User Guide
Teem App - iOS & Android
Teem App

Make Check-in even easier and use smarter ways to find the best spaces to book. Learn how to use the Teem App below and become more efficient and productive at work.

Getting Started

- Login
- Enable Location & Bluetooth
- Calendar Sync
- Default Location
- Notifications

Using the App

- My Office
- Find
- Filter
- Manage
- Check-in
- Nearby Beacon
Getting Started
Login

Most organizations sync user logins between their email system and Teem. If your organization is synced, you must choose the appropriate login shortcut for your company.
Enable Location & Bluetooth Services

Always allow location access and bluetooth. This enables Teem to check you into meetings without requiring you to open the app.

Go to your phone settings > Privacy > Location Services > Teem > Always
Calendar Sync

Be sure to sync the appropriate calendar that your phone has edit privileges to. This allows you to book spaces through the Teem App.
Go to your profile > Calendar Accounts > Select Calendar

Note: If you don’t see your appropriate work calendar in Calendar Accounts, you will need to add the account within your phone settings.
Go to settings > Passwords & Accounts > Add Account
Default Location

Your default location will automatically filter for Nearby spaces. If you’d prefer to choose your default location, you can do that with “My Office.”
Go to your profile > My Office > Select Campus, Building, and Floor

Notifications

Adjust which notifications you receive based on your preference.
Go to your profile > Notifications
Using the App
Find

To book a space, make sure that you’re on the Search Screen (indicated by a gold magnifying glass).

The filter bar is used to refine your search. The tags in the bar indicate how spaces are currently filtered.

You will see spaces populated in the order of Frequently Booked, Nearby, and then your building in alphabetical order.

Red spaces are in use. Green spaces are open. Yellow spaces will soon be open.

If you tap on an open space, you can view its information or book the space for select amounts of time, depending on availability.
Filter

Tap the filter icon.

Adjust your search with the following filters:
- Rooms or desks
- Availability
- Location
- Capacity
- Amenities

Tap Done to apply the selected filters to your search.
Manage

Your agenda for the day shows up on your Agenda screen (indicated by a gold calendar icon).

From here you can see your meeting cards. Open a card to see detailed meeting info, including time, location, and status of attendees.

You can check into your meeting and confirm your reservation or even let others know that you’re running late on these cards too.
Check-in

When you check into your reservation, you confirm your event and let Teem and others know you’re using the space as intended.

**Beacon-powered Check-in** - If your organization uses Teem Room Displays on iPads, you will be checked into your meetings automatically.

**Notification Check-in** - Teem sends notifications to your phone, reminding you to check into your reservation. Long press on the notification to open a detailed view, then tap Check-in to confirm your reservation.

**In App Check-in** - Check into a meeting by simply tapping Check-in on your meeting card.

**Note:** You can only check in for a certain amount of time before and after your meeting has started. This Check-in window is +/- 5 mins by default, but can be adjusted by your Teem Admin.
Nearby / Beacons Troubleshooting

The app finds Nearby spaces using your office’s beacons.

If bluetooth and location permissions have not been granted, you may see this message and need to allow those permissions.

This message appears when no beacons are nearby OR something may not be working correctly and you may need to check with your Teem Admin.

Note: Your Organization must already have beacons enabled for this to apply.
Wayfinding with Aruba Meridian

To use indoor wayfinding in Teem through Aruba Meridian, open a detailed meeting card, then tap the navigation arrow next to the room name.

Teem will show turn-by-turn directions from your current location to the meeting room.

**Note:** Your Organization’s Teem/Aruba Admin will have to set up your company’s Teem account and Aruba beacons before this feature is available on your phone.
Thank you!

Questions? Contact us.