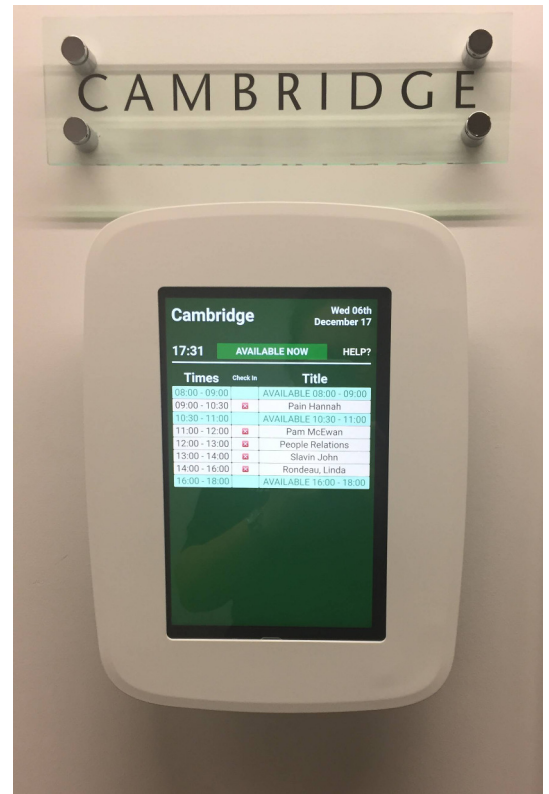# Fast Track Room Booking Solutions



## Meeting Room Digital Signage

With **Fast Track Digital Signage**, it takes a few seconds to:

- Review Meeting Information
- Make an Instant Booking
- Check In to a Meeting
- Cancel a Booking
- Book Later in the Day

Meetings are shown in a list, and availability slots can be located at a glance. Users tap a meeting to check in or cancel, or tap an Available Slot to make an instant booking. PIN codes are usually required to check in, cancel or book.



All views self-refresh, so the data shown is completely live, with configurable refresh options.

### Display Styles

The style of display can utilise established brand characteristics, such as logos, colours and fonts, background images, etc.

### Cost-Effectiveness

**Fast Track Digital Signage** optimises data for different data levels, including buildings (such as at front desks), floors (such as lift lobbies) and rooms (such as door signs). **Fast Track Digital Signage** provides for different form factors, being able to accommodate PC's, tablets, Plasma Screens and large-format TV's.

Investing in proprietary Digital Signage hardware can be expensive, with quite high costs for maintenance and obsolete hardware. **Fast Track Digital Signage** utilises a wide range of quality devices, which provide high value and low cost.

As business requirements change, solutions need to change with them. For instance, not all rooms, desks and spaces will need a digital sign, but can be "upgraded" to digital signs as necessary.

### Strategic Financial Benefits

The full-service cost of space in busy city centres can easily reach £100 per foot per year, meaning increasing room utilisation can lead to startling savings. By implementing a strict required check-in / no-show capture policy, more meetings will be held in the same number of rooms, or the same number of meetings can be held in less rooms. A recent project facilitated a **237% increase** in the number of meetings booked and conducted on the same day.



**Room Sign with Logo**

The **Fast Track** team and partners can assist with the consultative approach needed to achieve demonstrable 6-to-7 figure returns from increased utilisation. In previous cases, entire floors have been relinquished and made available for re-assignment.

### Quick Help

The Quick Help link is always visible, and provides clear, simple assistance for those using the digital signs for the first time (they are unlikely to need assistance after the first time).

**INSTANT BOOKING:** Tap an AVAILABLE slot and then choose a booking option

**CHECK-IN OR CANCEL:** Tap your BOOKING then CHECK-IN or CANCEL

The text that appears in the Quick Help can be varied by administrators or the Fast Track team to provide clear, concise information.
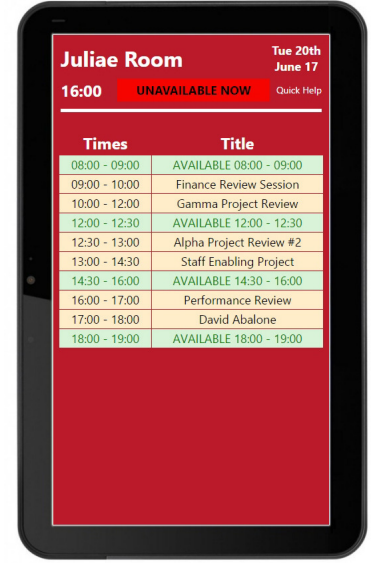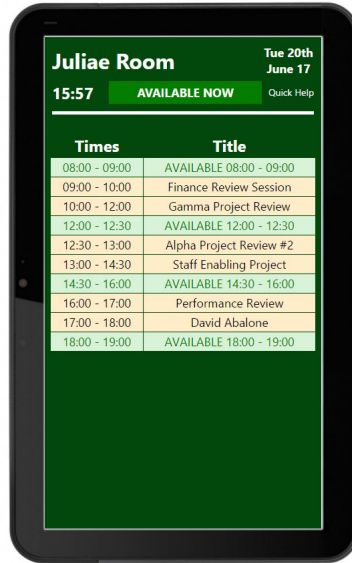
### Colour Control

Most colours can be adjusted to suit brand, ambience, etc.

The various display colours for bookings, available slots, room is available, room is unavailable, PIN verification area, etc., can be configured by admin users or the Fast Track team.

Views can also be tailored for logos, branded background, etc.

### Available Now and Unavailable Now

To support at-a-glance Instant Booking, traffic lighting is used to indicate whether a room is available at the current time. Standard colours are green for available, and red for unavailable.
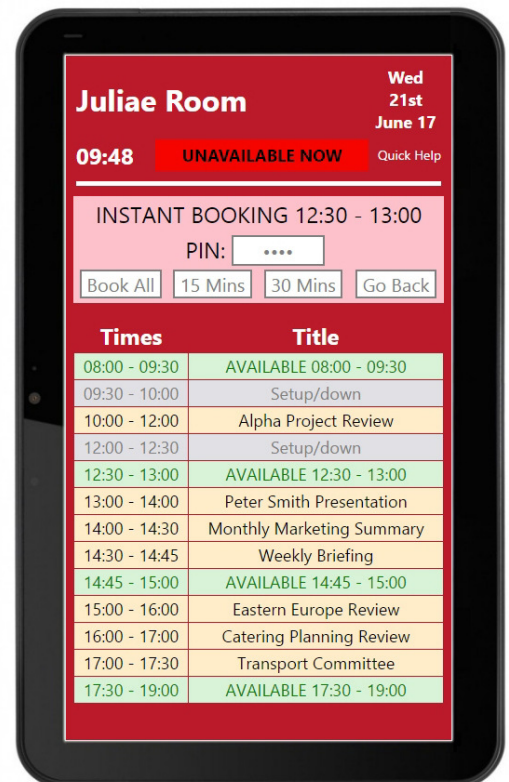
As the current time changes, and moves into available or unavailable time slots for the room, the main background automatically changes to green or red.

The instant booking process is typically to spot an available room, tap an available slot, provide a PIN code and choose a booking length (such as 15/30/45 minutes or the whole available slot).

### Making Instant Bookings

Instant bookings can be made for the current time, or for future available time slots. This means that if a room is not available now, a staff member may choose to make an instant booking at a later time.

Users tap one of the available slots, which are clearly marked, and consist of the word "AVAILABLE", followed by the start and end time of the availability. A "choose and verify" area appears in a different colour, and the user enters their PIN code and chooses the length of the booking. The new booking appears immediately, with the user's name displayed as the meeting title. The "choose & verify" area has a default background colour of pink, and can be adjusted by admin users or the Fast Track team.
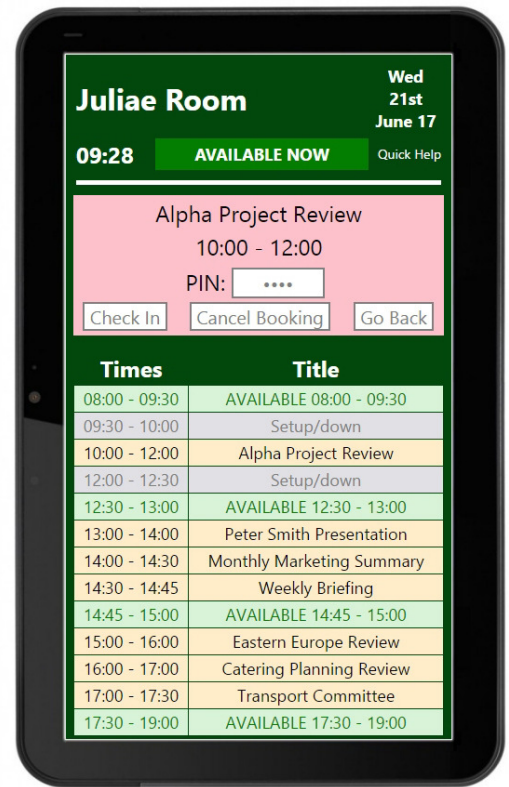
## Check-In and Cancellation

To check in to a meeting or cancel a meeting, when users tap their booking, a "choose & verify area appears which is similar to the one used in the instant bookings described above. Users provide their PIN code and then tap "Check In", "Cancel Booking" or "Go Back" (to do nothing).
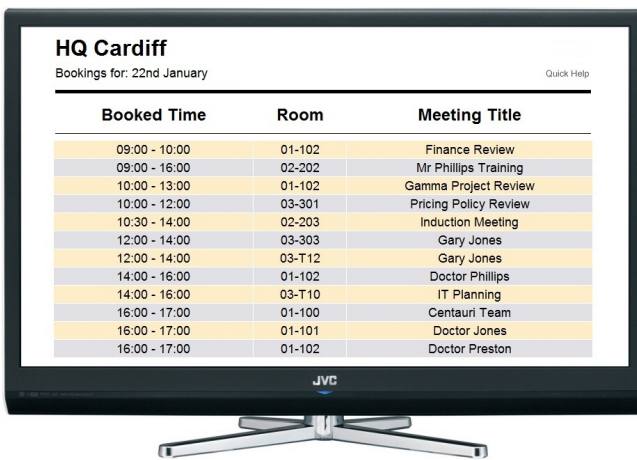
Check-In: Users check into their meetings using their PIN codes, and if check-in does not occur, meetings can automatically be cancelled, so that the room in question becomes available to the pool of bookable space. Whether or not the automatic cancellation occurs is determined by the configuration setting for "Required Check-In".

Cancellation: If a user cancels a booking by providing his or her PIN code, the room's time slot immediately becomes available. Current or future bookings can be cancelled, and if a current booking is cancelled, the availability indicator would change from red to green (using the default colours).

AUTO-Cancellation: When Auto-cancellation is turned on, if no check-in occurs 5, 10 or 15 minutes after a meeting starts, the booking is automatically cancelled, and the room is available to others. This approach reduces no-shows, and pushes up actual utilisation.
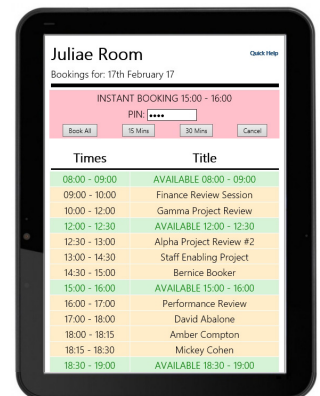
### Additional Fast Track Digital Signage Options

Recently, TV's with HDMI-port-based PC "sticks" have meant that effective, large-format, display-only signage is very low cost.

When building meeting lists are long, "departure lounge" mode is used, and the bookings are shown as a series of rolling pages.

For further information, please contact the **Fast Track** team or a Partner.

**Fast Track Room Booking Solutions -** www.FastTrackAutomation.com