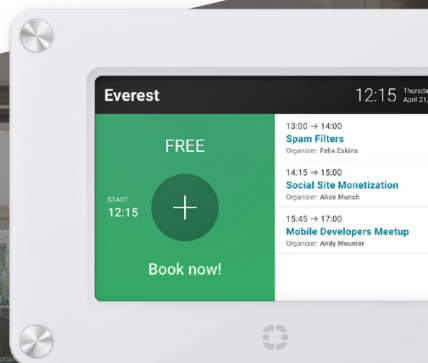




Instructions Manual



Make Your Workplace Better



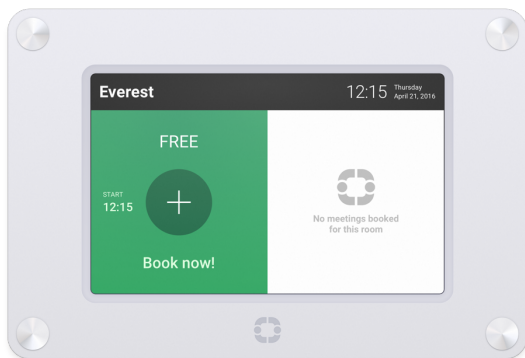
INTRODUCTION	2
RESERVATIONS	3
REMOTE RESERVATIONS	3
1. Remote reservations via Google Calendar / Outlook / Office 365	3
RESERVATIONS THROUGH A MEETING ROOM DEVICE	3
2. Directly at the meeting room	3
3. Rescheduling and cancelling a reservation/closing a meeting	4
BASIC FUNCTIONS MEETINGROOMAPP MINI	5
1. Ad hoc reservations & color signals	5
2. Schedule meetings	6
3. Fullscreen mode	7



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.

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



x button

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

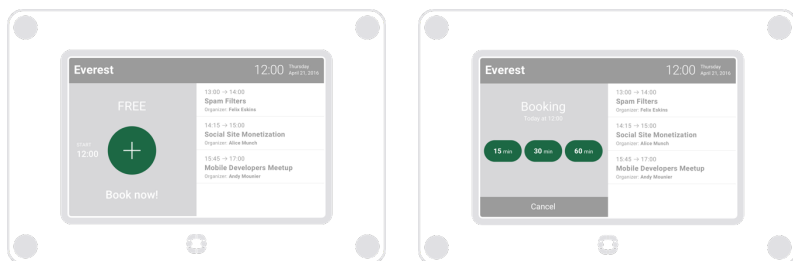
2.2. How to make a reservation

Follow the on-screen instructions.



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



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 X 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.

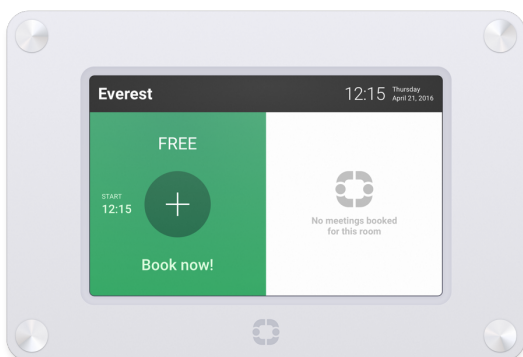


Basic functions MeetingRoomApp Mini

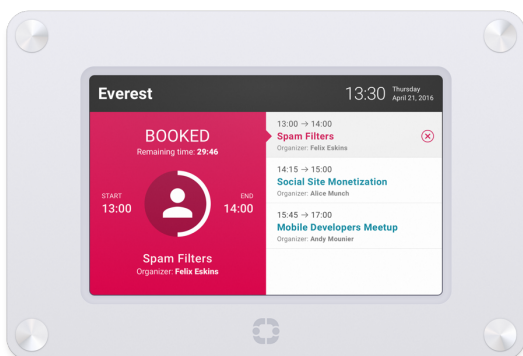
1. Ad hoc reservations & color signals

Book a meeting directly on the touch screenpanel 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. Booked

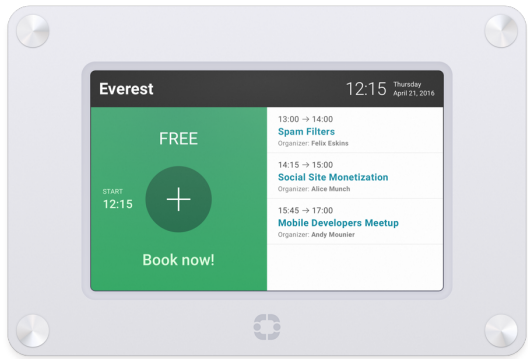




2. Schedule meetings

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.

2.1. Schedule

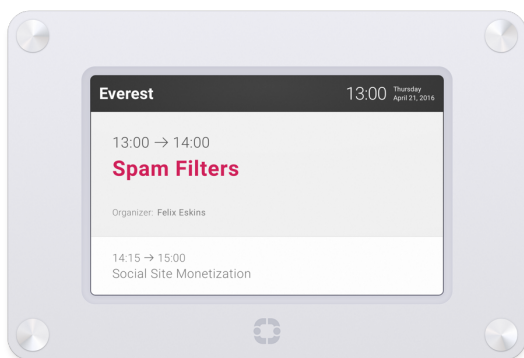




3. Fullscreen mode

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.

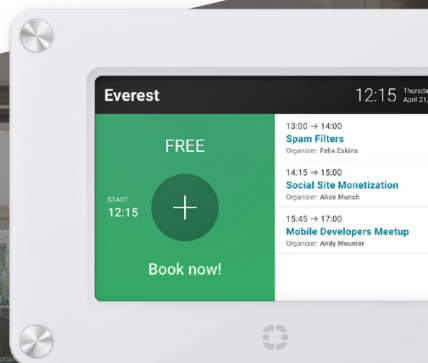
3.1. Fullscreen mode



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



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