



Preface

This preface describes the audience, organization, and conventions of the *Cisco Smart+Connected Meeting Spaces User Guide* and provides information about the related documentation and, how to obtain documentation and submit a service request.

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Audience

This guide is meant for users of the Cisco Smart+Connected Meeting Spaces application.

Organization

Chapter	Description
Chapter 1, “Getting Started”	Provides an overview of the Cisco Smart+Connected Meeting Spaces application. It also describes how to view the availability of the conference/TP rooms and book them using the signage/IEC, room panels, or IP phones placed at the actual resource space, in addition to the traditional reservation techniques such as email/calendaring client.
Chapter 2, “Smart+Connected MS Web Portal”	Provides an overview of the Cisco Smart+Connected Meeting Spaces web portal.
Chapter 3, “Booking Rooms Using the Portal”	Describes how to book conference/TP rooms using the portal. It describes the procedure you must follow to book rooms using the Quick Reservation and New Reservation method.

Chapter	Description
Chapter 4, “Managing Meetings Using the Portal”	Describes how to view, accept, decline, and delete meetings and specify your preferences for conference room booking and other settings.
Chapter 5, “Managing the Conference Room Resources”	Describes how to send messages to the signage, control the devices in a conference/TP room, and release the rooms.

Conventions

This document uses the following conventions:

Convention	Description
Boldface	Commands, command options, and keywords are in boldface .
<i>Italics</i>	Arguments for which you supply values are in <i>italics</i> .
Option > Option	Used to describe a series of menu options.



Note

Means *reader take note*. Notes contain helpful suggestions or references to material not covered in this guide.



Caution

Means *reader be careful*. In this situation, you might perform an action that could result in equipment damage or loss of data.

Related Documentation

- *Cisco Smart+Connected Spaces User Guide*
- *Cisco Smart+Connected Meeting Spaces Installation Guide*
- *Cisco Smart+Connected Meeting Spaces Administrator Guide*
- *Cisco Smart+Connected Meeting Spaces Customization Guide*
- *Cisco Service Delivery Platform Installation Guide*
- *Cisco Service Delivery Platform User Guide*
- *Release Notes for Cisco Smart+Connected Meeting Spaces*