

# Troubleshooting

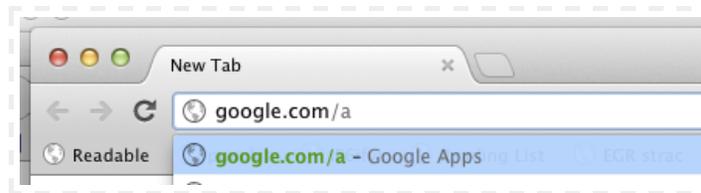
The primary documentation for the RoomWizard can be found at [steelcase.com](http://steelcase.com).

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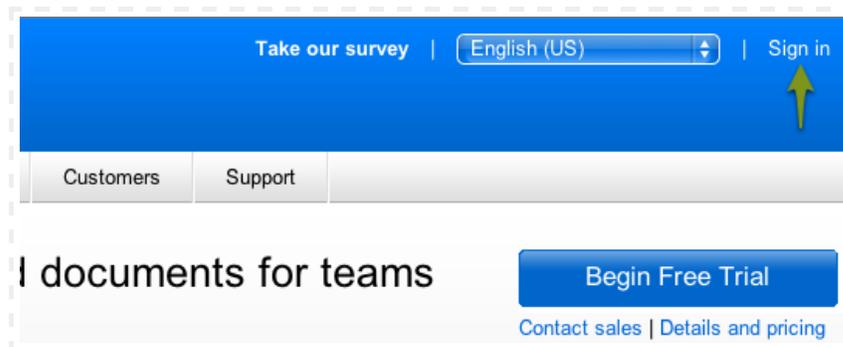
- [Creating Google resources for your rooms](#)
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## Creating Google resources for your rooms

Visit [google.com/a](http://google.com/a) in your browser.

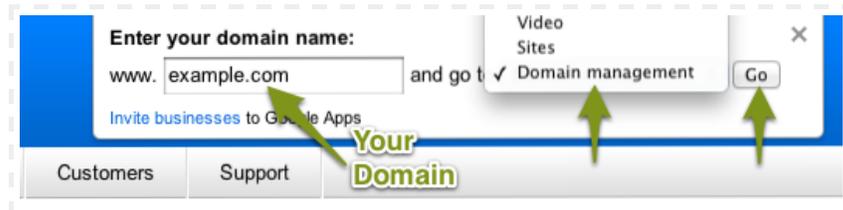


Click "Sign in" in the upper left-hand corner.



Enter your Google Apps domain in the domain name field, choose "Domain management" from the drop down, and click Go.

Log in with your Google Apps administrator account.



Click "Calendar".



Search accounts

Search Help Center

- Dashboard
- Organization & users
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### Add Chromebooks to your Google Apps domain.

Fast, intuitive, and easy-to-manage laptops. Chromebooks are designed to protect your data and reduce the total cost of ownership. [Learn more](#)

[Continue with setup guide »](#) Continue using this guide to properly set up Google Apps

## Acme, Inc

example.com

[Manage account information](#) [domain names](#)

[4 users](#)

You can create up to 10 user accounts for this organization.

✓ All

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## Service settings [See more services from our partners](#)

### Core Google Services

**Email**

<http://mail.google.com/a/sparklingponies.com>

**D**  
ht

**Calendar**

<http://www.google.com/calendar/hosted/sparklingponies.com>

**S**  
ht

Choose the "Resources" tab, then create a resource for each room you'd like a RoomWizard to monitor.



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### Services

**Calendar**

Chat

Contacts

Email

Google Docs

Mobile

Sites

Video

## Calendar settings

[General](#)

**Resources**

[Create a new resource](#)

You can create resources users can schedule in the

Delete Resource(s)

Resource Name ▲

Conference Room 1

Click "Calendar" at the top of the window.

Mail **Calendar** Documents Sites Video



- Dashboard
- Organization & users

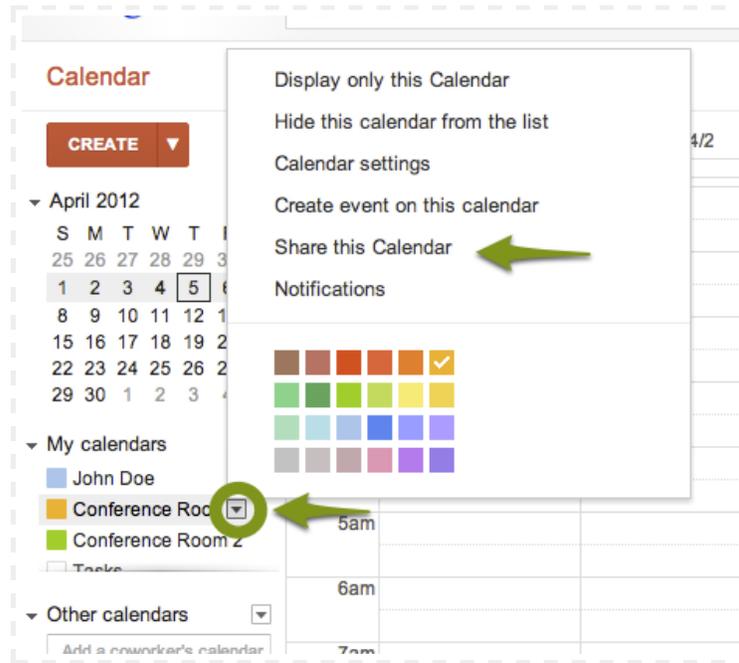
### Services

**Calendar**

## Calen

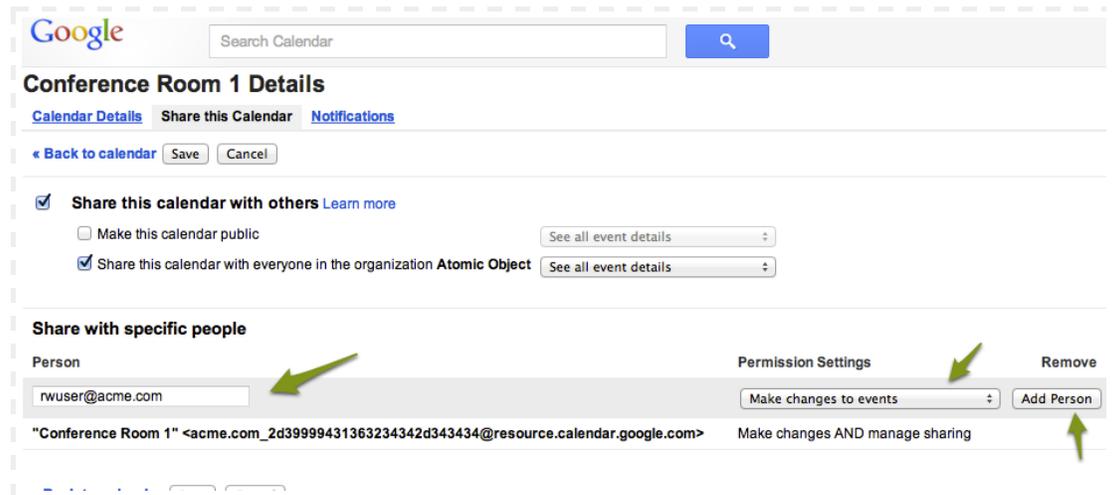
Move your mouse cursor over the name of the room you'd like to share. A button with a down arrow will appear.

Click the down arrow, then click "Share this Calendar".



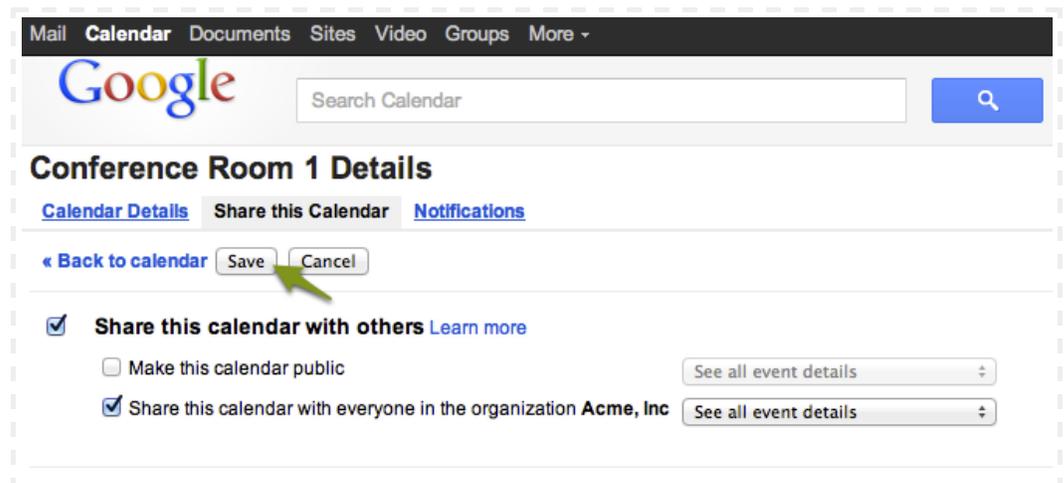
In the "Share with specific people" section, enter the email address of your RoomWizard account.

Choose "Make changes to events", then click "Add Person".



Finally, save the calendar.

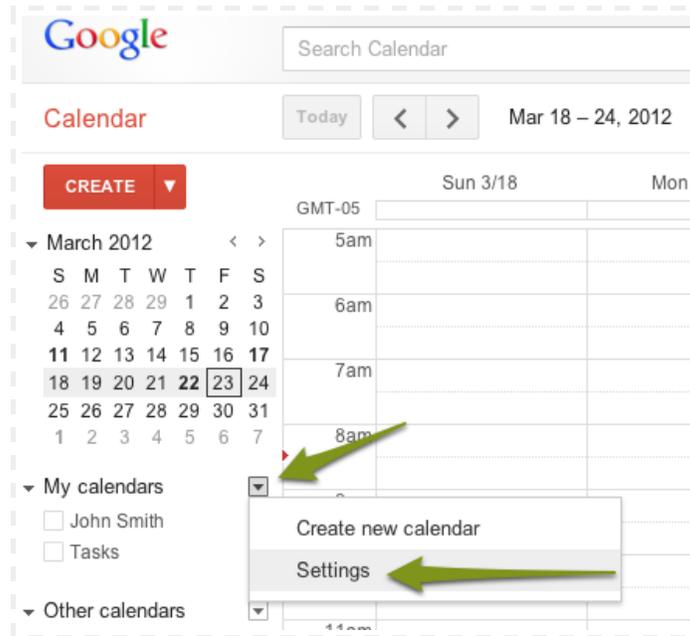
Repeat the sharing process for every single room you wish to have monitored by your RoomWizards. (This and the previous two steps.)



## How to get missing calendars to show up

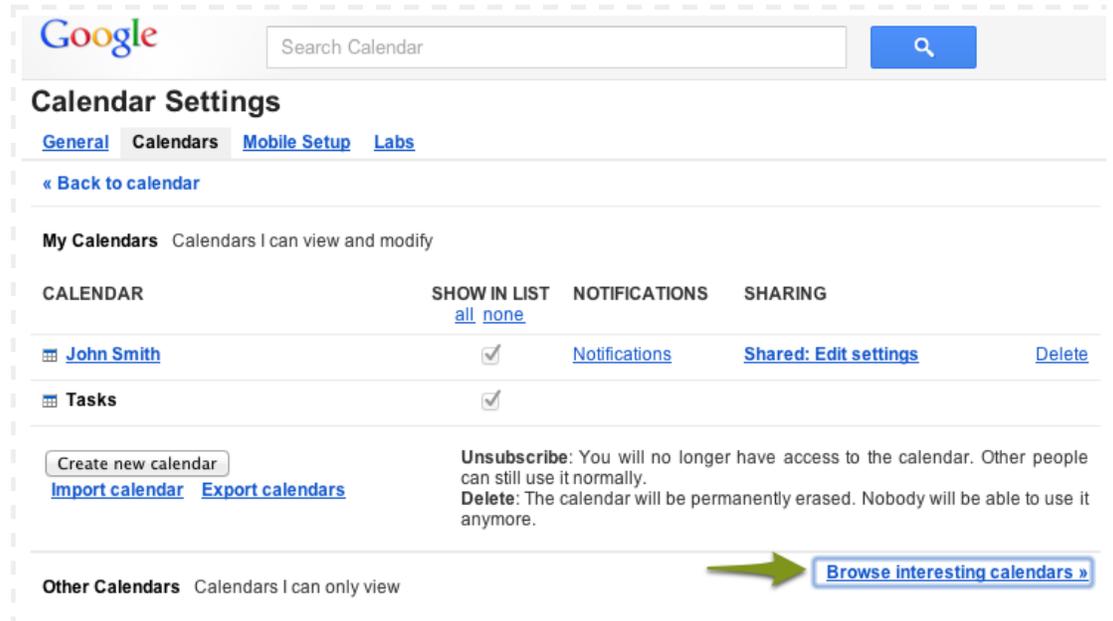
Log into the account you'd like your room wizards associated with.

Click the arrow next to "My calendars" on the left side of the screen, then hit "Settings".



The screenshot shows the Google Calendar interface. At the top, there is a search bar and navigation buttons for 'Today', '<', and '>', with the date 'Mar 18 - 24, 2012'. Below this is a 'CREATE' button and a calendar grid for March 2012. The grid shows dates from 1 to 31, with the 18th highlighted. To the right of the grid is a time slot column labeled 'GMT-05' with slots from 5am to 8am. A dropdown menu is open next to the 'My calendars' section, showing options for 'John Smith' and 'Tasks'. A green arrow points to the 'Settings' option in the dropdown menu.

Click "Browse interesting calendars".



The screenshot shows the Google Calendar Settings page. At the top, there is a search bar and a search button. Below this is the 'Calendar Settings' header and navigation tabs for 'General', 'Calendars', 'Mobile Setup', and 'Labs'. A 'Back to calendar' link is visible. The 'My Calendars' section is titled 'Calendars I can view and modify' and contains a table with columns for 'CALENDAR', 'SHOW IN LIST', 'NOTIFICATIONS', and 'SHARING'. The table lists 'John Smith' and 'Tasks' calendars. Below the table are links for 'Create new calendar', 'Import calendar', and 'Export calendars'. To the right of these links are definitions for 'Unsubscribe' and 'Delete'. At the bottom, the 'Other Calendars' section is titled 'Calendars I can only view' and has a green arrow pointing to a 'Browse interesting calendars' button.

CALENDAR	SHOW IN LIST	NOTIFICATIONS	SHARING
 <a href="#">John Smith</a>	<input checked="" type="checkbox"/>	<a href="#">Notifications</a>	<a href="#">Shared: Edit settings</a> <a href="#">Delete</a>
 <a href="#">Tasks</a>	<input checked="" type="checkbox"/>		

Click "More", then click "Resources for [...your domain...]".

**Interesting Calendars** [« Back to calendar](#)

[Holidays](#) [Sports](#) **More** 

Contacts' birthdays and events	<a href="#">Preview</a>	<a href="#">Unsubscribe</a>
Day of the Year	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Hebrew Calendar	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Phases of the Moon	<a href="#">Preview</a>	<a href="#">Subscribe</a>
<a href="#">Resources for example.com</a> 		
Stardates	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Sunrise and sunset for Grand Rapids	<a href="#">Preview</a>	<a href="#">Subscribe</a>
Week Numbers	<a href="#">Preview</a>	<a href="#">Subscribe</a>

Click "Subscribe" next to every room that you'd like to associate with a RoomWizard.

You should now be ready to [connect](#) your individual RoomWizards.

Google  

**Interesting Calendars** [« Back to calendar](#)

[Holidays](#) [Sports](#) **More**

[More](#) > [Resources for example.com](#)

Conference Room	<a href="#">Preview</a>	<a href="#">Subscribe</a> 
Meeting Room	<a href="#">Preview</a>	<a href="#">Subscribe</a> 
Library	<a href="#">Preview</a>	<a href="#">Subscribe</a> 

**More Tools**  
[Add a coworker's calendar](#)  
[Add by URL](#)  
[Import calendar](#)  
[Create a calendar »](#)  
[Manage calendars »](#)

## How do I change the connector URL?

Under normal circumstances you should not have to regenerate your connector URL. If your connector URL has been compromised or if policies dictate that it must be changed periodically you can regenerate the URL below.

**Warning!** Changing the connector URL will require you to update all RoomWizards or RoomWizard groups with the new connector URL. You may reference the [connect](#) page for instructions on how to do this.

Connector URL