Crestron **TPMC-4SM** RoomView® Interface

Operations Guide

CRESTRON®

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RoomView® Interface for TPMC-4SM

Introduction

The Isys i/O® TPMC-4SM Wall Mount Touchpanel Media Center works directly with Crestron® RoomView® Server Edition room management software to provide a powerful enterprise-wide room scheduling solution. Installed outside the entrance to every meeting room, the TPMC-4SM 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 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 in use. The touchpanel's contoured shape assures that even when mounted in a narrow hallway, the buttons remain clearly visible at a distance to either side.

For more information on the TPMC-4SM refer to the latest version of the TPMC-4SM Operations & Installation Guide (Doc. 6845), which is available from the Crestron website (www.crestron.com/manuals).

Panel Configuration

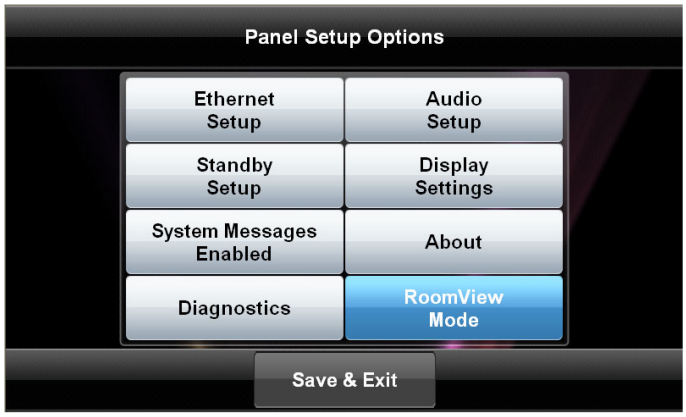
The TPMC-4SM touchpanel supports a direct connection to Crestron's RoomView software application.

To connect to RoomView, first enter the "Panel Setup Options" screen by touching the screen while booting the touchpanel. Set the desired Ethernet configuration for the panel using the "Ethernet Setup" screens and make note of the panel's IP address.

NOTE: For details on the setup options for the TPMC-4SM, refer to the "Configuring the Touchpanel" section of the latest version of the TPMC-4SM Operations & Installation Guide (Doc. 6845).

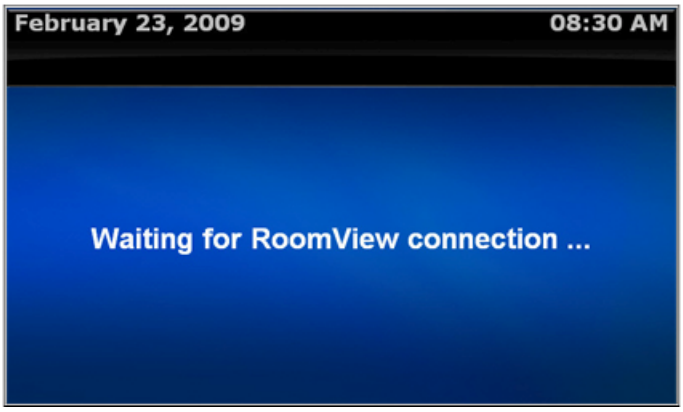
On the "Panel Setup Options" screen, the button on the lower right allows selection of either *RoomView* mode and *User Project* mode. The text on the button reflects which mode is currently selected. Touching the button toggles between modes. This must be set to *RoomView* mode in order to make the connection to RoomView. Refer to the following illustration. Touch **Save & Exit** to confirm the settings.

"Panel Setup Options" Screen



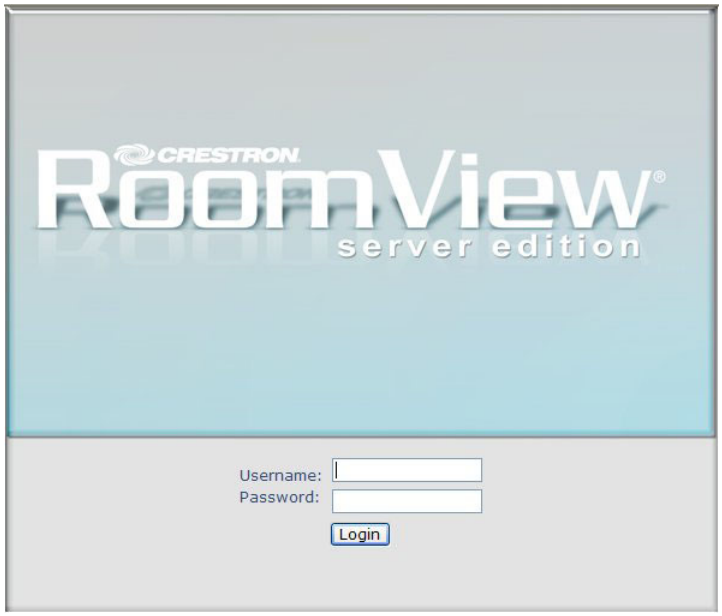
After the panel has updated, the screen will display a "Waiting for RoomView connection…" message, as shown in the following illustration.

"Waiting for RoomView connection…" Screen



The TPMC-4SM must now be added to the RoomView application and associated with a room. Using a web browser, navigate to your facility's RoomView SE web site. The RoomView login page, shown in the following illustration, will be displayed.

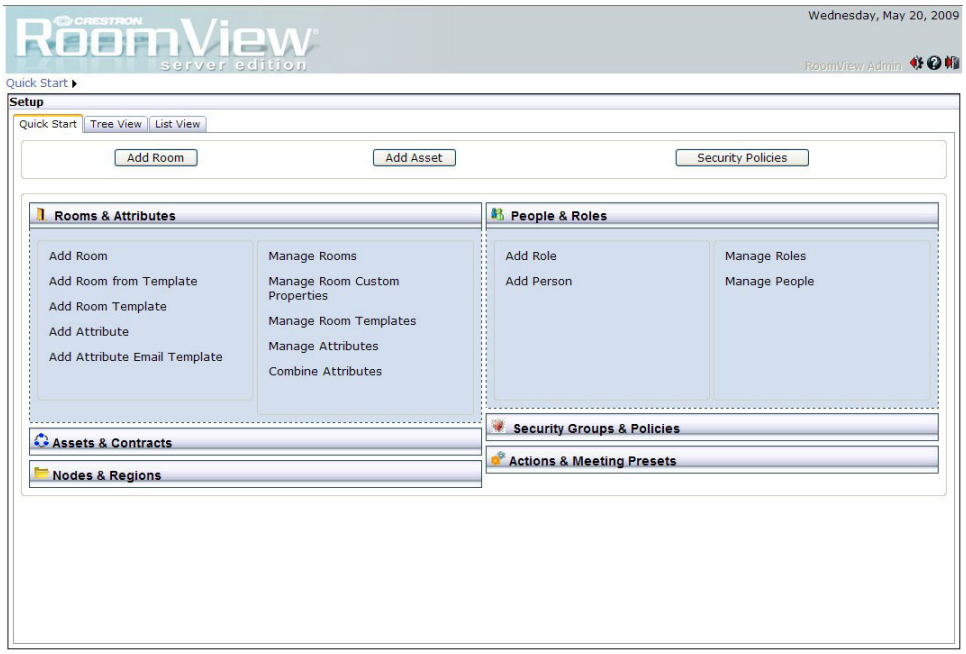
RoomView Login Page



NOTE: If the application has not yet been configured, the *Username* and *Password* are both "admin".

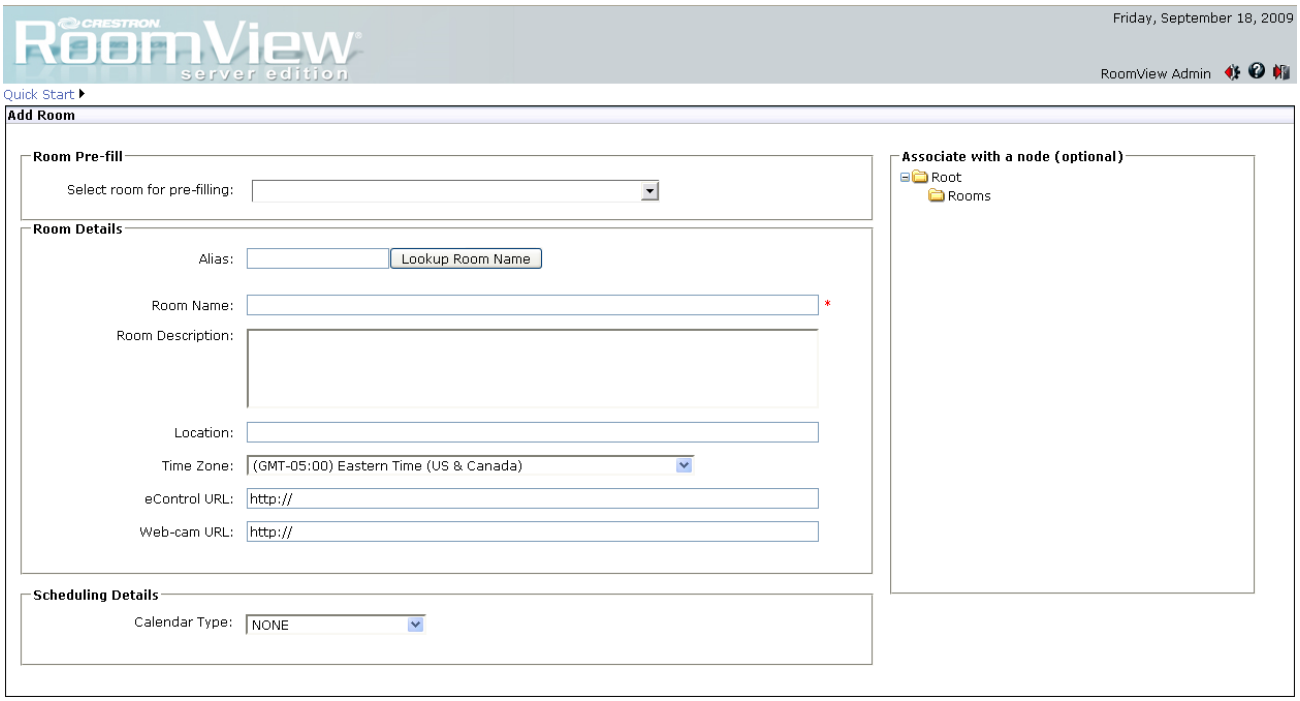
After login, click on the Setup icon near the upper right corner of the page to display the RoomView "Setup" page, shown in the following illustration.

RoomView "Setup" Page



Select **Add Room** to display the RoomView "Add Room" page, shown in the following illustration.

RoomView "Add Room" Page (Top Sections of Page Shown)



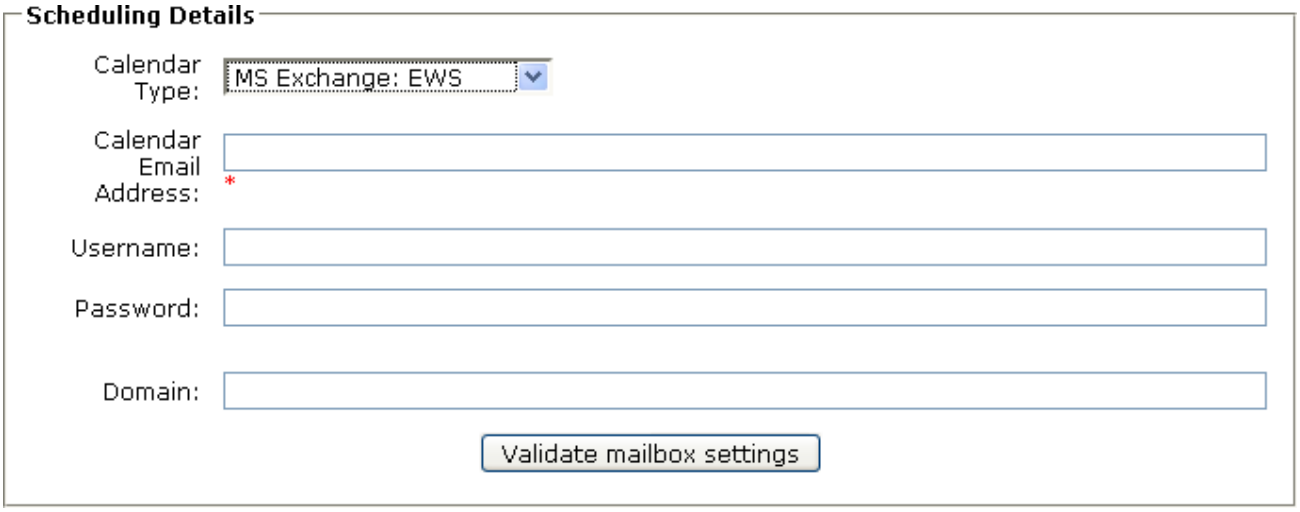
On the right side of the page, within *Associate with a node (optional)*, select the Rooms node.

In the *Room Details* section of the page, for *Room Name*, enter a name for your room (e.g. Conference Room 100). For *Location*, enter the location (e.g. Building 100).

NOTE: In order for the Available Rooms feature to work, the *Location* field must be populated. All rooms within the same location should have the same text in the field.

In the *Scheduling Details* section of the page, fill in the details based on the type of scheduling system in the environment. First, select the *Calendar Type* from the dropdown list. When *Calendar Type* has been selected, the *Scheduling Details* section of the page will expand and new fields will appear, as shown in the following illustration.

Scheduling Details



NOTE: The following instructions are specific to MS Exchange with EWS. The required fields may be different, depending on the calendar type specified.

Enter the *Calendar Email Address*, your *Username* and *Password* and the *Domain* name.

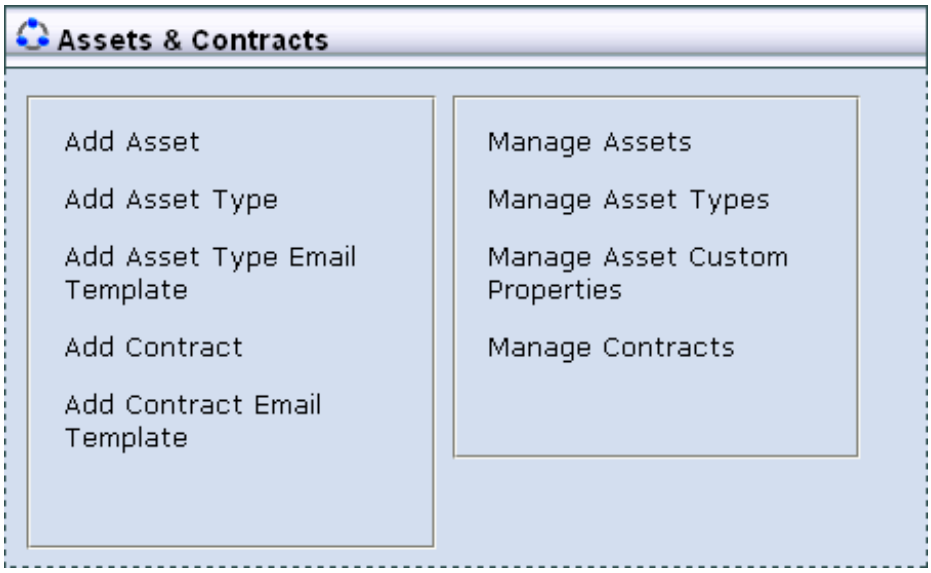
To validate the scheduling configuration has been correctly set, select **Validate mailbox settings**. Near the top of the page, a message will be displayed saying either "The mailbox settings were successfully verified." or "The mailbox settings could not be verified."

Upon successfully entering the settings, click **Update** at the bottom of the page. From the next page that appears, click **Close** to return to the Room View "Setup" page.

If the driver for the TPMC-4SM has already been added to the database, you can proceed to page 8 and the instructions for adding an asset.

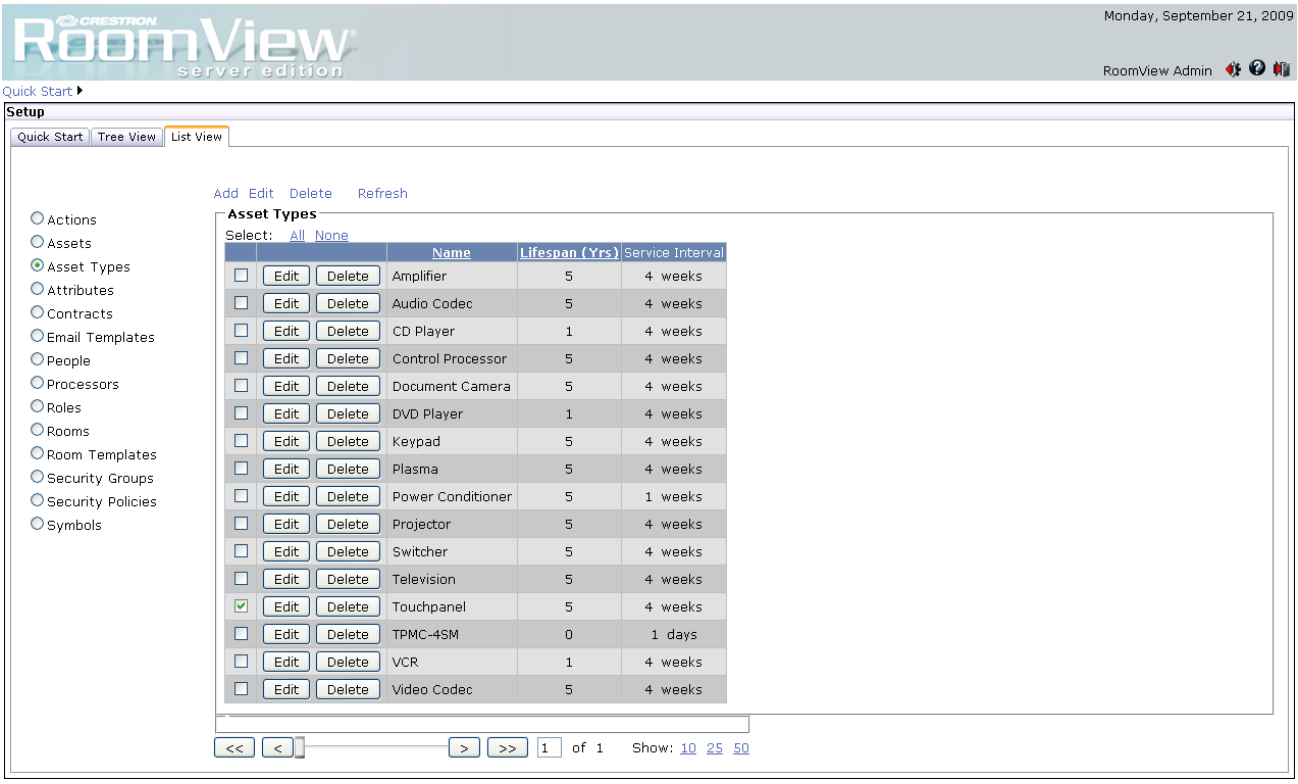
If it has not yet been added to the database, the driver must be added. On the left side of the "Setup" page, click **Assets & Contracts**. When this section of the page expands, click **Manage Asset Types**, shown in the following illustration.

Assets & Contracts



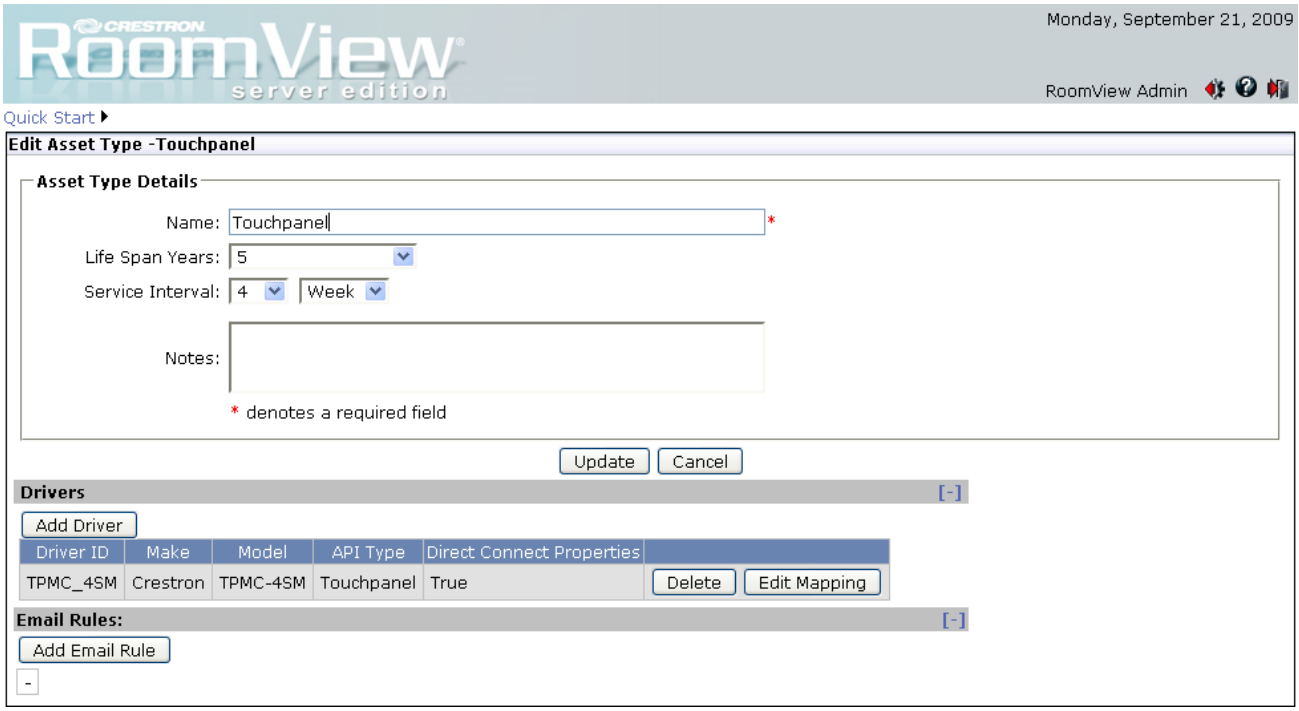
Select the type of asset being managed, in this case *Touchpanel*. Then click **Edit**, as shown in the following illustration.

RoomView Setup – Asset Types Page



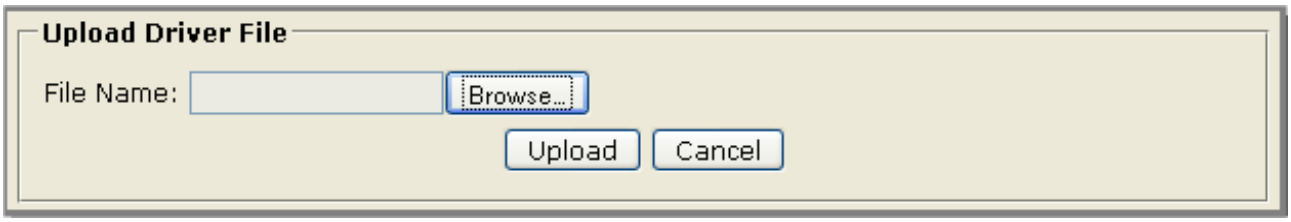
The RoomView "Edit Asset Type" page will open, as shown in the following illustration.

RoomView Edit Asset Type Page



In the *Drivers* section of the page, click **Add Driver**. An "Upload Driver File" window will open, as shown in the following illustration.

"Upload Driver File" Window

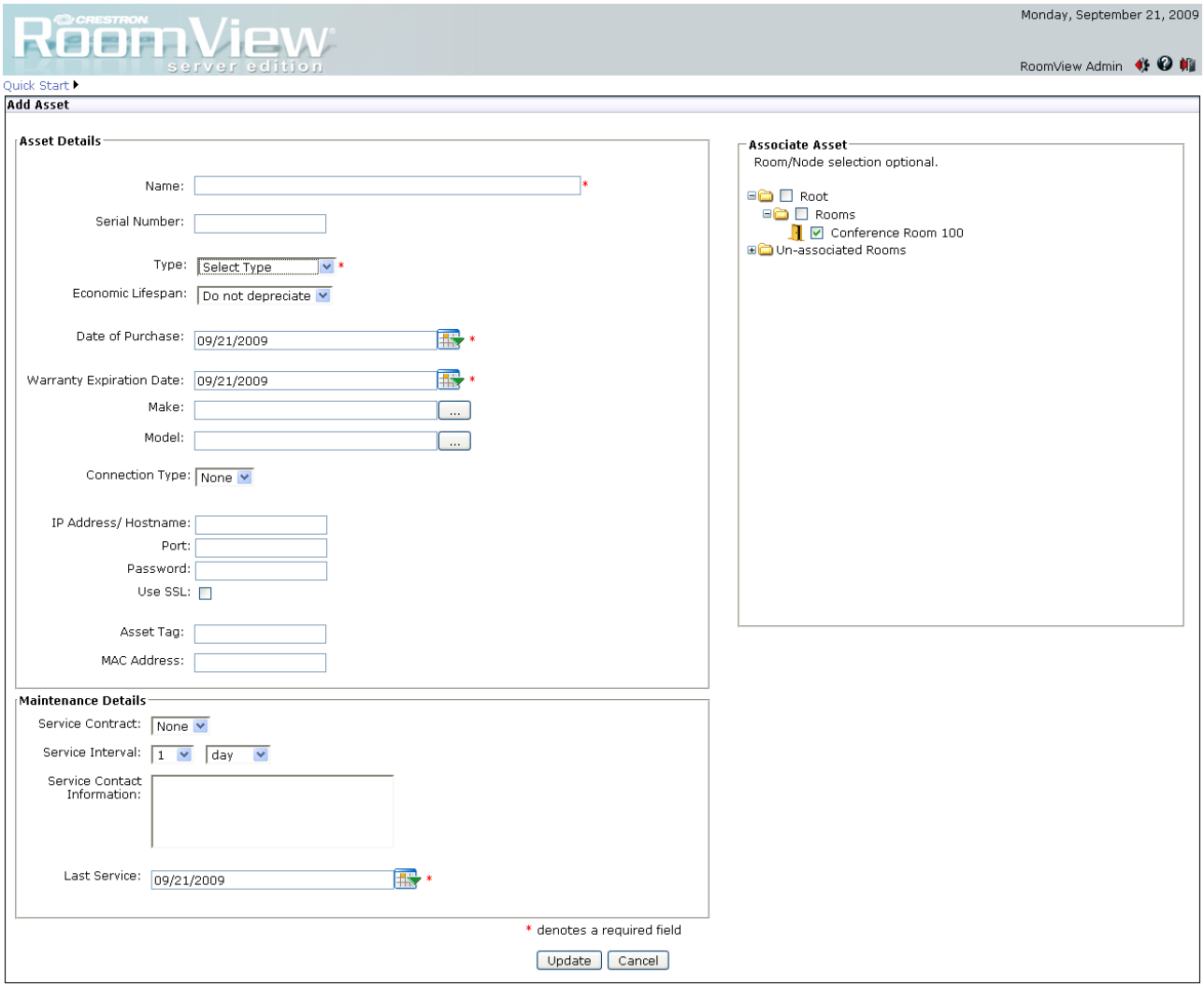


Browse to the location of the driver file and click **Upload** to add it to the database.

NOTE: The driver is located in the installation directory. The default path is: C:\Program Files\Crestron\RoomView70\dbSetup\Drivers.

On the left side of the "Setup" page, click **Assets & Contracts** to expand this section, then click **Add Asset** to open the RoomView "Add Asset" page, shown in the following illustration.

RoomView "Add Asset" Page



Enter a *Name* for the asset. From the *Type* dropdown list, select *Touchpanel*.

In the *Make* field, click on the ellipsis (**…**) and from the list that appears, select *Crestron*.

In the *Model* field, click on the ellipsis and from the list that appears, select *TPMC-4SM*.

From the *Connection Type* dropdown list, select *Direct Connect*. Then enter the *IP Address/Hostname* for the TPMC-4SM.

In the *Associate Asset* section on the right side of the page, select the room by clicking in its check box.

At the bottom of the page, click **Update**. You should then see a message saying *Asset was successfully added*.

Click **Close,** then exit the "Setup" page by clicking on the Exit Setup icon near the upper right corner of the page.

Hard Button Controls

Once RoomView has successfully connected to the touchpanel, the screen should look something like the following illustration.

Main Screen

The following table explains the function of the TPMC-4SM's hard button controls.

NOTE: For any button press that results in a page flip away from the main screen, the panel will revert to the main view after a timeout period.

BUTTON	FUNCTION
TODAY	Displays the "Day View" screen and the current workday schedule. The time period shown will be based on the current local time.
DAY ◄	On first press, the panel displays the "Day View" screen. On second press, it will display the previous day schedule. The time period shown will be based on the current local time.
DAY ►	On first press, the panel displays the "Day View" screen. On second press, it will display the next day schedule. The time period shown will be based on the current local time.
TIME ▲	On first press, the panel displays the "Day View" screen. On second press, it moves the time period up one page. If the first block is already at 12 AM, the period will not shift.
TIME ▼	On first press, the panel displays the "Day View" screen. On second press, it moves the time period down one page. If the last block is already at 11 PM, the period will not shift.
CLOSE	Closes the current dialog and returns to the previous screen.
MORE	Shows more information where applicable.
▲	Moves the user interface selection up where applicable.
▼	Moves the user interface selection down where applicable.
SELECT	Selects the currently selected item where applicable.

Main Screen Controls

In addition to the hard button controls on the TPMC-4SM, there are four on screen controls on the main screen.

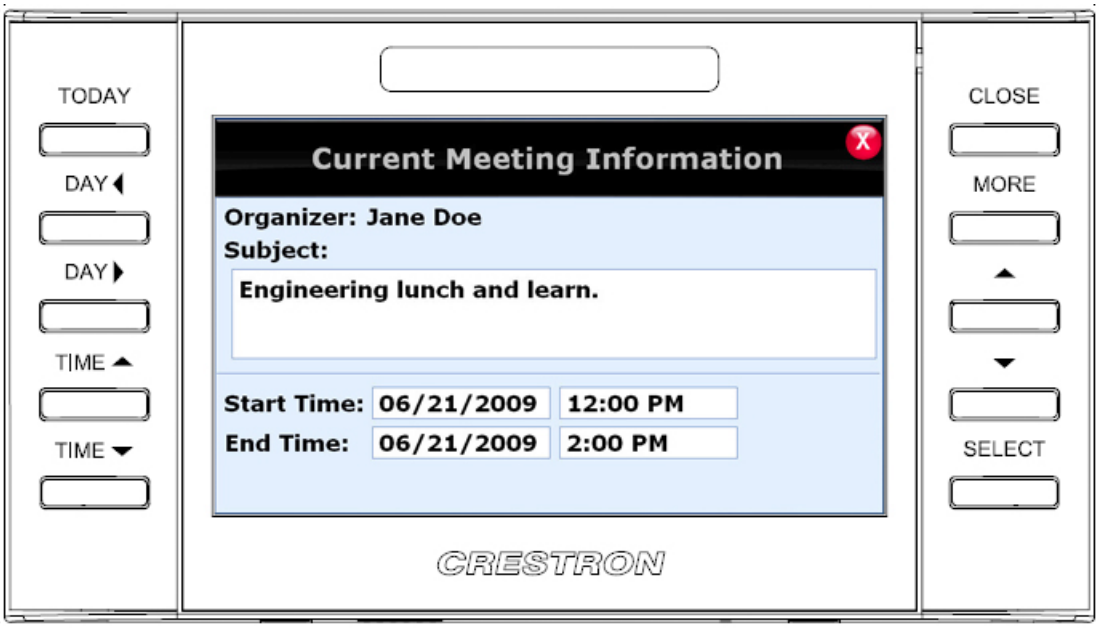
Main Screen

The following table explains the function of the TPMC-4SM's main screen controls.

BUTTON	FUNCTION
Meeting Info	Displays the "Current Meeting Information" screen. If there is no active meeting, this button will not be available.
Day View	Displays the "Day View" screen and the workday schedule. Other days can be selected from this screen and meetings can be reserved.
Reserve Now	Creates an ad hoc meeting reservation. The actual reservation duration is based on the start time of the next meeting and the maximum reserve now configuration value. If there is a current active meeting, this button will not be available.
Available Rooms	If there are available rooms, displays the "Available Rooms" screen and shows a list of available rooms. During RoomView configuration of this room, the *Location* field must contain data or this button will not be available.

Meeting Information Controls

"Current Meeting Information" Screen

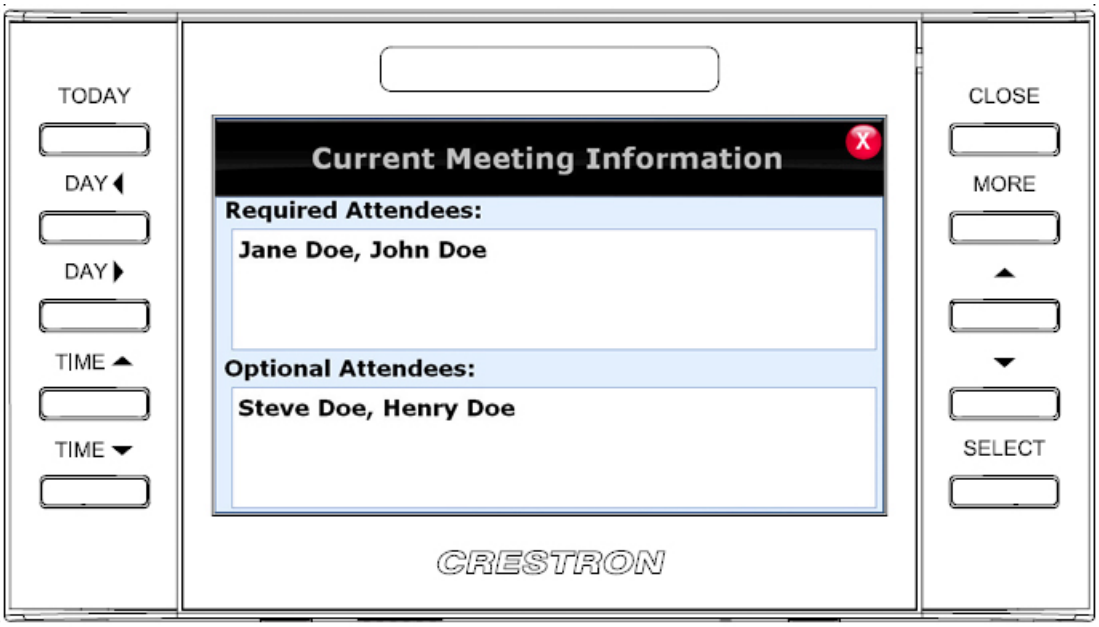


The following tables explain the function of the TPMC-4SM's **CLOSE** and **MORE** hard button controls, when the "Current Meeting Information" screen is displayed.

NOTE: The panel will revert to the main view after a timeout period.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
MORE	Displays the next "Current Meeting Information" screen, showing *Required Attendees* and *Optional Attendees*.

"Current Meeting Information" Screen After Pressing MORE



BUTTON	FUNCTION
CLOSE	Returns to the previous "Current Meeting Information" screen.

Day View Controls

"Day View" Screen

The following table explains the function of the TPMC-4SM's "Day View" screen controls.

BUTTON	FUNCTION
TODAY	Displays the current workday schedule. The time period shown will be based on the current local time.
DAY ◄	Displays the previous day schedule. The time period shown will be based on the current local time.
DAY ►	Displays the next day schedule. The time period shown will be based on the current local time.
TIME ▲	Moves the time period up one page. If the first block is already at 12 AM, the period will not shift.
TIME ▼	Moves the time period down one page. If the last block is already at 11 PM, the period will not shift.
CLOSE	Closes the current dialog and returns to the main screen.
MORE	N/A
▲	Moves the field selection up.
▼	Moves the field selection down.
SELECT	Selects the currently selected field.
Active Meeting Field	Displays the "Selected Meeting Information" screen. This feature is only available if the icon is visible next to the meeting text.
Inactive Meeting Field	Displays the "Add Appointment" screen.

Add Appointment Controls

When an inactive meeting field (i.e. an open time slot) is selected from the "Day View" screen, the "Add Appointment" screen is displayed.

Add Appointment

"Add Appointment" Screen

The following table explains the function of the TPMC-4SM's "Add Appointment" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the "Day View" screen. The meeting will not be added to the room calendar.
Edit	Displays the "Edit Subject" screen.
+	Increases the duration of the meeting in 30 minute increments.
-	Decreases the duration of the meeting in 30 minute increments.
Save	Adds the meeting to the room calendar.

NOTE: By design, a meeting duration that will extend into the next calendar day is not permitted.

Edit Subject

The **Edit** button on the "Add Appointment" screen displays the "Edit Subject" screen.

"Edit Subject" Screen

The following table explains the function of the TPMC-4SM's "Edit Subject" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the "Add Appointment" screen. The subject text will not be updated.
Save	Saves the current text as the subject and returns to the "Add Appointment" screen.

Tools

A hidden "Tools Main Menu" screen is provided on the TPMC-4SM to display and configure features of the scheduling user interface. To access the "Tools Main Menu" screen, touch and hold the room name on the main screen for five seconds.

"Tools Main Menu" Screen

The following table explains the function of the TPMC-4SM's "Tools Main Menu" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
About	Displays the "About" screen.
UI Configuration	Displays the "UI Configuration" screen.
Room Configuration	Displays the "Room Configuration" screen.

About

"About" Screen

The following table explains the function of the TPMC-4SM's "About" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "Tools Main Menu" screen.

On the "About" screen, the *Push Capable* indicator is green if the touchpanel has the capability to dynamically receive meeting events from RoomView. The *Push Registered* indicator is green if the touchpanel has successfully notified RoomView that it is a push capable device. If a touchpanel is not push registered, it must periodically send a request to RoomView for its calendar information.

UI Configuration

"UI Configuration" Screen

The following table explains the function of the TPMC-4SM's "UI Configuration" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "Tools Main Menu" screen.
Edit Enable Meeting Information	Displays the configuration screen for the **Meeting Info** button.
Edit Enable Day View	Displays the configuration screen for the **Day View** button.
Edit Enable Available Rooms	Displays the configuration screen for the **Available Rooms** button.
Edit Enable Reserve Now	Displays the configuration screen for the **Reserve Now** button.

Edit Meeting Info

"Edit Meeting Info" Screen

The following table explains the function of the TPMC-4SM's "Edit Meeting Info" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "UI Configuration" screen.
Enable Show Button	Enables the **Meeting Info** button.

Edit Day View

"Edit Day View" Screen

The following table explains the function of the TPMC-4SM's "Edit Day View" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "UI Configuration" screen.
Enable Show Button	Enables the **Day View** button.
Enable Get Info	Enables the ability to get meeting information for a selected meeting on the "Day View" screen.
Enable Reserve Meeting	Enables the ability to reserve a meeting on the "Day View" screen.

Edit Available Rooms

"Edit Available Rooms" Screen

The following table explains the function of the TPMC-4SM's "Edit Available Rooms" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "UI Configuration" screen.
Enable Show Button	Enables the **Available Rooms** button.

Edit Reserve Now

"Edit Reserve Now" Screen

The following table explains the function of the TPMC-4SM's "Edit Reserve Now" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "UI Configuration" screen.
Enable Show Button	Enables the **Reserve Now** button.
+	Increases the maximum duration of the meeting in 30 minute increments.
-	Decreases the maximum duration of the meeting in 30 minute increments.

Room Configuration

"Room Configuration" Screen

The following table explains the function of the TPMC-4SM's "Room Configuration" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "Tools Main Menu" screen.
Edit Enable Decline for No Show	Displays the "Edit Decline for No Show" screen.
Edit Privacy Level	Displays the "Edit Privacy Level" screen.

Edit Decline for No Show

"Edit Decline for No Show" Screen

The following table explains the function of the TPMC-4SM's "Edit Decline for No Show" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "Room Configuration" screen.
Enable Function	Enables the Decline for No Show function.
+ Applies to Meetings…	Increases the *Applies to Meetings…* value in 30 minute increments.
- Applies to Meetings…	Decreases the *Applies to Meetings…* value in 30 minute increments.
+ Decline Meetings After…	Increases the *Decline Meetings After…* value in 30 minute increments.
- Decline Meetings After	Decreases the *Decline Meetings After…* value in 30 minute increments.

Edit Privacy Level

"Edit Privacy Level" Screen

The following table explains the function of the TPMC-4SM's "Edit Privacy Level" screen controls.

BUTTON	FUNCTION
CLOSE	Returns to the main screen.
Return	Returns to the "Room Configuration" screen.
Enable Room is Public	Sets the room privacy level to Public.
Enable Room is Semi-Private	Sets the room privacy level to Semi-Private.
Enable Room is Fully-Private	Sets the room privacy level to Fully-Private.

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