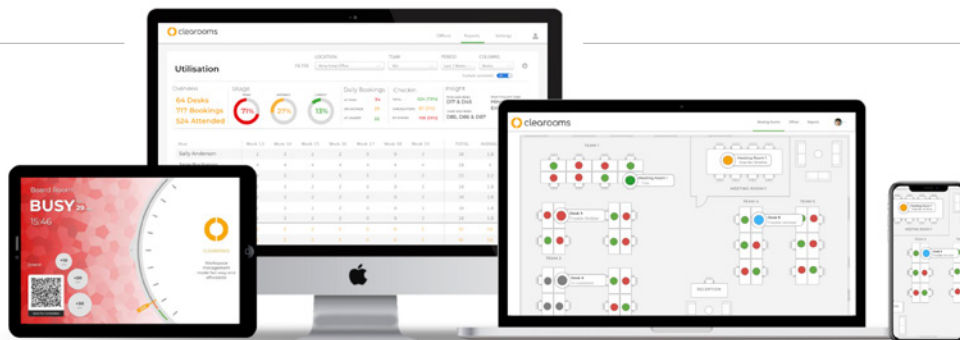


**Desk & meeting
room booking
made easy, fast
& affordable.**



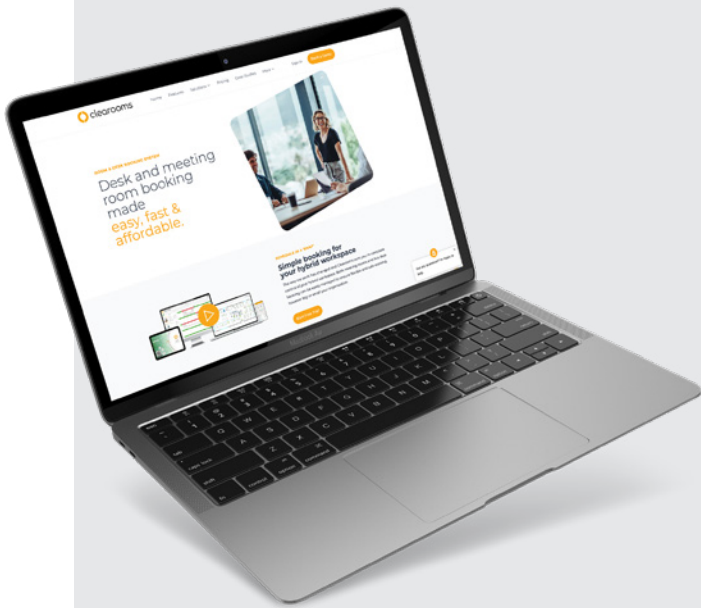
Clearrooms | Create your flexible, smarter workspace...



Clearrooms is a cloud-based workspace management platform designed to support modern hybrid, flexible, and activity-based working. It enables organisations to manage desk and meeting room booking, visitor management and 'public space' usage through a single, secure, and intuitive platform.

Clearrooms is delivered as Software-as-a-Service (SaaS) and accessed via web browser and native mobile applications. The platform is designed for rapid deployment, high user adoption, and continuous improvement without disruption.

clearrooms.com



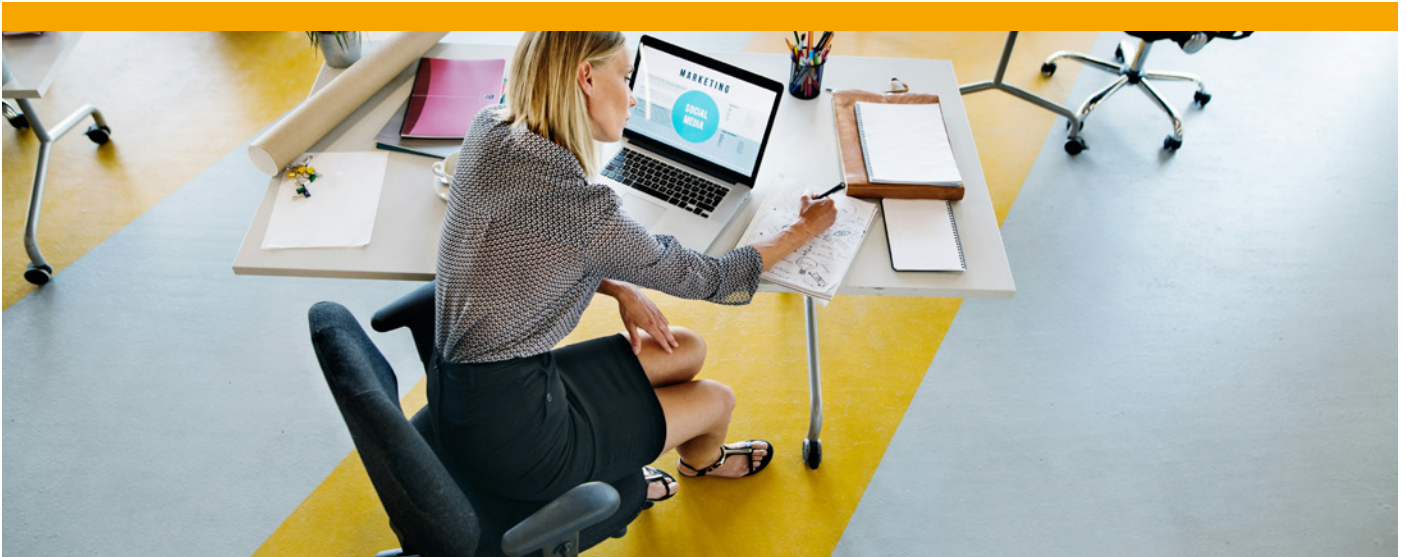
Clearrooms Core Capabilities

Clearrooms delivers the following core functions via its easy-to-deploy, scalable and affordable platform:

- » Desk booking and hot desk management
- » Meeting room booking and room displays
- » Open space visibility and booking
- » Interactive office floor plans
- » AI-powered booking recommendations
- » User onboarding and identity management
- » Attendance tracking and check-in
- » Workplace analytics and reporting
- » Open API and Zapier integration
- » Native mobile applications (iOS & Android)

KEY HIGHLIGHTS

- **Dedicated on-boarding and support** – the Clearrooms team are on hand to help you get set up the way you want (including floorplan creation), and are always here to ensure that things are running smoothly and efficiently.
- **AI-powered Smart Booking for desks and meeting rooms** – let Clearrooms quickly book the perfect spot, taking the guess work and repetition out of booking spaces.
- **Unified booking for desks, meeting rooms, and Openspaces** – all bookable assets and resources are available in one convenient and intuitive platform.
- **Desk neighbourhoods and meeting zones** – set up specific areas for your teams, and business functions, including flex zones and public areas.
- **No-code automation via Zapier (thousands of integrations)** – our open API opens up Zapier integration, meaning that Clearrooms can integrate alongside a vast array of other business solutions.
- **Cyber Essentials Plus certified** – rest assured that all data is safe and managed according to current and ever-evolving best practice.
- **Mobile-first user experience** – the user is at the centre of our platform, ensuring that it is quick, easy and intuitive to use, wherever they are.
- **Microsoft, Google, Okta & Slack integrations** – our key integrations are at the heart of most businesses, and with SSO, users can integrate Clearrooms into their preferred way of working.
- **Advanced analytics and reporting** – Clearrooms gives you both oversight and insight into how your spaces are being used, enabling decision makers to best plan and resource your estate.
- **Pay for desks, not users** – our pricing ensures that you pay for the spaces you use and not the number of individuals using them. This offers exceptional value for organisations of all sizes.
- **No contract, flexible billing** – our transparent business model means that you are always in control and can scale up or down, pause or cancel at any time.



Clearrooms | Desk Booking Features & Benefits



AT A GLANCE

- » Book desks via web or mobile
- » Full-day, half-day, hourly, or custom durations
- » Book on behalf of others (permission-based)
- » Allow users to filter options based on desk features
- » View who is in the office on any given day
- » Flexible booking rules and availability controls
- » Custom booking questions (optional or mandatory)
- » Proactive recommendations and AI-powered Smart Booking

POWERFUL AI SMART BOOKING & FAVOURITES

Clearrooms Smart Booking uses AI to quickly recommend the most suitable desks based on user favourites, past behaviour, team proximity and availability. Favourite desks, colleagues and meeting areas are prioritised throughout the booking journey, with proactive notifications when preferred options become available. Recommendations adapt over time to reduce booking friction and improve productivity, while all preferences remain fully user-controlled.

DESK ALLOCATION, NEIGHBOURHOODS & ZONES

- » Allocate desks to individuals or teams
- » Restrict or prioritise bookings by role or group
- » Group desks into neighbourhoods to reflect team structures or working patterns
- » Neighbourhoods are visually represented on floor plans
- » Neighbourhoods influence Smart Booking recommendations
- » Auto desk release when allocated desks are not booked

CHECK-IN & ATTENDANCE

- » Check-in and check-out via web or mobile
- » Automated prompts (email, push notification, or web)
- » Team-level rule exceptions
- » Optional approval workflows for desk bookings



Clearrooms | Meeting Room Features & Benefits



AI-POWERED SMART BOOKING

Smart Booking extends to meeting rooms, helping users quickly find the most appropriate room, reducing wasted space and improves meeting room utilisation.

Smart Booking for meeting rooms considers:

- » Favourite meeting rooms
- » Meeting size and capacity
- » Required room features and services
- » Availability and conflicts
- » Proximity to desks, neighbourhoods, or colleagues

ROOM CONTROLS & ENHANCEMENTS

- » Restrict room usage by role, team, time, or duration
- » Automatic room release for unconfirmed meetings
- » Multi-date meeting creation
- » Setup and clean-up buffer times
- » Catering or service requests
- » Roll call for in-person and remote attendees
- » Meeting notes and reporting
- » Custom branding for rooms and meetings

FULL CALENDAR INTEGRATION

- » Two-way integration with Microsoft 365 and Google Workspace
- » Stand-alone meeting rooms supported without calendar integration

MEETING ZONES

Meeting rooms can be grouped into Zones – such as collaboration areas, client spaces or quiet zones – which are shown visually on floor plans and can be prioritised or restricted by team or purpose, improving navigation and enhancing Smart Booking recommendations.

MEETING ROOM DISPLAYS

The Clearrooms console UI shows live availability displays outside meeting rooms. Any iOS or Android tablet supported with an easy to use

'Kiosk Mode' for walk-up bookings. Battery warnings and customisable eco-friendly operating hours settings can also be set.





Clearrooms | Rent Your Spaces & Earn with Openspaces

openspaces
from clearrooms

Openspaces is the perfect partner for Clearrooms, enabling your spaces to be booked by people outside your organisation.

Openspaces puts you in control of how your spaces are booked. The highly configurable system ensures you can set which spaces are available, when they can be booked, which services are available, who can book, what to charge and more...

Our simple, yet powerful widget embeds into any website, meaning that you can open up your spaces for external booking – and potential revenue.

stripe



- **Turn key set up** – We've taken the both the guess work and the grunt work out of set up, from pro-forma policies, to room options - the basics are baked in.
- **Take payment with ease** – Openspaces uses the Stripe payment gateway, so payments go right into your nominated account.
- **Easy booking** – Spaces can be filtered, checked and booked within a few clicks by your customers, it couldn't be smoother.
- **Flexible, scalable and affordable** – With Openspaces you can switch your spaces in and out of being available, to suit you.



Clearrooms | Visitor Management

With Clearrooms, visitor management is baked right in. Your visitors are made to feel welcome, know they're in the right place, and you're notified of both arrivals and departures.

FULL VISITOR CONTROL

With Clearrooms visitor management, you have complete sight and control of your visitors' experience. You can check them in and out in advance, or have them easily self-register via a kiosk upon arrival. With fully customisable messages, everyone knows where everyone is.

Better yet, all interactions are logged, so you have complete accountability of who's arrived and who hasn't, making it easy to produce reports for safety compliance.

EVERYTHING YOU NEED

- **Automated notifications** – Notify hosts and team members automatically via email or system alert when their visitor arrives.
- **Host lookup & pre-registration** – Visitors can be linked to a specific employee, improving accountability and flow.
- **Everything in one place** – Clearrooms unifies meeting management and visitor coordination within a single platform.
- **Sign-out tracking** – Visitors can sign out on departure, enabling accurate visitor logs and fire safety lists.
- **Customisable consoles and booking screens**
 - Make sure your brand (or your visitor's) is on show on booking and console screens.





Clearrooms | Additional Features & Functions

FLOOR PLANS & VISUAL MANAGEMENT

Use your existing office floor plans for interactive booking, with clear visual indicators for availability, bookings, neighbourhoods, zones and Openspaces. An optional professional floor plan creation service (quoted separately) is available as part of our onboarding process.



ANALYTICS & REPORTING

Clearrooms provides valuable workplace insights, to help make data-driven decisions about how you use your space. Reports include:

- » Desk utilisation and efficiency reports
- » Meeting room usage analysis
- » Open space occupancy trends
- » Time-based and location-based reporting
- » Attendance visibility by team or office
- » Reports support data-driven space planning and cost optimisation

USER MANAGEMENT & ONBOARDING

User authentication & provisioning is streamlined with the following services:

- » Single Sign-On (SSO) via Microsoft, Google, Okta, and SAML
- » SCIM user provisioning and de-provisioning
- » Role-based access control

SELF-REGISTRATION

- » Secure self-registration links and QR codes
- » Pre-defined roles, teams, and permissions
- » Reduces administrative overhead while maintaining governance



Clearrooms | Integrations & APIs

To ensure you get the most from Clearrooms, our platform has a series of in-built integrations, as well as an open API, allowing you to match our system with yours – as closely as you'd like.

Seamless integration is key to uptake, so we go out of our way during discovery and onboarding to make sure everything is set up to be as friction-free as possible.

INTEGRATIONS, AUTOMATION & APIS

Clearrooms supports native integrations with the following services:

- » Microsoft 365
- » Microsoft Teams
- » Google Workspace
- » Paxton Net 2 Access Control Systems
- » Okta
- » Slack – offering attendance summaries and workplace insights

ZAPIER INTEGRATION (NO-CODE AUTOMATION)

Clearrooms integrates with Zapier, enabling organisations to connect Clearrooms to thousands of third-party applications without writing code.

Examples include:

- » Creating tickets in ITSM or service desk tools
- » Updating HR or facilities systems
- » Triggering notifications in collaboration platforms
- » Syncing data with reporting or BI tools
- » Automating workflows based on bookings, attendance, or check-ins

Zapier allows organisations to extend Clearrooms into existing digital ecosystems quickly and securely.

OUR OPEN API

Clearrooms provides a fully documented Open API, enabling direct integration with internal systems and custom workflows. All platform functionality is available via the API. Documentation is available for review at: <https://developer.clearrooms.com/>



Clearrooms | Security & Compliance

Clearrooms is built with security, privacy and compliance at its core, giving organisations confidence that their data and users are protected at every level.

Our approach combines recognised certifications, robust access controls and transparent, independently assessed assurance, so you can integrate Clearrooms knowing it meets modern security and regulatory expectations.

SECURITY & COMPLIANCE

Clearrooms has the following Compliance & Security Certifications so you can integrate with complete peace-of-mind:

- » Cyber Essentials Plus certified
- » Aligned with ISO 27001 best practices
- » Independently assessed and evidenced via Risk Ledger

ACCESS & AUTHENTICATION

- » Multi-Factor Authentication (MFA) supported and enforceable
- » Role-based access control
- » Secure SSO and SCIM provisioning

DATA PROTECTION

- » UK GDPR compliant
- » ICO registered (ZA798500)
- » Data encrypted in transit and at rest
- » Defined data retention and deletion policies

SECURITY ASSURANCE

- » Clearrooms provides full security transparency via Risk Ledger, including controls, policies, and supporting evidence.
- » Spreadsheet-based security assessments are not supported





Clearrooms | Setup, Implementation & Support

Clearrooms is designed to be simple to deploy, easy to support, and transparent to run, with flexible commercial options and clear documentation.

Ongoing improvements are delivered continuously, ensuring customers benefit from new features, security enhancements and performance updates without disruption.

IMPLEMENTATION AND ONBOARDING

- » Clearrooms is designed for rapid self-service deployment
- » Where required, Clearrooms can assist with setup and configuration at no additional cost
- » Optional floor plan design services are quoted separately

SUPPORT IS AT OUR CORE

Clearrooms provide a dedicated Customer Success Manager (CSM) is provided for Plan 3 and above, or accounts with 5+ meeting rooms. Our CSMs are on hand to support and problem-solve as and when needed during core business hours.

Administrator support is provided via the Clearrooms portal.

SUPPORT PRIORITY LEVELS

Priority: Critical » System inoperable

Response Time: 2 hours

Priority: Severe » Major functionality impacted

Response Time: 3 hours

Priority: Medium » Inconvenient but usable

Response Time: 5 hours

Priority: Minor » Low impact

Response Time: 24 hours



Clearrooms | Documentation & Additional Information

DOCUMENTATION & LEGAL

Publicly available documentation:

- » Privacy Policy
<https://clearrooms.com/privacy-policy/>
- » Administrator Terms & Conditions
<https://clearrooms.com/terms/>
- » API Documentation:
<https://developer.clearrooms.com/>

For further information, please contact:

info@clearrooms.com

» "It's simple, reliable, and essential to how we manage the office."

CLEARROOMS CUSTOMER 2025

» "Clearrooms has become part of how we operate. When software disappears into daily life, that's when you know it works."

CLEARROOMS CUSTOMER 2025

Clearrooms provides scalable space management solutions for companies and organisations of all sizes. With seamless integrations, easy deployment, and responsive support, Clearrooms transforms how companies manage rooms, hot desks and all kinds of different spaces. Discover how Clearrooms can optimise your space management today.

www.clearrooms.com