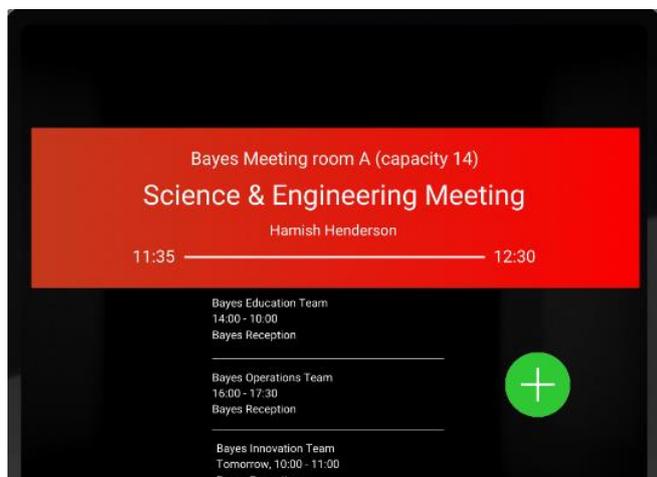


## BAYES MEETING ROOMS – MANUAL BOOKING PROCESS

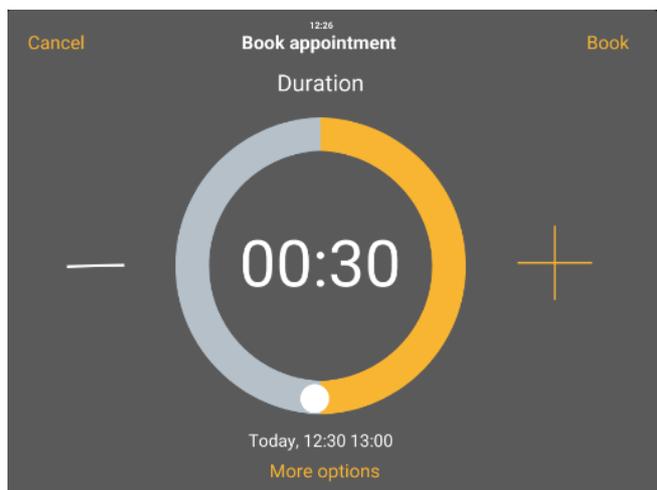
If you need to extend a meeting or want to book out an available room at short notice, there is now a manual process to allow a booking for anywhere from 15 minutes to 2 hours. Please follow the steps;

There is no authorisation from Bayes reception required for these bookings



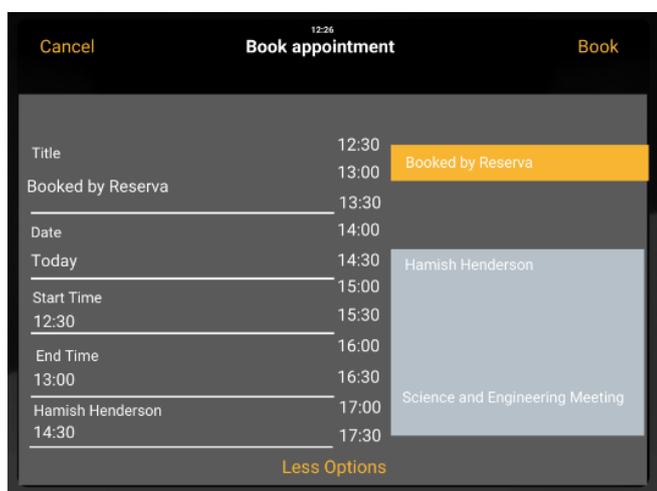
From the home screen, you will be able to see any available spaces to hold meetings.

To book, press the  icon



**If the room is currently available**, you will see the

screen on the left. Use the  or  icons to reduce or extend the default setting without moving into the next confirmed booking and press Book in the top right-hand corner.



**If you are looking to book at a later time** (within 24 hours) click on More Options where you will see the screen below left

Default time is highlighted in orange, time can be extended or shortened by moving the two white dots closer or further apart.

To move to your desired time, press and hold the orange bar where it will shrink slightly in size

Drag it to your desired start time and let go.

You can then edit the Title field top left from the default of Booked by Reserva to your own title.

When you have the correct start time and duration, click Book in the top right-hand corner.

Any questions please reach out to [Bayes.reception@ed.ac.uk](mailto:Bayes.reception@ed.ac.uk) or [BayesITSupport@ed.ac.uk](mailto:BayesITSupport@ed.ac.uk)