

# SETUP GUIDE: COMMON SETTINGS

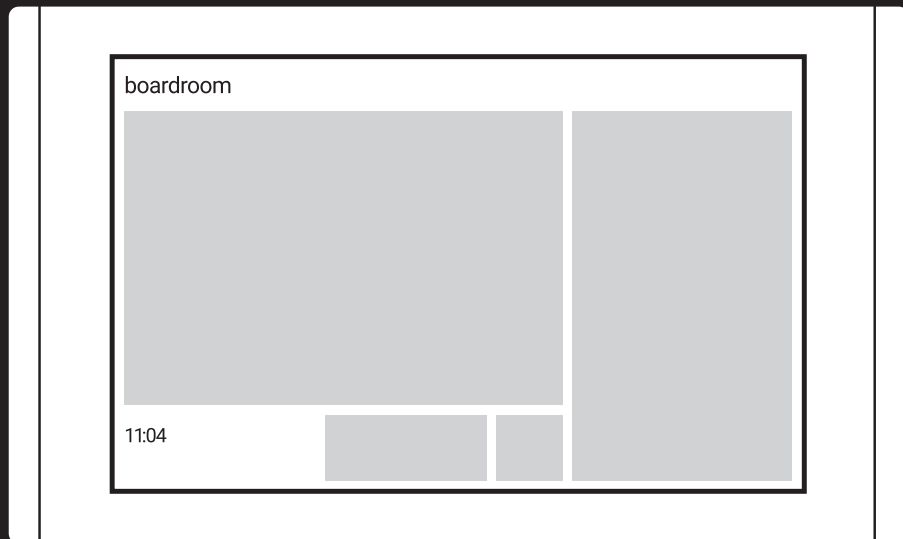
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RS-TOUCH SERIES

# IN-SESSION ROOM SCHEDULER

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# CHAPTER 1: INTRODUCTION

## 1.1 DESCRIPTION

IN-SESSION is a meeting room reservation system. The IN-SESSION Room Scheduler system touch panels are installed in front of the entrance to the room and show its state.

### FOUR MODELS ARE AVAILABLE:

- ◆ IN-SESSION 7" Room Scheduler - In-Wall (part number RS-TOUCH7-W)
- ◆ IN-SESSION 12" Room Scheduler - In-Wall (part number RS-TOUCH12-W)
- ◆ IN-SESSION 7" Room Scheduler - On-Wall (part number RS-TOUCH7-M)
- ◆ IN-SESSION 12" Room Scheduler - On-Wall (part number RS-TOUCH12-M)

### THE PANELS HAVE THE FOLLOWING FUNCTIONS:

- ◆ Show whether the particular room is occupied or available, which is also indicated by background color (green for free room and red for occupied one).
- ◆ If the room is free, the panel shows the following meeting on that day (in case it is scheduled) and time remaining until its beginning.
- ◆ If the room is occupied, the panel shows the subject of the meeting, the organizer and time remaining until the end of it.
- ◆ The panel enables you to browse the calendar of the room and view the details of scheduled meetings.
- ◆ You can reserve the room for the next available time in the calendar.
- ◆ If a meeting is in progress, you can extend it or finish it (unless there is anything arranged afterwards).

### THE IN-SESSION SYSTEM PANELS ARE AVAILABLE IN TWO DIFFERENT SIZES: 7" AND 12" THE IN-SESSION SYSTEM COOPERATES WITH THE FOLLOWING SERVERS OR SERVICES WHERE THE ROOM CALENDARS ARE SAVED:

- ◆ Microsoft Exchange Server 2007, 2010, 2013, 2016
- ◆ Microsoft Office 365 subscription (any Business, Education, Enterprise, or Government plan with support of resource/room mailboxes; home and personal plans are not supported)
- ◆ Google Apps for Work subscription (Google Apps Free edition, also known as Standard edition, is not supported)

It is, therefore, also possible to use the default applications of these services to make a reservation of a room (Outlook, web interface, mobile applications).

# CHAPTER 1: INTRODUCTION

## 1.2 NETWORK INFRASTRUCTURE REQUIREMENTS

FOR THE CORRECT OPERATION OF THE SYSTEM, MAKE SURE YOU HAVE THE FOLLOWING:

- ♦ Server access (Exchange Server, Office 365, Google Apps for Work) via HTTP (TCP port 80) and HTTPS (TCP port 443)
- ♦ NTP (Network Time Protocol) servers access (UDP port 123)
- ♦ Functional DNS servers
- ♦ Correctly set time zones in Office 365 for all required accounts (i.e., rooms)
- ♦ An open TCP port 80 within the local network for the administration of IN-SESSION panels via Admin Web
- ♦ An open TCP port 53128 and UDP port 33333 within the local network for communication between IN-SESSION panels.
- ♦ Communication between panels is encrypted using AES-256.
- ♦ Free LAN sockets on Ethernet switches for IN-SESSION panels
- ♦ CAT5 or higher LAN cables leading from an Ethernet switch to the place where you want to install IN-SESSION panels
- ♦ We recommend using the your Ethernet switches' PoE (Power over Ethernet) feature, because it will simplify the necessary cabling.
- ♦ In case your switches do not support PoE technology, use the enclosed PoE injectors and connect them between the Ethernet switch and the IN-SESSION panel.
- ♦ IN-SESSION panels' network card supports speeds up to 100 Mbps. If you are using a faster LAN, set up ports intended for IN-SESSION panels on your switch to auto-negotiate speed to 100 Mbps.
- ♦ IN-SESSION supports the following cryptographic standards for HTTPS access: SSL 3.0, TLS 1.0, TLS 1.1, TLS 1.2.
- ♦ Supported encrypting includes 3DES, AES-128, and AES-256.

IN-SESSION panels connect to a LAN using a single cable, which also provides power via PoE (Power over Ethernet) technology.

**TABLE 2-1. POE CLASSES USED BY IN-SESSION UNITS**

PRODUCT CODE	STANDARD	CLASS
RS-TOUCH7-W	IEEE 802.3af	Class 0
RS-TOUCH7-M	IEEE 802.3af	Class 0
RS-TOUCH12-W	IEEE 802.3at	Class 4
RS-TOUCH12-M	IEEE 802.3at	Class 4

Check that no security programs or functions (such as firewalls, proxy servers, domains, etc.) block straight HTTP/HTTPS communication between the IN-SESSION panels and servers with room calendars.

# CHAPTER 1: INTRODUCTION

## 1.3 SETTINGS

This document "Setup Guide - Common Settings" describes the settings that are common for all types of supported servers. The procedure for setting up specific types of servers is described in the following documents.

- ♦ IN-SESSION - Setup Guide - Microsoft Exchange Server
- ♦ IN-SESSION - Setup Guide - Microsoft Office 365
- ♦ IN-SESSION - Setup Guide - Google Apps for Work

**TO SET THE IN-SESSION SYSTEM, FOLLOW THESE STEPS:**

1. Prepare accounts on the specific server using the guides above.
2. Configure the IN-SESSION panels using the guides above as well as the following chapters.

## CHAPTER 2: CONFIGURATION

### 2.1 SETTINGS AFTER THE FIRST SWITCHING OF THE PANEL

After the IN-SESSION panel is switched for the first time, the following screen will appear on it:

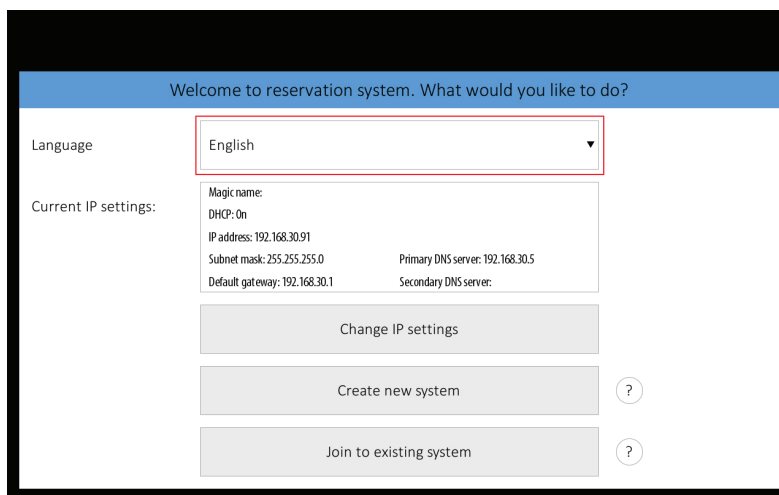


FIGURE 2-1. IN-SESSION SCREEN

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

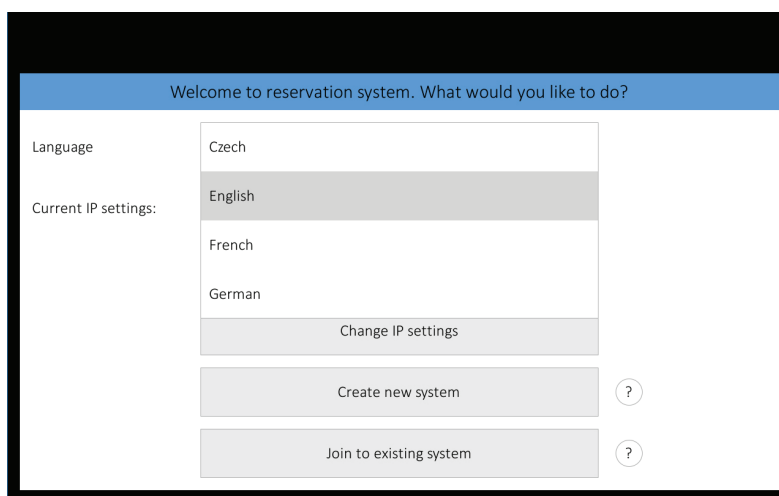


FIGURE 2-2. LANGUAGE SCREEN

In the default setting, the panel is enabled to obtain the IP address and DNS servers using your network's DHCP. Under the item "Current IP settings," you can check whether the assigned addresses correspond with your network. If this setting does not meet your requirements, you can change it according to the instructions in the IP settings chapter.

Panels connected to the same reservation system share their settings, e.g., if you need to change the user account password, you can just do it on one panel and all the other ones within the same reservation system will adopt the change automatically. The reservation system name and password identify the panels. You can also use the password to access the panels' settings.

## CHAPTER 2: CONFIGURATION

You can create a new reservation system just by tapping on “Create new system,” or you can join the panel to the existing reservation system by tapping “Join to existing system.” The following settings vary, depending on the type of server. Follow the steps in the “IN-SESSION Panels Configuration” chapter in guides dedicated to specific server type:

- ♦ IN-SESSION - Setup Guide - Microsoft Exchange Server
- ♦ IN-SESSION - Setup Guide - Microsoft Office 365
- ♦ IN-SESSION - Setup Guide - Google Apps for Work

### 2.2 CHANGING PANEL SETTINGS

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

#### ON THE NEXT SCREEN, YOU CAN DO THE FOLLOWING:

- ♦ Change user account password: Here you can change password for user accounts used with Microsoft Office 365 or Microsoft Exchange Server. This option is not available for Google Apps for Work server.
- ♦ Change IP settings: You can find more details in the chapter IP settings.
- ♦ Change settings: Here you can change accounts and detailed panel settings—see the text below.
- ♦ Leave reservation system (factory default): With this option, you can delete all user panel settings and restore the panel factory settings.

Choose “Change settings” on the screen. Tapping “Next” will take you step-by-step through the settings screens (“Server settings – User account settings – Room settings”) and then you get to detailed settings screens.

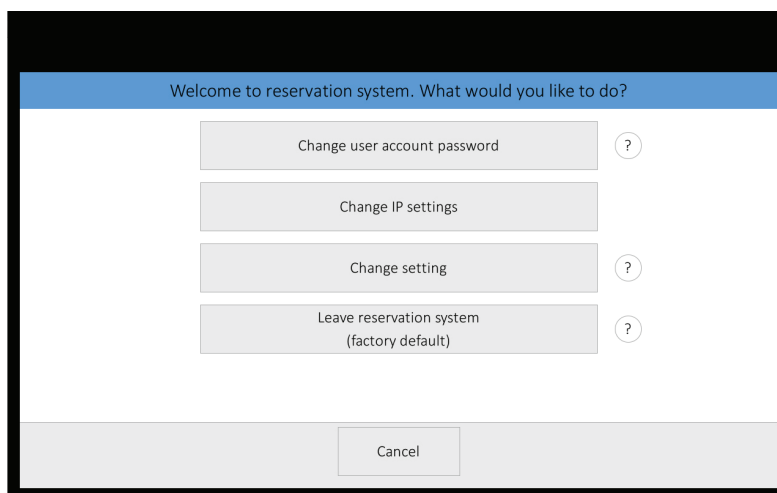


FIGURE 2-3. CHANGE PANEL SETTINGS SCREEN

## CHAPTER 2: CONFIGURATION

### 2.3 DETAILED PANEL SETTINGS

The first of the detailed panel settings pages enables you to set time and date. You can choose your time zone here and the panel will automatically change summer and winter time according to the rules in the specific zone.

The screenshot shows a 'Date and time' configuration window. The 'Time zone' dropdown is set to '(UTC+01:00 CET/CEST) Belgrade, Bratislava, Budapest, Ljubljana, Prague'. The date is set to 8.9.2016 and the time to 17:59. The 'Current time' is 8.9.2016 18:00:26. The 'Use internet clock' option is set to 'No'. The 'Primary NTP server' is 'time.nist.gov' and the 'Secondary NTP server' is 'tak.cesnet.cz'. At the bottom, there are buttons for 'Prev', 'Next', 'Test', and 'OK'.

FIGURE 2-4. SET TIME AND DATE SCREEN

Setting the time correctly is essential for correct operation of the reservation panel. The panel enables synchronizing its clock with internet time (NTP) servers. This function is enabled in the default setting and we recommend keeping it that way ("Use internet clock" item is set to "Yes"). Time (NTP) servers are pre-set to "time.nist.gov" and "tak.cesnet.cz" but if it does not suit you, you can change it to any NTP servers you prefer by tapping the relevant field. The "Next" button will take you to reservation system behavior settings screen.

Settings on this screen are common for all panels within the same reservation system. Whatever you change here will be adopted by all the panels.

The screenshot shows a 'Behavior' configuration window. It contains five settings, each with a dropdown menu and a help icon: 'Minimum duration of meeting' (15 min), 'Maximum duration of meeting' (24 hours), 'Mark as occupied before meeting starts' (10 min), 'Mask server failure for' (15 min), and 'Default subject for new meetings' (Reserved from panel). At the bottom, there are buttons for 'Prev', 'Next', and 'OK'.

FIGURE 2-5. RESERVATION SYSTEM BEHAVIOR SETTINGS SCREEN



## CHAPTER 2: CONFIGURATION

Items “Minimum duration of meeting” and “Maximum duration of meeting” allow you to set the limits for reservations made through a panel. The maximal duration is limited to midnight of the given day. Default setting for the minimum time is 15 minutes and 24 hours for the maximum time.

The “Mark as occupied before meeting starts” item allows you to set the time before the scheduled beginning of the meeting when the room will be marked red—i.e., occupied. For example, if this item is set to 10 minutes (as is the default setting) and the actual beginning of the meeting is at 10:00, the room will be marked as occupied from 09:50.

“Mask server failure for” item enables you to set the time for which there will be no error message shown on the panel in case of loss of communication with the server. It means that if the loss of communication period is shorter than the set time, no error message will be shown on the panel. In the course of such loss, the panel may not display up-to-date information. The default setting is 15 minutes.

While creating a new meeting, you must enter the subject of the meeting. You can set the default subject of meetings in “Default subject for new meetings”, for example, “Reserved from a panel.” If the default subject is not set, you need to enter it every time a new meeting is created.

ON THE FOLLOWING SCREENS YOU CAN SET THE BEHAVIOR OF INDIVIDUAL PANELS, I.E., A CHANGE ON ONE PANEL DOES NOT AFFECT OTHER PANELS.

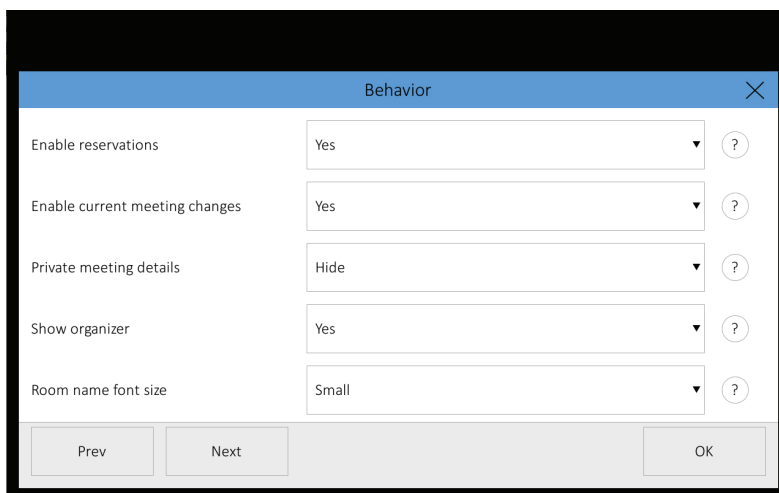


FIGURE 2-6. BEHAVIOR SCREEN

The “Enable reservations” item allows you to set whether or not room reservations can be made from the specific panel (if not, the “Reserve” button is hidden). The default setting is “Yes.”

The “Enable current meeting changes” item allows you to set whether or not it is possible to extend or finish the current meeting (if not, the “Extend” and “Finish” buttons are hidden). The default setting is “Yes.”

Scheduled meetings can be labeled as private. The “Private meetings details” item allows you to set whether on the panel you will see the full description and details of meetings labeled like that (option “Show”) or just “Private meeting” label (option “Hide”). You can also choose “Hide except current meetings.” In this case, details will be shown only for the current or upcoming private meeting and details of other meetings will be hidden. The default setting is “Hide.”

The “Show Organizer” item allows you to set whether the name of the organizer of the meeting will be shown on the panel. The default setting is “Yes.”

The “Room name font size” item allows you to set the font size of the room name in the upper left corner of the panel. The default setting is “Small.”

## CHAPTER 2: CONFIGURATION

THE SETTING ON THE NEXT SCREEN IS ALSO INDIVIDUAL FOR EACH PANEL.

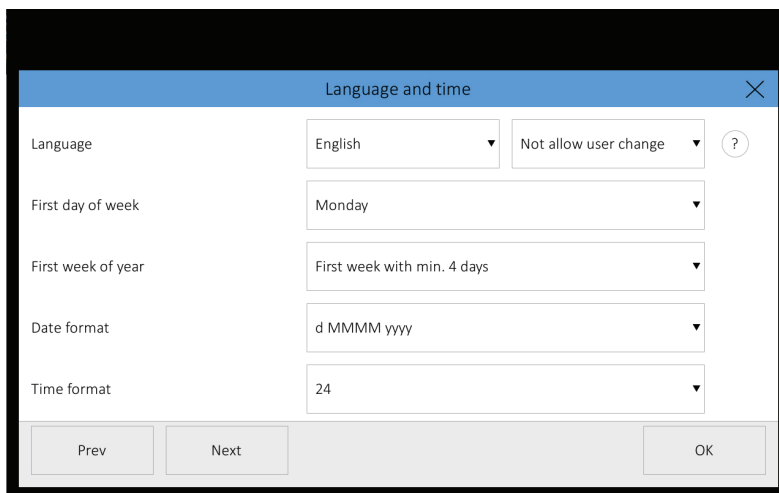


FIGURE 2-7. LANGUAGE AND TIME SCREEN

The “Language” item allows you to set the language of the panel’s user interface. Here you can also enable common users to change the language on the panel. If this is enabled, a button for further setting will appear in the upper right corner and the user can change the language on the panel. Available options include changing panel language for 2 minutes, until the end of the current meeting, or until the end of the day.

The “First day of week” and “First week of year” items determine the way monthly calendar will be displayed—i.e., which day of the week is the first and how weeks are numbered. The default setting is “Monday” and “First week with min. 4 days.”

In “Date format” choose whether you want the date shown in “d MMMM yyyy” format (for example, “26 February 2016”) or in “MMMM d yyyy” format (for example, “February 26, 2016”). The default setting is “d MMMM yyyy.”

In “Time format” choose whether you want the time shown in 24-hour or 12-hour (12 AM/PM) format. The default setting is “24.”

PANEL DISPLAY SETTINGS CAN BE ADJUSTED ON THE NEXT SCREEN. THIS SETTING IS ALSO INDIVIDUAL FOR EACH DISPLAY.

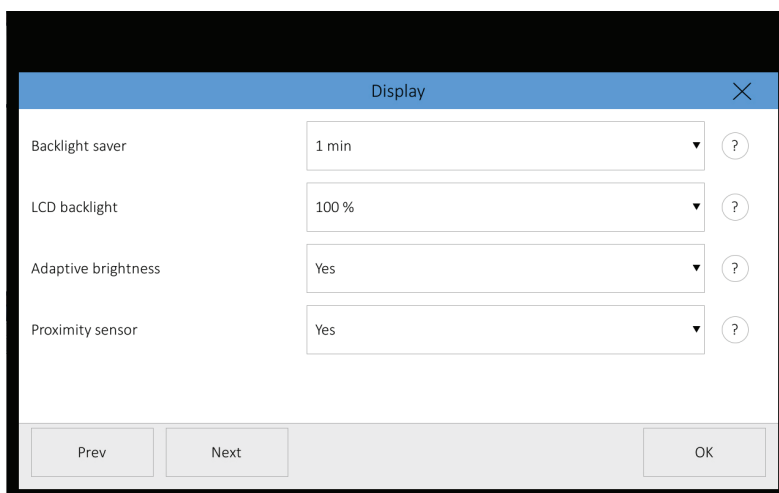


FIGURE 2-8. DISPLAY SCREEN

## CHAPTER 2: CONFIGURATION

- ◆ In “Backlight saver,” set after how long the display illumination is turned off in case of panel’s inactivity. The default setting is “1 min.”
- ◆ The “LCD backlight” item allows you to set the brightness of the display from 0% to 100%. The default setting is “70%.”
- ◆ In “Adaptive brightness,” you can set whether or not the brightness of the display is regulated depending on the surrounding lighting. The default setting is “No.”
- ◆ The “Proximity sensor” item allows you to set whether the display will be awakened from screen-saving mode automatically using the sensor (option “Yes”) or manually by touching the screen (option “No”). The default setting is “Yes.”

The next screen allows you to set time and days when the panel will be constantly switched on. The screensaver will, therefore, not be active at those periods of time. These periods of time are usually set for your ordinary working hours when the panels are constantly switched on; otherwise, a screensaver is used.

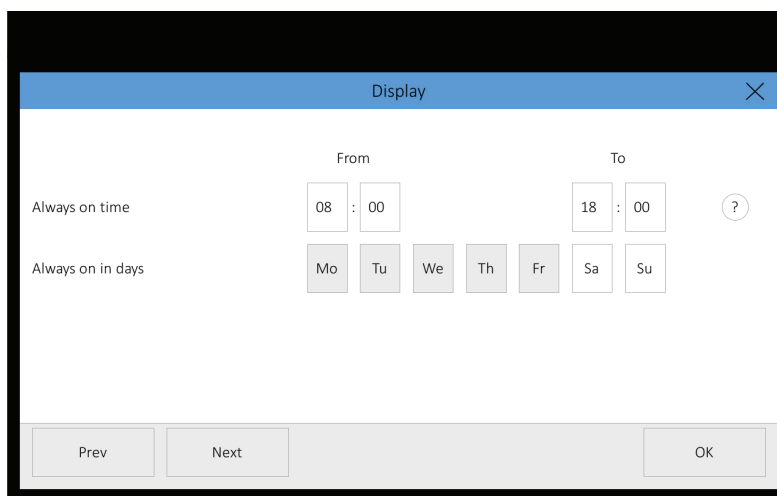


FIGURE 2-9. SET PANEL CONSTANTLY SWITCHED ON SCREEN

Here you can set the time (“Always on time”), from when (“From”) until when (“To”) the panel will be constantly switched on. Use the buttons “Always on in days” to set the days when the panel will be switched on at given times. The default setting is that the panel is switched on from 08:00 to 18:00 from Monday to Friday.

## CHAPTER 2: CONFIGURATION

On the following screens, you can set meeting confirmation. Meeting confirmation is the function of the reservation system that makes it mandatory for the user to confirm a previously planned meeting. If the user does not confirm that the meeting will take place, the meeting is automatically cancelled. Five minutes before cancelling the meeting, the system sends an email to the user reminding him to confirm the meeting on the panel. This setting is individual for each panel.

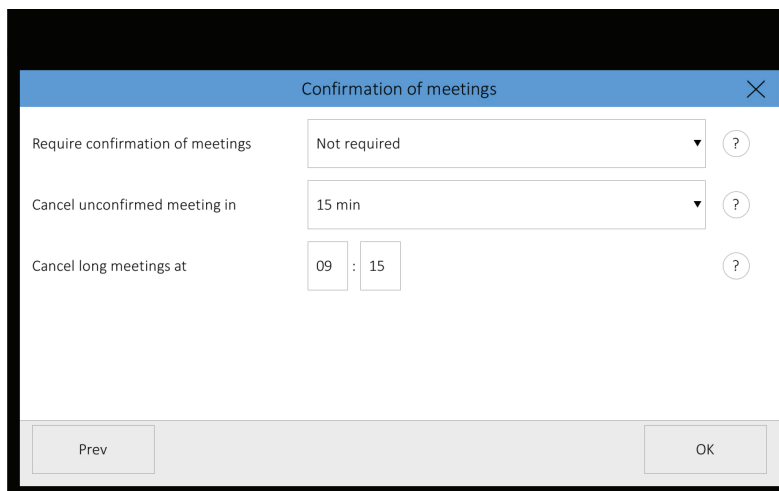


FIGURE 2-10. MEETING CONFIRMATION SCREEN

In the “Require confirmation of meetings” field, activate the function by selecting “By dialog box on the panel.” If you do not require confirmation, choose “Not required.” The default setting is “Not Required.”

### MEETINGS FALL INTO TWO CATEGORIES ACCORDING TO DURATION:

1. Common meeting—this category includes meetings taking place within a limited period of time during one day:

- ♦ Example: A meeting from 10:00 to 15:00.

2. A long meeting—this category includes all-day meetings, meetings that last more than one day or unusually long meetings. These have the following criteria:

- ♦ They begin at 0.00 of the current day or earlier.
- ♦ They end after the time set for cancelling long meetings of the current day.
- ♦ Example 1: the meeting starts at 00.00 of the previous day and ends at 0.00 of the following day.
- ♦ Example 2: the meeting starts at 0.00 of the current day and ends at 2 p.m. of the current day (the time of cancelling a long meeting has been set to 9.15).

In the item “Cancel unconfirmed meeting in,” set the period of time after the beginning of the current meeting at which the meeting, unless confirmed, will be cancelled.

- ♦ Example: the period of time for the cancellation of a common meeting is set to 15 min. The meeting starts at 10.30. If the meeting is not confirmed on the panel by this time, the organizer of the meeting gets an email at 10.40 with a warning about cancellation. If the meeting is not confirmed by 10.45, it will automatically be cancelled at 10.45.

## CHAPTER 2: CONFIGURATION

In the item “Cancel long meetings at,” set the time of the day (i.e. from midnight on) by which long meetings have to be confirmed.

- ♦ Example 1: The meeting starts at 10.00 on the previous day and ends at 23.59 on the current day. The time of cancelling long meetings is set to 8.20. If the meeting is not confirmed, the organizer gets an email at 8.15. If the meeting is not confirmed by 8.20 of the current day, it will automatically be cancelled at 8.20.
- ♦ Example 2: The meeting lasts from 0.00 of the current day to 10 p.m. of the following day. The time for the cancellation of long meetings is set to 9.15. The organizer gets an email at 9.10. If the meeting is not confirmed by 9.15 of the current day, the beginning of the meeting is at this moment shifted to 0.00 of the following day (see below for exceptions).

### EXCEPTIONS—MEETING CONFIRMATION HAS THE FOLLOWING EXCEPTIONS:

- ♦ If you reserve a room from the panel and the meeting starts within 15 min from the moment of the reservation, the meeting does not need to be confirmed (it is considered confirmed).
- ♦ Meetings that last several days must be confirmed every day.
- ♦ Meetings that end later than the current day do not get cancelled, but their beginning is shifted to 0.00 of the following day, i.e., the room is made free only for the current day.

## 2.4 IP SETTINGS

If you need to change the IP address settings, tap the “Change IP settings” on the opening screen.

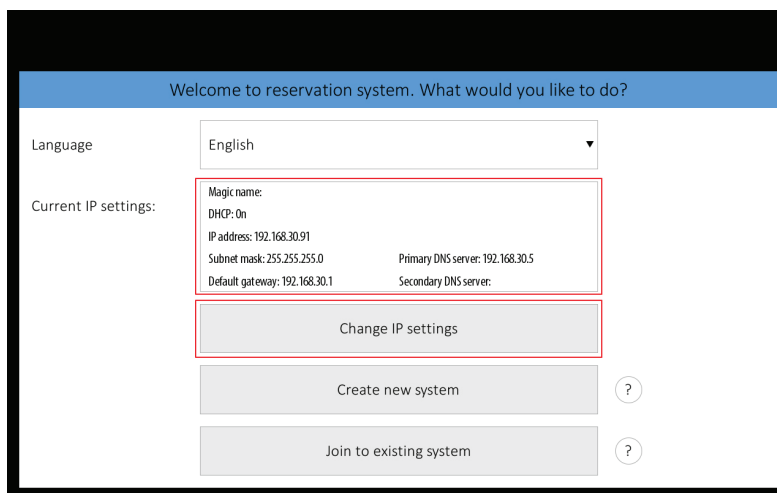


FIGURE 2-11. IP SETTINGS SCREEN

## CHAPTER 2: CONFIGURATION

TURN OFF DHCP (DYNAMICAL DISTRIBUTION OF IP ADDRESSES) ON THE FOLLOWING SCREEN.

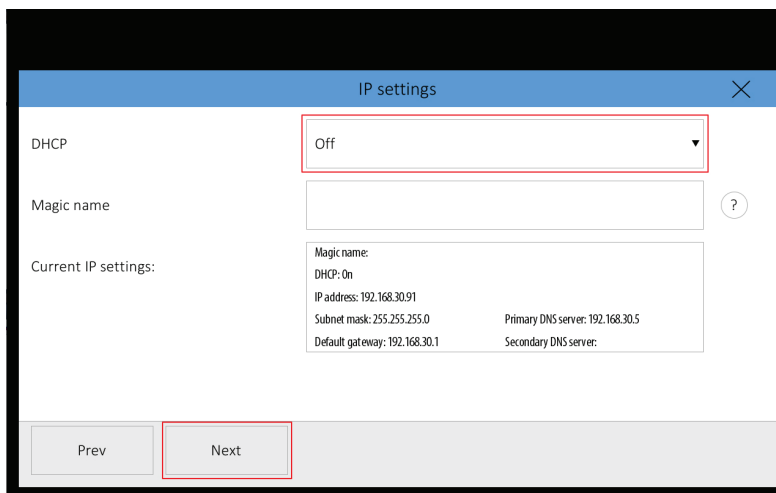


FIGURE 2-12. IP SETTINGS SCREEN, DHCP OFF

“Magic name” is a unique name of a panel used in communication between panels. It is factory-set and there is usually no need to change it. If you need to change it, you must ensure the new name is unique in the specific local network.

The current setting is displayed in the “Current IP settings” field. If you make any changes in the settings, you must save them by restarting the panel so that the changes appear in this field.

For changes in the settings, tap “Next.”

ON THE NEXT SCREEN, ENTER THE IP ADDRESS, SUBNET MASK, AND DEFAULT GATEWAY OF YOUR NETWORK. CONTINUE BY TAPPING “NEXT.”

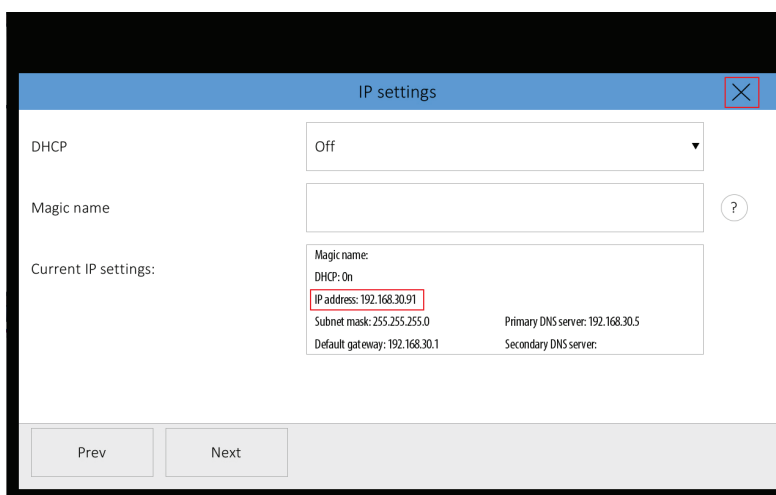


FIGURE 2-13. ENTER IP ADDRESS, SUBNET MASK, DEFAULT GATEWAY SCREEN.

## CHAPTER 2: CONFIGURATION

On the last screen enter the IP addresses of primary and secondary DNS servers. Finish the settings by tapping “Apply + Restart.”

THE PANEL WILL NOW RESTART AND THE NEW ADDRESSES WILL BE USED.

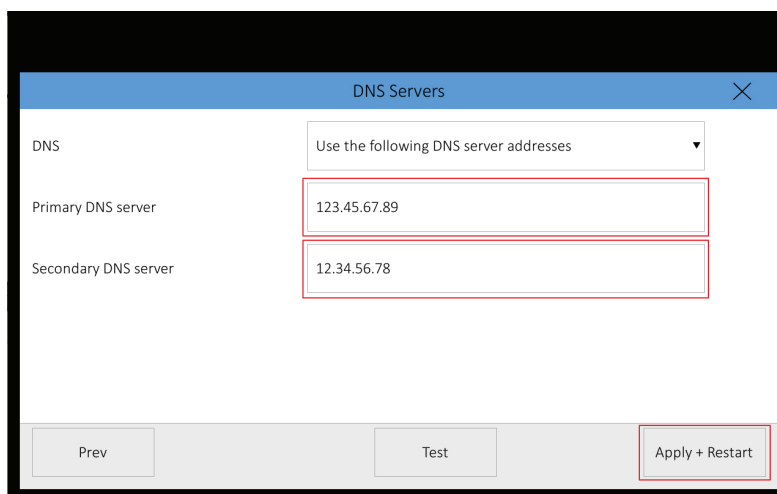


FIGURE 2-14. ENTER IP ADDRESSES OF PRIMARY AND SECONDARY DNS SERVERS

**NOTE:** If you need the IP address to be distributed by DHCP but the addresses of DNS servers to be set manually, proceed as follows.

On “IP settings” screen set DHCP to “On”, and then on “DNS servers” screen change “Obtain DNS server automatically” to “Use the following DNS server address.”

If DHCP is turned off, the only available option is “Use the following DNS server address,” so the DNS servers’ addresses need to be entered manually.

If you have switched on DHCP, you can set alternate IP address in the identically named page. This page will be displayed instead of the page “IP address” if DHCP is On. This alternate IP address will be used in case of DHCP server failure.

## CHAPTER 3: ADMIN WEB

### 3.1 ACCESSING ADMIN WEB

SOME SETTINGS OF IN-SESSION PANELS CAN BE ACCESSED THROUGH THE ADMIN WEB PAGES. CHOOSE FROM THE FOLLOWING OPTIONS:

- ◆ Inserting a company logo
- ◆ Firmware upgrade
- ◆ Uploading Google certificate. This is described in the document IN-SESSION - Setup Guide - Google Apps for Work. If you use Microsoft Office 365 or Microsoft Exchange Server, this option is not relevant.
- ◆ IP settings
- ◆ Date and time settings

The Admin Web pages are available in the English language only.

To access the Admin Web of IN-SESSION panels, you need a computer with an internet browser. The computer must be connected to the same LAN network as the IN-SESSION panels.

THE ADMIN WEB PAGES CAN BE OPENED IN ONE OF THE FOLLOWING WAYS:

- ◆ Option 1: Run the Internet browser on your PC and type in the IN-SESSION panel IP address. To find out this address, enter the setup screen of the IN-SESSION panel (see the chapter Detailed panel settings) and press the Change IP settings button. On the following screen you will see the current IP address. You can close the setup screen on the panel without making any changes by tapping the cross in the corner.

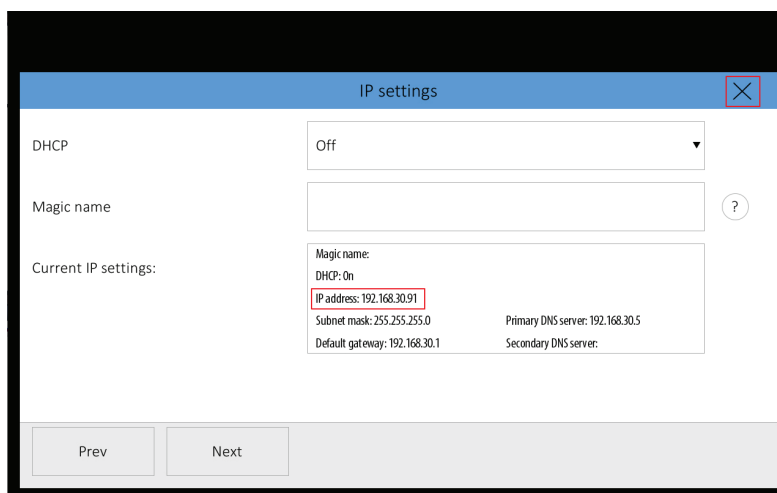


FIGURE 3-1. IP SETTINGS SCREEN



## CHAPTER 3: ADMIN WEB

- Option 2: Run File Explorer on your computer and select "Network" in the left part of the screen. On the right, you will see a list of devices found in your network. The IN-SESSION systems panels can be found in the section "Other devices." If you double-click the desired IN-SESSION panel, the internet browser will start running, the panel IP address will be entered automatically, and the Admin Web of the given panel will open in the browser. To enable your computer to find the IN-SESSION panels, network identification has to be switched on your computer. In Windows 10, you can do this in the following manner: Start / Settings / Network & Internet. Then select Wi-Fi (if your computer has a wireless connection to the network) or Ethernet (if your computer is connected through a cable) in the left half of the screen. If you are connected by cable, click on your network connection in the right side of the screen. If you are using Wi-Fi, click on the item "Advanced options" below the list of available Wi-Fi networks. Then set the item "Make this PC discoverable" to "On."

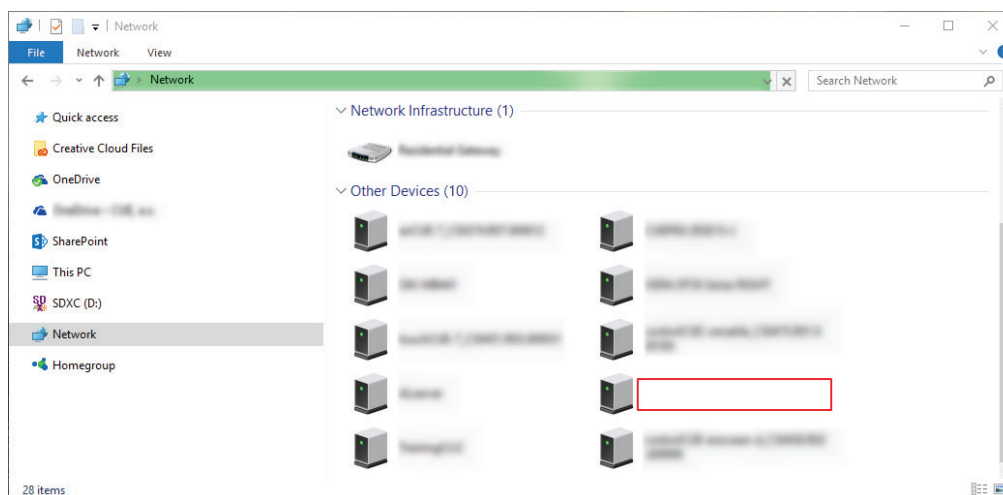


FIGURE 3-2. FIRMWARE UPGRADE SCREEN

### 3.2 LOGIN

You have to log in first to operate your IN-SESSION panel via these Admin Web pages. Enter your reservation system password into the "Password" box and click the "Login" button. Remember that the password is case-sensitive. After entering the password, you will be in the setup pages of Admin Web.

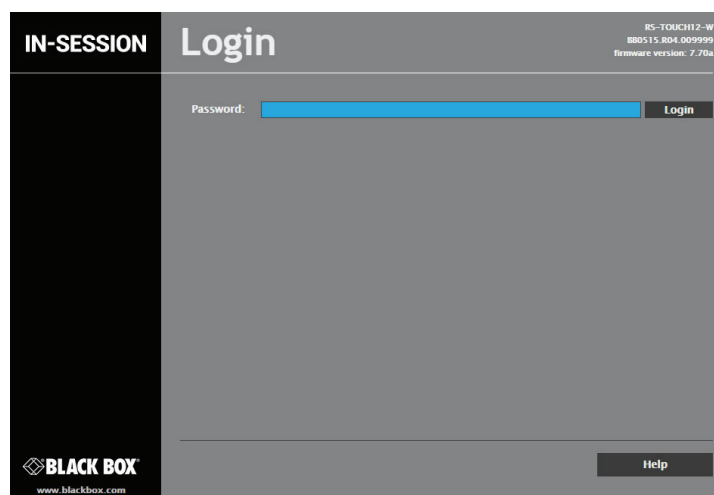


FIGURE 3-3. LOGIN SCREEN

## 3.3 INSERTING THE COMPANY LOGO

IN-SESSION panels enable the user to insert a company logo in the upper right corner of the screen. The logo is inserted in the PNG (Portable Network Graphics) format. The design supports the transparency feature (alpha channel). Use the following sizes for the logo:

TABLE 3-1. COMPANY LOGO PARAMETERS

TYPE	RECOMMENDED HEIGHT	MAXIMUM HEIGHT	MAXIMUM WIDTH
IN-SESSION 7"	60 pixels	100 pixels	500 pixels
IN-SESSION 12"	60 pixels	100 pixels	500 pixels

In the left column in the browser, select "Logo upload" and then click on "Choose file". The standard dialog window for the opening of files will come up. In your computer, select a PNG file with the logo. Then click the "Upload" button.

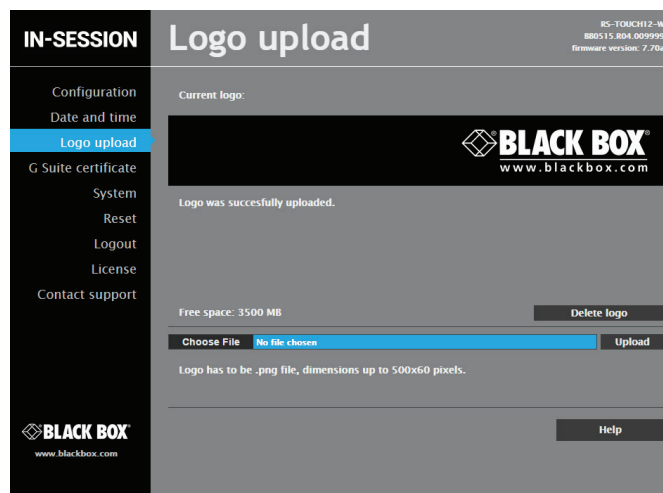


FIGURE 3-4. LOGO UPLOAD SCREEN 1

## CHAPTER 3: ADMIN WEB

After the logo is uploaded, the following screen is shown. Here you can check the logo—at this moment, it is shown both on the website and on the IN-SESSION panel. If you want to delete the logo, click “Delete logo.” If you want to change the logo, upload the new logo in the manner described above.

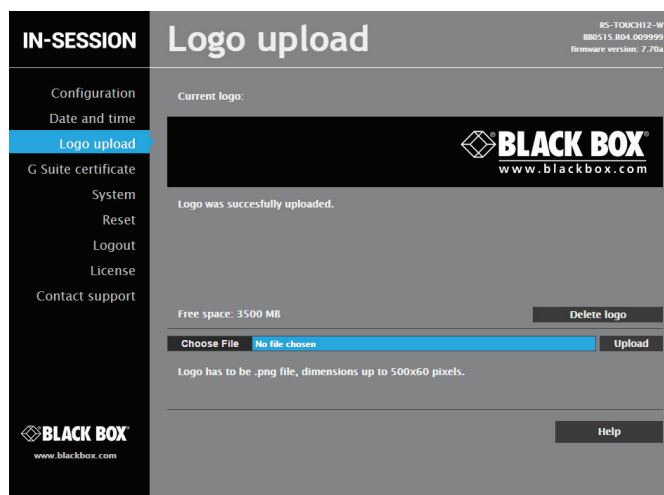


FIGURE 3-5. LOGO UPLOAD SCREEN 2

### 3.4 UPGRADING FIRMWARE

To upload more recent firmware to the IN-SESSION panel, select the item “System” in the left column and then click on “Firmware” in the upper part of the screen. If your computer network is connected to the internet, you can check the availability of newer firmware by clicking the button, “Check for a new firmware”. The IN-SESSION panel verifies whether newer firmware is available on blackbox.com. If there is, it gets downloaded. Or, if you have the file with newer firmware (\*.cvcf), click on “Choose file,” select the file with firmware in your computer, and click “Upload.”

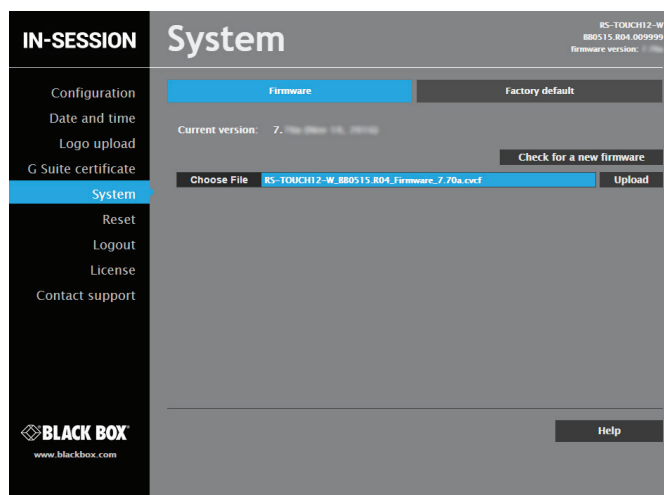


FIGURE 3-6. SYSTEM SCREEN

After the file with new firmware is uploaded into the panel, the following screen will appear. Apply new firmware by clicking “Flash.”

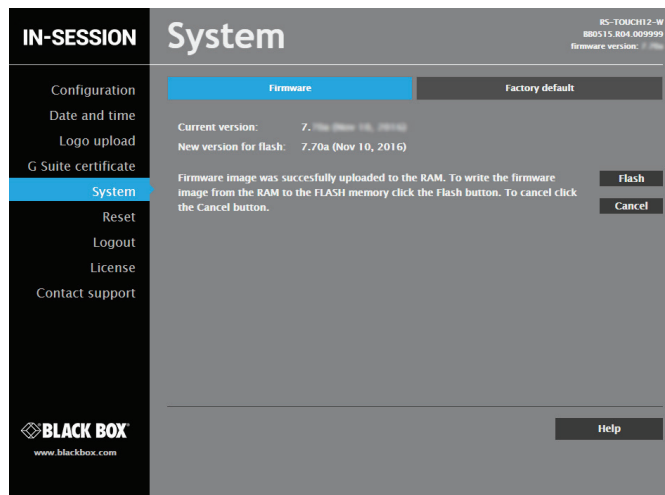


FIGURE 3-7. CLICK FLASH TO UPLOAD SCREEN

The firmware upgrade takes about one minute, and then the panel restarts. If upgrade has been successful, the following screen will appear.

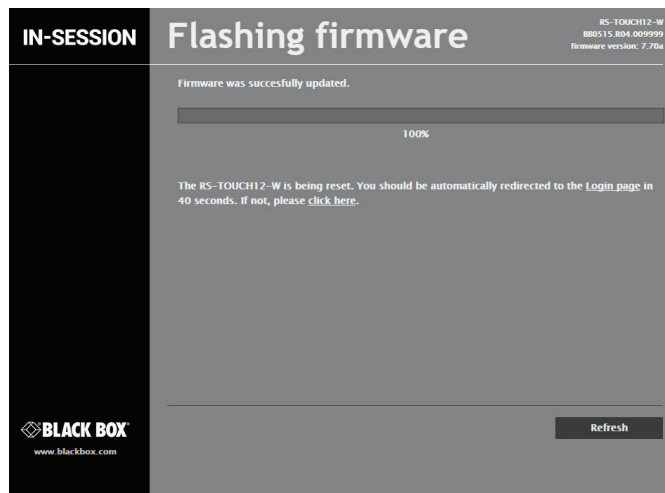


FIGURE 3-8. FLASHING FIRMWARE SCREEN

## CHAPTER 3: ADMIN WEB

### 3.5 OTHER SETTINGS AVAILABLE IN ADMIN WEB

You can also change the IP setting through Admin Web. In the left part, choose “Configuration.” If you select “Identification” in the upper left part of the screen, you can change the “Magic name” (see the IP settings chapter). To confirm all changes made in Admin Web, click “Apply” before leaving the selected page, otherwise changes will not become effective.

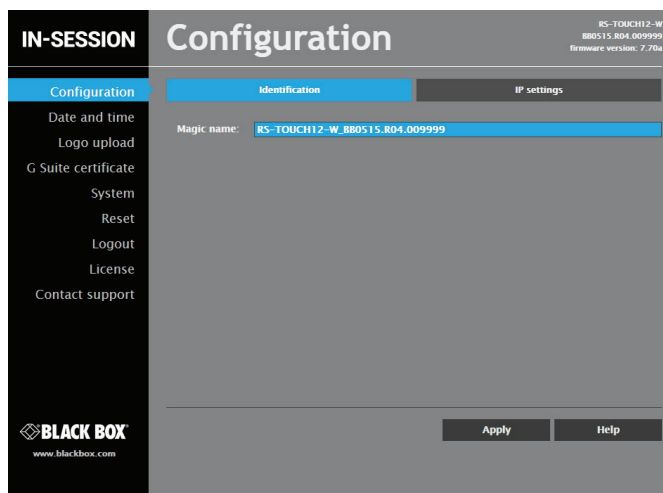


FIGURE 3-9. CONFIGURATION SCREEN

To change IP addresses, choose “IP settings” in the upper part of the screen. Here you can change the setting of IP addresses in the same way as in settings pages of the touch control of the IN-SESSION panel (see the IP settings chapter). Click the “Apply” button to make any changes effective.

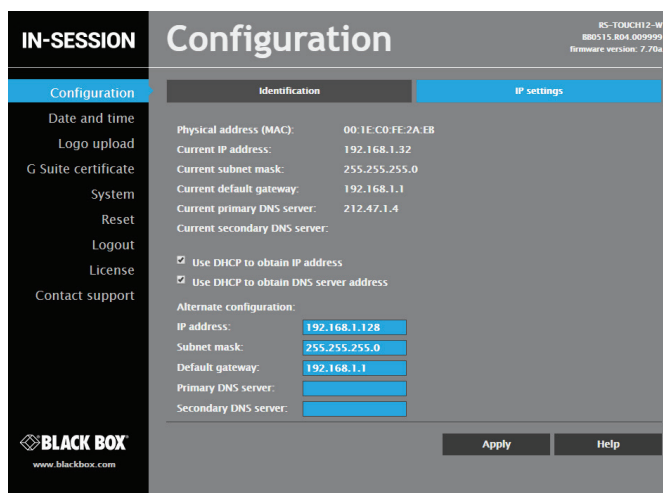


FIGURE 3-10. CHANGE IP SETTINGS SCREEN

## CHAPTER 3: ADMIN WEB

To set the time of the panel, choose “Date and time” in the left half of the screen. To set the current time, click on “Current date and time” in the upper part of the screen. The current date, time, and time zone are shown on the “Current time” line. Select the applicable boxes to enter changes to the:

- ♦ **date:** day/month/year
- ♦ **time:** hour/minute/second

Be sure to click the “Apply” button to make changes effective.

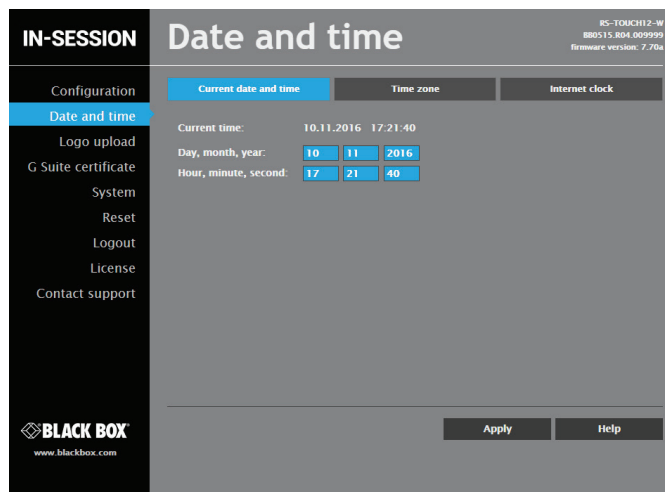


FIGURE 3-11.. CLICK APPLY BUTTON IN DATE AND TIME SCREEN

To set the time zone, choose “Time zone” in the upper part of the screen. The current date, time and time zone are shown on the “Current time” line. The Time zone box can be selected to enter changes to the time zone. Be sure to click the “Apply” button for any changes to become effective.

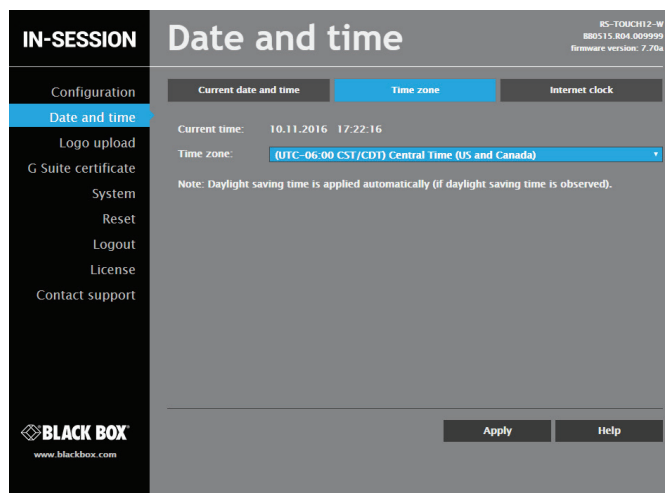


FIGURE 3-12.. SELECT TIME IN DATE AND TIME SCREEN

To change the servers' internet time settings, choose "Internet clock." Use this page to synchronize the IN-SESSION panel's date and time with the internet clock. Begin by selecting the check box for "Use Internet clock". Next, enter the IP addresses (or complete domain address names) of the primary and secondary NTP servers. Use the Primary NTP server and Secondary NTP server boxes for this purpose. Be sure to click the "Apply" button for any changes to become effective.

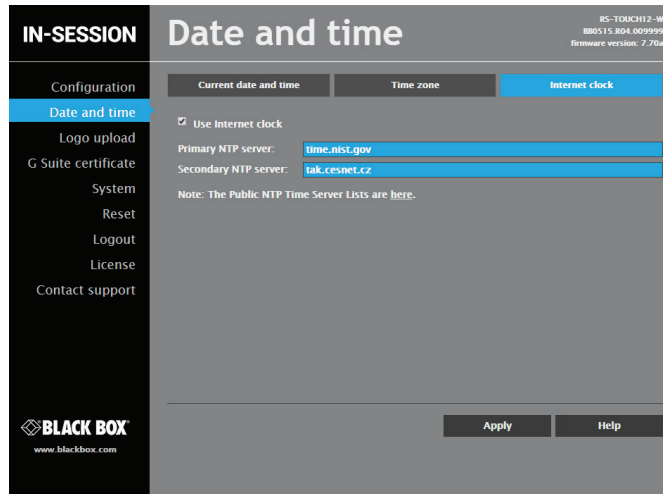


FIGURE 3-13. INTERNET CLOCK SETTINGS SCREEN

TO RESET THE PANEL, CHOOSE "RESET" IN THE LEFT MENU, AND THEN CLICK "RESET" IN THE RIGHT PART OF THE SCREEN.

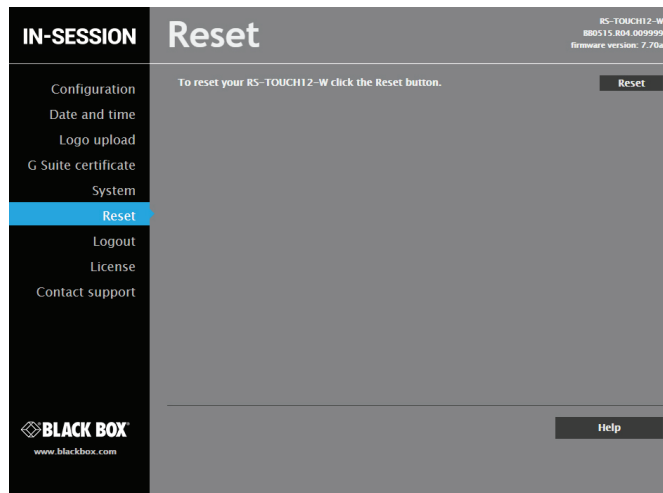


FIGURE 3-14. RESET SCREEN

To put the panel into the default mode and delete all user settings, choose “System” in the left menu, then “Factory default” in the upper part of the menu, and then click the button “Set factory default.” To confirm the deletion, click the “Yes” button, or click the “Cancel” button to cancel.

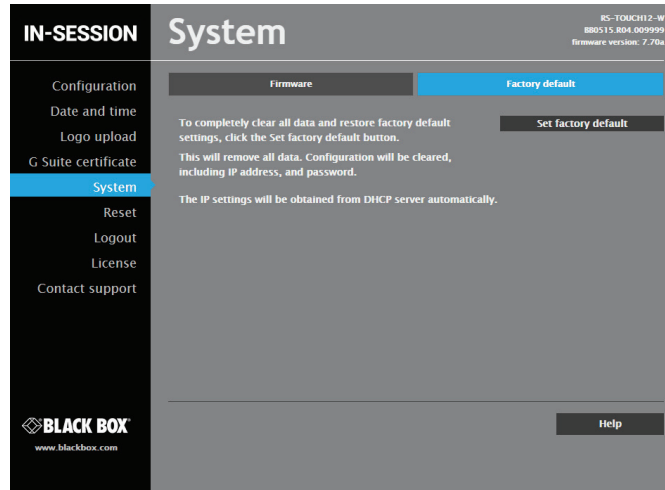


FIGURE 3-15. SYSTEM SCREEN

If you choose “License” in the left menu, you will see a page describing the EULA software license.







**NOTES**

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