

## Overview

RMS Quick Response Scheduling provides a simple method to display a room schedule on a mobile device by scanning a local QR code mounted near the room entrance. Low cost QR displays link the user's mobile personal computing device to a location's schedule using the RMS application.

The RMS-ENT-QR (FG3004-51) provides an elegant wall-mountable solution for displaying local QR codes for use with RMS Quick Response Scheduling (FIG. 1):

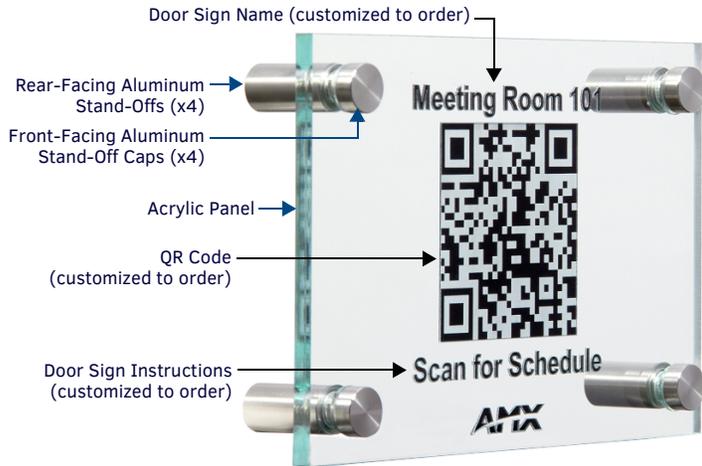


FIG. 1 RMS-ENT-QR (SHOWN WITH AN EXAMPLE QR CODE AND LABELS)

This feature (also known as *Mobile Scheduling*) is supported in RMS Enterprise version 4.3 or later.

## Product Specifications

RMS-ENT-QR PRODUCT SPECIFICATIONS	
Dimensions (HWD):	<ul style="list-style-type: none"> <li>4" x 6" x 1/4" (101.6 mm x 152.4 mm x 5.58 mm)</li> <li>Max above mounting surface: 1 1/4" (32 mm)</li> </ul>
Weight:	0.4 lbs (0.181 kg)
Construction:	<ul style="list-style-type: none"> <li>Acrylic panel with custom engraving from AMX</li> <li>Satin aluminum stand-offs</li> </ul>
Custom Engraving	<p>The following sign elements are custom engraved, based on specifications provided in the exported <i>Locations URLs Mapping</i> Report:</p> <ul style="list-style-type: none"> <li>Door Sign Name</li> <li>QR Code</li> <li>Door Sign Instructions</li> </ul>
Included Accessories:	<ul style="list-style-type: none"> <li>Four 3/4" (19.05 mm) long front-facing aluminum stand-off caps with washers</li> <li>Four 3/4" (19.05 mm) long rear-facing aluminum stand-offs with washers. These stand-offs are threaded to accept #6 or #8 screws. The hole diameter is .175" (4.44mm)</li> <li>Mounting Holes Template</li> </ul> <p><i>Note: Mounting screws are not included. Use screws that are appropriate for your mounting surface.</i></p>

## Creating a Custom QR Code and Labels

Each RMS-ENT-QR Door Sign is custom-engraved by AMX with a QR Code and two custom labels - the "Room Name" (above the QR Code) and the "Room Instructions" (below the QR code), as shown in see FIG. 1. Both labels are customizable, and the QR code is based on the URL assigned to the Room (Location) associated with the RMS-ENT-QR.

## Mobile Scheduling

RMS utilizes QR Codes for *Mobile Scheduling*. With Mobile Scheduling, an RMS-ENT-QR Door Sign is physically mounted outside the meeting room. This Door Sign features a QR Code that will provide the current schedule information for the meeting room when scanned with a mobile device (see FIG. 1).

The QR Code (as well as both labels) on the Door Sign are custom-engraved to order by AMX. The process of enabling Mobile Scheduling in RMS, and specifying the custom engraving for Door Signs is described in the following sections:

### 1 - Enable Mobile Scheduling

To use QR Codes and Mobile Scheduling, you must enable the *Mobile Scheduling* feature in RMS Enterprise :

1. In the RMS Enterprise UI, select the **Configuration** tab.
2. Select **System Configuration > Mobile Scheduling**. This opens the *Mobile Scheduling* page.
3. In the *Mobile Scheduling* page, select the **Enable Mobile Scheduling** option.
4. Optionally, adjust the **Remember me** value as desired. *Remember-me* refers to a web site's ability to remember the identity of a user between sessions. This setting defines the number of days the stored user identity is valid before a user is prompted to sign-in again. The default setting is **30** (days).

### 2 - Establish the URLs for Locations to Use Mobile Scheduling

The QR Code that is engraved on each RMS-ENT-QR is based on the URL assigned to each Location in RMS. To determine the Location Web Address (URL) associated with each Room in the RMS system, run the Scheduling Report:

*Location Web Address for QR Code Readers:*

Note that this report includes *all* Locations with a resource mapped.

1. In the RMS Enterprise UI, select the **Reports** tab.
2. Select **Reporting Categories > Scheduling Event Reports**.
3. In the *Report Manager* page, select **Scheduling Event Reports > Location Web Address for QR Code Readers**. This opens the *Location Web Address for QR Code Readers* report page - **General** tab.
4. In the **URL** field, enter the base URL for the location(s) that will use mobile scheduling.

#### Determining the Base URL for Locations

The System Administrator will have to determine the URL needed for mobile devices to reach the RMS Server, in order to access the mobile scheduling pages.

The URL will depend on *how* the mobile devices will access the RMS Server:

- If the mobile devices are going to connect to the RMS Server via the internal network (i.e. WI-FI connection to the Intranet), the URL may be the same as the RMS Server. In this case, copy the URL from the browser's address bar (while the RMS UI is running) into the URL field.
  - If mobile devices will access the mobile scheduling pages via the (external) internet (i.e. 3G/4G/LTE connection), the base URL maybe that of the WebServer that handles the requests from the internet.
- In either internal or external network scenarios, when copying the URL, do not include the "/#/"

For example, the URL: <http://pm.rms.amxdemo.net/rms/#/> Should be entered as: <http://pm.rms.amxdemo.net/rms/>

5. In the **Location** tab (*Location Web Address for QR Code Readers* report page), select the Locations to include in Mobile Scheduling:

LOCATION WEB ADDRESS FOR QR CODE READERS - LOCATION OPTIONS	
Select Location:	<p>Select <b>Any</b> to include all Locations (no filter applied)</p> <p>Select <b>Selected</b> to select Location Groups or individual Locations from a Location Groups window.</p> <p>The Location Groups view shows all current Locations and Parent Location Groups in a hierarchical tree structure.</p> <ul style="list-style-type: none"> <li>• The top-level entry is <i>All Groups</i>.</li> <li>• Click the plus sign (+) next to the All Groups entry to expand the list to show all Location Groups in the system.</li> <li>• Click the minus sign (-) next to each entry to collapse each Location Group:</li> <li>• Click the checkboxes to select the Location Groups or individual Locations to include in mobile scheduling.</li> </ul>
Location Name:	Enter a Location Name to serve as a filter for the Locations list. Only Locations with the specified name will be included in the Locations list.
Select Time Zone:	Select a Time Zone to serve as a filter for the Locations list. Only Locations with the specified Time Zone will be included in the Locations list.
Owner:	Select an Owner (name) to serve as a filter for the Locations list. Only Locations with the specified Owner will be included in the Locations list.

LOCATION WEB ADDRESS FOR QR CODE READERS - LOCATION OPTIONS (CONT.)	
Select Classification:	Select a level of Classification to serve as a filter for the Locations list. Only Locations with the specified Classification will be included in the Locations list. <ul style="list-style-type: none"> <li>Click <i>Select All</i> to select all Classification levels.</li> <li>Click <i>Select None</i> to de-select all Classification levels</li> </ul>

- Click **View Report** (at the top of the page) to run the report using the selected options.
  - The resulting report is titled "*Location URLs Mapping*".
  - The URL column provides the URL for each Location included in the report. Note that the report indicates that the *Door Sign Name* and *Door Sign Instructions* fields are blank. These fields represent the upper and lower labels for the door sign. The text for these fields must be specified in the last page of the *Location Web Address for QR Code Readers* report, as described below.

*Note: Check that the generated URL directs the user to the desired room schedule. To do this, simply copy the generated URL into a web browser and make sure the correct room page opens.*

### 3 - Specify Door Sign Name and Door Sign Instructions Text

- Export the *Location Web Address for QR Code Readers* report as a Microsoft Word 2007 document.
  - Click **Export Report** to open a drop-down menu of export format options.
  - Select **Microsoft Word 2007 Document Format (DOCX)**.
  - When prompted, specify a target directory for the exported report.
  - The program will indicate when the report has been exported.
- Open the exported report and enter the text to be displayed on the Door Sign:

*Note: Both the Door Sign Name and Door Sign Instruction text can have up to 23 characters (including spaces).*

  - Enter the **Door Sign Name** for each location if different (example: *Meeting Room 104*)
  - Enter the **Door Sign Instructions** for each location if different (example: *Scan for Schedule*)
  - Please note locations that do not require door signs.
- Save the exported report, and submit a copy along with your purchase order. AMX will custom engrave your RMS-ENT-QR with the Door Sign Name, QR Code, and Door Sign Instructions.

*Note: Orders for RMS Door Signs will not be processed until the Location Web Address for QR Code Readers report is received by AMX.*

AMX will provide a proof to allow the URL(s) provided to be verified by the customer.

*Note: Door Signs will not be engraved (or shipped) until the approved proof has been received by AMX.*

#### Additional Information

For more detailed instructions, including instructions on configuring Location Level Permissions for Bookings, refer to the *RMS System Administrator's Guide*. The most recent version of all RMS Enterprise documentation is available to view and download from [www.amx.com](http://www.amx.com)

### Installing the RMS-ENT-QR

The RMS-ENT-QR requires four mounting holes to be drilled in the mounting surface, and comes with a mounting template as well as installation hardware (with the exception of four #6 or #8 mounting screws).

*Note: This installation requires four mounting screws to secure the RMS-ENT-QR assembly to the mounting surface. It is the responsibility of the installer to use mounting screws that are appropriate for the specific mounting surface.*

- Use the *Mounting Holes Template* provided with the RMS-ENT-QR to determine the location of the four mounting holes.

FIG. 2 provides the dimensions used on the Mounting Holes Template:

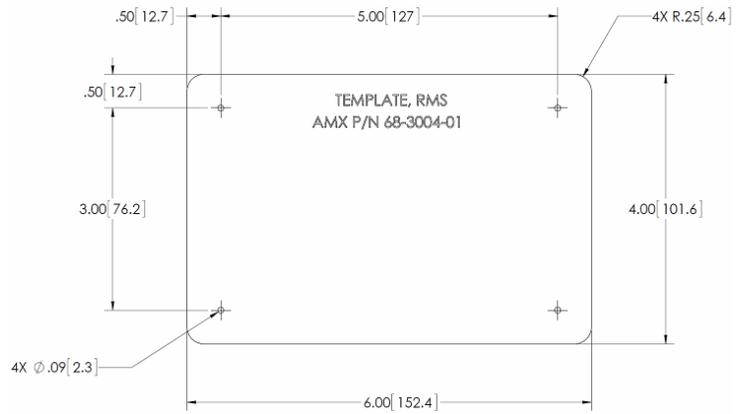


FIG. 2 MOUNTING HOLES TEMPLATE - DIMENSIONS

- Drill four holes (.09" / 2.3mm) in the locations indicated by Template.
- Mount the RMS-ENT-QR using the provided stand-offs and washers as shown in FIG. 3:

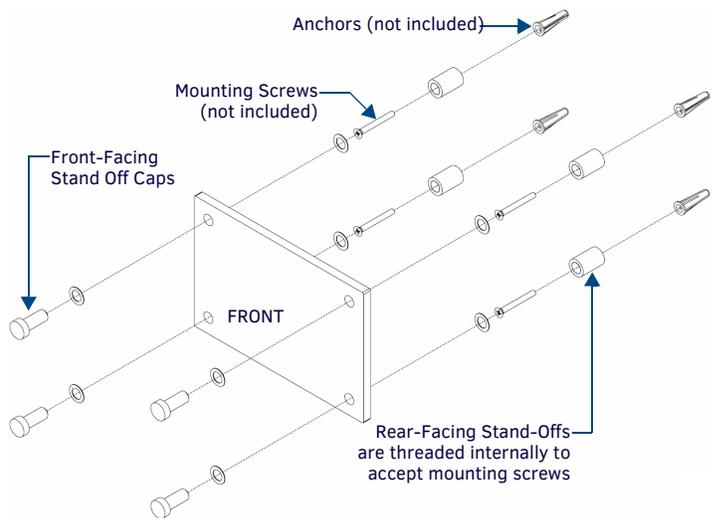


FIG. 3 INSTALLING THE RMS-ENT-QR

Note that the front-facing stand-off caps will be flush to the front surface of the RMS-ENT-QR when assembled and installed. The rear-facing stand-offs feature internal threads (.09" / 2.3mm) that allow mounting screws to secure the RMS-ENT-QR to the mounting surface.

- Use #6 or #8 mounting screws/anchors (not included) to secure the four rear-facing stand-offs to the mounting surface.

*Note: Use mounting screws/anchors that are appropriate for your mounting surface.*

FIG. 4 shows the front and rear views of the RMS-ENT-QR with the front and rear stand-offs installed:

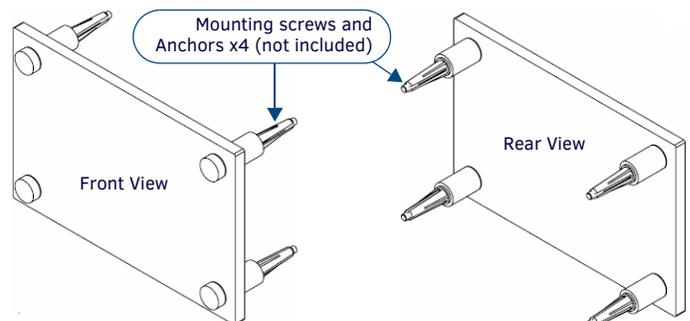


FIG. 4 RMS-ENT-QR - FRONT AND REAR VIEWS

