NEC

CONFERENCE ROOM SCHEDULER

**AN
OPEN APPLICATION INTERFACE (OAI)
USER GUIDE**

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General Description

Conference Room Scheduler changes the D^{term} V telephone into a computer terminal through which you can interactively manage conference room usage. Using the features that are already on your D^{term} V telephone and without interrupting your regular call placement activities, you can use the system to:

- **Reserve** a conference room.
- **Cancel** a conference room reservation.
- **Verify** a reservation previously made.
- **Check** a conference room reservation made by someone else.

Conference Room Scheduler performs error checking procedures to assure accuracy in scheduling, minimizing conflict in room usage. It also manages a database of conference rooms, employee names and identification numbers, and a 90-day calendar of reservations. The calendar is rotated regularly to maintain the 90-day period.

Conference Room Scheduler also provides access to the database of rooms so that it can be sorted in various ways and either displayed for on-screen viewing or printed.

Here's How it Works at The D^{term}

1. The process is begun by pressing the D^{term} key which has been assigned to *Conference Room Scheduler.*

2. Specific procedures for each program function are provided on the following pages. In a step-by-step manner you are given the necessary response(s) to prompting statements displayed on the D^{term}.

3. The system has built-in messages which tell you when incorrect information has been entered (i.e., an invalid day of the month, such as February 30, or a date entered that is outside of the 90-day period). Messages also give you information such as whether or not the requested room is available on the date requested, if the requested room is large enough for the size of your group, or if there is a conflicting reservation for the same room or time. The last section of this guide contains a complete list of program messages, listed by number, with a description of each.

4. To exit, or cancel, any of the following procedures at any time, you may again press the D^{term} key that you pressed to start *Conference Room Scheduler.* Any procedure that has been successfully completed, such as a room reserved or a reservation cancelled, remains in effect. Any partially completed procedure will not be saved.

Operating Guidelines

- Rooms can only be reserved, verified, or cancelled up to 3 months, or 90 days, in advance. If the current day is May 5, reservations may be scheduled up to and including August 5th. If the current day is November 30, reservations may be placed up to and including February 28 (or 29 on leap year).

- Room reservations must be made for a specific day and time. It is not possible, therefore, to reserve a room for Mondays, Wednesdays, and Fridays without making a separate request for each day individually.

- Rooms are reserved in half-hour intervals. For example, if you want a conference room from 10:20-10:40, the reservation will be made from 10:00-11:00.

- Rooms may not be reserved across days. In other words, you cannot reserve a room starting before midnight of one day and ending after midnight of the following day. All reservations must end by 11:30 p.m.; otherwise, they would end at midnight of the next day.

- Reservations are made and maintained by your identification number. If an employee is leaving the company, all reservations made using that person's identification number must be deleted before the number is removed from the employee database. A reservation in the system associated with an ID number that is no longer in the employee database cannot be removed from *Conference Room Scheduler.*

- *Conference Room Scheduler* can be set up to work with 3-, 4-, or 5-digit room numbers and adjusts the messages displayed on the D^{term} panel to accommodate the difference in length. One way that it adjusts the rest of the message is to change the month notation from a 3- to a 2-digit length. This guide includes D^{term} messages in the procedural descriptions and uses a 4-digit room number and a 2-digit month notation.

Reserve a Conference Room

The following procedure begins when the D^{term} key assigned to *Conference Room Scheduler* has been pressed. Examples of this procedure are provided on the next page. Refer to Error Messages on page 11 for error descriptions.

Displayed Message	Expected Response	Possible Error Messages
1. 'Rsv–1 Vr–2 Cn–3'	Enter 1# to indicate the Reserve function.	1
2. 'ID XXXXXX'	Enter your assigned identification number ranging in length from one to nine digits.	2, 20
3. 'On What Day – MMDD'	Enter the date of the desired reservation, using zeros to pad months and days that are only one digit in length (i.e., 0607), followed by a #.	3, 4, 5, 6, 7, 8
4. 'Start Time – HHMM?'	Enter the time at which the desired reservation begins, using the 2400 clock (i.e., 0000 for midnight, 0800 for 8:00 a.m., 1330 for 1:30 p.m.) and followed by a #.	9, 10, 11, 12, 13, 14
5. 'End Time – HHMM?'	Enter the time that the desired reservation ends, using the 2400 clock and followed by a #.	9, 10, 11, 12, 13, 14, 15
6. '# of People?'	Enter the number of people expected to be in the conference room during the time reserved, followed by a #.	21,22
7. 'Room N?'	If Room N is acceptable, enter a #. If the room is not acceptable to you, enter the number of a room you want reserved instead, followed by a #.	16, 17, 18

or

7. 'Conflicting Rsv:'	Indicates that you have already scheduled a reservation at that time. Enter any key to return to the first displayed message (Rsv–1 Vr–2 Cn–3) to begin again.	
8. 'NNNN:MMDD – HH:MMx'	Indicates successful completion of the reservation. NNNN is the number of the assigned conference room for day MMDD (MM=month, DD=day). HH:MM is the time of the reservation where x represents 'a' in a.m. and 'p' in p.m.	

or

8. 'No Rooms Avail:'	Indicates that the reservation has not been completed because no room large enough for the indicated number of people is available.	

Note: *Two-letter month notations include the following: January (Ja), February (Fb), March (Mr), April (Ap), May (My), June (Jn), July (Jl), August (Au), September (Sp), October (Oc), November (Nv), December (Dc).*

Examples

Normal Operation

This example assumes the current date to be between May 1 and July 31.

Display:	Rsv–1 Vr–2 Cn–3:
Response:	1#

Display:	ID XXXX?
Response:	4441#

Display:	On What Day–MMDD
Response:	0731#

Display:	Start Time–HHMM?
Response:	1345#

Display:	End Time–HHMM?
Response:	1450#

Display:	# of People?
Response:	20#

Display:	Room 1055
Response:	#

Display:	1055:Jul 31–1:30p
Response:	Assigned D^{term} key pressed to terminate the program
	or
	any key pressed to repeat the entire sequence.

Operation with Errors

This example assumes the current date to be between June 30 and September 30.

Display:	Rsv–1 Vr–2 Cn–3:
Response:	44#

Display:	Option–1,2,or 3:
Response:	1#

Display:	ID XXXX?
Response:	231#

Display:	Invalid ID Code:
Response:	2311#

Display:	On What Day–MMDD?
Response:	0629#

Display:	Day Already Past
Response:	0130#

Display:	Mo Out of Range:
Response:	0930#

Display:	Start Time–HHMM?
Response :	0920#

Display:	End Time–HHMM?
Response:	0900#

Display:	Bad End Time:
Response:	0950#

Display:	# of People?
Response:	9#

Display:	Room 1055?
Response:	9#

Display:	9:Sep30–9:00a
Response:	Assigned D^{term} key pressed to terminate the program.

Cancel a Reservation For a Specific Time

The following procedure begins when the D^{term} key assigned to *Conference Room Scheduler* has been pressed. Refer to Error Messages on page 11 for error descriptions.

Displayed Message	Expected Response	Possible Error Messages
1. 'Rsv–1 Vr–2 Cn–3'	Enter 3# to indicate the Cancel function.	1
2. 'ID XXXXXX'	Enter your assigned identification number ranging in length from one to nine digits, followed by a #.	2
3. 'On What Day – MMDD'	Enter the date of the reservation to be cancelled, using zeros to pad months and days that are only one digit in length (i.e., 0607), followed by a #.	3, 4, 5, 6, 7, 8
4. 'Start Time – HHMM?'	Enter the time at which the reservation to be cancelled begins, using the 2400 clock (i.e., 0000 for midnight, 0800 for 8:00 a.m., 1330 for 1:30 p.m.) and followed by a #.	9, 10, 11, 12, 13, 14
5. 'NNNN:MMDD – HH:MMx"	Indicates the reservation of room NNNN on day MMDD at the time HH:MMx, where x represents the 'a' in a.m. and the 'p' in p.m. Enter 1# to cancel the designated reservation. The next reservation will then appear. or Enter # to skip this cancellation and continue viewing reservations for possible cancellation.	19

or

5. 'Unsuccessful'	Indicates that no room reservation has been found for you on the designated day or that the list of your reserved rooms on the designated day is exhausted.	

Note: *Two-letter month notations include the following: January (Ja), February (Fb), March (Mr), April (Ap), May (My), June (Jn), July (Jl), August (Au), September (Sp), October (Oc), November (Nv), December (Dc).*

Cancel a Reservation For a Specific Day

The following procedure begins when the D^{term} key assigned to *Conference Room Scheduler* has been pressed. Refer to Error Messages on page 11 for error descriptions.

Displayed Message	Expected Response	Possible Error Messages
1. 'Rsv–1 Vr–2 Cn–3'	Enter 3# to indicate the Cancel function.	1
2. 'ID XXXXXX'	Enter your assigned identification number ranging in length from one to nine digits, followed by a #.	2
3. 'On What Day – MMDD'	Enter the date of the reservation to be cancelled, using zeros to pad months and days that are only one digit in length (i.e., 0607), followed by a #.	3, 4, 5, 6, 7, 8
4. 'Start Time – HHMM?'	Enter a #.	9, 10, 11, 12, 13, 14
5. 'NNNN:MMDD – HH:MMx"	Indicates the reservation of room NNNN on day MMDD at the time HH:MMx, where x represents the 'a' in a.m. and the 'p' in p.m. Enter 1# to cancel the designated reservation. The next reservation will then appear. or Enter # to skip this cancellation and continue viewing reservations for possible cancellation.	19

or

5. 'Unsuccessful'	Indicates that no room reservation has been found for you on the designated day or that the list of your reserved rooms on the designated day is exhausted.	

Note: *Two-letter month notations include the following: January (Ja), February (Fb), March (Mr), April (Ap), May (My), June (Jn), July (Jl), August (Au), September (Sp), October (Oc), November (Nv), December (Dc).*

Verify a Reservation For a Specific Time

The following procedure begins when the D^term key assigned to *Conference Room Scheduler* has been pressed. Refer to Error Messages on page 11 for error descriptions.

Displayed Message	Expected Response	Possible Error Messages
1. 'Rsv–1 Vr–2 Cn–3'	Enter 2# to indicate the Verify function.	1
2. 'ID XXXXXX'	Enter your assigned identification number ranging in length from one to nine digits, followed by a #.	2
3. 'On What Day – MMDD'	Enter the date of the reservation to be verified, using zeros to pad months and days that are only one digit in length (i.e., 0607), followed by a #.	3, 4, 5, 6, 7, 8
4. 'Start Time – HHMM?'	Enter the time at which the reservation to be verified begins, using the 2400 clock (i.e., 0000 for midnight, 0800 for 8:00 a.m., 1330 for 1:30 p.m.) and followed by a #.	9, 10, 11, 12, 13, 14
5a. 'Room NNNN MMDD'	Indicates verification of room NNNN reserved on day MMDD. Enter any key followed by a #.	
5b. 'HH:MMx- HH:MMx'	Indicates verification of the start and end times on your reservation, where x represents 'a' for a.m. and 'p' for p.m.	

or

5. 'Unsuccessful'	Indicates that the conference room is not reserved at the designated time.	

Note: *Two-letter month notations include the following: January (Ja), February (Fb), March (Mr), April (Ap), May (My), June (Jn), July (Jl), August (Au), September (Sp), October (Oc), November (Nv), December (Dc).*

Verify a Reservation For a Specific Day

The following procedure begins when the D^{term} key assigned to *Conference Room Scheduler* has been pressed. Refer to Error Messages on page 11 for error descriptions.

Displayed Message	Expected Response	Possible Error Messages
'Rsv–1 Vr–2 Cn–3'	Enter 2# to indicate the Verify function.	1
1. 'ID XXXXXX'	Enter your assigned identification number ranging in length from one to nine digits, followed by a #.	2
2. 'On What Day – MMDD'	Enter the date of the reservation to be verified, using zeros to pad months and days that are only one digit in length (i.e., 0607), followed by a #.	3, 4, 5, 6, 7, 8
3. 'Start Time – HHMM?'	Enter a #.	9, 10, 11, 12, 13, 14
4. 'Room NNNN MMDD'	Indicates verification of room NNNN reserved on day MMDD. Enter any key followed by a #.	
5. 'HH:MMx-HH:MMx'	Indicates verification of the start and end times on your reservation, where x represents 'a' for a.m. and 'p' for p.m. Enter # to display the next reservation. This process can be repeated until the 'Unsuccessful' message is received.	

or

5. 'Unsuccessful'	Indicates that no room reservation has been found for you on the designated day or that the list of your reserved rooms on the designated day is exhausted.	

Note: *Two-letter month notations include the following: January (Ja), February (Fb), March (Mr), April (Ap), May (My), June (Jn), July (Jl), August (Au), September (Sp), October (Oc), November (Nv), December (Dc).*

Check a Conference Room Reservation Made By Another

Made For A Specific Time

The following procedure begins when the D^{term} key assigned to *Conference Room Scheduler* has been pressed. Refer to Error Messages on page 11 for error descriptions.

Displayed Message	Expected Response	Possible Error Messages
1. 'Rsv–1 Vr–2 Cn–3'	Enter 2# to indicate the Verify function.	1
2. 'ID XXXXXX'	Enter a #.	2
3. 'On What Day – MMDD'	Enter the date of the reservation to be verified, using zeros to pad months and days that are only one digit in length (i.e., 0607), followed by a #.	3, 4, 5, 6, 7, 8
4. 'Start Time – HHMM?'	Enter the time at which the reservation to be verified begins, using the 2400 clock (i.e., 0000 for midnight, 0800 for 8:00 a.m., 1330 for 1:30 p.m.) and followed by a #.	9, 10, 11, 12, 13, 14
5a. 'Room NNN – MMMDD'	Indicates verification of room NNN reserved on day MMMDD. Enter a #.	
5b. 'HH:MMx – HH:MMx'	Indicates verification of the start and end times on the reservation, where x represents 'a' for a.m. and 'p' for p.m. Enter a #.	
5c. 'For NAME'	Indicates verification of the name of the person who made the reservation. Enter a #.	

Note: *Two-letter month notations include the following: January (Ja), February (Fb), March (Mr), April (Ap), May (My), June (Jn), July (Jl), August (Au), September (Sp), October (Oc), November (Nv), December (Dc).*

Made for a Specific Day

The following procedure begins when the D^term key assigned to *Conference Room Scheduler* has been pressed. Refer to Error Messages on page 11 for error descriptions.

Displayed Message	Expected Response	Possible Error Messages
1. 'Rsv–1 Vr–2 Cn–3'	Enter 2# to indicate the Verify function.	1
2. 'ID XXXXXX'	Enter a #.	2
3. 'On What Day – MMDD'	Enter the date of the reservation to be verified, using zeros to pad months and days that are only one digit in length (i.e., 0607), followed by a #.	3, 4, 5, 6, 7, 8
4. 'Start Time – HHMM?'	Enter a #.	9, 10, 11, 12, 13, 14
5a. 'Room NNN – MMMDD' 5b. 'HH:MMx – HH:MMx' 5c. 'For NAME'	Indicates verification of room NNN reserved on day MMMDD. Enter a #. Indicates verification of the start and end times on the reservation, where x represents 'a' for a.m. and 'p' for p.m. Enter a #. Indicates verification of the name of the person who made the reservation. Enter a #. Continue this sequence until all desired reservations on the indicated day have been reviewed.	

Note: *Two-letter month notations include the following: January (Ja), February (Fb), March (Mr), April (Ap), May (My), June (Jn), July (Jl), August (Au), September (Sp), October (Oc), November (Nv), December (Dc).*

Error Messages

Error Message	Explanation
Option–1,2,or 3:	You must choose option 1 (to reserve a conference room, option 2 (to verify a conference room reservation), or option 3 (to cancel a conference room) by entering a '1#', '2#', or '3#'.
Invalid ID Code:	The identification number entered is not within the range of valid numbers.
Expecting MMDD:	The date entered is not of the form MMDD where the month is represented by the first two digits and the day is represented by the last two digits. This message is displayed if the date entered is either too long or too short in length.
Mo Out of Range:	The month entered is not the current month, next month, or the month after next.
Mo Must be 1–12:	The month entered is not between 1 and 12.
Day Already Past:	The month entered is the current month but the day entered has already past in time chronologically.
Day Not in Month:	The day entered is not in the month because it is just 0 or because it is too large (February 29 in non-leap year, June 31).
Day Out of Range:	The month entered is within the three month limitation, but the day is outside of the range of valid days. If on May 3, you are making a reservation for August 25, the August 25 day is out of the 90-day range.)
Hour form: 0..23:	The hour entered does not lie between 00 and 23, where 00 is midnight, 01 is 1:00 a.m., 13 for 1:00 p.m., and 23 for 11:00 p.m.
Hr Already Past	The month and day entered are the current month and day, but the hour has already past in time chronologically.
Min Form: 0..59:	The minutes entered do not lie between 00 and 59.
Min Already Past:	The month, day, and hour entered are current, but the minute entered is already past chronologically.
Time Form:HHMM:	The time input is not 4 digits, with the first two digits representing the hour and the second two digits representing the minutes.
Must End by 2330:	The reservation must begin before 11:30 p.m. and end by 11:30 p.m. to prevent it spanning more than one day.
Bad End Time:	The time entered to end a reservation is chronologically before the requested start time.
Room Not Avail:	The room chosed has already been reserved at the specified time and date.
Room Too Small:	The room entered is not large enough to accommodate the number of people expected to attend.
Invalid Room No:	The room entered is not listed as a conference room number in the database.

Error Message	Explanation
1-Cancel #–Skip:	The input is not either a 1 or a #; enter a 1 to cancel the displayed reservation or a # to skip the cancellation.
Conflicting ID:	Another person with the same ID is attempting to make a reservation at the same time on another D^{term}.
Too Many People:	The number of people entered is beyond the maximum number that the largest conference room can accommodate.
No People – Retry:	A zero was entered to indicate the number of people expected to attend; try again.
Conflicting Rsv:	You already have a room reserved for the time entered.

Access Database Information

Conference Room Scheduler maintains a database that reflects user information and the current room status throughout the 90-day period covered by the reservation calendar. This database component is called Conf_Room_Sch_Report and is activated through the CRT Application option on the APM Operations Menu. Once initialized through the APM, Conf_Room_Sch_Report displays the following menu:

```
                    List Rooms

            (A)ll Open and Reserved Rooms
            (L)ist Database Information
            (O)pen Rooms Only
            (R)eserved Rooms Only

            Enter option:
```

This menu makes it possible to select specific information from the database or from the 90-day calendar to display on the screen or to print. Each option provides choices about how the items are to be sorted before they are displayed or printed. It is also possible to narrow the selection to a specific range of items and to narrow it even further by date and time.

Menu options are described below and include examples of displayed information that has been sorted by different fields.

(A)ll Open and Reserved Rooms

Use this option to list all rooms, whether or not they are reserved during the 90-day period. The list can be sorted by date, room number, room capacity, or, for those that are reserved, name or ID of the person who made the reservation. Examples of displays selected and sorted through this option are shown below:

	Room	Capacity	Date	Time	ID	Person
Sorted by Room:	2402	20	JU07	12:00a-11:59p		OPEN
	2302	25	JU07	10:00a-11:59a	4382	J. JENSON
		25	JU09	10:00a-10:59p	4591	M. SMITH
	2202	30	JU06	2:30p-3:59p	4724	P. KING

_____

	Date	Time	Room	Capacity	ID	Person
Sorted by Date:	JU07	12:00a-11:59p	2402	20		OPEN
		10:00a-11:59a	2302	25	4382	J. JENSON
	JU09	10:00a-10:59a	2302	25	4591	M. SMITH
		2:30p-3:59p	2202	30	4724	P. KING

_____

	Person	ID	Date	Time	Room	Capacity
Sorted by Name:	J. JENSON	4382	JU07	10:00a-10:59p	2302	25
	P. KING	4724	JU06	2:30p-3:59p	2202	30
	OPEN		JU07	12:00a-11:59p	2402	20
	M. SMITH	4591	JU09	10:00a-10:59a	2302	25

(L)ist Database Information

Use this option to list the people in the database either by name or ID, or the rooms in the database with the capacity of each. Examples of display selected and sorted through this option are shown below:

Sorted by Room		Sorted by ID		Sorted by Names	
Room	Capacity	ID	Person	Person	ID
2402	20	4382	J. JENSON	J. JENSON	4382
2302	25	4591	M. SMITH	M. SMITH	4724
2202	30	4724	P. KING	P. KING	4591

(O)pen Rooms Only

Use this option to list the rooms, by date, that are available (not reserved). Examples of displays selected and sorted through this option are shown below:

	Date	Time	Room	Capacity	ID	Person
Sorted by Date:	JU07	12:00a-11:59p	2402	20		OPEN
		12:00a-11:59a	2302	25		OPEN
	JU09	12:00a-11:59p	2302	25		OPEN
		12:00a-11:59p	2202	30		OPEN

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

	Room	Capacity	Date	Time	ID	Person
Sorted by Room:	2402	20	JU07	12:00a-11:59p		OPEN
	2302	25	JU07	10:00a-11:59p		OPEN
	2202	30	JU07	10:00a-11:59p		OPEN

(R)eserved Rooms Only

Use this option to list the rooms, by either specified date or person ID, that are reserved within the next 90 days. Examples of displays selected and sorted through this option are shown below:

	Date	Time	Room	Capacity	ID	Person
Sorted by Date:	JU07	10:00a-11:59p	2302	25	4382	J. JENSON
	JU09	10:00a-10:59a	2302	25	4591	M. SMITH
		2:30p-3:59p	2202	20	4724	P. KING

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

	ID	Person	Date	Time	Room	Capacity
Sorted by Name:	4382	J. JENSON	JU07	10:00a-11:59p	2302	25
	4724	P. KING	JU06	2:30p-3:59p	2202	30
	4591	M. SMITH	JU09	10:00a-10:59a	2302	25

Procedure

Action	Result
Enter the desired list by letter (A, L, O, or R) at the prompt and press RETURN.	A choice of output devices is displayed with a prompt for selection of either terminal display or a hard copy print.
Enter the output device by letter at the prompt and press RETURN.	A choice of fields by which the list can be sorted is displayed with a prompt for selection.
Enter the sort item by letter and press RETURN.	
At each question, enter whether or not there is to be a range specified and press RETURN.	Wherever a range is desired, enter the starting and ending values of the range (Id, number, name, date, or time) and press RETURN. After the range questions are addressed, the selected information is sorted as indicated and displayed.
Use the **space bar** to scroll vertically through the display, press **q** to move to the end of the list at any time, and press the Enter key, or RETURN, to exit the display.	

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