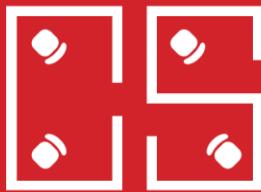


CUBE SPACES



Office Hoteling

Reserve Private Cubical Workspace for Temporary Work Needs

Due to limited availability with conference rooms and in an effort to utilize our office space more efficiently, office hoteling is now being offered. Corporate Services has 4 cube spaces within the department that can be reserved and used by all employees.

- Cube spaces are equipped with office supplies, phones, computers, and 24"computer monitors.
- Each Space can hold up to 2 people.
- Consider reserving these spaces anytime someone needs private space to work:
 - Auditors
 - Consultants
 - Remote On-line Training
 - Short scrums or huddles
 - Webinars

Reserving your cube space is easy. In Outlook Calendar, click on Open Calendar and select From Room List. From here, locate Corporate Cubespace 1-4 to pull up the calendar and reserve it like you would any conference room.

The screenshot shows the Microsoft Outlook ribbon with the 'Calendar' tab selected. In the center pane, a context menu is open with the 'From Room List...' option highlighted. To the right, a 'Select Name: All Rooms' dialog box is displayed, listing various rooms and their details. The 'Corporate Cubespace1' room is selected, highlighted with a yellow background.

Name	Location	Business Phone	Capacity	Description	Email Address
Aaron Grestos Room/Corporate Bldg					Aarons.Room2@discounttire.com
Aarons Office/Corporate Bldg					Aarons.office@discounttire.com
Alameda A Large Conference Room	Alameda Bldg A L...	480-605-4442	14	Room	AlamedaA.Large@discounttire.com
Alameda A Large Conference Room	Alameda Bldg L...	480-605-6843	14	Room	AlamedaA.large@discounttire.com
Arizona Conference Room	2nd Floor - South ...		0	Room	Arizona Conference@discounttire.com
Be Grateful	DR - SE Area of th...		6	Room	be.grateful@discounttire.com
Boardroom	2nd Floor - Executi...		22	Room	Executive Boardroom@discounttire.com
Be Honest	DR		10	Room	be.honest@discounttire.com
California Conference Room	2nd Floor - near E...		8	Room	California Conference@discounttire.com
Curious Room	2nd floor - near th...		8	Room	Curious Conference@discounttire.com
Colorado Conference Room	2nd Floor - West ...		14	Room	Colorado Conference@discounttire.com
Corporate Cubespace1	1st Floor - Northw...	480-605-5129	2	Room	Corp.Cubespace1@discounttire.com
Corporate Cubespace2	1st floor - Northw...	480-605-6934	2	Room	Corp.Cubespace2@discounttire.com
Corporate Cubespace3	1st floor - Northw...	480-605-6822	2	Room	Corp.Cubespace3@discounttire.com
Corporate Cubespace4	1st floor - Northw...	480-605-6034	2	Room	Corp.Cubespace4@discounttire.com

Note: The cube spaces are not limited to the suggestions above. Please give us a call to discuss at X66116 or contact DTC_Corporate Services with any questions.