I. FEATURES: Workspace Hoteling ROOM 2.332

<table>
<thead>
<tr>
<th>Workspace</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cubicle-1</td>
<td>Windows docking station, 27-inch display, keyboard/mouse, webcam, privacy panels, power hub with 5 AC outlets, 1 USB-C port, and 1 USB port (2.7 amp)</td>
</tr>
<tr>
<td>Cubicle-2</td>
<td>Windows docking station, 27-inch display, keyboard/mouse, webcam, privacy panels, power hub with 5 AC outlets, 1 USB-C port, and 1 USB port (2.7 amp)</td>
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<tr>
<td>Cubicle-3</td>
<td>Privacy panels, power hub with 5 AC outlets, 1 USB-C port, and 1 USB port (2.7 amp)</td>
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<tr>
<td>Cubicle-4</td>
<td>Privacy panels, power hub with 5 AC outlets, 1 USB-C port, and 1 USB port (2.7 amp)</td>
</tr>
<tr>
<td>Cubicle-5</td>
<td>Windows docking station, 27-inch display, keyboard/mouse, webcam, privacy panels, power hub with 5 AC outlets, 1 USB-C port, and 1 USB port (2.7 amp)</td>
</tr>
<tr>
<td>Cubicle-6</td>
<td>Windows docking station, 27-inch display, keyboard/mouse, webcam, privacy panels, power hub with 5 AC outlets, 1 USB-C port, and 1 USB port (2.7 amp)</td>
</tr>
<tr>
<td>Cubicle 7</td>
<td>Mac OS docking station, 27-inch display, keyboard/mouse, webcam, privacy panels, power hub with 5 AC outlets, 1 USB-C port, and 1 USB port (2.7 amp)</td>
</tr>
<tr>
<td>Cubicle 8</td>
<td>Privacy panels, power hub with 5 AC outlets, 1 USB-C port, and 1 USB port (2.7 amp)</td>
</tr>
<tr>
<td>Room</td>
<td>Lockers (Available beginning November - bring own lock), glass dry erase board, 80-inch display with pc and keyboard/mouse.</td>
</tr>
</tbody>
</table>

II. HOTELING USE GUIDELINES: Workspace Hoteling ROOM 2.332

1. Only reserve what you need. The person entering a reservation is responsible for the reservation. If the reservation is no longer needed it should be removed from the calendar.
2. The person entering the reservation is responsible for informing the requestor of the workspace number and will need to plan to unlock the room or make arrangements in advance to have someone unlock the room. There are no emergencies for failing to plan.
Section 2.5.1: Workspace Hoteling Resources

3. Reservations entered on the shared calendar always have priority from walk-ins.
4. Bring your own lock - Lockable storage is available in the room.
5. Practice security protection of classified information and respect the privacy of others. Lock your laptop screen when walking away and do not leave documents containing sensitive information unattended. Place laptop and sensitive documents in locker with other personal belongings when stepping away.
6. Be mindful of noise. Place mobile phone on “vibrate” and use headphones to control noise during virtual meetings.
7. Leave the desk clean and tidy. Sanitizing wipes are available in the room. When leaving for the day, remove all personal belongings, laptops, drinks, etc., from desk.
8. If furniture is moved, the requestor is responsible for returning furniture to its original location before leaving.

III. RESERVATIONS: Scheduling Workspace Hoteling ROOM 2.332

Creating a Calendar Group in Outlook
You can add the workspaces you reserve most frequently to Calendar Groups in Outlook to make them easier to find.

1. From Outlook, select the Calendar icon (located on the left-hand side of application).

2. From the Home tab, select Add Calendar. In the pop-up window that appears, click Add From Address Book, and begin typing the name of the workspace: “NSG 2.332”, then click arrow. A list of workspace cubicles will appear in the dropdown.
3. Hold down Shift Key on Keyboard and select each calendar or last calendar on list. Select the Calendar button in bottom left of box, and then click OK.

4. The workspace calendars you added will appear on the left side of the window.

To Reserve an Individual Workspace Cubicle in Outlook:

1. Create a New Meeting on your calendar for the desired date and time.
2. Under Required, invite the workspace/resource you want to reserve: Ex: NSG 2.332-Cubicle-1
   Important: Use Invite attendees for this, not Search for a room or location. The location will automatically populate with the workspace/resource selection.
3. Enter Title of meeting to denote occupant of workspace, for example: “Reserved by Jane Doe.”

4. Enter the start and end times.
5. Change your status under Options from Busy to Free.
   Note: This is so that your personal calendar won’t show you as Busy or Unavailable in the system – only the workspace that you reserved will appear in the system as busy. This allows you to be available to schedule meetings, etc. during your hoteling time.

6. Click Send.

7. The workspace will appear in your calendar view as “Busy.”
For Outlook in Microsoft Office 365, repeat steps 1 through 5. Note that the location will remain blank until the invite is sent.