Mercer University School of Medicine
Check Room Availability using Campus Reservations

Link to R25 to view room availability: https://25live.collegenet.com/mercer

In Search Locations box - type: Medicine

Search will default to current date. To change date: Click on date to display a calendar and select date.

To view all Medicine rooms, place mouse on dashed bottom border; when you see white double arrow, click and drag dashed bottom border down to resize the grid.
Click: **Availability tab** (displays available rooms)

May need to drag dashed bottom border to see all rooms. (See instructions above).

On **Availability screen** - place mouse in green area of meeting to display info about meeting *(takes a few seconds to load info)*
Calendar tab will display the various meetings held in the medical school rooms. If you need different dates, click on dates to change. Click: Load Calendar.

Calendar view example

Once you have confirmed room(s) are available, send room request to:

http://medicine.mercer.edu/faculty-staff/roomreservations

To cancel/change meeting(s) please send e-mail to: rooms-l@med.mercer.edu