



MEETINGS MADE EASY

Meeting Room Booking App User Manual

Welcome to the meeting rooms app for our office. This guide provides instructions on how to use the app to book meeting rooms, display meeting information on tablets, and navigate the app features.

Office Layout

- **Ground Floor:** 4 meeting rooms
 - Chanel
 - Apple
 - Amazon
 - Google
- **First Floor:** 3 meeting rooms
 - Meta
 - Netflix
 - Tesla

Tablets are installed in each meeting room to display booking information.

Getting Started

Step 1: Access the Meeting Room App

- Open a web browser and visit the provided URL for booking meetings. The URL will be shared with you.

[Login | Meeting Room Application \(guardian.in\)](#)

Step 2: Logging In

- Use your official email account to log in to the meeting room URL.
- Click 'Continue' to grant Google permission.
- successfully logged in with your official email address.
- After logging in, you can view the available rooms and book meetings.
- After clicking the 'Book' option, you'll be prompted to authenticate your calendar.

Booking a Meeting

Step 1: Select a Meeting Room

- Choose a floor (Ground Floor or First Floor).
- Select a meeting room from the list based on availability.

Step 2: Choose the Date and Time

- Select the desired date and time for the meeting.
- Pick the start date and time for your meeting.
- The app will display the room's availability and any existing bookings.

Step 3: Confirm Your Booking

- Enter the meeting details, including the meeting title and any participants.
- Confirm the booking, and the meeting details will be saved.

Using Tablets in the Meeting Rooms

Step 1: Viewing Meeting Details

- Each meeting room is equipped with a tablet displaying the room's schedule.
- The tablet shows the current meeting and upcoming bookings.

Troubleshooting

If You Cannot Log In

- Ensure you are using your official email address.
- If the problem persists, contact the IT support team.

If the Tablet Is Not Working

- Contact the Admin/IT team if the issue continues.
