

Crestron **TPMC-4SM** and
RoomView™ Scheduling
Room Reservation Solution

User Guide



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Room Reservation Solution: TPMC-4SM and RoomView Scheduling

Introduction

The Crestron® TPMC-4SM Wall Mount Touchpanel and Crestron RoomView® Server Edition work together 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 and book the room right from the panel. 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 RoomView™, refer to the latest version of the Crestron RoomView Server Edition 7.2 Installation Guide (Doc. 6543), which is available from the Crestron Web site at www.crestron.com/manuals.

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 Web site.

For more information on the TPMC-4SM RoomView interface refer to the latest version of the TPMC-4SM RoomView Interface Operations Guide (Doc. 6846), which is available from the Crestron Web site.

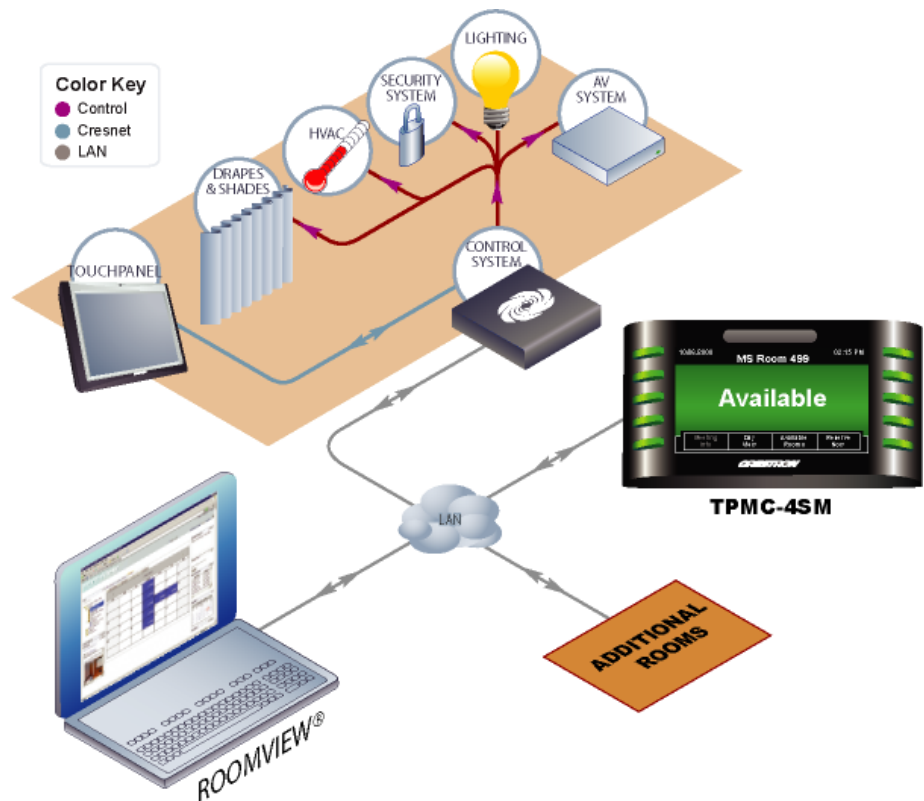
Features and Functions

- Enterprise-wide room scheduling
- Immediate view of room availability
- Immediate view of room calendar
- Immediate room booking
- Clear indication of room status

Applications

The following diagram shows the TPMC-4SM RoomView Interface in a conference room booking application.

TPMC-4SM RoomView Interface in a Conference Room Application



TPMC-4SM and RoomView Scheduling

The TPMC-4SM and RoomView can be used to:

- Determine if the room is currently in use
- Check the availability of the room
- Check the availability of nearby rooms
- Reserve the room immediately

The Panel

The TPMC-4SM is comprised of a combination of hard buttons and touchscreen controls. Together, these buttons and controls allow you view, reserve and edit meeting information for the current room.

“Main” Screen



Determining Current Room Status

The current room status is easily determined by noting the color of the hard buttons. If they are green, the room is available. If they are red, the room is in use. No need to open the door and disrupt the meeting in progress.

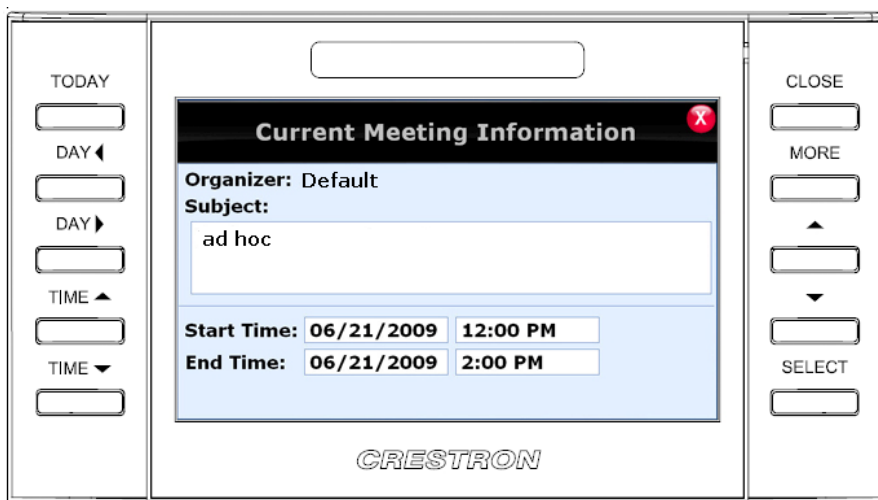
The Room is Available

If the room is available you can reserve it instantly by pressing the **Reserve Now** touchscreen button. This will create an ad hoc meeting reservation for a duration specified in the panel set up pages. If another meeting is scheduled that would conflict with the ad hoc meeting, the ad hoc meeting duration will be shortened to accommodate the next meeting.

1. Press **Reserve Now** to book the room.
2. A pop-up will open asking you to confirm. Press **Yes**.

- The room is now reserved. The “Ad Hoc Meeting” screen will appear indicating that this is an ad hoc meeting scheduled by the default organizer.

“Ad Hoc Meeting” Screen



The Room is Not Available

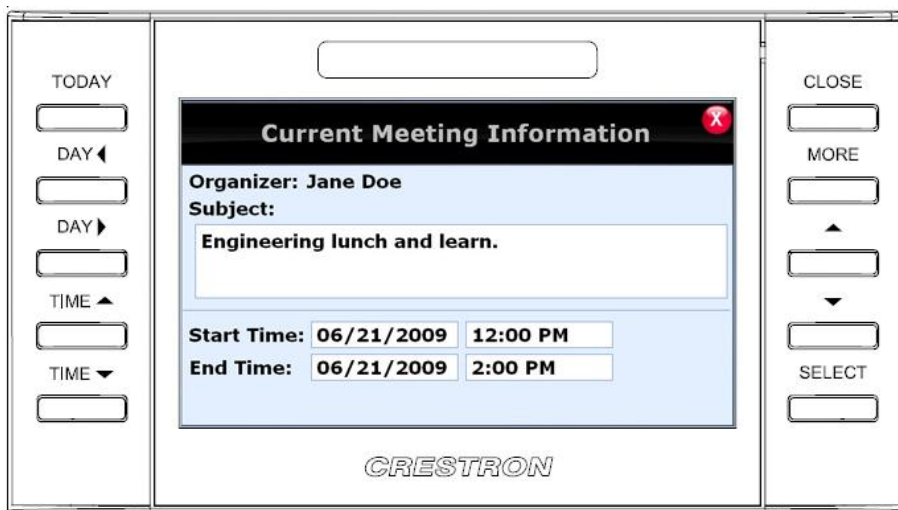
If the room is not available, you can view the room’s schedule or reserve the room for another time. You can also search for other available rooms by pressing the **Available Rooms** button.

To schedule or reserve the room for another time:

- Press the **Meeting Info** button to view the current meeting information, including meeting organizer, subject and duration.

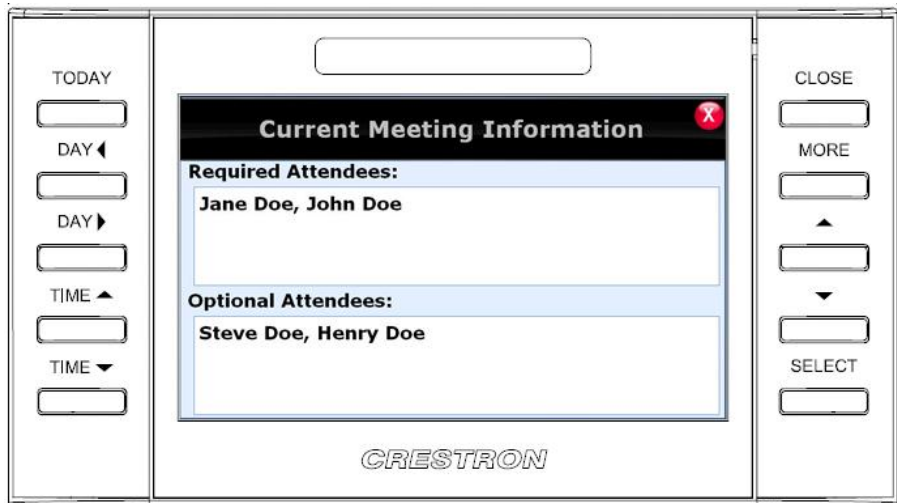
NOTE: If the room or meeting has been marked as “Private”, the meeting details will not be available.

“Current Meeting Information” Screen



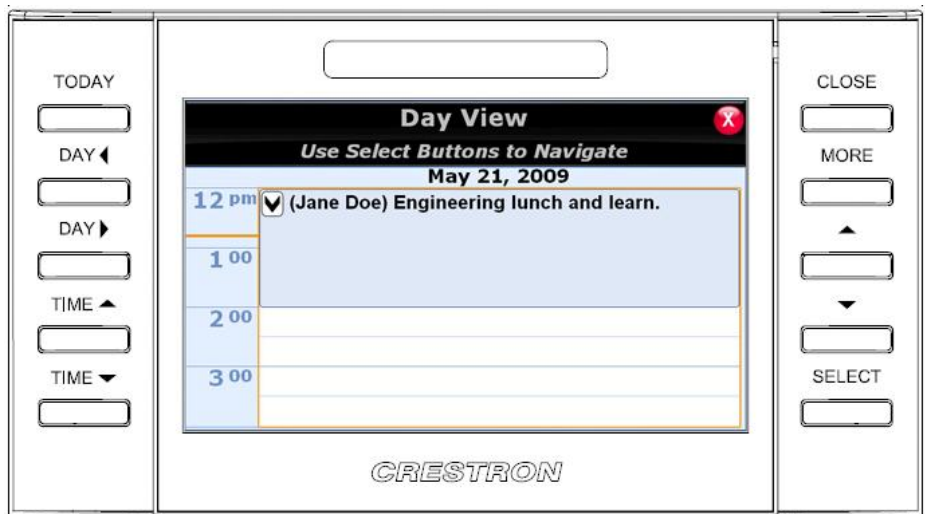
- Press the **More** hard button to view required and optional attendees.

“Current Meeting Information–More” Screen



3. Press the **Today** hard button to view the schedule for the room. Press the **Day** hard buttons to see the room's schedule for other days. From here you can use the arrow hard buttons to scroll to an open time slot. Press the **Select** hard button or simply press the available time slot on the screen.

“Day View” Screen



4. Selecting a time slot will open the “Add Appointment” screen where you can create a new appointment.

“Add Appointment” Screen

- Pressing **Edit** will open the “Edit Subject” screen. Here you can use the keypad to enter the subject of your meeting.

“Edit Subject” Screen

- When you have completed the subject of your meeting, press **Save** on the touchscreen. You will be returned to the “Add Appointment” screen where you can set the duration of the meeting by pressing the + and - buttons. Press **Save** to add the new appointment to the room’s calendar.
- Press the **Close** hard button to return to the “Main” screen.

End a Meeting Early

This feature is provided to reset a room to *Available* status if the meeting currently scheduled in the room ends earlier than anticipated. This is accomplished by pressing the **End Meeting Early** button on the lower right of the “Current Meeting Information” screen. This button will only appear if enabled and requires RoomView Server Edition 7.2.0014.26 or later as well as version 1.00.05 or later of the TPMC-4SM package update file (puf).

1. Press the **End Meeting Early** button to release the room if your meeting ends early. The end time of the meeting will be adjusted to the time the button is pressed.
2. The panel will change to *Available* status.

END-USER SOFTWARE LICENSE AGREEMENT

(Crestron RoomView® Software)
Version 1.0, 17 June 2010

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A. You ("End-User") must agree to the "License Terms and Conditions", listed below, by checking the "I Agree" checkbox at the bottom of this page before downloading or installing any Crestron RoomView® Express Software, Crestron RoomView™ Server Edition Software, Crestron RoomView Add-On Software, or firmware (the "Software") from Crestron's Web site or FTP servers.

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1.2 "Crestron" means Crestron Electronics, Inc., located at: 15 Volvo Drive, Rockleigh, New Jersey 07647.

1.3 "Develop" (or any conjugation thereof) means author, conceive, create, discover, design, engineer, prepare, reduce to practice, or otherwise develop.

1.4 "Device" means computer network compatible devices produced by a manufacturer from time to time and which are licensed by Crestron, under a separate agreement, to use Crestron RoomView® Network Communication protocols.

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Crestron TPMC-4SM/RoomView Scheduling Room Reservation Solution

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(b) Crestron's Support Services may only be availed of for problems and issues arising from the Software and/or from the use thereof, and shall not include problems and issues not related to either the Crestron RoomView[®] Express or Crestron RoomView[®] Server Edition software products.

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(a) Any disputes between the parties to the AGREEMENT shall be brought in the state courts in Bergen County, New Jersey or the U.S. Federal Courts located in the District of New Jersey.

(b) The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this AGREEMENT.

6.2 Compliance with Laws. The Software technology is of U.S. origin for purposes of U.S. export control laws.

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(b) You are certifying that You are not a national of Cuba, Iran, Iraq, Libya, North Korea, Sudan, or Syria or any country to which the United States embargoes goods; and

(c) You are certifying that You are not otherwise prohibited from receiving the Software.

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(a) This AGREEMENT constitutes the entire agreement between You and Crestron with respect to the subject matter hereof and supersedes all prior and contemporaneous representations, understandings, and/or agreements, whether oral or written, relating to the subject matter hereof.

(b) All prior or contemporaneous representations, understandings or agreements, whether oral or written, that are not expressly set forth within this AGREEMENT are hereby deemed waived, superseded, and abandoned.

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2. Products may be returned for credit, exchange or service with a CRESTRON Return Merchandise Authorization (RMA) number. Authorized returns must be shipped freight prepaid to CRESTRON, 6 Volvo Drive, Rockleigh, N.J. or its authorized subsidiaries, with RMA number clearly marked on the outside of all cartons. Shipments arriving freight collect or without an RMA number shall be subject to refusal. CRESTRON reserves the right in its sole and absolute discretion to charge a 15% restocking fee plus shipping costs on any products returned with an RMA.
3. Return freight charges following repair of items under warranty shall be paid by CRESTRON, shipping by standard ground carrier. In the event repairs are found to be non-warranty, return freight costs shall be paid by the purchaser.

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CRESTRON ELECTRONICS, Inc. warrants its products to be free from manufacturing defects in materials and workmanship under normal use for a period of three (3) years from the date of purchase from CRESTRON, with the following exceptions: disk drives and any other moving or rotating mechanical parts, pan/tilt heads and power supplies are covered for a period of one (1) year; touchscreen display and overlay components are covered for 90 days; batteries and incandescent lamps are not covered.

This warranty extends to products purchased directly from CRESTRON or an authorized CRESTRON dealer. Purchasers should inquire of the dealer regarding the nature and extent of the dealer's warranty, if any.

CRESTRON shall not be liable to honor the terms of this warranty if the product has been used in any application other than that for which it was intended or if it has been subjected to misuse, accidental damage, modification or improper installation procedures. Furthermore, this warranty does not cover any product that has had the serial number altered, defaced or removed.

This warranty shall be the sole and exclusive remedy to the original purchaser. In no event shall CRESTRON be liable for incidental or consequential damages of any kind (property or economic damages inclusive) arising from the sale or use of this equipment. CRESTRON is not liable for any claim made by a third party or made by the purchaser for a third party.

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