

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 briefly to the **door mounting**)
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](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 😊

Door mounting (to open the door)



Exit reader
(quit practicing /
cancel reservation)



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

