

Crestron
Touch Screens with RoomView®
Scheduling for Crestron Fusion®

User Guide



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Touch Screens with RoomView Scheduling for Crestron Fusion

Introduction

Crestron® touch screens with RoomView® scheduling work directly with the Crestron Fusion® Enterprise Management Platform to provide powerful enterprise-wide room scheduling solutions. Installed outside the entrance to every meeting room, the touch screen provides an immediate view of each room's availability with the ability to look up the calendar for any room on the network and even book the room right on the spot. The dual color interface and buttons give a clear indication of a room's status at a glance, lighting green when the room is available and red when it is booked. The touch screen's contoured shape ensures that even when mounted in a narrow hallway the buttons remain clearly visible at a distance from either side.

Different touch screen models have different features. The amount of buttons varies with different models. Some have a built-in proximity sensor, and others can have occupancy sensors attached. For more information, consult the guide that came with the touch screen. Guides are available at www.crestron.com/manuals.

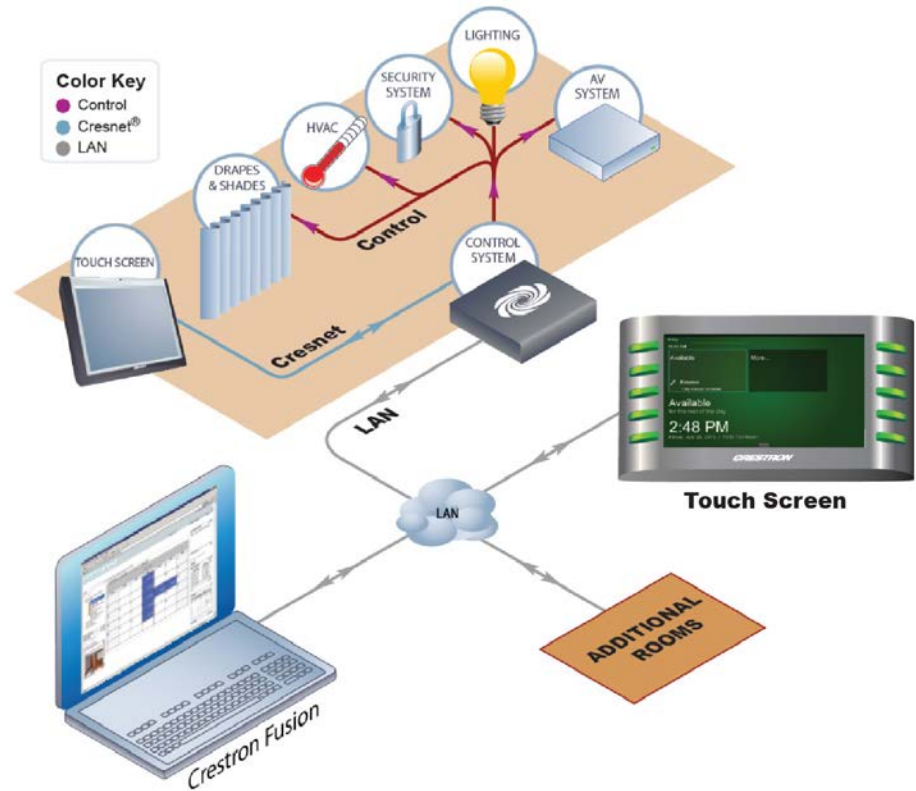
For more information on the Crestron Fusion interface, refer to the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552) at www.crestron.com/manuals.

For more information on Crestron Fusion, refer to the Crestron Fusion Getting Started Guide (Doc. 7502) at www.crestron.com/manuals.

NOTE: This document references RoomView Scheduling software version 2.1 or later.

The following diagram shows the touch screen in a conference room application.

Touch Screen in a Conference Room Application



Touch Screen Overview


The touch screen displays a Schedule View on-screen at all times for a quick at-a-glance view of the reservations and availability of the room. This new schedule view consists of a swipe-able list of items on the schedule. Typically the Schedule View shows 48 hours of room schedule data starting from midnight of the current day through midnight of the following day.


There are three possible types of items in the list:

- **Available** indicates a contiguous block of free time in the room's schedule.
- **Reserved** indicates a scheduled use of the room on the calendar.

NOTE: The word "Reserved" ordinarily does not appear on the schedule ribbon, unless the calendar entry or the room panel is private. Instead, the item either contains the subject entered by the meeting organizer and the organizer's name or, if no information is entered, "Default Subject" and "Default Organizer" are displayed on the reservation.

- **More** indicates the schedule may have additional items.

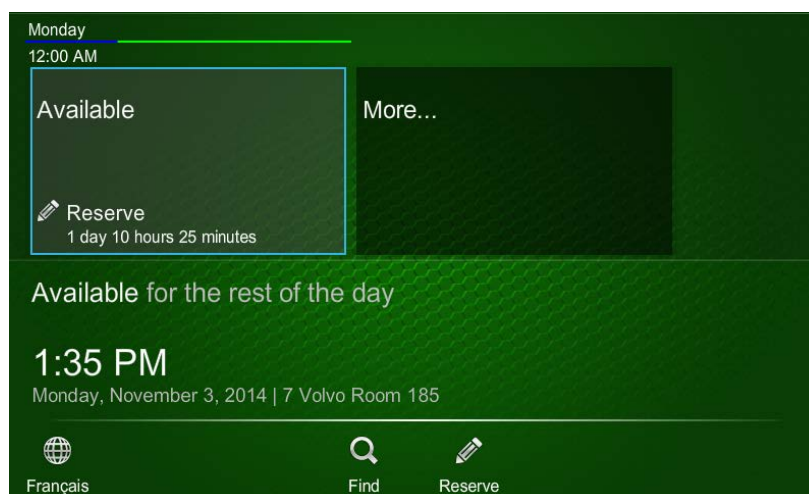
When an item on the schedule is an active item at the current time, it is highlighted by a light blue border. A blue progress bar appears on the schedule timeline above it. Typically, this item appears in the leftmost or default item position on the Schedule View when approaching the touch screen. Depending on the particular model, certain hard button operations on the touch screen refer to the active item, such as the + (or **MORE**) hard button, which is equivalent to touching the **Details** soft button on the pull-up toolbar; others reference the default item, such as the  (or **SELECT**) hard button.

The user may scroll through the Schedule View to review the items on the schedule. Scrolling forward or backward can be accomplished by swiping right-to-left or left-to-right or by pressing the down or up hard buttons, respectively. Selecting an item can be accomplished by touching the item; pressing the  (or **SELECT**) hard button (if the touch screen has one) is the equivalent of tapping on the default item currently displayed in the leftmost position.

The Touch Screen

The touch screen is comprised of a combination of hard buttons and touch screen controls. Together, these buttons and controls make it possible to view, reserve, and manipulate schedule information for the current room as well as book other available rooms. The following image shows a typical Schedule View.

Schedule View



NOTE: The information displayed on the user interface may vary depending on settings.

Different touch screen models have different hardware button configurations. Refer to the following tables for details on the hard button controls for different models.

Hard Button Controls (Example #1)

BUTTON	FUNCTION
	The today button moves the timeline to the current item.
	The day back button moves the timeline backward one day.
	The day forward button moves the timeline forward one day.
	The time back button moves the timeline backward two items.
	The time forward button moves the timeline forward two items.
	The close/cancel button closes the current screen or cancels the current operation.
	The more details button provides details on the current or active reservation.
	The up button moves the Schedule View back one item until the beginning of the day is reached.
	The down button moves the Schedule View forward one item until the desired entry on the schedule is reached.
	This button selects the current item and performs the default action on the currently displayed item.

Hard Button Controls (Example #2)

BUTTON	FUNCTION
TODAY	The TODAY button moves the timeline to the current item.
DAY ◀	The day back button moves the timeline backward one day.
DAY ▶	The day forward button moves the timeline forward one day.
TIME ▲	The time back button moves the timeline backward two items.
TIME ▼	The time forward button moves the timeline forward two items.
CLOSE	The CLOSE button closes the current screen or cancels the current operation.
MORE	The MORE button provides details on the current or active reservation.
▲	The up button moves the Schedule View back one item until the beginning of the day is reached.
▼	The down button moves the Schedule View forward one item until the desired entry on the schedule is reached.
SELECT	The SELECT button selects the current item and performs the default action on the currently displayed item.

Hard Button Controls (Example #3)

BUTTON	FUNCTION
×	The home or close button closes the current screen or cancels the current operation.
▶	The forward button shifts list forward 12 hours.
◀	The backward button shifts the list backward 12 hours.
▲	The up button moves the selection left one space.
▼	The down button moves the selection right one space.

Hard Button Controls (Example #4)

BUTTON	FUNCTION
⏻	The power or close button closes the current screen or cancels the current operation.
🏠	The home button returns the Schedule View to the active item on the list.
💡	The bulb or select button selects the current item and performs the default action on the currently displayed item.
▲	The up button moves the Schedule View back one item until the beginning of the day is reached.
▼	The down button moves the Schedule View forward one item until the desired entry on the schedule is reached.

Setting a Secondary Language

A new function shows a language selection icon on the left side of the toolbar. Touching this icon changes between a primary and a secondary language.

Use the following procedure to set an alternate language:

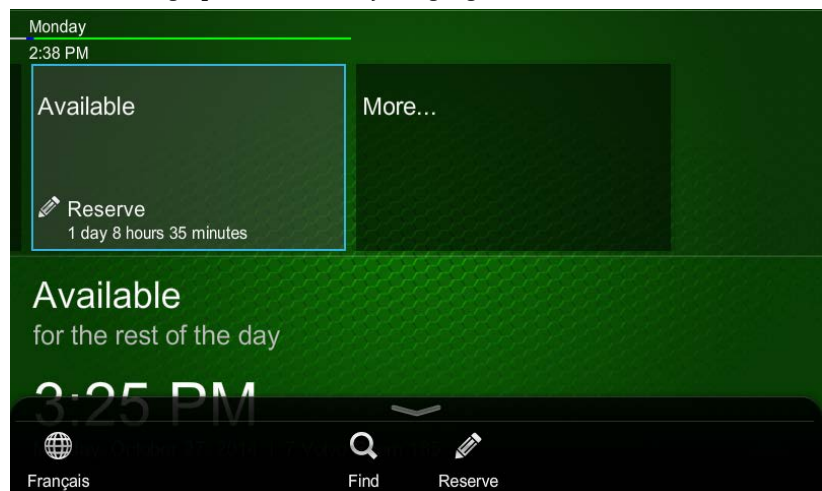
1. Use a web browser to access the Fusion setup pages and select the room.
2. Select the **Custom Properties** tab.
3. Enter the **Secondary Language** property as a text string.

Custom Properties Tab

In the example above, “fr” has been entered, to use French as the secondary language. This appears as an option on the toolbar.

4. Touch **Save & Close**.

Toolbar Showing Optional Secondary Language



Determining Current Room Status

The current room status is easily determined by noting the color of the hard buttons and screen in the Schedule View. If they are green, the room is available. If they are red, the room is reserved.

NOTE: If the room is equipped with an occupancy sensor and is occupied, the panel indicates that the room is in use regardless of whether or not it has been reserved.* If the display LEDs are off, the room may be offline and not communicating with Crestron Fusion.

If the room is not currently reserved, a rectangle marked **Available** appears in the upper left corner of the interface. This represents the block of time between the current time and the next reservation. If the room is currently reserved, the item in the upper left of the screen shows the subject of the reservation and its organizer if this information has been entered.

To the right of the time slot in the upper left corner, the timeline displays subsequent available or reserved time slots that can be swiped into view for scheduling or viewing. The starting time is displayed above each time slot.

The lower left corner of the screen displays the status of the room, the current time, the day of the week, the date, and the name of the room.

At the bottom of the screen, a toolbar can be pulled up to reveal soft buttons that vary depending on the state of the room.

* If available in hardware (not all touch screen models have this feature).

The Room is Available

If the room is available and can be reserved, touch the appropriate available time slot showing the **Reserve** icon on the Schedule View to create an ad hoc reservation.

NOTE: If another reservation is scheduled that conflicts with this ad hoc item, a double booking error is displayed and the ad hoc item is rejected.

1. Touch the available time slot to book the room. The **Reserve** screen is displayed.
2. Set the meeting start time by using the single and double arrows on either side of the date and time field to navigate to the desired time. The single arrows increase or decrease the time in one minute increments, while the double arrows increase or decrease the time in one hour increments.
3. Enter an organizer name and reservation subject in the appropriate fields. This information is shown for the time slot on the Schedule View when the room is reserved. If no information is entered, a default subject and organizer are displayed on the reservation.

Reserve Screen

The screenshot shows the 'Reserve' screen for '7 Volvo Room 185'. At the top, there's a title 'Reserve' and the room name. Below that is a date and time field showing 'Monday, October 27, 2014 12:40 PM' with single and double arrow navigation buttons on either side. Underneath are two text input fields: 'Default Organizer' and 'Default Subject'. Below these is a 'Reservation Length' section with a clock icon and buttons for '15', '30', '45', and '60' minutes, followed by a double arrow button and a grid icon. At the bottom, there are two buttons: 'Reserve' (with a pencil icon) and 'Cancel' (with an 'X' icon).

NOTE: This is device dependent. Some models may not support text entry or may have this feature turned off.

4. Choose the reservation length by touching one of the buttons in the **Reservation Length** section of the screen.

NOTE: The number of available buttons and their values may vary based on the room's availability and configuration. Refer to "Configuration" in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

5. Touch **Reserve** to reserve the room. The Schedule View and hard buttons are red and the reservation subject, organizer, and remaining time are displayed.

The Room is Not Available

If the room is not available, as indicated by the red screen and hard buttons, the room's schedule can be viewed and the room reserved for another time. Another room can be reserved from the current room's touch screen by touching **Find** on the pull-up toolbar at the bottom of the Schedule View.

NOTE: The pull-up toolbar is opened by touching the small tab at the bottom of the screen. It can also be set to display at all times. For more information, refer to "Custom Properties" in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

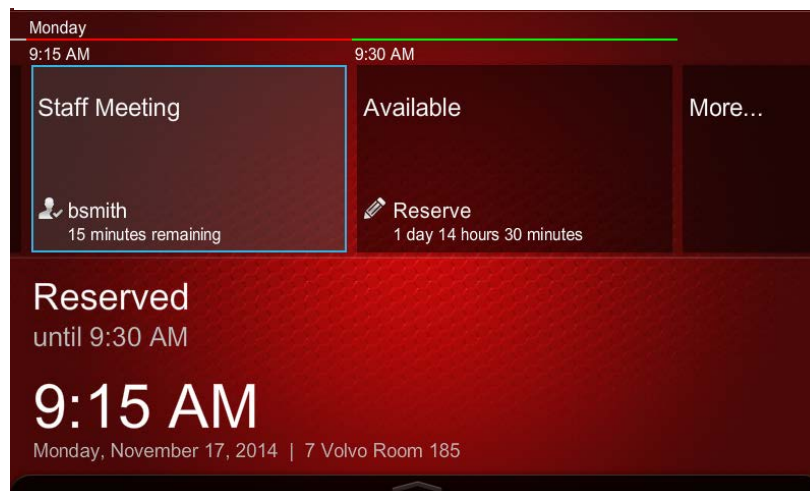
Schedule the Current room for Another Time

To schedule or reserve the current room for another time, perform the following steps:

1. Swipe from right to left across the Schedule View to display the items on the room's schedule timeline. The up and down hard buttons can also be used.

NOTE: If the touch screen privacy level has been set, the room is displayed as **Reserved** and the information in the Schedule View is displayed as **Private**. Refer to the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).


Reserved Screen



2. Touch the **Reserved** time slot to view the organizer and the required and optional attendees listed in the **Attendees** section of the reservation details screen. To view details for the active item at the current time, tap **Details** on the toolbar, or if the touch screen has a **MORE** or a **SELECT** button, press that.

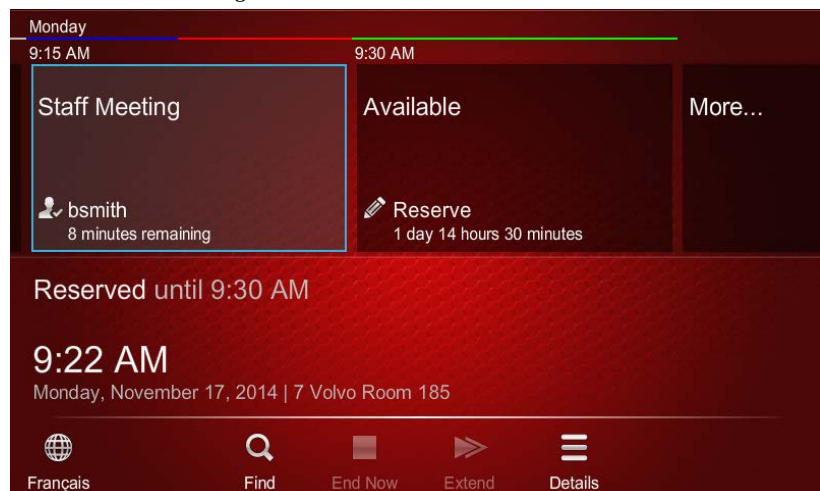
NOTE: Touch screen security may be set to restrict access to the details of a private reservation or other touch screen functions. If required, a PIN code must be provided by the administrator to unlock the panel. This is accomplished by touching the pull-up toolbar at the bottom of the screen, touching **Log in**, and entering the touch screen PIN code.

Reservation Details Screen

NOTE: If the meeting is recurring, the symbol  is visible to the right of the meeting date at the top of the reservation details screen.

3. Touch **Close** to return to the Schedule View.

NOTE: By default, an available time slot displays the amount of time in the block, while a reserved item displays a countdown to the end of the reservation.

Schedule View Showing Toolbar Set to Visible

4. Touch an available timeline slot to open the **Reserve** screen, where a new appointment can be created. The date and time fields are already filled in with the current information.

Reserve Screen

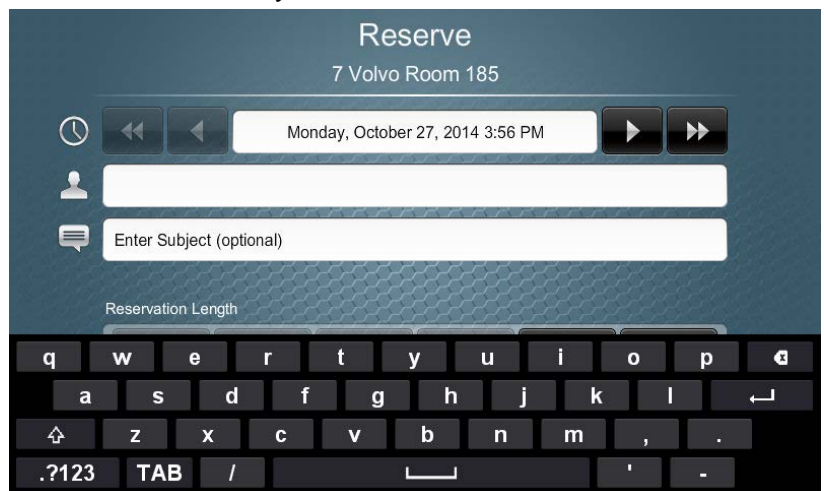


5. Touch **Enter Organizer Name** and enter the organizer's name using the keyboard that slides into view.

NOTE: Editing this field is language dependent. If the option to edit is not available, default text will be used.

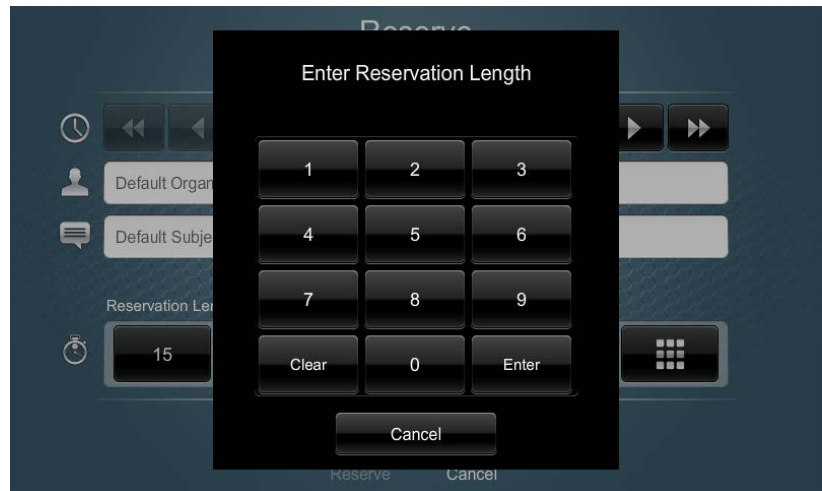
NOTE: In certain implementations, the organizer will be overwritten by the room calendar credentials.

Reserve Screen with the Keyboard



6. Touch **Enter Subject** and enter the subject using the keyboard which appears as described in step 5. When the subject has been entered, touch the screen outside of the **Enter Subject** field to dismiss the keyboard.
7. Set the reservation length using the preset buttons for 15, 30, 45, or 60 minutes, touch **MAX** for the default maximum of 120 minutes, or touch **Custom** to enter a custom length. If **Custom** is used, enter the reservation length using the numeric keys and then touch **Enter**.

NOTE: The number of available buttons and their values may vary based on the room's availability and configuration. Refer to "Configuration" in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

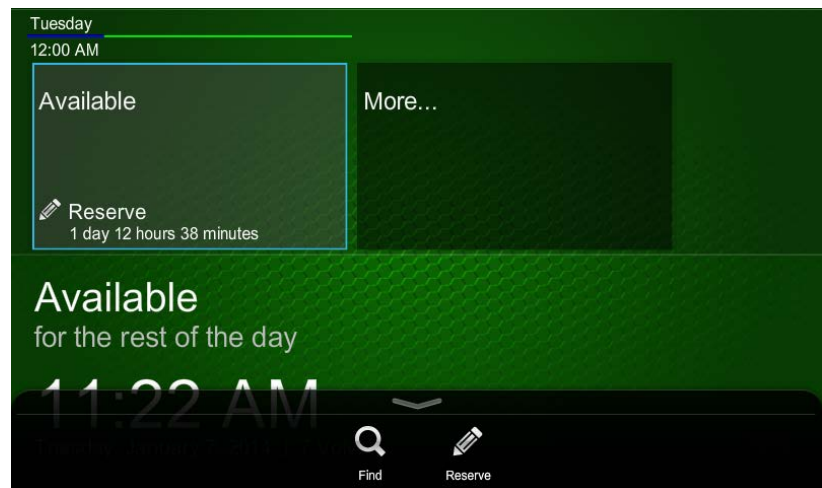
Enter Custom Reservation Length Pop-up

8. Touch **Reserve** to reserve the room and return to the Schedule View. The screen and hard buttons are now red indicating that the room is reserved.

Schedule Another Room from the Current Touch Screen

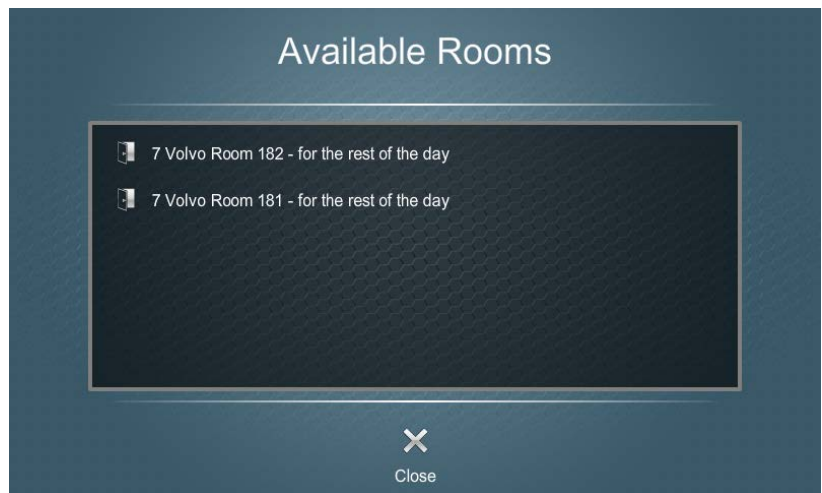
To schedule or reserve another room using the current room's touch screen, perform the following steps:

1. If the toolbar is not set to be visible all the time, touch the tab at the bottom of the Schedule View to display the pull-up toolbar.

Schedule View Pull-up Toolbar

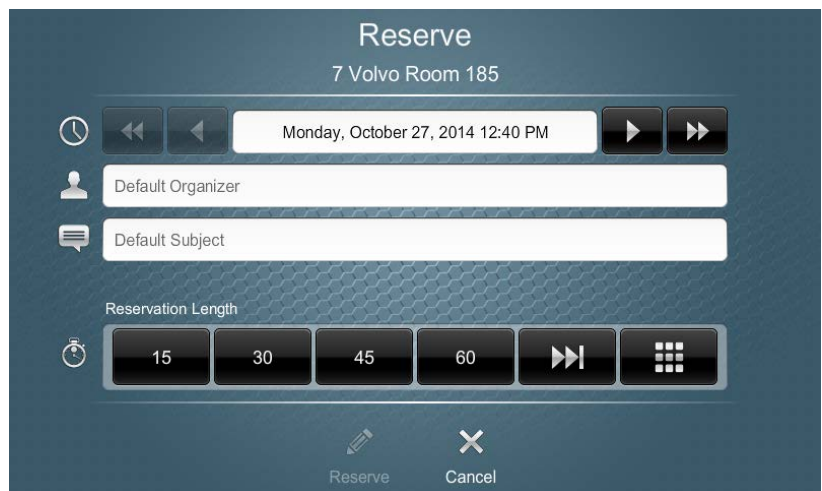
2. Touch **Find**. The **Available Rooms** screen is displayed.

Available Rooms Screen



3. Touch the listed room to reserve it. The **Reserve** screen for that room is displayed.

Reserve Screen



4. Enter an organizer, subject, and reservation length as described in "The Room is Available" on page 8.
5. Touch **Reserve**. The room is now booked.

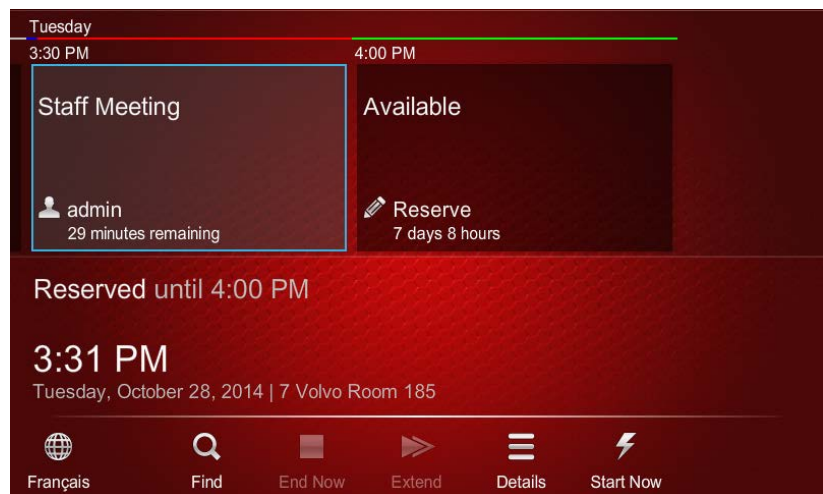
Start the Reservation

If the touch screen is configured to do so, the **Start Now** button on the toolbar can be touched to prevent the reservation from being automatically declined in the event that the reservation organizer is late.

NOTE: If the touch screen is configured to do so, the **Start Now** button can also be used to start a reservation early if the previous block of time is available. If the reservation is started early, the Schedule View remains green as if the room is available, but the words “In Use” are displayed.

1. If the room has been reserved but the toolbar is not set to be visible all the time, touch the tab to open the pull-up toolbar at the bottom of the screen.

Reserved Screen with Toolbar set to Visible



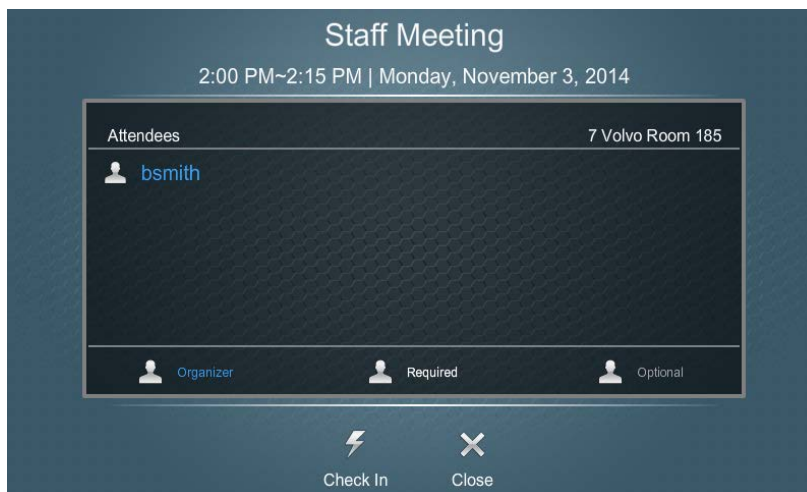
2. Touch **Start Now** to start the reservation.

Organizer Check-in to the Reservation

If the touch screen is configured to require it, **Check In** must be touched by the reservation organizer either before the meeting begins or after the meeting has started, depending on the custom property settings. Refer to “Configuration” in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

1. Touch the reserved item on the touch screen. The reservation details screen is displayed.

Reservation Details Screen



2. Touch **Check In**. The button changes to **Checked In** as a confirmation.
3. Touch **Close**. The touch screen returns to the Schedule View indicating a reserved status by displaying a **Checked In** icon (👤) next to the organizer name.

NOTE: The organizer is automatically checked in to any meeting made at the touch screen.

End a Reservation Early

This feature is provided to make a room available if the reservation currently scheduled in the room ends earlier than anticipated. End the reservation early by touching **End Now** on the pull-up toolbar at the bottom of the Schedule View. This control only appears if the feature is enabled in the configuration pages. Refer to “Reservation” in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552) for information on this feature.

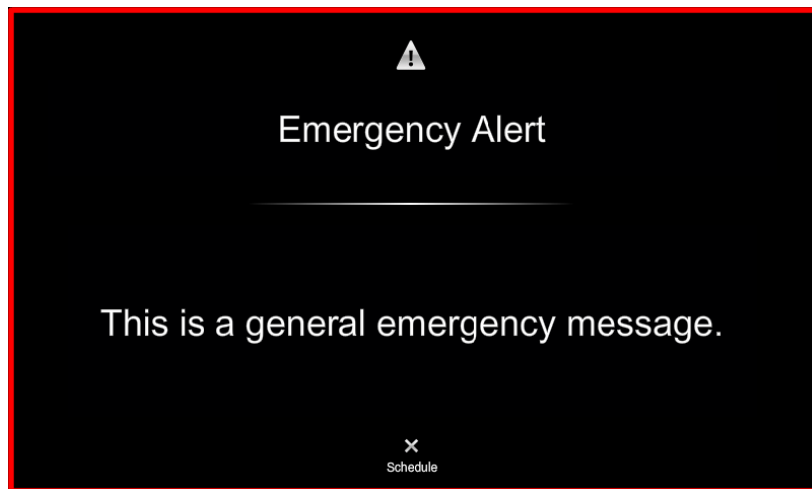
Extend the Reservation

A reservation can be extended into an available block of time by touching **Extend** on the pull-up toolbar at the bottom of the reserved screen. This extends the reservation by the amount of time selected.

Emergency Alert

When the server sends an emergency message, the screen displays the **Emergency Alert** screen. If configured to do so, the panel sounds an emergency warning that can be silenced by pressing any hard button. When the emergency broadcast is shown, the panel locks out all other operations except for a temporary override initiated by touching **Schedule** on the alert screen.

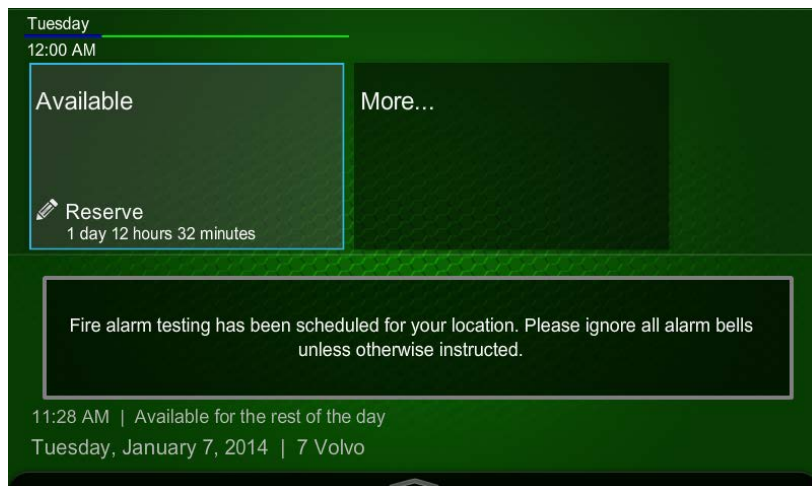
Emergency Alert Screen



To temporarily override the emergency alert and return to the Schedule View, touch the **Schedule** button.

A non-emergency special broadcast can also be sent from the server. An example of this is shown in the following image. When one of these broadcasts is displayed, all touch screen functions are normal.

Non-Emergency Special Broadcast Screen



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Specifications subject to
change without notice.