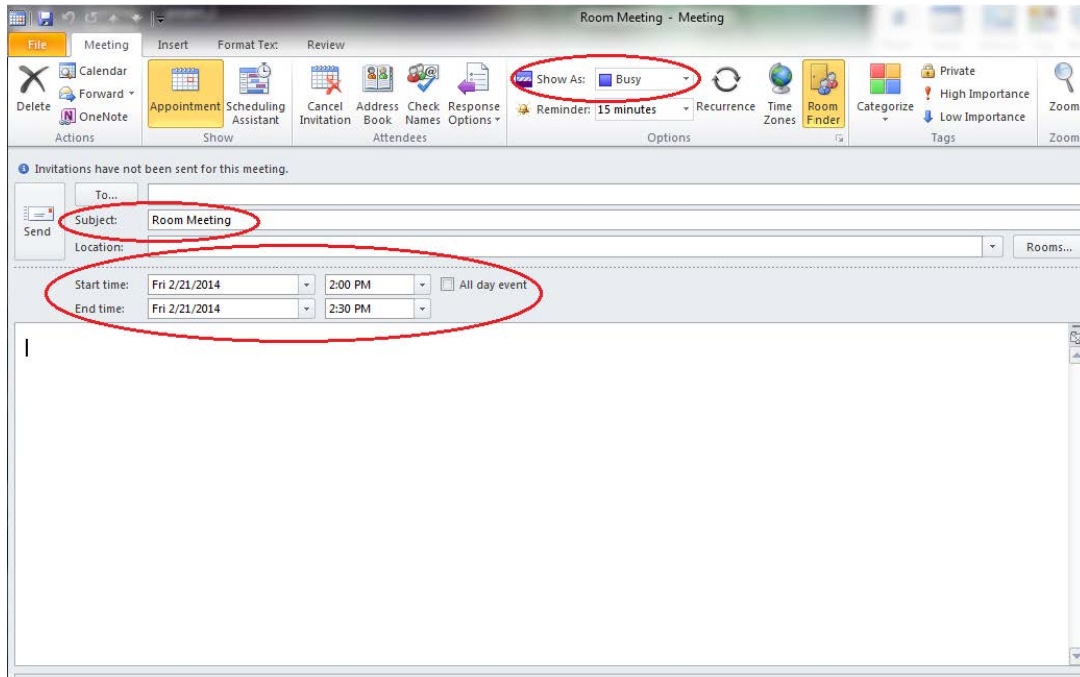
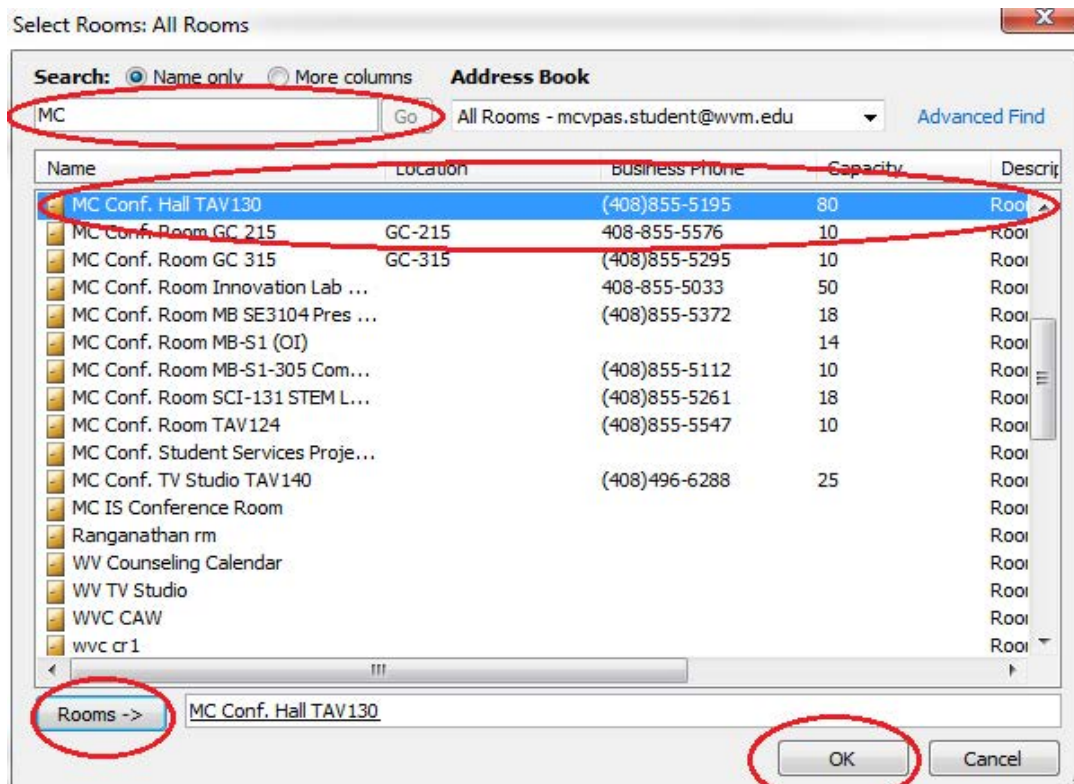


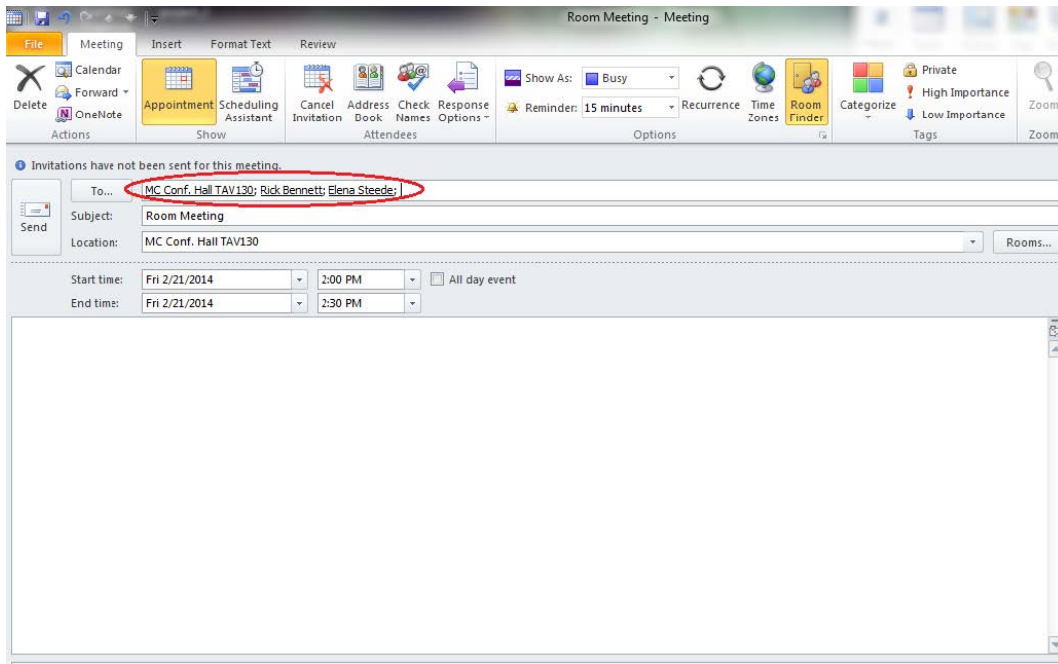
Set up calendar event—enter subject/location/dates (ex: Room Meeting)
 Show time as busy



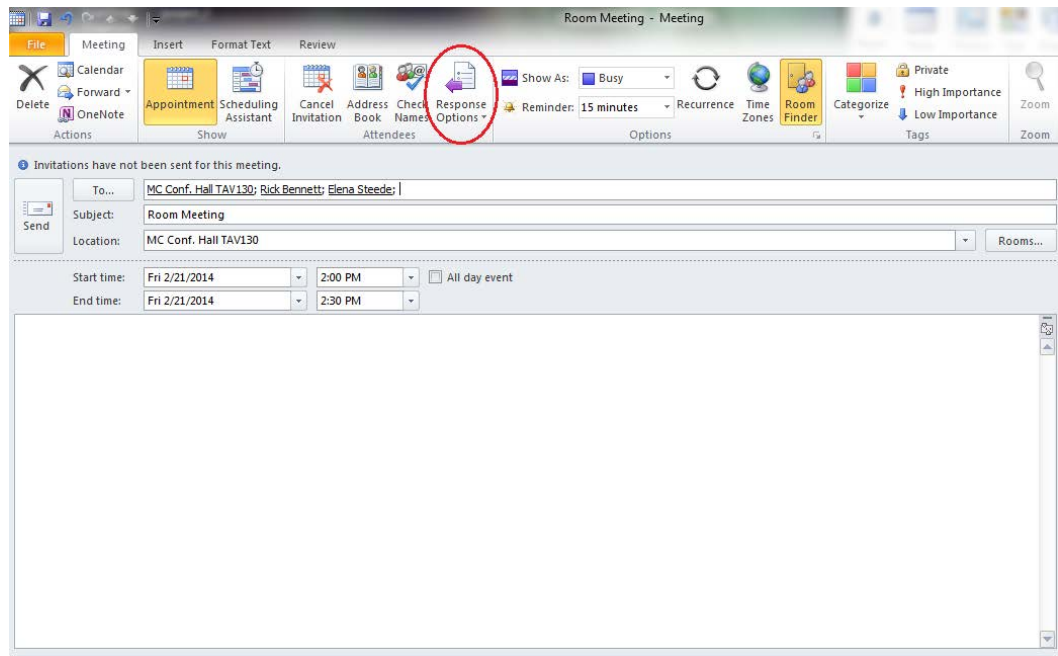
Select Rooms – From the pop up select the room desired (ex. MC Conf. room TAV130), press the “Rooms ->” button, and then select Ok



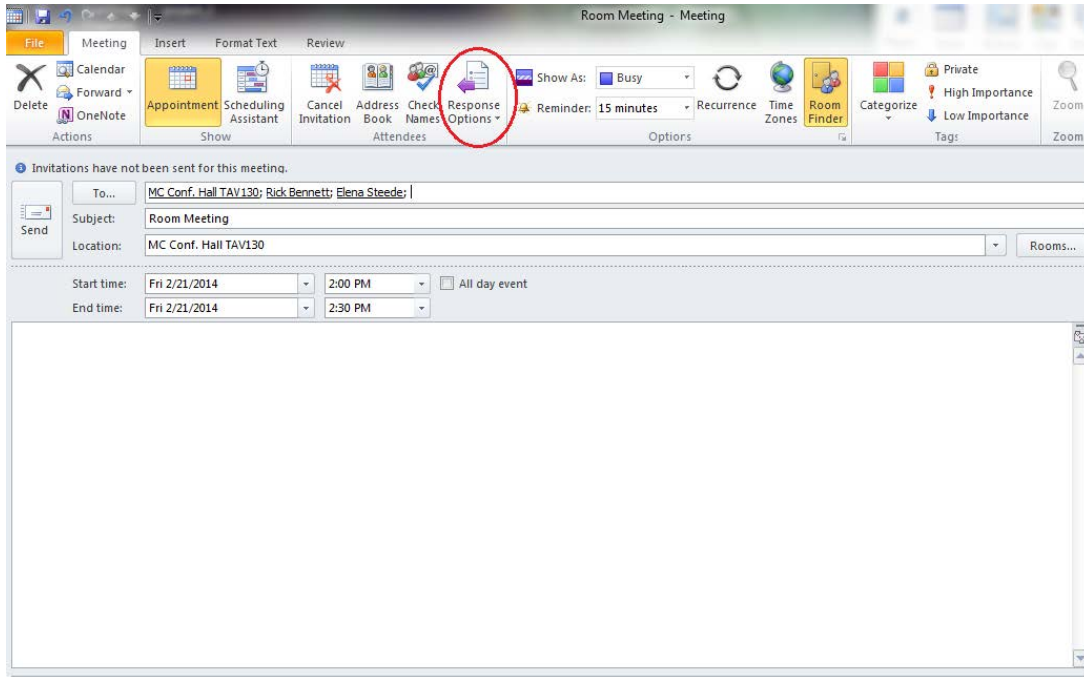
Invite attendees



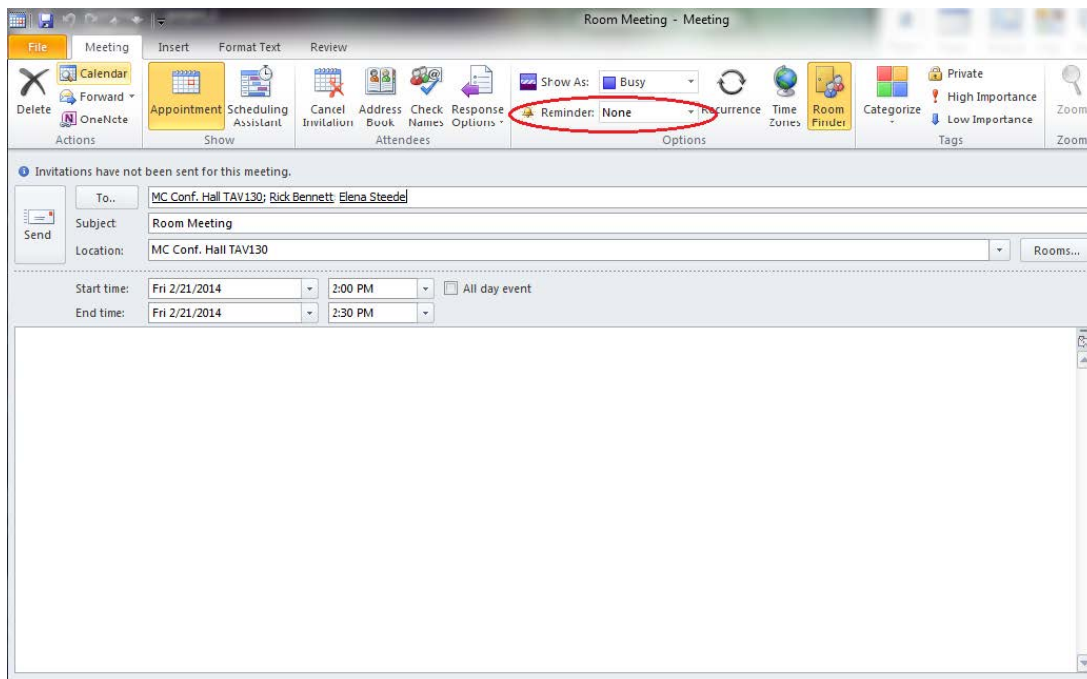
Click on Response options



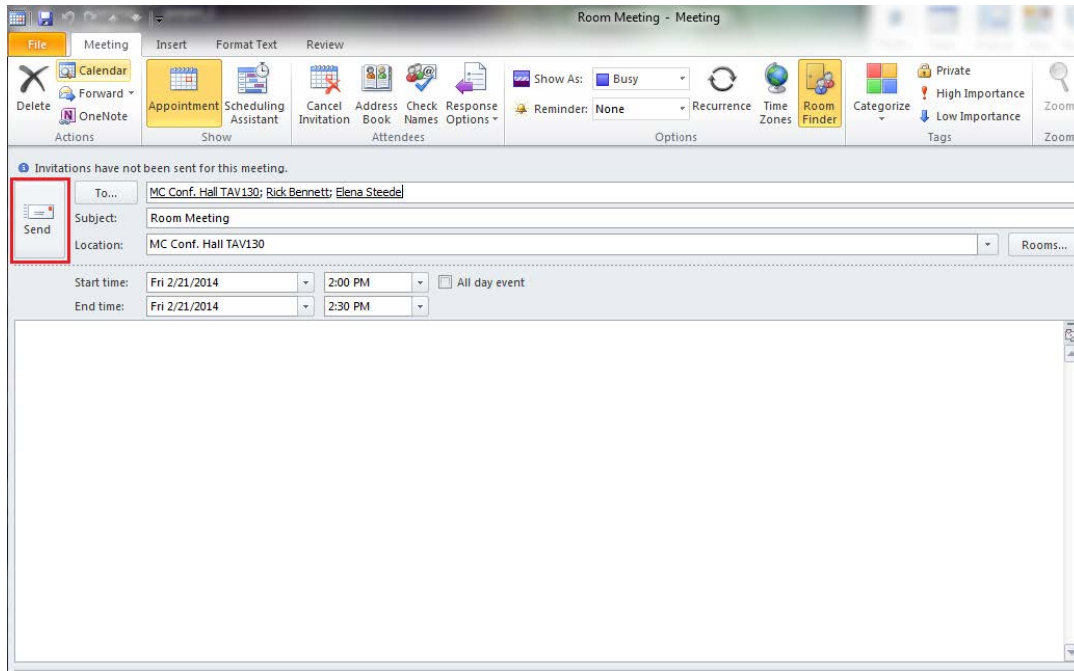
Unclick the Request Response option, you are sending the notification for Info only



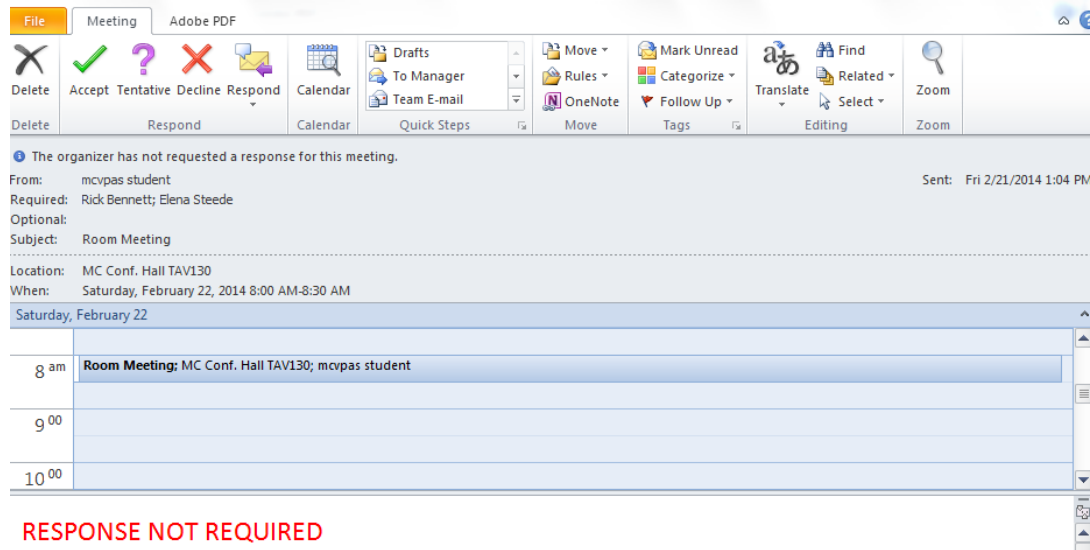
Unclick Reminder, unless you feel the need for sending reminder



Check important fields—all day, response required, dates, subject location, reminder Send Invitation



This is what the invitation looks like on recipient's screens, no need to accept or decline the invitation



This is what the invitation looks like on recipient's screens—all day events post on the top of the screen

