



## Working with the Signage Menu

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This chapter provides information on working with the messages displayed on the digital signage:

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### About the Signage Menu

The Signage Menu tab contains messages that you can display on the digital signage that is associated with a conference room. For example, the meeting has been extended by 20 minutes, extra chairs Cisco Smart+Connected Spaces portal for managing meeting spaces and digital signage allows you to view, add, edit, and delete the signage messages.

The messages added using the Signage Menu tab are displayed on the Configurations tab. You can add these messages to a configuration. The messages that are added to a configuration are displayed on the Cisco IP Phones. The messages selected on the Cisco IP Phone are displayed on the digital signage that is associated with the conference room.

### Adding a Signage Message

The messages that are added to the Signage Menu are available on the Configurations tab from where you can add them to a configuration.

To add a message, perform the following steps:

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- Step 1** Log in to the Smart+Connected Spaces portal for managing meeting spaces and digital signage. The home page appears.
  - Step 2** Click the **Signage Menu** tab. The Message Menu List area appears.
  - Step 3** Click **Add**. The Message Menu Details area appears.

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**Step 4** Enter the text that you want to display on the Cisco IP Phones in the Menu Item field.

**Step 5** Enter the Display Time in minutes.

**Step 6** Ensure that the Enabled check box is checked.



**Note** If you uncheck the Enabled check box, the message is not displayed on the Cisco IP Phone.

**Step 7** Click **Save** to add the message.

A new row is added in the Message Menu List area.



**Note** You must enter the details for the fields that are marked with an asterisk. Warning messages are displayed if you do not enter all of the details or if you do not enter a valid value in the Display Time field.

## Viewing the Signage Menu

To view the Signage Menu tab, perform the following steps:

**Step 1** Log in to the Smart+Connected Spaces portal for managing meeting spaces and digital signage.

The home page appears.

**Step 2** Click the **Signage Menu** tab.

The Message Menu list area appears displaying the following column headers:

- **Order**—The sequence number of the message based on when it was created. For example, the message that is created first is listed as “1”, and the message that is created soon after is listed as “2”, and so on.
- **Menu Item**—The text to be displayed on the digital signage.
- **Status**—The status of the message. The messages that are enabled are available on the Cisco IP Phones and can be displayed on the digital signage.
- **Updated By**—The name of the user who last updated the message.
- **Updated On**—The date on which the message was last updated.



**Note** You can sort the messages in ascending or descending order for each column. Click the column names to change the sorting from ascending to descending order or vice versa.

The Message Menu List area displays only a certain number of messages in one page. Click the page number shown below the message list to see the messages in the subsequent pages.

In addition to the Save and Add buttons, the following buttons are also available on this page:

- **Delete**—Deletes the messages in the Message Menu List area. For more information, see the [“Deleting the Signage Message”](#) section on page 6-3.
- **Move**—Moves the messages up or down in the Message Menu List area.

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- **Clear**—Removes the changes that were made in the Message Menu Details area and enables you to enter fresh data.
  - **Cancel**—Closes the Message Menu Details area without saving the changes that are made.
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## Editing the Signage Message

To edit a message menu item, perform the following steps:

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- Step 1** Log in to the Smart+Connected Spaces portal for managing meeting spaces and digital signage.  
The home page appears.
  - Step 2** Click the **Signage Menu** tab.  
The Message Menu List area appears.
  - Step 3** Choose the message that you want to edit by clicking the message name.  
The Message Menu Details area appears.
  - Step 4** Make the necessary changes to the message.
  - Step 5** Click **Save**.
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## Deleting the Signage Message

A message that is deleted does not appear in the list of messages that are available for a configuration. The message is removed from the configurations to which it is added. It is unavailable for new configurations and is not listed on the Cisco IP Phones.

To delete a message, perform the following steps:

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- Step 1** Log in to the Smart+Connected Spaces portal for managing meeting spaces and digital signage.  
The home page appears.
  - Step 2** Click the **Signage Menu** tab.  
The Message Menu List area appears.
  - Step 3** Check the check box for the message that you want to delete.
  - Step 4** Click **Delete**.  
A confirmation dialog box appears.
  - Step 5** Click **Yes** to delete the message menu item.
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