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velocity™
by Atlona

Integration Note for
Ad Astra Room Scheduling

Velocity | Atlona Integration **Note**

Version Information

Version	Release Date	Notes
1	Aug 2021	Separated scheduling setup guides by program.

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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

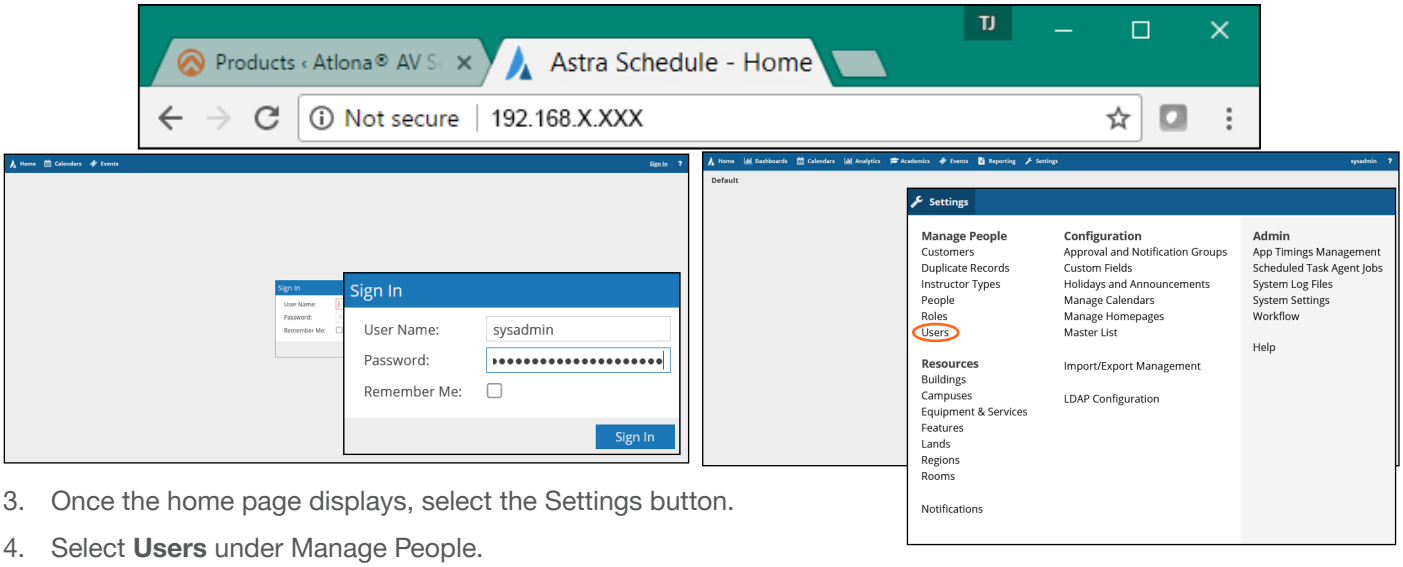
The selected scheduling program must be set up before integration with Velocity. Some programs will need specific options selected, while others will only require the username and login to be provided to Velocity.

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

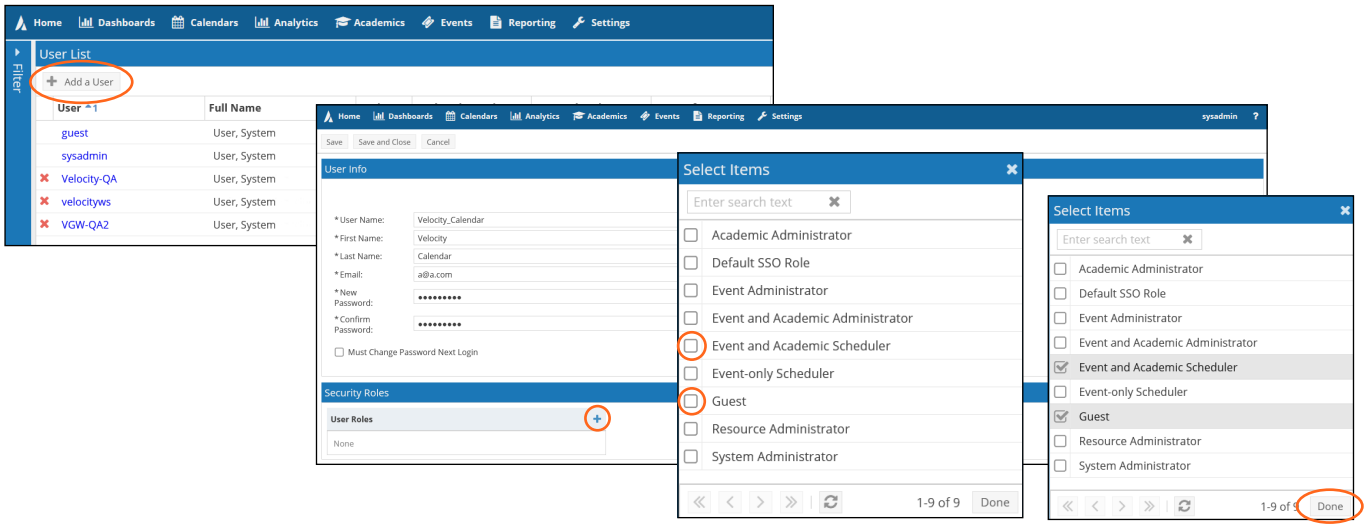
Ad Astra

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.

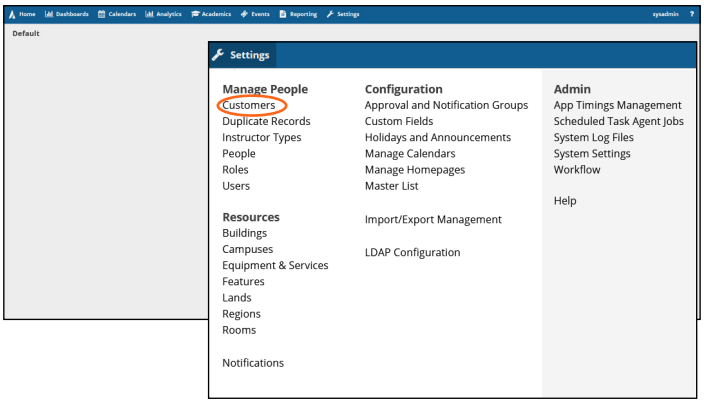
1. Open a browser and enter the URL for Ad Astra.
2. Enter the login information.



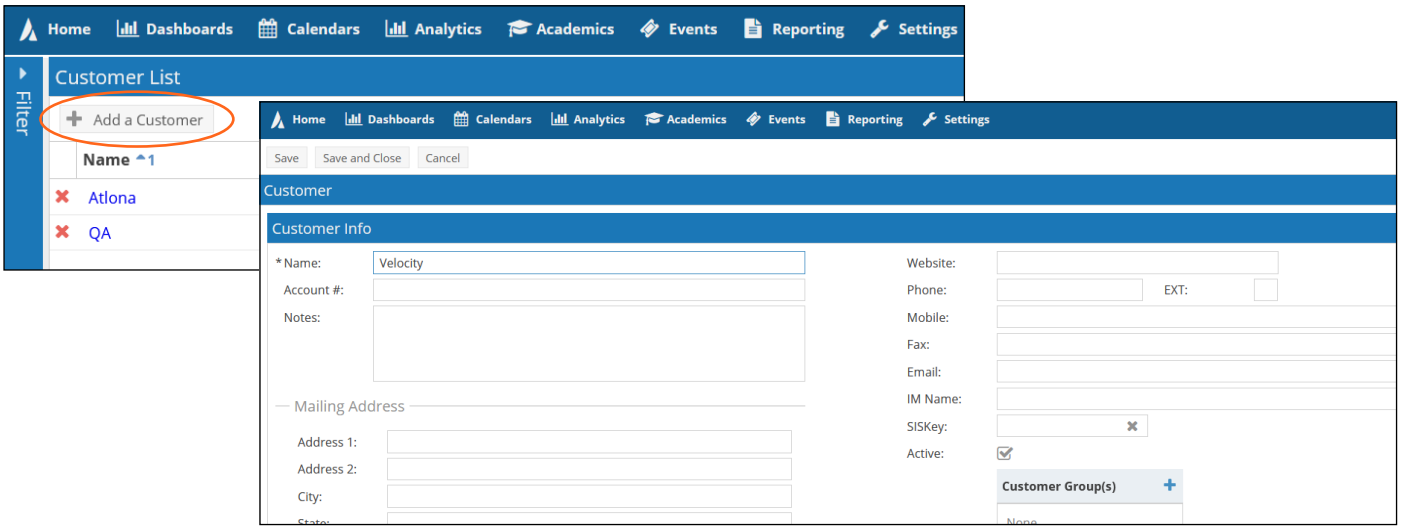
3. Once the home page displays, select the Settings button.
4. Select **Users** under Manage People.



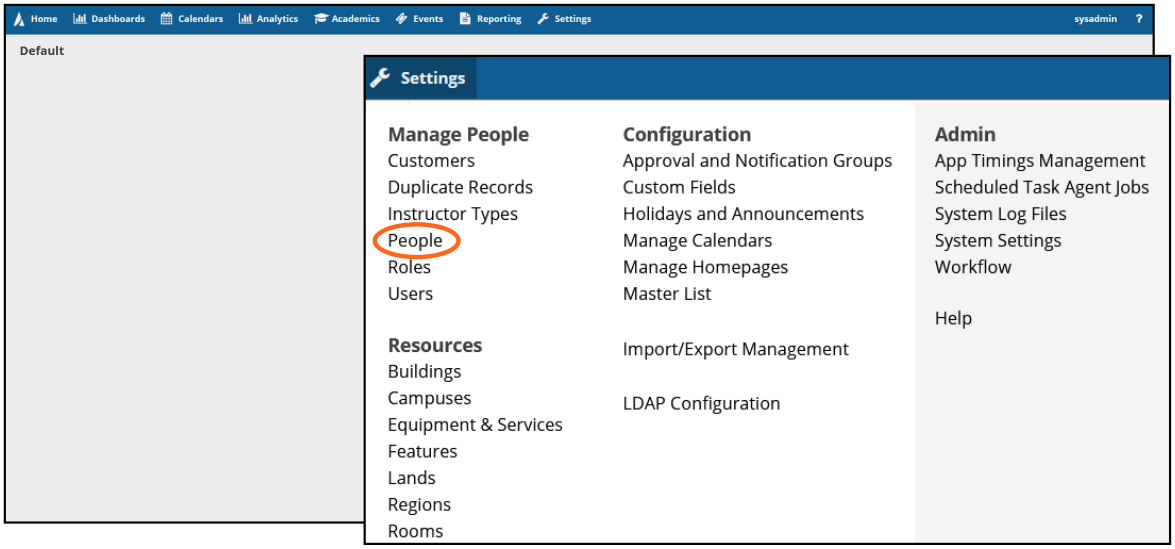
5. Select **Add a User**. A new screen will open.
6. Fill in the User Name, First Name, Last Name, Email, and Password to associate with Velocity.
7. Once the information is filled, Select the **+** button next to User Roles. A pop up will appear.
8. Select at least **Event and Academic Scheduler** and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



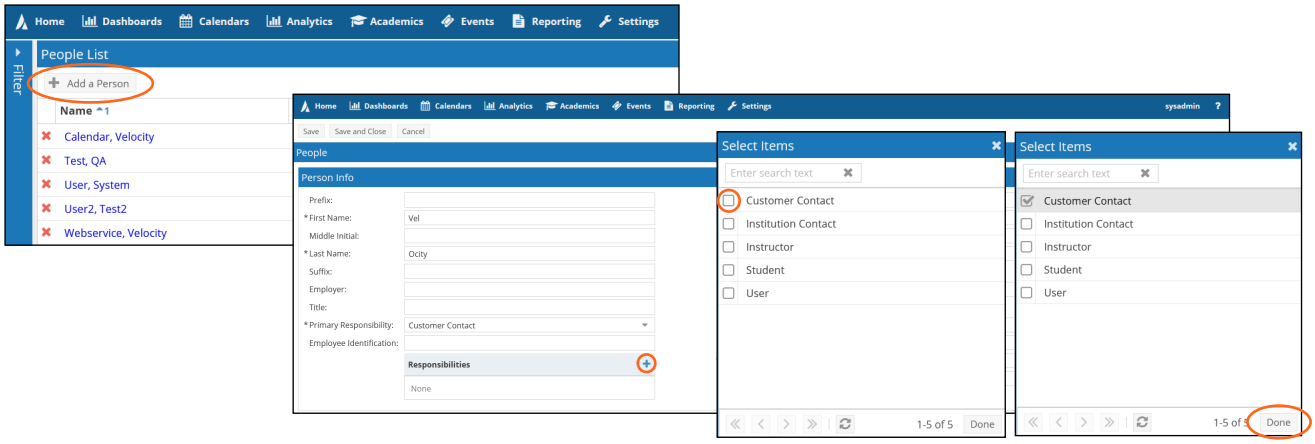
10. Select Customers under Manage People in the Settings menu.



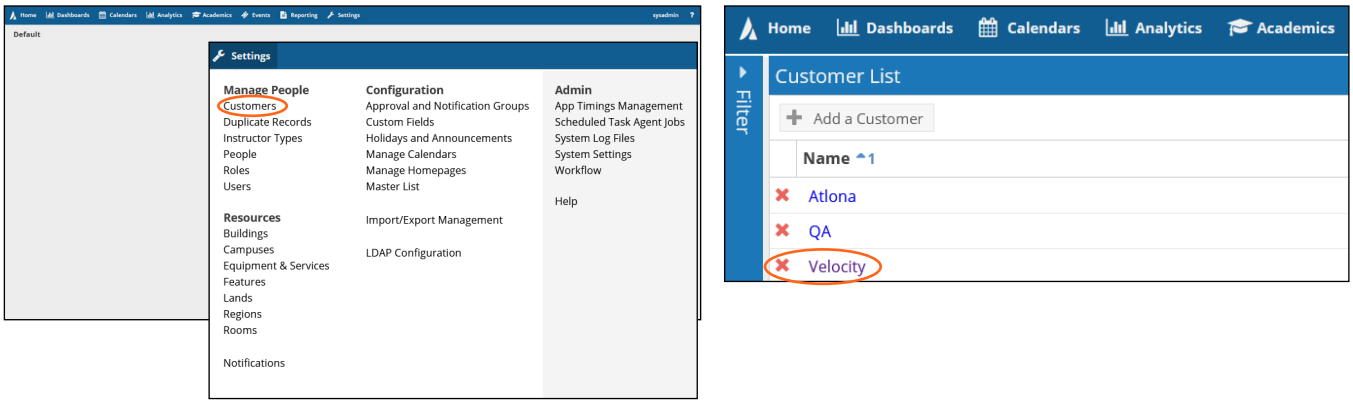
11. Provide a Customer Name then press the **Save and Close** button.



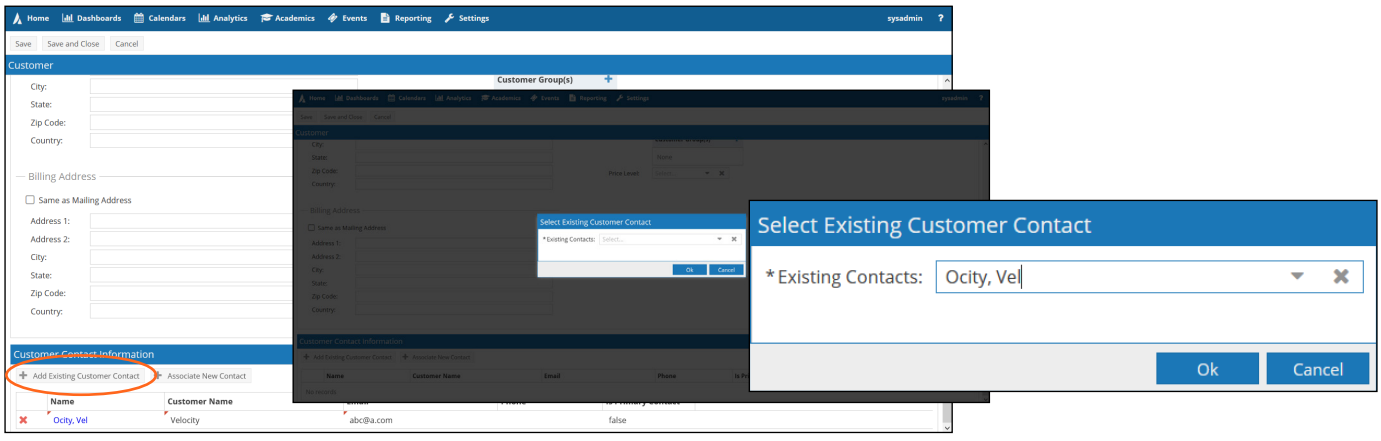
12. Select **People** from the Settings menu under Manage People.



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.



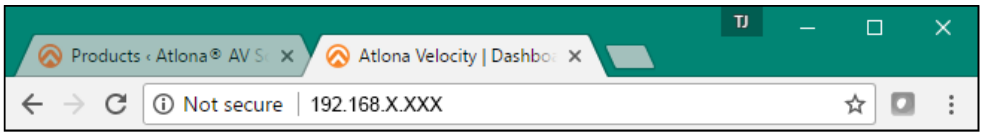
19. Select the **Add Existing Customer Contact** button. A pop up will appear.
20. Select the previously added Person from the drop down list.
21. Once selected, press **Ok** and then the **Save and Close** button. Ad Astra is now set up and ready to sync with Velocity.

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.

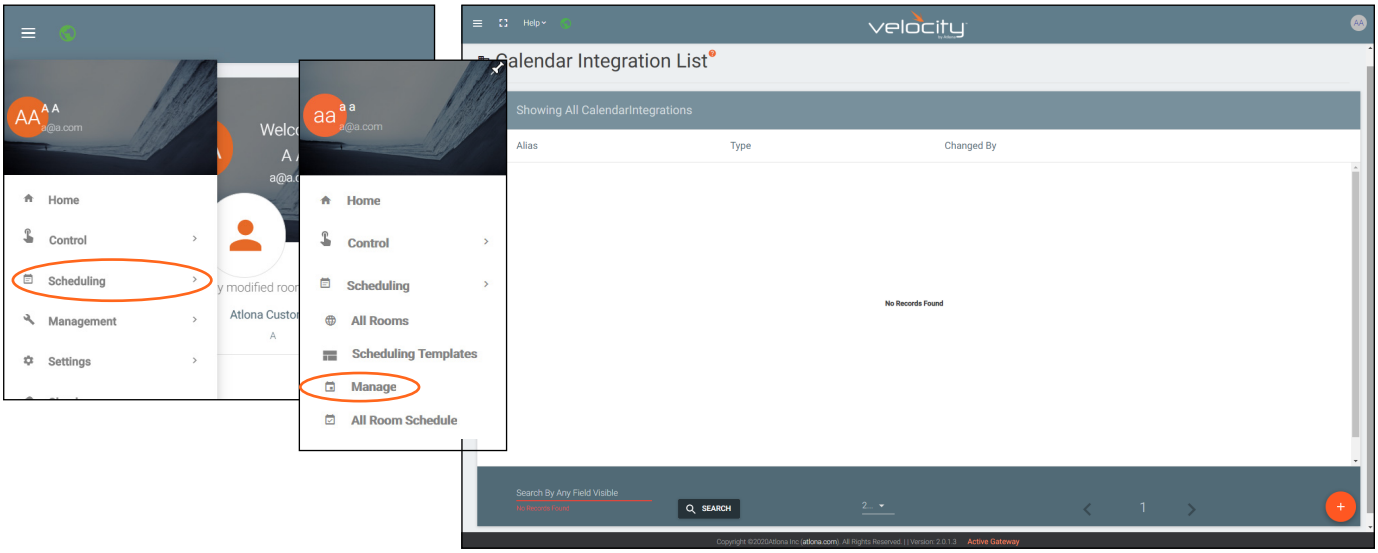
To start set up for scheduling, use the following steps:

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

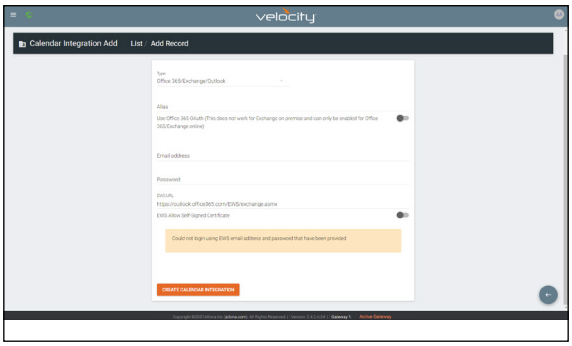


2. Log into Velocity

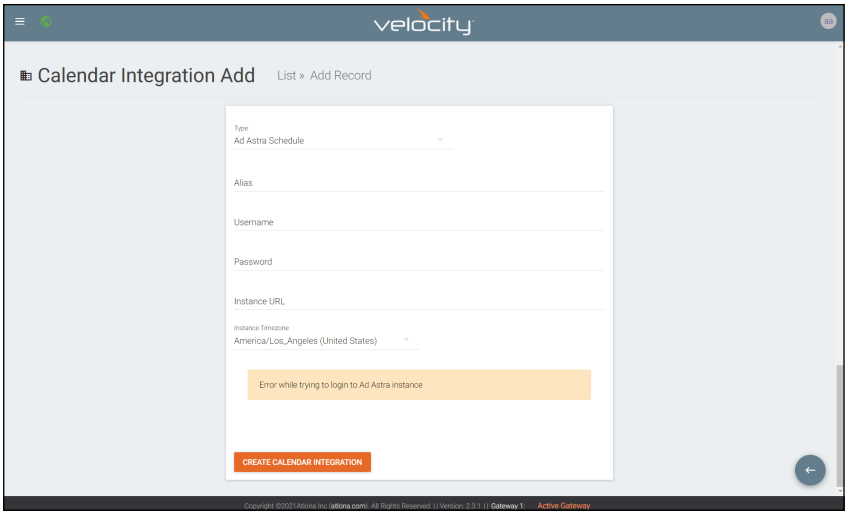
3. Locate the ≡ in the top left corner of the home page and left click to open the menu.
4. Select **Scheduling** from the menu. New options will appear.
5. Select **Manage**. A new screen will open.

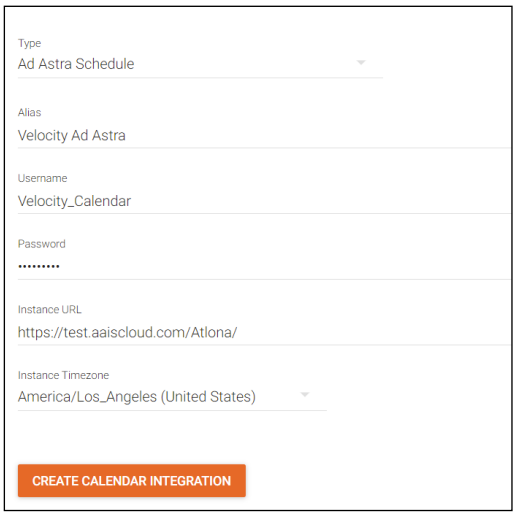


6. Select the **+** button in the bottom right corner of the page.

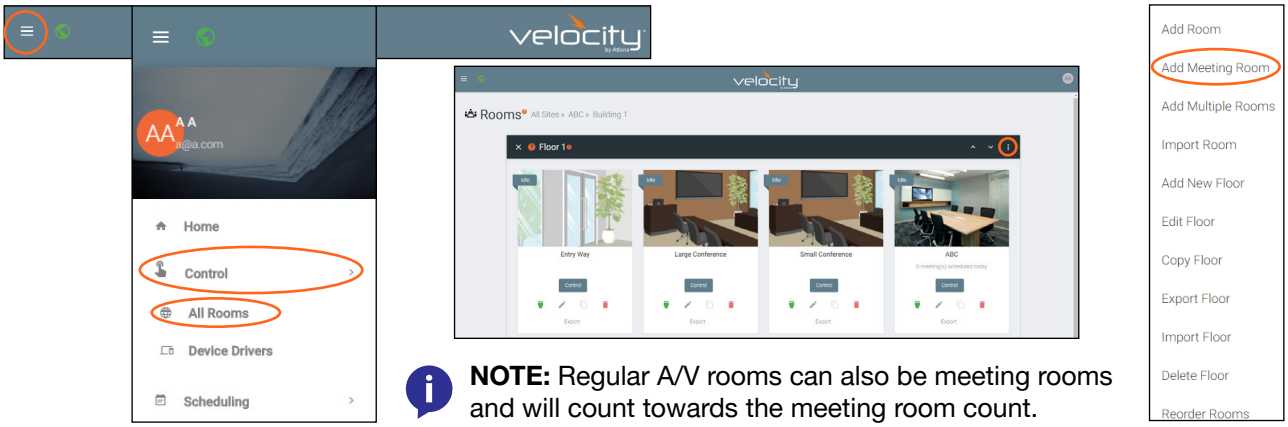


7. By default, Office 365/Outlook will be selected. Select **Ad Astra** from the type drop down menu.
8. *Optional* Provide an alias for the calendar.
9. Enter in the Username and Password (that was set up previously), the URL for Ad Astra, and the timezone for the site.
10. Select the **Create Calendar Integration** button.



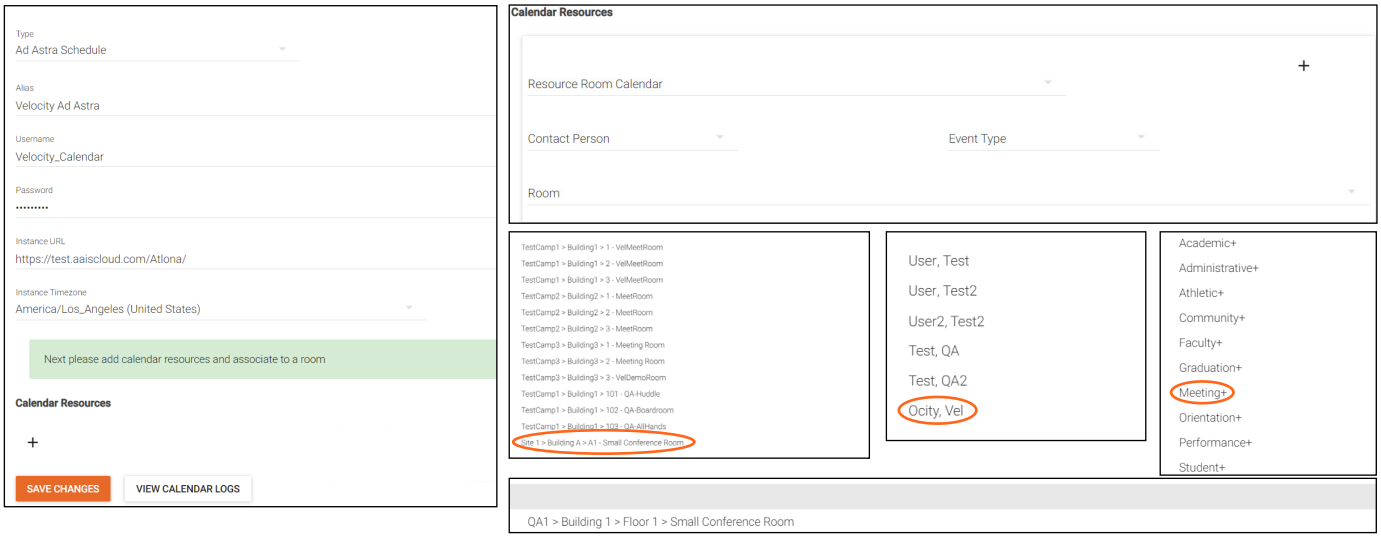


11. Select **Save Changes**.
12. Rooms will need to be added. A/V rooms (which may also be connected to scheduling) may have been added during the set up process of Velocity, but meeting rooms have different steps. Open the = menu in the top left corner of Velocity.
13. Select **Control**, the menu will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



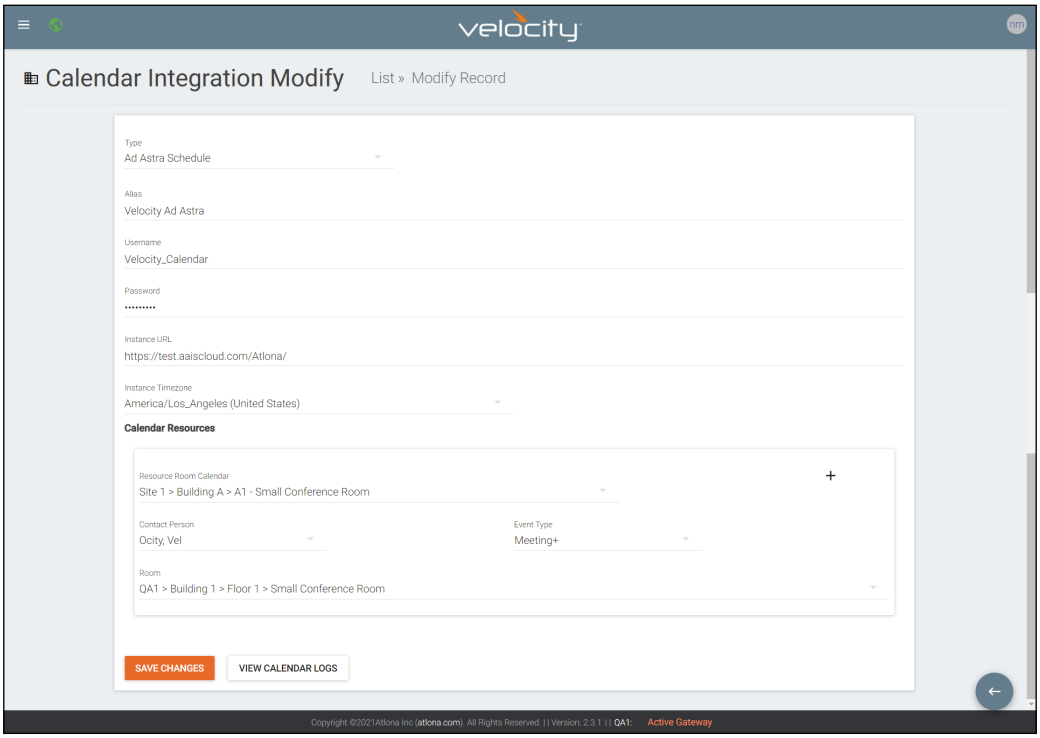
NOTE: Regular A/V rooms can also be meeting rooms and will count towards the meeting room count.

17. Provide the room name, room type, and select the image to associate with the room.
18. Press the **SAVE CHANGES** button.
19. Repeat steps 12 through 18 until all meetings rooms have been added.
20. Return to the Calendar Integration List page.
21. Select the Calendar to be linked to the meeting rooms.
22. Select the **+** button located under the label Calendar Resources. New options will appear.



23. 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.
24. Select Contact Person to reveal a drop down that will display the different Ad Astra People. Choose the previously set up customer.
25. Select Event Type. A drop down menu will appear, select **Meeting+**.
26. Select Room to reveal a drop down menu. Choose the Velocity room to associate with the previously selected Ad Astra room.

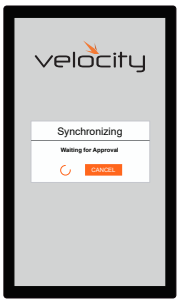
27. Repeat steps 22 through 26 for as many rooms as needed.

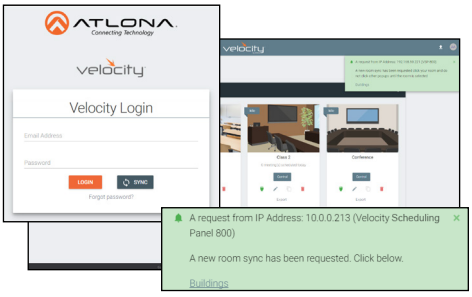


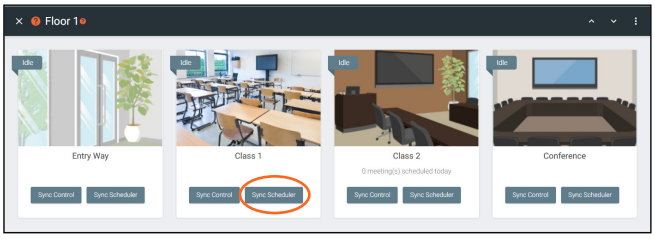
28. Press the **SAVE CHANGES** button.

The scheduling is now set up, but to control the meetings and view it, a Velocity Panel (AT-VSP-800, AT-VTP-550, AT-VTP-800, AT-VTP-1000VL, and AT-VTPG-1000VL) must be used.

29. 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/, https://atlona.com/product/vsp-800/, https://atlona.com/product/vtp-1000vl/, and https://atlona.com/product/vtpg-1000vl/.

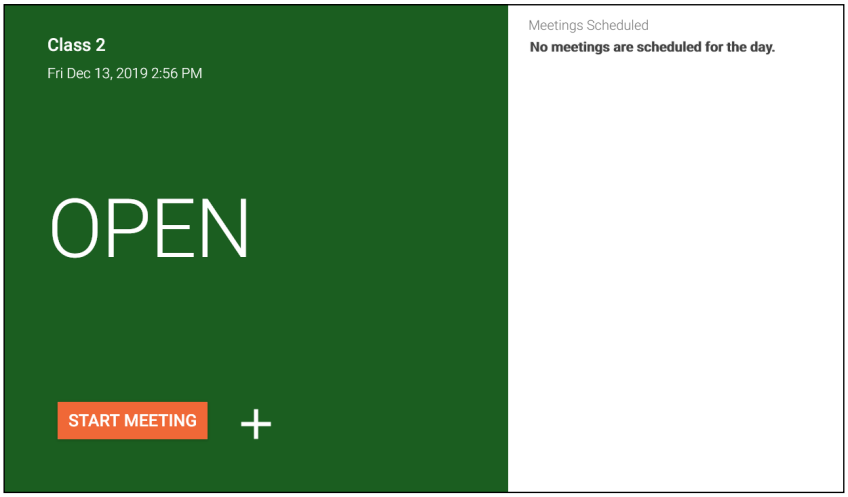




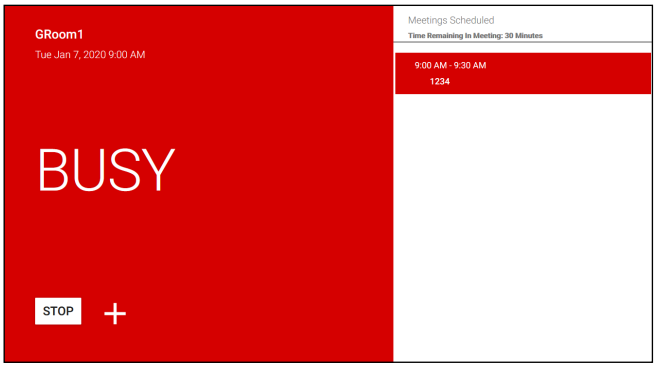


Meeting Scheduling

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.

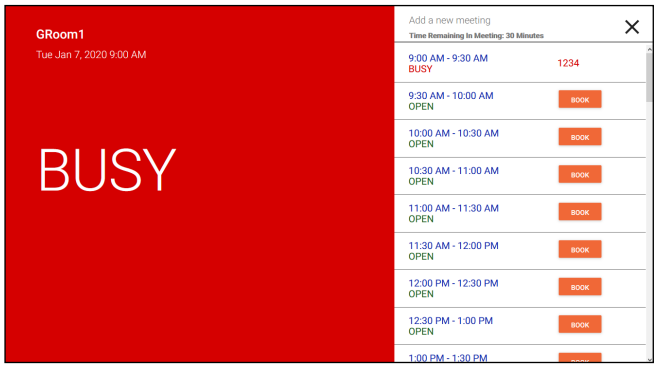


1. If any meetings are scheduled already, they will appear on the left menu. Select the Start Meeting button to start a meeting in a free room. The screen will go to BUSY. Meeting can still be scheduled while a meeting is in progress.

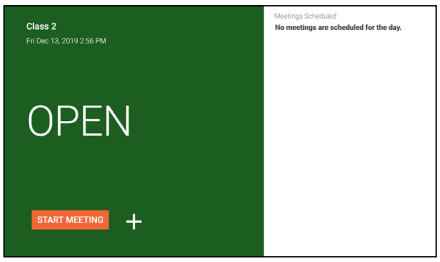


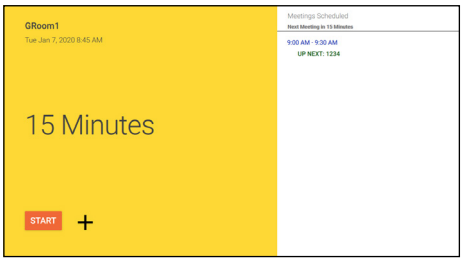
2. Select the + button to open the meeting scheduler.

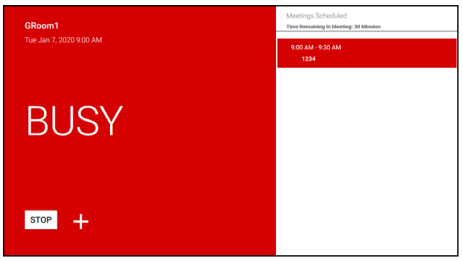
3. Select Book at the time of the meeting. A pop up will appear for naming the room. Enter in a room name and press OK.



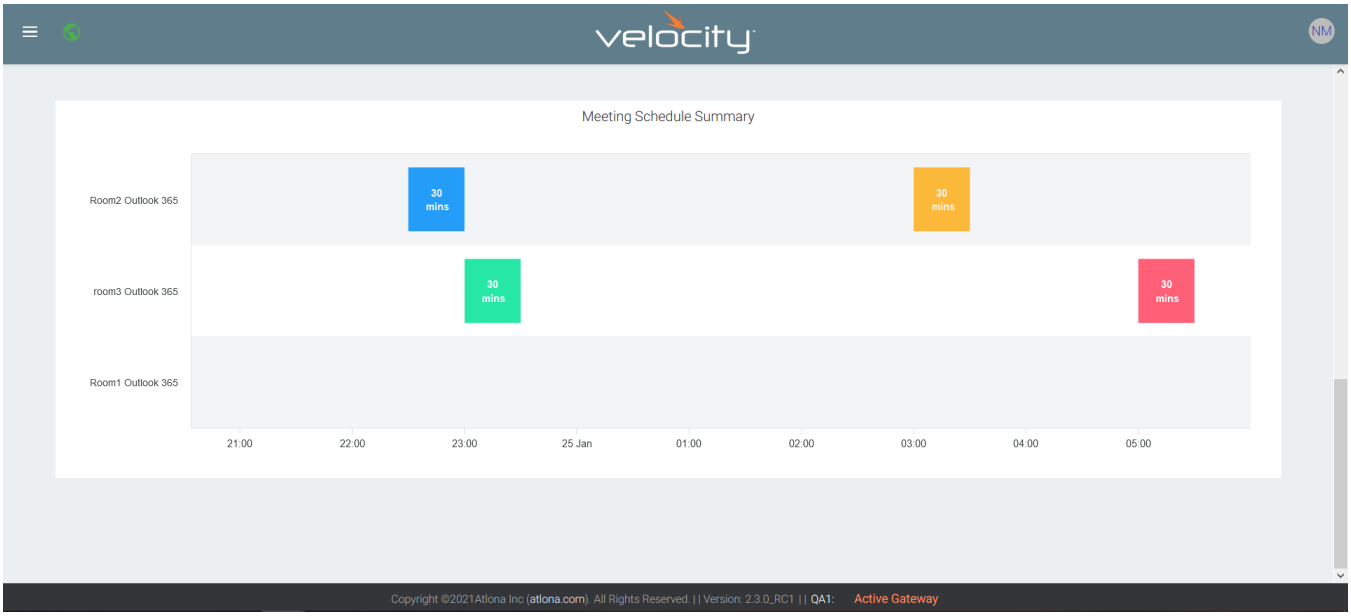
Now that the meetings have been scheduled, they will appear on the right side menu. The meeting screens will go from green (Open - no meetings at that time), to yellow (notice screen for meetings within 15 minutes), to red (Busy - a meeting is currently in progress).







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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