



OnTime

Room Display

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

**Version 3.x.x
Revision 3**

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	14
Configuring Room Display	15
Dashboard	15
Global	16
Rooms / Aliases	16
Images.....	17
Display Configurations	17
<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>18</i>
Main Tab.....	18
Background Tab.....	18
Top Tab	19
Body Tab	19
Buttons Tab	20
Dialogs Tab.....	20
Check in Tabs.....	21
Displays	21
Browser Access Link.....	23
HTTPS Configuration.....	24
Upgrading Room Display.....	24
Upgrade from ver 1.x.x to ver 3.x.x	24
Upgrade from ver 2.x.x / 3.x.x to ver 3.x.x.....	26

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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.

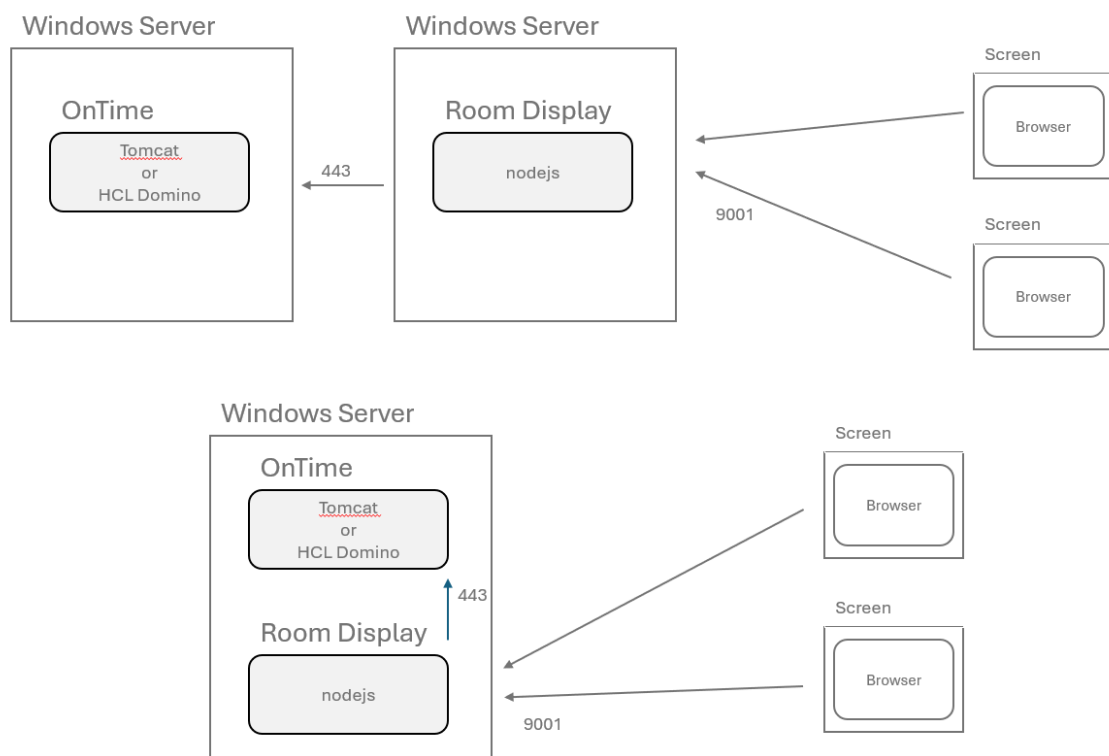
Tablet and bigger screen Deployment

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.



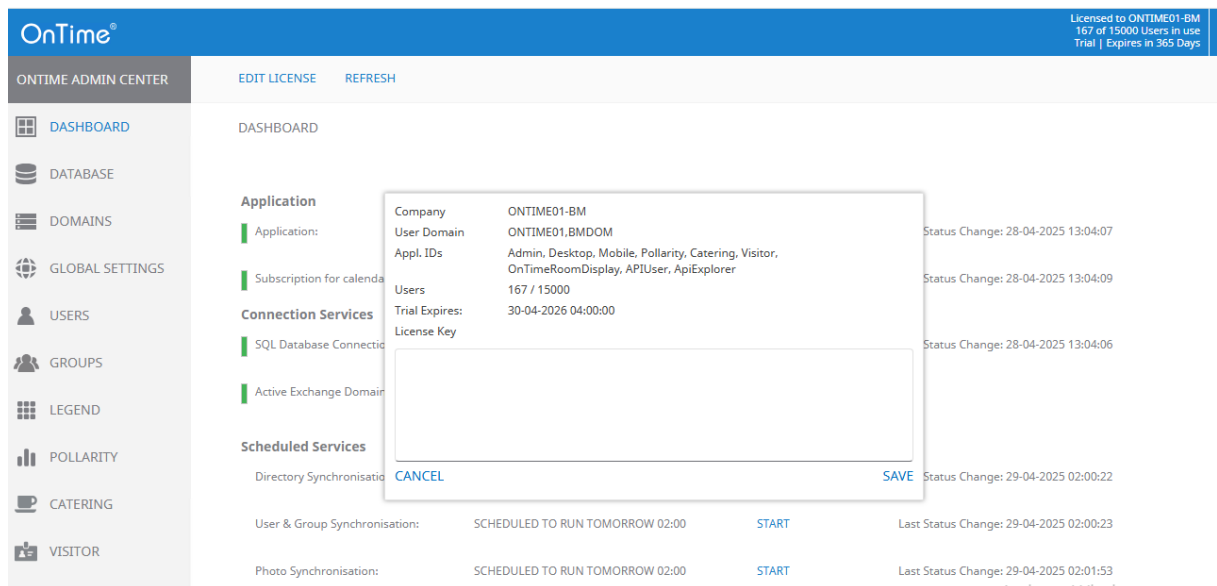
Preparing Room Display

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.

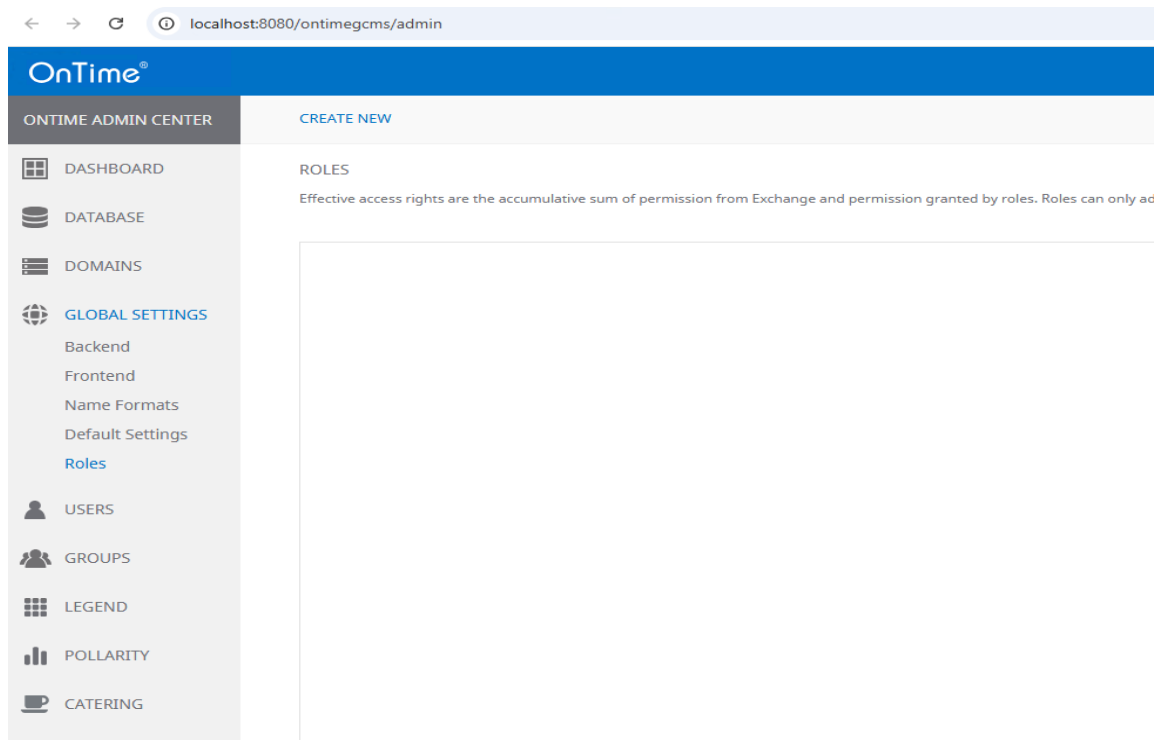


The screenshot shows the OnTime Admin Center interface. The top navigation bar includes 'OnTime' and 'ONTIME ADMIN CENTER'. The left sidebar lists various settings categories: DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS, USERS, GROUPS, LEGEND, POLLARITY, CATERING, and VISITOR. The main content area displays the 'EDIT LICENSE' window, which is a modal dialog box. This window contains the following information:

- Company:** ONTIME01-BM
- User Domain:** ONTIME01.BMDOM
- Appl. IDs:** Admin, Desktop, Mobile, Pollarity, Catering, Visitor, OnTimeRoomDisplay, APIUser, ApiExplorer
- Users:** 167 / 15000
- Trial Expires:** 30-04-2026 04:00:00
- License Key:** (A large empty text box for pasting the license key)

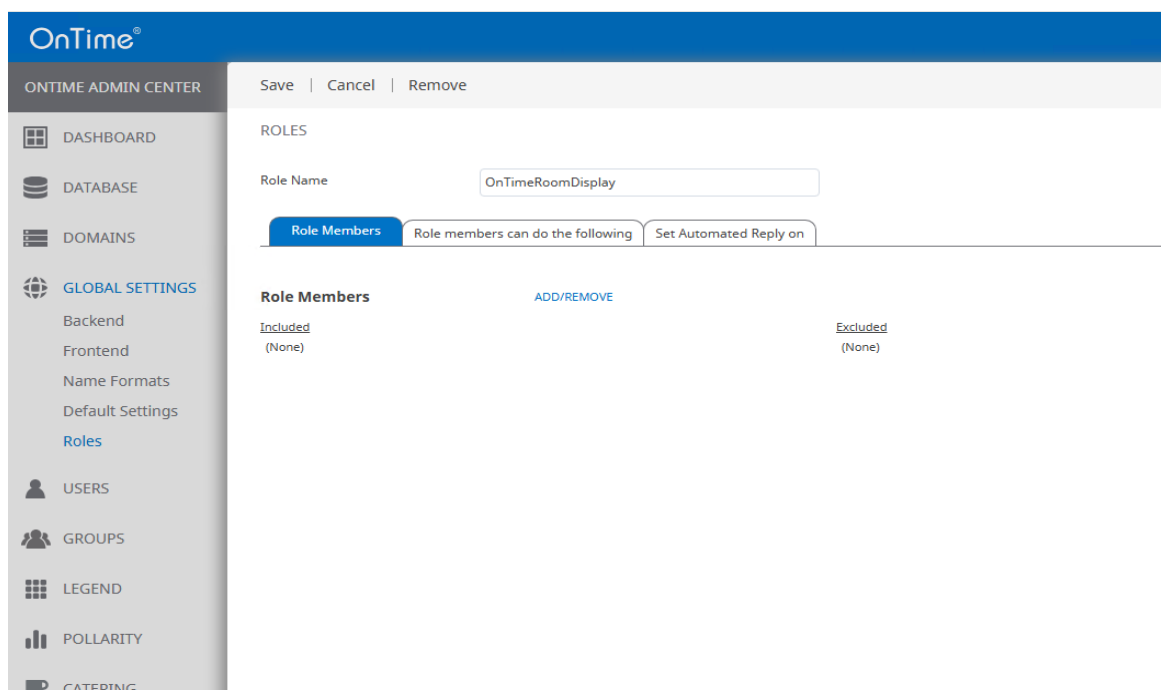
At the bottom of the modal, there are 'CANCEL' and 'SAVE' buttons. The background interface shows a 'DASHBOARD' view with various status indicators and a table of services, including 'Directory Synchronisation', 'User & Group Synchronisation', and 'Photo Synchronisation'.

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 to resources.

Save | Cancel | Remove

ROLES

Role Name

Role Members
Role members can do the following
Set Automated Reply on

Role members can do the following

Create, Edit and Delete on (?) [ADD/REMOVE](#)

Included	Excluded
bmtest-room (bmtest-room@ontimecalendar.com, ontimecalendar.com)	(None)
Meeting Room [Yellow] (yellow_room@ontimecalendar.com, ontimecalendar.com)	

Author (?) [ADD/REMOVE](#)

Included	Excluded
(None)	(None)

View Full Details on (?) [ADD/REMOVE](#)

Included	Excluded
(None)	(None)

View Titles & Location on (?) [ADD/REMOVE](#)

Included	Excluded
BMtest (bmuser1@ontimecalendar.com, ontimecalendar.com)	(None)

View Availability Only on (?) [ADD/REMOVE](#)

Included	Excluded
(None)	(None)

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

OnTime®

ONTIME ADMIN CENTER

CREATE NEW

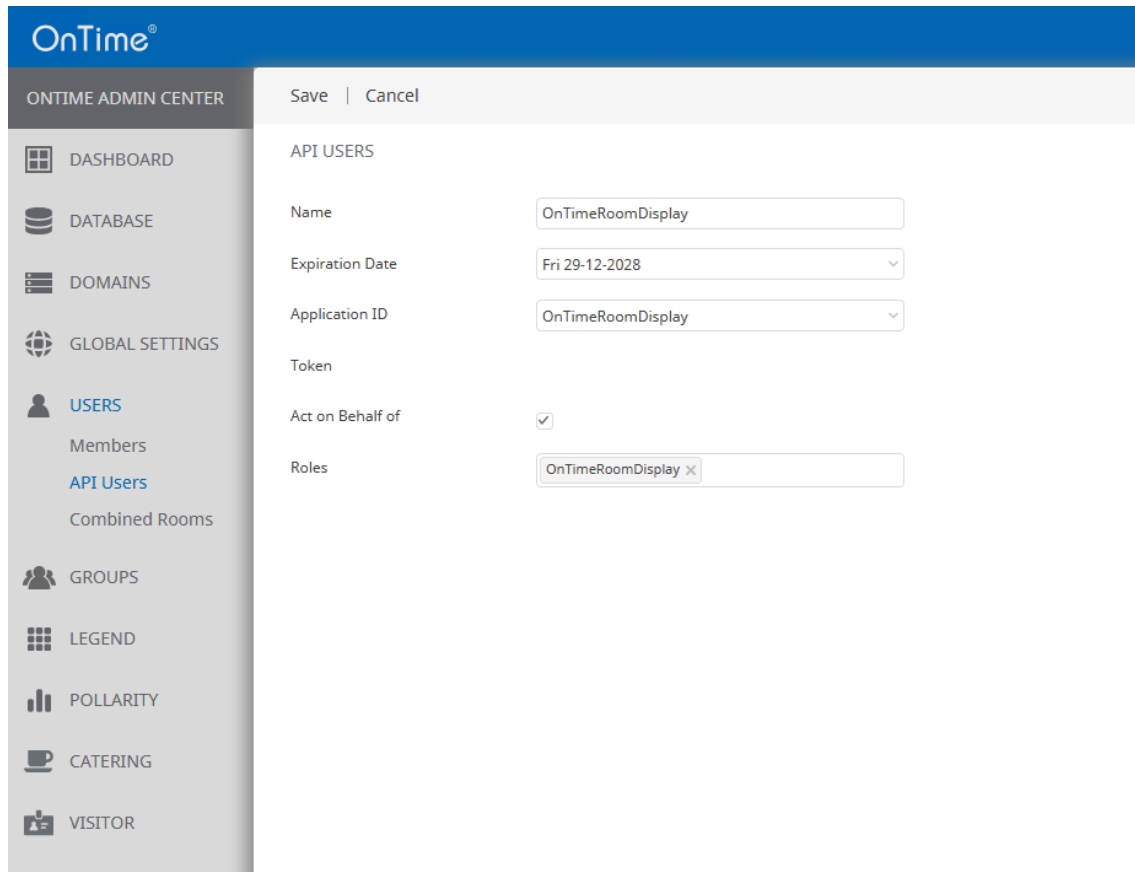
ROLES

Effective access rights are the accumulative sum of permission from Exchange and permission granted by roles. Roles can only add to permissions granted from

OnTimeRoomDisplay

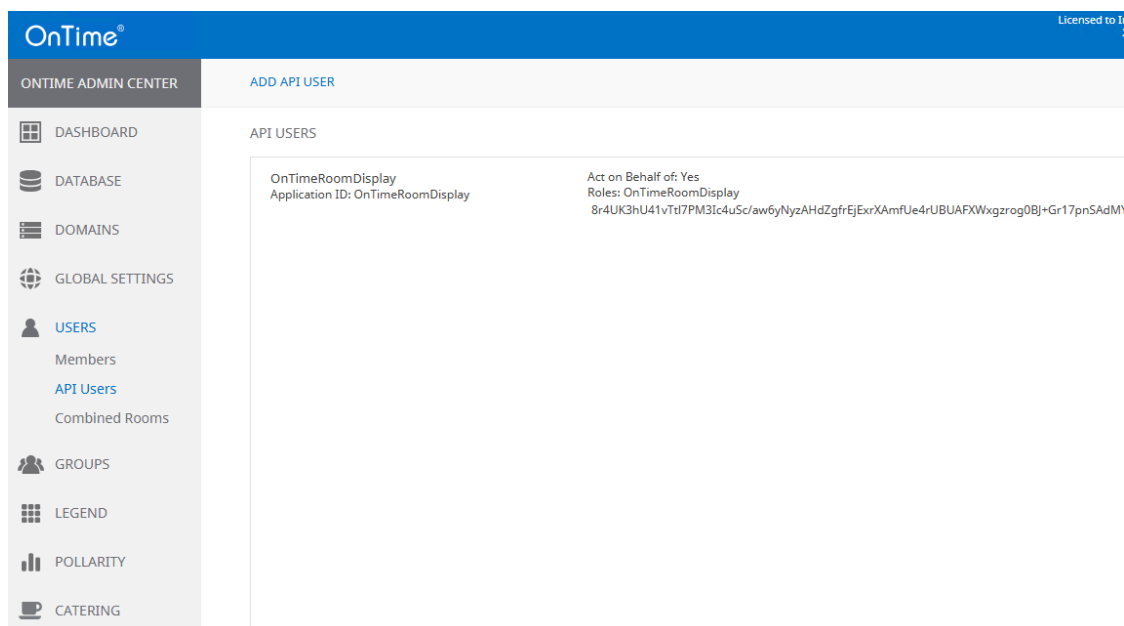
Activate W

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.



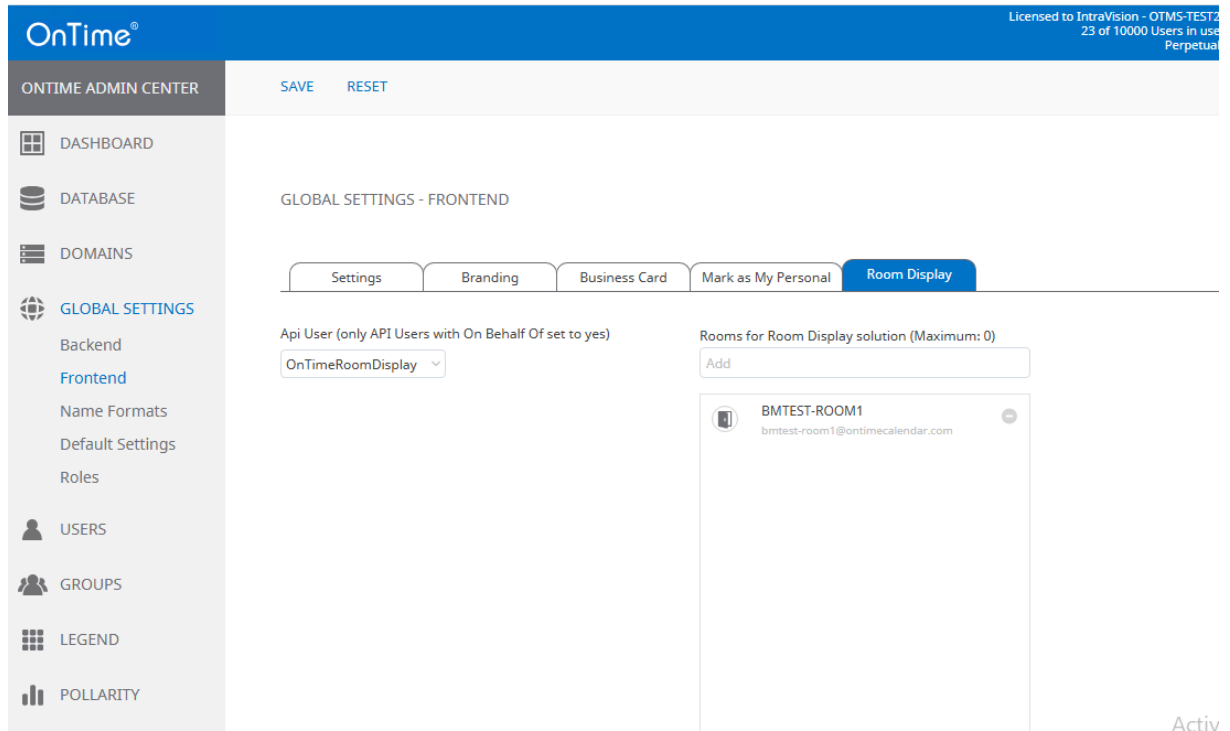
The screenshot shows the OnTime administration panel. The left sidebar contains the 'ONTIME ADMIN CENTER' menu with options: DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS, USERS (selected), Members, API Users, Combined Rooms, GROUPS, LEGEND, POLLARITY, CATERING, and VISITOR. The main area is titled 'API USERS' and has 'Save' and 'Cancel' buttons. The form fields are: Name (OnTimeRoomDisplay), Expiration Date (Fri 29-12-2028), Application ID (OnTimeRoomDisplay), Token (empty), Act on Behalf of (checked), and Roles (OnTimeRoomDisplay).

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



The screenshot shows the OnTime administration panel after configuration. The left sidebar is the same as the previous screenshot. The main area is titled 'API USERS' and has an 'ADD API USER' button. Below the title, there is a table with one row showing the configuration for 'OnTimeRoomDisplay'. The table has two columns: 'OnTimeRoomDisplay' and 'Act on Behalf of: Yes'. The 'OnTimeRoomDisplay' column contains 'Application ID: OnTimeRoomDisplay' and 'Roles: OnTimeRoomDisplay'. The 'Act on Behalf of: Yes' 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.



OnTime®

Licensed to IntraVision - OTMS-TEST2
23 of 10000 Users in use
Perpetual

ONTIME ADMIN CENTER

SAVE RESET

DASHBOARD

DATABASE

DOMAINS

GLOBAL SETTINGS

Backend

Frontend

Name Formats

Default Settings

Roles

USERS

GROUPS

LEGEND

POLLARITY

GLOBAL SETTINGS - FRONTEND

Settings Branding Business Card Mark as My Personal Room Display

Api User (only API Users with On Behalf Of set to yes)

OnTimeRoomDisplay

Rooms for Room Display solution (Maximum: 0)

Add

BMTEST-ROOM1
bmtest-room1@ontimecalendar.com

Activ

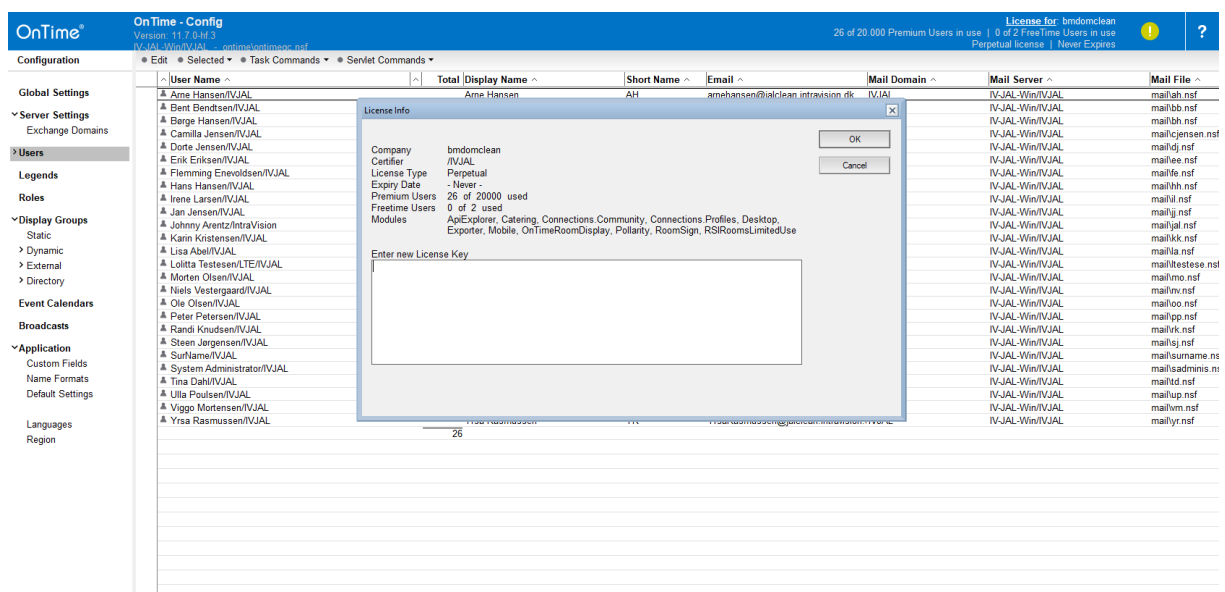
save changes before exiting the section 'Global Settings - Frontend' configuration.

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'

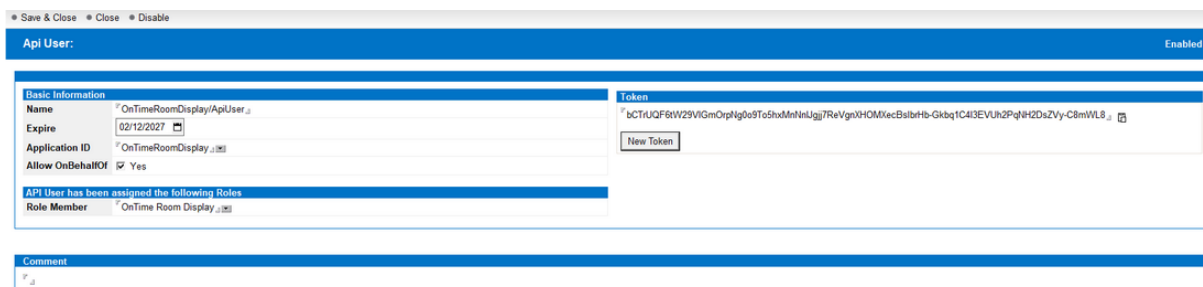
In the Name field, enter "OnTime Room Display". Select the tab 'Role members can do the following', add all people and rooms that the Room Display need access to view or book. For supporting Quick bookings on display add 'Create, Edit and Delete' rights. (see example below)

Click "Save and Close" to apply the changes

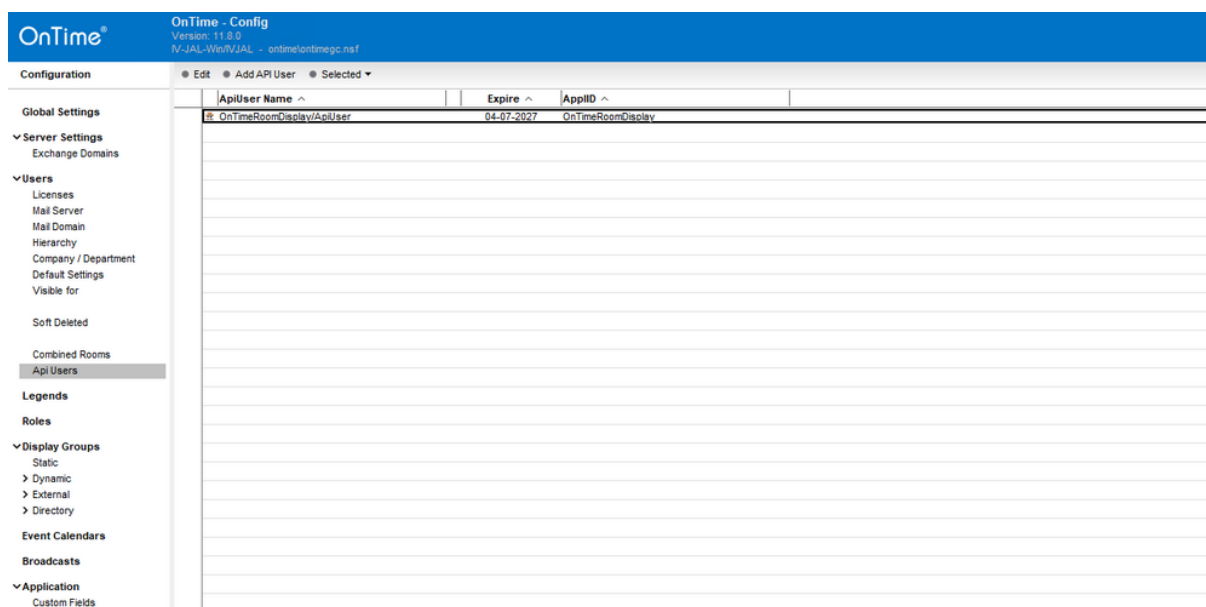
Installation & Configuration Manual

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

- In the Name field, enter OnTimeRoomDisplay/ApiUser.
- Specify the desired Expiration Date.
- Set the Application ID to OnTimeRoomDisplay.
- Select 'Yes' for Allow OnBehalfOf.
- In the Role Member field, choose OnTime Room Display.
- Click New Token to generate the API token.
(see as example below)



Save and close the current window to complete.



Choose 'Global setting' from left side panel on 'OnTime – Config' modify it.

Save & Close
Close

Global Settings

Users

Users in Group Calendar

Select by
Names/Groups/Hierarchy
Mail Servers

Premium Users
rooms
TeamCal

Multi Domain
Yes

Excluded

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\NJAL
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' tab and 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

Multi Domain
Yes

Excluded

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

Api User
Name
OnTimeRoomDisplay\ApiUser
Expire
19-05-2027
Application ID
OnTimeRoomDisplay
Role Member
OnTime Room Display
Token
b4TPwq3KR0hjegs0pNg0pxed0RBuV68RuSbpLUMf3hV0g_Ecbidc
New Token

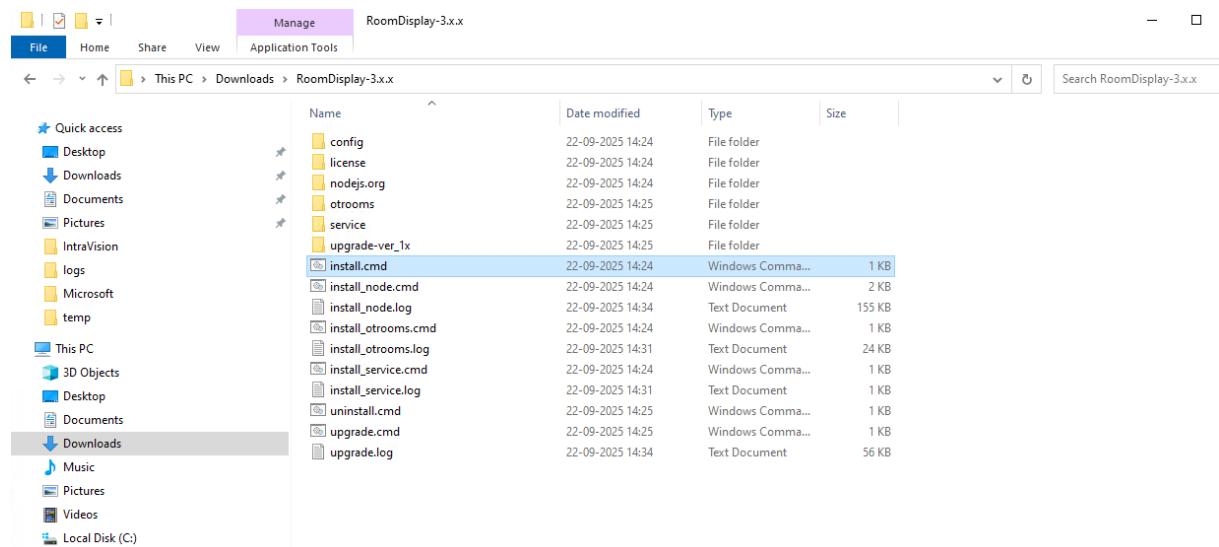
Selected: 0 of 10
Select All
Deselect All

Command
rooms
TeamCal

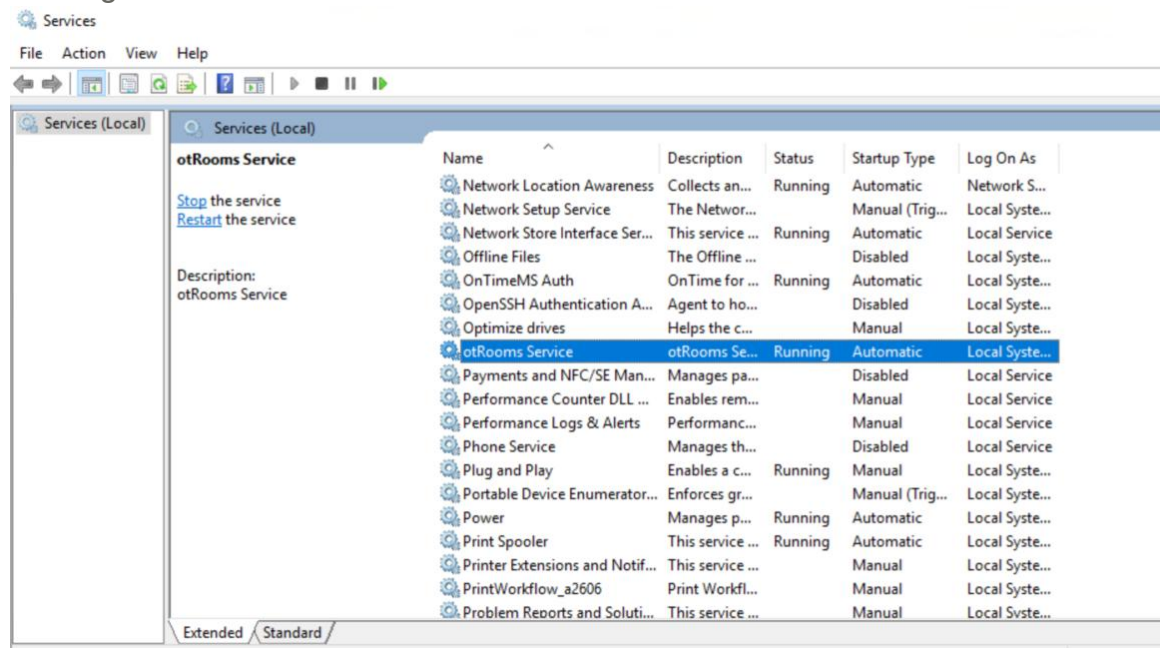
Click "Save and Close" to apply the changes

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.

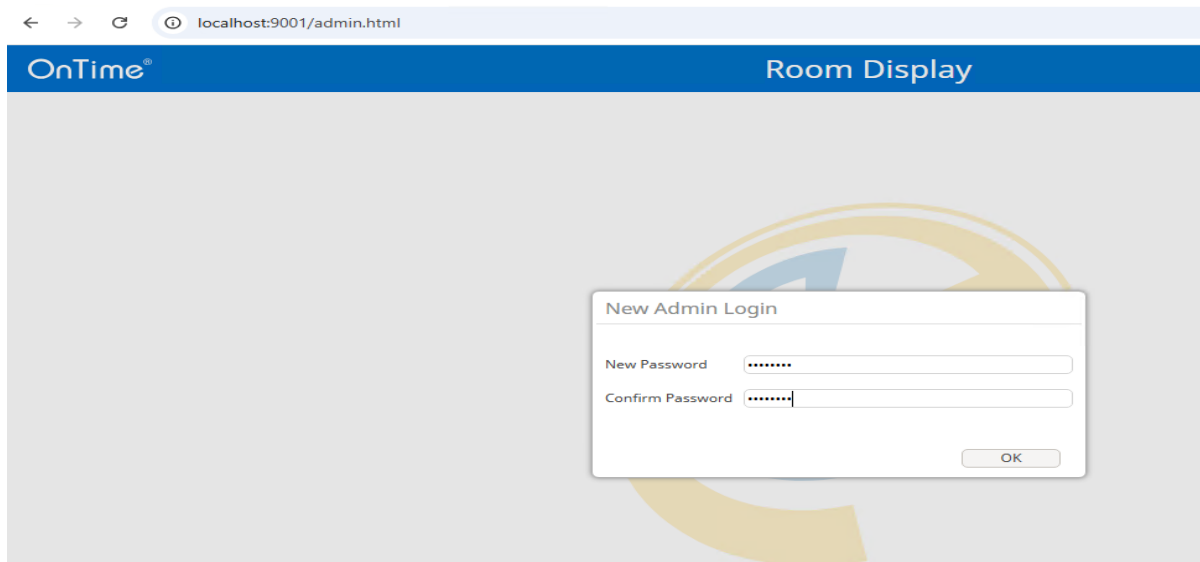


Ensure that 'otRoom Service' appears in the Windows Services Manager after running 'install.cmd'.



Configuring Room Display

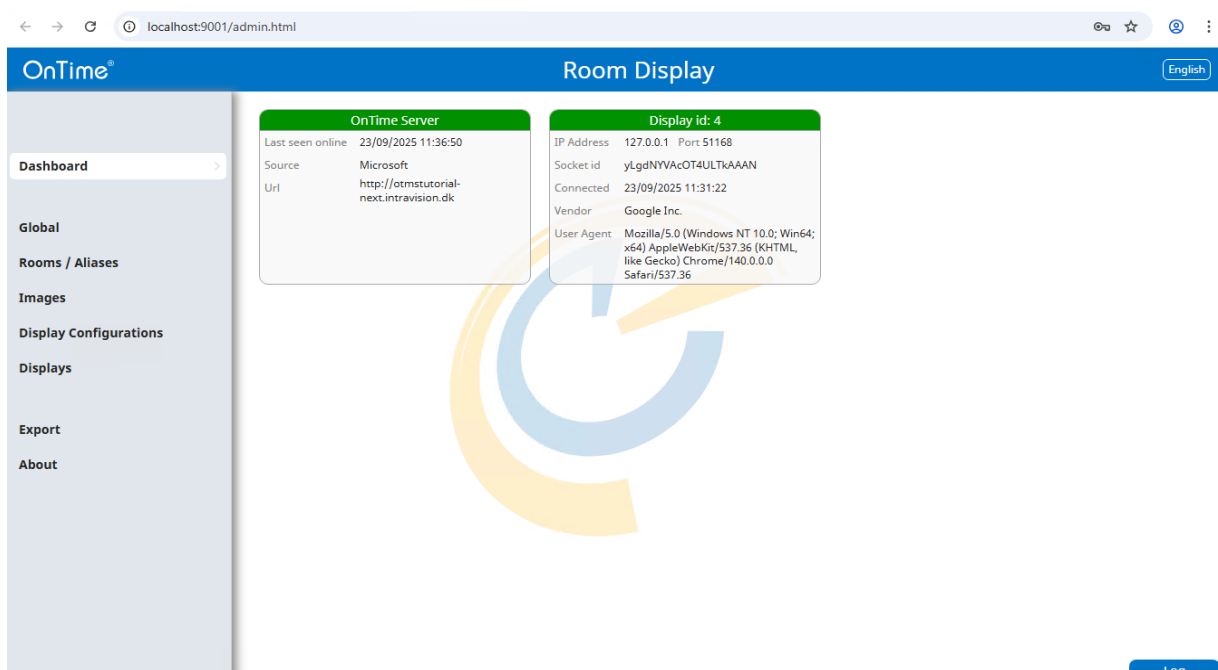
Access the following link to launch the Room Display administration interface:
'http://localhost:9001/admin.html' and set a password on first launch.



Dashboard

Review of all options in the Room Display administration page:

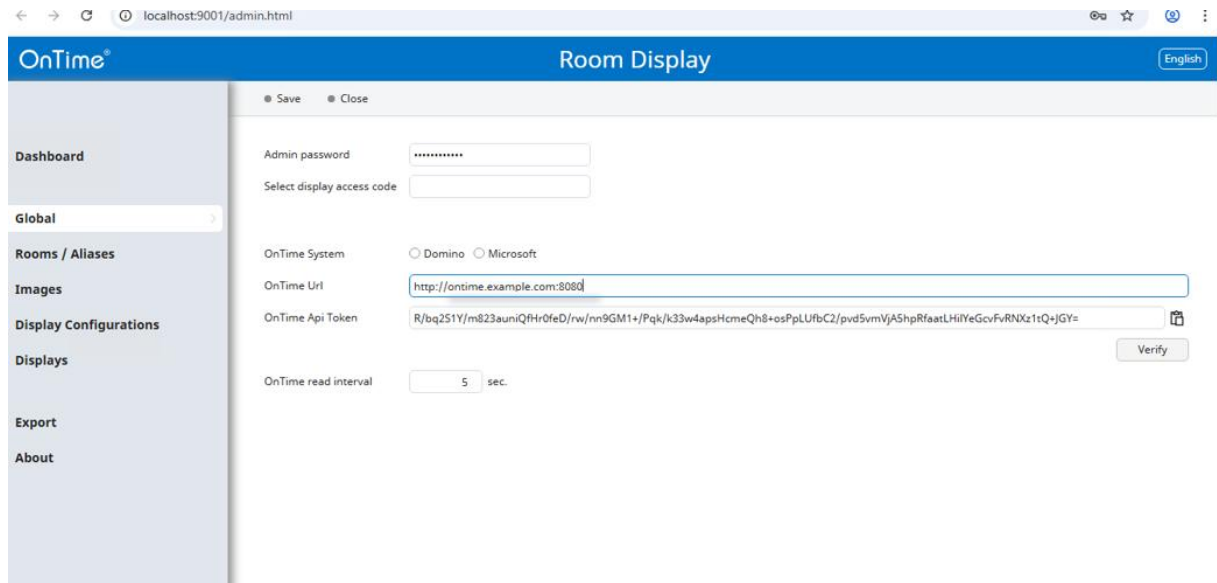
Shows a list of active screens and connection status to 'OnTime' server



Global

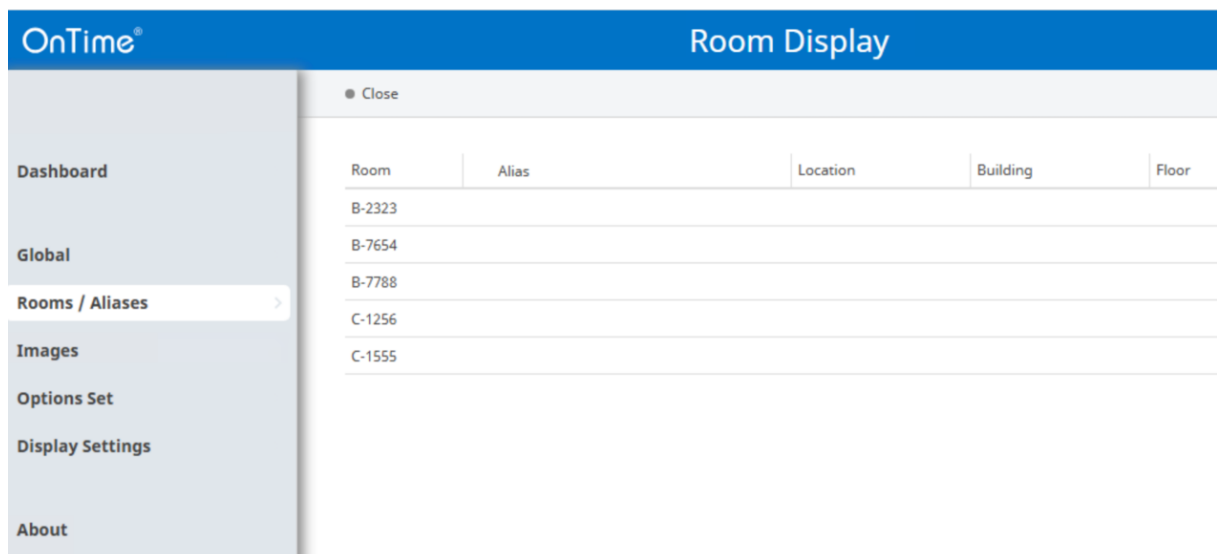
Configure under the Global tab

- 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

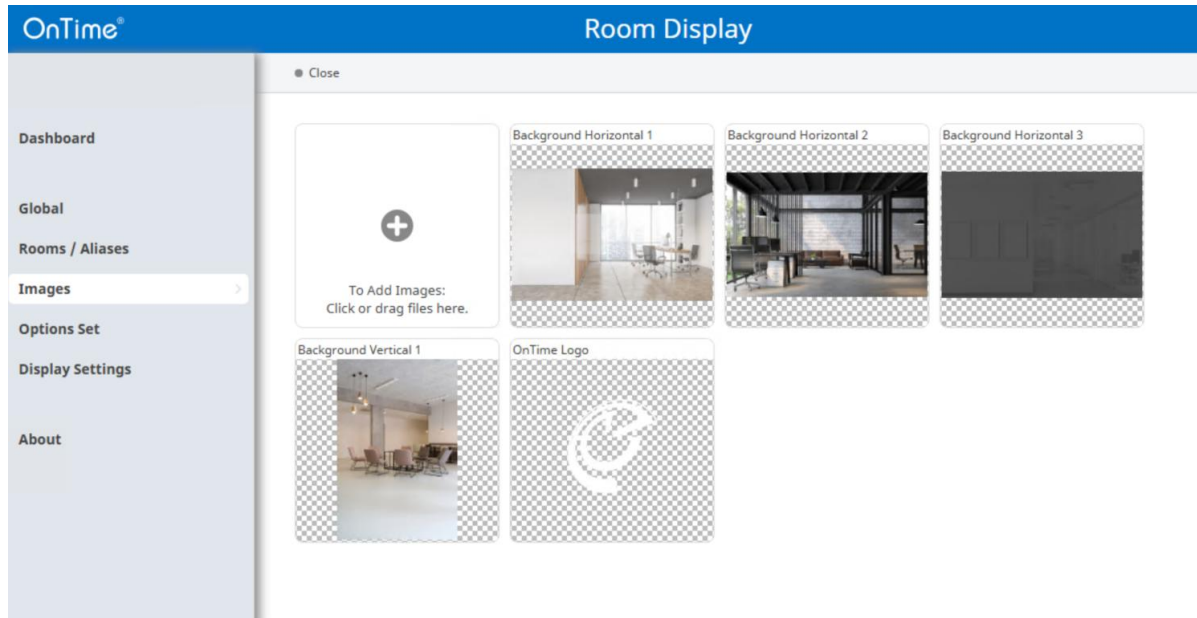
Displays the rooms that have been granted access in the Room Display overview with rooms name and aliases.



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

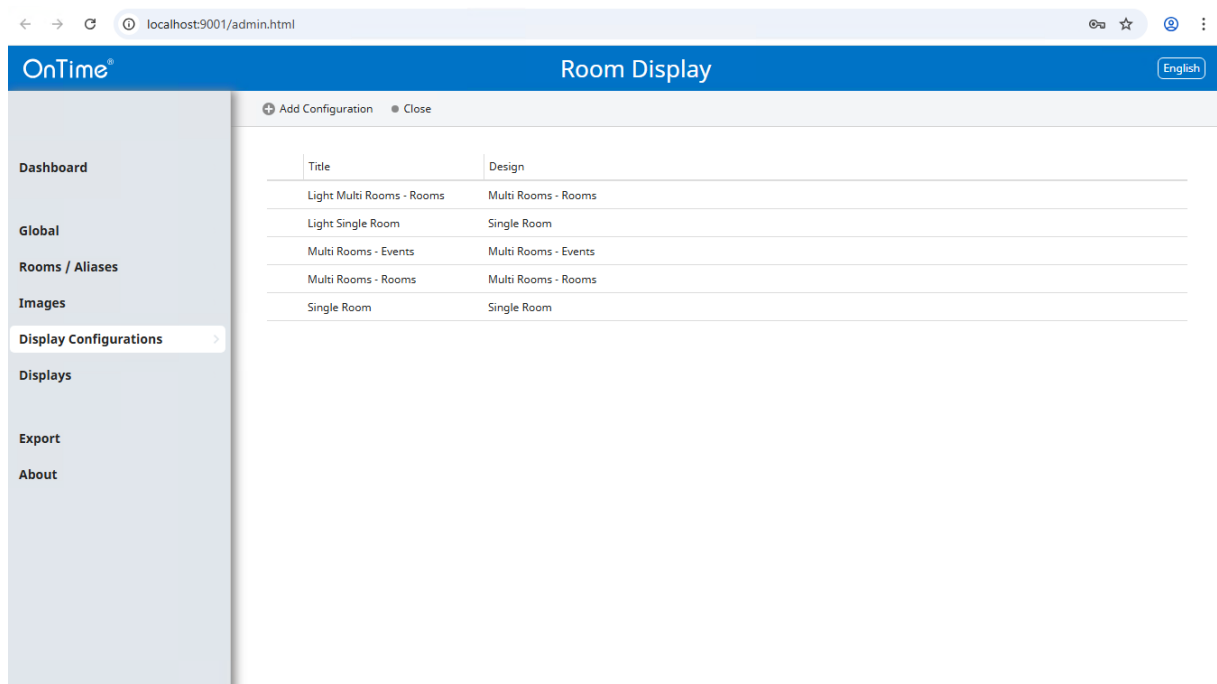
Images

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



Display Configurations

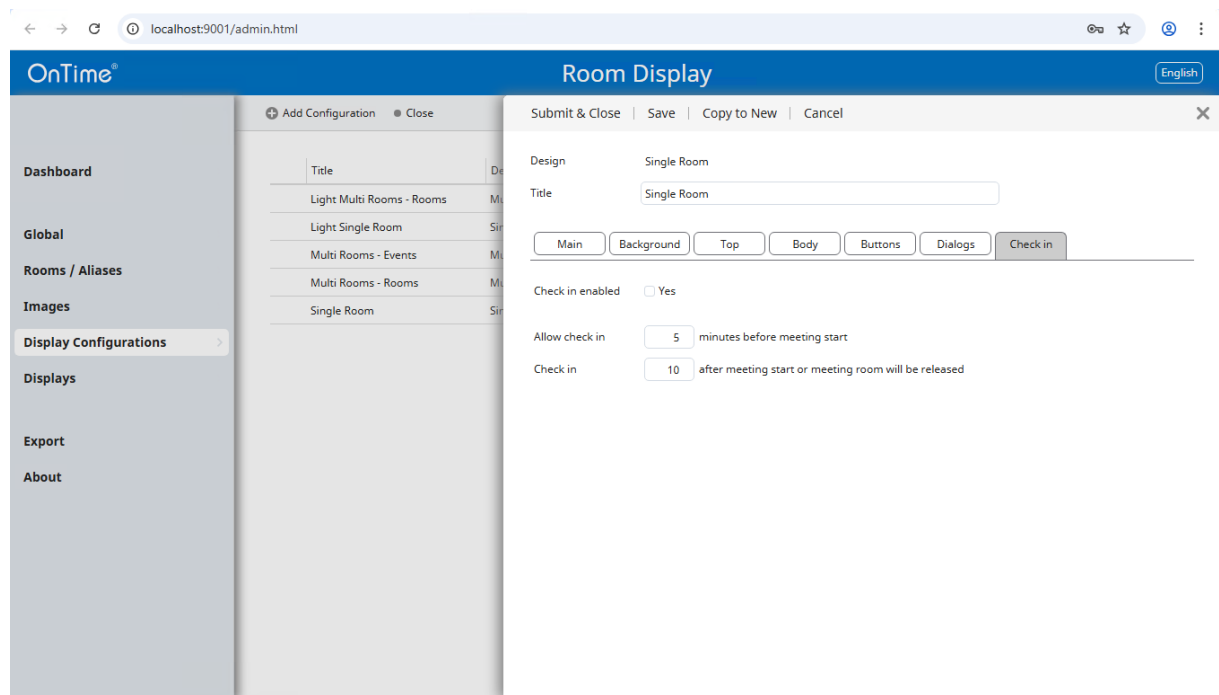
From Room Display administration panel and select the 'Display Configurations' section, select 'add Configuration'.



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.

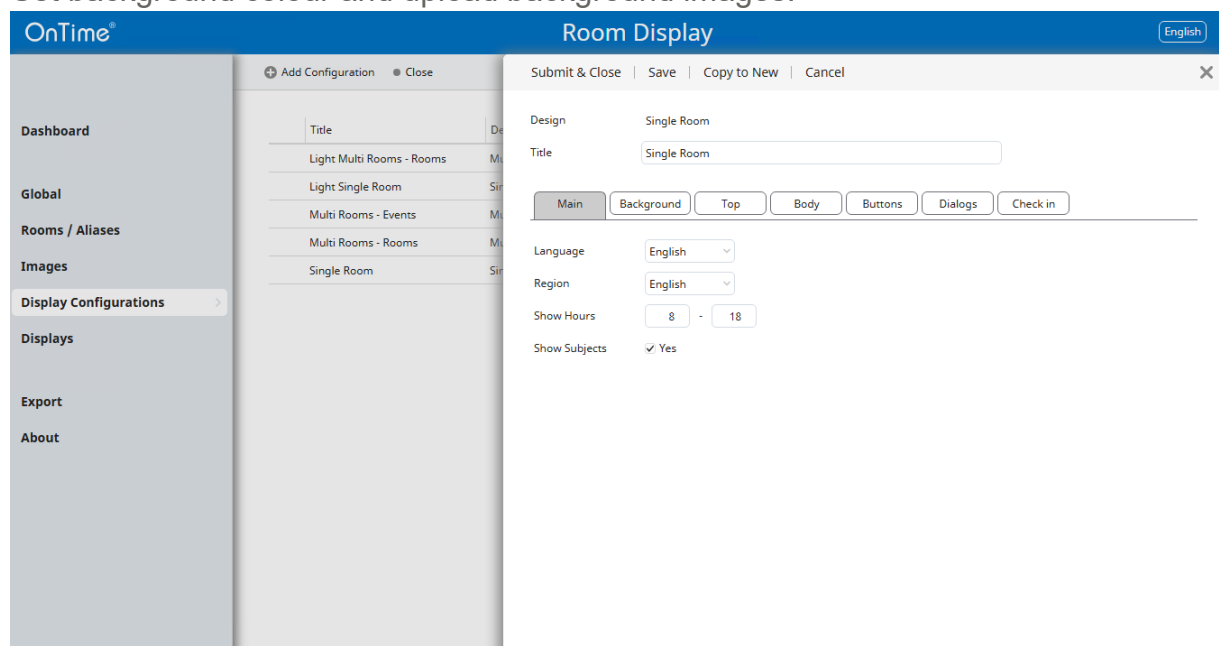
Main Tab

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



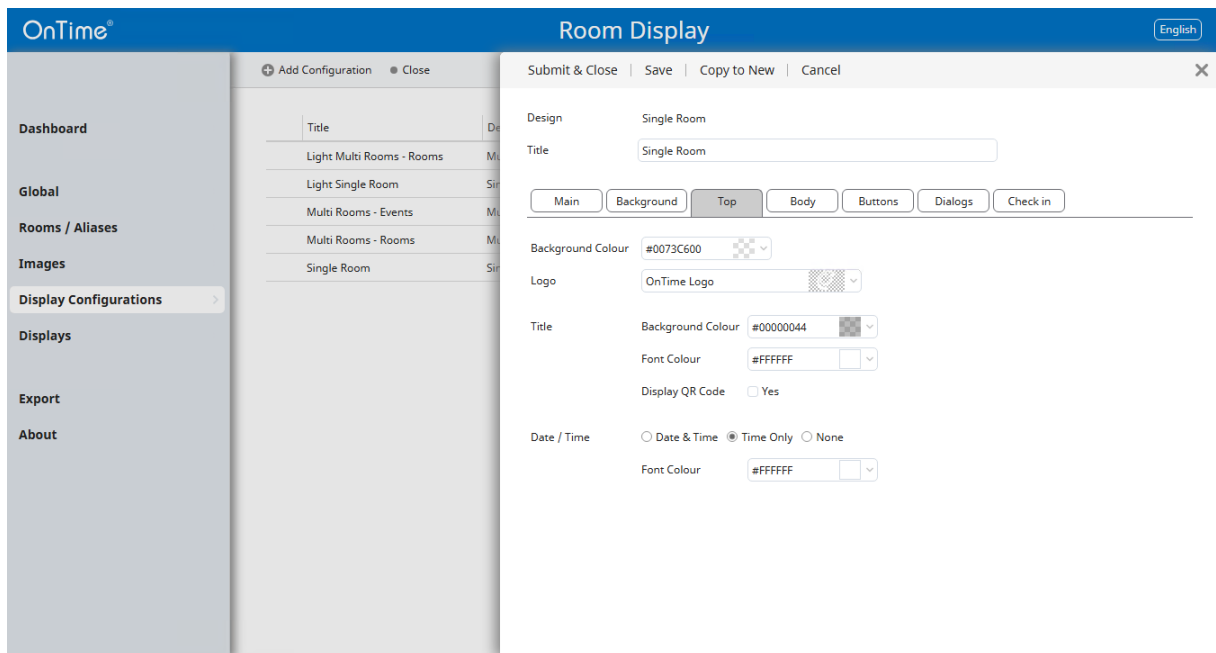
Background Tab

Set background colour and upload background images.



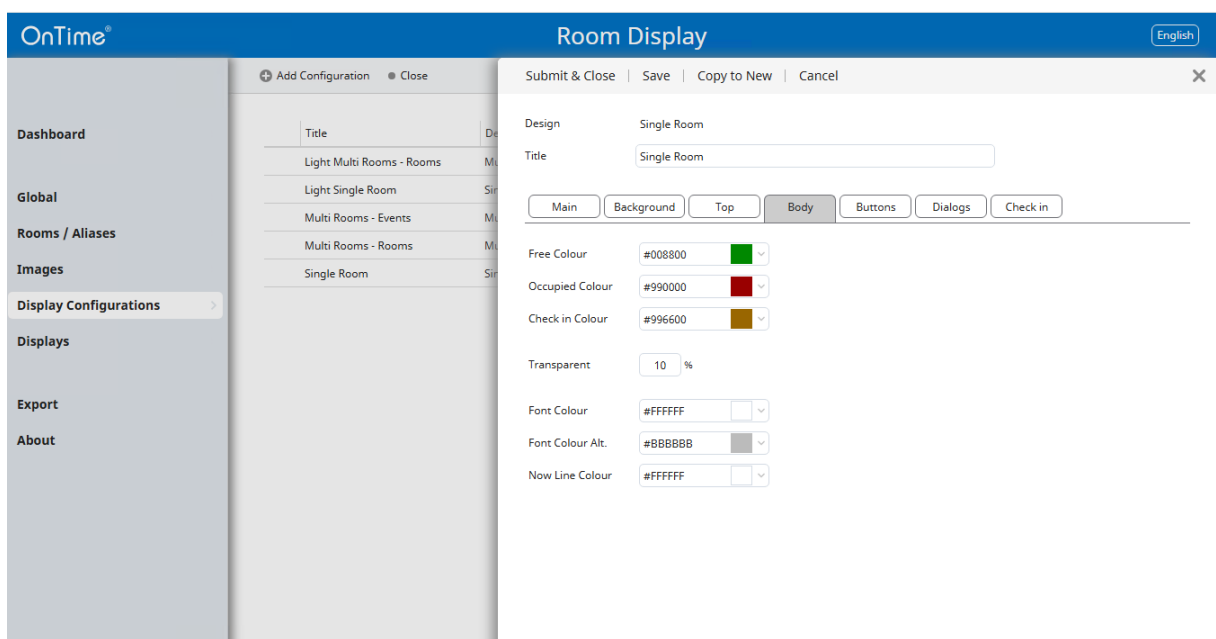
Top Tab

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



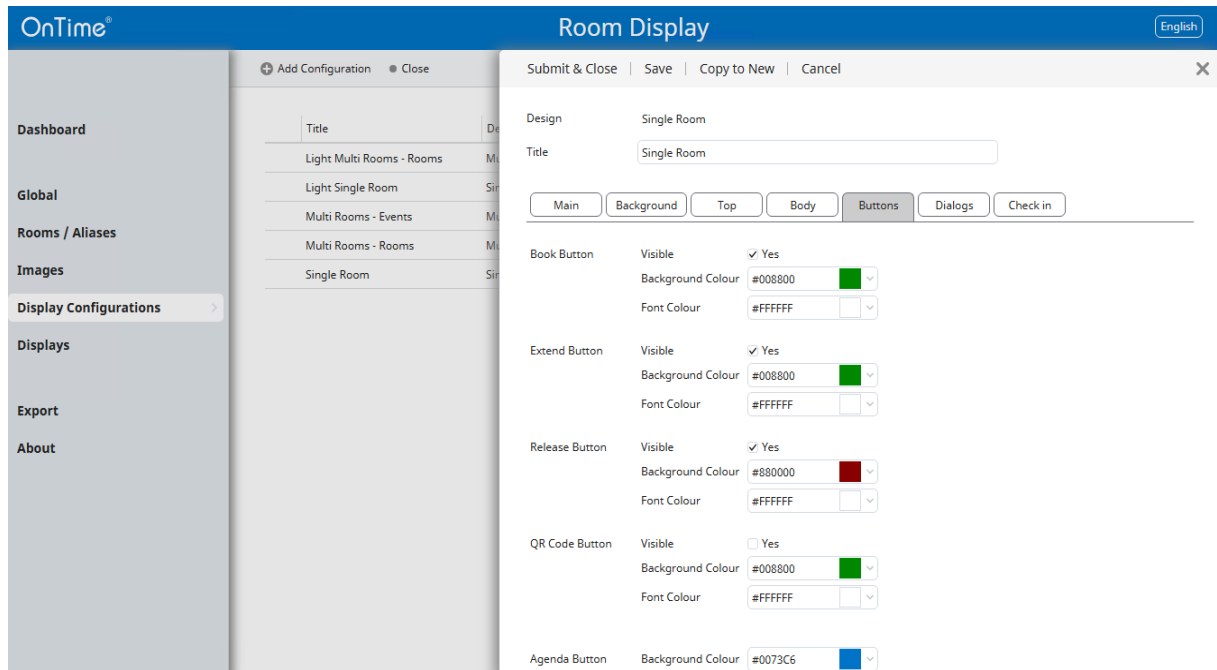
Body Tab

Control header visibility and font colour.



Buttons Tab

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

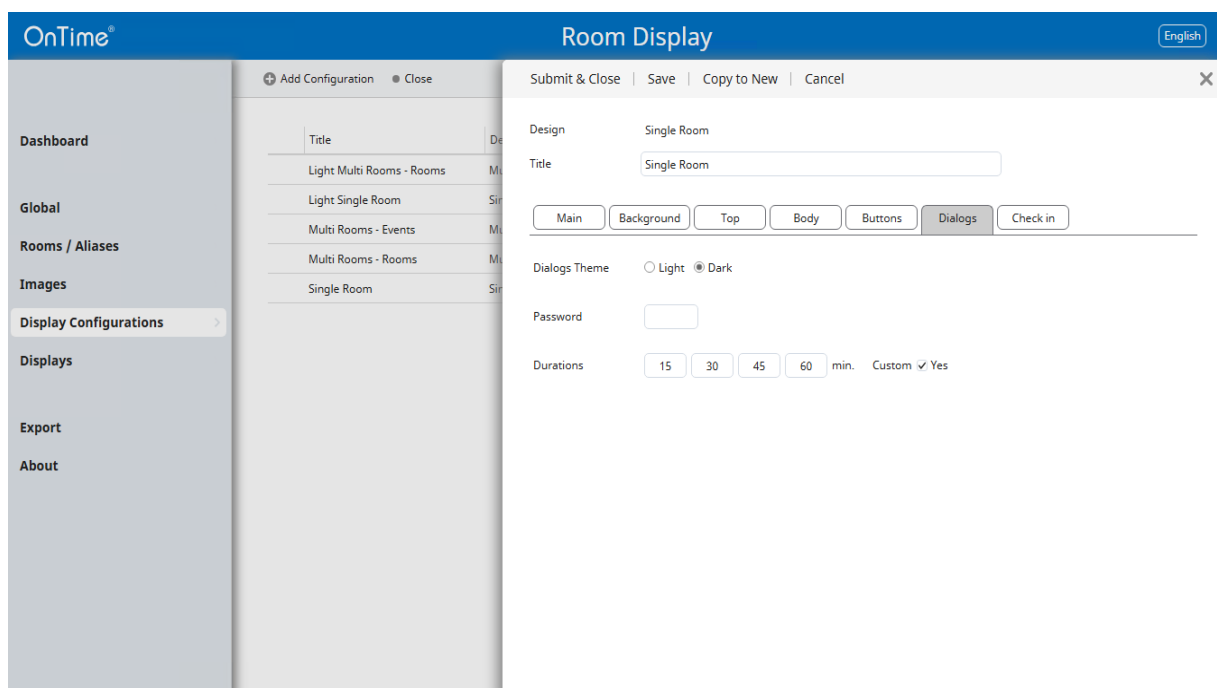


The screenshot shows the 'Room Display' configuration window for a 'Single Room' design. The 'Buttons' tab is selected, showing settings for various buttons. The 'Book Button' is visible and has a green background (#008800) and white font (#FFFFFF). The 'Extend Button' is also visible with a green background and white font. The 'Release Button' is visible with a red background (#880000) and white font. The 'QR Code Button' is not visible and has a green background and white font. The 'Agenda Button' has a blue background (#0073C6).

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.

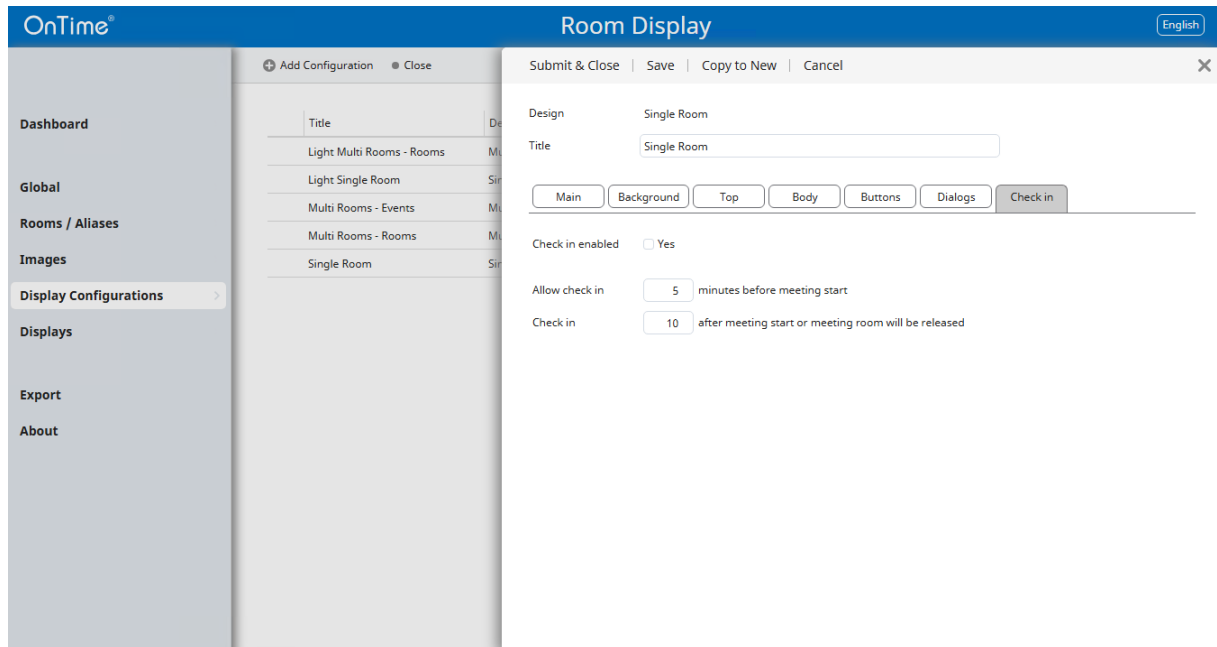


The screenshot shows the 'Room Display' configuration window for a 'Single Room' design. The 'Dialogs' tab is selected, showing settings for the dialog theme, password, and durations. The 'Dialogs Theme' is set to 'Dark'. The 'Password' field is empty. The 'Durations' are set to 15, 30, 45, and 60 minutes, with 'Custom' checked and 'Yes' selected.

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

Check in Tabs

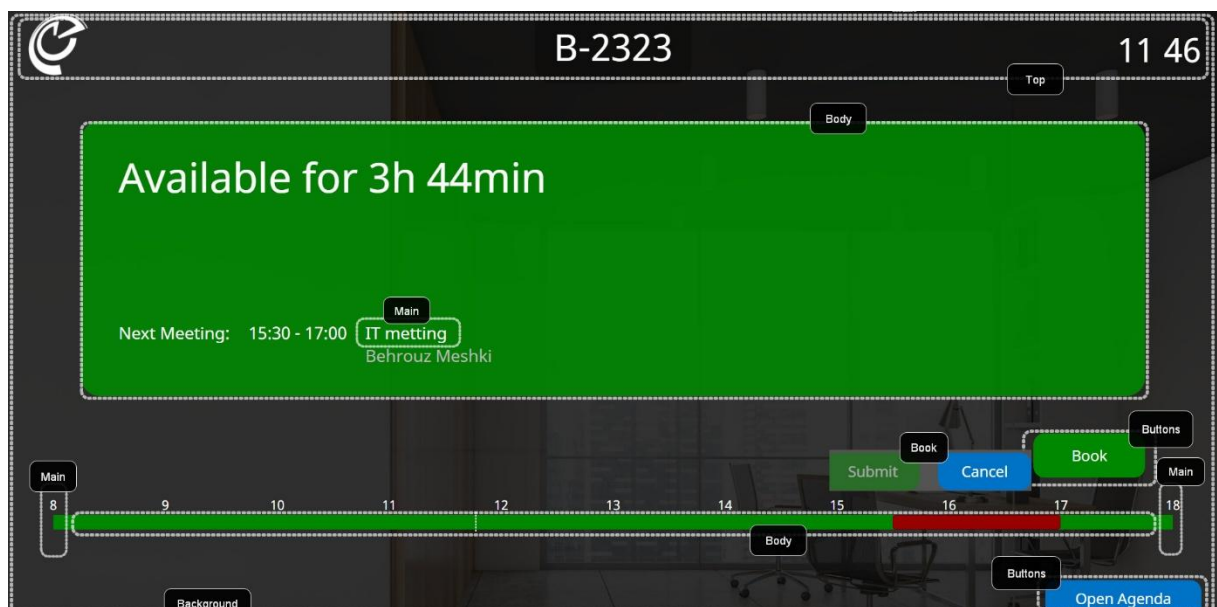
Configure the 'Check in' is enabled or no and durations of 'Allow check in and 'Check in' settings.



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

Header

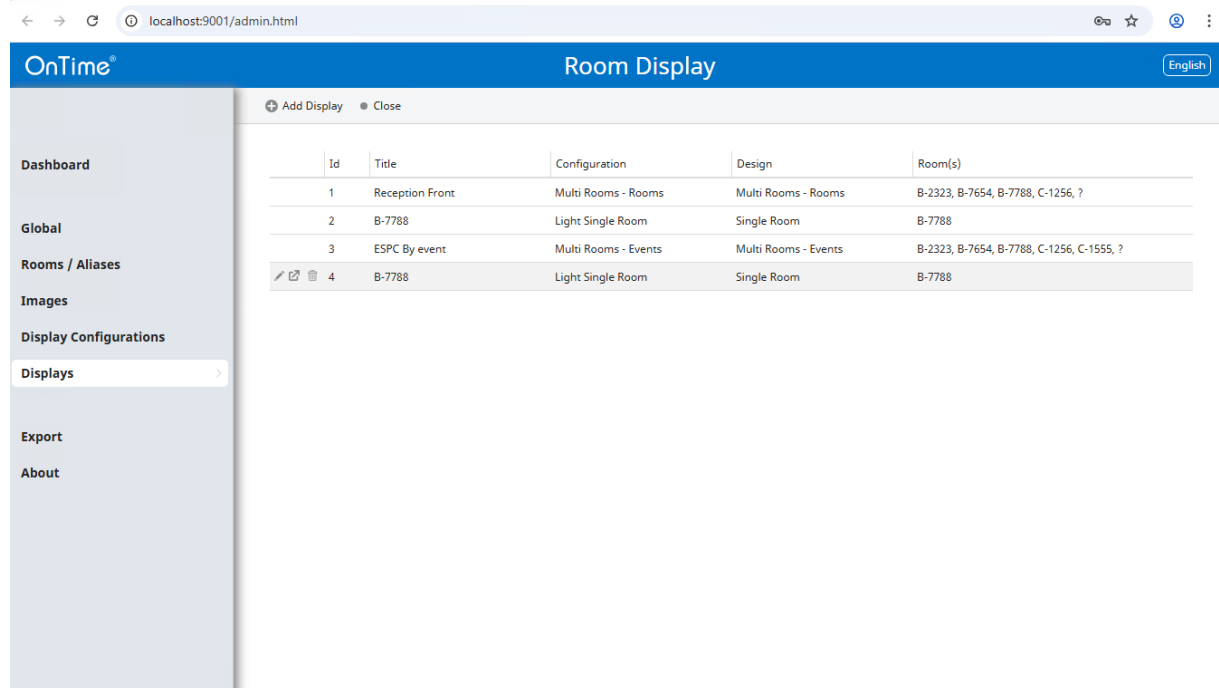
Top

Room	Time	Subject	Chair
B-2323	Available for 3h 12min 15:30 - 17:00	IT meeting 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

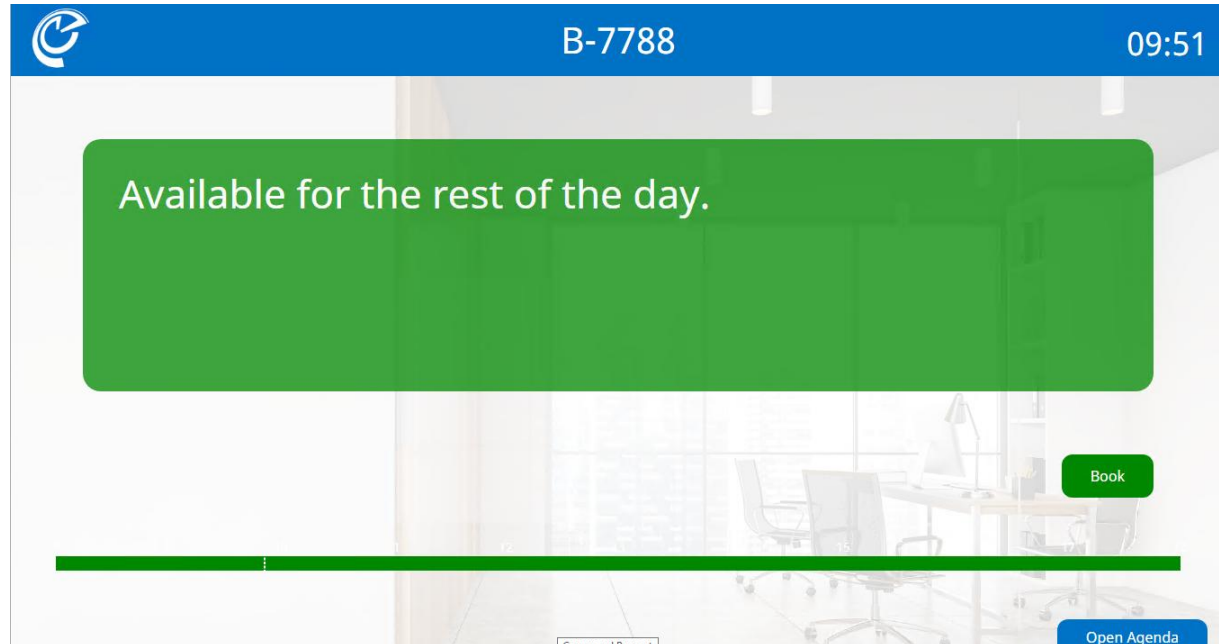
Browser Access Link

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.



The screenshot shows the OnTime web application interface. The top navigation bar is blue with the OnTime logo and the text 'Room Display'. Below this is a sidebar menu with options: Dashboard, Global, Rooms / Aliases, Images, Display Configurations, Displays (highlighted), Export, and About. The main content area displays a table of room displays.

	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



The screenshot shows the OnTime web application interface for a specific room display. The top navigation bar is blue with the OnTime logo, the room ID 'B-7788', and the time '09:51'. Below this is a large green banner with the text 'Available for the rest of the day.' A 'Book' button is visible in the bottom right corner. The background image shows a modern office interior with desks and chairs.

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.

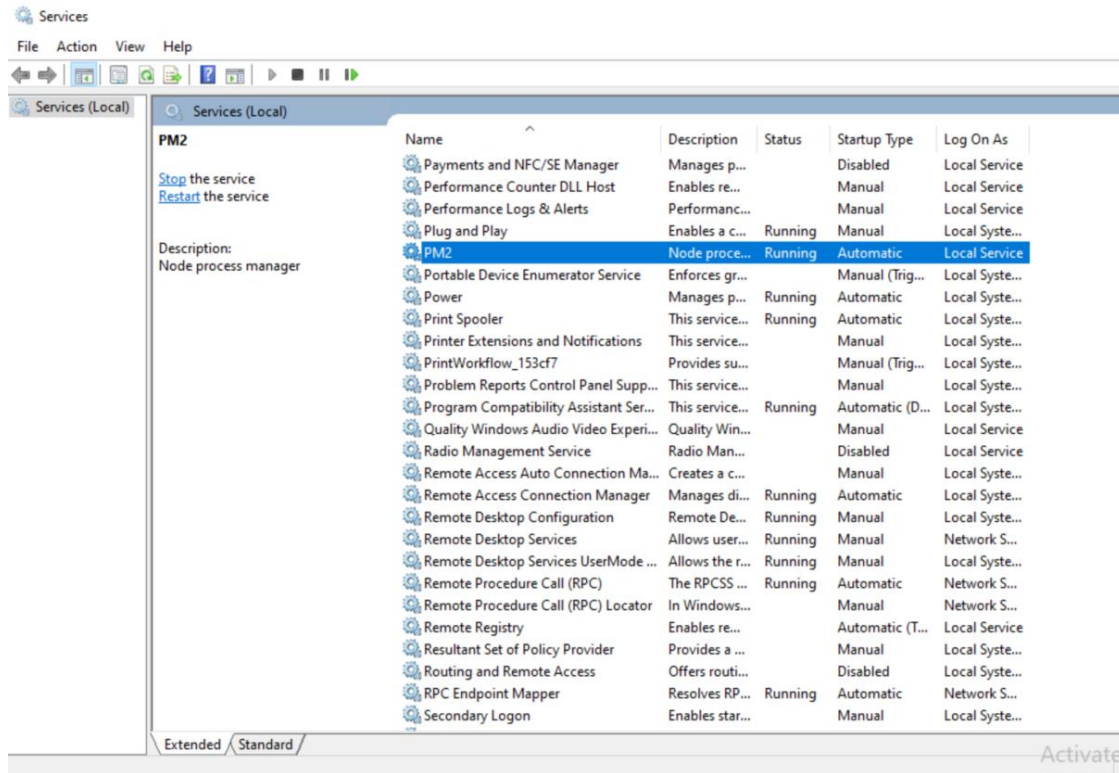
The package contains a folder named "upgrade-ver_1x," which includes an "upgrade.txt" file, the corresponding .cmd files, and a folder named "pm2-installer-main" with the relevant uninstall code.

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.

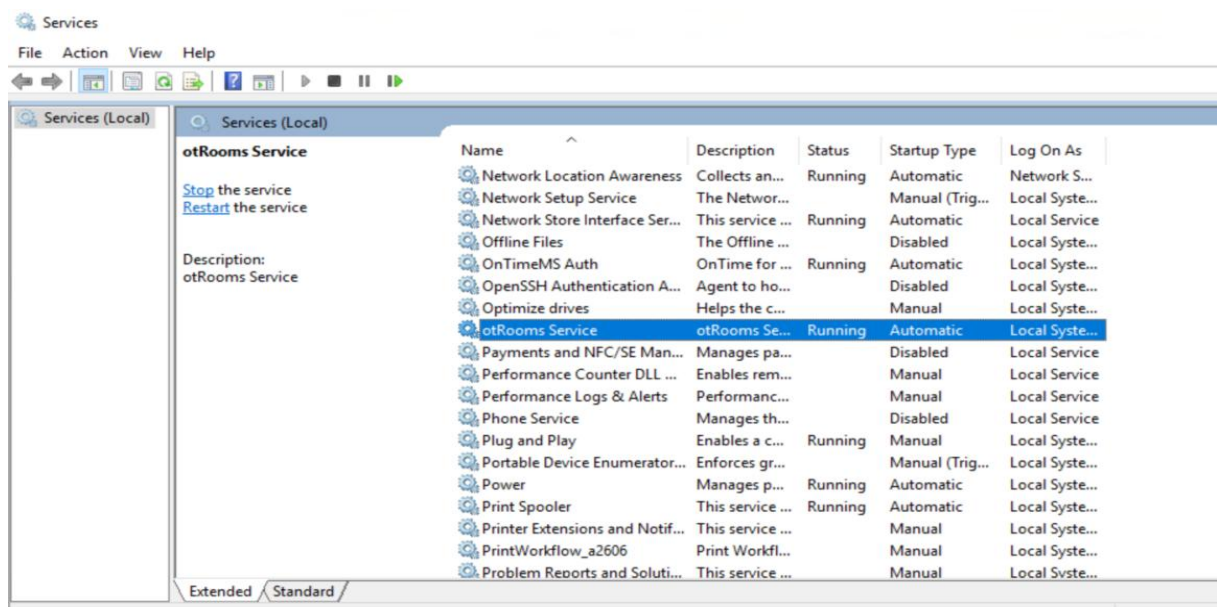


Verify 'PM2' service has been uninstalled by refreshing service manager window.

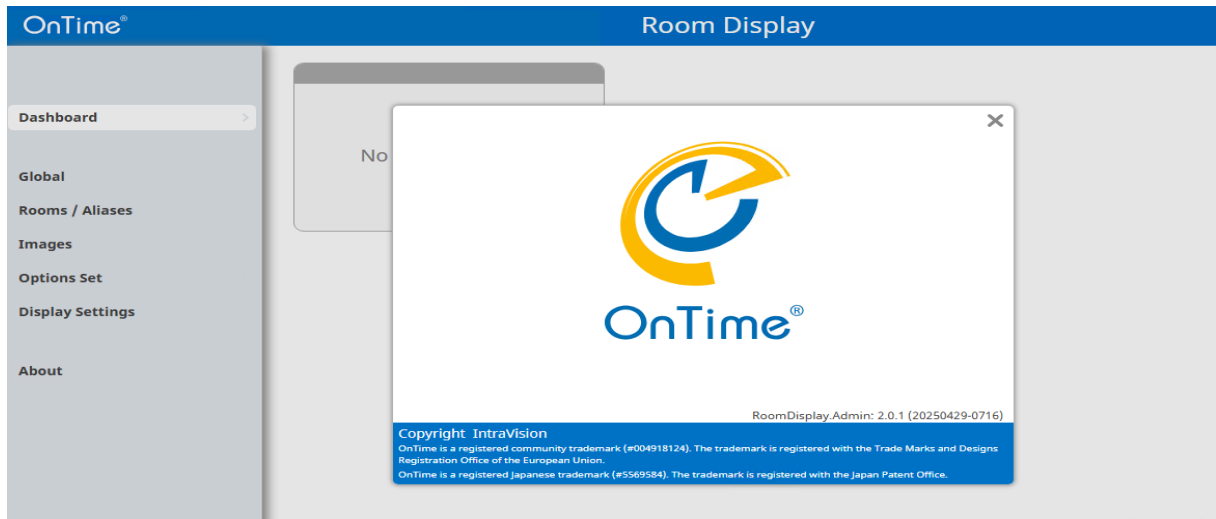
From "RoomDisplay-3.x.x\upgrade-ver_1x" run as administrator '2_PreInstall.cmd'
This script renames the old Room Display directory.

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



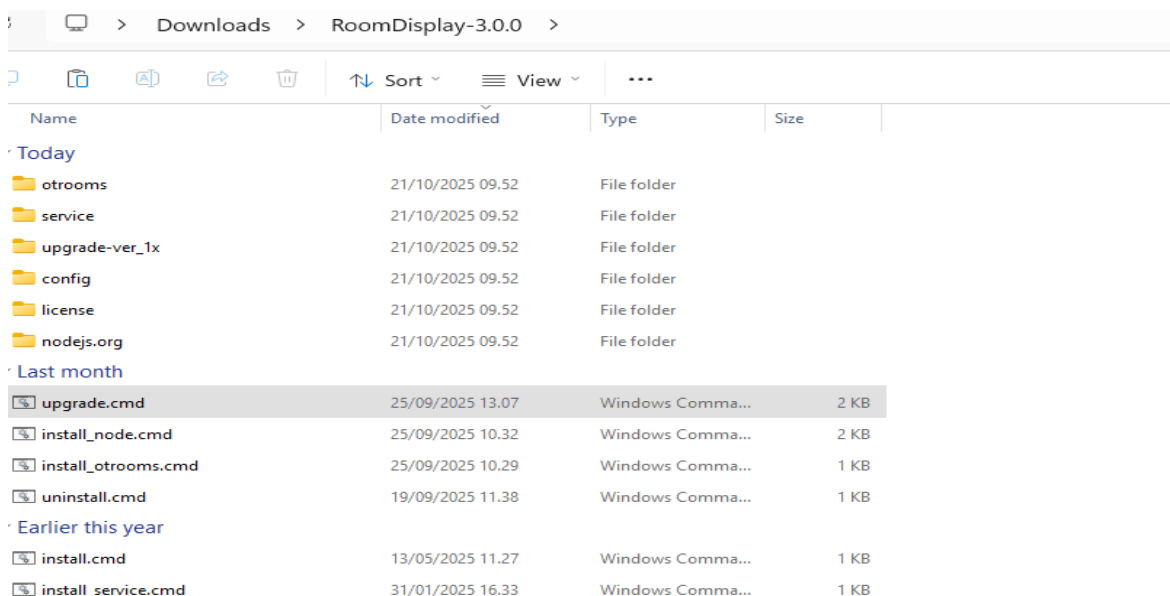
Upgrade from ver 2.x.x / 3.x.x to ver 3.x.x

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



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'

