

# ROOMWIZARD TOUCH SCREEN OVERVIEW



**1 Red and green LEDs** indicate the space's availability. Green means the space is available. Red means the space is reserved.

**2 Room Name** displays the assigned room name.

**3 Reservation Area** displays current reservation by default, including the meeting's host name, duration, and purpose.

**4 Reservation timeline** shows blocks of reserved and free time. Touch any block to view reservation details.

**5 Start button** verifies that a meeting has begun. If you do not touch the "Start" button, the reservation is abandoned and the room becomes available for others to use.

**6 Details button** displays room, reservation, and meeting attendee information.

**7 About button** displays the network settings and touch-screen calibration information.

**8 Adjust button\*** extends or shortens a reservation. Changes are saved only when you have confirmed them.

**9 End button\*** ends a current reservation.

**10 Use Now button\*** grabs an available room for impromptu use.

**11 Warning symbol** is displayed if a synchronized RoomWizard loses connection to the calendaring system. RoomWizard adds an icon to the front panel but continues to operate using a cache of that day's meetings schedule. If a user sees this symbol, the system administrator should be notified.

\*Some functions may be disabled by your System Manager. The display automatically reverts to the current reservation after a few seconds.