Video Conferencing

Booking a Video Conferencing Room and Equipment

DERBYSHIRE County Council
Improving life for local people

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1. Navigate to the **Book Room** page like a normal booking by clicking the **'New Booking'** option at the top of the screen or the **'Add Booking'** option in the **Calendar.**
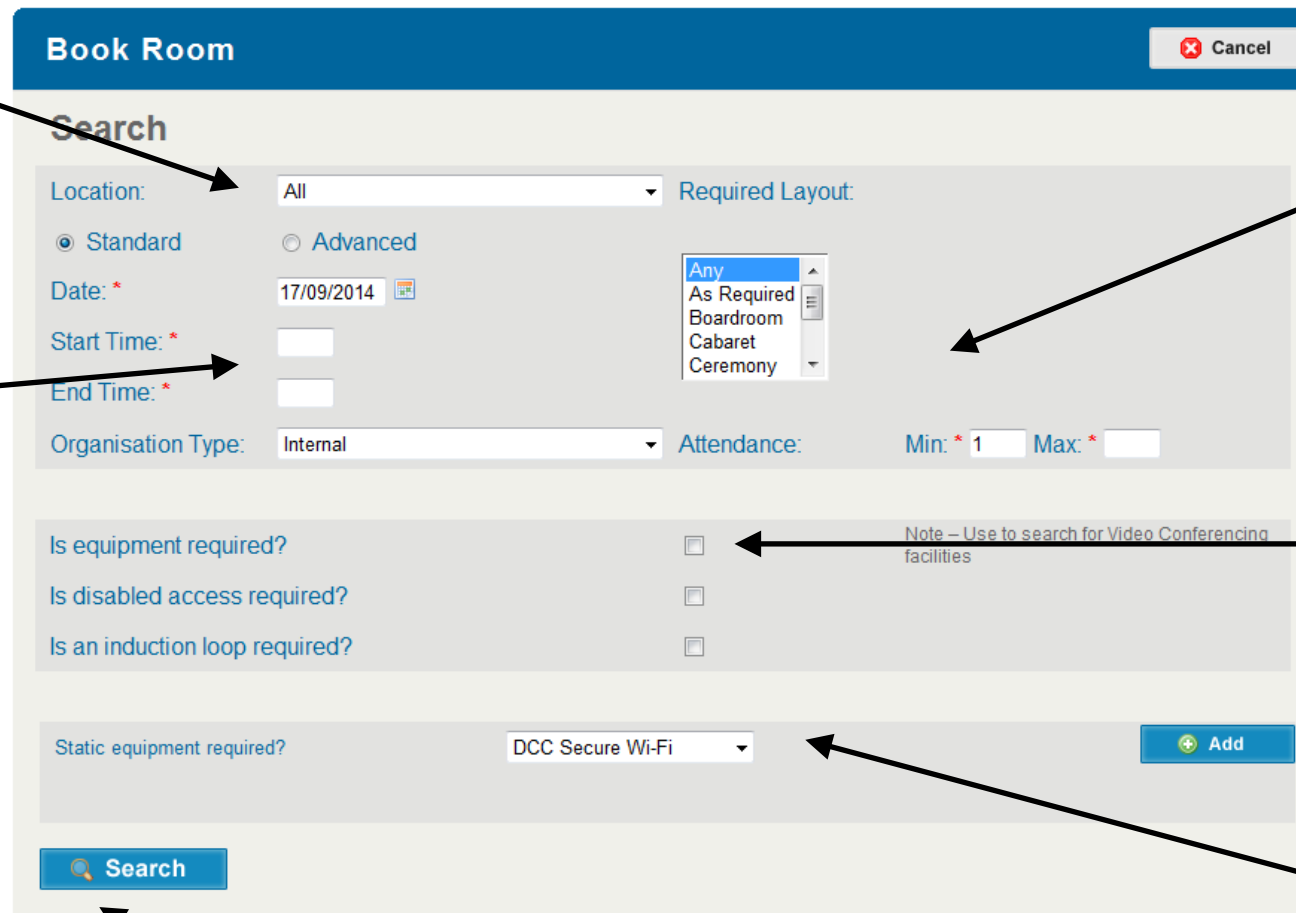
2. Select a specific **Location** or select **All** to search all rooms in the system.

3. Select the **Date** and enter the **Start** and **End Times** you require the room for.

NOTE: Times should be entered in the format HH:MM

The **Advanced** option allows you to set a **Date Range**, **Start Time** and meeting **Length** in minutes. Leaving the **Start Time** blank will list all available spaces of the **Length** of time given.

Organisation Type should be left as **Internal**

Book Room

❌ Cancel

Search

Location:	All ▼
◉ Standard	○ Advanced
Date: *	17/09/2014 📅
Start Time: *	
End Time: *	
Organisation Type:	Internal ▼

Required Layout:

Any
As Required
Boardroom
Cabaret
Ceremony

Attendance: Min: * 1 Max: *

Is equipment required? ☐ — Note – Use to search for Video Conferencing facilities

Is disabled access required? ☐

Is an induction loop required? ☐

Static equipment required? DCC Secure Wi-Fi ▼ ⊕ Add

🔍 Search

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4. Select the **Layout** of the room required for the meeting and enter the **Minimum** and **Maximum** number of attendees for the meeting.

NOTE: Each layout has a graphic to show what the room will look like.

5. To search for a room with video conferencing available, check the **'Is Equipment Required?'** checkbox.

6. Select any **Static Equipment** that may be required and click **Add.** You can add multiple items one by one.

7. Click **Search** to confirm your choices and search for available spaces.

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
8. A list of all available rooms that match your search criteria will now be listed under the **Matches** heading.

Should you wish to change any of your search criteria, you can do so by clicking the **Back** button.

NOTE: With the **'Is Equipment Required?'** box checked, only rooms which have equipment available to book will be shown

9. Clicking the ℹ icon will display information about the room such as opening times, possible room layouts and, if applicable, any costs associated with booking the room.

10. To select a room, click **Select**.

Some rooms can only be booked by administrators. For those rooms the message **'To book contact location admin'** will be shown.

⟲ Back

Matches

| Location	Room	Time	Min	Max		
Chatsworth Hall, Matlock	Surveying & Monitoring	19/02/2014 12:00	1	20	ℹ	Select
Chatsworth Hall, Matlock	Conservatory	19/02/2014 12:00	1	20	ℹ	Select
Chatsworth Hall, Matlock	Behind Reception	19/02/2014 12:00	1	20	ℹ	Select
County Hall Committee	Members Room	19/02/2014 12:00	1	100	ℹ	To book contact location admin
County Hall Committee	Council Chamber	19/02/2014 12:00	1	230	ℹ	To book contact location admin
County Hall Committee	Committee Room 1	19/02/2014 12:00	1	50	ℹ	To book contact location admin
County Hall Committee	Committee Room 2	19/02/2014 12:00	1	16	ℹ	To book contact location admin
County Hall Committee	Committee Room 3	19/02/2014 12:00	1	20	ℹ	To book contact location admin
County Hall Committee	Committee Room 4	19/02/2014 12:00	1	10	ℹ	To book contact location admin
County Hall Committee	Room 129	19/02/2014 12:00	1	10	ℹ	To book contact location admin
County Hall Committee	Room 130	19/02/2014 12:00	1	10	ℹ	To book contact location admin
County Hall Committee	Room 366A	19/02/2014 12:00	1	16	ℹ	To book contact location admin

If no available rooms match your search criteria, the following error message will appear on screen.

No room matches have been found, please refine your search and try again ❌

Edit your search criteria and click Search again until you find a room which matches.

NOTE: The more specific your search criteria, the more likely it will be to return no matches. Consider taking out requirements such as static equipment if you are struggling to find matches.

Book Room ❌ Cancel

Chatsworth Hall, Matlock - Surveying & Monitoring

Date:	19/02/2014	Attendance	Min: 1 Max:5
Start Time:	12:00	Layout:	N/A
End Time:	14:00	Recurring:	Only Once

Contact Details 📇 Look Up

Contact: *   First Name   Surname   Cost Centre

Organisation Type: Internal   Organisation   Derbyshire County Council ▼

Email Address: *   Telephone:

Description: *

Requirements

Is Disabled Access Required?   ⊖

Is an Induction Loop Required?   ⊖

Are there any other special requirements?   ☐

Please give details of other special requirements:

Booking Note:

Sub Total: £0.00

Equipment

Provision   Provider   Quantity Price

Add another Provision   ⊕ Add

Sub Total: £0.00

VAT Cost: £ 0

Total: *   0.00

Is Cost Overridden?   ☐

⊘ Save

*This is the total cost for this booking, if this booking is recurring the prices for each subsequent booking are not included in this figure and may be different amounts.

11. Enter your **Contact Details**. If you have previously booked a meeting on the system, you can use the **Look Up** button to find your existing details rather than entering them again. Enter a **Description** of the meeting.

If you have any **Special Requirements** you can enter them here.

12. The **Booking Note** field should be used to record details of all the parties involved in the conference call including whether they are **Internal (i.e. within DCC)** or **External (anybody not on a DCC site)**.

NOTE: It is extremely important that this information is included so network usage can be monitored.

13. To book the video conferencing equipment click **'Add'** under the **'Equipment'** heading. In the **Provision Details** window, make sure that **'Video Conferencing'** is selected in the **'Provision'** box and that the **'Quantity'** shown is **1**. Click **Save**. The equipment will now be shown on the **Book Room** screen.

Provision Details   ❌ Cancel

Provision: Video Conferencing ▼

VC Test

Provided By: DCC VC

Unit Price (£):   0.00

Quantity Available   6

Quantity: 1

⊘ Save

14. The **Total Cost** (if applicable) of the booking will be displayed. To confirm the booking, click **Save**. You will receive an e-mail confirmation of your booking.