

ROOM BOOKING SYSTEM

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ROOM BOOKING SYSTEM

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

This displays the name of the meeting, or if there is none in progress states that the room is free.

From an idle state you can press this button to quick book the room.

Room free

BOOK THE ROOM

Next events

This area displays the name and times of upcoming events in this room.

ROOM BOOKING SYSTEM

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

START

CANCEL

Next events

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.

ROOM BOOKING SYSTEM

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.

Enter a short description of the event you are creating here

Enter an estimated time duration of the event here (You can chose 15min minute intervals up to a maximum of 60 minutes)

Event Name

Duration

BOOK THE ROOM

Once you have entered both fields above click book the room to create an event, it will also be create on the VC rooms calendar.

ROOM BOOKING SYSTEM

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.

ROOM BOOKING SYSTEM

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.

