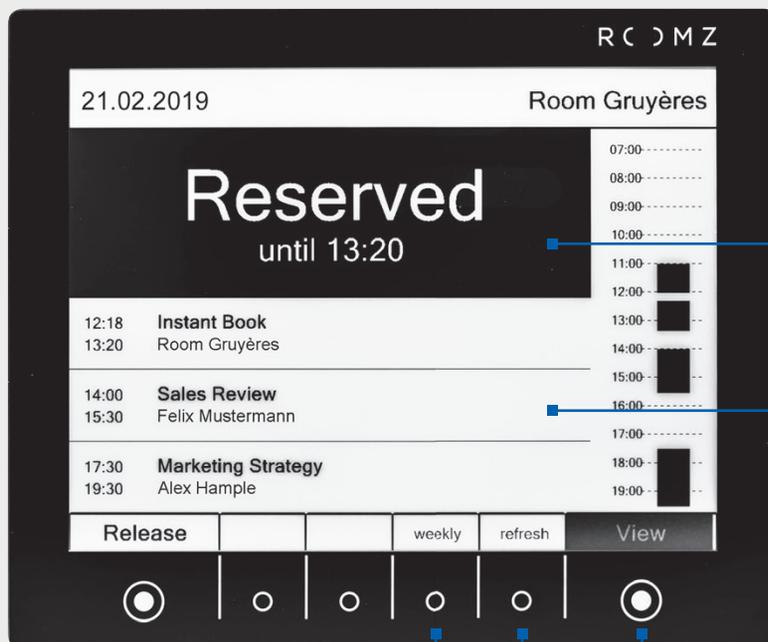RC)MZ
INTELLIGENT OFFICES

# Efficiently manage your workspaces

**ROOMZ will help you to work and collaborate more efficiently. It brings the booking information right next to the meeting room.**

**i** *Most of this manual assumes that your administrator enabled the interactive features of ROOMZ Display.*
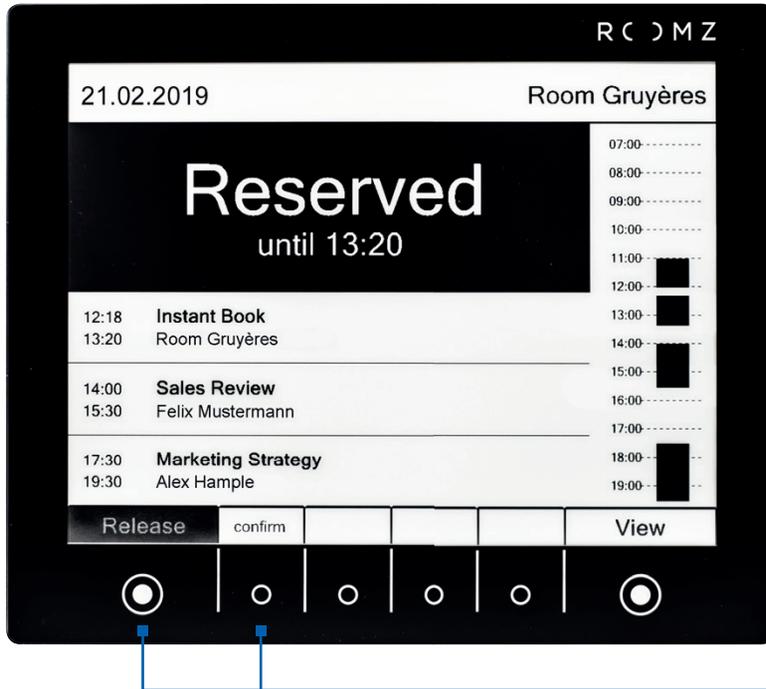
**1** The Display updates itself automatically. It shows you the **current availability of a room, and the upcoming reservations.**

*Current status and upcoming meetings*

*Choose "View – refresh" to manually refresh the Display*

*Choose "View – weekly" to switch to the weekly view*

**2** You can **release a room** if your meeting ends earlier than expected, using the interactive features of the Display. **Press "Release", followed by "confirm".**

*Press "Release" followed by "confirm" to manually release the meeting room. The agenda of the meeting room and the image on the Display will both be updated.*
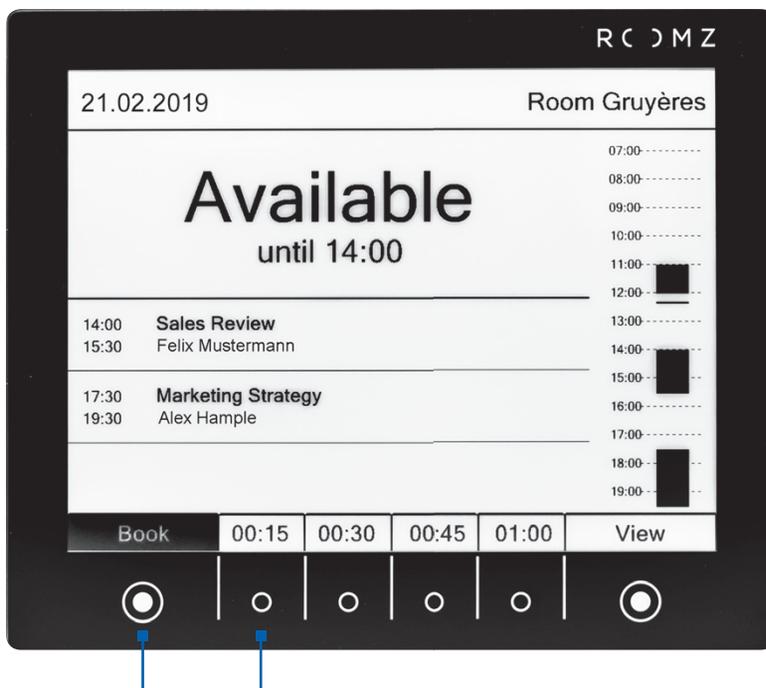


**3** You can also **spontaneously book an available room. Press "Book" and choose the duration of the meeting**. The booking system will be updated accordingly.

*Press "Book" followed by the wished duration of the meeting. The agenda of the room and the image on the Display will both be updated*