

Reserving “touch down” Computers and Nursing Conference Rooms

Date: 1/8/13

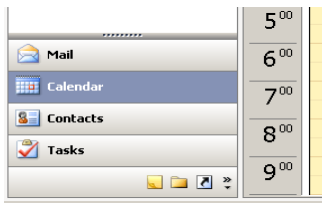
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All faculty and staff with an active HIT e-mail account may reserve computers in the 2nd floor “touchdown” area or any of the Nursing conference rooms using Microsoft Outlook.

Nursing conference rooms in the Bott Building may also be reserved via the wall-mounted display monitor outside each conference room door.

Reserving a Computer or Conference Room using Microsoft Outlook

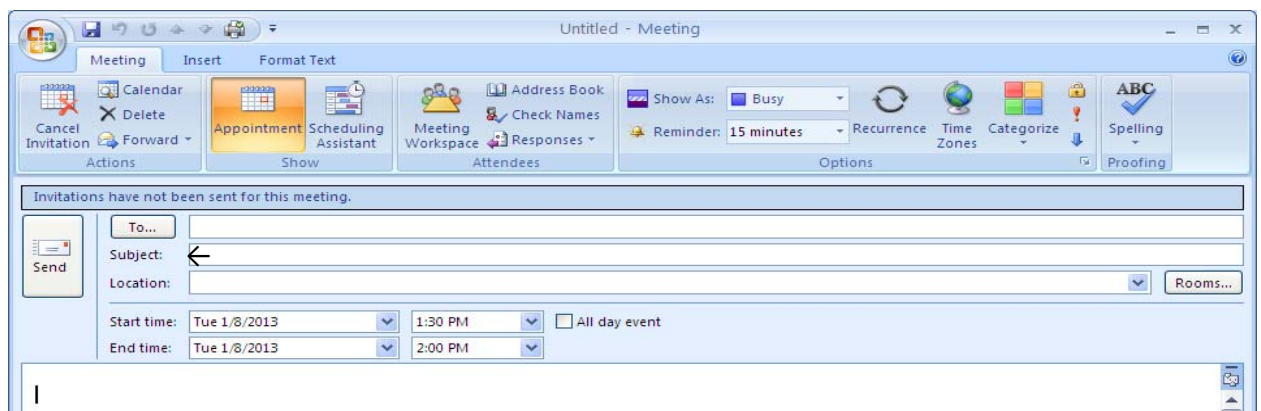
1. Open Outlook; select calendar view



2. Select one of 3 methods below to reserve your date/time:
 - a. Double click the desired date/meeting time on your calendar **OR**
 - b. In Microsoft 2007, select File → New → Meeting Request **OR**
 - c. In Microsoft 2010, from the Home menu, double click on New Appointment.

Note: If using method b. or c. above, you’ll need to enter the start time and end time on the Appointment screen.

3. The Appointment screen will be displayed. Depending on which version of Microsoft Outlook you are using, you may not see a “To” field. If you do not see the “To” field, click on “invite attendees” in the Appointment menu bar under Attendees.



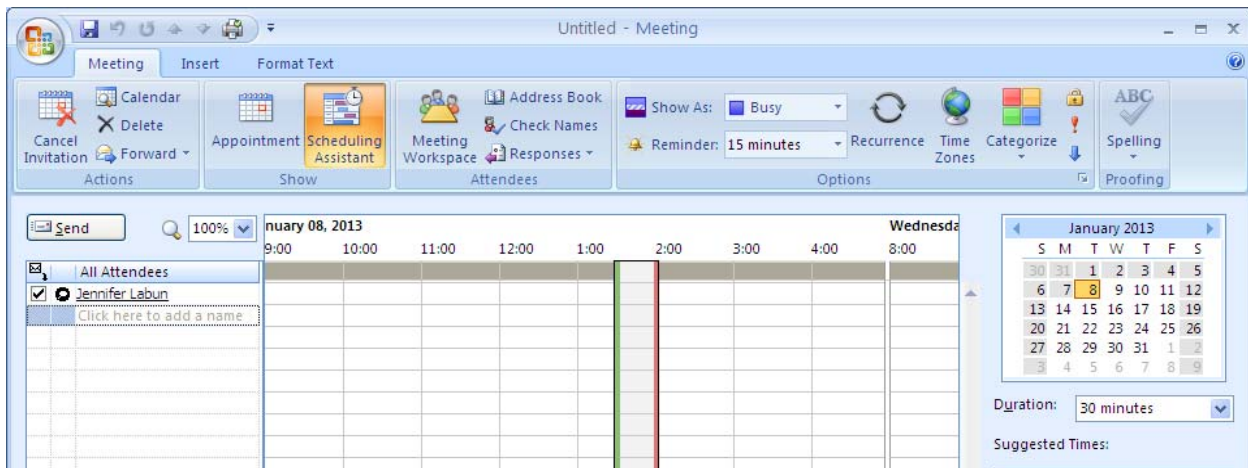
4. You may invite attendees using one of 2 methods:
 - a. Type their name in the “To” field **OR**
 - b. Click the “To” button to select persons from the Global Address List. (To select persons from the Global Address List, highlight their name in the address list and click either the “required” or “optional” button at the bottom of the Global Address List screen.) Click the OK button.

5. You also need to invite the “touch down” computer or Nursing conference room you wish to use by adding it to the “To” list using one of the methods described in #4 above.
 - Touch down computers are listed as: CON Research #1 HT6757 or CON Research #2 HT6451A
 - Conference rooms are listed by room number: Room C288 Life Sciences, Room A230 Life Sciences.

Room Capacities:

- C125 Life Sciences 24 people
- C133 Life Sciences 6 people
- C160 Life Sciences 64 people
- C170 Life Sciences 64 people
- C280 Life Sciences 4 people
- C286 Life Sciences 6 people
- C288 Life Sciences 10 people
- C289 Life Sciences 2 people
- C290 Life Sciences 4 people
- C380 Life Sciences 4 people
- C386 Life Sciences 6 people
- C388 Life Sciences 10 people
- C389 Life Sciences 2 people
- C390 Life Sciences 4 people

6. To check availability, click on Scheduling Assistant in the Meeting tab under Show.



7. If the “touch down” computer or Nursing conference room is available, click on “Appointment” in the Meeting tab under Show.

8. Enter the user’s name (for “touch down” reservations) or meeting purpose (for conference room reservations) in the Subject field.

9. Enter a location for your meeting. You may populate the Location field using one of 2 methods:
 - a. Type the “touch down” computer or Room name in the “Location” field.
 - b. Click the “To” field, highlight the “touch down” computer or Nursing conference room in the Global Address List and click the “resources” button at the bottom of the Global Address List screen. Click the OK button.
10. Click “Send” to submit the request.
11. The Resource Coordinator will confirm availability of the location requested and accept or decline the request based on availability.
12. The Research Secretary will post the computer schedule next to the “touchdown” computers weekly. Conference room schedules for the Bott Building will appear on the wall-mounted display monitors.

Note: If you are using a computer or conference room during a time someone else has reserved the computer or conference room, you will be asked to find an alternative workspace.

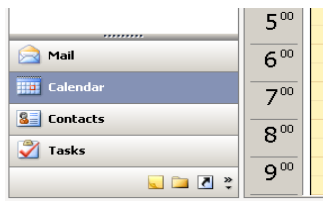
Reserving a Conference Room using the Wall-mounted Display Monitors

Wall-mounted devices may be used to reserve a conference room immediately. These devices cannot be used to reserve a conference room for a future date/time.

1. Locate an available room (the light bars on the side of the device will glow green, indicating the room is available).
2. View the schedule to verify that the room is scheduled to remain available for as long as you will need the room. If someone else has scheduled the room during the time you need, check availability of a different conference room.
3. To reserve a conference room, press the “use now” button.
4. Enter the number of minutes you plan to use the room and press OK. (Note: Be sure you do not overlap an existing reservation or you will be asked to move.)
5. Enter your name and the meeting purpose and press OK.
6. The system will process your request (the light bars on the side of the device will glow red indicating the room is “in use”).

Cancelling a “Touch Down” Computer or Conference Room in Microsoft Outlook

1. Open Outlook; select calendar view



2. Find the reservation on your calendar, click to select and press the X in the menu bar to delete.

Cancelling a Conference Room from the Wall-mounted Display Monitor

1. Press the “end” button on the display.
2. Press “yes” to confirm.
3. The system will process your request (the light bars on the side of the device will glow green, indicating the room is available).