

How to book a meeting room and use the basic functions of MeetingRoomApp Instructions manual

[MeetingRoomApp](#) reservation system has been designed specifically to be user-friendly, with reservations easy to make for everyone. In a few simple steps, this manual will introduce the basic functions of the app and teach you how to use it effectively.



Book your first meeting immediately after having read this manual!

It's simple, we promise!

Let's get going!

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WWW.MEETINGROOMAPP.COM

1 Reservations

You can book a meeting room in **two** ways:

- I. **Remotely via Google Calendar or Outlook using a PC, tablet or mobile phone**
- II. **Directly at the meeting room using a reservation device**

1.1 Remote reservations

I. Remote reservations via Google Calendar or Outlook

The reservation of the meeting room through an **email client** is made in the **standard** way, exactly as you are used to. In your email client, create an event, choose a meeting room and invite other participants.

The scheduled meeting will be visible on the display of the meeting room device immediately after the reservation is made. On the right on the agenda, you can see the name, date and time of the meeting. Once the meeting starts, you can also see the participants.

When you arrive at the scheduled meeting, confirm your attendance on the display of the meeting room device by pressing the **Confirm** button. For more information about the Confirm button function, see the Basic functions chapter.

1.2 Reservations through a meeting room device

II. Directly at the meeting room

Make a reservation through a meeting room device in a matter of seconds. The following chapters will explain the meaning of the app icons and signals first.

1.2.1 App signals and icons

SIGNALS

You can tell whether a meeting room is available or not by **colour-light signals** on the screen. The **red** light means there is a meeting at the moment. The **green** light means you can book the room immediately.

BASIC APP ICONS

'Add button' – starts a reservation.



'Calendar' – activates the **Book another meeting room** function. If you click on the icon on the left of the screen, a list of available meeting rooms appears. On the right, you can click on a 'TV panel' to visualise the available space.



'X button' – cancels a meeting room reservation. The icon appears automatically after you book a meeting room.



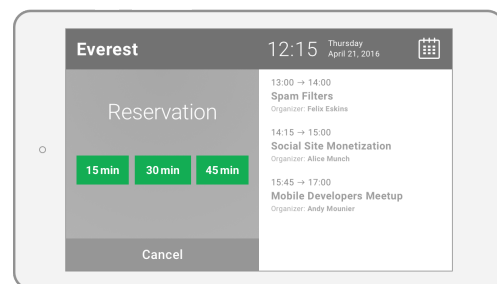
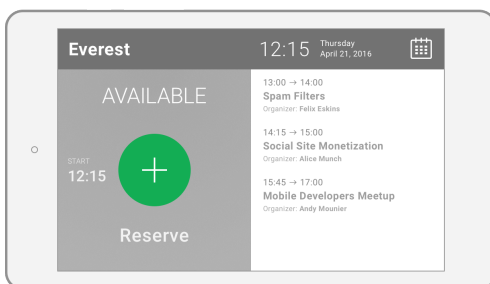
1.2.2 How to make a reservation

Follow the on-screen instructions. When making a reservation, you can use the **Book another meeting room** function. Below you can find 2 examples of making a reservation.

1) Example No. 1

The meeting room is **available** and you want to make a reservation. See this [video tutorial](#) or follow the instructions below.

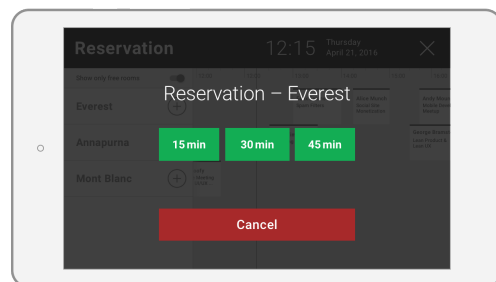
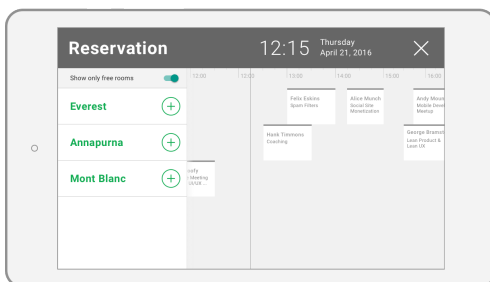
1. Press the Add button icon on the left of the screen.
2. Choose the time of the meeting from the options available.
3. Enjoy your meeting.



2) Example No. 2

The meeting room is **booked** or **available**, but not suitable for your meeting. Use the **Book another meeting room** function. You can see other available meeting rooms in the company directly on the device and book the most suitable one.

1. Press the Calendar icon on the right of the screen.
2. Choose the meeting room on the left of the screen.
3. Choose the time of the meeting from the options available.
4. Enjoy your meeting.



1.3 Rescheduling and cancelling a reservation/closing a meeting

Rescheduling and cancelling a reservation

If you need to cancel a meeting, change the date or location, you can do so **remotely** via an **email client**. Alternatively, you can cancel a meeting using the X button icon on the **display of the meeting room device**.

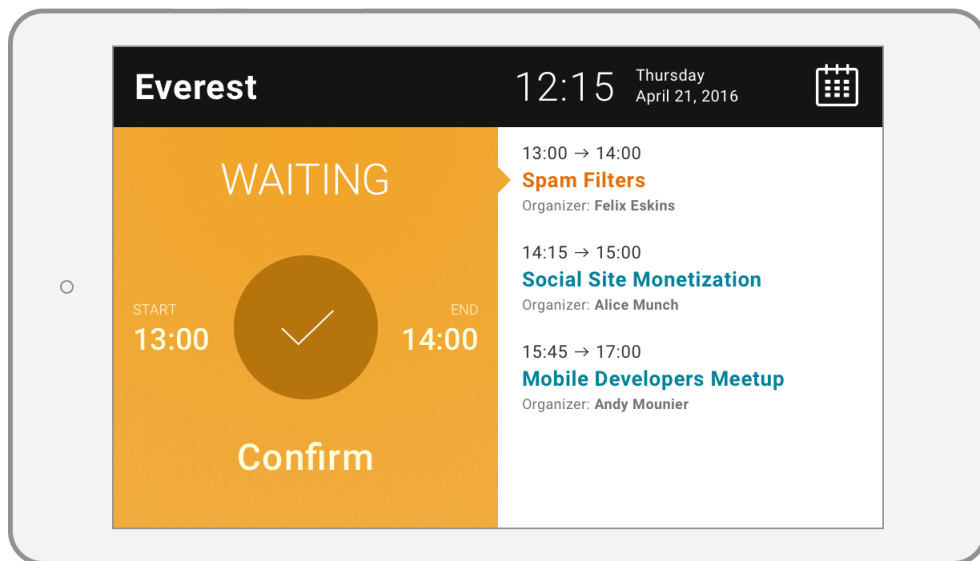
Closing a meeting

If you finish your meeting before the scheduled time, remember to close the meeting by pressing the **X button icon** on the display of the meeting room device when you leave and make the room available for your colleagues.

2 Basic functions of the app

CONFIRMATION BUTTON

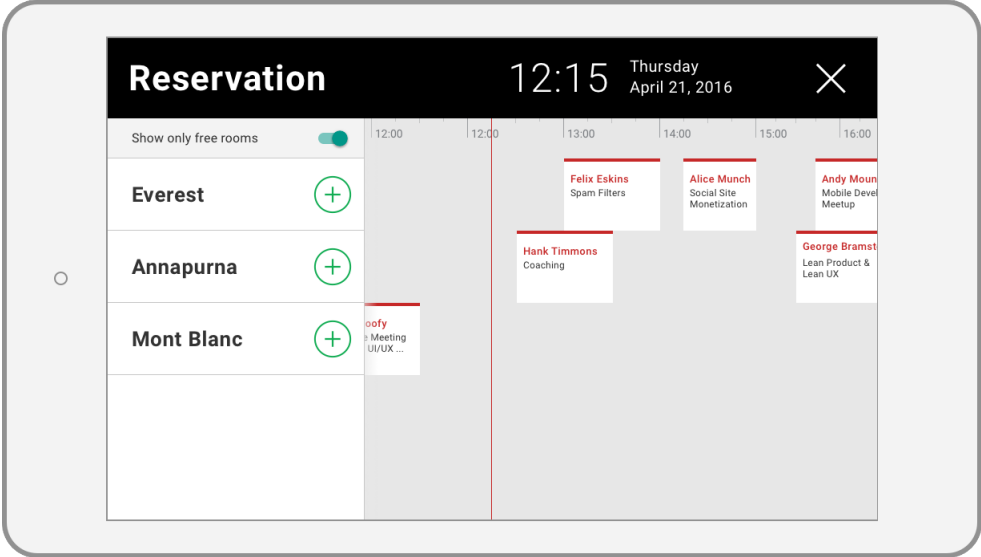
This function confirms your attendance at the meeting. Participants who booked the meeting **remotely** have to confirm their attendance on the display of the meeting room device by pressing the **Confirm** button. If the attendance is not confirmed within 15 minutes after the scheduled start, the meeting is automatically cancelled and the meeting room immediately becomes available for reservations. This function aims to minimise ineffective use of company space due to scheduled but missed meetings.



BOOKING ANOTHER MEETING

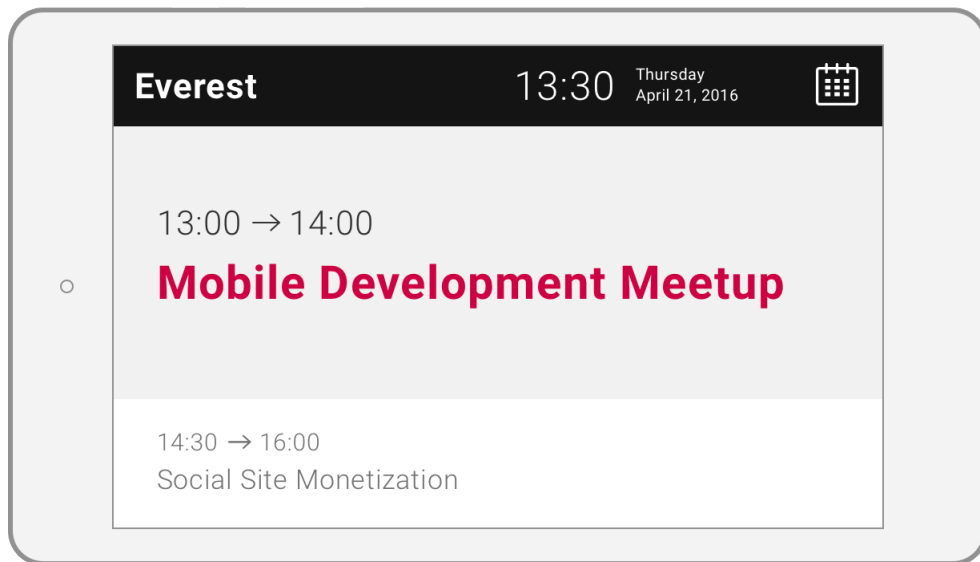
This new function allows you to book any room **on the display** of a meeting room device. Users can see all the meeting rooms in the company directly on the reservation device, and choose and book an available room suitable for their needs quickly and easily, using a **‘television panel’**.

You can book any meeting room using any reservation device in the building. This function has proven to be ideal for organisations with large premises or offices on several floors.



FULLSCREEN MODE

This function allows you to see **company events** on the display of the meeting room device. Particularly useful for training rooms, the function turns the device into an information panel displaying basic information about the event currently held in the room. The reservation can be made only **remotely by the event organiser**. After the event finishes, the app can be switched back to the standard reservation system.



That's it. Congratulations, now you are a MeetingRoomApp expert!

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