

ROBIN: ROOM BOOKING INSTRUCTIONS

LOT_ FOURTEEN

Robin

Lot Fourteen utilises the Robin system to manage bookings for all shared meeting rooms across the district.

Using your Robin account

- All new starters are signed up to our room booking system Robin. If you haven't received an invitation to Robin please check your junk / spam email folder. Once you have your invitation, please set a password to complete your account.
- To access Robin, please visit: <https://dashboard.robinpowered.com/lot-fourteen/login> and click on "Sign in with a password" and input the details you set up when creating your account.
- You will be prompted to set the building you most commonly work in and you will then be able to browse through the list of available rooms and make bookings. Note that you can select different buildings within Lot Fourteen and also make bookings there.
- Go to "Schedule", "Meeting Rooms", to see a schedule view of all available rooms in your selected building on the selected date.
- Hover over the room and time you would like to book and select to enter the details of your booking, pressing "Book Now" to confirm.

Helpful Hints

- If you have no rooms showing, make sure you have a building selected.
- If you forget your password please click this link <https://dashboard.robinpowered.com/forgot> to request a new one.
- For any issues not addressed above, please email us at hello@lotfourteen.com.au

Limitations and Rules of Use

- Due to the high levels of demand, please keep bookings to a maximum of 4 hours. However if you do need to book a space for an entire day, please enter your start and end time rather than selecting the "all day" option as due to time-zone settings this may impact other bookings.
- As there is high demand for meeting rooms across the district, if you have booked a room but no longer need it please make sure you cancel your booking in Robin so that other tenants are able to use the room.

Meeting Room Etiquette

- Rooms should be returned to their original state once the meeting has finished (whiteboards erased and cleaned, tables and chairs cleaned and returned to their original set up, mugs and glasses returned to the kitchen, and all rubbish removed along with all the cables and adapters intact).
- No technology or connection cables are to be removed from any meeting room.
- To conserve energy, please ensure that lights and any secondary air-conditioners are turned off
- If items have been left in a room from a previous booking, please contact Lot Fourteen Security on 0417 987 001 to arrange collection and their safe return.