



## **Cisco Smart+Connected Personalized Spaces Mobile Application User Guide**

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## Preface

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This preface describes the audience, organization, and conventions of the *Cisco Smart+Connected Personalized Spaces Mobile Application User Guide*. It also provides information on how to obtain related documentation.

This preface includes the following sections:

- [Audience, page v](#)
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- [Document Conventions, page vi](#)
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## Audience

This guide is intended for users of the Cisco Smart+Connected Personalized Spaces (Smart+Connected PS) mobile application.

## Organization

This document is organized as follows:

Chapter	Description
<a href="#">Chapter 1, “Getting Started”</a>	Provides an overview of the Cisco Smart+Connected Personalized Spaces mobile application.

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Chapter	Description
<a href="#">Chapter 2, “Managing Workspaces”</a>	Describes how you can do the following: <ul style="list-style-type: none"><li>• Search for workspaces</li><li>• Check in to available workspaces</li><li>• Check out from checked in workspaces</li></ul>
<a href="#">Chapter 3, “Managing Contacts”</a>	Describes how you can search for and view the contact details of people within the enterprise. It also describes how to initiate a telephonic call and send text messages and e-mails within the enterprise.

## Document Conventions

Command descriptions use these conventions:

Convention	Description
<b>boldface font</b>	Commands and keywords are in boldface.
<i>italic font</i>	Arguments for which you supply values are in italics.

This document uses the following conventions:



**Note**

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

## Related Documentation

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

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## Getting Started

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This chapter describes the Cisco Smart+Connected Personalized Spaces (Smart+Connected Personalized Spaces) mobile application for the Cisco Smart+Connected PS solution and includes the following sections:

- [About the Smart+Connected Personalized Spaces Mobile Application, page 1-1](#)
- [Supported Operating Systems, page 1-1](#)
- [Installing the Smart+Connected PS Mobile Application, page 1-2](#)
- [Accessing the Smart+Connected PS Mobile Application, page 1-2](#)
- [Understanding the User Interface, page 1-4](#)

## About the Smart+Connected Personalized Spaces Mobile Application

The Smart+Connected Personalized Spaces solution enables you to plan utilization of resources at your workspace by maximizing office use and minimizing energy consumption. You can search for and book available workspaces and set your preferences, such as light settings, blinds, air conditioning, and so on.

The Smart+Connected Personalized Spaces mobile application offers you the following features:

- Viewing your upcoming meeting and workspace reservation details
- Checking into and checking out of a reserved workspace using your mobile device
- Ad-Hoc checking in from the list of available workspaces and checking out using the QR code scanning feature
- Marking workspaces and people within an enterprise as favorites.
- Set your preferences for building and floor
- Searching for people within the enterprise
- Initiating either a call or sending text messages and e-mails using the mobile device

## Supported Operating Systems

The Smart+Connected PS mobile application is compatible with the following mobile operating systems:

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- iOS Version 6.x
- Android
  - Gingerbread 2.3.x
  - Ice Cream Sandwich 4.0.x
  - Jelly Bean 4.1.x

## Installing the Smart+Connected PS Mobile Application

Prior to installing the Smart+Connected PS mobile application on your smartphone, you must ensure the following:

- The Smart+Connected PS Mobile application has been deployed
- You have connectivity to the intranet WiFi

To install the Smart+Connected PS mobile application on your smartphone, perform the following steps:

- 
- Step 1** Open a web browser on your mobile device and enter the URL for the Smart+Connected PS mobile application. For example, `http://<IP Address>:<port #>/ipsapp/mobile_download/index.jsp`
- The Smart+Connected PS mobile application welcome screen appears.
- Step 2** Tap **Download**.
- The installer (SCPS\_Mobile.apk) for for the Smart+Connected PS mobile application is downloaded on your mobile device.
- Step 3** Tap the Smart+Connected installer to begin with the installation.
- The Smart+Connected PS mobile application is installed on your mobile device.
- 

## Accessing the Smart+Connected PS Mobile Application

Prior to accessing the Smart+Connected PS mobile application on your smartphone, you must ensure the following:

- The user details are added to the Cisco Service Delivery Platform (SDP)
- Specific permissions are given to the users of the Smart+Connected PS mobile application users.

To access the Smart+Connected PS mobile application, perform the following steps:

- 
- Step 1** Tap the Smart+Connected PS icon on your mobile device.
- The Smart+Connected Personalized Spaces Login screen appears.
- Step 2** Enter the username and password in the Username and Password fields.
- Step 3** (Optional) Check the **Keep me signed-in** check box if you do not want to be logged off automatically., unless you want to log out of the application.
- Step 4** Tap **Login**.
- The Smart+Connected Personalized Spaces home screen appears.

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**Note**

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The first instance of log in directs you to the Preferences screen, where you must set the default building or floor for yourself. After this is set, the next instance of log in directs you to the home screen.

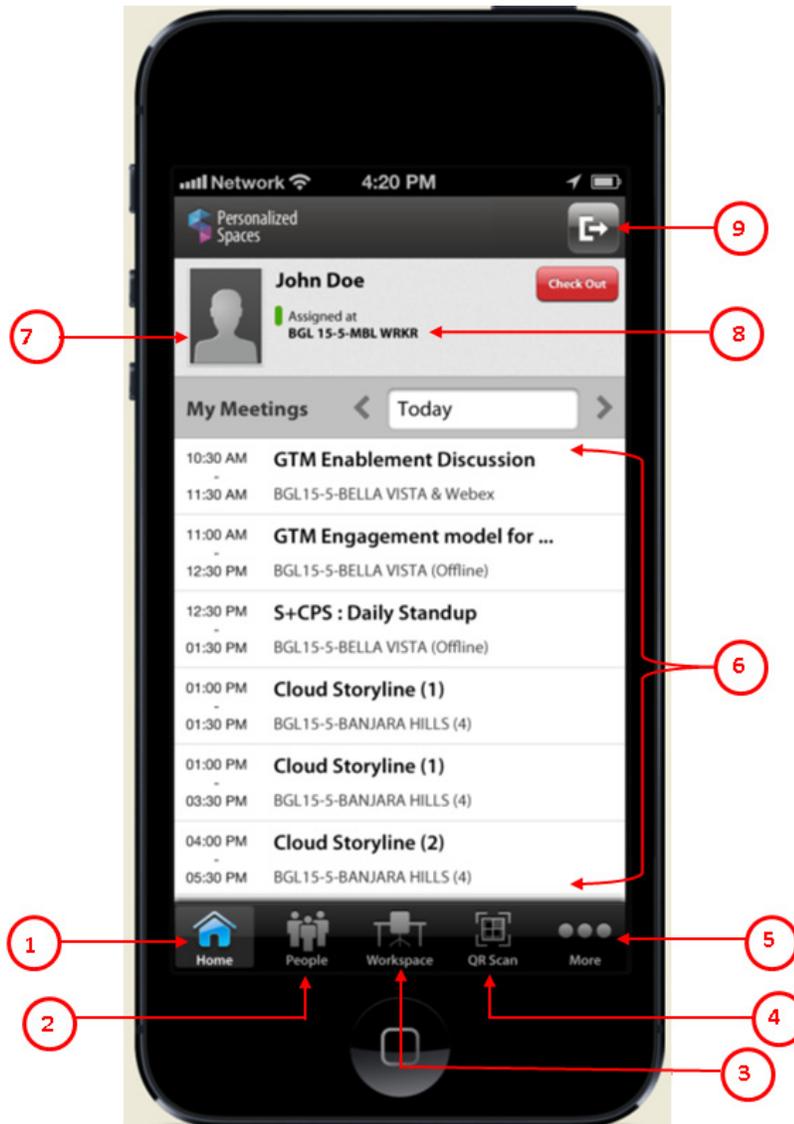
---

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## Understanding the User Interface

Figure 1-1 displays the user interface of the Smart+Connected PS mobile application.

**Figure 1-1** Smart+Connected PS Mobile Application User Interface



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Table 1-1 describes the elements of the Smart+Connected PS mobile application user interface

**Table 1-1** Elements of the Smart+Connected Personalized Spaces Mobile Application User Interface

Number	Description
1	The home icon displays the current date meetings from MS Exchange server. You can also select the date using the available date picker, to view the list of meetings for that date.
2	The People icon allows you to navigate to the list of available people within your enterprise. It also allows you to mark or unmark a person as favorite.
3	The Workspace icon allows you to access your bookings and also navigate to the all workspaces within your enterprise. It also allows you to mark workspaces as favorites.
4	The QR Code icon allows you to scan the QR code using the camera application available on the smartphone to either check-in, or check out of a reserved or available workspace.   <b>Note</b> To access this feature, you must use a mobile device that includes a camera.
5	The More icon allows you to set your building and floor preferences.
6	Displays a list your meetings <sup>1</sup> for the current day. You can use the side arrows to toggle the dates. Alternatively, you can select a specific date using the available date picker, to view the list of meetings for that date.
7	Displays your profile picture.
8	Displays your current checked in location, if you have checked-in.
9	The logout icon allows you to log out from the Smart+Connected PS mobile application.

1. Meetings scheduled or accepted using Microsoft Exchange.

## Icons and Descriptions

Table 1-2 describes the available icons and their descriptions

**Table 1-2** Available Icons

Icon	Description
	The Home icon allows you to navigate to the home page.
	The People icon allows you to navigate to the people's page.

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**Table 1-2 Available Icons (continued)**

Icon	Description
	<p>The Workspace icon allows you to navigate to the workspace page.</p>
	<p>The QR Scan icon allows you scan the QR Code available at a workspace.</p>
	<p>The Check-in icon allows you to check-in to a reserved workspace.</p>
	<p>The Check out icon allows you to check out from a checked in workspace.</p>
	<p>The Favorite icon displays a list of your favorite workspaces and people.</p>
	<p>The Log out icon allows you to log out of the Smart+Connected PS mobile application.</p>
	<p>The More icon allows you to navigate to the Preferences page.</p>
	<p>The Available icon located against a workspace or a contact, indicates that the workspace is available or the contact is checked in to a workspace.</p>
	<p>The Non Available icon located against a workspace or a contact, indicates that the workspace is not available currently or the contact has not checked in to a workspace.</p>



## Managing Workspaces

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This chapter describes how you can use the Smart+Connected PS mobile application to manage your workspace.

- [Accessing your Reservations, page 2-1](#)
- [Accessing All Workspaces, page 2-2](#)
- [Marking or Unmarking Favorites - Workspaces, page 2-3](#)
- [Accessing your Favorite Workspaces, page 2-3](#)
- [Checking in to a Workspace, page 2-4](#)
- [Checking out from a Workspace, page 2-5](#)
- [Setting Location Preferences, page 2-6](#)

## Accessing your Reservations

To access your reservations, perform the following steps:

---

**Step 1** Login in to the Smart+Connected PS mobile application.

The Smart+Connected home screen appears.

**Step 2** Tap **Workspace**.

The Workspace screen that appears, displays the following:

- My Reservations tab
- All tab
- Favorites tab
- Date field



---

**Note** The My Reservations tab and the current date is displayed by default. You can use the side arrows to toggle the dates. Alternatively, you can select a specific date using the available date picker.

---

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The My Reservations tab displays your workspace reservations for the selected date. All reservations are displayed in an ascending timelines. The check-in icon appears against the reservation details, if it is time to check-in or if the lead period to check-in has begun.

---

## Accessing All Workspaces

To access all workspaces, perform the following steps:

---

**Step 1** Login in to the Smart+Connected PS mobile application.

The Smart+Connected home screen appears.

**Step 2** Tap **Workspace**. The Workspace screen appears.

**Step 3** Tap the **All** tab.

A list of all workspaces appear. All available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.



### Note

- By default, 25 workspaces are listed as per the building and floor combination search criteria. You must tap on the show more link available at the end of the screen to display the next 25 workspaces.
  - If you have set the location preference, then it displays the available and unavailable workspaces as per the set preference.
- 

**Step 4** Tap **Building** to view buildings available in other locations within the enterprise.

The Building screen that displays the list of Buildings appear.

**Step 5** (Optional) Tap **Back** to navigate to the previous screen.

**Step 6** Tap the desired building name to view the floors of the building.

The Floor screen that displays a list of floors in the selected building appears.

**Step 7** (Optional) Tap **Back** to navigate to the previous screen.

**Step 8** (Optional) Tap the star icon to either mark or unmark the workspace as a favorite.

**Step 9** Alternatively, enter the workspace name in the search field. As you enter three or more alphabets, a list matching the search criteria appears. You can search for workspaces based on either the complete name or the partial name.



### Note

When you tap a listed workspace that is available, you are prompted to check-in after selecting the end time.

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## Marking or Unmarking Favorites - Workspaces

You can mark workspaces as favorites in order to access them quickly. You can also unmark a workspace that is earlier marked as favorite.

To mark or unmark a workspace as a favorite, perform the following steps:

- 
- Step 1** Login in to the Smart+Connected PS mobile application.  
The Smart+Connected home screen appears.
- Step 2** Tap **Workspace**.  
The Workspace screen that appears, displays the following:
- My Reservations tab
  - All tab
  - Favorites tab
- Step 3** Tap **My Reservations**.  
The Reservations screen displays the current workspace reservations.
- Step 4** Tap the star icon to either mark or unmark the workspace as a favorite.
- Step 5** Alternatively, tap **All**.  
A list of all workspaces appear. All available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.
- Step 6** Tap the star icon to either mark or unmark the workspace as a favorite.
- Step 7** Tap **Favorites**.  
A list of all workspaces that are marked as your favorites appear
- Step 8** Tap the star icon to unmark the workspace as a favorite.  
If you unmark a workspace as a favorite, it is instantaneously removed from the list of favorites.
- 

## Accessing your Favorite Workspaces

To access a list of your favorite workspaces, perform the following steps:

- 
- Step 1** Login in to the Smart+Connected PS mobile application.  
The Smart+Connected home screen appears.
- Step 2** Tap **Workspace**.The Workspace screen appears.
- Step 3** Tap the **Favorites** tab.  
A list of all workspaces that are marked as your favorites appear. Details such as the cubicle name, floor, and building name are displayed. The list of favorites is sorted based on the workspace availability for the specified duration. It also displays if the location is available and the time of availability for the specified date.

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**Note** If you have not marked any workspaces as favorites, then a message "No Favorites to display" appears on the screen

## Checking in to a Workspace

You can check-in to a workspace by either using the check-in icon available against the workspace details, scanning the QR code displayed at the workspace or search for a workspace and then check-in to that workspace.

To avoid an auto-cancellation of your reservation, you must check-in to your workspace within the duration configured by the administrator. You can also check-in to a reserved workspace prior to the start of the reservation time based on the lead time duration configured by the administrator.



**Note** At any given time, you can check-in to only a single workspace.

This section includes the following topics:

- [Reserved Workspace, page 2-4](#)
- [Unreserved Workspace, page 2-4](#)

## Reserved Workspace

To check-in to a reserved workspace, perform the following steps:

- 
- Step 1** Login in to the Smart+Connected PS mobile application.  
The Smart+Connected home screen appears.
- Step 2** Tap **Workspace**. The Workspace screen appears.  
By default, the My Reservations screen appears.
- Step 3** Tap the **check-in** icon that appears against the reserved workspace.  
You are checked in to the selected workspace. All the preferences that you have set during the reservation are made available after you check-in to the workspace.
- Step 4** Alternatively, tap the **QR Scan** icon and scan the QR code available at the selected workspace to check-in.  
An e-mail notification is sent to your e-mail address once you check-in to the workspace.
- 

## Unreserved Workspace

If you do not have a reservation, you can do an ad-hoc check-in by choosing an available workspace from either the list of your favorite workspaces or search for an available workspaces.

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To check-in to an unreserved workspace, perform the following steps:

- 
- Step 1** Login in to the Smart+Connected PS mobile application.  
The Smart+Connected home screen appears.
- Step 2** Tap **Workspace**. The Workspace screen appears.
- Step 3** To check-in to a favorite workspace, do the following:
- Tap the **Favorites** tab.  
A list of all available workspaces that are marked as your favorites appear.
  - Tap the available workspace that you want to want to use.  
The time picker that displays the time in hours and minutes (hh:mm AM/PM) appears.
  - Scroll to select the appropriate end time and tap **Set**.
  - Tap **Check-in**.  
You are checked in to the selected workspace. The default system preferences are set up for the workspace.
- Step 4** To check-in to any available workspace, do the following:
- Tap the **All** tab.
  - A list of all workspaces appears. All available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.
  - Tap the available workspace that you want to want to use.  
The time picker that displays the time in hours and minutes (hh:mm AM/PM) appears.
  - Scroll to select the appropriate end time and tap **Set**.
  - Tap **check-in**.  
You are checked in to the selected workspace.
  - Alternatively, tap the **QR Scan** icon and scan the QR code available at the workspaces to check-in.  
If the selected workspace is unavailable, you are provided with a list of workspaces that are available on the same floor.  
An e-mail notification is sent to your e-mail address once you check-in to the workspace.



---

**Note** You can check-in into another workspace from a checked-in workspace without checking out of the currently checked-in workspace using either the All tab or by scanning the QR scan code of an available workspace.

---

## Checking out from a Workspace

To check out from a checked in workspace, either scan the QR code available at your workspace or tap the check out icon displayed in the home page. Tap Yes to confirm the check out, when you are prompted to check out.

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After you check out, all the set preferences in the workspace are set to default values. An e-mail notification is sent to your e-mail address once you check-out from the workspace

**Note**

If you do not check out of the workspace in time, you are automatically checked out when the reservation ends.

## Setting Location Preferences

You can set the preferred building and floor for quicker access to a location. This preference remains as your default location until you reset it.

**Note**

The Preference screen is displayed when you log in to the Smart+Connected mobile application for the first time. This allows you to set your location preferences as desired. You can set your location preferences anytime.

To set a location preference, perform the following steps:

- Step 1** Login in to the Smart+Connected PS mobile application.
- Step 2** Tap **More**.  
The Preferences screen appears.
- Step 3** Tap **Building**.  
The Building screen that displays the list of Buildings appear.
- Step 4** Tap the desired building name.  
The Preference screen displays the selected building name.
- Step 5** Tap **Floor**.  
The Floor screen that appears, displays the list of floors within the preferred building.
- Step 6** Tap the desired floor name.  
The Preference screen displays the selected floor.
- Step 7** Tap **Save** to save the set preference.



## Managing Contacts

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The Smart+Connected PS mobile application allows you to view the location of your contacts within the enterprise. After you search for a contact, you either initiate a telephonic call, or send an e-mail or a text message.

- [Searching and Viewing Contacts, page 3-1](#)
- [Saving Contacts on your Smartphone, page 3-2](#)
- [Marking Favorites - Contacts, page 3-3](#)
- [Initiating a Phone Call, page 3-3](#)
- [Initiating a Phone Call, page 3-3](#)
- [Sending a Text Message, page 3-4](#)
- [Sending an E-mail, page 3-5](#)

## Searching and Viewing Contacts

To search for all contacts in the enterprise, perform the following steps:

- 
- Step 1** Login in to the Smart+Connected PS mobile application.  
The Smart+Connected home screen appears.
- Step 2** Tap **People**. The following tabs appear:
- All—Displays the People search page that allows you to search for people.
  - Favorite—Displays all contacts that have been marked as favorites.
- Step 3** In the Search field, enter any one of the following options:
- part of or full username
  - part of or full first name
  - part of or full last name
  - complete first name and second name



---

**Note** To search for a contact, you must enter minimum three characters.

---

- Step 4** Tap **Search**.

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A list of contacts that share either the first name or the last name or the username appears.

**Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.

The following details appear along with the first and last name of the user:

- Profile picture. If the profile picture is not available, then the default silhouette image is displayed.
- Location details if the contact has checked in to a workspace
- The favorite icon against each contact detail.

**Step 6** Tap **Show More** if there are more than 25 results.

**Step 7** Tap the contact whose details you want to view.

**Step 8** The user details screen is displayed with the following information.

- Profile picture. If the profile picture is not available, then the default silhouette image is displayed.
- Location details if the contact has checked in to a workspace.
- The favorite icon against each contact detail.
- Contact details such as the mobile number, office number, and e-mail Id of the associate.

## Saving Contacts on your Smartphone

The Smart+Connected PS mobile application allows you to save the contacts available within your enterprise to your smartphone.

You can save a contact to your smartphone, perform the following steps:

**Step 1** Login in to the Smart+Connected PS mobile application.

**Step 2** Tap **People**.

**Step 3** In the Search field, enter any one of the following options:

- part of or full username
- part of or full first name
- part of or full last name
- complete first name and second name



**Note** To search for a contact, you must enter minimum three characters.

**Step 4** Tap **Search**.

A list of contact(s) appear.

**Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.

**Step 6** Tap the contact for which you want to view details.

The user details screen displays the contact details.

**Step 7** Tap **Add to Contacts** to add the contact details to the existing list of phone contacts.

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**Step 8** Tap **Back** to navigate to the previous screen.

---

## Marking Favorites - Contacts

To mark a contact as a favorite, perform the following steps:

**Step 1** Login in to the Smart+Connected PS mobile application.

The Smart+Connected home screen appears.

**Step 2** In the Search field, enter any one of the following options:

- part of or full username
- part of or full first name
- part of or full last name
- complete first name and second name



**Note** To search for a contact, you must enter minimum three characters.

---

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

A list of contact(s) appear.

**Step 4** Tap the contact for which you want to view details.

The user details screen displays the contact details.

**Step 5** Tap the star icon against the contact to add the contact to the list of favorites.



**Note** If you unmark a contact as a favorite, it is instantaneously removed from the list of favorites.

---

**Step 6** Tap **Back** to navigate to the previous screen.

---

## Initiating a Phone Call

To initiate a phone call, perform the following steps:

**Step 1** Login in to the Smart+Connected PS mobile application.

The Smart+Connected home screen appears.

**Step 2** Tap **People**.

**Step 3** In the Search field, enter any one of the following options:

- part of or full username
- part of or full first name

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- part of or full last name
- complete first name and second name




---

**Note** To search for a contact, you must enter minimum three characters.

---

- Step 4** Tap **Search**.  
A list of contact(s) appear.
- Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.
- Step 6** Tap the contact for which you want to view details.  
The user details screen displays the contact details.
- Step 7** Tap the appropriate telephone number to initiate a telephonic conversation.
- Step 8** (Optional) Tap **Back** to navigate to the previous screen.
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## Sending a Text Message

To send a text message to a contact, perform the following steps:

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- Step 1** Login in to the Smart+Connected PS mobile application.
- Step 2** Tap **People**.
- Step 3** In the Search field, enter any one of the following options:
- part of or full username
  - part of or full first name
  - part of or full last name
  - complete first name and second name




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**Note** To search for a contact, you must enter minimum three characters.

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- Step 4** Tap **Search**.  
A list of contact(s) appear.
- Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.
- Step 6** Tap the contact to whom you want to send a text message.  
The user details screen displays the contact details.
- Step 7** Tap **Text Message** to create and send the text message.
- Step 8** (Optional) Tap **Back** to navigate to the previous screen.
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***Send documentation comments to [scc-docfeedback@cisco.com](mailto:scc-docfeedback@cisco.com)***

## Sending an E-mail

To send an e-mail to a contact, perform the following steps:

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- Step 1** Login in to the Smart+Connected PS mobile application.
- Step 2** Tap **People**.
- Step 3** In the Search field, enter any one of the following options:
- part of or full username
  - part of or full first name
  - part of or full last name
  - complete first name and second name



**Note** To search for a contact, you must enter minimum three characters.

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- Step 4** Tap **Search**.  
A list of contact(s) appear.
- Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.
- Step 6** Tap the contact to whom you want to send an e-mail.  
The user details screen displays the contact details.
- Step 7** Tap **Email** to create and send the text message.
- Step 8** (Optional) Tap **Back** to navigate to the previous screen.
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