

How to Configure your Reserva Summary Content

In order to set up your Reserva summary content, you must first install and configure Reserva Connection Manager. This application and the installation guide can be found at <https://reservaroomsigns.com/downloads/>.

Reserva summary content will show appointments from all rooms added to a connection. To create multiple summary screens, each displaying information from different rooms, you must first create a connection per screen. Each connection must include the rooms you wish to appear on screen.

1. Log into your Net-Top-Box (NTB).
2. Navigate to **Setup > System > Licensing**.
3. Click on the **Add License** tab.
4. Paste your room summary **license** text into the text box and click **Add**.
5. Navigate to **Setup > Player > Players**.
6. On the **HTML Player** tab, under **XML Web Services External URL Access**, ensure that **Allow XML web services to access external sites** is ticked.



7. Click **Save Changes and Restart the NTB**.

8. Unzip and copy the Reserva media files via FTP to the media folder of your NTB or CMS.
9. If required, create a new layout where the summary content should appear. Then navigate to the relevant zone's playlist. The zone must be set up to allow HTML media.
10. From the **Files & Folders** tab, navigate to the index.html file you copied in step 8.
11. Click **Add** to add it to the playlist.
12. Set the duration of the playlist item.
13. Click on the **index.html** link to open the configuration page.
14. Enter the Reserva **Web Server** address, **User Name** and **Password**. These can be found on the **Location** tab of the Reserva connection's **Destination** tab.
15. Click **Connect**.
16. Select the connection containing the rooms you wish to display on the summary screen.
17. Click **Apply**.
18. Click the back button in your web browser.
19. Activate the layout (or publish the relevant channel if using a CMS).

The Reserva summary content will now begin playback. All day meetings will appear at the top of the list, followed by all other meetings scheduled for the day. These meetings will be ordered according to their start time.

Where the number of meetings exceeds the space on screen, Reserva summary content will automatically paginate meetings onto one or more pages.