Booking
for Outlook

Unlock the full potential of your workplace with the powerful combination of **"Booking for Outlook"** and **IAdea Room Panel**

Streamlined Deployment

Accelerate meeting room setup with intuitive, plug & play solution.

Customizable Interface

Your brand, your panel. Personalize effortlessly.

Enhanced Room Booking Experience

Instant booking, calendar checks, and visual status light on-site.

Offline Mode

Scan QR for backup booking via phone, even offline.

Seamless Outlook Integration

Effortless setup with your existing Outlook and leverage Microsoft Teams & Zoom compatibility.
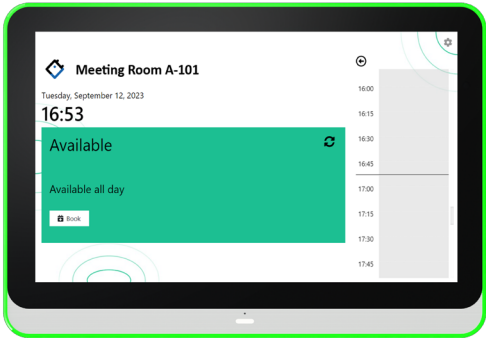
Tailored Space Management Settings

Configure settings to fit your on-site bookings and cancellations needs

Book on site with Real-Time Outlook Sync

Enjoy the seamless integration of "Booking for Outlook" and IAdea Room Panel for a unified meeting experience.

Compatible with Microsoft Teams and Zoom

"Booking for Outlook" not only synchronizes effortlessly with your existing Outlook calendar but also fully supports integration with Microsoft Teams and Zoom Meetings when Outlook is utilized as the backend calendar, ensuring a cohesive scheduling experience across your most essential communication platforms.

Compatible with

"Booking for Outlook" connector ensures seamless synchronization with your Outlook calendar. Book, manage, and extend meetings directly from the screen, backed by real-time updates on room availability and comprehensive daily schedules.

Meeting Room Name

Onsite Meeting Room Booking

Scroll to browse the full-day calendar Sync with Outlook every minute
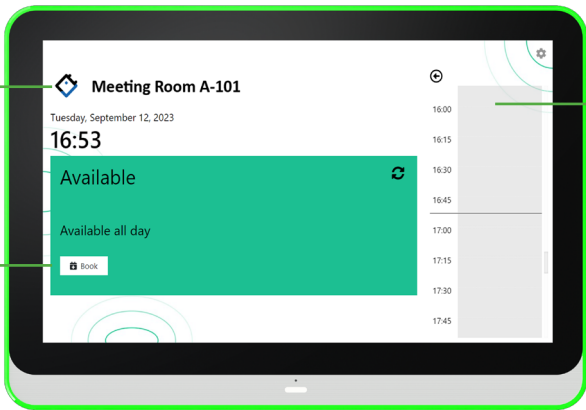
LED status light indicate room availability

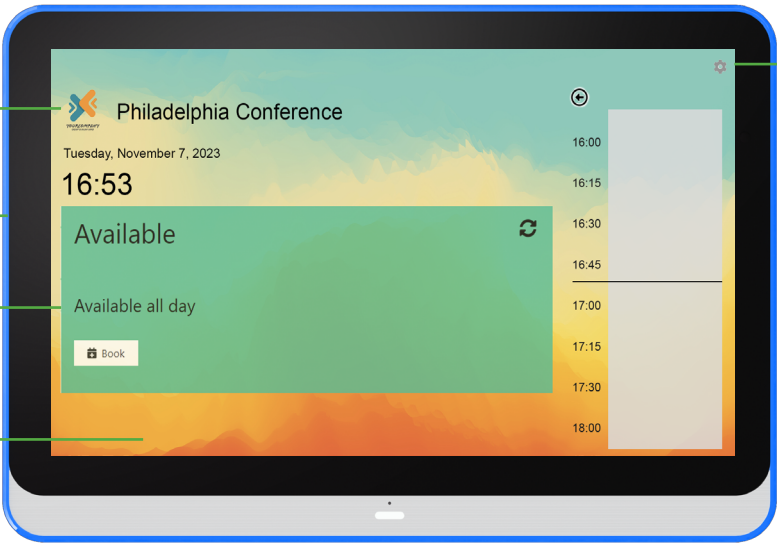# Customizable Interface for Brand Consistency

Corporate Logo

LED Room Status Light Color

Language

Background

Philadelphia Conference
Tuesday, November 7, 2023
16:53
Available
Available all day
Book

16:00
16:15
16:30
16:45
17:00
17:15
17:30
18:00

Configuration
Global setting
Language — English (United States)
Light bar
  Available
    Mode
    Color
  Occupied
    Mode
    Color
Color
  Theme
    Foreground
    Available
    Occupied
  Timeline

Cancel Reset Confirm

Effortlessly adjust interface settings to mirror your corporate aesthetic, ensuring a consistent brand experience throughout.
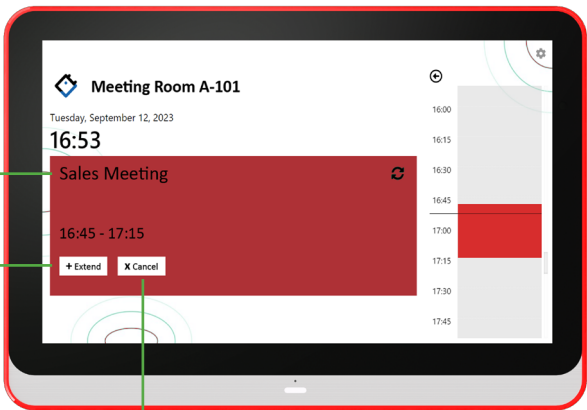Utilize "Unified Setting" for multi-panel configurations

Any changes made in Outlook are instantly reflected on the IAdea Room Panel, ensuring accurate and up-to-date information.

Meeting Name

Extend meeting time by 15 minutes

Cancel or end meeting as needed

Meeting Room A-101
Tuesday, September 12, 2023
16:53
Sales Meeting
16:45 - 17:15
+ Extend   X Cancel

16:00
16:15
16:30
16:45
17:00
17:15
17:30
17:45

LED status light indicate room availability

Select the Plan That Fits Your Needs

Function	Standard (Free)	Premium
Display room booking information on screen (meeting name, time, duration)	✓	✓
LED screen status light reflecting meeting status	✓	✓
View today's meeting agenda via timeline	✓	✓
On-site meeting management (book, ectend, cancel)		✓
Tailored space management settings (permit on-site bookings or meeting cancellations)		✓
Utilize "Unified setting" for multi-panel configurations		✓
Personalize with corporate Branding (Logo & Background)		✓