

Scheduling Panels — Decide by Room Class

A panel is not one product solving one problem. It is a mounting position that solves up to four different jobs, and an estate does not have one answer.

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STEP 1 — THE FOUR JOBS, AND WHICH ONE IS UNMET

JOB	PANEL	CONSOLE	MOBILE	WAYFINDING	SENSING	UNMET?
Find a room	Yes	No	Yes	Yes	No	
See availability at the door	Yes	No	No	No	No	
Reserve it	Yes	Yes	Yes	No	No	
Measure use	Logs only	No	No	No	Yes	

No single surface covers all four. The gaps are the decision. Naming the job first turns a product argument into a coverage question.

What only the panel does. The console now offers ad hoc reservation — a Reserve button "appears on the calendar when the room is available." The panel keeps one job the console does not: reserving a room *while it is occupied*, from outside the door. Microsoft notes users "can scan the QR code at any point to reserve the room regardless of the room's status." Confirm current platform behavior before deciding.

STEP 2 — SEGMENT BY ROOM CLASS

ROOM CLASS	LIKELY NEED	COUNT	DECISION
High-traffic shared rooms	High — contention is the failure mode		
Enclosed rooms, no glazing	High — no other way to know		
Glass walls or a sightline	Low — the window already answers it		
Huddle and focus rooms	Low where walk-up use dominates		
Executive or restricted	Policy-led — signaling may matter more than booking		
Training and event rooms	Low where booking is central		
Visitor-facing spaces	Presentation-led		
Beside a staffed reception	Low — a person is the interface		

STEP 3 — COUNT THE WHOLE COST

- ☐ Mount, backbox, and wall repair where a panel is removed
- ☐ Low-voltage pathway to a door frame that may have none
- ☐ A PoE port, and switch capacity for it
- ☐ Licensing per room
- ☐ Management, updates and monitoring
- ☐ Replacement at end of life
- ☐ Device identity and certificate lifecycle, per panel

The device price is one line. These are the lines easiest to leave out of a budget.

STEP 4 — A PILOT WITH FOUR POSSIBLE ANSWERS

1. Panels across the estate
2. Panels in defined room classes only
3. Wayfinding plus mobile booking, no door-side hardware
4. No panel — door, glazing and console already answer it

Six to eight weeks, across genuinely different classes, including at least one glazed and one enclosed room. A pilot designed to confirm a decision is not a pilot.

DO NOT MERGE RESERVATION WITH OCCUPANCY

Reservation is a calendar record. Occupancy is a physical measurement. A room can be booked and empty, or occupied with no booking. Decide which is the source of truth for each question: utilization planning needs occupancy; contention and no-show policy need reservation. Occupancy sensing carries its own consent and disclosure obligations.