

Room Planner user manual.

1. “Enter Skano’s Room Planner”

- Once logged into Room Planner you can save room plans and share them publicly or keep in private, and open later for processing.

NB! It is necessary to save the project so that it could be used repeatedly by you and Skano. See also point 7.

2. „Select appropriate floor plan for the room”

- **Quadrangular floor plan.** By default, the dimensions of a quadrangular room are: width 350 cm, depth 280 cm and height 250 cm.

All measures can be changed only once the room plan type has been selected. ***NB! Once the room has been opened the measures cannot be changed any more.***

- **Non-standard floor plan.** By clicking on the arrows in the middle of the plan you can determine the length of walls. Once the starting and end points meet on the plan, the room height can be changed. By default, the room height is 250 cm.

Once the room has been opened the room height cannot be changed any more.

3. Open room

- Before planning starts the navigation instructions are displayed on the plan. The navigation instructions can be opened during planning as well by clicking on the „? Help” button.

- ✓ To change the room view and navigate in the room hold down the CTRL key and use the mouse by clicking on the arrows displayed on the screen or use the arrow keys on the keyboard for moving up or down and right or left.

4. Room elements

- The menu “**Room elements**” allows adding doors, windows and radiators to the room - by clicking on the relevant item, holding down the left mouse button and dragging it to the appropriate location in the room. The measures and location of room elements can be changed later on as well and adding or deleting are also available options.

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- **“Room colours”** allows changing the tones of the floor and walls. The floor and wall tones can be changed later as well.
- **“Room dimensions”** displays the measures of the planned room. The measures can no longer be changed at this stage.

5. Furniture

- In the **“Furniture”** menu, the products of the Björkkvist line are opened in groups.
- By dragging with the mouse, place the furniture items to desired locations.
- The program allows using only active products, For example, shelf modules can be used only if there is a base element in the room. Inactive products are displayed in the menu using a grey background to distinguish them from other products.
- The program allows creating combinations of elements of non-standard dimensions - the width of the active product in the room (displayed with a green frame) can be changed in the window **“Furniture dimensions”**. To add a non-standard measure, the dimensions of the base must be changed first. When placing the shelf on the base the program automatically modifies the dimensions of the shelf to match those of the base.
- **“Shelves above door”** - the width of shelves above the door can be changed. A ceiling element or one standard shelf plus a ceiling element can be added to the shelf above the door.
- **“Furniture finishing”** window allow selecting a suitable colour tone for the furniture. By clicking on the tone of finishing, the colour of all furniture elements in the room will be changed.

6. Working window settings

- **“Change view”** function allows viewing the room from above and placing furniture by using the view from above.
- **“Show/hide walls”** function removes or restores the room's walls. This function allows viewing and saving an image of the furniture elements only without the surrounding walls.
- **“Quality”** function allows displaying the room with high resolution. ***NB! High resolution can be used only when***

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saving the image since planning in high resolution mode would occupy a considerable share of the computer's operating memory.

7. Commands

- **“Save project”**- allows saving a project. ***NB! If an existing project is modified and saved, only the last, modified version is saved. The program overwrites the initial version so it cannot be retrieved later on. Therefore, it is recommended to always create a new project if the previous versions need to be preserved.***
 - ✓ By default, all projects are private and not visible to other users. If the option **“project is public”** is ticked when saving the project, all users of the 3D planning program will see this project. ***NB! Please save public projects only if strictly necessary!***

- **“Product list”** displays the list of furniture items used in the project together with product codes, tones of finishing and quantities.
 - ✓ **“Additional information”** window allows entering additional data on the project.

 - ✓ **“Select...”** allows selecting a Skano store; by clicking on the **“Send”** button the list of products is sent to the store you selected. Based on the product list a detailed price offer will be prepared.

 - ✓ **“Save PDF”** saves the product list in your computer.

- **“Save image”** - program creates an image of the room displayed on the screen. When saving the image the program opens it in a new window where the image can be saved to your computer or printed.

- **“Clear room”** command deletes all room elements and furniture items in the room. ***NB! Once this command has been selected and confirmed it is no longer possible to restore the previous layout.***

Good luck with using the program!