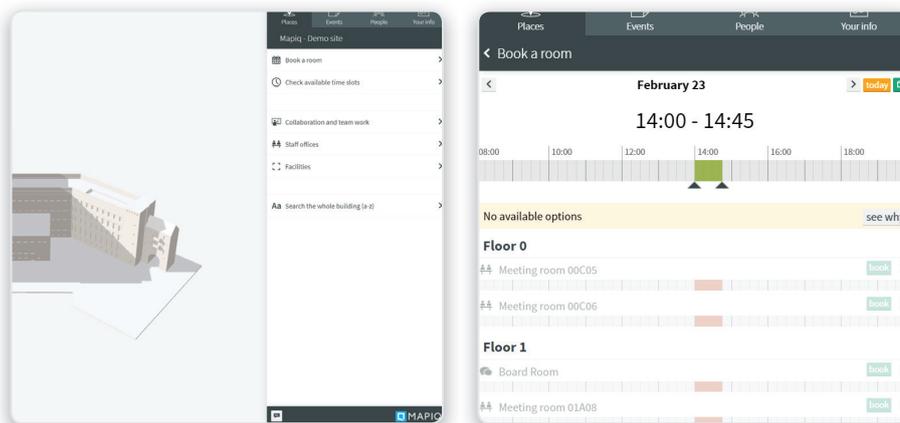# Book a meeting room

▪ Super easy reservations

Office environments are electric, not static. Unplanned meetings have become the norm. Now, imagine that you have a complete overview of all the spaces in your environment. In-depth information on every room, office, cubicle and hallway, available at a glance in the palm of your hand. At the heart of our room booking technology is our interactive 3D map of all rooms and spaces. Everyone can easily find the place they need for a quick meeting.

▪ Book the perfect room

Booking a room follows essentially the same procedure as searching for a room or facilities in the building:
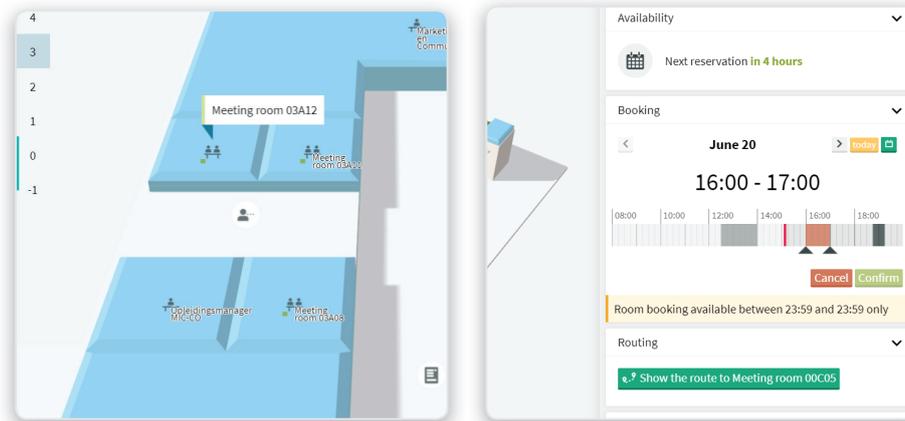
1. Go to the "Places" tab.
2. Press "Book a room".
3. Enter your desired reservation using with the slider provided. Enter the starting time and length of your meeting.
4. Scroll through the list of rooms and choose a room available in your time slot (for available spaces, the "book" button is clickable).
5. Enter a description and click on "Submit".

Booking a room by availability through the "Book a room" menu item.

If you already know which room you want to book, or if you prefer finding it visually, book it in the map:

1. Select the floor on which the room you want to reserve is located in the floor selector on the left side of the screen.
2. Click on the room you want to book in the map.
3. In the booking section of the information panel, enter the desired reservation time using the slider.
4. Press "Confirm".
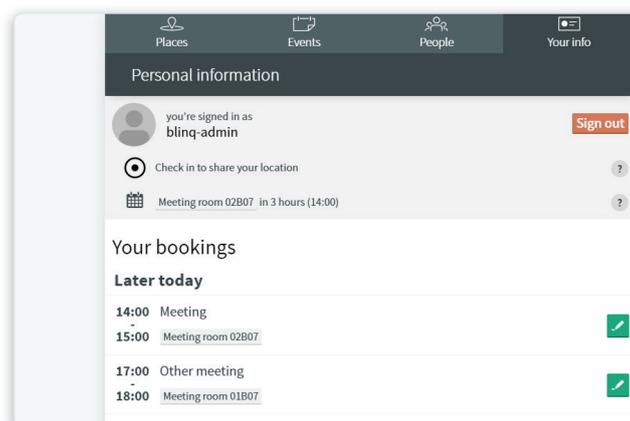5. Enter a description and press "Submit".

Get in touch ›

Booking a specific room through the map.

Removing your booking

You can review you own reservations by clicking on the "Your info" tab in the right hand side menu. Your upcoming reservations will appear automatically. By clicking on a reservation, the corresponding room is highlighted in the map for reference. To remove a reservation:

1. Click the pencil icon next to the booking you want to edit.

2. To remove the selected booking, press the red trash icon that appears.

Your room bookings displayed in the your-info tab.

Book a meeting room

Get in touch ›

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