

CONFERENCE ROOM BOOKING GUIDE

August, 2018 v2.0

NBCUniversal
Operations & Technology
INFORMATION TECHNOLOGY

How to use this tool

The conference room booking tool is a convenient and efficient way of finding and booking a conference room. It provides powerful search tools, a calendar grid view to help you find available rooms and time, and details on what is available in each room. The process is simple:

1. Launch the app and search for a room at the appropriate time and location for your needs.
2. Book the room: You will get a confirmation email with all the important information, including the location, time, and requested AV Services.
3. Add this information to your existing Outlook calendar invite, including your Webex or call in information.

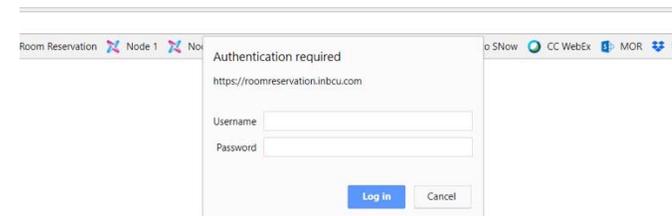
Login to Condeco



Login to Condeco, using your SSO and SSO password.

Login Link: <https://roomreservation.inbcu.com/>

Click **Sign In/Log in**.



First Login (Profile page)

Welcome Isabel Woodall 05/24/2018 | 04:14 PM What's New PDF Manual Profile Log out

Your Profile

Please keep your details up to date and choose your default location.

Room Booking

- Home
- Your Bookings
- Find a Room
- Booking Grid
- Advanced Grid

Desk Booking

Title: [dropdown]

First Name: [text]

Last Name: [text]

Email: [text]

Telephone: [text] Ext. [text]

Mobile / SMS: [text]

Outlook Booking Delegates: [text] Type to search [search icon] [trash icon]
[Add another]

Requestor Name: [text] [search icon]

Dial-in Phone number: [text]

Chair PIN: [text]

User PIN: [text]

Pin: [text] 6e645b [Update pin](#)

Department: [dropdown]

Default Location

Country: [USA dropdown]

Meeting Rooms

Location: [NY-30R West dropdown]

Group: [-- All Groups -- dropdown]

Floor: [dropdown]

Desks

Location: [CT-NBCSG Admin bldg dropdown]

Group: [Self-Service (Stamford) dropdown]

Floor: [Admin 2 (2) dropdown]

Settings

Language: [English(US) dropdown]

Version 3.3.5
Last update 19/04/2018 21:19:14

[Save]

On your first login to the system, you will be presented with the **Your Profile** page. Use this opportunity to make sure your name and phone numbers are correct. Update your title and define your default building location, group type and floor where you typically reserve conference rooms.

PROFILE FIELDS TO SET ON YOUR FIRST LOGIN TO THE SYSTEM:

Personal Title - Mr, Miss, Ms, Mrs, DR, other

Default location - Your base location

Country - USA

Meeting Rooms

Locations - Building location

Group - Self Service, managed

Floor - Floor number

TIPS

+ You can update this information at any time by selecting "Profile" in the main menu at the top of the page.

+ Taking a little time to set this up this now will save time in the future and streamline searches.

Quick Room Booking (HomeScreen)

QUICK SEARCH:

- **Location**
(Building location)
- **Group**
(Displays who can book a room: self-service or managed)
- **From**
(Set your desired date & time)
- **Setup**
(Displays room layout: Classroom, Presentation, Conference Room)
- **Number of attendees**
(Important for finding correct sized rooms)
- **Search Button**
(Runs search with your requested settings)
- **View Grid Button**
(Clicking View Grid will display a grid view without the set parameters)
- **Advanced Search**
(Displays expanded room search options)

RESULTS VIEW:

- **Room(s)**
(List of rooms available at the time and location searched)
- **Setup**
(Room Size & Type)
- **BOOK / REQUEST**
(Clicking **Book** will start the process to book this room for your meeting. If **Request** is displayed, the room is already booked. You will be able to send a request to the meeting organizer if you desire to still book the room.)

Room Bookings | Search Results

Room(s)	Setup	Location	AuC	WB	TV	Blu	RC	VC
1415W-11	Conference (6)	NY-30R West, Self-Service (30Rock-West), 14th	✓		✓			
1509W	Conference (8)	NY-30R West, Self-Service (30Rock-West), 15th	✓	✓	✓	✓	✓	
1609W	Conference (8)	NY-30R West, Self-Service (30Rock-West), 16th	✓	✓	✓	✓	✓	
1408W-4	Conference (10)	NY-30R West, Self-Service (30Rock-West), 14th	✓	✓	✓	✓	✓	✓
2M10W	Conference (12)	NY-30R West, Self-Service (30Rock-West), 2nd	✓	✓	✓			✓
1611W	Conference (14)	NY-30R West, Self-Service (30Rock-West), 16th	✓	✓	✓	✓	✓	

ADMIN FUNCTIONS

- **What's New**
- **PDF Manual**
(Quick Start guide, PDF format)
- **Profile**
(Settings for your account)
- **Log Out**
(Click to close Condeco)

ROOM ASSET LEGEND:

- AuC** - Audio Conference
- WB** - Whiteboard
- TV** - Television
- Blu** - Blu-Ray Player
- RC** - Room Computer
- VC** - Voice Conference

TIPS

- + **Bookmark the home screen in your browser for your convenience.**

Setting Meeting Details (General Details)

Welcome to Condeco Room Booking..

Quick room search

New version of Condeco!
You are seeing an updated version of the Condeco application. This upgrade has added greater stability and resilience to the

Location: NY-30R West

Group: Private Room Rooms and Connections Summary

From: 05:30 PM - 05:45 PM 05/31/2018 Eastern Standard Time (Don't Repeat) Edit

Setup: General | AV Services Open all sections

Type * # Attending* Room Setup Set-up time Clean down time

Internal 6 1415W-11 Conference (6)

Requestor name: Isabel Woodall Requestor email: Isabel.Woodal@nbcuni.com Requestor phone: +1(212) 664-2286

Host: Isabel Woodall Host email: Isabel.Woodal@nbcuni.com Host phone: +1(212) 664-2286

Link Details:

Notes:

Book & close Book & continue Close

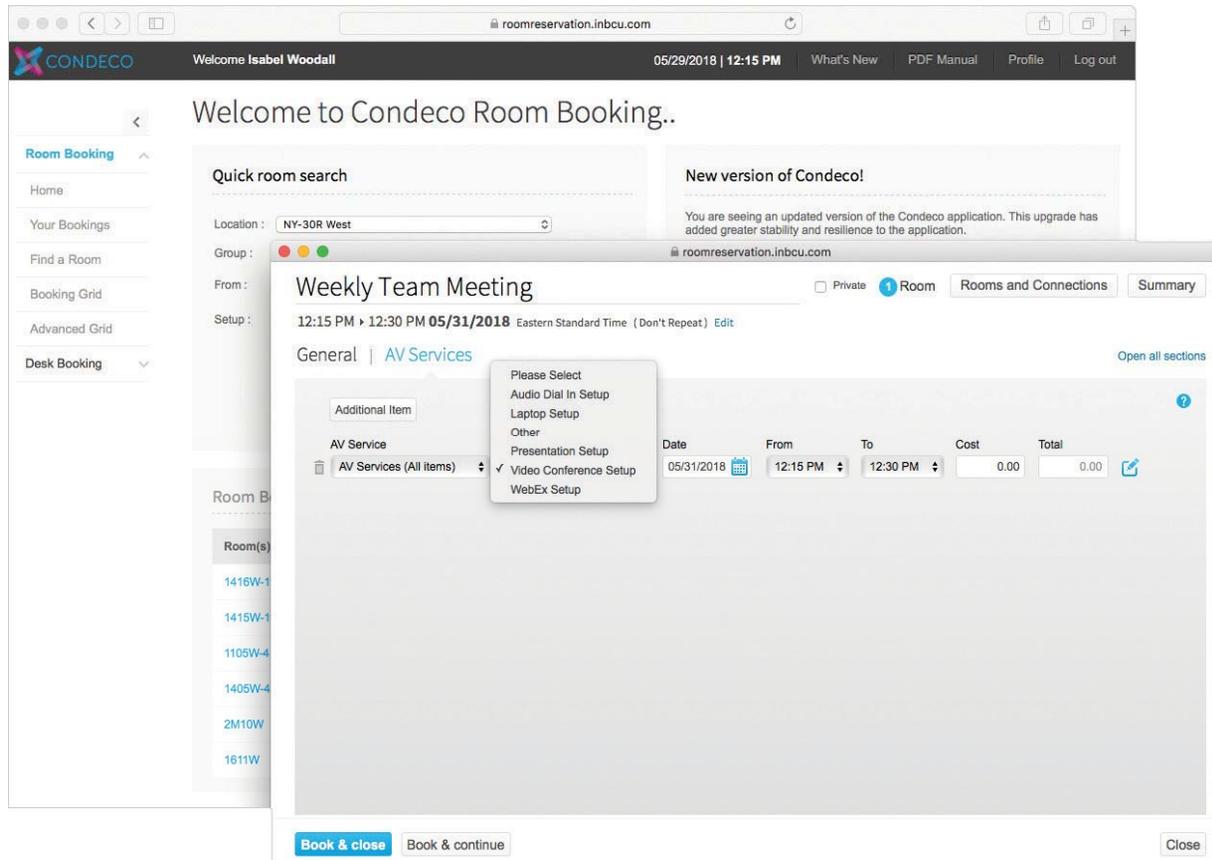
ADMIN FUNCTIONS

- Meeting Title or subject for the meeting (To set your meeting title, overwrite the placeholder title text "Untitled Booking")
- **Private** (Checking the **Private box** will hide the hosts name and title of the meeting in the room grid and on the signage screen.)
- **Type dropdown** (Use Internal only)
- **Set-Up time, Clean-Down time** (Use if you need extra time to set up or break down for your meeting)
- **Book & Close Button** (Save changes and close the pop-up window. The meeting will be booked.)
- **Book & Continue Button** (Saves changes but will leave the pop-up window open for further editing. The meeting will be booked if the window is closed.)
- **Close Button** (Closes the pop-up window, if not saved previously, and the booking will not be made.)

TIPS

- + Remember this tool is for finding and reserving rooms, continue to use **Microsoft Outlook** to manage your meeting schedules and attendees.
- + Use this screen to also make changes to existing or standing meetings as well and reviewing newly created ones.

Setting Meeting Details (AV Services Details)



SET YOUR AV SERVICES

- **AV Service** Dropdown
(Select AV Services (All Items))
- **Please Select** Dropdown
(Provides list of items available in the room you are booking)
- **Date** Dropdown
(Date will auto populate with your current booking date)
- **From/To**
(From/To will auto populate with current booking time)
- **Cost**
(Cost will auto populate with 0.00 cost for any items selected)
- **Book & Close** Button
(Save changes and close the pop-up window. The meeting will be booked.)
- **Book & Continue** Button
(Saves changes but will leave the pop-up window open for further editing. The meeting will be booked if the window is closed.)
- **Close** Button
(Closes the pop-up window, if not saved previously, and the booking will not be made.)

Setting Meeting Details (Repeat Meeting Settings)

Weekly Team Meeting

12:15 PM - 12:30 PM 05/31/2018 Eastern Standard Time (Don't Repeat) Edit

General

Weekly Team Meeting

From* 05/30/2018 12:45 PM To* 01:00 PM 05/30/2018 Eastern Standard Time

Update Booking

Requestor name: Isabel Woodall Requestor email: Isabel.Woodall@nbcuni.com Requestor phone: +1(212) 664-2286

Host: Isabel Woodall Host email: Isabel.Woodall@nbcuni.com Host phone: +1(212) 664-2286

Weekly Team Meeting

From* 05/30/2018 12:45 PM To* 01:00 PM 05/30/2018 Eastern Standard Time

Update Booking

Requestor name: Isabel Woodall Requestor email: Isabel.Woodall@nbcuni.com Requestor phone: +1(212) 664-2286

REPEAT MEETINGS

- Under your meeting title, click **Edit** next to the phrase (Don't Repeat). Don't Repeat is the default setting for all meetings.
- Click the dropdown menu labeled **Don't Repeat**. Set your preferred recurring settings.

(Daily, Weekly, Monthly - Do not click advanced as there are no advanced options)

- **Until** Dropdown
 - **End by**
(Select the date you would like this recurring meeting to end)
 - **For (Until)**
(Input the number of recurrences desired)
- Close
(Click the **X** to close the pop-up window)

Booking Confirmation

The screenshot shows a web browser window with the URL `roomreservation.inbcu.com`. The main heading is "Weekly Team Meeting". Below it, the time and date are "12:45 PM to 01:00 PM 05/30/2018 Eastern Standard Time (Don't Repeat) Edit". There are tabs for "Private", "Room", "Rooms and Connections", and "Summary". The "Room" tab is active, showing "1416W-11" and "Conference (4)".

Under the "General" tab, there are fields for "Type" (Internal), "# Attending" (4), "Room" (1416W-11), "Setup" (Conference (4)), "Set-up time", and "Clean down time".

Requestor information includes:
Requestor name: Isabel Woodall
Requestor email: Isabel.Woodall@nbcuni.com
Requestor phone: +1(212) 664-2286

Host information includes:
Host: Isabel Woodall
Host email: Isabel.Woodall@nbcuni.com
Host phone: +1(212) 664-2286

There are checkboxes for "Link Details" and "Vc notes". At the bottom, there are buttons for "Update & close", "Update & continue", and "Close".

ROOM BOOKINGS

Once your booking is completed, you will see a confirmation of the booking on your home screen. All bookings will appear on this screen. Additionally, you will receive a confirmation email to your NBCUniversal email account.

You will be able to open the booking details to review or edit at any time. Simply click on the title of your meeting located on the home page under **Room Bookings**. (See next page for details).

How to update your bookings

Weekly Team Meeting

12:15 PM - 12:30 PM 05/31/2018 Eastern Standard Time (Don't Repeat) Edit

General

Type: Internal # Attending: 1 Room: 1405W-4 Setup: Conference (10) Set-up time: Clean down time:

Requestor name: Isabel Woodall Requestor email: Isabel.Woodall@nbcuni.com Requestor phone: +(212) 664-2286

Host: Isabel Woodall Host email: Isabel.Woodall@nbcuni.com Host phone: +(212) 664-2286

Notes:

Vc notes:

AV Services

Additional Item	Item	Date	From	To	Cost	Total
AV Services (All Items)	Video Conference Set	05/31/2018	12:15 PM	12:30 PM	0.00	0.00

Update & close Update & continue Close

Your Bookings

Booking/VC ID: From: To: Apply Filter clear

Booking/VC ID	Meeting	From	To	Host	Location	Status	
1433467	Weekly Team Meeting	05/30/2018 12:45 PM	01:00 PM	Isabel Woodall	NY-30R West, 1416W-11 (14)	Confirmed	Edit Delete
1433435	AV LRP Meeting	05/31/2018 12:15 PM	12:30 PM	Isabel Woodall	NY-30R West, 1405W-4 (14)	Confirmed	Edit Delete

BOOKING FIVE DAY SUMMARY

Once you have completed your booking, you will be able to open the booking details to review, or edit at any time. Simply click on the title of your meeting located on the **Home** page. (Ex: Weekly Team Meeting)

The meeting details will appear. You can click **Open All Sections** to view the AV Services preferences on the same page or remain in the tabbed view by clicking **Back to tabbed view**.

- **Update & Close** Button
(Saves changes and closes the pop-up window. The meeting will be booked.)
- **Update & Continue** Button
(Saves changes but leaves pop-up window open for further editing. The meeting will be booked if the window is closed.)
- **Close** Button
(Closes the pop-up window, if not saved previously, and the booking will not be made.)

NOTE: You cannot update meetings in the **Your Bookings** section. This only displays all your bookings. To edit your room bookings, see below:

ALL YOUR BOOKINGS

You can also view all your booking details by clicking on **Your Bookings** in the left menu.

NOTE: You can update meetings in the **Your Bookings** section by clicking on the **Edit** or **Delete** button to the right of each meeting.

Find A Room (Advanced Search)

The screenshot shows the 'Find a Room' advanced search interface. The page title is 'Find a Room' and the URL is 'roomreservation.inbcu.com'. The user is logged in as 'Isabel Woodall' on '05/29/2018 | 01:15 PM'. The interface is divided into several sections:

- Where do you want to book?:** Includes a 'Country' dropdown set to 'USA', a 'Location' dropdown with options: NJ-CNBC 900, NJ-CNBC 904, NY-1221 6th Ave, NY-30R East, and NY-30R West (selected). A 'Floor' dropdown is set to 'All' with options: 2 (2nd), 10 (10th), 11 (11th), and 12 (12th). A 'Room' text input field is empty. A note says 'Hold Ctrl / Cmd to select multiple.' and a link says 'Set as default'.
- When and for how long do you want to book?:** Includes 'From' (05/29/2018, 01:15 PM), 'To' (05/29/2018, 01:30 PM), and 'Repeat' (Don't Repeat, Until).
- How do you like your room?:** Includes a 'Setup' dropdown, 'Number Attending' input, and checkboxes for Conference Phone (AuC), Whiteboard (WB), Television (TV), Blue Ray DVD Player (Blu), Room Computer (RC), and Video Conference (VC).
- Display:** Includes 'Results per page' (20) and 'Include booked rooms' checkbox.

Buttons at the bottom include 'Find' and 'Start again (clear all fields)'.

SEARCH SCREEN

Where do you want to book?

- **Location**
(List of locations, to select multiple locations hold the Ctr/Cmd key while selecting locations)
- **Floor** (Floors available at the selected location)
- **Room** (Enter a specific name of a room to search for)

When and for how long do you want to book?

- **From/To**
(Set the time you will need, this will limit the results to just the rooms available when you need it)
- **Repeat**
(Set the preferred repeat settings. Options include: (Daily, Weekly, Monthly - Do not click advanced as there are no advanced options)

- **Until** Dropdown

- **End by**
(Select the date you would like this recurring meeting to end)

- **For (Until)**
(Input the number of recurrences desired)

How do you like your room?

- **Set Up**
(Type of room, Number of attendees and what media assets you will need for your meeting)

TIPS

- + **Setting a default location and floor will help speed regular meeting room booking.**
- + **The default location can be changed anytime by clicking on the profile link on top right corner.**

Find A Room (Results)

The screenshot shows a web browser window at roomreservation.inbcu.com. The user is Isabel Woodall, and the date is 05/29/2018 at 01:28 PM. The page title is "Find a Room". A message states: "The following rooms have been returned as meeting your search criteria. Not found what you are looking for? [Change your search](#)".

Room(s)	Setup	Location	AuC	WB	TV	Blu	RC	VC	
4617E-3	Conference (6)	NY-30R East, Self-Service (30Rock-East), 46th	✓	✓					Book
1980E	Table Seating (6)	NY-30R East, Self-Service (30Rock-East), 19th	✓	✓					Book
1680E	Conference (6)	NY-30R East, Self-Service (30Rock-East), 16th	✓	✓					Book
1283E	Conference (6)	NY-30R East, Self-Service (30Rock-East), 12th	✓	✓	✓	✓	✓		Book
1580E	Conference (6)	NY-30R East, Self-Service (30Rock-East), 15th	✓	✓					Book

A pop-up window for room 1283E is open, showing a photo of the room and the following details:

- Location:** NY-30R East, Floor: 12 (12th)
- Dimensions (Meters):** 17 x 11
- Additional Information:** Speakerphone 212-413-5703
- Attributes:** Conference Phone, Blue Ray DVD Player, Video Conference, Room Computer, Television

RESULTS SCREEN

- Rooms are grouped by location
- You can book a room by clicking on the **Book** button
- **BOOK / REQUEST**
(Clicking **Book** will start the process to book this room for your meeting. If **Request** is displayed, the room is already booked. By clicking Request, you will be able to send a request to the meeting organizer if you desire to still book the room.)
- **Setup** shows the recommended number of attendees and room type
- Check marks indicate the services available in that room
- Clicking on the room number will display detail information on that room (ex: 1283E).
- Click **Close** to close the pop-up window.