

Contents:

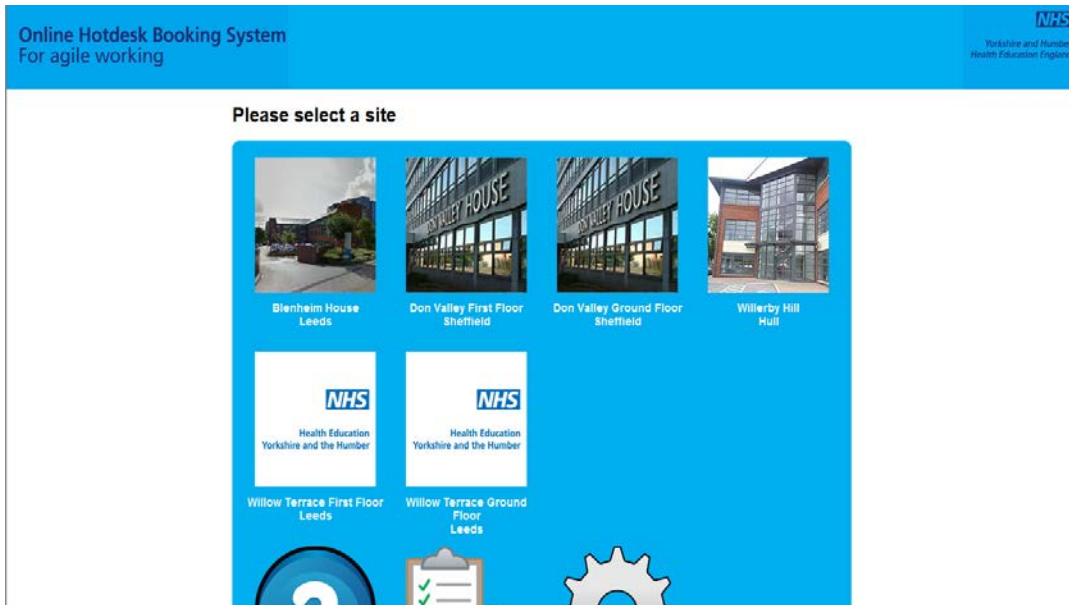
[HEYH Home Page](#)

[How to book a desk](#)

[How to cancel your booking](#)

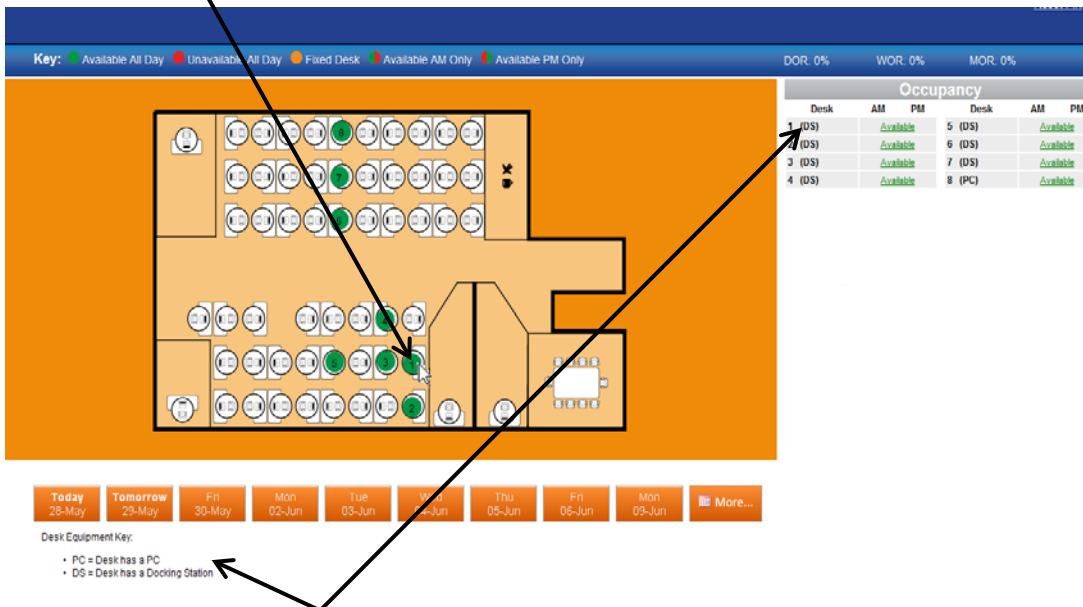
1. HEYH Home Page

Please click on the site/floor you require.



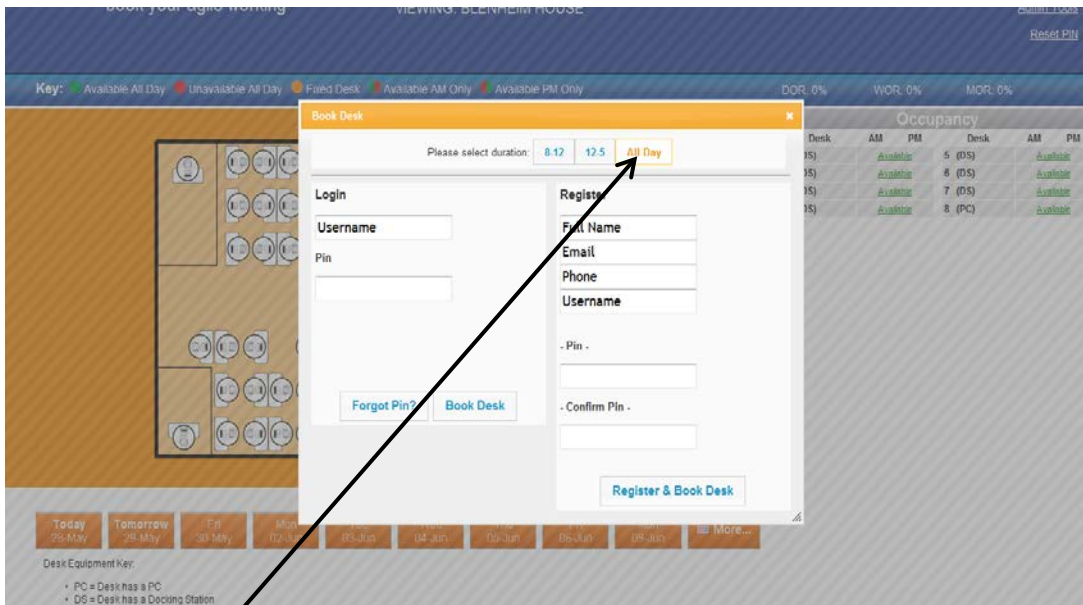
2. How to book a desk

Left click on the desk you require,






Please note there is a key which advises whether the desk has a PC (PC) or a docking station (DC).

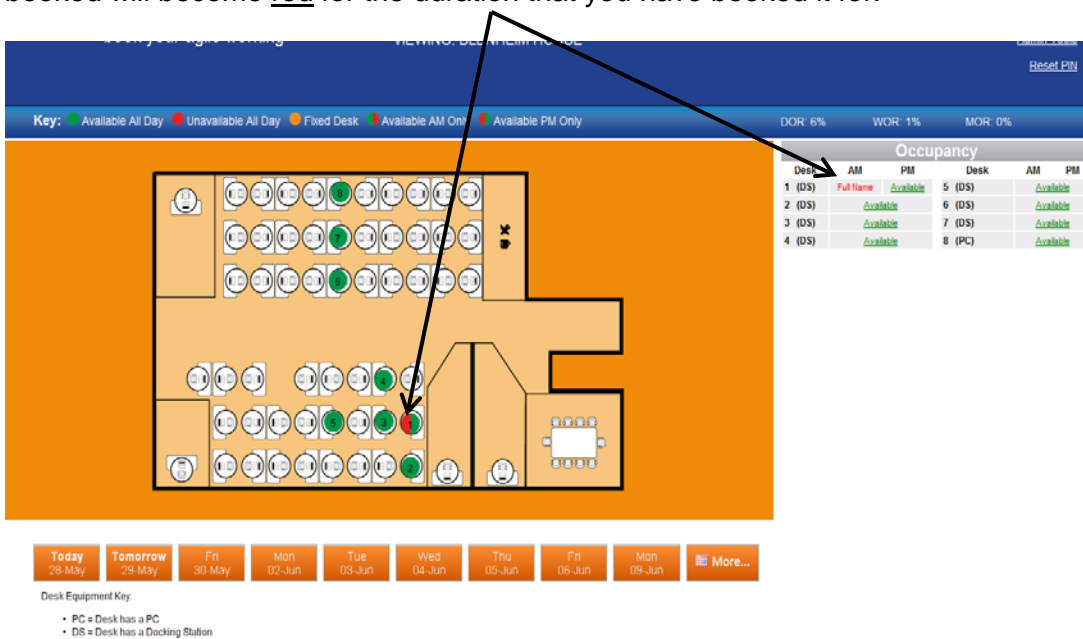
The first time you use the system you be asked to Register and set yourself a Username and Pin, see below. You will use this Username and Pin to login for further bookings. If you forget your Pin use the 'Reset Pin' function on the top right hand side or the 'Forgot Pin?' button in the 'Book Desk' window.



Please select duration:

Duration	Time Period	Desk-Key
Morning	8am - 12pm	
Afternoon	12pm - 5pm	
All Working Day	8am - 5pm	

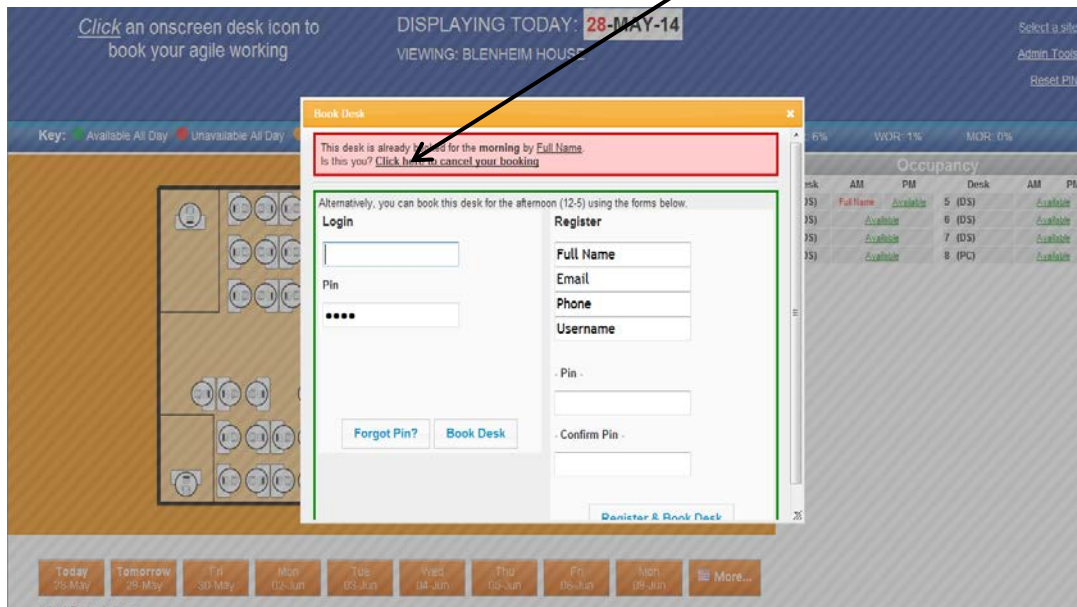
Once you have booked your desk your name will appear in the right table and the desk you have booked will become red for the duration that you have booked it for.



Desk	AM	PM	Desk	AM	PM
1 (DS)	Full Name	Available	5 (DS)	Available	
2 (DS)	Available	Available	6 (DS)	Available	
3 (DS)	Available	Available	7 (DS)	Available	
4 (DS)	Available	Available	8 (PC)	Available	

3. How to cancel your booking

Left click on the desk and the following window will appear. Click onto the 'cancel you're booking' link;



Type in your pin and booking will be cancelled. You can only cancel your own bookings.

