Contents:

How It Works

• 2

General Booking and Confirming

• 3

Quick Book System

• 4

Cancelling Bookings

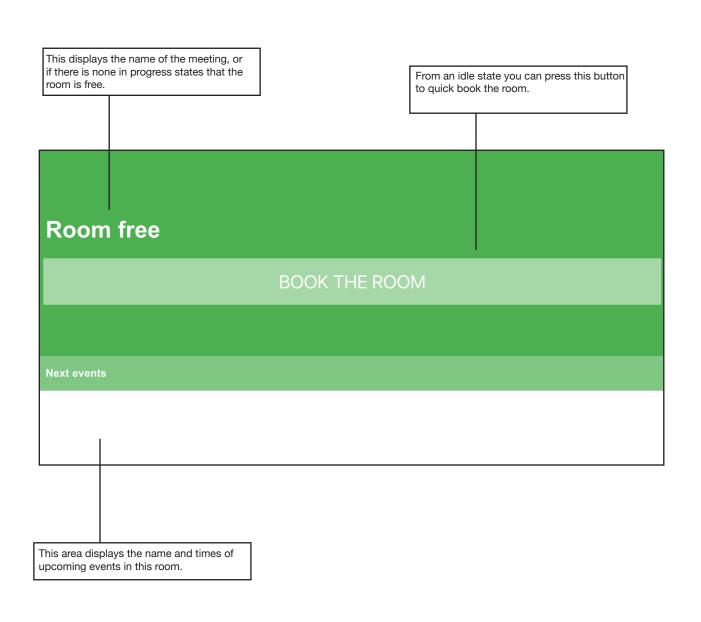
• 5

The Inside Button

How it works

The room booking system works as a front end to show which rooms are available at a glance, it can pull and write data to the office calendars without the need to be at your computer to check which rooms are free, also if your meeting ends early or is cancelled you can free up the room for other people to use.

Overview



General booking and confirming

The booking system automatically pulls the data from the calendar for the room, any booking you make for the room on the online calendar will automatically appear on the device, all you have to do when you turn up for your meeting is confirm it using either the outside or inside buttons.

If you have created a calendar even and listed the VC room that your are going to use your event details will show up here.

Test Event

From 15:30 to 16:00

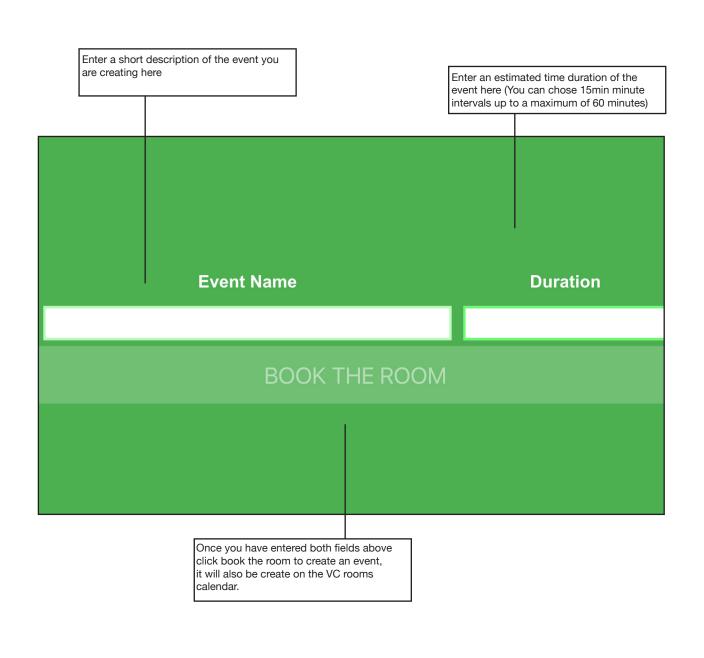
Created by gharte@greenpeace.org

Next events CANCEL

As you enter the room simply confirm your meeting by pressing Start, or if you have rescuduled press Cancel. These buttons are also available on the unit inside the room.

The Quick book system

If there is no current booking in the room you can use the quick book system to book the room for 15 minute slots (Up to an hour max) from the iPad outside the room. To quick book simply press 'Book Room' from the idle screen.



Cancelling bookings

If you need to cancel your booking or it ends early you can use the cancel buttons on either the inside or outside buttons to cancel your meeting, if you are not physically present you can also simply remove the booking from the online calendar to remove the booking

Test Event		
From 15:30 to 16:00 Created by gharte@greenpeace.org		
START	CANCEL	
Next events		
	Press the Cancel button here to cancel your booking, there is also a button to cancel the meeting on the device inside the room.	

The inside button

As well as the unit outside of the room there is a unit inside the room with buttons to start or cancel the meeting quickly.

Use this button to start the meeting from inside the room.

START

CANCEL

Use this button to cancel your meeting, or if you end your meeting early to free up the room again