

## How to create an AD HOC meeting button

### Description

This guide explains how to create an AD HOC meeting button

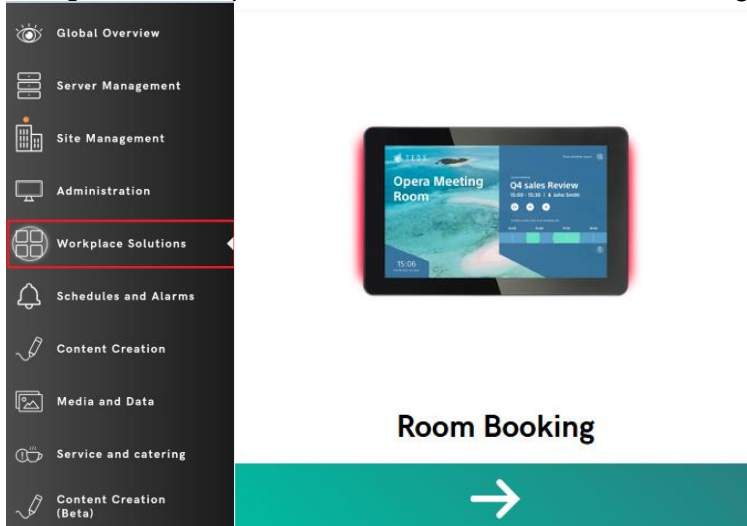
*The possibility to create a button on a Room Booking solution that instantly books a room.*

# Requirements

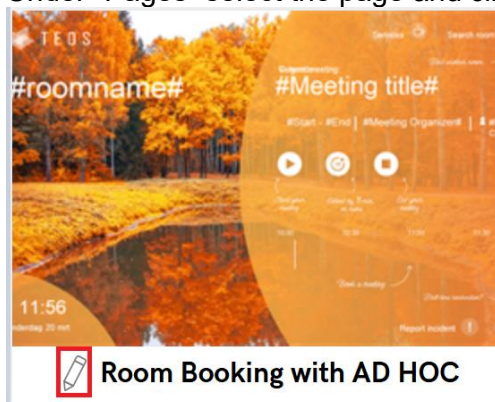
- Access to TEOS Manage
- User rights to Room Booking

# How to create an AD HOC meeting button

1. Login to TEOS.
2. Navigate to Workplace Solutions and then Room booking.



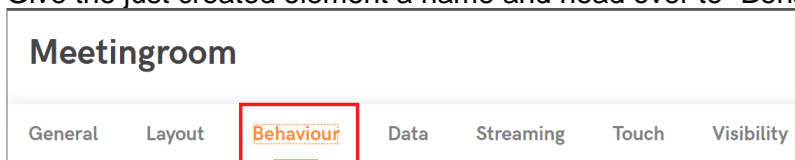
3. Select the room booking solution that needs a AD HOC button.
4. Under “Pages” select the page and click the edit icon.



5. Select the “Meeting Room” element and draw on the canvas.



6. Give the just created element a name and head over to “Behaviour”.



7. Under behaviour there are a few settings that need to be configured:

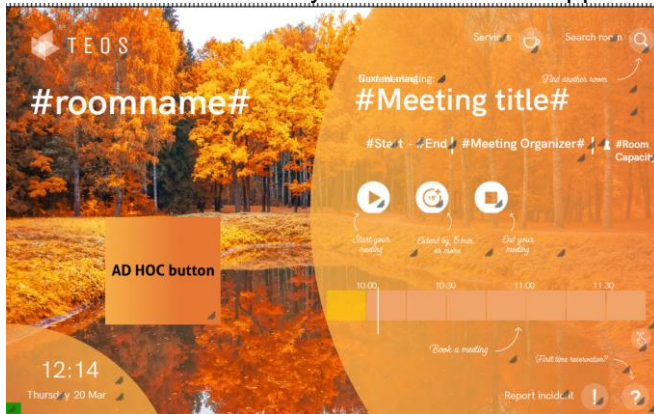
- Type: Needs to be “Create ad hoc” to have the AD HOC functionality
- Button Text: The text displayed in the button
- Default meeting duration: The time in minutes for how long the AD HOC meeting should last.
- Calander: Keep this empty because it will take over the linked calander from site management

(But if you want to use a different schedule then this should be changed)

Type	Create adhoc
Button text	AD HOC button
Default meeting duration	30

8. A button image needs to be added to display the button, if this is not done it will stay invisible.

9. Select "Save" and now you button should appear on the room booking page.



10. When deploying this to a room booking device and the button is clicked a meeting will start for 30 minutes.

If there are any question feel free to contact TEOS support: [support@teos.support](mailto:support@teos.support)

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