



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.

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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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