

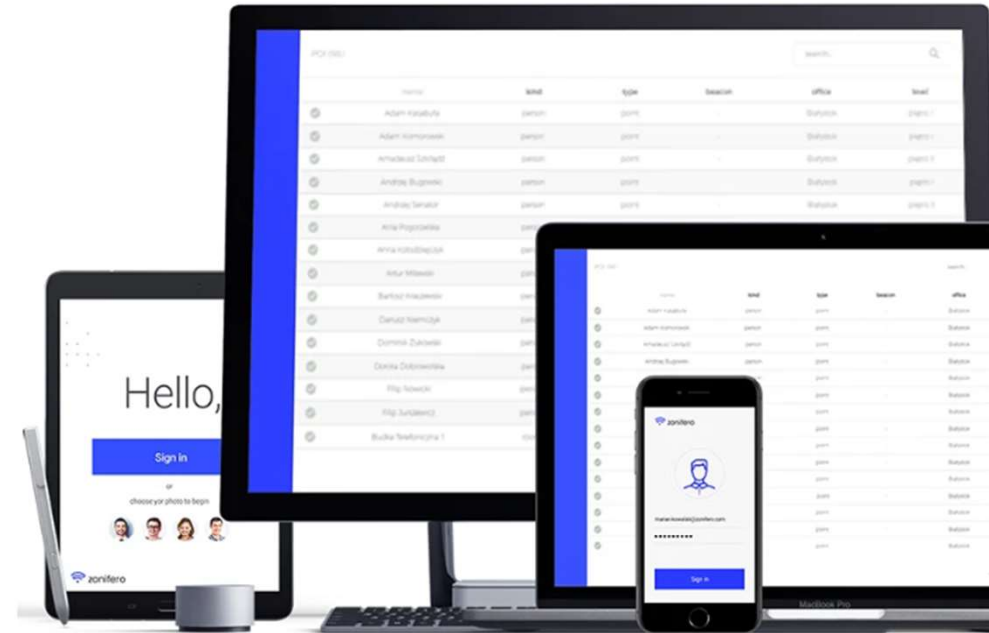


zonifero

Safe office ready for future challenges



Feel in office like at home thanks to Zonifero products!



Support of hybrid work model

All the reservations in one place

Easy and fast communication

Safety and comfort of employees and guests

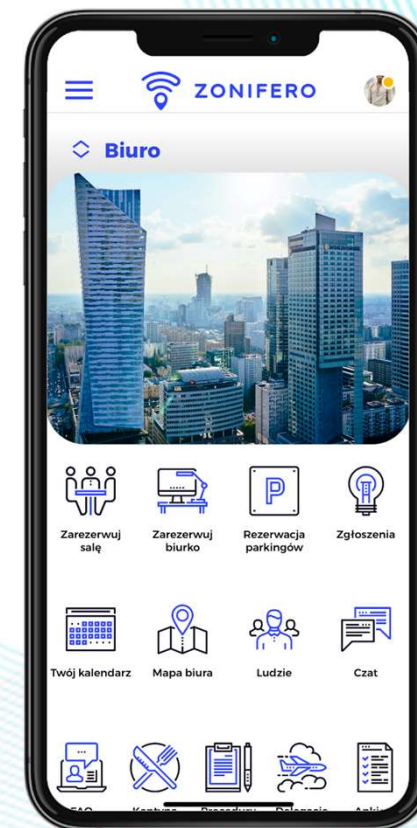
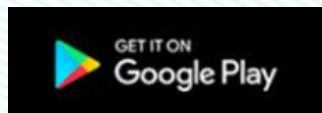
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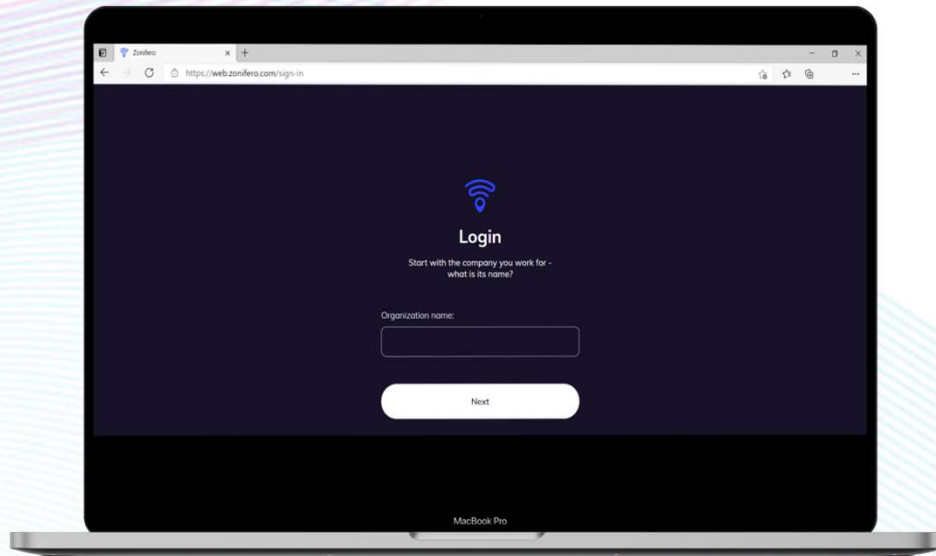
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How to download Zonifero application?



Click appropriate store logo or scan a QR code below



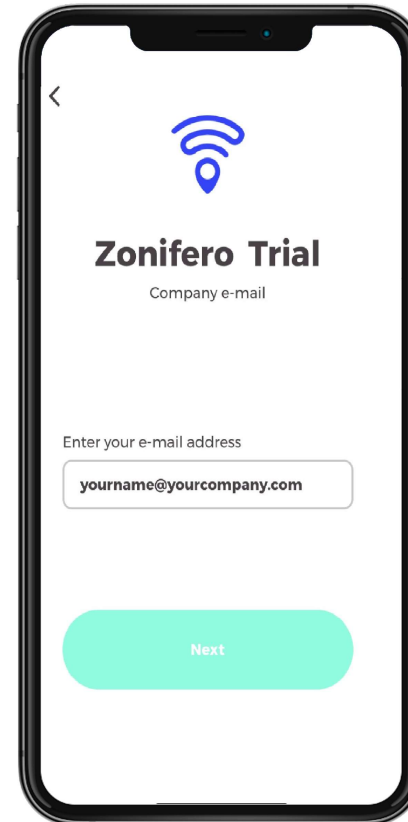
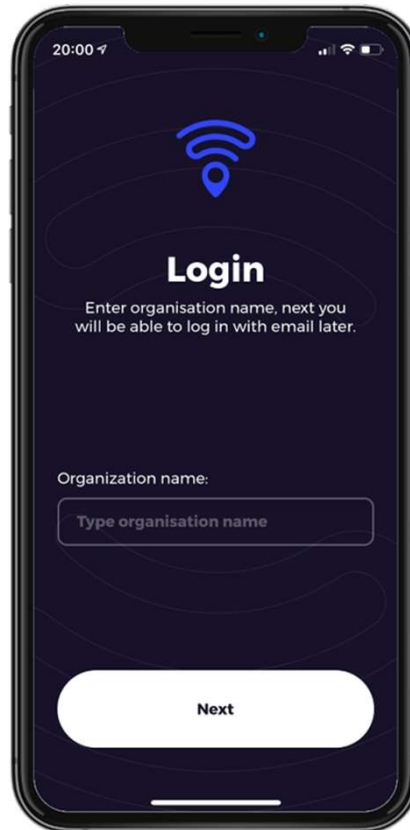


**You can also use web version
of the applicaton:**

<https://web.zonifero.com/>

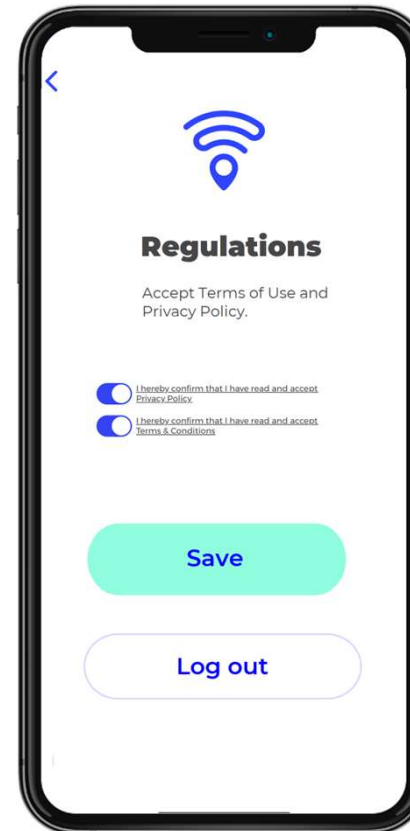
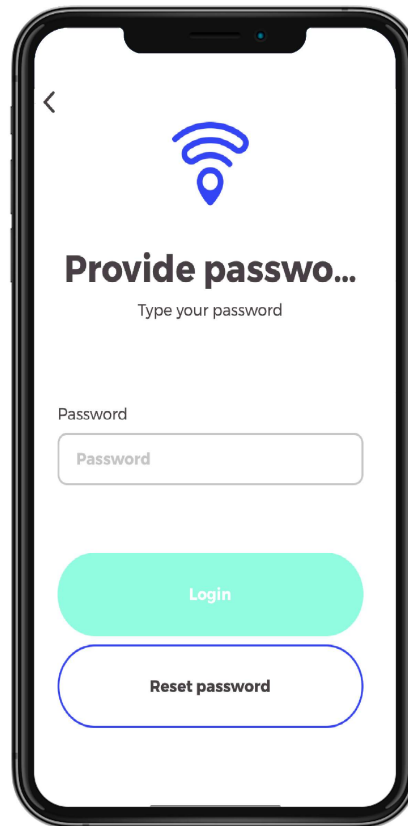
How to log into?

1. Open the application and type your company`s name (**Summit** in that case)
2. Provide your e-mail address



How to log into?

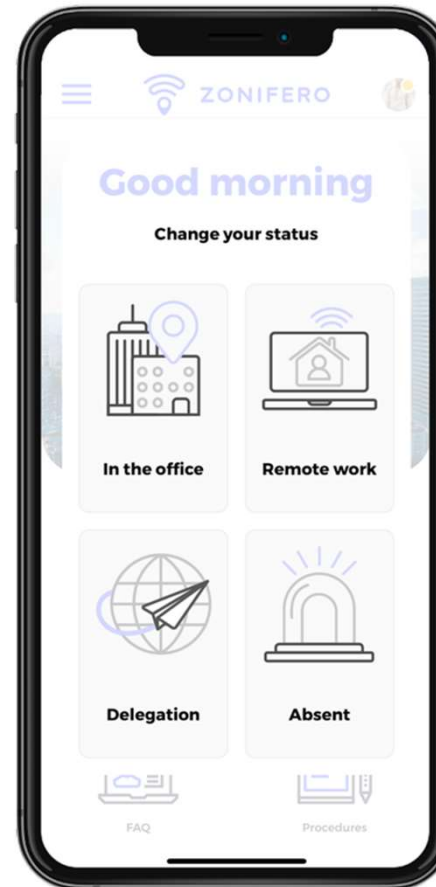
1. Click **Reset password** button, set your password and then log into the application
2. Accept **Terms of use** and **Privacy policy** and click **Save** button



First steps

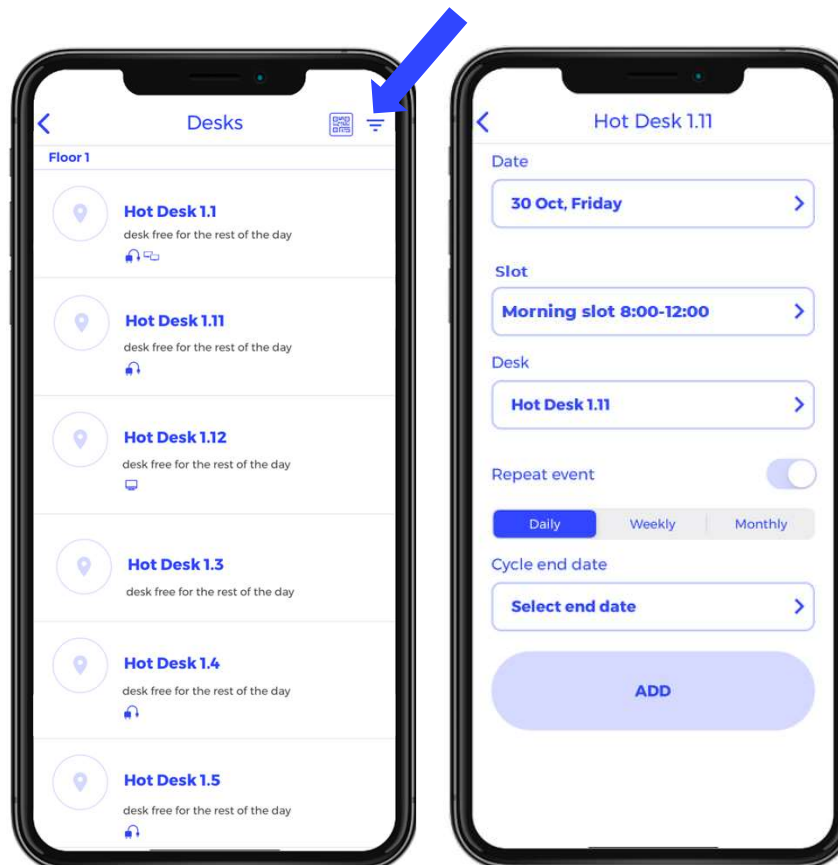
Congratulations! You are logged into Zonifero!

1. Set your presence status to move forward and use all the functionalities the application offers you
2. Here, you can find all the modules such as desk reservation, room reservation, parking reservation etc.



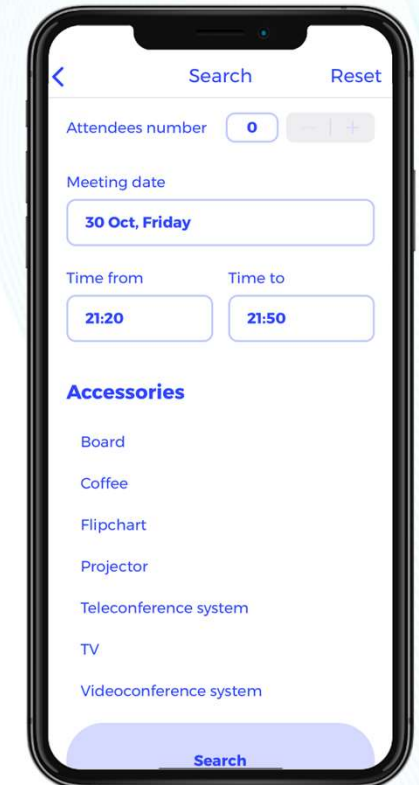
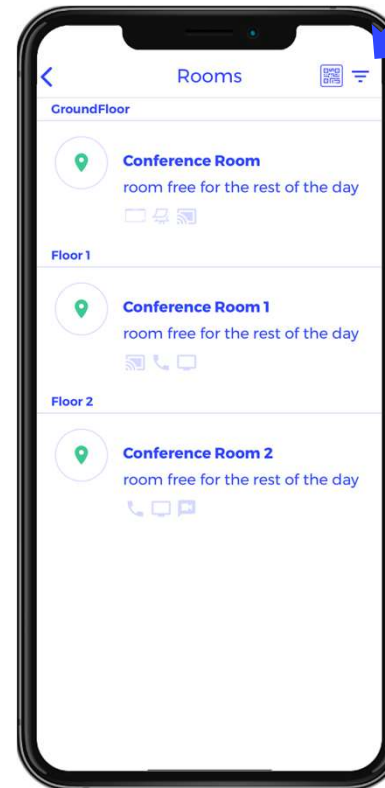
How to book a desk?

1. In **Book a desk** module you will book a chosen desk for a chosen day
2. Choose a desk you want to book or use browser in the right upper corner to find a desk with a specific availability and equipment
3. Desk`s calendar shows its availability today and in the following days
4. You can choose one of the available slots
5. If you need a recurrent reservation, e.g. every Monday, select **Repeat event**, choose frequency and end date



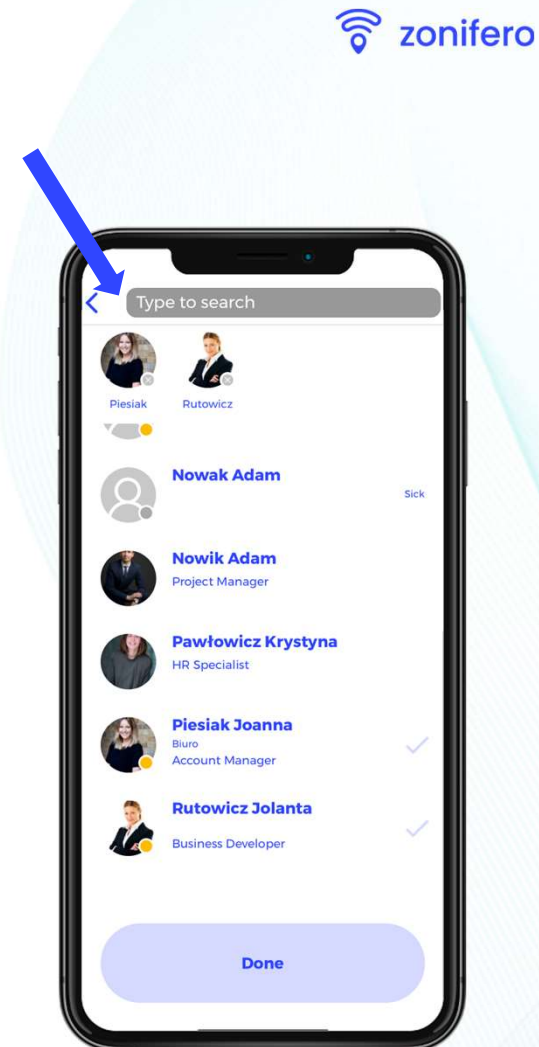
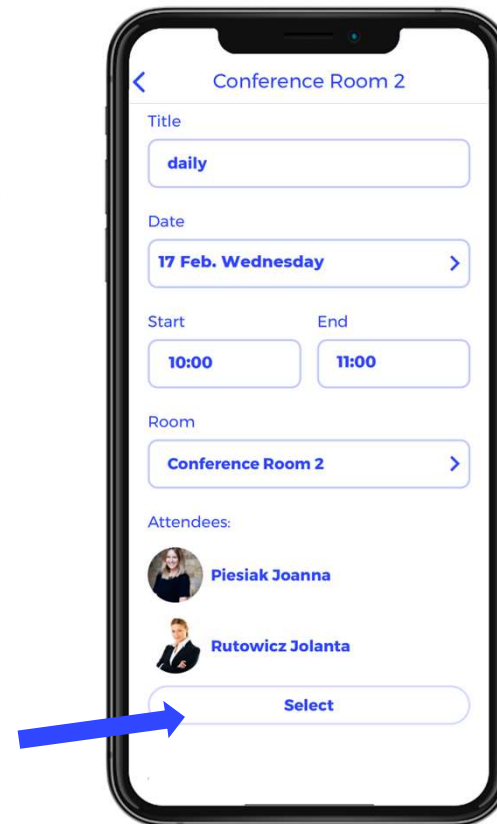
How to book a room?

1. In **Book a room** module you will book a room for a chosen date
2. Also, you will find here information about equipment located in each conference room
3. If you need to find a room with specific equipment or availability and capacity, use browser in the right upper corner
4. Similarly to desk reservation, you can add a recurrent reservation
5. Automatically, the application will plan a disinfection break before or after every meeting depending on the company's settings



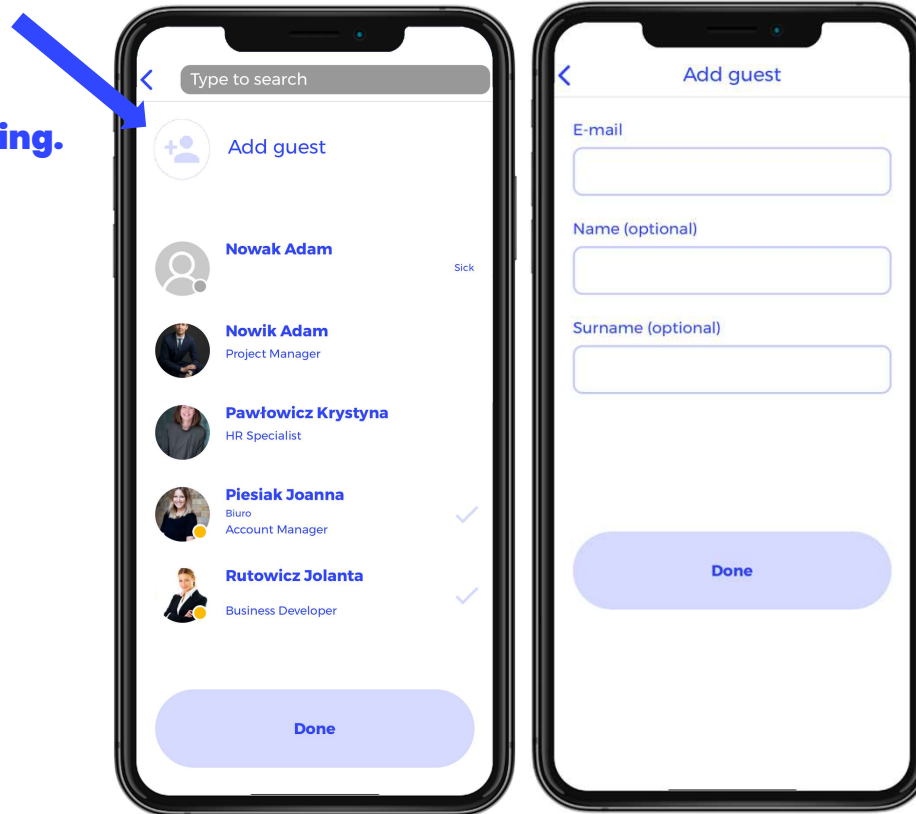
I would like to invite my coworkers to the meeting.

1. During adding the reservation, click **Select** button and select appropriate people from the list of employees
2. You can find them quickly using browser at the top
3. At the end, confirm your choice by clicking **Done**



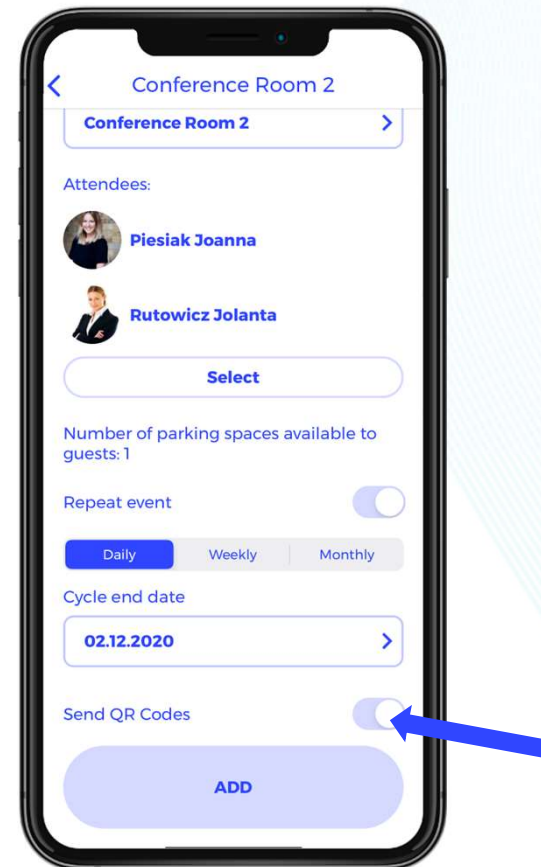
I would like to invite my guest to the meeting.

1. While adding attendees, you can also add your guest
2. Just provide his e-mail address, name and surname are optional



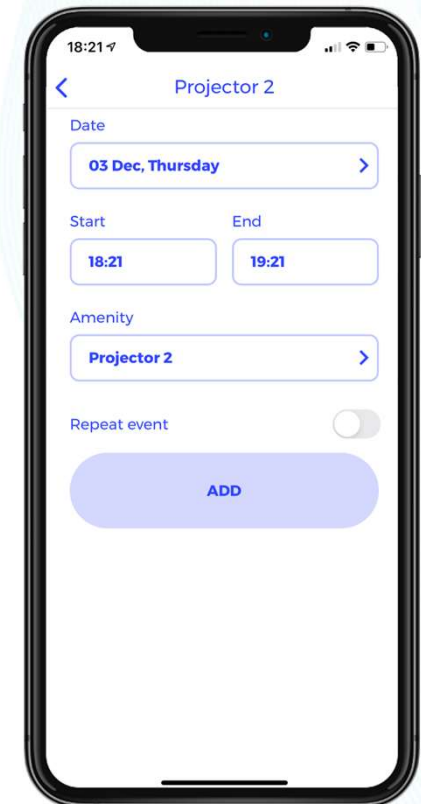
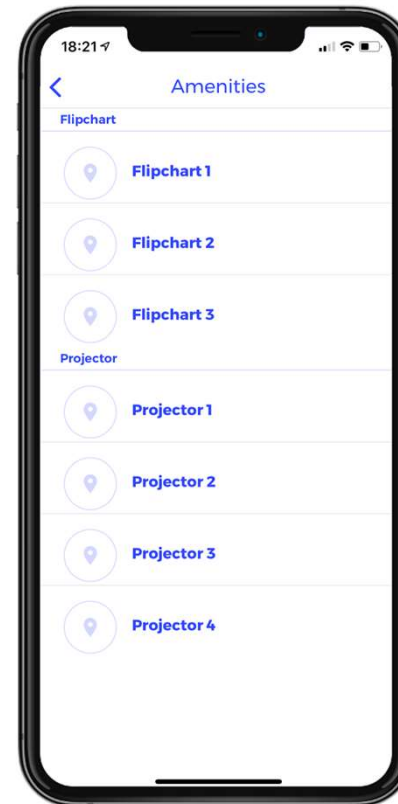
How to send e-mail invitation to my guest?

1. Before you end your reservation, click **Send QR Codes**
2. The application will send e-mail invitation to your guest with all the details of the meeting and a QR code
3. Explain to your guest that he can register in application on iPad in Lobby with sent QR code. It only takes scanning it and confirming his personal data. In this rapid and easy way, he will register as a guest. In case of problems, a receptionist will help him.



I need to book an amenity such as a projector.

1. Book a chosen device for a specific hour similarly to the conference room reservation to make sure other employees will not rent it at the same time
2. It is possible to add a recurrent reservation by clicking **Repeat event** and choosing frequency, and end date of reservation



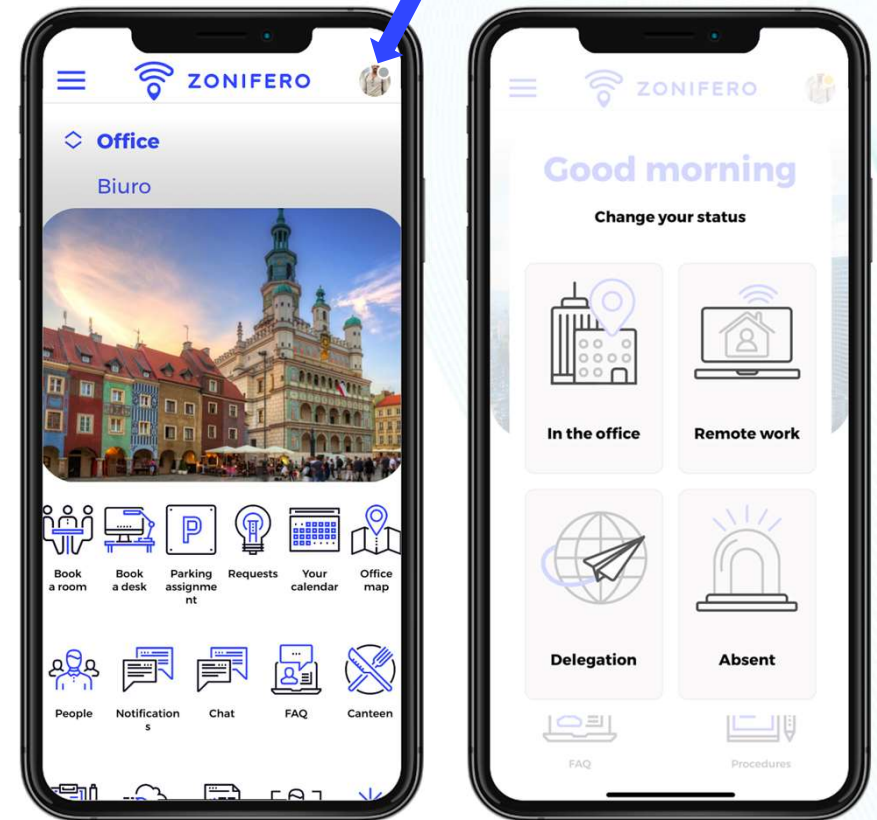
How to book a parking spot?

1. In **Parking assignment** you can book a chosen parking spot for today and tomorrow
2. Start with adding a car. By clicking car icon you will go to data regarding your cars as well as you will add new ones
3. Provide car brand and registration number, and specify whether the car is a private or a company car
4. You can add private and company cars in unlimited number
5. Next, click **Request spot** button to send a request for a spot for tomorrow
6. Specific spot will be assigned and displayed in the application at time configured by the administrator



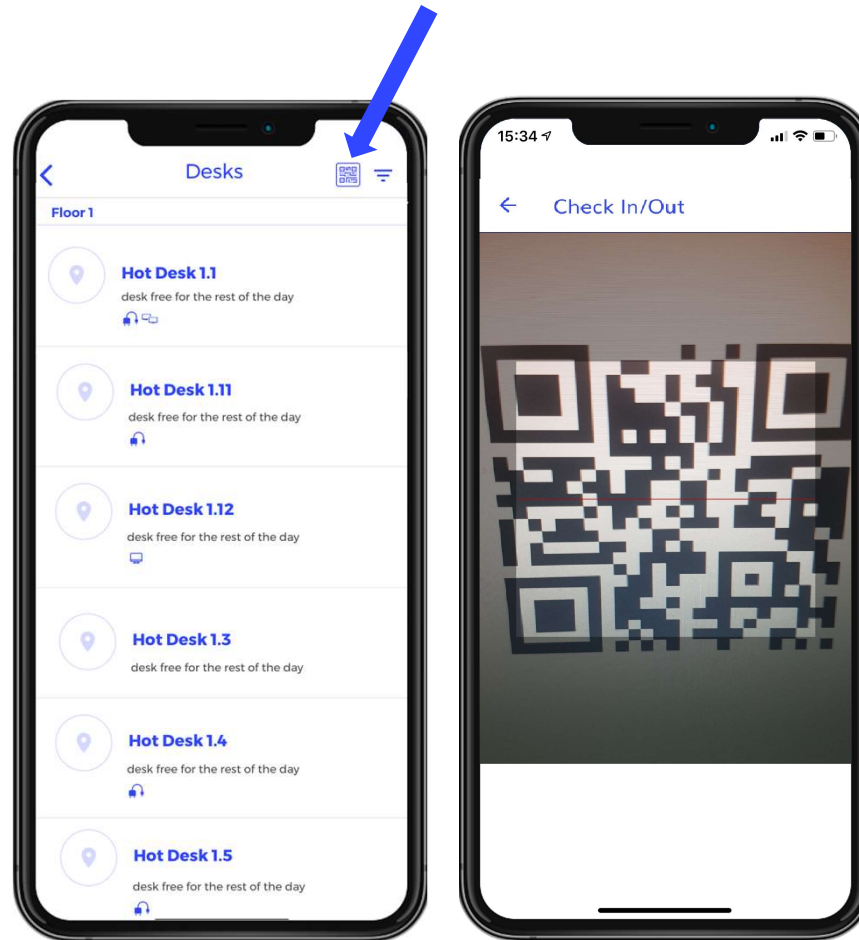
I'm in office today and would like to confirm my reservations.

1. In the main view, choose icon in the right upper corner to go to status setup
2. Status can be changed at any time, e.g. when you decide to work remotely for the rest of the day
3. The application will remind you about setting presence status at precise time configured by the administrator, e.g. 10:00 a.m.
4. Setting other status than „In the office” will result in cancelling desk reservations for today



How to confirm my desk and room reservations?

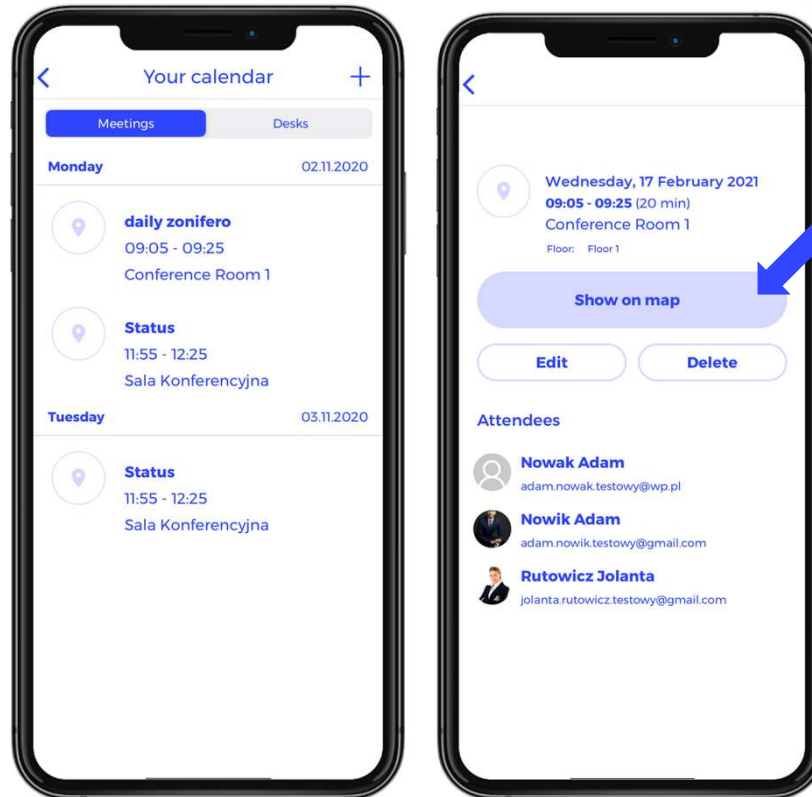
1. In **Book a desk** module choose code icon in the right upper corner
2. The application will ask you for access to your camera. After granting the access, scan QR code located at the desk
3. You will instantly get confirmation of your reservation
4. 5 minutes before the start of your reservation you will receive notification
5. If you don't scan the QR code within defined time* from the start of your reservation, the application will cancel the reservation and the desk will be available for other employees.
6. QR code can also be scanned in „Your Calendar” module in the details of your reservation.
7. Analogically, you will confirm your room reservations in **Book a room** module.



*time is defined by the administrator

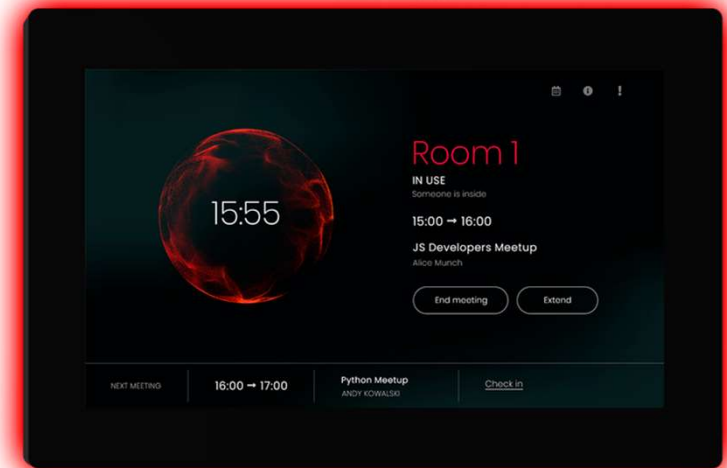
Where can I find my reservations?

1. In **Your calendar** module you will view all your room, desk, and amenity reservations with the details
2. You will also check where the booked conference room, desk, or amenity is located by clicking **Show on map** button
3. In case of change, you can edit or delete your reservation



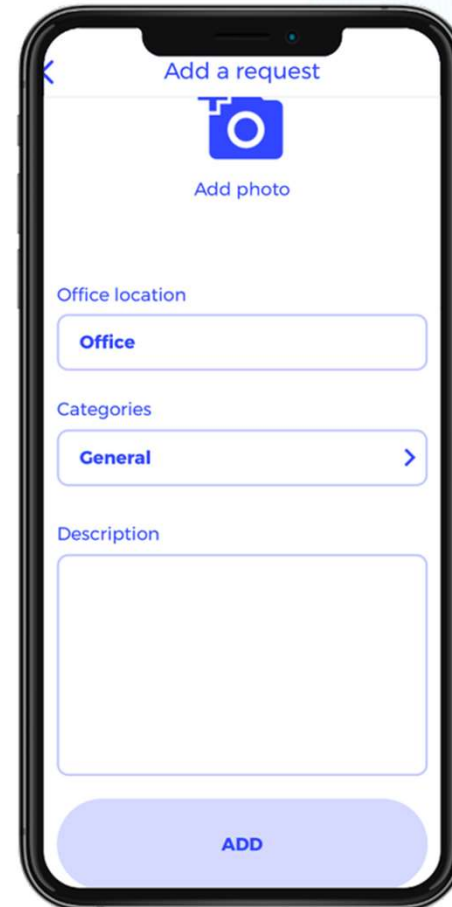
Can I shorten or extend my room reservation?

1. When your guest registers in the application on iPad, you will receive notification on your smartphone or/and e-mail that your guest is waiting for you
2. When you enter the conference room, you will see your reservation at screen next to the room
3. Sensor located in the room will instantly detect your presence and maintain your reservation
4. If the meeting takes longer, you can extend it by clicking **Extend** button on the screen.
5. If you discuss the details faster and leave the room before the planned end of the meeting, you can end the reservation by clicking **End meeting** on the screen
6. You can also go back to your duties and leave shortening the reservation to the sensor located in the room



How to send a request?

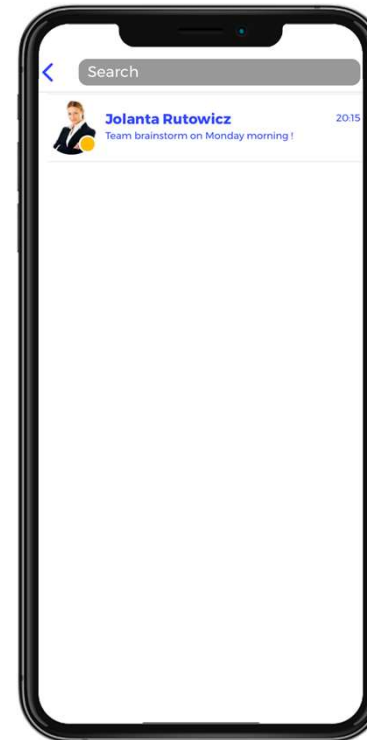
1. In **Requests** module, add a new request to inform employees responsible for certain issues about the issue, e.g. lack of a hand sanitizer.
2. You can take a photo and attach it to the request
3. Choose a category suitable to your request from available categories and add description of the problem
4. The person responsible for a chosen category will immediately receive notification about the lack of the hand sanitizer on his smartphone



The image shows a smartphone screen displaying the 'Add a request' form. The form is titled 'Add a request' and has a back arrow on the left. Below the title is a camera icon with the text 'Add photo'. The form contains three main sections: 'Office location' with a dropdown menu showing 'Office', 'Categories' with a dropdown menu showing 'General' and a right arrow, and 'Description' with a large empty text area. At the bottom of the screen is a blue button labeled 'ADD'.

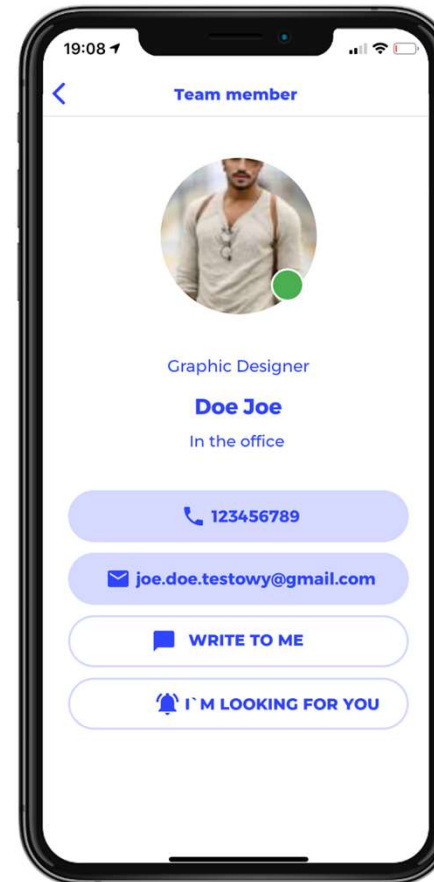
How can I communicate with others?

1. **Chat** module will allow effective communication with your coworkers
2. Search for a person from your team and send him a message
3. You can hold the whole conversation in Chat module



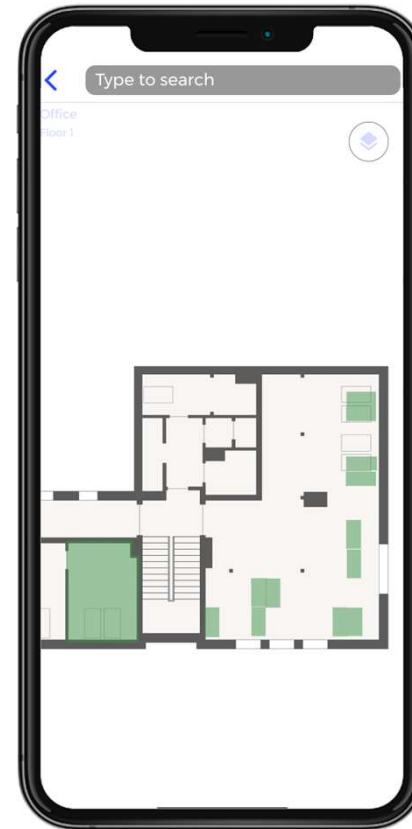
Where can I find information about other employees?

1. **People** module enables searching a coworker on the employees list
2. Next to coworker`s personal data, there is his current presence status, thanks to which you know if a specific person is in the office today
3. If a searched person provided his phone number, you can call him
4. You can also check which desk your colleague works at today by clicking **Show on map** button
5. The application will redirect you to the map view and the desk which your coworker works at.
6. If your colleague calls you, the application will recognize the phone number and display name and surname of your coworker.



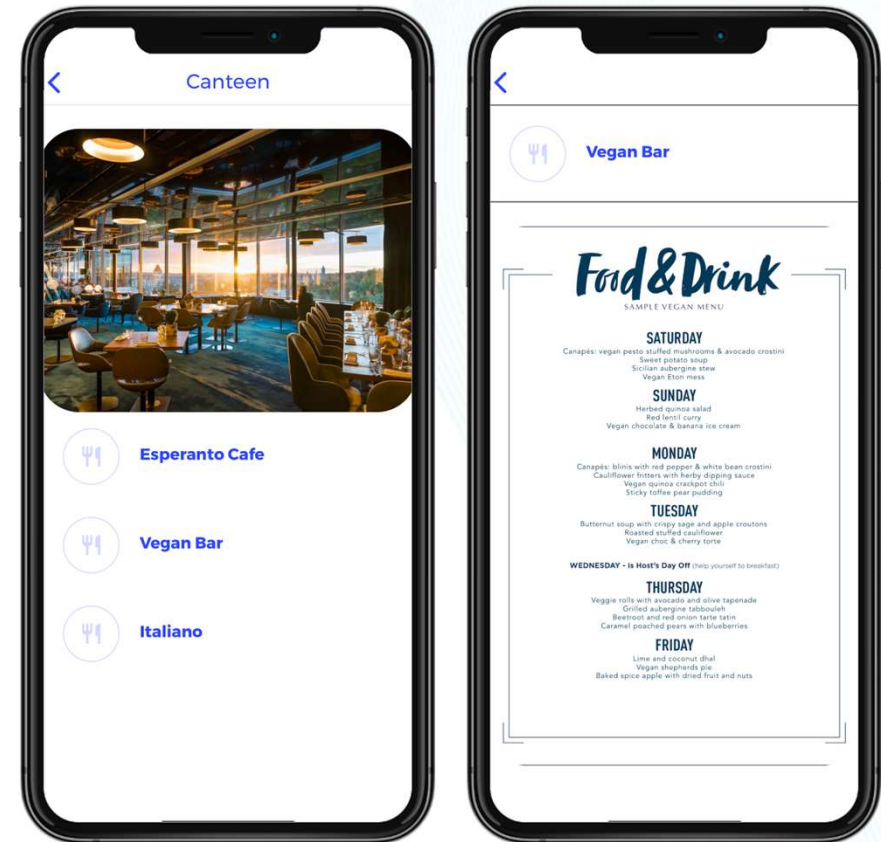
How can I check the location of my coworkers?

1. Go directly to **Office map** module
2. Use browser at the top to find your coworker
3. The application will show you the workplace where he works at today



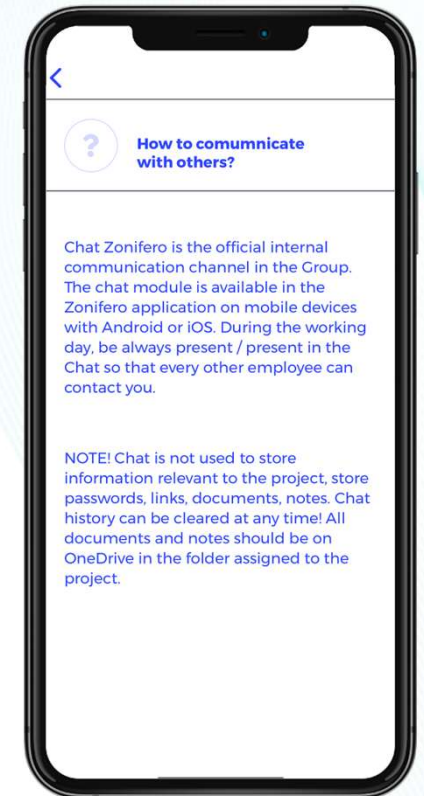
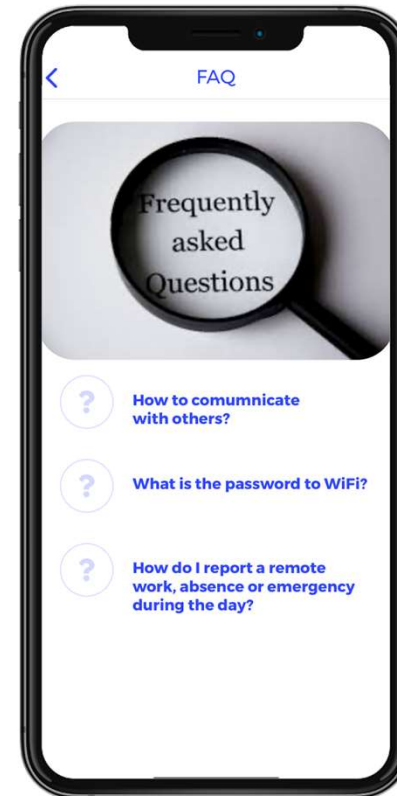
How to check the menu in a canteen?

1. In **Canteen** module you will find today`s menu and will know what the chief offers today and at what price
2. Additionally, you can view menu for the following days, thanks to which you will be able to plan your meals and household grocery shopping for the whole week.



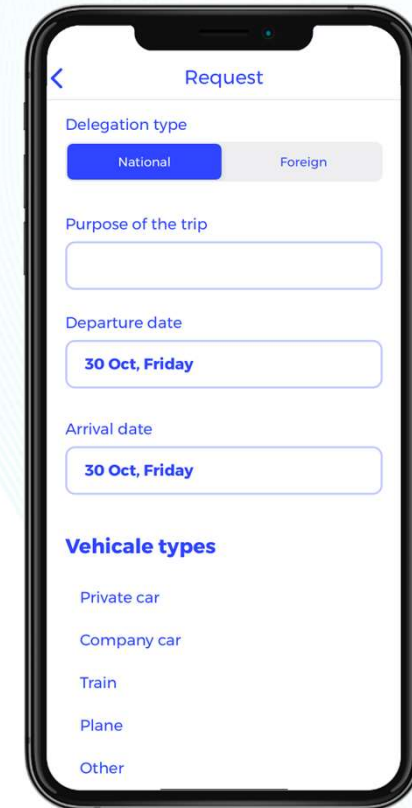
Where can I find the most important information?

1. **FAQ/Procedures** functionality will help you.
2. You will find here the most frequently asked questions by employees with answers thanks to which you will improve your knowledge about your company and office in a rapid way.



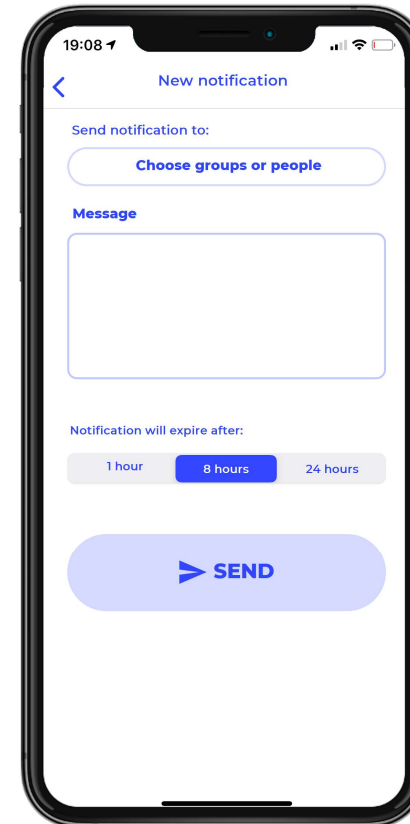
I would like to send a delegation application.

1. Use **Delegations** module and send an application for delegation acceptance to your administration department.
2. While adding a new application, provide data such as the type of delegation (national or foreign), the purpose of visit, dates of departure and arrival, mean of transport, etc.
3. You will be updated about the stage of your delegation application thanks to a status that will change when your application is accepted by the administration department
4. In this module you will be able to settle the delegation by adding an application for settlement
5. Also, you can attach files with tickets and bills to the application to facilitate the settlement



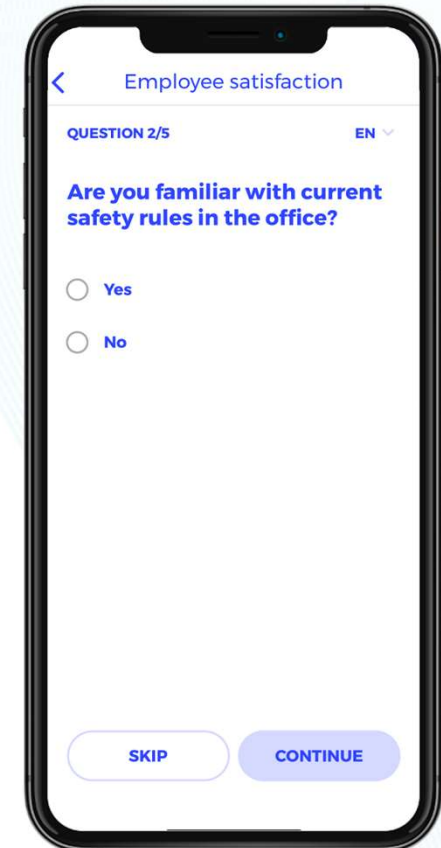
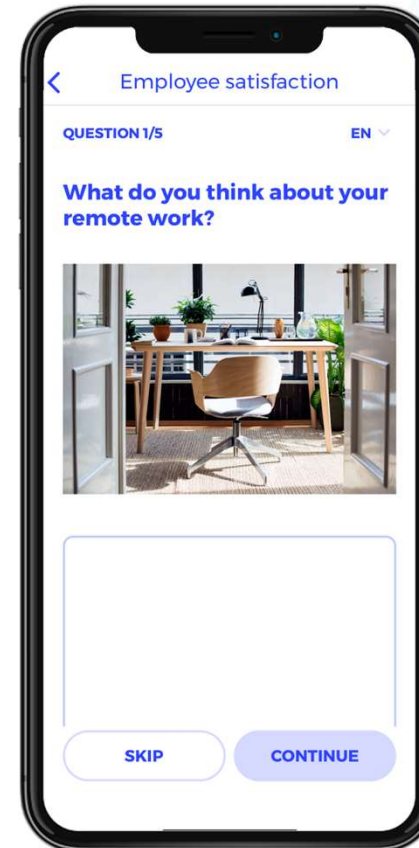
How to send a message to other employees?

1. Send a short message to a chosen group of people thanks to **Notifications** module
2. Find your coworkers, add the text of a message, and choose after what time your message will not be visible in the application
3. Your colleagues will receive the message instantly



How to answer a survey?

1. The application allows administrators and HR specialists to create surveys for employees
2. Click on the notification about a survey and you will be redirected to the questions
3. You can answer the questions immediately or come back to them later using **Skip** button
4. Your answers will be visible only for the author of the survey so you don't need to be worried that other employees will know them



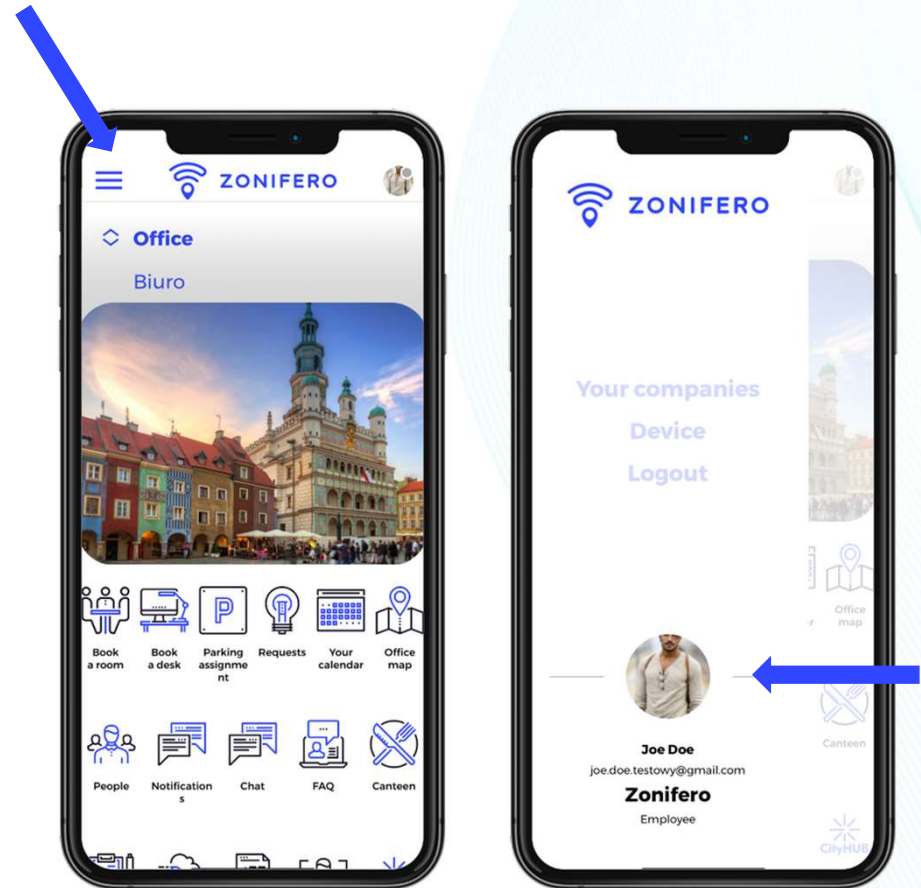
How can I rent a scooter nearby my office?

1. Thanks to **CityHub** module you can use the services of companies that offer renting eco-friendly means of transport.
2. Click **Click to open application** to go to a chosen company`s application
3. After downloading the application from the store and setting an account, you will be able to rent
4. You will pay less for a service if you use a discount code available in CityHub module



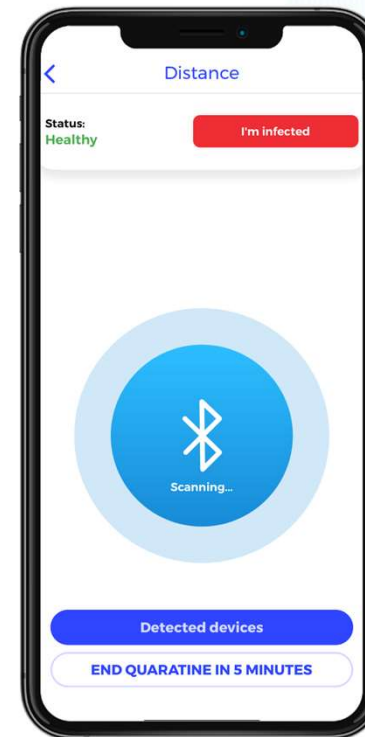
Where can I see and change my personal data?

1. Go to side Menu by clicking icon in the left upper corner of the application main view
2. Your Profile will be open when you click your avatar. In this place, you will find your data that can be edit or deleted at any time.



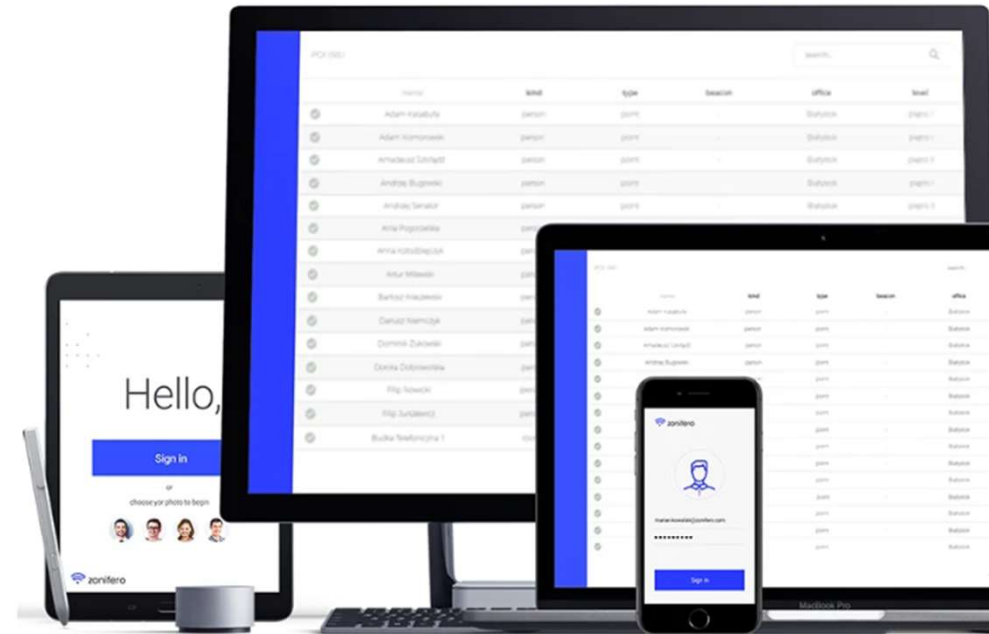
What to do in case of COVID-19 infection?

1. Inform about it your HR department. They will send you a special token.
2. In **Distance** module click **I`m infected** button and type in the token.
3. Thanks to that, the application will inform people that have worked close to you about the possibility of being infected.
4. Your data is 100% anonymous and your coworkers will receive only general information without any personal data.
5. Analogically, you will get similar information when other employee sets the status



Have you left office?

**Have a great evening
and see you tomorrow!**



Support of hybrid
work model

All the reservations
in one place

Easy and fast
communication

Safety and comfort
of employees and guests
