Enterprises today are increasingly focused on collaboration and collaboration tools, as a means of achieving results that foster fast-paced growth. As a result, employees are spending increasing periods of time collaborating, both physically and virtually. This new workplace paradigm creates additional challenges for IT and facility managers alike, in terms of providing the right resources and tools to the workforce while trying to constantly optimize productivity and reduce costs. Meeting and conference rooms are classic examples of physical resources that need to be managed efficiently to make them truly useful to the workforce.

Cisco® Smart+Connected Meeting Spaces is a Smart+Connected Communities™ service that helps simplify the meeting room reservation and resource management process. By integrating traditional information and communications technology (ICT) and non-ICT systems, Cisco Smart+Connected™ Meeting Spaces brings about significant benefits including:

- Better visibility of room availability
- Improved room use reporting
- Multiple channels for reservation, such as Microsoft Outlook, web, IP phone, and digital signage
- Enhanced experience through the ability to manage room resources, such as heating, ventilation, air conditioning (HVAC), lights, blinds, and audio-visual (A/V) equipment, through the IP phone
- Use of existing physical and digital assets
- Extensive reporting and business intelligence capabilities
- Single window for administration of rooms across the enterprise locations
- Reduction in energy waste and consumption for meeting rooms by linking to room schedules and actual occupancy
Features

Table 1 Features of Smart+Connected Meeting Spaces

<table>
<thead>
<tr>
<th>#</th>
<th>Feature</th>
<th>Sub-Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scheduling</td>
<td>• Outlook-based reservations&lt;br&gt;• Web client–based reservations&lt;br&gt;• IP phone–based reservations&lt;br&gt;• Interactive sign-based reservations&lt;br&gt;• Meeting space reservation display</td>
</tr>
<tr>
<td>2</td>
<td>Meeting space resource management from IP phone</td>
<td>• HVAC control&lt;br&gt;• Lights control&lt;br&gt;• Blinds control&lt;br&gt;• A/V equipment control&lt;br&gt;• Fault reporting&lt;br&gt;• Broadcasting message to digital signs</td>
</tr>
<tr>
<td>3</td>
<td>Meeting space policies</td>
<td>• Energy-savings policies&lt;br&gt;• Space occupancy confirmation&lt;br&gt;• Early release of meeting space</td>
</tr>
<tr>
<td>4</td>
<td>Meeting space administration</td>
<td>• Addition of locations and floor plans&lt;br&gt;• Addition of meeting spaces to the floor plans&lt;br&gt;• Addition of devices and resources to locations&lt;br&gt;• Modification or deletion of locations and meeting spaces</td>
</tr>
<tr>
<td>5</td>
<td>Reporting</td>
<td>• Utilization metrics as per defined parameters&lt;br&gt;• Custom reports</td>
</tr>
</tbody>
</table>

Details of Cisco Smart+Connected Meeting Spaces Features

1. Reservation Management

1.1. Outlook-Based

1.1.1. Meeting and conference rooms are configured as resources in the Microsoft Exchange calendaring system with aliases or conference room names assigned to them.

1.1.2. End users can look up the availability of the rooms in the Microsoft Outlook calendar system and, based on availability, request a reservation.

1.1.3. Configurations in Microsoft Exchange can automatically accept or decline reservation requests, based on calendar availability and policies.

1.2. Web Client-Based

1.2.1. Using a web-based interface, end users can specify various meeting parameters, such as start and end time, meeting type, subject, and location, in an intuitive manner.
1.2.2. Users can also mark a meeting as confidential. This would prevent display of the meeting subject on digital signs. Only those users who are invited to the meeting will be able to view full meeting details in their respective calendar interfaces.

1.2.3. Users can also add Cisco WebEx® to the meeting through WebEx integration.

1.2.4. The system will automatically generate a list of rooms available based on the parameters specified. In case no meeting rooms are available at the specified time, the system will show best-match rooms that may be available an hour prior to or after the original meeting time specified.

1.2.5. Users can filter the search results based on the availability of room resources as specified by the administrator. Standard room resources include, but are not limited to, projectors, LCD displays, telepresence, and so forth.

1.2.6. Users can easily update the meeting details in the same screen and update the search results accordingly.

1.2.7. Users can also add or invite both internal and external attendees to the meeting.

1.2.8. Users can select the room or rooms as required and send out the invite.

1.2.9. Users can add or request meeting room equipment, as specified by the administrator. Equipment requests would be automatically routed to the administrator for further action.

1.2.10. Users can set preferences for time zones and primary location. This helps ensure that the meetings displayed are always in the user’s preferred time zone, and the primary location is set by default.

1.2.11. Users can mark meeting rooms as favorites. Favorite rooms are displayed on top of the search results by default (if available).

1.3. IP Phone-Based

1.3.1. Ad hoc bookings of meeting spaces is supported from the IP phone present in the room.

1.3.2. IP phones display the list of meetings in the given space prominently.

1.3.3. If the space is available at a particular time, a “Book Now” icon can be clicked by the end user.

1.3.4. Duration of such bookings can be configured by the administrator.

1.4. Interactive Sign-Based

1.4.1. A floor plan with meeting spaces highlighted, as per their availability, is displayed on digital signs (both touchscreen and non-touchscreen).

1.4.2. Type of information displayed depends on location of the sign, such as lobby, floor, or meeting space.
1.4.3. On touchscreen signs, users can click on the meeting space (if available) and book through a simple process.

1.5. Smartphone App

1.5.1. Users can view current and future availability of meeting rooms by selecting the building and floor and book a room immediately, including inviting attendees.

1.5.2. Users can locate and perform wayfinding to the meeting room from a predesignated start point or configure their own start point using a floor plan view.

1.6. Room Panel-Based

1.6.1. Small size touchscreen (12 to 15 in.) placed outside the meeting room indicates room status and availability. Users can view the room calendar, room size, and room resources there. They can also click on the available time slot on the room panel and book the room for the desired period of time.

2. Meeting Space Resource Management from IP Phone

2.1. Room Usage

2.1.1. **Room confirmation**: Users can confirm whether they are using the room by clicking “Confirm” on the IP phone. If the user does not confirm the usage at an interval, such as 15 minutes, which is configurable by the administrator, then after the meeting time, the room is automatically released and made available to other users. The room also defaults to energy saving mode if the building management system (BMS) integration is configured. The particular meeting is also treated as a no-show and reported accordingly.

2.1.2. **Early release**: Users can choose to release the room earlier if the meeting completes before the planned time. If users release the room, the room is made available from that time and accordingly updated on various channels. The room also defaults to energy saving mode if the BMS integration is configured.

2.1.3. **Meeting extension**: Users can choose to extend the meeting if the room is available beyond the scheduled end time through two clicks on the IP phone. Users can select the period of time for which the meeting is to be extended. Once the meeting is extended, the information is updated on all channels.

2.1.4. **One-click Cisco WebEx audio**: If the meeting is WebEx enabled, and the WebEx session has been added using the web client, users can join the audio bridge with a single click, eliminating the need to note down the audio bridge details and the WebEx meeting ID.

2.2. HVAC Control

2.2.1. HVAC can be controlled for the meeting space.

2.2.2. HVAC can be turned on and off by defining occupancy status.
2.2.3. Users can also set the temperature to values, chosen from those specified by the administrator.

2.3. Lighting Control

2.3.1. Individual or multiple light systems in the meeting space can be controlled.

2.3.2. Lights can be turned on and off.

2.3.3. Users can also set the dimness and brightness of the lights.

2.4. Blind Control

2.4.1. Individual or multiple blind systems in the meeting space can be controlled.

2.4.2. Blinds can be raised, lowered, and paused midway.

2.5. A/V Equipment Control

2.5.1. Projector and projector screen (single or multiple) in the meeting space can be controlled.

2.5.2. Projector can be turned on and off.

2.5.3. Projector screen can be raised, lowered, and paused midway.

2.5.4. Lights, blinds, projector and projector screen can be controlled through a single action.

2.6. Fault Reporting

2.6.1. Problems and issues in the meeting space can be reported.

2.6.2. Fault reporting can be integrated with customer’s trouble ticketing system.

2.6.3. If reporting is not integrated with the trouble ticketing system, cases from the IP phone would be communicated to a preconfigured email address.

2.7. Broadcasting Message to Digital Signs

2.7.1. Messages can be broadcast from the IP phone to digital signs for the meeting space.

2.7.2. Canned messages can be defined and configured by the administrator.

3. Meeting Space Policies

3.1. Energy Savings Policies (available only with building management system integration)

3.1.1. Facility managers and administrators can set energy-savings policies to control and reduce energy waste when room is not occupied.
3.1.2. HVAC and lights in the meeting rooms can be turned on and off, through links to the meeting room schedules. For example, an energy policy can state that the HVAC in a room will be switched on only 15 minutes (this is configurable) before the actual start of a reservation, whereas lights would be switched on only at the start time of the reservation.

3.2. Meeting Space Occupancy Confirmation

3.2.1. End users can confirm the occupancy of the room by clicking a “Confirm Occupancy” icon in the IP phone.

3.2.2. Occupancy can be confirmed within a certain “grace period” from the start time of the meeting. The grace period is defined by the administrator.

3.2.3. Non-confirmation will revert the room to energy-savings mode and also show the room is available on digital signs.

3.3. Early Release of Meeting Space

3.3.1. End users can release the meeting space earlier than scheduled, if the space is not needed for the full planned duration by clicking a “Room Release” icon on the IP phone.

3.3.2. Early release will revert the room to energy-savings mode and also show the room is available on the digital signs.

4. Meeting Space Administration

4.1. Addition of Locations and Floor Plans

4.1.1. Multiple locations of office buildings, floors for each location, and floor plans (including layout of cubicles, meeting rooms, break out areas, etc.) can be added.

4.2. Addition of Meeting Spaces to Floor Plans

4.2.1. Individual meeting spaces can be added as overlays on the floor plan, including naming of meeting spaces.

4.3. Addition of Devices and Resources to Locations

4.3.1. Various devices present, such as variable air volume (VAV) and lights can be added to meeting spaces.

4.3.2. Signs to meeting spaces, hallways, and lobby can be added.

4.3.3. Set points, such as temperature and light settings, can be configured for the devices.

4.4. Modification and Deletion of Locations and Meeting Spaces

4.4.1. Meeting spaces and devices available in the workspace can be modified or deleted.
5. Reporting

5.1. Utilization Metrics as per Defined Parameters

5.1.1. Current meeting space utilization

5.1.2. Historical meeting space utilization

5.1.3. Comparison of meeting spaces by utilization over time

5.1.4. Comparison of utilization across locations

5.1.5. Early release reports

5.1.6. No-show reports

5.2. Custom Reports

5.2.1. Custom reports can be generated based on user-defined parameters.

5.2.2. Custom reports can be saved.

5.2.3. Reports can be exported to other formats (csv, pdf, or xls).

Internationalized Application

Cisco Smart+Connected Meeting Spaces is i18n compatible. It has been localized for English and Korean. All i18n languages are supported.

Benefits

The benefits for the various customer stakeholders are as mentioned in Table 2.

<table>
<thead>
<tr>
<th>Table 2</th>
<th>Benefits of Smart+Connected Meeting Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IT Manager</td>
</tr>
<tr>
<td>Quantitative</td>
<td>• Increased utilization of existing ICT infrastructure</td>
</tr>
<tr>
<td>Qualitative</td>
<td>Simplified management of ICT and building infrastructure</td>
</tr>
</tbody>
</table>
Certification Matrix

Table 3 shows the hardware and software that Cisco Smart+Connected Meeting Spaces requires. These components are NOT included as part of the product.

<table>
<thead>
<tr>
<th>Software/Hardware</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Components</td>
<td></td>
</tr>
<tr>
<td>Call Manager</td>
<td>Unified Call Manager 8.x, 9.x</td>
</tr>
</tbody>
</table>
| Digital Media Player      | Digital Media Player 4610/4632 with 4600 firmware  
                               | Digital Media Player 4400/4310, Firmware 5.1 (http and https) |
| Digital Media Manager     | Digital Media Manager Version 5.2.1          |
| IP Phone                  | Touchscreen: 7975, 9971                      |
|                           | Non-touchscreen: 9951                       |
| Service Delivery Platform | SDP Version 2.0.2                           |
| Language                  | U.S. English, K.O. Korean                   |
| Third-Party Components    |                                              |
| App Server                | WebLogic 10.3 or JBoss 6                    |
| A/V Equipment             | Crestron: MC2E (one Crestron control for one projector) and PRO2 (one Crestron control for two projector) – [both] |
| Browser                   | Firefox v20, Chrome 25, IE9                 |
| Database                  | Oracle Enterprise Edition 11g R2 /orPOSTGRES9  |
| Exchange                  | Microsoft Exchange Server 2003, 2007 SP1, and 2010 |
| JDK                       | Oracle JDK 1.6+ or later                     |
| LDAP                      | Active Directory (Win2008 v6.0, Win2003 v5.2R2), RHEL 5.5 openldap  |
| Mediation Gateway         | Niagara Tridium AX 600                      |
| Operating System          | Red Hat Linux 5.5                            |
| Remedy                    | BMC Remedy Version 7.5                      |

Ordering Information

Cisco Smart+Connected Meeting Spaces and Digital Signage Content Management provide a flexible, "pay-as-you-grow" licensing mechanism that gives customers the option to add incremental meeting rooms and features to be managed as needed. The licenses for Cisco Smart+Connected Meeting Spaces are perpetual licenses and do not need or include annual renewal.

Cisco Smart+Connected Meeting Spaces and Digital Signage Content Management licenses are categorized based on the procurement model shown in Table 4.

<table>
<thead>
<tr>
<th>Software/Hardware</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart+Connected Meeting Spaces Base SW (for physical delivery) – Top Level SKU</td>
<td>SCMS-BASE-K9</td>
</tr>
<tr>
<td>Smart+Connected Meeting Spaces Base SW (for electronic delivery) – Top Level SKU</td>
<td>R-SCMS-BASE-K9</td>
</tr>
<tr>
<td>SCMS Web Booking Single Room up to 49 Rooms</td>
<td>LIC-SCMS-WEB-A</td>
</tr>
<tr>
<td>SCMS Web Booking Single Room 50 to 199 Rooms</td>
<td>LIC-SCMS-WEB-B</td>
</tr>
<tr>
<td>SCMS Web Booking Single Room 200 or More Rooms</td>
<td>LIC-SCMS-WEB-C</td>
</tr>
</tbody>
</table>
### Software/Hardware

<table>
<thead>
<tr>
<th>Software/Hardware</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCMS Kiosk and Signage Interface License Single Signage</td>
<td>LIC-SCMS-KIOSK</td>
</tr>
<tr>
<td>SCMS Room Panel Interface License for Single Room Panel</td>
<td>LIC-SCMS-ROOMPANEL</td>
</tr>
<tr>
<td>SCMS Smartphone App</td>
<td>LIC-SCMS-MBL</td>
</tr>
<tr>
<td>SCMS IP Phone Interface License for Single IP Phone</td>
<td>LIC-SCMS-IPPH</td>
</tr>
<tr>
<td>SCMS IP Phone AV Control License for Single IP Phone</td>
<td>LIC-SCMS-AVCON</td>
</tr>
<tr>
<td>SCMS IP Phone Comfort Control License for Single IP Phone</td>
<td>LIC-SCMS-COMCON</td>
</tr>
<tr>
<td>SCMS Digital Signage Content Management License Single Signage</td>
<td>LIC-SCMS-DSCM</td>
</tr>
<tr>
<td>SCMS Enterprise License for Minimum of 500 Rooms</td>
<td>LIC-SCMS-ENT</td>
</tr>
</tbody>
</table>

### Related Solutions

Cisco Smart+Connected Meeting Spaces is a part of the Cisco Smart+Connected WorkPlace portfolio of solutions that promote a smarter, efficient, and sustainable workplace. A related solution is Cisco Smart+Connected Personalized Spaces which is targeted at improving workplace metrics, real estate consolidation, and the user experience.

### Warranty Information

Find warranty information on Cisco.com at the [Product Warranties](http://www.cisco.com) page.

### Cisco Services

Cisco offers a wide range of support programs to help accelerate customer success. These innovative programs are delivered through a unique combination of people, processes, tools, and partners, promoting high levels of customer satisfaction. For more information, contact your Cisco sales representative.

### For More Information

For more information about the Cisco Smart+Connected Meeting Spaces, visit [http://www.cisco.com/web/strategy/smart_connected_communities/meeting_spaces.html](http://www.cisco.com/web/strategy/smart_connected_communities/meeting_spaces.html).