

# USER MANUAL

## TABLE OF CONTENTS

1. Introduction	2
2. Configuration	3
2.1. Device settings	4
2.2. Network connection	5
2.3. Integration with the Microsoft 365 platform	6
2.4. Diagnostics details	7
3. Reservations	8
3.1. Browse the reservation calendar	8
3.2. Reserve a booth	9
3.3. Delete reservation	11
4. Q&A	12

## 1. INTRODUCTION

HushBooking acoustic booth reservation management system is equipped with a side light panel and a touch screen which displays booth occupancy and can be used to reserve booths. The light panel displays three operating modes of the booth: green – the booth is available, red – meeting in progress, yellow – the device has not been configured/ no Internet connection.

The system supports integration with the Microsoft 365 platform.



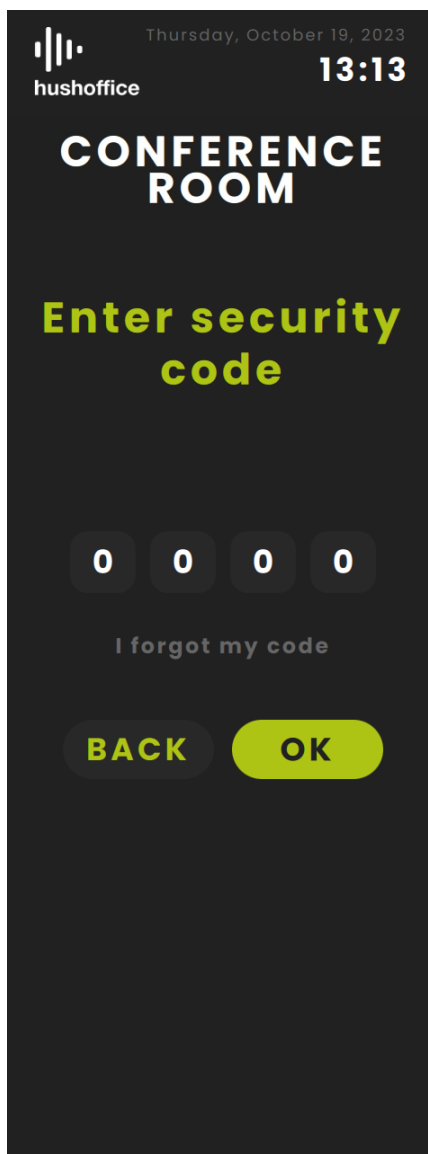
### Description

#### of the main screen elements:

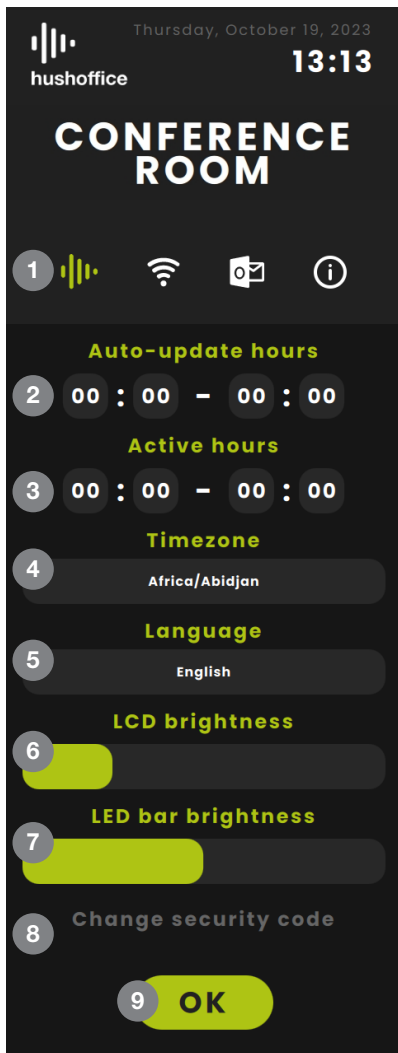
- 1 Side light panel
- 2 Configuration menu button
- 3 Booth name
- 4 Booth capacity
- 5 Current availability status
- 6 Reservation clock
- 7 Calendar
- 8 Quick reservation button

## 2. CONFIGURATION

To enter the configuration menu press and hold the hushoffice logo for 3 seconds. A dialogue box will be displayed; enter a 4-digit security code (default code is 0000). If you do not remember the code, press “I forgot my code” and enter an 8-digit factory code of the device (contact the booth supplier for the factory code).



## 2.1. DEVICE SETTINGS

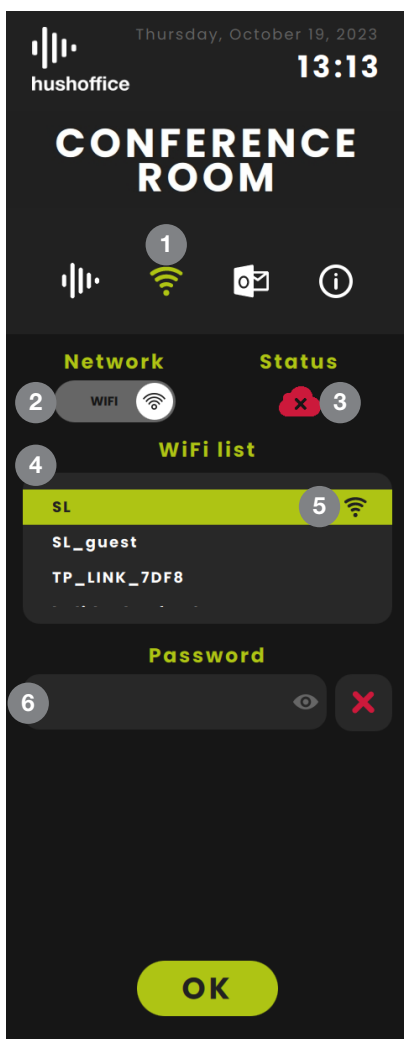


### Description of menu elements:

- 1 Active settings panel of the booth.
- 2 Set the timeframe for the software update.
- 3 Set the timeframe for display screen and side light panel to be active. Outside that timeframe, the device works in the energy eco mode with the display screen and the light panel off. Touch the screen panel to activate the screen. **The display screen is recommended to remain in the active mode for no more than 12 h a day. This will minimize the natural burn of the LCD IPS display.**
- 4 Time zone.
- 5 Screen brightness level.
- 6 Side light panel brightness level.
- 7 System settings change security code button.
- 8 Exit menu.

## 2.2. NETWORK CONNECTION

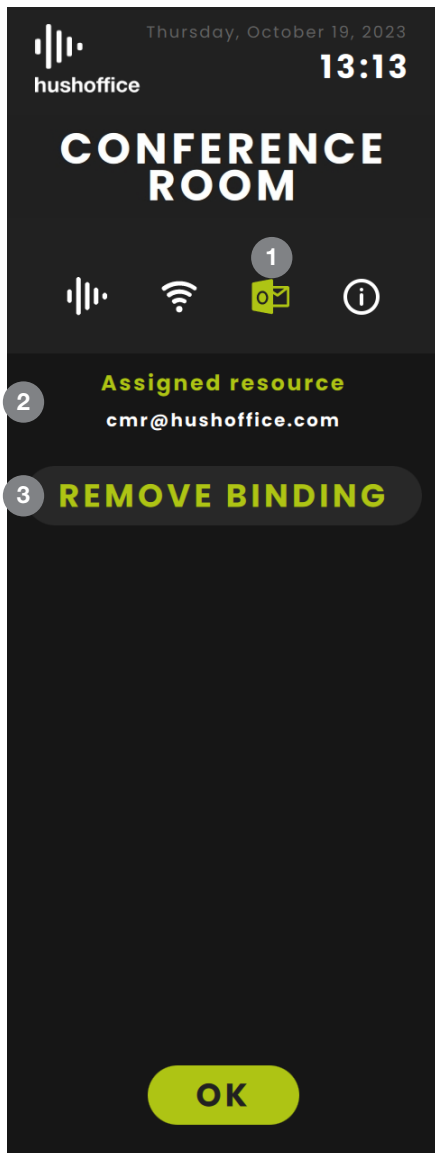
For the reservation system to operate correctly, the device needs to be always connected to the Internet. The connection is either wired (Ethernet) or wireless (WiFi). The user can choose the connection type using the toggle switch **2**. on the admin panel. If Ethernet is chosen, the connection is established automatically and the status icon changes from red to green after a short while. To connect the device to the WiFi network, choose WiFi on the toggle switch, then wait until all networks nearby are scanned. Then, choose the network to connect to **4**, enter the password **6** and confirm with the button. After a dozen or so seconds, the connection is established, as shown by the connection symbol next to the selected network **5**.



### Description of elements:

- 1 Network connection active panel.
- 2 Type of Internet connection (Ethernet / WiFi).
- 3 Connection status.
- 4 List of available WiFi networks.
- 5 Connection status to selected network.
- 6 Password field.

## 2.3. INTEGRATION WITH THE MICROSOFT 365 PLATFORM

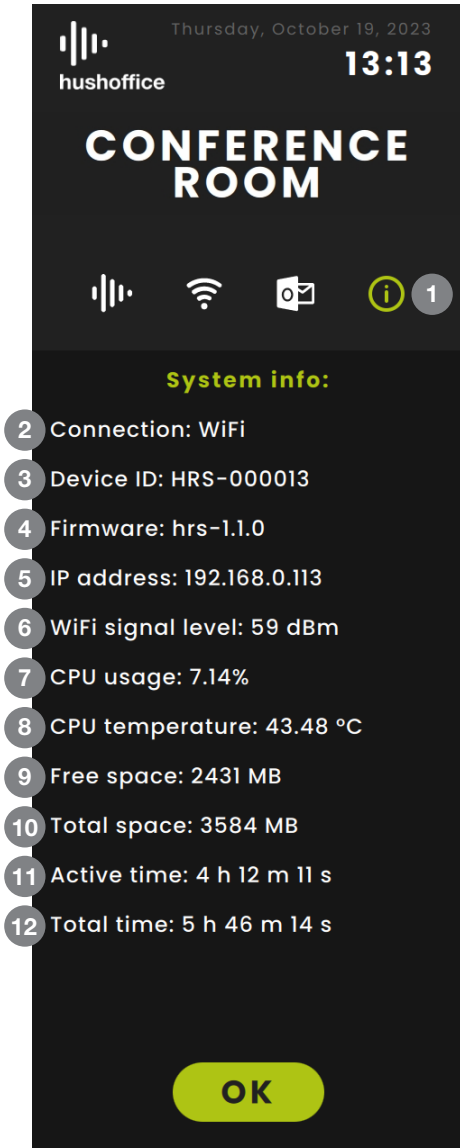


### Description of menu elements:

- 1 Active settings panel of the Microsoft 365 integration
- 2 Address of the resource to which the booth in Microsoft 365 Outlook is assigned
- 3 Unlink the Microsoft 365 Outlook resource

## 2.4. DIAGNOSTICS DETAILS

The diagnostic information panel provides information about the device operating status, network connection and the uptime.



### Description of elements:

- 1 Active panel of diagnostic information
- 2 Type of Internet connection
- 3 Device serial number
- 4 Firmware version
- 5 Device IP address
- 6 CPU load
- 7 WiFi signal strength
- 8 CPU temperature
- 9 Available device memory
- 10 Total device memory
- 11 Device uptime in active hours mode
- 12 Device total uptime



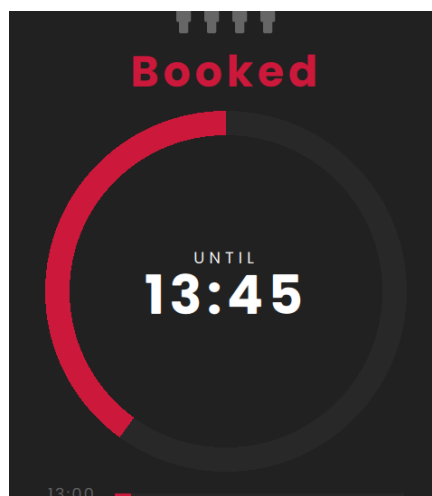
## 3. RESERVATIONS

### 3.1. BROWSE THE RESERVATION CALENDAR

The meetings calendar displays the schedule of available and occupied booth slots for the next 3.5 hours. Touch an item to display details of the meeting duration, meeting subject and meeting participants.



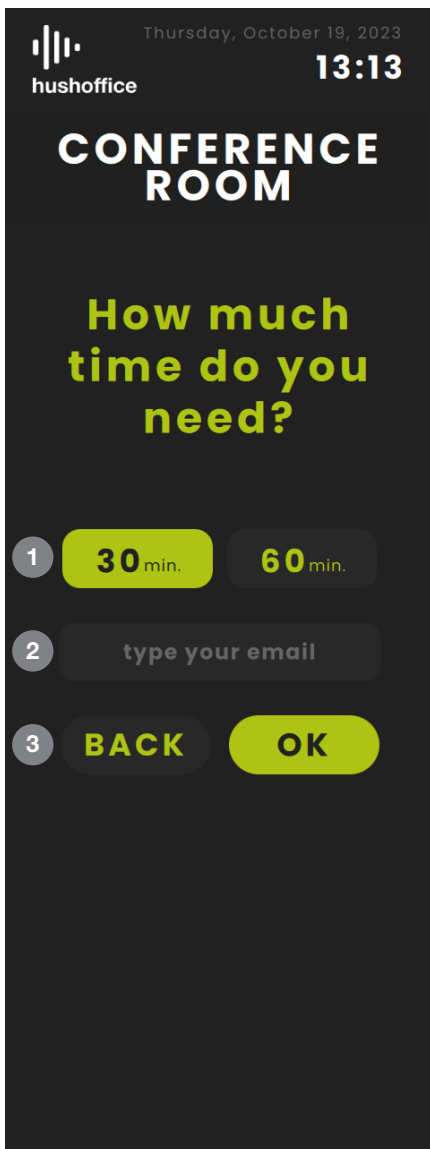
The reservation clock also displays information about booth availability, occupied time and the next meeting.



## 3.2. RESERVE A BOOTH

You can reserve a booth in two ways:

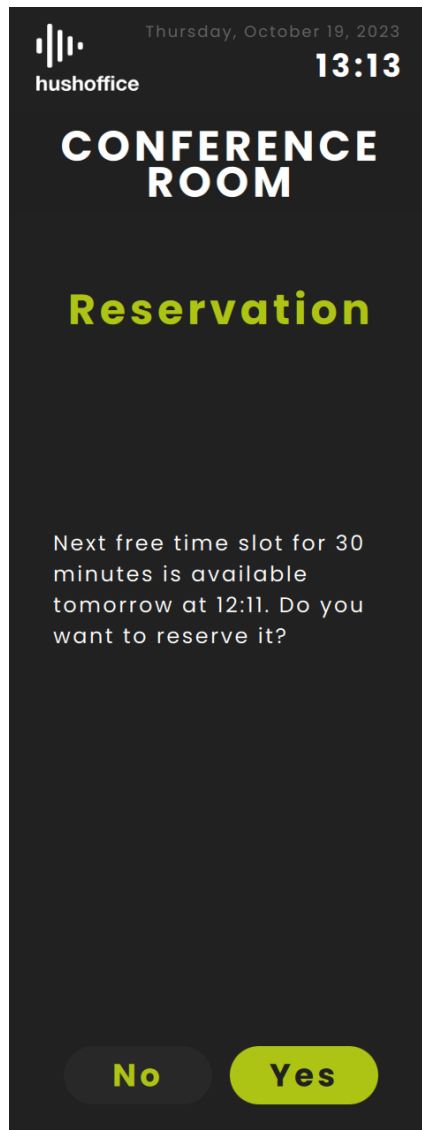
1. From Outlook by assigning the appropriate resource to the meeting
2. From the main screen by pressing the quick reservation button. The following screen will be displayed:



### Description of menu elements:

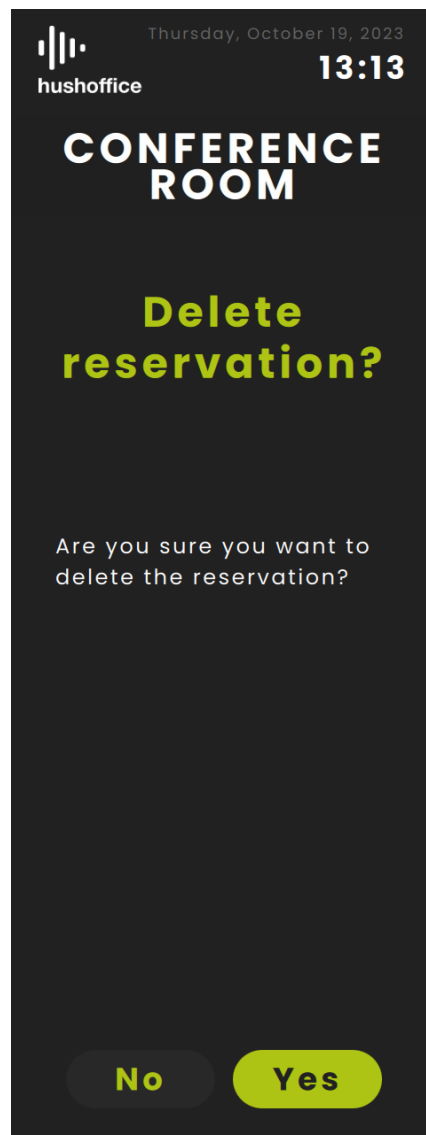
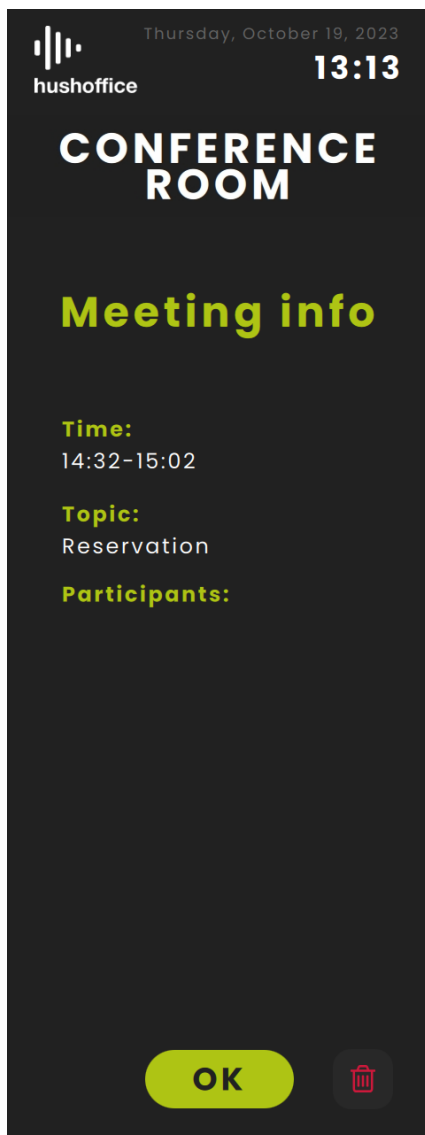
- 1 Select the reservation time – quick reservation supports creation of 30 or 60-minute slots only
- 2 E-mail address of the reservation owner (optional)
- 3 Confirm the reservation / return to the main screen.

The booth is reserved when you click the OK button. From now on, the booth is set to the occupied status. If the booth is reserved for longer than the time slot currently available, the system will find the first available slot and suggest reservation of that slot.



### 3.3. DELETE RESERVATION

The system allows you to delete reservations that were created in the application. To do so, touch the reservation item and select the trash can button in the details window. The operation confirmation dialogue will be displayed.



## 4. Q&A

### 1. Why is the screen not on?

If the device is on but the screen is off, this might be caused by the Active Hours function which has been activated. You can check this by touching the screen to wake it.

If the display switches off during active hours, change the time zone to the correct one.

### 2. How can I reset my device?

To reset the device, disconnect the booth from the power supply and then reconnect it after 10 seconds.

### 3. Can I use an e-mail address from outside my organisation?

It is possible when adding a reservation. The booth must have an address in the organisation and be registered as a resource (in accordance with the installation instruction).

### 4. Can I reserve two meetings at the same time?

No, the reservation system will detect such a situation and will propose the first available time.

### 5. How can I reset the device password?

If you forget the code to the admin panel, enter the 8-digit code found on the device ID sticker (on the side of the casing).

### 6. Can I turn the side light panel off?

Yes, go to the admin panel to change the brightness of the side light panel or switch it off completely.

### 7. Can I change the colour of the light panel?

No

### 8. Do I have to configure the e-mail connection after a network failure or unavailability?

No

**9. How long is the password to connect the Microsoft 365 resource displayed?**

30 seconds

**10. Can I cancel a meeting using the device added in Outlook?**

No

**11. Can I reserve a meeting without entering an e-mail address?**

Yes

**12. Can I change the device language?**

Yes

**13. Can I use applications other than Microsoft 365?**

No