



# Crestron® Room Scheduling Panels

User Guide

Crestron Electronics, Inc.

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# Crestron® Room Scheduling Panels

## Introduction

The Crestron® room scheduling application provides a complete room scheduling solution for the Crestron TSS-7, TSS-10, 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, or the Google Calendar™ calendaring application (via a Google® software account) to provide real-time notifications and to intelligently monitor the meeting space.

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**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.

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

# The Touch Screen

The touch screen user interface allows a user to reserve and to obtain schedule information for the current room and to book other available rooms.

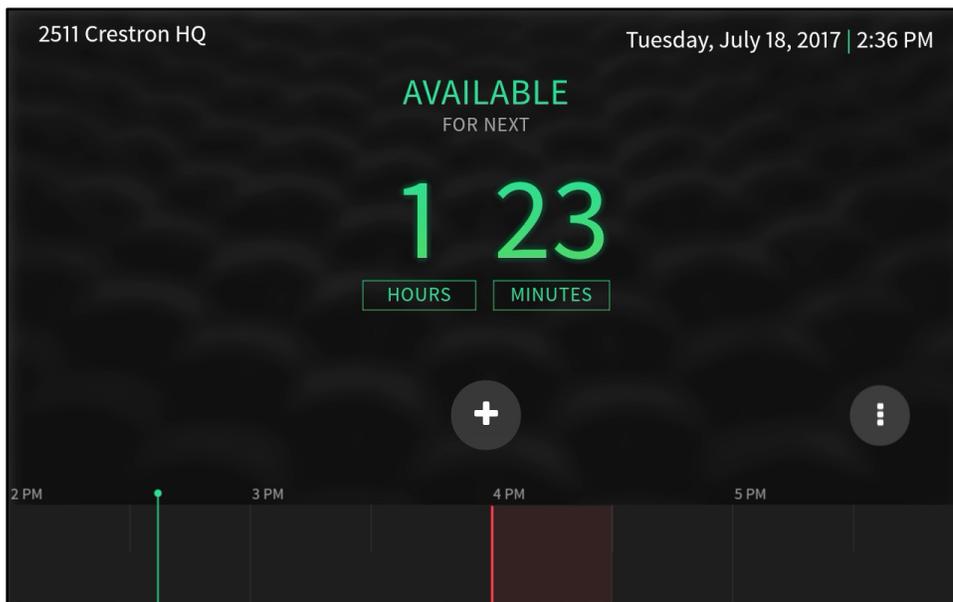
The following image shows a typical user interface screen when the room is available.

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**NOTE:** The TSW-560P scheduling application screens provide the same functions as the screens shown below, but the appearance and layout of the screens have been modified for vertical orientation. The horizontal orientation is not available on the TSW-560P.

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## Typical Scheduling View



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

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The touch screen user interface indicates whether the room is available or reserved. The current room status may be determined by the color of the interface on the display:

- If the room is not reserved, the interface displays a green "Available" message and shows the amount of time remaining before the next scheduled reservation.
- If the room is reserved, the interface displays a red "Reserved" message and shows the amount of time until the room becomes available.

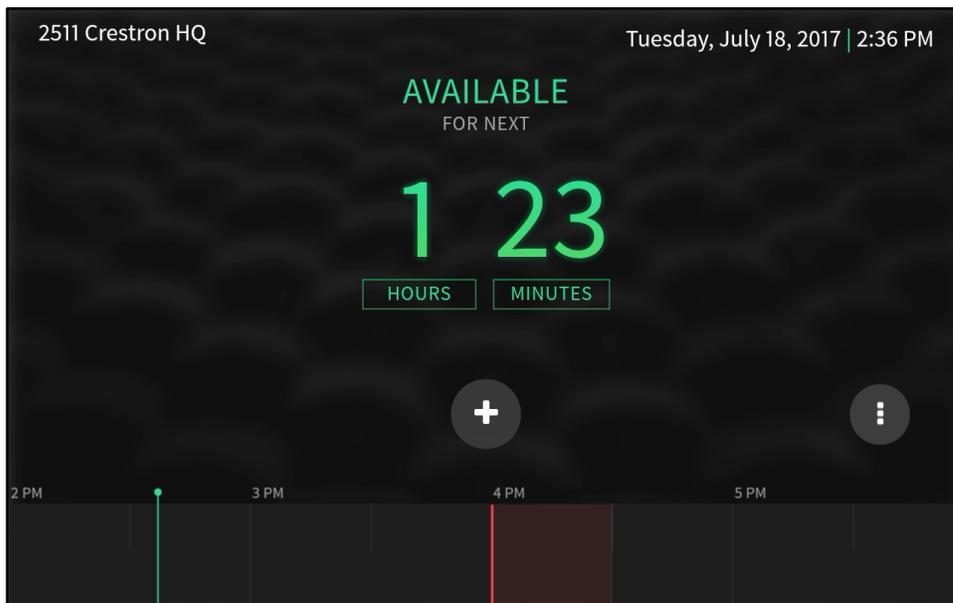
# The User Interface

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

## Active Screen

The active screen is the primary screen of the scheduling application.

### Active Screen - Available



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**NOTE:** The active screen may be set for vertical orientation or horizontal orientation (the default setting) on the TSW-560, TSW-760, TSW-1060, TSS-7, and TSS-10. The active screen provides the same functions in both orientations, but the layout varies. This section describes the active screen in horizontal orientation.

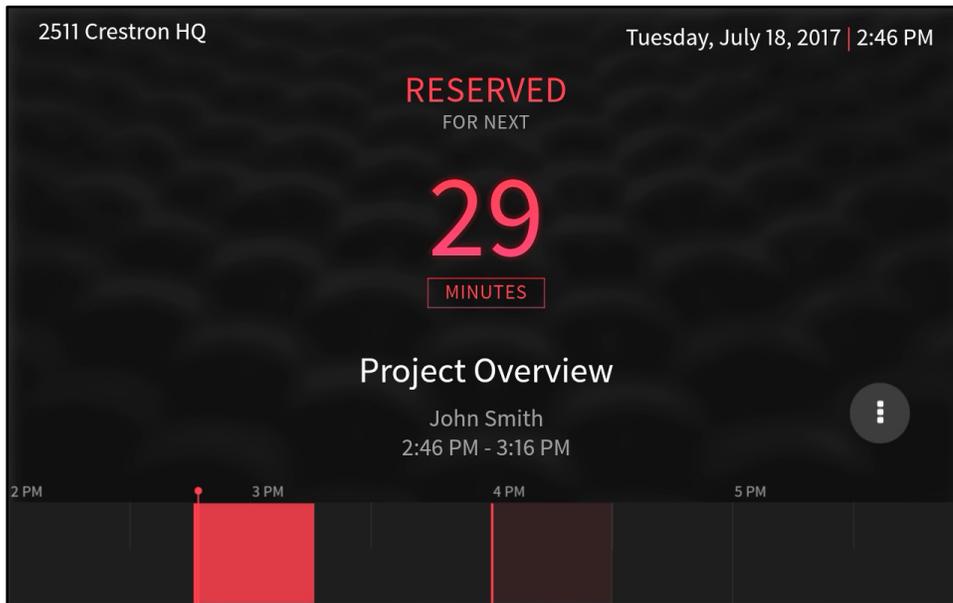
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- The active screen indicates whether the room is currently available or reserved.
- The active screen provides a timeline that may be swiped to determine which time slots are available and which are reserved for the current day.
- If the room is available, the active screen allows an ad hoc meeting to be reserved from the touch screen. The plus button (+) in the center of the interface is used to schedule an ad hoc meeting if this function is available.
- The active screen provides a menu button (⋮) that may be tapped to view additional application functionality.
- A status bar on the top of the screen shows the room name, the day of the week, the date, and the time.

If the room is available, the active screen indicates in green text that the room is available, and it shows the time remaining until the next scheduled meeting or shows a message indicating that the room is available for the rest of the day. Refer to the image on the previous page.

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

### Active Screen - Reserved



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

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## Idle Screen

The idle screen is displayed if the scheduling application is inactive for a specified duration.

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

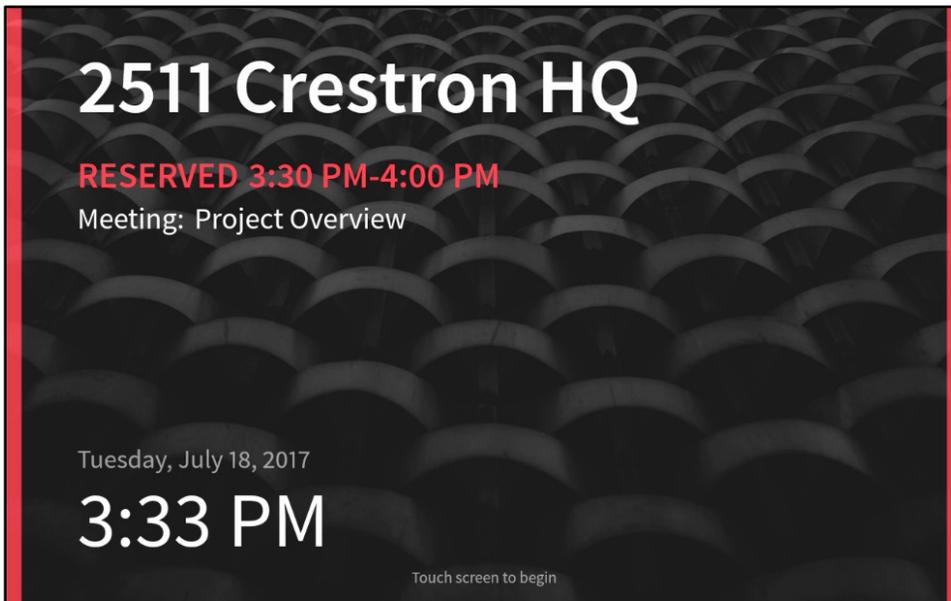
If the room is available, the idle screen indicates in green text that the room is available, and it shows the time and subject of the next scheduled meeting or shows a message indicating that the room is available for the rest of the day. Refer to the image on the following page.

Idle Screen - Available



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

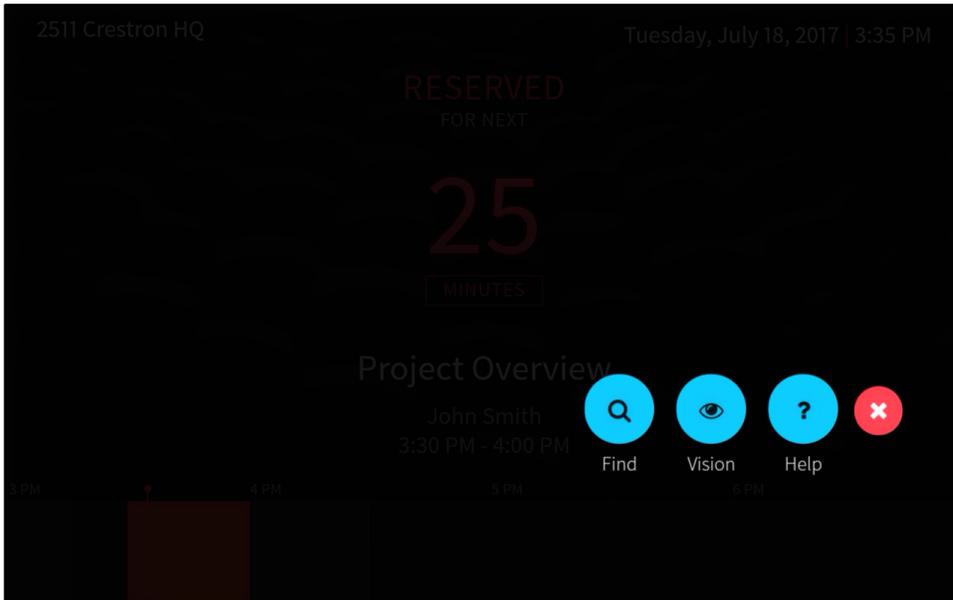
Idle Screen - Reserved



## More Options Screen

Tap the menu button  on the bottom right of the active screen to display an overlay with additional application functions.

### More Options Screen



The following functions are available.

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

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

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

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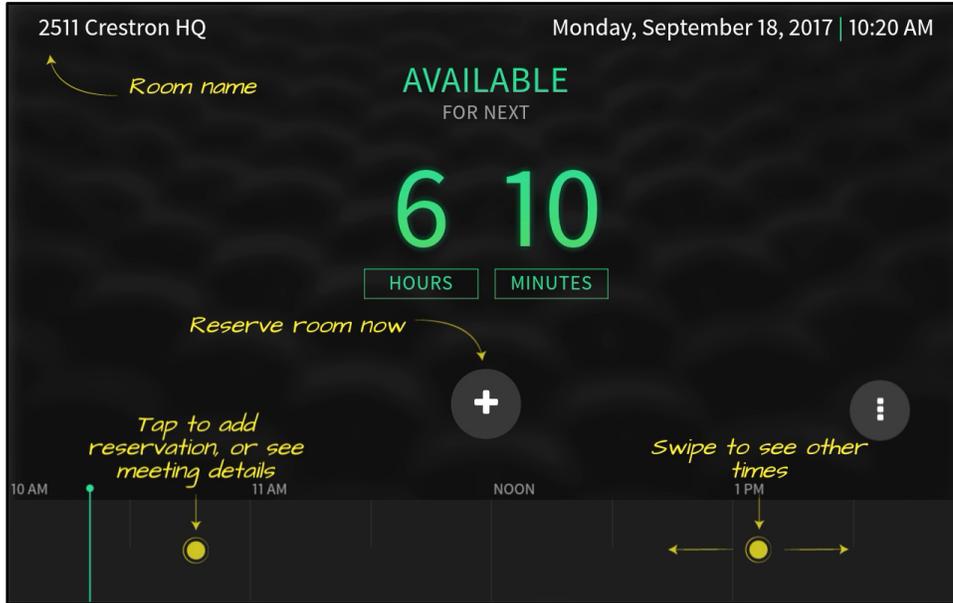
**NOTE:** Additional selections, including **Check In**, **End**, and **Extend**, are also provided on the more options screen if these features are configured for the scheduling application. For more information, refer to "Scheduling Application Functionality" on page 15.

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## Help Overlay Screen

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

### Help Overlay Screen - Available



The help overlay screen explains the various functions of the available screen when the room is available or when the room is reserved. The help overlay screen for when the room is available is shown as an example.

Tap any part of the screen to hide the help overlay screen.

## System Info Screen

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

### System Info Screen



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

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

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

# The Scheduling Timeline

The scheduling timeline, which is located by default on the bottom of the interface, displays the room's scheduling availability for the current day.

- The timeline is divided into half-hour time slots, and it shows four hours of scheduling data at one time in horizontal orientation and seven hours of scheduling data in vertical orientation.
- The current time is represented on the timeline as a green line (if the room is available) or a red line (if the room is reserved).
- Available time slots are represented on the timeline as dark gray blocks, and reserved time slots are represented as bright red blocks.

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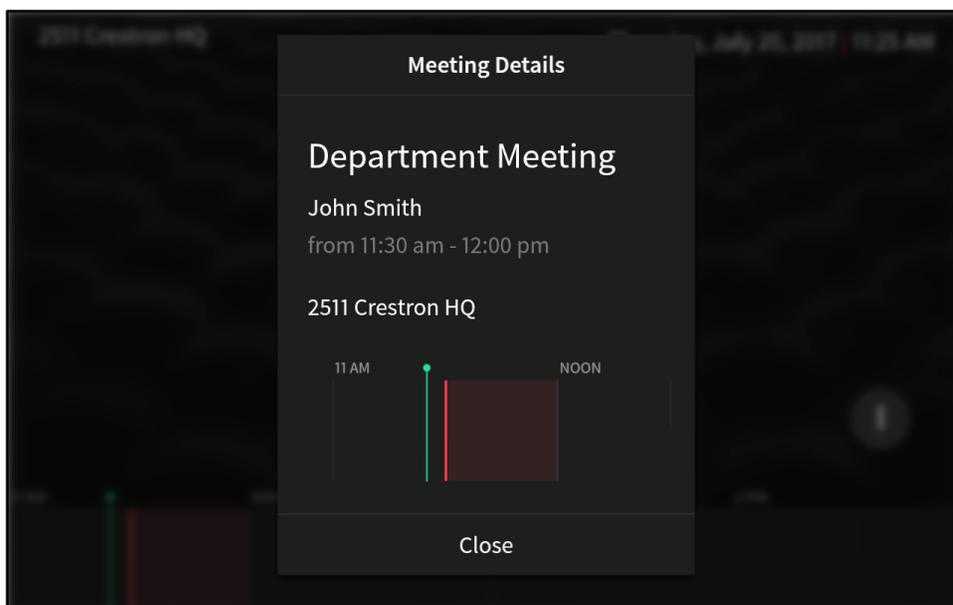
**NOTE:** The scheduling timeline can also be set to display vertically on the right side of the interface. For more information, refer to "UI Settings" in the Crestron Room Scheduling Panels Operations Guide (Doc. 8205).

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

Tap a reserved block to display a **Meeting Details** screen that shows the meeting subject, organizer, and attendees (if not set to private), the scheduled duration of the meeting, the room name, and a cross section of the timeline for when that meeting is scheduled to occur.

## Meeting Details Screen



Tap an available block to display a **New Meeting** screen that allows a reservation to be created during that time slot if the room can be reserved. For more information on scheduling a meeting for another time, refer to page 11.

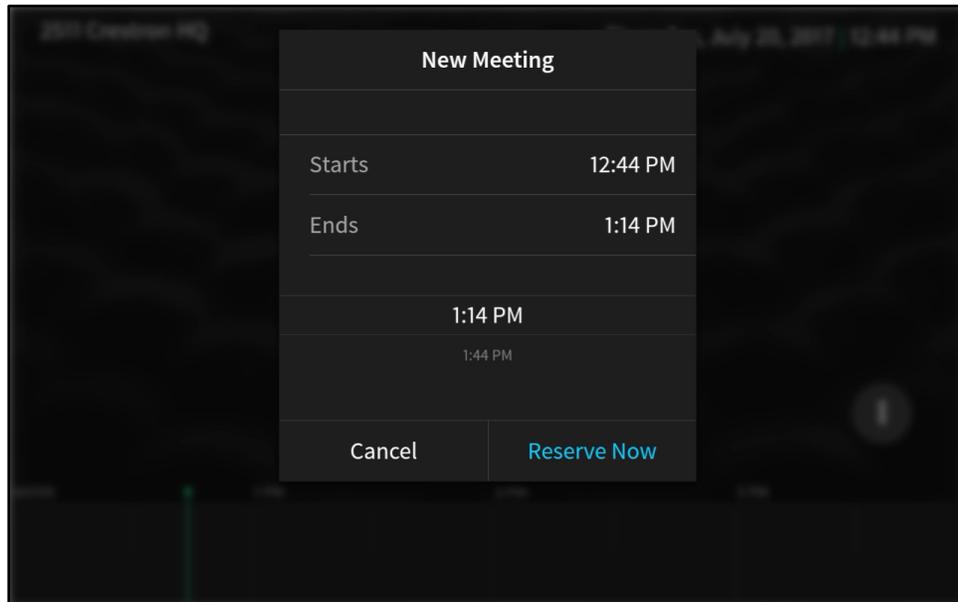
## Schedule an Ad Hoc Meeting

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

To create an ad hoc meeting:

1. Tap the plus **+** button on the active screen. The **New Meeting** screen is displayed.

### New Meeting Screen



2. Select the meeting end time by swiping the time at the bottom of the screen up or down between the available options.

By default, the room may be reserved for 30, 60, 90, or 120 minutes from the current time if another reservation is not already scheduled.

3. Tap **Reserve Now** to confirm the reservation or tap **Cancel** to discard the reservation.

Once reserved, the room status changes to "Reserved," and the ad hoc meeting information is displayed on the screen.

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

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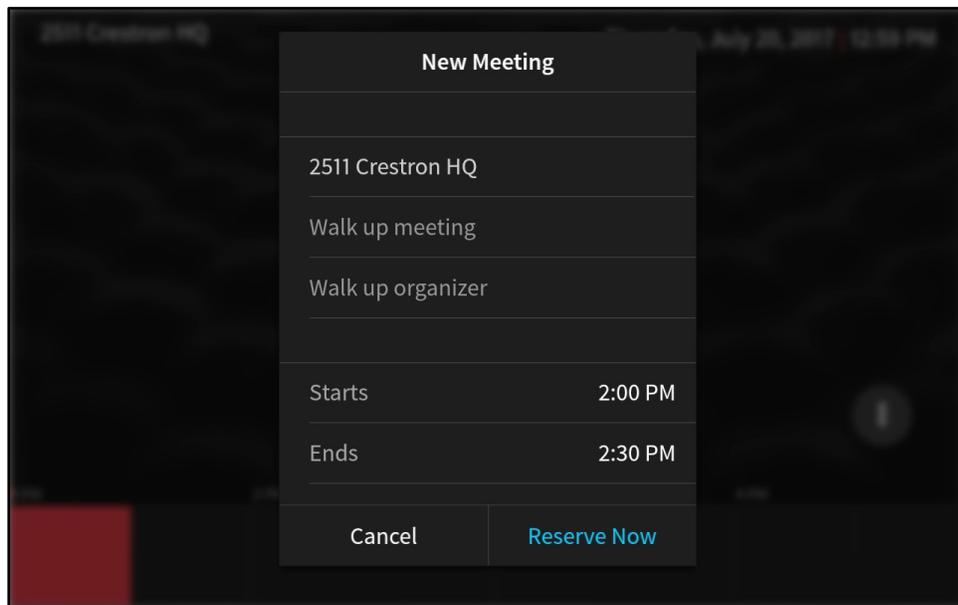
## Schedule a Meeting for Another Time

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

To reserve the room for another available time slot:

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

### New Meeting Screen



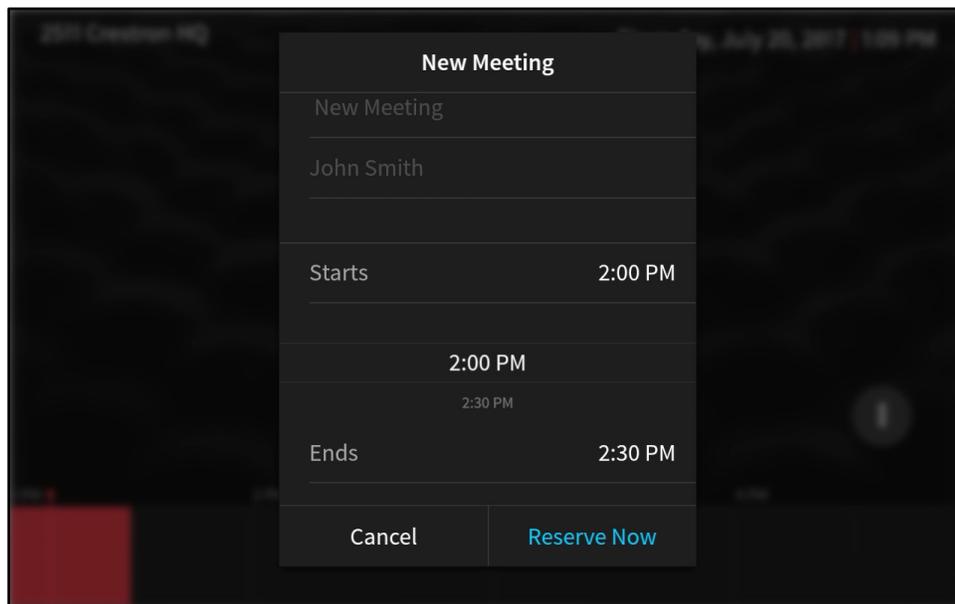
The screenshot shows a 'New Meeting' dialog box with the following fields and options:

- Location: 2511 Crestron HQ
- Meeting Type: Walk up meeting
- Organizer: Walk up organizer
- Starts: 2:00 PM
- Ends: 2:30 PM
- Buttons: Cancel, Reserve Now

3. Tap the **Walk up meeting** text field to display an on-screen keyboard.
  - a. Use the keyboard to enter the meeting subject name.
  - b. Tap the return icon  in the lower right corner to return to the **New Meeting** screen.
4. Tap the **Walk up organizer** text field to display an on-screen keyboard.
  - a. Use the keyboard to enter the meeting organizer name.
  - b. Tap the return icon  in the lower right corner to return to the **New Meeting** screen.
5. Tap the meeting start time to display a list of available start times, and then swipe up or down through the times to set the start time for the reservation.

By default, the reservation may be set to begin 30, 60, 90, and 120 minutes from the current time if another reservation is not already scheduled.

## New Meeting Screen - Start Time Selection



6. Tap the meeting end time to display a list of available end times, and then swipe up or down through the times to set the end time for the reservation.

By default, the reservation may be set to end 30, 60, 90, and 120 minutes from the reservation start time if another reservation is not already scheduled.

7. Tap **Reserve Now** to confirm the reservation or tap **Cancel** to discard the reservation.

Once reserved, the reserved time slot turns red on the scheduling timeline, and the meeting information may be displayed by tapping the time slot.

## Schedule a Meeting for Another Room

If there are no available time slots for the room, a reservation may be made from the touch screen for another nearby room on the network.

To create a reservation for another room:

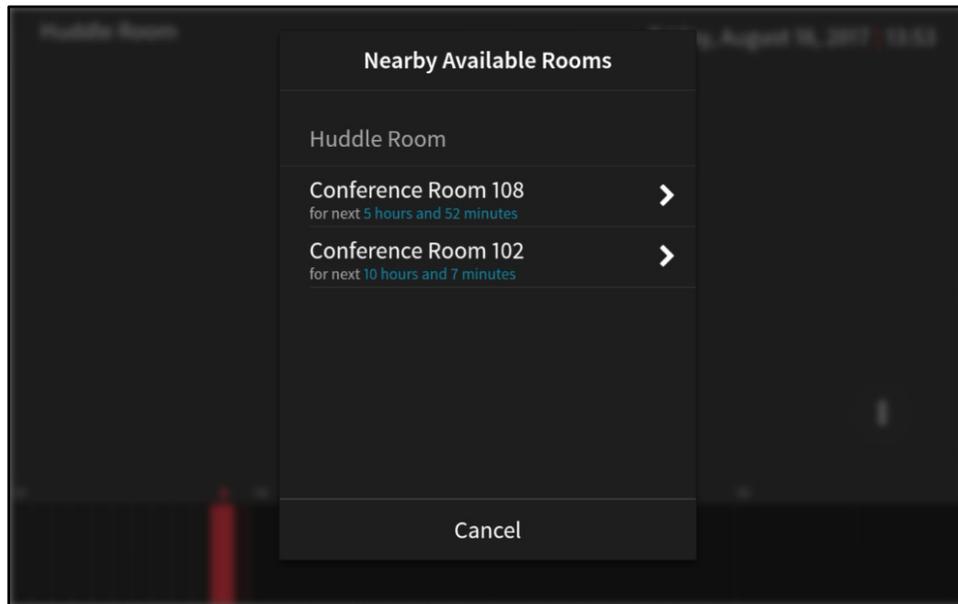
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**NOTE:** This function is available only when using Crestron Fusion as the scheduling source.

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1. Tap the more options button  on the active screen.
2. Tap the **Find** button. The **Nearby Available Rooms** screen displays.

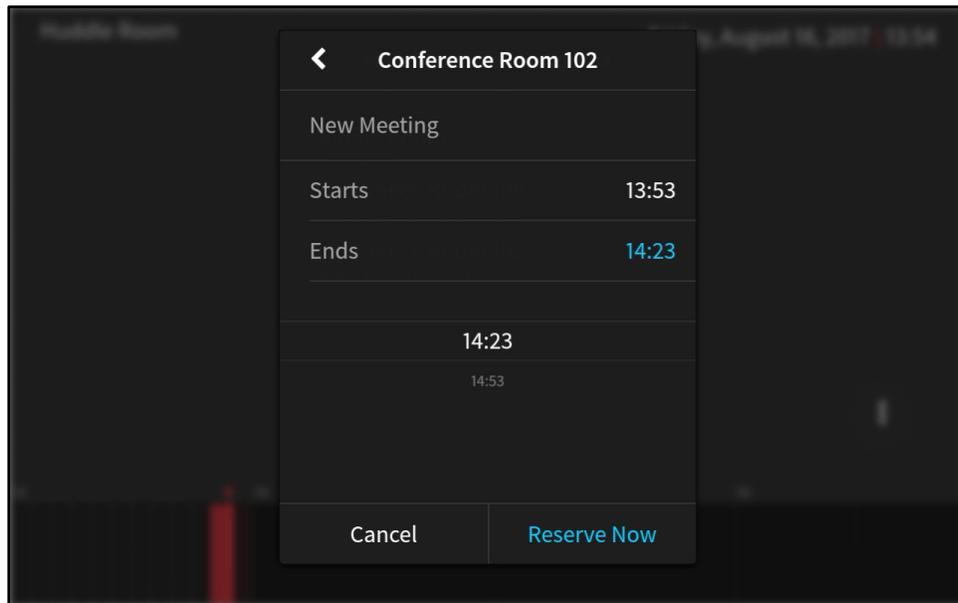
### Nearby Available Rooms Screen



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

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

### Nearby Available Rooms Scheduling Screen



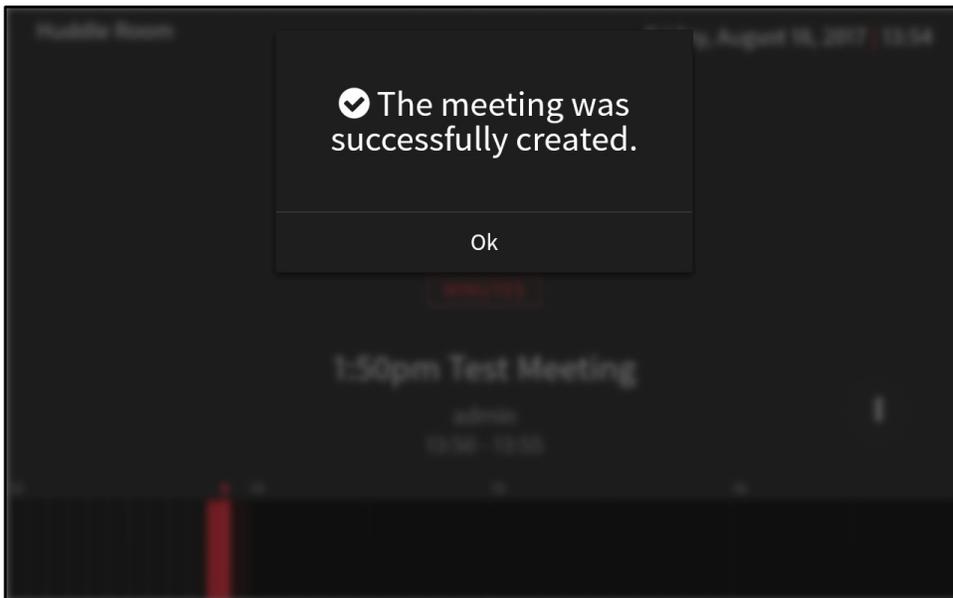
4. Select the meeting end time by swiping the time at the bottom of the screen up or down between the available options.

By default, the room may be reserved for 30, 60, 90, and 120 minutes from the current time if another reservation is not already scheduled.

5. Tap **Reserve Now** to confirm the reservation or tap **Cancel** to discard the reservation.

After **Reserve Now** has been selected, the screen displays a message indicating that the meeting was successfully created. Tap **OK** to return to the active screen.

#### Nearby Available Rooms Success Dialogue



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

# Scheduling Application Functionality

The scheduling application provides additional functions that may be configured to allow for more control over meetings, including checking in to a reservation, ending a reservation early, and extending a reservation.

These functions are explained in the sections that follow.

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## NOTES:

- Some functions are disabled on the scheduling application by default and must be configured using the web configuration interface. For more information, refer to the Crestron Room Scheduling Panels Operations Guide (Doc. 8205).
  - If the scheduling application is connected to a room in Crestron Fusion with a Google Calendar scheduling source, recurring meetings cannot be extended or ended early, as Google Calendar does not support these functions for recurring meetings.
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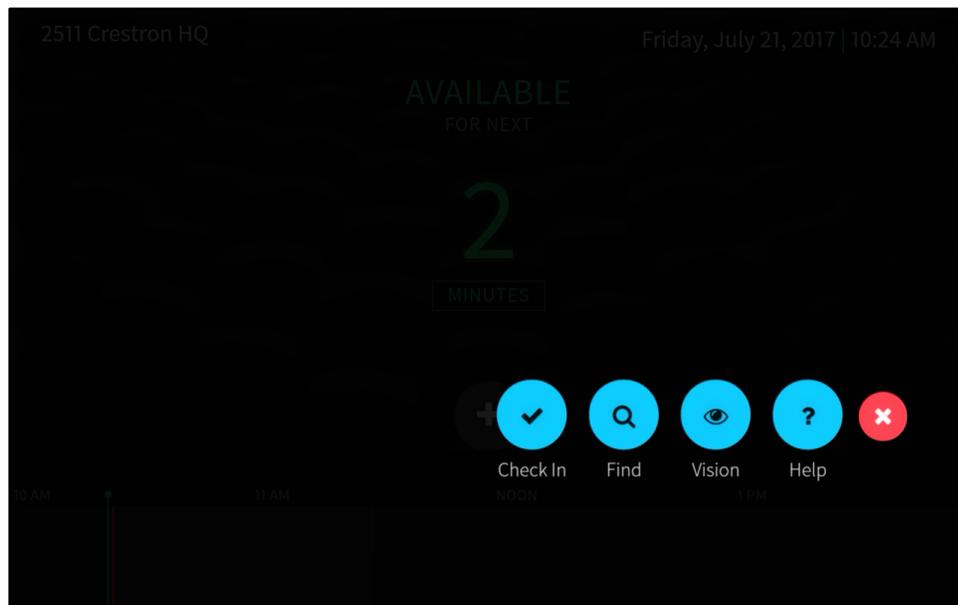
## Check in to a Reservation

If this functionality is configured, the organizer must check in to the scheduled reservation through the scheduling application. This function is available only when using Crestron Fusion as the scheduling source.

To check in to a reservation:

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

### More Options Screen - Check In Button



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

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

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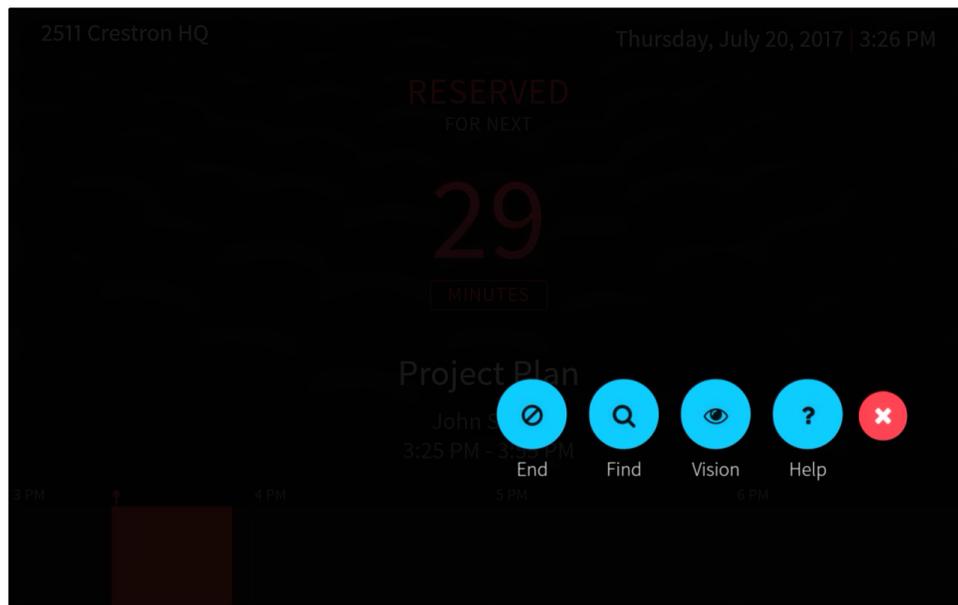
## End a Reservation Early

If this functionality is configured, the current reservation may be ended early to make the room available for other meetings.

To end a reservation early:

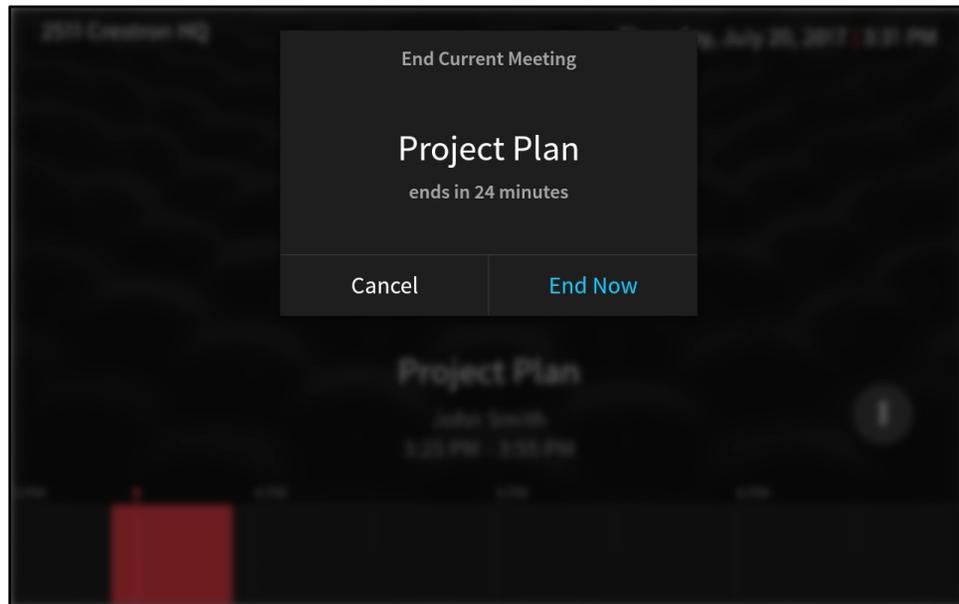
1. Tap the more options button  on the active screen to display the more options screen. An **End** button appears if ending a reservation early has been enabled.

### More Options Screen - End Button



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

### End Current Meeting Screen



3. Tap **End Now** to end the reservation or tap **Cancel** to cancel ending the reservation.

Once the reservation has been ended, the timeline updates to show that the block of time that was reserved is now available.

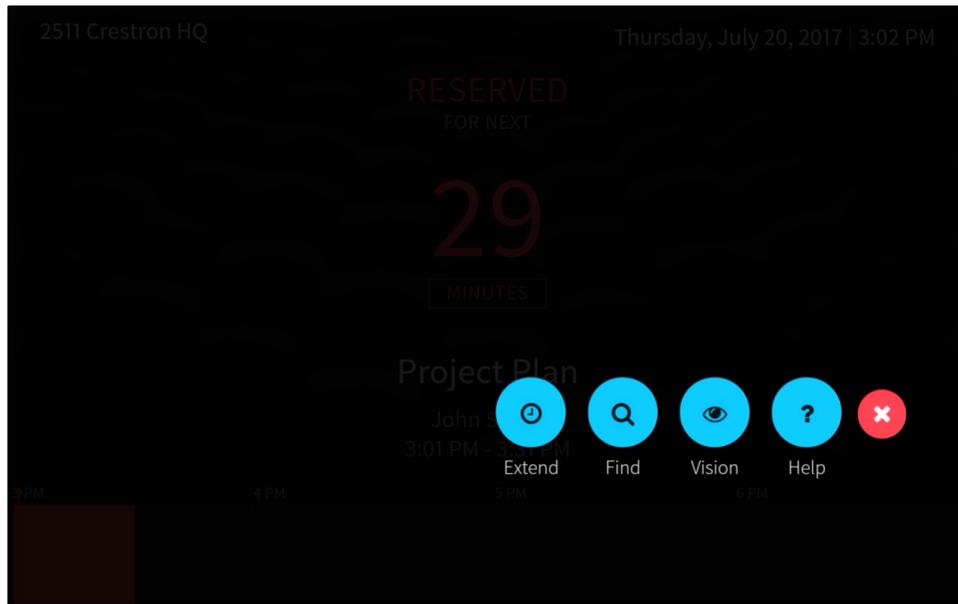
### Extend a Reservation

If this feature is configured, the current reservation may be extended into another block of time if another reservation is not already scheduled.

To extend the reservation:

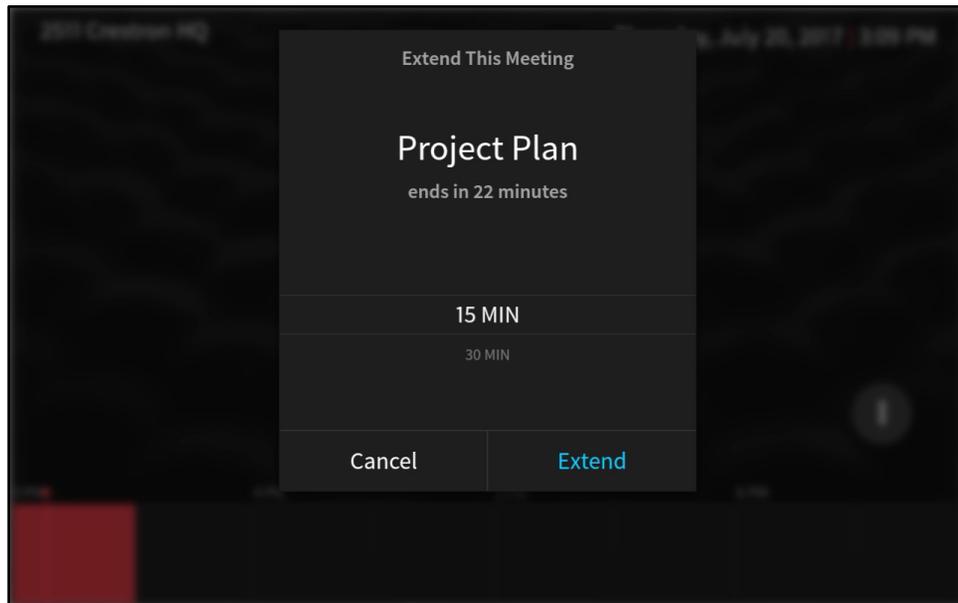
1. Tap the more options button  on the active screen to display the more options screen. An **Extend** button appears if extending a reservation has been enabled.

## More Options Screen - Extend Button



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

## More Options Screen - Extend Button



3. Swipe up or down through the available durations to set how long the meeting should be extended.

By default, the reservation may be extended 15, 30, 45, or 60 minutes from the current time if another reservation is not already scheduled.

4. Tap **Extend** to extend the meeting or tap **Cancel** to cancel the extension.

# Broadcast Messages

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

An example of an emergency broadcast is shown below.

## Emergency Alert Screen



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

An example of a nonemergency broadcast is shown on the following page.

## Broadcast Message Screen



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**11.18**  
Specifications subject to  
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