboard



This screenshot shows the same 'New Meeting' dialog box as before, but with an on-screen keyboard displayed at the bottom. The keyboard is a QWERTY layout with a 'Project' label above it. The 'Walk up organizer' field is currently selected, and the keyboard is open for text entry. The 'Reserve Now' button is visible at the bottom right of the dialog.

4. Tap the **Walk up organizer** text field to display an on-screen keyboard. Use the keyboard to enter the meeting organizer name, and press the return icon (👉) in the lower right corner to return to the **New Meeting** screen.
5. Tap the meeting start time to display a list of available start times. Swipe up or down through the times to set the time that the reservation will begin. By default, the reservation can be set to begin 30, 60, 90, and 120 minutes from the current time if another reservation is not already scheduled for one of those time slots.

New Meeting Screen - Start Time Selection

A screenshot of a mobile application interface for scheduling a meeting. The screen is titled "New Meeting" at the top. Below the title, there are two input fields: the first contains "New Meeting" and the second contains "John Smith". Below these fields, there are two time selection sections. The first section is labeled "Starts" and shows "2:00 PM" with a dropdown menu open displaying "2:00 PM" and "2:30 PM". The second section is labeled "Ends" and shows "2:30 PM". At the bottom of the form, there are two buttons: "Cancel" and "Reserve Now". The background of the screen is dark and slightly blurred, showing a calendar grid.

6. Tap the meeting end time to display a list of available end times. Swipe up or down through the times to set the time that the reservation will end. By default, the reservation can be set to end 30, 60, 90, and 120 minutes from the reservation start time if another reservation is not already scheduled for one of those time slots.
7. Tap **Reserve Now** to confirm the reservation or tap **Cancel** to discard the reservation. Once reserved, the reserved time slot turns red on the scheduling timeline, and the meeting information can be displayed by tapping the time slot.

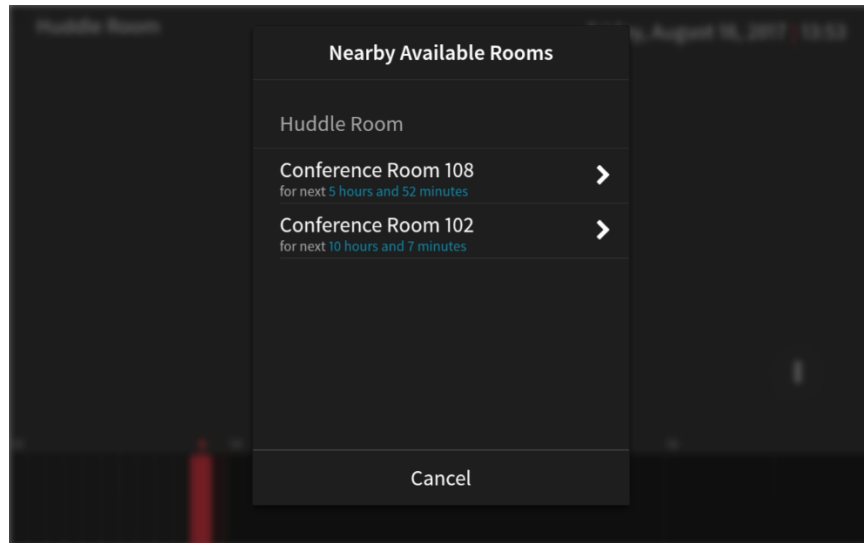
Scheduling a Meeting for Another Room

If there are no available time slots for the room, a reservation can be made for another nearby room on the network directly from the touch screen. Use the following procedure to create a reservation for another room.

NOTE: This function is available only when using Crestron Fusion as the scheduling source.

1. Tap the more options button (ⓘ) on the active screen, and then press the **Find** button. The **Nearby Available Rooms** screen displays.

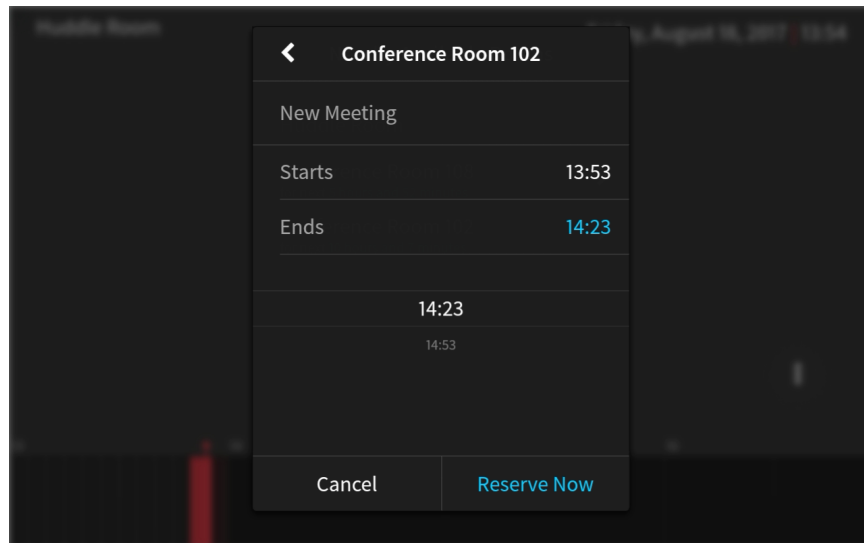
Nearby Available Rooms Screen



NOTE: The **Nearby Available Rooms** screen displays all available rooms that can be reserved on the network. If no other rooms are available, the screen displays a "No rooms are currently available" message.

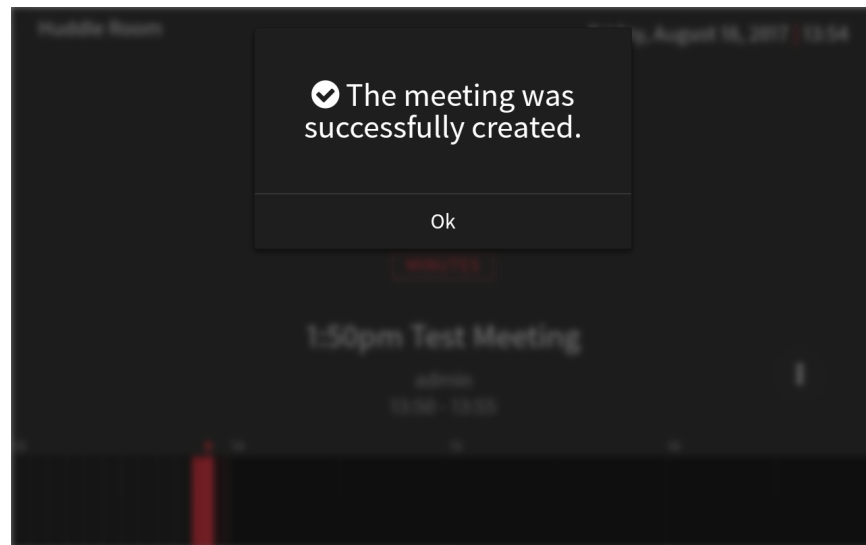
2. Tap an available nearby room from the provided options to select that room. A scheduling screen for that room displays.

Nearby Available Rooms Scheduling Screen



3. Select the meeting end time by swiping the time at the bottom of the screen up or down between the available options. By default, the room can be reserved for 30, 60, 90, and 120 minutes from the current time if another reservation is not already scheduled for one of those time slots.
4. Tap **Reserve Now** to confirm the reservation or tap **Cancel** to discard the reservation. After **Reserve Now** has been chosen, the screen displays a dialogue indicating that the meeting was successfully created.

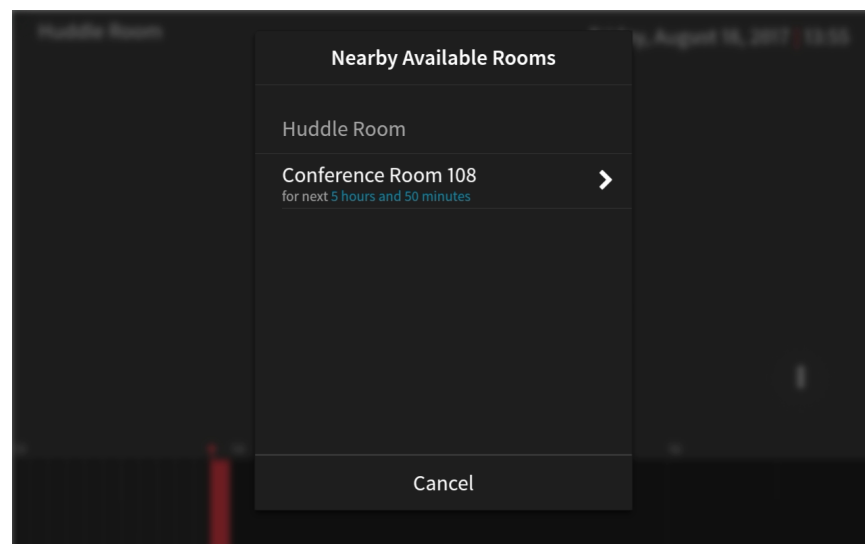
Nearby Available Rooms Success Dialogue



5. Tap **Ok** to return to the active screen.

Once the reservation begins, the reserved room no longer appears as a selectable option on the **Nearby Available Rooms** screen. The room can be selected again once it is available for reservations.

Nearby Available Rooms Screen



Scheduling Application Functionality

The scheduling application provides additional functions that can be configured to allow for more control over meetings, including checking in to a reservation, ending a reservation early, and extending a reservation. These features are explained in the sections that follow.

NOTE: Some of the following functions are disabled on the scheduling application by default and must be configured using the web configuration interface. For more information, refer to the Crestron Room Scheduling Panels Operations Guide (Doc. 8205).

NOTE: If the scheduling application is connected to a room in Crestron Fusion with a Google Calendar scheduling source, recurring meetings cannot be extended or ended early, as Google Calendar does not support these functions for recurring meetings.

Checking in to a Reservation

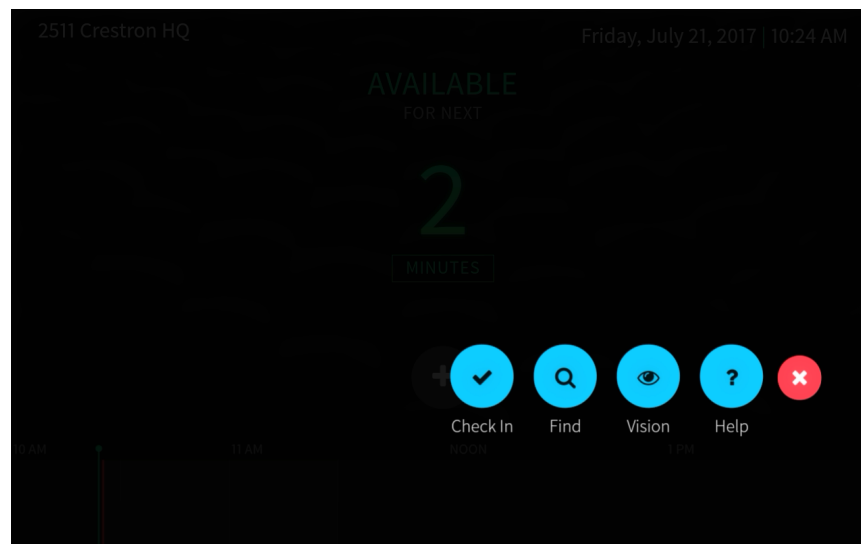
If this functionality is configured, the organizer must check in to the scheduled reservation through the scheduling application. To check in to a reservation, use the following procedure.

NOTE: This function is available only when using Crestron Fusion as the scheduling source.

NOTE: The scheduling application can also be configured to decline reservations that are not checked in after a certain time period elapses. If a scheduled reservation is declined because it was not checked in, the timeline updates to show that the block of time that was reserved is now available.

1. Tap the more options button (ⓘ) on the active screen to display the more options screen. A **Check In** button appears if the check-in feature has been enabled.

More Options Screen - Check In Button



2. Tap the **Check In** button to check in to the reservation. The button turns gray once the reservation has been checked in.

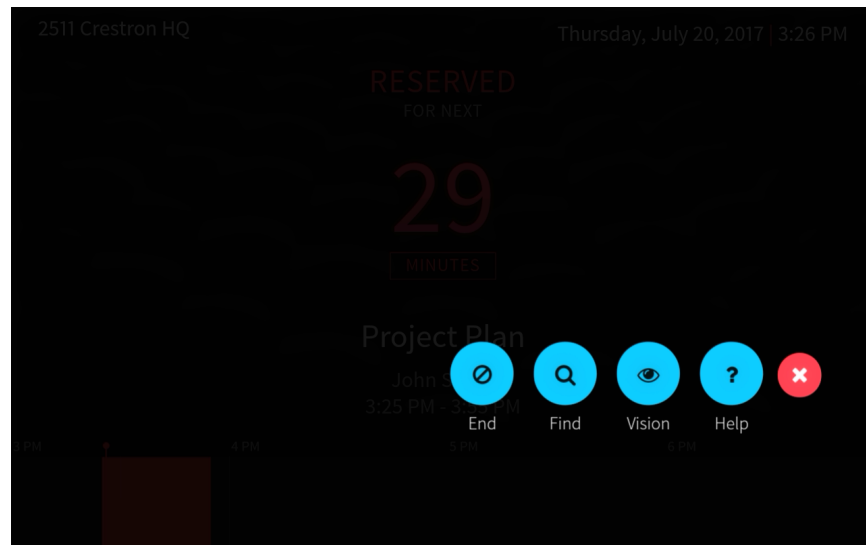
NOTE: If the room is equipped with an occupancy sensor connected via Crestron Fusion and "Decline for No Show" is enabled, the reservation is declined if no occupancy is detected during the specified check-in period.

Ending a Reservation Early

If this functionality is configured, the current reservation can be ended early to make the room available for other meetings. Use the following procedure to end a reservation early.

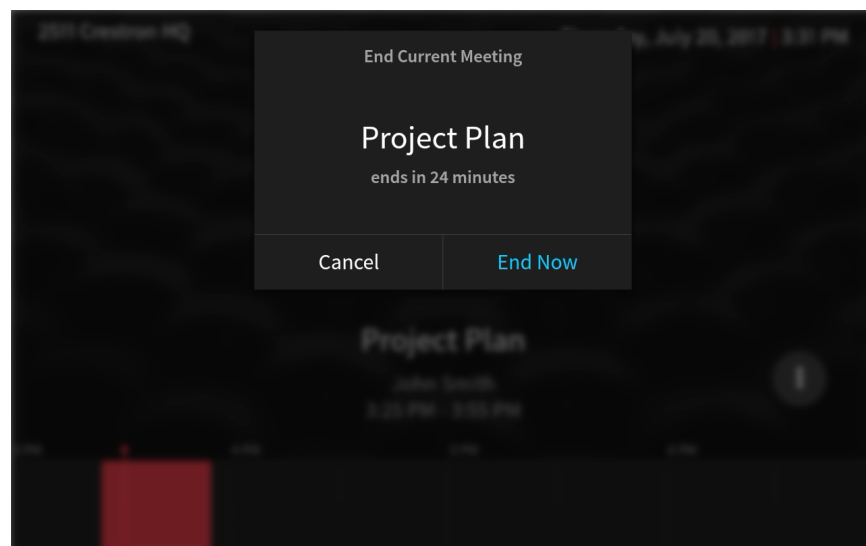
1. Tap the more options button (ⓘ) on the active screen to display the more options screen. An **End** button appears if ending a reservation early has been enabled.

More Options Screen - End Button



2. Tap the **End** button. The **End Current Meeting** screen displays.

End Current Meeting Screen



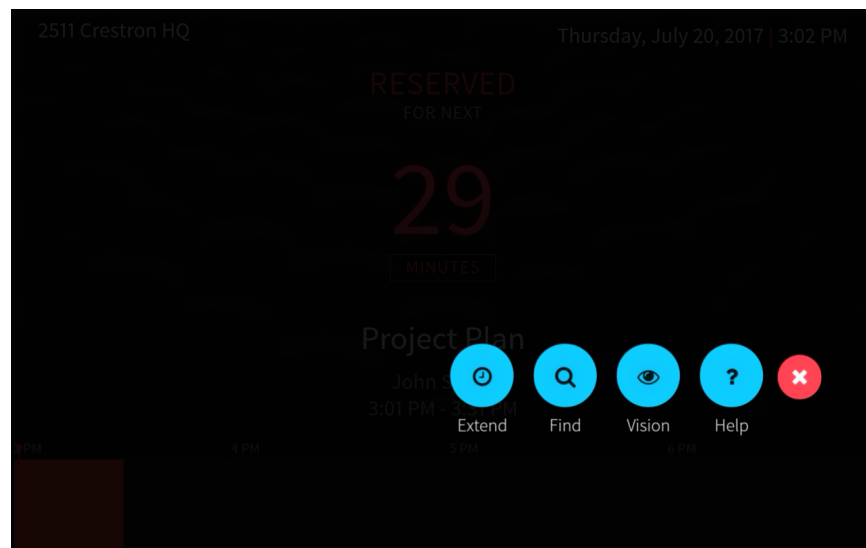
3. Tap **End Now** to end the reservation or tap **Cancel** to cancel ending the reservation. Once the reservation has been ended, the timeline updates to show that the block of time that was reserved is now available.

Extending a Reservation

If this feature is configured, the current reservation can be extended into another block of time if another reservation is not already scheduled. Use the following procedure to extend the reservation.

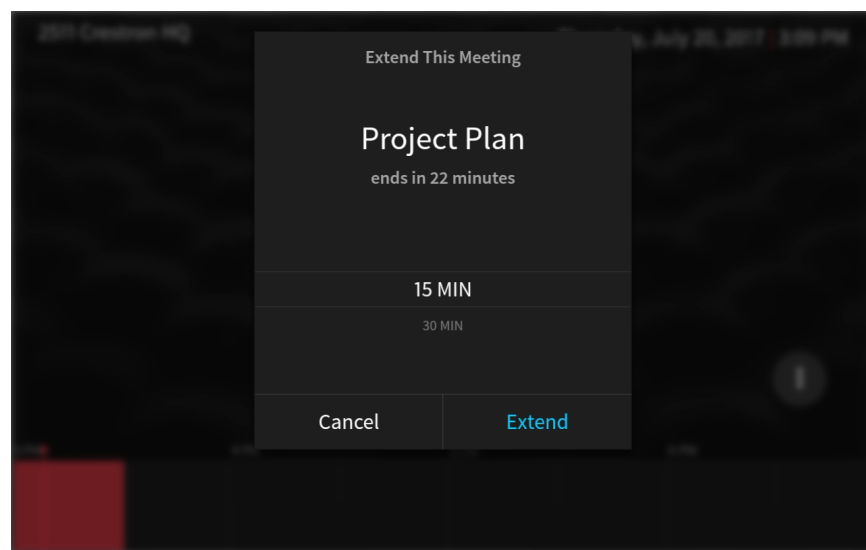
1. Tap the more options button (ⓘ) on the active screen to display the more options screen. An **Extend** button appears if extending a reservation has been enabled.

More Options Screen - Extend Button



2. Tap the **Extend** button. The **Extend This Meeting** screen displays.

More Options Screen - Extend Button



3. Swipe up or down through the available durations to set how long the meeting should be extended. By default, the reservation can be extended 15, 30, 45, or 60 minutes from the current time if another reservation is not already scheduled during those time slots.
4. Tap **Extend** to extend the meeting or tap **Cancel** to cancel the extension.

Broadcast Messages

When the Crestron Fusion server sends an emergency broadcast message, the scheduling application displays an **Emergency Alert** screen. If this setting is configured for the scheduling application, the touch screen sounds an emergency warning noise. When the emergency broadcast is displayed, the touch screen locks out all other operations until the emergency broadcast times out. An example of an emergency broadcast is shown in the following image.

Emergency Alert Screen



Nonemergency broadcast messages can also be sent from the Crestron Fusion server. When a nonemergency broadcast is displayed, the touch screen locks out all other operations until the broadcast message times out or the **Schedule** button at the bottom of the screen is tapped. Tap **Schedule** to close the nonemergency broadcast and to return to the active screen. An example of a nonemergency broadcast is shown in the following image.

Broadcast Message Screen

