

JustCo App

Find, Book, and Unlock your
Meeting Room & Hot Desk (Day) pass



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JustCo App is open to all.

To book or manage your workspace access, you will need the JustCo App.



SCAN TO DOWNLOAD



For iOS: [Download on the App Store](https://apps.apple.com/us/app/justco/id1442767983)

<https://apps.apple.com/us/app/justco/id1442767983>

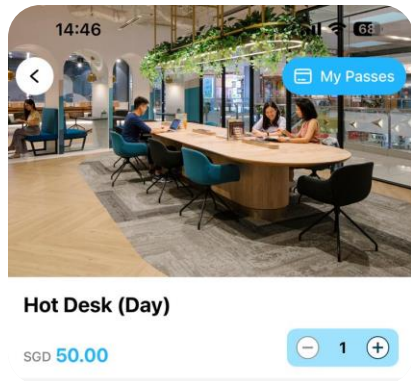


For Android: [Get on Google Play](https://play.google.com/store/apps/details?id=com.justco.justco)

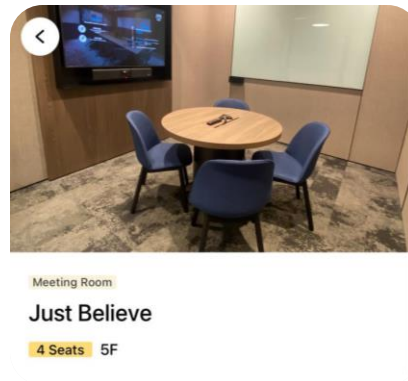
<https://play.google.com/store/apps/details?id=com.justco.justco>

[Access the Quick Start Guide here.](#)

Sections in this guide



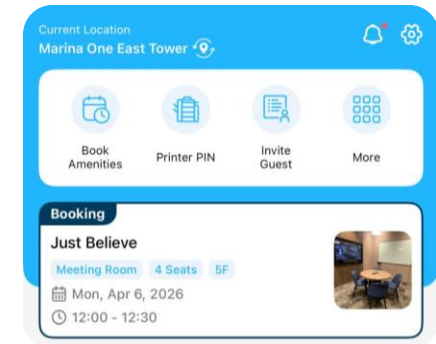
Get a
Hot Desk (Day) pass →



Book a
Meeting Room →



How to
Tap to Unlock →



Manage your
JustCo App account →

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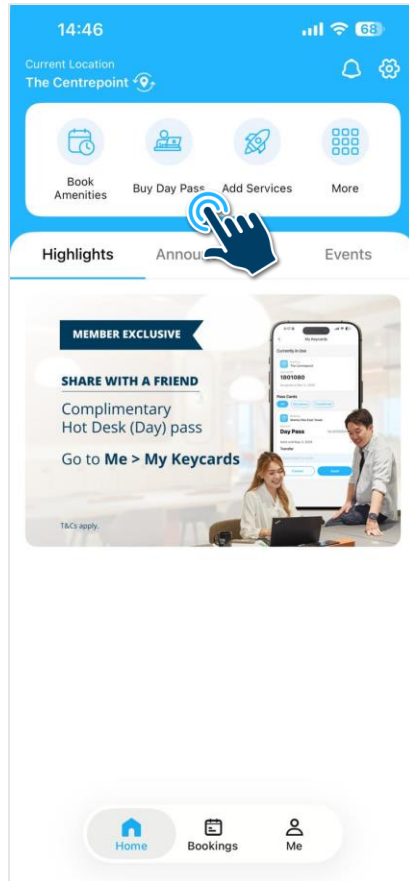
Get a Hot Desk (Day) pass



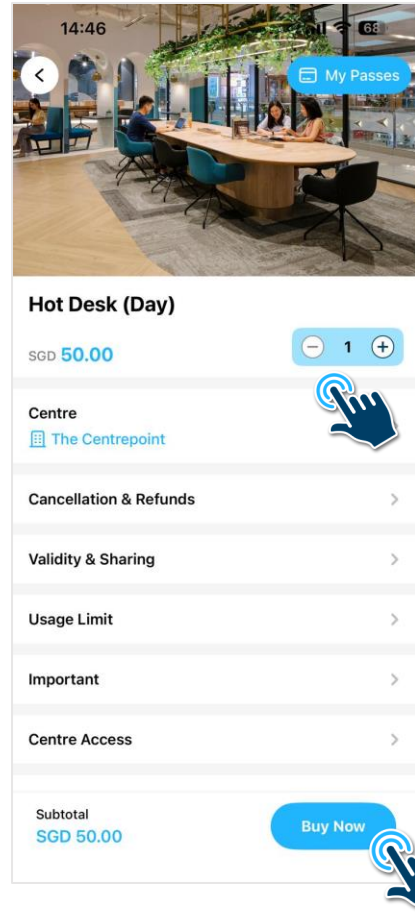
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How to book your Hot Desk (Day) pass

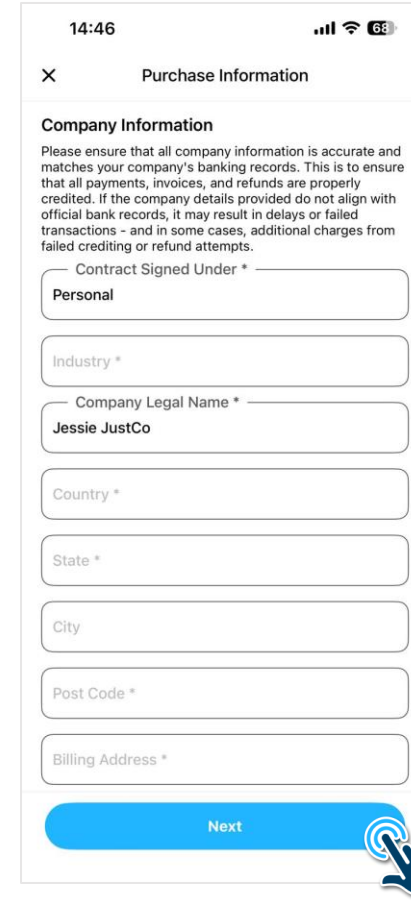


Open app and select **Buy Day Pass**.



Select your preferred **centre** and **quantity**.

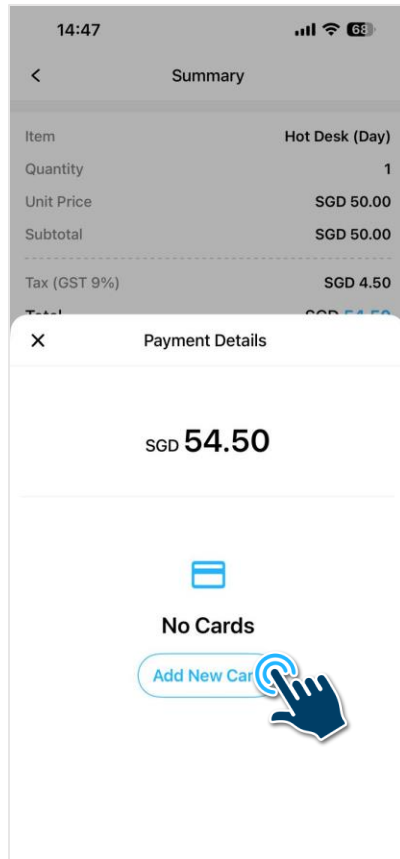
Please read through the information carefully and tap **Buy Now**



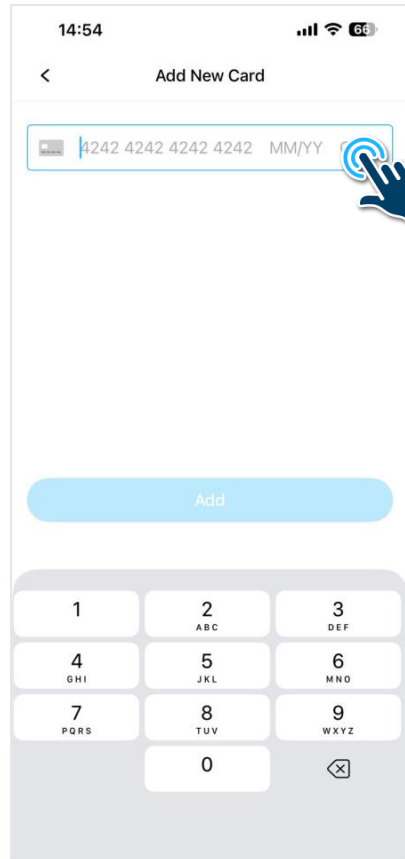
Enter your **Purchase Information** and tap **Next**.

Complete your payment (see next page)
Add and manage your payment card details, get booking confirmation

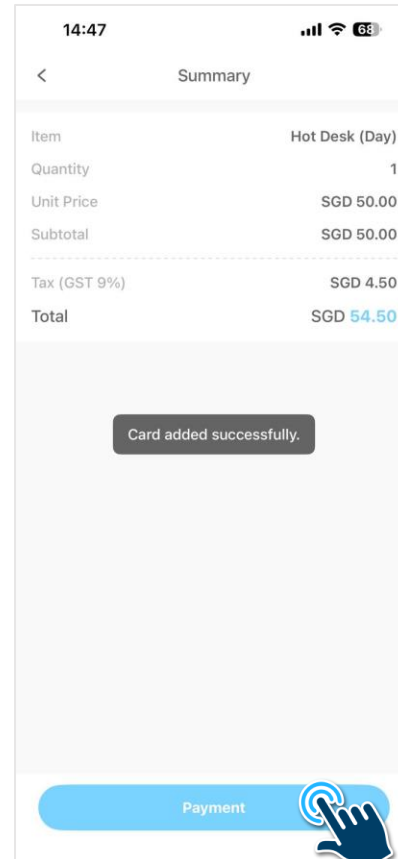
Add New Card to complete booking



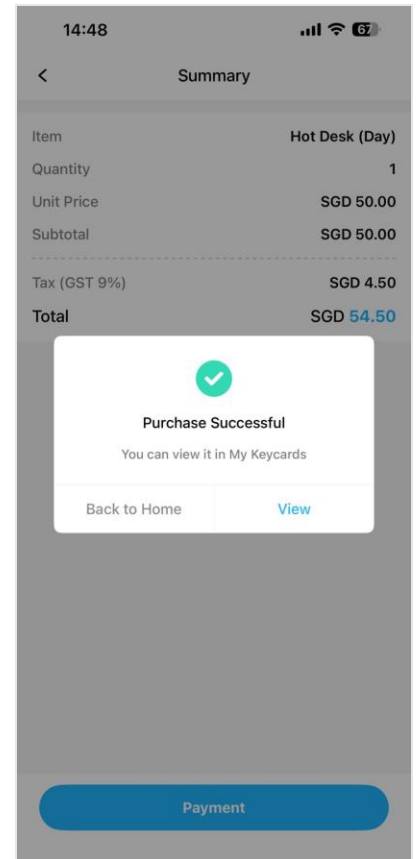
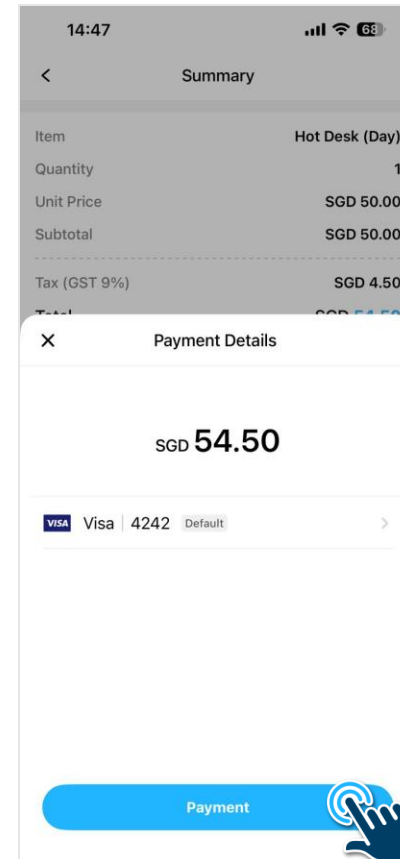
Tap **Add New Card** when prompted



Enter your payment details and tap **Add**.

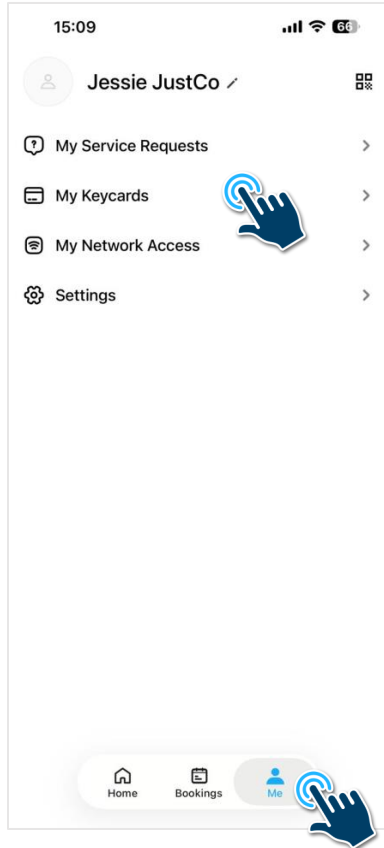


Once your card is added, tap **Payment**.

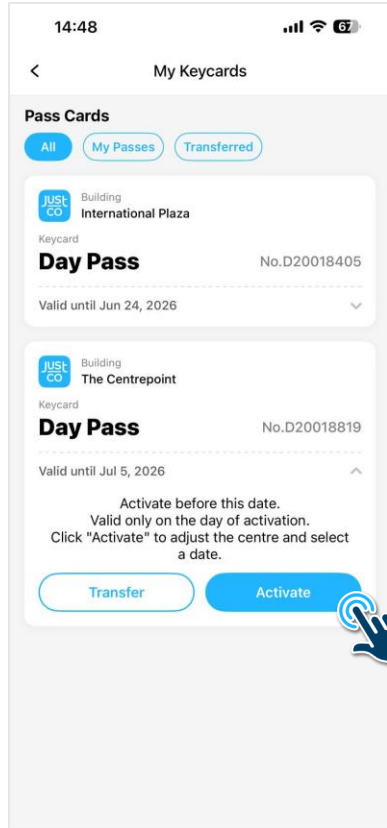


You will see a **Purchase Successful** confirmation.

Activate and manage your Hot Desk (Day) pass

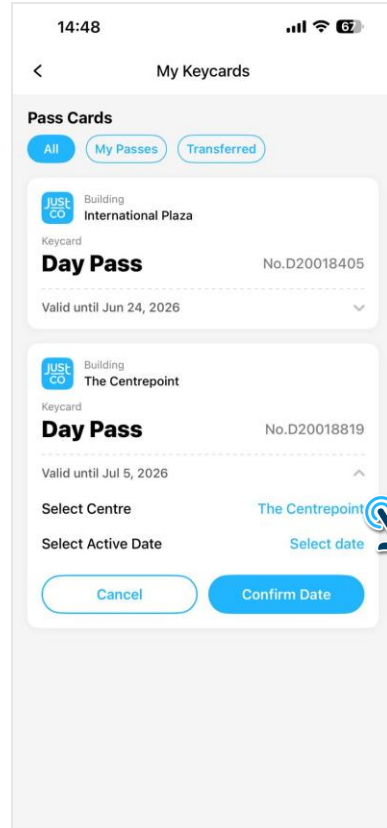


Manage your Day Passes on **Me > My Keycards**

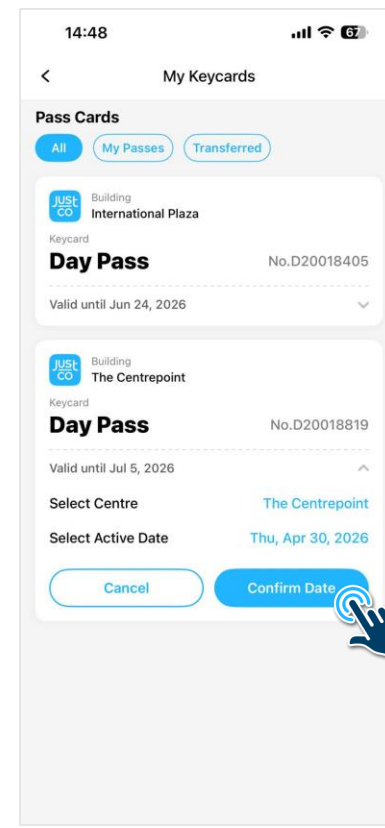
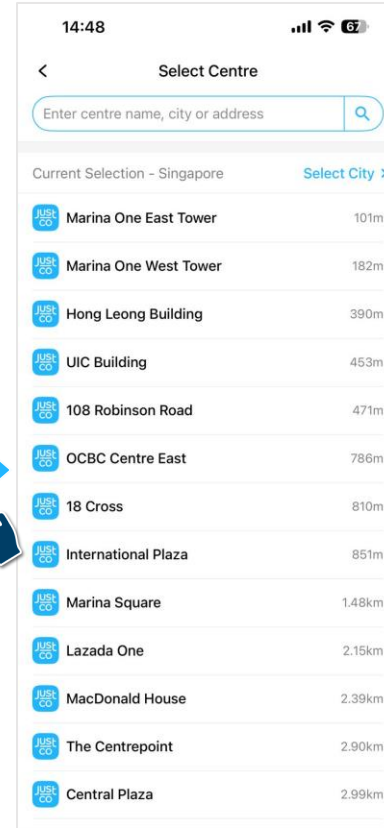


Select **Activate** to start.

You can also choose to **Transfer** to send the pass to someone else.



Tap on **Select Centre** to select the centre of your visit.



After you've selected your centre and date, click **Confirm Date**.

See you soon!

Please note that:

- Access is valid only during the centre's staffed hours.
- Changes can be made before the activation date. Same-day modifications are not allowed.

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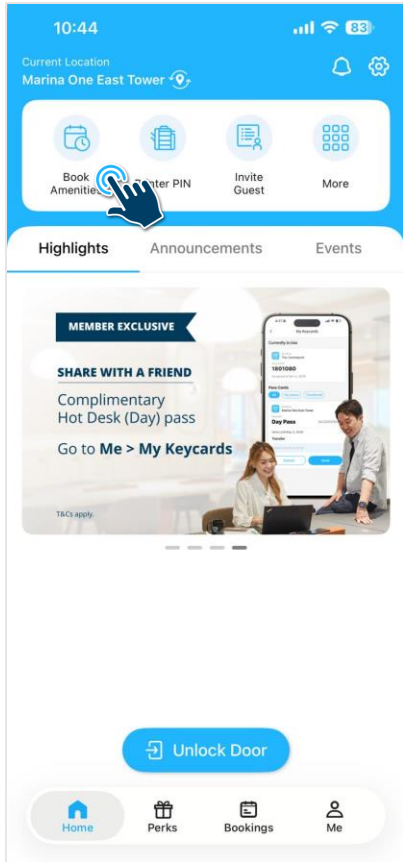
Book a Meeting Room



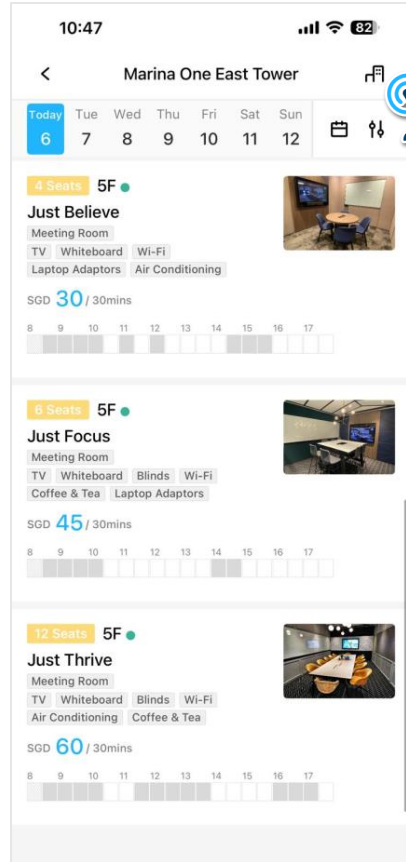
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Select your Meeting Room

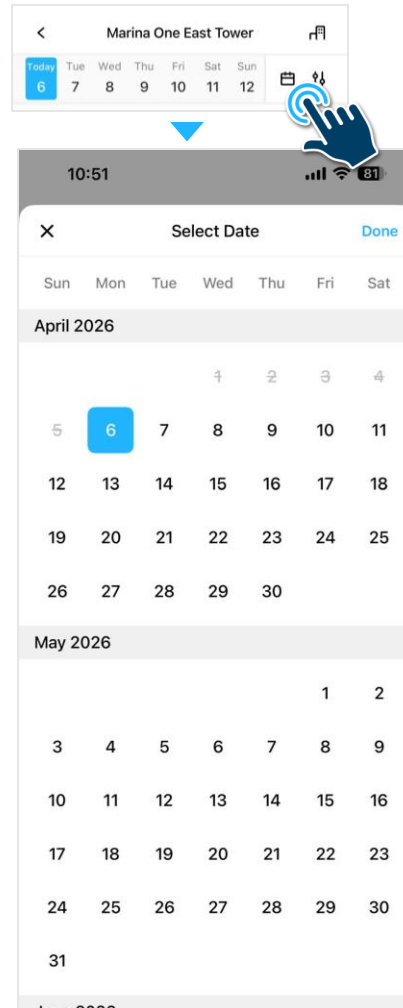


Open app and select **Book Amenities**

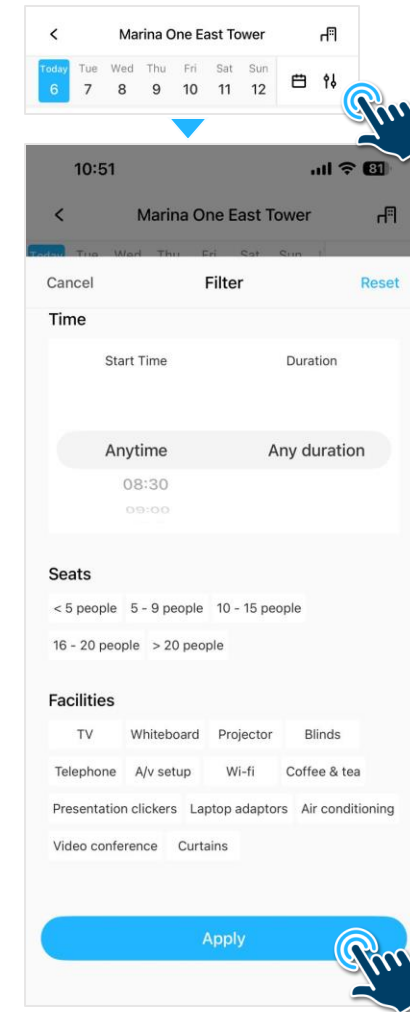


Browse all available rooms, or tap the **building icon** to select centre.

Or tap the **Calendar** or **Filter icons (top right)** to narrow your options



(If opening the **Calendar icon**)
Select your date, then tap **Done**.



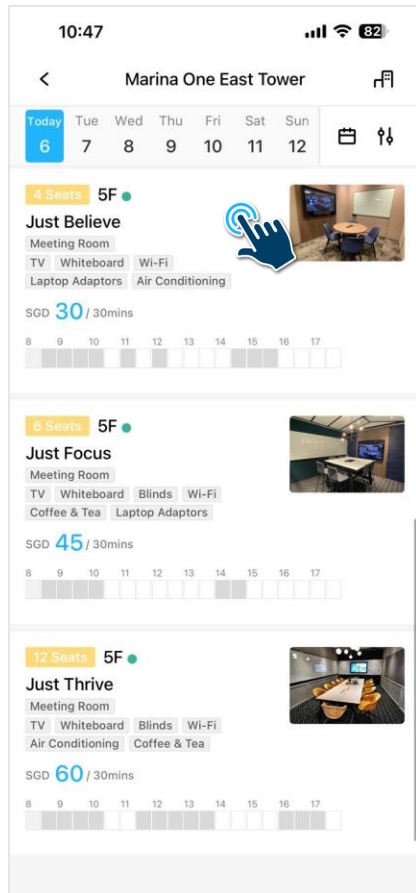
Optionally, tap the **Filter icon** and select:

- **Start time** (when your booking begins)
- **Duration** (how long you need the room)
- Number of **seats**
- **Facilities**

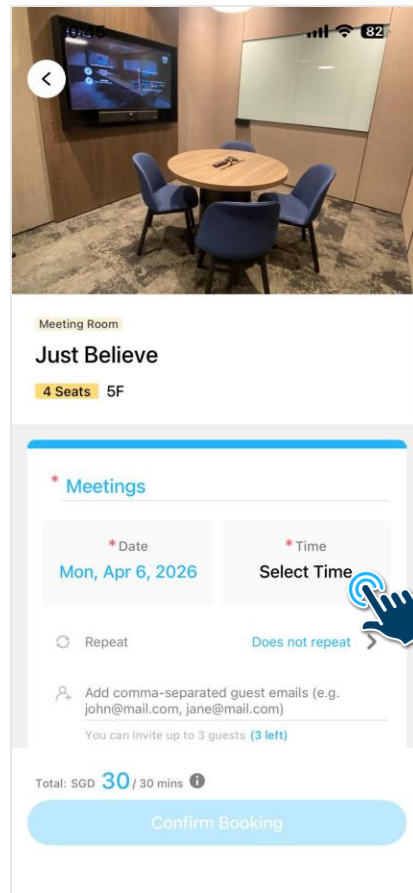
Then tap **Apply**.

Book your Meeting Room (see next page)
Select a room from the list, review details and confirm your booking.

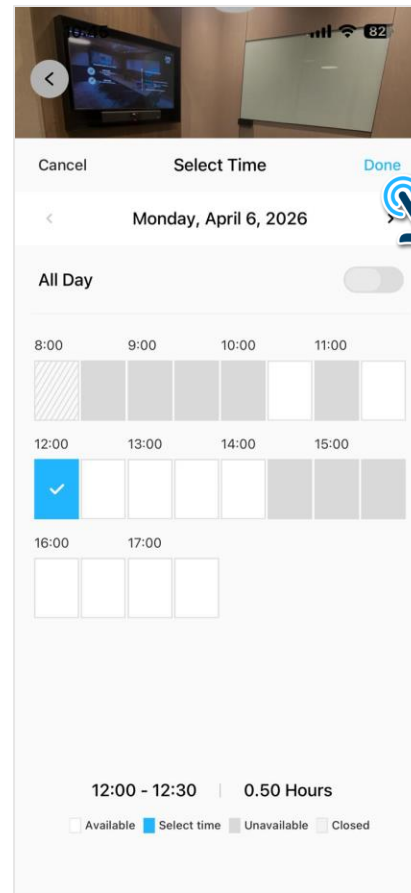
Book your Meeting Room



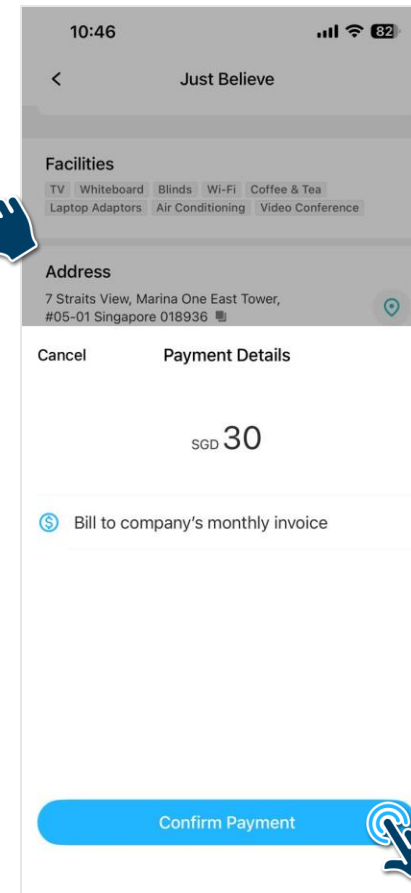
Tap on your **preferred meeting room**.



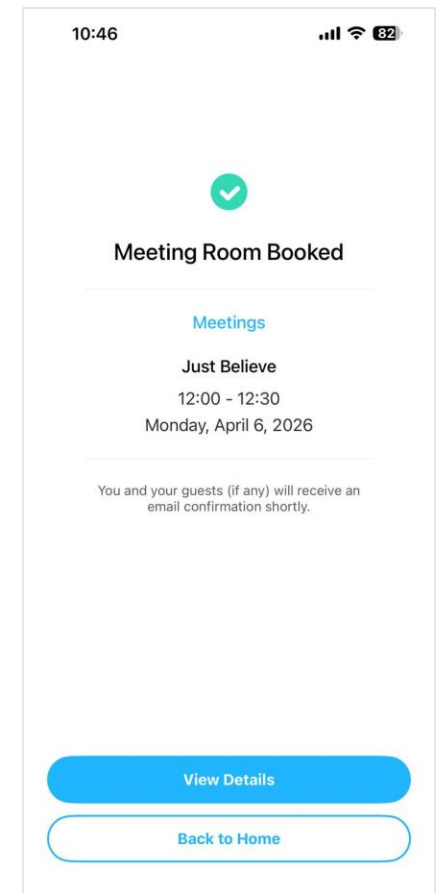
Fill in your meeting information.
Remember to indicate if this is a recurring booking.



Select your meeting time and tap **Done**.



Tap **Confirm Booking**, then **Confirm Payment** for seamless booking.



Your meeting room is booked.

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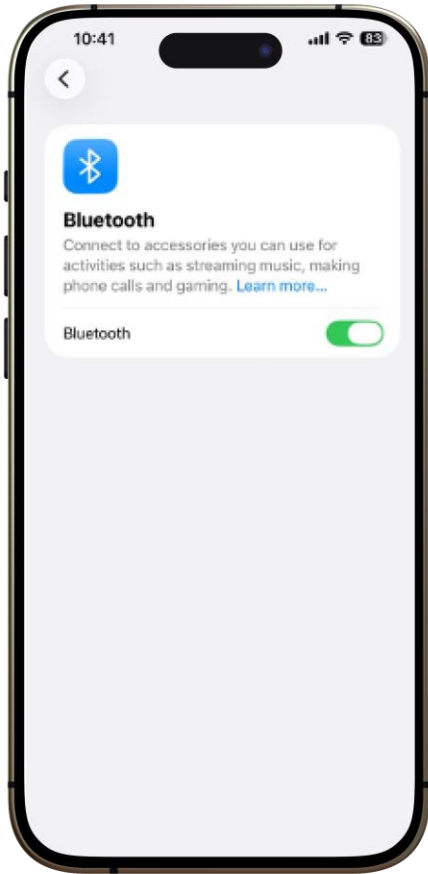
Visiting JustCo



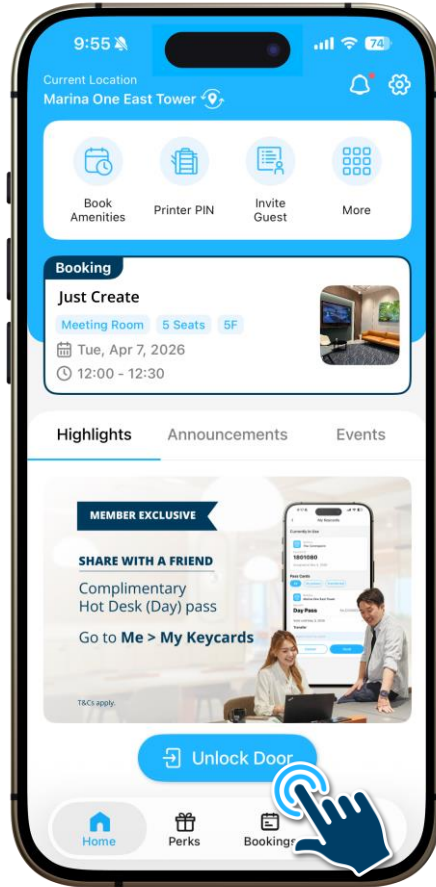
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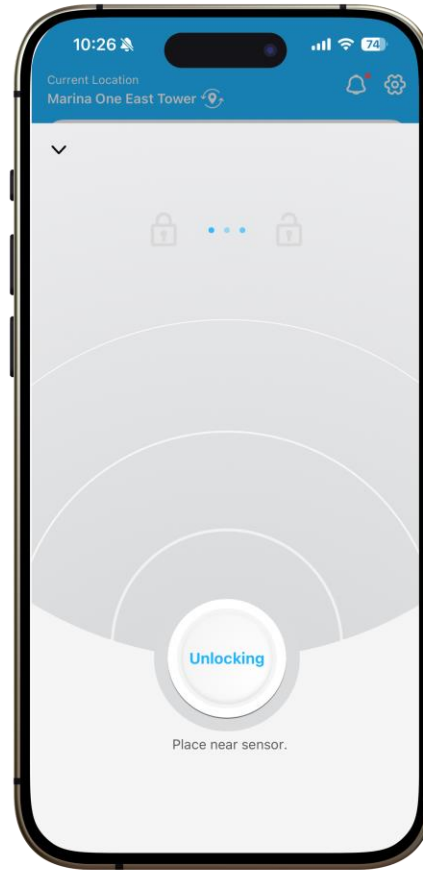
Tap to Unlock



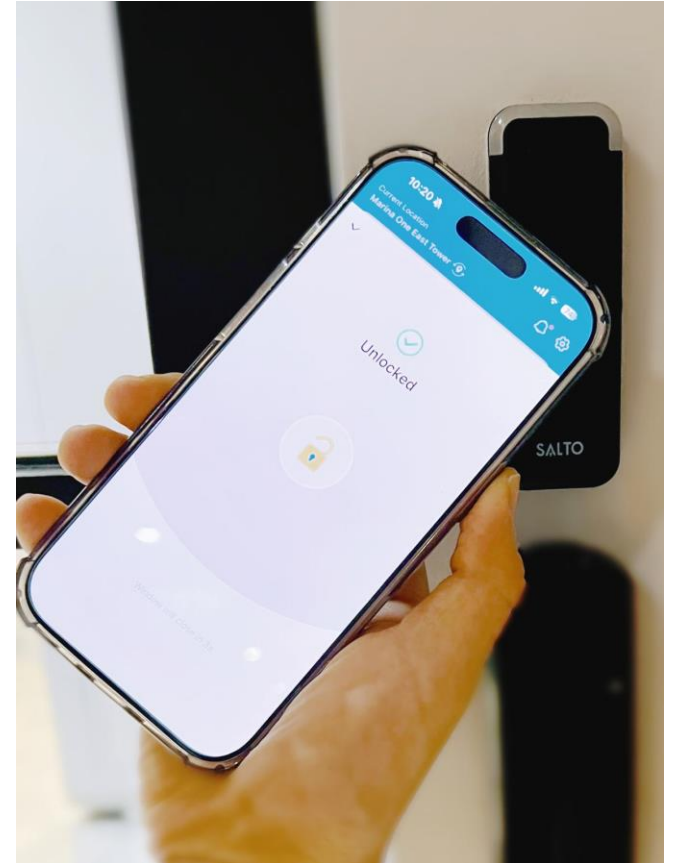
Ensure **Bluetooth** is turned on.



Open the app and tap **Unlock Door**



Hold the **top of your phone** (camera area) near the **Salto lock**.



Door unlocks in a few seconds.

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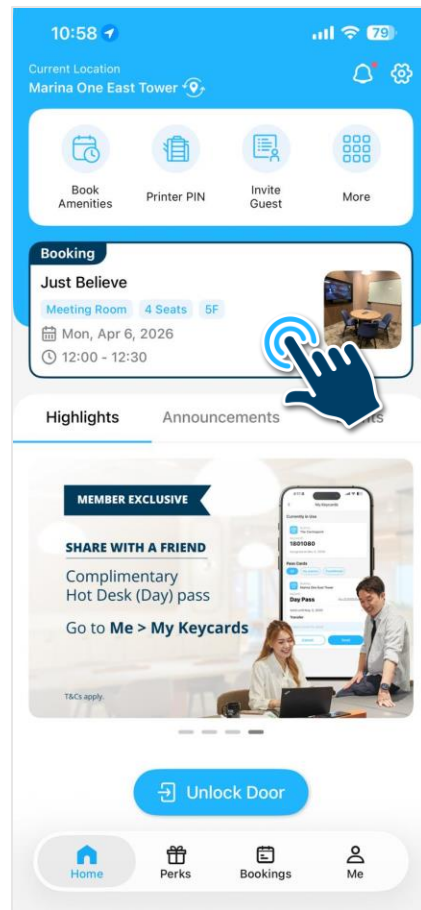
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Manage your bookings, cards and notifications

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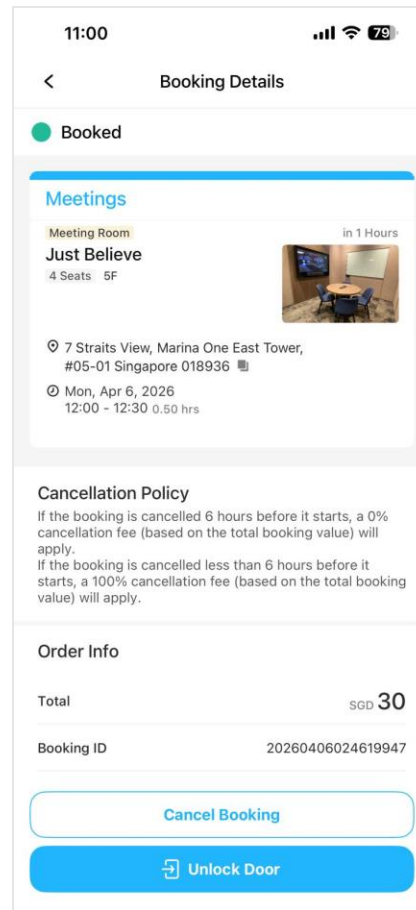
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Manage your bookings



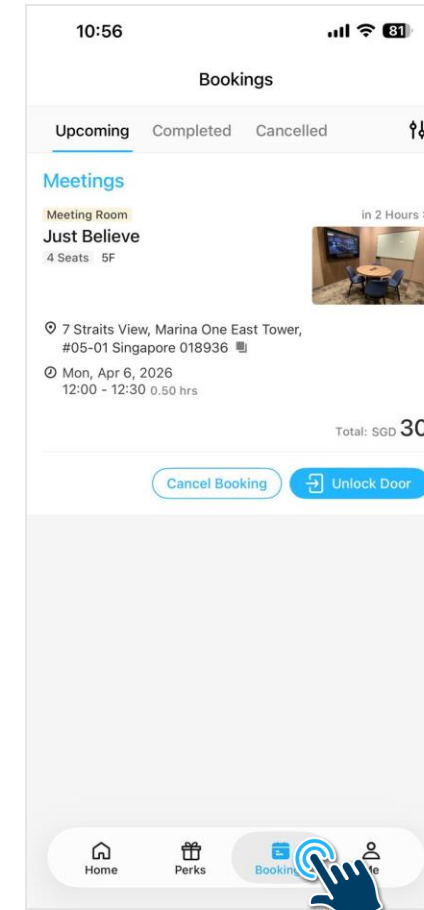
Open the app. Your upcoming bookings appear on the **Home** screen.

Tap a **booking card** to view details



Review booking details, including time, location, and room.

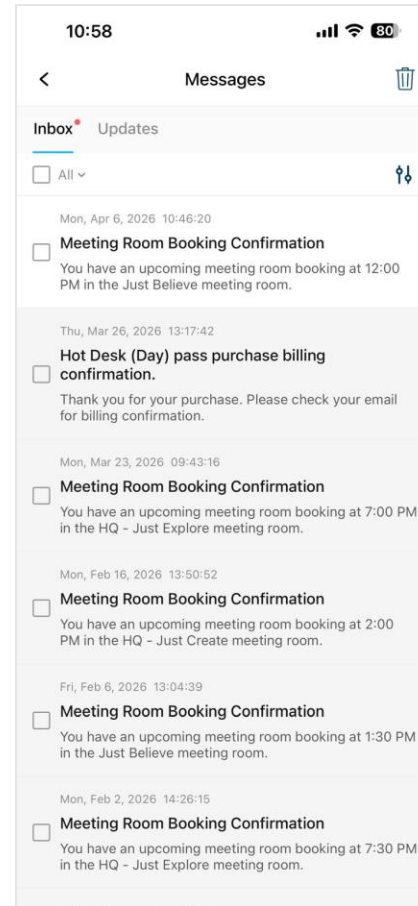
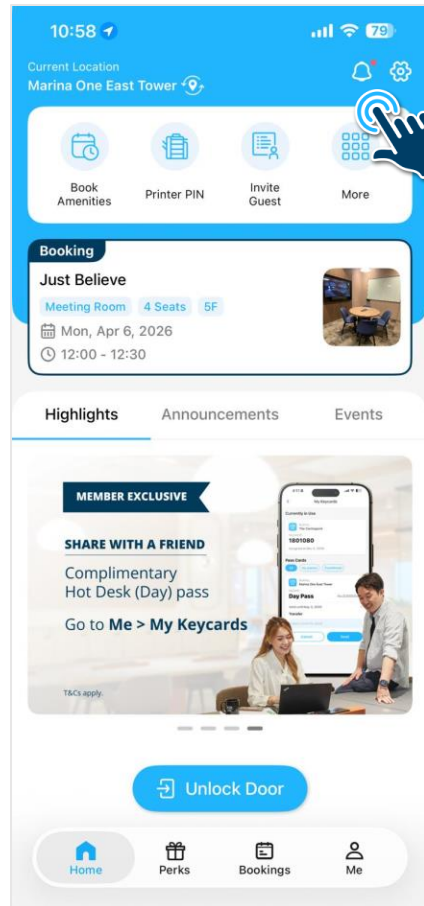
To take action, tap **Cancel Booking** or **Unlock Door**



To view all bookings, tap **Bookings** in the bottom menu.

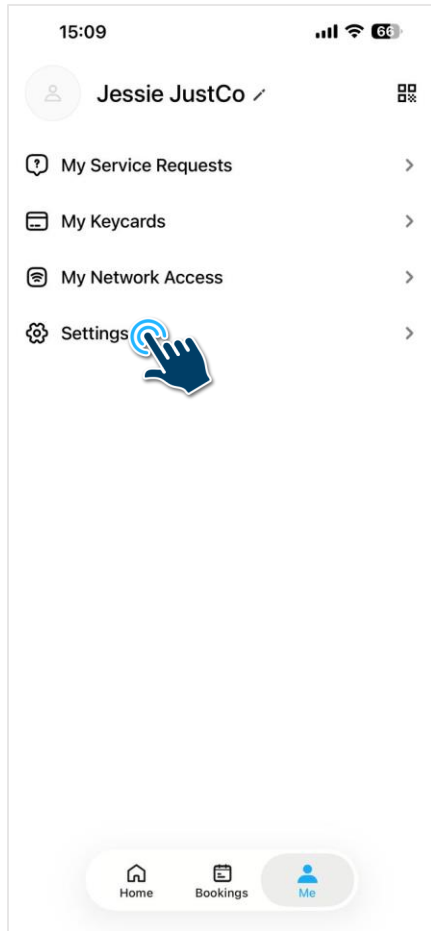
Switch between **Upcoming**, **Completed**, or **Cancelled** tabs to manage your bookings.

Checking your messages and notifications

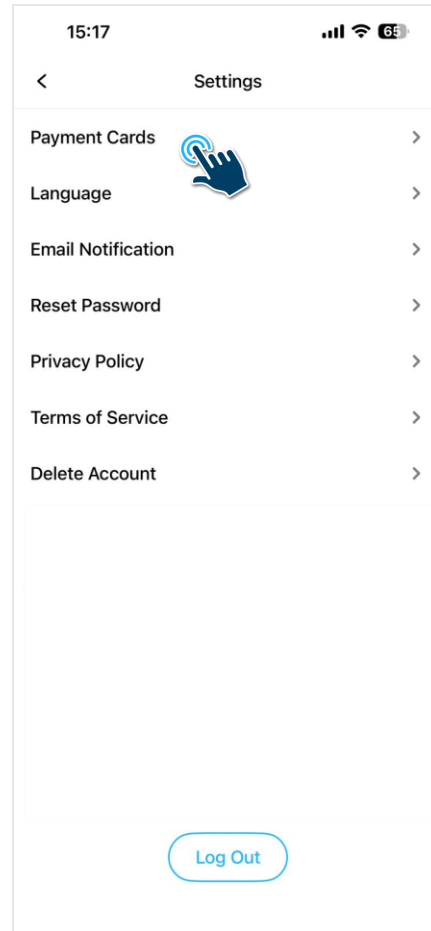


Tap on the **bell icon** on your home screen to see your messages.

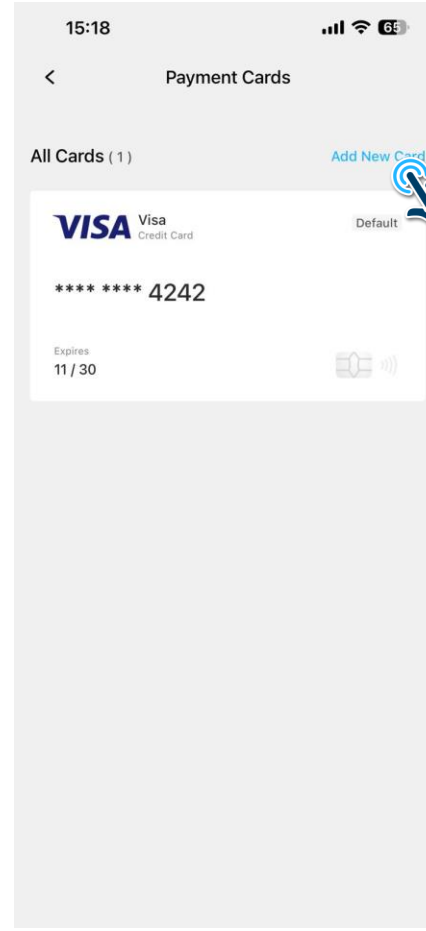
Add and manage payment cards



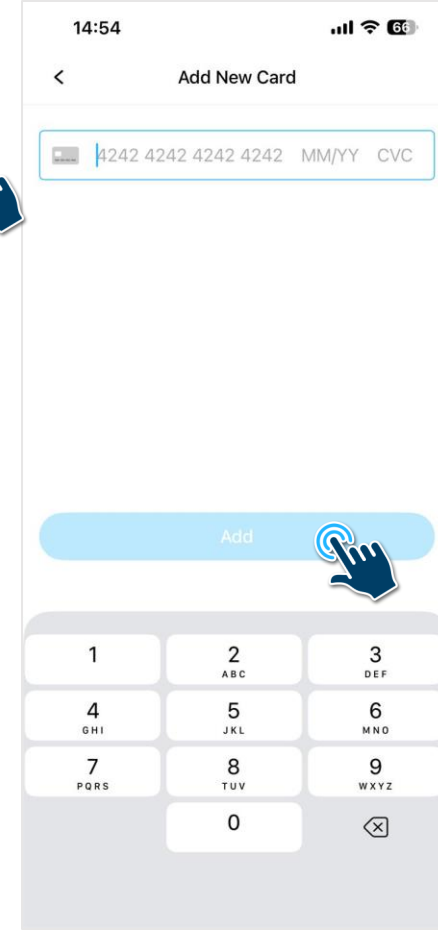
Go to **Me** and tap **Settings**.



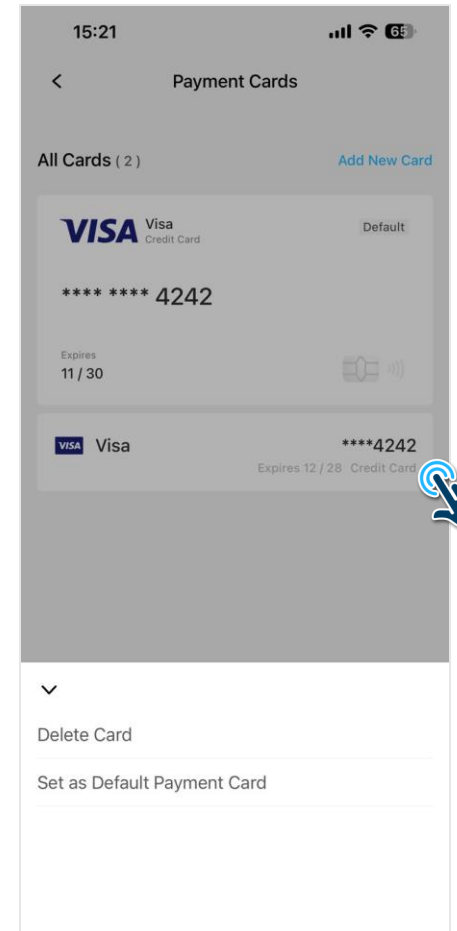
Select **Payment Cards**.



Tap **Add New Card**.



Enter your card details.
Tap **Add** to save.



Manage your cards (optional)

- Set a card as default
- Delete a saved card

End

Thank you and see you soon.

Next, learn how purchase and manage plans [here](#).



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