

ROOMZILLA Conference Room Request Instructions

- 1.) Visit [Roomzilla](#) to reserve a Conference Room or request the Terrace
- 2.) Use “date” toolbar at the top of the page to request your desired date


The screenshot shows the Roomzilla interface for January 9, 2019. At the top, there is a navigation bar with a green 'Available now' button, a date selector set to 'Jan 09 2019' (indicated by a red arrow), and buttons for 'TODAY' and 'TOMORROW'. Below the navigation bar is a welcome message: 'Welcome! Our meeting rooms are accepted on a first come, first serve basis. If you have any questions throughout your experience, please call 512-354-3740 or email DRosenquist@Cousins.com.' The main area is a grid showing room availability for four rooms: Bluebonnet Room (3 seats, 18 seats), Longhorn Room (3 seats, 42 seats), Mockingbird Room (3 seats, 8 seats), and The Terrace at 816 ... (15 seats, 250 seats). The grid columns represent time slots from 7AM to 9PM. The Bluebonnet Room has a green plus sign in the 2:45pm slot, which is highlighted by a red arrow. A key below the grid indicates that a red dot means 'Remote may be down'.

- 3.) Once you have selected your desired date, move the cursor to desired room and desired time and click the green plus sign

The screenshot shows the Roomzilla interface for January 8, 2019. At the top, there is a navigation bar with a green 'Available now' button, a date selector set to 'Jan 08 2019', and buttons for 'TODAY' and 'TOMORROW'. Below the navigation bar is a welcome message: 'Welcome! Our meeting rooms are accepted on a first come, first serve basis. If you have any questions throughout your experience, please call 512-354-3740 or email DRosenquist@Cousins.com.' The main area is a grid showing room availability for four rooms: Bluebonnet Room (3 seats, 18 seats), Longhorn Room (3 seats, 42 seats), Mockingbird Room (3 seats, 8 seats), and The Terrace at 816 ... (15 seats, 250 seats). The grid columns represent time slots from 7AM to 9PM. The Bluebonnet Room has a green plus sign in the 2:45pm slot, which is highlighted by a red arrow. A tooltip above the plus sign reads 'Reserve Bluebonnet Room at 2:45pm'. A key below the grid indicates that a red dot means 'Remote may be down'.

ROOMZILLA Conference Room Request Instructions

- 4.) Fill out all of the details for your reservation including purpose (name), number of people attending, contact name and email, and the start and end time of your reservation. If you would like an email confirmation, make sure the “email receipt” box is checked. There are many other options you can select or deselect.



Bluebonnet Room 18 seats

When exiting the elevator on the third floor, take the hallway on the right. The meeting rooms will be on your left and are labeled.

Tuesday, January 8, 2019

▼

Starts At ▼ **Ends At** ▼

Email Receipt

Does it repeat?

Silence all sounds

Check in now? (Admins Only) ⓘ

Turn off Reminder Emails? (Admins Only) ⓘ

View other rooms available for this meeting

ROOMZILLA Conference Room Request Instructions

5.) Once all information is correctly entered, click the green “Create Reservation” button at the bottom.

Email Receipt

Does it repeat?

Silence all sounds

Check in now? (Admins Only) ⓘ

Turn off Reminder Emails? (Admins Only) ⓘ

View other rooms available for this meeting

January 8, 2019 - From 2:45 PM to 3:15 PM

[Create Reservation](#)

[Back](#)
