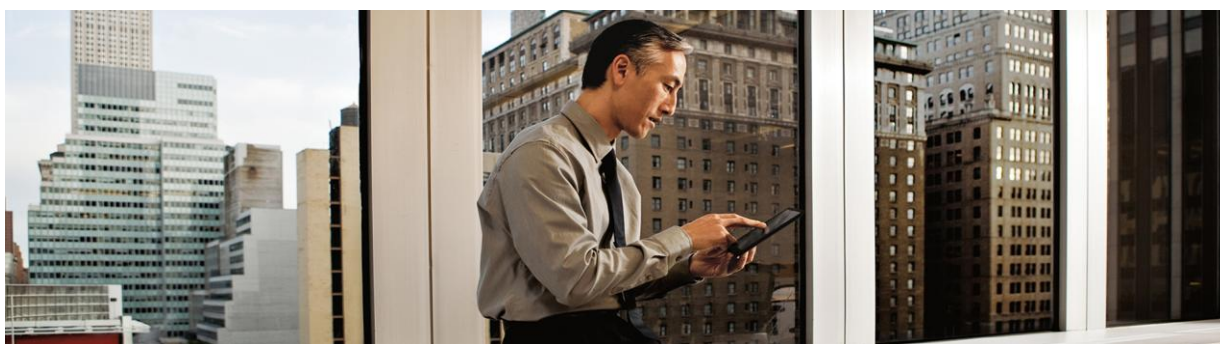


Cisco Smart+Connected Meeting Spaces



Enterprises today are increasingly focused on collaboration and collaboration tools as a means of achieving results to foster fast-paced growth. Employees are therefore spending increasing periods of time in collaborating both physically and virtually. This new workplace paradigm create additional challenges for IT and facility managers to provide the right resources and tools to their workforce while needing to constantly optimize productivity and costs. Meeting and conference rooms are classic examples of physical resources that need to be managed efficiently in multiple ways to make them truly useful to the workforce.

Cisco Smart+Connected™ Meeting Spaces is a Cisco Smart+Connected Communities™ service that simplifies the meeting room reservation and resource management process. By integrating traditional information and communications technology (ICT) and non-ICT systems, Cisco Smart+Connected Meeting Spaces delivers significant benefits including:

- Better visibility of room availability.
- Improved room utilization reporting.
- Multiple channels for reservation (Outlook, web, IP phones, interactive digital signage, Lotus Notes, room panels).
- Enhanced experience through the ability to manage room resources (HVAC, lights, blinds, audio-visual, lighting) and reservations through the IP phone.
- Utilization of existing physical and digital assets.
- Extensive reporting that includes green advisory reporting and business intelligence capabilities.
- Single window for administration of rooms across the enterprise locations.
- Reduction in energy waste and consumption for meeting rooms by linking to room schedules and actual occupancy.

Features

Table 1. Features of Smart+Connected Meeting Spaces

Page #	Feature	Subfeature
1	Scheduling	<ul style="list-style-type: none">• Outlook-based reservations• Web client-based reservations• IP phone-based reservations• Interactive signage: kiosk-based reservations• Room panel-based reservations• Mobile app-based reservations
2	Meeting Space resource management from IP phone	<ul style="list-style-type: none">• HVAC control• Lighting control• Blinds control• Audio-visual equipment control• Fault reporting• Message broadcasting to digital signage• Lighting controls based on meeting preferences
3	Meeting Space policies	<ul style="list-style-type: none">• Energy-savings policies• Space occupancy confirmation• Early and automatic release of meeting space• Extending the time of the meeting space• Setting the meeting preferences• Instant, or unplanned, check-in policies
4	Meeting Space administration	<ul style="list-style-type: none">• Addition of locations and floor plans• Addition of meeting spaces to the floor plans• Addition of devices and other resources to locations• Modification or deletion of locations and meeting spaces• Addition of catering services• Addition and modification of telepresence for meeting spaces• Addition or modification of user subscription• Addition or modification of conference and telepresence room subscription
5	Reporting	<ul style="list-style-type: none">• Utilization metrics as per defined parameters• Custom reports• Emergency notifications• Conference and telepresence room usage reports• Green advisor tip notifications• Message notifications

Details of Smart+Connected Meeting Spaces Features

Reservation Management

Outlook Add-In

- Outlook add-in (compatible with Versions 2007, 2010, and 2013) to simplify booking of meeting, conference, and Telepresence rooms across the enterprise.
- Intuitive user interface (UI) for users to add attendees and automatically view list of matching rooms at the attendee's locations with the right size of rooms to fit the number of attendees at that location.
- Ability to add custom locations.
- Easy integration with Cisco WebEx[®] and TelePresence[®] solutions to book Cisco WebEx and WebEx enabled telepresence meetings with the rooms, enabling One Button To Push (OBTP) meetings in compatible telepresence rooms.

- Ability to request equipment and other resources for the room.
- Ability to add and request catering to go with the meeting.
- Integration with Outlook calendar to provide a single view of meetings and appointments.
- Ability to edit, update, and delete meeting room reservations.
- Ability to resolve conflicts for meeting rooms for recurring meetings by booking multiple rooms as necessary (without duplication).

Web Client Based

- Using a web-based interface, end users can specify various meeting parameters, such as start and end time, meeting type, subject, location, etc., in an intuitive manner.
- Users can mark a meeting as confidential to prevent displaying the meeting subject on digital signage. Only those users who are invited to the meeting can view complete meeting details in their respective calendar interfaces.
- Users can also add Cisco WebEx sessions to meetings with Cisco WebEx integration.
- The system automatically generates a list of rooms available based on the parameters specified. In case no meeting rooms are available at the specified time, the system shows best-match rooms that may be available an hour prior to or after the original meeting time specified.
- Users can filter the search results based on the availability of room resources as specified by the administrator. Standard room resources include, but are not limited to, projectors, LCD displays, Cisco TelePresence solutions, etc.
- Users can easily update the meeting details on the same screen and update the search results accordingly.
- Users can also add and invite both internal and external attendees to the meeting.
- Users can select rooms as required and send out invitations.
- Users can add and request meeting room equipment as specified by the administrator. Equipment requests are automatically routed to the administrator for further action.
- Users can set preferences for time zones and primary location, which ensures that the meetings displayed are always in the user's preferred time zone and primary location is set by default.
- Users can mark meeting rooms as favorites. Favorite rooms are displayed on top of search results by default (if available).

IP Phone Based

- Unplanned, or instant bookings of meeting spaces supported from IP phone present in the room.
- IP phones display the list of meetings in the given space prominently.
- If the space is available at a particular time, the Book Now icon can be clicked by the end user.
- Duration of such bookings can be configured by the administrator.

Interactive Signage: Kiosk Based

- Floor plan with meeting spaces highlighted as per their availability displayed on digital signage (both touchscreen and nontouchscreen).
- Type of information displayed depends on location of signage: lobbies, floors, or meeting spaces.
- On touchscreen signage, user can click the meeting space (if available) and book through a simple process.

Smartphone App

- Users can view current and future availability of meeting rooms by selecting the building and/or floor and book a room immediately, including inviting attendees.
- Users can locate and perform wayfinding to the meeting room from a predesignated starting point or configure their own starting point through a floor plan view.
- Users can book the meeting room by scanning their unique quick response code through their smartphone apps.
- Quick response codes are usually printed and posted outside the meeting room.

Room Panel Based

- Apple iOS or Android tablet mounted in a custom enclosure placed outside the meeting room indicates room status and availability.
- Users can view the room calendar, room size, and room resources on tablet.
- Confirm room usage by clicking Confirm Meeting within a grace period as defined by the administrator. Nonconfirmation leads to a no-show status. Room is released and made available for other users to book. Original meeting does not get canceled.
- Users can click the available time slot on the room panel and book the room for the desired period of time.

Meeting Space Resource Management from IP Phone

Room Usage

- **Room Confirmation:** Users can confirm whether they are using the room by clicking Confirm on an IP phone. If the user does not confirm the usage at an time interval (for example, 15 minutes, configurable by the administrator) after the meeting time, the room is automatically released and made available to other users. The room also defaults to energy savings mode if the building management system (BMS) integration is configured. The particular meeting is also treated as a no-show and reported accordingly.
- **Early Release:** Users can choose to release the room earlier if the meeting is completed before the planned time. If users release the room, the room is made available from that time and accordingly updated on various channels. The room also defaults to energy savings mode if the BMS integration is configured.
- **Auto Release:** If users do not occupy a meeting room within a specified time (for example, 5 minutes from the start of the meeting time, configurable by the administrator), the room gets released automatically and make it available for booking in the system. The room defaults to the energy savings mode if the BMS integration is configured.
- **Instant Confirmation:** Users can confirm the meeting room through kiosk, smartphone app, or IP phone. For example, users can book a meeting room in as little as 15 minutes (configurable by the administrator) prior to the meeting.
- **Meeting Extension:** Users can choose to extend meetings if the room is available beyond the scheduled end time through two clicks on the IP phone. Users can select the period of time for which the meeting is to be extended. After the meeting is extended, the information is updated on all channels.

HVAC Control

- Users can control HVAC for the meeting space.
- HVAC can be turned on and off by defining occupancy status.
- Users can also set room temperature to values chosen from those specified by the administrator.

Lighting Control

- Users can control individual and multiple light systems in the meeting space.
- Lights can be turned on and off.
- Users can also set the brightness of the lights.
- Users can set their preferred mood settings for their meetings (for example, hot, warm, and cold).

Blind Control

- Users can control individual and multiple blind systems in the meeting space.
- Blinds can be raised, lowered, and paused at any level.

A/V Equipment Control

- Users can control projector and projector screen (single and multiple) in the meeting space.
- Projector can be turned on and off.
- Projector screen can be raised, lowered, and paused midway in its space.
- Room mode facility to control lights, blinds, projector and projector screen through a single action.

Fault Reporting

- Users can report problems or issues in the meeting space.
- Reports can be integrated with customer's trouble-ticketing system.
- In absence of trouble-ticketing system integration, cases from IP phones are communicated to a preconfigured email address.

Broadcasting Messages to Digital Signage

- Users can broadcast messages from IP phones to digital signage for the meeting space.
- Canned messages can be defined and configured by the administrator.
- Users can broadcast emergency notifications, such as evacuation, fire drill, etc.
- Users can broadcast green advisor notifications (for example, green tips, energy consumption data, etc.).

Meeting Space Policies

Energy Savings Policies

Note: Available only with building management system integration.

- Facility managers and administrators can set energy-savings policies to control and reduce energy wastage when room is not occupied.
- Links switching on and off of HVAC and lights in the meeting rooms to the meeting room schedules. For example, an energy policy can state that the HVAC in a room is to be switched on only 15 minutes (this is configurable) before the actual commencement of a reservation, whereas lights are to be switched on only at the time of commencement of the reservation.

Meeting Space Occupancy Confirmation

- End users can confirm the occupancy of the room by clicking the Confirm Occupancy icon on IP phones.
- Occupancy should be confirmed within a certain grace period (defined by administrator) from the time of commencement of the meeting.
- Not confirming the reservation releases the room and changes settings to energy-savings mode. Then the room is shown as available on digital signage.

Early Release of Meeting Space

- End users can release the meeting space earlier than scheduled, if the space is not needed for the full duration as per plan by clicking the Room Release icon on IP phones.
- Early release changes room settings to energy-savings mode and shows the room as available on digital signage.

Extend Duration of Meeting Space

- Users can extend meetings by time periods (for example, 15 minutes) configured by the administrator.
- Meeting times are extended and a room's status is displayed on all channels (kiosk, smartphone app, calendar, room panel).

Instant Booking

- End users can book rooms for unplanned use. The meeting room can be booked 15 minutes (configurable by administrator) before meetings.
- Room status is displayed in all reservation channels.

Meeting Space Administration

Addition of Locations and Floor Plans

- Adding multiple locations of office buildings.
- Adding floors to each location.
- Adding floor plans to each floor, including layout of cubicles, meeting rooms, breakout areas, etc.

Addition of Meeting Spaces to Floor Plans

- Adding individual meeting spaces as overlays on the floor plan.
- Naming meeting spaces in the overlays.

Addition of Devices and Other Resources to Locations

- Adding various available devices, such as variable air volume, lights, etc., to meeting spaces.
- Adding signage to meeting spaces, hallways, and lobby.
- Configuring the set points (temperature and light settings) for the devices.

Modification and Deletion of Locations and Meeting Spaces

- Modification and deletion of meeting spaces and the devices available in the workspace.

Reporting

Utilization Metrics as Per Defined Parameters

- Current meeting space utilization.
- Historical meeting space utilization.
- Comparison of meeting spaces by utilization over time.

- Comparison of utilization across locations.
- Early release reports.
- No-show reports.

Custom Reports

- Integrating with business intelligence and analytics tools for custom reporting.

Internationalized Application

Cisco Smart+Connected Meeting Spaces is i18n compatible. It has been localized for English and Korean. All i18n languages are supported.

Benefits

The benefits for the various customer stakeholders are shown in Table 2.

Table 2. Benefits of Cisco Smart+Connected Meeting Spaces

	IT Manager	Facilities Manager	End User
Quantitative	<ul style="list-style-type: none"> • Increased utilization of existing ICT infrastructure • Reduced capital expenditures (CapEx) on conference room audio-visual equipment 	Reduction in energy wastage, which translates to reduction in the overall energy bill (3-5%)	Enhanced experience
Qualitative	Simplified management of ICT and building infrastructure	Visibility into meeting space utilization leads to better decision making	Improved productivity by increasing room visibility and therefore reservation and usage

Certification Matrix

Table 3 shows the hardware and software that Cisco Smart+Connected Meeting Spaces requires. These components are **not** included as part of the product.

Table 3. Hardware and Software Requirements for Cisco Smart+Connected Meeting Spaces

#	Software/Hardware	Versions
1	Platform support	<ul style="list-style-type: none"> • Red Hat Enterprise Linux v6.x, 7.0
2	Application server	<ul style="list-style-type: none"> • JBoss EAP 6.2
3	Mobile platforms	<ul style="list-style-type: none"> • Android 4.x (KitKat), 5.x (Lollipop) • Apple iOS7.x, iOS 8.x
4	Browser support	<ul style="list-style-type: none"> • Internet Explorer 10, Chrome 40, Firefox 36
5	Database	<ul style="list-style-type: none"> • Oracle v11g, Oracle RAC 12c • PostgreSQL v9.x
6	Device support	<ul style="list-style-type: none"> • Cisco Interactive Experience Platform (IEP) 4610, IEP 4632 • Cisco Edge 340 Digital Media Player • Digital signage 55", 47", 42" • Aspect Ratio: 4:3 and 16:9 • Cisco IP Phone 9971, 9951, DX 70/80/650
7	Other applications	<ul style="list-style-type: none"> • Microsoft Exchange Server 2007 SP3, Exchange 2010 SP3, Exchange 2013, Outlook 2007, 2010, 2013 (all 32-bit versions on 64-bit Windows 7 OS), Office 365, IBM Domino 8.x • Cisco Unified Communications Manager 10.x, Cisco Unified Presence Server 10.x, TMS 10.x, MCU, MSE 2.x, WebEx 29.x
8	Room panel	<ul style="list-style-type: none"> • Samsung Galaxy SMT 700, iPad air (A1474), iPad mini Retina (A1489)
9	BMS mediation gateways	<ul style="list-style-type: none"> • Tridium JACE 600/700, ALC, Schneider SmartStruxure
10	Outlook plug-in	<ul style="list-style-type: none"> • Microsoft .NET Framework 4.5.0 • Microsoft Visual Studio 2010 tools for office runtime (x64)

Ordering Information

Cisco Smart+Connected Meeting Spaces and Digital Signage Content Management provide a flexible, pay-as-you-grow licensing mechanism, which gives customers the option to add incremental meeting rooms and features to be managed as needed. The licenses for Cisco Smart+Connected Meeting Spaces are perpetual licenses and do not need or include annual renewals.

Cisco Smart+Connected Meeting Spaces and Digital Signage Content Management licenses are categorized based on the procurement model shown in Table 4.

Table 4. Smart+Connected Meeting Spaces Licenses

Software/Hardware	Version
Smart+Connected Meeting Spaces Base SW (for physical delivery) - Top Level SKU	SCMS-BASE-K9
Smart+Connected Meeting Spaces Base SW (for electronic delivery) - Top Level SKU	R-SCMS-BASE-K9
SCMS Web Booking Single Room up to 49 rooms	LIC-SCMS-WEB-A
SCMS Web Booking Single Room 50 to 199 rooms	LIC-SCMS-WEB-B
SCMS Web Booking Single Room 200 or more rooms	LIC-SCMS-WEB-C
SCMS Kiosk and Signage interface license Single signage	LIC-SCMS-KIOSK
SCMS Room Panel interface license for Single Room Panel	LIC-SCMS-ROOMPANEL
SCMS Smartphone App	LIC-SCMS-MBL
SCMS IP Phone interface license for Single IP phone	LIC-SCMS-IPPH
SCMS IP Phone AV Control license for Single IP phone	LIC-SCMS-AVCON
SCMS IP Phone Comfort Control license for Single IP phone	LIC-SCMS-COMCON
SCMS Digital Signage Content Management license Single Signage	LIC-SCMS-DSCM
SCMS Enterprise License for minimum of 500 rooms	LIC-SCMS-ENT

Note: The customer is expected to possess a valid license for Cisco Service Delivery Platform 3.1.1 for Cisco Smart+Connected Meeting Spaces to function.

Related Solutions

Cisco Smart+Connected Meeting Spaces is a part of the Cisco Smart+Connected WorkPlace portfolio of solutions, which helps create and maintain smarter, efficient, and sustainable workplaces. A related solution is Cisco Smart+Connected Personalized Spaces, which is targeted at improving workplace metrics, real estate consolidation, and the user experience.

Warranty Information

For information about warranties, visit the [Product Warranties](#) page on Cisco.com.

Cisco Services

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For More Information

For more information about the Cisco Smart+Connected Meeting Spaces, visit http://www.cisco.com/web/strategy/smart_connected_communities/meeting_spaces.html or contact scre-bd@cisco.com and scc-pm@cisco.com.



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