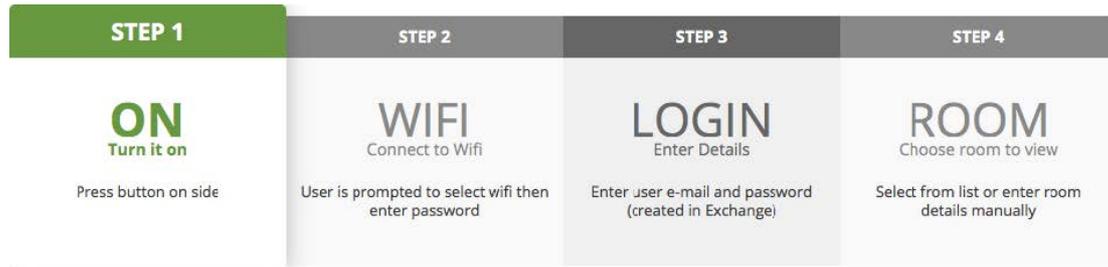


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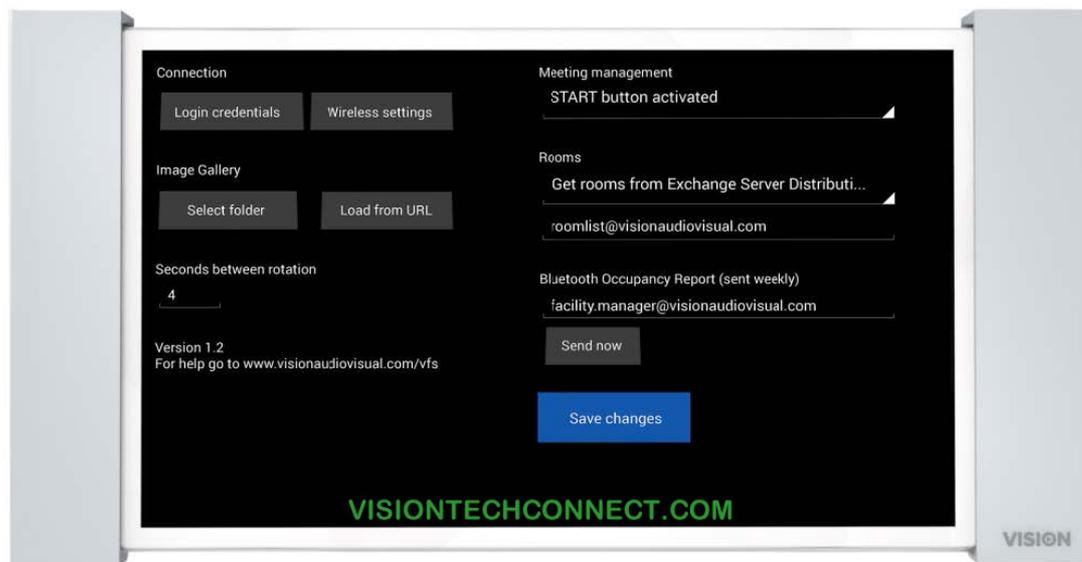
VISION FREESPACE ROOM Manager Setup

Setting up of the Vision Freespace Room manager scheduling Screen

Most of the setup takes place on the Exchange Server using Microsoft's existing meeting resource framework but first we will look at setting up the Vision Freespace Manager Touch Screen and you will be pleased to know its as simple as 1-2-3-4



Vision FreeSpace Room Manager Touch Screen Setup for - Exchange Server



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Microsoft Exchange Server Setup.

SETTINGS PAGE

1/ Create User

Create a new user account for the Vision Freespace Touch Screen to log into e.g. meetingroom@yourcompany.com.

This can be an existing user's account as long as they have permissions to read and write meetings, but best practice is to create a new user. The same user can be used for all Freespace devices but if the administrator wants to restrict permissions they can create a specific user with special permissions e.g. executivemeetingroom@yourcompany.com.

2/ Create Rooms

Rooms (resources) should be setup in the normal way in Exchange. Allocate read and write permissions to the user/s you created in step 1.

3/ Groups of Rooms

Freespace is optimised to use Exchange's native room setup structure called 'Room Lists'. The Room List feature needs to be turned on manually in the PowerShell by a command prompt, but it may not be possible to activate it. Depending on how the groups are setup on the server, on Freespace choose one of three options:

1. Room Lists – The rooms lists automatically show in the room list with no manual entry. Just select the correct list.
2. Distribution Lists – If Room List is not available then it is simple to make a distribution list even if you use a hosted server, and distribution lists also allow grouping.
3. Manual Entry – If neither of the above options are available room details can be manually entered on the device. A user with a small number of rooms might prefer this.