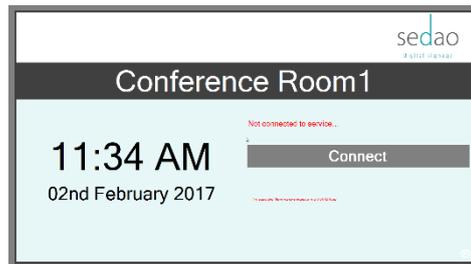


Setting up a RoomXchange screen

Before mounting your RoomXchange screen/s in to the wall frame attach a USB mouse and keyboard (not provided).

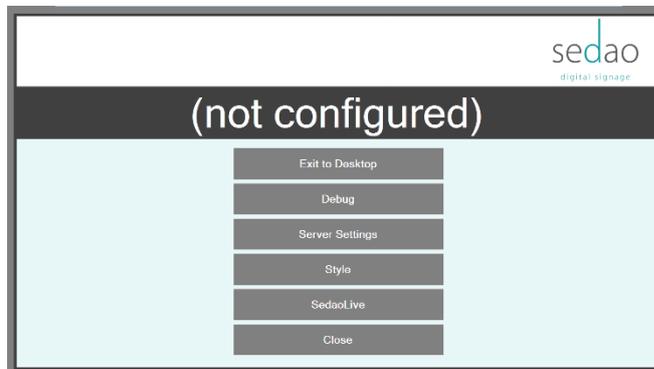
Switch on your RoomXchange screen by pressing and holding the power button (located on the far left of the rear of the top side of the tablet) for approximately 10 seconds or until the 'linx' icon appears. Release and wait for the system to start.

After approximately one minute Click on Sedao signage screen which starts up with this interface.



Configuring your RoomXchange system

Select the 's' key (on your keyboard) or alternatively click 10 times in succession on the logo to access the [Settings Page](#).



Select "[Exit to Desktop](#)" to access your RoomXchange screen' Windows Desktop.

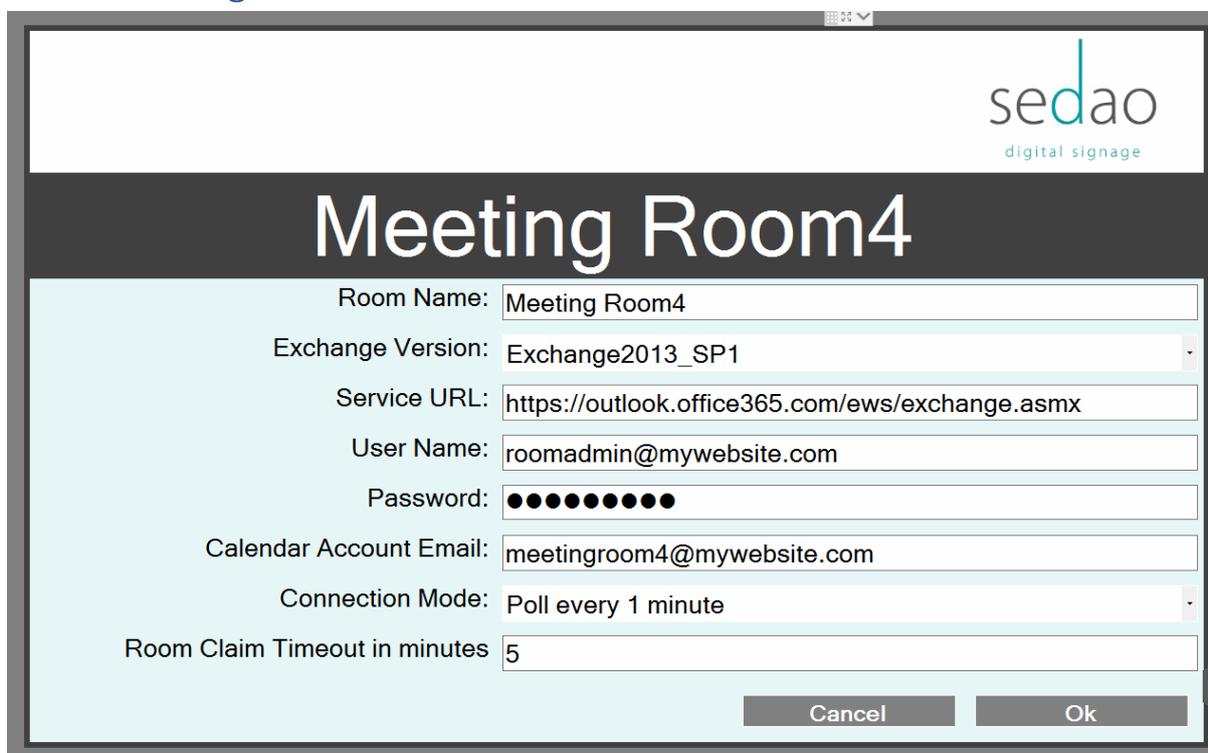
RoomXchange is a Windows 10 based solution. Connect to your 'always on' Wi-Fi network. If you are unsure how to connect to your Wi-Fi network please ask your IT administrator. Guest Wi-Fi networks, which do not allow a permanent connection, are not suitable for use with RoomXchange.

Once connected to your network select this icon on your desktop to restart the RoomXchange software.



Select the 's' key (on your keyboard) or alternatively click 10 times in succession on the logo to access the [Settings Page](#), this time select the button marked Server Settings.

Server Settings

A screenshot of a Windows-style dialog box titled 'Meeting Room4'. The dialog has a light blue background and a dark grey header with the 'sedao digital signage' logo in the top right. The fields are: Room Name: Meeting Room4; Exchange Version: Exchange2013_SP1 (dropdown); Service URL: https://outlook.office365.com/ews/exchange.asmx; User Name: roomadmin@mywebsite.com; Password: masked with 10 black dots; Calendar Account Email: meetingroom4@mywebsite.com; Connection Mode: Poll every 1 minute (dropdown); Room Claim Timeout in minutes: 5. At the bottom right are 'Cancel' and 'Ok' buttons.

Room Name:	Meeting Room4
Exchange Version:	Exchange2013_SP1
Service URL:	https://outlook.office365.com/ews/exchange.asmx
User Name:	roomadmin@mywebsite.com
Password:	●●●●●●●●●●
Calendar Account Email:	meetingroom4@mywebsite.com
Connection Mode:	Poll every 1 minute
Room Claim Timeout in minutes	5

Room Name

This is displayed on the screen to identify the room. Type whatever you like here, for example Conference Room1.

Exchange Version

This should match the version of Outlook you are using. Select the drop down menu to select the correct version. If you are using a more modern version than appears in this list, including Office 365 installations, select the newest one offered.

Service URL

Enter the address of your exchange server's Exchange web services page.

For Office 365 the address should be <https://outlook.office365.com/ews/exchange.asmx>

User Name

This is the user name of the room admin account you previously setup to facilitate booking Microsoft room resources. See [Doc1](#) or [Doc2](#) for details (Office 356 or Exchange respectively).

Password

This is the password of the room admin account you previously setup to facilitate booking Microsoft room resources. See [Doc1](#) or [Doc2](#) for details (Office 356 or Exchange respectively).

Calendar Account Email

This is the unique email address assigned to each RoomXchange screen. See [Doc1](#) or [Doc2](#). (Office 356 or Exchange respectively).

Connection Mode

By default the connection mode is set to check for new meetings every 1 minute. If you have a large number of screens you may want to change this check less frequently. There is an option for “Stream Notifications” which in some cases provides instant notification of rooms between the screen and Outlook. Sedao do not recommend this for most customers as in some networks its can be unreliable.

Room Claim Timeout in Minutes

To make efficient use of a room, RoomXchange automatically frees a room up to be booked if the users do not click on screen to claim it within 5 minutes of the meetings start time. This means that ‘no shows’ for meeting do not tie up a room. This period can be extended using this setting.

Disable this feature by setting this to Zero.

NOTE – once your server settings are correctly configured the borders will switch from Grey to Green to indicate that the system is ready to book screens.

Server not Configured



Server Configured



Personalising your RoomXchange system

A powerful feature of the Sedao RoomXchange system is its ability to be configured with your own branding, stylised interface and, when the room is not in use, it can be included as a fully featured digital signage screen as part of your business' communication strategy.

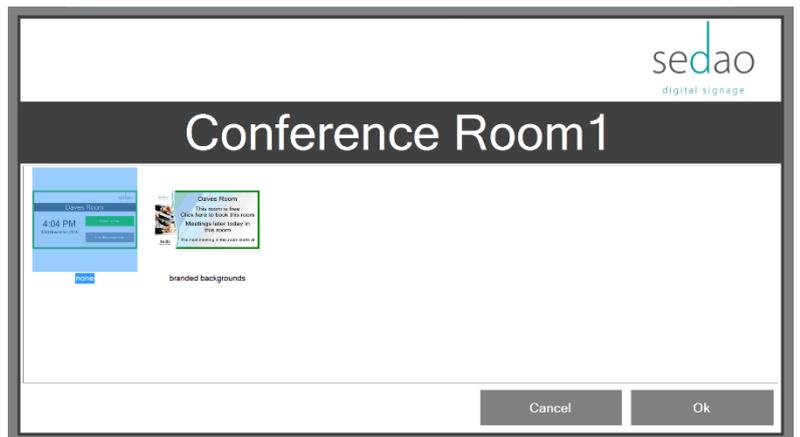
This is accomplished in through either of the following methods:

- 1) Pick the default **Style** of your screens
- 2) Connect your RoomXchange to your SedaoLive (www.sedaolive.com) account to include your own branding as well as letting it act as a SedaoLive cloud signage player

Access the [Settings](#) page and select the [Style](#) button

Style Page

Select the style of interface you want to use from the style page and click okay.



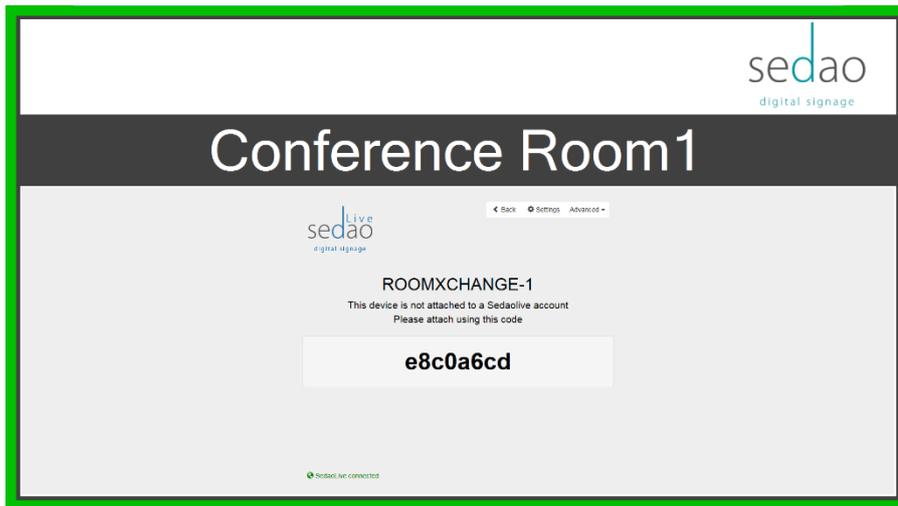
Style 'None' gives simple selection buttons and coloured borders to indicate the room states.

- Red – in use
- Green – Free
- Grey - Not connected
- Amber – Meeting started waiting to be claimed

Other styles require connection to SedaoLive and provide branded graphic designs incorporating your logo, photos and corporate colour scheme. There are different designs for each room state within a chosen style.

Access the [Settings](#) page and select the [SedaoLive](#) button

Sedaolive page



A RoomXchange screen behaves like any Sedaolive cloud signage player. You attach it to your account on www.sedaolive.com using the 8 digit code which will appear when you select the Sedaolive page and your RoomXchange screen is connected to the internet. See <https://www.sedaolive.com/help/get-started-now.html> for more details.

Once connected to your Sedaolive account go to 'Cloud Channels' and select the large **+** sign to add a channel. The last pages of the Sedaolive channel gallery allows you to select the style you want to use for your RoomXchange screens. Simply add the Room booking channel and it will automatically add your logo to the settings screen (and others) as well as adding your logo and photos (the ones you added when you set up your Sedaolive account) to the room booking style sheet.

Note you can only select one Room booking channel.

www.SedaoLive.com Roombooking channel selection page

The screenshot shows a web browser at the URL <https://www.sedao.com/gallery?page=4>. The page header includes the SedaoLive logo and navigation links for Home, Products, Cloud Channels, Cloud Screens, and MMZones. A storage status indicator shows 'Using 126 MB (12%) of your 1 GB allowance. Get more storage.' A shopping cart icon and a 'Pricing' link are also visible.

The main content area is titled 'Channel Gallery' and features a blue banner with the heading 'Choose channels that meet your needs'. Below this, a three-step process is outlined:

1. [Personalise the Channel Gallery](#)
2. Select the channels you want to play
3. Add the channel to your Cloud Channels listing

Below the banner, three channel thumbnails are displayed:

- Primary School - screen-001-movies**: Size: 16 MB / Author: Sedao. The thumbnail shows a movie player interface with a 'Movies on here' section.
- Primary School - screen-001-powerpoint**: Size: 5.31 MB / Author: Sedao. The thumbnail shows a PowerPoint presentation slide with the text 'PowerPoint goes here'.
- Roombooking-001**: Size: 8.87 MB / Author: Sedao. The thumbnail shows a 'Room Booking Channel Style One' slide with detailed booking instructions.

At the bottom of the gallery, there is a navigation bar with 'First', 'Prev', and numbered buttons (1, 2, 3, 4).

RoomXchange is now configured and ready to use. Please mount your screen in wall frame. It is advisable to turn off your screen before mounting. Click on the power button once to shut down your RoomXchange screen.