Crestron® Room Scheduling Panels

Operations Guide

Crestron Electronics, Inc.

Original Instructions
The U.S. English version of this document is the original instructions.
All other languages are a translation of the original instructions.

Contents

Introduction

The Crestron® room scheduling application provides a complete room scheduling solution for the Crestron TSS-7 and TSS-10 room scheduling touch screens and the TSW-560, TSW-560P, TSW-760, and TSW-1060 touch screens. When the scheduling application is enabled on a touch screen installed outside of a meeting space, users may 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 Crestron Fusion® software, Microsoft® Exchange software, the Google Calendar™ calendaring application (via a Google® software account), Ad Astra™ software, or CollegeNet® 25Live® software to provide real-time notifications and to monitor the meeting space intelligently.

NOTE: The scheduling application comes preinstalled on the TSS-7, TSS-10, TSW-560, TSW-560P, 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 scheduling application functionality and the user interface, refer to the Crestron Room Scheduling Panels User Guide (Doc. 8206) 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.

Setup

Use the following procedures to enable the room scheduling application mode on the touch screen (TSW-x60 series only) and to set up a connection to a supported scheduling calendar.

NOTE: Ensure that the latest touch screen firmware that includes the scheduling application is installed on the touch screen. If older firmware is installed on the touch screen, download and install the most recent firmware from the Crestron firmware library at www.crestron.com/firmware. This interface is also accessible using the Crestron XiO Cloud™ service.

Access the Web Configuration Interface

Enable the room scheduling application via the included web configuration interface. The web configuration interface is accessible from a web browser if the IP address of the touch screen is known.

To access the web configuration interface:

1. Use the Device Discovery tool in Crestron Toolbox™ software to discover the touch screen and its IP address on the network
2. Open a web browser.
3. Enter the touch screen IP address into the browser URL field. The configuration interface is displayed.

   NOTE: If authentication is enabled for the touch screen, an administrator username and password must be entered prior to accessing the web configuration interface. For more information on configuring authentication settings, refer to Authentication Management (on page 29).

Web Configuration Interface

Set the Time Zone

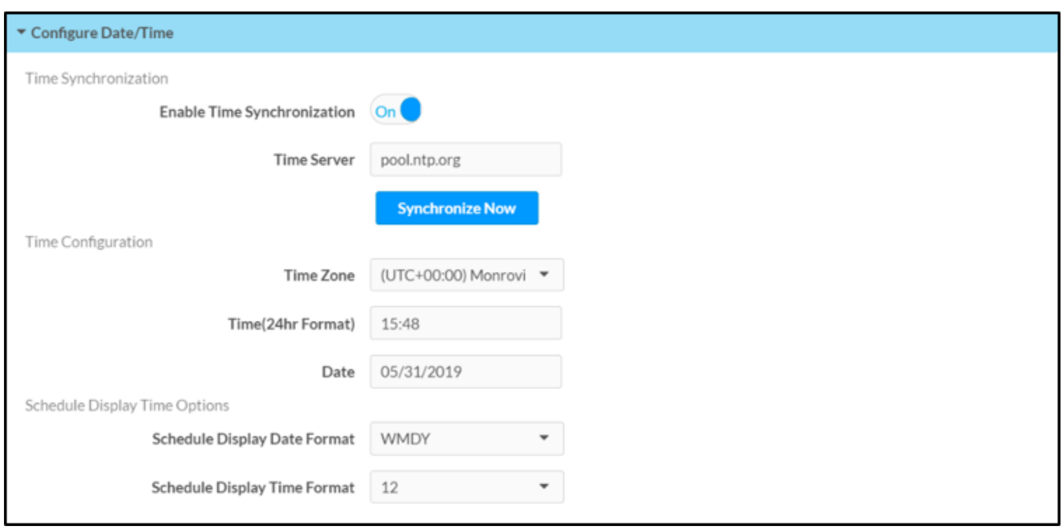
If Microsoft Exchange or Crestron Fusion will be used as the scheduling calendar provider, set the time zone on the touch screen prior to enabling the scheduling application.

NOTE: If Google Calendar will be used as the scheduling panel provider, the scheduling application uses the time zone set in the Google Calendar settings.

To set the time zone from the configuration interface:

1. Navigate to **Settings** > **Configure Date/Time**.

   Settings Tab - Configure Date/Time



2. Toggle the **Enable Time Synchronization** switch to turn on time synchronization via SNTP (Simple Network Time Protocol).
3. Enter the necessary information in the **Time Server**, **Time Zone**, **Time(24hr Format)**, and **Date** fields. For more information, refer to Configure Date/Time (on page 28).
4. Click **Synchronize Now**. The touch screen may take up to two minutes to synchronize with the SNTP server.

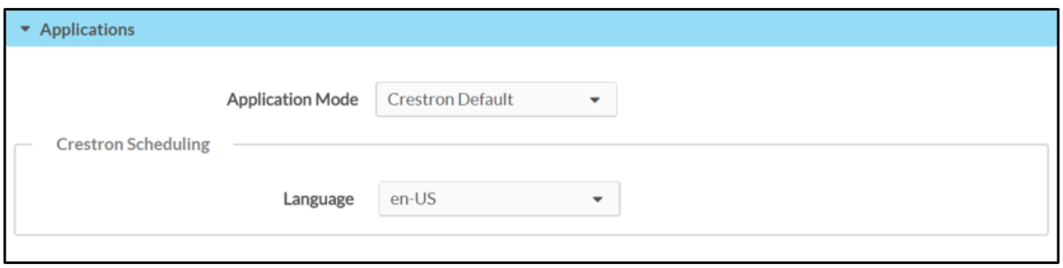
Enable the Scheduling App (TSW-x60 Only)

To enable the scheduling application from the configuration interface if using a TSW-560, TSW-560P, TSW-760, or TSW-1060 touch screen:

NOTE: The Crestron scheduling application is enabled by default on TSS-7 and TSS-10 touch screens.

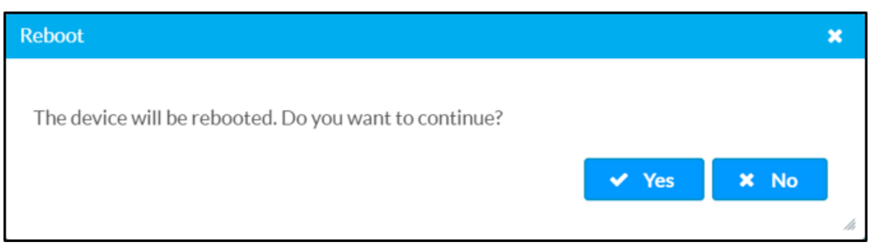
1. Navigate to **Settings** > **Applications**.
2. Select **Crestron Default** from the **Application Mode** drop-down menu.

Settings Tab - Applications (Crestron Default)



3. Use the **Language** drop-down menu to select the language that will be displayed by the scheduling application.
4. Select **Save Changes** from the **Action** menu. A pop-up window stating that the touch screen will be rebooted displays.

Reboot Window



5. Click **Yes** to reboot the touch screen in scheduling mode.

Connect to a Scheduling Calendar

Use the following procedures to connect to one of the supported scheduling calendars (Crestron Fusion, Microsoft Exchange, Google Calendar, Ad Astra, or CollegeNet 25Live).

NOTE: The scheduling application must be enabled before a connection to a scheduling calendar may be established.

Connect to Crestron Fusion

To connect to a Crestron Fusion scheduling calendar:

NOTE: The touch screen must be added to a room in Crestron Fusion before the scheduling calendar shows as online. For more information, refer to the Adding Devices to Crestron Fusion Getting Started Guide (Doc. 7888) at www.crestron.com/manuals.

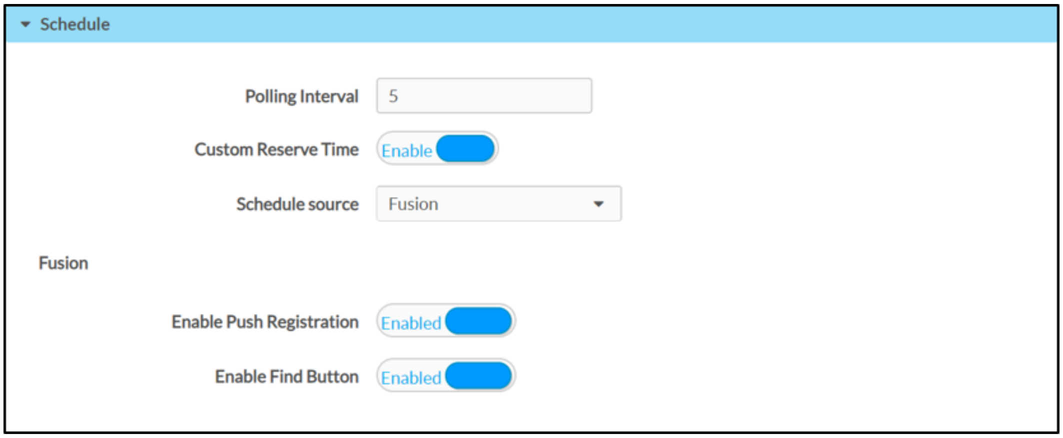
1. Navigate to Settings > System Setup (Crestron Fusion Cloud)
2. Toggle the **Crestron Fusion Cloud** switch to **Enabled**.

   Settings Tab - System Setup (Crestron Fusion Cloud)

3. Enter the Crestron Fusion cloud URL that contains the desired scheduling calendar in the **Crestron Fusion Cloud URL** field.
4. Navigate to **Settings** > **Schedule**.
5. Configure the desired **Polling Interval** and **Custom Reserve Time** settings. For more information, refer to Schedule (on page 42).
6. Select **Crestron Fusion** from the **Schedule source** drop-down menu.

Settings Tab - Schedule (Crestron Fusion)



7. Configure the following Crestron Fusion settings:
    - Toggle the **Enable Push Registration** switch to set whether Crestron Fusion pushes scheduling calendar data to the scheduling application (**Enabled**) or whether the scheduling application polls the network for scheduling calendar data (**Disabled**).
    - Toggle the **Enable Find Button** switch to enable or disable displaying a find button on the scheduling application so that a user may look up nearby rooms that are available for meetings.
8. Select **Save Changes** from the Action menu. The Crestron Fusion scheduling calendar connects to the scheduling application without requiring a reboot.

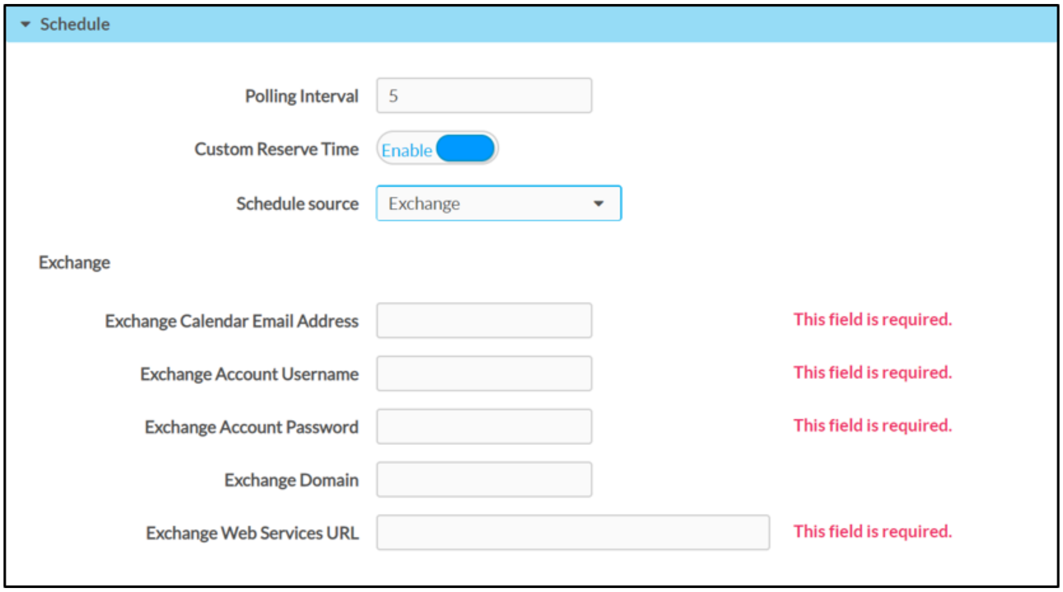
Connect to Microsoft Exchange

To connect to a Microsoft Exchange scheduling calendar:

> **NOTE:** The Microsoft Exchange account and scheduling calendar must be fully configured before the scheduling calendar shows as online.

1. Navigate to **Settings** > **Schedule**.
2. Configure the desired **Polling Interval** and **Custom Reserve Time** settings. For more information, refer to Schedule (on page 42).
3. Select **Exchange** from the **Schedule source** drop-down menu.

Settings Tab - Schedule (Exchange)



4. Enter the following Microsoft Exchange account information:
   - Enter the email address associated with the Microsoft Exchange scheduling calendar in the **Exchange Calendar Email Address** text field.
   - Enter the username for the Microsoft Exchange account in the **Exchange Account Username** text field.

     NOTE: The username must include the ".com" suffix similar to the email address entered in the **Exchange Calendar Email Address** text field.

   - Enter the password for the Microsoft Exchange account in the **Exchange Account Password** text field.
   - Enter the domain name associated with the Microsoft Exchange account in the **Exchange Domain** text field.

     NOTE: The **Exchange Domain** text field must be left blank if using Office 365® software.

   - Enter Microsoft EWS (Exchange Web Services) server URL that the scheduling calendar uses to access Microsoft Exchange scheduling data in the **Exchange Web Services URL** text field.
5. Select **Save Changes** from the **Action** menu. The Microsoft Exchange scheduling calendar connects to the scheduling application without requiring a reboot.

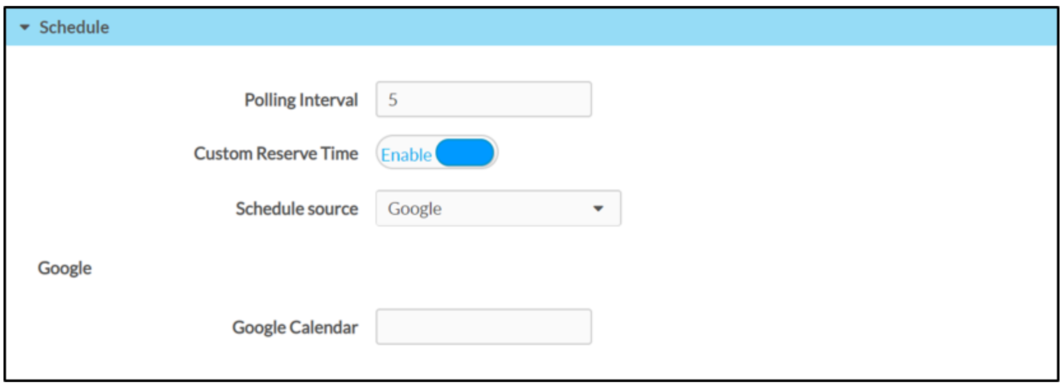
Connect to Google Calendar

To connect to a Google scheduling calendar:

> **NOTE:** The Google account and scheduling calendar must be fully configured before the scheduling calendar shows as online.

1. Navigate to **Settings** > **Schedule**.
2. Configure the desired **Polling Interval** and **Custom Reserve Time** settings. For more information, refer to Schedule (on page 42).
3. Select **Google** from the **Schedule source** drop-down menu.

   Settings Tab - Schedule (Google)

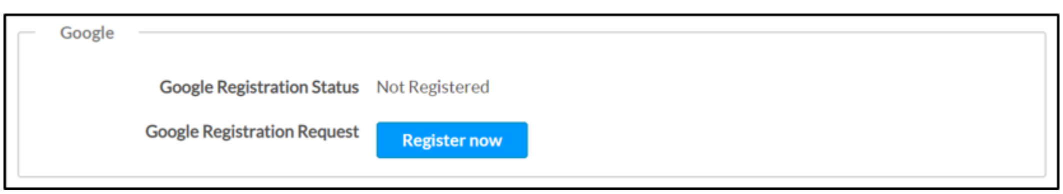


4. Enter the calendar account name or ID in the **Google Calendar** text field if more than one calendar is available for the Google account. If this field is left empty, the scheduling application uses the primary calendar set for the Google account.

   > **NOTE:** To switch to a different calendar on the same Google account, enter the new calendar account name or ID in the **Google Calendar** text field.

5. Select **Save Changes** from the **Action** menu.
6. Navigate to **Status** > **Schedule**. The Google subsection displays a **Register now** button.

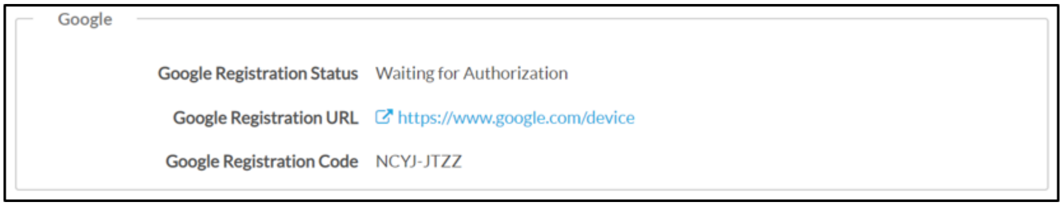
   Status Tab - Schedule (Register now Button)



7. Click **Register Now**.

   When the web configuration interface refreshes, the **Google** subsection displays a **Google Registration URL** and a **Google Registration Code**, and the **Google Registration Status** updates to "Waiting for Authorization."

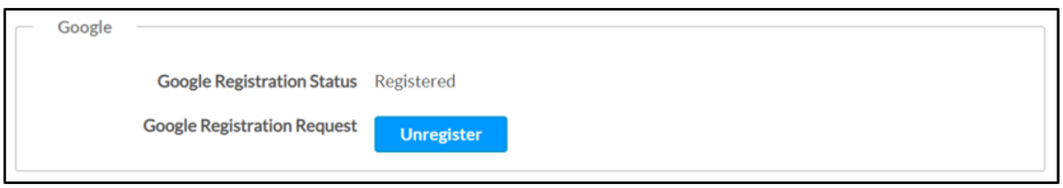
Status Tab - Schedule (Registration URL and Code)



8. Click the provided registration URL. The **Google Connect a device page** is displayed.
9. Enter the provided Google registration code in the **Enter code** field and click **Next**. The **Choose an account** page is displayed.
10. Select the Google account that contains the desired scheduling calendar and enter the account password if prompted. A message window is displayed asking whether Crestron Scheduling Panels is allowed access to manage the Google Calendar account.
11. Click **Allow**. A success message displays if the connection is successful.

When the web configuration interface refreshes, the **Google Registration Status** updates to **Registered**. The Google scheduling calendar connects to the scheduling application without requiring a reboot.

Status Tab - Schedule (Registered)



NOTE: Google currently has a token refresh limit of 50. If the limit is reached, it will invalidate the oldest refresh token. Therefore, if a deployment has 50 panels under one account, and if an admin re-registers one of the panels with Google, the panel with the oldest refresh token from the remaining 49 will go offline. It is recommended only 15 or 20 calendars/touch panels are used for one user account. This limit does not apply to service accounts.

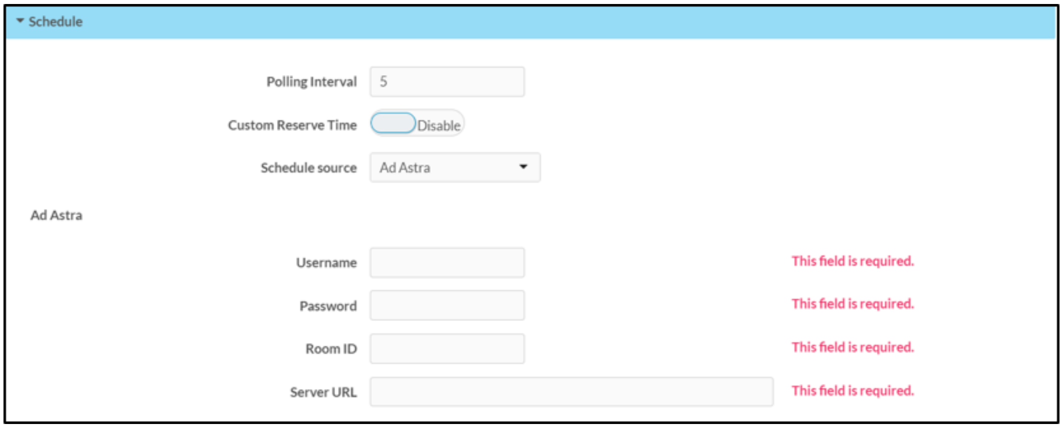
Connect to Ad Astra

To connect to an Ad Astra scheduling calendar:

NOTE: The Ad Astra account and scheduling calendar must be fully configured before the scheduling calendar shows as online.

1. Navigate to **Settings** > **Schedule**.
2. Configure the desired **Polling Interval** and **Custom Reserve Time** settings. For more information, refer to Schedule (on page 42).
3. Select **Ad Astra** from the **Schedule source** drop-down menu.

Settings Tab - Schedule (Ad Astra)



4. Enter the following Ad Astra account information:
   - Enter the username for the Ad Astra account in the **Username** text field.
   - Enter the password for the Ad Astra account in the **Password** text field.
   - Enter the room ID associated with the Ad Astra scheduling calendar in the **Room ID** text field.
   - Enter the URL of the Ad Astra scheduling calendar server in the **Server URL** text field.
5. Select **Save Changes** from the **Action** menu. The Ad Astra scheduling calendar connects to the scheduling application without requiring a reboot.

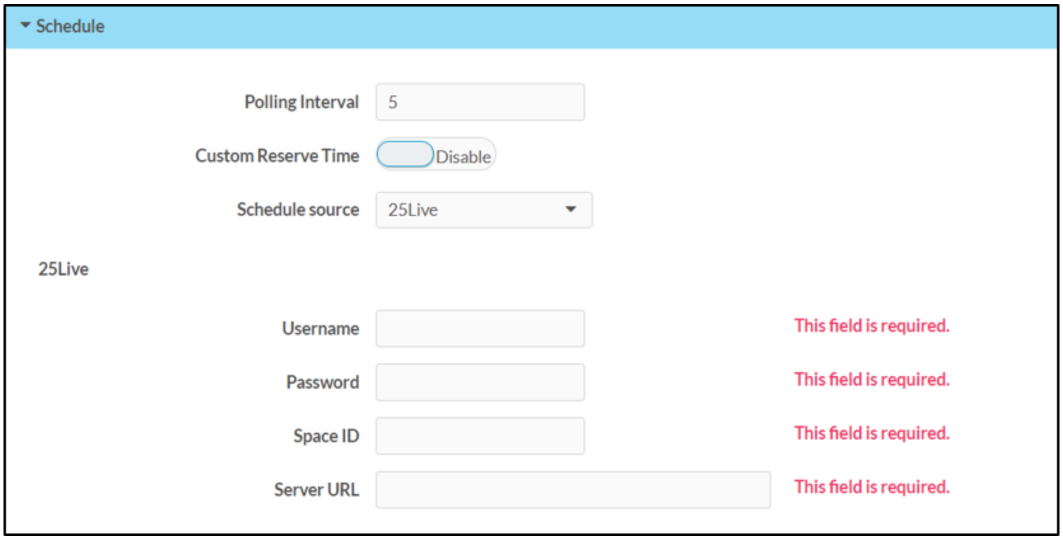
Connect to CollegeNet 25 Live

To connect to an CollegeNet 25Live scheduling calendar:

NOTE: The CollegeNet 25Live account and scheduling calendar must be fully configured before the scheduling calendar shows as online.

1. Navigate to **Settings** > **Schedule**.
2. Configure the desired **Polling Interval** and **Custom Reserve Time** settings. For more information, refer to Schedule (on page 42).
3. Select **25Live** from the **Schedule source** drop-down menu.

Settings Tab - Schedule (25Live)



4. Enter the following Ad Astra account information:
    - Enter the username for the CollegeNet 25Live account in the **Username** text field.
    - Enter the password for the CollegeNet 25Live account in the **Password** text field.
    - Enter the space ID associated with the CollegeNet 25Live scheduling calendar in the **Space ID** text field.
    - Enter the URL of the CollegeNet 25Live scheduling calendar server in the **Server URL** text field.
5. Select **Save Changes** from the **Action** menu. The CollegeNet 25Live scheduling calendar connects to the scheduling application without requiring a reboot.

Web Configuration

Once the scheduling application is enabled on the touch screen, scheduling application settings may be monitored and configured using the included web configuration interface. This interface is also accessible using the Crestron XiO Cloud™ service.

NOTE: The scheduling application must be enabled to view and configure scheduling application settings.

If Crestron Fusion will be used to configure the scheduling application, skip ahead to Crestron Fusion Configuration (on page 59).

To access the configuration interface, refer to the procedure described in Access the Web Configuration Interface (on page 2). The **Status** tab is opened by default.

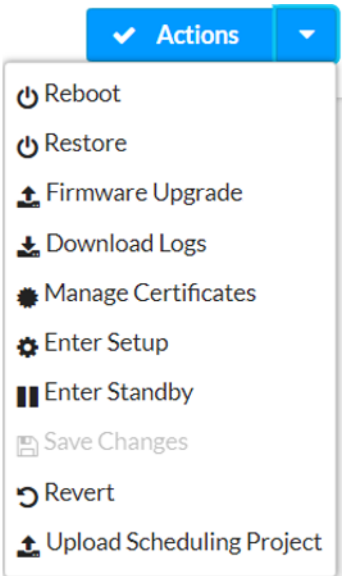
Web Configuration Interface

The configuration interface provides a **Status** tab for monitoring scheduling application settings and a **Settings** tab for configuring scheduling application settings. The device hostname is displayed at the top left of the page.

Actions Menu

The configuration interface provides an **Actions** drop-down menu on the top right of the page. The **Actions** menu may be accessed at any time.

Actions Menu



Once any changes have been made to the touch screen configuration, the **Actions** button changes to a **Save Changes** button. Click **Save Changes** to save changes to the configuration settings.

If a reboot is required after changes have been saved, a dialog box is displayed asking whether the reboot should be performed. Select **Yes** to reboot the device or **No** to cancel the reboot.

The **Actions** menu provides the following selections.

Reboot

Click **Reboot** to reboot the touch screen.

After **Reboot** is selected, a dialog box is displayed asking whether the touch screen should be rebooted. Select **Yes** to reboot the device or **No** to cancel the reboot.

Restore

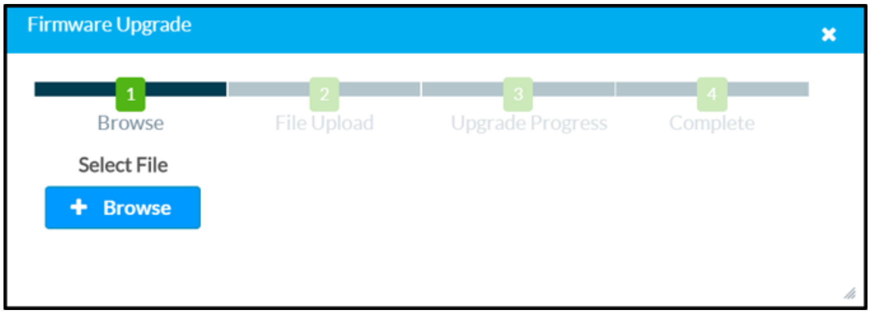
Click **Restore** to restore the touch screen configuration settings to their default values.

After **Restore** is selected a dialog box is displayed asking whether the device settings should be restored. Select **Yes** to restore the settings or **No** to cancel the restore.

Firmware Upgrade

Click **Firmware Upgrade** to upgrade the touch screen firmware manually with a downloaded PUF (package update file). The **Firmware Upgrade** dialog box opens.

Firmware Upgrade Dialog Box



To upload a firmware PUF through the web configuration interface:

NOTE: Visit www.crestron.com/firmware to download the latest firmware PUF.

1. Click **Browse**, and then navigate to the firmware PUF on the host computer.
2. Select the firmware PUF, and then click **Open**.
3. Click **Load** to load the PUF to the touch screen. The upload progress is shown in the dialog box.
4. Once the touch screen has completed the firmware upgrade, click **OK**.

Click the **x** button to close the Firmware Upgrade dialog box at any time during the upgrade process. Clicking the **x** button before the PUF is uploaded to the touch screen cancels the upgrade.

Download Logs

Click **Download Logs** to download the touch screen message logs for diagnostic purposes. The message files download as a compressed .tgz file. Once the compressed file is downloaded, extract the message log files to view them.

Manage Certificates

Click **Manage Certificates** to manage any certificates that are installed on the touch screen. For more information on certificate management, refer to 802.1x Configuration (on page 37).

Enter Setup

Click **Enter Setup** to force the touch screen to enter its built-in setup interface.

Enter Standby

Click **Enter Standby** to force the touch screen to enter standby mode.

Save Changes

Click **Save Changes** to save any changes made to the configuration settings.

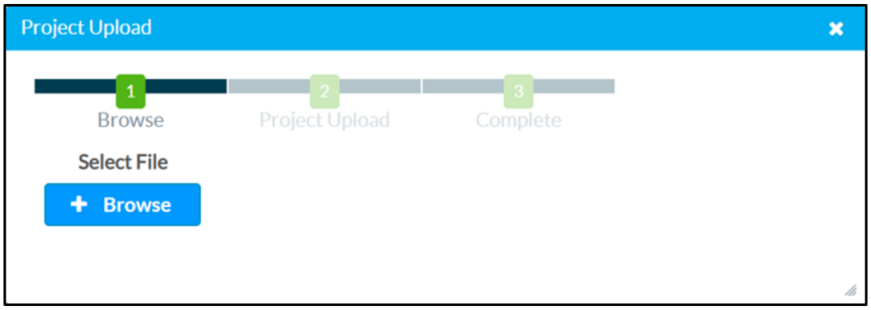
Revert

Click **Revert** to revert the touch screen back to the last saved configuration settings.

Upload Scheduling Project

Click **Upload Scheduling Project** to upload a custom scheduling project to the touch screen. A **Project Upload** dialog box opens.

Project Upload Dialog Box



To upload a custom scheduling project:

1. Click **Browse**, and then navigate to the project .vtz file on the host computer.
2. Select the project .vtz file, and then click **Open**.
3. Click **Load** to load the project .vtz file to the touch screen. The upload progress is shown in the dialog box.
4. Once the touch screen has completed the project upload, click **OK**.

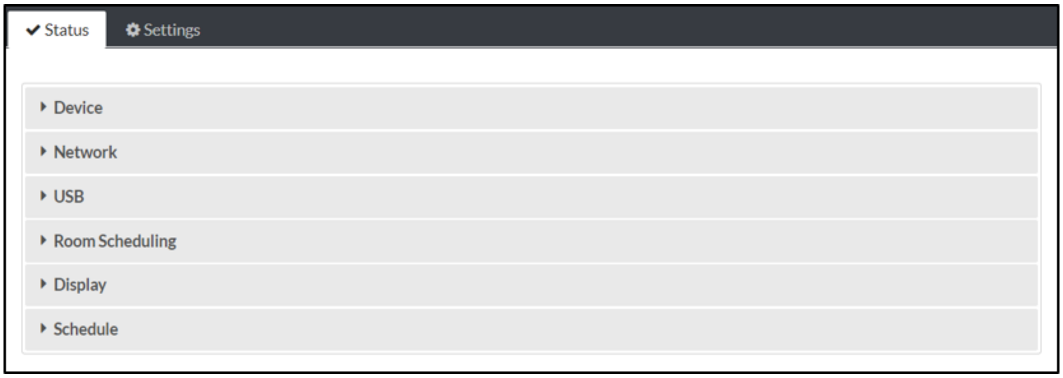
Click the **x** button to close the **Project Upload** dialog box at any time during the upgrade process. Clicking the **x** button before the project file is uploaded to the touch screen cancels the upload.

Status

Click the **Status** tab on the top left of the configuration interface to display selections for viewing the status of device, network, and application settings.

Click on a selection name to expand the selection. If the selection is expanded, click the selection name again to collapse the section.

Status Tab Selections

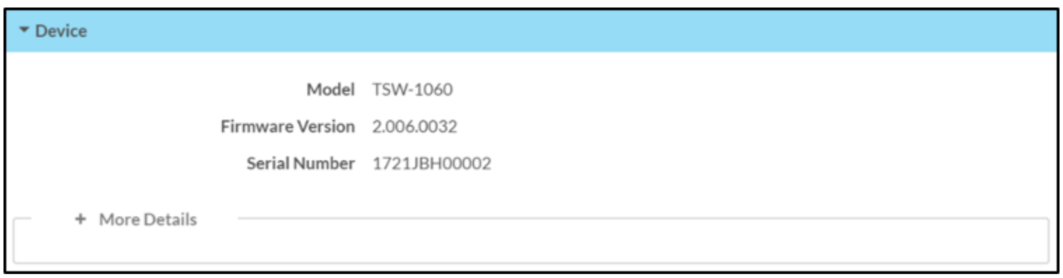


Each selection is described in the sections that follow

Device

Click **Device** to view general device information.

Status Tab - Device



The following **Device** information is displayed:

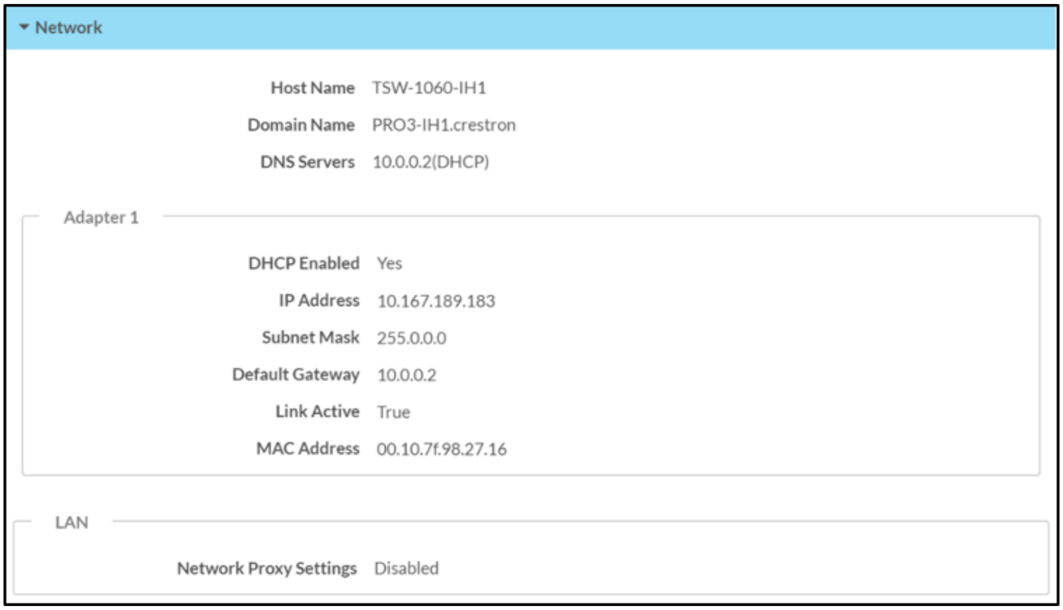
- **Model**: The touch screen model name
- **Firmware Version**: The firmware version loaded onto the touch screen
- **Serial Number**: The touch screen serial number

Click **+ More details** at the bottom of the **Device** tab to display an expanded section that shows additional touch screen information. If **+ More Details** is selected, click **- Less** details to collapse the section.

Network

Click **Network** to view the status of the network settings for the touch screen.

Status Tab - Network



The following **Network** information is displayed:

- **Host Name**: The touch screen hostname
- **Domain Name**: The touch screen domain name
- **DNS Servers**: The DNS (domain name server) addresses used to resolve the touch screen domain to an IP address
- **DHCP Enabled**: Reports whether the IP address is static (Yes) or dynamic (No)
- **IP Address**: The touch screen IP address
- **Subnet Mask**: The touch screen subnet mask address
- **Default Gateway**: The gateway router address
- **Link Active**: Reports the status of the Ethernet connection (A true message indicates that the Ethernet connection is active, while a false message indicates that the Ethernet connection is inactive.)
- **MAC Address**: The unique touch screen MAC (media access control) address
- **Network Proxy Settings**: Reports whether network proxy settings are enabled or disabled for the touch screen

For more information on configuring network settings, refer to (on page 22).

USB

Click **USB** to view the status of a connected USB accessory, such as a room scheduling hallway sign or light bar.

Status Tab - USB

The following **USB** information is displayed:

- **Accessory Connected**: The name of the connected accessory
- **Accessory Type**: The type of connected accessory

Room Scheduling

Click **Room Scheduling** to view the status of the room if using a room scheduling application.

Status Tab - Room Scheduling

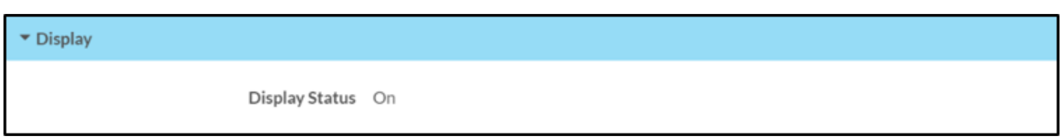
The following **Room Scheduling** information is displayed:

- **Room Status**: The status of the connected room (available or reserved)
- **Calendar Sync**: The status of the sync between the touch screen and the room scheduling calendar
- **Crestron Fusion Online Status**: The status of the Crestron Fusion connection (if applicable)

Display

Click **Display** to view the display status.

Status Tab - Display

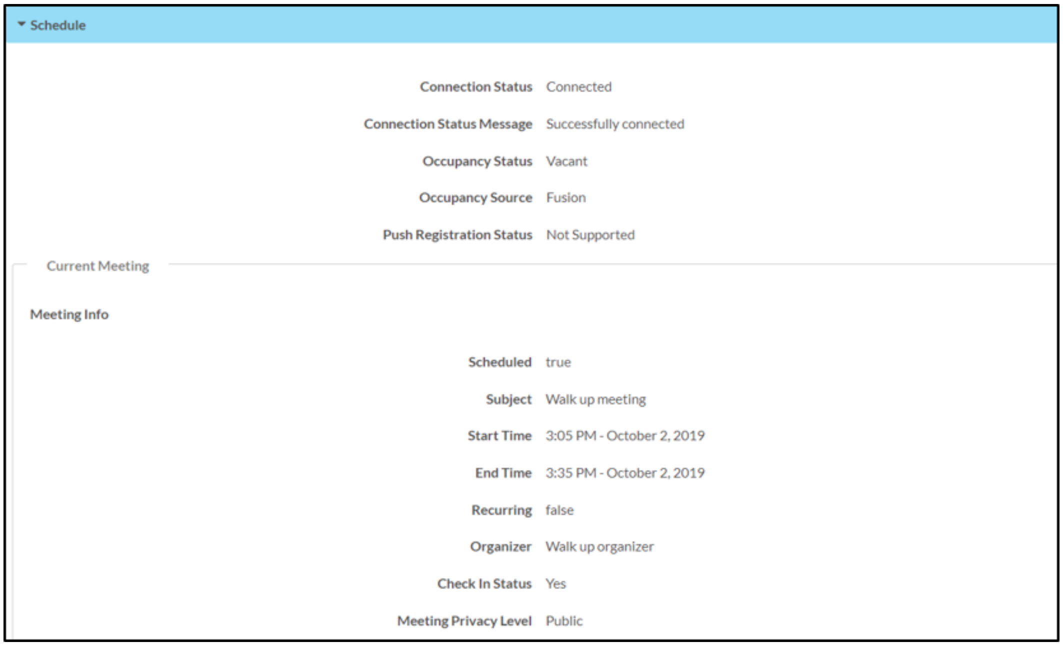


The **Display Status** field indicates the display status (on, standby, or screensaver).

Schedule

Click **Schedule** to view the status of the connected scheduling calendar and the current meeting information.

Status Tab - Schedule



The following **Schedule** information is displayed:

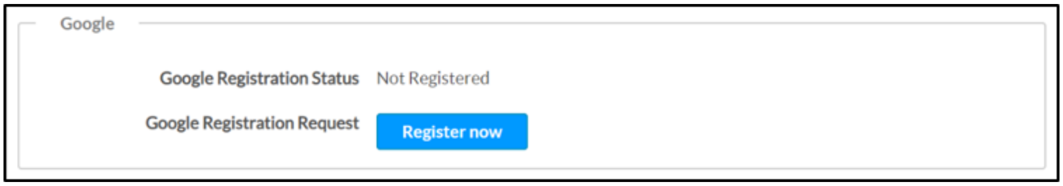
- **Connection Status**: Indicates the status of the scheduling calendar connection
- **Connection Status Message**: Displays any applicable information about the scheduling calendar connection status
- **Occupancy Status**: Indicates whether the connected room is occupied (if the room is equipped with an occupancy sensor)
- **Occupancy Source**: Displays occupancy sensor information for the connected room (if the room has occupancy-detecting equipment)
- **Push Registration Status**: The status of the scheduling calendar registration (if applicable)

The **Schedule** section also includes the following subsections.

Google

The **Google** subsection is used to register the touch screen with Google Calendar and to view the registration status of the Google Calendar account.

Status Tab - Schedule (Google)



Depending on the status of the Google Calendar registration, the following Google information may be displayed. For more information on connecting to a Google scheduling calendar, refer to Connect to Google Calendar (on page 8).

- **Google Registration Status**: Indicates the registration status between the touch screen and Google Calendar
- **Google Registration Request**: If the touch screen is not registered with Google Calendar, displays a **Register Now** button for requesting a connection to Google Calendar

  NOTE: If the touch screen is registered with Google Calendar, an Unregister button is displayed instead. Click this button to unregister the touch screen with Google Calendar.

- **Google Registration URL**: If a Google Calendar registration has been requested, displays a URL that is used to register the touch screen with Google Calendar
- **Google Registration Code**: If a Google Calendar registration has been requested, displays a unique code that is used to register the touch screen with Google Calendar

Current Meeting

The **Current Meeting** subsection is used to view details about an in-progress meeting. If no meeting is currently scheduled, no meeting details are displayed.

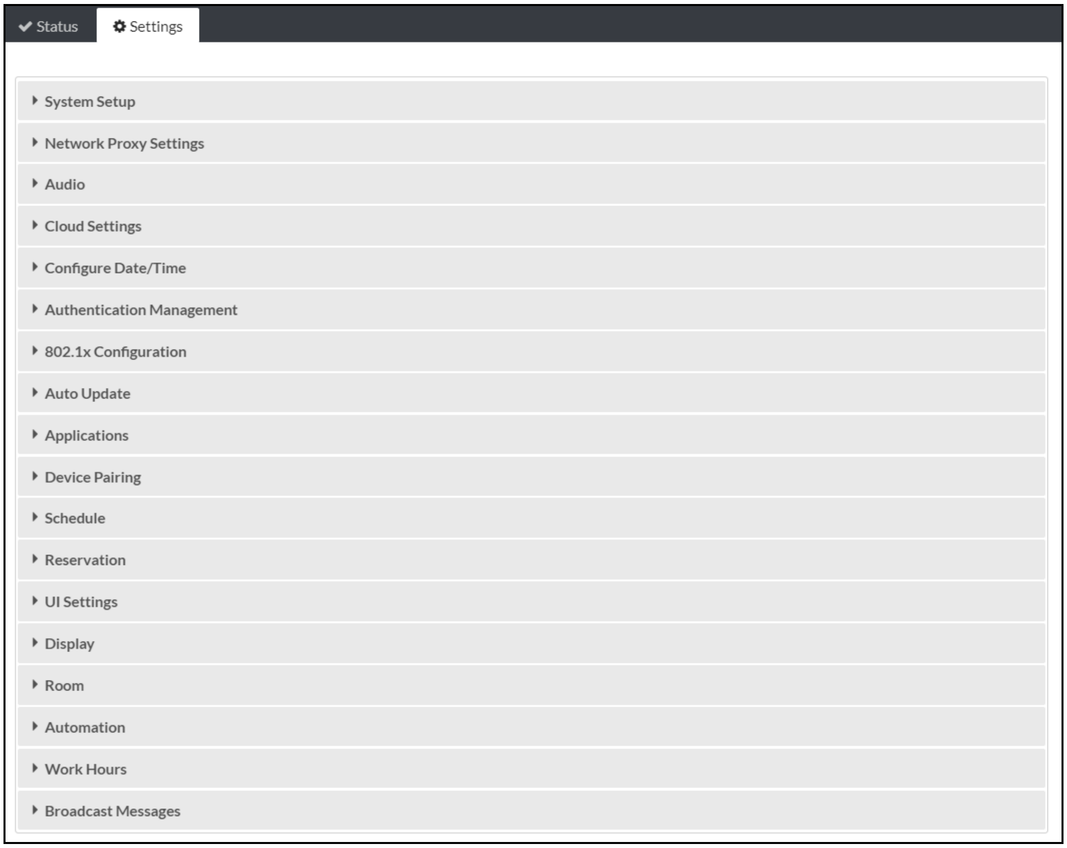
The following **Current Meeting** information is displayed:

- **Scheduled**: Indicates whether the connected room is currently reserved (A **true** message indicates that the room is reserved, while a **false** message indicates that the room is available.)
- **Subject**: The subject of the current reservation
- **Start Time**: The start time of the current reservation
- **End Time**: The scheduled end time of the current reservation
- **Recurring**: Indicates whether the current meeting is set to recur on the scheduling calendar (A **true** message indicates that the meeting is set to recur, while a **false** message indicates that the meeting is not set to recur.)
- **Organizer**: The name of the current reservation organizer (if this information is not set to private)
- **Check In Status**: Indicates whether the current reservation has been checked in (if required)
- **Meeting Privacy Level**: The privacy level of the current reservation

Settings

Click the **Settings** tab on the top left of the configuration interface to display selections for configuring various touch screen settings and to select a touch screen application.

Settings Selections

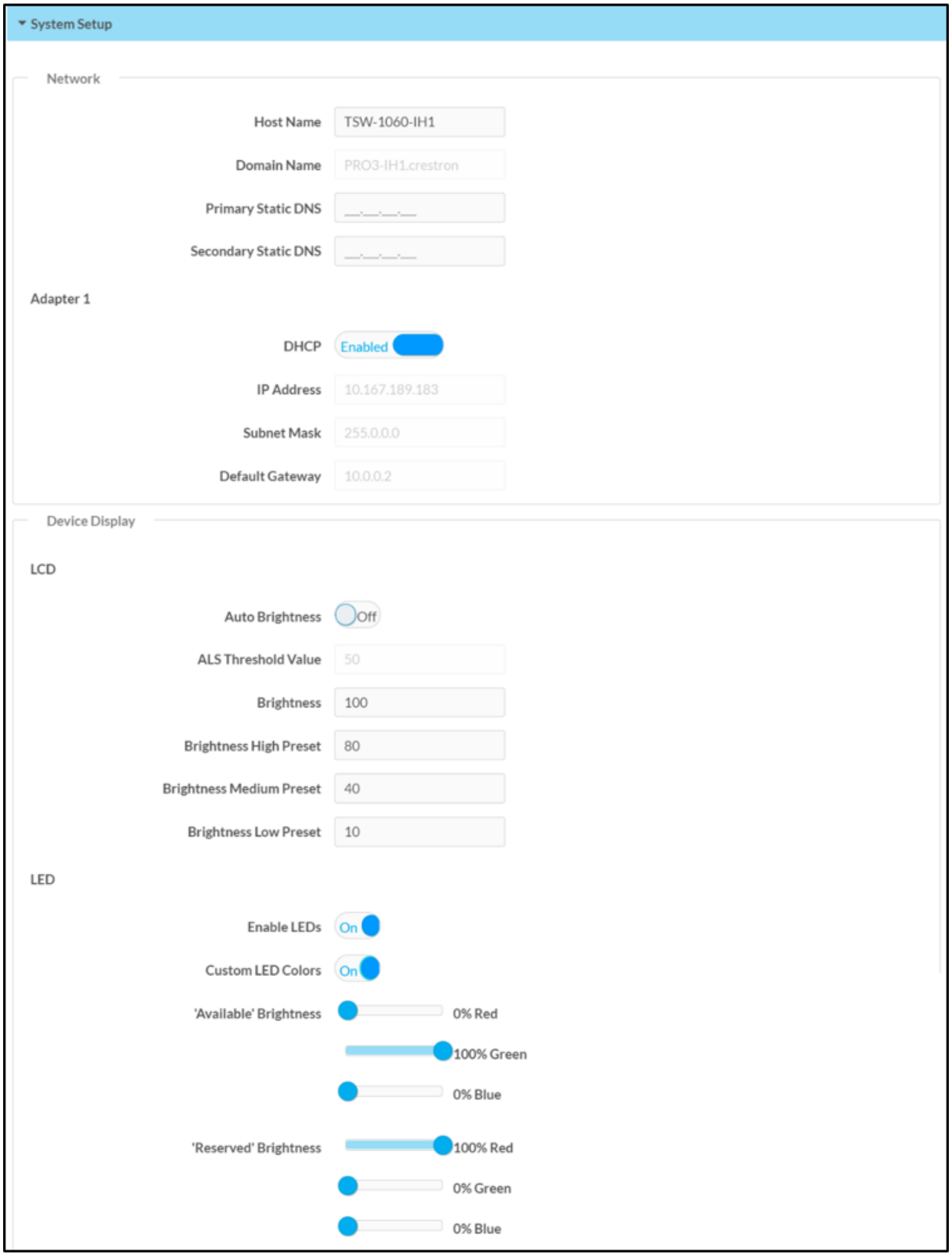


Each selection is described in the sections that follow.

System Setup

Click **System Settings** to configure general network and touch screen settings.

Settings Tab - System Setup



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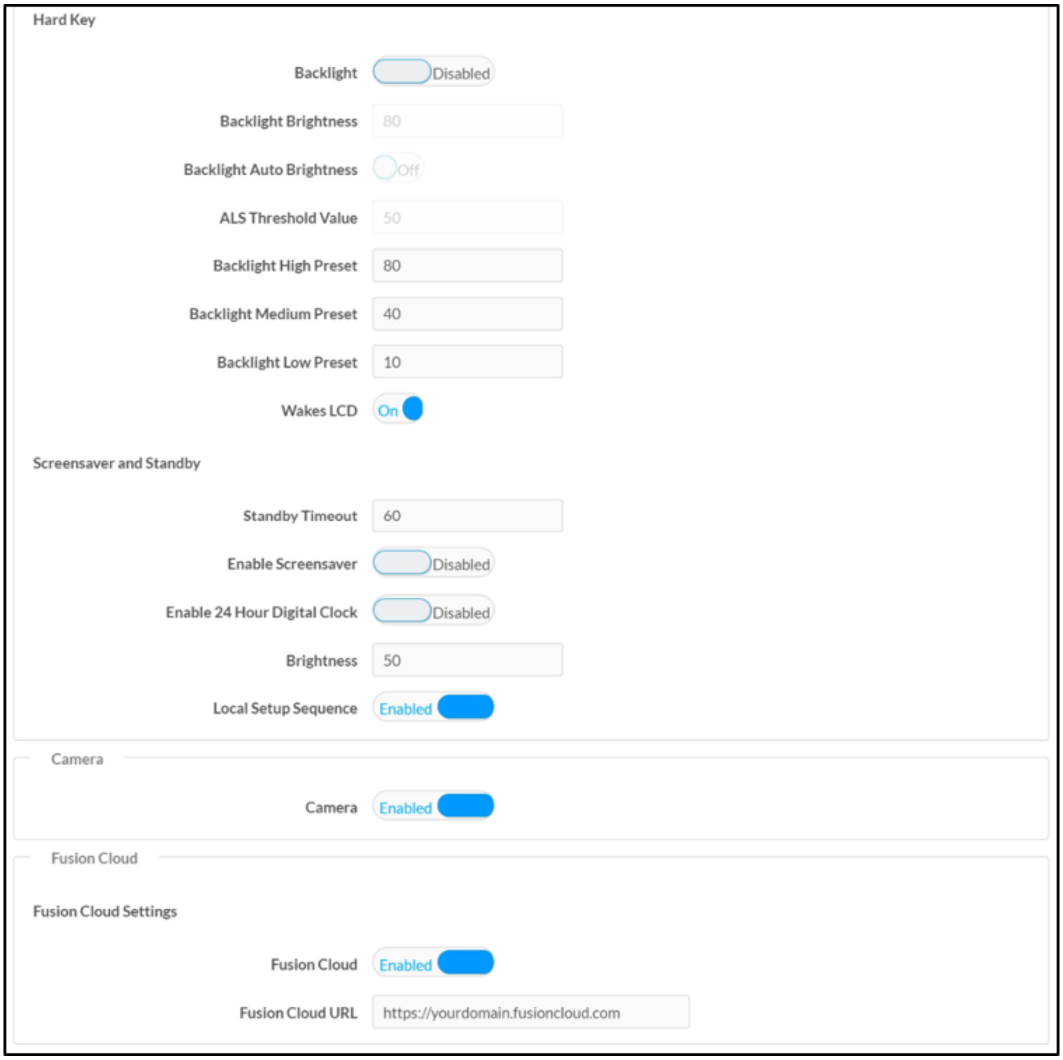
Settings Tab - System Setup (continued)



Network

NOTE: The **IP Address**, **Subnet Mask**, and **Default Gateway** fields are required only if DHCP is set to **Disabled**.

- **Host Name**: Enter the touch screen hostname.
- **Domain Name**: Enter the fully qualified domain name on the network.
- **Primary Static DNS**: Enter the primary DNS address.
- **Secondary Static DNS**: Enter the secondary DNS address.
- **DHCP**: Toggle the switch to enable or disable using DHCP.

  NOTE: If DHCP is enabled, IP does not function until a reply has been received from the server. The touch screen broadcasts requests for an IP address periodically.

- **IP Address**: Enter the touch screen IP address on the network.
- **Subnet Mask**: Enter the touch screen subnet mask address on the network.
- **Default Gateway**: Enter the gateway router address on the network.

Device Display

- **LCD**
  - **Auto Brightness**: Toggle the switch to turn automatic brightness control for the touch screen LCD display on or off.
  - **ALS Threshold Value**: If **Auto Brightness** is turned on, enter a value (1–100) for the ALS (ambient light sensor) threshold, which is used for switching between high and low auto-brightness presets.
  - **Brightness**: If **Auto Brightness** is turned off, enter a value (1–100) for the LCD display brightness.
  - **Brightness High Preset**: Enter a value (1–100) for the LCD display high brightness preset.
  - **Brightness Medium Preset**: Enter a value (1–100) for the LCD display medium brightness preset.
  - **Brightness Low Preset**: Enter a value (1–100) for the LCD display low brightness preset.
- **LED**
  - **Enable LEDs:** Toggle the switch to enable or disable LED lighting when using the touch screen with a room availability accessory (such as the TSW series light bar or the SSC/SSW/SIW series hallway signs).

    If enabled, the LEDs on the room scheduling accessory light green to indicate that the room is available or red to indicate that the room is reserved. These default colors can be changed using the **Custom LED Colors** setting.

- **Custom LED Colors**: Toggle the switch to enable or disable custom LED color mixing for the available and reserved scheduling states.
- **'Available' Brightness**: If Custom LED Colors is enabled, use the Red, Green, and Blue sliders to create a custom LED color for the available scheduling state. Color values can be adjusted from 0–100% in 10% increments.
- **'Reserved' Brightness**: If Custom LED Colors is enabled, use the Red, Green, and Blue sliders to create a custom LED color for the reserved scheduling state. Color values can be adjusted from 0–100% in 10% increments.

- Hard Key
  - **Backlight**: Toggle the switch to enable or disable the hard key backlight.
  - **Backlight Brightness**: If **Backlight** is enabled, enter a value (1–100) for the key backlight brightness.
  - **Backlight Auto Brightness**: If **Backlight** is enabled, toggle the switch to turn automatic brightness control for the key backlight on or off.
  - **ALS Threshold Value**: If **Backlight** and **Backlight Auto Brightness** are both enabled, enter a value (1–100) for the backlight button ALS threshold, which is used for switching between high and low auto-brightness presets.
  - **Backlight High Preset**: Enter a value (1–100) for the key backlight high brightness preset.
  - **Backlight Medium Preset**: Enter a value (1–100) for the key backlight medium brightness preset.
  - **Backlight Low Preset**: Enter a value (1–100) for the key backlight low brightness preset.
  - **Wakes LCD**: Toggle the switch to turn the ability to wake the LCD display by tapping the hard keys on or off.
- Screensaver and Standby
  - **Standby Timeout**: Enter a standby timeout duration (1–120 seconds) for the touch screen.
  - **Enable Screensaver**: Toggle the switch to enable or disable displaying a screensaver on the touch screen during standby timeout.
  - **Enable 24 Hour Digital Clock**: Toggle the switch to enable or disable displaying a 24-hour digital clock on the touch screen during standby timeout.
  - **Brightness**: Enter a value (1–100) for the LCD display brightness during standby timeout.
  - **Local Setup Sequence**: Toggle to switch to enable or disable local access to the setup screens using the five-finger press or 1-2-3-4 button sequence.

Camera Settings

Toggle the **Camera** switch to enable or disable using the touch screen camera. This setting is not available for the TSW-x60-NC and TSW-560P models.

Crestron Fusion Cloud Settings

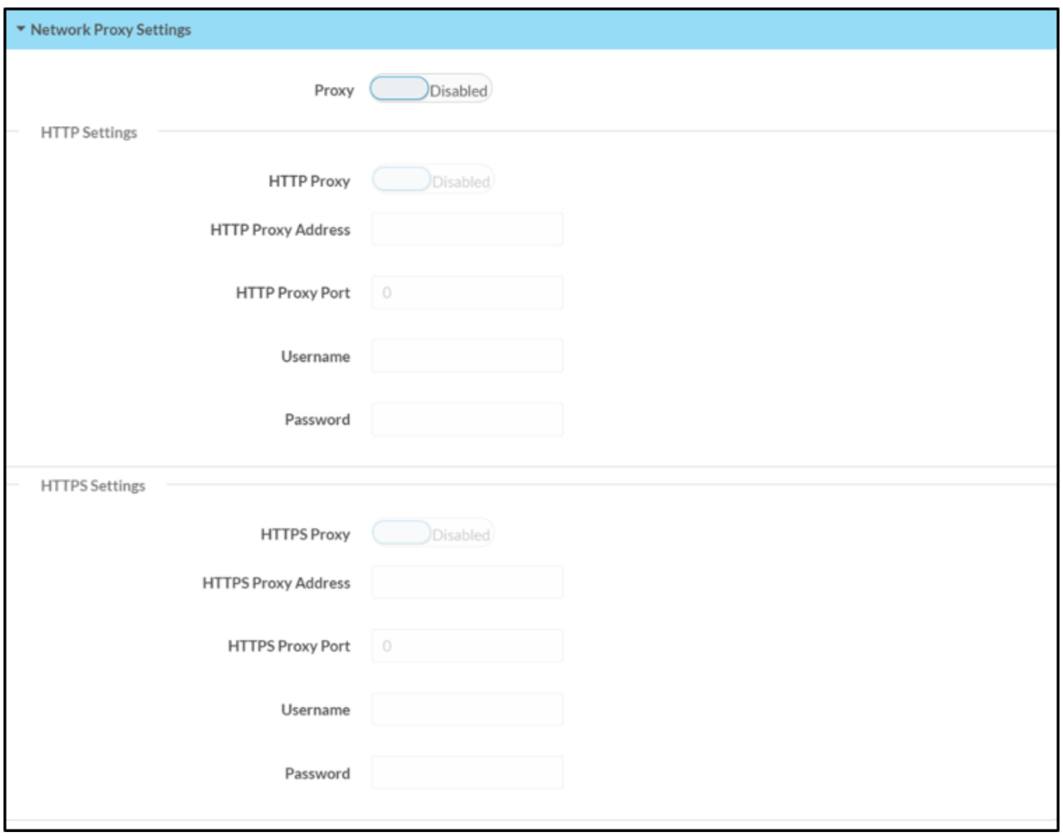
NOTE: If connecting to a Crestron Fusion® software on-premises server, connections are made using either traditional (outbound) or inbound communications. For more information, refer to the Crestron Fusion 10 On-Premises Software Getting Started Guide (Doc. 7685) at www.crestron.com/manuals.

- **Crestron Fusion Cloud**: Toggle the switch to enable or disable a connection to a Crestron Fusion Cloud server. This connection is only applicable when the scheduling mode is set to Crestron Default or User Project.
- **Crestron Fusion Cloud URL**: Enter the URL used to connect the touch screen to the desired Crestron Fusion Cloud server.

Network Proxy Settings

Click **Network Proxy Settings** to configure network proxy settings for the touch screen.

Settings Tab – Network Proxy Settings

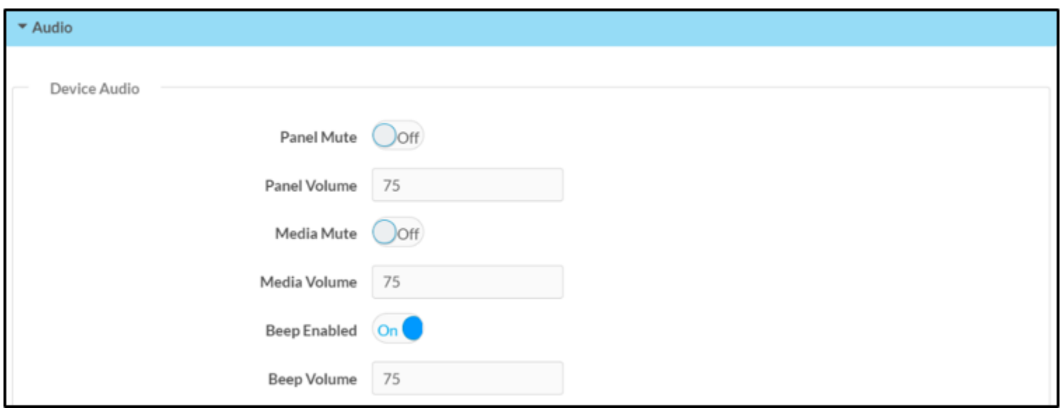


- **Proxy**: Toggle the switch to enable or disable configuring the touch screen for use with a proxy server.
- **HTTP Settings**
  - **HTTP Proxy**: Toggle the switch to enable or disable an HTTP proxy server.
  - **HTTP Proxy Address**: Enter the IP address of the HTTP proxy server.
  - **HTTP Proxy Port**: Enter the port number of the HTTP proxy server.
  - **Username**: Enter the username required for the HTTP proxy server.
  - **Password**: Enter the password required for the HTTP proxy server.
- **HTTPS Settings**
  - **HTTPS Proxy**: Toggle the switch to enable or disable an HTTPS proxy server.
  - **HTTPS Proxy Address**: Enter the IP address of the HTTPS proxy server.
  - **HTTPS Proxy Port**: Enter the port number of the HTTPS proxy server.
  - **Username**: Enter the username required for the HTTPS proxy server.
  - **Password**: Enter the password required for the HTTPS proxy server.

Audio

Click Audio to configure various audio settings for the touch screen.

Settings Tab – Audio Settings



NOTE: The **Media Volume** setting adjusts the H.264 streaming media level in relation to the **Panel Volume** setting.

- **Panel Mute**: Toggle the switch to mute (**On**) or unmute (**Off**) the touch screen master volume.
- **Panel Volume**: Enter a value (1–100) for the touch screen master volume level.
- **Media Mute**: Toggle the switch to mute (**On**) or unmute (**Off**) the touch screen media volume.
- **Media Volume**: Enter a value (1–100) for the touch screen media volume level.
- **Beep Enabled**: Toggle the switch to turn the touch screen beep volume on or off.
- **Beep Volume**: Enter a value (1–100) for the touch screen beep volume.

Cloud Settings

Click **Cloud Settings** to enable or disable a connection between the touch screen and a Crestron XiO Cloud™ service account. A connection to the Crestron XiO Cloud service is enabled by default.

Settings Tab – Cloud Settings

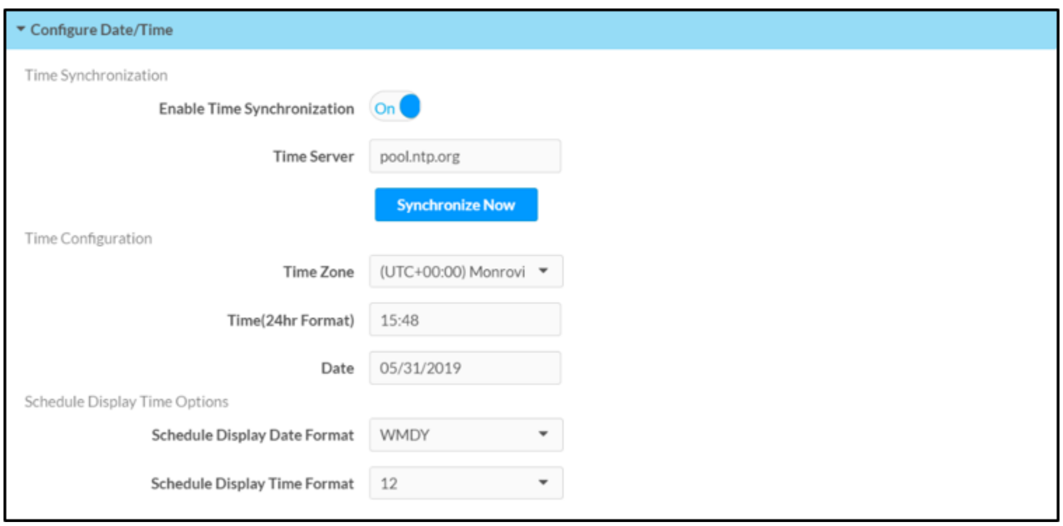
Toggle the **Cloud Configuration Service Connection** switch to enable or disable a connection between the touch screen and a Crestron XiO Cloud account.

For more information on connecting to the Crestron XiO Cloud service, refer to "Connect to Crestron XiO Cloud Service" in the TSW-560/TSW-760/TSW-1060 Supplemental Guide (Doc. 7927) or the TSS-7/TSS-10 Supplemental Guide (Doc. 8327).

Configure Date/Time

Click **Configure Date/Time** to configure date and time settings for the touch screen.

Settings Tab – Configure Date/Time



- **Time Synchronization**
  - **Enable Time Synchronization**: Toggle the switch to turn time synchronization via SNTP (Simple Network Time Protocol) on or off.
  - **Time Server**: With **Enable Time Synchronization** set to **On**, enter the SNTP server used to synchronize the date and time for the touch screen.

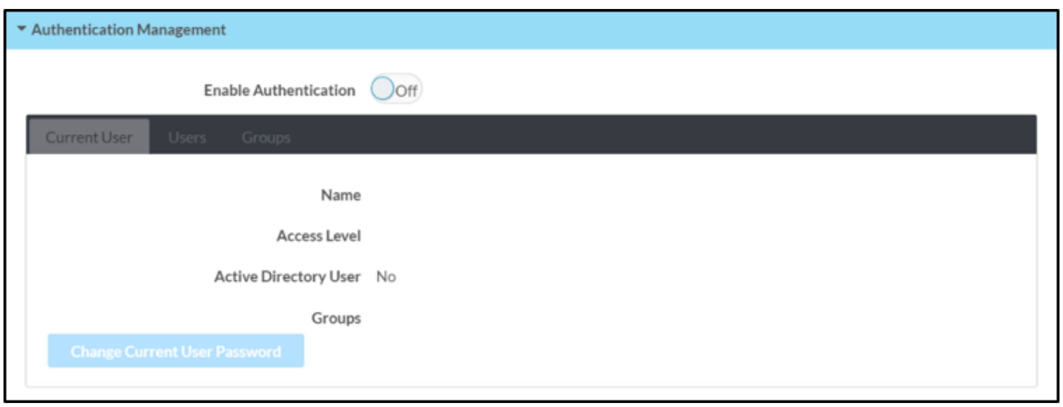
- Synchronize Now: With **Enable Time Synchronization** set to **On**, tap **Synchronize Now** to synchronize the touch screen with the SNTP server entered for **Time Server.**

- **Time Configuration**
  - **Time Zone**: Select a time zone for the touch screen using the drop-down menu.
  - **Time(24hr Format)**: Select the time for the touch screen (in 24-hour format) using the pop-up menu that is displayed.
  - **Date**: Select the date for the touch screen using the pop-up calendar that is displayed.
- **Schedule Display Time Options**
  - **Schedule Display Date Format**: Select the format that the date will display on the touch screen.
  - **Schedule Display Time Format**: Select the format that the time will display on the touch screen.

Authentication Management

Click **Authentication Management** to configure authentication management for touch screen users and groups and to set different access levels.

Settings Tab - Authentication Management



Toggle the **Enable Authentication** switch to turn authentication for the touch screen on or off. Authentication is turned on by default.

When authentication is turned on, the web configuration interface prompts the user to enter a new administrator username and password. After rebooting the touch screen, this username and password must be entered to access the web configuration utility or to connect to the touch screen through Crestron Toolbox™ software.

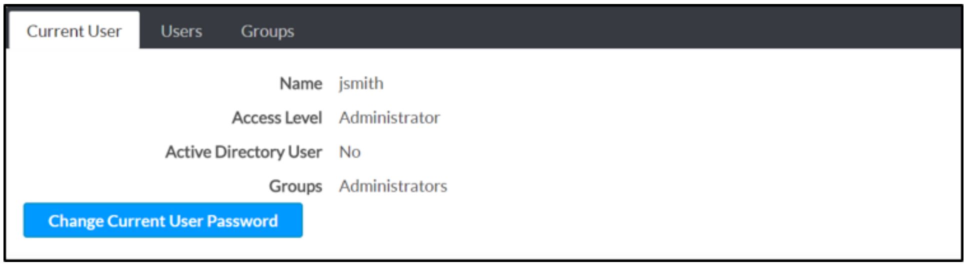
> **CAUTION:** Do not lose the administrator username and password, as the touch screen settings must be restored to factory defaults to reset the username and password.

Use the following **Authentication Management** settings to add, delete, and edit touch screen users and groups.

Current User

Click the **Current User** tab to view and edit information for the current touch screen user.

Authentication Management - Current User Tab



The following settings are displayed for the current user:

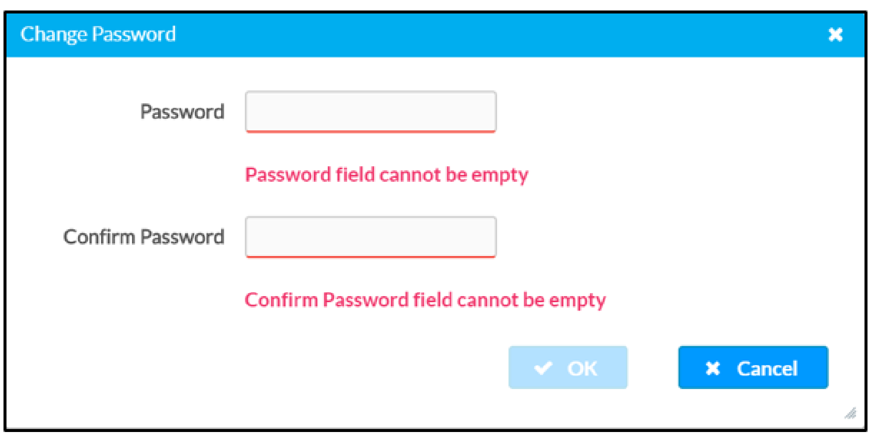
- **Name**: The chosen username
- **Access Level**: The access level granted to the user (Administrator, Programmer, Operator, User, or Connect)
- **Active Directory User**: Reports whether the current user is (Yes) or is not (No) authenticated through Active Directory® software

  NOTE: A user must be added to an Active Directory group before the user may be selected as an active directory user. For more information, refer to Groups (on page 34).

- **Groups**: Any groups of which the current user is a member

Click **Change Current User Password** to change the password for the current user. The **Change Password** dialog box is displayed.

Change Password Dialog Box



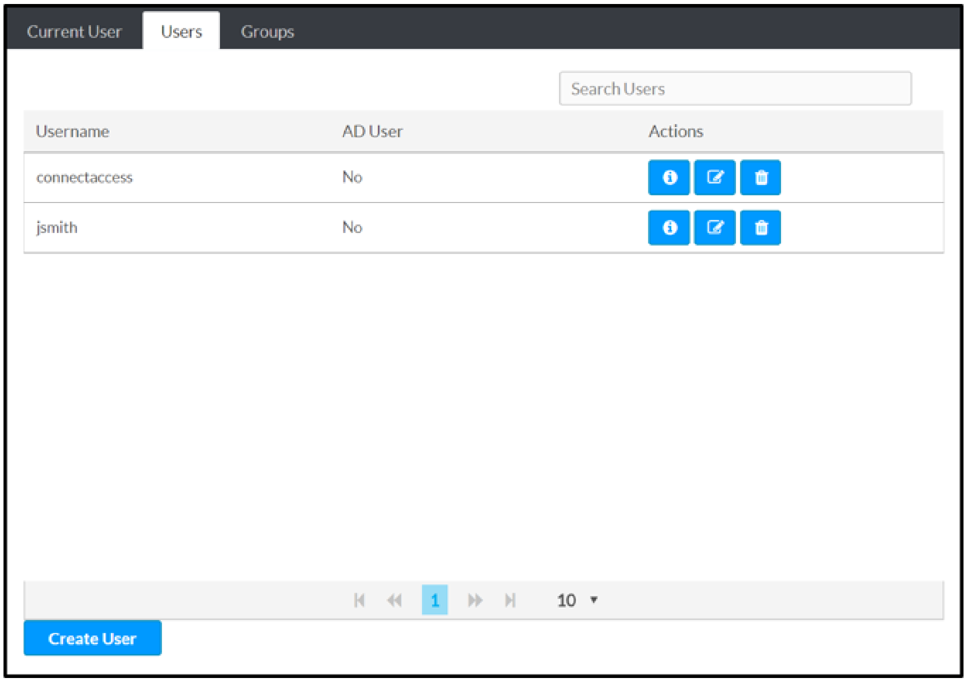
Enter a new password in the **Password** field, and then reenter the password in the **Confirm Password** field.

Tap **OK** to save the new password, or tap **Cancel** to cancel the change.

Users

Click the **Users** tab to view and edit information for the touch screen users.

Authentication Management - Users Tab



Enter text in to the **Search Users** field to search for and display users that match the search term(s).

Touch screen users are listed in table format. The following information is displayed for each touch screen user:

- **Username**: The chosen username
- **AD User**: Reports whether the user is (**Yes**) or is not (**No**) authenticated through Active Directory

> **NOTE:** A user must be added to an Active Directory group before the user may be selected as an active directory user. For more information, refer to Groups (on page 34).

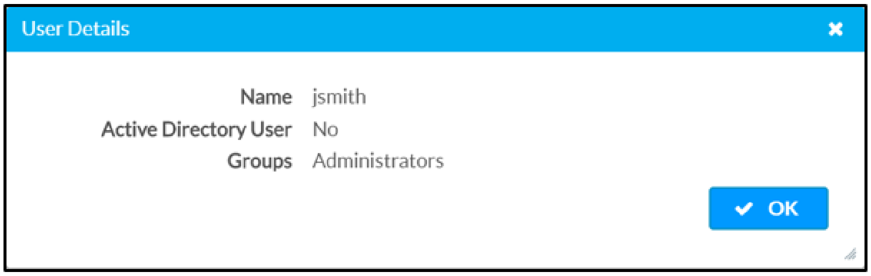
If the touch screen users span multiple pages, use the navigation arrows on the bottom of the page to move forward or backward through the pages, or select a page number to navigate to that page. Additionally, the number of users displayed on each page may be set to 5, 10, or 20 users.

An **Actions** column is also provided for each user that allows various actions to be performed. The following selections may be selected from the **Actions** column.

User Details

Click the information button in the **Actions** column to view information for the selected user. The **User Details** pop-up dialog box is displayed.

User Details Dialog Box



The following settings are displayed for the current user:

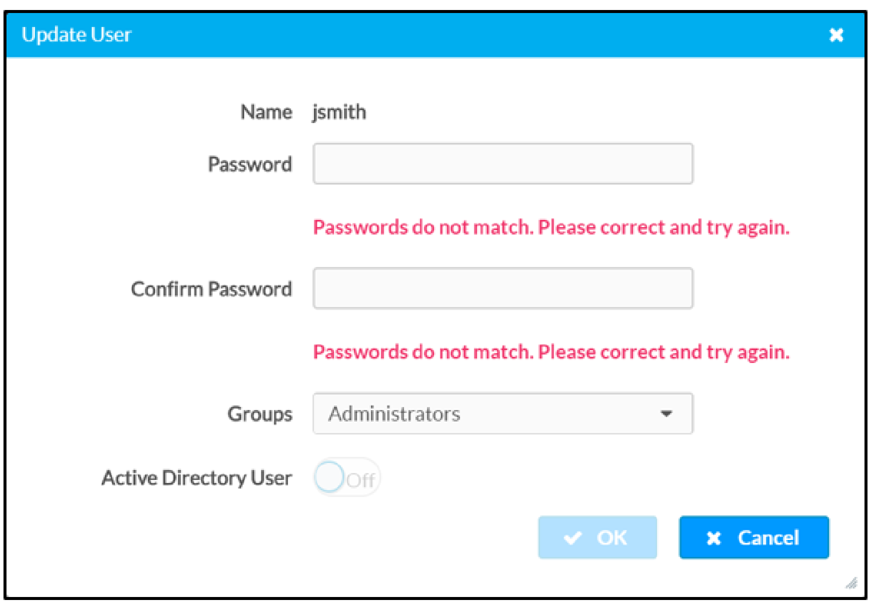
- **Name**: The chosen username
- **Active Directory User**: Reports whether the user is (**Yes**) or is not (**No**) authenticated through Active Directory
- **Groups**: Lists any groups that contain the user

Click **OK** to return to the **Authentication Management** > **Users** page.

Update User

Click the editing button in the **Actions** column to edit settings for the selected user. The **Update User** dialog box is displayed.

Update User Dialog Box



The following **Update User** settings may be viewed or configured:

- **Name**: The chosen username
- **Password**: Enter a new password for the selected user.
- **Confirm Password**: Reenter the password provided in the **Password** field.
- **Groups**: Add the user to one or more groups. For more information, refer to Groups (on the next page).
- **Active Directory User**: Toggle the switch to turn authentication via Active Directory on or off for the selected user.

  > **NOTE:** A user must be added to an Active Directory group to be selected as an Active Directory user.

Click **OK** to save any changes and to return to the **Authentication Management** > **Users** page. Click **Cancel** to cancel any changes.

Delete User

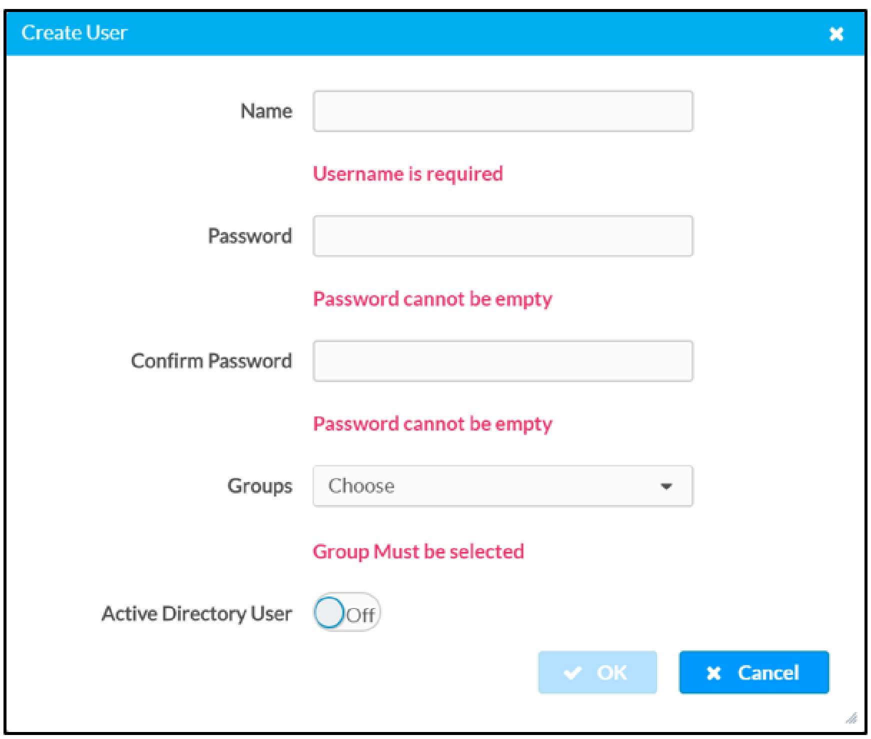
Click the trashcan icon in the **Actions** column to delete the user.

A pop-up dialog box is displayed asking whether the user should be deleted. Click **Yes** to delete the user or **No** to cancel deleting the user.

Create User

Click **Create User** at the bottom of the page to create a new touch screen user. The **Create User** dialog box is displayed.

Create User Dialog Box



Use the following settings to create a new user:

- **Name**: Enter a username.
- **Password**: Enter a password for the user.
- **Confirm Password**: Reenter the password provided in the Password field.
- **Groups**: Add the user to one or more groups. For more information, refer to Groups (below).
- **Active Directory User**: Toggle the switch to turn authentication via Active Directory on or off for the user.

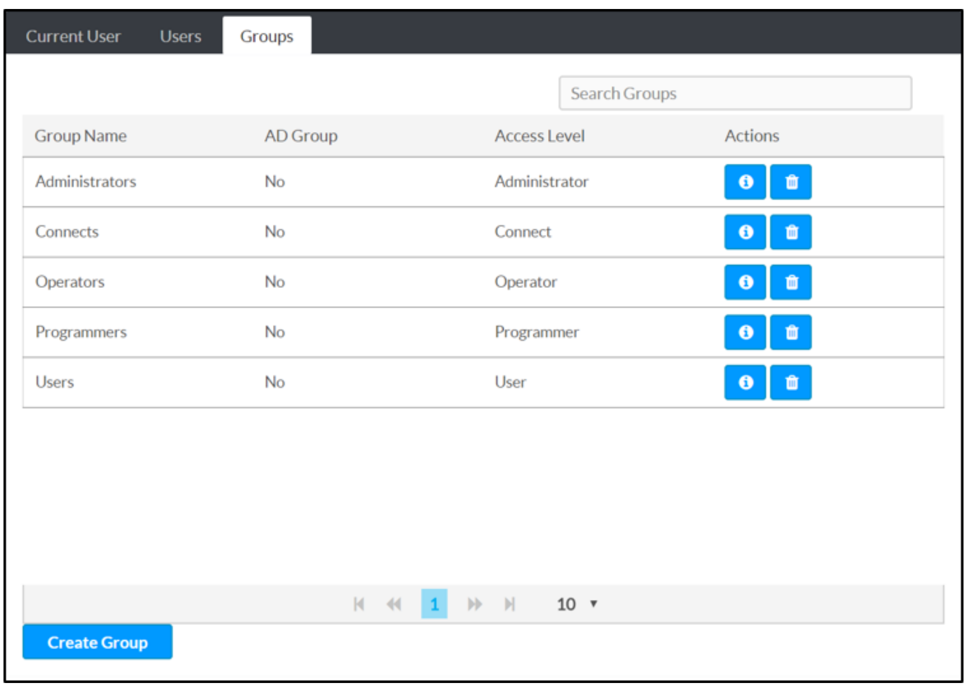
  NOTE: A user must be added to an Active Directory group to be selected as an Active Directory user.

Click **OK** to save any changes and to return to the **Authentication Management** > **Users** page. Click **Cancel** to cancel creating a new user.

Groups

Click the **Groups** tab to view and edit settings for touch screen groups. Touch screen groups are used to group users by access level and Active Directory authentication settings.

Authentication Management - Groups Tab



Enter text in to the **Search Groups** field to search for and display groups that match the search term(s).

Touch screen groups are listed in table format. The following information is displayed for each touch screen group:

- **Group Name**: The chosen group name
- **AD Group**: Reports whether the group is (**Yes**) or is not (**No**) authenticated through Active Directory

> **NOTE:** Active Directory provides an additional layer of authentication for touch screen groups and users. Active directory group and user names are stored in the touch screen console along with a unique SID (security identifier). When an Active Directory user attempts to authenticate against the console, the console first checks the user credentials. If the Active Directory authentication is successful, Active Directory queries the console for the user or group's SID. The user is granted access to the touch screen only if at least one SID match is found.

- **Access Level**: The access level for the selected group (**Administrator**, **Programmer**, **Operator**, **User**, or **Connect**)

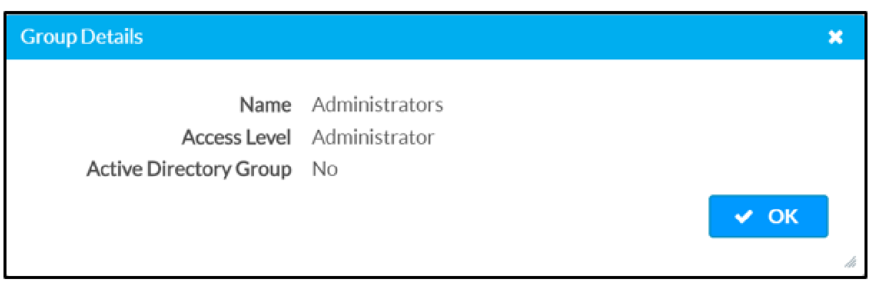
If the touch screen groups span multiple pages, use the navigation arrows on the bottom of the page to move forward or backward through the pages, or select a page number to navigate to that page. Additionally, the number of groups displayed on each page may be set to 5, 10, or 20 users.

An **Actions** column is also provided for each group that allows various actions to be performed. The following selections may be selected from the **Actions** column.

Group Details

Click the information button in the **Actions** column to view information for the selected group. The **Group Details** dialog box is displayed.

Group Details Dialog Box



The following settings are displayed for the current group:

- **Name**: The chosen group name
- **Access Level**: The access level of the group and its users
- **Active Directory User**: Reports whether the group is (**Yes**) or is not (**No**) authenticated through Active Directory

Click **OK** to return to the **Authentication Management** > **Groups** page.

Delete Group

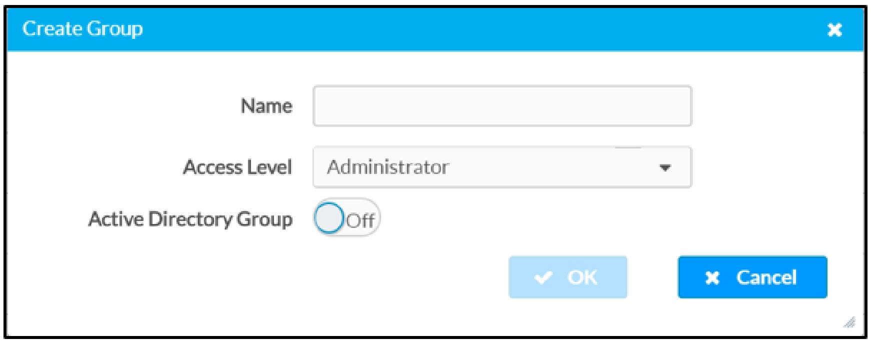
Click the trashcan icon in the **Actions** column to delete the group.

A pop-up dialog box is displayed asking whether the group should be deleted. Click **Yes** to delete the group or **No** to cancel deleting the group.

Create Group

Click **Create Group** at the bottom of the page to create a new touch screen group. The **Create Group** dialog box is displayed.

Create Group Dialog Box



Use the following settings to create a new group:

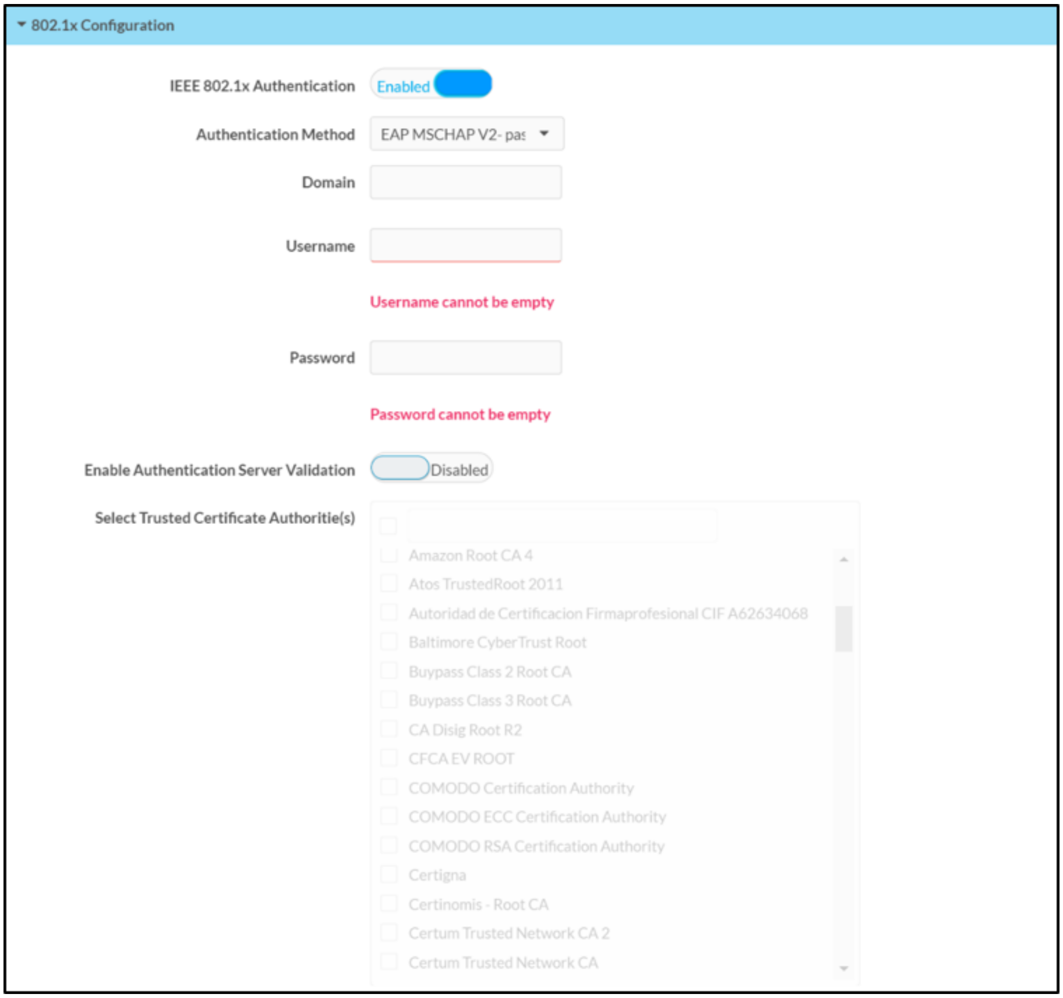
- **Name**: Enter a group name.
- **Access Level**: Select an access level for the group and its users from the drop-down menu.
- **Active Directory Group**: Toggle the switch to turn authentication via Active Directory on or off for the group.

Click **OK** to save any changes and to return to the **Authentication Management** > **Groups** page. Click **Cancel** to cancel creating a new group.

802.1x Configuration

Click **802.1x Configuration** to configure IEEE 802.1x network authentication for touch screen security.

Settings Tab - 802.1x Configuration

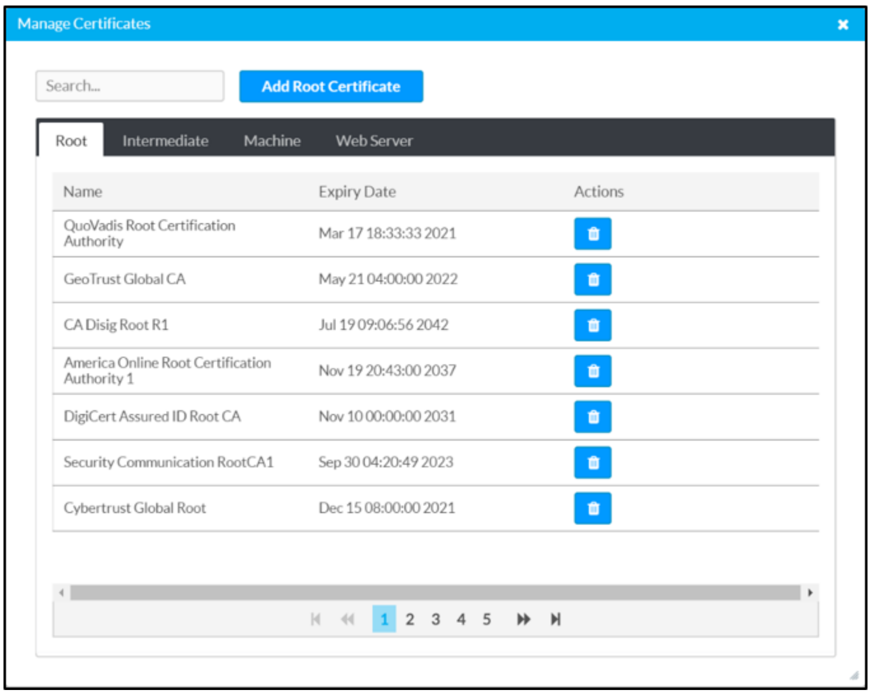


- **IEEE 802.1x Authentication**: Toggle the switch to enable or disable using 802.1x authentication for the touch screen.
- **Authentication Method**: Select an 802.1x authentication method (**EAP-TLS Certificate** or **EAP MSCHAP V2- password**) from the drop-down menu.
- **Domain**: If **EAP MSCHAP V2- password** is selected for **Authentication Method**, enter a domain name that is required for authentication.
- **Username**: If **EAP MSCHAP V2- password** is selected for **Authentication Method**, enter a username that is required for authentication.
- **Password**: If **EAP MSCHAP V2- password** is selected for **Authentication Method**, enter a password that is required for authentication.

- **Enable Authentication Server Validation**: Toggle the switch to enable or disable using server validation for increased security.
- **Select Trusted Certificate Authorities**: Select trusted CAs (Certificate Authorities) from the provided CAs to be used for server validation:
    - Click the check box to the left of a CA to select it as a trusted CA.
    - Enter a search term into the text field at the top of the CA menu to search for and display CAs that match the search term.
    - Click the check box to the left of the search field at the top of the CA menu to select all CAs as trusted CAs.

Click **Manage Certificates** to add or remove CAs from the list. The **Manage Certificates** dialog box is displayed with the **Root** tab selected.

Manage Certificates Dialog Box - Root Tab



Click the tabs near the top of the page to switch between the different types of CAs (**Root**, **Intermediate**, **Machine**, or **Web Server**). The same settings are provided for each type of CA.

Type a search term into the **Search...** text field to search for and display CAs that match the search term.

The following information is provided for each type of CA:

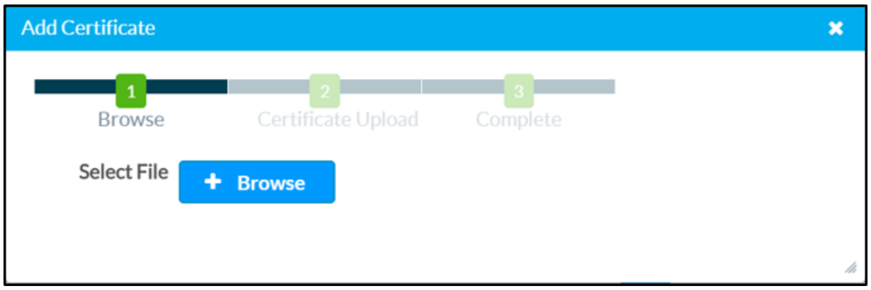
- **Name**: The CA name
- **Expiry Date**: The date and time that the CA is set to expire

If the CAs span multiple pages, use the navigation arrows on the bottom of the page to move forward or backward through the pages, or select a page number to navigate to that page.

Click the trashcan button  in the **Actions** column for a CA to delete it. A pop-up dialog box is displayed asking if the CA should be deleted. Click **Yes** to delete the certificate or **No** to cancel.

Click **Add [Type] Certificate** to add a CA of one of the four available types (**Root**, **Intermediate**, **Machine**, or **Web Server**) to the list of CAs. The **Add Certificate** pop-up dialog box is displayed.

Add Certificate Dialog Box



To add a new certificate:

1. Click **Browse**.
2. Navigate to the CA file on the host computer.
3. Select the CA file, and then click **Open**.
4. Click **Load** to load the CA file to the touch screen. The upload progress is shown in the dialog box.
5. Once the touch screen has completed the upload, click **OK**.

Click the **x** button to close the **Add Certificate** dialog box at any time during the upload process. Clicking the **x** button before the CA file is uploaded to the touch screen cancels the upload.

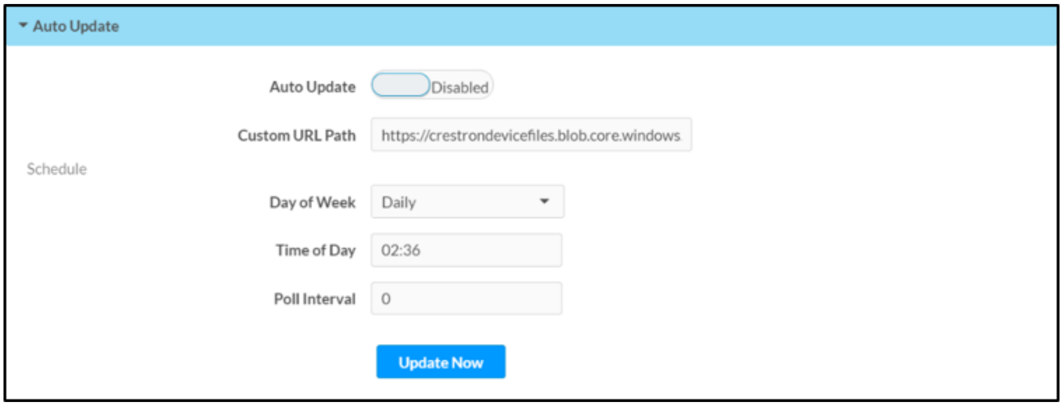
Click the **x** button to close the **Manage Certificates** dialog box and to return to the **802.1x Authentication** page.

Auto Update

Click **Auto Update** to configure automatic firmware updates for the touch screen.

NOTE: The **Auto Update** accordion can be used to configure auto update settings for firmware only. Automatic application updates are not affected by these settings.

Settings Tab - Auto-Update

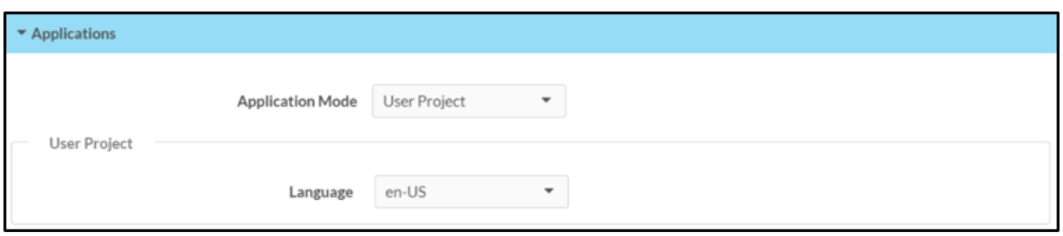


- **Auto Update**: Toggle the switch to enable or disable automatic firmware updates.
- **Control URL Path**: Enter the URL path for the update server.
- **Day of Week**: Select the day of week when the touch screen will check for updates. Select Daily to have the touch screen check for updates every day.
- **Time of Day**: Enter a time of day (in 24-hour format) when the touch screen will check updates on the scheduled day.
- **Poll Interval**: Enter the polling interval (in hours) for when the touch screen will poll the server for updates.
- Click **Update Now** to check the update server for new firmware and to update the touch screen immediately if new firmware is available.

Applications

Click **Applications** to a select an application to run on the touch screen.

Settings Tab - Applications



Use the **Application Mode** drop-down menu to select a touch screen application from the available selections.

Once a new application is selected, click **Save Changes** from the **Actions** menu. A pop-up dialog box is displayed stating that the touch screen must be rebooted for the new application to take effect. Click **Yes** to reboot the touch screen now or **No**to reboot the touch screen later. The touch screen reboots with the new application running.

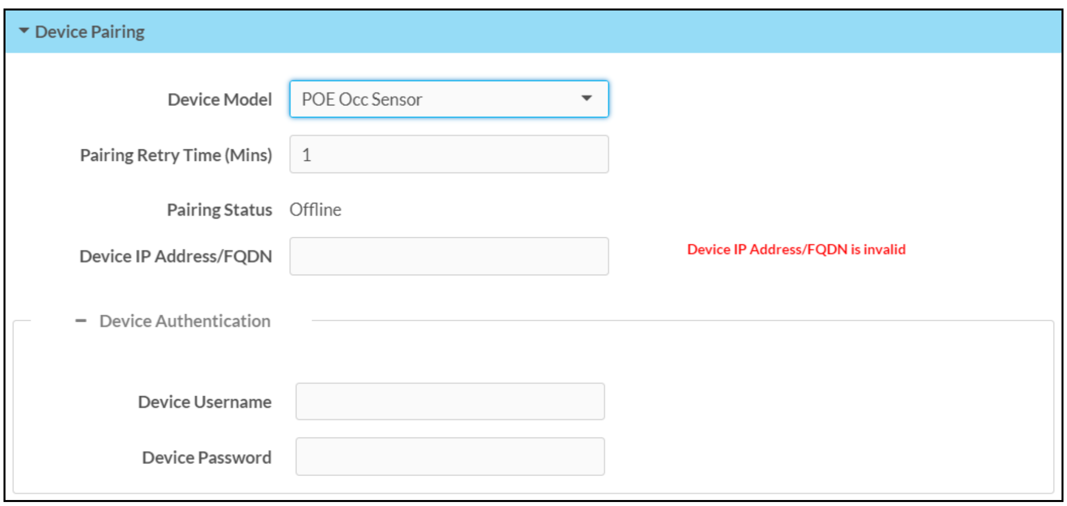
For more information on configuring the provided third party scheduling applications, refer to the TSW-560/TSW-760/TSW-1060 Supplemental Guide (Doc. 7927) or the TSS-7/TSS-10 Supplemental Guide (Doc. 8327).

Device Pairing

Click **Device Pairing** to configure settings for pairing the touch screen to a CEN-ODT-C-POE. The CEN-ODT-C-POE provides local occupancy reporting for supported room scheduling apps.

> **NOTE:** For more information on the occupancy sensor, refer to the CEN-ODT-C-POE Quick Start (Doc. 8258) at www.crestron.com/manuals. For more information on configuring the occupancy source in the scheduling application, refer to Room (on page 53).

Settings Tab - Device Pairing



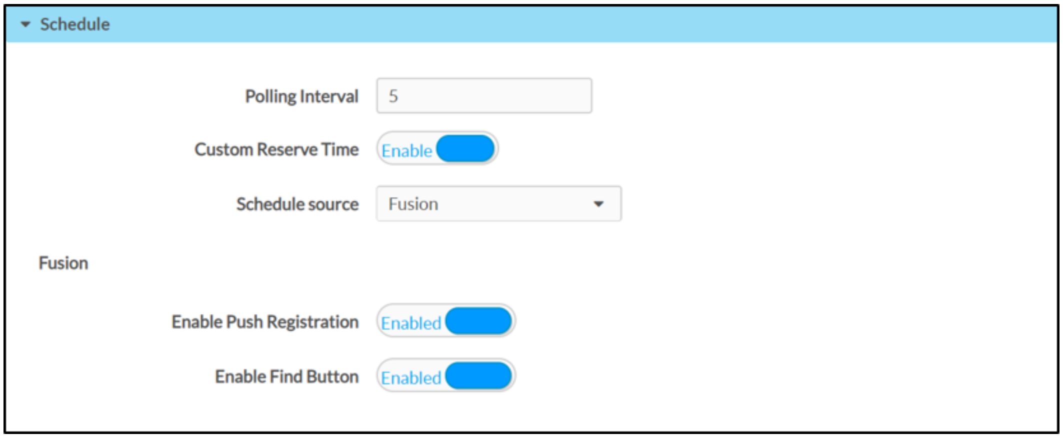
- **Device Model**: Use the drop-down menu to select **POE Occ Sensor**.
- **Pairing Retry Time (Mins)**: Enter a duration (in minutes) that must elapse before the CEN-ODT-C-POE reattempts to pair to the touch screen.
- **Pairing Status**: Reports whether the CEN-ODT-C-POE is paired to the touch screen (**Online**) or not (**Offline**).
- **Device IP Address/FQDN**: Enter the IP address or fully qualified domain name of the CEN-ODT-C-POE. This is required for device pairing.
- **Device Authentication**: Enter authentication credentials for the CEN-ODT-C-POE (if required):

- ◦ **Device Username**: Enter a valid username used to access the device.
- ◦ **Device Password**: Enter a valid password used to access the device.

Schedule

Click **Schedule** to choose the scheduling calendar provider and to configure scheduling integration settings.

Settings Tab - Schedule



- **Polling Interval**: Enter the interval (in minutes) that the scheduling application waits to poll the network for scheduling calendar data if changes are not pushed to the application.
- **Custom Reserve Time**: Toggle the switch to enable or disable allowing the room to be reserved for a custom duration.

  > NOTE: If **Custom Reserve Time** is disabled, available reservation end times are limited to times that end on the next half hour, the next hour, or the next hour and a half.

- **Schedule source**: Select the scheduling calendar source from the drop-down menu that provides scheduling information to the application (Google Calendar, Crestron Fusion, Microsoft Exchange, Ad Astra, CollegeNet 25Live, or Demo Mode).

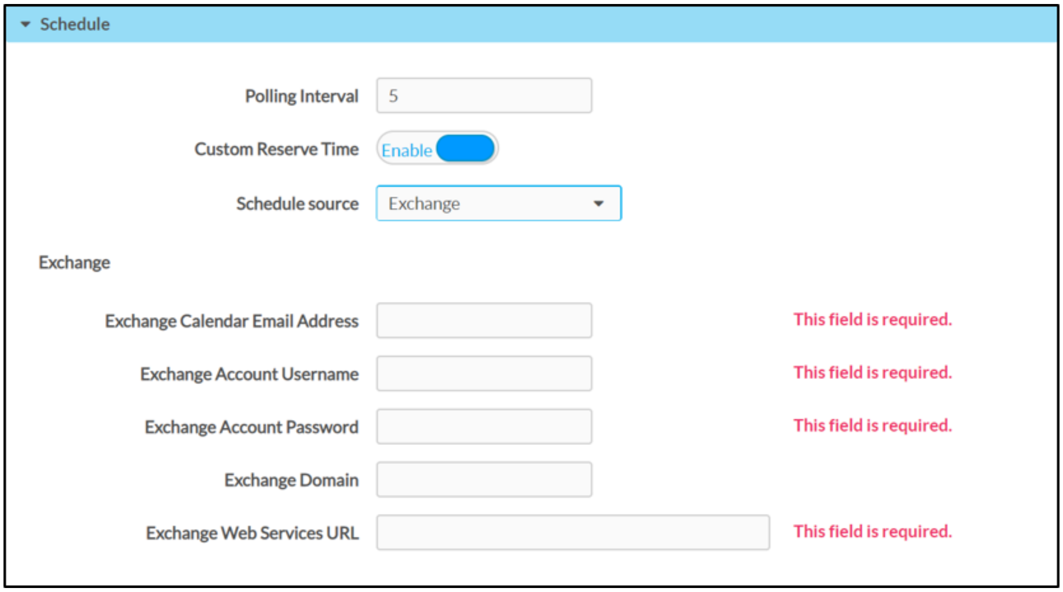
Depending on the scheduling calendar source that is selected for **Schedule source**, the following subsections are displayed.

Exchange

Select **Exchange** under **Schedule source** to display options for integrating a Microsoft Exchange account with the scheduling application.

For more information on connecting to a Microsoft Exchange account, refer to Connect to Microsoft Exchange (on page 6).

Settings Tab - Schedule (Exchange)



- Enter the email address associated with the Microsoft Exchange scheduling calendar in the **Exchange Calendar Email Address** text field.
- Enter the username for the Microsoft Exchange account in the **Exchange Account Username** text field.

> **NOTE:** The username must include the ".com" suffix similar to the email address entered in the **Exchange Calendar Email Address** text field.

- Enter the password for the Microsoft Exchange account in the **Exchange Account Password** text field.
- Enter the domain name associated with the Microsoft Exchange account in the **Exchange Domain** text field.

> **NOTE:** The **Exchange Domain** text field must be left blank if using Office 365® software.

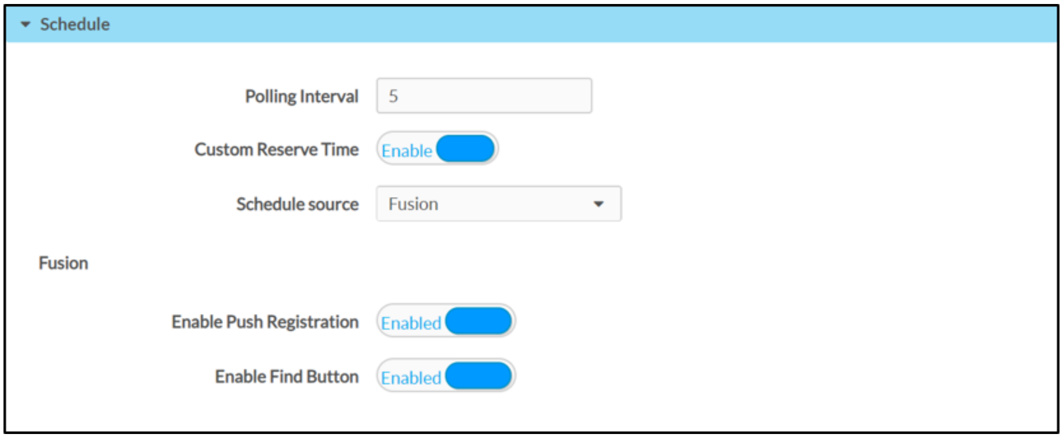
- Enter Microsoft EWS (Exchange Web Services) server URL that the scheduling calendar uses to access Microsoft Exchange scheduling data in the **Exchange Web Services URL** text field.

Crestron Fusion

Select **Crestron Fusion** under **Schedule source** to display options for integrating a Crestron Fusion account with the scheduling application.

For more information on connecting to a Crestron Fusion account, refer to Connect to Crestron Fusion (on page 5).

Settings Tab - Schedule (Crestron Fusion)



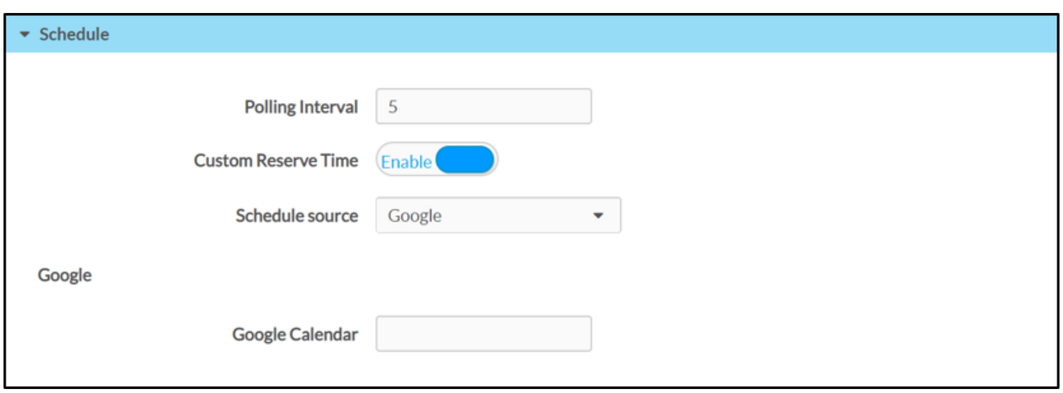
- Toggle the **Enable Push Registration** switch to set whether Crestron Fusion pushes scheduling calendar data to the scheduling application (**Enabled**) or whether the scheduling application polls the network for scheduling calendar data (**Disabled**).
- Toggle the **Enable Find Button** switch to enable or disable displaying a find button on the scheduling application so that a user may look up nearby rooms that are available for meetings.

Google

Select **Google** under **Schedule source** to display options for integrating a Google account with the scheduling application.

For more information on connecting to a Google account, refer to Connect to Google Calendar (on page 8).

Settings Tab - Schedule (Google)



Enter the calendar account name or ID in the **Google Calendar** text field if more than one calendar is available for the Google account. If this field is left empty, the scheduling application uses the primary calendar set for the account.

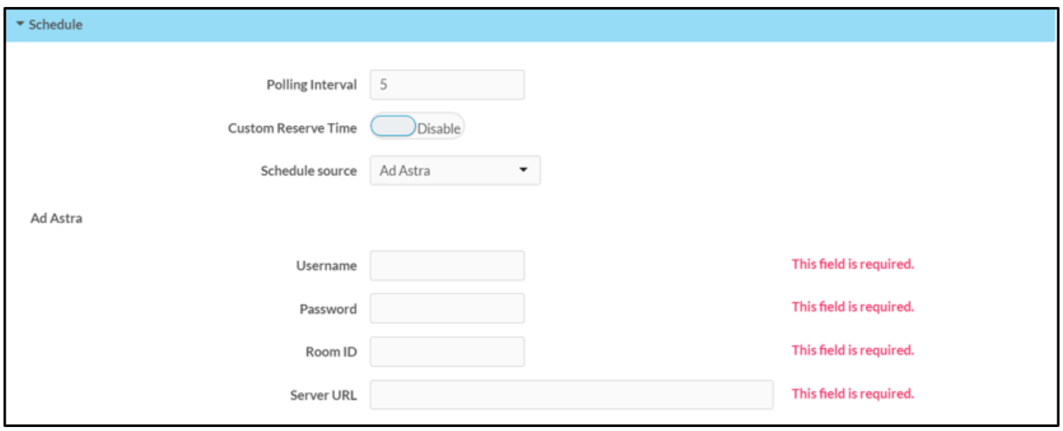
NOTE: To switch to a different calendar on the same Google account, enter the new calendar account name or ID in the **Google Calendar** text field.

Ad Astra

Select **Ad Astra** under **Schedule source** to display options for integrating an Ad Astra account with the scheduling application.

For more information on connecting to an Ad Astra account, refer to Connect to Ad Astra (on page 9).

Settings Tab - Schedule (Ad Astra)



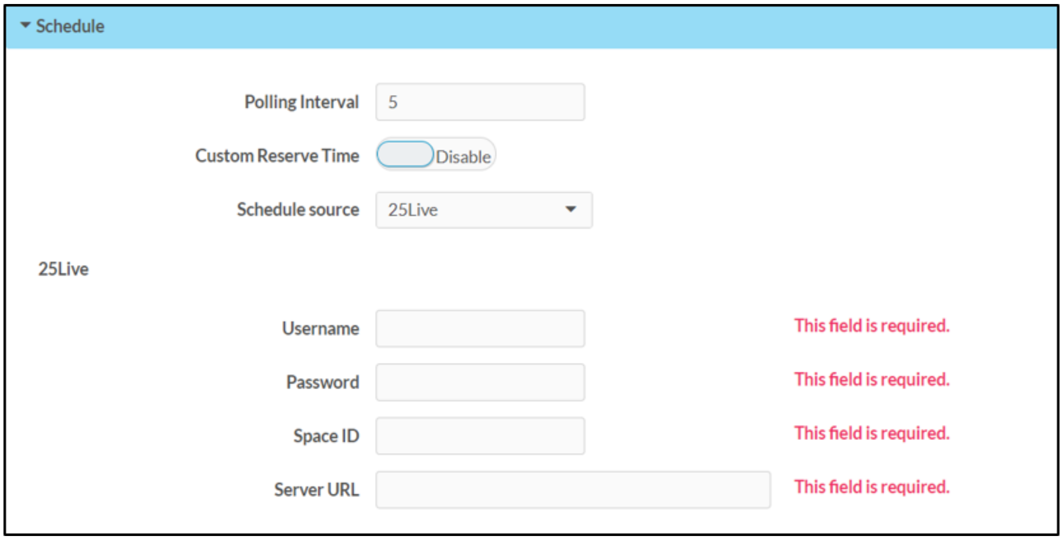
- Enter the username for the Ad Astra account in the **Username** text field.
- Enter the password for the Ad Astra account in the **Password** text field.
- Enter the room ID associated with the Ad Astra scheduling calendar in the **Room ID** text field.
- Enter the URL of the Ad Astra scheduling calendar server in the **Server URL** text field.

CollegeNet 25Live

Select **25Live** under **Schedule source** to display options for integrating a CollegeNet 25Live account with the scheduling application.

For more information on connecting to a CollegeNet 25Live account, refer to Connect to CollegeNet 25 Live (on page 10).

Settings Tab - Schedule (25Live)

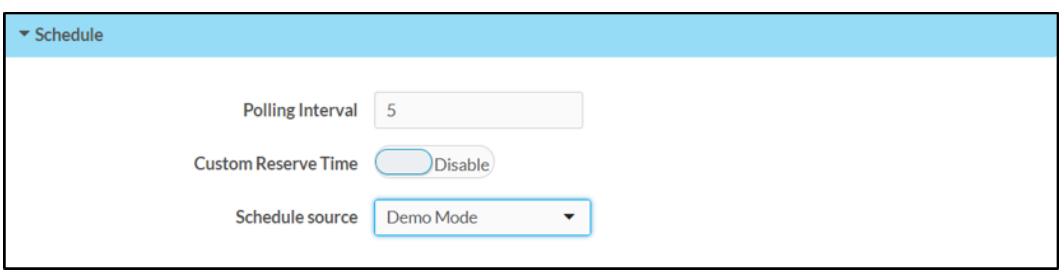


- Enter the username for the CollegeNet 25Live account in the **Username** text field.
- Enter the password for the CollegeNet 25Live account in the **Password** text field.
- Enter the space ID associated with the CollegeNet 25Live scheduling calendar in the **Space ID** text field.
- Enter the URL of the CollegeNet 25Live scheduling calendar server in the **Server URL** text field.

Demo Mode

Select **Demo Mode** under **Schedule source** to enable running demo mode on the scheduling application. When demo mode is enabled, the scheduling application cycles through demonstrations of various application features.

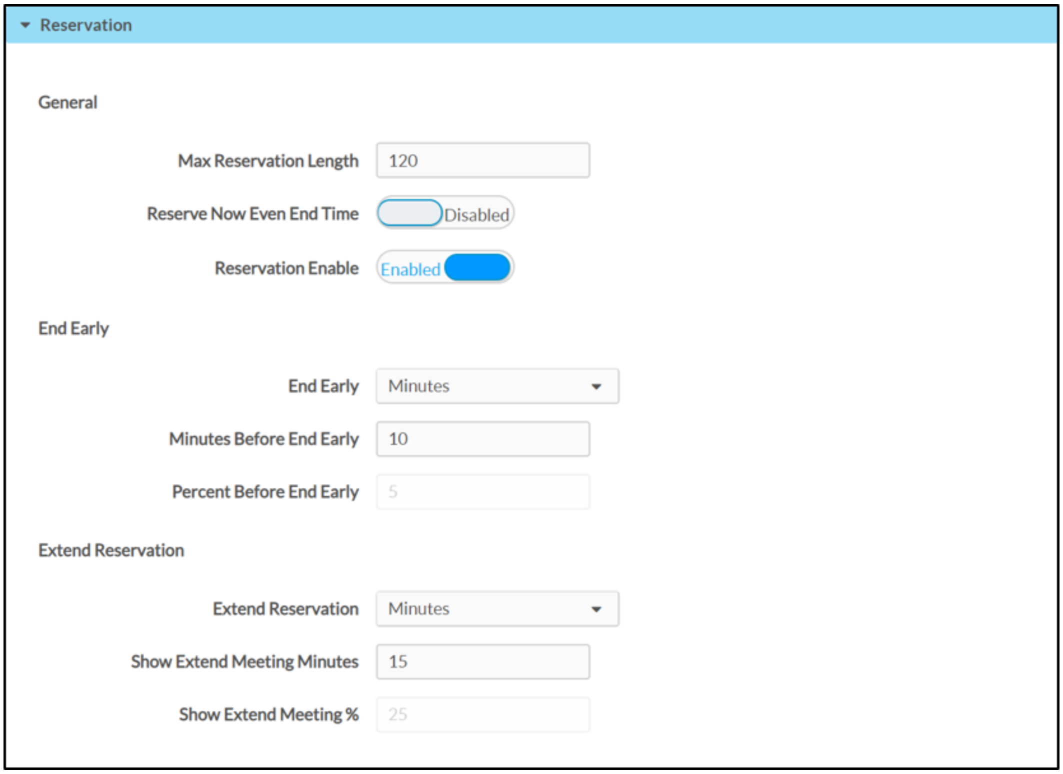
Settings Tab - Schedule (Demo Mode)



Reservation

Click **Reservation** to configure the behavior of reservation functions for the scheduling application.

Settings Tab - Reservation



- General
  - **Max Reservation Length**: Enter the maximum length (in minutes) of a meeting that may be reserved from the touch screen using the **Reserve Now** feature
  - **Reserve Now Even End Time**: Toggle the switch to enable or disable whether meetings reserved from the touch screen may be set to end on half hour/hour intervals (**Enabled**) or set to end in 30-minute increments (**Disabled**).

    NOTE: If **Reserve Now Even End Time** is enabled, a meeting booked at 10:13 may be set to end at 10:30, 11:00, and so forth. If **Reserve Now Even End Time** is disabled, a meeting booked at 10:13 may be set to end at 10:43, 11:13, and so forth. These options are available provided that another meeting is not already booked during the next time period.

  - **Reservation Enable**: Toggle the switch to enable or disable the ability to reserve meetings from the touch screen using the **Reserve Now** feature.

- **End Early**
  - **End Early**: Use the drop-down menu to select whether an **End** button appears on the touch screen user interface that allows the meeting to be ended early.

    NOTE: Select **Minutes** to have the **End** button appear on the touch screen after a specified number of minutes have elapsed. Select **Percentage** to have the **End** button appear on the touch screen after a specified percentage of the meeting has passed.

  - **Minutes Before End Early**: If **Minutes** is selected for **End Early**, enter the number of minutes that must elapse in a meeting before the **End** button appears on the touch screen.
  - **Percent Before End Early**: If **Percentage** is selected for **End Early**, enter the percentage of a meeting that must pass before the **End** button appears on the touch screen.
- **Extend Reservation**

    NOTE: The extend reservation feature is available only if a meeting has not been booked directly after the current meeting.

  - **Extend Reservation**: Use the drop-down menu to select whether an **Extend** button appears on the touch screen user interface that allows the meeting to be extended.

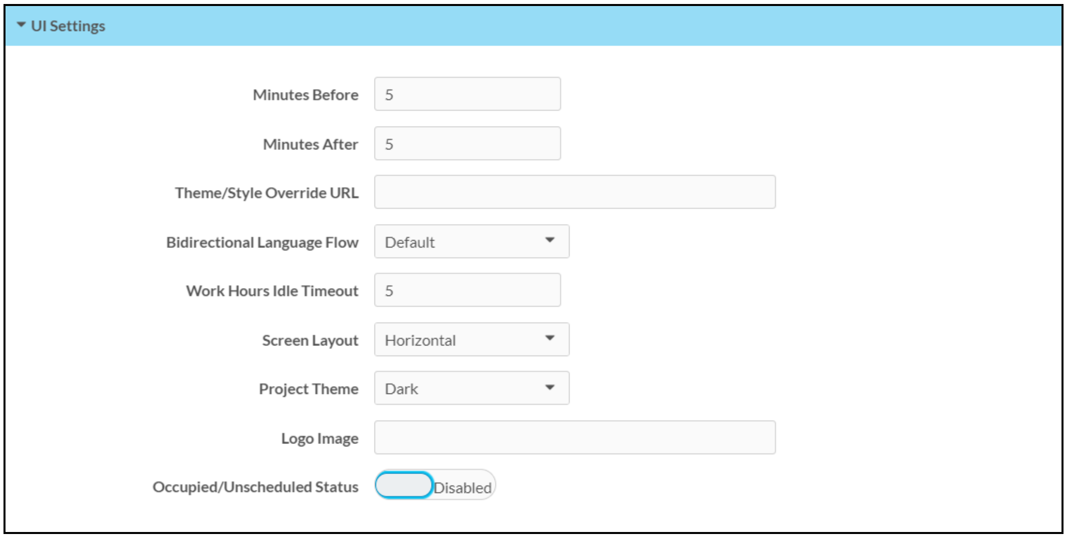
    NOTE: Select **Minutes** to have the **Extend** button appear on the touch screen after a specified number of minutes have elapsed. Select **Percentage** to have the **Extend** button appear on the touch screen after a specified percentage of the meeting has passed.

  - **Show Extend Meeting Minutes**: If **Minutes** is selected for **Extend Reservation**, enter the number of minutes that must elapse in a meeting before the **Extend** button appears on the touch screen.
  - **Show Extend Meeting %**: If **Percentage** is selected for **Extend Reservation**, enter the percentage of a meeting that must pass before the **Extend** button appears on the touch screen.

UI Settings

Click **Reservation** to configure various settings for the scheduling application UI (user interface).

Settings Tab - UI Settings



- **Minutes Before**: Enter the duration (in minutes) that the active screen remains on the display before a meeting begins, even if the idle timeout has elapsed.
- **Minutes After**: Enter the duration (in minutes) that the active screen remains on the display after a meeting begins, even if the idle timeout has elapsed.
- **Theme/Style Override URL**: Enter the URL of a custom CSS (Cascading Style Sheets) file to override the default application themes.

  NOTE: For more information on programming a custom scheduling application CSS file, refer to the Crestron Room Scheduling Panels Programming Guide (Doc. 8213).

- **Bidirectional Language Flow**: Use the drop-down menu to select the direction that scheduling application text displays on the scheduling application. Select **Default** to use the default direction for the chosen primary language.
- **Work Hours Idle Timeout**: Enter the duration (in minutes) that the touch screen must remain idle before the scheduling application enters the idle screen during work hours.
- **Screen Layout**: Use the drop-down menu to select the direction of the scheduling application layout and timeline (**Horizontal** or **Vertical**).

  NOTES:

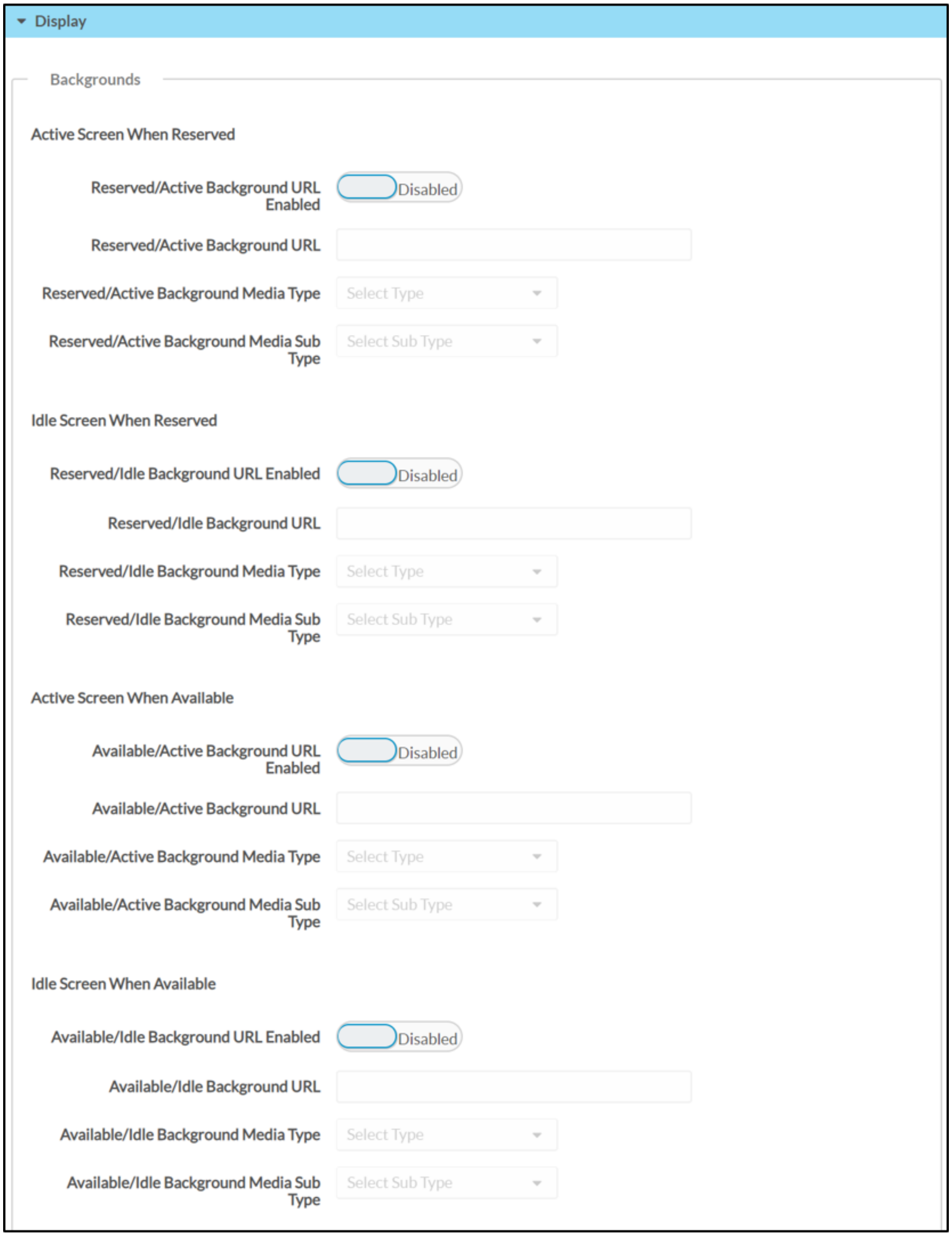
  - Horizontal right-to-left layout and horizontal left-to-right layout is determined by the chosen primary language.
  - The TSW-560P only supports the **Vertical** layout.

- **Project Theme**: Use the drop-down menu to select the application theme from the available options (**Light** or **Dark**).
- **Logo Image**: Enter the URL of a custom logo image to replace the default scheduling application logo image on the touch screen. Supported file types for the custom logo are PNG, JPG, and SVG.
- **Occupied/Unscheduled Status**: Toggle the switch to enable or disable having the scheduling app report when occupancy is detected in the room when no meeting is scheduled. The room must contain occupancy-sensing equipment to use this feature.

Display

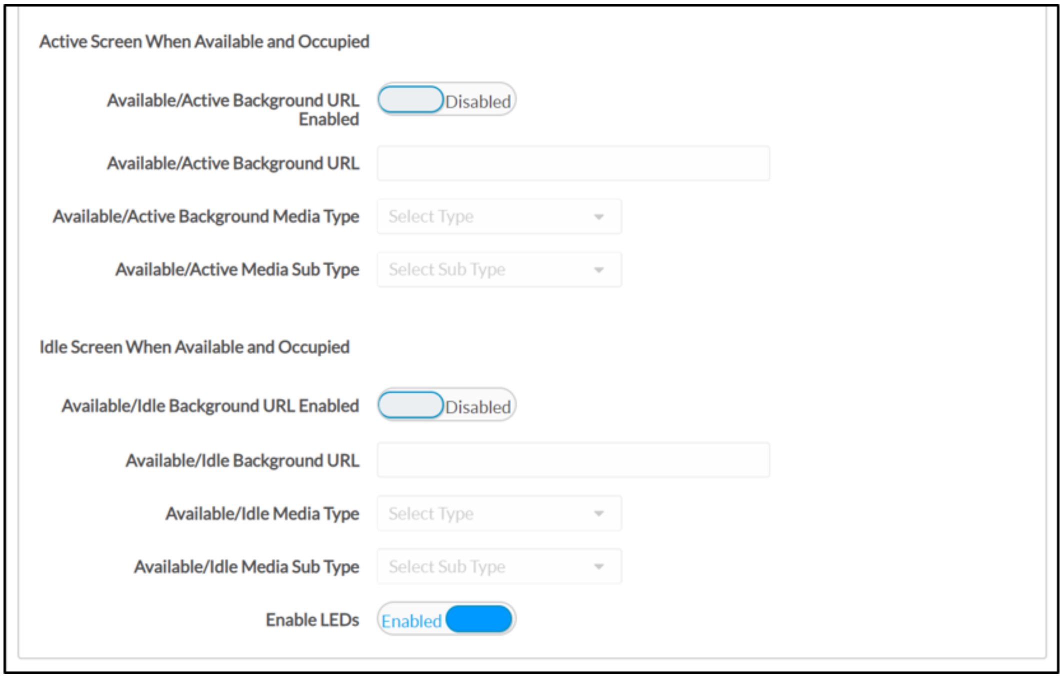
Click **Display** to customize the background of the scheduling application with supported image or video files.

Settings Tab - Display



(Continued on following page)

Settings Tab - Display (continued)



Background media may be set for various application states, including **Active Screen When Reserved**, **Idle Screen When Reserved**, **Active Screen When Available**, **Idle Screen When Available**, **Active Screen When Available and Occupied**, and **Idle Screen When Available and Occupied**.

The settings below may be configured for each application state:

- **Background URL Enabled:** Toggle the switch to enable or disable background media for the chosen application state.
- **Background URL**: If **Background URL Enabled** is enabled, enter the URL of the background media file for the chosen application state.
- **Background Media Type**: If **Background URL Enabled** is enabled, use the drop-down menu to set the media type of background media file (image or video) for the chosen application state.
- **Background Media Sub Type**: If **Background URL Enabled** is enabled, select the media subtype of the background media file for the chosen application state.

NOTES:

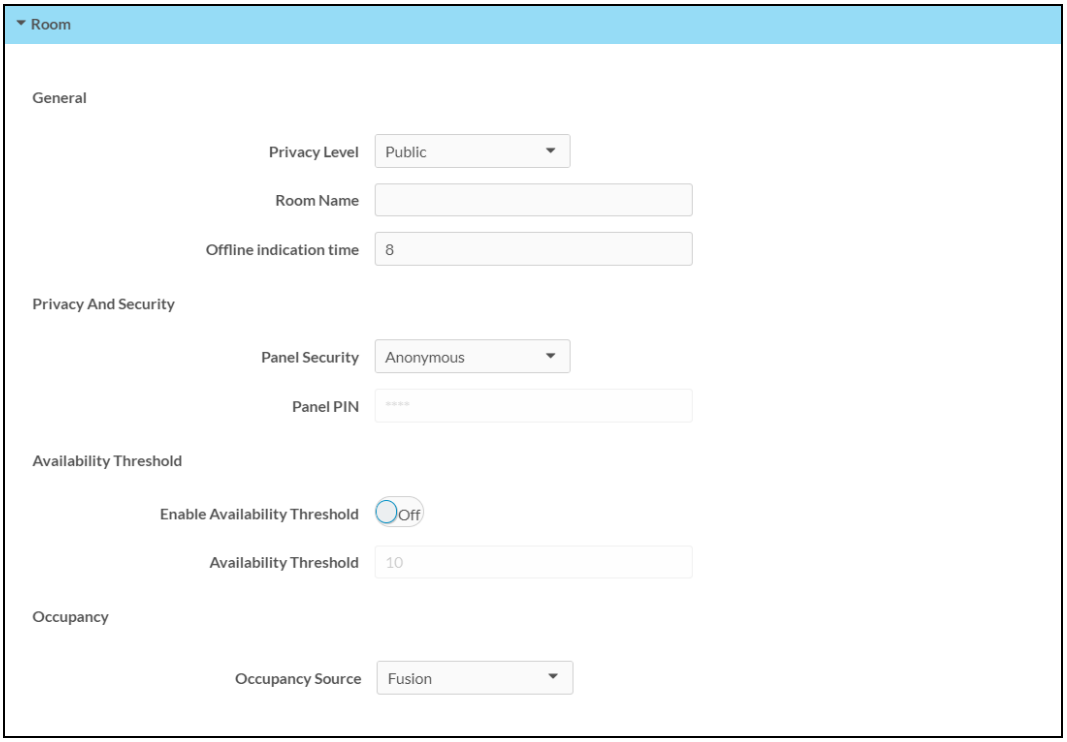
- Supported image file types are JPEG, GIF, and PNG. For optimal image quality, images should be sized to 960 x 540 pixels for a TSW-560, 540 x 960 pixels for a TSW-560P, 1024 x 600 pixels for a TSW-760/TSS-7 and 1280 x 800 pixels for a TSW-1060/TSS-10.
- The supported video file type is WEBM (compressed with a VP8 codec). The first and last seconds of the video should display the same still image to avoid flickering on the loop playback.

Toggle the **Enable LEDs** switch to enable or disable using the touch screen LEDs while in scheduling application mode.

Room

Click **Room** to configure display and functionality settings for the room connected to the scheduling application.

Settings Tab - Room



- **General**
  - **Privacy Level**: Use the drop-down menu to select the privacy level used by scheduling application for the room.

    NOTE: The selections for **Privacy Level** control how much information is displayed about each meeting on the scheduling application. Select **Public** to show the meeting subject, organizer, and attendees. Select **Semi-Private** to show the meeting organizer but not the subject or attendees. Select **Private** to not show any meeting information except for whether the room is free or reserved.

  - **Room Name**: Enter a custom room name that overwrites the calendar name.
  - **Offline indication time**: Enter the duration (in hours) that the connected scheduling calendar must be offline before the scheduling application displays an offline notification.

- Privacy And Security
  - **Panel Security**: Use the drop-down menu to select the security level used by the scheduling application for the room.

    NOTE: If **Anonymous** is selected, a user may access scheduling application functions from the touch screen without entering a PIN. If **Touch Screen PIN** is selected, a user must first enter a PIN before accessing scheduling application functions.

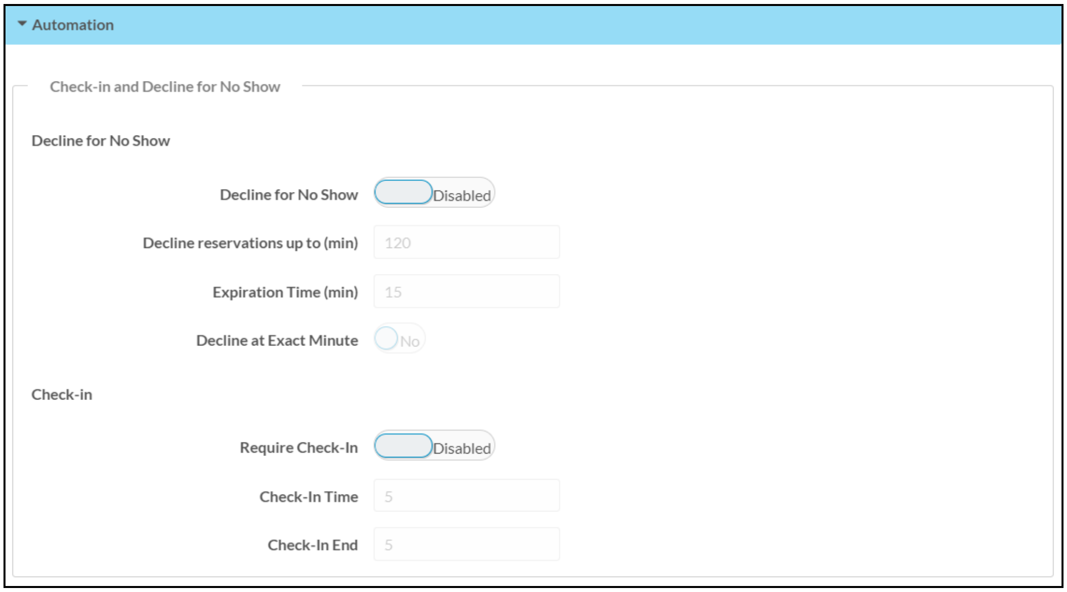
  - **Panel PIN**: If **Touch Screen PIN** is selected for **Panel Security**, enter a four-digit PIN that must be entered to gain access to scheduling application functions.
- Availability Threshold
  - **Enable Availability Threshold**: Toggle the switch to enable or disable availability threshold behavior for the room.
  - **Availability Threshold**: Enter the duration (in minutes) that a meeting cannot be booked from the touch screen before a scheduled meeting begins.
- Occupancy
  - **Occupancy Source**: Use the drop-down menu to select whether occupancy is reported to the scheduling application via Crestron Fusion or via a local CEN-ODT-C-POE occupancy sensor (if the room includes occupancy-detecting equipment).

  NOTES:
  - A CEN-ODT-C-POE must be paired to the touch screen prior to selecting **Local** occupancy. For more information, refer to Device Pairing (on page 41).
  - **Local** occupancy is supported by Crestron Fusion, Microsoft Exchange, and Google scheduling calendars at this time.

Automation

Click **Automation** to configure the behavior of automated settings for the scheduling application.

Settings Tab - Automation



- **Decline for No Show**
  - **Decline for No Show**: Toggle the switch to enable or disable declining meetings automatically in the event of a no show.

    > NOTE: When **Decline for No Show** is enabled, a user must tap a check-in button on the touch screen or occupancy must be detected in the room during the specified check-in period, otherwise the meeting is removed from the scheduling calendar.

  - **Decline reservations up to (min)**: If **Decline for No Show** is enabled, enter the maximum meeting duration (in minutes) that is affected by the **Decline for No Show** feature. All meetings that are longer than the set duration are not affected by this feature.
  - **Expiration time (min)**: If **Decline for No Show** is enabled, enter a duration (in minutes) that must elapse without any occupancy being detected before a meeting is declined.

- **Decline at Exact Minute:** If **Decline for No Show** is enabled, toggle the switch to enable or disable having the room check for occupancy at the exact time the duration set for **Expiration time (min)** elapses.

  For example, if **Expiration time (min)** is set to 10 minutes and a meeting is scheduled to start at 10:00AM, the room will check for occupancy at 10:10AM and will decline the meeting if no occupancy is detected at this time. This helps to prevent a false positive if occupancy is detected prior to the expiration timeout.

- Check-in
  - **Require Check-In**: Toggle the switch to enable or disable requiring an attendee to check in to the meeting from the touch screen during a specified period.
  - **Check-In Time**: Enter the duration (in minutes) that a **Check In** button is available on the touch screen before a meeting begins.

    NOTE: If the **Check In** button from the prior meeting is still active and has not been pressed, the **Check In** button from the next meeting does not appear until the previous button expires.

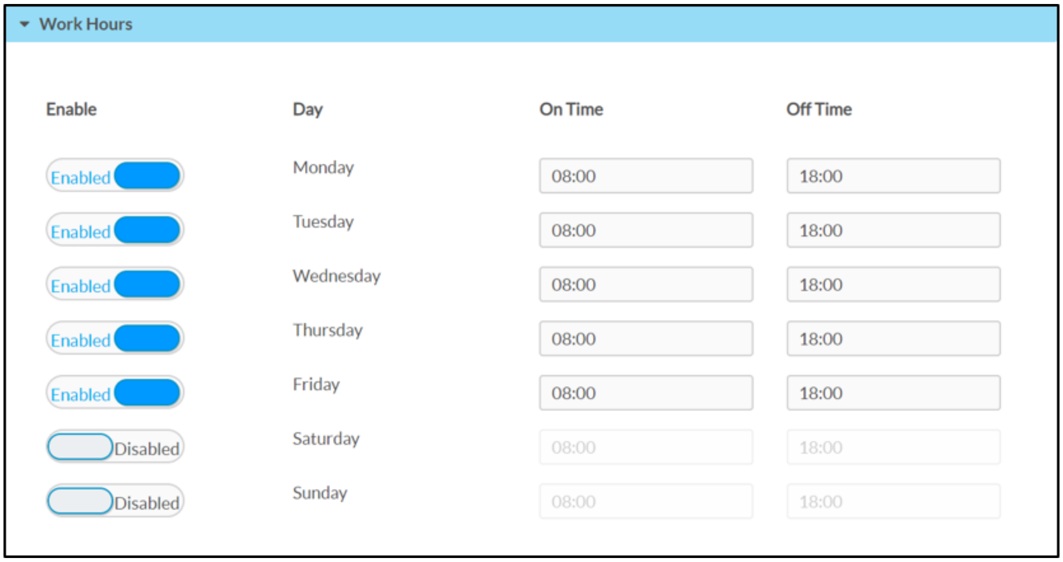
  - **Check-In End**: Enter the duration (in minutes) that a **Check In** button is available on the touch screen after a meeting begins.

    NOTE: If the length of a meeting is shorter than the set **Check-In End** value, the **Check-In End** time is limited to the length of the meeting.

Work Hours

Click Work Hours to configure the auto-on settings for the connected touch screen, which are triggered and controlled by a time range.

Settings Tab - Work Hours



During the set date and time range, the touch screen display remains on regardless of whether meetings are scheduled.

> **NOTE:** All other standby configuration options are disabled when the touch screen is in scheduling mode. The options set through the **Work Hours** selection always dictate when the connected display turns on or off.

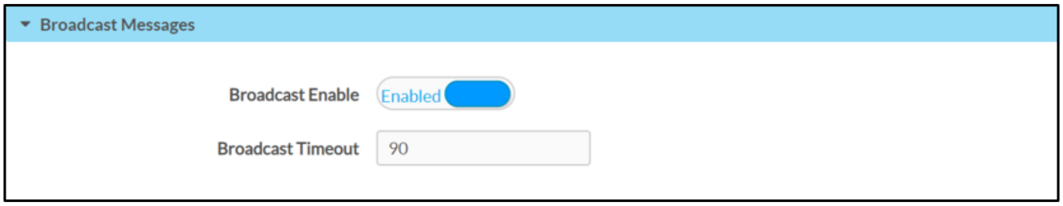
The following settings may be configured for each day of the week listed in the adjacent Day column:

- **Enable**: Toggle the switch to enable or disable auto-on controls for the chosen day of the week.
- **On Time**: Enter the time (in 24-hour format) that the connected touch screen display is turned on automatically for the chosen day of the week.
- **Off Time**: Enter the time (in 24-hour format) that the connected touch screen display is turned off automatically for the chosen day of the week.

Broadcast Messages

Click **Broadcast Messages** to configure broadcast message behavior on the scheduling application.

Settings Tab - Broadcast Messages



Broadcast Enable: Toggle the switch to enable or disable showing broadcast messages on the scheduling application.

Broadcast Timeout: Enter the duration (in minutes) that a broadcast message is displayed before timing out. Enter "0" for no timeout.

Crestron Fusion Configuration

Once the scheduling application is connected to Crestron Fusion, scheduling application settings may be configured through Crestron Fusion by using custom properties.

Custom properties expand the functionality of the scheduling application, such as passing properties for the touch screen to display and announcing an emergency alert generated by Crestron Fusion. Custom properties provide information that is important to the user and that can be included in the description of the room. Custom properties that communicate settings to the device are defined for each room and are set through the Crestron Fusion Setup web client.

NOTE: Custom properties set in Crestron Fusion have precedence over settings configured using the web browser interface.

For more information on setting up rooms and adding devices to rooms in Crestron Fusion Cloud, consult the Getting Started Guide for Adding Devices to Crestron Fusion Software (Doc. 7888) at www.crestron.com/manuals.

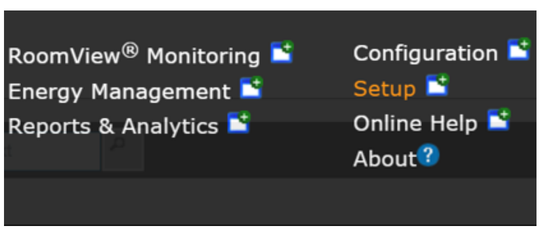
Add Custom Properties to a Room

Before attempting the procedure below, ensure that the scheduling application has been enabled on the touch screen and that a connection to Crestron Fusion has been established. The scheduling application-enabled touch screen must also have already been added to the appropriate room in the Crestron Fusion server.

To add custom properties to a room in Crestron Fusion:

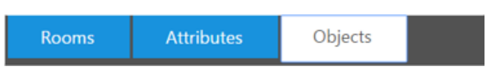
1. Log in to the Crestron Fusion server.
2. Select **Open** > **Setup** from the Crestron Fusion header.

   Crestron Fusion Page - Header

3. Select the **Objects** tab on the bottom of the **Rooms** tree on the left side of the page.

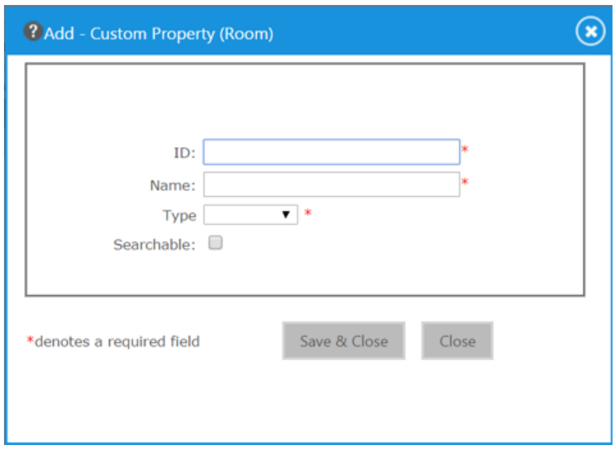
   Crestron Fusion Page - Objects Tab

4. Select **Custom Properties** > **Rooms** from the **Objects** tree, and then click **Add**.

5. Enter the following information for each custom property that is being added:
   - **ID**: Enter the ID of the custom property exactly as it appears in this document.
   - **Name**: Enter any descriptive name for the property.
   - **Type**: Enter the custom property type (integer, string, Boolean, etc.).
   - **Searchable**: Check this box to make the custom property searchable (optional).

   Add - Custom Property (Room) Dialog Box

6. Click **Save & Close** to save any changes. Click **Close** to cancel the addition.

Set Custom Properties for the Scheduling Application

After adding custom properties to the room as described in Add Custom Properties to a Room (on the previous page), use the Custom Property tab to configure the custom properties for the scheduling application.

To set custom properties for the Scheduling Application in Crestron Fusion:

1. Navigate to the **Rooms** tree as described in the first three steps of the Add Custom Properties to a Room (on the previous page).
2. Click the **Rooms** tab if it is not already selected.
3. Click the **+** (plus) sign next to the root directory to expand the directory tree.
4. Double-click on the desired room to open the **Edit - Room** dialog box.
5. Click the **Custom Properties** tab to view the available custom properties for that room.
6. To enable a custom property, either add a valid value to the appropriate text box or check the appropriate check box.
7. Click **Save & Close** to apply the selected properties. Click **Close** to cancel any changes.

Scheduling Application Custom Properties

The following tables list the Crestron Fusion custom properties that may be configured for the scheduling application. These custom properties correlate with the settings that are configurable via the web configuration interface.

For a complete list of custom properties for the scheduling application in the order that they appear in Crestron Fusion, refer to Master List of Scheduling Application Custom Properties (on page 67).

Work Hours Settings

Custom Properties - Work Hours Settings

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
WorkHoursEn[Mon–Sun][1]	Boolean TRUE = enabled, FALSE = disabled	Sets the days of the week that the display's auto-on settings are in effect	enabled [Mon–Fri], disabled [Sat–Sun]	Disabling a day turns the display off for that entire day
WorkHoursStart[Mon–Sun][1]	String [00:00–23:59]	Sets when the display turns on automatically for a given day (in 24-hour format)	08:00	Time must be earlier than the **WorkHoursStop** time
WorkHoursStop[Mon–Sun][1]	String [00:00–23:59]	Sets when the display turns off automatically for a given day (in 24-hour format)	18:00	Time must be later than the **WorkHoursStop** time

[1] The table below correlates the abbreviation following each of the above properties with a day of the week.

Abbreviation	Day of Week
Mon	Monday
Tue	Tuesday
Wed	Wednesday
Thu	Thursday
Fri	Friday
Sat	Saturday
Sun	Sunday

Display Settings

Custom Properties - Display Settings

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
BackgroundAvailable	String [URL of background source file]	Sets the background source file URL for the available screens	empty	
BackgroundReserved	String [URL of background source file]	Sets the background source file URL for the reserved screens	empty	

Broadcast Message Settings

Custom Properties - Broadcast Message Settings

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
BroadcastEmgTimeOut	Integer [0–90 minutes]	Sets the number of minutes before an emergency broadcast times out	90	**BroadcastTimeOutEnable** must be enabled; 0 = no timeout
BroadcastTimeOutEnable	Boolean TRUE = enabled, FALSE = disabled	Sets whether a timeout for broadcast messages is enabled or disabled	TRUE	Time must be earlier than the **WorkHoursStop** time
EnBroadcastMessage	Boolean TRUE = enabled, FALSE = disabled	Sets whether the scheduling application shows broadcast messages	TRUE	

UI Settings

Custom Properties - UI Settings

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
ForceActiveAfterResStart	Integer [0–15 minutes]	Sets the time that the active screen remains on the display after a meeting begins (even if the idle timeout has elapsed)	5	0 = disable this behavior
ForceActiveBeforeResStart	Integer [0–15 minutes]	Sets the time that the active screen remains on the display before a meeting begins (even if the idle timeout has elapsed)	5	0 = disable this behavior
IdleTimeout	Integer [1–20 minutes]	Sets the time that the application must be idle before displaying the idle screen	5	
ProjectIconUrl	String [URL of custom application icon]	Provides a URL reference to a custom application icon graphic file to replace the default application icon	empty	Supported graphic file types are PNG, JPG, and SVG

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
ProjectLayout	String [Horizontal, Vertical]	Sets the layout orientation for the application	Horizontal	
ProjectTheme	String [Light, Dark]	Sets the look and feel of the application theme	Dark	

Automation Settings

Custom Properties - Automation Settings

Custom Property	Types and Supported Value (s)	Description	Default Value	Notes
DeclineForNoShowAppliesDur	Integer [30–480 minutes]	If **EnDeclineForNoShow** is enabled, limits this feature to reservations up to and including the set number of minutes	120	
EnDeclineForNoShow	Boolean TRUE = enabled, FALSE = disabled	Sets whether a meeting is declined after a certain duration if is not checked in from the touch screen	FALSE	**ForceOrgCheckIn** must be enabled
ForceOrgCheckIn	Boolean TRUE = enabled, FALSE = disabled	Sets whether the reservation must be checked in from the touch screen	FALSE	
ForceOrgCheckInEndMin	Integer [0–30 minutes]	Sets how long the check-in button displays after the start of a reservation	5	Configuration limited to the length of a meeting; 0 = button is unavailable after meeting begins
ForceOrgCheckInMin	Integer [0–2880 minutes]	Sets how long the check-in button displays before the start of a reservation	5	Button does not appear if previous reservation still is not checked in; 0 = button is unavailable before meeting begins

Room Settings

Custom Properties - Room Settings

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
AvailabilityThresholdMin	Integer [1–120 minutes]	Sets the time that a room cannot be booked prior to the start of a meeting	10	Required if **Availability ThresholdRoomState** is enabled
AvailabilityThresholdRoom State	Integer 0 = Disabled, 1 = Enabled	Sets whether the availability threshold behavior is enabled or disabled	0	
DateFormat	Integer [0–9[1]]	Sets the date format of the display	0	

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
OfflineExpiry	Integer [0–24 hours]	Sets the time to delay the "Display Offline" message after the display is no longer connected to the network	8	A value of 0 shows the offline screen immediately upon loss of connection.
PanelPin	String	Sets the four-digit PIN that must be entered to access scheduling application features	1234	Required if **PanelSecurity** is set to Touch Screen PIN
PanelSecurityLevel	Integer 0 = Disabled/ Anonymous, 1 = Touch Screen PIN	Sets the security level of the scheduling application	0	
RoomFriendlyName	String	Sets a custom room name that overwrites the calendar name	empty	
RoomPrivacyLevel	Integer 0 = Public, 1 = Semi-Private, 2 = Private, 3 = Custom	Sets the privacy level of the scheduling application (what meeting information is shared on the touch screen)	0	Refer to Room (on page 53) for more information.
TimeFormat	Boolean TRUE = 12hr, FALSE = 24hr	Sets the time format of the display	TRUE	

[1] The table below correlates the date format with the required integer.

Format	Definition	Example	Property
WMDY	Day of week, Month Day, Year	Tuesday, March 3, 2020	DateFormat=0
WDMY	Day of week, Day-Month-Year	Tuesday, 3-March-2020	DateFormat=1
WMD	Day of week, Month Day	Tuesday, March 3	DateFormat=2
WDM	Day of week, Day-Month	Tuesday, 3-March	DateFormat=3
MDY	Month Day, Year	March 3, 2020	DateFormat=4
DMY	Day-Month-Year	3-March-2020	DateFormat=5
M.DY	Month.Day Year	March.3 2020	DateFormat=6
D.MY	Day.Month Year	3.March 2020	DateFormat=7
WYMD	Day of week, Year-Month-Day (ISO format)	Tuesday, 2020-March-3	DateFormat=8
YMD	Year-Month-Day (ISO format)	2020-March-3	DateFormat=9

Reservation Settings

Custom Properties - Reservation Settings

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
EnFreeUpRoom	Boolean TRUE = enabled, FALSE = disabled	Sets whether a meeting may be ended early from the touch screen	TRUE	
ExtendReservationEnable	Boolean TRUE = enabled, FALSE = disabled	Sets whether the reservation can be extended from the touch screen	TRUE	
ExtendReservationMin	Integer [0–59 minutes]	Sets the number of minutes that must elapse before the extend reservation button is displayed	15	**Extend ReservationType** must be set to "0"
ExtendReservationPer	Integer [0–100%]	Sets the percentage of a meeting that must elapse before the extend reservation button is displayed	25%	**Extend ReservationType** must be set to "1"
ExtendReservationType	Integer 0 = Minutes, 1 = Percentage	Sets whether the extend reservation function is controlled by elapsed minutes or elapsed percentage	0	**Extend ReservationEnable** must be enabled
FreeUpRoomEnMin	Integer [0–59 minutes]	Sets the number of minutes that must elapse before the end early button is displayed	10	**FreeUpRoomEn UseMin** must be enabled
FreeUpRoomEnPer	Integer [0–100%]	Sets the percentage of a meeting that must elapse before the end early button is displayed	5%	**FreeUpRoomEn UsePer** must be enabled
FreeUpRoomEnUseMin	Boolean TRUE = enabled, FALSE = disabled	Sets whether the end early button displays after a set number of minutes has elapsed	TRUE	**EnFreeUpRoom** must be enabled
FreeUpRoomEnUsePer	Boolean TRUE = enabled, FALSE = disabled	Sets whether the end early button displays after a set percentage of the reservation has elapsed	FALSE	**EnFreeUpRoom** must be enabled
ReservationEnable	Boolean TRUE = enabled, FALSE = disabled	Sets whether meetings can be reserved from the touch screen	TRUE	
ReserveNowEvenEndTime	Boolean TRUE = enabled, FALSE = disabled	Sets whether the available reservation end time options end exactly on the half hour or hour	FALSE	If disabled, reservation end time options are set in 30 minute intervals from the current time; **Reservation Enable** must be enabled
ReserveNowMaxDur	Integer [30–120 minutes]	Sets the maximum duration of a meeting that can be reserved from the touch screen	120	**Reservation Enable** must be enabled

Schedule Settings

Custom Properties - Schedule Settings

Custom Property	Types and Supported Value(s)	Description	Default Value	Notes
EnPushModel	Boolean TRUE = enabled, FALSE = disabled	Sets whether Crestron Fusion uses push registration instead of polling the network for scheduling updates	TRUE	Available only if Crestron Fusion is set to be the scheduling provider
FindBtnEnable	Boolean TRUE = enabled, FALSE = disabled	Sets whether the find button is displayed on the touch screen	TRUE	Available only if Crestron Fusion is set to be the scheduling provider
PollTime	Integer [5–60 minutes]	Sets how often the application polls the scheduling server when updates are not pushed to the application	5	
ReserveCustomEn	Boolean TRUE = enabled, FALSE = disabled	Sets whether custom reservation lengths can be selected for the room	FALSE	If disabled, reservations lengths are provided in 30 minute increments

Master List of Scheduling Application Custom Properties

The table below lists the custom properties for the scheduling application in the order that they appear in the Crestron Fusion custom properties list.

For more information on a custom property, refer to that property's associated page number.

Master List of Scheduling Application Custom Properties

Custom Property	Grouping
AvailabilityThresholdMin	Room Settings (on page 63)
AvailabilityThresholdRoomState	Room Settings (on page 63)
BackgroundAvailable	Display Settings (on page 62)
BackgroundReserved	Display Settings (on page 62)
BroadcastEmgTimeOut	Broadcast Message Settings (on page 62)
BroadcastTimeOutEnable	Broadcast Message Settings (on page 62)
DateFormat	Room Settings (on page 63)
DeclineForNoShowAppliesDur	Automation Settings (on page 63)
EnBroadcastMessage	Broadcast Message Settings (on page 62)
EnDeclineForNoShow	Automation Settings (on page 63)
EnFreeUpRoom	Reservation Settings (on page 65)
EnPushModel	Schedule Settings (on the previous page)
ExtendReservationEnable	Reservation Settings (on page 65)
ExtendReservationMin	Reservation Settings (on page 65)
ExtendReservationPer	Reservation Settings (on page 65)
ExtendReservationType	Reservation Settings (on page 65)
FindBtnEnable	Schedule Settings (on the previous page)
ForceActiveAfterResStart	UI Settings (on page 62)
ForceActiveBeforeResStart	UI Settings (on page 62)
ForceOrgCheckIn	Automation Settings (on page 63)
ForceOrgCheckInEndMin	Automation Settings (on page 63)
ForceOrgCheckInMin	Automation Settings (on page 63)
FreeUpRoomEnMin	Reservation Settings (on page 65)
FreeUpRoomEnPer	Reservation Settings (on page 65)
FreeUpRoomEnUseMin	Reservation Settings (on page 65)
FreeUpRoomEnUsePer	Reservation Settings (on page 65)
IdleTimeout	UI Settings (on page 62)
OfflineExpiry	Room Settings (on page 63)

Custom Property	Grouping
PanelPin	Room Settings (on page 63)
PanelSecurityLevel	Room Settings (on page 63)
PollTime	Schedule Settings (on page 66)
ProjectIconUrl	UI Settings (on page 62)
ProjectLayout	UI Settings (on page 62)
ProjectTheme	UI Settings (on page 62)
ReservationEnable	Reservation Settings (on page 65)
ReserveCustomEn	Schedule Settings (on page 66)
ReserveNowEvenEndTime	Reservation Settings (on page 65)
ReserveNowMaxDur	Reservation Settings (on page 65)
RoomFriendlyName	Room Settings (on page 63)
RoomPrivacyLevel	Room Settings (on page 63)
TimeFormat	Room Settings (on page 63)
WorkHoursEn[Mon–Sun]	Work Hours Settings (on page 61)
WorkHoursStart[Mon–Sun]	Work Hours Settings (on page 61)
WorkHoursStop[Mon–Sun]	Work Hours Settings (on page 61)

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