

Touchboards

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QUICKSTART GUIDE

Classic Mode Users

RoomWizard® II
Scheduling System



Steelcase

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.



RoomWizard enables you to:

- View information about your reservation outside the room at meeting time, so participants know they are in the right place.
- Easily adjust your current reservation.
- Release a room for the benefit of colleagues in need of a space.
- Quickly determine occupied and available rooms by red or green lights.
- Grab a room for an uninterrupted impromptu meeting.

RoomWizard web pages enable you to:

- Reserve a room when you need it from any network computer.
- Set up meeting reminders for participants.
- See the room reservations on other RoomWizards in the group.

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® Office or Lotus® Notes®). This Quickstart Guide introduces the RoomWizard and gives you an overview of how to use your RoomWizard in Classic Mode only.

Go online to download detailed instructions

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

ROOMWIZARD TOUCH SCREEN OVERVIEW



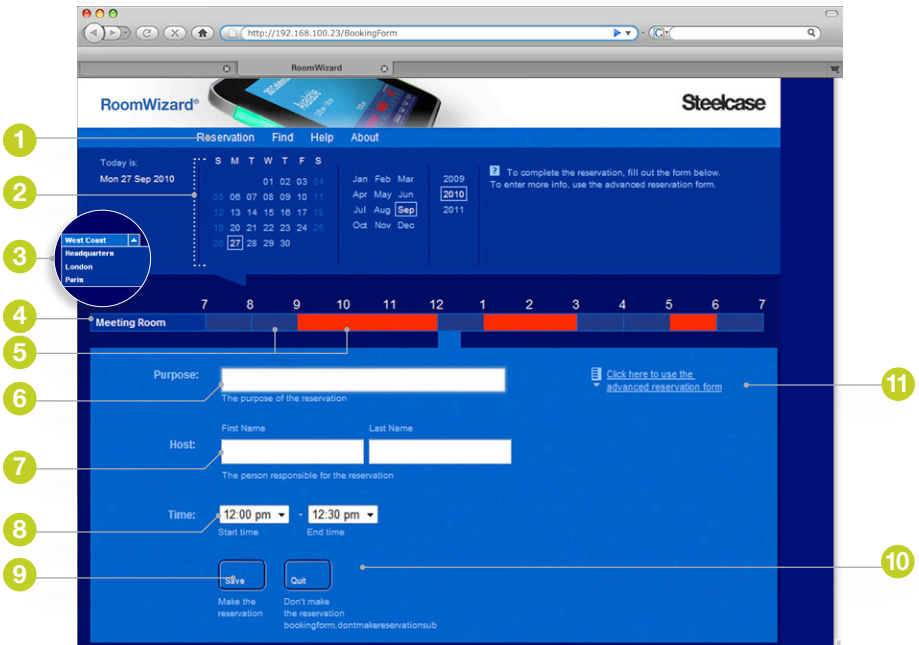
- 1 Red and green LEDs** indicate the space's availability. Green means the space is available. Red means the space is reserved.
- 2 Room Name** displays the assigned room name.
- 3 Reservation Area** displays current reservation by default, including the meeting's host name, duration, and purpose.
- 4 Reservation timeline** shows blocks of reserved and free time. Touch any block to view reservation details.
- 5 Start button** verifies that a meeting has begun. If you do not touch the "Start" button, the reservation is abandoned and the room becomes available for others to use.

- 6 Details button** displays room, reservation, and meeting attendee information.
- 7 About button** displays the network settings and touch-screen calibration information.
- 8 Adjust button*** extends or shortens a reservation. Changes are saved only when you have confirmed them.
- 9 End button*** ends a current reservation.
- 10 Use Now button*** grabs an available room for impromptu use.

**Some functions may be disabled by your System Manager.*

The display automatically reverts to the current reservation after a few seconds.

ROOMWIZARD RESERVATION PAGES OVERVIEW



- 1 Menu** provides links to key menu options. The default page is the Reservation page.
- 2 Calendar** allows you to view, create, modify, or delete reservations on that date.
- 3 RoomWizard Groups** shows the timeline and reservation data for a set of RoomWizards.
- 4 Timeline** shows the room's schedule for a selected date. Click on any part of a timeline to view, add, edit, or delete reservations.
- 5 Time blocks** show reserved (red) and free (blue) blocks of time. Click any block to view, create, or modify a reservation.

- 6 Purpose** describes the purpose of your meeting.
- 7 Host** displays the key person associated with the reservation. This might be you, or the person you are making the reservation for.

NOTE

The Host and Purpose appear on the RoomWizard touch screen.

- 8 Time drop-down menus** set reservation start and end times.
- 9 Save** confirms your reservation. A room is not reserved until you click the "Save" button.
- 10 Quit** cancels your reservation request.
- 11 Advanced Reservation link** provides access to additional options.

MAKING A RESERVATION ONLINE

The RoomWizard reservation system enables you to use any computer connected to the same LAN to make a room reservation.

SIMPLE RESERVATION FORM

The simple reservation form allows you to make room reservations quickly by entering the minimum information necessary.

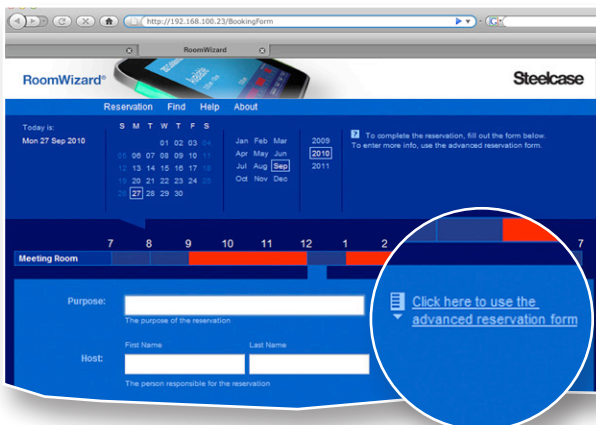
- 1 On any computer connected to the LAN, open a web browser and go to the link or URL provided by your system manager.
- 2 Select a date from the calendar.
- 3 If links to other groups of rooms are available, choose the group you want from the drop-down list.
- 4 In the timeline of the desired room, click an available (dark blue) time in the timeline.
- 5 Enter the Purpose of the reservation.
- 6 Enter the Host associated with the reservation.
- 7 Adjust the reservation start or end time, if necessary.
- 8 Click “Save” to save the reservation or “Quit” to cancel the reservation.

NOTE

The reservation is not made until you click “Save.”

ADVANCED RESERVATION FORM

Additional reservation options are available by clicking the Advanced Reservation Form link on the simple reservation form page. Depending on how your RoomWizard system was configured, some of these options may not be available.



- 1 Click an available (dark blue) time in the room's timeline.
- 2 If the simple reservation form appears, click the advanced reservation link.
- 3 Enter the information and select the options you want to include in your reservation. You can enter as much or as little information as you choose. Some fields may be required by your system.
- 4 Click "Save the reservation" to save the reservation or "Quit" to cancel the reservation.

NOTE

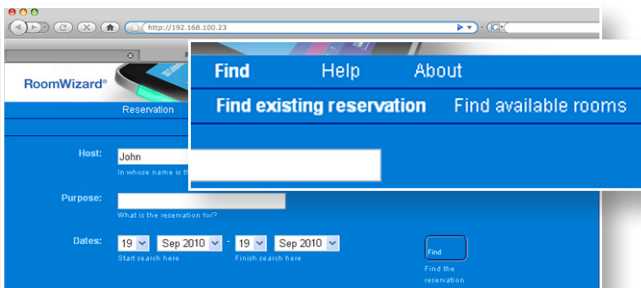
The reservation is not made until you click "Save."

FINDING EXISTING RESERVATIONS OR AVAILABLE ROOMS

Use the "Find" option to search for an existing reservation or find an available room.

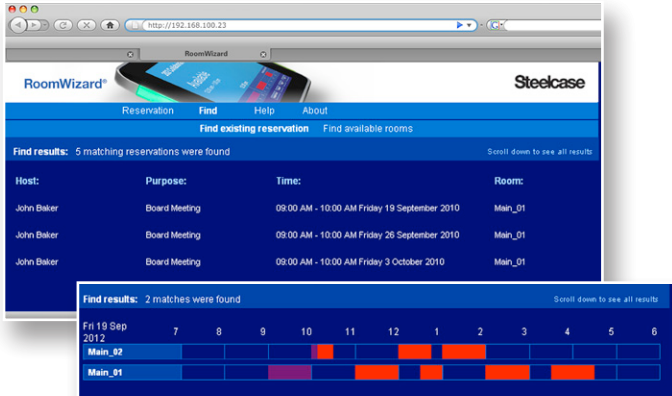
The Find option searches the group of rooms you see from the Reservation page. It does not extend its search to groups of rooms that you would normally access via the drop-down list that appears beneath the menu. To search in other groups, use the drop-down list to access that group of rooms, then repeat the your search.

- 5 On any networked computer, enter the RoomWizard web address to view the web page.
- 6 Click the "Reservation" menu option.
- 7 Select the appropriate group of rooms from the drop-down list.
- 8 Select "Find" in the menu.
- 9 Click "Find existing reservation" or "Find available room" in menu.



- 10 In the form that appears, enter any information about the meeting or reservation to help narrow your search.
- 11 Click "Find."

- 12 If you searched for a reservation, click any reservation in the list of results to view the reservation form. If you searched for an available room, select any open timeline block to access the reservation form.



CHANGING OR DELETING RESERVATIONS

If you change or cancel a meeting, RoomWizard will update the reservation and communicate to all meeting participants. To change your reservation, go to the RoomWizard web page and identify the date, room, and time of your meeting.

There are three ways to find an existing reservation:

- On any computer on the same network as the RoomWizard, enter the RoomWizard web address in a browser and go to the room and the date of your reservation. Click the reservation in the timeline to open it.
- Use the Find menu option.
- If you received an email when you made the reservation, click the link in the email to go to the reservation.

Changing an existing reservation

- 1 Locate your reservation on a timeline and select it.
- 2 Edit the reservation.
- 3 Click “Save” to save your changes, or click “Quit” to return to the main reservations page without changing the reservation.

Deleting a reservation:

- 1 Locate your reservation on a timeline and select it.
- 2 Click the “Delete” button on the reservation form.

If RoomWizard is integrated with your corporate email server, RoomWizard automatically emails changes or deletions to invitees and services you entered.