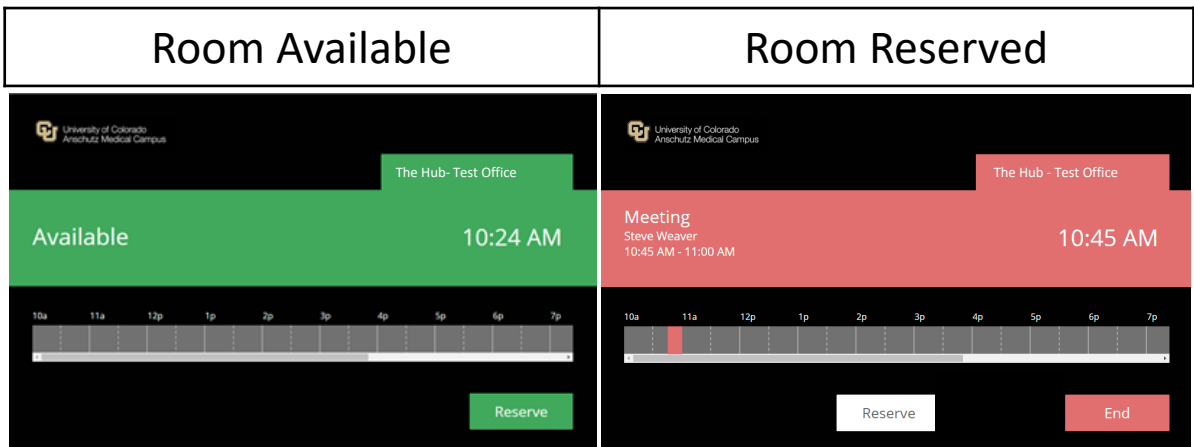# Reserving Rooms at the Room Signs

Items of Note:

- Walkup same day reservations only.
- You must use your username (same as ucdenver login name)
- You can only reserve open blocks of time. No overlapping reservations.
- Room signs are touchscreens.
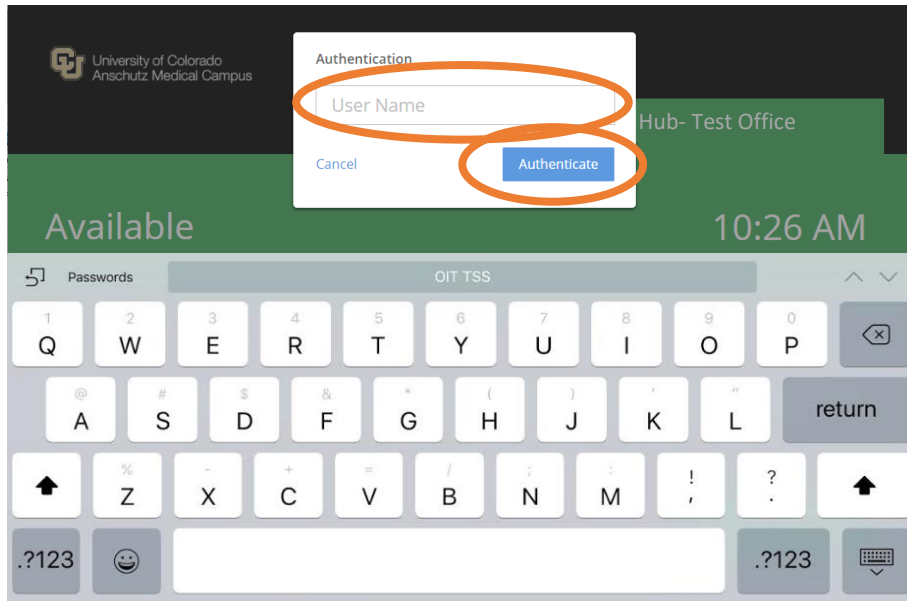
Sign Status Examples:

Room Available	Room Reserved

1. Making a room reservation

1. Tap reserve or desired start time

Reserving Rooms at the Room Signs

2.   Enter your username into "User Name" field and press Authenticate.

3.   Edit the Event Details to match your room needs using the onscreen keyboard

- You can leave Meeting as "Event Name."
- You may enter attendees using the room or leave as 1
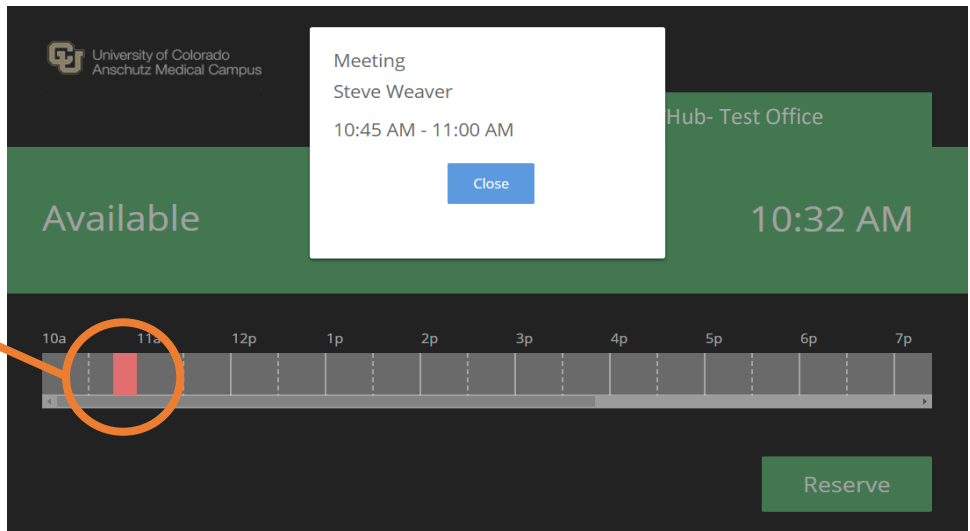- Tap in the "Time" fields (time menu will display) and select the Start and Stop times.
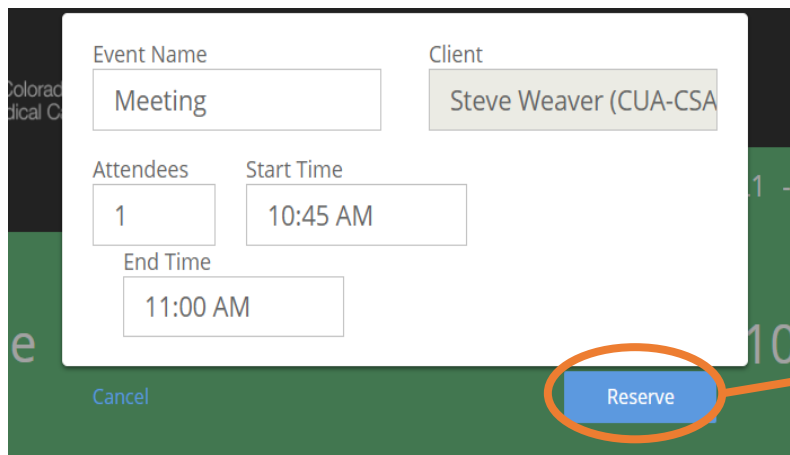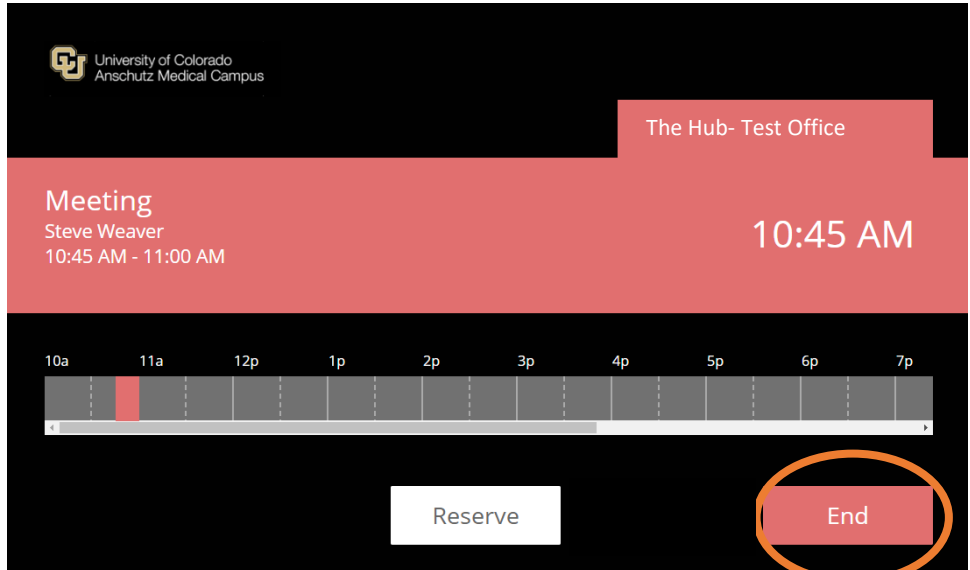

Click Reserve to Complete

Reserving Rooms at the Room Signs

Viewing Existing Reservations

Tap the desired Time slot to view details

Extending or Ending a Meeting

Tap "End" to cancel your reservation to free the room. You will be prompted to enter your username.