Bookable Desk Program – User Guide

In an effort to ensure our spaces support productivity and flexibility HUIT has several bookable desks that can be reserved as needed. The guide below provides instructions on how to reserve and utilize these spaces.

Bookable Desk Locations:

<table>
<thead>
<tr>
<th>Building</th>
<th>Desk</th>
<th>User Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith Campus Center</td>
<td>540A, 540B</td>
<td>SCC User Guide</td>
</tr>
</tbody>
</table>

Instructions for Using the Robin Reservation Tool:

The bookable desks can be reserved through the Robin web or mobile application available at the Apple Store or on Google Play. Sign into Robin using your Harvard credentials and select “HUIT” as your organization.

Step 1: Make a reservation

Reserve your desk for the day using the Robin Desks tool. Click on Desks once you are signed in and reserve the space that’s right for you. Each desk may have different peripheral options so make sure to choose the amenities that work best for you. Please note that reservations are limited to a duration of 24 hrs.

Step 2: Store your items

There is short term storage available during your visit to a bookable desk location. If you are interested in more long-term storage options, please reach out to the HUIT Administrative Operations team.

Step 3: Wrap up & book your next workspace

Please do your part to prepare the desk for the next user. This includes taking all your belongings, throwing out any trash, and wiping down the work surface. We encourage you to book your workstation ahead of time given that reservations are limited to no more than one full day.

Resources

Additional resources on shuttle schedules, conference/huddle rooms, and parking can be found on the HUIT Workspace Information page.

For any questions, please reach out to the Administrative Operations Team at HUIT_AdminOps@harvard.edu