Booking Device - Device Manual

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About This Manual

The Booking Device User's Manual provides instructions to follow when setting up a new Booking Device. This document is intended to compliment the training and expertise of qualified personnel, not to replace it.

For any questions that might arise,

please visit: https://www.humly.com

Or, send an email to info@humly.com

Intended Use

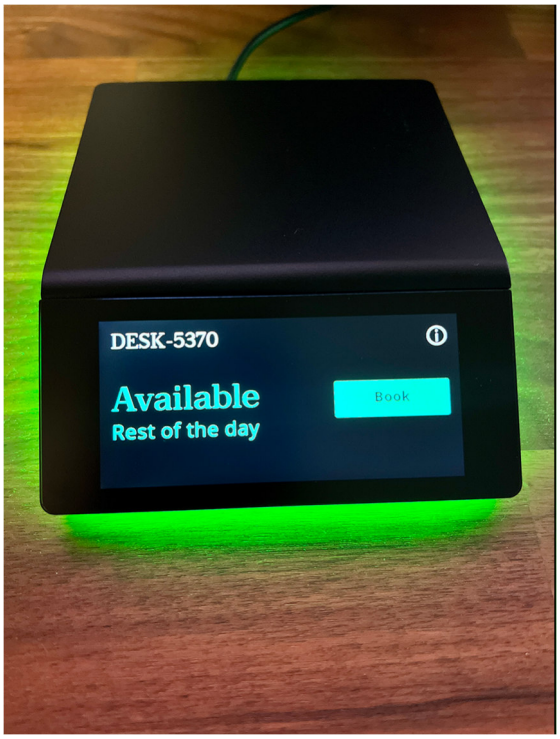
The intended use of the Booking Device is to allow users to book resources such as desks and meeting rooms. It will not only show when a resource is available, but also when a resource is occupied or when user action such as checking in is possible. The Booking Device will prevent other users from disturbing or claiming the booked resource if it's already booked. At the same time it will help users to know whether a resource available for them to book

Read the safety instructions thoroughly before powering up the device or starting any servicing of the Humly products. Keep this document for later use.

Parts list

Parts included in standard box

- Booking Device (including cable cover/wall mount)



Booking Device

Wall/Desk mount for vertical/horizontal surfaces

Accessories (provided separately) :

- 5v Power Supply
- Desk mount
- PoE and desk control adapter
- Glass wall kit

Safety Instructions

Read these safety instructions before you use the product. This Unit complies with all the relevant safety requirements for IT equipment. It should not be used or stored in a location where the surrounding temperature is higher than 40°C or below 10°C.

Keep these safety instructions and other documentation for future use.

WARNING! Correct assembly, fitting and installation is of the utmost importance. This is not covered by Humly AB's undertakings. Incorrect fitting and/or installation may result in personal injury or loss. Humly AB disclaims all liability, of whatever kind, if the product is assembled, fitted and/or installed in an incorrect manner. For safety reasons, no screws for attachment to walls and vertical/horizontal surfaces are included since the characteristics of walls and vertical/horizontal surfaces and their load-bearing capacity may vary. The assistance of a specialist or dealer may be required, if necessary, for appropriate fixtures for the wall or the vertical/horizontal surface concerned.

WARNING! Opening or removing covers and servicing of the product may only be carried out by an authorized specialist. Unauthorized opening and unprofessional repair operations may result in serious risks for the user (risk of electrical shocks, fire hazards and other electrical risks).

WARNING! Do not use the product if the outer casing is damaged.

WARNING! Do not use defective/damaged cables. A defective cable may result in electrical shocks or fire hazards.

WARNING! The product is powered by a 5V power adapter (sold separately).

WARNING! The product and/or the DC adapter must not be covered when it is in operation.

WARNING! Do not insert any foreign object into the product.

WARNING! In emergencies (e.g. damaged casing or cables, penetration of liquid or foreign matter), remove the DC connector and/or the POE cable immediately.

WARNING! The product may only be used in an indoor environment.

WARNING! Clean with a damp cloth and do not use any detergent, alcohol or other chemical on any surface of the device.

WARNING! Humly AB disclaims all liabilities, of any kind, if the product is used in a manner other than that specified in the user manual.

Europe

Conforms to the following Product Specifications:

- RED 2014/53/EU LVD 2014/35/EU EMC 2014/53/EU RED
- ETSI EN 300 328
- ETSI EN 301 489-1
- ETSI EN 301 489-3
- ETSI EN 301 489-17
- EN 55032: 2012+AC: 2013
- EN 55035
- EN 62368-1:2014

Supplementary information

In addition, the product is battery powered and the power supply provided with this product has been certified to IEC 60950:2005 2nd edition +Am1:2009+Am2: 2013/ IEC 62368-1: 2014. As manufacturer, we declare under our sole responsibility that the equipment follows the provisions of the Standards stated above.

EC REP

CAUTION-Only approved accessories may be used with this equipment. In general, all cables must be high quality, shielded, correctly terminated and normally restricted to two meters in length. Power supplies approved for this product employ special provisions to avoid radio interference and should not be altered or substituted. Unapproved modifications or operations beyond or in conflict with these instructions for use may void authorization by the authorities to operate the equipment.

This Trimble product has been tested and found to comply with all requirements for CE Marking and sale within the European Economic Area (EEA). The device has Bluetooth and wireless LAN approval and satisfies the requirements for Radio and Telecommunication Terminal Equipment specified by European Council Directive 2014/53/EU. These requirements provide reasonable protection against harmful interference when the equipment is operated appropriately in a residential or commercial environment.

Canada

IC: 30421-HUM1020

Contains IC: 21098-ESPS3WROOMU

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the radio interference regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de Classe B prescrites dans le règlement sur le brouillage radioélectrique édicté par le Ministère des Communications du Canada.

Changes and modifications not expressly approved by the manufacturer or registrant of this equipment can void your authority to operate this equipment under Industry Canada rules.

Les changements et modifications non expressément approuvés par le fabricant ou le détenteur de cet équipement peuvent annuler votre droit à utiliser cet appareil en vertu des règles d'Industrie Canada.

Antenna Statement

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

Licence exempt

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions:

1. this device may not cause interference, and

2.this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

1.l'appareil ne doit pas produire de brouillage, et

2.l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

This Class B digital apparatus complies with Canadian ICES- 003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Radio Frequency (RF) Exposure Information

The radiated output power of the Wireless Device is below the Innovation, Science and Economic Development Canada (ISED) radio frequency exposure limits. The Wireless Device should be used in such a manner such that the potential for human contact during normal operation is minimized.

This device has also been evaluated and shown compliant with the ISED RF Exposure limits under mobile exposure conditions. (antennas are greater than 20 cm from a person's body).

informations concernant l'exposition aux fréquences radio (RF)

La puissance de sortie émise par l'appareil de sans fil est inférieure à la limite d'exposition aux fréquences radio d'ISED Canada (ISED). Utilisez l'appareil de sans fil de façon à minimiser les contacts humains lors du fonctionnement normal.

Ce périphérique a également été évalué et démontré conforme aux limites d'exposition aux RF d'ISED dans des conditions d'exposition à des appareils mobiles (antennes sont supérieures à 20 cm à partir du corps d'une personne).

U.S.

FCC ID: 2BAZS-HUM1020

Contains FCC ID: 2AC7Z-ESPS3WROOM1U

FCC Compliance Statement

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. 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.

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 communication. 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 the 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.**

Changes and modifications not expressly approved by the manufacturer or registrant of this equipment can void your authority to operate this equipment under Federal Communications Commission rules.

RF Exposure warning

This equipment must be installed and operated in accordance with provided instructions and the antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter. End-users and installers must be provide with antenna installation instructions and transmitter operating conditions for satisfying RF exposure compliance.

Mounting instructions

Standard walls

IMPORTANT! Read the safety instructions carefully before using the mounting instructions.

1. Unmount the back plate of the device. Use a spirit level to adjust it horizontally. Height from floor to center of device approximately 1500 mm / 5 ft.

2. Use the holes in the back plate to mark out hole positions on the wall.

3. Make sure that the markings are leveled and drill the holes for the mounting bracket. Mount the back plate to the wall with the screws and route the cables.

Note! Use 2 – 4 screws depending on the structural capacity of the wall. Always drill holes and use suitable plugs for wall types such as concrete, plaster etc. Choose a screw type that is suitable for the type of plug and wall concerned. Use screws with a diameter of 4 – 5 mm / gauge # 7 - 10 and minimum length of 35 mm / 1- 3 /8". If uncertain, always contact a specialist or dealer for assistance with wall mounting.

Note! Make sure to not tighten the screws too tight - the mount might bend. Also, do not remove the protective film on the back of the mounting bracket - the "sticky surface" should only be used for glass wall mounting.

4. Mount the device on the bracket by fitting the talons on the back plate with the holes in the device and snap it in place. Secure it with the safety screw

Glass walls (requires glass mount kit accessory)

IMPORTANT! Read the safety instructions carefully before using the mounting instructions. For mounting on smooth glass surfaces only! Make sure the surfaces are clean, dry and above 15°C / 59°F before mounting! Avoid mounting in direct sunlight! Start by cleaning glass wall surface with alcohol or similar and leave surface to dry. Recommended room temperature during this operation is at least +15°C / 59°F.

1. Apply a horizontal adjusted tape on the glass wall as a guide for the adhesive foil. Recommended height from floor to center of device approximately 1500 mm / 5 ft.

2. Partly remove the protective film from the glass wall adhesive foil.

3. Press the foil onto the glass wall with a force of approximately 3 kgf. Use a rubber roller or scraper for this operation. Make sure to remove any trapped air bubbles.

4. Unmount the back plate of the device. Remove one side of protective film from the adhesive sticker and carefully mount it to the back plate.Then remove the second protective film.

5. Use guides on foil to make sure bracket is in line with glass wall sticker.

Note! The glue will bond immediately, and cannot be remounted.

6. Press mounting bracket into glass wall foil for 20 seconds by a force of approximately 6 kgf. Leave bracket on glass wall for 20 min before final assembly.

7. Mount the device on the bracket by fitting the talons on the back plate with the holes in the device and gently turn it clockwise to snap it in place. Secure it with the safety screw.

Under desk (Desk mount accessory required)

IMPORTANT! Read the safety instructions carefully before using the mounting instructions.

1. Based on your desk identify the optimal placement of the device. The device display should be sticking out and on a standard desk the desk mount should be placed 5-10mm from the edge of the desk.
2. Use the holes in the desk mount to mark out hole positions under the desk.
3. Mount the back plate to the wall with the screws or using the adhesive.
4. Slide the device into place and snap it in place. Secure it with the safety screw

Technical Specifications

Visual interface

- 3.4 inch capacitive touch with anti-fingerprint treatment.
- RGB LED light aura and indication light.

Connectivity

- Wifi 802.11 a/b/g/n*
- NFC/RFID 13.56 Mhz (ISO/IEC 14443A/B), MIFARE 4K/1K
- Bluetooth 5.0

Power

- 5V AC/DC power adapter

Compatible Platforms

- Microsoft 365
- Microsoft Exchange 2019
- Microsoft Exchange 2016
- Microsoft Exchange 2013
- Google Workspace

User Interface Languages

- English (Coming soon: Arabic - Catalan - Chinese (simplified) - Chinese (traditional) - Czech - Danish - Dutch - English - Estonian - Finnish - French - Galician - German - Italian - Japanese - Latvian - Lithuanian - Norwegian - Polish - Portuguese - Russian - Spanish - Swedish.)

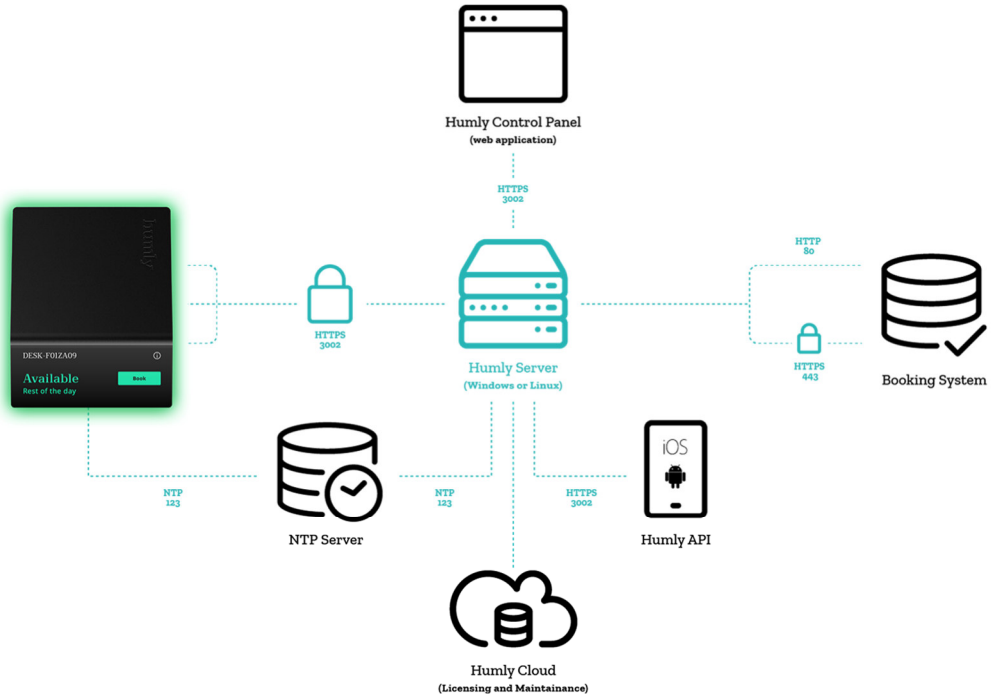
API & Other

- Open API for third party integration
- Communication via real-time two-way connection
- Remote management with multi-site support
- Real-time monitoring & statistics

Size and Weight

- Size (Width x Height x Depth):
- Weight: x grams (x ounces)

Architecture Overview



- The Humly Server communicates with Booking Devices via HTTPS over a configurable port (default 3002).
- The Humly Control Panel web application communicates with the Humly Server using configurable HTTP port during initial setup to configure SSL certificates. After SSL has been configured all communication uses HTTPS on the port configured during initial setup (default port 3002).
- The Humly Home server communicates with the booking system via either HTTP (80) or HTTPS (443)
- The system uses configurable NTP servers using UDP over port 123 to synchronise time and date.
- The system will connect to Humly Cloud using HTTPS over port 443 to validate and renew licences and provide maintenance services like updates and error logging.
- Other devices and integrations can be allowed to communicate with the Humly Server over HTTPS using the same port that has been configured for the Humly (default 3002).

Getting Started

Initial Boot & Network Configuration

The Booking Device can be mounted to both standard walls and glass walls but also on other types of horizontal and vertical surfaces like underneath a desk. Mounting kits for both are included in the box (except glass sticker accessory for mounting on glass surfaces). The mount for installing the Booking Device on a vertical or horizontal surface has a sheeted/sleigh design where the Booking Device is slided into position where the end of the mount acts as a stopper. A small screw is provided that can be used to keep it in place.

The Booking Device can be connected via either a wired Ethernet connection or Wifi using a dynamic or static IP.
Once the device boots up, the logo should appear during the initial OS boot, then the configuration options will follow

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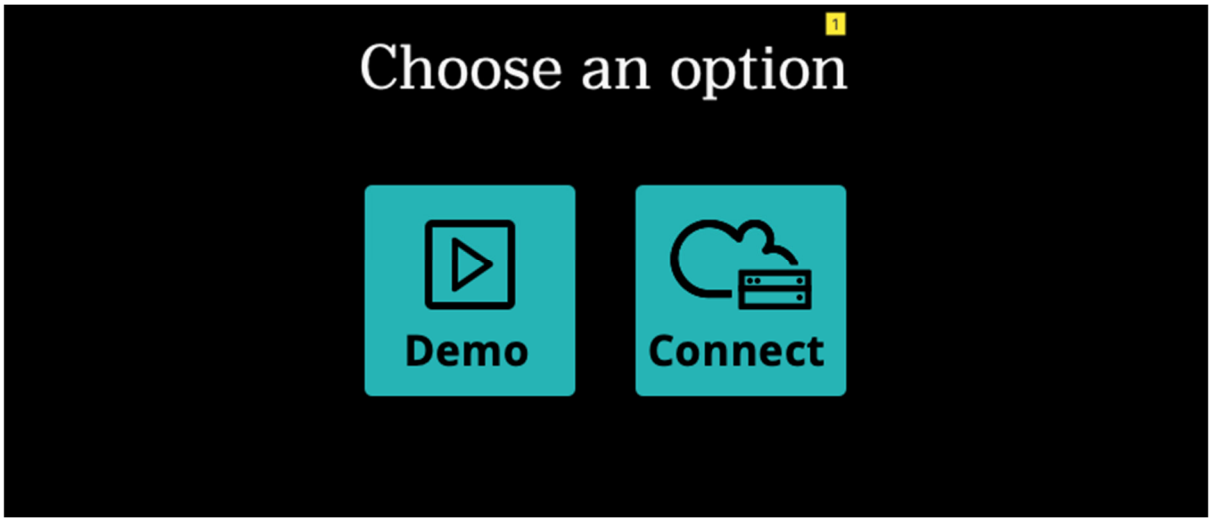
1. Booking Device boot screen

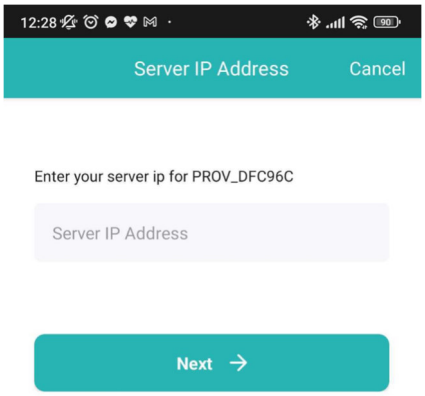


2. Choose an option between running the Booking Device in Demo mode or in regular mode by tapping Connect

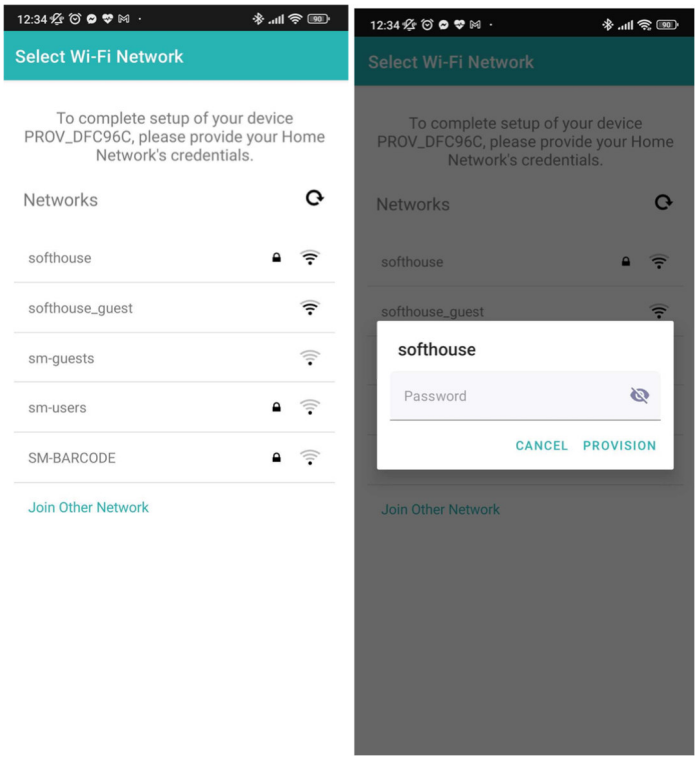
3. After clicking on the Connect button, the provisioning server will be started on the device and client application and a QR code will be displayed.

4. On the HBD Provisioning Android application's landing page click on the Provision New Device button, and after that either scan the QR code displayed on the device or click the **I don't have a QR code** button to scan for the device manually.

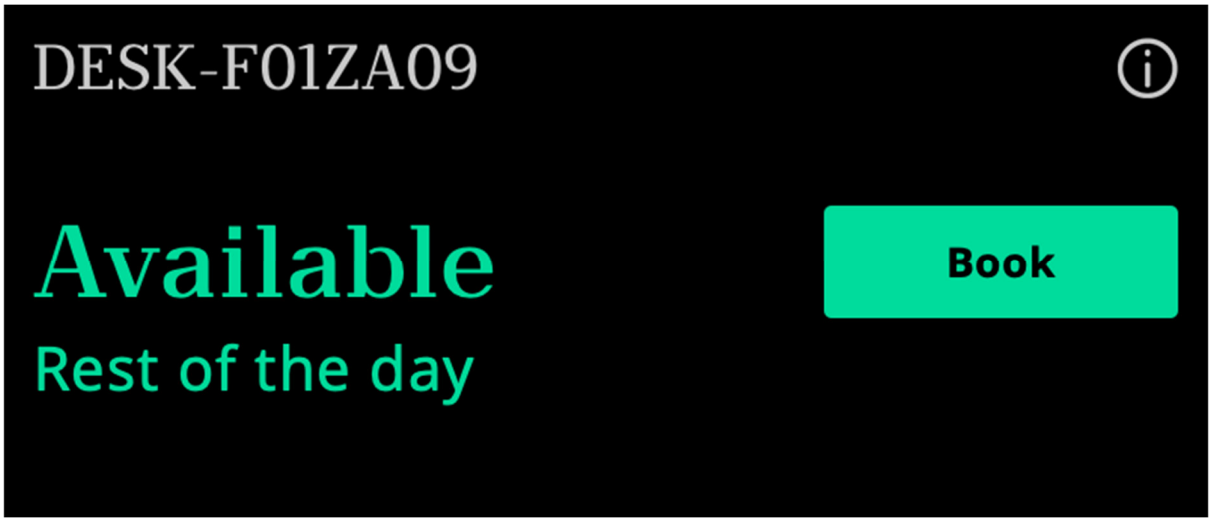
5. When a device is found. approve the pairing request.



6. After successful pairing enter the server address and click the **Next** button.



7. After entering the HCP server address WiFi credentials can be sent to the device by selecting one of the supported networks from the list and entering a password if necessary and clicking on the **PROVISION** button.



8. The Booking Device's main screen shows information about the name of the resource and its availability.