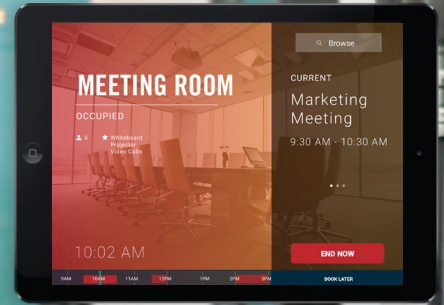




WORKSCAPE



Welcome to Workscope, your office's new way to book and manage your meeting spaces. Get started with Workscope by downloading the iPhone or Android mobile app – search 'Workscope' on the App Store or Google Play.

Here's how you can book meetings with Workscope:

BOOK MEETINGS ON THE FLY

Have a quick pow-wow or hunting for a meeting space to use quickly? You can book spaces using the mobile app or the room display.



BOOK NOW

TO BOOK A SPACE USING THE MOBILE APP

Simply tap the Book Now button!

BOOK NOW

TO BOOK A SPACE USING THE ROOM DISPLAY

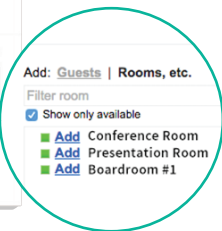
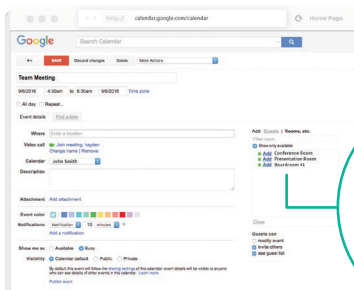
See an empty room that you would like to use? Simply tap the Book Now button.

WORKSCAPE FREES UP ROOMS

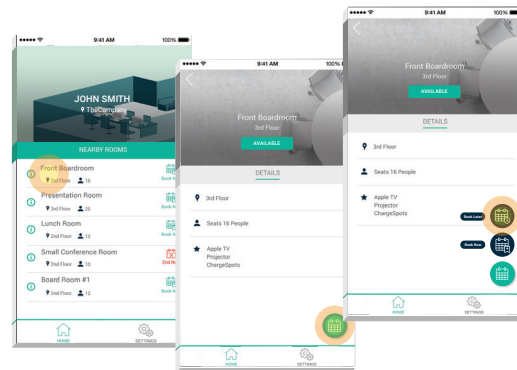
Workscope uses in-room sensors to free up rooms that are not being used. If you booked a meeting but our sensors do not detect your presence for 5 minutes, you will receive an email. If you would like to maintain your booking, simply visit the link in the email.



REGULAR SCHEDULED MEETINGS



You can book your regular meetings right in Google Calendar! Simply choose the right space from the list of Rooms.



You can also schedule a meeting space booking from the mobile app. Select your desired meeting space, tap the calendar button.