



Cisco Spaces: Smart Workspaces Solution Federal Support Guide

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Preface

This preface describes the audience, organization, and conventions of this document. It also provides information on how to obtain other documentation.

This preface contains the following sections:

- [Audience, on page iii](#)
- [Document Conventions, on page iii](#)
- [List of Acronyms and Abbreviations, on page iv](#)
- [Related Documentation, on page iv](#)
- [Communications, services, and additional information, on page v](#)

Audience

This document is designed for those persons who are responsible for enabling your Cisco Spaces: Smart Workspaces account. This document is intended primarily for the following audiences:

- Cisco Spaces account administrators who can enable the hybrid work experience
- Building managers who can improve workspace facilities to enrich the employee experience
- IT and network administrators who deploy Smart Workspaces
- System administrators who are responsible for configuring WebEx and Meraki technologies

Document Conventions

This document uses the following conventions:

Table 1: Document Conventions

| Convention | Description |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Bold font | Commands and keywords and user-entered text appear in bold font. Commands, command options, and keywords are in boldface. |

| Convention | Description |
|---------------------------|----------------------------------------------------------------------------------------------------------------|
| <i>Italic font</i> | Document titles, new or emphasized terms, and arguments for which you supply values are in <i>italic</i> font. |
| Option > Option | Used to describe a series of menu procedures in the GUI. |

Reader Alert Conventions

This document may also use the following conventions for reader alerts:



Note Means the following information includes helpful suggestions or references to material not covered in this document.



Tip Means the following information will help you solve a problem.



Caution Means you need to be careful. In this situation, you might perform an action that could result in equipment damage or loss of data.

List of Acronyms and Abbreviations

Table 2: List of Acronyms and Abbreviations

| Acronym | Expansion |
|---------|------------------------------------|
| BLE | Bluetooth Low Energy |
| RSSI | Received Signal Strength Indicator |
| SSID | Service Set Identifier |
| UUID | Universally Unique Identifier |

Related Documentation

- [Release Notes for Cisco Spaces](#)
- [Cisco Spaces Configuration Guide](#)
- [All support documentation for Cisco Spaces](#)

For detailed information about the Cisco Spaces solution, go to <https://cisco.com/go/spaces>.

Communications, services, and additional information

- To receive timely, relevant information from Cisco, sign up at [Cisco Profile Manager](#).
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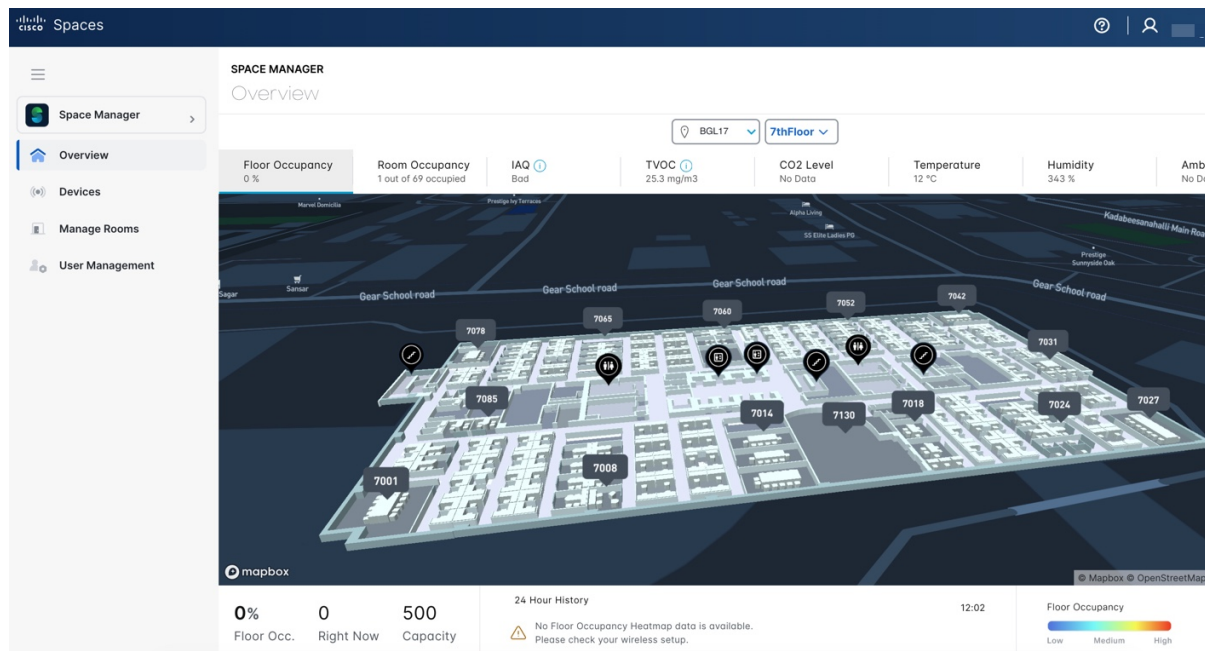


CHAPTER 1

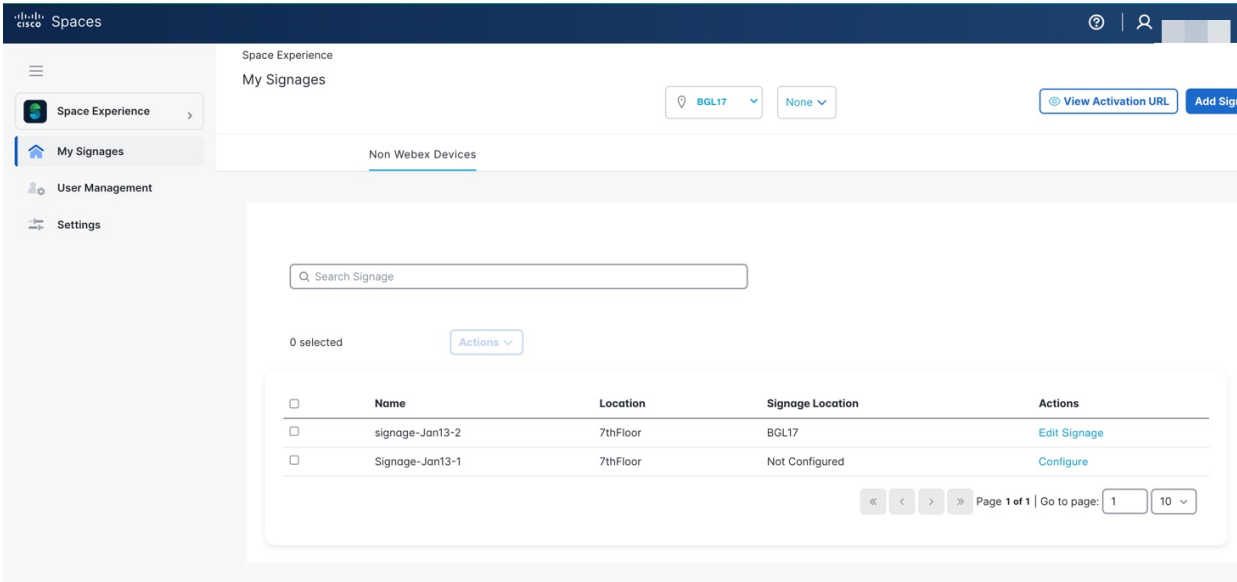
Overview of Cisco Spaces: Smart Workspaces

The Cisco Spaces: Smart Workspaces solution enables hybrid work for your office facilities through applications such as **Space Experience** and **Space Manager**. This solution offers a quick and easy onboarding experience both for your employees and building facility managers.

- The **Space Manager** app provides access to real-time occupancy data such as meeting room capacity and availability. The app also displays environment-related telemetry such as ambient temperature, humidity, air quality, and noise.



- The **Space Experience** app allows you to enable signages across buildings, and floors through Cisco Spaces.



• [Licensing Requirements, on page 2](#)

Licensing Requirements

Both the **Space Experience** and **Space Manager** applications are tied to these license types:

- ACT (displayed in UI as Advantage)
- UNLIMITED
- PREMIER_W
- PREMIER_CW



CHAPTER 2

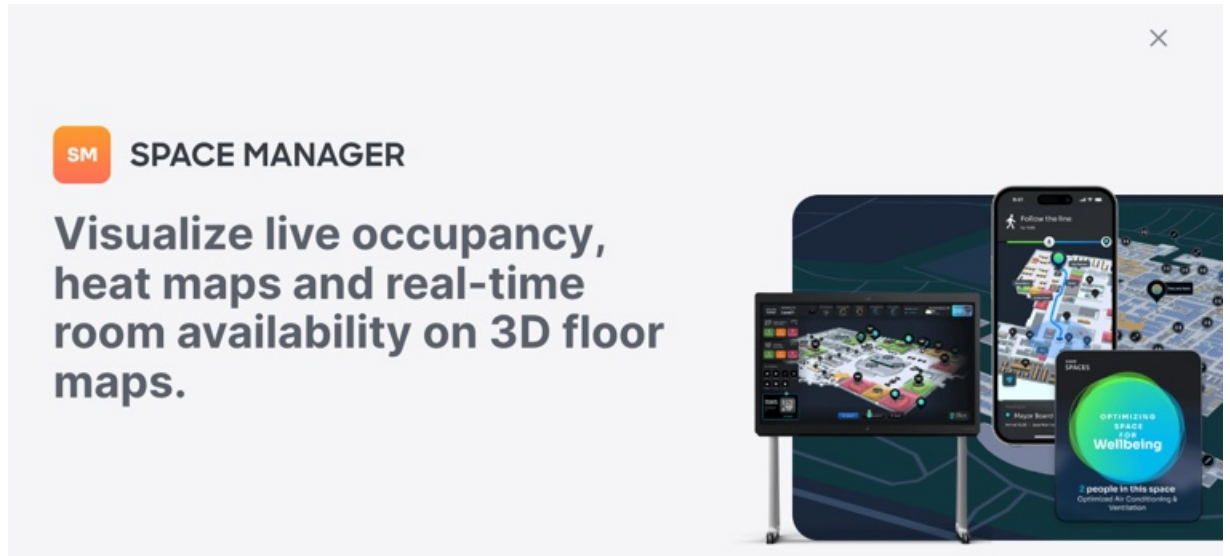
Space Manager

- [Overview of Space Manager, on page 3](#)
- [Manage Devices, on page 5](#)
- [Manage Rooms, on page 6](#)
- [Manage Users, on page 15](#)

Overview of Space Manager

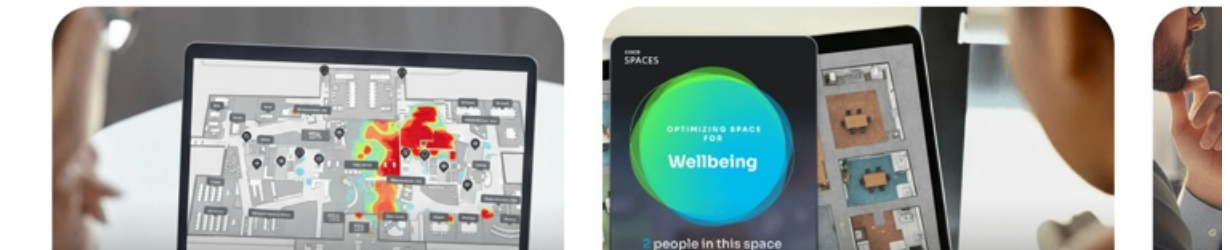
The **Space Manager** app enables facility managers to configure integrated devices such as Cisco Meraki and Cisco IoT devices and sensors in your workspace to provide access to real-time occupancy data like meeting room capacity and availability.

Figure 1: Space Manager



About the App

Visualize live occupancy and environmental conditions across your building with dynamic 3D maps. Instantly identify underused areas, crowded zones, or comfort issues by tracking room capacity, air quality, temperature, humidity, and noise. Add, edit, or remove devices and sensors and update workspace metadata such as name, type, and capacity – all in one place.


[Close](#)
[Open App](#)

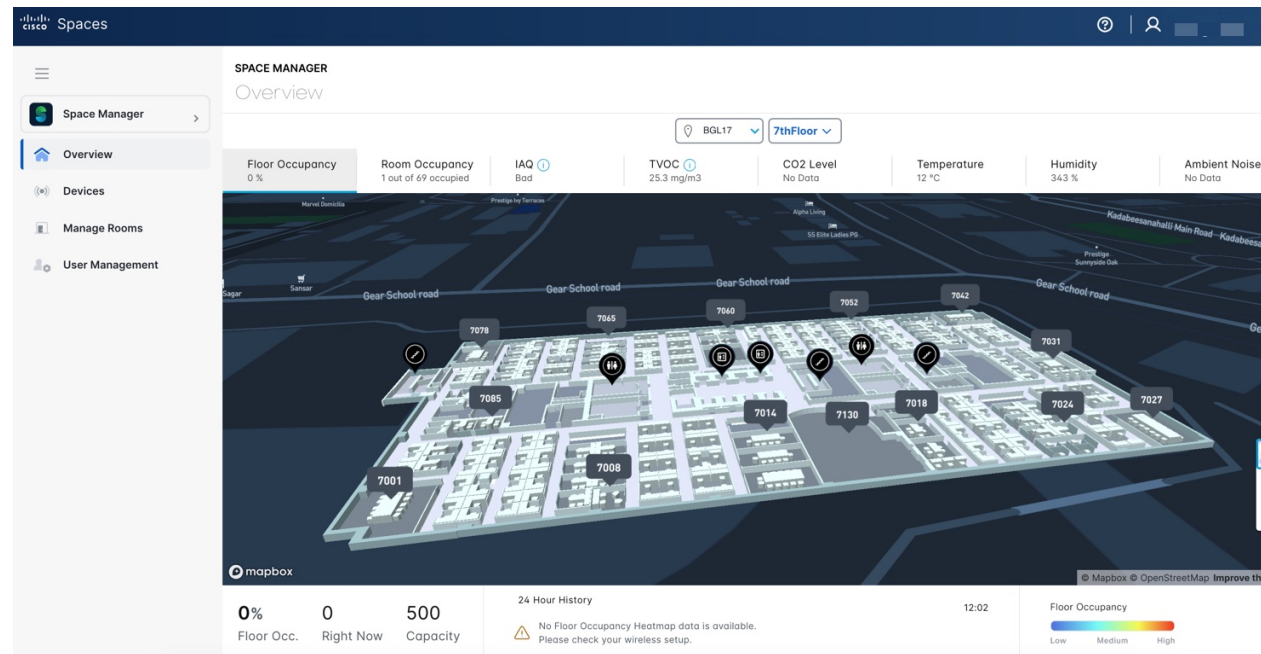
This app also displays environment-related telemetry such as ambient temperature, humidity, air quality, and noise on 3D digital maps for the meeting room, floor, or building.

- In the **Devices** section, you can view the configured devices and their telemetry details on digital maps
- In the **Manage Rooms** section, you can view the count of configured meeting rooms and their details such as number of associated devices. You can also add or remove devices from the selected meeting rooms.
- In the **User Management** section, you can view a listing of all **Space Manager** users and their assigned roles. You also have the option to invite users to a specific campus, Meraki Org, building or network.

The **Space Manager** app is tied to these license types:

- ACT (displayed in UI as Advantage)
- UNLIMITED
- PREMIER_W
- PREMIER_CW

Figure 2: Space Manager App

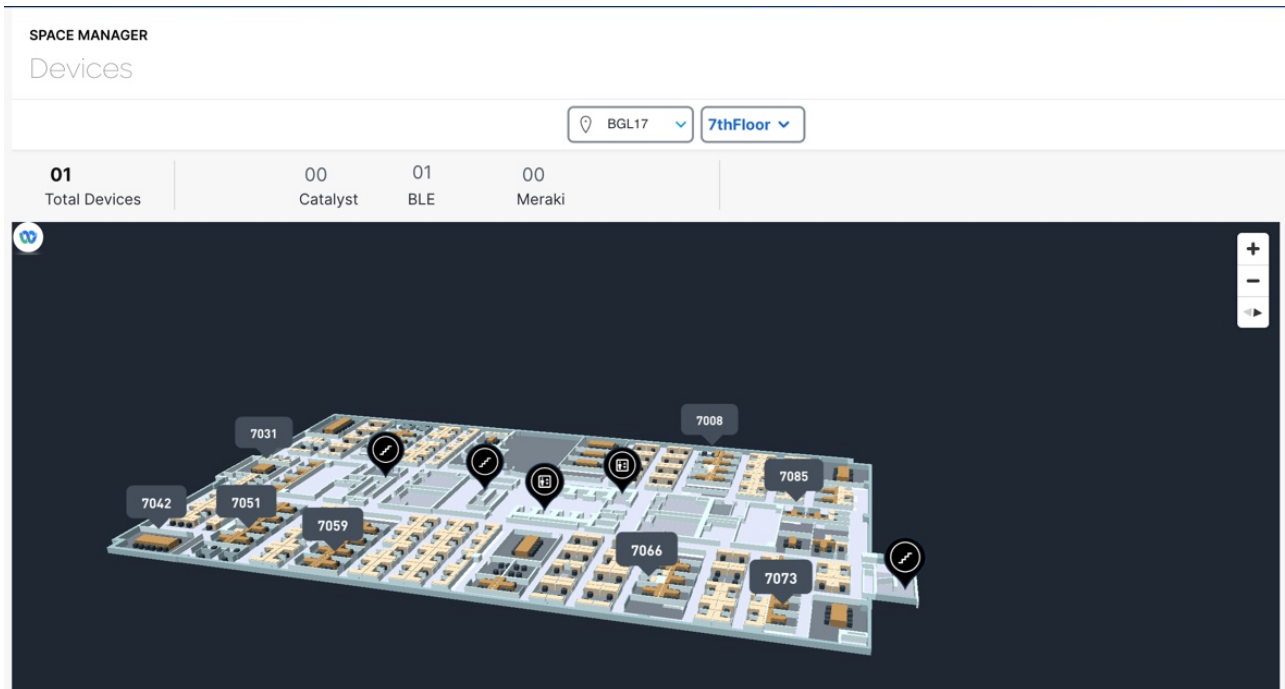


Manage Devices

Procedure

- Step 1** In Cisco Spaces, choose **Dashboard > Space Manager**.
The **Space Manager** window is displayed.
- Step 2** In the left pane, click **Devices**.
- Step 3** From the filter options drop-down list, choose the building and floor.
- Step 4** View these device details:
 - Total Devices
 - Catalyst
 - BLE
 - Meraki

Figure 3: Devices



Manage Rooms

In the **Space Manager** app, you can view information about various rooms in a building or floor in the **Manage Rooms** page.

If you select a room, you can add **Capacity** and **Tags** metadata to the room details to provide additional information. These changes are intended to help you manage rooms more efficiently.

Procedure

- Step 1** In Cisco Spaces, choose **Dashboard > Space Manager**.
The **Space Manager** window is displayed.
- Step 2** In the left pane, click **Manage Rooms**.

Figure 4: Manage Rooms

SPACE MANAGER
Manage Rooms

BGL17 7thFloor

Export

Q Search By Sensor By Webex By calendar 70 results

| Room | Webex Workspace | Occupancy Sensor | Calendar | Sensors | |
|------|-----------------|------------------|----------|---------|-----|
| 7038 | Spaces Zone | WebEx | -- | | ... |
| 7062 | -- | -- | -- | | ... |
| 7050 | -- | -- | -- | | ... |
| 7026 | -- | -- | -- | | ... |
| 7008 | -- | -- | -- | | ... |

Rows per page 30 1-30 of 70 < 1 2 3 >

Step 3 In the **Manage Rooms** page, a table listing of configured rooms is displayed.

You can view configuration information about these parameters:

- Webex Workspace
- Occupancy Sensor
- Calendar
- Sensors

Use the **Search** field to search for meeting rooms.

Step 4 From the filter options drop-down list, choose the building and floor.

Step 5 To filter the records, click from any one of these drop-down lists:

- **By Sensor:** Choose the required sensor filter options.
- **By Webex:** Choose the required filter options.
- **By Calendar:** Choose the required filter options.

Step 6 Click **Export** if you want to export the room details in a CSV format.

Step 7 Perform these if required:

- Click **Edit** icon to edit any of these parameters.
- Click the three dots to view these options: **Add IoT Sensors** and **Disconnect Webex Workspace**.

Click **Add IoT Sensors** to add sensor devices. For more information, refer to [Add IoT Sensor\(s\)](#), on page 11.

- Click the **Settings** icon to reset or filter the display options. For more information, refer to [Table Settings](#), on page 13.

Step 8

Click the room to view the summary of the room metadata from digital maps, added sensors and other relevant information.

The left pane displays these options:

- Room Details
- IoT Sensor
- Calendar
- Occupancy

Figure 5: Room details

The screenshot shows the 'Room Details' page for room 7038. The left sidebar contains navigation options: Room Details (selected), IoT Sensor (0), Calendar, and Occupancy. The main content area is titled 'Room Details' and includes a summary of room metadata from Digital Maps, added sensors, and other custom details. Under 'Details from Digital Map', the following information is displayed:

- Name:** 7038
- ID:** 179752fc-d5c4-49f1-b04b-8ac2c72cd1e2
- Type:** Meeting Room

The 'Sensors' section shows the following status indicators:

- People Count: No Sensor
- Presence: No Sensor
- Humidity: No Sensor
- Noise: No Sensor
- TVoC: No Sensor
- CO2: No Sensor
- Temperature: Available
- IAQ: Available

At the bottom, there are two input fields:

- Capacity:** A text input field containing the value '4' and a dropdown menu set to 'People'.
- Tags:** A list of tags: tag1, tag2, tag32, and tag6, each with a close button (X). There is also a plus icon and a dropdown arrow.

Step 9

In the **Room Details** section, for the room you select, you can:

- In the **Capacity** field, enter the people capacity.
- Click **Tags** field to view the list of available tags.
- Check the required tag check box.
- Click **Save**.

Figure 6: Room details









Room Details

Summary of room metadata from Digital Maps, added sensors, and other custom details.

Details from Digital Map

Name 7038
ID 179752fc-d5c4-49f1-b04b-8ac2c72cd1e2
Type Meeting Room

Sensors ⓘ

| | | | | | |
|------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------|
|  People Count | <input type="checkbox"/> No Sensor |  Presence | <input type="checkbox"/> No Sensor |  Temperature | <input checked="" type="checkbox"/> Available |
|  Humidity | <input type="checkbox"/> No Sensor |  Noise | <input type="checkbox"/> No Sensor |  IAQ | <input checked="" type="checkbox"/> Available |
|  TVoC | <input type="checkbox"/> No Sensor |  CO2 | <input type="checkbox"/> No Sensor | | |

Capacity

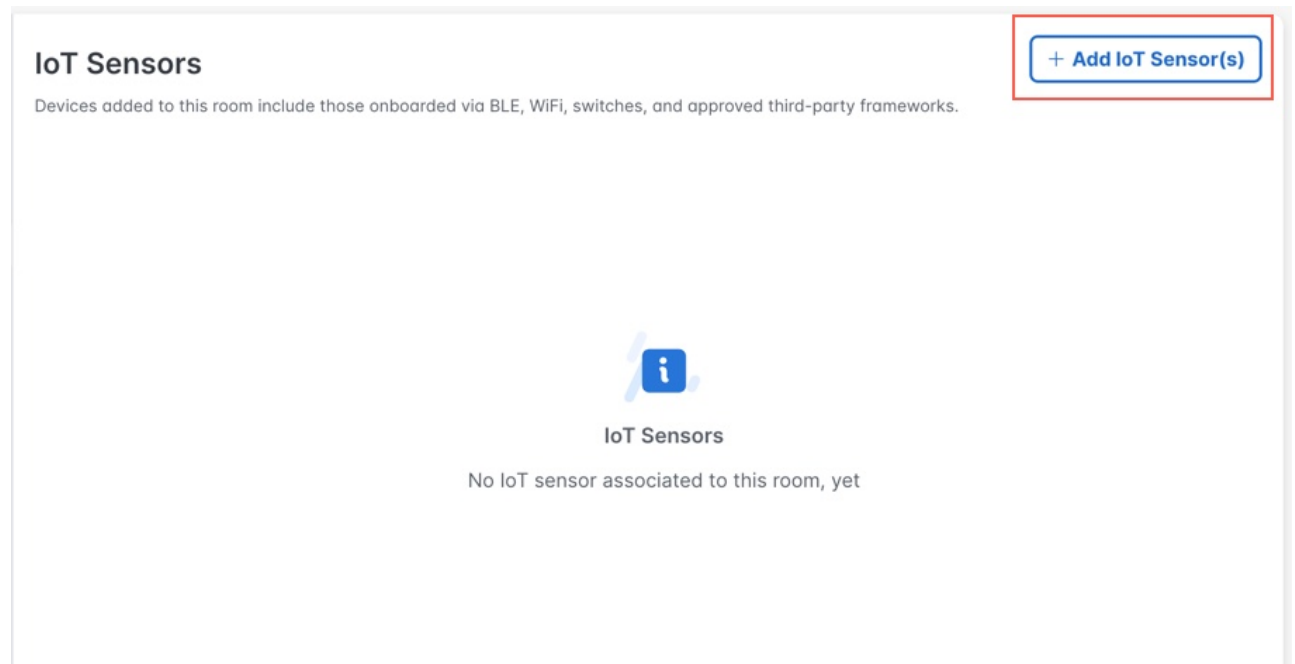
4 People

Tags

tag1 × tag2 × tag32 × tag6 ×

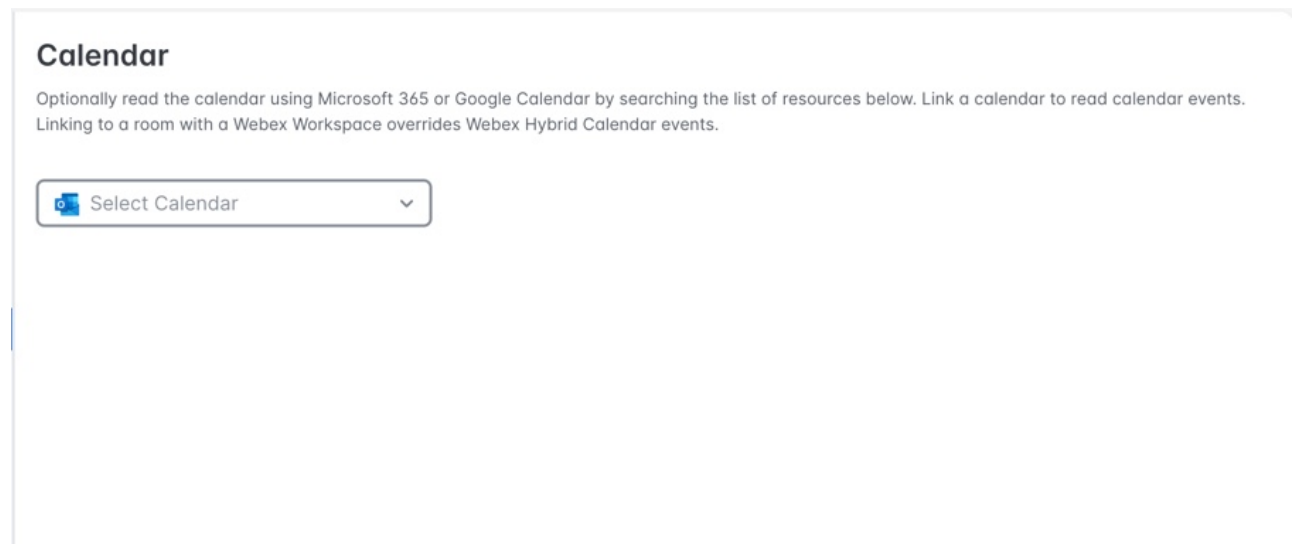
Step 10 In the **IoT Sensor** section, click **Add IoT Sensor(s)** to [associate IoT sensor devices](#) to the selected room.

Figure 7: IoT Sensor



Step 11 In the **Calendar** section, from the **Select Calendar** drop-down list, select and link a calendar to read calendar events.

Figure 8: Calendar



Step 12 In the **Occupancy** section, update the primary device for occupancy status.

Figure 9: Occupancy

Occupancy

Settings to change the primary device for occupancy status.

Occupancy Device

WebEx - Spaces Zone

Occupancy Type

Presence + People Count

People Count

Presence

- From the **Occupancy Device** drop-down list, select the device.
- Choose the **Occupancy Type**. The options are:
 - Presence + People Count
 - People Count
 - Presence

Step 13 Click **Save** to save the updates.

Add IoT Sensor(s)

The **Add IoT Sensor(s)** page enables administrators to associate available IoT sensor devices with a selected room. This page displays all the devices available in your workspace vicinity.

- Presence

Step 4 Configure the floor map for the location.

Step 5 Click **Save**.

Table Settings

Table settings allow you to personalize the appearance and layout of the table by adjusting row density, selecting which columns to display, and arranging the order of columns.

To access **Table settings**, click the **Settings** icon in the **Manage Rooms** window.

Figure 11: Table settings

Table settings ×

Table density

- Condensed
- Compact
- Comfy
- Spacious

Column settings

Select or deselect to show or hide columns. Reorder columns by dragging.

- :: Room
- :: Capacity
- :: IoT Sensors
- :: Occupancy Sensor
- :: Calendar

Reset to default Cancel Apply

In the **Table settings** slide-in window, you can perform these actions.

Change Table Density

Under **Table density** area, select how compact or spacious the rows in your table appear. The options are:

- **Condensed:** Displays more rows with tight spacing.
- **Compact:** Offers balanced spacing.
- **Comfy:** Adds more padding for easier reading.
- **Spacious:** Provides the most spacing for maximum readability.

Show or Hide Columns

In **Column settings**, use checkboxes to control column visibility:

- Check a check box to show a column.
- Uncheck a check box to hide a column.

Available options include:

- **Capacity**
- **IoT Sensors**
- **Occupancy Sensor**
- **Calendar**



Note The **Room** column is mandatory and cannot be hidden.

Reorder Columns

Within **Column settings**, drag columns using the drag handle (grip icon) to change their order. After applying changes, the table updates to reflect the new column arrangement.

Save or Discard Changes

At the bottom of the settings panel, you can click:

- **Apply:** To save changes and update the table.
- **Cancel:** To close the panel without saving.
- **Reset to default:** To restore default settings for density, columns, and column order.

Manage Users

Procedure

Step 1 In Cisco Spaces, choose **Dashboard > Space Manager**.
The **Space Manager** window is displayed.

Step 2 In the left navigation pane, click **User Management**.

The **User Management** is displayed.

Figure 12: User Management

The screenshot displays the 'User Management' interface. At the top, there are tabs for 'Users' and 'Roles'. Below the tabs, there is a search bar with the text 'Search' and '56 results' to its right. A blue button labeled '+ Invite User' is located in the top right corner. The main content area is a table with the following columns: 'User', 'Email Address', 'Role', 'Invitation Status', 'Locations', and 'Settings'. The table contains several rows of user data. The first row shows a user with a role of 'ReadWrite User Full Permission' and an invitation status of 'Invited - Not yet responded.' with a 'Resend invite' link. The second row shows a user with an invitation status of 'Accepted'. The third row shows a user with a role of 'ReadWrite User Full Permission' and an invitation status of 'Invited - Not yet responded.' with a 'Resend invite' link. The fourth row shows a user with a role of 'ReadWrite User Full Permission' and an invitation status of 'Invited - Not yet responded.' with a 'Resend invite' link. The fifth row shows a user with an invitation status of 'Invited - Not yet responded.'. The sixth row shows a user with an invitation status of 'Invited - Not yet responded.'. The seventh row shows a user with an invitation status of 'Invited - Not yet responded.'. The eighth row shows a user with a role of 'ReadWrite User Full Permission' and an invitation status of 'Invited - Not yet responded.' with a 'Resend invite' link.

Step 3 In the **User Management** window, click the **Users** tab.

Step 4 To invite other Cisco Spaces users to use the **Space Manager** app, click **Invite User**.

Step 5 Specify these parameters.

- Enter the user's email address associated with their Cisco Spaces account.
- Choose the role depending on the user's access privilege. You can choose between **Read Write User** (full access) or **Read Only User** (read-only access).

Note

To view user roles available in **Space Manager**, in the **User Management** window, click the **Roles** tab.

- Role depending on the user's access privilege. You can choose between **Read Write User** (full access) or **Read Only User** (read-only access).
- Location from the **Location Hierarchy** available in Cisco Spaces. Click **Choose Locations** to view all locations.

Step 6 Click **Send Invitation**.

Step 7 To delete an existing user, in the **Users** table, select the desired user(s) and click **Delete**. The **Users** table is displayed listing available users and their assigned roles.



CHAPTER 3

Space Experience

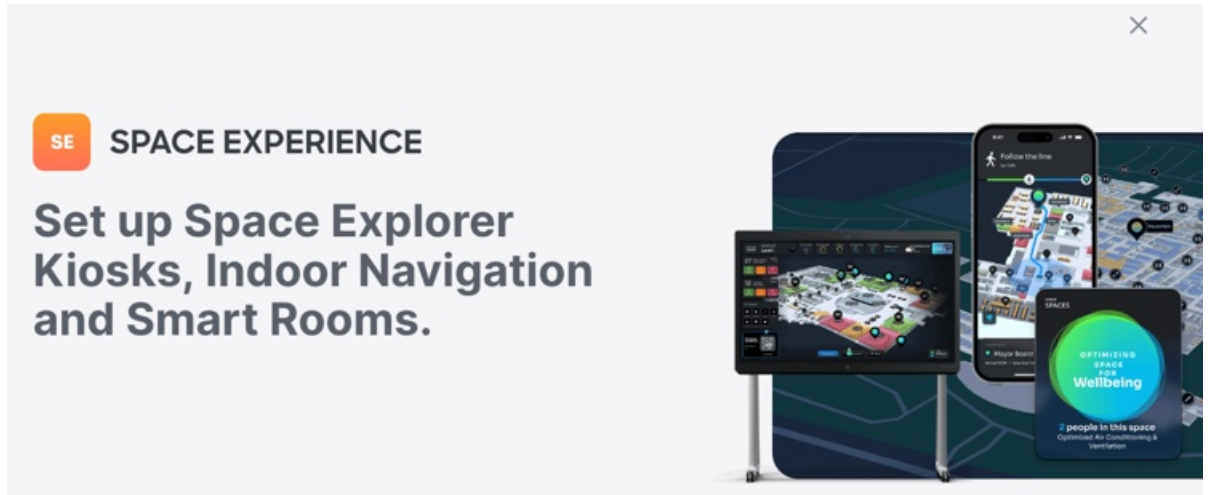
- [Overview of Space Experience, on page 17](#)
- [Manage Signage Devices, on page 19](#)
- [Manage Users, on page 26](#)

Overview of Space Experience

The **Space Experience** app enables you to onboard, configure, and manage digital signages across meeting rooms, floors, and buildings in the workplace using Cisco Spaces.

This app also helps you configure the telemetry parameters on a non-Webex Device signages and publish them. These updates are auto-notified to the respective signages.

Figure 13: Space Experience



About the App

The Space Experience app brings together multiple smart workplace solutions — including Space Explorer Kiosks and a Web App that give users a spatial view of buildings to easily find and book rooms, desks, and points of interest. It also powers Indoor Navigation for precise, turn-by-turn directions and enables Smart Rooms that automatically adjust ventilation and air quality to improve comfort and energy efficiency.


[Close](#)
[Open App](#)

The Space Experience app is tied to these license types:

- ACT (displayed in UI as Advantage)
- UNLIMITED
- PREMIER_W
- PREMIER_CW

Manage Signage Devices

Procedure

- Step 1** In Cisco Spaces, choose **Dashboard > Space Experience**. The **Space Experience** window is displayed.
- Step 2** In the left navigation pane, click **My Signages**.
- Step 3** Click the **Non-Webex Devices** tab.
- Step 4** For signage-specific instructions, follow the steps in the [Set Up non-Webex Signage, on page 19](#) topic.
-

Set Up non-Webex Signage

This task shows you how to configure a non-Webex signage using the **Space Experience** app and activate **Cisco Smart Workspaces** on the signage.



Note Limited testing is conducted on non-Webex devices, and Cisco has not certified them for compatibility. Ensure that the device's browser or signage application supports WebGL. You can verify compatibility by visiting [the WebGL link](#). This is a do-it-yourself option, and you need to handle self-testing, maintenance, and monitoring. Some signage displays may need a host device, such as a Room Kit Mini, mini PC, or another computer with an integrated browser or signage application, to load the Cisco Spaces signage web application.

Procedure

- Step 1** In Cisco Spaces, choose **Dashboard > Space Experience**. The **Space Experience** window is displayed.
- Step 2** In the left navigation pane, click **My Signages**.
- Step 3** In the **My Signages** page, click the **Non-Webex Devices** tab. The **Signages** table is displayed listing existing non-Webex signages and their locations. Use the **Search** field to search for signages.
- Step 4** From the filter options drop-down list, choose the building and floor.

Figure 14: Space Experience App

Space Experience
My Signages

BGL17 None

View Activation URL Add Signage

Non Webex Devices

Q Search Signage

0 selected Actions

| <input type="checkbox"/> | Name | Location | Signage Location | Actions |
|--------------------------|------------------|----------|------------------|--------------|
| <input type="checkbox"/> | Si | 7thFloor | BGL17 | Edit Signage |
| <input type="checkbox"/> | Si | 7thFloor | Not Configured | Configure |
| <input type="checkbox"/> | si | 7thFloor | BGL17 | Edit Signage |
| <input type="checkbox"/> | signage-reo.zotn | 7thFloor | BGL17 | Edit Signage |

Rows per page 10

Step 5 To generate an activation code for a non-Webex signage, click **View Activation URL**.

Step 6 To activate the signage, copy and paste the URL in a browser on the signage.

Step 7 Click **Add Signage** to [add a new signage](#).

The new signage is displayed in the **My Signages** page.

Step 8 To configure the new signage, click **Configure** and [follow the on-screen instructions](#).

Step 9 (Optional) Perform these actions:

- Check the check box next to the signage and from the **Actions** drop-down list, choose **Delete** to remove the selected signage.
- Select the check box next to the signage, then, in the **Actions** column, click **Edit Signage** to update the signage details.

Add a Signage

This task shows you how to add non-Webex signages using **Space Experience**.

Procedure

Step 1 In the **Space Experience** app, click the **My Signages** tab.

Step 2 Click **Non-WebEx Devices** tab.

Step 3 Click **Add Signage**.

The **Add Signage** window is displayed.

Figure 15: Add Signage

Add Signage
×

Enter activation code displayed on your signage

Activation Code

Name your signage

▼ Can't see the activation code?

Previous
Next
Save

Step 4

Enter these details:

- a) In the **Activation Code** field, enter the activation code.
- b) If you cannot view the activation code, click **Can't see the activation code?** drop-down and copy the URL and launch the web browser on your signage and paste the URL.
An activation code is generated in your signage web browser.
- c) In the **Name your signage** field, enter a new name for the signage.

Step 5

Click **Save**.

Configure Signage

Use the **Configure Signage** page to configure digital signage display and preview the result in real time in the Building/Floor View.

Procedure

Step 1

To configure the new signage, click **Configure**.

The **Configure Signage** page is displayed with two tabs **Building View** and **Floor View**.

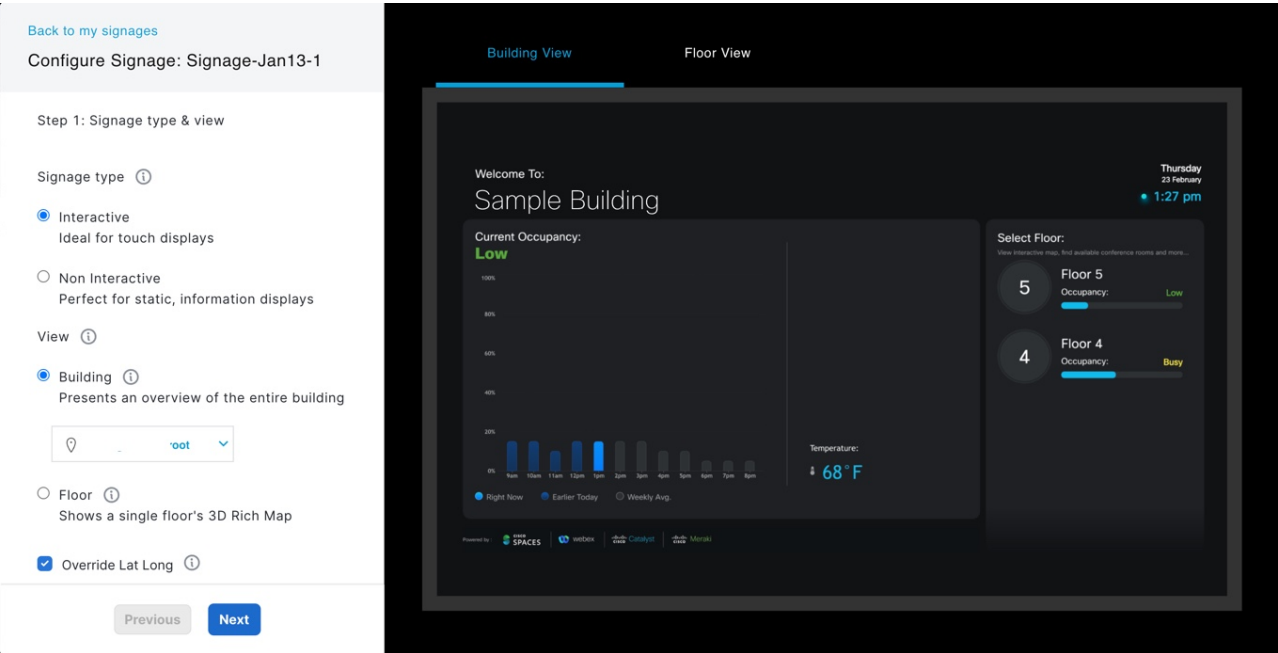
Step 2

In the **Signage type & view** area, configure the signage type and view details.

- a) Choose the signage type. The options are: **Interactive** and **Non Interactive**.
- b) Choose the signage view. The options are: **Building** and **Floor**.
- c) From the **Location** drop-down list, select the location.

- d) Check the **Override Lat Long** check box to override the values. Provide the latitude and longitude values for the map location. These values are mandatory if you check the **Override Lat Long** option.
- e) Click **Next** to proceed to the next step.

Figure 16: Step 1: Signage type & view



Step 3 In the **Configure Widgets** area, select the check boxes for the widgets you want to display on the signage.

- a) Check the widget check box options:
 - **Occupancy:** Displays occupancy status and occupancy trends in the signage.
 - **Indoor Air Quality:** Displays Indoor Air Quality information in the signage.
 - **CO2 Level:** Displays the CO2 readings/indicator level on the signage.
 - **Temperature:** Displays temperature in Fahrenheit or Celsius on the signage.
 - **Humidity:** Displays humidity information on the signage.
 - **Point of Interest (POI):** Displays POI-related content on the signage.

Figure 17: Step 2: Configure Widgets - Building View

Back to my signages

Configure Signage: Signage-Jan13-1

Step 2: Configure Widgets
Choose the widgets that you would like to display in the signage.

- Occupancy
- Indoor Air Quality
- CO2 Level
- Temperature
 - Fahrenheit
 - Celsius
- Humidity
- Point of Interest (POI)

Previous Next

Building View Floor View

Welcome To:
Sample Building

Thursday
23 February
1:27 pm

Current Occupancy:
Low

100%
80%
60%
40%
20%
0%

9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm

Right Now Earlier Today Weekly Avg

Temperature:
68°F

Select Floor:
View interactive map, find available conference rooms and more...

5 Floor 5
Occupancy: Low

4 Floor 4
Occupancy: Busy

Powered by: SPACES, WebEx, Catalyst, Meraki

Figure 18: Step 2: Configure Widgets - Floor View

Back to my signages

Configure Signage: Signage-Jan13-1

Step 2: Configure Widgets
Choose the widgets that you would like to display in the signage.

- Occupancy
- Indoor Air Quality
- CO2 Level
- Temperature
 - Fahrenheit
 - Celsius
- Humidity
- Point of Interest (POI)

Previous Next

Building View Floor View

Map labels: Silicon Valley, Barbary Coast, Inside Out, Bullitt, Gadsden, Hawk

b) Click **Next** to proceed to the next step.

Step 4

In the **Set the default map view** area, use the controls available or on the right pane to change the default perspective of the Rich Map.

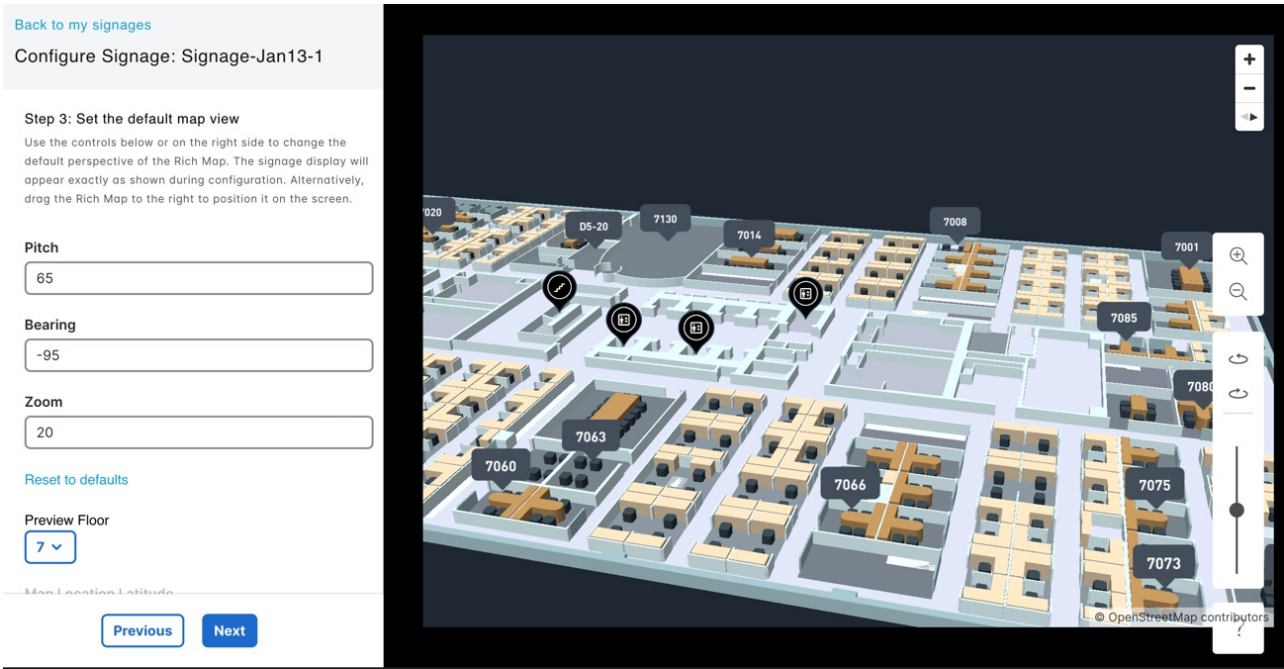
a) Configure these map view settings:

Configure Signage

- **Pitch:** Use the arrows to set the value.
- **Bearing:** Use the arrows to set the value.
- **Zoom:** Use the arrows to set the value.

- b) (Optional) Click **Reset to defaults** to restore the configured map view settings to the system default values.
- c) From the **Preview Floor** drop-down list, select the floor.
- d) View the **Map Location Latitude** and **Map Location Longitude** values.
- e) Click **Next** to proceed to the next step.

Figure 19: Step 3: Set the default map view



Step 5

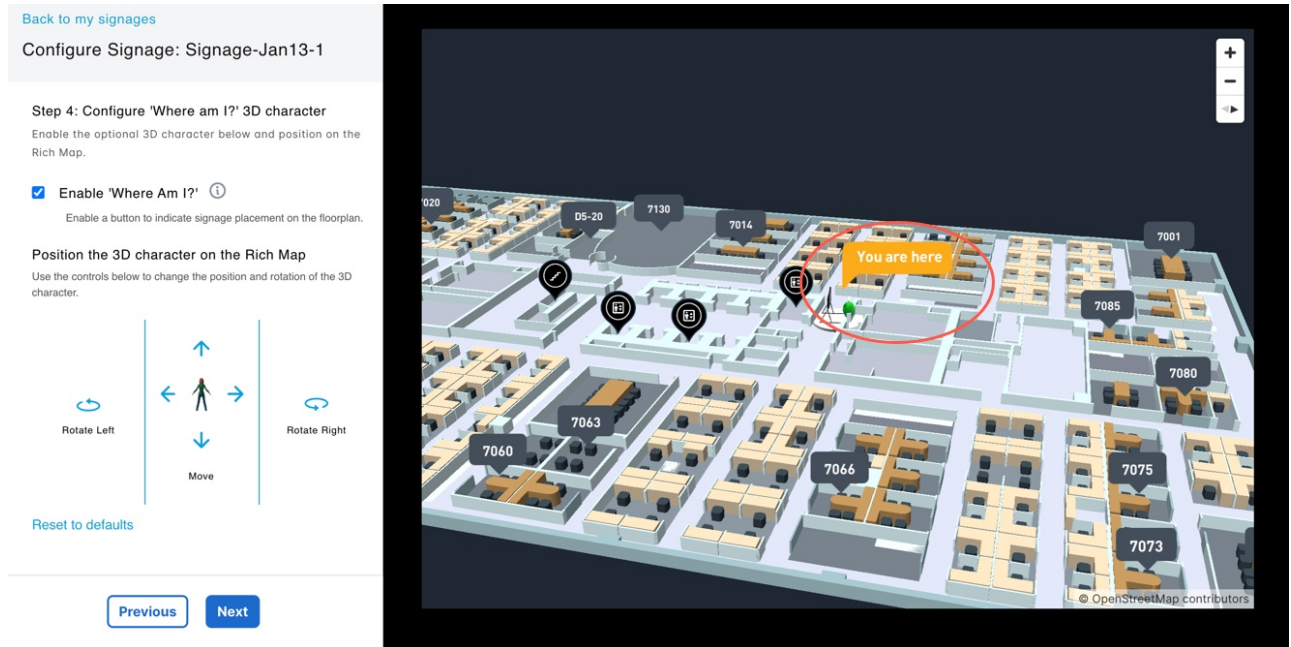
In the **Configure 'Where am I?' 3D character** area, enable the optional 3D character and position on the Rich Map.

- a) Check the **Enable 'Where Am I?'** check box to display the **You are here** indication in the signage on the displayed floor plan.
- b) Use the controls to change the position and rotate the 3D character.

The options are:

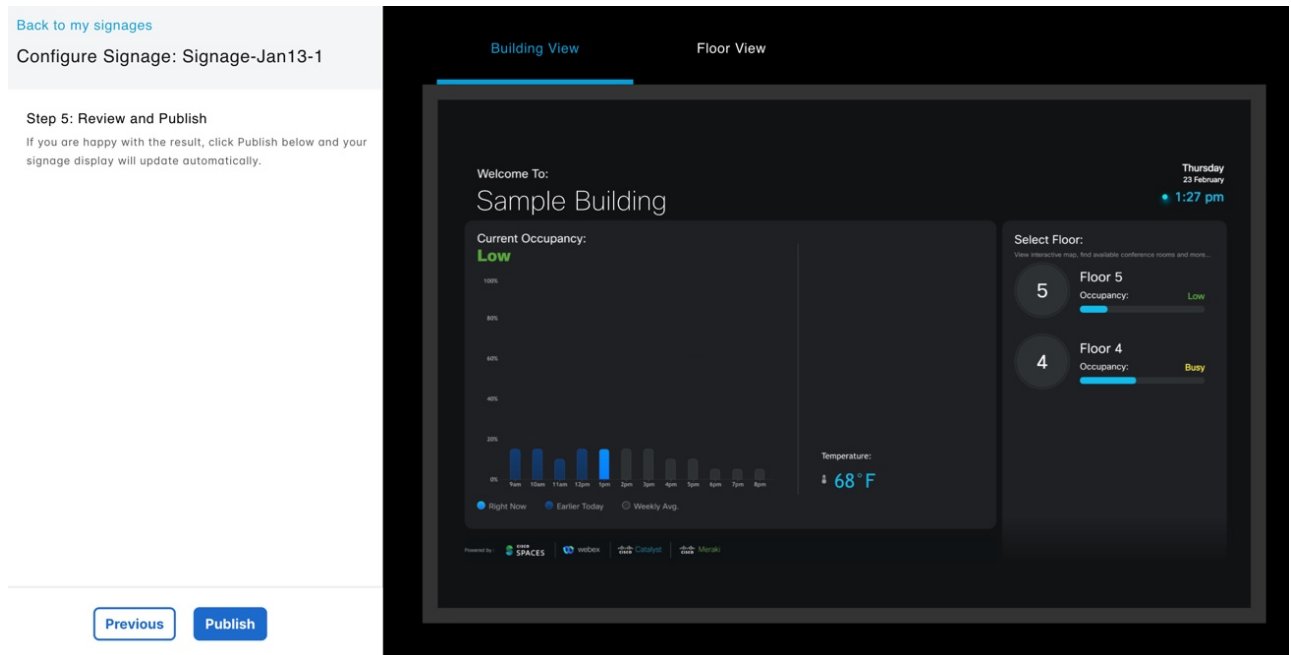
 - Rotate Left
 - Rotate Right
 - Move (all four directions)
- c) (Optional) Click **Reset to defaults** to restore the configured map view settings to the system default values.
- d) Click **Next** to proceed to the next step.

Figure 20: Step 4: Configure 'Where am I?' 3D character



Step 6 In the **Review and Publish** area, review the signage configuration and click **Publish**.

Figure 21: Step 5: Review and Publish



What to do next

The signage configuration is published. The **My Signages** page displays the signage. You can click **Edit Signage** to update and republish.

Manage Users

Procedure

- Step 1** In Cisco Spaces, choose **Dashboard > Space Experience**. The **Space Experience** window is displayed.
- Step 2** In the left navigation pane, click **User Management**.
- Step 3** In the **User Management** window, click the **Users** tab.
- Step 4** To invite other Cisco Spaces users to use the **Space Experience** app, click **Invite User**.
- Step 5** Specify these parameters.
- Enter the user's email address associated with their Cisco Spaces account.
 - Choose the role depending on the user's access privilege. You can choose between **Read Write User** (full access) or **Read Only User** (read-only access).
- Note**
To view user roles available in **Space Experience**, in the **User Management** window, click the **Roles** tab.
- Click **Choose Locations** to view all locations. Location from the **Location Hierarchy** available in Cisco Spaces are displayed.
- Step 6** Click **Send Invitation**.
- Step 7** To delete an existing user, in the **Users** table, select the desired user(s) and click **Delete**. The **Users** table is displayed listing available users and their assigned roles.
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