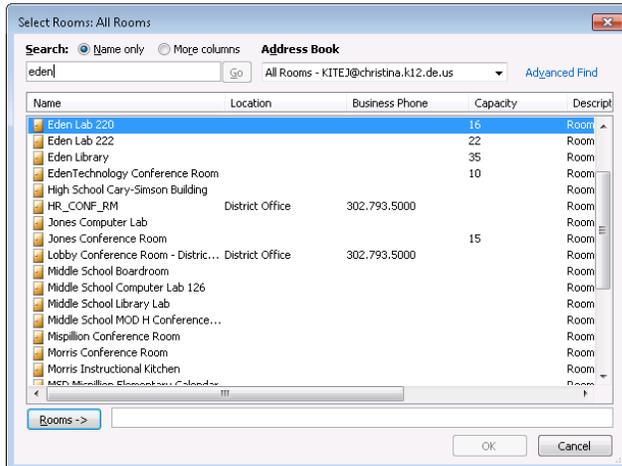


How to schedule Conference/Meeting rooms and Equipment/Carts

Scheduling Rooms

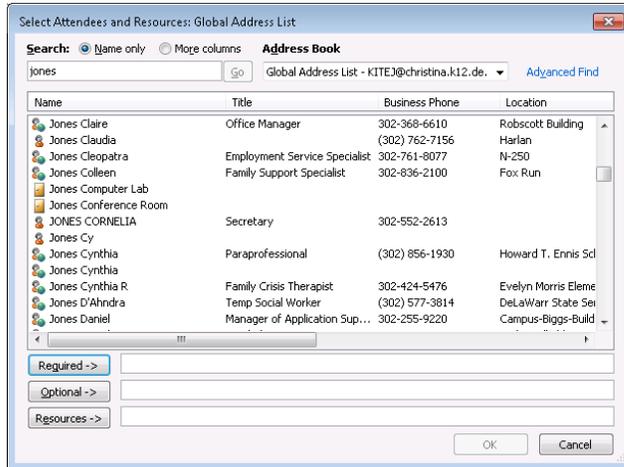
1. Open New Meeting Request
2. Click the Rooms button and type location name (ie. Eden). You will see all rooms for that location



3. Double click the desired room, or select the room and click the Rooms button
4. Click OK
5. Add other attendees and complete the Subject, Date and Time fields as necessary
 - a. To see Free/Busy time of the room and all other attendees Click the Scheduling Assistant button
 - i. Add other attendees by clicking the Add Attendees button
 - ii. To change the time according to the rooms and other attendees free time, click in the time field you want, or use the Start and End time fields
6. Click Send
 - a. Auto approved requests will generate an accepted/declined response sent via email
 - b. Requests requiring approval will generate a tentative response until the room approver responds. Upon acceptance or denial a new email response will be generated

Scheduling Equipment/Carts

1. Open New Meeting Request
2. Click the To button and type location name (ie. Jones)



3. Scroll to see the equipment/cart names listed. If you type the full name, it will go directly to the desired cart
4. Select the desired equipment/cart then click the Resources button
5. Click OK
6. Add other attendees and complete the Subject, Date and Time fields as necessary
 - a. To see Free/Busy time of the room and all other attendees Click the Scheduling Assistant button
 - i. Add other attendees by clicking the Add Attendees button
 - ii. To change the time according to the rooms and other attendees free time, click in the time field you want, or use the Start and End time fields
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