FREESPACE OWNERS MANUAL

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
RISK OF ELECTRIC SHOCK
DO NOT OPEN

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

RoHS 2002/95/EC ⌧ **TÜV SÜD** **CE**

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. If interference happens, adjust distance between transmitter and receiver. Optimal range between transmitter and receiver is between 2 and 7 meters line of sight.

This product may interfere 5GHz wireless devices. If interference occurs configure your 5GHz router to 2.4 GHz band only.

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.

INTRODUCTION

This product syncs with Microsoft Exchange Server Calendar to show reservations. It fixes to the wall outside the bookable space to alert other users that the space is occupied or available.

It shows booking information for any room and allows you to book any space from where you are before you walk there.

IMPORTANT NOTES

- Freespace connects to the network via Wi-Fi so you must have a strong wireless signal.
- Freespace setup requires knowledge of Exchange Server and in advanced cases access to Windows PowerShell.
- Freespace only works with Exchange server. If you use other calendar solutions you will need an intermediary syncing software which syncs "resources" (Microsoft's name for meeting rooms).

USERS WITH MANY ROOMS

If you have many meeting rooms Exchange allows you to group rooms. For example by floor, building, city, or country – as you choose. Groups help you manage a large number of spaces. A Freespace can show data for thousands of rooms, but syncing data for a large number of rooms will slow it down and the user will have to scroll through many rooms.

Freespace is optimised to work with groups. Microsoft have two types of lists:

1. **ROOMS LIST** [FREESPACE DEFAULT] designed specifically for rooms. When you login Freespace will automatically display the room list/s to choose from.
    a. Typically only available to users who have their own server
    b. Identified by a defined name
    c. Permission implications:
        i. All users can see all room lists
        ii. On the Freespace room finder screen users can see all rooms within room lists, but if they do not have permission to view that room it will not let them select it.

2. **DISTRIBUTION LIST** designed to group any type of resource.
    a. Available to users who use hosted or Exchange or manage their own server.
    b. Identified by a defined e-mail address e.g. uk@visionaudiovisual.com
    c. Permission implications:
        i. All users can see all distribution lists but you have to know the e-mail address to see it.
        ii. On the Freespace room finder screen users can see all rooms within room lists, but if they do not have permission to view that room it will not let them select it.

EXCHANGE PREPARATION

CREATE USER

Freespace will need to login to the server to read and write. You can use the same login for multiple devices.

Option 1 – use an existing account

You can use an existing login for somebody who already has an Outlook account. You need user name (normally e-mail address) and password this person usually uses to log into Outlook. Ensure the user has permissions to book the meeting rooms.

This option is not best practice. Meetings booked on the device will show as booked by this user. This option suits users with a small number of Freespace devices and limited Exchange server knowledge.

Option 2 – create a new user account

Give this user a generic name such as meetingrooms@visionaudiovisual.com. Ensure new user has permissions to book the required meeting rooms.

Use this account to login all Freespace devices, or create different accounts for different areas so that users in the New York office can't book rooms in the London office.
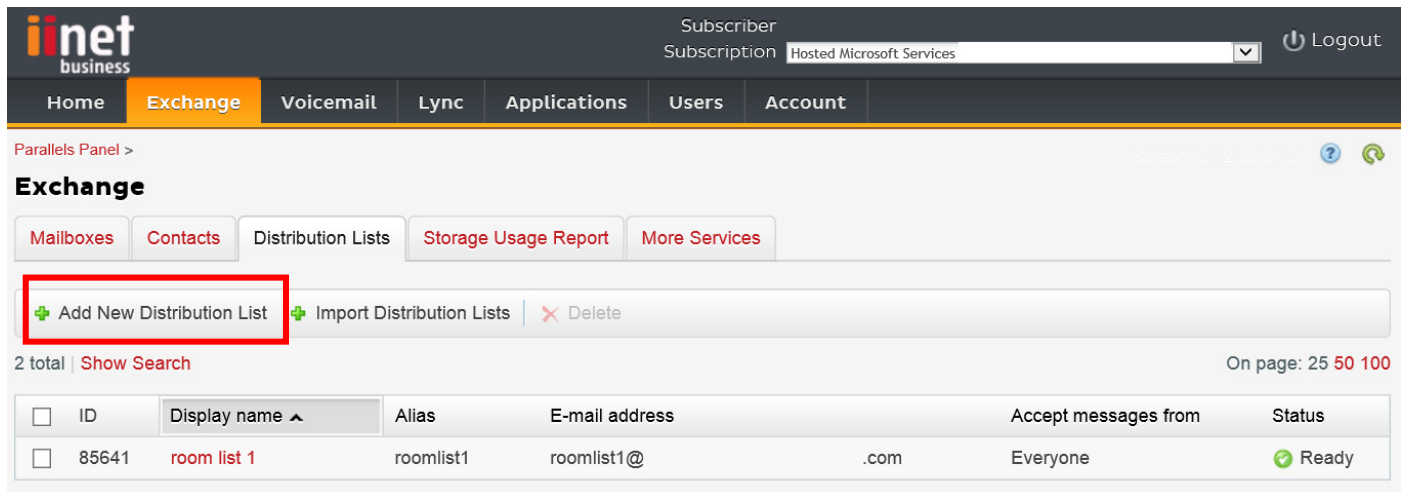
Follow standard Exchange Server process for setting up "Resources" (Microsoft's name for meeting rooms).

Option 1 – using with hosted server service

Many internet service providers offer Hosted Exchange which is very low cost way of using Exchange. Below is an example of creating rooms on a hosted service which uses Parallels. Yours may look different.

Step 1: [Optional] If you have many rooms, areas, or sites we recommend using distribution lists. Lists allow you to group rooms by location. This makes using Freespace easier - the user is only presented with rooms in their vicinity, and Freespace updates faster because it is only syncing data for nearby rooms.
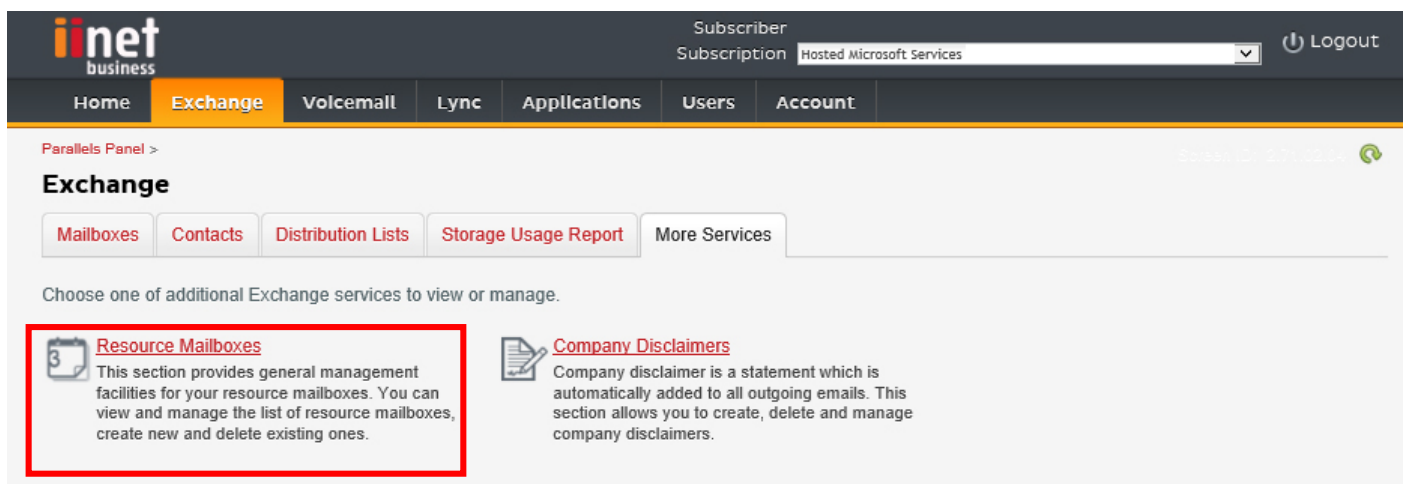
Logon to the host website. Exchange > Distribution List. Create a new distribution list.

Step 2: Go to Exchange > More Services > Resource Mailboxes

Step 3: Click "Add New Resource Mailbox"

Step 4: Enter details for room.
If you have multiple sites we recommend using a location designator in the e-mail address name e.g.
londonboardroom@visionaudiovisual.com. This makes it easier to manage your rooms and search for nearby rooms on the device later.

Step 5: Once you have created the room adjust other settings for it. Ensure the room is setup to automatically process meeting requests.

Step 6: [Optional] If you use distribution lists assign new room/s to lists.

Step 7: Set permissions for the room.

Step 8: Navigate to Exchange > Mailboxes. Click on a username:

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

Option 2 – using with Exchange Server or Office 365

Step 1: [Optional] Create a new room list. If that is not possible create a distribution list (see TURNING ROOM LISTS ON below)
If you have many rooms, areas, or sites we recommend using rooms lists. Lists allow you to group rooms by location. This makes using Freespace easier - the user is only presented with rooms in their vicinity, and Freespace updates faster because it is only syncing data for nearby rooms.

Step 2: Create New Resource and enter details for room.
If you have multiple sites we recommend using a location designator in the e-mail address name e.g. londonboardroom@visionaudiovisual.com. This makes it easier to manage your rooms and search for nearby rooms on the device later.

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

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

Step 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 Room Lists are turned 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

```
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,SendModerationNotifications

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

LOGOUT:

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

FREESPACE SETUP

If you setup the rooms and users correctly you are now ready to set Freespace up.

FIX TO WALL

Fix the included bracket to the wall. We recommend 1400mm (4 feet, 7 inches) from the ground.

Plug the Micro-USB power into the tablet, then slot it down into the bracket from the top. The screen auto-rotates, so you can have the power cable on either side of the bracket to suit your cable management.

Two locking ears come with the bracket which secure the tablet into place.

TURN TABLET ON

On the long edge of the tablet you will find the power button. The Freespace tablet is an Android tablet which launches the Freespace app automatically.
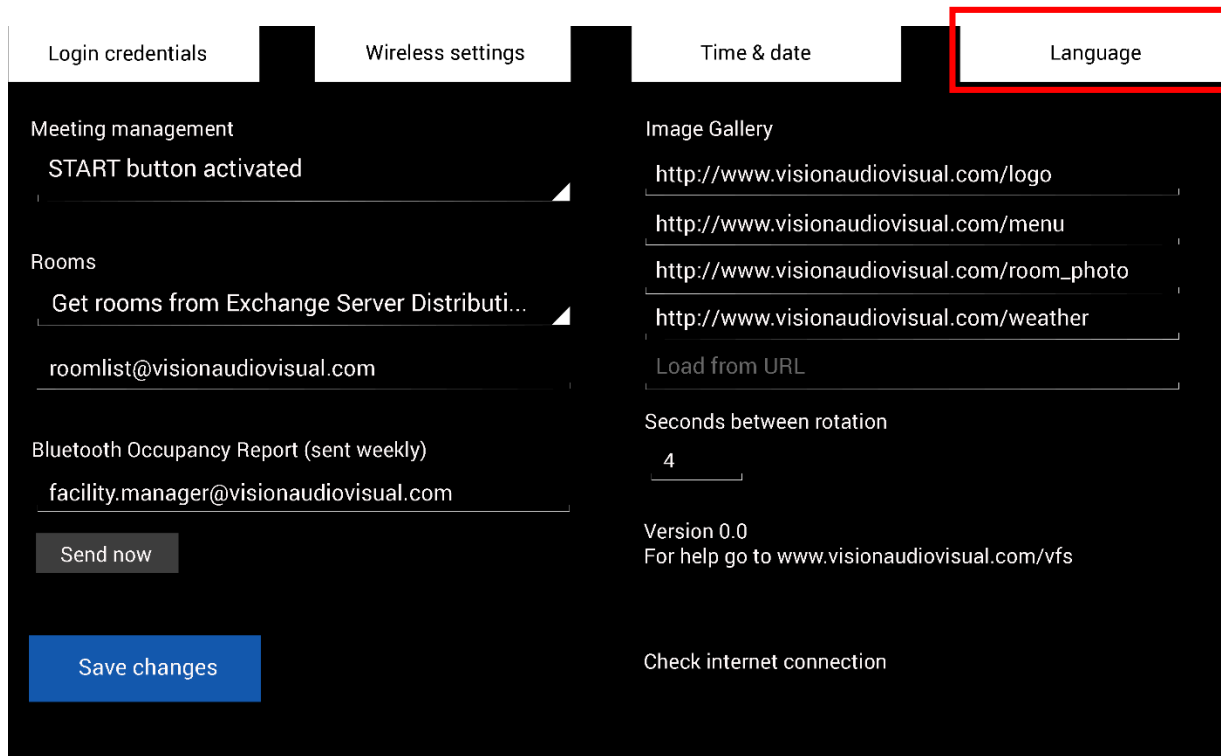
GO TO SETTINGS SCREEN

The first time you turn it on it will go to the setup screen. To get to the setup screen thereafter click on the settings button.

SET LANGUAGE [OPTIONAL]

Click on Language to change. It will take you to the android setup screen.

Once you have finished in the language settings page click the "Back to Freespace" button in the top-left.

Click Wireless settings

Freespace will not display meeting information unless it is connected.

"Wireless Settings" takes you to the wireless setup screen where you select the Wi-Fi network and connect to it. Once you have finished in the settings page click the "Back to Freespace" button in the top-left.

If your wifi requires a browser login click "Check internet connection" to open browser window.

ALTERNATIVE CONNECTIVITY
The tablet has a SIM card slot to provide data connectivity.

LOGIN AS USER

Click Login credentials.

Login credentials	Wireless settings	Time & date	Language

Meeting management
START button activated

Rooms
Get rooms from Exchange Server Distributi...

roomlist@visionaudiovisual.com

Bluetooth Occupancy Report (sent weekly)
facility.manager@visionaudiovisual.com

Send now

Save changes

Image Gallery
http://www.visionaudiovisual.com/logo
http://www.visionaudiovisual.com/menu
http://www.visionaudiovisual.com/room_photo
http://www.visionaudiovisual.com/weather
Load from URL

Seconds between rotation
4

Version 0.0
For help go to www.visionaudiovisual.com/vfs

Check internet connection

Enter user details.

If you have you own server the url will be the same. In the hosted Exchange example used earlier in this document the url is **https://exchange.iinet.net.au/EWS/Exchange.asmx** Ask your provider what it should be.

Login
https://outlook.com/ews/exchange.asmx

meetingroom@your company.com

• • • • • • • • • • •

Save changes   Cancel

You can use any existing user to login but it is recommended you create a separate Exchange user to service all rooms (e.g. meetingrooms@domain.com), with full rights to view and book meetings in all rooms to be used. You can use the same user to log in to all devices.

This is the user you created on page 5 to log the device in.

Click on the drop-down shown below:

Triangle denotes drop-down menu
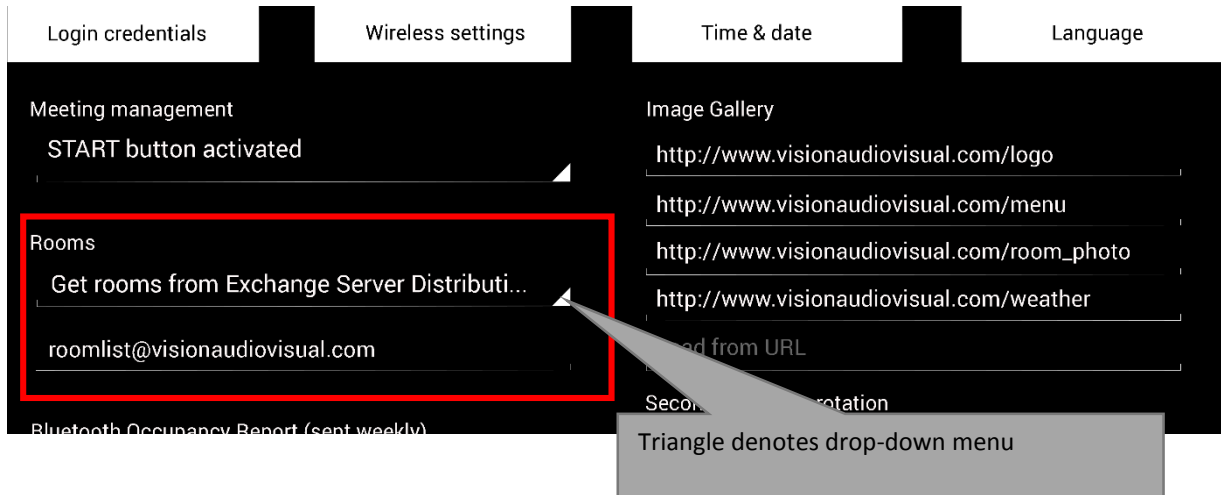
You have three options: [see page 4 for more information about lists]

1. **GET ROOMS FROM EXCHANGE SERVER ROOM LIST [DEFAULT]**
   If you select this option a drop-down will appear on second line. Choose room list from this drop-down. If there are no room lists shown they are not enabled on server. There is no limit to the number of rooms Freespace can support with room list.

2. **GET ROOMS FROM EXCHANGE SERVER DISTRIBUTION LIST**
   Enter e-mail address for distribution list in line below. There is no limit to the number of rooms Freespace can support with room list.

3. **FIND ROOMS BY SEARCH QUERY**
   Enter part of the e-mail addresses or name of room/s. Microsoft's search query works better when you:
   a. use the first characters
   b. use e-mail addresses
   For example "London" would return all rooms with London in their name or e-mail address. Results are limited to 100 rooms.

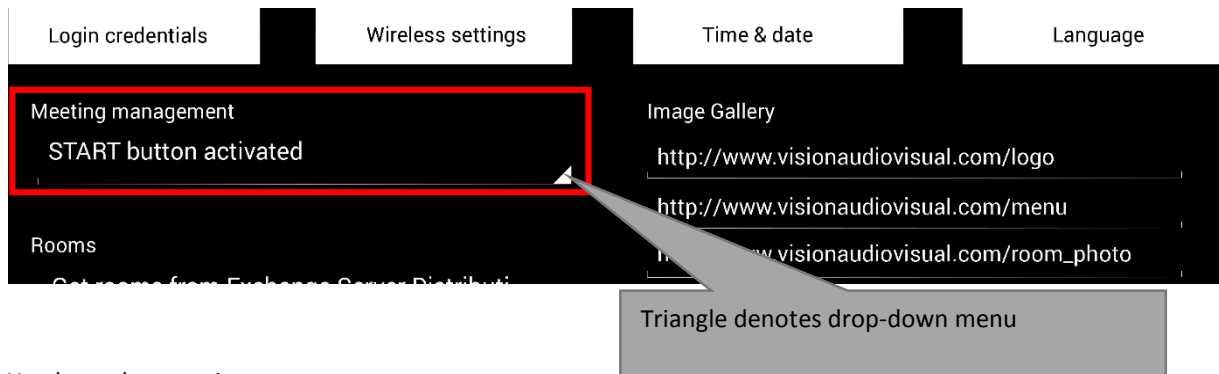On the device home screen the time appears:

This is taken from the tablet settings. The tablet is set to automatically get time from the network so it should work correctly out of the box. If it doesn't select **settings** on the home screen, then **Time and Date** on the settings screen to go to the android setup screen:

Once you have finished here click the "Back to Freespace" button in the top-left.

Click on the drop-down below to adjust settings for START button:

Login credentials	Wireless settings	Time & date	Language

Meeting management
START button activated

Image Gallery
http://www.visionaudiovisual.com/logo
http://www.visionaudiovisual.com/menu
~~w.~~visionaudiovisual.com/room_photo

Rooms
~~Get rooms from Exchange Server Distributi~~

Triangle denotes drop-down menu

You have three options:

1. START BUTTON ACTIVATED
   The start button will appear 15 minutes before a meeting is due to start. It will disappear 15 minutes after the meeting start time. If it is not pressed the booking is still valid.

2. START BUTTON ACTIVATED; MUST START TO AVOID CANCELLATION AFTER 15 MINUTES
   As above, but if it is not pressed the booking is cancelled.

3. START BUTTON DEACTIVATED
   There is no start button.

OCCUPANCY REPORT

The tablet Bluetooth radio logs nearby Bluetooth devices to **provide occupancy intelligence. The details captured and stored are:**

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

You can choose to have this csv file send to a facility manager. When it is sent the device log cache is emptied.

Login credentials	Wireless settings	Time & date	Language

Meeting management
START button activated

Image Gallery
http://www.visionaudiovisual.com/logo

http://www.visionaudiovisual.com/menu

Rooms
Get rooms from Exchange Server Distributi...

Enter recipient e-mail address here

roomlist@visionaudiovisual.com

Load

seconds between rotation

Bluetooth Occupancy Report (sent weekly)
facility.manager@visionaudiovisual.com

4

Send now

Version 0.0
For help go to www.visionaudiovisual.com/vfs

Save changes

Check internet connection

On the home page is an image gallery area where users can swipe through images:

- You can have up to 5 images
- Images should be 360 x 270 pixels otherwise they may be compressed.
- Files larger than 1 MB will not be loaded.
- Freespace allows you to deploy images centrally to all of your devices.

To set images upload them to an online location, then enter the file urls in the settings page:

Freespace scrolls through images automatically on the home screen. Set the time each image displays here.

USING FREESPACE

HOME SCREEN
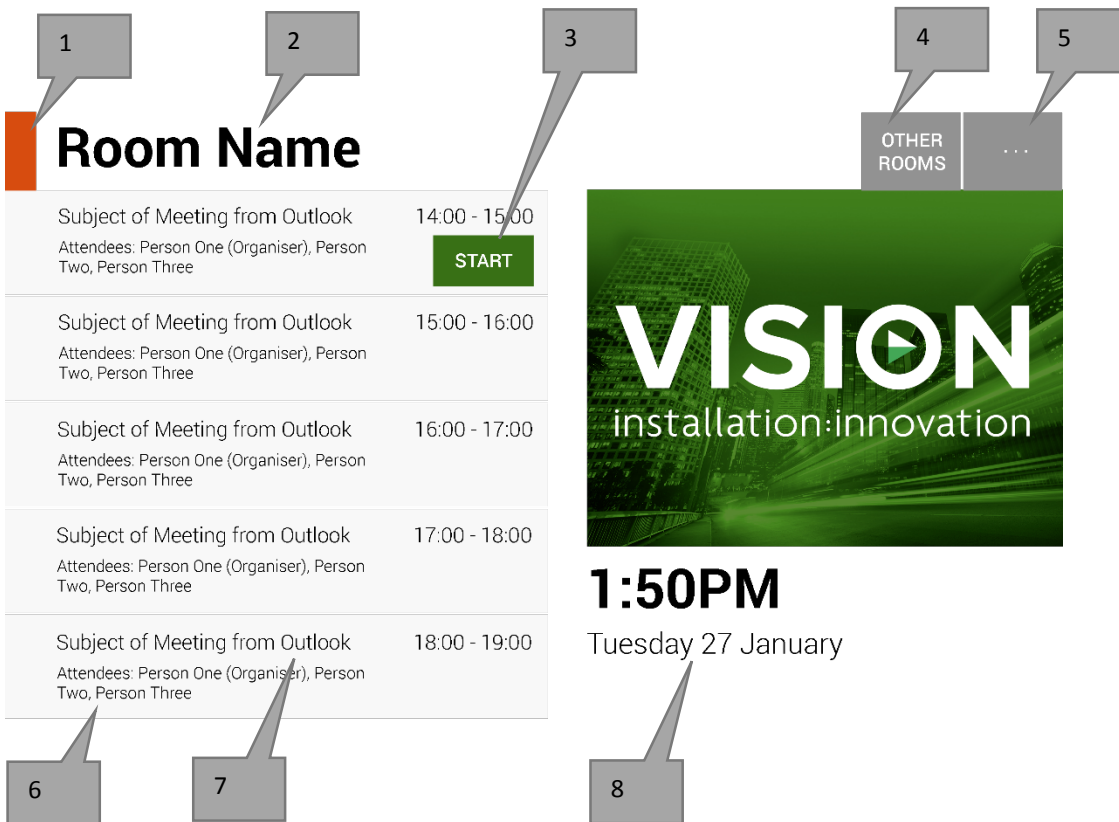
1. **STATUS LIGHT**
   Green = room available to book
   Amber = room will be occupied within 15 minutes
   Red = room occupied

2. **ROOM NAME**
   Taken directly from Exchange Server. If it is not displaying correctly check Exchange.

3. **LOGIC BUTTONS**
   Depending on status and availably buttons will appear:
   BOOK NOW the room is available to book now. The Organiser will be the user the Freespace is logged in with.
   START use this button to start a meeting. See MEETING MANAGEMENT for more details.
   END NOW release the room for other uses when the meeting is finished.
   EXTEND if there is no meeting directly after Freespace will present this option during a meeting.

4. **OTHER ROOMS**
   Click here to access room lists

5. **SETTINGS**
   Click here to access settings

6. **BOOKINGS**
   All current and future meetings for today listed here

7. SUBJECT LINE
   Subject line from outlook booking. If confidential tick "Private" in Outlook and the subject line will be replaced by the Organiser name. The body content is not displayed on Freespace.

8. TIME AND DATE
   Time and date taken from tablet settings

ROOM FINDER SCREEN

The second user screen shows a list of all rooms the device is setup to see. If you select a room you don't have access to view an error message will appear.
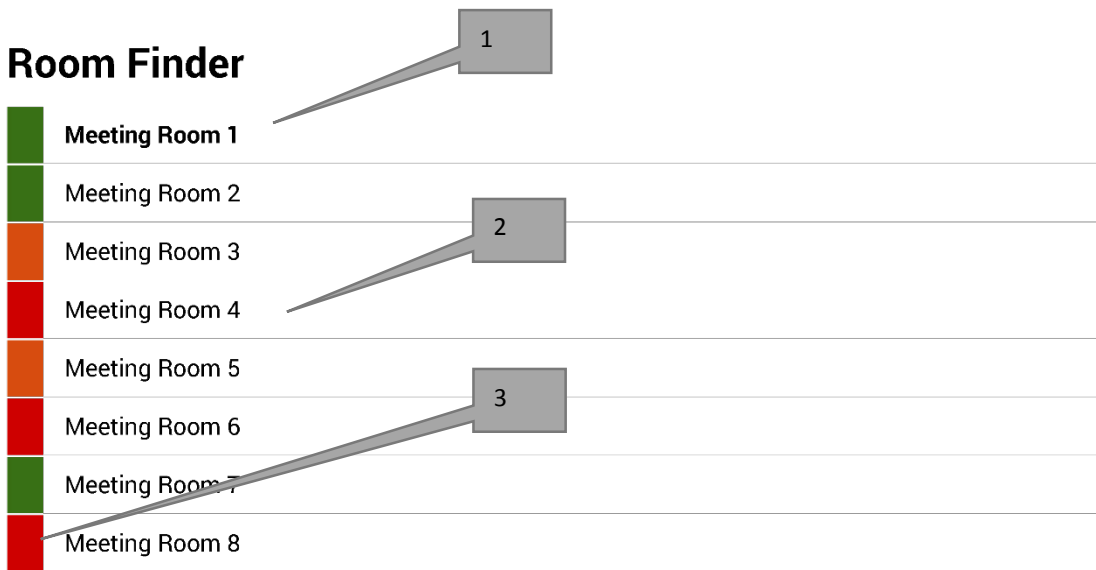
Select and hold to set a room as default

1. DEFAULT The default room will be bold. This is the room that the device is outside of. If you navigate to room list or other rooms Freespace will revert back to this room after 1 minute.
   a. TO SET DEFAULT: press and hold room
   b. TO REMOVE DEFAULT: press and hold default room.

2. SCROLLABLE LIST List of all rooms. There is no limit to the number of rooms that will appear here. If you have used a search query to find the rooms all of the rooms found in that query will be listed here – maximum 100.

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 2.3MB.

CLOSING APP

The app allows navigation to the Android setup screen, but if users venture outside of that Freespace will automatically reopen the Freespace app.

To escape from the app in order to modify other settings a hidden button will close the app. The hidden button is directly below the software version reference in the setup screen.

Any time you exit the app a "Back to Freespace" button will appear in the top-left of the screen.

TROUBLESHOOTING

If you have any questions please contact us for support through the website www.visionaudiovisual.com

- Freespace only works when connected to the network. The app will be slow to load if Wi-Fi drops in and out. The tablet has a SIM slot as an alternative way of proving data connectivity via a mobile-phone style data connection.

- If you receive a message saying "Meeting rejected because in the past" change time settings. The time on the app may be correct but the time zone may be incorrect.

SPECIFICATIONS

TABLET DIMENSIONS: 239 x 137 x 8 mm / 9.4" x 5.4" x 0.3" (length x width x height)
PRODUCT WEIGHT: 500 g / 1.1 lbs
CONSTRUCTION MATERIAL: Plastic
COLOUR: White

HARDWARE TECHNICAL DETAILS:
 Processor: Cortex A7 Dual Core 1.2GHz
 RAM: 512MB
 Storage: 8GB
 Screen: TFT Capacitive Touch 800 x 480 pixels
 Viewing Angle: 150°
 Wifi: 802.11 b/g/n
 OS: Andriod 4.2.2
 Slots: MicroSD slot, SIM card slot

POWER SUPPLY: 100-240v AC 50/60Hz 5 volt / 2 amp. USB-A 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: 2-year return to base

COMPLIANCES: RoHS, WEEE, CE/EMC

ORDER PART CODE: VFS [SAP: 3279891]

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.