




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.

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Searching and Viewing Contacts

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



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- 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.
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Marking Favorites - Contacts


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

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- 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.
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Initiating a Phone Call

To initiate a phone call, perform the following steps:

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- 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.
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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.
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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.
