

CELCAT® RoomWizard Service

Installation Guide & User Instructions

Introduction

RoomWizard™ is a web-based room scheduling system from PolyVision Corporation that displays activities on screens installed at the entrance of teaching rooms. The CELCAT RoomWizard Service provides integration with this system so that the RoomWizard screens automatically display up-to-date event information for the appropriate room.

Installation

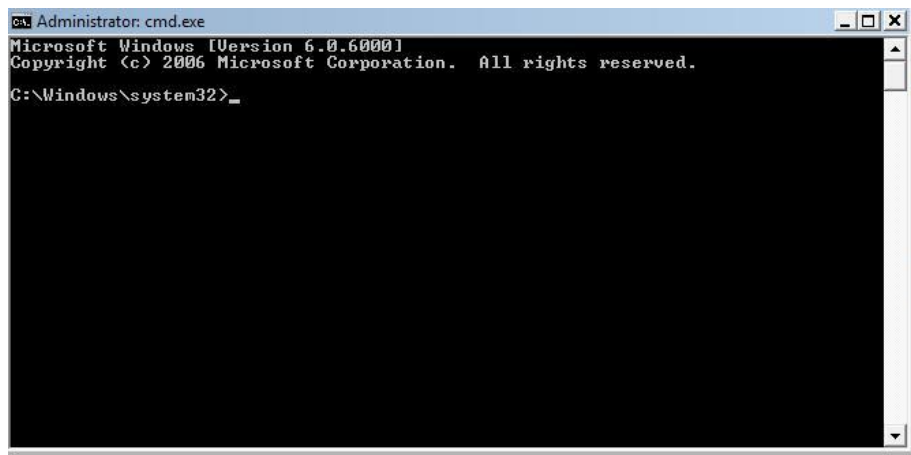
Physical Installation of the RoomWizard unit

For instructions on the physical installation on the RoomWizard unit please refer to your PolyVision documentation.

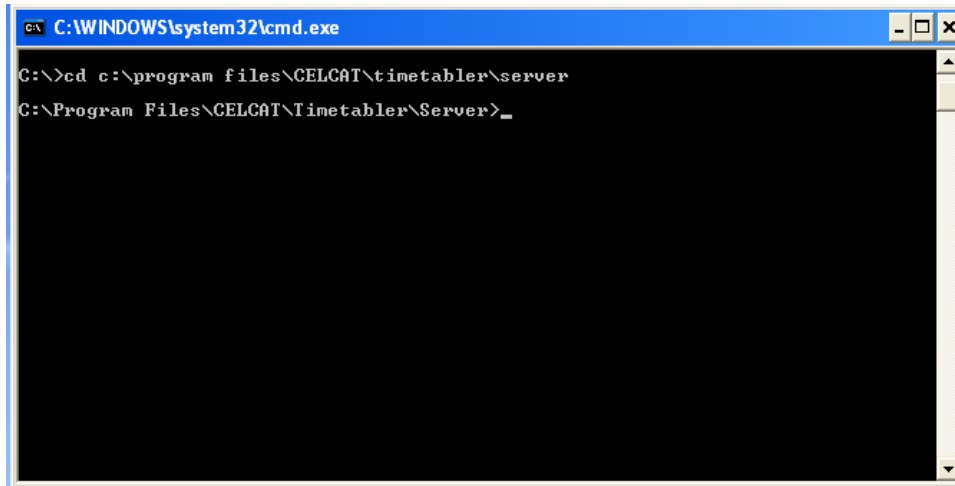
Installation of the CELCAT RoomWizard Service

The RoomWizard service should be installed on the machine on which your CELCAT *Timetabler* Server is hosted. To Install the RoomWizard Service:

1. Launch a command prompt window (**Start | Run**, type `cmd` and press **Return**)



2. Navigate to the CELCAT Timetabler Server folder as shown below:



```
C:\WINDOWS\system32\cmd.exe
C:\>cd c:\program files\CELCAT\timetabler\server
C:\Program Files\CELCAT\Timetabler\Server>_
```

3. Type `CTRoomWizService.exe -install` and press **Return**.
4. You should receive a message stating the service was installed correctly.

Configuring the RoomWizard

RoomWizard is designed to be used in conjunction with other scheduling systems, and this section describes how to configure it for use with CELCAT *Timetabler*.

The unit can be used on either a DHCP network (default) or a network which has statically assigned addresses.

Configuring the RoomWizard for Static IP Addresses

1. Click and hold down the unit's information button.
2. Click on the 'IP' button
3. Click on 'Don't use DHCP'
4. Use the keypad to enter an IP address and click 'OK'
5. Click exit
6. To finish configuring the RoomWizard follow the DHCP configuration instructions from step 3 onwards.

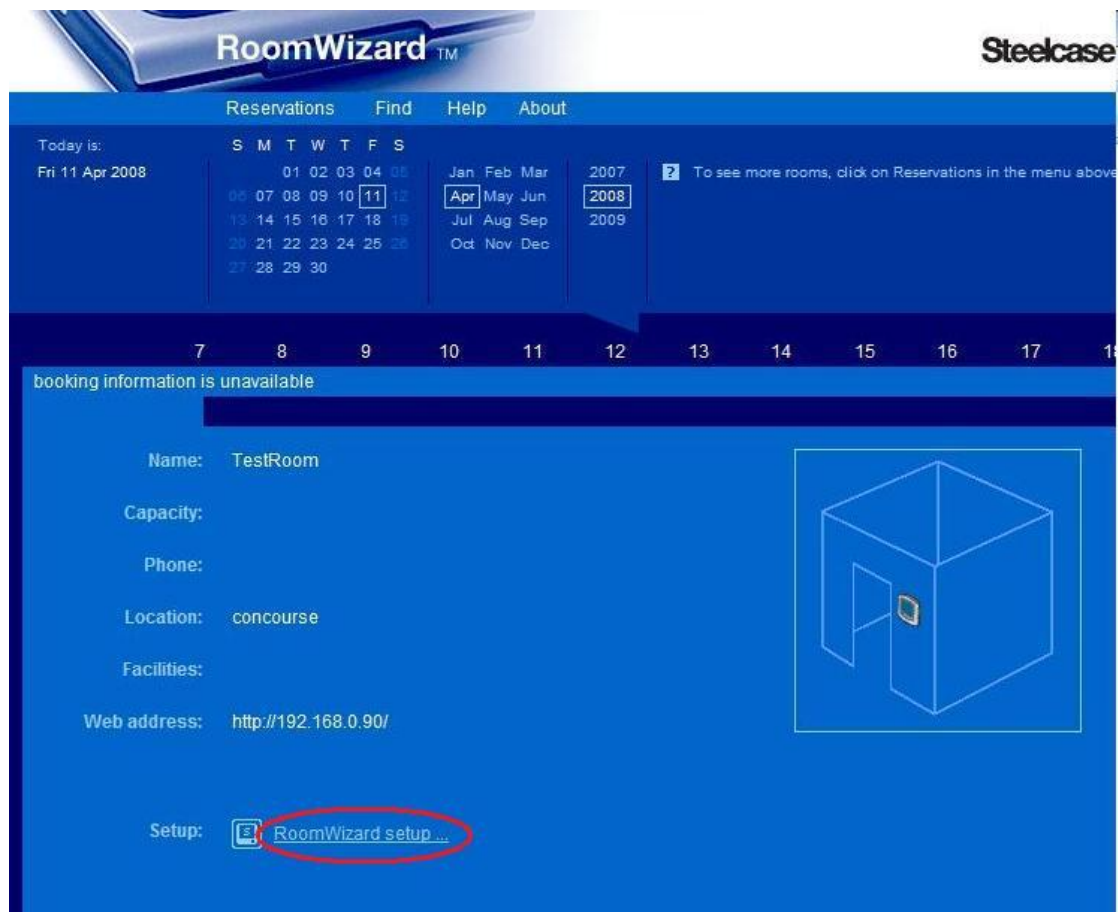
Configuring the RoomWizard for a DHCP Network

1. The unit is setup to use DHCP by default so it is only necessary to power up the unit ensuring that it is plugged into an active network port.
2. If the unit has been installed properly, it should have obtained an IP address from the network. You should find this and make a note of it.

Note: To find the units IP address press the information button shown circled in red below:



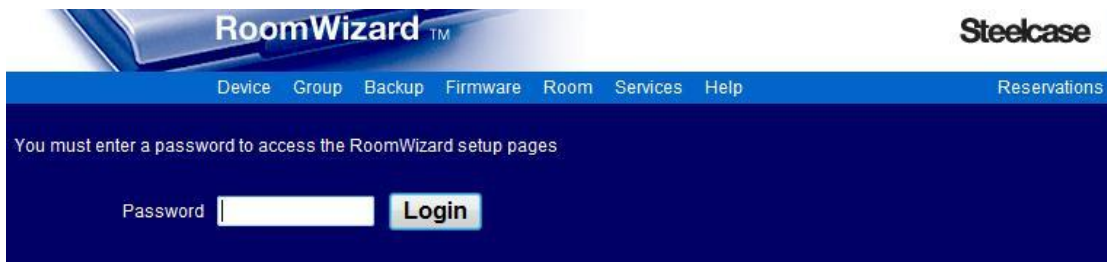
- The RoomWizard has a network interface meaning that you can change its settings simply by going to a computer with internet access, and entering the unit's IP address in the address bar. If you have done this successfully you will be presented with the following screen:



- To change the units' settings you must first login. To do this click on the **'RoomWizard setup'** link shown circled in red.

You will be presented with the login screen shown below. The default password is roomwizard.

Note: You can change this password by clicking on the **device** | **security** menu option.



Once you have logged in you will need to set the following information:

- Room Identifier
- Synchronisation settings
- Date and time
- Room display name

Setting the Room Identifier

From the main menu bar select the **Device** | **synchronisation** menu option. You will be presented with the following screen:



In the **Calendar access** section, clear the **Room identifier** field, enter the room's name and click on **Save on THIS Wizard**.

Note: The room identifier given to the unit must be the same as the room's 'Unique name' in *Timetabler*.



Configuring the Synchronisation Settings

In the configure **Synchronisation for RoomWizard usage** section, select the **Use external source** button

Select the **Base URL of the server pages** field, clear the current contents and add the following:

`http://[the IP address of the machine the RoomWizard service is installed on]:[the port number you want the unit to communicate on]`

For example:

<http://192.168.0.56:8082>

Select the **username** field, clear the current contents and add the following:

`[DOMAINNAME]\[Username]`

Note: The user name *must* have administrator privileges for CELCAT *Timetabler* on the machine that the RoomWizard service is installed on.

Click in the **password** field, clear the contents and enter the user password.

Click on the **no** button when it asks to get the time from the server.

Click on **Save on THIS Wizard**

To set the RoomWizard Date and time:

Select the **Device | DateTime** menu

Use the drop-down boxes to set the current date and time and then click **Save on this Wizard**

To set the room display name:

Select the **Room | name/location** menu.

Click in the appropriate fields and enter the appropriate room and location

Click **Save on this Wizard**

Configuration of the RoomWizard service INI file

Once you have installed the RoomWizard service you will need to change the services INI file for it to run correctly.

The file is named roomwiz.ini and should be in the same folder as the RoomWizard Service executable file and its contents should look similar to this:

```
[settings]
Timetable=
SQLServer=
CTServer=localhost
PortNumber=8082
```

To change the settings simply delete the details after the '=' sign in each row and replace it you're your information.

Notes

1. The port number given here must be the same as that set in the RoomWizard's web interface.

Using the RoomWizard

RoomWizard displays information about all events taking place in the room.

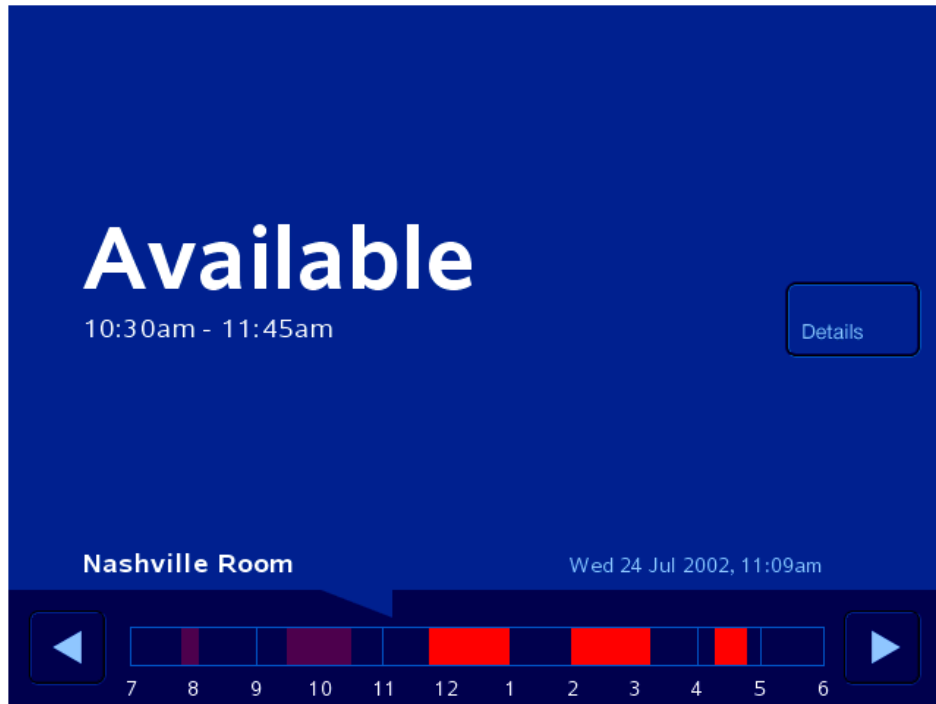
The purpose of the device is to show updated event details during the working day. Any changes, deletions or additions to the timetable are constantly updated in a timely way.

There are several touch screens which give various details about each event from the schedule.

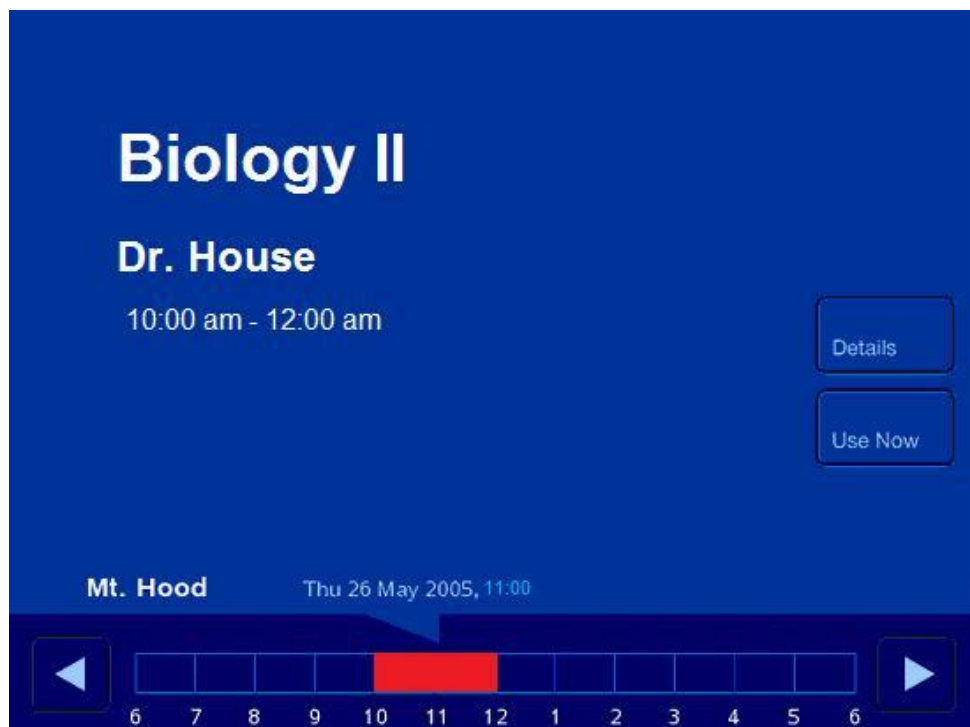
- 1) Main touch screen
 - a. Details
 - i. Reservation
 - ii. Invitees
 - iii. Room

The main touch screen represents a daily timetable for the appropriate room.

If there is no scheduled event the main screen shows "available" (see below):



If there is an event currently taking place in the room, the main screen shows Module and Staff names along with the event time as shown below:



The time panel at the bottom of the screen displays all scheduled events for the day in the room. Event duration is indicated by red squares of different sizes.

If the event starts or ends at hours different from those that are specified by the Time Panel, the red square borders show approximate start/end time in between the time guide lines.

Using the arrow keys at either side of the time panel shows previous and future event details. The main screen changes according to the chosen event.

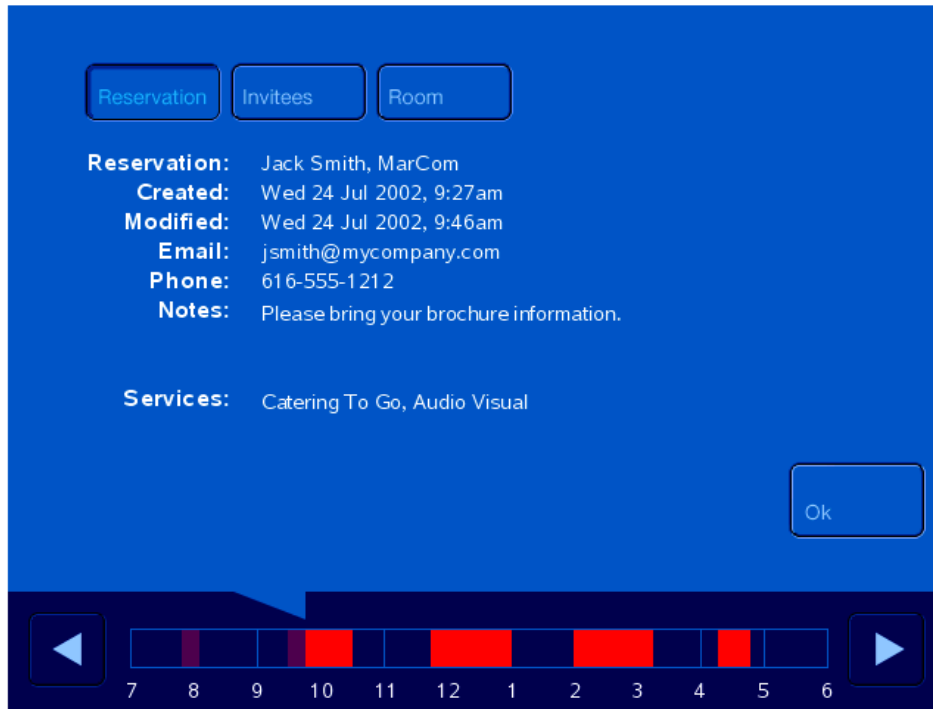
An additional indication of the room's current status is given by the colour of the lights on both sides of the device.

- If the room is currently in use the lights are red. (Shown circled below)
- If the room is available, meaning no scheduled event is currently taking place, the side lights are green.
- If the unit has encountered a communication problem the side lights are both red and green.



The details button opens another touch screen presenting additional information about the event reservation, invitees and the room itself.

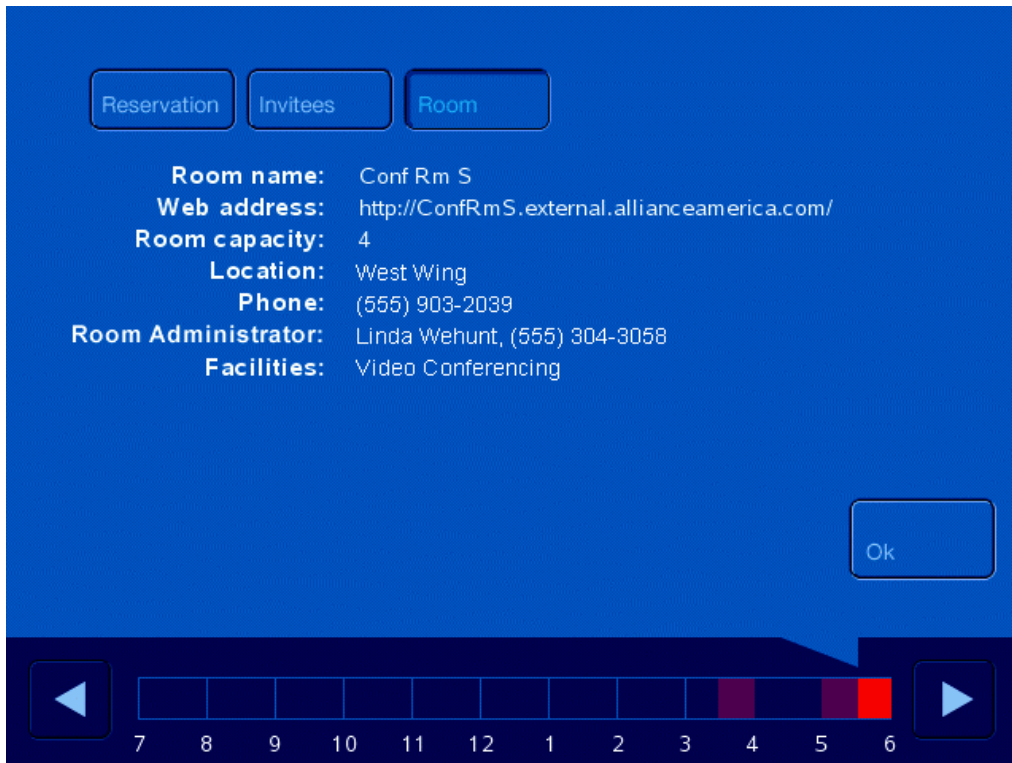
Reservation: shows the information for the current event. It displays who the last person to modify the event was and when the modification was made. Event notes are also shown on this screen. This information is useful in order to see if any changes were made to the event times, resources etc as shown below:



Invitees: shows Staff name (with a role of 'host') and a list of all groups assigned to the event as shown below:



Room: This screen shows available room details (see below):



Troubleshooting

This section will help to overcome any issues that may occur during the installation or operation of the RoomWizard units or the RoomWizard service.

Note: To get an indication of what might be the cause of the problem you are having, look at the log file for the RoomWizard service which is called RWlog.txt or take a look at the system event log.

1. RoomWizard service start up failures

Symptom: you see an error message in the Event Viewer Log stating the product is not licensed.

Solution: Contact your account manager for a licence key.

Note: There will be no entry made in the RWlog file.

Symptom: you see an error message stating 'Could not bind to socket, port and address are already in use'

Solution: This is most likely because there is another application or service using the port number you have specified, try using a different port.

2. Communication failures

Symptom: The RoomWizard service starts up but no information is shown on the RoomWizard units.

Solution 1: The most likely reason for this is that the program failed to find the roomwiz.ini file or some of the details in the file are incorrect. Check the file is in the same folder as the application executable and that the details in the file are correct.

Log entries for this problem include

- Cannot connect to master database on SQL server localhost – meaning the database name or the host name are incorrect.
- Can not connect to CTServer – meaning the name of the CTServer specified is incorrect

Solution 2: If you have confirmed the roomwiz.ini file has been created correctly, check the port number in the roomwiz.ini file against the port number set in the synchronisation settings on the RoomWizards web interface.

There will be no entry made in the RWlog file if the problem is differing port numbers.

Solution 3: If you have confirmed the port numbers are the same, check the IP address in the synchronisation settings of the RoomWizard, it should be the same as the IP address of the machine the RoomWizard service is running on.

There will be no log entry made for incorrect settings.