

# MATRIX

## Room management



### Advantages at a glance

The Room Management is available within the MATRIX Professional Access option Room and Workspace Management

#### Efficient organisation

- Can be used by different employees
- Can be used across several locations
- Overview of reserved rooms

#### Simple, intuitive operation:

- Only takes a short time to become familiar with
- Intuitive processes

#### Increase safety

- Protect rooms against unauthorised access
- Individual allocation of access authorisation

**The MATRIX room management option facilitates the effective management of rooms used by various employees within the company, such as meeting or training rooms.**

The rooms to be managed are created via MATRIX room management. Various doors or room zones can be assigned to each room to be managed.

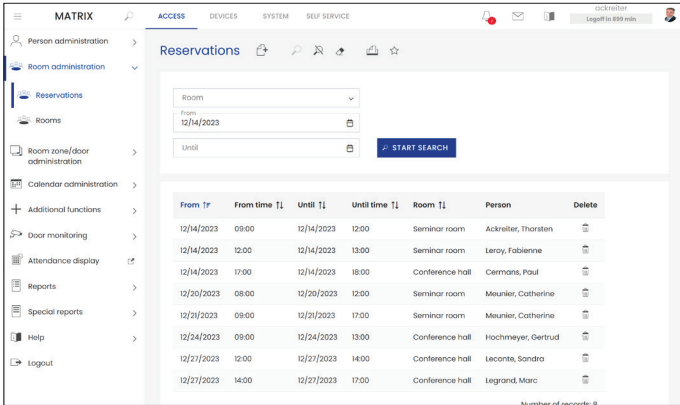
Rooms can be reserved for future use via the reservation function. This also checks whether a reservation has already been made for the required room and time. If this is the case, MATRIX notifies the user accordingly.

A responsible person is defined for every reservation so that even the administrative office, for example, can organise meetings for other people. Other participants can easily be added to the reservation from the staff list. As soon as the reservation has been saved in MATRIX, all participants automatically also gain access authorisations for the reserved room for the duration of the appointment.

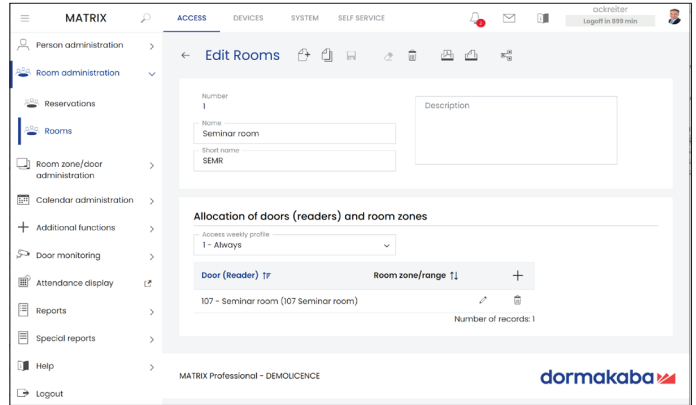
All room reservations are displayed clearly in a list so that reception, for example, can see at a glance which rooms are currently hosting meetings.

It is also possible to import the reservation directly from third party systems through a defined interface. Once the rooms are specified in MATRIX, the reservations can be imported with room number, reserved by, period, and attendee.

MATRIX room management is a room organisation solution designed to help save time and protect spaces against unauthorised access. It allows a room to remain locked at all times, with access authorisations only provided to employees as required.



List of room reservations



Processing the reservation

**Administration**

**Rooms**

999 rooms with designation and abbreviation; the rooms are defined by doors (readers) and/or room zones

**Weekly access schedule**

Definition of possible access intervals in the case of a reservation

**Users**

All persons with corresponding rights

**Functions**

**Room reservation**

For entering and modifying room reservations including messages in the case of double bookings; persons can be selected from a list

**Overview**

List of all room reservations with sorting function

**Access authorisations**

All invited participants automatically gain access authorisation for the reserved room for the duration of the reservation.

WN 05579251532 Subject to technical modifications without notice.  
 © 2023 dormakaba. Version 12/2023

Any questions? We will be happy to assist you.