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RIO WELLNESS

User Guide

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RIO WELLNESS – USER GUIDE

"Humans are creatures of habit. We all know physical activity boosts well-being and productivity. Yet most of us keep sitting until necks and backs ache, even if we do have a height-adjustable desk. So how do we trigger a change in behavior and make the good habits stick? The answer is RIO Wellness, it will encourage you to change position every so often and assist you for a healthier working environment."

ABOUT RIO WELLNESS

RIO Wellness is an intelligent application working in combination with height-adjustable desks to remind us to vary our work posture according to individually set goals. Like a personal trainer hidden in your pocket, it:

- guides us to setting and achieving personal goals
- prompts us to sit and stand at your chosen intervals
- contributes to health and well-being by reducing potential injuries related to sedentary work

RIO Wellness automatically transfers individual settings to any smart-desk integrated with our technology. Thus, every desk will feel like home, no matter where in the world you are stationed.

Make any desk your desk!

RIO WELLNESS CONSISTS OF TWO PARTS

1. The "Desk Connect device"

The hardware device that connects your computer to the desk you're are using

2. The "ID-Connect desktop application"

The application software lets you control your desk through the Desk Connect device, it saves your personal settings and preferences and reminds you when it is time to change position.

THESE ARE THE EASY OVERALL STEPS REQUIRED TO START USING RIO WELLNESS!

Follow this guide to start using the RIO Wellness device and software, a detailed explanation of each step will follow throughout this guide:

1. Install the Desk Connect device on your desk, according to the enclosed instruction.
2. Download RIO Wellness software (ID-Connect desktop application).
3. Install the RIO Wellness software on your computer.
4. Register a free user account.
   https://register.intelligentdesk.com/#/register/
5. Sign In!
6. Learn how to control your desk using the application.
7. Choose your Sit and Stand height.
8. Configure your personal and ergonomic settings and preferences.
9. Configure additional desk settings.
10. View your statistics!

Now you are ready to dive into your work! We will remind you when its time to change position during your working hours.
Do not forget to check if it has resulted in any achievements before you leave!

1. INSTALL DESK CONNECT DEVICE ON YOUR DESK

In the RIO Wellness package, with your Desk Connect device, there is an installation guide for how to install the device on your desk.

Follow the guide thoroughly to install the device on your desk and finally connect it to your computer.

When the device is installed on the desk and connected to your computer, continue with this guide.

2. DOWNLOAD THE RIO WELLNESS SOFTWARE

To download the RIO Wellness software (ID-Connect desktop application), go to:
https://www.rolergo.com/rio-wellness/

At the bottom of the page there are options to download the Windows and Mac OS X versions of the software, and this guide.

3. INSTALLING THE RIO WELLNESS SOFTWARE

Follow the guide below according to the operation system you are running on your computer.

INSTALLING ON WINDOWS

Currently supported operating systems are:

- Windows 7 and above, both 32 and 64-bit versions

Start the installation by launching the downloaded installation file, **id-connect-desktop-x-y-z-installer-windows.exe** and wait for the installation to complete, no user interaction is needed during the installation.

Once the installation is completed, the ID-Connect Desktop Application should be launched automatically.

However, if you need to start the application manually, the application can be found on the menu bar. See the following pictures in this section.

When the ID-Connect Desktop application is running, an icon will be visible in the taskbar in the lower right corner.

If the ID-Connect Desktop application icon is not visible from the start, click on the small "up arrow" on the taskbar to reveal hidden applications.

Hint! *To change the ID-Connect desktop application icon to always be visible in the taskbar, use your mouse and drag the Desk Connect application icon to the taskbar.*
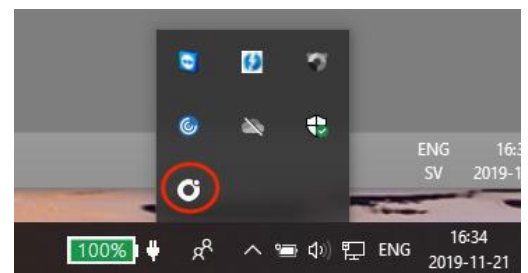
INSTALLING ON MAC OS X

Currently supported operating systems are:

- Mac OS X 10.10 and above

Open the downloaded dmg-file

Once the installation file is downloaded, open the downloaded **id-connect-desktop-x-y-z-installer-macos.img** file.


Drag the ID-Connect icon onto the Application folder and wait for the copy/installation to complete.

Starting the ID-Connect application

Use your preferred way to start the application, either through spotlight, launchpad or finder, the application name is **ID-Connect**.

The first time the ID-Connect application is launched there will be a warning message about "ID-Connect" is an app downloaded from the internet⋯ click open to start the application.

The application will be found in the menu bar and will auto start at login by default.
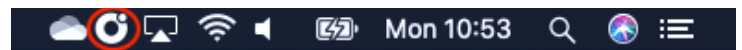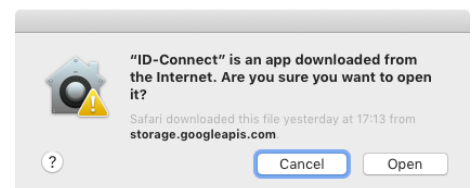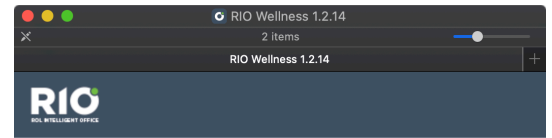
4. REGISTER A FREE USER ACCOUNT

To sign in you will need to register for a free user account, either click on "Register new user" in the application window, or go to: https://register.intelligentdesk.com/#/register/ to register your free user account.

Fill in the form and wait for the invitation (verification) email from ROL Intelligent Office.

Verify your email address and set your password

Use the provided link in the invitation email to verify your email address and set your personal password. Now you are ready to use your new account, continue with the next step, *"Sign in"*

Note! *If you do not want to register yourself to a free account and get unique features, you can use the "Local mode" button to sign in locally.*

You can then continue with the next step, "Change your personal settings" at page 14 (8.0).

5. SIGN IN

The first time you launch the application, you will need to sign in, either with your user account or using the "Local mode" feature.

Add your email address and password and press "Sign in".

int! *Before signing in make sure the "Keep me logged in" check box is checked, to remember your login credentials and automatically sign you in from now on when the application is launched.*

END USER LICENSE AGREEMENT

When signing in the first time, the user is presented with an End User License Agreement. Read and accept the EULA to continue.

Note! *The EULA must be accepted to be able continue.*

Forgot Password

If you need to reset your password, you have the possibility to do it from the "login menu" by pressing "forgot password".

Now fill in the email to your desired account and press "send", you will shortly after receive an reply from noreply@intelligentdesk.com. Follow the email instructions and choose a new password!
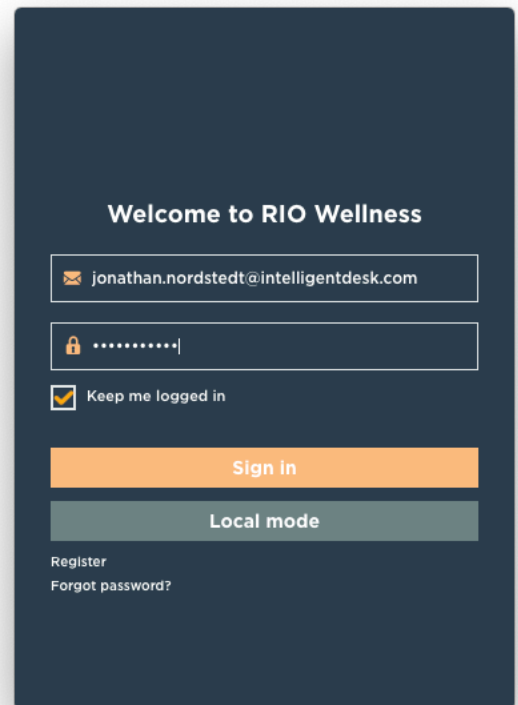
Image 1 - End User License Agreement

6. CONTROLLING YOUR DESK

If the window status indicates a red box with the text, **NO CONNECTION WITH DESK,** there is an issue with either computer connection to the Desk Connect device, or the connection between the Desk Connect and the actual desk.

Please verify the cable connections according to the enclosed installation guide for the Desk Connect device.

When signed in, the RIO wellness application should be presented visually. You can also reveal and hide it by simply "left click" on the icon previously explained in section 3.

"**Up**" and "**Down**" arrow buttons, use them to move your desk up and down. The current height will be displayed in the corner as you move your desk.

"**Sit**" and "**Stand**" buttons, use them to move the desk to your configured sit and stand height. **Note!** *You will need to set your configuration using the guidance that follows in the next section. You are also able to stop the desk at any time by simply press "stop"*

"**Adjust height**", press the centered button to start configuring your preferred sit and stand height. **Note!** *The highlighted "inner circle" displays which configuration you are adjusting. See the explanatory picture on the top right!*

 "**Time tracker**", the "clock" outlining the control buttons indicates when it's time for you to change position, based on your configured preferences.

"**Sit and stand intervals**", Displays the collected time spent in respective position.

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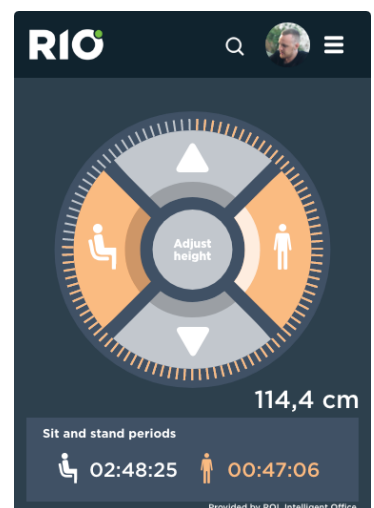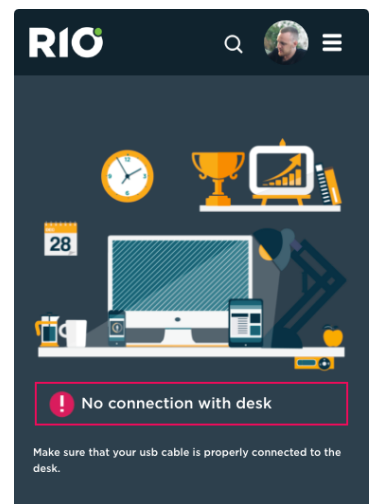
APPLICATION MENU, THE "HAMBURGER"

Clicking on the "hamburger" menu displayed as three horizontal lines in the top right corner reveals a menu. The different menu options are:

RIO Companion – Requires additional licensing, please contact your reseller for RIO Wellness. For more info go to: https://www.rolergo.com/rio/

Statistics – Presents statistics for sit and stand intervals, number of position changes, calories burnt etc.

Settings – This is where you change some personal preferences such as reminders when to change position.

License agreement – Displays the license agreement.

Logout – Sign out and go back to the sign in window.
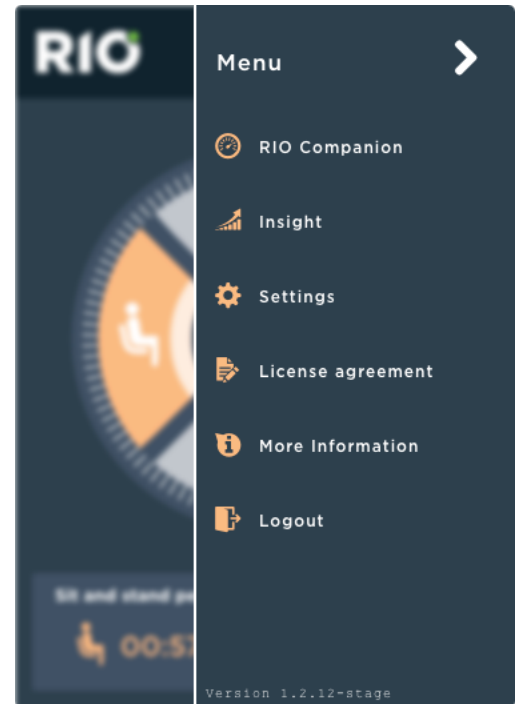
To close the menu, press the "arrowhead" outlined with an orange circle in the top right corner.

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7. CONFIGURE YOUR SIT AND STAND HEIGHT

To adjust the preferred sit and stand height see section *"Adjust preferred sit and stand height" in section 7.1*

There are three specific settings you should configure, using the application for the first time.

- Set your own SIT height
- Set your own STAND height
  Set your ergonomic reminders for how often you would like to change position between sit and stand

7.1 ADJUST YOUR PREFERRED SIT AND STAND HEIGHT

Start by pressing the **SIT button**, the desk will now move to a factory default height for your sitting position.

Now press the **Adjust Height button** and use the arrows to adjust the desk to your own personal preference. When you are satisfied, press the **SAVE button** to store your new sit height.

To adjust your stand height, start by pressing the **STAND button**, the desk will now move to a factory default height for your standing position.

Now press the **Adjust Height button** and use the arrows to adjust to your own personal preference. When you are satisfied, press the **SAVE button** to store your new stand height.
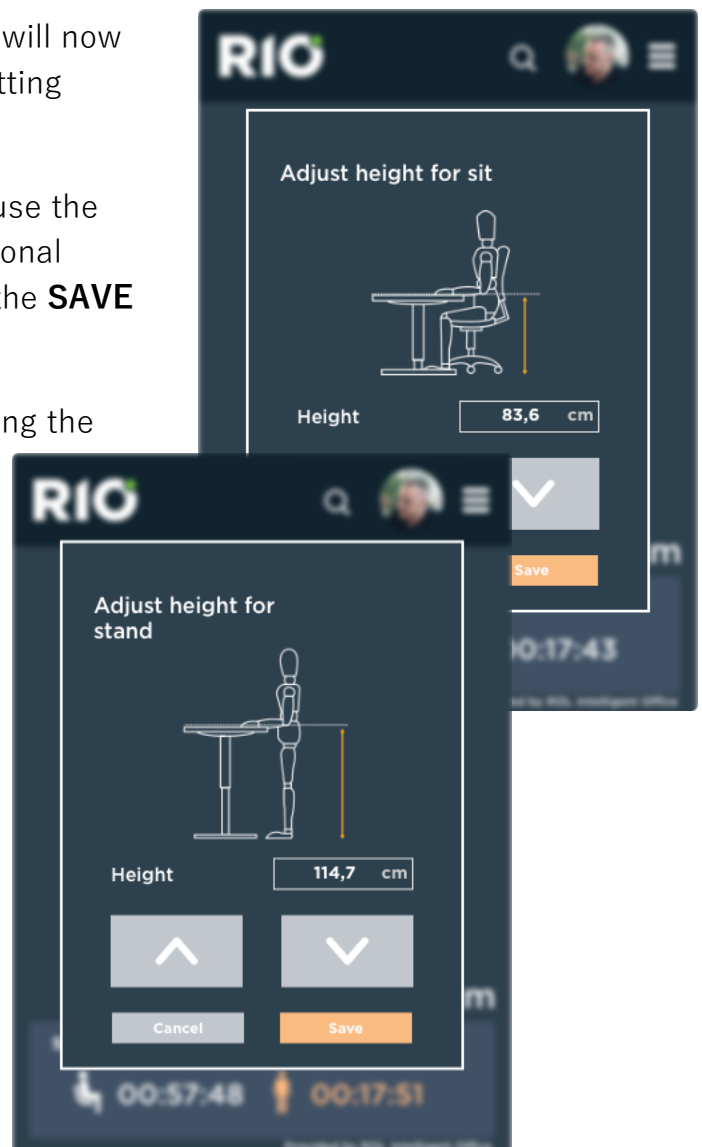
If you would like to adjust your current sit or stand height and find yourself in between, too far off from either configured sit or standing positions, the button to adjust height will change to **Set Height**.

In this case the application does not know if this is a sit or stand height you are trying to configure

Press either the sit or stand button according to the height you are currently storing as your new height.
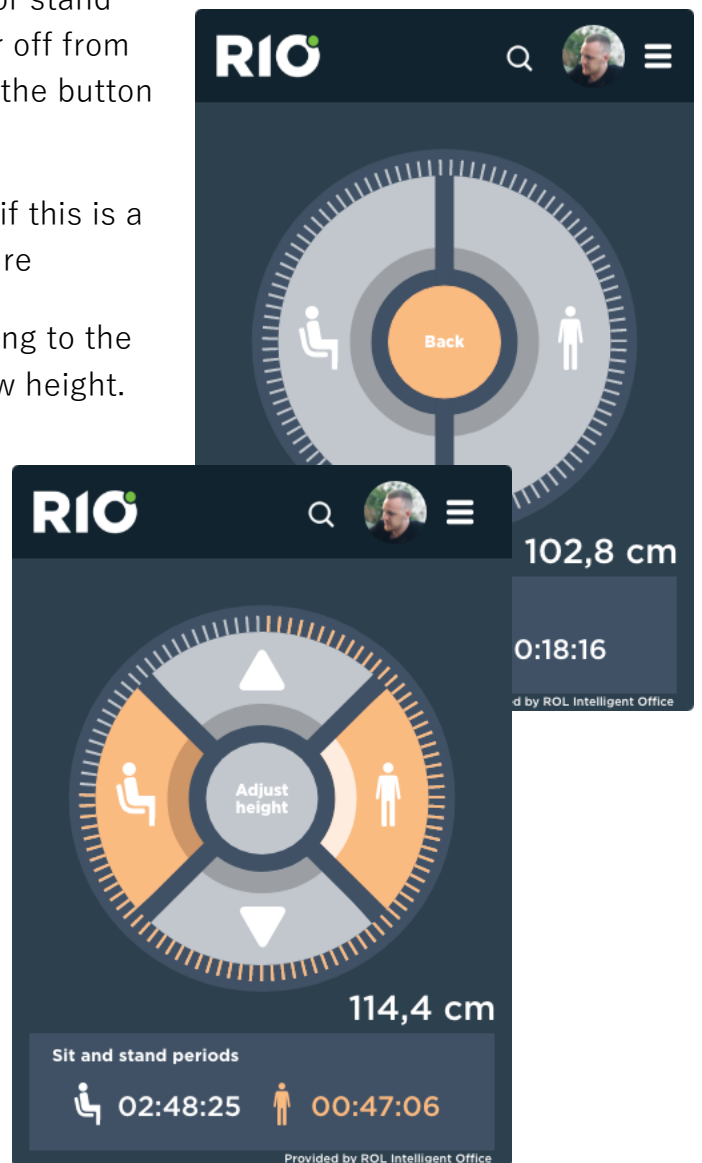
8. CHANGE YOUR PERSONAL SETTINGS

Under "THE BURGER" menu and personal settings tab, you have the option to choose measurement system between metric or imperial. The measurement setting will affect how the height of your desk is displayed, in centimeters or inches.

Choose your regional format, regional setting affects the displayed time format for selected country.
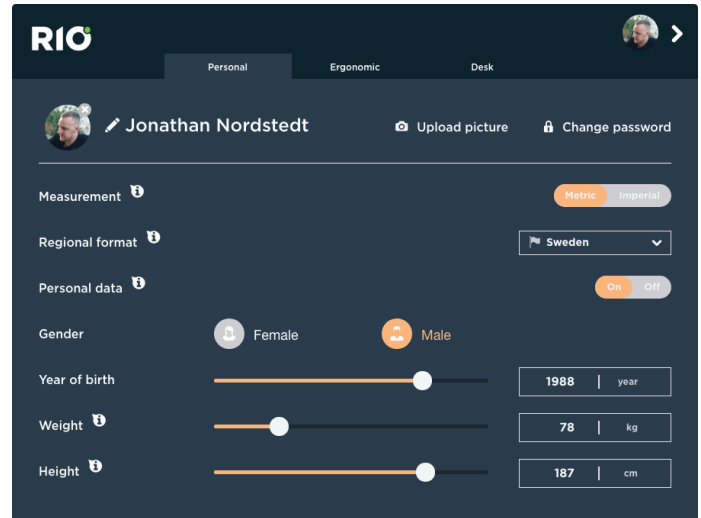
It's possible to upload an avatar (picture of yourself), this is not necessary.

Personal Data

As an option, you can tell the system your sex, age, weight and height, now the system can, and will calculate your burnt calories during the day.

Note, *personal data is not possible to set in local mode.*

CHANGE YOUR ERGONOMIC PREFERENCES

In the ergonomic tab, you can manually activate and deactivate reminders for position changes (affects both sitting and standing position).

The target setting controls the desired relation between your sit and stand time based on the preset interval.

The interval setting controls the target time.
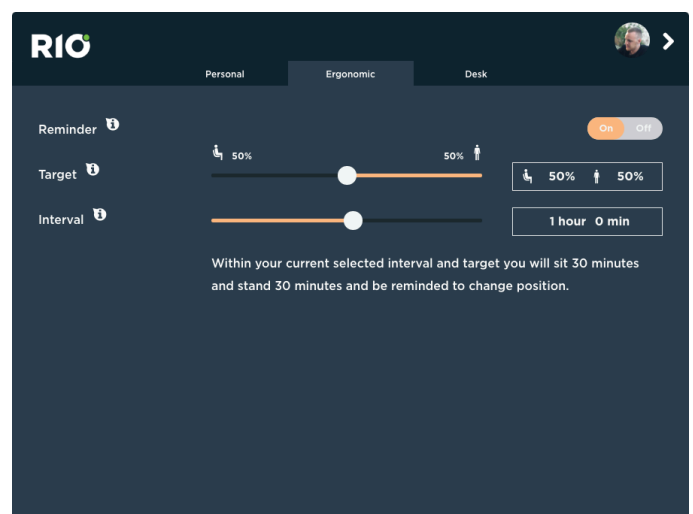
**Detailed explanation follows on the next page (15)**

Example:
Target set to **50% sit** and **50% stand** with an interval set to **1 hour** will result in the following:

- 30 minutes sit time
- 30 minutes stand time
- Every 30 minutes there will be a notification to change position to either sit or stand depending on your current position.

REMINDERS / NOTIFICATIONS

When it's time to change position from sit to stand or vice versa, the application will remind you with a notification informing you that's it's time to change your position. Being reminded also exposes you to the three direct actions you may take!
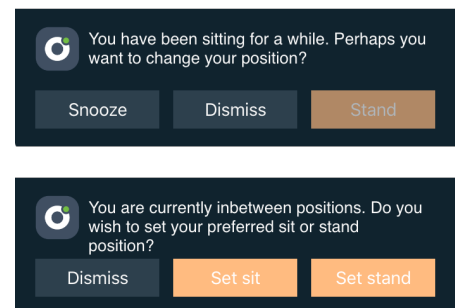
Snooze, Dismiss and Sit/Stand

Snooze, works just like a common alarm clock, remind you again in 9 minutes.

Dismiss, Will silent the notification, however in accordance to your configured interval it will only affect the current interval, e g a full interval will pass before next notification.

SIT/STAND, Pressing the orange "sit/stand" button activates the change in position and your desk will move to your configured sit/stand height.

Note, when the desk is controlled through the notification, there's an option to press stop if you want to stop the desk when it's moving.

9. CONFIGURE ADDITIONAL DESK SETTINGS

In the desk tab, you have different options to customize settings for your desk.

Current height - Indicates the current height reading, with an option to calibrate the height reading.

High limit – An option to limit the maximum possible height of the desk. When limited the desk cannot pass the configured height, for example if there's a shelf above the desk.

Low limit – An option to set a minimum height limit of the desk.

Move strategy – Tap or Hold, Tap is standard and only requires a click to move the desk with sit and stand buttons. The hold option requires you to press and hold the mouse button to move the desk.

Shortcuts – Keyboard shortcuts to move your desk, using your computer keyboard. Hovering over the information symbol/icon reveals detailed information about the keyboard shortcuts depending on your computers operating system.

Reset – If you want to clear the desk settings you have the option to do a full reset, doing so will require the desk to move into its lowest possible position. Manually configured high/low limits will also be wiped clear. Make sure to remove things underneath the desk before doing a reset! ☺

At the bottom, you can see information about the Desk Connect hardware and ID-Connect software version plus additional information regarding the desk columns software version.
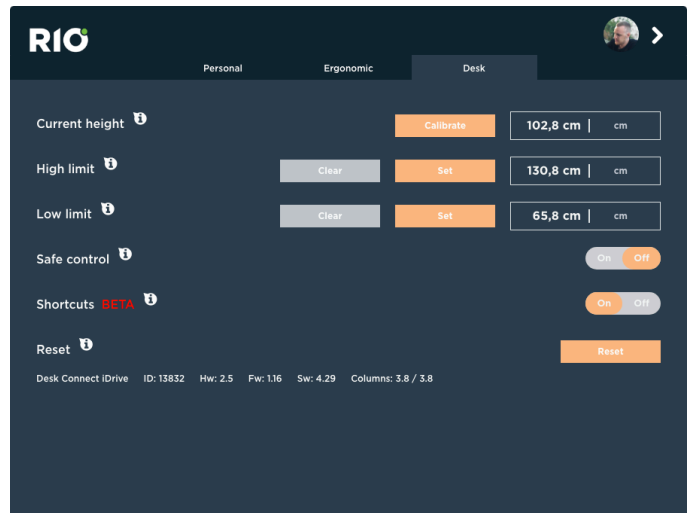
10.   VIEW YOUR STATISTICS

To view your statistics, navigate through the "Hamburger menu" and click on **Statistics**. The statistics will then open in your default web browser.

The statistics are displayed in separated sections, following;

Statistics for the selected sit and stand time and the number of position changes made within the chosen timespan.

Your accomplished **achievements**!

A **calorie meter**, indicating how many calories you have burnt during the selected week.