

M356 - TÀI LIỆU HƯỚNG DẪN BOOK PHÒNG HỌP VĂN PHÒNG AI+DI  
M365 - GUIDE TO BOOKING MEETING ROOMS AI+DI OFFICE

**AI+DI**

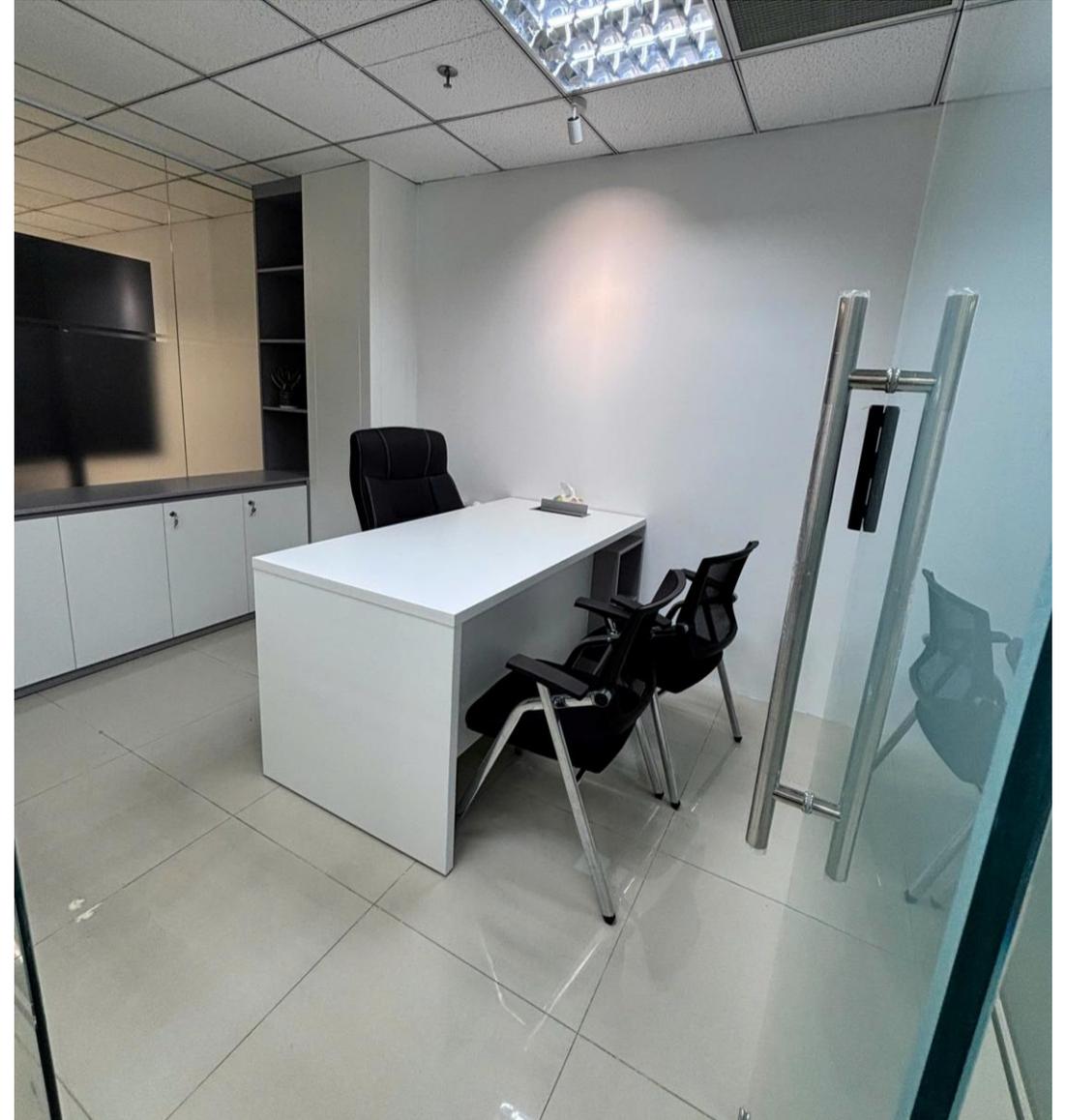
### Meeting Room AI+DI

Email Address: Meeting\_Room\_AI+DI@aidi.world



### Meeting Room CEO

Email Address: Meeting\_Room\_CEO@aidi.world



Location: Floor 4, No. 46 Bach Dang, Ward 2, Tan Binh District, Ho Chi Minh City, Viet Nam

**Meeting Room AI+DI 01**

Email Address: Meeting\_Room\_AIDI\_01@aidi.world

**Meeting Room AI+DI 02**

Email Address: Meeting\_Room\_AIDI\_02@aidi.world

**Meeting Room AI+DI 02**

Email Address: Meeting\_Room\_AIDI\_03@aidi.world



Left Room (near the main entrance)



Middle Room



Right Room (near water dispenser)

# THÊM LỊCH PHÒNG HỌP VÀO LỊCH CÁ NHÂN / ADD MEETING ROOM TO PERSONAL CALENDAR

- Đăng nhập tài khoản email online (<https://outlook.office.com>)  
Log in to your online email account
- Vào Lịch -> Chọn **"Add calendar"**  
Go to Calendar -> Select **"Add calendar"**

The screenshot displays the Outlook web interface. The browser address bar shows the URL <https://outlook.office.com/calendar/view/workweek>. The Outlook header includes the 'Home' tab and a search bar. The main toolbar contains options for 'New event', 'Day', 'Work week', 'Week', 'Month', 'Split view', 'Filter', 'Share calendar', and 'Print'. The calendar view is set to 'Work week' and shows the dates from June 30 to July 4, 2025. The left sidebar is expanded, and the 'Add calendar' option is highlighted with a red box. Below it, other options like 'Go to my booking page', 'My calendars', and 'People's calendars' are visible. The main calendar grid shows a meeting titled 'Weekly Internal Mindset Balancing' on both June 30 and July 2, 2025, at 4 PM. A 'Canceled: AI agent for Odoo' meeting is also visible on June 30.

# THÊM LỊCH PHÒNG HỌP VÀO LỊCH CÁ NHÂN / ADD MEETING ROOM TO PERSONAL CALENDAR

- Chọn **“Add from directory”**  
Select **“Add from directory”**
- Thêm phòng họp bằng cách nhập email phòng họp [Meeting Room AIDI@aidi.world](mailto:Meeting_Room_AIDI@aidi.world) tương tự phòng 01, 02 ,03 hoặc [Meeting Room CEO@aidi.world](mailto:Meeting_Room_CEO@aidi.world)  
Add a meeting room by entering the meeting room email [Meeting Room AIDI@aidi.world](mailto:Meeting_Room_AIDI@aidi.world) similar to room 01, 02, 03 or [Meeting Room CEO@aidi.world](mailto:Meeting_Room_CEO@aidi.world)
- Nhấn **“Add”** để hoàn thành  
Click **“Add”** to complete

## Meeting room email address list:

- Location Floor 4:
  - [Meeting Room AIDI@aidi.world](mailto:Meeting_Room_AIDI@aidi.world)
  - [Meeting Room CEO@aidi.world](mailto:Meeting_Room_CEO@aidi.world)
- Location Floor 1:
  - [Meeting Room LIFE RHYTHM@aidi.world](mailto:Meeting_Room_LIFE_RHYTHM@aidi.world)

The screenshot shows a calendar application interface. On the left, there is a calendar grid for January 2026, with the 29th highlighted. Below the grid are options to 'Add calendar', 'Go to my booking page', and 'My calendars'. The main calendar view shows a meeting slot for Thursday, January 29th, from 11 AM to 12 PM. A modal window is open over the meeting slot, allowing the user to edit the meeting details. The modal includes a 'Save' button, a 'Discard' button, and fields for 'Add a title', 'Invite required attendees', 'Use this location: Li', 'Meeting\_Room\_LIFE\_RHYTHM' (with a location icon and 'Available' status), and 'Add a description'. The location field 'Li' is highlighted with a red box. At the bottom of the screen, there is a taskbar with icons for 'Notes', a grid icon, a document icon, a window icon, and a zoom level of 59%.

# HIỂN THỊ VÀ BẮT ĐẦU ĐĂNG KÝ PHÒNG HỌP / SHOW AND START WITH BOOKING MEETING ROOMS

- Tích chọn lịch muốn hiển thị -> Chọn **"Split view"** để phân tách hai hoặc nhiều lịch họp.  
*Select the calendar you want to display -> Select **"Split view"** to separate two or more meeting schedules.*
- Chọn vào khung thời gian bất kỳ trên **"Calendar"** cá nhân của bạn để tạo một lịch họp.  
*Select any time slot on your personal **"Calendar"** to create a meeting schedule.*

The screenshot displays the Microsoft Outlook interface in split view. The top navigation bar includes 'Home', 'View', and 'Help' tabs. The 'View' tab is active, showing options for 'New event', 'Day', 'Work week', 'Week', 'Month', and 'Split view'. The 'Split view' option is highlighted with a red box. Below the navigation bar, the calendar view is split into two panes. The left pane, titled 'Calendar', shows a weekly view for the week of June 30 to July 4, 2025. A red box highlights a time slot on Wednesday, July 2nd, between 2 PM and 3 PM. The right pane, titled 'Meeting Room AI+DI', shows the same weekly view. A blue box highlights the meeting room booking for Wednesday, July 2nd, which is for 'Nguyen Tran Doan Khoa' in 'Meeting\_Room\_1 (46 Bach Dang Street, Ho Chi M City, Ward 2, Tan Binh District, VN)'. The 'My calendars' list on the left side of the interface shows 'Calendar' selected with a red box and 'Meeting Room AI+DI' selected with a blue box. The 'People's calendars' list shows 'Meeting Room\_CEO' as an unselected option.

# ĐĂNG KÝ PHÒNG HỌP / BOOKING THE MEETING ROOMS

- Nhập địa chỉ email phòng họp **Meeting Room AIDI@aidi.world** (bắt buộc) vào ô **“Required”** và các email người được mời tham dự.  
*Input the meeting room email address AIDI@aidi.world (required) in the “Required” box and the emails of the invited attendees.*
- Nhập tiêu đề, thời gian và các thông tin cần thiết -> Chọn **“Send”** để đặt lịch.  
*Input a title, time, and necessary information -> Select “Send” to schedule a meeting.*
- *Note: Tương tự khi book trên MS Teams*  
*Similar to booking on MS Teams*

The screenshot displays the Outlook 'Booking Demo - Meeting - Calendar' interface. The 'Send' button is highlighted with a red box. The meeting details are as follows:

- Title:** Booking Demo
- Location:** Meeting\_Room\_AIDI
- Time:** 7/2/2025, 2:00 PM to 3:00 PM
- Calendar:** Calendar (thieng.nguyen@aidi.world)
- Options:** Teams meeting (checked), In-person event (unchecked)

The calendar view on the right shows the meeting slot highlighted in green, indicating that everyone is available for the meeting.

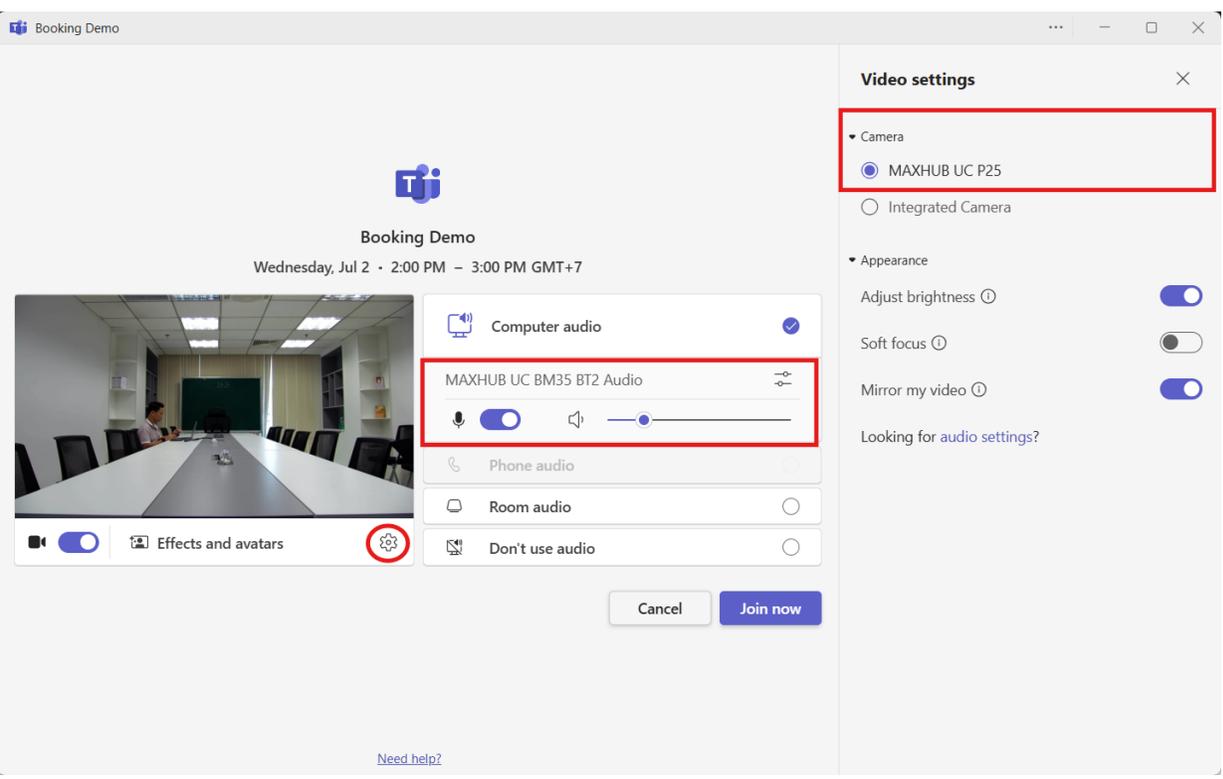
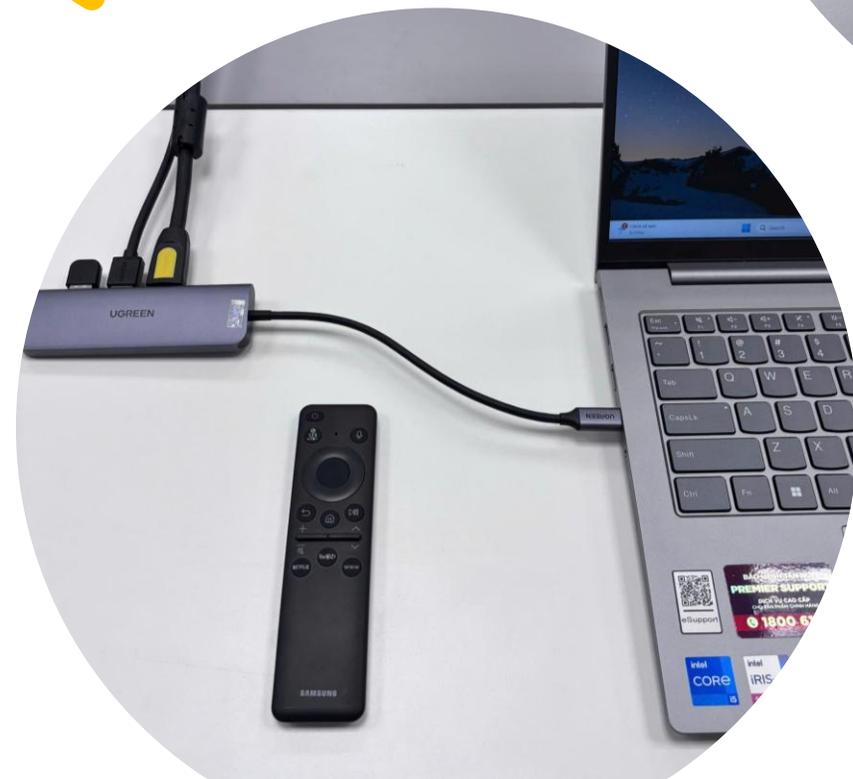
# ĐĂNG KÝ PHÒNG HỌP / BOOKING THE MEETING ROOMS

- Kiểm tra lại thông tin lịch họp đã được đồng bộ lên lịch của phòng họp (sau khoảng 15 giây) kèm email thông báo yêu cầu đã được **"accepted"** hay bị **"conflicted"** (bị xung đột do trùng lịch).  
Check the meeting schedule information that has been synchronized to the meeting room schedule (after about 15 seconds) with an email notification that the request has been **"accepted"** or **"conflicted"** (conflicted due to overlapping schedules).

The screenshot displays the Outlook calendar interface. The main calendar view shows a week from June 30 to July 4, 2025. A meeting titled "Booking Demo Meeting\_Room\_AIDI" by "Nguyen Son Thi" is scheduled for Wednesday, July 2, 2025, from 2:00 PM to 3:00 PM. A pop-up window titled "Meeting Room AI+DI" provides details for this meeting, including the name "Nguyen Son Thien", a "Join" button, a "Chat" button, and the time "Wed 7/2/2025 2:00 PM - 3:00 PM". The location is "Meeting\_Room\_AIDI". A notification states: "You invited Meeting\_Room\_AIDI. Meeting\_Room\_AIDI accepted. IT didn't respond." The status is "Accepted" with a "Change" link. The calendar also shows "Weekly Intern" events on Thursday and Friday. The left sidebar includes navigation options like "Home", "View", "Help", and "My calendars".

# SETUP THE MEETING ROOMS AI+DI (Floor 4)

- Turn on all devices:
  - ✓ Tivi **SAMSUNG** (HDMI 1)
  - ✓ Camera **MAXHUB UC P25** (blue light only)
  - ✓ Micro & Speaker **MAXHUB UC BM35**
- Connect hub type-C with your laptop
- Join a meeting -> Setting the audio and camera with the MAXHUB device has been connected



# CAMERA CONTROL

- *Select camera frame:*

- Number 1** -> Focus full room (full view of all people)

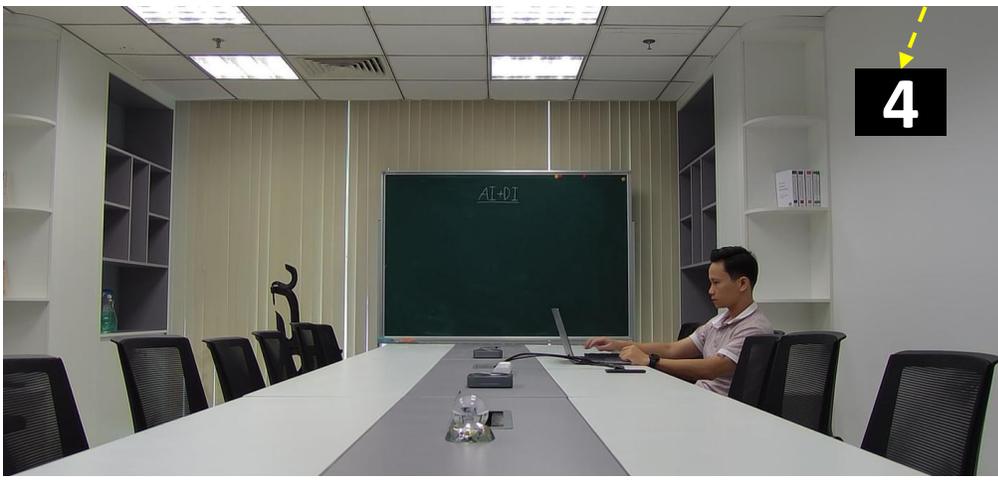
- Number 2** -> Focus full-screen board

- Number 3** -> Focus board and the presenter

- Number 4** -> Focus 1/2 room

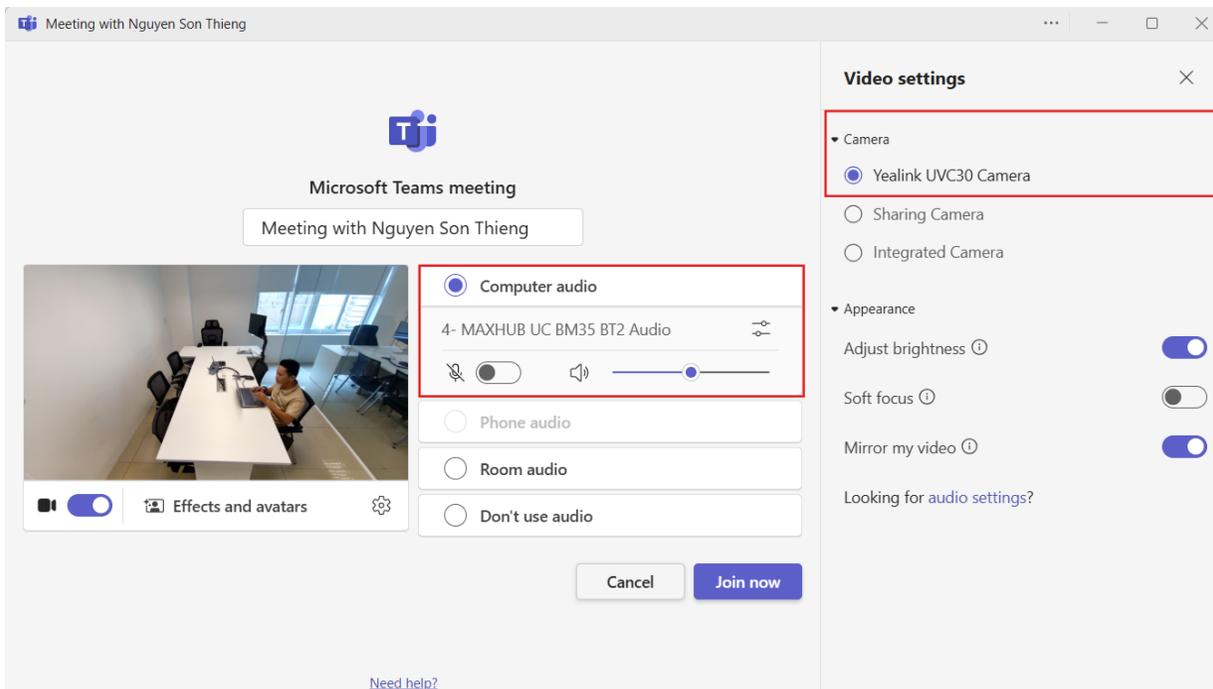
- Zoom button** -> Manual (+) or (-)

- *Note: Do not press the number with only white color on the top*



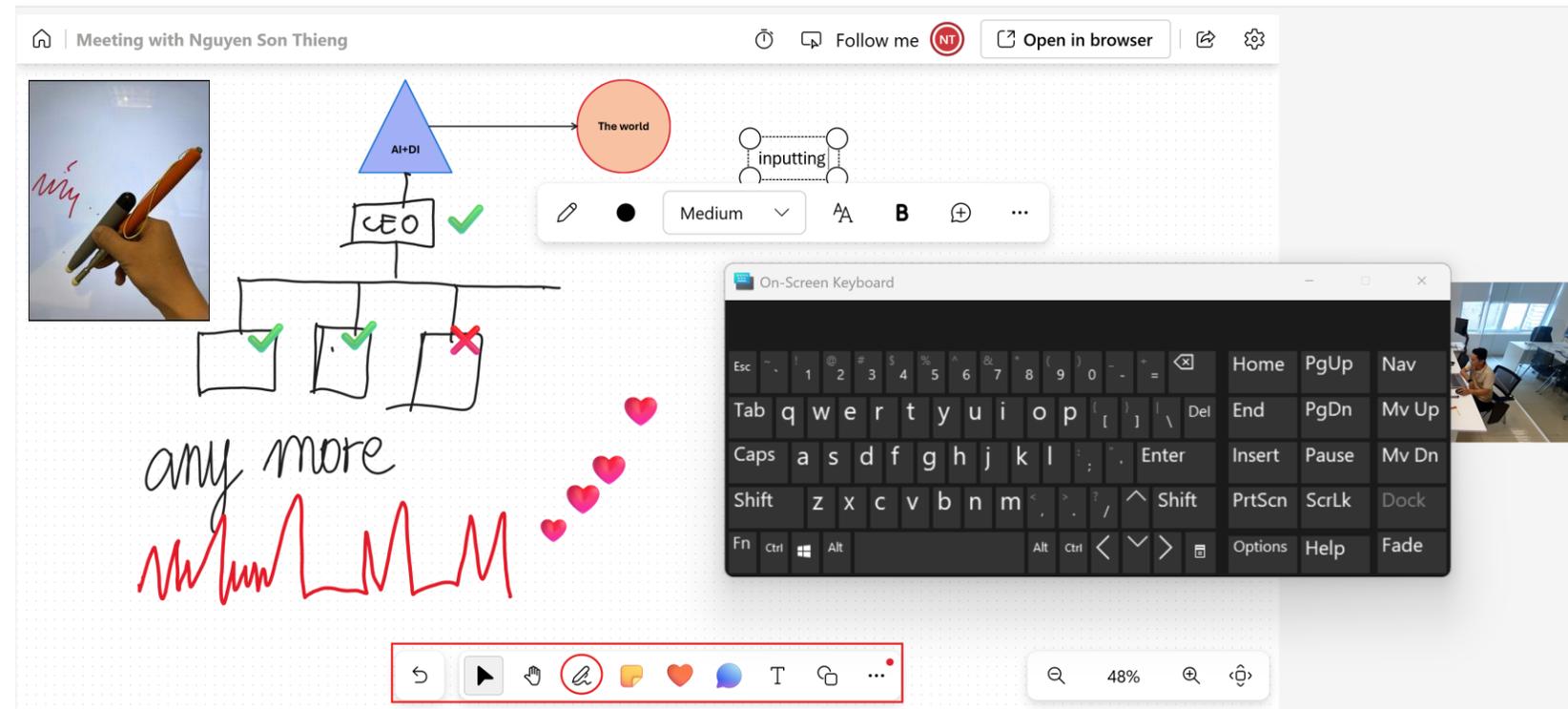
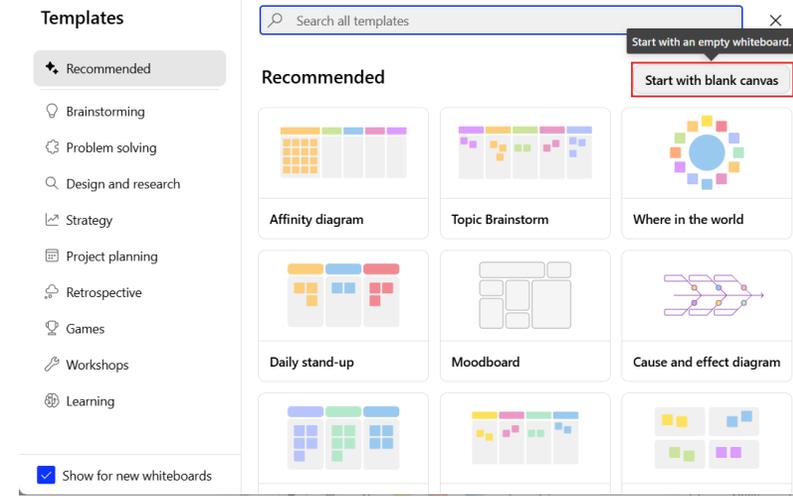
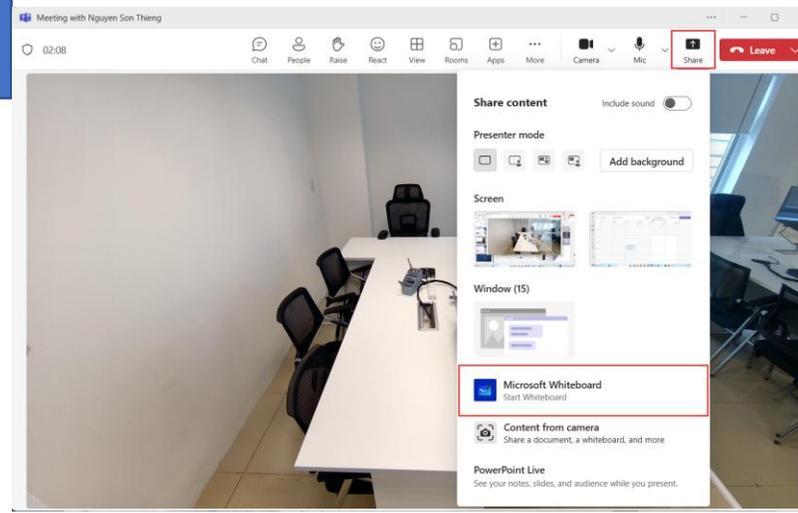
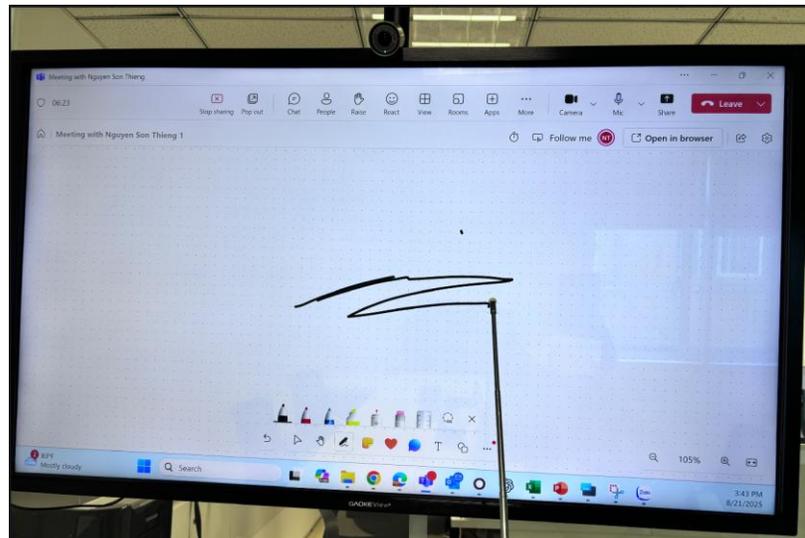
# SETUP THE MEETING ROOMS AT AI+DI 01, 02, 03 (Floor 1)

- Turn on all devices:
  - ✓ Tivi **SAMSUNG** (HDMI 1)
  - ✓ Micro & Speaker **MAXHUB UC BM35**
- Connect hub type-C with your laptop
- Join a meeting -> Setting the **camera** with the **Yealink UVC30** and **audio** with the **MAXHUB UC BM35** device



# Meeting with Whiteboard

- ✓ The TVs in meeting rooms 01, 02, and 03 have touchscreen support
- In the meeting: Select **“Share”** -> choose **“Microsoft Whiteboard”**
- In the Whiteboard Templates: Choose one of the templates you want, or **“Start with blank canvas.”**
- On the whiteboard (TV): Draw anything with a pen or with your finger.
- Tip: Open On-Screen Keyboard
- Windows hotkey: **Windows + Ctrl + O**
- MacOS hotkey: **Command + Space** -> then type **“Keyboard Viewer”**



THANK YOU!

**AI+DI**