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Cisco Smart+Connected Spaces Mobile Application User Guide

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CHAPTER 1

Getting Started 1-1

- About the Smart Spaces Mobile Application 1-1
- Supported Operating Systems 1-2
- Installing the Smart Spaces Mobile Application 1-2
- Configuring the Server IP Address 1-2
- Accessing the Smart Spaces Mobile Application 1-3
- Understanding the Smart Spaces Home Screen 1-4
- Icons and Descriptions 1-6
- Viewing Information About the Application 1-8

CHAPTER 2

Managing Workspaces 2-1

- Accessing Your Reservations 2-1
- Accessing All Workspaces 2-2
- Marking or Unmarking Favorites - Workspaces 2-3
- Locating a Workspace 2-3
- Accessing Your Favorite Workspaces 2-4
- Checking In to a Workspace 2-4
 - Reserved Workspace 2-5
 - Unreserved Workspace 2-5
- Checking Out from a Workspace 2-6
- Setting Location Preferences 2-6
- 2-7

CHAPTER 3

Managing Conference or TelePresence Rooms 3-1

- Locating a Conference Room 3-1
- Accessing Your Favorite Conference Rooms 3-2
- Marking or Unmarking Favorites - Conference Rooms 3-2
- Booking Conference or TP Rooms 3-3

CHAPTER 4

Managing Contacts 4-1

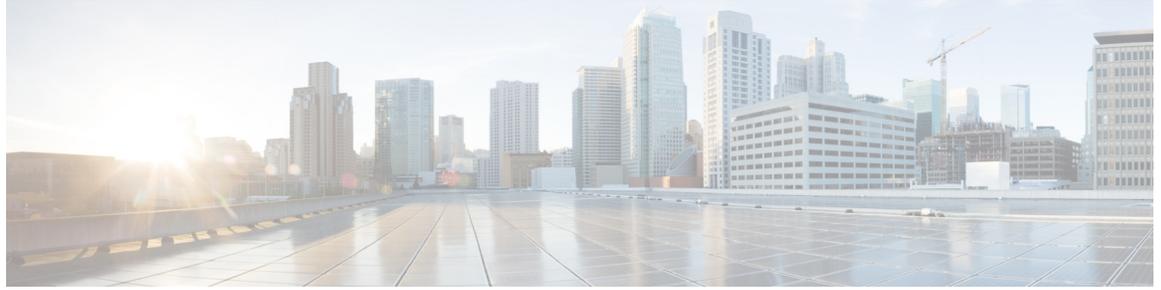
- Searching and Viewing Contacts 4-1
- Saving Contacts on Your Smartphone 4-2

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Marking Favorites - Contacts 4-3
Initiating a Phone Call 4-3
Sending a Text Message 4-4
Sending an Email 4-5
Initiating a Chat Conversation 4-5

CHAPTER 5

Locating Buildings 5-1
Locating a Building 5-1
Viewing the Building Details 5-1



Preface

This preface describes the audience, organization, and conventions of the *Cisco Smart+Connected Spaces Mobile Application User Guide*. It also references related documentation and describes how to provide documentation feedback.

- [Audience, page v](#)
- [Organization, page v](#)
- [Document Conventions, page vi](#)
- [Related Documentation, page vi](#)
- [Documentation Feedback, page vi](#)

Audience

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

Organization

This document is organized as follows:

| Chapter | Description |
|--|--|
| Chapter 1, “Getting Started” | Provides an overview of the Smart Spaces mobile application. |
| Chapter 2, “Managing Workspaces” | Describes how you can do the following: <ul style="list-style-type: none">• Search for workspaces.• Check in to available workspaces.• Check out from checked in workspaces. |

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| Chapter | Description |
|--|--|
| Chapter 3, “Managing Conference or TelePresence Rooms” | Describes how you can do the following: <ul style="list-style-type: none">• Search for conference/TelePresence (TP) rooms and view the availability status of the rooms.• Book conference/TP rooms for meetings and invite people for the meetings. |
| Chapter 4, “Managing Contacts” | Describes how you can search for and view the contact details of the people within the enterprise. It also describes how to initiate a telephonic call and send text messages and e-mails within the enterprise. |
| Chapter 5, “Locating Buildings” | Describes how you can locate a building of an enterprise and view its details. |

Document Conventions

Command descriptions use these conventions:

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

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 Spaces User Guide](#)
- [Cisco Smart+Connected Spaces Installation Guide](#)
- [Cisco Smart+Connected Spaces Administrator Guide](#)
- [Release Notes for Cisco Smart+Connected Spaces](#)
- [Cisco Service Delivery Platform User Guide](#)
- [Cisco Service Delivery Platform Installation Guide](#)

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Getting Started

This chapter describes the Smart Spaces mobile application for the Cisco Smart+Connected Spaces solution.

- [About the Smart Spaces Mobile Application, page 1-1](#)
- [Supported Operating Systems, page 1-2](#)
- [Installing the Smart Spaces Mobile Application, page 1-2](#)
- [Accessing the Smart Spaces Mobile Application, page 1-3](#)
- [Understanding the Smart Spaces Home Screen, page 1-4](#)
- [Viewing Information About the Application, page 1-8](#)

About the Smart Spaces Mobile Application

The Cisco Smart+Connected Spaces solution enables you to plan the utilization of resources at your workspace by maximizing office use and minimizing energy consumption. It provides features for workspace check in and conference/TelePresence (TP) room booking by using your mobile phone.

You can search for and book available workspaces and conference/TP rooms and set your preferences.

The Smart 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.
- Searching for the required conference/TP room.
- Viewing the availability status of all of the rooms on any floor in any building within the enterprise.
- Booking conference/TP rooms using your mobile device based on your requirements, such as, the features available, seating capacity, location, and time.
- Inviting people in your enterprise to participate in meetings (during the room booking process).
- Ad-hoc checking in from the list of available workspaces and checking out using the QR code scanning feature.
- Marking workspaces and people within the 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 emails using the mobile device.

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Supported Operating Systems

The Smart Spaces mobile application is compatible with the following mobile operating systems:

- iOS Version 6.x and 7.x
- Android
 - Jelly Bean 4.1.x, 4.2.x, 4.3.x
 - KitKat 4.4.x

Installing the Smart Spaces Mobile Application

To install the Smart Spaces 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 Spaces mobile application. For example, `http://Smart Spaces IP Address:Smart Spaces port #/ipsapp/mobile_download/index.jsp`

The Smart Spaces mobile application welcome screen appears.

Step 2 Tap **Download**.

The installer (SmartSpaces_Mobile.apk for Android phones or SmartSpacesMobileIOSNew.ipa for iPhone) appears asking you to confirm the download.



Note

To install the application on an Android device, select **Unknown sources** in **Settings > More > Security** as we are not installing the application from the Google Play Store.

Step 3 Tap **OK**.

The Smart Spaces mobile application is downloaded to your iPhone and the S+C Spaces icon  is created for the application. Tap the icon to launch the application.

(Alternatively) Proceed to [Step 4](#) if you are installing the application on an Android device.

Step 4 Tap the downloaded installer file.

The S+C Spaces screen appears.

Step 5 Read the privacy and device access conditions and tap **Install**.

You get a confirmation message that the Smart Spaces mobile application is installed on your mobile device.

Step 6 Tap **Done** to exit the installer or tap **Open** to launch the Smart Spaces mobile application.

Configuring the Server IP Address

To configure the server IP address for Smart Spaces mobile application, perform the following steps:

Step 1 Click the settings button on the upper right corner of the screen.

The Settings screen appears.

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- Step 2** Enter the IP address and the Port number of the spaces server.
- Step 3** Click **Save** to save the settings
- Step 4** Click **OK** on the success message.
(Alternatively) Click **Cancel** to cancel the settings and go to the login screen.

Accessing the Smart Spaces Mobile Application

To access the Smart Spaces mobile application on your smartphone, perform the following steps:

- Step 1** Tap the S+C Spaces icon on your mobile device.
The Smart 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 Spaces home screen appears.



Note The first time that you log in you are directed to the Preferences screen, where you need to set the default building or floor for yourself. After this is set, the next log in instance directs you to the home screen.



Note Contact the administrator if you are unable to log in to the application.

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Understanding the Smart Spaces Home Screen

The Smart Spaces mobile application home screen has the basic details of a user, such as, user's name and location, home, QR scan, and logout buttons at the top of the screen, and a quick launch bar at the bottom of the screen to access other resources.

The Smart Spaces mobile application home screen displays your location details and the list of meetings for the current day. You can view your future schedule by choosing a different date, use the side arrows to toggle the dates. Alternatively, you can select a specific date using the date picker to view the list of meetings for that date. Tapping the slider on any of the meeting in the meeting list displays the following icons:

- **Invitees**—Tap the invitees  icon to view the list of invitees of the selected meeting. Tap on any of the invitee in the attendee list to view their details. The Attendee Details screen displays the following information:
 - Profile picture. If the profile picture is not available, then the default silhouette image is displayed.
 - Jabber status
 - Location details with the locate  icon if the contact has checked in to a workspace.
 - The favorite  icon next to each contact detail.
 - Contact details such as the mobile number, office number, and email ID of the associate.
- **WebEx**—Tap the WebEx  icon to launch the WebEx application. The WebEx application can be launched only when it is installed on your device. This icon is displayed only when a selected meeting is a WebEx meeting.
- **Conference**—Tap the conference  icon to view the list of conference rooms where the meeting is scheduled. To view the exact location of a conference room, tap the locate  icon on any of the conference room. Tapping the locate icon launches/loads the floor plan with a dialog box showing the exact location of the conference room. The dialog box displays the conference room name, availability status, Route and the Cancel button. Tap the **Route** button to view the direction to the conference room, tap the **Book** button to book the room, or tap the **Cancel** button to close the dialog box. The Book button is displayed only for the available rooms.

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Figure 1-1 displays the home screen user interface of the Smart Spaces mobile application.

Figure 1-1 Home Screen User Interface of the Smart Spaces Mobile Application

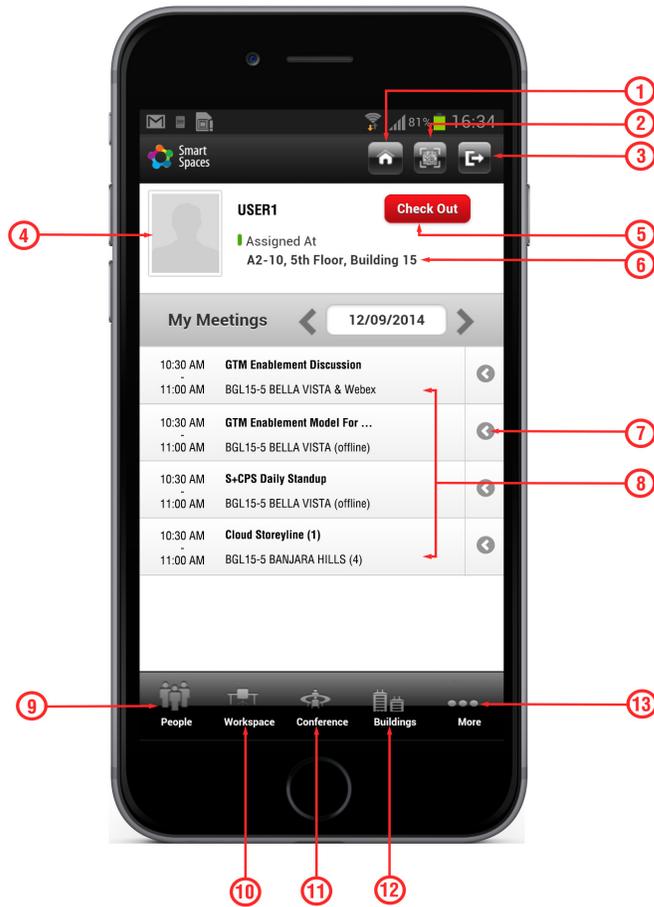


Table 1-1 describes the elements of the Smart Spaces mobile application user interface.

Table 1-1 Elements of the Smart Spaces Mobile Application User Interface

| Number | Description |
|--------|---|
| 1 | The Home icon displays the meetings for the current date from the 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 scan 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. |
| |  <p>Note To access this feature, you must use a mobile device that includes a camera.</p> |

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Table 1-1 Elements of the Smart Spaces Mobile Application User Interface (continued)

| Number | Description |
|--------|--|
| 3 | The Log out icon allows you to log out from the Smart+Connected Spaces mobile application. |
| 4 | Displays your profile picture. |
| 5 | The Check Out icon allows you to check out of the location that you are checked in to. |
| 6 | The Check In icon displays your current checked-in location, if you have checked in. |
| 7 | The slider |
| 8 | Displays a list of your meetings ¹ 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. |
| 9 | 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. |
| 10 | The Workspace icon allows you to access your bookings and also view the availability of all the workspaces within your enterprise. It also allows you to mark workspaces as favorites. |
| 11 | The Conference icon allows you to book available conference rooms on any floor of any building in your enterprise. |
| 12 | The Buildings icon allows you to view and locate buildings of an enterprise. |
| 13 | The More icon allows you to set your building and floor preferences. It also lets you view a brief description of the Smart+Connected Spaces mobile application. |

1. Meetings scheduled or accepted using Microsoft Exchange.

Icons and Descriptions

Table 1-2 lists the available icons and their descriptions.

Table 1-2 Available Icons

| Icon | Description |
|---|--|
|  | The Home icon allows you to navigate to the home screen. |
|  | The People icon allows you to navigate to the screen that allows you to search for people. |
|  | The Workspace icon allows you to navigate to the screen that displays your workspace reservations. |

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Table 1-2 Available Icons (continued)

| Icon | Description |
|---|--|
|  | <p>The Conference icon allows you navigate to the screen that lists the conference rooms on your preferred floor.</p> |
|  | <p>The Building icon allows you to locate a building in GPS map or know the details of a building like the facilities available, number of conference rooms on each floor, and so on.</p> |
|  | <p>The More icon takes you to a screen that provides you the Preferences and About options.</p> |
|  | <p>The scan icon allows you to 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 workspace.</p> |
|  | <p>The Favorite icon is displayed next to the name of your favorite workspaces and people.</p> |
|  | <p>The Non Favorite icon is displayed next to the name of workspaces and people that are not specified as your favorites.</p> |
|  | <p>The Log out icon allows you to log out of the Smart Spaces mobile application.</p> |
|  | <p>The Available icon located next to a workspace, conference/TP room, or a contact, indicates that the workspace or room is available or the contact is checked in to a workspace.</p> |
|  | <p>The Unavailable icon located next to a workspace, conference/TP room, or a contact, indicates that the workspace or room is not available currently or the contact has not checked in to a workspace.</p> |

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Table 1-2 Available Icons (continued)

| Icon | Description |
|---|---|
|  | The Book icon located next to a conference/TP room name takes you to the booking screen. This icon is also available on the booking screen next to each time slot during which the room free. |
|  | The Schedule icon located next to a conference/TP room that is occupied during the required time slot. It allows you to book the room for the next available time slot. |
|  | The Invitees icon allows you to view the list of invitees of the selected meeting. |
|  | The Locate icon allows you to view the exact location of a conference room or workspace. |
|  | The WebEx icon allows you to start a WebEx meeting. |
|  | The conference icon allows you to view the list of conference rooms where the meeting is scheduled. |

Viewing Information About the Application

To view the information about the available main tasks in the Smart Spaces mobile application, perform the following steps:

-
- Step 1** Log in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap **More**.
A screen appears listing the Preferences and About options.
- Step 3** Tap **About**.
The About screen appears. It provides the version number and description of the Smart Spaces mobile application.
-



Managing Workspaces

This chapter describes how you can use the Cisco Smart+Connected Spaces (Smart Spaces) mobile application to manage your workspaces.

- [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 2-4](#)
- [Checking In to a Workspace, page 2-4](#)
- [Checking Out from a Workspace, page 2-6](#)
- [Setting Location Preferences, page 2-6](#)

Accessing Your Reservations

To access your reservations, perform the following steps:

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Workspace  icon.

The Workspace screen displays the following:

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



Note The My Reservations tab and the current date are 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 timeline. The Check-in icon appears next to the reservation details, if it is time to check in or if the lead time period to check in has begun.

Accessing All Workspaces

To access all of the workspaces, perform the following steps:

-
- Step 1** Log in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap the Workspace  icon.
The My Reservations screen appears. It displays the workspace bookings for the current day. If there are no reservations, then a message “No reservations available” appears on the screen.
- Step 3** Tap the **All** tab.
A list of all of the workspaces appears. The list is sorted based on the workspace availability for the specified duration. All of the available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.
-
-  **Note** By default, 25 workspaces are listed per the building and floor combination search criteria. You must tap the Show More link available at the bottom of the screen to display the next 25 workspaces.
-
-  **Note** If you have set the location preference, then the available and unavailable workspaces are displayed per the set preference.
-
- Step 4** Tap **Building** to view other buildings available within the enterprise.
The Building screen that displays the list of buildings appears.
- Step 5** (Optional) Tap **Back** to navigate to the previous screen.
- Step 6** Tap the desired building name to view the floors of a building.
The Floor screen that displays a list of floors in the selected building appears.
Alternatively, tap **Floor** to view all of the floors of a building.
- Step 7** (Optional) Tap **Back** to navigate to the previous screen.
- Step 8** Tap the desired floor number to view all of the workspaces on that floor.
A screen that displays a list of workspaces and offices on the selected floor appears.
Alternatively, enter the workspace name in the search field. As you enter a alphabet character, a list that matches the search criteria appears. You can search for workspaces based on either the complete or partial name.
- Step 9** (Optional) Tap the slider, and then tap the favorite  icon to either mark or unmark the workspace as a favorite.
- Step 10** (Optional) Tap the slider, and then tap the locate  icon to view the exact location of the workspace.

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**Note**

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

Marking or Unmarking Favorites - Workspaces

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

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

-
- Step 1** Log in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap the Workspace  icon.
The Workspace screen 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 of the workspaces appears. 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 the **Favorites** tab.
A list of all of the workspaces that are marked as your favorites appears.
- 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.
-

Locating a Workspace

To locate a workspace, perform the following steps:

-
- Step 1** Log in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap the Workspace  icon.

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The Workspace screen displays the following:

- My Reservations tab
- All tab
- Favorites tab

Step 3 Tap the **My Reservations**, **All**, or **Favorites** tab to view your reserved workspaces, all of the workspaces, or your favorite workspaces.

Step 4 Tap the slider, and then tap the locate  icon on any of the listed workspace 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 Route, Book, and Close buttons. Tap the Check-in button to check into the workspace, tap the Route button to view the direction for the workspace, or tap the Close button to close the dialog box. The Check-in button is displayed only if the workspace is available.

Accessing Your Favorite Workspaces

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

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Workspace  icon.

The Workspace screen appears.

Step 3 Tap the **Favorites** tab.

A list of all of the workspaces that are marked as your favorites appears. 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.



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 next to the workspace details, scanning the QR code displayed at the workspace, or searching for a workspace and then checking in to that workspace.

To avoid an auto-cancellation of your reservation, you must check in to your workspace within the time 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.

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**Note**

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

- [Reserved Workspace, page 2-5](#)
- [Unreserved Workspace, page 2-5](#)

Reserved Workspace

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

-
- Step 1** Log in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap the Workspace  icon.
The Workspace screen appears with the My Reservations tab selected by default.
- Step 3** Tap the **Check-in** icon that appears next to the reserved workspace.
You are checked in to the selected workspace. All of the preferences that you have set during the reservation are made available after you check in to the workspace. The check-in icon is displayed 'x' minutes before the reserved time, where, 'x' is the time interval configured by the administrator to check in to a workspace prior to the reserved time.
- Alternatively, tap the scan icon and scan the QR code available at the selected workspace to check in. An email notification is sent to your email address once you check in to the workspace.
-

Unreserved Workspace

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

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

-
- Step 1** Log in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap the Workspace  icon.
The Workspace screen appears with the My Reservations tab selected by default.
- Step 3** To check in to a favorite workspace, do the following:
- a. Tap the **Favorites** tab.
A list of all the available workspaces that are marked as your favorites appears.
 - b. Tap the available workspace that you want to use.
A time picker that displays the time in hours and minutes (hh:mm AM/PM) appears.
 - c. Scroll to select the appropriate end time and tap **Set**.
 - d. Tap **Check-in**.

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You are checked in to the selected workspace. The default system preferences are set for the workspace.

- Step 4** To check in to any available workspace, do the following:
- a. Tap the **All** tab.
 - b. A list of all of the workspaces appears. All of the available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.
 - c. Tap the available workspace that you want to use.
A time picker that displays the time in hours and minutes (hh:mm AM/PM) appears.
 - d. Scroll to select the appropriate end time and tap **Set**.
 - e. Tap **Check-in**.

You are checked in to the selected workspace.

Alternatively, tap the scan icon and scan the QR code available at the workspace 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 email notification is sent to your email address once you check in to the workspace.



Note If you try to check in to another workspace while you are already checked in to a workspace, you are prompted to check out of the current workspace.

Checking Out from a Workspace

To check out from a workspace that you are checked in to, either scan the QR code available at the workspace or tap the Check Out icon displayed on the Smart Spaces home screen of the mobile application. Tap Yes to confirm the check out when you are prompted to check out.

After you check out, all of the set preferences in the workspace are set to the default values. An email notification is sent to your email 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. Also, you are automatically checked out of the current workspace when you check in to another workspace.

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

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To set a location preference, perform the following steps:

-
- Step 1** Log in to the Smart Spaces mobile application.
 - Step 2** Tap **More**.
 - Step 3** Tap **Preferences**.
The Preferences screen appears.
 - Step 4** Tap **Building**.
The Building screen that displays the list of buildings appears.
 - Step 5** Tap the required building name.
The Preferences screen displays the selected building name.
 - Step 6** Tap **Floor**.
The Floor screen displays the list of floors within the preferred building.
 - Step 7** Tap the desired floor name.
The Preferences screen displays the selected floor.
 - Step 8** Tap **Save** to save the set preference.
A message appears informing you that your default preference is set.
 - Step 9** Tap **OK** on the message screen.
You are redirected to the Smart Spaces home screen.
-

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Managing Conference or TelePresence Rooms

This chapter describes how you can use the Cisco Smart+Connected Spaces (Smart Spaces) mobile application to manage your conference or TelePresence (TP) rooms.

- [Locating a Conference Room, page 3-1](#)
- [Accessing Your Favorite Conference Rooms, page 3-2](#)
- [Marking or Unmarking Favorites - Conference Rooms, page 3-2](#)
- [Booking Conference or TP Rooms, page 3-3](#)

Locating a Conference Room

To locate a conference room, perform the following steps:

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Conference  icon.

The Conference screen displays the following:

- All tab
- Favorites tab

The All tab is displayed by default listing all of the conference room for a building. All available conference rooms display a green indicator, while the unavailable conference rooms display a grey indicator

Step 3 Tap the **All** or **Favorites** tab to view all of the conference rooms or your favorite conference room.

Step 4 Tap the slider, and then tap the locate  icon on any of the listed conference room in the result view.

The floor plan appears with a dialog box showing the exact location of the conference room. The dialog box displays the conference room name/ID, availability status, and the Route, Book, and Close buttons. Tap the **Book** button to check into the conference room. The **Book** button is displayed only for the available conference rooms. Tap the **Route** button to view the direction for the conference room and tap the **Close** button to close the dialog box.

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Accessing Your Favorite Conference Rooms

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

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Conference  icon.

The Conference screen displays the following:

- All tab
- Favorites tab

Step 3 Tap the **Favorites** tab.

A list of all of the conference rooms that are marked as your favorites appears. Details such as the conference room name, floor, and building name are displayed.



Note If you have not marked any conference rooms as favorites, then a message “No Favorites to display” appears on the screen.

Marking or Unmarking Favorites - Conference Rooms

You can mark conference rooms as favorites to access them quickly. You can also unmark a conference room that was earlier marked as a favorite.

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

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Conference  icon.

The Conference screen displays the following:

- All tab
- Favorites tab

The All tab is displayed by default listing all of the conference room for a building. All available conference rooms display a green indicator, while the unavailable conference rooms display a grey indicator.

Step 3 Tap the slider, and then tap the star icon to either mark or unmark the conference room as a favorite.

Step 4 Tap the **Favorites** tab.

A list of all of the conference rooms that are marked as your favorite appears.

Step 5 Tap the  icon to unmark the conference room as a favorite.

If you unmark a conference room as a favorite, it is instantaneously removed from the list of favorites.

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Booking Conference or TP Rooms

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

Step 1 Log in to the Smart Spaces mobile application.

Step 2 Tap the Conference  icon.

A screen appears listing all the conference/TP rooms on your preferred floor. It displays the following:

- Search field—Tap inside this field and enter a few alphabet characters of the room name. The room list is filtered to display the rooms that match your search criteria.
- Building name icon—The building that you set as your default building on the Preferences screen. For information on booking a room in another building, see [Step 13](#).
- Floor icon—Your preferred floor in the preferred building. For information on booking a room on another floor, see [Step 14](#).



Note If you have not added the default building and floor in your preferences, then the messages “No buildings to display”, and “No floors to display” appear on the screen.

- Date field—Displays the current date. Tap inside this field to change the date. Scroll the slider, tap the required date, and then tap **Set** to select the required date. (Optional) Tap **Cancel** to close the date slider.
- Time field—Displays the current one-hour time slot. Tap inside this field to change the time. Scroll the slider, tap the required time slot, and then tap **Set** to select the required slot. (Optional) Tap **Cancel** to close the time slider.

Step 3 Room list—The list of rooms for the floor, which you have specified in your preferences or have currently selected, is displayed. Tapping the slider on any of the listed conference rooms in the result view displays the following icons:

- Book: Tap the Book  icon to book a conference room for a meeting. For information on booking a room, see [Step 4](#). The Scheduler  icon is displayed if a room is unavailable. Tapping the scheduler icon displays the Conference screen. Scroll to select the required time slot and tap **Book**. The slots which are busy appear in pink, and are not available for booking. Also, the past time slots are disabled.
- Favorite: Tap the Favorite  icon to mark the conference room as your favorite room.
- Locate: Tap the Locate  icon to view the exact location of the conference room. Tapping the locate icon loads the floor plan with a dialog box showing the exact location of the conference room. The dialog box displays the conference room name, availability status, and the Route, Book, and Cancel button. Tap the Route button to view the direction to a conference room, tap the Book button to book the room, or tap the Close button to close the dialog box. The Book button is displayed only if a room is available.

Step 4 View the room list, tap the slider, and then tap the **Book**  icon for the required room.

You are taken to the Conference screen. The room name, location, availability status, seating capacity, and icons for the equipment available in the room are displayed.

Step 5 Tap inside the **Title** field to open the onscreen keyboard. Enter the title of the meeting. This is the subject of the email invite sent to the people that you invite to the meeting. Also, the meeting is displayed with this name on the home screen of the mobile application.

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- Step 6** Tap  to open the Select People screen and perform the following steps:
- Enter the first three alphabet characters of the required name/user ID. A list of people in your enterprise who match the search criteria appears.
 - Tap the check box for any name in the list.
A checkmark appears indicating that the person will be invited. Repeat this to invite more people.
 - (Optional) Re-tap to remove a selected person from the list.
The checkmark is removed indicating that the person will not be invited.
 - Tap **Select**.
You are redirected to the Conference screen.
- Step 7** (Optional) Tap  again to make further changes to the list of invitees and repeat the tasks in [Step 6](#).
- Step 8** (Optional) Tap  to remove a person from the list.
- Step 9** (Optional) Tap inside the **Date** field to change the date. Scroll the slider, tap the required date, and then tap **Set** to select the required date. Or, tap **Cancel** to close the date slider.
- Step 10** (Optional) Tap inside the **Time** field to change the time. Scroll the slider, tap the required time slot, and then tap **Set** to select the required slot. Or, tap **Cancel** to close the time slider.
Alternatively, tap the **Scheduler**  icon to change the time. Tapping the scheduler icon displays the Conference screen. Scroll to select the required time slot and tap **Book**.
- Step 11** To book a WebEx meeting, select **WebEx**, and then enter the WebEx password.



Note At least one invitee must be added to book a WebEx meeting.

- Step 12** Tap **Book**.
The room is booked and you are redirected to the Smart Spaces home screen. You will get a meeting confirmation through email and email invites are sent to the people who you have invited to the meeting. If the room booking is for the current day, the meeting name and time is displayed on the Smart Spaces home screen. (Optional) To view the meetings scheduled for the other days, scroll to the required dates by tapping the left or right arrow buttons provided for the date field.
Alternatively, tap the scan icon and scan the QR code available at the conference room to book a conference room.
- Step 13** (Optional) To book a conference/TP room in a building other than your preferred building or to change the currently selected building, perform the following steps:
- Tap the building name icon displayed at the top of the screen (above the conference room list).
The list of all of the buildings in the enterprise is displayed.
 - Tap the required building to view the list of floors.
 - Tap the required floor to view the list of conference rooms on the floor.
 - Repeat [Step 4](#) to [Step 12](#) to book a room.
- Step 14** (Optional) To book a conference/TP room on a floor other than your preferred floor or the currently selected floor, perform the following steps:
- Tap the preferred floor icon displayed at the top of the screen (above the conference room list).
The list of all of the floors in the building is displayed.
 - Tap the required floor to view the list of the conference rooms on the floor.

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c. Repeat [Step 4](#) to [Step 12](#) to book a room.

Step 15 (Optional) Tap **Back** to return to the screen that displays the conference room list.

Step 16 (Optional) Tap **Home** to go to the home screen.

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Managing Contacts

The Cisco Smart+Connected Spaces (Smart Spaces) 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 a chat conversation, or send an email or a text message.

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

Searching and Viewing Contacts

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

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



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

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Step 4 Tap **Search**.

A list of contacts that share either the first name, the last name, or the username appears. You can tap the slider on any of the contact in the list to view the favorite  and locate  icons. By tapping the favorite icon you can add the contact to the list of favorites and by tapping the locate icon you can view the exact location of the contact.

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 next to 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.

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.
- Jabber status
- Location details with the locate icon if the contact has checked in to a workspace.
- The favorite icon next to each contact detail.
- Contact details such as the mobile number, office number, and email ID of the associate.

Saving Contacts on Your Smartphone

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

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

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the People icon.

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

- Partial or complete username
- Partial or complete first name
- Partial or complete last name
- Complete first and last name



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

Step 4 Tap **Search**.

A list of contact(s) appears.

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- Step 5** Alternatively, tap the **Favorites** tab to view the list of favorite contacts.
- Step 6** Tap the contact for which you want to view the 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.
- 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** Log in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap the People  icon.
- Step 3** In the Search People field, enter any one of the following options:
- Partial or complete username
 - Partial or complete first name
 - Partial or complete last name
 - Complete first and last name



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

- Step 4** Tap **Search**.
A list of contact(s) appears.
- Step 5** Tap the slider, and then tap the favorite  icon next to the contact to add the contact to the list of favorites.

(Alternatively) Tap the contact for which you want to view the details, and then tap the favorite  icon next to 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** Log in to the Smart Spaces mobile application.

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The Smart Spaces home screen appears.

Step 2 Tap the People  icon.

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

- Partial or complete username
- Partial or complete first name
- Partial or complete last name
- Complete first and last name



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

Step 4 Tap **Search**.

A list of contact(s) appears.

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

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

Sending a Text Message

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

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the People  icon.

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

- Partial or complete username
- Partial or complete first name
- Partial or complete last name
- Complete first and last name



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

Step 4 Tap **Search**.

A list of contact(s) appears.

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

Step 6 Tap the contact to whom you want to send a text message.

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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.
-

Sending an Email

To send an email to a contact, perform the following steps:

- Step 1** Login in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap the People  icon.
- 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 a minimum of three characters.

- Step 4** Tap **Search**.
A list of contact(s) appears.
- Step 5** Alternatively, tap the **Favorites** tab to view the list of favorite contacts.
- Step 6** Tap the contact to whom you want to send an email.
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.
-

Initiating a Chat Conversation

To start a chat conversation through the Cisco Jabber application with a contact, perform the following steps:

- Step 1** Login in to the Smart Spaces mobile application.
The Smart Spaces home screen appears.
- Step 2** Tap the People  icon.
- Step 3** In the Search field, enter any one of the following options:

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- 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 a minimum of three characters.

Step 4 Tap **Search**.

A list of contact(s) appears.

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

Step 6 Tap the contact with whom you want to chat.

The user details screen displays the contact details.

Step 7 Tap **Chat** to start a conversation.



Note

- Cisco Jabber application must be installed and configured.
- You and the person you want to chat with must be logged into the Cisco Jabber application.

Step 8 (Optional) Tap **Back** to navigate to the previous screen.



Locating Buildings

This chapter describes how you can use the Cisco Smart+Connected Spaces (Smart Spaces) mobile application to locate a building of an enterprise and view its details.

- [Locating a Building, page 5-1](#)
- [Viewing the Building Details, page 5-1](#)

Locating a Building

To locate a building, perform the following steps:

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Buildings  icon.

The Buildings screen displays the following:

- Map tab
- List tab

By default, the map screen is displayed, which shows the buildings of an enterprise. The buildings are marked as red pins in a map. To view the details of any building, tap the building in the map. A dialog box is displayed with the building name, tap on the dialog box to see the building details.

Viewing the Building Details

You can view the building details by tapping on the building in the list of buildings either on the Map tab or List tab. The building details screen displays the following details:

- Address of the building
- Number of Offices on each floor
- Number of Workspaces each floor
- Number of Conference Rooms on each floor

You can view the map of the floor by tapping the locate icon that is displayed for each floor.

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