

## Basic Setup: How to Add Rooms and Assets

These procedures assume that RoomView Server Edition has been properly installed and configured on your system(s) and that you will be connecting to a processor running the demo program when you add a room as described in this guide. For more information refer to the latest version of the RoomView Server Edition Installation Guide (Doc. 6543), which can be downloaded from the Crestron website ([www.crestron.com/manuals](http://www.crestron.com/manuals)).

### Adding a Room in RoomView

1. Log into RoomView.
2. Click the gear-shaped Setup icon (circled in red) at the top right of the main RoomView window.



3. Click on the **Add Room** button.



4. Enter information into the field as required by the red asterisk.

**Room Details**

Alias:

Room Name:  \*

Room Description:

Location:

Time Zone:

eControl URL:

Web-cam URL:

5. Enter the optional information, such as time zone, e-Control and webcam urls, as desired.
6. Click the **Processor Details** control (circled in red) to expand the *Processor Details* and *Symbol Details* fields. Enter the processor details appropriate to your installation as shown in the following figure.

**Processor Details**

**Processor Details**

IP Address/ Hostname:

Port:

Secure Port:

Username:

Password:

Auto Discover Symbols:

**NOTE:** If the **Auto Discover Symbols** checkbox is selected and your symbol in the control program is a version 7.2 or higher, RoomView's auto discovery feature will automatically import the symbol's information into the RoomView database.

7. Select the Symbol version and IPID. Note that the demo program has a RoomView Express/RoomView 6.0 symbol at IPID 03 and a RoomView SE/RoomView 7.2 (RoomView SE/RoomView 7.0) symbol at IPID 05.

**Symbol Details**

Symbol Version:

IPID:

Use SSL:

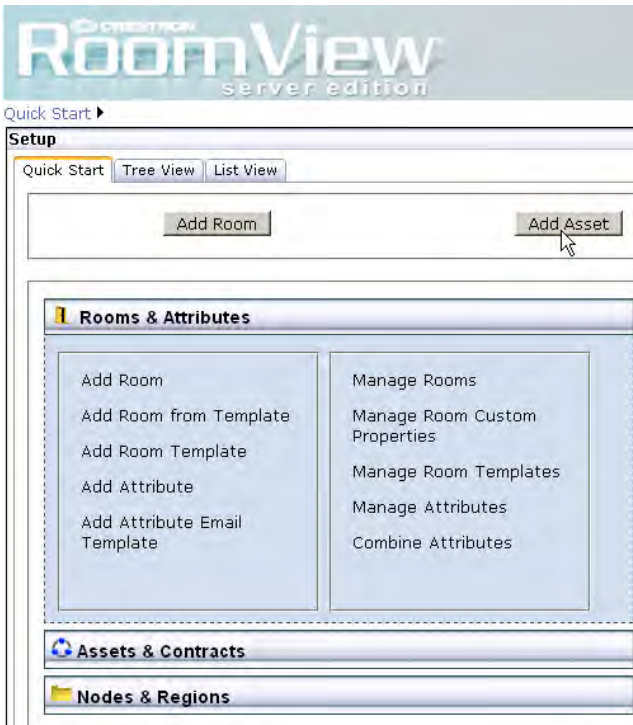
8. Associate your room with an appropriate node in the *Associate with a Node* field at the upper right.
9. Click the **Update** button and then **Close** to commit your choices. Exit Setup by clicking on the exit Setup icon (circled in red) and click on the *Rooms* tab at the top of the window to see the new room in the Status window.



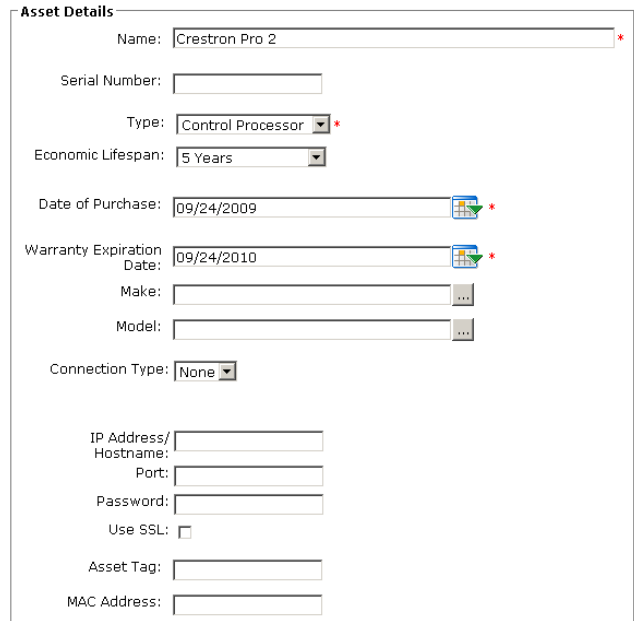


**Adding an Asset in RoomView**

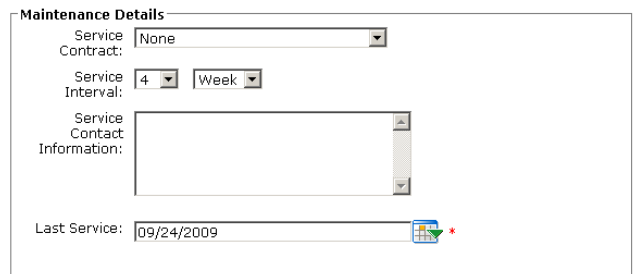
1. Click the Setup icon at the top right of the main RoomView window.
2. Click the **Add Asset** button.



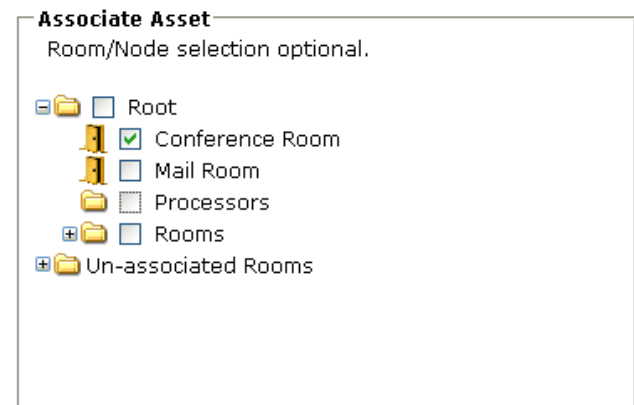
3. Enter information into the fields indicated as required by the red asterisks.



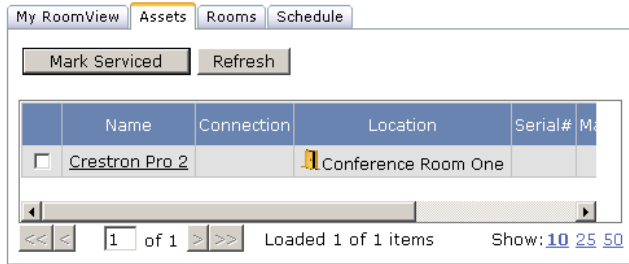
4. Enter the optional information such as IP Address and Port, Password, SSL, Asset Tag, MAC Address and Custom Properties.
5. Enter the Maintenance Details for the asset.



6. Associate the asset with a room or a node by clicking in the appropriate check boxes in the *Associate Asset* field.

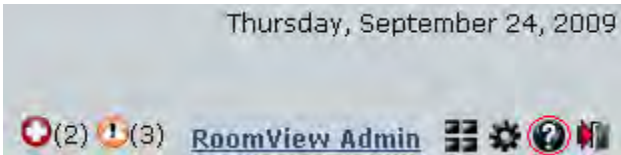


7. Click **Update** and then **Close** to commit your choices. Exit Setup and click on the *Assets* tab at the top of the window to see the new asset in the status window.



**For More Information**

For more information on these and other procedures in RoomView Server Edition, please consult the embedded help by clicking the Help icon (circled in red) at the upper right of the RoomView interface:



**Further Inquiries**

If you cannot locate specific information or have questions after reviewing this guide, please take advantage of Crestron's award winning customer service team by calling the Crestron corporate headquarters at 1-888-CRESTRON [1-888-273-7876].

You can also log onto the online help section of the Crestron website (<http://www.crestron.com/onlinehelp>) to ask questions about Crestron products. First-time users will need to establish a user account to fully benefit from all available features.

