XIRA.

Clients book. You show up.

CALENDAR AND MEETINGS

Set your availability once. Clients book directly. Video conferencing launches automatically — no extra tools, no scheduling back-and-forth.

HOW IT WORKS — THREE STEPS

1

Set Your Availability

Define exactly when clients can book. Configure working hours, buffer time, and advance notice to match your workflow.

- → Set bookable hours per day, with multiple time windows
- → Require 15 minutes to 2 days advance notice
- → Add up to 8 hours of buffer between meetings
- → Block time off by marking personal calendar events as Busy

2

Client Books Directly

Clients see your live availability and book a 30 or 60-minute meeting in seconds. No phone tag. No email chains.

- → Client-initiated booking from your live calendar
- → 30-minute or 60-minute sessions
- → Client sees times in their own timezone
- → Booking confirmed instantly for both parties

3

Meeting Launches Automatically

At meeting time, integrated video conferencing opens directly inside XIRA. No third-party app or account needed for either party.

- → Video is native to the platform, not a separate tool
- → One click to join from the calendar or email reminder
- → Secure, browser-based — no downloads required
- → Both parties join the same secure meeting room

CALENDAR SYNC

All Your Calendars. One Source of Truth.

- Outlook
- Google Calendar
- iCloud Calendar

→ ← SYNCS

XIRA Calendar
Your live availability

→ CLIENT SEES

- XIRA meetings appear in orange on your calendar
- Personal events show as "Busy" — details never shared with clients
- Timezones handled automatically — each party sees their own local time
- Never disconnect your calendar — use "Busy" blocks for time off instead

AVAILABILITY CONTROLS

Your Calendar, Your Rules

Fine-tune every detail of when and how clients can reach you.

WORKING HOURS
Custom per day
Multiple windows per day supported

ADVANCE NOTICE
15 min to 2 days
Minimum lead time before a booking

MEETING BUFFER
Up to 8 hours
Recovery time between consecutive meetings

MEETING LENGTH
30 or 60 min
Client selects at booking

TIMEZONE
Auto-managed
Each party sees their own local time

TIME OFF
Mark as Busy
Blocks availability without disconnecting

INTEGRATED VIDEO CONFERENCING

Video Built Into Every Meeting

Every booked meeting automatically includes a secure video room. No downloads. No separate accounts. Just click and meet.

MEETING ROOM ● Live

P Professional — Host

C Client — Guest

Secure, browser-based video — no app or account required for either party

- → Video room auto-created with every booked meeting
- → Join from any browser, desktop or mobile
- → Hosted on XIRA's DoD-level secure infrastructure