

SETUP GUIDE: MICROSOFT EXCHANGE SERVER

RS-TOUCH SERIES

IN-SESSION ROOM SCHEDULER

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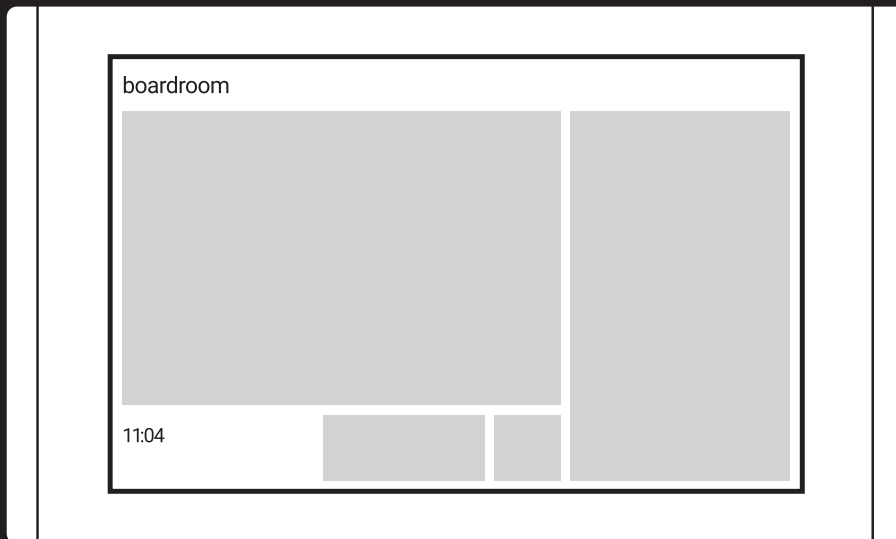


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CHAPTER 1: INTRODUCTION

1.1 DESCRIPTION

THIS DOCUMENT IS INTENDED FOR USERS OF MICROSOFT EXCHANGE SERVER 2007/2010/2013/2013. IT DESCRIBES THE PROCESS OF SETTING UP ACCOUNTS IN THE EXCHANGE SERVER AND SETTINGS OF IN-SESSION 7" AND 12" ROOM SCHEDULER PANELS WORKING WITH THIS SERVICE.

Before you start, read IN-SESSION 7" and 12" Room Scheduler - Setup Guide - Common Settings. There you will find basic information on the IN-SESSION 7" and 12" Room Scheduler reservation system and a description of the common settings of the panels.

1.2 REQUIREMENTS

FOR PROPER OPERATION OF THE IN-SESSION 7" AND 12" ROOM SCHEDULER RESERVATION SYSTEM, MAKE SURE YOU HAVE THE FOLLOWING:

- ♦ User accounts: You must have at least one user account for each 9 rooms managed with IN-SESSION 7" and 12" Room Scheduler reservation system.
- ♦ You need enabled service EWS (Exchange Web Services). This service is enabled by default. Functional DNS servers

1.3 SETTINGS

TO SET THE IN-SESSION 7" AND 12" ROOM SCHEDULER SYSTEM, YOU NEED TO:

1. Prepare an account on the Microsoft Exchange Server.
2. Configure the IN-SESSION 7" and 12" Room Scheduler panels.

CHAPTER 2: ACCOUNT SETTING

2.1 INTRODUCTION

SET THE FOLLOWING ACCOUNTS IN MICROSOFT EXCHANGE SERVER:

- Room accounts: There is an email account of MEETING ROOM or RESOURCE kind designated for room scheduling in Exchange Server. The IN-SESSION 7" and 12" Room Scheduler system uses the calendar of this account for arranging meetings in the particular room.
- User account: This is a typical user email account with read-and-write access to the calendars of rooms accounts. The IN-SESSION 7" and 12" Room Scheduler system uses the user account for accessing the rooms calendars. That is because the original rooms accounts cannot administer themselves. When you arrange a meeting through the IN-SESSION 7" and 12" Room Scheduler panel, the specific user account will be indicated as its organizer. Since there is a limitation in the default setting of Exchange Server to no more than 10 simultaneous accesses to room accounts at a time, we recommend having one such account for no more than 9 rooms.

You can find further information on [https://technet.microsoft.com/en-us/library/dd297964\(v=exch.141\).aspx](https://technet.microsoft.com/en-us/library/dd297964(v=exch.141).aspx). Here the maximum number of simultaneous accesses is set by EWSMaxConcurrency parameter. If you need to manage more rooms, either use more user accounts or change the EWSMaxConcurrency parameter in detailed administrator settings (if allowed by your Exchange Server license).

2.2 CREATING A USER ACCOUNT

If you need to change the configuration of a panel that is already set, connected to the reservation system, and in normal operation, tap and hold the upper left corner (where the room name is) for about 5 seconds until keyboard appears along with "Enter password" notice. Enter the password you have chosen during the creation of the reservation system.

FOLLOW THESE STEPS:

1. Create a user account in Active Directory (or more user accounts if needed, according to number of rooms and the set-up EWSMAXConcurrency parameter). Note the organizational unit (OU) where you have placed the account or accounts, because you may need it later. Here is an example of a user account:

TABLE 2-1. USER ACCOUNT PARAMETERS

USER LOGON NAME	FIRST NAME	LAST NAME
IN-SESSION 7"	Room	Scheduler
IN-SESSION 12"	Room	Scheduler

CHAPTER 2: ACCOUNT SETTING

2. Turn on the Exchange Management Console and log in under your administrator account.
3. Go to item "Recipient Configuration—Mailbox."

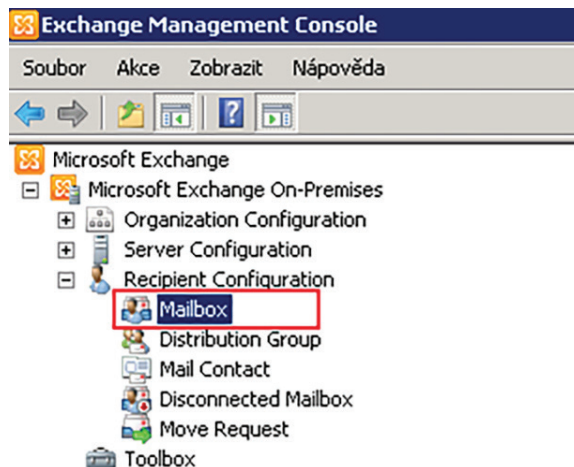


FIGURE 2-1. MAILBOX

4. Using the right-click button, open the context menu and select "New mailbox."
5. Select "User mailbox" and click on "Next."

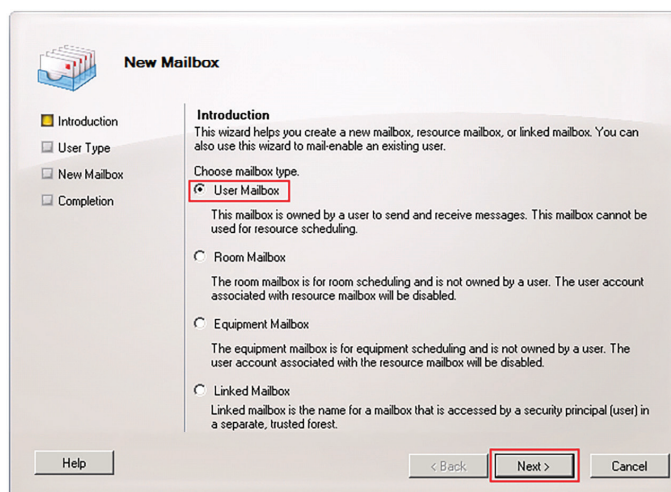


FIGURE 2-2. SELECT USER MAILBOX

CHAPTER 2: ACCOUNT SETTING

6. On the next screen, select "Existing users" and add a user account you have created in Active Directory. Continue by tapping "Next."

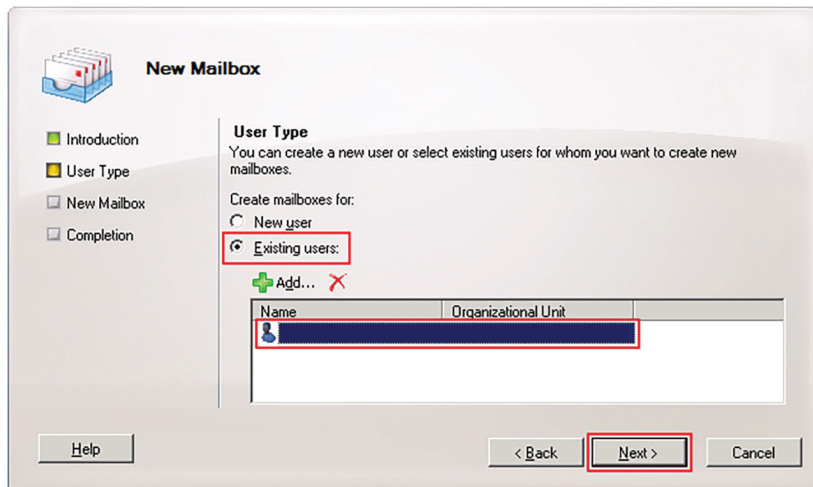


FIGURE 2-3. ADD A USER ACCOUNT

7. Enter an alias for the user account (e.g., "IN-SESSION Room Scheduler") and continue by tapping "Next."

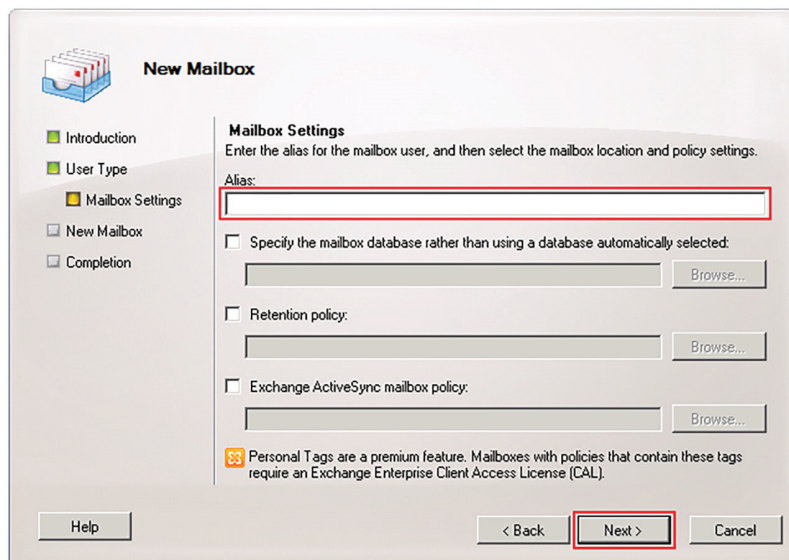


FIGURE 2-4. ENTER AN ALIAS FOR THE USER ACCOUNT

CHAPTER 2: ACCOUNT SETTING

8. Now the mailbox of the user account is prepared and you can create it by tapping "New."

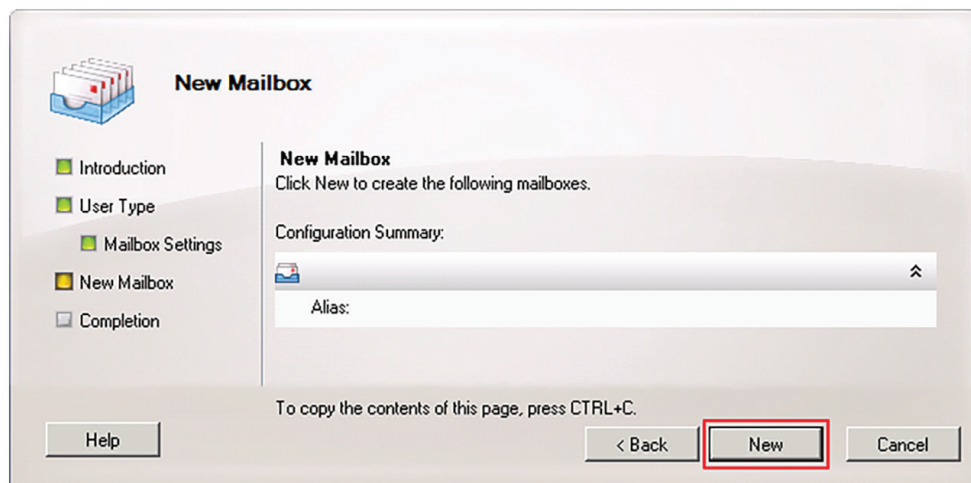


FIGURE 2-5. NEW MAILBOX

9. If the user account has been created successfully, you will see the following screen. You can end the setup by tapping "Finish."

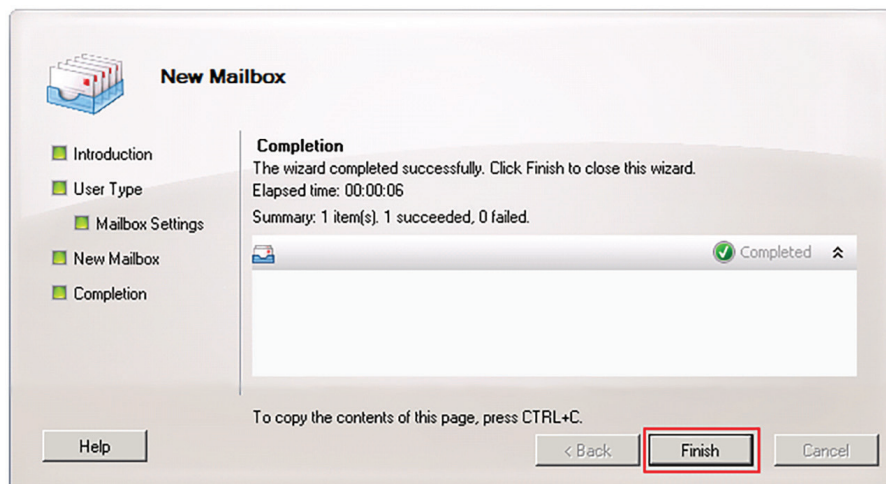


FIGURE 2-6. CLICK FINISH

CHAPTER 2: ACCOUNT SETTING

2.3 CREATING A ROOM ACCOUNT

1. Turn on the Exchange Management Console and log in under your administrator account.
2. Go to item "Recipient Configuration—Mailbox."

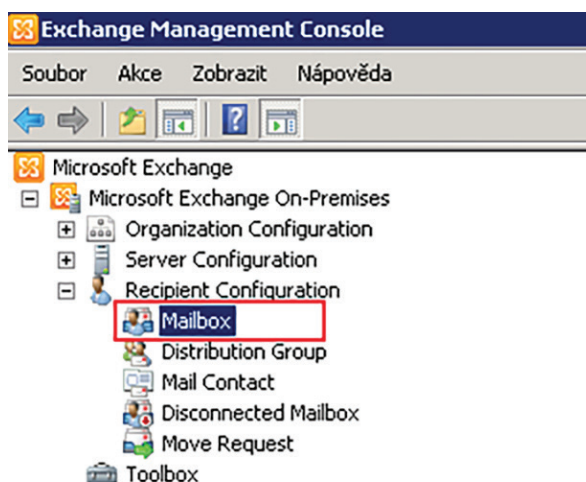


FIGURE 2-7. ROOM MAILBOX

3. Using the right-click button, open the context menu and select "New mailbox."
4. Select "Room Mailbox" and click "Next."

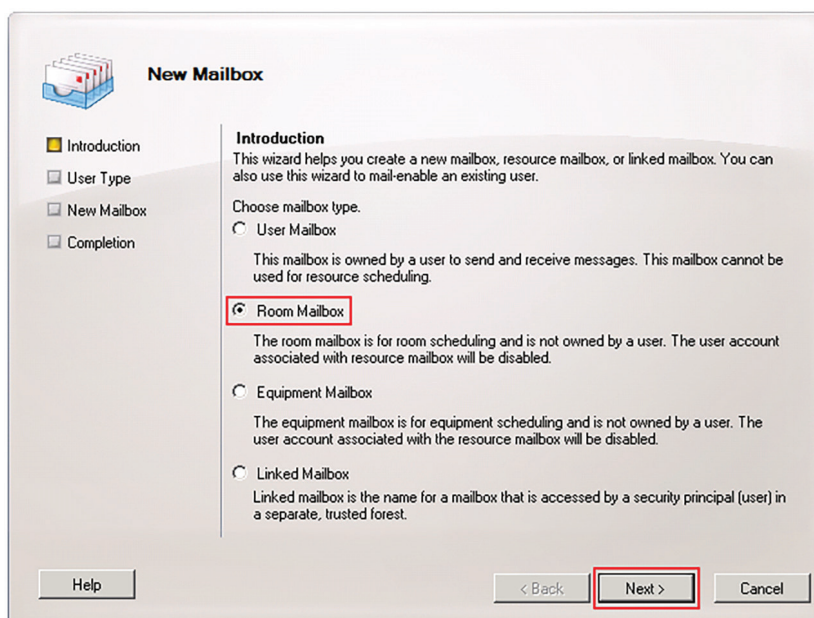
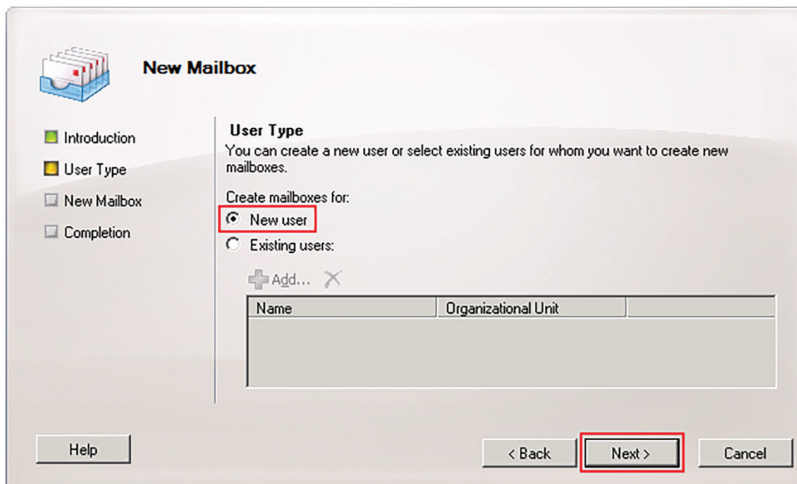


FIGURE 2-8. SELECT ROOM MAILBOX

CHAPTER 2: ACCOUNT SETTING

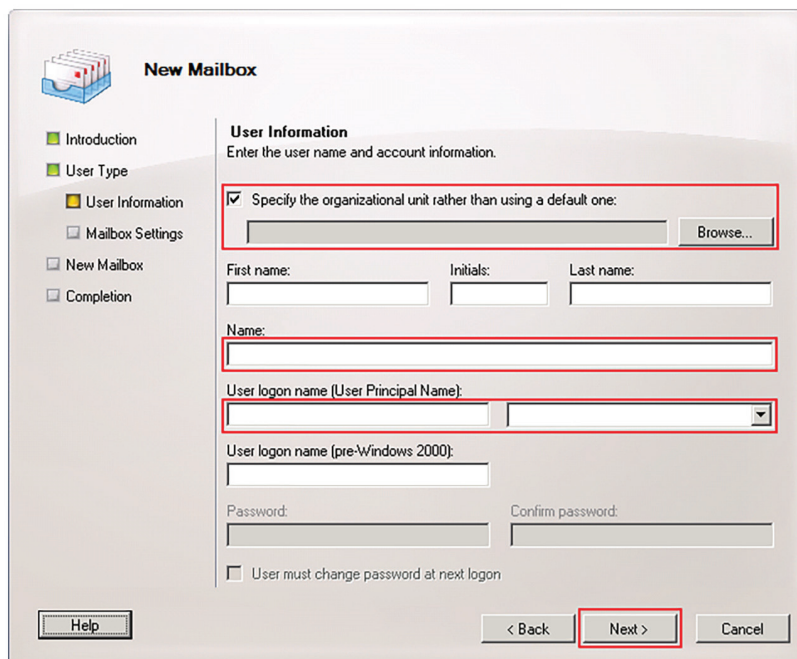
5. On the next screen, select “New user” and click “Next.”



The screenshot shows the 'New Mailbox' dialog box with the 'User Type' step selected. The 'Create mailboxes for:' section has the 'New user' radio button selected and highlighted with a red box. Below it is a table with columns 'Name' and 'Organizational Unit'. At the bottom, the 'Next >' button is highlighted with a red box.

FIGURE 2-9. CREATE NEW USER

6. Here enter the room name (e.g. “Demo Room”). Select the organizational unit (OU) where you want to save the room account (e.g. “in-session.local”). Then enter the logon name of the room account, e.g. “demoroom”. Note the complete User Logon Name / User Principal Name (e.g. demoroom@cin-session.local). You will need this name later to set IN-SESSION 7” and 12” Room Scheduler panels (see Room email). Continue by tapping “Next.”

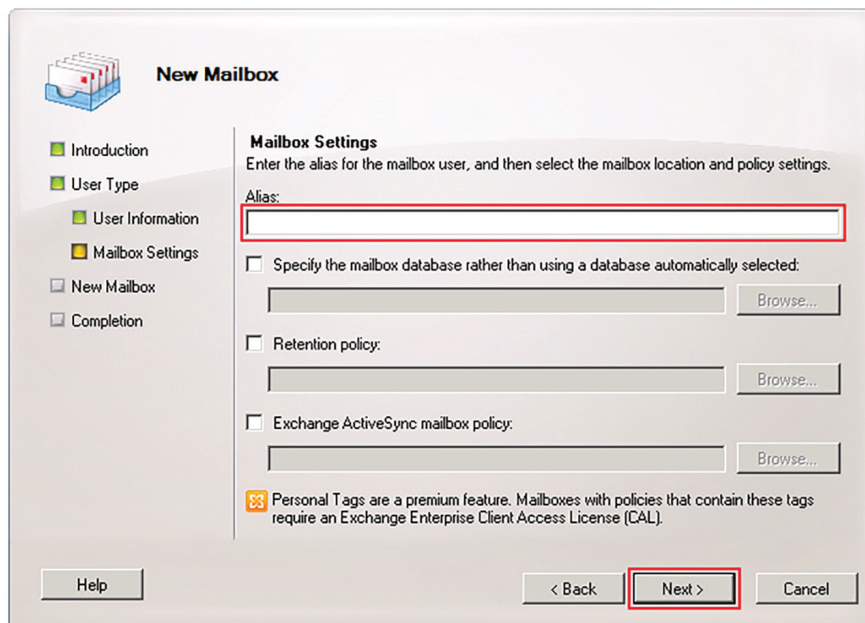


The screenshot shows the 'New Mailbox' dialog box with the 'User Information' step selected. The 'Specify the organizational unit rather than using a default one:' checkbox is checked and highlighted with a red box. Below it is a text field for the organizational unit and a 'Browse...' button. Other fields include 'First name:', 'Initials:', 'Last name:', 'Name:', 'User logon name (User Principal Name):', 'User logon name (pre-Windows 2000):', 'Password:', and 'Confirm password:'. At the bottom, the 'Next >' button is highlighted with a red box.

FIGURE 2-10. ENTER ROOM NAME

CHAPTER 2: ACCOUNT SETTING

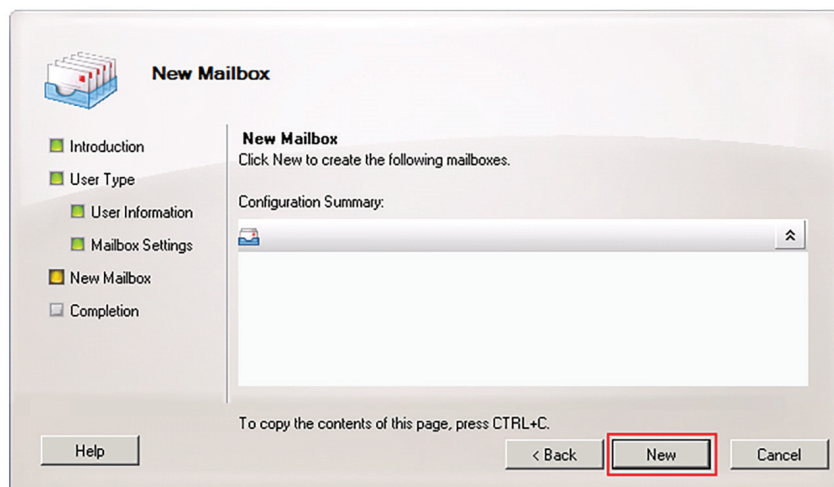
7. Enter an alias for room account, e.g. "demoroom", and click "Next."



The screenshot shows the 'New Mailbox' wizard in the 'Mailbox Settings' step. The left sidebar shows the progress: Introduction, User Type, User Information, Mailbox Settings (highlighted), New Mailbox, and Completion. The main area is titled 'Mailbox Settings' and contains the instruction: 'Enter the alias for the mailbox user, and then select the mailbox location and policy settings.' Below this is an 'Alias:' text box, which is highlighted with a red rectangle. Underneath are three unchecked checkboxes: 'Specify the mailbox database rather than using a database automatically selected:', 'Retention policy:', and 'Exchange ActiveSync mailbox policy:'. Each checkbox has a corresponding 'Browse...' button. At the bottom, there is a note about Personal Tags and a 'Next >' button, which is also highlighted with a red rectangle. Other buttons include 'Help', '< Back', and 'Cancel'.

FIGURE 2-11. ENTER ROOM ACCOUNT ALIAS

8. Now the mailbox of the room account is prepared and you can create it by tapping "New."



The screenshot shows the 'New Mailbox' wizard in the 'New Mailbox' step. The left sidebar shows the progress: Introduction, User Type, User Information, Mailbox Settings, New Mailbox (highlighted), and Completion. The main area is titled 'New Mailbox' and contains the instruction: 'Click New to create the following mailboxes.' Below this is a 'Configuration Summary:' section with a scrollable list box that is currently empty. At the bottom, there is a note: 'To copy the contents of this page, press CTRL+C.' and a 'New' button, which is highlighted with a red rectangle. Other buttons include 'Help', '< Back', and 'Cancel'.

FIGURE 2-12. CREATE NEW ROOM MAILBOX

CHAPTER 2: ACCOUNT SETTING

9. If the room account has been created successfully, you will see the following screen. You can end the setup by tapping “Finish.”

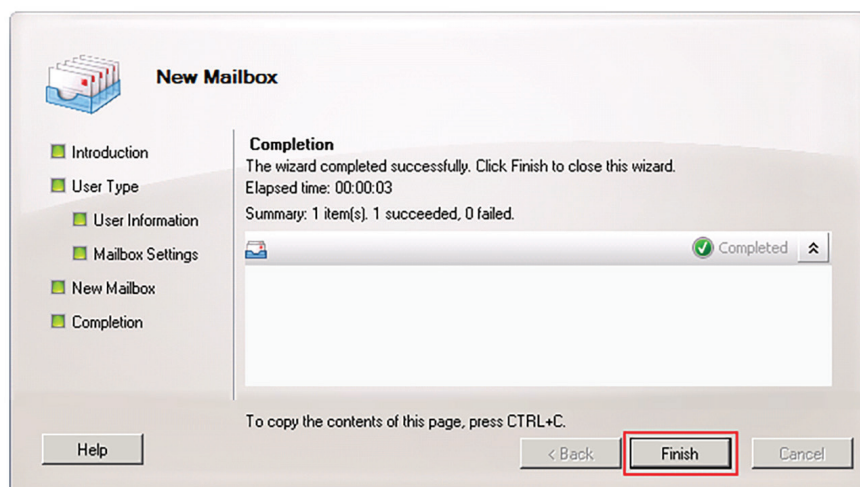


FIGURE 2-13. FINISH SCREEN

10. You now need to set access rights and other account properties via Exchange Management Shell.

START THE EXCHANGE MANAGEMENT SHELL AS ADMINISTRATOR (“RUN AS ADMINISTRATOR”) AND LOG IN UNDER YOUR ADMIN ACCOUNT.

Exchange Management Shell is usually started using remote connection of the Exchange Server desktop (RDPconnection, Remote Desktop Protocol). In the following command lines, replace the expression <RESOURCEMAILBOX> with the room account (e.g. “demoroom”). Similarly, replace <USERMAILBOX> with the user account (e.g. “IN-SESSION 7” and “12” Room Scheduler”).

11. With the first command, set the room account so that it automatically accepts all meeting requests as long as they do not collide with other meetings:

- ◆ Set-CalendarProcessing -Identity <RESOURCEMAILBOX> -AutomateProcessing AutoAccept
- ◆ Example: Set-CalendarProcessing -Identity „demoroom” -AutomateProcessing AutoAccept

12. Use the next command to set the user account rights for reading and writing into the calendar of the room account:

- ◆ Add-MailBoxPermission - Identity <RESOURCEMAILBOX> -User <USERMAILBOX> - AccessRights FullAccess
- ◆ Example: Add-MailBoxPermission - Identity „demoroom” -User „IN-SESSION 7” and “12” Room Scheduler” - AccessRights FullAccess

13. The following command will set the room account so that the actual subject of a meeting will be displayed in the “Subject” field, not its organizer:

- ◆ Set-CalendarProcessing -Identity <RESOURCEMAILBOX> -DeleteSubject \$False - AddOrganizerToSubject \$False
- ◆ **Example:** Set-CalendarProcessing -Identity „demoroom” -DeleteSubject \$False -AddOrganizerToSubject \$False

CHAPTER 2: ACCOUNT SETTING

14. The following command will set the room account so that after cancelling a meeting, it will be erased, not just marked as "Cancelled.":

- ◆ Set-CalendarProcessing -Identity <RESOURCEMAILBOX> -RemoveOldMeetingMessages \$True
- ◆ Example: Set-CalendarProcessing -Identity „demoroom“ -RemoveOldMeetingMessages \$True

15. You can verify the success of the settings through this command.

- ◆ Get-CalendarProcessing -Identity <RESOURCEMAILBOX> | Format-List
- ◆ Example: Get-CalendarProcessing -Identity „demoroom“ | Format-List

16. After you set all accounts, use the following command to exit.

- ◆ exit

NOW THE BASIC SETTING OF THE ACCOUNTS IS FINISHED. YOU CAN CONTINUE BY SETTING THE IN-SESSION 7" AND 12" ROOM SCHEDULER TOUCHPANELS.

CHAPTER 3: PANELS

3.1 FIRST PANEL SETTING

After switching on the first IN-SESSION 7" or 12" Room Scheduler system panel, the following screen will appear:

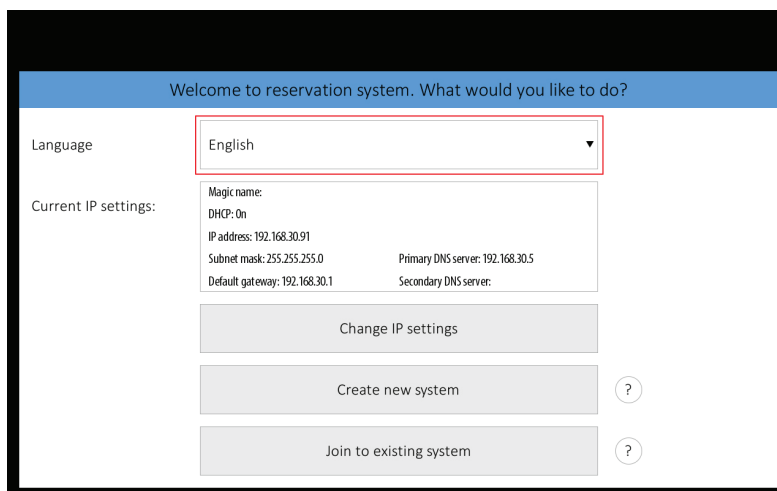


FIGURE 3-1. FIRST PANEL SCREEN

You can change the user interface language of the panel in "Language." Touch the red-marked field and a list of available languages appears. Choose your preferred language.

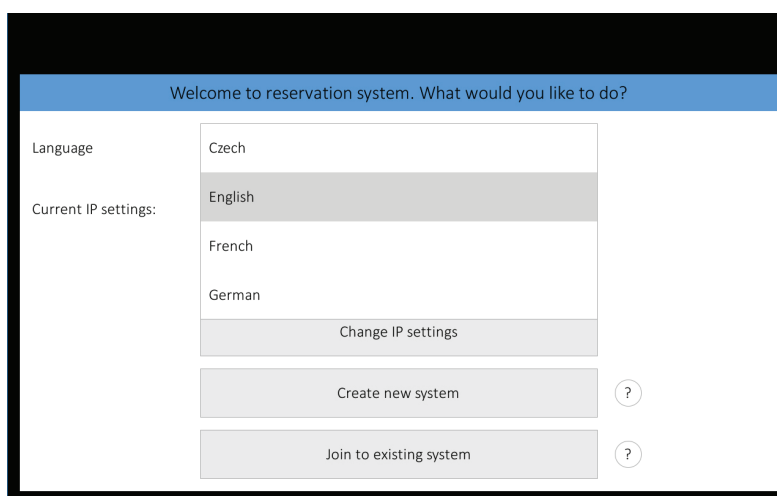


FIGURE 3-2. CHOOSE LANGUAGE SCREEN

CHAPTER 3: PANELS

In the default setting, the panel can obtain the IP address and DNS servers using your network's DHCP. Under the item "Current IP settings" you can check whether the assigned addresses correspond with your network. If this setting does not meet your requirements, you can change it according to the instructions in the IN-SESSION 7" and 12" Room Scheduler - Setup Guide - Common Settings, IP settings chapter. At this point, you do not need to change the item "Magic name." Its function is also explained in the above mentioned chapter. Now you can create a new reservation system just by tapping on "Create new system."

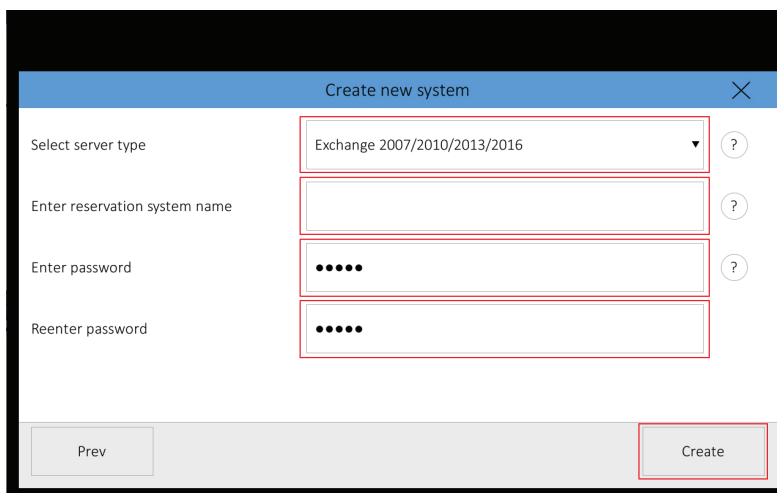


FIGURE 3-3. CREATE NEW SYSTEM SCREEN

Panels connected to the same reservation system share their settings, e.g. if you need to change the user account password, you can just do it on one panel and all the other ones within the same reservation system will adopt the change automatically. The reservation system name and password serve for mutual identification of panels. The password is also used for accessing the panels' settings. At first touch field "Select server type" and select "Exchange 2007/2010/20013/2016".

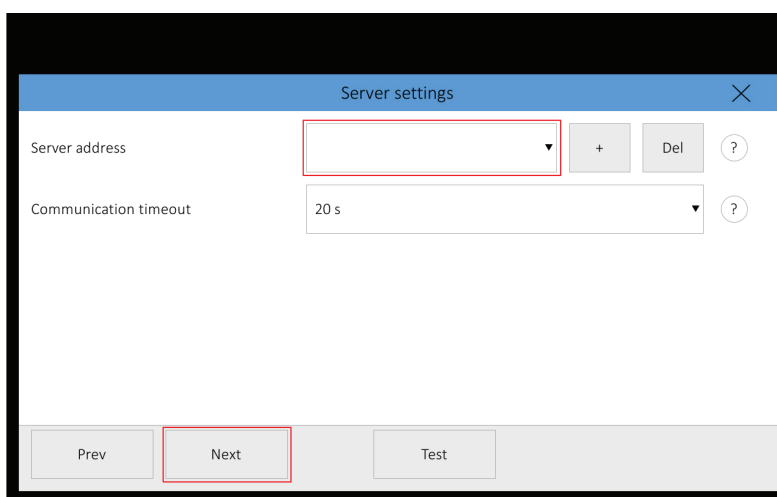


FIGURE 3-4. SELECT SERVER TYPE SCREEN

CHAPTER 3: PANELS

Now enter the reservation system name and password. You need to confirm the password by entering it twice (“Enter Password” and “Reenter Password”). The entered passwords must be identical. Keyboard appears after tapping any of the red-marked fields. When you enter the name or password, press Enter on the keyboard. Confirm the creation of the new account by tapping “Create.”

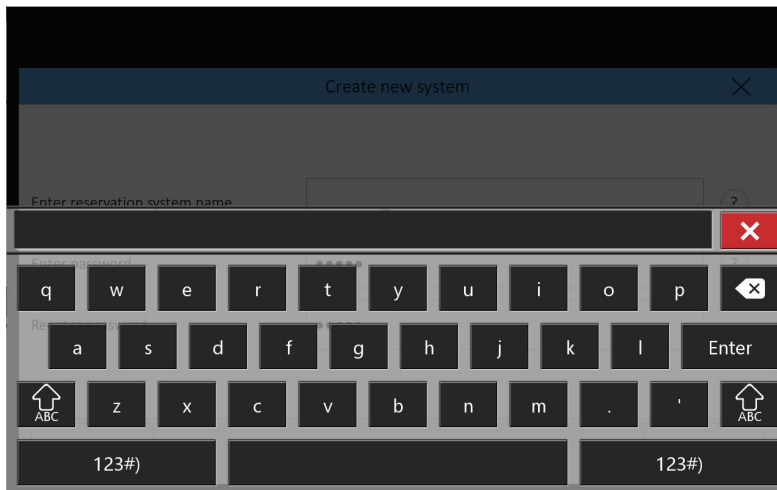


FIGURE 3-5. KEYBOARD

A window will pop up where you can see the server address. Press “+” and enter the Exchange Server address. You can either enter the public IP address (if the server is accessible at this address, e.g. “123.45.67.89”), the internal IP address in LAN network (e.g. “192.168.1.2.”), the local name of the server (e.g. “mail.in-session.local”), or the global name of the server (if there is a DNS record for it, e.g. “exchange.contoso.com”). You can test the connection with the server by pressing “Test.” Continue by tapping “Next.”

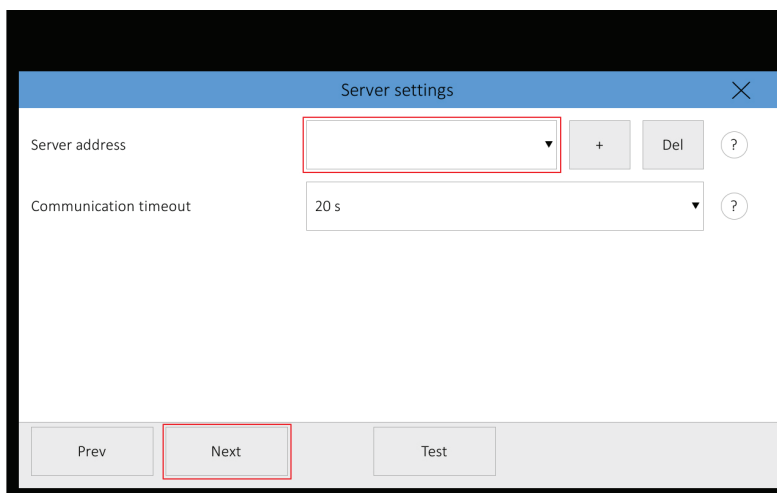


FIGURE 3-6. ENTER EXCHANGE SERVER ADDRESS

CHAPTER 3: PANELS

Enter the user account name and password on the next screen. A keyboard will appear when you tap "+", so that you can enter a user account (e.g. "IN-SESSION 7" and 12" Room Scheduler"). Now enter the user account password and you can test the user account via the "Test" button. Continue by tapping "Next."

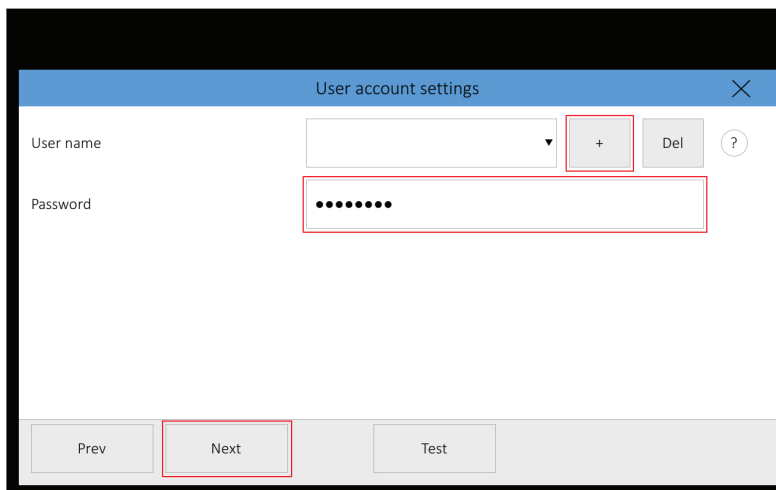


FIGURE 3-7. ENTER USER ACCOUNT NAME AND PASSWORD

The last thing to do is setting the room account. Press "+" in the "Room email" command line and enter the email of the room account (e.g. "demoroom@in-session.local"). You must enter the email in the same format in which it was shown in the item User Logon Names / User Principal Name during the account creation, i.e. do not use the public email address (e.g. "demoroom@in-session-system.com"), if this public address is not identical with the user logon name. In the field "Room displayed name" you can enter the room name in the format in which it will be shown in the upper-left corner of the IN-SESSION 7" and 12" Room Scheduler panel. In the items "Server" and "User account," there are pre-filled server addresses and the user account email that you set in the previous steps. You can test the room account by tapping "Test." You can use the "OK" button to save the configuration and start working with the IN-SESSION 7" and 12" Room Scheduler panel. For further information, see the IN-SESSION 7" and 12" Room Scheduler - Setup Guide - Common Settings, Detailed IN-SESSION 7" and 12" Room Scheduler panel settings chapter.

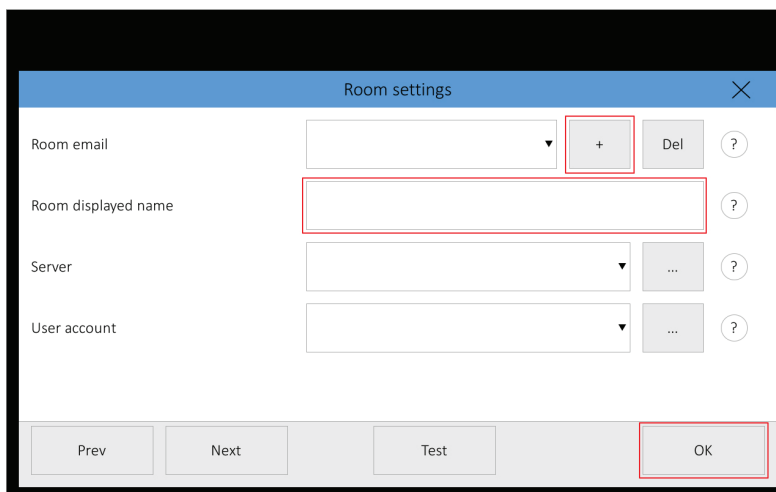


FIGURE 3-8. SET THE ROOM ACCOUNT

CHAPTER 3: PANELS

3.2 ADDING MORE PANELS

Once you set the first panel and create a new reservation system, you may add more panels to this system. Connect another panel to your network. The opening screen will appear on the panel. Identically, as when setting the first panel, you can change the language and IP settings. Then tap “Join to existing system.”

NOTE: This is the only way to join an existing system. Even if you create a new reservation system with the same name and password, it will be considered a different one.

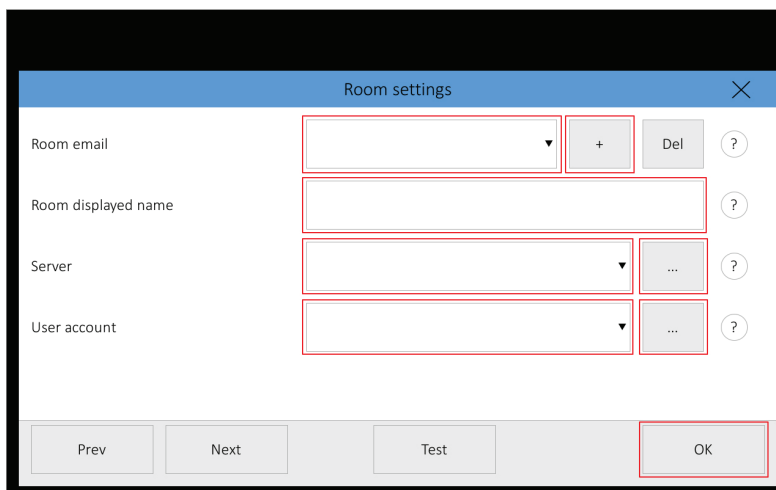


FIGURE 3-11.ADD ANOTHER ROOM ACCOUNT EMAIL ADDRESS

To use a different user account for a specific room, tap “...” next to “User account”. It will take you to the user accounts settings where you can add more user accounts. When you return to this screen, tap the user account field. An already-defined user account list expands so that you can choose one. You can proceed in a similar way (in the “Server” line) if you want to use another Exchange Server for the given room. You can test the room account by tapping “Test.” Finish setting the panel by tapping

“OK,” or proceed to detailed panel settings by tapping “Next.” You can find the description of detailed panel settings in the IN-SESSION 7” and 12” Room Scheduler - Setup Guide - Common Settings, Detailed IN-SESSION 7” and 12” Room Scheduler panel settings chapter.

If you need to change the configuration of a panel that is already set, connected to the reservation system, and in normal operation, tap and hold the upper-left corner (where the room name is) for about 5 seconds until keyboard appears along with an “Enter password” notice. Enter the password you chose during the creation of the reservation system. Then you will enter the settings pages. For further information, see the IN-SESSION 7” and 12” Room Scheduler - Setup Guide - Common Settings, the Detailed IN-SESSION 7” and 12” Room Scheduler panel settings chapter.

NOTES

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