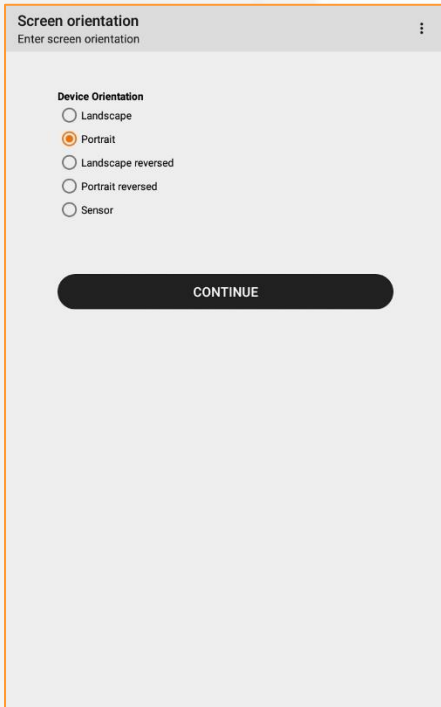
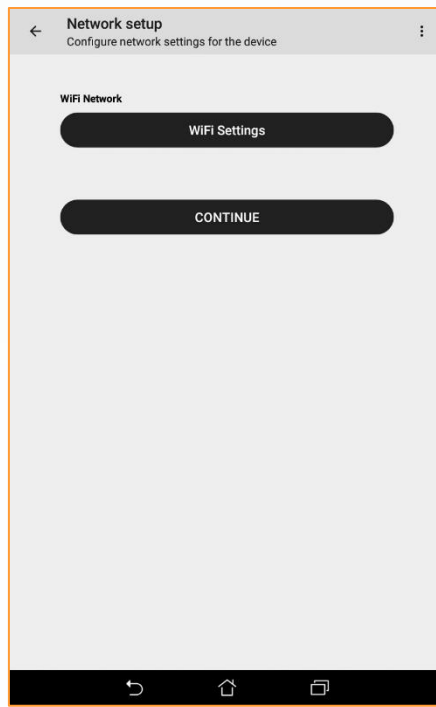


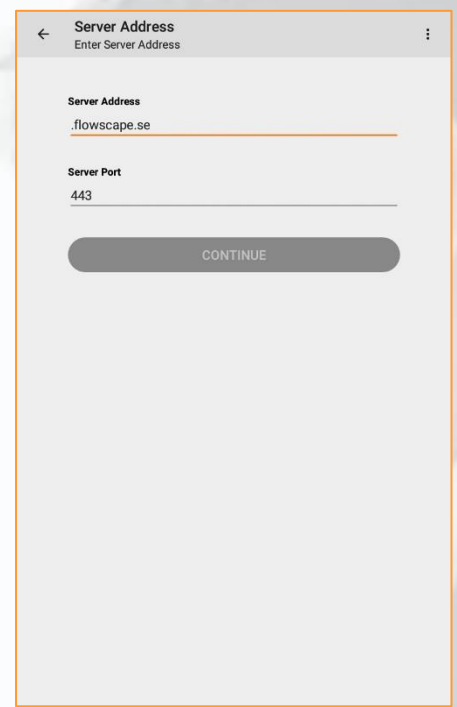
# Room Panel setup



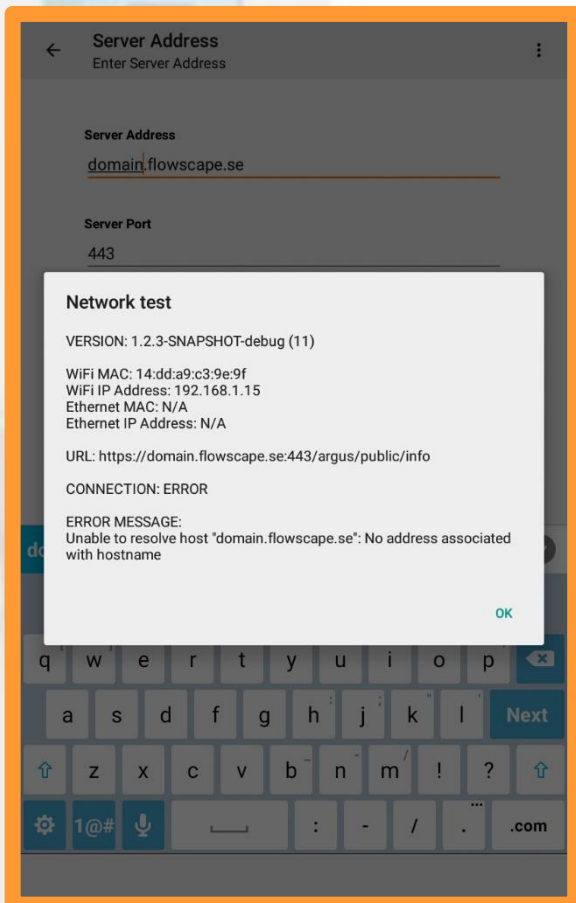
**Screen orientation:** Select if the room panel will be viewed in landscape or portrait. The screen will automatically change when you select



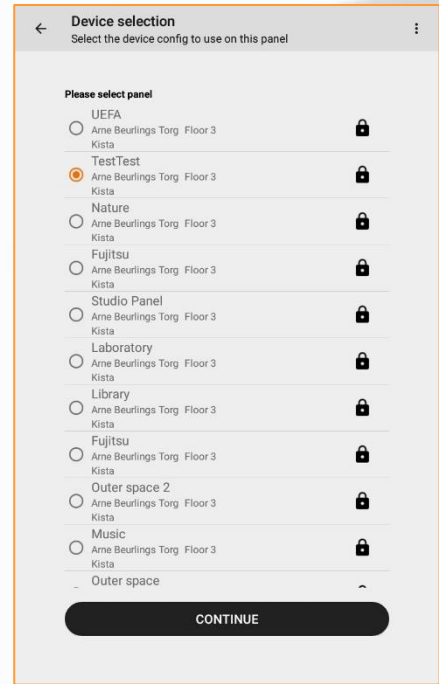
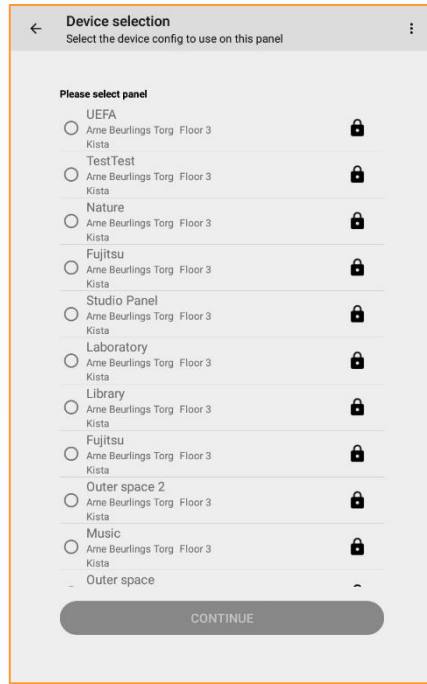
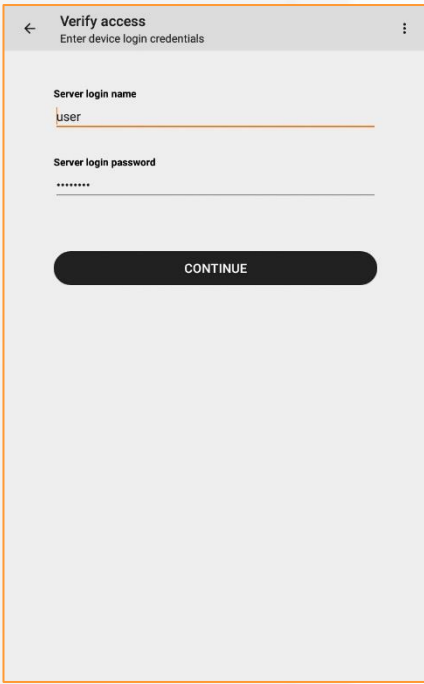
**Network Setup:** here you will select which network the room panel will be connected to. This window will not appear if the room panel is connected through cable



**Server Address:** This determines which server the room panel will connect to. Server address is provided by Flowscape or an installation partner.



**NOTE:** If you are not able to connect to the server an error message will appear that can help you troubleshoot the issue.

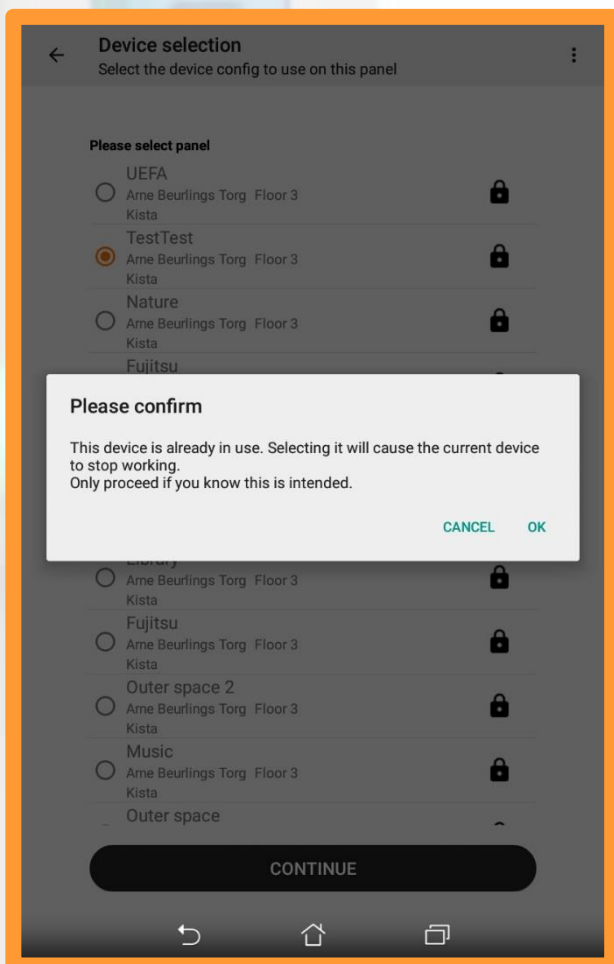


**Verify Access:** here you will enter the server login name and password. The login credentials are created in the Flowscape Portal.

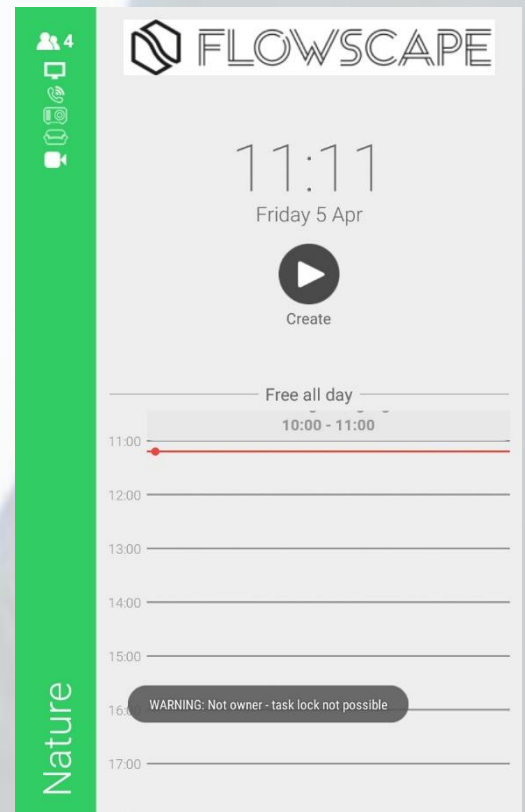
**Device Selection:** If your office set-up consists of multiple sites, buildings and floors you will be given the option to choose which site, building and floor the room panel will be connected to before selecting panel.

It is the panel you select here that will be connected to the meeting room. New panels can be created in the Flowscape Portal.

Click **"CONTINUE"** to launch the device.

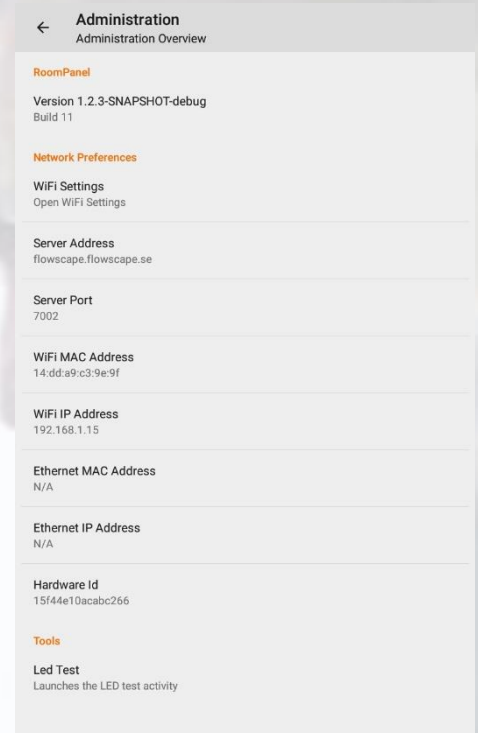
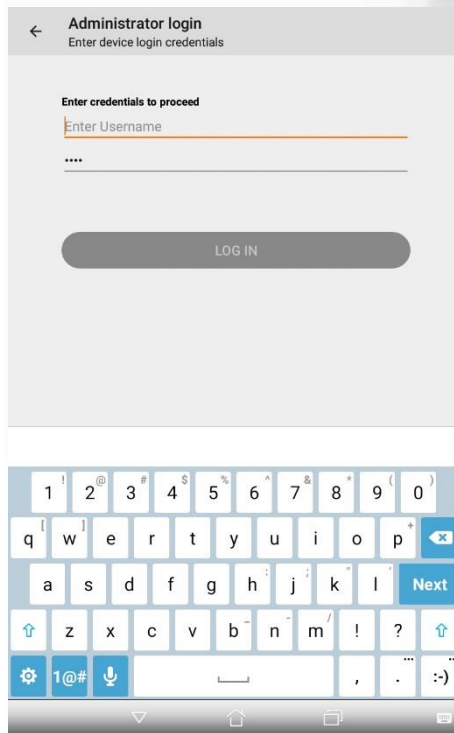
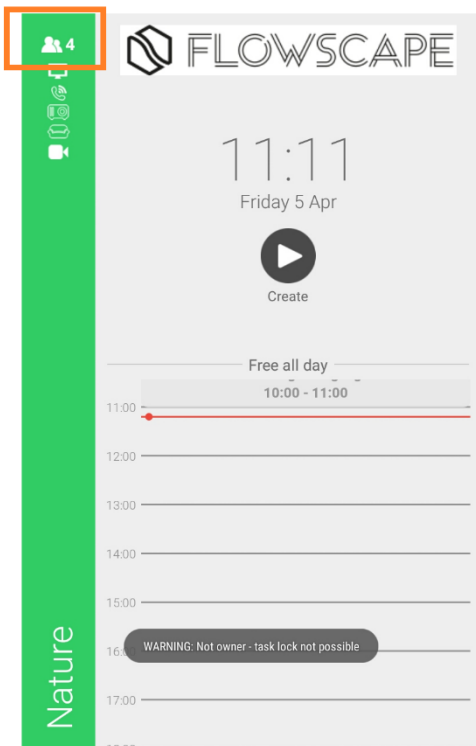


**NOTE:** If the panel shows a lock icon it is already a Room panel connected to the device. If you click **"OK"** the old room panel will stop working and be replaced with the new one.



The room panel will now be connected to the system and ready to use!

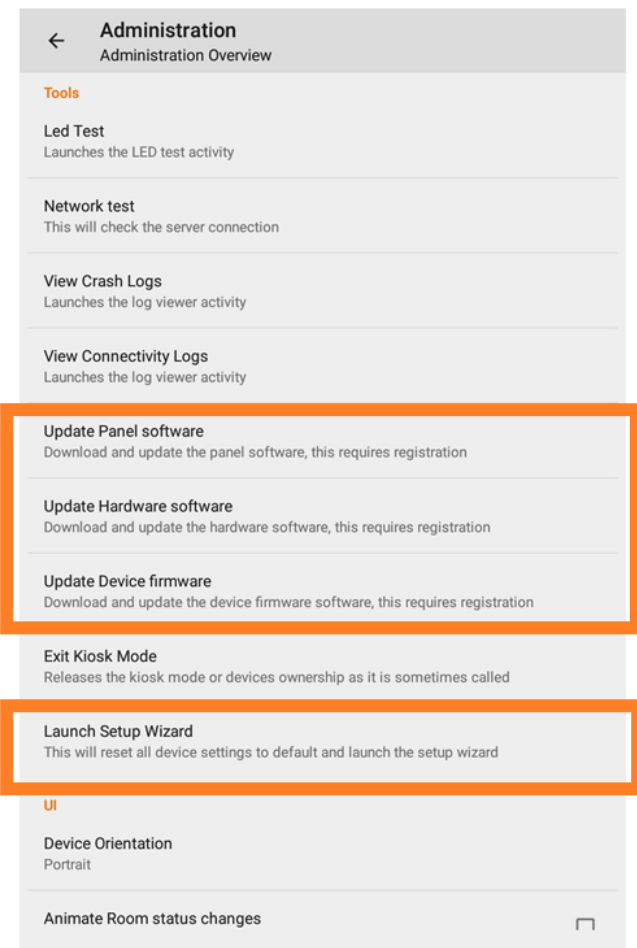
# EDIT ROOM PANEL



To edit room panel, press and hold on the room panels top left corner.

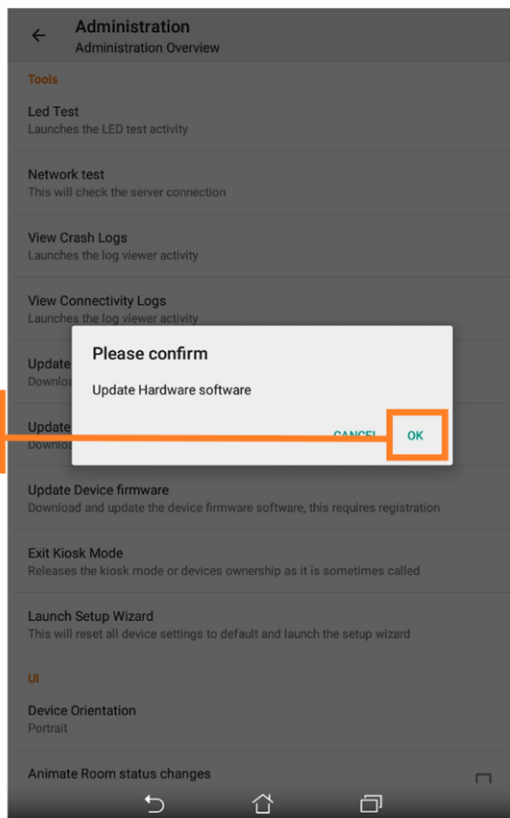
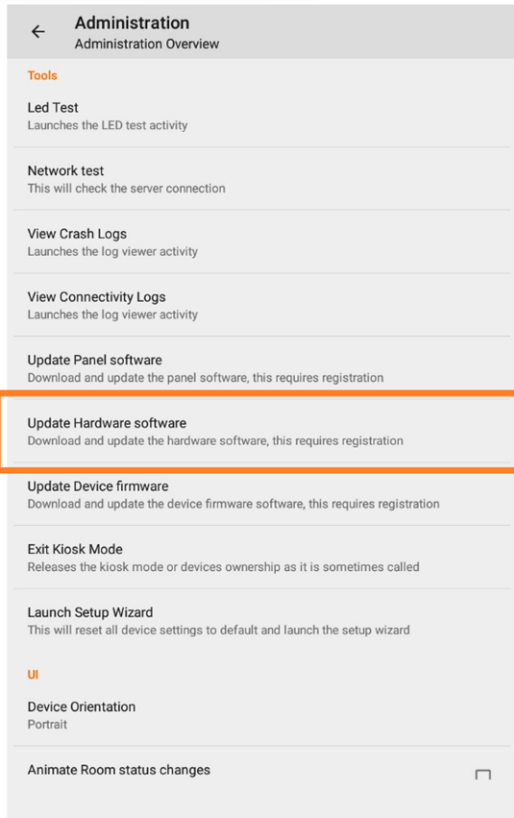
Enter login credentials, these are the same credentials used to verify access in the room panel set-up and are created in the FlowScape portal.

You will now enter the administration overview



Under **"TOOLS"**, you will be able to;

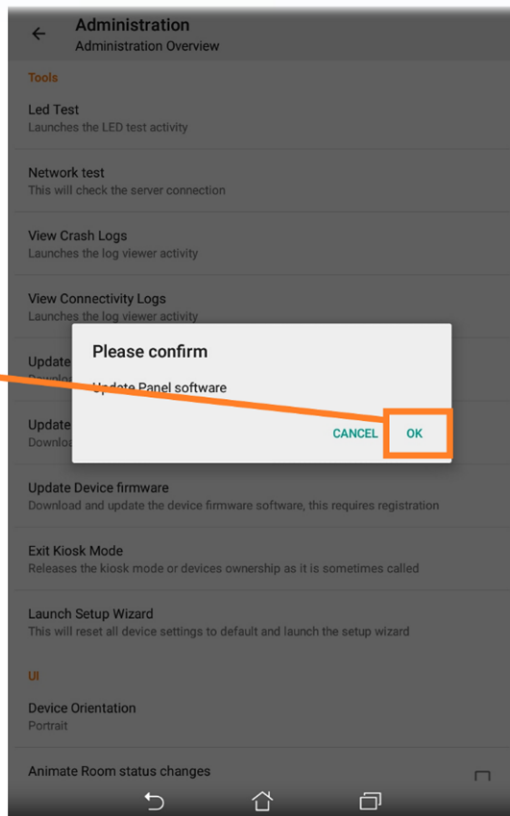
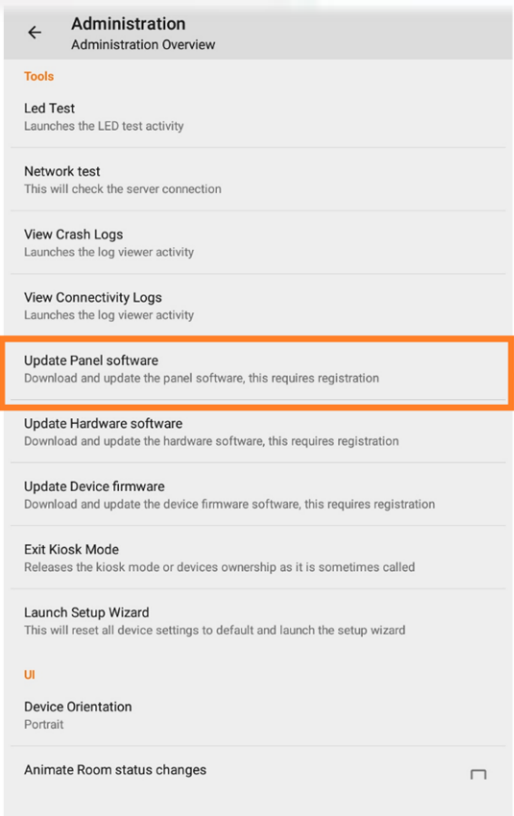
- Update panel software
- Update hardware software
- Update device firmware
- Reset the device



Click **"Update Hardware software"** to download and update.

Press **"OK"** to confirm.

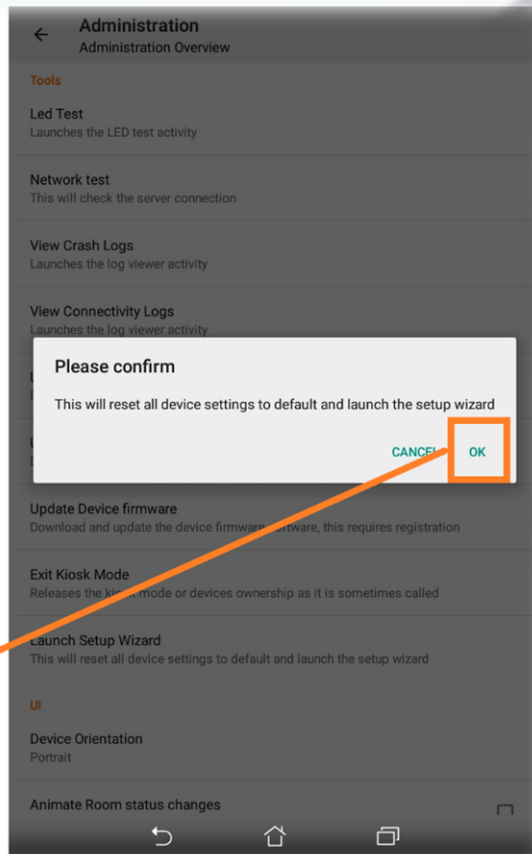
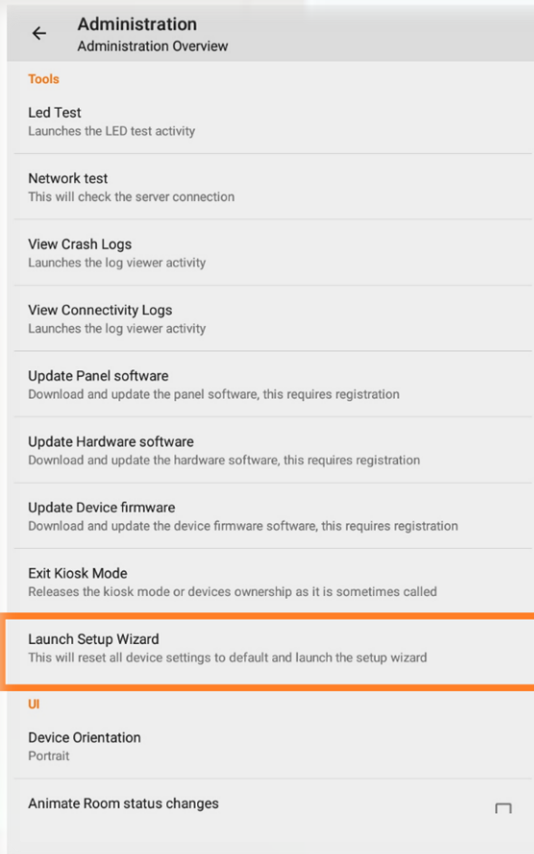
The update will start automatically.



Click **"Update Panel software"** to download and update.

Press **"OK"** to confirm.

The update will start automatically.



**NOTE:** To reset the room panel, press and hold on **“Launch setup Wizard”**

Click **“OK”** to confirm.

