

# RoomWizard™

## System Manager's Quick Reference Guide

This document is an easy reference for installing the RoomWizard system onto the network. More complete information is contained in the RoomWizard System Manager's Guide, which can be downloaded from [www.wizardwebsigns.com](http://www.wizardwebsigns.com).

### Installing a RoomWizard System:

There is a five-stage process for commissioning a RoomWizard system: (1) get the devices working on the network; (2) gather them into groups; (3) upgrade to latest firmware; (4) select to use "classic" or "synchronized" mode; 5) final configuration.

### Step 1 – Network Configuration:

Each RoomWizard unit requires a unique IP address and hostname. The first step in network configuration is to allocate an IP address to each RoomWizard.

#### Choosing an IP Address and Hostname

Choose an available address within the subnet on which you wish each RoomWizard appliance to operate.

Choose a hostname which allows you to relate the name of the appliance to the name or location of the room outside which it is installed.

(Note: Hold the "i" button on the RoomWizard down for a few seconds – beyond "What is RoomWizard?" – and this will bring up a Setup screen from which you can access the IP network settings by touching "Configure Network Settings".)

#### DHCP or Manual

RoomWizard supports both DHCP and manual configuration, although DHCP is preferred. Either way, you should make sure that an entry is made in your Domain Name Server (DNS) so that you and others accessing the RoomWizard can use the hostname you decided to allocate, rather than having to use the IP address.

If you are going to set the RoomWizard's address to a manual IP, go to the *Network Settings* screen (on the front panel) as described above, select "Don't use DHCP" and then key in the IP address you'd like the RoomWizard to use. Touching "OK" will then configure the RoomWizard to use that address. You should be able to confirm this by pressing the "i" button.

If you are using DHCP, select "Use DHCP" on the *Network Settings* screen, make sure the RoomWizard is connected to your network, and press "Refresh Settings" to ensure that the RoomWizard has been assigned the correct address. You should be able to confirm this by examining the *Network Settings* screen on the front panel. Your DHCP server should also have served-up the correct settings for the subnet mask, default gateway, DNS, and domain name. If configuration by DHCP fails, your server probably is not providing all of these settings. In this case, use manual configuration instead. RoomWizard is set at 10baseT speed only.

#### Accessing a RoomWizard over the Web

Once you have allocated an IP address for a RoomWizard, you can use the network to complete the configuration process. This is done using a web-browser to access a set of pages each RoomWizard serves to allow you to configure and manage it. To get access to those pages, you'll need to type the appropriate URL into your web-browser. If you've made an entry in your DNS you can use the hostname. If you have not made an entry in your DNS you'll need to use the IP address.

Once you have made contact with the RoomWizard through a web-browser, you will see it display its *homepage*. In order to complete the configuration process, you need to click on the *RoomWizard Setup* link in the bottom left of the RoomWizard's homepage. This will prompt you for a password (the default password is "roomwizard"), allowing you to enter the *Setup* pages and complete the configuration process.

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### Completing the Network Configuration

When you enter the *Setup* pages, the first page you will see (Device -> Network) contains details of the RoomWizard's network settings. You should check that these are correct, and/or complete those fields that are not yet set (or may still have the factory default settings). This will include telling the device its hostname, which you can do either by typing it into the *hostname* field, or by specifying that the appliance should try to get it by performing a reverse lookup on your DNS server. This is not always possible, so in the event of problems, specifying the hostname manually is the safest choice.

If you have chosen not to use DHCP, you will also need to ensure that the other network fields are correctly filled in. You can also change the IP address you originally allocated via the front-panel, or decide to start using DHCP.

The remaining steps of configuring the RoomWizard are carried out by interacting with the *Setup* web-pages from the upper menu bar. Each page is a form that typically displays a set of parameters, and allows you to edit those values. Clicking "**Save on this Wizard**" saves the new values on the RoomWizard, and returns a confirmation dialogue. These setup features are described under step 5: Final Configuration at the end of this document.

### Step 2 – Grouping:

To create a room-reservation system, RoomWizards must be grouped together. When RoomWizards are operated in a group, any one of them can display the reservations currently in force across the entire group. Groups work by having each RoomWizard in a particular group hold an identical list of all the members of its group (including itself). For example, if there were 3 RoomWizards in a group, the group list might look like this:

<http://boardroom.mycompany.com>  
<http://interviewroom.mycompany.com>  
<http://quietworkarea.mycompany.com>

Each of the 3 RoomWizards would hold an identical copy of this list. In order to set up a group of RoomWizards you must do three things: (1) decide which RoomWizards are going to be in the group; (2) make sure they're all up and running on the network; (3) give all of the group's RoomWizards the same list of group members. Steps (1) and (2) are up to you — we'll focus here on step (3): giving all the RoomWizards in a group the same list of the group's members.

### Setting up a Group

Click on the item labelled Group on the upper menu bar to access it. The first page (Group -> Members) shows — and allows you to edit — the list of group members on this RoomWizard. It is important to remember that when you make changes here, you're only editing the list of group members held on this RoomWizard. Other RoomWizards have their own copy of the list, which may not actually be the same, even though it is eventually required to be.

The next step in setting up a group is to tell this first RoomWizard about all the group members. You do this by entering the URLs of all the members of the group into the list shown on the RoomWizard's (Group -> Members) page. This list should include the URL of the RoomWizard you're actually talking to, or it will not be a member of it's own group. You add URLs by typing them into the box provided, and clicking "**Add**".

Each time you add a URL you'll notice that the interface reports that the new member of the group is *Out of Sync*. This is because the RoomWizard you're working with has checked with the new member to find out whether its group list is identical to its own (it needs to be in a fully configured group). It won't be (yet), so it reports it as *Out of Sync*.

Keep adding URLs to the list until what you can see in front of you is the correct set of URLs for all the RoomWizards you want included in the group. When you've got the list correct on this first RoomWizard, you're ready to tell all the others in the group. You could do this by using your web-browser to go to the (Setup->Group->Members) page of each RoomWizard in turn, and entering an identical list of URLs. However, the easy way to make sure that all the group's members have the same list is to click the "**Synchronize ALL Wizards**" button.

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When you click **"Synchronize ALL Wizards"**, the RoomWizard will contact each member of the group and send it a copy of the list of group members. It will then check that each member has the same list as itself and provide you a confirmation.

### Keeping Group Members in Sync

When there are problems with groups, it is almost always due to different group members having different lists of who is in the group. Remember that every member of the group must have an identical list. If this mis-synchronization happens — as it can when a particular RoomWizard is unreachable across the network at the time you push **"Synchronize ALL Wizards"** — you will probably see some strange behaviors.

To re-synchronize the RoomWizards' group lists, just go to the Setup->Group->Members page of any RoomWizard in the group. You will see that it reports one or more of the other RoomWizards in its list as being *Out of Sync*.

To resynchronize the RoomWizards, simply fix up the list of URLs so that it is the correct list. Then click on **"Synchronize ALL Wizards"** to have that list copied among all members of the list. If the list is badly out of shape, you may find it quicker to have a look at the list on the other RoomWizards in the group (go to their Setup->Group->Members page) to see if you can find one that's good, then click **"Synchronize ALL Wizards"**.

### Group Name and Virtual Hosting\*

In addition to sharing a common list of members, a group of RoomWizards can have a *Group Name*. This is used to label the group of rooms visible in the main *Reservations* view, and is required if you set up links to other groups. Every group of RoomWizards should have a main URL through which users initially access the system. This URL would normally take them directly to the main *Reservations* view served up by any one of the RoomWizards in the group.

Use the main access URL as a virtual hostname, set up in your DNS to point at one or more RoomWizards (ideally in a *round-robin* configuration), and advertise to users as the way they access the system.

If you have set up a virtual hostname in your DNS and made it point to RoomWizards in the group, enter that hostname in the URL field. If you have not set up a virtual hostname on your DNS, choose one of the members of the group to act as the *gateway* into the group.

Finally, click on **"Save on ALL Wizards"** so that all Wizards in the group share the same Group Name and know which access URL is being used.

### Links to Other Groups\*

Your RoomWizard system may consist of more than one group of meeting rooms. Linking groups of RoomWizards to each other allows users to navigate between the groups.

If you have more than one group, you can link them. The Setup -> Group -> Links to Other Groups page lets you specify the URLs (usually virtual URLs) and names of other groups you want to appear in the pull-down menu on the *Reservations* page. The group you're working with will automatically be included, by virtue of the Group Name and URL you specified in the Setup -> Group -> Name page, so there's no need to include it here.

## Step 3 – Firmware Upgrade:

Since the time your RoomWizard was has been manufactured, we may have released a new firmware version. We therefore advise you to upgrade the firmware on all RoomWizards.

Click on the *RoomWizard Setup* link in the bottom left of the RoomWizard's homepage. Select *Upgrade* and then *Upgrade to latest firmware*. Leave the boxes checked for *Preserve network settings* and *Preserve all data*. Then select **"Upgrade all Wizards."**

You will then be connected to the firmware site. When the firmware has been successfully downloaded, select **"Perform Upgrade"**. The RoomWizards will take 5-10 minutes to upgrade and then finish the upgrade process by rebooting.

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### Step 4 – Select “classic” or “synchronized” mode:

In RoomWizard *Setup*, select RoomWizard in “classic” or “synchronized” mode.

**Classic mode:** when you use RoomWizard in classic mode, RoomWizard is your room reservation system. Building occupants use the RoomWizard reservation functionality to reserve the best room for their use.

**Synchronized mode:** when you use RoomWizard in synchronized mode, RoomWizard's interactive display enhances the functionality of your existing calendaring system. Building occupants continue to use the existing system to schedule meetings and reserve meeting rooms.

Choosing the synchronized mode, requires the installation of a driver onto your corporate calendar server.

If selecting “synchronization” mode, please refer to [www.wizardwebsigns.com](http://www.wizardwebsigns.com) for driver-specific installation instructions.

### Step 5 – Final Configuration:

**Date/Time** allows you to set the date/time on the RoomWizard and choose the 24-hour or the 12-hour format (RoomWizards show only local time). When date or time are changed, the system will automatically reboot.

**Security** allows you to change the password used to access the Setup pages on the RoomWizard. Note that this password is not the same as the one you might want end-users to use to make reservations. That is controlled under Setup -> Room -> Management.

**Front Panel** allows you to restrict the hours during which the RoomWizard's front panel is on, to specify the sound volume that the RoomWizard generates and disabling of the front panel buttons.

**Logo** allows you to upload a graphic file to use in the title bar of all its web-pages.

**Self-Test** runs the internal diagnostics used during manufacturing to test RoomWizard.

**Name/Location** allows you to tell the RoomWizard the real name of the room outside which it is installed, and provide a brief textual description of its location.

**Facilities** allows you to tell the RoomWizard the room capacity and what other facilities the room has. The facilities field is a free-text field. This allows you to use this field to describe the facilities such as telephone extension, furniture layout, equipment, etc. When users use the "Find" function to search for a free room, they can include a search-string to specify what they're looking for in the facilities field of the room.

**Picture** allows you to upload a graphic image to be associated with this room.

**Availability** allows you to specify the normal working hours of your day. RoomWizard permits room reservations to be made for any time during the day (even outside the hours you specify here) so this affects the display of the timeline.

**Usage** allows you to download a copy of the RoomWizard's reservation database for reporting. Simply download this file and load it into the RoomWizard Reporting Tool, available on [www.wizardwebsigns.com](http://www.wizardwebsigns.com).

**E-mail\*** allows you to specify the e-mail address of the system so that the RoomWizard knows to whom to send e-mail notifications of important system events. You must also tell the RoomWizard the name of an SMTP server that it can use to route e-mails. This will also allow it to send e-mails to users when they ask for a receipt for a reservation. If you do not have an SMTP server, you may choose either to set one up for your RoomWizards to use, or use an external server, such as might be provided by an ISP.

**Service Menus\*** allows you to name up to three services (such as catering, audio visual and room set-up), and to create the menu for each service in a free-text form. For help in setting up service menus, refer to the System Manager's Guide at [www.wizardwebsigns.com](http://www.wizardwebsigns.com).

**Security\*** (Setup -> Room -> Management) allows you to specify what kinds of security end-users may require or be required to pass in order to use the system. This is not the same as the security of the RoomWizard setup pages, which is controlled under Setup -> Device -> Security.

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**Reminder E-mail\*** (Setup -> Room -> Management) will send a reminder e-mail to each person who holds a meeting room reservation. The e-mail includes a hotlink that brings you to your reservation page allowing you to easily delete the reservation in case you no longer need it.

**Cost Center\*** (Setup -> Room -> Management) allows tracking of room usage by department. The cost center field can be set as a required field.

**Power Button** is located on the bottom of the device.

**Touch Screen Calibration** allows you to properly position buttons on the touch screen. Hold down the "i" button (beyond the "What is RoomWizard?" screen) and you will be prompted on calibrating the screen.

\*Not applicable when RoomWizard is used in synchronized mode.

***For product and technical assistance:***

*In the US, call 1-800-833-0411 from 7 a.m. to 5 p.m., Central Time, Monday - Friday*

*In Europe, call 00-800-2-338-2457, from 8 a.m. to 5 p.m., GMT +1, Monday - Friday*

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