



OnTime

Room Display

**OnTime® Room Display Installation &
Configuration Manual**

Version 3.x.x

Contents

About OnTime® Room Display	3
System Requirements.....	4
Preparing Room Display.....	5
For the Microsoft Environment	5
License Key	5
Configuration	6
For the HCL Domino Environment	10
License Key	10
Configuration	10
Installing Room Display	13
Configuring Room Display	14
Dashboard	14
Global	15
Rooms / Aliases	15
Images.....	16
Display Configurations	16
<i>The configuration is divided into multiple tabs, each providing specific settings.</i>	
<i>Additionally, in the 'Single Room' tab, you will find the 'Check-in' setting, which allows you to enable or disable the check-in function for the room, as described below.</i>	<i>17</i>
Main Tab.....	17
Background Tab.....	17
Top Tab	18
Body Tab	18
Buttons Tab	19
Dialogs Tab.....	19
Check in Tabs.....	20
Displays	20
Browser Access Link.....	22
HTTPS Configuration.....	23
Upgrading Room Display.....	23
Upgrade from ver 1.x.x to ver 3.x.x	23
Upgrade from ver 2.x.x to ver 3.x.x	25

OnTime is a registered community trademark (#004918124). The trademark is registered with the Trade Marks and Designs Registration Office of the European Union.

OnTime is a registered Japanese trademark (#5569584). The trademark is registered with the Japan Patent Office

About OnTime[®] Room Display

Optimize Conference Room Management with OnTime Room Display

Leverage our intelligent conference room scheduling solution to streamline daily operations. OnTime Room Display enables users to reserve meeting rooms directly via the interactive touchscreen interface or through the OnTime desktop client and Microsoft Outlook 365 integration.

Seamless Calendar Integration

Synchronize OnTime Room Display with your Microsoft Office 365 or Exchange environment for real-time calendar access and room availability updates.

Display Configuration and Customization

Easily configure your room displays by assigning room names, customizing visual layouts, and adjusting default behavior to align with your organizational needs.

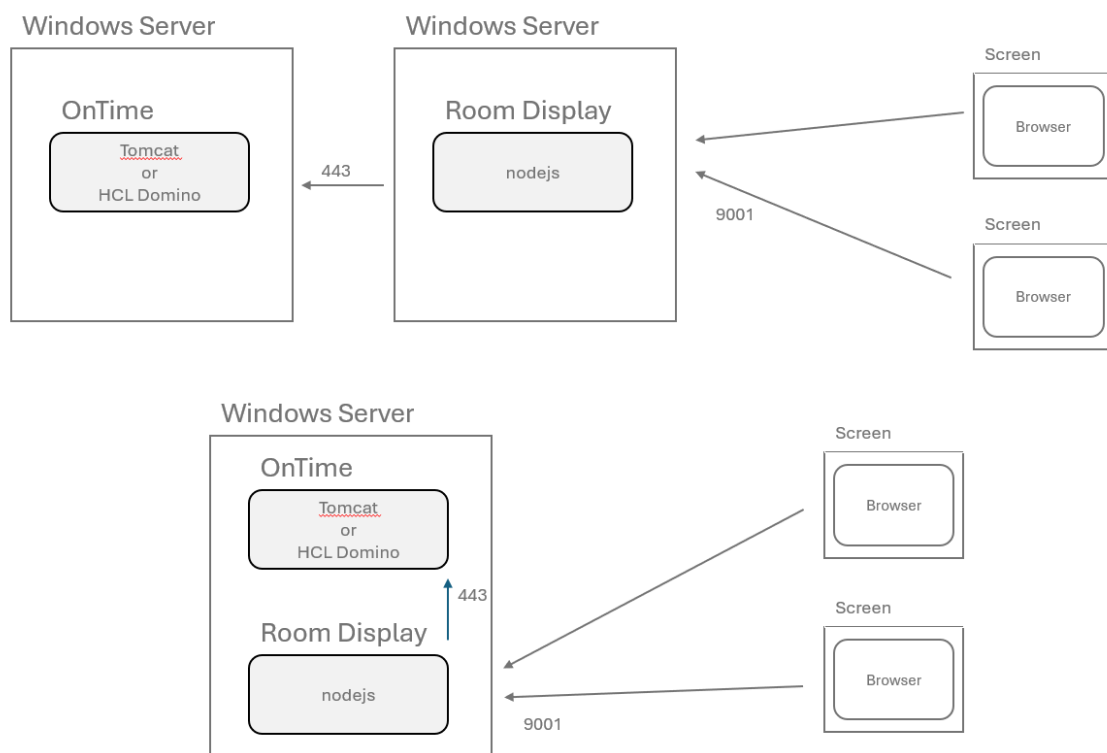
Tablet and bigger screen Deployment

Display meeting information on tablets or larger screens, such as those in reception areas. This provides a clear overview of room availability, upcoming meetings, and key scheduling details.

System Requirements

Operating System:	Windows: Server 2016 or above
CPU:	The requirements of the OS.
Memory:	The requirements of the OS plus 1Gb.
Disk:	The requirements of the OS plus 1Gb. The 1 Gb is for code and log files.
Network:	Outgoing connections to the OnTime server to port 80/443 and incoming from the displays on port 9001.

Room Display can be installed as a standalone server or on the Ontime server.



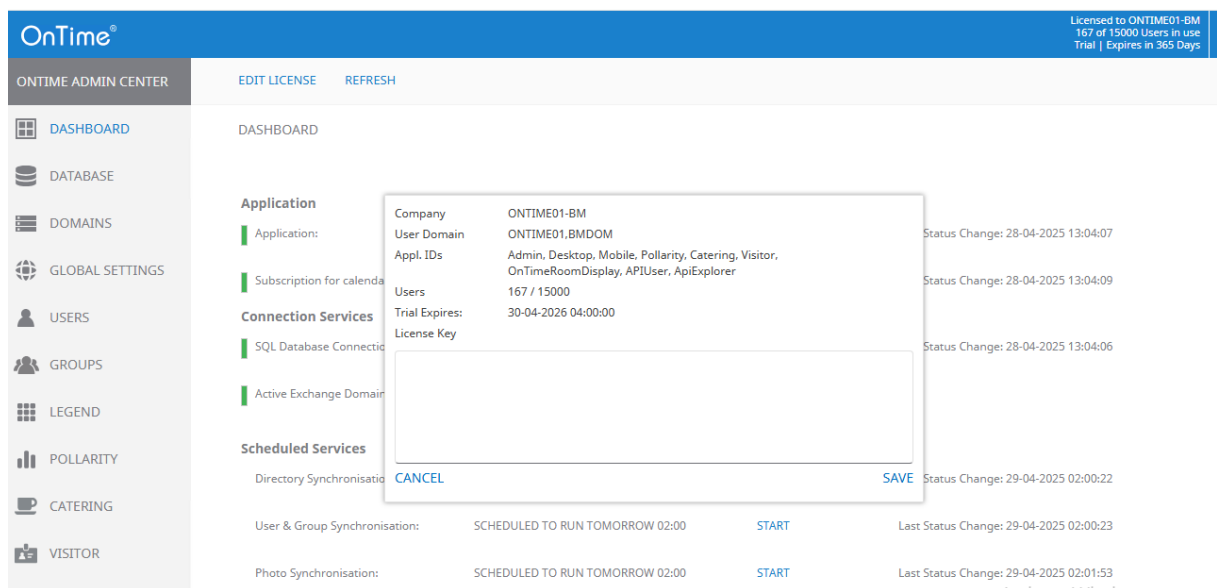
Preparing Room Display

For the Microsoft Environment

License Key

Before installing OnTime Room Display the following must be installed / prepared:

- OnTime License key that includes license for OnTime Room Display.
- Download the RoomDisplay-2.x.x installation package from the recommended source: <https://ontimesuite.com/resources/download-room-display/>
- Insert the updated key by clicking on the license text in the upper right corner in your administration client.

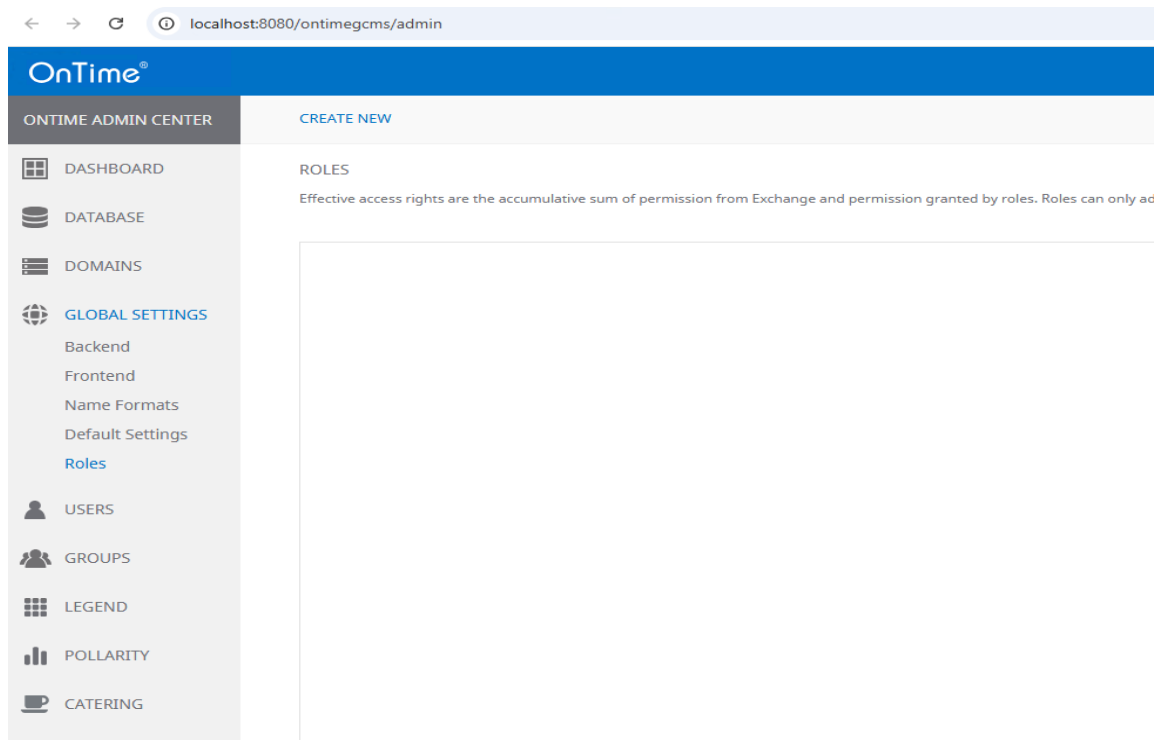


The screenshot shows the OnTime Admin Center interface. The top navigation bar includes the OnTime logo and a license status box indicating "Licensed to ONTIME01-BM, 167 of 15000 Users in use, Trial | Expires in 365 Days". The left sidebar lists various administration options: DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS, USERS, GROUPS, LEGEND, POLLARITY, CATERING, and VISITOR. The main content area displays the "DASHBOARD" with sections for Application, Connection Services, and Scheduled Services. A modal dialog box is open, allowing the user to enter or update the license key. The dialog contains the following information:

Company	ONTIME01-BM	Status Change: 28-04-2025 13:04:07
User Domain	ONTIME01.BMDOM	
Appl. IDs	Admin, Desktop, Mobile, Pollarity, Catering, Visitor, OnTimeRoomDisplay, APIUser, ApiExplorer	Status Change: 28-04-2025 13:04:09
Users	167 / 15000	
Trial Expires:	30-04-2026 04:00:00	Status Change: 28-04-2025 13:04:06
License Key		

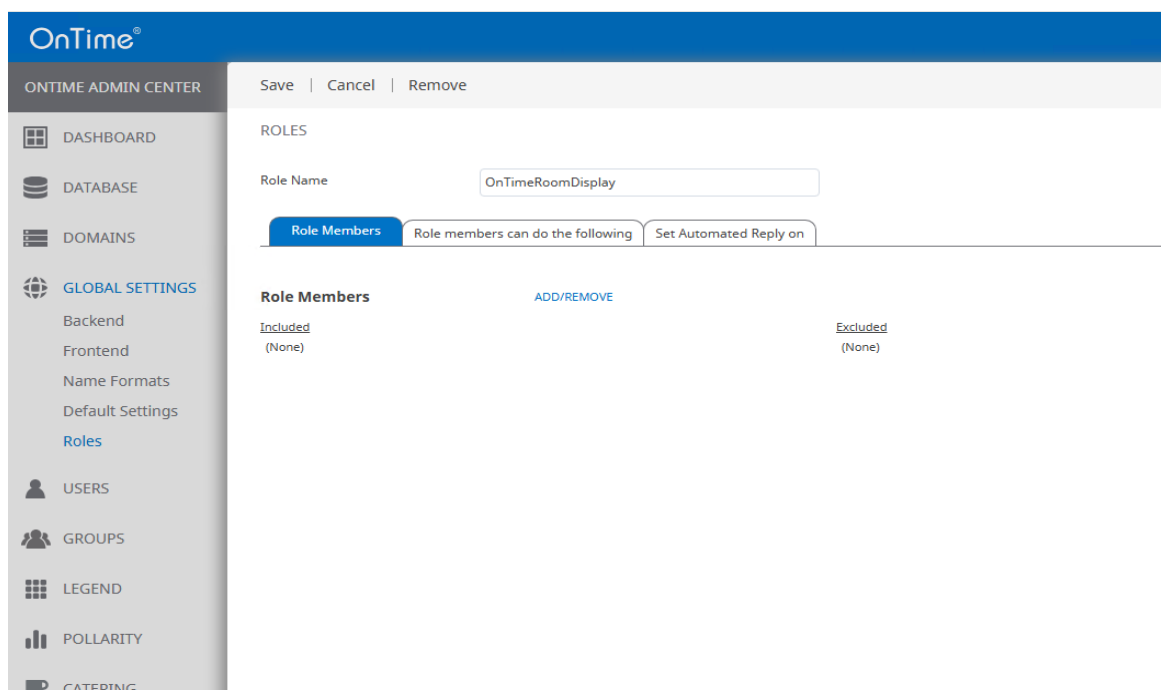
At the bottom of the dialog, there are "CANCEL" and "SAVE" buttons. The background interface shows the "Scheduled Services" section with entries for "Directory Synchronisation", "User & Group Synchronisation", and "Photo Synchronisation", each with a "START" button and a "Last Status Change" timestamp.

From the OnTime administration panel and select 'Roles' located under the 'Global Settings' section.



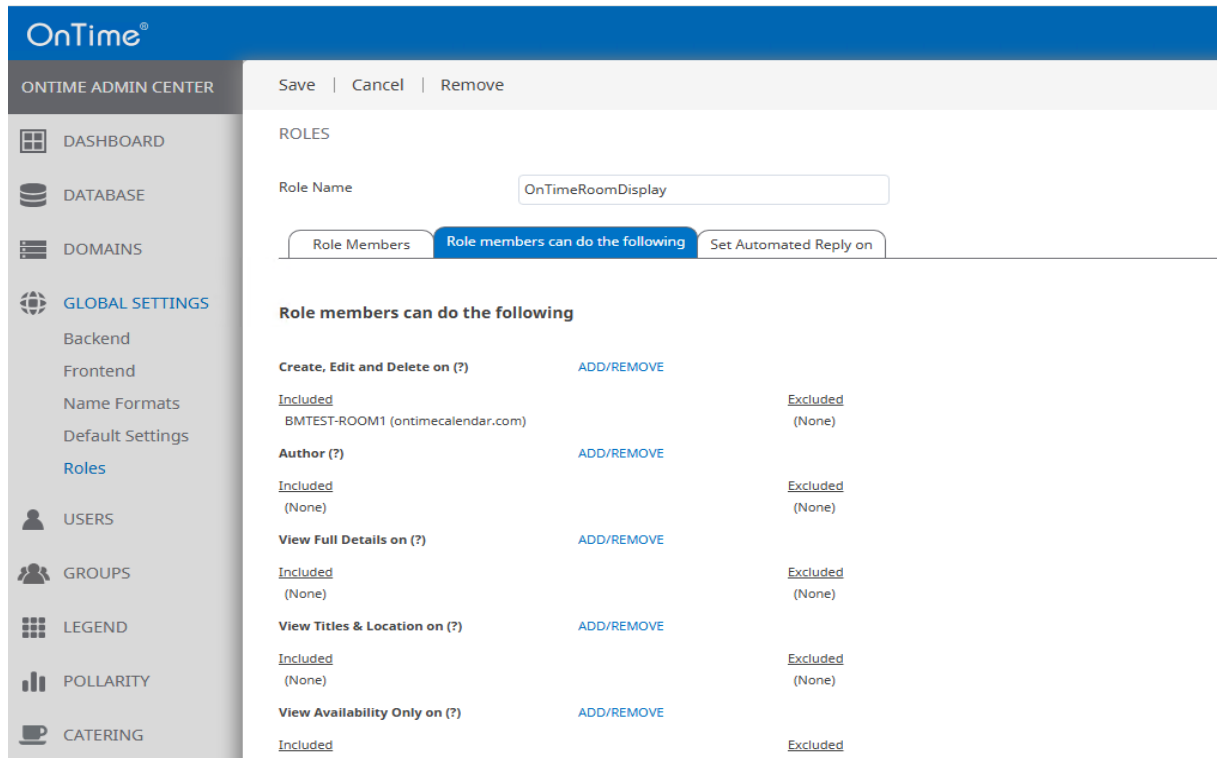
Configuration

Create a 'New' role 'OnTimeRoomDisplay'



Select the tab 'Role members can do the following', add all people and rooms that the Room Display need access to view or book.

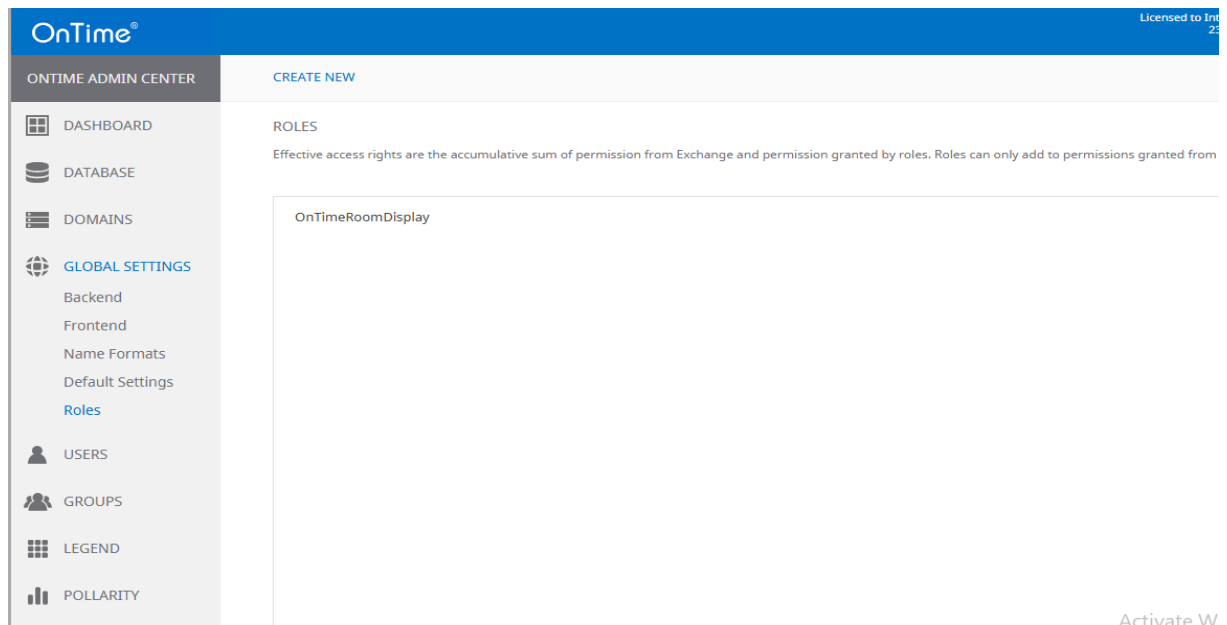
For supporting Quick bookings on display add 'Create, Edit and Delete' rights.



The screenshot shows the OnTime Admin Center interface. The left sidebar contains the 'ONTIME ADMIN CENTER' menu with options: DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS (Backend, Frontend, Name Formats, Default Settings, Roles), USERS, GROUPS, LEGEND, POLLARITY, and CATERING. The main content area is titled 'ROLES' and shows the configuration for the 'OnTimeRoomDisplay' role. The 'Role Name' field is set to 'OnTimeRoomDisplay'. The 'Role Members' tab is selected, and the 'Role members can do the following' tab is active. The configuration table shows the following settings:

Role members can do the following	ADD/REMOVE	Excluded
Create, Edit and Delete on (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>
BMTEST-ROOM1 (ontimecalendar.com)		(None)
Author (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>
(None)		(None)
View Full Details on (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>
(None)		(None)
View Titles & Location on (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>
(None)		(None)
View Availability Only on (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>

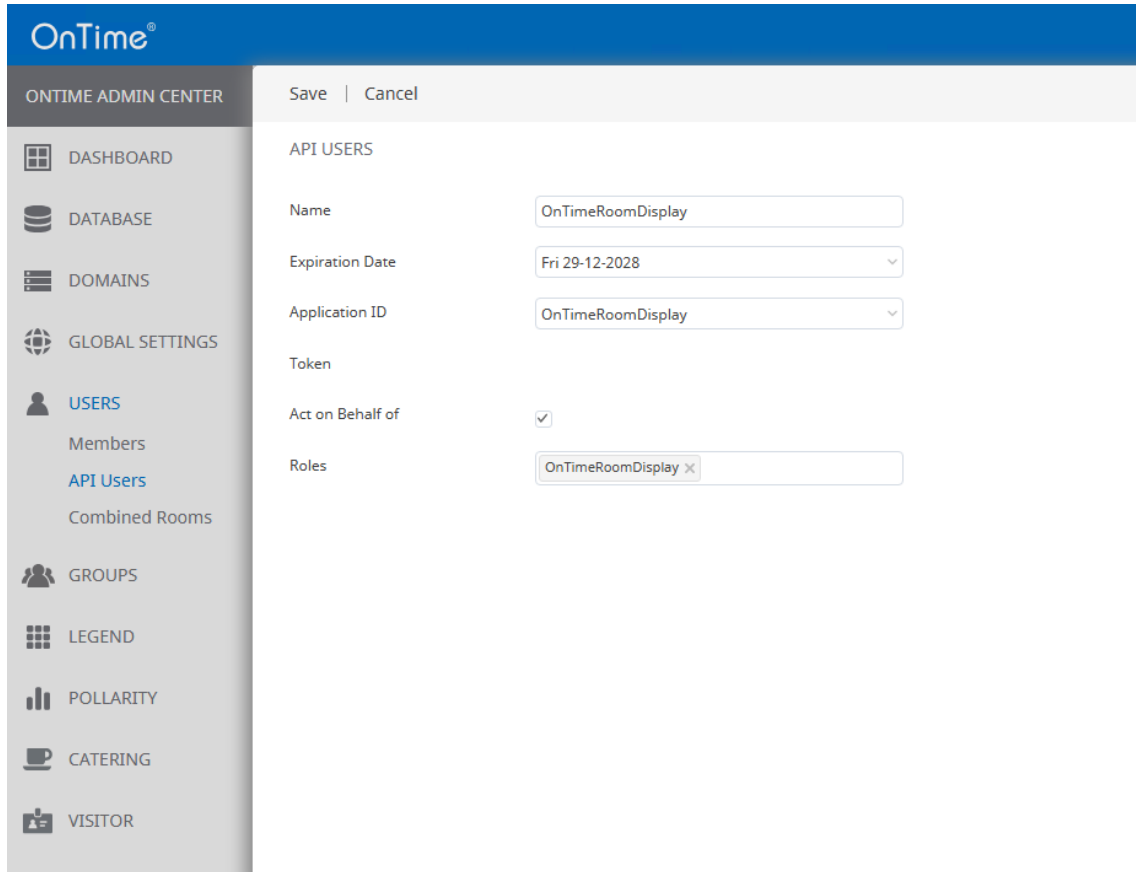
After completing the configuration, save changes before exiting the section.



The screenshot shows the OnTime Admin Center interface. The left sidebar contains the 'ONTIME ADMIN CENTER' menu with options: DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS (Backend, Frontend, Name Formats, Default Settings, Roles), USERS, GROUPS, LEGEND, POLLARITY, and CATERING. The main content area is titled 'ROLES' and shows the 'CREATE NEW' configuration page. The 'Role Name' field is set to 'OnTimeRoomDisplay'. The 'Role Members' tab is selected, and the 'Role members can do the following' tab is active. The configuration table shows the following settings:

Role members can do the following	ADD/REMOVE	Excluded
Create, Edit and Delete on (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>
BMTEST-ROOM1 (ontimecalendar.com)		(None)
Author (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>
(None)		(None)
View Full Details on (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>
(None)		(None)
View Titles & Location on (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>
(None)		(None)
View Availability Only on (?)	ADD/REMOVE	Excluded
<u>Included</u>		<u>Excluded</u>

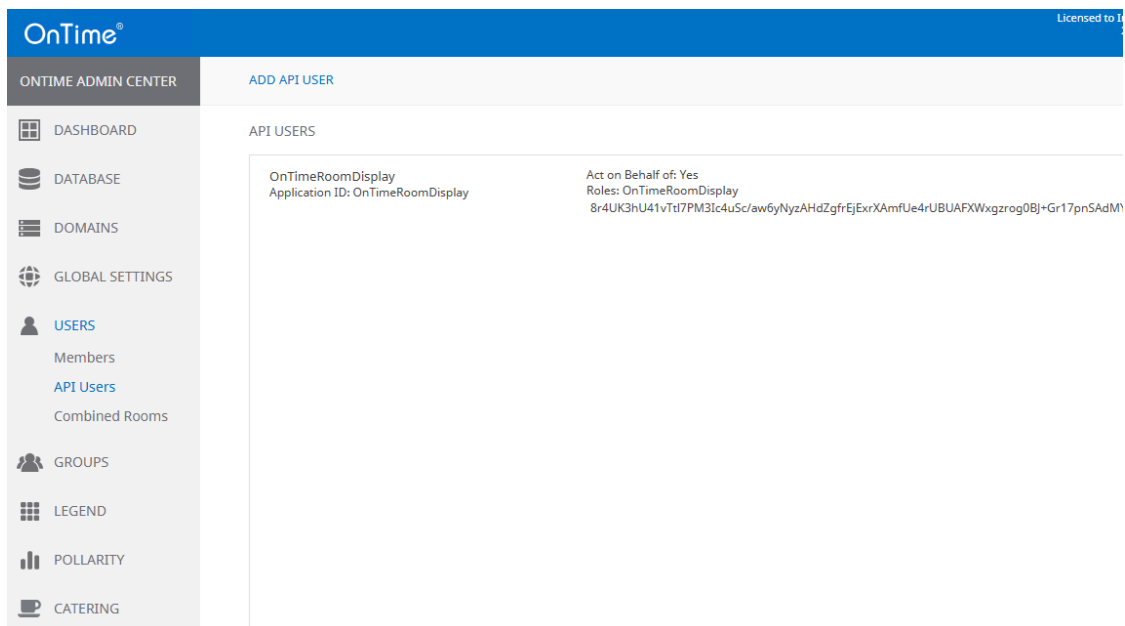
Navigate to the OnTime administration panel, select 'Users', then 'API Users', and add a new API user named 'OnTimeRoomDisplay'. Define an *expiration date*, set the *Application ID* to 'OnTimeRoomDisplay', 'Act on Behalf of', and assign the previously created role.



The screenshot shows the OnTime administration panel. The left sidebar contains the 'ONTIME ADMIN CENTER' with various menu items: DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS, USERS (highlighted), Members, API Users, Combined Rooms, GROUPS, LEGEND, POLLARITY, CATERING, and VISITOR. The main content area is titled 'API USERS' and includes a 'Save | Cancel' button. The form fields are as follows:

- Name: OnTimeRoomDisplay
- Expiration Date: Fri 29-12-2028
- Application ID: OnTimeRoomDisplay
- Token: (empty)
- Act on Behalf of: ☒
- Roles: OnTimeRoomDisplay

After completing the configuration, save changes before exiting the section.

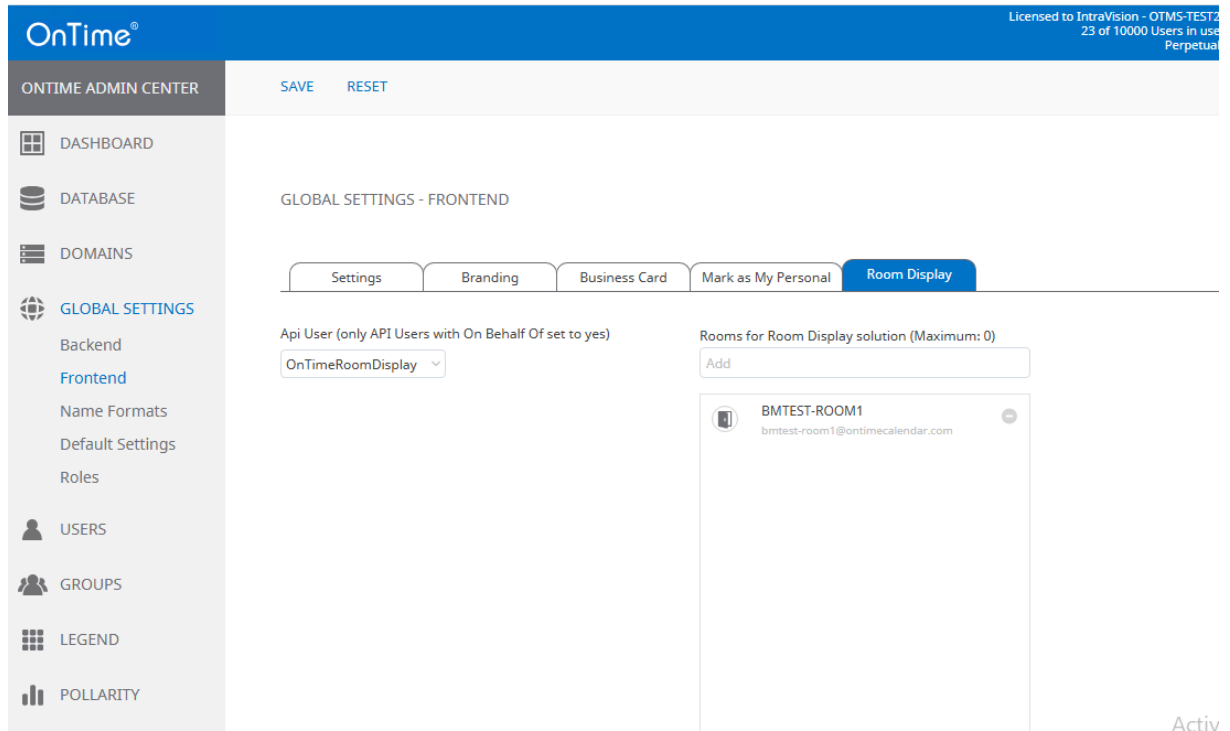


The screenshot shows the OnTime administration panel after saving the configuration. The left sidebar is the same as the previous screenshot. The main content area is titled 'API USERS' and includes an 'ADD API USER' button. The list of API users is as follows:

Name	Application ID	Act on Behalf of	Roles
OnTimeRoomDisplay	OnTimeRoomDisplay	Yes	OnTimeRoomDisplay

The 'Roles' column contains a long alphanumeric string: 8r4UK3hU41vTd7PM3Ic4uSc/aw6yNyzAHdZgfrEjExrXAmfUe4rUBUAFXWxgzrog0BJ+Gr17pnSAdMl

From OnTime administration panel, select 'Global Settings', then 'Frontend'. Open the 'Room Display' tab, select the appropriate API user for RoomDisplay from the dropdown menu, and finally, under 'Rooms for Room Display solution', choose the room or rooms you wish to display on Room Display.



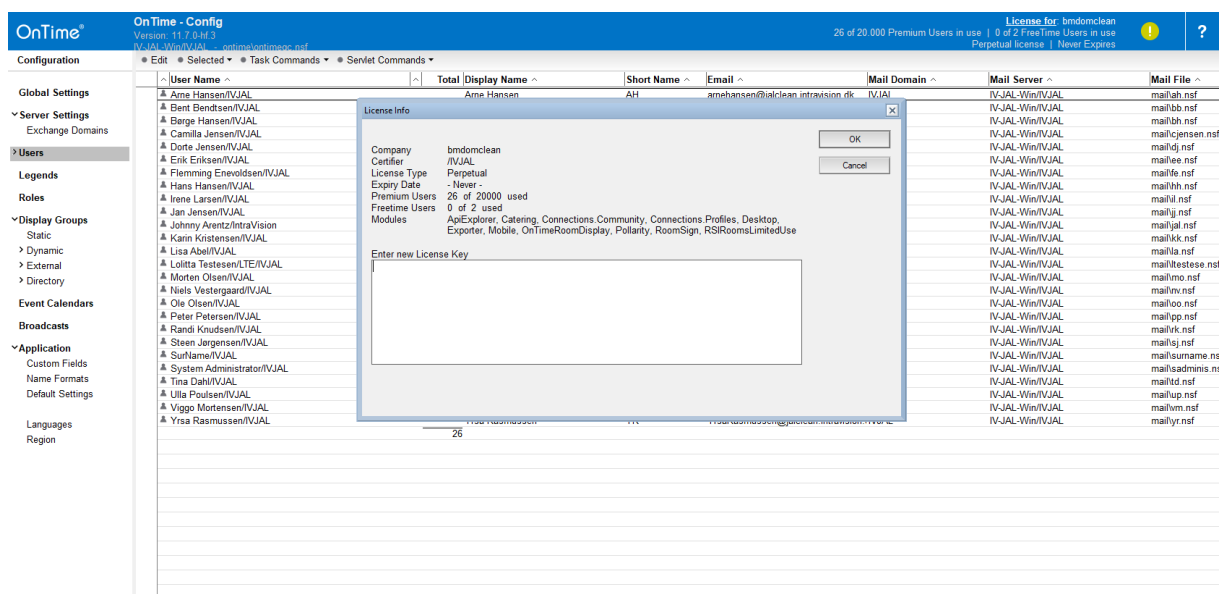
save changes before exiting the section 'Global Settings - Frontend' configuration.

For the HCL Domino Environment

License Key

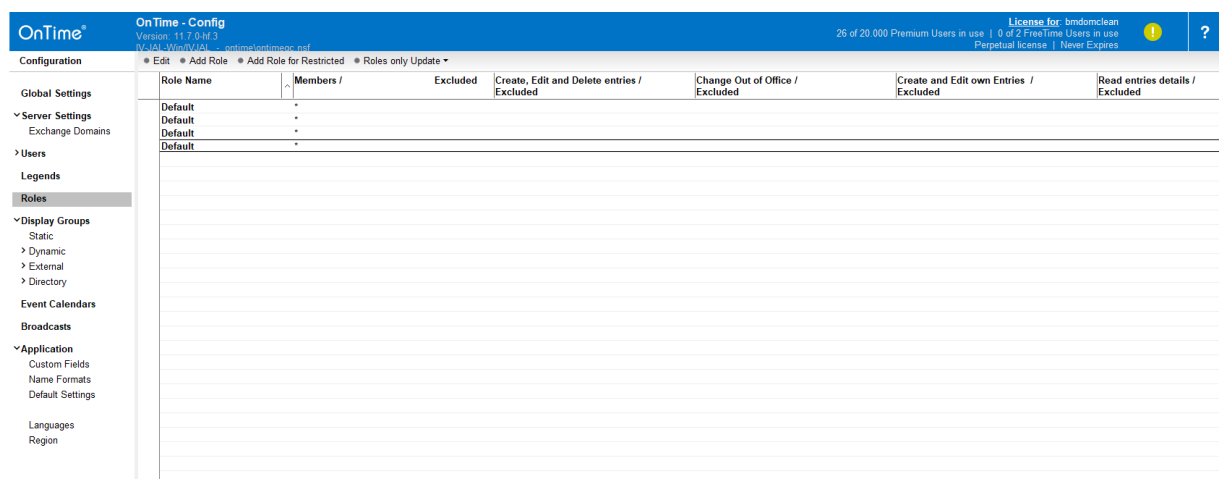
Before installing OnTime Room Display the following must be installed / prepared:

- OnTime License key that includes license for OnTime Room Display and OnTime API interface.
- Download the RoomDisplay-2.x.x installation package from the recommended source: <https://ontimesuite.com/resources/download-room-display/>
- Insert the updated key by clicking on the license text in the upper right corner in your administration client.



Configuration

Room Display configuration settings of OnTime are managed from the Group Calendar Configuration database. From left side panel choose 'Role' and add 'Role'



In the Name field, enter "OnTime Room Display". Select the tab 'Role members can do the following', add all people and rooms that the Room Display need access to view or book. For supporting Quick bookings on display add 'Create, Edit and Delete' rights.

Click "Save and Close" to apply the changes.

Edit
Close

Role Configuration

Role

Name
OnTime Room Display

Role Members

Domino (Notes User names)

Members
Excluded

Exchange (Exchange User email address)

Members
Excluded

Members the Role has selected access to

Domino (Notes Group or User names)

Create, Edit and Delete entries
Persons
Excluded

Change
Rooms
Excluded

Out of Office
Excluded

Create and Edit own Entries
Excluded

Read entries details
Excluded

View schedule information
Excluded

Exchange (Exchange Group or User email address)

Create, Edit and Delete entries
Excluded

Change
Excluded

Out of Office
Excluded

Read entries details
Excluded

View schedule information
Excluded

Comment

From left side panel of 'OnTime-Config' choose 'Api Users' and *add API User'

OnTime®
OnTime - Config
Version: 11.7.0-hf.3
26 of 20,000 Premium Users in use | 0 of 2 FreeTime Users in use
License for: bmdmclean
Perpetual license | Never Expires

Configuration
Edit
Add API User
Selected

Global Settings
Server Settings
Exchange Domains
Users
Licenses
Mail Server
Mail Domain
Hierarchy
Company / Department
Default Settings
Visible for
Soft Deleted
Combined Rooms
Api Users
Legends
Roles
Display Groups
Static
Dynamic
External
Directory
Event Calendars
Broadcasts
Application
Custom Fields
Name Formats
Default Settings
Languages
Region

ApiUser Name
Expire
ApplID

TestDisplay/ApiUser
19/05/2027
OnTimeRoomDisplay

Create API Token for OnTime Room Display

- In the Name field, enter: OnTimeRoomDisplay/ApiUser.
- Set the desired Expiration Date.
- Under the Role Member field, select "OnTime Room Display".
- Click "New Token" to generate the API token.

Close the current window to complete. Choose 'Global setting' from left side panel on 'OnTime – Config' modify it, add OnTime users and rooms in 'Premium Users' filed.

• Save & Close • Close

Global Settings

Users

Users in Group Calendar

Select by: ☒ Names/Groups/Hierarchy ☐ Mail Servers

Premium Users: ☒ Rooms ☒ TeamCal ☐ Excluded: ☐

Multi Domain: ☐ Yes

Exchange Users

Domain Name	Type	OnTime Server

Options | Branding | Photos | Business Card | Search Directories | Time Off | Shared Desk | Find Time | Catering | Online Meetings | Rooms Display | Other

Base Options

Directory of Templates: ☒ ontime

Keep/Sync back: ☒ 14 days

Keep/Sync ahead: ☒ 120 months
Exchange sync is limited to 715 days ahead.

Send out of License info: To System Administrator (VJAL) ☒
When less than 5 users available.

Display of Users

Persons: ☒ Common name ☐
Resources: ☒ Common - Site ☐

Alt. Sort Order: ☒

Entry Display Modifier (Active if formula is true)

Hidden for other users in OnTime: ☒ OrgConfidential="1" & BookFreeTime="1"

Show as Private: ☒

Calendar Access Override Options

Create and Edit own entries - Room & Resources only:

Prevent viewing details for other peoples bookings: ☒ Yes

Users member of restricted list, is granted "Create and Edit own": ☐

Advanced Options

Disable use of ACLs from: ☐ Mail Files ☐ Room & Resources

Exclude names when reading ACLs: ☒

Encrypt Texts: ☐ Yes

Run Sync Process - Domino

Timesync: ☒ Hourly ☐ Daily

Run Admin Process - Domino

Run (at 02:00): ☒ Daily ☐ Custom

Run Admin Process - Exchange

Run at: ☒ 03:00

Weekdays: ☒ Mon. ☒ Tue. ☒ Wed. ☒ Thur. ☒ Fri. ☒ Sat. ☒ Sun.

Go to 'Room Display' select rooms to include in your Room Display solution.

• Save & Close • Close

Global Settings

Users

Users in Group Calendar

Select by: ☒ Names/Groups/Hierarchy ☐ Mail Servers

Premium Users: ☒ Rooms ☒ TeamCal ☐ Excluded: ☐

Multi Domain: ☒ Yes

Exchange Users

Domain Name	Type	OnTime Server

Options | Branding | Photos | Business Card | Search Directories | Time Off | Shared Desk | Find Time | Catering | Online Meetings | Rooms Display | Other

Rooms

☐ B-2323/OnTimeCalendar
☐ B-7654/OnTimeCalendar
☐ B-7788/OnTimeCalendar
☐ C-1256/OnTimeCalendar
☒ C-1555/Copenhagen
☒ C-2150/Copenhagen
☒ C-2351/Copenhagen
☒ C-3212/Copenhagen

Selected: 0 of 10

Api User

Name: OnTimeRoomDisplay/ApiUser

Expire: 19-05-2027

Application ID: OnTimeRoomDisplay

Role Member: OnTime Room Display

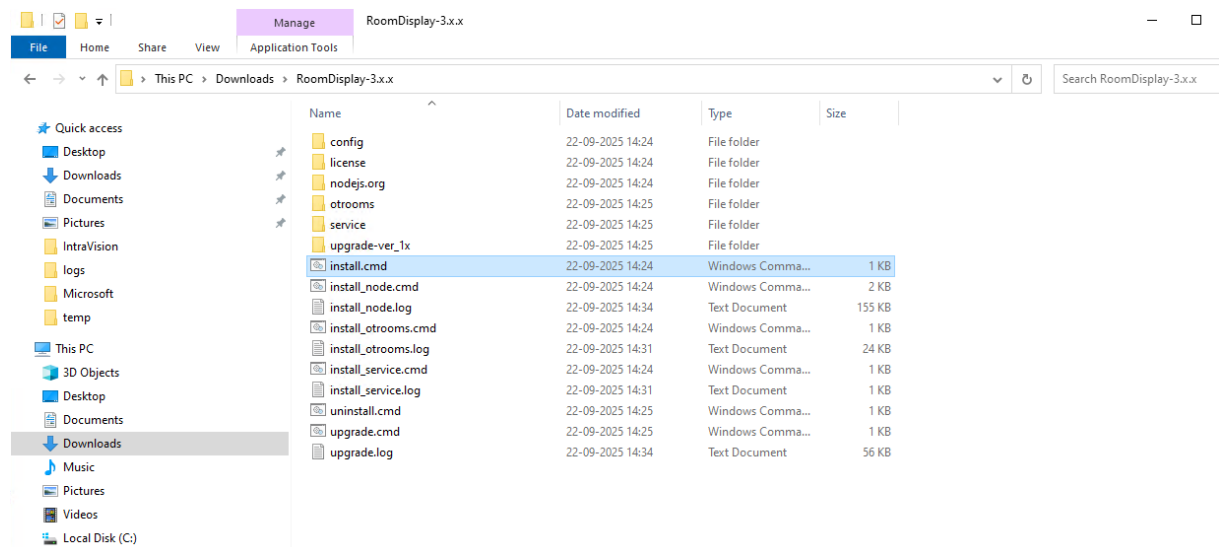
Token: b4TPwq3KR0h9gaOp1g0pdx05f8XuvV68Ru5SpLUMSHV0g_Ecdskl

Command: ☒ TeamCal

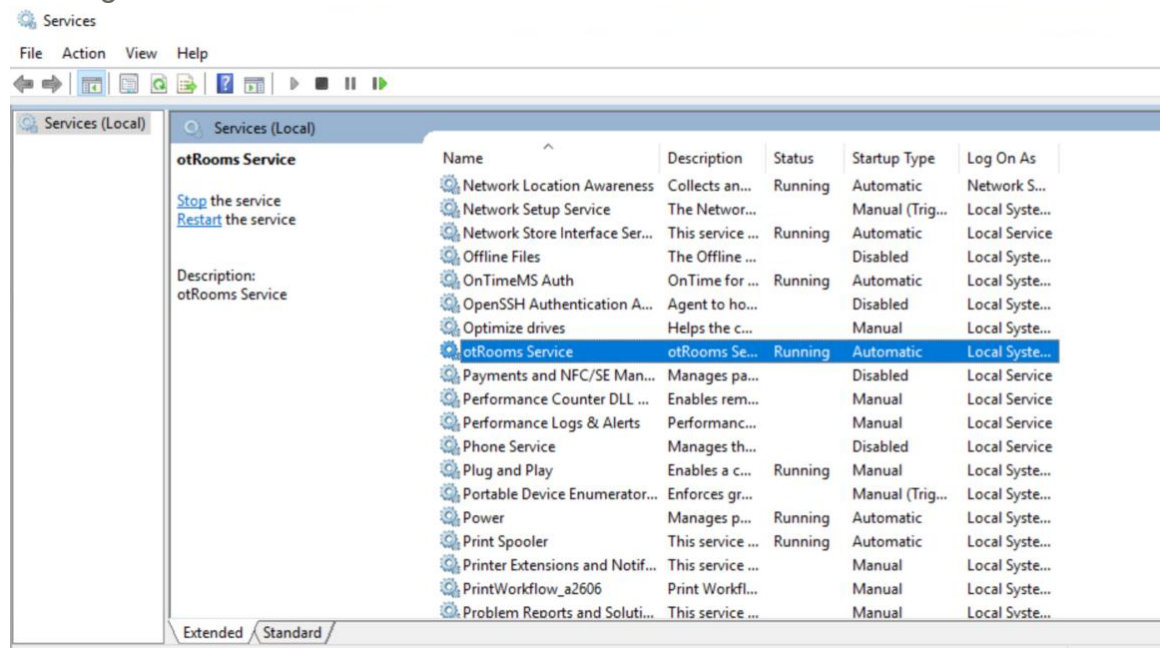
Click "Save and Close" to apply the changes

Installing Room Display

Download the RoomDisplay-3.x.x file and unpack it into a temporary folder where Room Display will be installed. After unpacking the installation files run 'install.cmd' file as administrator.

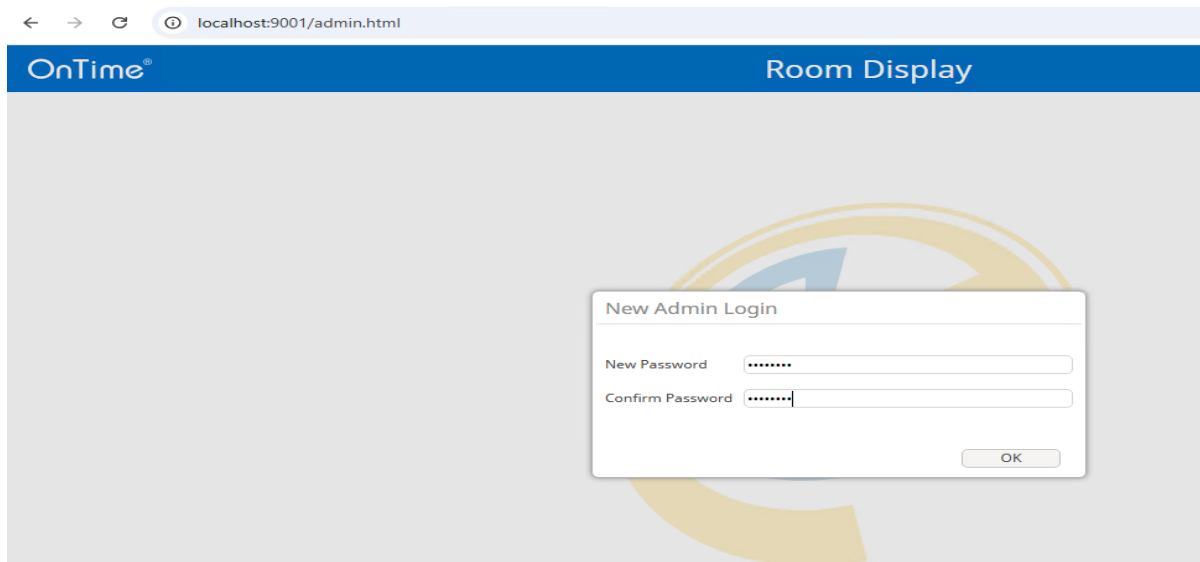


Ensure that 'otRoom Service' appears in the Windows Services Manager after running 'install.cmd'.



Configuring Room Display

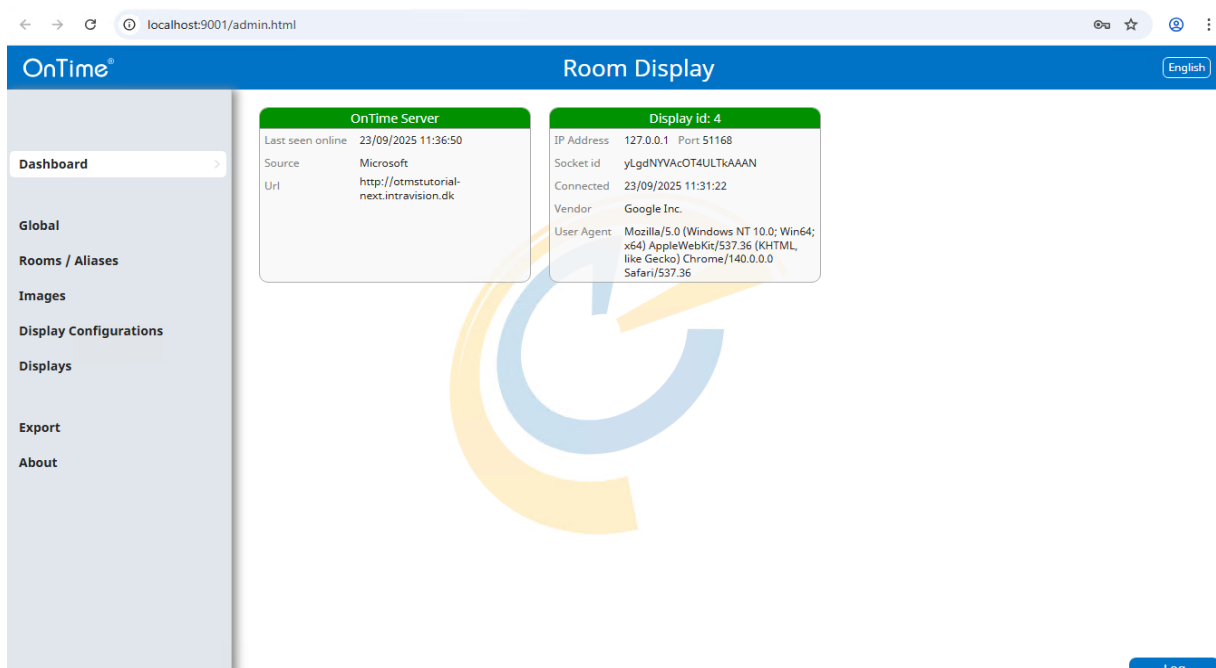
Access the following link to launch the Room Display administration interface:
'http://localhost:9001/admin.html' and set a password on first launch.



Dashboard

Review of all options in the Room Display administration page:

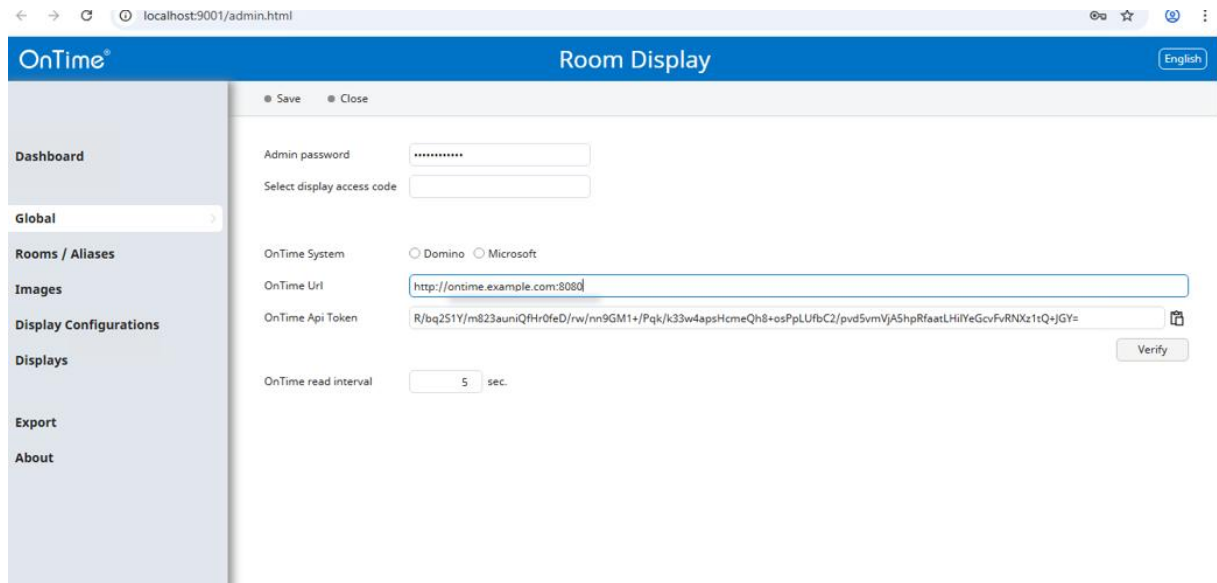
Shows a list of active screens and connection status to 'OnTime' server



Global

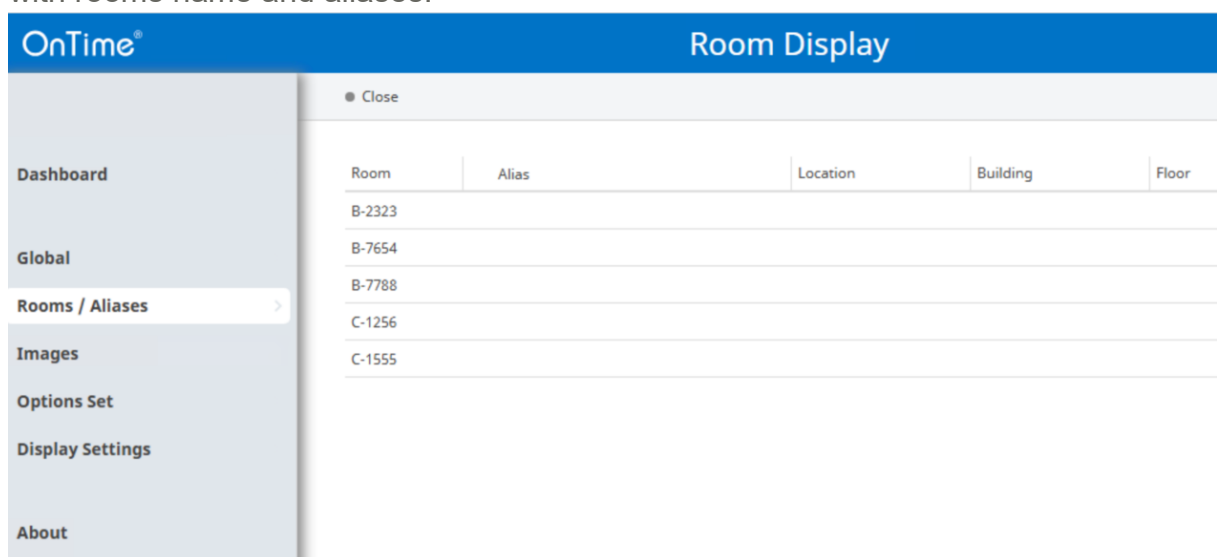
Configure under the Global tab

- Select OnTime system (Microsoft or Domino)
- Enter OnTime URL and API Token (Open OnTime administration interface under 'Users → API Users' and copy Token and paste it into 'OnTime Api Token' field. Save before exiting)



Rooms / Aliases

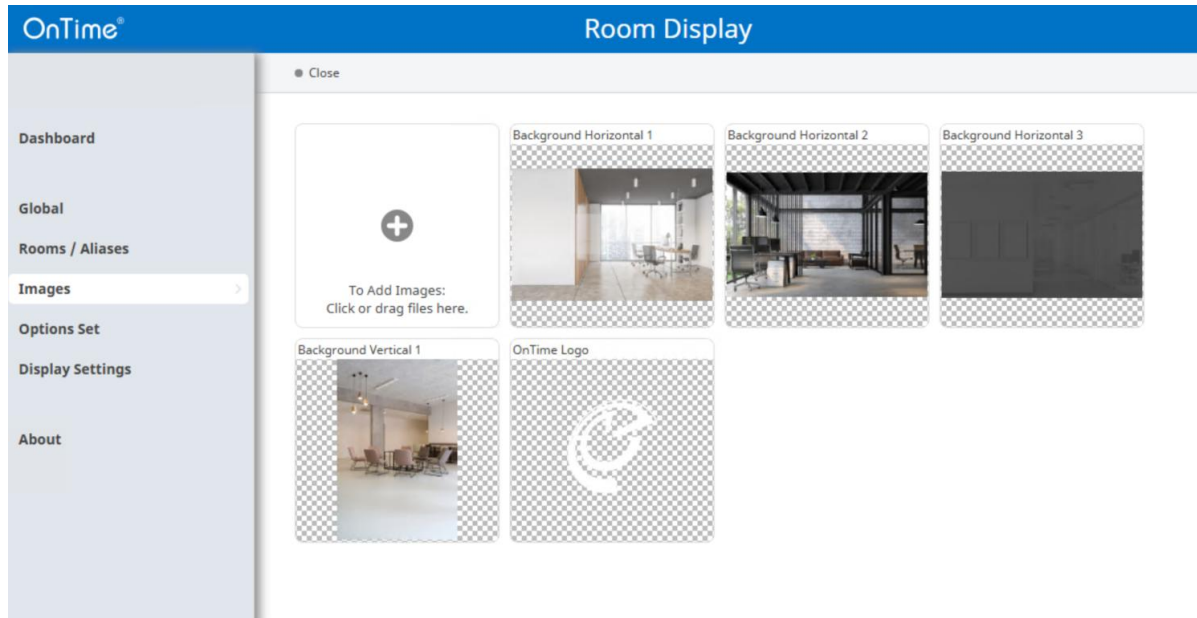
Displays the rooms that have been granted access in the Room Display overview with rooms name and aliases.



Room	Alias	Location	Building	Floor
B-2323				
B-7654				
B-7788				
C-1256				
C-1555				

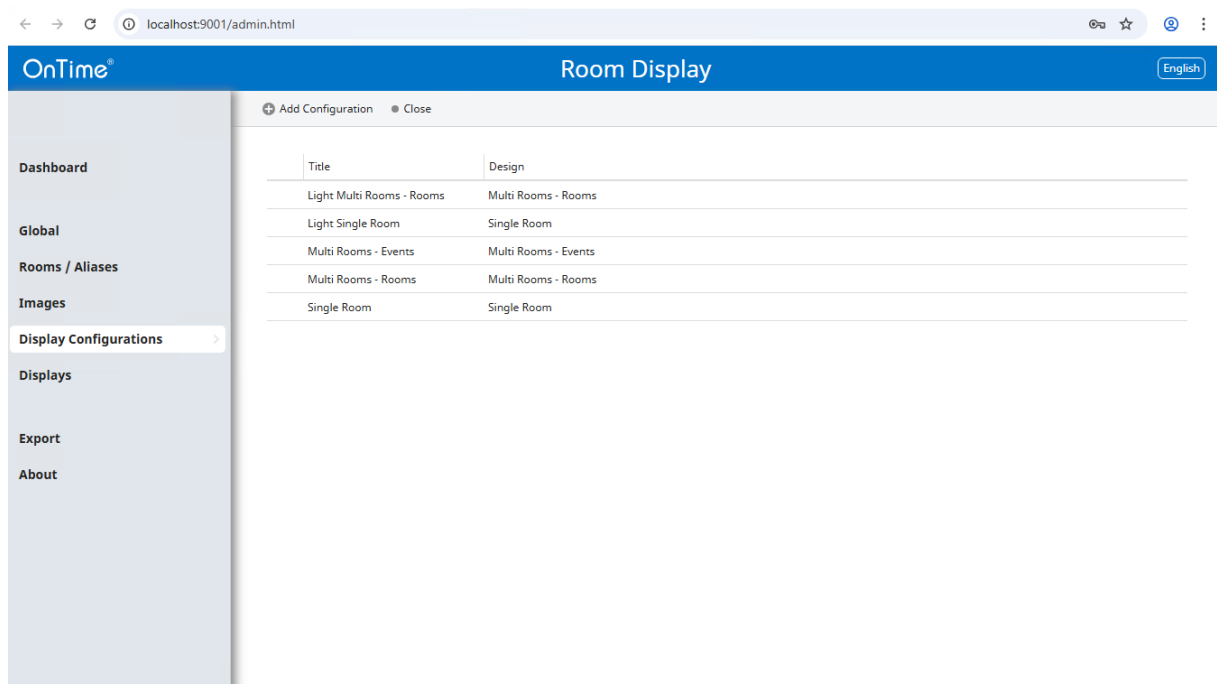
Images

This option allows you to upload background images or company logos for the Room Display.



Display Configurations

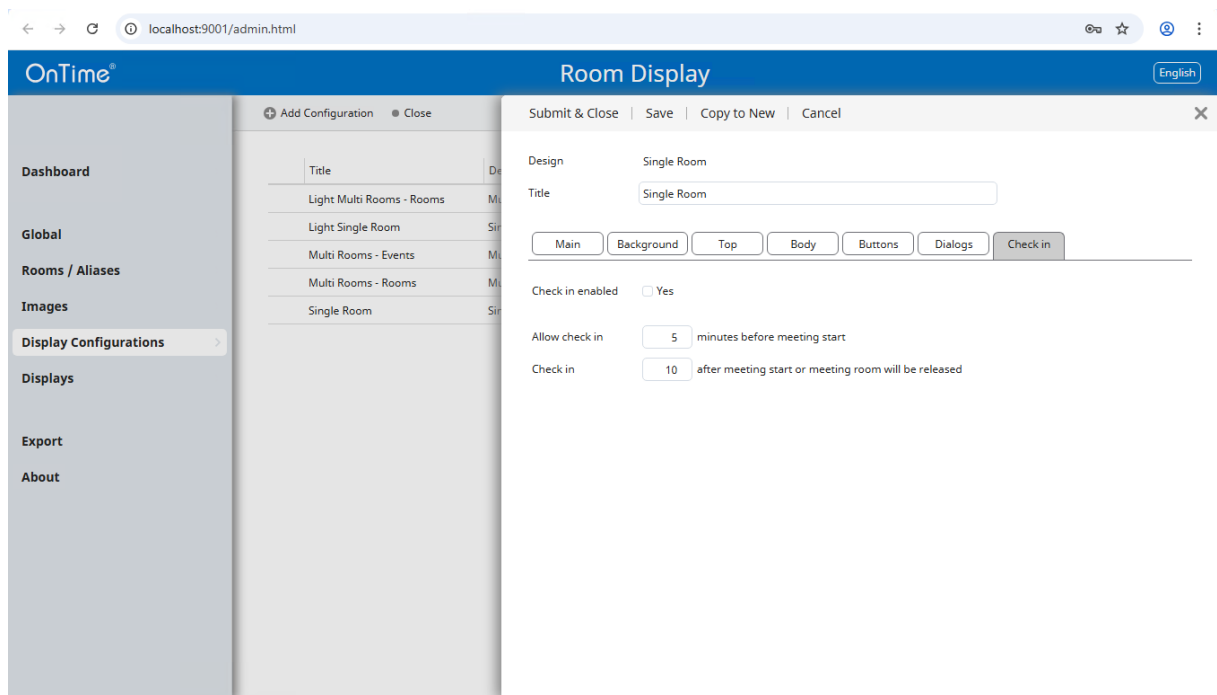
From Room Display administration panel and select the 'Display Configurations' section, select 'add Configuration'.



The configuration is divided into multiple tabs, each providing specific settings. Additionally, in the 'Single Room' tab, you will find the 'Check-in' setting, which allows you to enable or disable the check-in function for the room, as described below.

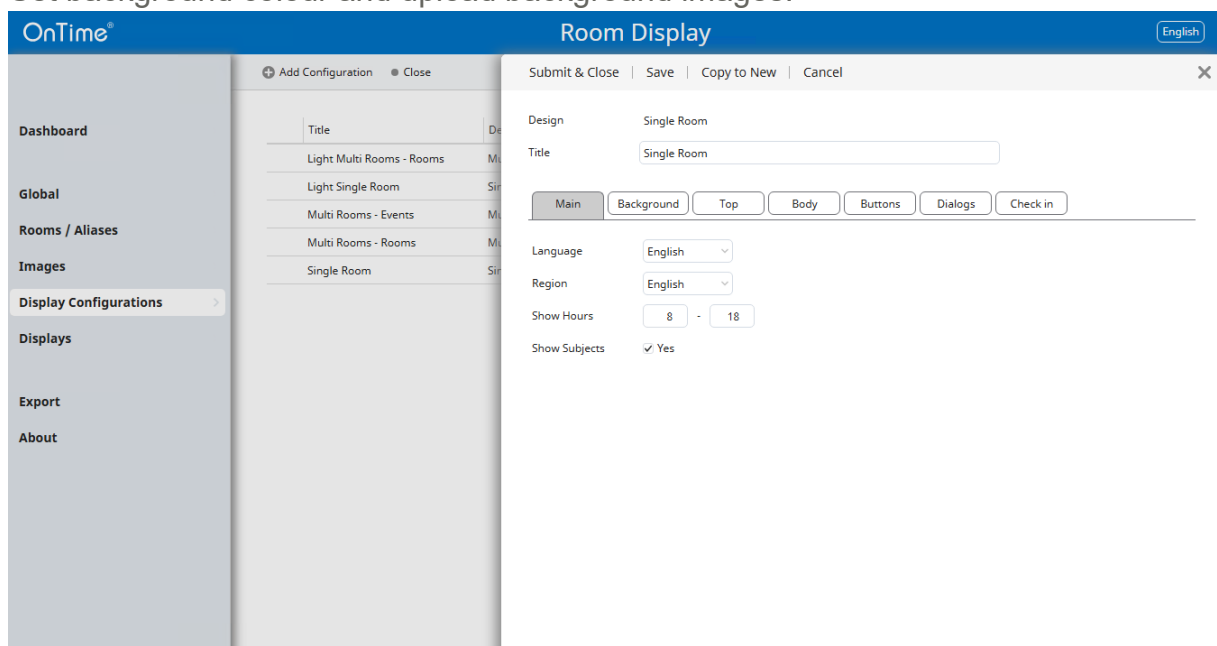
Main Tab

Configure language, region, display hours, and whether to show the meeting subject.



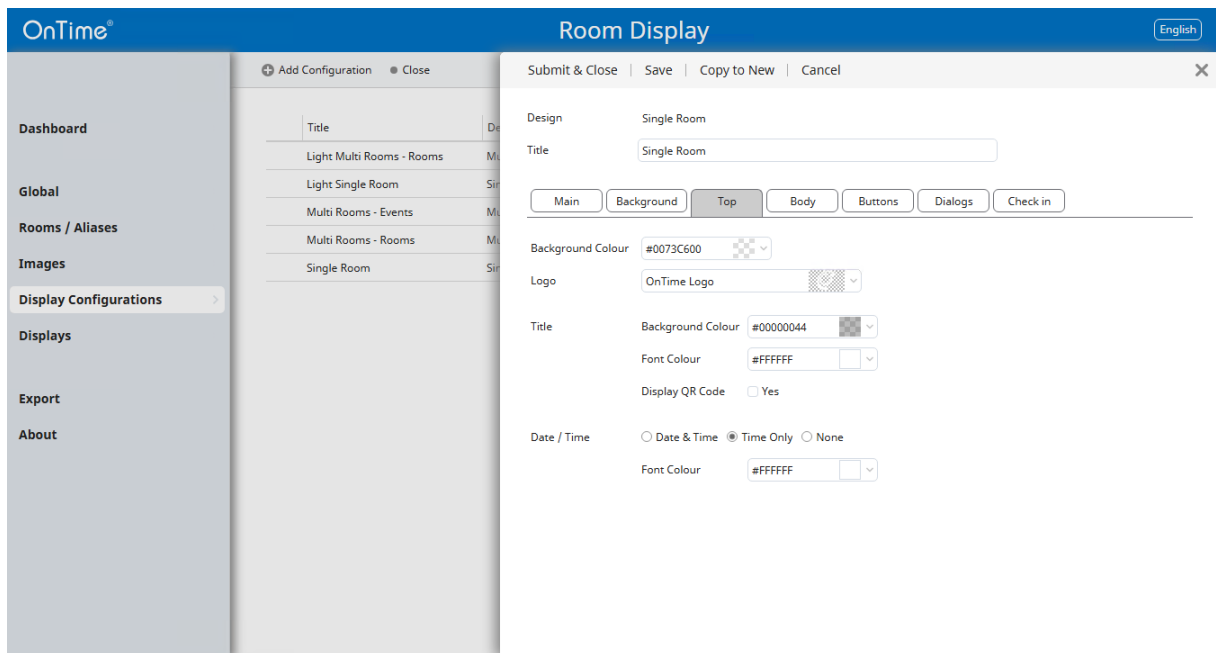
Background Tab

Set background colour and upload background images.



Top Tab

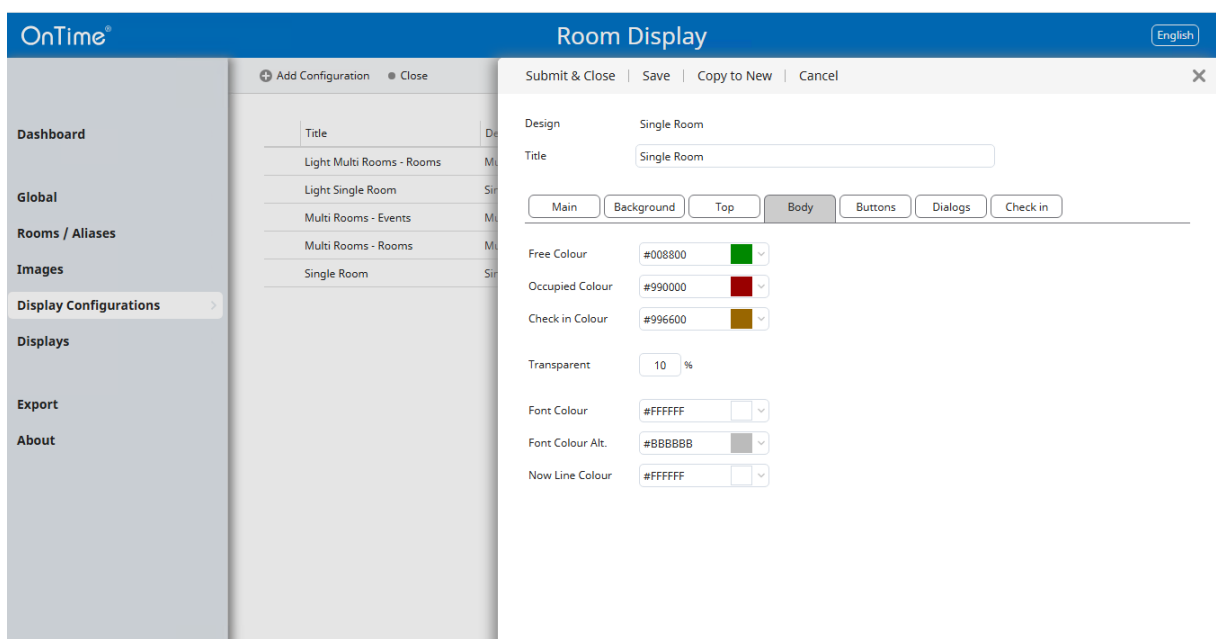
Configure the background colour, logo image, title, date/time display, and font settings.



The screenshot shows the 'Room Display' configuration window with the 'Top' tab selected. The window has a sidebar on the left with navigation options: Dashboard, Global, Rooms / Aliases, Images, Display Configurations (selected), Displays, Export, and About. The main area shows a list of configurations with columns for Title and Design. The 'Top' tab is active, showing settings for the 'Single Room' design. The settings include: Background Colour (#0073C600), Logo (OnTime Logo), Title (Single Room), Title Background Colour (#00000044), Title Font Colour (#FFFFFF), Display QR Code (Yes), Date / Time (Time Only selected), and Date / Time Font Colour (#FFFFFF).

Body Tab

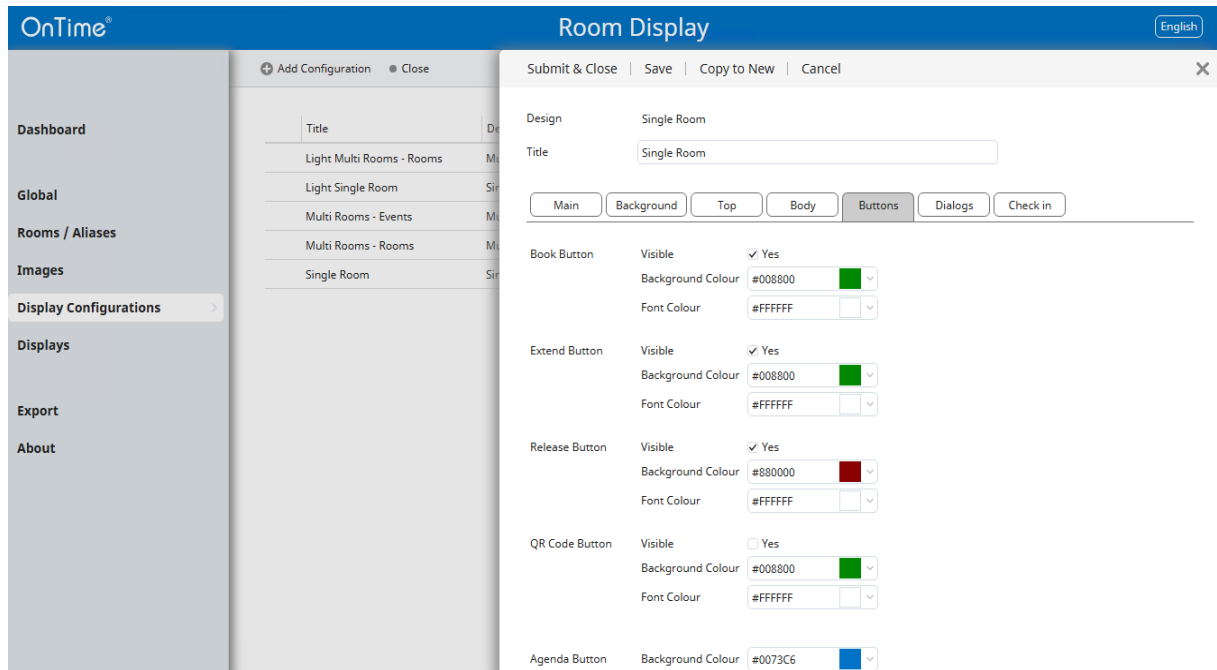
Control header visibility and font colour.



The screenshot shows the 'Room Display' configuration window with the 'Body' tab selected. The window has the same sidebar as the previous screenshot. The main area shows the 'Single Room' design configuration. The 'Body' tab is active, showing settings for the 'Single Room' design. The settings include: Free Colour (#008800), Occupied Colour (#990000), Check in Colour (#996600), Transparent (10 %), Font Colour (#FFFFFF), Font Colour Alt. (#888888), and Now Line Colour (#FFFFFF).

Buttons Tab

Define item style, hours ahead display, background colour, font colour, line colour, occupied status colour, and paging behaviour.

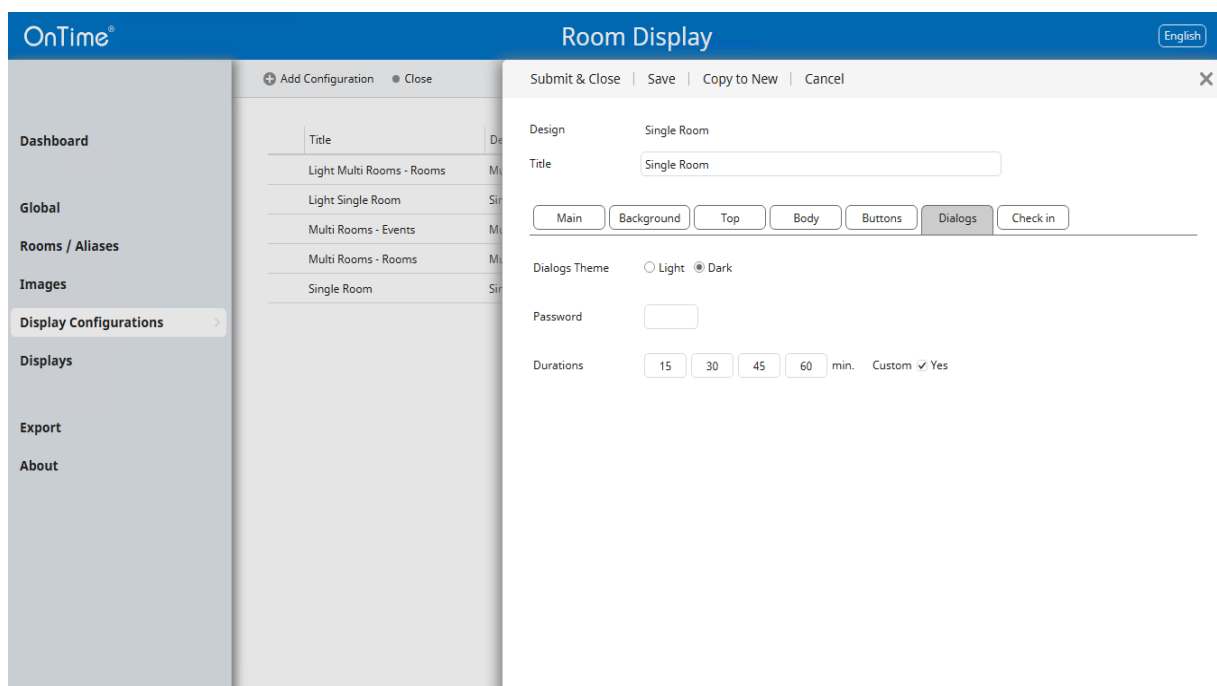


The screenshot shows the 'Room Display' configuration window for a 'Single Room' design. The 'Buttons' tab is selected, showing settings for various buttons. The 'Main' tab is also visible in the background.

Button	Visible	Background Colour	Font Colour
Book Button	☒ Yes	#008800	#FFFFFF
Extend Button	☒ Yes	#008800	#FFFFFF
Release Button	☒ Yes	#880000	#FFFFFF
QR Code Button	☐ Yes	#008800	#FFFFFF
Agenda Button		#0073C6	

Dialogs Tab

Configure the 'Dialogs Theme' colour, password, and durations settings.

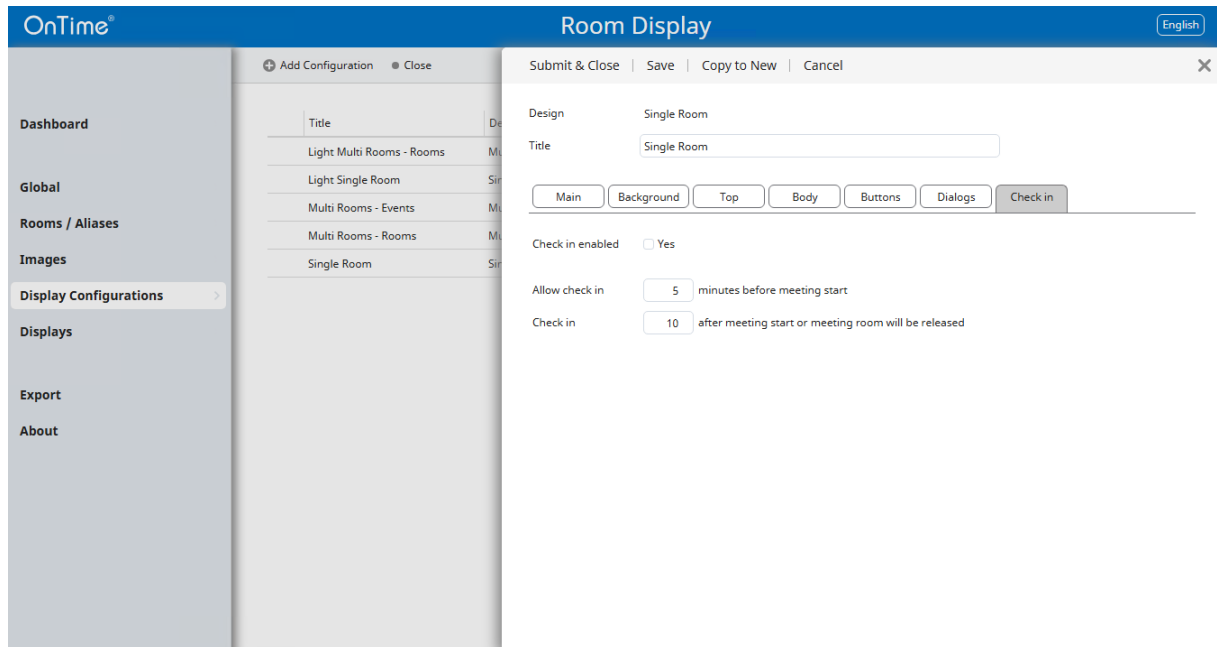


The screenshot shows the 'Room Display' configuration window for a 'Single Room' design. The 'Dialogs' tab is selected, showing settings for the dialog theme, password, and durations.

Setting	Value
Dialogs Theme	☐ Light ☒ Dark
Password	
Durations	15 30 45 60 min. Custom ☒ Yes

Check in Tabs

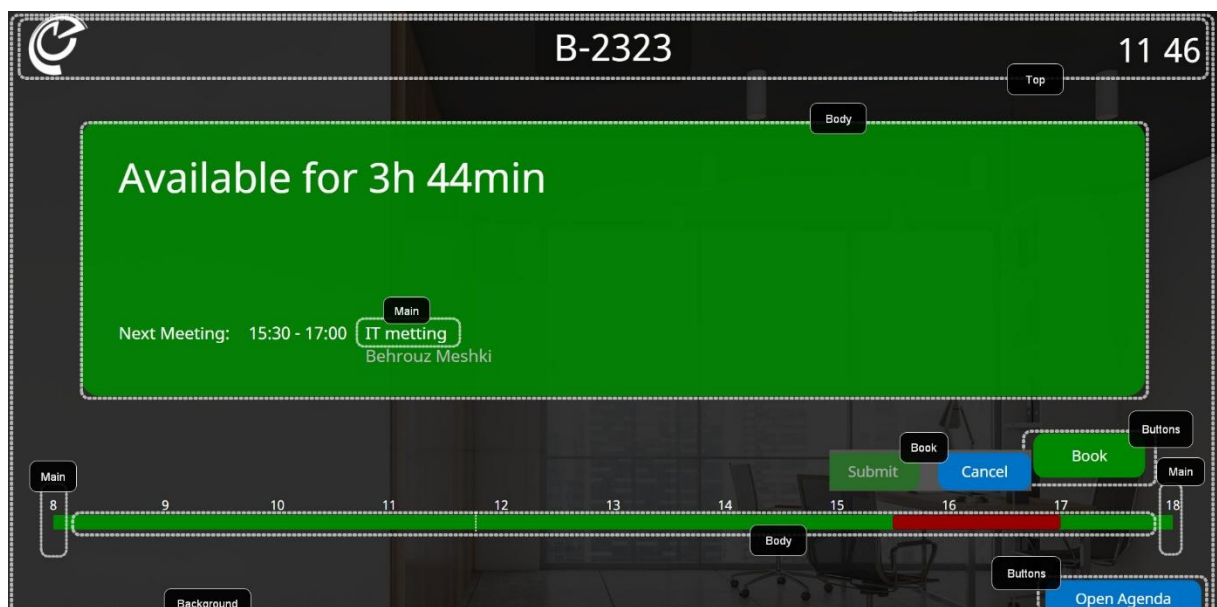
Configure the 'Check in' is enabled or no and durations of 'Allow check in and 'Check in' settings.



Displays

This section allows you to add rooms in various formats, including Single Room, Multi Rooms – Events, and Multi Rooms – Rooms, along with specifying a title. Multi Rooms sorted by either rooms or time.

Example: Configuration of Single Room



Example: Configuration of Multi Rooms


Top

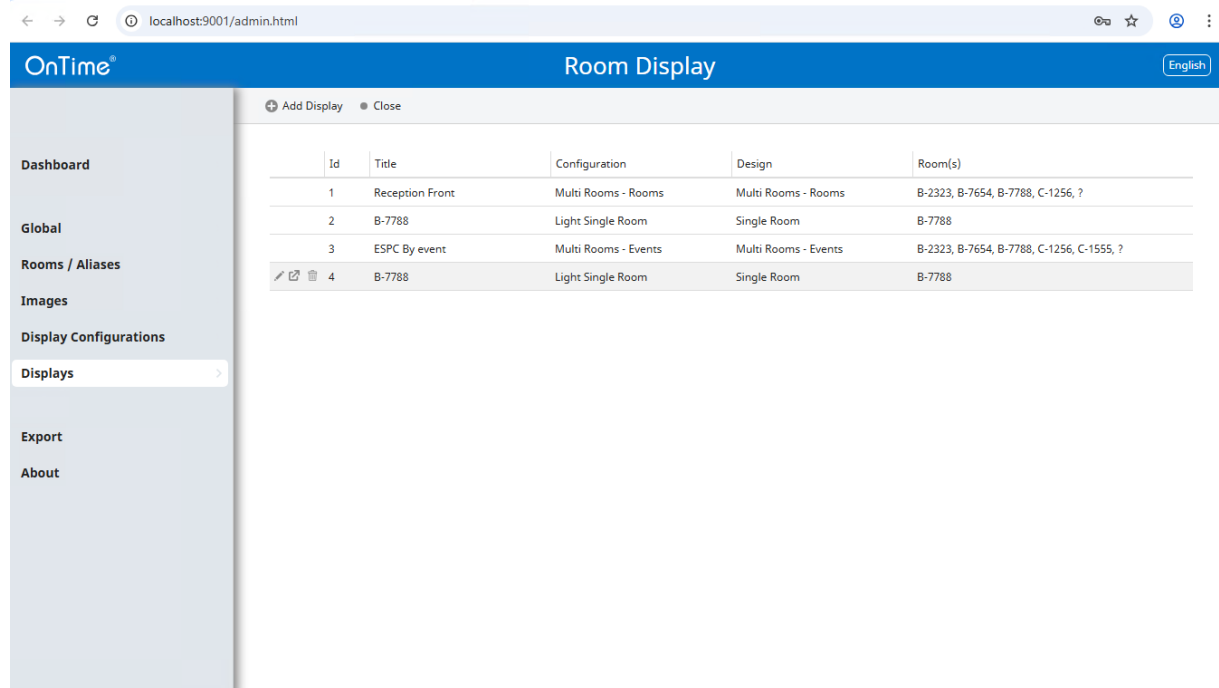
Reception Front
12 18
02-06-2025
Top

Room	Time	Subject	Header	Chair
B-2323	Available for 3h 12min 15:30 - 17:00	IT metting	Main	Behrouz Meshki
B-7654	Available for the rest of the day.			
B-7788	Available for 1h 12min 13:30 - 14:30	Sales Meeting	Main	Behrouz Meshki
C-1256	Available for the rest of the day.			

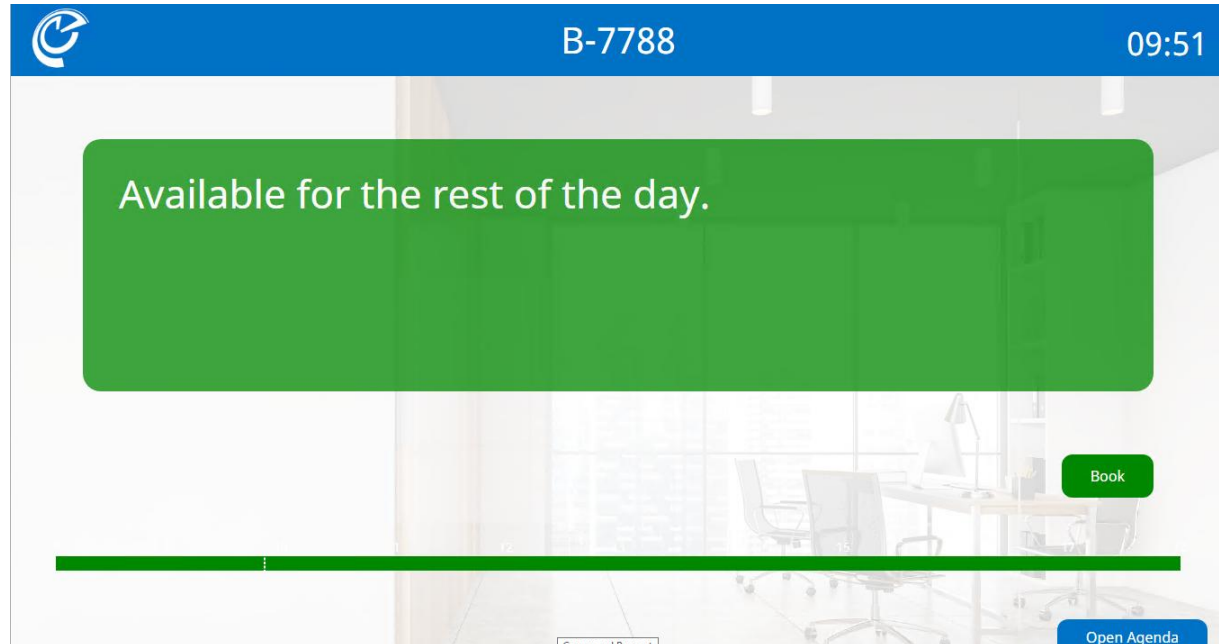
Items
Background

Browser Access Link

Navigate to 'Displays', hover over the desired Room Display, and click the external link icon. This will open the link for the selected Room Display or screen.



	Id	Title	Configuration	Design	Room(s)
	1	Reception Front	Multi Rooms - Rooms	Multi Rooms - Rooms	B-2323, B-7654, B-7788, C-1256, ?
	2	B-7788	Light Single Room	Single Room	B-7788
	3	ESPC By event	Multi Rooms - Events	Multi Rooms - Events	B-2323, B-7654, B-7788, C-1256, C-1555, ?
 	4	B-7788	Light Single Room	Single Room	B-7788



Available for the rest of the day.

[Book](#)

Command Prompt

[Open Agenda](#)

HTTPS Configuration

Using HTTPS is essential to securely encrypt data between the Room Display and the server. To enable HTTPS access for the Room Display admin site and the screen display links, modify 'serverConfig.json' file located at 'C:\node\otrooms'.

Specify the HTTPS port number and provide the paths to 'keyFile' and 'certFile' of the TLS Certificate with PEM format.

```
{
  "protocol": "https",
  "port": 9001,
  "keyFile": "C:/node/certs/ontime-rsa-key.pem",
  "certFile": "C:/node/certs/ontime-rsa-cert.pem",
  "log": "info"
}
```

Upgrading Room Display

Upgrade from ver 1.x.x to ver 3.x.x

The upgrade procedure assumes that Room Display is installed in "C:\node\otrooms". If this is not the case, a manual approach is required.

Unpack Room Display 3.x.x and extract all files into temporary folder.

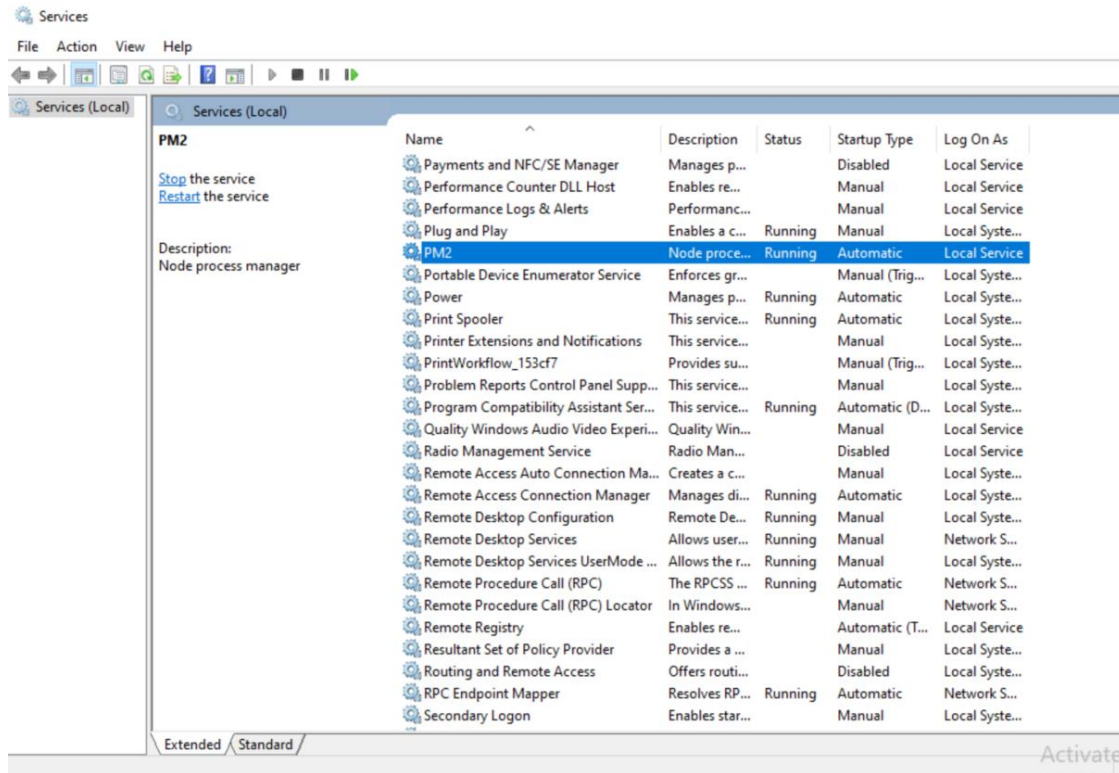
The package contains a folder named "upgrade-ver_1x," which includes an "upgrade.txt" file, the corresponding .cmd files, and a folder named "pm2-installer-main" with the relevant uninstall code.

Uninstall PM2

After unpacking 'RoomDisplay-3.x.x' to temporary folder go to below folder:

"RoomDisplay-3.x.x\upgrade-ver_1.x"

And run '1_pm2-uninstall.cmd' as administrator to uninstalls PM2 windows service.

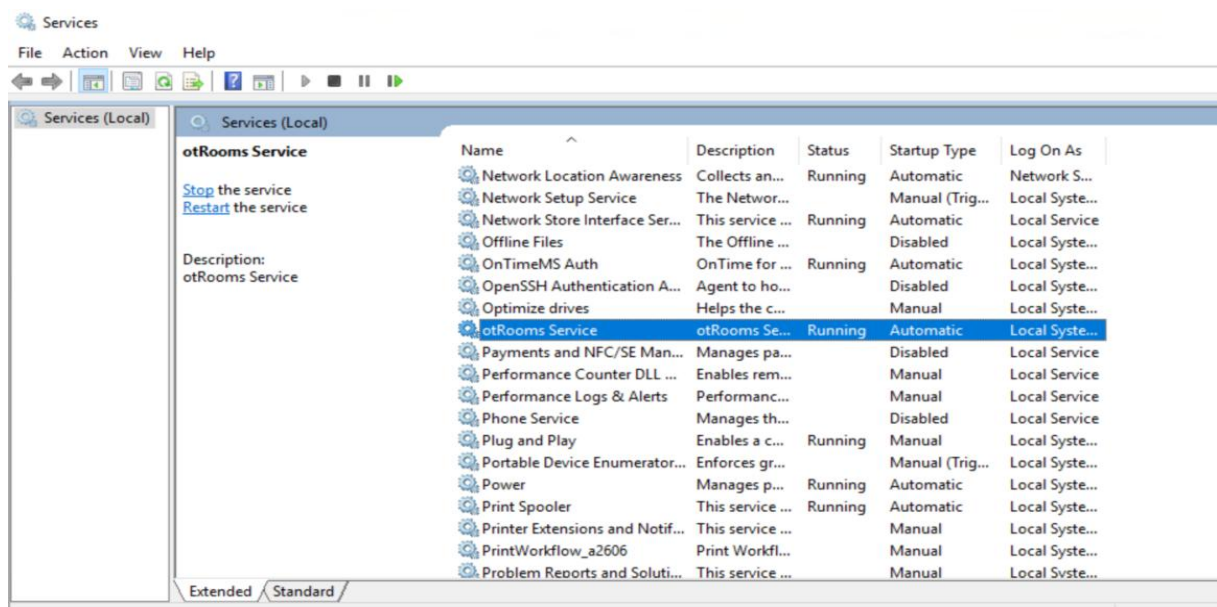


Verify 'PM2' service has been uninstalled by refreshing service manager window.

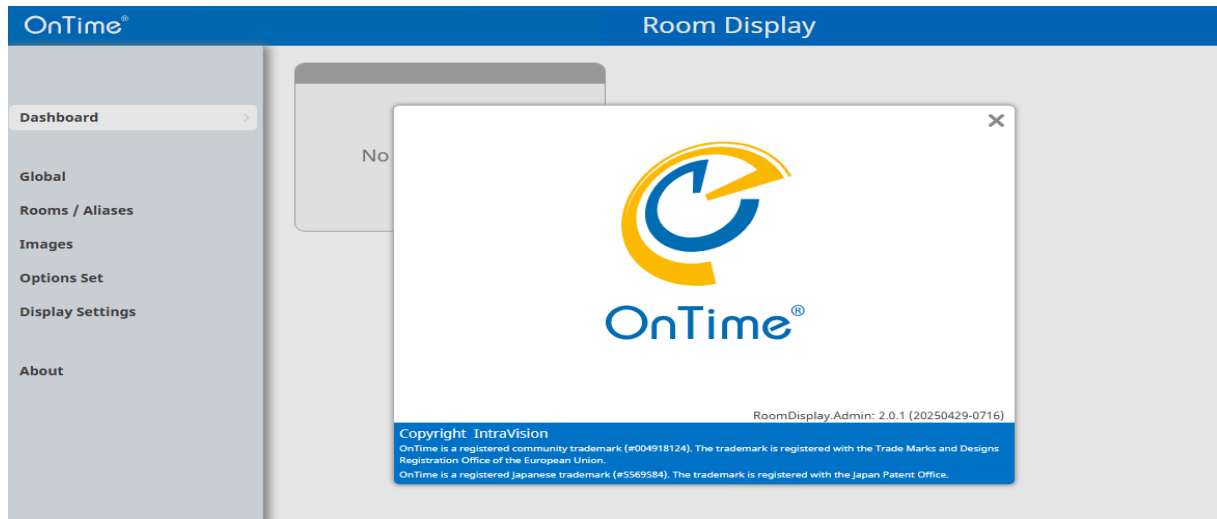
From "RoomDisplay-3.x.x\upgrade-ver_1x" run as administrator '2_PreInstall.cmd'
This script renames the old Room Display directory.

Installing 'otRooms' version 3.x.x

From "RoomDisplay-3.x.x" run 'install.cmd' as administrator. Afterward verify that 'otRoom service' appears on Windows services manager:



Script, copying Room Display data from the old Room Display
 From “RoomDisplay-3.x.x\upgrade-ver_1x” run ‘3_PostInstall.cmd’ as administrator
 Now the OnTime Room Display is upgraded and running
 ‘http://localhost:9001/admin.html’ to confirm new upgrade version



Upgrade from ver 2.x.x to ver 3.x.x

The upgrade procedure assumes that Room Display is installed in "C:\node\otrooms". If this is not the case, a manual approach is required.

Unpack Room Display 3.x.x and extract all files into temporary folder.

After unpacking ‘RoomDisplay-3.x.x’ to temporary folder go to below folder:
 “RoomDisplay-3.x.x\upgrade.cmd” and run as administrator

Downloads > RoomDisplay-3.0.0 >				
Sort View ...				
Name	Date modified	Type	Size	
Today				
otrooms	21/10/2025 09.52	File folder		
service	21/10/2025 09.52	File folder		
upgrade-ver_1x	21/10/2025 09.52	File folder		
config	21/10/2025 09.52	File folder		
license	21/10/2025 09.52	File folder		
nodejs.org	21/10/2025 09.52	File folder		
Last month				
upgrade.cmd	25/09/2025 13.07	Windows Comma...	2 KB	
install_node.cmd	25/09/2025 10.32	Windows Comma...	2 KB	
install_otrooms.cmd	25/09/2025 10.29	Windows Comma...	1 KB	
uninstall.cmd	19/09/2025 11.38	Windows Comma...	1 KB	
Earlier this year				
install.cmd	13/05/2025 11.27	Windows Comma...	1 KB	
install_service.cmd	31/01/2025 16.33	Windows Comma...	1 KB	

The OnTime Room Display has now been successfully upgraded and is running. To confirm the upgrade, access the Room Display administration interface at: 'http://localhost:9001/admin.html'

