

RESERVING CONFERENCE ROOMS USING OUTLOOK

OUTLOOK CONFERENCE ROOM RESERVATION INSTRUCTIONS
DESHPANDE, NEERAJA - DOA

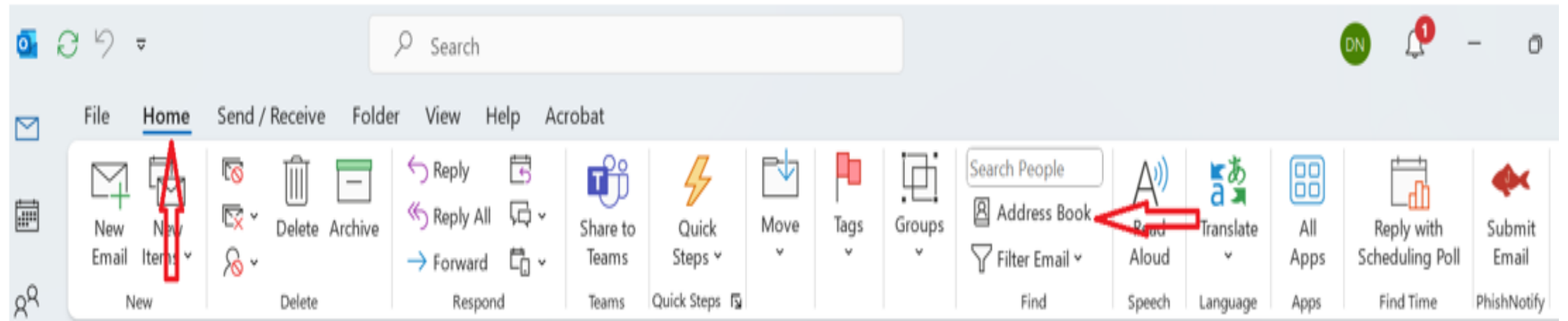
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Searching For a Conference Room in Outlook

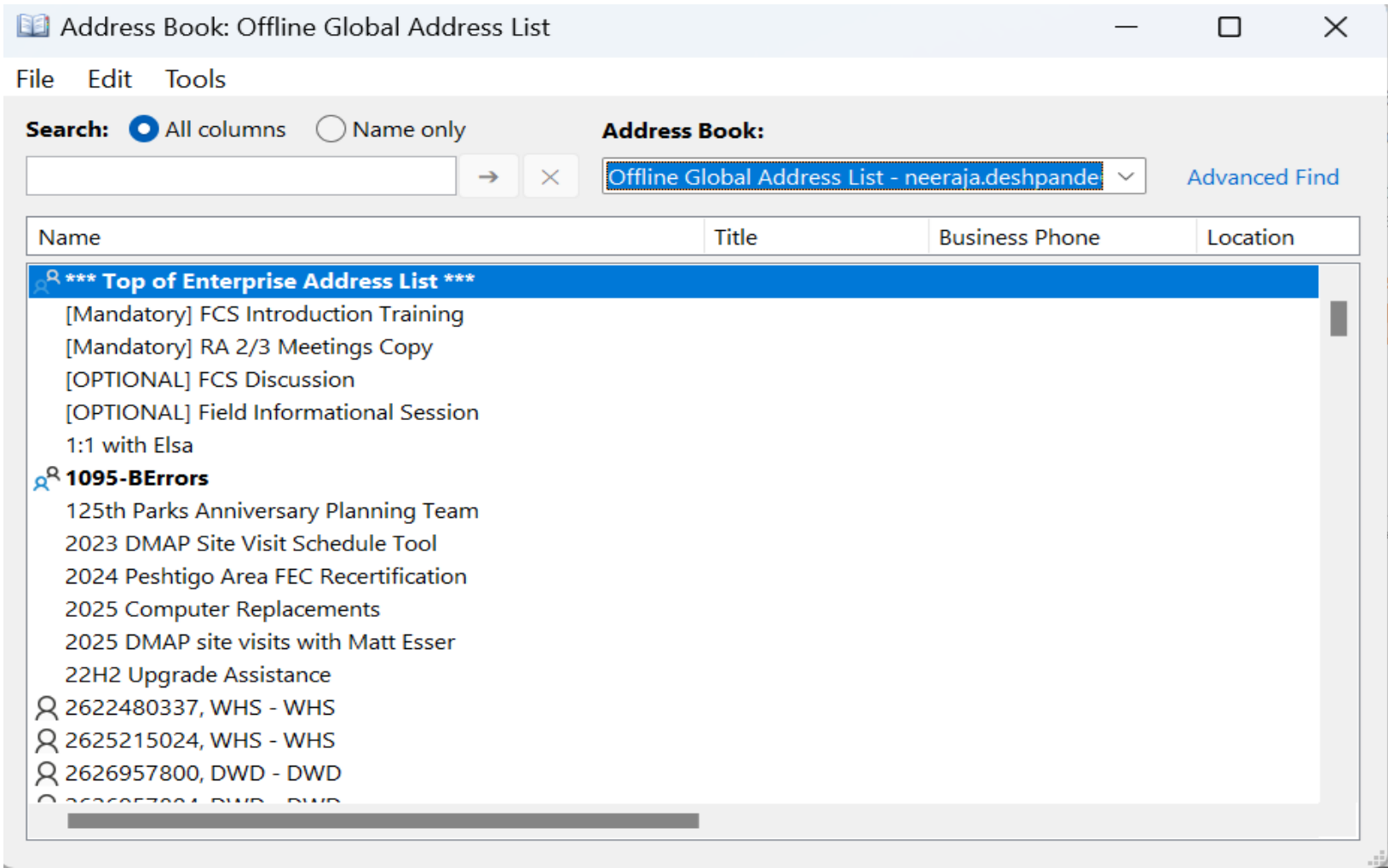
(This is One of the Steps in reserving a conference room in outlook)

In Outlook, click the **Home** Ribbon Tab, then click the **Address Book** button.



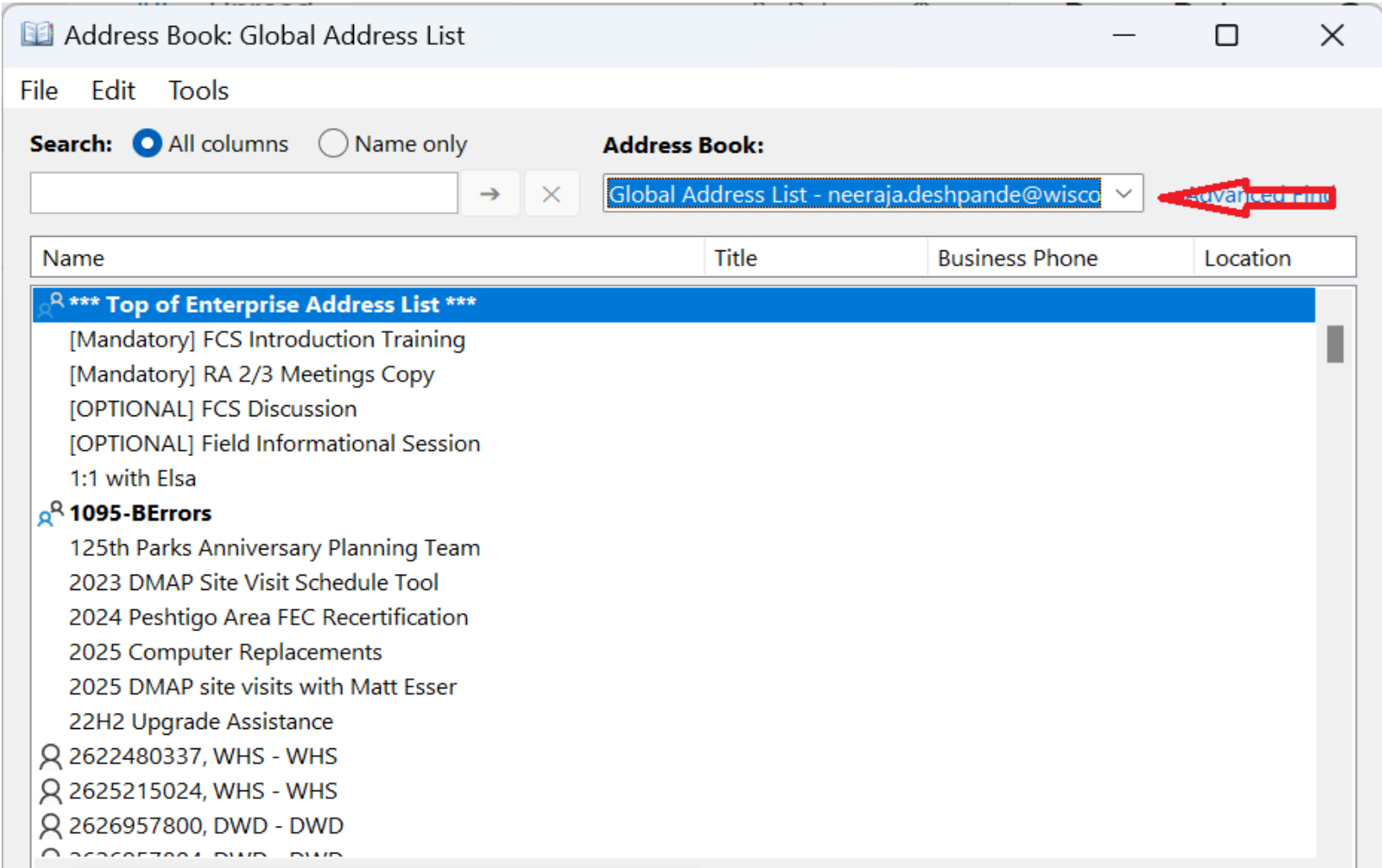
The Address Book Screen

The above action launches the **Address Book** window.



The Global Address List (GAL)

From the Address Book dropdown, select Global Address List.



Searching the Global Address List

In the Global Address List (GAL) search for the conference room you need.

To search for a conference room, make sure you know one of the following details -

The building and the name/number of the conference room. A few examples listed below -

- DOA CR 112,
- DOA CR 114,
- DOA CR 132,
- DOA CR Hill Farms,
- DOA CR Eau Claire,
- DOA CR Green Bay

The Conference Room email. A few examples listed below -

- DOACR112A@wisconsin.gov,
- DOACRHillFarmsSOBN110seats32@wisconsin.gov,
- DOACRMilwSOB98Seats15@wisconsin.gov
- DOACRWaukeshaSOB151Seats50@wisconsin.gov
- DOACRRisserJusticeCenter144@wisconsin.gov
- DOACRGreenBaySOB152A@wisconsin.gov

For ease of reference, the conference room list is included at the conclusion of this document.

Conference Room Search Examples in Outlook Address Book

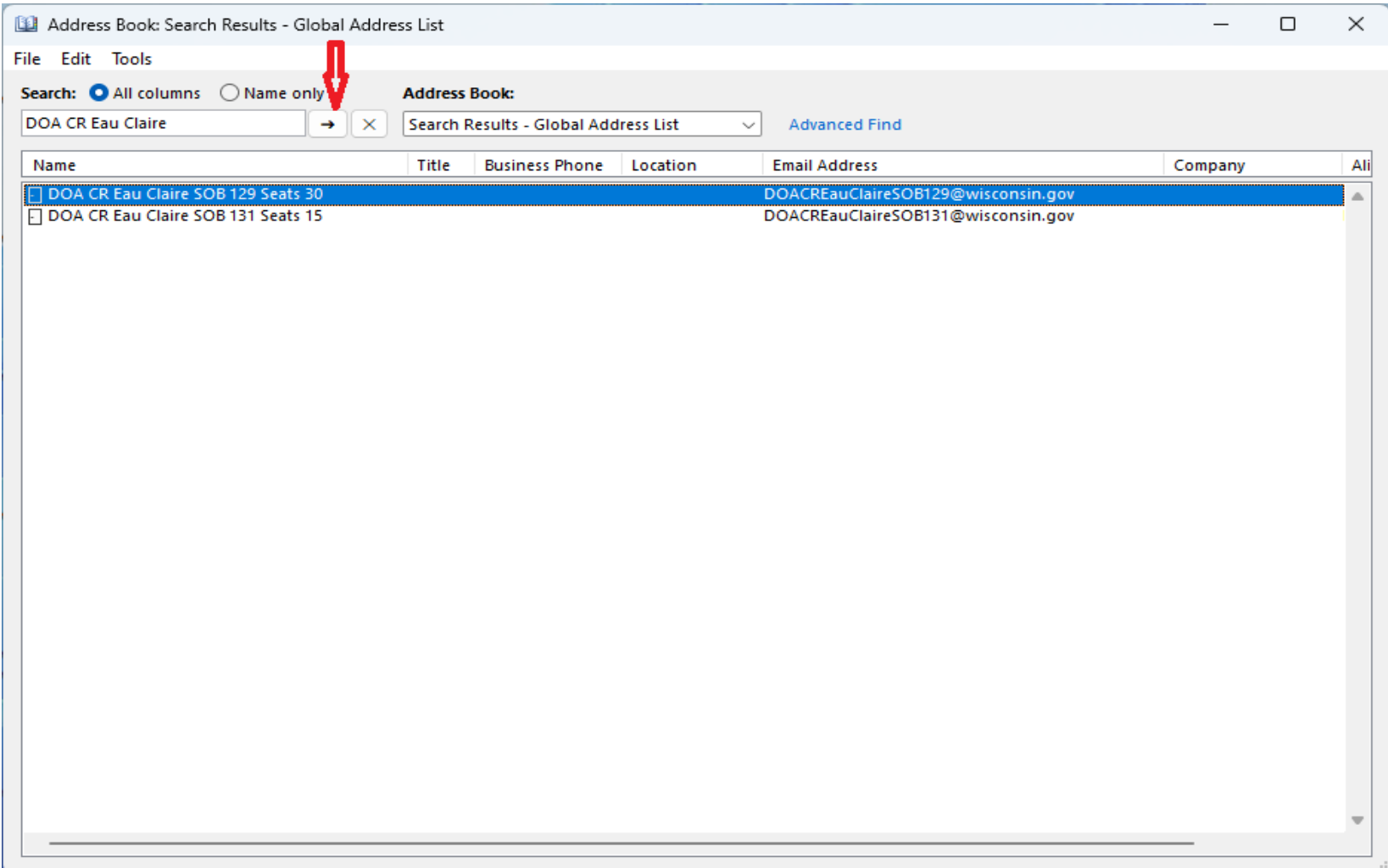
Below are a few examples of searching for conference rooms using the Outlook Address book.

For searching conference room in the Outlook Address book, use keywords such as:

- DOA CR
- DOA CR Eau
- DOA CR Hill
- DOA CR Milw
- Etc.

Conference Room Search Using Outlook Address Book: Example #1

Entering **DOA CR Eau Claire** in the Outlook Address Book search bar and clicking the search button (right arrow) displays all the conference rooms at Eau Claire SOB.



Conference Room Search Using Outlook Address Book: Example #2

Entering **DOA CR Hill Farms** in the Outlook Address Book search bar and clicking the search button (right arrow) displays **all** the conference rooms at Hill Farms SOB.

Address Book: Search Results - Global Address List

FileEditTools

Search: ☒ All columns ☐ Name only

DOA CR Hill Farms

→

×

Address Book:

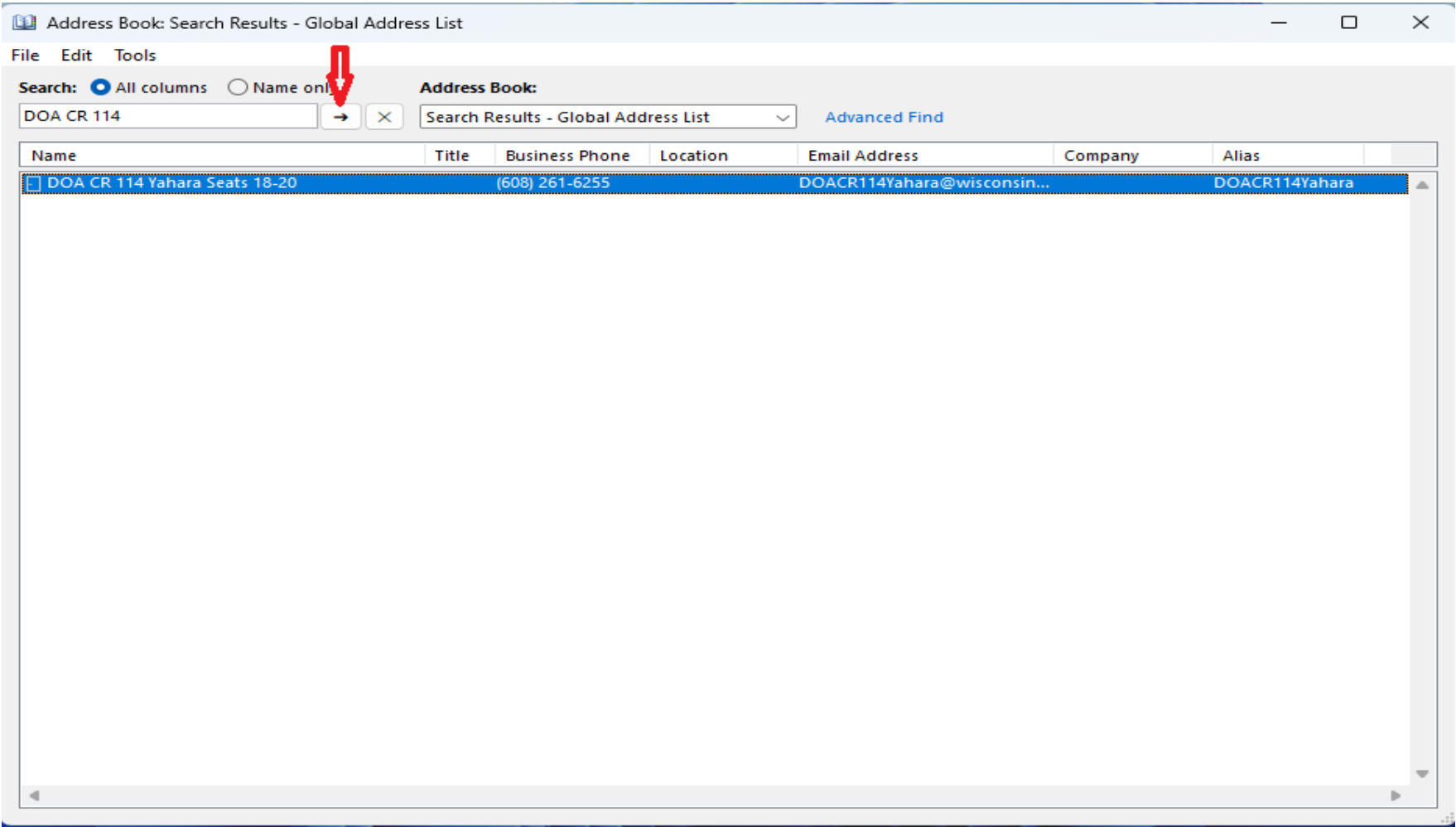
Search Results - Global Address List

Advanced Find

Name	Title	Business Phone	Location	Email Address	Company
<input checked="" type="checkbox"/> DOA CR Hill Farms SOB N 110 seats 32			Hill Farms 1st Floor	DOACRHillFarmsSOBN110seats32@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N 111 seats 10			Hill Farms 1st Floor	DOACRHillFarmsSOBN111seats10@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N 112 seats 12			Hill Farms 1st Floor	DOACRHillFarmsSOBN112seats12@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N 113 seats 10			Hill Farms 1st Floor	DOACRHillFarmsSOBN113seats10@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N 114 seats 8			Hill Farms 1st Floor	DOACRHillFarmsSOBN114seats8@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N 115 seats 20			Hill Farms 1st Floor	DOACRHillFarmsSOBN115seats20@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N102 Seats 14			Hill Farms 1st Floor	DOACRHillFarmsN102Seats14@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N103 seats 10			Hill Farms 1st floor	DOACRHillFarmsSOBN103seats10@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N106 seats 26			Hill Farms 1st Floor	DOACRHillFarmsSOBN106seats26@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N107 seats 30			Hill Farms 1st Floor	DOACRHillFarmsSOBN107seats30@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N108 seats 78			Hill Farms 1st Floor	DOACRHillFarmsSOBN108seats78@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N119 Seats 24			Hill Farms 1st Floor	DOACRHillFarmsSOBN119Seats24@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N122 Seats 10			Hill Farms 1st Floor	DOACRHillFarmsSOBN122Seats10@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N123 Seats 10			Hill Farms 1st Floor	DOACRHillFarmsSOBN123Seats10@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N124 Seats 12			Hill Farms 1st Floor	DOACRHillFarmsSOBN124Seats12@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N125 (Activity Room)			Hill Farms SOB	DOACRHillFarmsSOBN125@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N133 Seats 28			Hill Farms 1st Floor	DOACRHillFarmsSOBN133Seats28@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB N134 Seats 28			Hill Farms 1st Floor	DOACRHillFarmsSOBN134Seats28@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S107 Seats 16			Hill Farms 1st Floor	DOACRHillFarmsSOBS107Seats16@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S108 Seats 6			Hill Farms 1st Floor	DOACRHillFarmsSOBS108Seats6@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S137 Seats 14			Hill Farms 1st Floor	DOACRHillFarmsSOBS137Seats14@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S138 Seats 12			Hill Farms 1st Floor	DOACRHillFarmsSOBS138Seats12@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S139 Seats 14			Hill Farms 1st Floor	DOACRHillFarmsSOBS139Seats14@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S140 Seats 16			Hill Farms 1st Floor	DOACRHillFarmsSOBS140Seats16@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S147 Seats 24			Hill Farms 1st Floor	DOACRHillFarmsSOBS147Seats24@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S149 Seats 32			Hill Farms 1st Floor	DOACRHillFarmsSOBS149Seats32@wisconsin.gov	
<input type="checkbox"/> DOA CR Hill Farms SOB S159 Seats 18			Hill Farms 1st Floor	DOACRHillFarmsSOBS159Seats18@wisconsin.gov	

Conference Room Search Using Outlook Address Book: Example #3

Entering **DOA CR 114** in the Outlook Address Book search bar and clicking the search button (right arrow) displays the conference room **114 Yahara** at the **Administration Building**.



Reserving a Conference Room in Outlook – Method 1

Based on the search results, please **note** the name of the conference room you wish to book. Then, **create a meeting in Outlook** using the name or email of that conference room in the **‘To’** field. This meeting serves as a request to reserve the selected conference room.

Here is a step – by – step version:

- Identify the conference room from the search results
- Note its name.
- Create an Outlook meeting and enter the conference room name or email in the “Required” field.
- Typing the conference room name in the Outlook email “Required” field prompts Outlook to automatically fill in the conference room email.
- Enter the date and Time for the confirmation room reservation request.
- Click the **‘Send’** button.

This meeting acts as a reservation request for that conference room.

Conference Room Reservation Request in Outlook: Example #1

The example below displays a conference room reservation request for the **DOA CR 112**. The name/email of the conference room has been entered in the “**Required**” (or “**To**”) field. The **Start and End Times** (conference room reservation duration) have also been entered.

Click the '**Send**' button – The meeting request will be accepted or declined depending on the conference rooms' availability.

File **Meeting** Scheduling Assistant Insert Format Text Review Help

Delete → Forward ▾
 Skype Meeting
 Teams Meeting
 Send to OneNote
 Cancel Invitation
 Address Book
 Check Names
 Response Options ▾
 Show As: Busy ▾
 Recurrence:

Actions
 Skype Meeting
 Teams Meeting
 OneNote
 Attendees
 Options

You haven't sent this meeting invitation yet.
 This appointment conflicts with another one on your calendar.

Send
 Title: Test Meeting -1 (Conference Room Reservation request at DOA CR 112)

Required: DOA CR 112 A/B Wisconsin (Seats 38-45)

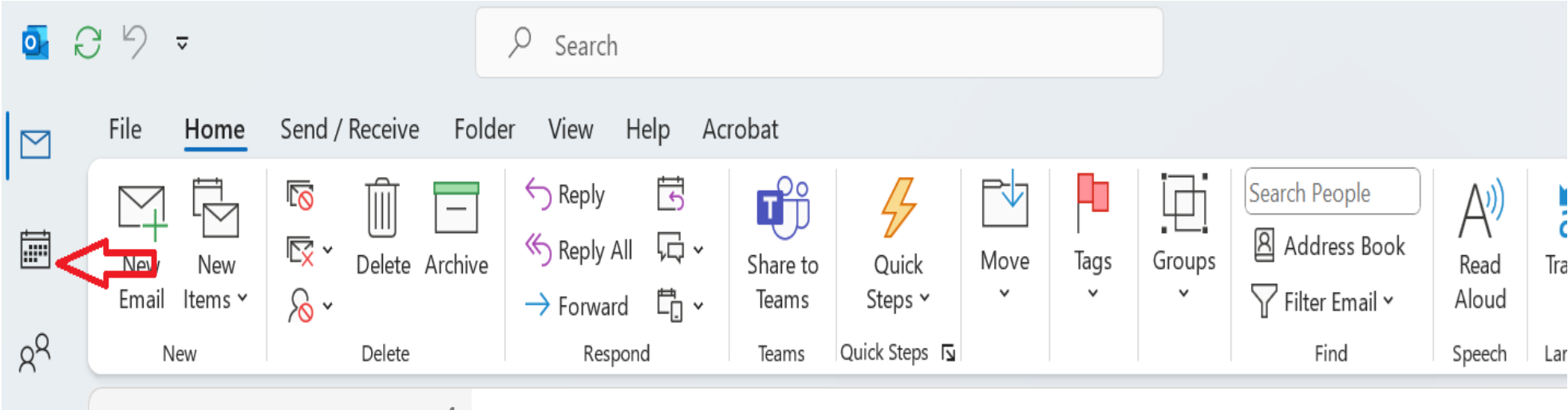
Optional:

Start time: Tue 9/2/2025 10:00 AM
 End time: Tue 9/2/2025 11:00 AM
 Time zones

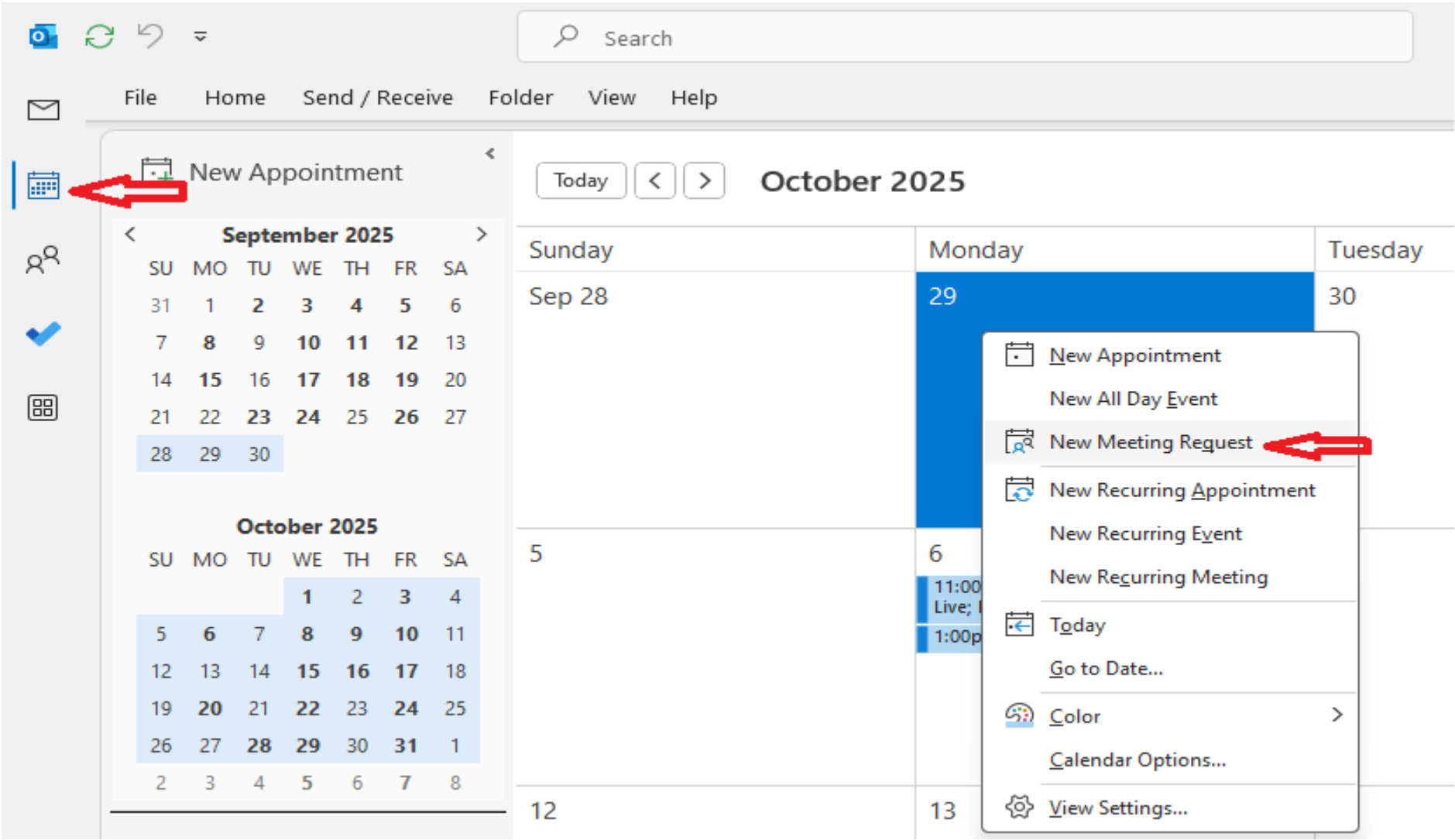
Location: DOA CR 112 A/B Wisconsin (Seats 38-45)_

Reserving a Conference Room in Outlook – Method 2

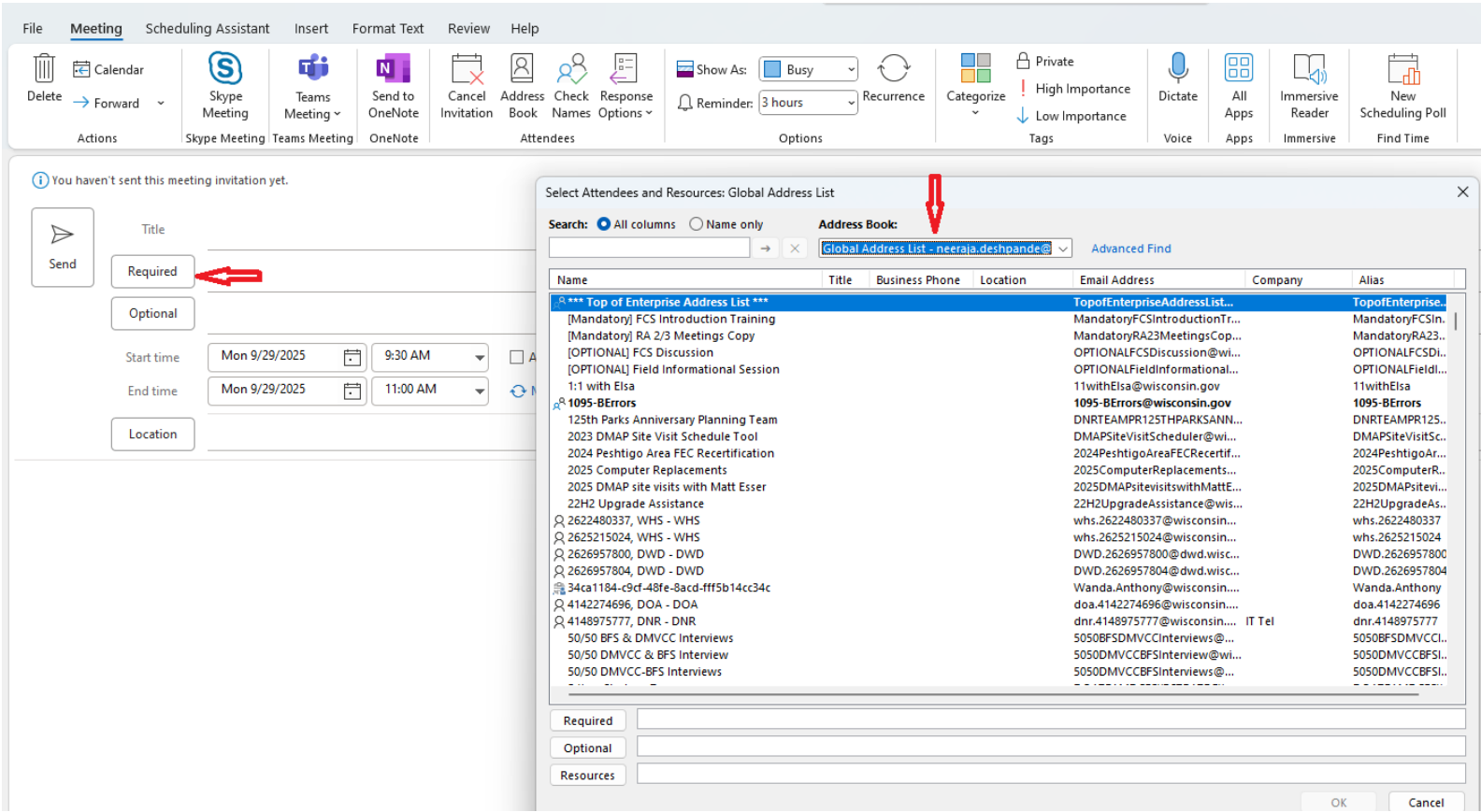
Navigate to the Outlook **calendar** to schedule a meeting.



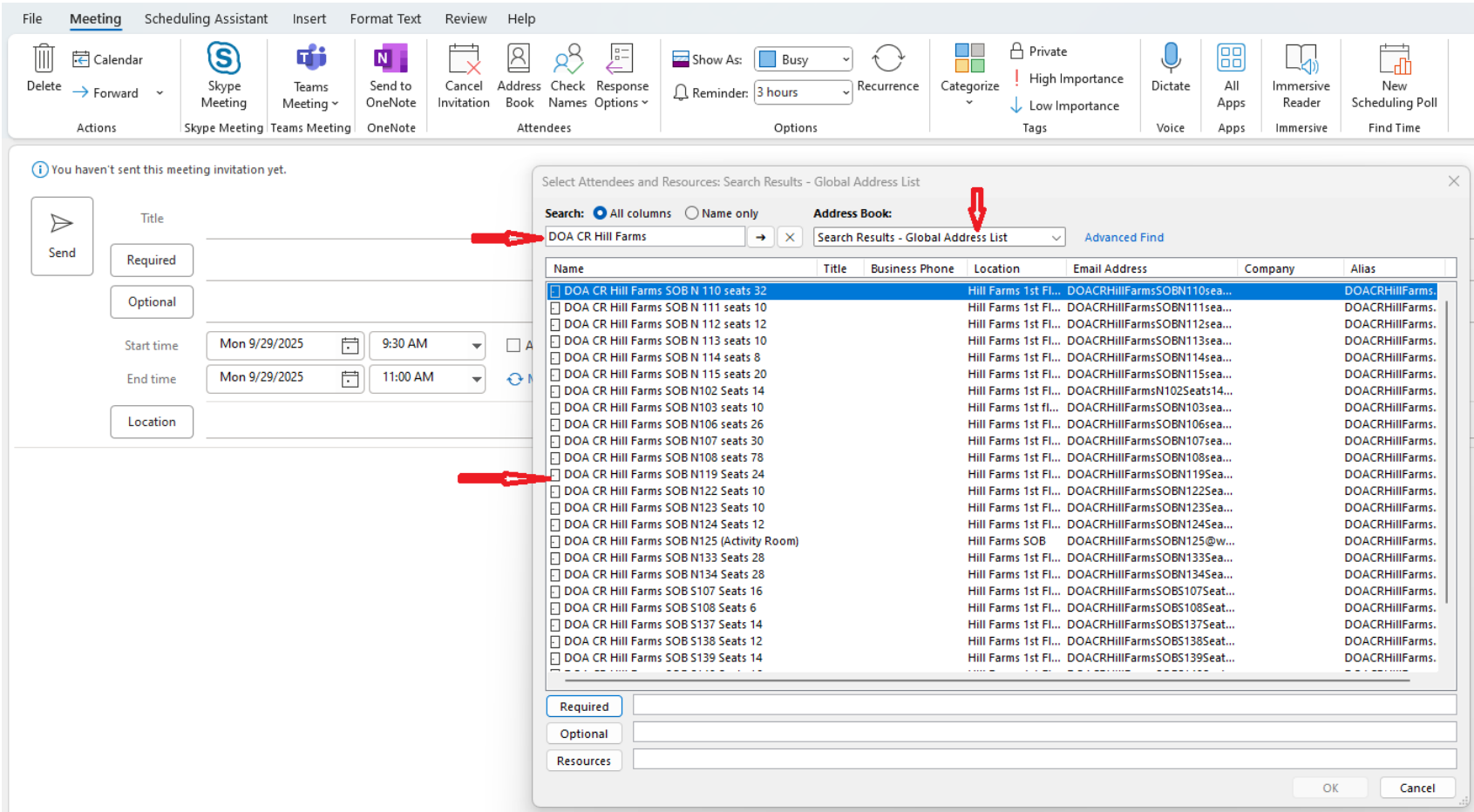
Select the day/date in Outlook, right-click, then select “New Meeting Request”.



Below is a screenshot of the new meeting request. Pick the desired time for the conference room reservation. In Outlook, clicking the ‘Required’ field within the meeting window opens the Address Book. Make sure the Global Address List is selected in the Address Book field.



Type **DOA CR Hill Farms**, for example, then click search (right arrow). This displays **all** the conference rooms at Hill Farms SOB.



From the list of Hill Farms conference rooms, **select/highlight** this conference room - **DOA CR Hill Farms SOB N119 Seats 24** (For this example, we will assume this conference room is being booked).

File

Meeting

Scheduling Assistant

Insert

Format Text

Review

Help

Delete

Forward

Calendar

Skype Meeting

Teams Meeting

Send to OneNote

Cancel Invitation

Address Book

Check Names

Response Options

Show As: Busy

3 hours

Recurrence

Categorize

Private

High Importance

Low Importance

Dictate

All Apps

Immersive Reader

New Scheduling Poll

Actions

Skype Meeting

Teams Meeting

OneNote

Attendees

Options

Tags

Voice

Apps

Immersive

Find Time

You haven't sent this meeting invitation yet.

Send

Title

Required

Optional

Start time

Mon 9/29/2025

9:30 AM

End time

Mon 9/29/2025

11:00 AM

Location

Select Attendees and Resources: Search Results - Global Address List

Search: All columns Name only

Address Book: Search Results - Global Address List

Advanced Find

Name	Title	Business Phone	Location	Email Address	Company	Alias
<input type="checkbox"/> DOA CR Hill Farms SOB N 110 seats 32			Hill Farms 1st Fl...	DOACRHillFarmsSOBN110sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N 111 seats 10			Hill Farms 1st Fl...	DOACRHillFarmsSOBN111sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N 112 seats 12			Hill Farms 1st Fl...	DOACRHillFarmsSOBN112sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N 113 seats 10			Hill Farms 1st Fl...	DOACRHillFarmsSOBN113sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N 114 seats 8			Hill Farms 1st Fl...	DOACRHillFarmsSOBN114sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N 115 seats 20			Hill Farms 1st Fl...	DOACRHillFarmsSOBN115sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N102 Seats 14			Hill Farms 1st Fl...	DOACRHillFarmsN102Seats14...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N103 seats 10			Hill Farms 1st fl...	DOACRHillFarmsSOBN103sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N106 seats 26			Hill Farms 1st Fl...	DOACRHillFarmsSOBN106sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N107 seats 30			Hill Farms 1st Fl...	DOACRHillFarmsSOBN107sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N108 seats 78			Hill Farms 1st Fl...	DOACRHillFarmsSOBN108sea...		DOACRHillFarms.
<input checked="" type="checkbox"/> DOA CR Hill Farms SOB N119 Seats 24			Hill Farms 1st Fl...	DOACRHillFarmsSOBN119Sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N122 Seats 10			Hill Farms 1st Fl...	DOACRHillFarmsSOBN122Sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N123 Seats 10			Hill Farms 1st Fl...	DOACRHillFarmsSOBN123Sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N124 Seats 12			Hill Farms 1st Fl...	DOACRHillFarmsSOBN124Sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N125 (Activity Room)			Hill Farms SOB	DOACRHillFarmsSOBN125@w...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N133 Seats 28			Hill Farms 1st Fl...	DOACRHillFarmsSOBN133Sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB N134 Seats 28			Hill Farms 1st Fl...	DOACRHillFarmsSOBN134Sea...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB S107 Seats 16			Hill Farms 1st Fl...	DOACRHillFarmsSOBS107Seat...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB S108 Seats 6			Hill Farms 1st Fl...	DOACRHillFarmsSOBS108Seat...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB S137 Seats 14			Hill Farms 1st Fl...	DOACRHillFarmsSOBS137Seat...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB S138 Seats 12			Hill Farms 1st Fl...	DOACRHillFarmsSOBS138Seat...		DOACRHillFarms.
<input type="checkbox"/> DOA CR Hill Farms SOB S139 Seats 14			Hill Farms 1st Fl...	DOACRHillFarmsSOBS139Seat...		DOACRHillFarms.

Required

Optional

Resources

OK

Cancel

Double-click on the selected conference room - **DOA CR Hill Farms SOB N119 Seats 24**. Then, click OK.

The screenshot shows the Microsoft Teams 'Meeting' tab interface. The top ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The 'Meeting' tab is active, displaying various options for managing the meeting, such as Delete, Forward, Skype Meeting, Teams Meeting, Send to OneNote, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), Reminder (3 hours), Recurrence, Categorize, Private, High Importance, Low Importance, Dictate, All Apps, Immersive Reader, and New Scheduling Poll. Below the ribbon, a message states 'You haven't sent this meeting invitation yet.' The main area shows a 'Send' button and a 'Title' field. The 'Required' section is expanded, showing a list of attendees. A red arrow points to the 'DOA CR Hill Farms SOB N119 Seats 24' entry in the list. Another red arrow points to the 'Required' button. A third red arrow points to the 'OK' button at the bottom right.

By doing so, Outlook automatically populates the ‘**Required**’ field (within the Outlook meeting window) with the conference room email address. The meeting request is thus created. This example meeting request is to reserve the conference room on the designated date and time.

Click the ‘**Send**’ button. The meeting request will be accepted or declined depending on the conference room’s availability.


o Save Undo Redo Up Down Test Meeting -2 (Conference Room Reservation at - Meeting Search

File Meeting Scheduling Assistant Insert Format Text Review Help

Delete Forward Calendar Skype Meeting Teams Meeting Send to OneNote Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 3 hours Recurrence Categorize

Actions Skype Meeting Teams Meeting OneNote Attendees Options

i You haven't sent this meeting invitation yet.

 Title Test Meeting -2 (Conference Room Reservation Request for DOA CR Hill Farms SOB N119)

Required DOA CR Hill Farms SOB N119 Seats 24

Optional

Start time Mon 9/29/2025 9:30 AM day Time zones

End time Mon 9/29/2025 11:00 AM Make Recurring

Location DOA CR Hill Farms SOB N119 Seats 24

Conference Rooms and Equipment (DOA Locations)

Building	Existing Equipment	Outlook Email for Reservation	Room Size	Comments
DOA Admin Building				
112 Wisconsin Room	Poly Studio, TV	DOACR112A@wisconsin.gov	Large 17-49	
114 Yahara	Poly Studio, TV	DOACR114Yahara@wisconsin.gov	Large 17-49	
132 Pecatonica	Poly Studio, TV	DOACR132Pecatonica@wisconsin.gov	Medium 9-16	
136 St. Croix	Poly Studio, TV	DOACR136StCroix@wisconsin.gov	Large 17-49	
Hill Farms (1st Floor)	Existing Equipment	Outlook Email for Reservation	Room Size	Comments
N110	Poly Studio, TV	DOACRHillFarmsSOBN110seats32@wisconsin.gov	Large 17-49	
N111	Poly Studio, TV	DOACRHillFarmsSOBN111seats10@wisconsin.gov	Medium 9-16	
N112	Poly Studio, TV	DOACRHillFarmsSOBN112seats12@wisconsin.gov	Medium 9-16	
N113	Poly Studio, TV	DOACRHillFarmsSOBN113seats10@wisconsin.gov	Medium 9-16	
N114	Poly Studio, TV	DOACRHillFarmsSOBN114seats8@wisconsin.gov	Small 4-8	
N115	Poly Studio, TV	DOACRHillFarmsSOBN115seats20@wisconsin.gov	Large 17-49	
N102	Poly Studio, TV	DOACRHillFarmsSOBN102Seats14@wisconsin.gov	Medium 9-16	
N103	Poly Studio, TV	DOACRHillFarmsSOBN103seats10@wisconsin.gov	Medium 9-16	
N106	Poly Studio, TV	DOACRHillFarmsSOBN106seats26@wisconsin.gov	Large 17-49	
N107	Poly Studio, TV	DOACRHillFarmsSOBN107seats30@wisconsin.gov	Large 17-49	
N108	Poly Studio, TV (qty 3)	DOACRHillFarmsSOBN108seats78@wisconsin.gov	X-large 50+	
N119	Poly Studio, TV	DOACRHillFarmsSOBN119Seats24@wisconsin.gov	Large 17-49	
N122	Poly Studio, TV	DOACRHillFarmsSOBN122Seats10@wisconsin.gov	Medium 9-16	
N123	Poly Studio, TV	DOACRHillFarmsSOBN123Seats10@wisconsin.gov	Medium 9-16	
N124	Poly Studio, TV	DOACRHillFarmsSOBN124Seats12@wisconsin.gov	Medium 9-16	
N133	Poly Studio, TV	DOACRHillFarmsSOBN133Seats28@wisconsin.gov	Large 17-49	Divider to separate into smaller rooms N133/N134
N134	Poly Studio, TV	DOACRHillFarmsSOBN134Seats28@wisconsin.gov	Large 17-49	Divider to separate into smaller rooms N133/N134
S107	Projector, Poly Studio, TV	DOACRHillFarmsSOBS107Seats16@wisconsin.gov	Medium 9-16	

S108	Poly Studio, TV	DOACRHillFarmsSOBS108Seats6@wisconsin.gov	Small 4-8	
S137	Poly Studio, TV	DOACRHillFarmsSOBS137Seats14@wisconsin.gov	Medium 9-16	
S138	Poly Studio, TV	DOACRHillFarmsSOBS138Seats12@wisconsin.gov	Medium 9-16	
S139	Poly Studio, TV	DOACRHillFarmsSOBS139Seats14@wisconsin.gov	Medium 9-16	
S140	Poly Studio, TV	DOACRHillFarmsSOBS140Seats16@wisconsin.gov	Medium 9-16	
S141	Poly Studio, TV	DOACRHillFarmsSOBS141Seats16@wisconsin.gov	Medium 9-16	
S147	Poly Studio, TV	DOACRHillFarmsSOBS147Seats24@wisconsin.gov	Large 17-49	
S149	Projector, Poly Studio, TV	DOACRHillFarmsSOBS149Seats32@wisconsin.gov	Large 17-49	
S159	Poly Studio, TV	DOACRHillFarmsSOBS159Seats18@wisconsin.gov	Large 17-49	
S203 - Hoteling Suite	86" Monitor, Speakers, Mic, Controller, PTZ Camera		Large 17-49	
Eau Claire	Existing Equipment	Outlook Email for Reservation	Room Size	Comments
CR 129	Poly Studio, TV	DOACREauClaireSOB129@wisconsin.gov	Large 17-49	
CR 131	Poly Studio, TV	DOACREauClaireSOB131@wisconsin.gov	Medium 9-16	
GEF3	Existing Equipment		Room Size	Comments
P9	Poly Studio, TV		Small 4-8	Under construction
P10	Poly Studio, TV		Medium 9-16	Under construction
P41	Poly Studio, TV		Large 17-49	DPI equipment is currently in the room
Green Bay	Existing Equipment	Outlook Email for Reservation	Room Size	Comments
CR 152A	Screen, Conference phone, Podium w/limited audio	DOACRGreenBaySOB152A@wisconsin.gov	Large 17-49	
CR 152B	Portable screen	DOACRGreenBaySOB152B@wisconsin.gov	Medium 9-16	No solid walls - has portable equipment
CR 618	Poly Studio, TV	DOACRGreenBaySOB618@wisconsin.gov	Medium 9-16	
MSOB	Existing Equipment	Outlook Email for Reservation	Room Size	Comments
Room 40	Poly Studio, TV	DOACRMilwSOB@wisconsin.gov	Large 17-49	
Room 45	Poly Studio, TV	DOACRMilwSOB45@wisconsin.gov	Large 17-49	
Room 98	Poly Studio, TV	DOACRMilwSOB98Seats15@wisconsin.gov	Medium 9-16	
Room 99	Poly Studio, TV	DOACRMilwSOB99Seats4@wisconsin.gov	Small 4-8	
Gov Conf 567	HP Monitor on stand, WAP		Small 4-8	

La Crosse	Existing Equipment	Outlook Email for Reservation	Room Size	Comments
CR B-20	Poly Studio, TV	DOACRLaCrosseSOBB-20@wisconsin.gov	Large 17-49	
CR B-19	Poly Studio, TV	DOACRLaCrosseSOBB-19@wisconsin.gov	Large 17-49	
Risser Justice Center	Existing Equipment	Outlook Email for Reservation	Room Size	Comments
Conference 144	Poly Studio, TV	DOACRRisserJusticeCenter144@wisconsin.gov	Large 17-49	
Conference 150	Projector, Poly Studio, TV	DOACRRisserJusticeCenter150@wisconsin.gov	Large 17-49	
Tommy G. Thompson	Existing Equipment		Room Size	Comments
Room 117	Poly Studio, TV	DOACRTGThompsonCtr117Seats20@wisconsin.gov	Large 17-49	Divider to separate into smaller rooms
Room 121	Projector, speakers, Control Panel, Poly Studio	DOACRTGThompsonCtr121Seats100@wisconsin.gov	X-large 50+	
Waukesha	Existing Equipment	Outlook Email for Reservation	Room Size	Comments
CR 117	Poly Studio, TV	DOACRWaukeshaSOB117Seats12@wisconsin.gov	Medium 9-16	
CR 162	Poly Studio, TV	DOACRWaukeshaSOB162Seats15@wisconsin.gov	Medium 9-16	
CR 153	AV cart with monitor, WAP	DOACRWaukeshaSOB153Seats15@wisconsin.gov	Medium 9-16	
CR 151	Podium w/Speaker, Spider Phone, WAP	DOACRWaukeshaSOB151Seats50@wisconsin.gov	Large 17-49	
CR 247A	Poly Studio, TV	DOACRWaukeshaSOB247ASeats12@wisconsin.gov	Medium 9-16	