ATLONA
A division of HR

velocity™

with integrated

AMS™

AMS | Atlona Manuals **Software**

Version Information

Version	Release Date	Notes
1	Mar 2018	Initial release
2	Oct 2018	Updated to include Activation, API, and admin profile
3	Feb 2019	Updated to include new Scan Networks instructions
4	Mar 2019	Updated Roles and Permissions
5	June 2019	Updated Firmware updating instructions to include online and offline updating Updated Devices section to include FW 2.3 updates
6	Aug 2019	Updated for Firmware 2.4.0 Registration requirements Updated device Firmware instructions for updating by site/building/room, hostname, or alias.
7	Oct 2019	Updated Device List for new 2.5.0 screenshots. Added Device List Settings section.
8	Mar 2020	Updated with new screenshots for integration with Velocity FW 2.0.0+.
9	Apr 2020	Updated with new navigation for firmware V2.1.0.
10	May 2021	Updated for Velocity w/Integrated AMS firmware 2.3.3 Added: • Home Page section • 3rd Party Devices configuration section

Welcome to Atlona!

Thank you for purchasing this Atlona product. We hope you enjoy it and will take a extra few moments to register your new purchase.

Registration only takes a few minutes and protects this product against theft or loss. In addition, you will receive notifications of product updates and firmware. Atlona product registration is voluntary and failure to register will not affect the product warranty.

To register your product, go to https://www.atlona.com/registration

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Operating Notes

As of this writing, there are no firmware updates for this product. When new firmware is released, update instructions will be included with the firmware and will be appended to this manual.

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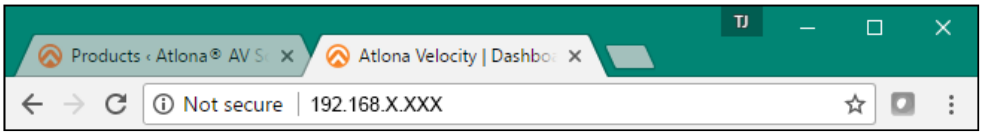
Log In

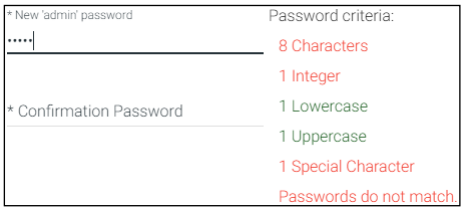
Once Velocity w/Integrated AMS has been set up on a network, locate the IP address of the unit. The IP address will be located on the screen after software installation.

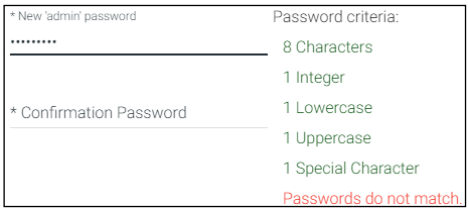
NOTE: Google Chrome is the recommended browser when using Velocity. Other browser may experience technical difficulties and may not support full functionality.

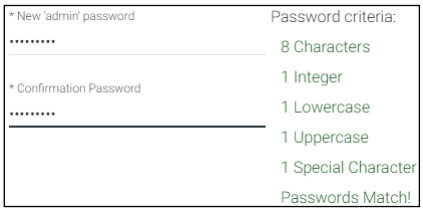
1. Open any browser on the network and type the IP address in, as shown below.



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.

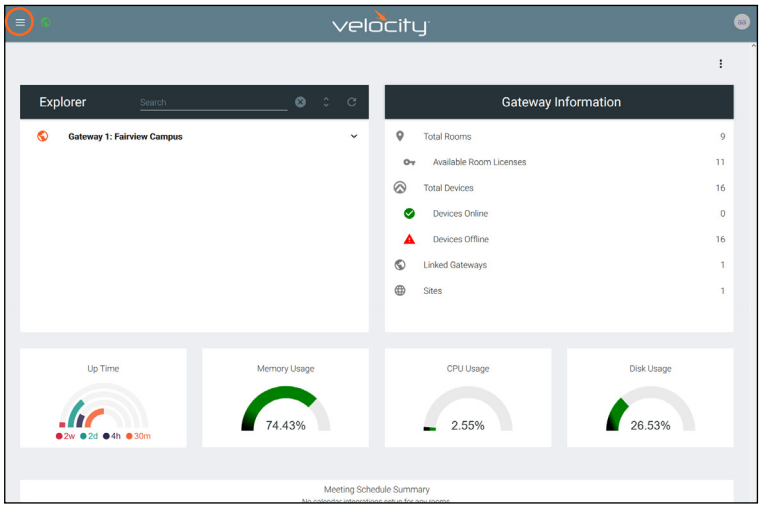
3. Select the "I agree to the..." check box. The submit button will appear.
4. Select the **SUBMIT** button once all information is filled. A new pop up will appear.

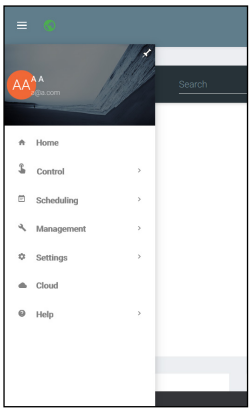
NOTE: Once the initial log in and activation is complete, the new password should be kept somewhere easy to find. If the password is lost, please follow the directions in the Reset Password section.

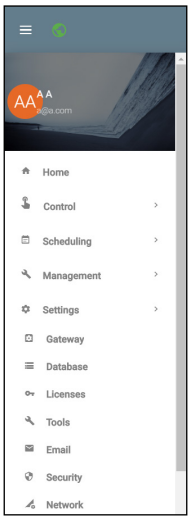
System Settings

General

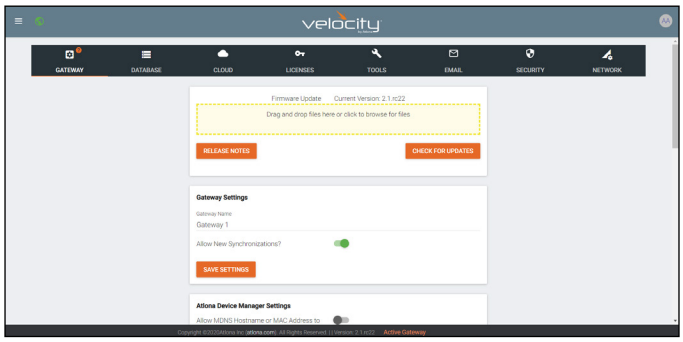
1. Locate the ≡ in the top left corner of the home page and left click to open the menu.





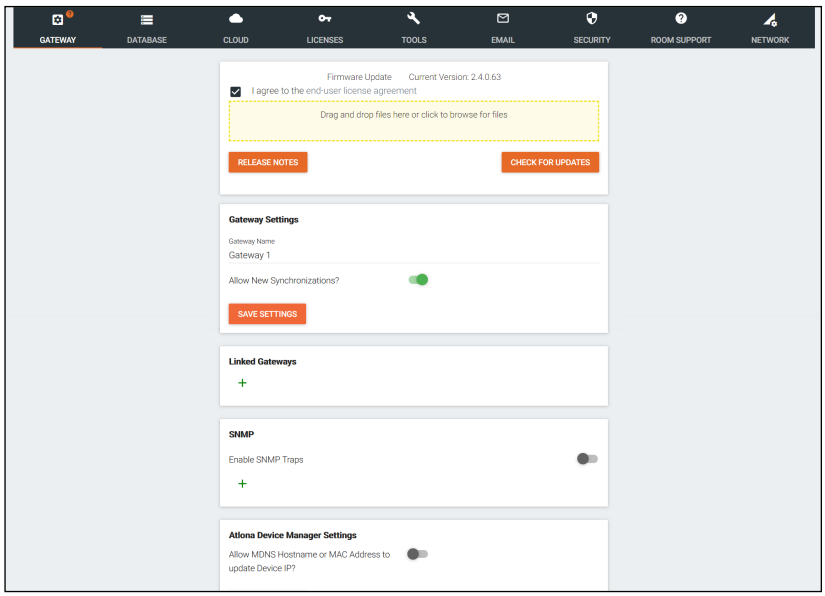


2. Select **Settings** from the menu. New options will appear.
3. Select **Gateway**.



Gateway

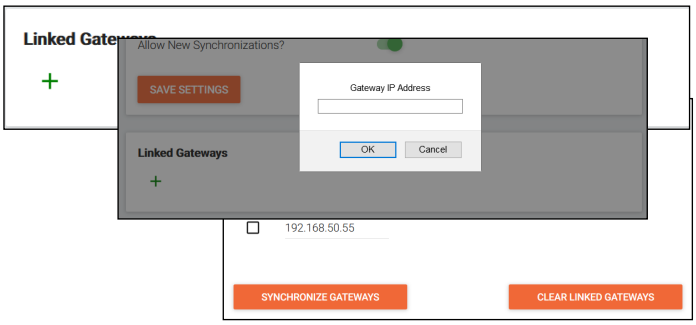
Gatway is the default page opened when Settings is selected. It provides basic information for Velocity, such as: Firmware, Gateway Settings, Synchronization, ID, Serial Number, and Time Settings.



Gateway Settings

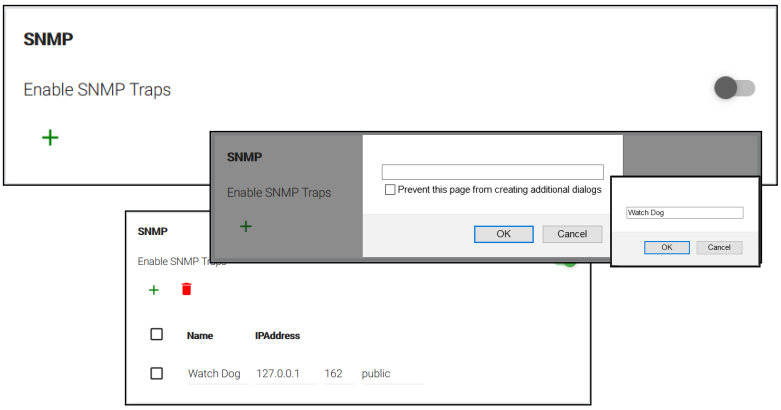
The gateway name may be changed, to provide an easy way to discern between different gateways.

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.



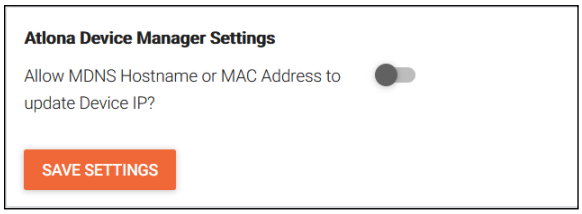
Linked Gateways

- 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.

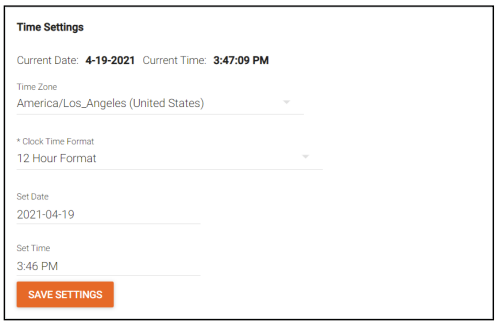


Atlona Device Manager Settings

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

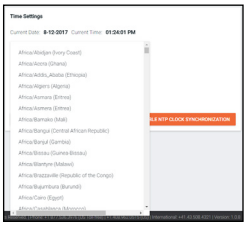
Set the time, time zone, and date for Velocity.

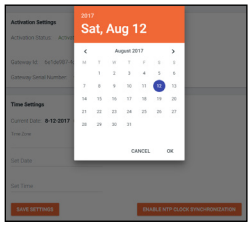


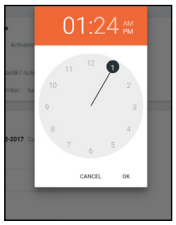
Local NTP Server

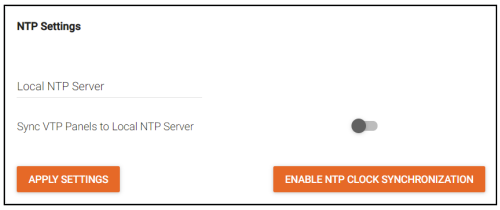
Enter in the Local NTP Server information and select the Sync VTP Panels to Local NTP Server slider to enable the sync for the Velocity Touch Panels.

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

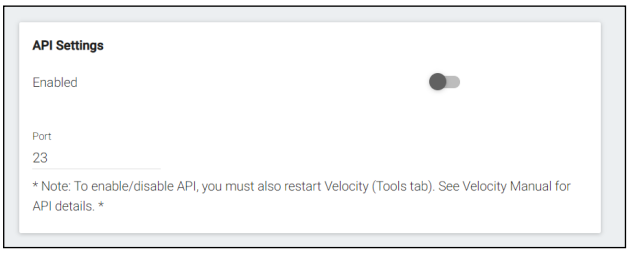








API Settings

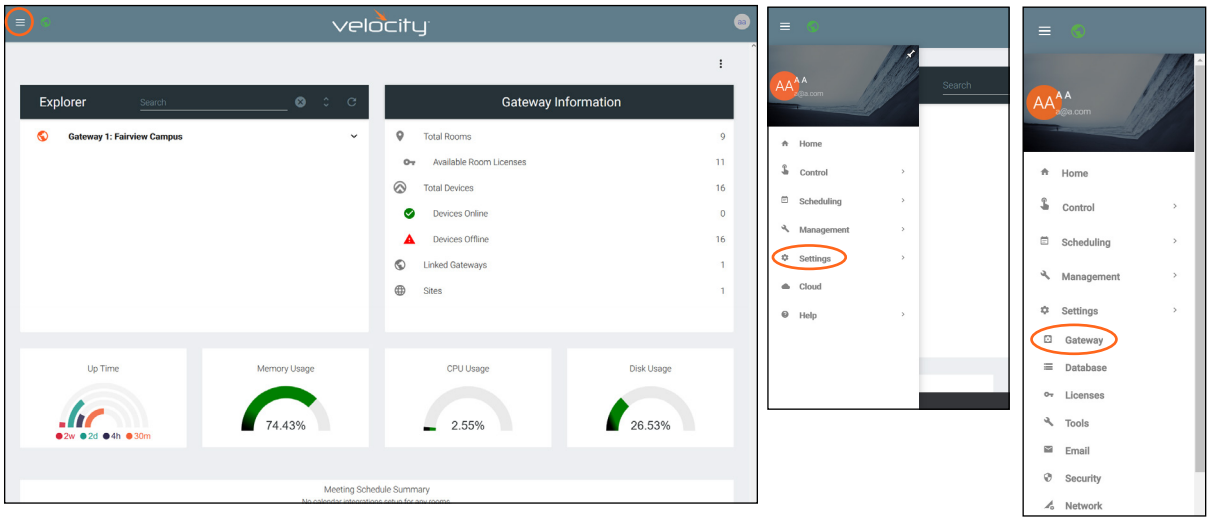


API is used for integrating Velocity with a pre existing control system. Select the enabled slider and type in the port to activate API integration.

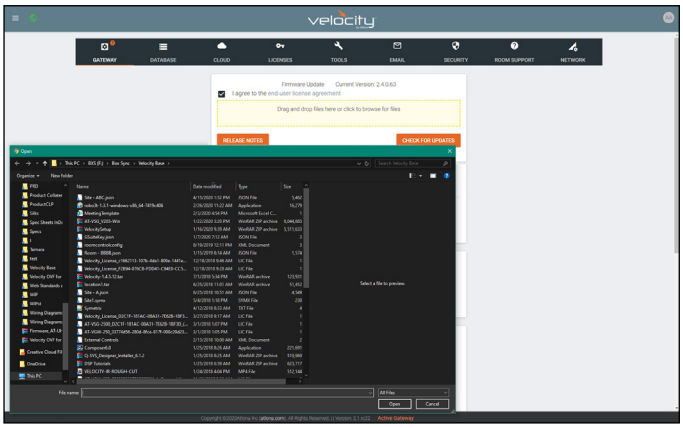
NOTE: Once changes have been made, restart Velocity using the Restart Velocity button in the Tools tab.

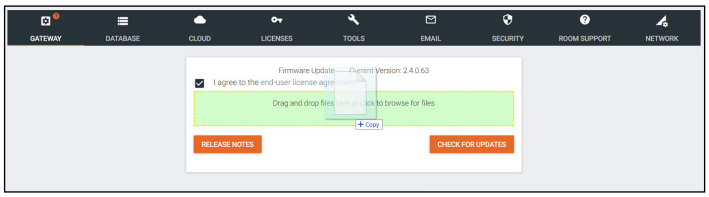
Firmware

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.

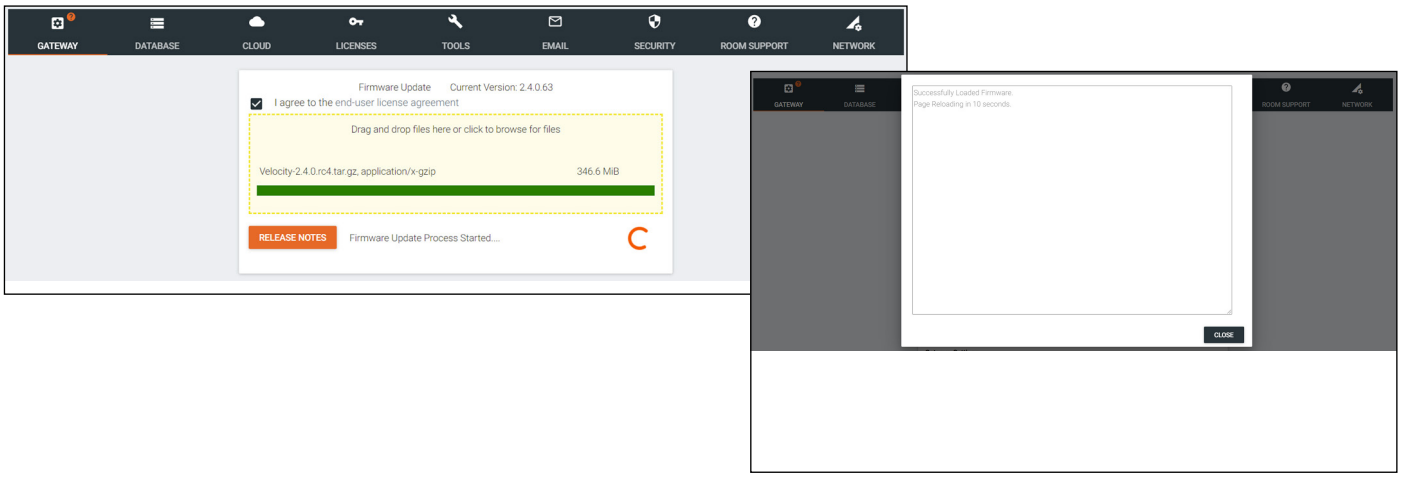




NOTE: Velocity update files will be tar.gz file extensions. These are compressed files and should not be extracted before upload.

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.

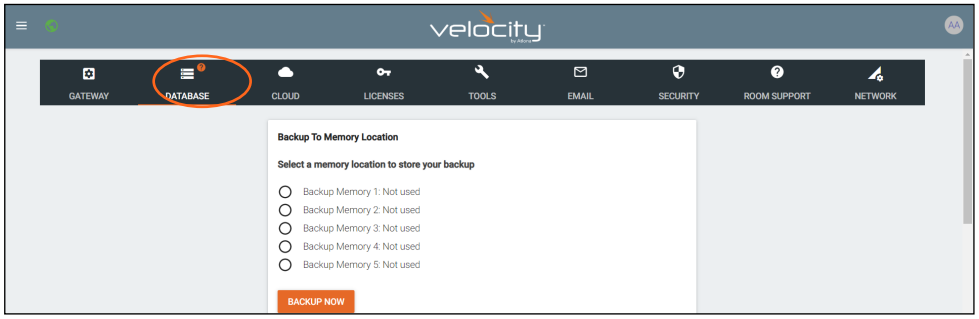
Firmware upgrading will start automatically.



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

Database

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



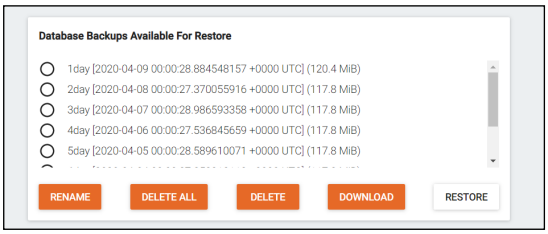
The Database page provides a way to back up, restore, set up redundancy, and delete databases & settings for Velocity.

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.

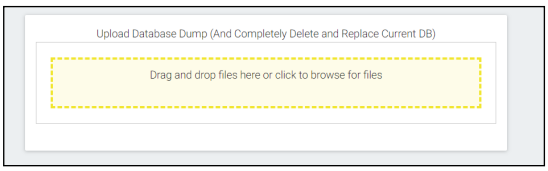
Delete All - Delete all provides a quick way to clear all the previous back ups at once.

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

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

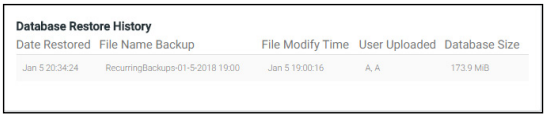
Restore - Restores the gateway to the selected back up, overwriting all current information/settings of the gateway.

Upload



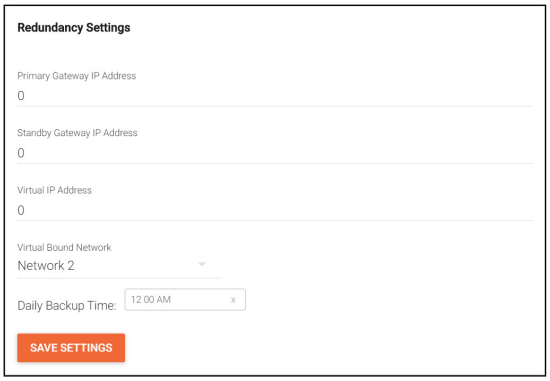
Drag and drop previously saved database backups from the local computer.

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.

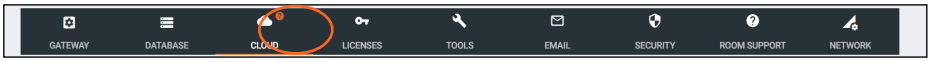
Redundancy Settings



This feature is for licensed Velocity units only. While using the free Velocity w/Integrated AMS features, this will not function for control/use.

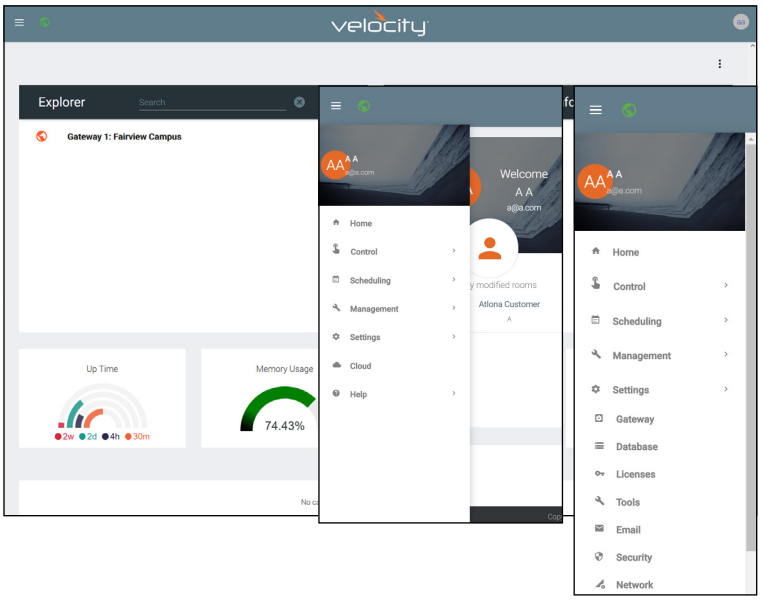
Cloud

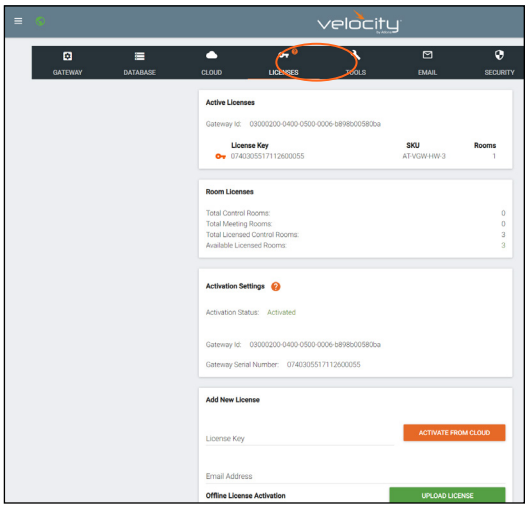
This feature is for licensed Velocity units only. While using the free Velocity w/Integrated AMS features, this will not function for control/use.



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**.

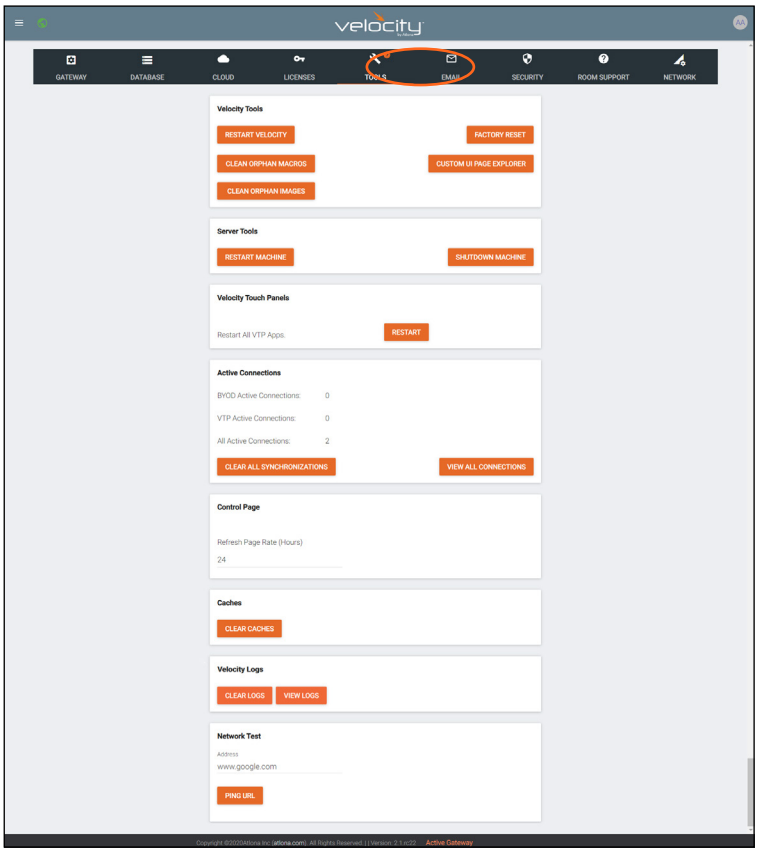




This feature is for licensed Velocity units only. While using the free Velocity w/Integrated AMS features, this will not function for control/use. When using the AMS-SW this will not be needed. Purchase the AT-VGW-SW to activate licenses.

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.

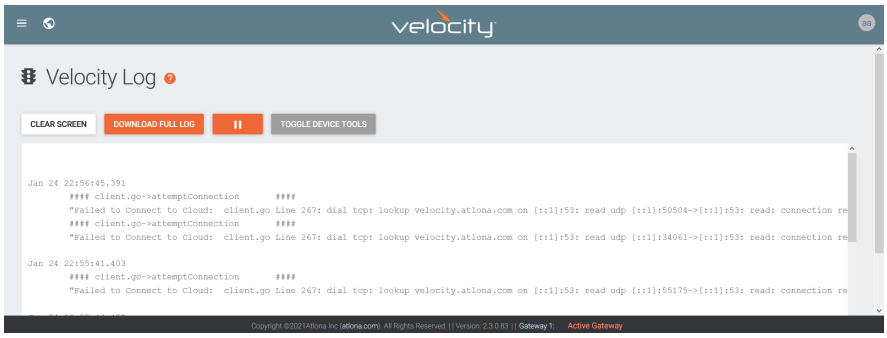
View All Connections - This will display all the current control devices/screens connected to Velocity in a pop up window with ID, connected page, IP address, time of last use, and connection type.

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.

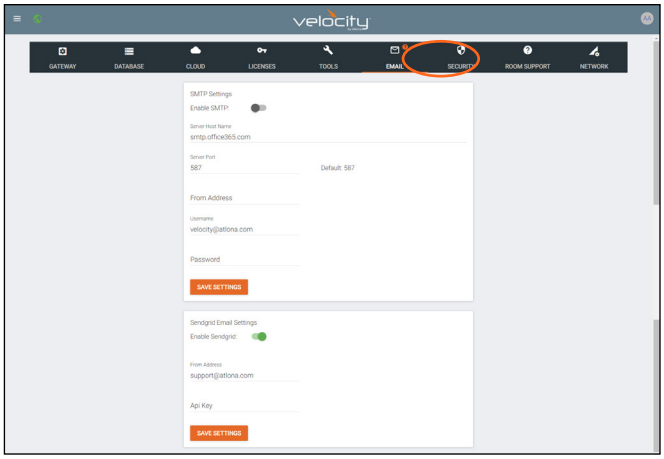
View Logs - This open a new tab that will display all logs and provide the ability to clear, download, and pause all logs.



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

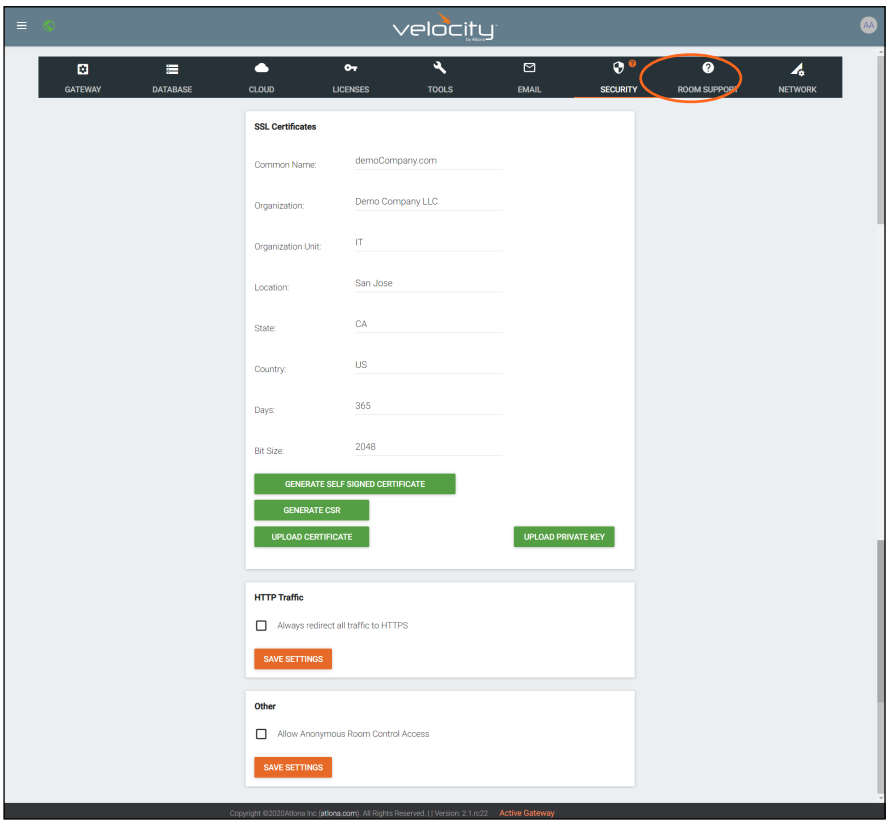


1. Select **Email** from the top navigation inside of the **Server Settings**.
2. Fill in the company's email and/or Sendgrid settings.

This information will be provided by the company's email host. If the IT admin is not setting up Velocity/AMS, 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.



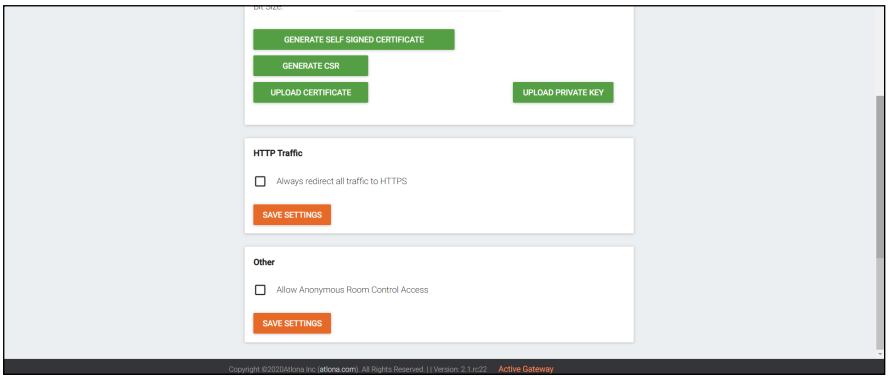
- **SSL** - Contact Velocity Product Management for further information.
- **HTTP Traffic** - Select the check box if a secured connection is required on the network.
- **Other - Allow Anonymous Room Control Access** - Check this box to allow for anyone with the link to control a specific room on any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

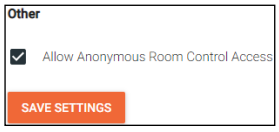
Allow Anonymous Room Control Access

NOTE: This feature may be set up but will not be accessible unless used with a licensed Velocity unit. Velocity w/Integrated AMS free software does not have room control availability.

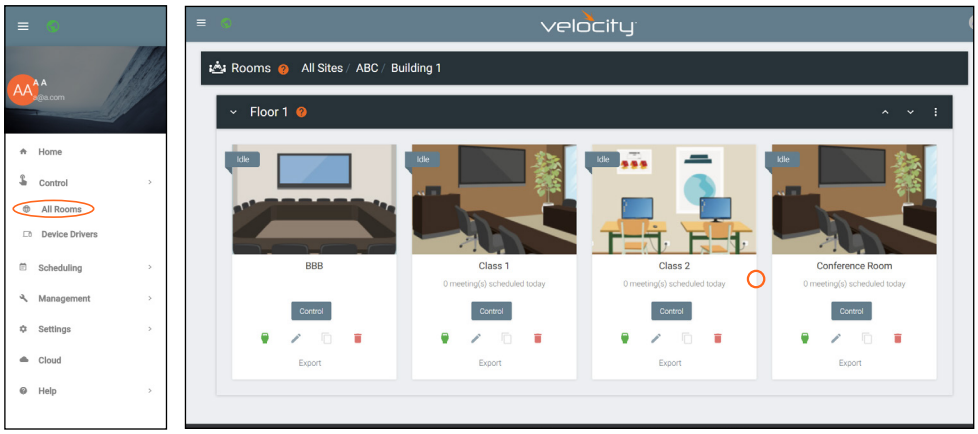
To allow outside presenters access to specific room controls without logging into Velocity. Allow Anonymous Room Control must be enabled. This is for set up only, room control is only available for licensed software only.

- 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.

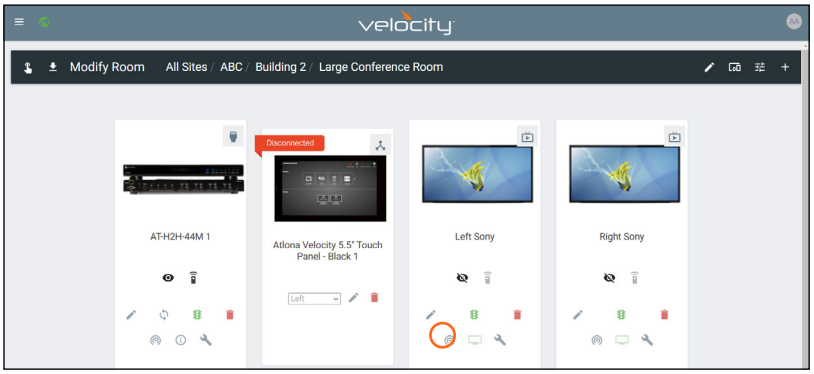


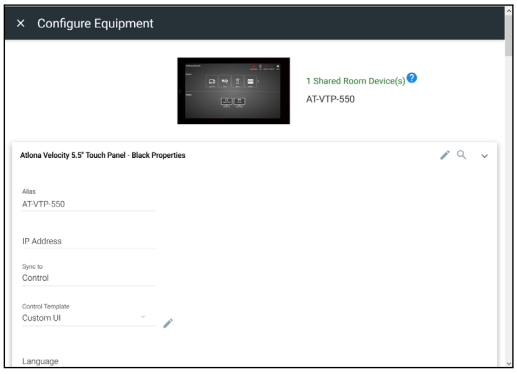


NOTE: When Enabled, the URL is not secure. Any user with this URL can access and control the room at any time.



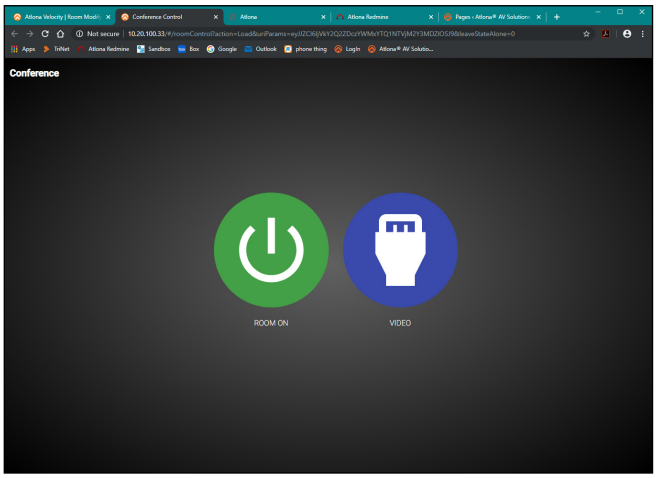
- Open the left navigation menu using the ≡ button in the top left corner of the screen.
- Select the **All Rooms** button under the Control option.
- Select the Edit Room Technology button on the room tile.





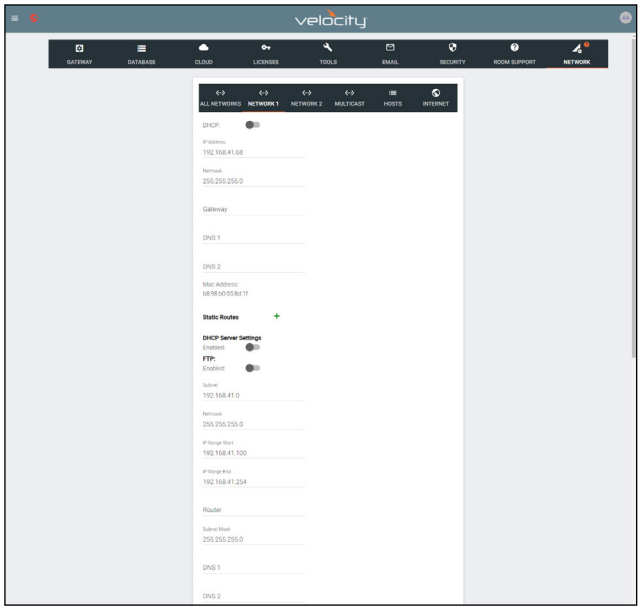
- Select the Edit button on the room control device (AT-VTP-550 in the image above).
- Scroll down to the bottom of the screen and copy the URL listed next to Room Access Link.
- Give that URL to the guest user, or create a scannable QR code for easy navigation.

NOTE: The user device must be on the same network as Velocity or the URL will not work.
NOTE: Do not navigate to the URL on the same PC that the Velocity software is being used.



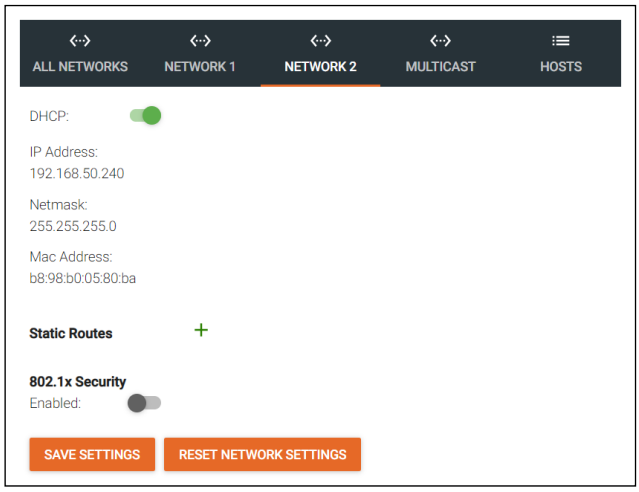
Networks

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



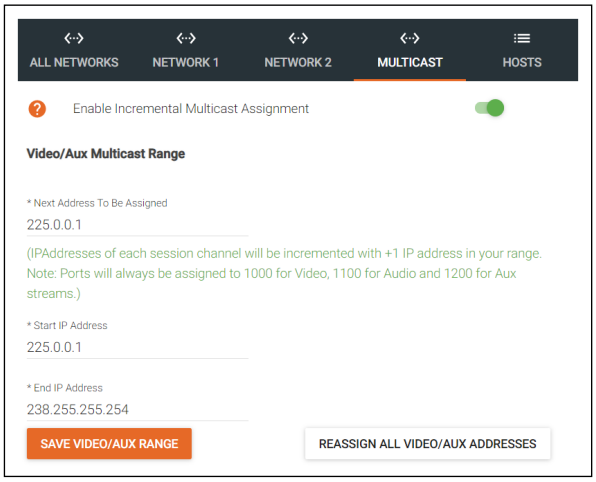
Network 1 - Corresponds with Ethernet Port 1 of the software device and can be set between static IP, DHCP, and DHCP server. If set as a DHCP server, a range of IP addresses must be set so it can assign IP addresses for anything else connected to the network.

- **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.



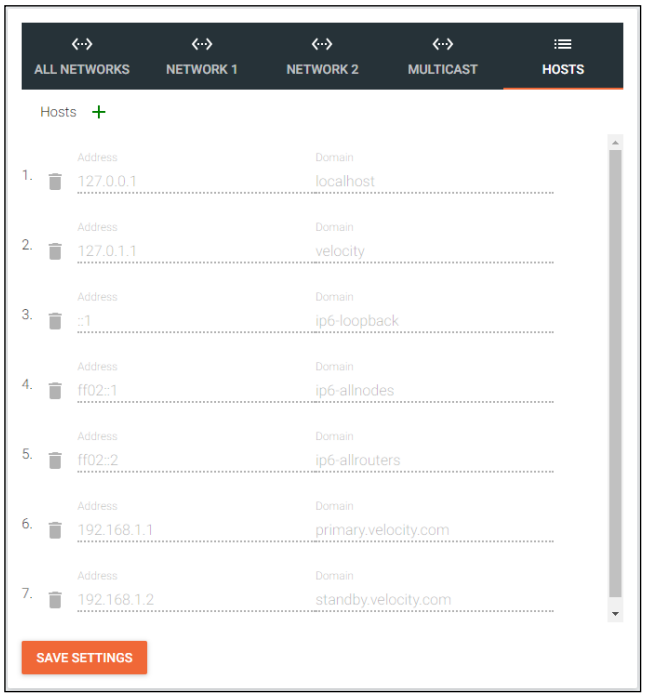
Network 2 - Corresponds with Ethernet Port 2 of the software device (where applicable) and can be set between static IP and DHCP.

- **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.

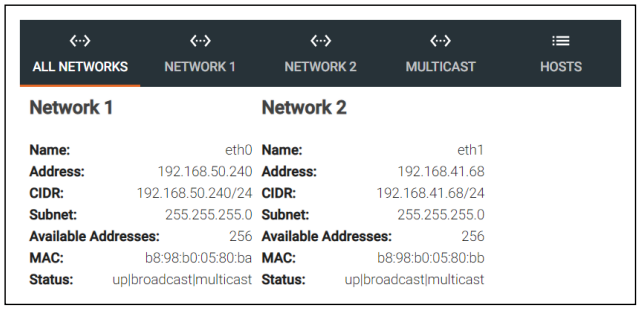


Multicast - Used for OmniStream set up and discovery. View the OmniStream manual for more information on Multicast, this information will be the same as the AMS network multicast set up.

NOTE: To learn more about the OmniStream products, visit the OmniStream page.



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.

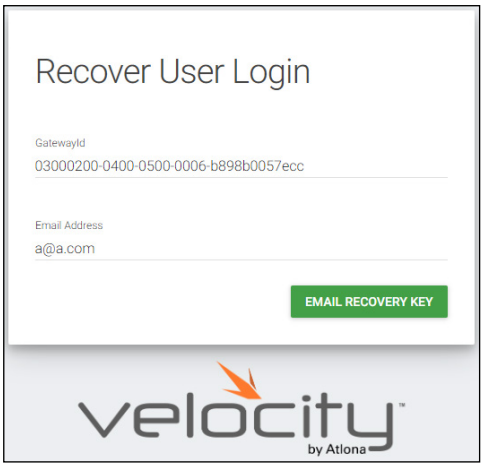


All Networks - Provides a quick overview of the network port settings.

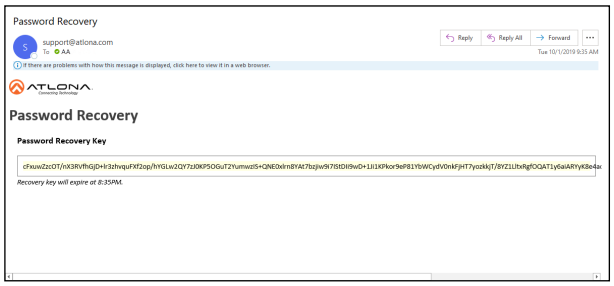
Reset Password

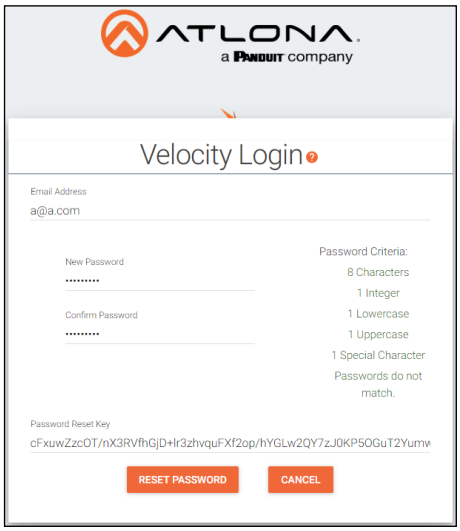
If the login password is ever forgotten, it can be reset on the login page. The password reset may only be done once Email has been set up in System Settings.

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.

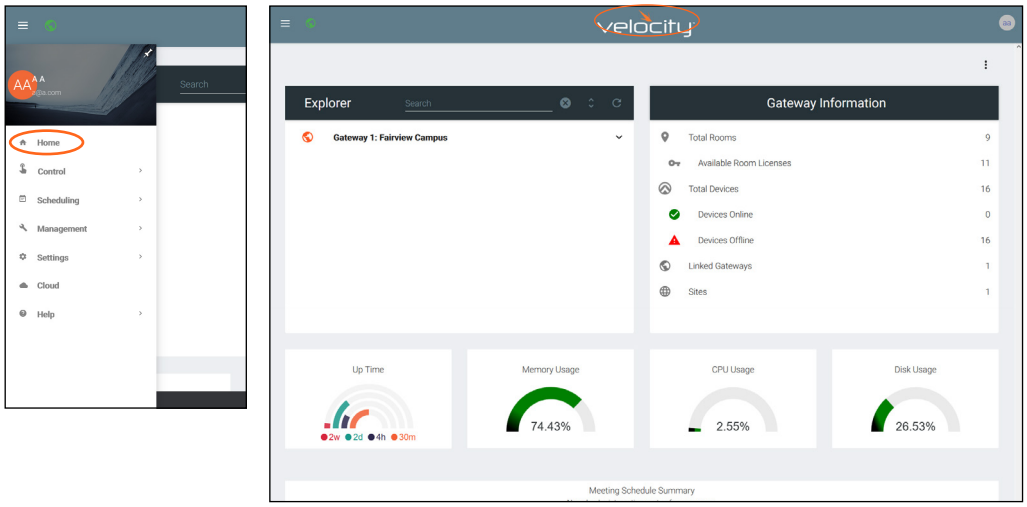




3. Once the email is received (be sure to check junk email), copy the Password Recovery Key from the box.
4. The login page will have automatically changed to a password update screen. Enter the new password and the Password Reset Key from the email.
5. Select the **RESET PASSWORD** button. Velocity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

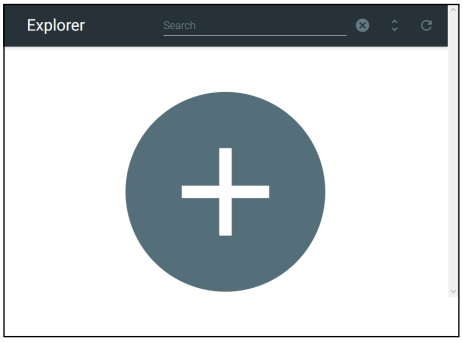
Home Page

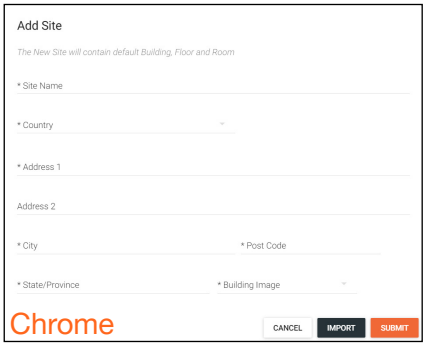
The home page will display when logged in, when the Velocity logo in the center of the software is selected, or when home is selected from the left navigation.

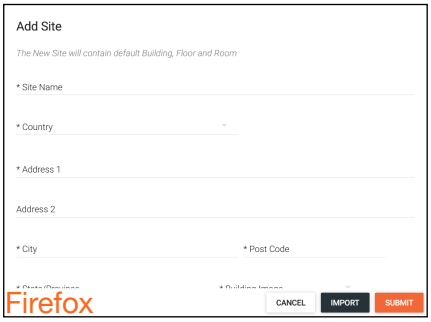


Explorer

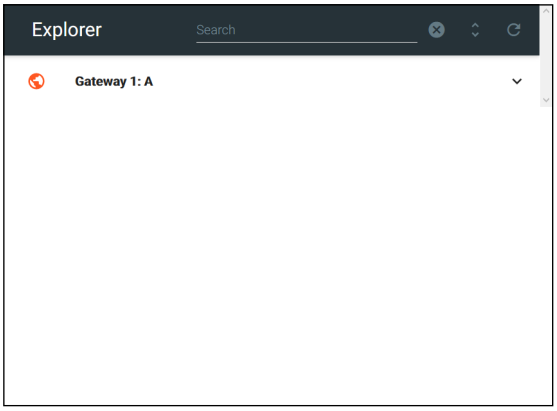
The explorer provides a quick place to add a site, or view all linked gateway sites.

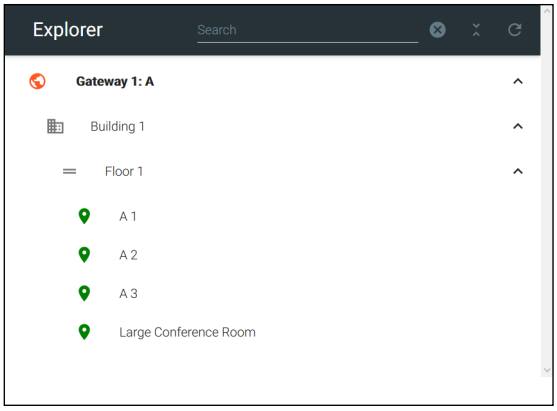






1. Select the + button to add a site. A pop up will appear.
2. Fill in the Site Name, Country, Address, City, Zip Code, State, and select an image for the building or select the import button and select a previously saved site from the local computer.
3. Press the Submit button. The site should appear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

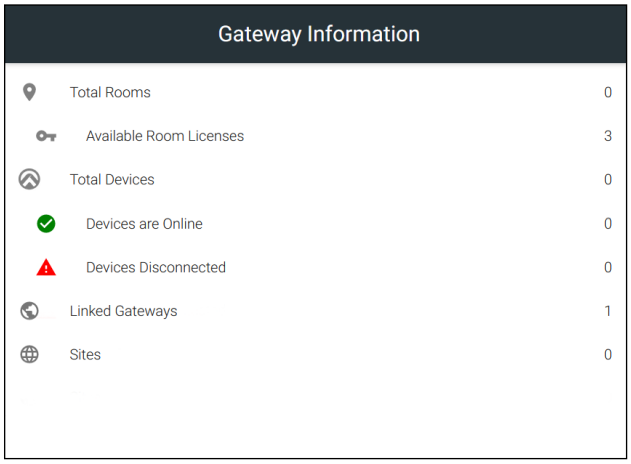


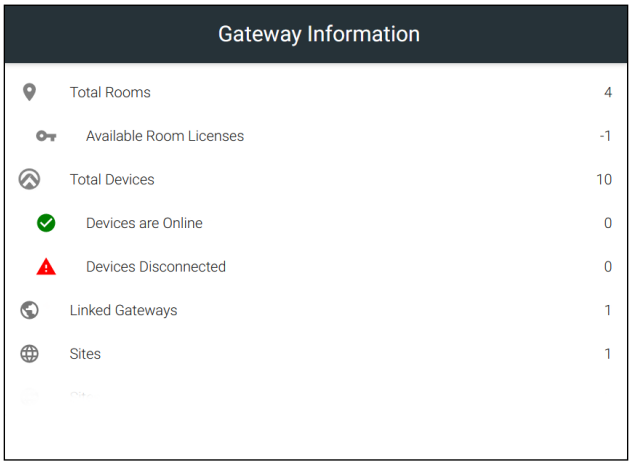


Select the site name or the expand all button to view the site. All sites on connected gateways will display in the explorer.

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.



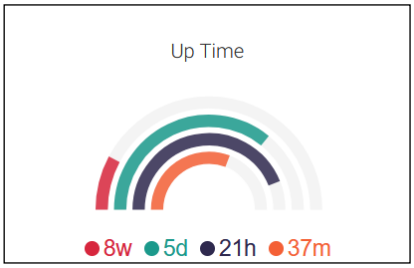


Select any of the options (except for Total Devices) to go to the relevant section within the software. **e.g.** If **Linked Gateways** is selected, it will open the Gateway tab within the Settings page.

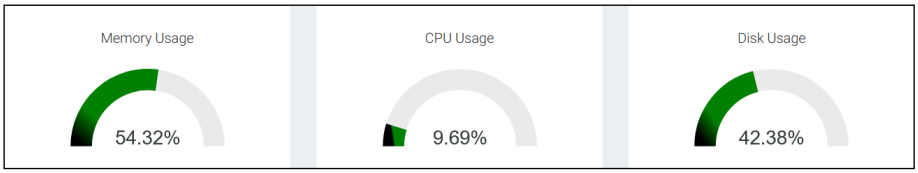
Total Rooms - Displays the total amount of rooms on the gateway and linked gateways.
Available Room Licenses - Displays the total amount of licenses left. This can be negative if more rooms are created than there are licenses.
Total Devices - Displays the total of all devices on the gateways (Atlona devices, displays, sources, etc)
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.



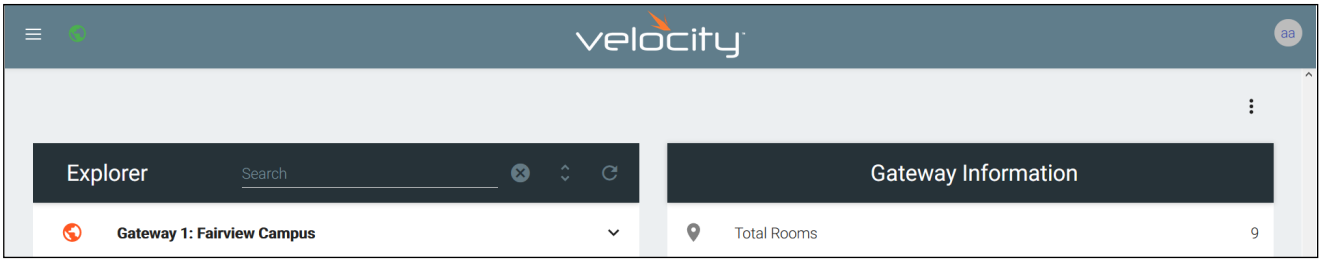
Up time will display how long the software has been online at the current site. It will display in weeks, days, hours, and minutes.



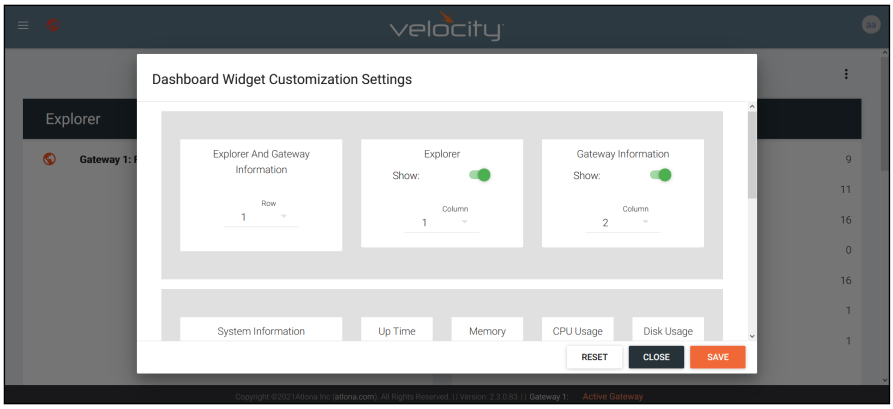
Memory, CPU, and Disk Usage tiles will display the status of the server. This will display the percentage of use on the VGW-HW or the percentage of allocated resources in use on the server for VGW-SW.

Customization

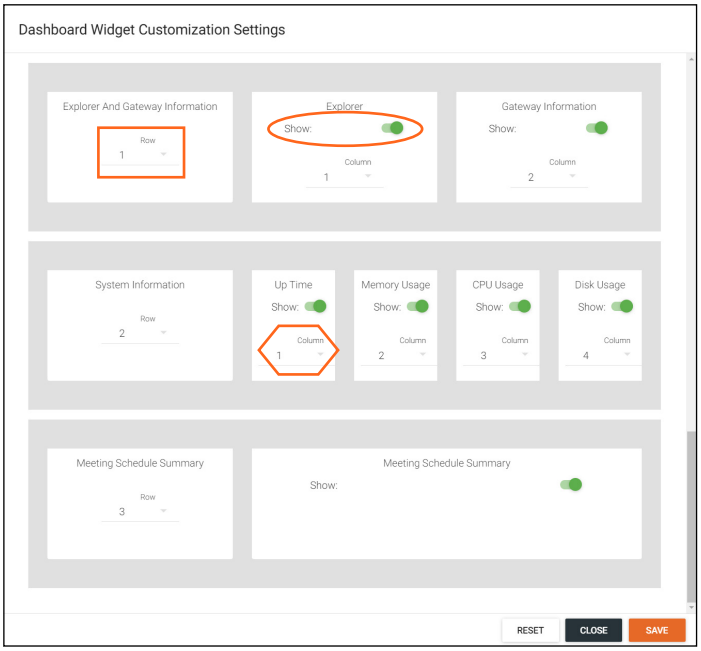
Memory, CPU, Disk Usage, and Calendar tiles will display the status of the server. The items shown on the home page can be customized to display in any order and tiles can be hidden.



Select the : button in the top right corner of the home page. A new pop up will appear. This pop up will allow you to adjust order and visualization.



Each option will display first the name of what's in the row, then the tile of what's in the group. The first tile will give the option to change the order those groups show vertically, select the row number from the drop down.



Each tile will have a show slider. The tile will be active when the slider is green and hidden when grey.

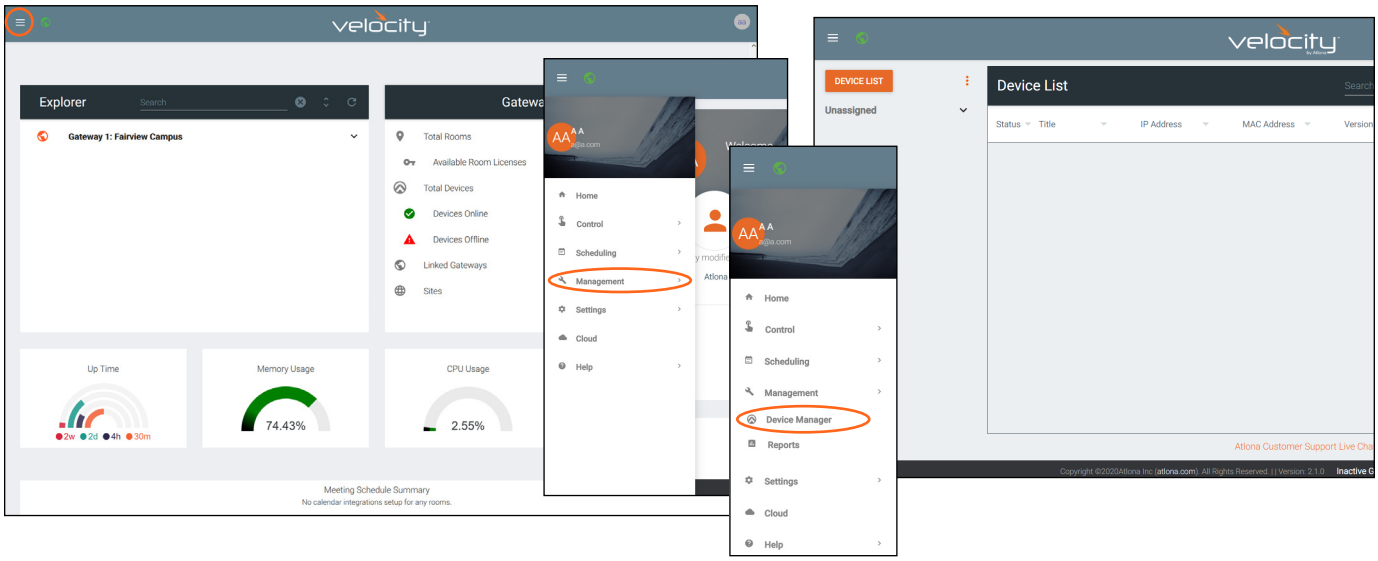
The order in which the tiles appear on the row can be adjusted using the Column option. Select the number to correspond with the wanted order.

RESET - Press this button to set the tiles back to the factory default order.
CLOSE - This will shut the pop up window.
SAVE - Use this button to push the changes to the home page.

Devices

Atlona Devices can be discovered and configured using AMS 2.0. All supported devices can be found through the device list or rooms page.

1. Select the ≡ button from the top left corner and select **Management**.
2. Select **AMS Device Manager** from the available options. A new window will appear.



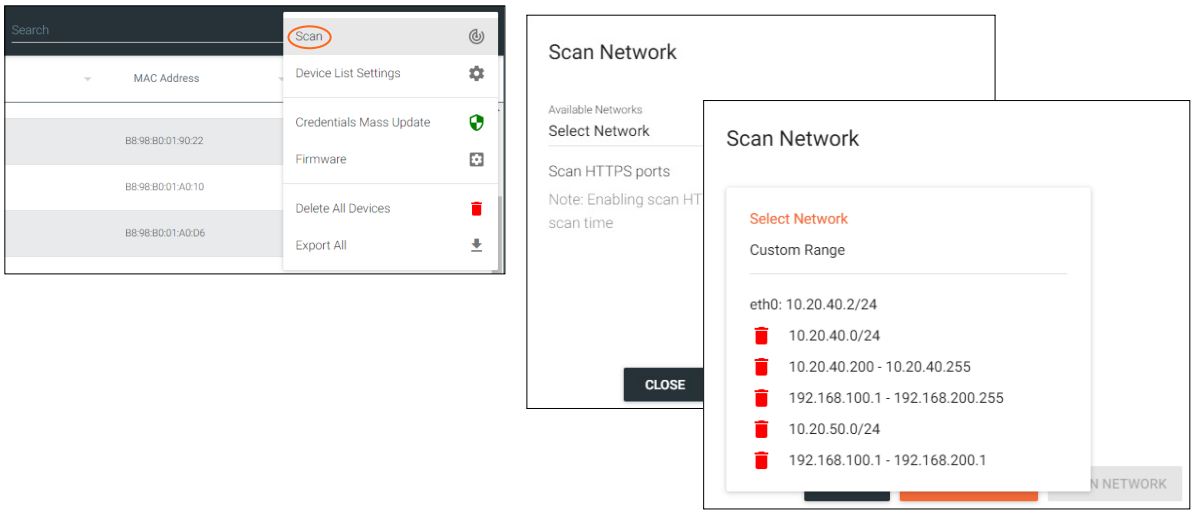
Device List

The device list provides a quick look at the current sites and already discovered devices, it also provides a quick and simple way to discover, sort, configure, and update products.

Scan Networks

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

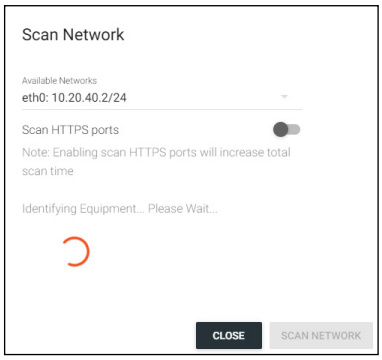
1. Select the Scan button or press the **:** icon next to the Scan button. A new pop up will appear.
   a. If : is selected, choose **Scan** from the drop down menu.

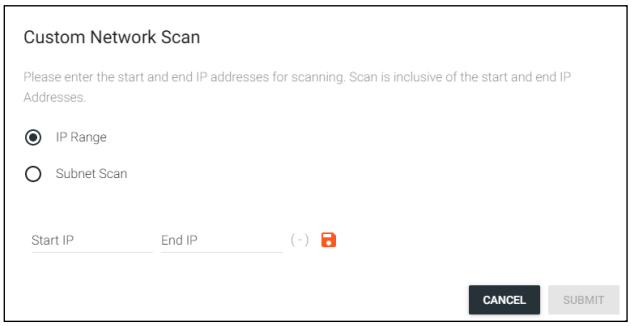


2. Select Custom Range (a new screen will take over) or the auto detected network eth0.

a. If the auto detected network eth0 is selected, press Scan Network to start the scan.

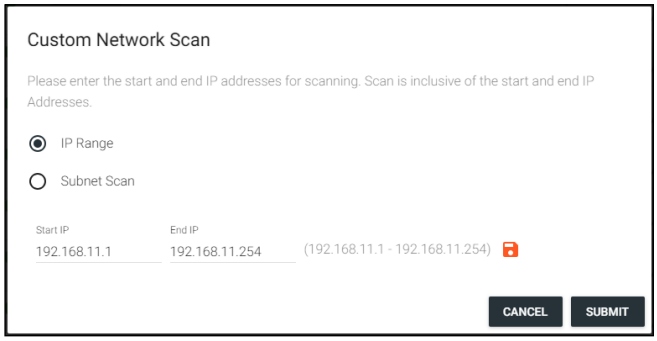
b. If Custom Range is selected, select between IP Range and Subnet Scan

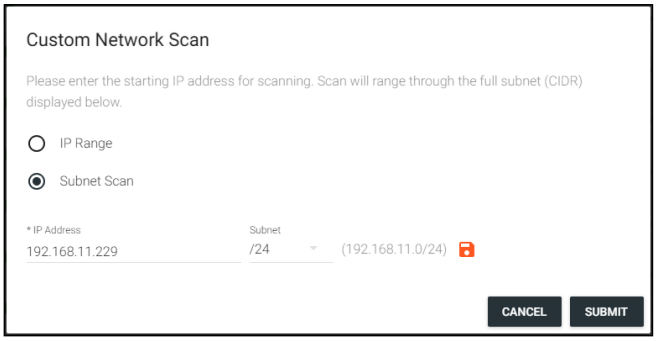




1. Type in the network range or subnet information.

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 w/Integrated AMS will automatically limit the scan to 512 on subnet 23 or 256 on subnet 24.





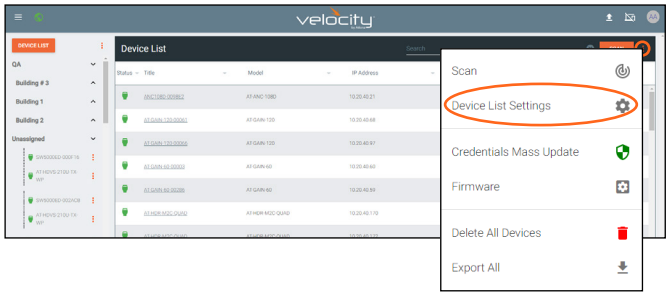
2. Press the save icon next to IP field. A green CustomNetwork Saved Successfully message will appear at the bottom of the page when the custom scan settings are saved. CustomNetwork Saved Successfully. UNDO

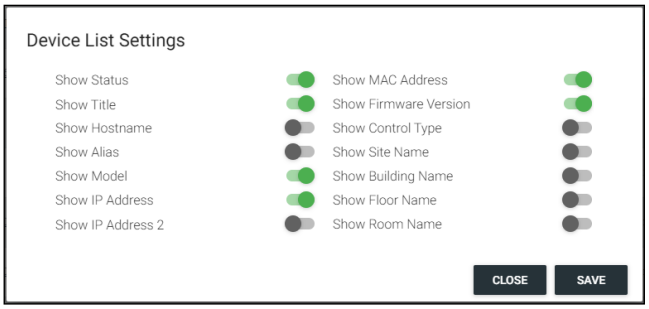
3. Press the Submit button to start the scan. The pop up will close when the scan is completed.

Device List Settings

Device list settings provide a way to customize what is seen on the device list, from connection status to room name. Each option will have a slider to enable (green) or disable (grey) each option.

1. Select the **:** icon next to SCAN button. A drop down menu will open.
2. Select **Device List Settings**. A new pop up will appear.



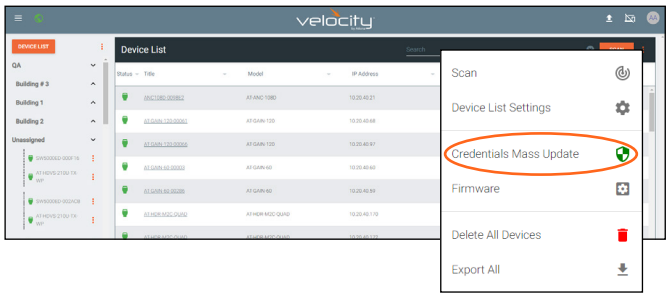


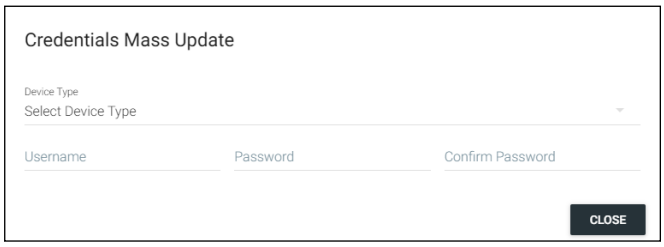
3. Select the slider for every detail to appear within the Device List page.
4. Press the **SAVE** button. The Device List will update to show the devices listed with the new settings.

Login / Credentials Update

Device login information can be updated for all of a device type by selecting Credentials Mass Update from the device drop down menu.

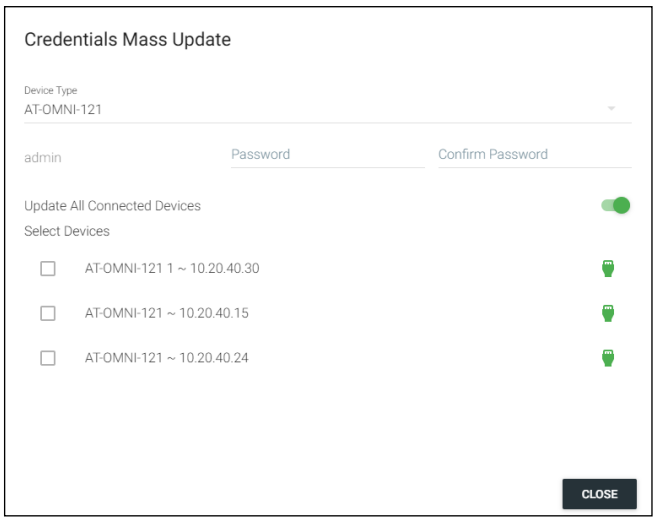
1. Select the **:** icon next to SCAN button. A drop down menu will open.
2. Select **Credentials Mass Update**. A new pop up will appear.

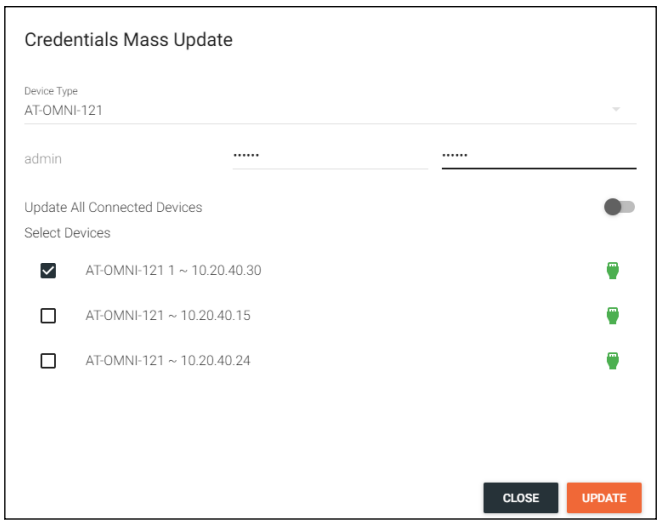




3. Select a device SKU from the Device Type drop down menu.
4. *Optional* Select the Update All Connected Devices slider to select the individual device IPs to update credentials or leave the slider green to update all connected devices with the new login information.
5. Enter in the new login information.

NOTE: Many Atlona devices will only allow the password to be updated, those devices will grey out the username field.

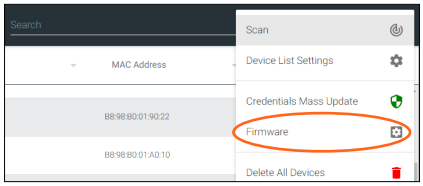




6. Select the **Update** or **CLOSE** button.

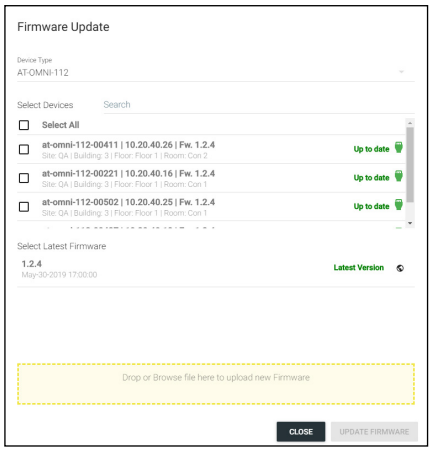
Firmware

All device firmware can be updated through the Device List screen. This provides a simple way to update multiples of the same product at the same time.

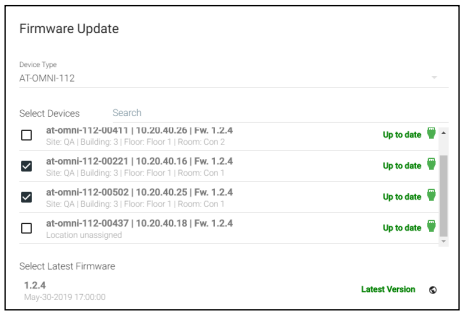


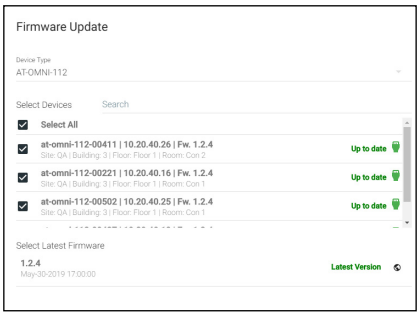
1. Select the **Firmware** option. A confirmation pop up will appear.
2. Select the SKU from the Device Type drop down menu. All devices on the network with that SKU will appear and the latest firmwares will display.

NOTE: If the firmware version is not displaying next to the product, click into the unit interface from the side menu, then return to the FW update screen.

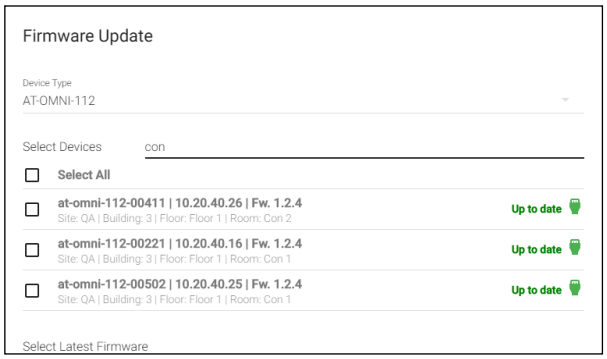


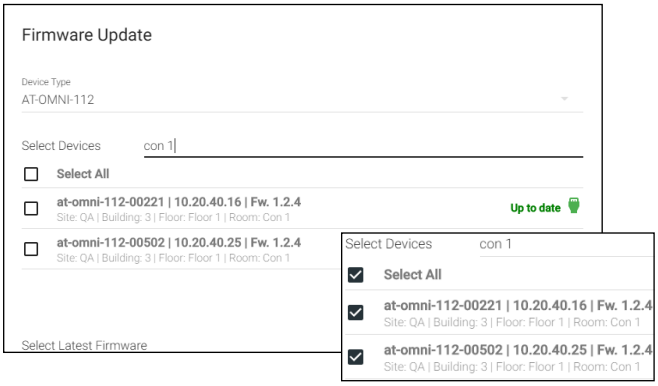
3. Select the devices to be updated.
   a. Select each individual device check box (to the left of the device) to be updated.
   b. Choose the Select All check box to update all the devices in the list together.



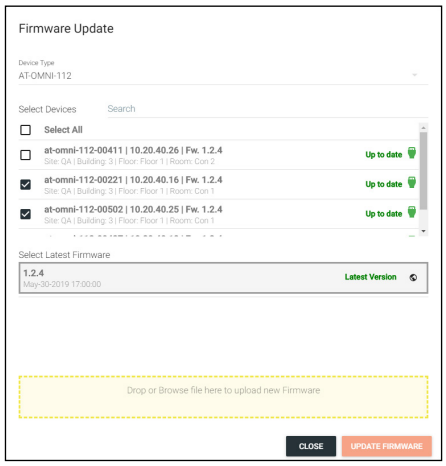


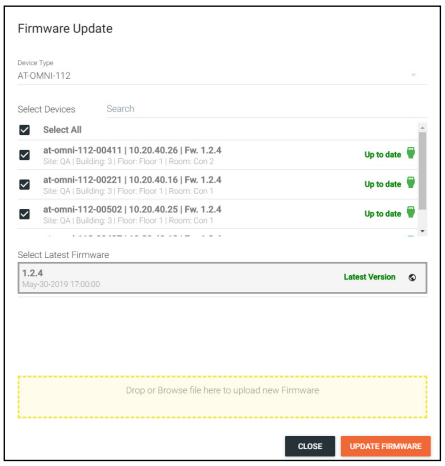
   c. Type the **building/site/room name**, **hostname**, or **Alias** into the search field to ensure only the devices selected are being updated. Use this to update devices in specific areas or buildings while keeping the rest of the devices live.

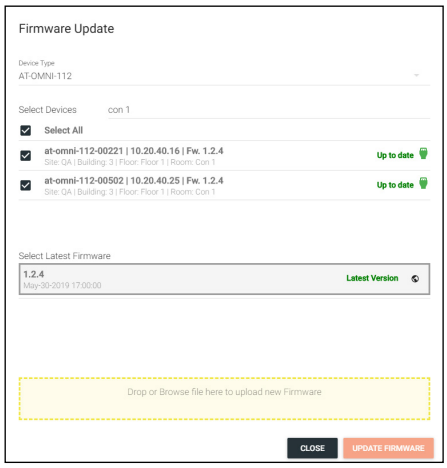




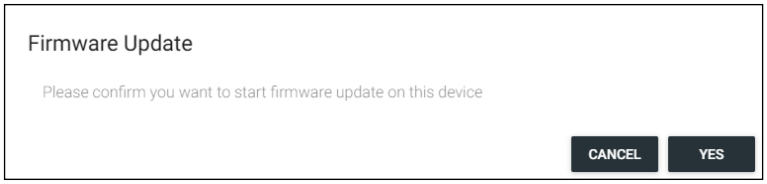
4. Select the firmware (even if already highlighted) from the Select Latest Firmware list. The firmware with the world icon will be the latest one listed on the website.



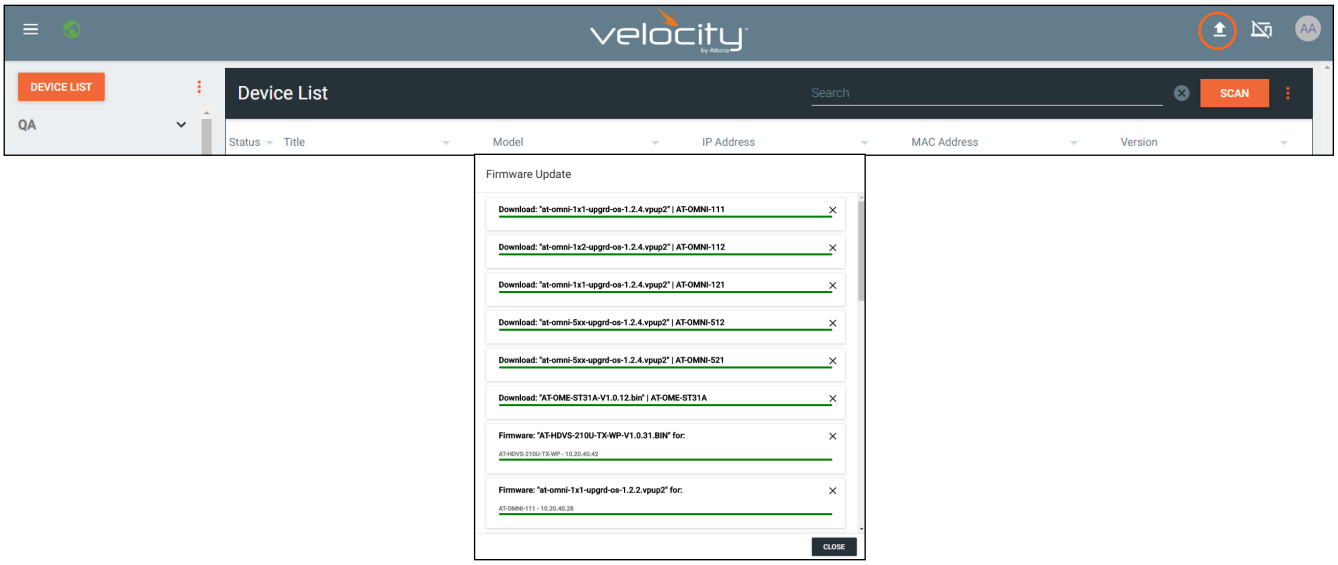




5. Press the **UPDATE FIRMWARE** button. The firmware window will close and a confirmation window will open.
6. Select **YES** to start the update.

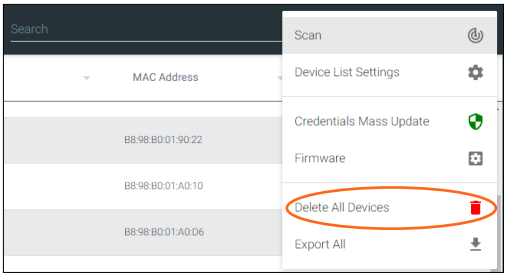


NOTE: While the units are updating, the connection icon next to them may turn red. To view the status of the firmware update, click the upload icon at the top right of the screen. A new pop up will appear.

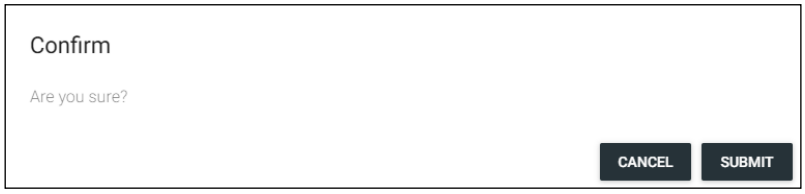


Delete All Devices

To start over with devices within Velocity/AMS, the Delete All button can be used. This will remove all devices (including ones within rooms) from the database. The devices on the network will be found again through mDNS or a manual scan after the deletion.



1. Select the **:** button. A drop down menu will open.
2. Select the **Delete All Devices** option. A confirmation pop up will appear.
3. Press the **SUBMIT** button to proceed. The pop up will close and the device list will reset.

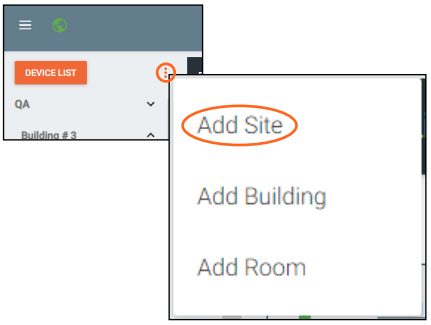


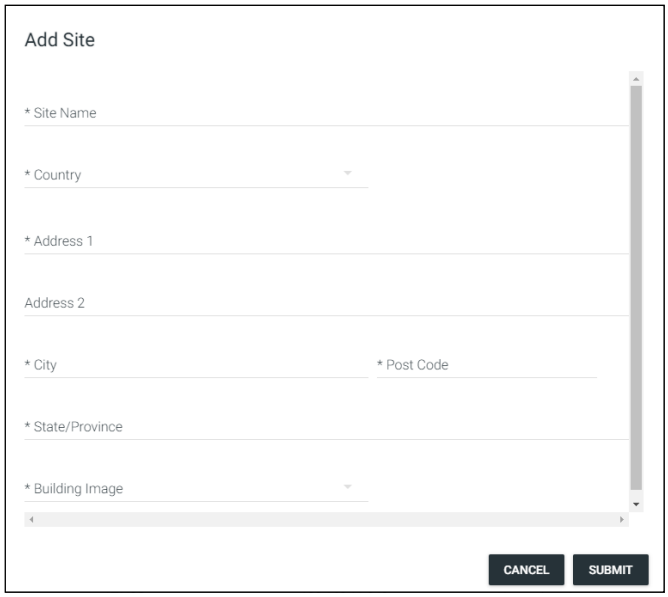
Add Site

Sites can be added through the Device List drop down menu.

1. Select the **:** icon next to device list. A drop down menu will open.
2. Select **Add Site**. A new pop up will appear.
3. Fill in the site information.

- **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.
- **Building image** drop down menu - Select an AMS building image.





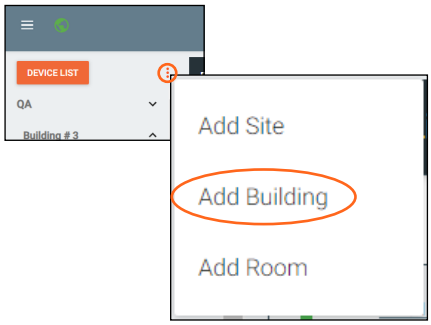
NOTE: Uploading a custom image must be done from sites within the ≡ menu.

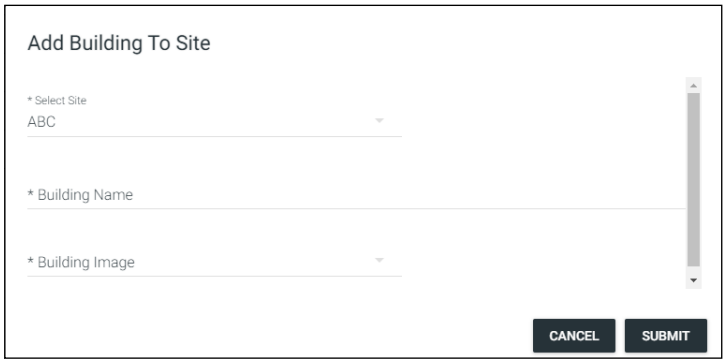
4. Select the **SUBMIT** or **CANCEL** button.

Add Building

Sites can be added through the Device List drop down menu.

1. Select the **:** icon next to device list. A drop down menu will open.
2. Select **Add Building**. A new pop up will appear.
3. Fill in the Building information.





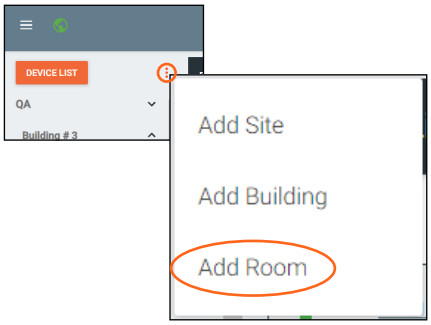
NOTE: Uploading a custom image must be done from sites within the ≡ menu.

4. Select the **SUBMIT** or **CANCEL** button.

Add Room

Rooms can be added through the Device List drop down menu.

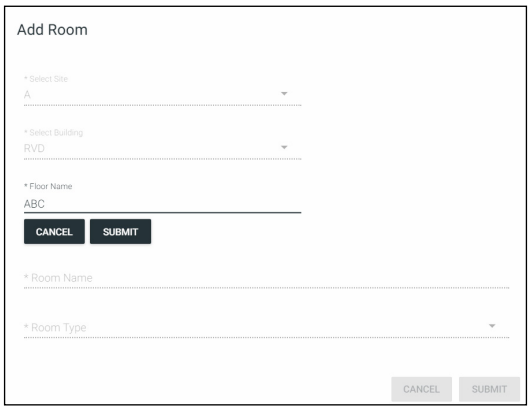
1. Select the **:** icon next to device list. A drop down menu will open.
2. Select **Add Room**. A new pop up will appear.
3. Fill in the Room information.

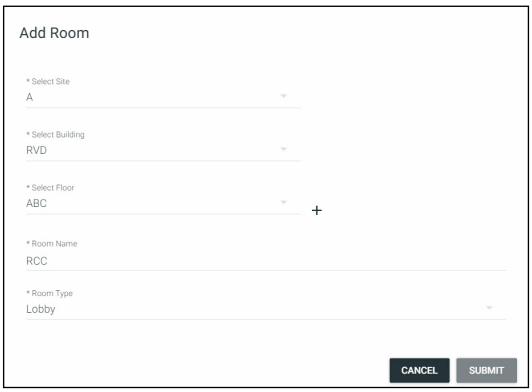


NOTE: Uploading a custom image or renaming an already created floor must be done from sites within the ≡ menu.

a. One floor is automatically added when a building is created. To create a new floor, press the + button.

b. Fill in the floor name and press SUBMIT. The screen will refresh and the new floor will be selected from the drop down list.

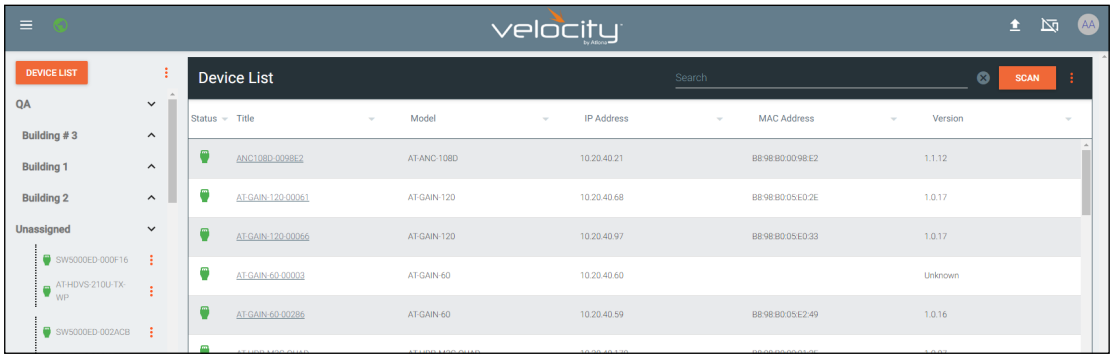




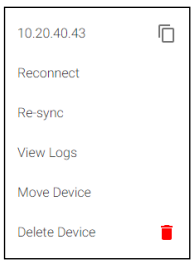
4. Select the **SUBMIT** or **CANCEL** button.

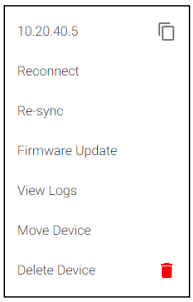
Device Options

Within the device list all discovered Atlona devices will have the ability to be configured. Each device will have different options within their menus.



1. Select the **:** icon next to device. A drop down menu will open.

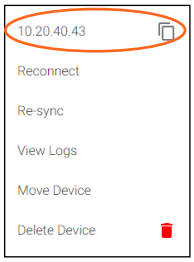




NOTE: Some devices may not be compatible with the Firmware Update process of Velocity/ AMS and will need to be updated through their interface. The option Firmware Update will not be within the drop down unless compatible.

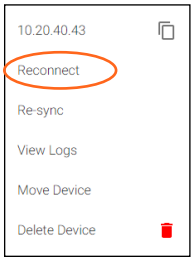
IP

For ease of use, the IP has been added to the drop down menu. By clicking the icon next to the IP address, the device IP can be copied to be pasted into other windows or applications.



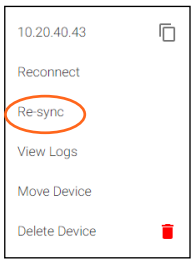
Reconnect

Reconnect will provide a way to reconnect a device or get the most up to date settings. If a device has a red icon next to it, and is known to be active on the network, try reconnecting to reestablish connection.



Re-sync

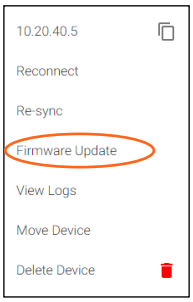
Re-sync will provide a way to reconnect a device or get the most up to date settings without disconnecting and reconnecting to the device.

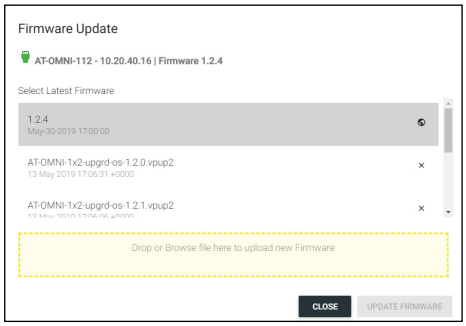


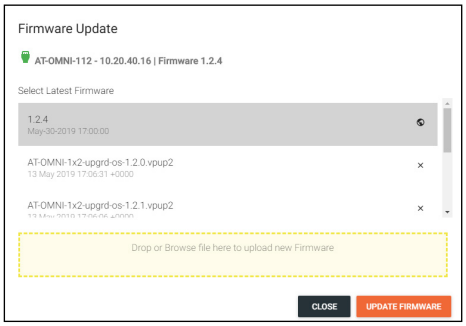
Firmware Update

Firmware Update will allow for the selected device to be firmware updated. To update all similar products at the same time, view the Firmware section within Device List.

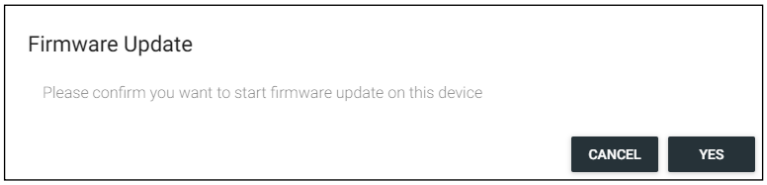
1. Select **Firmware Update** from the drop down menu. A new pop up will appear.
2. Select the firmware (even if already highlighted) from the Select Latest Firmware list. The firmware with the world icon will be the latest one listed on the website.



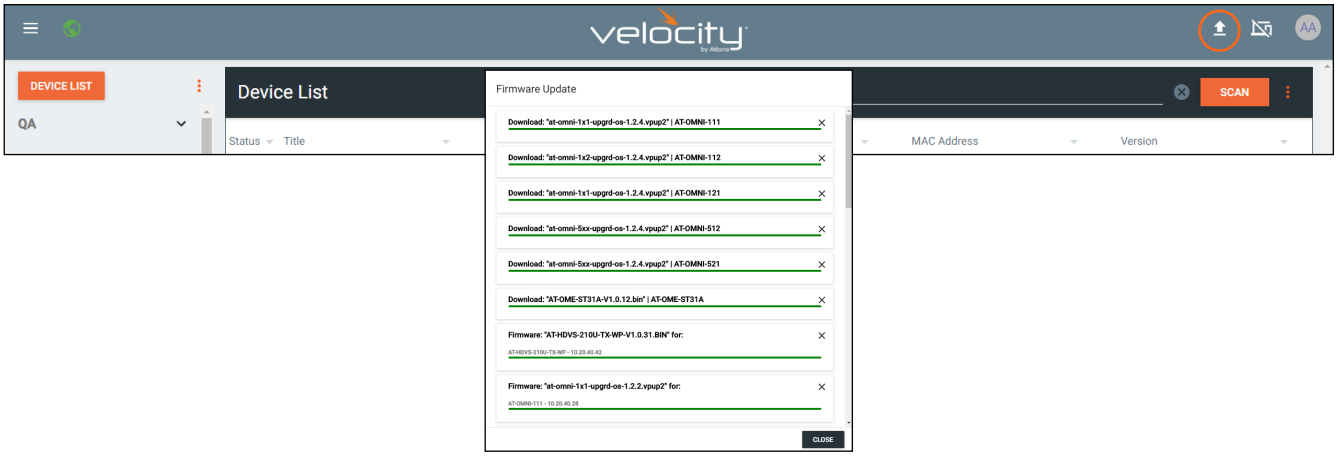




3. Press the **UPDATE FIRMWARE** button. The firmware window will close and a confirmation window will open.
4. Select **YES** to start the update.

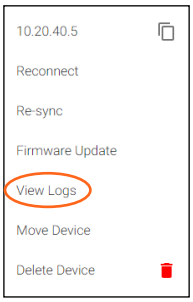


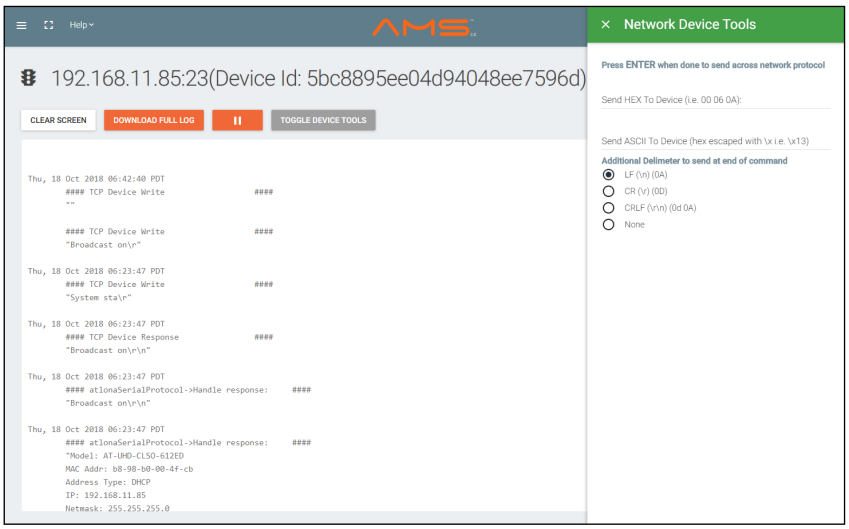
NOTE: While the unit is updating, the connection icon next to it may turn red. To view the status of the firmware update, click the upload icon at the top right of the screen. A new pop up will appear.



View Logs

Selecting View Logs will open a new screen which will display any events that have occurred over IP with the device.



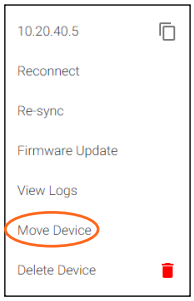


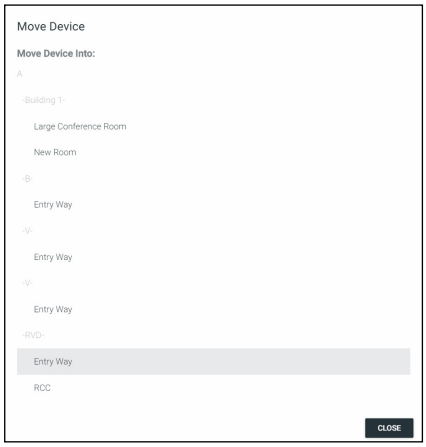
- **Network Device Tools -** provides the ability to send/test commands to the device over IP.

Move Device

Once sites, buildings, and rooms are created, the device can be moved to them.

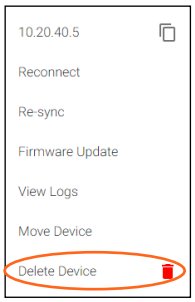
1. Select the **:** icon next to device.
2. Select Move Device from the drop down menu. A new window will open.
3. Select the correct room. The page will refresh and the device will be moved to the selected room.





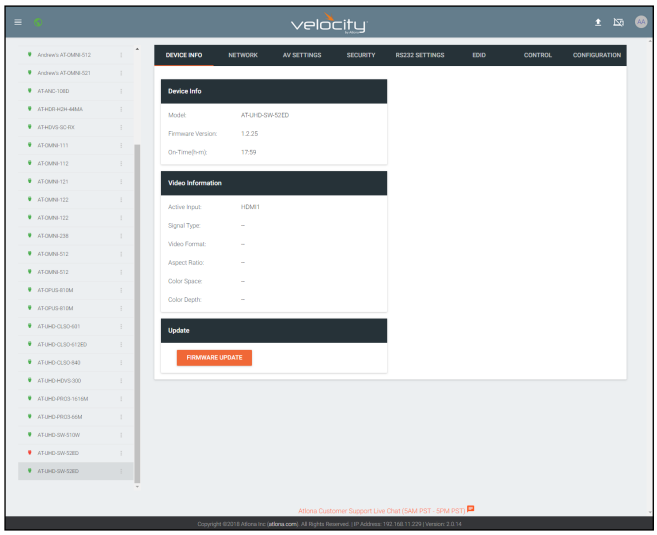
Delete Device

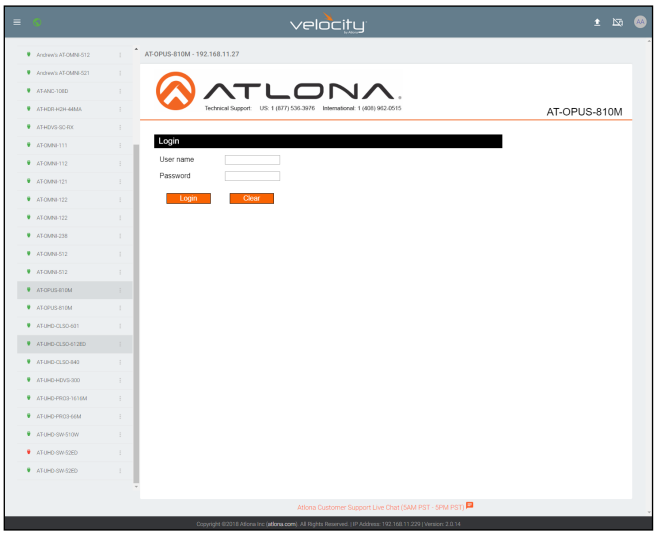
AMS keeps memory of devices that are connected even after they have been removed from the network. To removed the device, select Delete Device.



Device Configuration

Depending on the device, there will be two different styles of the devices when they are selected within the device list. Fully integrated devices will have the look on the left and devices that are compatible but not fully integrated will pull up the device webGUI (on the right) within the Velocity/AMS window to configure.





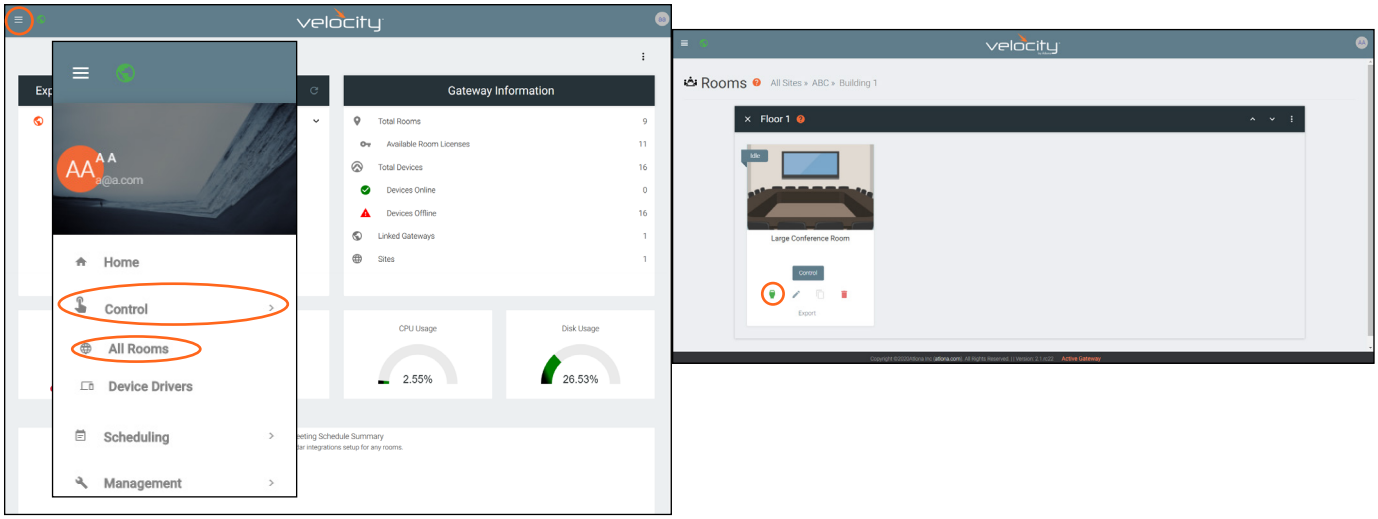
View the device manual for each product to go over the configuration options. User Manuals can be found on their product pages within https://atlona.com.

3rd Party Devices

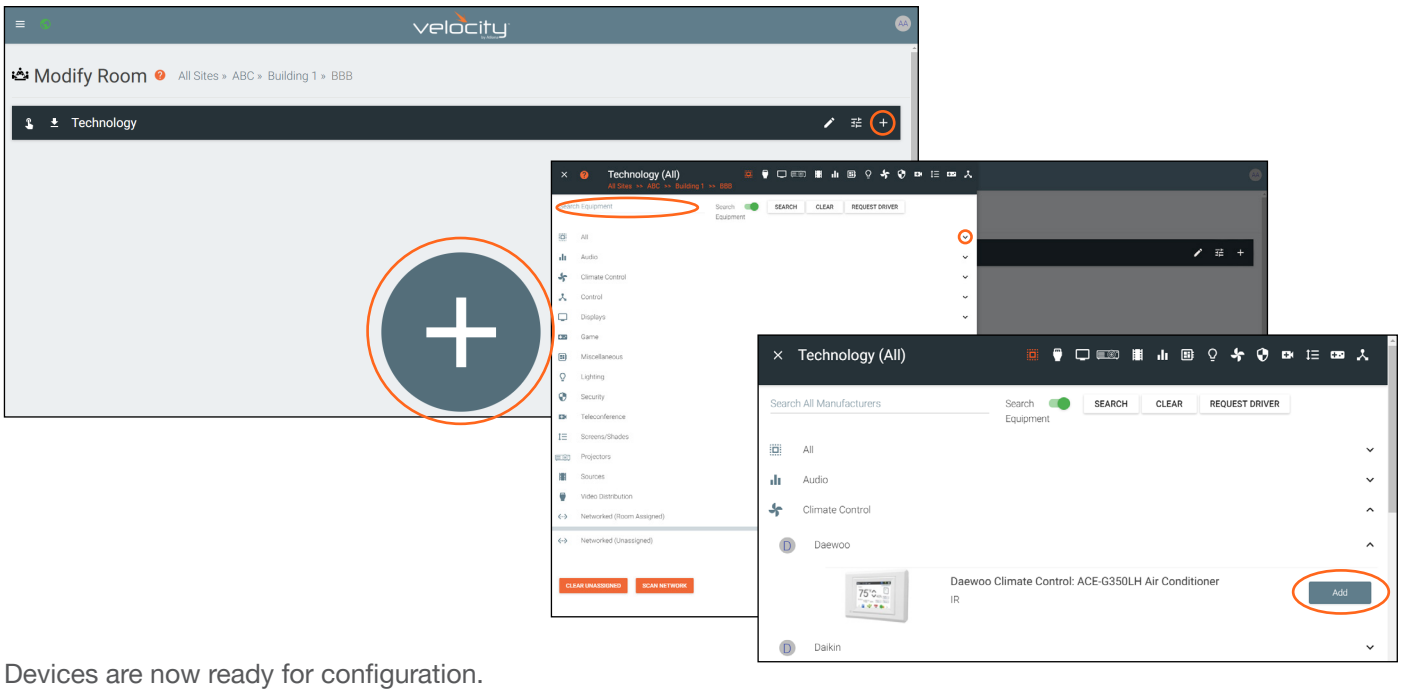
Velocity w/Integrated AMS has the ability to adjust settings on 3rd party devices, such as IP, Alias, serial number, etc. The 3rd party device must first be added to the room and then it is able to be adjusted.

Adding a Device

1. Select the ≡ button from the top left corner and select **Management**.
2. Select **Control** from the available options. New options will appear.
3. Select **All Rooms** from the options. A new screen will open.
4. Select the **Edit Technology** button on the room the device will be added to. A new screen will open.



5. Select the + button in the center of the room or the top right of the Technology bar. A new menu will slide open from the left side of the screen.
6. Either use the search to find a specific device and manufacturer, or use the categories to search by type to find the device.
7. Once the device is found, use the Add button on the right to assign the device to the room.
8. Repeat steps 6 and 7 until all needed devices are added.

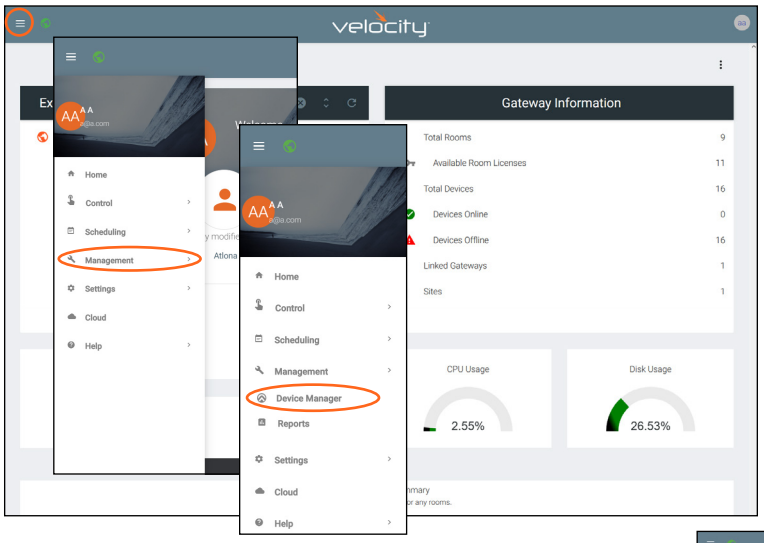


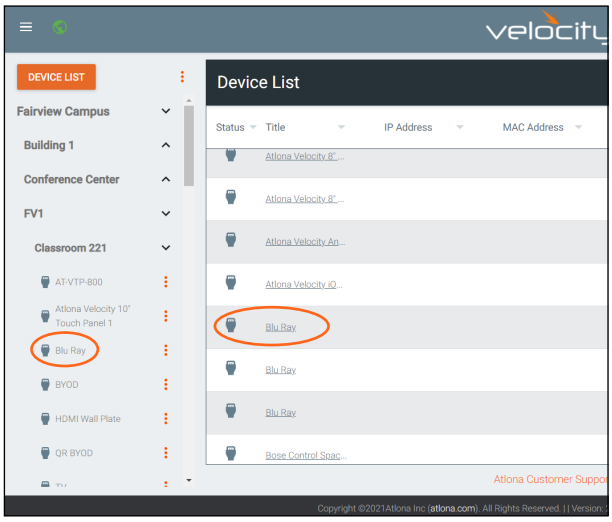
Devices are now ready for configuration.

Basic Configuration

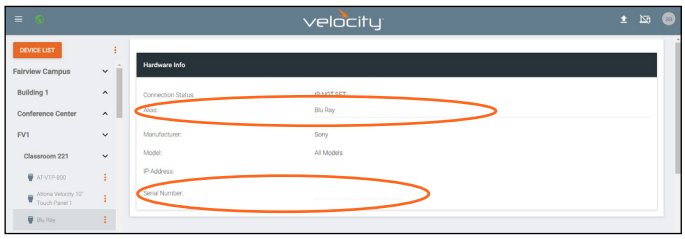
Configuring the device alias and serial number can be done through the AMS Device Manager.

1. Select the ≡ button from the top left corner and select **Management**.
2. Select **AMS Device Manager** from the available options. A new window will appear.
3. Select the device from either the device tree on the left of the screen or within the Device List on the right side.





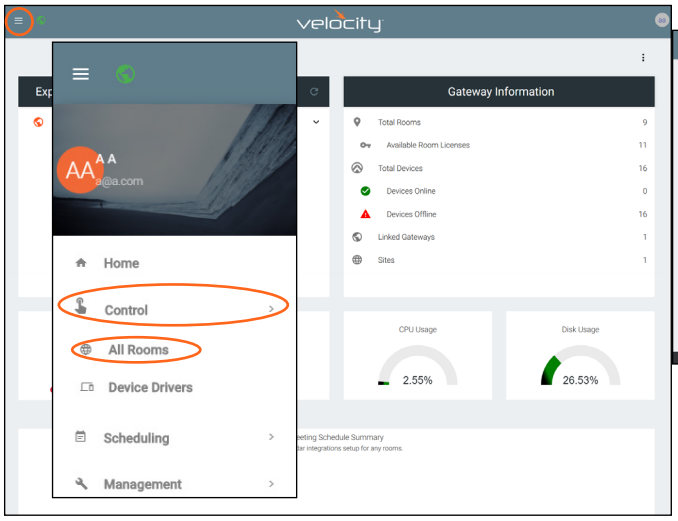
5. Once selected, type in the new device alias and/or serial number.

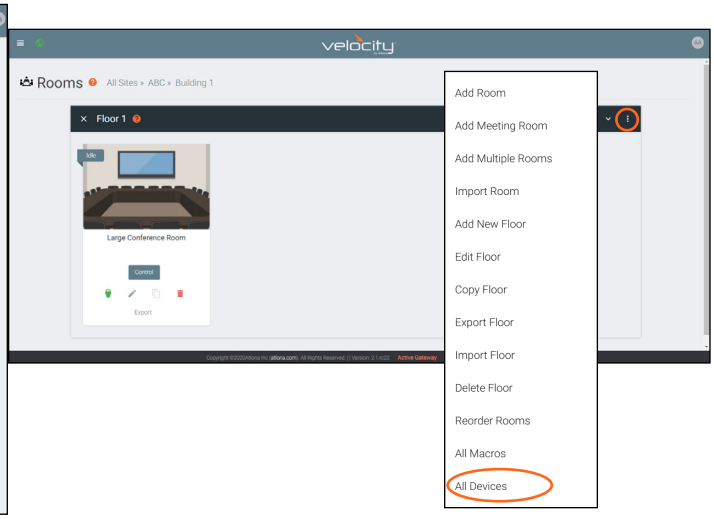


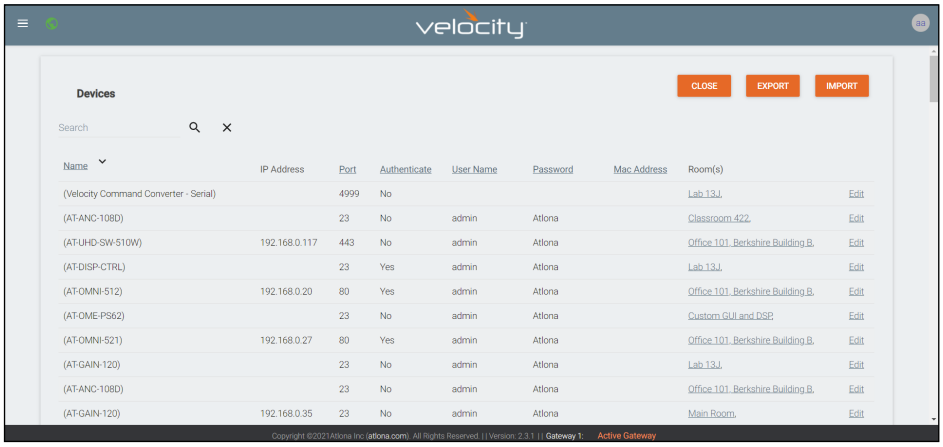
Advanced Configuration

For blah blah.

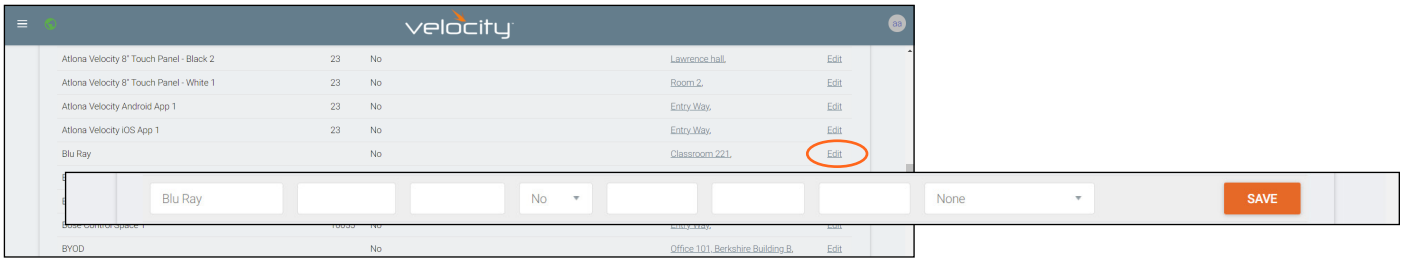
1. Select the ≡ button from the top left corner and select **Management**.
2. Select **Control** from the available options. New options will appear.
3. Select **All Rooms** from the options. A new screen will open.
4. Select the **:** button on the top right corner of the floor banner. A drop down menu will appear.
5. Select All Devices from the list. A new screen will open.







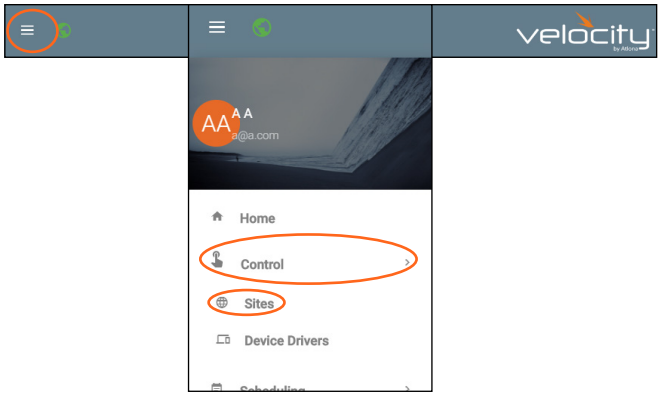
6. Scroll through the list or use the search field to find the right device to edit.
7. Once found, select **Edit** on the right side of the screen to adjust device settings. Name (alias), IP Address, Port, Authentication setting, User Name, Password, Mac Address, and IP Linking can be updated here.
8. Press the **SAVE** button to push the new settings to the device.

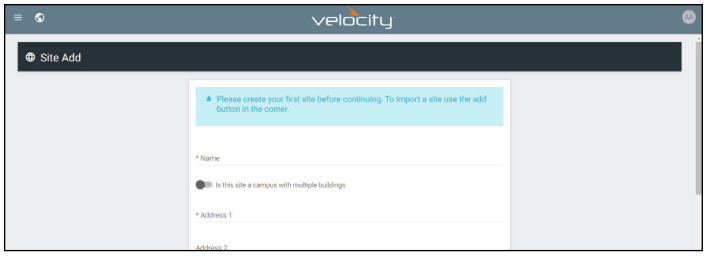


Sites

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.

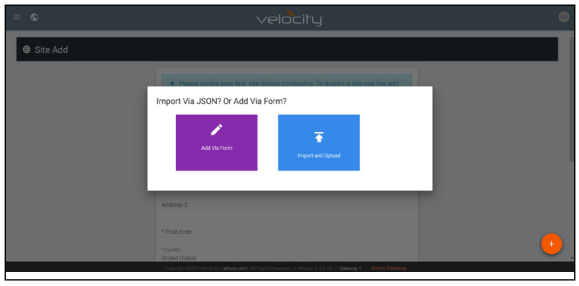




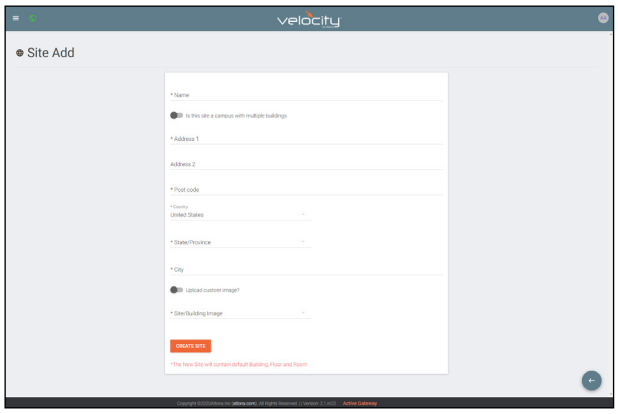
Add

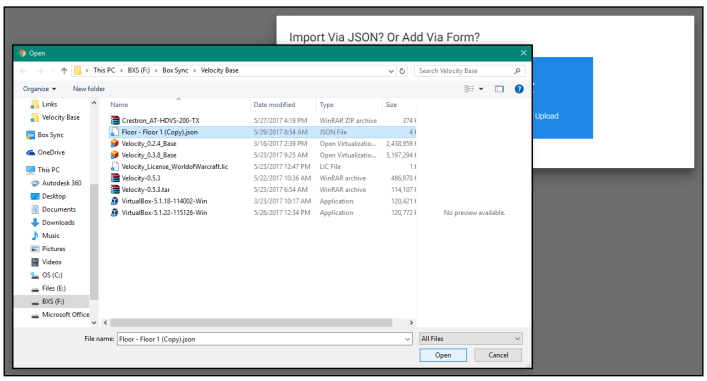
1. Press the **orange + button** in the bottom right hand corner to add a site. A popup window will appear.

NOTE: Only one site can be added per gateway.

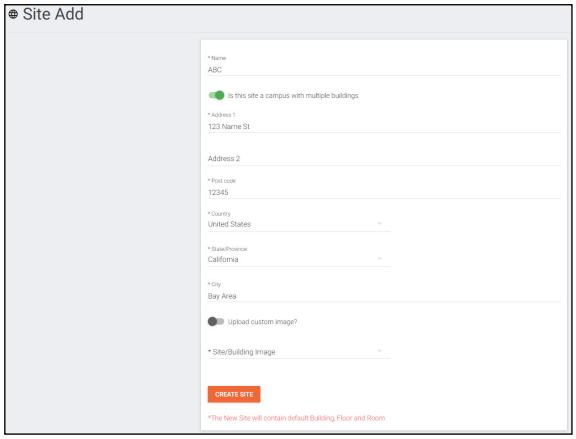


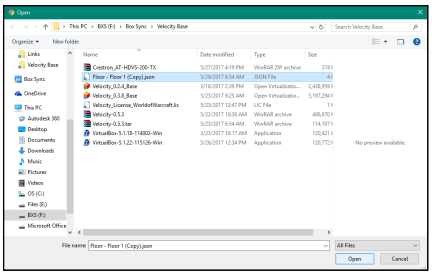
2. Select the purple **Add via Form** button for new sites and the blue **Import and Upload** button if loading a site based off a previously saved site. A new window will appear or a browse folder will open.





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

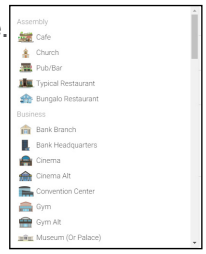




- **Name** - Usually the company name, use to identify the site Velocity will be located.
- **Multiple Building** slider - Select this to start the site with two buildings instead of one.
- **Address 1** & **2**, **Post Code**, **Region**, **Country, City** - Used to help determine the exact location 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.

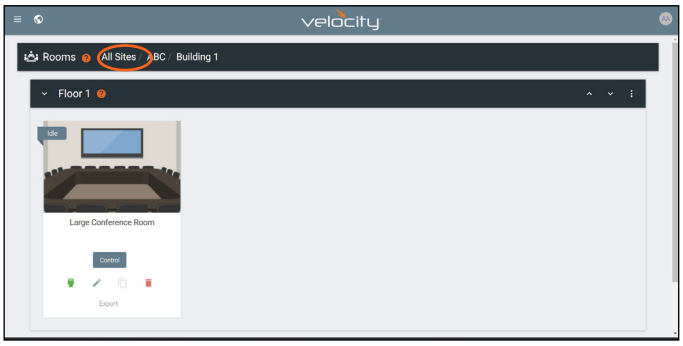
NOTE: Custom images must be .PNG, .JPG, .JPEG, or .BMP file types to display.

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



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

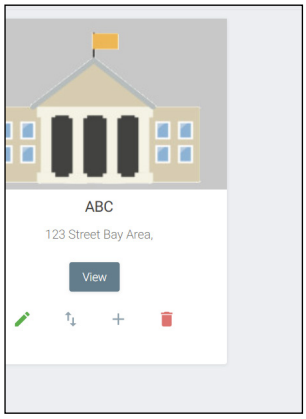
A new page will open.

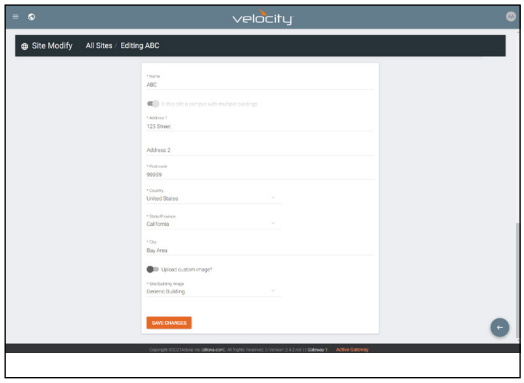


To return to the sites page, press **All Sites** within the top navigation.

Edit

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

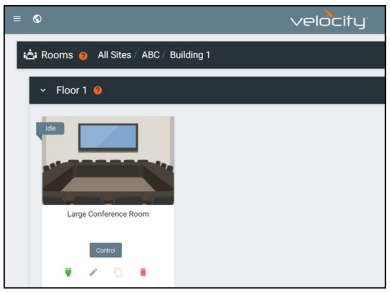


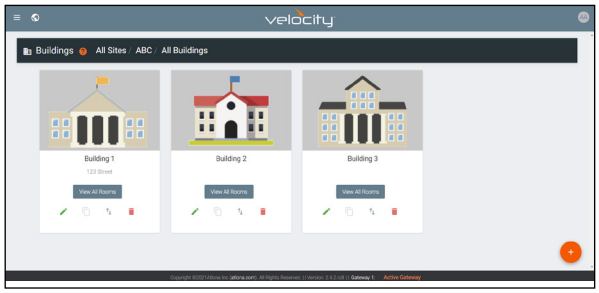


The options on the **Site Modify** window will be the same as the **Add Site** window. The requirements will be the same. Once changed, press the **SAVE CHANGES** button.

Buildings

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

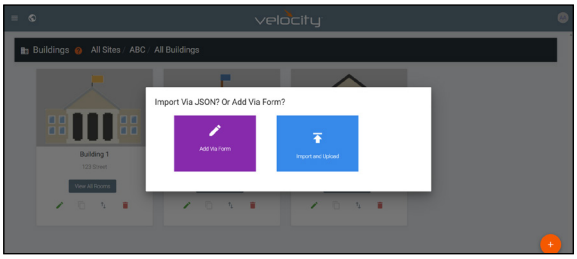




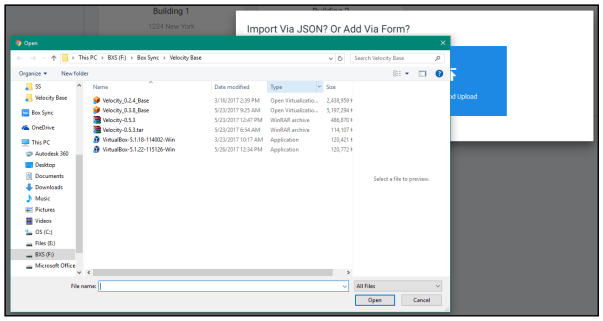
Using the **+** button or the navigation below the **View All Rooms** button, buildings can be added, edited, and deleted from this screen.

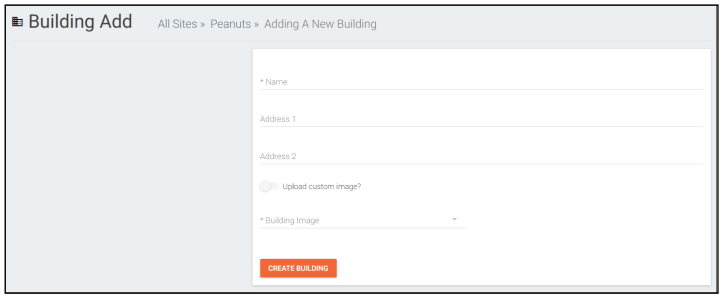
Add

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.

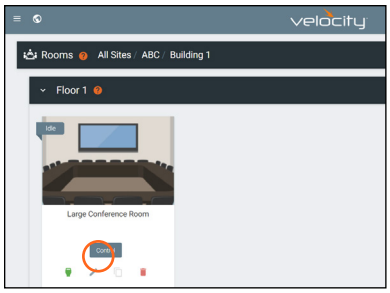


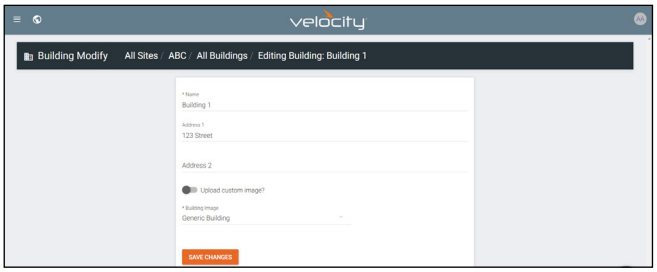


2. Select the building off the local computer and press open, or fill in the **Building Add** form.
   - **Name** - Usually the building name or suite number, use to identify different buildings.
   - **Address 1** & **2** - Used to help determine the exact location of the building, to help when troubleshooting.
   - **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.





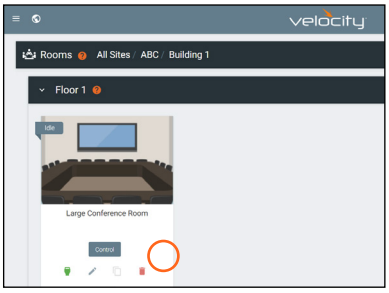
The options on the **Building Modify** window will be the same as the **Add Building** window, with the exception of **Room Groups**. The requirements will be the same. Once changed, press the **SAVE CHANGES** button.

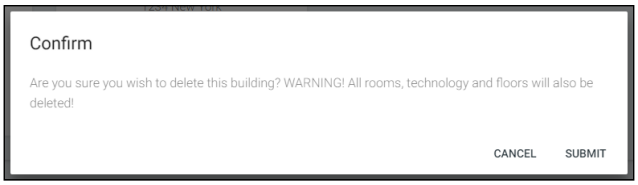
Room Groups - This will provide a way to link rooms that will be used together or linked.

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.

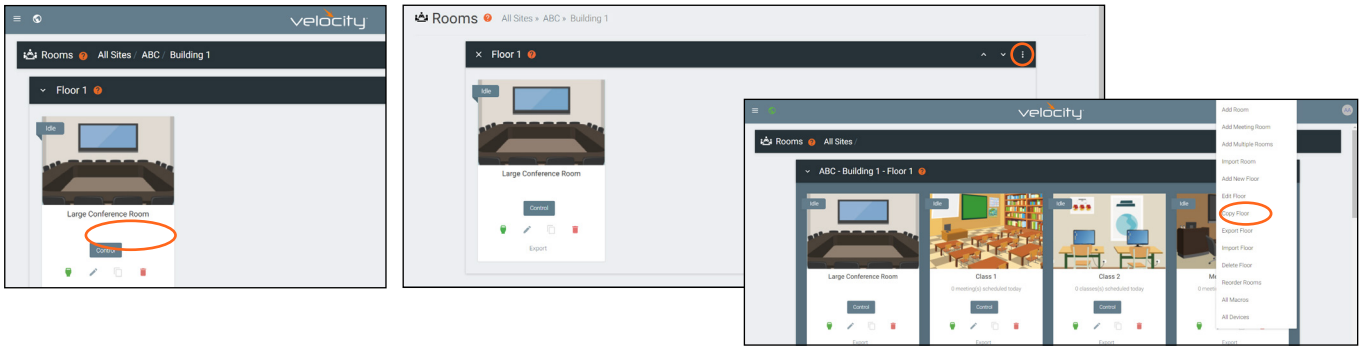




2. Press the **SUBMIT** to delete the building.

Floors

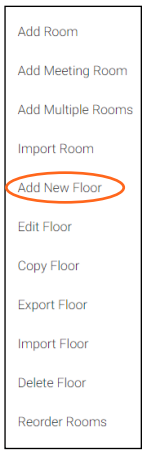
Once a building is created, the **View All Rooms** button can be pressed to go directly to the room and floors areas. One floor and one room will automatically be generated based on the type of building selected during creation.



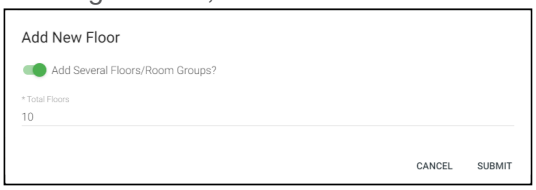
Add

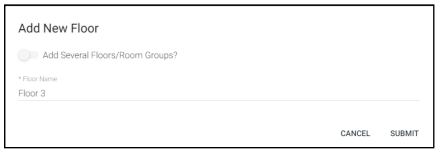
Each building will start with at least one floor. If more are needed, they can be added using the **:** button at the top right of the floor header.

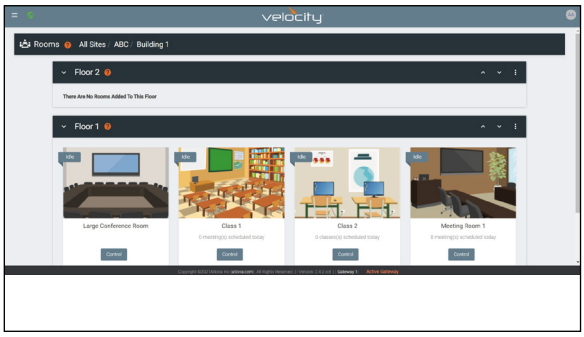
1. Select **Add New Floor** from the drop down list.



- **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.



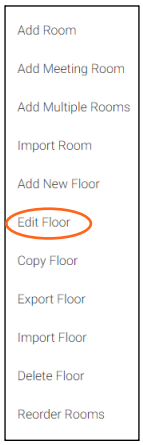




Edit

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

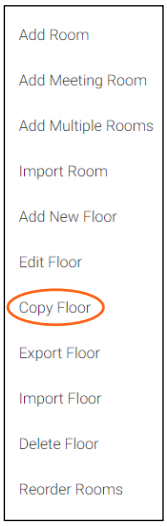
1. Select **Edit Floor** from the drop down list.

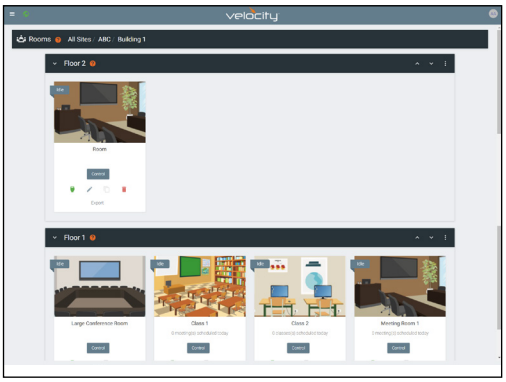


2. Type in a new name for the floor.

Copy

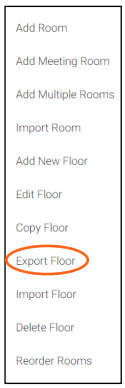
1. Select **Copy Floor** from the drop down list. The floor will duplicate.

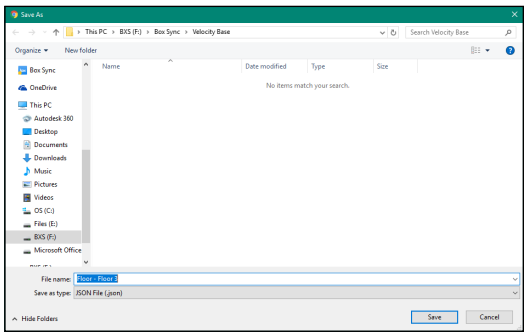




Export

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

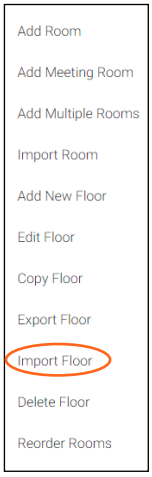


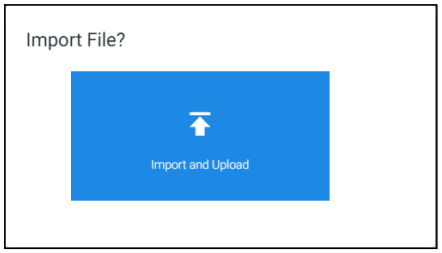


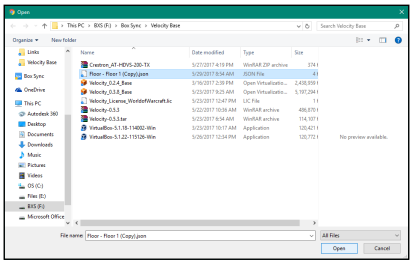
2. Save the file to an easy to remember area (**e.g.** desktop).

Import

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



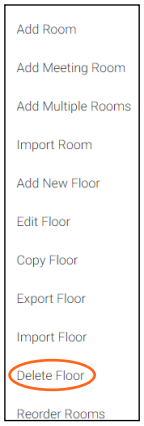


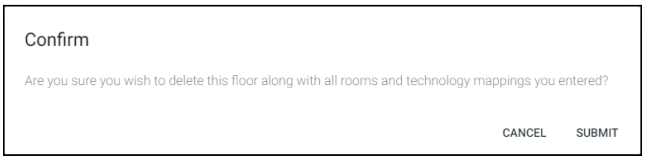


2. Select **Import and Upload**. A new window will open.
3. Select the file and press **Open**.

Delete

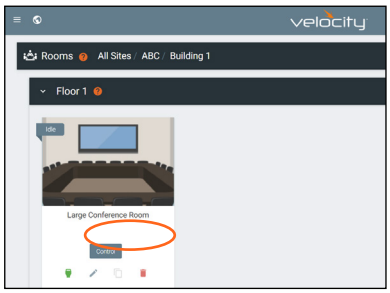
1. Select **Delete Floor** from the drop down list. A pop-up window will appear to confirm deletion.

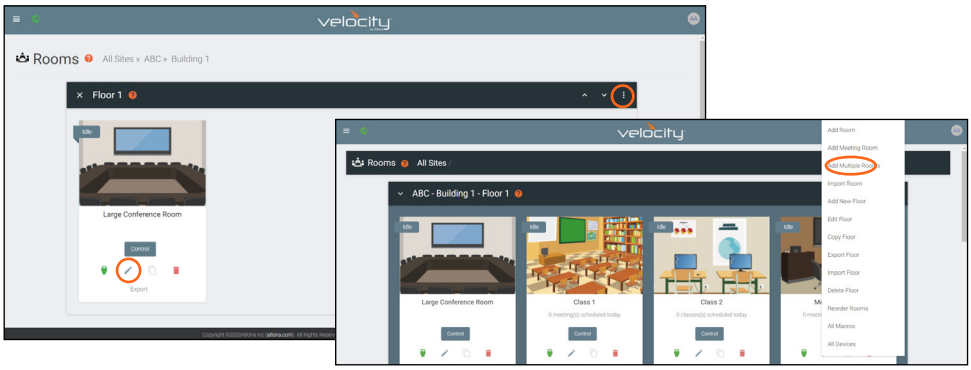




Rooms

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.





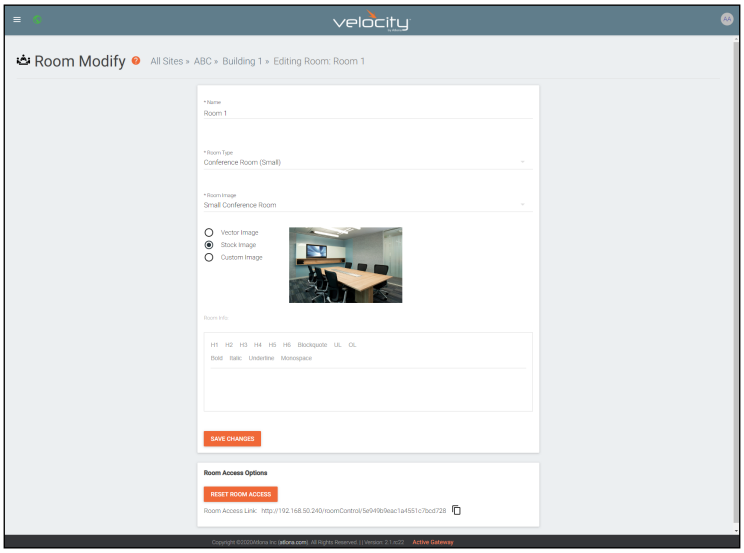
NOTE: Any amount of rooms can be added to Velocity/AMS, but can only be controlled by a licensed software.

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

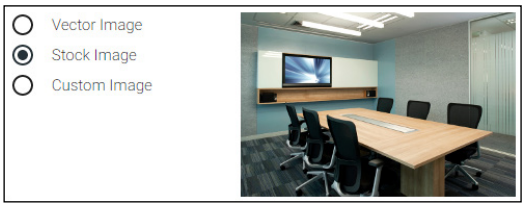
Add / Edit

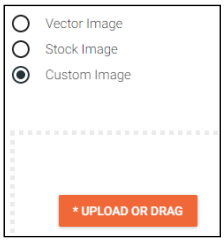
1. Press **Edit** (pencil) or **Add Room** from the drop down in the right corner. A new window will open.

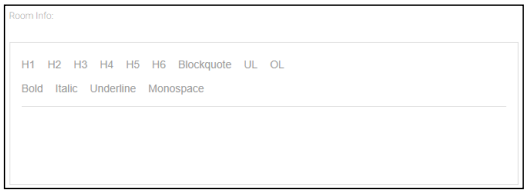
Edit or **Add Room** will open the same Room Modify screen.



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.





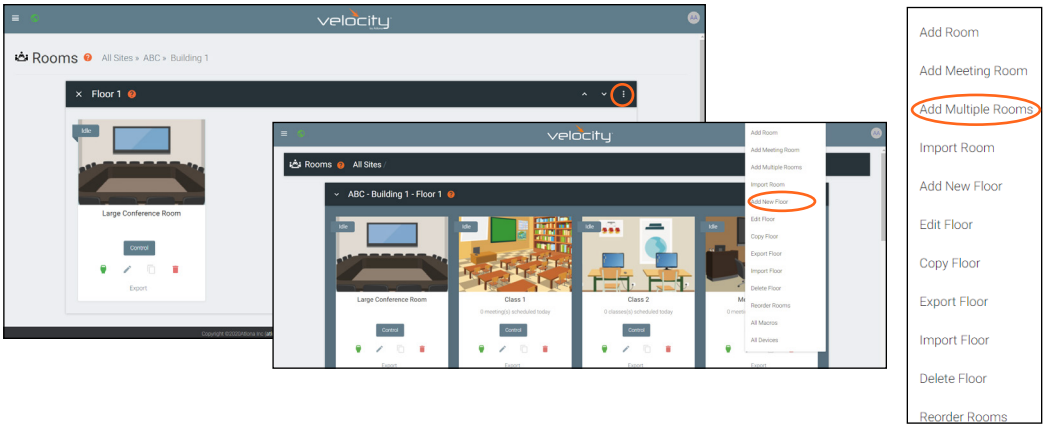


- **Reset Room Access** - Removes all synced control panels from the room. The removed panels will have to be resynchronized to be able to control the room.

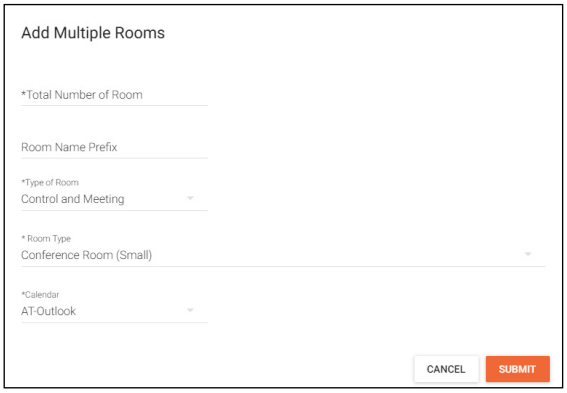
Add Multiple Rooms

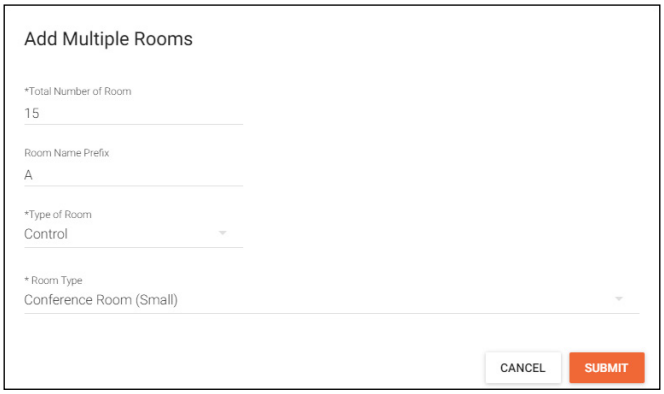
Multiple rooms can be added at one time.

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.



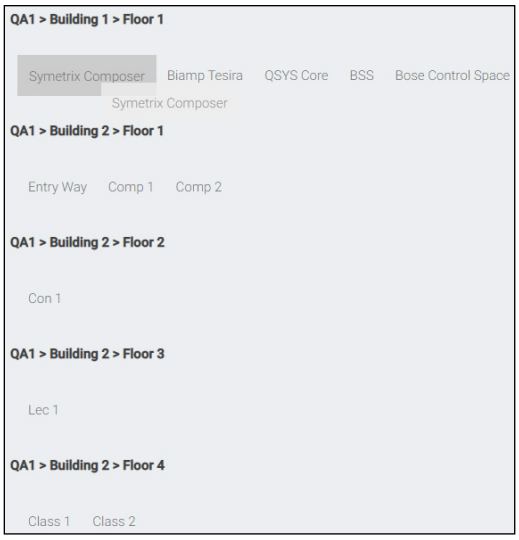


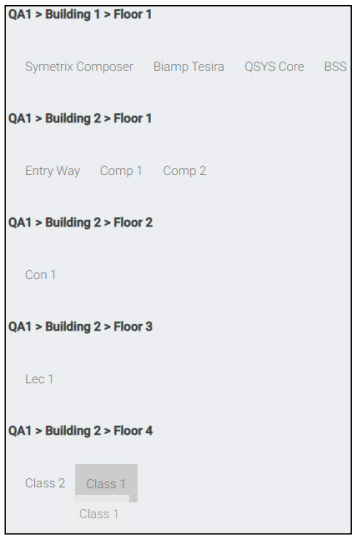
3. Press the **Submit** button. Velocity will take anywhere from 30 second to five minutes to make rooms, depending on the amount being created. Once done the page will refresh.

Reorder

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

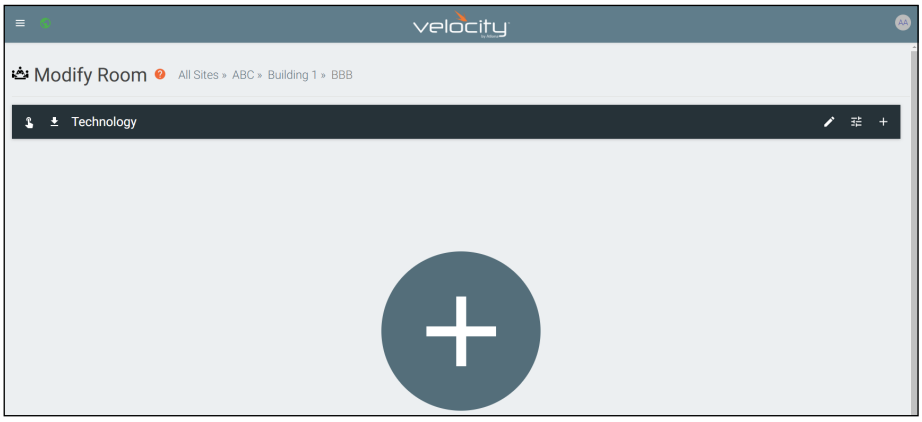
2. Select rooms and drag them to the wanted order. Rooms may only be reordered within the same floor.



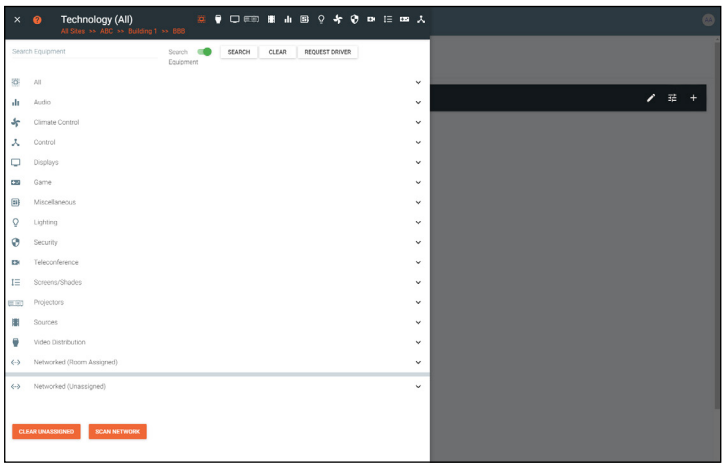


Adding Technology

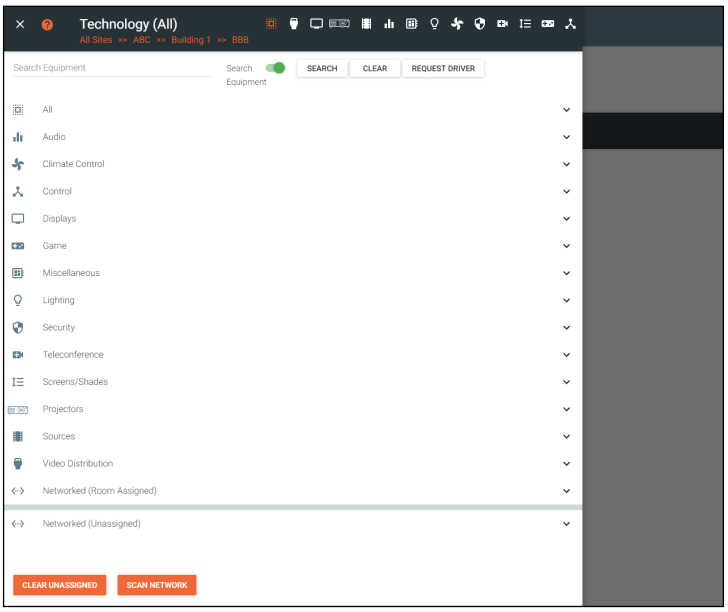
The room created will not be considered set up until at least 1 source and 1 display have been added and linked.



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.

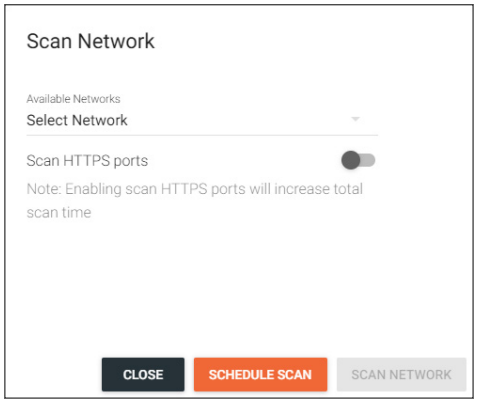


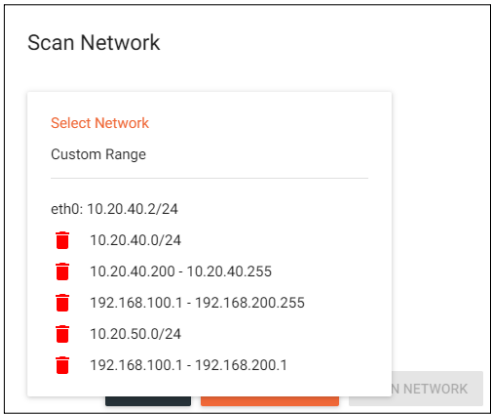
The easiest way to set up a room is to add all devices first and then link them, as links will not appear as options for drop down menus until they have been added to a room.



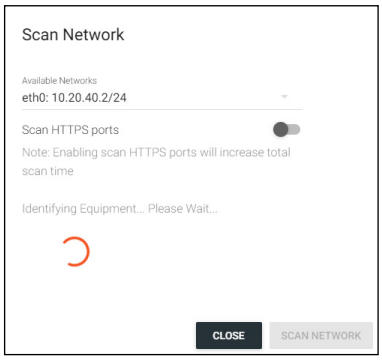
Devices discovered through the mDNS autoscan will display under the unallocated list until added to a room. For devices without mDNS, Velocity will need to do a network scan to find them.

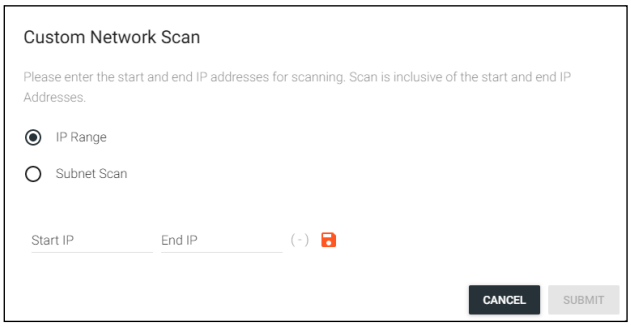
1. Press the **Scan Network** button.





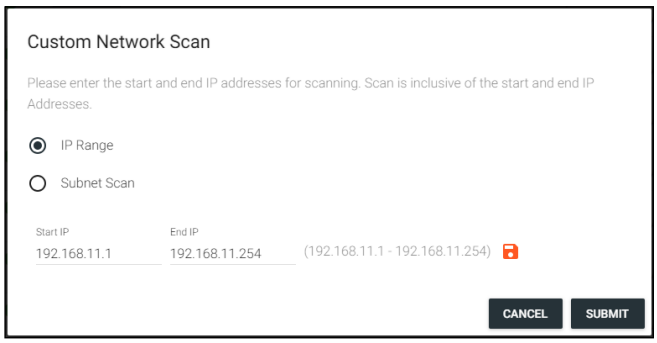
2. Select Custom Range (a new screen will take over) or the auto detected network eth0.
   a. If the auto detected network eth0 is selected, press Scan Network to start the scan.
   b. If Custom Range is selected, select between IP Range and Subnet Scan

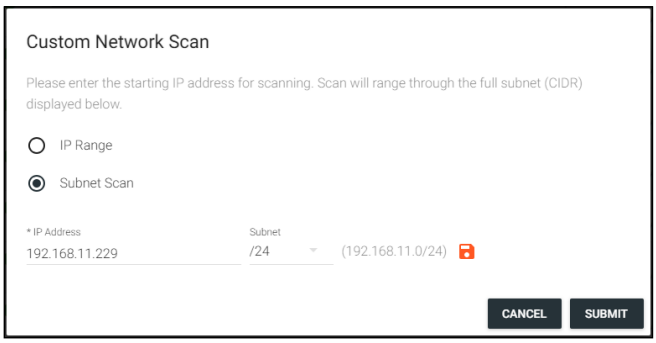




   1. Type in the network range or subnet information.

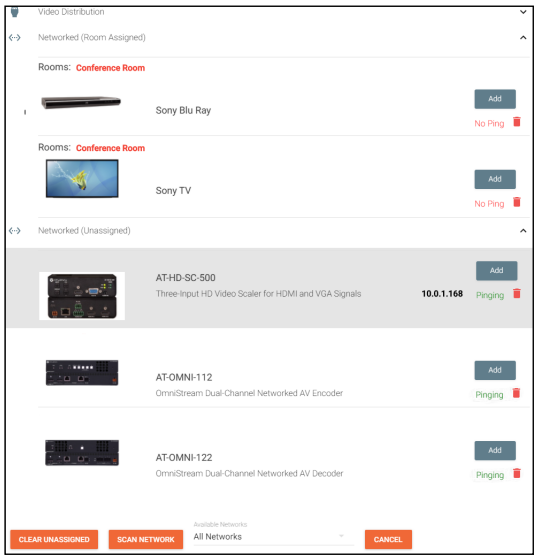
NOTE: It is recommended to keep the network range scan to under a 512 IP range. The larger the network range, the longer the scan will take. On subnet scan, Velocity/AMS will automatically limit the scan to 512 on subnet 23 or 256 on subnet 24.





   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.

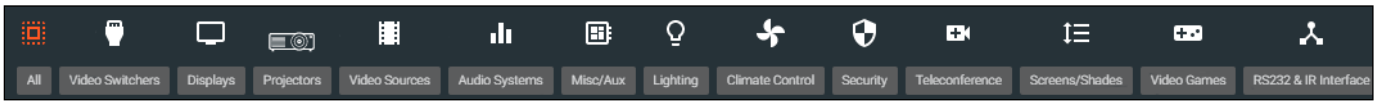
4. Press the **Add** button on all devices that belong to the current room. A device added message will appear on the bottom of the screen.

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

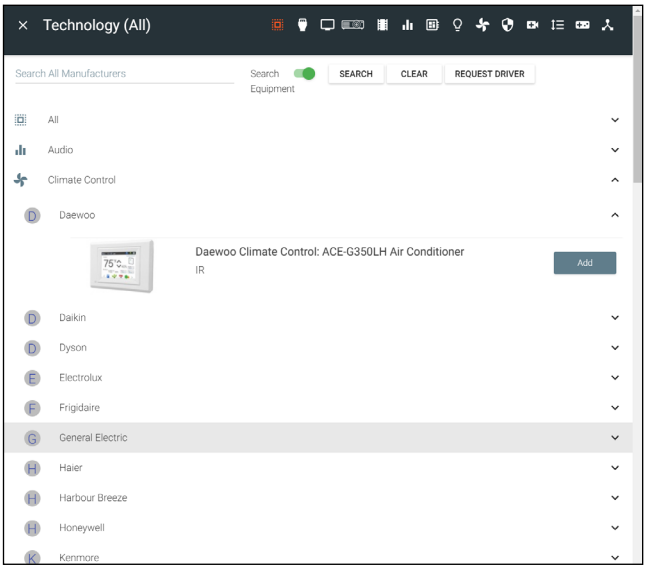
5. Select between the top navigation or sections in the default menu (menu will always start on **All**) to search for sources, displays, and other types of equipment that will be in the room.

NOTE: Non-Atlona devices can be added to the room and set up for control to be exported to a licensed Velocity, but cannot be controlled with the non-licensed Velocity/AMS.

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



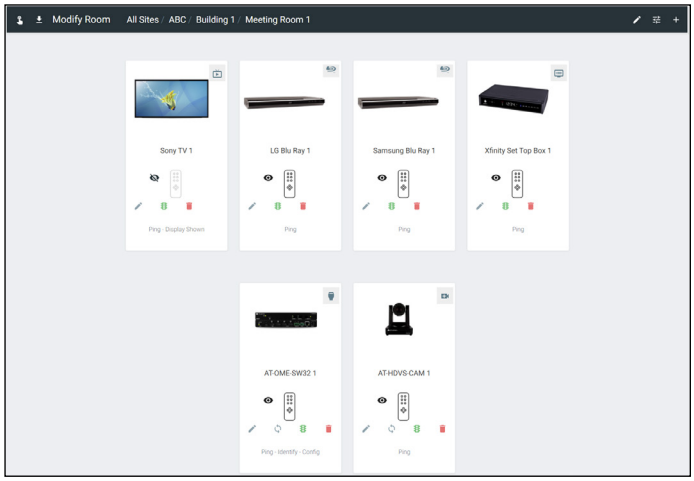
1. Find the device you are looking for in the menu or by using the search field.



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.

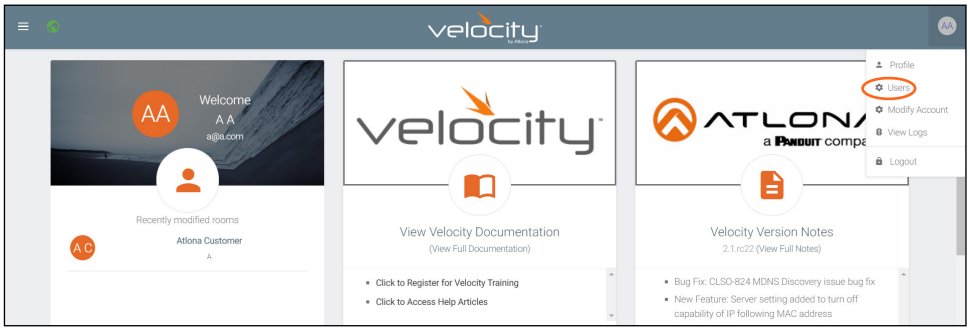
4. Press **Edit** on any of the devices in the room. A menu will appear on the left side of the window.

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

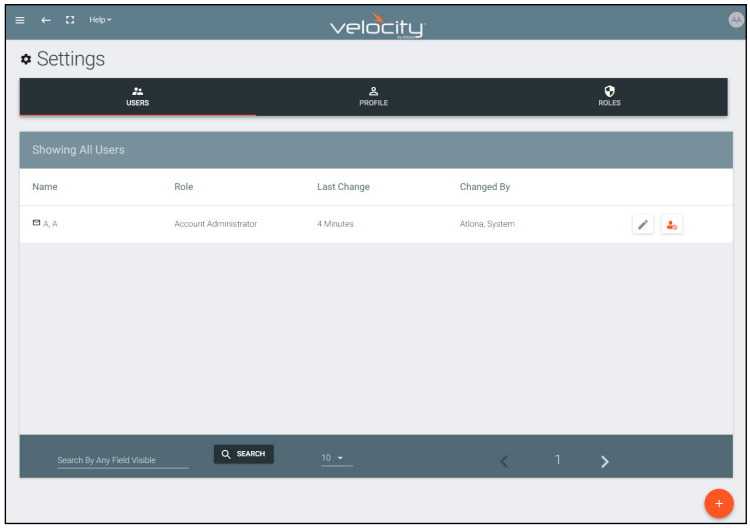
User Settings

General

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



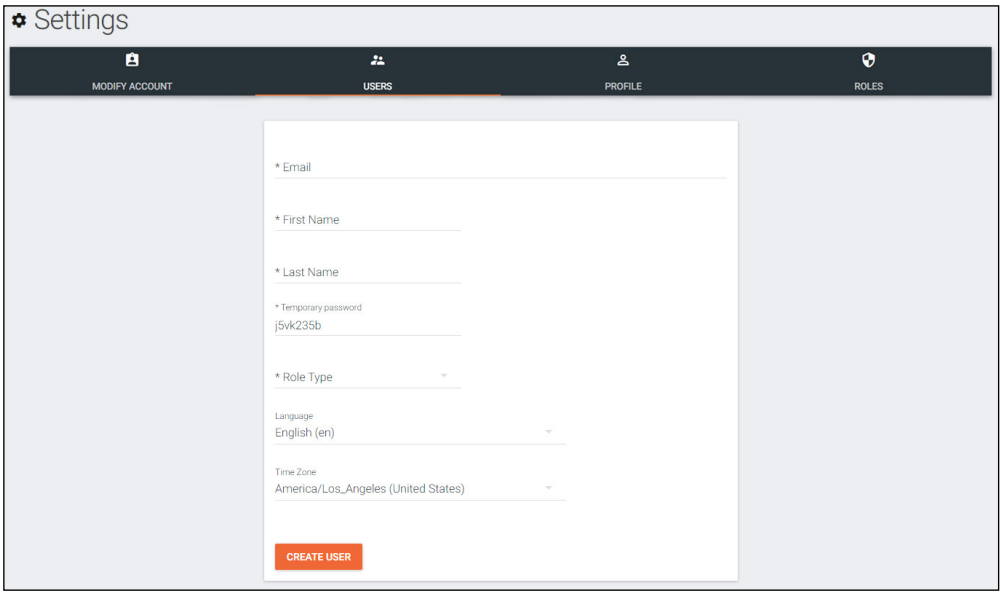
A new page will open.



Adding Users

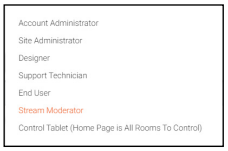
1. Select the **+** button to add a new user.

A new page will open.



2. Fill in all the user information fields.

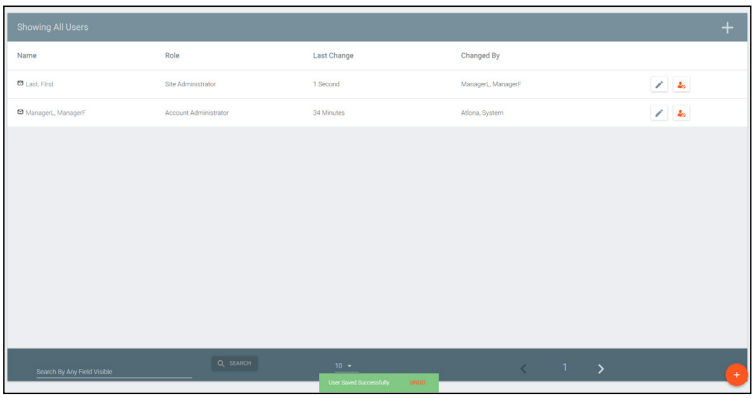
- **Email** - Used for log in purposes and email password resets.
- **First & Last Name** - Velocity will provide a customized home page for a user using their credentials.
- **Temporary Password** - Use either the auto generated password or create a new one for the user to change upon first log in.
- **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 153.



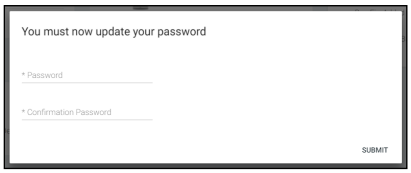
- **Language** - Select the user's language preference. Default will be English.
- **Time Zone** - Select the time zone the user will be logging in from.

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.

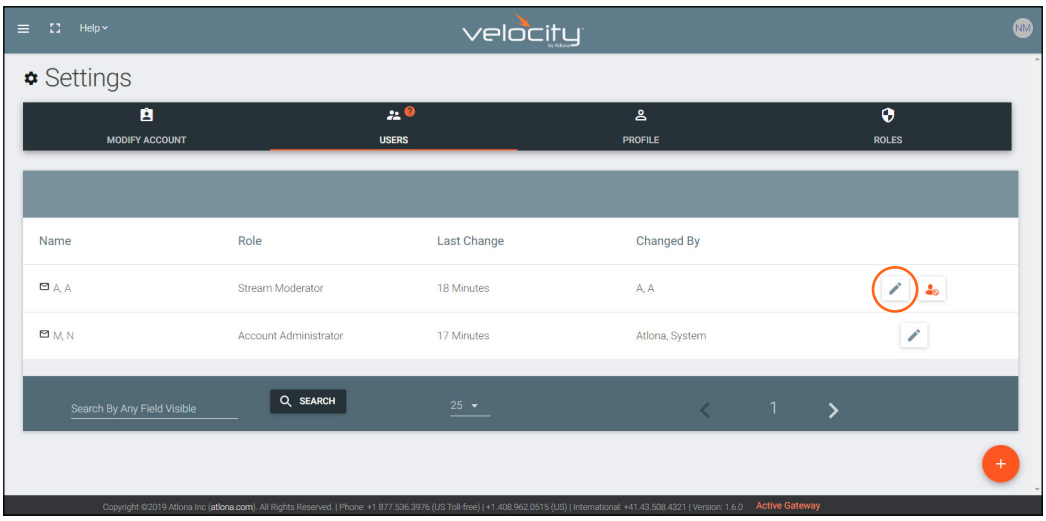


Upon login, all new users will be prompted to update their password.



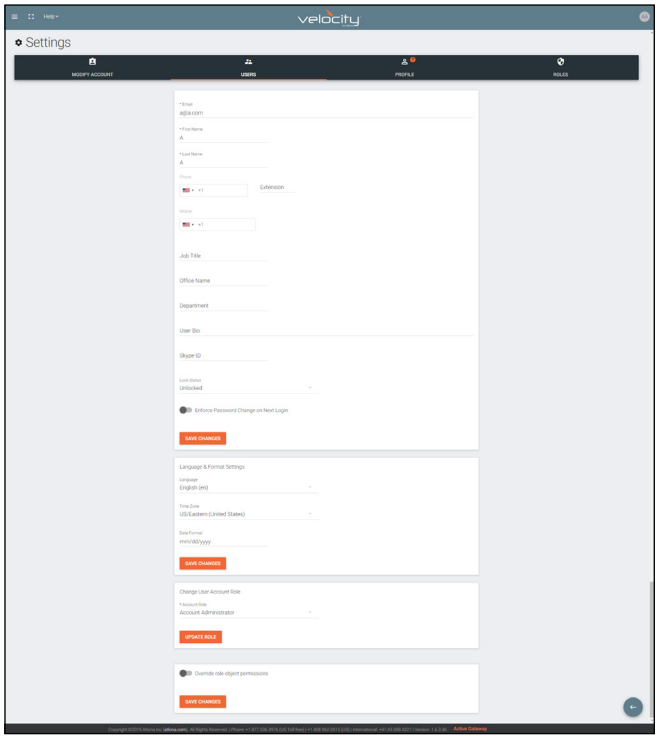
Editing Users

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.

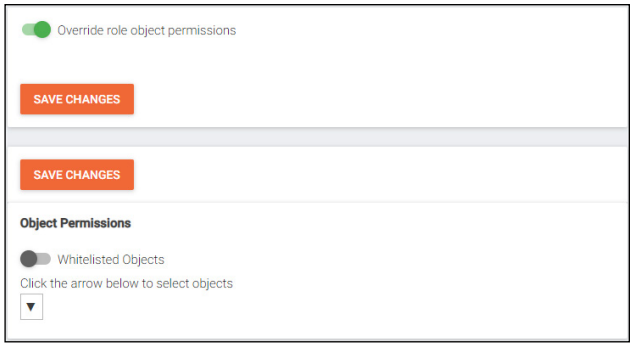
A new page will open.



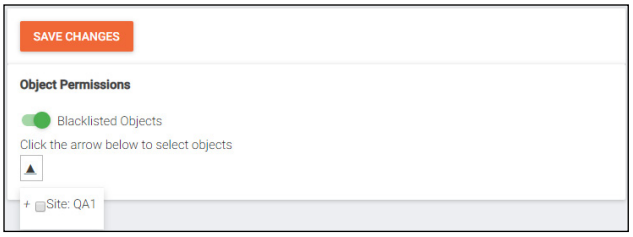
- Fill in the user information that was not created in the user add screen, such as: Job Title, Office Name, Department, User Bio, and Skype ID.

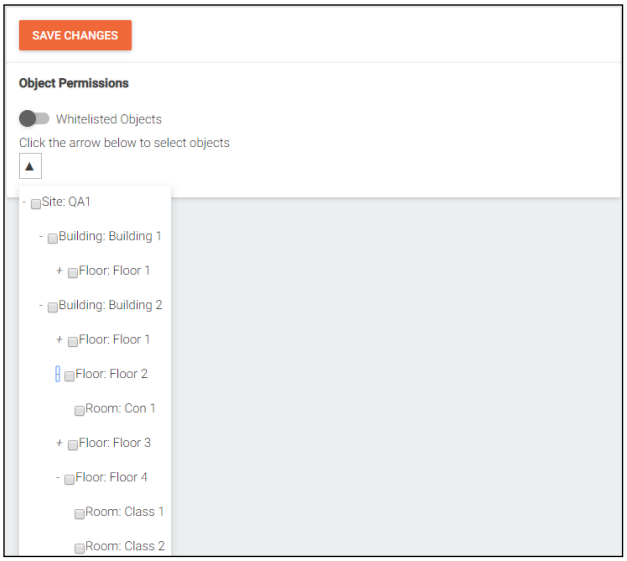
NOTE: The information can be filled in the user under profile options and is optional at this time.

- **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.



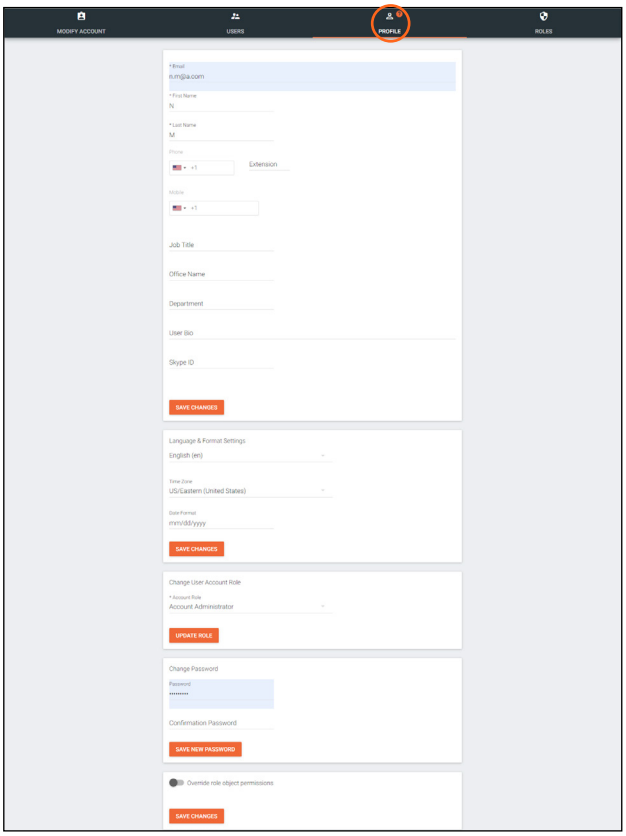
- **Whitelisted Objects** - When this slider is grey, the selections made will be what the user can see.
- **Blacklisted Objects** - When the whitelisted objects slider is selected, it will turn green and the label will switch to blacklisted objects once the arrow below it is selected.
- **Selector** - 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.

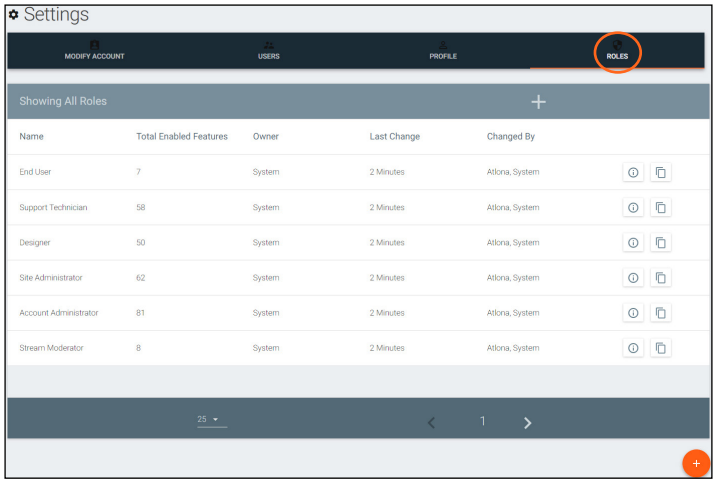
- **Language & Format Settings** - Language, Time Zone, and Date Format will have been set when the profile was created, but can be updated here if something has changed.
- **Change User Account Role** / **Override role object permissions** - These options should only be done within the user edit screen.

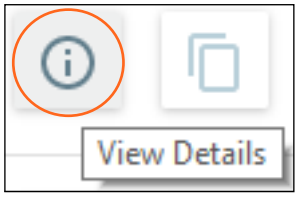
NOTE: To avoid problems, the administrators of Velocity should not choose any role that is not administrator.

- **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

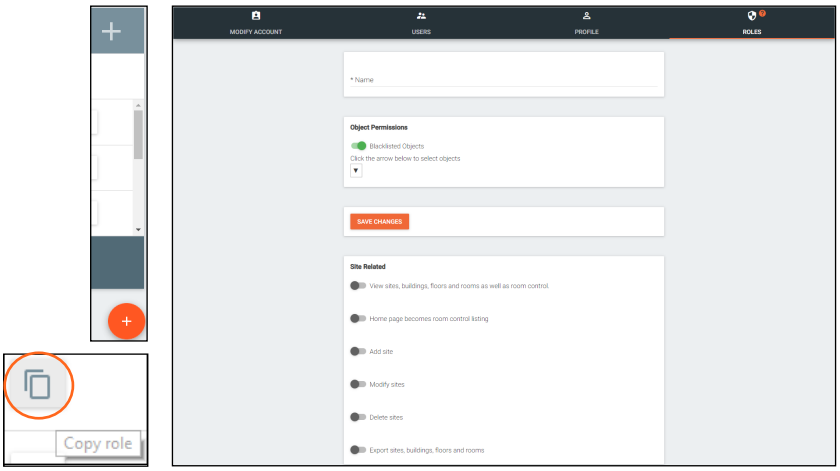
User Level	View	Add	Modify	Delete	Export	Copy
End User						
Support Tech						
Designer						
Site Admin						
Account Admin	X	X	X	X	X	X
Stream Mod						
Control Tablet						

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.

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