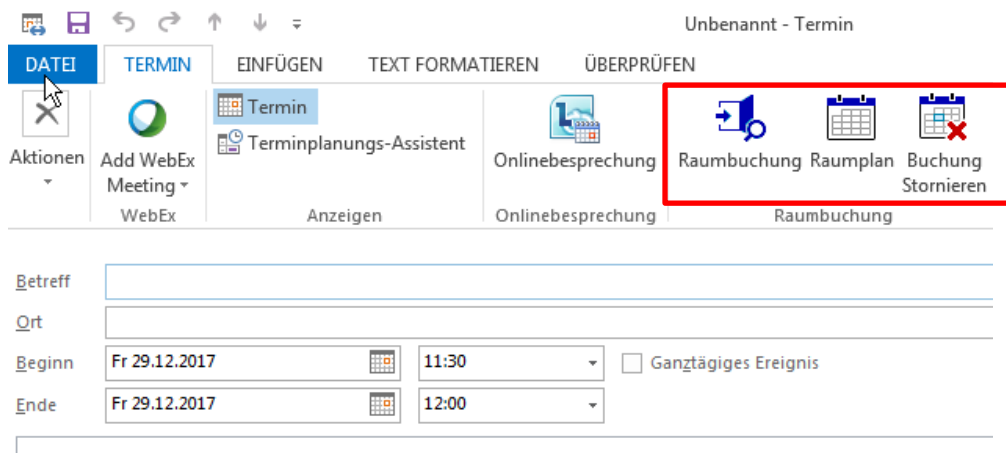


HOW TO

Step 1 – setup a Microsoft outlook meeting

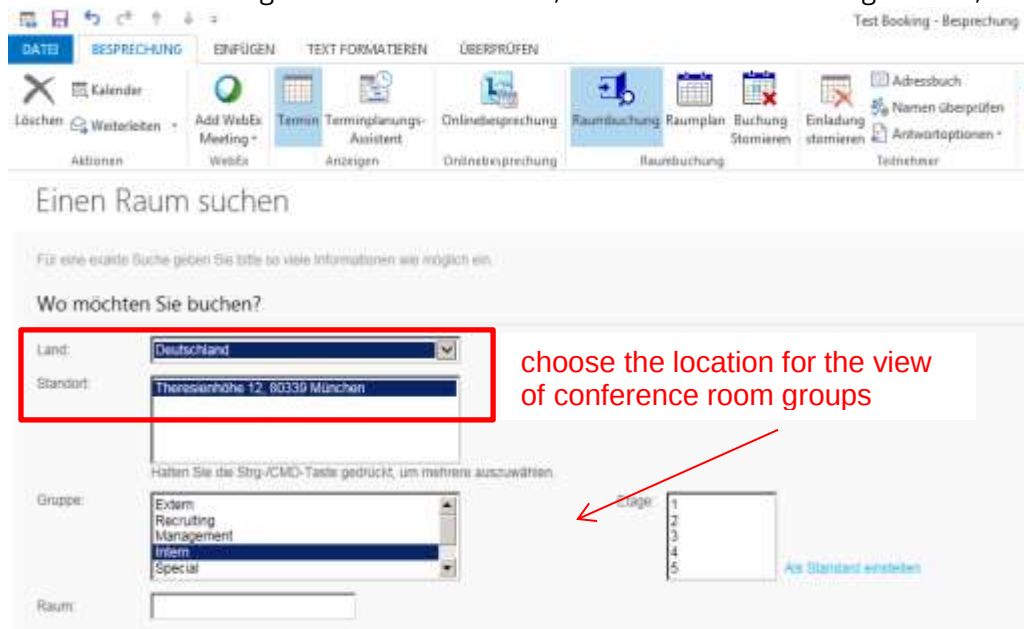
> start Microsoft Outlook

> open a meeting and double check if you have installed the “conference room booking add-in”
-> **if not, please ask our Helpdesk**



> enter your meeting title and your attendees/participants

> click “room booking” – after some seconds, starts the “room booking search”, like this:



Step 2 – policy for internal and external meetings

> if you have a meeting with internal colleagues please choose the group “**internal**”

> otherwise use for external colleagues or distributors the group “**external**”

> or you have a teleconference with partners use “**telco**”

Additional information:

External meetings are preferred and have a higher priority as internal

Step 3 - How you can find a suitable room:

- > you have the opportunity to find the perfect conference room
- > set the equipment which is necessary for your own meeting

Wie möchten Sie den Raum vorfinden?

Bestuhlung (Kapazität): Teilnehmeranzahl:

- ☐ WLAN (WLAN)
- ☐ Clickshare (CS)
- ☐ Telepresence (VKE)
- ☐ Telefonspinne (TS)
- ☐ Whiteboard (WB)
- ☐ Bildschirm (TV)
- ☐ Flipchart (FC)
- ☐ HDMI/VGA (HDMI/VGA)
- ☐ Beamer/Leinwand (Beamer/Leinwand)

- > now you can click the button “**search**”

Step 4 – view of available conference rooms?

Raum (Räume):	Bestuhlung (Kapazität):	Standort	Gruppe	Etage	WLAN	CS	VKE	TS	WB	TV	FC	HDMI/VGA	Beamer/Leinwand
 Thier-Tonic IT-Opti	Konferenz (2)	Theresienhöhe 12, 80339 München	Intern	1	✓					✓	✓		
 Konferenzraum Stämmisch	Konferenz (4)	Theresienhöhe 12, 80339 München	Intern	2	✓	✓			✓	✓		✓	
 Eminos Bar	Konferenz (4)	Theresienhöhe 12, 80339 München	Intern	3	✓				✓	✓		✓	
 Konferenzraum Eisbach	Konferenz (5)	Theresienhöhe 12, 80339 München	Intern	1	✓		✓	✓		✓	✓	✓	

- > in this view, you get some informations about the conference rooms
- > you can click the **information button** and you will see additonal details, in which floor the conference rooms are and how many participants fit into the room.
- > now choose the perfect room for your meeting and click the button “create booking”
- > after that you get a booking overview

> **finally book the conference room**

ROOMS WITH TABLETS:



Step 5 – book your Meeting in rooms with tablets on the way

- > if you see that a room has a empty slot you can book directly on the tablet
- > choose a time and confirm it
- > now insert your pin or use your RFID chip

Step 6 – registration of your own RFID chip

- > the RFID chip you´ll get from the reception
- > to activate your RFID Chip you need a PIN that you will find in your personal room-booking profil:

<https://booking.loyaltypartner.com>

- > you can finish the registration at the reception

Step 7 – start your Meeting

- > In conference rooms with tablets you must start your meeting by pushing the button "Meeting starten".
If **you don't start your Meeting the first 15 minutes the tool will cancel** your reservation and everybody can take your conference room.