



MeetingRoomApp Instructions Manual



Make Your Workplace Better



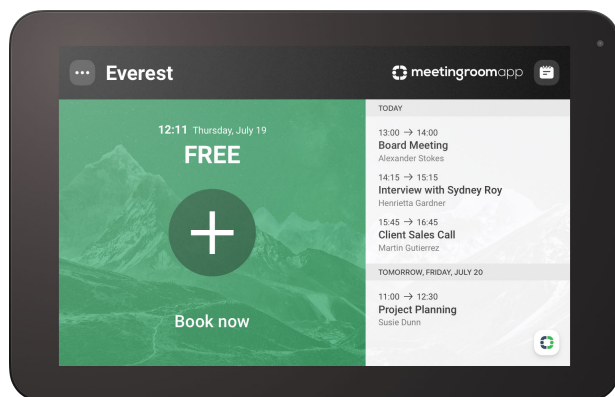
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Introduction

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 system and teach you how to use it effectively.

**Book your first meeting immediately after having read this manual.
It's simple, we promise!**



More info at

www.meetingroomapp.com



Reservations

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

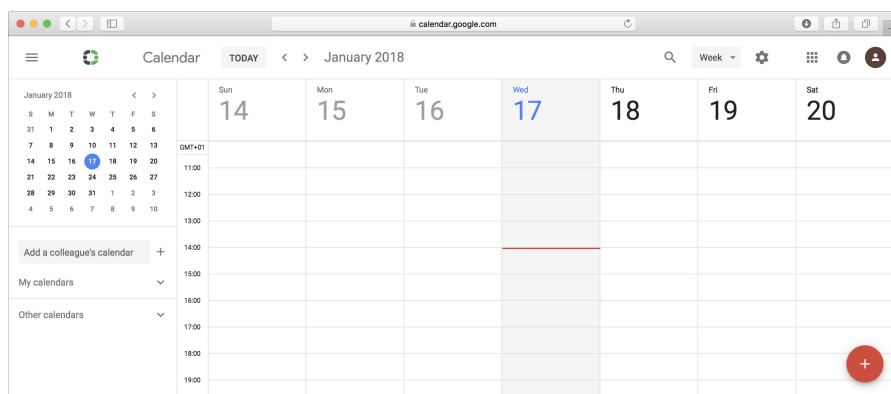
1. Remotely via Google Calendar or Outlook using a PC, tablet or mobile phone
2. Directly at the meeting room using a reservation device

Remote Reservations

1. Remote Reservations via Google Calendar / Outlook / Office 365

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.

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 functions chapter.





Reservations through a Meeting Room Device

2. 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 first.

2.1. App icons



+ button

Starts a reservation.



× button

Cancels a meeting room reservation. The icon appears automatically after you book a meeting room.



Options ...

Activates the **Cleaning, Catering or Issues with the Equipment** function.



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.



The + Avatar icon

Used to invite other people to a meeting.



The Edit button

Used to set a meeting name.

2.2. How to Make a Reservation

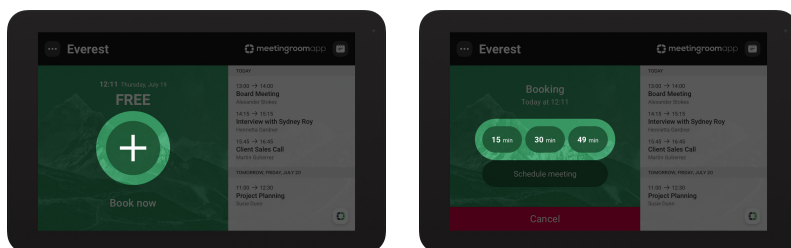
Follow the on-screen instructions. When making a reservation, you can use the **Book another meeting room** function and the **Planning meeting** function. Below you can find 3 examples of making a reservation.



Example No. 1

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

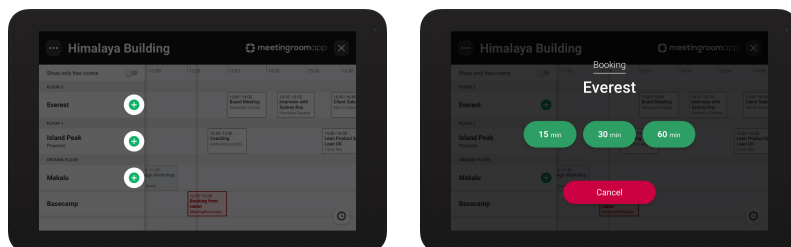
1. Press the Add button icon on the left of the screen
2. Choose the time of the meeting from the options available
3. Enjoy your meeting



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.

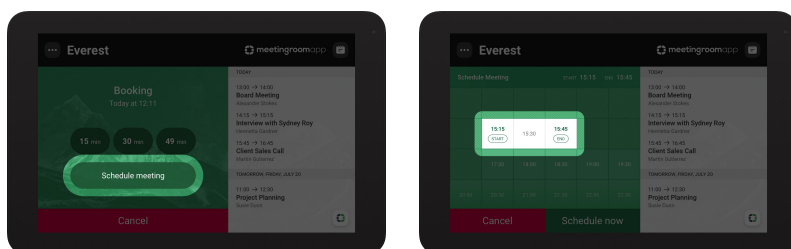
1. Press the Calendar icon on the right of the screen
2. Choose the meeting room on the left of the screen
3. Choose the time of the meeting from the options available
4. Enjoy your meeting



Example No. 3

Plan your meeting directly on the device screen and book your room in advance.

1. Press the Add button icon on the left of the screen
2. Press the Schedule meeting button
3. Choose the time of the meeting from the options available Schedule meeting
4. Your reservation is created




3. Rescheduling and Cancelling a Reservation/Closing a Meeting

3.1. 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 × button icon on the **display of the meeting room device**.

3.2. Closing a Meeting

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

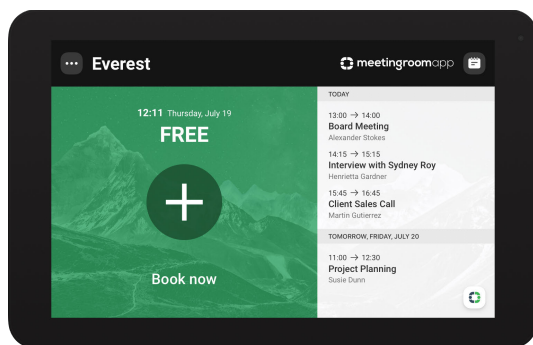


Basic Functions of the App

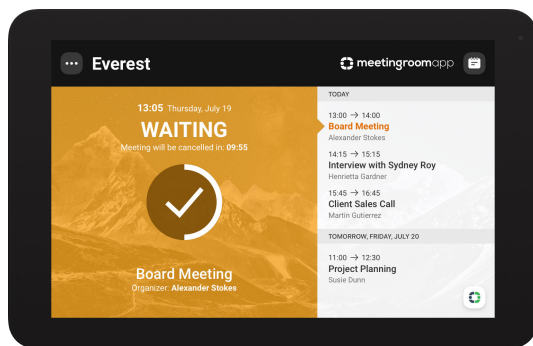
1. Ad Hoc Reservations & Color Signals

Book a meeting directly on the touch screen panel at the meeting room door. Fast and easy booking. You can tell whether a meeting room is available or not by colourlight signals on the screen:

1.1. Free

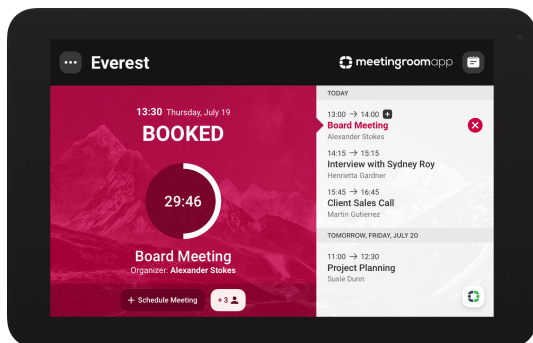


1.2. Confirm





1.3. Booked

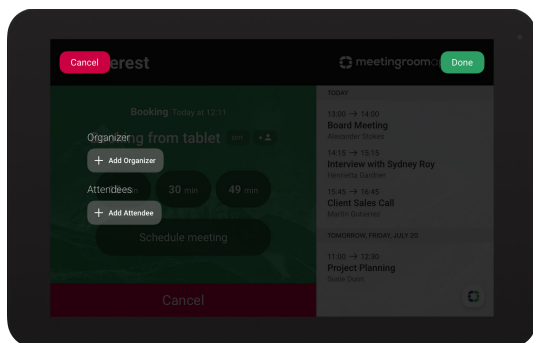


2. Meeting Invitation from a Tablet

Invite other people to a meeting directly from the meeting room display. See this [video tutorial](#) or follow the instructions below:

1. Tap the **+** icon on the left side of the screen
2. Tap the **+ Avatar icon**
3. Enter the email addresses of the organizer and other meeting attendees
4. Choose a time slot available or schedule your meeting
5. Your reservation is created


2.1. Meeting Invitation from a Tablet



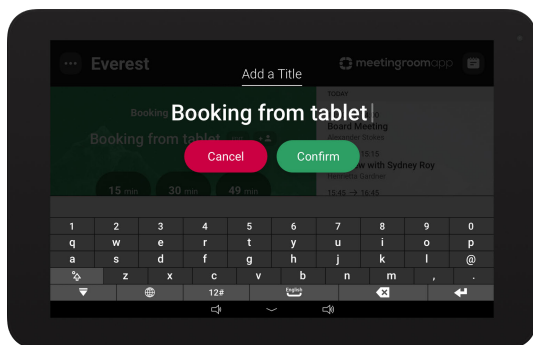


3. Meeting Name

Set the meeting name when booking.

Just tap the **Edit button**  and type the subject of your meeting.

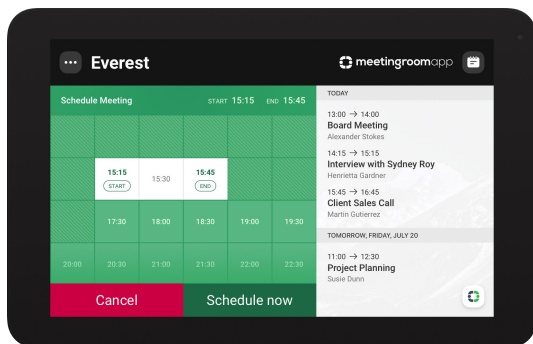
3.1. Meeting Name



4. Scheduling a Meeting


Schedule your meeting directly on the device screen and book your room in advance.

4.1. 2. Scheduling a Meeting

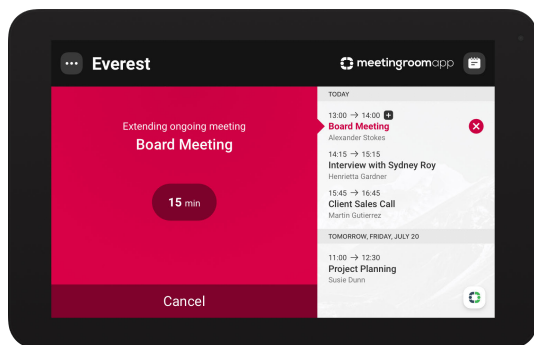




5. Extending a Meeting

An ongoing meeting can be extended using the **plus icon**  .
If you need more time for your meeting, extend your booking in a second.

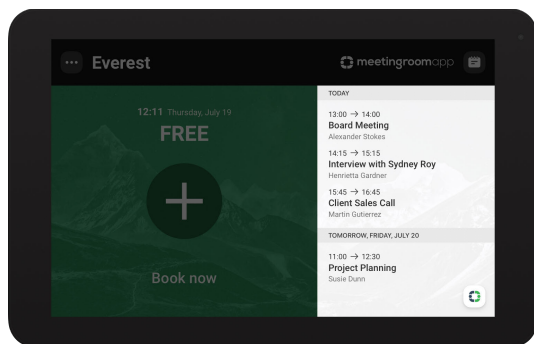
5.1. Extending a Meeting



6. Daily Meeting Agenda

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.

6.1. Meeting Agenda





7. 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.

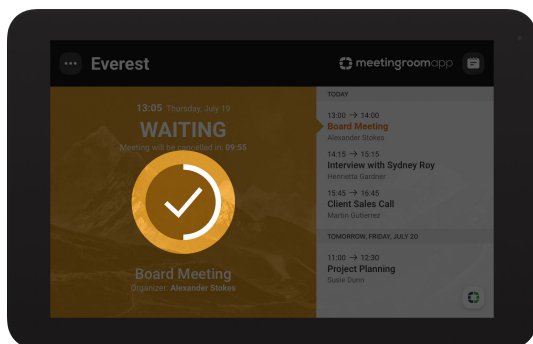
If the attendance is not confirmed within 15 minutes before the start or within 15 minutes after the meeting starts, the meeting is automatically cancelled and the meeting room immediately becomes available for reservations.

This function aims to minimise ineffective use of company space due to scheduled but missed meetings.

Notification

Unconfirmed meetings get rejected or cancelled. If the meeting is not confirmed on the panel at the meeting room door, the meeting organizer will be sent an email notification about the cancellation.

7.1. Confirm



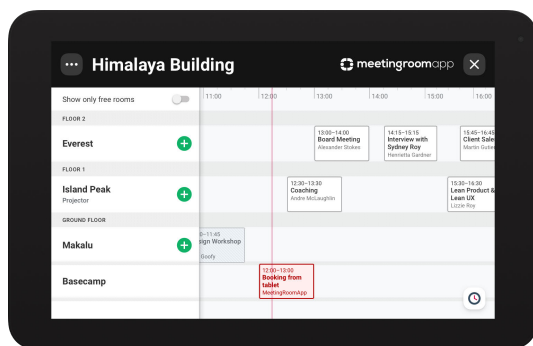


8. Booking Another Meeting Room

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.

8.1. Remote Reservations through a Meeting Room Device



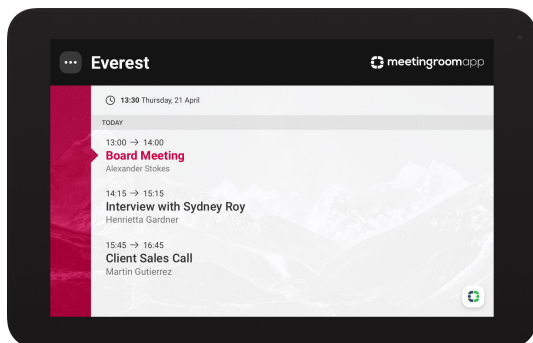
9. Fullscreen Mode

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.



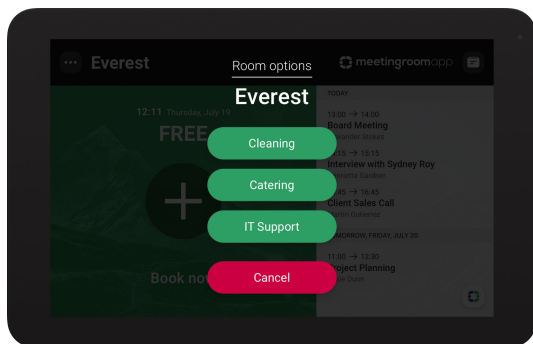
9.1. Fullscreen Mode



10. Cleaning, Catering or Issues with the Equipment

Call your office attendant for cleaning and catering in your meeting room or IT support. In two clicks you can order a service which you want. The feature is activated by touching the **Options icon**  in the upper-left corner of the application.

10.1. Room Options

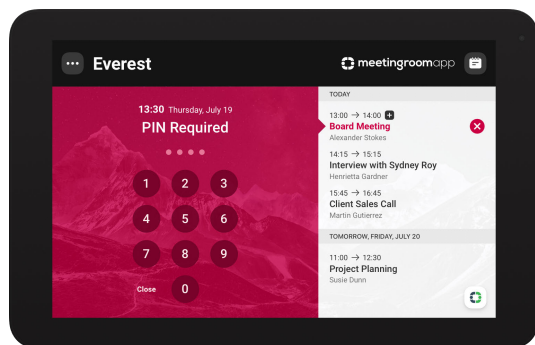




11. PIN Protection

Ad hoc reservations can be secured in a special way. All it takes is to enter your PIN before you make the booking and start your meeting.

11.1. PIN Protection



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



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