

# USER MANUAL

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IC-RESERVA-10T, IC-RESERVA-15T, IC-RESERVA-21T

# RESERVA EDGE FOR ICOMPTEL® TOUCH SCREEN ROOM SIGN

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**CHAPTER 1: SPECIFICATIONS****TABLE 1-1. SPECIFICATIONS**

<b>SYSTEM</b>	
Processor	Intel Atom
RAM	2 GB
Disc	IC-RESERVA-10T: 16 GB eMMC; IC-RESERVA-15T, IC-RESERVA-21T: 32 GB eMMC
<b>MEDIA</b>	
Supported Media Formats	Video, Image, HTML (web or local), Text (moving or static), RSS, date, and clock formats
<b>NETWORK</b>	
Ethernet	10/100
Wi-Fi®	802.11 b/g/n
<b>PORTS</b>	
USB	IC-RESERVA-10T: (1) USB 2.0; IC-RESERVA-15T, IC-RESERVA-21T: (2) USB 2.0
Network	RJ-45
COM	RS-232
Power	IC-RESERVA-10T: 12 VDC, 2 A or PoE+; IC-RESERVA-15T, IC-RESERVA-21T: 19 VDC, 3.4 A
<b>DISPLAY</b>	
Screen Size	IC-RESERVA-10T: 10.1" (25.7 cm), IC-RESERVA-15T: 15.6" (39.6 cm), IC-RESERVA-21T: 21.5" (54.6 cm)
Resolution	IC-RESERVA-10T: 1280 x 700; IC-RESERVA-15T, IC-RESERVA-21T: 1920 x 1080
Brightness	IC-RESERVA-10T: 350 cd/m <sup>2</sup> ; IC-RESERVA-15T: 220 cd/m <sup>2</sup> ; IC-RESERVA-21T: 250 cd/m <sup>2</sup>
Contrast	IC-RESERVA-10T: 800:1; IC-RESERVA-15T: 800; IC-RESERVA-21T: 3000
Viewing Angle	Horizontal: 178 degrees; Vertical: 178 degrees
Screen Features	Capacitive touchscreen
Network	RJ-45
<b>PHYSICAL</b>	
Dimensions	IC-RESERVA-10T: 11.22" H x 6.48" W x 1.47" D (28.49 x 16.45 x 3.73 cm); IC-RESERVA-15T: 9.8" H x 15.39" W x 1.45" D (24.89 x 39.09 x 3.68 cm); IC-RESERVA-21T: 12.00" H x 20.03" W x 1.81" D (30.48 x 50.87 x 4.59 cm)
Weight	IC-RESERVA-10T: 2.16 lb. (0.98 kg); IC-RESERVA-15T: 5.9 lb. (2.68 kg); IC-RESERVA-21T: 12.34 lb. (5.60 kg)
Power	19 V, 3.4 A
Temperature	32 to 104° F (0 to 40° C)
Cooling	Passive (fanless)
Mounting	IC-RESERVA-10T: Integrated portrait wallmount (suitable for drywall, brick, glass, etc.); IC-RESERVA-15T, IC-RESERVA-21T: Slim-line VESA wallmount included

## CHAPTER 2: OVERVIEW

Reserva room signs allow you to view the availability of meeting rooms, book appointments, and modify your appointments as needed. The intuitive display shows room availability, a summary of scheduled appointments, and the options available to you.

This guide describes all options and features provided by Reserva Room Signage. Some features may not be available depending on how your system is configured. Contact your administrator for more information.



## CHAPTER 3: RESERVA ROOM INTERFACE

Reserva room signs show you meeting room availability, a summary of scheduled appointments, and appointment options. The array of options available to you depends on:

Whether the meeting room is available or busy (or in setup or breakdown mode, allowed on particular Connectors). The options will change accordingly.

The features enabled by your administrator. Your administrator determines the features available on the room signs.

NOTE: Interactive features, such as booking an appointment, are only available if your calendar system can be edited by Reserva. Contact your administrator for more options.

The room sign display can be customized by your administrator to include a logo and a light or dark theme. The examples below show all options and include a dark theme without a logo.

NOTE: Your administrator can also customize the colors shown by the Reserva room tablet. The examples display the default settings: green for available, red for busy, gray for setup and breakdown.

This example shows the meeting room options for an available meeting room.

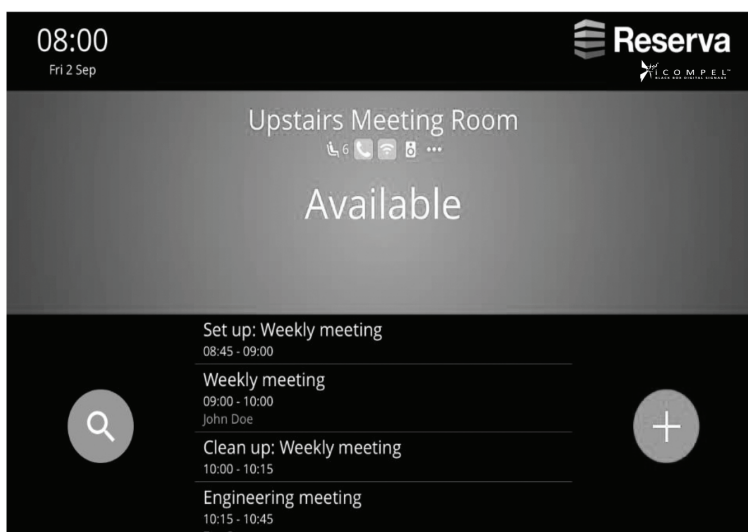






FIGURE 3-1. OPTIONS – MEETING ROOM AVAILABLE

It displays:

- ◆ Current time and date
- ◆ Room name
- ◆ Room availability
- ◆ Room facilities, for example, the number of seats or if the room has Wi-Fi 
- ◆ Schedule appointments, this list is scrollable
- ◆ Book appointment button 
- ◆ Find free room button 
- ◆ If you swipe the screen from left to right, the Settings button  will appear. Tapping it will take you to the settings page, which will provide information regarding your Connection and device including: the server, the version in use, the build number, player version, and RCM version.

# CHAPTER 3: RESERVA ROOM INTERFACE

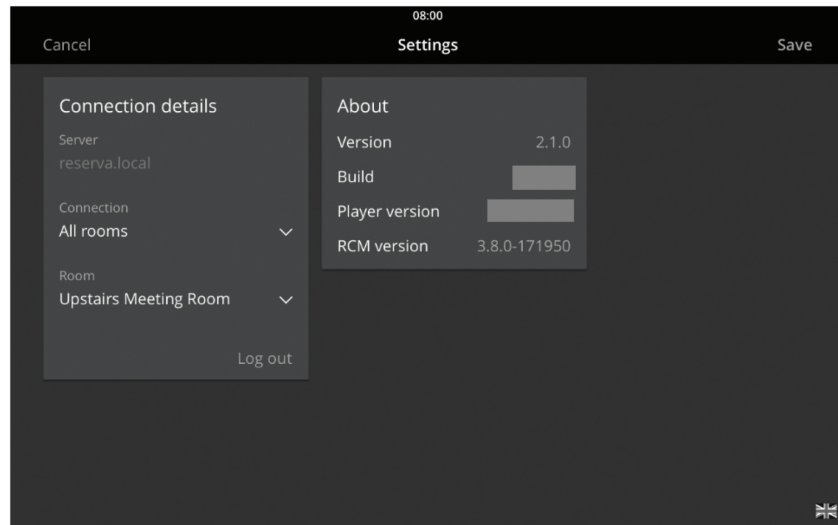



FIGURE 3-2. SETTINGS PAGE

The example shows as unavailable a room that someone has just tried to book. Tapping the edit button  will allow you to extend, shorten, or end the meeting.

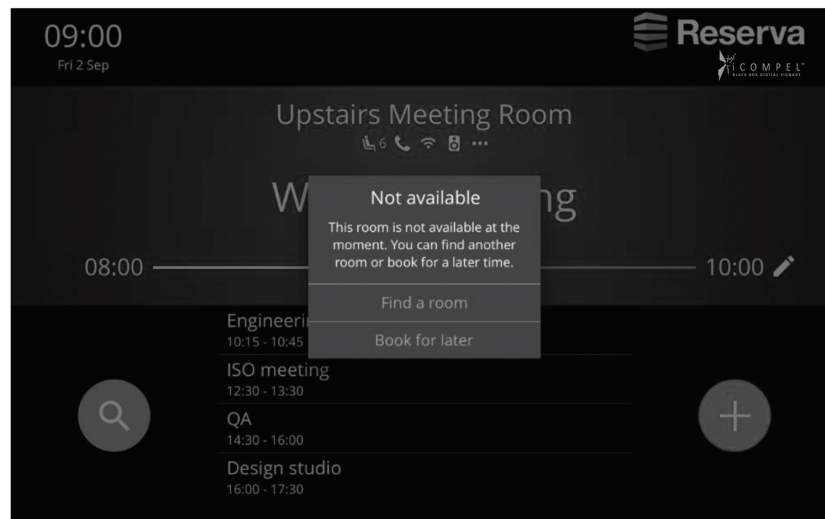


FIGURE 3-3. OPTIONS – MEETING ROOM BUSY

Tapping Find a room will bring up a list of available rooms, including their facilities.

# CHAPTER 3: RESERVA ROOM INTERFACE



FIGURE 3-4. AVAILABLE ROOMS

This example shows the screen during periods in which the room has been booked for setup prior to a meeting or breakdown after it (these options are only available when using certain Connectors).

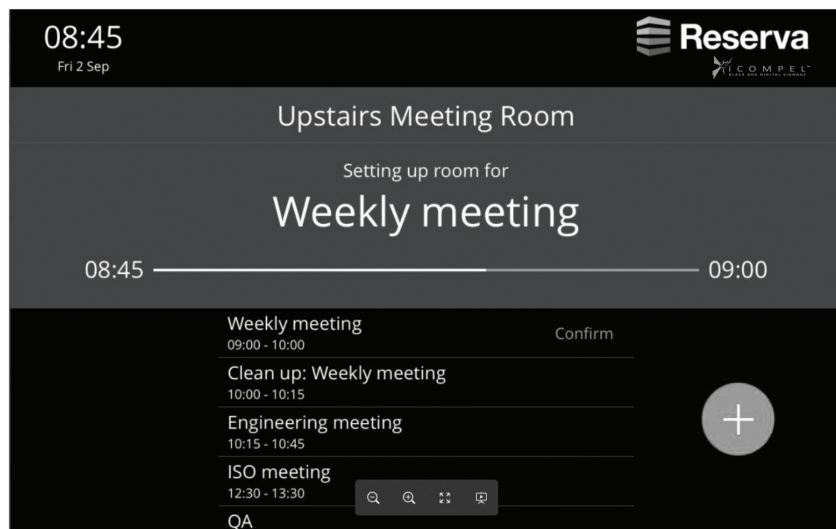


FIGURE 3-5. OPTIONS – MEETING ROOM IN SETUP MODE

## CHAPTER 3: RESERVA ROOM INTERFACE

### 3.1 BOOK APPOINTMENT

Tapping the Book Appointment button will take you to the Book Appointment page.

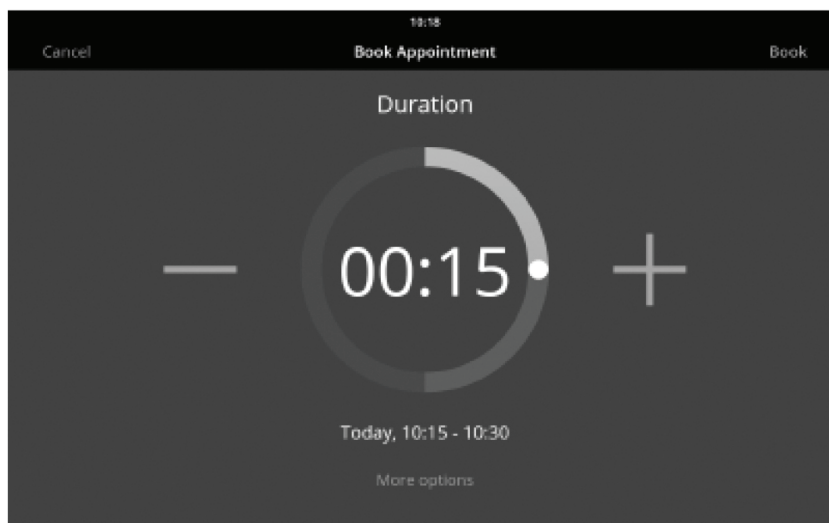


FIGURE 3-6. BOOK APPOINTMENT PAGE

The system will default to the next available time slot for the meeting you wish to book. Tapping the or + buttons will modify the duration of the meeting, jumping in pre-configured blocks of time. Alternatively, you can manually move the marker around the circle to change the duration of the meeting.

Tap Book and the appointment will show up as Booked by Reserva.

More options will take you to a page that gives you the opportunity to choose an alternative date and start time rather than defaulting to the next available slot.

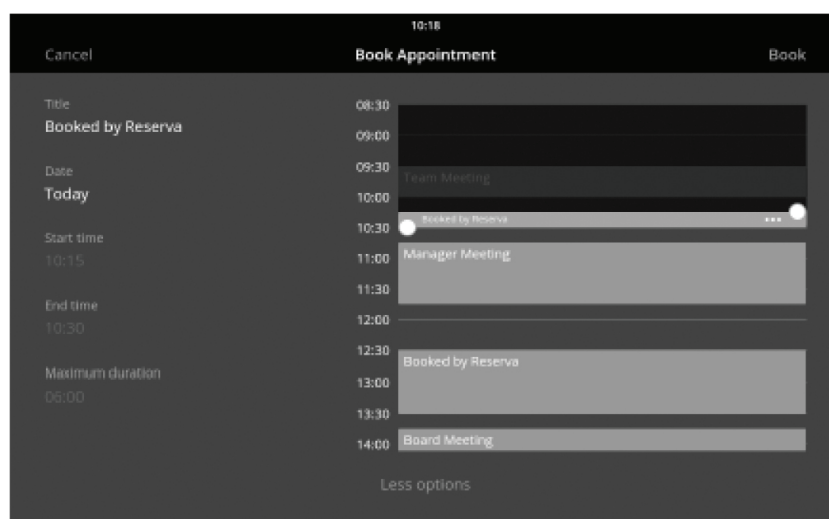


FIGURE 3-7. BOOK APPOINTMENT, VIEW 2



## CHAPTER 3: RESERVA ROOM INTERFACE

Tap Title to give the meeting a name other than Booked by Reserva. Tapping Date will allow you to choose a different date. The number of days you can select from will depend on the settings configured by your administrator.

On the right-hand side, the relevant day will appear with booked appointments displaying in gray. The appointment you are booking displays in orange and available slots for it highlighted in green. Use the white tabs to modify the duration of the meeting and tap and hold the orange meeting to move it to a different available time slot.

## CHAPTER 4: RESERVA ROOM SIGN FEATURES

### 4.1 ROOM INFORMATION

These features are available on all room signs.

- ◆ Time and date: The current time and date are shown in the top left corner.
- ◆ Meeting room: The meeting room name is shown.
- ◆ Room availability: If the room is available, the availability (for example, "Available until tomorrow at 14:00") is shown on a green background.  
If the room is busy, the meeting availability (for example, Booked by Reserva with the start and end time) is shown on a red background.

NOTE: If a meeting is booked as a private meeting, the room availability will simply show as Busy.

- ◆ Scheduled appointments: A list of scheduled appointments is shown in the Upcoming Appointments area.
- ◆ Facilities: A set of icons shows the facilities that a room has, such as number of seats or if it has Wi-Fi.

### 4.2 INTERACTIVE FEATURES

This section describes all supported features. The features available on the room sign depend on the options made available by your administrator and the calendar system. Contact your administrator for more information.

- ◆ Book appointment: You can book a new appointment using the room sign. Your appointment is added to the calendar and the meeting room is reserved for you. Appointments booked using room signs are shown as Booked by Reserva. It is not possible to specify your own meeting name.
- ◆ Confirm appointment: Before your meeting is due to start, you will be prompted to confirm the appointment. If you do not confirm the appointment ahead of the meeting, you are reminded to confirm the appointment once the meeting starts. Provided you confirm, the meeting room is reserved for you.

If you do not confirm the appointment, it is removed from the calendar automatically and the meeting room is shown as available. This ensures that rooms are not shown as busy when no longer needed.

- ◆ Extend or shorten appointment: You can extend or shorten an appointment during the meeting. With this feature, if you need more time to work through your agenda, you can extend the meeting provided the room is not already booked. The room availability is updated accordingly.
- ◆ Cancel appointment: You can cancel an appointment during the meeting. For example, if attendees are unable to join you and you no longer need the room, you can cancel the appointment. This removes the appointment from the calendar and the meeting room is shown as available.
- ◆ Find free room: You can bring up a list of available rooms.
- ◆ Setup: The setup option is for administrators. If enabled, it allows configuration of the room sign, including specifying the room display.

### 4.3 AUTHORIZATION

Authorization is an optional feature that can be enabled by your administrator. When it is enabled, actions such as creating, confirming, editing, and ending appointments will require authorization.

When these actions are triggered, the device will then enter the authorization flow.

Authorization allows only the organizer and invitees to confirm, edit, or end appointments, while any linked users or anyone from the active directory (AD) can create appointments.

If an NFC card reader is available on the device, the flow will default to NFC authorization.

NFC is enabled via the RCM Connector and requires an NFC card reader attached to your Reserva room sign.



# CHAPTER 4: RESERVA ROOM SIGN FEATURES

## 4.3.1 NFC AUTHORIZATION

You will be prompted to scan your card. If the card is not available, there is also the option to use username and password-based authorization.

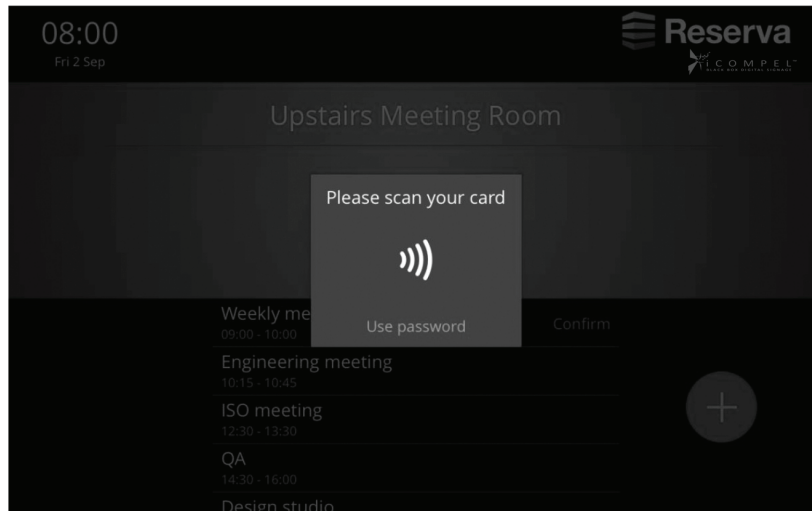


FIGURE 4-1. SCAN YOUR CARD

If the card scanned hasn't been linked to a user account, you will now be required to enter your AD credentials to link the card. This is only required at the first scan of the card.

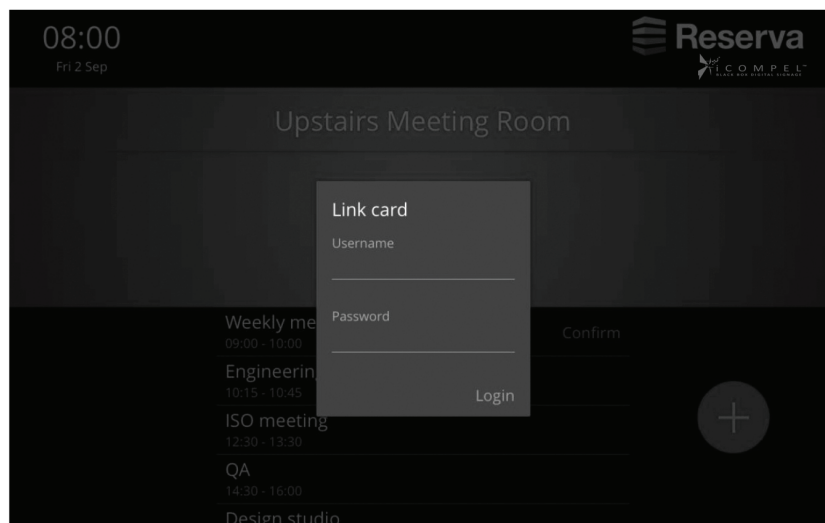


FIGURE 4-2. LINK CARD

The media will now authenticate using the card.

## CHAPTER 4: RESERVA ROOM SIGN FEATURES

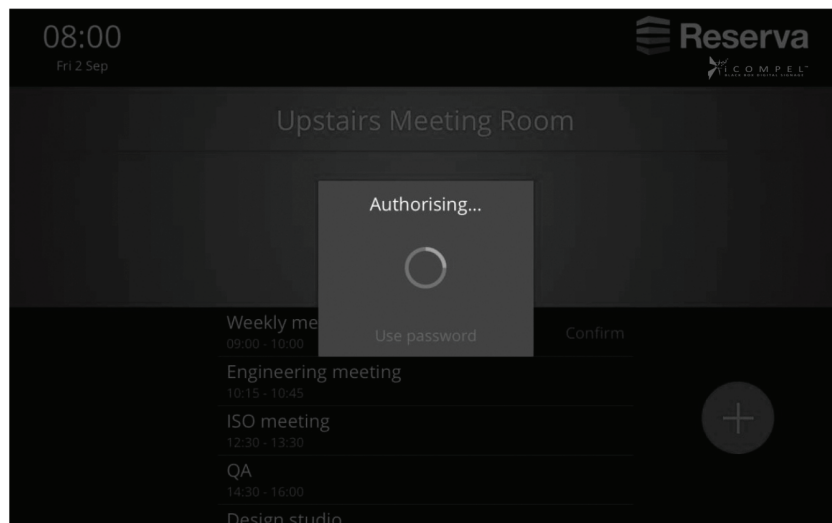


FIGURE 4-3. AUTHORIZING

If authorization is successful, a success notification will briefly display. It will automatically disappear and allow you to carry on with the action you started.

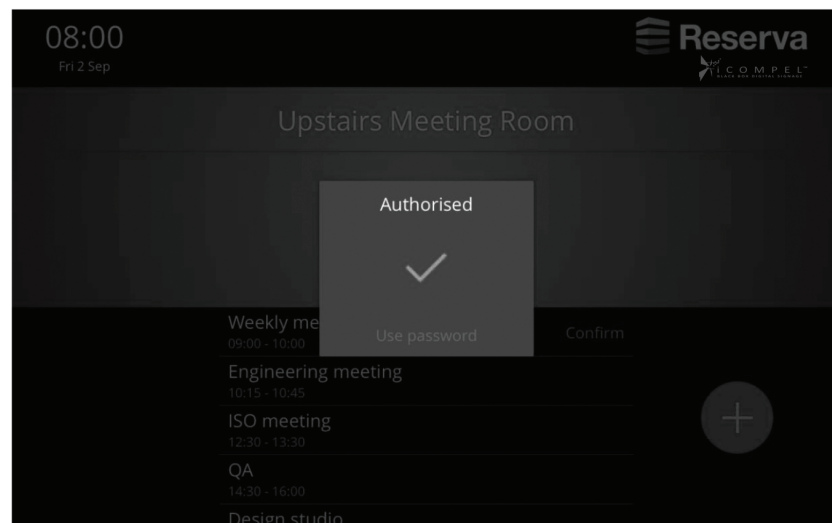


FIGURE 4-4. AUTHORIZED SCREEN

If you are not authorized to perform the selected action, an error notification will appear. This will disappear after a short period of time.

## CHAPTER 4: RESERVA ROOM SIGN FEATURES

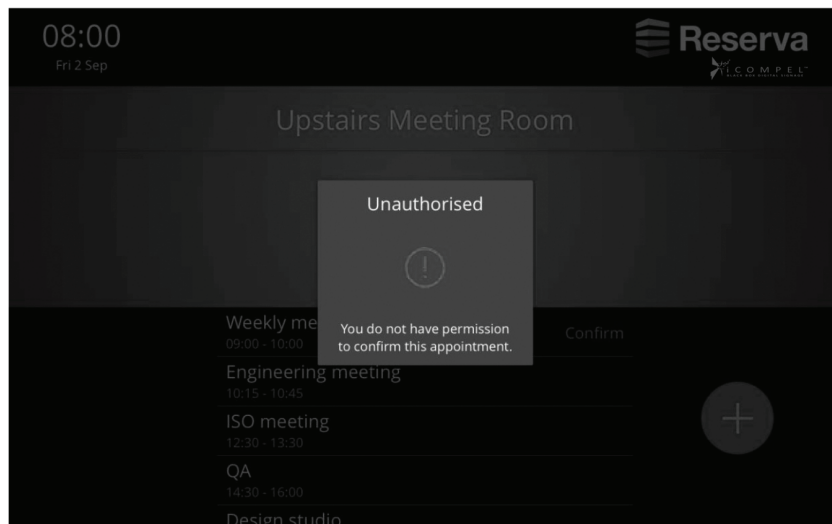


FIGURE 4-5. UNAUTHORIZED MESSAGE

If there is an unconfirmed ongoing appointment, scanning a card will automatically launch the authorization flow for confirming the appointment. To indicate this, an NFC icon is added to the confirm button of the ongoing appointment. The icon will only show if authorization is enabled on RCM and an NFC reader is available.

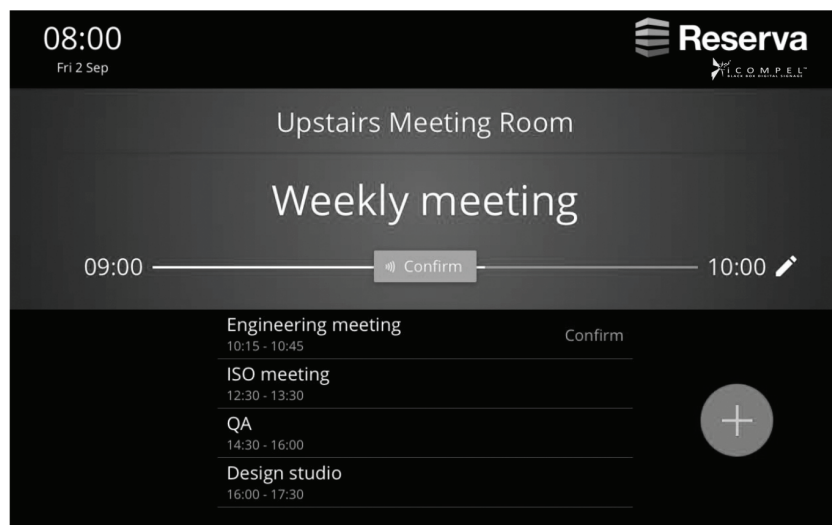


FIGURE 4-6. CONFIRM SCREEN

## CHAPTER 4: RESERVA ROOM SIGN FEATURES

### 4.3.2 PASSWORD AUTHORIZATION

If there is no NFC reader or the user's card is not available, password authorization can be used as an alternative. When prompted, enter your username and password credentials.

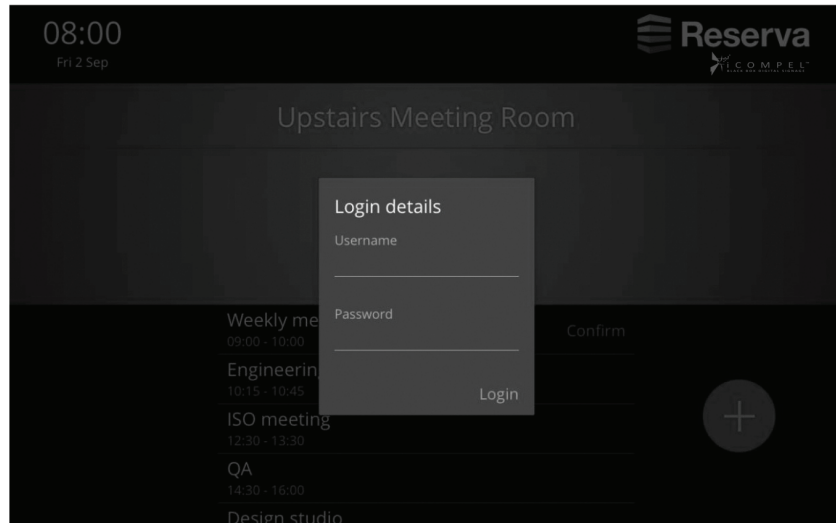


FIGURE 4-7. LOGIN DETAILS

On successful login, a check mark will display. The prompt window will disappear automatically, and you can continue with your action.

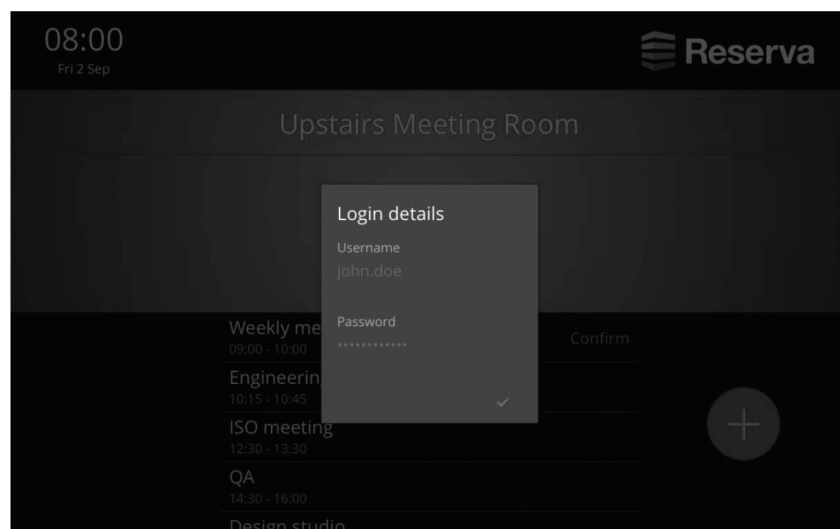


FIGURE 4-8. SUCCESSFUL LOGIN

## CHAPTER 4: RESERVA ROOM SIGN FEATURES

If the login was unsuccessful, the form will enter an error state. At this point, you can try re-entering your credentials or abandoning the process.

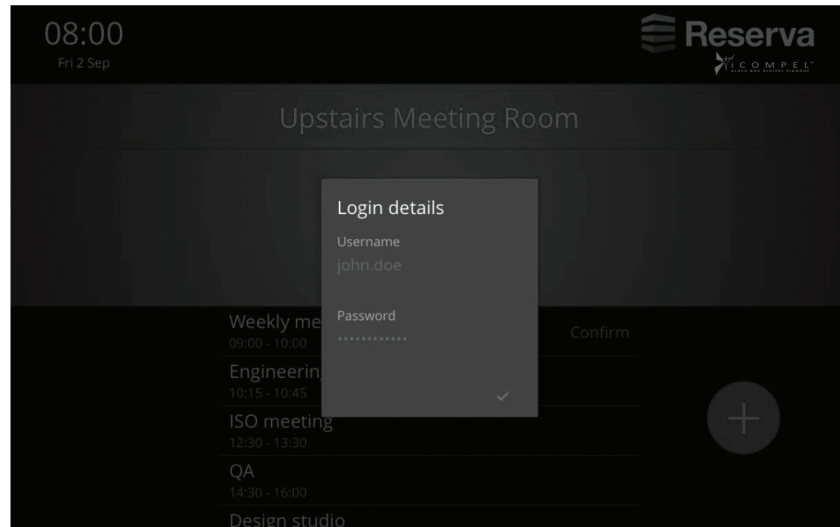


FIGURE 4-9. RE-ENTER LOGIN CREDENTIALS

## APPENDIX A: REGULATORY INFORMATION

### A.1 FCC CLASS A STATEMENT

This equipment generates, uses, and can radiate radio-frequency energy, and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio communication. It has been tested and found to comply with the limits for a Class A computing device in accordance with the specifications in Subpart B of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when the equipment is operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case the user at his own expense will be required to take whatever measures may be necessary to correct the interference.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This digital apparatus does not exceed the Class A limits for radio noise emission from digital apparatus set out in the Radio Interference Regulation of Industry Canada.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique publié par Industrie Canada.





## APPENDIX A: REGULATORY INFORMATION

### A.2 NOM STATEMENT

1. Todas las instrucciones de seguridad y operación deberán ser leídas antes de que el aparato eléctrico sea operado.
2. Las instrucciones de seguridad y operación deberán ser guardadas para referencia futura.
3. Todas las advertencias en el aparato eléctrico y en sus instrucciones de operación deben ser respetadas.
4. Todas las instrucciones de operación y uso deben ser seguidas.
5. El aparato eléctrico no deberá ser usado cerca del agua—por ejemplo, cerca de la tina de baño, lavabo, sótano mojado o cerca de una alberca, etc.
6. El aparato eléctrico debe ser usado únicamente con carritos o pedestales que sean recomendados por el fabricante.
7. El aparato eléctrico debe ser montado a la pared o al techo sólo como sea recomendado por el fabricante.
8. Servicio—El usuario no debe intentar dar servicio al equipo eléctrico más allá a lo descrito en las instrucciones de operación. Todo otro servicio deberá ser referido a personal de servicio calificado.
9. El aparato eléctrico debe ser situado de tal manera que su posición no interfiera su uso. La colocación del aparato eléctrico sobre una cama, sofá, alfombra o superficie similar puede bloquea la ventilación, no se debe colocar en libreros o gabinetes que impidan el flujo de aire por los orificios de ventilación.
10. El equipo eléctrico deber ser situado fuera del alcance de fuentes de calor como radiadores, registros de calor, estufas u otros aparatos (incluyendo amplificadores) que producen calor.
11. El aparato eléctrico deberá ser conectado a una fuente de poder sólo del tipo descrito en el instructivo de operación, o como se indique en el aparato.
12. Precaución debe ser tomada de tal manera que la tierra física y la polarización del equipo no sea eliminada.
13. Los cables de la fuente de poder deben ser guiados de tal manera que no sean pisados ni pellizcados por objetos colocados sobre o contra ellos, poniendo particular atención a los contactos y receptáculos donde salen del aparato.
14. El equipo eléctrico debe ser limpiado únicamente de acuerdo a las recomendaciones del fabricante.
15. En caso de existir, una antena externa deberá ser localizada lejos de las líneas de energía.
16. El cable de corriente deberá ser desconectado del cuando el equipo no sea usado por un largo periodo de tiempo.
17. Cuidado debe ser tomado de tal manera que objetos líquidos no sean derramados sobre la cubierta u orificios de ventilación.
18. Servicio por personal calificado deberá ser provisto cuando:
  - A: El cable de poder o el contacto ha sido dañado; u
  - B: Objetos han caído o líquido ha sido derramado dentro del aparato; o
  - C: El aparato ha sido expuesto a la lluvia; o
  - D: El aparato parece no operar normalmente o muestra un cambio en su desempeño; o
  - E: El aparato ha sido tirado o su cubierta ha sido dañada.

## APPENDIX B: DISCLAIMER/TRADEMARKS

### B.1 DISCLAIMER

Black Box Corporation shall not be liable for damages of any kind, including, but not limited to, punitive, consequential or cost of cover damages, resulting from any errors in the product information or specifications set forth in this document and Black Box Corporation may revise this document at any time without notice.

### B.2 TRADEMARKS USED IN THIS MANUAL

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