Simply Better Connections

RBS Panel & Configurator

ATEN Room Booking System

User Manual

Compliance Statements

FEDERAL COMMUNICATIONS COMMISSION INTERFERENCE STATEMENT

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

The device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC Caution

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

Warning

Operation of this equipment in a residential environment could cause radio interference.

Achtung

Der Gebrauch dieses Geräts in Wohnumgebung kann Funkstörungen verursachen.

E3914

KCC Statement

유선 제품용 / A 급 기기 (업무용 방송 통신 기기)
이 기기는 업무용 (A 급) 전자파적합기기로서 판매자 또는 사용자는 이 점을 주의하시기 바라며 , 가정 외의 지역에서 사용하는 것을 목적으로 합니다 .

Industry Canada Statement
This Class A digital apparatus complies with Canadian ICES-003.

CAN ICES-003 (A) / NMB-003 (A)

RoHS
This product is RoHS compliant.

User Information

Online Registration

Be sure to register your product at our online support center:

International	http://eservice.aten.com

Telephone Support

For telephone support, call this number:

International	886-2-8692-699
China	86-400-810-0-810
Japan	81-3-61-811
Korea	82-2-467-6789
North America	1-888-999-ATEN ext 4988 1-949-428-1111

User Notice

All information, documentation, and specifications contained in this manual are subject to change without prior notification by the manufacturer. The manufacturer makes no representations or warranties, either expressed or implied, with respect to the contents hereof and specifically disclaims any warranties as to merchantability or fitness for any particular purpose. Any of the manufacturer's software described in this manual is sold or licensed *as is*. Should the programs prove defective following their purchase, the buyer (and not the manufacturer, its distributor, or its dealer), assumes the entire cost of all necessary servicing, repair and any incidental or consequential damages resulting from any defect in the software.

The manufacturer of this system is not responsible for any radio and/or TV interference caused by unauthorized modifications to this device. It is the responsibility of the user to correct such interference.

The manufacturer is not responsible for any damage incurred in the operation of this system if the correct operational voltage setting was not selected prior to operation. PLEASE VERIFY THAT THE VOLTAGE SETTING IS CORRECT BEFORE USE.

Product Information

For information about all ATEN products and how they can help you connect without limits, visit ATEN on the Web or contact an ATEN Authorized Reseller. Visit ATEN on the Web for a list of locations and telephone numbers:

International	http://www.aten.com
North America	http://www.aten-usa.com

Package Contents

Check to make sure that all components are in working order. If you encounter any problem, please contact your dealer.

VK430

Due to a package contents change, you may receive one of the following package editions:

Latest Package Edition

- 1 VK430 10.1” RBS Panel with wall mount
- 1 wall mount kit
- 2 3M glass mount tape
- 1 90° RJ-45 cable adapter
- 1 user instructions

Previous Package Edition

- 1 VK430 10.1” RBS Panel with wall mount
- 2 LED bars
- 4 LED bar screws
- 4 hard wall mount screws + screw anchors
- 2 3M glass mount tape1 user instructions

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About this Manual

This user manual is provided to help you get the most out of your ATEN Room Booking System. It covers all aspects of the system, including RBS Panel and RBS Configurator installation, configuration, and operation:

Devices and software covered in this manual include:

Models	Product Names
VK430	10.1” Room Booking System (RBS) Panel
RBS Configurator	Room Booking System (RBS) Configurator

An overview of the information found in the manual is provided below.

Chapter 1, Introduction

Introduces you to the ATEN Room Booking System, its purpose, features, and components.

Chapter 2, Hardware Setup

Provides the necessary steps to set up the ATEN Room Booking System, along with some basic operations.

Chapter 3, Configurator Installation

Provides the basic information and installation instructions of the ATEN RBS Configurator.

Chapter 4, Panel Profile

Guides you through how to configure and customize layout design profiles to be applied to the ATEN RBS Panels managed.

Chapter 5, Calendar Server

Guides you through the implementation of your ATEN Room Booking System to calendar servers, such as Microsoft 365 Calendar, for convenient scheduling management of all conference rooms in the system.

Chapter 6, Panel Management

Covers how to upload projects to and configure the ATEN RBS Panels managed.

Chapter 7, Panel Password

Guides you through how to define and change the passwords of your ATEN RBS Panels.

Chapter 8, Panel Operation

Guides you through the operations that can be done on ATEN RBS Panels, including booking or checking into rooms.

Appendix

Provides specifications and other technical information regarding the ATEN Room Booking System.

Note:

- Read this manual thoroughly and follow the installation and operation procedures carefully to prevent any damage to the unit or connected devices.
- ATEN regularly updates its product documentation for new features and fixes. For an up-to-date ATEN RBS documentation, visit

  http://www.aten.com/global/en/

Conventions

This manual uses the following conventions:

`Monospaced`	Indicates text that you should key in.
[ ]	Indicates keys you should press. For example, [Enter] means to press the **Enter** key. If keys need to be chorded, they appear together in the same bracket with a plus sign between them: [Ctrl+Alt].
1.	Numbered lists represent procedures with sequential steps.
♦	Bullet lists provide information, but do not involve sequential steps.
>	Indicates consecutive selecting options (such as on a menu or dialog box). For example, Start > Run means to open the *Start* menu, and then select *Run*.
	Indicates critical information.

Chapter 1
Introduction

Overview

The ATEN Room Booking System is an Ethernet-based room management system that works in conjunction with a calendar server, such as Microsoft 365 Calendar and Google Workspace, to provide convenient scheduling, availability allocation, reservation, and status indication for all of the rooms managed in your organization.

ATEN Room Booking System consists of VK430 RBS Panels, 1 for each room managed, and an RBS Configurator used to configure the RBS Panels and calendar server.

Through ATEN Room Booking System, users can check for the availability of every room, book the desired rooms while scheduling meetings, as well as cancel or extend their room booking.

On each VK430 RBS Panel, you can check the time slots the corresponding room is available for and reserve immediately or for a desired time with a few simple taps.

Using RBS Configurator, the administrator can adjust the theme style and setting profiles of each VK430 RBS Panel.

The ATEN Room Booking System is the perfect solution for any meeting and conference room, boardroom, classroom, and any other room booking management through streamlined Ethernet-based management system in conjunction with a calendar server for optimum efficiency and performance.

Features

VK430 10.1” RBS Panel

- 10.1” capacitive touch-screen panel
- Supports integration with calendar servers, such as Microsoft 365 Calendar, Google Workspace Calendar, and Microsoft Exchange Server
- Supports RBS Configurator for batch upgrade, customizable booking options, and calendar settings.
- Supports central management through ATEN Unizon to allow administrators to monitor managed devices in real time, generate room usage analyses, and update app in batch
- Supports TCP for third-party system integration
- Supports Power over Ethernet (PoE), which allows the RBS panel to receive power and communication over a single Ethernet cable
- LED light bars illuminating user-defined colors to indicate the room’s availability at a glance
- Pre-installed with a wall mount kit and provided with 3M VHB™ Tape for easy mounting onto a hard or glass wall
- 75*75 mm VESA-compliant for flexible mounting across various installation scenarios
- TCP CLI compliant

Note:

- To manage RBS panels using ATEN Unizon™, make sure to update the RBS App to v1.3.123 or later.
- For more information on ATEN Unizon™, refer to *ATEN Unizon™ User Manual*.

RBS Configurator

- Easy RBS panel configuration via intuitive GUI
  - Profile setup (logo, background, calendar layout, etc.)
  - System settings (language, sleep mode, brightness, volume, etc.)
  - Panel management (firmware upgrades and profile uploads)
- Simulator to simulate and preview the customized GUI before uploading
- Flexible booking options for different application scenarios and user preferences
- Supports mainstream calendar servers, including Microsoft 365 Calendar and Google Workspace Calendar, and Microsoft Exchange Server

Requirements

Prepare the following equipment and make sure your equipment meets the minimum requirements specified below.

- **Rooms to be managed by your ATEN Room Booking System, with the following equipment**
  - 1 VK430 ATEN 10.1” RBS Panel per room
  - 1 available PoE+ port per room, from a PoE switch / injector or 1 power adapter (available for purchase, see *Accessories*, page 6)
- **A computer (for running ATEN RBS Configurator), with the following spec**
  - OS: Windows 7 / 8 / 10 (32/64-bit)
  - Processor: 1 GHz
  - Memory: 1 GB RAM
  - Storage: 500 MB available hard disk space

Getting Started

Complete the following tasks to start setting up your ATEN Room Booking System and managing your room resources.

No.	Getting Started Tasks	Detailed Procedure
1	Install an ATEN RBS Panel, using the pre-installed wall mount (and 3M mount tape), for each of the room to be manged by your ATEN Room Booking System.	*Installation*, page 10
2	Install a configuration tool, ATEN RBS Configurator to a computer that has network access to the installed RBS panel(s).	*Installing RBS Configurator*, page 13
3	Define a desired layout and theme style to for the installed ATEN RBS Panels.	Chapter 4, *Panel Profile*
4	By default, the RBS panel is DHCP-enabled. Configure the network settings if needed.	*Configuring Network Settings*, page 97
5	Set up the calender server for ATEN Room Booking System.	Chapter 5, *Calendar Server*
6	Upload the configured profiles and settings to the ATEN RBS Panels.	*Uploading Profiles and Setting Changes to ATEN RBS Panels*, page 77

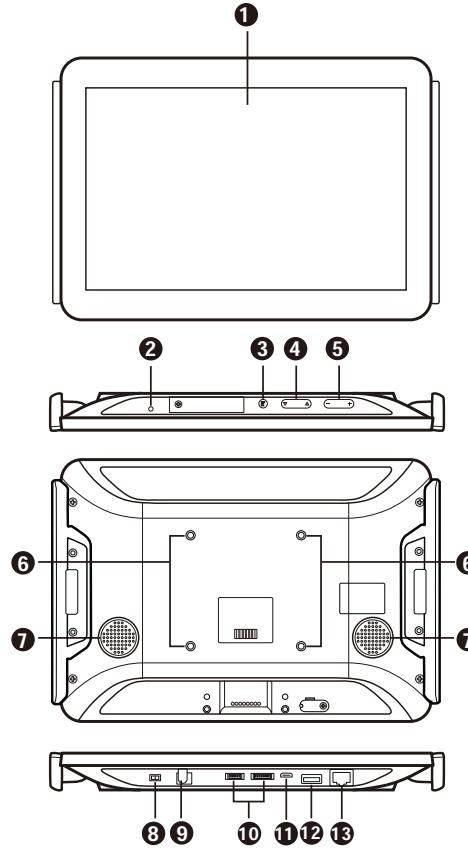
Accessories

Optionally purchase any compatible power adapter and/or power cord if needed, as listed below. Contact your ATEN dealer for details.

Model	Description	Region
0AD8-8012-33MG	power adapter	all
LIN2-418K-D12G	power cord	A
LIN2-418K-E12G	power cord	E
LIN2-418K-D16G	power cord	J
LIN2-418K-F11G	power cord	U
LIN2-418K-N12G	power cord	I
LIN2-418K-G11G	power cord	G
LIN2-418K-Z11G	power cord	Z
LIN2-418K-K11G	power cord	K

Components

VK430 RBS Panel



No.	Component	Description
1	touch screen	Tap to configure or reserve the corresponding room.
2	status LED	Lights on when the touch panel is powered on.
3	function button	Press to access the *Settings* page.
4	brightness + / -	Press to adjust the display brightness.

No.	Component	Description
5	volume + / -	Press to adjust the volume of the touch panel.
6	screw holes for panel plate	Used to secure the panel plate.
7	speakers	Plays beep sounds to indicate operation actions.
8	power switch	Turns the touch panel on or off.
9	power jack	Connects to power.
10	reserved for debugging purposes	These ports are reserved for debugging.
11	USB Micro-B port	Reserved for debugging.
12	USB type-A port	Used to update the ATEN RBS app and/or firmware.
13	LAN port with PoE	Connects to the network, while receiving power via PoE.

Chapter 2
Hardware Setup

Important safety information regarding the placement of this device is provided on *Safety Instructions*, page 101. Please review it before proceeding.

This chapter guides you through the hardware setup of ATEN RBS device as well as cover some of its basic configurations.

The RBS device covered includes:

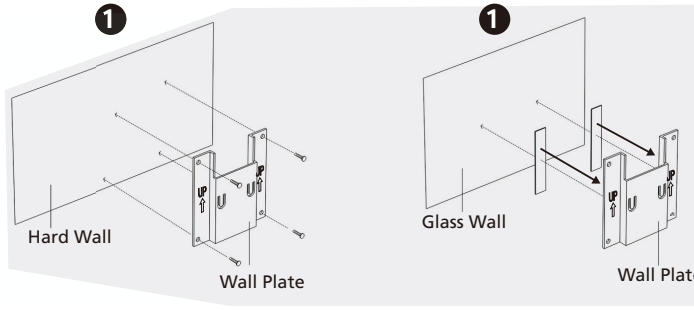
Model	Product Name	Page
VK430	10.1” RBS Panel	p.10

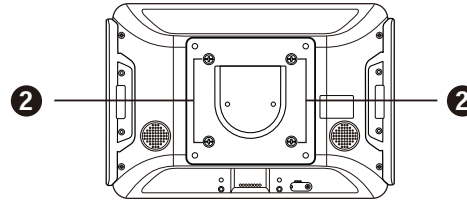
For the installation and configuration of ATEN RBS Configurator, please refer to *RBS Configurator*, page 13, and *Panel Management*, page 75.

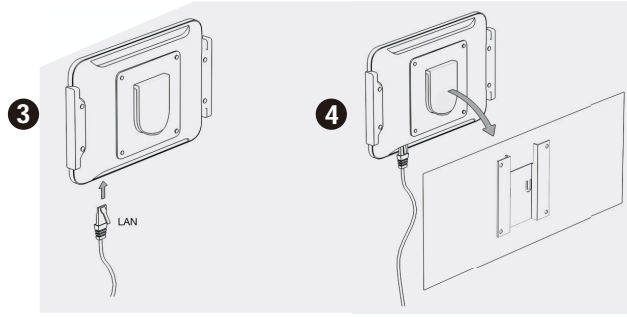
10.1” RBS Panel

Installation

The ATEN VK430 RBS Panel comes pre-installed with two light bars. The RBS panel is also compatible with any VESA-compliant (75 x 75 mm) mounting accessory. Follow the steps below to install and mount the VK430 onto a wall.







1. Secure the wall plate onto a (a) hard or (b) glass wall.
   - *Hard Wall*: Using the 4 screws provided (also use the 4 screw anchors if necessary), secure the wall plate onto the hard wall with the arrows on the plate pointing upward.
   - *Glass Wall:* Stick the 2 strips of tape provided to the back of the wall plate, and then press the wall plate onto the glass wall, with the arrows on the plate pointing upward.

     IMPORTANT:.For optimal adhesive results, make sure to firmly press the taped mounting plate against the wall for 3 ~ 5 seconds and wait for it to dry for at least 24 hours.

2. Secure the provided panel plate to the back of the RBS panel using the short screws provided.
3. Using the 90° RJ-45 cable adapter provided and an Ethernet cable, connect the RBS panel to a PoE switch / injector to provide power and access to network.

   Note: Make sure that the RBS panel receives adequate power supply (DC12V, 17.8W, 60.70BTU or PoE 20W, 68.24BTU). With inadequate power supply, processes such as firmware updates and app updates may fail.

4. Place the RBS panel onto the wall by sliding and attaching it to the wall plate.
5. Turn on the RBS panel by switching its power switch to **ON**.

Upon first-time startup, the VK430 shall be offline and not connected to any calendar server.

To set up the VK430, you shall use the ATEN RBS Configurator software to create the necessary setting profiles to be uploaded to it. See *RBS Configurator*, page 13.

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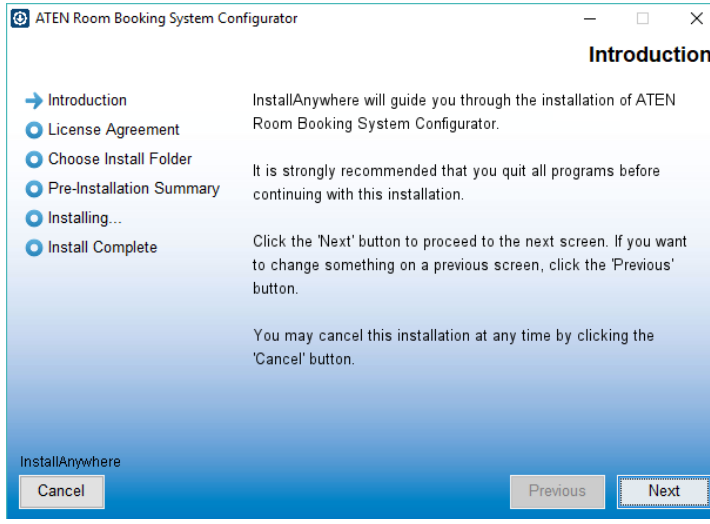
Chapter 3
RBS Configurator

The ATEN RBS Configurator is a GUI-based management software that helps you configure mass RBS panels for convenient management of your conference room resources against a calendar server, including Microsoft 365 Calendar and Google Workspace.

Installing RBS Configurator

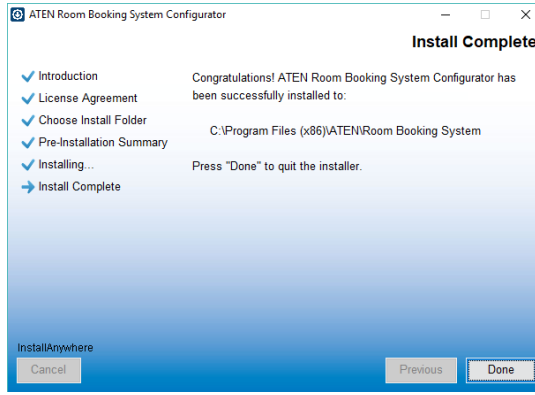
To install the RBS Configurator software, do the following:

1. Download RBS Configurator.
   a) Visit the ATEN download page.
   http://www.aten.com/global/en/support-and-downloads/downloads/
   b) Search for “RBS Configurator.” A list of downloads for RBS Configurator appears.
   c) Download **RBS_Configurator_Setup_vx.x.xxx.exe**.
2. Execute the setup file. Then follow the on-screen instructions to install the RBS Configurator.



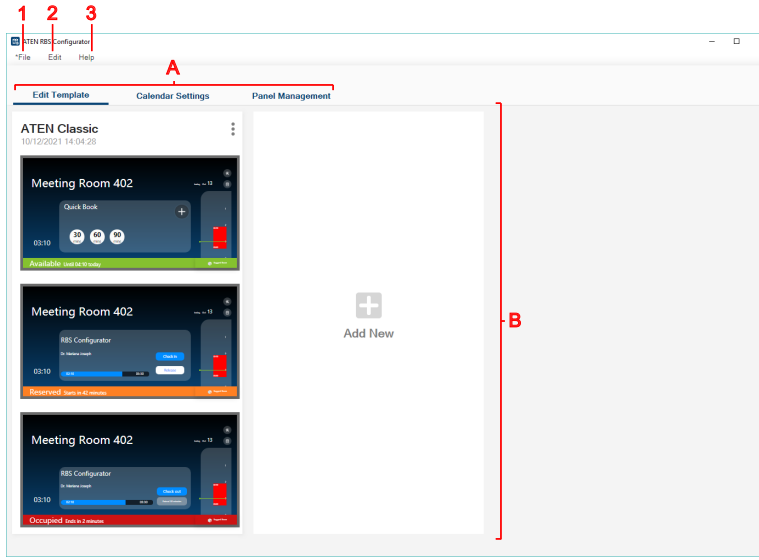
Note: On the *License Agreement* page, thoroughly read through and accept the terms of the license agreement before proceeding.

3. Once the installation is completed, click **Done** to finish.



The Interface

Launch the software to start configuring your ATEN Room Booking System. Below is the general interface of RBS Configurator and its components.



No.	Item	Description
A	Tab Menu	Use the main selection menu for switching views between the following: ◆ **Edit Template:** Defines layout designs to be applied to the RBS panels managed. ◆ **Calendar Settings:** Contains the required calendar server settings for integration with ATEN Room Booking System. ◆ **Panel Management:** Upload and/or edit setting profiles to ATEN RBS Panels via network.
B	Interactive Display	This section is your main work area, which reflects the tab menu item selected.

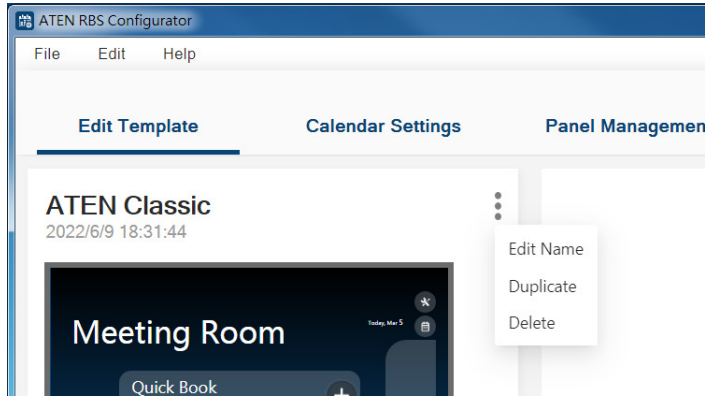
No.	Item	Description
1	File	◆ **New Project:** Clears the current project and start a new one. ◆ **Open Project:** Opens a previously-saved project file. ◆ **Save:** Saves the current project. ◆ **Save as:** Saves the current project as a new project file. ◆ **Exit:** Exits and closes RBS Configurator.
2	Edit	◆ **Language:** Changes the *language* of the RBS Configurator.
3	Help	◆ **About:** Displays the information of the RBS Configurator.

Chapter 4
Panel Profile

The **Edit Profile** tab, in ATEN RBS Configurator, allows you to customize layout design profiles and define booking settings to be applied to any ATEN RBS Panels managed.

Editing Profile Names, Duplicating and Deleting Profiles

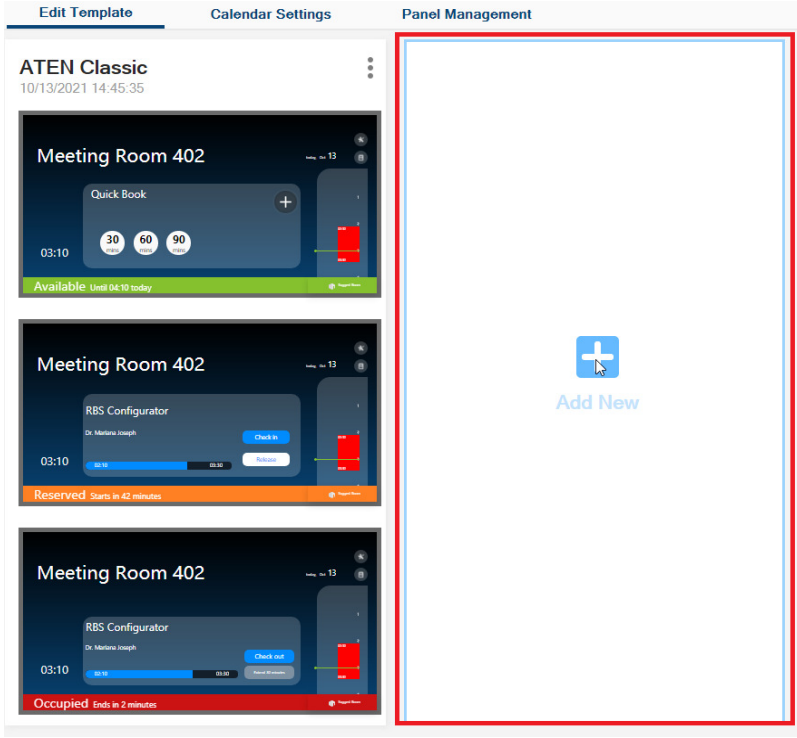
On a panel profile, you can click the ⋮ button for the following options:



Item	Description
Edit Name	Edits the name of the profile.
Duplicate	Creates a duplicate of the profile.
Delete	Deletes the profile.

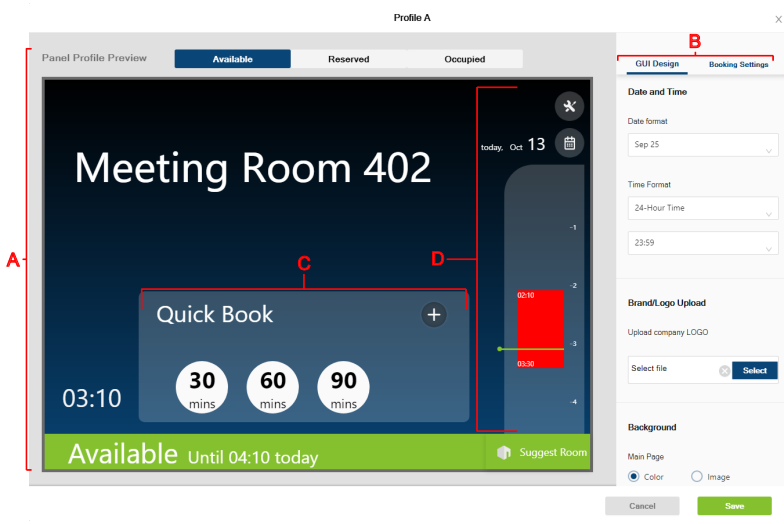
Adding New Profiles

To add a new profile, simply click **Add New**, as illustrated below.



Defining Profiles

Click on a desired profile to start. The following page appears.



No.	Item	Description
A	Panel Profile Preview	Displays an example of how the panel layout would look like once the profile is applied.
B	Interactive Display	Contains the following: ◆ **GUI Design:** Defines the profile's layout design related settings. ◆ **Booking Settings:** Sets the profile's booking-related settings
C	Check-in Panel	Used for checking-in to a meeting room and quick booking.
D	Daily Schedule Area	Displays the room's reservation schedule for the day.

GUI Design

Overview

Item	Sub-Item	Description
Date and Time	Date Format	Sets the format in which date is displayed on the RBS Panel.
	Time Format	Sets the format in which time is displayed on the RBS Panel.
Brand/Logo Upload	Upload Company Logo	Uploads a brand logo image (*.jpg*, *.jpeg*, *.png*, or *.bmp*), up to 140*970 pixels, to be displayed on the upper-left of the RBS Panel.
Background	Main Page	Defines the background of the RBS Panel's main page, either by selecting a color or uploading an image (*.jpg*, *.jpeg*, *.png*, or *.bmp*), up to 1280*732 pixels.
	Blur Background	Enable to show the background shown in gradient color. For more details, see *Blurring the Background*, page 21.
	Sub Page	Sets the display style of the RBS Panel's sub page.
Time Color		Sets the color in which time is displayed on the RBS Panel.
Check-in Panel Color		Sets the color of the RBS Panel's check-in panel.
Daily Schedule Area	Icon Color	Sets the color of icons on the RBS Panel's daily schedule area.
	Display Style	Sets the display style and color of the RBS Panel's daily schedule area.
Status Color	Available	Sets the color of the LED bars of the RBS Panel, and its status color, when it is available for use.
	Reserved	Sets the color of the LED bars of the RBS Panel, and its status color, when it is reserved for a meeting.
	Occupied	Sets the color of the LED bars of the RBS Panel, and its status color, when it is occupied.
Screen Saver	Show screen saver after	Select an idle time to display the screen saver when the RBS panel has idled for the selected duration. By default, the screen saver is enabled and set to display when RBS panel has idled for 5 minutes.
	Text Color	Sets the text color of the screen saver.

Blurring the Background

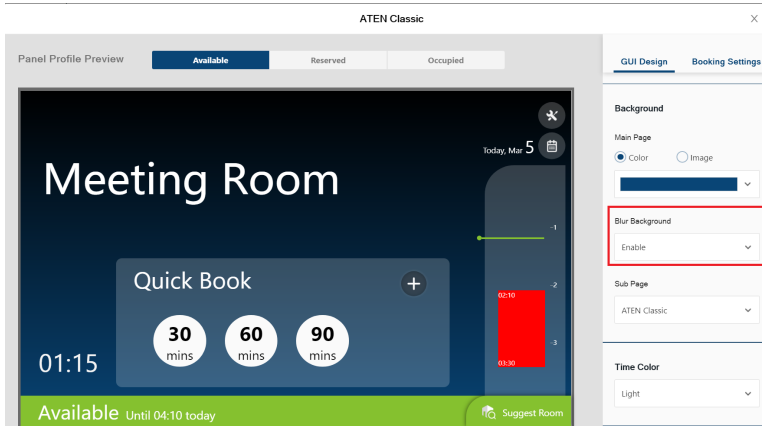
Use the **blur background** function to have the Quick Book controls stand out by applying color gradient to the background, as show below.

Disable the blur background function to use the chosen background without the gradient effect, as shown below.

To access the blur background setting:

1. In RBS Configurator, open the profile file.
2. Click on the target template. The configuration page appears.

3. Under GUI Design, scroll down to find **Blur Background**.



4. Configure the setting and click **Save** to apply the change.

Booking Settings

Item	Sub-Item	Description
Quick Booking, Suggest Room, Calendar Bookings		Enable to allow quick booking options to be available on the RBS Panel's check-in panel.
Room Utilization Optimization		Enable to: ◆ optimize room usage by releasing the room when not checked in within the defined time frame. ◆ allow meeting extension, early check-in, and delayed check-in. When disabled, a room will not be released if not checked in, and will not support early/ delayed check-in and reservation extension.
Extend meeting		Enable to allow meeting extension.
Allow check-in before the scheduled time by		Sets the amount of time allowed for early check-in.
Hold for		Sets the amount of time allowed for late check-in before being released.
Display Host Name		Enable to display the name of the host who's scheduled the meeting.
Working Hours	Calendar Server	Adopt the working hours as specified in the connected calendar server.
	Manual	Set up the working hours for the room booking system.
	Brightness	Sets the brightness of the RBS Panel during off-duty hours.

Click **Save** for changes to take effect.

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Chapter 5
Calendar Server

This chapter guides you through the implementation of your ATEN Room Booking System to calendar servers supported, including Microsoft365 Calendar, Microsoft Exchange Server, and Google Workspace, for convenient scheduling management of all conference rooms in the system.

Microsoft 365

To set up a Microsoft 365 Calendar for managing your ATEN Room Booking System, follow the steps below.

1. Using the Microsoft 365's administrator account, do the following:
   - Add a user account for every person who is allowed to book room resources through the Microsoft 365 calendar server.
   - Add a resource account, while setting a password, for every conference room to be managed by the Room Booking System.
   - Configure the administrator account to retrieve detailed information of the rooms managed from the calendar server.
   - Make sure that multi-factor authentication (MFA) is disabled.
   - Through Microsoft 365's Azure Active Directory, register for an APP ID and add the required API permission for the Room Booking System.

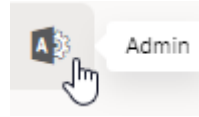
   Note: For detailed procedures, see *Microsoft 365 admin center*, page 26 and *Azure Active Directory*, page 30.

2. On your ATEN RBS Configurator, go to the **Calendar Settings** tab, select **Office 365** and enter the following:
   - **Admin Account:** Microsoft 365's administrator account.
   - **Admin Password:** Microsoft 365's administrator password.
   - **Application ID:** The Application ID as registered via Microsoft 365's Azure Active Directory.

   Note: See *ATEN RBS Configurator*, page 35, for details.

Microsoft 365 admin center

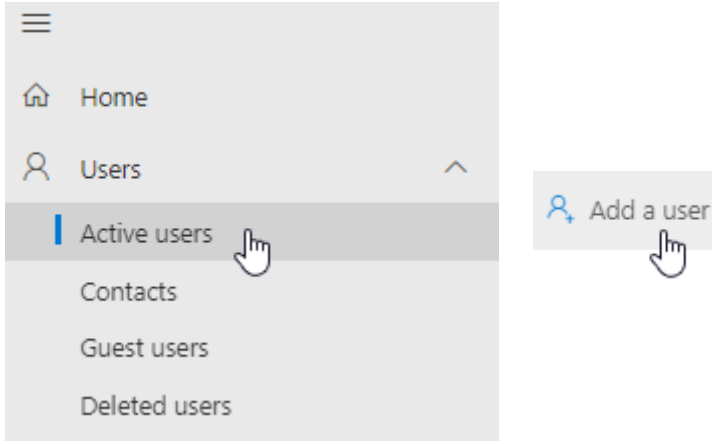
To start, log into https://login.microsoftonline.com using the Microsoft 365's administrator account and click **Admin**.



Adding User Accounts

Add a user account for every person who is allowed to book room resources through the Microsoft 365 calendar server, by doing the following:

1. Go to **Navigation Menu > Users > Active Users** and click **Add a user**.

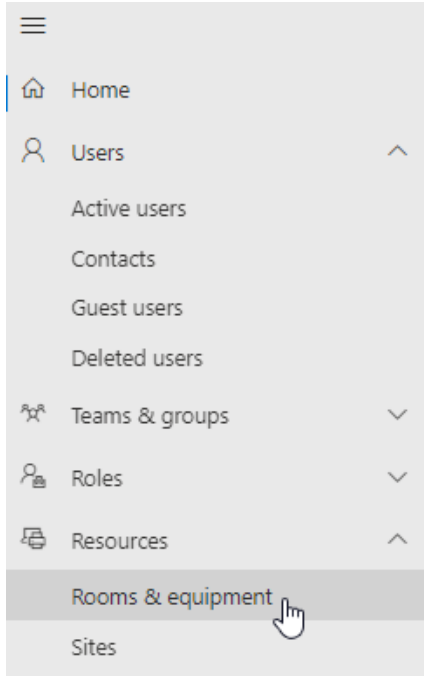


2. Follow the on-screen instructions to create the user account.

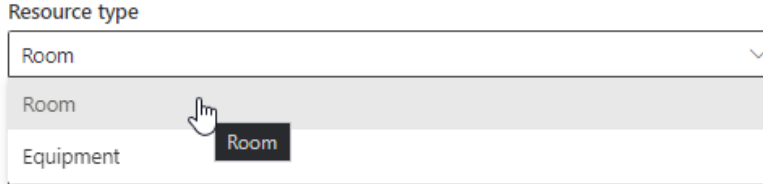
Adding Room (Resource) Accounts

Add a room account, and set a required password, for every conference room to be managed by ATEN RBS, by doing the following:

1. Go to **Navigation Menu > Resources > Rooms & equipment** and click **Add resource**



2. Select **Room** from the *Resource type* drop-down list and then follow the on-screen instructions to create the room account.



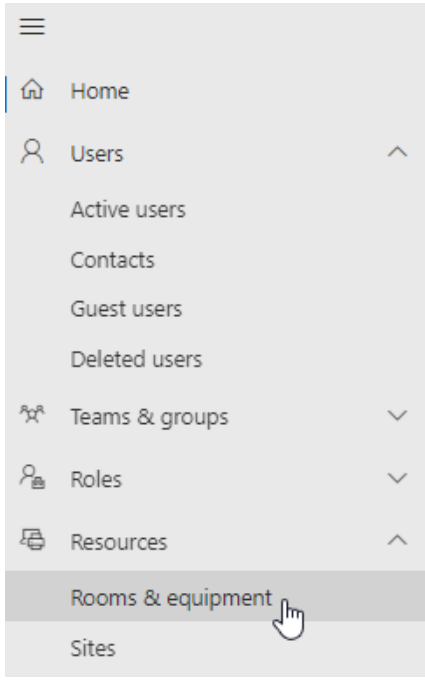
3. Go to **Navigation Menu > Users > Active Users**, click **Reset a password** next to the room account created from step 2 and follow the on-screen instructions to define its password.

Note: Make sure a password has been set for every room account created.

Setting Administrator Account to Record Room Usage Details

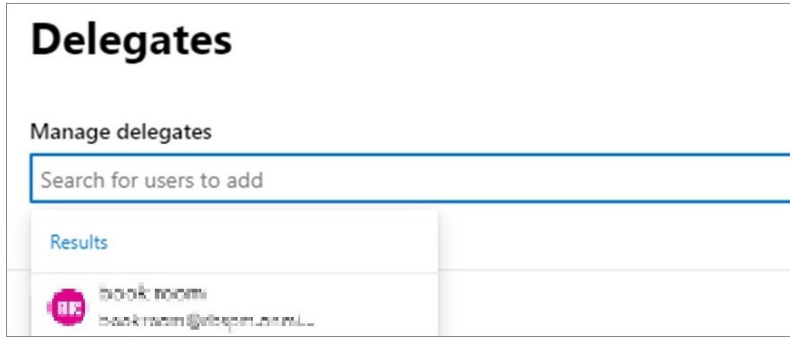
Configure the administrator account to record the necessary conference room usage details, by doing the following:

1. Go to **Navigation Menu > Resources > Rooms & equipment** and select and click any of the room accounts you want their usage details to be recorded for



2. On the room account info dialog box that appears, click **Edit** under *Delegates.*

3. In the *Manage delegates* drop-down list, type, search for, and select the administrator account used to manage the conference rooms, and their room accounts, and then click **Save changes**.



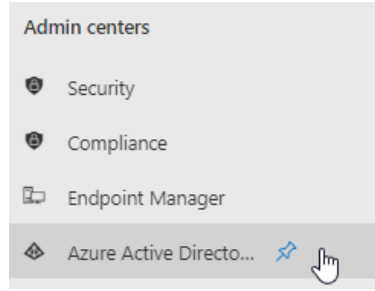
4. Repeat steps 1 ~ 3 for every room account.

Turning Off Multi-factor Authentication (MFA)

1. Go to **Navigation Menu** > **Users** > **Active users** > **Multi-factor authentication**.
2. Disable MFA for both the delegate and resource accounts.

Azure Active Directory

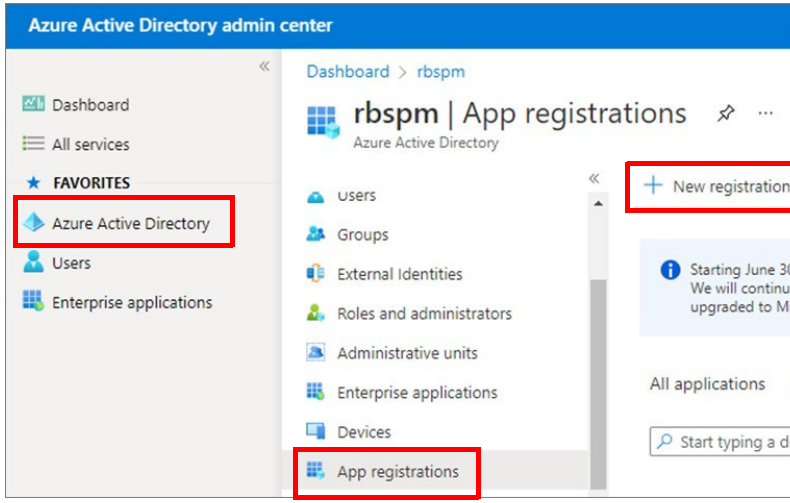
From *Microsoft 365 admin center*, go to **Navigation Menu > Admin centers** and select **Azure Active Directory**.



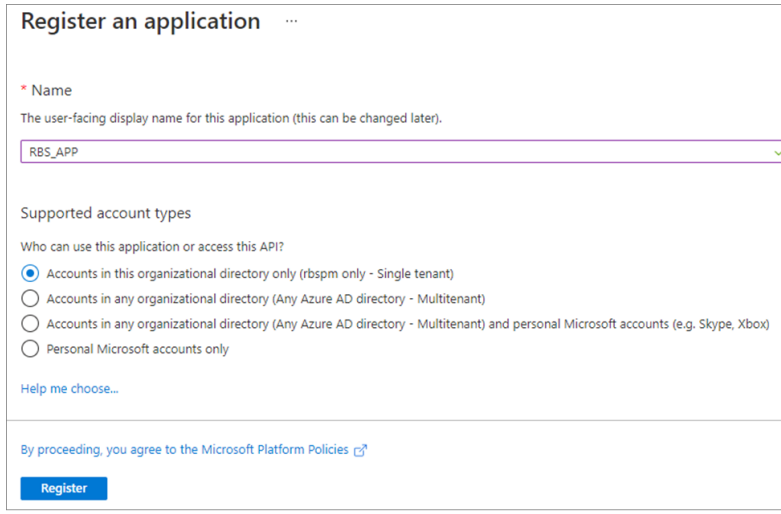
Registering Application

Register to obtain an Application ID for the ATEN Room Booking System, by doing the following:

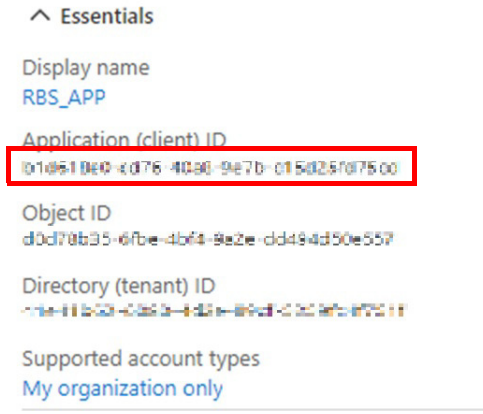
1. Go to **Azure Active Directory > App registrations** and click **New Registration**.



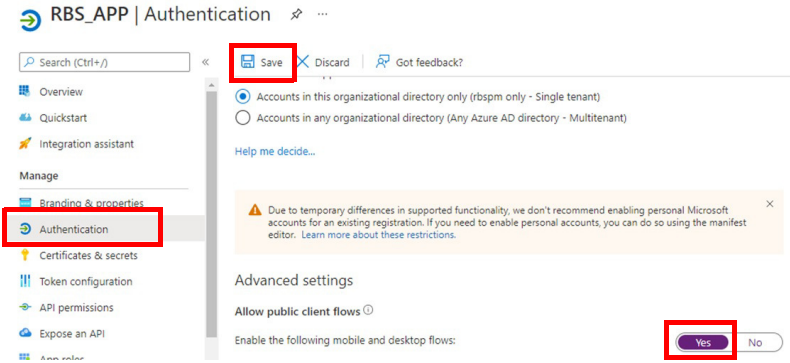
2. Enter a desired name, select **Accounts in this organizational directory only** under *Supported account types*, and click **Register**.



3. Once registered successfully, the **Application ID** is displayed, which shall later be entered on your ATEN RBS Configurator.



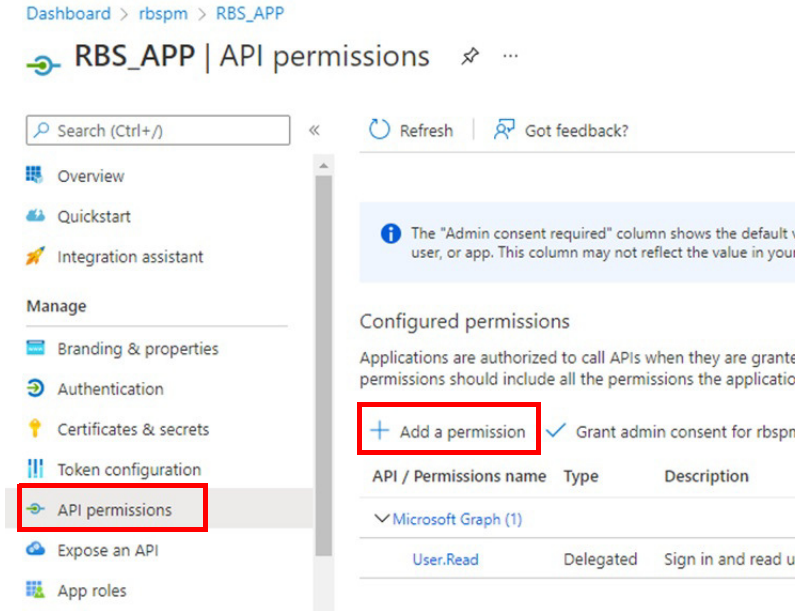
4. After registering, go to **Authentication**, enable *Allow public client flows* by selecting **Yes**. Then click **Save** for the changes to take effect.

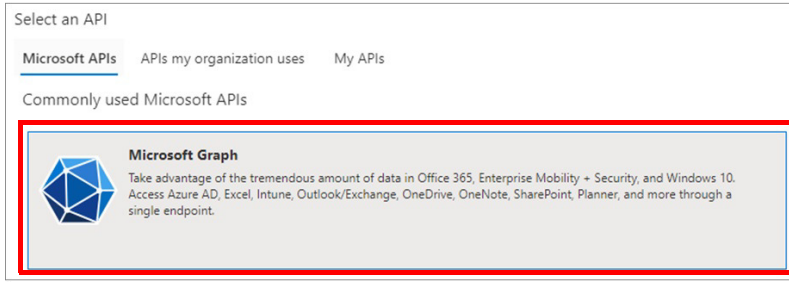


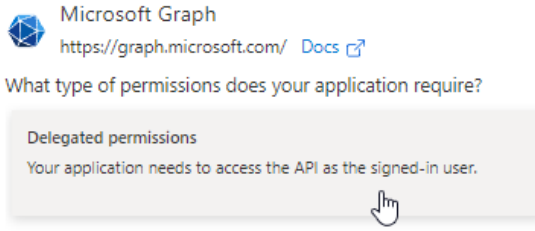
Adding API Permissions

After registering the application, also make sure the required API permissions have been applied to it, by doing the following:

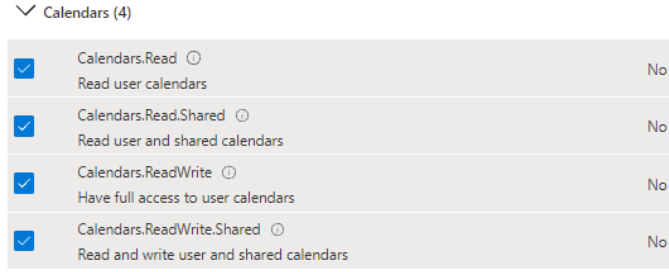
1. Click **API permissions > Add a permission**, and select **Microsoft Graph > Delegated permissions**



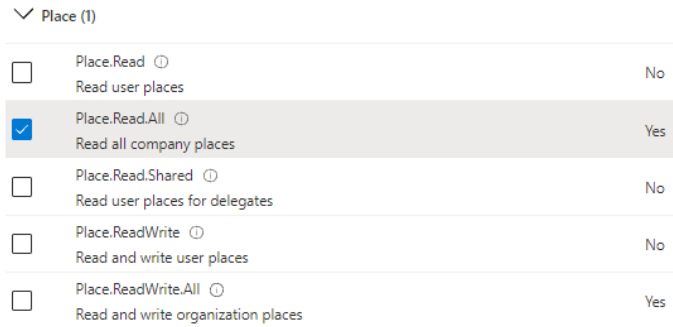




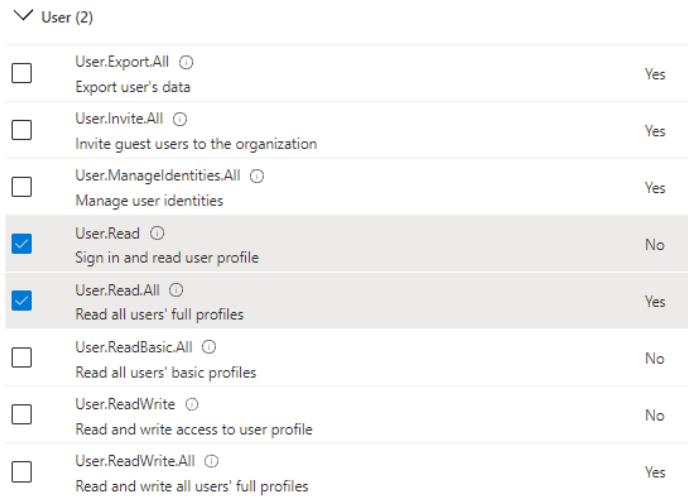
2. Select and enable the following permissions:
   - 4 Calendar permissions



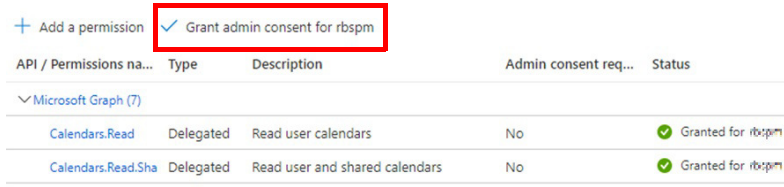
- 1 Place permission

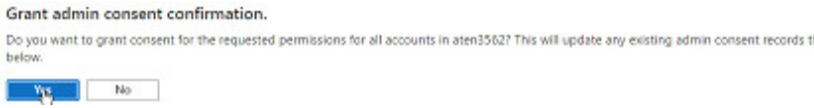


- 2 User permissions



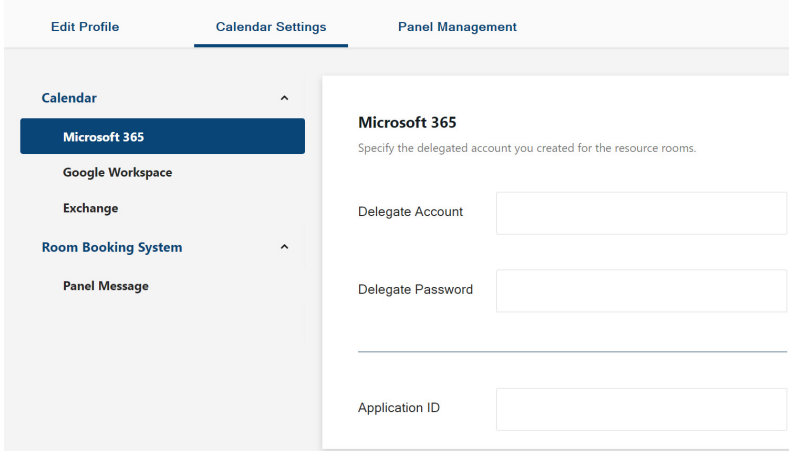
3. Click **Add permissions**.
4. Click **Grant admin consent for** *your account*, as illustrated below, and then click **Yes** to finish.





ATEN RBS Configurator

On your RBS Configurator, go to **Calendar Settings > Office 365** and enter the Microsoft 365 Calendar related settings, as below.



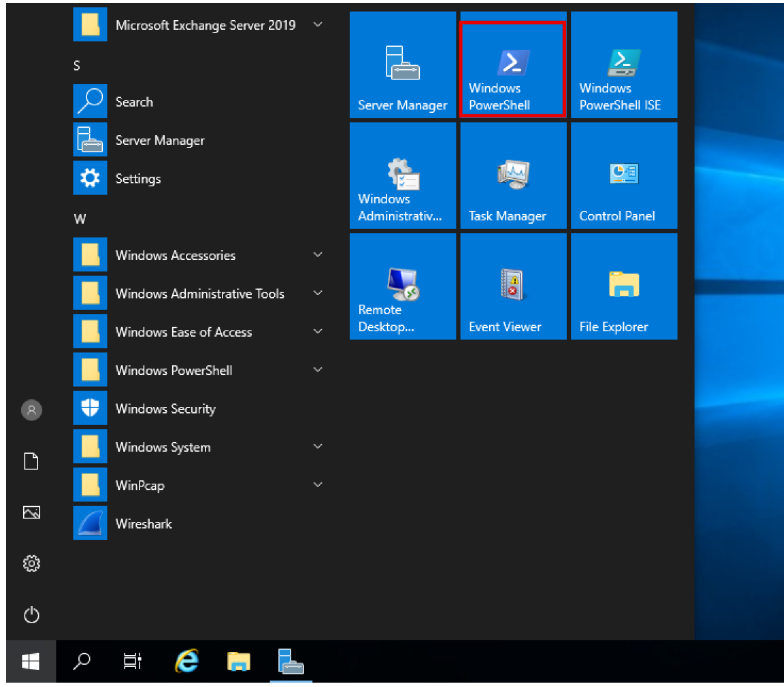
Item	Description
Delegate Account	Enter the name of the Microsoft 365 Calendar's delegate account.
Delegate Password	Enter the password of the Microsoft 365 Calendar's delegate account.
Application ID	Enter the Application ID of the ATEN RBS as registered on the Microsoft 365 Calendar.

Microsoft Exchange Server

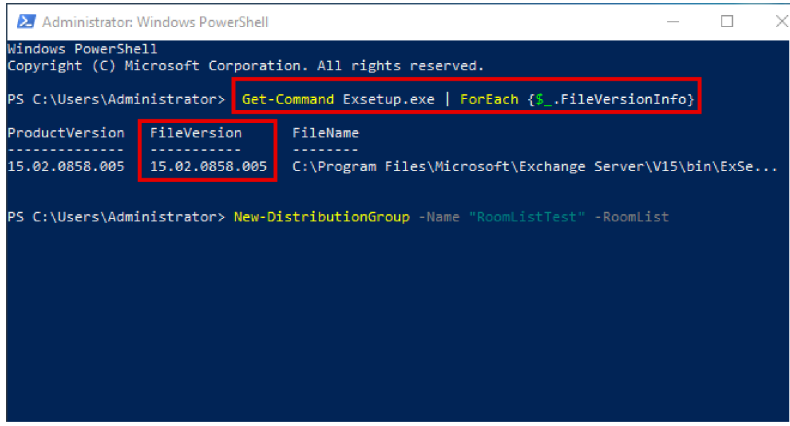
To use **Microsoft Exchange Server** to manage ATEN room booking system, you have to create and configure Microsoft Exchange room mailboxes which are the resource mailboxes linked to meeting rooms in advance, and then complete your calendar settings on ATEN RBS Configurator.

The room mailbox configuration procedures are slightly different by Microsoft Exchange server versions. Thus, before setting up Microsoft Exchange room mailboxes, check your Exchange server version by the following steps:

1. Open **Windows PowerShell** from the Start menu.



2. Input the command below to check the returned **FileVersion** number:
   `Get-Command Exsetup.exe | ForEach {$_.FileVersionInfo}`



The number associated with “FileVersion” from the output (e.g. “15.02.0805.005” in the figure) is the build version of your Microsoft Exchange server. Determine which Microsoft Exchange version is installed on your computer from the table below.

Microsoft Exchange Version	Build Number
2010	14.03.xxxx.xxx
2013	15.00.xxxx.xxx
2016	15.01.xxxx.xxx
2019	15.02.xxxx.xxx

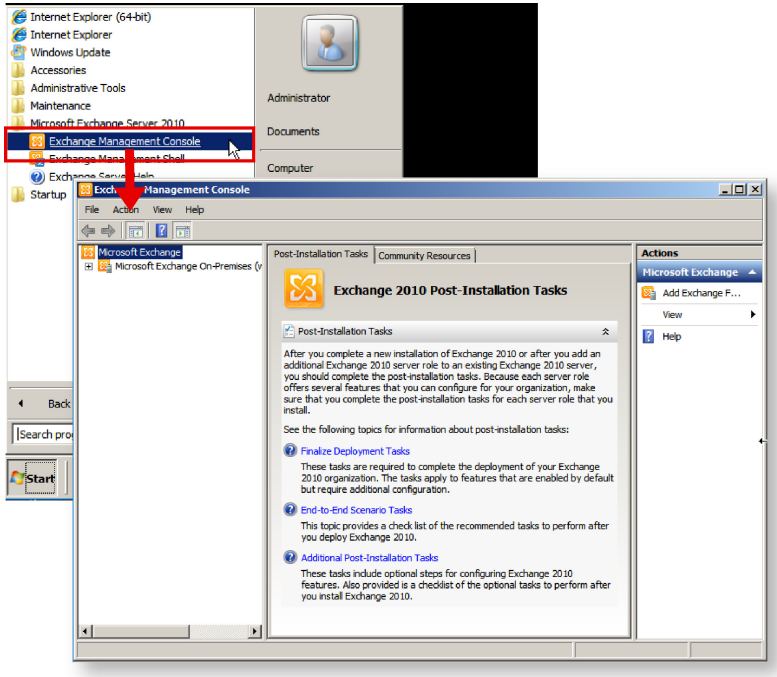
Note: For the setup procedures of Microsoft Exchange 2010, refer to *Microsoft Exchange 2010*, page 38; for Microsoft Exchange 2013 / 2016 / 2019, please refer to *Microsoft 2013 / 2016 / 2019*, page 52.

Microsoft Exchange 2010

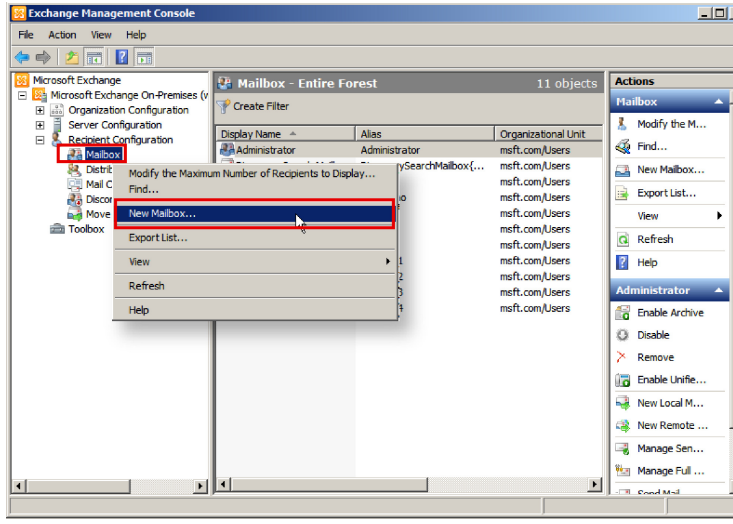
Follow the steps to set up your **Microsoft Exchange 2010** for managing your ATEN Room Booking System.

Create a Room Mailbox

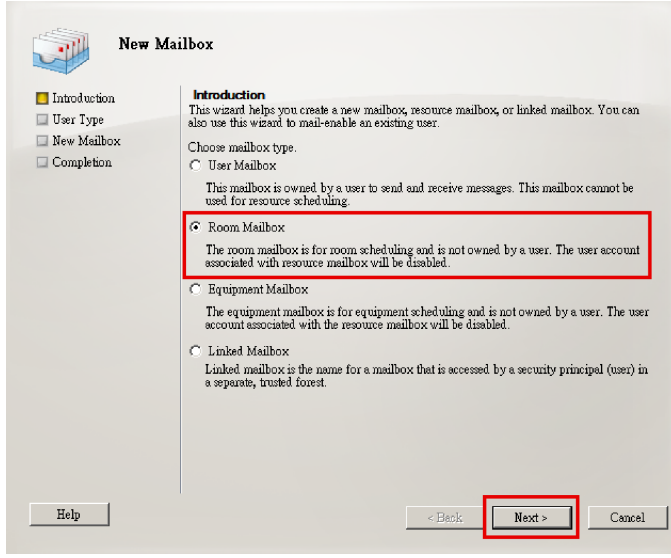
1. Launch **Exchange Management Console** from the **Start** menu > **All Programs** > **Microsoft Exchange Server 2010**.



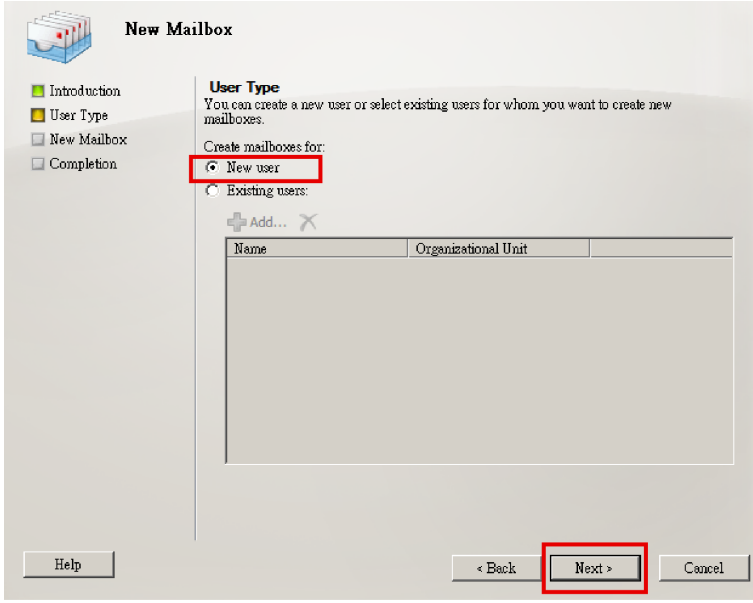
2. Navigate to **Recipient Configuration** > **Mailboxes**, right-click on "**Mailboxes**" to open the context menu, and select the option "**New Mailbox...**".

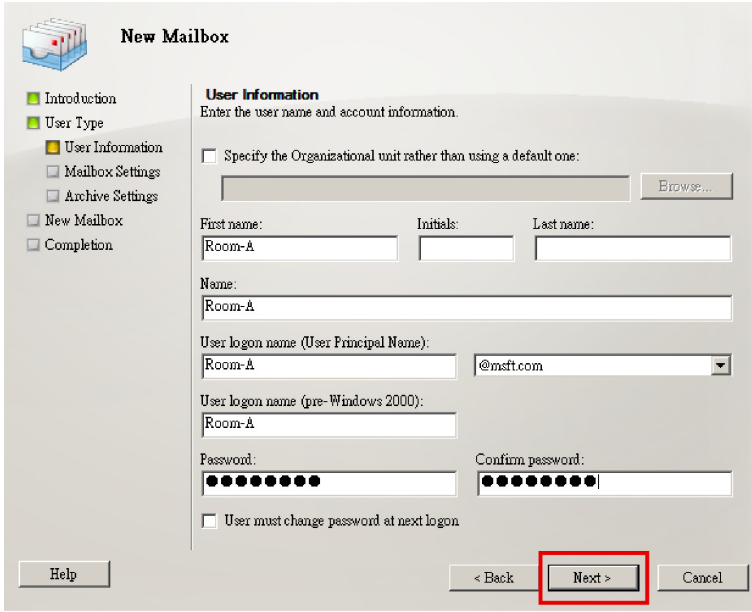


3. The "**New Mailbox**" wizard appears, and on the **Introduction** page, select "**Room Mailbox**" as the mailbox type to be created. Click **Next** to proceed to the **User Type** page.

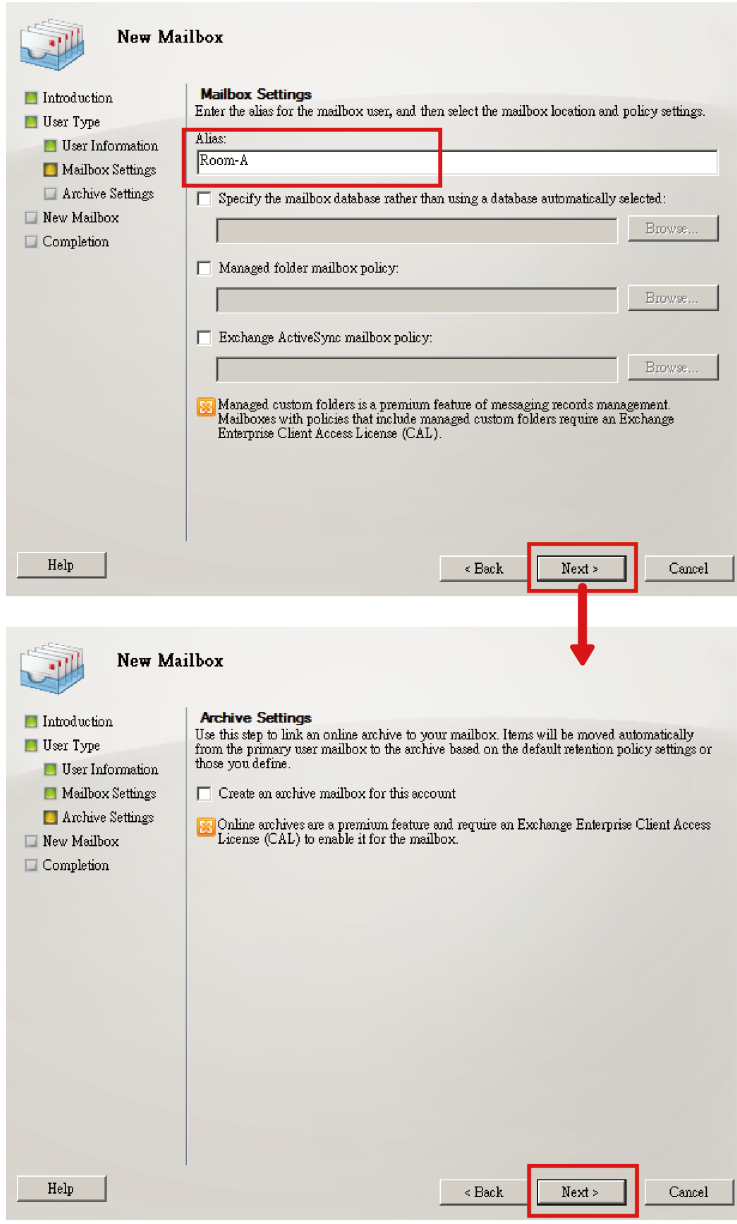


4. On the **User Type** page, click **New User** and then **Next** to fill out the required user information for the new room mailbox.

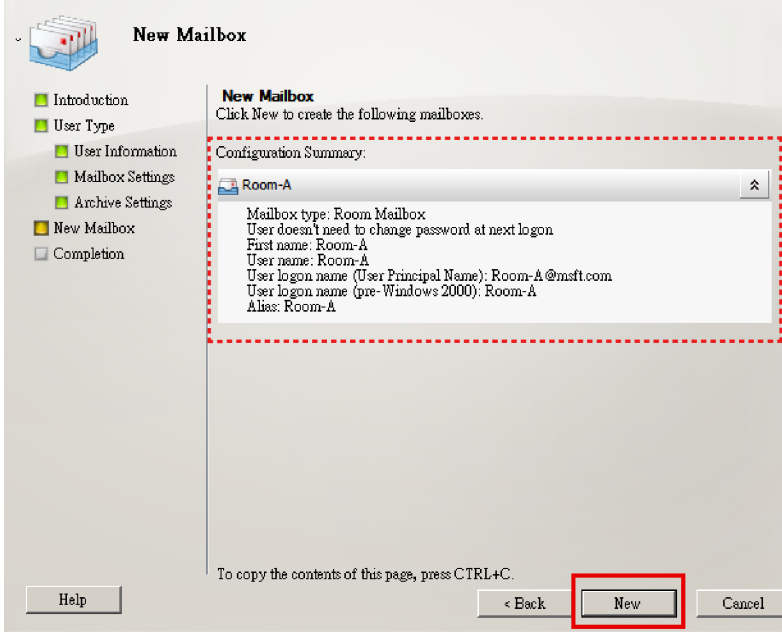




5. Enter the **Alias** on the **Mailbox Settings** tab, and complete the other optional settings on both **Mailbox Settings** tab and the **Archive Settings** tab if necessary. Click **Next** to proceed to the **New Mailbox** page.

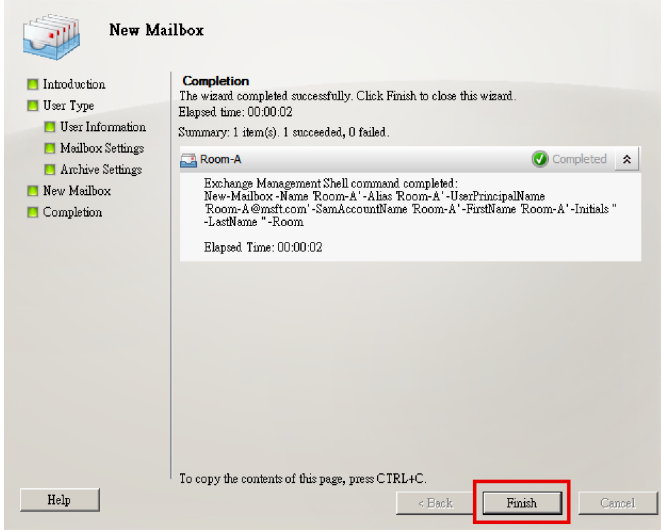


6. On **New Mailbox** page, please do the followings:



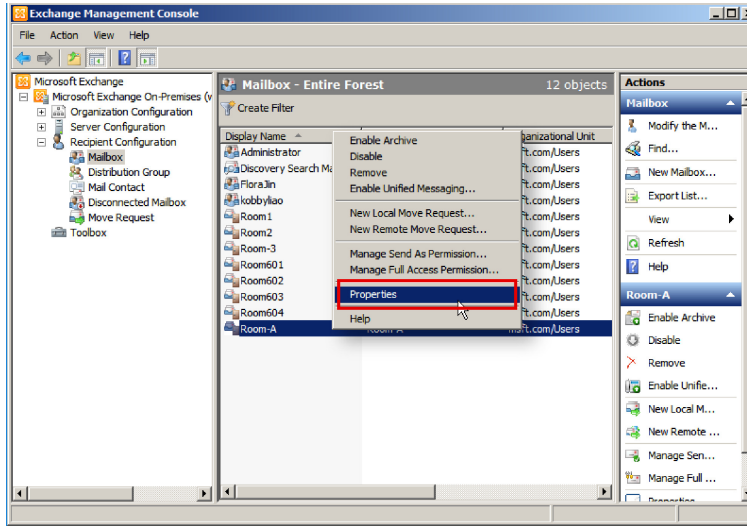
- Check the room mail information displayed on **Configuration Summary**.
- Note down the information which will be used for filling in to the fields on your RBS Configurator.
- Click **New** to create this room mail after you confirm the configuration is correct.

7. The **Completion** page shows the result of the setup. Click **Finish** to close the **New Mailbox** wizard.

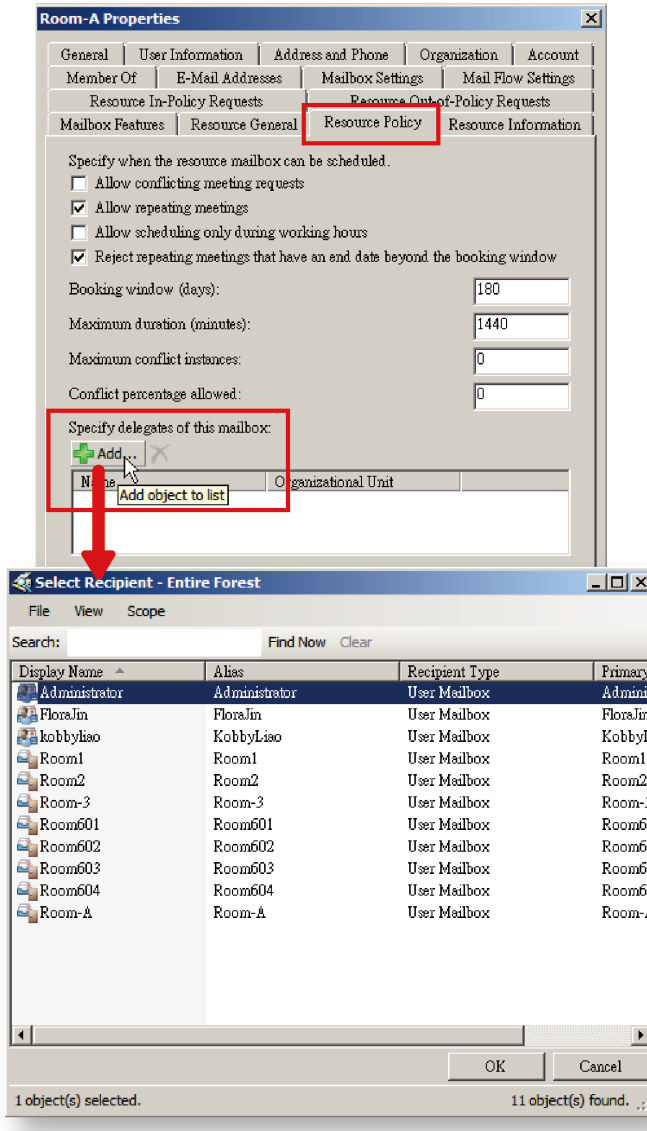


Assign the Delegate to the Room Mailbox

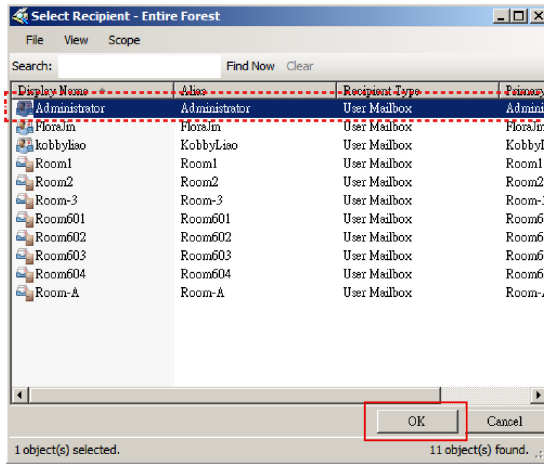
1. Now the newly-created room mailbox is listed on **Mailbox - Entire Forest**. Right-click on this room mailbox to open the context menu and select **Properties**.



2. On the **Properties** window of this newly-created room mailbox, go to **Resource Policy** tab, and click the **Add** button under **Specify delegates of this mailbox** to add a delegate.

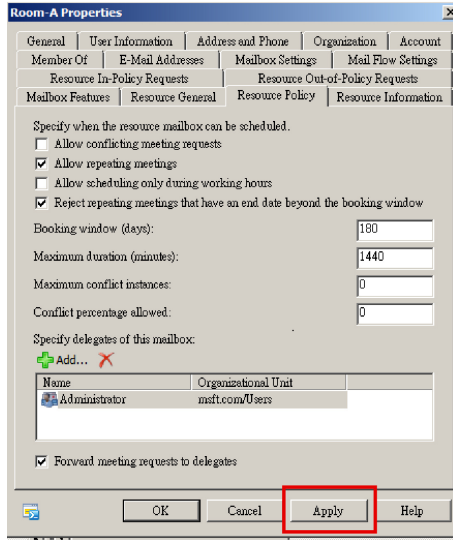


3. Select the delegate for this mailbox from the list and then click **OK**. It is suggested to set a user that is created for ATEN RBS purpose only to be the delegate.



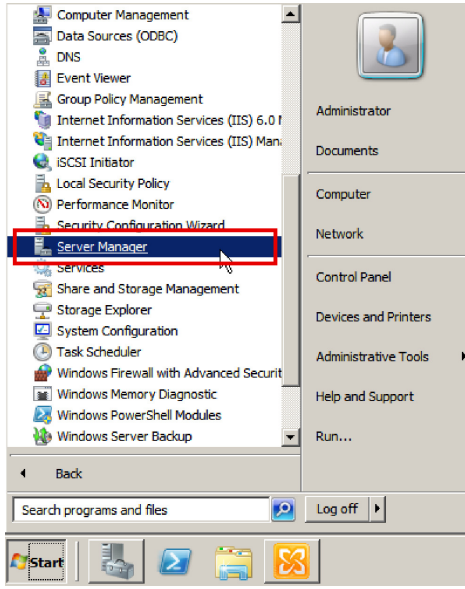
Note: Make sure to note down the information of the selected delegate, and use it for setting up the calendar on your ATEN RBS Configurator later on. See *Delegate Account*, page 61 in the section Calendar Settings of ATEN RBS Configuration.

4. Apply your settings.

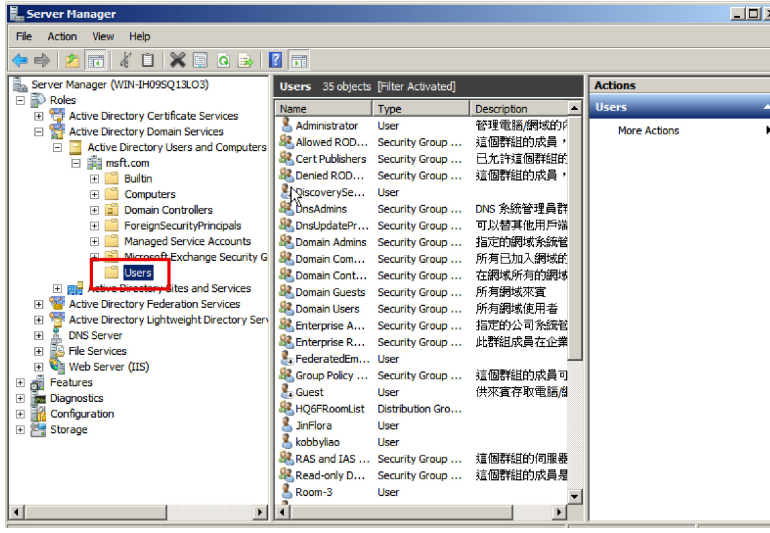


Set up Password for the Room Mailbox

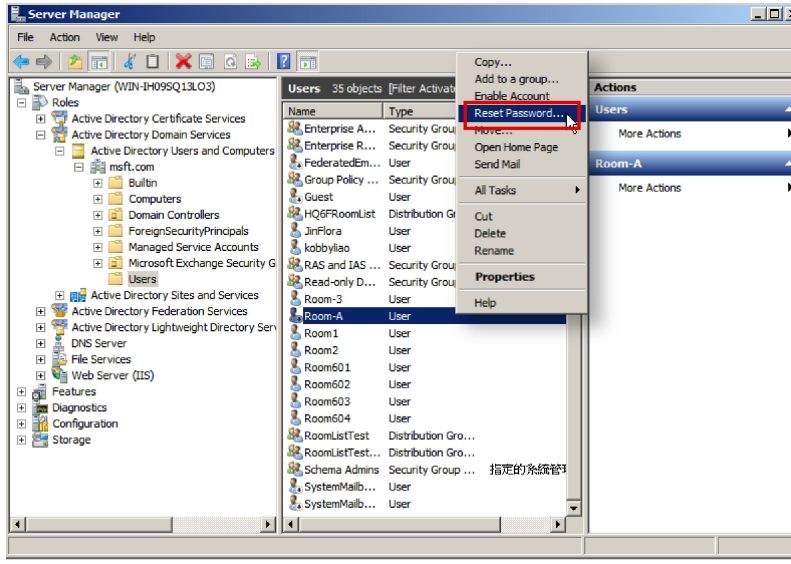
1. Go to the **Start** menu > **All Programs** > **Administrative Tools** > **Server Manager**.



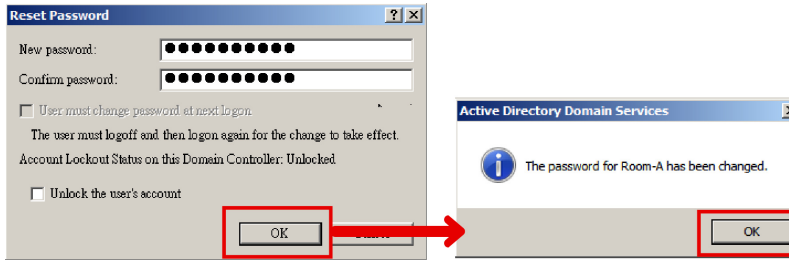
2. In **Server Manager**, navigate to **Roles** > **Active Directory Domain Services** > **Active Directory Users and Computers** > **Domain** > **Users**.



3. Scroll to find the room mailbox you just created, right-click on it to open the context menu, and select the option "**Reset Password**".

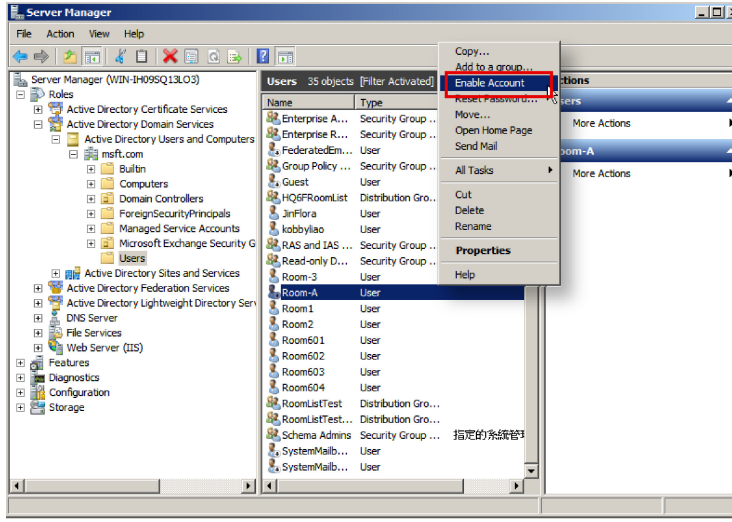


4. Enter and confirm the new password, and then click **OK** to reset it.



Note: Note down the new password that will be used for setting your ATEN RBS Configurator Panel Management. See the description about *Calendar Account*, page 76 in the section *Panel Management Options*, page 76.

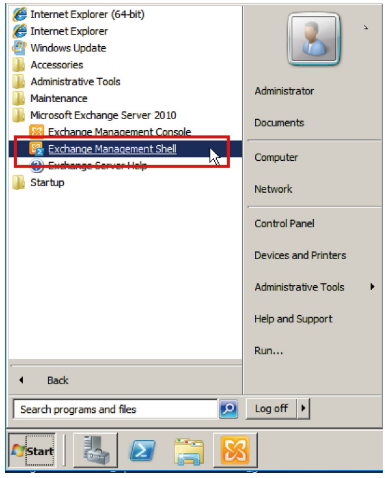
5. Open the context menu of this room mailbox again, and select **Enable Account**.



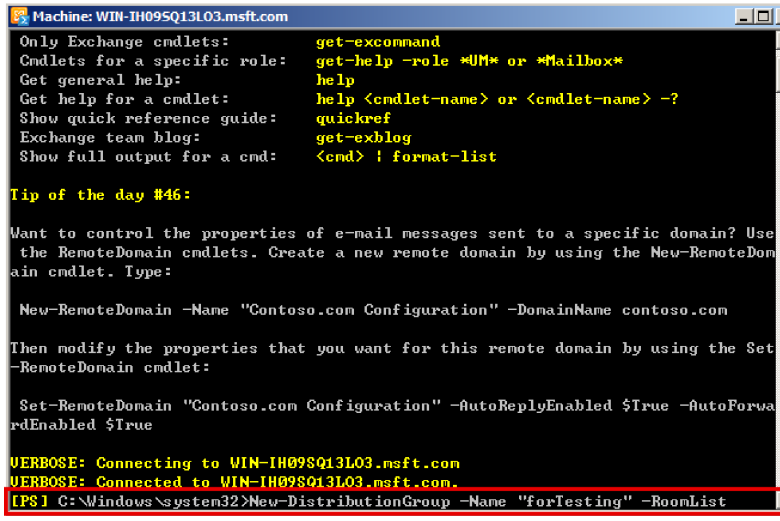
Add the Room Mailbox to a Room List Distribution Group

After successfully creating and enabling the room mailbox, start to add this room mailbox to a **Room List Distribution Group** through **Exchange Management Shell**.

1. Launch **Exchange Management Shell** from the **Start** menu > **All Programs** > **Microsoft Exchange Server 2010**.

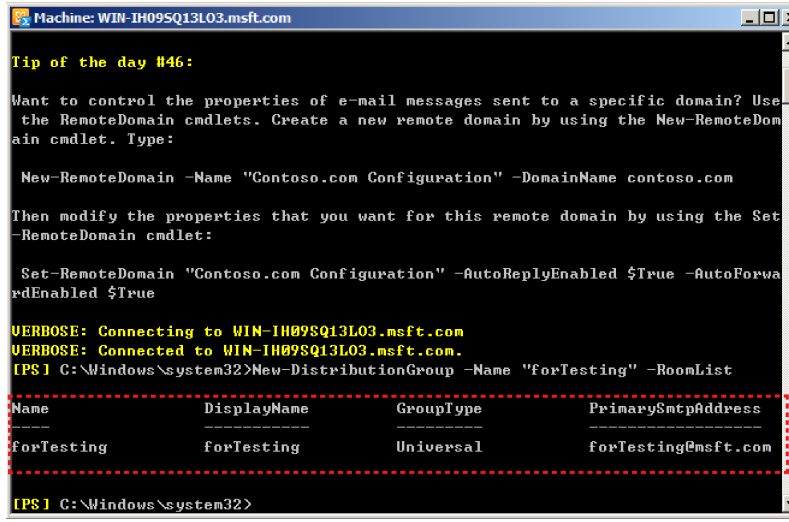


2. Run the command below to create a room list:
   `New-DistributionGroup -Name "ROOM LIST" -RoomList`

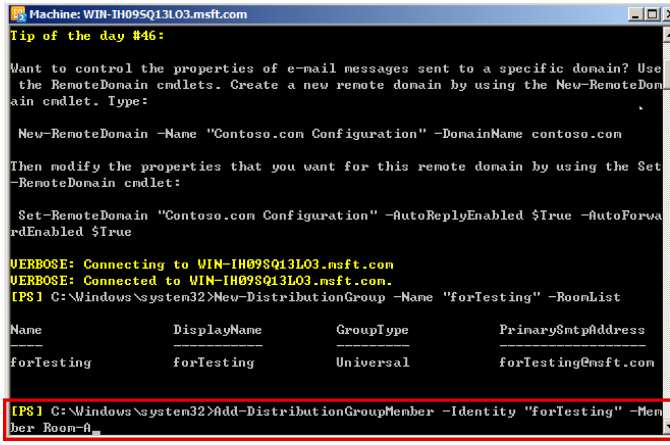


Note: **ROOM LIST** in the command is the name for the room list to be created, e.g., **forTesting** as the figure shows.

3. The room list is successfully created.



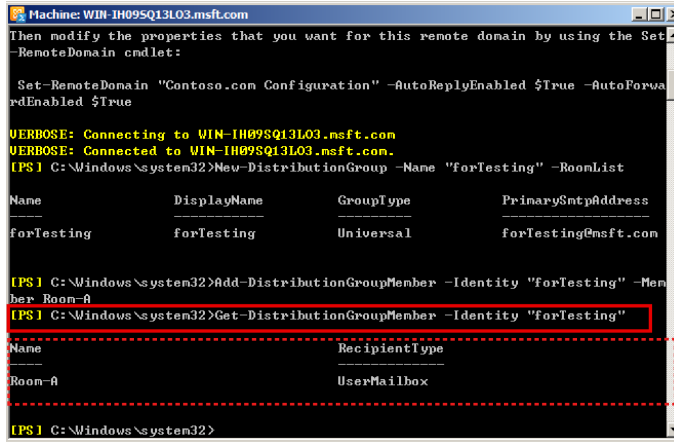
4. Use the cmdlet below to add your room mailbox to this room list:
   `Add-DistributionGroupMember -Identity "ROOM LIST" -Member ROOM ACCOUNT`



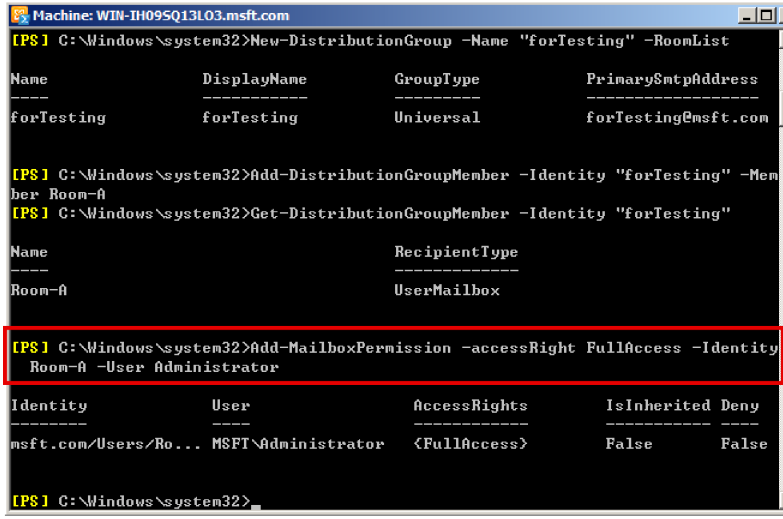
Note:

- **Member ROOM ACCOUNT** here indicates the name of your room mailbox to be added, e.g., **Room-A** as the figure shows.
- Repeat Step 4 to add more room mailboxes to the room list.

5. To check whether the room mailbox(es) is successfully added to the room list, use the cmdlet below and see the returned room list member(s).
   `Get-DistributionGroupMember -Identity "ROOM LIST"`



6. Give the full permission of the rooms to your delegate by using the cmdlet: `Add-MailboxPermission -accessRichts FullAccess -Identity ROOM NAME -User DELEGATE`



Note: **ROOM NAME** in this cmdlet indicates the name of your room mailbox whereas **DELEGATE** here means the delegate you assigned when creating the aforementioned room mailbox. Refer to Step 3 in the section of *Assign the Delegate to the Room Mailbox*, page 43.

Microsoft 2013 / 2016 / 2019

Exchange Admin Center (EAC)

For Microsoft Exchange 2013 / 2016 / 2019, you can manage your Exchange in the web-based management console, **Exchange Admin Center (EAC)**. Use the URLs to access your EAC:

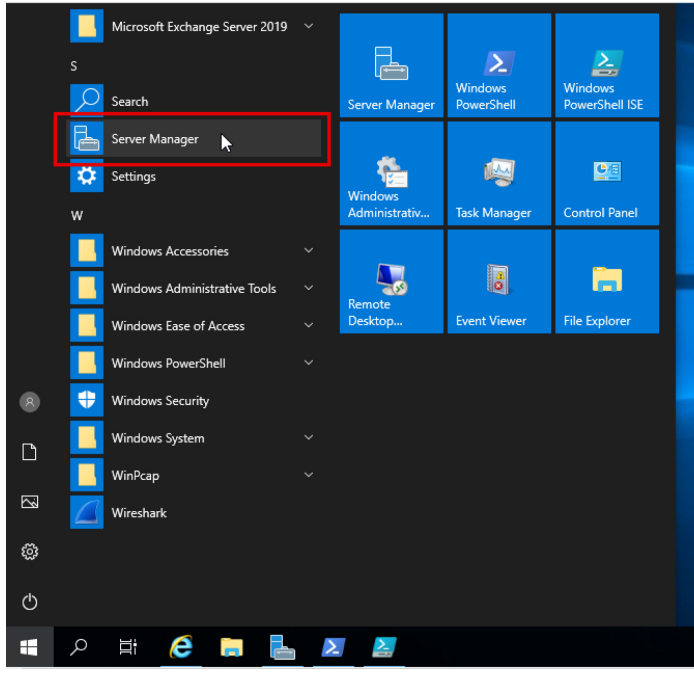
https://<IP address of your Exchange server>/ecp

or

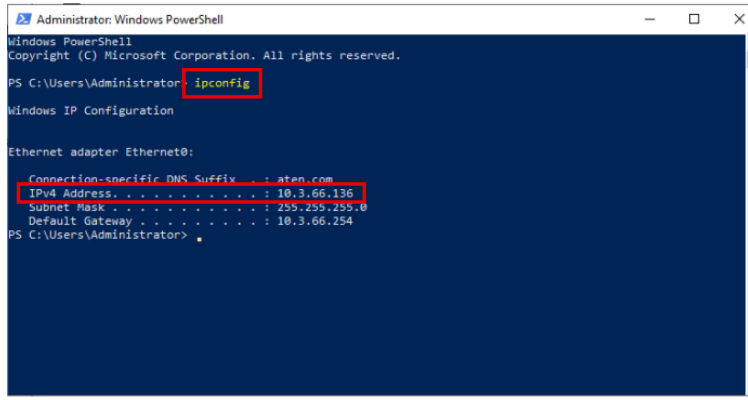
https://<host name of your Exchange server>/ecp

The <IP address of your Exchange server> or <host name of your Exchange server> in the URL is the part you need to configure.

1. To find your server IP address:
   a) Run the **Windows PowerShell** as administrator from the **Start** menu.



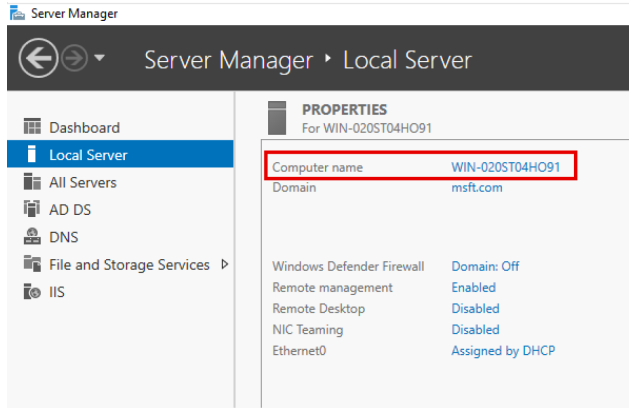
b) Input the cmdlet: `ipconfig` to check the output IPv4 address.



c) As the example in the figure shows, the IPv4 address is *10.3.66.136*, which means the configured URL for accessing the EAC will be *https://10.3.66.136/ecp*.

2. If you'd like to use *https://<host name of your Exchange server>/ecp* to access your EAC:

a) Check the host name of your Exchange server from **Server Manager** > **Local** > **PROPERTIES** > **Computer name**.

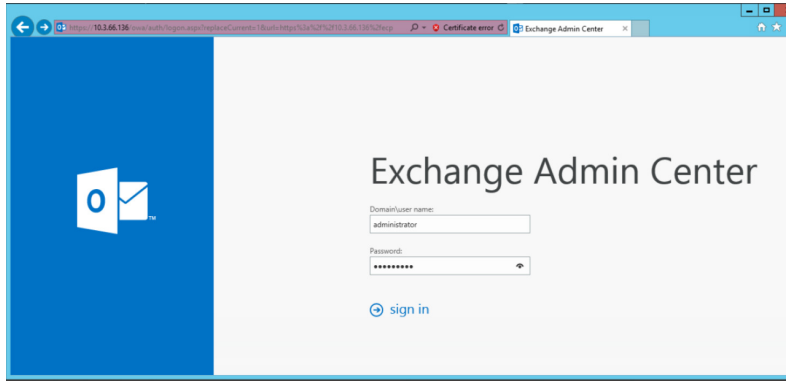


b) As the example figure indicated, the Computer name is WIN-020ST04HO91, and the URL for the EAC will be *https://WIN-020ST04HO91/ecp*.

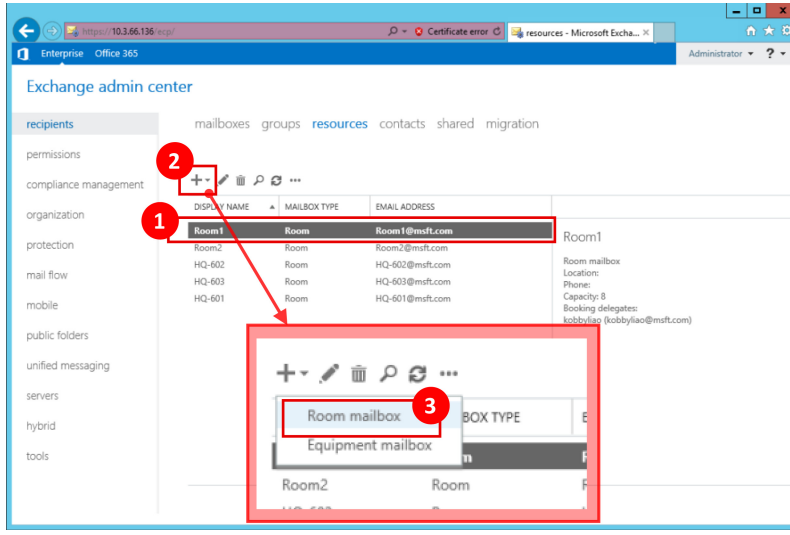
Create a Room Mailbox

To start:

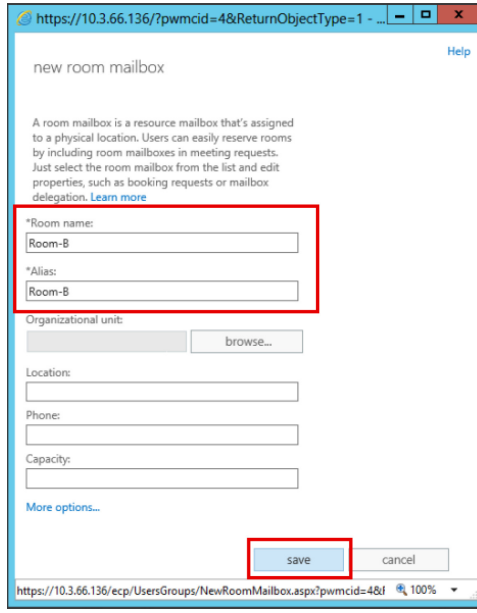
1. Access your **Exchange Admin Center** (**EAC**) through your own URL, and log in with your admin account and password.



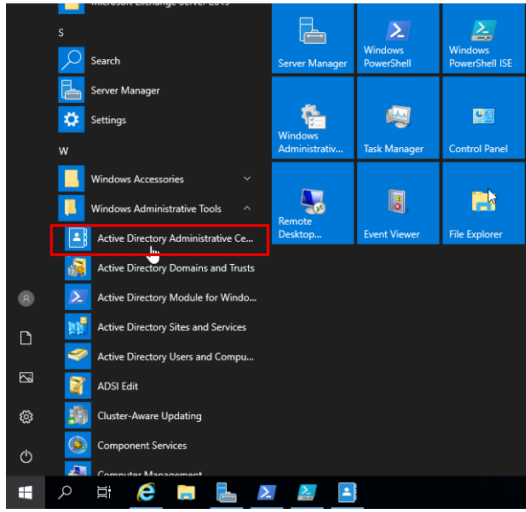
2. Navigate to **Recipients** > **Resources**, and click on the add button to open the context menu to select **Room mailbox**.



3. On the new room mailbox window, fill in the required information, **Room name** and **Alias**, and click the save button to create the new room mailbox.

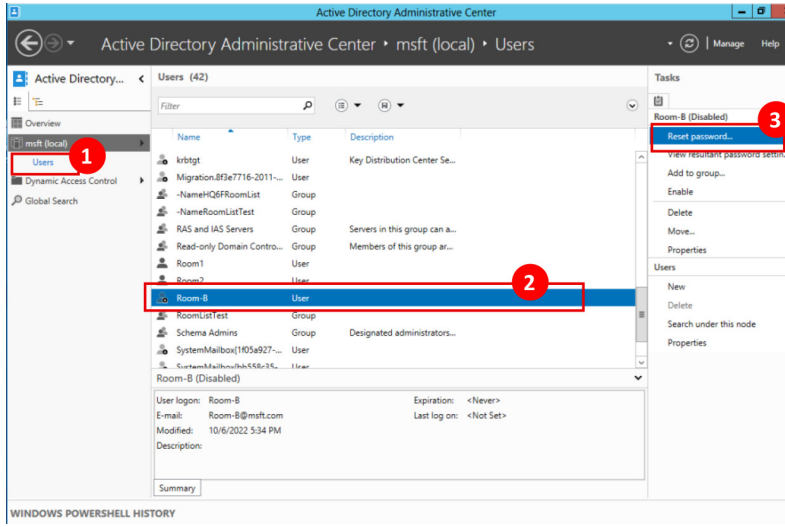


4. Launch **Active Directory Administrative Center (ADAC)** from the **Start** menu > **Administrative Tools**.

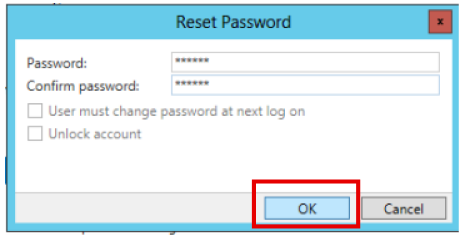


Note: The appearance of the Start menu and the path to ADAC are different with each Windows version.

5. In ADAC, click to enter **Users** tab and scroll to find the room mailbox you just created. Click the name of this room mailbox and select **Reset password** in the **Tasks** pane.

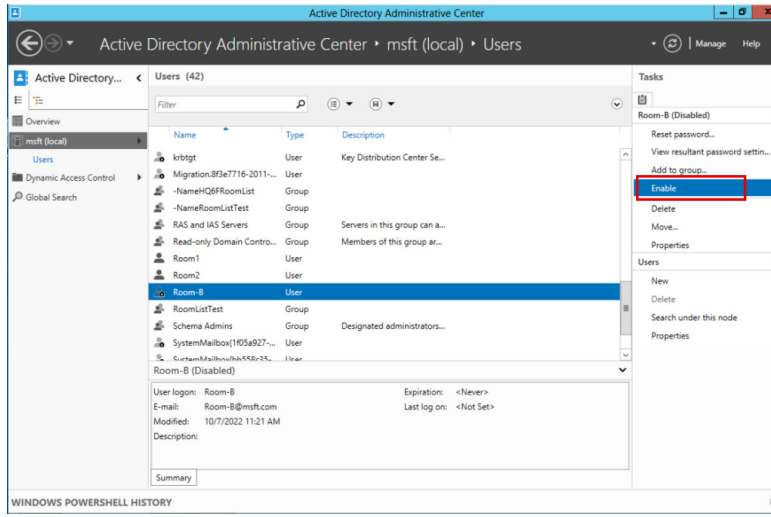


6. The pop-up window "**Reset Password**" shows up. Enter and confirm the password to reset it.



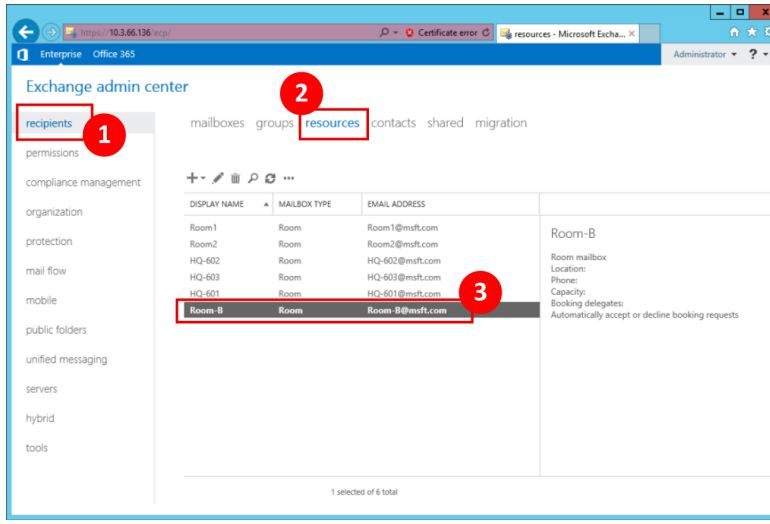
Note: Note down the new password that will be used for setting your ATEN RBS Configurator Panel Management. See the description about *Calendar Account*, page 76 in the section *Panel Management Options*, page 76.

7. In the **Tasks** pane of the room mailbox, click **Enable**.

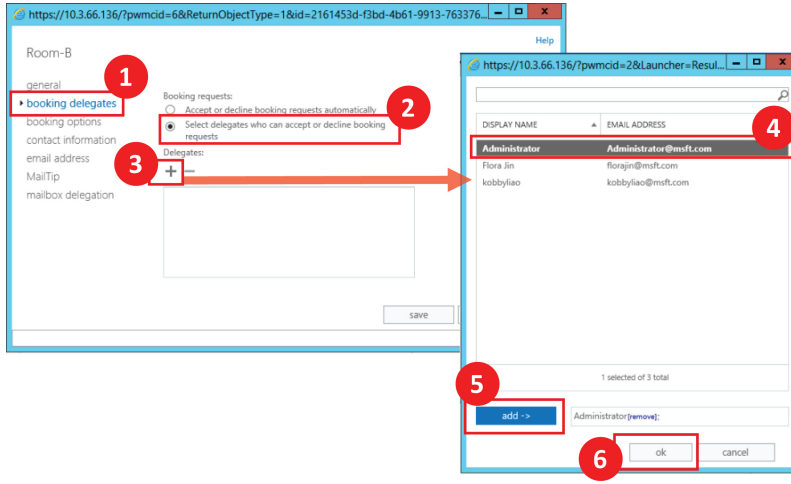


Set the Delegate for the Room Mailbox

1. Return back to **EAC** and go to **recipients** > **resources**. Double click on the room mailbox to set the delegates for accepting or declining the room booking requests.

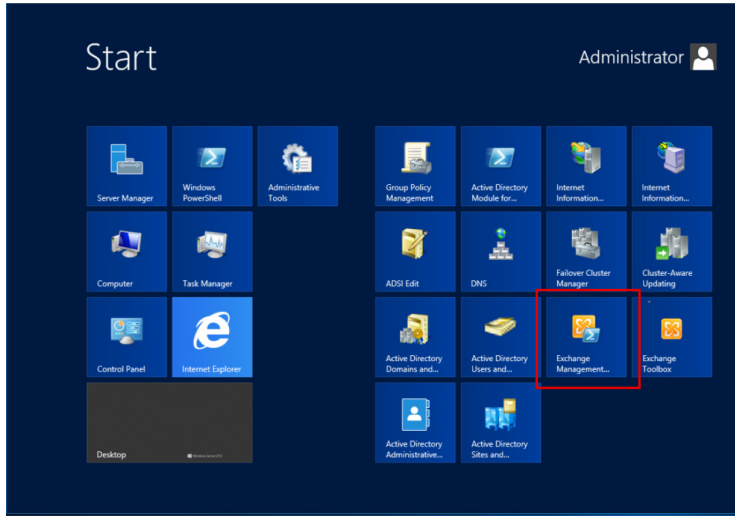


2. In the pop-up, click the delegate to be added and then click the add button. Finish your configuration by clicking the ok button.



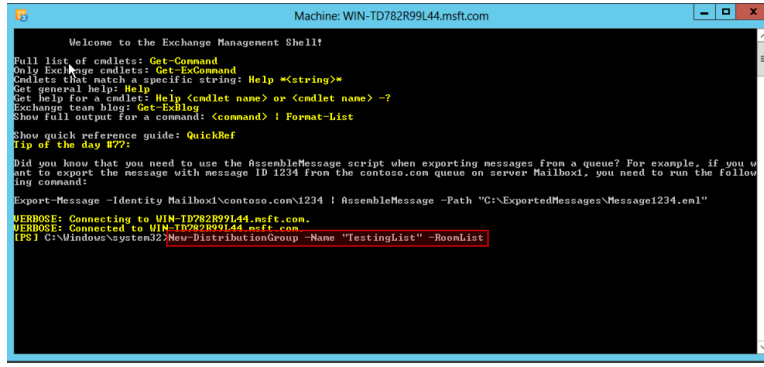
Add the Room Mailbox to a Room List Distribution Group

1. Launch the **Exchange Management Shell** from the **Start** menu.



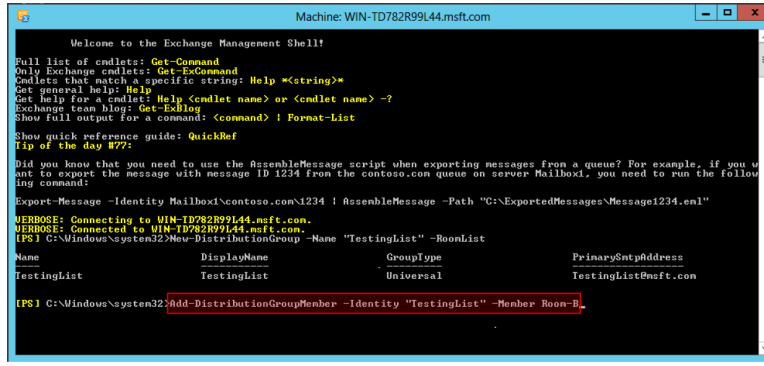
Note: The appearance of the Start menu is different with each Windows version.

2. Use the cmdlet below to create a new room list:
   `New-DistributionGroup -Name "ROOM LIST" -RoomList`



Note: **Room List** in the cmdlet indicates the name for the room list you are going to create. Please configure your own room list name.

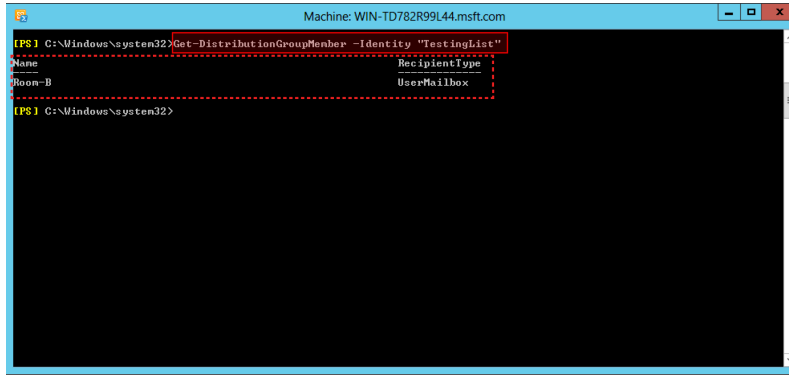
3. Enter the cmdlet below to add the room mailbox into the room list:
   `Add-DistributionGroupMember -Identity "ROOM LIST" -Member ROOM ACCOUNT`



Note:

- **ROOM LIST** in the cmdlet indicates the name of your room list, and **ROOM ACCOUNT** means the room mailbox to be added to the aforementioned room list.
- Repeat this step to add more room mailboxes into the room list.

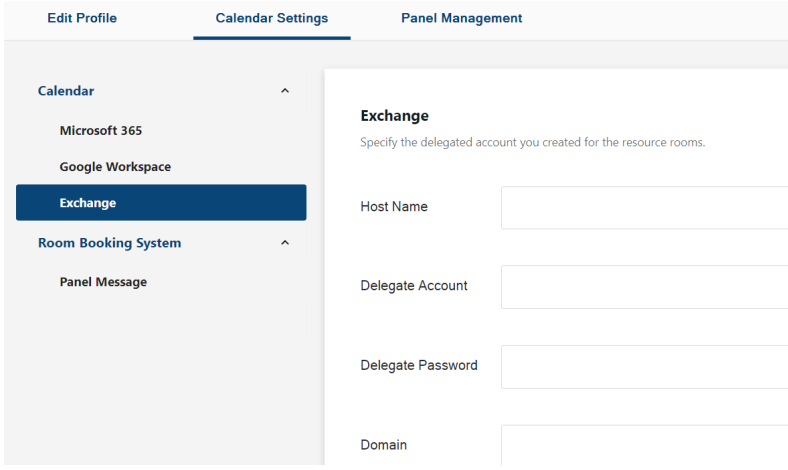
4. To check which room mailbox(es) is in the room list, enter the cmdlet below to get the output list:
   `Get-DistributionGroupMember -Identity "ROOM LIST"`



Note: **ROOM LIST** in the cmdlet indicates the name of the room list you are going to check.

Calendar Settings in ATEN RBS Configurator

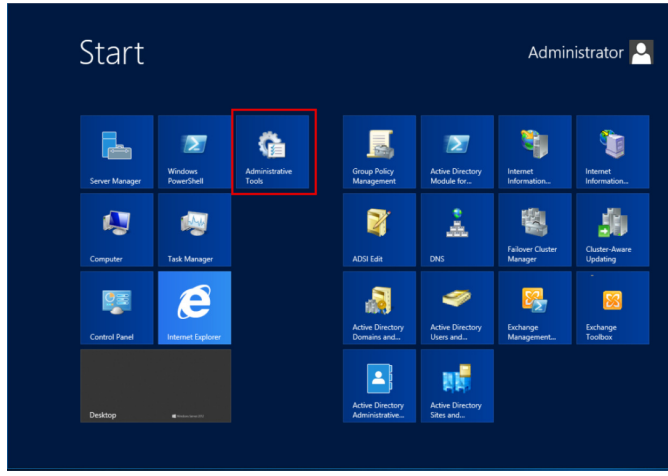
Once the room mailbox(es) is successfully created and configured, launch your RBS Configurator and go to **Calendar Settings** > **Exchange** to complete the following settings:



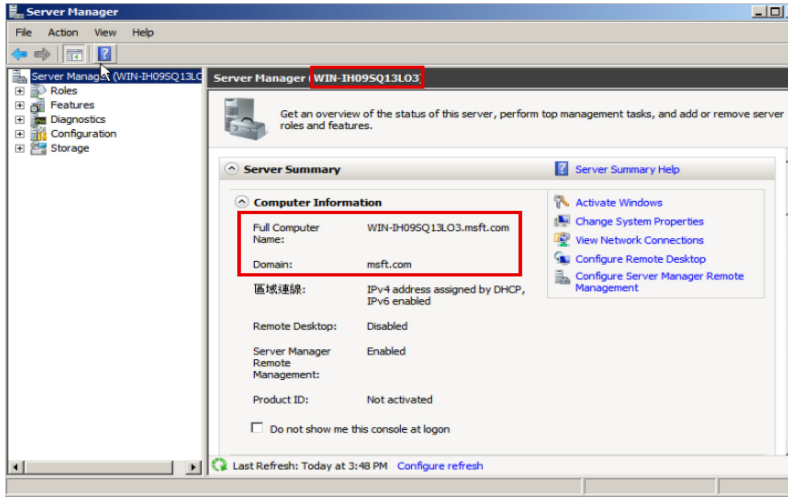
Item	Description
Host Name	Enter the Full Computer Name or Computer Name of your Exchange server. Check the computer name shown on **Server Manager**.
Delegate Account	Enter the delegate account you designate. For Microsoft Exchange 2010, see *Assign the Delegate to the Room Mailbox*, page 43; for Microsoft Exchange 2013 / 2016 / 2019, please refer to *Set the Delegate for the Room Mailbox*, page 57.
Delegate Password	Enter the password of your delegate account.
Domain	Enter the Domain which can be checked in **Server Manager**.

1. To check the Host name and Domain of your Microsoft Exchange 2010:

   a) Launch **Server Manager** from the **Start** menu > **All Programs** > **Administrative Tool**.



b) Click on **Server Manager** in the tree pane, and check **Server Summary** > **Computer Information**.



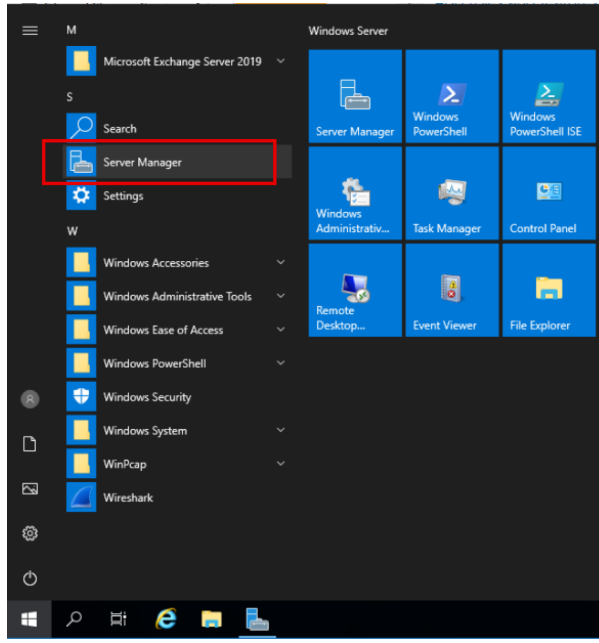
- As the example figure shows, the heading of the **Server Manager** is Server Manager (WIN-IH09SQ13L03). The part inside the brackets is the host name to be filled in the Host Name field in RBS Configurator.

- You can also find out the host name in the **Full Computer Name** field. In the example figure, the full computer name "WIN-IH09SQ13L03.msft.com" reflects the host name ends with a dot and the domain.

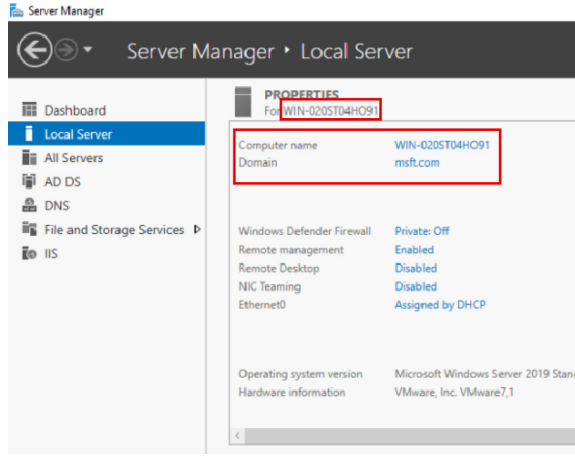
- Domain is just as what the Domain field shows.

2. To find the host name of your Microsoft Exchange 2013 / 2016 / 2019:

   a) Launch **Server Manager** from the **Start** menu.



   b) On **Server Manager**, go to **Local Server** > **PROPERTIES**.



   - The **Computer Name** field shows the host name.
   - The **Domain** field shows the domain.

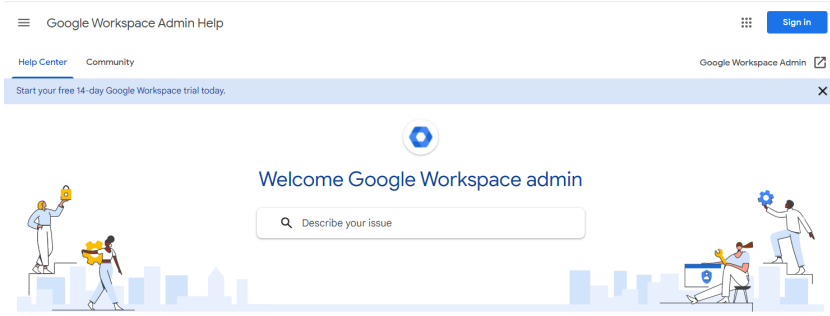
Google Workspace

This section provides guidance on setting up Google Workspace for managing rooms via the ATEN room booking system.

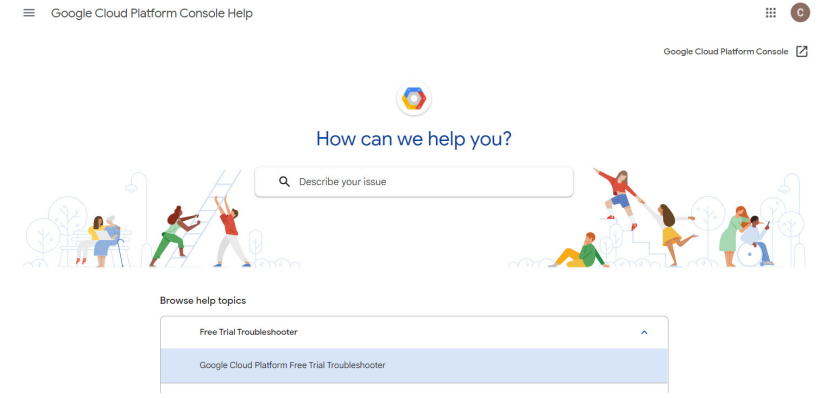
Note:

The information and illustrations in this section are prone to change by the service provider, Google. For full and up-to-date information on Google Workspace, visit the corresponding online help for assistance.

Google Workspace Admin Help



Google Cloud Platform Help

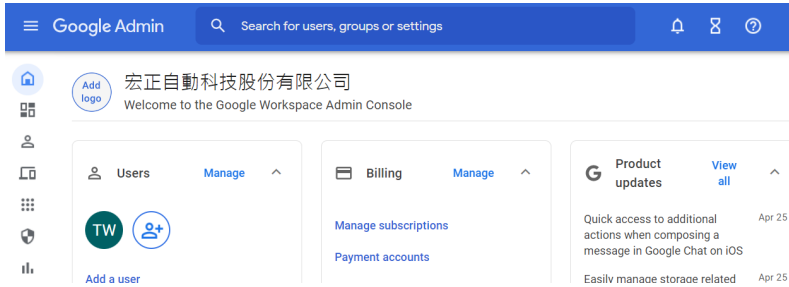


Setting Up Google Workspace for Room Management

1. Configure Google Workspace and the Cloud console.
   a) On Google Admin console, add rooms and buildings you wish to manage via ATEN room booking system.
      For a details, see *Adding Rooms, Buildings, and Users*, page 66.
   b) Enable Google Calendar API and Admin API.
      For details, see *Enabling Google Calendar and Admin API*, page 67.
   c) Create a service account.
      For details, see *Creating a Service Account*, page 69.
   d) Allow access from third-party applications.
      For details, see *Authorizing Access from Third-party Applications*, page 70.
2. Configure the RBS project via RBS Configurator.
   a) In RBS Configurator, go to **Calendar Settings** > **G Suite**.
   b) Configure the following fields.
      - **Domain:** type the domain of your admin account.
      - **Admin Account:** type the admin account (email address) of Google Workspace.
      - **Project Name:** type the project name you saved from the previous step.
      - **Service Account:** type the project name you saved from the previous step.
      - **Certification File:** upload the certification file you generated for the service account.
3. Upload the project file to RBS panels to apply the setup.
   For details, see *Uploading Profiles and Setting Changes to ATEN RBS Panels*, page 77.

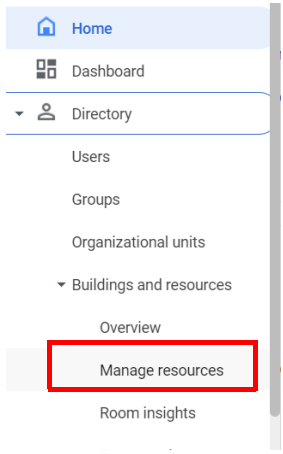
Adding Rooms, Buildings, and Users

1. Sign in to Google Admin console via admin.google.com



2. (Optional) Add accounts for people who will need to sign in to use Google Workspace services or configure its settings.

3. Mouse over to the left to expand the toolbar, and then locate the resources page.



4. Add buildings and resources (meeting spaces) as needed.

5. Save the resource email of each added meeting space.

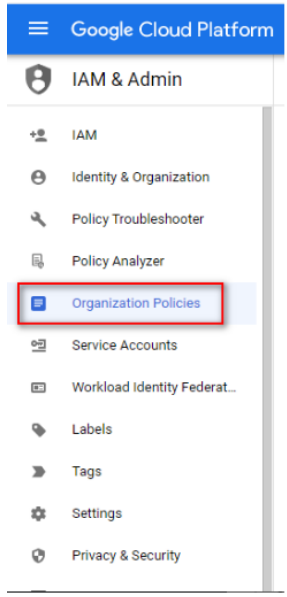
   a) Go to the Resources list and click an added meeting space.

   b) Copy and paste the resource email to a notepad to be used in RBS Configurator.

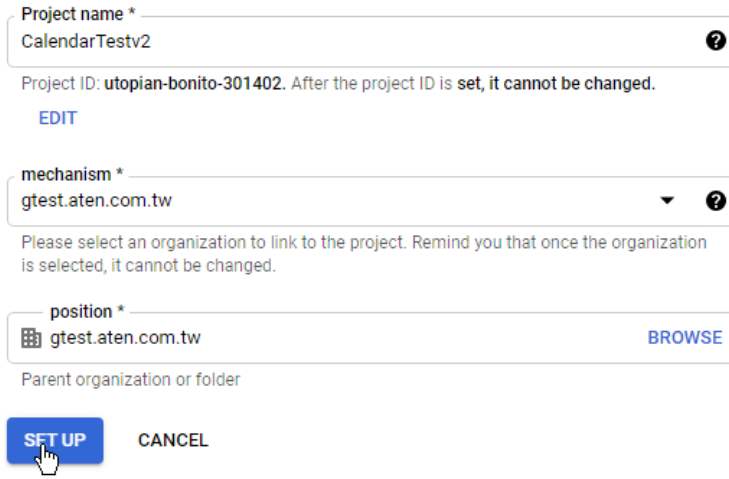
Enabling Google Calendar and Admin API

1. Sign in to Google Cloud console using administrator credentials.
2. Create a new project.
   a) If you have pre-existing projects, click the **Select from** drop-down list, select an organization and click **NEW PROJECT**.

   b) If no project has not been created, go to **Organization Policies**, and then click **Add Project**.



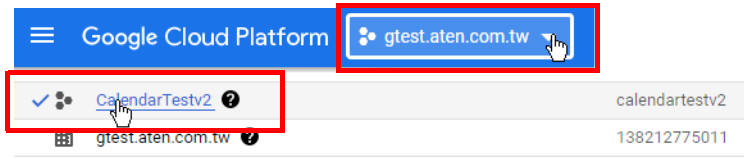
c) Configure the project details.



d) Copy and paste the project name to a notepad for later use in the RBS Configurator.

3. Add the required APIs.

a) Select an organization and a project.



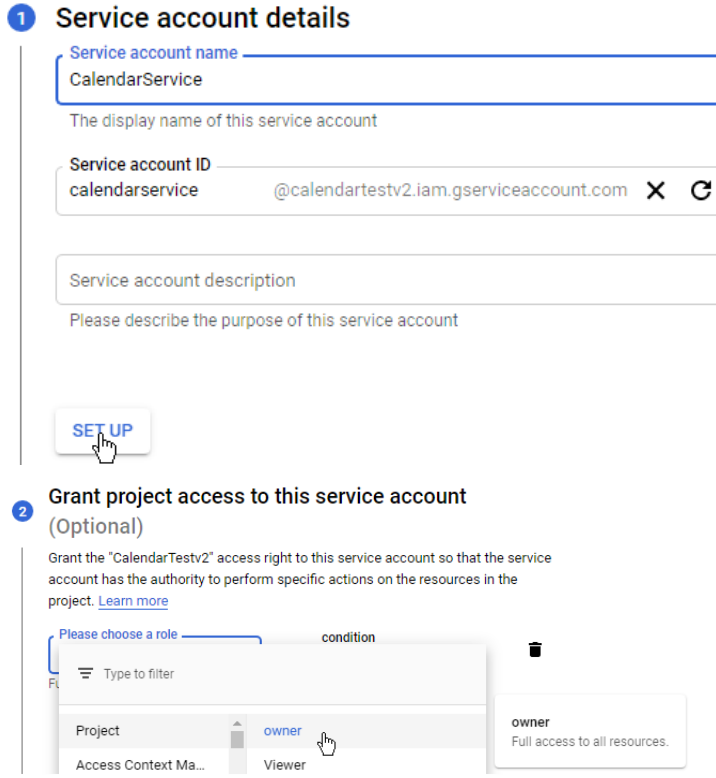
b) Go to **APIs and services** > **ENABLE APIs AND SERVICES**.

c) In the API Library window, search for and enable **Google Calendar API**.

d) In the API Library window, search for and enable **Admin SDK API**.

Creating a Service Account

1. On Google Cloud console, create a service account.
   a) From the IAM and management list, go to **Service Accounts** > + **CREATE SERVICE ACCOUNT**.
   b) Configure the service account. For role, select **Owner**. For example:



2. Generate a certificate key for the service account.
   a) From the service accounts list, click the settings ⋮ button of the newly created service account, and click **Manage keys**.
   b) From the Add Key drop-down list, select **Create new key**.
   c) In the pop-up screen, select **JSON** as the key format, and click **CREATE**. The key is created and automatically downloaded to the computer.

d) Know where the key is saved in the computer, you will need to upload the key to RBS Configurator later.

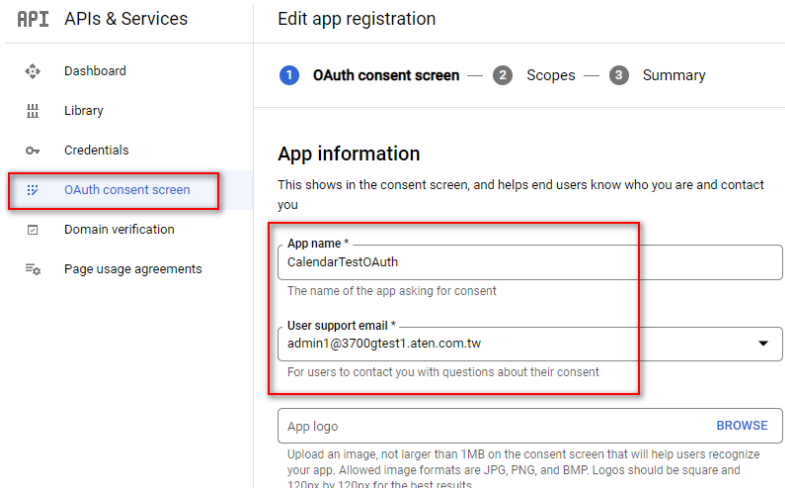
Authorizing Access from Third-party Applications

1. Set up Google Workspace Marketplace OAuth client.

   a) Open the console left side menu and go to **APIs & Services** > **OAuth consent screen**.

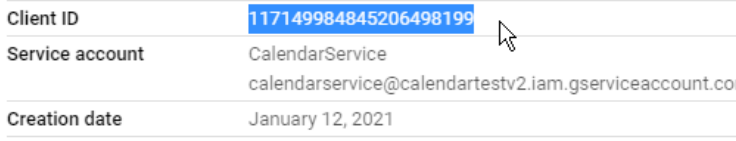
   b) For user type, select **Internal** and click **CREATE**.

   c) Configure the OAuth consent.



   d) From the service accounts list, click **View client ID**.

   e) Copy the client ID.



2. Enable third-party application access.

   a) Sign in to Google Admin console via admin.google.com

   b) Go to **Security** > **Access and Data Control** > **API Controls** > **MANAGE ACCESS TO THIRD-PARTY APPLICATIONS**.

c) Click **Add app** and then select **OAuth app**.

d) Search for the client ID of the service account which you have obtained when setting up the service account. For example:

e) Select **Trust** from the pop-up dialog.

3. Enable domain-wide delegation.

a) Go to **Security** > **Access and Data Control** > **API Controls** > **MANAGE DOMAIN-WIDE DELEGATION SETTINGS**.

b) For API client, click **Add New**.

c) In the pop-up screen, configure the following fields.

- Client ID: paste the ID you copied in step 8.
- Scope: fill in the following URLs separated by half-spaced commas

  https://www.googleapis.com/auth/calendar.events

  https://www.googleapis.com/auth/calendar

  https://www.googleapis.com/auth/admin.directory.user

  https://www.googleapis.com/auth/admin.directory.group

  https://www.googleapis.com/auth/admin.directory.resource.calendar

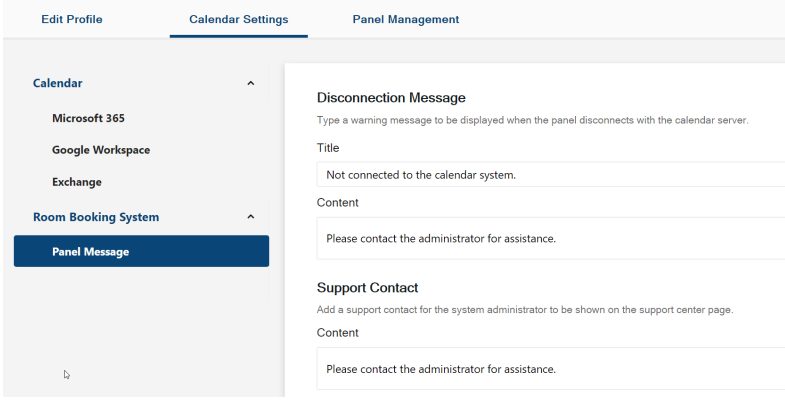
Panel Message

The *Panel Message* settings allow users to define the disconnection message to be displayed on the RBS Panels managed when they are not connected to the calendar server, as well as the contact info to be displayed on the RBS Panels' settings page.

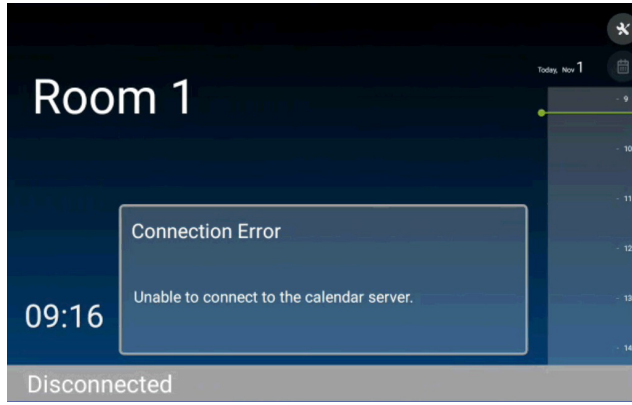
To access the Panel Message settings, select **Calendar Settings > Panel Message** on your RBS Configurator.

Disconnection Message

Define the title and content of the disconnection message, as exemplified below.

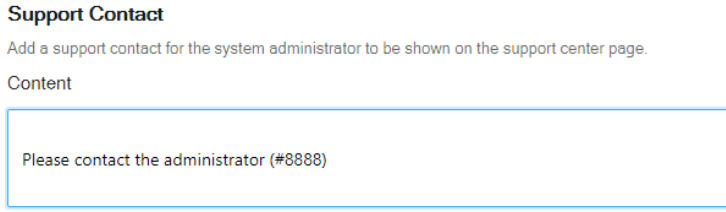


Once applied, the message will be displayed on the RBS Panels when they are not connected to the calendar server.

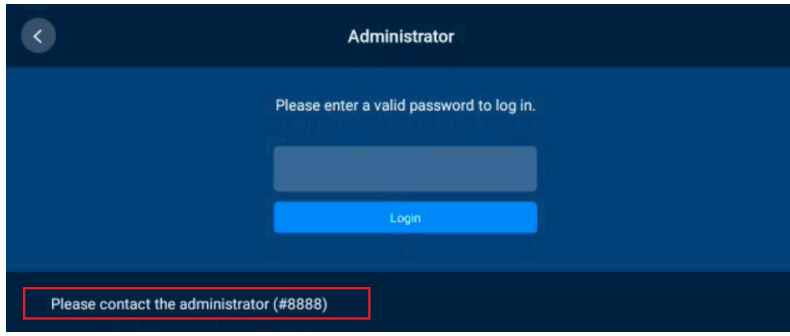


Support Contact

Define the contact info, for support or assistance, to be displayed on the RBS Panels' settings page, as exemplified below.



Once applied, the contact info is displayed on the RBS Panels' settings page.



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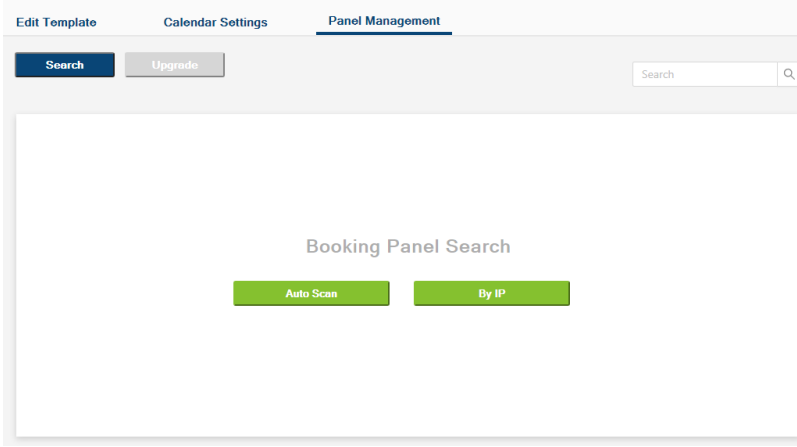
Chapter 6
Panel Management

The **Panel Management** tab, in ATEN RBS Configurator, allows you to upload setting profiles to and configure the ATEN RBS Panels managed.

RBS Panel Search

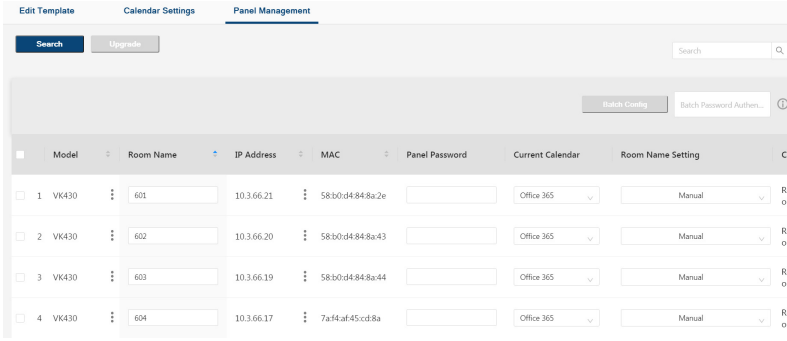
To start, you can search for the RBS Panels you want to manage by 1 of the 2 following methods:



- **Auto Scan:** Automatically searches for all RBS Panels within the same subnet.
- **By IP:** Searches for RBS Panels within the LAN by entering an IP range or a specific IP address.

Panel Management Options

After at least 1 RBS Panel has been found by the RBS Configurator, its related information and configuration options are displayed, as exemplified below.



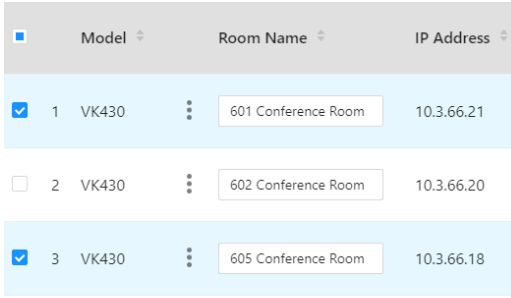
Item	Description
Model	Displays the model of the RBS Panel. ◆ Click ⋮ to optionally reset the RBS app to default settings.
Room Name	Displays and defines the name of the meeting room managed.
IP Address	Displays the IP address of the RBS Panel. ◆ Click ⋮ to optionally adjust the network settings of the RBS Panel.
MAC	Displays the MAC address of the RBS Panel.
Panel Password	Type the password of the RBS Panel for the required authentication prior to uploading setting changes to the RBS Panel. (default password: *password*)
Current Calendar	Displays the calendar server currently used to manage the RBS Panel.
Room Name Setting	Selects how the RBS Panel is named, either manually or synchronized from the calendar server.
Calendar Account	Displays or assigns the calendar server resource account used to manage the RBS Panel. **Note:** Make sure that all RBS Panels installed in the same Unizon room use the same resource account for their managing calendar server.
Calender Connection	Displays the connection status of the panel to the selected calendar server.
Profile	Displays or uploads the setting profile used by or to the RBS Panel.

Item	Description
Volume	Displays or adjusts the volume setting of the RBS Panel.
Brightness	Displays or adjusts the brightness of the RBS Panel.
Language	Displays or adjusts the language setting of the RBS Panel.
Time Zone	Displays or adjusts the time zone of the RBS Panel.
FW / APP Version	Respectively displays the firmware and app version of the RBS Panel.
Change Password	Click ⋮ to change the password of the RBS Panel.
Last Update	Displays the time at which the RBS Panel was last updated.

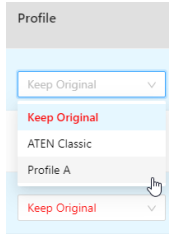
Uploading Profiles and Setting Changes to ATEN RBS Panels

Users can upload profiles and/or setting changes to any RBS Panel managed by doing the following:

1. First, check the RBS Panels to which you want to upload profiles and/or setting changes.

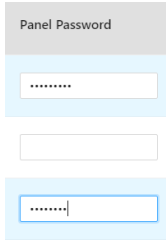


2. To upload profiles, select the desired profile(s) from the drop-down list in the **Profile** column, as illustrated below.

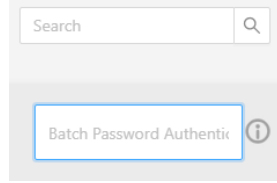


Note: Select **Keep Original** only when you don't want to replace the RBS Panel's current profile with another.

3. Make all of the setting changes you want to apply to the RBS Panels selected.
4. Type the login passwords of the RBS Panels selected in the **Panel Password** column, as illustrated below.



Note: If the RBS Panels to which you want to upload profiles and/or setting changes share the same panel password, you can simply type that common password in the Batch Password Authentication field instead of having to type the same password repeatedly.

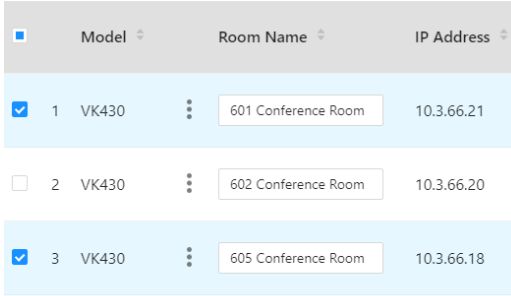


5. Click **Upload**.

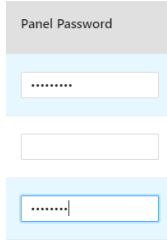
Batch Configure

The *Batch Config* function allows you to upload the same profile or same setting changes to multiple RBS Panels all at once, instead of having to make the same setting changes individually and repeatedly.

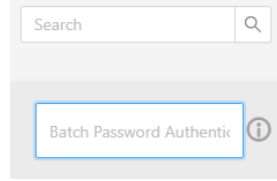
1. First, check the RBS Panels to which you want to batch configure.



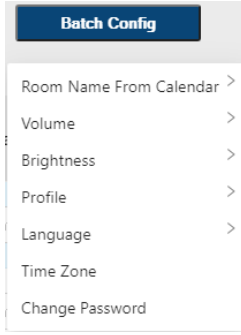
2. Type the login passwords of the RBS Panels selected in the **Panel Password** column, as illustrated below.



Note: If the RBS Panels to which you want to upload profiles and/or setting changes share the same panel password, you can simply type that common password in the **Batch Password Authentication** field instead of having to type the same password repeatedly.



3. Select the same setting changes and/or profile you want to apply to the RBS Panels selected in **Batch Config**.



4. After all of the desired setting changes have been made, click **Upload** for them to be applied to the RBS Panels selected.

Upgrading the RBS Panel Firmware

To upgrade the RBS panel firmware, follow the steps below.

Note: Make sure that the RBS panel receives adequate power supply (DC12V,17.8W, 60.70BTU or PoE 20W, 68.24BTU). With inadequate power supply, processes such as firmware upgrades and app updates may fail.

1. Download the firmware package from the VK430 product page.
2. Unzip the downloaded firmware package.
3. Upgrade using a USB drive or through the RBS Configurator.
   - **Using a USB drive**

     (a) In the unzipped package, locate the *update.zip* file in the SD_Upgrade folder and save it to the root directory of a USB drive, e.g. E:/.

     (b) Insert the USB drive to the USB Type-A port of the RBS Panel.

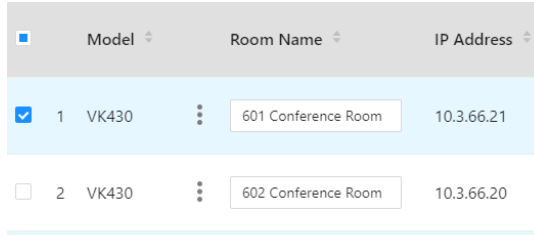
     (c) Press the **Function** button to access the **Settings** page.

     (d) Tap **System** > **System Updates**.

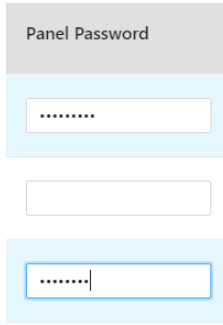
     (e) Follow the on-screen instructions to upgrade the firmware.

   - **Via RBS Configurator**

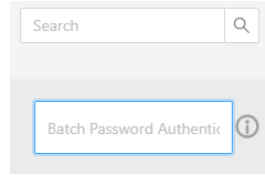
     (a) In RBS Configurator, go to **Panel Management** and select the RBS Panels for which you want to upgrade firmware.



(b) Type the login passwords of the selected RBS Panels in the Panel Password column, as illustrated below.



Note: If the RBS Panels share the same panel password, you can simply type that common password in the **Batch Password Authentication** field instead of having to type the same password repeatedly.



(d) Click **Upgrade**, select **FW Upgrade** and browse for the firmware file, *update.zip*.

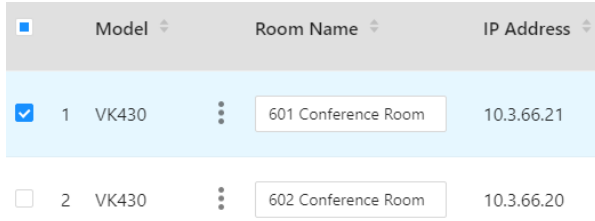
(e) Click **Upgrade** to finish.

Updating the RBS Panel App

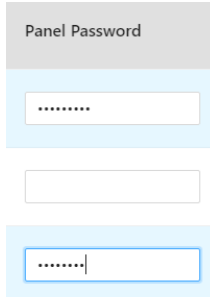
To update RBS panel app, follow the steps below.

Note: Make sure that the RBS panel receives adequate power supply (DC12V,17.8W, 60.70BTU or PoE 20W, 68.24BTU). With inadequate power supply, processes such as firmware upgrades and app updates may fail.

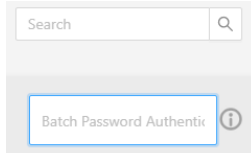
1. Download the RBS app package from the VK430 product page.
2. Unzip the downloaded package.
3. In RBS Configurator, go to **Panel Management** and select the RBS Panels for which you want to update the app.



4. Type the login passwords of the RBS Panels selected in the Panel Password column, as illustrated below.



Note: If the RBS Panels share the same panel password, you can simply type that common password in the **Batch Password Authentication** field instead of having to type the same password repeatedly.



5. Click **Upgrade**, select **App Upgrade**, and browse for the app file, *RoomBookingSystem_V.x.x.xxx.apk*.
6. Click **Upgrade** to finish.

Chapter 7
Panel Password

This chapter guides you through how to define and change the passwords of your ATEN RBS Panels.

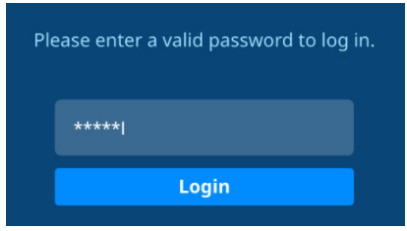
You can define your RBS Panels' passwords using one of the following methods:

- Defining the passwords directly on the RBS Panels, see page 85.
- Changing the passwords of multiple RBS Panels simultaneously, see page 86.

Defining Passwords Directly on the Panels

To start, make sure the RBS Panel is connected to the network and turned on.

1. From its main page, tap . The login page appears.



2. Log into the RBS Panel by entering its password and tapping **Login**.

Note: For first-time login, use the default password *password* to log in, and you're required to change the password.

3. Once logged in, you can change the panel's password by tapping **Change Password** and following the on-screen instructions.
4. Tap **Save** to finish.

Changing the Passwords of RBS Panels

You can change the password of one RBS panel or multiples by batch.

Changing the Password of One RBS Panel via the Panel

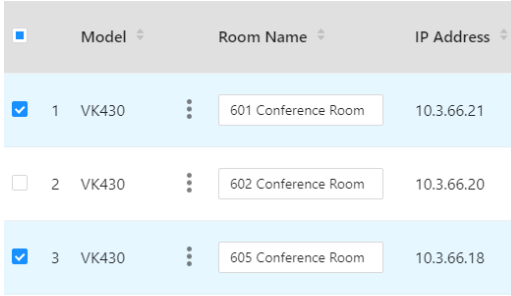
1. On the main page of the RBS panel, tap . The General settings page appears.
2. Tap **Password** on the left to change the password.
3. Clive **Save** to apply the change.

Changing the Passwords of Multiple RBS Panels by Batch

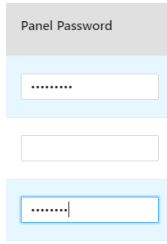
To start, make sure all of the RBS Panels to be configured are connected within the same network as your ATEN RBS Configurator and turned on.

1. On your RBS Configurator, go to the **Panel Management** tab and search for the RBS Panels you want to change passwords for by 1 of the 2 following methods.
   - **Auto Scan:** Automatically searches for all RBS Panels within the same subnet.
   - **By IP:** Searches for RBS Panels within the LAN by entering an IP range or a specific IP address.

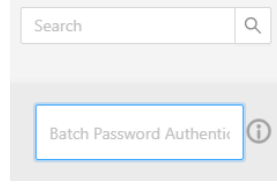
2. Check the RBS Panels for which you want to change passwords.



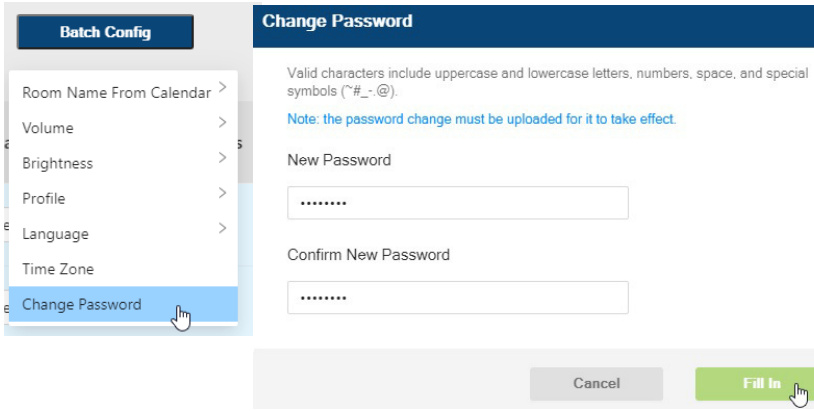
3. Type the login passwords of the RBS Panels selected in the **Panel Password** column, as illustrated below.



Note: If the RBS Panels to which you want to upload profiles and/or setting changes share the same panel password, you can simply type that common password in the **Batch Password Authentication** field instead of having to type the same password repeatedly.



4. Click **Batch Config > Change Password**, set a password, and click **Fill in**



Click **Upload** to apply the password change to the RBS Panels selected.

Chapter 8
Panel Operation

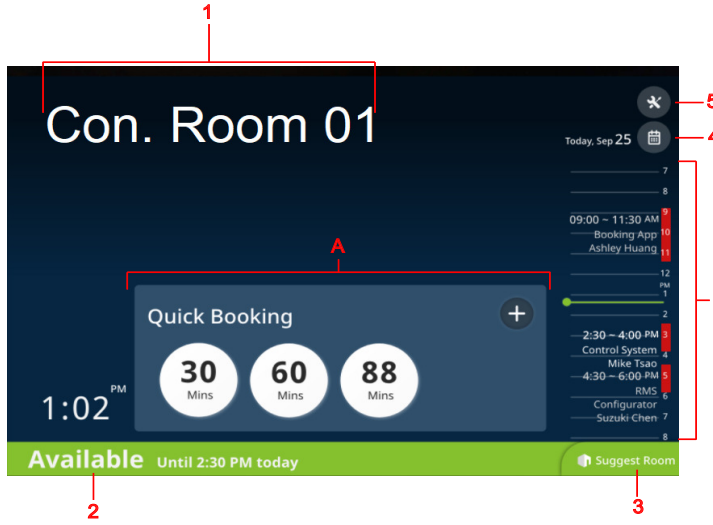
This chapter guides you through the operations that can be done on ATEN RBS Panels, including booking or checking into rooms.

Note:

- Before operating any of your RBS Panels, make sure the necessary configurations and profiles have been uploaded and applied to them.
- In highly humid environment, it is advised that you keep the touch panel powered on and in operation to prevent fogging inside the touch panel.

Panel Main Page

The components of the RBS Panel's main page are described below:



Note: To customize the display style of your RBS Panels, or add a brand / logo or background image via RBS Configurator, see *GUI Design*, page 20.

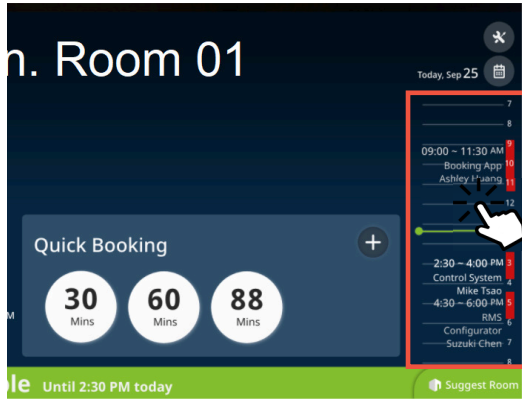
No.	Item		Description
A	Quick Booking / Check-in	Provides varying functions based on the current status of the conference room: *Available*, *Reserved*, or *Occupied*.	
		Available	◆ ***Quick Booking*:** Lets users start or schedule a meeting using the conference room through one of the following options: ◆ **30 / 60 / 90 / *X*:** Immediately starts a meeting for 30 / 60 / 90 / *X* minutes, where *X* is the number of minutes the room is available for until the next scheduled meeting or the end of the working hour. **Note:** Since the maximum duration allowed for each booking is 120 minutes, *X* can only be 120 minutes at most. ◆ **:** Tap to schedule a meeting. See *Booking a Room*, page 93, for details.
		Reserved	◆ **Check In:** During a meeting's scheduled time, lets users to check in to the room and start the meeting. ◆ **Release:** During a meeting's scheduled time, lets users to cancel it and release the room for others to use.
		Occupied	◆ **Check Out:** During an ongoing meeting, lets users to check out of the room and end the meeting. ◆ **Extend:** During an ongoing meeting, lets users to extend the meeting time if the conference room is available for further use.
B	Today's Scheduled Meetings		Displays all meetings the conference room has scheduled during the day.
1	Room Display Name		Displays the name of the conference room.
2	Room Status		Displays the status of the conference room. ◆ **Available:** Indicates the room is available for use. ◆ **Reserved:** Indicates the room is reserved for a meeting, but not yet checked into. ◆ **Occupied:** Indicates the room is currently hosting an ongoing meeting.
3	Suggest Room		Suggests conference rooms currently available for hosting a meeting. See *Using the Suggest Room Function*, page 94, for details.
4	Other Dates		Displays all meetings scheduled within the Room Booking System, see *Viewing Meeting Schedule*, page 91.

No.	Item	Description
5	Settings	Accesses administrator settings, see *Administrator Settings*, page 96.

Viewing Meeting Schedule

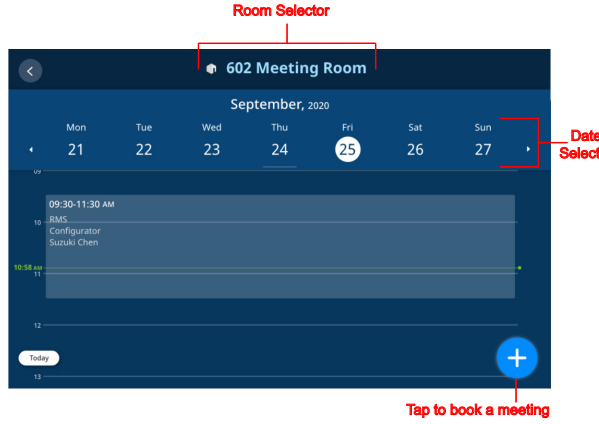
Today's Scheduled Meetings

To view meetings scheduled throughout the day, simply tap and drag on the ATEN RBS Panel's *Daily Schedule Area*.



Meetings Scheduled on Other Dates / for Other Rooms

To view meeting schedules for other dates or for other conference rooms, tap the calendar icon . The following page appears.



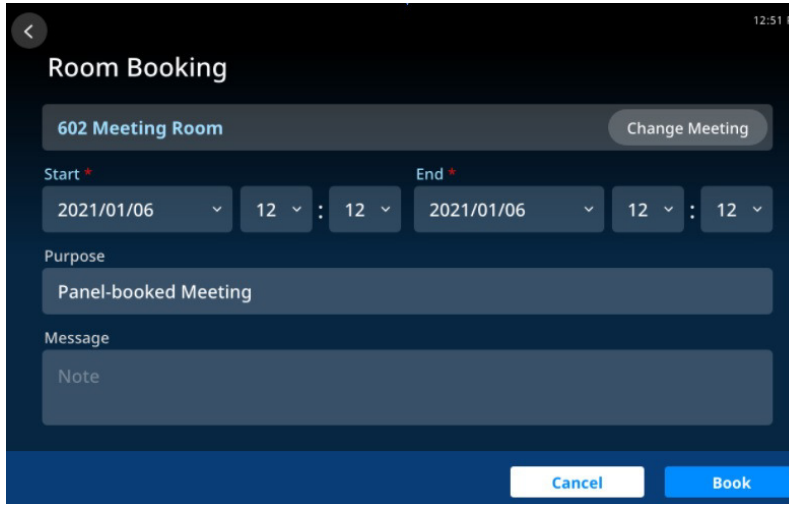
Select the desired conference room and date to view the corresponding meeting schedule.

To book a room and schedule a meeting, tap and see *Booking a Room*, page 93 for details.

Booking a Room

Using the Calendar

To book a room and schedule a meeting, tap from an RBS panel's main page, and then tap or from the pop-up page. The following page appears.

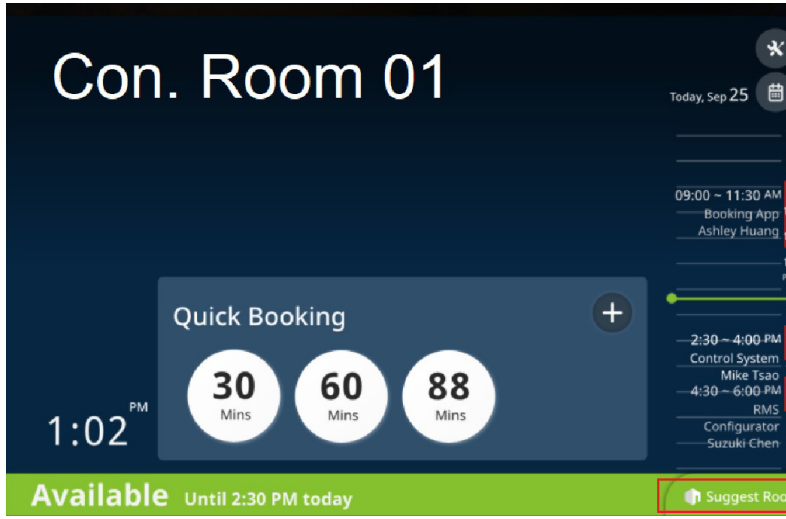


1. Select the desired conference room.
2. Specify the meeting's start and end times.
3. Fill in other desired fields.
4. Tap **Book** to finish.

Using the Suggest Room Function

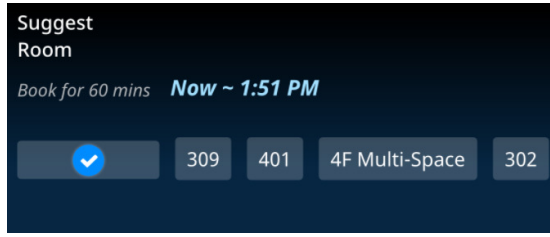
The *Suggest Room* function suggests conference rooms, currently available for use within the Room Booking System, to users for convenient meeting hosting.

1. From the main page of a RBS Panel, tap **Suggest Room**.



2. Select the desired meeting time.

3. Based on your meeting time, the Room Booking System displays the conference rooms that are currently available for use, as exemplified below.



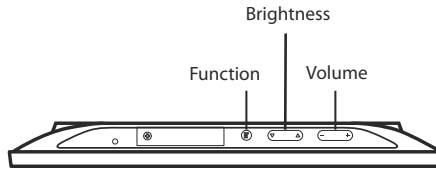
4. Select the desired room to finish. The conference room selected is now hosting a meeting for the time specified. You can now go to that conference and check in to start your meeting.

Administrator Settings

The *Settings* page of RBS Panels contains its network and password settings. To access, tap from the RBS Panel's main page and enter the required password.

Enabling / Disabling Access to Basic Panel Settings

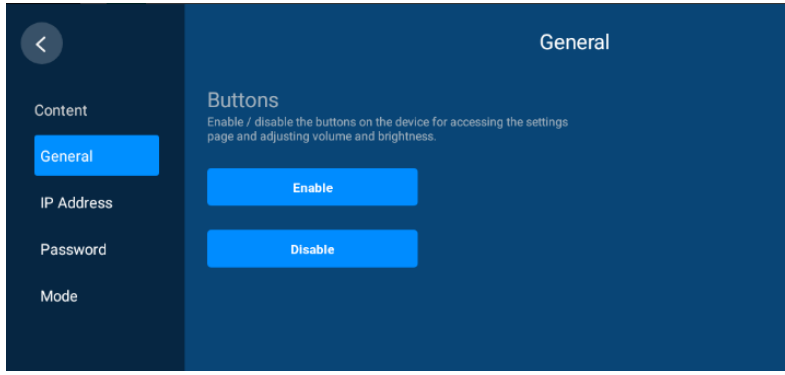
To prevent alteration of basic panel settings, such as volume, display settings, network configuration, and password setup, you can disable the Brightness, Volume, and Function buttons, as illustrated below.



RBS Panel Top View

To disable the Function, Brightness, and Volume buttons, follow the steps below.

1. From the RBS panel, tap .
2. Log in with valid credentials. This screen appears.

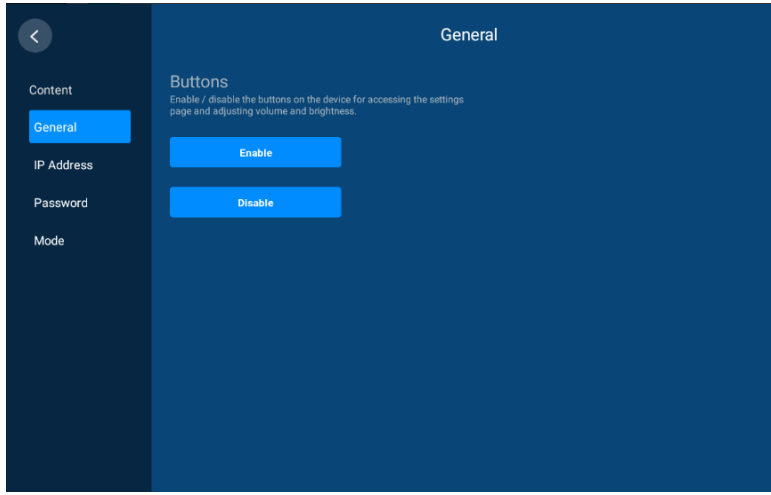


3. Tap **Disable**. A confirmation message appears.
4. Tap **Yes** to confirm the setting and restart the device.

Configuring Network Settings

To configure the IP address of an RBS panel to a dynamic or fixed IP address, follow the steps below to access the settings.

1. From the main page of the RBS panel, tap .
2. Log in with valid credentials. This screen appears.

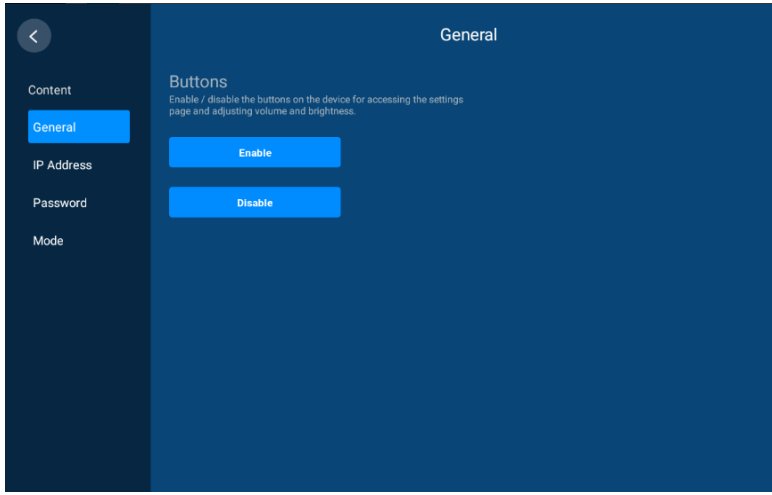


3. Tap **IP Address** from the left sidebar. The Ethernet Settings page appears.
4. Configure the settings as required.
5. Tap **Save** to applied the configuration.

Setting the Password

To change the panel password,

1. From the RSB panel, tap .
2. Log in with valid credentials. This screen appears.



3. Tap **Password** to access the password settings.

Demo Mode

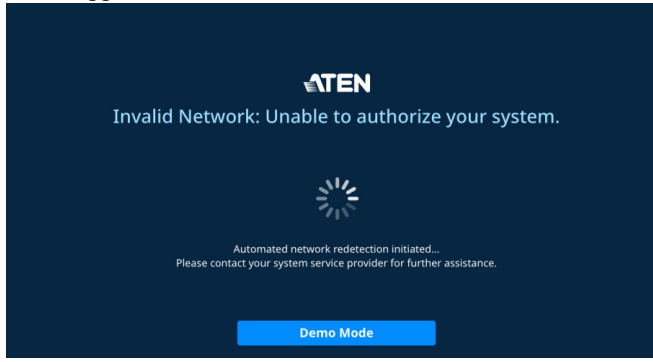
Demo mode is an offline mode in which you can demo and try out different settings on the RBS panel without having the configurations sent and saved to the connected calendar server.

Enabling Demo Mode

Use one of the following methods to enable demo mode.

- From the panel's settings page ( ), enter the password and then tap **Demo Mode** > **Enable Demo Mode**.
- *Disconnect the RBS panel from the network*

  1. Power on the RBS panel and disconnect it from the network. This screen appears.



2. Tap the **Demo Mode** button, and then tap **Yes** to enter demo mode. When enabled, a red **Demo Mode** button appears on the top, as illustrated below.

Disabling Demo Mode

Use one of the following methods to disable demo mode.

- From the panel's main page, tap the **Demo Mode** button on the top and tap **Yes** to confirm the action.
- From the panel's settings page ( ), enter the password and then tap **Mode** > **Exit Demo Mode**.

Appendix

Safety Instructions

General

- Read all of these instructions. Save them for future reference.
- Follow all warnings and instructions marked on the device.
- This product is for indoor use only.
- Do not place the device on any unstable surface (cart, stand, table, etc.). If the device falls, serious damage will result.
- Caution: Risk of explosion if the battery is replaced by an incorrect type. Always dispose of used batteries according to the proper instructions.
- Do not use the device near water.
- Do not place the device near, or over, radiators or heat registers.
- The device cabinet is provided with slots and openings to allow for adequate ventilation. To ensure reliable operation, and to protect against overheating, these openings must never be blocked or covered.
- The device should never be placed on a soft surface (bed, sofa, rug, etc.) as this will block its ventilation openings. Likewise, the device should not be placed in a built in enclosure unless adequate ventilation has been provided.
- Never spill liquid of any kind on the device.
- Unplug the device from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- The device should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
- To prevent damage to your installation it is important that all devices are properly grounded.
- Do not allow anything to rest on the power cord or cables. Route the power cord and cables so that they cannot be stepped on or tripped over.
- Position system cables and power cables carefully; Be sure that nothing rests on any cables.
- Never push objects of any kind into or through cabinet slots. They may touch dangerous voltage points or short out parts resulting in a risk of fire or electrical shock.

- Do not attempt to service the device yourself. Refer all servicing to qualified service personnel.
- If the following conditions occur, unplug the device from the wall outlet and bring it to qualified service personnel for repair.
  - The power cord or plug has become damaged or frayed.
  - Liquid has been spilled into the device.
  - The device has been exposed to rain or water.
  - The device has been dropped, or the cabinet has been damaged.
  - The device exhibits a distinct change in performance, indicating a need for service.
  - The device does not operate normally when the operating instructions are followed.
- Only adjust those controls that are covered in the operating instructions. Improper adjustment of other controls may result in damage that will require extensive work by a qualified technician to repair.
- Avoid circuit overloads. Before connecting equipment to a circuit, know the power supply's limit and never exceed it. Always review the electrical specifications of a circuit to ensure that you are not creating a dangerous condition or that one doesn't already exist. Circuit overloads can cause a fire and destroy equipment.

Specifications

VK430

Processor	
Quad-core	
Memory	
SDRAM	2 GB
Flash	8 GB
Panel Specifications	
Display Type	TFT-LCD
Size	10.1”
Touch Screen	Capacitive
Resolution	1280 x 800
Aspect Ratio	16:10
Color Depth	8 bit
Contrast Ratio	800:1
Backlight	LED
Viewing Angle	±85º (H), ±85º (V)
Luminance	500 cd/m^2
Interfaces	
Ethernet	1 x RJ-45 Female, 10/100/1000 BaseT
USB	1 x USB Type-A
Power	
Power over Ethernet (PoE)	802.3 at PoE+
Power Consumption	DC12V:17.8W:60.70BTU PoE: 20 W : 68.24 BTU
Environmental	
Operating Temperature	0 – 40 ºC
Storage Temperature	-10 – 55 ºC
Humidity	10–80% RH, Non-condensing
Physical Properties	

Housing	Plastic
Weight	0.68 kg (1.5 lb)
Dimensions (L x W x H)	26.30 x 17.78 x 2.45 cm (10.35 x 7.00 x 0.96 in.)

Note:
No license is required for running ATEN Room Booking System. However, additional costs may be charged for the resource accounts by the calendar service provider.

Technical Support

International

- For online technical support – including troubleshooting, documentation, and software updates: **http://eservice.aten.com**
- For telephone support, see *Telephone Support*, page iii:

North America

Email Support		support@aten-usa.com
Online Technical Support	Troubleshooting Documentation Software Updates	https://eservice.aten.com
Telephone Support		1-888-999-ATEN ext 4988

When you contact us, please have the following information ready beforehand:

- Product model number, serial number, and date of purchase.
- Your computer configuration, including operating system, revision level, expansion cards, and software.
- Any error messages displayed at the time the error occurred.
- The sequence of operations that led up to the error.
- Any other information you feel may be of help.

ATEN Standard Warranty Policy

Limited Hardware Warranty
ATEN warrants its hardware in the country of purchase against flaws in materials and workmanship for a Warranty Period of two [2] years (warranty period may vary in certain regions/countries) commencing on the date of original purchase. This warranty period includes the LCD panel of ATEN LCD KVM switches. Select products are warranted for an additional year (see *A+ Warranty* for further details). Cables and accessories are not covered by the Standard Warranty.

What is covered by the Limited Hardware Warranty
ATEN will provide a repair service, without charge, during the Warranty Period. If a product is detective, ATEN will, at its discretion, have the option to (1) repair said product with new or repaired components, or (2) replace the entire product with an identical product or with a similar product which fulfills the same function as the defective product. Replaced products assume the warranty of the original product for the remaining period or a period of 90 days, whichever is longer. When the products or components are replaced, the replacing articles shall become customer property and the replaced articles shall become the property of ATEN.

To learn more about our warranty policies, please visit our website:
http://www.aten.com/global/en/legal/policies/warranty-policy/

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