FREESPACE v2 OWNERS MANUAL

www.visionaudiovisual.com/vfs2
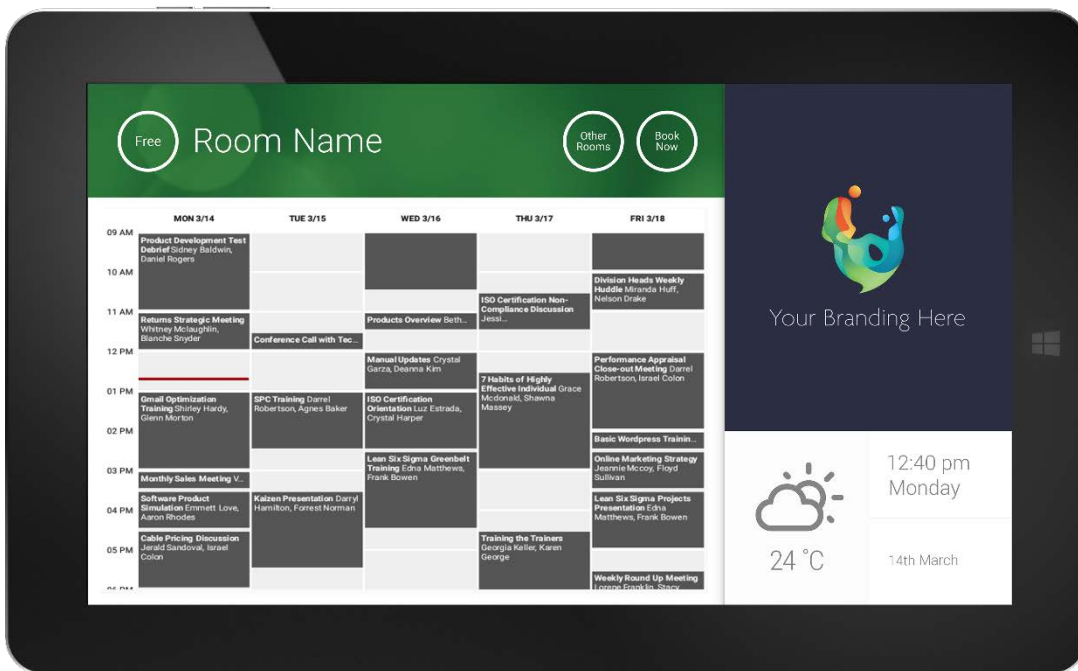
DECLARATION OF CONFORMITY

Where applicable Vision products are certified and comply with all known local regulations to a 'CB Certification' standard. Vision commits to ensure all products are fully compliant with all applicable certification standards for sale in the EU and other participating countries.

The product described in this owner manual is in compliance with RoHS (EU directive 2002/95/EC), and WEEE (EU directive 2002/96/EC) standards. This product should be returned to the place of purchase at the end of its useful life for recycling.

WARNINGS

CAUTION: TO REDUCE THE RISK OF ELECTRIC SHOCK DO NOT REMOVE COVER (OR BACK). NO USER-SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED SERVICE PERSONNEL.

The lightning flash with arrowhead symbol, within an equilateral triangle, is intended to alert the user to the presence of uninsulated "dangerous voltage" within the product's enclosure that may be of sufficient magnitude to constitute a risk of electric shock to persons.

The exclamation point within an equilateral triangle, is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the appliance.

WARNING: TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT EXPOSE THIS APPLIANCE TO RAIN OR MOISTURE.

All products are designed and imported into the EU by 'Vision' who is wholly owned by 'Azlan Logistics Ltd.', Registered in England Nr. 04625566 at Lion House, 4 Pioneer Business Park, Clifton Moor, York, YO30 4GH. WEEE Registration: GD0046SY

DECLARATION OF ORIGIN

All Vision products are made in the People's Republic of China (PRC).

USE ONLY DOMESTIC AC OUTLETS

Connecting the unit to an outlet supplying a higher voltage may create a fire hazard.

HANDLE THE POWER CORD WITH CARE

Do not disconnect the plug from the AC outlet by pulling the cord; always pull the plug itself. Pulling the cord may damage it. If you do not intend to use your unit for any considerable length of time, unplug the unit. Do not place furniture or other heavy objects on the cord, and try to avoid dropping heavy objects on it. Do not tie a knot in the power cord. Not only could the cord be damaged, but a short circuit could also be caused with a consequent fire hazard.

PLACE OF INSTALLATION

Avoid installing this product under the following conditions:
• Moist or humid places
• Places exposed to direct sunlight or close to heating equipment
• Extremely cold locations
• Places subject to excessive vibration or dust
• Poorly ventilated places

Do not expose this product to dripping or splashing. DO NOT PLACE OBJECTS FILLED WITH LIQUIDS ON OR NEAR THIS PRODUCT!

MOVING THE UNIT

Before moving the unit, be sure to pull out the power cord from the AC outlet and disconnect the interconnection cords with other units.

WARNING SIGNS

If you detect an abnormal smell or smoke, turn this product off immediately and unplug the power cord. Contact your reseller or Vision.

PACKAGING

Save all packing material. It is essential for shipping in the event the unit ever needs repair.

IF ORIGINAL PACKAGING IS NOT USED TO RETURN THE UNIT TO THE SERVICE CENTRE, DAMAGE IN TRANSIT WILL NOT BE COVERED BY WARRANTY.

SPECIAL WARNINGS

Never use this product near an aircraft or medical facility. It can cause interference.
Use of product in the following locations may result in abnormal video and audio output:
• Product installed in the walls made of concrete
• Product situated near refrigerator. Microwave oven, or other metal items
• A cluttered room where the wireless signals may be blocked

This product has been tested and manufactured to comply with each country's safety rules, however there is no guarantee that interference will not occur in some scenarios.

FEDERAL COMMUNICATIONS COMMISSION INTERFERENCE STATEMENT

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. This equipment generates, uses and can radiate radio frequency energy and may in extreme cases cause harmful interference to radio communications. If this happens the user should try:

• Relocating the receiving antenna

• Increasing the separation between the equipment and receiver

• Connect the equipment to a different power circuit.

RADIATION EXPOSURE STATEMENT

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body.

FREESPACE HARDWARE INSTALLATION

Freespace v2 is an Android app that runs on Vision's Freespace hardware. It does not run on non-Vision hardware.

VFSD DONGLE

1. Does not come with mounting bracket. Hide behind flat panel.
2. Connect included 1m HDMI cable to flat panel.
3. Connect power (round-pin) and Ethernet (RJ45). This device has Wi-Fi but for best results use Ethernet.
   **You will need USB mouse and keyboard to setup (not provided)**

VFS2 TABLET

1. Fix to the wall with supplied bracket 1400mm (4 feet, 7 inches) from ground.
2. Connect power (mini-USB) and Ethernet (with included USB adaptor). This device has Wi-Fi but for best results use Ethernet.

POWER ON

When the device boots the Freespace app will automatically run. This is in case power is cycled regularly in the building. You are free to close the app and use Freespace hardware for other applications.

NAVIGATING APP

To go to settings touch anywhere on the time or date:
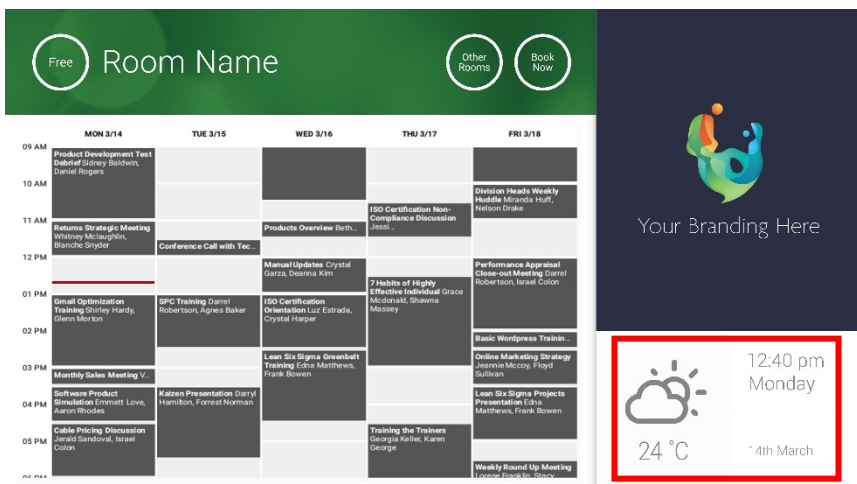
In settings a triangle denotes drop-down menu:

DEMO MODE

To activate Demo mode select LOGIN CREDENTIALS > CALENDAR SYSTEM > DEMO MODE. The device does not need to be connected to a network for demo mode.

NAVIGATING ANDROID

To use other apps go FREESPACE SETTINGS > EXIT FREESPACE. If this doesn't work you can drag the Android navigation bar up from the bottom and click the home (middle) icon.

Alternatively drag down from the top-right to show time, then drag down from the left of the clock to get settings menu. From here you can go to settings and open other apps in ANDROID SETTINGS > DEVICE > APPS.

SETUP

1. TURN HARDWARE ON

2. IF USING WIFI Select in Android settings. Vision strongly recommends using Ethernet, but Freespace v2 caches so it will still work if Wi-Fi drops out.

3. SET LANGUAGE AND TIMEZONE Set preferences in Android settings.

   If a meeting request is rejected because it was in the past, adjust time settings. Even if time in Freespace app is correct the time zone may be wrong.

4. SETUP DEVICE USER ACCOUNT ON CALENDAR SERVICE

   Your existing user e-mail account will work. It is best practise to create a separate user account WITH FULL READ AND WRITE permissions for use with all Freespace devices e.g. rooms@yourcompany.com

   - **Outlook Exchange Server** Create user account for Freespace. Set rights to view and modify resource calendars.
   - **Google Apps** In admin dashboard create user account for room.
   - **Other App-based Calendars** Create user account for room. Then download calendar app onto Freespace hardware.

5. SIGN DEVICE IN Go to FREESPACE SETTINGS > LOGIN CREDENTIALS. Select calendar system. Login using room's credentials. Save changes. If it works you have completed setup.

   If password not accepted you have one of these issues:
   i)   entered incorrect details
   ii) server setup incorrect. Advanced Troubleshooting mode helps you narrow down the issue.
        (1) Check URL. If you have you own server the default url will probably be correct. If using a hosted Exchange service it may be **https://exchange.yourprovider.com/EWS/Exchange.asmx**. Ask provider.
        (2) Check SSL certificate.
   iii) Wifi has dropped out. Click check internet connection.

OTHER SETTINGS
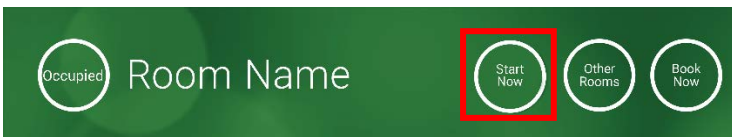
BOOK NOW
Removes book now button.
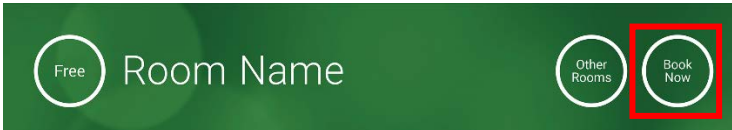
OTHER ROOMS
Removes other rooms button.

START BUTTON
Appears 15 minutes before the meeting is due to start IF the room is free. If it is not free it will appear at the meeting start time.

1. START BUTTON ACTIVATED Enter the number of minutes underneath (15 by default) before the button disappears. If it is not pressed the booking remains and the room shows as occupied.
2. START BUTTON ACTIVATED; MUST START TO AVOID CANCELLATION As above, but if button is not pressed the booking is cancelled.
3. START BUTTON DEACTIVATED Removes start button.

CALENDAR SETTINGS
Set default start time and number of visible days.

WEATHER SETTINGS
Sign up for a free account at openweathermap.org and login using the unique API key they give you.

ROOMS

The options you get depend on the calendar system you use. For Exchange you have three options:

1. GET ROOMS FROM EXCHANGE SERVER ROOM LIST Choose room list from this drop-down. If no room lists shown they are not enabled on server. No limit to the number of rooms Freespace can support.
2. GET ROOMS FROM EXCHANGE SERVER DISTRIBUTION LIST Enter e-mail address for distribution list. No limit to the number of rooms Freespace can support.
3. FIND ROOMS BY SEARCH QUERY Enter part of the e-mail addresses or room name. Works best when searching for first characters e.g. "London" would return all rooms with London in their name or e-mail address. Results limited to 100 rooms.

If no options are selected Freespace will show the first 100 rooms it can find.

IMAGE GALLERY

On the home page is an image gallery area where users can swipe through up to five images:
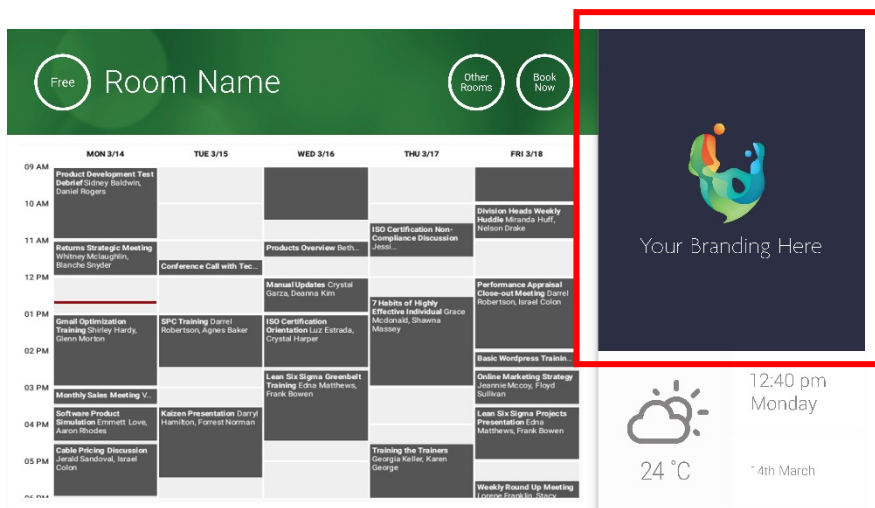
- Images should be **765 x 623 pixels** otherwise they may be compressed or distorted.
- Upload images to online location, then enter file urls into FREESPACE SETTINGS.
- Freespace downloads new copy of the images every hour, so new images can be deployed centrally.
- Freespace scrolls between images automatically at the interval set in "Seconds between rotations".

Note: the app will auto-download the latest images every few hours. To force a re-download go to Settings screen and make a change to the first and/or second image URL fields (any change, as long as it is something different), then save changes.

OCCUPANCY REPORT

Freespace hardware can log nearby Bluetooth devices to provide occupancy intelligence. The details captured are:

- MAC address
- Type of device (phone, tablet, laptop etc)
- Signal strength (proximity)
- Duration (people walking past can be filtered out)

You can choose to have this csv file sent weekly to a facility manager. This report is approximate and depends on users having Bluetooth activated. Some active devices will not share details unless paired.
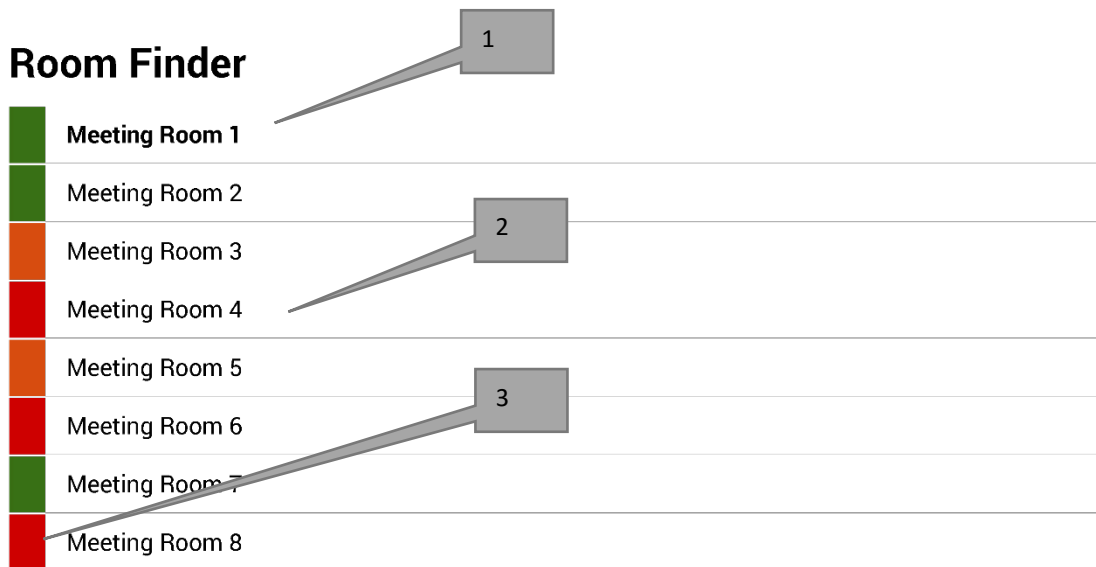
USING FREESPACE

HOME SCREEN
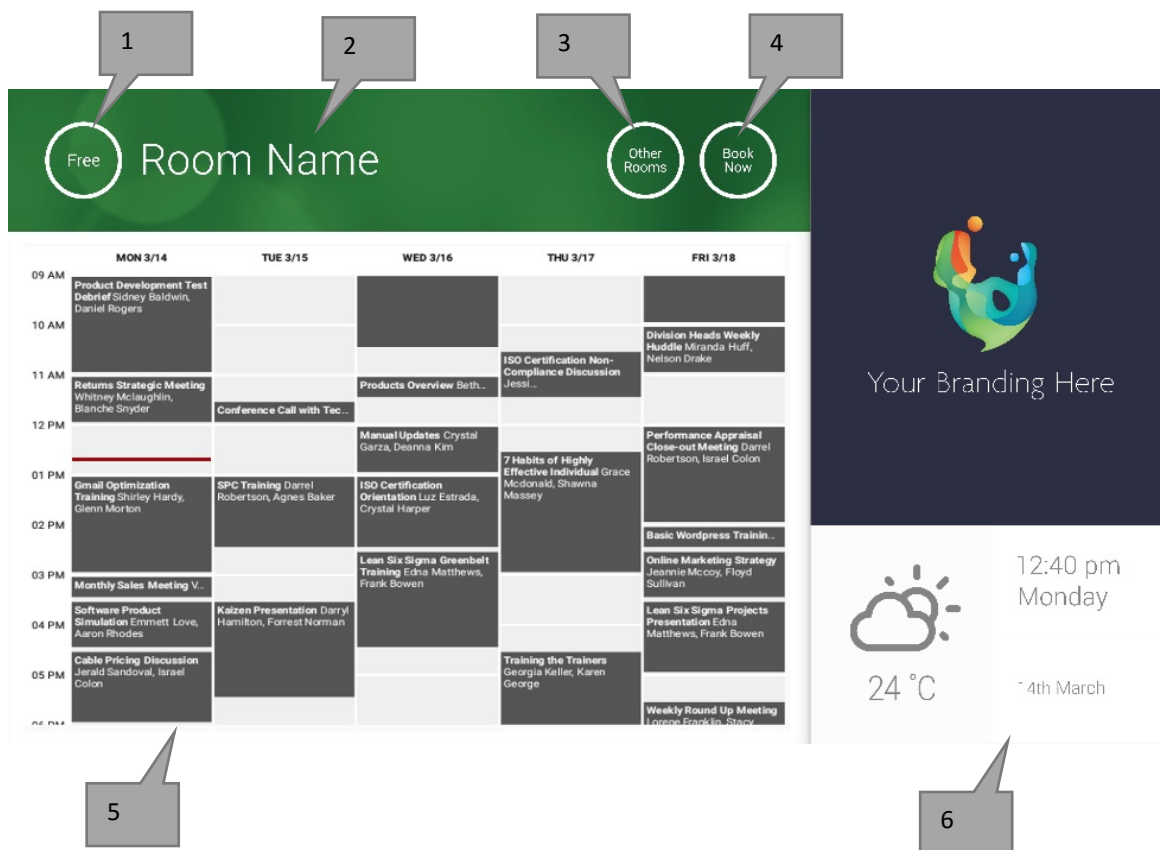
1. STATUS
    Press here to reload if the device is taking too long.

2. ROOM NAME
    Taken directly from Server. If not displaying correctly check server.

3. OTHER ROOMS
    Click here to access room lists

4. LOGIC BUTTONS
    BOOK NOW room is available to book now. The Organiser will be the user the Freespace is logged in with.
    START start an upcoming meeting
    END NOW release the room for other uses
    EXTEND if there is no meeting directly after Freespace will present this option during a meeting.

5. CALENDAR
    Pinch to zoom, and swipe to move up, down, left and right.

6. DATE AND TIME
    Taken from device settings.

When you select OTHER ROOMS you see this list of all rooms the device is setup to view.

Room Finder

1

■ **Meeting Room 1**

■ Meeting Room 2

2

■ Meeting Room 3

■ Meeting Room 4

■ Meeting Room 5

3

■ Meeting Room 6

■ Meeting Room 7

■ Meeting Room 8

Select and hold to set a room as default

1. DEFAULT The room that the device is outside of. When you view other rooms Freespace will revert back to default room after 1 minute.
   a. SET DEFAULT: press and hold room
   b. REMOVE DEFAULT: press and hold default room.

2. SCROLLABLE LIST All rooms will appear here. If there are too many change settings in FREESPACE SETTINGS > ROOMS.

3. STATUS LIGHTS Red, green, and amber blocks allow the user to quickly see what is available.

UPDATES

Freespace checks for updates every day and installs them automatically. The update file is about 12MB.

CREATE ROOMS - HOSTED EXCHANGE

Below is an example of creating rooms on a hosted service which uses Parallels. This is simple and suits users with a small number of rooms. Exchange calls rooms "Resources" and treats them differently to normal users.
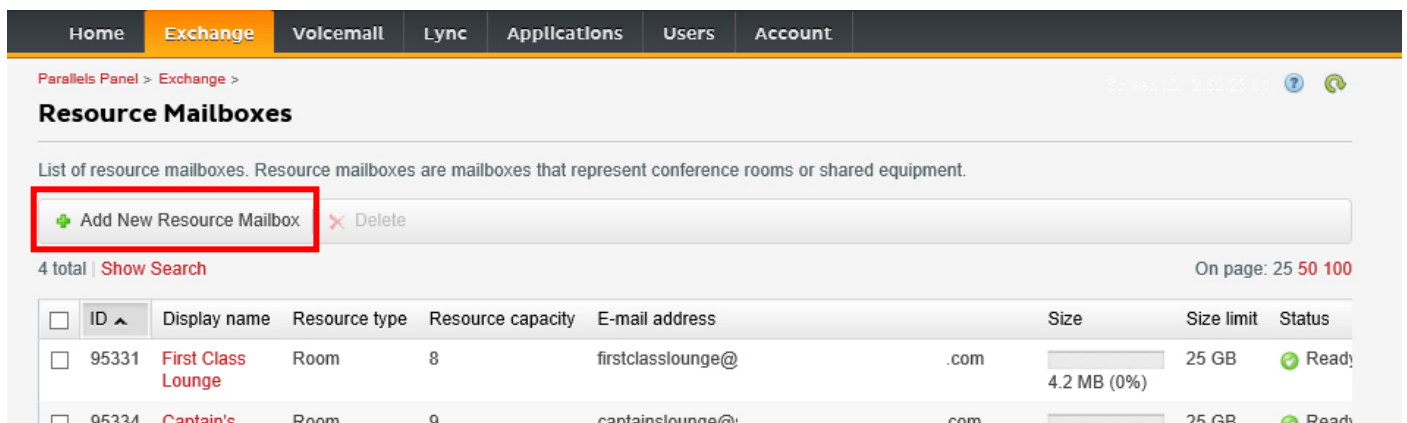
1. [Optional] Vision recommends distribution lists, which allow you to group rooms by location, floor, or building. Exchange > Distribution List > Add New Distribution List.
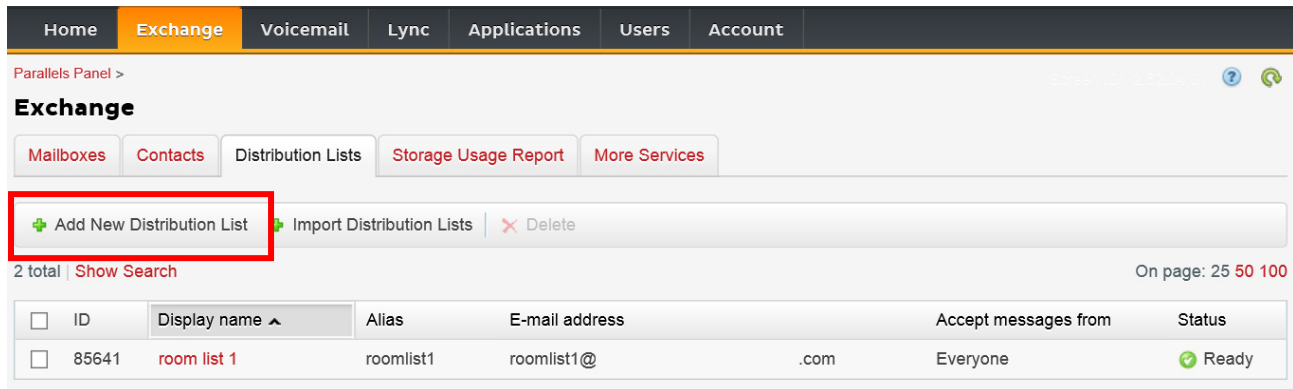
2. Exchange > More Services > Resource Mailboxes
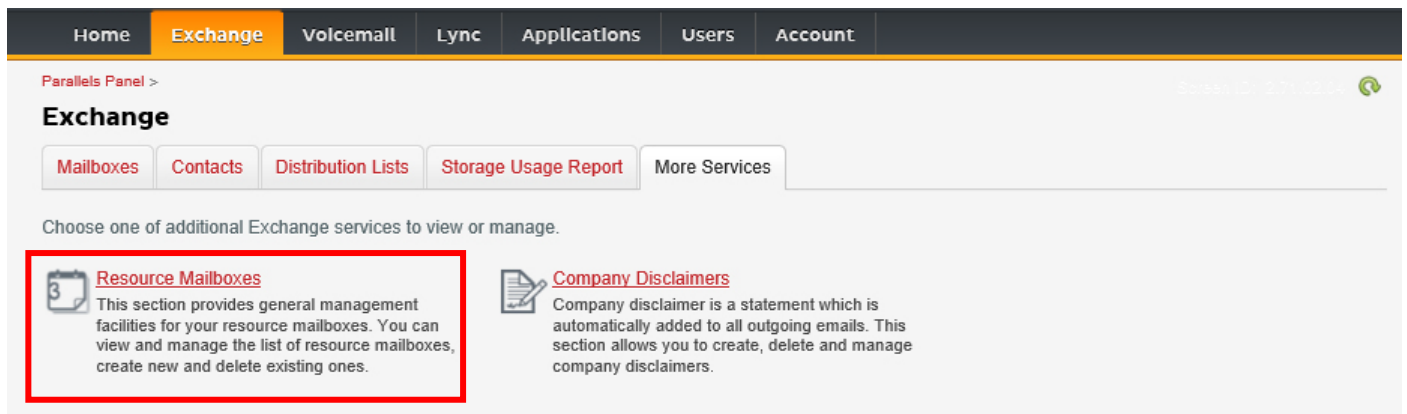
3. Click "Add New Resource Mailbox"

4. Add details. Use location designator in the e-mail address e.g. londonboardroom@.

5. Once created adjust other settings. Ensure the room is setup to automatically process meeting requests.

6. [Optional] If using distribution lists navigate to EXCHANGE > RESOURCE MAILBOXES > MEMBER OF and assign new room/s to lists.

7. Navigate to EXCHANGE > RESOURCE MAILBOXES > PERMISSIONS Set permissions for the room.

8. Navigate to EXCHANGE > MAILBOXES. Click on a username:

Check that this user has permissions to book the room. Check that the user you created to log Freespace in has full permissions.

CREATE ROOMS - OFFICE 365

1. [Optional] Create a new room list. If that is not possible create a distribution list. Lists allow you to group rooms by location.

2. Create New Resource and enter details for room. Use location designator in the e-mail address e.g. londonboardroom@.

3. Ensure the room is setup to automatically process meeting requests.

4. If you use room or distribution lists assign new room/s to lists.

5. Set permissions for the room. This determines which users can book this room. Ensure the user you created to log Freespace in has full permissions too.

TURNING ROOM LISTS ON

By default they are off. You must ensure necessary powershell extensions are installed. This only needs to be done once by the administrator. It does not need to be installed for any other users.

Install the 64-bit version of the Microsoft Online Services Sign-in Assistant: Microsoft Online Services Sign-in Assistant for IT Professionals RTW. http://go.microsoft.com/fwlink/p/?LinkId=286152

Install the 64-bit version of the Windows Azure Active Directory Module for Windows PowerShell: Windows Azure Active Directory Module for Windows PowerShell (64-bit version). http://go.microsoft.com/fwlink/p/?linkid=236297

OPEN POWERSHELL SESSION

Step 1: Start Windows PowerShell as an administrator

Step 2: Create a Windows PowerShell credentials object

```
Get-ExecutionPolicy

  Set-ExecutionPolicy RemoteSigned

      [Y]

  $credential = Get-Credential
```

[enter the username and password for highest level administrator to the exchange server]

Step 3: Connect to Office 365

```
  Import-Module MsOnline

  Get-Module

  Connect-MsolService -Credential $credential

  Get-MsolDomain
```

Step 4: Connect to Exchange Online

```
    $exchangeSession = New-PSSession -ConfigurationName Microsoft.Exchange -
ConnectionUri "https://outlook.office365.com/powershell-liveid/" -Credential
$credential -Authentication "Basic" -AllowRedirection

    Import-PSSession $exchangeSession

    Get-AcceptedDomain
```

CREATE NEW ROOM LIST:

```
New-DistributionGroup -Name UK -DisplayName "UK Conference Rooms" -PrimarySmtpAddress
UK@visionaudiovisual.com.com -RoomList
```

ADD EXISTING ROOM MAILBOX TO THE NEW ROOM LIST:

```
Add-DistributionGroupMember -Identity UK -Member Boardroom
```

TESTING THAT THESE WORKED:

```
Get-DistributionGroup | Where {$_.RecipientTypeDetails -eq "RoomList"} | Format-Table
DisplayName,Identity,PrimarySmtpAddress

Get-Mailbox | Where-Object {$_.RecipientTypeDetails -eq "RoomMailbox"} | Format-Table
DisplayName,Identity,PrimarySmtpAddress
```

CREATE A SERVICE ACCOUNT, WHICH CAN BE USED TO ACCESS THE ROOMS (view full calendar with all details, book meetings, update meetings, etc)

```
{to do}
```

GRANT PERMISSIONS FOR THE SERVICE ACCOUNT, TO FULL READ & WRITE ACCESS OF THE CALENDAR FOLDER OF THE ROOM'S MAILBOX

Please note: syntax may vary between different scriptlets and between different versions of Exchange. Additionally, some scriptlets may not be available in older versions of Exchange. The use of double-quotation marks may be different between different scriptlets. In some cases you may need to use capitalised "User" and in other cases lowercase "user". In some cases you may need to use the singular word "accessright" and in other cases the plural word "AccessRights". For certain scriptlets "-Identity" is required and in other cases it should be ommitted. The commands supplied below will work in most cases, but if any errors appear, you may try different a different syntax. Note that "Add-MailBoxFolderPermission" and "Set-MailBoxFolderPermission" perform similar tasks, except one replaces existing permissions to the service account, and the other adds extra permissions to the service account - if one of these scriptlets is unavailable, simply use the other with appropriate permissions applied.

```
Add-MailBoxPermission "Boardroom" -User "user@example.com" -AccessRights FullAccess

Add-MailBoxFolderPermission -Identity Boardroom:\calendar -user "user@example.com" -
accessright Editor

Set-MailBoxFolderPermission "Boardroom:\Calendar" -User "user@example.com" -
AccessRights PublishingEditor

Set-CalendarProcessing "Boardroom" -AddOrganizerToSubject $False -DeleteComments $False
-DeleteSubject $False
```

TESTING THAT THESE WORKED:

```
Get-Mailbox "Boardroom" | Select ResourceType,
RejectMessagesFrom,RejectMessagesFromDLMembers,RejectMessagesFromSendersOrMembers,SendM
oderationNotifications

Get-MailBoxFolderPermission "Boardroom:\Calendar" | Select FolderName,User,AccessRights
```

LOGOUT:

```
Get-PSSession | Remove-PSSession
```

CREATE ROOMS - GOOGLE APPS

Google treats rooms the same as normal users, so simply create new users.

TABLET SPECIFICATIONS

PRODUCT DIMENSIONS: 257 x 171 x 9.9 mm / 10.12" x 6.7" x 0.39" (length x width x height)
PACKAGED DIMENSIONS: x x mm / ." x ." x ."
PRODUCT WEIGHT: 520 g / 1.1 lbs
PACKAGED WEIGHT: g / lbs
CONSTRUCTION MATERIAL: Plastic with black glass cover

COLOUR: Black

HARDWARE TECHNICAL DETAILS:
Processor: Intel Atom Cherry Trail T3 x5-Z8300 64-bit (2M Cache, up to 1.84 GHz) note: as used in Microsoft Surface
GPU: 8th Generation Intel Graphics, 1920 x 1200, 500MHz
RAM: DDR4GB
Storage: eMMC-64GB
Charge indicator: yes
Wifi: 802.11 b/g/n (2.4GHz only)
Slots: MicroSD slot, SIM card slot
Battery: 3.7V, 6800mAh
Front Camera: 2 Megapixel
Rear Camera: 2 Megapixel
Bluetooth: 4.0
Audio: 2 x 1w speakers
Operating System: Android 5.1
App Demo Mode: Yes

CONNECTIVITY:
1 x HDMI 1.4 (output resolution up to 4096 x 2160)
1 x USB 3.0
1 x USB 2.0
1 x Micro USB (for power)

POWER SUPPLY: 100-240v AC 50/60Hz 5 volt / 2 amp. Micro USB socket.
Transformer integrated into plug. Includes interchangeable plugs: UK/EU/US/AU. Transformer dimensions: 64 x 41 x 33 mm / 2.52" x 1.61" x 1.3"

ACCESSORIES INCLUDED:
1 x Thin USB-A to micro-USB-B cable 2 m / 6.6 ft for PSU
1 x Wall Mount

WARRANTY: 3-year return to base

COMPLIANCES: RoHS, WEEE, CE/EMC

DONGLE SPECIFICATIONS

PRODUCT DIMENSIONS: 110 x 110 x 18 mm / 4.3" x 4.3" x 0.7" (length x width x height)
PACKAGED DIMENSIONS: 228 x 167 x 58 mm / 9" x 6.6" x 2.3"
PRODUCT WEIGHT: 320 g / 0.7 lbs
PACKAGED WEIGHT: 850 g / 1.87 lbs

CONSTRUCTION MATERIAL: Plastic with black glass cover

COLOUR: Black

HARDWARE TECHNICAL DETAILS:
 Processor: Amlogic S812 Quad core Cortex A9
 GPU: Octa-core Mali-450MP GPU @ 600MHz
 RAM: DDR3 2GB
 Storage: NAND Flash 8GB
 Wifi: 802.11 b/g/n (2.4GHz and 5.0GHz)
 OS: Andriod 4.2.2
 Slots: MicroSD slot, SIM card slot
 Battery: none
 Bluetooth: 4.0
 Audio: no speakers

CONNECTIVITY:
 1 x HDMI 1.4 (output resolution up to 1920 x 1080)
 1 x Ethernet
 2 x USB 2.0
 1 x Toslink digital audio output
 1 x 3.5mm Minijack analogue audio output
 1 x Round Pin (for power)

POWER SUPPLY: 100-240v AC 50/60Hz 5 volt / 2 amp. Round pin. 3.8m DC tail.
Transformer integrated into plug. Includes interchangeable plugs: UK/EU/US/AU. Transformer dimensions: 60 x 50 x 35 mm / 2.36" x 1.97" x 1.38"

ACCESSORIES INCLUDED:
 1 x HDMI cable 1m (3 feet)

WARRANTY: 3-year return to base

COMPLIANCES: RoHS, WEEE, CE/EMC

WARRANTY

This product comes with a 2-year return to base warranty, effective from the date of purchase. This warranty applies only to the original purchaser and is not transferable. For the avoidance of doubt, this will be taken from the information held by the appointed national distributor at the point of sale. If the product is DOA (dead on arrival), you have 21 days from purchase date to notify the national distributor via your AV reseller. The liability of the manufacturer and its appointed service company is limited to the cost of repair and/or replacement of the faulty unit under warranty, except for death or injury (EU85/374/EEC). This warranty protects you against the following:

• Failure of any components, including the power supply.

• Damage when the product is first removed from its packaging if reported within 24 hours of purchase.

If you find you do have a problem with this product, you should contact the AV reseller you purchased this product from. The original purchaser is responsible for shipment of the product to the manufacturer's appointed service centre for repair.

We will endeavour to return repaired units within 5 working days, however this may not always be possible, in which case it will be returned as soon as practicably possible. In line with our WEEE commitments, the manufacturer endeavours to replace the faulty parts of the product rather than replacing the whole unit. This warranty does not protect this product against faults caused by abuse, misuse, incorrect installation, unstable or faulty power input, which might be caused by ignoring the guidelines set out in this manual.

LEGAL DISCLAIMER: Because we are committed to improving our products, the details above may change without prior warning. This User Manual is published without warranty and any improvements or changes to the User Manual necessitated by typographical errors, inaccuracies of current information, or improvements to programs and/or equipment, may be made at any time and without notice. Such changes will be incorporated into new editions of the User Manual.