ATLONA®
a **PANDUIT** company

velocity™
by Atlona

Integration Note for
Generic Room Scheduling

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.

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:
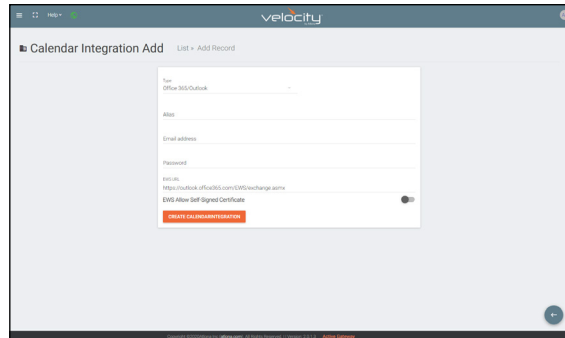
1. Open a browser on the local computer and enter Velocity's IP address.
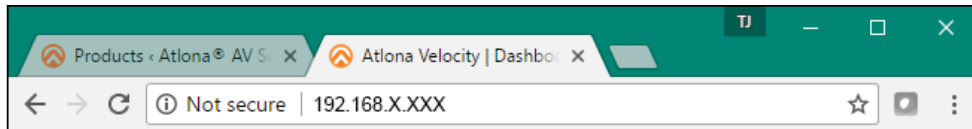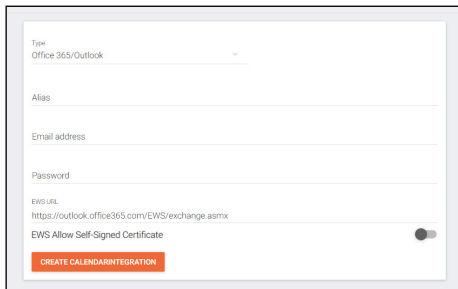
2. Log into Velocity
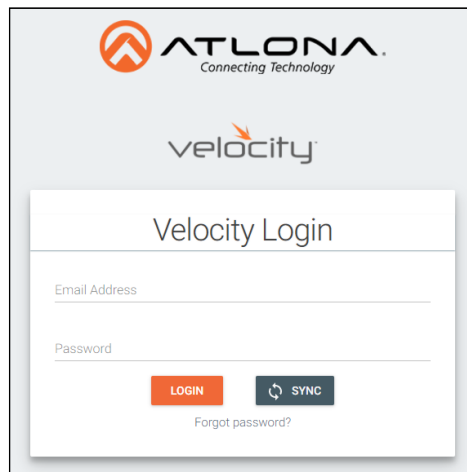
3. Locate the ≡ in the top left corner of the home page and left click to open the menu.

4. Select **Scheduling** from the menu. New options will appear.

5. Select **Manage**. A new screen will open.
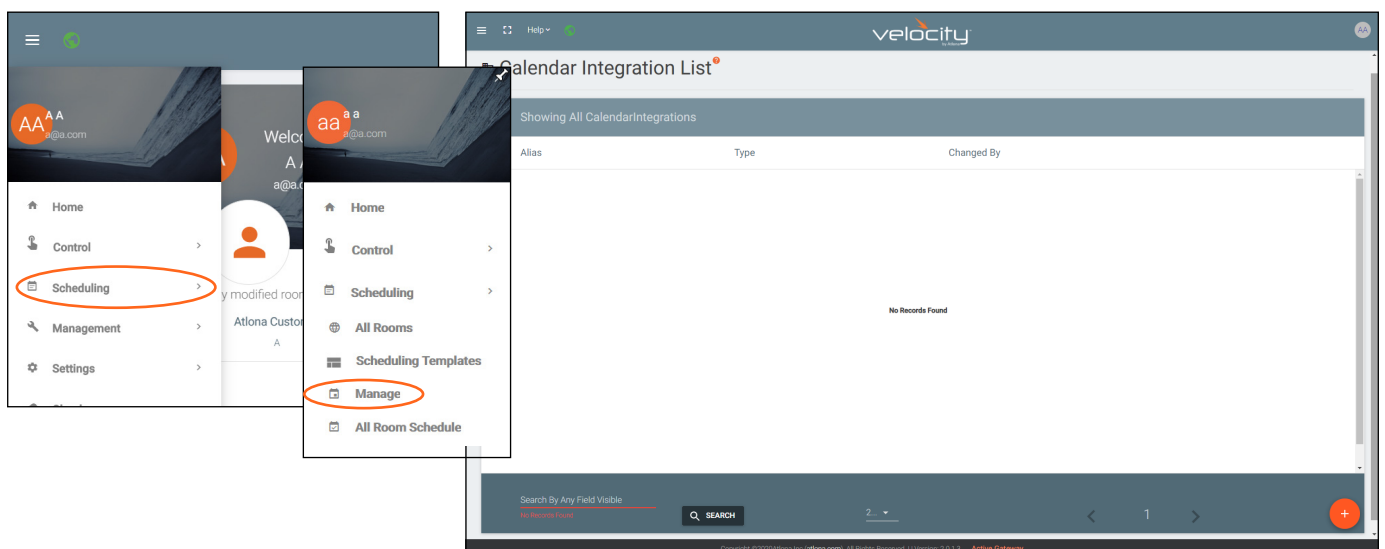
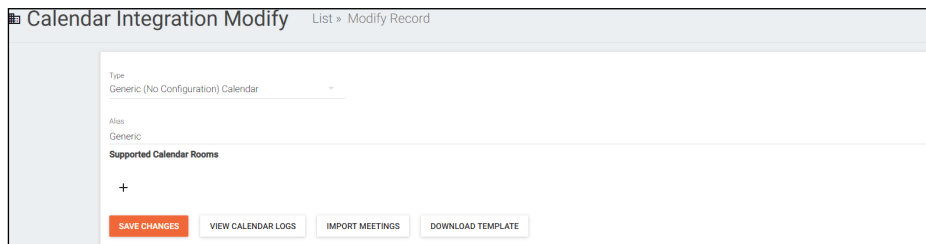6. Select the **+** button in the bottom right corner of the page.

7. By default, Office 365/Outlook will be selected. Select Generic from the drop down menu.
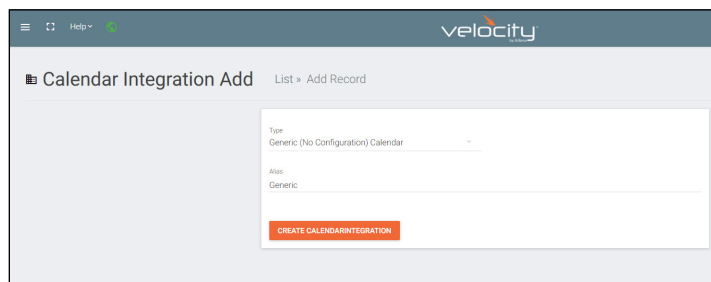
8. *Optional* Provide an alias for the calendar.

9. Press the **Create Calendarintegration** button. The page will refresh and more options will appear.
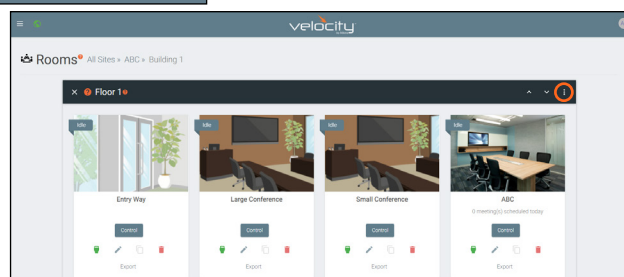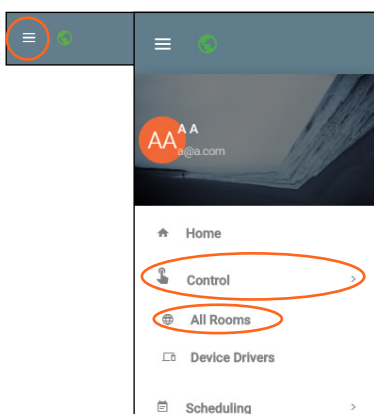

10. Select **Save Changes**.

11. 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.

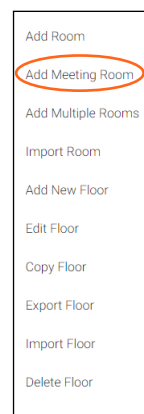12. Select **Control**, the menu will expand to more options.

13. Select **All Rooms**. A new screen will take over.

14. Select **:** from the top right of the buildings screen. A drop down menu will open.

15. 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.

16. Provide the room name, room type, and select the image to associate with the room.

17. Press the **SAVE CHANGES** button.

18. Repeat steps 11 through 17 until all meetings rooms have been added.
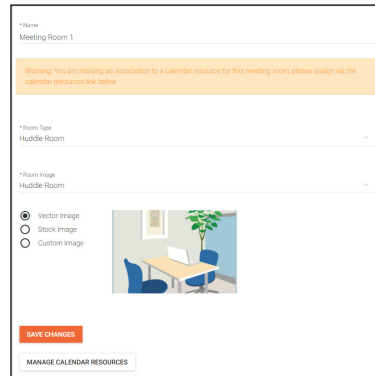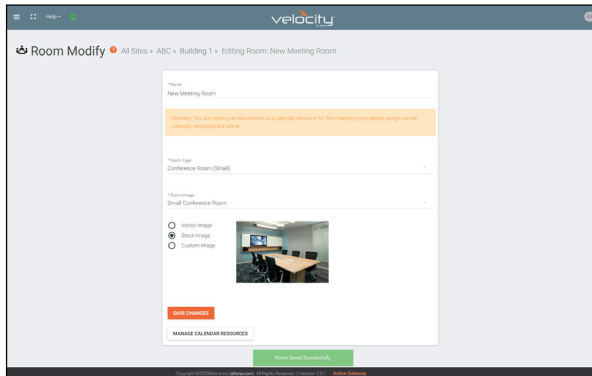
19. Return to the Calendar Integration List page.

20. Select the Calendar to be linked to the meeting rooms.

21. Select the **+** button located under the label Calendar Resources. New options will appear.
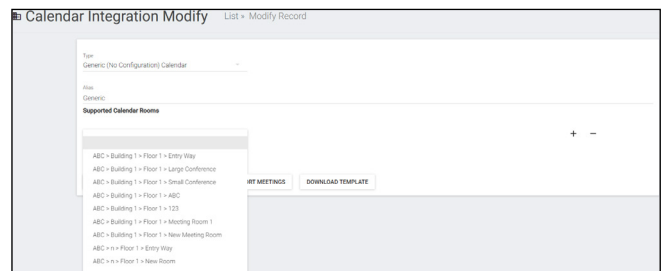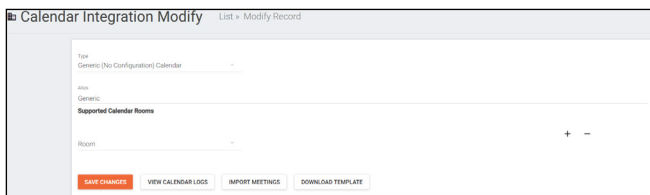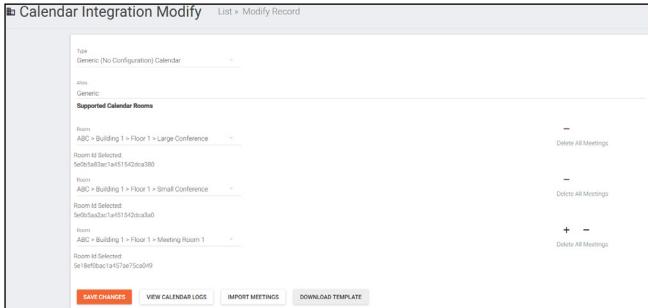

22. Select the Velocity Room from the room drop down list.
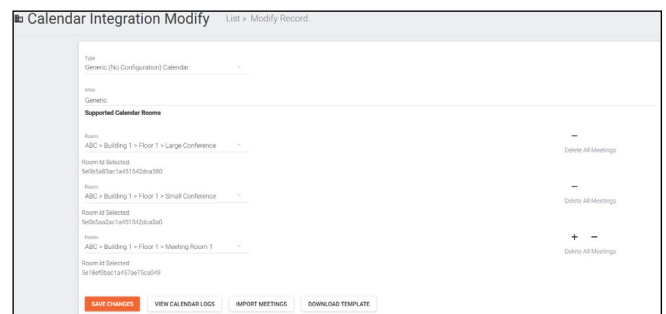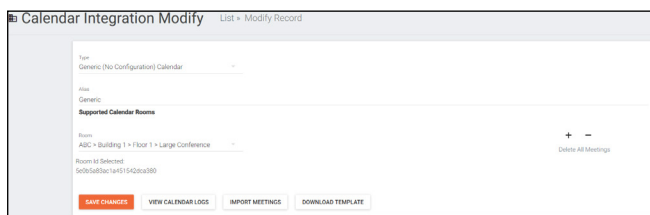
23. Repeat steps 21 and 22 for all the meeting rooms.

24. Select the **Save Changes** button. The Calendar Integration Modify screen will close.

25. Reopen the generic calendar using the edit (pencil) button.

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

27. Save the template file to the local computer.
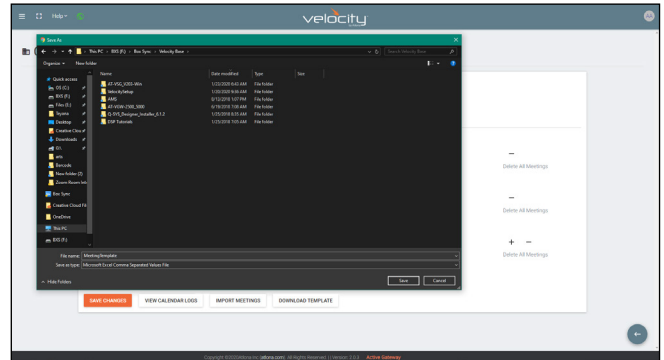
28. Open the template file. There will be an example room and meeting filled in.
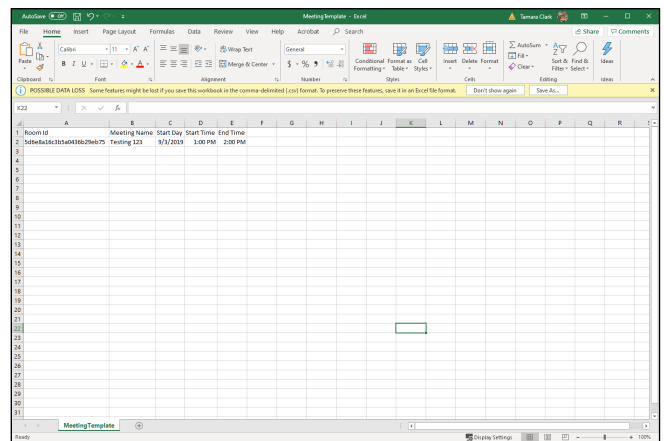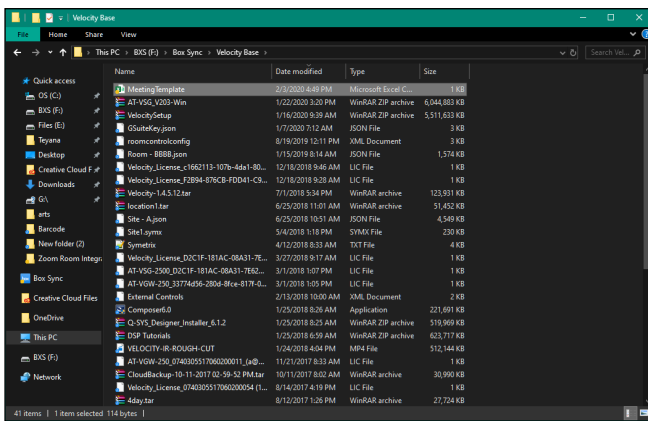

29. Erase the example.

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

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

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

33. Repeat for all meetings within that room.
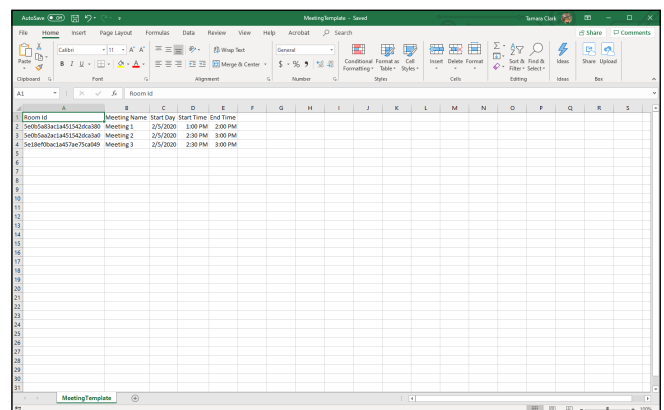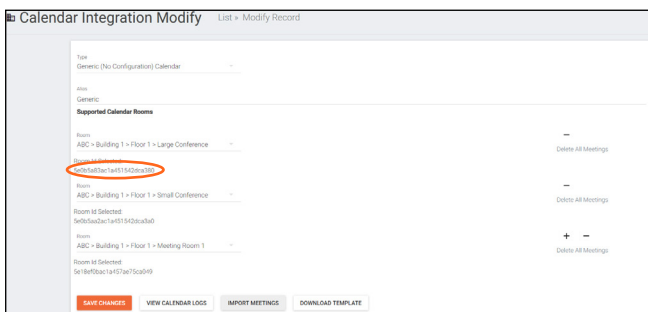
34. Copy the next room ID and paste it into the room Id field below the previously set up meetings.

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

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

37. Save the template.

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

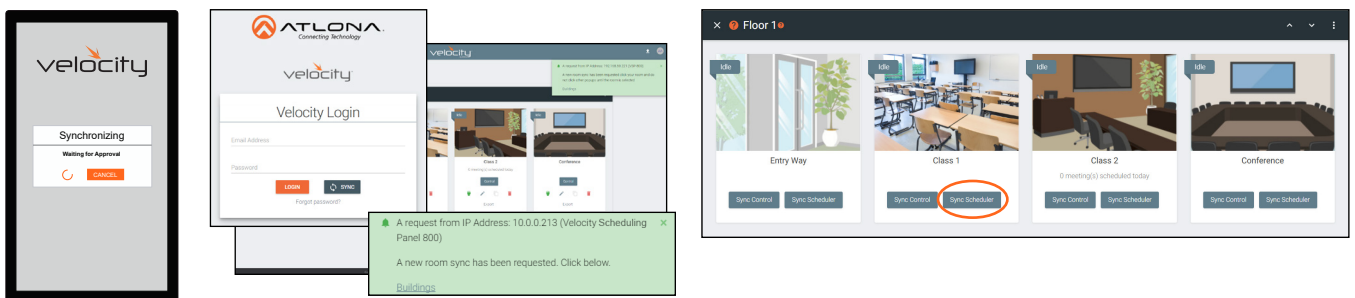39. Select the template file and select **Open**.
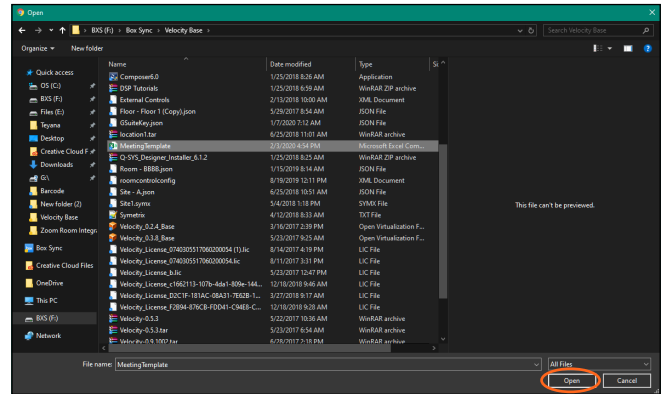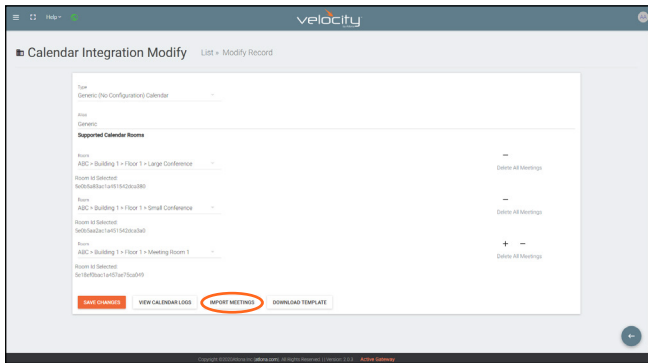
40. Press the **SAVE CHANGES** button.
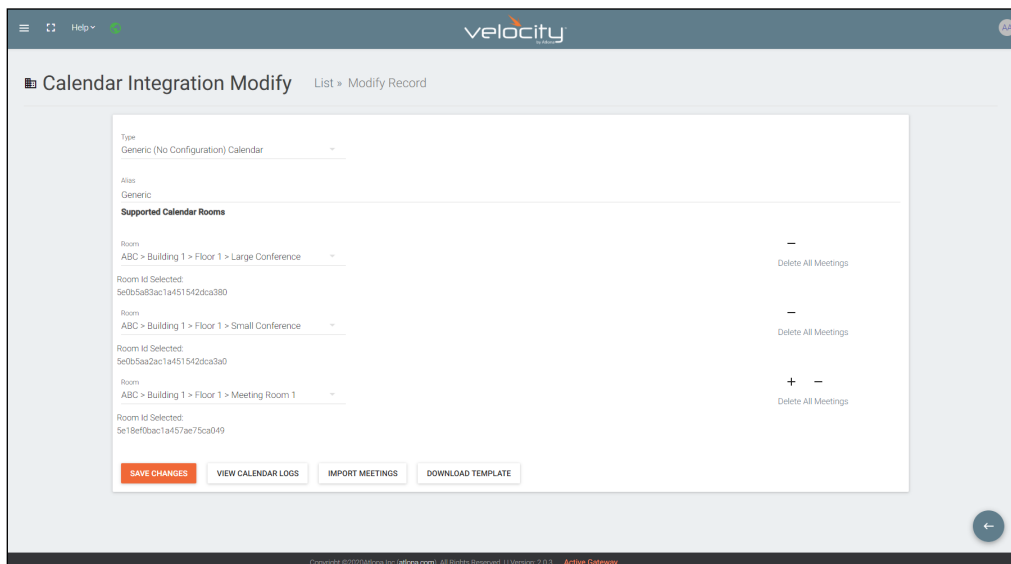
The scheduling is now set up, but to control the meetings and view it, a Velocity Panel (AT-VSP-800, AT-VTP-550, AT-VTP-800, AT-VTP-1000VL, and AT-VTPG-1000VL) must be used.

41. 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/.
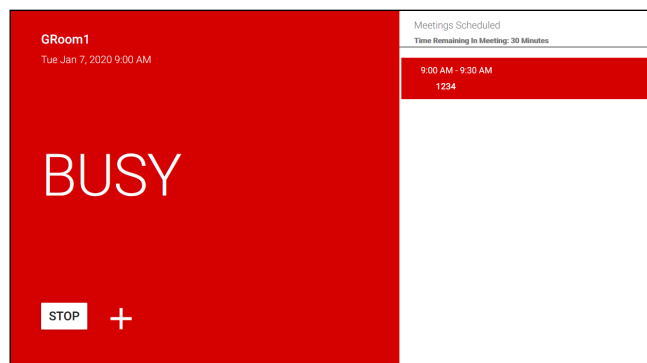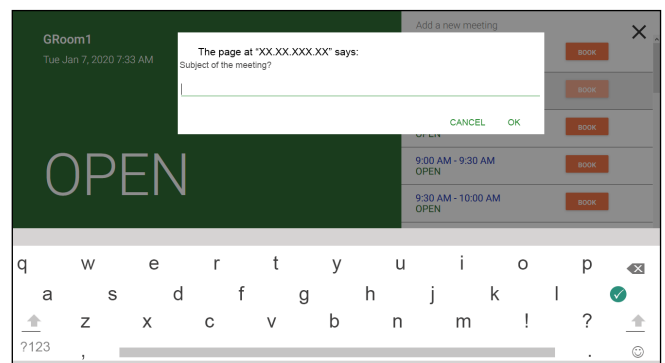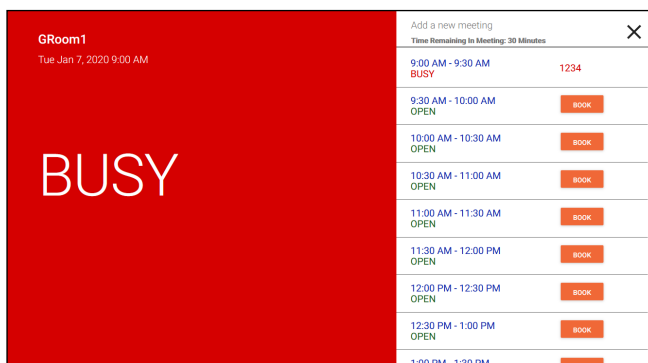
Meeting Scheduling

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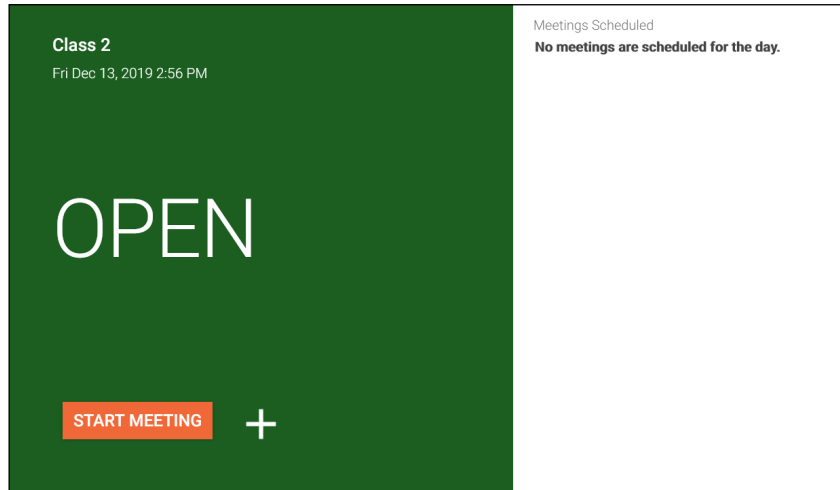
1. If any meetings are scheduled already, they will appear on the left menu. Select the Start Meeting button to start a meeting in a free room. The screen will go to BUSY. Meeting can still be scheduled while a meeting is in progress.


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.
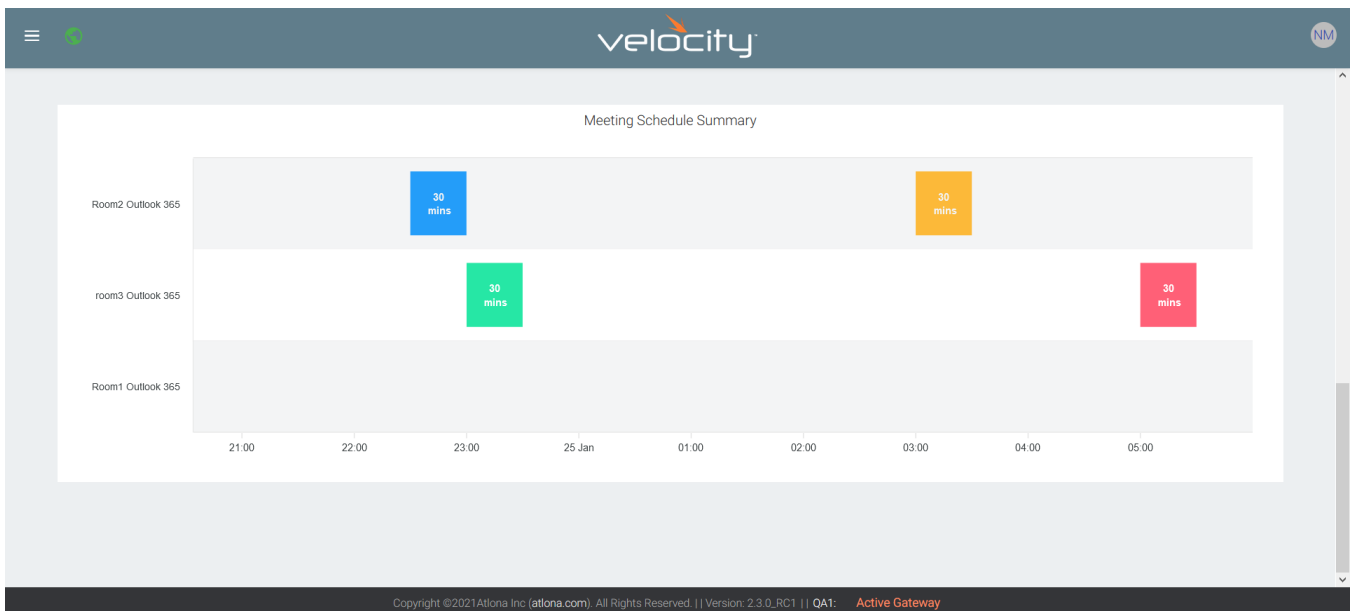
Now that the meetings have been scheduled, they will appear on the right side menu. The meeting screens will go from green (Open - no meetings at that time), to yellow (notice screen for meetings within 15 minutes), to red (Busy - a meeting is currently in progress).
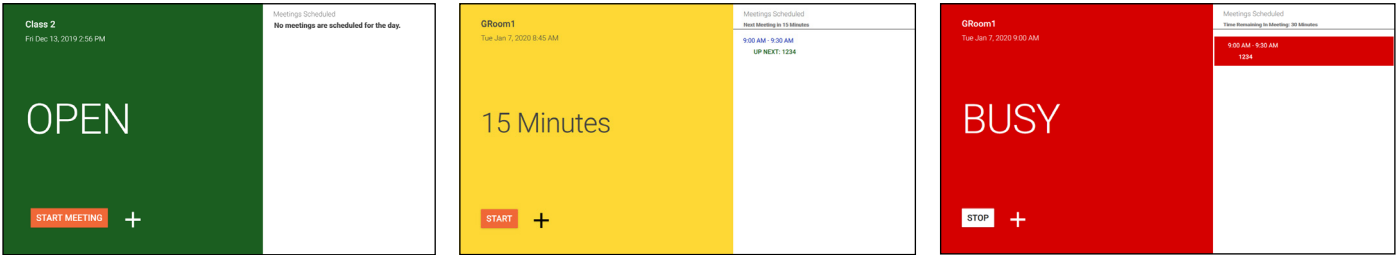
Meetings will also appear on Velocity's dashboard for a quick overview of all rooms and meetings that are currently scheduled.