

Reserving a Room Using LibCal Booking System


Multimedia Services manages two conference rooms on the 7th floor of the Academic Building, ACAD 701 and ACAD 700H (previously known as A711). UHD Faculty and Staff may reserve these meeting spaces by contacting Multimedia Services, or by using the LibCal room booking system.

Book a Room Using LibCal

1. Select the **Reserve** button for the room you would like to book.

Room Features:

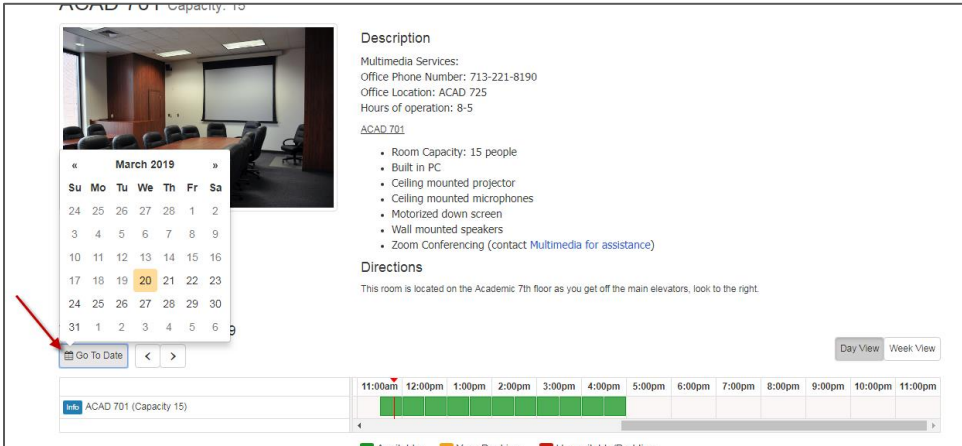
- Room Capacity: 15 People
- Built in PC
- Ceiling mounted projector
- Ceiling mounted microphones
- Motorized Screen
- Wall mounted speakers
- Zoom Conferencing available



This room is located on the 7th floor of the Academic Building. Upon exiting the elevators, this room is to the right.

Reserve ACAD 701 ←

2. Click **Go To Date** to select the date(s) for your room reservation.



Description
Multimedia Services:
Office Phone Number: 713-221-8190
Office Location: ACAD 725
Hours of operation: 8-5

ACAD 701

- Room Capacity: 15 people
- Built in PC
- Ceiling mounted projector
- Ceiling mounted microphones
- Motorized down screen
- Wall mounted speakers
- Zoom Conferencing (contact Multimedia for assistance)

Directions
This room is located on the Academic 7th floor as you get off the main elevators, look to the right.

Day View Week View

11:00am 12:00pm 1:00pm 2:00pm 3:00pm 4:00pm 5:00pm 6:00pm 7:00pm 8:00pm 9:00pm 10:00pm 11:00pm

ACAD 701 (Capacity 15)

Available Your Booking Unavailable/Booking

3. Select the date from the calendar.
4. LibCal will pull up the availability of the room for the date you have selected.
5. Select your meeting start time from the LibCal scheduler.
6. You will see your meeting time appear below the LibCal scheduler.

7. Select the drop down menu to the right of your start time to select the end time for your meeting.

The screenshot shows a meeting booking interface. At the top, there is a navigation arrow and a time grid with columns for 11:00am, 12:00pm, 1:00pm, 2:00pm, 3:00pm, 4:00pm, 5:00pm, 6:00pm, 7:00pm, and 8:00pm. Below the grid, a legend indicates: a green square for 'Available', an orange square for 'Your Booking', and a red square for 'Unavailable/Padding'. A reservation for 'ACAD 701: 1:00pm Thursday, March 21, 2019 until...' is shown. A dropdown menu is open next to the reservation, listing end times: 2:00pm Thursday, March 21, 2019; 1:30pm Thursday, March 21, 2019; 2:00pm Thursday, March 21, 2019; 2:30pm Thursday, March 21, 2019; 3:00pm Thursday, March 21, 2019; 3:30pm Thursday, March 21, 2019; and 4:00pm Thursday, March 21, 2019. A trash can icon is visible to the right of the dropdown.

8. You may repeat this process for several bookings.
9. If you need to remove a booking, simply click the **Trash Can** icon to the right of the reservation end time.
10. Once all of your booking times are correct, select **Submit Times**.

The screenshot shows the meeting booking interface with two bookings. The first booking is 'ACAD 701: 1:00pm Thursday, March 21, 2019 until...' with an end time dropdown set to '2:00pm Thursday, March 21, 2019'. The second booking is 'ACAD 701: 1:00pm Friday, March 22, 2019 until...' with an end time dropdown set to '2:00pm Friday, March 22, 2019'. A red arrow points from a 'Delete a time' callout box to the trash can icon next to the second booking. Another red arrow points from a 'Submit your request(s)' callout box to the 'Submit Times' button at the bottom of the interface.

11. After reviewing the booking and reading the Terms and Conditions, click **Continue**.
12. Fill out the contact form and then click **Submit my Booking** to submit the reservation request.

Important Note: You will receive an email asking you to verify your booking. You will have 24 hours to respond. The booking will **not** go to Multimedia Services until the booking has been verified. You will then receive another email stating that the booking has been received by Multimedia Services. The third email will confirm (or deny) your booking.

For additional support, visit <http://uhd.edu/bbhelpform>