

9.00 - 12.00

Sales Meeting

Host: Tina Murphy

12.30 - 14.30 Weekly Meeting Accounting

15.00 - 18.30 Project Group Meeting - West



Ariadne User Manual

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Ariadne Application

Software Modules

The Ariadne software consists of a number of basic modules that are necessary to run an Ariadne application:

- Content Management (CMS)
CMS is gathering media from the other modules and is controlling the display of these by means of layouts and daily time tables.
- Media Library
The Media Library is controlling all media used for displaying information on the signs.
- Layout editor
The Layout Editor is used to create the layouts that form part of the daily time tables. A layout typically consists of a background and a number of windows placed on top of the backgrounds. Each window includes a link to the medium that should be displayed.
- Sign management
Sign management gives access to handling and support of signs and provides a status of the signs.
- User management
User management is used to define user rights to the various user groups and to register users in relevant user groups.

The following additional modules can be installed separately:

- Booking
Booking consists of a booking module and a template editor module. The booking module contains an overview of all rooms and groups of rooms that can be booked. In addition, the module makes it possible to handle accessories in the rooms and to search for rooms by means of these accessories.
The name of the menu point where you create a new booking, is depending on your type of installation. The menu point will be either “*Meetings*”, “*Education*” or “*Hospitality*”. The type of installation will also have effect on the actual labels used for the fields for a new booking. We will be using the text from “Meetings” in our examples.
It is also possible to install an import module that is able to handle import of data from external PMS, FMS and EMS systems in the form of XML files (see technical specifications).
The template module is used to create room templates that may contain the following elements that can be displayed on an Ariadne door sign:
 - Background
 - Image
 - Static text
 - 8 predefined database fields
 - Up to 20 template specific database fields
 - Information on subsequent events

Each event belongs to a user and cannot be edited by other users, but it is possible to see the events belonging to other users.

- Wayfinding

The principle of the Wayfinding module is to gather the events of the day from selected rooms and present these in a template. Everything is gathered in one editor module in which the wayfinding template is set up and rooms and pictograms like e.g. arrows are selected.

It is determined which event information should be displayed on the template in question. You have the following options

- Image
- Static text
- 8 predefined database fields
- Up to 20 application related database fields (text)
- Sorting to be either by starting time or alphabetically

It is determined whether all the events of the day should be displayed from the very start of the day or gradually as they become topical

- Visitor Welcome

Visitor Welcome consists of a module where the names of the visitors are entered and a template editor module.

The following information can be entered in connection with visitors:

- Organisation
- The name(s) of the visitor(s)
- Sponsor
- Arrival time
- Departure time
- Logo

You can choose to let the listing be based on arrival times or you can choose to list all visitors from the start of the day.

- Event Listing

Event Listing consists of a module where the events of the day are entered and a template editor module.

The following information can be entered in connection with events:

- Organisation
- The name of the event
- Sponsor
- Starting time
- Closing time
- Logo

You can choose to let the listing be based on starting times or you can choose to list all events from the start of the day.

- Multi Media

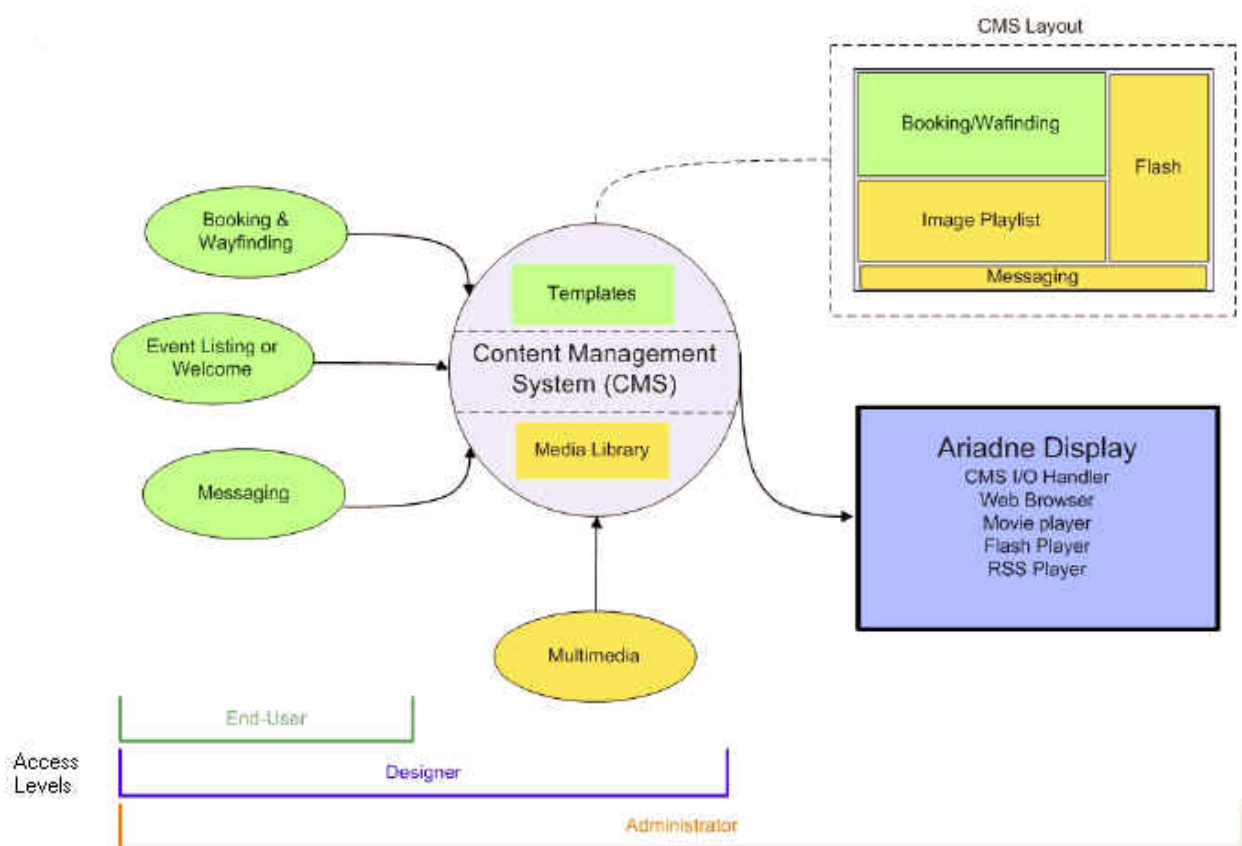
The basic module can show the various media types as individual elements. Video and flash will restart (loop) the medium automatically. The Multi Media module makes it possible to create ”*Play lists*” that contain a number of media stating the displaying time for each individual

medium. Normally you can only use one type of medium in a play list, but when using internal web hosting of media you can create play lists with a mix of media.

- Messages
Text keyed into the module is displayed as scroll text in the bottom of the screen. You can create a number of message channels so that a certain channel is displayed on one or more screens. In this way, you are able to display different messages on different screens.

Software Architecture

The Ariadne application has been designed with front-end and back-end application architecture.



The front-end, designated by the green circles in the above image represents the end-user software modules where textual content is entered into the system. The back-end manages and publishes the textual data to the digital sign systems through pre-designed templates and layouts. The textual data entered through the user modules is handled by the Content Management System (CMS) through templates and layouts designed by the “Designer” group. The Designer group uploads any static or multimedia visual content.

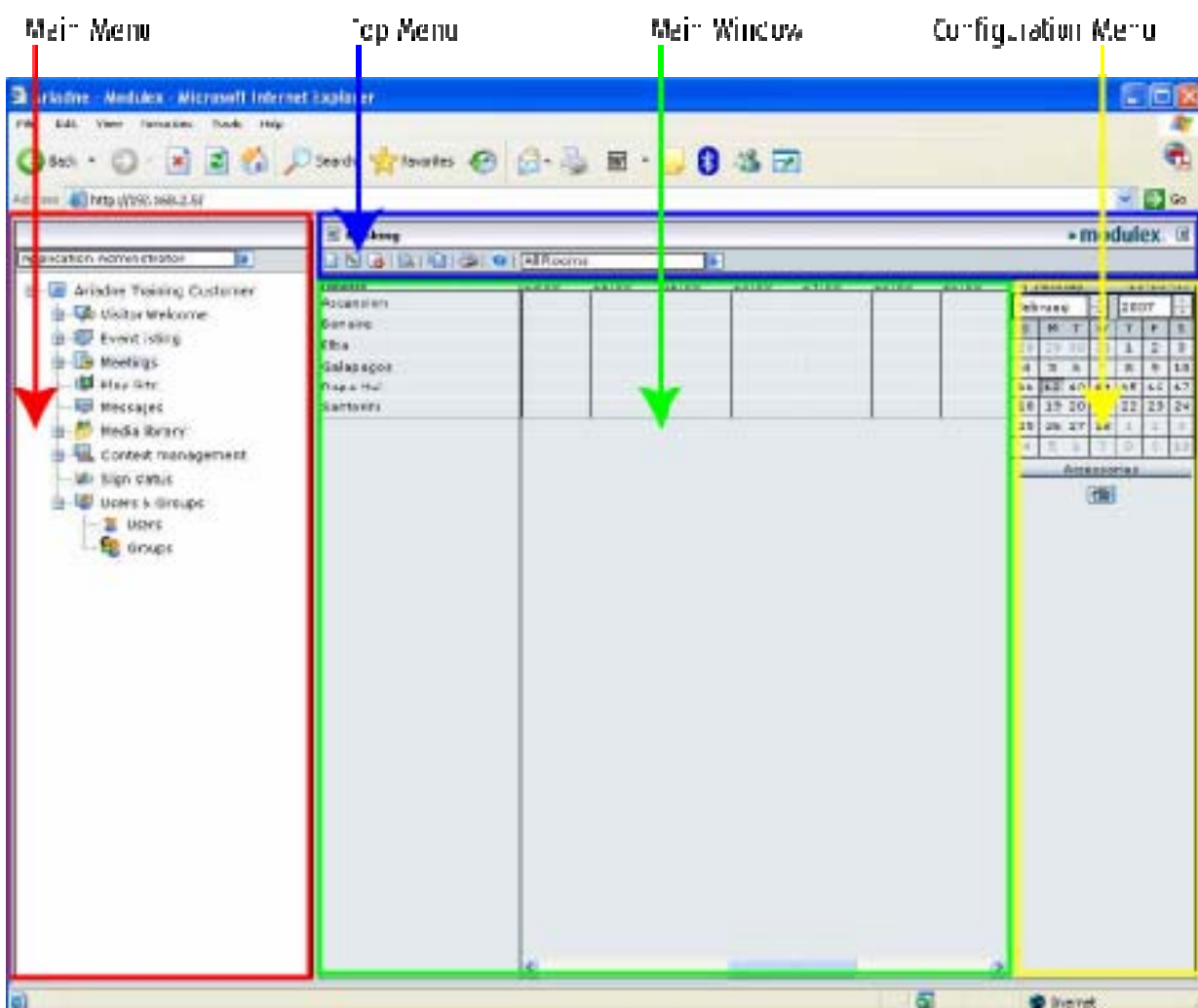
Access Levels

- User
Allows end-users to enter textual data through the software modules

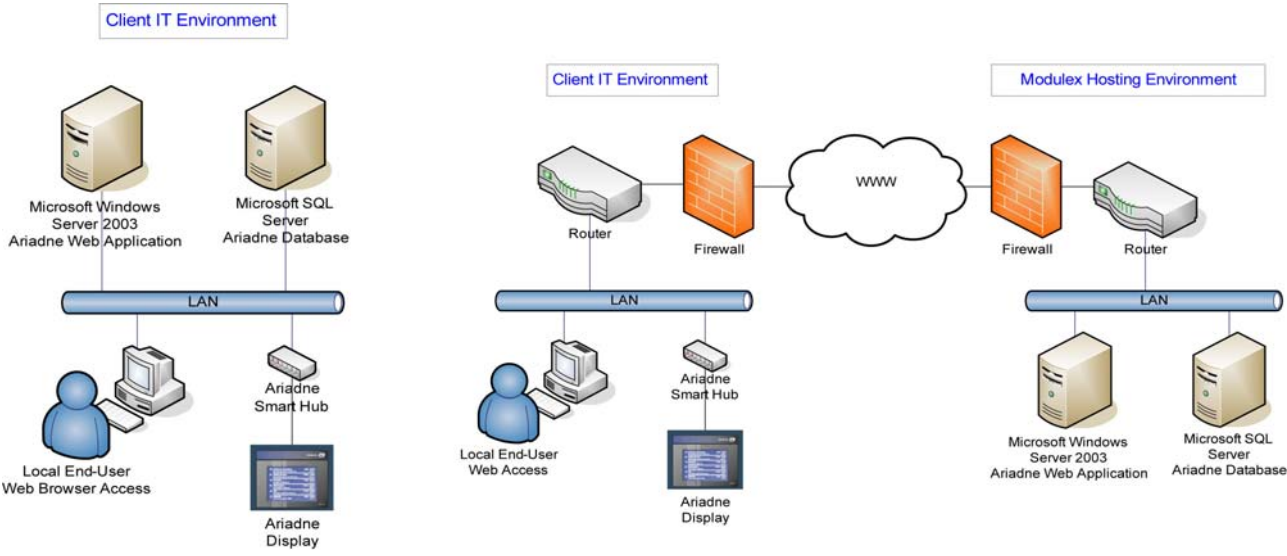
- Designer
Allows content managers and layout designers to create, edit and schedule content for the sign systems
- Administrator
Allows application administrator to manipulate application settings, monitor system status and manage users and groups

Document structure

Based upon the information above, this document follows the reverse sequence which is more intuitive when trying to get the system up and running.



System Drawing



System Administration

System Installation

There are two ways of running the Ariadne software. Either on-site at your own server, where you must provide the hardware and the SQL database required (see “Ariadne System Specifications” for further details) or as a hosted solution, where Modulex provides the hardware, automatic software upgrades and 24/7 support and maintenance.

On-Site Solution

Software for an on-site installation will be provided to you by Modulex.

Hosted Solution

A hosted solution does not require a software installation.

System Setup

There are several opportunities of adapting Ariadne to your needs.

Regardless of the hosting option it is necessary for the Administrator to setup the system prior to giving access to other users. The Administrator will be provided their user name and password by Modulex during the solution delivery process.

Time Zone

The time zone should be set for your location based on Coordinated Universal Time (UTC). Use the steps below to set the time zone.

Right click on the company name in the top of the menu-tree and select *Time Zone*.



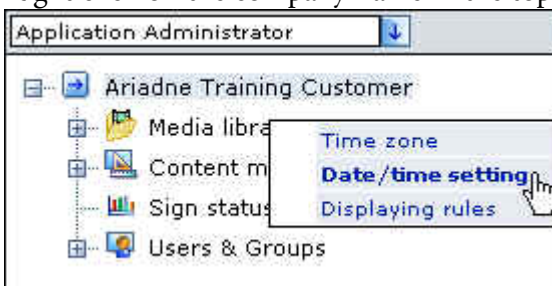
Select your time zone in relation to GMT and click to save.




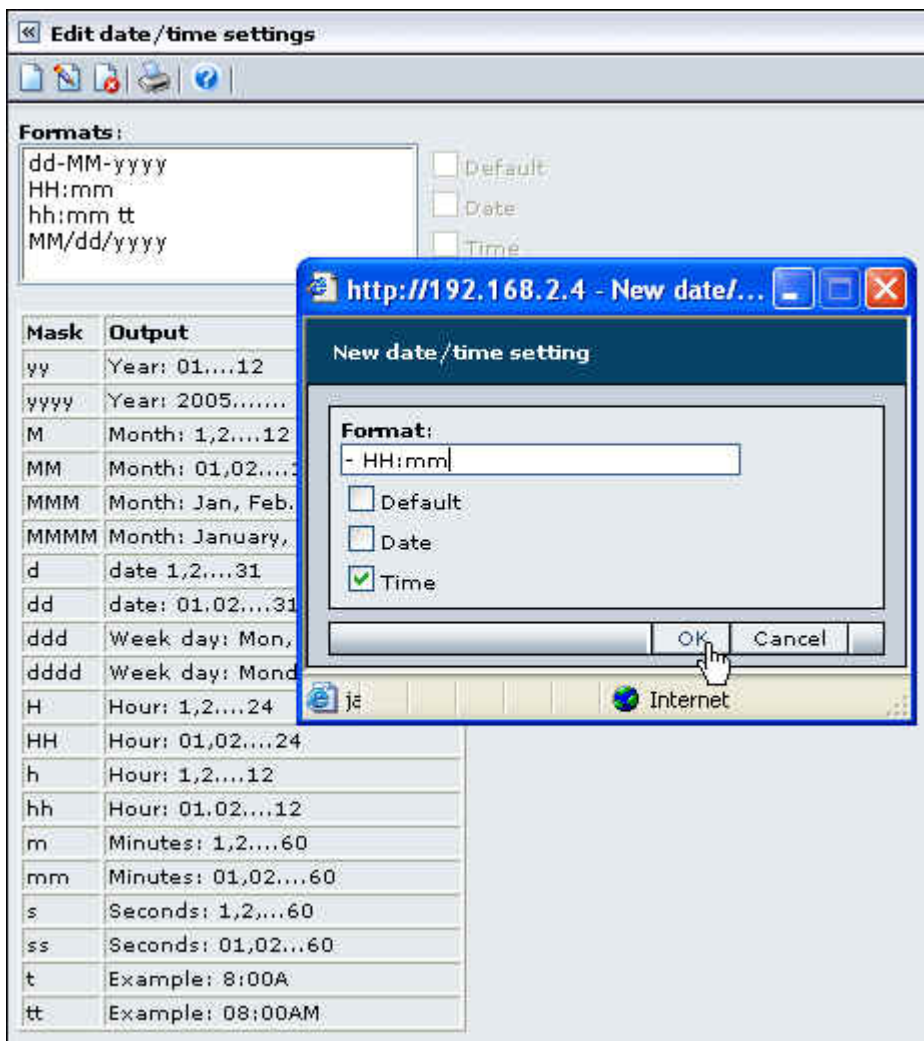
NOTE: For on-site installations only, you must manually change the time zone at the beginning and at the end of daylight savings time. For example for Denmark, running CET, it means the time zone must be specified as “1” during the period with “winter time” and as “2” during “summer time”.

Date/Time Settings

Right click on the company name in the top of the menu-tree and select *Date/Time settings*.



Click the icon  to create your own date and time formats.



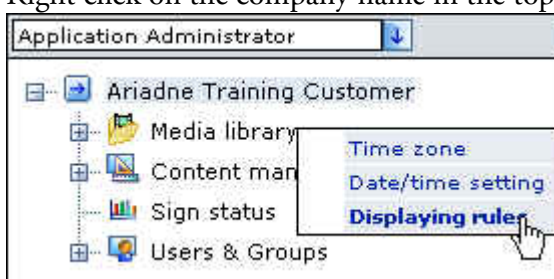
The format must be indicated as a mask. For example, if you want the following format: Monday 25. October 2007, you must write the following in the **Format** field: dddd d. MMMM yyyy

Select the appropriate date or time box to identify the type of format. If you select the new format as the default date/time stamp, it will be the default option in all new date and time objects in templates and layouts, but can of course be selected on all existing date/time objects.

Click to save.

Displaying Rules

Right click on the company name in the top of the menu-tree and select **Displaying rules**.



The display rules indicate when individual events are to be shown on the signs.



Offset indicates how many minutes to display the booking on the sign before it actually takes place.

If two bookings are consecutive the *Overlap* parameter allows you to show both bookings on a door sign during the indicated time. When the first booking expires, it will disappear from the sign.

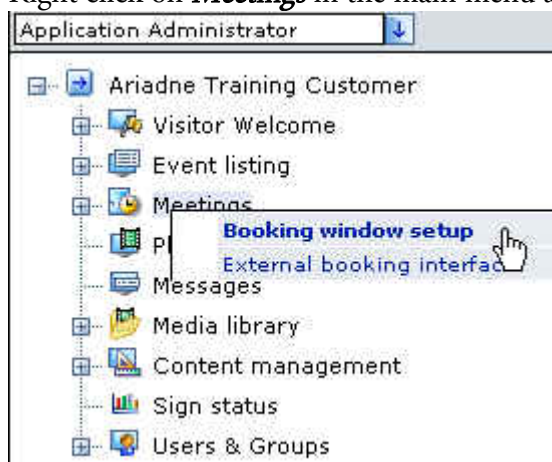
Booking / Meetings

The name of the menu point where you create a new booking, depends on your type of installation. The menu point will be either “Meetings”, “Education” or “Hospitality”. The type of installation will also have effect on the actual labels used for the fields for a new booking. We will be using the text from *Meetings* in our examples.

Booking Window Setup

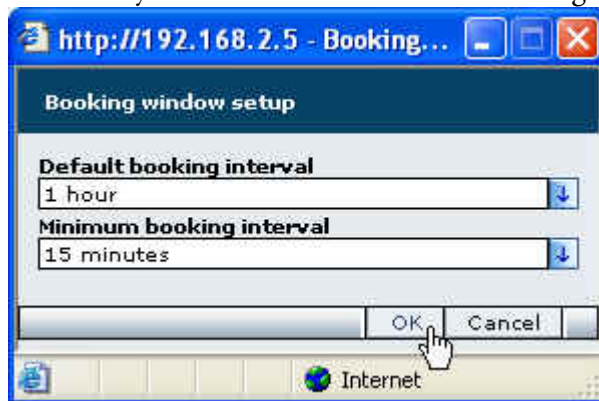
This feature allows users to set default booking interval and minimum times.

1. Right click on *Meetings* in the main menu and select *Booking window setup*



2. *Default booking interval* indicates the number of minutes between the start and end time of a new booking.
Minimum booking interval indicates the length of the steps to be used, when you change

the time by means of the scroll arrow at the right of the time.

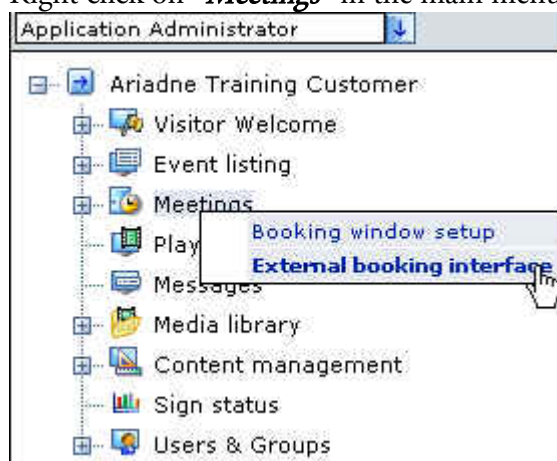


3. Click to save the changes

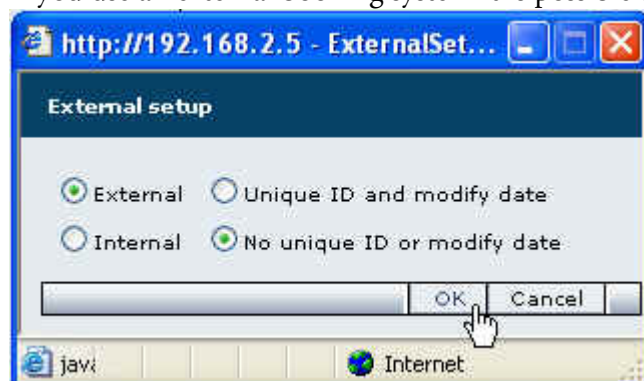
External Booking Interface

If the Ariadne system is setup to receive booking information from a third-party booking software, ensure this setting is enabled on your Ariadne account.

Right click on “*Meetings*” in the main menu and select *External booking interface*.



If you use an external booking system it is possible to choose a unique ID.



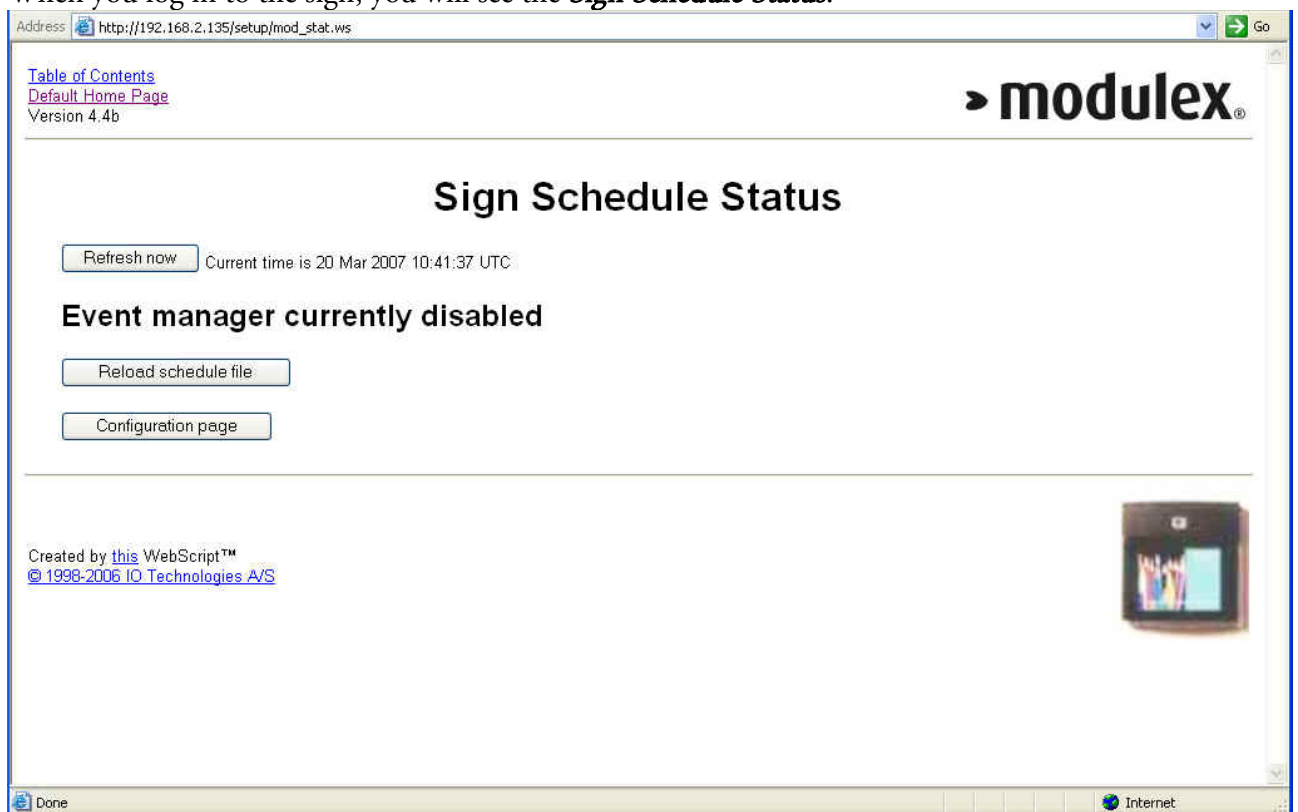
Click OK to save the changes.

Sign Setup

Registering a Sign

Registration of Ariadne signs takes place from the actual sign.

1. Log into the sign by opening a browser and typing the signs IP address or DNS name in the URL field. A pop up window will occur and the username and password will need to be entered. Username: admin. Password: W52N22
2. When you log in to the sign, you will see the *Sign Schedule Status*.



The event manager will automatically be enabled, as soon as the sign is registered with the server, after which the schedule status will be updated.

3. Click on *Configuration page* and fill out the necessary fields and click *Save Changes*

Schedule file URL indicates where the sign will obtain its schedule file. In this example it is on a hosted solution. An onsite solution requires the Ariadne server's IP address or DNS name to be used.

NOTE: You must select Auto append MAC to schedule URL

Registration URL shows the registration string of the sign with server name, unique customer ID and the sign type.

Time Configuration directs the sign to pull the date and time from the server when checked.

Backlight tells the sign the level of brightness to use when illuminating the screen

Poll Rate (sec) determines how often to poll the server for changes to the signs configuration.

This is only a pull by the sign and not a push from the server.

Power Save determines the sleep and wake times of the sign based on GMT time.

RSS colours determines the colour of the text and background for the message band.

Pre-load Pages determines the Number of pages to be loaded in the signs memory.

- Click on **Network setup** to edit the network configuration of the sign

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TCP/IP Network Configuration

Use this page to configure TCP/IP network settings. The network configuration is automatically configured if DHCP is enabled. The DHCP setting will query a DHCP/BOOTP server on the network for network parameters.

Setting [Active value]	New value
Network settings	
Host Name [io0075e3]	<input type="text"/>
Domain []	<input type="text"/>
Name Server [192.168.2.1]	<input type="text"/>
IP Routing [off]	* <input type="button" value="v"/>
Default Gateway [192.168.2.1]	<input type="text"/>
Time Server	<input type="text"/>
SMTP Server	<input type="text"/>
HTTP Proxy	<input type="text"/>
Ethernet settings	
MAC [00:d0:c8:00:75:e3]	
DHCP [active]	<input checked="" type="checkbox"/> Click to disable
RARP [inactive]	<input type="checkbox"/> Click to enable
AutoIP [inactive]	<input type="checkbox"/> Click to enable
IP Address [192.168.2.135]	192.168.2.44
Subnet mask [255.255.255.0]	<input type="text"/>
<input type="button" value="Revert"/>	<input type="button" value="Save"/>

Fill out the necessary fields with your actual network specifications.

NOTE: There should ALWAYS be a static IP address even though you activate DHCP. If the static IP address is removed and the sign does not get a DHCP signal there is no way to reach, fix, or make the sign run again

- The **Password Setup** allows you to change the password for the sign.

NOTE: It is highly recommended to keep the default username and password intact, as Ariadne support will use this information to provide you with technical support.

- Click on **Time setup** to edit the time configuration of the sign

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Adjust Real Time Clock

Use this page to adjust the Real Time Clock. **Note** that hardware not equipped with a battery backed-up Real Time Clock, time and date must be adjusted at each reboot.

Current WebNet Time

Date: Time:

New WebNet Time

Synchronize with computer time
 Date: Time:

Set manually
 Date: Time:
(yyyy-mm-dd) (hh:mm:ss)

Synchronize with Time Server
 IP address: click [here](#) to configure.

Time Zone: Daylight Saving

- Click **Adjust** to save the changes
- When you are finished with all the changes, return to the **Configuration page** and click **Register sign**
- A pop up window appears and a copy of the XML code that is sent to the server will be shown like e.g.:

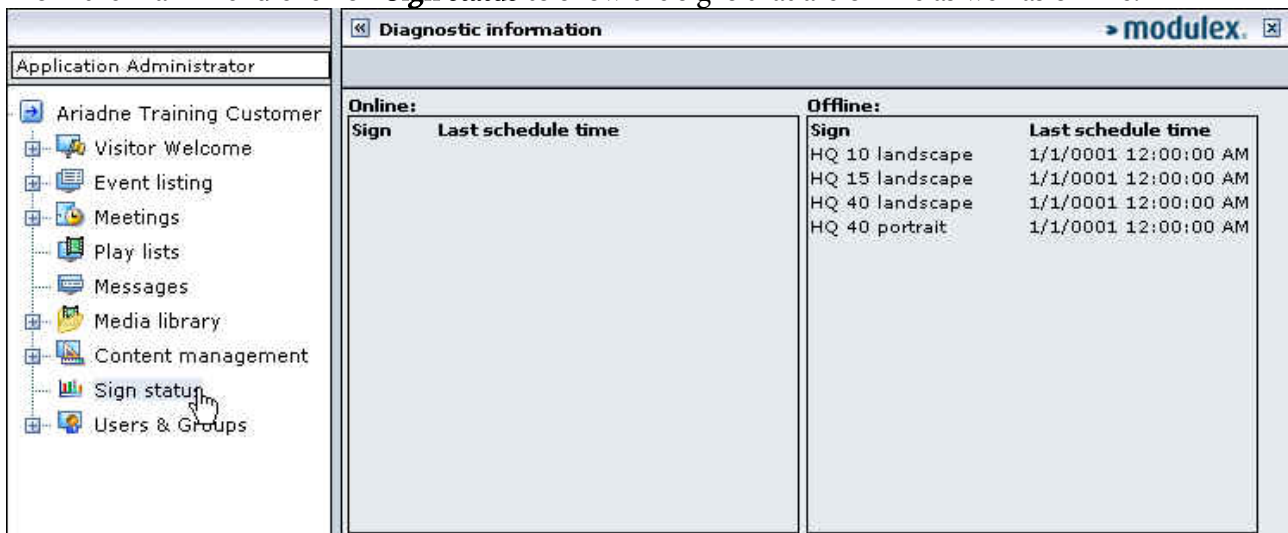
```
<?xml version="1.0" encoding="ISO-8859-1" ?>
- <registration version="1.0">
  <param Key="customerid" Value="6XX" />
  <param Key="displayclass" Value="mSign" />
  <param Key="displayheight" Value="1366" />
  <param Key="displaywidth" Value="768" />
  <param Key="displayname" Value="Sign 1" />
  <param Key="scheduleurl" Value="http://www.m-
sign.ariadne.info/cms/schedule.aspx?MACADD=FF:60:E0:04:29:0D" />
  <param Key="registrationurl" Value="http://www.m-
sign.ariadne.info/cms/Register.aspx?customerid=6XX&displayclass=m-sign" />
  <param Key="pollrate" Value="30" />
  <param Key="timezone" Value="GMT+0" />
  <param Key="utcoffset" Value="-3600" />
  <param Key="displayid" Value="FF:60:E0:04:29:0D" />
  <param Key="displayurl" Value="http://192.168.0.98/setup/mod_sd.ws" />
```

```
<param Key="info_ip" Value="192.168.0.98" />
</registration>
```

9. Finally, the sign will appear under Content Management on the main screen when refreshed

Sign Status

From the main menu click on *Sign status* to show the signs that are online as well as offline.



Click on a sign name to get further information about the selected sign.

Administrate sign	
HQ 40 portrait	
customerid	684
displayclass	mSign
displayheight	768
displaywidth	1366
scheduleurl	http://www.m-sign.ariadne.info/cms/schedule.aspx?HQ 40 portrait
registrationurl	http://www.m-sign.ariadne.info/cms/Register.aspx?customerid=624&displayclass=m-sign
pollrate	30
timezone	GMT+0
utcoffset	-3600
displayid	HQ 40 portrait
displayurl	http://192.168.0.155/setup/mod_sd.ws
info_ip	192.168.0.155

In the Administrate sign listing you have the following options:

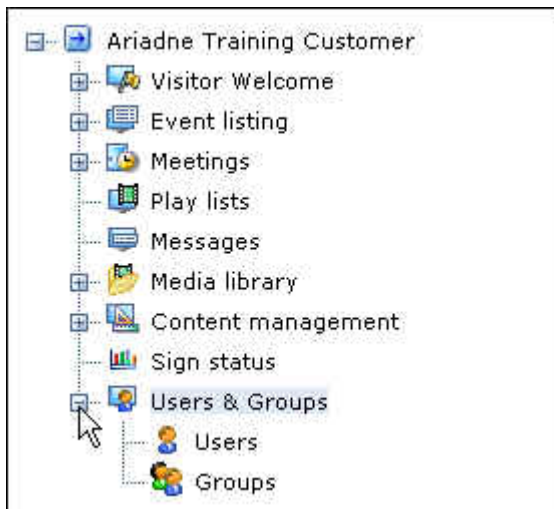
- Customerid
Ariadne unique customer ID
- Displayclass
The type of sign. See “Registering a sign” for further information

- Displayheight
Sign height in pixels
- Displaywidth
Sign width in pixels
- Scheduleurl
This URL is a link to the signs schedule file on the server. The file contains information about contents to be displayed on the sign and when. Click the link to download the schedule file, which can be opened with a text editor or with Internet Explorer to get the URL short cuts to what is being displayed on the screen
- Registrationurl
This URL is a link to the signs registration on the server. The sign will only be registered when it is being installed or if changes are made to the network settings or the firmware of the sign
- Pollrate
Indicates, in seconds, how often the sign must check the server for changes
- Timezone
The time zone of the sign based on GMT
- Utcoffset
Time changes in relation to UTC. This setting is used in connection with daylight savings time, indicated in seconds
- Displayid
A unique MAC address on the Ethernet card in the sign
- Displayurl
A URL link to setup the programme for the sign. Click on the link to go to the sign's setup programme. See "Sign Setup" for further information
- Info_ip
The IP address of the sign






Users & Groups

All user rights in Ariadne are controlled from Users & Groups. First set the rights for a group then add users to the created group.

Click on the plus to the left of *Users & Groups* in the main menu.





The Top Menu has the following options:

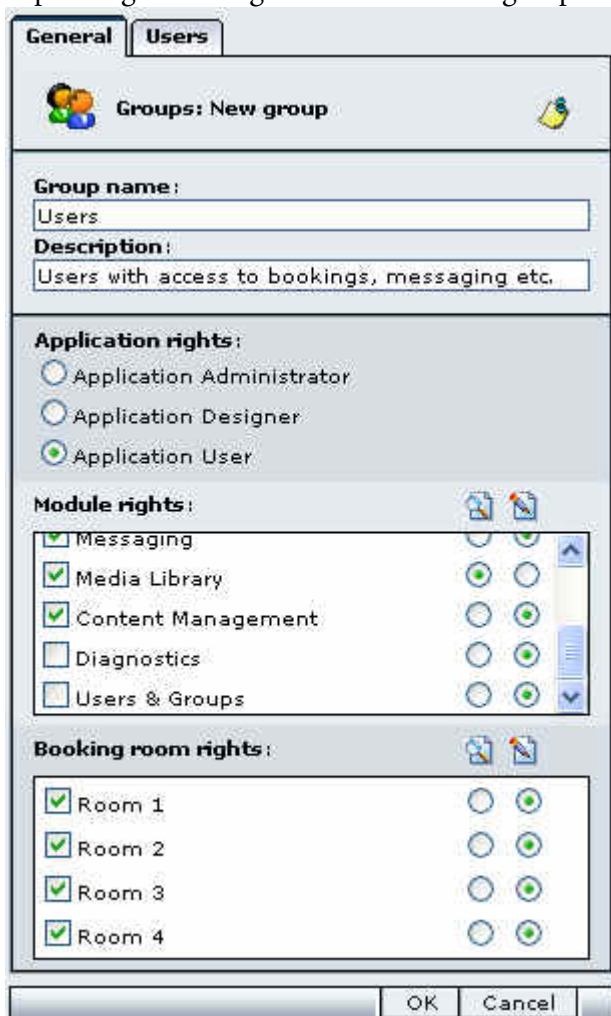
-  Create new user or group
-  Edit the selected user or group
-  Delete the selected user or group
-  Print a list of users or groups
-  Open the on-line help

Creating or editing a user group

To allow other users to edit and add content the administrator must first setup user groups. User groups define a set of users that have or serve the same function.

1. Click on **Groups** in the main menu
2. Click  to create a new group, or click on an existing group in the main window and then click  in the Top Menu to edit an existing group
3. In the New Group or Edit Group window you have the following options:
 - Group name:** Enter the group(s) name. This is the only required field
 - Description:** Enter the description of the user or person in this field. This field can house location, function and/or other relevant information. Not a required field
 - Application rights:** The Application rights: field is divided into three different categories Administrator, Designer, and User. Specific modules will be displayed in the program

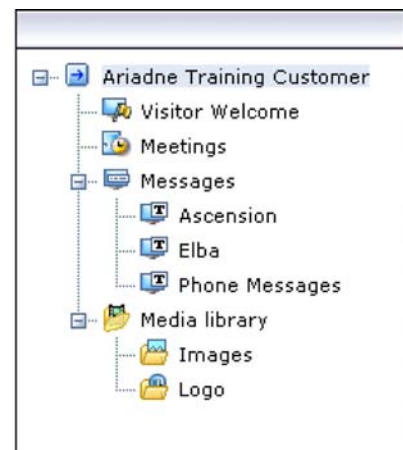
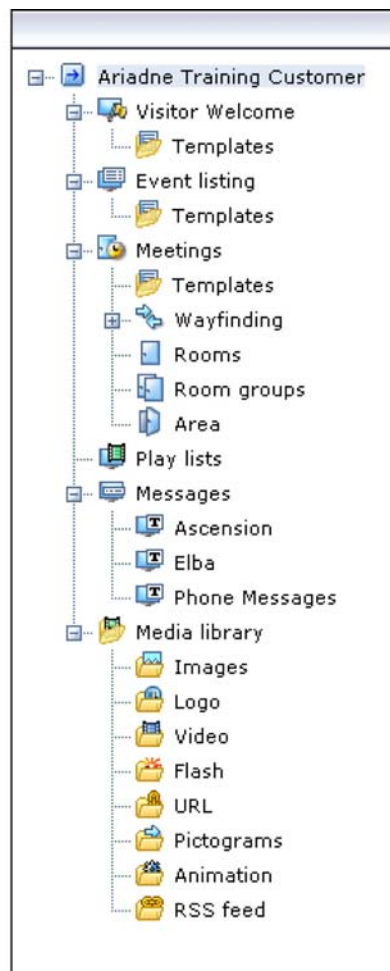
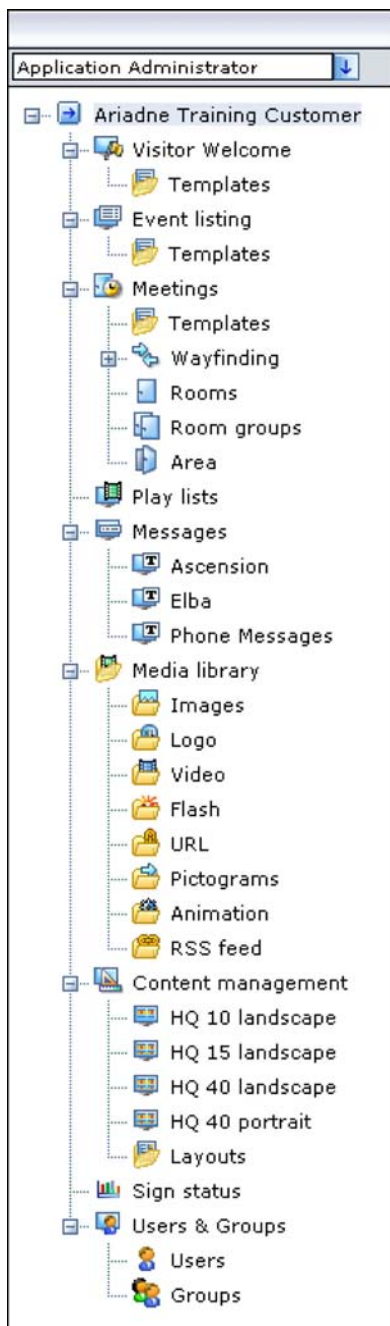
depending on the rights selected for the group.



4. Under **Module rights** you can assign rights for the individual modules for a specific user group. By putting a check mark in the box to the left of a module name indicates the module(s) to be displayed. If the module is to be displayed users can have either reading or editing rights.
5. Under **Booking room rights** you can allow groups to book a certain room, or if you only grant them reader access, to see that the room is booked. The ability to choose a user and associate them with their group can be made here or visa versa when creating the user later.
6. Under the Users tab, users are assigned to a specific group. If the user is a member of several groups the highest priority will apply.


Examples of application rights

Here is an example of the menus for an Application Administrator, who can switch between the different type of rights through the drop down menu, an Application Designer and an Application User.



Creating or editing a user

Once the user groups have been created the users can be added to the system.

1. Click **Users** in the main menu and click  or click on the existing user and click 
2. In the New User or Edit User window you have the following options:

Full name: Enter the users full name. This is a required field

Initials: Enter the user initials. This is a required field

Description: Enter the description of the user or person in this field. This field can house location, function or other relevant information as and not a required field

User name: Enter the user login name. The user name must not contain any special characters

such as .*()[]!@#\$\$%^& and is case sensitive. This is a required field

Password: Enter the user to be used at login. The password should not contain any special characters such as .*()[]!@#\$\$%^& and is case sensitive. Not a required field

E-mail: Enter the email address of the user. This is a required field

User can change password: This check box can be checked before and after the user has been created

User must change password at next logon: After the user is created you can force users to change their password at the next login

The screenshot shows a dialog box titled "User: New user" with two tabs: "General" and "Member of". The "General" tab is active. It contains the following fields and options:

- Full name:** Ariadne Support
- Initials:** AS
- Description:** (empty text box)
- User name:** email@mycompany.com
- Password:** ****
- E-mail:** email@mycompany.com
- User can change password
- User must change password at next logon

At the bottom, there are "OK" and "Cancel" buttons.

- Under the Member of tab select the groups the user is a member of. If a user is a member of several groups the highest priority group will always apply

The screenshot shows the same dialog box but with the "Member of" tab selected. The "User name" field is populated with "User name". The "Groups" section contains a list with the following items:

- Administrators
- Designers
- Users

The "OK" button is highlighted with a mouse cursor.

Content Management


What you see on a sign is based on a layout and when you see it is based on the day programme. So when the designer has finished the layouts – see the chapter “Application Design” for details on creating layouts – it is time to create a day programme for each sign.

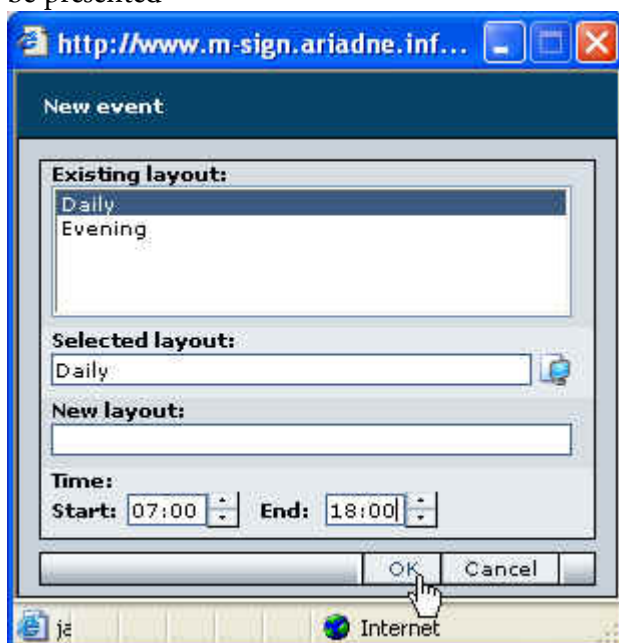
Day Programme


When your layout is ready, you must create a day programme so the layout automatically will be presented on the day(s) you specify.

1. Click the name of the sign under Content Management where you want your layout presented
2. Click e.g. the “F” in the calendar to select every Friday – if you just click a specific date, you will only see your layout on the sign on that date.

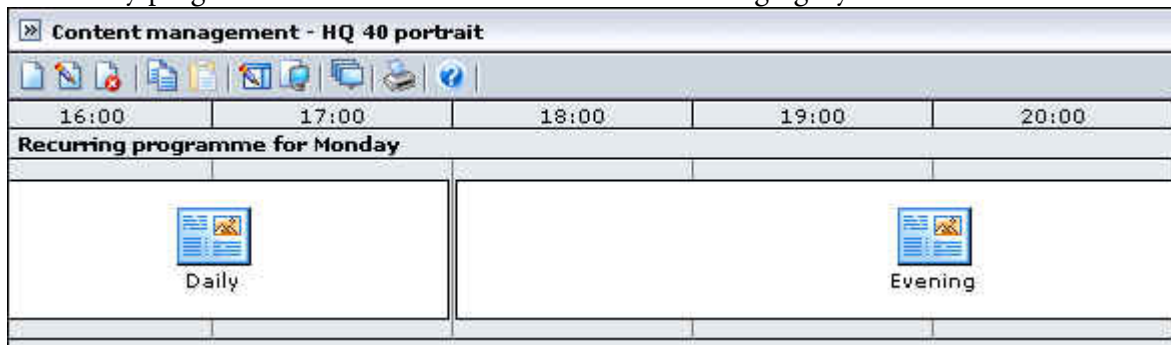


3. Click the icon 
4. Select your layout from the drop list and specify a start- and end-time where the layout should be presented



5. Click  to save the event

6. A weekday programme can be a combination of several changing layouts.



If you want the same layout on more days, you can click on the day programme and

- ✓ click “copy”



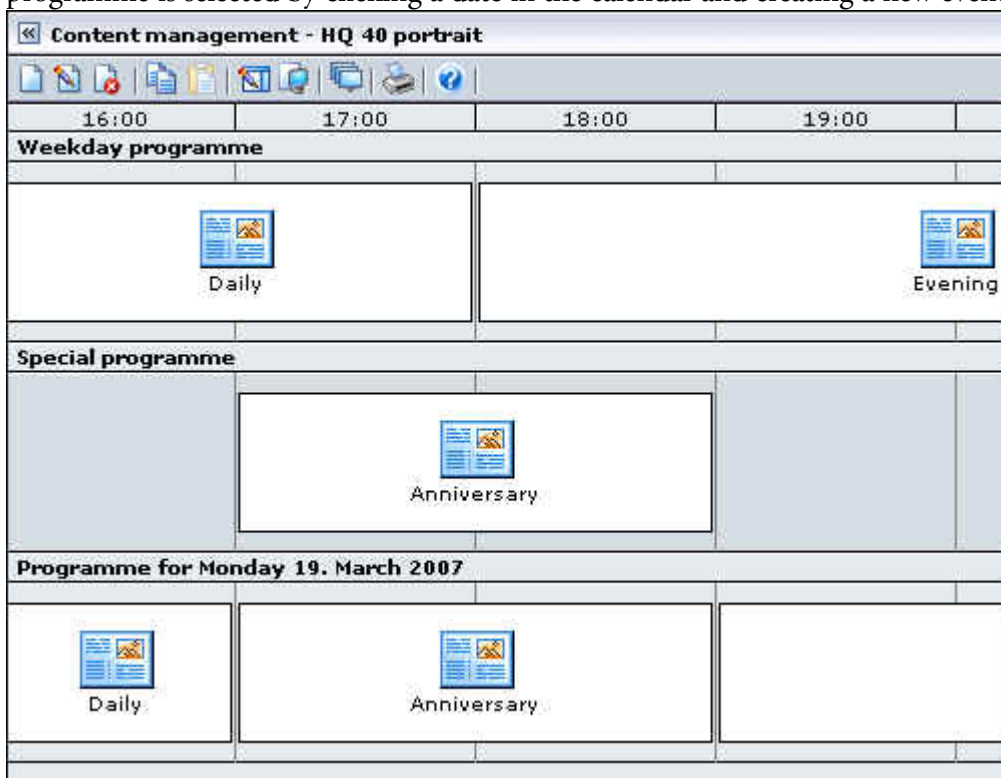
- ✓ click the new day



- ✓ click “paste” and “Yes” to insert the day programme

Special programme

Special programmes are given a higher priority than Weekday programmes. They are therefore used for displaying information that overrules the normal weekday information. The setup of a Special programme is selected by clicking a date in the calendar and creating a new event.



The result of a Weekday and Special programme is displayed in the time line at the bottom of the main window.

Application Design

What is possible in Ariadne layouts?

When you create layouts in Ariadne, everything is based on placeholders or “boxes”. You can then control the look of the “box”, e.g. by defining the typeface and colour to be used when directing to a meeting room.

The general idea behind the layouts is that you create the background, and cover it with a layer containing dynamic information, e.g. the meetings you have. The covering layer can be created as modules, so you e.g. split the screen height in 4, thereby covering more and more of your background the more meetings you have.

Screen sizes

Here is a list of the available screen sizes and the heights of the message channels/RSS:

Screen size	Type	Resolution	RSS height
10”	eSign or e-signNG	640 x 480 px	30 px
15”	eSign, e-signNG or mSign	1024 x 768 px	48 px
32”	mSign (landscape or portrait)	1366 x 768 px	48 px
40”	mSign (landscape or portrait)	1366 x 768 px	48 px

Backgrounds

Backgrounds can be either a colour or an image.

- Colour
Must be specified as HEX
- Image
Must be in the size of the screen – recommended resolution is 72 dpi

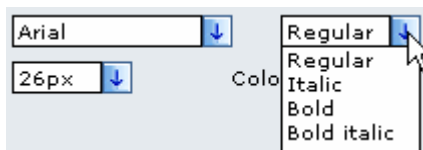
Texts

There are 2 different types of text on an Ariadne screen:

1. Static text – which can be placed on e.g. the background as a headline (ill. “Visitor”)
2. Dynamic text – which is generated by the Ariadne system when you e.g. create a booking (ill. “Organisation name”)



Common for both types is that the text can be specified in the styles available for the actual font, e.g. regular and bold.



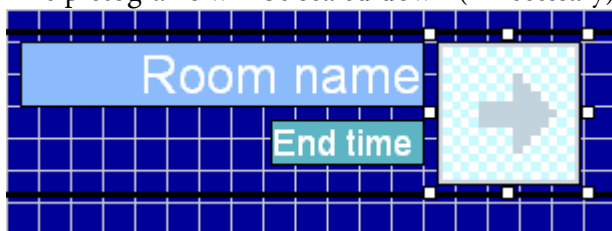
And that all the text in one “box”, like e.g. “Organisation name” in the above example must be in one style and one colour.

Text heights must be selected from the following list:

- 8 px
- 9 px
- 10 px
- 11 px
- 12 px
- 14 px
- 16 px
- 18 px
- 20 px
- 22 px
- 24 px
- 26 px
- 28 px
- 36 px
- 48 px
- 72 px

Pictograms

The pictograms will be scaled down (if necessary) and centred in the “box”.



So if you want to control the positioning, you must create a transparent box around the pictogram in the correct size.

Wayfinding- and Events templates

The Wayfinding- and Events templates must be created in equal modules for the information to “flow” from one module to the next.

Setup

Template language
English (UK)

Display method
Organisation

Header:
Only first template
Header height: 122

Line height:
Primary line height: 80

Primary line key
Alphabetically

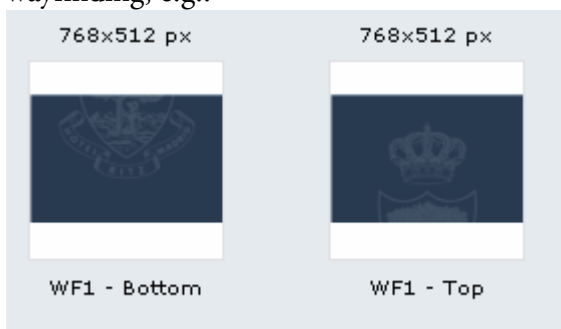
Secondary line key
Alphabetically

The amount of pixels can be defined for the header – which can be on all templates or the first template only, and for each line of wayfinding like e.g.:

The screenshot shows a wayfinding interface with a header bar. The header bar is divided into sections: 'CONFERENCE' (light blue), 'ROOM' (light blue), 'TEXT LINE' (green), 'START TIME' (light blue), and 'END TIME' (light blue). Below the header is a grid background with a faint circular pattern. To the right is a 'Setup' panel with the following settings:

- Language: English (UK)
- Display method: Conference
- Header: First template, Height: 2
- Height: Field height: 85
- Primary key: Time
- Secondary key: Alphabetic
- Roll-on rules: Start of day; Offset
- Primary template:

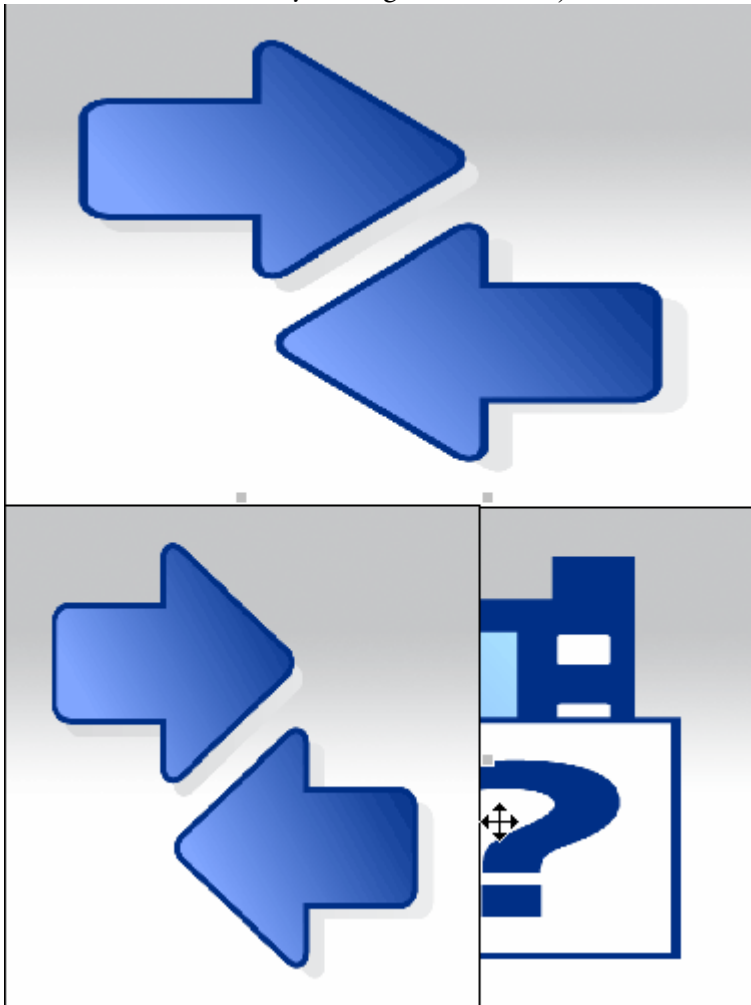
If you are using an image as background, it must be cut so it matches the actual part of your wayfinding, e.g.:



The layers in the layout

In this example the layout consists of a background, a playlist with different images and two wayfinding elements.

NOTE: The lower wayfinding element has just been re-sized to show the underlying playlist.



The top wayfinding element will display the first 4 bookings/events, and the bottom wayfinding element will display the next 4 bookings/events.

It means that if

- you don't have any bookings, you will see the background and the playlist
- you have 1 – 4 bookings, you will see the wayfinding and the playlist
- you have 5 – 8 bookings, you will only see the wayfinding

If you want to display a different playlist, a video etc. during the day, this can be done by creating more layouts. But layouts can only be displayed within a specified timeframe. So you can e.g. show a video in the morning – only if you have up to 4 bookings – and then display the playlist in the afternoon – again if you only have up to 4 bookings, as you otherwise only will see the wayfinding on your sign.









Meetings

The name of the menu point for meetings, depends on your type of installation. The menu point will be either “Meetings”, “Education” or “Hospitality”. The type of installation will also have effect on the actual labels used for the fields for a new meeting. We will be using the text from *Meetings* in our examples.


Template

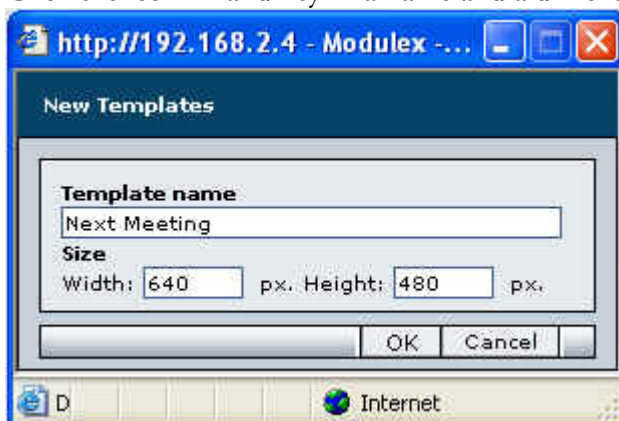
Click the plus to the left of *Meetings* and then click on *Templates*. The main window will now display Booking Templates.

The Top Menu has the following options:

-  Create a new blank template under Meetings/Templates. Indicate the name and size of template.
-  Re-name the selected template. The size cannot be changed
-  Delete the selected template or use the delete key
-  Edit the selected template in the template editor
-  Import a template. Import templates from .XML files
-  Export a template. This function exports the selected template to an .XML file that can be saved on the local computer
-  Print the selected template
-  Open the on-line help


Creating a new template

1. Click the icon  and key in a name and a dimension for your template

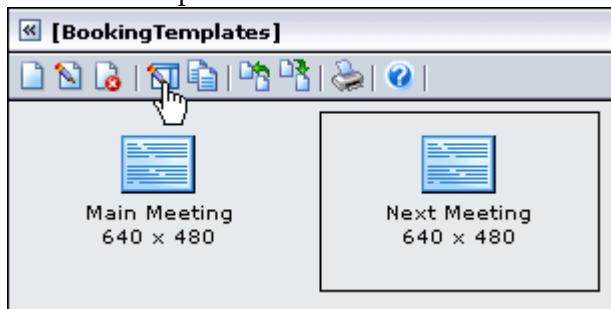


If you have a message channel on your layout you must deduct it first from the total height of the display.

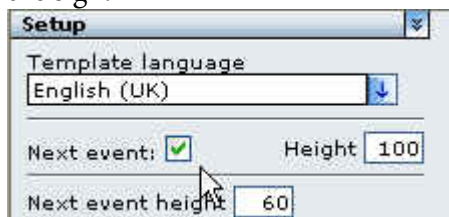
NOTE: The dimensions can't be changed afterwards, so it is recommended to do a sketch on paper first, where you divide your layout on beforehand if needed.

2. Click  to save the template

3. Mark the template and click the icon “Go to editor”

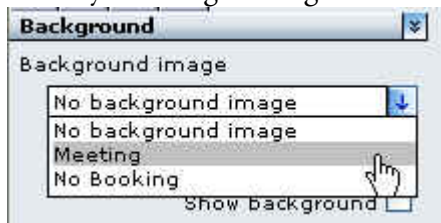


4. Start by defining the language of your template, and if you are to have the next event shown on the sign.



If you do select “Next event”, make sure that the amount of each event height (the lower figure) multiplies in the total height, e.g. 60 and 60 so you only display the first coming meeting.

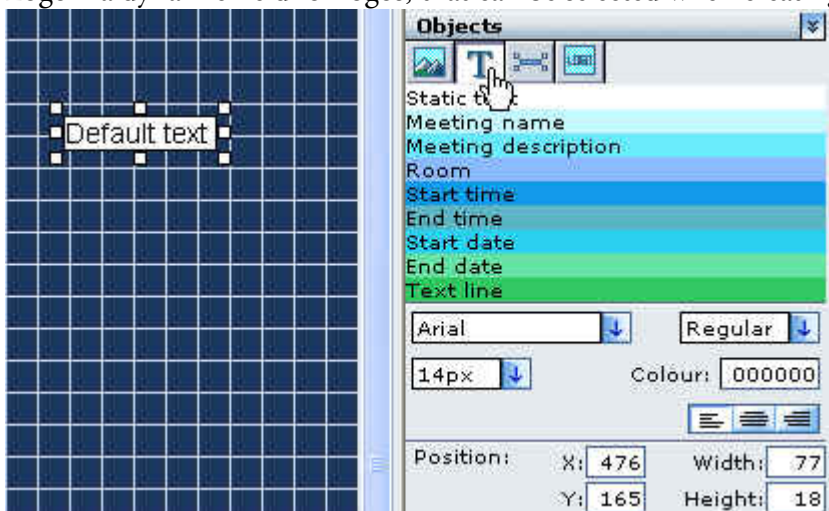
5. Start by selecting a background image or background colour.



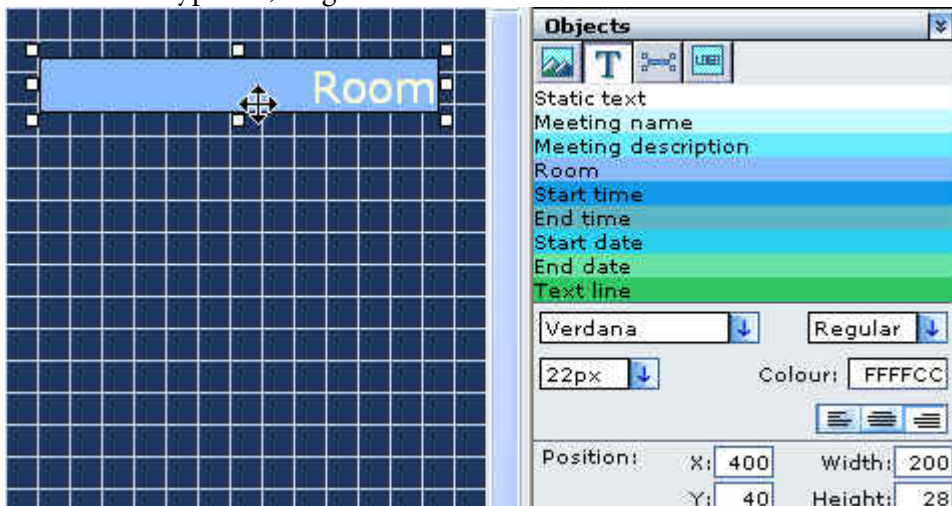
Images can only be selected from the media library if they match the size of your template. Remember to click “Show Background”

6. Click the upper part of the template to activate the “main” meeting information, and click the object you want to insert. You can choose between:
- Image – an image from the media library that will be scaled to fit the area you define
 - Text box – that can contain a static or a dynamic text (see below for further details)
 - Graphic line – a line that can be defined in width, height and colour

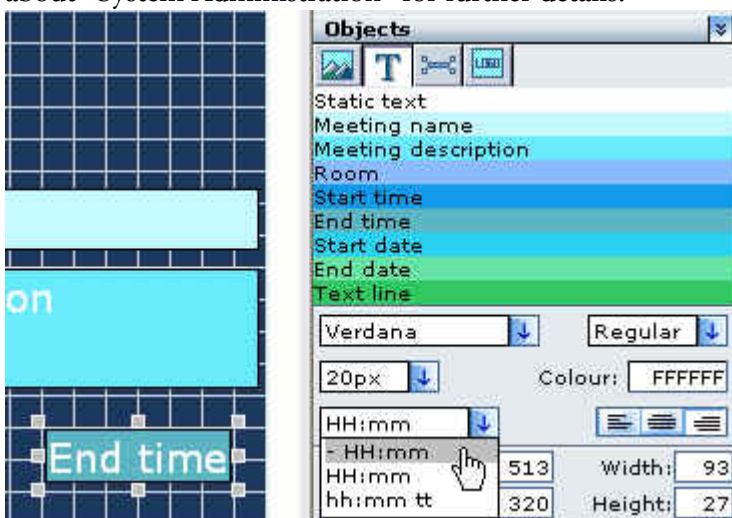
Logo – a dynamic field for logos, that can be selected when creating a booking




7. Click the “Default text” and select the dynamic information you want, followed by the definition of typeface, height etc.




8. The settings for the date and time fields can be selected from the drop menu. They are defined under *Time settings* if you right click your company name in the main menu – see the section about “System Administration” for further details.

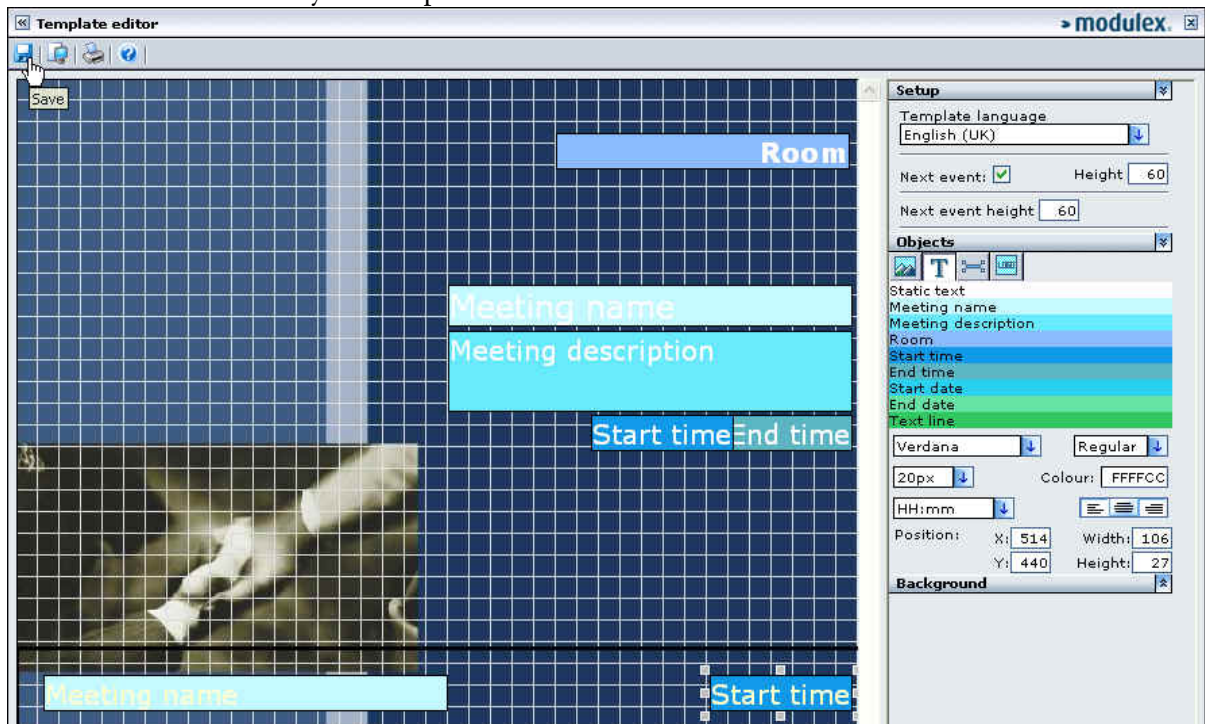


9. You can always check how your template will look on the sign, by clicking the icon  in the Top Menu



10. If you click the lower part of the template, to activate the coming meeting information, and insert the object you want to have displayed for the following meeting.

11. Click the icon  when your template is finished







Rooms

This area of the system is where room names are added or edited.

On the main menu click the plus to the left of *Meetings* and click on *Rooms* to see all rooms in the main window.

The Top Menu has the following options:

-  Create new room
-  Edit an existing room
-  Delete selected room. You can also use the delete key
-  Open the on-line help

Creating a new room

1. Click the icon  to create a new room



2. Fill in the name of the room. If the room has a secondary or also “known as name” the Alias name field can be used

The screenshot shows a web browser window with the address bar displaying 'http://192.168.2.5 - New roo...'. The main content area is titled 'New room' and contains a form with the following fields:

- Room:** A text input field containing 'Santorini'.
- Alias name:** A text input field containing 'Santorini'.
- Default template:** A dropdown menu with 'Door sign' selected.

At the bottom of the form are 'OK' and 'Cancel' buttons. The browser's status bar at the bottom shows 'Internet'.

NOTE: If your in-house booking system is interfacing with Ariadne you will need to make sure the Alias name field is identical to the room name in your booking system

3. Click  to open a note book pop up window to further describe the room
4. Click  to save the new room

Edit an existing Room


1. Click a room in the main window and click the icon Edit

The screenshot shows a table titled 'Rooms' with the following data:

Room	Alias name
Ascension	Ascension
Bonaire	Bonaire
Elba	Elba
Galapagos	Galapagos

2. Key in your changes to the various fields

NOTE: If your booking system is interfacing with Ariadne you will need to make sure the Alias name is identical to the way the room is named in your booking system


3. Click  to save the changes




Room Groups

Room groups allow several rooms to be grouped to form one room temporarily. Room groups are used when you want to book several rooms and combine them into one room. By booking the room group users avoid having to make individual bookings for all the rooms.


Click the plus next to *Meetings* and click on *Room groups* to show the Room groups menu in the main window.

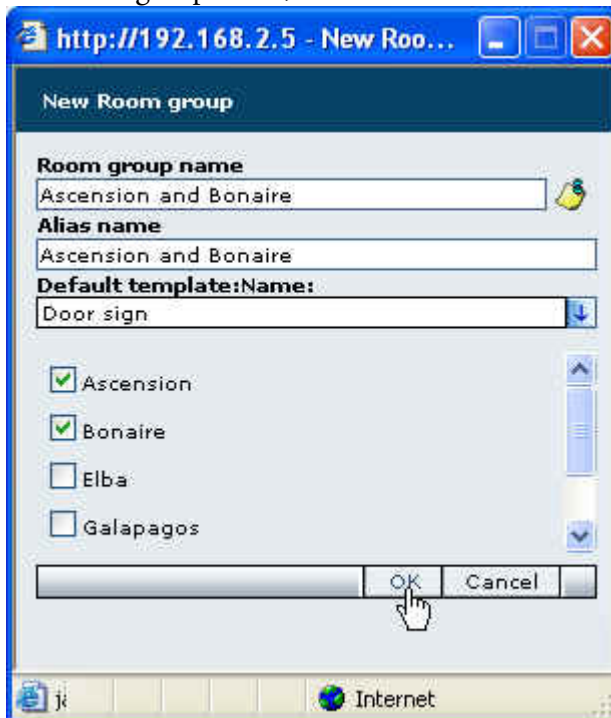
The Top Menu has the following options:



-  Create a new room group

-  Edit an existing room group
-  Delete the marked room group. You can also use the delete key
-  Open the on-line help

Creating a room group

1. Click  to create a new room group
2. Fill in the group name, and select the rooms for this group




3. Click  to open a note book pop up window to further describe the area
4. An Alias name can be typed into the field to refer to the room by any other name
NOTE: If your booking system is interfacing with Ariadne you will need to make sure the Alias name is identical to the way the room group is named in your booking system
5. Select the default template to be used from the drop list in the Default template: Name: field
6. Click  to create the room group

Edit an existing Room group

1. Click an existing room group in the main window and click the icon Edit

Room group		
Room_group name	Alias name	Default template
Ascension and Bonaire	Ascension and Bonaire	Door sign
Elba and Galapagos	Elba and Galapagos	Door sign

2. Add / remove rooms to the group and click  to save the changes





Area

An area is a location where a set of rooms is located. An example would be all the rooms in a specific building or all the rooms on a particular floor.


NOTE: Only rooms added to an area can be booked.

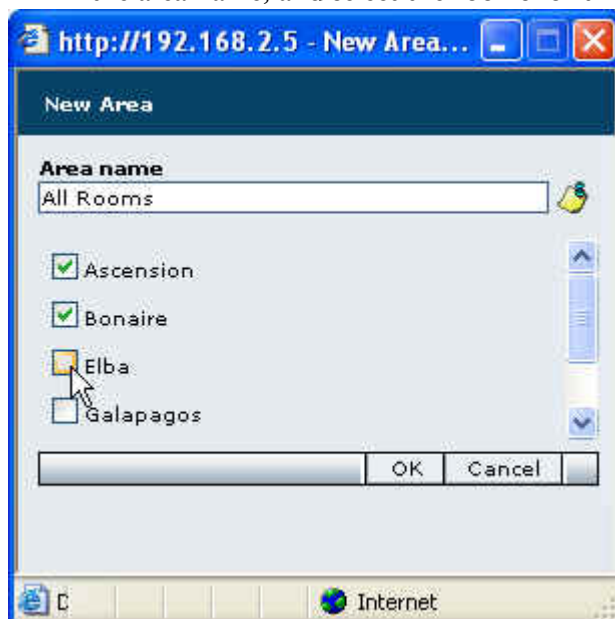
Click the plus to the left of *Meetings* and click *Area* to show the Area menu in the main window.



The Top menu has the following options:

-  Create a new area
-  Edit an existing area
-  Delete the selected area. You can also use the delete key
-  Open the on-line help

Creating a new area

1. Click  to create a new area
2. Fill in the area name, and select the rooms for this area




3. Click  to open a note book pop up window to further describe the area
4. Click  to save the area

NOTE: You must create at least one area

Edit an existing Area


1. Click an existing area in the main window and click the icon Edit



2. Add / remove rooms to the area and click  to save the changes

Accessories

It is possible to attach accessories to a room i.e. the number of chairs or AV equipment.

Click  in the configuration window to see the accessories of any room.



Monday 24-10-05

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

room 3

PC 7

From the pop up window select the room under *Select rooms* and the various accessories will appear under Room accessories.



Accessories

Select rooms


room 1

Room accessories


Capacity 100

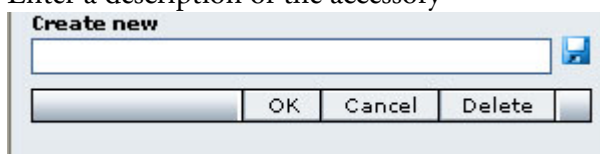
PC 3

OK Cancel Create new Delete

Click  to the right of the room field to see a further description of the selected room.

Creating a new accessory


1. To create new accessories for the selected room click the button 
2. Enter a description of the accessory



Create new


OK Cancel Delete

and click  to save.

3. Click  to accept the changes. Afterwards all rooms can utilize the new accessory.

Search for a suitable room

To find a room that fulfils one or more criteria run a search.

1. Left click  in the menu on the main window and the search window will pop up.



Accessories

Time/date

12:15 AM | Mo, 24-10-2005

02:00 AM | Mo, 24-10-2005

Select min. accessories in the room

Capacity: 0

PC: 0

Find room Cancel

2. Indicate the start and end times of the booking in the appropriate fields. The search can be further refined by identifying the minimum of any kind of accessory. When all the selections have been made left click **Find room** to perform the search.
3. All rooms that meet the criteria will appear in a list.



Accessories

Time/date

08:00 AM | Mo, 24-10-2005

11:00 AM | Mo, 24-10-2005

The search gave the following results

room 1 PC : 3	<input checked="" type="radio"/>
room 2 PC : 5	<input type="radio"/>
room 3 PC : 7	<input type="radio"/>
room 7 PC : 99	<input type="radio"/>

Book meeting room Cancel Back


4. Select a room and click **Book meeting room** to make the booking.









Wayfinding

Click the plus to the left of *Meetings* and click on the plus to the left of *Wayfinding* to show the wayfinding menu in the main window.

Click on *Wayfinding templates* in the main menu to bring up the templates.

The Top Menu options are:

 Create a new template

-  Re-name selected template. The size cannot be changed
-  Delete the selected template. The delete key can also be used
-  Edit the selected template in the template editor
-  Copy the selected template. The size cannot be changed
-  Import a template. Import templates from .XML files
-  Export a template. Export the selected template to an .XML file
-  Print the selected template
-  Open the on-line help

Template

The configuration menu to the right is divided into four sections:

1. Setup
2. Objects
3. Background
4. Assign rooms

Setup

The basic setup of a wayfinding template occurs in the setup menu. The individual fields are described below. Please note that, only portions of the menu is being shown.



The Template language field determines the language used for the particular template.



The Display method can be filtered in the following patterns:

- * Event
- * Organisation
- * Organisation – Event (all events are listed under organization name)
- * Room
- * Room - Event (all events are listed under room name)



To place a top header on the directory choose one of the following from the Header: field

- * Yes
- * All templates - All templates in a group will have headers
- * Only the first template - Only the first template of a group will have a header

The height of the header is set in the Header height: field.



If the Display method is used as an event, an organization, or a room use the primary line. This field controls the height of all events listed on the sign.

Line height:
 Primary line height
 Secondary line height

When the Display method selection is Organisation - event or Room - event, indicate both a primary and a secondary line height in the appropriate fields. When using Organisation - event, the name of the organization will be on the primary line and all the events listed under the organization will use the secondary line height.

Primary line key
 Secondary line key

Select the first and second parameter for sorting the events on the sign.

Roll on rules:
 Start of day: Offset:






Specify when an event must appear on the sign. It can be either from the beginning of the day or a certain amount of minutes before the event starts. See the chapter “System Administration – Displaying Rules” for details on how to set the offset parameter.

Primary wayfinding template:

Determine if this template is the primary one for wayfinding. If selected, bookings marked as “secondary event” will not be shown on the sign.

Objects

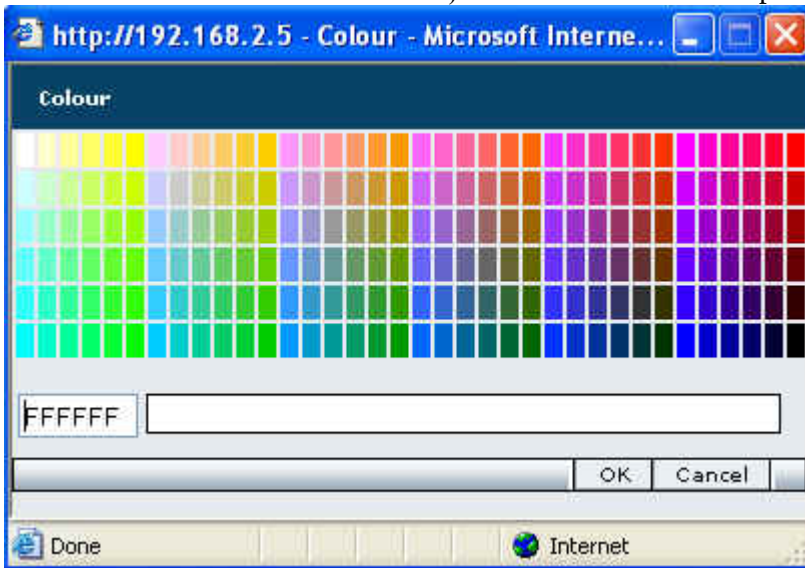
The following type of objects can be used in a wayfinding template:

-  Add a graphic to an event
-  Add text to an event
-  Add a line to an event
-  Add a logo to an event
-  Add a pictogram to an event

All objects can be re-sized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an object can be done by drag ‘n drop, by entering the correct position in the X and Y parameter or by clicking the object and moving it by clicking the arrows on the keyboard.

Choose a colour for text and line objects from the menu, or specify the colour as HEX.



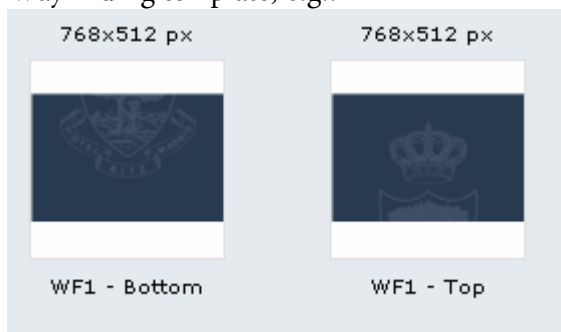
Background

1. You can select an image as background for the template

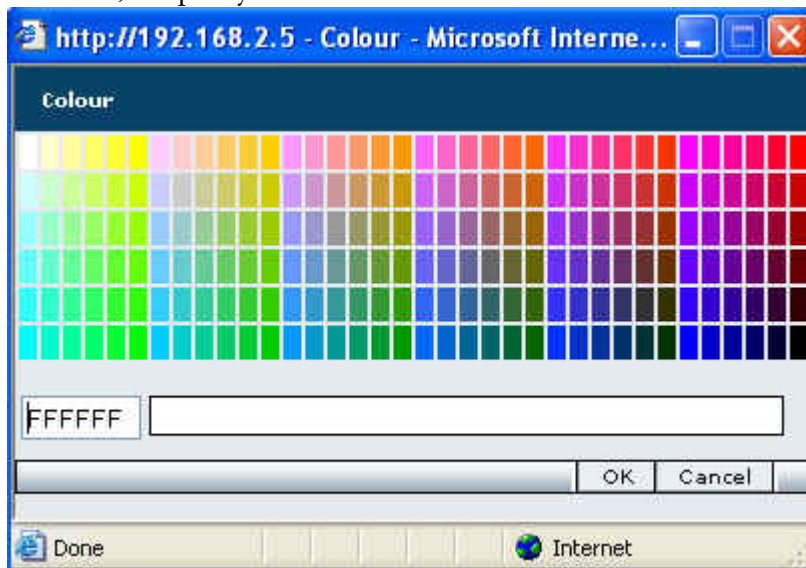


NOTE: The image must exist in the Media Library and must match the size of the template

2. If you are using an image as background, it must be cut so it matches the actual part of your Wayfinding template, e.g.:



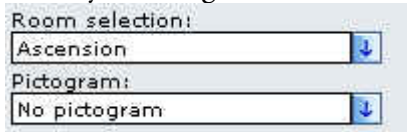
3. To use a background colour in stead of a background image choose the background colour from the menu, or specify the colour as HEX



4. Select the “show background”, as the background otherwise will be black on the sign

Assign rooms

1. Start by selecting the different rooms to be displayed on this template.




2. Afterwards you must select each room individually and assign a pictogram

NOTE: The pictograms must exist in the Media Library

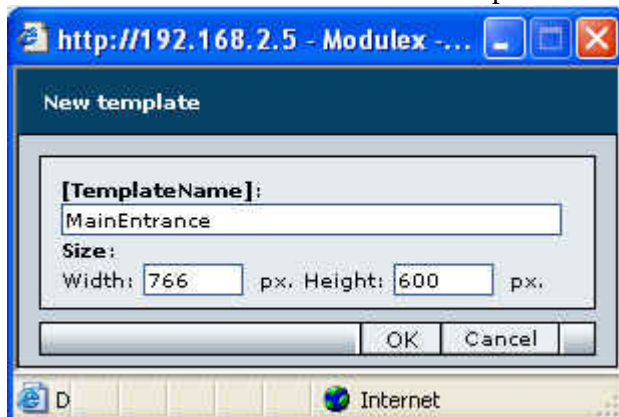
Creating a new wayfinding template

The Wayfinding templates must be created in equal modules for the information to “flow” from one module to the next.

This example is based on a wayfinding template split in two, where the heading information only will show on the top part of the template, but where the information will automatically flow to the lower part if needed.

1. Click the icon  to create a new wayfinding template

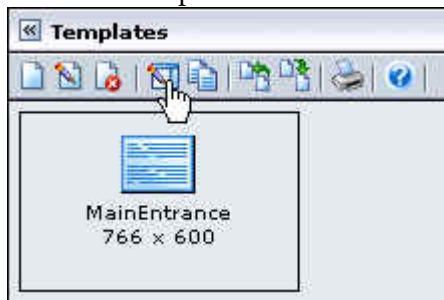
2. Fill in the name and the size of the template



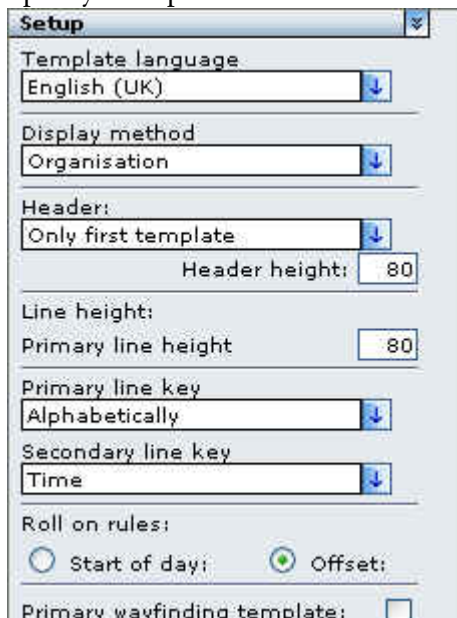
The name can be changed later if required.

NOTE: Once the template has been created the size cannot be changed



3. Click to save the template
4. Mark the template and click the icon “Go to Editor”

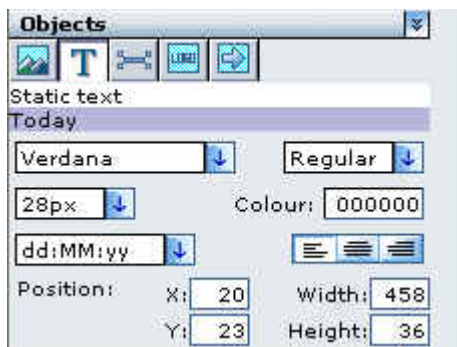


5. Specify the options for header and line height

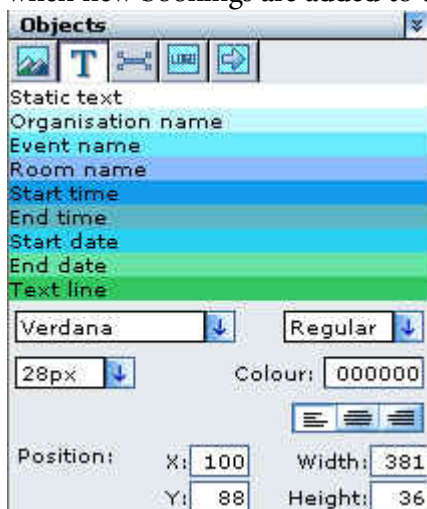


as well as the background, before you click the first line of the template




6. Click the  to insert a static image
7. Click the  to insert a text. For the header you can choose between the current date – see “Date/Time settings” for details on how to specify the formatting of the date – and a static text.

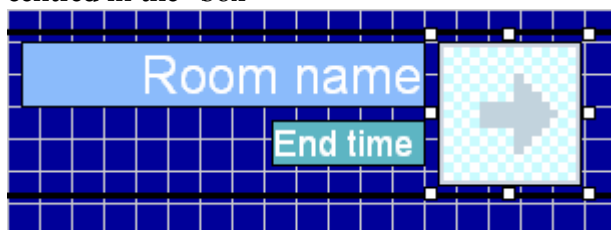


For the other lines, you can choose between the options below, where the text will be updated when new bookings are added to the system



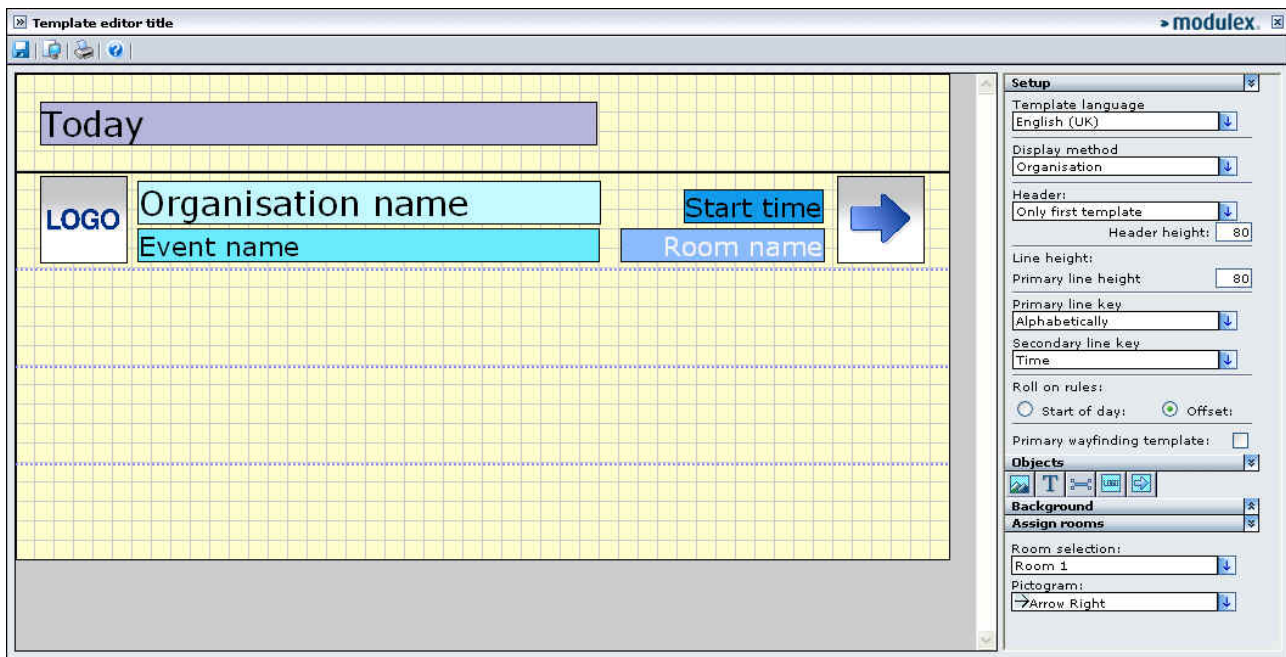
When a text object is selected, you can change the font from the drop list, colour and size in the configuration menu.

8. Click the  to insert a horizontal or vertical line. You can enter the values for height, width, position and colour in the configuration menu
9. Click the  to insert a logo. The logo will be updated automatically to match the selection when new bookings are being added to the system
10. Click the  to insert a pictogram. The pictograms will be scaled down (if necessary) and centred in the “box”



11. Click  to preview the template
12. When finished, click  to save the template










Example of Wayfinding template



Visitor Welcome

Click the plus to the left of *Visitor Welcome* and click *Templates* in the main menu to bring up the templates.

The Top Menu has the following options:

-  Create a new template. Indicate the name and size of the template
-  Rename selected template. The size cannot be changed
-  Delete the selected template
-  Edit the selected template in the template editor
-  Copy the selected template to a new template
-  Import a template. Import templates from .XML files
-  Export a template. Exports the selected template to an .XML file
-  Print selected template
-  Open the on-line help

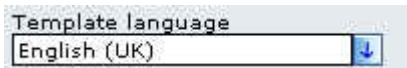
Template

The configuration menu to the right is divided into three sections:

1. Setup
2. Objects
3. Background

Setup

The basic setup of a Visitor Welcome template occurs in the setup menu. The individual fields are described below. Please note that, only portions of the menu is being shown.



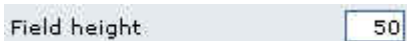
The Template language field determines the language used for the particular template.



To place a top header on the directory choose one of the following from the Header: field

- * Yes
- * All templates - All templates in a group will have headers
- * Only the first template - Only the first template of a group will have a header

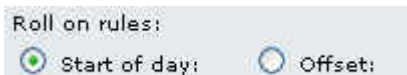
The height of the header is set in the Height: field.



Specify the field height for each event listed on the sign.







Select parameter for sorting the events on the sign.



Specify when an event must appear on the sign. It can be either from the beginning of the day or a certain amount of minutes before the event starts. See the chapter “System Administration – Displaying Rules” for details on how to set the offset parameter.

Objects

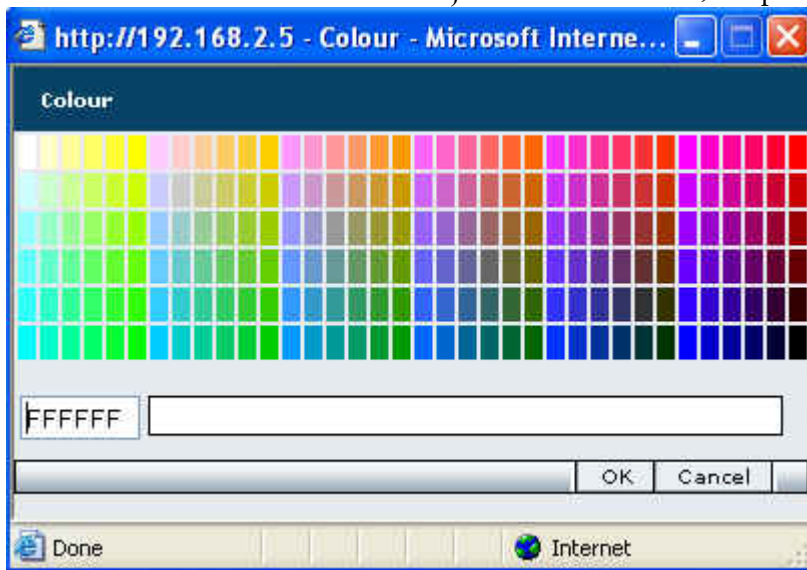
The following type of objects can be used in a Visitor Welcome template:

-  Add a graphic to an event
-  Add text to an event
-  Add a line to an event
-  Add a logo to an event

All objects can be re-sized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an object can be done by drag ‘n drop, by entering the correct position in the X and Y parameter or by clicking the object and moving it by clicking the arrows on the keyboard.

Choose a colour for text and line objects from the menu, or specify the colour as HEX.



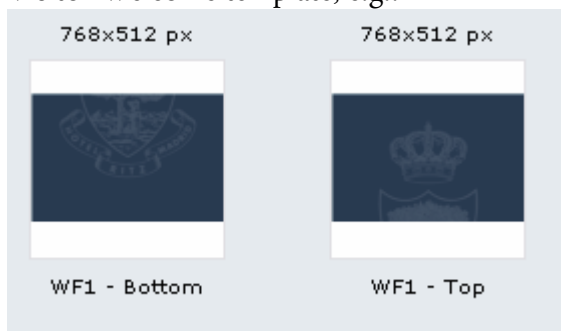
Background

1. You can select an image as background for the template

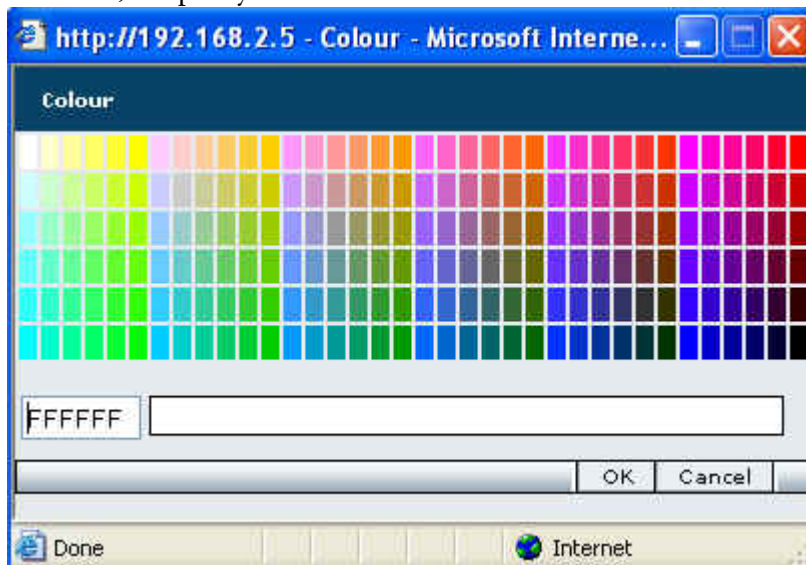


NOTE: The image must exist in the Media Library and must match the size of the template

2. If you are using an image as background, it must be cut so it matches the actual part of your Visitor Welcome template, e.g.:




3. To use a background colour instead of a background image choose the background colour from the menu, or specify the colour as HEX







4. Select the “show background”, as the background otherwise will be black on the sign

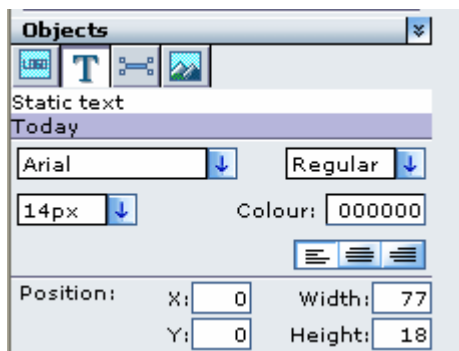
Creating a new template

1. Click the  icon
2. Fill in the name and the size of the template

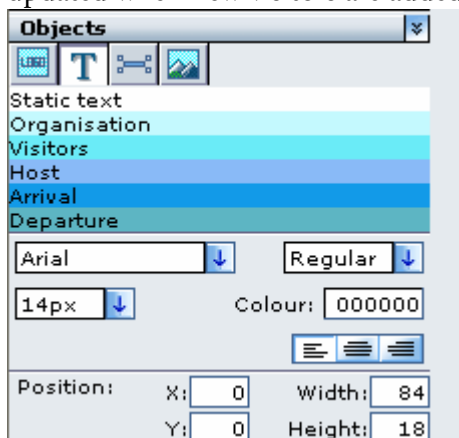


NOTE: The name can be changed subsequently, but it is not possible to change the size once the template has been created





3. Click  to save the event listing template
4. Click the template once and click the icon  to open the editor
5. Specify the options for header and line height as well as the background, before you click the first line of the template
6. Click the  to insert a horizontal or vertical line. You can enter the values for height, width, position and colour in the configuration menu
7. Click the  to insert a text. For the header you can choose between the current date – see “Date/Time settings” for details on how to specify the formatting of the date – and a static text.



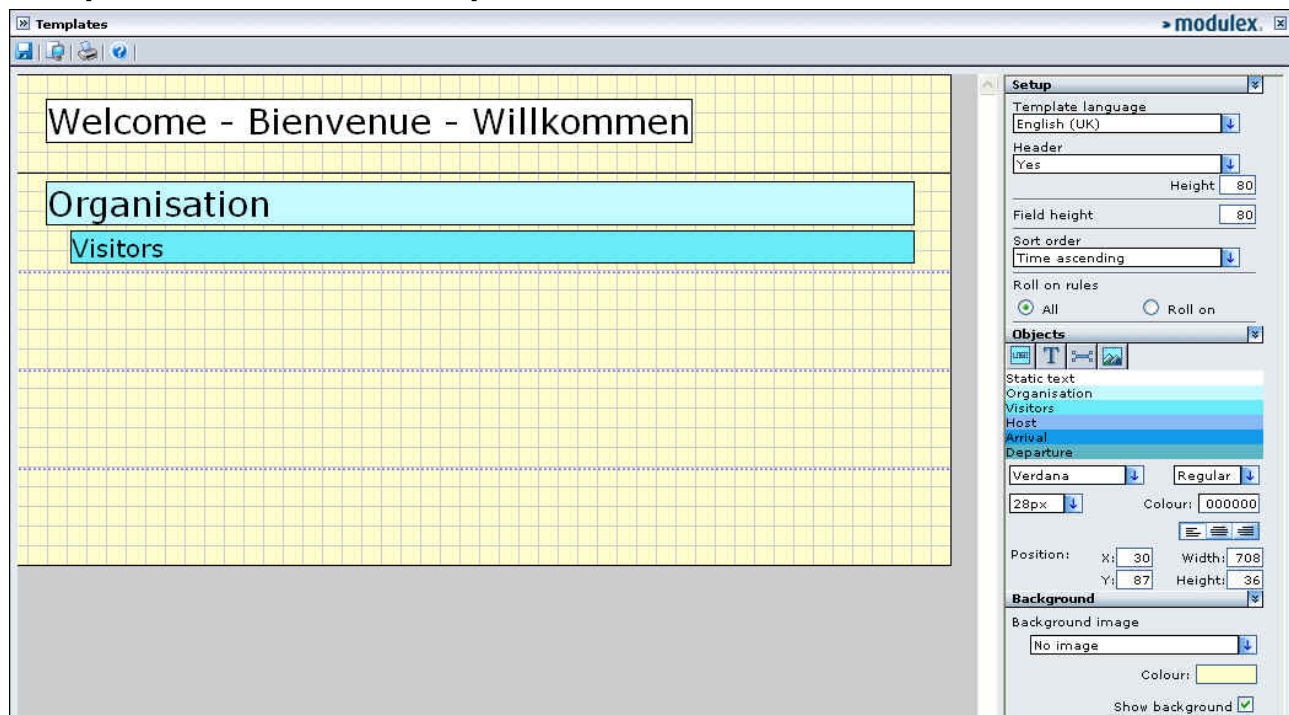
For the other lines, you can choose between the options below, where the text will be updated when new visitors are added to the system



When a text object is selected, you can change the font from the drop list, colour and size in the configuration menu.

8. Click the  to insert a logo. The logo will be updated automatically to match the selection when new visitors are being added to the system
9. Click the  to insert a static image
10. Click  to preview the template
11. When finished, click  to save the template










Example of Visitor Welcome template



Event Listing

Click the plus to the left of *Event Listing* and click *Templates* in the main menu to bring up the templates.

The Top Menu has the following options:

-  Create a new template. Indicate the name and size of the template
-  Rename selected template. The size cannot be changed
-  Delete the selected template
-  Edit the selected template in the template editor
-  Copy the selected template to a new template
-  Import a template. Import templates from .XML files
-  Export a template. Exports the selected template to an .XML file
-  Print selected template
-  Open the on-line help

Template

The configuration menu to the right is divided into three sections:

1. Setup
2. Objects
3. Background

Setup

The basic setup of an Event Listing template occurs in the setup menu. The individual fields are described below. Please note that, only portions of the menu is being shown.

The Template language field determines the language used for the particular template.

To place a top header on the directory choose one of the following from the Header: field

* Yes

* All templates - All templates in a group will have headers

* Only the first template - Only the first template of a group will have a header

The height of the header is set in the Height: field.





Specify the field height for each event listed on the sign.

Select parameter for sorting the events on the sign.

Specify when an event must appear on the sign. It can be either from the beginning of the day or a certain amount of minutes before the event starts. See the chapter “System Administration – Displaying Rules” for details on how to set the offset parameter.

Objects

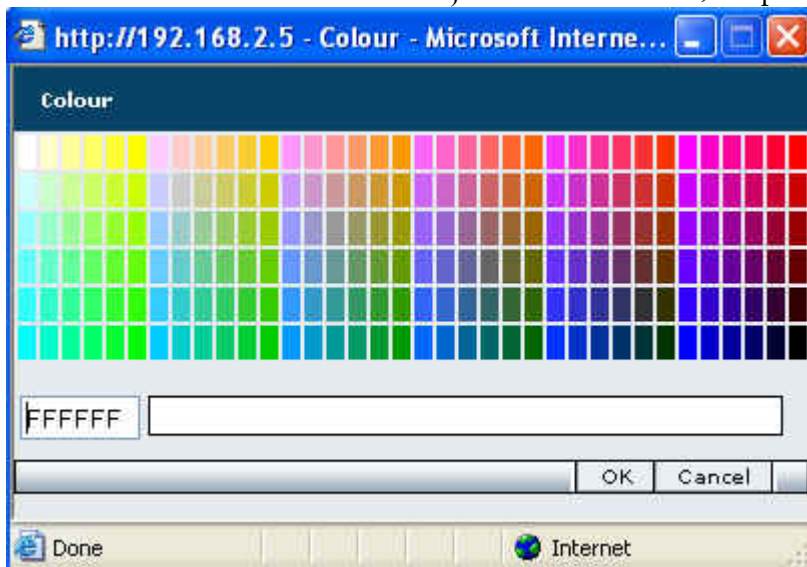
The following type of objects can be used in an Event Listing template:

-  Add a logo to an event
-  Add text to an event
-  Add a line to an event
-  Add a graphic to an event

All objects can be re-sized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an object can be done by drag ‘n drop, by entering the correct position in the X and Y parameter or by clicking the object and moving it by clicking the arrows on the keyboard.

Choose a colour for text and line objects from the menu, or specify the colour as HEX.



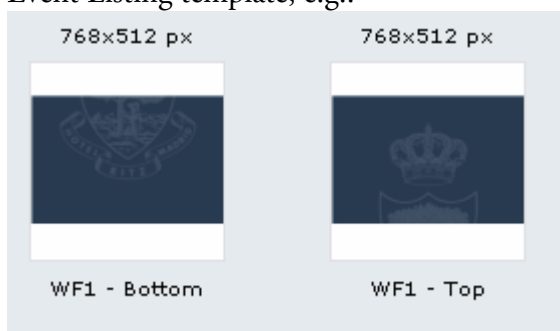
Background

1. You can select an image as background for the template

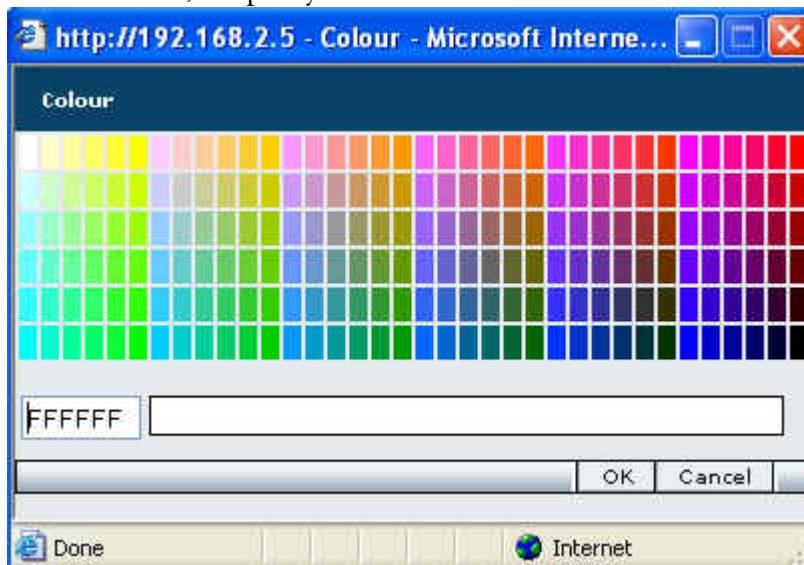


NOTE: The image must exist in the Media Library and must match the size of the template

2. If you are using an image as background, it must be cut so it matches the actual part of your Event Listing template, e.g.:




3. To use a background colour in stead of a background image choose the background colour from the menu, or specify the colour as HEX







4. Select the “show background”, as the background otherwise will be black on the sign

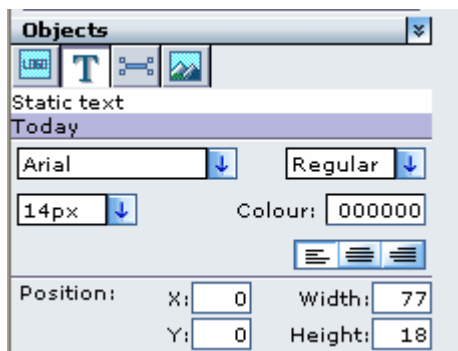
Creating a new template

1. Click the  icon
2. Fill in the name and the size of the template

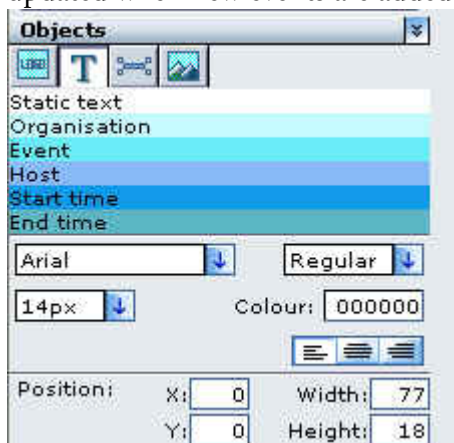


NOTE: The name can be changed subsequently, but it is not possible to change the size once the template has been created





3. Click  to save the event listing template
4. Click the template once and click the icon  to open the editor
5. Specify the options for header and line height as well as the background, before you click the first line of the template
6. Click the  to insert a horizontal or vertical line. You can enter the values for height, width, position and colour in the configuration menu
7. Click the  to insert a text. For the header you can choose between the current date – see “Date/Time settings” for details on how to specify the formatting of the date – and a static text.



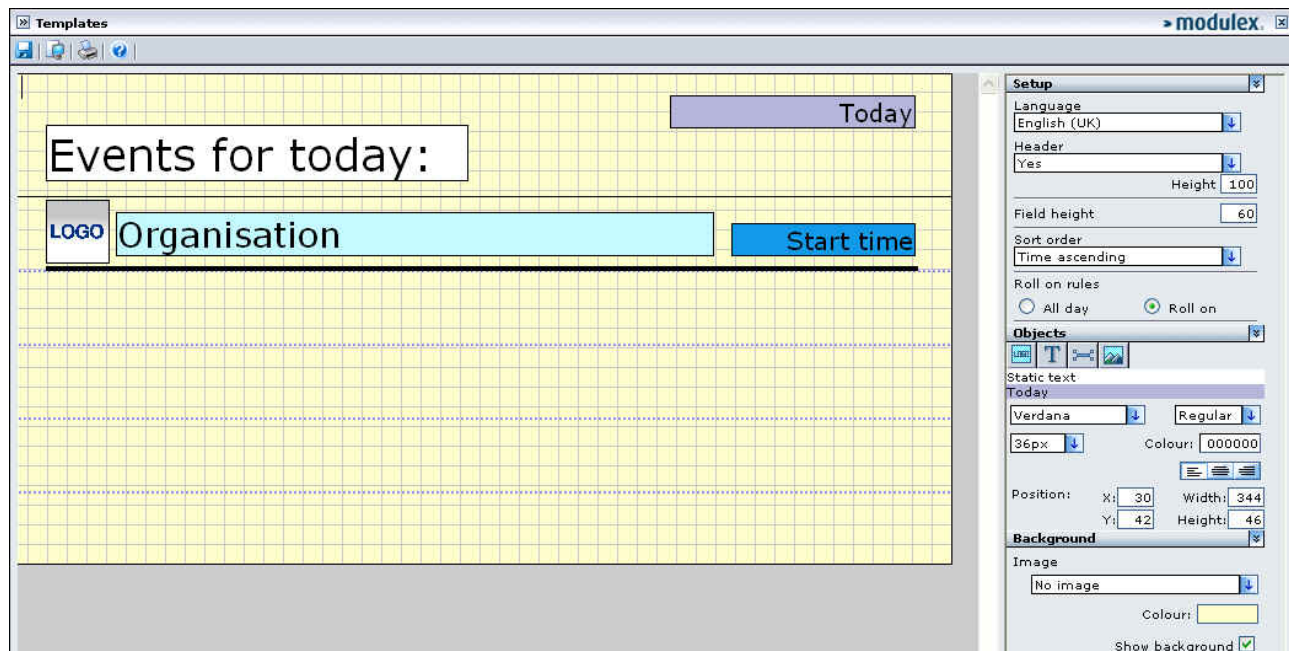
For the other lines, you can choose between the options below, where the text will be updated when new events are added to the system



When a text object is selected, you can change the font from the drop list, colour and size in the configuration menu.

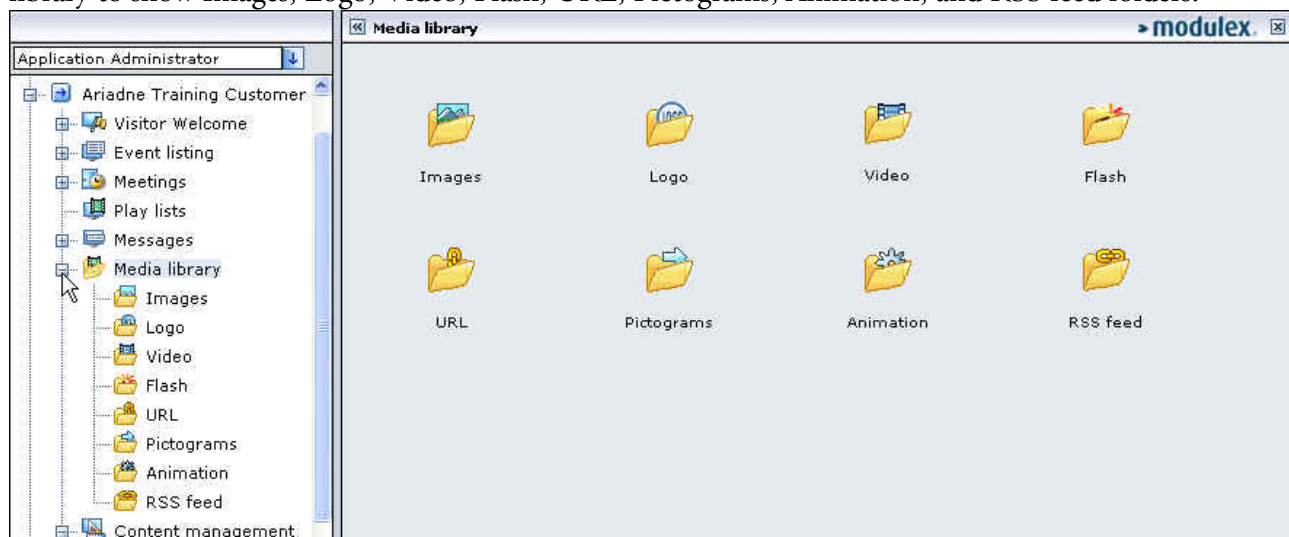
8. Click the  to insert a logo. The logo will be updated automatically to match the selection when new events are being added to the system
9. Click the  to insert a static image
10. Click  to preview the template
11. When finished, click  to save the template

Example of Event Listing template



Media Library

The media library is where the actual content is uploaded or linked. Click the plus to the left of Media library to show Images, Logo, Video, Flash, URL, Pictograms, Animation, and RSS feed folders.






Media Types

The Media library contains all media files that are uploaded for use in the various modules under *Templates* as well as in *Layouts*.

The Top Menu has the following options:

-  Create a new media file



-  Edit the selected media file
-  Delete the selected media file
-  Open the on-line help

Hosted vs. onsite solution


There is a small difference in the handling of video and flash files if the installation is hosted or onsite.

- Hosted solution
You can browse for the following media types: Image, Logo, Pictogram, and Animation. For all other media types you must specify the entire address/URL. It means that flash and video files must be placed on a web server, which can be the Multimedia Controller (MMC) delivered with your sign. See “How to upload a file to the local MMC” for further details.
- Onsite solution
You can browse for all media types, except for URL and RSS feeds where the entire address/URL must be specified.


Importing and editing media files

1. Open the media folder and click  to import a new file or select a file click  to edit all types of media files
2. Fill in the name of the media you want the file to have in the Ariadne system and click Browse to navigate the files location.



3. Click  to save the media

NOTE: Images, logos and pictograms will be scaled if the size is too big for the layout. But in general, you should create the images in the size that matches the space in the layout to avoid unnecessary network traffic.

- Images
 Images
Images can be stored in all sizes in the following formats: .jpg, .png, and .bmp, and used in templates and layouts. Images that will be used for backgrounds in templates or layouts must have the same size as the template they will be used in. To insert images in template objects the selected image will automatically be scaled to the size of the object.

It is recommended that you upload images in the size that you want to use in your templates and layouts.

- Logo

 Logo

Logos can be stored in all sizes, in the following formats: .jpg, .png, .gif and .bmp and used in the various templates. To insert logos in template objects the selected logo will automatically be scaled to the size of the object. Association between logos and companies/events is made while creating or editing welcomes, events, and/or bookings. Please refer to the appropriate chapters for further details.

- Video

 Video

Videos in .mpeg, .mov, .wmv and .avi can be linked to and used in play lists and layouts.

- Flash

 Flash

Flash files in .swf format can be linked to and used in play lists and layouts.

- URL

 URL

URL's can be linked to and used in play lists and layouts.

For example the following url <http://www.billund-airport.dk/nnn/nf/dk/actdep.asp> can be typed into the appropriate field so that it is displayed in the layout. The signs have a built-in Firefox browser that automatically updates dynamic sites.


- Pictograms

 Pictograms

Pictograms in all sizes, and the following formats: .jpg, .png and .bmp can be uploaded and used in wayfinding templates. To insert pictograms into the Wayfinding Templates object the selected pictogram will automatically be scaled to the size of the object.


NOTE: The .png format is recommended for pictograms with transparent background.

- Animation

 Animation

Animations in .gif and .mng can be uploaded and used in play lists and layouts.

- RSS feed

 RSS feed

RSS feed (Really Simple Syndication) are indicated in a URL format and can be used in layouts.

For example <http://rss.asdf.dk/tv2.rss>





NOTE: RSS feeds can only be used in version 2.0

Play Lists

It is possible to create play lists for the various types of multimedia like e.g. Image, Flash, Video and URL. A playlist consists of one or more elements containing files of the selected type and displayed in a pre-defined time interval.


NOTE: You can not mix media between the different types.

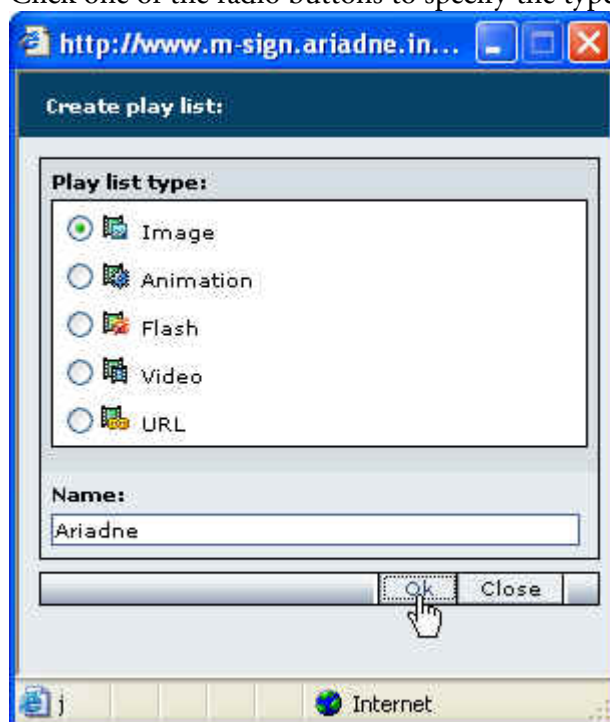
The Top Menu has the following options:

-  Create a new multimedia play list
-  Edit an existing play list
-  Delete the selected play list
-  Open the on-line help


Creating a play list

Creating a new play list indicates the object types that the list will contain.

1. Click the icon 
2. Click one of the radio buttons to specify the type of Play list and enter a name





NOTE: The type of play list cannot be changed later



3. Click  to save the play list

The created play lists can be used in Layouts.

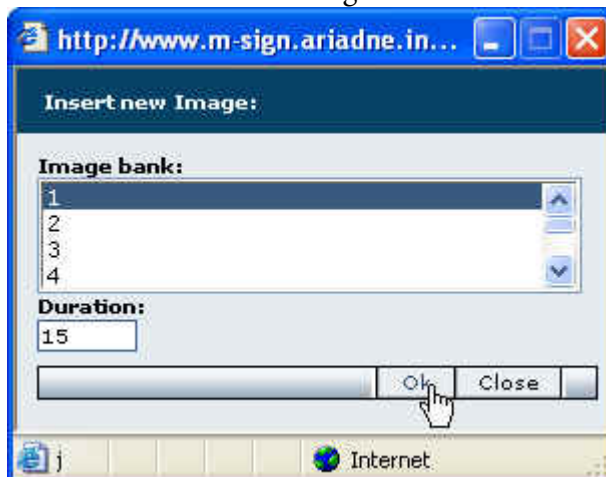
Editing a play list

The Top Menu has the following options:

-  Create a new media element in the play list
-  Delete the selected media element

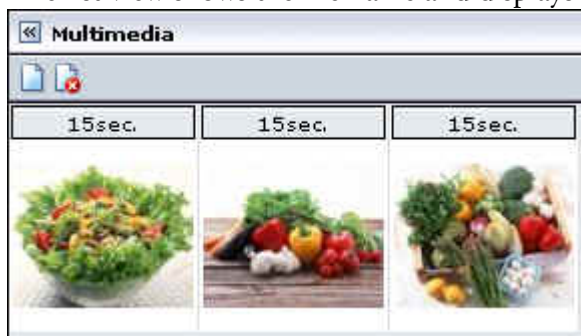
1. Select the playlist and click  to open the editing tool
2. Click  to insert a new media element that matches the type of play list from the list of files in the Media Library

3. Indicate (in seconds) the length of the time elements to be displayed in the duration field and click to save the image in the list.



Do this for all the elements you want to show in the selected play list. A single file can be selected several times in a play list.

4. The list view shows the file name and displays the time of the selected elements.








The order can be changed by using normal drag 'n' drop methods. It is not possible to change the file name and time. If you need to replace a file with another file, or change the display time, delete the wrong element and create a new one with the correct settings. Once the new element has been created drag it to the correct position


Messages

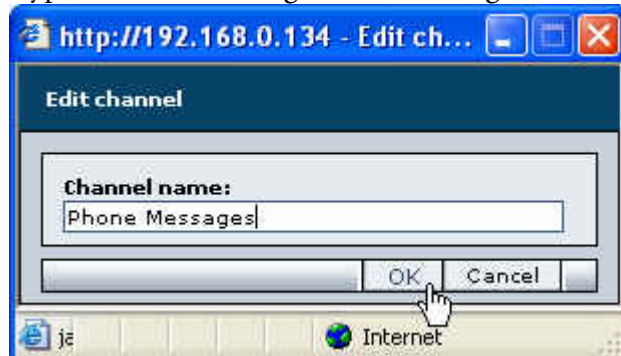
With Messages, it is possible to put messages on the signs. Messages are created in channels, that can either be individual per sign or a general channel on e.g. all signs.


The Top Menu has the following options:

-  Create a new message channel
-  Rename the selected channel
-  Delete the selected channel
-  Go to the selected channel
-  Open the on-line help

Creating a message channel

1. Click *Messages* in the main menu
2. Click the icon 
3. Type in a name like e.g. "Phone messages"



4. Click  to save the message channel

Content Management











What you see on a sign is based on the layout and when you see it is based on the day programme.

Only a layout created with the actual size of your sign, can be selected for the day programme.

- ✓ 10" signs are 640 x 480 px – eSign or e-signNG
- ✓ 15" signs are 1024 x 768 px – eSign, e-signNG or mSign
- ✓ 32" signs are 1366 x 768 px (horizontal or vertical) – mSign
- ✓ 40" signs are 1366 x 768 px (horizontal or vertical) - mSign

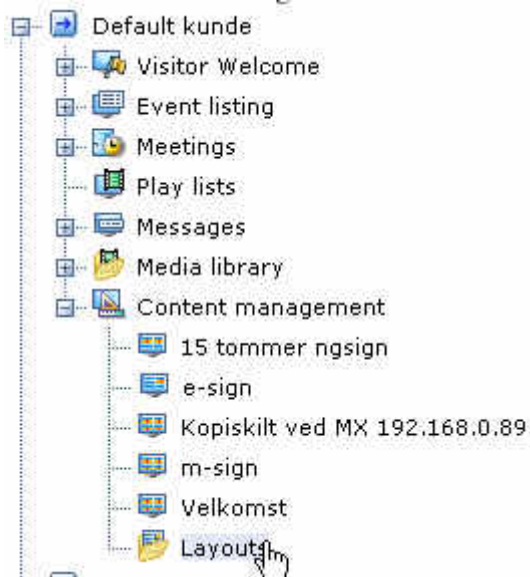
Always start by creating the elements like images, templates etc. before you start creating your layout.


The Top Menu has the following options:

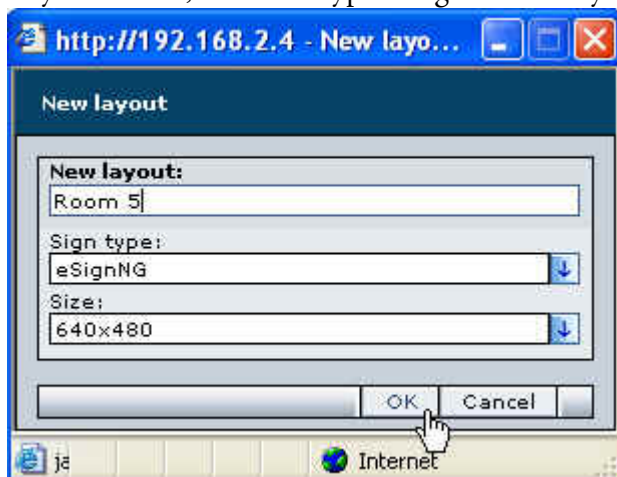
-  Insert a new programme. Choose from the layouts that have the correct size for the sign.
-  Change the programme setup
-  Delete the selected programme
-  Copy a program to another weekday
-  Paste the copied programme
-  Edit the selected layout
-  Show a preview of the selected layout
-  Update the sign with Weekday and Special programmes
-  Print programmes
-  Open the on-line help

Creating a layout

1. Click the plus to the left of *Content Management* and click *Layouts*

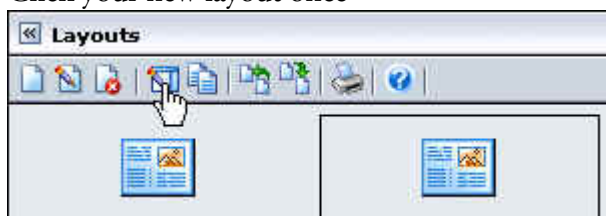


2. Click the icon 
3. Key in a name, select the type of sign and finally the size of the sign



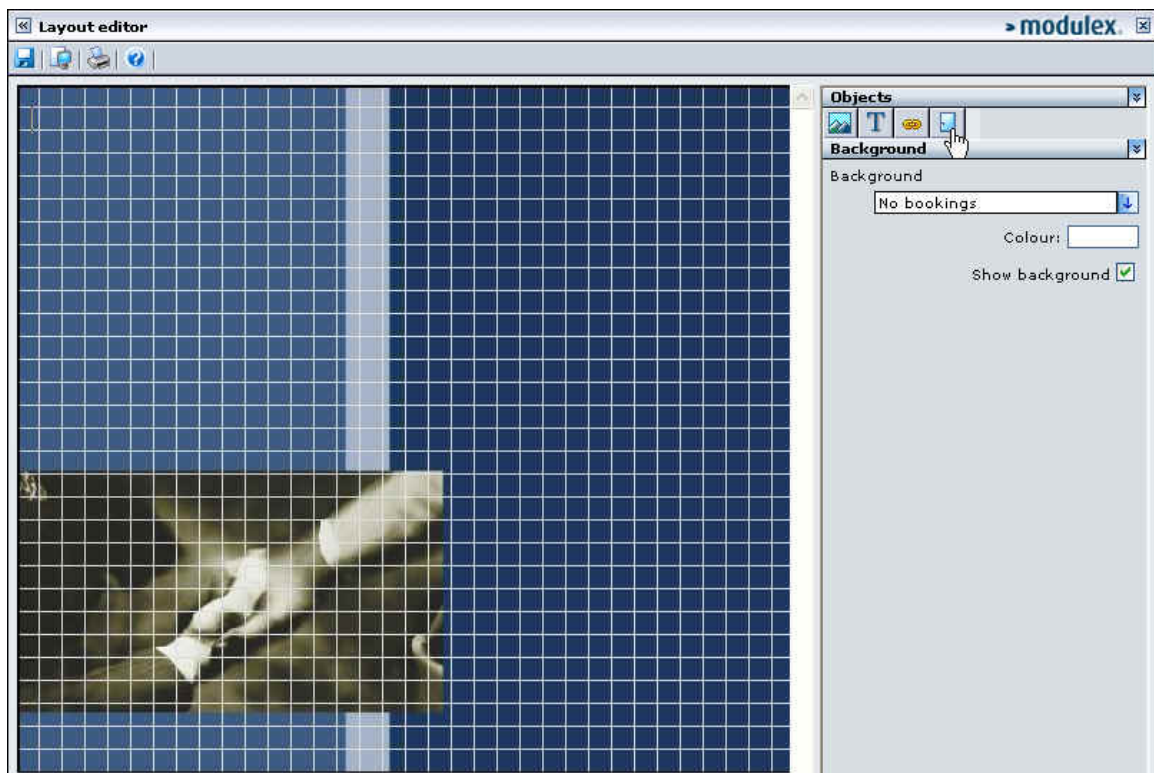
before clicking 

4. Click your new layout once



and click the icon  - "Go to editor"

5. Click background and select an image from the list – only images with the size of your layout will be displayed in the list.




Remember to click “Show background”

6. Click “Door” and select the room



and change the width and height to match your sign

NOTE: See further details of how to create templates under the document “How to create templates” for details about Room- and Wayfinding templates.

7. Click  to save your layout



Day Programme

When your layout is ready, you must create a day programme so the layout automatically will be presented on the screen. See the chapter “System Administration – Content Management” for further details.





User Guide

Media Library - Logo

To be able to use logos when creating new bookings, events or visitors, you must add them to the Media Library first.

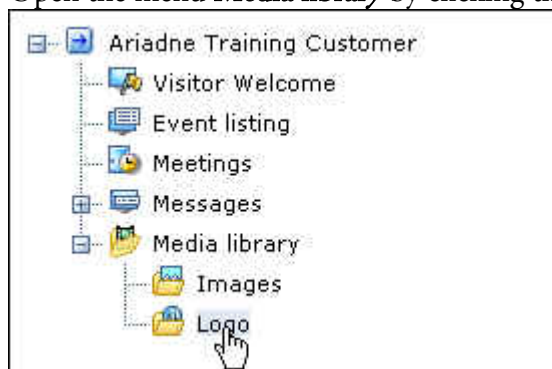
You can use logos in the following formats: .gif, .jpg and .png


The Top Menu has the following options:

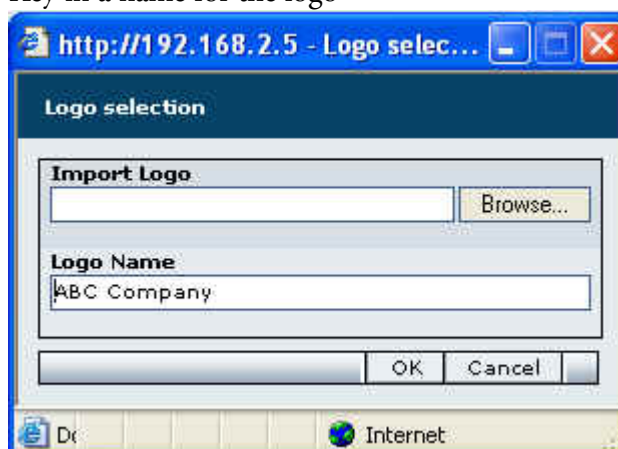
-  Create a new logo
-  Edit the selected logo
-  Delete the selected logo
-  Open the on-line help

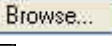

Creating a new logo

1. Open the menu *Media library* by clicking the plus in front of the text and click

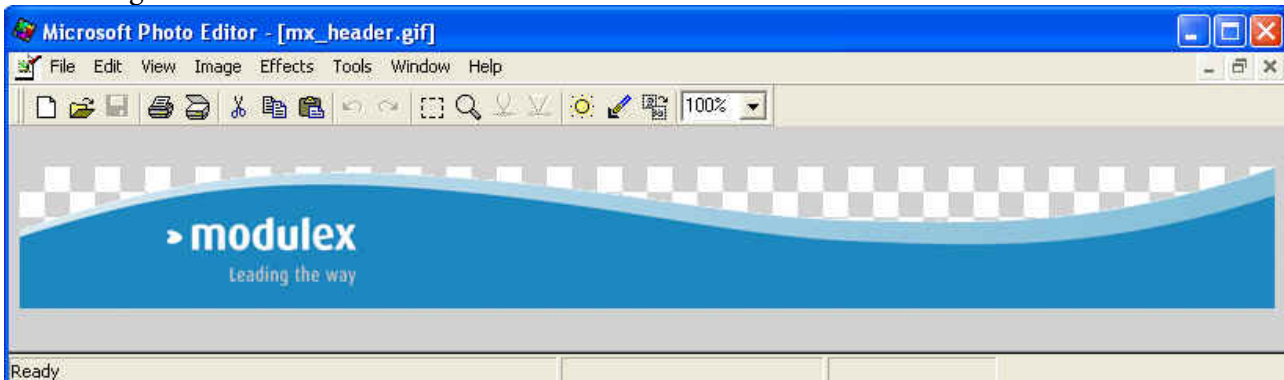


2. Click the icon  in the Top Menu
3. Key in a name for the logo



4. Click  to select the new logo file
4. Click  to save the logo

NOTE: Logos can often be downloaded from the internet, but make sure you only get the actual logo and not e.g. the entire header from the web site.










You might need to crop the logo in e.g. Microsoft Photo Editor, so the logo is suited for presentation on the signs.

Booking

A booking – or meeting – is an activity linked to a room.

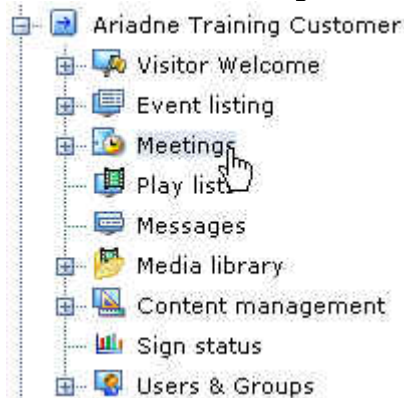
The name of the menu point where you create a new booking, depends on your type of installation. The menu point will be either “Meetings”, “Education” or “Hospitality”. The type of installation will also have effect on the actual labels used for the fields for a new booking. We will be using the text from *Meetings* in our examples.

The Top Menu has the following options:

-  Create a new meeting
-  Edit selected meeting
-  Delete the selected meeting
-  Search for a meeting room
-  Copy the selected meeting
-  Print the selected meeting or a list of meetings
-  Open the on-line help


Create a new meeting

1. Click the menu *Meetings*



2. You can select between the different areas from the drop list in the Top Menu




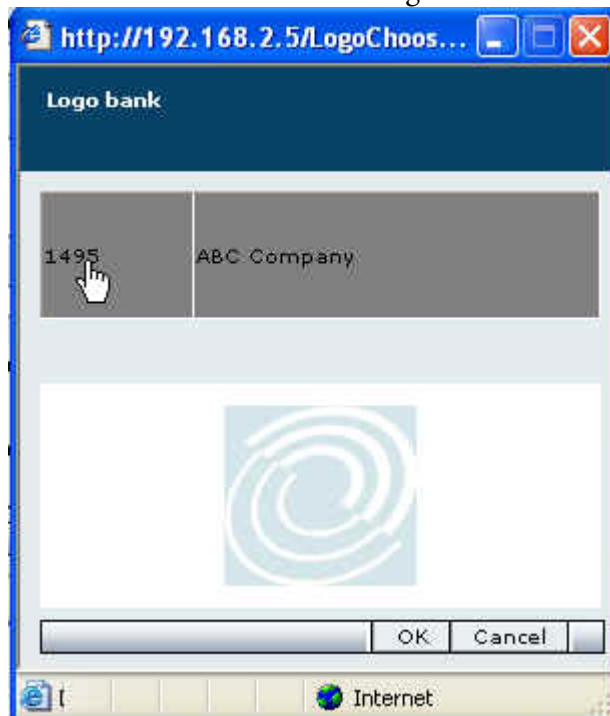
3. You can either double click the line with the room-name or click the icon  in the Top Menu
4. Fill in the meeting name, description etc.

A screenshot of the 'New booking' dialog box. The title bar shows 'http://192.168.2.5 - New book...'. The dialog contains the following fields:


- Meeting name:** ABC Company
- Logo:** (empty field)
- Rooms:** Elba
- Meeting description:** Ariadne Training
- Time/date:**
 - Start:** 13:00, Mo. 12-02-2007
 - End:** 15:00, Mo. 12-02-2007

Buttons at the bottom: OK, Cancel, Advanced, Preview.

5. Click the icon  to select a logo from the media library



If you want to associate your visitor with the logo, you can click the icon

For new bookings in the future, you can then click the icon  to the right of the logo



and select the Meeting Name from the drop list and automatically have both the Meeting Name and the logo added.

6. If you click you will get access to extra text lines that might have been added to your room template

The screenshot shows a web browser window titled 'http://192.168.2.5 - New book...'. The main content is a form titled 'New booking'. The form has several sections:

- Meeting name:** A text input field containing 'ABC Company'.
- Logo:** A text input field with a 'LOGO' icon on the left and a document icon on the right.
- Rooms:** A dropdown menu showing 'Elba'.
- Meeting description:** A text input field containing 'Ariadne Training'.
- Time/date:** Two rows of time and date pickers. The first row is 'Start: 13:00' and 'Mo. 12-02-2007'. The second row is 'End: 15:00' and 'Mo. 12-02-2007'.
- Template:** A dropdown menu showing 'Door sign'.
- Secondary event:** A checkbox labeled 'Secondary event'.
- Status:** Two checkboxes labeled 'Private' and 'Disabled'.
- Text lines:** A large empty text area with scrollbars.

 At the bottom of the form are buttons for 'OK', 'Cancel', 'Close', and 'Preview'. The browser's taskbar at the bottom shows 'D' and 'Internet'.

as well as some extra features like

Template

You can choose between the available templates

Secondary Event

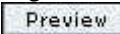

You can select secondary event to prevent your booking to be displayed on the directory (works only if the directory is specified only to hold primary events). The booking will appear on the door sign.

Private

If you select the status “private”, other users will only be able to see that the room is reserved, but cannot see the actual booking. Administrators will be able to see and edit the booking. The booking will not appear on any signs.

Disabled







If you select the status “disabled”, other users will be able to see the booking, but it will not appear on any signs.

7. You can click  to see how the new meeting will look on the sign, before you save the meeting
8. Click  to save the meeting

Event Listing

Events are activities on a given date.


The Top Menu has the following options:

-  Create a new event
-  Edit selected event
-  Delete the selected event
-  Copy the selected event
-  Preview the selected event
-  Open the on-line help

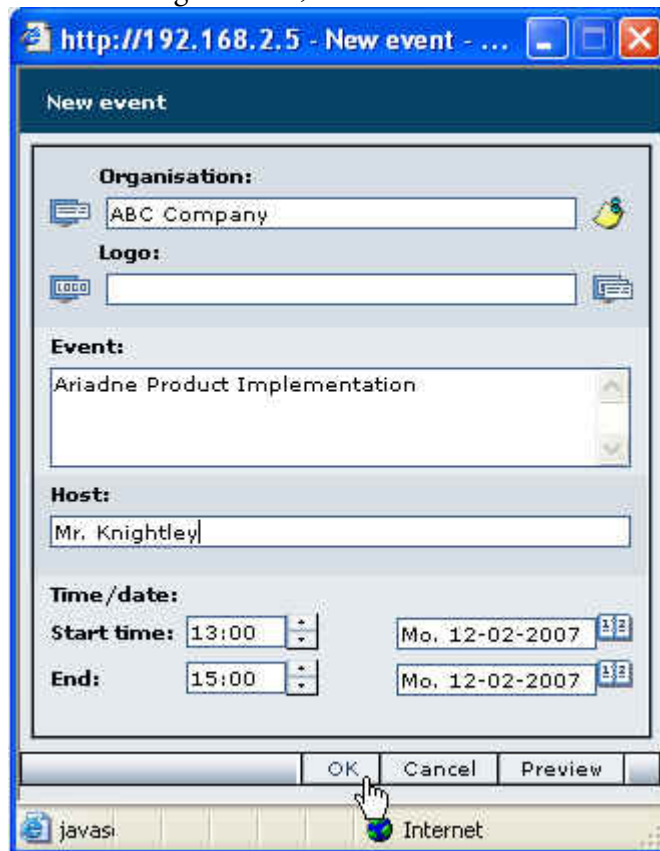
Creating a new event


1. Click the menu *Event listing*

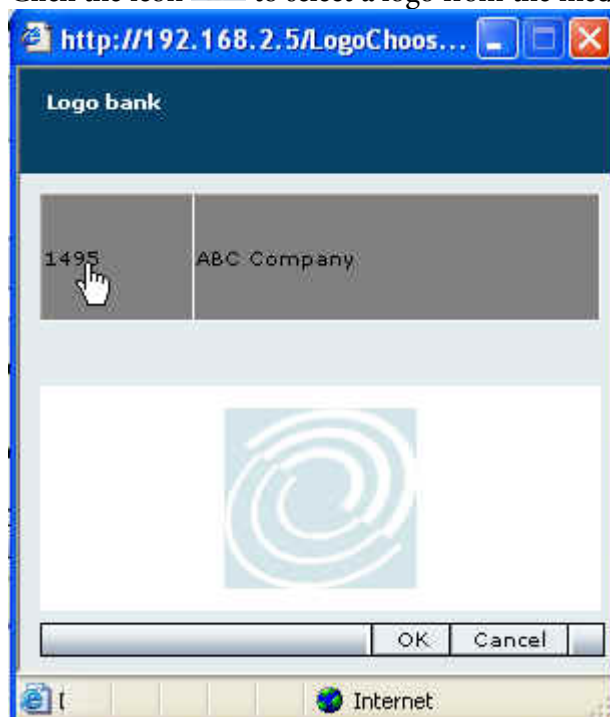



2. Click the icon 


3. Fill in the Organisation, Event etc.

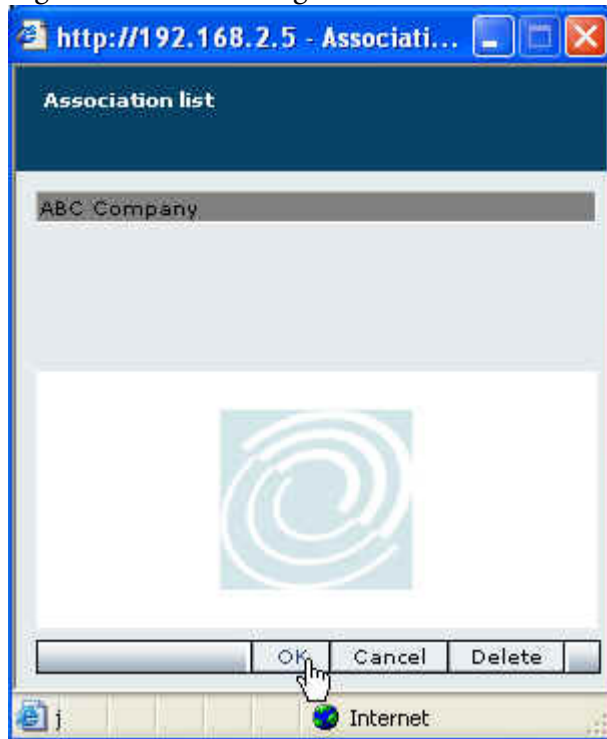


4. Click the icon  to select a logo from the media library



If you want to associate the organisation with the logo, you can click the icon  to the right of the logo.

For new events in the future, you can then click the icon  to the left of the organisation, and select the organisation from the drop list and automatically have both the organisation and the logo added.









5. You can click if you want to see how the new event will look on the sign, before you save the event
6. Click to save the event

Visitor Welcome

Visitors welcome is based on a given date.

The Top Menu has the following options:

-  Create a new visitor
-  Edit selected visitor
-  Delete the selected visitor
-  Copy the selected visitor
-  Preview the selected visitor
-  Open the on-line help

Creating a new visitor

1. Click the menu *Visitor Welcome*




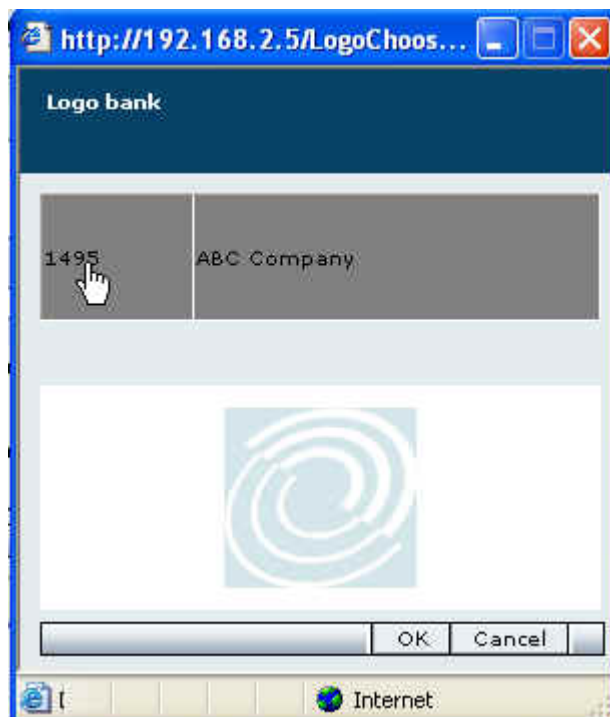
2. Click the icon 
3. Fill in the Organisation, Visitor etc.


A screenshot of a web browser window showing a form titled 'New visitor'. The browser address bar shows 'http://192.168.2.5 - New visitor - ...'. The form has the following fields:


- Organisation:** A text input field containing 'ABC Company' and a small bird icon.
- Logo:** A text input field with a 'LOGO' icon on the left and a document icon on the right.
- Visitor:** A large text area containing 'Mr. William Armstrong'.
- Host:** An empty text input field.
- Time/date:**
 - Arrival:** Time: 13:00, Date: Mo. 12-02-2007
 - Departure:** Time: 15:00, Date: Mo. 12-02-2007

At the bottom of the form are buttons for 'OK', 'Cancel', and 'Preview'. The browser's taskbar at the bottom shows an 'Internet' icon.

Click the icon  to select a logo from the media library



If you want to associate the organisation with the logo, you can click the icon  to the right of the logo.

For new visitors in the future, you can then click the icon  to the left of the organisation, and select the organisation from the drop list and automatically have both the organisation and the logo added.









4. You can click if you want to see how the new visitor will look on the sign, before you save your visitor

5. Click to save the visitor

Messages

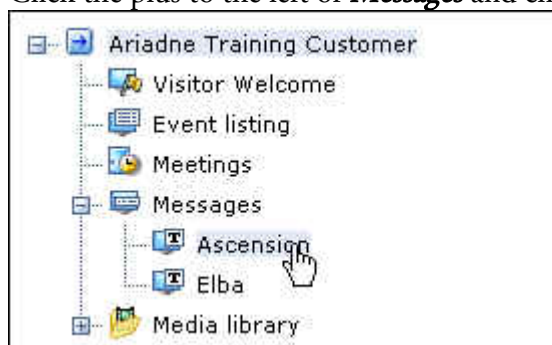
Messages are linked to individual sign(s).


The Top Menu has the following options:

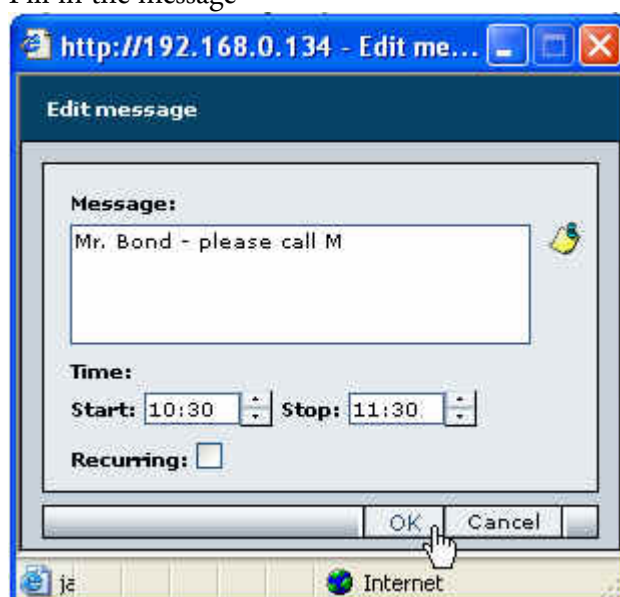
-  Create a new message
-  Edit selected message
-  Delete the selected message
-  Copy the selected message
-  Paste the copied message
-  Open the on-line help

Creating a new message

1. Click the plus to the left of **Messages** and click the desired message channel



2. Click  to create a new message
3. Fill in the message



and select the start and stop times for the message in the appropriate fields.

NOTE: You can only create messages for the actual day. Messages that have not been selected to re-occur will be cancelled at midnight.

To make the message appear permanently, select the box for ***Recurring***. Recurring messages will not stop until it is cancelled or deleted from the channel.

4. Click to save the message

If messages overlap they will be displayed one after the other separated by *** (3 stars or asterisks).

Tutorials

In the following we have prepared a few tutorials, where some of them will cover more of the previous chapters in one.

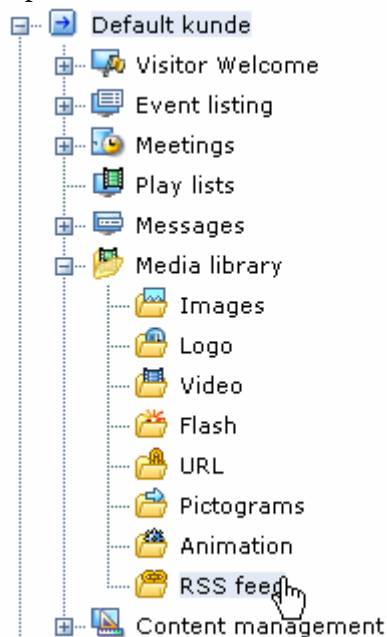
How to add a message channel over an RSS

In this example we will add a RSS to be displayed at the bottom of a sign. But on top of the RSS we will add a message channel, so if e.g. there are phone messages, they will be displayed instead of the RSS. As soon as the timing for the messages has passed, the RSS will be displayed automatically again.

Creating a RSS

Start by creating the RSS under “Media library”.

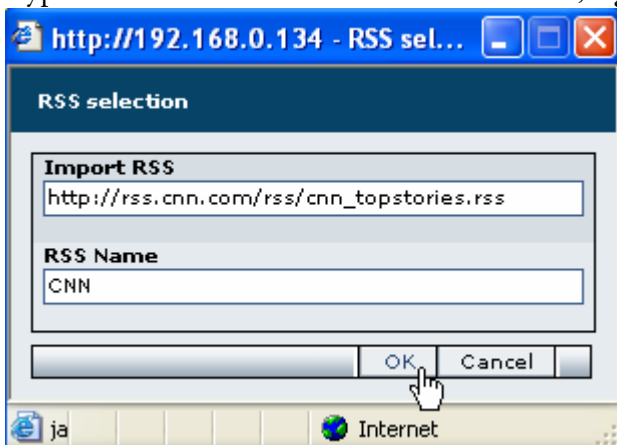
1. Open “RSS”



2. Click the icon “new”



3. Type in a name and the actual link to the RSS, e.g. http://rss.cnn.com/rss/cnn_topstories.rss



and click OK to save your new RSS.

Remember, the RSS must be in version 2.0 - you can check it, if you open the link directly in your browser.

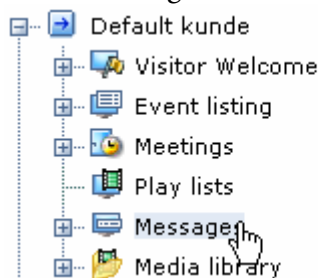
```
Address http://rss.cnn.com/rss/cnn_topstories.rss

<?xml version="1.0" encoding="ISO-8859-1" ?>
- <rss version="2.0">
- <channel>
  <title>CNN.com</title>
  <link>http://www.cnn.com/rssclick/?section=cnn_topstories</link>
```

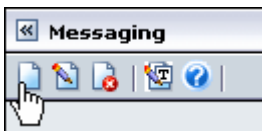
Creating a Message Channel

Now you must create the message channel under “Messages”

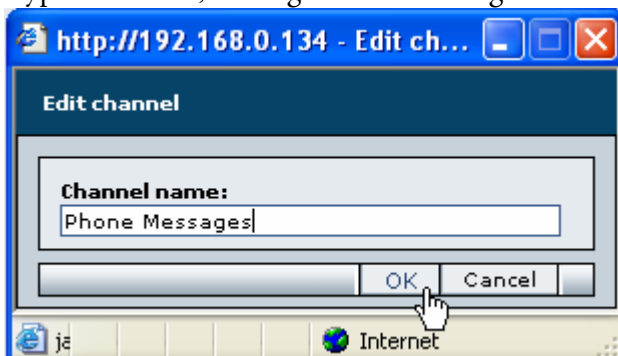
1. Click “Messages” once



2. Click the icon “new”



3. Type in a name, like e.g. “Phone messages”.

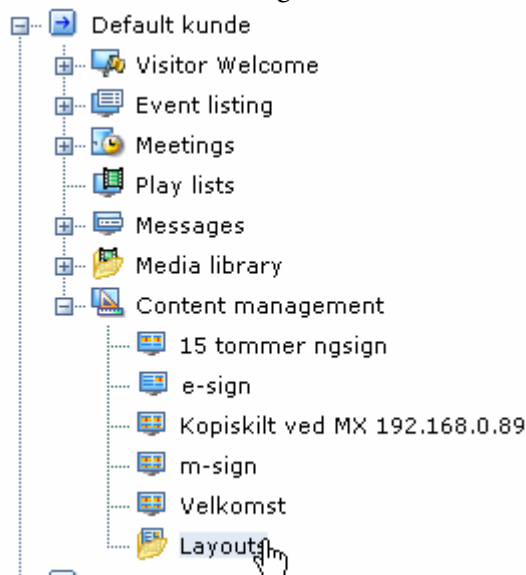


4. Click “OK” to save the new message channel

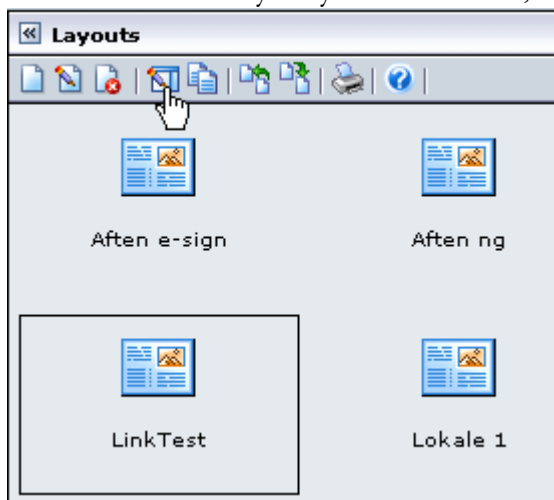
Adding RSS and Message Channel to a layout

You need to open the layout, where the 2 new media will be displayed. We assume you want to edit an existing layout – otherwise see “How to create a layout” for details on creating a new layout.

1. Go to “Content Management” and click “Layouts”



2. Click once on the layout you want to edit, and click on the icon “Go to editor”



3. Click the icon “RSS” and select the RSS you just created from the drop-list



The RSS will automatically fit to the width of the sign, and be positioned at the bottom of the display.

4. Click the icon “Message channel” and select the message channel you just created from the drop-list.



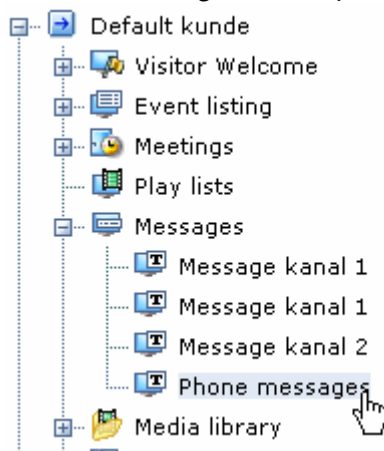
5. Place the message channel on top of the RSS – it will automatically scale to match the width.
6. Click the icon “Save” to save your modified layout.



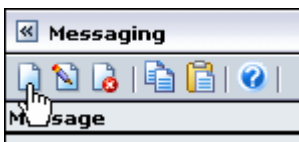
Adding messages

The RSS will automatically be displayed on the sign as soon as the sign updates. To add a message in your message channel, you must

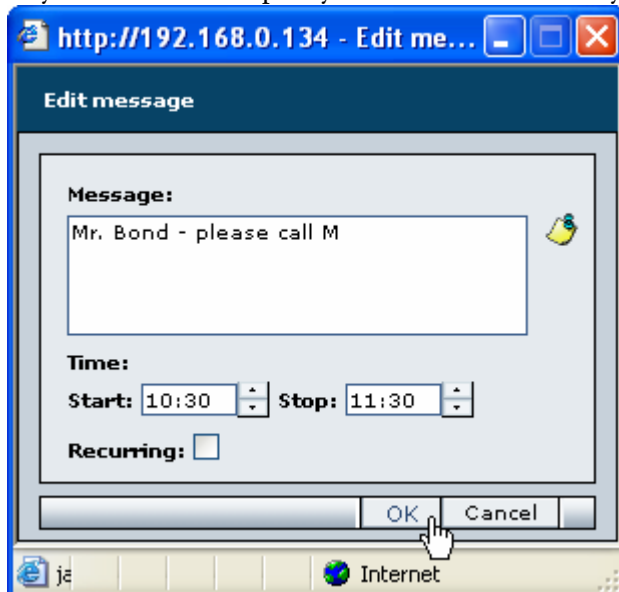
1. Open “Messages”
2. Click the message channel you just created from the drop-list



3. Click the icon “new”



4. Key in the text and specify a time interval where you want the message to be displayed



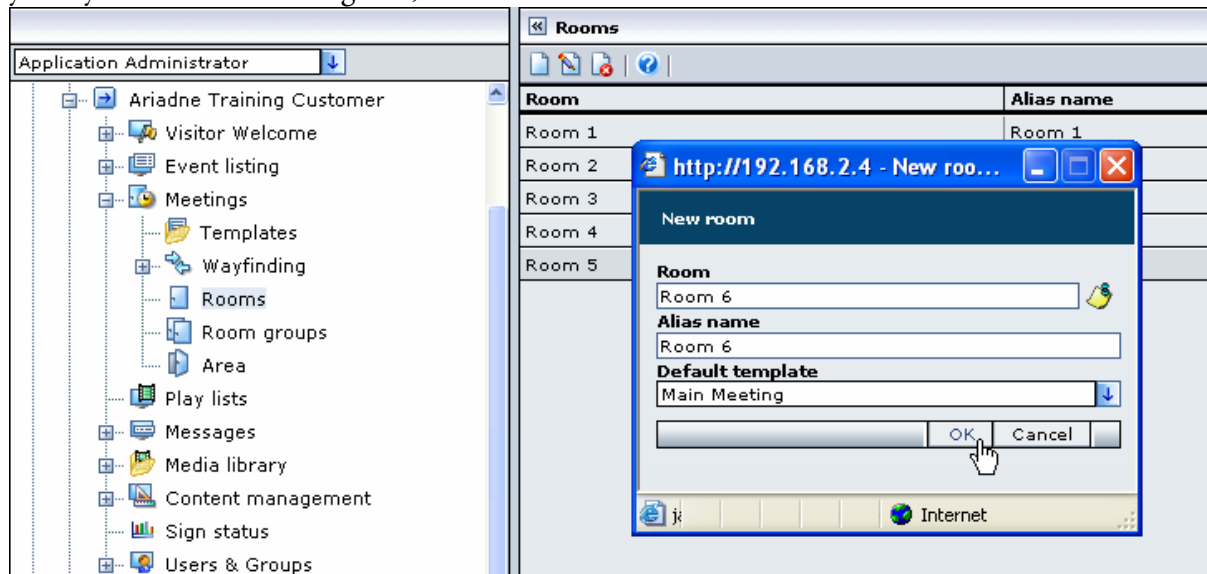
5. Click "OK" to save the message

If you create more messages to be displayed in the same interval, they will be separated by 3 asterisks on the sign

How to add a room

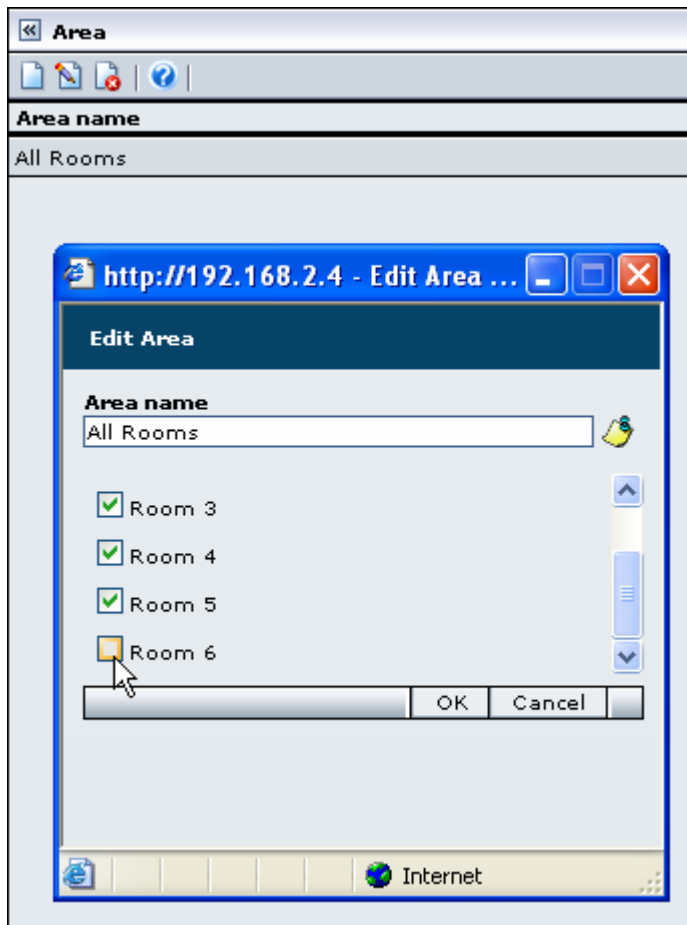
If you want to add a room, you must also add it to the wayfinding template(s) and grant access to the room.

1. Add the room by opening “Rooms” under “Meetings”, or “Hospitality” depending on how your system has been configured, and click the icon “New”.



The “Alias name” is used if you are using an external booking system.
 The “Default template” can be selected from the templates available.

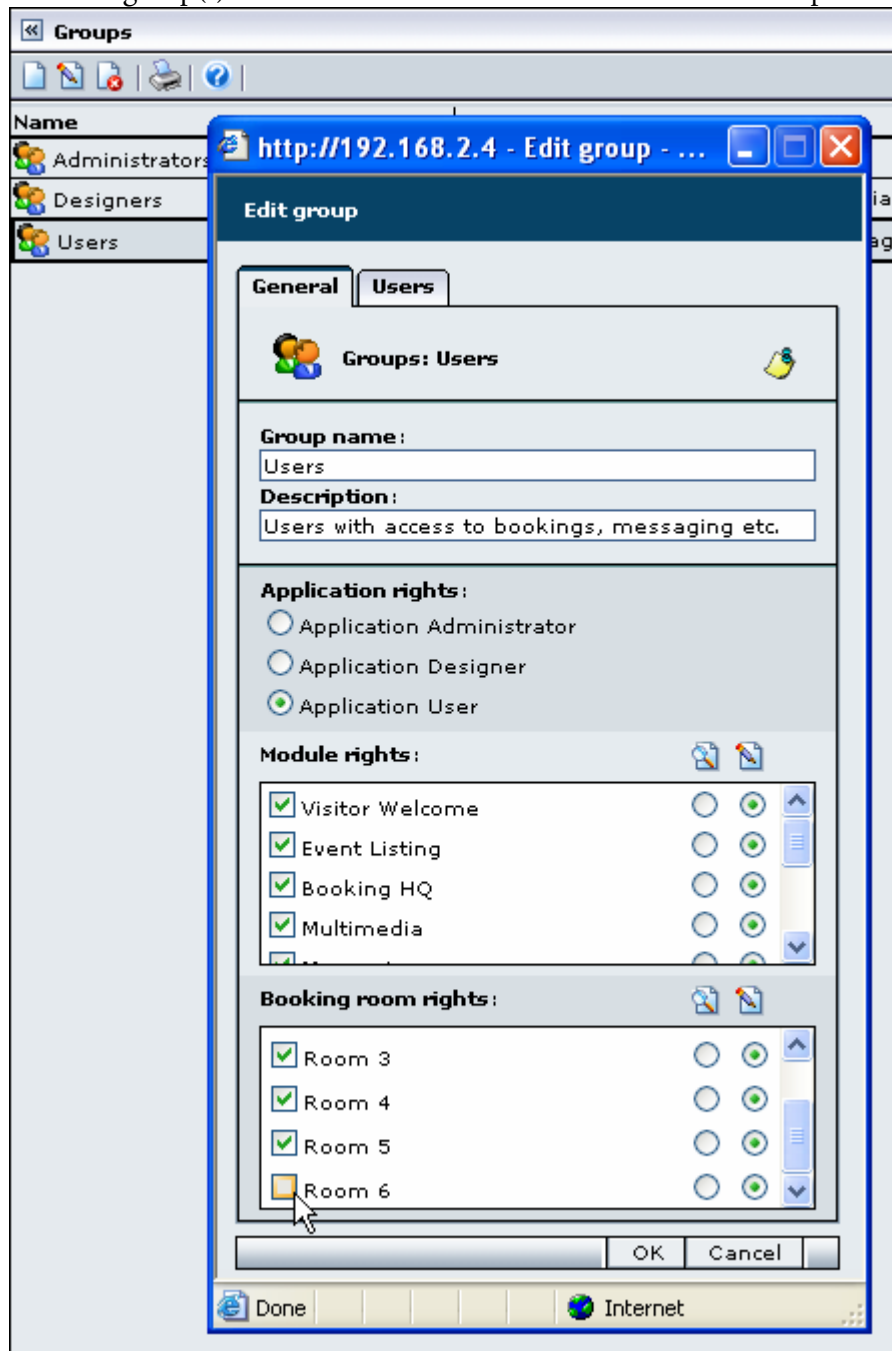
2. Add the room to the “Area”



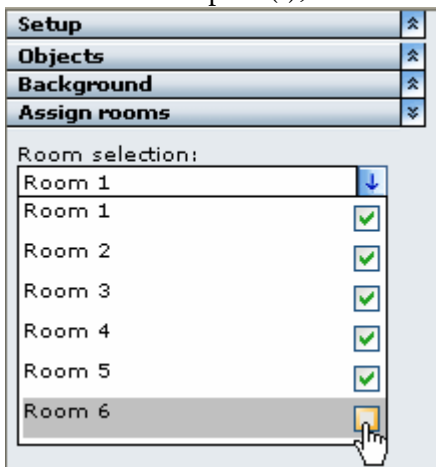
so the room will be available under “Booking”.

Rooms	12:00	13:00	14:00	15:00	16:00	17:00
Room 1						
Room 2						
Room 3						
Room 4						
Room 5						
Room 6						

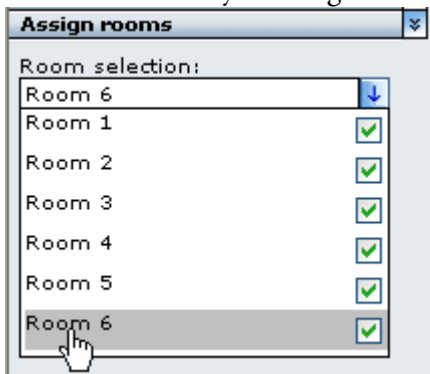
3. Give the group(s) access to book the room under “Users & Groups”



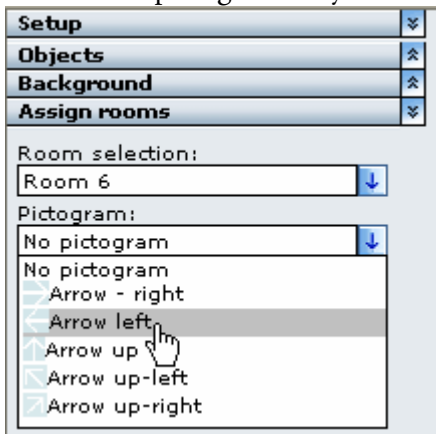
- To have your new room added to the wayfinding part of your signs, you must also add the room to the template(s), so scroll down and select the room from the list.



- Select the room by clicking on the room name



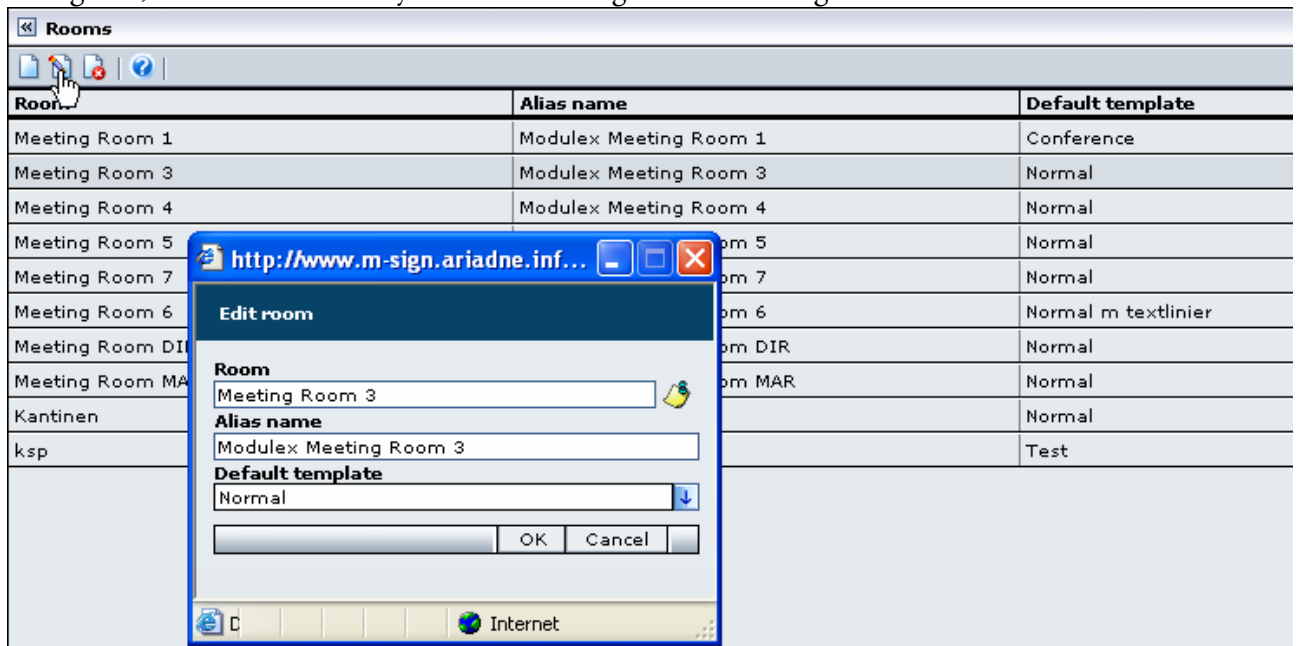
and select a pictogram for your new room



How to rename a room

If you want to rename a room, you just need to change the name and the alias name under “Rooms”. The new name will then automatically appear on all the templates that refer to the field “Room”.

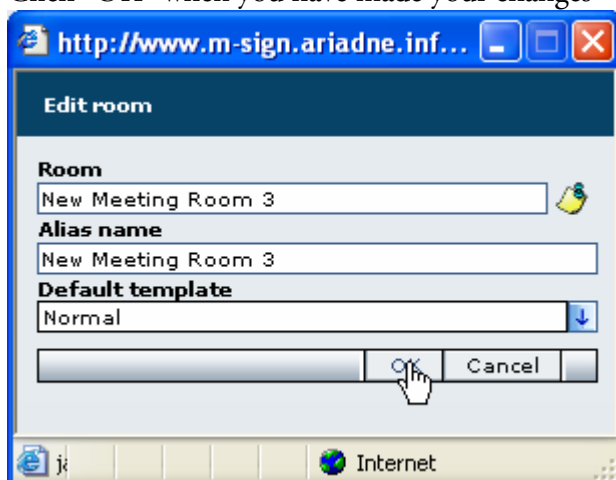
1. Open “Rooms” under “Meetings”, or “Hospitality” depending on how your system has been configured, and click the room you want to change before clicking the icon “Edit”.



Change the name in the field “Room”, and also in “Alias name” if you book directly in the Ariadne system.

The “Alias name” is used if you are using an external booking system. If you are using an external booking system, you should only change the alias name, if you are also changing the room name in the originating booking system.

2. Click “OK” when you have made your changes



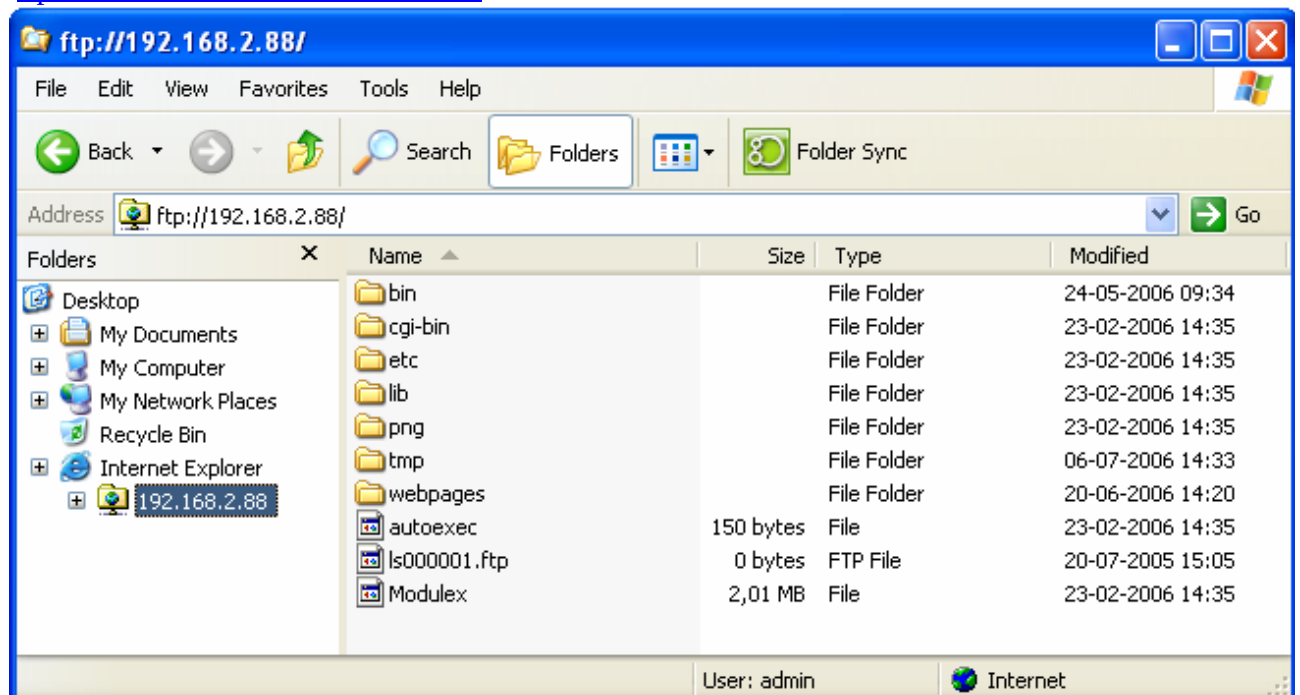
and the new room names will take effect with your next booking.

How to upload a file to the local MMC

It is possible to upload a file to the local multi-media controller (MMC), to e.g. minimize network traffic. You can do that by uploading the file via FTP to the IP address of the sign using the following:

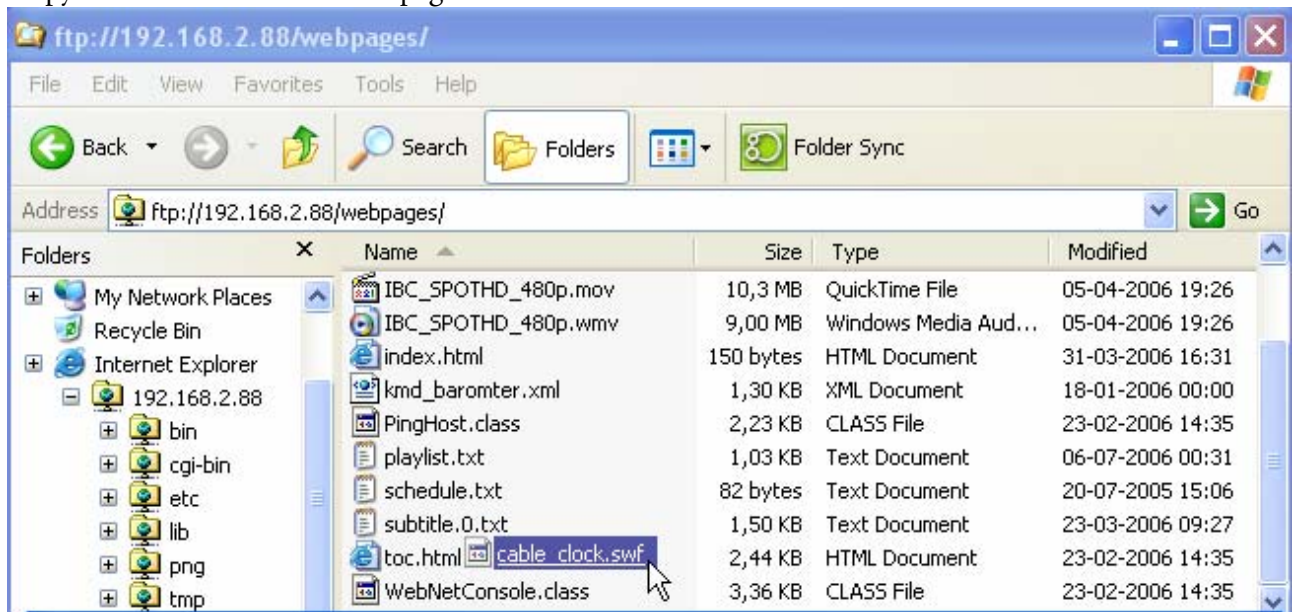
Username: admin
 Password: W52N22
 IP: IP address of your MMC

1. Start a FTP session by opening Explorer and typing <ftp://username:password@IP> like e.g.: <ftp://admin:W52N22@192.168.2.88>



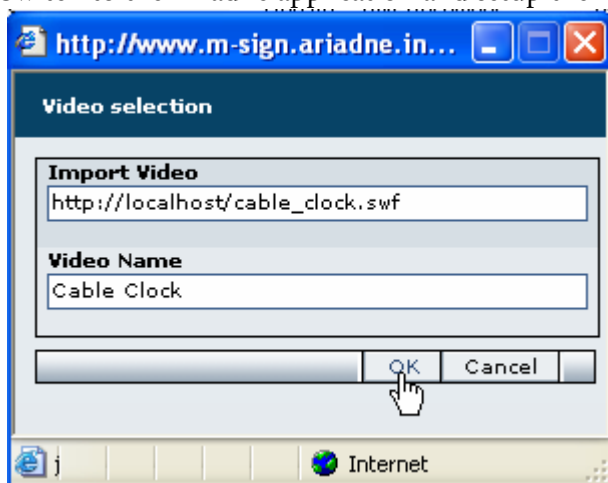
Here you see the structure of the files in the MMC

- Copy the file to the folder “webpages” like:



e.g. using drag & drop

- Switch to the Ariadne application and setup the link to the file (in this example it is a flash file)



NOTE: the http link is case sensitive.

How to update firmware via the network

Make sure you have the file modulex_XX.install (where XX indicates the version of the firmware) saved on your computer, e.g. on the desktop for easy access.

1. Open Internet Explorer and type the IP address of your sign, or click the link “displayurl” under the individual sign in Sign Status

Administrare sign	
HQ 40 portrait	
customerid	684
displayclass	mSign
displayheight	768
displaywidth	1366
scheduleurl	http://www.m-sign.ariadne.info/cms/schedule.aspx?HQ 40 portrait
registrationurl	http://www.m-sign.ariadne.info/cms/Register.aspx?customerid=624&displayclass=m-sign
pollrate	30
timezone	GMT+0
utcoffset	-3600
displayid	HQ 40 portrait
displayurl	http://192.168.0.155/setup/mod_sd.ws
info_ip	192.168.0.155

2. Enter the user name and password and click OK
 Username: admin
 Password: W52N22



- Go to the *Configuration page* and click *Firmware Update*.

» modulex.

Ariadne Event Sign Configuration

Default image:

Event Sign Name:

[Schedule file URL:](#)
 Auto-append MAC to schedule URL.
Example: http://user:user@10.1.1.10/modulex/user/out/signname.txt

Registration URL:

Example: http://user:user@10.1.1.10/modulex/servlet/RegisterDisplay

Time Configuration Synchronize time and date with the schedule file web server.

Backlight:

Poll Rate (sec):

Power Save: Start Time: Stop Time:

Save changes before Register Sign.

[Firmware update](#)
[Switch to Installation Mode](#)

- Click on *Browse*, select the modulex_XX.install file and click *Continue*

» modulex.

System Maintenance

This is the page for transfer of an maintenance file from a web browser to the device.
Enter the name of the maintenance file and press the Continue-button to transfer the file.

The transfer may take minutes depending on the file size and network speed.



5. Click *Continue*

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» modulex.

System Maintenance

The maintenance file has been transferred successfully to the Flash disk.

File Information:

Date: 13 october 2006
Name: Upgrade Modulex firmware to version 4.4b
Product: WebNet Modulex

This archive upgrades the Modulex e-sign firmware.

The current settings are stored to flash disk.
Then the installation files are copied to the flash disk.
The update first downgrades the sign to be a standard WebNet.
Then the system is rebooted and the system attempts to read the size of the new firmware file.
If required, more files are deleted from the flash disk until there is room for the update.
Now, the file is loaded from an external web server.
After the file has been loaded, the system is rebooted.
The new flashdisk is programmed to flash (the settings file is restored to flash) and the system is rebooted.
The original settings are migrated to the new system.
Finally, the installation ends with rebooting, and the sign should appear as

6. Click *Continue*

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» modulex.

Upgrade Modulex firmware to version 4.4b

Detected display: Samsung LTM150XO-LD1 15" LVDS
Upgrade URL: http://10.1.1.10/firmware/Modulex_4_4b.exe

The system is valid for this update.

Remove archive file and cleanup.



7. Wait a few minutes and click "Follow this link to the start page"



8. Click **Register Sign** to update the information for the sign in "Sign Status"
9. When the sign is registered correctly you will see a reply from the server like:

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
- <registration version="1.0">
  <param Key="customerid" Value="6XX" />
  <param Key="displayclass" Value="mSign" />
  <param Key="displayheight" Value="1366" />
  <param Key="displaywidth" Value="768" />
  <param Key="displayname" Value="Sign 1" />
  <param Key="scheduleurl" Value="http://www.m-
sign.ariadne.info/cms/schedule.aspx?MACADD=FF:60:E0:04:29:0D" />
  <param Key="registrationurl" Value="http://www.m-
sign.ariadne.info/cms/Register.aspx?customerid=6XX&displayclass=m-sign" />
  <param Key="pollrate" Value="30" />
  <param Key="timezone" Value="GMT+0" />
  <param Key="utcoffset" Value="-3600" />
  <param Key="displayid" Value="FF:60:E0:04:29:0D" />
  <param Key="displayurl" Value="http://192.168.0.98/setup/mod_sd.ws" />
  <param Key="info_ip" Value="192.168.0.98" />
</registration>
```

so just close Internet Explorer

How to change IP address in a sign

You can access the signs via Internet Explorer through “Sign Status”.

1. Open the sign under “Sign Status” and click the link “displayurl”

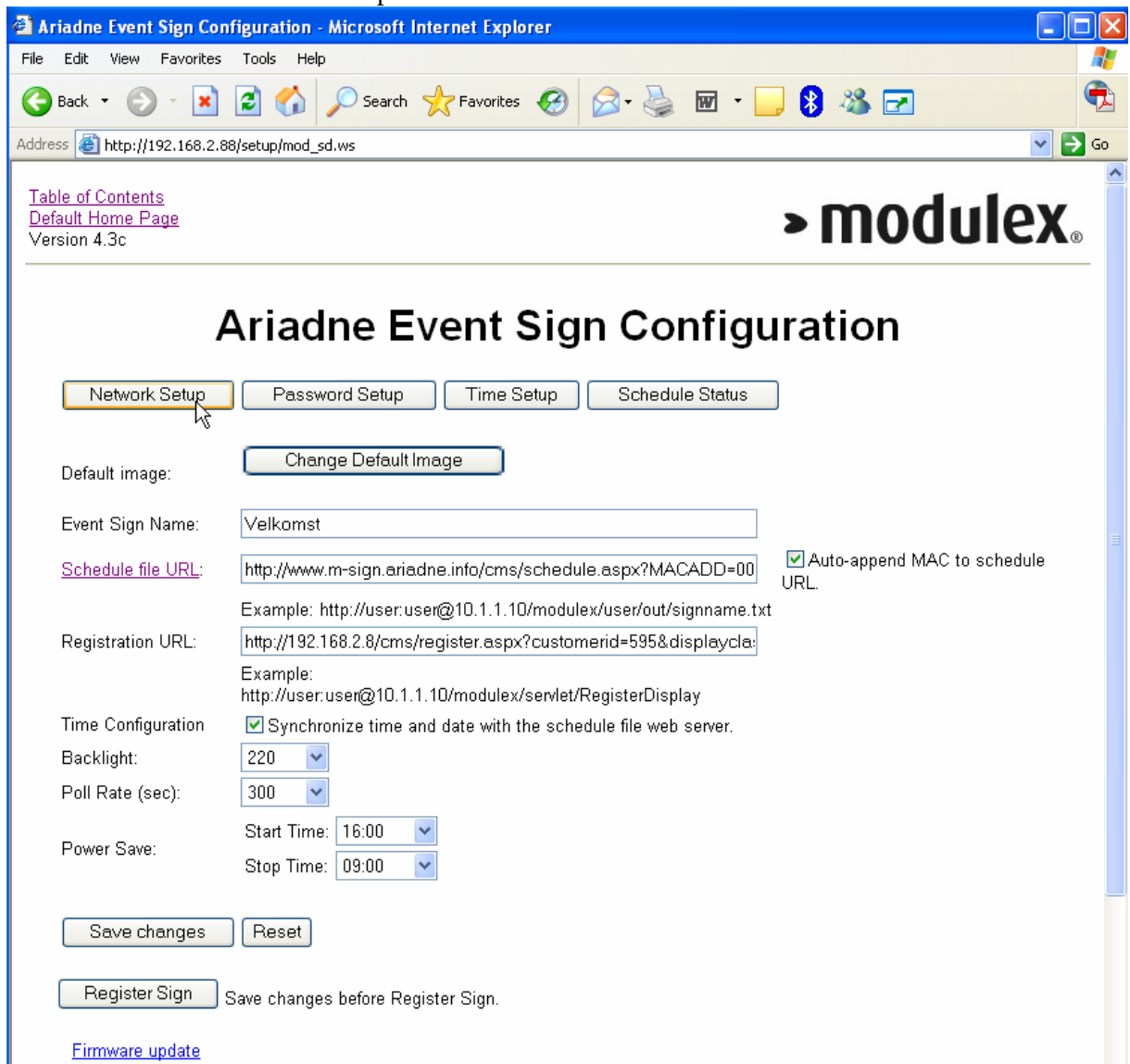
Administrare sign	
Canteen	
customerid	807
displayclass	eSignNG
displayheight	768
displaywidth	1024
scheduleurl	http://www.m-sign.ariadne.info/cms/schedule.aspx?MACADD=00:d0:c8:00:6d:d2
registrationurl	http://www.m-sign.ariadne.info/cms/register.aspx?customerid=807&displayclass=e-sign-ng
pollrate	300
timezone	GMT+0
utcoffset	0
displayid	00:d0:c8:00:6d:d2
displayurl	http://192.168.2.185/setup/mod_sd.ws
info_firmware	4.3c

If the address isn't right, you can reboot the sign (switch the power off and on), see the address on the screen with the “rainbow” and type in the IP address of the sign in “Internet Explorer”.

2. Use “admin” and “W52N22” to log in to the sign



3. Click the button “Network Setup”



- Fill in the “Name server”, “Gateway”, “IP address” and “Subnet” before you click save

TCP/IP Network Configuration

Use this page to configure TCP/IP network settings. The network configuration is automatically configured if DHCP is enabled. The DHCP setting will query a DHCP/BOOTP server on the network for network parameters.

Setting [Active value]	New value
Network settings	
Domain	<input type="text"/>
Name Server [192.168.2.1]	<input type="text" value="192.168.2.1"/>
Default Gateway	<input type="text" value="192.168.2.1"/>
HTTP Proxy	<input type="text"/>
Ethernet settings	
MAC [00:60:E0:04:2F:10]	
DHCP	<input type="checkbox"/> Click to enable
IP Address [192.168.2.88]	<input type="text" value="192.168.2.88"/>
Subnet mask [255.255.255.0]	<input type="text" value="255.255.255.0"/>
<input type="button" value="Revert"/>	<input type="button" value="Save"/>

- Click the button “Reboot”

You must reboot to activate the new configuration.
Press the **Reboot** button now or apply more changes.



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- Log into the sign again

7. Click the button “Register sign”

Ariadne Event Sign Configuration

Network Setup
Password Setup
Time Setup
Schedule Status

Default image: Change Default Image

Event Sign Name:

Schedule file URL: Auto-append MAC to schedule URL

Registration URL:
Example: http://user:user@10.1.1.10/modulex/user/out/signname.txt
 http://user:user@10.1.1.10/modulex/servlet/RegisterDisplay

Time Configuration Synchronize time and date with the schedule file web server.

Backlight: ▼

Poll Rate (sec): ▼

Power Save: Start Time: ▼
 Stop Time: ▼

Save changes before Register Sign.

[Firmware update](#)

so the link in “Sign Status” will be updated with the correct IP address