Room booking panels overview

The room booking panels located at the entrance to each meeting room to enable you to quickly:

1. check room availability
2. view details of booked meetings
3. book an ad-hoc meeting
4. check-in to a meeting
5. extend a meeting
6. end a meeting.

This user guide will show you how to perform each of these tasks as well as further options.

1. Check room availability

1 The room booking panel will glow red if the meeting room is currently booked or green when a room is currently available. This way you can see at a glance which rooms are available or not.


**2** You may need to touch the screen once to view more details about the current and future bookings.
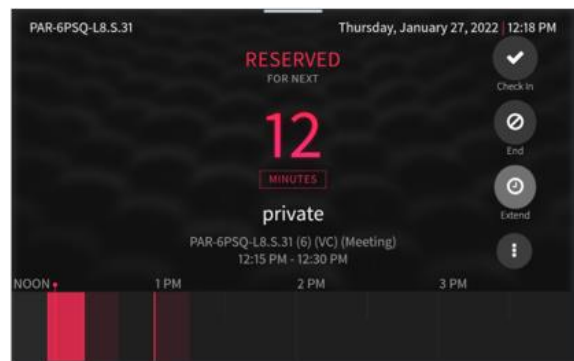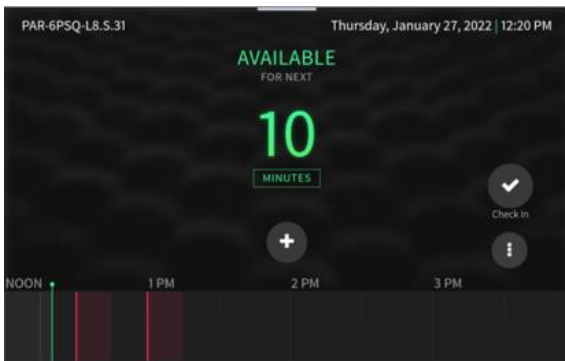
3   The timeline at the bottom of the screen displays availability throughout the day. The timeline is divided into half hour blocks.

- Shaded black blocks are available
- Shaded light red blocks for reserved
- Shaded bright red block is the current meeting

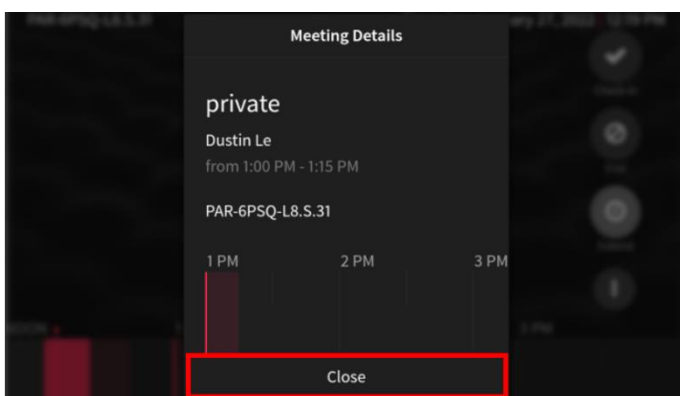You can swipe the timeline left or right to see availability throughout the day.
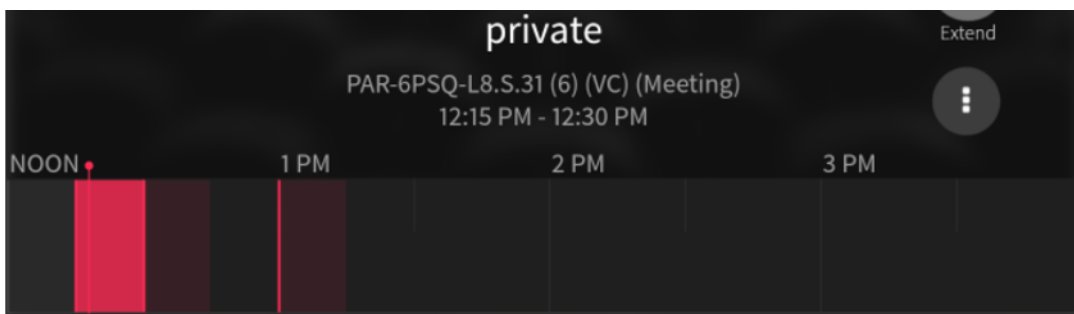
2. View details of booked meetings

1   Select a current or booked meeting by touching the shaded area on the timeline.
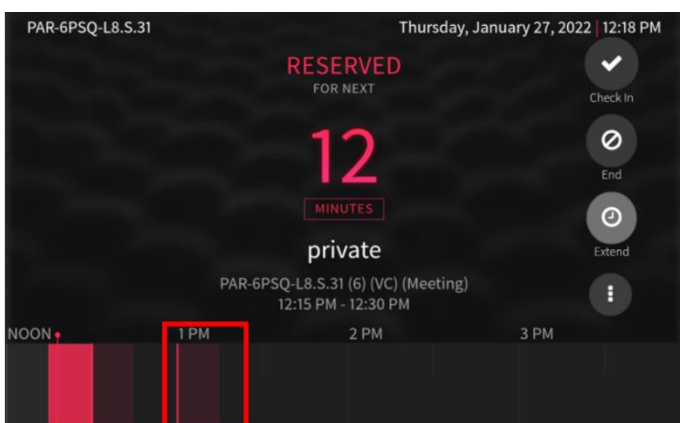
2   The Meeting Details display including the organiser when booked through Outlook or Microsoft Teams.

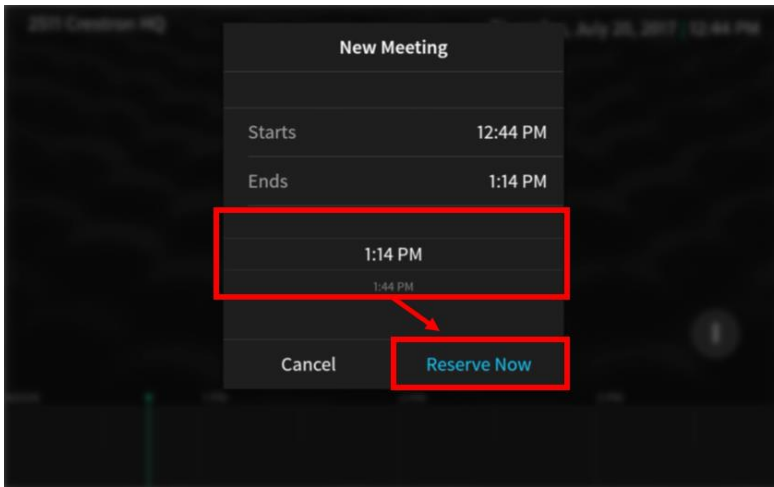Select **Close** to return to the main interface.

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3. Book an ad hoc meeting

1   You can book an ad-hoc meeting by selecting the [+] icon to start a meeting immediately or select an available block when the room is available.
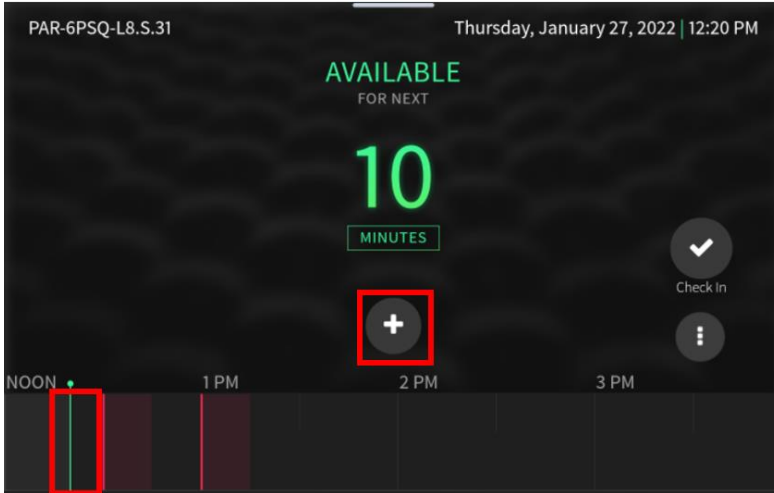
2   The meeting time defaults to a half hour block. You can change the meeting duration by swiping the time up and down. Select **Reserve Now** to book the meeting.

Note: The duration of the meeting is limited by when the room is next booked for a meeting.

3   Your new meeting will be displayed on the timeline.

Note: When booking via the room booking panel, the system cannot capture who booked the room so the booking will be anonymous.

4. Check-in to a meeting

1   When you have booked a meeting room via Outlook or Microsoft Teams, you need to check-in to the meeting room. You can check in up to 15 minutes before the meeting is scheduled to begin.

If you don't check-in the scheduled meeting, after 30 minutes of the scheduled start, the meeting will be cancelled and the room made available for other staff.
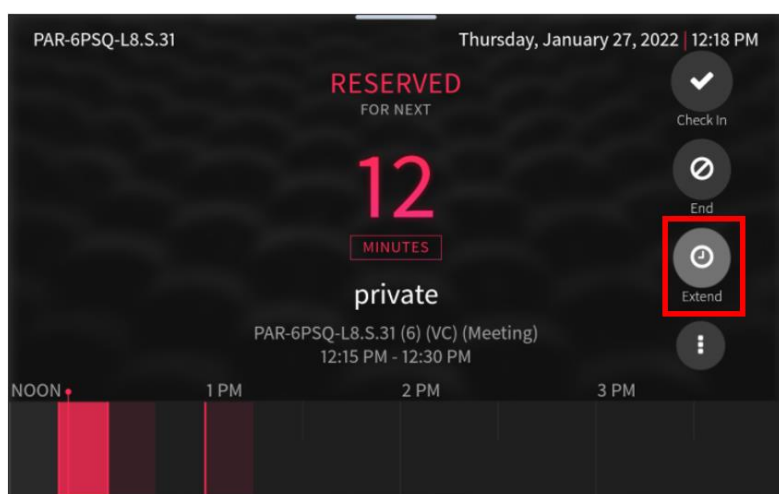
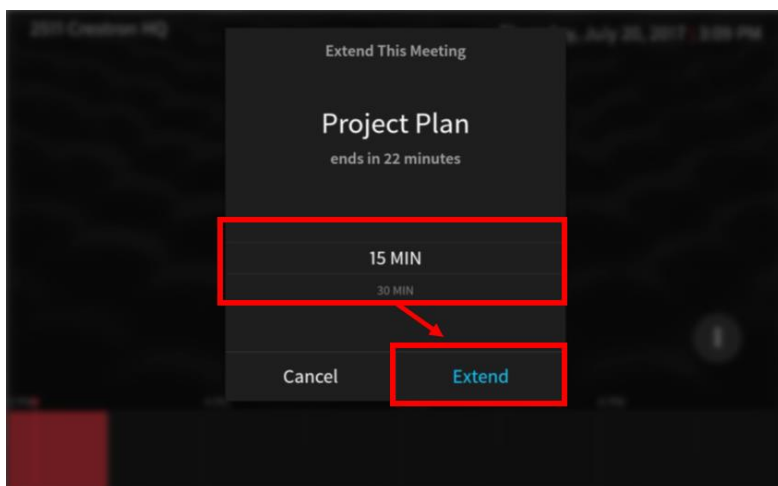To check-in, simply select the **Check-In** icon on the panel.
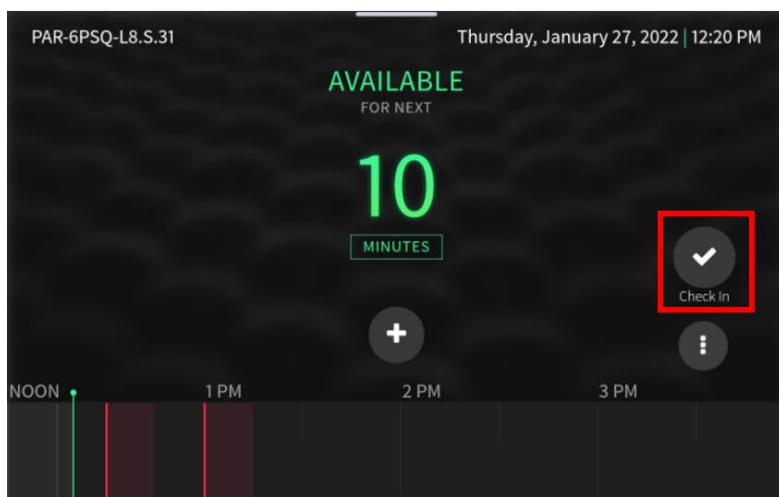
5. Extend a meeting

1   You can extend your booking via the panel, provided the room is available.

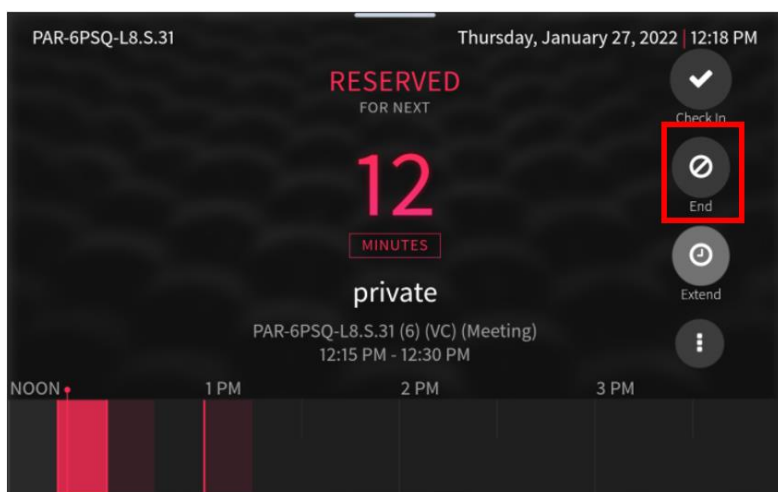To extend your meeting simply press the **Extend** icon on the panel.

2 The Extend This Meeting screen displays. Swipe up or down to select the time to extend by and then select **Extend**.

6. End a meeting

1 If your meeting ends early, you should end your meeting on the panel so that other staff can use the room. Select the **End** icon from the main interface.

2 The End Current Meeting window displays. Select **End Now** to make the room available to other staff.