



## Resource Scheduler and RoomWizard™

Resource Scheduler and RoomWizard provide the ultimate flexibility in room scheduling. Together, they combine the ease of spontaneous room scheduling with the power of Resource Scheduler to provide valuable insights into your actual room utilization patterns.

### Resource Scheduler

Resource Scheduler is the leading resource management software for businesses and universities looking to effectively manage shared resources. Available as an on-demand or on-premise application, Resource Scheduler enables searches for available resources based on specified criteria. Then, reserve those resources with just a few simple clicks – anything from meeting rooms, training rooms and A/V equipment, to vehicles, athletic fields, and shared workspaces in a hoteling environment. And because it's Web-based, Resource Scheduler can be accessed from almost anywhere. For more information on Resource Scheduler, see [www.peoplecube.com](http://www.peoplecube.com).

### Room Wizard

RoomWizard is a web-based system of interactive displays which provides real-time meeting information, right outside of every conference room. The interactive signs reduce meeting interruptions, eliminate scheduling conflicts, and encourage more effective use of space. For more information on RoomWizard, see [www.polyvision.com/products/roomwizard.asp](http://www.polyvision.com/products/roomwizard.asp)

## Benefits of a combined system

### Spontaneous Meetings

To schedule a spontaneous meeting, walk up to any meeting room displaying a green light on the RoomWizard (indicating that the room is available). To reserve the room, press the "Use Now" button and indicate the amount of time you wish to use the room. The light will turn red (indicating that it is currently unavailable) and information about your meeting is automatically sent back to the master calendar within Resource Scheduler.

### Powerful Advanced Room Scheduling

With Resource Scheduler, administrators can set up processes based on their own internal policies. To assist in finding the right resource, rooms can be assigned attributes including location, capacity, descriptions, set-up diagrams, and

### Room Scheduling with PolyVision's RoomWizard

- ◆ **PROVIDE** spontaneous, intuitive room scheduling on the spot
- ◆ **IMPROVE** meetings by reserving meeting rooms in advance
- ◆ **ELIMINATE** confusion from double bookings
- ◆ **LEVERAGE** room utilization reports to determine actual space use
- ◆ **IDENTIFY** immediate room occupancy status with easy-to-view LEDs
- ◆ **REPLACE** wasteful paper-based reservation processes

pre-defined approval guidelines. Resource Scheduler includes many add-ons that can be configured to fit your processes, including services scheduling like catering and security, integration with existing systems and portals, and user scheduling within the Outlook calendar. Whether you have a centralized room scheduling process or a process that allows anyone to schedule meetings, Resource Scheduler has the power to handle it.

In order to schedule advanced meetings, you simply need a browser and a login to Resource Scheduler. Users can search for rooms based on the criteria that matters the most – available space based on dates and times, room capacity, location or any room attribute. When the time comes for the reservation, the RoomWizard device indicates that the room is scheduled, and information about the meeting is displayed.

### Know Your Real Utilization

**Facility Managers** - Do you know the answers to these questions regarding your facility utilization?

- ❖ How many of your rooms are used for ad-hoc meetings?
- ❖ Which rooms are used the most, and by whom?
- ❖ When do people actually arrive, and do meetings last as long or longer than they are scheduled for?
- ❖ How many rooms were scheduled but not used?

### Discourage "No Shows"

Room Wizard's "Start Button" discourages no shows by requiring users to check in when they arrive for their meeting.

### The Connector

PeopleCube has created a connection between RoomWizard and Resource Scheduler, which is referred to as a connector. The connector provides two-way synchronization between Resource Scheduler and the RoomWizard devices.

- ❖ Creating a reservation in Resource Scheduler updates the RoomWizard display.
- ❖ Creating or adjusting a reservation using RoomWizard updates Resource Scheduler to show the resource as "reserved" during the time specified.



### Need more information?

Here's what you need to do:

Contact PeopleCube at 1-800-282-7319 or [sales@peoplecube.com](mailto:sales@peoplecube.com) for more information about obtaining and installing Resource Scheduler.

Contact PolyVision at 1-800-620-POLY or [support@polyvision.com](mailto:support@polyvision.com) for more information about RoomWizard.