ATLONA
a PANDUIT company

velocity™
by Atlona

Setup Guide for
Room Scheduling

Velocity | Atlona Setup **Guide**

Version Information

Version	Release Date	Notes
1	Jan 2020	Initial release
2	Feb 2020	Updated to include Generic Scheduling for calendar programs other than G Suite and Outlook.
3	Apr 2020	Updated to screen shots for Velocity version 2.1.0.
4	Jan 2021	Updated to screen shots for Velocity version 2.2.0.
5	Feb 2021	Updated to include Ad Astra instructions and updated GSuite scheduling steps.

Table of Contents

Overview 4

Requirements 4

Scheduling Programs 5

- G Suite 5
- Outlook 9
- Ad Astra 10

Velocity Setup 13

- Generic Scheduling 17
- Ad Astra 20

Meeting Scheduling 22

Overview

The Velocity System offers a powerful yet intuitive room scheduling platform that's easy to install and configure for integrators, and simple to access for meeting participants. It offers a refined, user-friendly touch panel GUI for viewing meeting room availability status, browsing for available rooms, scheduling a meeting or event time, extending meetings as necessary, and initiating ad hoc meetings. Velocity room scheduling is compatible with Google Calendar™ and Microsoft® Office 365™.

For additional user convenience, the room scheduling system can be configured with a control system to automatically trigger AV functions and macros whenever a meeting begins or ends.

Requirements

In order to use the Scheduling component of Velocity, certain devices and programs must be available.

- Velocity Software - AT-VGW-HW or AT-VGW-SW
- Velocity Touch Panels - AT-VTP-550, AT-VTP-800, or AT-VSP-800
- Supported Scheduling Software - G Suite, Outlook 365, or any generic calendar program that allows integration with 3rd party controllers
- If using a program other than G Suite or Outlook 365, the local computer will need to have Microsoft Excel installed.

Scheduling Programs

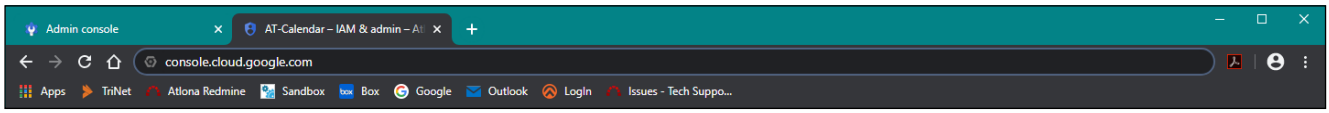
The selected scheduling program must be set up before integration with Velocity. Some programs will need specific options selected, while others will only require the username and login to be provided to Velocity.

NOTE: These instructions are for scheduling programs that have already been fully set up on site and only require Velocity integration steps and requirements.

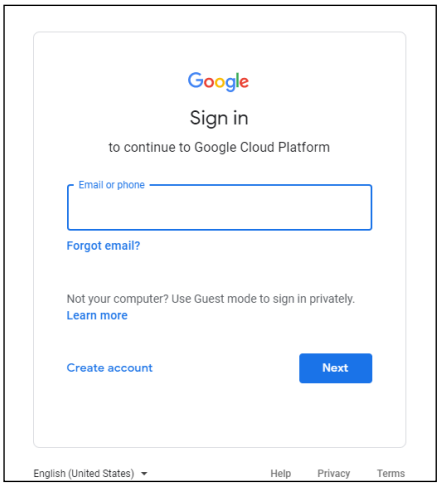
G Suite

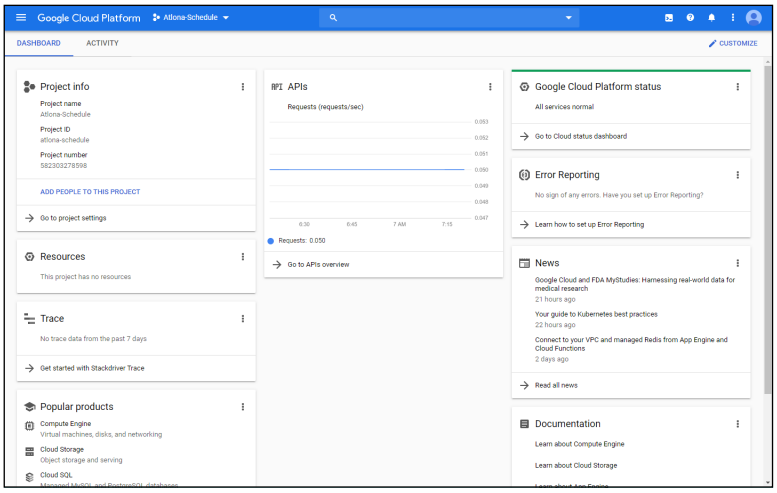
For Velocity access to G Suite calendar, google calendar API must be added to the service account and given access in the admin panel. The following steps will provide instructions for this and how to get to required information.

1. Open any browser on the network and enter **console.cloud.google.com** into the address bar.

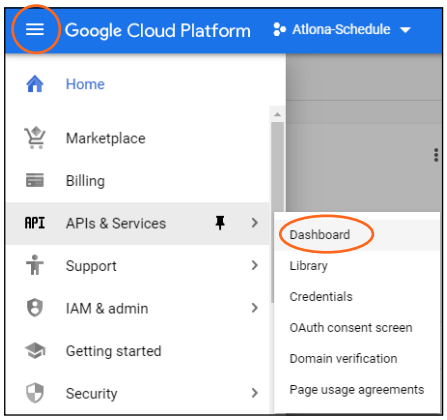


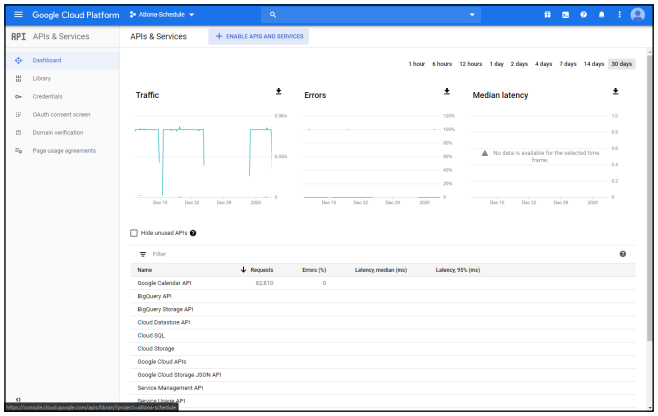
2. Log in with an admin access account.



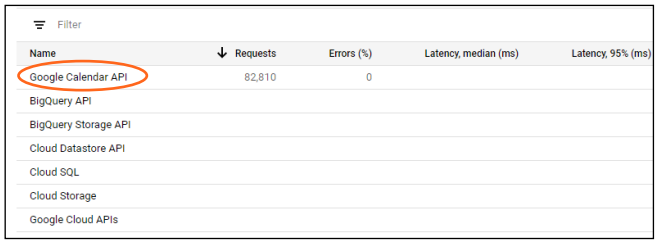


3. Open the navigation menu and select **Dashboard** from APIs & Services.

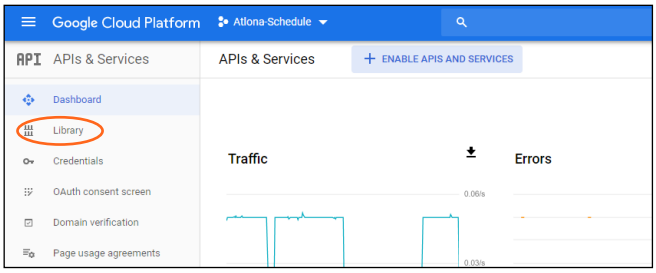




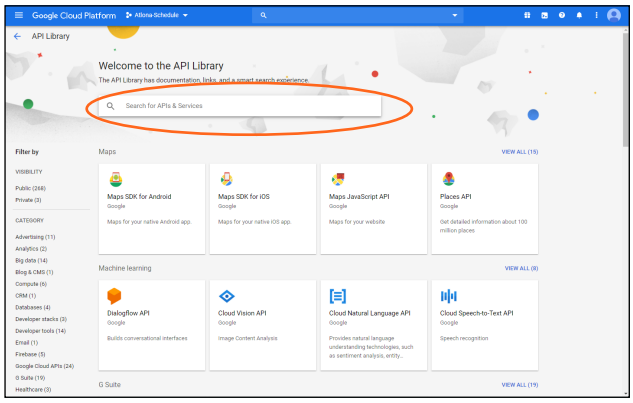
4. Verify **Google Calendar API** is within the APIs listed.

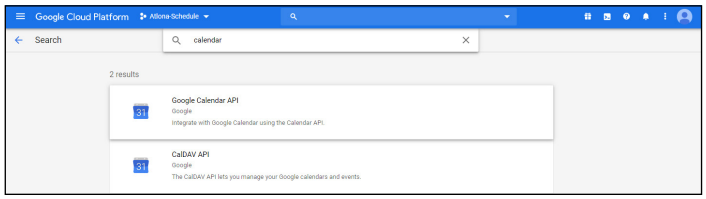


a. If Google Calendar API is not in the list, select **Library** from the side navigation.

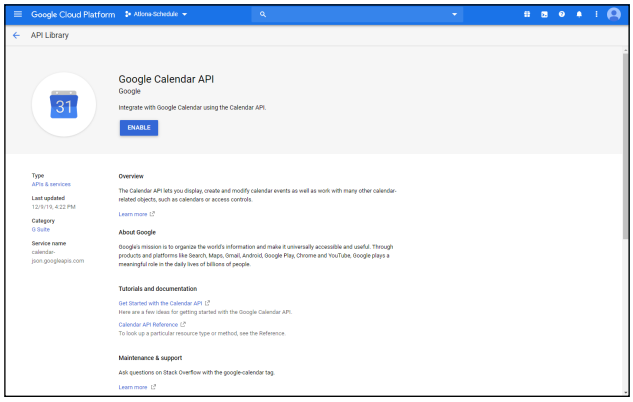


b. Type Calendar in the search field. As Calendar is typed, the screen will change.



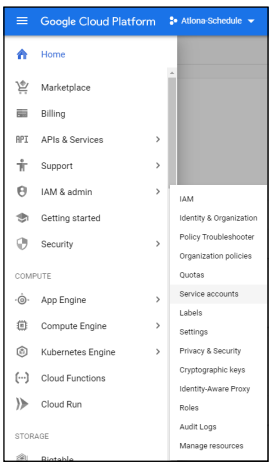


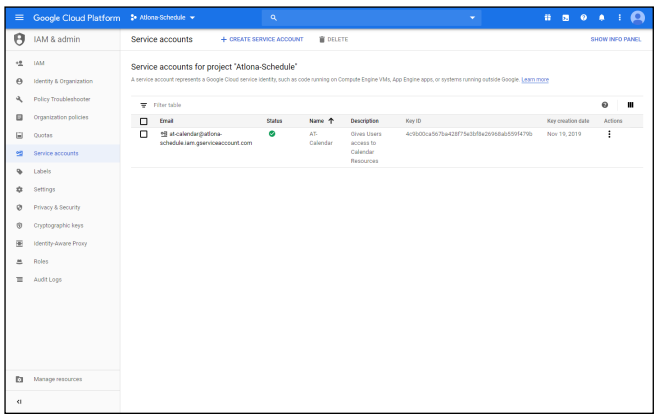
c. Select the **Google Calendar API** field. A new window will open.



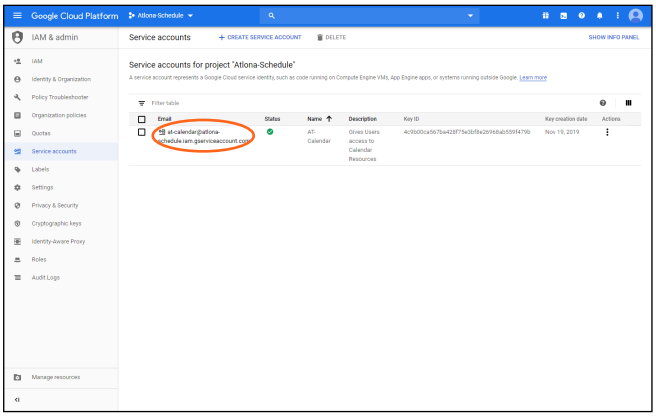
d. Press the **Enable** button. This will make the API active. To verify, return to the Dashboard and find Google Calendar API in the API list.

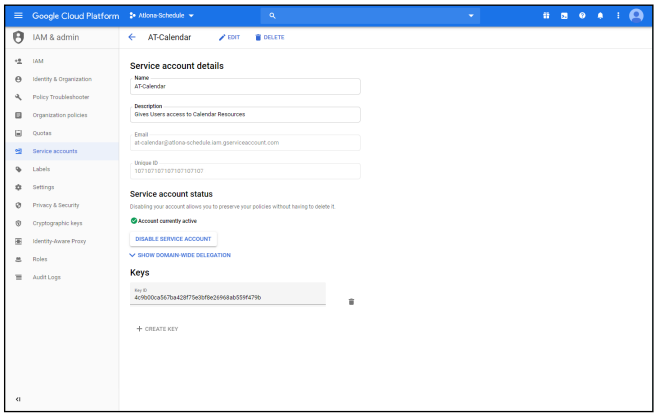
5. Once Google Calendar API is verified, open the side navigation and select **Service Accounts** from IAM & admin.





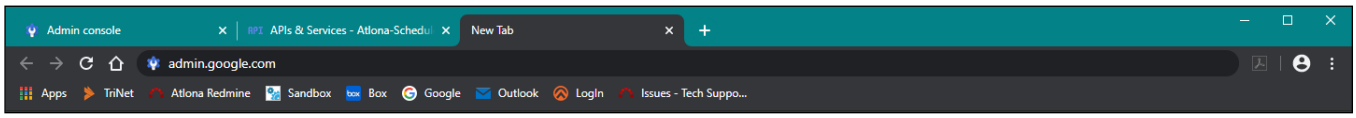
6. Select the Service account to link with Velocity.



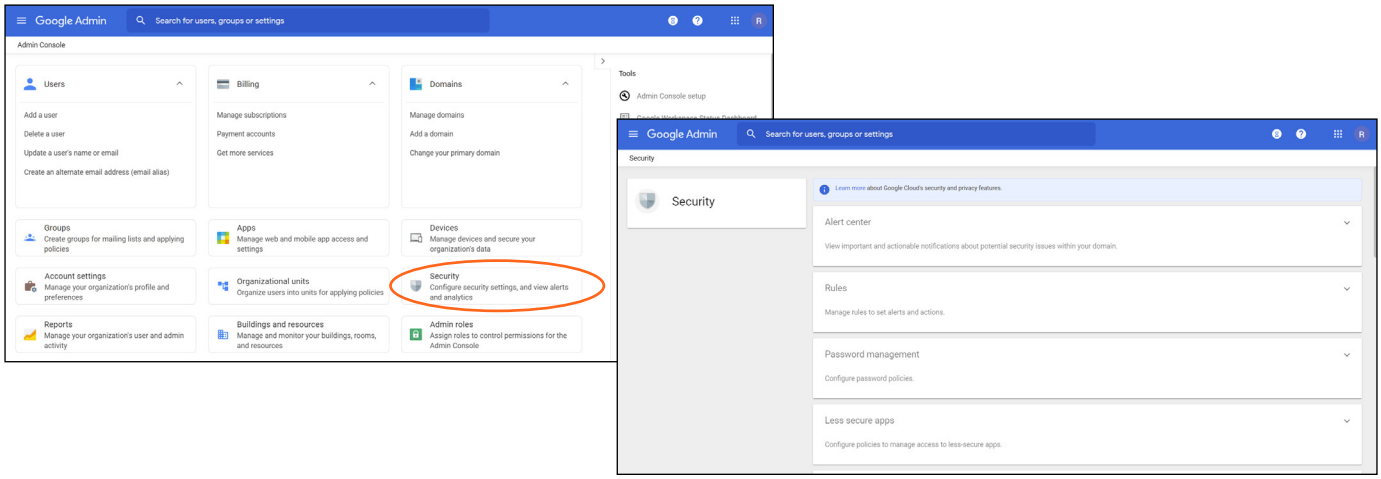


7. Open a new tab or browser window.

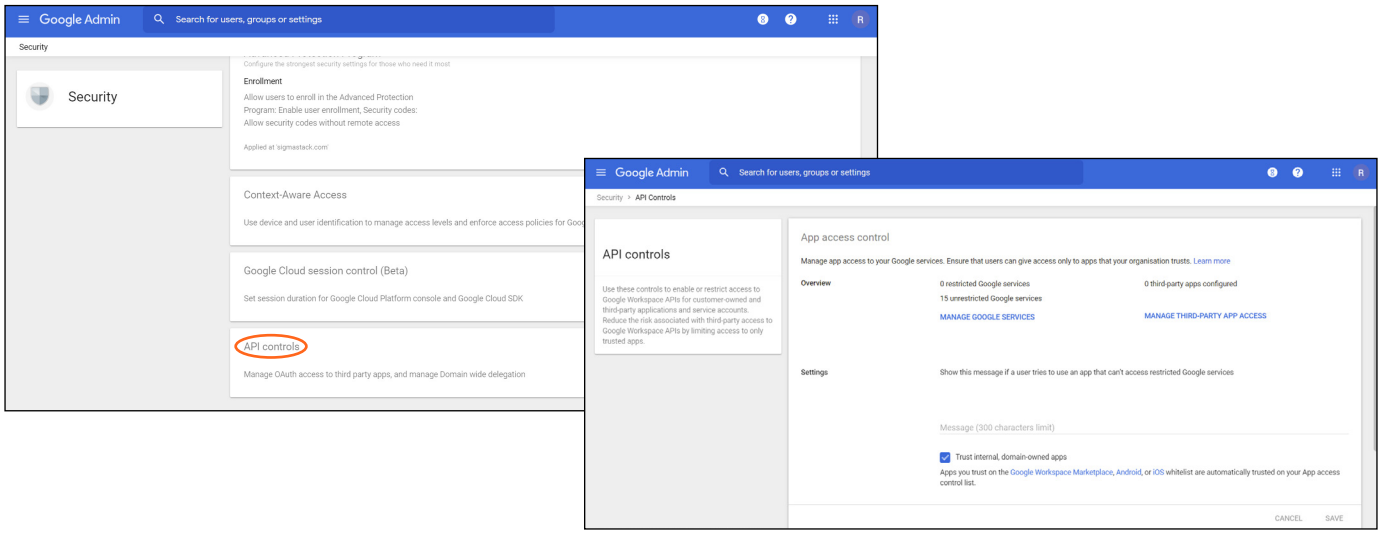
8. Enter **admin.google.com** into the address bar.



9. Select the **Security** Icon, a new page will open.

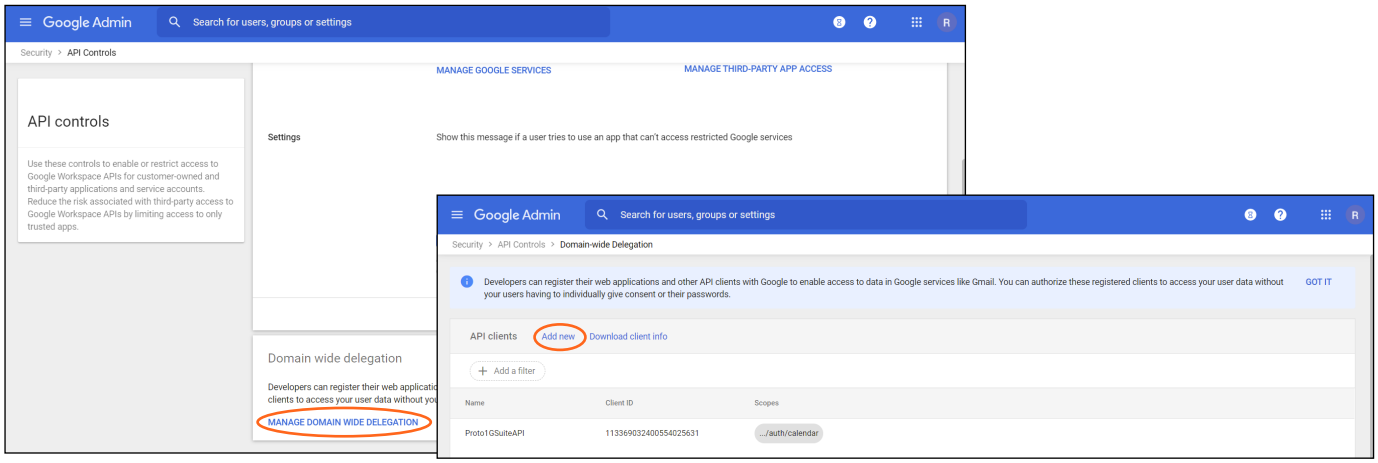


10. Scroll down to the bottom of the page and select **API controls**. A new page will open.

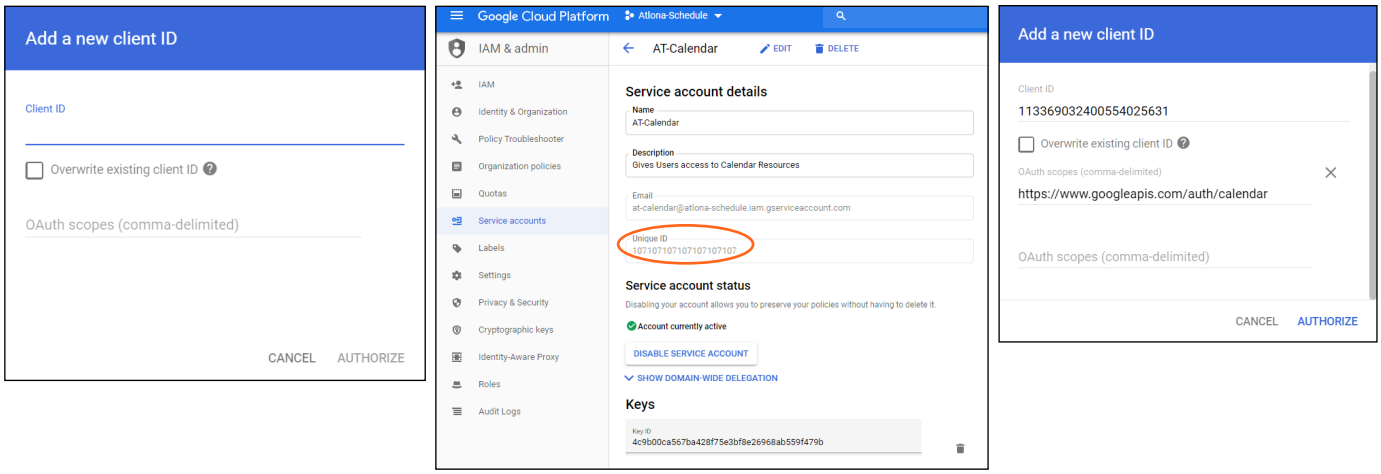


11. Scroll down to the bottom of the page and select **MANAGE DOMAIN WIDE DELEGATION**. A new page will open.

12. Select the **Add new** link. A pop up will appear.



13. Type the Unique ID from the console tab into the client ID field.



14. Type the URL **https://www.googleapis.com/auth/calendar** into the OAuth Scopes (comma-delimited) field.

15. Press the **Authorize** button.

The API is now active for Velocity control.

16. Close only the admin tab/window. The console tab will be needed for set up in Velocity.

17. Request the Service Account JSON Key file from the IT administrator.

NOTE: The IT administrator would have downloaded the key when setting up Service Account. This key cannot be recreated for the service account and is required for Velocity integration.

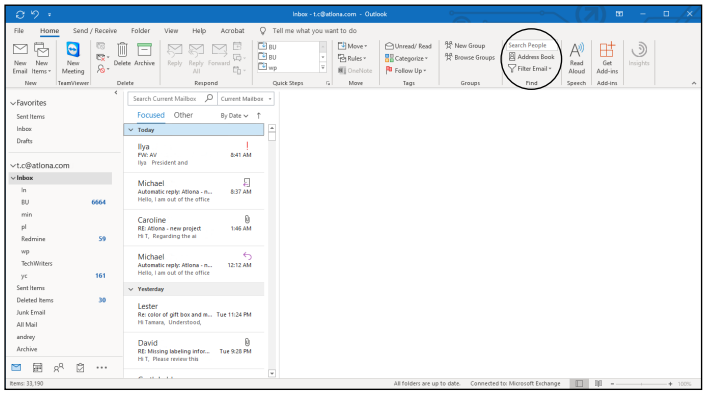
18. Follow the steps in the Velocity Setup section to finish integration.

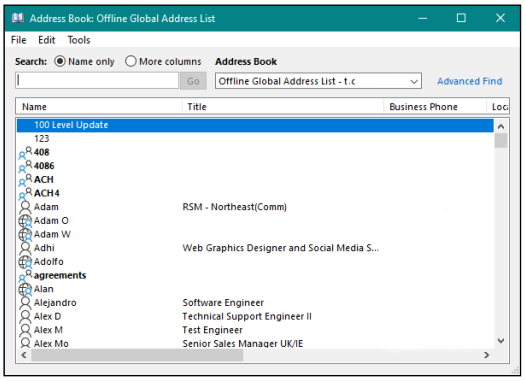
Outlook

Outlook does not require any additional settings for Velocity access. The IT admin will only need to set up an email with calendar permissions. Both the email and the password for the email account will be needed for Velocity set up.

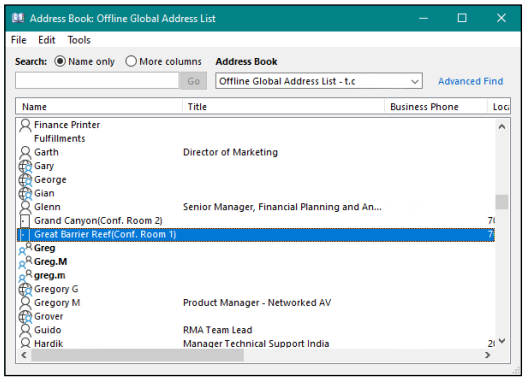
The second requirement for Velocity synchronization, is the email address associated with each room. Use the following steps to find the email associated with each room.

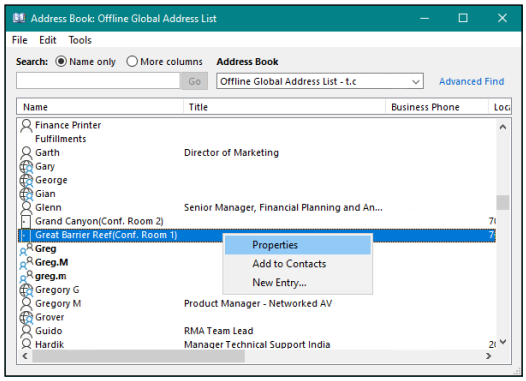
1. Open Outlook.
2. Select **Address Book** from the top options. A pop up will appear.



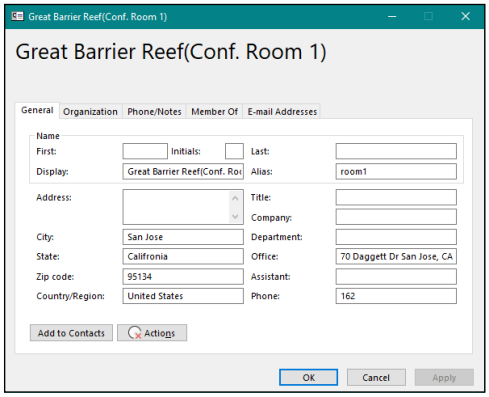


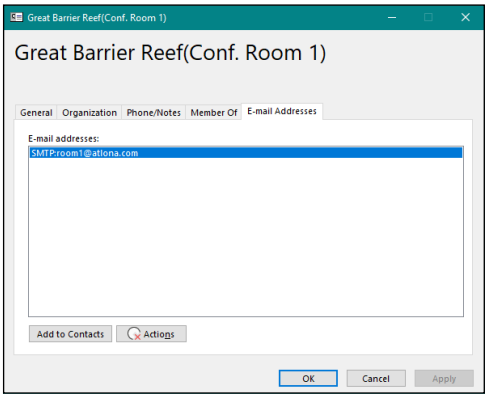
3. Scroll down to the room name.
4. Right click on the room and select **Properties** from the drop down menu. A second pop up will appear.





5. Select the E-mail Addresses tab from the top navigation.



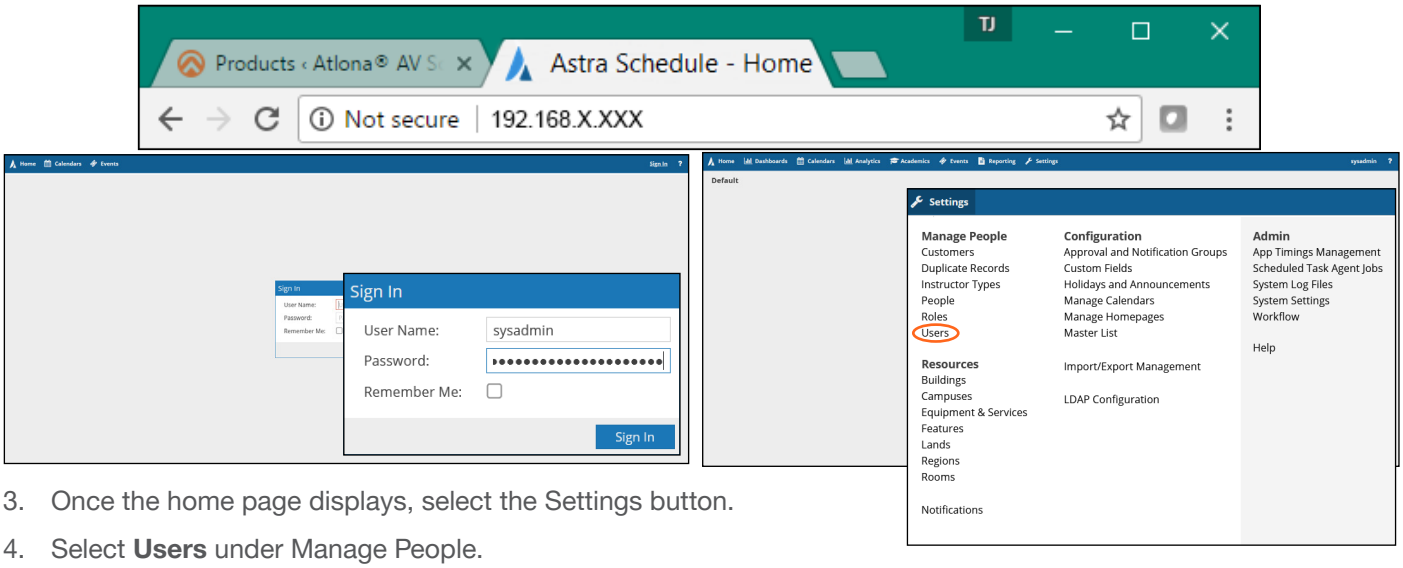


6. Write down the room name and email address.
7. Repeat for all meeting rooms.
8. Follow the steps in the Velocity Setup section to finish integration.

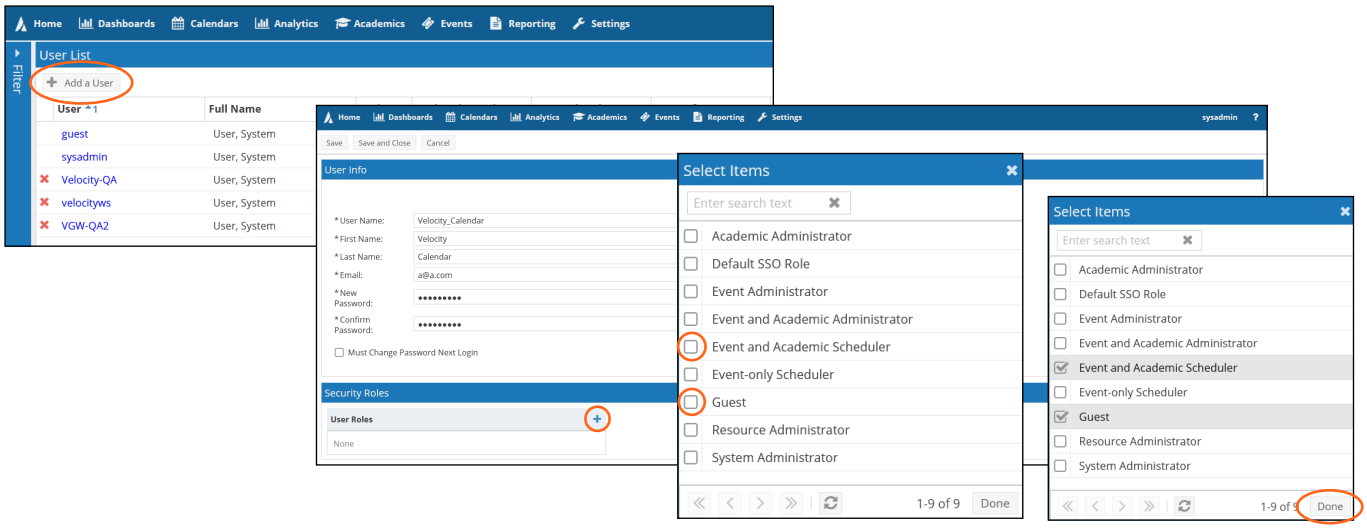
Ad Astra

For Velocity access to Ad Astra calendar, Ad Astra must set up users/customers specific to Velocity. The following steps will provide instructions for setting up a user and associating it with a site. These instructions are for an already set up and configured site.

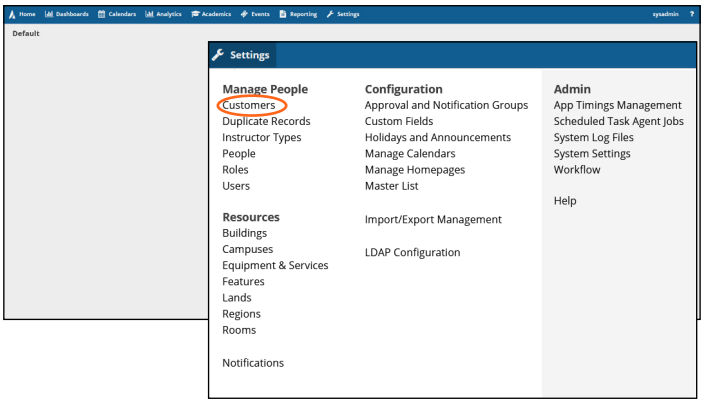
1. Open a browser and enter the URL for Ad Astra.
2. Enter the login information.



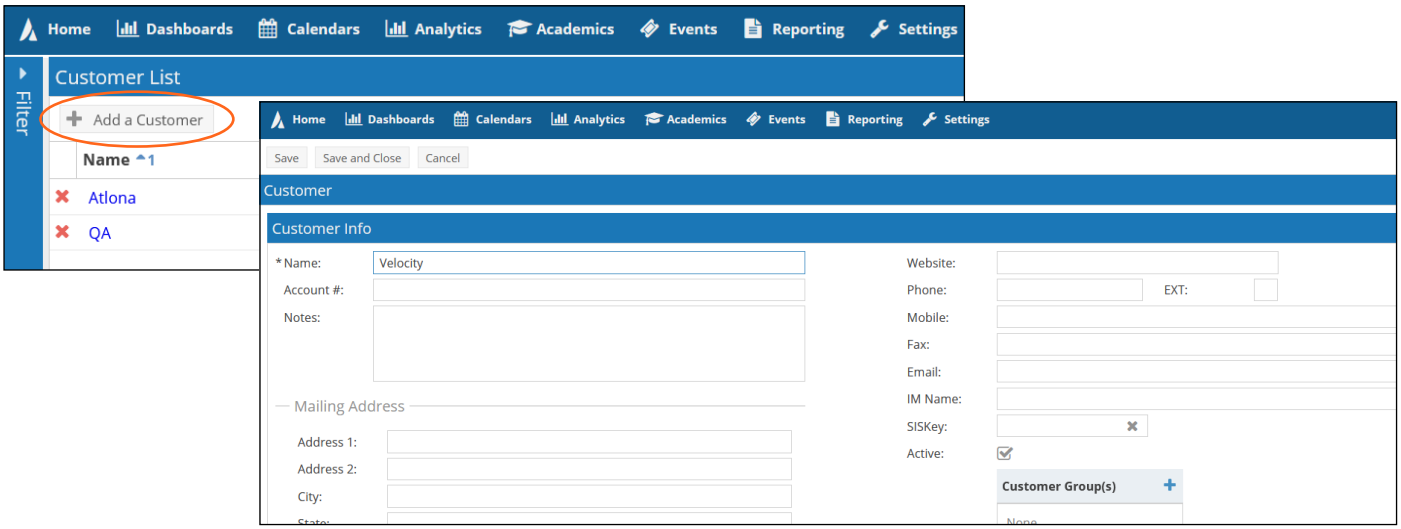
3. Once the home page displays, select the Settings button.
4. Select **Users** under Manage People.



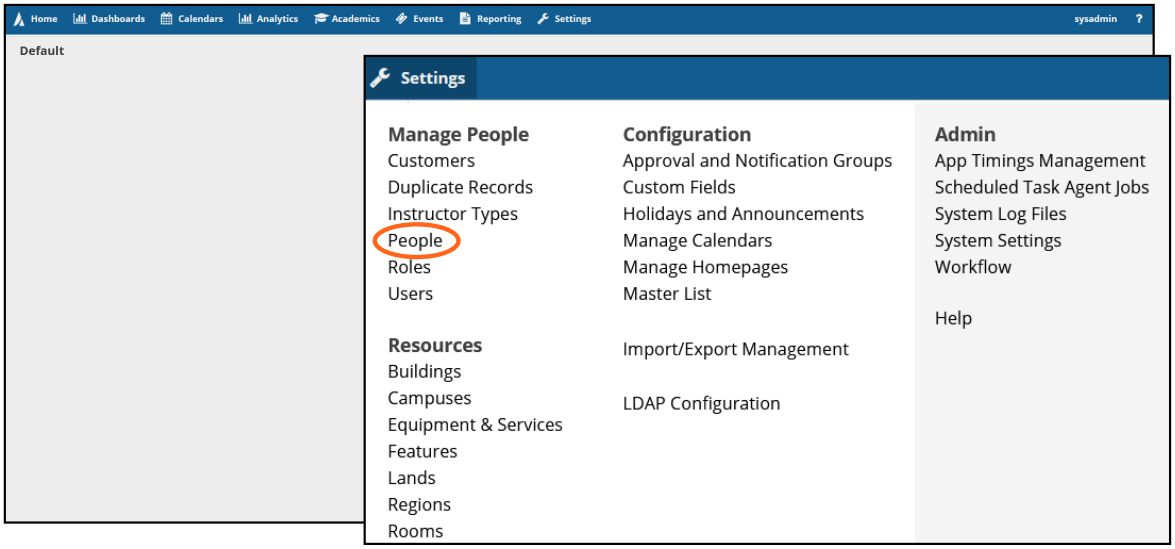
5. Select **Add a User**. A new screen will open.
6. Fill in the User Name, First Name, Last Name, Email, and Password to associate with Velocity.
7. Once the information is filled, Select the **+** button next to User Roles. A pop up will appear.
8. Select at least **Event and Academic Scheduler** and **Guest**.
9. Once roles are selected, press the **Done** button.



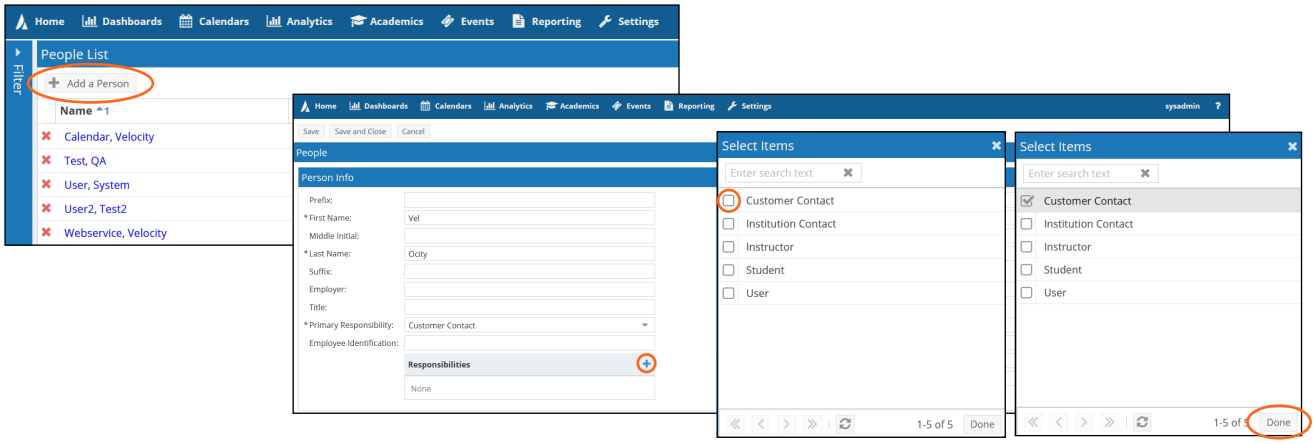
10. Select Customers under Manage People in the Settings menu.



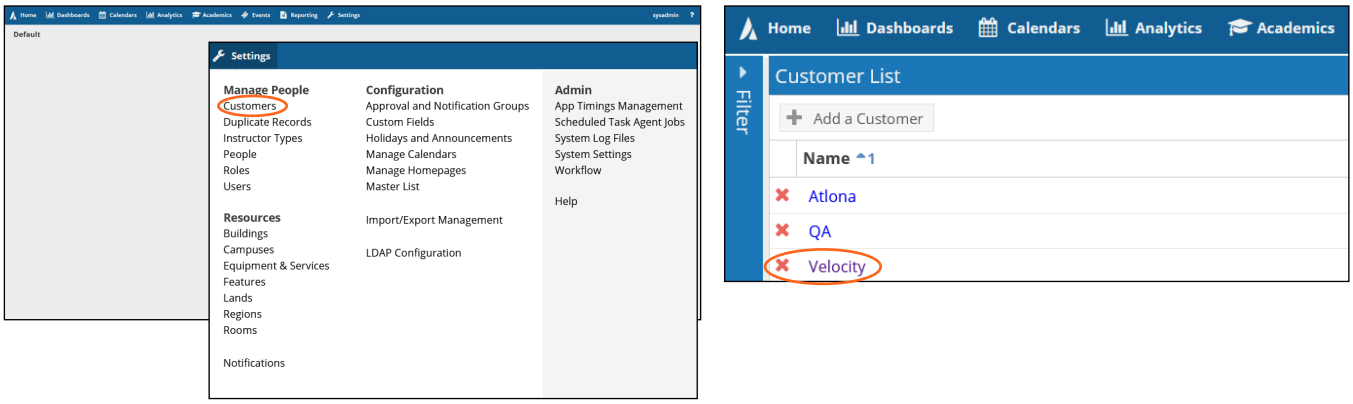
11. Provide a Customer Name then press the **Save and Close** button.



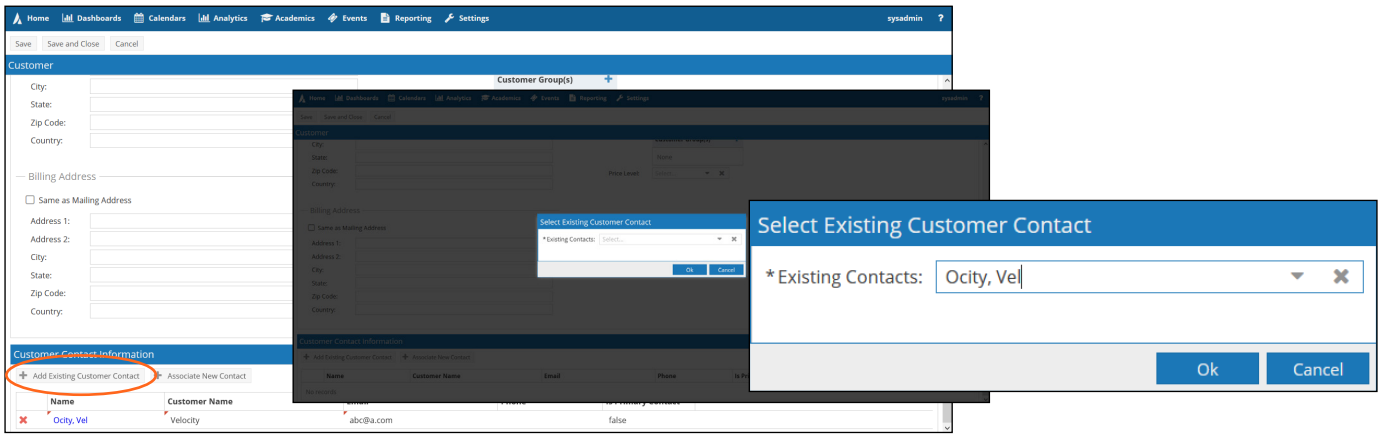
12. Select **People** from the Settings menu under Manage People.



13. Select the **Add a Person** button. A new screen will open.
14. Enter in a First Name, Last Name, and select **Customer Contact** as the Primary Responsibility.
15. Select the **+** button next to Responsibilities. A pop up will appear.
16. Select at least **Customer Contact** from the pop up and then select **Done**.



17. Select Customers from the top menu under Manage People. Select the previously added Customer from the list. A new screen will open.
18. Scroll to the bottom of the page.



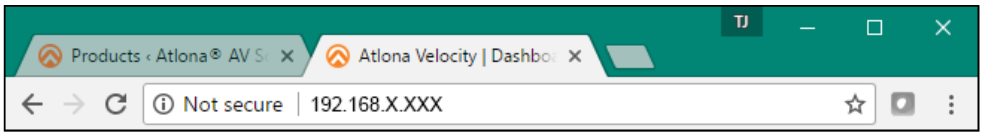
19. Select the **Add Existing Customer Contact** button. A pop up will appear.
20. Select the previously added Person from the drop down list.
21. Once selected, press **Ok** and then the **Save and Close** button. Ad Astra is now set up and ready to sync with Velocity.

Velocity Setup

Velocity must be set up before starting calendar integration. Sites, buidings, and equipment should be created before going forward, meeting rooms can only be created once calendars are set up. View the Velocity manual found under the resources tab at https://atlona.com/product/vgw-hw/ or https://atlona.com/product/at-vgw-sw/ for basic set up instructions.

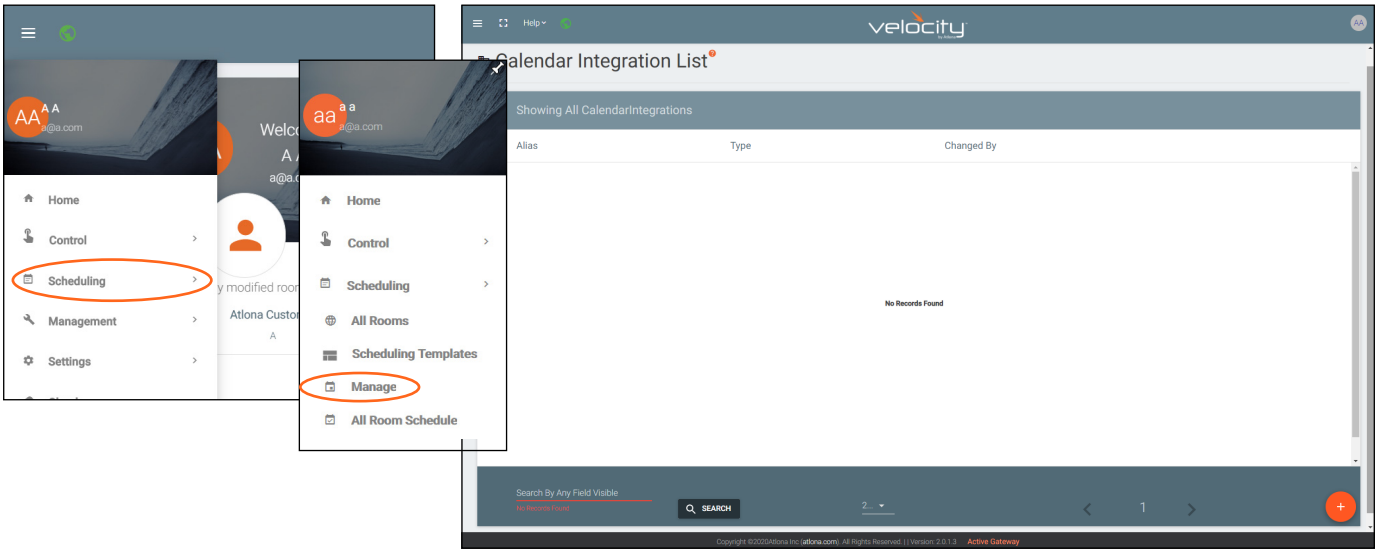
To start set up for scheduling, use the following steps:

1. Open a browser on the local computer and enter Velocity's IP address.

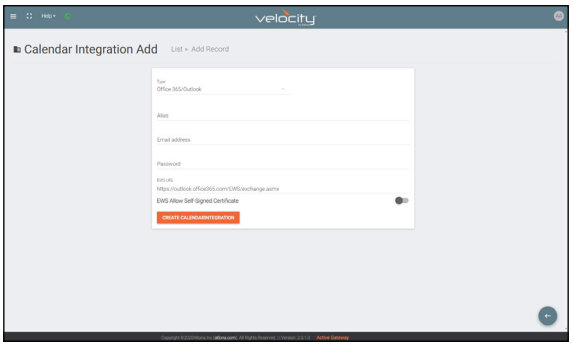


2. Log into Velocity

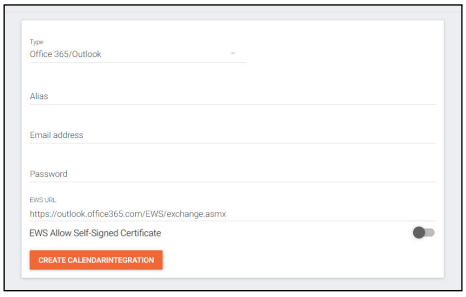
3. Locate the ≡ in the top left corner of the home page and left click to open the menu.
4. Select **Scheduling** from the menu. New options will appear.
5. Select **Manage**. A new screen will open.

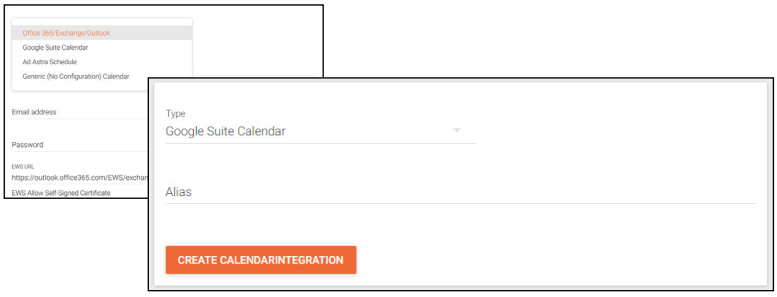


6. Select the **+** button in the bottom right corner of the page.

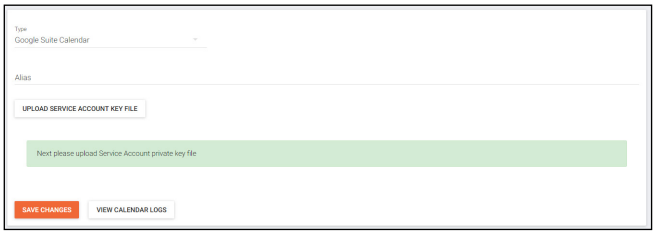


7. By default, Office 365/Outlook will be selected. If using outlook, go to step 8, if not, select G Suite or Ad Astra from the **Type** drop down list.





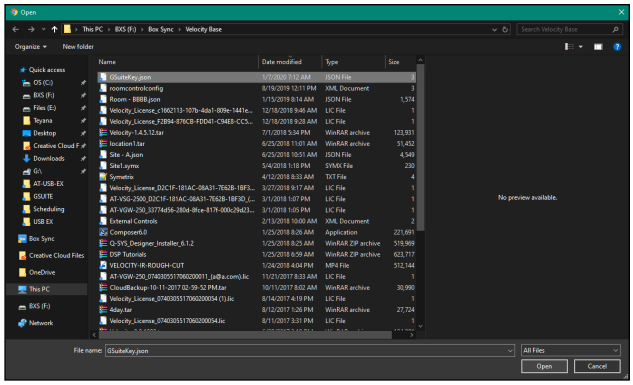
8. Fill in the needed information and press **CREATE CALENDAR INTEGRATION**.
   a. Outlook - Fill in the Email address and Password created by the IT admin in the Outlook setup section. Provide an Alias (not required) for easier recognition in the calendar resources page.
   b. G Suite - Provide an Alias (not required) for easier recognition in the calendar resources page.
   c. For other scheduling programs, skip to the Generic Scheduling Section.
   d. For Ad Astra Velocity set up, skip to the Ad Astra Section.



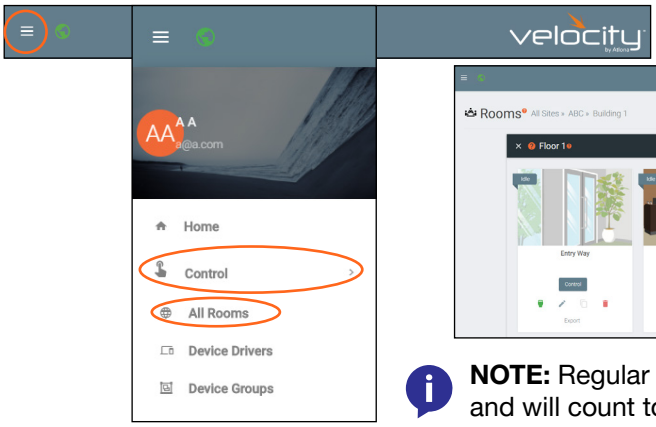
9. Skip steps 10 and 11 if using Outlook. For G Suite, press the **UPLOAD SERVICE ACCOUNT KEY FILE** button. A folder will pop up.

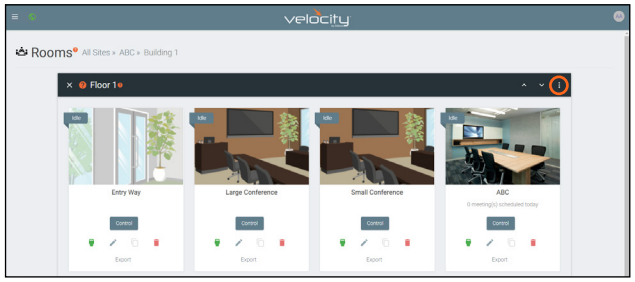
10. Select the G Suite key received from the IT admin by request in the G Suite set up section.

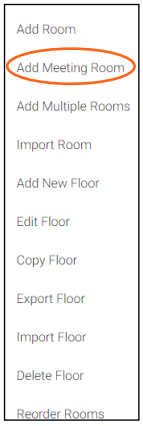
11. Press the **Open** button. The folder will close. A plus sign will now appear under Calendar Resources.



12. Select **Save Changes**.
13. Rooms will need to be added. A/V rooms (which may also be connected to scheduling) may have been added during the set up process of Velocity, but meeting rooms have different steps. Open the = menu in the top left corner of Velocity.
14. Select **Control**, the menu will expand to more options.
15. Select **All Rooms**. A new screen will take over.
16. Select **:** from the top right of the buildings screen. A drop down menu will open.
17. Select **Add Meeting Room** from the drop down menu. A new screen will open.

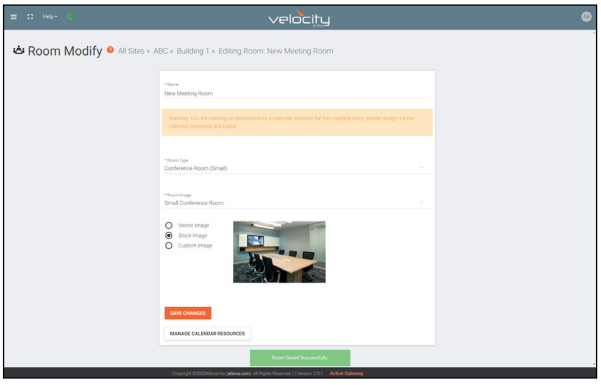


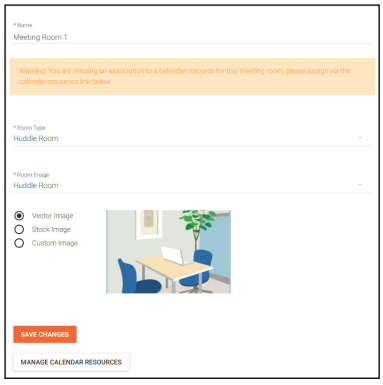




NOTE: Regular A/V rooms can also be meeting rooms and will count towards the meeting room count.

18. Provide the room name, room type, and select the image to associate with the room.
19. Press the **SAVE CHANGES** button.
20. Repeat steps 13 through 19 until all meetings rooms have been added.





21. Return to the Calendar Integration List page.
22. Select the Calendar to be linked to the meeting rooms.
23. Select the **+** button located under the label Calendar Resources. New options will appear.

24. Fill in the room information.

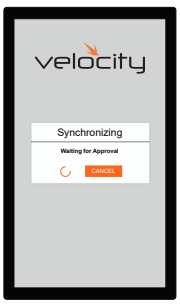
    a. Outlook - Fill in the Email address of the room, written down from the Outlook Setup steps. Select the Velocity room to associate with that email address. Select the + button next to the room fields to create a new room field. Repeat until all rooms are associated with the outlook account.

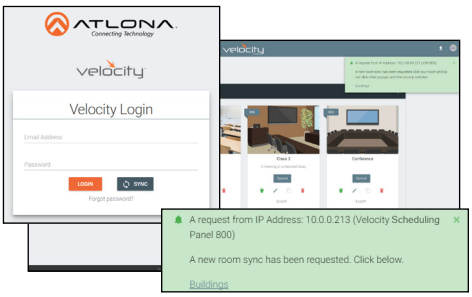
    b. G Suite - Fill in the email account associated with the calendar. The screen will update, then select the G Suite room from the Resource Room Calendar drop down. Select the Velocity room to associate with the room. Press the + button in the top corner of the box to create another room association box. Repeat until all the rooms are linked.

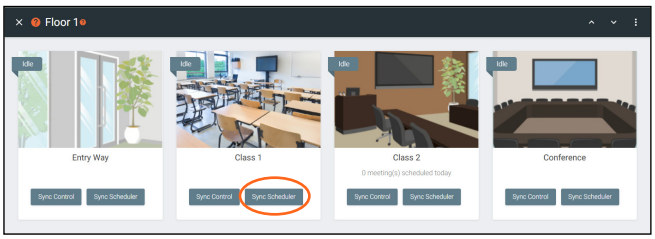
25. Press the **SAVE CHANGES** button.

The scheduling is now set up, but to control the meetings and view it, a Velocity Panel (AT-VSP-800, AT-VTP-550, and AT-VTP-800) must be used.

26. Follow the set up steps for the panels found within the installation guide of each product. Installation Guides are found at https://atlona.com/product/vtp-550/, https://atlona.com/product/vtp-800/, and https://atlona.com/product/vsp-800/.



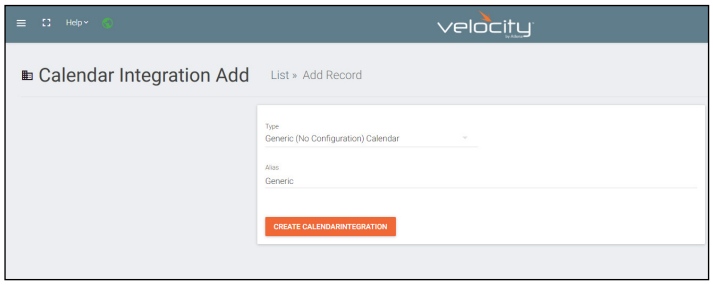


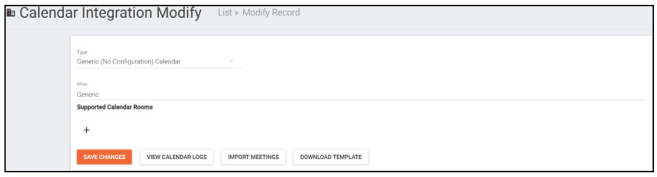


Generic Scheduling

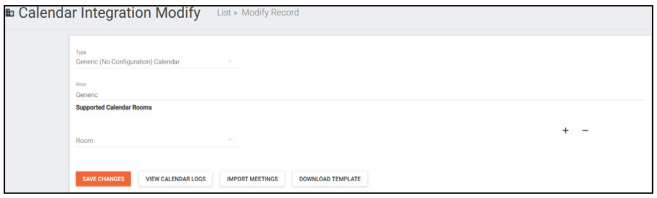
Programs other than GSuite and Outlook can be set up through Velocity, using a meeting template that can be downloaded from within Velocity. Microsoft Excel will be needed for editing and scheduling through the template.

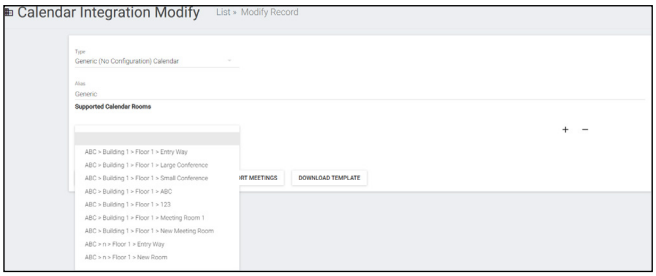
1. Select Generic from the type drop down menu.
2. *Optional* Provide an alias for the calendar.
3. Press the **Create Calendarintegration** button. The page will refresh and more options will appear.



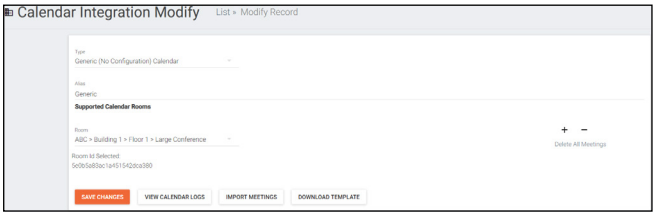


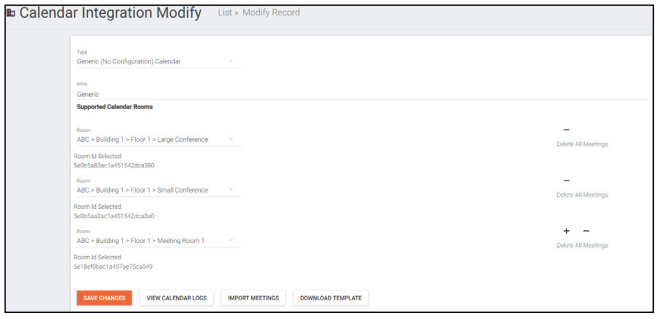
4. Press the **+** button to add a room field.
5. Select the Velocity Room from the room drop down list.



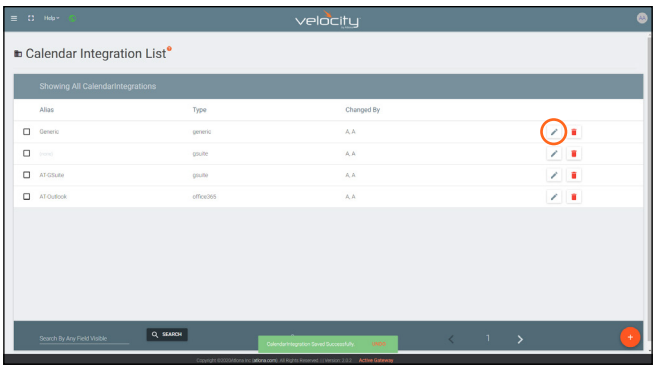


6. Repeat steps 4 and 5 for all the meeting rooms.
7. Select the **SAVE CHANGES** button.



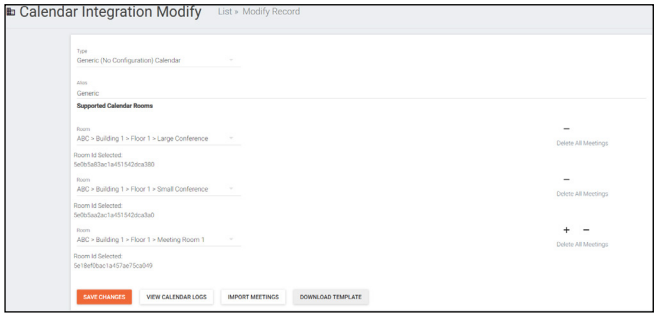


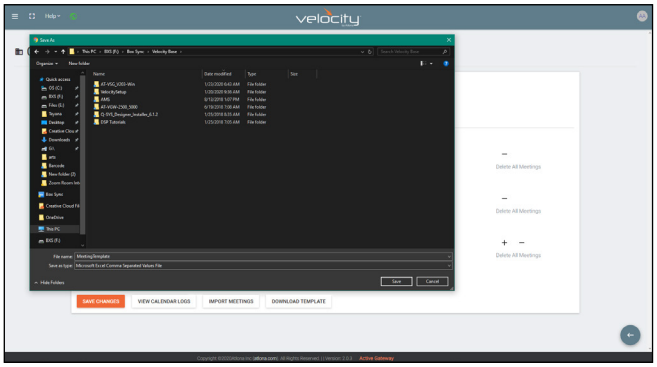
8. Reopen the generic calendar using the edit button.



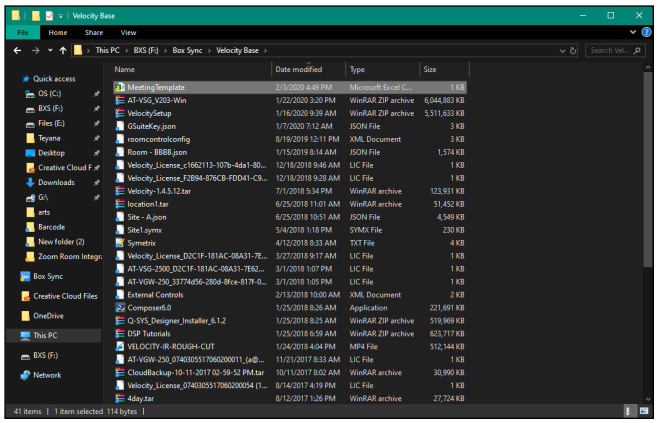
9. Select the **DOWNLOAD TEMPLATE** button. A new window will open.

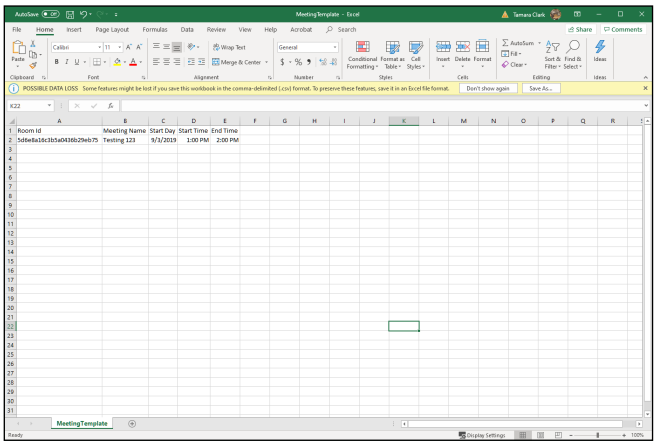
10. Save the template file to the local computer.





11. Open the template file. There will be an example room and meeting filled in.





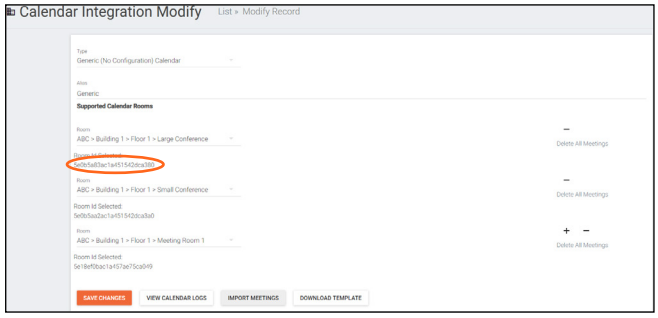
12. Erase the example.

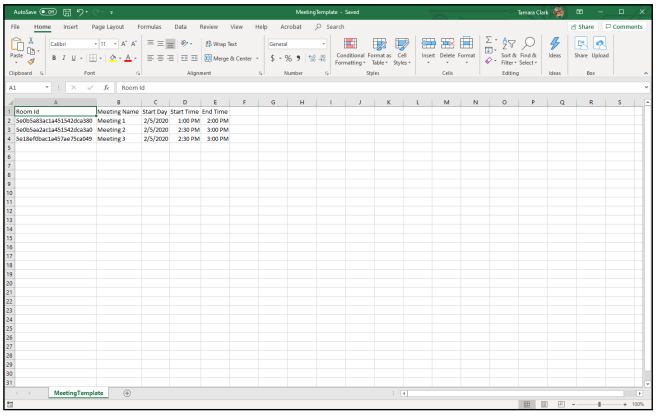
13. Copy the first room ID from the open Velocity page and paste it into the first Room Id field.

14. Fill in the meeting: name (subject of meeting), day, start time, and end time.

15. Paste the room ID into the next field and fill out the information for the next meeting.

16. Repeat for all meetings within that room.





17. Copy the next room ID and paste it into the room Id field below the previously set up meetings.

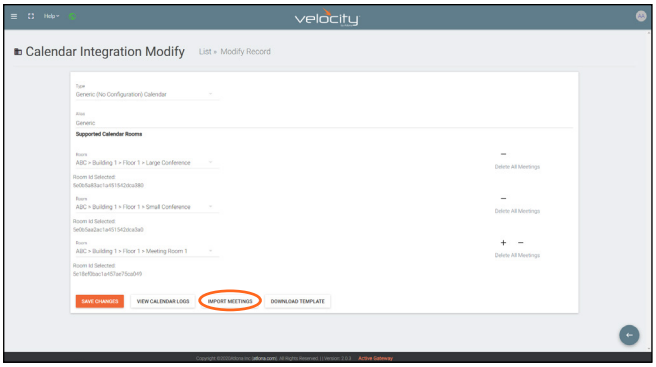
18. Repeat steps 14 and 15 for the current room.

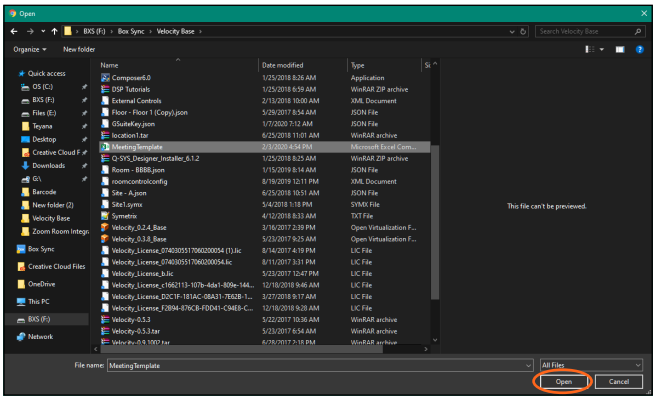
19. Repeat steps 17 and 18 until all rooms and all meetings are filled in.

20. Save the template.

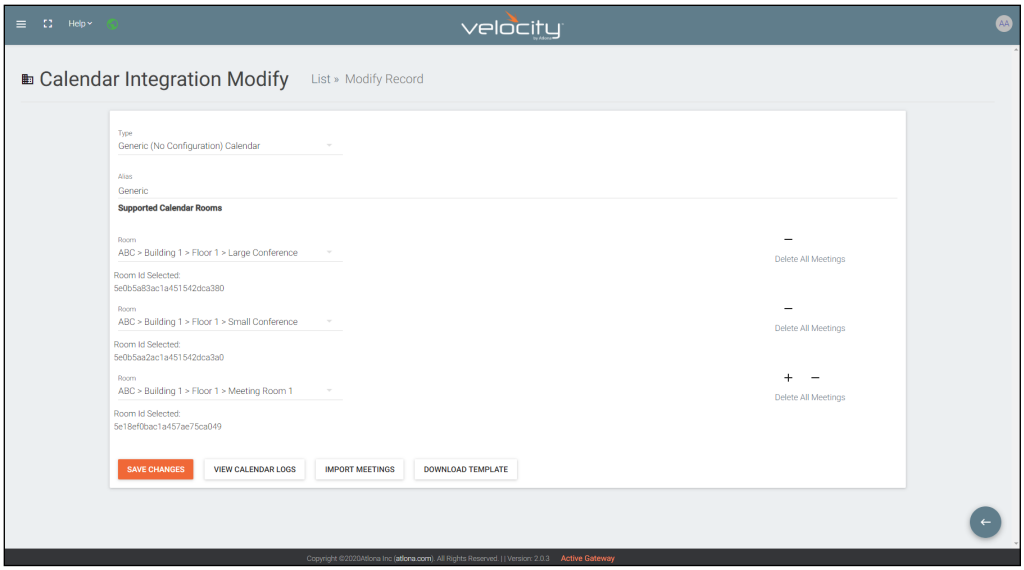
21. Select the **IMPORT MEETINGS** button within Velocity. A new pop up folder will appear.

22. Select the template file and select **Open**.





23. Press the **SAVE CHANGES** button to push all the meetings to the system.



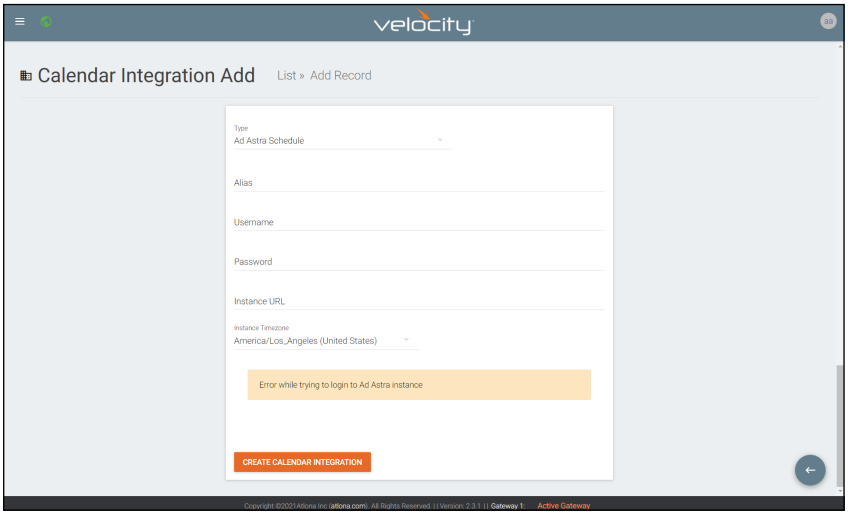
The meetings are now set up and will display on any Velocity panels synced to the system.

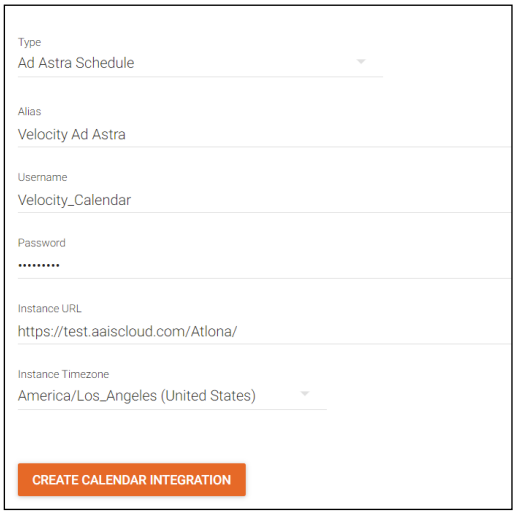
If meetings are changed or more need to be added: Select the Delete All Meetings button on all the rooms, edit the same template folder with the new meeting information, and import the updated file.

Ad Astra

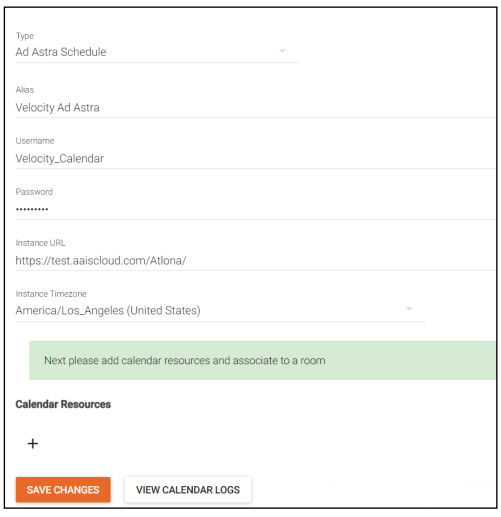
Ad Astra set up in Velocity can be done after following the set up instructions in the Scheduling Programs: Ad Astra section and first 8 steps in the Velocity Setup Section.

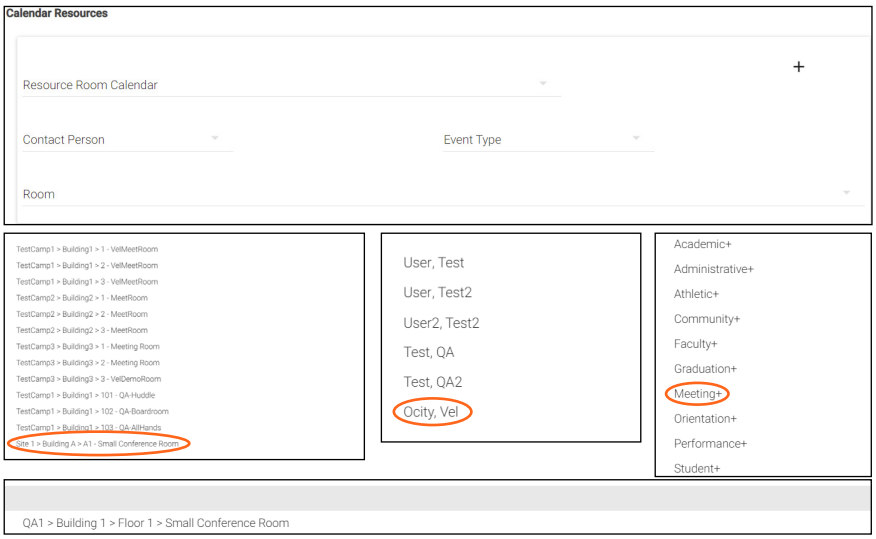
1. Select Ad Astra from the type drop down menu.
2. *Optional* Provide an alias for the calendar.
3. Enter in the Username and Password (that was set up previously), the URL for Ad Astra, and the timezone for the site.
4. Select the **Create Calendar Integration** button.





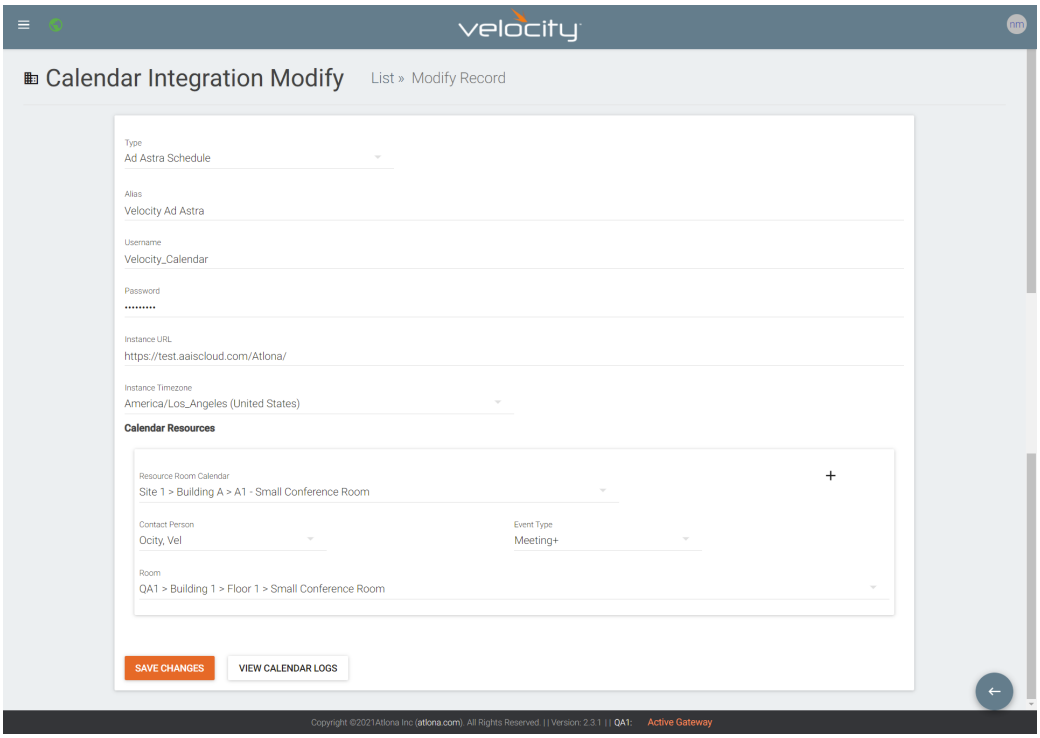
5. A new section will appear. Select the + button under Calendar Resources. New options will appear.





6. Select Resource Room Calendar to reveal a drop down that will show all rooms set up inside Ad Astra. Choose the room to associate to Velocity.
7. Select Contact Person to reveal a drop down that will display the different Ad Astra People. Choose the previously set up customer.
8. Select Event Type. A drop down menu will appear, select **Meeting+**.
9. Select Room to reveal a drop down menu. Choose the Velocity room to associate with the previously selected Ad Astra room.

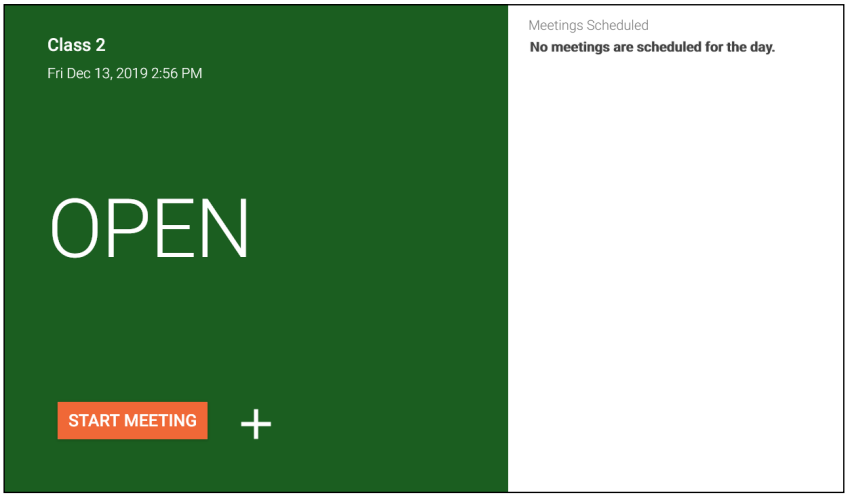
10. Repeat steps 5 through 9 for as many rooms as needed.



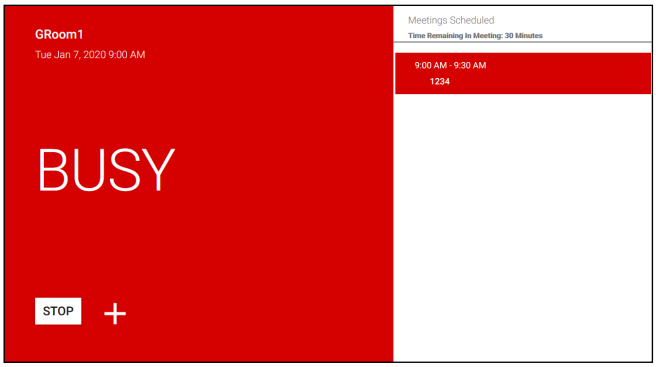
10. Press the **Save Changes** button to finish the Ad Astra calendar set up.

Meeting Scheduling

Meetings can be scheduled in the calendar programs as usual, but they can also be set up through the touch panel screens. The following steps will go over the meeting scheduling by panel.

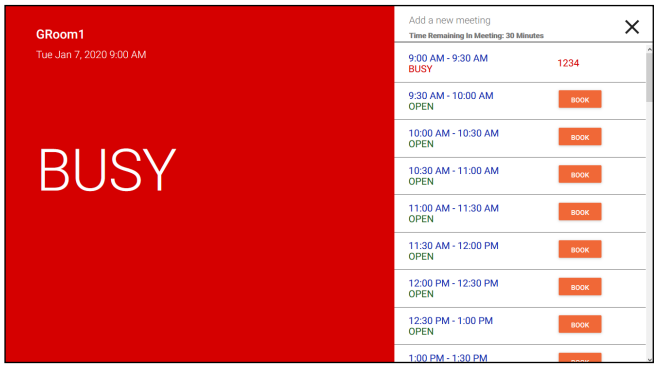


1. If any meetings are scheduled already, they will appear on the left menu. Select the Start Meeting button to start a meeting in a free room. The screen will go to BUSY. Meeting can still be scheduled while a meeting is in progress.

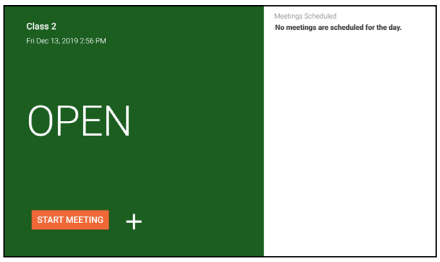


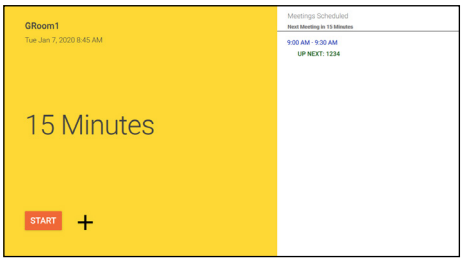
2. Select the + button to open the meeting scheduler.

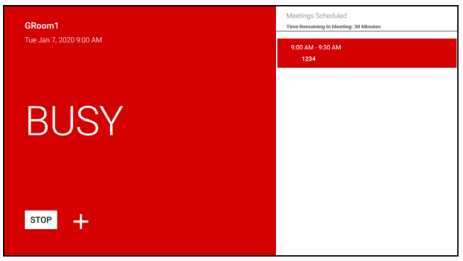
3. Select Book at the time of the meeting. A pop up will appear for naming the room. Enter in a room name and press OK.



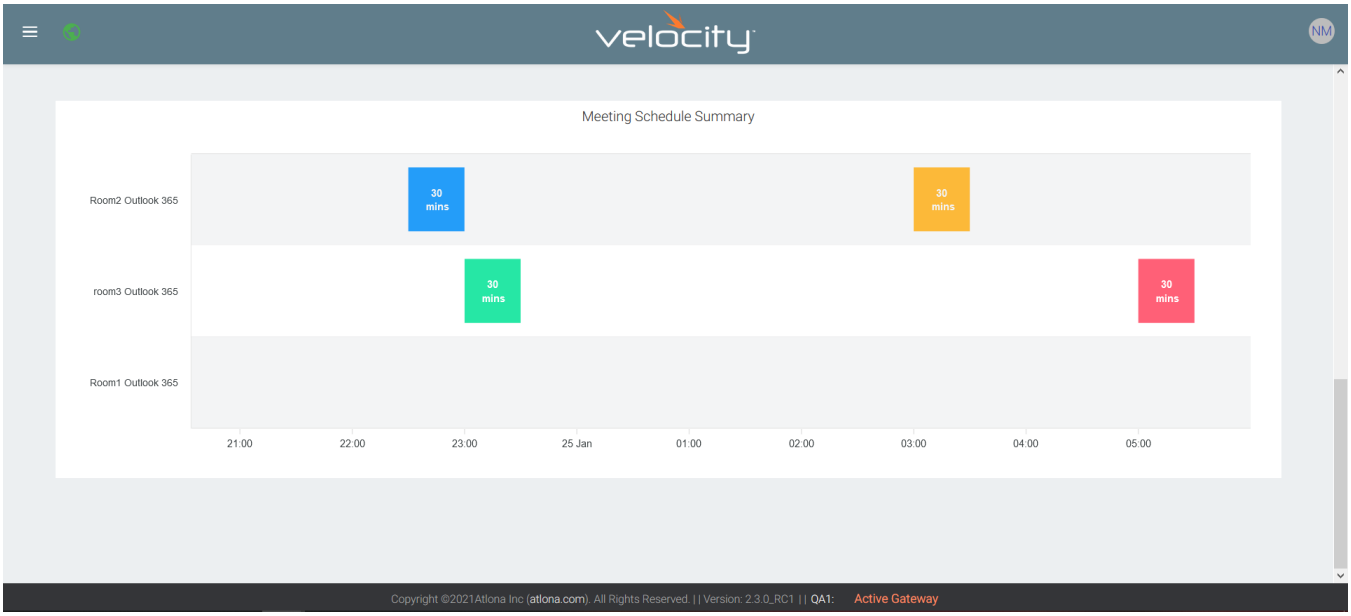
Now that the meetings have been scheduled, they will appear on the right side menu. The meeting screens will go from green (Open - no meetings at that time), to yellow (notice screen for meetings within 15 minutes), to red (Busy - a meeting is currently in progress).







Meetings will also appear on Velocity's dashboard for a quick overview of all rooms and meetings that are currently scheduled.



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