

# CEM Systems AC20000 Room Booking Interface – emerald integration to Microsoft® Outlook®



## Features That Make a Difference

- Intuitive and easy to use Web configuration
- Create and edit room bookings from Microsoft Outlook calendar or directly from emerald at the door
- Email room booking confirmation
- Book rooms from mobile devices and tablets if signed into Exchange
- Bookings on emerald confirmed by valid card swipe
- Visual colour schemes to indicate booking status on emerald
- Advanced Room Booking feature helps to ensure that only the meeting organiser and invitees can access the booked meeting room at the time required

## AC2000 Room Booking interface

The AC2000 Room Booking feature allows users to book meeting rooms using the emerald Intelligent Access Terminal and Microsoft Outlook. The emerald will display the live status of the room while operating in the new dedicated Room Booking door mode.

Rooms are created using the new Room Booking Configuration web page. This new web page will allow Microsoft Exchange servers to be configured as well as adding Exchange user accounts.

The Room Booking feature will allow verified Exchange accounts and valid cardholders to reserve meeting rooms with ease. Users will have the ability to retrieve and display room details, add, edit and delete their bookings and extend room bookings on both Microsoft Outlook and the emerald terminal.

## Room booking features

The emerald Intelligent Access Terminal in Room Booking mode will assist in eliminating double room bookings and interrupted meetings. Once in Room Booking Mode the emerald display will change, so that the availability of a room can be seen clearly.

Room name is displayed along with a time to show how long the room is available and when the next meeting is due to start. The next booking will be displayed showing who has booked the room, the meeting title and meeting time.

Instant meetings can be easily booked directly on the emerald terminal. Users can see how long the room remains available on the display and book the room by pressing the Instant button. The Instant room booking will allow the room to be booked in 15 minute increments. The booking request is confirmed by presenting a valid card to the emerald terminal.

When a meeting is in progress and additional time is needed an option to extend the meeting is provided on the emerald display. Pressing the extend button will allow the current booking to be extended in 15 minute increments, whether the room has been booked in Outlook or on the emerald.

Meetings can be ended at anytime by pressing the end meeting button. The emerald will then show the available time before the next booking.

### Advanced Room Booking

The Advanced Room Booking feature helps to ensure that only the meeting organiser and invitees can access the booked meeting room at the time required. With Advanced Room Booking mode the emerald intelligent access terminals controlling meeting rooms also control access. This ensures that only card holders that are on the meeting invite list can gain access to the meeting room during the assigned meeting period.

When booked via Outlook, invitees that have access to meeting rooms will be assigned as Temporary Extra Access for the duration of the meeting (plus grace period at start and end). The email address of meeting invitees will be used to link to their Personnel record in AC2000 so that the appropriate extra Temporary Extra Access can be assigned. Access is added when a Personnel record with same email address is found and the invite is accepted.

Advanced Room Booking supports email groups (i.e. distribution lists).

Please note: When booking the room at the door, via the emerald terminal, it will not be possible to invite attendees or give them access to the room. Advanced Room Booking is available on AC2000 v10.2 and higher.

### Requirements

AC2000 AC2000 Airport AC2000 Lite	V6.8/ V6.9	V7.0	V7.1	V8.0	V10.0	V10.1	V10.2
AC2000 Room Booking interface	-	-	•	•	•	•	•

(For other AC2000 versions please contact [cem.sales@tycoint.com](mailto:cem.sales@tycoint.com))

- Emerald v1.07 and higher

## Microsoft Exchange Requirements

- Exchange2007\_SP1 (or later)
- Office 365

## Related Products



- AC2000
- AC2000 Airport
- AC2000 Lite



emerald Intelligent  
Access Terminal

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Johnson Controls is a global diversified technology and multi-industrial leader serving a wide range of customers in more than 150 countries. Our 120,000 employees create intelligent buildings, efficient energy solutions, integrated infrastructure and next generation transportation systems that work seamlessly together to deliver on the promise of smart cities and communities. Our commitment to sustainability dates back to our roots in 1885, with the invention of the first electric room thermostat.