# Cisco Smart+Connected Spaces User Guide

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# Preface

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

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- Organization, page iii
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- Related Documentation, page iv

## Audience

This guide is intended for users of Cisco Smart+Connected Spaces (Smart+Connected Spaces) solution.

## Organization

This guide includes the following sections:

| Chapter | Description |
|---|---|
| Chapter 1, "Introduction" | Describes the features of the Smart+Connected Spaces solution that you can access using signage, kiosks, and web portal. |
| Chapter 2, "Cisco Smart+Connected Spaces Kiosks" | Describes the kiosk interface and the features that you can access using the Smart+Connected Spaces kiosks and the kiosk web portal. |
| Chapter 3, "Working with Kiosks" | Describes the tasks that you need to perform to book conference or TelePresence (TP) rooms, and check into workspaces. It also describes the other activities that you can perform using the kiosks. |
| Chapter 4, "Working with Smart+Connected Spaces Signage" | Describes the content that you can access using the Smart+Connected Spaces signage. |

# Conventions

This document uses the following conventions:

| Convention | Indication |
|---|---|
| **bold** font | Commands, keywords, and user-entered text appear in the **bold** font. |
| *italic* font | Document titles, new or emphasized terms, and arguments for which you supply values are in the *italic* font. |
| `courier` font | Terminal sessions and information the system displays appear in the `courier` font. |

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

# Related Documentation

The following are the related documents:

- *Cisco Smart+Connected Meeting Spaces User Guide*
- *Cisco Smart+Connected Meeting Spaces Installation Guide*
- *Cisco Smart+Connected Meeting Spaces Administration 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*

**C H A P T E R 1**

# Introduction

This chapter describes the features of the Cisco Smart+Connected Spaces (Smart+Connected Spaces) solution that you can access using signage, kiosks, and kiosk web portal.

## About Smart+Connected Spaces

The Smart+Connected Spaces is a solution that leverages the Service Delivery Platform (SDP). It provides features for conference/TP room booking and check-in by using kiosks, and web portal. The signage-based solutions that Cisco Smart+Connected Spaces provides have features for enhanced organizational communication using signage and Cisco IP phones.

You can view and/or book available conference/TelePresence (TP) rooms and workspaces using kiosks and checkin using the kiosks. Kiosks are large touch screen panels that are mounted in elevator lobbies and placed in other common spaces. The Smart+Connected Spaces web portal has features and functionality similar to the kiosks.

As an end-user, you can easily access news and other general information such as emergency notifications, tips on better resource management, energy savings, and environment-friendly corporate practices via signage.

The Smart+Connected Spaces solution allows you to access the following solutions/features:

- Using Signage
  - Cisco Smart+Connected Emergency Notifications™ (Smart+Connected EN)—Displays the notifications and exit routes on the digital signage in times of an emergency and sends audio and visual notifications on the Cisco IP phones during a crisis.
  - Cisco Smart+Connected Information Signage™ (Smart+Connected IS)—Displays the general information and news on the digital signage.
  - Cisco Smart+Connected Green Advisor™ (Smart+Connected GA)—Displays energy consumption data, energy saving tips, and green information.
- Using Kiosks
  - Book conference rooms and TP rooms.
  - Check into any available workspace.
  - View the overall conference/TP room and workspace availability on all floors of all of the buildings in the organization and book/check into any of these spaces.
  - View the neighborhoods/zones on a floor.

- Access the floor plans for any building in the enterprise to view the locations and availability of the conference room/TP rooms and workspaces.

- Search for the available conference rooms and TP rooms based on your requirements such as the features available, seating capacity, location, and time and book them.

- Search for the people within the enterprise.

![Note icon]

**Note**     You can also perform all these tasks by using the web portal.

- Using Kiosk Web Portal (In addition to the above mentioned features that you can access using kiosks)

    - Locate the workspace you have checked into.

    - View the building, floor, and name of the workspace you have checked into.

    - Choose not to display your current check in location.

![Note icon]

**Note**     This option is available only if it is configured by the administrator.

    - Check out from the workspace that you have occupied.

    - Login and logout of the kiosk web portal.

CHAPTER **2**

# Cisco Smart+Connected Spaces Kiosks

This chapter describes the kiosk interface and the features that you can access using Cisco Smart+Connected Spaces (Smart+Connected Spaces) kiosks and the web portal.

- Understanding the Kiosk Interface, page 2-1
- Smart+Connected Spaces Web Portal, page 2-4

## Understanding the Kiosk Interface

*Table 2-1        Elements of the Kiosk Interface*

| Number | View Area | Description |
|--------|-----------|-------------|
| 1 | Location | Location of the kiosk or the location you have searched for/navigated to. |
| 2 | Day, Date, and Time | Current day, date and time displayed in the top-right corner of the kiosk. |
| 3 | Floor Plan | Miniature representation of the various spaces and facilities on the selected floor. Available and unavailable workspaces are highlighted in different colors. |
| 4 | Summary | Floorwise list of all of the conference/TP rooms and workspaces in the building and the overall availability status of these spaces. |
| 5 | Floor Navigation Controls | Tap these to navigate to the required floor view. |
| 6 | View Controls | Used to adjust/restore the default zoom level of the floor plan. |
| 7 | Function Tabs | Allow you to work with the different functions available on the kiosk by displaying the respective tab details. |
| 8 | Tab Details | Displays the interface for the selected tab in the right pane next to the floor plan. |

Figure 2-1 shows the interface displayed on the kiosk.

*Figure 2-1        Kiosk Interface*



The kiosk interface displays the following information:

- Location—By default, the interface displays the name of the building and the floor where the kiosk is placed, as a header. This is the location for which the floor plan and other details are displayed unless changed. When you navigate to another building or floor using the floor plan view or the search feature, the location title gets updated accordingly.

- Day, Date, and Time—The day of the week and the current date and time at the location where the kiosk is placed are displayed in the top-right corner of the kiosk interface.

- Floor Plan—All of the available workspaces, conference/TP rooms, and other facilities on the floor are displayed as a map or a graphical representation. This element takes up a major part of the kiosk screen. All of the available workspaces appear in green, while the unavailable workspaces appear in red. Tapping on a workspace opens a dialog box which shows the workspace name/ID, availability status and icon, and the check-in option if the workspace is available. For occupied workspaces, details of the person who has occupied it are displayed.

✎
**Note**    The conference rooms on the floor are not highlighted and appear in grey on the floor plan that is shown by default, with the Recent Activities tab selected. Use the Conference/TP Rooms tab to view the details of these rooms and book them.

- Summary—Tap this button to view the building summary. The building summary displays the following details:

    - Table depicting each floor in the building as a row and the conference/TP room and workspace availability status as columns. The number of available, checked in, and booked conference/TP rooms and workspaces on every floor are listed and represented by different colors. Tap any resource number provided for any floor to load the floor plan with that resource highlighted.

    - Legend mentioning what the colors indicate is provided below the table. The date and time (along with the timezone) at which the Summary was last updated are also provided.

    To return to the floor plan view, tap the Close button.

- Floor Navigation Controls—Below the floor plan, controls are provided to navigate to the different floors in a building. Tap these controls to view the plan for a particular floor. Once the changed floor plan is displayed, you can perform the required tasks by using any of the function tabs and book a conference/TP room or check into a workspace on that floor.

- View Controls—The Zoom In and Zoom Out buttons allow you to adjust the magnification level of the floor plan. Tap restore to resize the floor plan to the default display size on the kiosk. The Refresh button updates the floor plan and changes the kiosk view to display the default function tab, that is, the Recent Activities tab. This tab is refreshed to show the updated data.

- Function Tabs—These tabs allow you to perform various tasks using the kiosk. When you tap a tab, the pane above the tab area displays the details for it and provides a filtering option.

> ✎
> **Note**    The filtering option is available for all the tabs except Search.

    - Recent Activities tab—Selected by default, it lists the people who have checked in and checked out on the floor during the last two hours.

    - Workspaces tab—Highlights the available workspaces in the floor plan and lists the available, occupied, and available soon workspaces.

    - Offices—Highlights the available office spaces in the floor plan and lists the available, occupied, and available soon office spaces.

    - Conference/TP Rooms tab—Highlights the available conference and TP rooms in the floor plan and lists the available and occupied rooms.

    - People tab—Lists all of the people who have checked in on the current floor.

    - Neighborhoods tab—Lists the different neighborhoods/zones of a floor. The workspaces in each zone are displayed in a different color in the floor plan.

    - News—Displays the latest news and top headlines that are relevant to the geographical region the user is located in. You can tap a headline listed to read the entire article, while remaining within the application.

    - Search—Allows you to search for buildings, people, workspaces, and conference/TP rooms anywhere in the enterprise.

- Tab Details—The interface for the selected function tab is displayed above the tab area. This area lists the information related to the tab and allows you to perform the tasks for the tab.

# Smart+Connected Spaces Web Portal

The Smart+Connected Spaces web portal has an interface and functionality similar to the Smart+Connected Spaces kiosks. To access the portal you need to login using your employee ID or user ID, as configured by the administrator. The login password is your active directory or LDAP password.

The portal allows you to book conference/TP rooms, check into workspaces, use the search and filtering features, and so on, in a manner similar to the kiosks. In addition to these features, the following options are available in the web portal:

- Locate Button—Loads the plan for the floor where you have checked in and displays the dialog box that indicates your location on the floor plan. The dialog box also provides information about you.

- Check-in Location—The building, floor, and name of the workspace you have checked into.

- Do not publish my location option—This option is available only if it is configured by the administrator. If you choose not to publish your details, the workspace you check into is shown as occupied but your details are not displayed. Also, your location is not shown:

  - When someone searches for you

  - In the Recent Activities list

  - In the People list

- Check-out Button—Allows you to check out at any point of time from the workspace that you are checked into.

> **Note** You can access these options from the drop-down list that appears when you click the arrow button located on the top-right corner of the page, beside your name. Additionally, the check-in/check-out button are also available when you click a workspace on the floor plan.

CHAPTER 3

# Working with Kiosks

This chapter describes the tasks that you need to perform to book conference or TelePresence (TP) rooms, and check into workspaces. It also describes the other activities that you can perform using the function tabs available on the kiosks.

## Viewing Recent Activities

By default, the Recent Activities tab is displayed. This tab is also displayed whenever you tap Refresh. This tab displays all of the check-in and check-out data for the past two hours. This data is specific to the building where the kiosk is located.

To view the recent activities in the building, perform the following tasks:

**Step 1**  Tap the **Recent Activities** tab.

The tab details area shows the following details:

- Legend—States that the green icon represents checked in employees and the grey icon represents checked out employees.
- List of Employees—Lists the employees who have checked in/out on any floor in the building within the last two hours. The details of the most recently checked in/checked out employees appear on top. The name of the employee, the floor name, cubicle or workspace name, and the check in/out time is displayed.

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**Step 2**   Tap and drag the list to scroll it and tap any name to load the floor plan. A dialog box appears indicating the employee's location in the floor plan that displays the following details:

- Workspace ID.

- Red icon and the status 'Occupied', if the employee has checked in. This indicates that the workspace is unavailable and cannot be booked. If the employee has checked out, a green icon and the status 'Available Now' appear. This indicates that the workspace is available and can be booked.

- Photograph of the employee (if available), employee name and ID, designation, and the team to which the employee belongs.

> ✎
> **Note**    If no image is available for an employee(s), a generic icon is shown.

> ✎
> **Note**    Employee details are displayed only for those employees who are currently checked into a workspace. No details are shown in the dialog box for employees that have checked out.

## Filtering the Recent Activities List

You can filter the Recent Activities list by entering a few alphabet characters of the employee(s) name.

To filter the list, perform the following steps:

**Step 1**   Tap inside the Enter Keyword to Filter field and enter a few alphabet characters of the employee's name using the onscreen keyboard. This field is provided below the Recent Activities list in the tab details area.

The list gets filtered to display the check in/out details of the employees whose names contain the alphabets characters that you specified.

**Step 2**   Tap any name in the filtered list.

The floor plan is loaded with a dialog box that indicates the employee's location on the floor and provides the employee's details.

# Checking into Workspaces

You can check into a workspace to use the workspace for the maximum allowed check-in duration (normally eight hours). Checking in automatically signs into your Extension Mobility on the IP phone in the space (if configured) and updates your dynamic workplace location on the Smart+Connected Spaces kiosk.

After you check into a workspace, the icon against that workspace appears in red in the floor plan indicating that it is occupied. If you or another employee tap on the workspace in the floor plan, the dialog box shows that you have occupied the space. Details such as your photograph (if available), user ID, designation, and the team to which you belong are displayed.

To check into a workspace, perform the following steps:

**Step 1**    Tap the **Workspaces** tab on the default view (the floor plan and details of the location where the kiosk is placed).

The list of workspaces appears. It displays the following details:

- Available, Occupied, Available Soon Workspaces—The number of workspaces with each of the three statuses displayed with a green icon for available, red for occupied, and yellow for workspaces that will be available soon.

- List of Workspaces—All of the workspaces on the floor are listed. The workspace name and the status is displayed for the available workspaces. For the occupied workspaces, the employee name, ID, and the photograph of the occupier (if available) is also displayed.

All of the workspaces get highlighted in the floor plan and the conference/TP rooms appear dimmed.

**Step 2**    (Alternatively) Navigate to another floor in the building where you want to check in by using the floor navigation button and tap the **Workspaces** tab. If you want to check into a workspace in another building, navigate to the building using the Search tab and then tap the **Workspaces** tab to check into the required workspace. For more information, see the "Searching for Facilities" section on page 3-5.

**Step 3**    Tap and drag the list to scroll it and tap any available workspace.

A dialog box appears in the floor plan indicating where the workspace is located. It displays the workspace ID and the status 'Available Now' along with a green icon indicating availability.

**Step 4**    Tap **Check-in** in the dialog box.

**Step 5**    Enter your employee ID or user ID (as enabled by the administrator for checking in using kiosks) in the dialog that appears, using the onscreen keyboard.

A dialog box confirming the check in appears and displays the following:

- Your photograph (if available) and name

- Name of the workspace and the floor that you have checked into.

# Booking Conference/TP Rooms

You can book any available conference/TP room for a required time slot for the current day or any other day.

To book a conference/TP room, perform the following steps:

**Step 1**    Navigate to the floor where you want to book the conference/TP room and tap the **Conference/TP Rooms** tab.

(Alternatively) To book a conference/TP room in another building, navigate to the building using the Search tab and then tap the **Conference/TP Rooms** tab to book the required room. For more details, see the "Searching for Facilities" section on page 3-5.

The conference rooms on the floor are highlighted and appear in different colors that indicate the status:

- Available (green)

- Occupied (red)

- Available Soon (yellow)

The tab details area also lists these colors to indicate the availability status of the rooms.

> ✎
>
> **Note**    The conference and the TP rooms are each represented by a different icon that indicates the room type. These icons appear in the room list and the dialog box that appears when you click the room name on the floor plan.

**Step 2**    Tap and drag the list to scroll it and tap any room that is in the available, occupied, or available soon status. (Alternatively, tap a room in the floor plan.)

A dialog box appears in the floor plan indicating where the conference/TP room is located. It displays the room name, availability status, and seating capacity.

**Step 3**    Tap **Book** in the dialog box.

The three-screen booking wizard opens. The Time Info screen is the wizard first screen. It displays the following:

- Room type (conference or TP)
- Room name
- Current availability status
- Seating capacity
- Icons for the equipment in the room (if any) such as the projector, board, and so on.
- Date picker that shows the current date and opens the calendar.
- Time Table that displays the room schedule for the day as a horizontal bar divided into one-hour slots. Names of the employees who have booked the room for these slots are also displayed.
- Book and Close buttons

**Step 4**    To specify a time for the booking, perform the following steps:

**a.**    Tap the date picker.

**b.**    Tap the left and right arrows to change the month and tap the required date. (Optional) Tap **Today** to pick the current date.

**c.**    Tap the ✖ icon to return to the Time Info screen. (Alternatively) Tap anywhere outside the calendar to close it.

The date picker displays the selected date.

**Step 5**    Tap any available slot(s) in the Time Table to select it. To unselect a chosen slot, tap it again.

**Step 6**    Tap **Book**.

The User Info screen appears. It displays the conference room name, the building and floor it is located on, the User ID field, and the date and time for the booking. A message is displayed asking you to provide your credentials.

**Step 7**    Tap inside the User ID field and enter the data using the onscreen keyboard that appears.

**Step 8**    Tap **Book**.

The Complete screen appears informing you that booking is successful.

**Step 9**    Tap **Close**.

The kiosk view is refreshed and the Recent Activities tab is selected. You receive a booking confirmation mail in Outlook.

**Step 10**    (Optional) Tap **Close** on the Time Info and User Info screens to exit the wizard without booking a room.

## Filtering by Keyword

You can filter the conference/TP rooms list by entering a few alphabets of the conference/TP room name.

To filter the list, perform the following steps:

**Step 1**   Tap inside the Enter Keyword to Filter field and enter a few alphabet characters of the conference/TP room name using the onscreen keyboard. This field is provided below the Conference/TP Room list in the tab details area.

You will get the list of conference room names, which contain the alphabet characters that you specified in the selected building.

**Step 2**   Tap any name in the filtered list to view the conference/TP room location in the floor plan.

# Searching for Facilities

You can search for any building in the organization, load the floor maps for it, and view the building summary using the facilities search feature.

To search for facilities, perform the following steps:

**Step 1**   Tap the **Search** tab.

The tab details area displays the Facilities, People, Workspaces, and Conference/Telepresence Rooms search panes.

**Step 2**   In the Facilities pane, tap inside the Building field.

A drop-down list of all of the buildings in the organization appears. Tap the up and down arrows to scroll through the list.

**Step 3**   Tap the name of the building that you want to search for.

The floor drop-down list appears after you select the building.

**Step 4**   (Optional) Tap the ⊠ icon to remove the selection and reopen the list. Tap the name of another building in the list.

**Step 5**   Tap the floor for which you want to view the details and then tap **Load Map**.

The plan for the selected floor is displayed with all of the workspaces on the highlighted floor. The Recent Activities tab is selected by default.

**Step 6**   (Optional) Tap **Building Summary** to view the workspace and conference/TP room availability details for the building. Tap **Close** to return to the floor plan view.

**Step 7**   (Optional) Tap any of the function tabs depending on the task that you want to perform.

**Step 8**   (Optional) Tap the icon to return to the floor plan view for the default location (where the kiosk is located).

# Searching for People

To search for the people in any location of the organization, perform the following steps:

**Step 1**   Tap the **Search** tab.

The tab details area displays the Facilities, People, Workspaces, and Conference/TelePresence Rooms search panes.

**Step 2**   In the People pane, tap inside the Search for field and enter the employee name using the onscreen keyboard that appears. (Optional) Tap the  X  icon to remove the name and re-enter another name.

**Step 3**   Tap **Search**.

The floor plan view is replaced by the list of person(s) with the name that you searched for. Details such as the photograph (if available), check-in status icon (green for checked in and grey for not checked in), designation, and location are displayed.

> ✎
>
> **Note**   The people search is independent of the location selected in the Facilities pane. On the contrary, the location in the Facilities pane changes to the employee's location if you view the plan for the floor where the person is.

**Step 4**   (Optional) Tap **Close** in the list view if you do not want to view further details.

**Step 5**   Tap the location detail provided for the employee in the list.

The plan for the floor where the person is located is displayed, with a dialog box showing the exact location. The dialog box displays details such as the photograph (if available), check-in status icon, designation, and team to which the employee belongs.

**Step 6**   Tap **Cancel** on the dialog box to close it.

**Step 7**   (Optional) Tap any of the function tabs if you want to perform other tasks for the location where the employee is located. For example, check into a workspace close to where the person is seated.

(Alternatively) Tap the 🏠 icon to change the kiosk view to display the details of the default location (where the kiosk is located).

# Searching for Workspaces

To search for workspaces, perform the following steps:

**Step 1**   Tap the **Search** tab.

The tab details area displays the Facilities, People, Workspaces, and Conference/Telepresence Rooms search panes.

**Step 2**   In the Facilities pane, tap inside the Building field and choose a building. Choose a floor from the drop-down list that appears after you choose the building. This is required because the workspace is searched for only in the selected building and floor.

**Step 3**   In the Workspaces pane, tap inside the Name/ID field. Enter the name or ID of the workspace that you want to search for and tap **Search**. (Alternatively) Tap **Search** without entering any data in the Name/ID field to view the list of all the workspaces on the floor.

The search results appear in place of the floor plan and display the workspace icon, workspace type, floor where it is located, locate icon, and the Check-In button.

**Step 4** Tap the locate [icon] icon in the result view.

The floor plan appears with a dialog box showing the exact location of the workspace. The dialog box displays the workspace name/ID, availability status, and the Cancel button. Tap the **Check-in** button to check into the workspace. The Check-in button is displayed only for the available workspaces.

**Step 5** (Alternatively) Tap the **Check-In** button in the result view to directly check into the workspace.

The updated floor plan appears with the workspace shown in red indicating that it is occupied. Tapping the workspace opens a dialog box that shows the room name/ID, the room status as 'Occupied', and your details. Tap **Cancel** to close the dialog box.

# Searching for Conference/TP Rooms

To search for conference/TP rooms, perform the following steps:

**Step 1** Tap the **Search** tab.

The tab details area displays the Facilities, People, Workspaces, and Conference/Telepresence Rooms search panes.

**Step 2** In the Facilities pane, tap inside the Building field and choose a building. This is required because the conference/TP room is searched for only in the selected building.

**Step 3** In the Conference/Telepresence Rooms pane, tap inside the Name field. Enter the name of the room that you want to search for using the onscreen keyboard that appears. (Optional) Tap the X icon to remove the name and re-enter another name. Tap **Search**.

The search results appear in place of the floor plan and display the room icon, availability status icon, room name and type, floor where it is located, locate icon, seating capacity, features (if any) and the Book button.

**Step 4** (Alternatively) Instead of searching for a conference/TP room by name, you can search for rooms using any or all of the following options:

- Features—Tap the Projector, Audio, Screen, and/or Telepresence button depending on the features that you want in the room.
- Seats—Tap the **Any** button and choose the number of seats that you want in the room.
- Available On—Tap this button to choose a date for the booking.
- From—Tap this button to choose the booking start time.
- Till—Tap this button to choose the booking end time.

Tap **Search**. The search results display the rooms that meet the search conditions. If no room matches the search criteria, a message is displayed informing you that no results are found.

**Step 5** Tap the locate [icon] icon for any room in the search result list.

The floor plan appears with a dialog box showing the exact location and the details of the conference/TP room. All other rooms on the floor are also highlighted in different colors indicating the availability status. Tap **Book** in the dialog box to open the booking wizard. For more information, see the "Booking Conference/TP Rooms" section on page 3-3.

**Step 6** (Alternatively) Tap the **Book** button in the result view to directly book the room.

**Step 7**     (Optional) Tap **Close** in the list view if you do not want to view further details/book a room.

# Viewing the Details of the People on a Floor

To view the details of the people occupying a floor, perform the following steps:

**Step 1**     Navigate to the floor for which you want to view the people and tap the **People** tab.

All of the workspaces in the floor plan are dimmed and the name and miniature images of the employees (if available) are overlaid on the workspace that they occupy. The tab details area lists the total number of checked in (green icon) employees. Details such as the photograph (if available), availability icon, name and employee ID, and location are also shown.

**Step 2**     Tap and drag the list to scroll it and tap the name of any employee in the list.

A dialog box appears in the floor plan indicating the workspace that the employee occupies. It displays the following details:

- The status 'Occupied' along with a red icon indicating non-availability for the workspace.
- Cancel button to close the dialog box.
- Employee details such as the photograph (if available), availability icon, name and employee ID, designation, and the team to which the employee belongs.

**Step 3**     (Optional) Tap **Zoom In** to magnify the floor plan and view the name and images of the employees who occupy the workspaces on the floor.

# Filtering the List of People

You can filter the People list by entering a few alphabet characters of the employee's name.

To filter the list, perform the following steps:

**Step 1**     Tap inside the Enter Keyword to Filter field and enter a few alphabet characters of the person's name using the onscreen keyboard. This field is provided below the People list in the tab details area.

The list is filtered to display the names which contain the alphabet characters that you specified.

**Step 2**     Tap any name in the filtered list to view the location of the person in the floor plan.

# Viewing Neighborhoods

Neighborhoods are regions of a floor that are occupied by a specific team or business unit. All workspaces occupied by a certain team are highlighted in a certain color in the floor plan.

To view neighborhoods, perform the following steps:

**Step 1** Navigate to the floor for which you want to view the neighborhoods and tap the **Neighborhoods** tab.

The floor plan highlights the workspaces occupied by different teams in the colors that represent them. The tab details area lists the various teams occupying the floor, the number of workspaces allocated to each team, and the colors that represent each team.

**Step 2** By default, the Select All tab is selected in the tab details area and all of the neighborhoods are highlighted in the floor plan. To view only a few neighborhoods, tap **Select None** and then tap the neighborhoods that you want to view. Only these neighborhoods get highlighted in the floor plan.

**Step 3** Tap any workspace to open the dialog box which displays the name of the team that occupies it. Tap **Close** in the dialog box or tap anywhere outside it to close the dialog box.

**Step 4** (Optional) Tap **Zoom In** to magnify the floor plan and view the location name/ID for the workspaces occupied by the teams.

# Filtering the Neighborhoods List

You can filter the Neighborhoods list by entering a few alphabet characters of the team name.

To filter the list, perform the following steps:

**Step 1** Tap inside the Enter Keyword to Filter field and enter a few alphabet characters of the team name using the onscreen keyboard. This field is provided below the Neighborhoods list in the tab details area.

The list gets filtered to display the neighborhoods which contain the alphabet characters that you specified and the number of workspaces assigned to each of the filtered neighborhoods. The filtering will not affect the floor plan view where all of the neighborhoods are highlighted by default.

**Step 2** Tap **Select None**. All the workspaces are dimmed. Now, tap any neighborhood(s) in the filtered list.

This highlights only the workspaces assigned to the particular group in the floor plan.

# Viewing the Building Summary

The building summary lists the details of the building and the nature of resources available in it. The details include the number of workspaces and conference/TP rooms on each floor and the occupancy/availability status of these spaces. These numbers are hyperlinks that you can tap to view the map of the floor with the resources highlighted.

To view the building summary, perform the following steps:

**Step 1** Tap the **Summary** button below the floor plan that is currently displayed on the kiosk.

The floor plan view changes to the building summary view. For more information on the building summary, refer to the "Understanding the Kiosk Interface" section on page 2-1 in Chapter 2, "Cisco Smart+Connected Spaces Kiosks".

**Note**    If you chose a building using the Search tab, you can tap the Building Summary button to view the summary for the building. Alternatively, after you specify a floor in the building and load the map for it, you can tap the Summary button that is displayed below the floor plan.

**Step 2**    View the number of conference/TP rooms and worskspaces on every floor and the availability status. Click a room/workspace number for any floor to view the floor plan with that resource highlighted. (Alternatively) Tap **Close** to return to the floor plan view.

# Checking Out

Checking out of the workspace makes it available for other users and displays it in green in the floor plan to indicate availability. The check out can be either automatic or thorough the Smart+Connected Spaces web portal. When you are checked out, the Recent Activities list displays this activity and shows the place and time of the check-out.

You are automatically checked out of a checked in workspace when you check into another workspace. The Recent Activities list shows the details the latest workspace that you have checked into without displaying any information about the check out from the previous workspace.

You are automatically checked out of a checked in workspace after the lapse of a specific time period that has been configured by the Smart+Connected Spaces administrator. The workspace becomes available again and the Recent Activities list displays the details of your check out from the workspace.

CHAPTER 4

# Working with Smart+Connected Spaces Signage

This chapter describes the content that you can access using the Cisco Smart+Connected Spaces (Smart+Connected Spaces) signage.

## Smart+Connected Emergency Notification Content

The Smart+Connected EN (building signage, floor signage, or conference room signage) at a particular location can be used to send messages in times of an emergency or crisis. Life-saving information such as evacuation routes, audio notifications, warnings, and instructions can be sent out to the digital signages and the Cisco IP phones. The Smart+Connected EN content instructs you on the necessary steps that you need to take in the case of an emergency. It also displays the nearest emergency exits, fire extinguishers, and so on that you need to use during crisis.

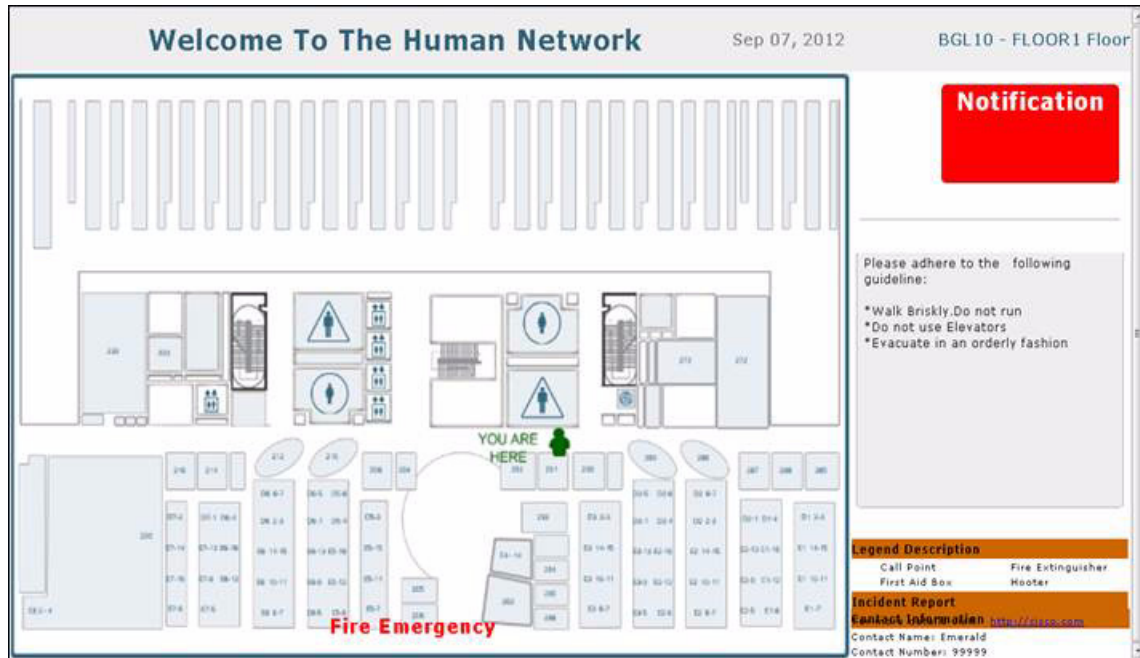The Smart+Connected EN content also provides other useful information such as the emergency contact details.

The Smart+Connected EN is an alert or a notification. The difference between an alert and a notification is explained in the following example:

For example, if there is a fire in one of the buildings in a company, the content displayed on the digital signage in the building is an alert to warn the employees of the danger and provide exit routes. In all other buildings within the campus, the Smart+Connected EN is a notification to inform the employees about the mishap. Another example of the notification is the content displayed for a fire evacuation drill.

*Figure 4-1        Smart+Connected EN Display*



## Display on Signage

The Smart+Connected EN content is displayed continuously and concurrently on the digital signage till it is disabled. It includes the following elements:

- Current Date

- Way finding floor plan with a location indicator to show where you are, and the path to the nearest exit.

- The Smart+Connected EN message is displayed at the bottom of the screen.

- The sound file associated with the visual content is also played.

  The sound can be played on the digital signages only if the audio cable from the DMP has been connected to the digital signage.

If the emergency incident has been raised with an option to show the incident report, then on a touchscreen enabled digital signage, you can navigate to the incident report URL to get further information on the incident.

✎
**Note**    When the Smart+Connected EN is enabled for a digital signage, all other content is overridden. After the Smart+Connected EN is disabled, the digital signage display returns to its standard content.

## Notifications on Cisco IP Phones

Apart from touchscreen and non touchscreen digital signages, the Smart+Connected EN content is also displayed on the Cisco IP phones, and it includes an image and an audio warning. The image file displays the emergency message text, while the sound from the audio file is played on the IP phone.

# Smart+Connected Information Signage Content

The Smart+Connected IS (building signage, floor signage, or conference room signage) at a particular location is used to disseminate news and other information considered useful for consumers. For example, content that is relevant for the entire organization, such as the annual performance, the financial results, and so on, can be displayed on all three types of signage at all the locations. The events and occurrences that concern a particular building, floor, or conference room can be selectively displayed only on the signage associated with that particular location. If the employees on a particular floor are expected to attend a gathering on the same floor, the news announcing the event and requesting their presence can be displayed only on the floor signage and the conference room signage present on that floor.

The news or information that appears on the digital signage can be created by the administrator or a content author by using the rich text editor that is available within the solution. Alternatively, the content can also reside externally (in an intranet or external website).

The touchscreen and non-touchscreen signage at a location, displays the configured content only if it has been enabled for that location. The content on the digital signage changes based on the content sequence that is configured by the administrator. If multiple news stories are enabled for a location, then the content is displayed one after the other for a specified duration. The order of the appearance of the content is based on the content creation date and time.

*Figure 4-2        News Display*
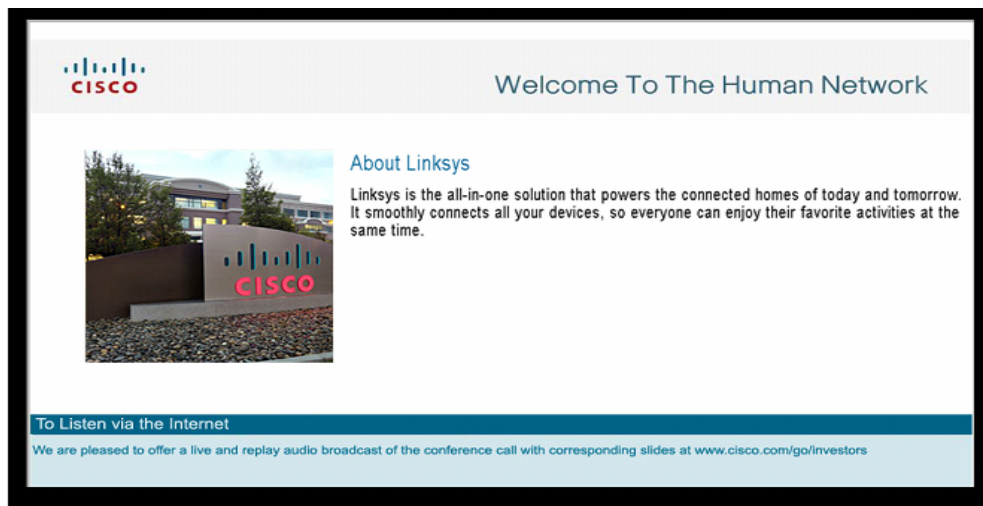


# Smart+Connected Green Advisor Content

The Smart+Connected GA is used to display the key energy usage and energy savings data for a location or building, in addition to energy performance reports,energy saving tips, green news and updates, eco-friendly practices, and so on. As an end-user accessing the data, you have increased awareness about how you can assist in reducing the overall energy usage, and hence the carbon footprint of the building.

The display can include any or all of the following main content widgets:

* Energy Consumption
* Savings

**Send documentation comments to scc-docfeedback@cisco.com**

- Carbon Emission

- Gas Usage

- How can you help

- Energy Consumption by Usage Type

- Water Usage

- Telepresence

- Did You Know

If the administrator has selected more than one main widget, each of them is displayed as a separate page one after another.

The following fixed content widgets are displayed on all pages:

- Temperature

- Green Tips

- Campus Updates

*Figure 4-3*        *Smart+Connected GA Display*
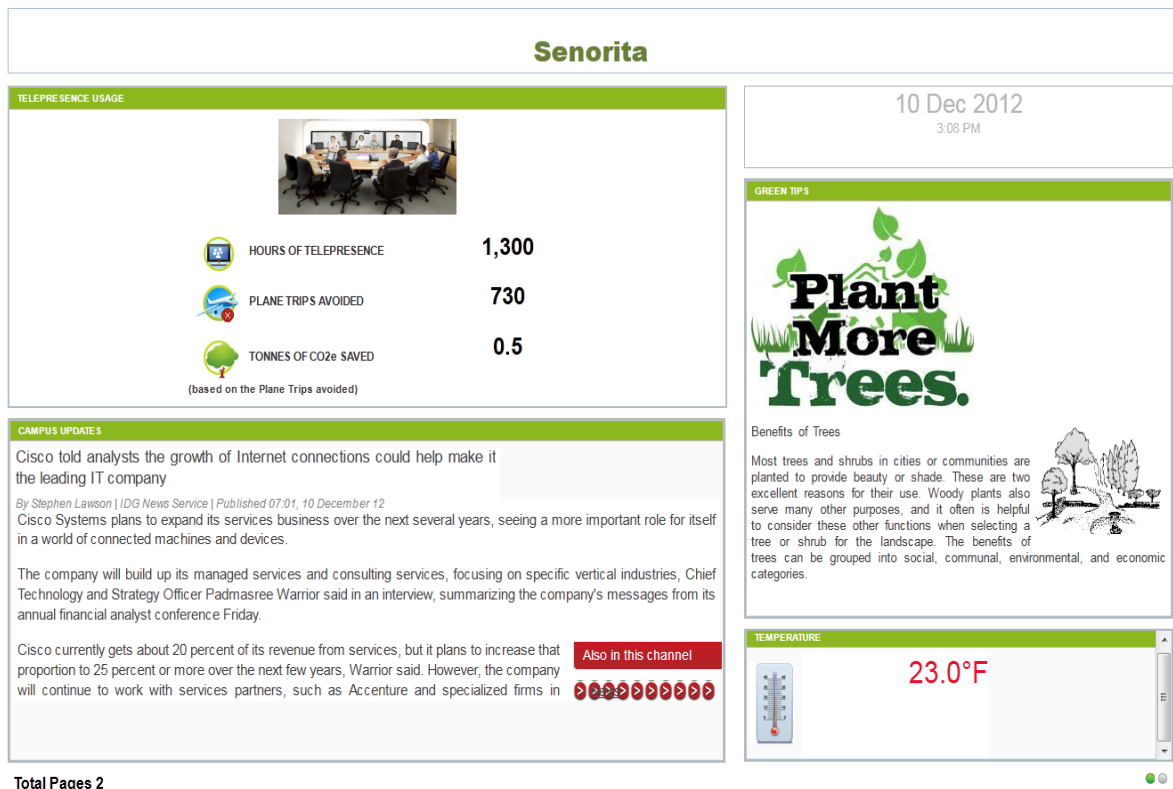


The touchscreen and non-touchscreen signage at a location, displays the Smart+Connected GA content only if it is enabled for that location. The Smart+Connected GA content view cycles through other displays enabled for the signage by the administrator.

If the Smart+Connected GA content has multiple pages, the display cycles through all the pages in a sequence in which they have been added by the administrator before the view changes to any of the other items as configured in the content sequence.