

Facility Management

Manual for the Room Reservation System

Short explanation:

- 1. Book a room online (https://raumreservierung.moz.ac.at)
- 2. Open the room with your students card (hold students card <u>briefly</u> to the <u>door mounting</u>)
- 3. Practice:)
- 4. If you want to end your reservation eg. stop practicing hold your students card to the **Exit Reader** outside next to the door. Remaining practice time will be credited to your practicing time.

Booking and reservations: https://raumreservierung.moz.ac.at

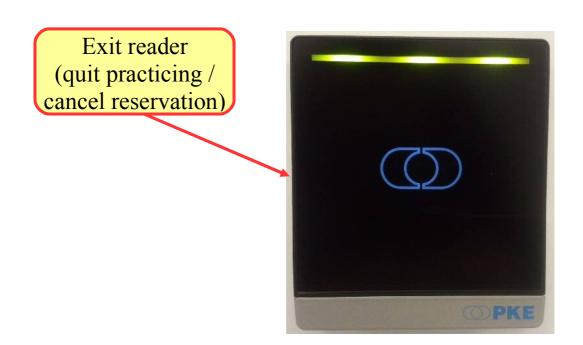
Please send questions and requests to fm-ticket@moz.ac.at ☺

Detailed explanation:

- You can find an overview of the available rooms under:
 - > https:// raumreservierung.moz.ac.at
 (supported by all modern browsers and operating systems)
- here you can make reservations starting now or schedule reservations in the future.
- With the button Book now you can book a room for 2 hours, starting now.
- With the detailed room-view you can freely choose time and date for a reservation.
- As soon as you confirmed your reservation the room will be available for you in the chosen time.
- During the reserved time your student card works as the key (hold the card over the door mounting).
- If you finish practicing during the first 15 minutes you won't be charged the time.
- If you make a reservation but do not use or cancel it all the booked time will be charged!
- If you do not start the reservation (by entering the room) in the first 15 minutes of the booked time the reservation will be cancelled and the time fully charged.
- When you finish practicing hold the student card over the Exit Reader next to the door.
- Left over practicing time will immediately be refunded to your account.

Please send any questions or suggestions to fm-ticket@moz.ac.at ©





- 1.) Open door
- 2.) Quit practicing / cancel reservation

