



## Meeting Room Manager

### Take – and Make -- the Meeting... with Meeting Room Manager™

Taking and making meetings has never been easier for companies struggling to synchronize their meeting resources. NetSimplicity's Meeting Room Manager™ is the easiest-to-use, most flexible and customizable room and resource scheduling solution available. It provides organizations with tools to automate the entire scheduling process, fully customized to their unique scheduling requirements.

With Meeting Room Manager, your organization can manage everything in its meeting environment — rooms, catering, equipment and other resources and services — and schedule everywhere — from the Web, Microsoft Outlook® and interactive LCD panels right at the conference room door.



### Features

- Turn-key solution from one vendor; no "integration" of any kind
- Display multiple meeting room schedules on a single LCD panel
- Book meeting room time on the spot, using touch-screen capability
- Maintain schedule validity as bookings are entered directly into the database
- Deploy an anonymous room booking process, or user authentication process
- Display room and floor images from the Meeting Room Manager database

### Core Scheduling Capabilities

- Schedule thousands of rooms at hundreds of locations across multiple time zones
- Group and instantly view all available rooms and resources by location
- Search for rooms and resources by location, availability and attributes
- Automatically generate invitations and service requests
- Create one-time, regularly recurring or arbitrarily recurring bookings
- Book multiple rooms per reservation, each with distinct room service requests
- Optionally manage a "by-confirmation" process – users make reservation requests, you confirm
- Wait-list requests for booked resources and automatically assign those resources if and when they become available
- Track service and equipment usage with inventory tracking features
- Evaluate room and resource usage with built-in, easy-to-use reports



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### Interactive LCD Solution

Meeting Room Manager is offered with the new Interactive LCD Solution, a combination of specialized Meeting Room Manager software and an LCD touch screen computer panel. Users can scan meeting room schedules and book rooms, on the spot -- whether at a reception or lobby area, or next to the room itself! It eliminates wasted staff time due to double-bookings and walking around trying to find an available meeting room. Plus, schedules can be accessible from virtually anywhere.

### MRM Architect

MRM Architect is the industry-leading customization tool set that enables organizations to fully customize MRM to suit their varied scheduling needs.

- Customize every text field and image in the entire Meeting Room Manager application to suit your organization's nomenclature
- Configure the reservation process for each location in your organization
- Create custom resources to manage equipment, vehicles and other facilities and resources – each with customized reservation processes

### MRM Advanced Catering Management

The Advanced Catering Management (ACM) module gives room and resource administrators powerful tools to fully track, manage and control catering orders related to meetings and events scheduling; and schedulers can order catering items and reserve rooms all in one fast and easy reservation process.

### MRM Outlook® Scheduling

Booking a room in Meeting Room Manager has never been easier. With MRM Outlook® Scheduling, end-users are able to schedule meetings and reserve MRM-managed rooms all in one simple process within Microsoft Outlook®. You can create a standard Microsoft Outlook® appointment, select an available time for meeting attendees, and then instantly find and book MRM managed meeting rooms – all in the same process!

### MRM Active Directory® Synchronization

Enterprise organizations with large user communities can realize significant time savings with their user groups by using Meeting Room Manager's Active Directory® Synchronization.

- Automatically synchronize users and user groups with your internal Microsoft Active Directory® domain lists – no more typing in user lists
- End users experience the benefits of a single sign-on process; internal network credentials are automatically authenticated – no login process needed



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### Host Services

Meeting Room Manager Enterprise edition is available with an On Demand hosted service, providing the benefit of regular software updates, no up-front costs, no installation, and no impact to your IT staff. Our world-class hosting facility provides 99.9% uptime, along with security and privacy. Alternatively, you can purchase Meeting Room Manager and install it on a server at your location. We offer Installation assistance to help you get up and running quickly.

### Book Today!

From booking rooms, dates and guests, to ordering multimedia, entertainment and food service, the meetings created with Meeting Room Manager are an impressive example of efficiency, organization and reliability. For additional information or a product demo, contact the Future Tech support team at (631) 472-5500 or visit us at [www.ftei.com](http://www.ftei.com).

