



RoomWizard™
Synchronization Software 3.0
for Microsoft Exchange

Steelcase®

RoomWizard™

Synchronization Software 3.0
for Microsoft Exchange

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INTRODUCTION

RoomWizard Synchronization Software for Microsoft Exchange is the connector software for RoomWizards and Microsoft Exchange Servers.

INSTALLING ROOMWIZARD IN SYNCHRONIZED MODE

Out of the box, RoomWizard is set to operate in classic mode, using its own reservation system and data through a web browser. When you configure RoomWizard for synchronized mode, your room reservation system becomes a combination of your Microsoft Exchange system and the RoomWizard touch-screen appliance outside of each meeting room.



In order to achieve this synchronization between the RoomWizard appliance and your corporate Microsoft Exchange calendar system, you need to install RoomWizard Synchronization Software and configure the necessary components of your mail and web server.

A single installation of the synchronization software is capable of handling this communication for all RoomWizards simultaneously. Each RoomWizard represents a meeting room resource and for each resource in question there should be a mailbox configured on the Exchange server.

For information about RoomWizard configuration steps leading up to synchronization, refer to the **RoomWizard System Manager Guide** found on-line at:

www.steelcase.com/roomwizard

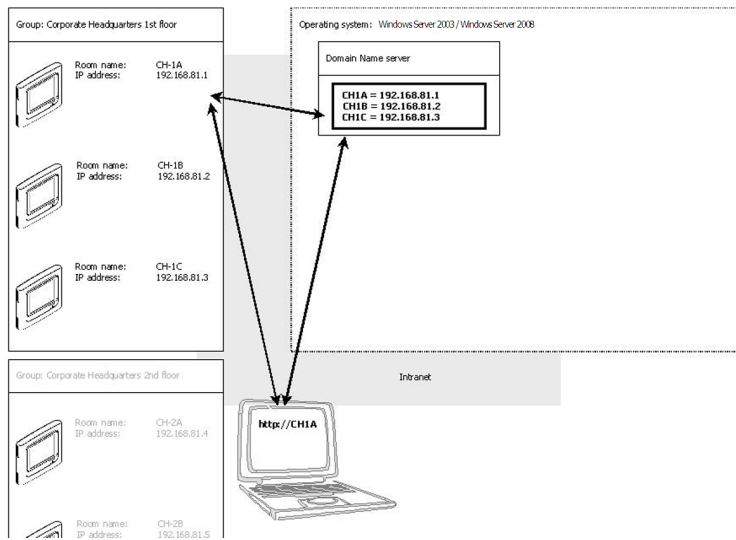
Steelcase Technical Support: 1.800.334.4922

CONCEPTUAL DESIGN

The next few pages describe how RoomWizard synchronizes with your Exchange server.

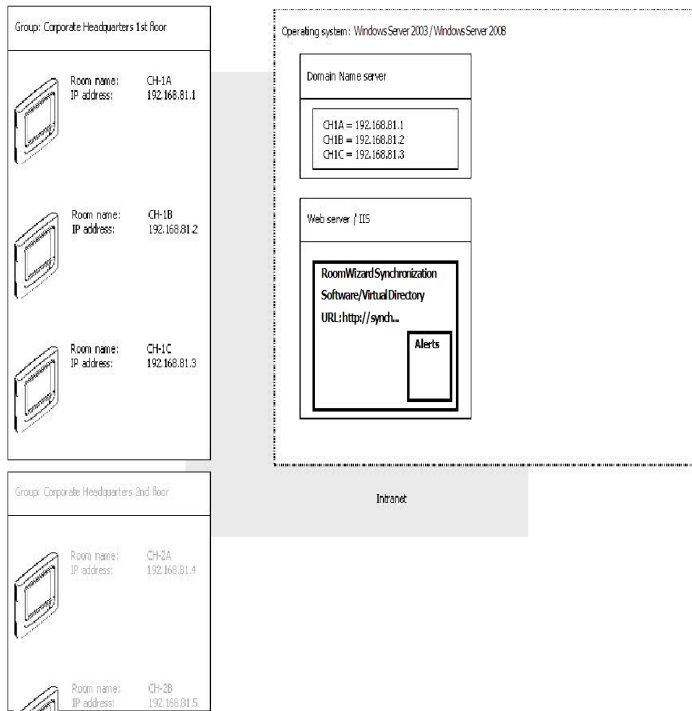
CONNECTING ROOMWIZARD TO THE NETWORK

Every RoomWizard appliance is a first-class host on your IP network. This means that each unit has a unique IP address and hostname. Almost all configuration and management of the appliance is done via the network using a set of web pages provided for that purpose. The first step in network configuration is to allocate an IP address to each RoomWizard.



INSTALLING THE SYNCHRONIZATION SOFTWARE

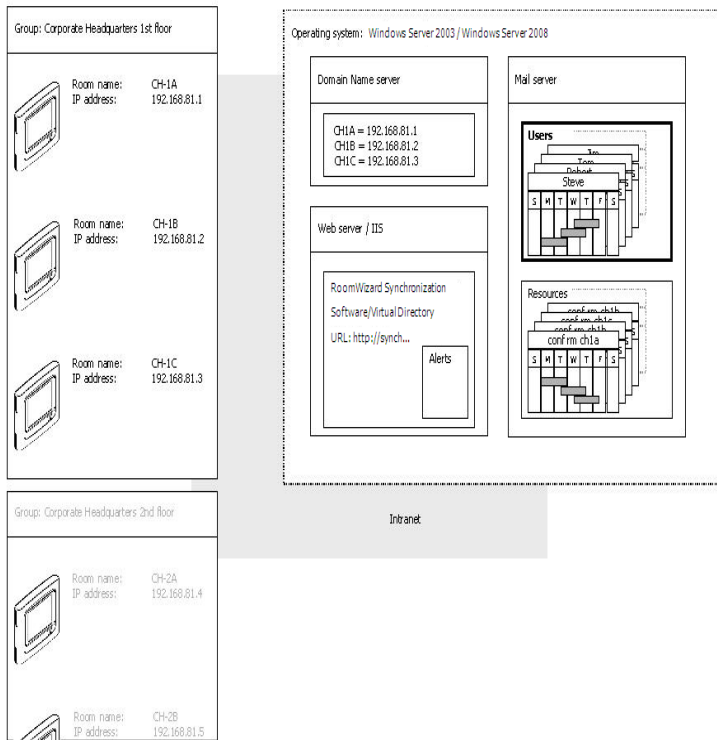
The function of the RoomWizard Synchronization Software is to establish communication between conference room calendars on an Exchange server and the corresponding RoomWizard installed outside each of these conference rooms. A single installation of RoomWizard Synchronization Software is capable of handling communication with the server for all RoomWizards simultaneously. The synchronization software is comprised of various Active Server Page (ASP) scripts that are placed in a folder on your web server.



ATTENDEE STATUS INFORMATION

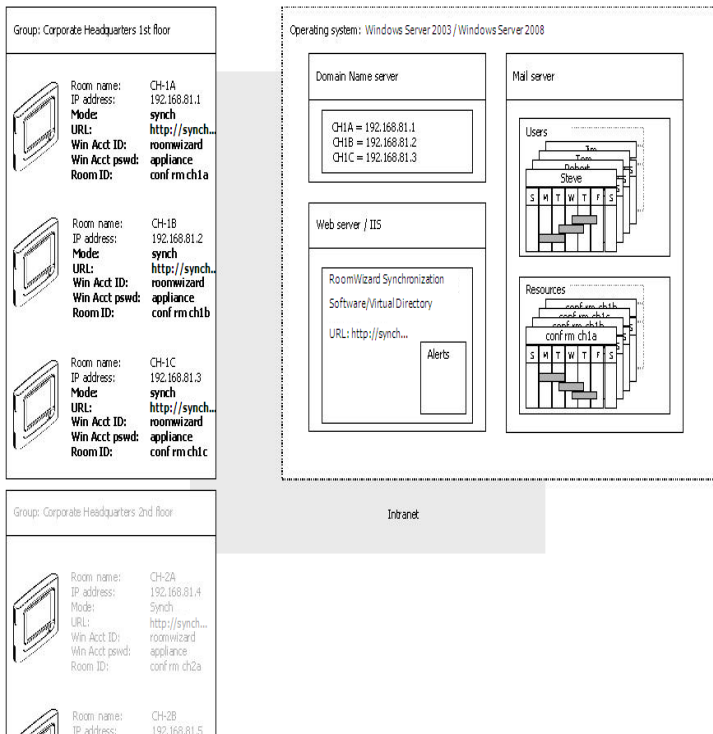
To prevent delaying a meeting unnecessarily for someone who is not planning to attend, RoomWizard can display who was invited as well as their plans to attend. RoomWizard Synchronization Software provides the attendee status information (accept, decline, or undecided) for viewing on the RoomWizard device's touch screen.

A user must be granted full access rights over all users' mailboxes in order to view invitee status. By default, the front panel displays only invitee names.



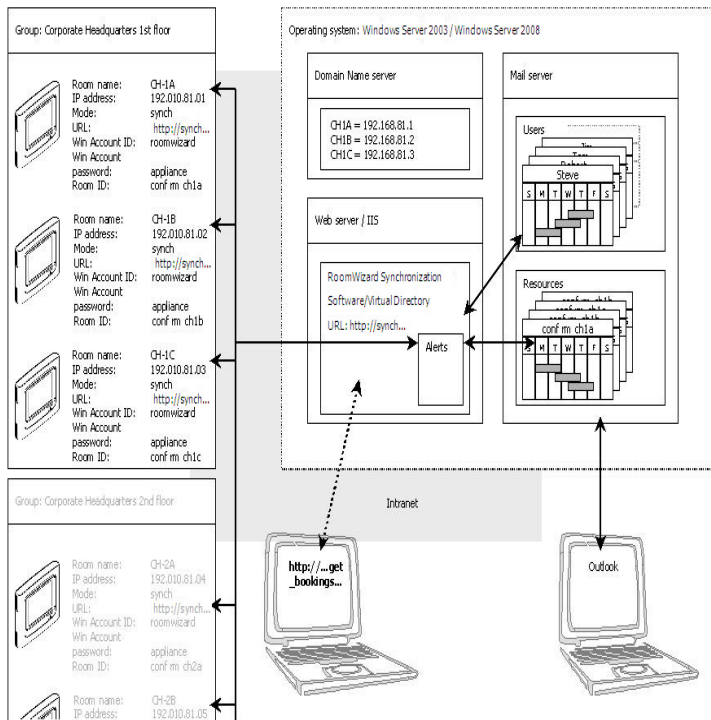
CONFIGURING ROOMWIZARD FOR SYNCHRONIZATION

Each RoomWizard needs to be configured with the URL of the RoomWizard Synchronization Software, the Windows account and password, as well as the mailbox ID for the room it synchronizes with. Because the RoomWizard Synchronization Software URL and the Windows account and password can be the same for all your RoomWizards, they can be configured simultaneously across a group of RoomWizards (refer to information about “grouping” in the **RoomWizard System Manager Guide**). The room ID is specific for each individual RoomWizard appliance.



TESTING AND TROUBLESHOOTING

When your RoomWizard system is operating in synchronized mode, room reservations appear on the RoomWizard touch screen and any adjustments to existing reservations that are made using the Roomwizard touch screen show up on the room's calendar in Exchange/Outlook. In-depth testing of the RoomWizard Synchronization Software can be done through your web browser. Command strings that deliver a specific XML response are provided for you to copy/type in their entirety into your web browser address box.



SYNCHRONIZATION SOFTWARE INSTALLATION

This guide assumes that your RoomWizard appliances have at a minimum been connected to your network and configured for network access. For instructions on steps leading up to RoomWizard Synchronization Software installation, refer to the **RoomWizard Installation and Operation Guide**.

SYSTEM REQUIREMENTS / PREREQUISITES

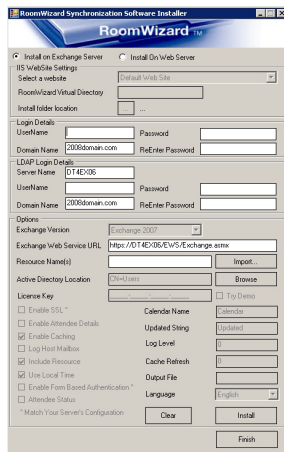
The following software must be installed prior to installing the RoomWizard Synchronization Software:

- Exchange Server 2007 / 2010 beta (installed and configured)
- Microsoft PowerShell 1.0
- Internet Information Services 6.0 / 7.0
- .NET Framework 3.5

INSTALLING ROOMWIZARD SYNCHRONIZATION SOFTWARE

Follow these steps to successfully install the RoomWizard Synchronization Software:

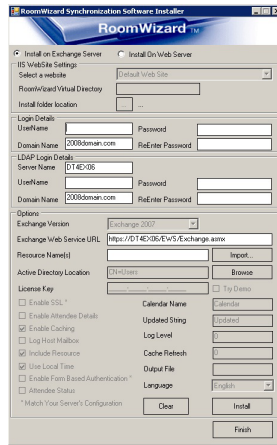
- 1 Double-click the RoomWizard Synchronization Software Installer executable file. You see the following window:



- Choose the installation mode by clicking the **Install on Exchange Server** or **Install on Web Server** radio button. Installation options available in the window depend on which radio button is active. Each mode is explained in detail below.

Install in Exchange Server Mode

Select **Exchange Server mode** if you require the RoomWizard Synchronization Software installer to configure Exchange settings. In this case, tasks such as creating the synchronization software website and updating its configuration file are skipped. Only the installation tasks associated with Exchange are run, such as creating or configuring resource mailboxes.

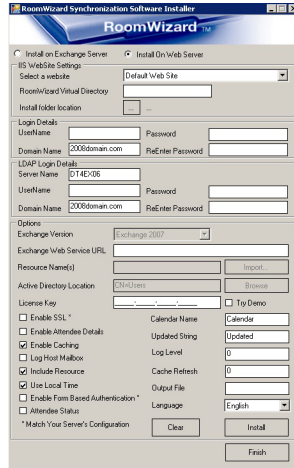


NOTE:

For **Exchange Server** mode the Installer must be executed from the computer where Exchange Server is installed.

Install in Web Server Mode

Select **Web Server mode** to install and configure the RoomWizard Synchronization Software website. The installation tasks performed include creating, configuring and updating the RoomWizard Synchronization Software website under IIS.



NOTE:

Web Server mode can be used on any Web Server on the same domain as the Exchange Server (it can be the Exchange computer also). Windows PowerShell 1.0 and .NET framework 3.5 must be installed on the machine.

If the computer is serving dual purpose of Exchange Server and IIS Web Server and you want the installer to fully configure the synchronization software, run installer twice; install in Exchange mode, then run the installer again in Web Server mode.

INSTALLATION SETTINGS

IIS Website Settings

This selection is only available in **Install on Web Server mode**.

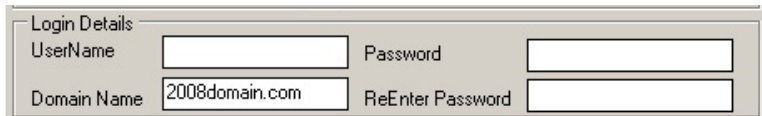


- **Select a website:** When the RoomWizard Synchronization Software installer starts, the pull-down menu includes a list of websites from the computer where installer is running. Select the website where you wish to allow the installer to create the virtual directory for the RoomWizard Synchronization Software.
- **RoomWizard Virtual Directory:** Provide the name of the RoomWizard Synchronization Software's virtual directory. The same name should then be used by the RoomWizard device to connect with this Synchronization Software.
- **Install folder location:** Select or create a new folder at the desired location where the RoomWizard Synchronization Software files will be copied. The same folder will be the physical folder for the virtual directory that will be created by the installer.

NOTE:

All files inside this folder will be deleted before RoomWizard Synchronization Software's files are copied to it.

Login Details



Login Details			
UserName	<input type="text"/>	Password	<input type="text"/>
Domain Name	<input type="text" value="2008domain.com"/>	ReEnter Password	<input type="text"/>

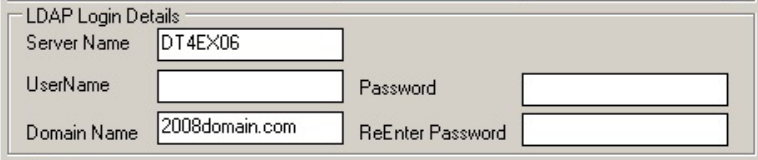
- **Username:** Enter the username of the RoomWizard Service Account which is to be used by the Synchronization Software while communicating with Exchange Server.

NOTE:

It is required that this be a valid Active Directory account (domain user). This RoomWizard Service Account will be given delegate access to all resource accounts created or updated later on during the installation process. Only this account will be able to access resource mailboxes via delegate access. The RoomWizard Service Account must exist on the domain for as long as the RoomWizard devices need to be used in synchronized mode. This account must have an Exchange mailbox through which the resource mailboxes can be accessed. Refer to "Appendix B: Creating a RoomWizard Service Account".

- **Password:** Provide password of the RoomWizard Service Account which will be used by the Synchronization Software in communicating with Exchange Server. Re enter the password to confirm it.
- **Domain Name:** The RoomWizard Synchronization Software Installer enters the current computer's domain name automatically. You can enter another domain name if necessary.

LDAP Login Details



LDAP Login Details			
Server Name	<input type="text" value="DT4E\06"/>		
UserName	<input type="text"/>	Password	<input type="text"/>
Domain Name	<input type="text" value="2008domain.com"/>	ReEnter Password	<input type="text"/>

- **Server Name:** Enter the name of the LDAP server which is to be used by the Synchronization Software communicating with the Exchange Server.
- **Username:** Enter the username to access the LDAP server.
- **Domain Name:** Enter the LDAP server domain name.
- **Password:** Provide the password to access the LDAP Server. Re-enter the password to confirm.

Synchronization Software Options

Options

Exchange Version: Exchange 2007

Exchange Web Service URL: [Empty]

Resource Name(s): [Empty] Import...

Active Directory Location: CN=Users Browse

License Key: [Empty] Try Demo

Enable SSL * Calendar Name: Calendar

Enable Attendee Details Updated String: Updated

Enable Caching Log Level: 0

Log Host Mailbox Cache Refresh: 0

Include Resource Output File: [Empty]

Use Local Time Language: English

Enable Form Based Authentication *

Attendee Status

* Match Your Server's Configuration Clear Install

Finish

- **Exchange Version:** The Exchange Version on the computer is automatically detected by the installer.
- **Exchange Web Service URL:** Provide the Exchange web service URL. (e.g. <https://servername/EWS/Exchange.asmx> or <http://serverIP/EWS/Exchange.asmx>)
Install on Exchange Server mode: The Installer automatically enters the URL. The RoomWizard Service Account must be able to access this web service.
Change the URL only if it is different from what is expected.
Install on Web Server mode: Enter the URL, including the name/IP address of the computer where Exchange is installed.
- **Resource Name(s): (Install on Exchange Server mode only)**
Provide one or more room names for the Synchronization Software to

configure (e.g. room01,room02,room03). These resource mailboxes will be created and configured as required for the RoomWizard device to access them via Synchronization Software. The Synchronization Software Installer can also configure pre-existing resource accounts. Refer to “Using Pre-existing Resource Accounts” for more information.

The RoomWizard Synchronization Software Installer can also import rooms from an Excel, .csv or .txt file. Refer to “Import Resource Names” for more information.

Active Directory Location: (Install on Exchange Server mode only) Navigate to an Active Directory location using the ‘Browse’ button. This will be the organizational unit where any new users or groups created by RoomWizard Synchronization Software installer will be stored. Ensure that you select a location where you would like the Installer to store new users.

License Key: If you already purchased the license key for the product, you can enter it here.

It is also possible to evaluate the product. In order to use the evaluation version check the box titled **Try Demo**. You can evaluate the product for 30 days from the date of installation. After 30 days you will need to purchase a license key.

You can manually enter the license key during or after the demo period or after the demo expires. Refer to Successful Installation of RoomWizard Synchronization Software in “Install on Exchange Server mode”.

- **Enable SSL: (Install on Web Server mode only)** If set to true, the synchronization software will use secure socket layer (SSL) for communications between the synchronization software and RoomWizard. All the information transferred from RoomWizard to the synchronization software or vice versa is SSL encrypted. This secures confidential information such as credentials. When SSL is enabled on the synchronization software, RoomWizard will connect to it with server's domain name and HTTPS rather than IP address and HTTP. Enable SSL if SSL is configured on the Exchange Server.
- **Enable Attendee Details: (Install on Web Server mode only)** If set to true, attendee information such as Attendee Phone will be included in the synchronization software response along with all other meeting information.
- **Enable Caching: (Install on Web Server mode only)** If set to true, it enables caching on the synchronization software side. The

synchronization software caches meeting information retrieved from the Exchange Server for a particular request from RoomWizard, until a new/different request is executed from Roomwizard. Once different request is executed, cached data is lost and the synchronization software communicates with the Exchange Server for latest meeting information.

- **Log Host mailbox: (Install on Web Server mode only)** If set to true, an additional mailbox attribute is included in the Attendee node. This attribute contains the value of host mailbox.
- **Include Resource: (Install on Web Server mode only)** If set to true, it includes the host node along with the attendee nodes in the synchronization software response containing meeting information. Host node is the meeting organizer.
- **Use Local Time: (Install on Web Server mode only)** Local Time when set to true retrieves time from the server where the synchronization software is installed. Local Time when set to false, gets time from the Exchange Server. To retrieve time from Exchange server remotely, it requires providing encrypted credentials of the Exchange Server in the config.xml file.
- **Enable Form Based Authentication: (Install on Web Server mode only)** Enable Form Based Authentication in the synchronization software if Form Based Authentication is enabled on Exchange Server. This can be checked by browsing the Exchange URL. If Exchange shows up a form to supply credentials instead of a usual popup for credentials then Form Based Authentication is enabled.

NOTE:

In order for the synchronization software to function correctly when using FBA, you must have a SSL certificate installed on the server.

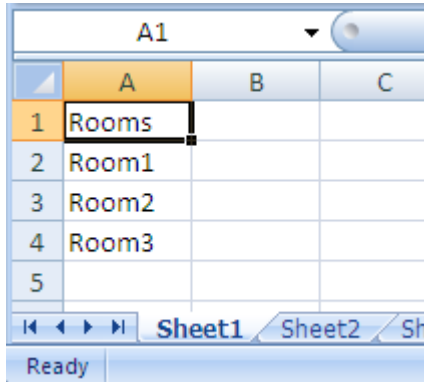
- **Attendee Status: (Install on Web Server mode only)** If enabled, the synchronization software displays accurate status of attendee for a meeting, such as whether the attendee has accepted or declined the meeting. To display accurate attendee status, a mailbox with full access rights to all mailboxes (users and resources) is required. This mailbox id with full access rights should be supplied in the device synchronization page of RoomWizard to accurately obtain the meeting information.
- **Calendar Name: (Install on Web Server mode only)** Specify the exact translation for the “Calendar” string, as per the chosen

language on RoomWizard (e.g. English, Spanish, French, etc.). This will insure localized versions of the messages/string shown in the synchronization software response and on the RoomWizard are correctly supported.

- **Updated String: (Install on Web Server mode only)** Specify the exact translation for “Updated” in the chosen language on RoomWizard (e.g. English, Spanish, French, etc.). This will ensure localized versions of the messages/string shown in the synchronization software response and on the RoomWizard are correctly supported.
- **Log Level: (Install on Web Server mode only)** Set the level of log that suffices logging needs. Valid values for the Log Level node are: 0=Log All; 1=Errors Only; 2=Errors and Warnings only. According to the log level set, events will be logged in the EventLog. The default will be 0.
- **Cache Refresh: (Install on Web Server mode only)** Sets interval after which the cache expires. The default will be 0.
- **Output File: (Install on Web Server mode only)** Output file path specified in this node will be used to store the xml response from the synchronization software for a particular RoomWizard request.
- **Language: (Install on Web Server mode only)** Configure the language in the synchronization software according to the server settings. For example, if you install the synchronization software on an English Windows Server 2008, choose “English(Win2k8)” from the Language drop-down menu. If the synchronization software is installed on French Windows Server 2003, Choose “French” from the drop-down menu. This ensures that the time zones and localized user interface in the synchronization software and on the RoomWizard appliance are correctly supported.
- **Clear:** Click to clear all entries.

Import Resource Names

RoomWizard Synchronization Software Installer can import rooms from Excel, .csv and .txt files. Room names must be listed in the first column for Excel sheets and separated by commas in text files. The following example lists rooms in an Excel sheet:



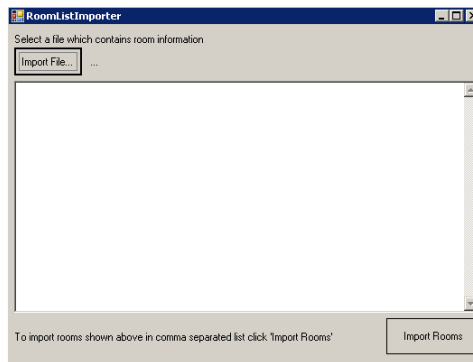
	A	B	C
1	Rooms		
2	Room1		
3	Room2		
4	Room3		
5			

To import rooms from a file:

NOTE:

Excel Import is only supported in x86 bit versions of the operating system. It is not supported in x64 bit versions.

- 1 Click the **Import** button next to the **Resource Names** input box. A new window appears:



- 2 Click the **Import File** button and navigate to the desired file. The text box displays the imported rooms in a comma separated format.
- 3 To import these rooms, click the **Import Rooms** button. The names are imported and the form closes.

After the installation, status or error messages appear.

Using Pre-existing Resource Accounts

It is possible to use pre-existing resource accounts with the RoomWizard Synchronization Software Installer (if the alias and user logon name are same), which in turn will upgrade them to work with the new Synchronization Software.

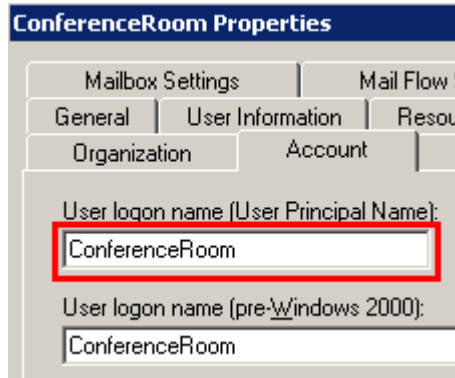
In order to use a pre-existing resource account, ensure that you are using the account's **User Logon Name** which can be found from the Exchange Management Console as well as the Active Directory browser as shown below:

- **Active Directory:** Find the **User logon name** under the Account tab as shown below:



The image shows a screenshot of the 'ConferenceRoom Properties' dialog box. The 'Account' tab is selected. The 'User logon name' field is highlighted with a red box and contains the text 'ConferenceRoom'. Below it, the 'User logon name (pre-Windows 2000):' field contains the text 'PVDEVTEST3\'. The dialog box has a blue title bar and several tabs: Member Of, Dial-in, Remote control, Terminal, General, Address, Account, and P.

- **Exchange Management Console:** Find the **User logon name** under the Account tab as shown in the screen below:



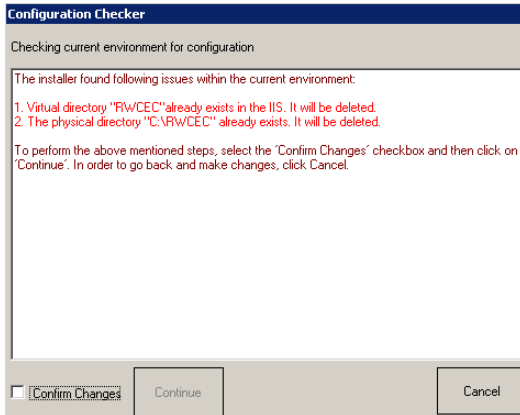
NOTE:

The **Alias** name in Exchange Management Console must be the same as **User logon name** for Installer to successfully upgrade resource accounts.

THE CONFIGURATION CHECKER

The RoomWizard Synchronization Software Installer checks the current environment for any issues before actually installing the software. Prior to software installation, the configuration checker screen appears if the installer finds any issues.

The configuration checker displays issues as shown below:



To make changes manually:

- 1 Click **Cancel**.
- 2 Perform the required changes and click **Install** again.

To allow RoomWizard Synchronization Software Installer to make the changes:

- 1 Select the **Confirm Changes** checkbox.
- 2 Click **Continue**. Once the installer is done with the required changes, installation of the RoomWizard Synchronization Software will be completed.

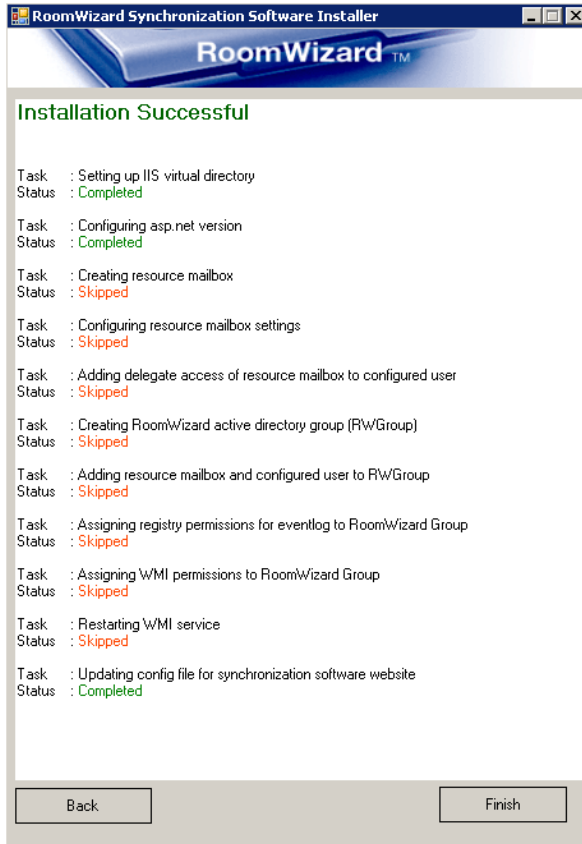
SUCCESSFUL INSTALLATION OF ROOMWIZARD SYNCHRONIZATION SOFTWARE IN “INSTALL ON EXCHANGE SERVER MODE”

When you install RoomWizard Synchronization Software using the **Install on Exchange Server** mode option, you will see this screen which displays the tasks executed and their status.



SUCCESSFUL INSTALLATION OF ROOMWIZARD SYNCHRONIZATION SOFTWARE IN “INSTALL ON WEB SERVER MODE”

When you install RoomWizard Synchronization Software using the **Install on Web Server** mode option, you will see this screen which displays the tasks executed and their status.



MANUALLY CONFIGURING EXCHANGE RESOURCE ACCOUNTS

The RoomWizard Synchronization Software Installer has configured your RoomWizard mailbox resources with identical display and alias names. If needed, edit the display name of the resources using the Exchange Management Console.

MANUALLY ADDING THE LICENSE KEY

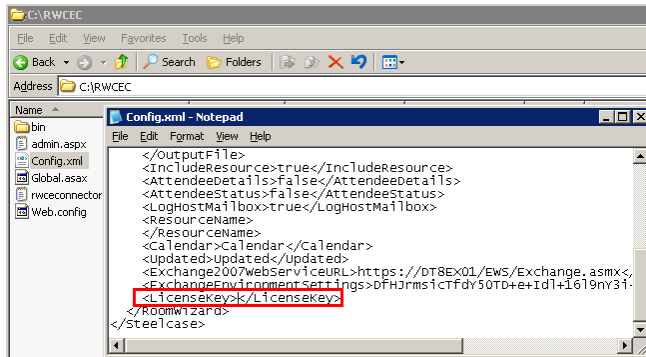
RoomWizard Synchronization Software Installer provides the option to enter the license key at the time of installation. However, it is possible to manually add the license key during the demo period or after the demo period expires.

To manually enter the license key:

- a Login to the Exchange server machine where you have configured the RoomWizard Synchronization Software.
- b Navigate to the physical directory which you had provided during the installation.

For example, if you have provided “C:\RWCEC” as the physical directory during installation, navigate to that directory using Windows Explorer.

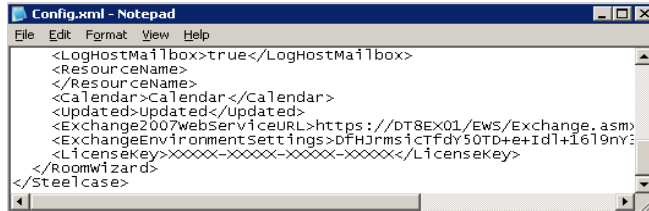
- c Right-click the **config.xml** file and open it in Notepad. Scroll to the bottom of the file. You will see the License Key line as shown below:



- d Enter your license key between <LicenseKey> and </LicenseKey> as shown below.

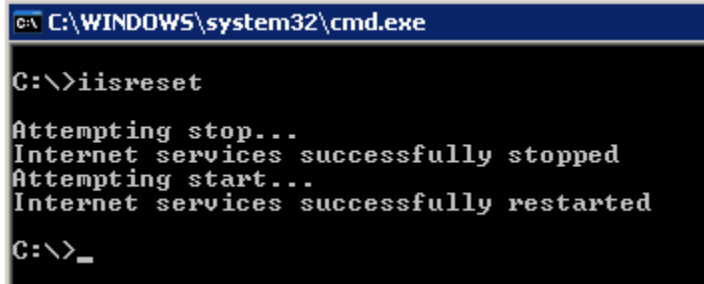
NOTE:

Your license key will appear in place of “X.”



```
Config.xml - Notepad
File Edit Format View Help
<LogHostMailbox>true</LogHostMailbox>
<ResourceName>
</ResourceName>
<Calendar>Calendar</Calendar>
<Updated>Updated</Updated>
<Exchange2007webServiceURL>https://DT8EX01/EWS/Exchange.asmx
<ExchangeEnvironmentSettings>DFHJrms1CTfdy50TD+e+Id1+1619ny:
<LicenseKey>XXXXX-XXXXX-XXXXX-XXXXX</LicenseKey>
</RoomWizard>
</Steelcase>
```

- e After entering the license key, save the file and close it.
- f On the same machine, open the command prompt and type “**iis-reset**” as shown in the window below:



```
C:\WINDOWS\system32\cmd.exe
C:\>iisreset
Attempting stop...
Internet services successfully stopped
Attempting start...
Internet services successfully restarted
C:\>_
```

You have successfully added the license key for RoomWizard Synchronization Software.

APPENDIX A: TROUBLESHOOTING

TESTING ACCESS TO THE SYNCHRONIZATION SOFTWARE

Proper testing of the RoomWizard Synchronization Software installation and a more in-depth analysis can be done through a browser interface. The tests listed in this section are command strings to be copied/typed in their entirety into the address box and should deliver specific feedback.

To test access to the RoomWizard Synchronization Software:

- 1 Verify that the **about_connector** command returns information regarding the RoomWizard Synchronization Software version.
- 2 From a client PC, bring up the **RW_Test_Connector.html** file provided in the RoomWizard Synchronization Software installation package.
- 3 Modify the values to represent your Windows username, password, web server and IIS virtual directory.
- 4 Click the "About_Connector" button. You should see:

```
<?xml version="1.0" encoding="iso-8859-1" ?>
- <kwe:result xmlns:rb="http://www.appliancestudio.com/rb/1.0/" xmlns:kwe="http://www.appliancestudio.com/kwe/1.0/">
  <kwe:date>20090917</kwe:date>
  <kwe:time>150613</kwe:time>
  <kwe:result_code>0</kwe:result_code>
- <kwe:connector>
  <kwe:name>Exchange Synchronization Software</kwe:name>
  <kwe:version>3.0.0</kwe:version>
  <kwe:short>Exch_3.0.0</kwe:short>
</kwe:connector>
</kwe:result>
```

If an error occurs, then check the following:

- Is the RoomWizard Synchronization Software installed on a machine with IIS server running?
- Has IIS been configured by the lockdown tool to prevent execution of ASP code?
- Are the required COM objects available (check in the registry)?


```

    <rb:booking_creation_time>151755</
rb:booking_creation_time>
    <rb:booking_creation_date>20090917</
rb:booking_creation_date>
    <rb:booking_modification_time>151755</
rb:booking_modification_time>
    <rb:booking_modification_time>20090917</
rb:booking_modification_time>
- <rb:attendees>
- <rb:attendee role="host" status="noresponse">
    <rb:name>Administrator</rb:name>
    <rb:email>Administrator@pvdevtest3.com</rb:email>
    <rb:phone />
    </rb:attendee>
- <rb:attendee role="attendee" status="accepted">
    <rb:name>conferenceroom</rb:name>
    <rb:email>ConferenceRoom@pvdevtest3.com</rb:email>
    <rb:phone />
    </rb:attendee>
</rb:attendees>
</rb:booking>
</rb:bookings>
</kwe:result>

```

In all cases it is important to note that the RoomWizard Synchronization Software only returns bookings which are flagged as accepted, not tentative, and bookings that fall within the date range specified in the command string.

COMMON ERRORS

- **Directory Not Empty Error**

If you receive a **Directory Not Empty** error while running the RoomWizard Synchronization Software Installer, ensure that following checks are made before running the installer:

- Check that Internet Information Services Manager (IIS) is not open. If it is open, close it.
- If the RoomWizard Synchronization Software Installer is allowed to overwrite an existing Synchronization Software installation i.e. the physical directory already exists for the Synchronization Software, ensure that it is not opened in Windows Explorer or referenced in any way.

- If RoomWizard Synchronization Software Installer is overwriting existing website's virtual directory, ensure that it is not accessed by any room device or by any other means.

After the above mentioned checks are done, perform 'iisreset' from the command prompt then run the RoomWizard Synchronization Software Installer again.

- **The service cannot be started, either because it is disabled or because it has no enabled devices associated with it.**

If you encounter this error, ensure that IIS Admin service is not stopped. If so, restart IIS Admin service.

- **Could not load file or assembly**
"System.Management.Automation,Version=1.0.0.0.....The system cannot find the file specified."

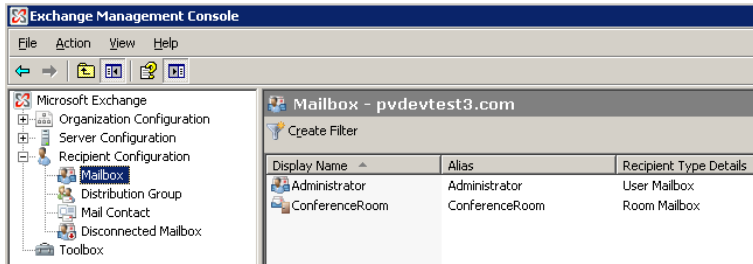
If you encounter this error while running the RoomWizard Synchronization Software Installer, ensure that you have installed Microsoft Windows PowerShell 1.0. It is required to be installed before running this installer.

- **An Exchange 2007 server on which an address list service is active cannot be found.**

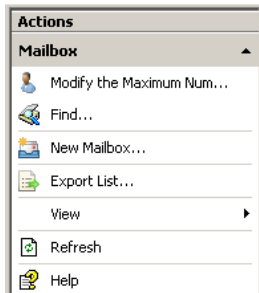
If you encounter this error while running the installer, make sure that the following service is already started and running on Exchange machine: 'Microsoft Exchange System Attendant.'

APPENDIX B: CREATING A ROOMWIZARD SERVICE ACCOUNT

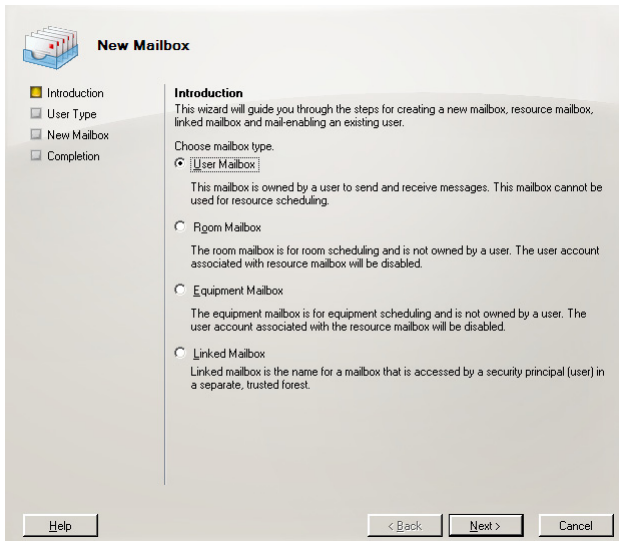
- 1 Launch the Exchange Management Console.
- 2 Expand “Recipient Configuration.”
- 3 Select “Mailbox.”



- 4 In the Actions Pane select “New Mailbox.”

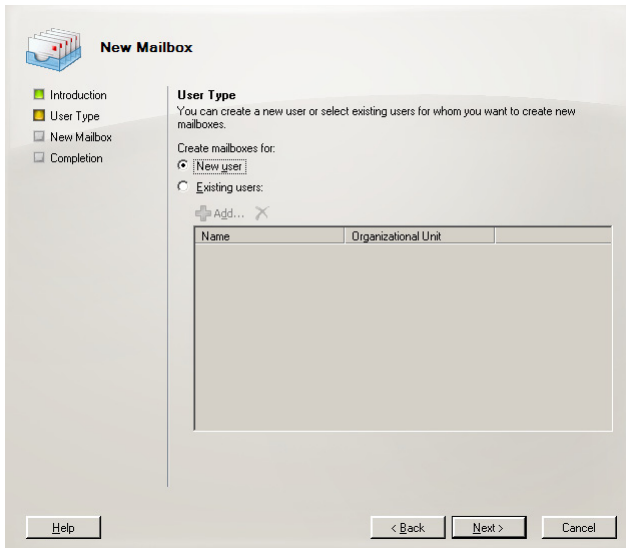


5 Select “User Mailbox.”



6 Click “Next.”

- 7 Select "User Type" (new or existing).



- 8 Click "Next."

9 Enter user information.

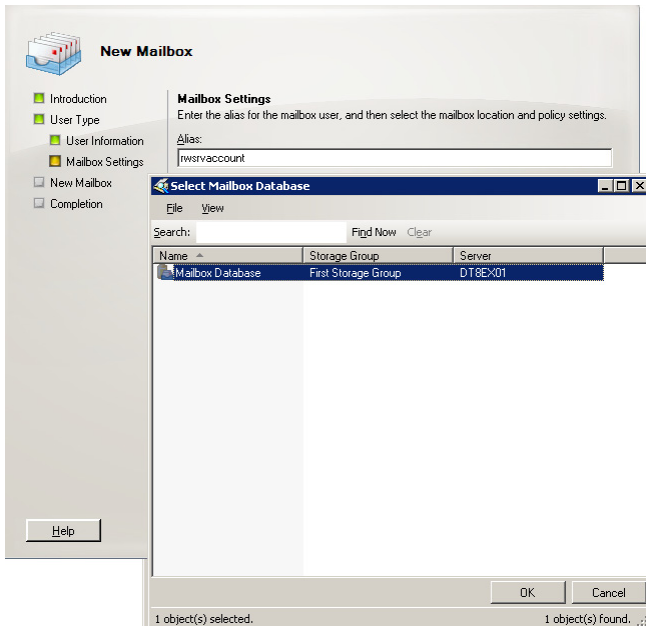
The screenshot shows the 'New Mailbox' wizard in a Windows-style application. The title bar reads 'New Mailbox'. On the left is a navigation pane with a tree view containing: Introduction (selected), User Type, User Information (selected), Mailbox Settings, New Mailbox, and Completion. The main area is titled 'User Information' and contains the following fields and controls:

- Organizational unit: A text box containing 'pvdevtest3.com/Users' and a 'Browse...' button.
- First name: A text box containing 'RoomWizard'.
- Initials: An empty text box.
- Last name: A text box containing 'Service Account'.
- Name: A text box containing 'RoomWizard Service Account'.
- User logon name (User Principal Name): A text box containing 'nwsrvaccount' and a dropdown menu showing '@pvdevtest3.com'.
- User logon name (pre-Windows 2000): A text box containing 'nwsrvaccount'.
- Password: A text box with masked characters (dots).
- Confirm password: A text box with masked characters (dots).
- A checkbox labeled 'User must change password at next logon' which is currently unchecked.

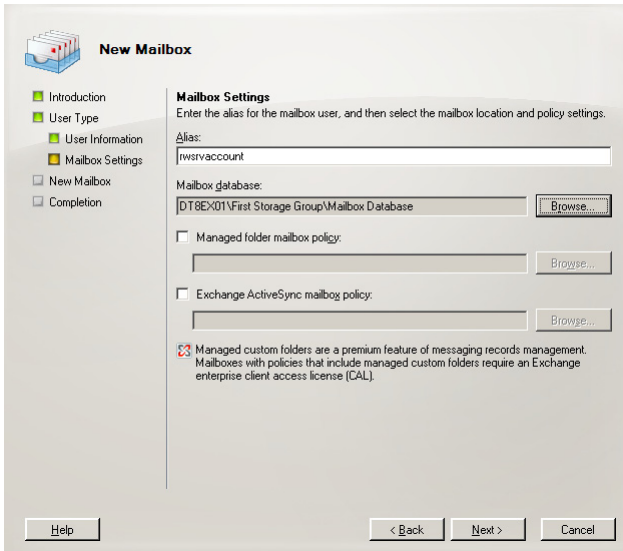
At the bottom of the dialog are four buttons: 'Help', '< Back', 'Next >', and 'Cancel'.

10 Click "Next."

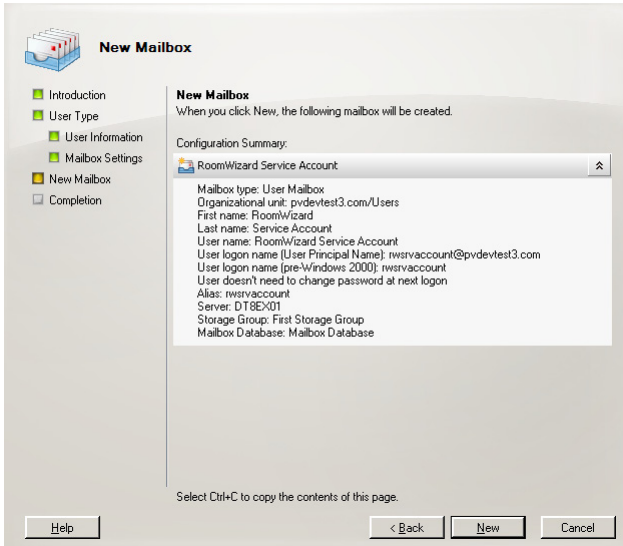
11 Select “Mailbox Database” and click “OK.”



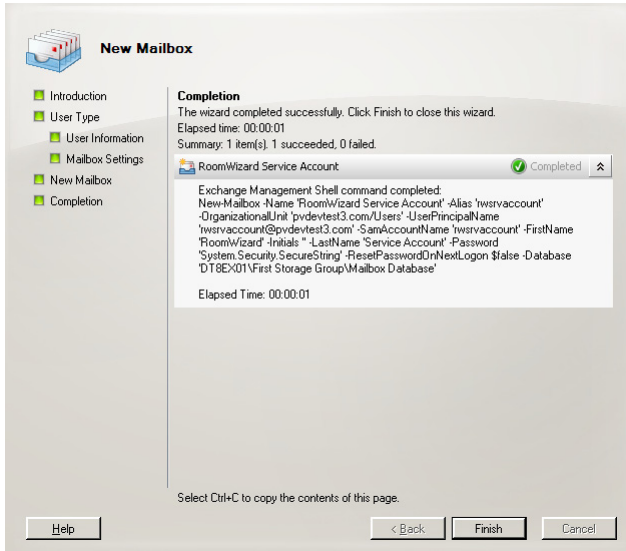
12 “Mailbox Settings.”



13 Click “Next.”



- 14 Click “New.”
- 15 See confirmation that the new mailbox has been created.



- 16 Click “Finish.”

APPENDIX C: CONFIGURING ROOMWIZARD TO ACCESS ITS CALENDAR

Follow these steps to configure calendar access:

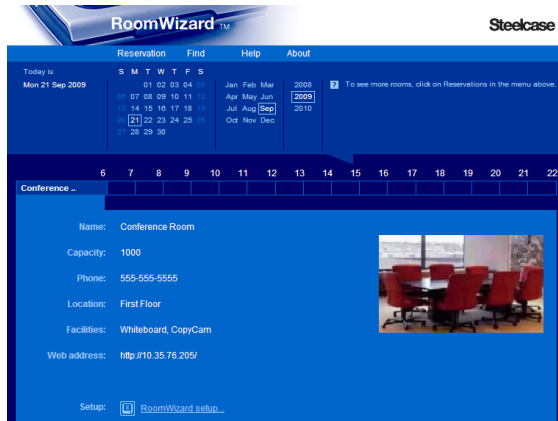
- 1 Configure the RoomWizard Server Access as follows:
 - a Enter the URL in the format:
`http://WebServer/VirtualDirectory/rwceconnector.aspx`
 - b Enter the Username of the "Service Account" in the format:
`Domain\Username`
 - c Enter the password.
 - d Click "Save on THIS Wizard" to configure the RoomWizard.
 - e Repeat for each RoomWizard appliance.

NOTE:

Upon successful connection to the RoomWizard Synchronization Software, the Server URL, Connector Name and Connector Version appear in the Setup > Device > Synchronization setup pages of each RoomWizard in the group. You must then configure the RoomWizard calendar access for each RoomWizard appliance. To do so:

- 2 Browse to a RoomWizard appliance configuration page by entering its IP address into your web browser. If you made an entry in your DNS, you could enter the host name instead.

You see the homepage for that RoomWizard.



- 3 Click the “RoomWizard setup” link in the bottom left of the homepage. You are prompted for a password.
- 4 Enter the default system manager password: **roomwizard** (this field is case sensitive).

5. Navigate to the **Device>Synchronization** tab.

Configure Synchronization for RoomWizard usage:

- Use RoomWizard's own database (classic mode)
- Use external source, for example, a Microsoft Exchange server (sync mode)
Please call 1-800-334-4922 to arrange for the (web-based) delivery and installation of the synchronization connector.

Server access

Base URL of the server pages

For example: http://exchange.steelcase.com/connector.asp
If your servername is only in WINS (and not DNS) you may have to refer to the server by its IP address, rather than its name

Username

Password

Poll interval

WARNING: To ensure accurate operation, RoomWizards may reboot when the time is copied from the server

RoomWizard will get the time from the server no yes
Syncing to the server will disable NTP

Apply new settings only to roommoszw.2008domain.com Apply new settings to all Wizards in this group

Calendar access

Room identifier

Room password

Apply new settings only to roommoszw.2008domain.com

6. Configure the RoomWizard Calendar access.
 - a. Enter the Room Identifier. (This is the user portion of the room's SMTP e-mail address, or in some cases where there are multiple e-mail domains, the complete SMTP e-mail address. (Exchange does not require a Room Password.)
7. Click "Save on This Wizard."

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