




USER SET UP GUIDE

Getting Started with Robin

Before using these instructions, please make sure your browser is up to date by going to "Settings", then "About [Chrome/Firefox/Edge]".

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New user checklist

- ☐ Login for the first time on the [web dashboard](#) using your g.harvard.edu email address. If you do not have one, you may obtain one by clicking [here](#). If you do not have an appointment at Harvard, please send an email to robinhelp@iq.harvard.edu to be added manually.
 - ☐ Add a **profile picture** and **set your notification preferences**
 - ☐ Click avatar in top right corner › user profile › add picture.
Then click user settings in the top right corner to finish setting up your preferences.
 - ☐ Connect your **everyday apps** under your user settings (e.g., [Slack](#), [Teams](#), [Zoom](#))
 - ☐ **Download the mobile app** and sign in
 - ☐ Scan the QR code below to download the app › enter your work email › follow login prompts.
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- ☐ **Add co-workers as favorites** to make it easy to see when they are scheduled to be in the office and where they are seated
 - ☐ Tap the Pass or People tab › tap Add favorites › then tap the star next to a co-worker to add them to your favorites.

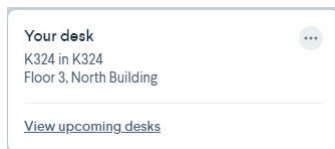
Now that you've set up your account, it is time to make your first reservation using Robin on the mobile app or web dashboard! We've outlined the steps on the next page.

If you are already assigned a desk... **How to release it when you aren't using it:**

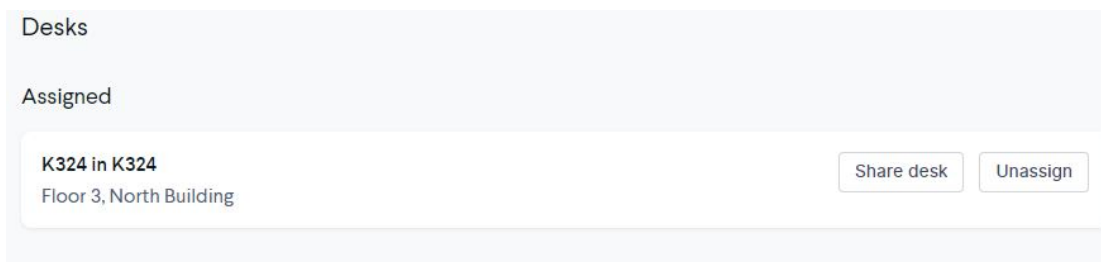
(CURRENTLY NOT AVAILABLE
FOR MOBILE APP)

WEB DASHBOARD

1. Open the **Office tab** on the web dashboard
2. In the "Your Desk" box, typically on the left of the screen, click on "View upcoming desks":



- If you do not see this box, click on the **red "Your Desk" marker on the map** and select it. This should cause the "Your Desk" box to appear.
3. A profile page will appear. Under "Desks" and "Assigned" on the right click on "Share Desk"



4. On the calendar, choose the dates you will not be using your desk so that it is made available to others in the community to reserve. Click Save.
- Note: you cannot "unshare" your desk. Instead, follow the instructions below to reserve your desk on the day(s) you need it.

If you don't have an assigned desk...

How to reserve or cancel a desk

MOBILE APP

1. Tap the **Office tab** at the bottom on the mobile app
2. Use the drop-downs at the top to **change office buildings, floors, date, and time**
 - You can book a desk for more than one day by using the **Book multiple days** toggle in the calendar module.
3. Move around the map and **zoom in to see where co-workers are sitting**
4. Tap a **green desk** on the map and click **Reserve** to book a desk

WEB DASHBOARD

1. Open the **Office tab** on the web dashboard
2. Use the drop-downs at the top of the Office tab to **change office buildings, floors, date, and start time**
 - Select a desk directly from the map or click **Book a desk** button for more options **including changing end time**.
 - You can book a desk for more than one day by using the **Book multiple days** toggle in the calendar module.
3. Click and hold to move around the map to see where **co-workers are sitting**
4. Click to **book a desk**
5. Select **View upcoming desks** to see all your desk reservations.
6. To **edit or cancel a reservation** select office and view upcoming desks. Click Edit Reservation or Cancel Reservation



How to reserve a "space" (i.e. conference room)

MOBILE APP

1. Tap the **Office tab**
2. Use the drop-downs at the top to **adjust the building, floor, date, and time**
3. Tap a **green available space to book it** and to enter your event details
4. To see all your upcoming scheduled events, go to the **Pass tab > tap the calendar icon** in the top right corner. You can create a new event from here too, tap the "+" sign in the bottom right.

WEB DASHBOARD

1. Open the **Office tab** on the web dashboard
2. Select **Find a space**
3. Use the drop-downs at the top to **adjust the date, time and duration**
4. Tap a **green available space to book it** and to enter your event details
5. Select the **Video integration +** button in bottom right of the event composer to add a **Zoom or Teams** link
6. To view your calendar events, click the **Schedule tab** in the top navigation ribbon

Note: Robin will first attempt to book spaces using your connected g.harvard account. However, if the integration is unsuccessful, the reservation may come from the room's calendar itself (i.e. "K323") or from our booking account. Please be aware that Andrew Juraschek's account is currently serving as our booking account (we are in the process of obtaining a service account from HUIT to change this), which means invitations may appear as though they are coming from Andrew.



Calendar extension

The Robin extension works alongside your Google calendar ([installation instructions here](#)) to help you find the optimal space for your office activities.

Google

1. Create a new event in your calendar.
2. From the Google event composer, click **More options**.
3. Click **Add a space** with Robin. This opens the Robin extension
4. The extension suggests the best-suited spaces according to the type of activity, permissions, availability, and fit. If no “best fit” spaces are available at the selected time, Robin will show other options, or suggest times when spaces and invitees are available.
5. Select a space, fill out the event details, and complete the booking.