

Reserve a Classroom Using a Touchscreen Scheduling Panel

Step 1

Touch the screen to activate, then swipe up from the bottom arrow.



Step 2

Tap the calendar icon to choose the reservation date.



Step 3

Select the date, then click "Set."



Step 4

Use the arrow keys to choose a reservation time, then click "Set."



Step 5

Enter organizer name, subject and reservation length in minutes.
(Max time = 120 min.)



Step 6

Review all data, then click "Reserve."



Step 7

Wait a few seconds for the green home screen to process the request.



Step 8

Wait a few more seconds for the red confirmation screen to finalize the reservation.

