

## Preface

---

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

- [Audience, page i](#)
- [Organization, page i](#)
- [Conventions, page ii](#)
- [Related Documentation, page ii](#)
- [Obtaining Documentation and Submitting a Service Request, page iii](#)

## Audience

This guide is intended for the system administrators of the Cisco Smart+Connected Meeting Spaces application.

## Organization

Chapter	Description
<a href="#">Chapter 1, “Getting Started”</a>	Describes how you can log in to the Smart+Connected Meeting Spaces web portal, and the tasks that you can perform using the administration interface.
<a href="#">Chapter 2, “Creating The Meeting Spaces Service”</a>	Describes how to configure IP phones to use the Smart+Connected Meeting Spaces application.
<a href="#">Chapter 3, “Working with Configurations”</a>	Describes how to add features, messages, energy-saving settings, and faults items for a location.
<a href="#">Chapter 4, “Working with Faults”</a>	Describes how to add, edit, and delete the faults items that appear on IP phones.

Chapter	Description
<a href="#">Chapter 5, “Working with the Signage Menu”</a>	Describes how to add, edit, and delete messages that you can send to digital signage using IP phones.
<a href="#">Chapter 6, “Working with the Signage Content”</a>	Describes how to add, edit, and delete content that appears on digital signage.
<a href="#">Chapter 7, “Working with Reports”</a>	Describes how to generate the conference room usage, early release, and auto release reports.
<a href="#">Chapter 8, “Configuring Room Setup”</a>	Describes how you can add room setups for conference rooms and how you can manage the room setup configurations.
<a href="#">Chapter 9, “Usage Scenarios”</a>	Describes how the changes that are made in the SDP and the Smart+Connected Meeting Spaces applications affect the end user’s experience.
<a href="#">Chapter A, “Troubleshooting”</a>	Describes the issues that you may face when working with the Smart+Connected Meeting Spaces application, and how to troubleshoot them.

## Conventions

This guide uses the following conventions:

Convention	Description
<b>Boldface</b>	Commands, command options, and keywords are in <b>boldface</b> .
<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 the manual.



### 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 Meeting Spaces & Cisco Smart+Connected Digital Signage Installation Guide*
- *Cisco Smart+Connected Meeting Spaces User Guide*
- *Release Notes for Smart+Connected Meeting Spaces*

---

***Send documentation comments to [scc-docfeedback@cisco.com](mailto:scc-docfeedback@cisco.com)***

- *Cisco Service Delivery Platform Administrator Guide*
- *Cisco Service Delivery Platform Installation Guide*

## **Obtaining Documentation and Submitting a Service Request**

For information on obtaining documentation, submitting a service request, and gathering additional information, see *What's New in Cisco Product Documentation* at:  
<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>.

Subscribe to *What's New in Cisco Product Documentation*, which lists all new and revised Cisco technical documentation, as an RSS feed and deliver content directly to your desktop using a reader application. The RSS feeds are a free service.

---

***Send documentation comments to [scc-docfeedback@cisco.com](mailto:scc-docfeedback@cisco.com)***