

# *Reserve* **It!**<sup>®</sup>



*ReserveIt!*  
Installation and User Guide

Revision 2.0v01 and above  
July 2013

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# Table of Contents

<b>Chapter 1 - Introduction</b>	
Functionality .....	5
Compatible Media Players and screens .....	6
Calendar Compatibility .....	6
<b>Chapter 2 - Installation</b> .....	<b>7</b>
Download and run the installer .....	7
Select the shared content folder .....	7
Automatic Operation .....	7
<b>Chapter 3 - Software Activation</b> .....	<b>8</b>
Activation screen .....	8
<b>Chapter 4 - Settings and Operation</b> .....	<b>10</b>
Supported Outlook configurations.....	10
Changing settings .....	11
Normal operation mode .....	11
<b>Chapter 5 - Displays</b> .....	<b>12</b>
Displays - general information .....	12
Setting up Displays - Private Calendar Configuration .....	13
Setting up Displays - Shared Calendar Configuration .....	14
Setting up Displays - Exchange Server Configuration .....	15
Setting up Displays - Imported File Configuration .....	16
<b>Chapter 6 - Format</b> .....	<b>17</b>
Formatting the Master .....	17
Setting the maximum number of events per screen .....	18
Choosing the time format and if events are removed after end time....	19
Formatting individual room Displays.....	19
<b>Chapter 7 - View</b> .....	<b>21</b>
Viewing the schedule display for a room.....	21
Exporting to a USB Drive.....	20
<b>Chapter 8 - Outlook</b> .....	<b>22</b>
Adding events to the schedule .....	22
Attaching an image to an event .....	22
Schedule items without a time (all day events) .....	24

<b>Chapter 9 - Imported Text Files.....</b>	<b>25</b>
File Format .....	25
Field Delimiters .....	25
Attaching an image to an event .....	26
All day events .....	26
<b>Chapter 10 - Setting up Network Operation .....</b>	<b>27</b>
Setting up a SMIL media player browser for use with <b>Reservelt!</b> .....	27
Setting up a web browser for use with <b>Reservelt!</b> .....	27
<b>Chapter 11 - Troubleshooting Network Media Players .....</b>	<b>28</b>
Common issues with networks .....	28
Determining the server IP address .....	29
Entering Room Names Correctly .....	29
<b>Appendix A - Setting up a Web Server .....</b>	<b>30</b>
Using a Corporate Web Service .....	30
Setting up Apache Web Service on your computer .....	30
Web Service Root Folder.....	30
IIS - Adding the smil Mime type.....	32

## Reservelt! Functionality

Reservelt! is an exciting new way to create, update, and display room agendas on digital signs by simply updating an Outlook calendar, by exporting calendar data from a different calendar application, or by using a spreadsheet.



The functionality of Reservelt! is divided into tabs corresponding to the functions typically performed. These are:

**Displays** - selecting the rooms that you want to display agendas for.

**Format** - setting the background, fonts, colors, and titles that will appear.

**View** - a live view of the agenda that has been created for each room.

There is also a Settings screen where you may set the number of minutes between updates, from 1 minute to 4 hours, select the Outlook configuration or imported file you want to use, and set the times you want your displays off/on.

With Reservelt!, everyone who knows how to update a calendar is creating an artist-quality room agenda, and distributing it to the digital signs outside of each meeting or conference room. Reservelt! also creates an "all displays" list of meetings for every conference room, which is typically located in a lobby.

Every day, the calendar for that day is shown, without any intervention. Just keep Reservelt! running on a computer with calendar information! If you want, events that are completed will be removed from the agenda automatically. You may also add images to any event - which will be shown as long as that event is on the agenda. Wedding pictures, guest welcomes, and advertising are a few of the uses for this function!

Reservelt! is compatible with SMIL media players, as well as web browsers. It is also compatible with displays that automatically show JPG images from a USB thumb drive. This allows attractive and functional schedule digital signs to be used without a network! At Best Wave, we want to make your signage program productive. Let us know how we may improve Reservelt! to meet your needs.

## Compatible Media Players and screens

Reservelt! is compatible with two very different types of media players:

- 1) SMIL Web-server players such as the ViewSonic EP1020r photo frame and the ViewSonic NMP-560 OR web browsers such as Internet Explorer.
- 2) JPG players built into many types of LCD screens

Reservelt! also works in situations where both types of players are being used. Here is a visual representation of these choices:



*If you are using **ANY** SMIL web server players, or a web browser, you will need to set up a web server as part of the installation process. This is detailed in Appendix A of this user guide. Please skip to that section now, and set up your web server before installing Reservelt!. Optionally, you may use your corporate web service, where your web site is stored.*

After you are done, begin the installation procedure in the next chapter.

## Calendar Compatibility

Reservelt! has been designed with Outlook 2003, 2007, and 2010. It should theoretically work with other versions of Outlook, but it may not work with older versions, like Outlook XP. It is made to work in a private calendar environment, a shared calendar environment, and within an Exchange Server environment where meeting rooms are scheduled as resources, and each have their own calendar and email address.

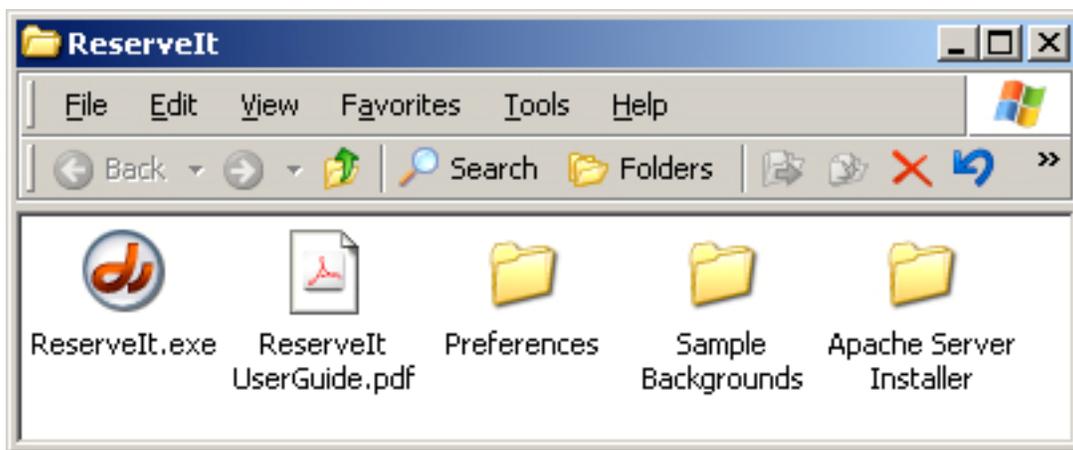
Reservelt! is also compatible with many other calendar systems because it can import text files containing calendar data. Optionally, you can load event information into a spreadsheet, and save it as a text file.

## Installation

Download the Reservelt! software from [www.bestwave.com](http://www.bestwave.com)

After downloading, simply double-click the ReserveltInstaller.exe program icon. The installer will create a new folder named BestWave/Reservelt inside the Program Files folder on your hard drive. **Vista users** may need to install Reservelt! in a directory other than C:\Program Files because Vista may prevent saving and modifying files in that directory.

It will ask you if you would like a shortcut to the Reservelt! program and to this User Guide on your desktop. Here are the contents of the Reservelt folder:



### Shared Content Folder

Reservelt! stores content such as the room agenda images within another folder that it will create; named **RCONTENT**. If you are using web-server dependent (SMIL) media players, you MUST use the htdocs folder inside of Apache or the wwwroot folder inside of I.I.S. as the content folder.

**Please identify the folder you wish to use for this purpose now.**

The first time you run Reservelt!, you will be asked to locate this folder.

### Automatic Operation

Reservelt! may be set to operate automatically by making a shortcut to the program and placing it inside the All Programs>Startup directory.

## Activating ReserveIt!

This is the software activation screen:

**ReserveIt! Software Activation**

Your name: John Glitsos

Company name: Best Wave, LLC

Street address: 10575 N. 114 Street

Address line 2: Suite 103

City: Scottsdale

State or Province: AZ

Postal code: 85259

Country: USA

Phone: 480-368-8900

e-mail address: john@gmail.com

Number of displays: 36

Temporary (30-day trial) Activation

Permanent Activation

If you purchased a license for this software, and have a CD or License Card, enter the serial number here...

**Done**

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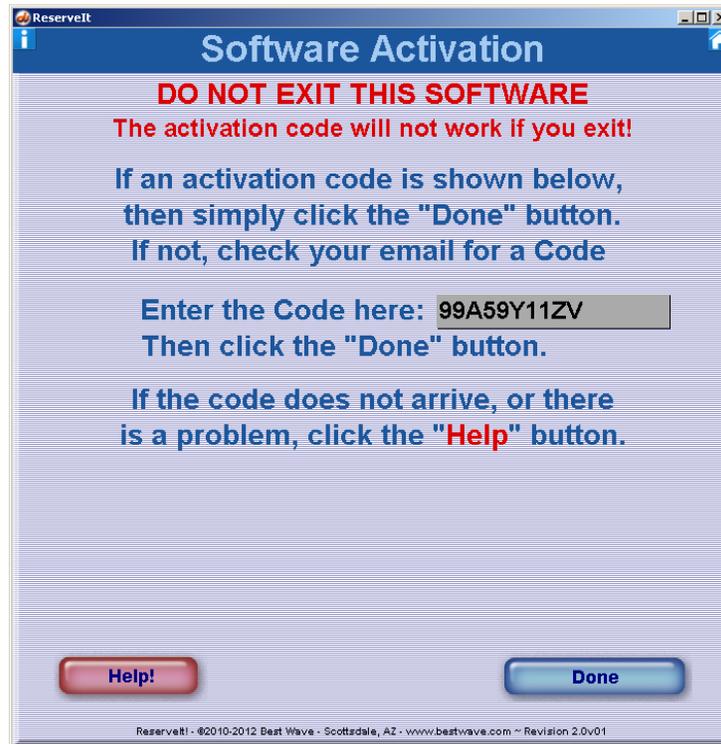
Fill out the form completely. **ALL FIELDS ARE REQUIRED.**

The number of displays is a multiple of 3. 6, 12, 18, 24, etc. depending on the number of room displays you have licensed.

Click on the temporary (30-day trial) button the first time you activate the software, after you are completely satisfied (and you have paid for your licenses), you can re-activate with a permanent activation number. Your activation code will be entered onto the screen within 1 minute and a copy will be e-mailed to you. Activation codes work for 1 hour.

**Do not quit the program until you have received and entered the activation code, or you will have to repeat this process.**

Your activation code should appear in the box labeled "Enter the code here:"  
If the field does not have a code, check your e-mail and type it in.



Click on the Done button, You will then see the splash screen. Installation is complete!

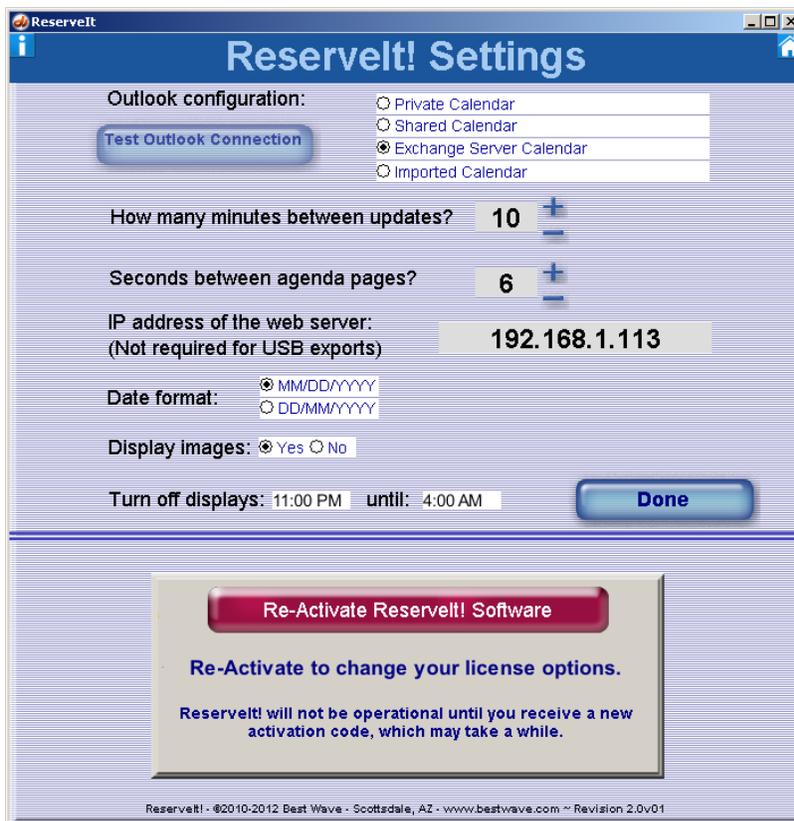


## Settings

To go to the Settings screen, click on the button in the bottom right corner of the “Home” screen: (Note: You may return to the Home screen from anywhere in the software by clicking the icon in the top-right corner)



This will take you to the Settings screen as shown here:



## Outlook configurations and Imported Text Files

The supported configurations are 1) private Outlook Calendar on this computer, 2) a shared Outlook calendar, 3) Exchange Server Calendar, or 4) an imported text file from a different calendar application or spreadsheet.

## Changing Settings

The "Test Outlook Connection" button allows you to test each connection type to make sure it works with Reservelt! If a connection works, you will see a list of calendar entries displayed. Otherwise it will display technical data that you can copy and e-mail to support@bestwave.com for assistance.

**Minutes between schedule updates** - If you are going to display the time on your screens, set this to 1, otherwise use a reasonable setting like 5 minutes.

**Seconds between agenda pages** - This is the number of seconds to show each page of a multiple-page agenda.

**Note:** You can hold down the + or - button and it will accelerate to go quickly from a low number to a high one.

**Server IP address** - This setting allows you to specify the IP of the server you are using. Do not enter the leading "http://" - enter only the IP address. Some valid examples are: 192.168.2.36 OR bestwave.com/publicsite  
The IP address is NOT required if you are using a USB thumb drive and "sneaker-net" instead of a network.

**Date Format** - You may set Reservelt! to work with dates in US format MM/DD/YYYY or the format used in other countries, DD/MM/YYYY.

**Display Images** - Reservelt! can extract and display multiple JPG and BMP images from your Outlook Calendar or text file. These images are inserted into a scheduled event within Outlook, and will be displayed for several seconds, in rotation with the Agenda. If you want the image to be displayed in the All Displays agenda, begin its name with "ALL".

**Turn off displays** - Select a time for displays to Turn off and back on. **This feature only works with SMIL based players and screens.** If you select a time for them to turn off, you must also select a time for them to turn back on.

**Re-Activate Reservelt! Software** - Click this button if you have purchased additional licenses and want to activate them. The software will not be operational while the activation is in process.

## Normal Operation Mode

When you first start Reservelt! you will see the "Home" screen. You may leave the software at this screen. PLEASE NOTE: **No schedule updates are performed while on the Settings Screen, Displays tab, or Format tab.** So, for normal operation, just leave it on this screen or go to the View tab. You may minimize Reservelt! if you wish.

## Displays

Reservelt! is divided into 3 sections by the tabs across the top of the screen. You may select any tab at any time. The first tab is for defining Displays. Once you have your displays set up, you probably won't need to go into this tab again, unless you add another display to your digital signage program.

**But wait! Did you notice the tip at the top of the screen?** You will save a lot of time and effort if you go to the Format tab first, and format your Master. Each new display you specify on this screen takes its format from the Master format. So, if you have set it up the way you want, you won't have to format each display individually!

When you click on the Displays tab, you will see one of four possible screens, depending upon the Configuration you selected on the Settings screen.

More details about setting up each of the configurations are in the following sections, beginning on the next page; 1) Private Calendar Configuration, 2) Shared Calendar Configuration, 3) Exchange Server Configuration and 4) Imported text file.

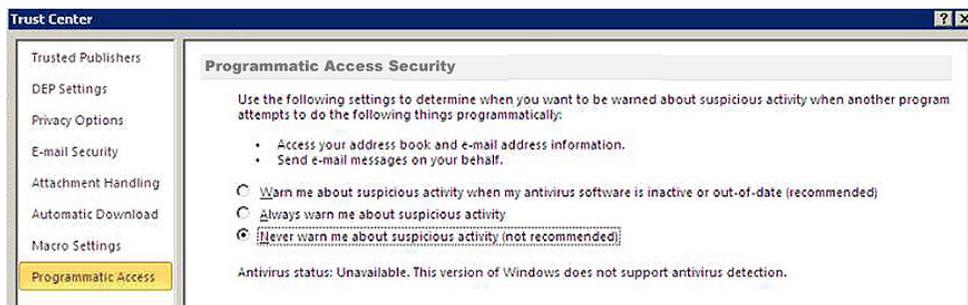
Near the bottom of every display set-up screen, there is red text indicating how many displays you have in use and how many your license allows. If you need more, you can license them, then re-activate from the Settings screen.

**Important note:** When you add a new display, (and a schedule is generated for it) a folder is created inside of the RCONTENT folder. This content folder is either inside the root folder of your web service (for web-server configurations) or inside of the same folder that the Reservelt.exe program is in. You will need to know the path to these folders to set up a networked SMIL player. More information regarding this may be found in the following chapter.

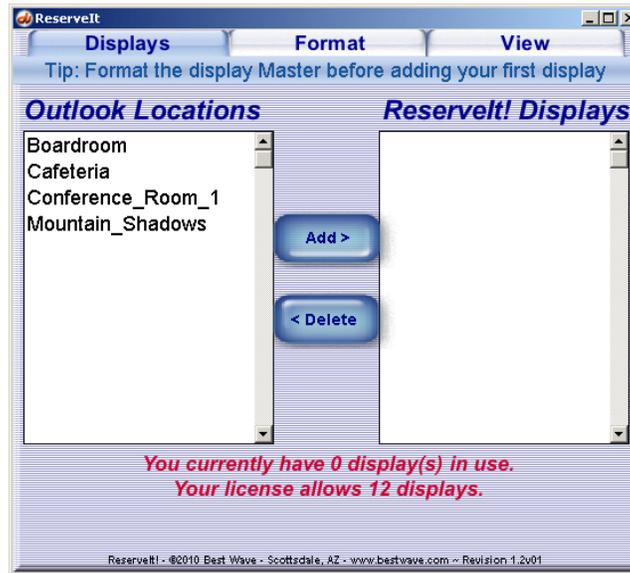
**Important Note:** Spaces in the display's name are replaced with underscore characters.

**Important Note:** Do not leave Reservelt! at the Displays tab after you are done. No room schedules will be produced while you are in this tab.

**Important Note:** If Outlook warns you that a program is trying to access e-mail information, you can disable the warning in the Outlook Trust Center:

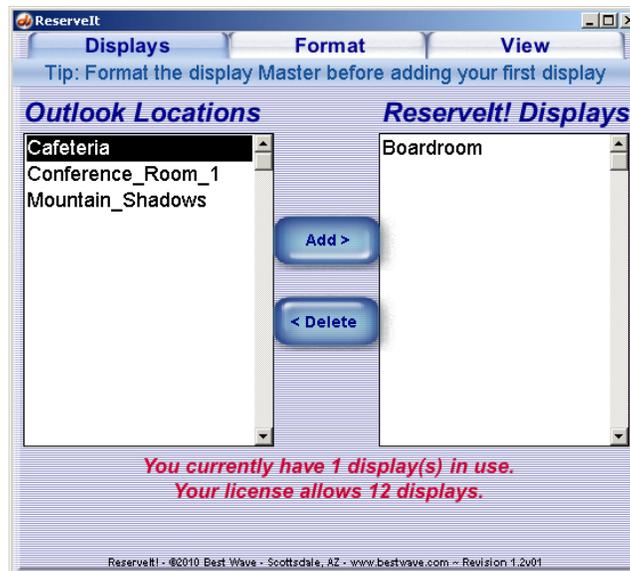


## 1) Private Calendar Configuration



When this screen opens, ReserveIt! will immediately retrieve a list of all of the Locations that have been used in any scheduled calendar event over the past 60 days. This may take a few seconds.

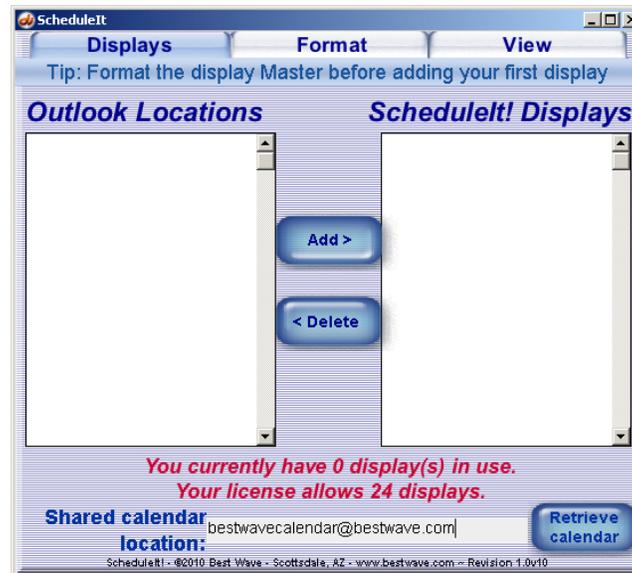
If no locations come up, go into Outlook and create a new scheduled event and type in a location (right below the event name). Save that event, and click on the Displays tab in ReserveIt! again. Once you see your Outlook Locations, you can start adding them to ReserveIt!.



To add an Outlook Location to the list of ReserveIt! displays, highlight it in the "Outlook Locations" window, and click the Add> Button.

To remove a display, highlight it in the "ReserveIt! Displays" window, and click the < Delete Button.

## 2) Shared Calendar Configuration



To begin adding displays, you must locate the shared folder you will be using. To do this, type its address or name in the "Shared calendar location:" field, and click on the "Retrieve Calendar" button.

ReserveIt! will then retrieve a list of all of the Locations that have been used in any scheduled calendar event over the past 60 days. This may take a few seconds.

If no locations come up, go into Outlook and create a new scheduled event and type in a location (right below the event name). Save that event, and click on the Displays tab in ReserveIt! again. Once you see your Outlook Locations, you can start adding them to ReserveIt!.

To add an Outlook Location to the list of ReserveIt! displays, highlight it in the "Outlook Locations" window, and click the Add> Button.

To remove a display, highlight it in the "ReserveIt! Displays" window, and click the < Delete Button.

## 1) Exchange Server Calendar Configuration



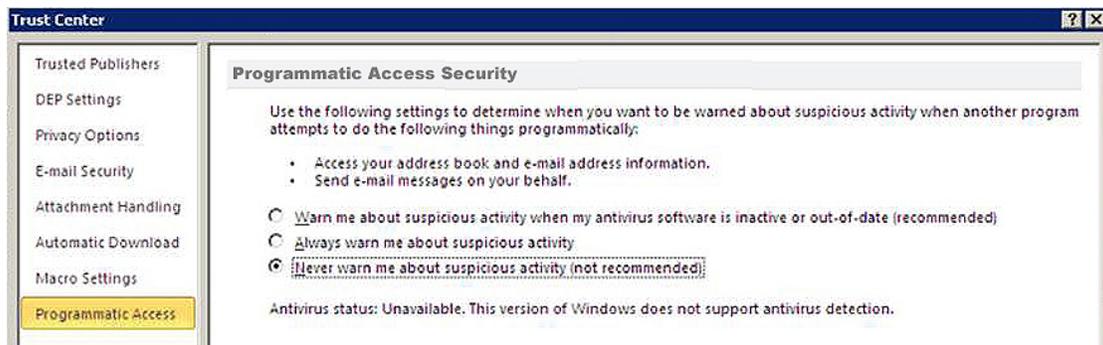
In Exchange Server configurations, each meeting room is considered a Resource, that is scheduled as an attendee to events (meetings) just like people and projectors might be. As one of the “attendees” - the meeting room is on the notification list for the meeting and must have its own e-mail address set up in the system.

To add displays, type in the name of the room, and its e-mail address, then click the “Add>” button. **Reservelt!** will connect to the calendar for that room, and then add it to the list of **Reservelt!** Displays.

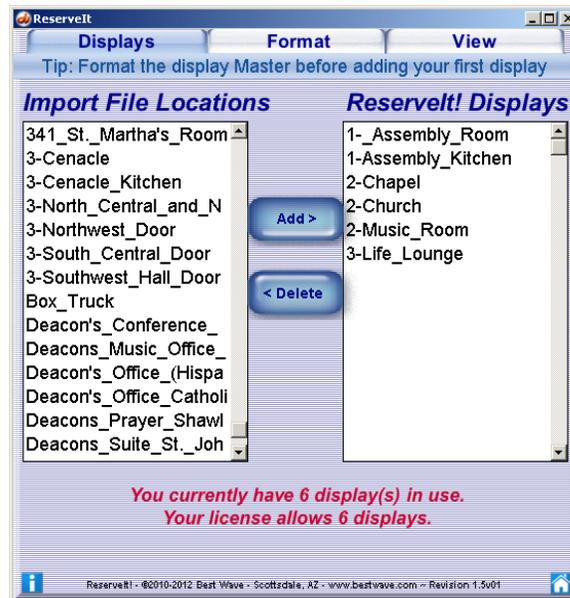
If for any reason it cannot connect to the calendar (incorrect e-mail address, for example) you will receive a notice on screen, and it will not add the room.

To remove a display, highlight it in the “Reservelt! Displays” window, and click the < Delete Button.

**Important Note:** If Outlook warns you that a program is trying to access e-mail information, you can disable the warning in the Outlook Trust Center:

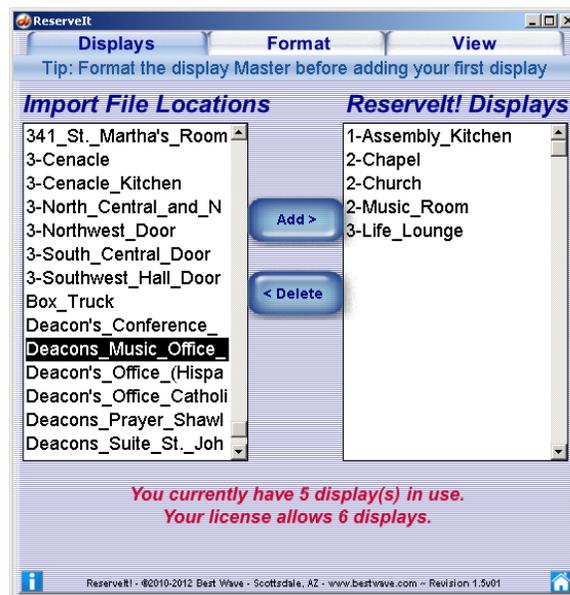


#### 4) Imported Text File Configuration



When this screen opens, **Reservelt!** immediately retrieves a list of all of the room names in your text file. This may take a few seconds.

Once you see your locations, you can start adding them to **Reservelt!**.

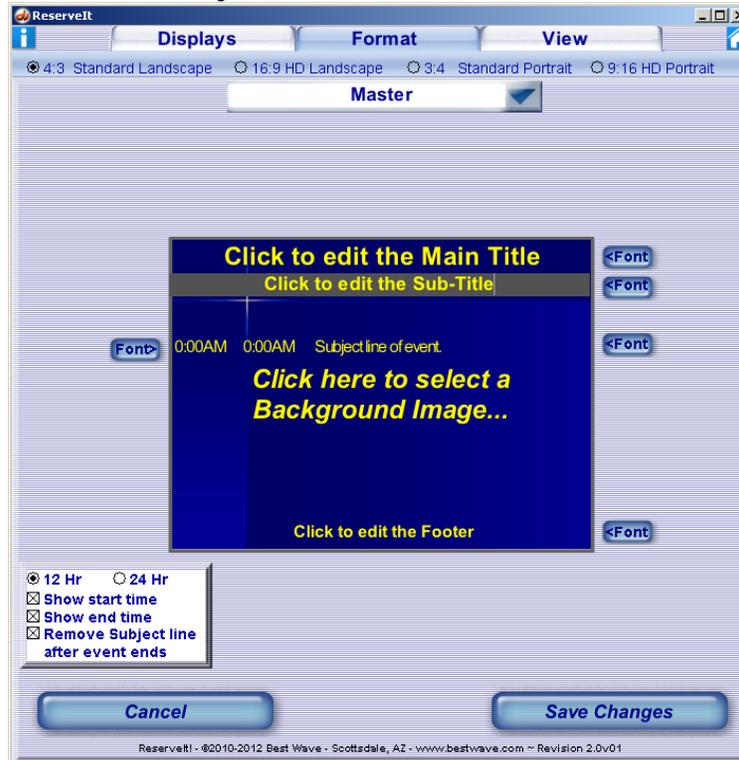


To add an location to the list of **Reservelt!** displays, highlight it in the "Import File Locations" window, and click the Add> Button. To remove a display, highlight it in the "**Reservelt!** Displays" window, and click the < Delete Button.

## Format

Each ReserveIt! display can have its own format. There is also a format called the “Master” format, and the “All\_Displays” format. When you set up a new display, it gets its initial formatting from the Master, so it is a good idea to set the Master format first, and then add displays. The All\_Displays format is for displaying events from all rooms on a single (typically large) display.

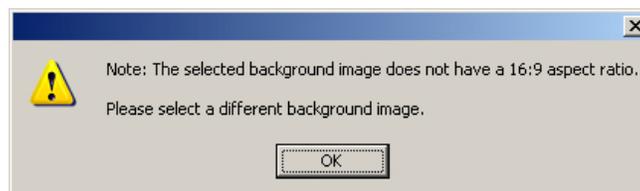
Click on the Format tab and you will see a screen like this:



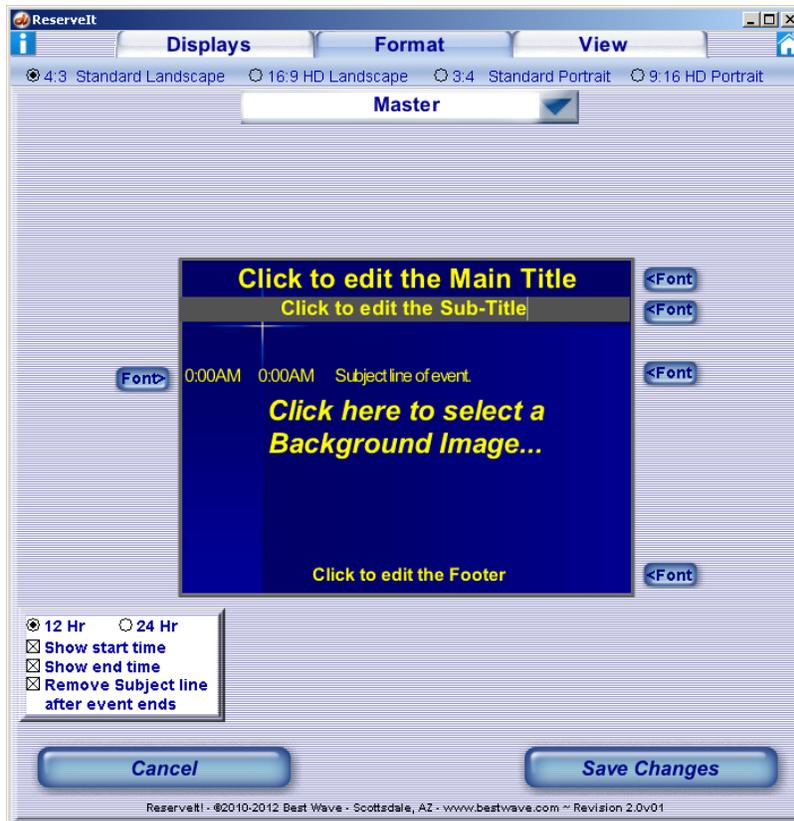
The pop-up bar at the top shows the name of the room that you are formatting.

Just beneath the name are the aspect ratio buttons. You may choose either a 4:3 standard landscape ratio, a 16:9 wide screen aspect ratio or one of two portrait aspect ratios. Your choice must match the display that you are using.

When you initially change aspect ratios you will see a reminder to select a different background image. The background image must be the same aspect ratio as the screens you are using. Here is what that message looks like:



ReserveIt! includes sample background images for your use. You may also create your own background image with your company logo and color scheme. For 16:9 screens, your background image should be 1366x768 at 72DPI. For 4:3 screens, it should be 1024x768 at 72DPI. Portrait screens are either 768x1366 or 768x1024. If most of your signs are the same aspect ratio, set the Master format to that ratio. Here is what the Master looks like in 4:3 Standard Screen aspect ratio:



Once you have set the aspect ratio for a screen, you may change what it looks like by entering text in the fields, and clicking option buttons.

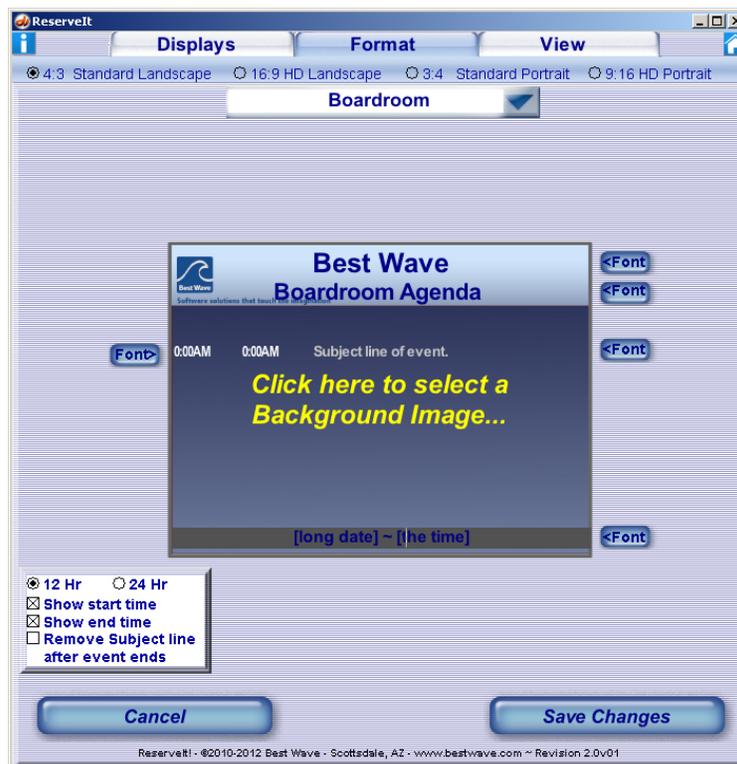
You can click into the Main Title field, the Sub-Title field, or Footer field to change what they say. Simply highlight the old text and type in the new.

In any of these fields you can also add time and date information by using the following phrases (you must include the brackets exactly as shown here):

[long date] The day of the week, day of the month, the month, and the year  
 [short date] The month/day/year in the U.S. or day/month/year elsewhere  
 [the time] The time of day, in AM/PM format or 24hour format Which format depends on the time format you select for the event time... more on that later.

You may choose a different background by clicking on the words “Click here to select a Background Image...”. There are numerous sample backgrounds included with **Reservelt!**, or you can make your own background using an art program such as PhotoShop.

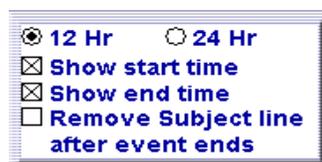
**Reservelt!** sample backgrounds are divided into three groups, **narrow** (if you are only showing the start time of each event), **wide** (for start and end time) and **both**, which may be used in either situation. Here, we have selected the narrow “Clouds” sample background:



Notice the text has been changed in the Title, Sub-Title, and footer. In the footer, we have the long date and the time.

If there are more events than will fit, a second screen will be created to display the rest. Events will wrap if their text is too long to fit on a single line.

On the bottom-left of the format screen are some control buttons. You may click on the button that says 12 Hr to change the time format to one that displays AM or PM after the time or 24 Hr for the military clock format.

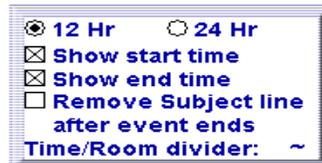


A check box in this area allows you to decide if agenda items should be removed after their end time has passed. When this box is checked, they will go away after they are done, if not checked, they will stay all day.

**Remove Subject line after event ends**

Click on any of the Font buttons to change the text font, size, style and color of any of the lines.

For the "All Displays" format, you may also set the divider that will appear between the time of a meeting, and the room that it is in. The default divider is the tilde character "~" but it may be changed by simply typing the character you prefer into the "Time/Room divider:" field.



**Important note:** You **MUST** click "Save Changes" to save your new format!

**Important Note:** Do not leave ReserveIt! at this tab after you are done formatting. No room schedules will be produced while you are in this tab.

## View

The View tab allows you to see the schedule display for each room. You can also export the schedule screen to a USB thumb drive. Select the room name from the pop-up tab and you will see what the schedule display looks like:



If there are more scheduled events than can fit on a single screen, there will be additional screens. They cycle according to the “seconds between agenda pages” setting on the Settings screen.



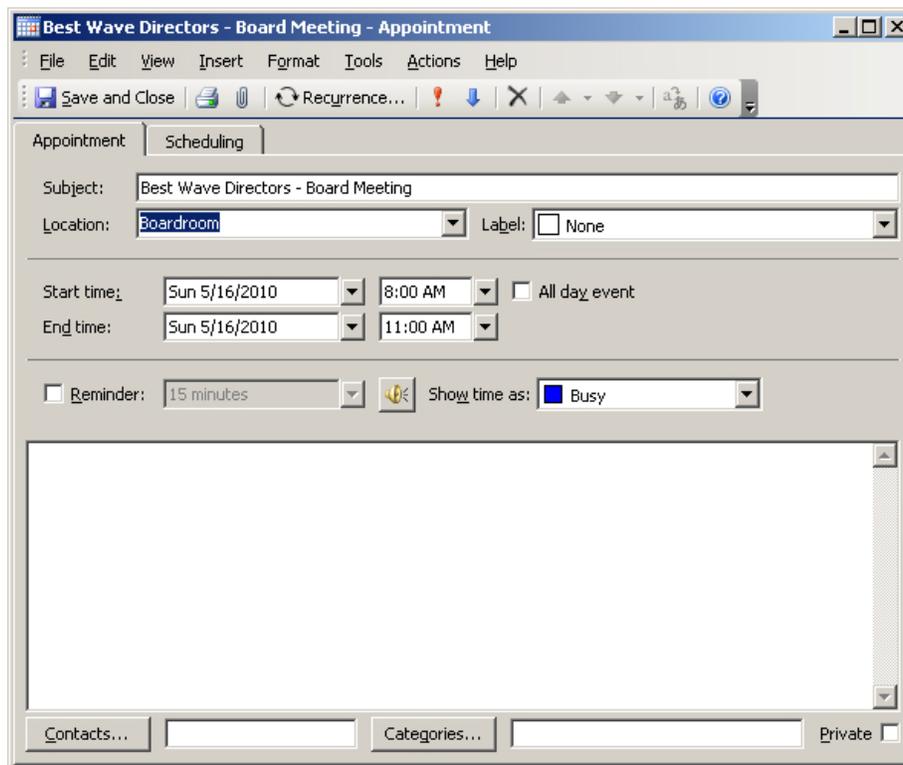
The first selection in the pop-up is “All\_Displays.” This contains all events from all of the rooms, in time sequence. All-day events appear first. This is designed for use with a large screen at an entrance or hallway.

Click the “Export to USB drive” button to select a drive, and export the JPG images, the index.html file and the index.smil file to a USB thumb drive which can then be plugged into a SMIL compatible player. Other media players and LCD screens with JPG playback capability or internet browsers also work. The USB drive should not have any other data on it when you do this.

## Outlook

### Adding new schedule events

When adding a new event to Outlook, you must either select the location of the meeting using the Location pop-up menu, as shown in this example, or add the room as a resource in the Scheduling tab for the event. The Location field is used for Private Calendar configurations and Shared Calendar configurations, while the resource is used if you are using an Exchange Server and each of your meeting rooms has its own calendar and email address. The Location method is shown here:



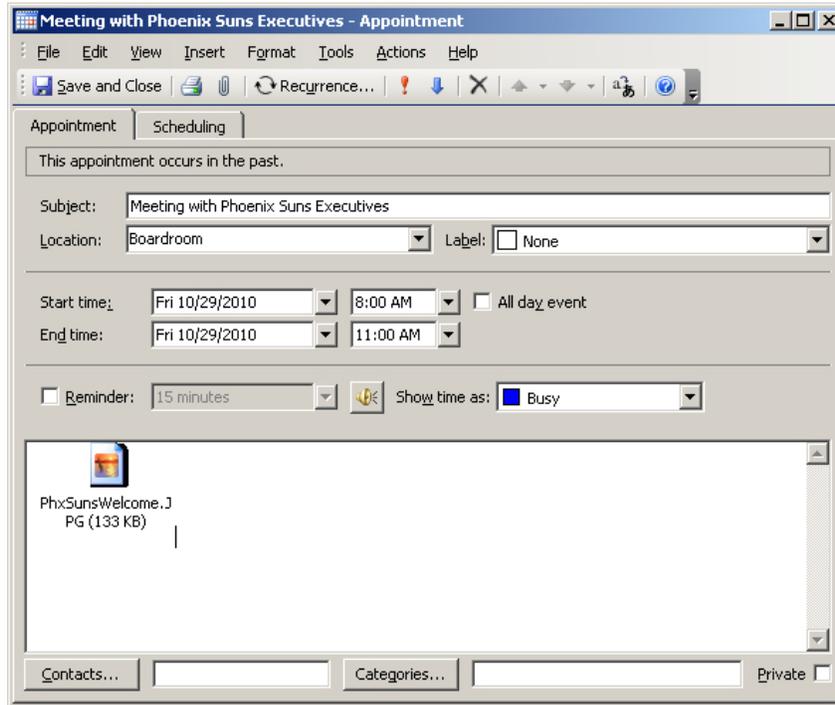
If you are entering a Location name, do not type it in, use the pop-up! Except for the very first time you schedule something in a room, the Location should always be selected from the pop-up menu. That way you have consistency in spelling and capitalization.

### Attaching an Image to an Event

ReserveIt! looks at each scheduled event to see if it has a JPG or BMP file associated with it. These images will be shown along with the normal agenda. First the agenda will appear, then the image associated with the earliest event, then the agenda again, then the next event's image, and so forth. If the image file name begins with the letters "all" then the image will ONLY

appear on the All-Displays screen. This allows two images with different aspect ratios to be associated with the same event, one for the room screen and one for the lobby screen (which might be portrait orientation).

To add a JPG or BMP file to an event simply use the File... command from the Insert menu as shown here:



In this example, the PhxSunsWelcome JPG image has been inserted into the appointment item "Meeting with Phoenix Suns Executives."



This image was actually created in PowerPoint, and the Save as... selection from the File menu was used to save it as a JPG image. To make it fit the screen properly, the PowerPoint Page Setup was set to 13.66 inches wide and 7.68 inches high - thereby insuring that the aspect ratio would be the same as the ReserveIt! screen.

## All Day Events

All day events are listed on Reservelt! schedules in the order that they were added to the calendar, not in alphabetical order.

Outlook will show them to you in alphabetical order, which can be confusing. Of course they will not have a time associated with them, and they will appear before any events with times. For this reason, using all day events is not a good way to create schedules that are actually lists, like this menu:



A better way to create this display is to use the Format tab in Reservelt! to turn off the start time, and end time. Then enter each of the menu entries as an event, with the ones you want at the top scheduled earlier in the day than the others.

For most applications, your all day events will appear first in the agenda list, followed by events that have times associated with them as in this example:



## Imported Text Files

### File Format

Reservelt! accepts many different types of formatted text files so that it may be used with almost any calendar application. Here is an example from MicroSoft Excel:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Room	Start Time	End Time	Subject	Image					
2	2/6/2012	Boardroom	12:00 AM	12:00 AM	Pick up registration packets in main lobby today						
3	2/6/2012	Boardroom	7:30 AM	9:30 AM	Marketing programs review meeting						
4	2/6/2012	Conference Room A	11:30 AM	2:30 PM	Departmental reports and review						
5	2/7/2012	Boardroom	9:00 AM	11:30 AM	Annual meeting committee meets						
6	2/7/2012	Conference Room A	11:00 AM	1:00 PM	Informal discussion group meeting	GuestWelcome.jpg					

This example has a heading line. When Reservelt! sees a heading line, it will look for certain key words that tell it what columns have what data in them.

The key words are as follows:

- Date - the event date
- Room - the name of the room the event is being held in
- Start - the time of day the event begins
- End - the time of day the event ends
- Subject - the meeting subject matter
- Image - the path to a JPG or BMP file that should be shown with this event

There can be additional words in the heading, as Reservelt! is looking for the key word to be contained within the heading. So, "Meeting Start Time" or "Start" or "Start Time" would all work.

If there are no headings for Reservelt! to use, or the headings do not contain all of the key words, the columns are assumed to be in the same order as the example above.

### Field Delimiters

Reservelt! accepts several delimiters between the columns of data. Delimiters may be commas, tabs, or the pipe character ("|"). Excel saves spreadsheets in text files delimited by commas when you use "Save As..." from the file menu and select CSV (Comma delimited) from the dialog box. It can also save files as tab delimited using the TAB (Tab delimited) selection.

Your calendar application will most likely have an export function that allows you to select the data fields you want to export, as well as the delimiter you want between fields.

### Attaching an Image to an Event

Reservelt! looks at each scheduled event to see if it has a JPG file associated with it. These images will be shown along with the normal agenda. First the agenda will appear, then the image associated with the earliest event, then the agenda again, then the next event's image, and so forth.

To add an image to an event, place its name in the Image column. If the file is in the same folder as the text file, it does not need a complete path - it can just have the file name (as shown in the example on the previous page). If the file is elsewhere, it must have a complete path beginning with the drive letter for example - C://Pictures/GuestWelcome.jpg

In the example on the previous page, the GuestWelcome.jpg image has been inserted into the appointment item "Informal discussion group meeting."



This image was actually created in PowerPoint, using the Save as... selection from the File menu to save it as a JPG image. To make it fit the screen properly, the PowerPoint Page Setup was set to 13.66 inches wide and 7.68 inches high - thereby insuring that the aspect ratio would be the same as the Reservelt! screen. (16:9 in this case)

### All Day Events

All day events are listed on Reservelt! schedules in the order that they were added to the calendar, not in alphabetical order. To signify an all day event, use the start time 12:00 AM (00:00) and the same end time.

They will not have a time associated with them on the agenda, and they will appear before any events with times.

## Setting up SMIL Media Players for Network Operation

### Step 1

Plug a USB keyboard into the media player, then when the menu comes up, select the Content Directory option.

### Step 2

Figure out the correct URL for this media player. Example URL:

```
http://192.168.1.100/RCONTENT/Room_Name/index.smil
```

**Note:** Case is significant!

replace 192.168.1.100 in with the IP address of your web service  
replace Room\_Name with the name of the display (meeting room)  
(remember, always use underscores '\_' NOT spaces ' ')

So, if you have a room named "Corporate Boardroom" and the IP address of your web service is 192.109.100.2 you would use this URL:

```
http://192.109.100.2/ RCONTENT/Corporate_Boardroom/index.smil
```

### Step 3

Type the URL into the content directory, and save the changes. You may now unplug the USB keyboard, and allow the media player to function normally. Your schedule displays will begin appearing soon after you start up ReserveIt!

## Setting up a Web Browser for use with ReserveIt!

### Step 1

Figure out the correct URL for this display. (See Step 2 above)

### Step 2

Open your web browser. Go to the URL for the room you want to display and set that URL as the Home page. The way to do this varies for each web browser. See the help menu for your web browser if you do not know how.

### Step 3

Get rid of all controls and menu bars within your web browser. Again, this varies for each web browser. Some have a "kiosk mode" menu choice that will accomplish this in a single step.

### Step 4

Make your web browser start up automatically by adding a shortcut or alias to your startup folder for the computer.

## Troubleshooting Network Media Players

The most common issues with ReserveIt! networks occur upon installation, and have to do with the server software, permissions on the HTTP server, selecting the correct root folder, and hardware issues like video connections from the media player to the screen.

- Server software** A suitable HTTP server must be in use. It may be Apache, I.I.S., Linux, or Solaris. Other HTTP server programs may also work. I.I.S. servers require that you allow the "smil" mime type. You can learn how to do this at: <http://support.microsoft.com/kb/326965>
- Permissions** Media players cannot login to establish connection to the server. So authentication cannot be required.
- Firewalls** Firewalls cannot block port 80 from the media player to the server and must, in some cases, explicitly allow HTTP services for server programs such as Apache. See Appendix A for information on setting your Firewall correctly.
- Rights** The computer running ReserveIt! must have read, write, and delete capability to the RCONTENT folder within the root server directory. This folder is created by ReserveIt! the first time it is run.
- IP Addresses** The IP address of the web server must be correct. Type the IP into the address line of a web browser to make sure.

Upon installation, you are asked to locate the primary or root directory of your HTTP server. The path to that directory is saved in a text file named "ServerFolder.txt" which may be found inside the "Preferences" folder in the same directory as ReserveIt!

Here is the content of some typical ServerFolder.txt files:

```
C:\Program Files\Apache Software Foundation\Apache2.2\htdocs\  
C:\inetpub\wwwroot\  
Z:\ (this is a mapped drive pointing to a server)
```

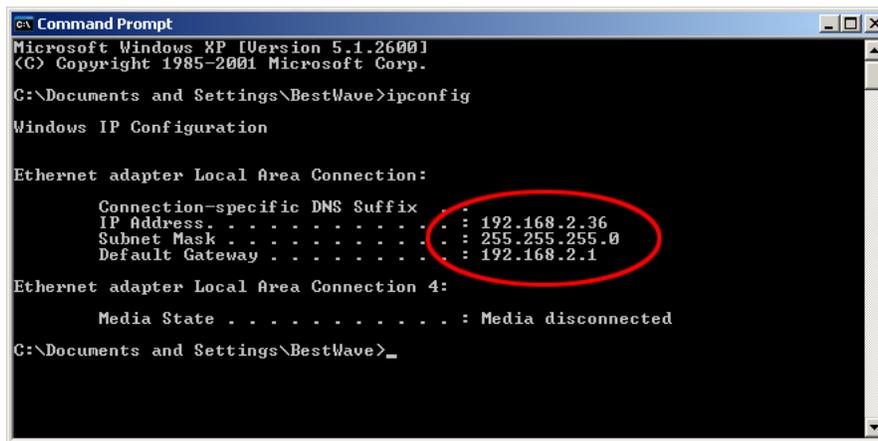
If the path you see does not point to the correct place, you may change it, and run ReserveIt! again. Before you run it, move the original RCONTENT folder to the new location. Otherwise it will ask you to activate once again.

From a user workstation, with a mapped drive to the same folder above, the ServerFolder.txt file would simply contain: Z:\ (substitute the correct mapped drive letter for the letter "Z" used in this example).

## IP address

When you “point” your media player to the content location, the first part of the URL is the IP address of the web server. If you installed Apache on your computer as part of this installation, you have to know the IP address of your computer.

You can find out what that address is by starting up the Command Prompt from the Start Menu > Accessories option and typing the command “ipconfig” then hitting Enter:



```
ca\ Command Prompt
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
C:\Documents and Settings\BestWave>ipconfig

Windows IP Configuration

Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix . . . . . : 
    IP Address . . . . . : 192.168.2.36
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.2.1

Ethernet adapter Local Area Connection 4:

    Media State . . . . . : Media disconnected

C:\Documents and Settings\BestWave>
```

Write down the IP address. It will be the first part of the “Get content from:” URL that you set the media player to.

## Room Names

When you start adding events into Outlook and giving each event a location, make sure to use the pop-up menu for the location name so that all the room names are consistent. There is a big difference between “Conference Room 1” and “Conference room 1” for this purpose.

Also, when entering the room name as part of the URL string, remember to replace all spaces with underscores “\_” as in this example:

Conference\_Room\_1 And, never use punctuation in a room name. Letters such as “%”, “:”, and “/” have significance and will make your system not work.

## Setting up a web server

Some network media players pull content from a web (HTTP) server. These include the EP1020r Photo Frame and NMP-560 from ViewSonic. If you are using one of these, or if you are using a web browser to display room information, you must have a web server running on your computer, or be able to access the web server on your corporate network. If you are using ONLY USB thumb drives to carry data to your players, you can skip this section.

There are two options for the web server, a corporate server, or a web service running on the same workstation computer as ReserveIt!.

### Option 1 - Use a corporate network HTTP server

Map the disk drive on the web server you will be using. It must be automatically re-mounted when the workstation computer starts up.

You must know the IP address of the server. You can get that from your system administrator.

When ReserveIt! runs for the first time, it will create a folder named RCONTENT inside the server's root directory. Your system administrator needs to give you permission to create, modify, and delete files within the "RCONTENT" directory on the web server. The administrator may limit your ability to create and delete files to just the RCONTENT directory. You do not need permissions for other directories within the server's root directory.

### Option 2 - Run HTTP server software on your computer

Any HTTP server software, such as IIS from Microsoft, or Apache Server Software is fine. If you decide to use Apache Server software on your computer, and are running Windows XP, you may run the standard installer which is inside the ReserveIt!/Apache Server Installer folder.

If you need a different installer, download it from: <http://httpd.apache.org/> Go to the Binaries folder and find your operating system before downloading. As of the printing of this User Guide, there is no charge for Apache Server.

You must know the IP address of your computer (or the server). To get the IP address of a machine, Select Programs>Accessories>Command Prompt from the Start menu

Type: ipconfig and touch the Enter key...  
Your computer's IP address will be displayed in the result.

**Important note for Vista and Windows 7 users** You may need to turn off User Access Control in the Users and Groups control panel to make sure that read and write are available. You must also create an exception for Port 80 in the Windows Firewall.

**Vista users** may need to install ReserveIt! in a directory other than C:\Program Files because Vista may prevent saving and modifying files in that directory.

Every HTTP server has a **primary (root) folder**. That is the folder where ReserveIt! content will reside. For Apache Server it is the “htdocs” folder. For IIS it is the “inetpub/wwwroot” folder. You will need to know where the root folder is to complete this installation. You must have read/write permissions to this folder to complete the installation. The first time you run ReserveIt! you will be prompted to locate the server’s primary folder:



In the above example, the htdocs folder (for Apache Server) is highlighted. After locating the primary folder for your server, click the OK button. Now, go to the folder you selected above, and view its properties. The Read Only box should not be checked. If it is, uncheck it, and apply to all sub-folders as well.

After Activation, ReserveIt! will create a sub-directory within the primary folder. This folder will be named “RCONTENT” You must continue to have **read/write permissions to this folder!!!**

There are some very important control panel settings that must be set for your web server to work properly. You must allow HTTP services within the Windows Firewall. This is necessary even if Windows Firewall is off. Go to the Advanced tab, and select your network, then click on Settings. Make sure the HTTP Web Service checkbox is checked.

## IIS Mime Types

If you are using Microsoft IIS for your web service, it must have .smil as a mime type. To add this, perform the following steps:

- 1) Start IIS Manager, and click on the HTTP Headers tab.
- 2) Click the Mime Type button on the bottom right of that window.
- 3) Click Add
- 4) Type "smil" as the file extension you want to add
- 5) Type "smil media player support" into the text box
- 6) Click OK