

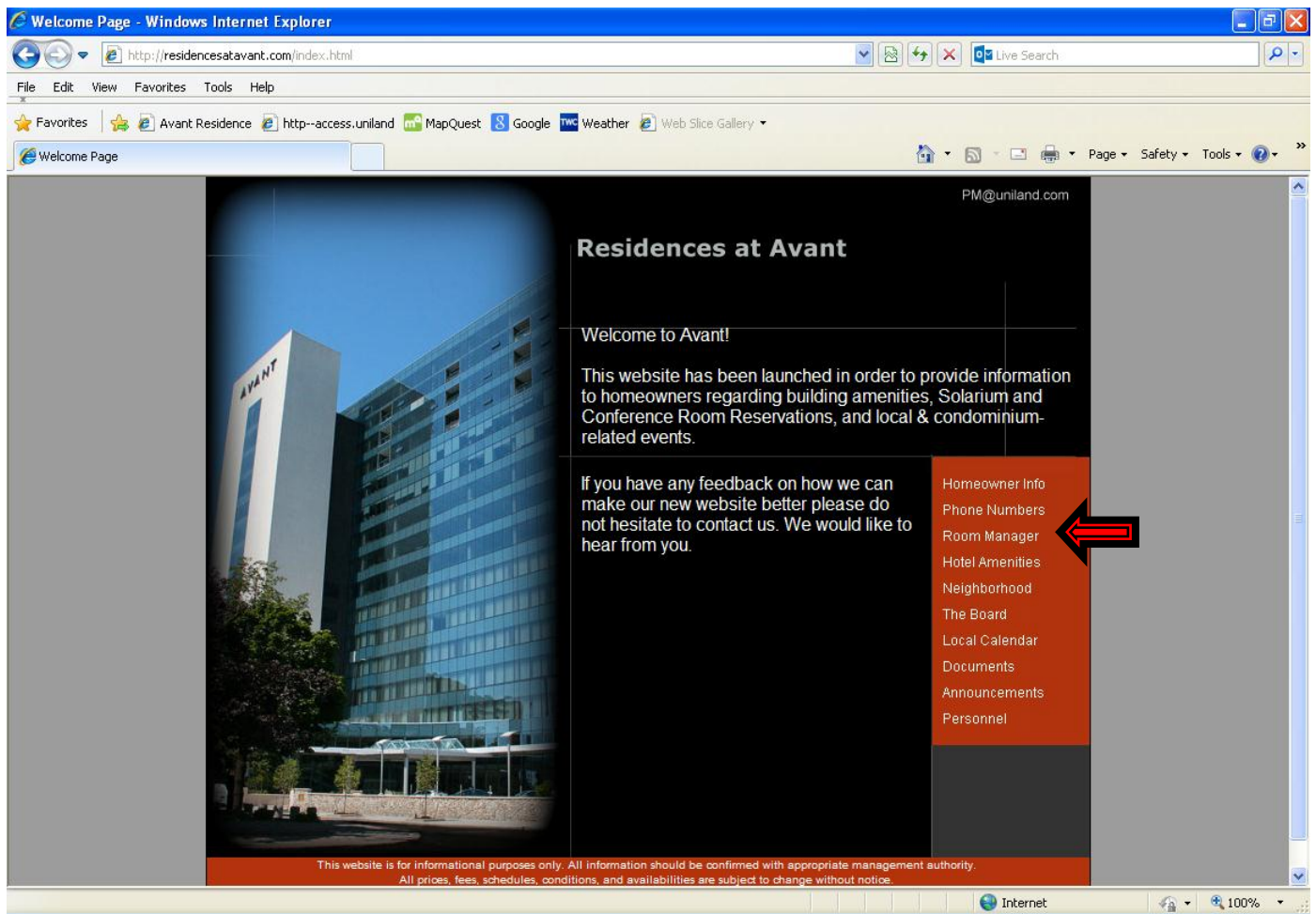


**200 Delaware Residential Condominium**  
200 Delaware Avenue  
Buffalo, NY 14202

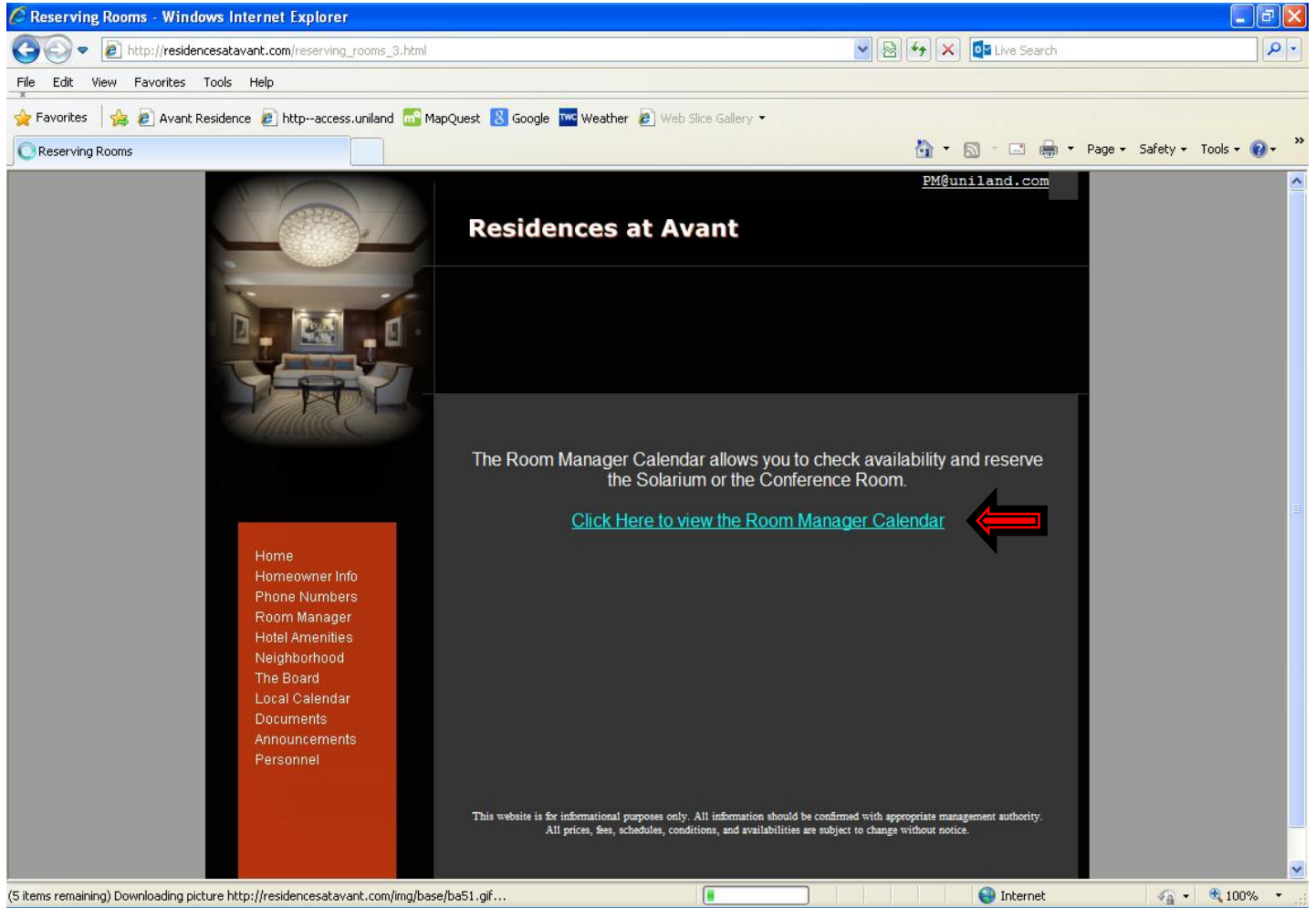
## **Conference Room & Solarium Room Reservation Instructions**

To make a reservation for the 14<sup>th</sup> floor Conference Room or the 15<sup>th</sup> floor Solarium, go to the Residence website (<http://residencesatavant.com>).

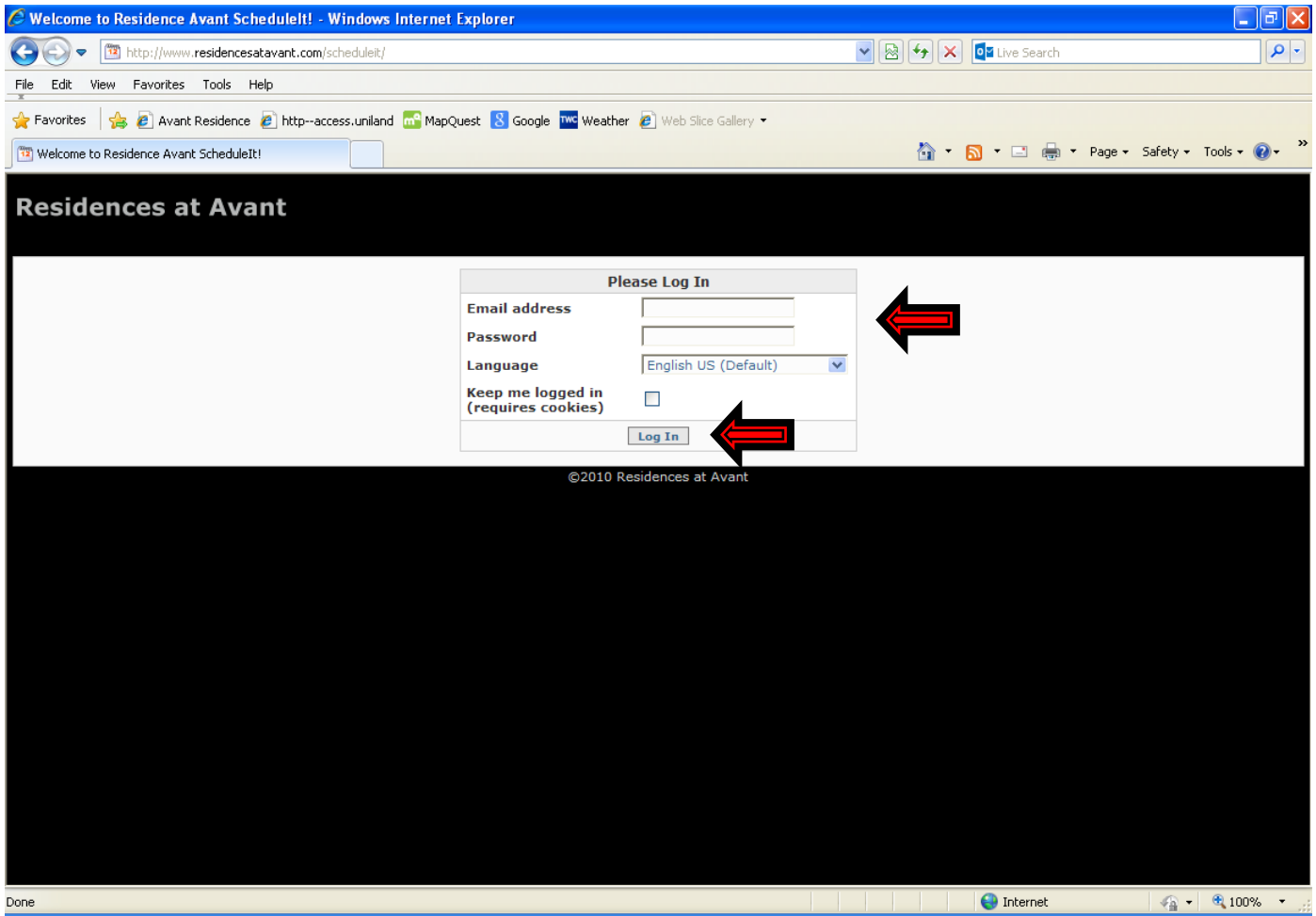
From the Welcome page, select **“Room Manager”** from the menu in red on the right



Select “**Click Here to View Room Manager Calendar**” and you will be routed to another website to complete your reservation.



Enter your email address and password where indicated and select “**Log In**” to access the Room Manager.



**NOTE:** Property Management will assign a temporary password for your use when logging in for the first time. Once you have logged in, select **“Change Profile”** from the menu on the left of the screen to update your password. After entering your new password, select **“Edit Profile”** on the lower left side of the page to save your changes. Select **“Continue”** to return to the main page (**My Control Panel**) to make a reservation.

The screenshot shows the 'My Control Panel' interface for 'Residences at Avant'. The browser title is 'My Control Panel - Windows Internet Explorer' and the address bar shows 'http://www.residencesatavant.com/scheduleit/ctrlpanel.php'. The page includes a navigation menu on the left with the following items: My Quick Links, Bookings, My Calendar, Schedule Calendar, Email Preferences, Email Administrator, **Change Profile** (highlighted with a red arrow), and Log Out. The main content area is divided into several sections: My Announcements (no announcements as of 10/03/2013), My Reservations (a table with one reservation for the Solarium on 10/13/2013), My Invitations (no reservations scheduled), My Reservation Participation (no reservations scheduled), and My Permissions (a table listing Conference Room and Solarium with their respective locations, phone numbers, and notes).

Start Date	End Date	Resource	Start Time	End Time	Created	Modify	Delete
10/13/2013	10/13/2013	Solarium	12:30pm	4:30pm	10/03/2013 @ 09:50:16 AM	Modify	Delete

Start Date	End Date	Resource	Start Time	End Time	Owner	Accept	Decline
You do not have any reservations scheduled.							

Start Date	End Date	Resource	Start Time	End Time	Owner	End Participation
You do not have any reservations scheduled.						

Resource	Location	Phone	Notes
Conference Room	14th Floor	(716) 834-5000	Professional setting; comfortable seating for eight.
Solarium	16th Floor	(716) 834-5000	Full kitchen, private restroom, television; perfect for entertaining. Maximum occupancy 49 persons

To make a reservation, from My Control Panel select “Bookings” from the menu on the left.

**My Control Panel - Windows Internet Explorer**

http://www.residencesatavant.com/scheduleit/ctrlpnl.php

File Edit View Favorites Tools Help

My Control Panel

## Residences at Avant

Welcome Back, Thursday, October 03, 2013  
 Log Out | My Control Panel Help

- My Quick Links
  - Bookings
  - My Calendar
  - Schedule Calendar
  - Email Preferences
  - Email Administrator
  - Change Profile
  - Log Out
- My Announcements
 

Announcements as of 10/03/2013

  - There are no announcements.
- My Reservations
 

Start Date	End Date	Resource	Start Time	End Time	Created	Modify	Delete
10/13/2013	10/13/2013	Solarium	12:30pm	4:30pm	10/03/2013 @ 09:50:16 AM	Modify	Delete
- My Invitations
 

Start Date	End Date	Resource	Start Time	End Time	Owner	Accept	Decline
You do not have any reservations scheduled.							
- My Reservation Participation
 

Start Date	End Date	Resource	Start Time	End Time	Owner	End Participation
You do not have any reservations scheduled.						
- My Permissions
 

Resource	Location	Phone	Notes
Conference Room	14th Floor	(716) 834-5000	Professional setting; comfortable seating for eight.
Solarium	16th Floor	(716) 834-5000	Full kitchen, private restroom, television; perfect for entertaining. Maximum occupancy 49 persons

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http://www.residencesatavant.com/scheduleit/register.php?edit=true

A calendar similar to the one below will appear. This calendar will show the current, previous and upcoming months at the top of the page, as well as room availability for the current week. Select “next week” at the bottom of the page to view room availability for another week or jump to a specific date by selecting the date (point and click) from the monthly calendar view at the top of the page.

**Residences at Avant**  
11/03/2013 - 11/09/2013

View schedule: Residences at Avant

October 2013      November 2013      December 2013

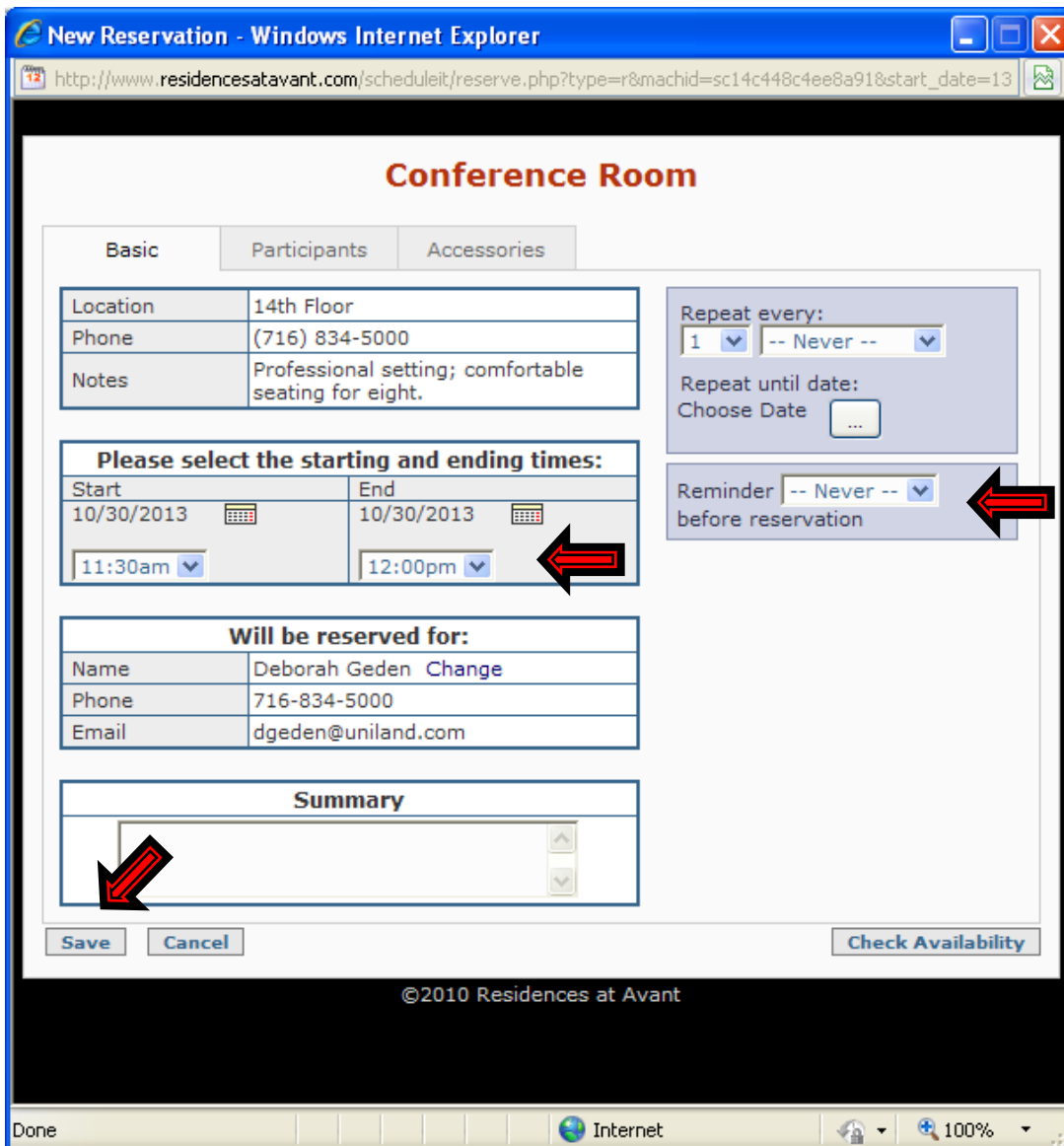
My Reservations   My Past Reservations   My Participation   My Past Participation   Other Reservations   Other Past Reservations   Pending Approval   Blacked Out Time

Day	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
Sunday, 11/03/2013																
Conference Room																
Solarium																
Monday, 11/04/2013																
Conference Room																
Solarium																
Tuesday, 11/05/2013																
Conference Room																
Solarium																

Next, select the start time of your reservation next to the date and room desired. For example, to reserve the Conference Room on 11/4/13 at 11:30 a.m., you would select the timeslot where the green arrow is pointing.

Once you select the start time, the following screen will appear.

To complete your reservation, enter the “**End**” time where indicated and select “**Save**” at the bottom of the page. You can request an email reminder of your reservation in the “**Reminder**” box to the right of the reservation field.



When you save the reservation, you will be returned to the main page (My Control Panel)

Any existing reservations will be listed on this page under “**My Reservations**”. You can also select “**My Calendar**” from the menu on the left to view your reservations in calendar format. The “**Schedule Calendar**” will show all reservations for a particular room.

To log out of the website, select “**Log Off**” from the menu on the left.