USER GUIDE

Room Manager 3.1.1

Part 6 ~ PanL PD100 Touch Display (Ver.1.2.0-3.5.0[2.7])



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Panl

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1. About This Guide

This guide explains the usage of PD100 Display Device. The screenshots used are for illustration purpose only.

2. Intended Audience

The intended audience will be System Integrators, Technical / Administrative users who will assist in realizing the capabilities, functions, and the full benefits of the product.

Note:

- 1. Ensure the firmware version and package version number are up-to-date and update/upgrade accordingly.
- 2. For more information about the latest version and compatibility, contact the BRT Systems sales/support.

3. Document References

Document Name	Document Type	Format
BRTSYS AN 037 PRM User Guide - 1. Introduction	Application Note/	PDF
BRTSYS AN 038 PRM User Guide - 2. Installation and	User Guide	
<u>Configuration</u>		
BRTSYS AN 039 PRM User Guide - 3. PRM Management		
<u>Console</u>		
BRTSYS AN 040 PRM User Guide - 4. PRM and PanLHub		
Supervisor Console		
BRTSYS AN 041 PRM User Guide - 5. Outlook Add-In		
<u>DS_PD100</u>	Datasheet	PDF
BRTSYS QSG PanLPD100-Display	Quick Start Guide	PDF



4. PanL PD100 Touch Display Overview

4.1 Meeting Room Available





4.2 Meeting Room Awaiting Claim

Pending Claim

For Meeting Booked from 1.45 pm - 2.30 pm



4.3 Meeting Room Currently Occupied





4.4 PanL PD100 Touch Display Device – Booking Functions

4.4.1 On-Spot Booking

Before proceeding to do on-spot booking, ensure that a meeting room is associated to the PD100 Touch Display. Refer to the section **Associate PanL Device** in <u>BRTSYS AN 039 PRM User Guide -</u> <u>3. PRM Console</u>.

To book a room On Spot in reference to the current time -

1. Tap on [Book].



2. Tap and select the available booking slots in increments of 15 minutes.



3. Enter the user *Passcode* and tap on ✓ or use RFID Card.



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4. Upon successful booking, an appropriate message indicating the same is displayed. The LED status indicator switches from *Green* color (Available) to *Red* (Meeting in Progress).





<u>Note:</u> In the event that Exchange Server's response time is slow, users may be alerted with a message *"New timeline was updated. Try again!"*.



4.4.2 Extend Booking

To extend an ongoing meeting either by meeting host or attendees -

1. Tap on [EXTEND].



2. Tap and select the time to extend and tap \checkmark .

room-prm65	Tuesday, 25 Jul 23 1	45pm
	Select Date	
< 2507 2607	27/07 28/07 29/07 30/07 31/07 01/0	>
Sele	ct adjacent green slots for extension. Tap on gray slot to edit or cancel.	(((+-))
¢ 014502	2 02.45 0300 02.15 03.00	> 1 ¹
\square	room-prm65, Level 3	(\checkmark)

3. Enter the user Passcode and tap on \checkmark or tap RFID Card.



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4. Upon successfully extending the booking, an appropriate message is displayed.



4.4.3 Claim Booking

To claim a booking either by meeting host or attendees -

1. Tap on **Claim** against the booking that is in pending for claim.



2. Enter the Passcode and tap on \checkmark or tap RFID Card.



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3. Upon successful claim, an appropriate message is displayed.



4. The LED status indicator switches from *Yellow* color (Claim) to *Red* (Meeting in Progress) if the current time is already in the meeting window. Else it will be changed to Green (Available) till meeting time starts.





4.4.4 End Booking

To end an ongoing meeting either by meeting host or attendees -

1. Tap on **[END]**.



2. A confirmation is displayed. Tap on [YES] to end the booking.



3. Enter the user Passcode and tap on \checkmark or tap RFID Card.





4. Upon successfully ending the booking, an appropriate message is displayed. The LED status indicator switches from *Red (Meeting in Progress) to Green (Available)*.

a reconstruction	tuestay, 25 jurzz 1:47 pm	
	Course finded	((1-1))



4.4.5 Edit Booking

To edit a meeting booking, -

1. Tap on (I) [Browse Room Schedule]. Tap on the Meeting Room.



To view the list of floors, tap on (S) [View Floors].

To view the list of buildings, tap on (I) [View Buildings].



2. Upon selecting the meeting room, tap on the Gray slot and tap on [Edit] to edit a booking.



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3. Edit the Date / Time as required and tap on \checkmark or tap RFID Card.



4. Enter the user Passcode and tap on \checkmark or tap RFID Card.



5. Upon successfully editing the booking, an appropriate message is displayed.





4.4.6 Cancel Booking

To cancel a meeting booking, -

1. Tap on (I) [Browse Room Schedule]. Tap on the Meeting Room.



2. Upon selecting the meeting room, tap on the Gray slot and tap on **[Cancel]** to cancel a booking.

🛐 room-prm65	Friday, 11 Aug 23 9:55 am
< 11/08 12/05 13/08	Select Date
Select adja Tap on	cent green slots for booking. gray slot to edit or cancel.
< 000 1015	1030-1130 1150 1155 1130 >
(C) 145	eng Ave 1, Singapore

3. Enter the user Passcode and tap on \checkmark or tap RFID Card.





4. Upon successfully cancelling the booking, an appropriate message is displayed.





5. Appendix

5.1 Glossary of Terms, Acronyms & Abbreviations

Term or Acronym	Definition or Meaning
LED	Light Emitting Diode is a semiconductor device that emits light when current flows through it.
PRM	The PanL Room Manager is designed to support from large to small organizations to automatically handle meeting room booking issues such as room booking conflicts, ghost bookings, under-utilized rooms, etc.
RFID	Radio-Frequency Identification uses electromagnetic fields to automatically identify and track tags attached to objects.

5.2 List of Figures

NA

5.3 List of Tables

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Revision	Changes	Date	
Version 1.0	Initial release for PanL Room Manager (PRM) V2.5.0	14-08-2023	
Version 2.0	Updated release for PanL Room Manager (PRM) V3.1.1 (PanL PD100/RFID - Ver.1.2.0-3.5.0/2.7)	04-07-2024	