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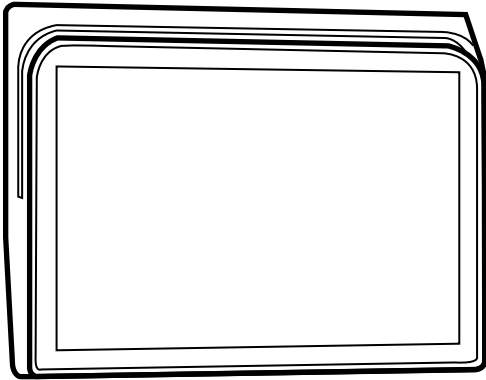
Embrava Pty Ltd

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Designed in Australia. Made in China.

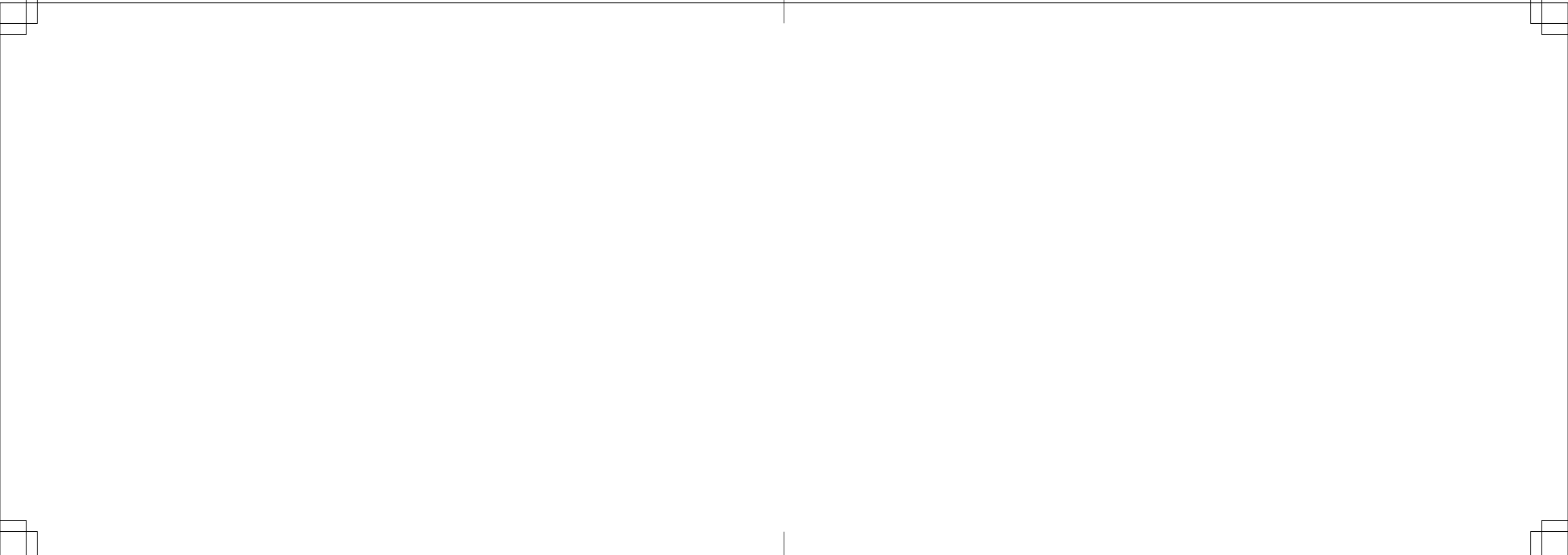
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ROOM SIGN

Meeting Room Scheduler

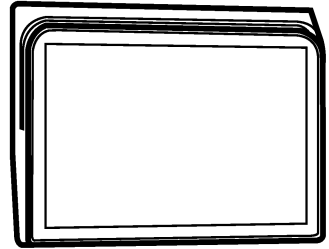
INSTALLATION GUIDE



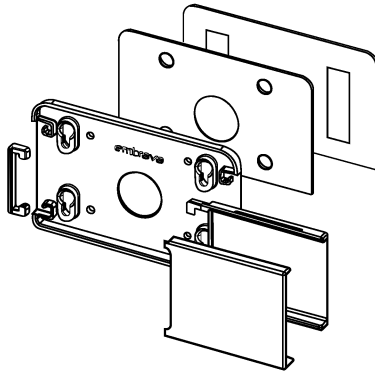
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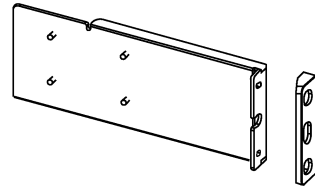
Inside the Box



A. Room Sign



B. Wall / Glass Mount



C. Mullion Mount

FCC Regulatory Information

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

The Embrava Room Sign complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Users are not permitted to modify the device. The user's authority to operate the equipment could be void if modifications are made without approval from Embrava Pty Ltd.

This device and its antenna(s) must not be co-located or operating in conjunction with any other antenna or transmitter.

1. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body.
2. The device has been evaluated to meet general RF exposure requirements.



Warranty, Safety & Compliance

Limited Warranty Statement

Embrava provides limited warranty on this product. This limited warranty covers any defect in material or workmanship under normal use during the Warranty Period.

This limited warranty does not cover any problem that is caused by misuse of the product.

During the Warranty Period, Embrava will repair or replace, at no charge, products or parts of a product that proves defective because of improper material or workmanship, under normal use and maintenance.

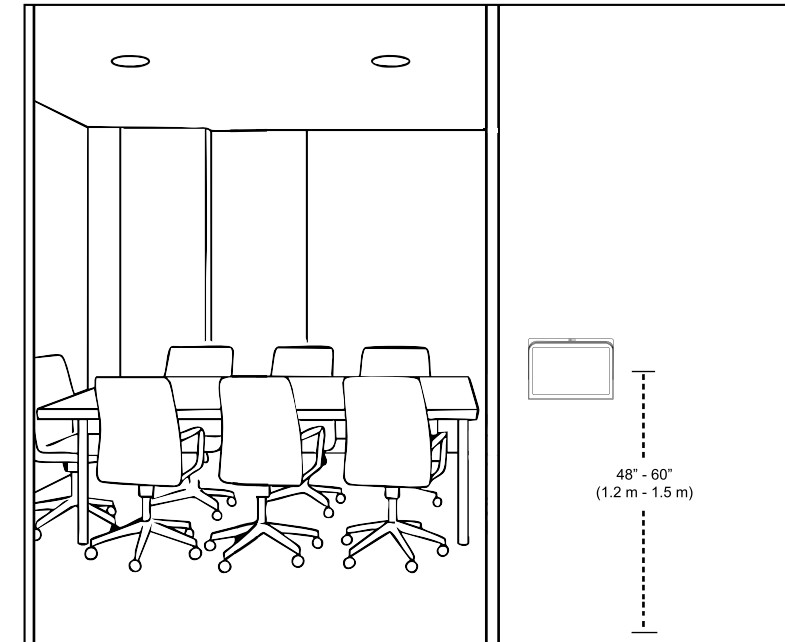
The Warranty Period for this product is two (2) years in Europe and one (1) year in the United States and all other countries from the date of purchase. A proof of purchase is required to access this Warranty. Without a proof of purchase the Warranty Period for this product will be two (2) years in Europe and one (1) year in the United States and all other countries from the date of manufacture.

If you find that your product is defective please visit www.embrava.com/support to log a support ticket requesting a Faulty Device Return Authorization. You will be provided a return address with this authorization where you will be asked to ship the defective device at your expense.

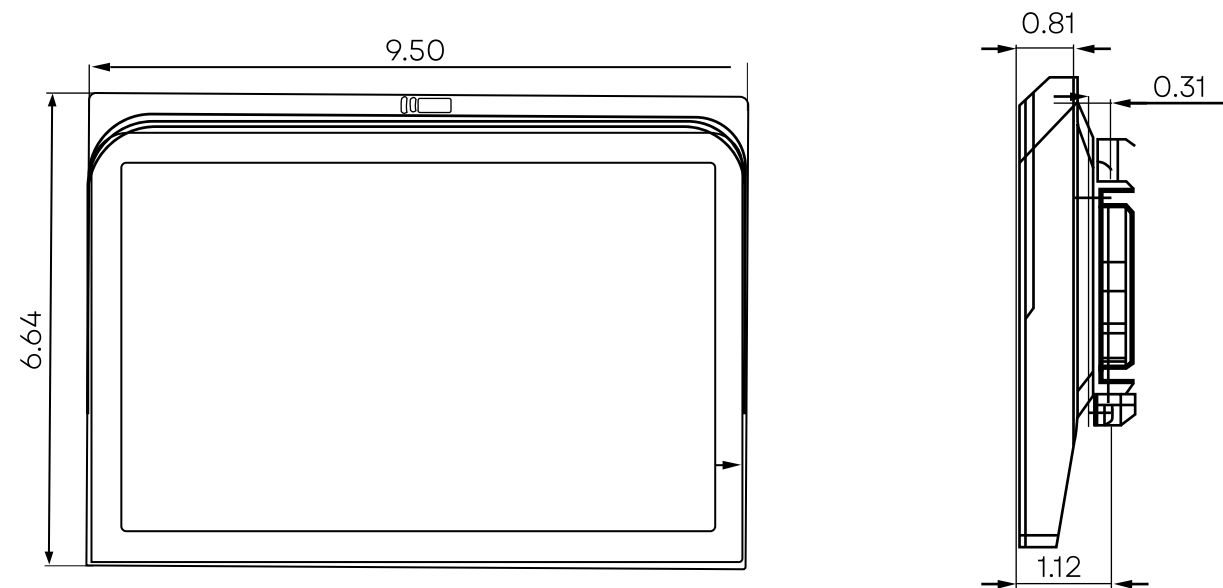
Once the defective device is received and investigated you will be shipped a new or repaired device free of charge.

Room Sign placement

For ADA compliance, the Room Sign should be mounted between 48"-60" (1.2-1.5m) from the ground.

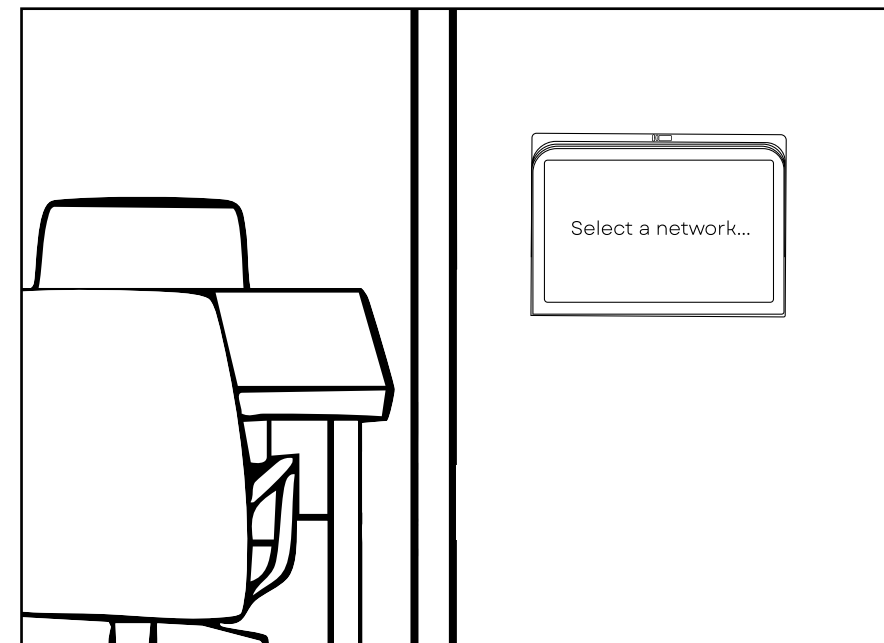


Dimensions / Room Sign

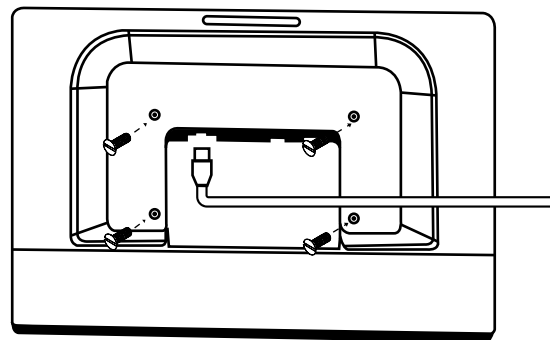


Configure Room Sign

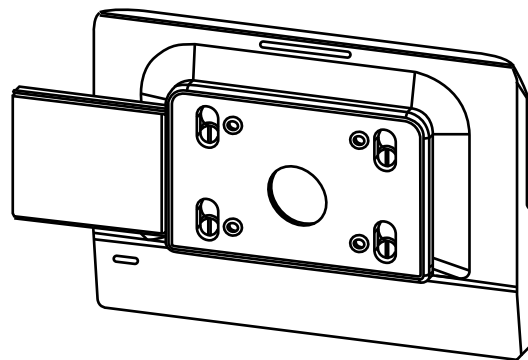
Follow on-screen instructions to configure your Room Sign



Mullion Mount(cont)

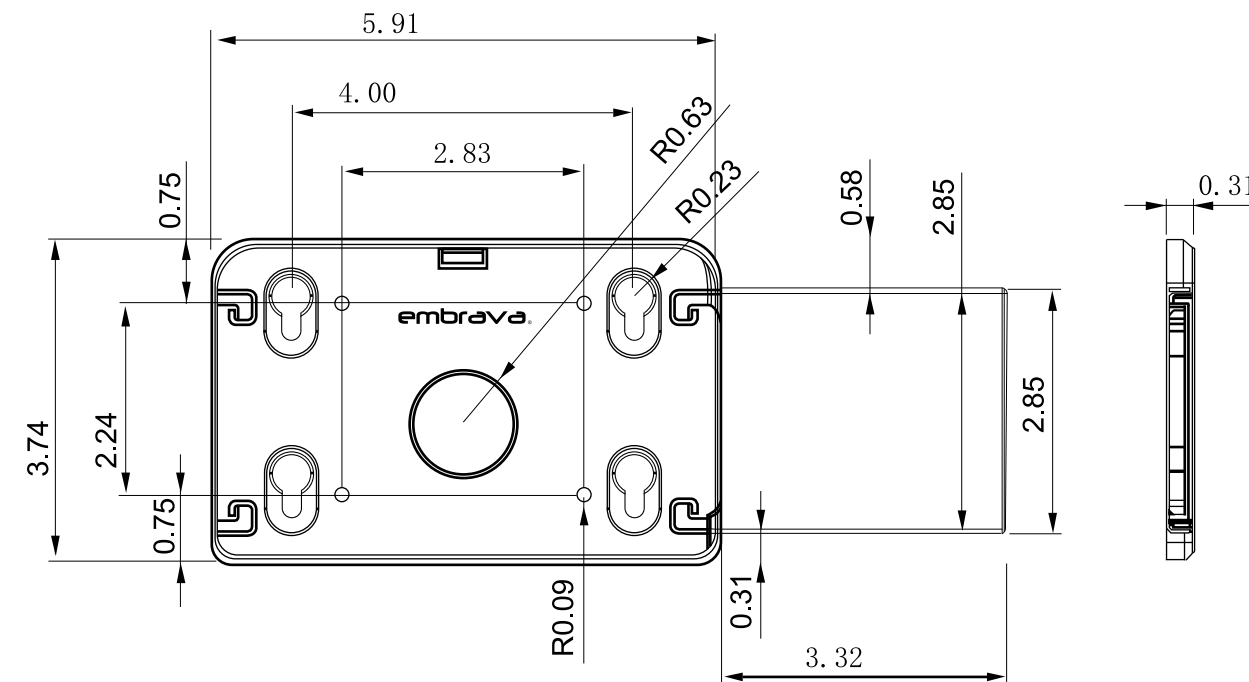


8. Connect power / network cable to Room Sign and screw in mounting hooks to the back of the device.

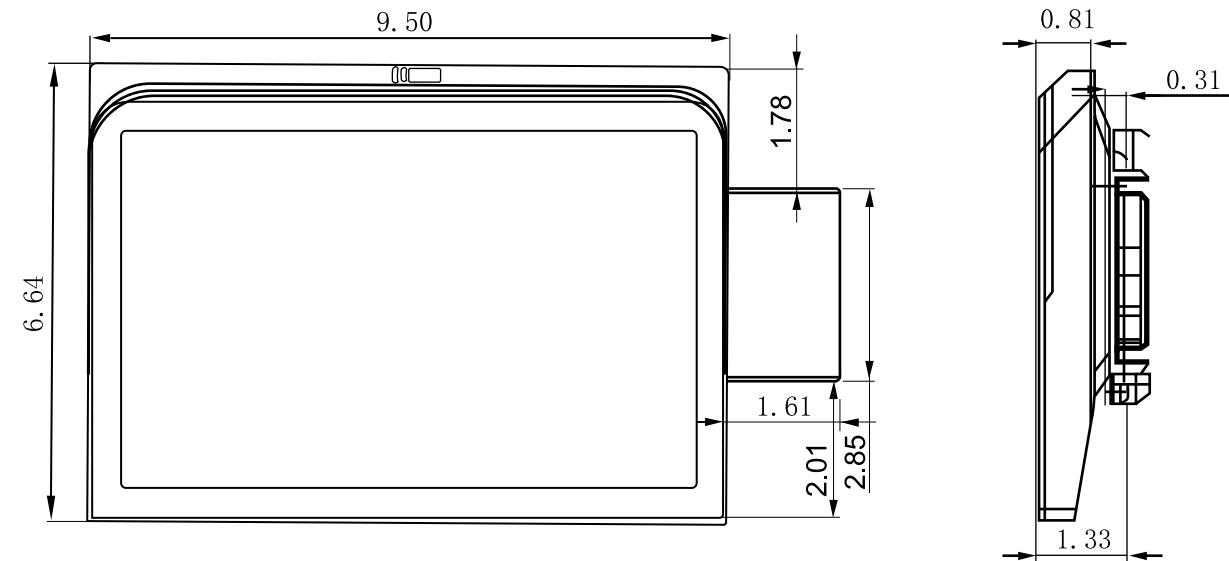


9. Slide Room Sign mounting hooks onto mount.

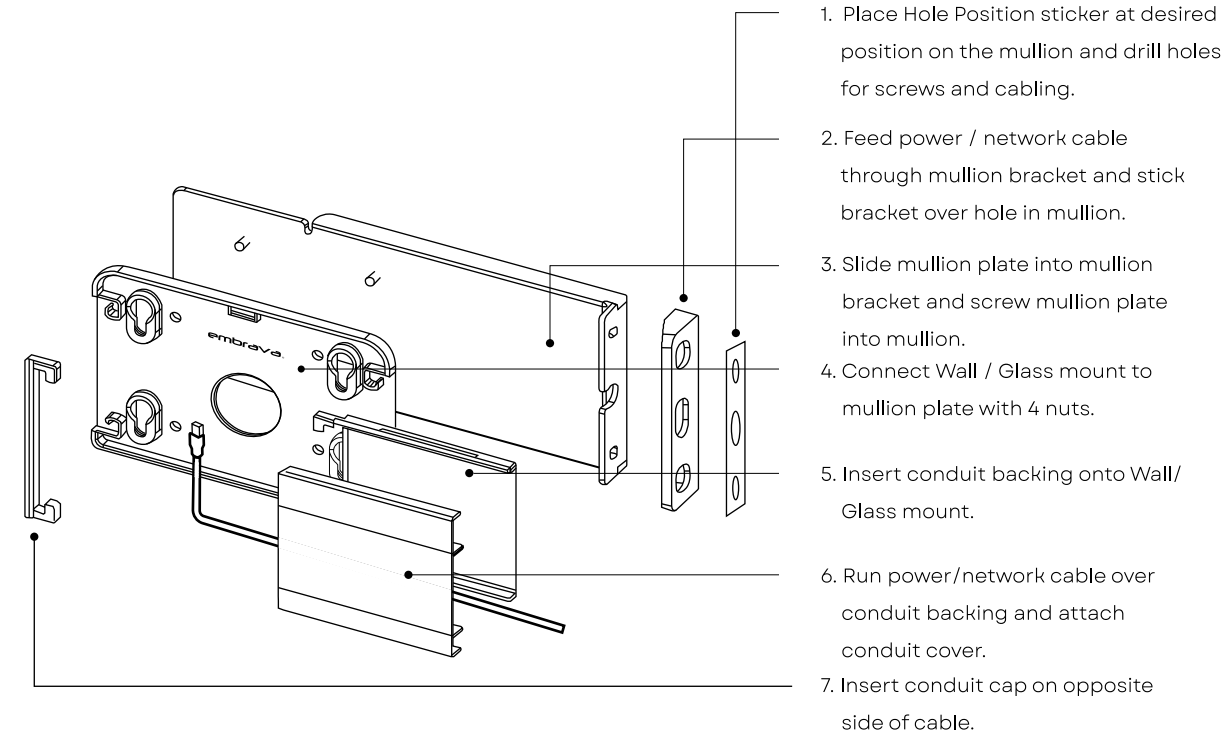
Dimensions – Wall / Glass Mount



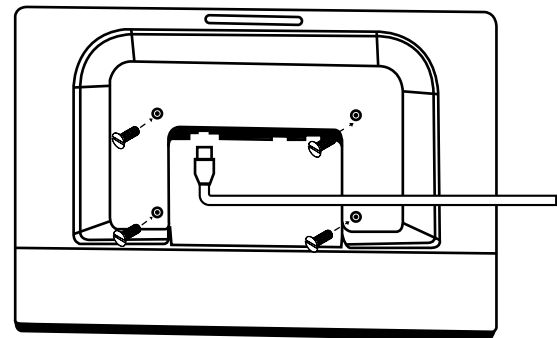
Dimension – Room Sign on Wall / Glass Mount



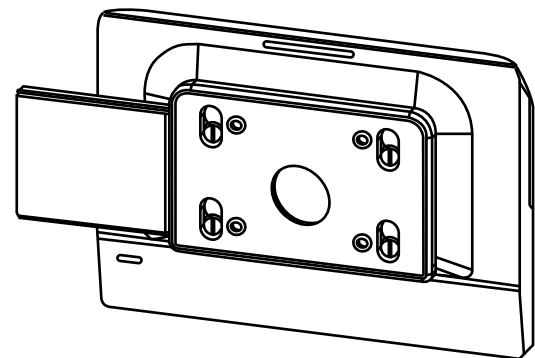
Mullion Mount



Wall/Glass Mount(cont)

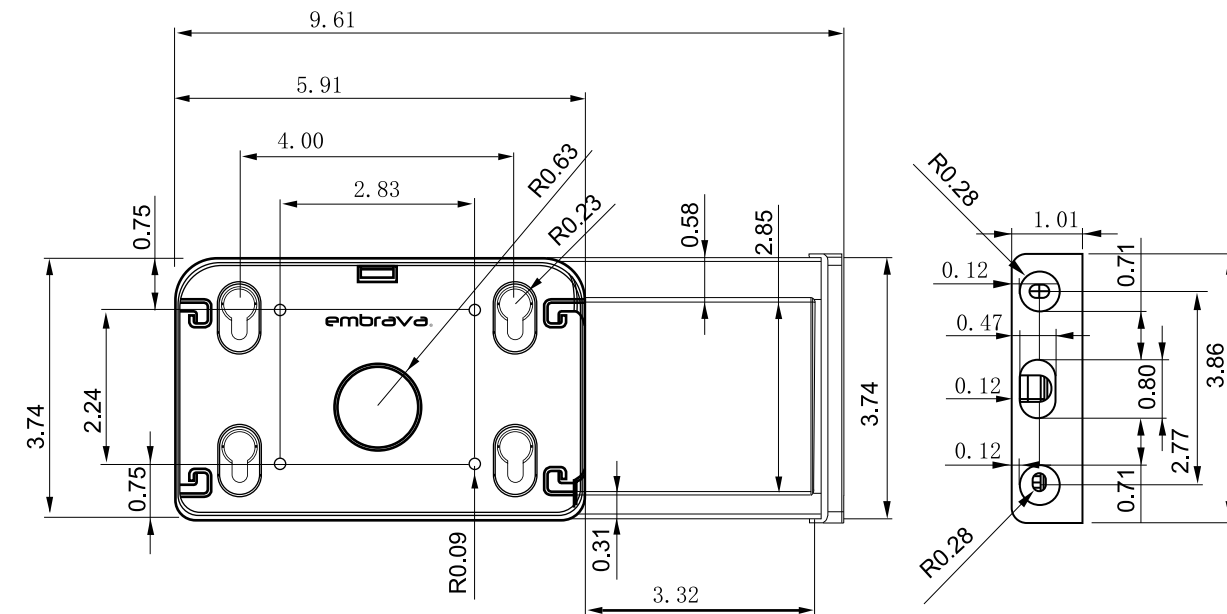


6. Connect power / network cable to Room Sign and screw in mounting hooks to the back of the device.

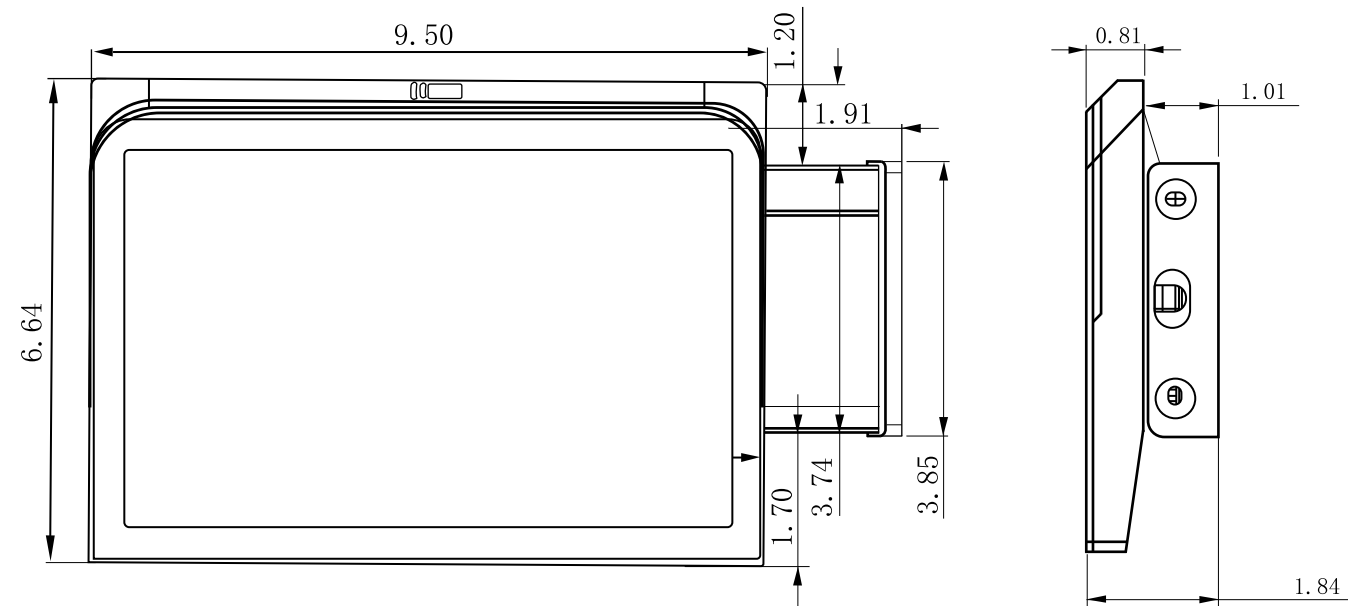


7. Slide Room Sign mounting hooks onto mount.

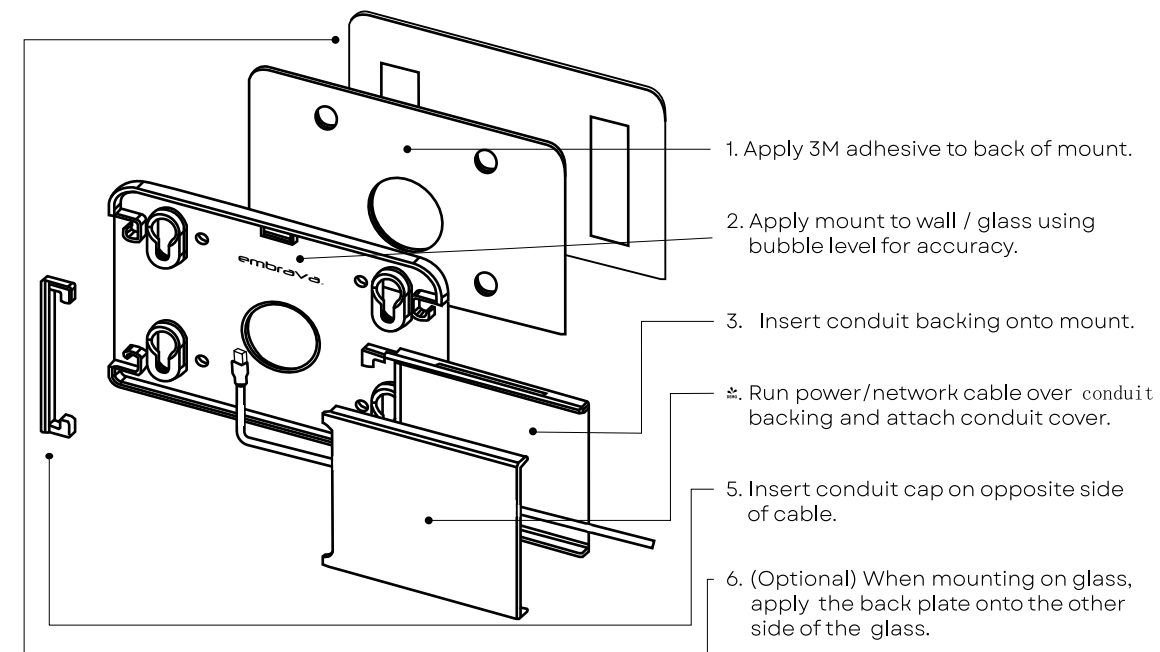
Dimensions – Mullion Mount



Dimension – Room Sign on Mullion Mount



Mount on Wall /Glass



Embrava RoomSign Operation and Use Instructions

Overview

The Embrava RoomSign is a brilliant digital signage solution designed for easy-to-read availability displays in every meeting space in the office. It features a larger screen than the Embrava Desk Sign, making it ideal for conference and meeting rooms. Key benefits include seamless room booking, real-time status updates, and accurate usage data collection to optimize workplace decisions.

Electrical data

Specification item	Value	Unit	Conditions
Input rating (adapter)	12 Vdc 2.5A		
Input rating (POE)	48Vdc 30W		
Output rating	5Vdc 0.5A		

Operational temperature and humidity and altitude

Specification item	Value	Unit	Conditions
Ambient temperature	0...+40	°C	
Relative humidity	10...90	%	
Altitude	2000	m	

Key Features:

- **Color-Coded Availability Light:** Bright LED lights for quick visual status checks (customizable with full 256 RGB color range).
- **Easy Employee Check-in:** Supports multiple methods for frictionless check-ins.
- **Digital Name & Booking Display:** Shows room name, booking details, and status.
- **Touch Screen to Reserve:** Intuitive interface for on-the-spot bookings.
- **Compatibility:** Works with market-leading space booking software for

automatic updates.

Installation and Setup

1. **Mount the Device:** Securely mount the RoomSign on or near the meeting room door using the provided bracket (wall or surface mount). Ensure it's visible from a distance for easy status checks.
2. **Power On:** Connect to a power source via USB-C or PoE (Power over Ethernet). The device powers up automatically.
3. **Network Connection:** Connect to your office Wi-Fi or Ethernet. Use the admin app or touch screen setup to enter network credentials.
4. **Software Integration:** Pair with your space booking software (e.g., via API). The device syncs bookings automatically for real-time updates.
5. **Customize Settings:** Access the admin portal to set colors, states, and integrations. Default states include:
 - **Available** (Green)
 - **Reserved** (Yellow)
 - **In-Use** (Red)
 - **Requires Cleaning** (Blue)
 - **Offline/Maintenance** (Purple)

Customize colors to match your branding or office zones.

Note: Ensure the device is updated with the latest firmware via the Embrava app for optimal performance.

Booking a Room

Booking is seamless and supports multiple methods for a frictionless experience.

Method 1: Touch Screen Reservation

1. Tap the screen on an **Available** room.
2. Enter booking details using the intuitive interface (name, time, duration).
3. Confirm. The display shows the new booking, and the light changes to yellow.

Method 2: Via Booking Software

- Book through your integrated software (e.g., Microsoft Teams, Google Workspace). The RoomSign updates automatically in real-time—no manual input needed.

Pro Tip: For group bookings, the first person to tap checks in the entire reservation.

Checking In and Out

Any employee on the reservation can check in to activate the room. This provides precise usage data beyond booking logs.

Check-In Methods

Use any of the following to change status from **Reserved** to **In-Use** (red light):

Method	How to Use
QR Code	Scan the on-screen QR with your phone app.
Touch Screen	Tap "Check In" on the display.
Apple Wallet	Tap Wallet-enabled credential.

1. Approach the **Reserved** room.
2. Use your preferred method to check in. The light turns red, and the display shows "In Use."
3. For on-the-spot bookings: Check in on an **Available** room to reserve immediately.

Check-Out

- **Automatic:** The status reverts to **Available** after the booking end time.
- **Manual:** Tap "Check Out" on the screen, scan badge, or use app. If cleaning is needed, select **Requires Cleaning** (blue light).
- **Extend Booking:** Tap "Extend" during check-in to add time.

Data Benefit: Real-time check-ins generate reliable usage analytics for forecasting space needs and real estate planning.

Status Indicators

The RoomSign uses a traffic-light system for at-a-glance availability:

Status	Color (Default)	Meaning
Available	Green	Room is free—book now!
Reserved	Yellow	Booked but not yet in use.
In-Use	Red	Currently occupied.
Requires Cleaning	Blue	Ready after cleaning.
Offline	Purple	Device issue—contact IT.

- **Customization:** Admins can adjust colors/states in the portal.
- **Avoid Errors:** The system prevents double-bookings and alerts for overlaps.

Troubleshooting

Issue	Solution
No Light/Display	Check power and network. Restart device (hold power button 10s).
Booking Not Syncing	Verify software integration. Refresh in admin app.
Tap Not Working	Clean reader area. Test badge/phone on another device.

Issue	Solution
Wrong Status	Manually update via touch screen or app. Contact support if persistent.
Data Not Accurate	Ensure check-ins are logged—review in analytics dashboard.

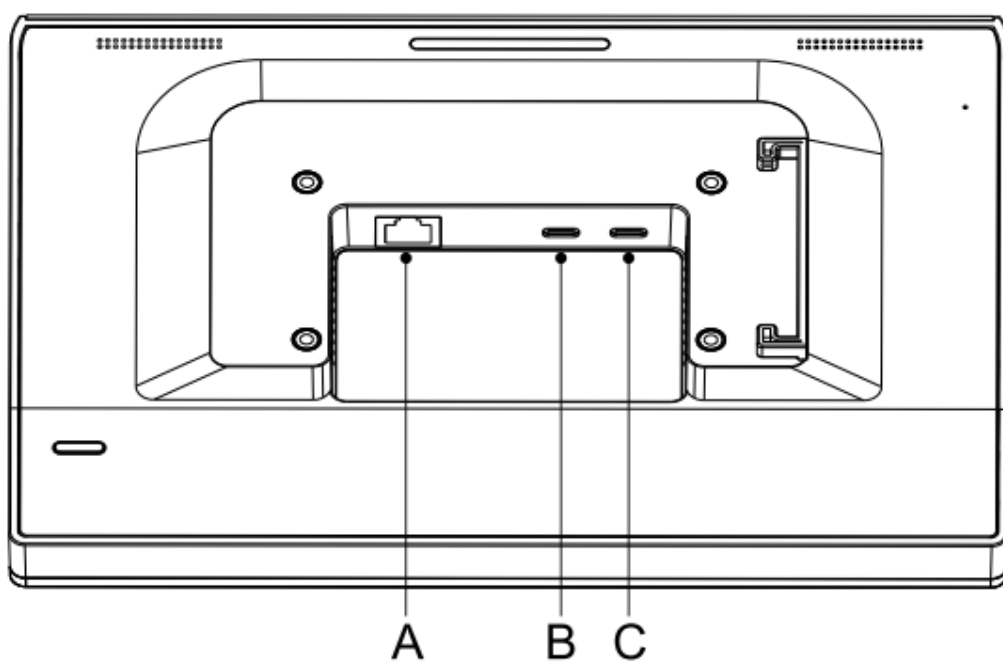
Support: Visit embrava.com/support or scan the QR on the device for help. For custom integrations, contact your IT admin.

Safety and Best Practices

- **Privacy:** Booking data is secure and compliant with GDPR/HIPAA.
- **Maintenance:** Wipe screen with microfiber cloth. Avoid direct sunlight.
- **Accessibility:** High-contrast display for color-blind users; voice-over compatible.
- **Maximize Value:** Encourage check-ins for better data—leads to smarter space decisions.

By following these instructions, you'll enjoy effortless room management with the Embrava RoomSign. For more details, refer to the full user manual or Embrava resources.

Terminal function description



A	Ethernet	Network signal & POE power supply
B	USB OTG	Keyboard, mouse, speaker, USB drive
C	USB PD	USB TYPE C Adapter with PD