

**RoomWizard® II**  
Scheduling System



# WELCOME

## Schedule meetings faster and easier with RoomWizard.®

The RoomWizard is a web-based scheduling device mounted near a meeting room entrance or group area. The interactive touch screen displays room availability and reservation details and allows you to schedule a room or adjust a reservation.



### RoomWizards are easy to install and maintain.

- Configure each RoomWizard from its web page or at the device.
- Easily update room names, times, and attributes.
- A power-over-ethernet (PoE) network cable powers each RoomWizard. A traditional AC power source is not needed.
- Reduce power consumption by adjusting after-hours display settings.
- Communicate with other ZigBee devices, including building control and room control, with ZigBee radio-equipped models.

### RoomWizard web pages simplify administration.

- Group RoomWizards to simplify configuration and dramatically reduce the time needed to implement room changes or firmware updates.
- Run reports that track room usage.
- Use smart phones to schedule rooms and mobile app SnapTag to capture, tag, and send whiteboard content to others.

### About this Quickstart Guide

RoomWizards can be set up to operate in Classic Mode, using their own built-in web based reservation system, or in Synchronized Mode, integrating reservations with your corporate calendar system (Microsoft® Exchange or Lotus® Domino®). This Quickstart Guide briefly describes the five key steps for setting up your RoomWizard Room Scheduling System to run in Classic Mode.

### Go online to download detailed instructions

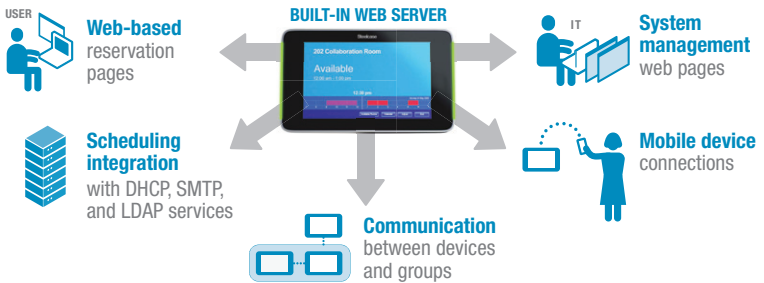
Visit [www.steelcase.com/roomwizard](http://www.steelcase.com/roomwizard) to download the full RoomWizard System Manager Manual for Classic Mode. There you will also find downloadable System Manager Manuals for Microsoft® Exchange, and Lotus® Domino®, as well as the Installation and User Manuals and other Quickstart Guides

# ROOMWIZARD OVERVIEW

Each RoomWizard is a self-contained, self-sufficient device that manages reservations for just one room. The RoomWizard Room Reservation System creates a network of individual RoomWizards.

Each RoomWizard is a network node with its own connection to your LAN, a unique hostname and IP address, and its own IP networking connection including subnet mask, LDAP, DNS server, and default gateway.

## RoomWizard's built-in web server enables better communication



## STEP 1: ADD EACH ROOMWIZARD TO YOUR NETWORK

### Assign an IP address to each RoomWizard

The first time you turn on a RoomWizard, it will immediately attempt to use DHCP to acquire an IP address. If RoomWizard rejects the DHCP settings, press the "About" button to view the currently assigned default IP address. You can access the IP address from your web browser to configure the RoomWizard manually.

- 1 Press and hold the "About" button for about five seconds.
- 2 Enter the default system manager password: roomwizard.
- 3 Press the "IP" button beside "Configure Network Settings." If you wish to initiate DHCP, make a note of the MAC address.
- 4 Select "Don't use DHCP" to enter an IP address manually. Select "Use DHCP" to initiate DHCP.
- 5 Enter an IP address manually using the keypad and press "OK."

### Accessing RoomWizard online

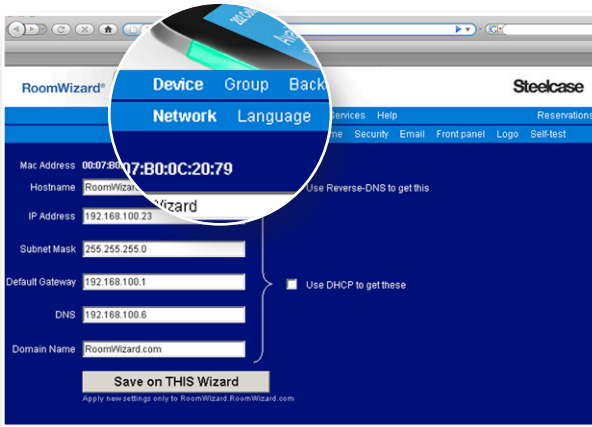
Once you have assigned an IP address to a RoomWizard, you can complete all the other configuration steps from your computer.

- 1 Enter the IP address of a RoomWizard into your web browser.

**NOTE**

*If you entered the RoomWizard's address manually, your computer must be on the same subnet as the RoomWizard.*

- 2 Click "RoomWizard Setup."
- 3 Enter the default system manager password: roomwizard.
- 4 Go to the Device > Network page and configure the network setting, otherwise the default settings will apply.



- 5 Click "Save on THIS Wizard" to save the network settings.

At any time, you can enter a new IP address or begin using DHCP using the Device > Network page.

## STEP 2: SET UP GROUPS OF ROOMWIZARDS

Before configuring RoomWizard groups, consider the simplified maintenance and strategic opportunities that groups provide.

To set up a group of RoomWizards, decide which RoomWizards to include in a group, make sure they are turned on and available on the network, and then complete these steps.

**NOTE**

*Each RoomWizard must be in a group, even if it is a group of one. The maximum number of RoomWizards in a group is 20.*

### Set up a RoomWizard group

- 1 Browse to the IP address of any RoomWizard you want to include in the group. This will become the gateway RoomWizard.
- 2 Go to the Setup page.

- 3 Click “Group” in the menu bar and go to the “Members” tab.
- 4 Enter the IP address of the gateway RoomWizards.
- 5 Click “Add.”
- 6 Enter the IP address and click “Add” for each RoomWizard you want to include in this group. Ignore the “Out of Sync” error message at this time.
- 7 Click “Synchronize Group Membership” when the list is complete. To identify a group of devices, give it a “Group name” and “virtual hostname.”

### **Configure a group name and virtual hostname with DNS**

- 1 Set up a virtual host name in your DNS.
- 2 Go to Setup > Group > Name page of any RoomWizard in the group. This RoomWizard will become the host for this group.
- 3 Enter a Group Name.
- 4 Click “Text Virtual Hosting.”
- 5 Click “Save on ALL Wizards.”
- 6 Click “Continue” to exit the confirmation page.

### **Configure a group name and virtual hostname without DNS**

- 1 Go to Setup > Group > Name page of any RoomWizard in the group. This RoomWizard will become the host for this group. The host RoomWizard must be active on the network at all time to provide access to the group.
- 2 Enter a Group Name.
- 3 Enter the IP address of the host RoomWizard in the “Virtual Host” field and add “\GroupView” to the end of the IP address. All other RoomWizards in the group will reboot.
- 4 Click “Continue” to exit the confirmation page.

### **Link to other groups (optional)**

If you are configuring a RoomWizard system with more than one group, you can link some or all the groups together.

- 1 Go to the Setup > Group > Links to Other Groups page of any RoomWizard in a group.
- 2 For each group you want to link to, enter its Virtual Host name or IP address and click “Add.”
- 3 Click “Save on ALL Wizards” to make sure this setting is the same on all RoomWizards in the group.
- 4 Click “Continue.”

## Re-syncing group memberships

Every member of a group must have an identical list of group members. If there is any discrepancy, the entire group is considered “Out of Sync.” Make sure all group members are powered on and setup on the network and then follow these steps:

- 1 Go to the Setup > Group > Members page of any device in the group.
- 2 Verify or correct the list of addresses in the group.

### NOTE

*Each RoomWizard regards its own list as correct and reports others as out of sync. It may be quicker to check the lists on the other RoomWizards in the group to find a RoomWizard with the correct list. Before completing the next step, you must be at a RoomWizard with a correct list.*

- 3 Click “Synchronize Group Membership” to copy the correct list to all members of the group.

## STEP 3: VERIFY FIRMWARE

Steelcase periodically releases firmware upgrades for RoomWizards. Now is a good time to verify that your RoomWizards have the latest firmware release. If a firmware upgrade is available, it is recommended that you perform a firmware upgrade before continuing to configure the RoomWizards in your system.

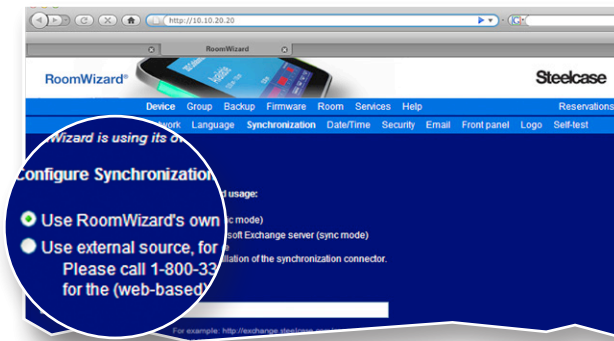
### NOTE

*Performing a firmware upgrade after RoomWizard groups are created allows you to apply a new firmware release to all RoomWizards in a group simultaneously.*

## STEP 4: SELECT MODE

RoomWizard can be configured to operate either in Classic or Synchronized mode. Out of the box, RoomWizards operate in Classic mode. To configure your RoomWizard(s) to operate Synchronized Mode and integrate reservations with your corporate calendar system (Microsoft Exchange or Lotus Domino), you'll need to install the appropriate connector software and configure the necessary components.

- 1 Go to the Setup > Device > Synchronization page.
- 2 Select “Use RoomWizard’s own database.”



- 3 Click “Save on THIS Wizard” to apply the option to the current RoomWizard or “Save on ALL Wizards” to apply the option to the current group.
- 4 Repeat these steps for each RoomWizard or once for each group.

## STEP 5: CONFIGURE OTHER OPTIONS

Configure any of the options listed below for each RoomWizard or groups of RoomWizards.

### RoomWizard settings

Go to the Setup > Device page to set or adjust the following:

- Proxy: Enter a proxy server.
- Language: Choose language for display.
- Date/Time: Set date, time, 12- or 24-hour format, and time zone.
- Security: Change or set the password used to access the Setup pages.
- Email: Specify the SMTP and LDAP servers used for email functions.
- Front Panel: Set options, including volume, backlighting and more.
- Logo: Upload a graphic to appear on touch screen and web pages.

### Room settings

Go to the Setup > Room page to set or adjust the following:

- Name/Location: Enter the room name (e.g. Main Conference Room) and a short description of its location (1st Floor).
- Facilities: Describe features of the room (technology, amenities, etc.).
- Picture: Add a link to a photo or graphic of the room to a room's homepage.
- Availability: Specify the normal working hours for the room.
- Management: Customize features and set required features for users.
- Reservation: Customize which fields appear on reservation forms.
- Usage: Export a subset or all of the room reservation data.
- Management (Setup > Services): Request up to three services, such as catering, audio visual, or room prep, or to enable cost center information.

## CUSTOMER SERVICE AND TECHNICAL SUPPORT

In the USA and Canada, contact Steelcase USA Technical Support:

**PHONE** 1.800.334.4922 (24-hour support Monday through Friday)

**EMAIL** [techsupport@steelcase.com](mailto:techsupport@steelcase.com)

**WEB** [www.steelcase.com](http://www.steelcase.com)

Outside the USA and Canada, contact Steelcase EU Technical Support:

**PHONE** +33 3 88 13 36 36 (Support available in English, French, German, and Spanish, Monday through Friday, 7:00 to 19:00 US Central Standard Time.)

**EMAIL** [business.center@steelcase.com](mailto:business.center@steelcase.com)

**WEB** [www.steelcase.com](http://www.steelcase.com)

Visitez [www.steelcase.com/roomwizard](http://www.steelcase.com/roomwizard) pour télécharger ceci et d'autres Quickstart Guides en français.


Besuchen [www.steelcase.com/roomwizard](http://www.steelcase.com/roomwizard) auf diese und andere Quickstart Guides in deutscher Sprache herunterladen.

Entre en [www.steelcase.com/roomwizard](http://www.steelcase.com/roomwizard) para descargar esta y otras Quickstart Guides en español.

# Steelcase

**Call 800.333.9939 or visit [www.steelcase.com/roomwizard](http://www.steelcase.com/roomwizard) for product demonstrations and documentation, firmware downloads and more.**

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