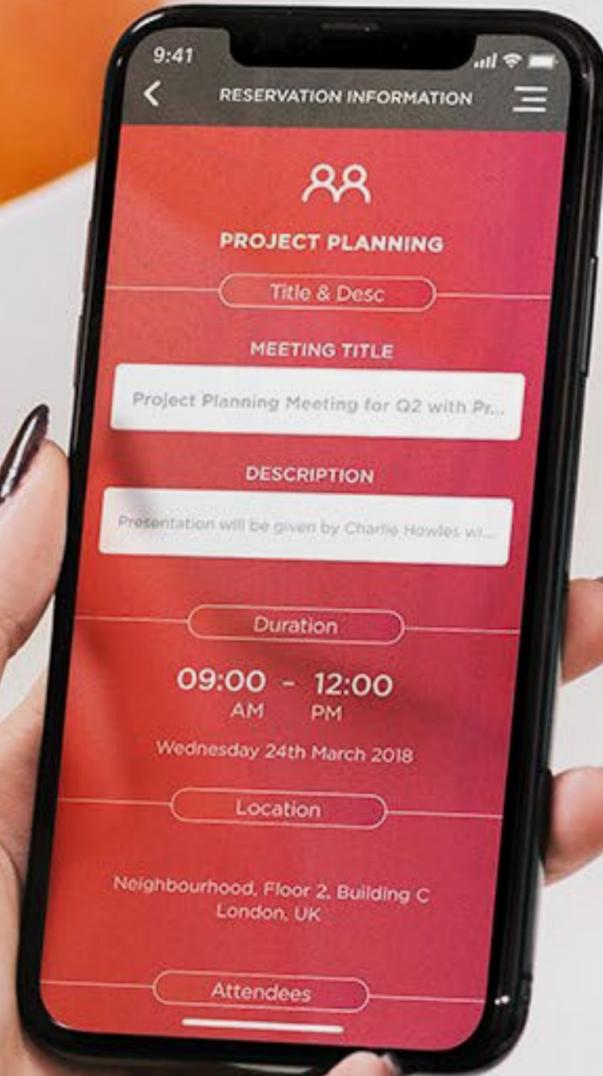


SmartSpace

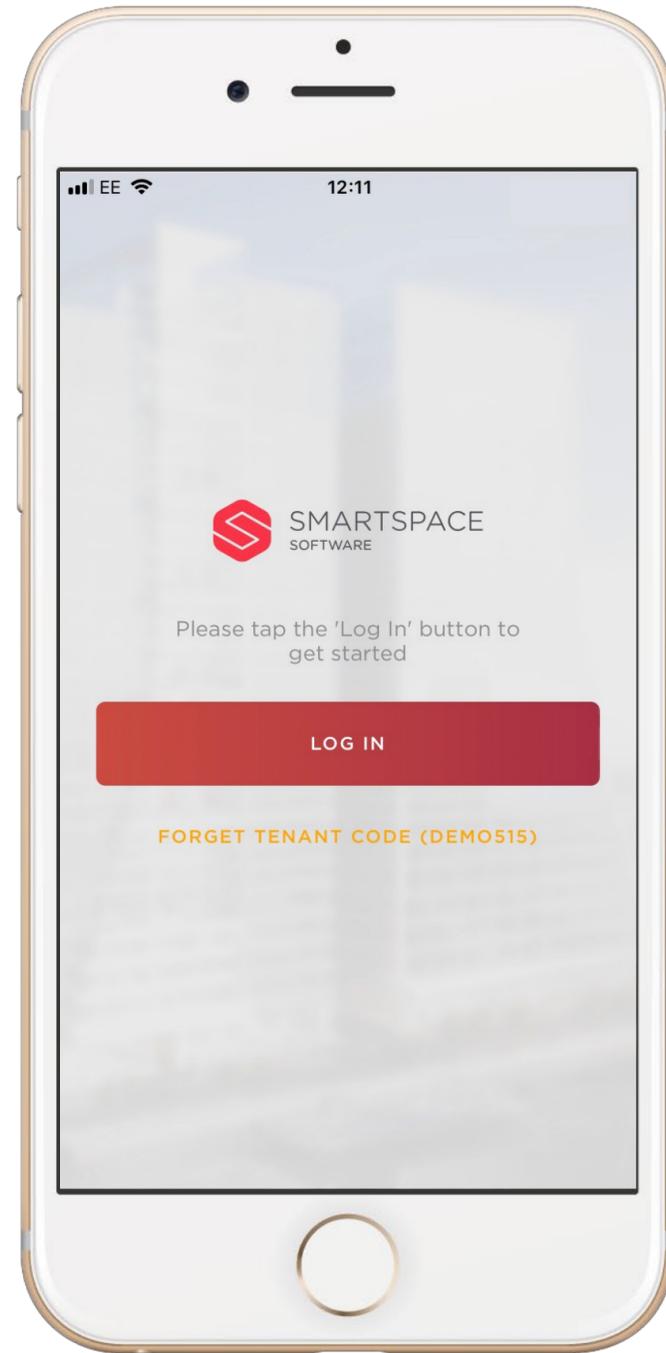
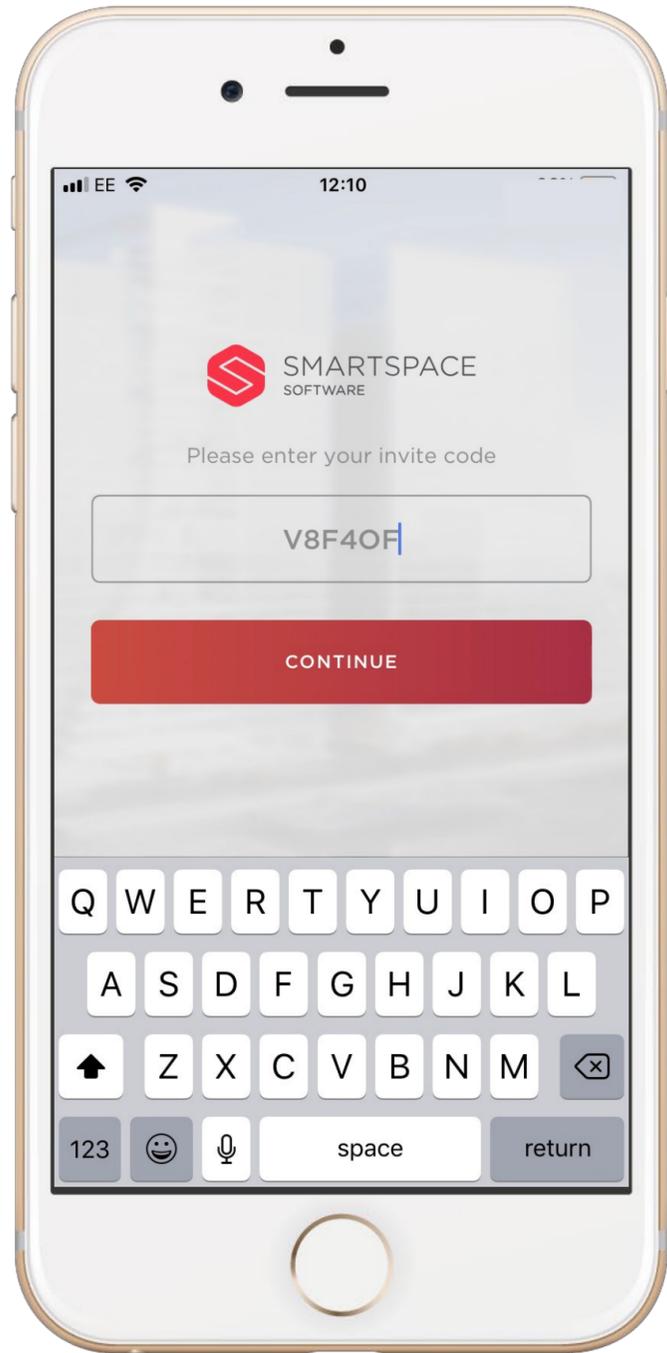
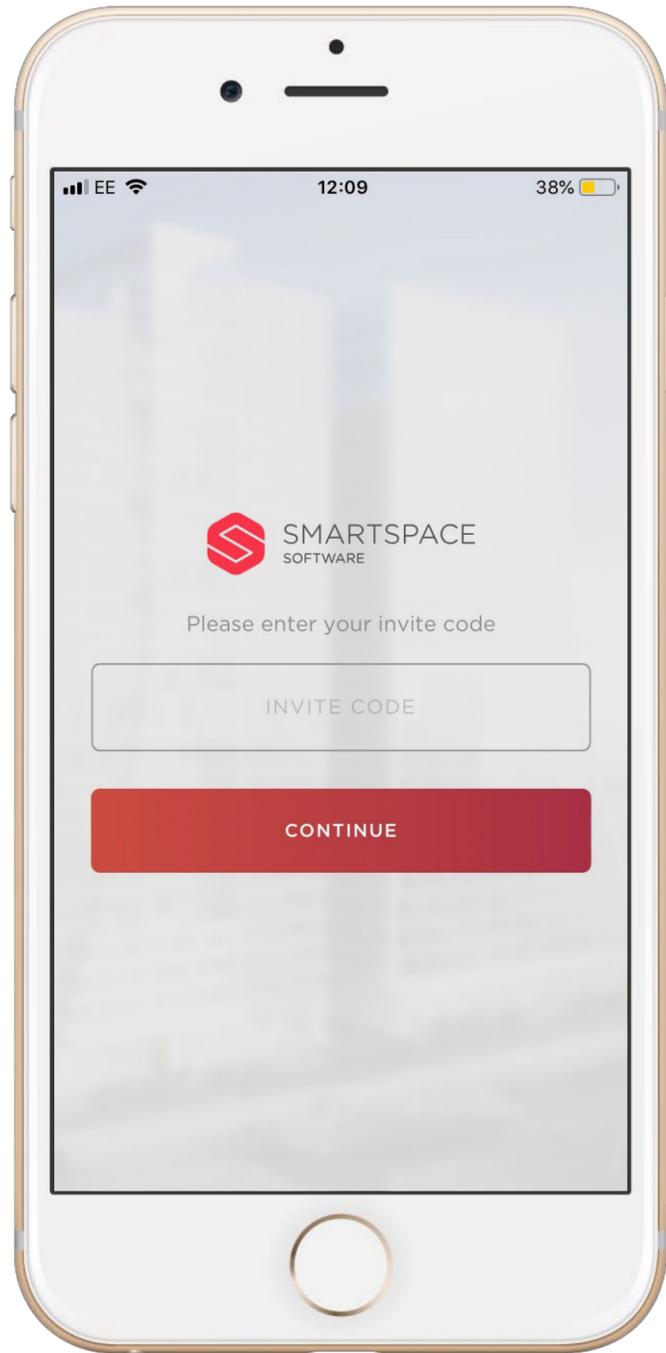
Mobile User Guide



Getting Started

Logging in, onboarding,
selecting your site & the
home screen.

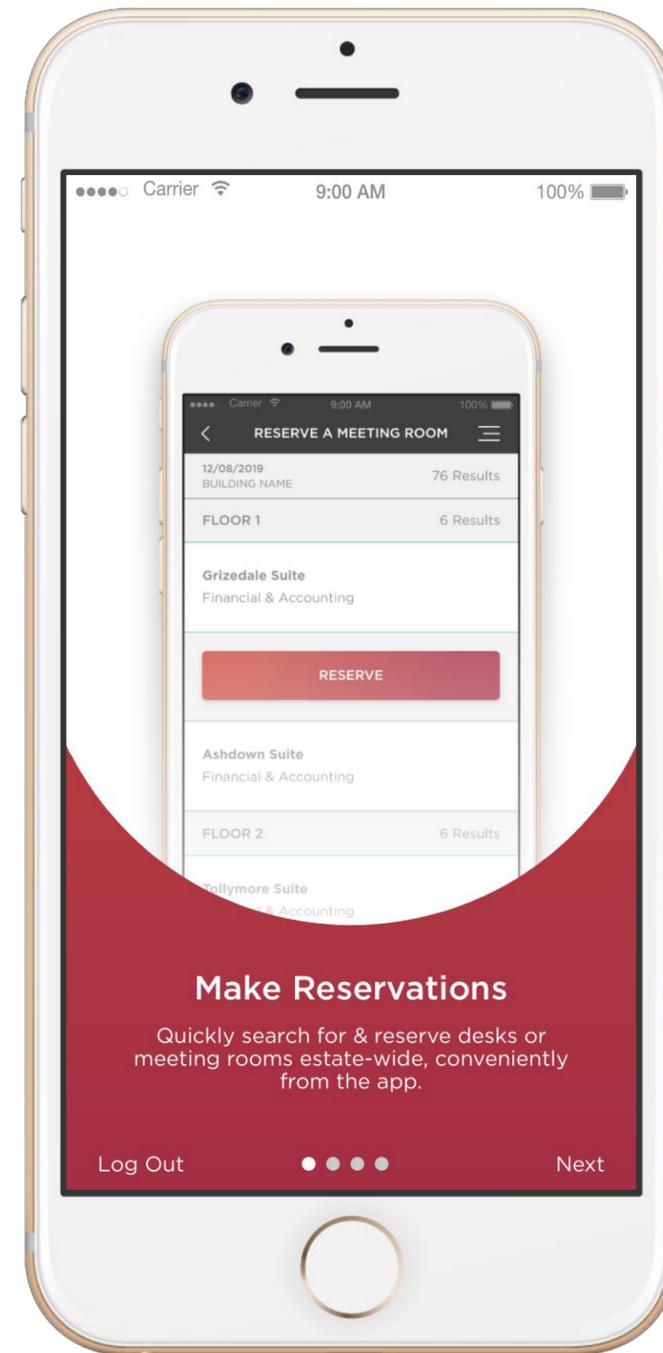
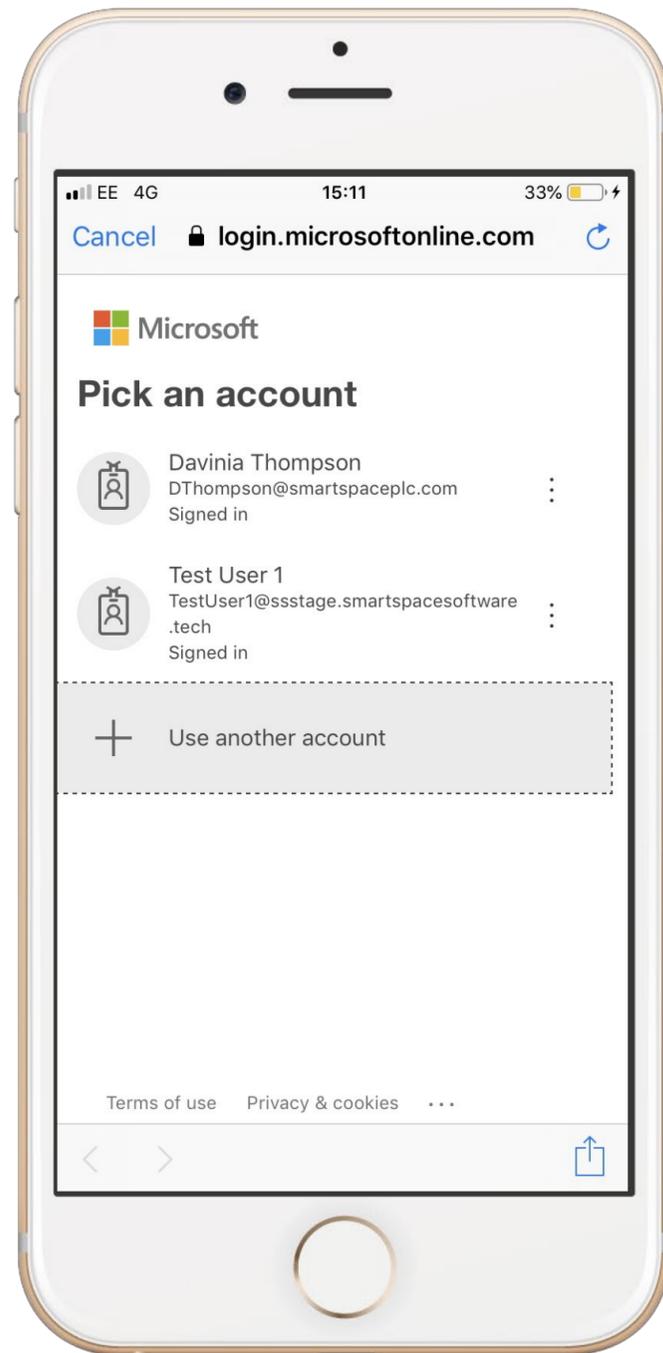
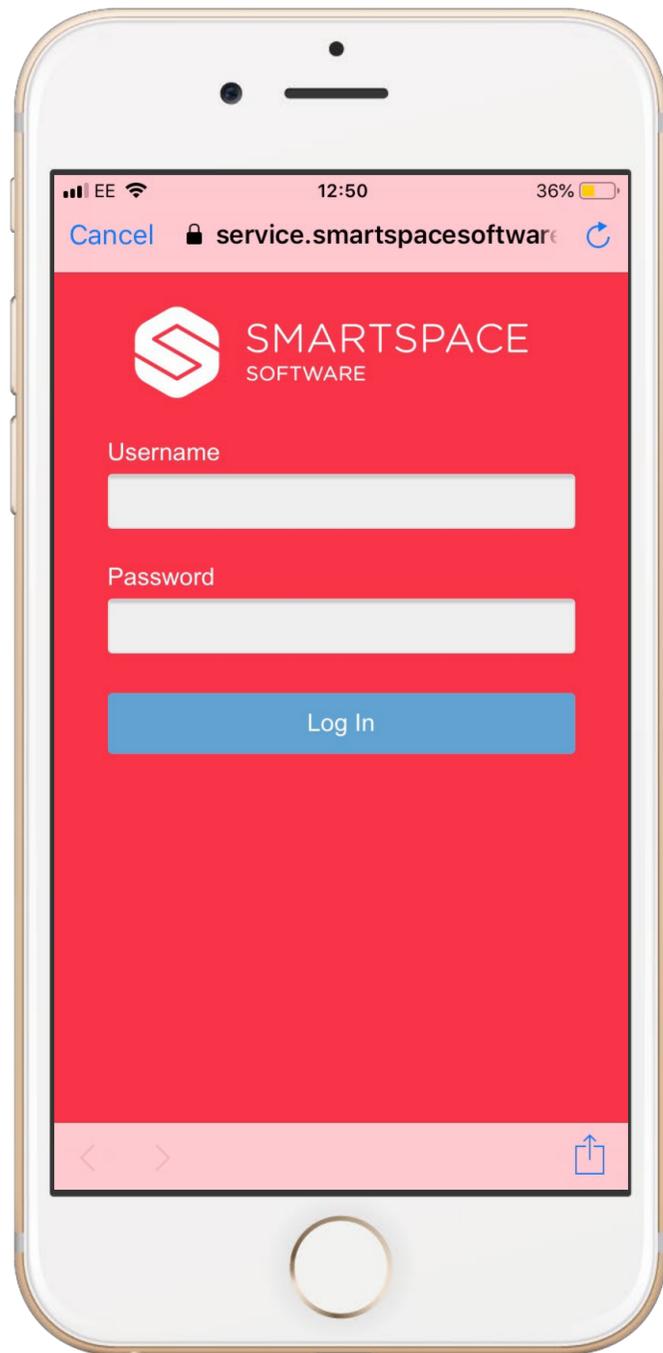




Logging In

Enter the invite code you have been provided with.

Tap Log In, to begin.

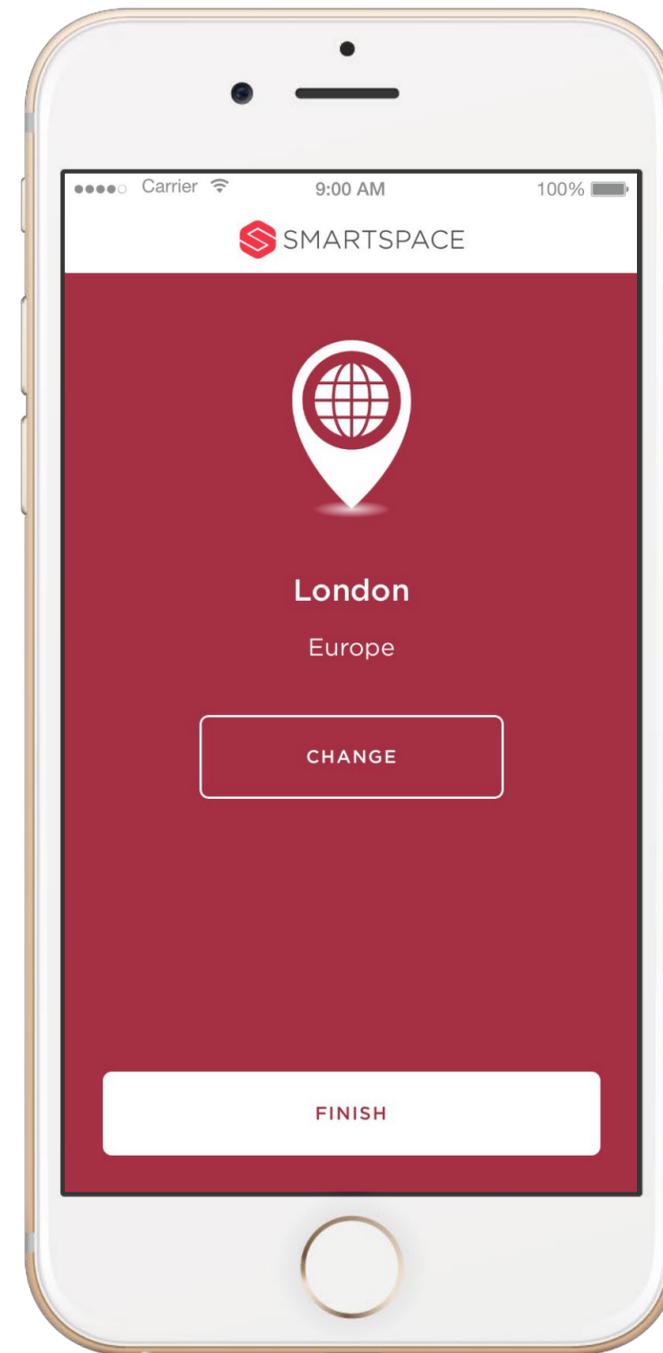
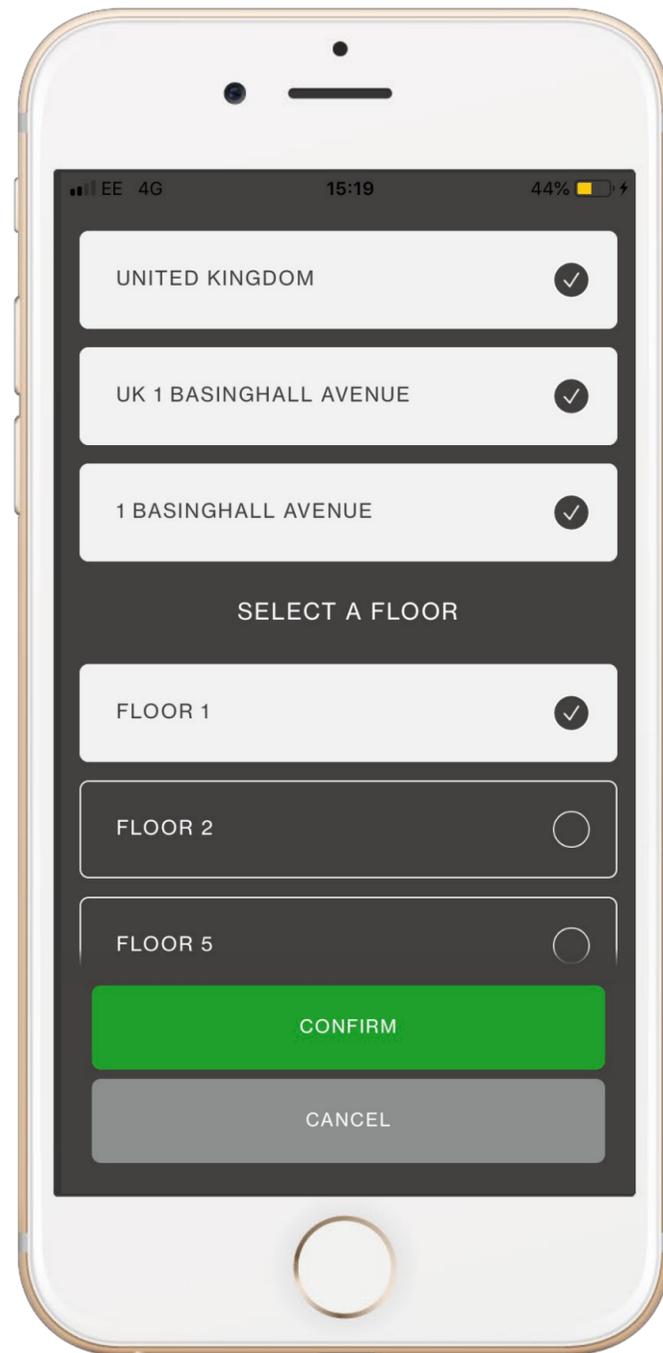
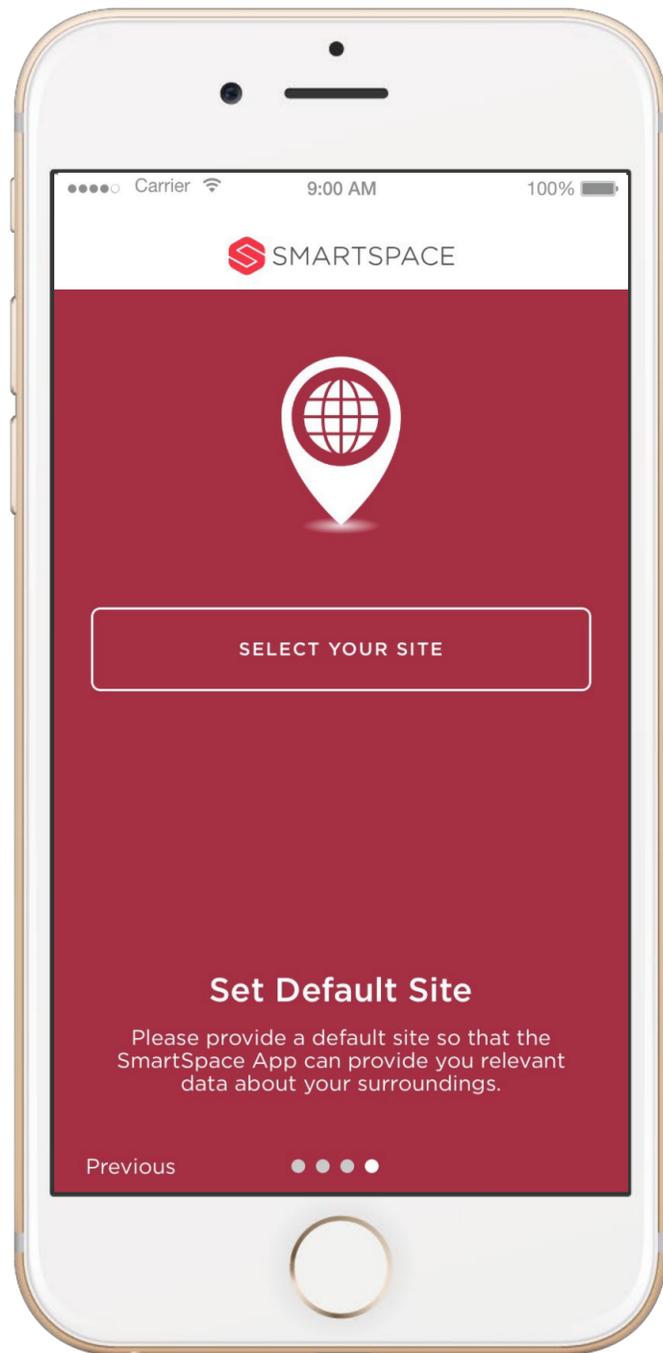


Logging In

Log in by entering the username and password you have been provided with.

If using a Microsoft account, Log-in by selecting the associated account or by entering the correct account details and password.

Click through the onboarding screens to gain an overview of the application.

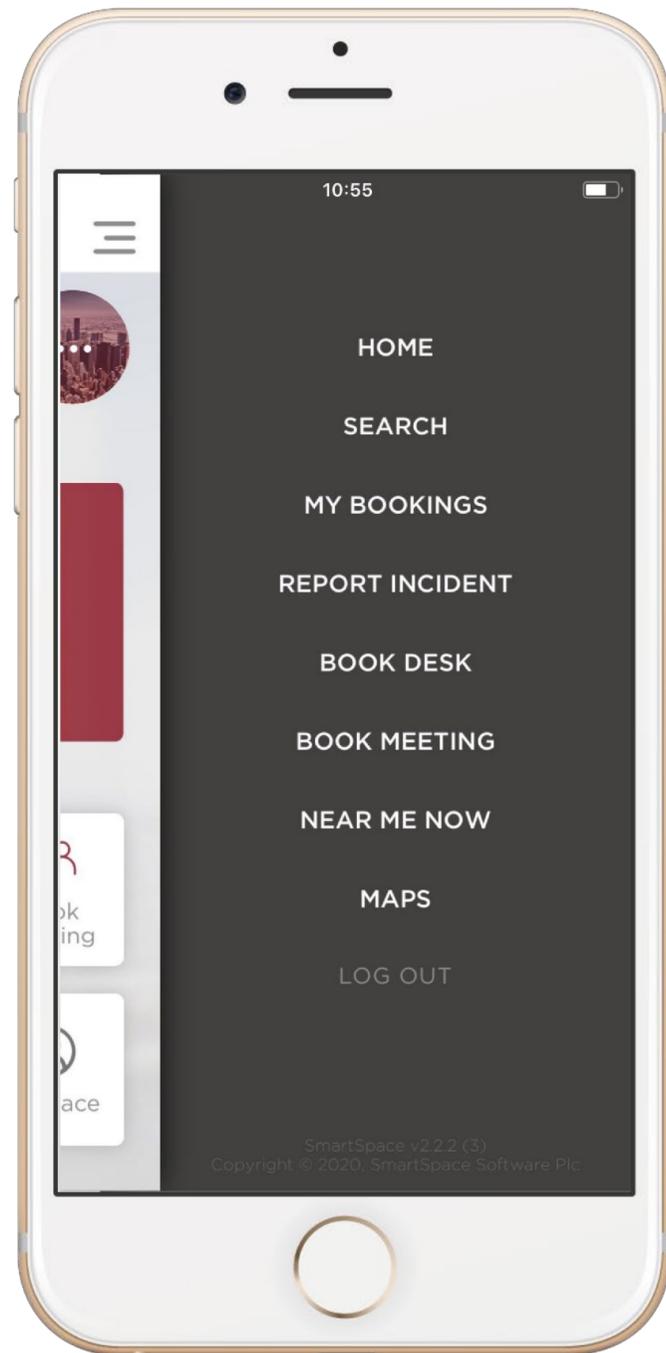
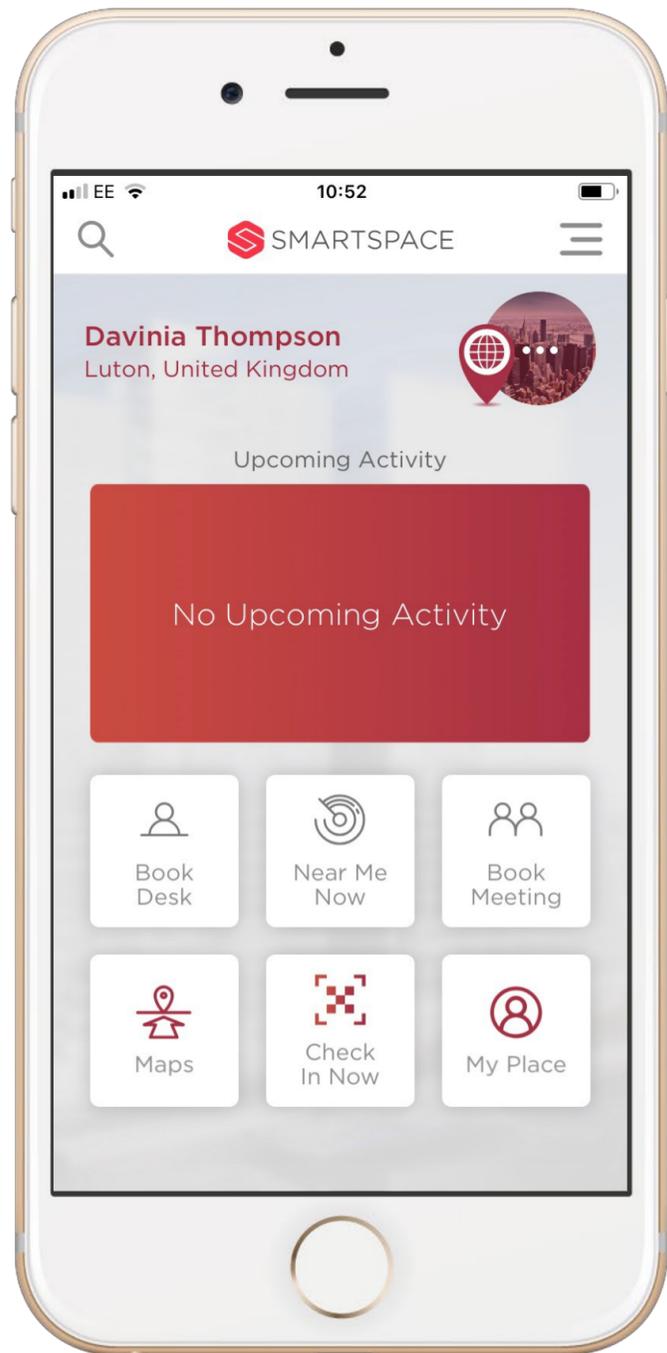
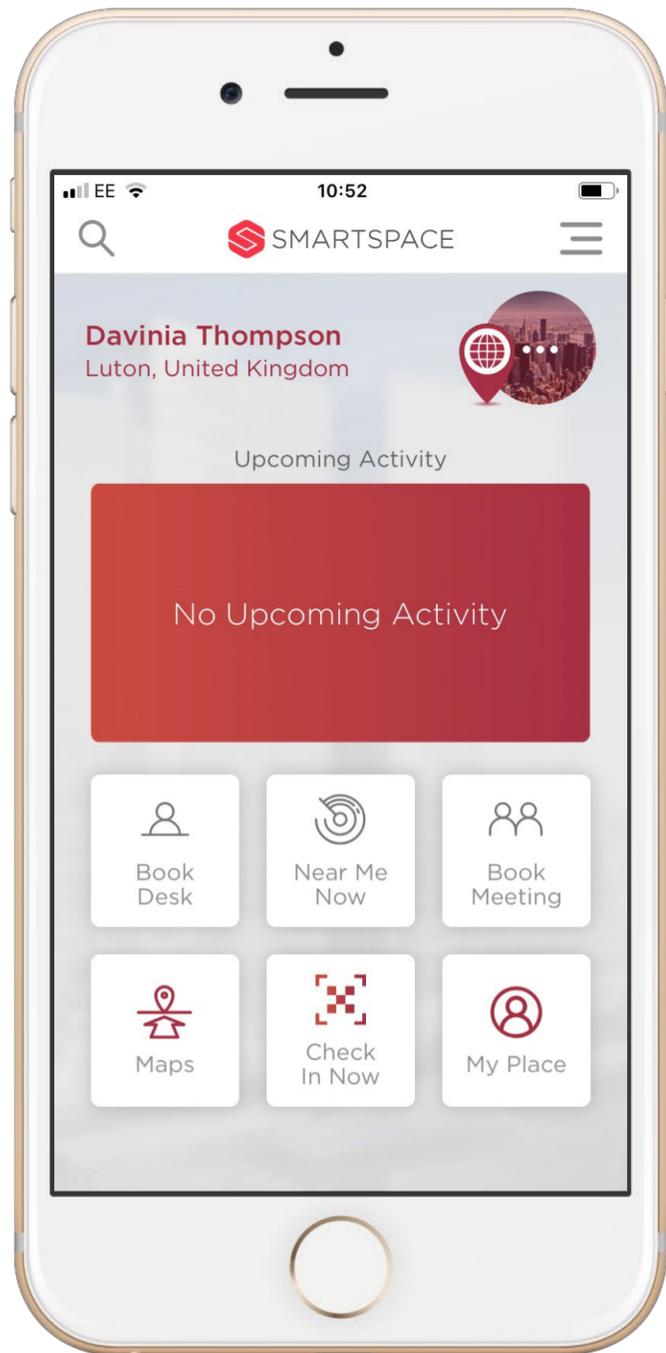


Select Location

You will be prompted to select your default Location region, site, building and floor This should be your main place of work.

The number of sites available to you will depend on your access privileges.

Select your location and tap "Finish".



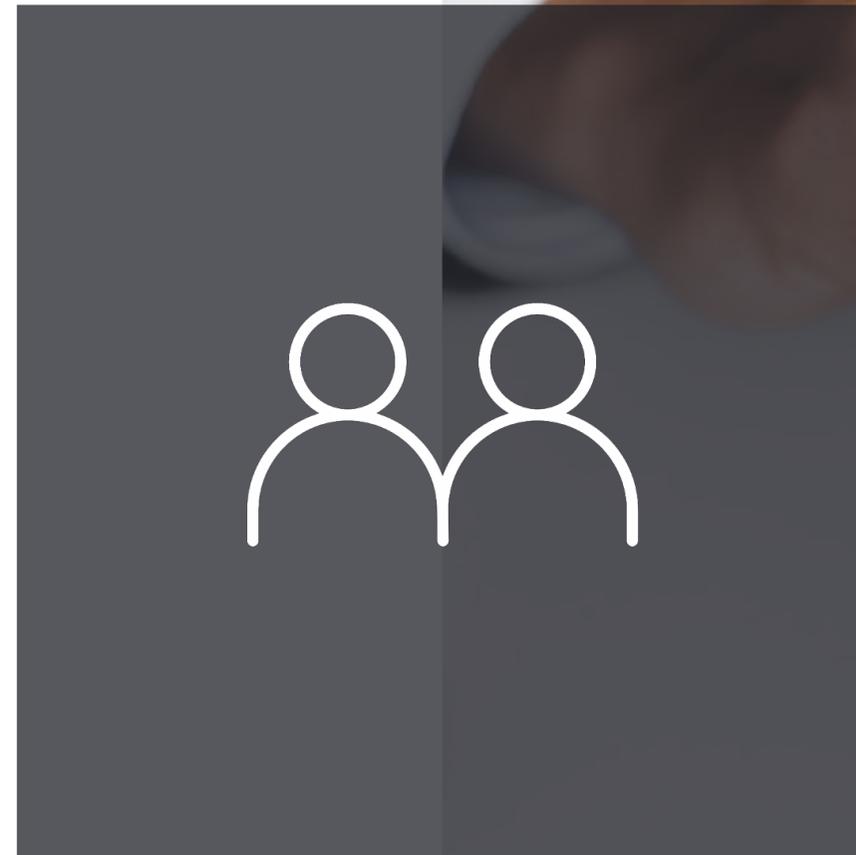
Home

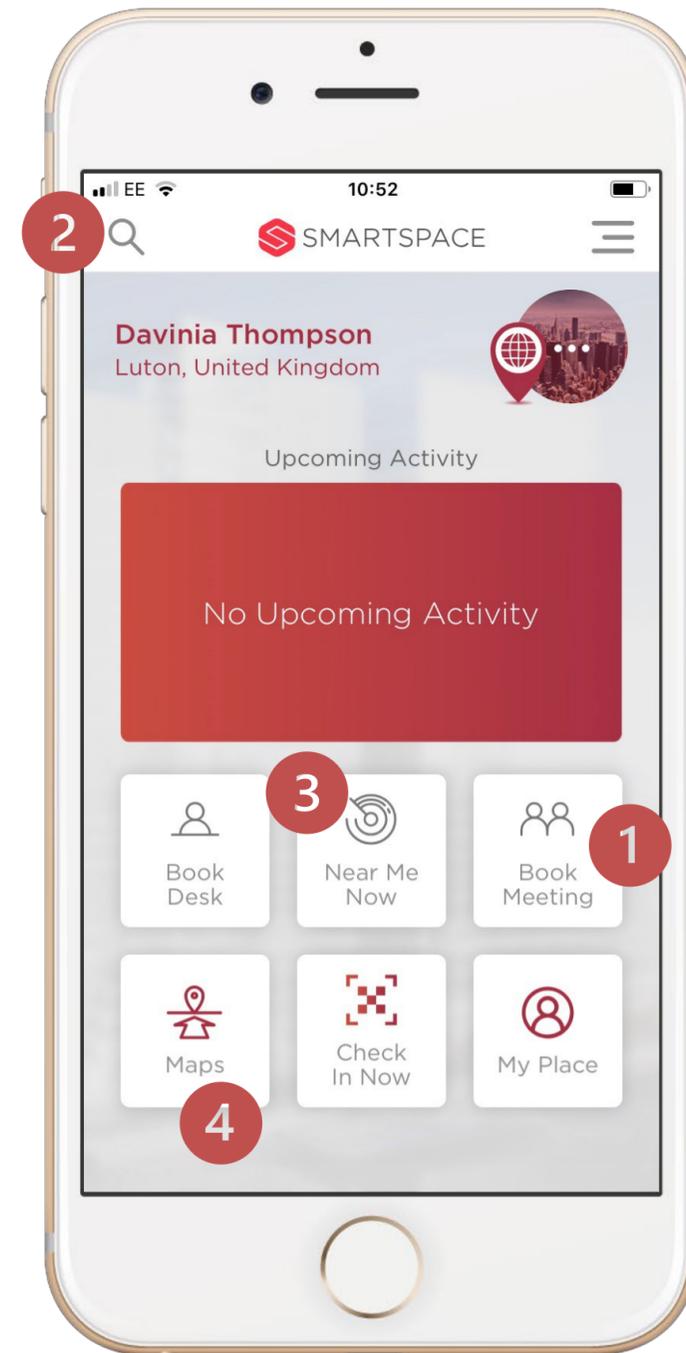
Once you have made a booking it will show in the 'Upcoming Activity' section.

To view the main menu, tap the menu icon in the top right hand corner.

Room Booking

All methods to search for &
book meeting rooms



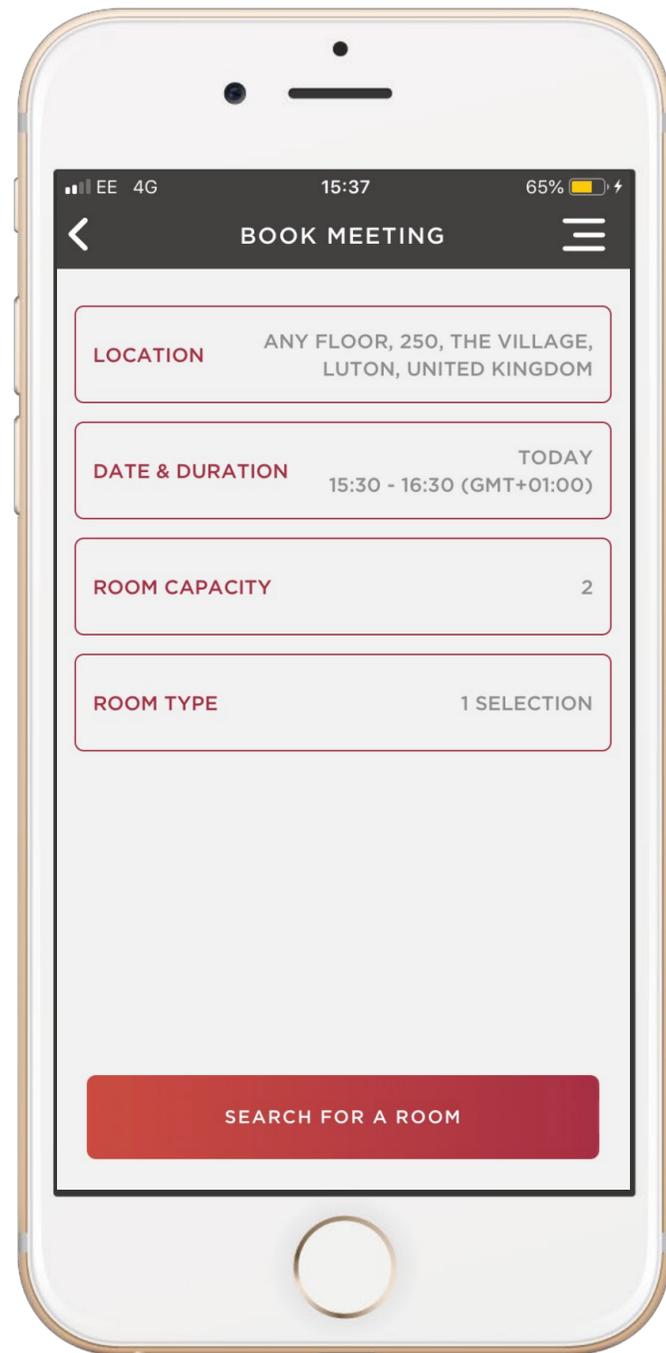
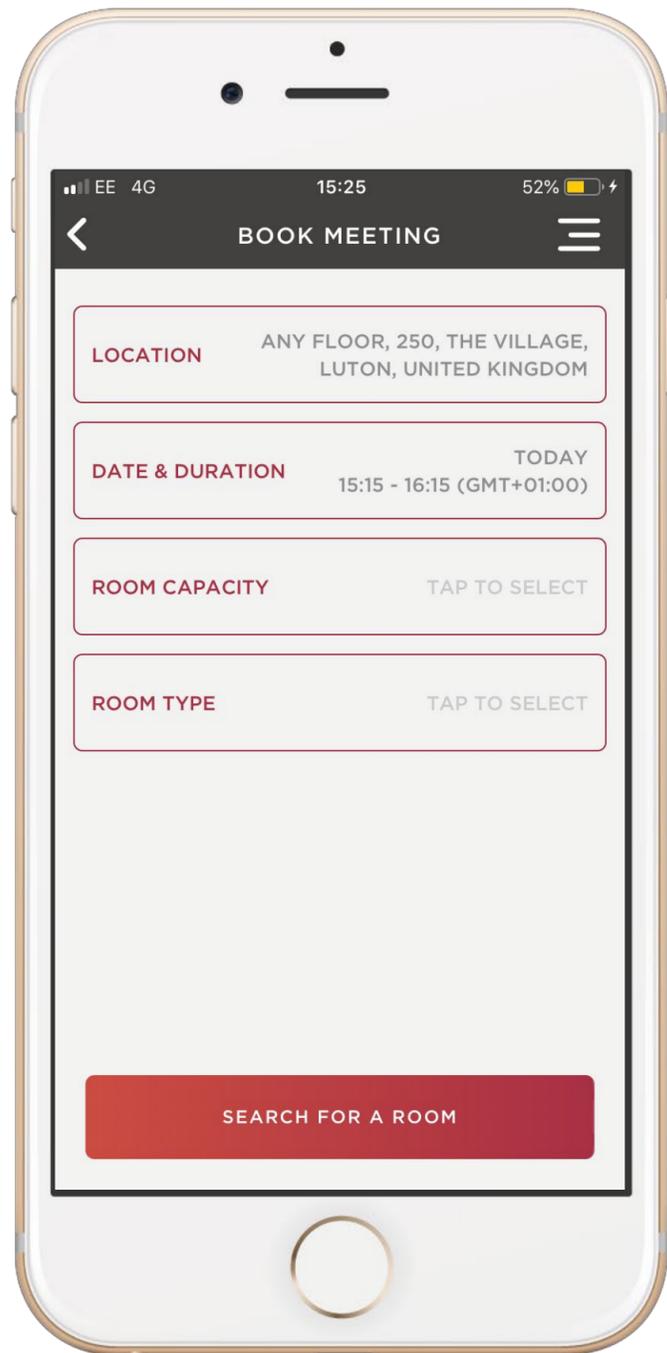
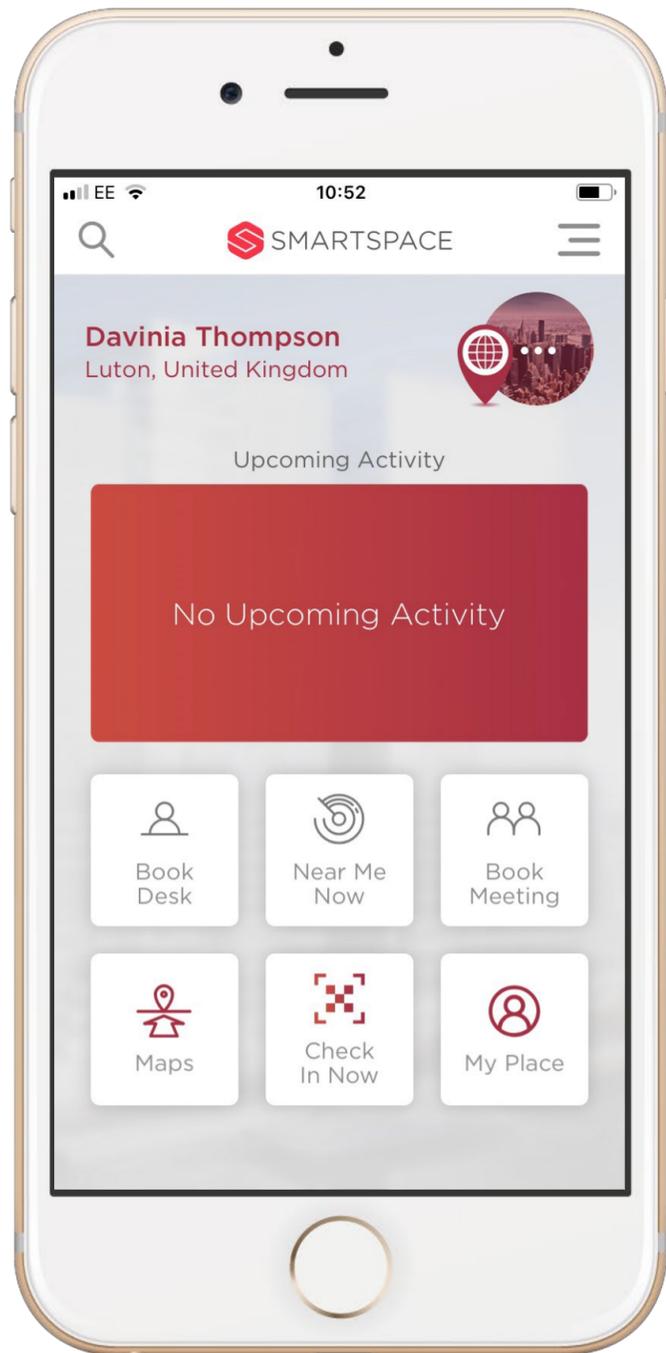


Search for Room

There are four ways to search for available meeting rooms:

1. Select 'Book Meeting' from the home screen.
2. Tap the magnifying glass in the top left-hand corner. Or the 'Search' option in the main menu.
3. Tap 'Near Me Now' and then 'Rooms' to view available rooms nearby.
4. Tap 'Maps' and book an available room for 'now'.

The steps to schedule, add detail and confirm your booking will be the same.



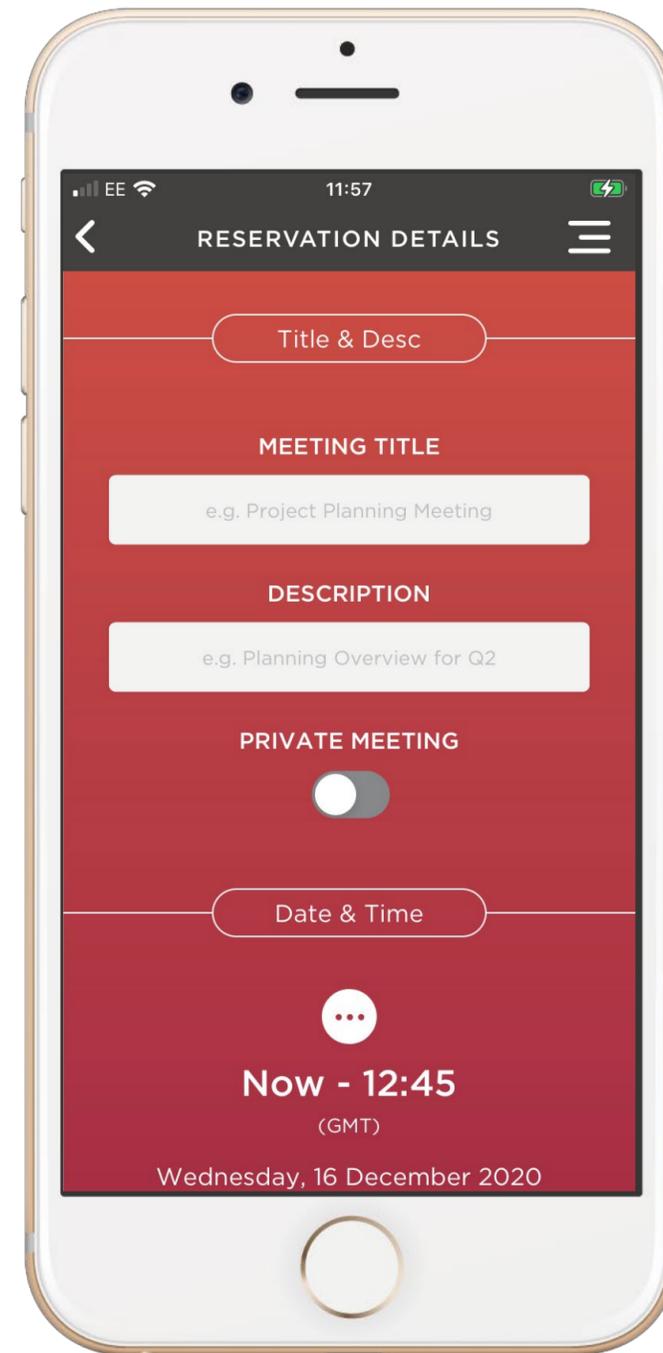
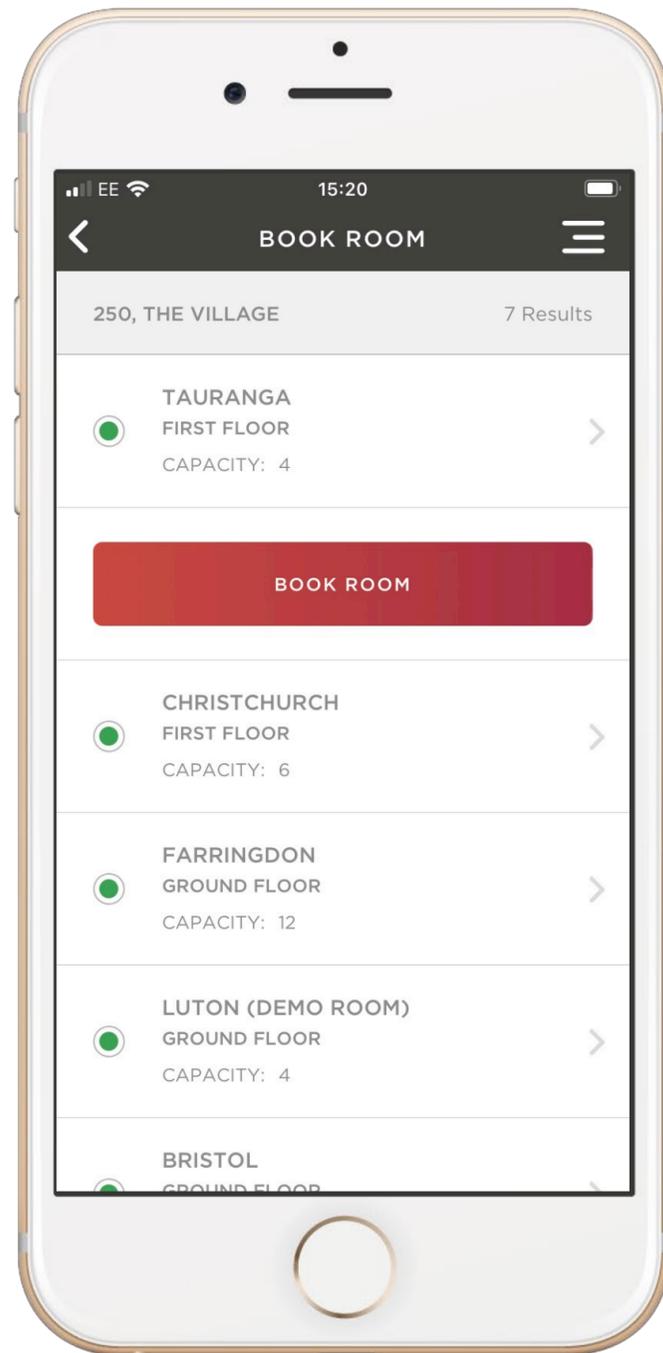
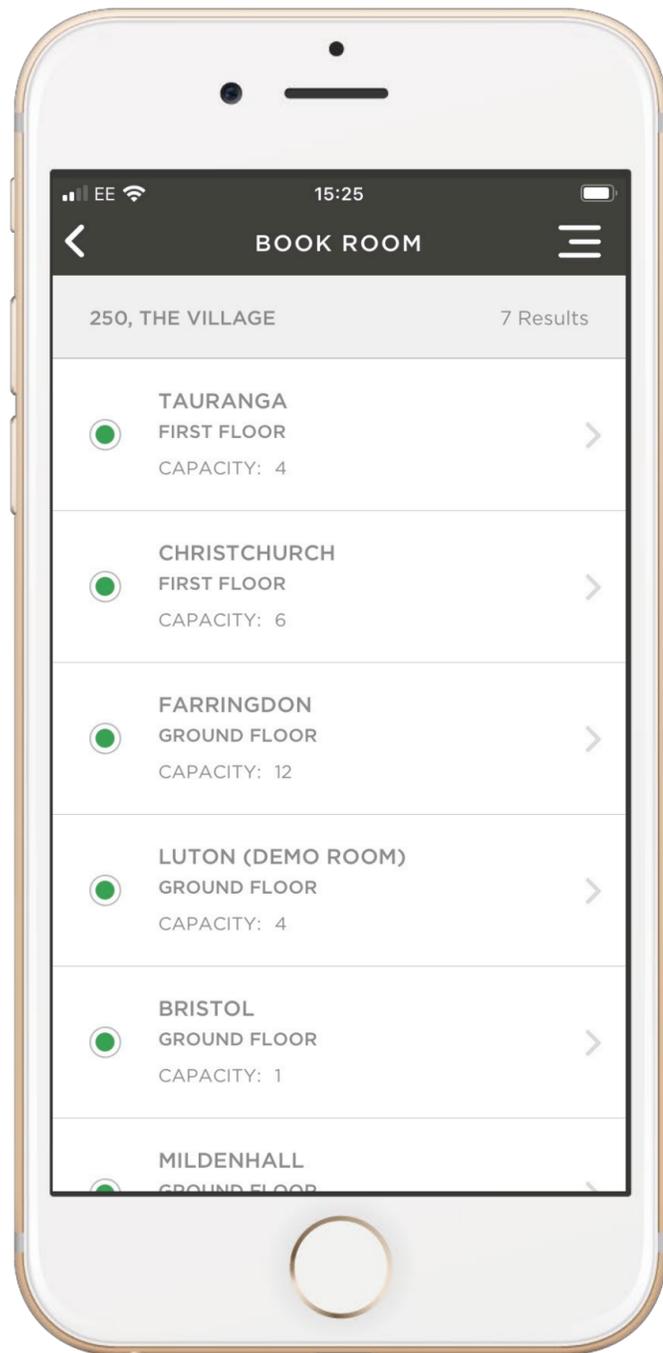
Book Meeting

Select 'Book Meeting' from the Home Screen.

Location will be pre-populated with your default location detail. Date and Duration will default to Today and an hour slot close to the time now.

Select the specific options that you want to filter your search against. These options are configurable on an organisation wide basis. They could include:

- Room Capacity
- Room Layout
- Room Type
- Catering Services
- Features & Facilities
- Room Features
- Equipment



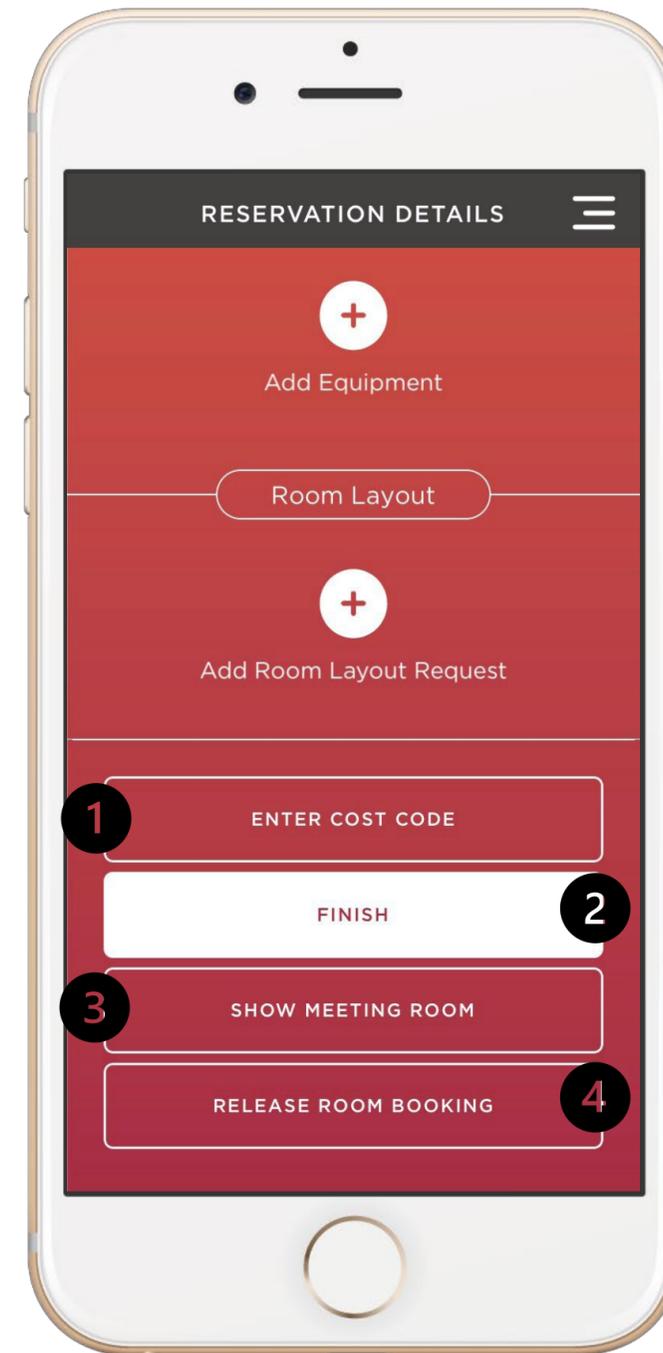
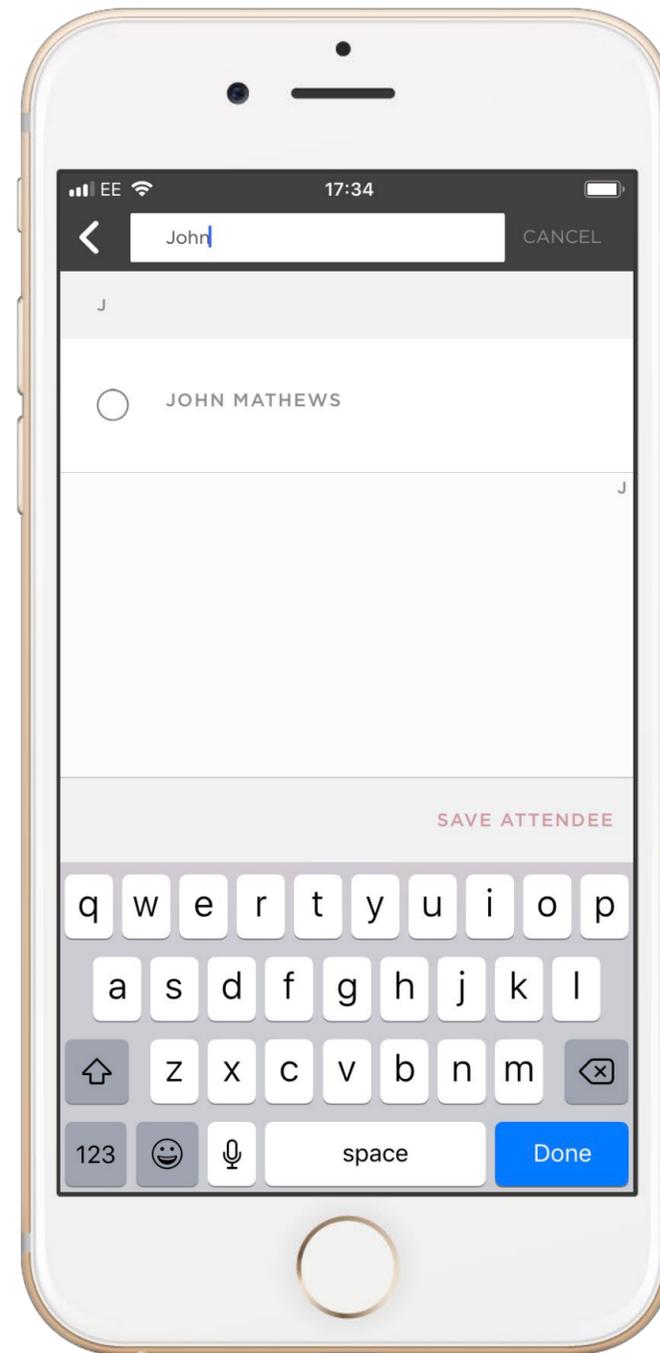
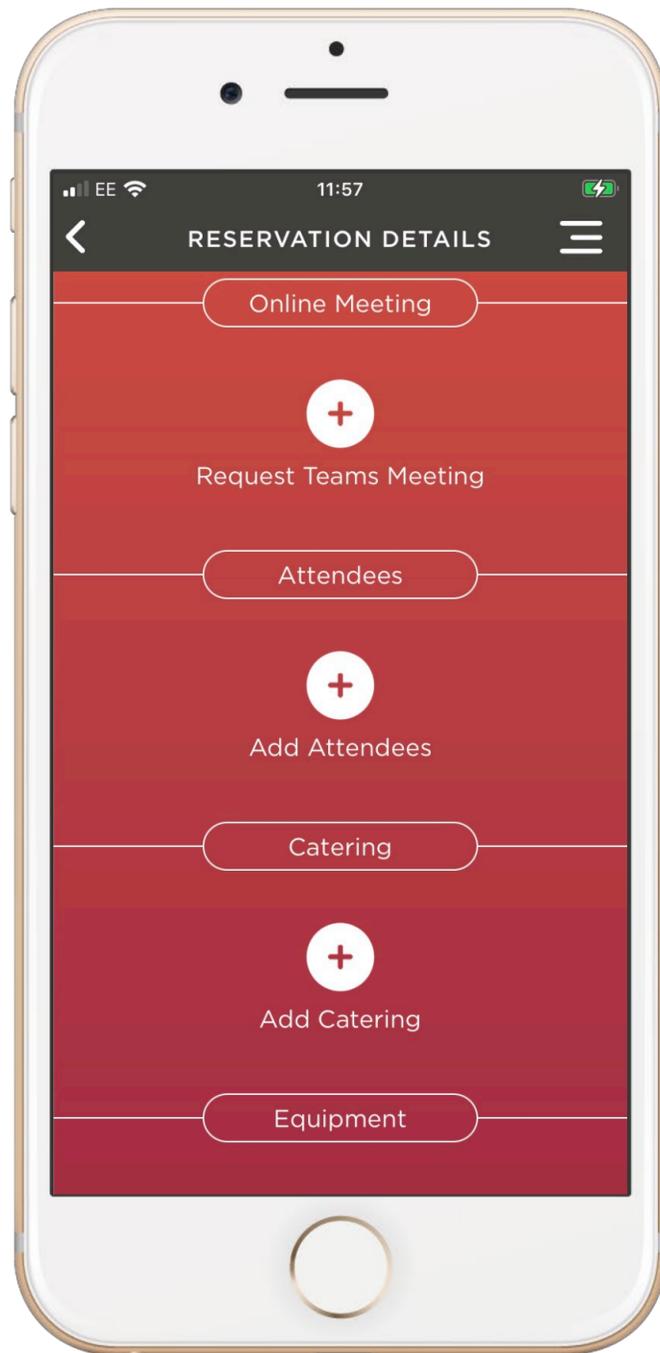
Book Meeting

Tap the available meeting room you would like to book, then select 'Book Room'.

When prompted add meeting title and description.

You can set the meeting as Private if required.

Continue scrolling to add further details to your meeting and confirm the booking.



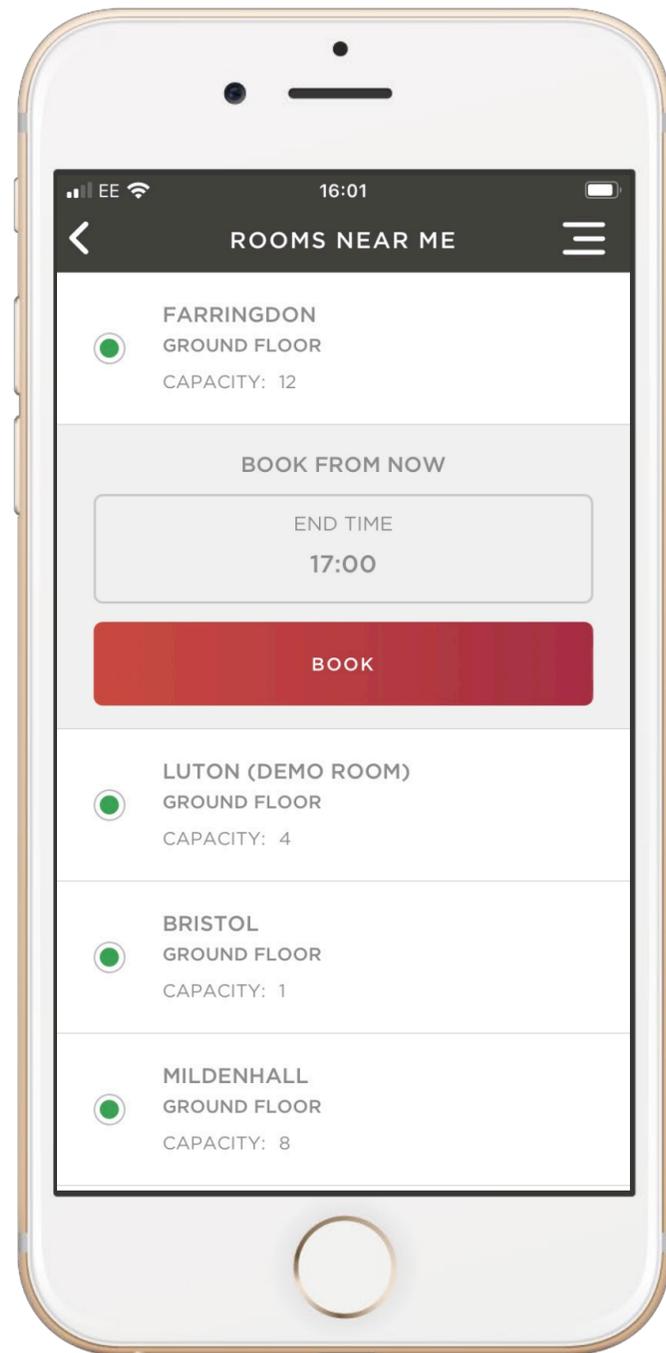
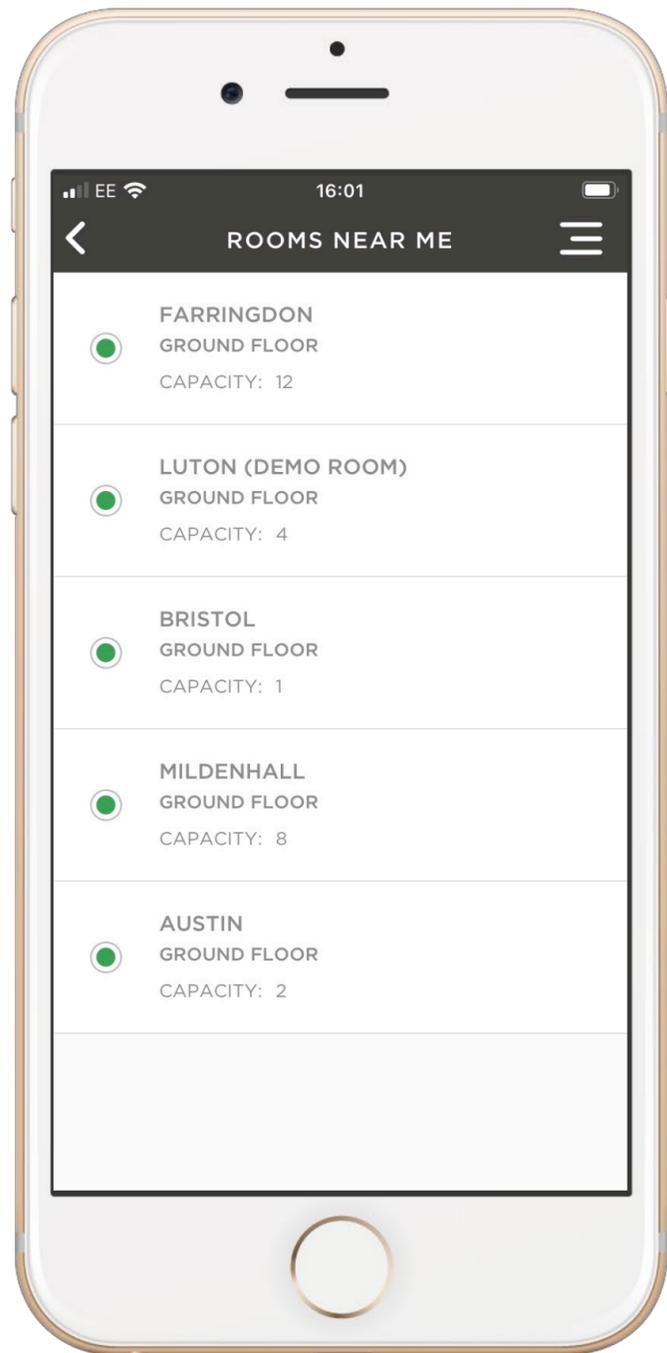
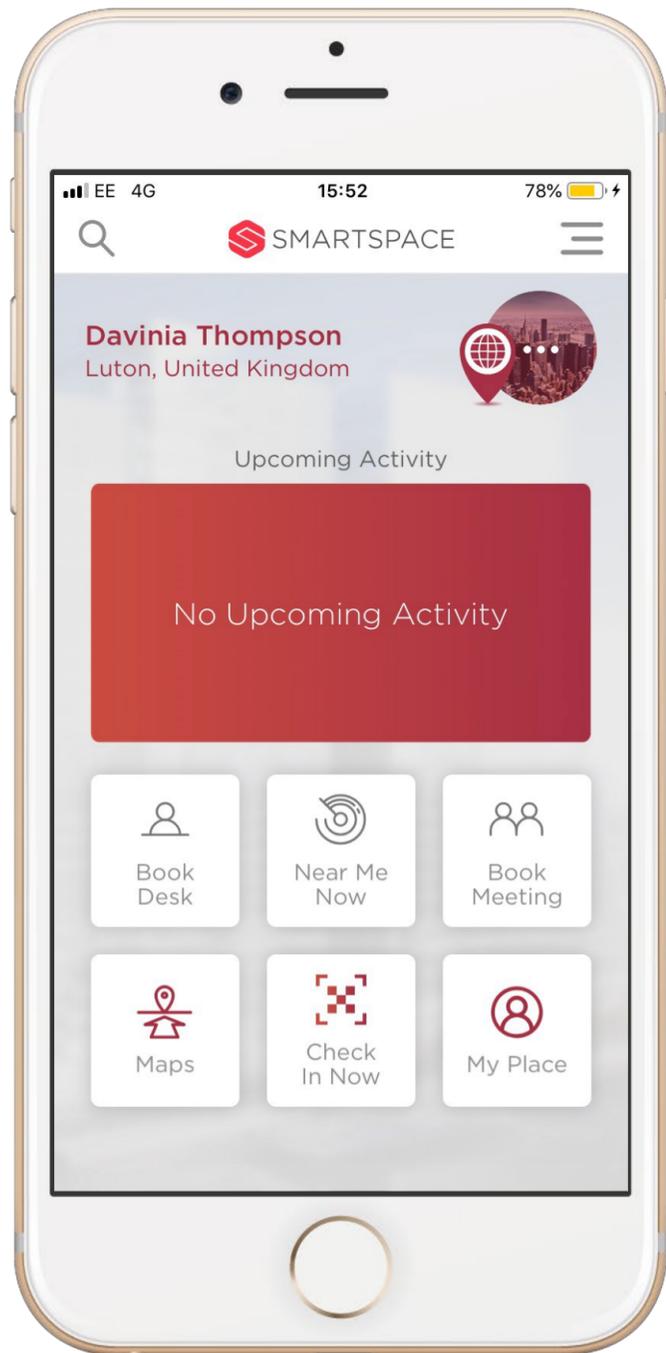
Book a Meeting

You can use the '+' sign to :

- Create a MS Teams Meeting
- Add attendees, catering, equipment or
- Request layout changes

For catering, equipment or layout changes, you will be able to select from a list of services available for that room.

- 1.If you have added chargeable services or equipment to your room booking you must enter a cost code.
2. Use 'Finish' to return to the home screen.
3. Use 'Show Meeting Room' to view the room on a floor plan and access directions.
4. Use 'Release Room Booking' to cancel the booking.



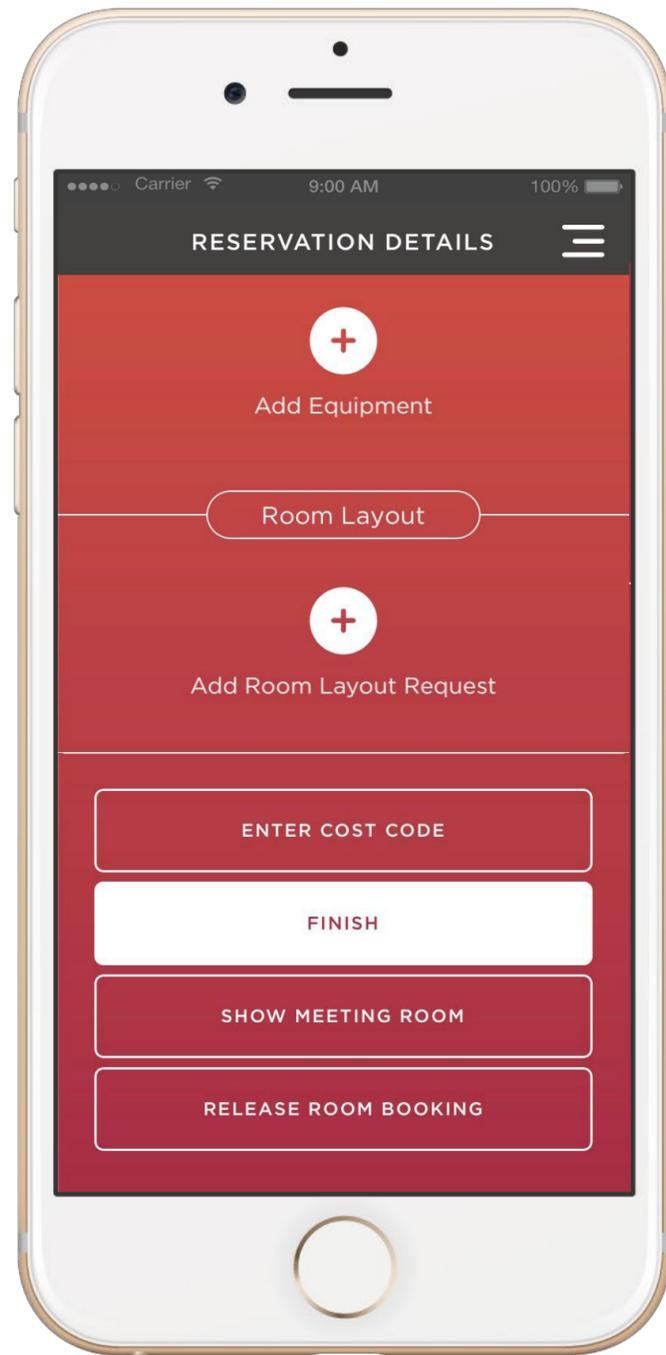
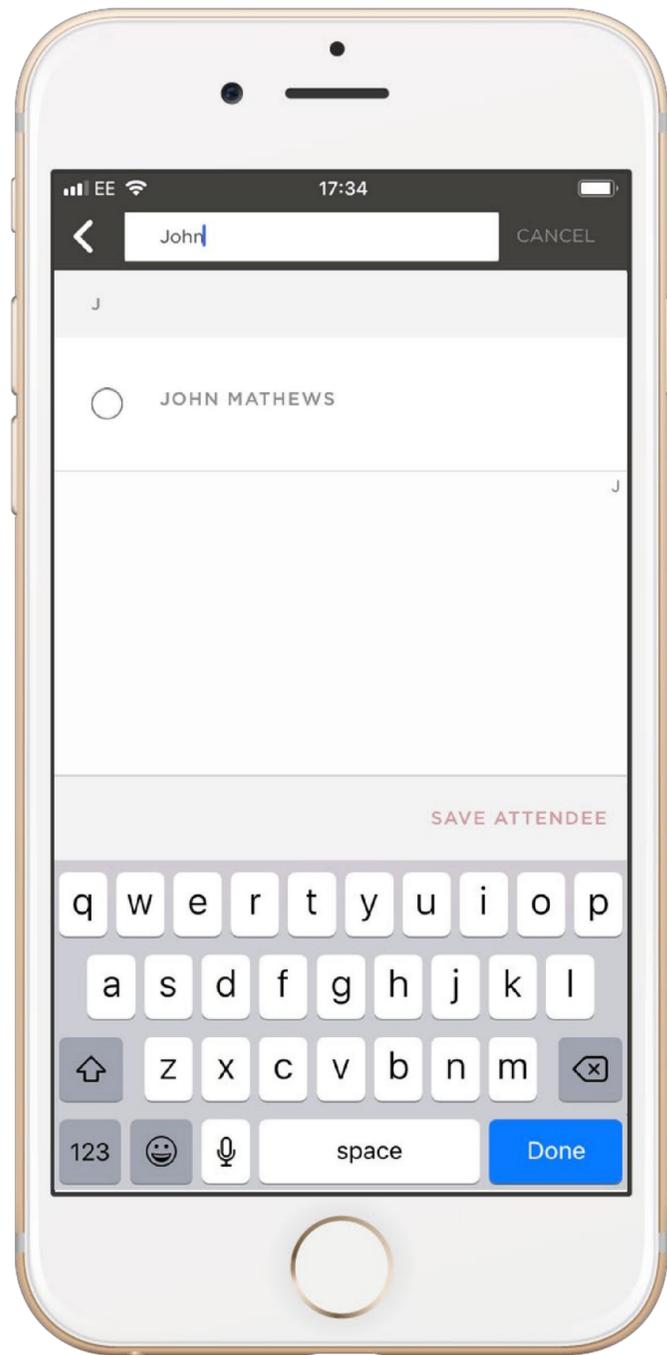
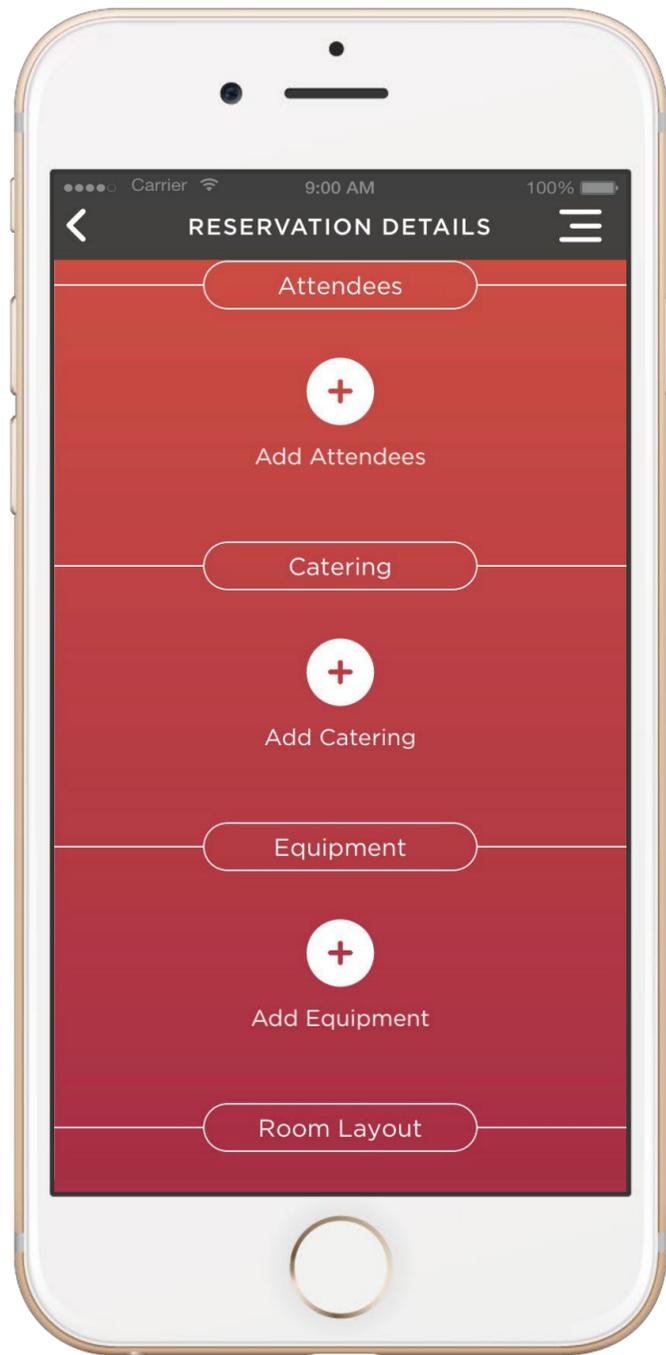
Near Me Now

Tap 'Near Me Now' from the home screen.

Select an available room from the list displayed.

You can 'Book from Now' and adjust the end time.

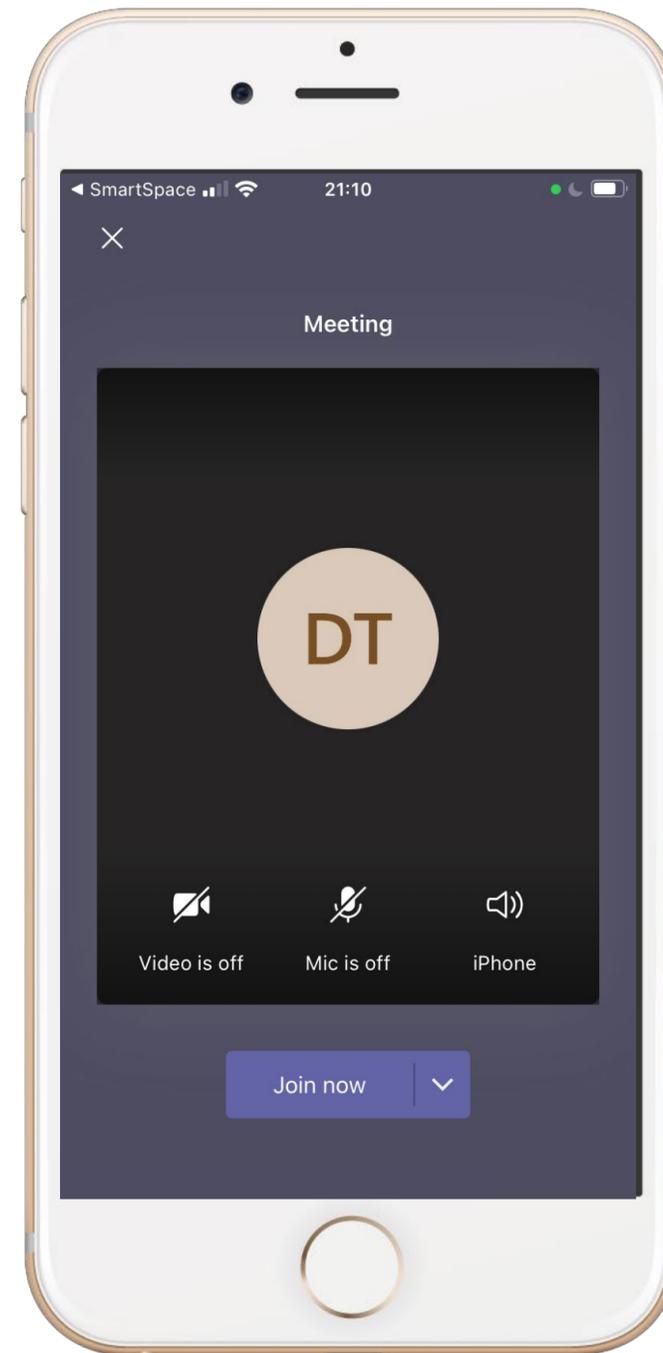
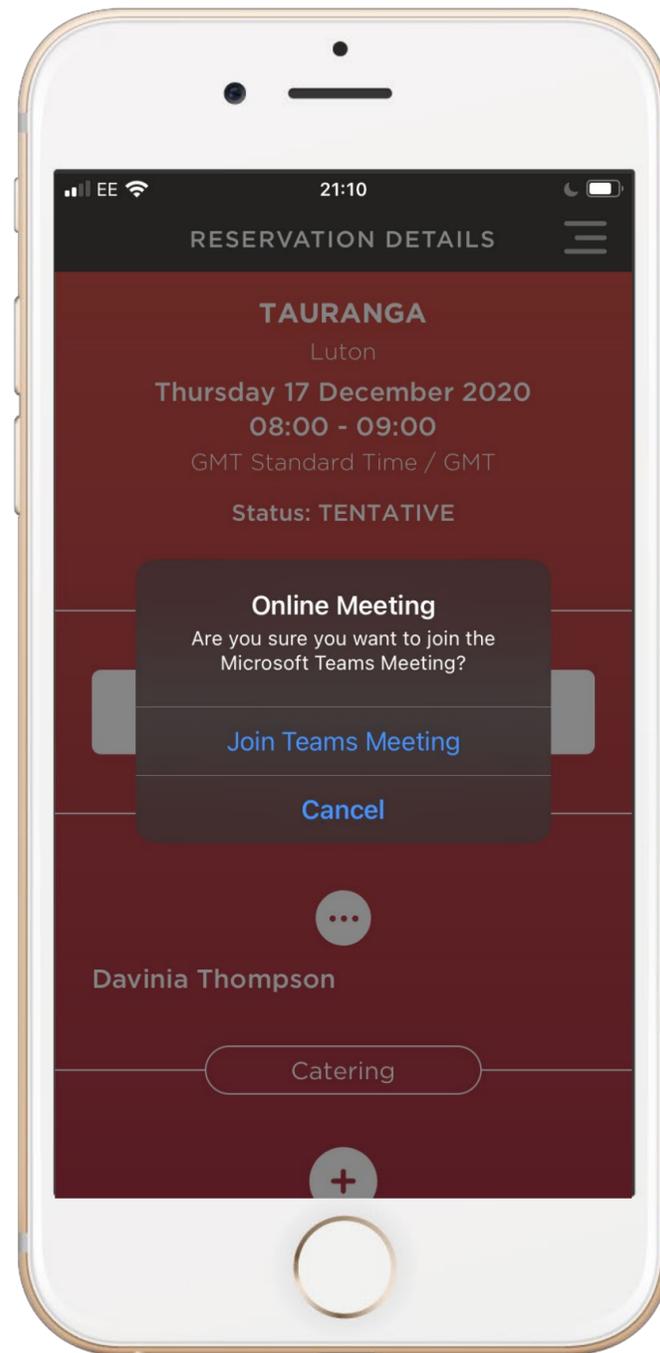
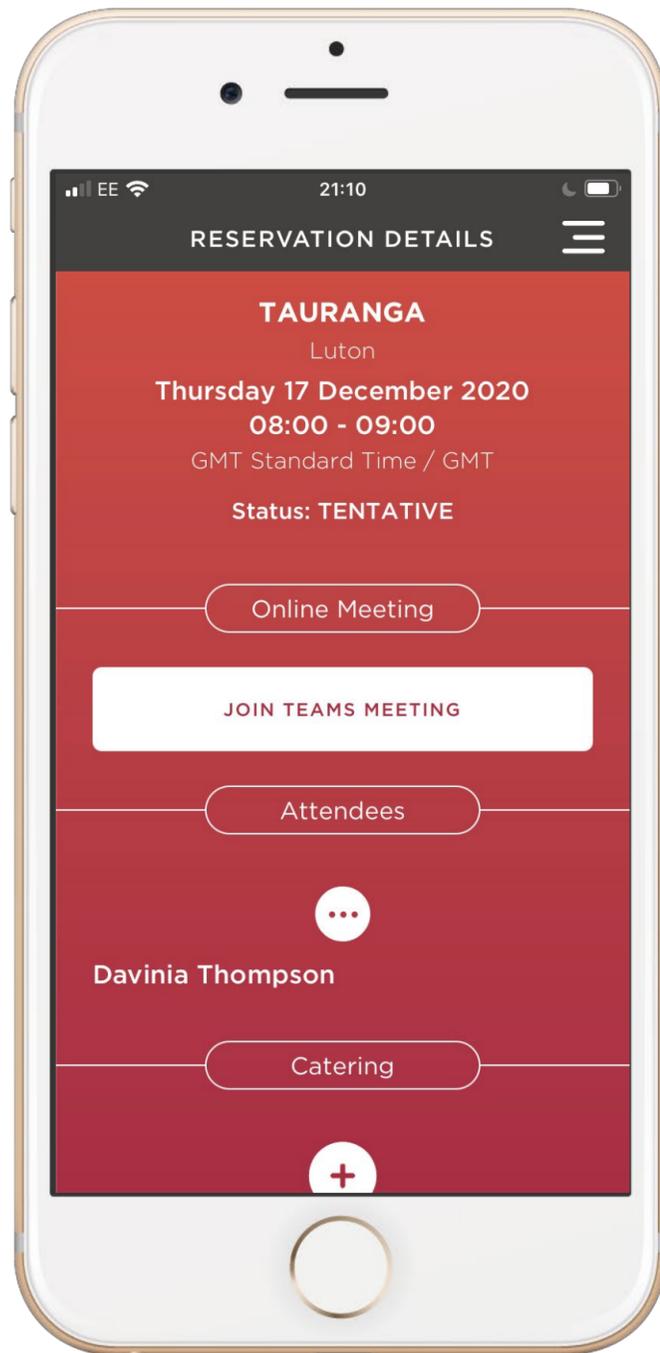
Tap 'Book' and you will be required to add a meeting title.



Near Me Now

Add description, attendees, catering, equipment and layout changes as for the 'Book a Meeting' route.

Tap 'Finish' to return to the home screen.



MS Teams Meeting

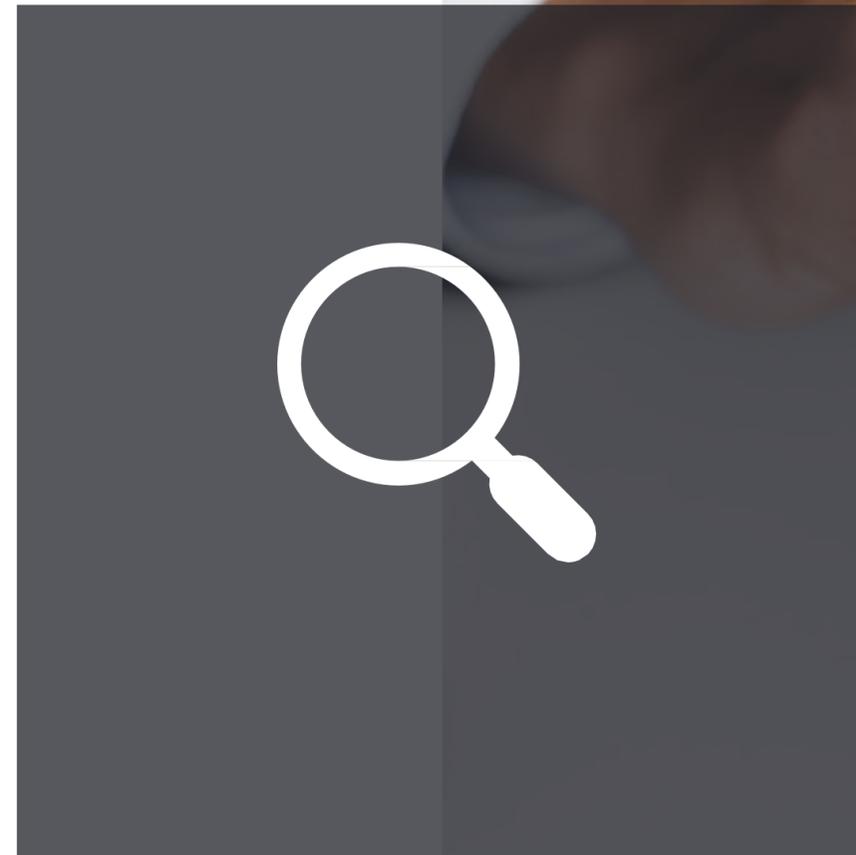
In addition to creating a MS Teams meeting from the mobile and web application, you can also join the meeting from your web or mobile application.

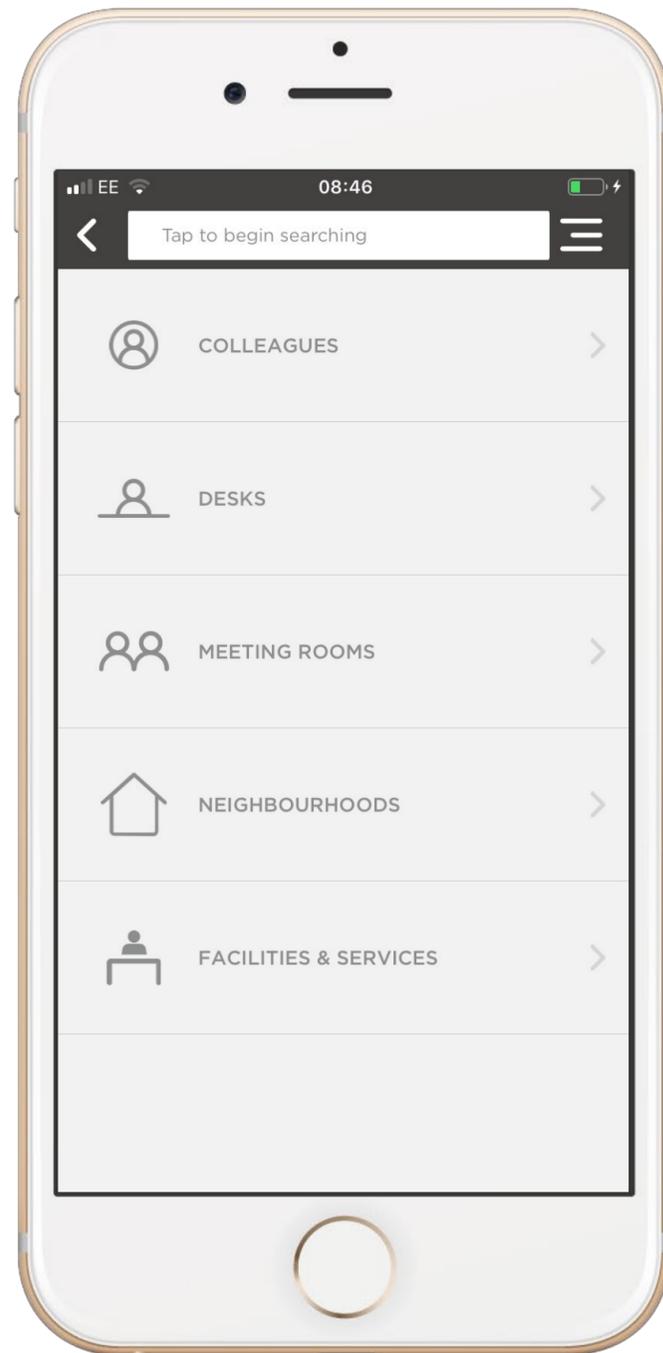
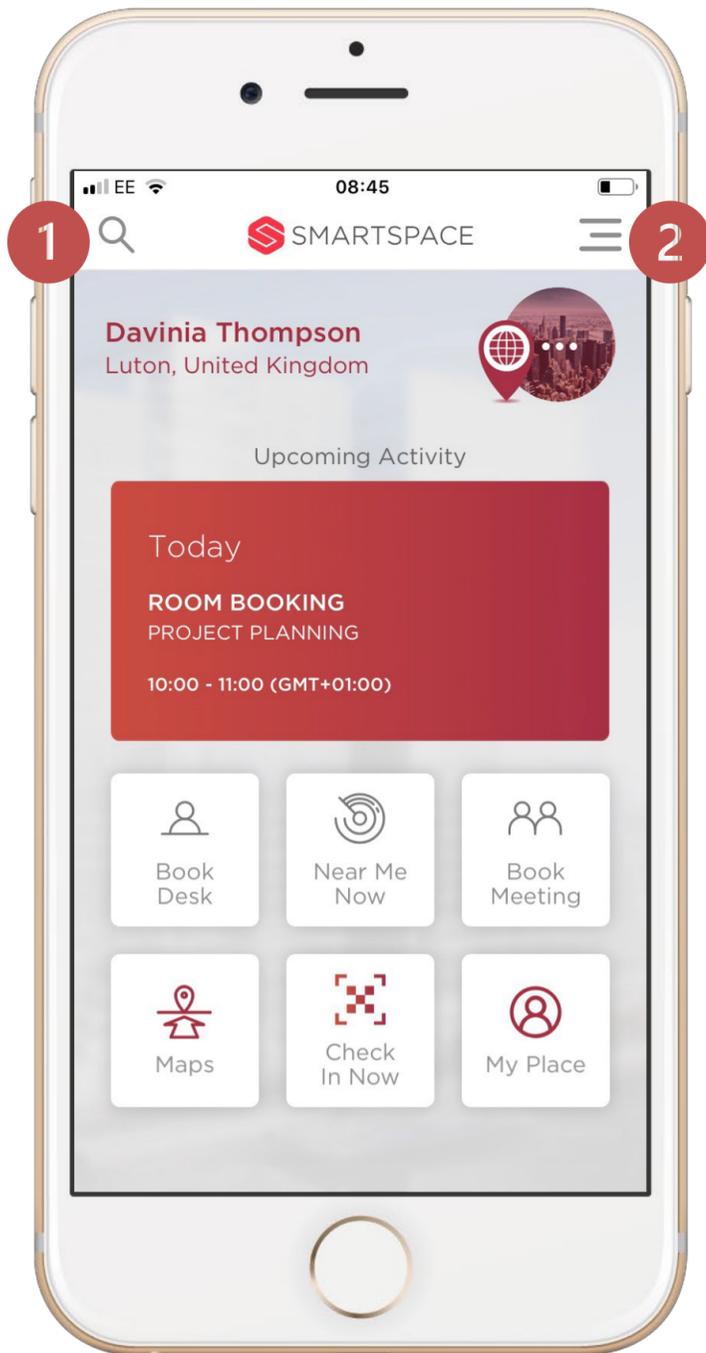
Navigate to the booked meeting from the 'Upcoming Activity' tab on the home screen or 'My Bookings' from the main menu.

You and your attendees will also have the option to join the meeting from your Outlook Calendar invite.

Search

All methods to search for colleagues,
meeting rooms, desks, neighbourhoods,
facilities and services



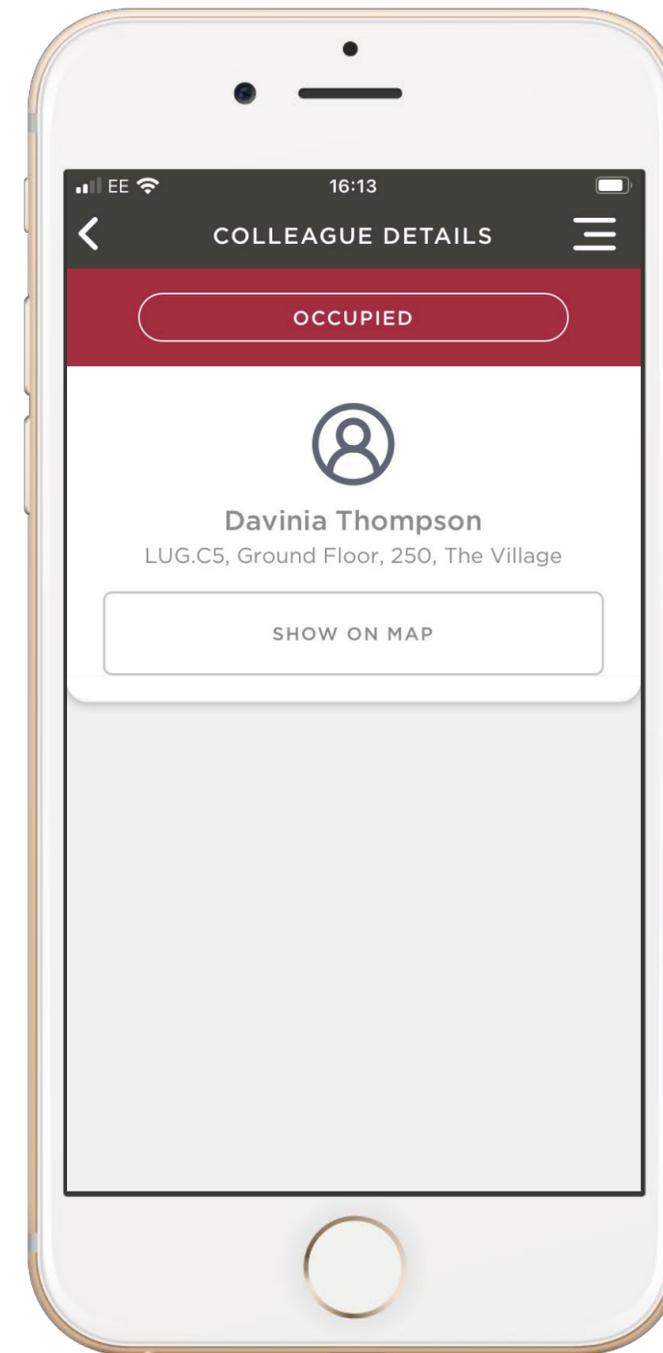
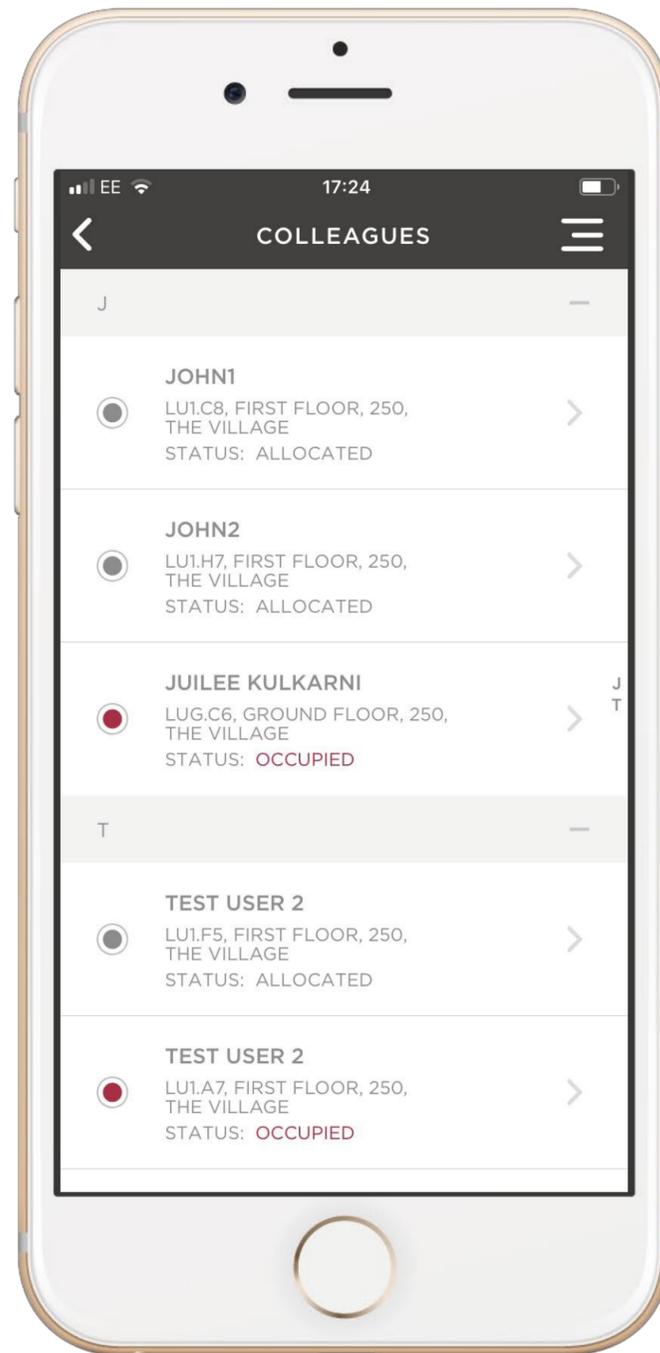
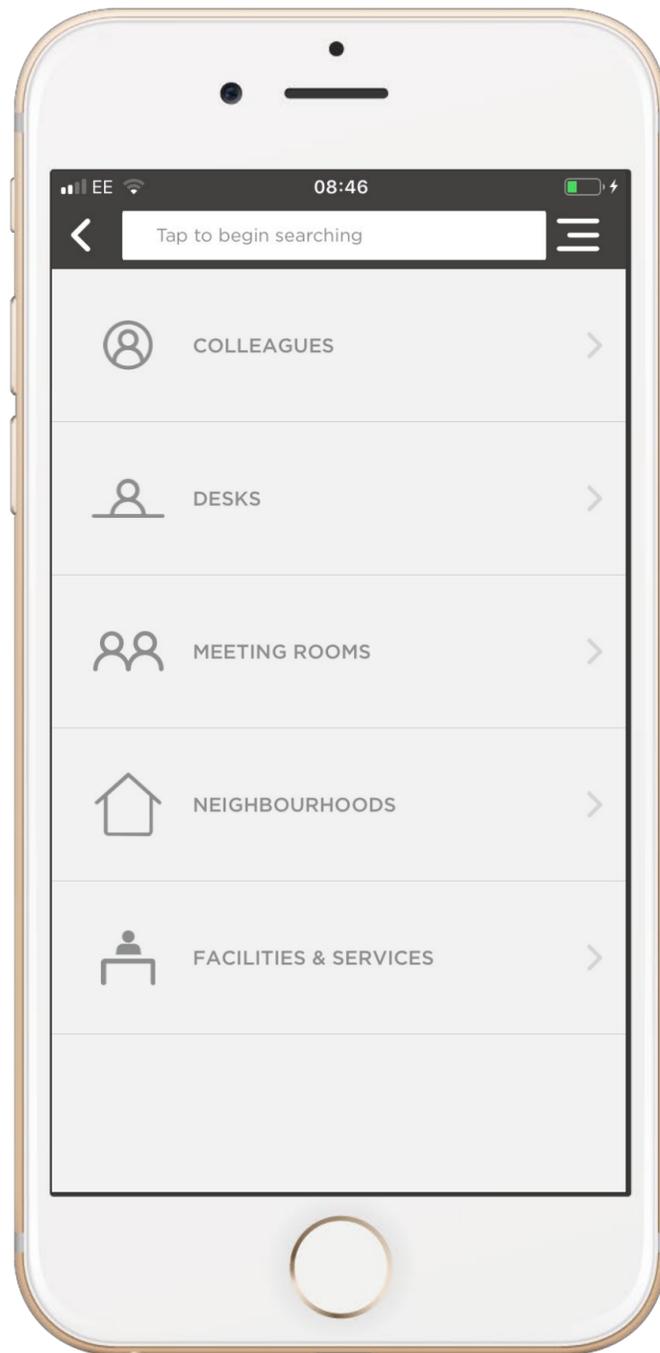


Search

1. Use the magnifying glass icon to search for resources.
2. You can also access the global search from the menu by selecting search from there.

You can search for:

- Colleagues
- Desks
- Meeting Rooms
- Neighbourhoods
- Facilities & Services



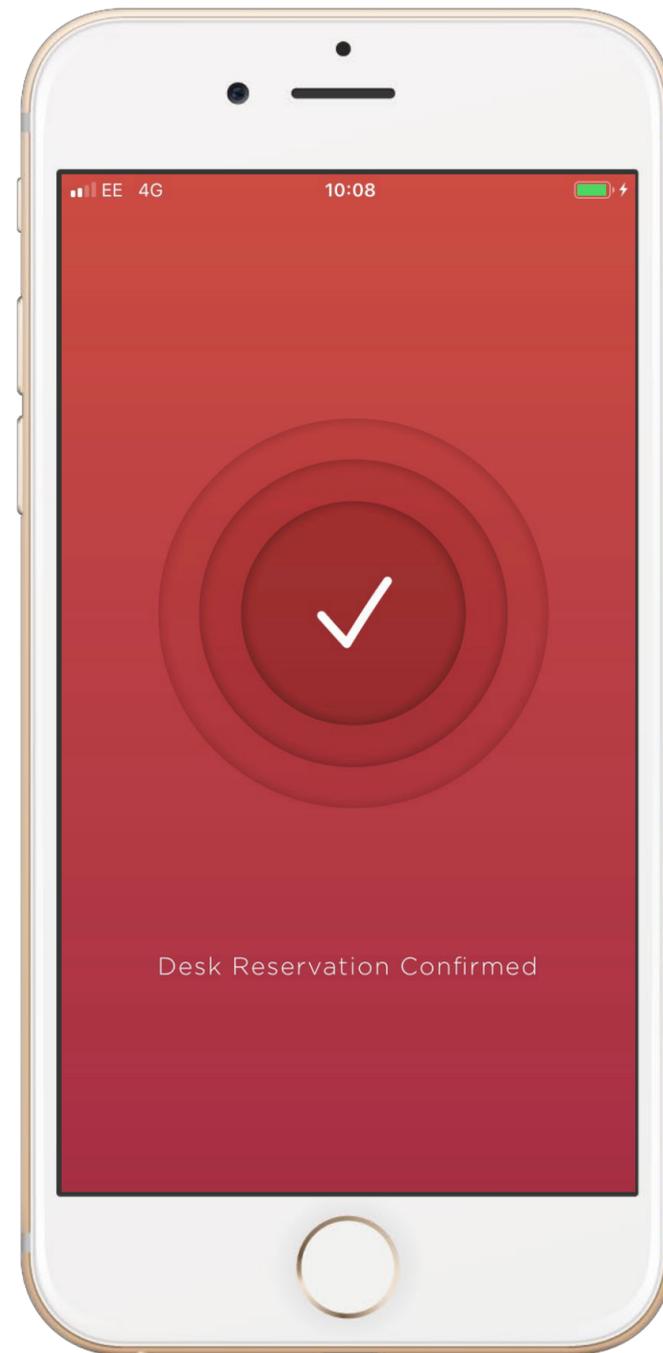
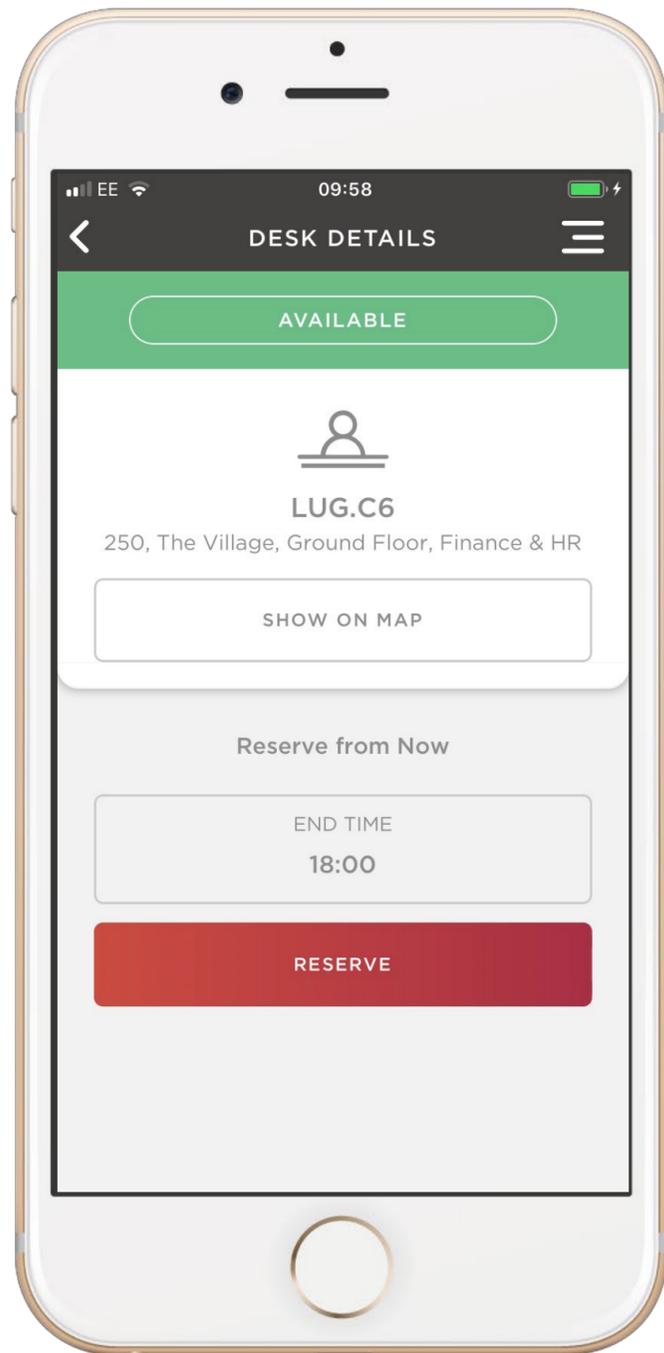
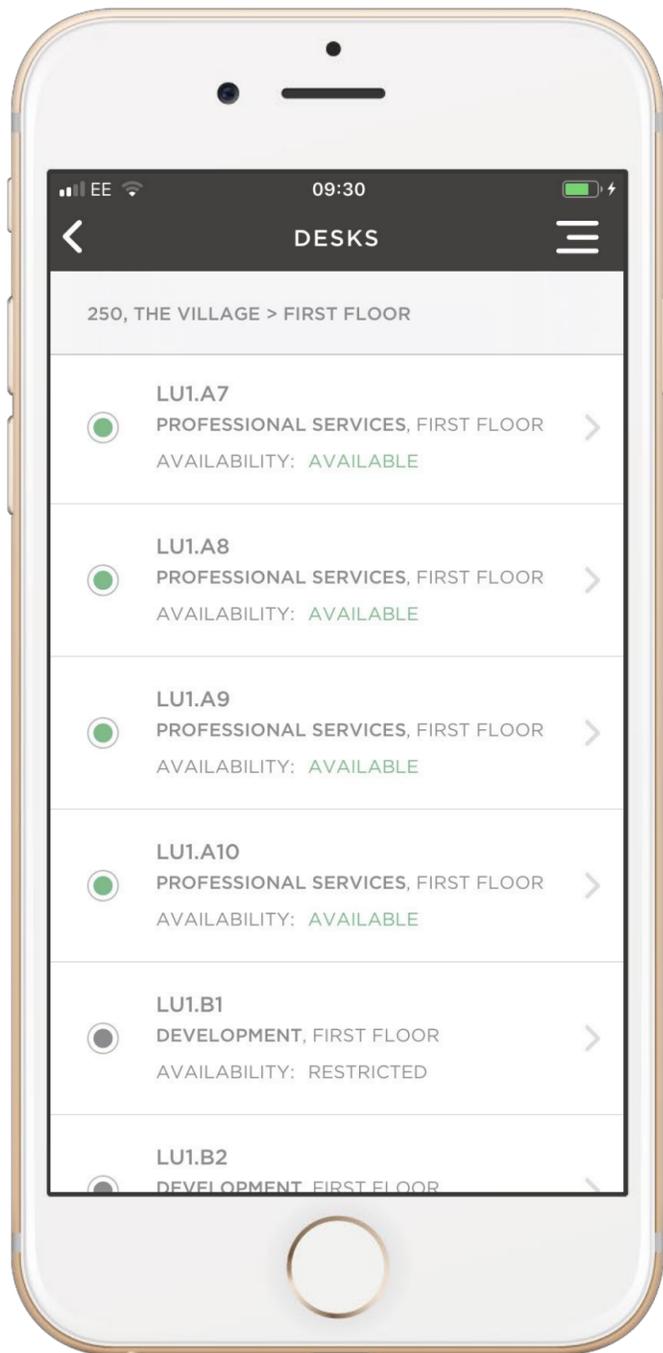
Colleagues

Use the search field to begin typing the name of the colleague you wish to locate.

You can also tap 'Colleagues' to view a list of all colleagues that have an allocated or booked desk.

Tap on the name of the person you wish to locate.

Tap 'Show on Map' to view the location and have the option to view directions.



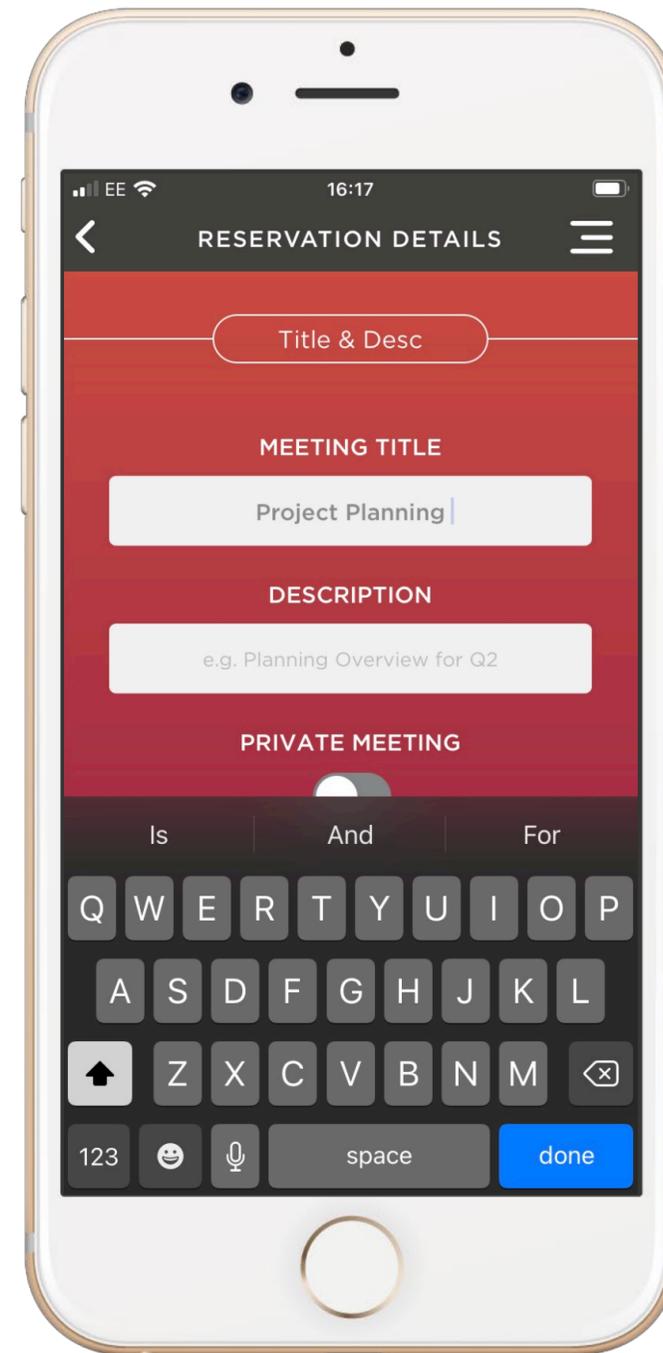
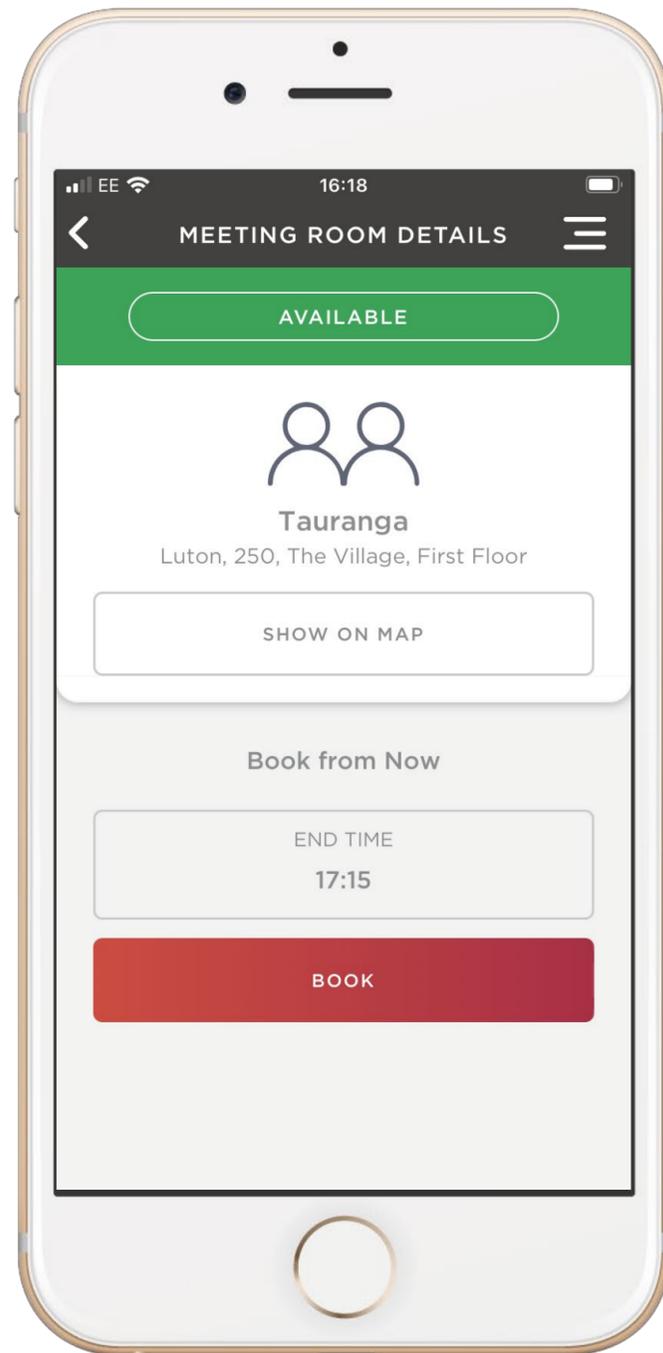
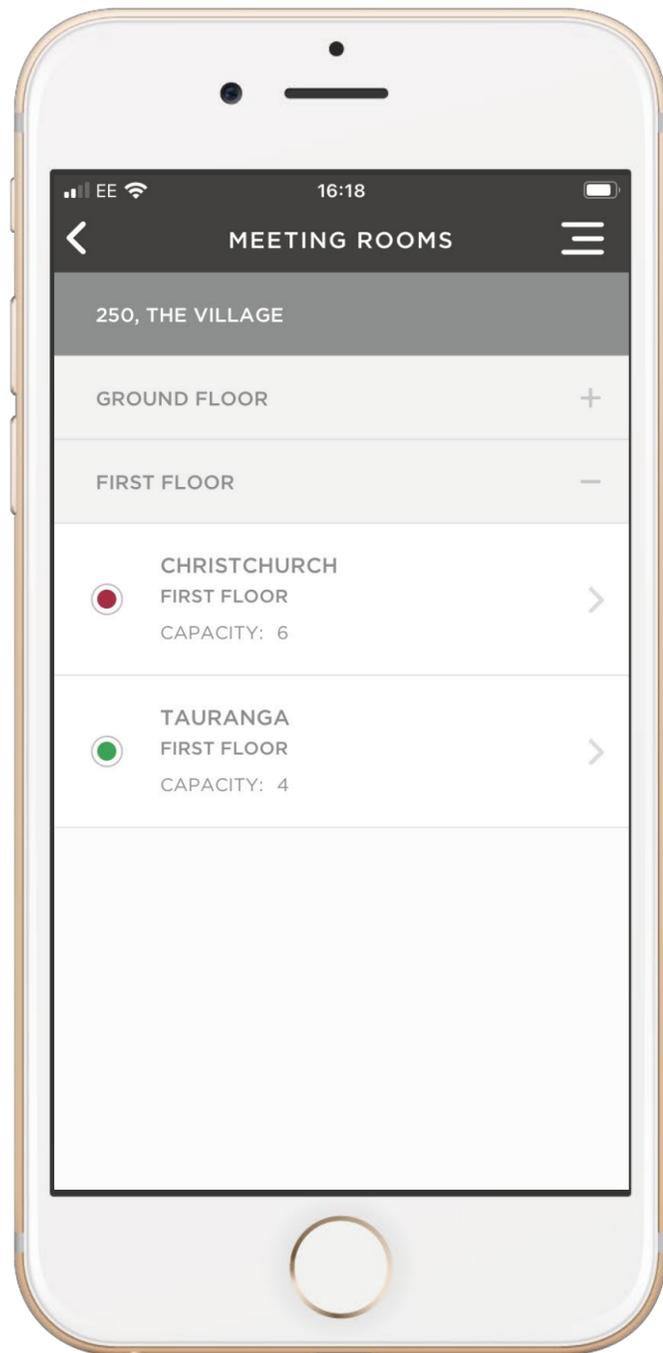
Desks

Tap Desks to see a list of desks sorted by floor and current availability.

You may see that some are greyed out. This means you do not have the permissions to book these desks. A green dot means the desk is available. A red dot means the desk is occupied.

Tap 'Show on Map' to view the room on a floor plan and access directions.

Tap your preferred desk and continue to book as usual.



Rooms

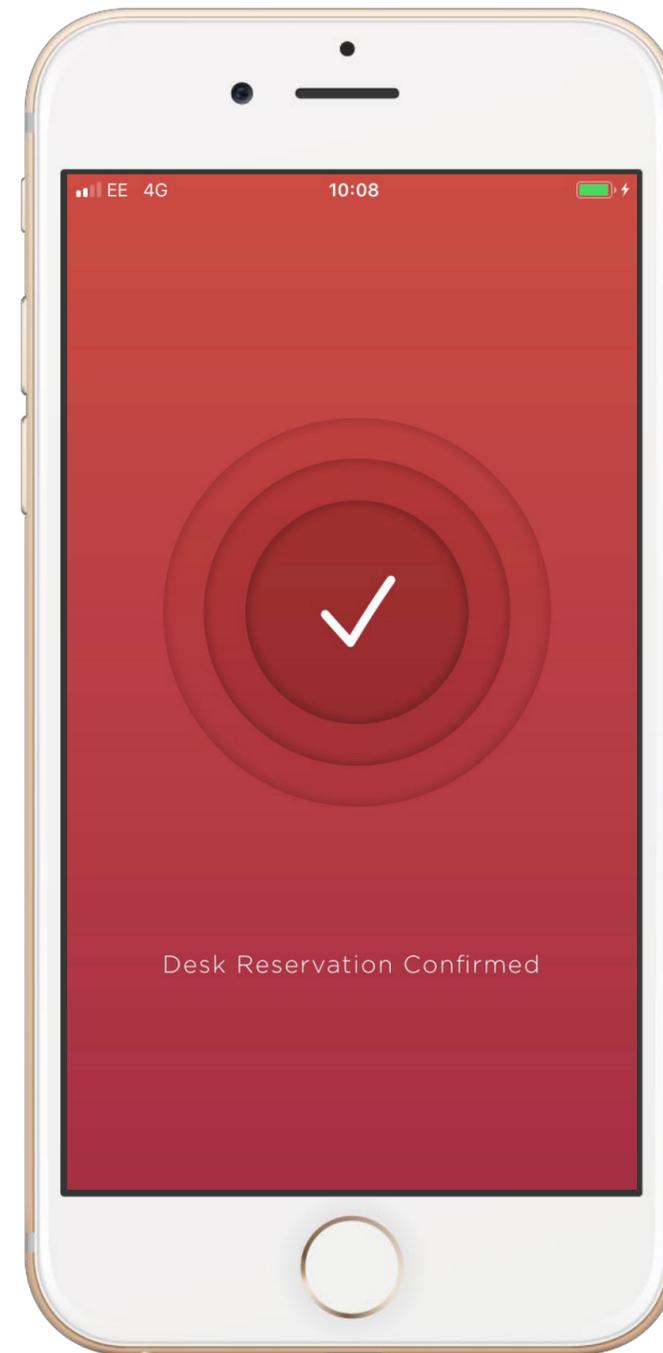
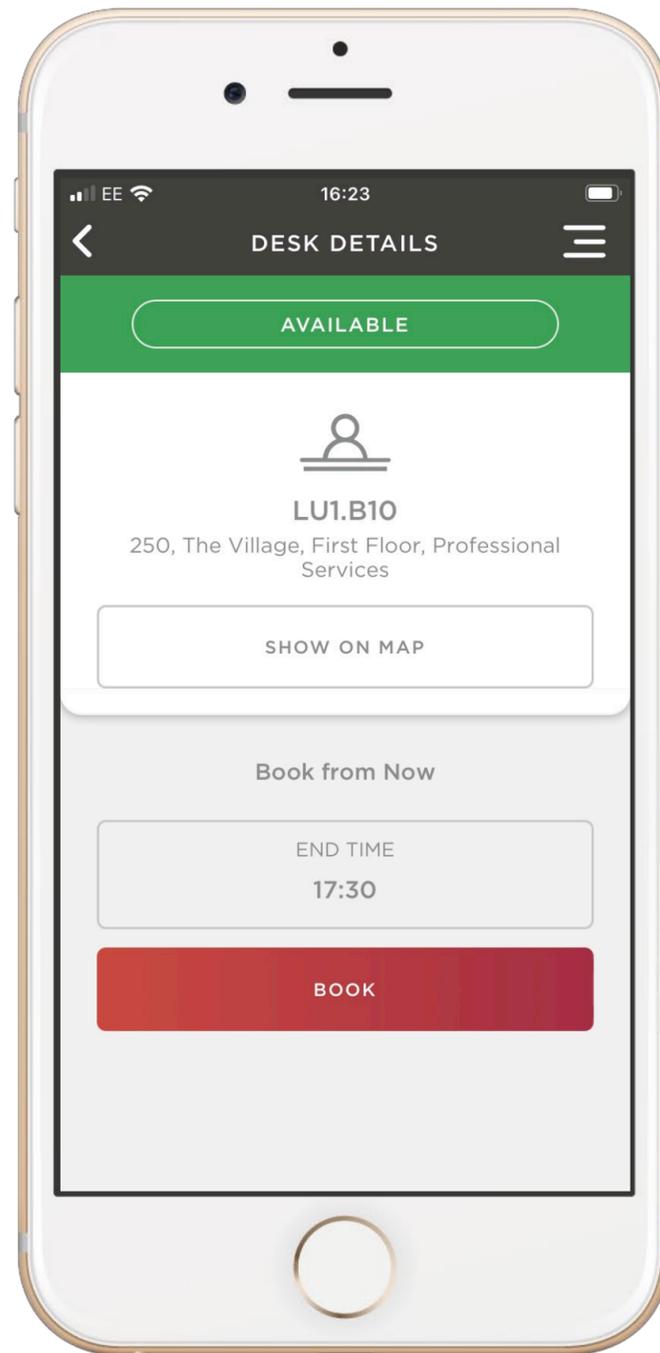
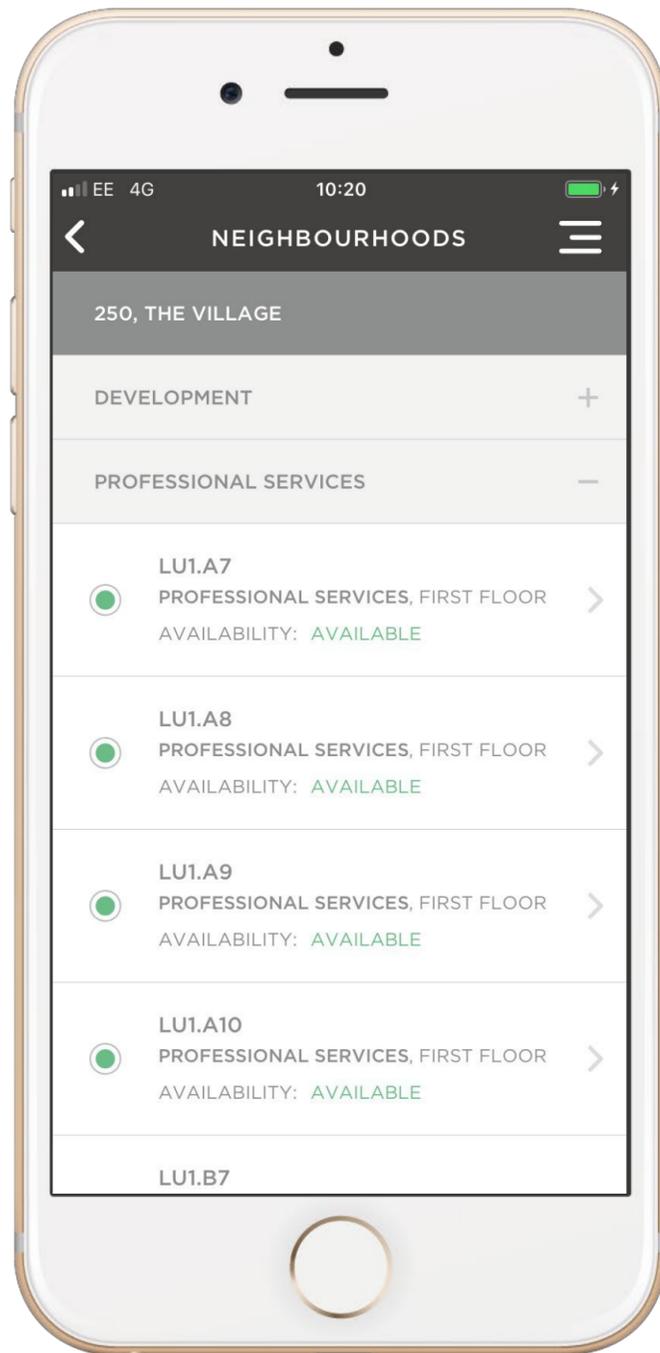
Tap Meeting Rooms to display a list of rooms sorted by floor and current availability.

A green dot means the room is available. A red dot means it is currently occupied.

Tap 'Show on Map' to view the room on a floor plan and access directions.

Adjust the end time if necessary and tap 'Reserve' to continue booking this room.

You will be required to add a meeting title and can add description, attendees, catering, equipment and layout changes as required.

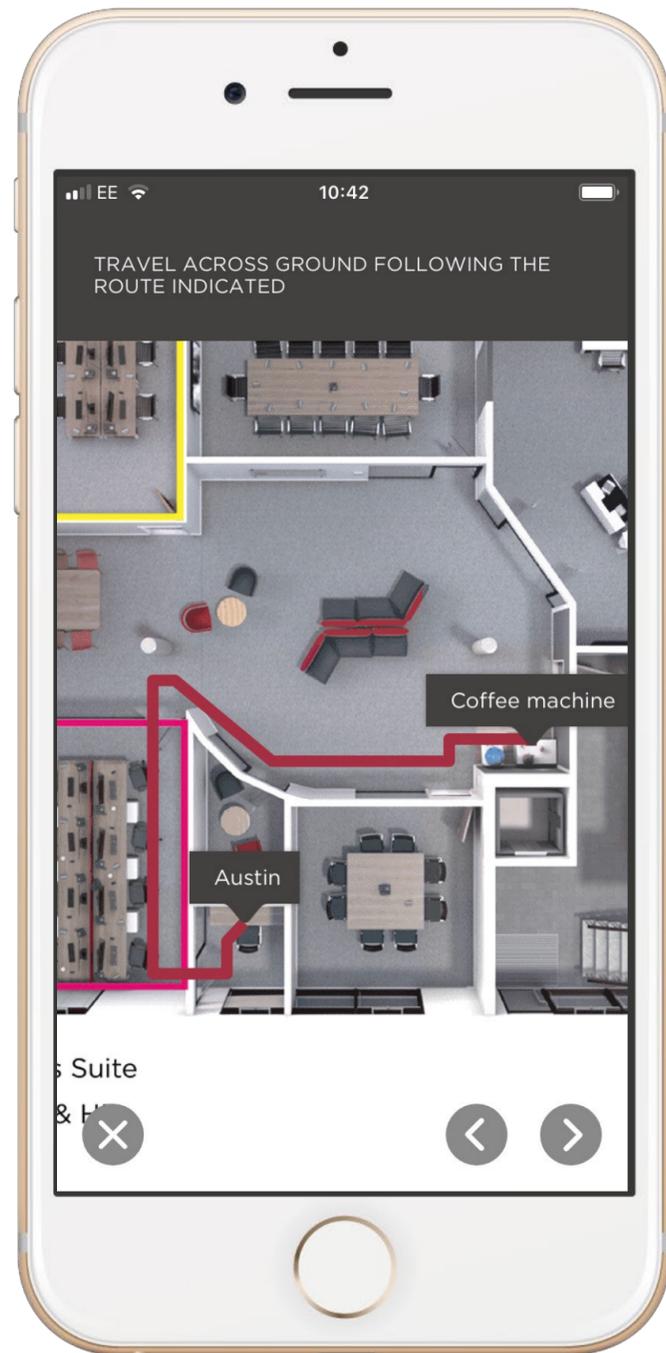
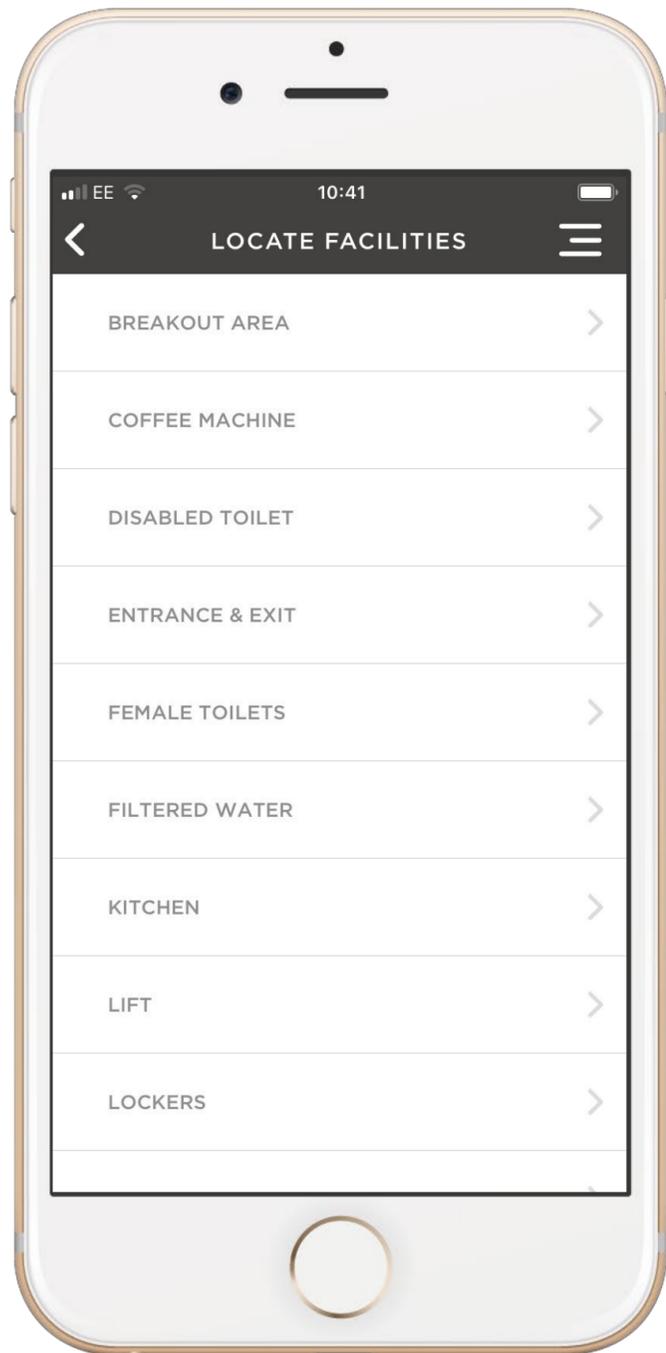


Neighbourhoods

You can also search for desks in particular neighbourhoods.

Tap 'Neighbourhoods' to view a list of available neighbourhoods.

You can then select a suitable desk from the list and continue booking as usual.



Facilities & Services

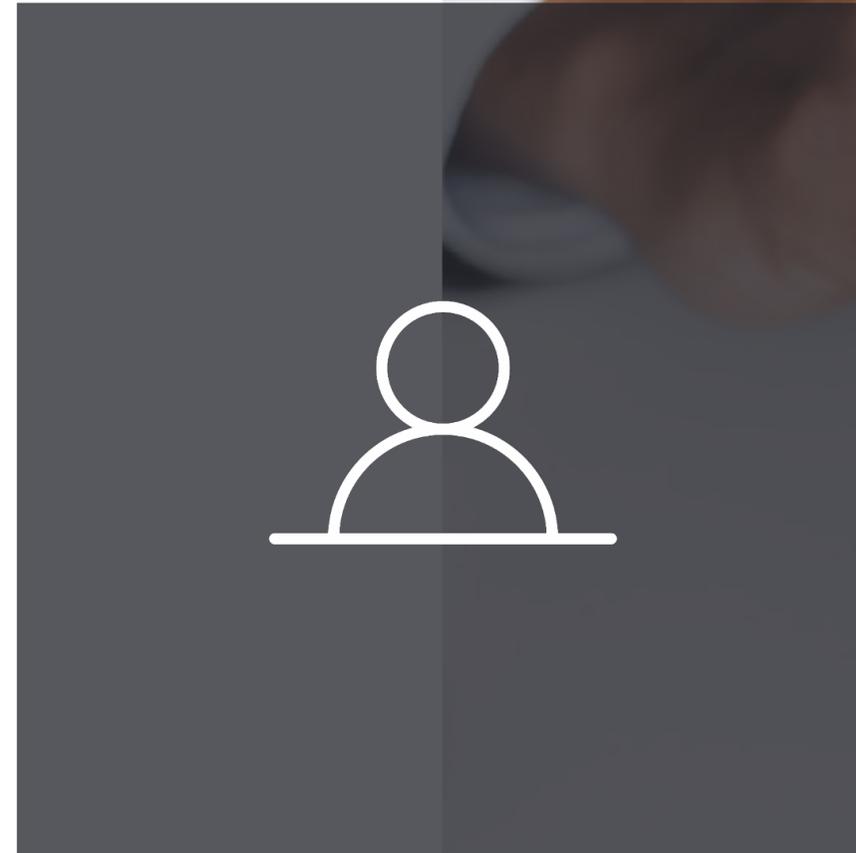
Easily search for useful facilities and services by tapping 'Facilities & Services'.

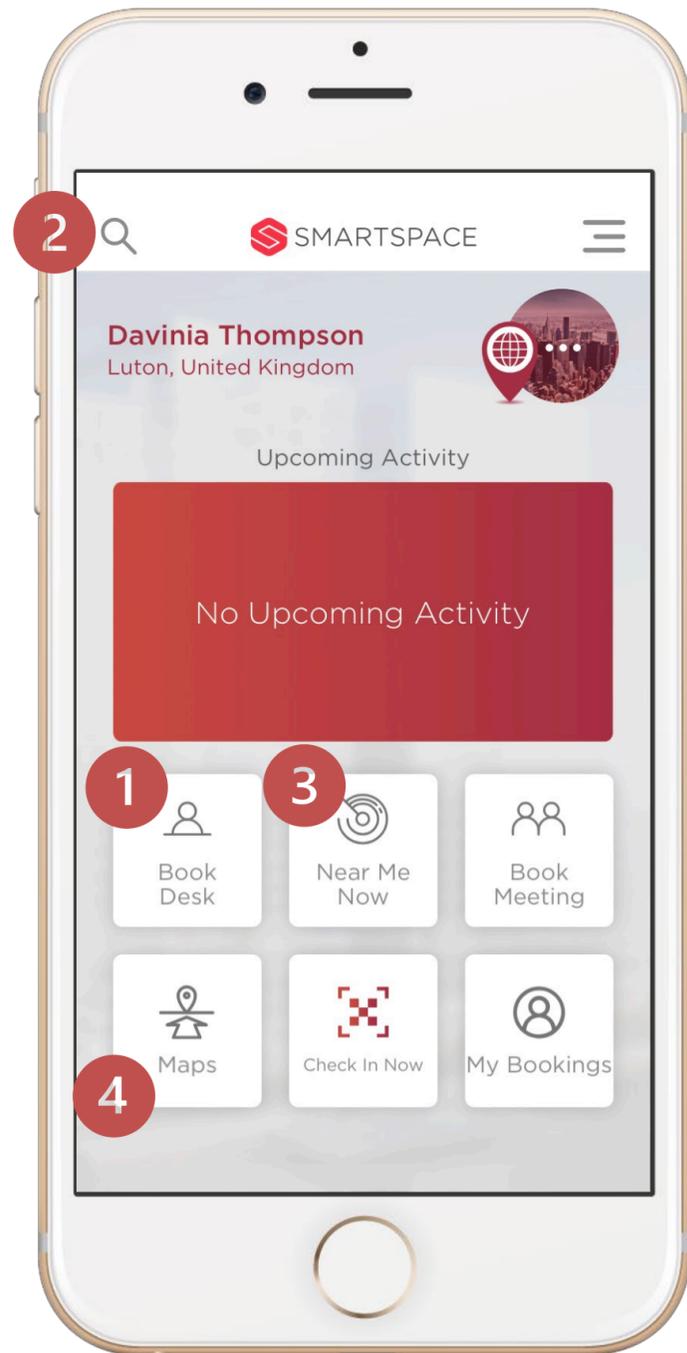
Select the service or facility you require from the list. You may be able to select a particular floor, if the service or facility is available across multiple floors.

You will then be shown a floorplan with the service or facility highlighted. Tap 'Direct Me' to be shown directions from a chosen location to the service or facility.

Desk Booking

All methods to search for & book desks.



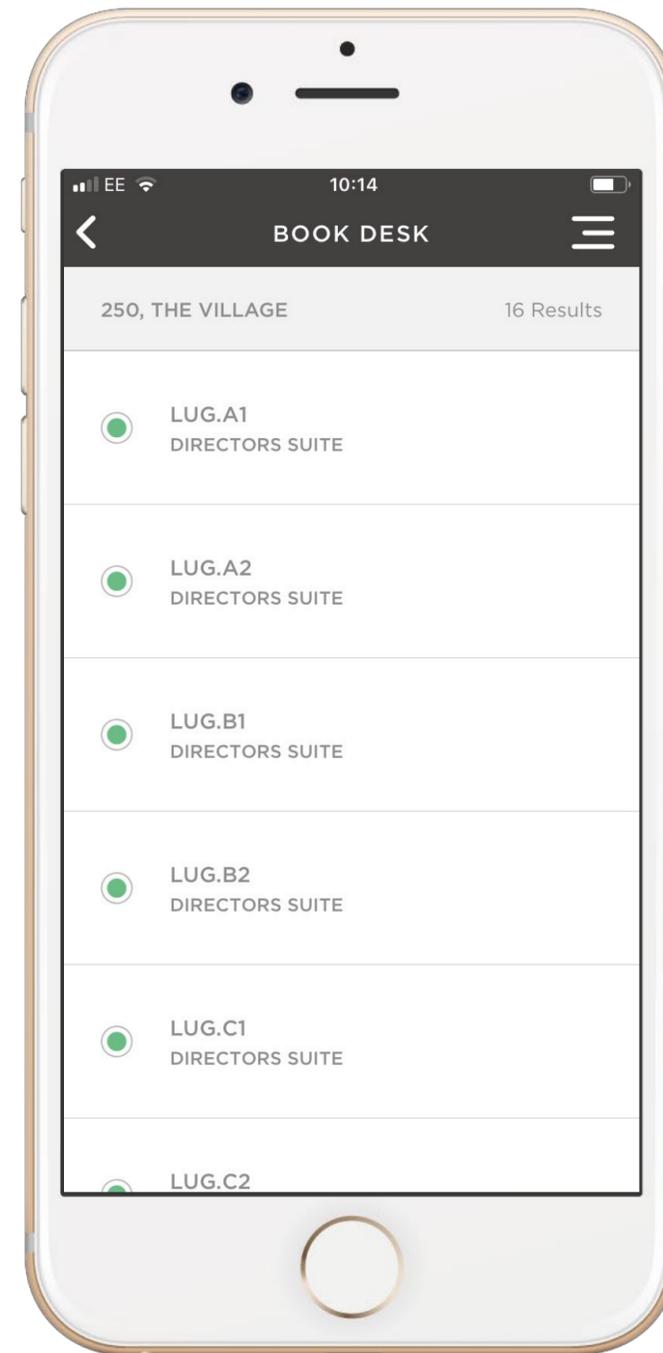
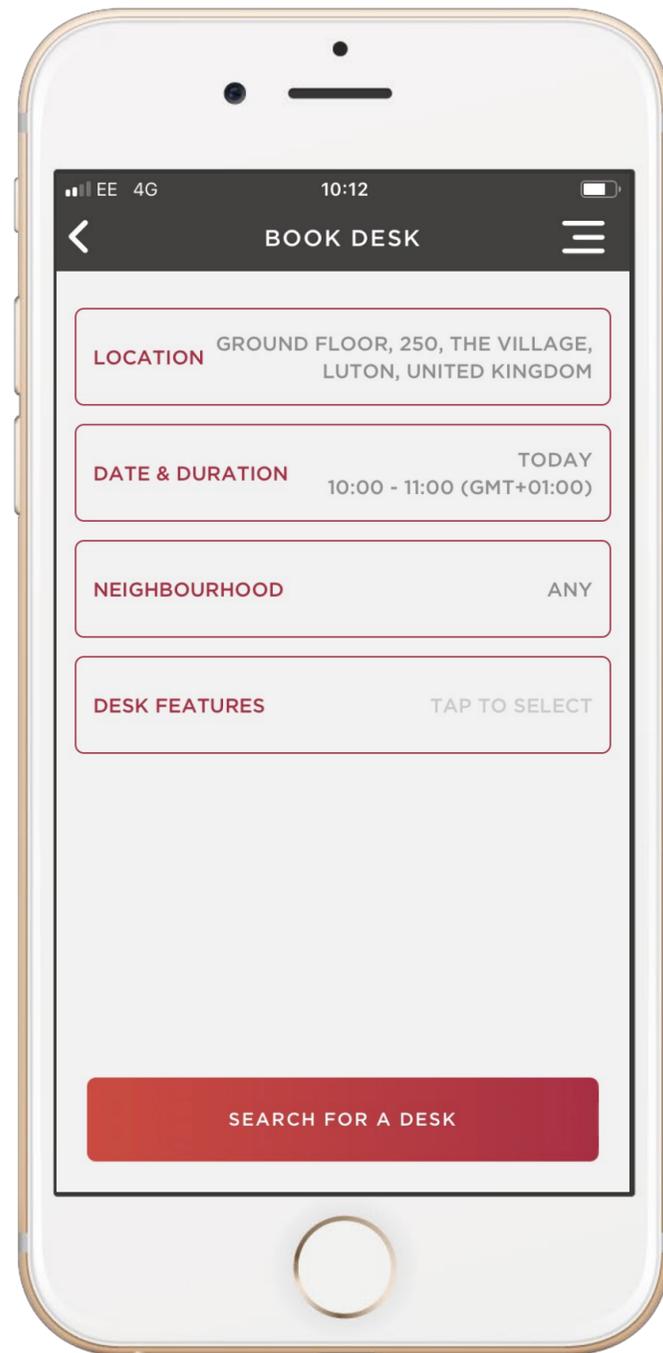


Book a Desk

There are four ways to search for an available desk:

1. Select 'Book Desk' from the home screen.
2. Tap the magnifying glass in the top left hand corner. Or the 'Search' option in the main menu.
3. Tap 'Near Me Now' and then 'Desks' to view available rooms nearby.
4. Tap 'Maps' and book an available desk for 'Now'.

The steps to schedule, add detail and confirm your booking will be the same.



Book Desk

Select 'Book Desk' from the Home Screen.

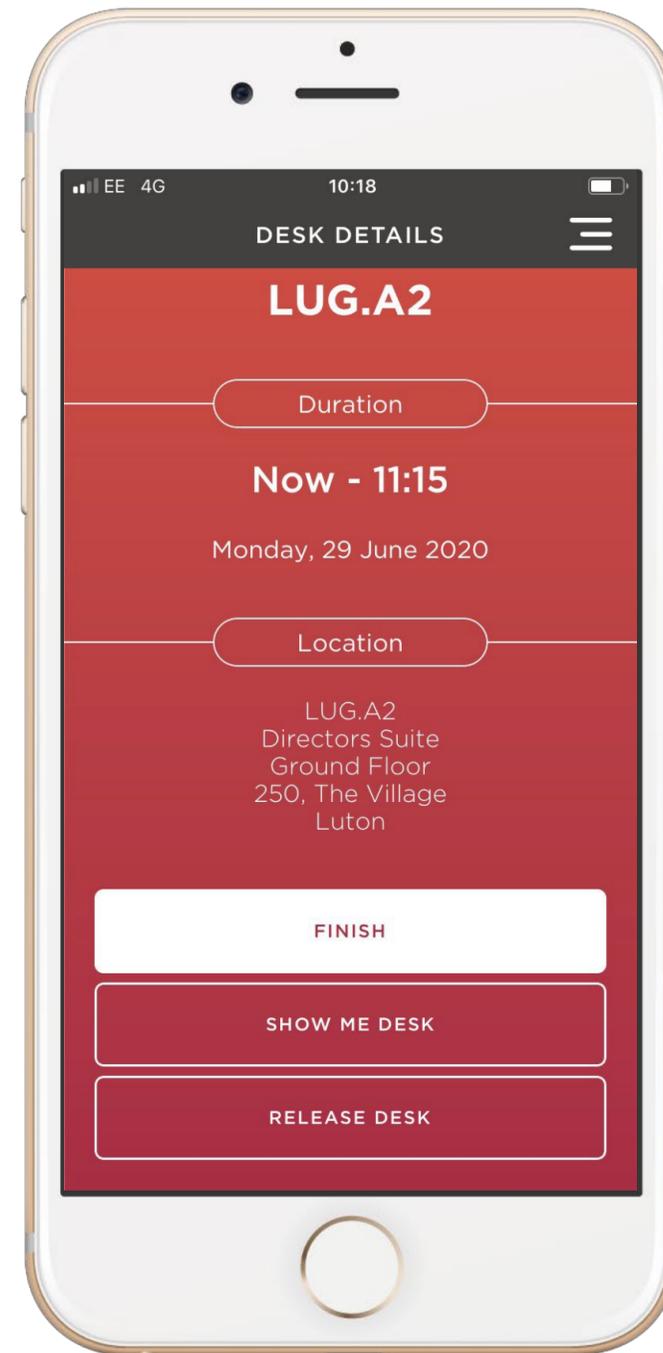
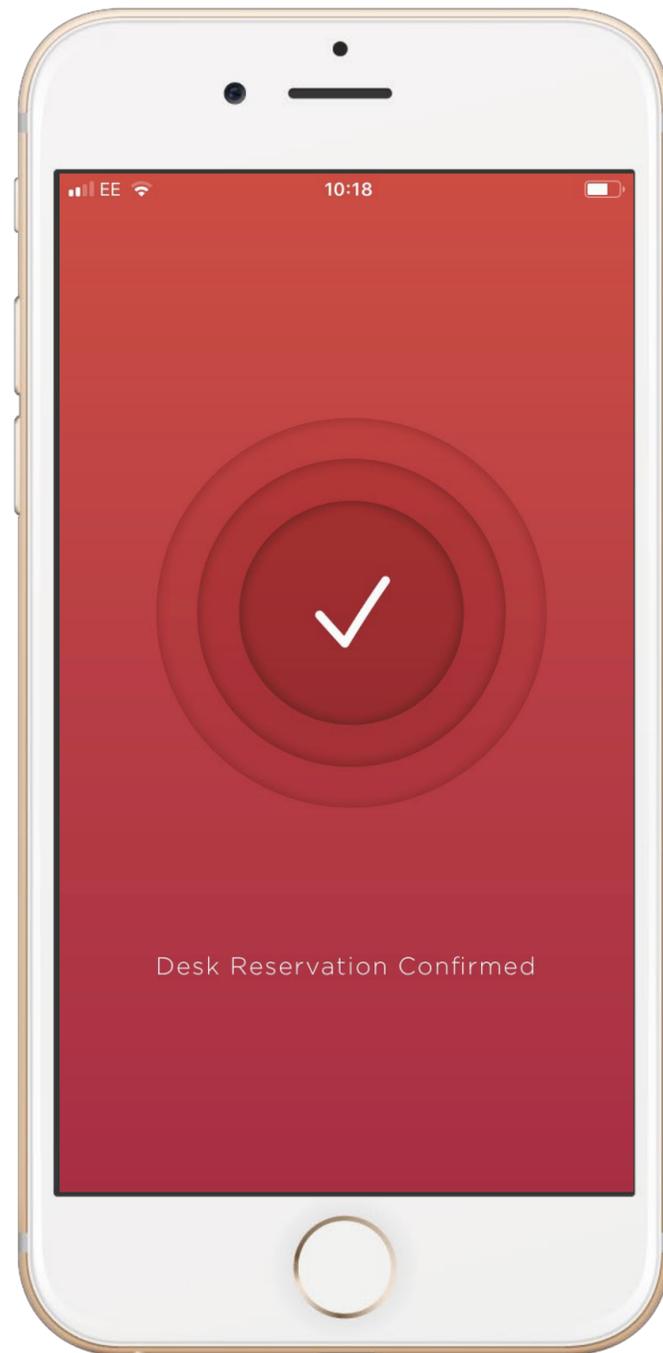
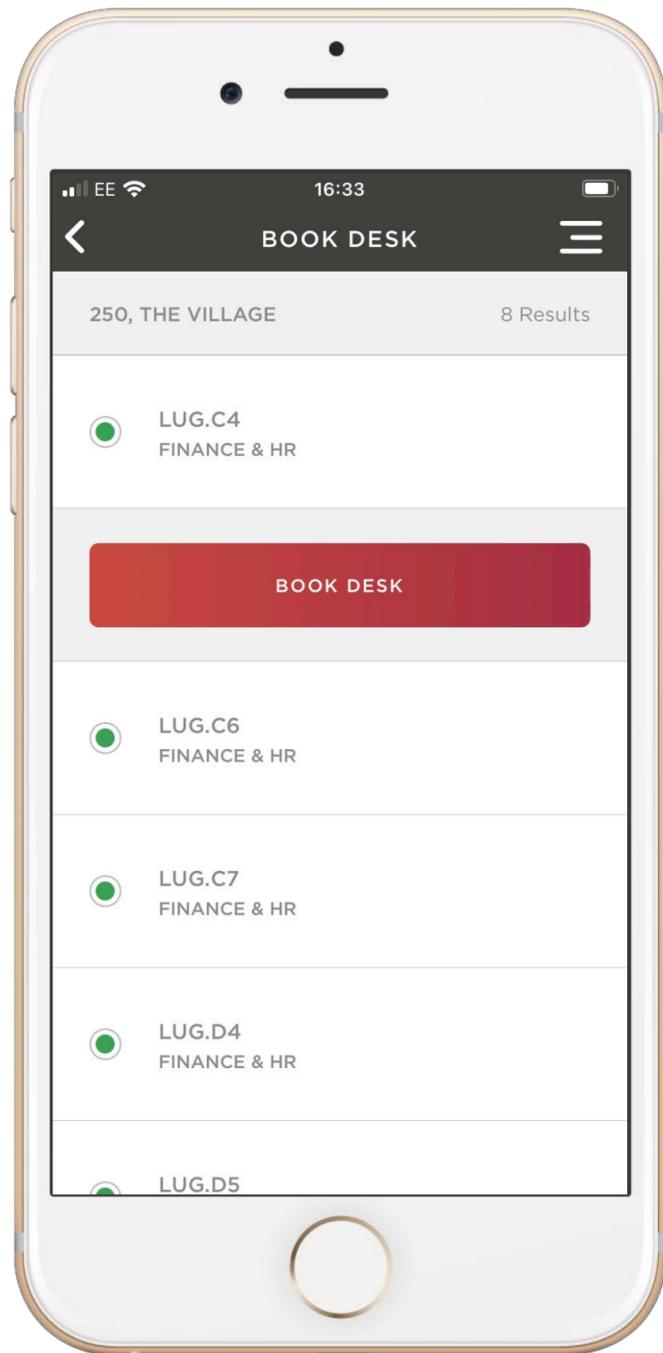
Select the specific options that you want to filter your search against. These options include:

- Location
- Neighbourhoods
- Date & Duration

You may be restricted to booking a certain number of days in advance. You may also be restricted to booking in certain neighbourhoods only.

Once selected, tap 'Search for a Desk'.

The system will return a list of results.



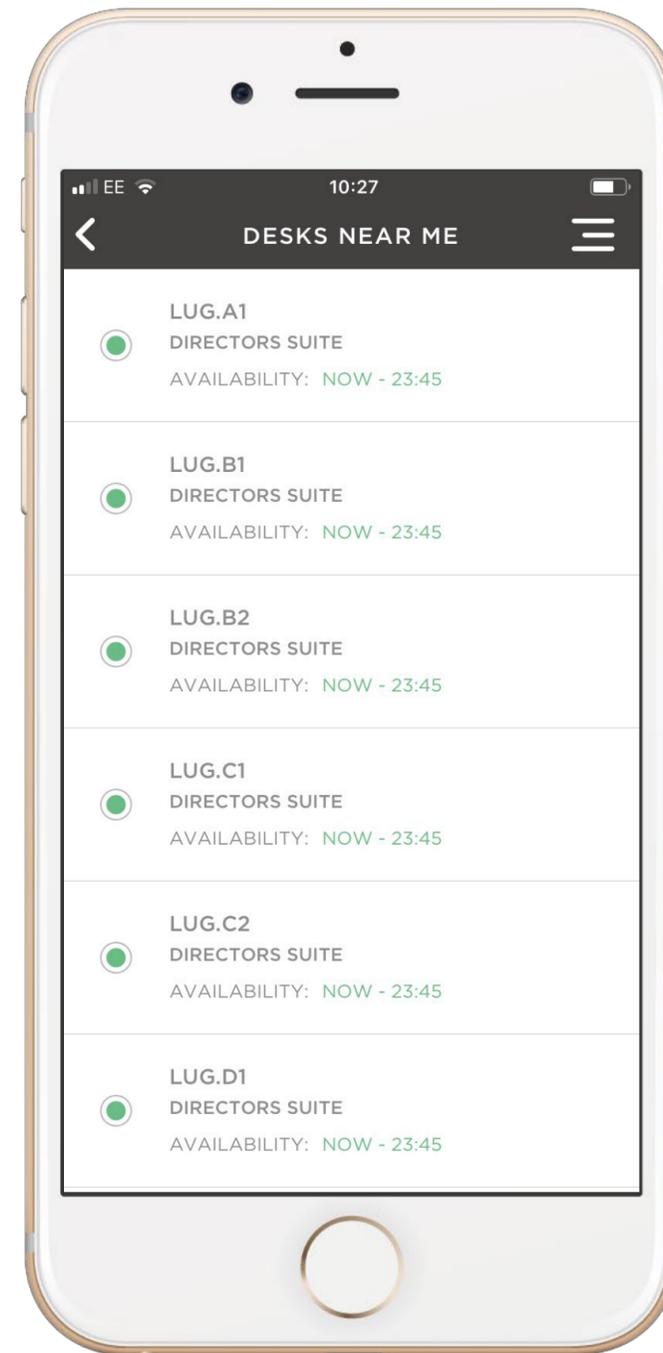
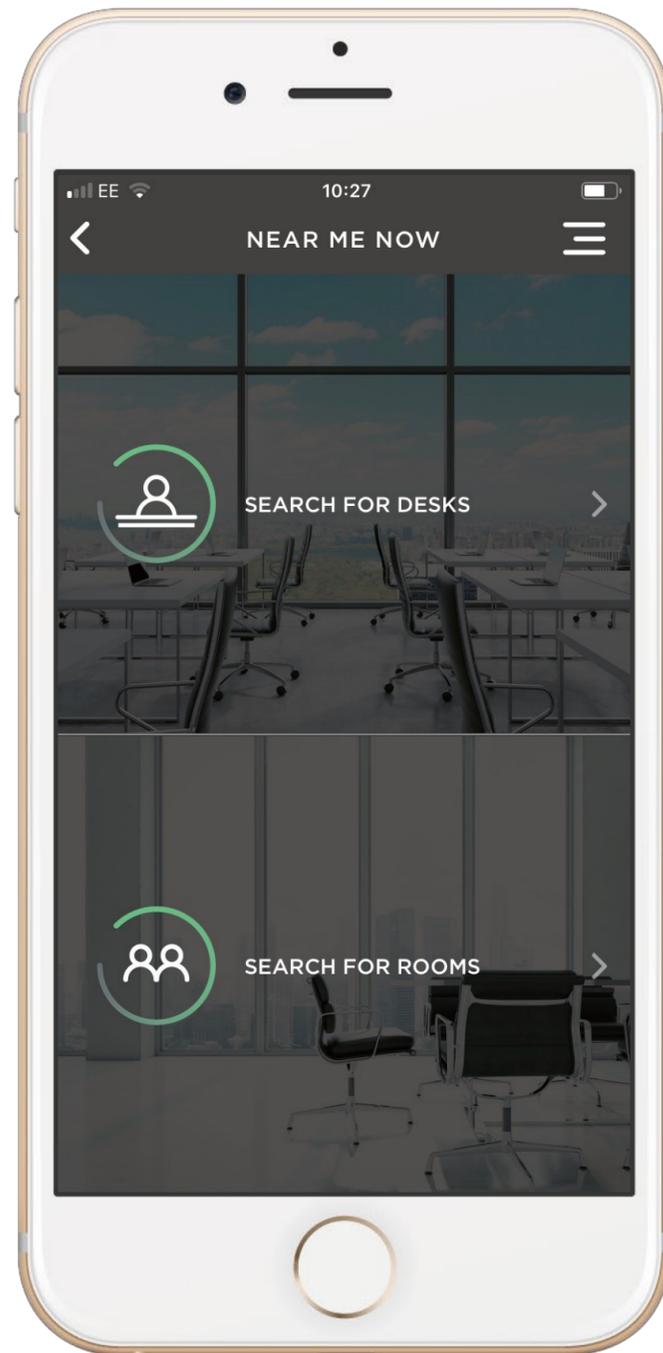
Book Desk

Tap on 'Book Desk' to reserve the desk.

Once you have booked the desk, you will be able to review a confirmation message.

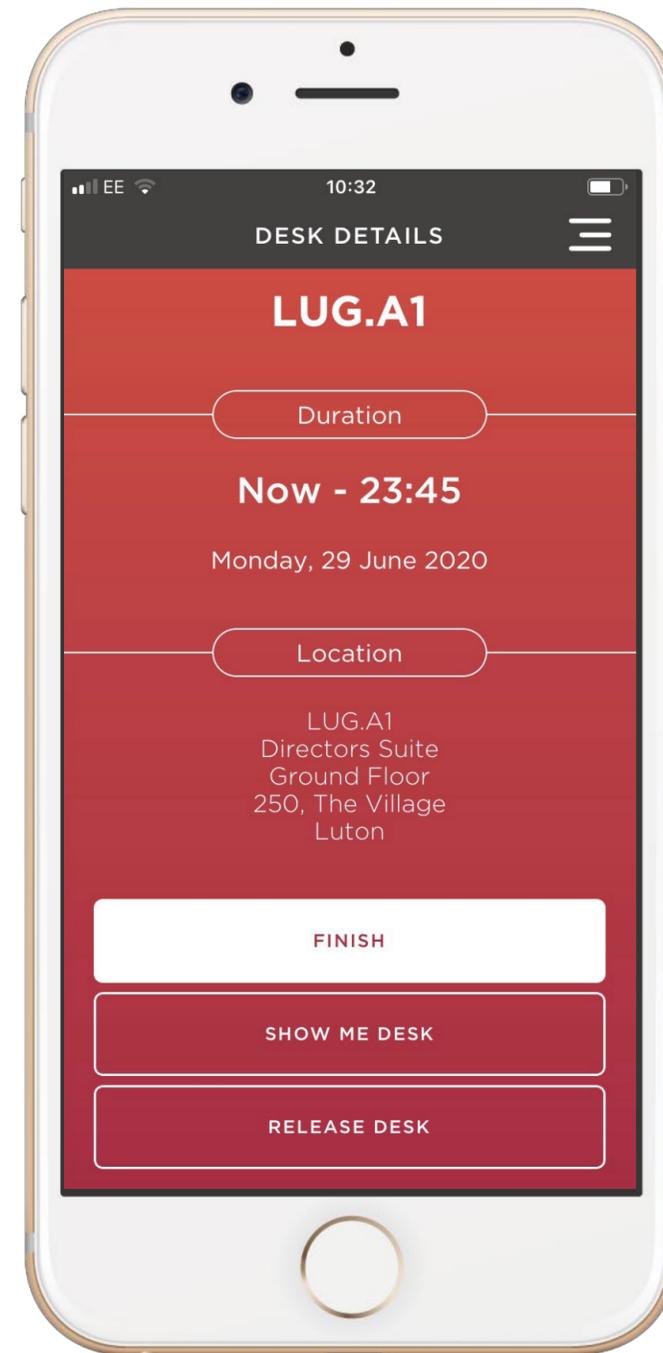
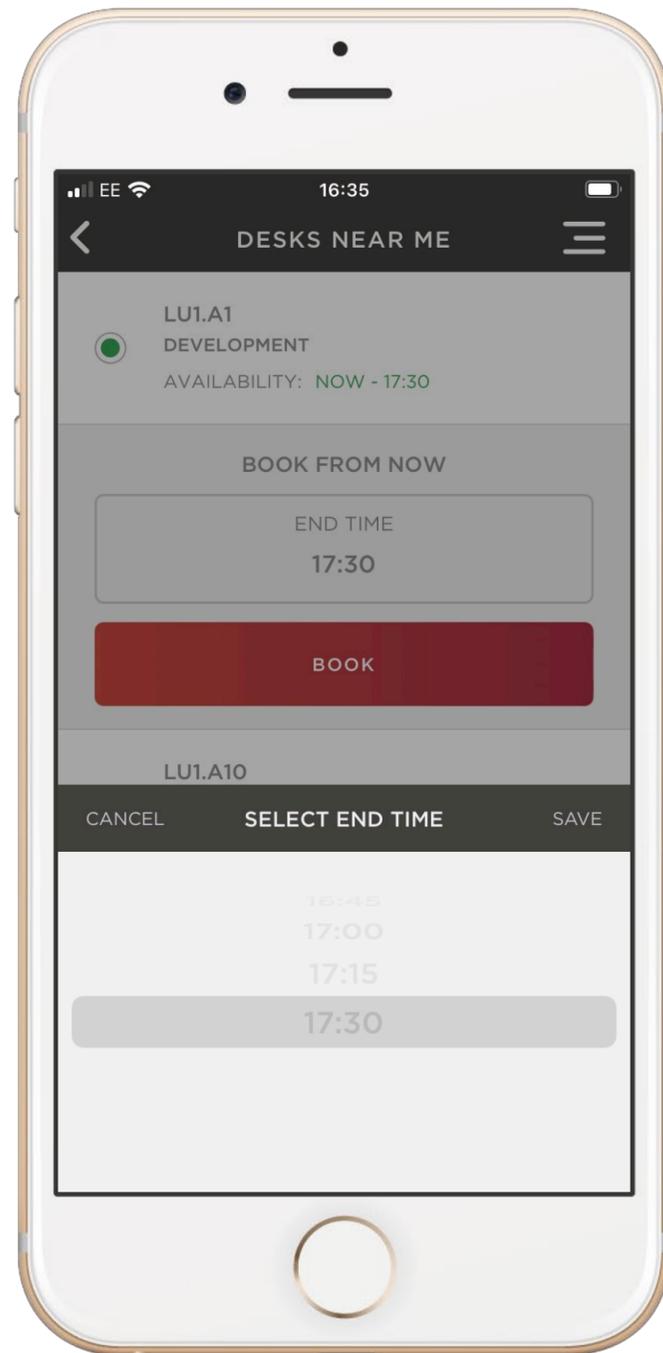
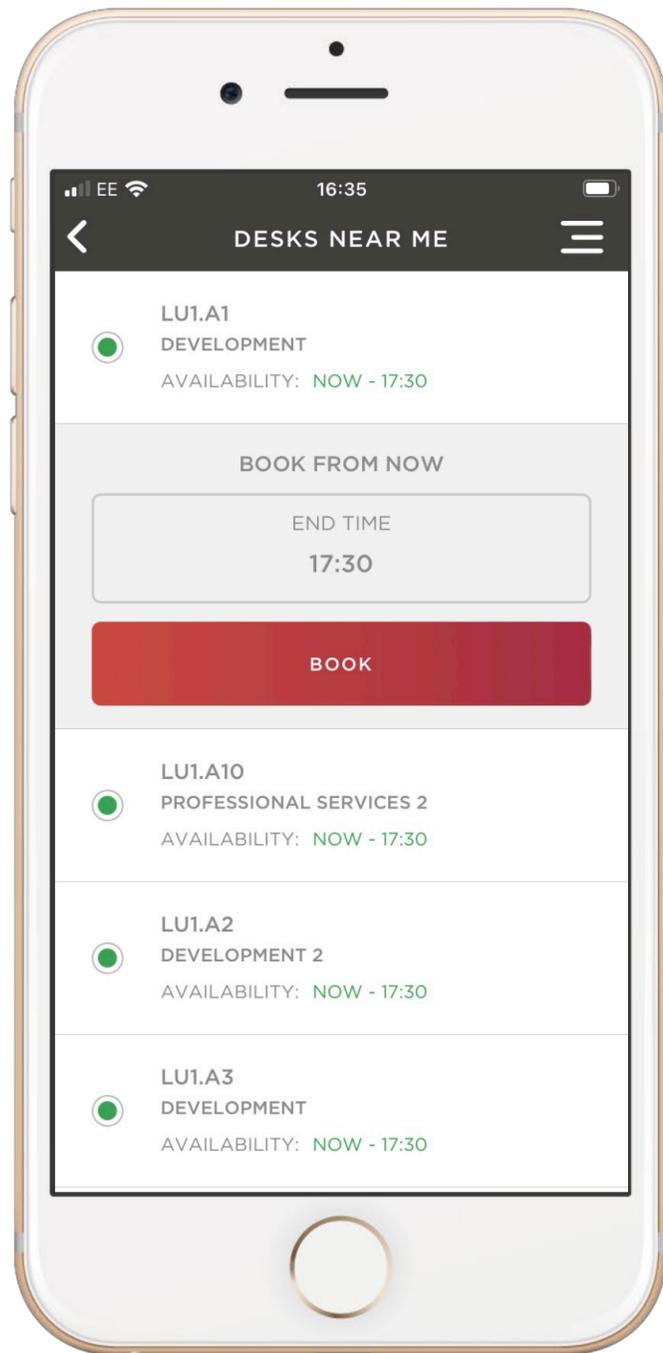
Tap on 'Finish' to confirm your booking.

You can also tap 'Show me Desk' to locate your desk or 'Release desk' to cancel your booking.



Desks Near Me

Tap 'Near Me Now' from the home screen to navigate to a list view of desks that are available now and in the immediate future.



Desks Near Me

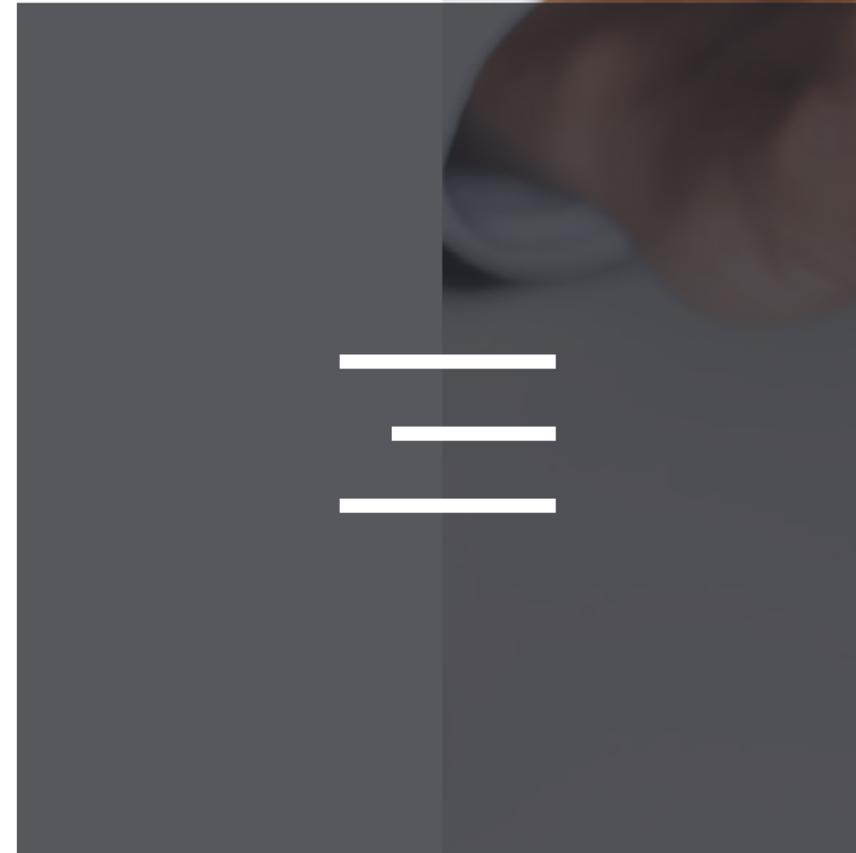
Tap on the desk you wish to book, then tap 'Book Desk' to reserve that desk.

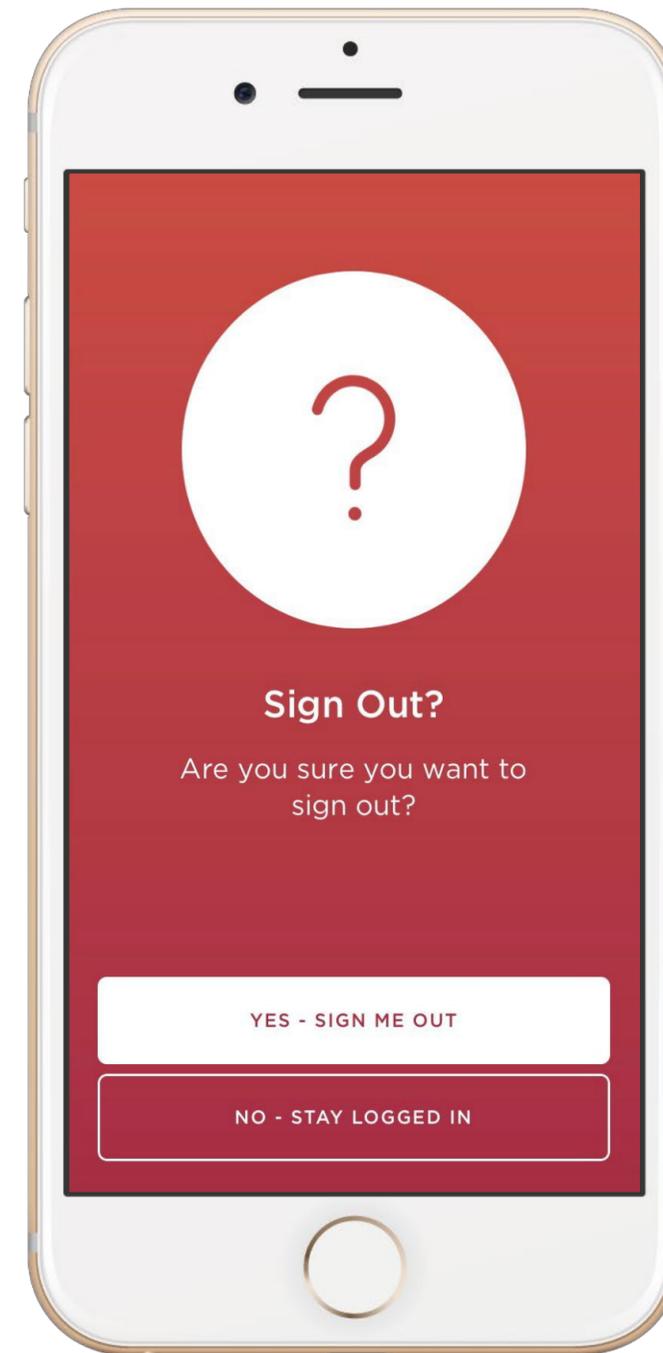
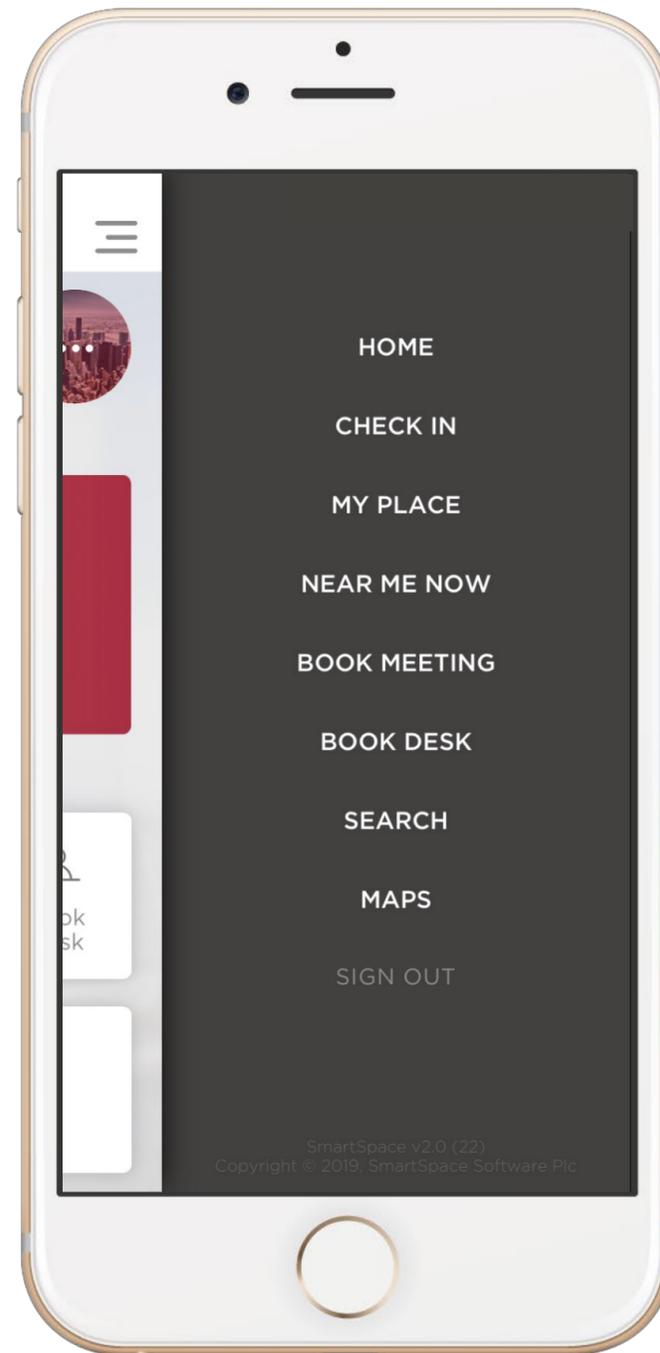
You will be prompted to select a start and end time.

Once you select 'Book' you will be able to review the booking details before tapping 'Finish' to confirm the booking.

Menu

Access key functionality through the menu.





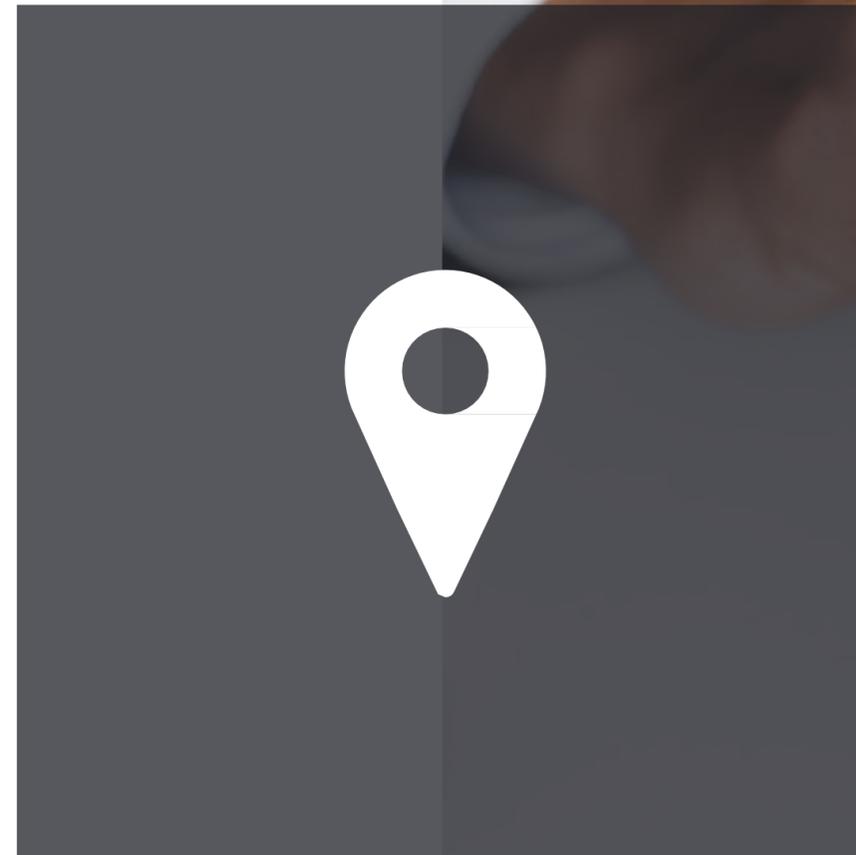
Menu Options

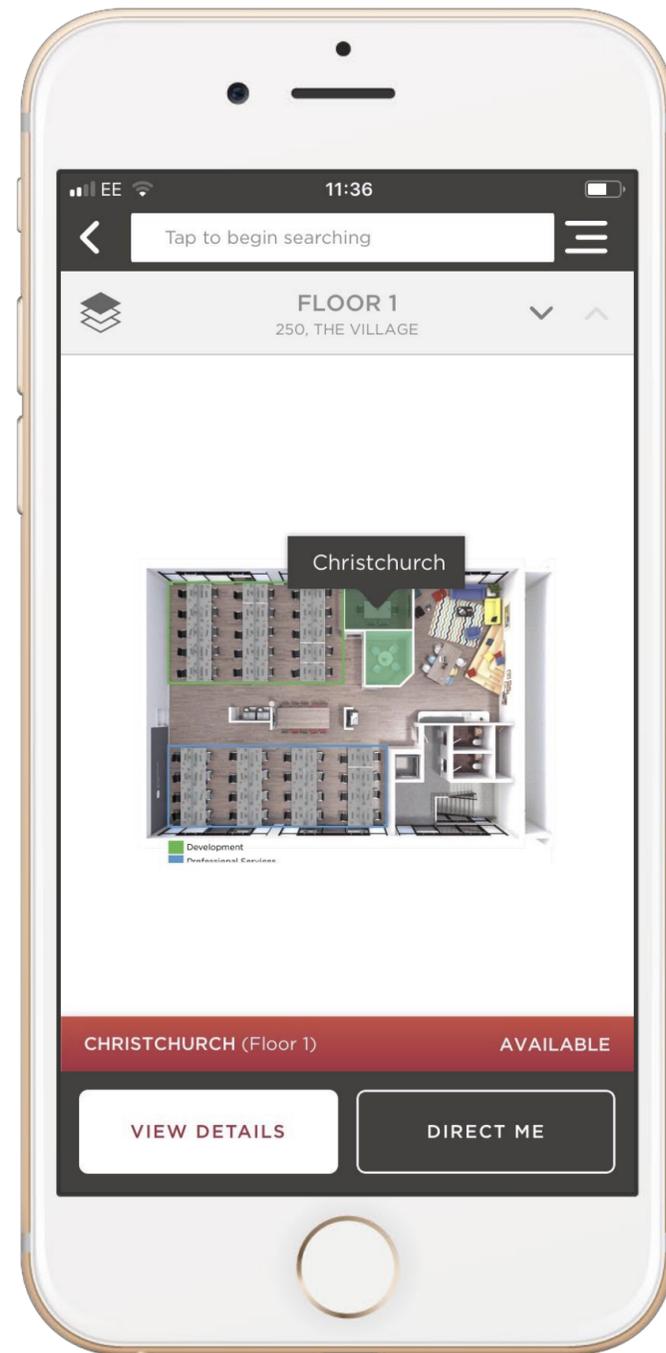
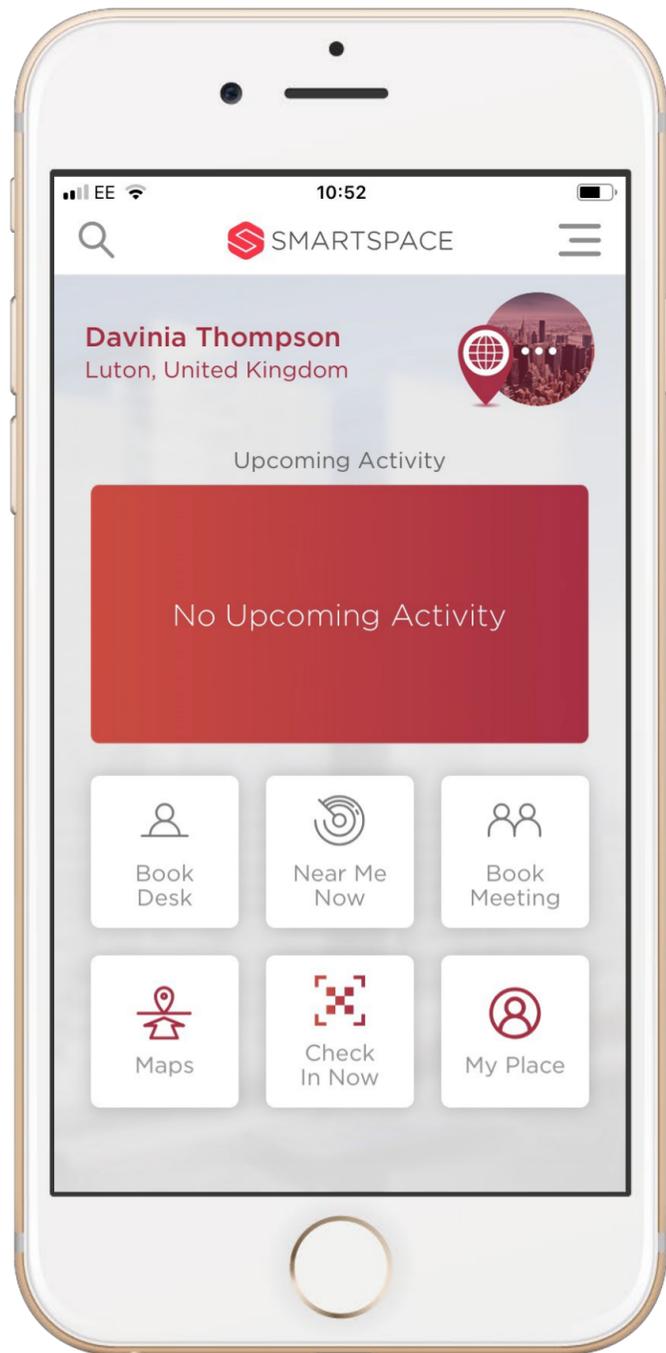
From the menu option on the home screen you can access several features. Your list will depend on the functionality enabled by your organisation:

- **Home** – return to home screen.
- **Check In** – to meeting rooms and desks.
- **My Place** – access your profile and bookings.
- **Near Me Now** – find rooms near you.
- **Book Meetings/Desks** – reserve for now or in the future.
- **Search** – search for rooms, desks, colleagues, facilities and services.
- **Maps** – floor plans and wayfinding.
- **Sign Out** – securely log out of the app.

Maps

Locating Meeting Rooms, Colleagues,
Desks and Facilities.





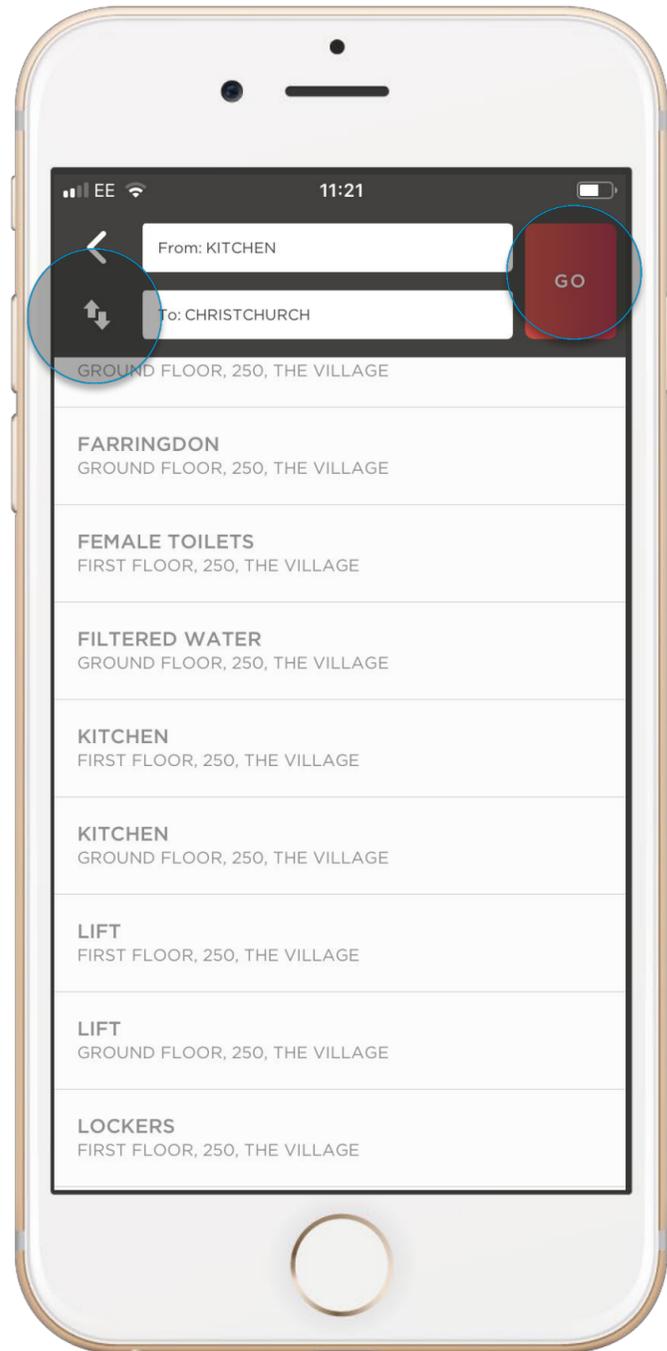
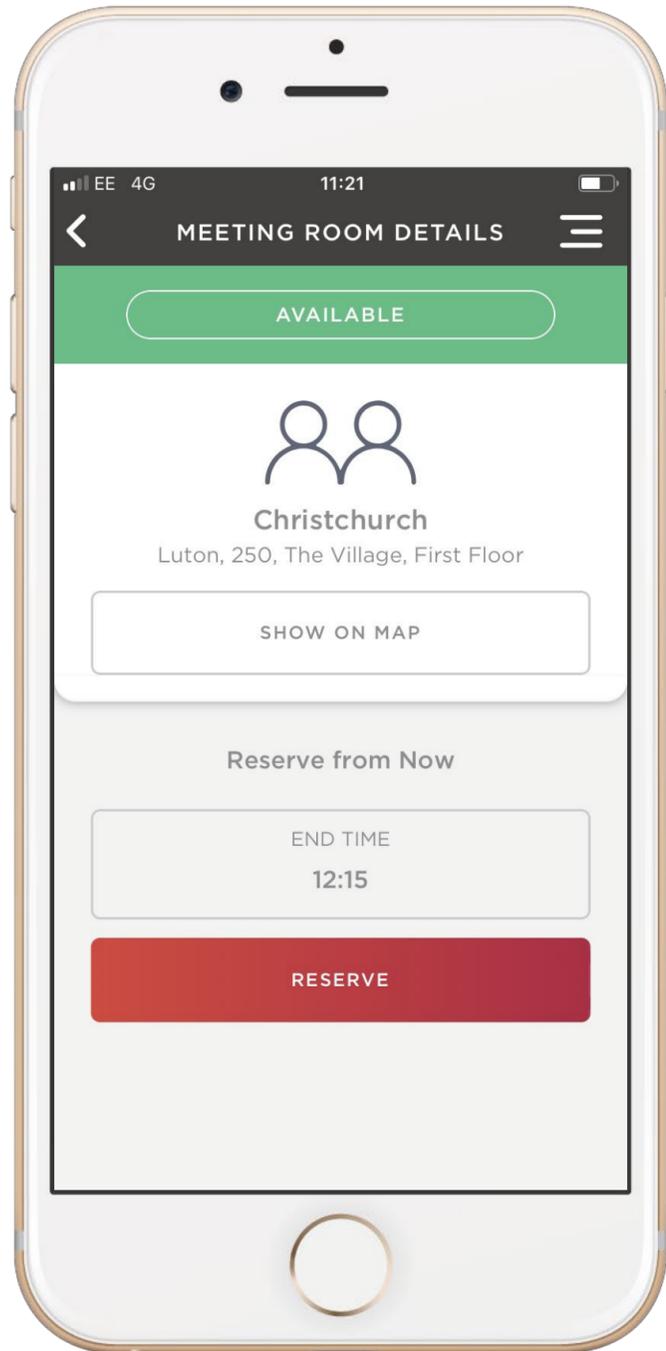
Maps

Maps allow you to locate facilities, such as meeting rooms, desks or lifts, on a floor plan.

It also provides point to point directions.

You can begin searching for a room by name or use the arrows to view different floors.

Tap on a room or desk for further options.



Wayfinding

View details will show you availability, the option to view on a map and to reserve.

Tapping 'Direct Me' will prompt you to select your start point and tap 'Go' to begin routing to the chosen resource.

A map will appear and a route will animate. Step by step directions are included above the map.

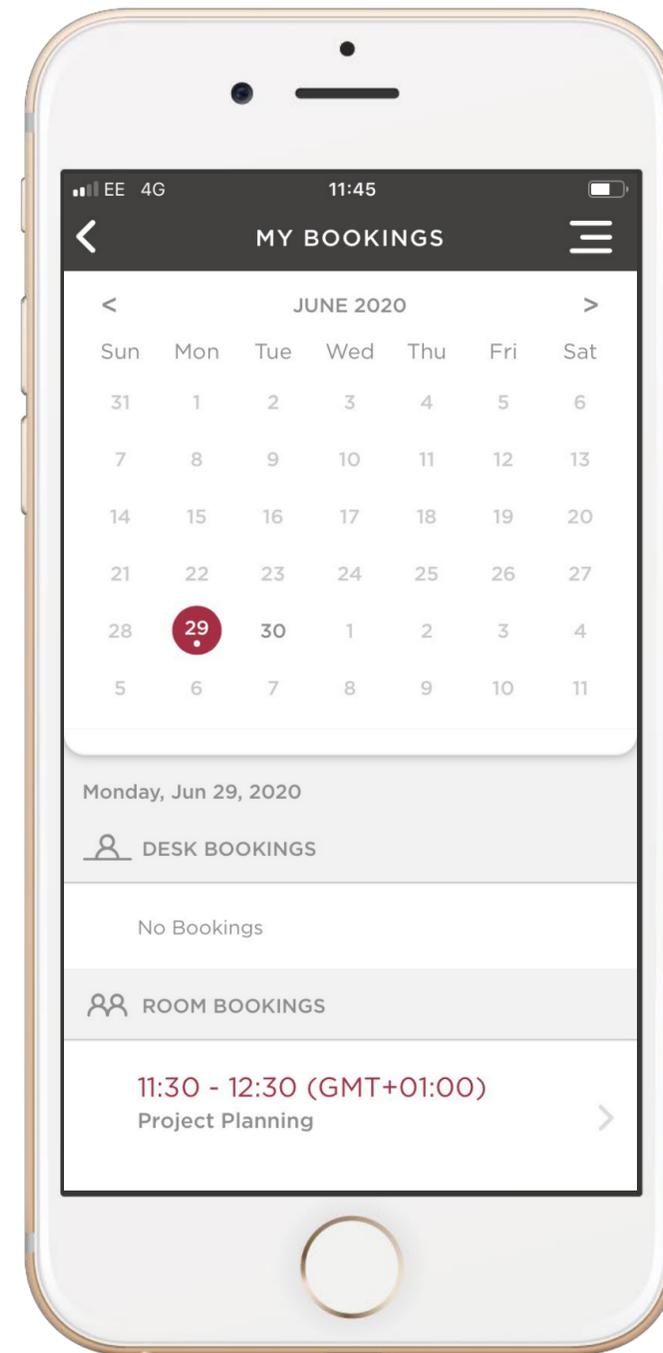
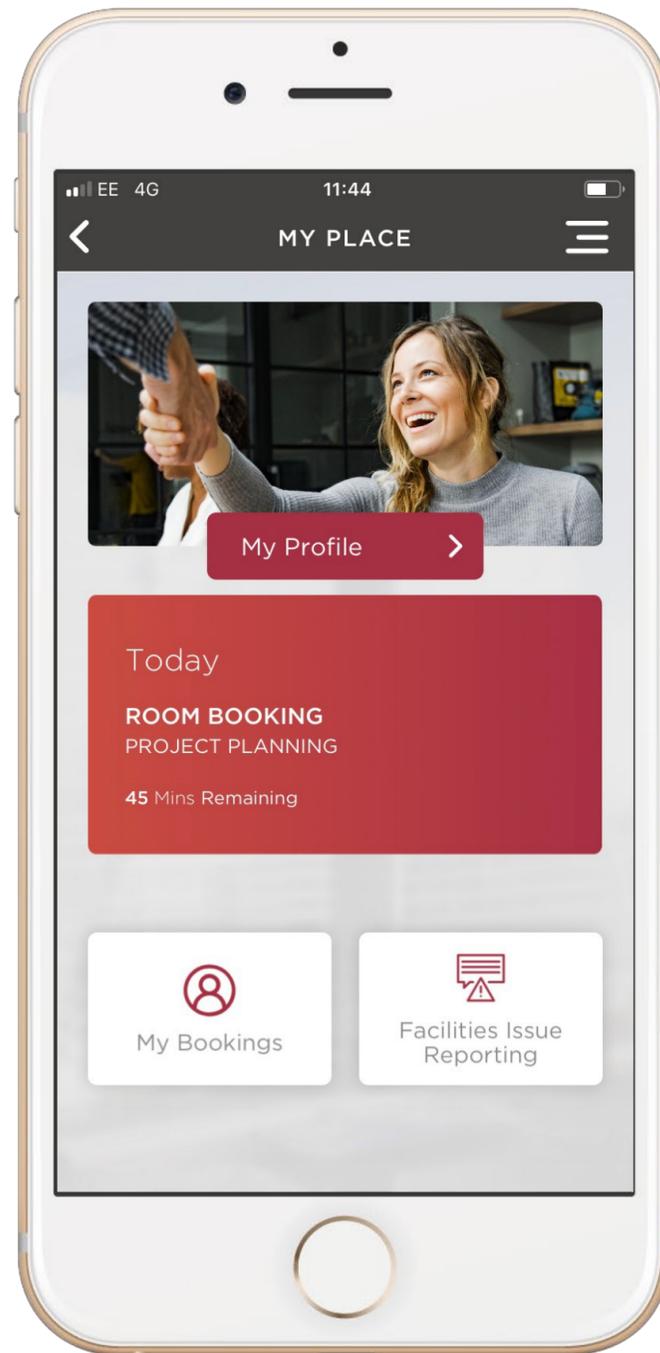
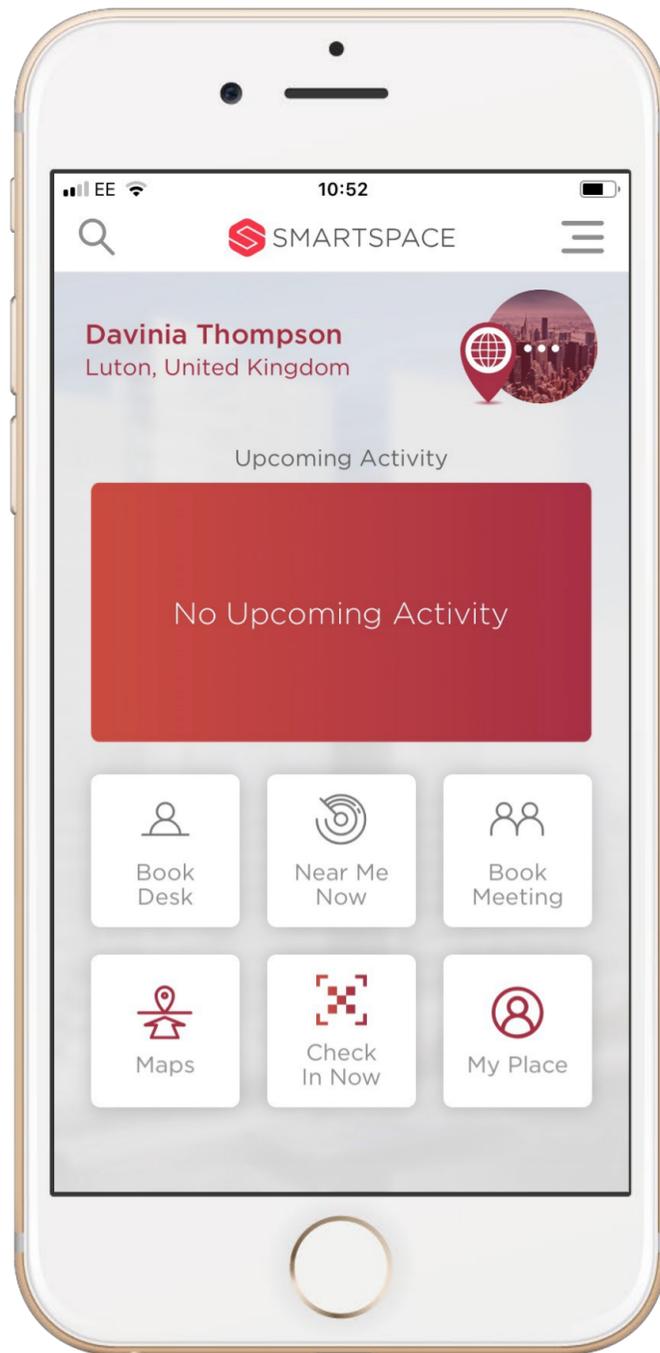
Use the arrows to move through the route and the replay icon to start the directions from the beginning.

Use the 'x' to close the route.

Manage Bookings

Manage resource bookings.





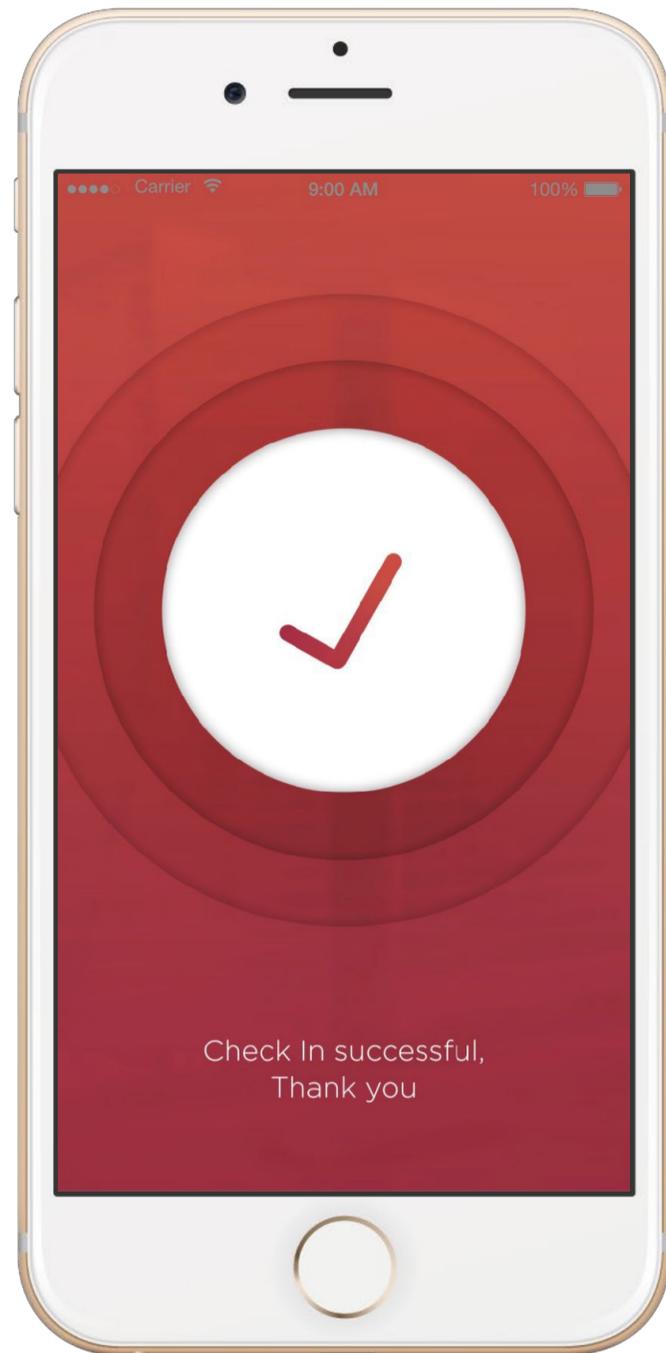
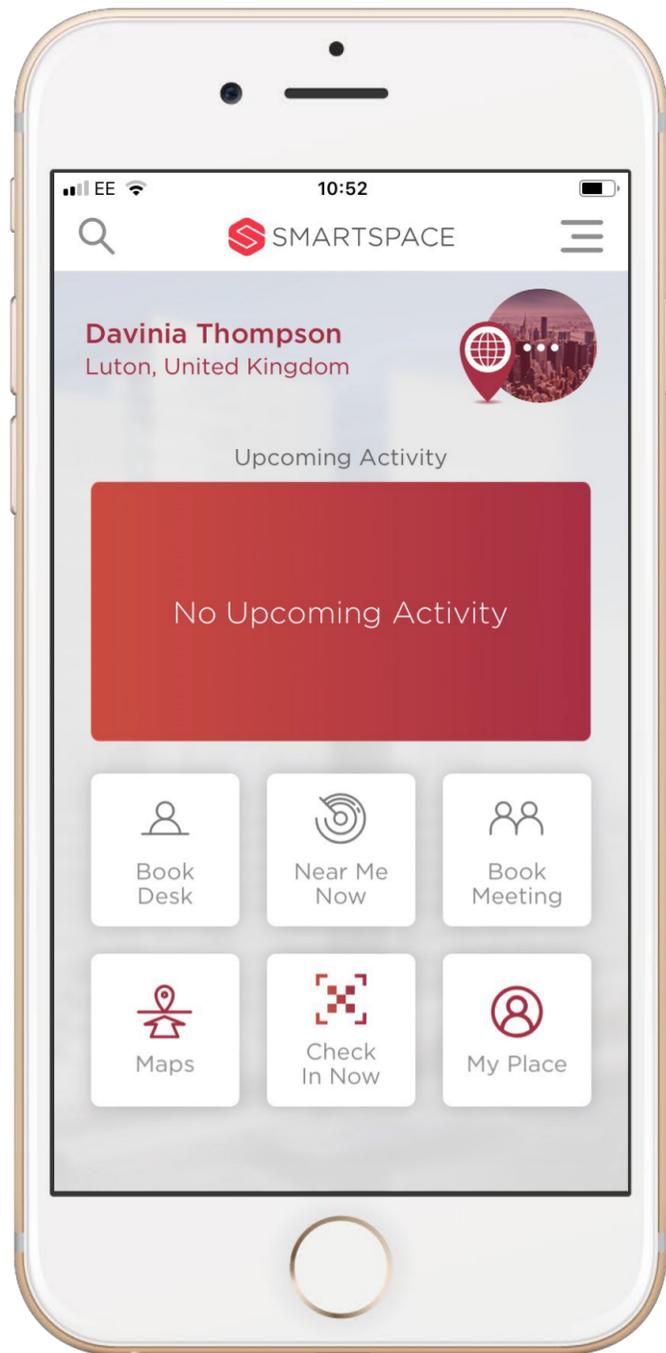
Manage Bookings

Tap 'My Place' to access 'My Bookings'.

My bookings displays a calendar and a list of your bookings for the date highlighted.

You can navigate through the calendar using the arrows and select any date to view the meetings booked against it.

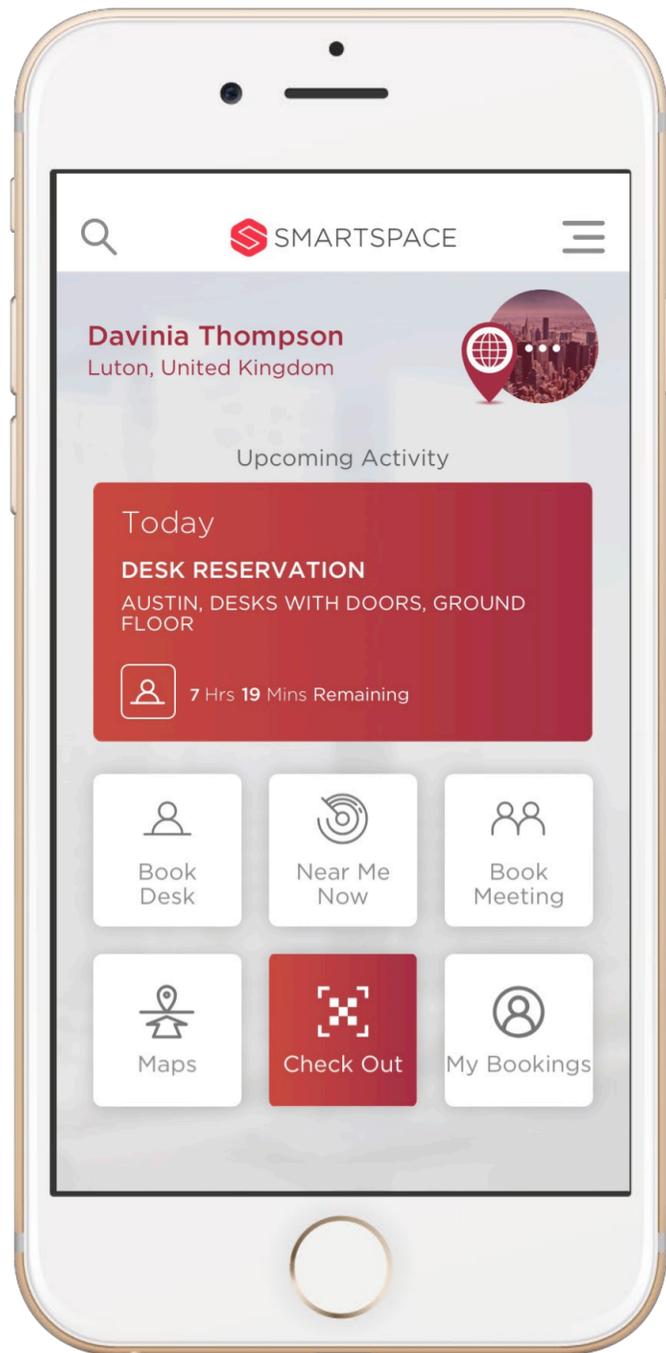
Tap the meeting or desk reservation to view its details.



Check In

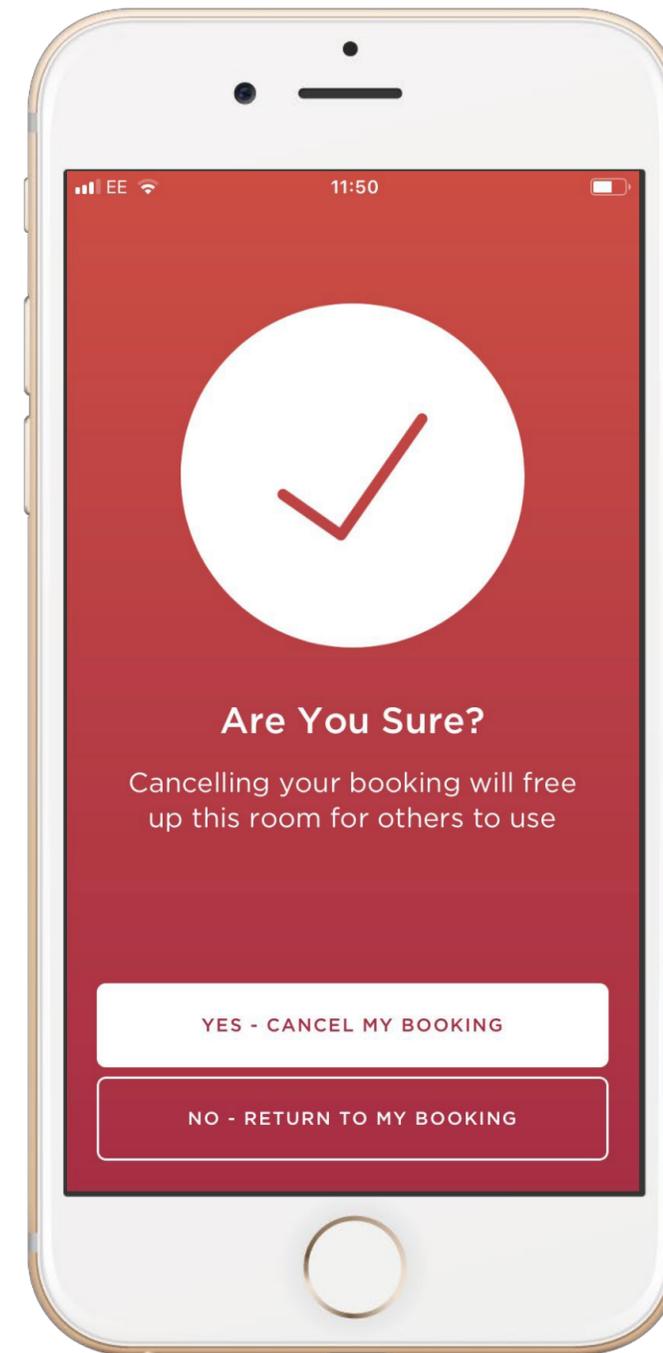
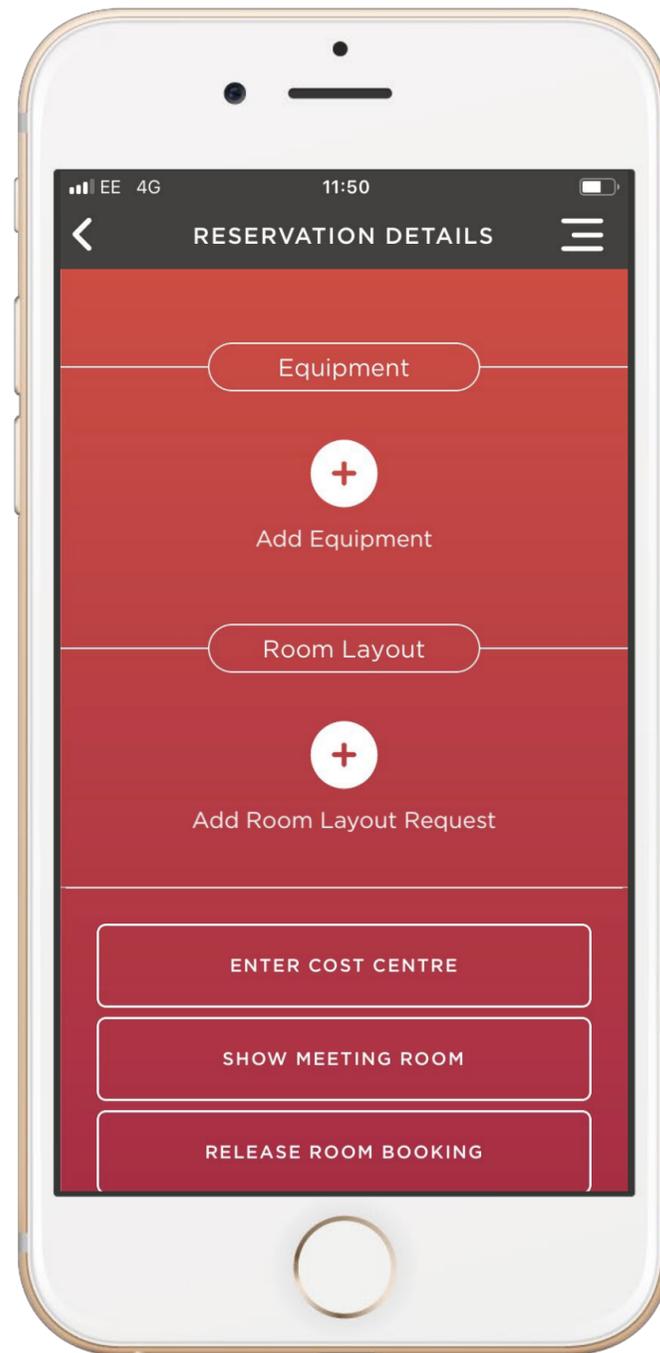
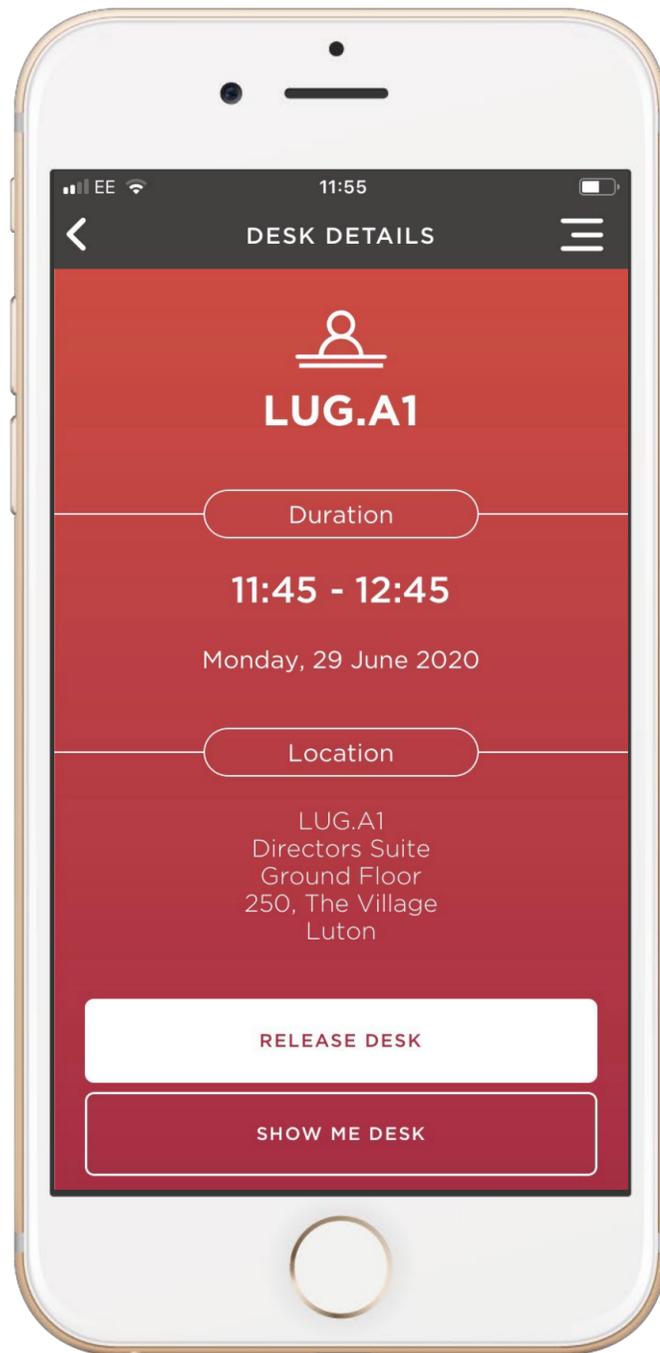
Use 'Check in Now' to check into your desk.

This will ensure that the desk status is reflected as occupied throughout the system.



Check Out

If you finish using the desk before the scheduled time, use 'Check Out' to release the desk.



Release Reservation

To cancel a booking tap 'Release Room Booking' or 'Release Desk'.

You will be asked to confirm your choice.

Tap 'Yes – Cancel My Booking' to confirm the cancellation.

