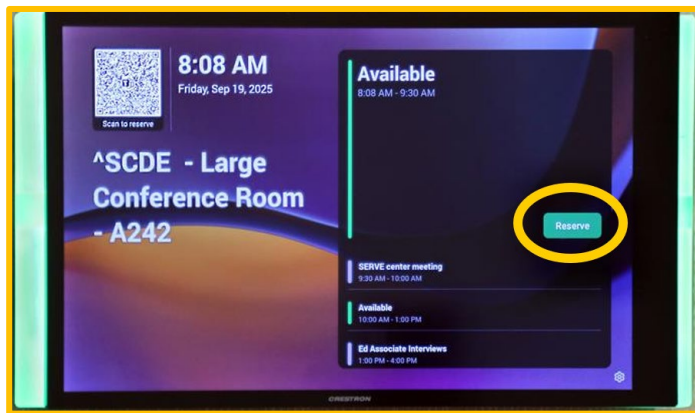


Booking a Meeting Room Using the Scheduling Panel

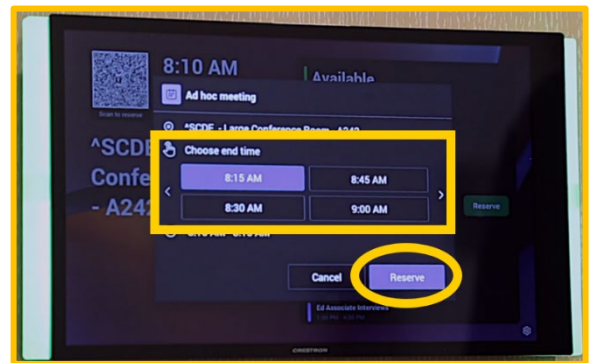
Most meeting rooms at the SCDE can be booked using a Scheduling Panel. Only [large event spaces and training rooms](#) need to submit a service request.

1. Rooms available for immediate use will have a **green** light on the panel's edge and there will be a button labeled **Reserve**.

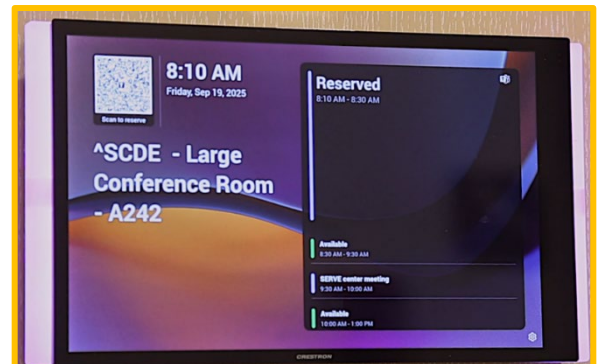
Tap the **Reserve** button to book the room for immediate use.



2. A schedule window will open. Choose what time you will be done using the room by and tap **Reserve**.



3. After receiving a confirmation message, your booking will appear on the panel calendar as **Reserved** and the light on the edge of the panel will turn **purple**.



The on-screen QR code opens the Microsoft Teams app on your smartphone or other personal device. There, you can book the room in advance.

1. Scan the **QR code** in the upper left corner of the wall panel with your personal device.

NOTE: If you do not already have Teams on your device, you will be prompted to download the app and log into your account.



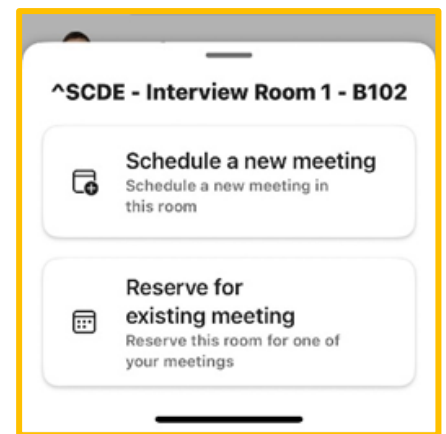
2. Two options will display on your device:

Schedule a new meeting

If you don't already have a meeting on your calendar, select this option.

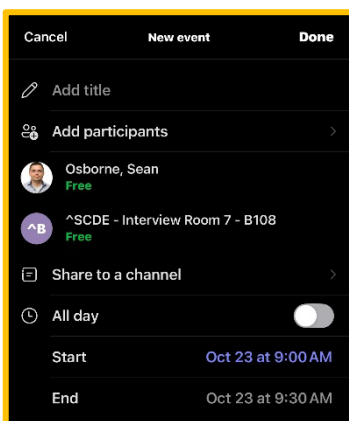
Reserve for existing meeting

If you already have a meeting on your calendar, select this option.



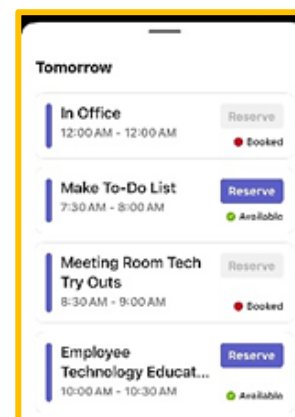
Schedule a new meeting

You will be prompted to title your new meeting, choose who to invite, and designate a start and end time. Before clicking **Done**, be sure that the meeting room has **Free** underneath it in **green**.



Reserve for existing meeting

A list of your existing meetings and the availability of the room will display. If the room is available during your meeting, the **Reserve** button will be **blue** and selectable.



If you need help, submit a ticket at [eSupport.ed.sc.gov](https://esupport.ed.sc.gov)