

SmartSpace

Kiosk

User Guide



Touchscreen Guide



Introduction

Getting started with the SmartSpace Touchscreen Kiosk

This User Guide will outline the functionality of the SmartSpace wayfinding Touchscreen Kiosk. The kiosk will take the hassle out of desk booking and wayfinding, allowing you to discover and navigate to points of interest directly from the panel.

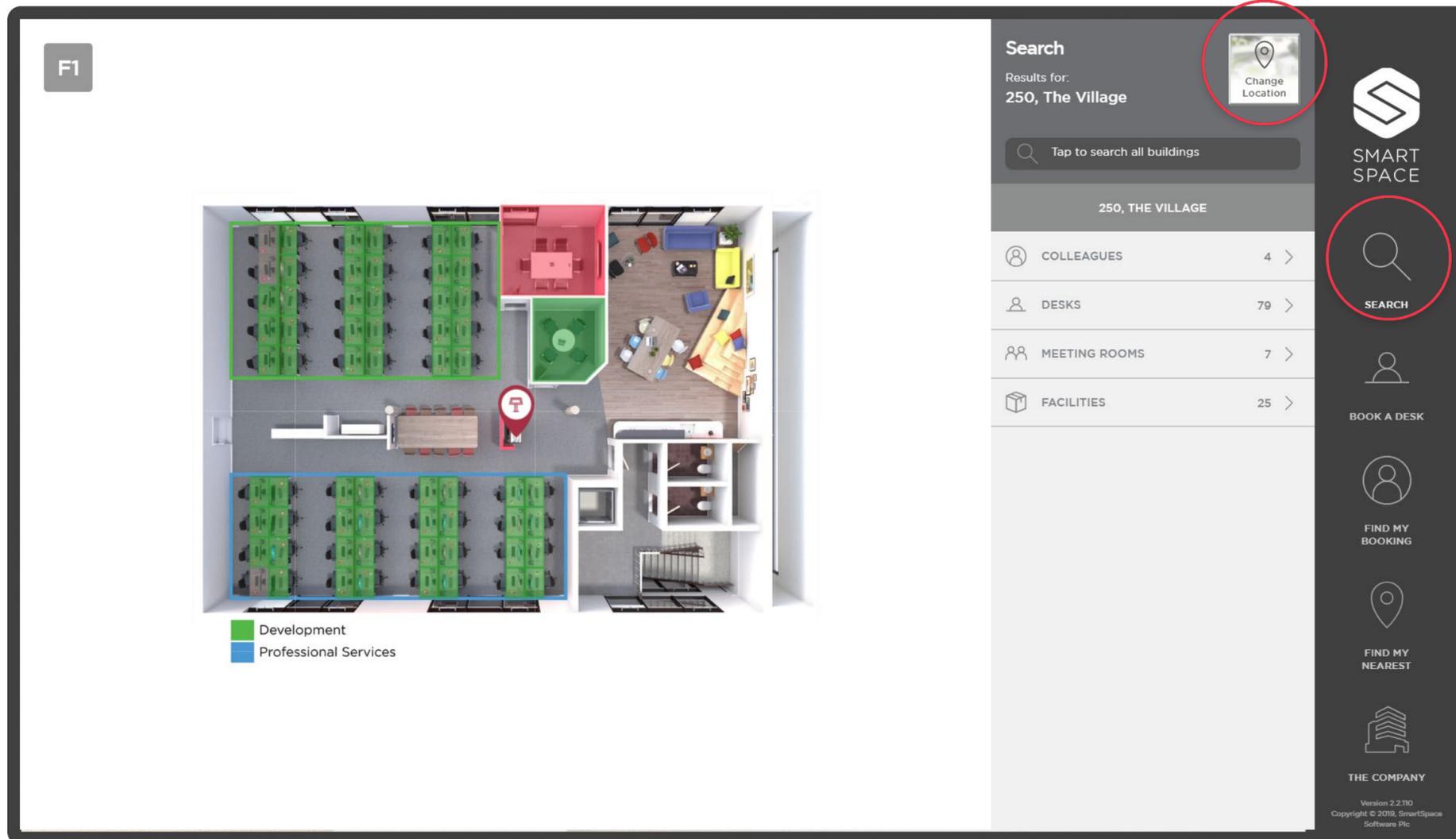


Home Screen

When in passive mode the Kiosk will detail the date, time and the local weather. Tapping the SmartSpace icon will return you to the home screen.

From here you can select the following icons:

- Search - Global search for all applicable resources
- Book a Desk
- Find My Booking – locate your existing booking
- Find my Nearest - searches for available resources near your current location
- The Company – add information about your organisation.



Search

Tap the Search icon to filter for:

- Colleagues– if they have booked a desk
- Desks
- Meeting Rooms
- Facilities

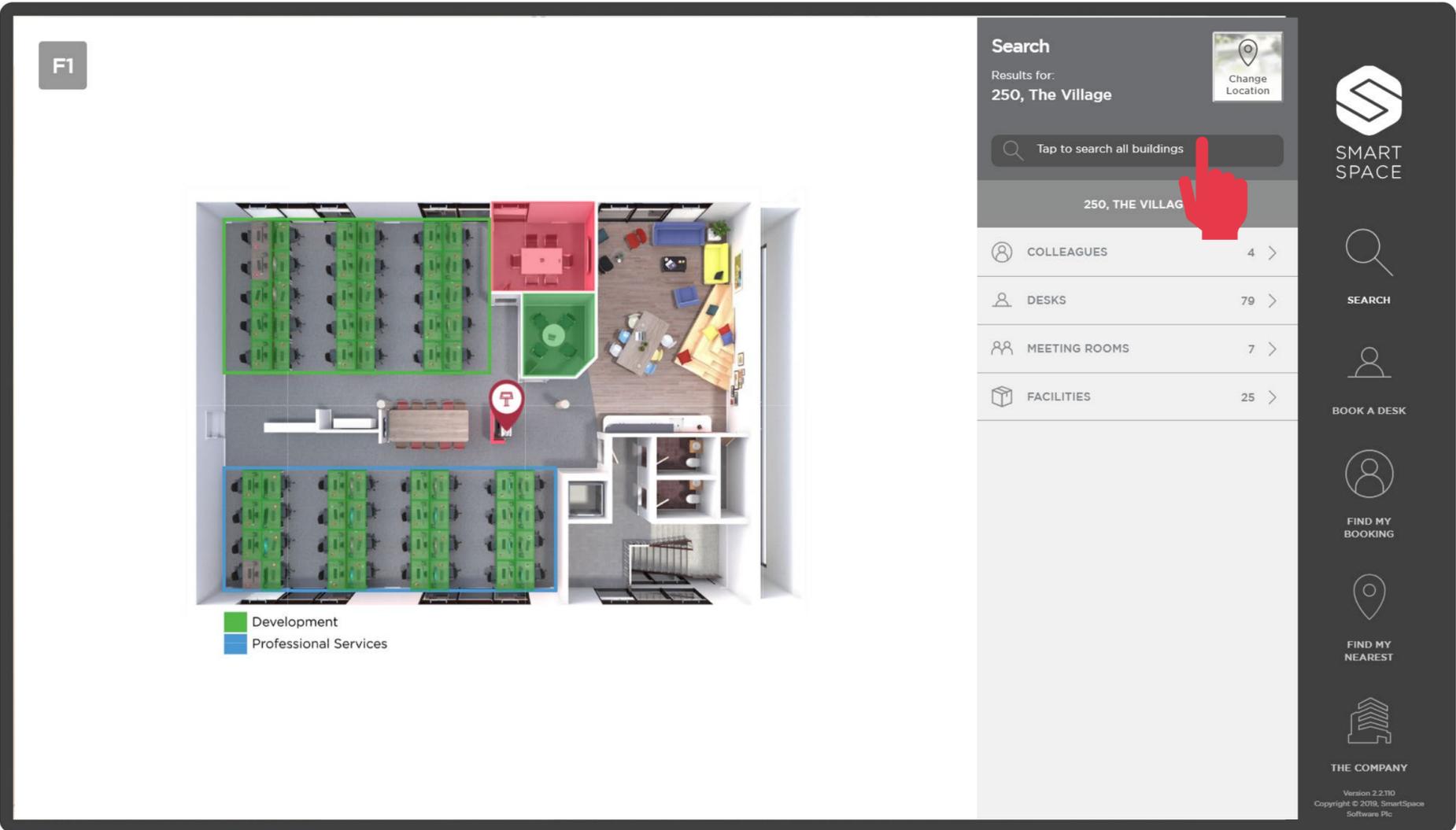
The number next to each listed item is the total number of resources.

Note the 'Change Location' icon, which allows you to switch to other connected locations.

Keyword Search

You will be able to begin typing a keyword to search for:

- Colleagues
- Desks
- Meeting rooms
- Facilities



Keyword Search

Displaying results for...
Entire site

Enter a search term below to begin listing results...

ALL COLLEAGUES DESKS MEETING ROOMS FACILITIES

1 1 0 0 0

Please type at least 3 characters

1	2	3	4	5	6	7	8	9	0	-	=	backspace	
tab	q	w	e	r	t	y	u	i	o	p	[]	\
caps	a	s	d	f	g	h	j	k	l	;	'	< enter	
shift	z	x	c	v	b	n	m	,	.	/	shift		
	@	space											

Search Results ×

ALL	1
PATRICIA SALAMANCA <small>DEVELOPMENT STATUS: UNAVAILABLE</small>	>

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Keyword Search

When selecting this search option, the on-screen keyboard will be displayed. You can then start typing to filter your results.

You can search for ALL available resources or select one resource to search. E.g. COLLEAGUES or DESKS.

Results will appear in the column to the right.

Keyword Search

Displaying results for...
Entire site

Enter a search term below to begin listing results...

ALL COLLEAGUES DESKS MEETING ROOMS FACILITIES

1 1 0 0 0

Please type at least 3 characters

1	2	3	4	5	6	7	8	9	0	-	=	backspace	
tab	q	w	e	r	t	y	u	i	o	p	[]	\
caps	a	s	d	f	g	h	j	k	l	;	'	<	enter
shift	z	x	c	v	b	n	m	,	.	/		shift	
	@	space											

Search Results

ALL
1

PATRICIA SALAMANCA

DEVELOPMENT

STATUS: UNAVAILABLE

DIRECT ME

SMART
SPACE

SEARCH

BOOK A DESK

FIND MY BOOKING

FIND MY NEAREST

THE COMPANY

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Search

If enabled, and your colleague has booked a desk, you will be able to select 'Direct Me' to view directions to their location.

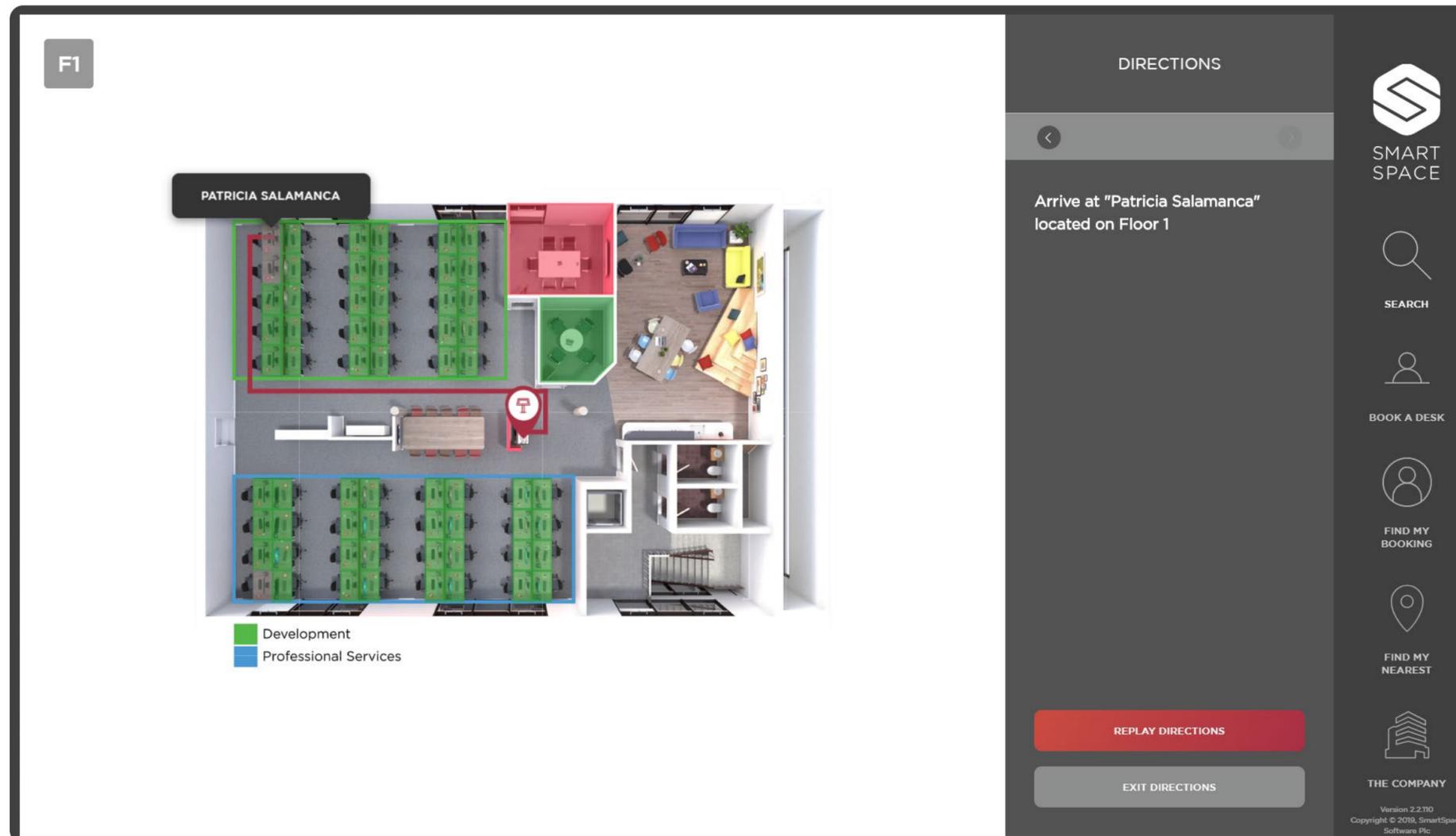
You will be able to view directions to desks, services and meeting rooms as above and book desks.

Wayfinding

Wayfinding uses detailed maps of your site and floorplans of your buildings to provide directions from Point A to Point B.

Directions to colleagues, desks, meeting rooms and facilities can be viewed and replayed.

Select 'Exit Directions' to return to the home screen.



Book a Desk

Tap 'Book a Desk' to begin the desk booking process.

If you wish to book a desk on the floor that the kiosk is located on, you can simply use the floor plan.

Identify your preferred desk and tap it.

F1

Book a desk
Results for:
250, The Village

Change Location

Tap to search all buildings

250, THE VILLAGE

DEVELOPMENT	15	>
PROFESSIONAL SERVICES	16	>
DIRECTORS SUITE	8	>
FINANCE & HR	8	>
DESKS WITH DOORS	1	>
PROFESSIONAL SERVICES 2	16	>
DEVELOPMENT 2	15	>

Development
Professional Services

SMART SPACE

SEARCH

BOOK A DESK

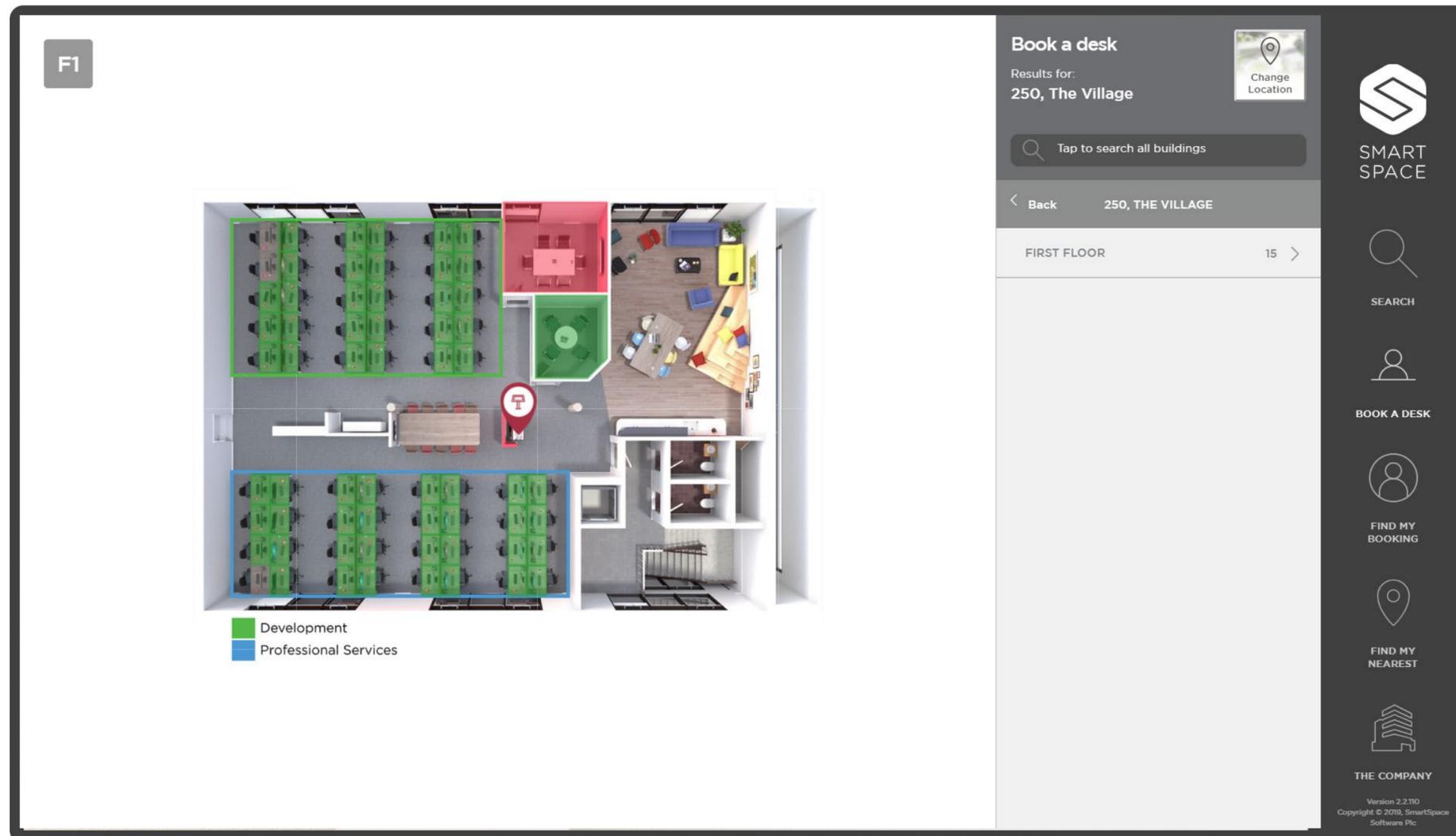
FIND MY BOOKING

FIND MY NEAREST

THE COMPANY

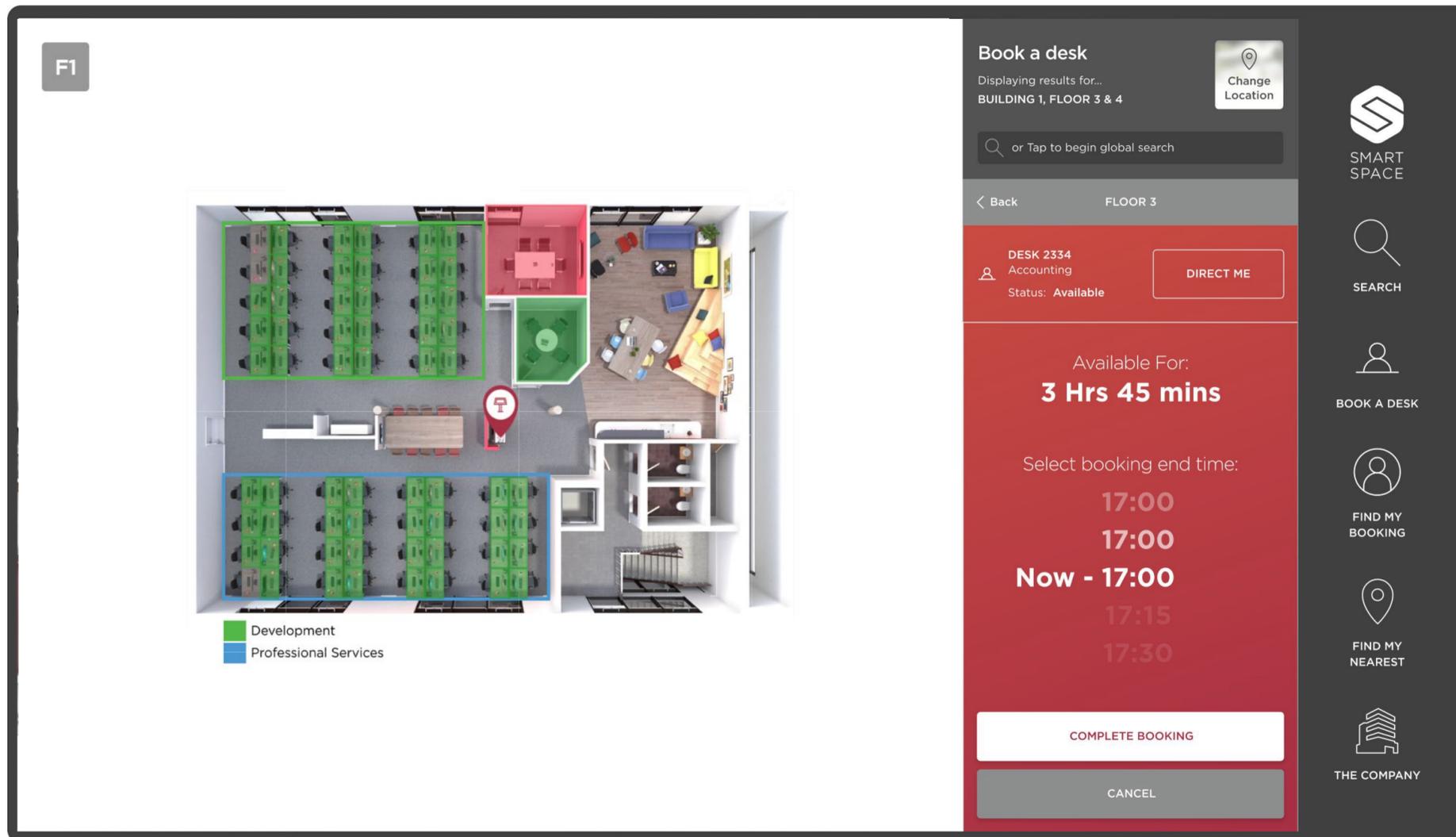
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Book a Desk



Alternatively select your required neighbourhood from the list, then select the required floor and choose your desk from the list displayed. The desk you have chosen will now be highlighted on the floor plan.

Remember that Green desks are available, Amber desks are reserved and Red desks are occupied.



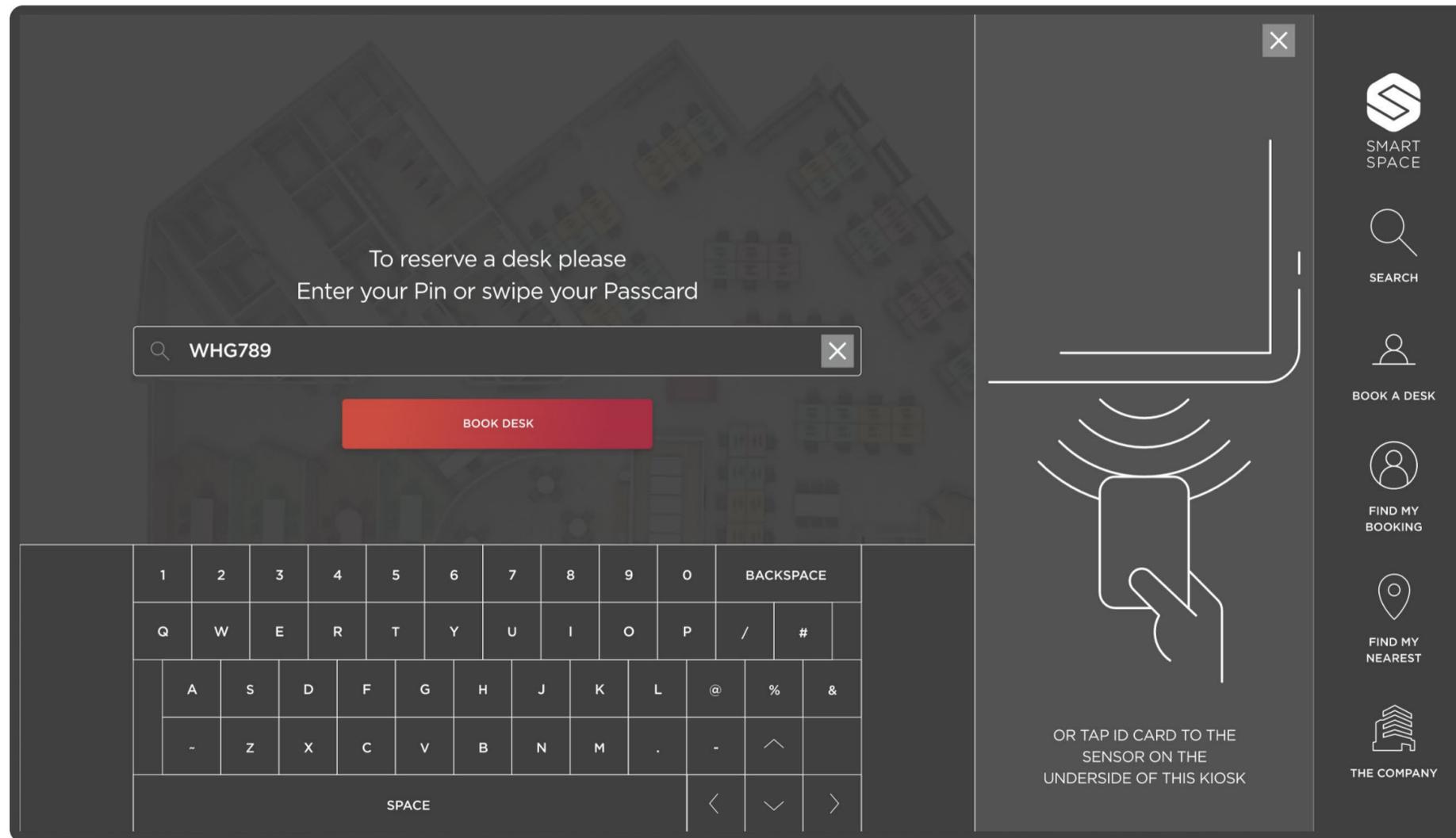
Book a Desk

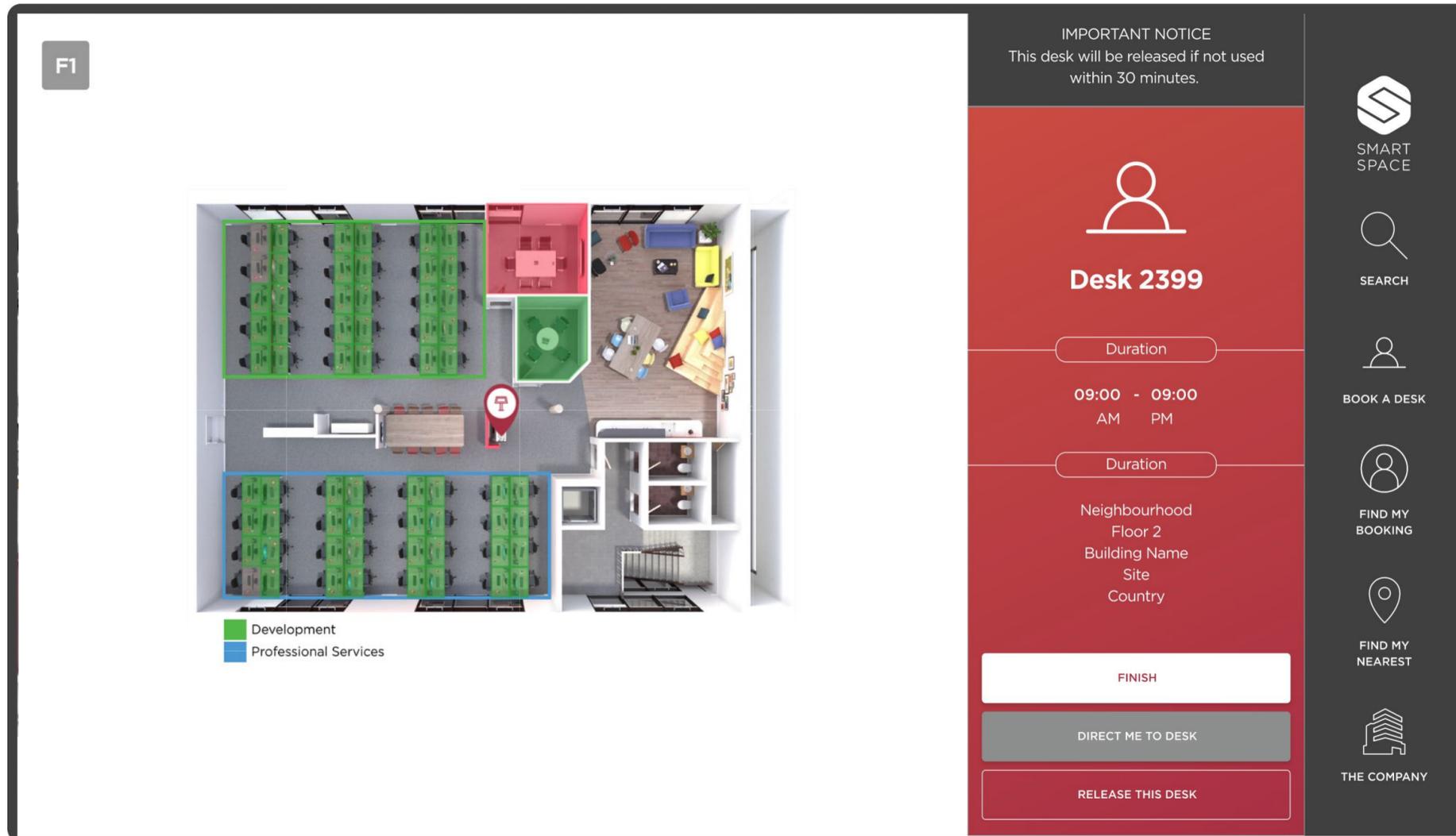
After selecting a desk you can tap 'Direct Me' in order to get directions to this desk.

If you are happy with your selection, tap 'Complete Booking'.

Book a Desk

When reserving a desk, depending on what has been configured for your organisation, you will have the option to enter your Pin or swipe your pass card/RFID to confirm your reservation.



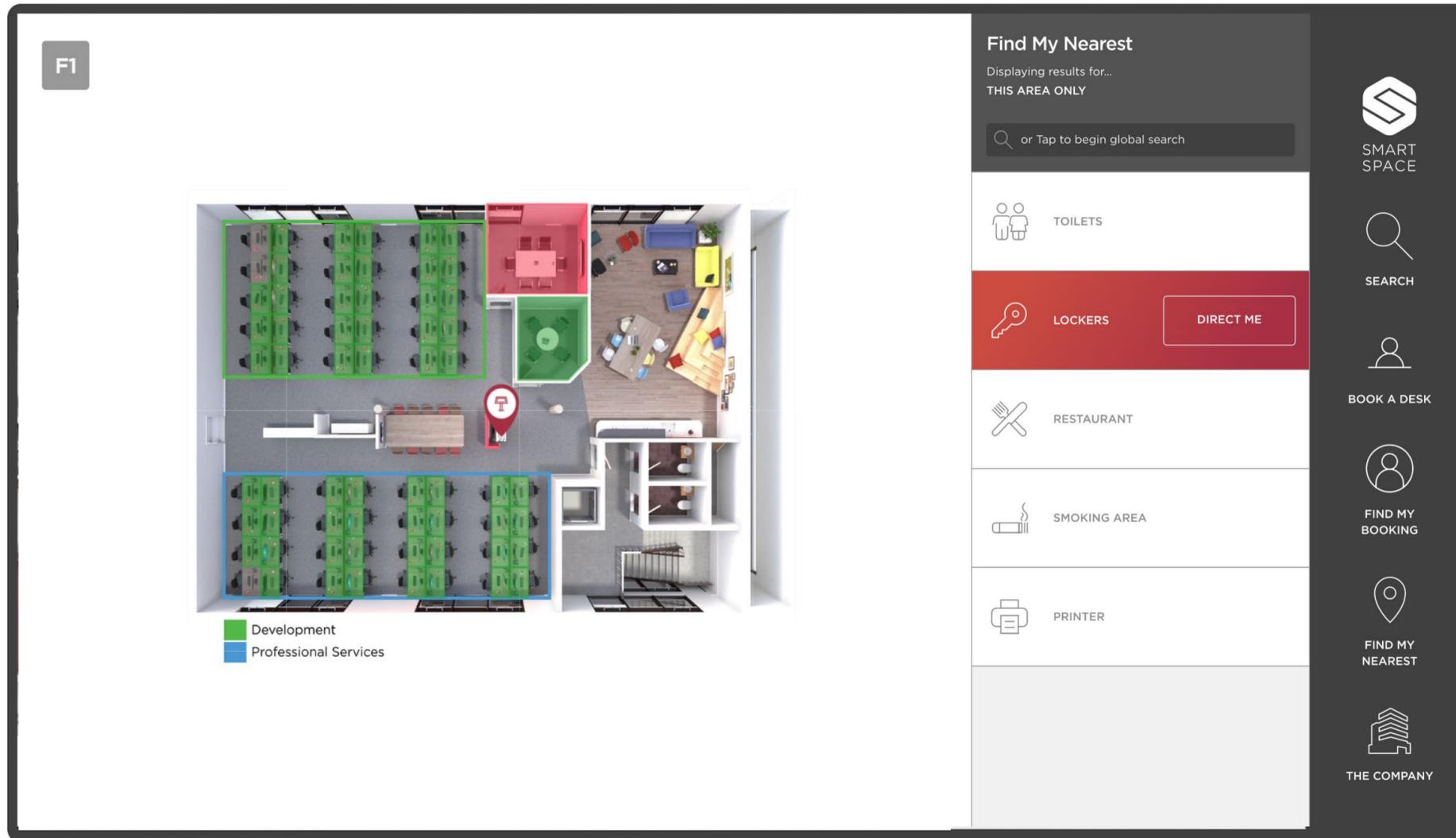


Book a Desk

You will see a confirmation screen, which details the Desk ID, Duration and neighbourhood and floor.

Tap finish to return to the home screen.

Alternatively you can tap 'Direct Me To Desk' to view directions. Or 'Release This Desk' to cancel your reservation.



Find My Nearest

This feature allows you to locate services and facilities available within your estate. E.g. Directions to the nearest toilets.

The system will locate the facility or service closest to you.

Tap 'Direct Me' to view directions.

Find Meeting Rooms

Although you cannot book desks through the kiosk you can view meeting room availability.

Using the Global Search allows you to search for a meeting room.

Tap 'Change location' to search for meeting rooms in different parts of the estate.

The screenshot displays the SMARTSPACE software interface. On the left, a 3D floor plan of 'F1' is shown with a legend for 'Development' (green) and 'Professional Services' (blue). A red location pin is placed on the floor plan. On the right, a search results panel is titled 'Search: Meeting Rooms' and shows 'Displaying results for... BUILDING 1, FLOOR 5'. Below this is a search bar with the text 'or Tap to begin global search'. A 'Change Location' button is visible. The results list shows six entries, each with a 'MEETING ROOM NAME' of 'Accounting' and a status of either 'Available' or 'Booked'. A vertical sidebar on the far right contains navigation icons: 'SMART SPACE', 'SEARCH', 'BOOK A DESK', 'FIND MY BOOKING', 'FIND MY NEAREST', and 'THE COMPANY'.

MEETING ROOM NAME	Status
Accounting	Available
Accounting	Booked
Accounting	Available
Accounting	Booked
Accounting	Available
Accounting	Available

Specify Location

Select 'Change Location' to view state options and choose your required location.

You can further tailor your search by selecting the Building and Floor or check the radio button to search the entire site.

Select Building or Entire Site

Select a Building or choose Entire Site to search all buildings and floors.

ENTIRE SITE	<input type="radio"/>
BUILDING 1	5 FLOORS >
BUILDING 2	12 FLOORS >
BUILDING 3	3 FLOORS >
BUILDING 4	9 FLOORS >
BUILDING 5	20 FLOORS >
BUILDING 6	17 FLOORS >
BUILDING 7	14 FLOORS >
BUILDING 8	8 FLOORS >
BUILDING 9	4 FLOORS >
BUILDING 10	11 FLOORS >

- SMART SPACE
- SEARCH
- BOOK A DESK
- FIND MY BOOKING
- FIND MY NEAREST
- THE COMPANY

