ATLONA
a PANDUIT company

velocity™
by Atlona

Velocity | Atlona Manuals
Software

Version Information

Version	Release Date	Notes
1	Oct 2017	Initial release
2	Nov 2017	Added Macros, Event Macros, and Room Triggers, Event Macros, Room Triggers and Cloud
3	Jan 2018	Added Reset Password, room groups, and show device. Updated room options
4	May 2018	Added keep alive commands, Split Rooms, updated activation steps
5	July 2018	Added Device Groups, updated Remote Control builder, and room option Enable Passcode Locking
6	Sept 2018	Updated registration process, room options updated
7	Jan 2019	Added Custom Switcher and DSP to equipment and added Custom Control Interface
8	March 2019	Updated Roles and Permissions
9	June 2019	Editing Users, Reorder rooms, and Advanced Settings room options updated. Added new Macros & Conditions section.
10	July 2019	Added new Adding Custom Icons, Managing Custom Icons, If Logic, IF ELSE, Append Variable, SEND COMMAND, Remove n Characters from Variables, and Decriment / Increment sections.
11	Oct 2019	Updated Reset Password section with new instructions and screenshots. Updated Custom Control Interface section with new 1.6.2 features. Big updates for CCI section: Controls, Pages : Master Page Overlay, and Media.
12	Nov 2019	Added Room Problems Report section Firmware 1.6.3 updates: • View All Connections button added to Tools in Server Settings • Added HTTP traffic and Anonymous User Control to Security in Server Settings • Macros now programmable to page navigation selections within User Interface • Updated Conditions section • System variable field added to Buttons / Labels section • Added Toggle Page button added to Master Page Overlay • Variable Groups added and Variables updated
13	Jan 2020	Velocity 2.0 update • Added Table of Contents per section • Log In & Activation updated • Minor updates in System Settings: Tools, Sites: Rooms, and Sites: User Interface
14	Jan 2020	Cloud updated to support 2.0 free license.

15	Apr 2020	Firmware 2.1.0 updates:
		• Updated navigation
		• Added the ability to create two-way driver with Checksum to the General drivers.
		• New macro commands added:
		  • FOR LOOP AND CALL MACRO
		  • TIMER/CLOCK
		  • SHOW HIDE DISPLAYS
		• Multiple objects can now be selected at the same time within the Custom UI setup page.
		• Added the ability to create multiple rooms at the same time.

16	Jun 2020	Firmware 2.1.3 updated initial start up process.
17	Aug 2020	Firmware 2.2.0 added SNMP, Atlona Device Manager Settings, and Home Page sections.

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Log In & Activation

Initial log in and activation of the Velocity Gateway is outlined in this section.

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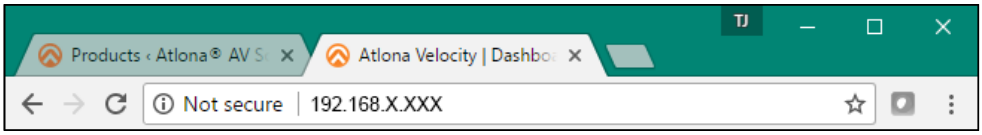
Log In

Once the Velocity Gateway has been set up on a network, locate the IP address of the unit.

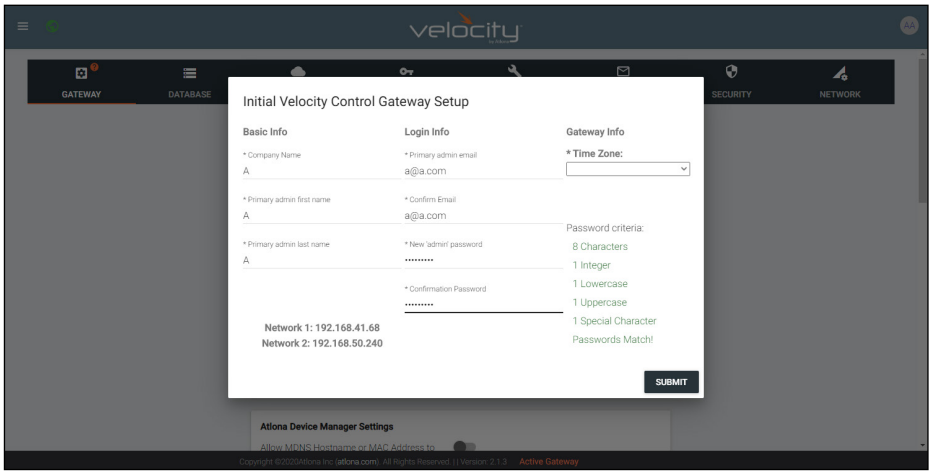
- VGW Hardware: The IP address of the server can be located by connecting to an HDMI or Mini DisplayPort display (the IP will be located on the center of the screen) or using an IP scanner.
- VGW Software: The IP address will be located on the center of the screen after installation.

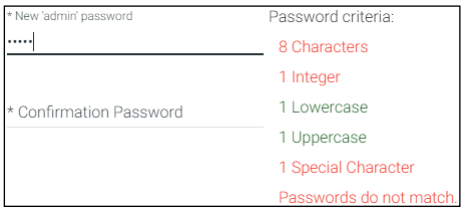
NOTE: Google Chrome is the recommended browser when using Velocity. Other browser may experience technical difficulties and may not support full functionality.

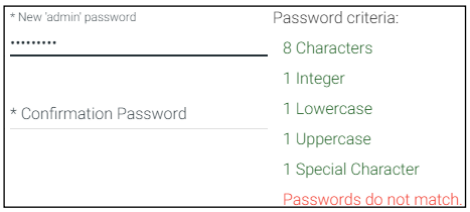
1. Open any browser on the network and type the IP address in, as shown below.

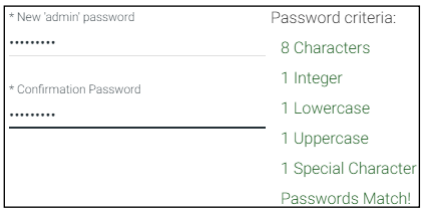


Velocity will automatically log in once the IP is launched and a pop up will appear.









2. Fill in the initial set up information, including: Company Name, First & Last name, the email address for system emails to be sent, time zone, and a new password.

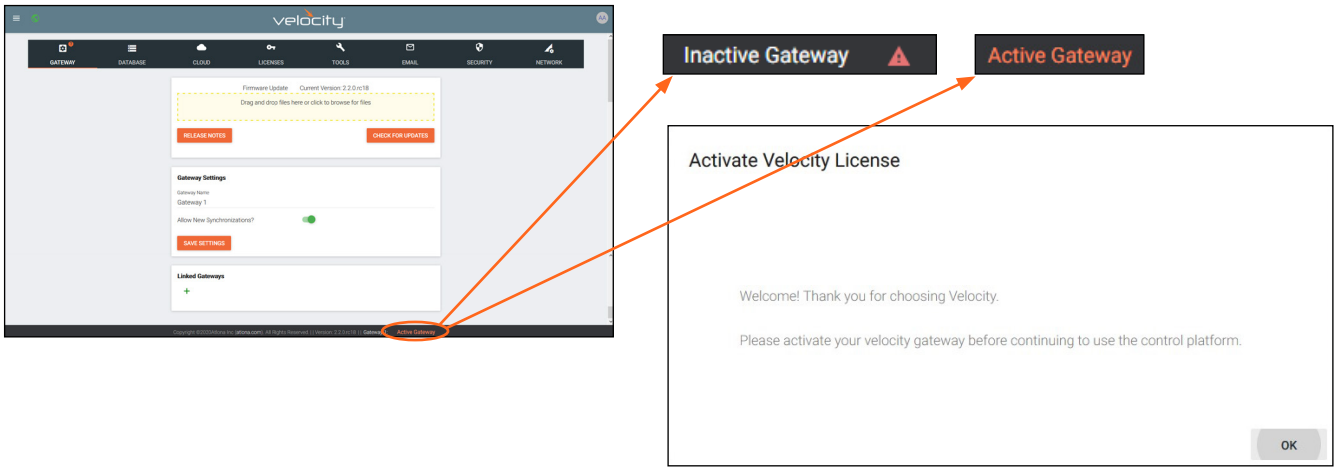
NOTE: Passwords must be at least 8 characters and include: 1 number, 1 uppercase letter, 1 lowercase letter, and 1 special character. The text will appear all green when the password meets all criteria.

3. Press **SUBMIT** once all information is filled. A new pop up will appear.

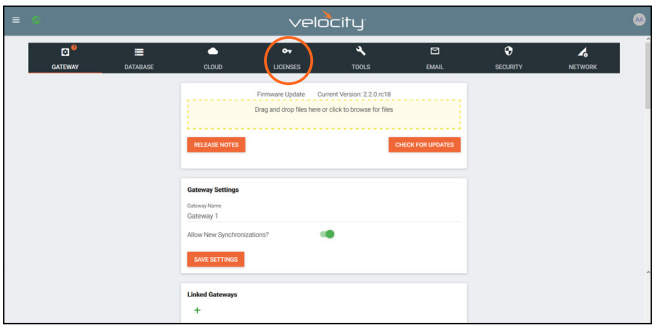
NOTE: Once the initial log in and activation is complete, the new password should be kept somewhere easy to find. If the password is lost, please follow the directions in the Reset Password section.

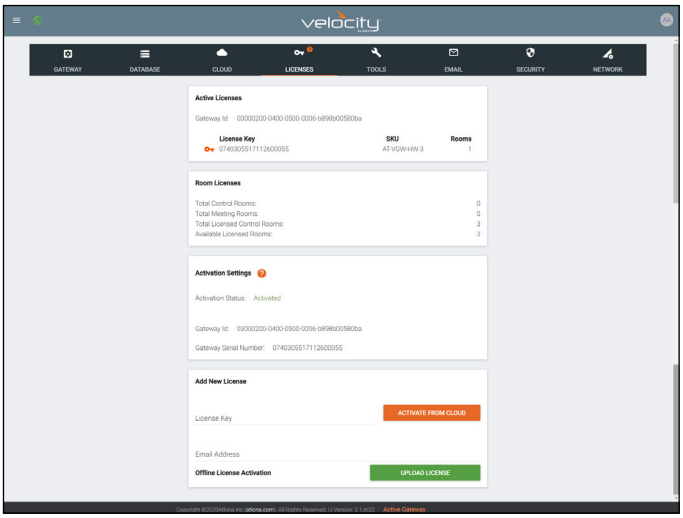
Online Activation

NOTE: AT-VGW-HW will be activated straight out of the box and the activation steps can be skipped. If the software is activated already, it will go to the sites page. If the software is not activated, it will go to the system settings page. Activation status can be found at the bottom right hand of the screen.



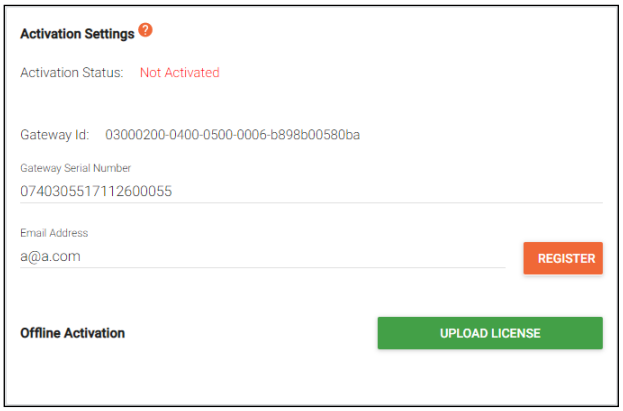
4. Press the **OK** button on the Activate Velocity License window. The settings page will open.
5. Select the License tab from the top navigation.





6. Fill in the serial number (provided at time of purchase or located on the bottom of the AT-VGW-HW-3/10/20) and the email where the license registration should be sent. Press the **Register** button.

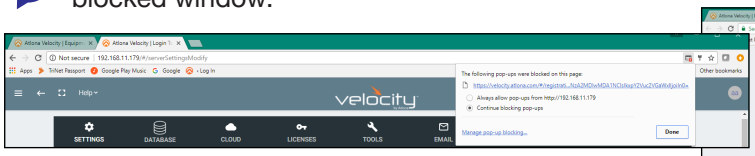
NOTE: Either the Gateway or the computer connected to the Gateway needs to have access to the internet to register.

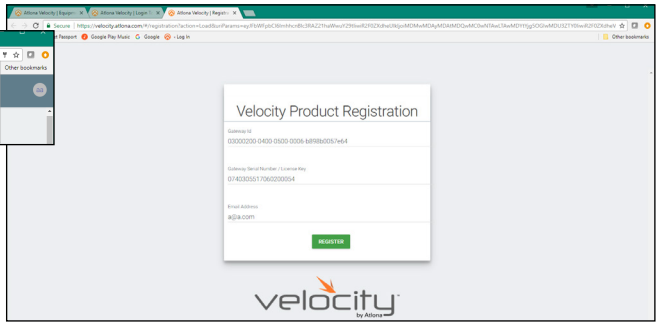


Offline Activation

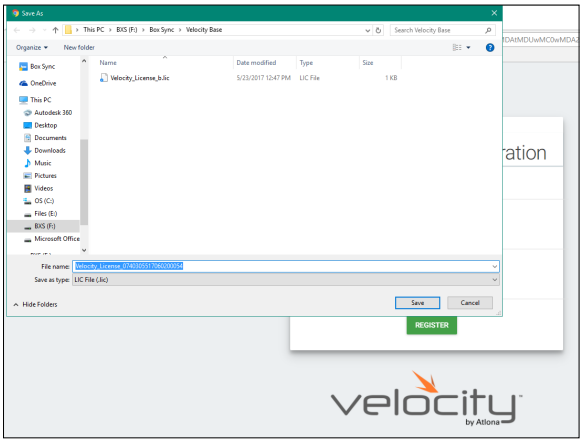
1. Follow steps 1 through 7 of Online Activation. When the Register button is pressed in step seven, a new window will open.

NOTE: If nothing happens when the register button is pressed, disable pop-up blockers and open the blocked window.

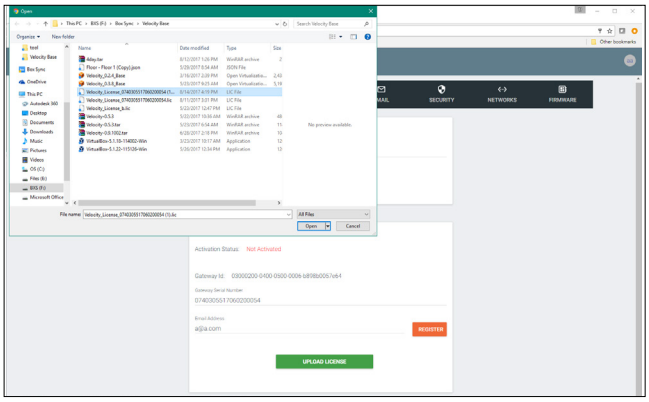




2. The fields should be auto-filled from the previous screen, if not, fill in the serial number and email address. Press the **Register** button.
3. The license file will be downloaded automatically. Select an easy to find place on the local PC (**e.g.** desktop) to save to.



4. Close the registration tab and return to the system settings page.
5. Press the **Upload License** button. A new window will open.



6. Select the license file from the folder and select **Open**.

Once the file has been uploaded successfully, the message **Gateway Activated Successfully** will appear at the bottom of the screen and the **Activation Status** will show Activated.

NOTE: The page should refresh automatically after registration, if the page does not, manually refresh the web browser.

System Settings

System settings will include the ability to view server settings, scheduling, licenses, tools, set up email notifications, security options, and firmware upgrades.

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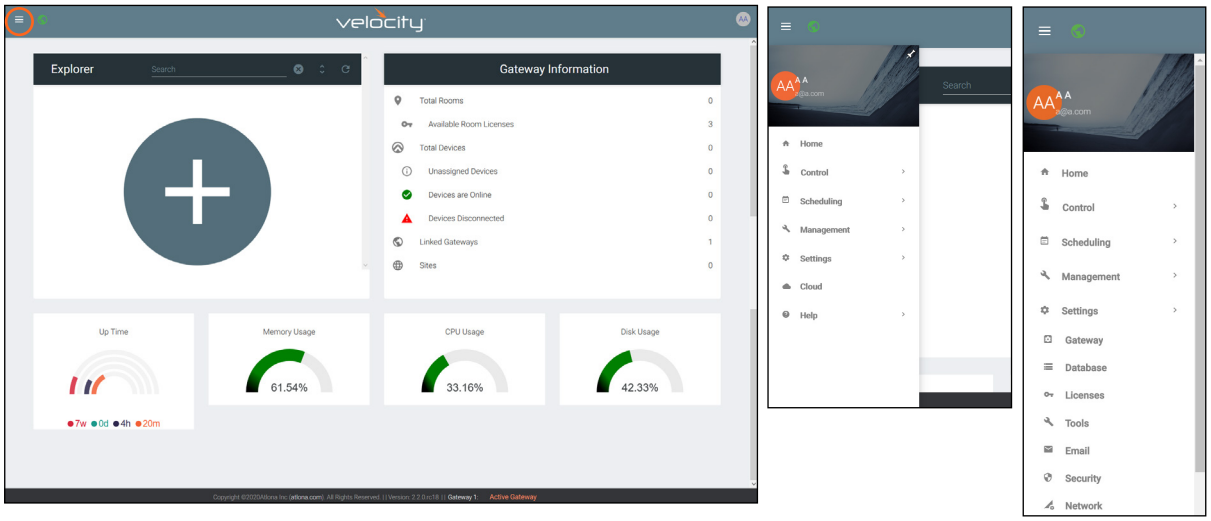
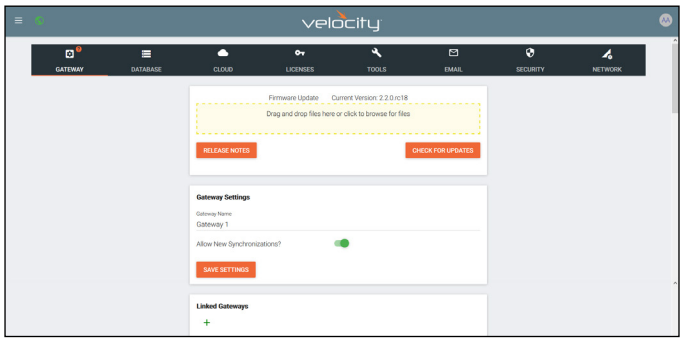
General

1. Locate the ≡ in the top left corner of the home page and left click to open the menu.

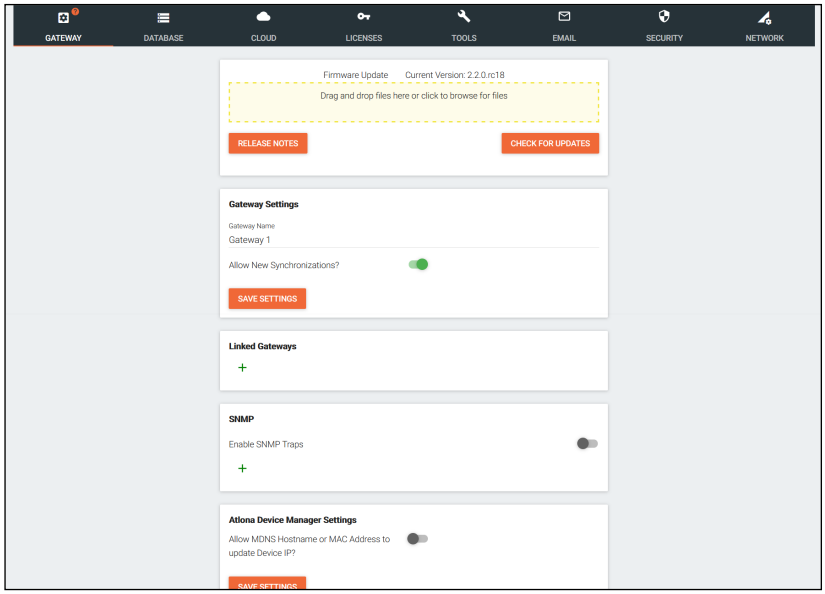


2. Select **Settings** from the menu. New options will appear.
3. Select **Gateway**.



Gateway

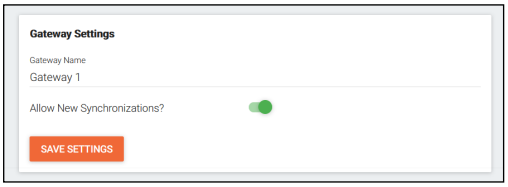
Gatway is the default page opened when Settings is selected. It provides basic information for Velocity, such as: Firmware, Gateway Settings, Synchronization, ID, Serial Number, and Time Settings.

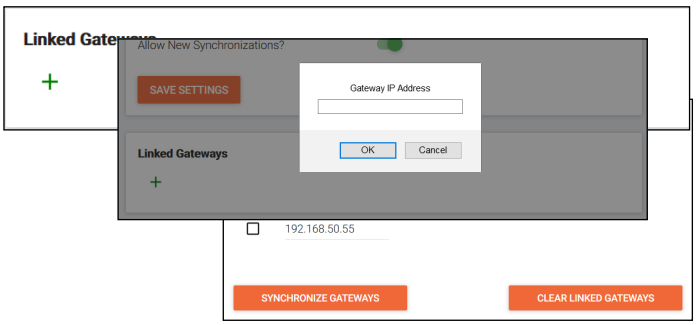


Gateway Settings

The gateway name may be changed, to provide an easy way to discern between different gateways.

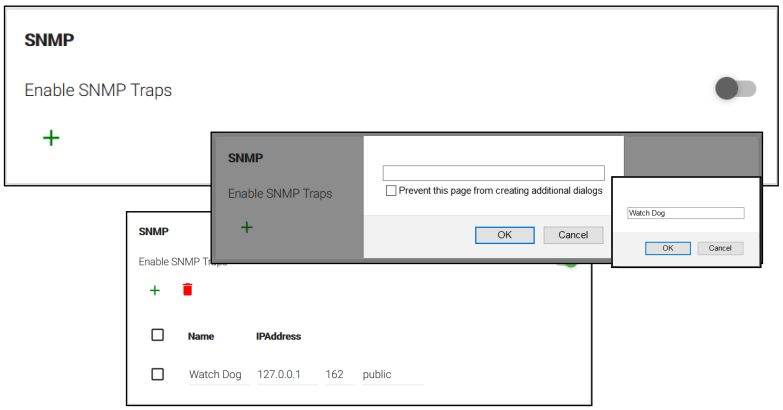
Select the slider bar next to **Allow New Synchronizations** to enable the Atlona Touch Pads and other BYOD control devices to connect to the gateway. This is enabled by default.





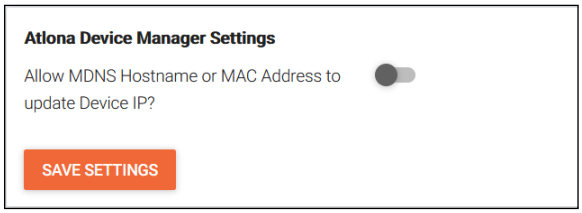
Linked Gateways

- Select the + button to link to any other Velocity Gateways on the network. A pop up will appear.
- Enter the IP address of the other gateway.
- Press the OK button.
- Press the Synchronize Gateways. A pop up will appear when complete.



SNMP

- Enable this feature to set up notifications when issues arise.
- Once enabled, press the + sign. A pop up will appear that the name for the notification device can be entered into.
- Press OK once the name is entered.
- Enter the IP Address in the IP Address field.
- The next field is for the IP Port.
- The final field is for the community string, which is defined by the watch device.



Atlona Device Manager Settings

Enable this to have Velocity update a device IP address if it changes to the new address and has the MDNS hostname or MAC address associated to it within the software. e.g. If a device is set to DHCP and the IP is renewed to a new address, it will auto update in Velocity.

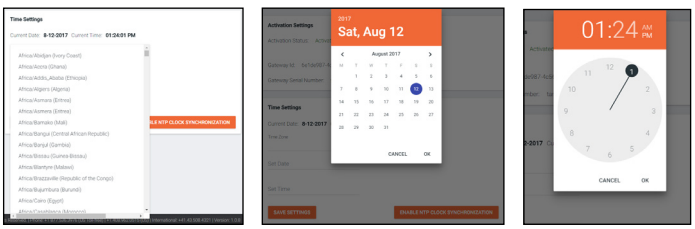
Time Settings

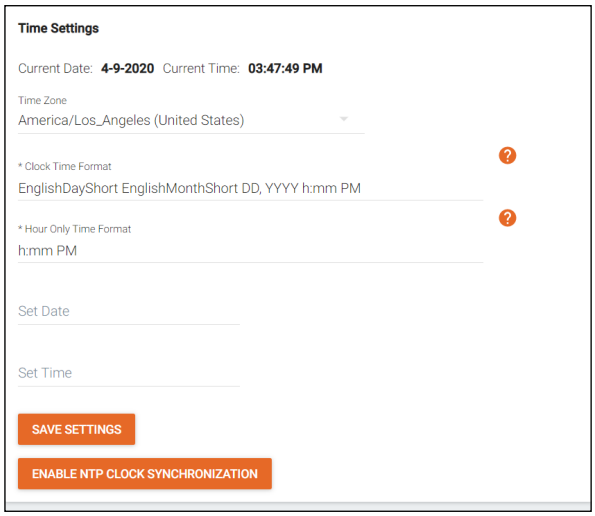
Set the time, time zone, and date for Velocity.

Enable NTP Clock Synchronization

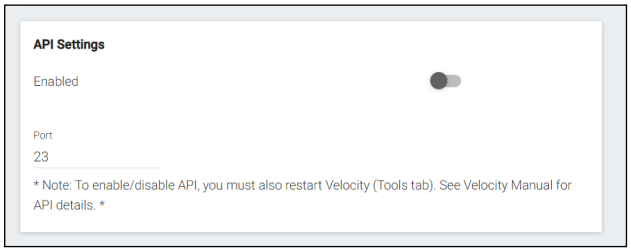
Select this button to allow Velocity to sync its clock with the server.

NOTE: The gateway must be online in order for the clock to synchronize with the server.





API Settings

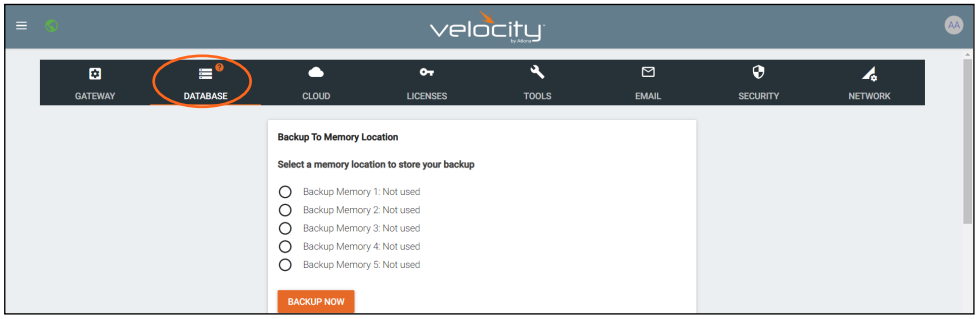


API is used for integrating Velocity with a pre existing control system. Select the enabled slider and type in the port to activate API integration.

NOTE: Once changes have been made, restart Velocity using the Restart Velocity button in the Tools tab.

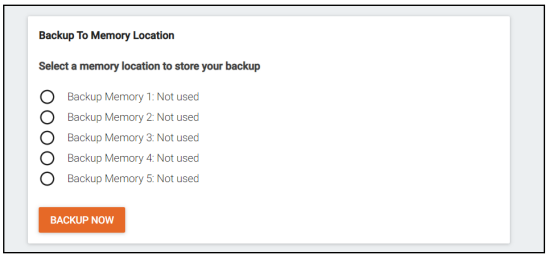
Database

1. Select **Database** from the top navigation inside of the **Server Settings**.



The Database page provides a way to back up, restore, set up redundancy, and delete databases & settings for Velocity.

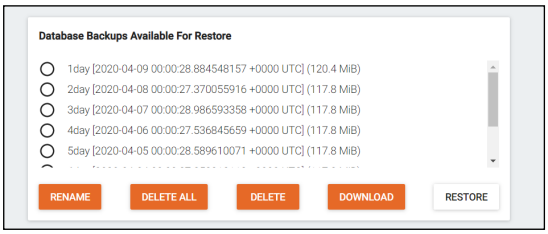
Backup To Memory Location



Select one of the five memory backup locations and press save. This will back up the Velocity database to the currently selected Backup Memory. Once a backup memory has been used, it can be downloaded, restored from, or deleted.

NOTE: Atlona recommends creating a backup and saving to a secure location after integration is complete.

Backups Available For Restore



All backups available will appear in the list. The backups can be renamed, deleted, downloaded to the local computer, or restored to.

Rename - Allows creation of a custom name for each backup.

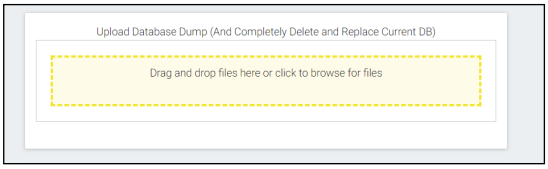
Delete All - Delete all provides a quick way to clear all the previous back ups at once.

Delete - Removes the selected backups, creating space for additional backups if needed

Download - Save back ups to the local computer for future restores.

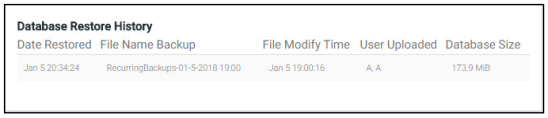
Restore - Restores the gateway to the selected back up, overwriting all current information/settings of the gateway.

Upload



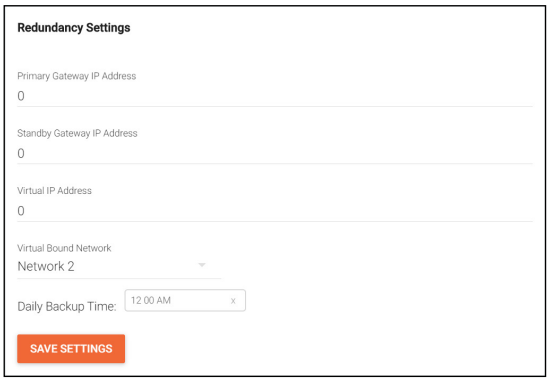
Drag and drop previously saved database backups from the local computer.

Database Restore History



Once a restore has occurred, a new field will appear after the restore. This will show all the database restores that have been successfully processed.

Redundancy Settings



Redundancy provides seamless control where in the case of power loss or other events on one gateway, the secondary gateway takes over control.

Primary Gateway IP Address - Set to the IP of the primary gateway.

Standby Gateway IP Address - Set to the IP of the secondary gateway in case of failure.

Virtual IP Address - Set the virtual IP. This IP is where access to the Velocity webGUI can be found and will be used for all control device connections. Using this IP will ensure no loss of functionality in case the primary gateway goes down.

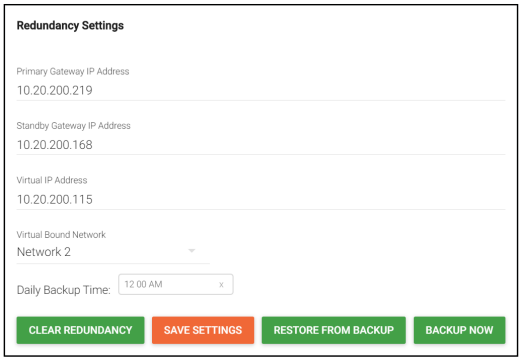
Virtual Bound Network - Select the physical port both gateways use to connect into the network with the controlled devices.

NOTE: Both gateways must be connected to the network using the same Ethernet port on the units. If the primary gateway is connected to Ethernet port 1 then the backup gateway must also be connected to the network using Ethernet port 1.

Daily Backup Time - Set the time per day in which the primary gateway will back up to the standby gateway.

NOTE: The backup gateway must have gone through the initial setup process and be set to a static IP before redundancy is set up.

Once both units have been set up and connected correctly, redundancy can be set up.



1. Type in the primary gateway's IP address.

NOTE: Redundancy settings are only made on the primary gateway.
NOTE: Both gateways must be set to a static IP before redundancy is set up, to avoid any future issues.

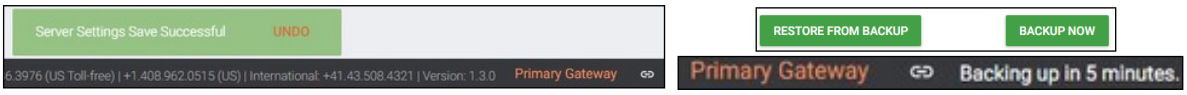
2. Type in the secondary gateway's IP address.
3. Type in a Virtual IP address.

   e.g. If the primary IP is 10.20.200.219 and the secondary IP is 10.20.200.168, the virtual IP should be 10.20.200.XXX (such as 10.20.200.115).

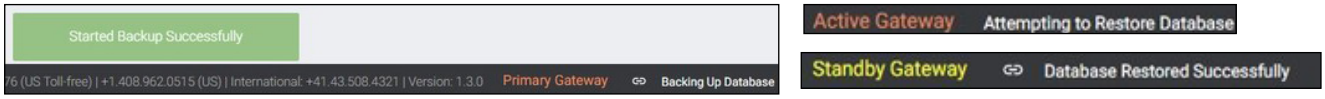
NOTE: The Virtual IP address must be an unused IP address. It cannot share an IP with any other devices on the network.

4. Set the virtual bound network to mirror the port used to connect both gateways to the control network. If the units are connected to the network on Ethernet port 2, then select Network 2 from the drop down menu.
5. Set the time of day that the backup will occur.

6. Press the Save Settings button. A green successful message will appear at the bottom of the page when redundancy has been set up. The title Primary Gateway will also appear in the server information at the bottom of the page.



The primary gateway will back up to the secondary unit at the designated time each day. The database back up may also be started manually by pressing the **BACKUP NOW** button at the bottom of the redundancy options, and set both gateways to the current configuration.



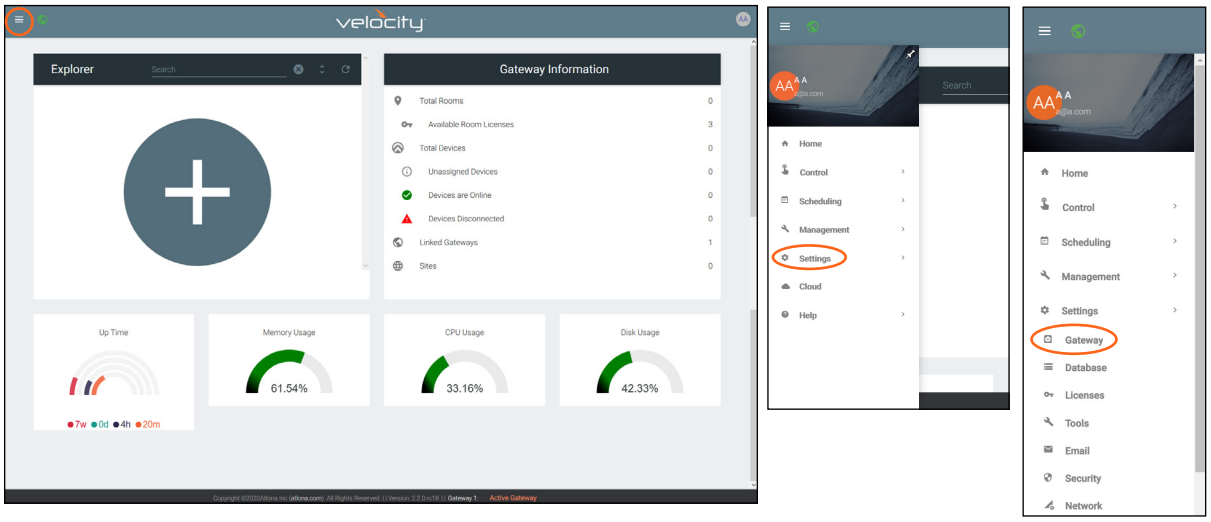
As the primary gateway is backed up, it will display the Backing Up Database message. Once a database has been successfully backed up, the backup gateway will show that it is in standby mode. The backup gateway will remain in backup mode until a time in which the primary gateway has been offline for the set timeout amount. Once the backup gateway is active, it will remain that way until the primary gateway is online again.

NOTE: If any changes have been made while the primary gateway was offline, select the Restore From Backup button to import the changes from the backup gateway.

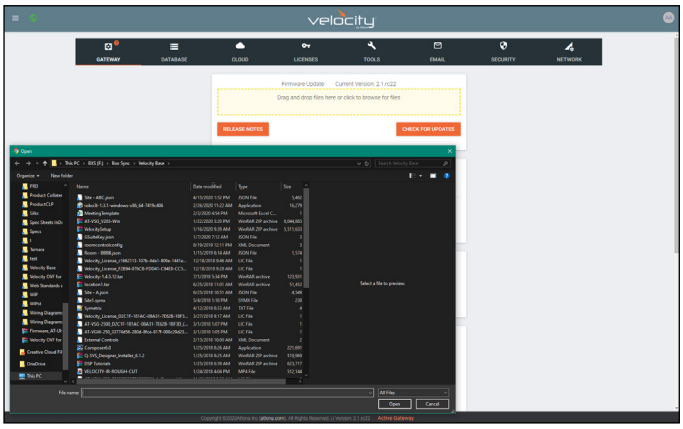
If the redundancy is no longer needed, use the **CLEAR REDUNDANCY** button at the bottom of the redundancy field to unlink both gateways and erase the settings.

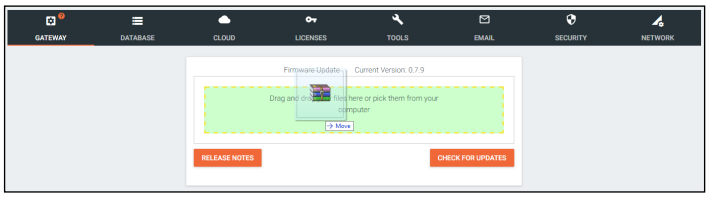
Firmware

1. Locate the ≡ in the top left corner of the home page and left click to open the menu.
2. Select **Settings** from the menu. New options will appear.
3. Select **Gateway**.



4. Click on the field to browse the local computer for the firmware file, or drag and drop the firmware into the field.

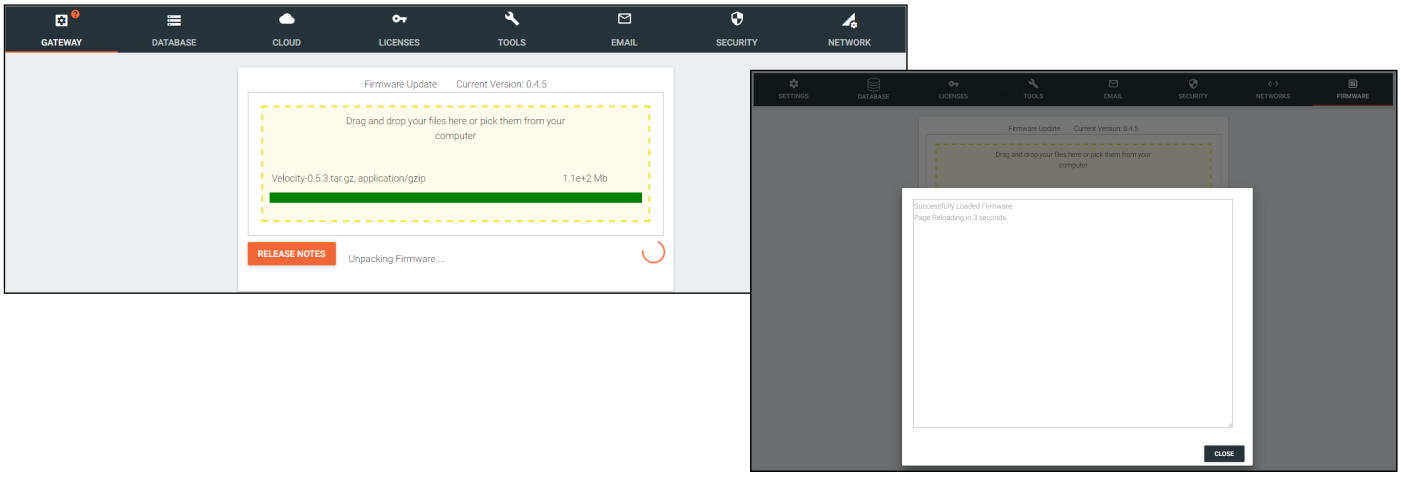




NOTE: Velocity update files will be tar.gz file extensions. These are compressed files and should not be extracted before upload.

NOTE: When downloading the firmware file on a MAC, ensure that the file is not being auto-extracted. The option to turn off auto-extraction will be found within the browser settings.

Firmware upgrading will start automatically.



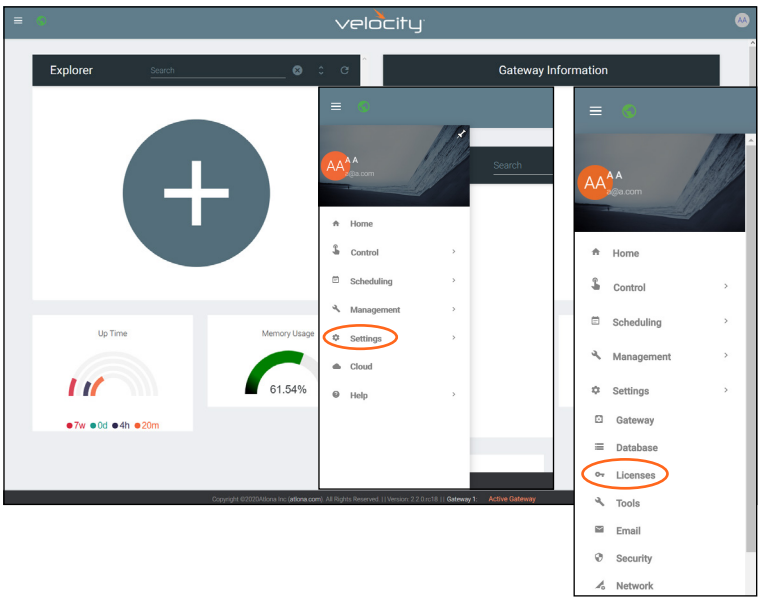
When the firmware upgrade is successfully completed, a pop up window will appear. It will close a few seconds later.

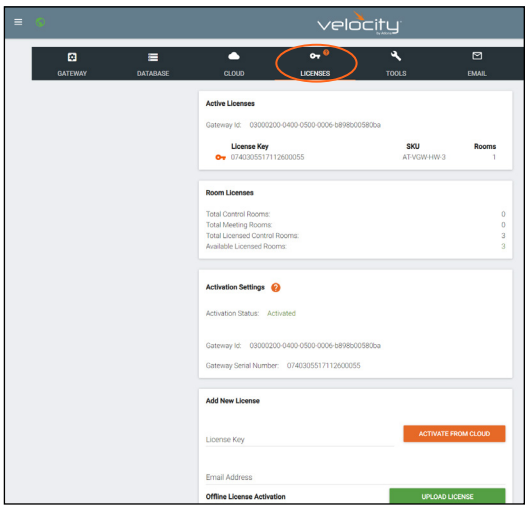
Cloud

Refer to Cloud section.

Licenses

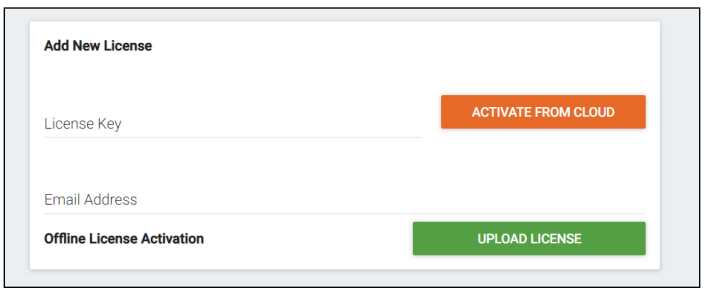
1. Locate the ≡ in the top left corner of the home page and left click to open the menu.
2. Select **Settings** from the menu. New options will appear. If already in the Settings page, select **Licenses** from the top navigation.
3. Select **Licenses**.





The license page displays any currently associated licenses and provides a way to load new room licenses to the user's VGW-SW or to activate a VSG license for Velocity Soft Gateways (AT-VGW-SW). More licenses can be activated here, to expand the amount of rooms Velocity can control.

NOTE: License keys and license download links are provided by email at the time of purchase. If an email cannot be found in the inbox, check the spam or junk folder. Only AT-VGW-SW can be expanded with extra rooms.

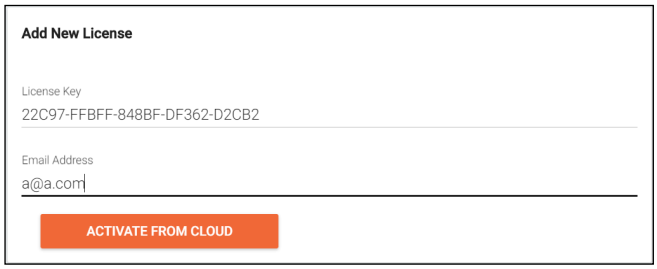


If the gateway is connected to the internet, a new license can be activated with the license key and an email address.

a. Type in the License Key received by email at the time of purchase.

b. Type in the email address associated with the license key (the email where the license was received).

c. Press the **Activate From Cloud** button. The new license will activate and appear in the Active License field.

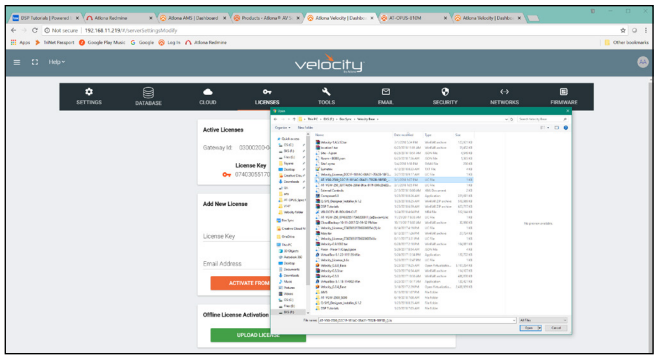


If the gateway is offline, the license file will need to be loaded to the gateway manually.

a. On a PC connected to the internet, download the license using the link received by email at the time of purchase.

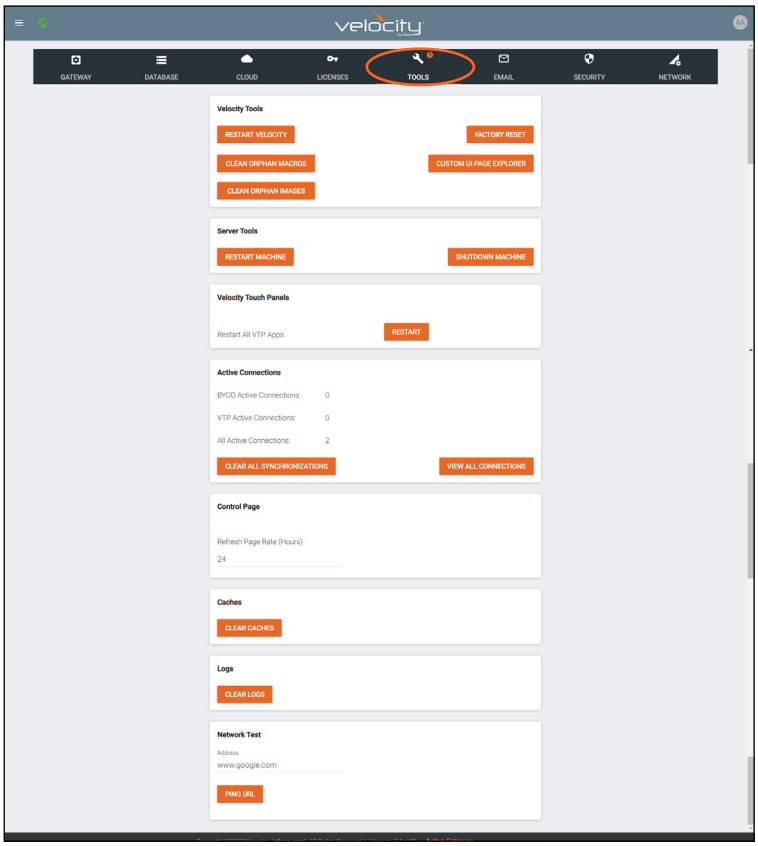
b. Select the **Upload License** button to search the local PC for the license file.

c. Select the license file and press the **Open** button. The new license will appear in the Active License section.



Tools

1. Select **Tools** from the top navigation inside of the **Server Settings**.



The tools page allows for the Velocity software, Gateway, or web browser Velocity files to be reset.

Restart Velocity - Restarts the Velocity software without restarting the hardware

Factory Reset - Resets Velocity back to factory settings, removing all sites and settings. Network settings will remain the same.

Clean Orphan Macros - Removes any unassigned macros from within Velocity's database.

Custom UI Page Explorer - See the Customized Control UI Setup Guide found in the resources tab at https://atlona.com/product/VGW-HW/.

Clean Orphan Images - Removes any unassigned images from within Velocity's database.

Restart Machine - Reboots the gateway.

Shutdown Machine - Shuts down the gateway until it is power cycled.

NOTE: Turning off the gateway will shut down Velocity and control will not be possible until the unit is restarted.

Velocity Touch Panel : Restart - Forces any connected VTPs to restart.

Active Connections - Will display how many control touch pads and browser windows are connected to Velocity at the time.

Clear All Synchronizations - This will disconnect all logged in touch pads & browser windows and refresh their connections after 3 seconds.

View All Connections - This will display all the current control devices/screens connected to Velocity in a pop up window with ID, connected page, IP address, time of last use, and connection type.

Control Page - Set how long in hours between Velocity refreshing the control page caches.

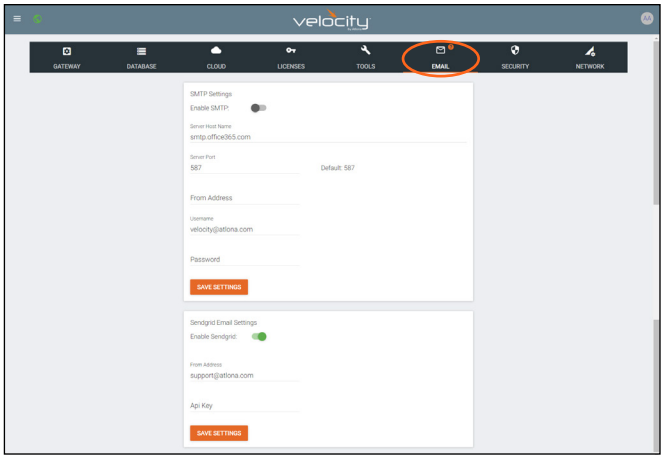
Clear Cache - This will clear all internal cached files for all equipment. Use this if equipment remotes are not populating correctly after changes have been made.

Clear Logs - This will clear all internal log files for Velocity.

Network Test - Test the gateway's connection to the internet by pressing PING URL. By default the URL is www.google.com, but can be changed if needed. A green OK message will appear below the ping button if the connection is ok.

Email

Velocity by default will send error notifications from Atlona's default email address.

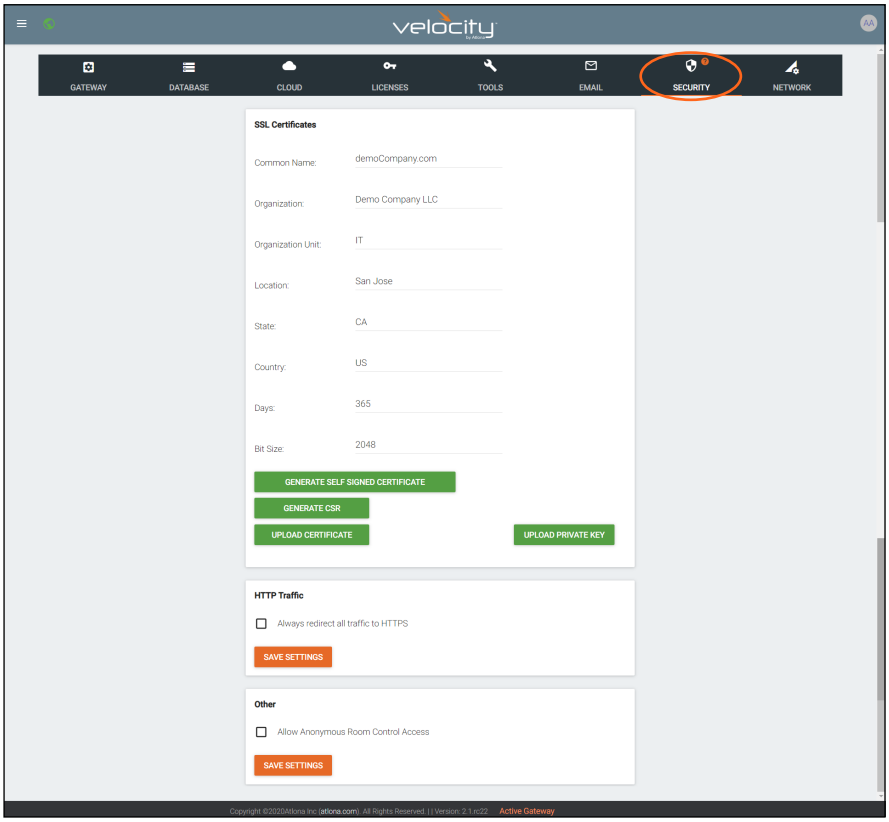


1. Select **Email** from the top navigation inside of the **Server Settings**.
2. Fill in the company's email and/or Sendgrid settings.

This information will be provided by the company's email host. If the IT admin is not setting up Velocity, check with them for the correct settings.

Security

1. Select **Security** from the top navigation inside of the **Server Settings**.
2. Set the limit for how many login attempts a user has before the system is locked to those credentials.

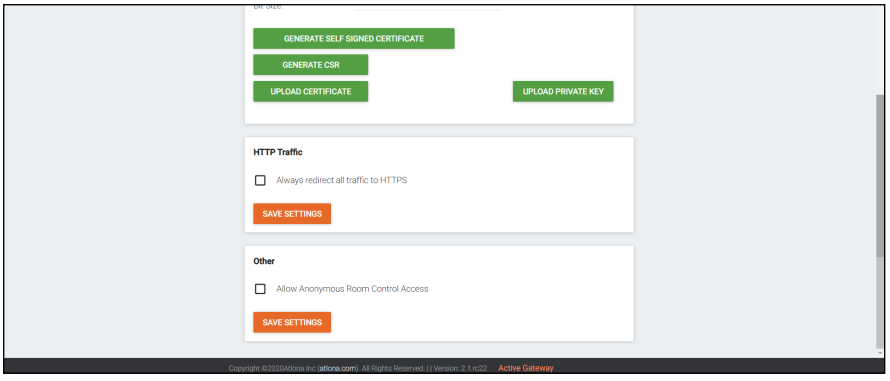


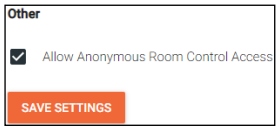
- **SSL** - Contact Velocity Product Management for further information.
- **HTTP Traffic** - Select the check box if a secured connection is required on the network.
- **Other - Allow Anonymous Room Control Access** - Check this box to allow for anyone with the link to control a specific room on any touch device.

Allow Anonymous Room Control Access

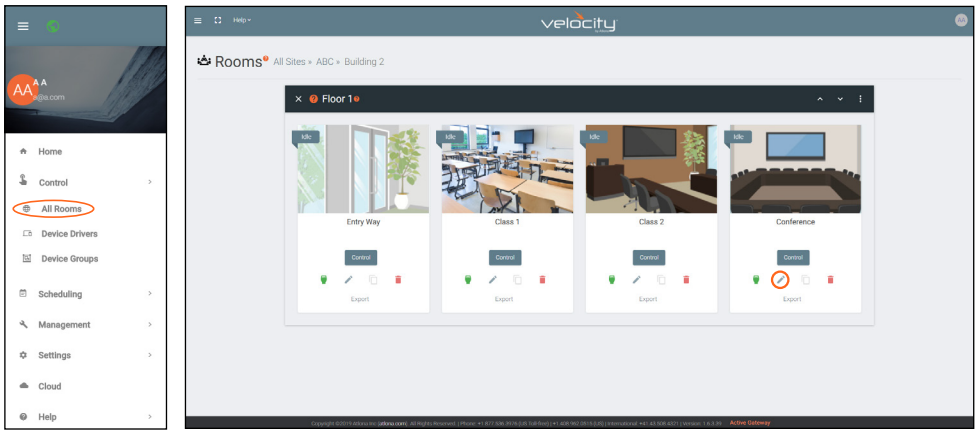
To allow outside presenters access to specific room controls without logging into Velocity. Allow Anonymous Room Control must be enabled.

- Scroll down to the **Other** section within the Security tab of the Server Settings page.
- Select the checkbox next to **Allow Anonymous Room Control Access**.
- Press the **Save Settings** button.

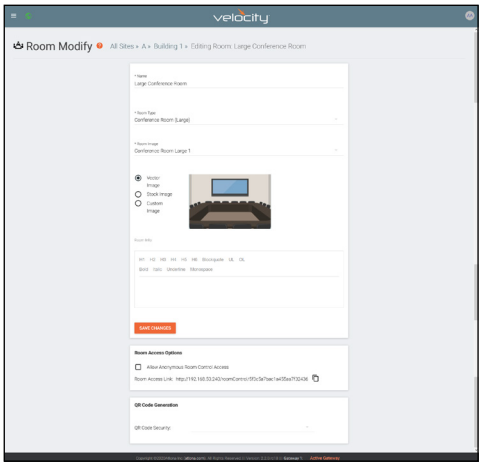




NOTE: When Enabled, the URL is not secure. Any user with this URL can access and control the room at any time.

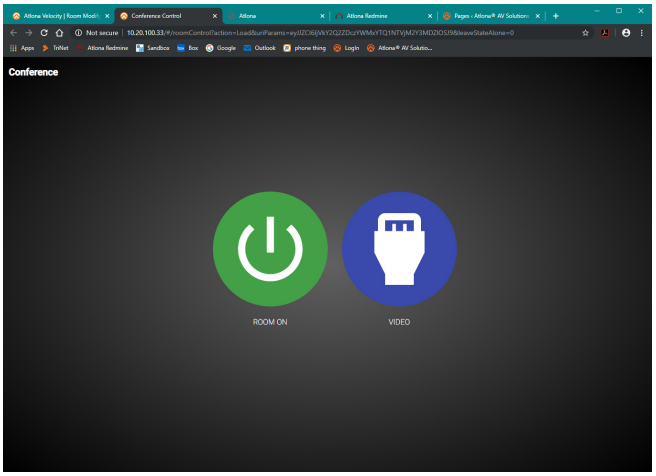


- Open the left navigation menu using the ≡ button in the top left corner of the screen.
- Select the **All Rooms** button under the Control option.
- Select the Edit button on the room tile.



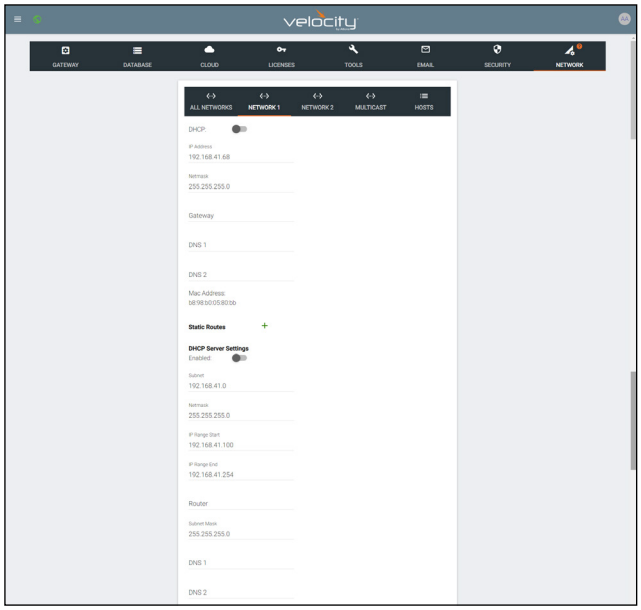
- Scroll down to the bottom of the page and copy the URL listed next to Room Access Link.
- Give that URL to the guest user, or create a scannable barcode for easy navigation.
- Have the user enter the URL into the browser navigation of the phone, tablet, or computer.

NOTE: The user device must be on the same network as Velocity or the URL will not work.



Networks

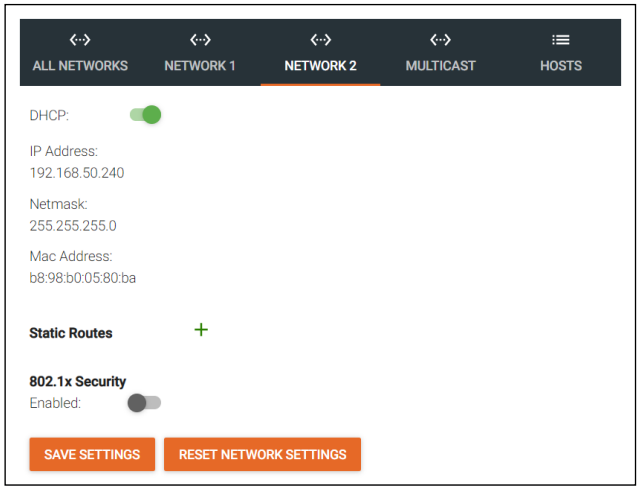
1. Select **Networks** from the top navigation inside of the **Server Settings**.



Network 1 - Corresponds with Ethernet Port 1 of the AT-VGW and can be set between static IP, DHCP, and DHCP server. If set as a DHCP server, a range of IP addresses must be set so it can assign IP addresses for anything else connected to the network.

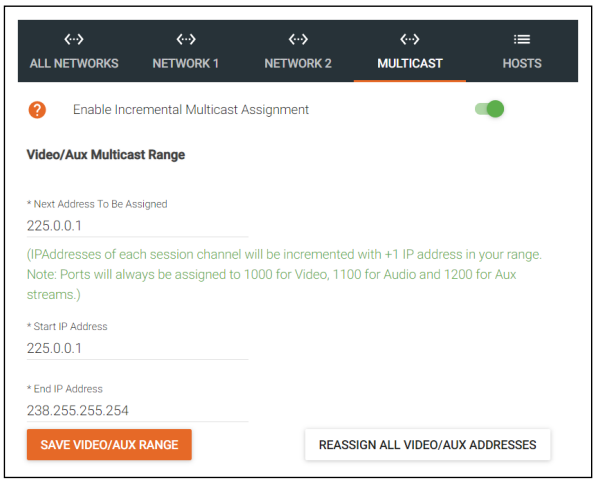
- **802.1x Security** - Enable or disable this by selecting the slider. Enabling will allow the Velocity Gateway to be authenticated and authorized when connected to a network using 802.1x access control.

NOTE: By default, Ethernet Port 1 is set to Static IP (192.168.41.68) and Ethernet Port 2 is set to DHCP. When using a VGW-HW.

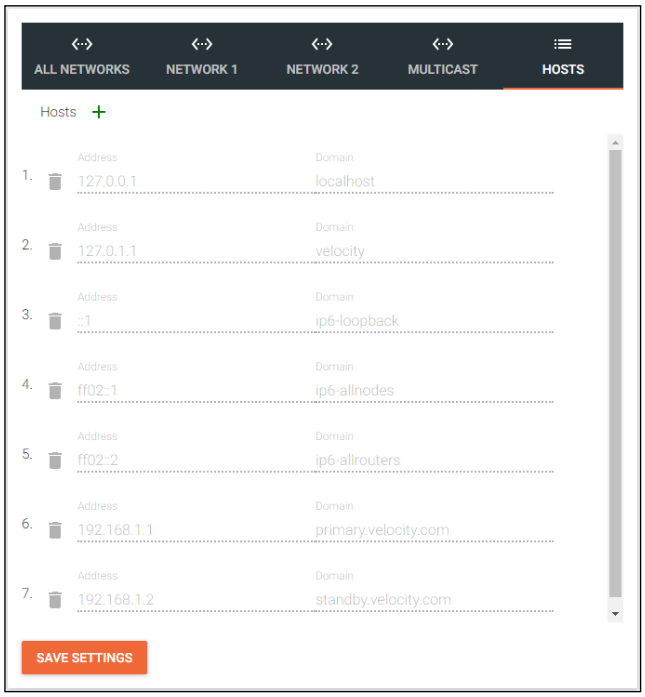


Network 2 - Corresponds with Ethernet Port 2 of the AT-VGW and can be set between static IP and DHCP.

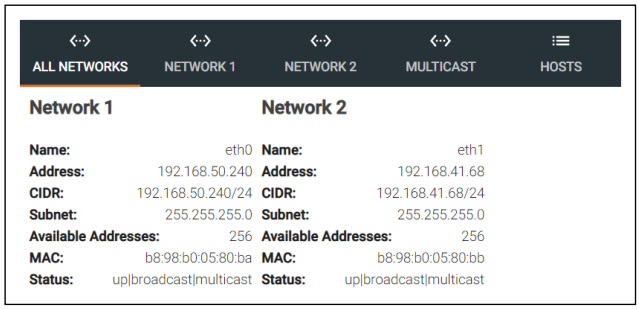
- **802.1x Security** - Enable or disable this by selecting the slider. Enabling will allow the Velocity Gateway to be authenticated and authorized when connected to a network using 802.1x access control.



Multicast - Used for OmniStream set up and discovery. View the OmniStream manual for more information on Multicast, this information will be the same as the AMS network multicast set up.



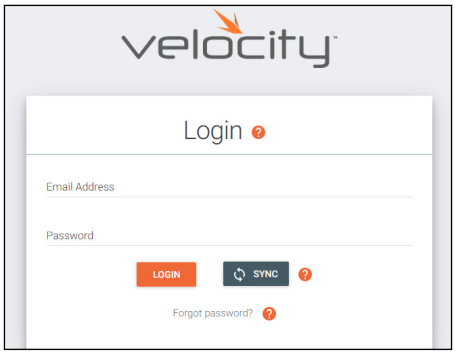
Host - Provide a simple way to assign a name to any Velocity controlled device on the network. Simply enter the controlled device IP address and write a host name to assign to it.



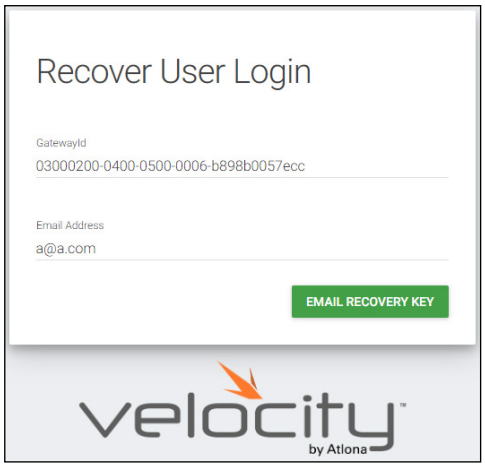
All Networks - Provides a quick overview of the network port settings.

Reset Password

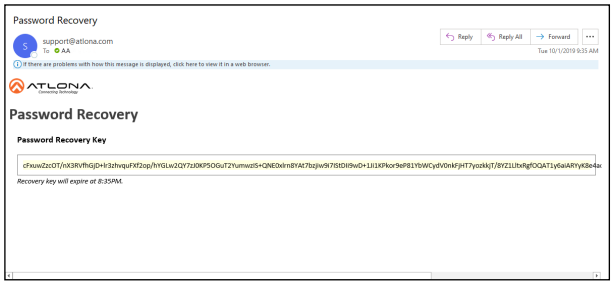
If the login password is ever forgotten, it can be reset on the login page. The password reset may only be done once Email has been set up in System Settings.



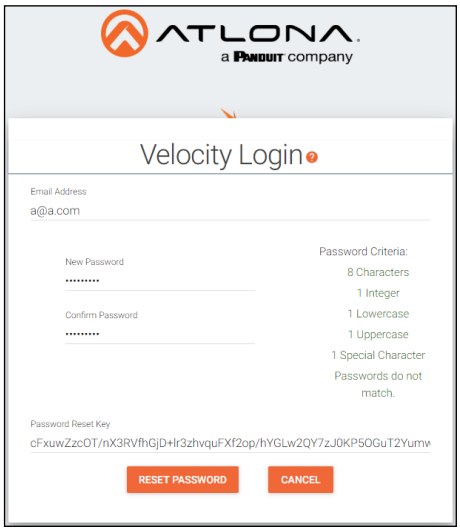
1. Select the **Forgot Password** link found under the LOGIN button. A new tab will open with the GatewayID number and the Email associated with the account.



2. The Email address should auto populate with the account Email. This can be changed, but if the Email entered is not associated with the gateway, the password key will not work. Press the **EMAIL RECOVERY KEY** button. A success message should appear.



3. Once the email is received (be sure to check junk email), copy the Password Recovery Key from the box.
4. The login page will have automatically changed to a password update screen. Enter the new password and the Password Reset Key from the email.
5. Select the **RESET PASSWORD** button. Velocity will open and a green password reset successfully message will appear at the bottom.



Home Page

The home page provides a single place to see sites, gateways, run times, and system status.

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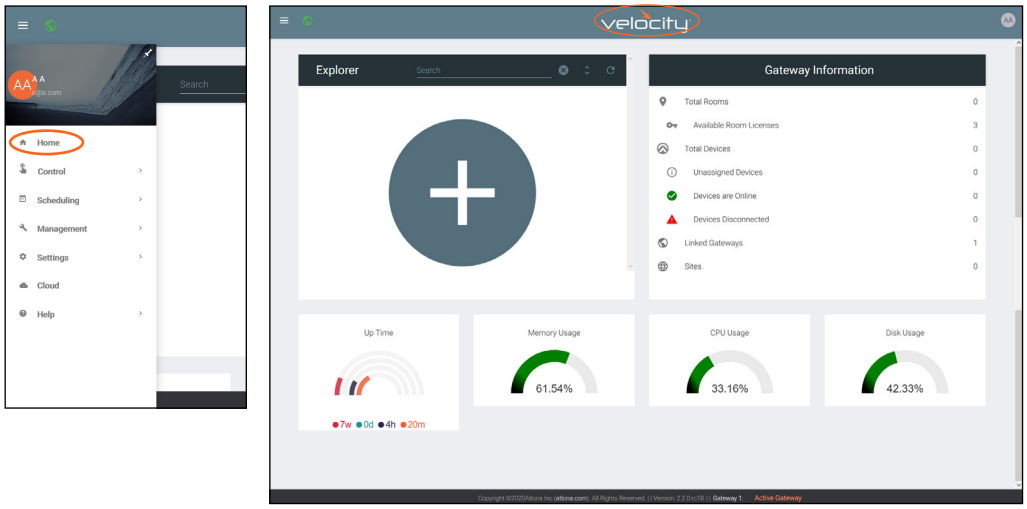
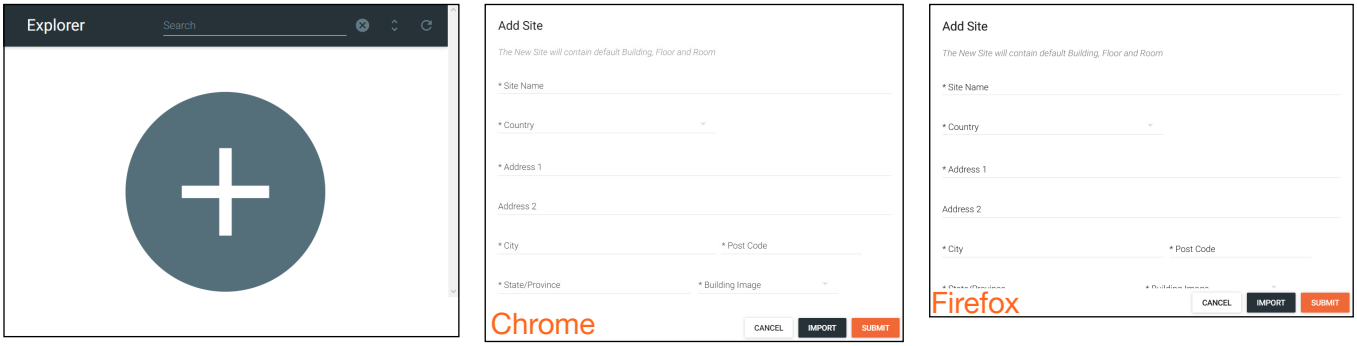
Usage Information 29

The home page will display when logged in, when the Velocity logo in the center of the software is selected, or when home is selected from the left navigation.

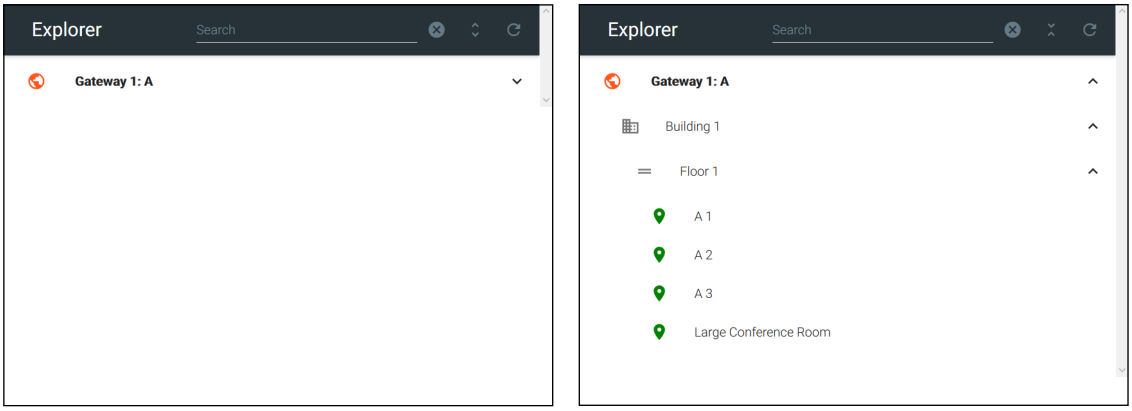


Explorer

The explorer provides a quick place to add a site, or view all linked gateway sites.



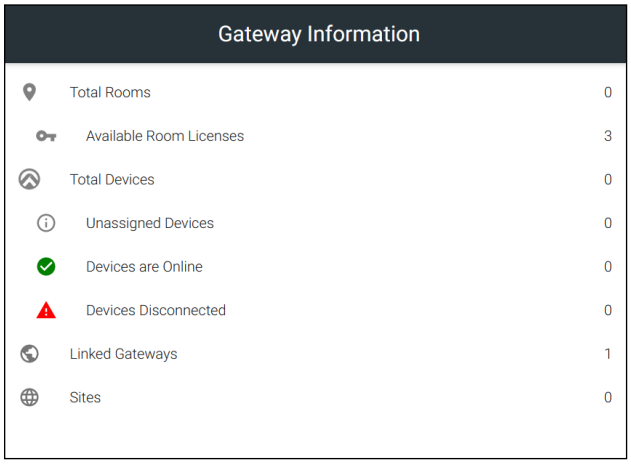
1. Select the + button to add a site. A pop up will appear.
2. Fill in the Site Name, Country, Address, City, Zip Code, State, and select an image for the building or select the import button and select a previously saved site from the local computer.
3. Press the Submit button. The site should appear in the explorer window, if not press the refresh button in the top right corner.

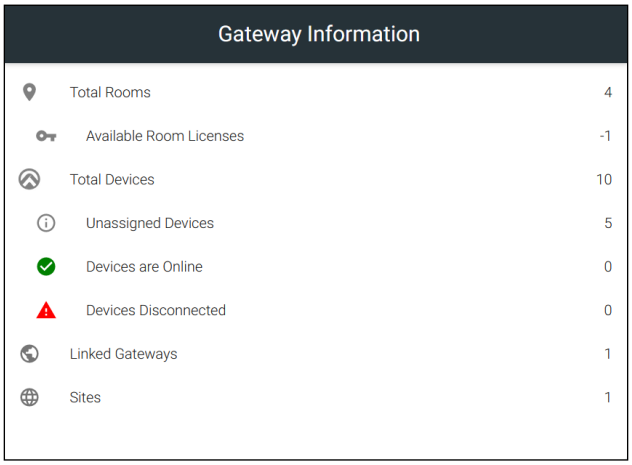


Select the site name or the expand all button to view the site. All sites on connected gateways will display in the explorer.

Gateway Information

The Gateway Information field will display rooms, devices, gateways, and sites. This will update whenever a new site or device is added. If the numbers do not update, refresh the browser screen.



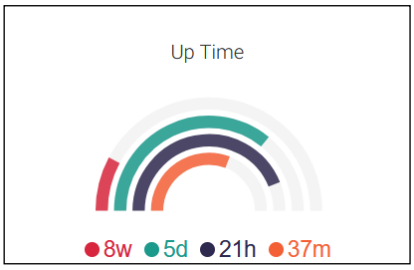


Select any of the options (except for Total Devices) to go to the relevant section within the software. **e.g.** If **Linked Gateways** is selected, it will open the Gateway tab within the Settings page.

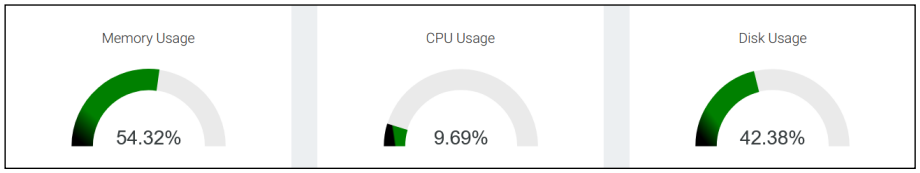
Total Rooms - Displays the total amount of rooms on the gateway and linked gateways.
Available Room Licenses - Displays the total amount of licenses left. This can be negative if more rooms are created than there are licenses.
Total Devices - Displays the total of all devices on the gateways (Atlona devices, displays, sources, etc)
Unassigned Devices - Displays the total number of Atlona devices that have not been assigned to a room.
Devices are Online - Displays the number of Atlona devices that are connected and communicating with Velocity.
Devices Disconnected - Displays the number of Atlona devices that are have been added but are not communicating with Velocity.
Linked Gateways - Shows the number of gateways on the network that have been linked together.
Sites - Displays the number of sites on all connected gateways.

Usage Information

Usage tiles will appear at the bottom of the home page. This will display status of the Velocity gateway.



Up time will display how long the software has been online at the current site. It will display in weeks, days, hours, and minutes.



Memory, CPU, and Disk Usage tiles will display the status of the server. This will display the percentage of use on the VGW-HW or the percentage of allocated resources in use on the server for VGW-SW.

Sites

Sites will go over the adding, editing, deleting and general set up of sites, buildings, and rooms.

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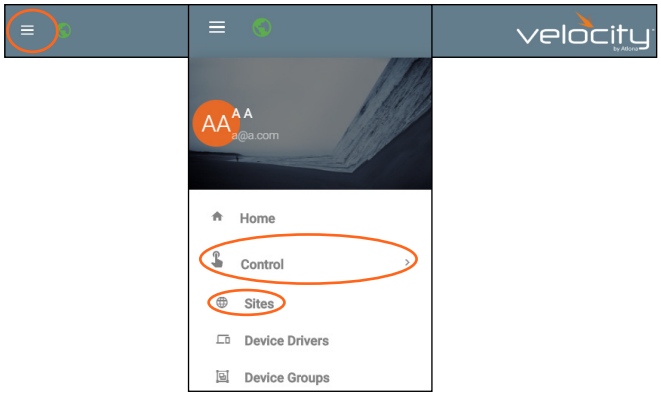
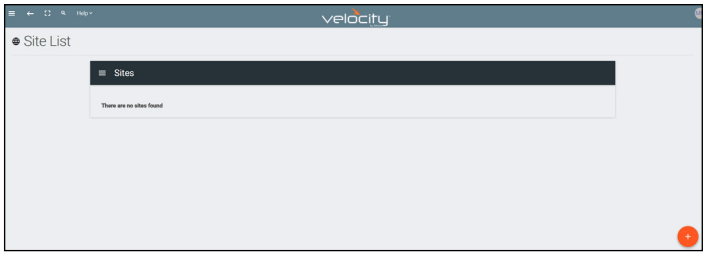
Adding Technology 44

General

1. Select the ≡ button from the top left corner and select **Control**. New options will appear below.
2. Select **Sites** from the new options. A new screen will appear.

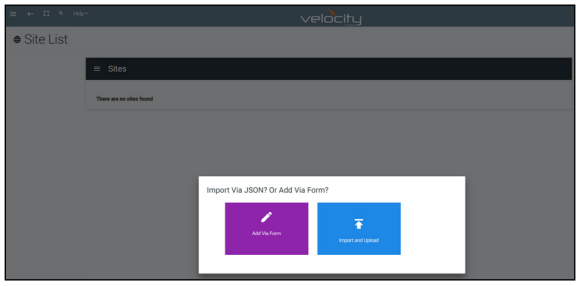




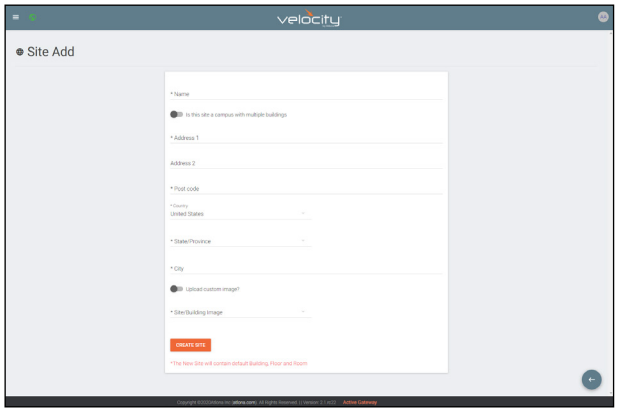
Add

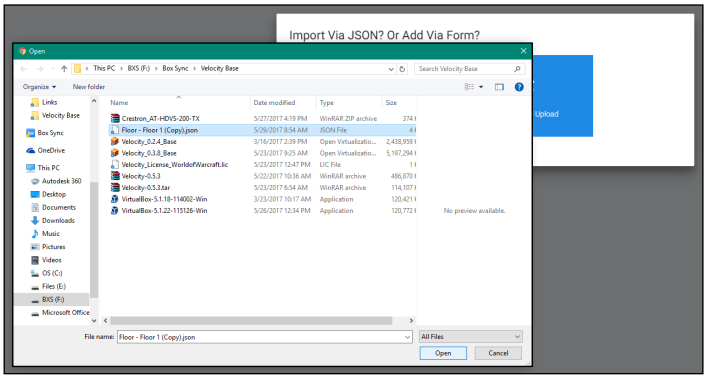
1. Press the **orange + button** in the bottom right hand corner to add a site. A popup window will appear.

NOTE: Only one site can be added per gateway.

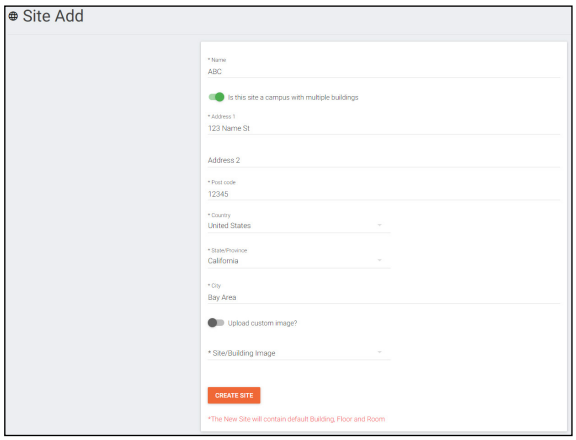


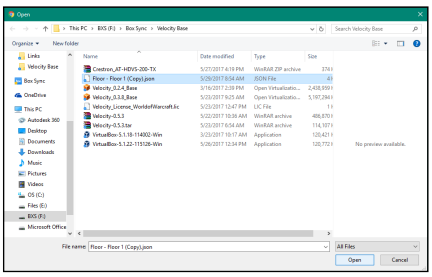
2. Select the purple **Add via Form** button for new sites and the blue **Import and Upload** button if loading a site based off a previously saved site. A new window will appear or a browse folder will open.





3. Select the site off the local computer and press open, or fill in the **Site Add** form.

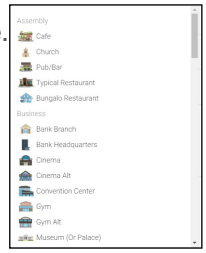




- **Name** - Usually the company name, use to identify the site Velocity will be located.
- **Multiple Building** slider - Select this to start the site with two buildings instead of one.
- **Address 1** & **2**, **Post Code**, **Region**, **Country, City** - Used to help determine the exact location of the site, to help when troubleshooting or if there is more than one site with the same name.
- **Upload custom image** slider - Select this option to add a custom image for the site.

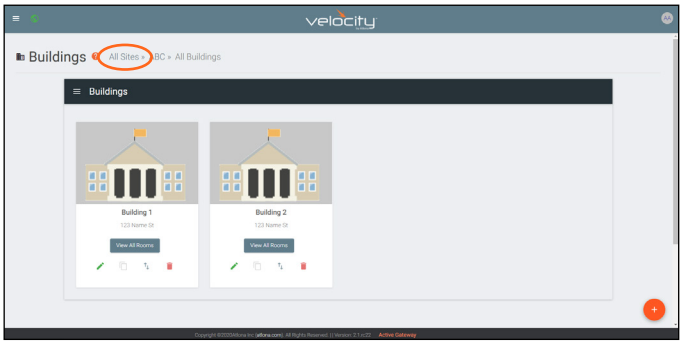
  NOTE: Custom images must be .PNG, .JPG, .JPEG, or .BMP file types to display.

- **Site/Building image** drop down menu - Select a Velocity site image.



4. Press the **Create Site** button.

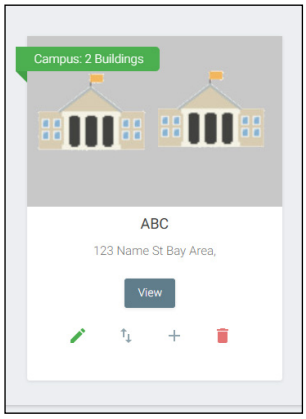
A new page will open.

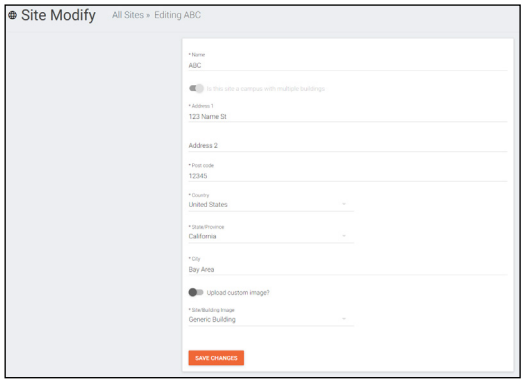


To return to the sites page, press **All Sites** within the top navigation.

Edit

1. Press the **Edit Site** (pencil) button to update a site's information. A new window will open.

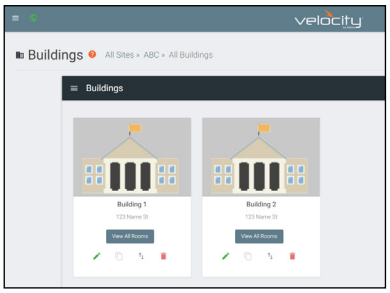


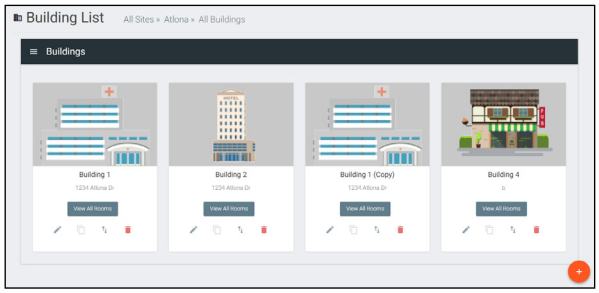


The options on the **Site Modify** window will be the same as the **Add Site** window. The requirements will be the same. Once changed, press the **SAVE CHANGES** button.

Buildings

Once a site is created, it will go straight to the buildings page. If multiple buildings was selected, then two buildings will display.

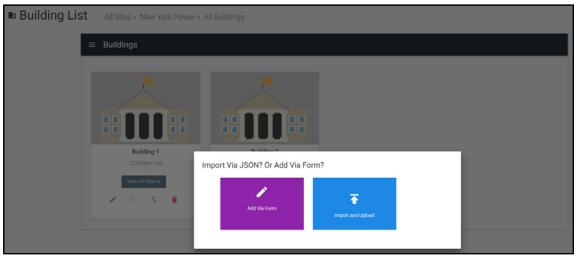




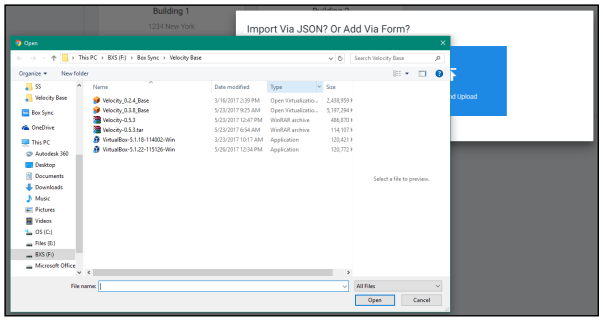
Using the **+** button or the navigation below the **View All Rooms** button, buildings can be added, edited, and deleted from this screen.

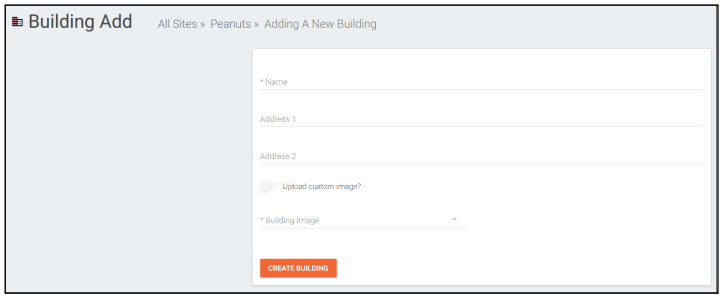
Add

Each site will start with at least one building. If more are needed, they can be added using the **+** button at the bottom of the page.



1. Select the purple **Add via Form** button for new buildings and the blue **Import and Upload** button if loading a building based off a previously saved building. A new window will appear or a browse folder will open.

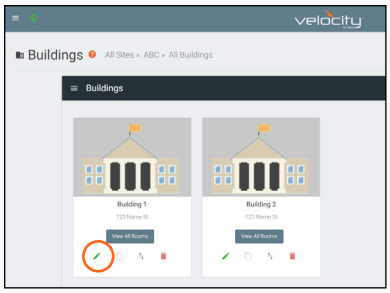


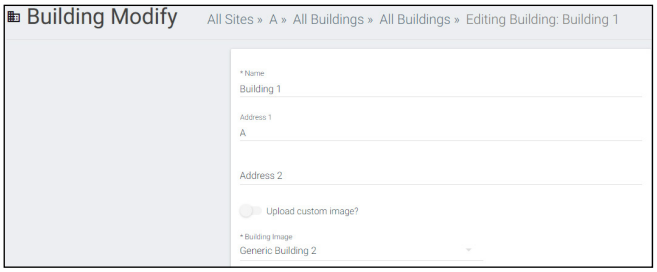


2. Select the building off the local computer and press open, or fill in the **Building Add** form.
   - **Name** - Usually the building name or suite number, use to identify different buildings.
   - **Address 1** & **2** - Used to help determine the exact location of the building, to help when troubleshooting.
   - **Upload custom image** slider - Select this option to add a custom image for the building.
   - **Building image** drop down menu - Select a Velocity site image.
3. Press the **Create Building** button.

Edit

1. Press the **Edit site** (pencil) button to update a site's information. A new window will open.





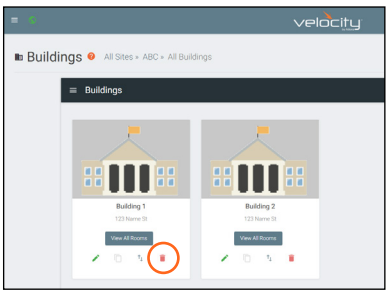
The options on the **Building Modify** window will be the same as the **Add Building** window, with the exception of **Room Groups**. The requirements will be the same. Once changed, press the **SAVE CHANGES** button.

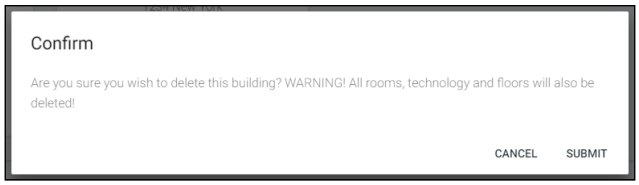
Room Groups - This will provide a way to link rooms that will be used together or linked.

a. Name the room groups so that they will be easy to remember.
b. Press the **SAVE CHANGES** button.
c. Set the room group in each individual room's settings.

Delete

1. Press the **Delete building** (trash can) button to delete a building. A popup confirmation window will appear.

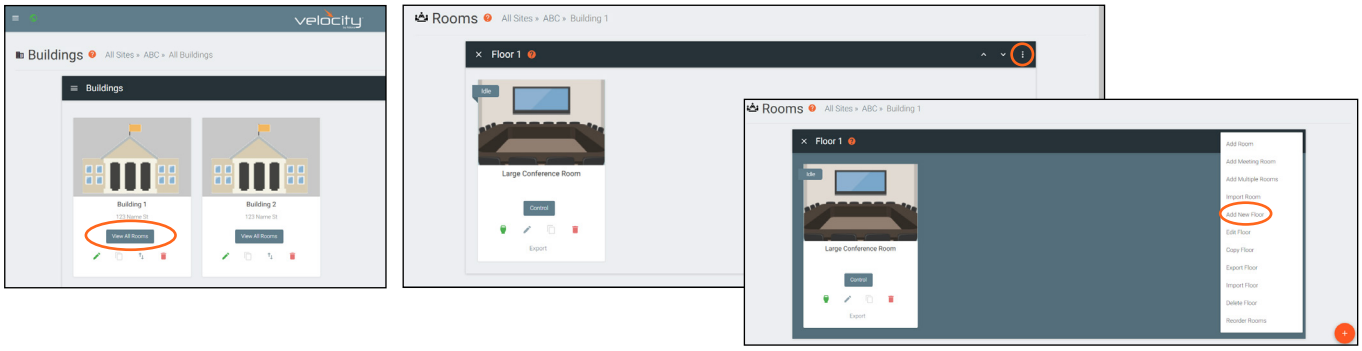




2. Press the **SUBMIT** to delete the building.

Floors

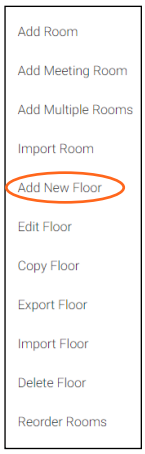
Once a building is created, the **View All Rooms** button can be pressed to go directly to the room and floors areas. One floor and one room will automatically be generated based on the type of building selected during creation.



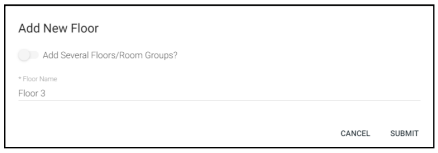
Add

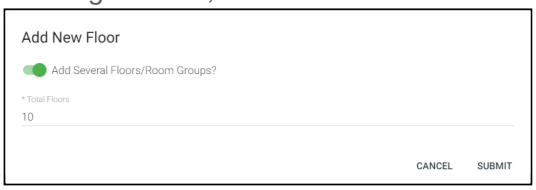
Each building will start with at least one floor. If more are needed, they can be added using the **:** button at the top right of the floor header.

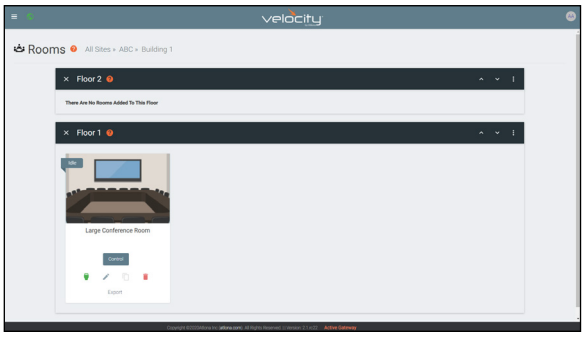
1. Select **Add New Floor** from the drop down list.



- **Add Several Floors** - When enabled, the number of floors added at once is unlimited, but will slow the server if too many are added.
- **Floor Name** - When adding a singular floor, it can be named.



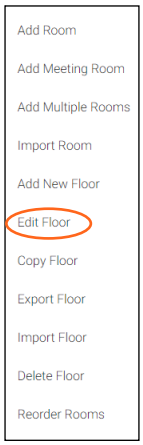




Edit

Each building will start with at least one floor. Once a room is added, the name can be changed through the edit function.

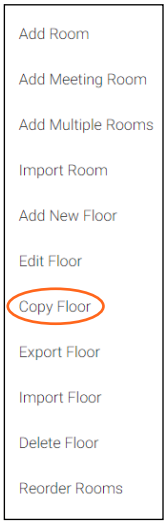
1. Select **Edit Floor** from the drop down list.

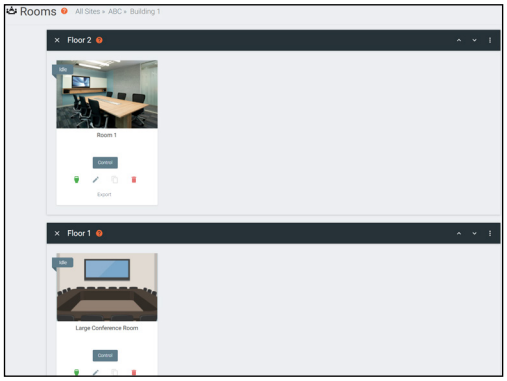


2. Type in a new name for the floor.

Copy

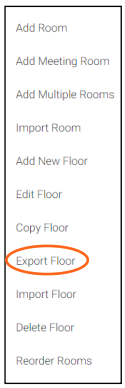
1. Select **Copy Floor** from the drop down list. The floor will duplicate.

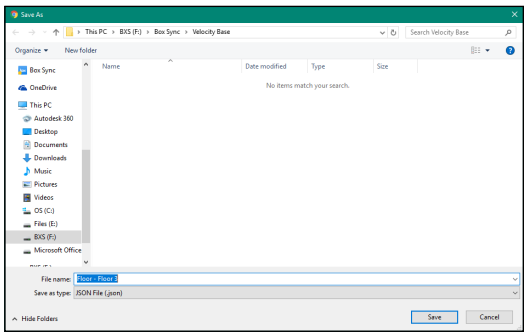




Export

1. Select **Export Floor** from the drop down list. A new window will open.

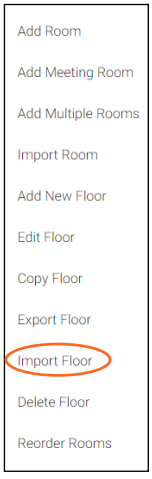


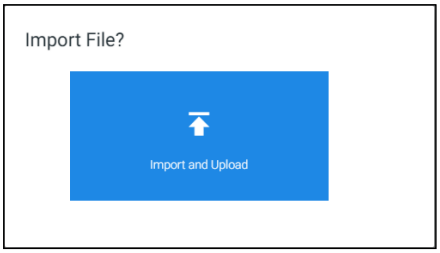


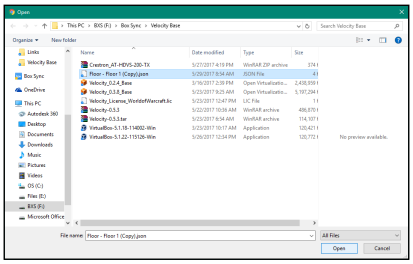
2. Save the file to an easy to remember area (**e.g.** desktop).

Import

1. Select **Import Floor** from the drop down list. A pop-up window will appear.



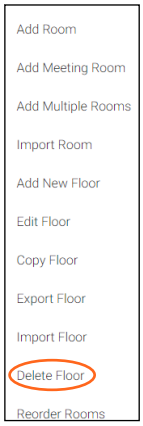


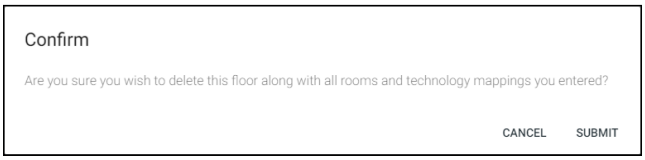


2. Select **Import and Upload**. A new window will open.
3. Select the file and press **Open**.

Delete

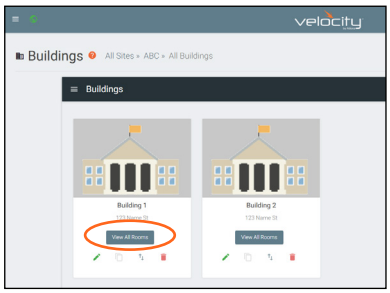
1. Select **Delete Floor** from the drop down list. A pop-up window will appear to confirm deletion.

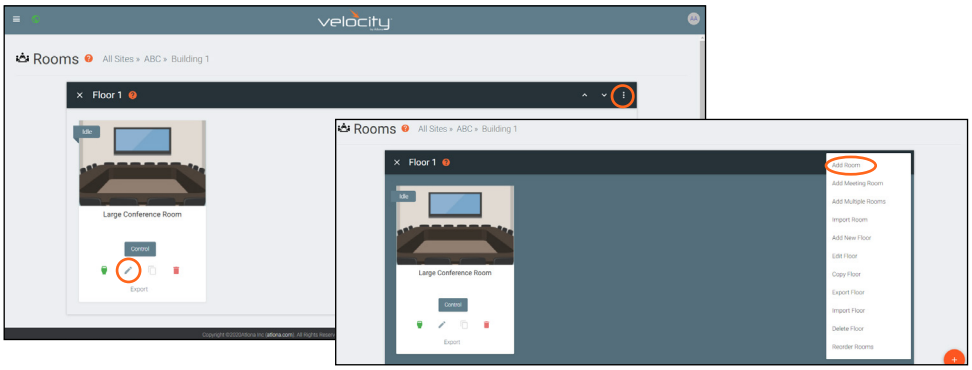




Rooms

Once a building is created, the **View All Rooms** button can be pressed to go directly to the room and floors areas. One room will automatically be generated based on the type of building selected during creation.





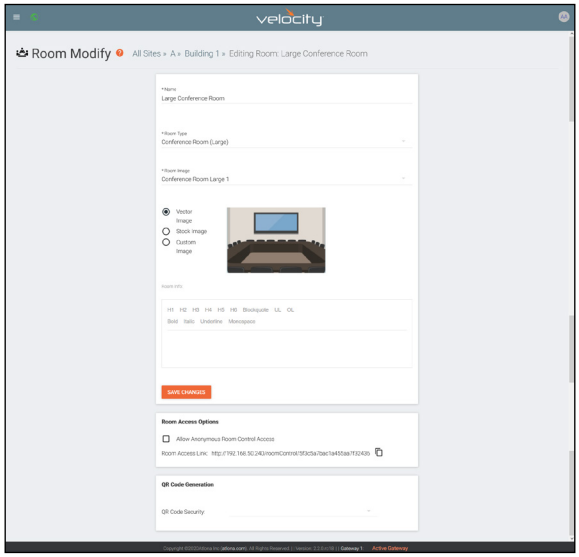
NOTE: Any amount of rooms can be added to Velocity, but only the first rooms created up to the license amount will be active for control. **e.g.** If using AT-VGW-HW-3, only the first three rooms created will be controllable. The rest can be set up, but not controlled.

The rooms can be used, edited, imported, exported, reordered, or deleted based on preference.

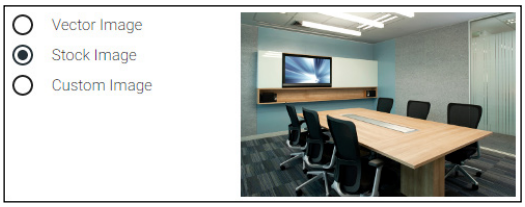
Add / Edit

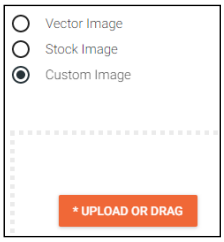
1. Press **Edit** (pencil) or **Add Room** from the drop down in the right corner. A new window will open.

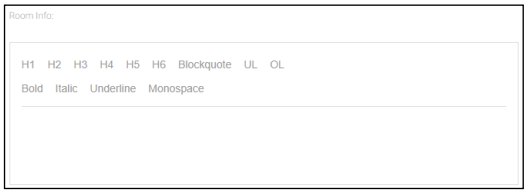
Edit or **Add Room** will open the same Room Modify screen.



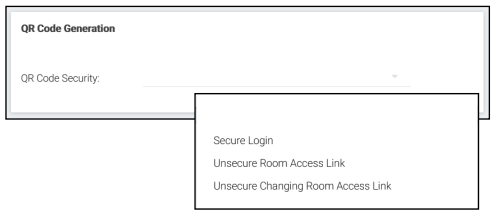
2. Fill in all the base information
   - **Name** - Usually the room number or name.
   - **Room Type** drop down menu- Select a room type within the list that best represents the room.
   - **Room image** drop down menu - Select between images to represent the room. There are three image types: vector, stock, and custom image.
   - **Room Info** - Provide extra information about the room.

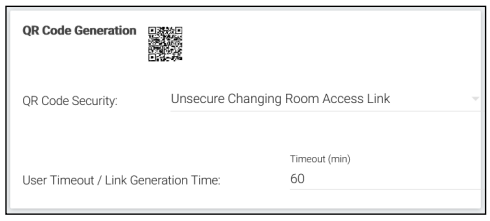






- **Reset Room Access** - Removes all synced control panels from the room. The removed panels will have to be resynchronized to be able to control the room.





- **QR Code Security** - Leave blank if a QR code for control is unneeded, or select between Secure Login, Unsecure Room Access Link, and Unsecure Changing Room Access Link.

  Secure Login - Only users with a login and password will be able to access the control screen when this is selected.

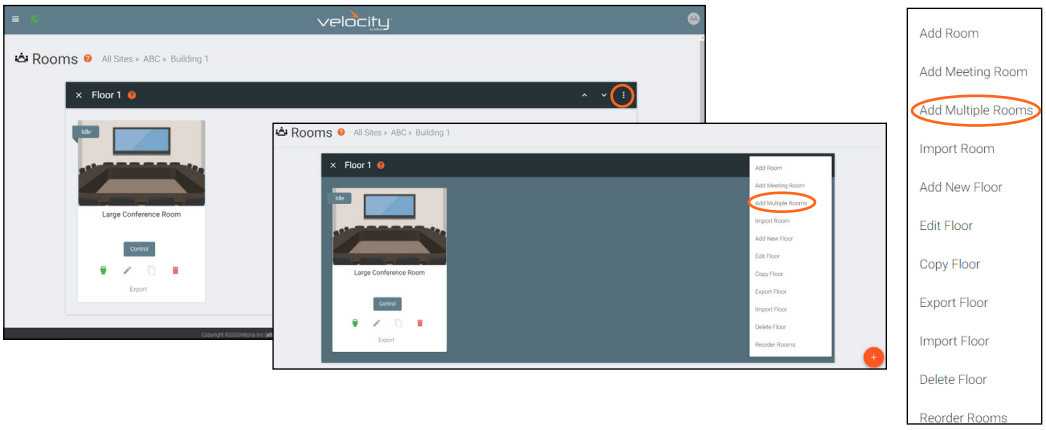
  Unsecure Room Access Link - Allows access to the control page to anyone on the same network that is able to scan the QR code.

  Unsecure Changing Room Access Link - This creates a QR code that will time out after the specified time. The QR code will have to be rescanned after it has timed out.

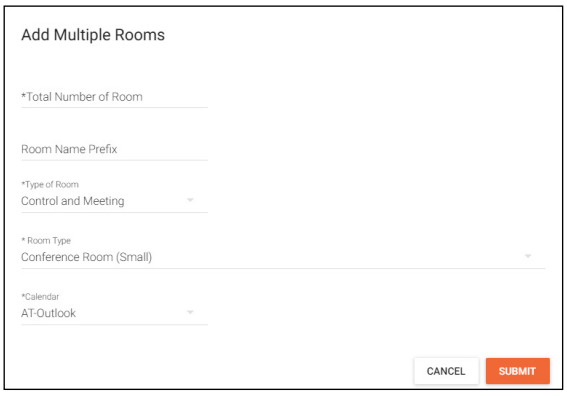
Add Multiple Rooms

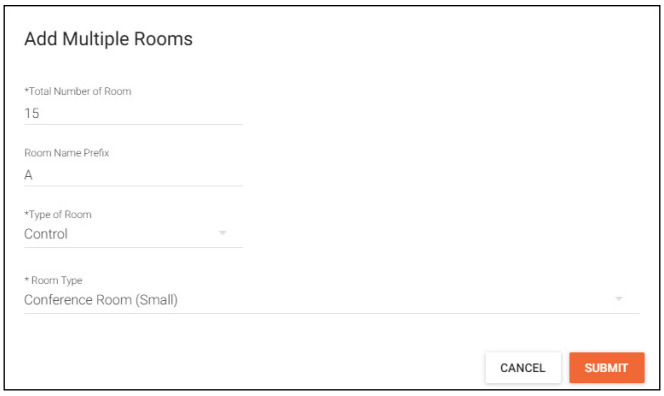
Multiple rooms can be added at one time.

1. Select **Add Multiple Rooms** from the drop down list on the top right. A new pop up will appear.



2. Fill in all the base information such as amount of rooms, a prefix to the name that will appear before the room number as they are created, the function of the room (Control, Meeting, or Control and Meeting), room type, and (if meeting or control and meeting is selected) Calendar.



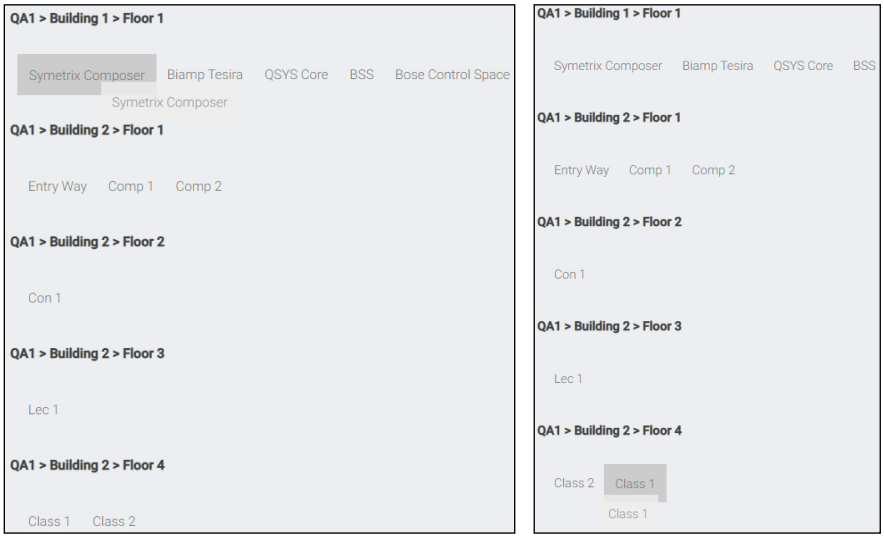


3. Press the **Submit** button. Velocity will take anywhere from 30 second to five minutes to make rooms, depending on the amount being created. Once done the page will refresh.

Reorder

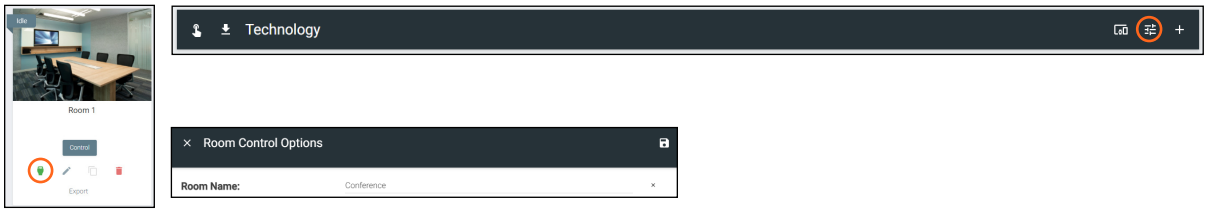
1. Press **Reorder Room** from the drop down in the right corner. A new window will open.

2. Select rooms and drag them to the wanted order. Rooms may only be reordered within the same floor.

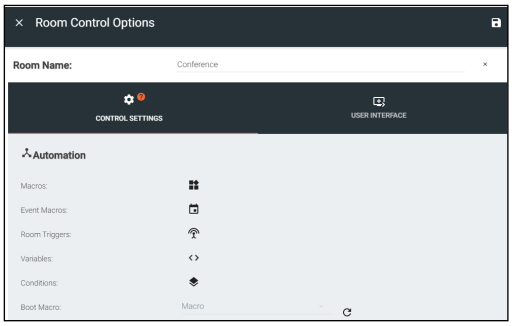


Advanced Settings

Once the basic information the room's control and UI changes can be adjusted from within the room technology page by selecting the button.



Control Settings



AUTOMATION

- **Macros** - Program a command or group of commands, that shows as a button within the page control screen. See Macros.
- **Event Macros** - Program a command or group of commands, that will be triggered by a room event or at a set time. See Event Macros.
- **Room Triggers** - Programs a command or group of commands that will occur on a trigger event. See Room Triggers.
- **Variables** - View the Variables section for information.
- **Conditions** - Select to view and edit the current command conditions. View the Conditions section for more information.
- **Boot Macro** - See the Boot Macro section for information.

AUDIO and DIALER SETTINGS

- **Master Audio Device** - Select the room's main audio control device. Only devices that have been added to the room are available from the drop down menu.
- **Volume Ramp Interval (ms)** - Select the amount of time (milliseconds) between a volume command being repeated when the button is held down.
- **Dialpad Device** - Select the dialpad device from the drop down menu. Only devices that have been added to the room are available.
- **Dialpad Line Number** - Set the line number the VoIP device will run on.

NOTE: Dialpad options will be used with DSPs and Codecs for making calls.

- **Video Conference Device** - Select the video conference device from the drop down menu. Only devices that have been added to the room are available.
- **Enable Audio Follow Video** - Set this to enable when using devices that have separate audio and video routing, to have the audio output follow the linked video output.
- **Enable Independent Audio Switching** - Set this to enabled when using a device that has separate audio and video, to have the audio output route separately from the video.

CONTROL PAGE SETTINGS

- **Room Group** - Select a room group to assign the room to. If no room groups have been added, select the plus button and it will redirect to the building modify page to allow room groups to be added. This allows for multiple room control screens to be accessed from a single control panel.
- **Default Synchronized Table Language** - Select the language to be displayed on the control tablet

ROOM ON/ROOM OFF

- **Room On Delay Timer** - Set the amount of time between when the room commands are sent and the control screens can be accessed. This allows for device warm up periods to complete before more commands are sent.
- **Room Off Delay Timer** - Set the amount of delay between when the Room Off commands are being sent and when the home screen can be accessed. This allows for a cool down period for all devices (such as a projector) before the Room On command can be sent.
- **Room On & Off Command Interval** - Set the delay time between commands within the Room On and Room Off macros.
- **Excluded On/Off Devices** - Select devices that will not be turned on/off when the **Start Room**, **Room Off**, and **Room On** buttons are selected.

CONTROL PAGE LAYOUT

- **Enable Split Room** - Select this slider to allow or disallow split rooms. View Split Rooms section for more information.
- **Enable Switching on Source Drag** - When disabled, the source can be switched by clicking on the source icon or dragging and dropping the source on the display icon. When enabled, clicking a source will not switch sources and only dragging and dropping the source icon onto the display icon will switching. Enable when using the remote control when not wanting to make a source change.

NOTE: This is used with single monitor control screens.

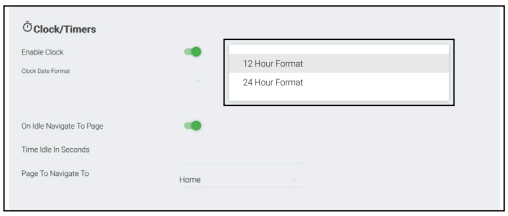
- **Enable Light Button Toggle** - Select this slider to display or hide the light button on the control screen.
- **Enable Clock** - Enable to display the time on the control screen. Disable to hide the clock.
- **Enable Touch Panel Mirroring** - Enable this for rooms with multiple control screens to keep those screens in sync with each other.

Numeric Passcode Locking

- **Enable Passcode Locking** - Select this slider to enable control screen locking. New options will appear when selected. This will lock the control screen and require a passcode to unlock.
- **Lock Timeout (In seconds)** - Sets the amount of time between the last control panel use and when the lock screen appears.
- **Valid Passcodes** - Enter in the passcodes to be used to unlock the the control panel. Multiple passcodes can be set per room if multiple users will be using the same control page (as with split rooms).

NOTE: If the passcode is left blank, press the green arrow button on the lock screen to unlock the room.

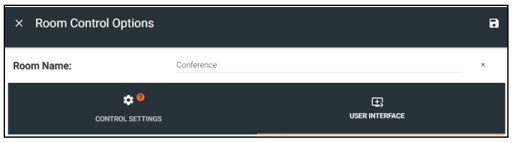
- **APPLY CHANGES** (found at top right of menu)- Select this button to update the page will all the selected settings.

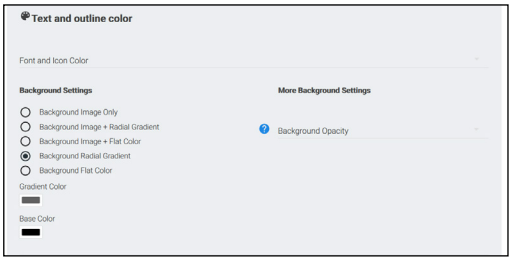


Clock/Timers

- **Enable Clock** - Select this slider to enable the clock to appear on the control screen.
- Clock Date Format - Set the clock to show in a 12 hour format or 24 hour format on the control screen.
- **On Idle Navigate to Page** - Enable to have the control screen navigate to a specific page when no input has been received on the touch panel for a set amount of time.
- Time Idle In Seconds - Set how much time (in seconds) that it takes before the page navigates to the set idle page.
- Page To Navigate To - Select the page the control screen will navigate to when no signal is received for the set time. Only previously created pages can be selected.

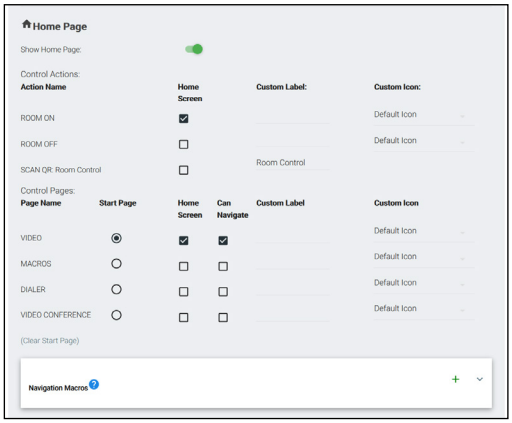
User Interface





TEXT and OUTLINE COLOR

- **Font and Icon Color** - Changes the outline color of the devices within the control screen and the labels underneath them.
- **Background** - Change the background of the control screen between an image, a gradient, or a flat color. Default is a grey gradient screen.
- **Background Opacity** - Set how solidly the back ground shows on the control screen. The lower the opacity, the higher visibility text and images have.
- **Gradient Color** - Select a color for the center of the gradient.
- **Base Color** - Select the color of the outside of the gradient.



HOME PAGE

- **Show Home Page** - Select whether the control page will start on the home page or on the device control page.
- **Control Actions** - Select whether the built in Room On and Room Off command buttons will appear on the home screen (box checked) or not (box unchecked).
- **Control Pages** - Sets what displays on the home and control pages

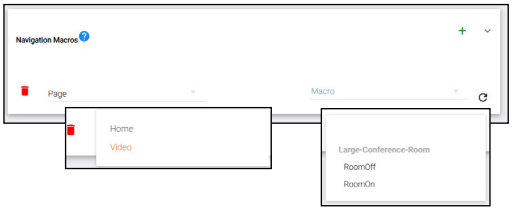
Start Page - Selects which page opens after the start room button is selected. This is only active if the Show Home Page slider is disabled.

Visible on Home Screen - Select which direct page selections are available from the home page.

Can Navigate - Selects which screens are visible within the Navigate menu.

Custom Label - Set a custom label for each button to display on the control/home pages.

Icons - Icons can be selected for the buttons in the drop down menu. If no icons fit the need, a custom one can be uploaded and selected from the Custom Icon drop down menu.

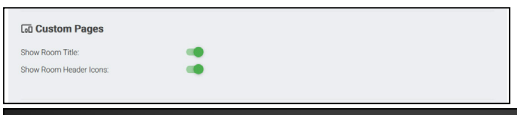


- **Navigation Macros** - Use this to assign a macro to trigger when the indicated page is selected.

a. Select the page from the drop down menu. Only already created pages will appear in the drop down menu.

b. Select the Macro from the drop down. Only already created macros will appear in the drop down menu.

c. Repeat for as many Navigation Macros needed.



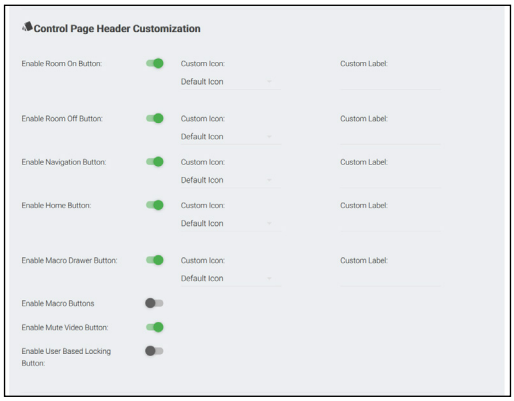
Custom Pages

- **Show Room Title -** Show (selected - green) or hide (deselected - grey) the room name on the control page.

- **Show Room Header Icons -** Display (selected - green) or hide (deselected - grey) the navigation icons on the top right of the control page. Only icons selected within the room options will appear on the control screen when enabled.

CONTROL ITEMS PER PAGE

- **Sources** - Select the max amount of sources to display per control page. Increasing the amount of sources displayed will make the icons smaller on the control screen.
- **Displays** - Select the max amount of displays to show per control page. Increasing the amount of displays shown will make the icons smaller on the control screen.
- **Macros** - Select the max amount of macro buttons to display per control page. Increasing the amount of Macros displayed will make the icons smaller on the control screen.

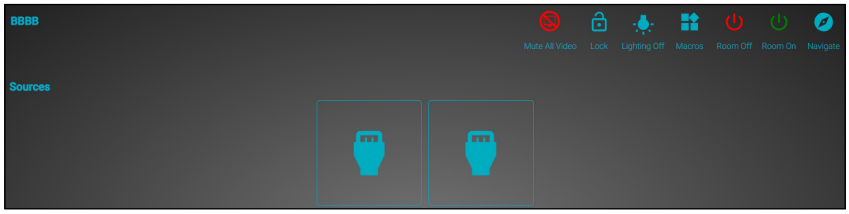


CONTROL PAGE HEADER CUSTOMIZATION

Enable or disable the control buttons to show the selected button in the room control screen header.

Custom Label - Set a custom label for each button to display on the control/home pages.

Icons - Icons can be selected for the buttons in the drop down menu. If no icons fit the need, a custom one can be uploaded and selected from the Custom Icon drop down menu.



CONTROL PAGE LAYOUT

- **Swap Display/Source Icon Locations** - Use this slider to adjust whether displays will be on bottom (default) or top (enabled slider) of the room control page.
- **Enable Icons/Labels** - Use the sliders to select whether source/display icons or labels will show on the room control page.

CUSTOM UI SELECTION

- **Custom Web URL** - Use this drop down to link the current page to a custom made control page from within the Velocity Tools. View the Customized Control UI Setup Guide for set up instructions, downloadable from atlona.com

CUSTOM AUDIO LABELS

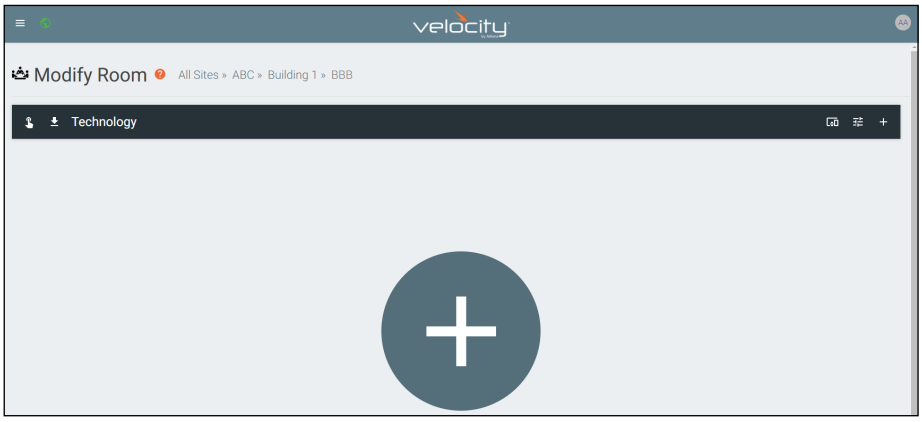
Use this section to customize labels of any volume slider currently selected for this room.

Macros, Event Macros, and Room Triggers

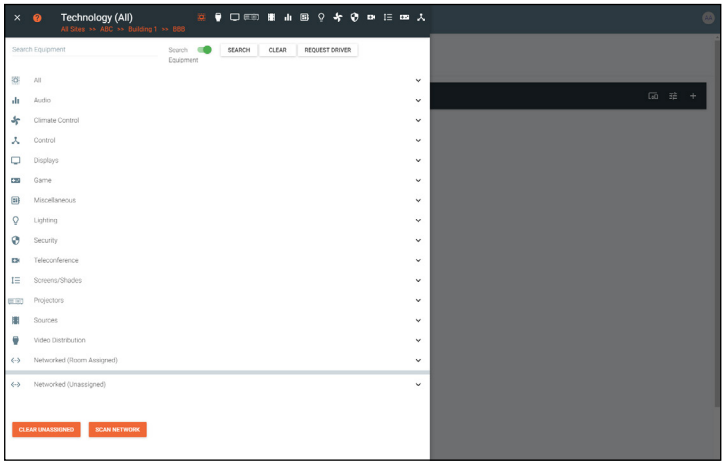
For more information on these sections, see the Macros & Conditions section.

Adding Technology

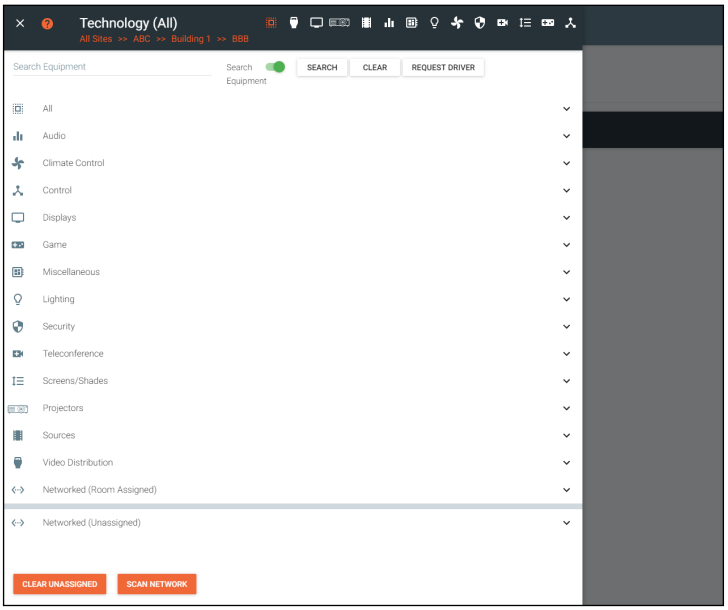
The room created will not be considered set up until at least 1 source and 1 display have been added and linked.



New technology can be added using either the large + in the center of the window or the + on the top right. Once pressed, a new menu will appear on the page.

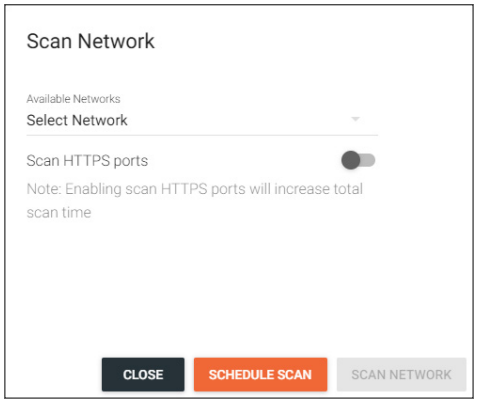


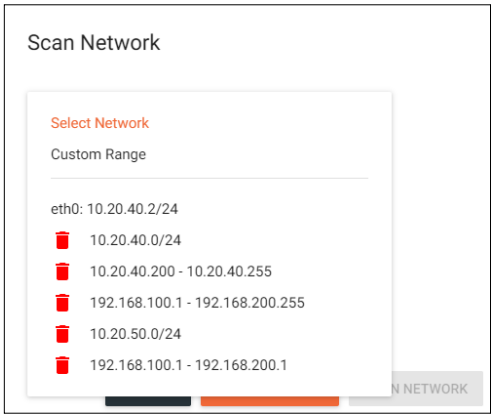
The easiest way to set up a room is to add all devices first and then link them, as links will not appear as options for drop down menus until they have been added to a room.



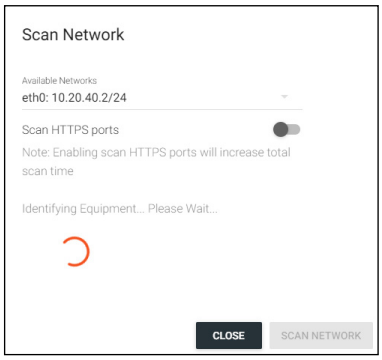
Devices discovered through the mDNS autoscan will display under the unallocated list until added to a room. For devices without mDNS, Velocity will need to do a network scan to find them.

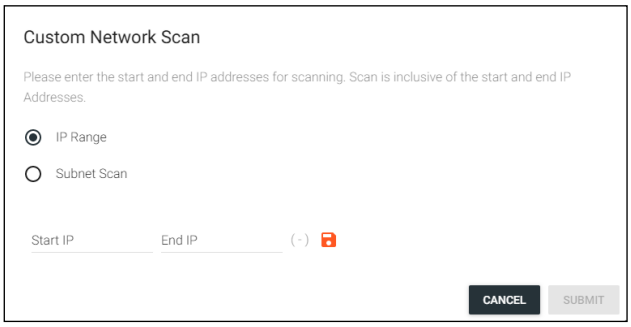
1. Press the **Scan Network** button.





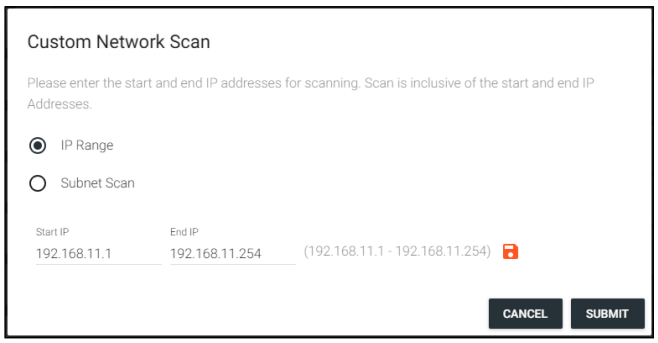
2. Select Custom Range (a new screen will take over) or the auto detected network eth0.
   a. If the auto detected network eth0 is selected, press Scan Network to start the scan.
   b. If Custom Range is selected, select between IP Range and Subnet Scan

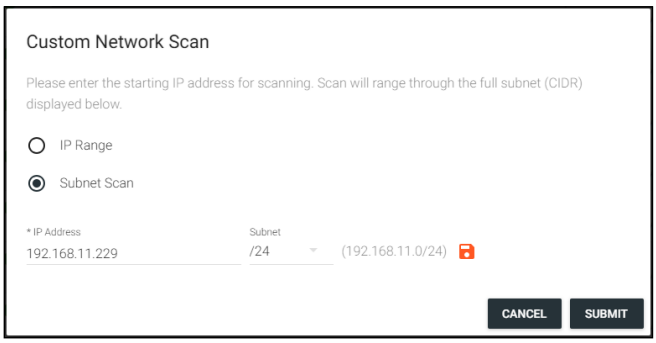




   1. Type in the network range or subnet information.

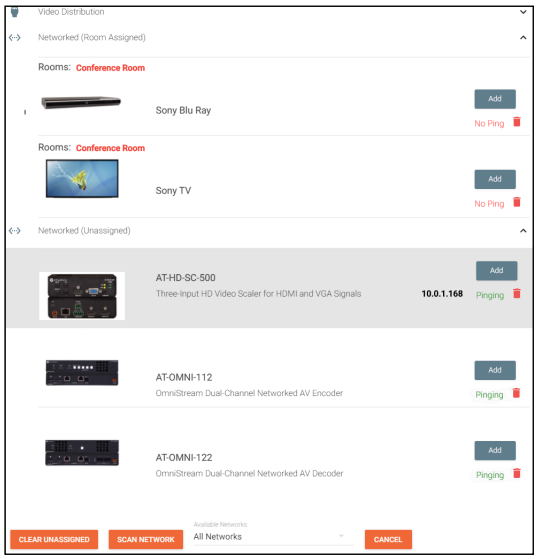
NOTE: It is recommended to keep the network range scan to under a 512 IP range. The larger the network range, the longer the scan will take. On subnet scan, Velocity/AMS will automatically limit the scan to 512 on subnet 23 or 256 on subnet 24.





   2. Press the save icon next to IP field. A green CustomNetwork Saved Successfully message will appear at the bottom of the page when the custom scan settings are saved.

   3. Press the Submit button to start the scan. The pop up will close when the scan is completed.



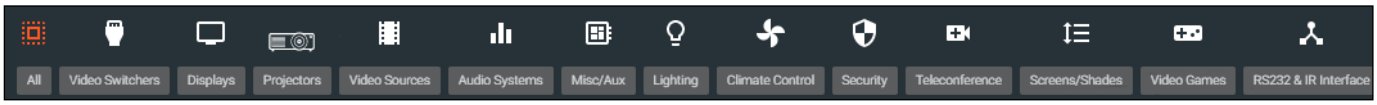
All Atlona devices on the network will be placed into the Networked (Unassigned) menu selection.

4. Press the **Add** button on all devices that belong to the current room. A device added message will appear on the bottom of the screen.

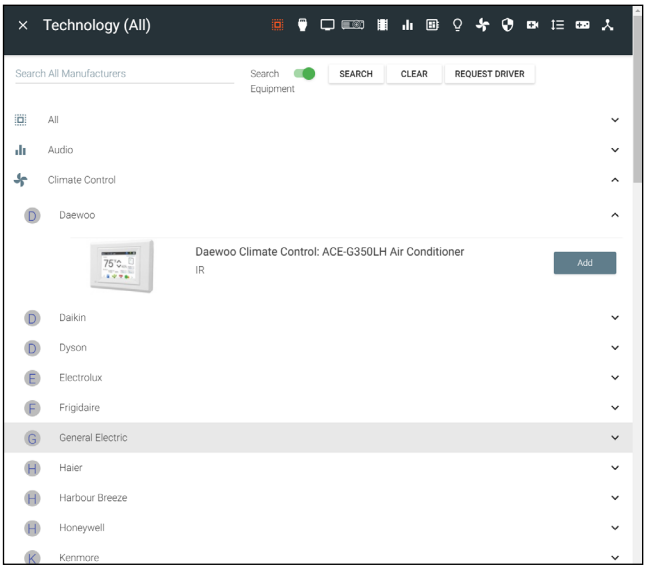
Once all Atlona devices are added to the room, the sources and displays will need to be added.

5. Select between the top navigation or sections in the default menu (menu will always start on **All**) to search for sources, displays, and other types of equipment that will be in the room.

Each button along the top menu corresponds with the sections of the **All** menu.

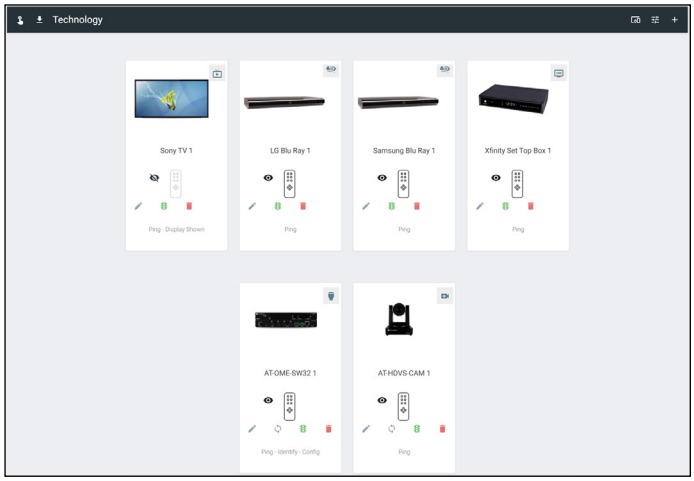


1. Find the device you are looking for in the menu or by using the search field.



2. Select **Add** on the device (recommended) to add the device to the room. A Room Device Saved Successfully message will appear in green at the bottom of the screen. If more devices are needed, complete adding those.
3. When finished adding all devices, press the X in the top left corner next to Equipment Catalog to go to the main screen.

NOTE: If a device is not found in the directory, use the **REQUEST DRIVER** button in the top right to go to atlona.com's control driver request form. This is only available if the PC connected to Velocity is online and will take over the current window.

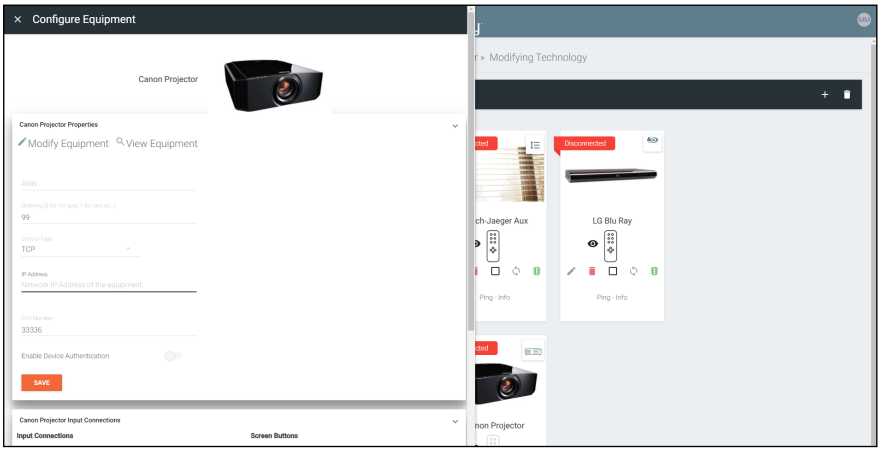


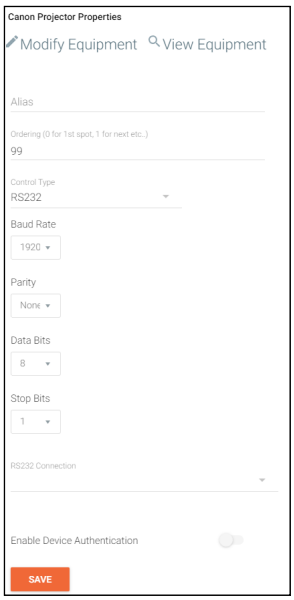
Once all devices have been added to the room, they can be linked to each other.

4. Press **Edit** on any of the devices in the room. A menu will appear on the left side of the window.

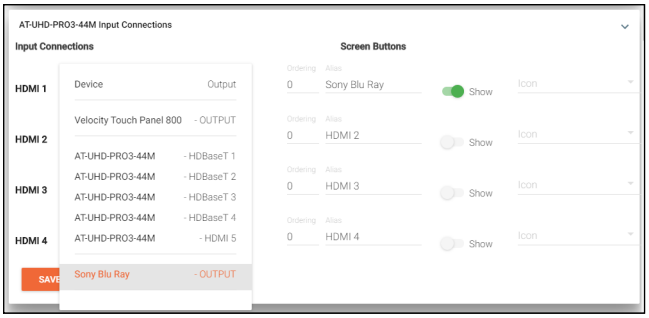
NOTE: It is recommended to edit switchers first, as adding inputs and outputs to a switcher will link them automatically for those devices.

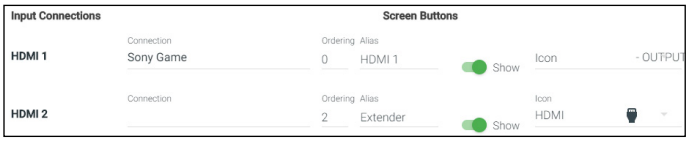
5. Select the control type of the device.
   - If TCP, then enter the IP of the device and port number
   - If RS-232, then enter the baud rate and type of connection.





6. Select the routing information for the device (if it is not already linked).





   - **Show** - Select the slider to toggle if the input device will display on the control device or not. Input devices that are not controlled, such as an Extender, can still be shown in the control window.
     a. Create an **Alias** for the device (such as a product SKU or type)
     b. Select the **Show** slider.
     c. Choose an **Icon** or upload a custom icon.
     d. Press the **SAVE** button.

Once all devices are set up and linked, the room is ready to be controlled.

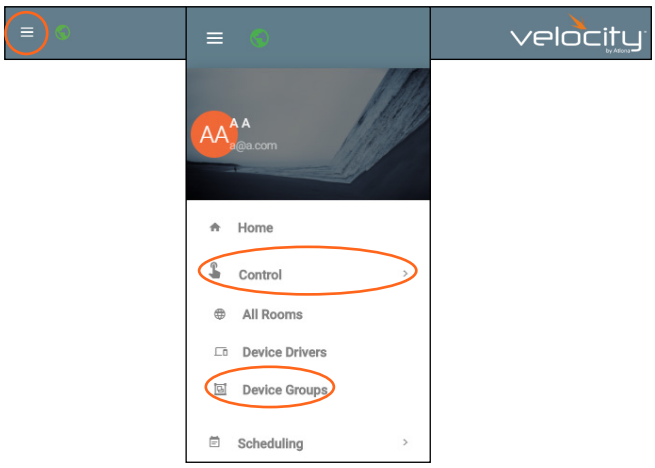
NOTE: Atlona device settings must be changed through the device webGUI or AMS. See device user manual for instructions for login and device settings (such as network settings).

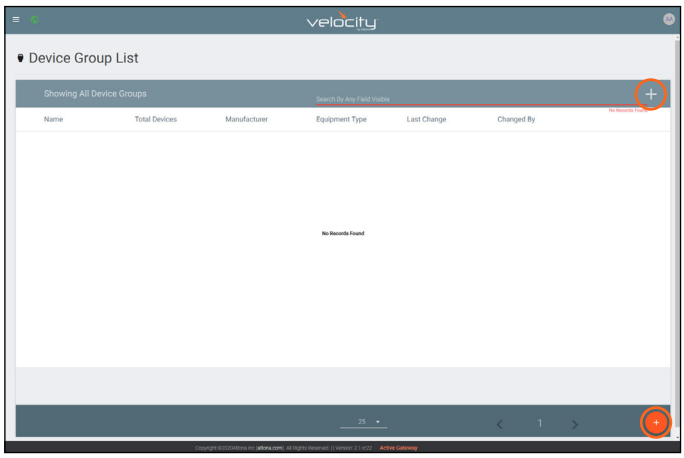
Device Groups

Velocity has the ability to group like devices together. Use the device groups to simultaneously control a set of devices, such as turning on all Sony TVs at a site.

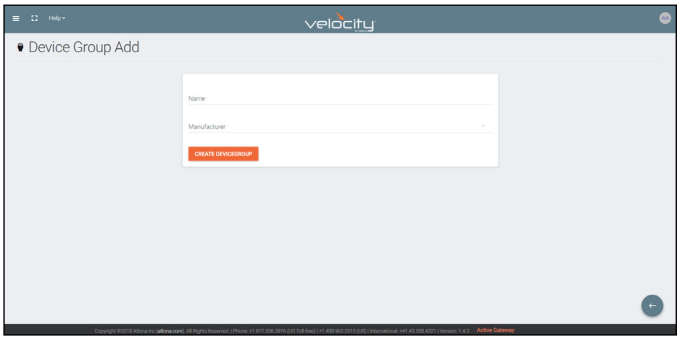
NOTE: Rooms and devices must be set up before starting to create device groups.

1. Select the ≡ button from the top left corner and select **Control**.
2. More options will appear. Select **Device Groups**. A new screen will open.
3. Select the **+** (add) button on the right side of the screen. A new screen will open.





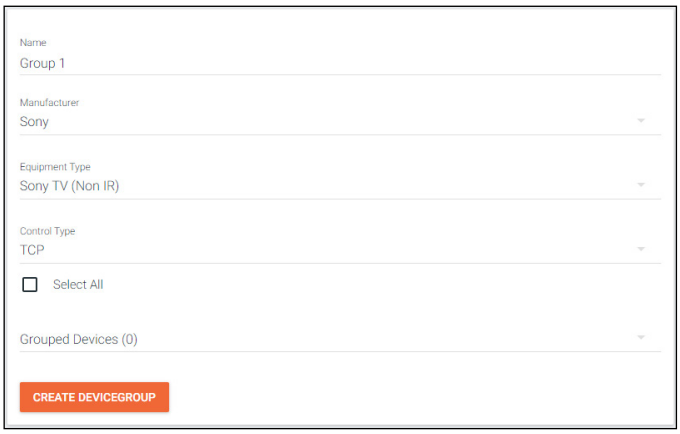
4. Type in a group name that will provide an easy hint to what the group controls. **e.g.** Sony TVs
5. Select the manufacturer of the controlled devices. A new option will appear below the drop down menu once selected.

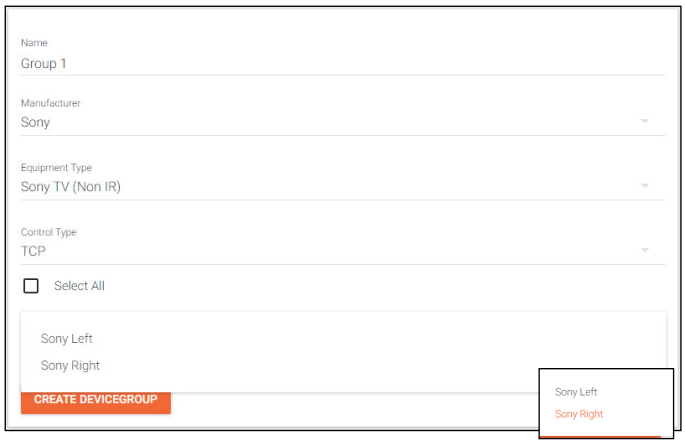


6. Select the equipment type from the drop down menu. New options will appear below the equipment type.

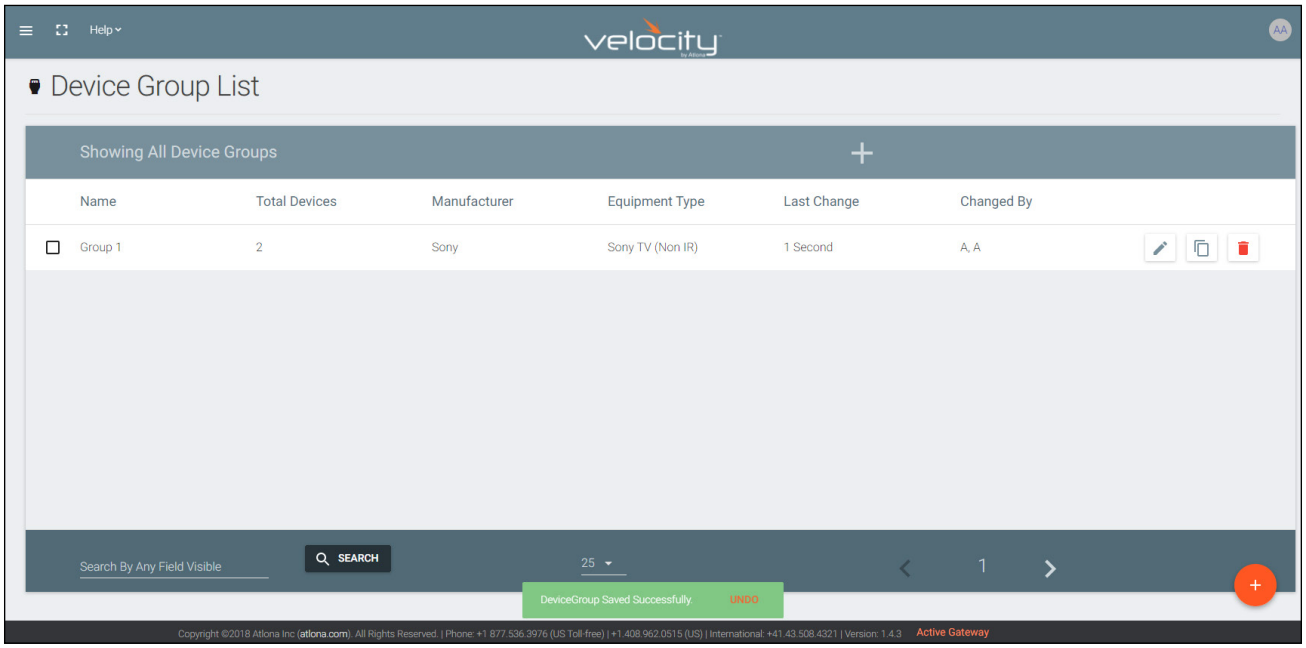
NOTE: Only the same equipment type will be grouped. If two different Sony TV types are on the list, only one may be selected and controlled.

7. Select the control type for the device commands to be sent as.
8. Choose the **Select All** check box or select individual devices from the drop down menu to be controlled.





9. Press the **CREATE DEVICEGROUP** button to save. The screen will return to the main Device Group page and display a green successful message at the bottom.



Control

Once a room has been set up, it can be controlled through either a web browser or a control device such as the Velocity Touch Pad (**e.g.** AT-VTP-800-BL).

NOTE: Instructions on syncing the Velocity Touch Pads can be found within the unit's Installation Guide.

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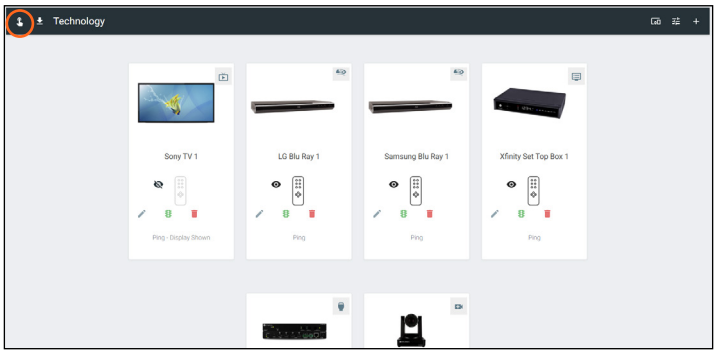
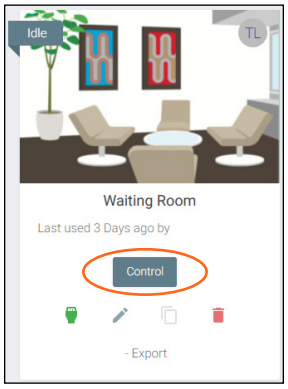
General

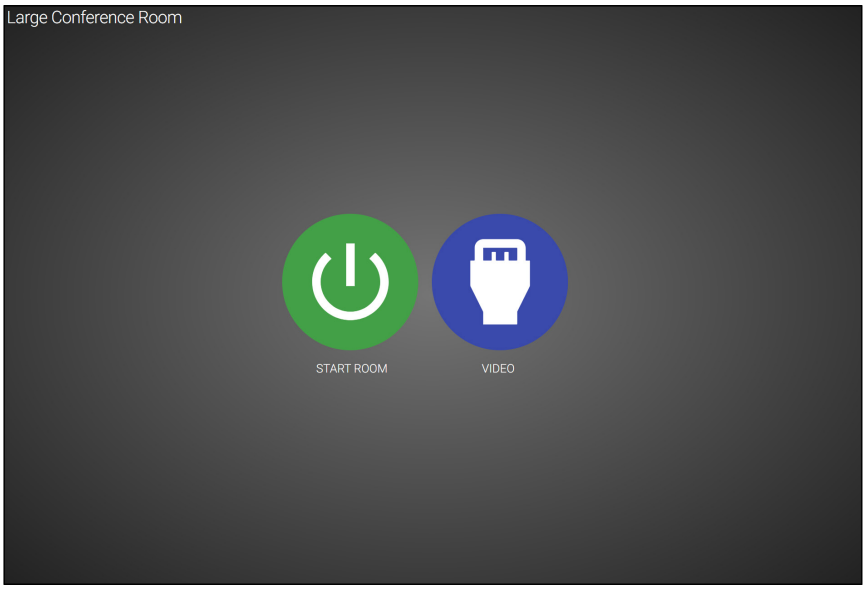
There are three places within the web browser to open the control screen:





1. Within the add technology page, after all devices have been set up and linked, press the button on the top left bar.
2. Within the room list page, press the **Control** button located in the room box.

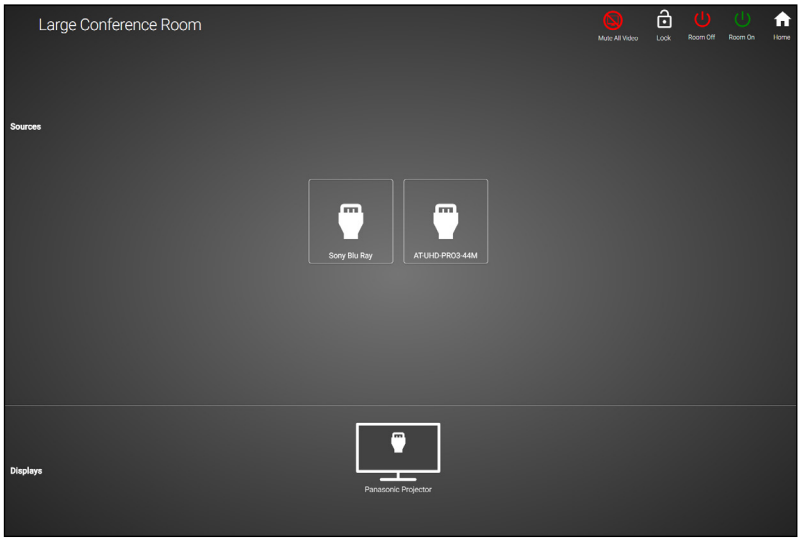
A new window will open.



The icons showing on the control screen will appear the same across web browser and control touch pads.

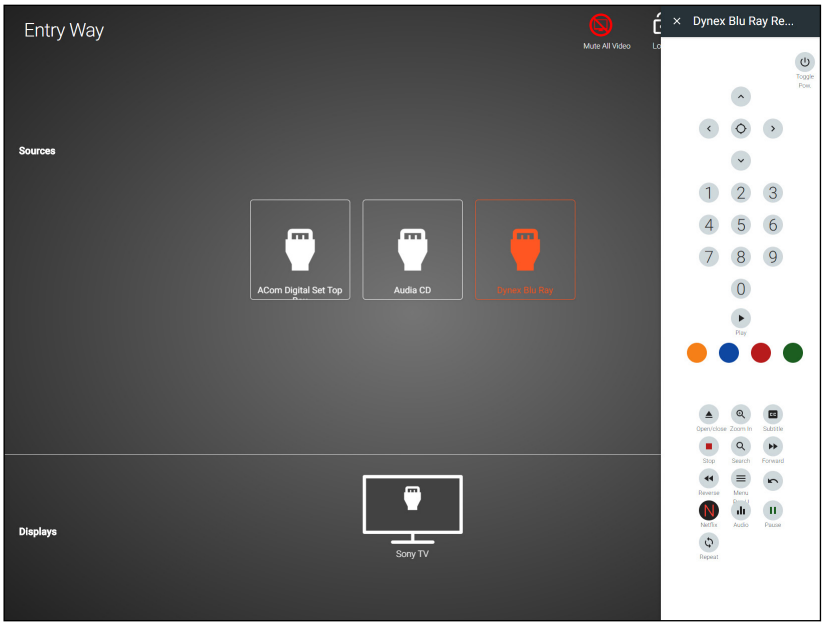
3. Press the **START ROOM** button to send on commands to all the devices in the room (excluding any that were excluded during room set up) or press the **VIDEO** button to open the room and control all the devices manually.

A new window will open.



On this screen, devices can be controlled by selecting (web browser) or touching (touch pads) the icons.

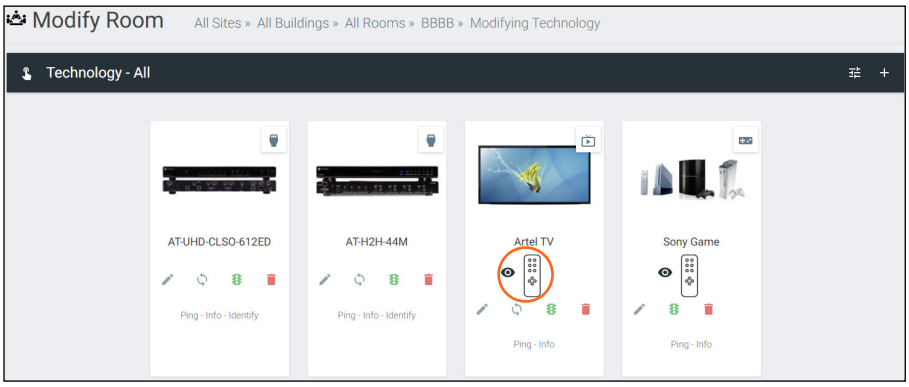
4. Click on the device to open the control field and switch inputs to that source.



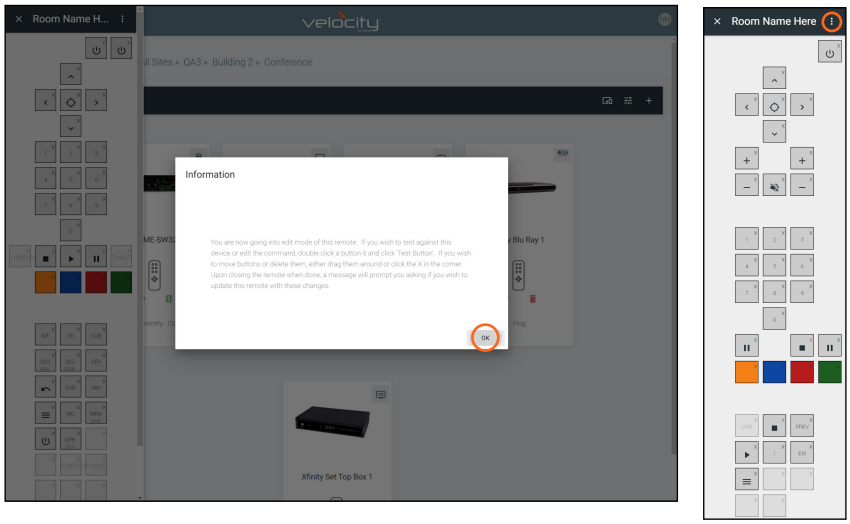
Within this screen, all devices can be controlled and routed.

Device Remote

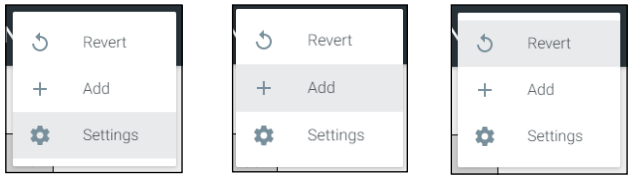
The control remote for each product may be adjusted, either in the equipment manager or within the technology page.



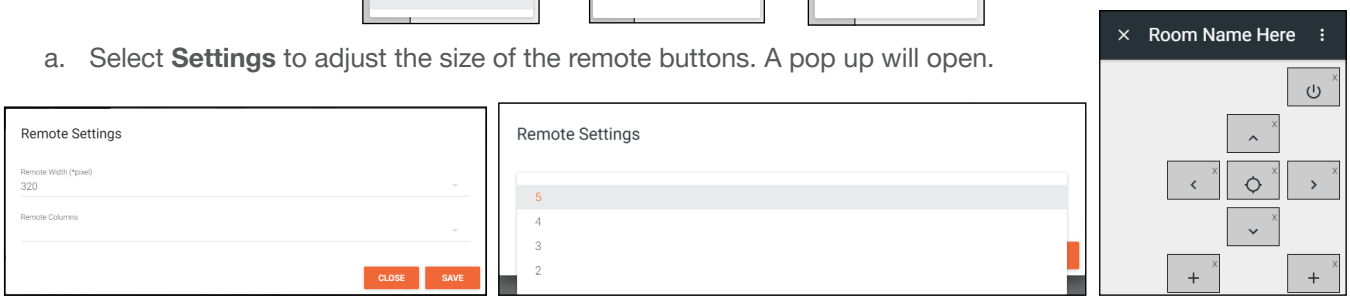
1. Select the remote icon. A pop up will appear.
   a. If the eye icon next to the remote has a slash and the remote is grey, press the eye (view) icon to show the remote. A remote can only be edited if it is set to show.
2. Select the OK button on the Information window to make the remote available for editing.



3. Press the ⋮ button in the corner to adjust remote button sizes (settings), add buttons, or revert the remote back to original settings.

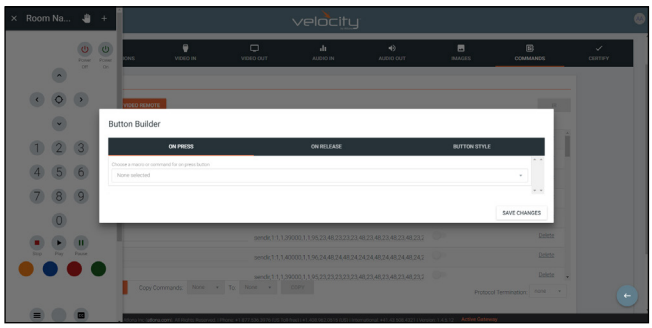


   a. Select **Settings** to adjust the size of the remote buttons. A pop up will open.



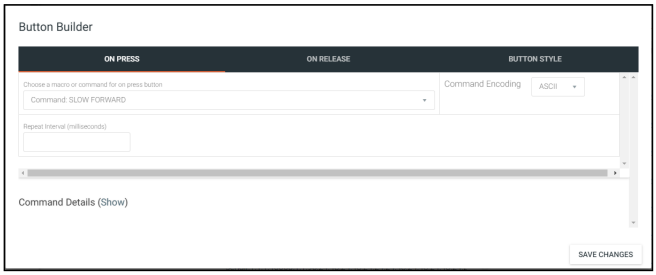
   1. Set the pixel width for the remote. Do not set the width greater than the screen. VTP-800 is 962x601, so when using it horizontal the remote should not be greater than 601 pixels.
   2. Select the number of columns from the drop down menu and press the SAVE button. The remote will update with the correct amount of columns, making the buttons bigger as it does.

b. Select Add to create new buttons that are not part of the original remote. A new pop up window will appear.



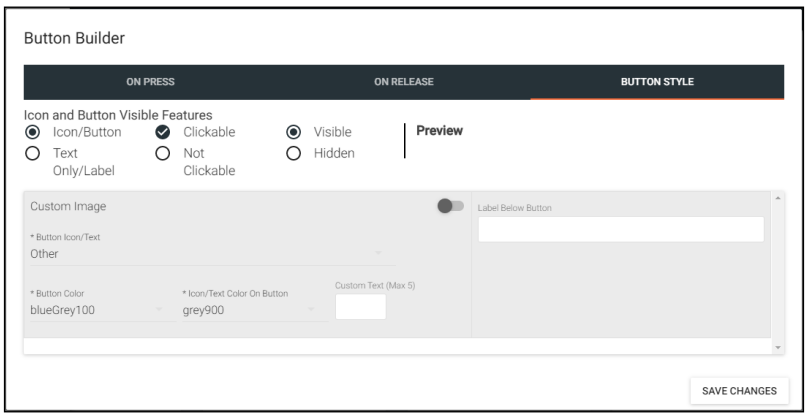
NOTE: This is the same screen that will be seen for editing a current button. To edit a button already on the remote, double click the button to open the Button Builder window.

1. Select a command or macro from the drop down menu. If editing a current button, the command will already be selected.

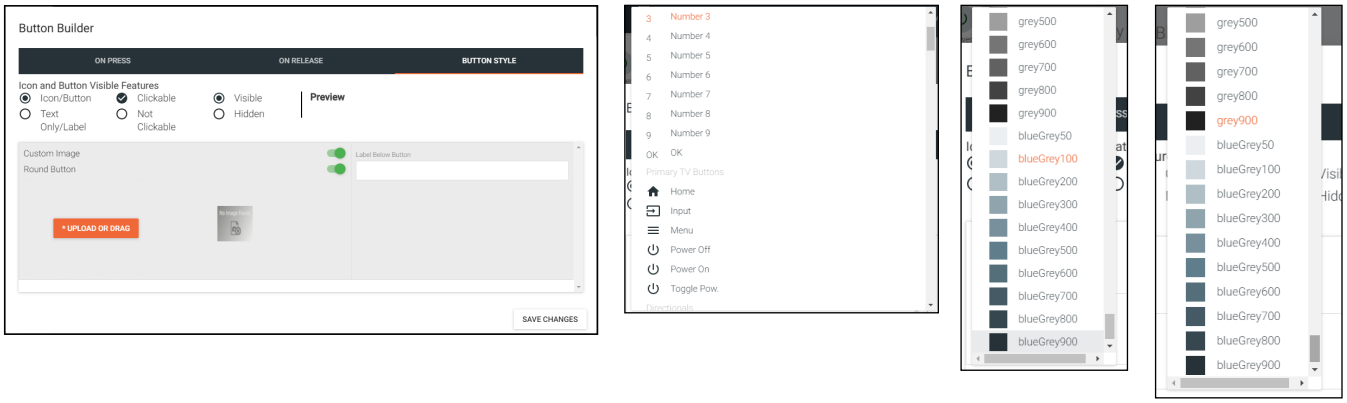


2. Select between ASCII and HEX for the Command Encoding type.
3. *Optional* If the command needs repeating (such as volume up), type the time in milliseconds in the the Repeat Interval field.
4. *Optional* Select the **ON RELEASE** tab for commands that require a follow up command. **e.g.** Pan tilt stop for any on press commands for pan tilt. The selected command will send once the button is released.

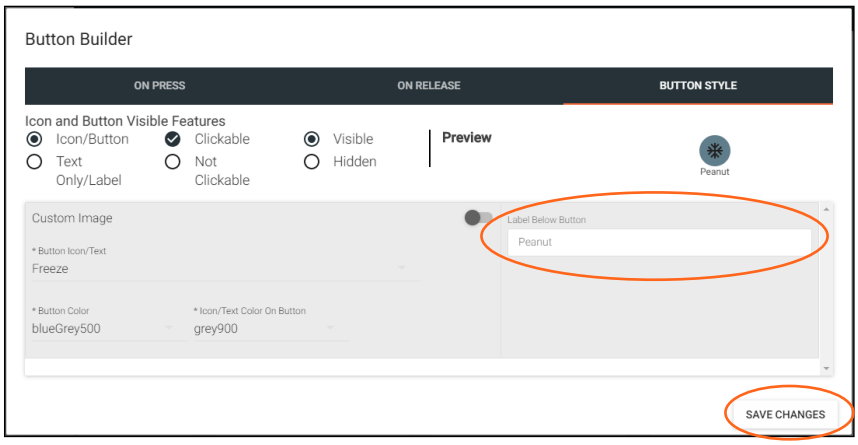
5. Select the **BUTTON STYLE** tab to provide a custom look for the button.



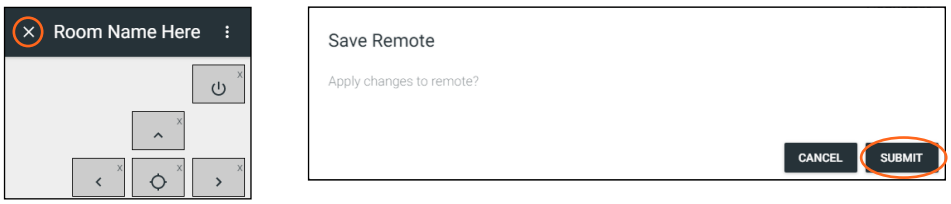
6. Select the Icon and Button Visible Features. Once customization options are chosen, the button will preview to the right, if Visible is selected.
7. *Optional* Select the custom image slider to import a custom button background. Drag and drop the image into the upload or drag box or press the upload or drag button to browse the local computer for the custom button background.



8. Select from the button icon text drop down menu. The menu will have generic text and icons to choose from. Select other to provide custom text for the button.
9. Select the colors of the button and text.
10. *Optional* Type text into the Label Below Button field.



11. Once all selections are made, press the save changes button. The button builder will close and the remote preview will update.



12. Once all button changes are made, press the X (close) button on the top left corner of the remote preview. A new pop up window will appear.
13. Press submit to save all the changes and push them to the control page.

Device Drivers

Velocity has provided a database of device drivers that can be added to and customized.

Contents

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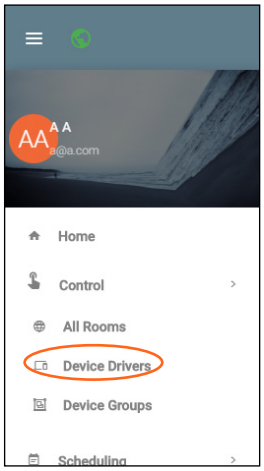
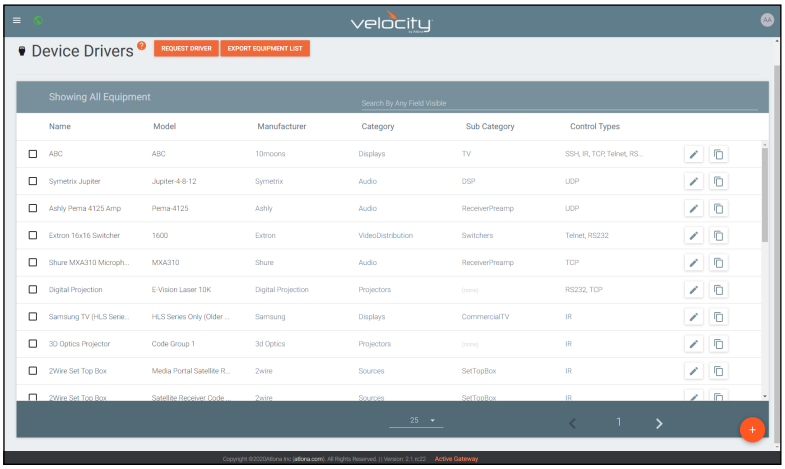
General

1. Press the ≡ button on the top right of the screen.



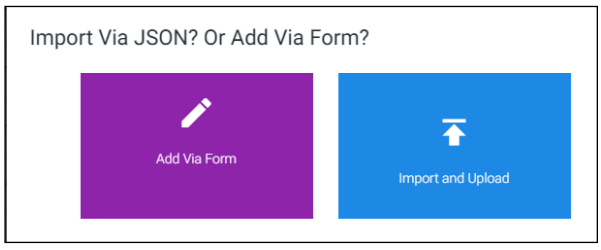


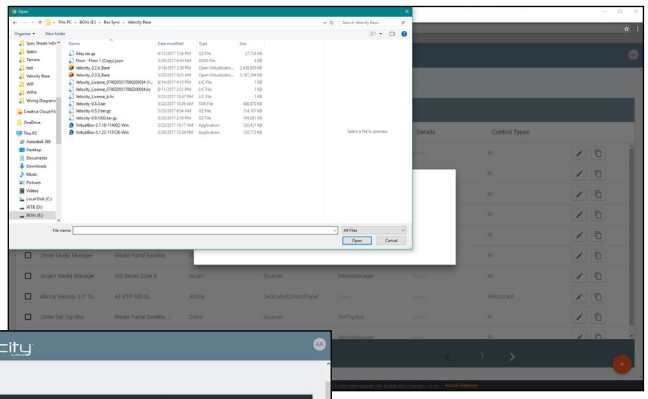
2. Select **Control** from the menu. New options will open.
3. Select **Device Drivers**. A new screen will appear.

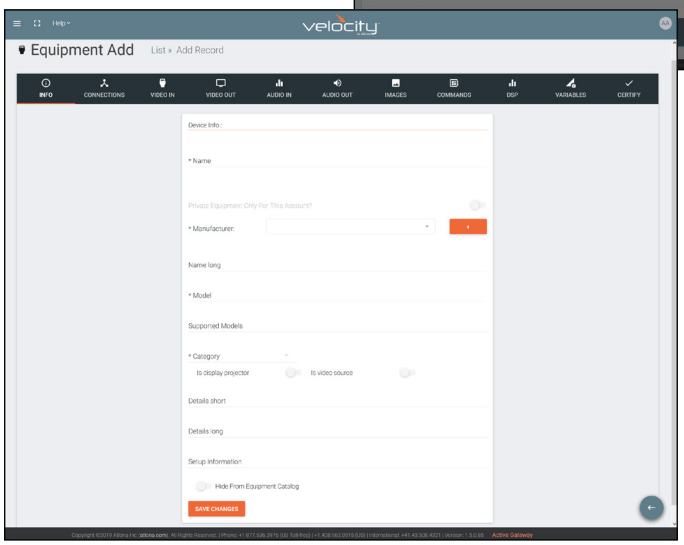
Add

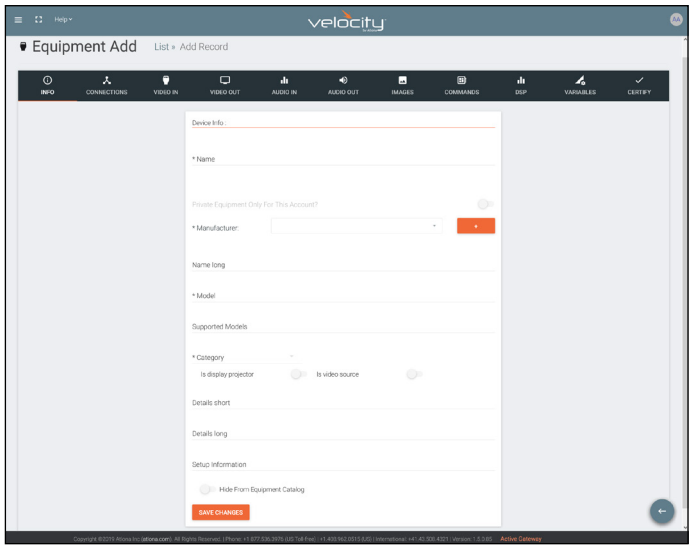
If there is a device not in the database, new equipment can be added.

1. Press the + button on the bottom right of the screen. A pop-up will appear.
2. Select the purple **Add via Form** button for creating a new device and the blue **Import and Upload** button if creating a device based off a previously created device. A new window will appear or a browse folder will open.
3. Select the device off the local computer and press open, or fill in the device add form.



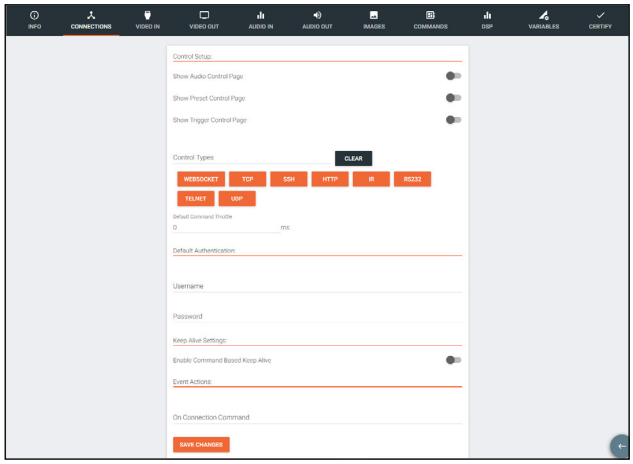






a. INFO Tab

Name - Provide a name for the device.
Manufacturer - Add the manufacturer.
Name long - Provide extra information for a device.
Model - Provide the model name or number for the device.
Category - Choose the category that best fits the device, from a list of device types.
Device slider
Is display / projector - Select this slider if the device is a display or projector
Is video source - Select this slider if the device is a video source
Details short - Type in extra device information (optional).
Details long - Type in extra device information (optional).
Setup Information - Provide details for set up and installation (optional).



b. CONNECTIONS Tab

Show Audio Control Page - Select the slider to show audio control options within the room control.
Show Preset Control Page - Select the slider to show preset control options within the room control.
Show Trigger Control Page - Select the slider to show trigger control options within the room control.
Control Types - Select all the types of control the device accepts.

NOTE: As control options are added, extra device setting fields will appear.

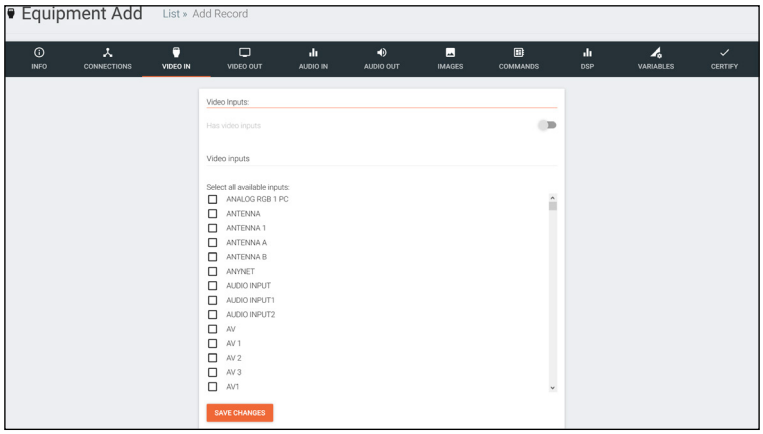
Authentication - Provide the username and password for the control options.
Enable Command Based Keep Alive - Use the slider to enable/disable Velocity to keep the device's TCP port active. New options will appear when enabled.

Keep Alive Command - Provide the command to keep the device connection alive. The command will be found in the device's manual.

NOTE: To enter a carriage return as the keep alive command, **\x0D** must be entered.

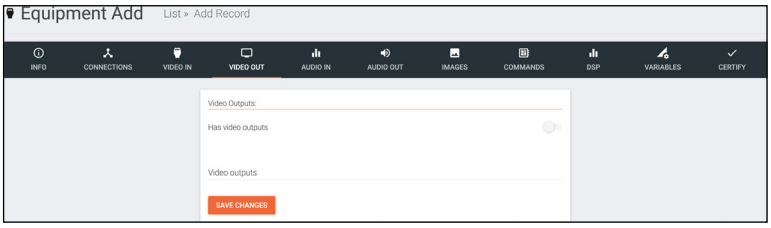
NOTE: To enter a HEX command, **\x** must be entered before the command or it will not pass.

Interval To Send (In Seconds) - Set the amount of time between each time the Keep Alive Command is sent. Set from 0 to 360 seconds.



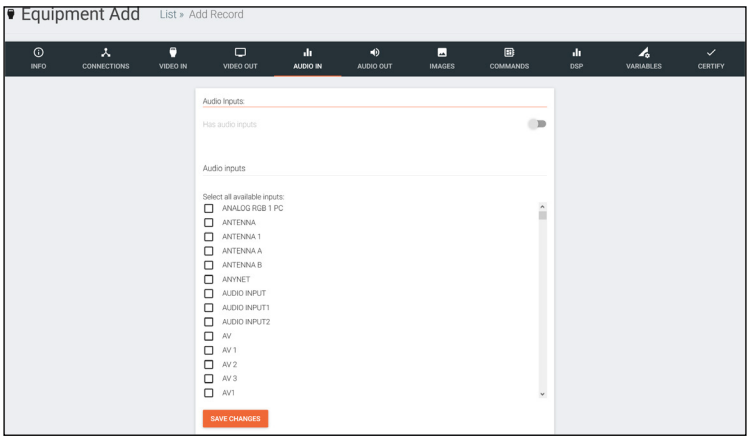
c. VIDEO IN Tab

Video inputs - This slider auto adjusts when inputs are selected.
Select all available inputs - Select the checkbox of all input types that the device has.



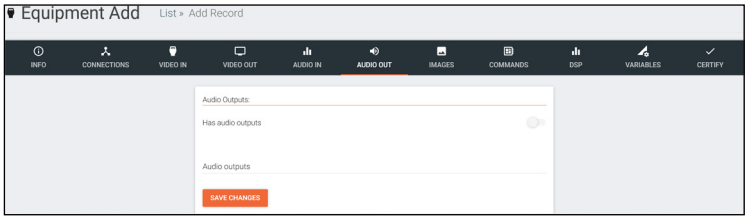
d. VIDEO OUT Tab

Has video outputs - Select this slider if the device has video outputs.
Video outputs - Type in all types of output ports the device has, separate each type with a comma
e.g. HDMI, HDBaseT, DisplayPort



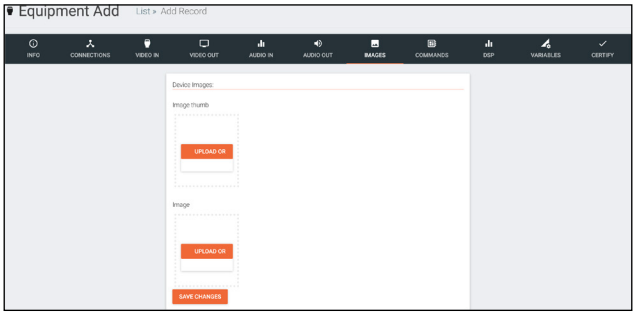
e. AUDIO IN Tab

Has audio inputs - This slider auto adjusts when inputs are selected.
Select all available inputs - Select the checkbox of all input types that the device has.



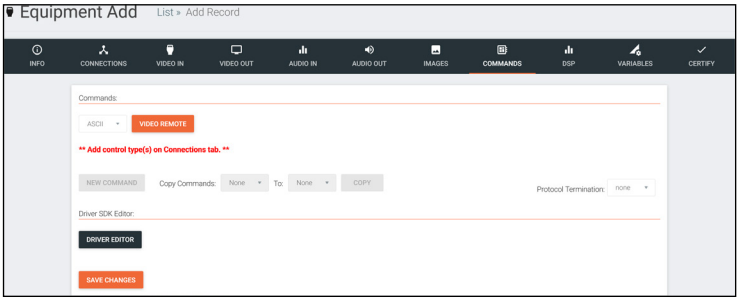
f. AUDIO OUT Tab

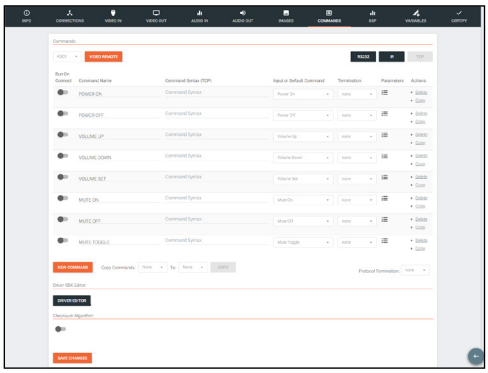
Has audio outputs - Select this slider if the device has audio outputs.
Audio outputs - Type in all types of output ports the device has, separate each type with a comma
e.g. L / R, S/PDIF, MIC / LINE OUT



g. IMAGES Tab

Thumbnail - Upload a custom thumbnail that represents the device to show on the control screen.
Image - Upload a custom image to show on the add technology page.





h. COMMANDS Tab

NOTE: Commands cannot be added unless control types have been selected on the **Connections** tab. Default command names will be displayed in the Commands tab once a control type has been selected.

Run On Connect Slider - Select this slider to have the command run when the device connects with Velocity.
Command Types - Select between control command formats: ASCII and Hex.
Video Remote - Press this button to open the control remote. The control remote will be the same one that appears on the room control page.
Command Information
Command Name - Provide a name for the command that explains what the command does in a quick word or phrase.
Command Syntax - Type in the command sequence (found in the device's manual).
Expected Response - Type in the command feedback (found in the device's manual).
Termination - Select the command termination: LF (line feed), CR (carriage return), CRLF (carriage return and line feed), None.
Parameters - Opens a pop-up window that displays the current parameters of the command.
Delete - Removes a command that is not needed.

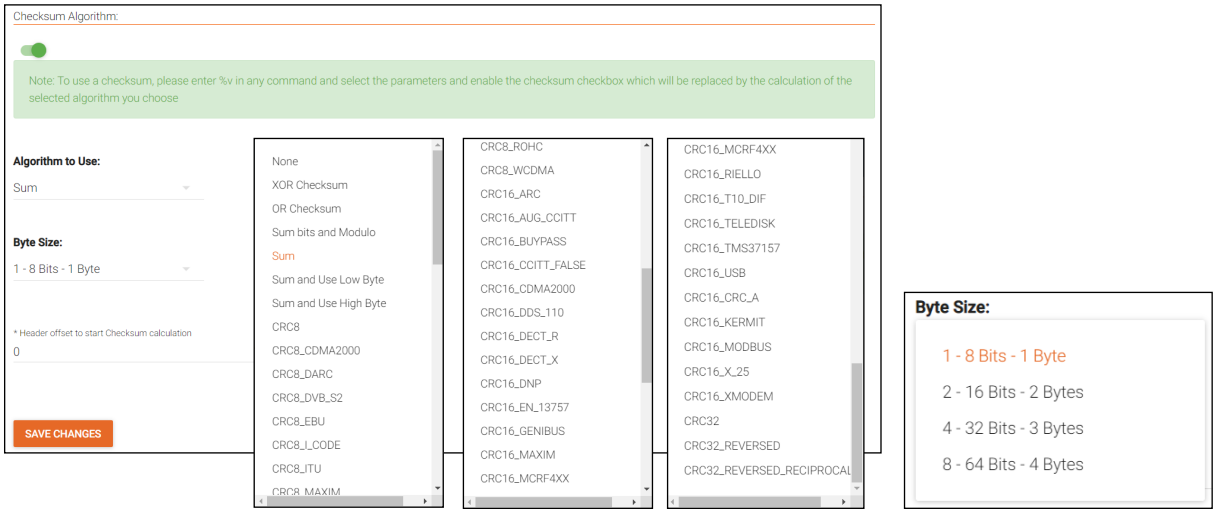
NOTE: Parameters require the characters: %v to be added to see any parameters.

New command - Pressing this button will create a new command line to be filled in.

Protocol Termination - Drop down selection that applies the same termination to all commands: CR, LF, CRLF, or none.
Clear Commands - Press this button to remove all the current commands from the page.
Copy from TCP - Copies the command from TCP/IP over to RS-232.
Copy from RS - Copies the command from RS-232 over to TCP/IP.
Driver Editor - This button opens a new window to allow for programming a control driver.

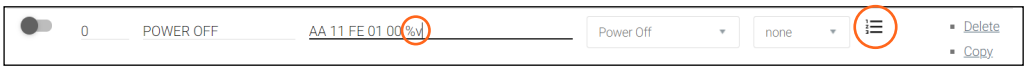
NOTE: This driver editor is for those with programming experience.

Checksum Algorithm - Use this slider to enable checksum on commands. New options will appear.

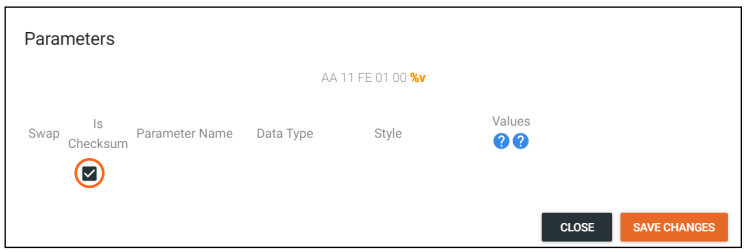


Algorithm to Use - Use the drop down menu to select the type of checksum algorithm the command.
Byte Size - Select the size in bytes for the command to send.
Header offset - Set the amount of the command that is not part of the checksum. Default 0 will include the whole command.

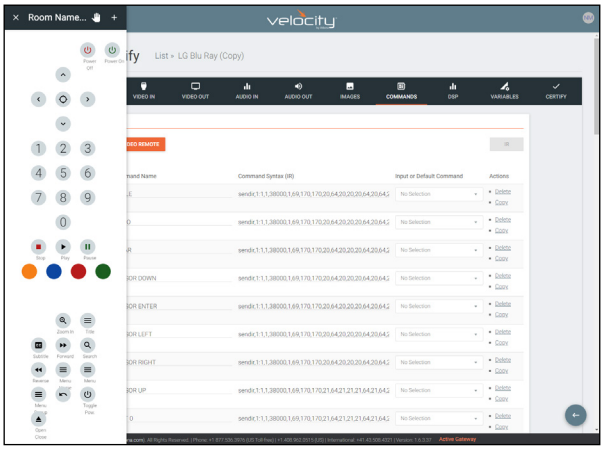
For checksum to work, it must have a variable set to the command and checksum set in properties of the command.



- Type the command in hex value. Place **%v** where the checksum will replace the hex value.
- Select the Properties icon. A new window will pop up.
- Select the checkbox for Is Checksum.



- Select **Save Changes** and the command will be ready for use with checksum.

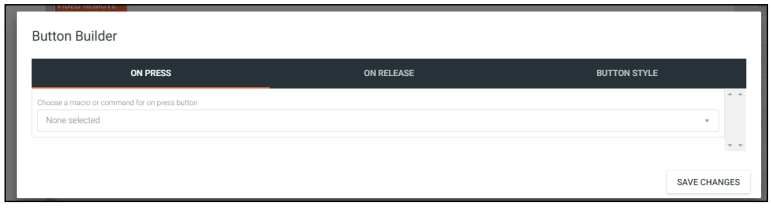


Remote Control

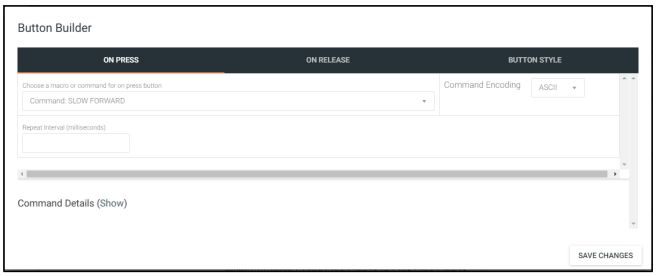
The command remote control provides an interface for the room control page. Each button represents a command and can be altered or moved.

1. Select a button to open the button builder. The button builder will pop-up.

NOTE: The button builder will auto select the command of the chosen button, but any command can be selected from the drop down menu.



2. Select a command or macro from the drop down menu. If editing a current button, the command will already be selected.

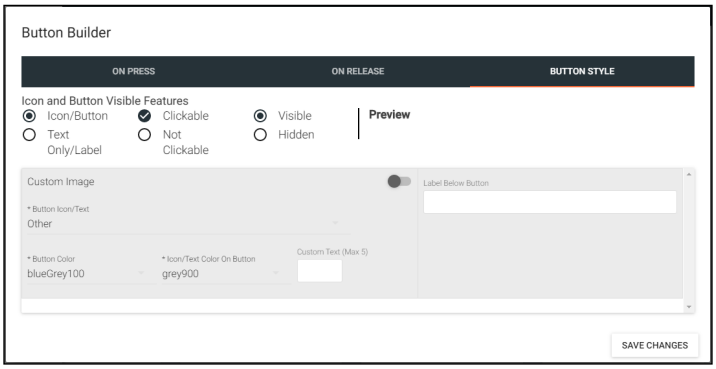


3. Select between ASCII and HEX for the Command Encoding type.

4. *Optional* If the command needs repeating (such as volume up), type the time in milliseconds in the Repeat Interval field.

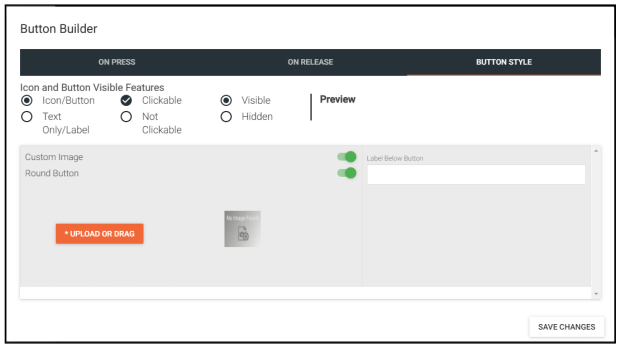
5. *Optional* Select the **ON RELEASE** tab for commands that require a follow up command. **e.g.** Pan tilt stop for any on press commands for pan tilt. The selected command will send once the button is released.

6. Select the **BUTTON STYLE** tab to provide a custom look for the button.



7. Select the Icon and Button Visible Features. Once customization options are chosen, the button will preview to the right, if Visible is selected.

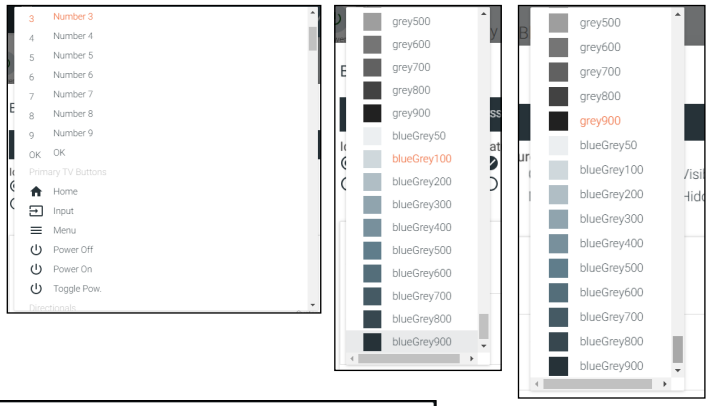
8. *Optional* Select the custom image slider to import a custom button background. Drag and drop the image into the upload or drag box or press the upload or drag button to browse the local computer for the custom button background.

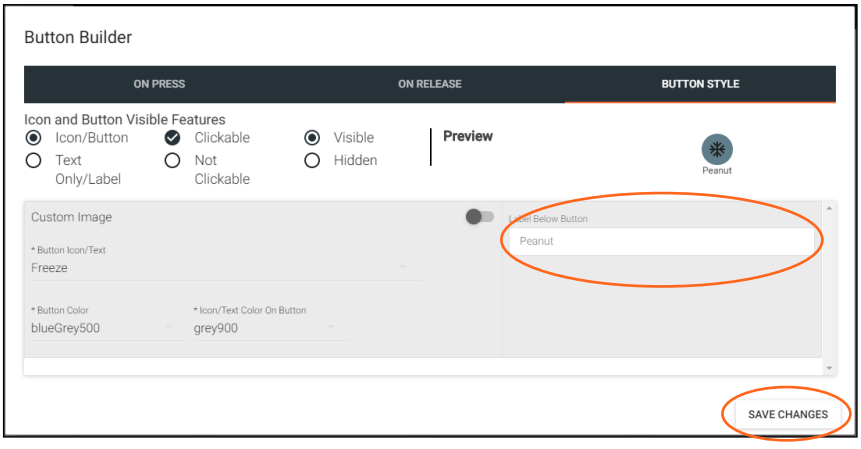


9. Select from the button icon text drop down menu. The menu will have generic text and icons to choose from. Select other to provide custom text for the button.

10. Select the colors of the button and text.

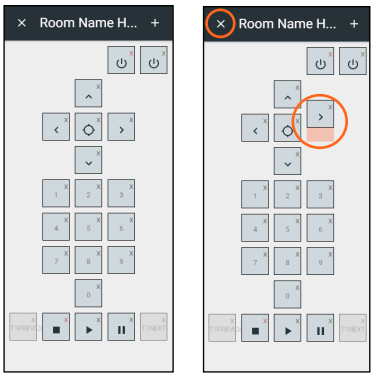
11. *Optional* Type text into the Label Below Button field.

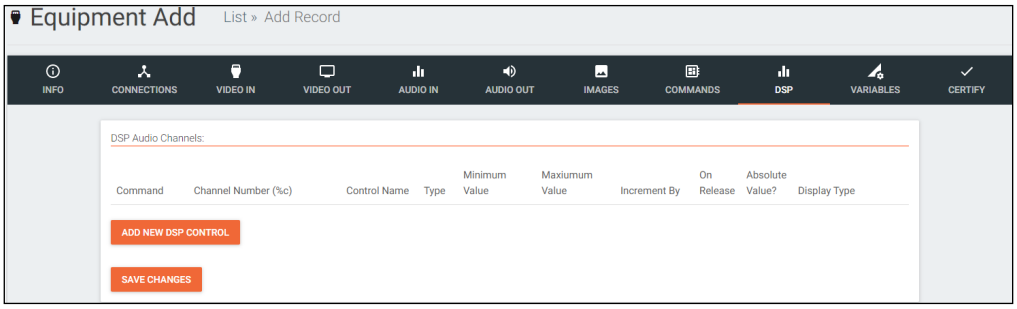




12. Once all selections are made, press the save changes button. The button builder will close and the remote preview will update.

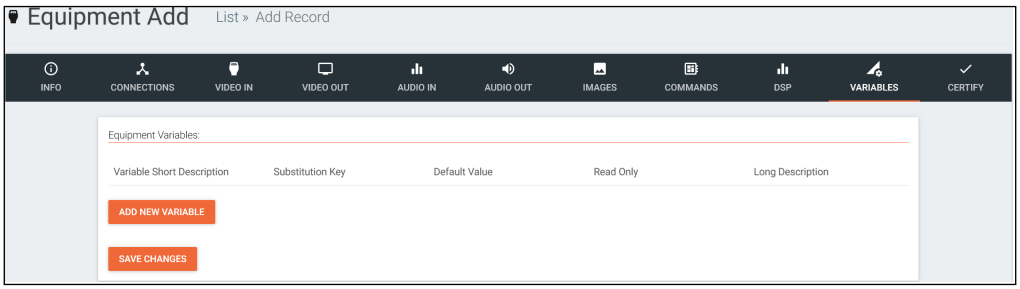
13. Drag and drop icons where wanted. Once complete, press the done (x at the top right of the remote) button.





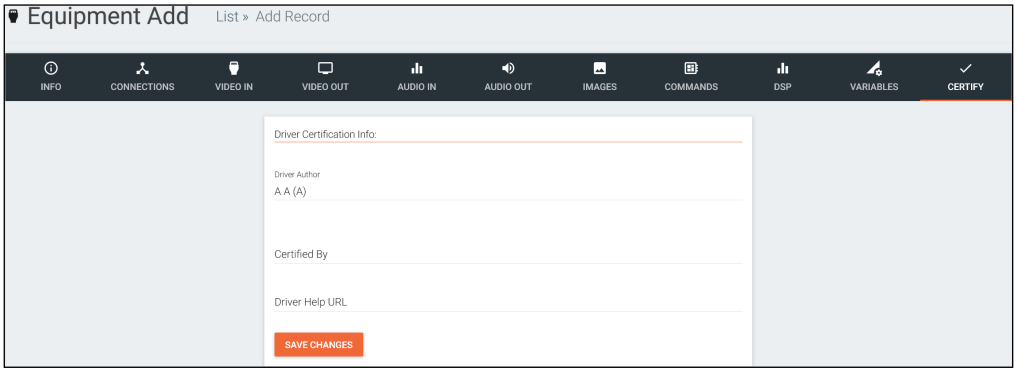
i. DSP Tab

See DSP section.



j. VARIABLES Tab

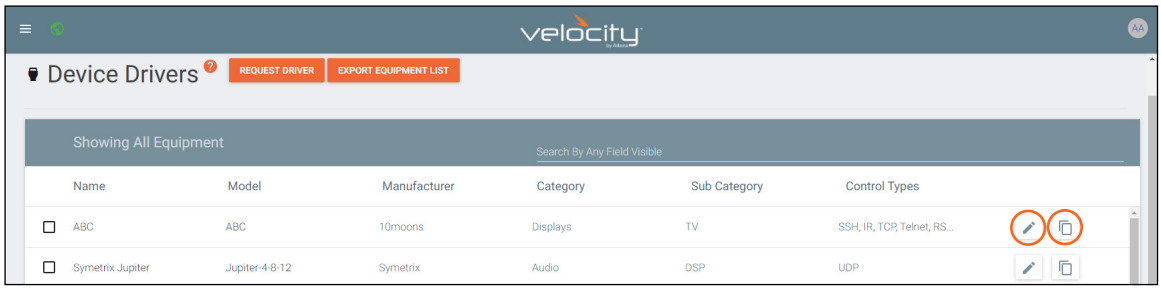
See Variables section.



k. CERTIFY Tab

Driver Author - Displays the name of the user that created the device and the site it was created on.
Driver is Certified - Select this slider to verify the device driver has been tested and works.
Certified By - Type in the name of the person that tested and verified the driver.
Driver Help URL - If a help document was created for the device driver, place the link here.

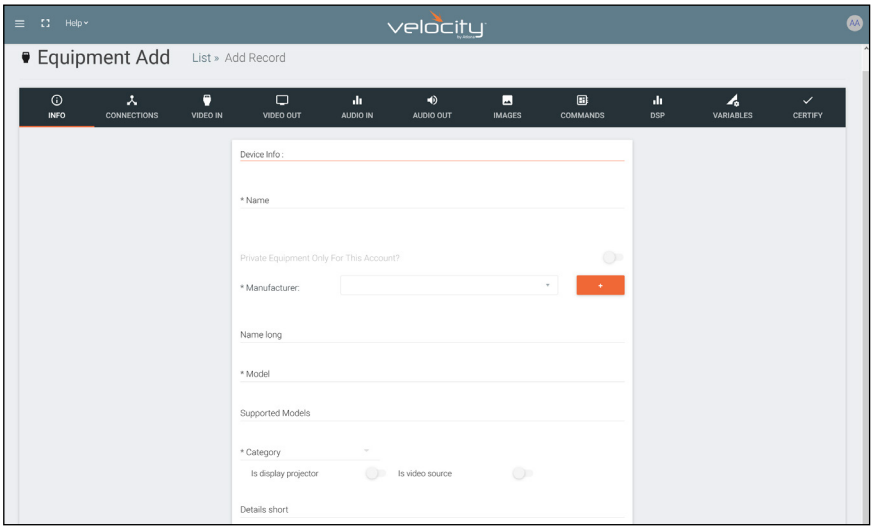
Edit



If a device is in the system but does not have everything exactly as need, it can be copied and edited.

NOTE: Devices in the Equipment List that were added by Atlona, must be copied before being edited. Atlona added devices cannot be altered.

1. Press the edit or copy (if an Atlona device needs to be edited) button next to the device control type. The device page will open. The device edit page and device add page use the same options.
2. Once all changes are made, press the save button.



Delete

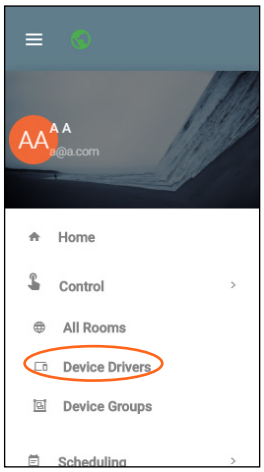
If a user created device is no longer needed, it can be deleted from the database.

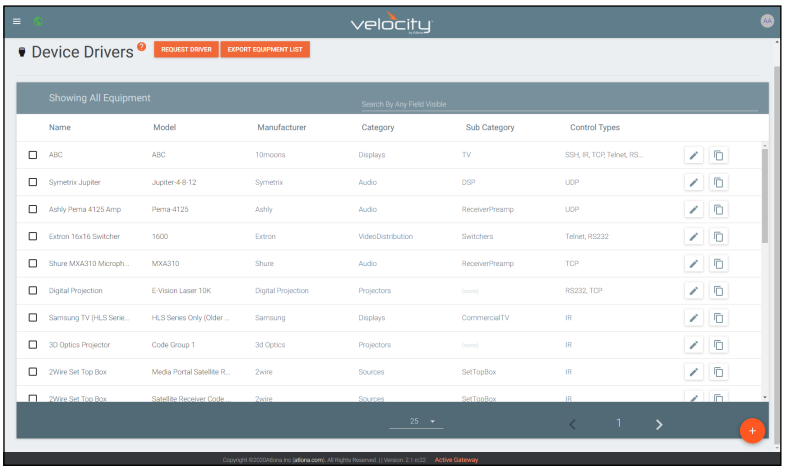
1. Find the device and select the check box next to the device.
2. Press the **Delete All** button.
3. Press the **SUBMIT** button to confirm the deletion.

Custom Switcher

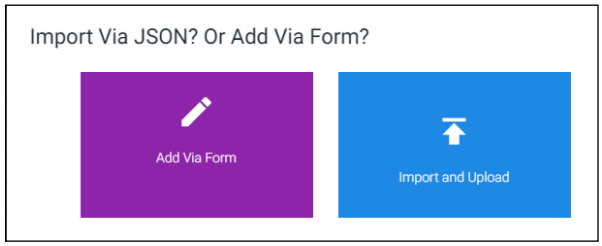
Velocity has the ability to create many types of equipment. Custom matrix switchers can easily be created through the equipment list.

1. Press the ≡ button on the top right of the screen.

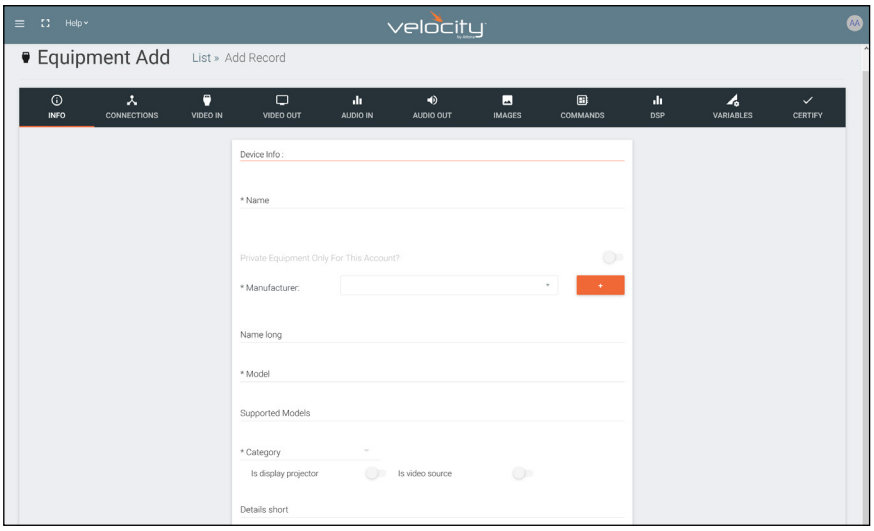




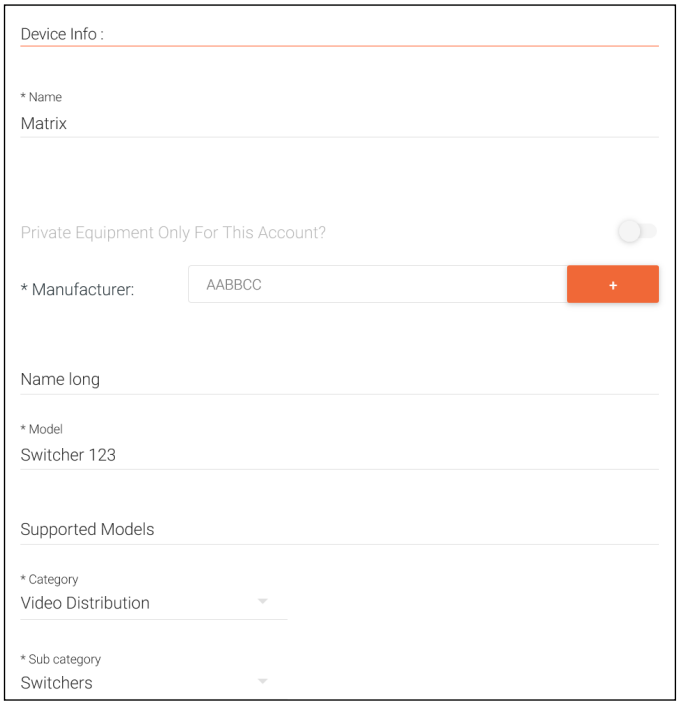
2. Select **Control** from the menu. New options will open.
3. Select **Device Drivers**. A new screen will appear.



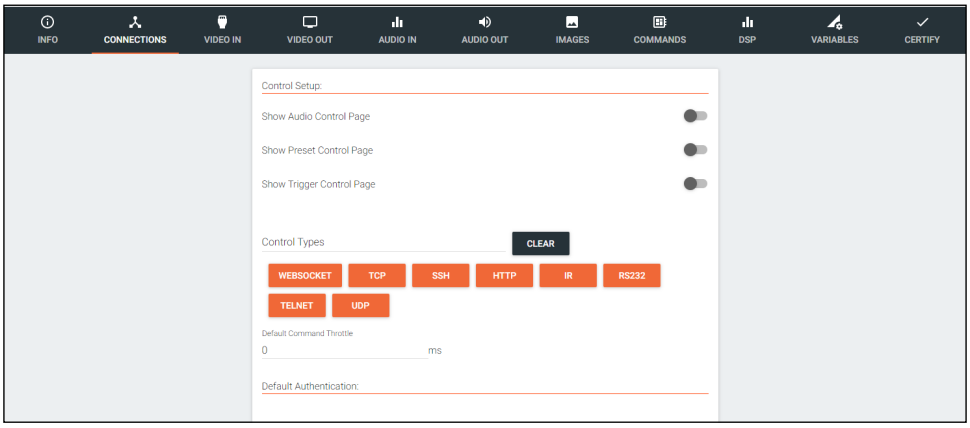
4. Press the + button on the bottom right of the screen. A pop-up will appear.
5. Select the purple **Add via Form** button to create a new device. A new screen will open.



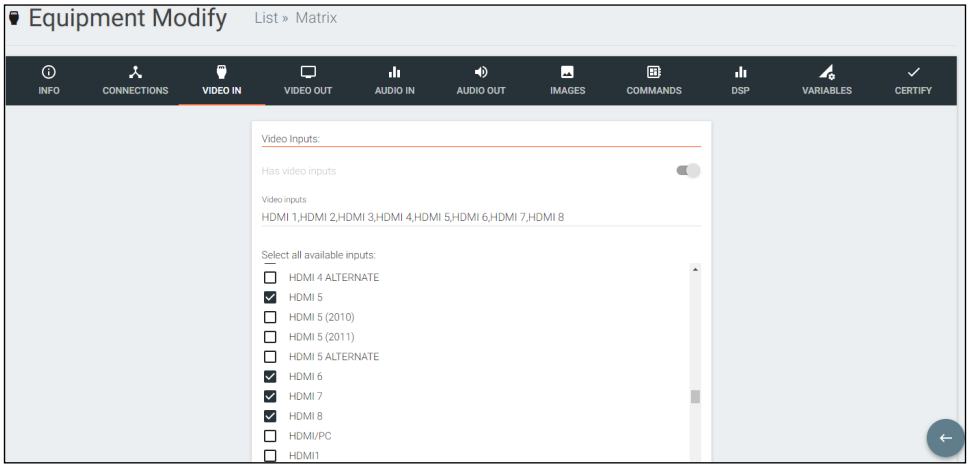
6. Provide a name for the device.
7. Select a manufacturer from the drop down list or press the orange + button to add a new manufacturer.
8. Enter the model number for the device.
9. Select **Video Distribution** from the category drop down menu. A new sub category drop down menu will appear.
10. Select either IP switchers or switchers from the menu.



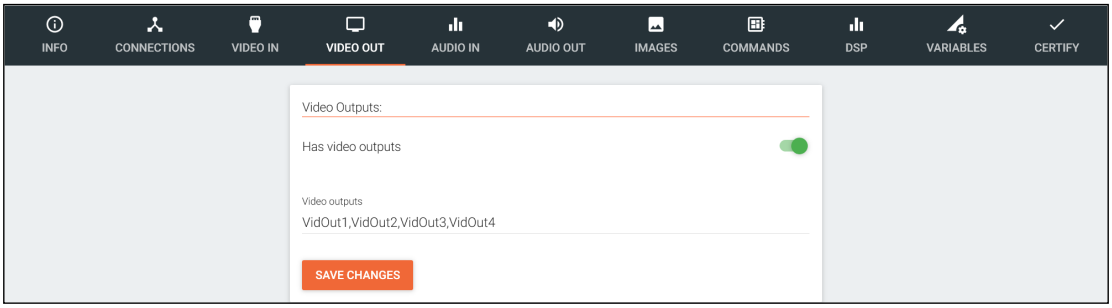
11. Select **CONNECTIONS** from the top navigation.
12. Fill in the control information of the device.



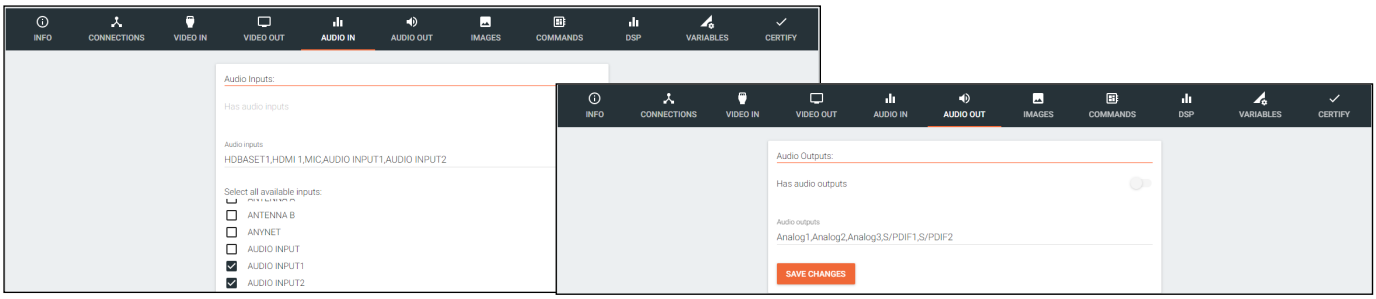
13. Select **VIDEO IN** from the top navigation.
14. Select all the check boxes that correspond with the switcher input ports.



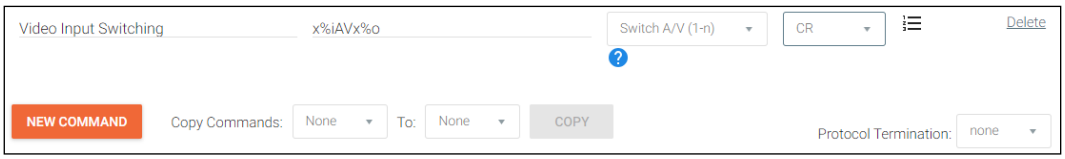
15. Select **VIDEO OUT** from the top navigation.
16. Type in all the output ports, separating each with a comma.



17. Repeat steps 12 to 14 for **AUDIO IN** and **AUDIO OUT** if there is audio switching on the switcher.



18. Select **Commands** from the top navigation.
19. The basic input commands for the switcher will already be listed. Type in the corresponding commands found within the device manual.
20. Add in new commands as needed.
    a. For automatic matrix input/output switching, a variable command can be used.
        1. With variables, if the command is x1AVx2 the variable will be x%iAVx%o to signify inputs (i) and outputs (o). Variables for audio will be the same. e.g. If the command is x1Ax2, the variable will be x%iAx%o.
        2. Once the variable is created, select the input type from the drop down. e.g. Switch A/V (1-n) for audio and video input/output matrix switching.
        3. *Optional* Delete the input commands. If the automatic switching functionality is being used, the individual input commands are not needed.



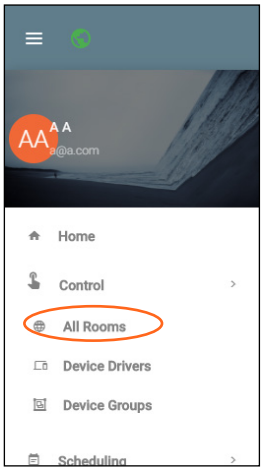
NOTE: 1-n is for matrix switchers with the command for input/output switching starting at 1. 0-n is for matrix switchers with the command for input/output switching starting at 0.

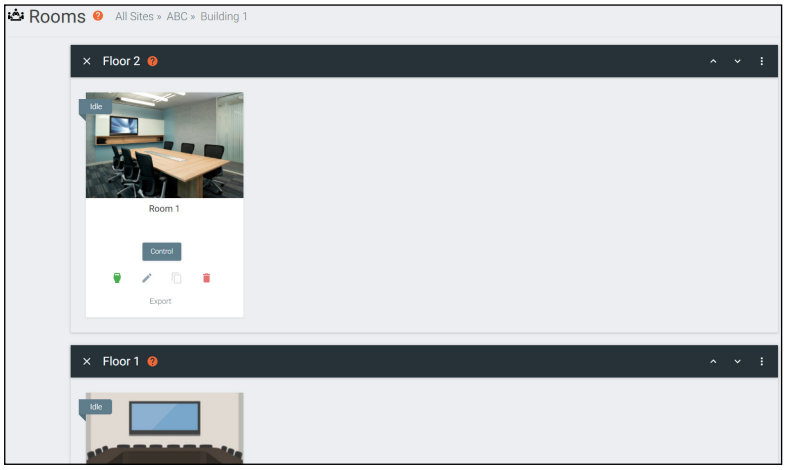
NOTE: To have independent audio or video switching, a variable command will need to be created for each. Use the Switch Audio (1-n)/(0-n) or Switch Video (1-n)/(0-n) variables.

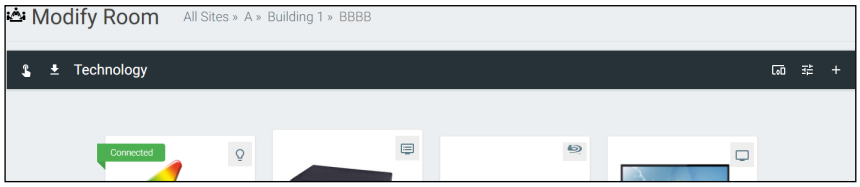
21. Save the switcher.

Once the switcher has been saved, it can be added to a room and configured for access.

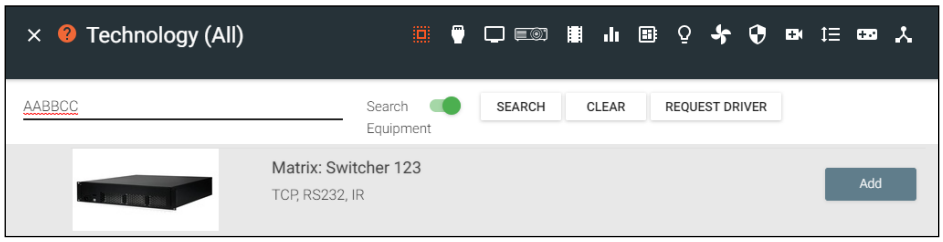
1. Select the ≡ button from the top left corner and select **Control**.
2. Select the **All Rooms**. A new screen will open.
3. Select the **Edit Room Technology** button on the room the switcher will be located.



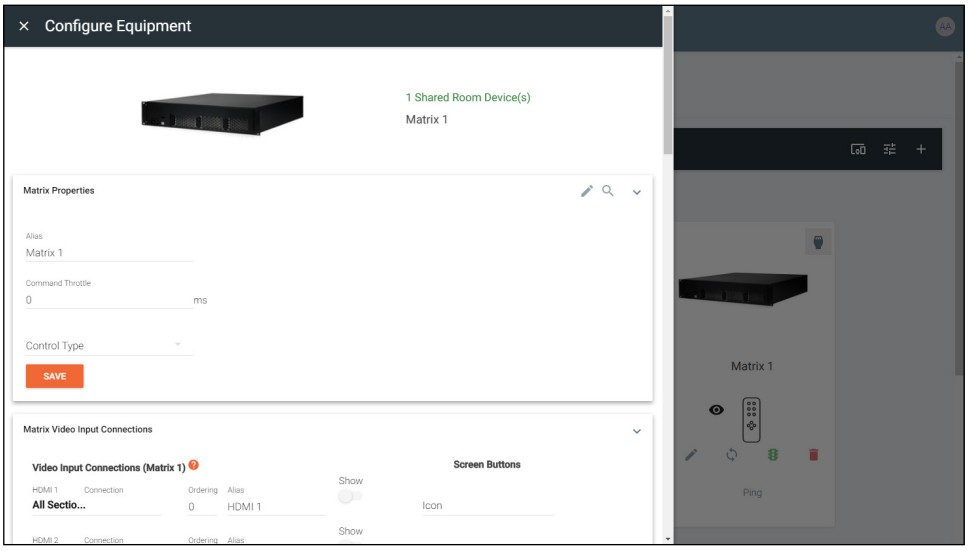




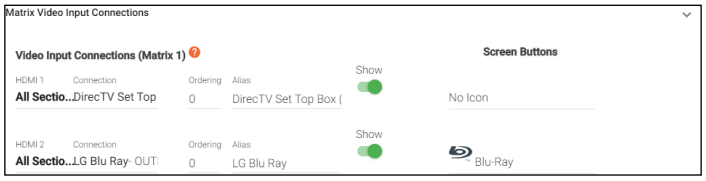
4. Press the **+** button to open the Technology menu.
5. Search the device name or manufacturer to pull up the created switcher.
6. Press the **Add** button.



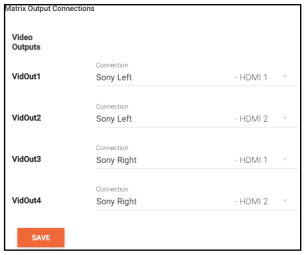
7. Select **EDIT** on the switcher.



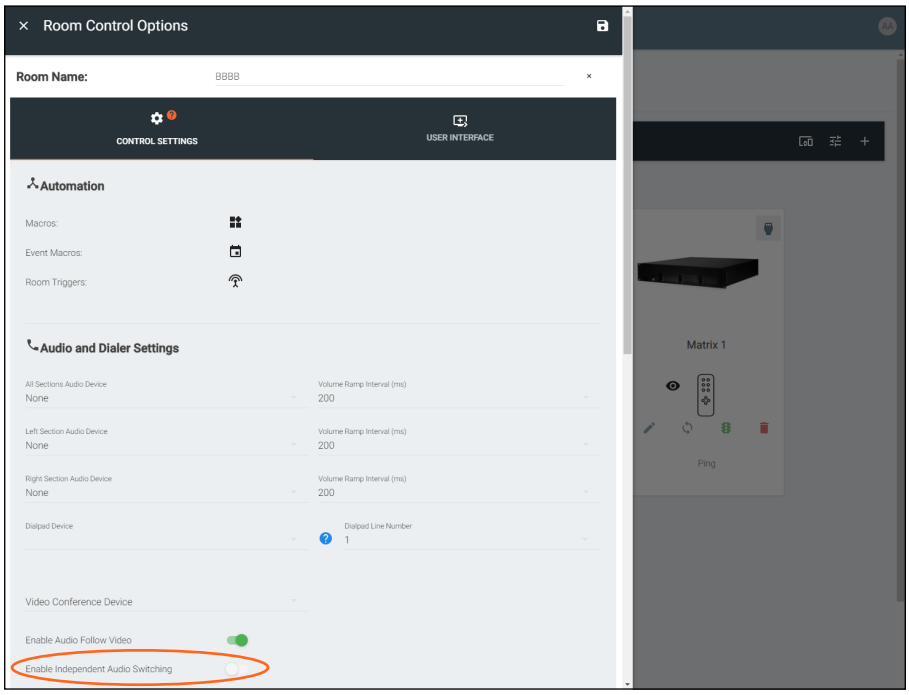
8. Select the control type and enter the relevant information. **e.g.** For TCP control, enter the IP address.
9. Select the inputs and input options. If you would like to see the input, select the Show slider and select an icon.



10. Select the output devices and audio devices (if applicable).



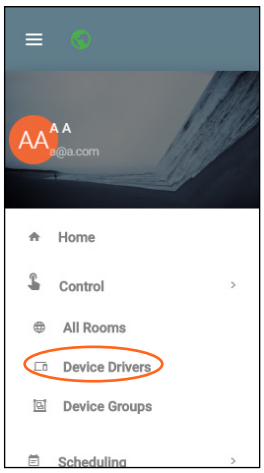
If the switcher has independent audio switching, that option will need to be selected within the room options menu.

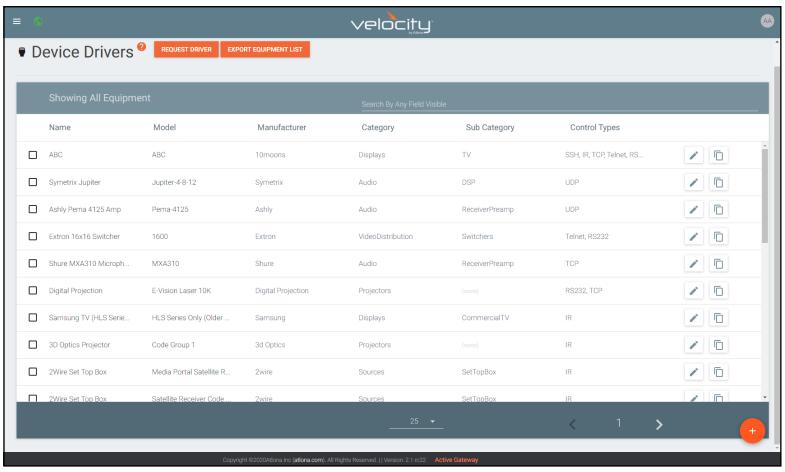


DSP

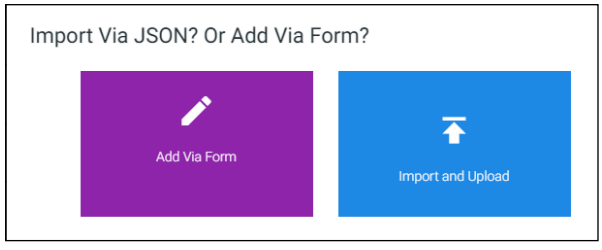
Velocity has provided a simple way to create a custom one-way DSP driver.

1. Press the ≡ button on the top right of the screen.

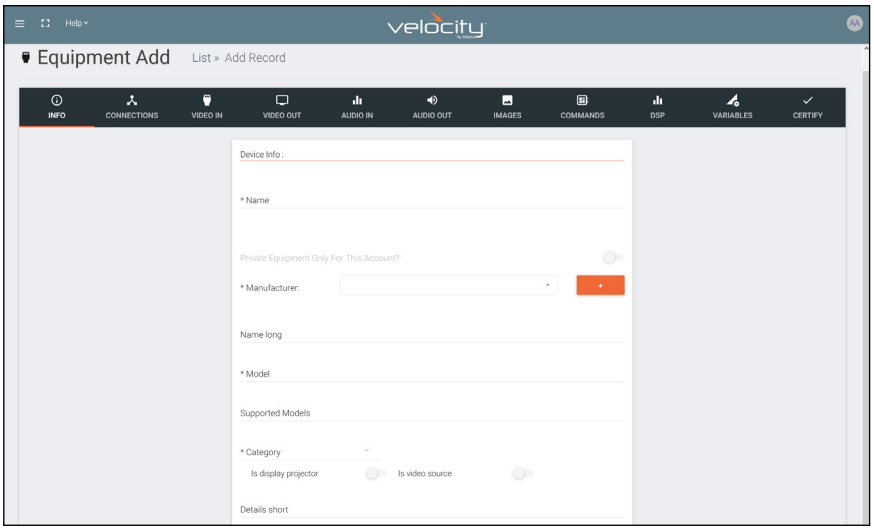




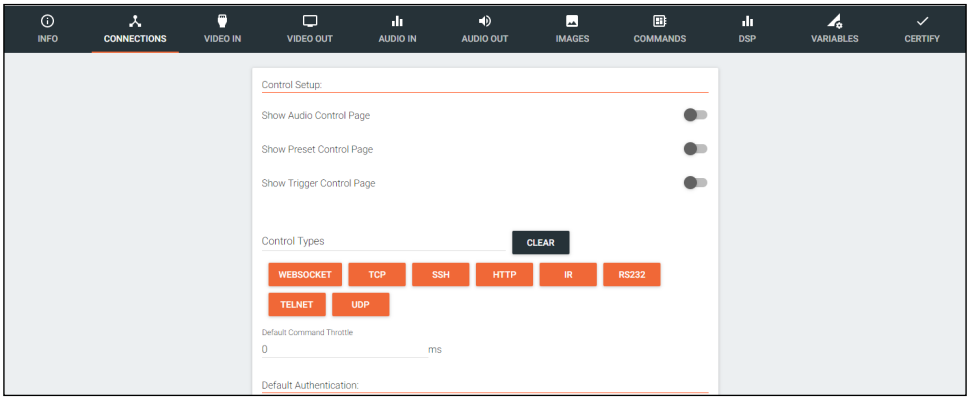
2. Select **Control** from the menu. New options will open.
3. Select **Device Drivers**. A new screen will appear.



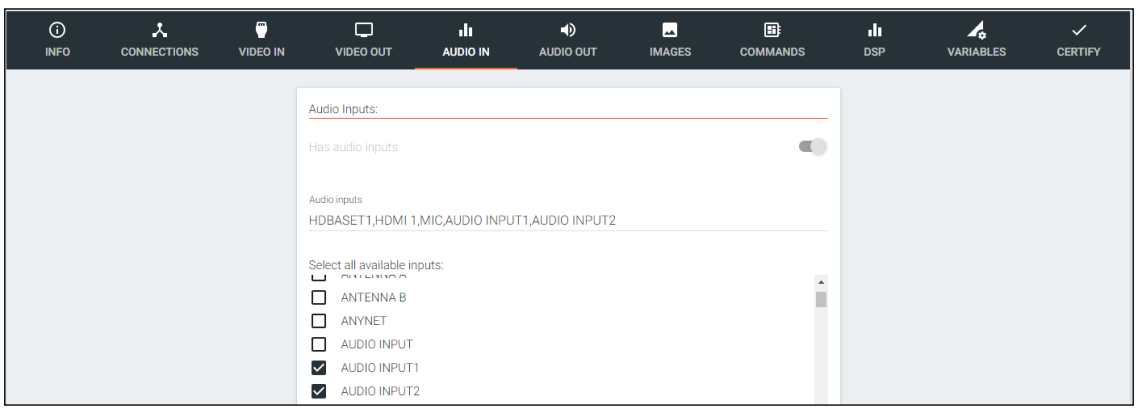
4. Press the + button on the bottom right of the screen. A pop-up will appear.
5. Select the purple **Add via Form** button to create a new device. A new screen will open.



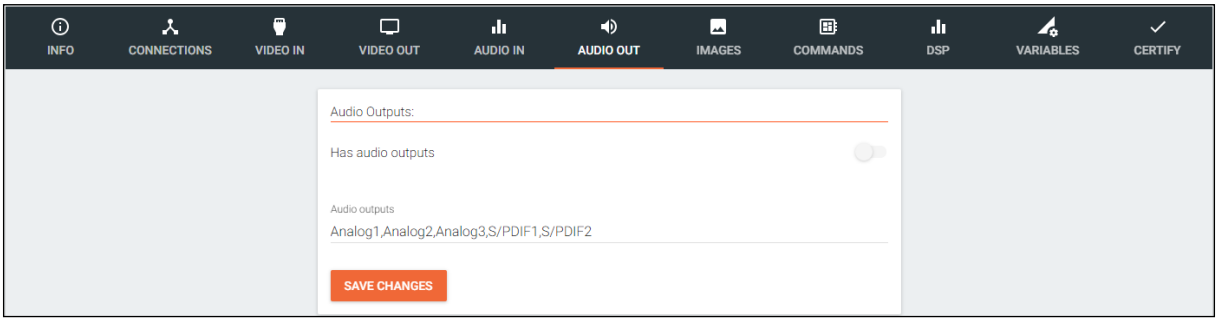
6. Provide a name for the device.
7. Select a manufacturer from the drop down list or press the orange + button to add a new manufacturer.
8. Enter the model number for the device.
9. Select **Audio** from the category drop down menu. A new sub category drop down menu will appear.
10. Select **DSP** from the drop down menu.
11. Select **CONNECTIONS** from the top navigation.
12. Fill in the control information of the device.



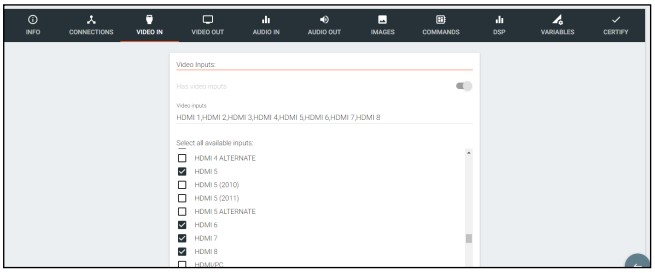
13. Select **AUDIO IN** from the top navigation.
14. Select all the check boxes that correspond with the switcher input ports.

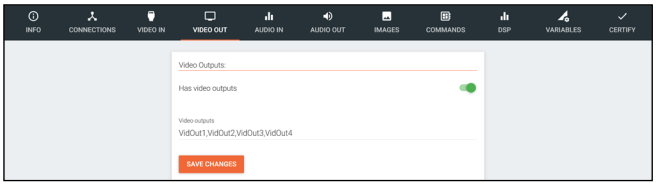


15. Select **AUDIO OUT** from the top navigation.
16. Type in all the output ports, separating each with a comma.



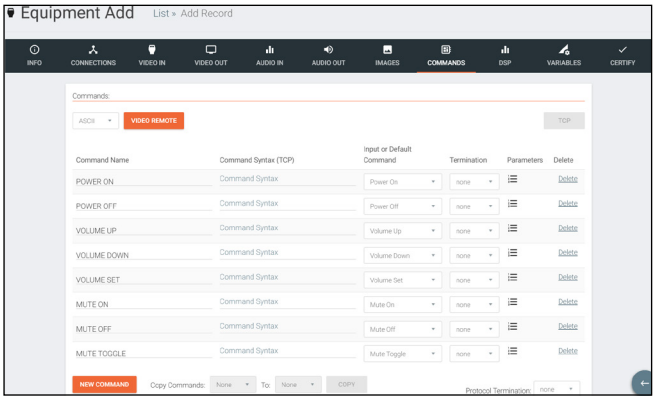
17. Repeat steps 12 to 14 for **VIDEO IN** and **VIDEO OUT** if there are any video ports on the DSP.

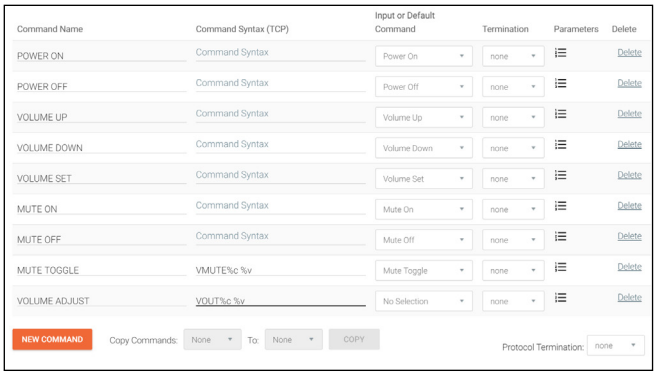




18. Select **Commands** from the top navigation.
19. The basic input commands for the DSP will already be listed. Type in the corresponding commands found within the device manual.

NOTE: DSP variables can be used in the commands using the %c for channel and %v for volume level and mute variable commands.





To create a volume level variable command, the %c will replace the channel number and the %v will replace the level.

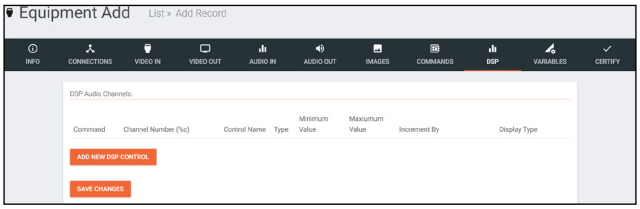
If the command to change volume level is VOUT2 34, the variable command would be VOUT%c %v. %v will have the full range of the volume, not just 34, once set up.

To create a mute variable command, the %c will replace the channel number and the %v will replace the mute value.

If the commands to mute or unmute the channel is VMUTE2 ON or VMUTE2 OFF, the variable command will be VMUTE%c %v. Once set up, the %v will act as ON and OFF.

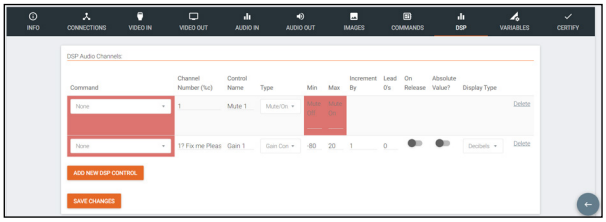
NOTE: When creating variable command for volume levels and mutes, one must be created for every channel the DSP has.

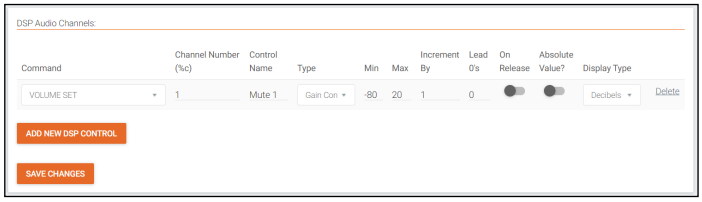
20. Once the volume level and mute variable commands have been created, select **DSP** from the top navigation.



21. Press the **ADD NEW DSP CONTROL** button. New fields will appear for each variable command already created.
    e.g. One field for mute and one for volume.

22. Select and fill each command with the correct information.





Command Variables

Command - Select the previously created volume or mute command.
Channel Number - Select the value of %c for this command. Channel number will vary by device.
Control Name - Provide a name to make command selection within the room easier.
Type - Select between the drop down options: Gain Control (Integer), Gain Control (Float), and Mute/On/Off.
Minimum and Maximum Value - This will vary based on type of command and unit values. (Mute commands should come from the device manual)
Increment By - Select the value the volume level will increase/decrease by when the volume button is pressed.
Lead 0s - Set the number of 0s at the beggining of the integer for devices that require multiple 0s to work.
On Release - Sets the command to only send when the button is released.
Absolute Value? - Sets the variable so that negative numbers are possible to use. Only possitive numbers are available if this is disabled.
Display Type - The value will appear when adjusting Volume in the control screen. Options: Decibels (dB), Percentage of Range, and None.

e.g.

Command: Mute Toggle
Channel Number: 0
Control Name: Master Mute
Type: Mute/On/Off
Minimum Value: OFF
Maximum Value: ON

Command: Volume Adjust
Channel Number: 0
Control Name: Master Volume
Type: Gain Control (Integer)
Minimum Value: -60
Maximum Value: 15
Increment By: 1
Display Type: Decibels

23. Repeat steps 20 and 21 until all channel commands are created.

24. Save the DSP.

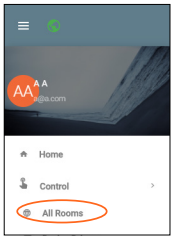
Once the DSP has been saved, it can be added to a room and configured for access.

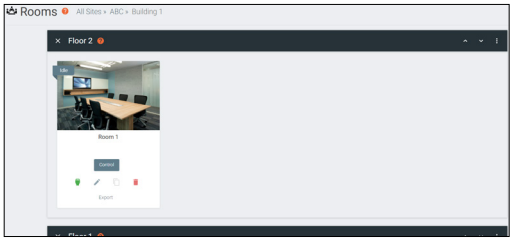
Once the switcher has been saved, it can be added to a room and configured for access.

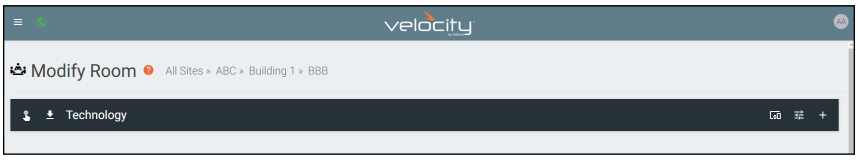
1. Select the ≡ button from the top left corner and select **Control**.

2. Select the **All Rooms**. A new screen will open.

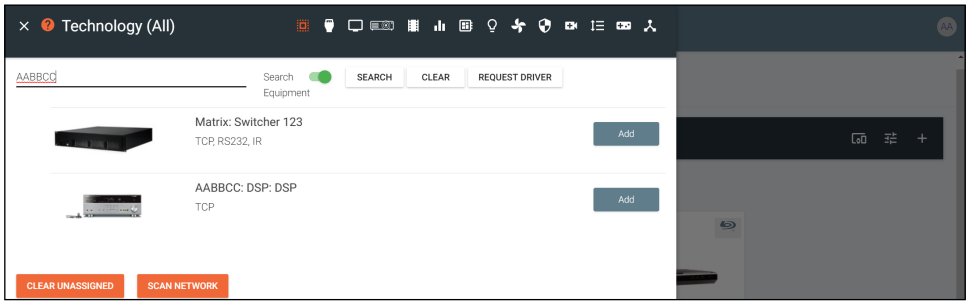
3. Select the **Edit Room Technology** button on the room the switcher will be located.



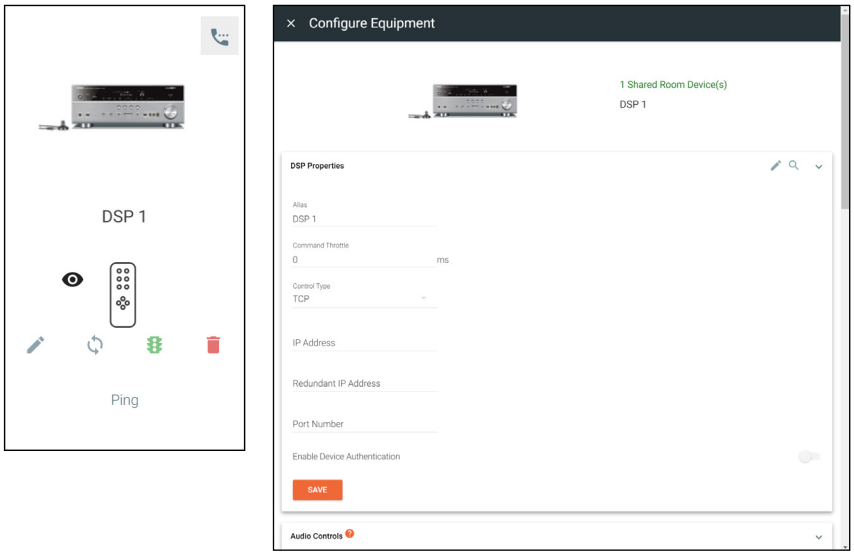




4. Press the + button to open the Technology menu.
5. Search the device name or manufacturer to pull up the created DSP.
6. Press the **Add** button.

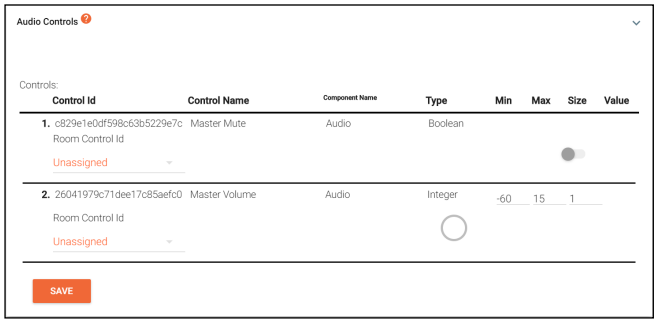


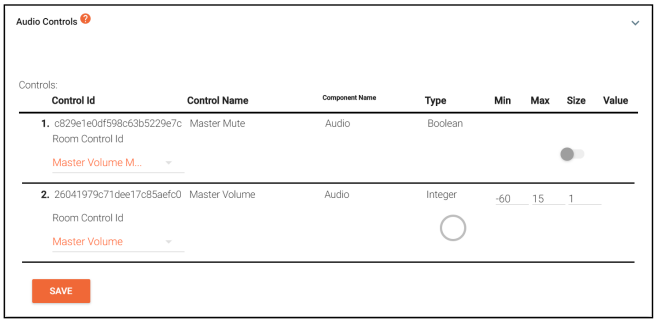
7. Select **EDIT** on the DSP.



8. Select the control type and enter the relevant information. **e.g.** For TCP control, enter the IP address.
9. Assign room commands to the controls set up during device creation.

NOTE: Master Volume Mute and Master Volume commands must be set up or audio control will not work correctly within the control screen.





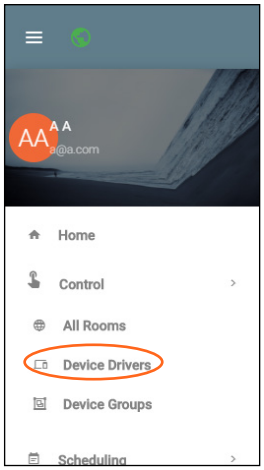
10. Finish selecting device options and press **SAVE**.

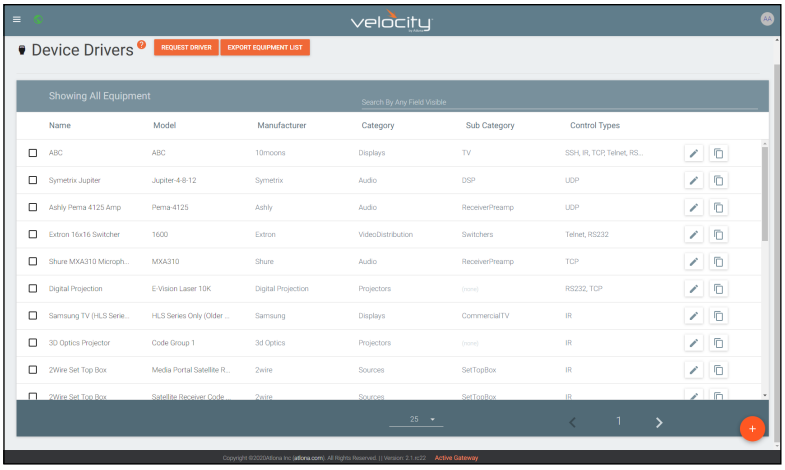
The DSP is set up and ready to use.

Variables

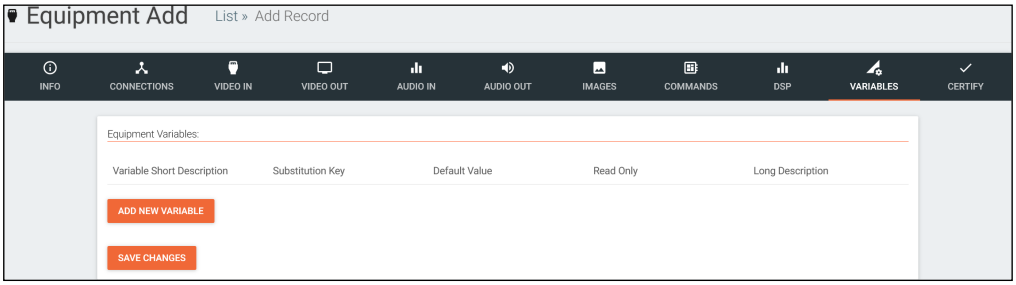
Custom device variables have been added to the equipment editor for easy modification of commands. These variables are best used when a device ID or MAC address are needed before a command.

1. Press the ≡ button on the top right of the screen.





2. Select **Control** from the menu. New options will open.
3. Select **Device Drivers**. A new screen will appear.
4. Select either add, edit, or duplicate to open an equipment driver.
5. Go to the **VARIABLES** tab. If this is a new driver, follow the steps for the previous tabs in the Add section before creating variables.

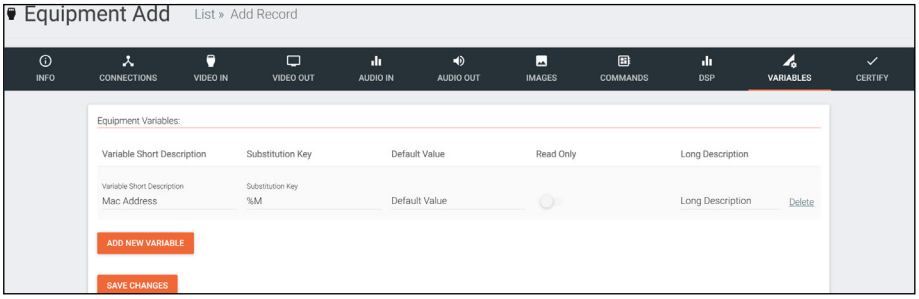


6. Select ADD NEW VARIABLE

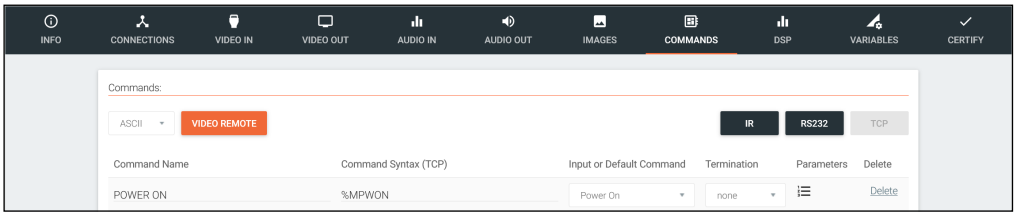
Variable Short Description - Provide a descriptor for the variable command. e.g. Mac Address
Substitution Key - Provide a key that will be replaced by the variable value. e.g. %M

NOTE: The % symbol at the start of the substitution key provides a clear start for the system to view the variable command, as it is not common to regular commands.
NOTE: Variables %i, %o, %c, and %v have already been provided within velocity for input, output, and macro options. When creating a new variable, i, o, c, and v cannot be used as a substitution key.

Default Value - Optional value that a command will default to when no other variable value is provided.
Read Only - Future feature.
Long Description - Provide extra information about the variable.
Delete - Select this to remove unneeded variables.

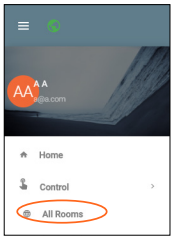


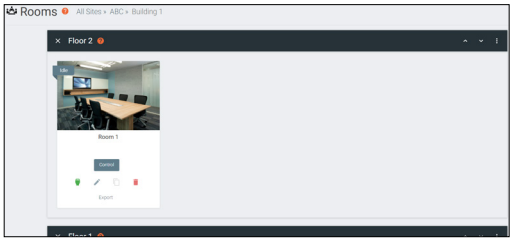
7. Select the COMMANDS tab from the top navigation.
8. Enter the variable into the command. e.g. %MPWON would send the variable before the power on command.
9. Save the device.



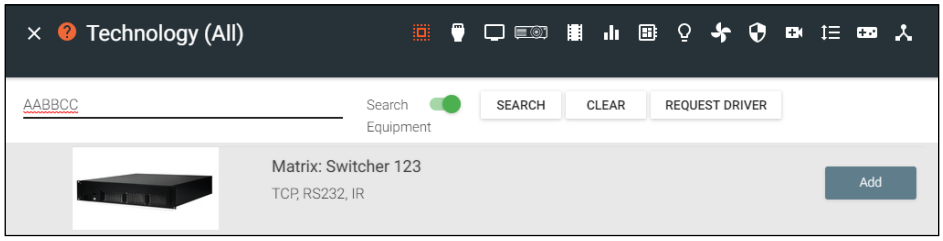
Once the device has been saved, it can be added to a room and the variable configured.

1. Select the ≡ button from the top left corner and select **Control**.
2. Select the **All Rooms**. A new screen will open.
3. Select the **Edit Room Technology** button on the room the switcher will be located.

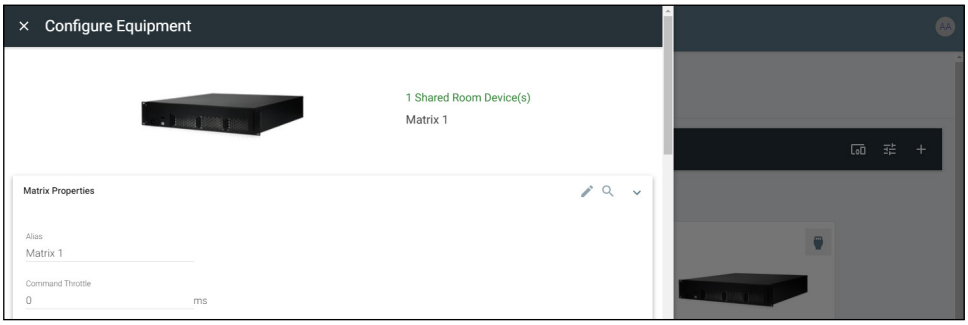




4. Press the **+** button to open the Technology menu.
5. Search the device name or manufacturer to pull up the created switcher.
6. Press the **Add** button.



7. Select EDIT on the switcher.



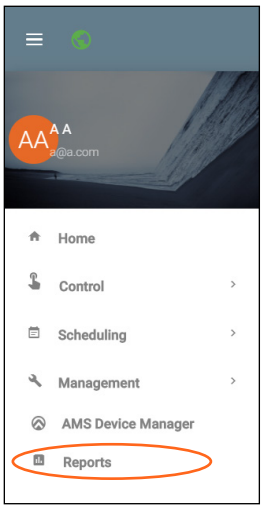
8. Scroll down to the Equipment Variables section.
9. Enter in the value for the variable.

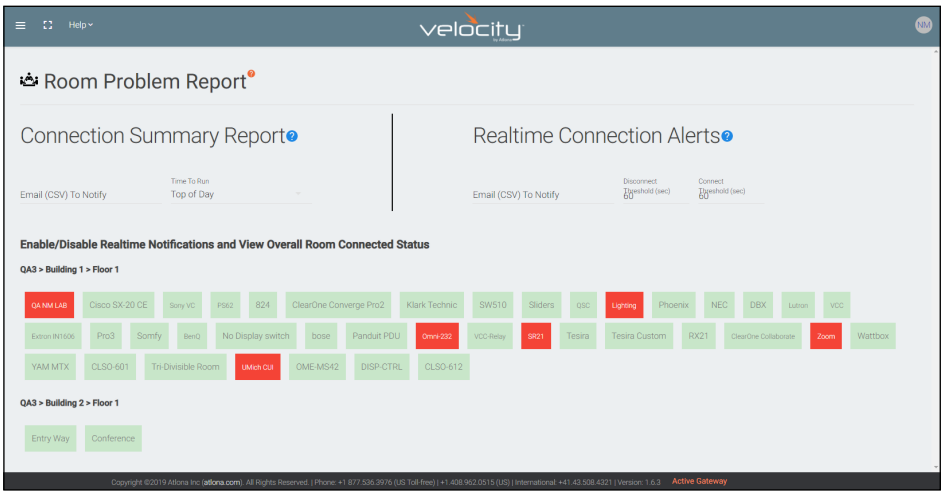
NOTE: The variable will send every time a command with that variable is sent. The position of the variable will be determined by the placement within the command. e.g. %MPWON will send ABC123PWON and PWON%M will send PWONABC123.

Room Problems Report

Velocity has added the ability to send email reports or alerts by email for device connection status. This will provide a look at what devices are connected, which have disconnected, and times of when Velocity lost communication.

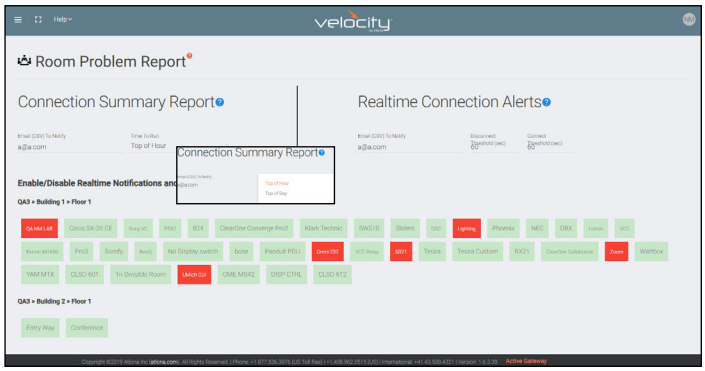
1. Press the ≡ button on the top right of the screen.
2. Select **Management** from the menu.
3. Select **Reports** from the options that becomes available. A new window will appear.

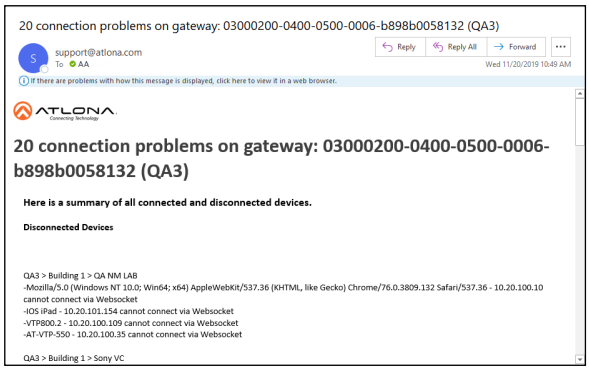




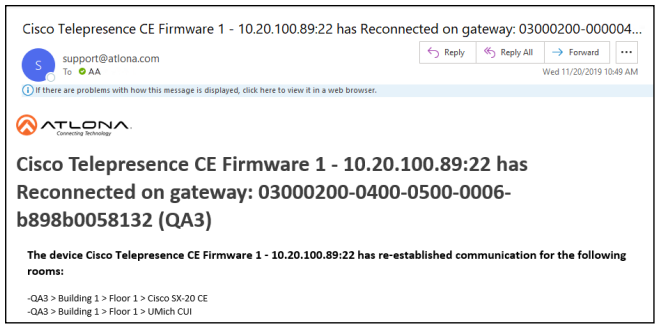
4. Enter the email address, that reports and/or alerts will be sent to, into the **Email (CSV) To Notify** field(s). Email must be enabled within Server Settings for this feature to work.
5. Select when the Report / Alerts will be sent.

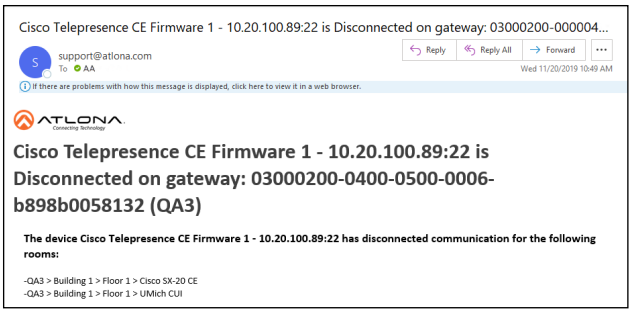
   a. Report - Select between Top of Hour and Top of Day, this will determine how many reports per day that will be received: 1 or 24.





   b. Alerts - Set the amount of time from disconnect or reconnect that an Alert will be received. This is done in seconds and by default will be set to 60.





Reports and Alerts can be set to only send specific devices, these must be selected and deselected individually.

1. Select the room name from the Enable/Disable section. Once selected more options will appear below.

2. Select or deselect the check box next to the connected devices. Deselecting the checkbox means no alerts will be sent for that individual connection.
3. Repeat steps 2 and 3 until all devices are set as needed.

Reports and Alerts are not set up and will start sending at the selected times.

Split Rooms

Velocity has the ability to switch between open and split rooms, providing an easy solution to create two rooms out of one when needed.

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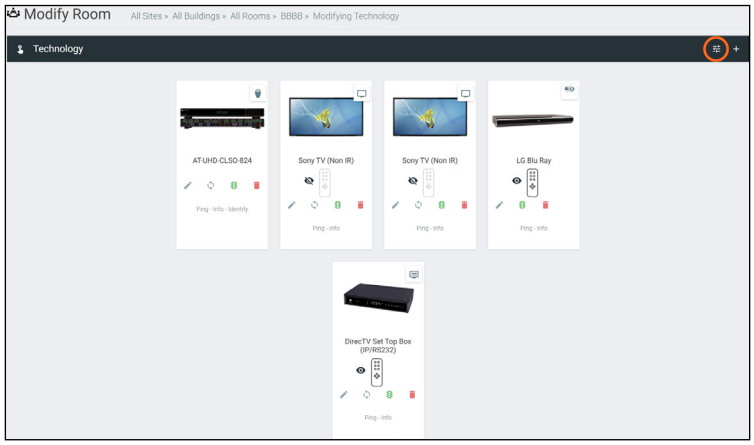
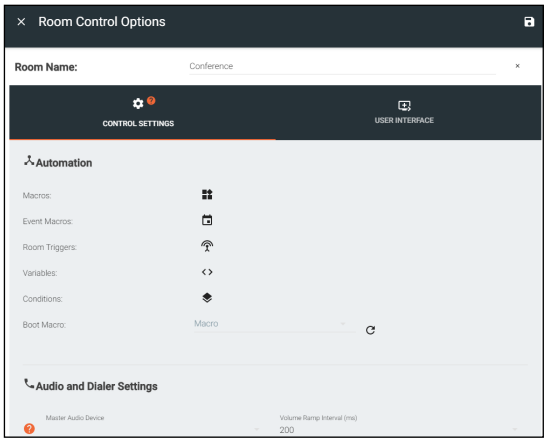
Macros 83

Set Up

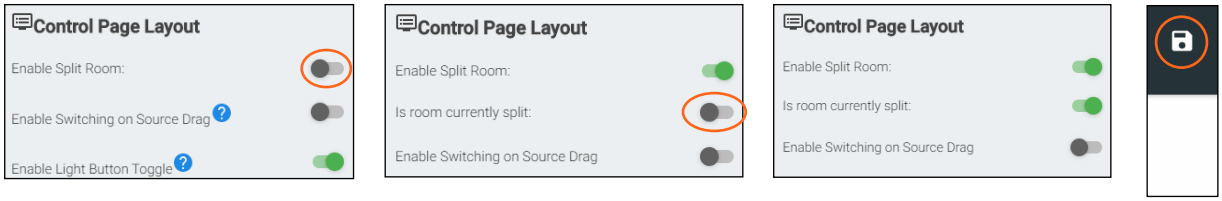
To create a split room, there must be at least two displays, a switching device, and at least two sources.

1. Once a room is set up with devices, open room control options using the button in the top right area of the screen. A new screen will slide open on the left side of the screen.

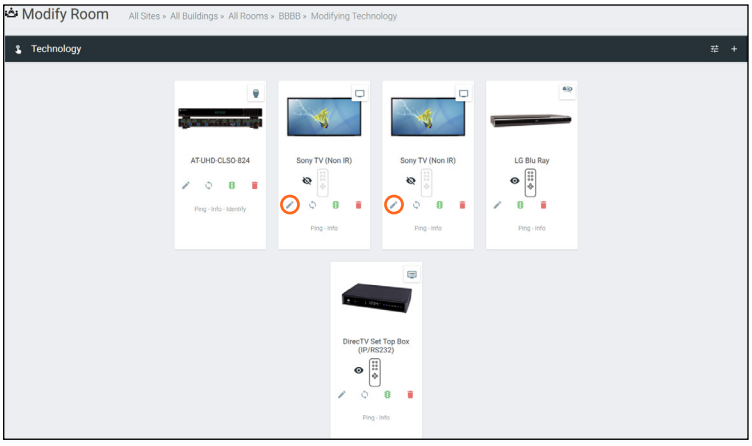


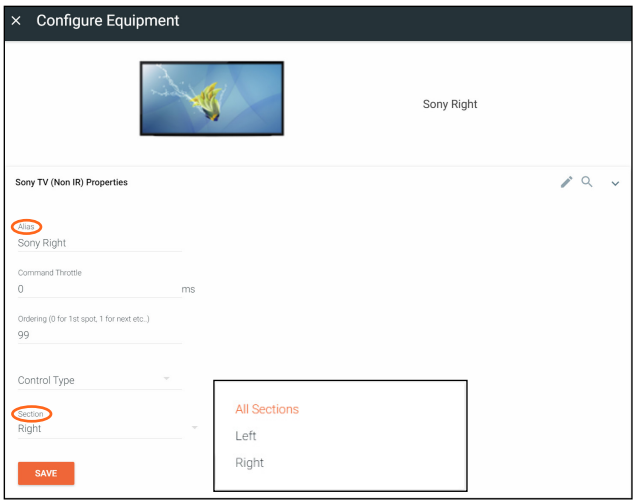


2. Scroll down to the Enable/Disable Features section and select the **Split Rooms** slider. A new options will appear below.
3. Select the **Is room currently split** slider to activate the room as a split room.
4. Press the **Apply Settings** icon in the top right corner of Room Control Options to save.

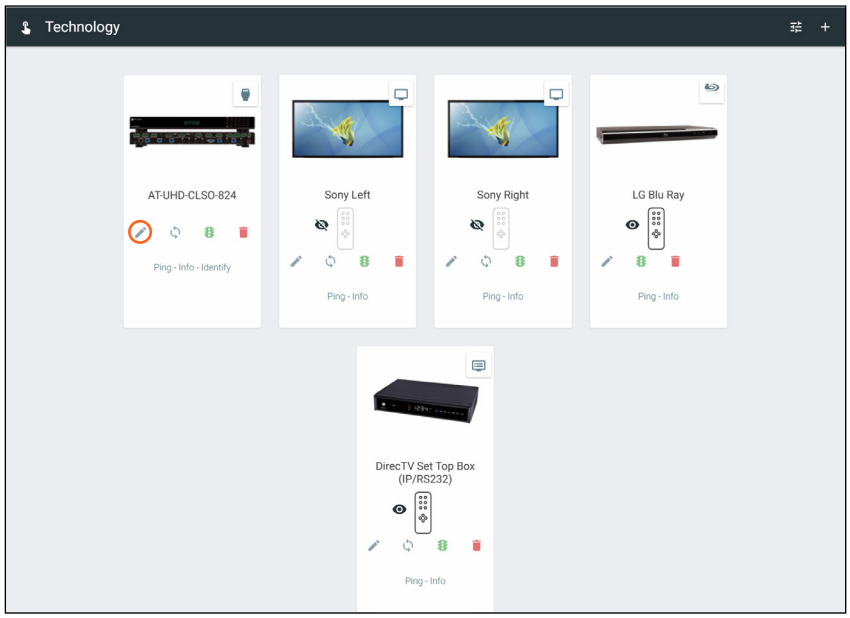


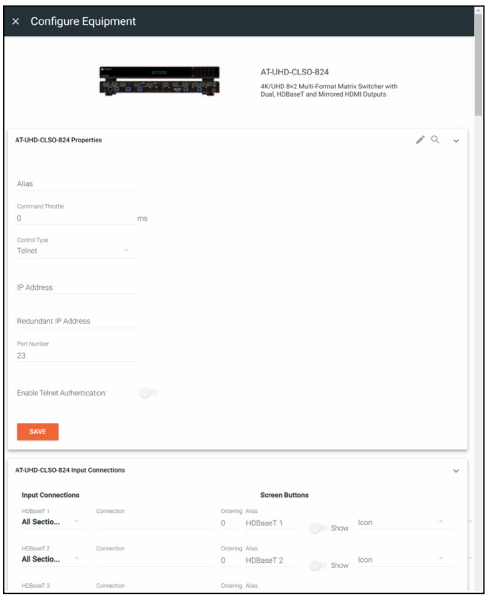
5. Open the device edit screen of the display and provide the display with an alias of which side it belongs to. e.g. Display Right
6. Select the **Section** drop down and select whether the display is in all, left, or right section.
7. Press the **Save** button to activate the settings.
8. Repeat steps 5 through 7 for the second display.



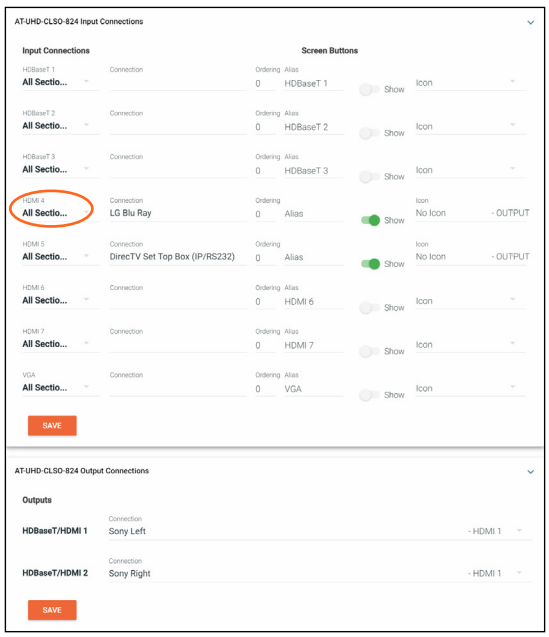


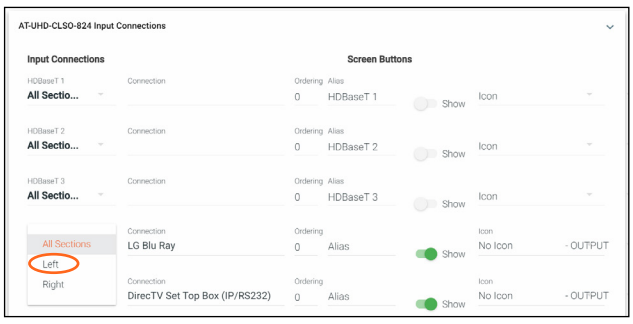
9. Open the switching device. e.g. AT-UHD-CLSO-824

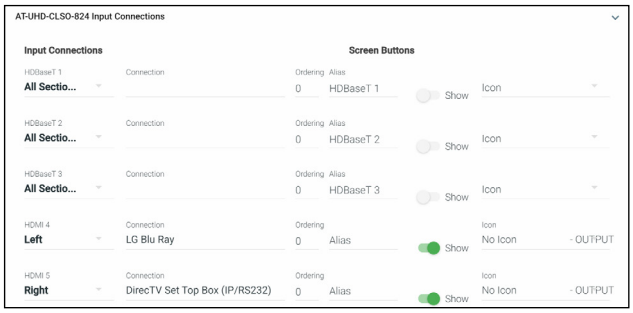


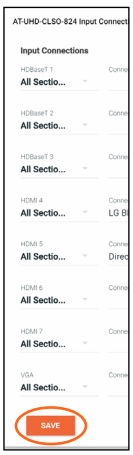


10. Scroll to the Input Connections section. A new drop down will have appeared next to the sources when split rooms was activated.
11. Select the side of room each source belongs to when split.
12. Press the **Save** button.

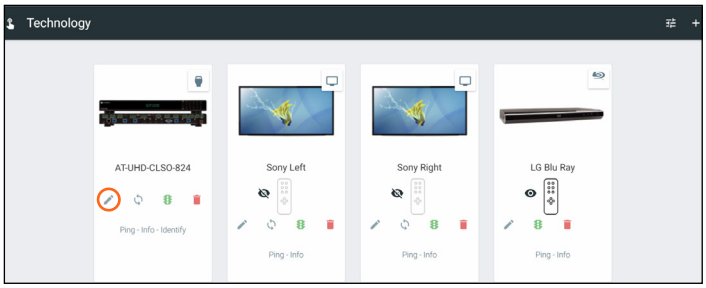








13. *If using audio* Open the audio device. e.g. AT-UHD-CLSO-824



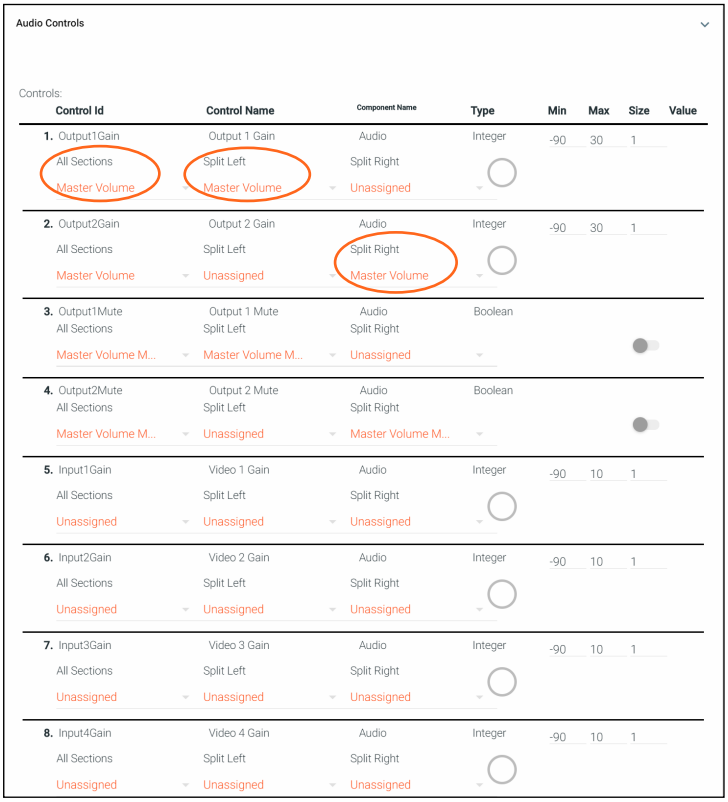
14. Go to the Audio Controls section. Each control will have new selection drop downs.
15. Select the control options under all sections.

NOTE: The control selected under all sections will be the audio control when the room is set to open.

16. Select the audio control sections that each control belongs to when split.

NOTE: If Master Volume belongs to the speakers on the left side of the room, select master audio from the left side drop down menu.

17. Repeat until all audio is set up.
18. Press the Save button.



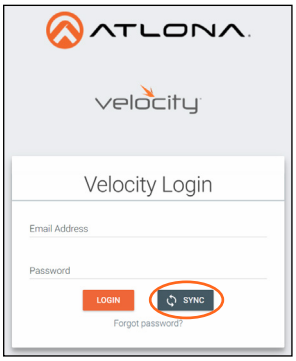
NOTE: Master Volume can only be set on one device. If there are multiple audio control devices, only one device can be set as the Master Volume. If both devices are set as master, an error will occur.

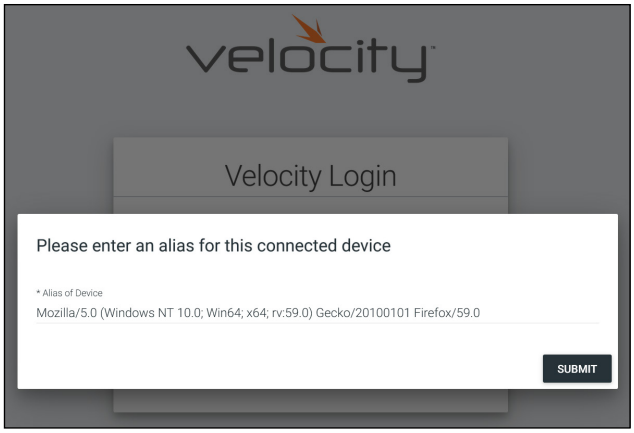
Control Devices

Now that all the room devices have been set up, the control devices must be set up.

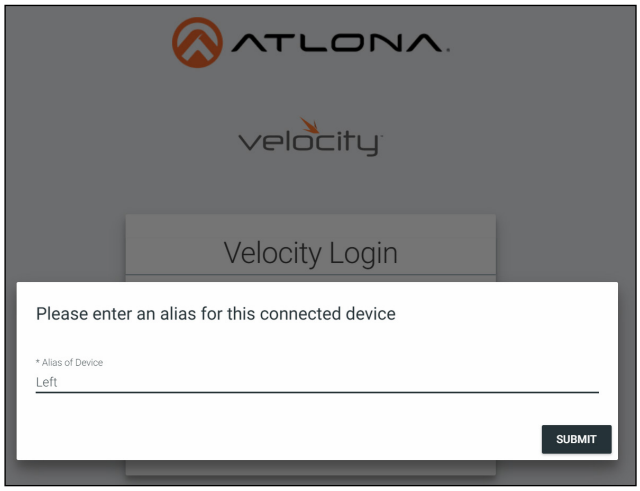
NOTE: For split rooms, there should be two control devices. The control devices can be two of each or a mix of AT-VTPs, Android devices, Apple devices, or web browsers.

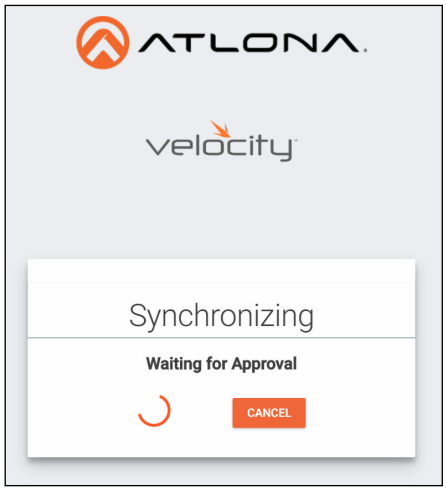
1. Open the control device to the sync page.
2. Press the Sync button. A pop up will display.



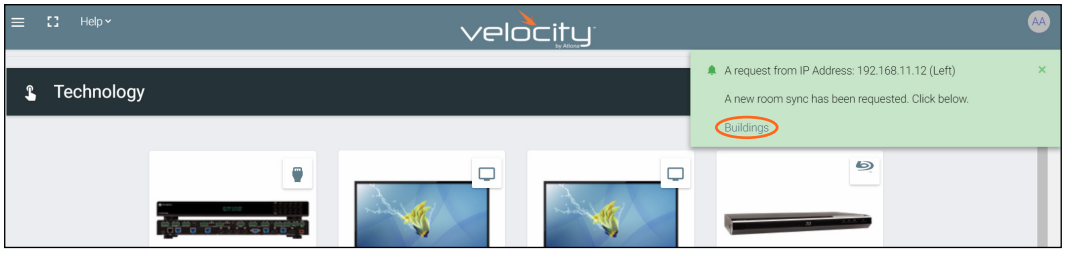


3. Enter an alias for the device to ensure easy identification within Velocity. e.g. Left
4. Press submit. The page will display a synchronization page.

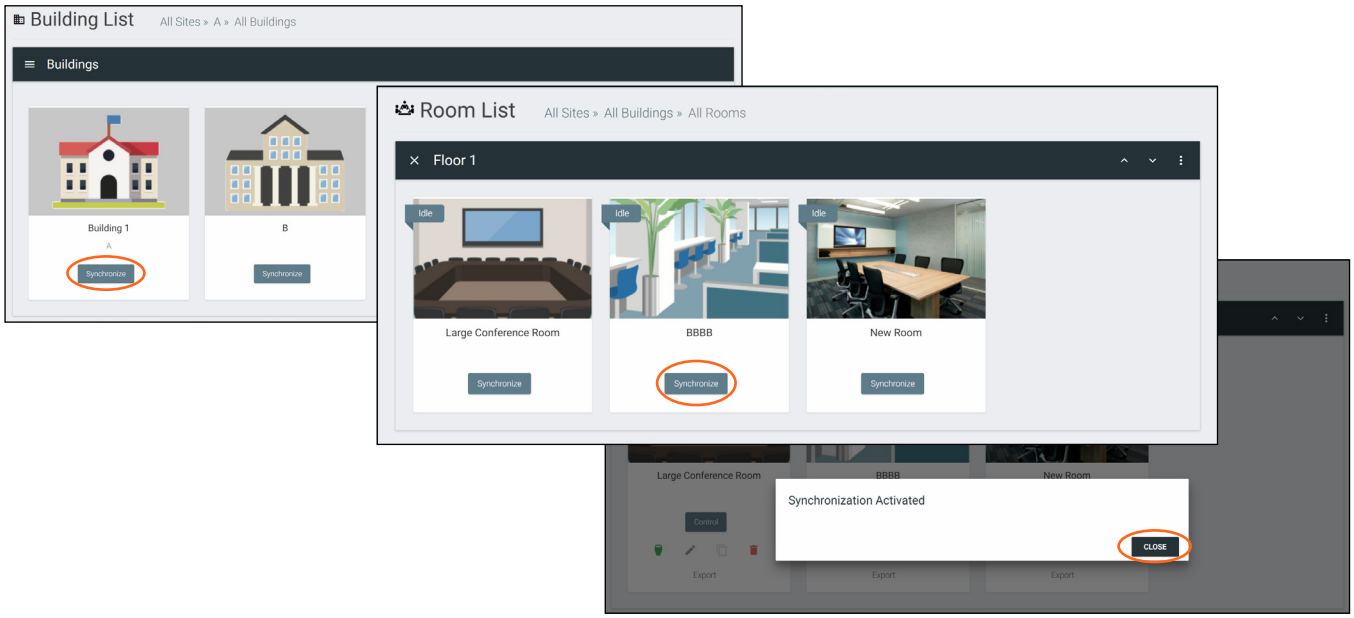




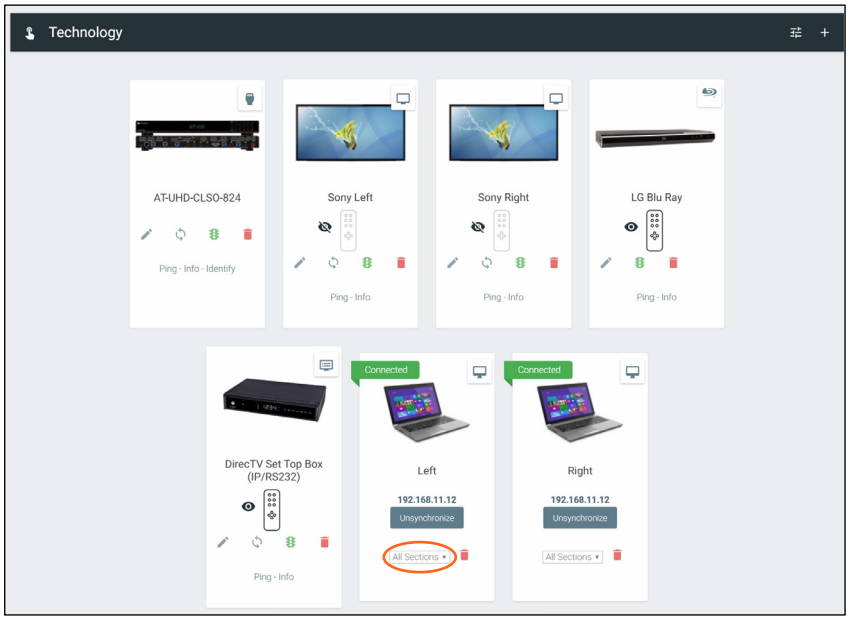
5. Go to the Velocity page. A green box will appear.
6. Select Buildings.

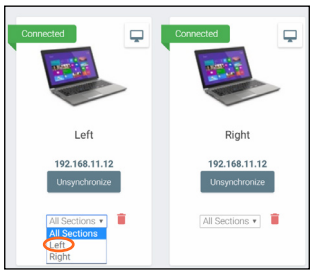


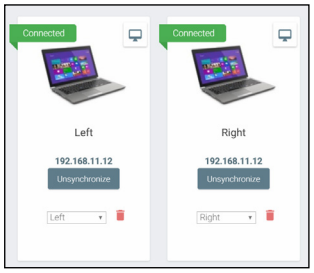
7. Select the building the control device will be in. A new screen will open.
8. Select the room the control device is located in. A Synchronization Complete window will appear.
9. Press the **Close** button.



10. Repeat steps 1-9 for the second control device.
11. Reopen the edit room technology page.
12. Select the drop down within the control device field and select the section the device controls.
13. Repeat step 12 for the second control device.







The room is now set up for split room control. Control macros and event macros can now be set up for split rooms.

Macros

For information on using Room and Event Macros for split rooms, see the Macros & Variables: Split Rooms section.

Macros & Conditions

Macros and Conditions are used in many aspects of Velocity, from simple room on and off sequences, to split rooms, and custom UIs. The following sections will go over basic macros and conditions, as well as extra information for specific use cases. Macros and conditions can be found within the advanced settings of the rooms.

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Boot Macro 95

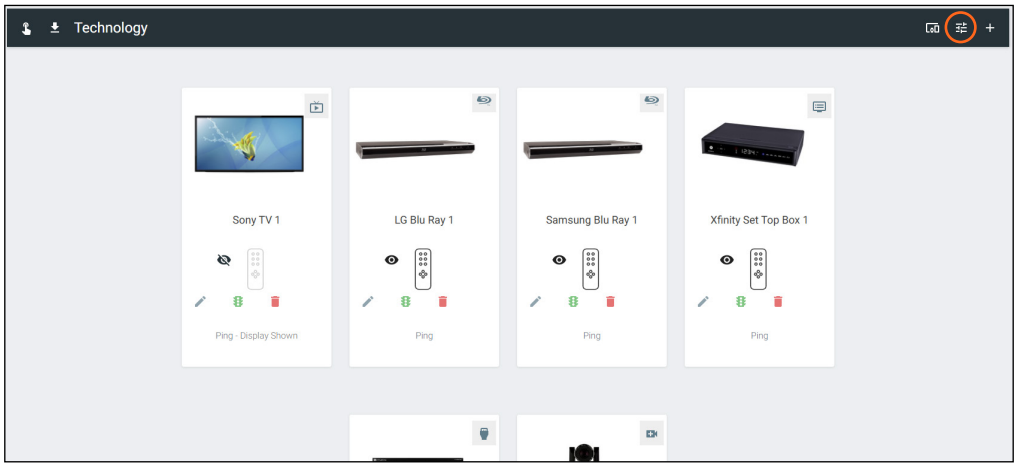
Conditions 96

Split Rooms 98

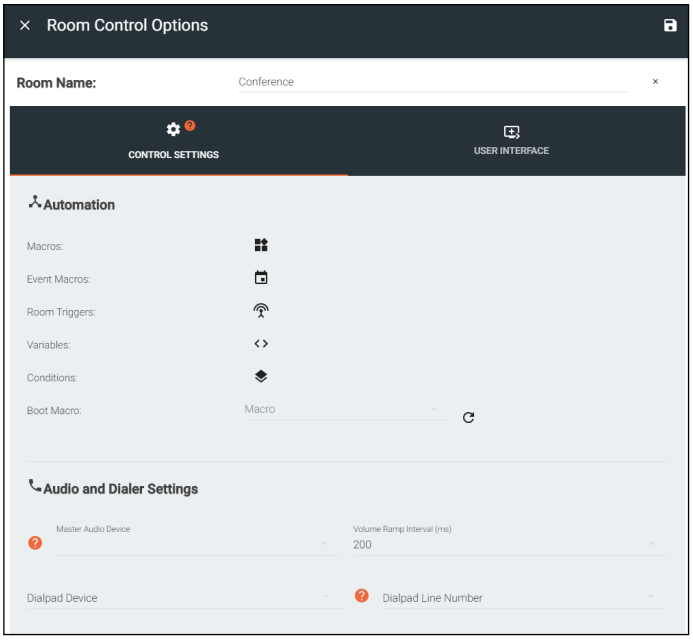
- Room Macros 98
- Event Macros 99

General

1. Select the Edit Room Technology from the buildings screen. A new screen will open.



2. Select the button to open the Room Control Options screen.



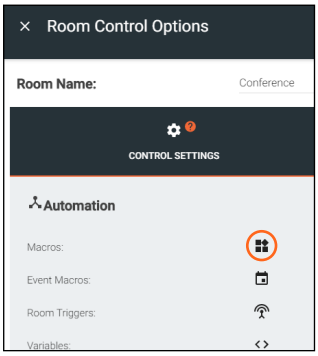
NOTE: These options are also available in the Custom Control Interface edit screen. The options will be the same in both areas.

Macros, Event Macros, Room Triggers, and Conditions can be gotten to from here.

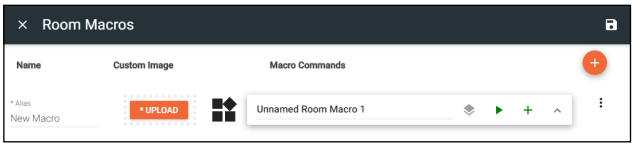
Macros

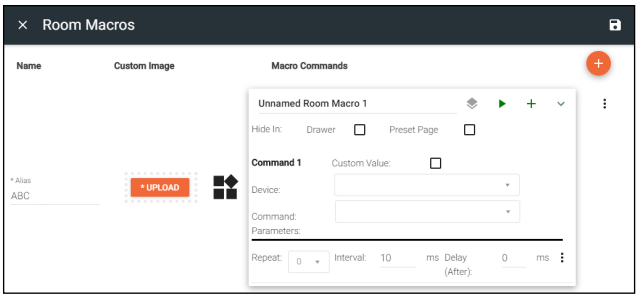
Macros provides the ability to program and run different commands in a room.

1. Select the Macros button. A new screen will slide open.

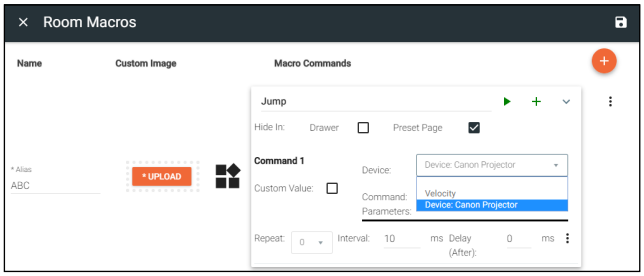


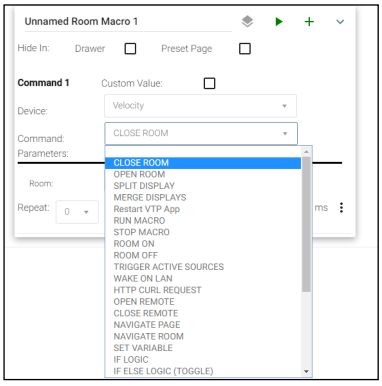
2. Press the **+** (add macro) button from the top right corner. A new selection will appear in the screen.
3. Name the Macro by typing the Alias into the New Macro field under *Alias. This will be the name that appears in the control screen next to the macro.





4. Once named, press the **+** button to open the command options and set up the macro command.
   - ***Upload** - Select this button to upload a custom icon from the local PC, a new window will pop up. Custom icons must be .PNG, .JPG, .JPEG, or .BMP file types to display.
   - **Macro Name** - The name of the macro will be used in Velocity to identify command on the back end. This command, once saved, can be pulled up in other macros if needed.
   - **Conditions** - The double square next to the Macro name will lead to the Conditions screen. See the Conditions section for more information on this.
   - **Run Command** - The triangle button will execute the command on press.
   - **Hide In** - Select the checkbox next to the location names to hide the macro from view in the macro drawer or preset page.
   - **Device** - Select the device that will be controlled with the macro. Only devices already added to the room will be displayed in the device drop down menu. Select Velocity to use the built in room commands.

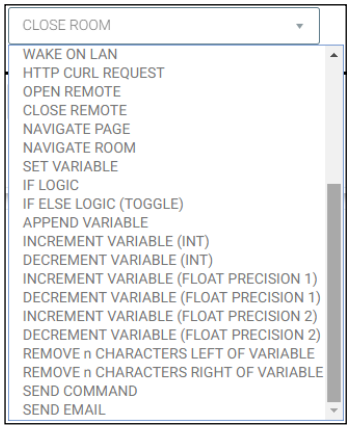




   - **Command** - Select the command from the drop down list available for the device. Device commands are based off the device driver within Velocity.

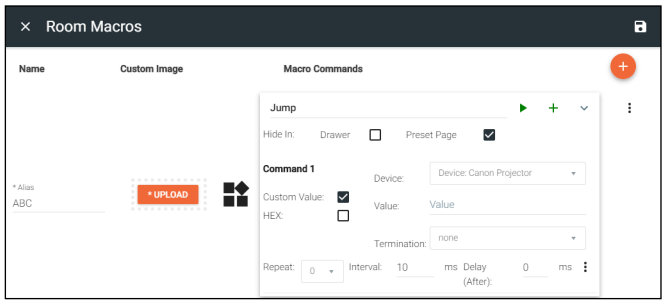
NOTE: Velocity has built in commands that can be used for control and each command will have extra parameters that will appear below the command once selected.

- Close Room - Used with divisible rooms to split the current room into two independent rooms.
- Open Room - Used with divisible rooms to take the currently split room and merge them into one room.
- Split Display - Activates dual source display on a split screen display.
- Merge Displays - Switches split screen display from dual source displaying to show only a single source.
- Restart VTP app - Using this macro will reset the VTP control screen when needed.
- Run Macro - Will run previously created macros when activated.
- Stop Macro - Will stop the selected macro when pressed.
- Room On - Triggered, this will send all the room on commands to the selected room and set any control screen or touch-pad to the home page.
- Room Off - This will send all room off commands and set the control screens or touch-pads to the home page when triggered.
- Trigger Active Sources - When used, any event macro using active sources within the selected room will be triggered.



- Wake On LAN - Velocity will trigger the device at the specified MAC address using the Wake On LAN “magic packets”.
- HTTP cURL Request - Triggers the cURL command entered into parameters.
- HTTP cURL (ARGS) Request - Triggers the cURL command entered into parameters with variables.
- Open Remote - Using this macro will open the remote drawer of the specified device on the control screen in the specified room.
- Close Remote - This macro will close the remote drawer of the specified device on the control screen in the specified room.
- Navigate Page - Set the room and page the control screen will go to when this macro is used.
- Navigate Room - Set the room the control screen will change to when this macro is used.
- Navigate Previous - When set up and used, this macro will cause the control screen to navigate to the previous screen.
- Set Variable - Use to change a variable value. This will be gone over more in the Custom UI section.
- Send Command - This will send a command of the current value of the set variable to the chosen device. This will be used with the Custom Control Interface buttons.
- IF ELSE Logic - This can set multiple commands to a single variable based on values. This will be gone over more in the Custom Control Interface section.
- Append Variable - This will adjust a variable with the append’s set value. This will be used with the Custom Control Interface buttons.
- Increment Variable (INT) - This will increase a variable by the set whole number amount. This will be used with the Custom Control Interface buttons.
- Decrement Variable (INT) - This will decrease a variable by the set whole number amount. This will be used with the Custom Control Interface buttons.
- Increment Variable (Float Precision 1) - This will increase a variable by the set 1/10th value (**e.g.** 0.1). This will be used with the Custom Control Interface buttons.
- Decrement Variable (Float Precision 1) - This will decrease a variable by the set 1/10th value (**e.g.** 0.5). This will be used with the Custom Control Interface buttons.
- Increment Variable (Float Precision 2) - This will increase a variable by the set 1/100th value (**e.g.** 0.01). This will be used with the Custom Control Interface buttons.
- Decrement Variable (Float Precision 2) - This will decrease a variable by the set 1/100th value (**e.g.** 0.05). This will be used with the Custom Control Interface buttons.
- Remove n Characters left of Variable - This will remove a set amount of characters from the left side of a variable value. This will be used with the Custom Control Interface buttons.

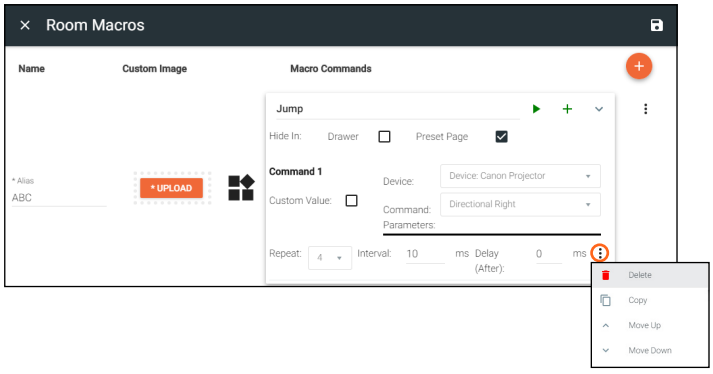
- Remove n Characters right of Variable - This will remove a set amount of characters from the right side of a variable value. This will be used with the Custom Control Interface buttons.
- IF Logic - This will provide a way to run a second command based off a variable being a certain value. This will be gone over more in the Custom Control Interface section.
- For Loop and Call Macro - This will call a macro to resend after the set amount of miliseconds. If no loop value is set, it will loop the macro command indefinitely.
- Timer/Clock - This macro will allow commands to be run on timers. Such as turning a display off 60 seconds after used.
- Show/Hide Displays - This macro will provide a way to show and hide room displays.
- Send Email - Sets up so an email can be sent to a specific address with a specific subject and body when triggered. Velocity must have internet access for this function to work.
- Button Click - This macro will allow defined buttons to display after it is used.
- Restart Velocity - This will restart Velocity when the macro is triggered. Allow up to five minutes for Velocity to restart.
- Set VTP LED Color - This macro will set the RGB values for the VSP-800 LED.
- Set VTP LED On - This macro will turn the LED on for the VSP-800.
- Set VTP LED Off - When used, this macro will turn the LED off for the VSP-800,

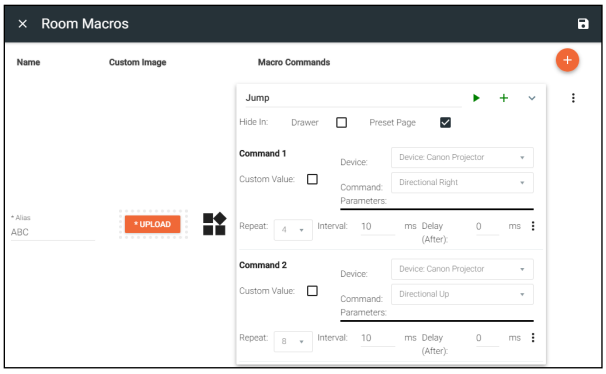


- **Custom Value** - Select the check box to open up additional options and to add a new command for the selected device within the room. The custom command is available in this current room only.
  - HEX - Select if the command will be written in HEX rather than ASCII.
  - Termination - Select the command termination from the drop down: CR, CRLF, LF, or none.
  - Value - Type out the command exactly as the device's manual/API writes it.
- **Repeat** - Select how many times the command is sent out when the macro is selected within room control.
- **Interval** - Set the amount of milliseconds between when the command is first sent and then repeated.
- **Delay** - Set the amount of time delay between the current command and the next command being sent.

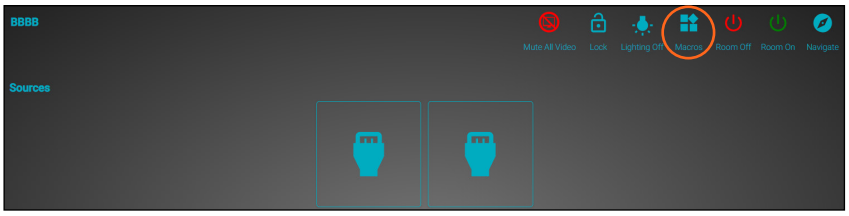
Each macro can be programmed to send multiple commands, use the plus button next to the command name to add a second command to the macro.

- ⋮ - use this option to delete, copy, or move the commands up or down. This allows for the commands to be sent in the correct order needed, entered easily with similar commands, or removed when no longer needed.

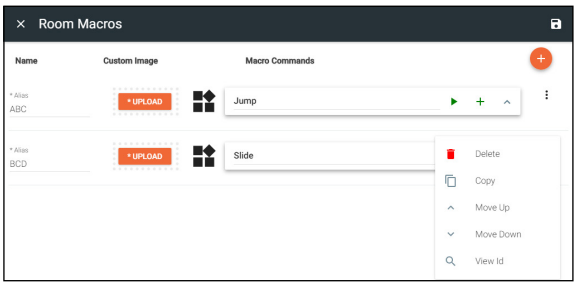




NOTE: Make sure to use the save button in the top right corner of the screen after each macro is created. This will make the macro available in the room and the command available for other macros.



5. Use the orange + button to add as many macros as needed.

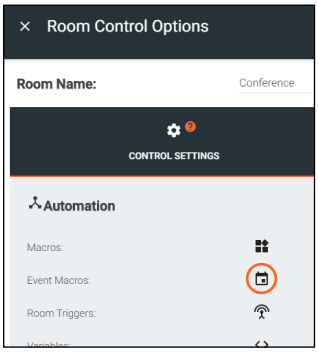


Use the ⋮ selection after each macro to delete, copy, or move the macros up or down. This allows for the macros to be displayed in the macro drawer in the order they will be used or removed when no longer needed.

Event Macros

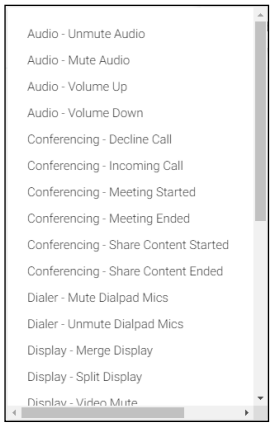
Event Macros are commands triggered when a particutlar room, device, or scheduled event occurs.

1. Select the Event Macros button. A new screen will slide open.

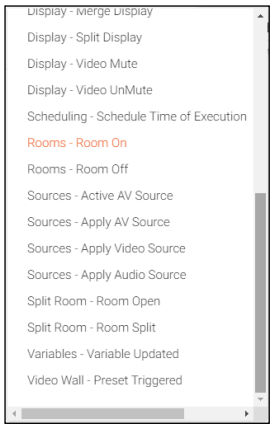


2. Press the **+** (add macro) button from the top right corner. A new selection will appear in the screen.

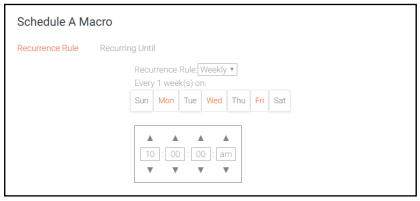
3. Select the **Feature** (event type **e.g.** Room On) drop down to select what event will trigger the macro.



- **Audio - Unmute Audio** - Un-muting audio in the control screen will trigger this macro.
- **Audio - Mute Audio** - Muting audio in the control screen will trigger this macro.
- **Audio - Volume Up** - This macro will trigger anytime a Volume Up command is received.
- **Audio - Volume down** - This macro will trigger anytime a Volume Down command is received.
- **Conferencing - Decline Call** - Declining a call while using a DSP or ZoomRoom will trigger this event.
- **Conferencing - Incoming Call** - When receiving a call, while using a DSP or ZoomRoom, this event will trigger.
- **Conferencing - Meeting Started** - Starting a meeting while using a DSP or ZoomRoom will trigger this macro.
- **Conferencing - Meeting Ended** - This event will trigger when a meeting is ended while using a DSP or ZoomRoom.
- **Conferencing - Share Content Started** - Starting a content share while using a DSP or ZoomRoom will trigger this macro event.
- **Conferencing - Share Content Ended** - To trigger this macro event, end sharing content while using a DSP or ZoomRoom.
- **Dialer - Mute Dialpad Mics** - Muting the dialpad while using a DSP will trigger this event.
- **Dialer - Unmute Dialpad Mics** - Trigger this macro by unmuting the dialpad while using a DSP.
- **Display - Merge Display** - When a single source is set to display on a split screen display, this macro will be triggered. When this event is selected within the menu, the display will need to be selected in the drop down menu that appears below it.
- **Display - Split Display** - When dual source is activated on a split screen display, this macro will be triggered. When this event is selected within the menu, the display will need to be selected in the drop down menu that appears below it.

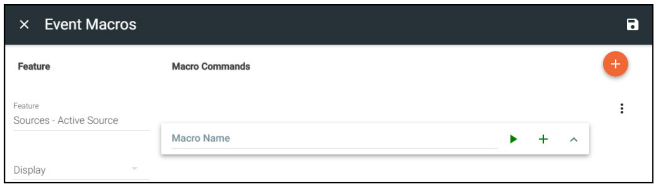


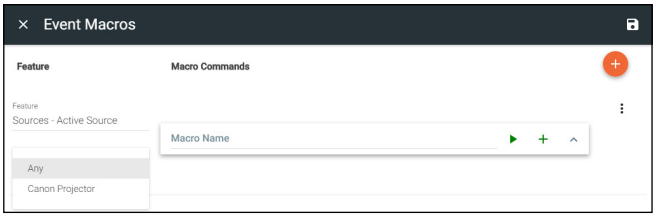
- **Display - Video Mute** - When the Video Mute command is used, this macro will trigger.
- **Display - Video UnMute** - When the video is unmuted, this macro will trigger.
- **Scheduling - Schedule Time of Execution** - A scheduled event allows the option to create an event that happens at a certain time that can be daily or weekly. Select Scheduled Event and a new pop up will appear.



  - ◊ Recurrence Rule - Select between Daily or Weekly.
  - ◊ Day of week (weekly only) - Select the days of the week for the weekly event to be added.
  - ◊ Time - Set the time of day this event happens.
  - ◊ Recurring Until - Select this to set an end date on the calendar in which to end the scheduled event.
- **Room - Room On** - Use the start room or room on button to trigger this macro.
- **Room - Room Off** - This macro will trigger when the room off button is pressed in the control screen.
- **Sources - Active AV Source** - This will trigger when the Trigger Active Sources command (found in macros) is run. When this feature is selected, a new field will open below it.

  - Use the Display drop down menu to select if the event macro will trigger with all displays or a specific one.

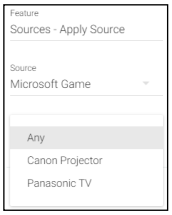




- **Sources - Apply AV Source** - Trigger this macro when the selected source becomes active on the selected display (or any source/display combo if any is selected). When this feature is selected, two new fields will open below it.

  - Use the Source drop down menu to select which source must be applied to trigger the event.

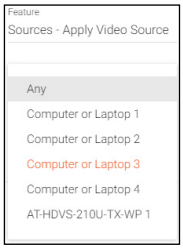
  - Use the Display drop down menu to select if the event macro will trigger with all displays or a specific one.

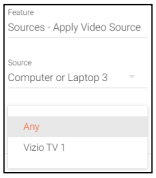


- **Sources - Apply Video Source** - Trigger this macro when the selected video source becomes active on the selected display (or any source/display combo if any is selected). When this feature is selected, two new fields will open below it.

  - Use the Source drop down menu to select which source must be applied to trigger the event.

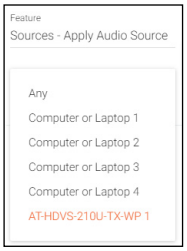
  - Use the Display drop down menu to select if the event macro will trigger with all displays or a specific one.





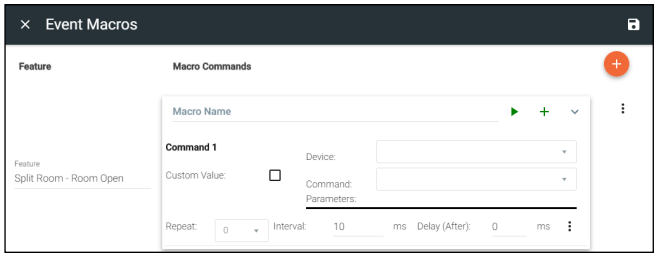
- **Sources - Apply Audio Source** - Trigger this macro when the selected audio source becomes active (or any audio source if any is selected). When this feature is selected, one new field will open below it.

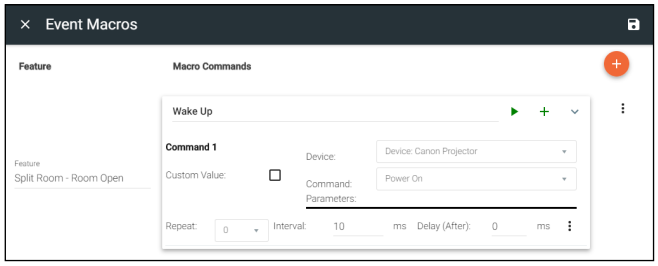
  - Use the Source drop down menu to select which source must be applied to trigger the event.



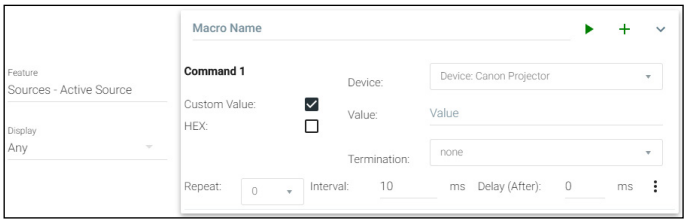
- **Split Room - Room Open / Split Room - Room Split** - View the Split Rooms section to learn more.
- **Variables - Variables Updated** - This macro will trigger when the specified variable is set to equal the specified operator (equal, greater than, less than, etc) and value.
- **Video Wall - Preset Triggered** - This macro will trigger when the specified preset becomes active.

4. Press the **+** button on Macro Name to open the command options and set up the macro command.





- **Macro Name** - The name of the macro will be used in Velocity to identify command on the back end. This command, once saved, can be pulled up in other macros if needed.
- **Device** - Select the device that will be controlled with the macro. Only devices already added to the room will be displayed in the device drop down menu.
- **Command** - Select the command from the drop down list available for the device. Device commands are based off the device driver within Velocity. Velocity has built in commands that can be used for control.



- **Custom Value** - Select the check box to open up additional options and to add a new command for the selected device within the room. The custom command is available in this current room only.

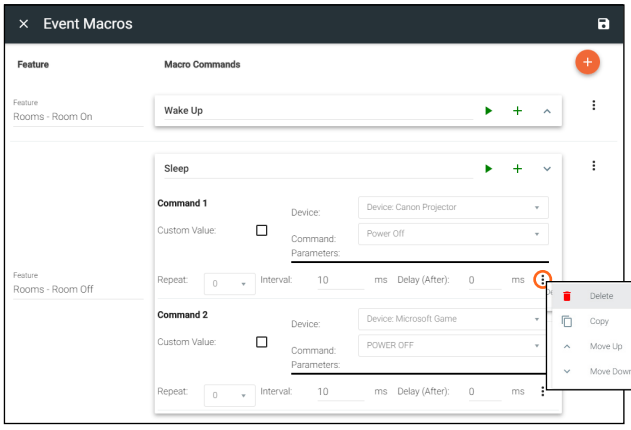
  HEX - Select if the command will be written in HEX rather than ASCII.

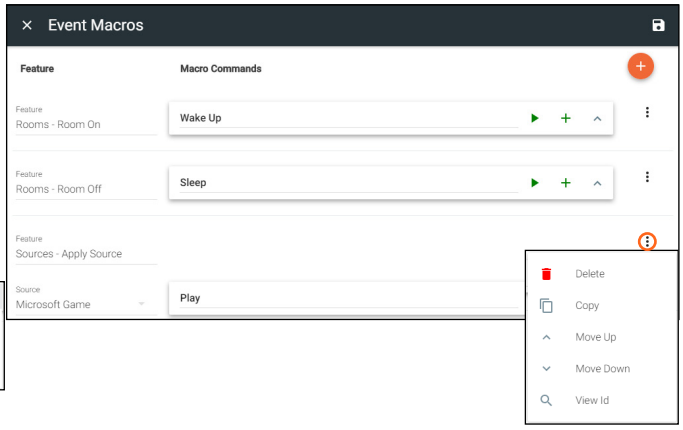
  Termination - Select the command termination from the drop down: CR, CRLF, LF, or none.

  Value - Type out the command exactly as the device's manual/API writes it.
- **Repeat** - Select how many times the command is sent out when the macro is selected within room control.
- **Interval** - Set the amount of milliseconds between when the command is first sent and then repeated.
- **Delay** - Set the amount of time delay between the current command and the next command being sent.

Each macro can be programmed to send multiple commands, use the plus button next to the command name to add a second command to the macro.

- ⋮ - use this option to delete, copy, or move the commands up or down. This allows for the commands to be sent in the correct order needed, entered easily with similar commands, or removed when no longer needed.

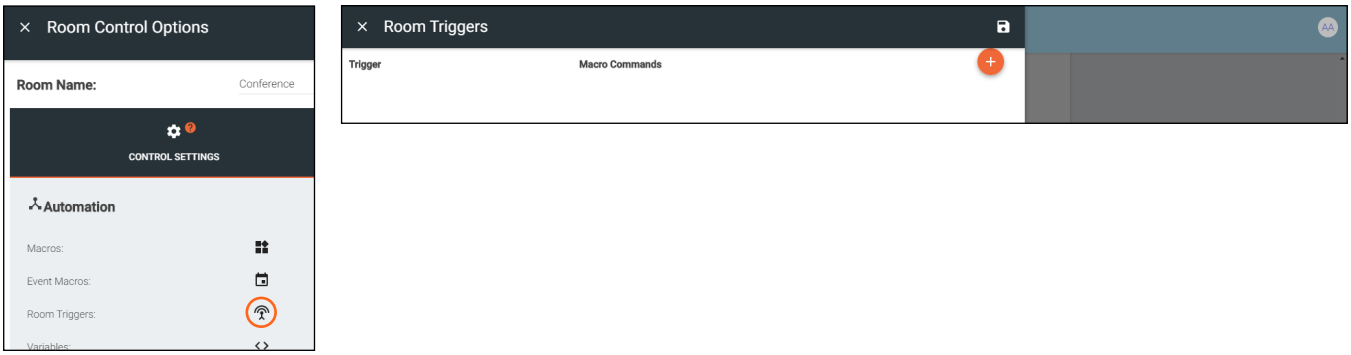




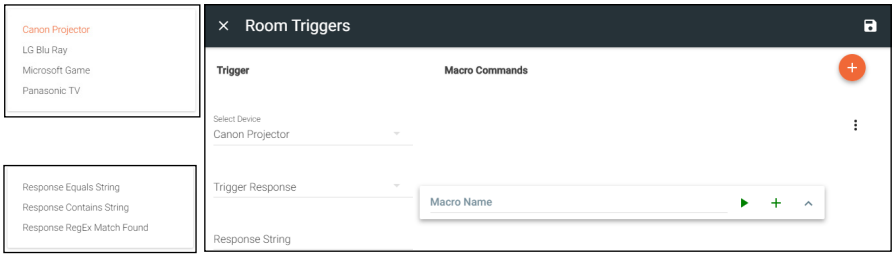
Room Triggers

Room Triggers are commands triggered when a specific value/event occurs.

1. Select the Room Triggers button. A new screen will slide open.

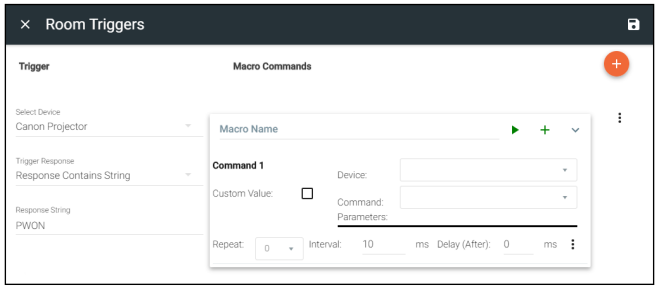


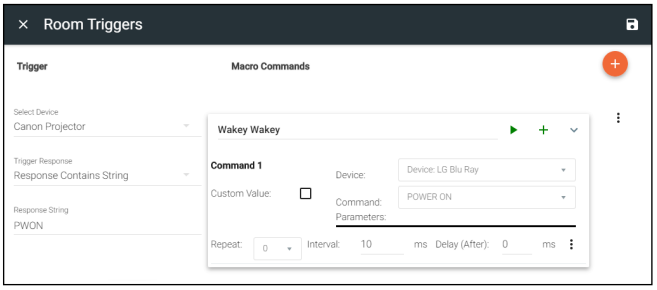
2. Press the **+** (add macro) button from the top right corner. A new selection will appear in the screen.
3. Select the control device (e.g. Velocity Command Converter) from the **Select Device** drop down menu. New options will appear below the device.



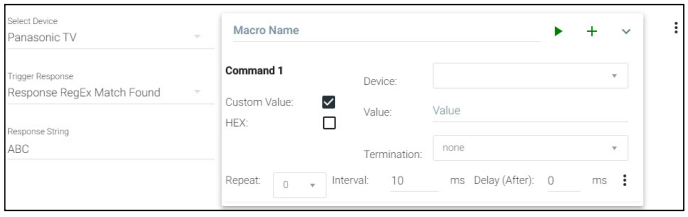
- **Trigger Response** - Select whether the device macro command will be triggered by an exact response string, a response containing the string, or a regular expression through TCP feedback responses.
  - ◊ Response Equals String - When Velocity receives the **exact** Response String entered, this command will trigger. Commands are case sensitive. **e.g.** If the response string is PWON and Velocity receives pwON as the feedback, nothing will trigger. If Velocity receives PWON, then the macro commands will trigger.
  - ◊ Response Contains String - When Velocity receives a feedback that contains the Response String entered, this command will trigger. Commands are case sensitive. **e.g.** If the response string is PWON and Velocity receives PWSTA as the feedback, nothing will trigger. If Velocity receives PWSTA PWON as feedback, the event macro will trigger.
  - ◊ Response RegEx Match Found - When feedback that contains the parameters specified in the RegEx search is received, this event will trigger. **e.g.** The response string in the RegEx search pattern is a(b|c) and Velocity detects bc nothing will happen, but if it receives ab it will trigger the created macro because the RegEx search pattern is looking for either ab or ac.
- **Response String** - Type in the response string that will be received to trigger the commands.
- **Select Setting *AT-VCC-RELAY only*** - Select the sensor that will trigger the macro.
- **Value *AT-VCC-RELAY only*** - Set the value of the sensor that triggers the command macros.

4. Once the trigger settings have been selected, press the edit button on the Macro Commands field.





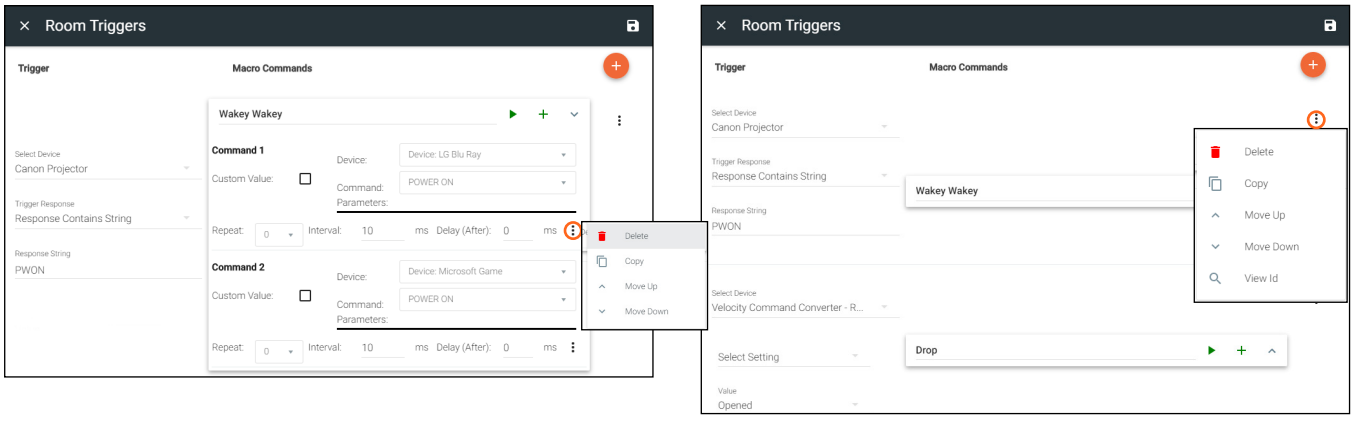
- **Macro Name** - The name of the macro will be used in Velocity to identify command on the back end. This command, once saved, can be pulled up in other macros if needed.
- **Device** - Select the device that will be controlled with the macro. Only devices already added to the room will be displayed in the device drop down menu.
- **Command** - Select the command from the drop down list available for the device. Device commands are based off the device driver within Velocity. Velocity has built in commands that can be used for control.
- **Custom Value** - Select the check box to open up additional options and to add a new command for the selected device within the room. The custom command is available in this current room only.
  - ◊ HEX - Select if the command will be written in HEX rather than ASCII.
  - ◊ Termination - Select the command termination from the drop down: CR, CRLF, LF, or none.
  - ◊ Value - Type out the command exactly as the device's manual/API writes it.



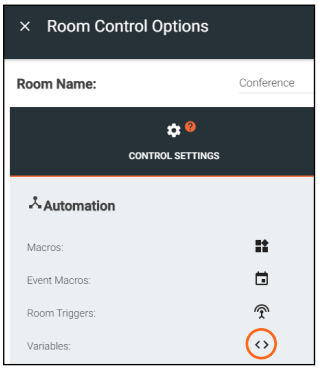
- **Repeat** - Select how many times the command is sent out when the macro is selected within room control.
- **Interval** - Set the amount of milliseconds between when the command is first sent and then repeated.
- **Delay** - Set the amount of time delay between the current command and the next command being sent.

Each macro can be programmed to send multiple commands, use the plus button next to the command name to add a second command to the macro.

- ⋮ - use this option to delete, copy, or move the commands up or down. This allows for the commands to be sent in the correct order needed, entered easily with similar commands, or removed when no longer needed.

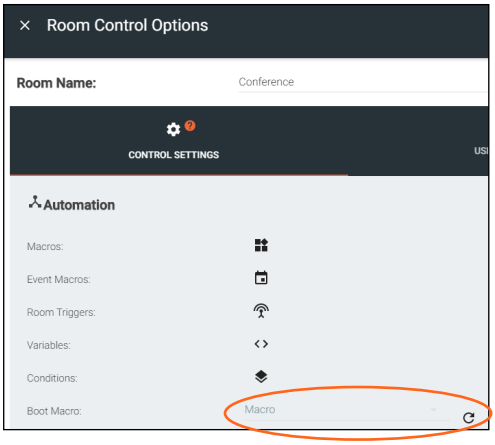


Variables



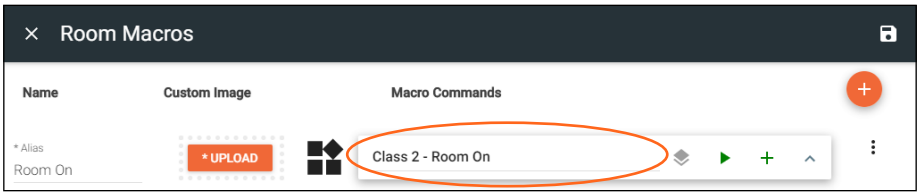
Variables are functions that can be set and changed based on set events. They can be created in the variables menu. View the Variables section under Custom Control Interface for more information on how to create variables.

Boot Macro

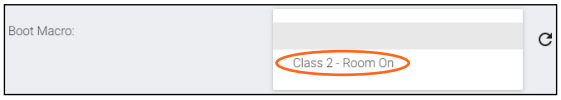


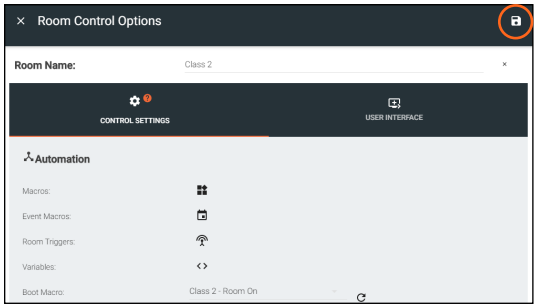
Boot Macro was created so that after Velocity has been turned on or rebooted, any room that needs to return to active can be done automatically. This can be set up for one room or multiple rooms.

Before anything can be set to the Boot Macro field, the macro must first be created. Follow the instructions within the Macros section on how to create macros. The macro should be named to make it easier to locate when there are a lot of macros on the system. The name will be pulled from the Macro Name field, not the alias field.



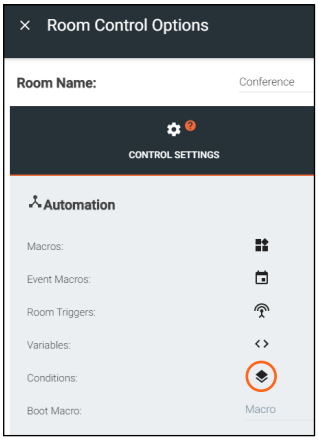
Once the Macro has been set up, it can be selected from the Boot Macro drop down menu and then saved using the save icon at the top right corner of the Room Control Options menu. Repeat this for every room needed.

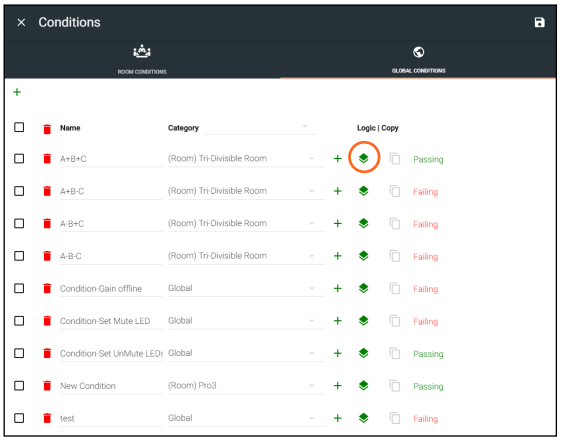




Conditions

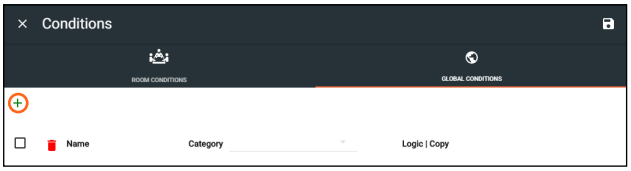
Every Macro can be set to run only when certain conditions are met. This is used mostly with the Custom Control Interface section buttons.





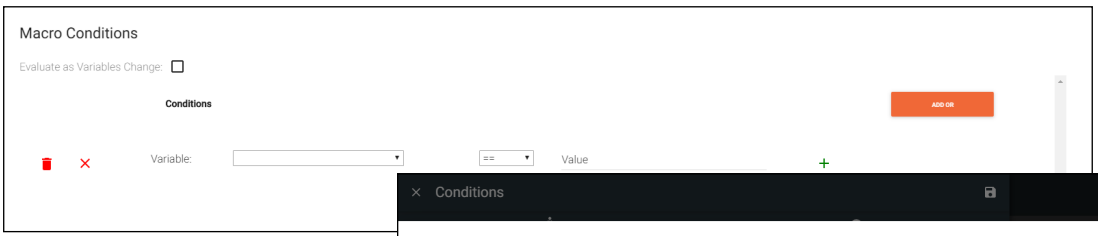
NOTE: Conditions can be accessed from either the Room Control Options or in Macros/ Event Macros/Room Trigger menus.

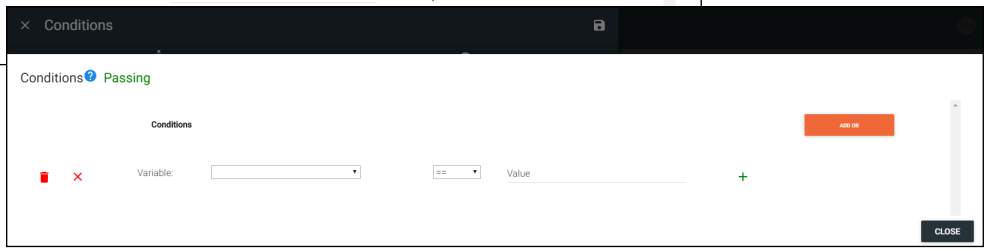
1. Open the conditions window by selecting the stack icon in the Macros window (as circled above). A new screen will open.



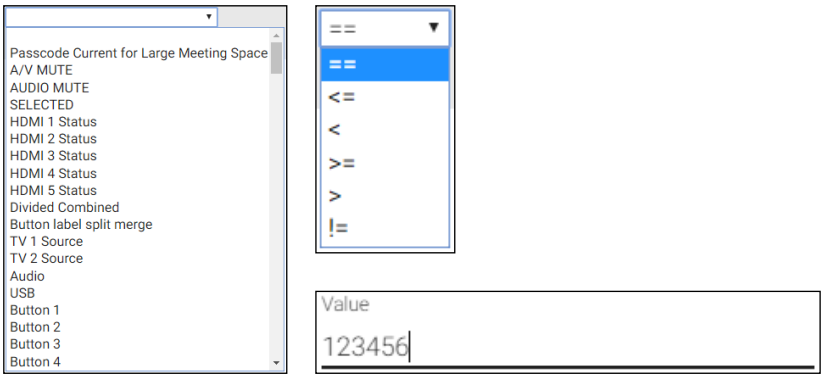
- **Failing / Passing** - This will display the current status of the condition, whether all variable conditions are met or not.
- **Link Condition** *Macros menu only*- This will import the settings from another perviously created condition to the current macro's conditions. The same conditions can be connected to multiple macros to have them all run when the conditions are met.
- **+** or **ADD** - This will add a new condition to the macro. If there is already at least one condition it will add an OR condition which will trigger the macro whether the first condition is met or not.
- **Edit** *Macros menu only*- This will allow the current condition's name to be edited.
- **Copy** *Only active in the Room Control Options: Conditions*- This creates a copy of the selected condition within the Conditions menu.
- **Evaluate as Variables Change** *Macros menu only*- When selected, Velocity will periodically check to see if the conditions of the macro are met and run the command if they are. If deselected, Velocity will only check to see if the conditions are met and run the command at the press of a button or another macro.

2. Select the Add button to create the first condition.





3. Select the Variable, Operator, and Value for the condition.
   - **Variable** - Select the Variable from the drop down list. All created variables and device variables will be listed in the drop down. View the Custom Control Interface section to create new variables.
   - **Operator** - Select the operator for the specified value: == (equal to), <= (less than or equal to), < (less than), >= (greater than or equal to), > (greater than), or != is not equal to.
   - **Value** - Set the value for the variable that needs to be met.



Once all fields are set the condition is done. More **And** conditions can be added using the **+** or an **Or** condition can be added using the **ADD OR** button.

Using the green + button provides a second variable option. If used, the Macro will need both values met before it will run.

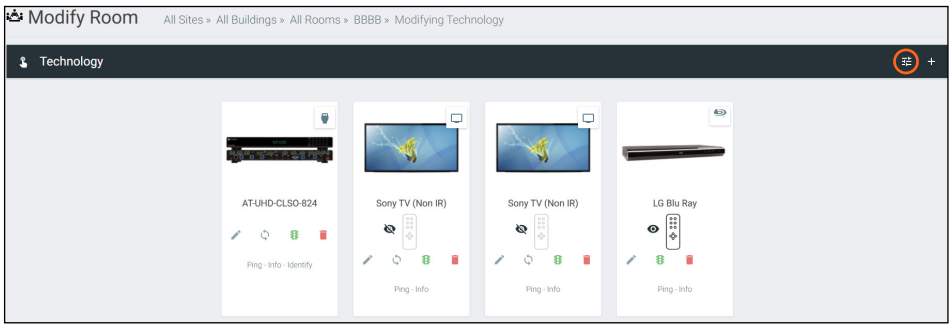
In this case, the Macro will only run if the variable Label is set to a value of 12 and the variable Room is set to 456. An example of a use case for this is if a command or function needs to be hid behind a password to be ran.

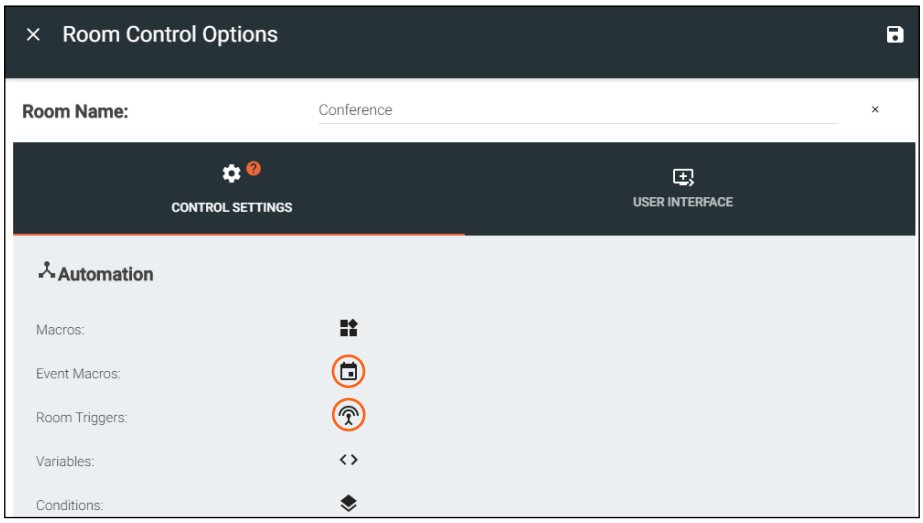
In some cases a second condition may be wanted to have the option to run the command when either the first conditions are met, or a second completely different condition is met. To do this, use the ADD OR button to choose the secondary variable, operator, and value for the separate condition. In this case, the macro can run if it meets the first two conditions OR if the second condition is met.

Split Rooms

Selections are available within the macros and event macros sections for split rooms. Each section will be able to define what commands/macros will be available depending on what the status of the room is.

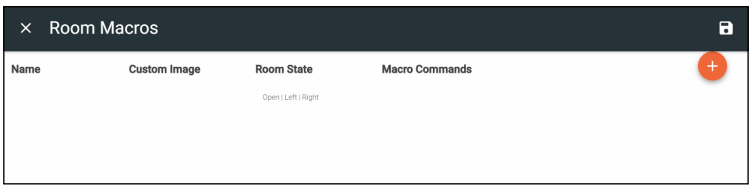
1. Select the Room Control Options icon at the top right of the screen. A new screen will slide open on the right side of the room.
2. Select the Room Macros or Event Macros icon from the Automation section. A new screen will take over once selected.





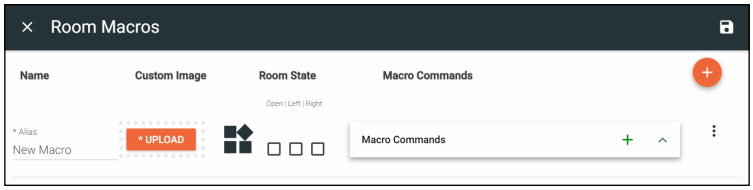
Room Macros

Room macros can be set up so that a room can be open or split at the touch of a button. Room macros can also be set so certain commands are only available to each side of the room when split, so that there is no chance of cross commands between the split room.

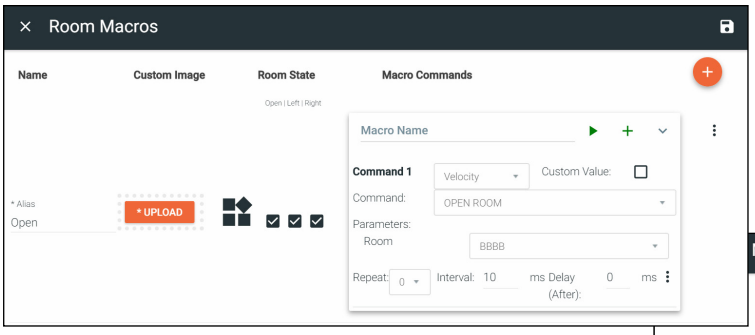


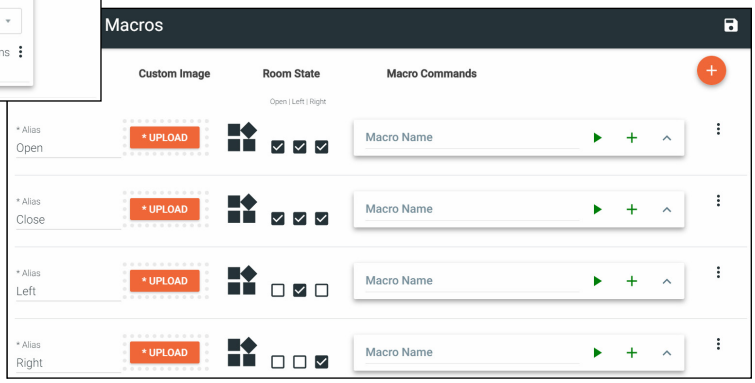
To set up the room macro:

1. Select the orange + button in the top right of the screen.



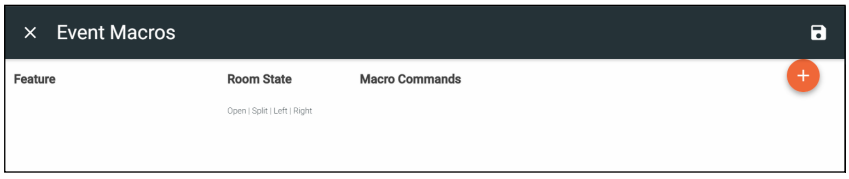
2. Provide an Alias for the macro e.g. Open or Close
3. *Optional* Upload a custom image to appear for the command on the control page.
4. Select the room state for the command to appear. e.g. Open, Left, and Right selected for it to appear in all states.
5. Select the command type from the drop down. e.g. Select Velocity from the drop down for Open/Close.
6. Select the command value from the drop down e.g. Open room or Close room for Open/Close.
7. Select the room the command controls e.g. Current room being edited
8. *Optional* Select how often the command will repeat and how long to delay between commands. Default is 0.
9. *Optional* Provide a macro name.
10. Press the **Apply Settings** button in the top right corner to save the macro.
11. Repeat as many times as needed to create all the macros for room control.





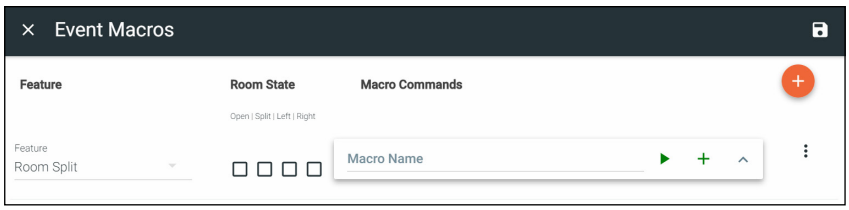
Event Macros

Event macros can be set to send commands for displays and devices when events such as Room Split or Room Open occur. New options appear when the room has been set as a split room and each command can be set to send when the room is in a specific state.

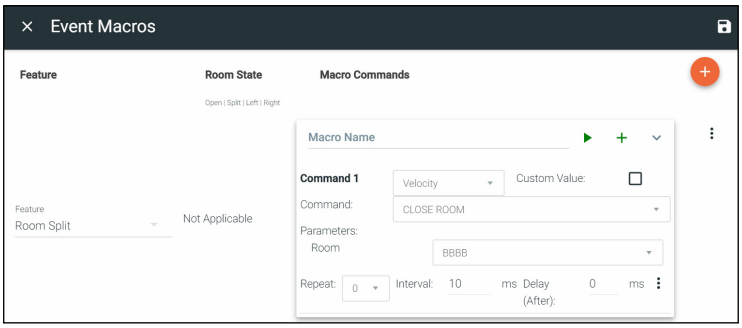


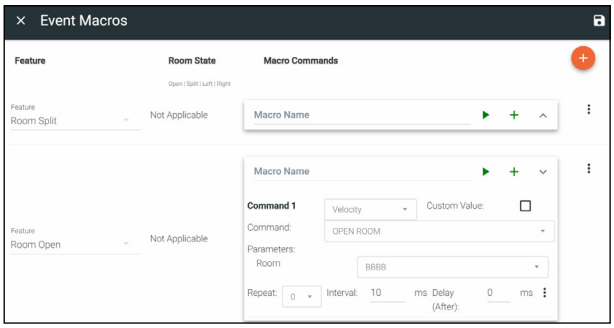
To set up the event macro:

1. Select the orange + button in the top right of the screen.



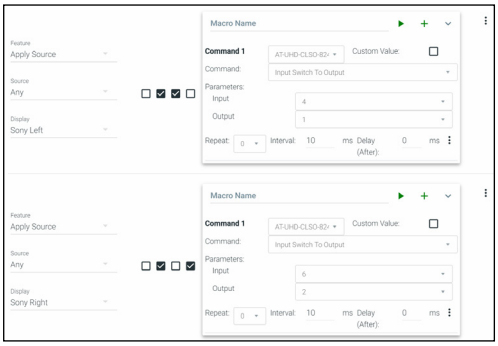
2. Select the Feature.
3. Select the room state in which the event occurs. For some options, room state is not applicable.
4. Set the command type, value, room, and repeat values for the feature.
5. Repeat steps 1 through 4 until all Event Macros are set up.





Room On Event Macro:
With the room on macro, it can be set for open or split.

In this example set up, if Velocity sets the room to open or split, it will trigger the event macro Room On and turn on all devices not excluded in the Excluded On/Off Devices section of the Room Control Options.



Apply Source Event Macro:
With the apply source macro, it can be set for a split room and which side it occurs on.

In these examples, if Velocity is set to a split room, the UHD-CLSO-824 will be triggered to switch the source on the left side to Input 4 for Sony Left (output 1) and on the right side to input 6 for Sony Right (output 2). This will enable the change to occur automatically when split room is enabled to provide a seamless switch between open closed rooms.

Custom Control Interface

Atlona has provided two ways to customize the control interface. Velocity tools can be used by those that are familiar with JavaScript, HTML, and CSS and Custom Pages within room modify can be used for those unfamiliar with coding. This section will go over the Custom Pages within the room modify section.

NOTE: To create a custom control interface using JavaScript, HTML, and CSS, follow the instructions found within the Customized Control UI Setup Guide found in the resources tab of https://atlona.com/product/vgw-hw/ or https://atlona.com/product/vsg/ .

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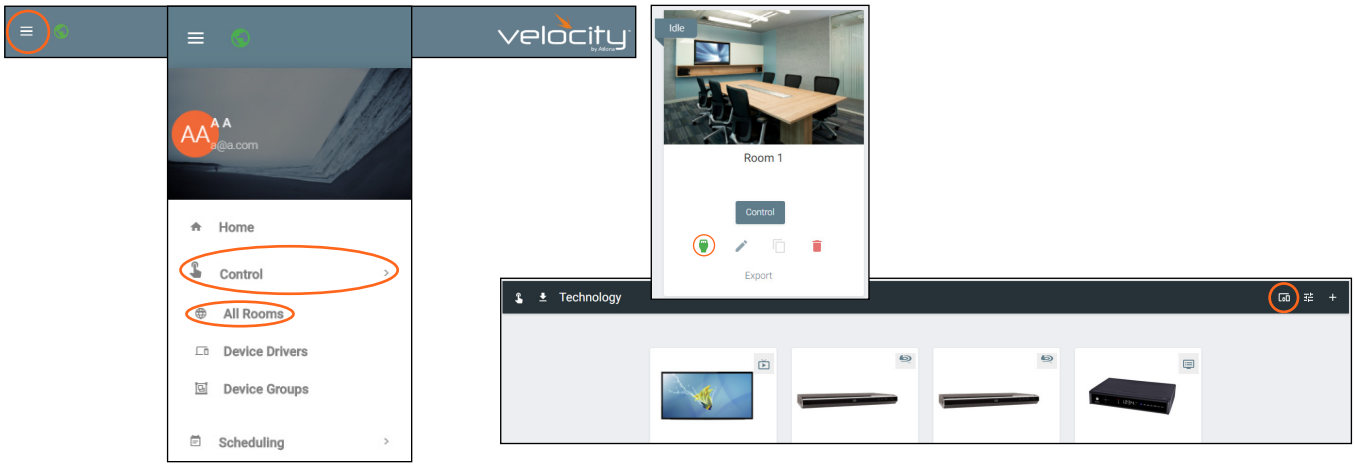
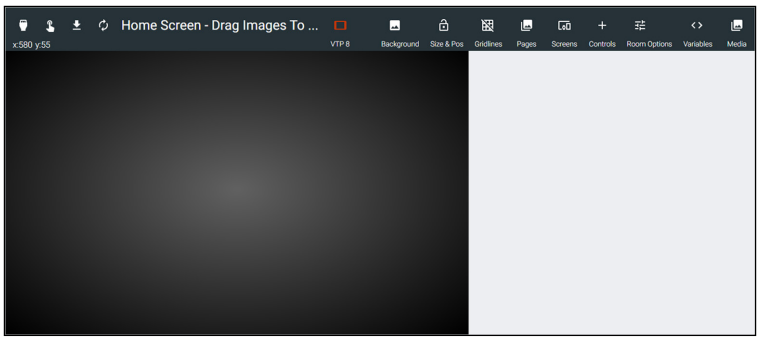
General

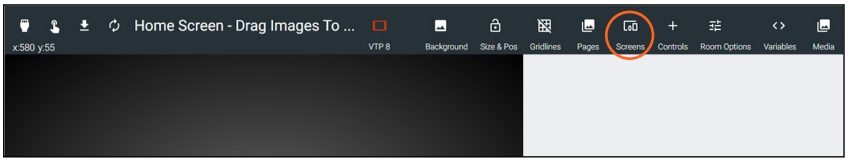
1. Select the ≡ button from the top left corner and select **Control**.
2. More options will appear. Select **All Rooms**. A new screen will open.
3. Select the Edit Room Technology button on the room tile. The Modify Technology screen will open.

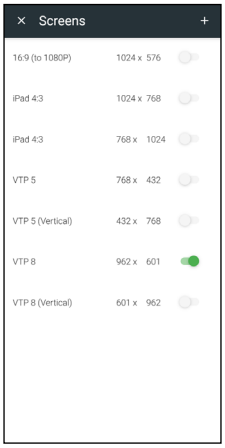


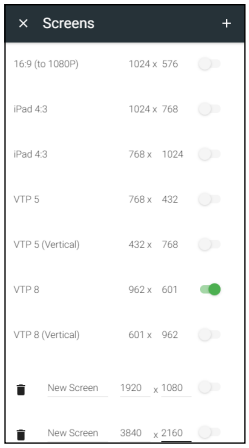
4. Press the **Custom Pages** button to open the edit window for the custom control screens.



Screens







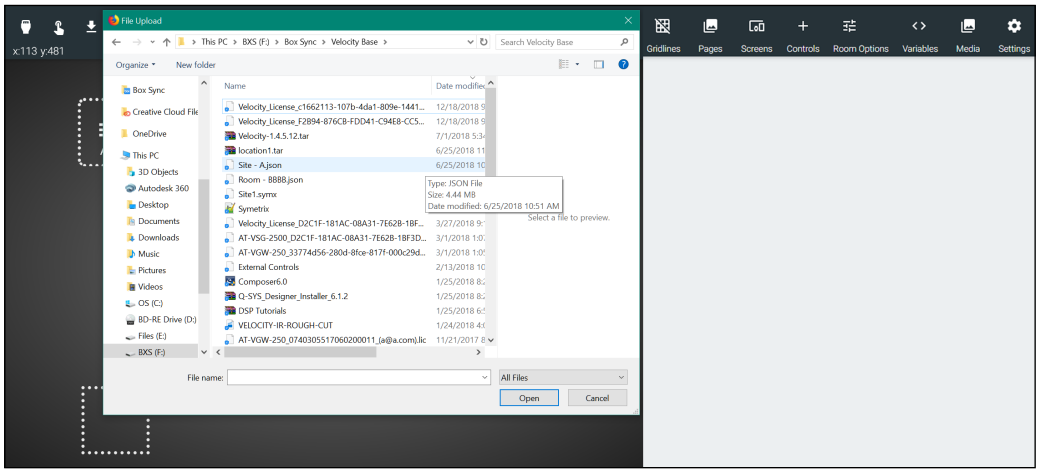
By default, when a new page is created it will be set for a VTP 8 control screen. Press the Screens button to open the screens menu. The menu provides a way to add, switch, and delete screen sizes.

- Select the slider next to the preferred resolution to switch the current control screen's size.
- Press the + button to add a new screen size. The default new screen resolution will be 1920x1080.
  - ◊ Type a label name in the New Screen field.
  - ◊ Enter a new resolution into the 1920 x 1080 fields. Resolutions are written pixel width by pixel height.
  - ◊ Press the trash can icon to delete resolutions. A confirmation pop up will appear, press submit to confirm the deletion.

NOTE: Screen size should be selected before any more customization. Velocity will scale images if the screen size is changed, but the spacing may need to be adjusted. Only one screen size will be available per control screen. **e.g.** A VTP-800 will only display a VTP 8 screen and will not display a control screen that is 1080p.

Background

Select the background button to load a new background from the local computer. The background must be .PNG, .JPG, .JPEG, or .BMP.



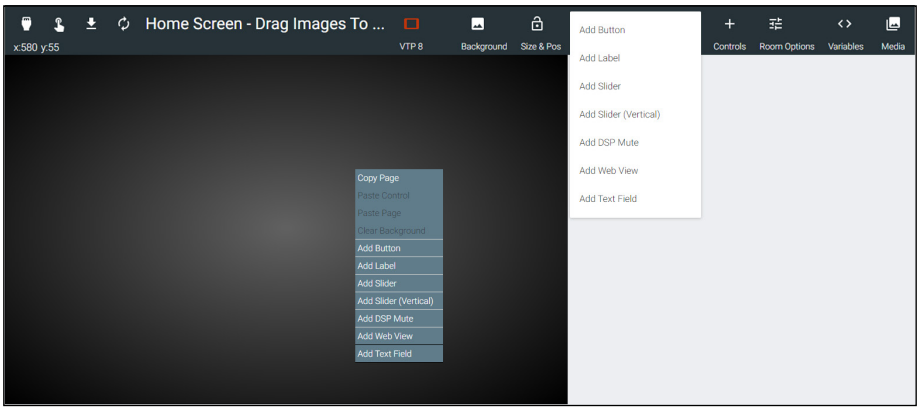
When the pop up appears, select the background image from the local computer. Once selected, press the Open button to load the image to the control screen.

NOTE: To change background options such as: color, gradients, or flat color, use the user interface options within the Room Options menu.

Right click the screen and select Clear Background to remove the background image.

NOTE: Clear only removes the background image, any colors or gradient changes will remain until changed within room options.

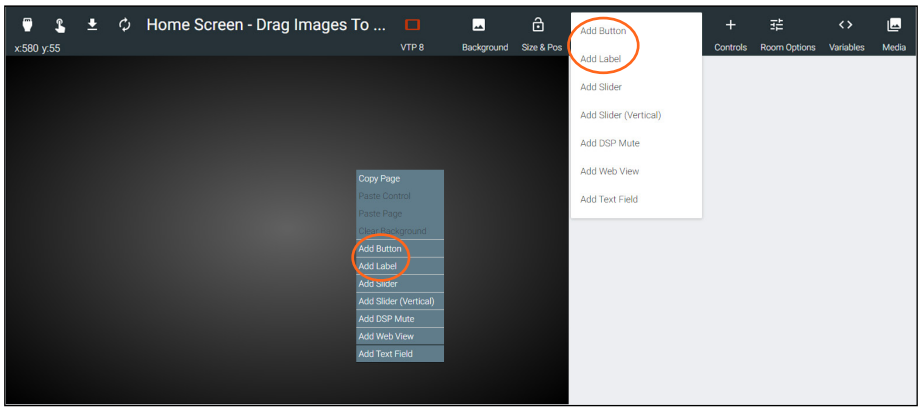
Controls



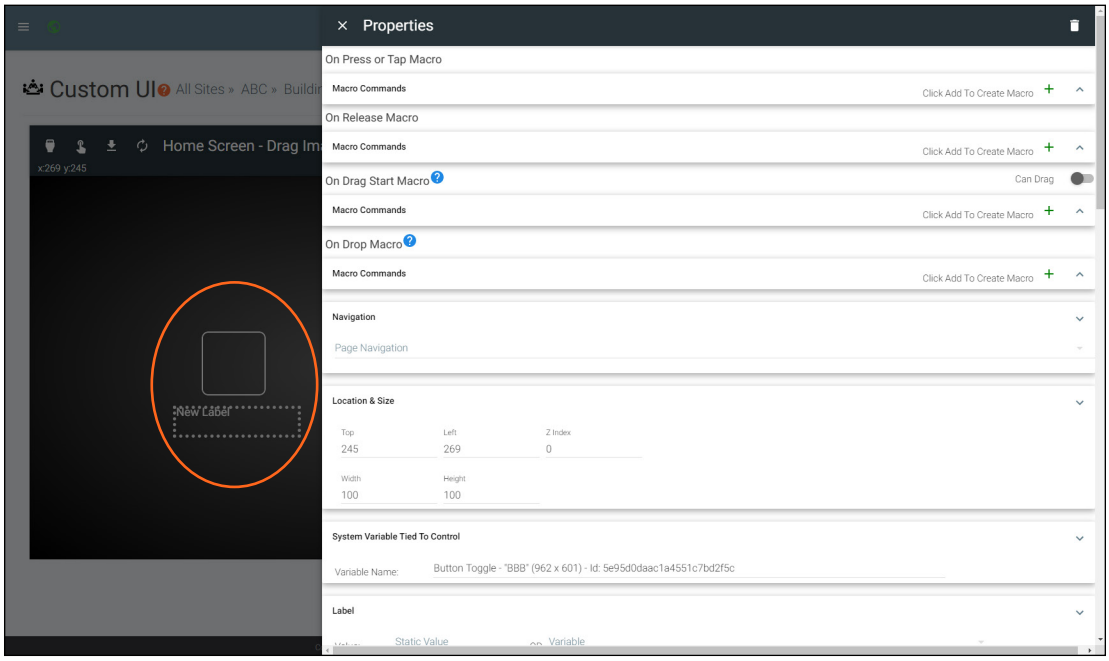
Controls provides a way to create custom buttons, labels, audio sliders, DSP mute, web site view, and text boxes. To create a custom control, use the **+ controls** button or right click in the edit screen area. The new controls will appear within the edit screen area.

NOTE: All controls can be copied, pasted, and deleted using keyboard shortcuts: CTRL +C, CTRL +V, and DELETE. When copy and pasting controls, they will appear on top of the copied control and must be moved in order to adjust each control.

Buttons / Labels

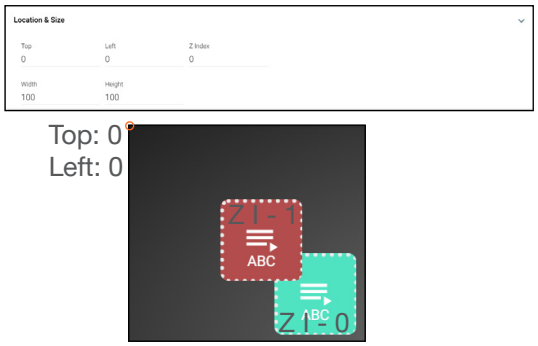


To create a button, select **Add Button** or **Add Label** from either the **+ Controls** button or the drop down menu in the screen field. A custom button can be created/added, see the Adding Custom Icons section for information.



Once a control has been added to the edit screen area, it can be customize by right clicking and selecting **properties** or double clicking the icon field. Fill in each needed field.

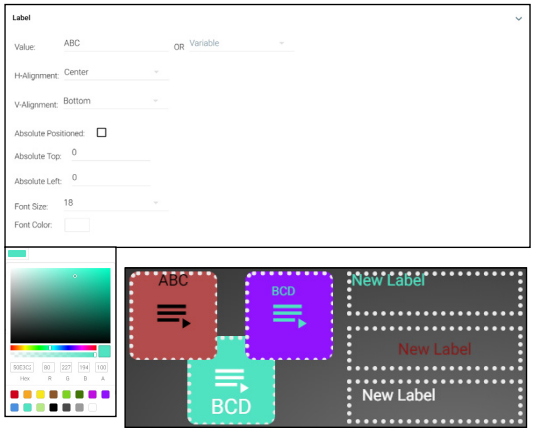
- **On Press or Tap Macro -** Select or Add a macro that will be triggered when pressing or taping the button/label on the control screen.
- **On Release Macro -** Select or Add a macro that will trigger when the button or label is released.
- **Can Drag** slider - Select the slider (it will turn green) to allow a button/label to be dragged and dropped. If this is not enabled, On Drag Start Macro and On Drop Macro cannot be used.
- **On Drag Start Macro** - Set the button/label to run a macro or change a variable when the button/label is dragged across the control screen, or if another button is being dragged and released onto this button/label.
- **On Drop Macro** - Set the button/label to run a macro or change a variable when the button/label is let go after dragging it across the control screen.
- **Navigation** - Set this to be used in the control screens to navigate to different control pages for a room. Select the page from the drop down menu. System pages and already created custom pages will be available in the drop down menu.



Location and Size provides a way to manually input the location of the button, label, or audio control and to adjust the size of each icon or label.

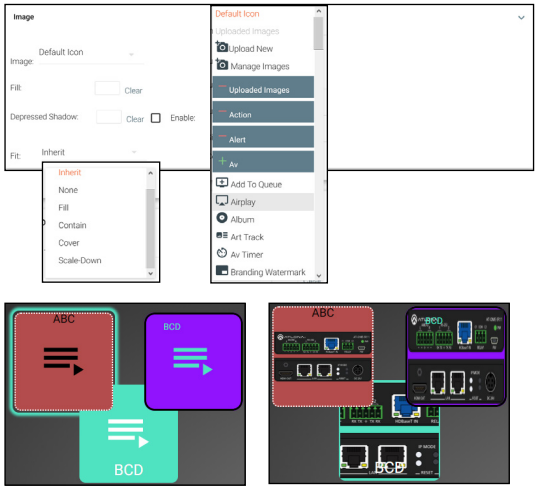
Top / Left - These numbers will adjust the distance from the left or top of the screen that the button/label will appear.
Z Index - Starting at 0, this will provide the order in which icons/labels will appear. **e.g.** If two buttons overlap, the higher Z index will show in front of the lower Z index button.
Width / Height - Edit the size of the button, label, or audio control. Default is 100 by 100 for buttons/DSP Mute, 200 by 50 for labels, and 300 by 100 for DSP Gain.

System Variable Tied to Control provides a way to name the Variable adjusted by the button. Rename to provide a way to easily adjust the button through macros and other commands.



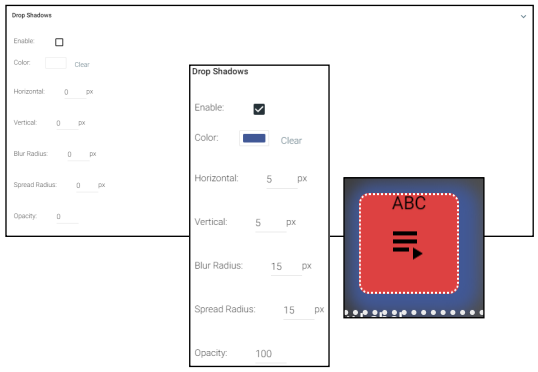
Label options enables adjustment of name, alignment, positioning, color, and font size for both icons and standalone labels.

Value - Type in the control name, or select from a previously created variable (see Variables section) from the drop down menu.
H-Alignment / V Alignment - This will automatically position the value within the button or label field.
Absolute Positioned - This will enable the manual placement of the label within the field using the Absolute Top and Absolute Left values.
Absolute Top / Absolute Left - Adjusts the distance from the left or top of the button/label field.
Font Size - Select the label font size from the drop down menu.
Font Color - Select a custom color for the font.



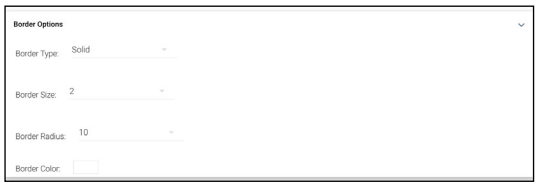
Buttons are fully customizable from the icon, fill, color, to fit.

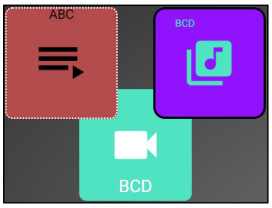
Image - Velocity provides a full range of icons to select from, or new images can be uploaded and used. Images must be .PNG, .JPG, .JPEG, or .BMP. See the Adding Custom Icons and Managing Custom Icons sections for more information.
Fill - Select a custom background color for the button.
Depressed Shadow - Enable this option and then select a color to display when the button is pressed.
Fit - Select how the selected image will display on the button. If the image is larger than the icon, the selected fit type will result in a varying look.



Drop Shadows can be added to the buttons. (Not valid for labels)

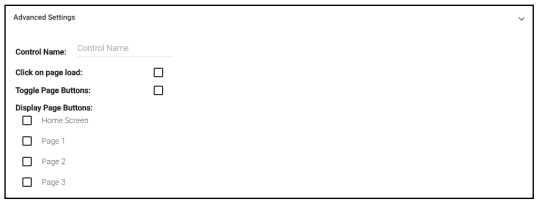
Enable - Select to show drop shadows on a button.
Color - Select the color box and choose from the .
Horizontal - Set how much drop shadow will appear on the sides of the button.
Vertical - Set how much drop shadow will show above and below the button.
Blur Radius - Set the amount of fading for the drop shadow.
Spread Radius - Set how far out the drop shadow will display.
Opacity - Set how strong the drop shadow displays. The lower the number, the more the drop shadow will blend into the background.





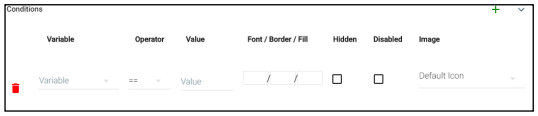
Border Options will determine if the icons or labels will have a border and what size or shape it is.

Border Type - Use the drop down menu to select the type of border the icons and labels will have.
Border Size - Select the thickness of the border.
Border Radius - Adjusts the curve of the button edges.
Border Color - Select a custom color for the field border.



Advanced Settings provides a way to navigate between pages using the buttons created.

Control Name / Click on page load / Toggle Page Button / Display Page Button - See the Master Page Overlay section to view instructions on how these will be used.



Conditions will provide a variable to alter the visual properties of buttons and labels.

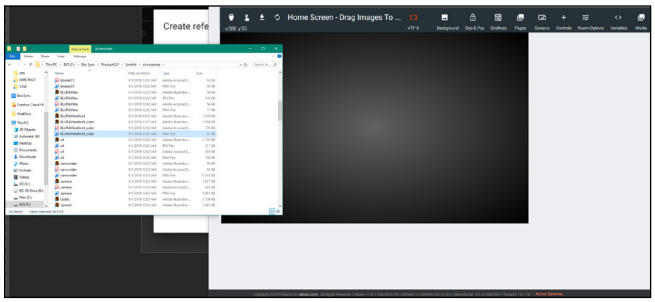
Variable - Select an already created variable from the drop down.
Operator - Sets the properties of the value that triggers the settings in this condition. Properties are: equals, less than or equals, greater than or equals, greater than, or not equal to.
Value - Set the value to trigger the settings in this condition.
Font/Border/Fill - Set colors that will trigger when the values are met.
Hidden - Hides the button if the values are met.
Disabled - Enable or disable the button's function. No commands or macros attached to this button will execute when disabled.
Image - Changes the icon when the values are met.

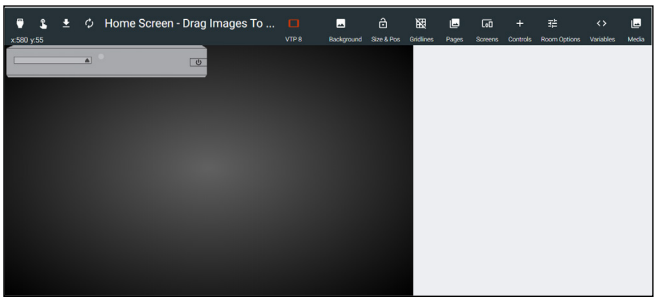
NOTE: View the Macros & Variables Button Configurations section to see more about conditions and uses.

Adding Custom Icons

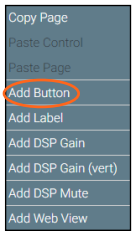
Custom icons can be added in two ways: through the Icon drop down menu within the button configuration or by dragging and dropping the image into the custom UI edit page.

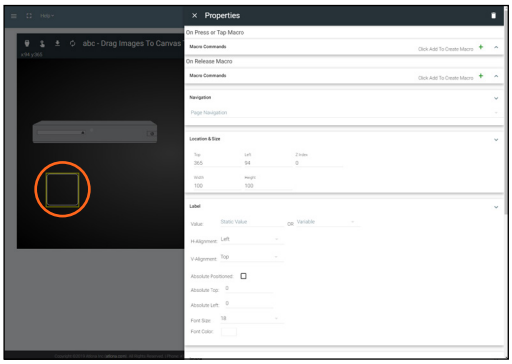
- **Drag and drop** - New icons can be added by dragging an image file (.PNG, .JPG, .JPEG, or .BMP) from the local computer onto the page edit screen. A plus sign will appear on the icon as it is dragged into the edit field and then it can be released. Once released, the image will appear as a button on the exit edit field.

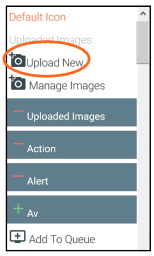




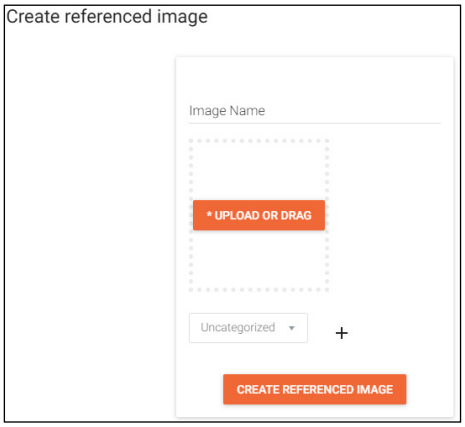
- **Import from local computer** - Right click the edit screen and select **Add Button** from the drop down menu. A new square will appear on the edit screen, double click it to open the button edit screen. Select Upload New from the Icon drop down menu and a new pop up will appear.

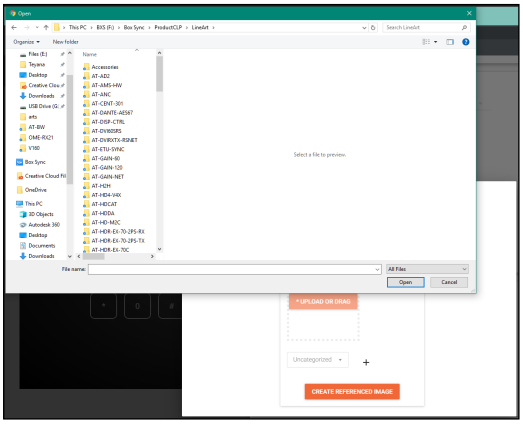


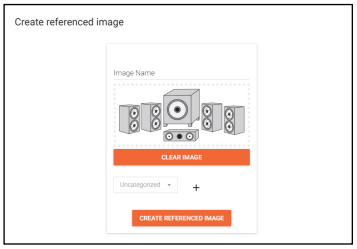


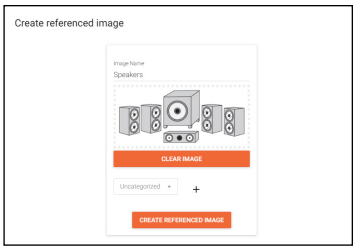


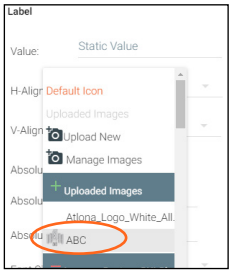
Select the **UPLOAD OR DRAG** button to locate a file on the local computer. Once selected press the **Open** button. A preview icon will appear in the pop up. Select the current room to assign the icon or leave unassigned selected, then name the image and select the **CREATE REFERENCED IMAGE**.







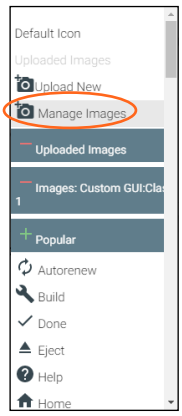


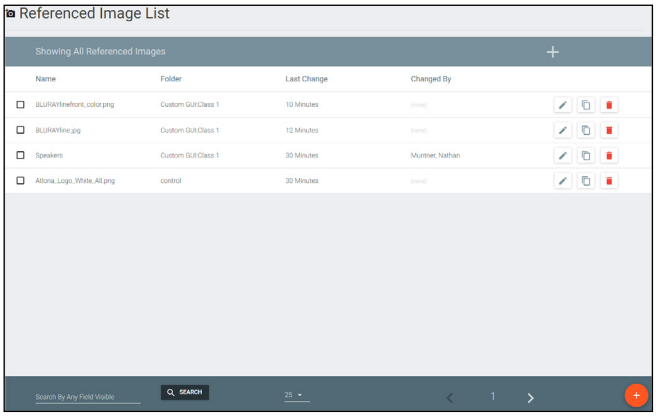


Once the image is added it can be selected from the icon drop down menu. Select the image from the Uploaded Images section. This will add the image to the edit page.

Managing Custom Icons

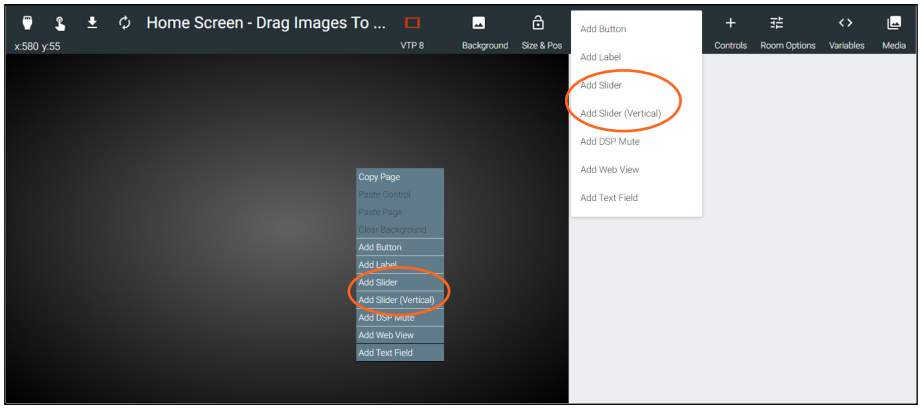
Once images are uploaded, they can be edited, copied, or deleted from the Reference Image List page. To get to the page, select Manage Images from the icon drop down menu. A new page will open.



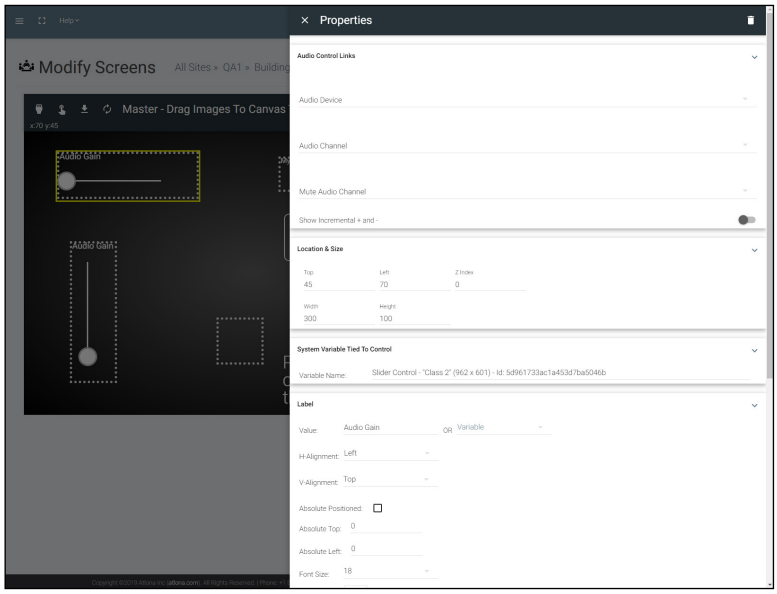


Use the edit icon to adjust name and assignment, the copy icon to duplicate the image, and the delete icon to remove any extra or unneeded images from the system.

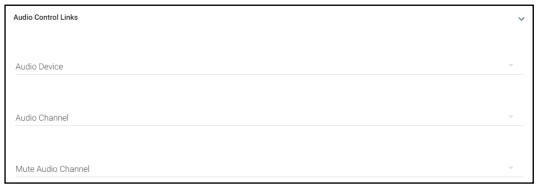
Slider - Horizontal/Vertical



To create a slider, select **Add Slider** or **Add Slider** (Vertical) from either the **+ Controls** button or the drop down menu in the screen field.



Once a control has been added to the edit screen area, it can be customize by right clicking and selecting **properties** or double clicking the icon field. Fill in each needed field.



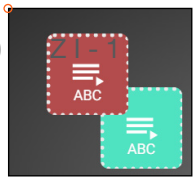
Sliders will need to be set to a specific device for control.

Audio Device - Select the audio DSP that has already been added and set up in the room.
Audio Channel - Choose the channel from the drop down menu. Only channels already added to the room DSP are selectable.

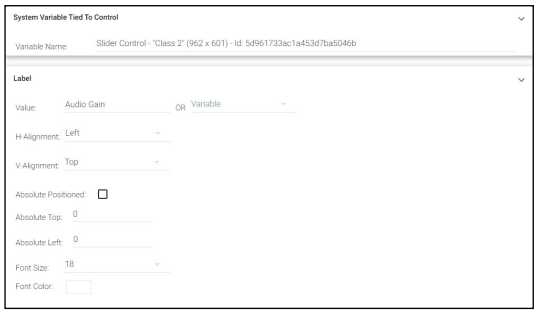
Mute Audio Channel - Select the mute command from the drop down list that corresponds with the Audio Channel device.
Show Incremental + and - (horizontal slider only)- Select to have a value appear on the slider when adjusting levels.

Location and Size provides a way to manually input the location of the button, label, or audio control and to adjust the size of each icon or label.

Top: 0
Left: 0



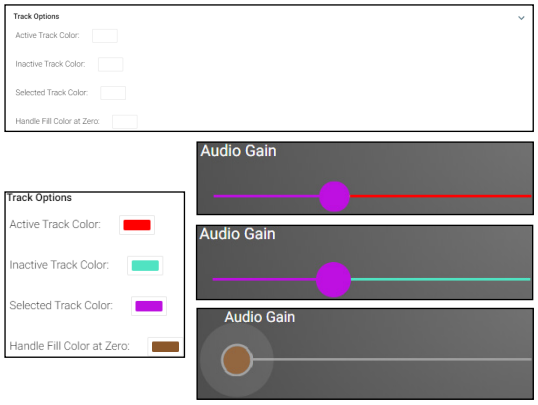
Top / Left - These numbers will adjust the distance from the left or top of the screen that the button/label will appear.
Z Index - Starting at 0, this will provide the order in which controls will appear. **e.g.** If controls overlap, the higher Z index will show in front of the lower Z index button.
Width / Height - Edit the size of the button, label, or audio control. Default is 300 by 100 for DSP Gain.



System Variable Tied to Control provides a way to name the Variable adjusted by the slider. This will provide a way to easily adjust the slider through macros and other commands.

Label allows for the slider label to have it's position, size, and color adjusted.

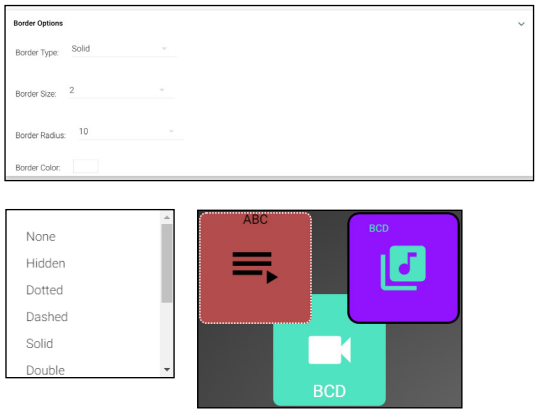
Value - Type in the control name, or select from a previously created variable (see Variables section) from the drop down menu.
H-Alignment / V Alignment - This will automatically position the value within the slider field.
Absolute Positioned - This will enable the manual placement of the label within the field using the Absolute Top and Absolute Left values.
Absolute Top / Absolute Left - Adjusts the distance from the left or top of the slider field.
Font Size - Select the label font size from the drop down menu.
Font Color - Select a custom color for the font.



Audio Gain can have varied looks based on usage.

Active Track Color - The gain bar will display this color when the DSP is actively sending audio.
Inactive Track Color - The color selected will display when the volume bar is not being used.
Selected Track Color - Select the color the gain bar will be while adjusting volume.
Handle Fill Color at Zero - Select how the selected image will display on the button. If the image is larger than the icon, the selected fit type will result in a varying look.

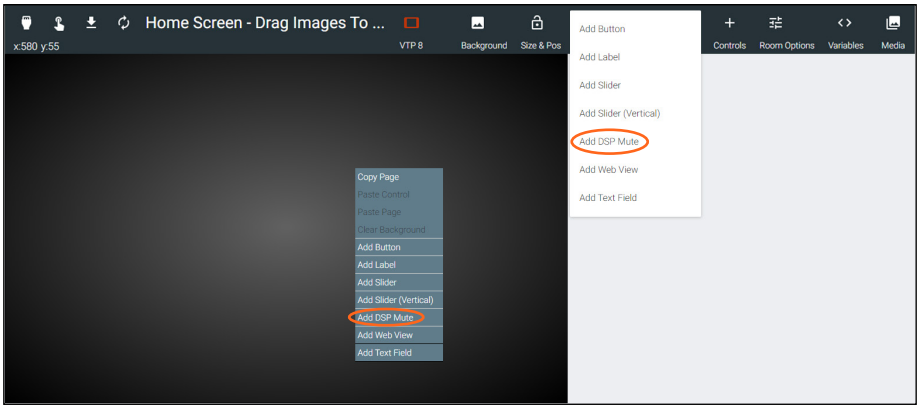
NOTE: When the volume is being adjusted, the volume bar will display grey.
NOTE: A light circle will display around the volume indicator until the volume bar is deselected.



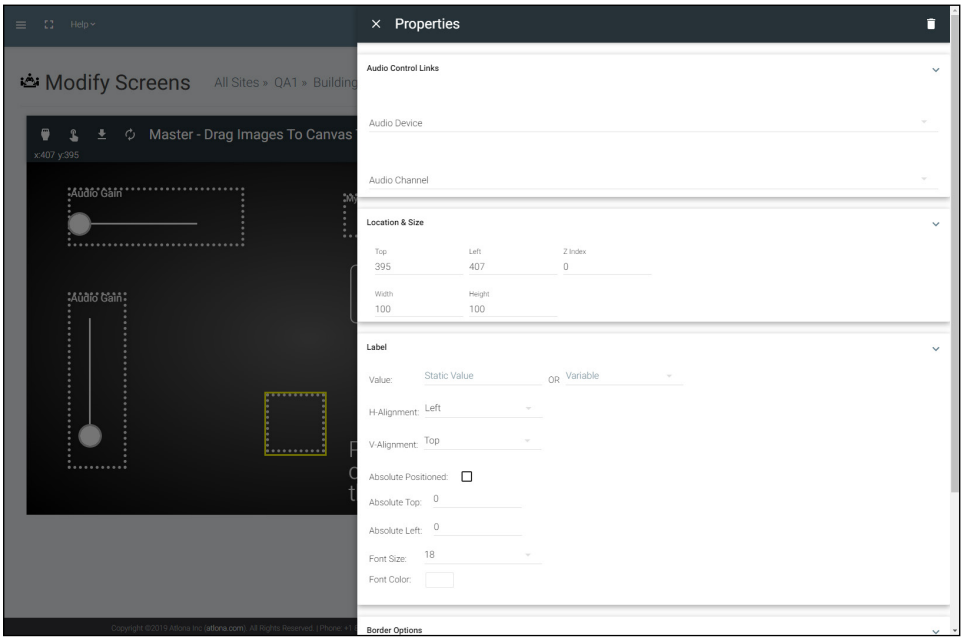
Border Options will determine if the icons or labels will have a border and what size or shape it is.

Border Type - Use the drop down menu to select the type of border the icons and labels will have.
Border Size - Select the thickness of the border.
Border Radius - Adjusts the curve of the button edges.
Border Color - Select a custom color for the field border.

DSP Mute

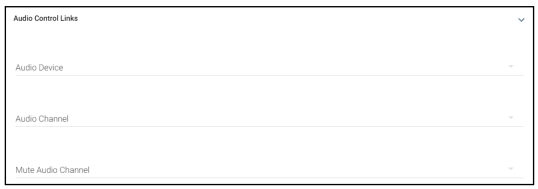


To create a DSP Mute button, select **Add DSP Mute** from either the **+ Controls** button or the drop down menu in the screen field.



NOTE: The DSP Mute button will display icons by status. No icon will display on the page edit screen.

Once a control has been added to the edit screen area, it can be customize by right clicking and selecting **properties** or double clicking the icon field. Fill in each needed field.

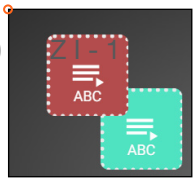


DSP Mute will need to be set to a specific device for control.

Audio Device - Select the audio DSP that has already been added and set up in the room.
Audio Channel - Choose the channel from the drop down menu. Only channels already added to the room DSP are selectable.

Location and Size provides a way to manually input the location of the button, label, or audio control and to adjust the size of each icon or label.

Top: 0
Left: 0

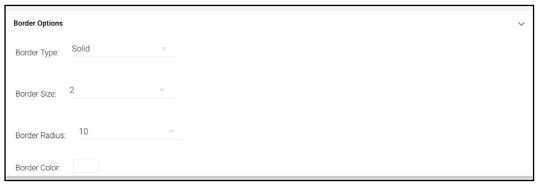


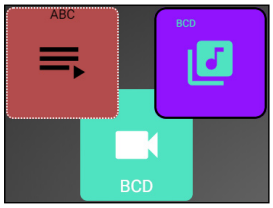
Top / Left - These numbers will adjust the distance from the left or top of the screen that the button/label will appear.
Z Index - Starting at 0, this will provide the order in which controls will appear. **e.g.** If controls overlap, the higher Z index will show in front of the lower Z index button.
Width / Height - Edit the size of the button, label, or audio control. Default is 300 by 100 for DSP Gain.

Label allows for the slider label to have it's position, size, and color adjusted.

Value - Type in the control name, or select from a previously created variable (see Variables section) from the drop down menu.
H-Alignment / V Alignment - This will automatically position the value within the slider field.

Absolute Positioned - This will enable the manual placement of the label within the field using the Absolute Top and Absolute Left values.
Absolute Top / Absolute Left - Adjusts the distance from the left or top of the slider field.
Font Size - Select the label font size from the drop down menu.
Font Color - Select a custom color for the font.

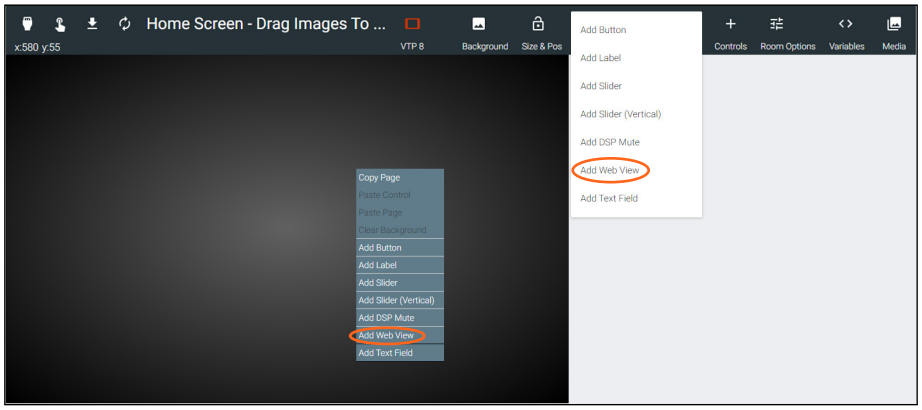




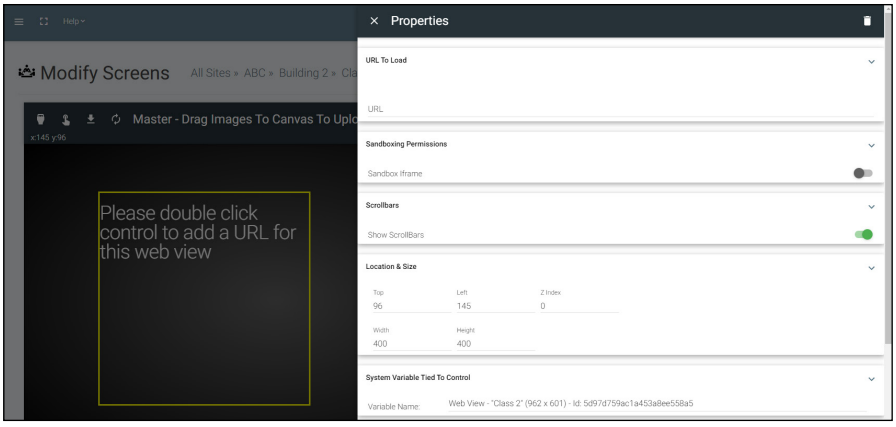
Border Options will determine if the icons or labels will have a border and what size or shape it is.

Border Type - Use the drop down menu to select the type of border the icons and labels will have.
Border Size - Select the thickness of the border.
Border Radius - Adjusts the curve of the button edges.
Border Color - Select a custom color for the field border.

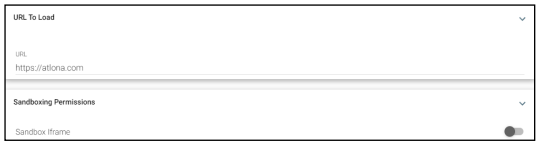
Web View



To create a Web View field, select **Add Web View** from either the **+ Controls** button or the drop down menu in the screen field.

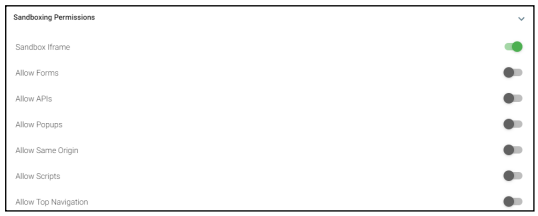


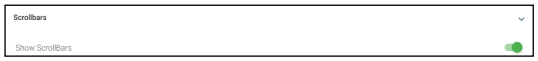
Once a control has been added to the edit screen area, it can be customize by double clicking the icon field. Fill in each needed field.



URL To Load allows a specific web site to be loaded into the control screen. Velocity must have internet access for this to display.

Sandboxing Permissions will set the permission levels on what is allowed to be passed from the URL. This will allow the blocking / allowing of Forms, APIs, Popups, Same Origin, Scrips, and Top Navigation within the web view field.

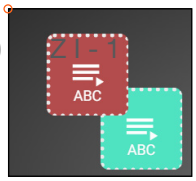




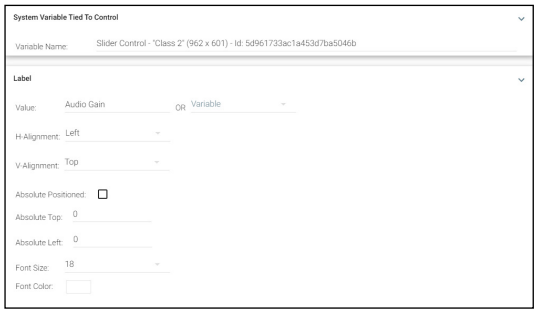
Scrollbars slider allows (green) or blocks (grey) the web page's scrollbars to appear within the Web View field.

Location and Size provides a way to manually input the location and adjust the size of the web view.

Top: 0
Left: 0



Top / Left - These numbers will adjust the distance from the left or top of the screen that the web view will appear.
Z Index - Starting at 0, this will provide the order in which controls will appear. **e.g.** If controls overlap, the higher Z index will show in front of the lower Z index button.
Width / Height - Edit the size of the web view field. Default is 400 by 400.

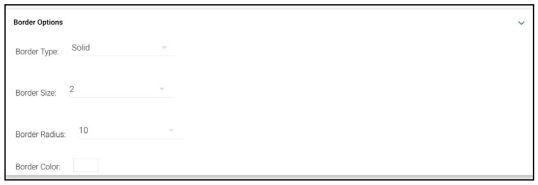


System Variable Tied to Control provides a way to name the Variable adjusted with the web view field. Rename to provide a way to easily adjust the web view through macros and other commands.

Label allows for the web view label to have it's position, size, and color adjusted.

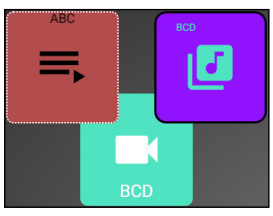
Value - Type in the control name, or select from a previously created variable (see Variables section) from the drop down menu.
H-Alignment / V Alignment - This will automatically position the value within the field.

Absolute Positioned - This will enable the manual placement of the label within the field using the Absolute Top and Absolute Left values.
Absolute Top / Absolute Left - Adjusts the distance from the left or top of the field.
Font Size - Select the label font size from the drop down menu.
Font Color - Select a custom color for the font.



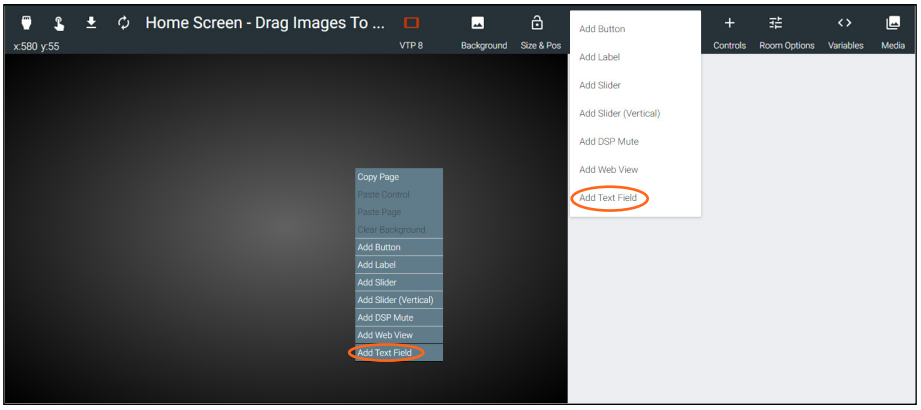
Border Options will determine if the icons or labels will have a border and what size or shape it is.

Border Type - Use the drop down menu to select the type of border the icons and labels will have.
Border Size - Select the thickness of the border.
Border Radius - Adjusts the curve of the button edges.
Border Color - Select a custom color for the field border.

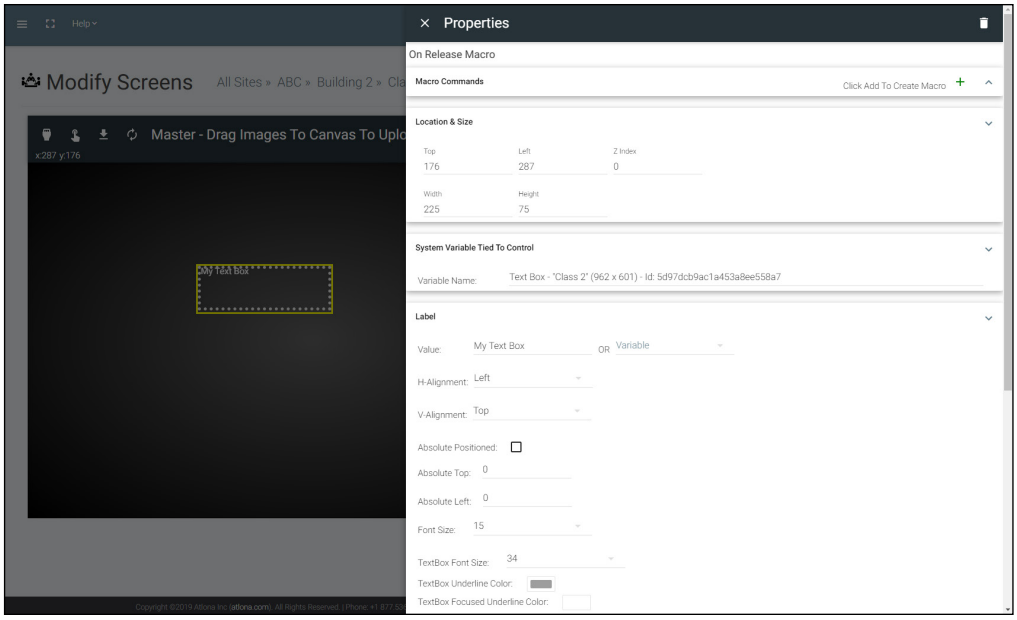


Text Field

This field allows the end user to add, edit, or change a variable within a popup keyboard. For each text field, there will be an associated variable that will be changed by the popup keyboard.



To create an adjustable text field, select **Add Text Field** from either the **+ Controls** button or the drop down menu in the screen field.

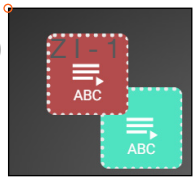


Once a control has been added to the edit screen area, it can be customize by double clicking the icon field. Fill in each needed field.

On Release Macro **-** Select or Add a macro that will trigger when the user selects the text field button. This can be used to trigger a command or greeting to change when the button is used.

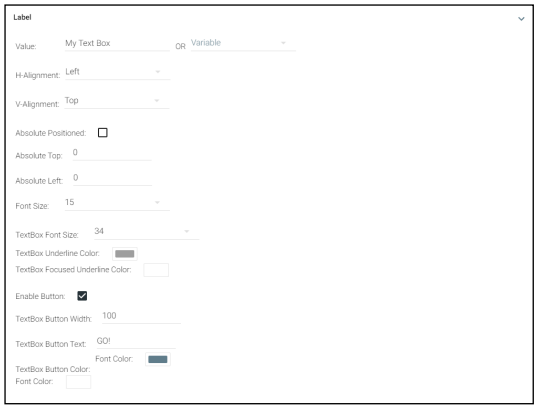
Location and Size provides a way to manually input the location and adjust the size of the web view.

Top: 0
Left: 0



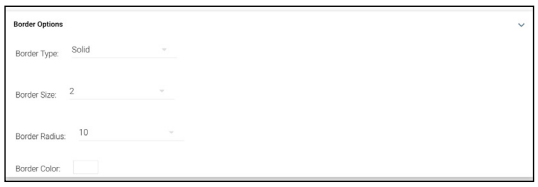
Top / Left - These numbers will adjust the distance from the left or top of the screen that the web view will appear.
Z Index - Starting at 0, this will provide the order in which controls will appear. **e.g.** If controls overlap, the higher Z index will show in front of the lower Z index button.
Width / Height - Edit the size of the web view field. Default is 400 by 400.

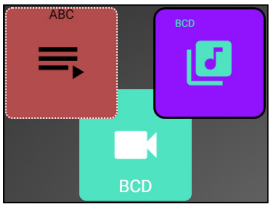
System Variable Tied to Control provides a way to name the Variable adjusted by the slider. This will provide a way to easily adjust the slider through macros and other commands.



Label allows for the slider label to have it's position, size, and color adjusted.

Value - Type in the control name, or select from a previously created variable (see Variables section) from the drop down menu.
H-Alignment / V Alignment - This will automatically position the value within the slider field.
Absolute Positioned - This will enable the manual placement of the label within the field using the Absolute Top and Absolute Left values.
Absolute Top / Absolute Left - Adjusts the distance from the left or top of the slider field.
Font Size - Select the textbox label font size from the drop down menu.
TextBox Font Size - Select the font size from the drop down menu for the adjustable text within the textbox field.
TextBox Underline Color - Select a custom color for the underline for the text field when unselected.
TextBox Focused Underline Color - Select a custom color for the underline for the text field when selected.
Enable Button - Enable to provide a button that will run the macro attached to the textbox field.
TextBox Button Width - Sets the size of the textbox button. Default is 100.
Textbox Button Text - Set the message that appears on the button for the text field.
Textbox Button Text: Font Color - Set the color of the font on the button for the text field.
Textbox Button Color - Sets the color of the textbox label.

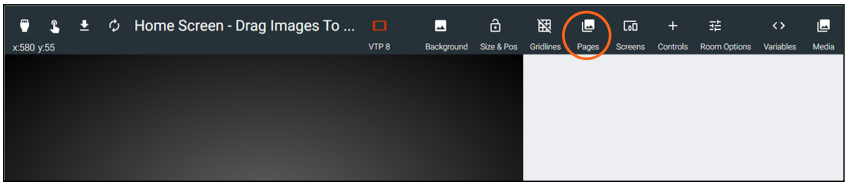


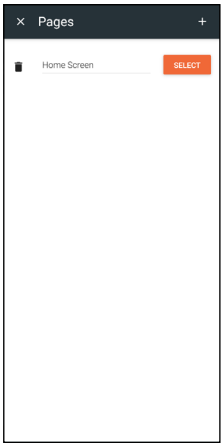


Border Options will determine if the text field will have a border and what size or shape it is.

Border Type - Use the drop down menu to select the type of border the text field will have.
Border Size - Select the thickness of the border.
Border Radius - Adjusts the curve of the button edges.
Border Color - Select a custom color for the field border.

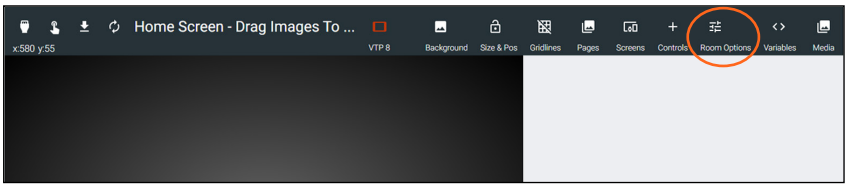
Pages





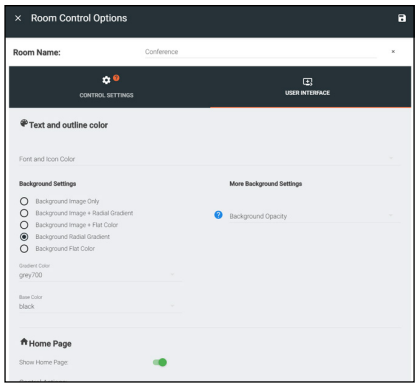
Multiple custom pages can be created for each room. Press the pages button to open the pages menu. The menu provides the ability to add, rename, delete, and switch edit screens.

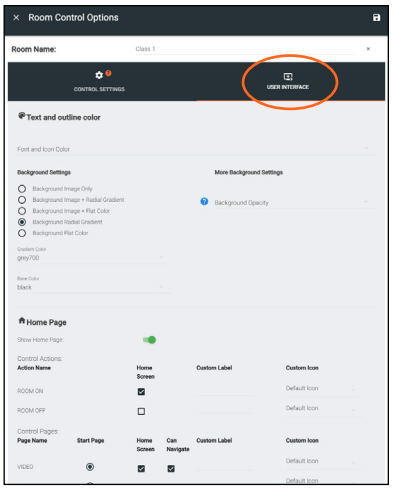
- Press the **+** button to add a new page.
- Type in a new label in the page name field.
- Press the **select** button to open the edit screen for the selected page.
- Use the trash can button to delete pages. A confirmation pop up will appear, press submit to confirm the deletion.

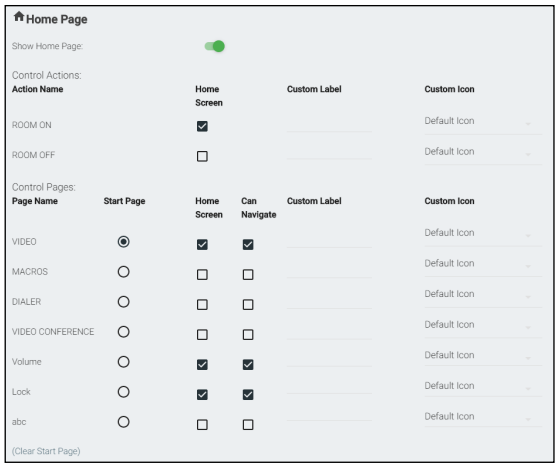


Once the pages have been created. They must be set to visible in order to view and use it within the control screen.

- Select the Room Control Options button from the top navigation.
- Select the USER INTERFACE tab.
- Scroll to the Home Page section.
- Select which places the custom pages will show up: Start page (this can only be chosen for one page), an icon on the Home Screen, or found within the Navigation menu of the control screen.

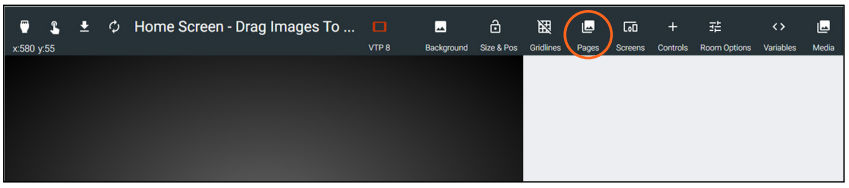


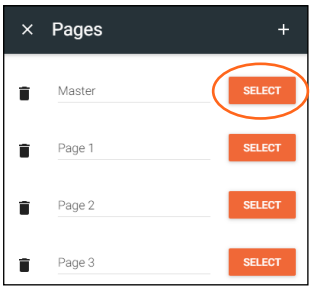




Master Page Overlay

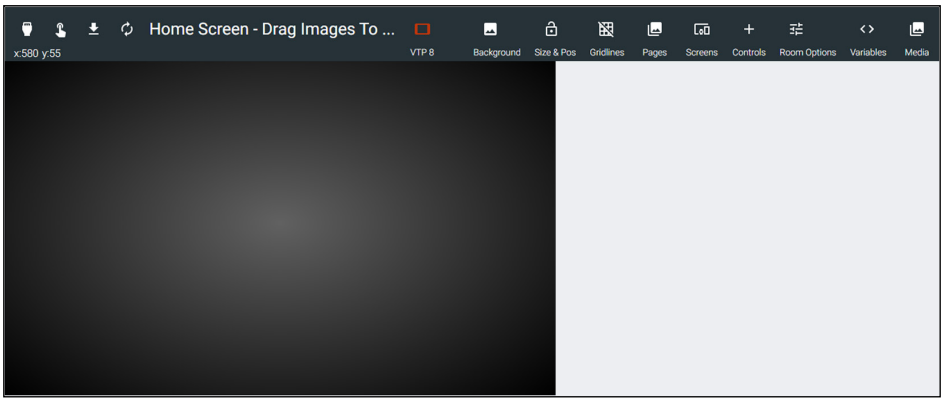
Velocity has provided an easy way to create communal controls that span across multiple pages without having to copy and paste them into each page. For examples this page is called Master. The page may be called anything and multiple “masters” can be created.



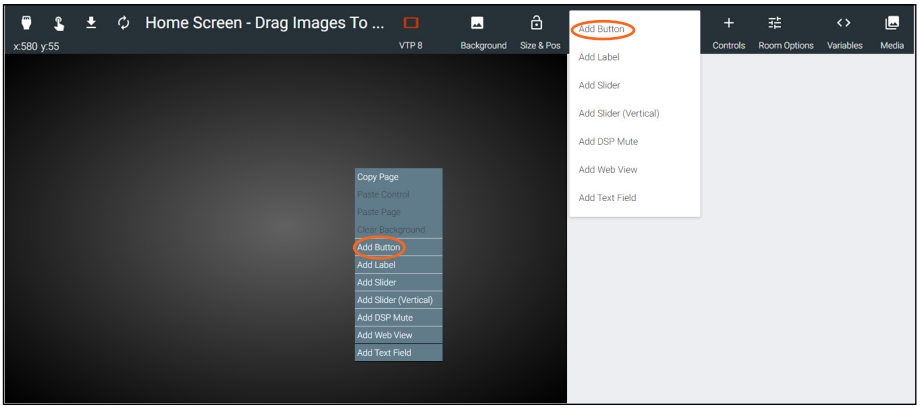


It is best to start with pages that have already been created. The pages do not need to be set up, just created. In this case, an example of one master page and three individual pages will be used.

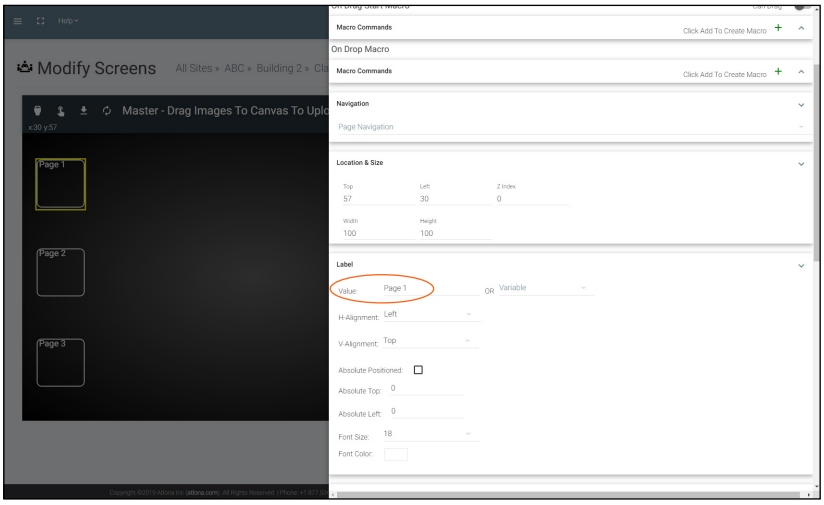
- Select the **Pages** button from the top navigation.
- Press the **SELECT** button located next to the page labeled Master.



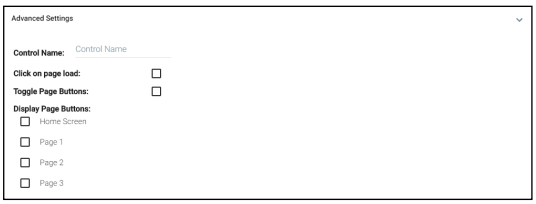
- To become a master page, buttons linked to the other pages must be created. Add one button for each page to be linked.



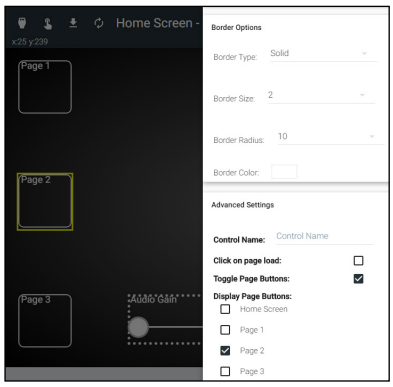
- Once the buttons have been created, open the properties menu by right clicking and selecting **properties** or double clicking the icon field.
- At this time, the buttons do not need to be completely set up, but it is best to provide it with a label or variable to be able to differentiate between them.

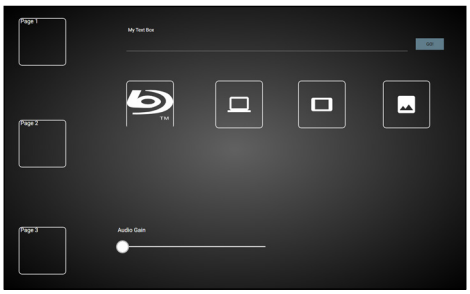


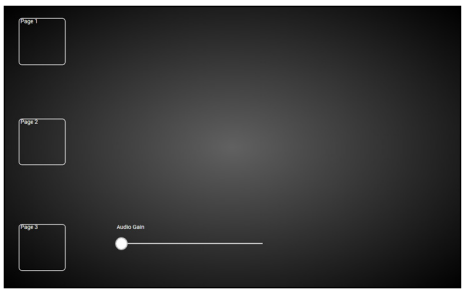
- Scroll down to the **Advanced Settings** section.



Control Name - Providing a name here will allow this click function to be called up in other macros.
Click on page load - Enable this box on only one of the buttons, this will set that page to be the first loaded when the master page is opened.
Toggle Page Buttons - This will set this button to show and hide the buttons on the page selected within the Display Page Buttons.



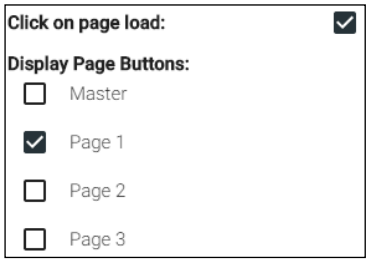


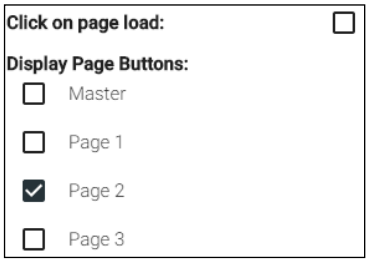


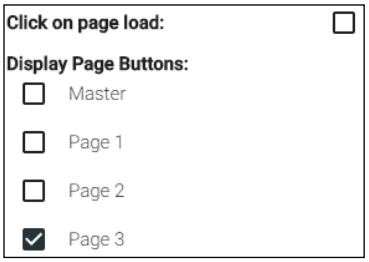
- In this example, pressing the Page 2 button will load page 2 with the buttons and text fields. Pressing the Page 2 button a second time will remove all the fields associated with Page 2 (e.g text box and 4 source buttons).

Display Page Buttons - This associates the currently selected button to the specified page.

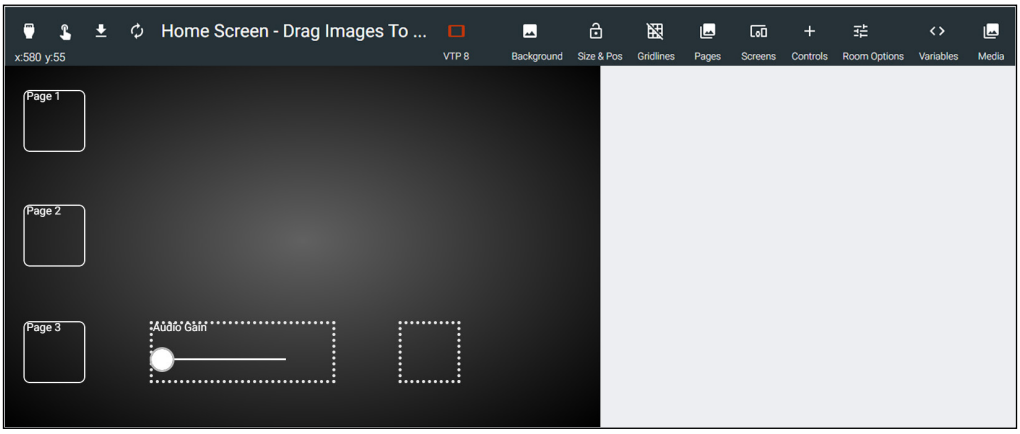
- Set each button to a specific page. In this example, each button is associated with the page corresponding to its Value: Page 1 to Page 1, Page 2 to Page 2, and Page 3 to Page 3. Page 1 will be the page loaded into the control screen when the master is navigated to.



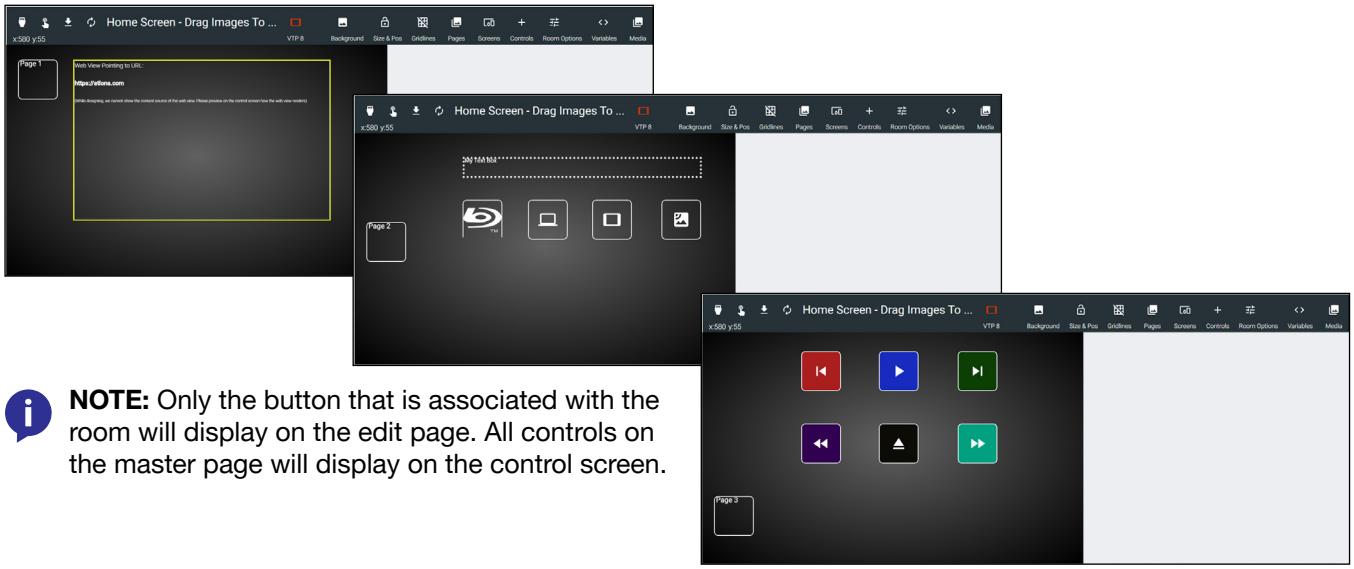




- Add the rest of the master controls to the page. These controls will appear across all the linked pages within the control screen. They will not display across all the edit screens.

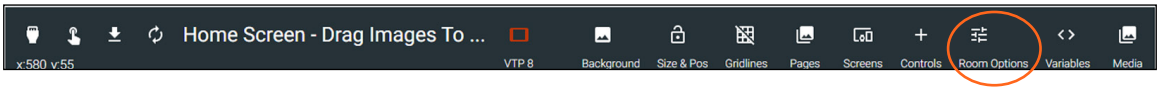


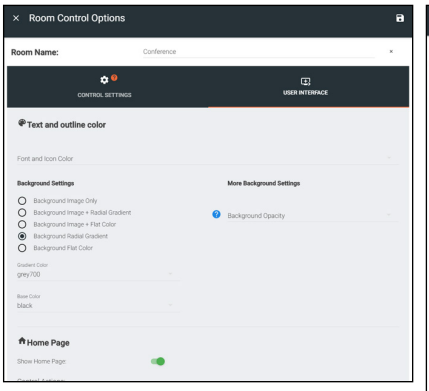
- Finish adding controls to the rest of the pages.

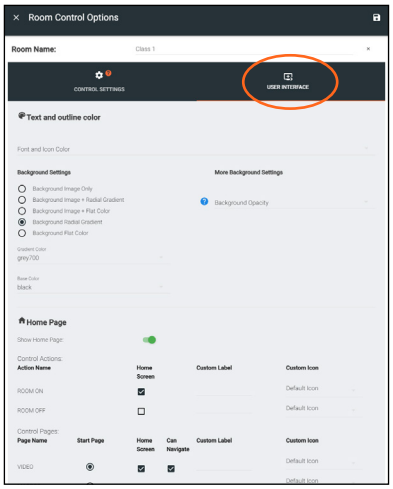


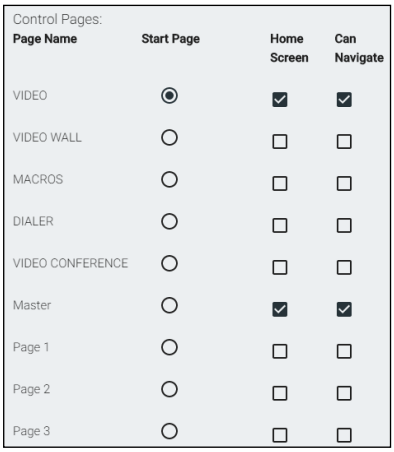
NOTE: Only the button that is associated with the room will display on the edit page. All controls on the master page will display on the control screen.

- Select the Room Options buttons.
- Click on User Interface

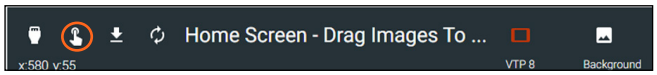


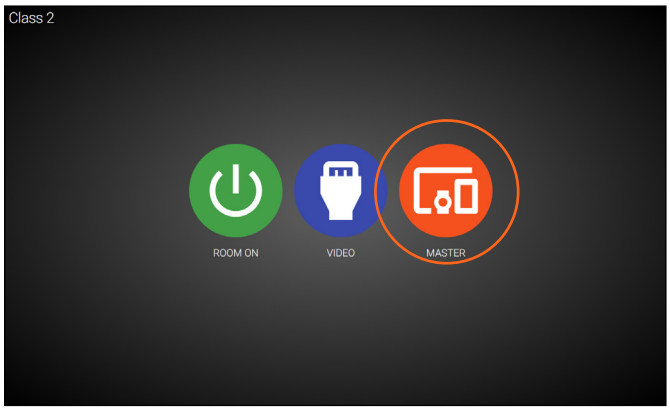




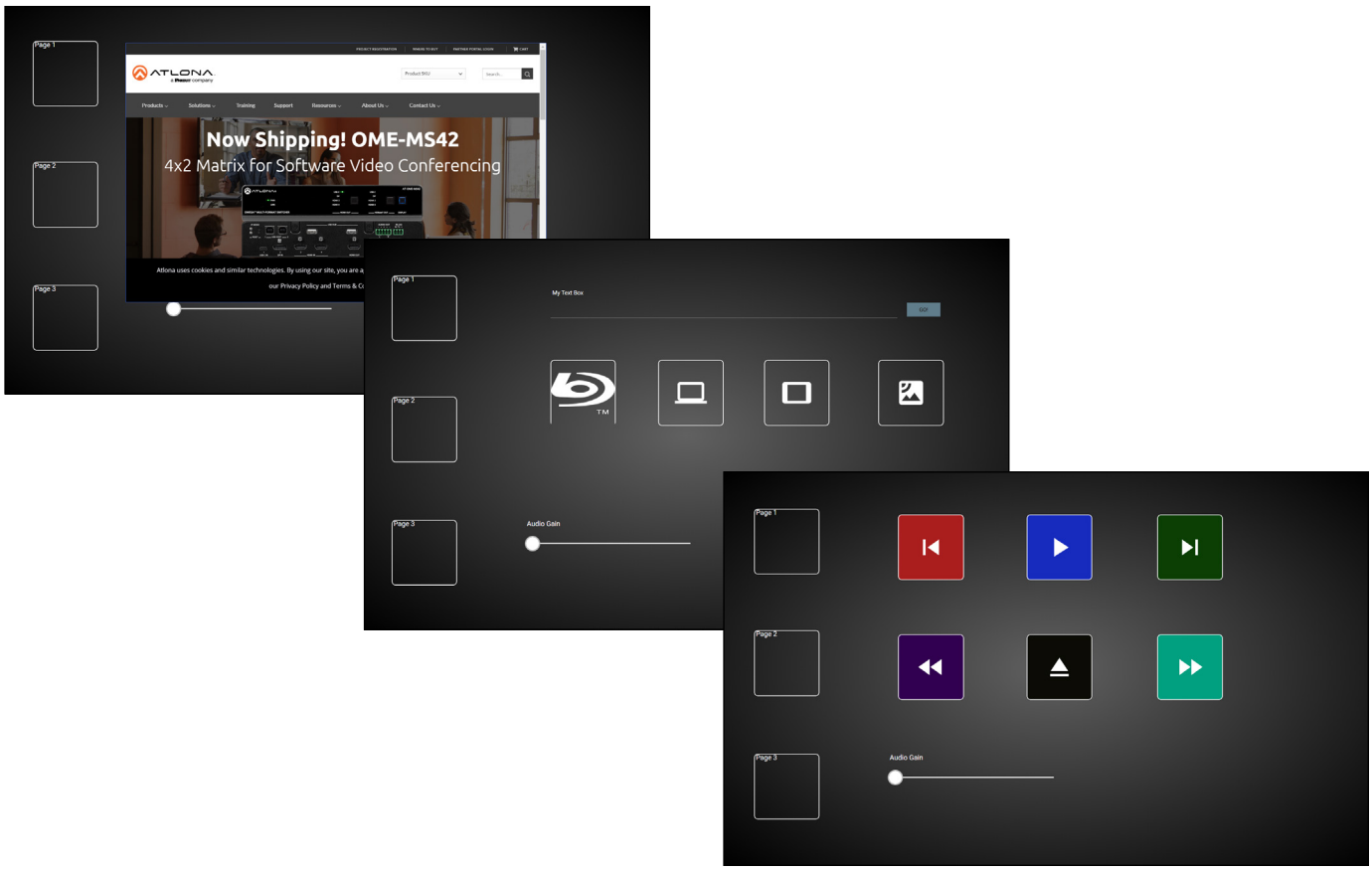


- Select where the custom pages will show up: On the Home Screen or found within the Navigation menu of the control screen.
- Launch the control screen.
- Select Master button.



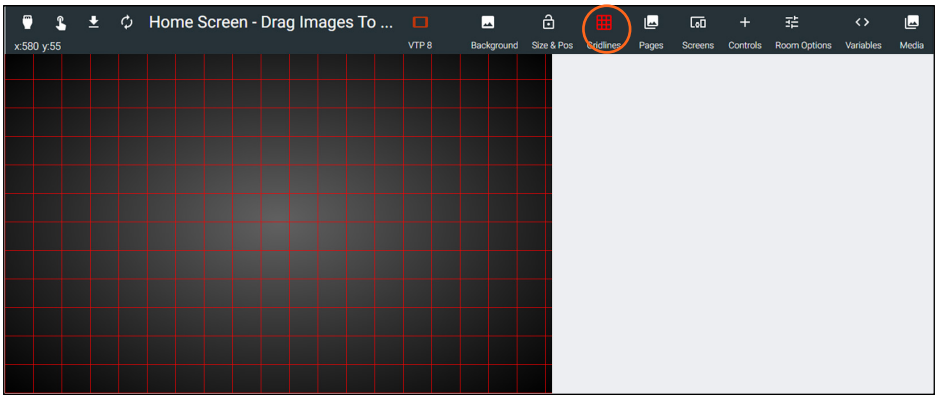


- View all the pages and ensure they are set up correctly. Page 1 was selected as Click on Page Load and will be the first page loaded. Edit any pages that need editing.



- Repeat for as many pages and masters as needed. The room is now ready to be controlled.

Gridline

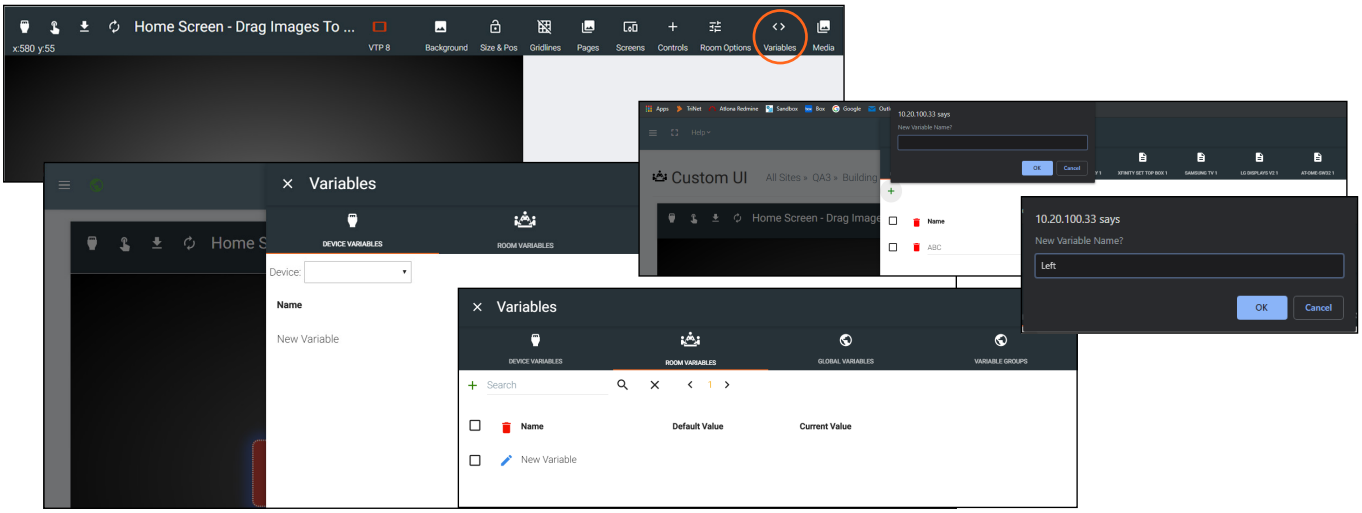


Gridlines will help with alignment of buttons and labels. The grid will appear only on the control screen edit page and will not appear on the control screen.

Room Options

View the Control Settings and User Interface sections within the sites to go over the room options. This menu will provide quick access to macros, room selectors, and more.

Variables



Variables are functions that can be set and changed based on set events. They can be created in the variables menu. By default, Device Variables will be open, but all variables on Velocity can be accessed through the tab labeled Global Variables.

- Select Room Variables from the top selections.
- Press the + button to add a new variable. A browser pop up will appear.
- Enter a name for the variable in the New Variable Name box. *If no name is given it will create a new variable with the name: New Variable, which can be changed from within the Variable list.

NOTE: If the new variable or a renamed variable does not display in the correct alphabetical order, use the browser refresh/reload button to force the menu to reload.

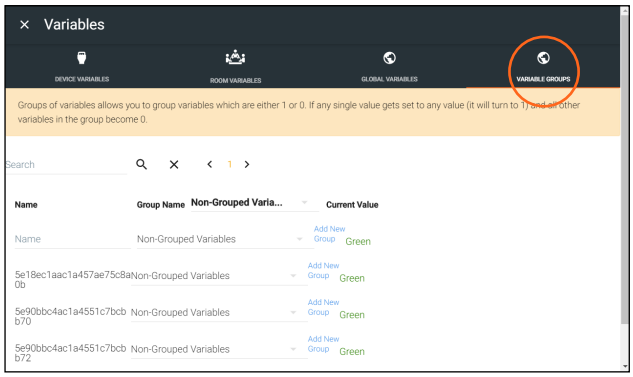
- Select the OK button.
- If needed, enter a value into the Default Value field. Values can be any alphanumeric value.
- Use the trash can button to delete any unneeded variables.

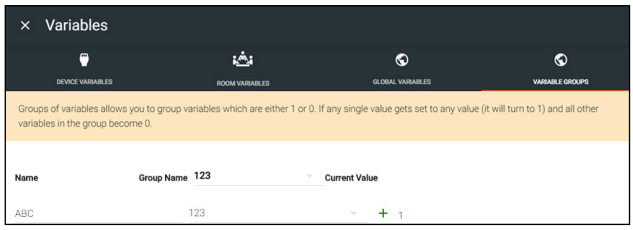
Once variables are created, they can be used to alter the looks of buttons and labels. To change the buttons/labels, Macros and Conditions must be used. These provide a way to indicate what that status of a device or button is. View the Macros & Variables Button Configurations section to view different ways to use variables.

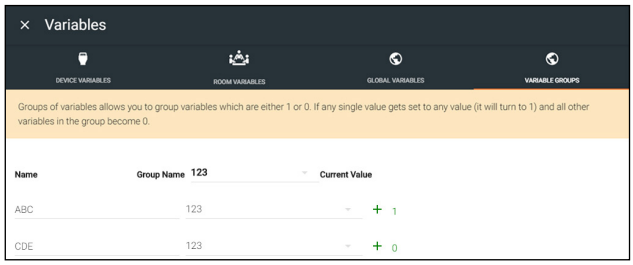
Variable Groups

Once Variables are created, they can be grouped. This can be used to display status, such as with power or input toggling. The group variable will toggle between 1 (active) and 0 (inactive), only one device can be set to 1 (active).

- Select the Variable Groups from the top navigation of the Variables menu.

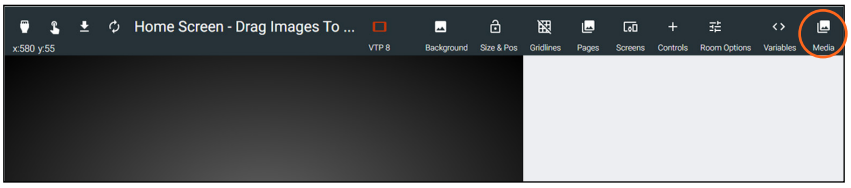




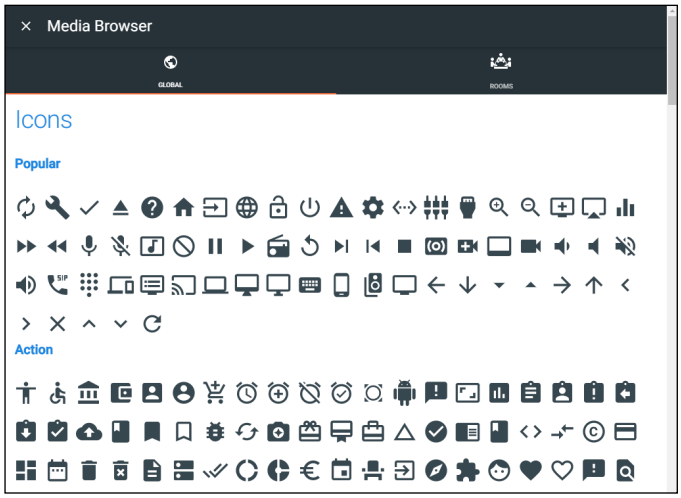


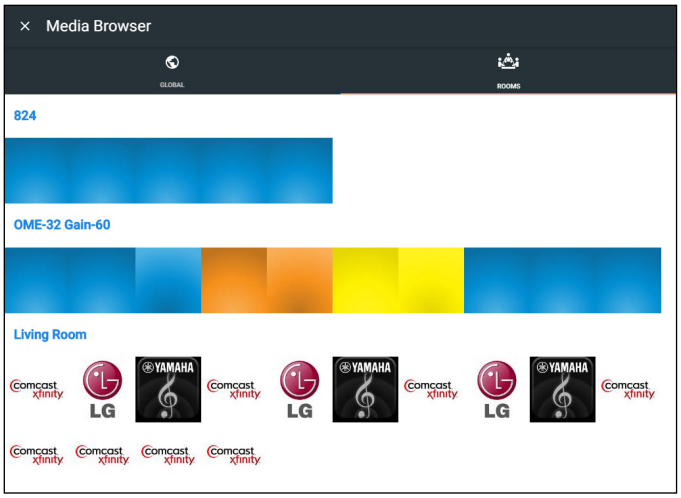
- Select the + button next to a variable. A new field will appear. Enter a variable name (**e.g.** ABC) and a Group name (**e.g.** 123). The screen will auto navigate to the newly created group. There will only be one Variable in the group and it will be set to the value 1.
- *Optional* Use the **+** button to create a new variable to be created.
- Select Non-Grouped Variables from the Group Name drop down menu.
- Scroll to a previously created variable and select the group name from the drop down menu next to it. This will associate that variable to the new group. This variable will automatically be set to 0.

Media



Media provides a view of all icons currently in Velocity, with the ability to see which ones are being used per room as well. Open the menu using the **Media** button and switch between seeing all icons within Velocity (Global) and icons by room (Rooms).





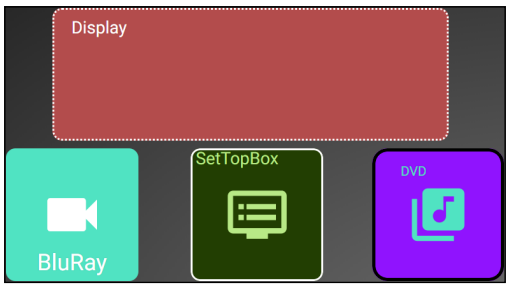
Macros & Variables Button Configurations

Extra macro options have been created to work with the custom UI buttons, to change variables and trigger functions. The buttons can be used to trigger changes to volume, power, inputs, and more, using If Logic, If Else, Send Commands, Decrement, Increment, and Append Variables macro values.

IF LOGIC

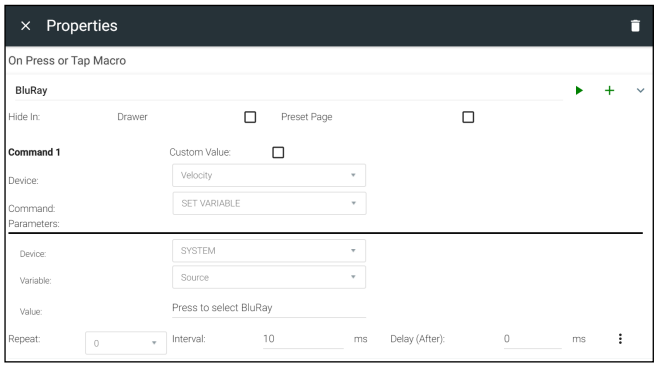
IF LOGIC provides programmable commands based on current settings. Some uses of the **IF LOGIC** may be to mute or unmute audio, turn a display on or off, change sources, and much more.

The example below will provide examples of setting up and using a four button use case with three source buttons and one display button. The Display button will adjust based upon the variable and condition options set up, in this case, providing a way to confirm the source selection.



- Open the first function button's edit screen. **e.g.** BluRay
- Create a macro. The function SET VARIABLE may be used for labeling changes.
- Repeat the macro for all three source buttons.

BluRay Button



Setting a label change on press, requires the following selections:

Device - Velocity

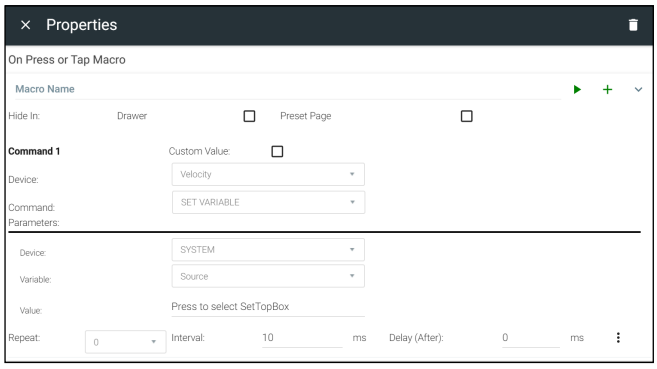
Command Parameters - SET VARIABLE

Device - SYSTEM

Variable - (select a variable from drop down list)
e.g. Source

Value - (set the new variable value here)
e.g. Press to select BluRay

SetTopBox Button



Device - Velocity

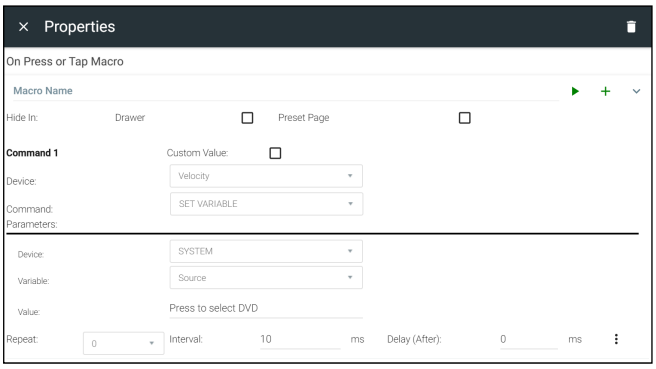
Command Parameters - SET VARIABLE

Device - SYSTEM

Variable - (select a variable from drop down list)
e.g. Source

Value - (set the new variable value here)
e.g. Press to select SetTopBox

DVD Button



Device - Velocity

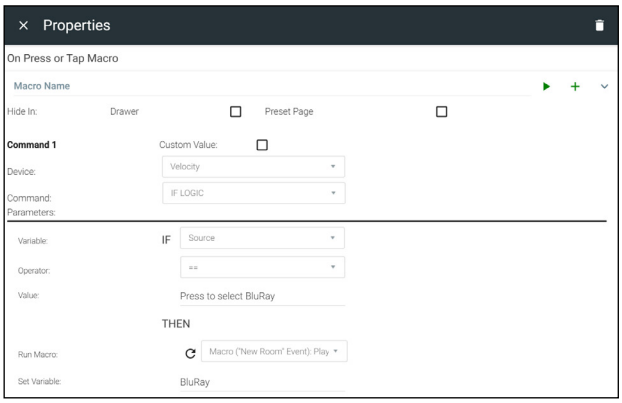
Command Parameters - SET VARIABLE

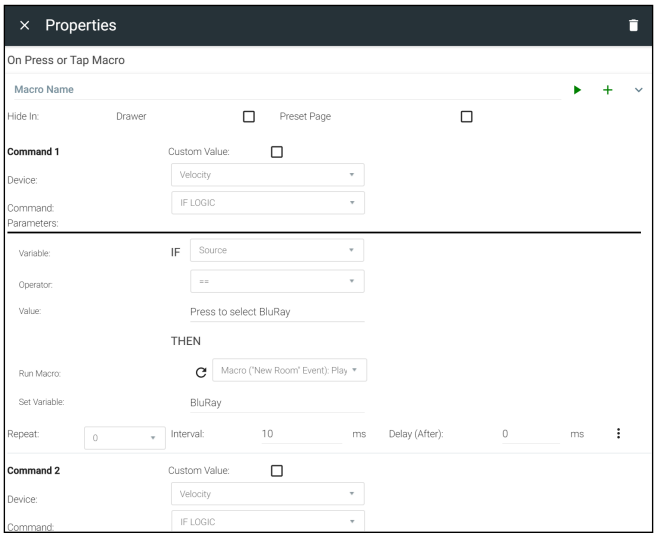
Device - SYSTEM

Variable - (select a variable from drop down list)
e.g. Source

Value - (set the new variable value here)
e.g. Press to select DVD

- Open the Display button's edit menu.
- For the display button, an IF LOGIC selection will be used. This will provide a click verification for switching sources, to avoid any misclicks. The IF LOGIC will compare the operator and variable values to determine what function it will perform. If the current variable value does not match any of the commands, nothing will occur.





Set Variable - (set the new variable value here)
e.g. BluRay

Command 1

Device - Velocity

Command Parameters - IF LOGIC

IF

Variable - (select a variable from drop down list)
e.g. Source

Operator - (select an operator from drop down list)
e.g. == (equals to)

Value - (Provide the variable value to match, that will trigger the THEN values)
e.g. Press to select BluRay

THEN

Run Macro - (Select from previously created macros)
e.g. Macro - Play BluRay

NOTE: When selected, the IF operator and value will compare to the current variable value and trigger the THEN options when both values are met.

Since there are 3 source buttons, use the green + button to add additional IF LOGICs for each variable value.

Command 2

Device - Velocity

Command Parameters - IF LOGIC

IF

Variable - (select a variable from drop down list)
e.g. Source

Operator - (select an operator from drop down list)
e.g. == (equals to)

Value - (Provide the variable value to match, that will trigger the THEN values)
e.g. Press to select DVD

THEN

Run Macro - (Select from previously created macros)
e.g. Macro - Play DVD

Set Variable - (set the new variable value here)
e.g. DVD

Command 3

Device - Velocity

Command Parameters - IF LOGIC

IF

Variable - (select a variable from drop down list)
e.g. Source

Operator - (select an operator from drop down list)
e.g. == (equals to)

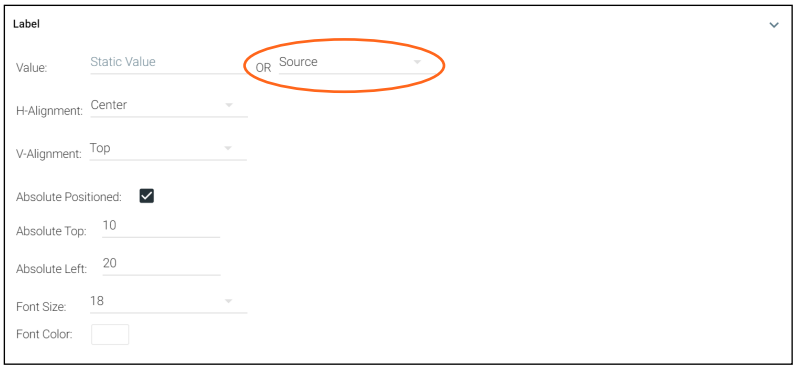
Value - (Provide the variable value to match, that will trigger the THEN values)
e.g. Press to select SetTopBox

THEN

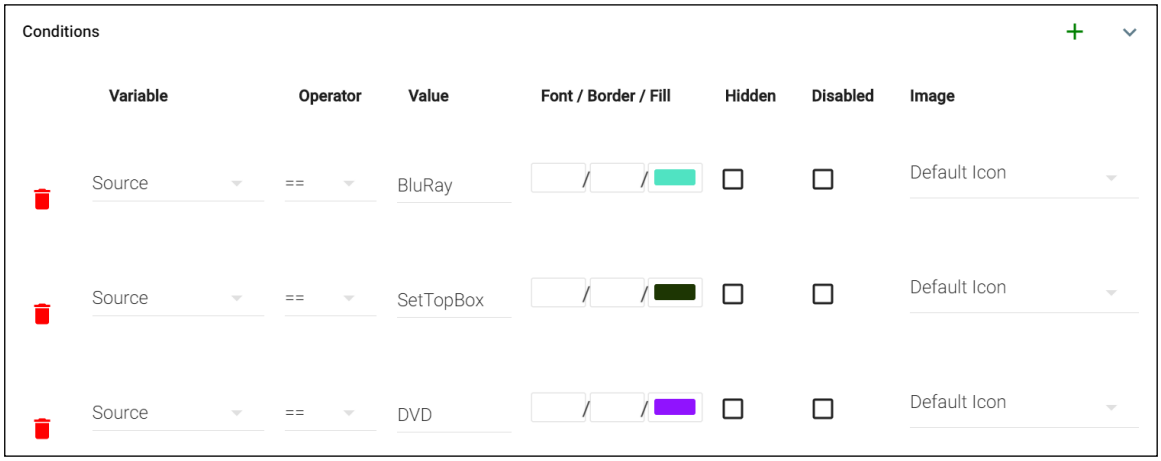
Run Macro - (Select from previously created macros)
e.g. Macro - Start SetTopBox

Set Variable - (set the new variable value here)
e.g. SetTopBox

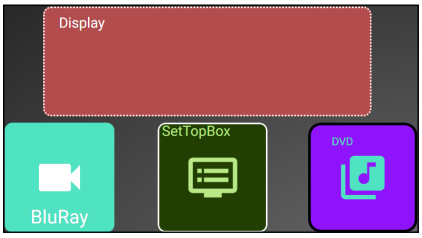
Scroll to the label section and select Source from the variable drop down. This will alter the label of the display button to give the current variable value.



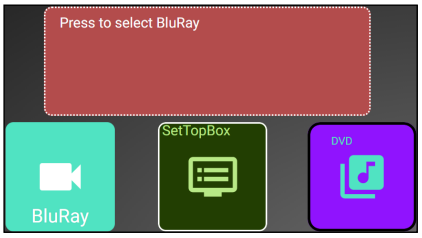
Scroll to the Conditions section. These conditions will provide a new look for the display button to provide a visual representation of the selected source. The button font, border, fill, and icon may be changed through conditions. The button may also be hidden or disabled when the operator and value of the condition are met.



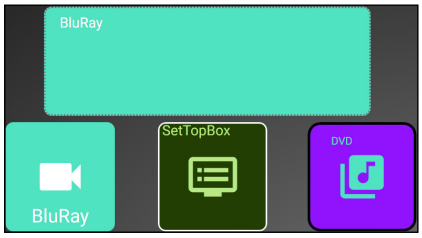
Using the previous example options, the Display button will fill to match the color of the selected source.



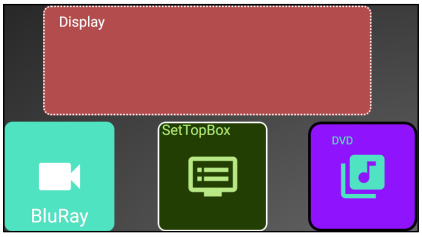
System is idle, nothing has been selected.



The BluRay button has been selected.

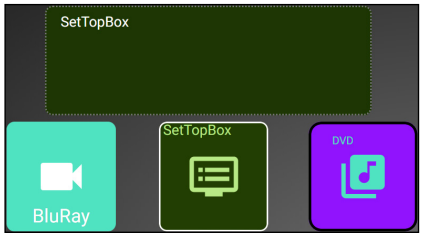


The Display button has been used to confirm BluRay selection.

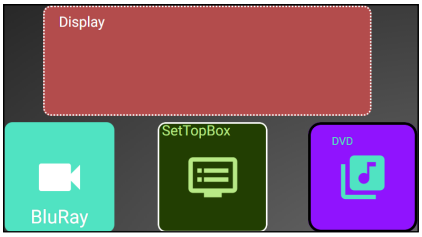


System is idle, nothing has been selected.

The SetTopBox button has been selected.

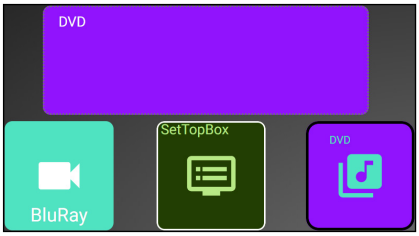


The Display button has been used to confirm SetTopBox selection.



System is idle, nothing has been selected.

The DVD button has been selected.



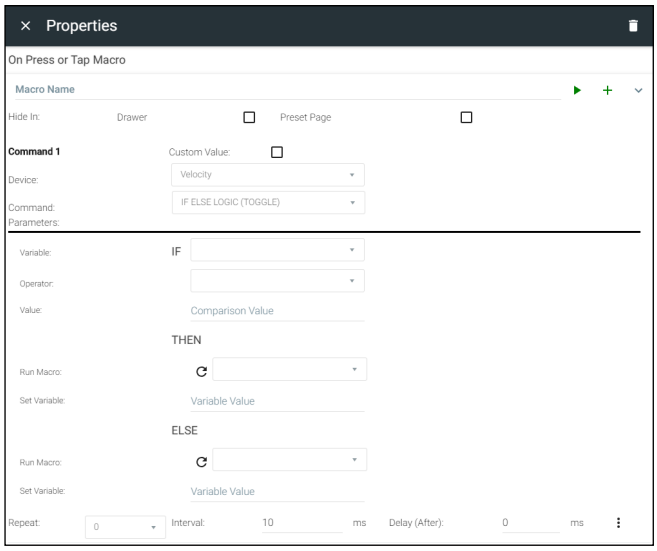
The Display button has been used to confirm DVD selection.

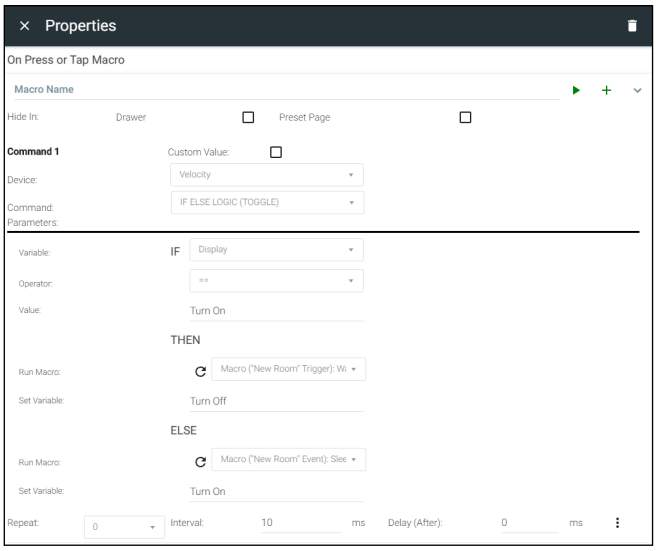
IF ELSE

IF ELSE macros can be used when using a variable to prompt commands based on multiple values, such as using a button to toggle a device on and off.

The example below will provide examples of setting up a single display button that can toggle between options. The Display button will adjust based upon the variable and condition options set up.

- Open the Display button's edit menu.
- For this example, the **IF ELSE** selection will be used. This will provide a way to toggle between functions with each click of the button.





Device - Velocity

Command Parameters - IF ELSE LOGIC

IF

Variable - (select a variable from drop down list)
e.g. Display

Operator - (select an operator from drop down list)
e.g. == (equals to)

Value - (Provide the variable value to match, that will trigger the THEN values)
e.g. Turn On

THEN

Run Macro - (Select from previously created macros)
e.g. Macro - Turn display on
Set Variable - (Enter the new value for the variable)
e.g. Turn Off

ELSE

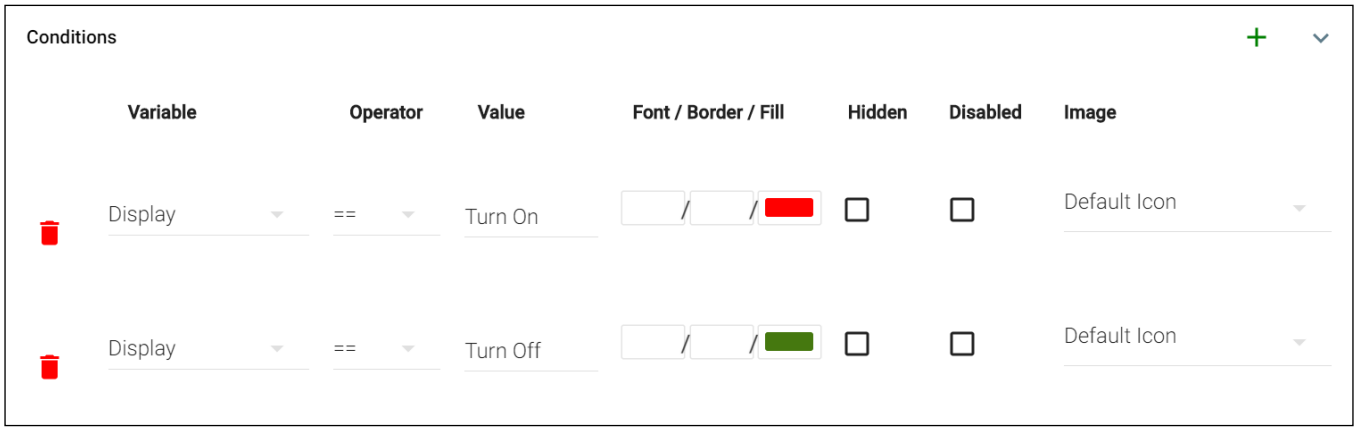
Run Macro - (Select from previously created macros)
e.g. Macro - Turn display off
Set Variable - (Enter the new value for the variable)
e.g. Turn On

With these values, if the button is pressed while it says Turn On, it will send the Macro to turn on the display and then switch the variable to say Turn Off.

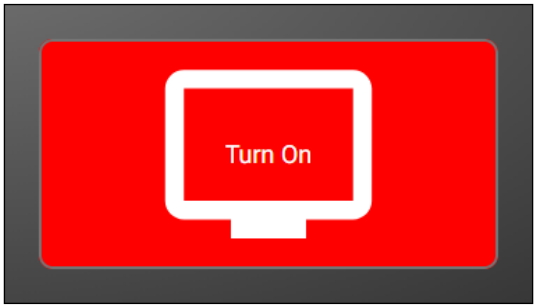
If the button doesn't say Turn On, then it will send the ELSE portion of the command, which will send the sleep command and turn off the display, setting the variable to say Turn On.

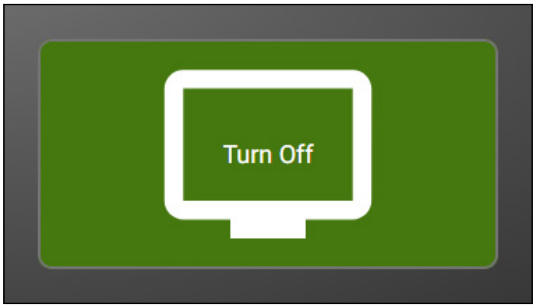
Scroll to the label section and select Display from the variable drop down. This will alter the label of the display button to give the current variable value.

Scroll to the Conditions section. These conditions will provide a new look for the display button to provide a visual representation of the display's power status. The button font, border, fill, and icon may be changed through conditions. The button may also be hidden or disabled when the operator and value of the condition are met.



Using the example options above, the Display button will be green when the display is on and will turn red when it is powered off.



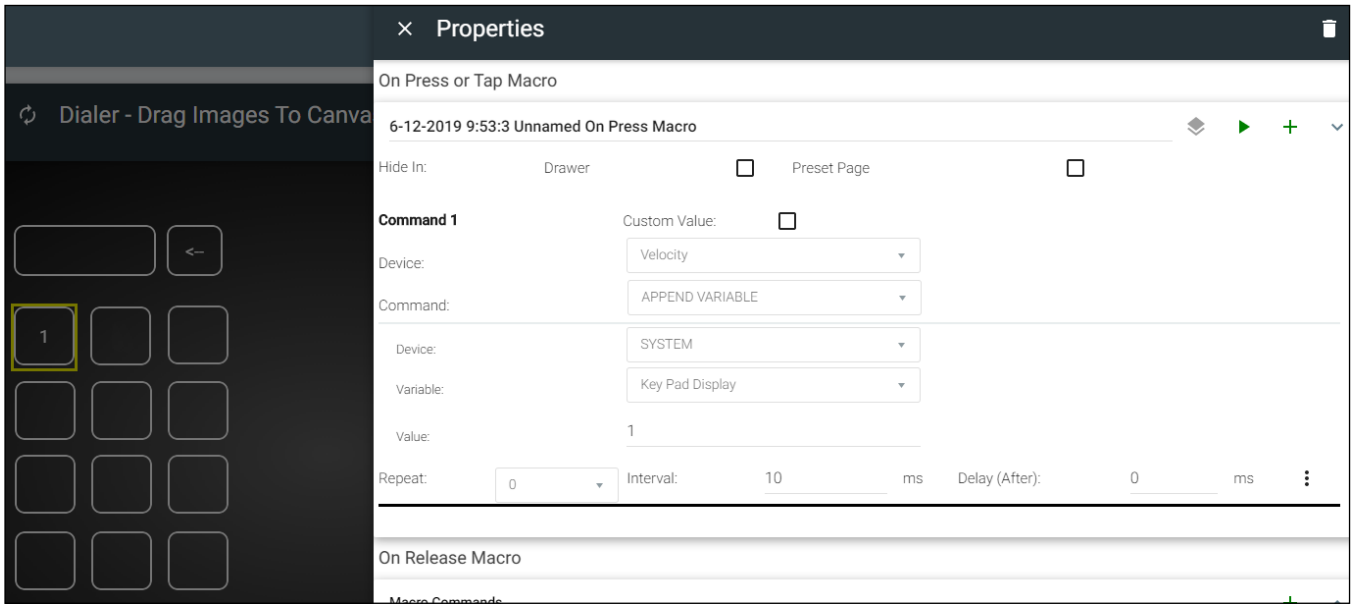


Append Variable

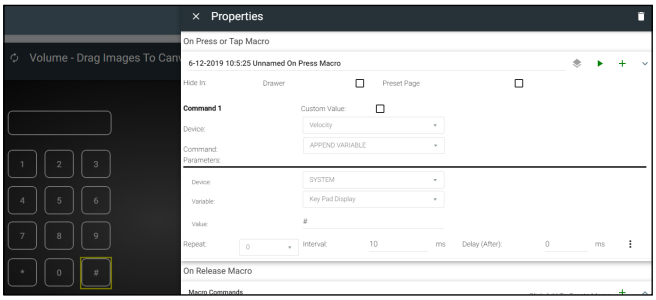
Append variable provides a way to edit a variable within the control screen. This can be used for editing text or numerical variables for dial pads, password pads, and more.

The following example will provide instructions on how to create a custom dial pad.

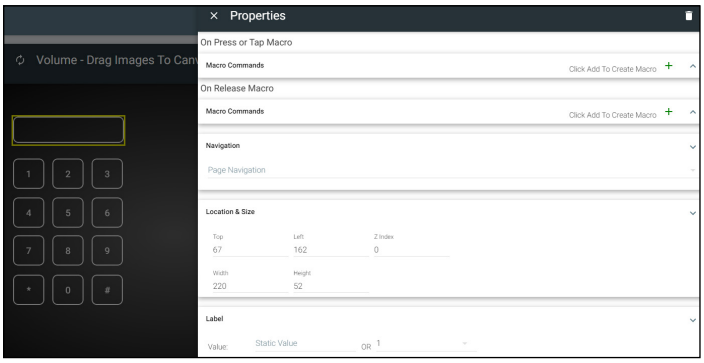
- Create the buttons for the dial pad and the Key Pad Display (variable) button.
- Double click each button and set up the On Press command.
- The Device will need to be set to Velocity, Command to Append Variable, Device to System, and Variable to whatever the dial variable will be (**e.g.** Key Pad Display), and the value of the current button.
- The button's label should be set to whatever the value was set to (**e.g.** Key Pad Display).

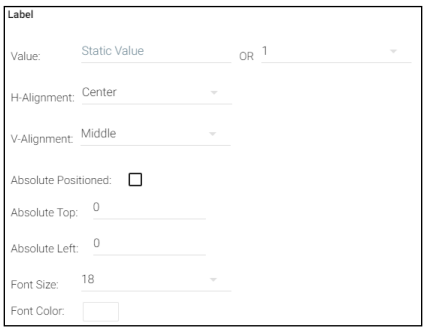


Device - Velocity
Command - Append Variable
Device - System
Variable - (select relevant variable) **e.g.** Key Pad Display
Value - (enter the value to be added) **e.g.** 1



- Repeat the Append Variable for all the keys of the keypad. **e.g.** 0 - 9, *, and #
- Set up the Key Pad Display (variable) button, to display the numbers, set the button's Label value to the variable selected in previous steps. **e.g.** Key Pad Display



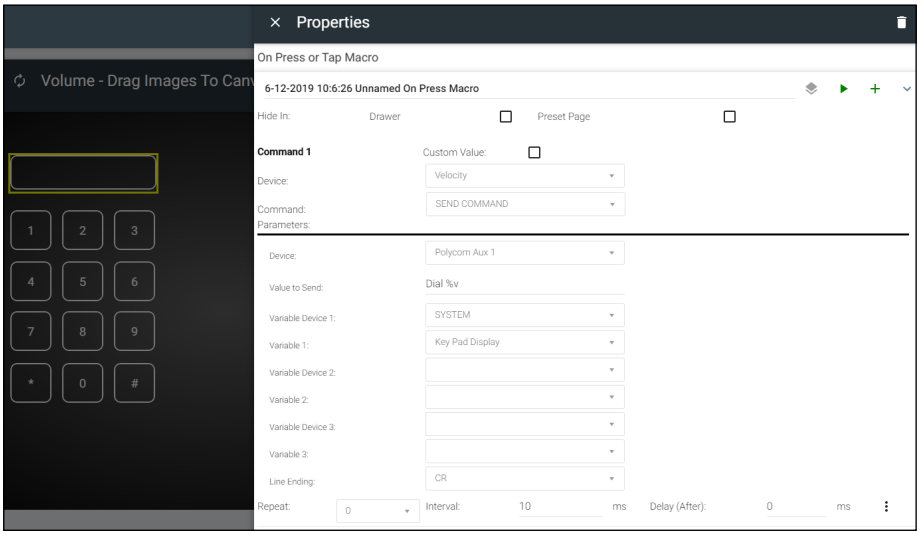


- Launch the control screen to view and use the dial pad. To send the dialed number, see the SEND COMMAND section.

SEND COMMAND

SEND COMMAND can be used to send a command with an adjustable variable, such as use with dial pads to send a phone number to a dial device.

Using the previously set up dial pad, set up a **SEND COMMAND** function for the Key Pad Display (variable) button.



Device - Velocity
Command - Send Command
Device - (select dial device) e.g. Polycom Aux 1
Value to Send - (set to the device's command and variable) **e.g.** Dial %v

The command can be found in the device's manual, %v will pull the variable selected from the next drop downs.

Variable Device 1 - System
Variable 1 - (select the dial pad variable) **e.g.** Key Pad Display

Multiple Variables can be added by adding additional %v to the Value to Send line and then additional variables selected from the drop down menus.

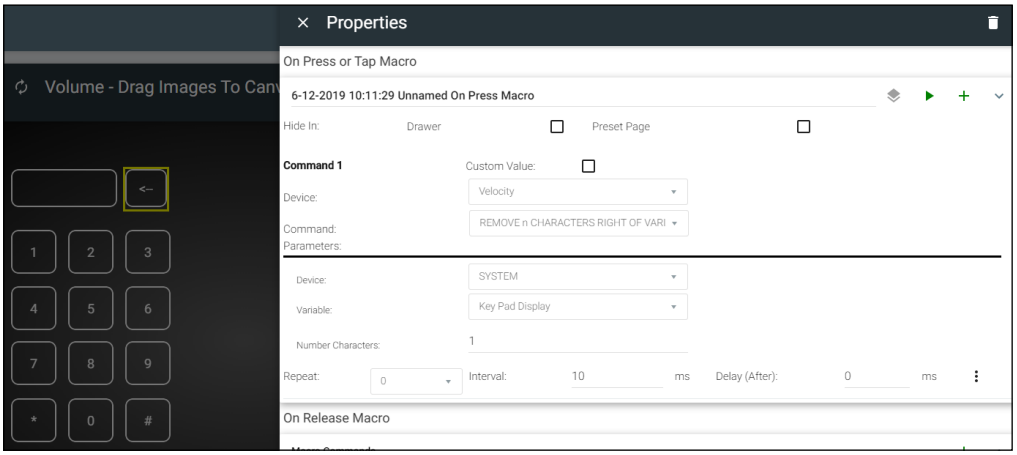
Once the Send Command is set up, launch the control screen. Within this screen, once the number has been dialed, press the Key Pad Display button (which should display the number) to send the dial command to the Polycom Aux 1 device. **e.g.** Dial #14089620515

See the Remove n Characters from Variables section to delete numbers from the dial pad in case of the wrong button being pressed.

Remove n Characters from Variables

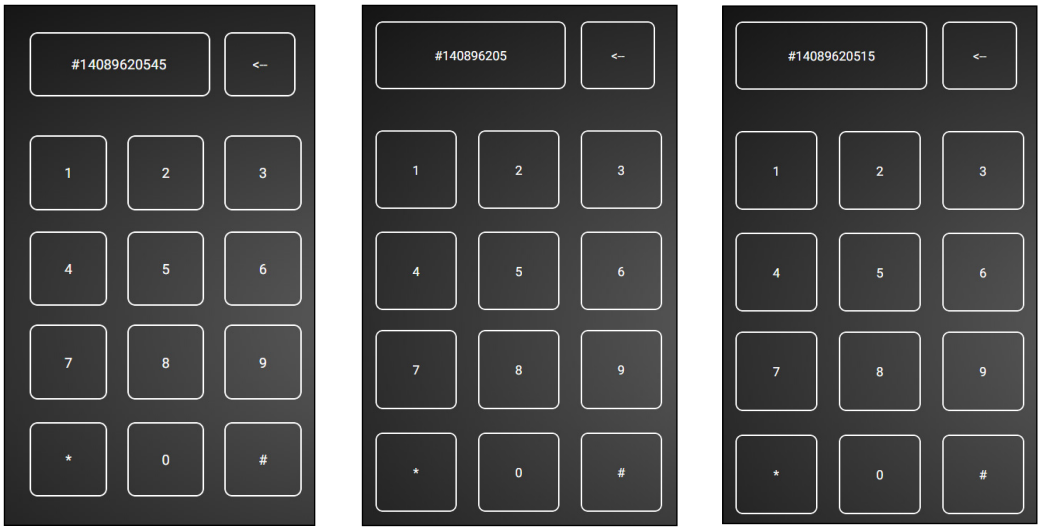
The REMOVE n CHARACTERS x OF VARIABLE selection can be used to fix a variable that has been entered incorrectly.

In this example, we will remove character from the end of the Key Pad Display variable, that was entered incorrectly.



Device - Velocity
Command - REMOVE n CHARACTERS RIGHT OF VARIABLES
Device - System
Variable - (set to the same variable as the send command) **e.g.** Key Pad Display
Number Characters - Enter the numerical value of how many characters to remove from the end of the Variable **e.g.** 1

Provide a label for this button. e.g. **<--**

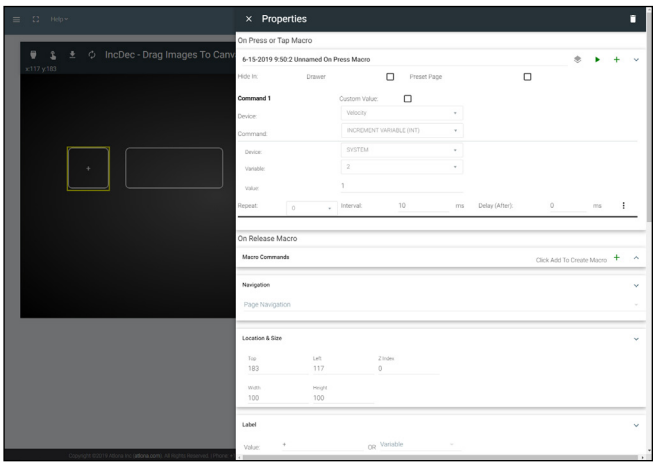


Launch the control screen. As the number is dialed, press the <-- button to remove the end of the variable value. In this case, it was pressed twice, so the value of 15 was removed from the end. The corrected numbers can now be added back into the dial variable.

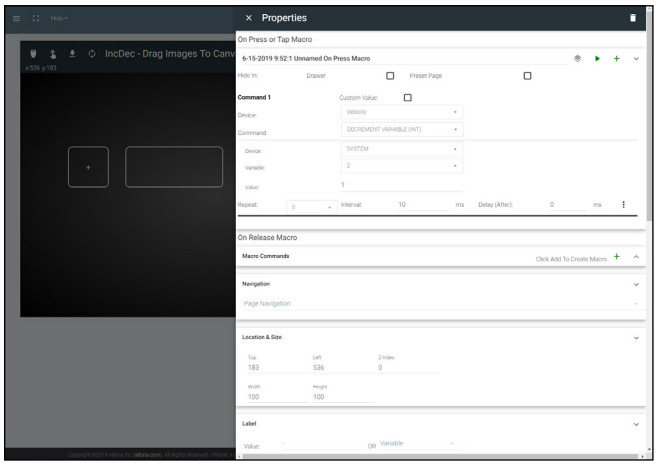
Decrement / Increment

Decrement and Increment can be used to adjust a variable by a value of x, 0.x, or 0.0x. This can be used for things such as volume commands.

In this example we will show the variable being increased and decreased by 1. One button will be used to increase the value of variable 2, one button will decrease the amount of variable 2, and another button will display the value of variable 2.

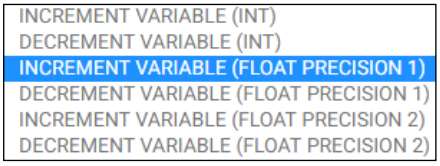


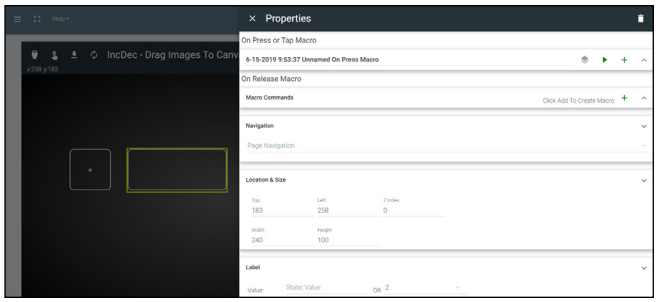
Device - Velocity
Command - Increment Variable (INT)
Device - System
Variable - (select the variable for increasing) **e.g.** 2
Value - Enter the numerical value of how much in whole numbers the variable will be increased **e.g.** 1



Device - Velocity
Command - Decrement Variable (INT)
Device - System
Variable - (select the variable for decreasing) **e.g.** 2
Value - Enter the numerical value of how much in whole numbers the variable will be decreased **e.g.** 1

NOTE: Decrement and Increment variables have selections of Float Precision 1 and Float Precision 2. These will adjust the variable by 1/10th (Precision 1) and 1/100th (Precision 2). The value will need to be adjusted in tenths (0.1, 0.2, etc) and one hundredths (0.01, 0.02, etc).





Set up the variable button to display the current value. **e.g.** Select **2** in the drop down section of Value in the Label section.

Once completed, launch the control screen to view the variable being adjusted by button press.

User Settings

This section will go over adding, editing, and deleting users as well as roles and permission levels..

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General 135
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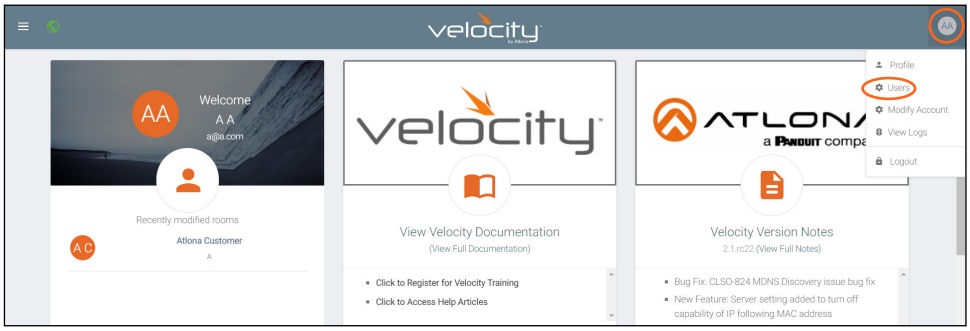
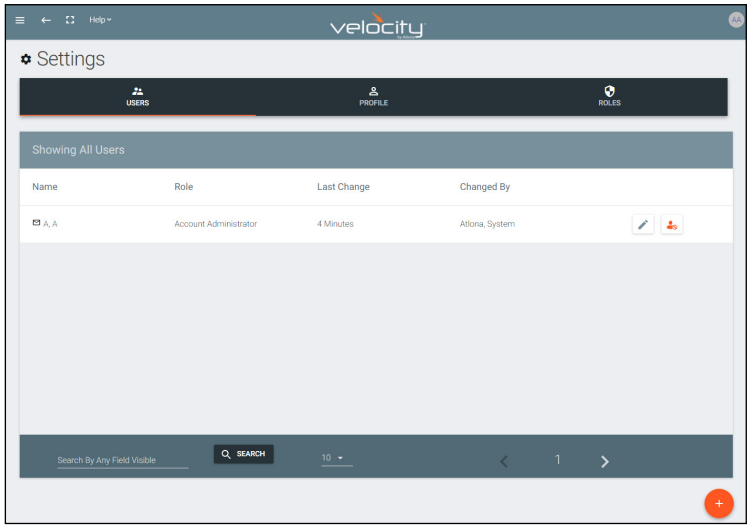
Editing Users 136
Profile 138
Roles and Permissions 139

General

1. Select the circle in the top right corner and select **Users**.



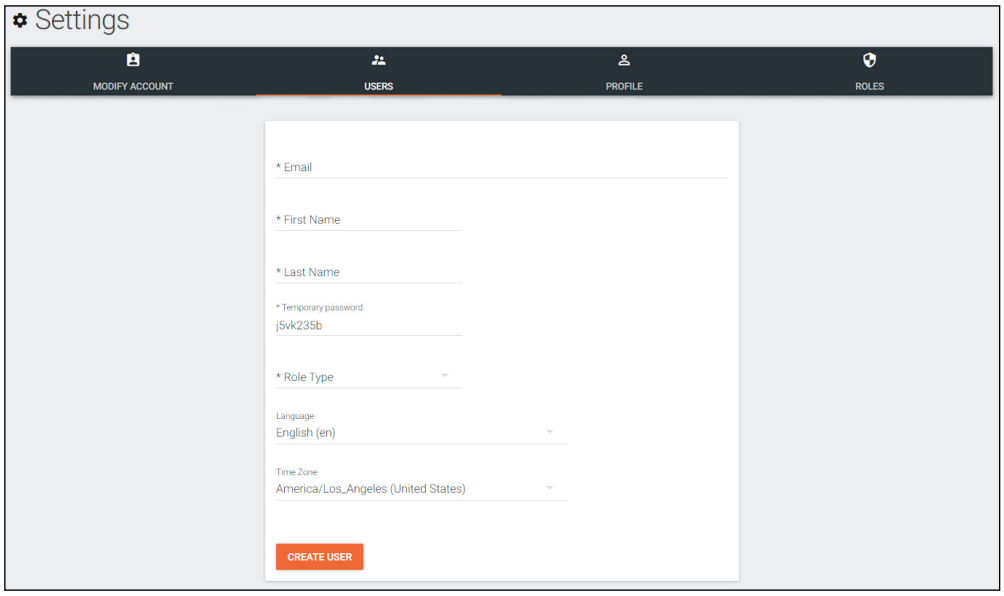
A new page will open.



Adding Users

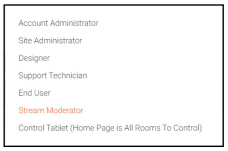
1. Select the **+** button to add a new user.

A new page will open.



2. Fill in all the user information fields.

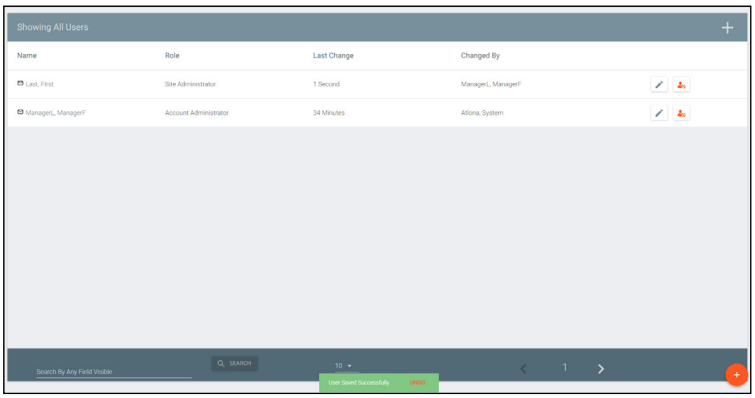
- **Email** - Used for log in purposes and email password resets.
- **First & Last Name** - Velocity will provide a customized home page for a user using their credentials.
- **Temporary Password** - Use either the auto generated password or create a new one for the user to change upon first log in.
- **Role Type** - There are 7 roles to select from: Account Administrator, Site Administrator, Designer, Support Technician, End User, Stream Moderator, and Control Tablet. To view the permissions of each role, select **Roles** within the top navigation or view them starting on page 142.



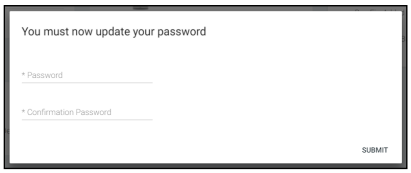
- **Language** - Select the user's language preference. Default will be English.
- **Time Zone** - Select the time zone the user will be logging in from.

3. Press the **Create User** button.

If successful, Velocity will redirect to the Users page and a green successful message will appear at the bottom of the page.

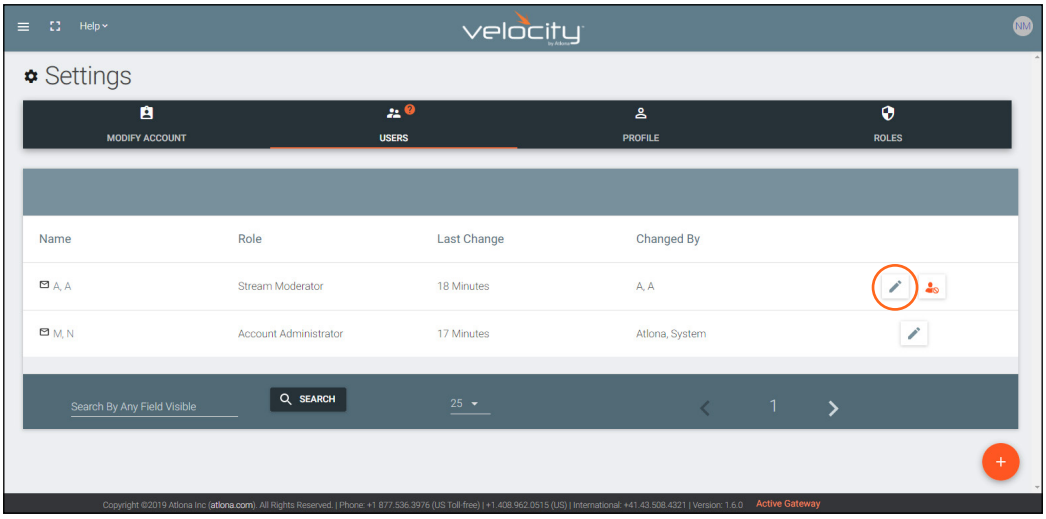


Upon login, all new users will be prompted to update their password.



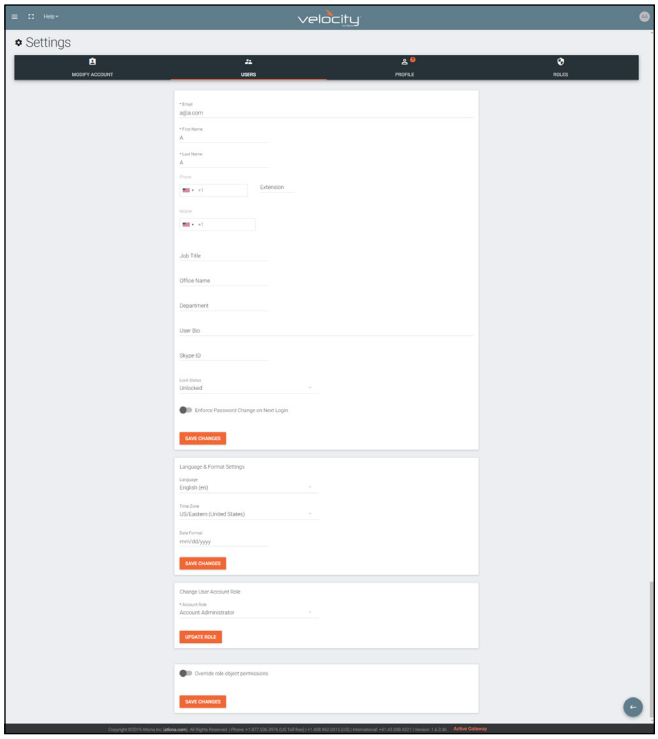
Editing Users

Once users have been created, they can be edited. New options will appear in the user edit screen.



1. Select the **edit** (pencil) button to add a new user.

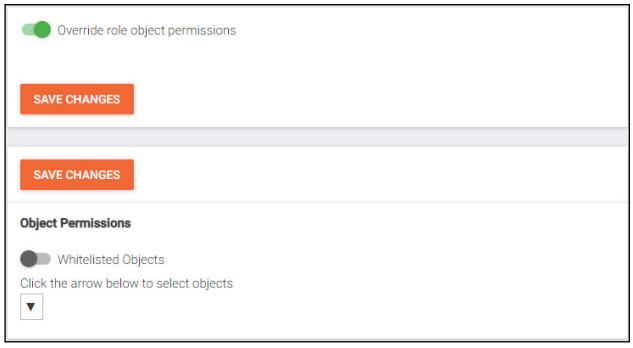
A new page will open.



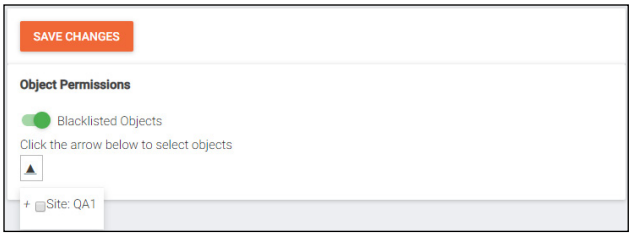
- Fill in the user information that was not created in the user add screen, such as: Job Title, Office Name, Department, User Bio, and Skype ID.

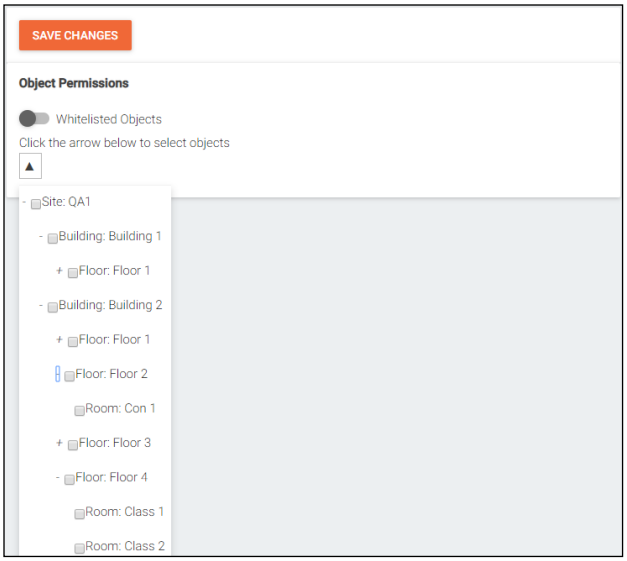
NOTE: The information can be filled in the user under profile options and is optional at this time.

- **Lock Status** - Lock and unlock an account from here. If the account is locked, the user will be unable to log in.
- **Enforce Password Change on Next Login** - Select this slider to force the user to update the password on the account when logging in.
- **Language & Format Settings** - Language, Time Zone, and Date Format will have been set when the profile was created, but can be updated here if something has changed.
- **Change User Account Role** - Use this drop down to update the user's role to newly created roles or for different permissions.
- **Override role object permissions** - Select this slider to choose which buildings, floors, and rooms the user can see. New options will appear when enabled.



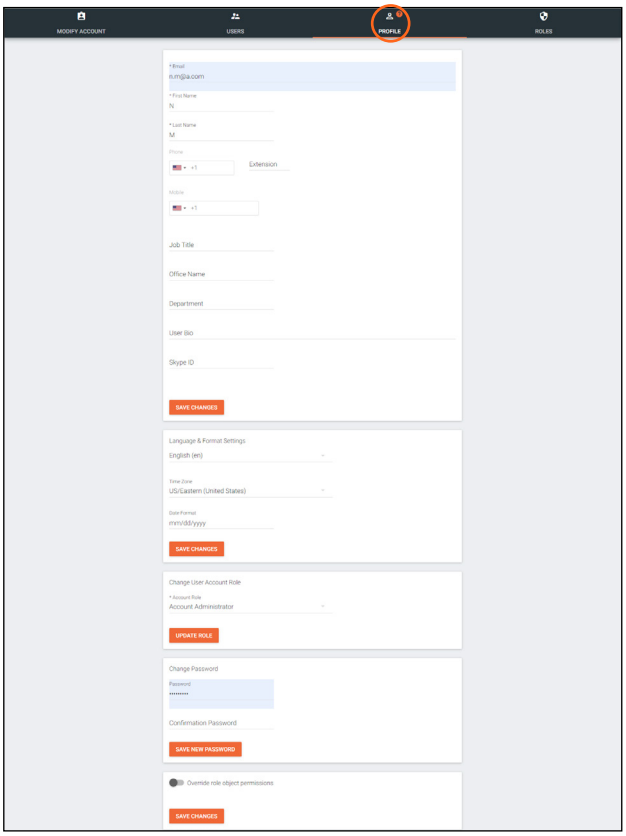
- **Whitelisted Objects** - When this slider is grey, the selections made will be what the user can see.
- **Blacklisted Objects** - When the whitelisted objects slider is selected, it will turn green and the label will switch to blacklisted objects once the arrow below it is selected.
- **Selector** - Use the + to expand the sites, buildings, and floors to decide which rooms the user has access to. If on whitelist, the rooms will be available to the user. If on blacklist, the rooms selected will be unavailable to the user.





Profile

1. Select **Profile** from the top navigation.



2. Fill in the user information that was not created when the account was set up, such as: Job Title, Office Name, Department, User Bio, and Skype ID.

NOTE: The profile information that can be changed will vary based on user permission level.

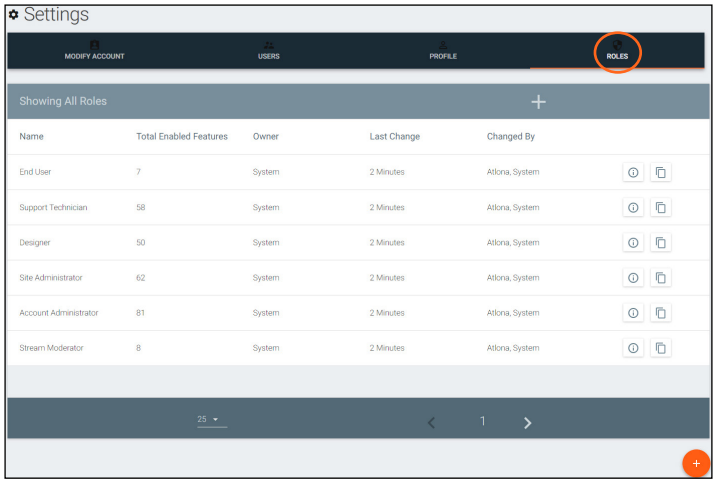
- **Language & Format Settings** - Language, Time Zone, and Date Format will have been set when the profile was created, but can be updated here if something has changed.
- **Change User Account Role** / **Override role object permissions** - These options should only be done within the user edit screen.

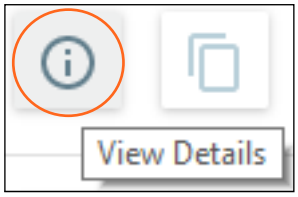
NOTE: To avoid problems, the administrators of Velocity should not choose any role that is not administrator.

- **Change Password** - Update the current password on the account here.

Roles and Permissions

1. Select **Roles** from the top navigation.





There are seven default roles: Account Administrator, Site Administrator, Designer, Support Technician, End User, Stream Moderator, and Control Tablet. The permissions can be seen by pressing the **View Details** button or using the tables below.

Site Related

User Level	View	Home	Add	Modify	Delete	Export
End User						
Support Tech						
Designer						
Site Admin						
Account Admin	X		X	X	X	X
Stream Mod						
Control Tablet						

Building Related

User Level	Add	Modify	Delete	Copy
End User				
Support Tech				
Designer				
Site Admin				
Account Admin	X	X	X	X
Stream Mod				
Control Tablet				

Floor Related

User Level	Add	Modify	Delete	Copy	Move
End User					
Support Tech					
Designer					
Site Admin					
Account Admin	X	X	X	X	X
Stream Mod					
Control Tablet					

Room Related

User Level	Add	Modify	Delete	Copy
End User				
Support Tech				
Designer				
Site Admin				
Account Admin	X	X	X	X
Stream Mod				
Control Tablet				

Technology Related

User Level	Add	View	Modify	Delete	Control	Ping	Status
End User							
Support Tech							
Designer							
Site Admin							
Account Admin	X	X	X	X	X	X	X
Stream Mod							

Server Setting Related

User Level	Modify
End User	
Support Tech	
Designer	
Site Admin	
Account Admin	X
Stream Mod	

Maintenance Related

User Level	Modify
End User	
Support Tech	
Designer	
Site Admin	
Account Admin	X
Stream Mod	

User Related

User Level	Add	View	Modify	Change	Revoke
End User					
Support Tech					
Designer					
Site Admin					
Account Admin	X	X	X	X	X
Stream Mod					
Control Tablet					

Role Related

User Level	View	Add	Modify	Delete	Copy
End User					
Support Tech					
Designer					
Site Admin					
Account Admin	X	X	X	X	X
Stream Mod					
Control Tablet					

Control Related

User Level	Access	View
End User		
Support Tech		
Designer		
Site Admin		
Account Admin	X	X
Stream Mod		
Control Tablet		

Equipment Related

User Level	View	Add	Modify	Delete	Export	Copy
End User						
Support Tech						
Designer						
Site Admin						
Account Admin	X	X	X	X	X	X
Stream Mod						
Control Tablet						

Reference Image Related

User Level	View	Add	Modify	Delete	Export	Copy
End User						
Support Tech						
Designer						
Site Admin						
Account Admin	X	X	X	X	X	X
Stream Mod						
Control Tablet						

Device Related

User Level	View	Add	Modify	Delete
End User				
Support Tech				
Designer				
Site Admin				
Account Admin	X	X	X	X
Stream Mod				
Control Tablet				

Virtual Matrix Related

User Level	View	Modify
End User		
Support Tech		
Designer		
Site Admin		
Account Admin	X	X
Stream Mod		
Control Tablet		

DeviceGroup Related

User Level	View	Add	Modify	Delete	Copy
End User					
Support Tech					
Designer					
Site Admin					
Account Admin	X	X	X	X	X
Stream Mod					
Control Tablet					

Moderation Related

User Level	View
End User	
Support Tech	
Designer	
Site Admin	
Account Admin	X
Stream Mod	
Control Tablet	

CustomNetwork Related

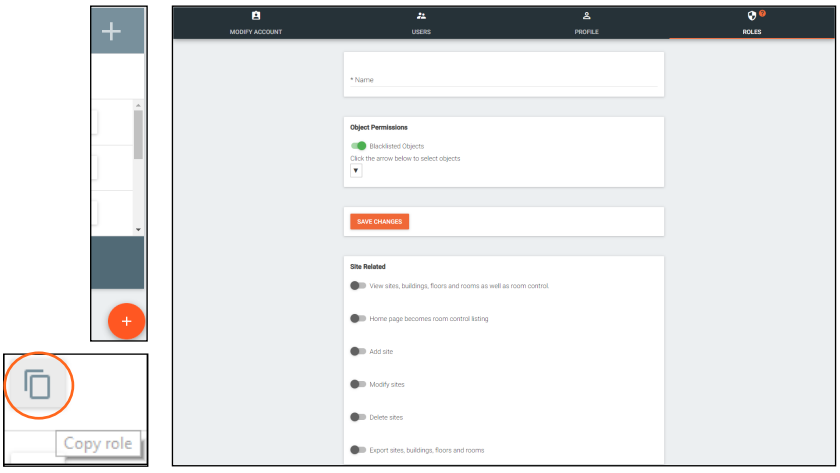
User Level	View	Add	Modify	Delete	Export	Copy
End User						
Support Tech						
Designer						
Site Admin						
Account Admin	X	X	X	X	X	X
Stream Mod						
Control Tablet						

Report Related

User Level	View
End User	
Support Tech	
Designer	
Site Admin	
Account Admin	X
Stream Mod	
Control Tablet	

If the default roles do not provide the right permission levels, new roles can be added.

1. Select the **+** button to add a new role. The top **+** button may be used. The current role can also be copied using the **Copy role** button, then edited.



2. Name the role, to make easy to identify later.
3. Set the Object Permissions.
   - **Whitelisted Objects** - When this slider is grey, the selections made will be what the user can see.
   - **Blacklisted Objects** - When the whitelisted objects slider is selected, it will turn green and the label will switch to blacklisted objects once the arrow below it is selected.
   - **Selector** - Use the + to expand the sites, buildings, and floors to decide which rooms the user has access to. If on whitelist, the rooms will be available to the user. If on blacklist, the rooms selected will be unavailable to the user.
4. Press the slider for each permission to grant the current role.
5. Press the **Create Role** button to save all the settings.

Cloud

Once Velocity training has been completed, contact Atlona sales for a cloud username and login. Once a username and login have been received, Velocity Cloud is ready to use. A cloud account can also be manually created through the Velocity software, view the Manual Cloud Account Creation section for instructions.

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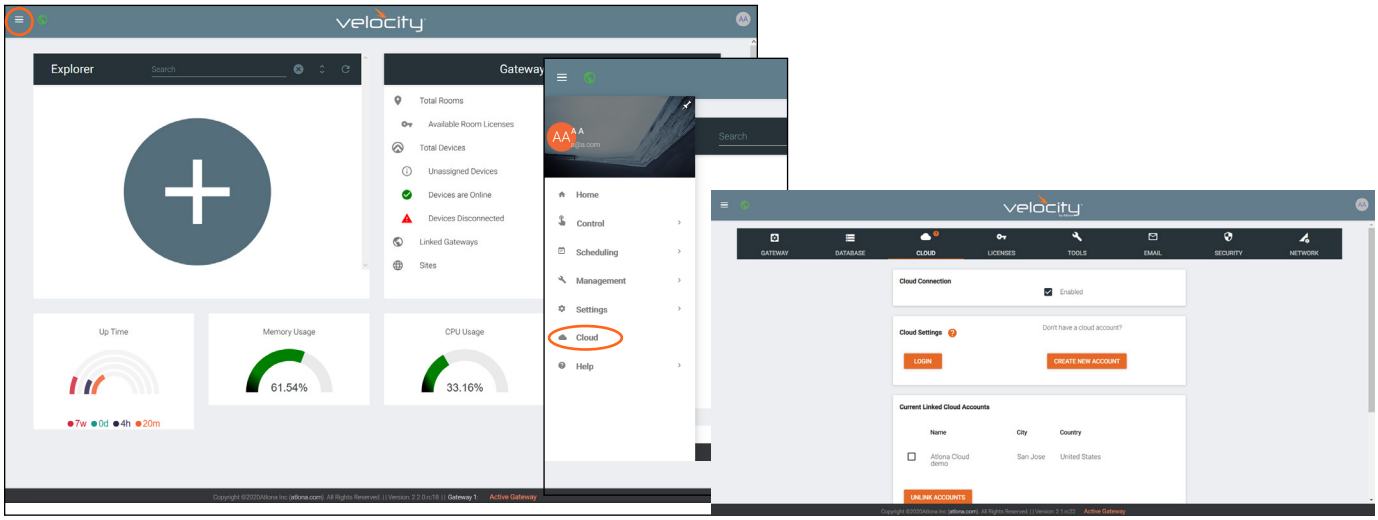
Getting Started

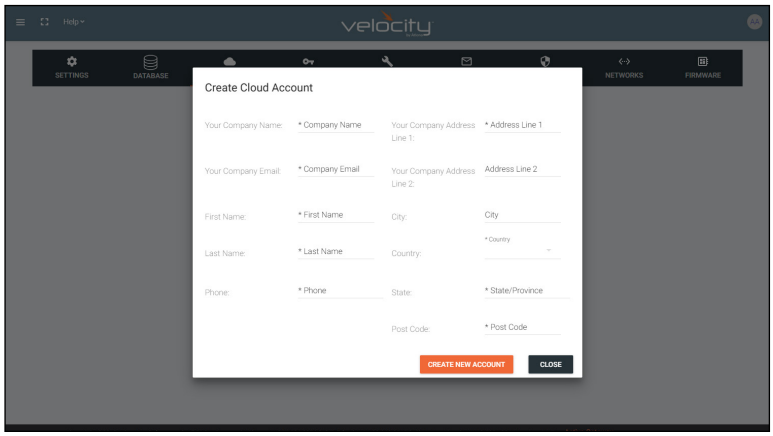
1. Open any browser with network access and type in velocity.atlona.com (as seen below).

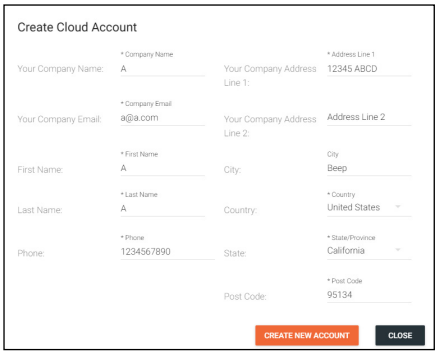
NOTE: Both the gateway and the local PC must have access to the internet to manually set up cloud login.

2. Locate the ≡ in the top left corner of the home page and left click to open the menu.
3. Select **Cloud** from the menu. A new screen will appear.

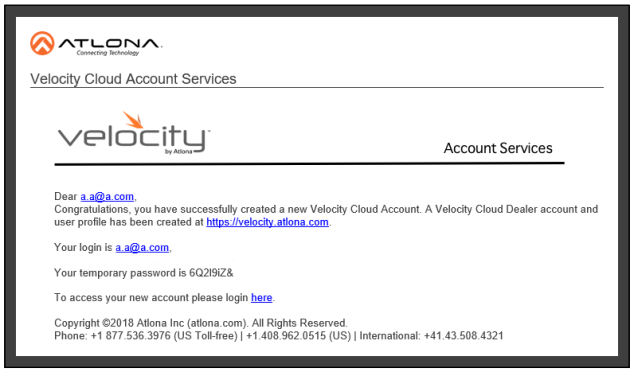


4. Select the Enable checkbox to allow the gateway to connect to Velocity Cloud.
5. Select the **Create New Account** button. A new screen will pop up.
6. Fill in all the required fields (notated with a *) and press the **Create New Account** button. The Email will be used to send the cloud login information, so verify it is correct before submitting the account information.

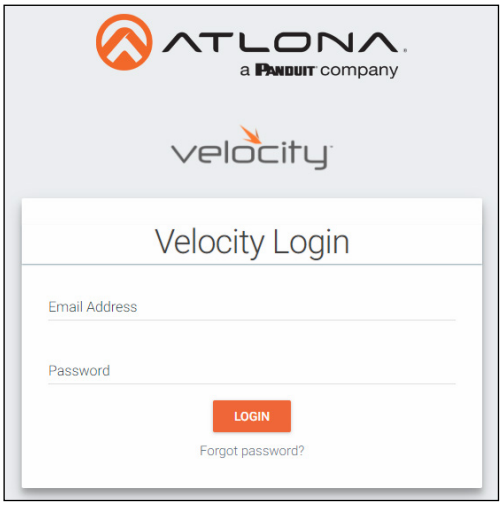




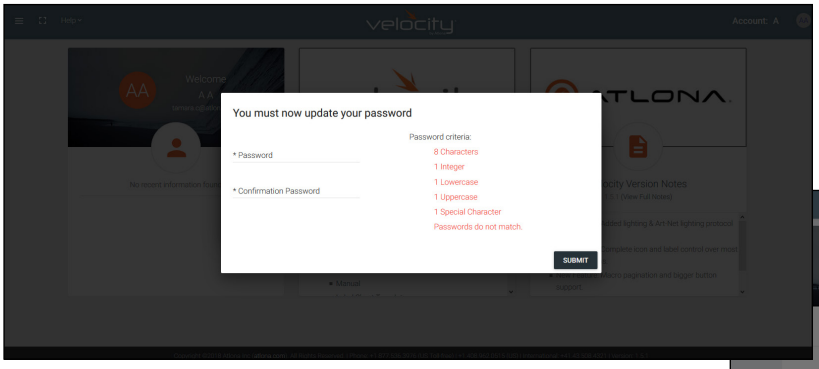
7. Open the Email received from support@atlona.com, it should have the subject line of Velocity Cloud Account Services. Check in the Junk/Spam box if the Email has not appeared in the Inbox within 5 minutes.

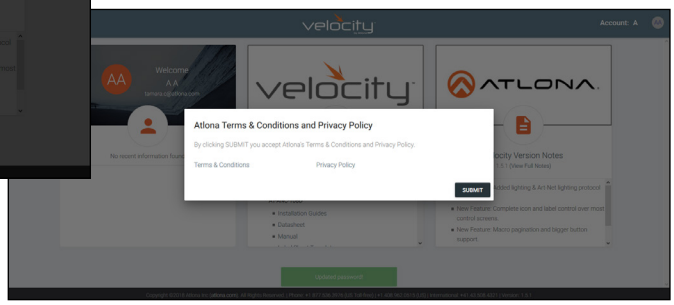


8. Select either **https://velocity.atlona.com** or the login **here** link to open a browser to the cloud login page.



9. Enter the login and temporary password provided in the email and press the **Login** button.

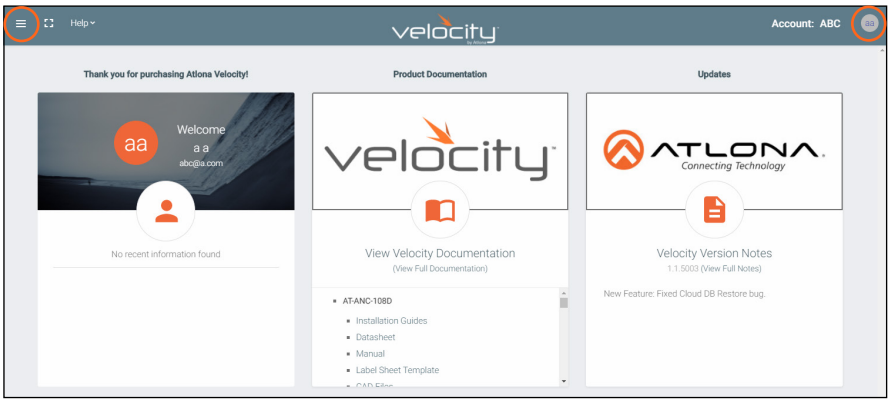




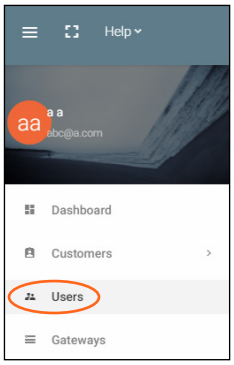
10. Provide a new password and press the **Submit** button. The password must have at least eight characters, one number, one uppercase letter, one lowercase letter, and one special character (**e.g.** !, @, #, $, %, ^, &, *, /, etc.). A new pop up will appear with terms and conditions.
11. Accept the terms and conditions to proceed to setting up Velocity Cloud.

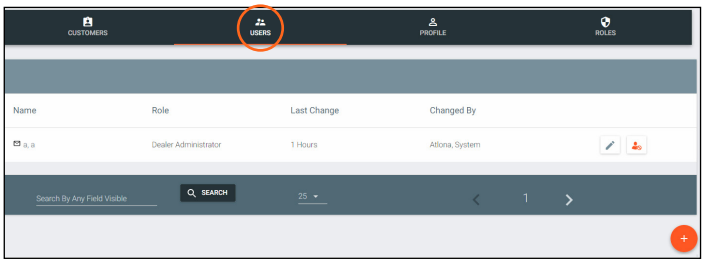
Users

Users can be added and edited from either the top left menu or top right menu of the home page.



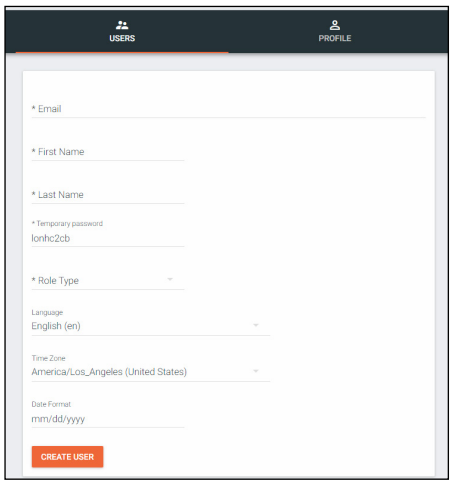
1. Select Users from the top left ≡ navigation or Account Settings from the top right navigation.





Add

1. Select the **+** button to add a new user. A new page will open.
2. Fill in all the user information fields.



- **Email** - Used for log in purposes and email password resets.
- **First & Last Name** - Velocity will provide a customized home page for a user using their credentials.
- **Temporary Password** - Use either the auto generated password or create a new one for the user to change upon first log in.
- **Role Type** - There are 5 roles to select from: Account Administrator, Site Administrator, Designer, Support Technician, and End User. To view the permissions of each role, select **Roles** within the top navigation or view them starting on page 53.
- **Language** - Select the user's language preference. Default will be English.
- **Time Zone** - Select the time zone the user will be logging in from.

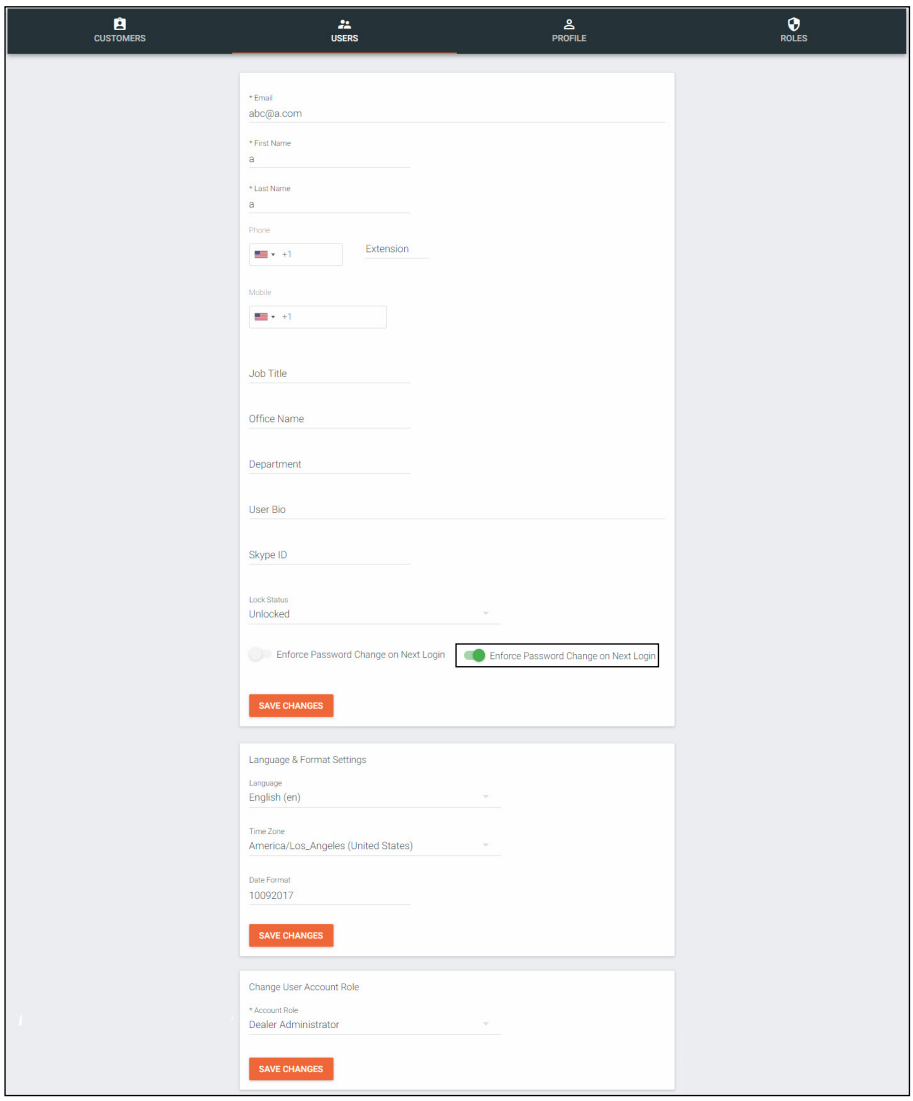
3. Press the **Create User** button.

If successful, Velocity will redirect to the Users page and a green successful message will appear at the bottom of the page.

Upon login, all new users will be prompted to update their password.

Edit

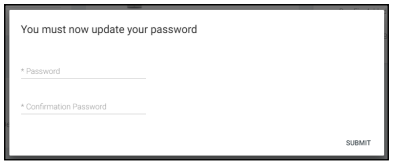
1. Select the **pencil** button to edit a user. A new page will open.



Additional fields appear when editing users.

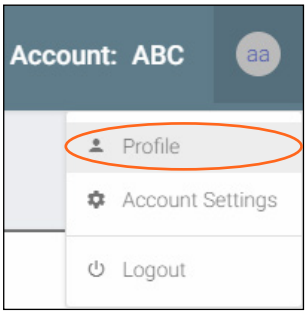
Phone and mobile numbers, job title, office name, department, user bio, and Skype ID are optional fields that help provide multiple points of contact.

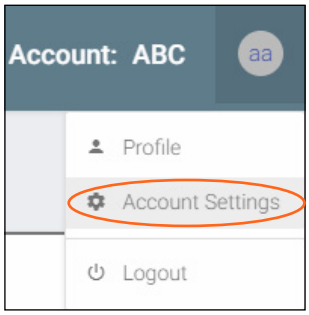
- **Lock Status** - Switch status of the user between unlocked and locked. If an account is locked, an administrator will need to unlock it for a user to be able to log in again.
- **Password Slider** - Selecting this slider will force the user to change their password when logging in the next time. The password update pop up will appear on login.

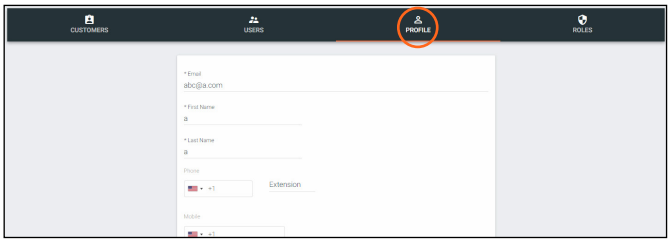


Profile

1. Select **Profile** from the top right navigation of the home page, or the header bar of the Account Settings page.





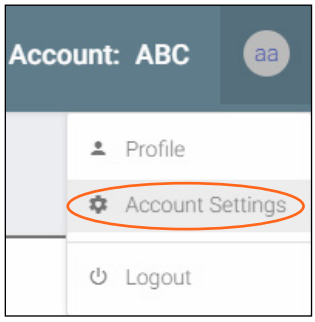


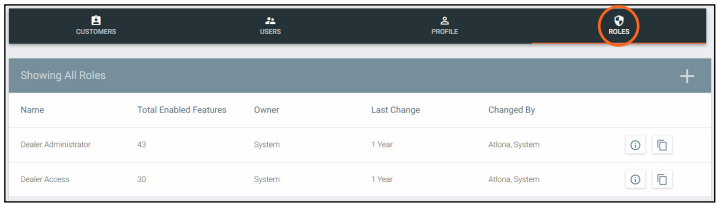
2. Fill in the user information that was not created when initially adding a user, such as: Job Title, Office Name, Department, User Bio, and Skype ID. These options are available when editing a user.

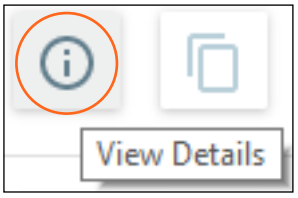
NOTE: The profile information that can be changed will vary based on user permission level.

Roles

1. Select **Account Settings** from the top right navigation.







2. Select **Roles** from the header bar.

There are two default roles: Dealer Administrator and Dealer Access. The permissions can be seen by pressing the **View Details** button or using the tables below.

Account Related

User Level	View	Add	Modify	Delete	Export	Invite	Access
Dealer Admin	X	X	X	X	X	X	X
Dealer Access	X	X	X		X	X	

User Related

User Level	Add	View	Modify	Change	Revoke
Dealer Admin	X	X	X	X	X
Dealer Access					

Role Related

User Level	View	Add	Modify	Delete	Copy
Dealer Admin	X	X	X	X	X
Dealer Access					

Control Related

User Level	Access	View Logs
Dealer Admin		X
Dealer Access		X

Equipment Related

User Level	View	Add	Modify	Delete	Export	Copy
Dealer Admin	X	X	X	X	X	X
Dealer Access	X	X	X	X	X	X

Reference Image Related

User Level	View	Add	Modify	Delete	Export	Copy
Dealer Admin	X	X	X	X	X	X
Dealer Access	X	X	X	X	X	X

Cloud Feature Related

User Level	Download	Upload	Backup	Restore	Proxy	View
Dealer Admin	X	X	X	X	X	X
Dealer Access						

Device Related

User Level	View	Add	Modify	Delete
Dealer Admin	X	X	X	X
Dealer Access	X	X	X	X

Video Matrix Related

User Level	View	Modify
Dealer Admin	X	X
Dealer Access	X	X

Video Wall Related

User Level	View
Dealer Admin	X
Dealer Access	X

DeviceGroup Related

User Level	View	Add	Modify	Delete	Export	Copy
Dealer Admin	X	X	X	X	X	X
Dealer Access	X	X	X	X	X	X

Moderation Related

User Level	View
Dealer Admin	
Dealer Access	

Report Related

User Level	View
Dealer Admin	X
Dealer Access	X

CustomNetwork Related

User Level	View	Add	Modify	Delete	Export	Copy
Dealer Admin	X	X	X	X	X	X
Dealer Access	X	X	X	X	X	X

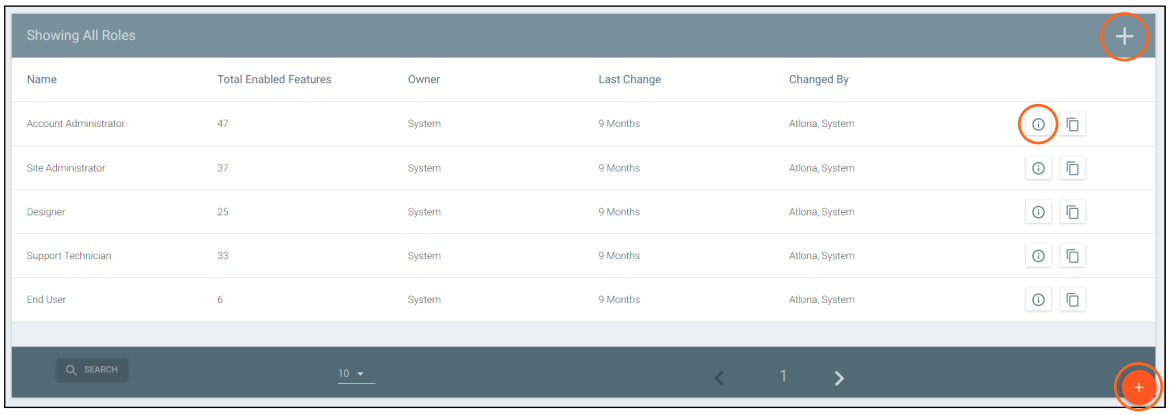
CalendarIntegration Related

User Level	View	Add	Modify	Delete	Export	Copy
Dealer Admin	X	X	X	X	X	X
Dealer Access	X	X	X	X	X	X

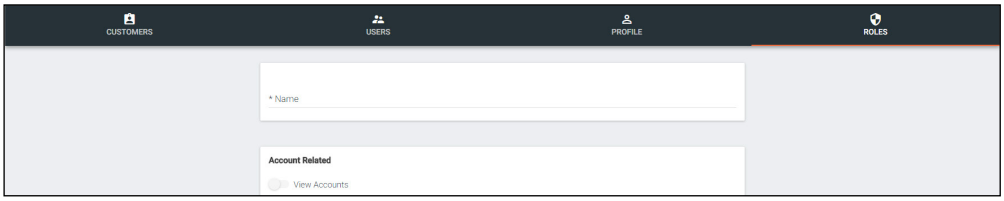
Add

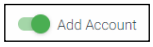
If the default roles do not provide the right permission levels, new roles can be added.

1. Select the + button to add a new role. Either the top + or the bottom + button may be used. The current roles can also be copied using the **Copy role** button, then edited.



2. Name the role, to make easy to identify later.



3. Press the slider for each permission to grant the current role. 

4. Press the **Create Role** button to save all the settings.

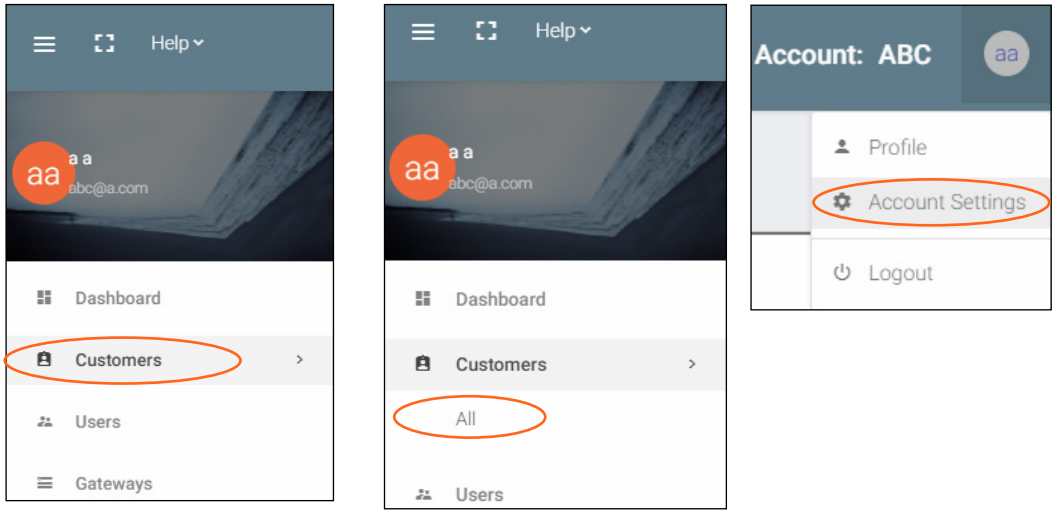
Customers

Set up customer access, sites, and gateways starting from within the Customers page.

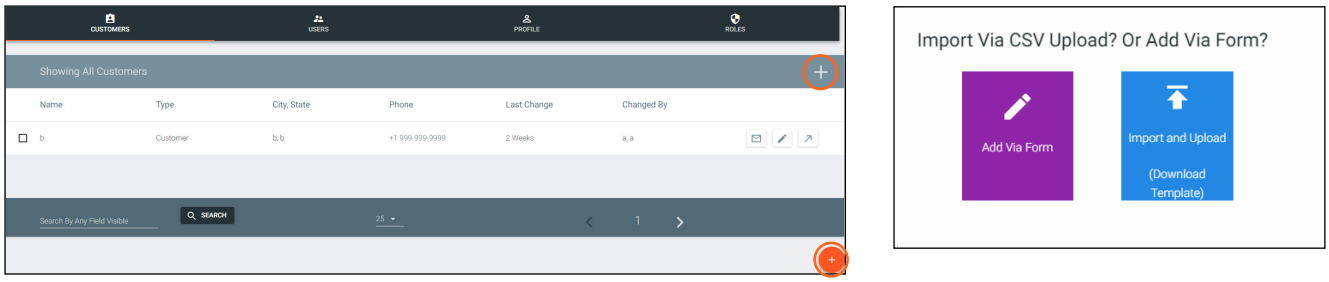
Add

1. Select **Customers** from the top left = navigation or Account Settings from the top right navigation.

   b. If customers is selected from the left navigation a new option will appear underneath. Select **All** to go to the customers page.

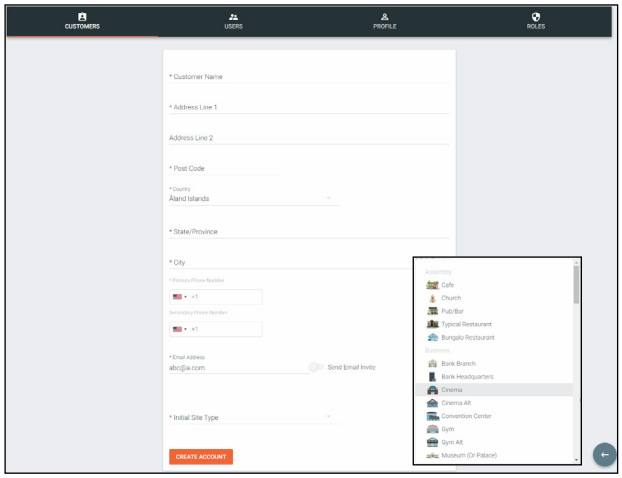


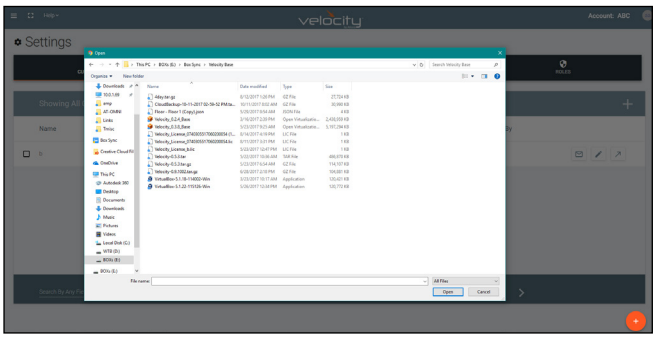
2. Press the + button located at the top or bottom of the screen. A pop up will appear.



3. Select between Add Via Form or Import and Upload (for adding multiple customers at once).
   a. If Add Via Form is selected, a new page will open.
      1. Fill in the customer information:

- **Customer Name** - This should be filled in with the Company or Site name.
- **Address, Post Code, Country, State/Province, City** - Fill in the address that the site is located at.
- **Phone Number** - Provide the number of the contact for the customer. The secondary contact number is optional.
- **Email Address** - Provide the email address of the main contact for this site.
- **Email Invite** - Select the slider to have an invite to the customer's cloud sent to the admin.
- **Initial Site Type** - Select the type that best suits the customer. A visual representation is included with the selection.
- **Create Account** - Press this button once the required * information has been filled in.



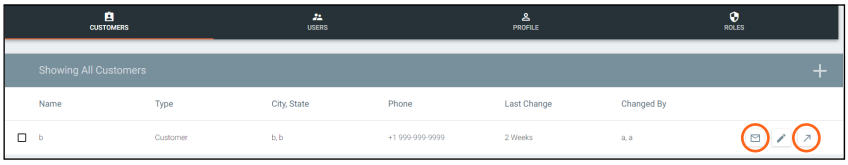


b. If Import and Upload is selected, a folder will open.

1. Find the customer file (.CSV) located on the local computer.
2. Press the upload button.

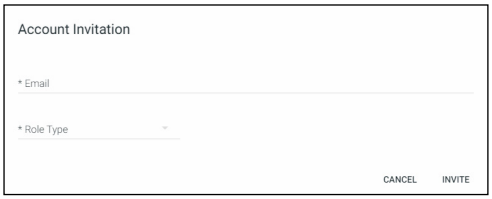
Invite

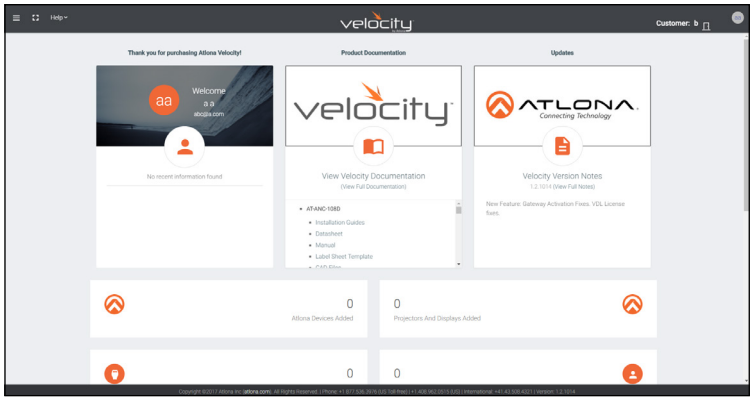
Once a customer has been created, the account can have users added to it.

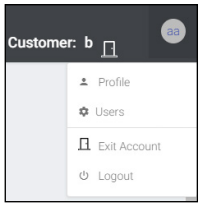


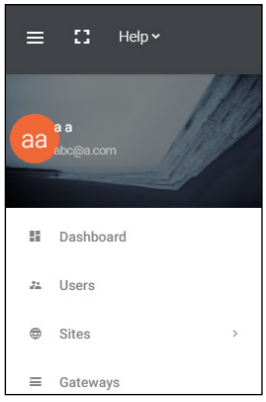
1. Select the + button at the bottom of the page. A pop up with two options will appear.

a. If Invite is selected, a pop up will appear. Fill in the user's email and role (these roles match the gateway's roles: Account Administrator, Site Administrator, Designer, Support Technician, End User, Stream Moderator, and Control Tablet).



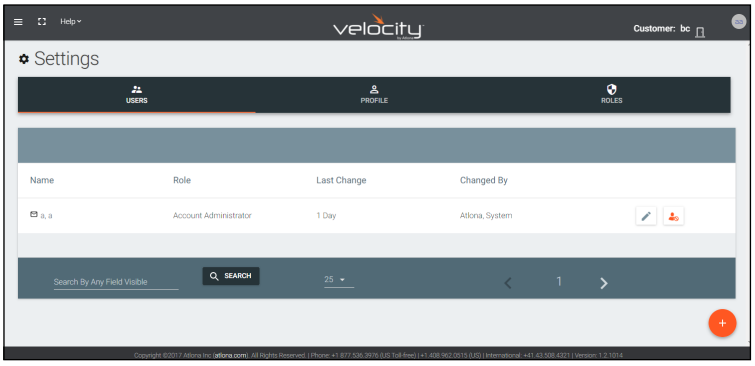


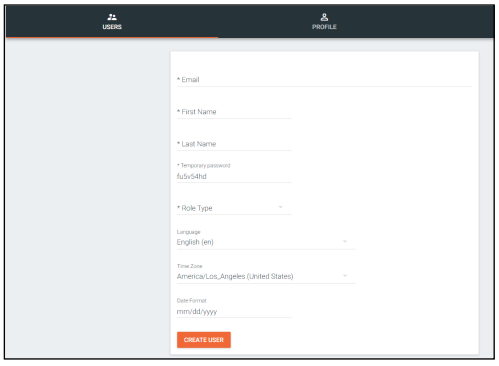




b. If Access Account is selected, a new screen will appear (this screen will be exactly as the customer will see after logging into cloud).

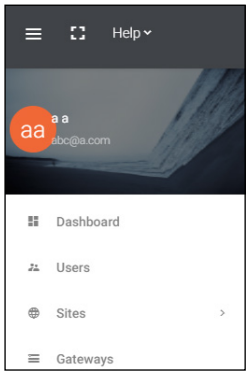
1. Select Users from the top left = navigation or from the top right menu.
2. Press the + button. A new screen will appear.
3. Fill in the user's email, name, language, time zone, date, and role (roles will correspond with gateway roles: account administrator, site administrator, designer, support technician, and end users).

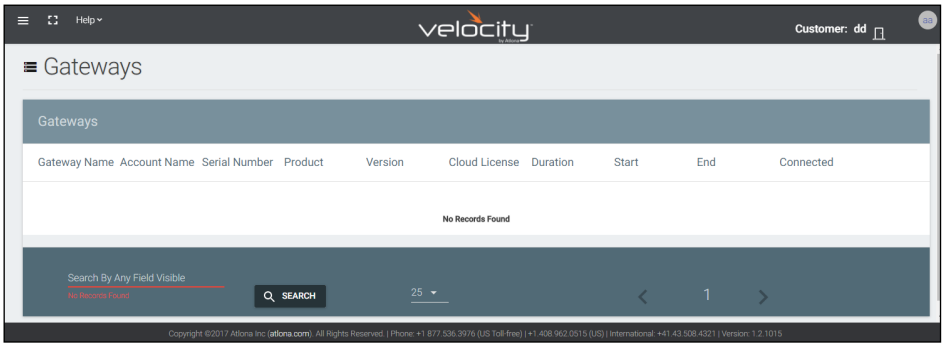




Gateway

Once a customer account has been created, any gateways can be linked to them. To get to the gateway page, select Gateway from the top left ≡ navigation.

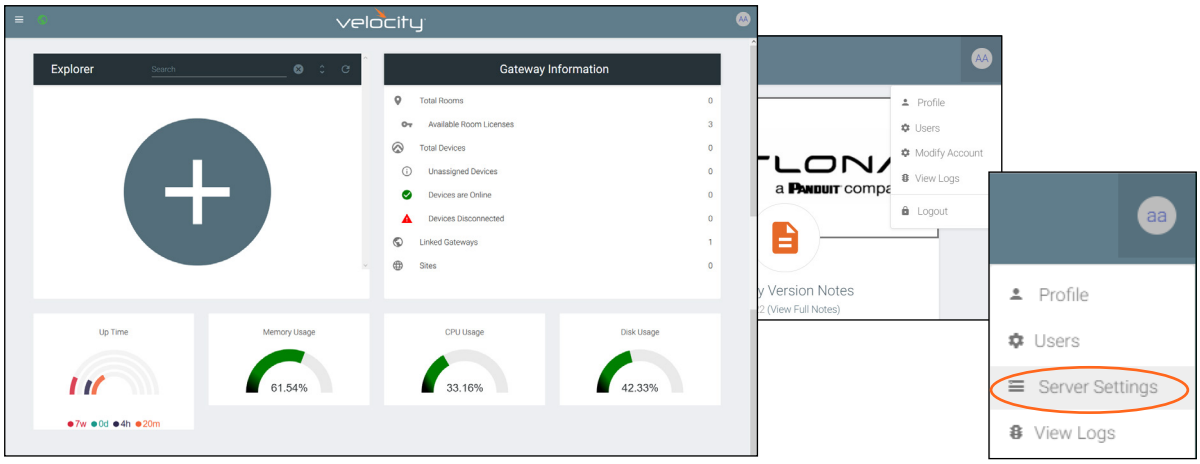




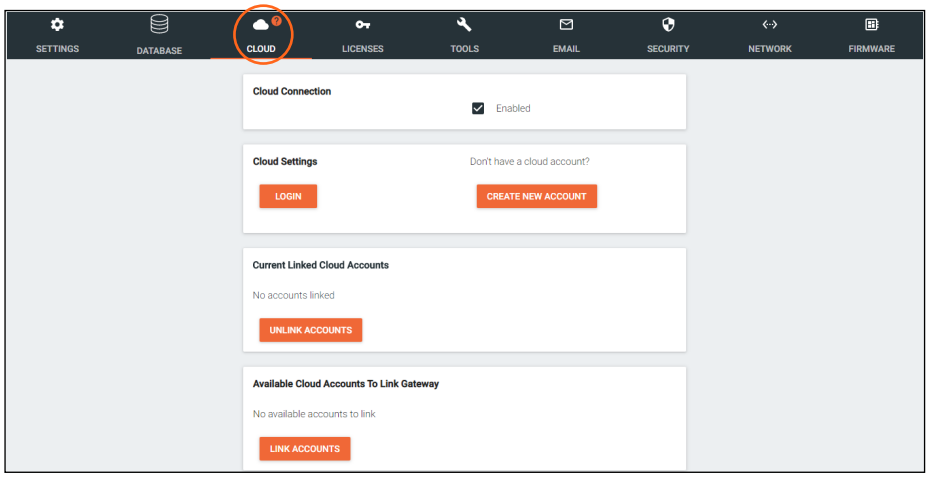
1. Linking the gateway must start within the gateway. Login to the Velocity gateway on the local network.

2. Enter the login information on the Velocity web page, then click the **Login** button.

3. Select **Server Settings** from the drop down menu. A new page will open.

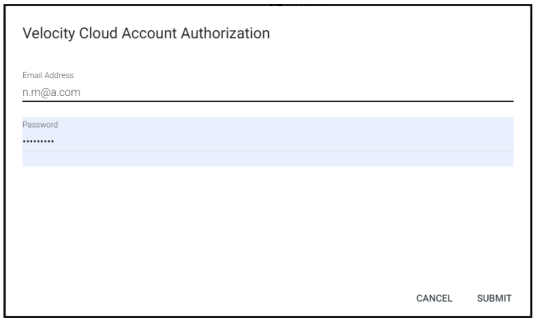


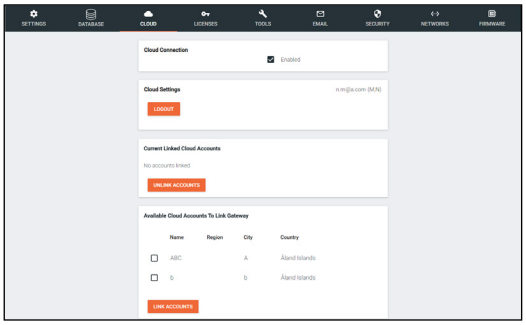
4. Select **Cloud** from the top navigation within the server settings page.



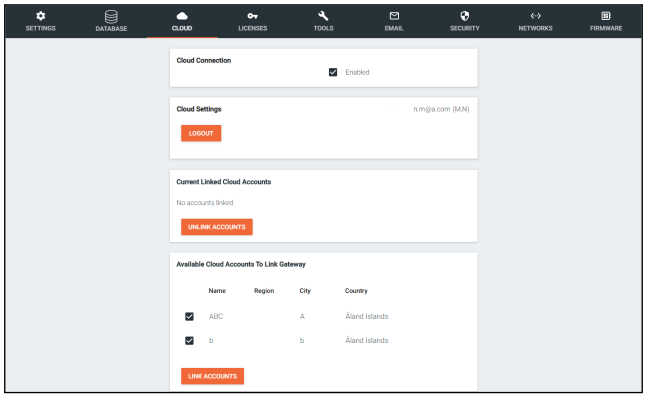
NOTE: Cloud connection is enabled by default. If a cloud connection is unwanted, deselect the Enabled checkbox.

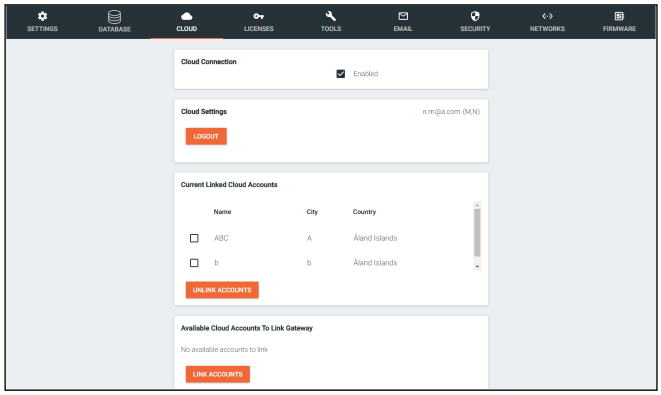
5. Select the **Login** button. A new pop up will appear.



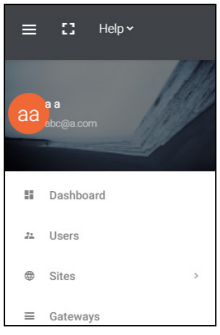


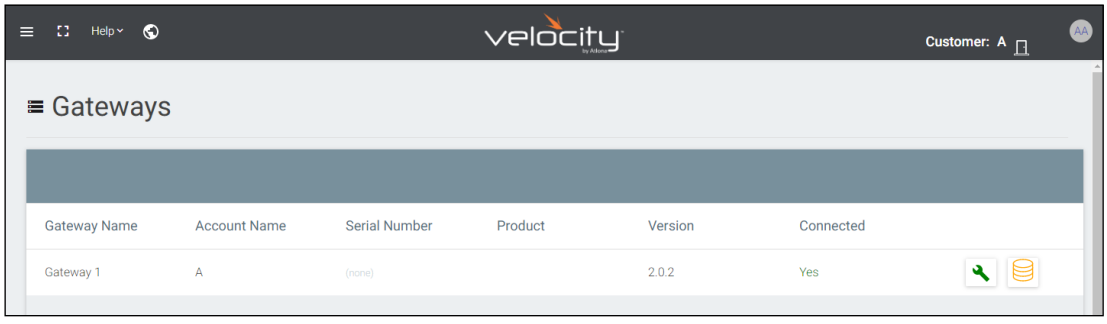
6. Fill in the cloud username and password. The accounts linked to that account will appear under the available cloud accounts.





7. Select the corresponding cloud account under Available Cloud Accounts To Link Gateway.
8. Press the **Link Account** button. The gateway will appear in the Velocity Cloud account.
9. Select Gateway from the top left ≡ navigation menu. A new page will open.

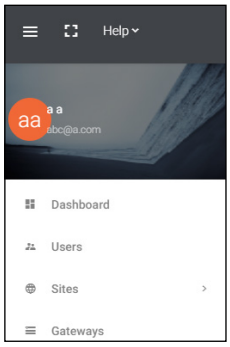




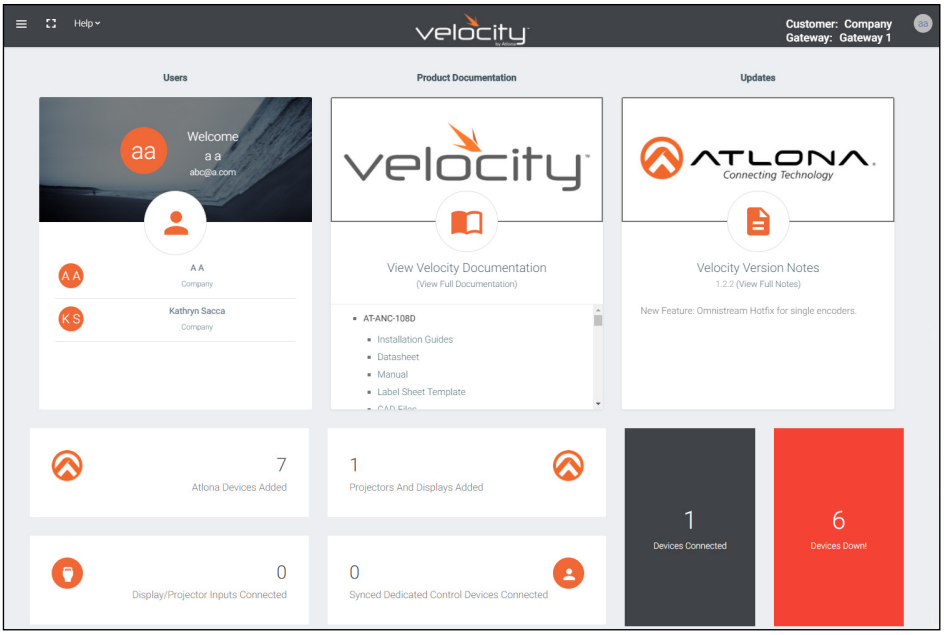
Remote Access

Once the cloud license is activated, the gateway can be remotely controlled.

1. Select Gateway from the top left ≡ navigation menu. A new page will open.



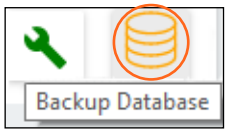
2. Press the **Access Gateway** (green tool) button. A new screen will open. This will allow all of the normal local Gateway functions to be accessed for setup and configuration. For further information on how to configure the gateway, see the Velocity manual.



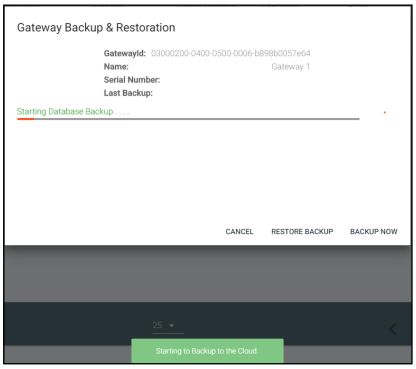
Backup

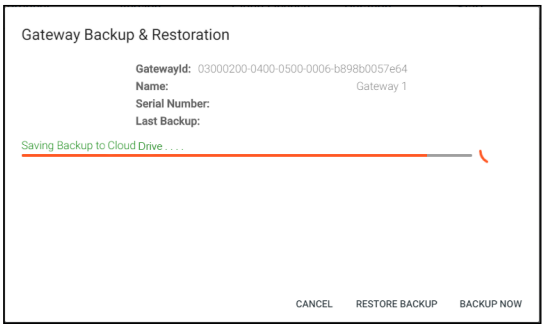
Once the gateway is linked, it can be backed up to the cloud.

1. Press the Backup Database button.



2. Click the **Backup Now** button. The cloud will show a progress bar as it goes through the backup process.

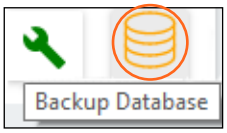




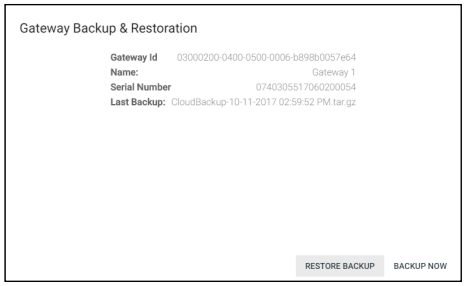
Restore

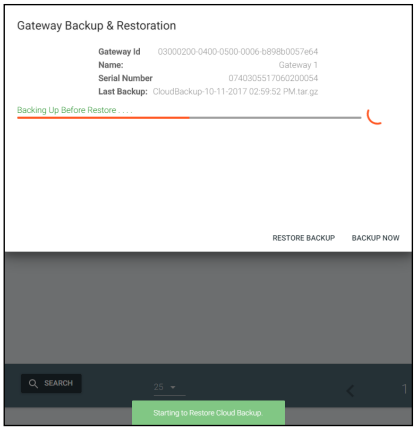
Once the gateway has been backed up to cloud, it can be restored from the previous save.

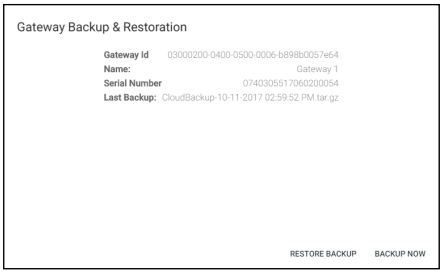
1. Press the Backup Database button.



2. Click the **Restore Backup** button. The cloud will show a progress bar as it goes through the restore process. When finished, the popup will display the gateway ID, name, serial number, and last back when finished.







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