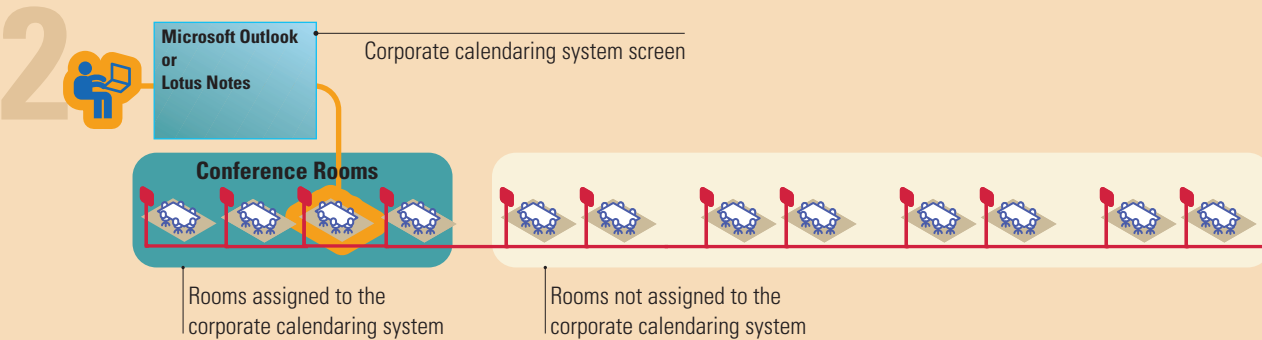


Create a network

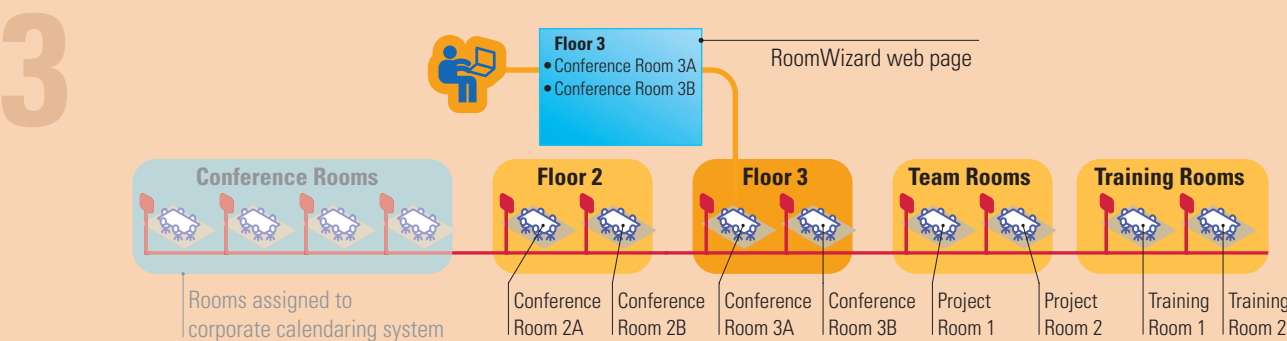
Install a RoomWizard display at the entrance of each room that you want users to be able to reserve — conference rooms, team spaces, presentation rooms, etc. Then connect each RoomWizard to your network. This will allow users to make or revise reservations remotely using their computers or at the entrance to the room using RoomWizard's touch-screen feature. Most companies have a variety of ways to reserve different rooms. You can design your RoomWizard system to support them all.



Connect to your corporate system

If your company uses a corporate calendaring system such as Microsoft Outlook or Lotus Notes, your reservation method does not have to change. Simply connect the RoomWizard for each of these rooms to your corporate calendaring system server. Users can select a room from this pool when they use their calendaring system to schedule a meeting. They can also create, revise, or end a reservation at the entrance to the room and RoomWizard will automatically update the corporate calendar.

The functions of corporate calendaring systems are limited. Most of the following capabilities apply to the rooms that you *don't* reserve on your corporate calendaring system.

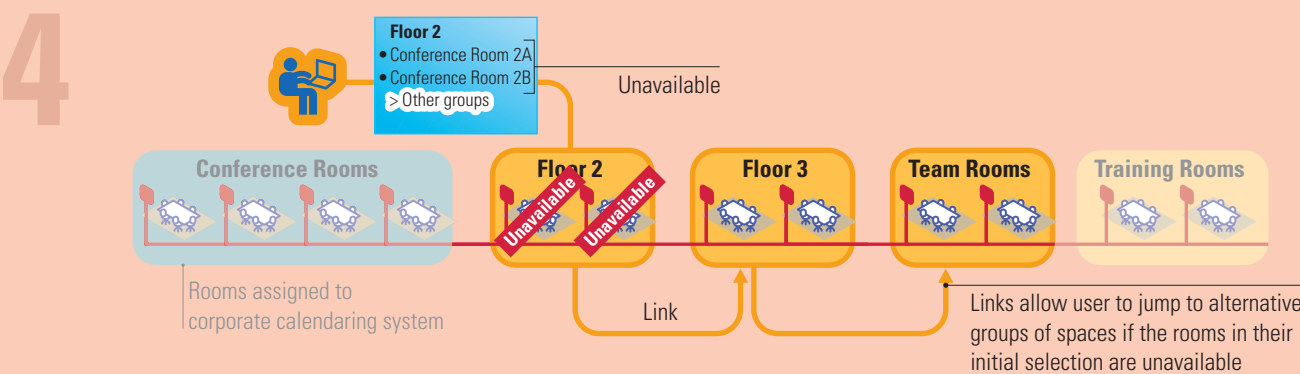


Create groups

Rooms that aren't assigned to a corporate calendaring system can be reserved from the RoomWizard web page on your company's intranet. To make rooms easy to find, you can create groups based on location or function.

Examples: Location = all second-floor conference rooms in a group called "Floor 2." Function = project rooms anywhere in the building in a group called "Team Rooms."

If you have a room that doesn't logically relate to others, that's okay. A room doesn't have to be grouped with other rooms. No room can belong to more than one group.



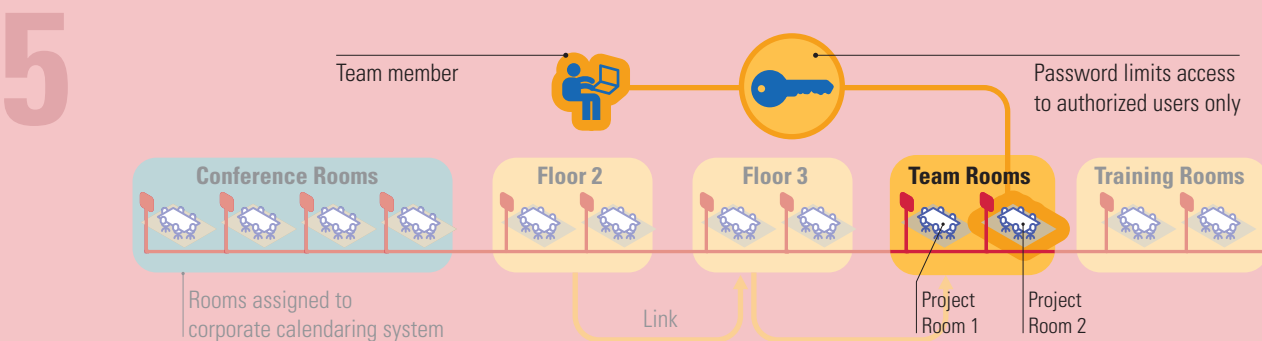
Link groups

Linking groups allows users to jump from one group of meeting rooms to another, making it easier to find an alternative room when their first choice is booked.

Tip: Distribute addresses of groups.

Give users the address of the one group of rooms they are most likely to use. They'll be able to jump to all the other groups of linked rooms without needing any other addresses.

Example: Second-floor residents use the address of the group of second-floor meeting rooms. If no rooms are available, users can jump to the group of third-floor meeting rooms.

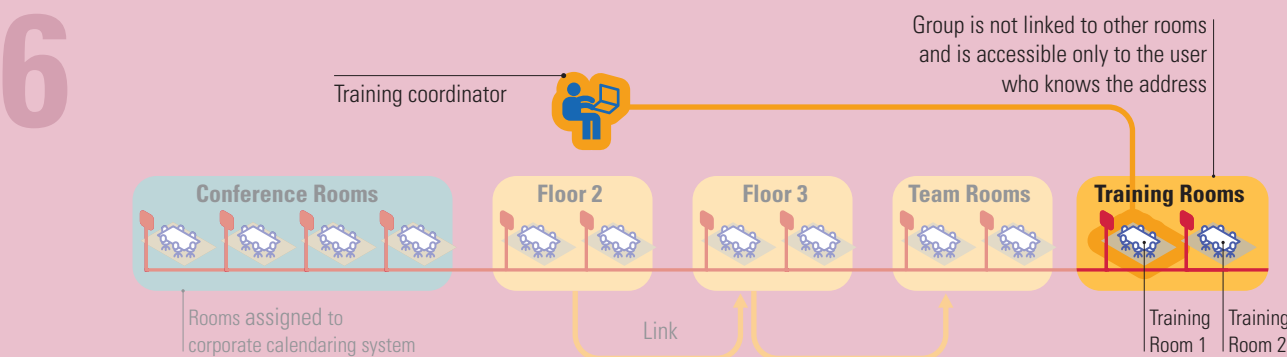


Limit access with passwords

Some rooms are intended to be reserved only by select people — team members, specialists, executives, etc. There are two strategies for limiting access. You can use them alone or in combination.

Assign a password to a room or a group of rooms. The password will function like a key and allow only individuals who know the password to reserve these rooms. Other users will be able to see reservations, but not to change them.

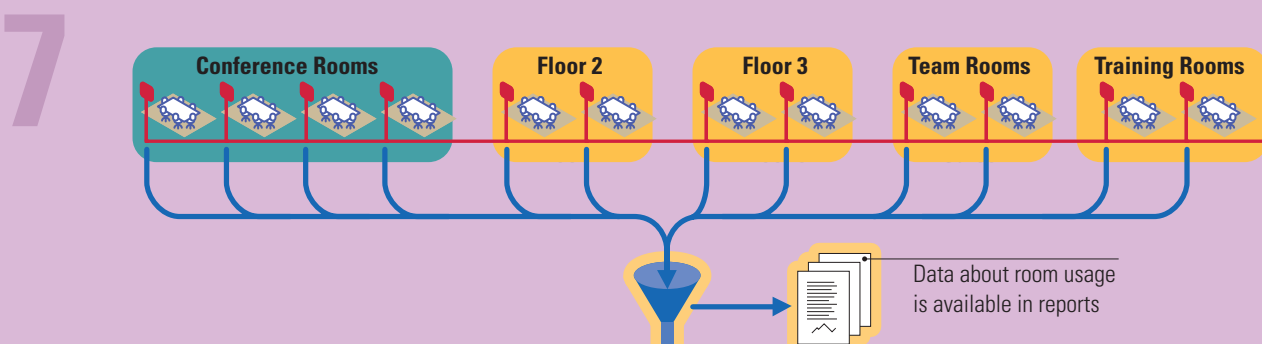
Example: Only the members of project teams have the password to schedule project rooms 1 and 2.



Limit access with unlinked addresses

Another strategy to limit access is to avoid linking a room or group of rooms to any other groups, and then to limit distribution of the address. Only users who know the address of the rooms will be able to search, see, and reserve these spaces.

Example: Only the training coordinator knows the address of the group of training rooms so users who want to reserve those rooms must request them through the coordinator.



Produce usage reports

RoomWizard captures data about actual room use, not only what was intended, but also spontaneous sessions, meetings that run long or finish early, etc. You can get comprehensive reports on *all* rooms, no matter what type, and no matter how they are reserved. Facility managers can access the information needed to match the *real* needs of workers by adding, modifying, or eliminating spaces.