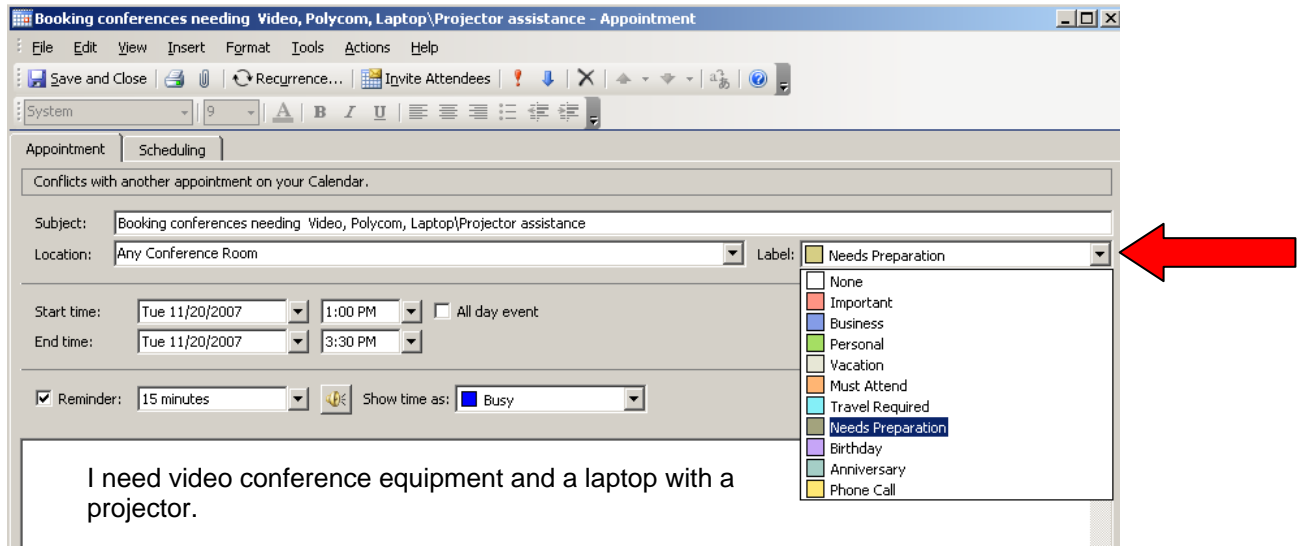


## New, Easier Way to Book Conference Rooms

Starting now, whenever you book any meeting (at headquarters) that requires IT to set up any equipment – a video conference, a PolyCom speaker phone, or a laptop/projector – just book the meeting in Outlook as you would any regular meeting, but include the additional step of going to the label drop-down, and selecting the “Needs Preparation” label. See screen print below.

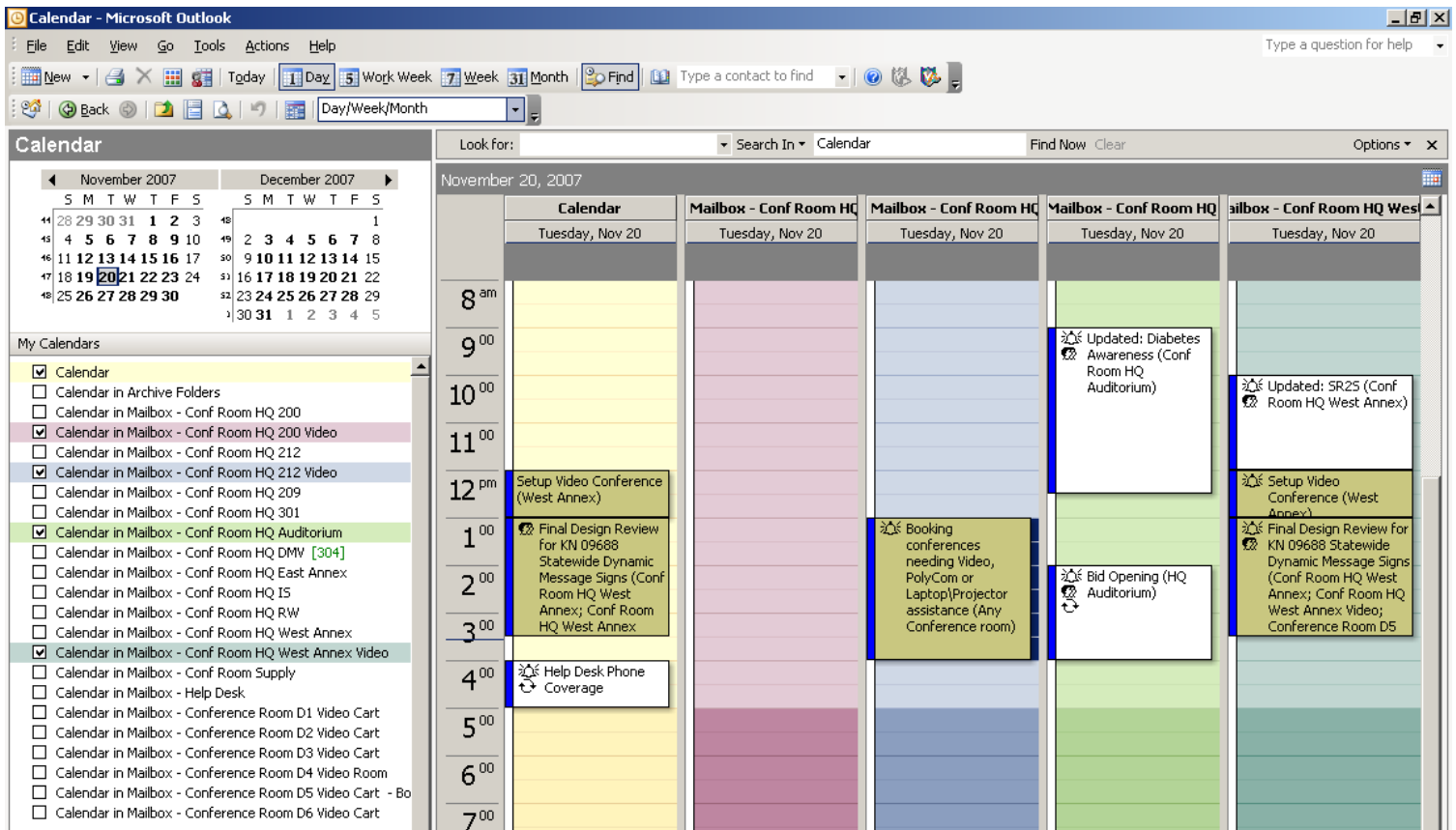


Type the details of what services are needed in the message area. The IT staff will use the detail information that you type to schedule and perform the setup that you need.

**(If you are booking a video conference with one or more District offices, be sure to include the Districts' video equipment as a resource in this meeting.)**

*(continued on next page)*

Selecting the "Needs Preparation" label will change the color of the meeting request in the calendar of the conference room to a greenish color. This label coloring will alert the IT staff that some kind of preparation is needed. See screen print below.



Keep in mind that the labeling of the meeting is a very important part of booking a successful meeting. The labeling is a good, quick reference for the IT staff to know that some kind of setup services is needed. **(Please add 30 minutes at the beginning of the meeting for the equipment to be setup and an additional 30 minutes at the end for putting the equipment away.)**

This will eliminate the need for the second calendar for the same conference room, and simplify the booking process for everyone. This is much easier than the way we have done it in the past.

But it will only work if you **remember** to add the "Needs Preparation" label. Adding the label is easy to do. Don't forget to do it, as this will be the only notice that you give the IT staff about your equipment needs.

And **PLEASE**, if your meeting is cancelled, don't forget to call or email the Help Desk. This is a matter of courtesy because many other employees may need that room.