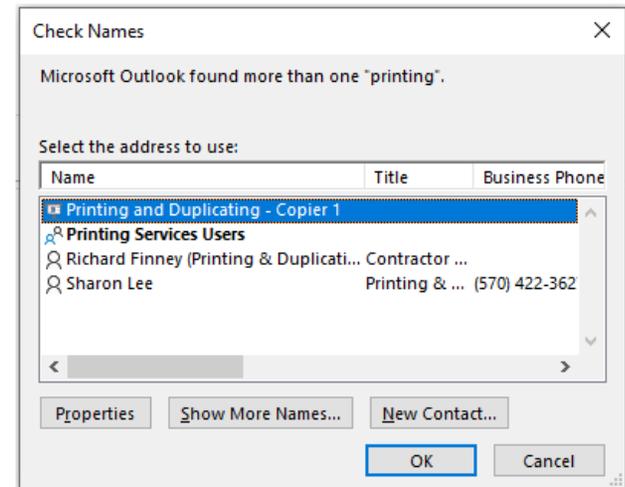
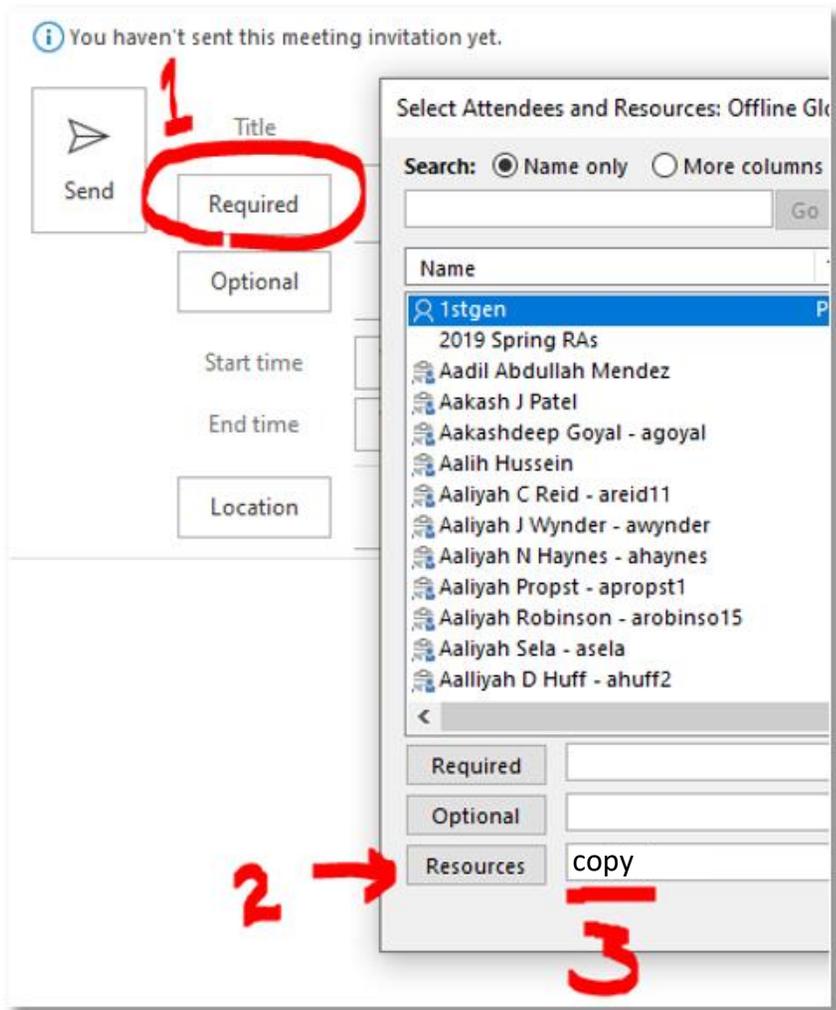


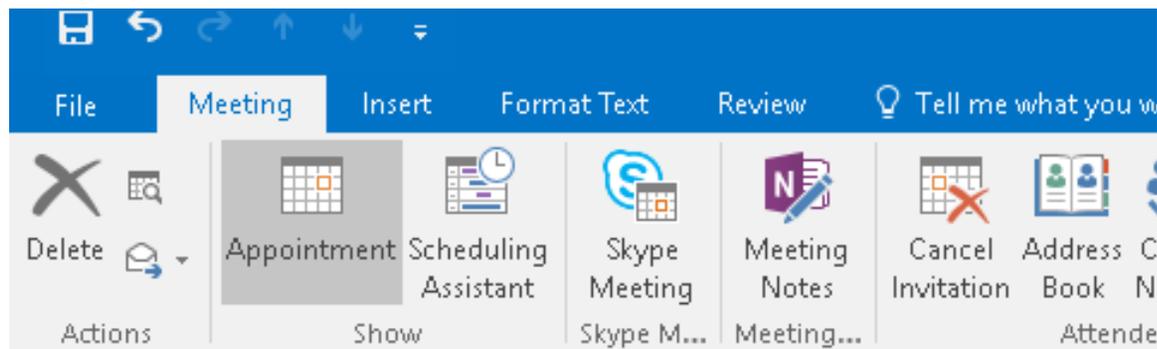
Here is the process for Outlook 2016: (You cannot be on the Web Page to schedule)

1. New Items --> Meeting
2. Subject: Copier Reservation
3. Click "To" → In the "Required" enter PDCopier1@esu.edu (it stands for Printing & Duplicating - Copier 1)
Or Click the "Resources" button and type "copy" and press Enter, then pick from the list.



- The copier mailbox will send a mail tip of the rules for using the copier. The user can select date and time from the "Room Finder" helper. It will show potential copier usage conflicts.

Type "Schedule Copier" in Subject line.



Copy Center - Copier 1 ✖: "Please note that you can only reserve the copier for at m

i You haven't sent this meeting invitation yet.

 Send	To...	Copy Center - Copier 1
	Subject	Schedule Copier
	Location	Copy Center - Copier 1
	Start time	Mon 6/22/2020 1:00 PM
	End time	Mon 6/22/2020 1:30 PM

5. Recipient will receive an acknowledgement if the copier was accepted or denied:

The screenshot shows the Outlook 'Meeting' ribbon with various options like 'Forward', 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', and 'Response Options'. A red box highlights a message: 'Copy Center - Copier 1 X: *Please note that you can only reserve the copier for at most 30 minutes. If you need more time please contact Sharon Lee (slee@esu.edu). Thank you.*'. Below this, the 'Copier reservation' form is visible, with fields for 'Required' (Copy Center - Copier 1), 'Optional', 'Start time' (Thu 6/18/2020 9:00 AM), 'End time' (Thu 6/18/2020 9:30 AM), and 'Location'. A 'Room Finder' pane on the right shows a calendar for June 2020 and a list of suggested times: 3:30 PM - 4:00 PM, 4:00 PM - 4:30 PM, 4:30 PM - 5:00 PM, and 9:00 AM - 9:30 AM (with 1 conflict: Test Email4). Red arrows point from text boxes to these elements: 'Mail Tip' points to the highlighted message, 'Pick a date and time' points to the start/end time fields, and 'Conflicts' points to the 9:00 AM - 9:30 AM time slot.

The screenshot shows an Outlook email interface. The left pane shows a 'Focused' view with a 'Today' group containing a message: 'Copy Center - Copier... Accepted: copier reservation 11:10 AM'. The main pane shows the email content: 'Wed 6/17/2020 11:10 AM', 'Copy Center - Copier 1', 'Accepted: copier reservation', 'When Thursday, June 18, 2020 9:00 AM-9:30 AM (UTC-05:00) Eastern Time (US & Canada).', 'Location', and 'Copy Center - Copier 1 has accepted this meeting.'. A blue banner at the bottom reads 'Your request was accepted.' and 'Sent by Microsoft Exchange Server 2018'.