

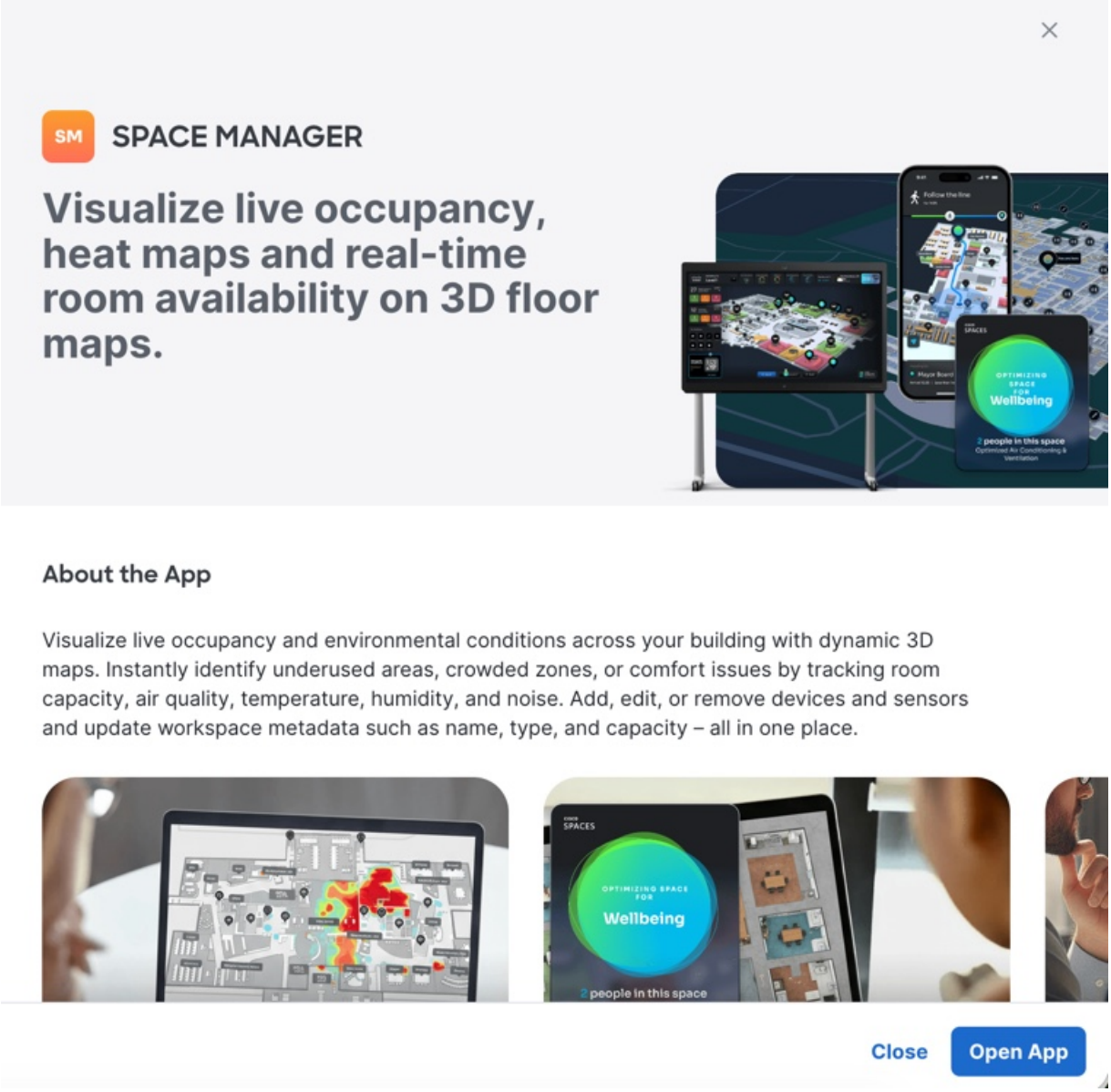
Space Manager

- Overview of Space Manager, on page 1
- Manage Devices, on page 3
- Manage Rooms, on page 4
- Manage Desks, on page 15
- Manage Users, on page 18

Overview of Space Manager

The **Space Manager** app enables facility managers to configure integrated devices such as Cisco Catalyst, Cisco Meraki, Cisco Webex, 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



This app also displays environment and occupancy-related telemetry, including ambient temperature, humidity, CO2 levels, air quality, noise, people count, and presence status 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

  Devices are displayed on the map when they have rich-map placement or valid coordinate/geolocation data available for the selected location.

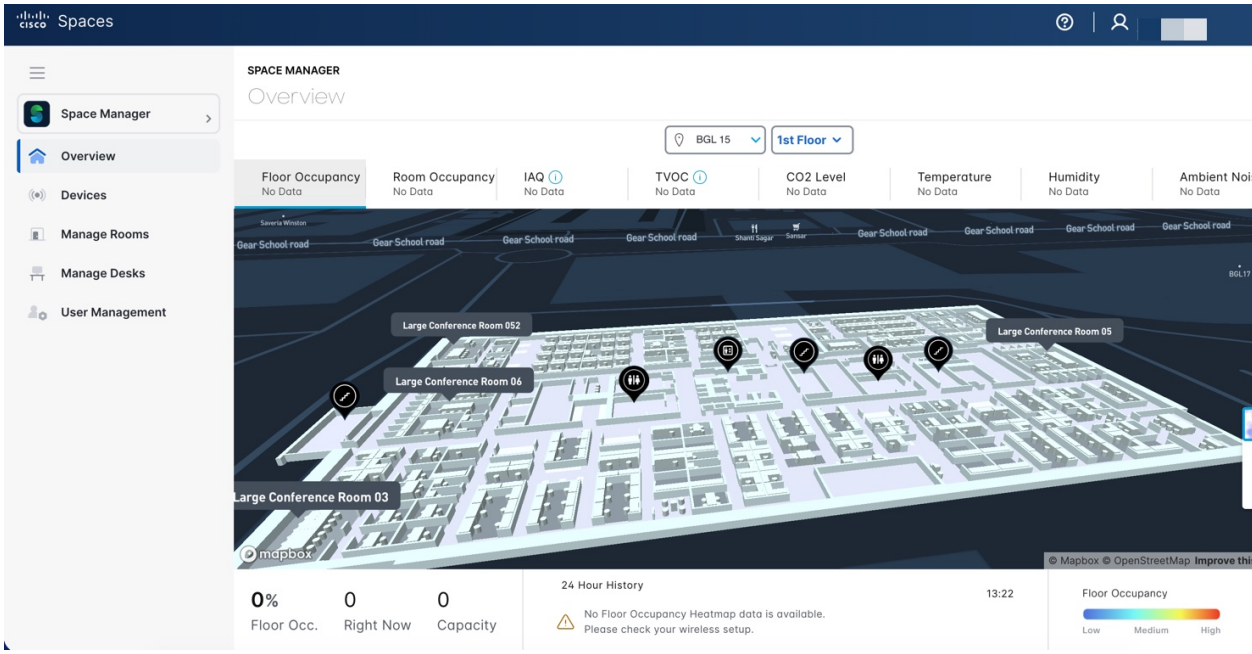
- In the **Manage Rooms** section, you can view the count of configured meeting rooms and their details such as number of associated devices. You can also add or remove devices from the selected meeting rooms.

- In the **Manage Desks** section, you can select workstations to add bookable hot desks to your Cisco Spaces employee experience applications and optionally assign IoT or Collaboration Devices to show live occupancy status. The **Manage Desks** option is displayed only for locations or accounts where desk support is enabled. If desk support is not enabled, the app redirects to the **Overview** page.
- 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**.

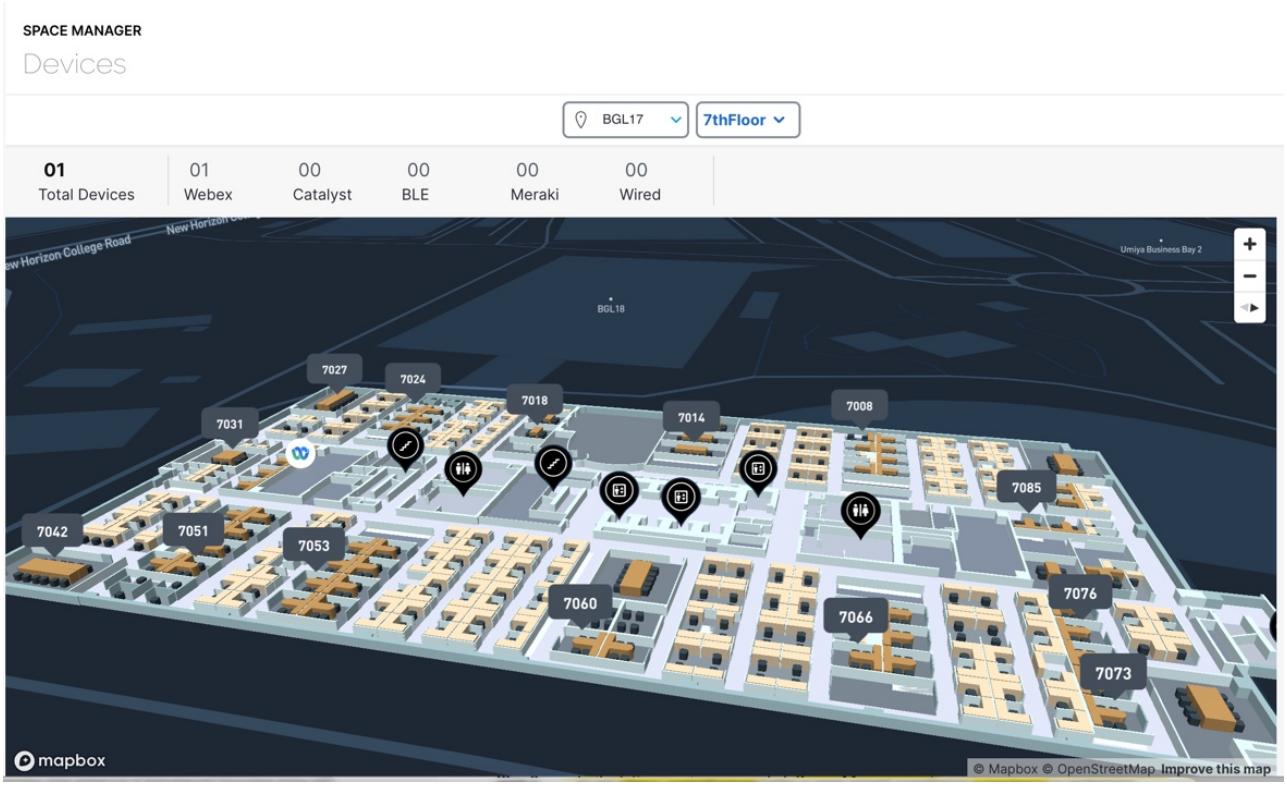
Step 3 From the filter options drop-down list, choose the building and floor.

Step 4 View these device details:

- Total Devices
- Webex
- Catalyst
- BLE
- Meraki
- Wired

Note
Devices that do not have rich-map placement or usable coordinates may not appear in the Devices map or normalized device list.

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.

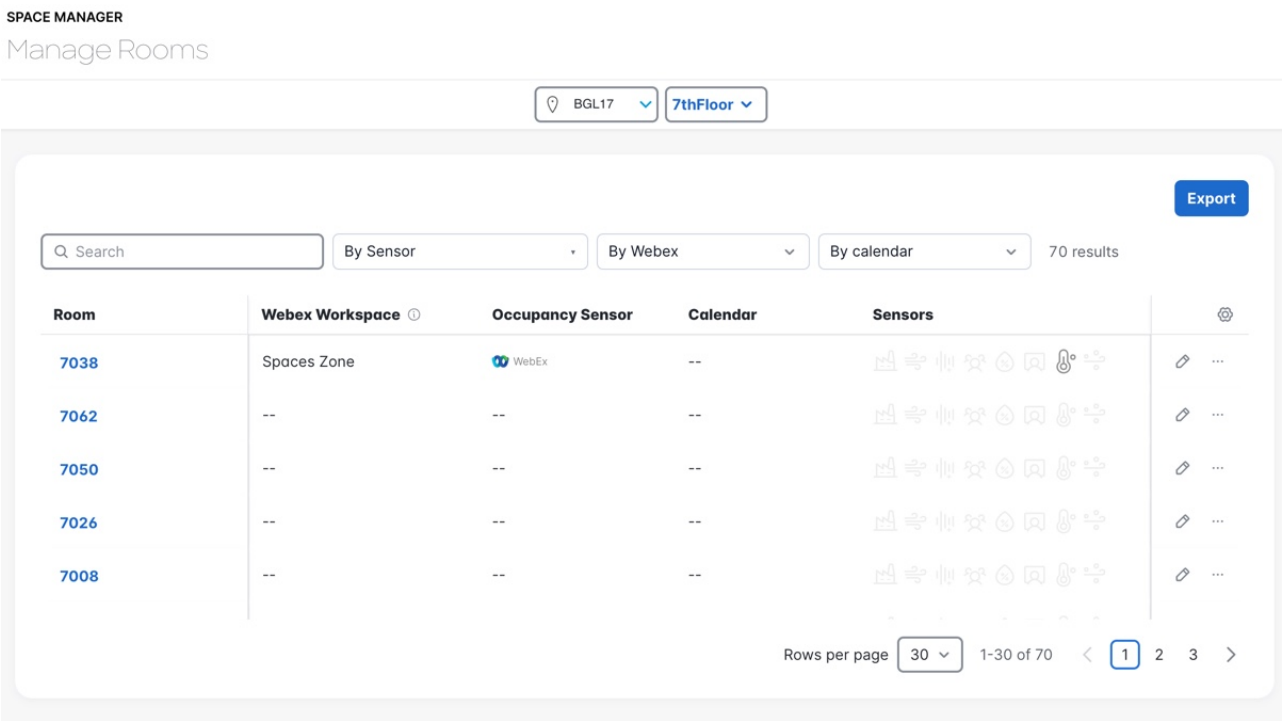
If you select a room, you can add **Capacity** and **Tags** metadata to the room details to provide additional information. These changes are intended to help you manage rooms more efficiently

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



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**, **Connect Webex Workspace**, 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 **Connect Webex Workspace** to connect Webex workspaces. Only Webex devices that are compatible with Cisco Spaces are mapped to this space from Webex workspaces. You can add or remove Webex devices from the Webex Control Hub.
  - Click **Disconnect Webex Workspace** to disconnect Webex workspaces.
- Click the **Settings** icon to reset or filter the display options. For more information, refer to Table Settings, on page 13.

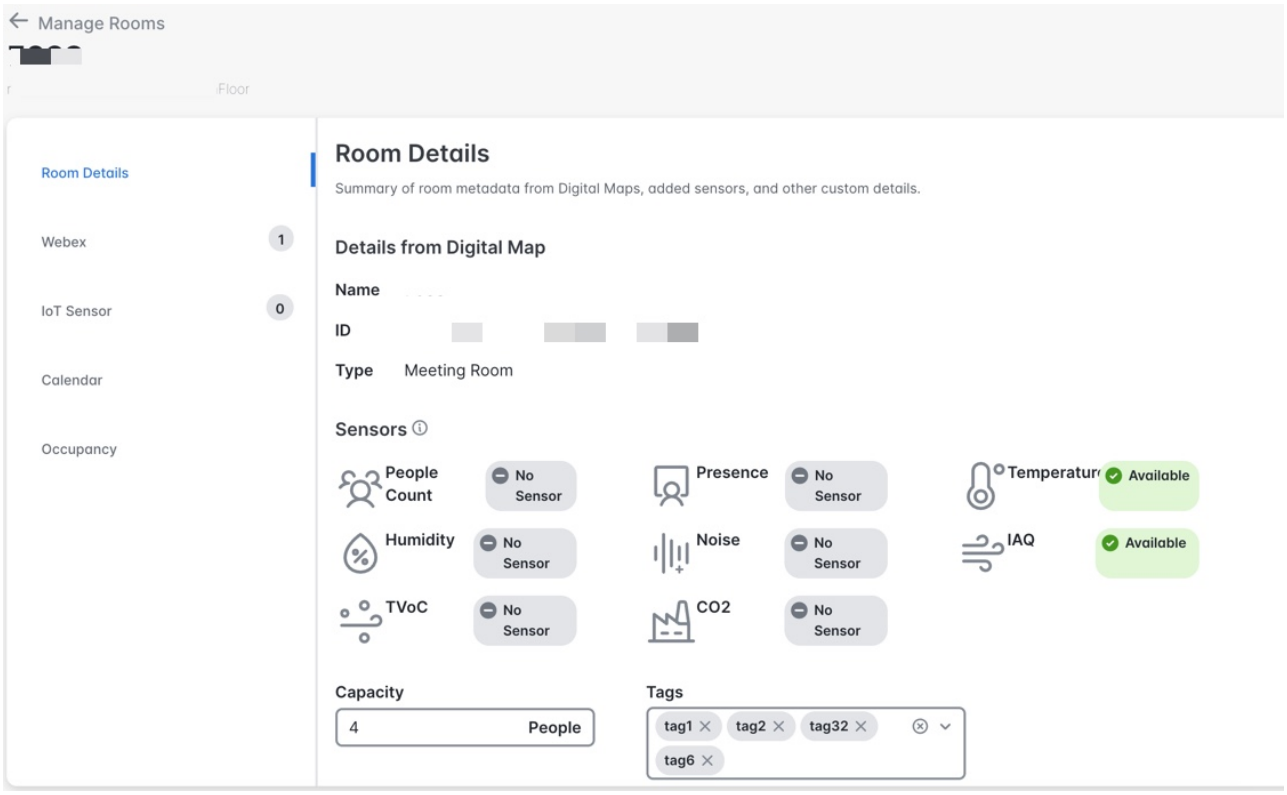
Step 8 Click the room to view the summary of the room metadata from digital maps, added sensors and other relavant information.

The left pane displays these options:

- Room Details
- Webex
- IoT Sensor
- Calendar
- Occupancy

Note
If you make changes in a room details section and navigate away without saving, the app prompts you before discarding the changes.

Figure 5: Room details

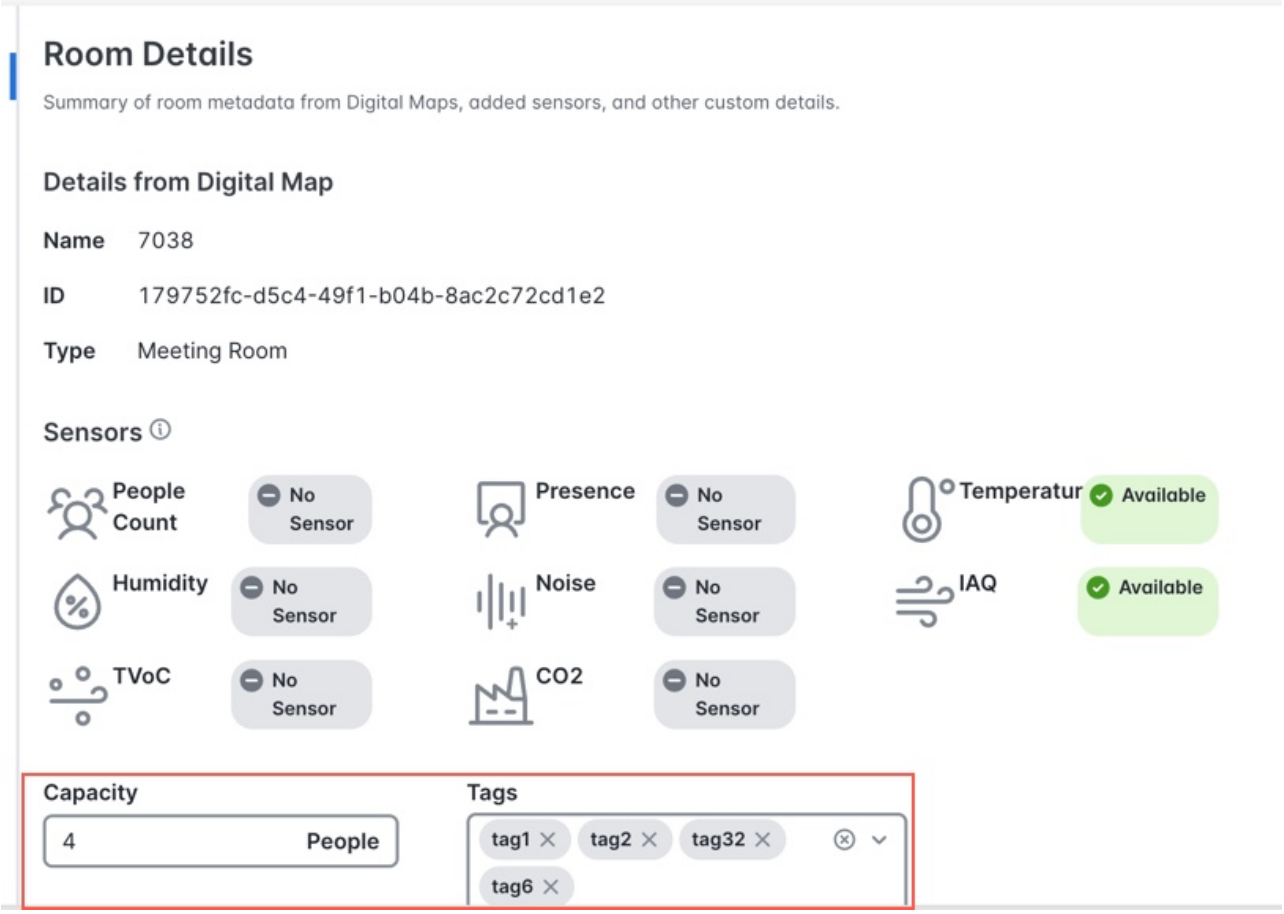


Step 9 In the **Room Details** section, for the room you select, you can:

a) In the **Capacity** field, enter the people capacity. The **Capacity** field supports values from 0 through 99999.
b) Click **Tags** field to view the list of available tags.
c) Check the required tag check box.
d) Click **Save**.

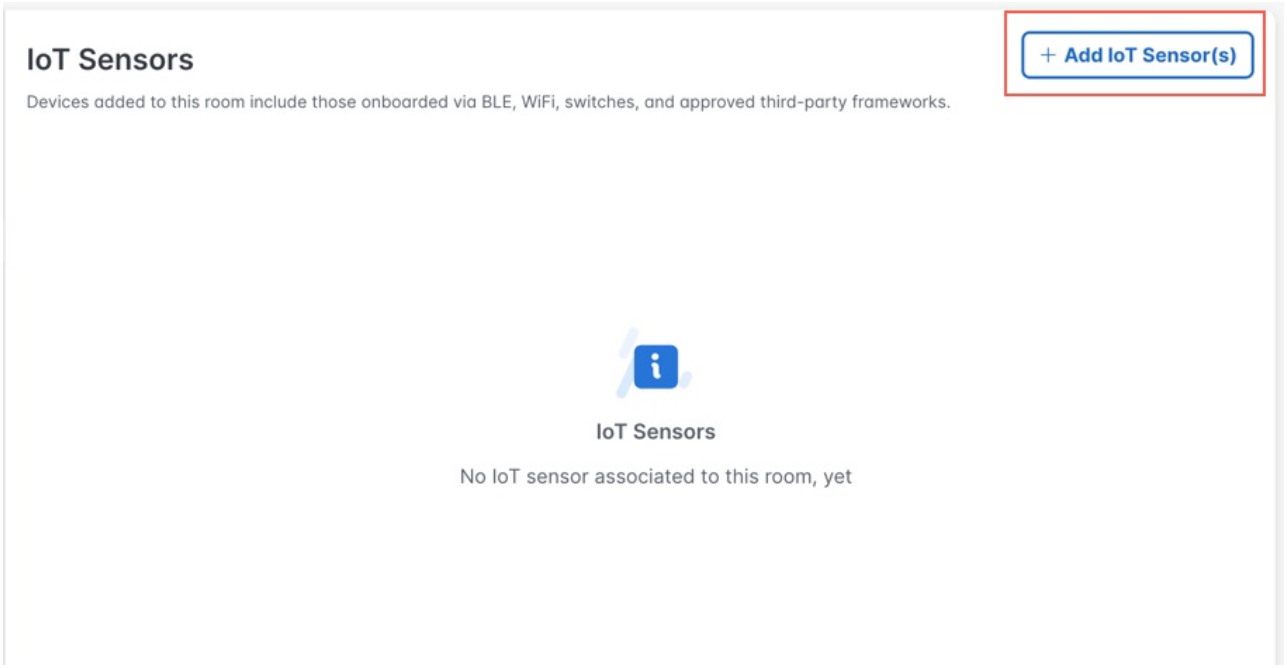
Note
Users with write permission can add, change, or clear tags.

Figure 6: Room details



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

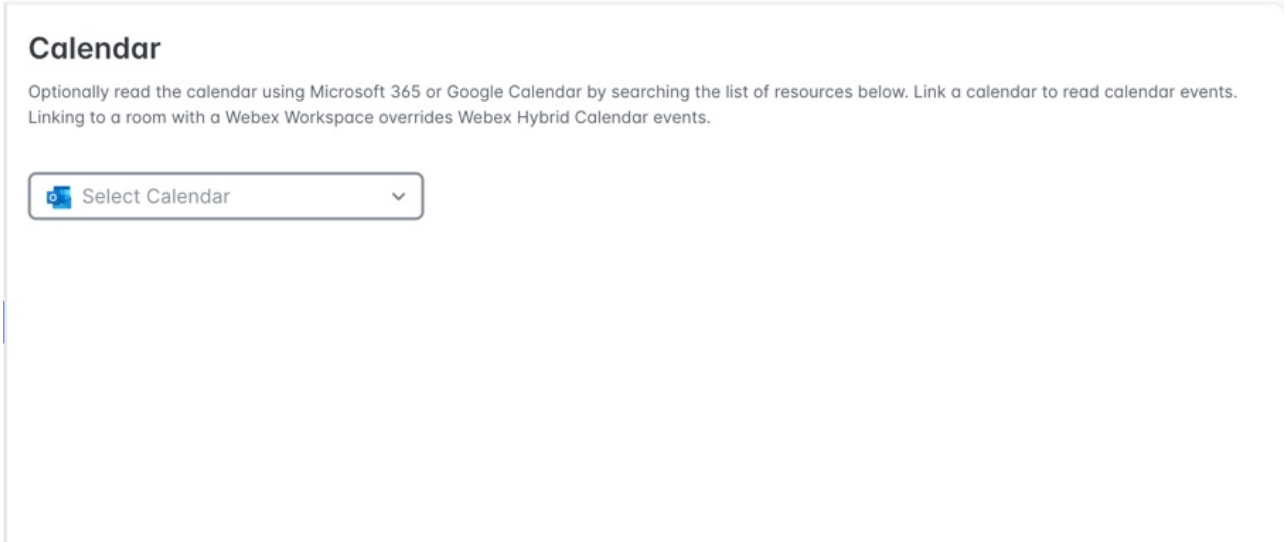


Step 11 In the **Calendar** section, from the **Select Calendar** drop-down list, select and link a calendar to read calendar events.

Search the list of resources to read the calendar using Microsoft 365 or Google Calendar. When you link to a room with a Webex Workspace, Webex Hybrid Calendar events are overridden.

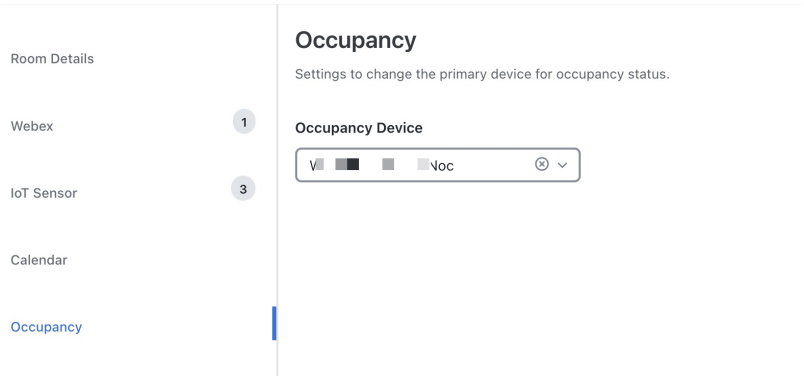
The room list can display calendar provider values for Google, Webex, Outlook, and Microsoft. In the **Calendar** detail section, you can search and link Google or Microsoft calendar resources.

Figure 8: Calendar



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

Figure 9: Occupancy Device

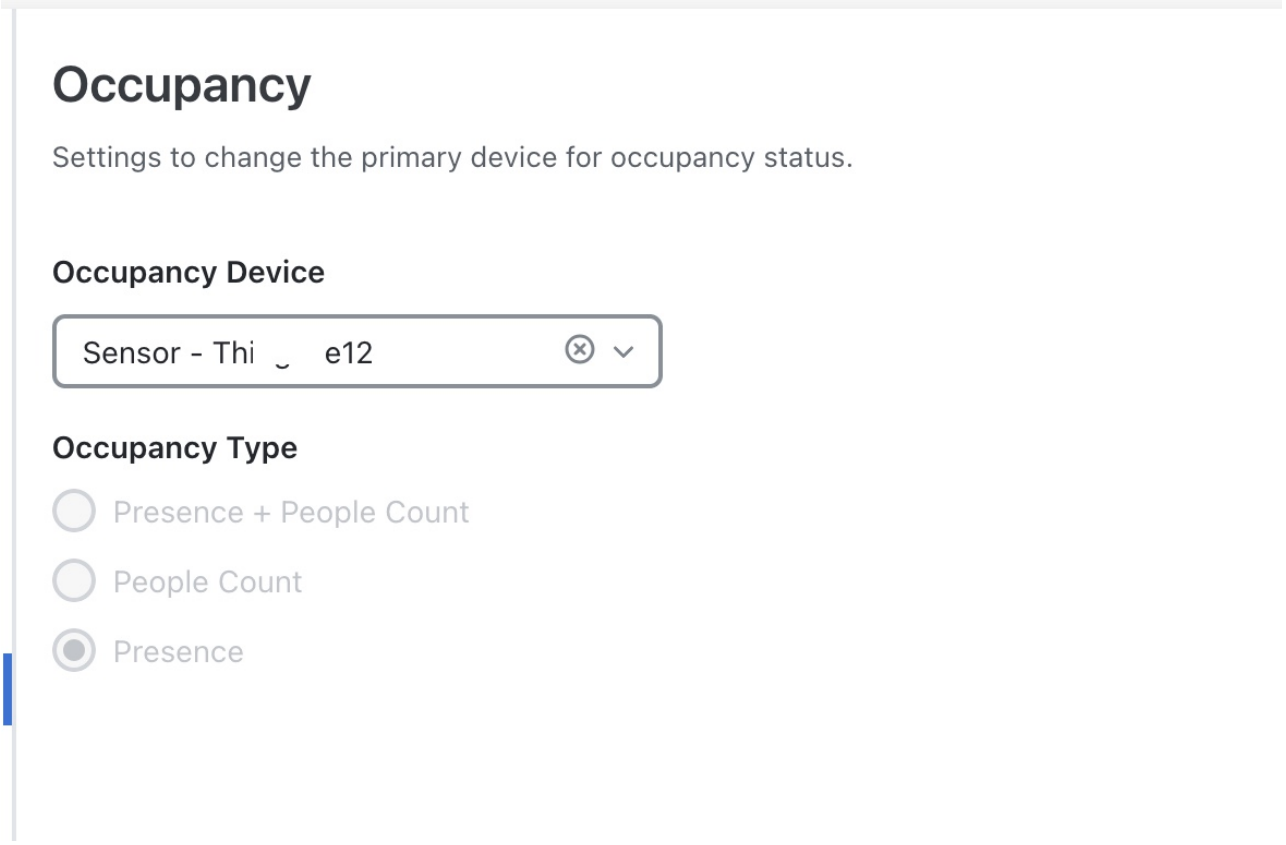


a) From the **Occupancy Device** drop-down list, select the device.
b) Choose the **Occupancy Type**. The options are:

- Presence + People Count
- People Count
- Presence

Note
The available **Occupancy Type** options depend on the selected device. Webex devices can support Presence + People Count, People Count, and Presence. Portal Beam devices support People Count. Presence-capable sensor families support Presence. Unsupported device families, such as Meraki sensors and Cisco Room Navigator Webex devices, are not shown as occupancy-device options.

Figure 10: Occupancy Device with Occupancy Type



a) Click **Save**.

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

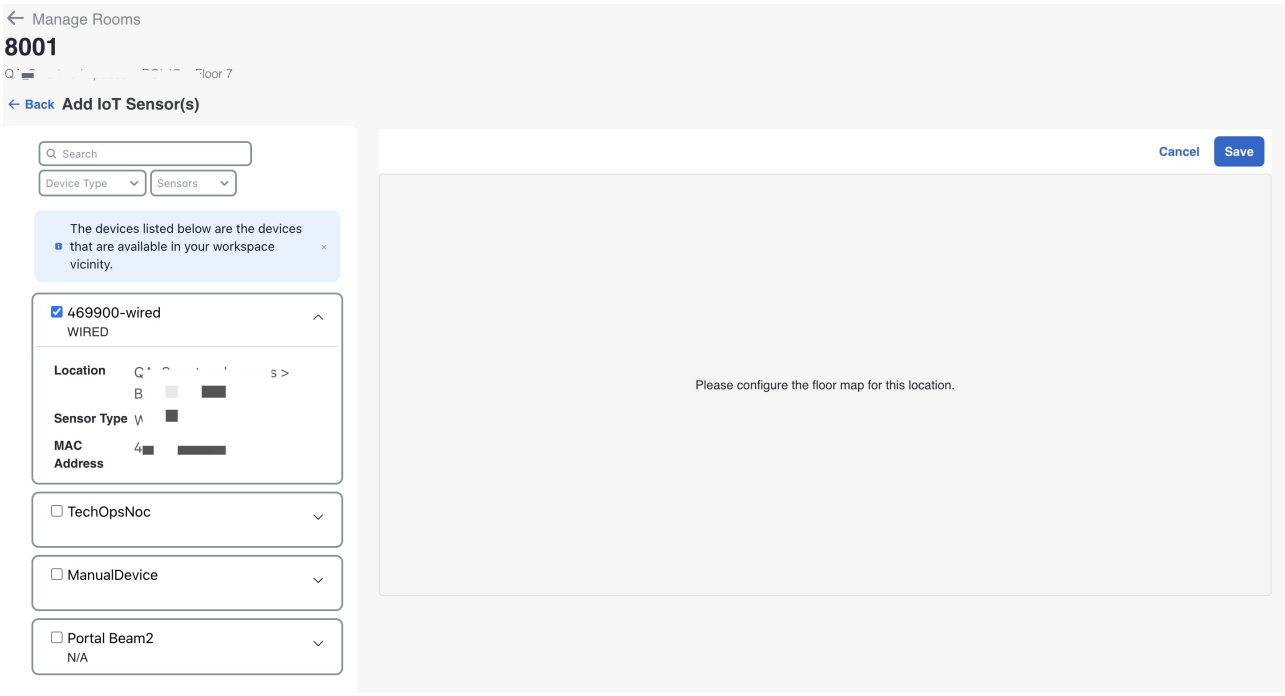
Add IoT Sensor(s)

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.

Procedure

Step 1 In the **Add IoT Sensor(s)** page, check the check box next to the required device tile.

Figure 11: Add IoT Sensor(s)



Step 2 For the selected device, click the down arrow to view these details.

- Location
- Sensor Type
- MAC Address

Step 3 At the top of the left panel, you can use these filter options to refine the list of available devices.

a) Use the **Search** field to find a device by name or identifier.

b) From the **Device Type** drop-down list, choose the category to filter devices. The options are:

- **Wired**
- **Wireless**
- **BLE**
- **Meraki**
- **Presence**

c) From the **Sensors** drop-down list, choose any required sensor-related devices option to refine the display.

The options are:

- Humidity
- AQI
- Weather

- Temperature
- CO2
- Presence

Step 4 Configure the floor map for the location.

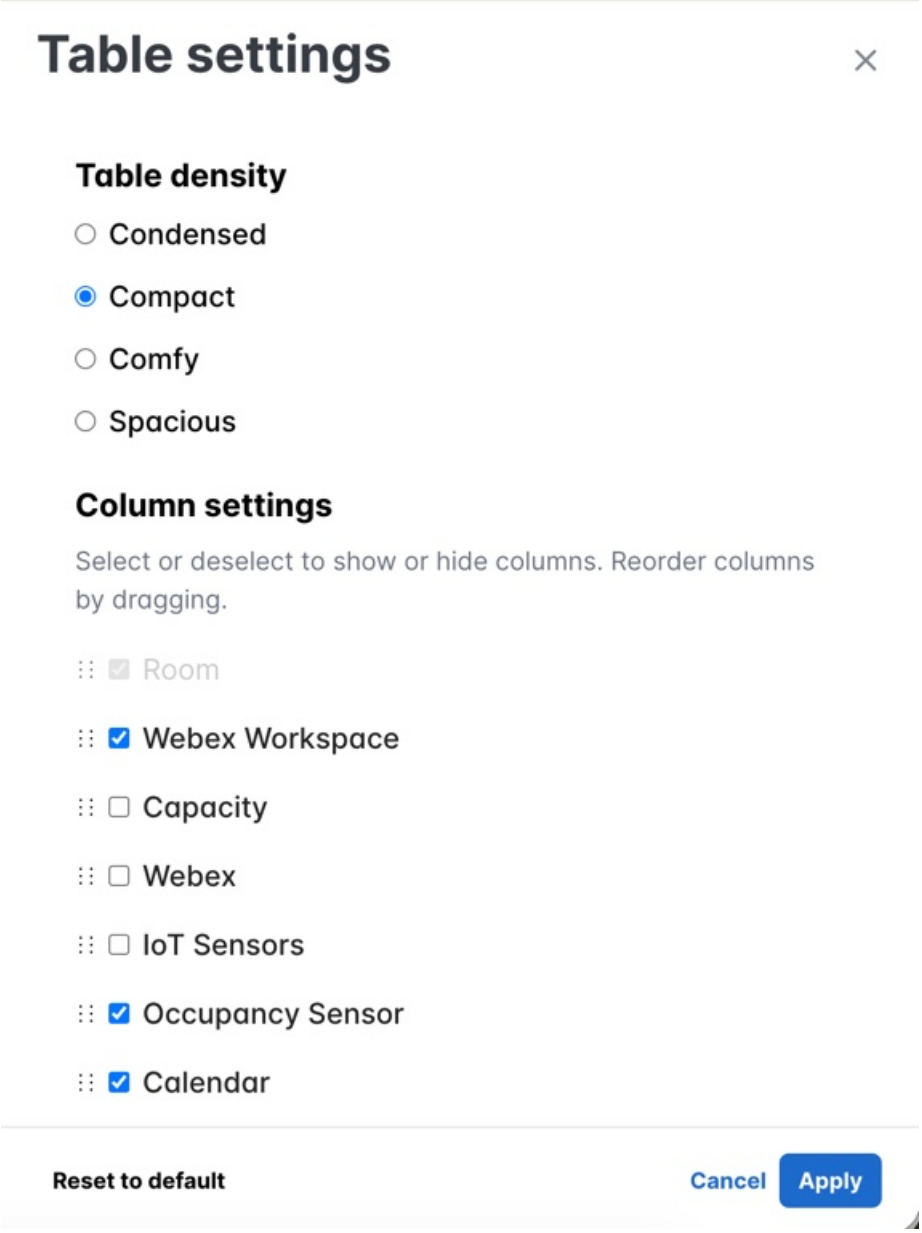
Step 5 Click **Save**.

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 12: Table settings



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:

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



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

The table column include these options: Room, Webex Workspace, Capacity, Webex, IoT Sensors, Occupancy Sensor, Calendar, Sensors Type, and Settings. Among these, the Room and Settings columns are locked and cannot be modified. The Capacity, Webex, and IoT Sensors columns are hidden by default, so they do not appear initially in the table view but can be made visible if needed.

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 Desks

Use this task to efficiently manage desks within your workspace environment. You can add new desks, search for existing desks, and remove desks as needed to keep your workspace configuration up to date.

This task is useful for workspace administrators who need to keep track of desk inventory or adjust desk assignments in response to organizational changes.

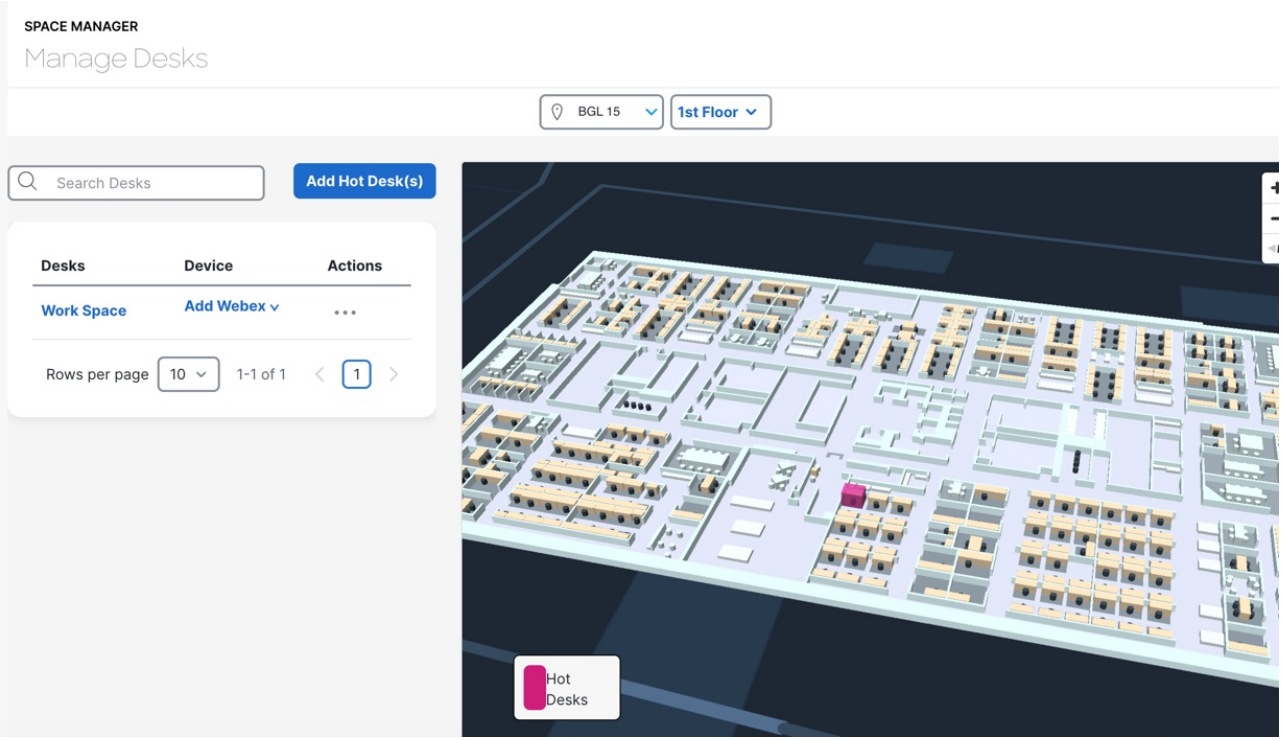
Follow these steps to add, search for, and remove desks using the Manage Desks page.

Procedure

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

Step 2 In the left pane, click **Manage Desks**.

Figure 13: Manage Desks



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

Use the **Search** field to search for configured desks.

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

Step 5 View these desk details:

- Desks
- Device

Step 6 Click **Add Hot Desk(s)** to add desks.

Step 7 Click **Actions** to perform these:

a) Click **Add PIR Sensor** to configure the floor map for the location and add devices.

b) Click **Remove Hot Desk** to delete a desk from the configuration.

Note
The **Actions** menu also include **Add Webex**, **Remove Device**, and **Remove PIR Sensor(s)** options, depending on the desk configuration.

Add Hot Desk

Use this task to add new hot desks to your organization's workspace management system, enabling employees to reserve and use flexible seating as needed.

Adding hot desks ensures that employees can find and reserve available desks quickly, especially in dynamic or hybrid workplaces.

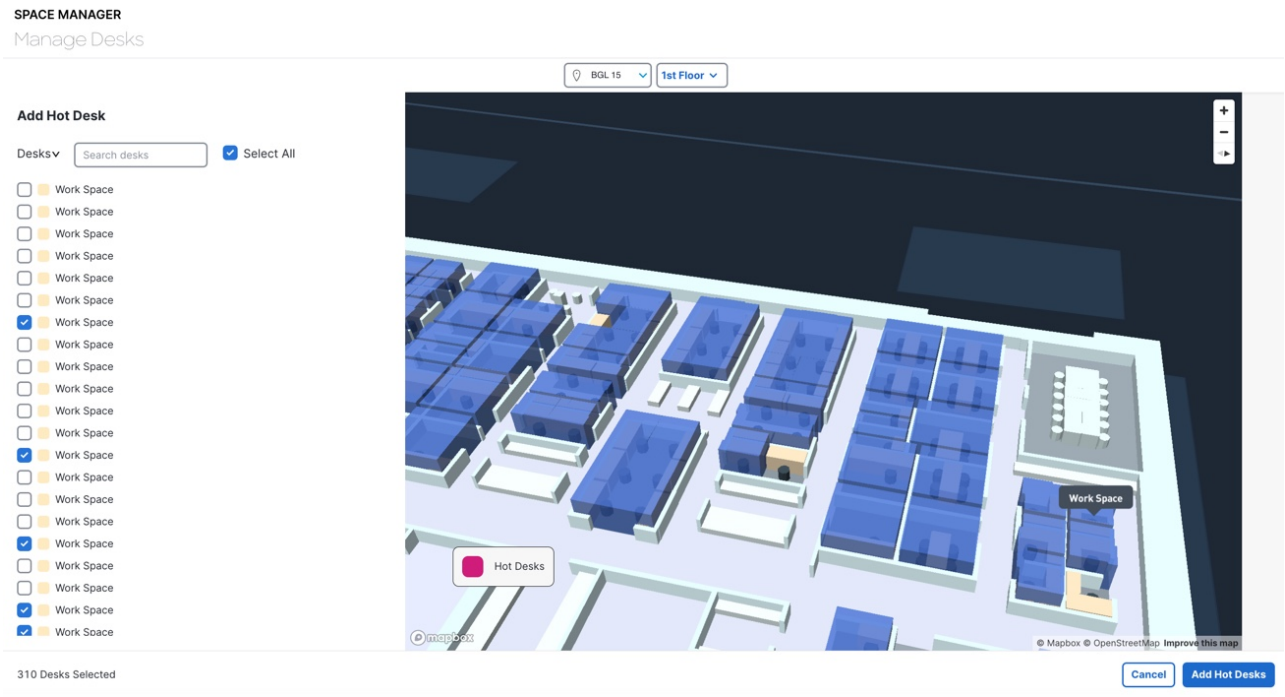
Procedure

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

Step 2 In the left pane, click **Manage Desks**.

Step 3 Click **Add Hot Desk(s)** to add desks.

Figure 14: Manage Desks



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

Step 5 Check the required workspaces check boxes. The map displays the hot desks as per your selection.

Step 6 Click **Add Hot Desks**.

In the **Add Hot Desk** flow, you can use **Select All** to select available workspaces. Existing hot desks are highlighted when the available desk list is loaded.

Manage Users

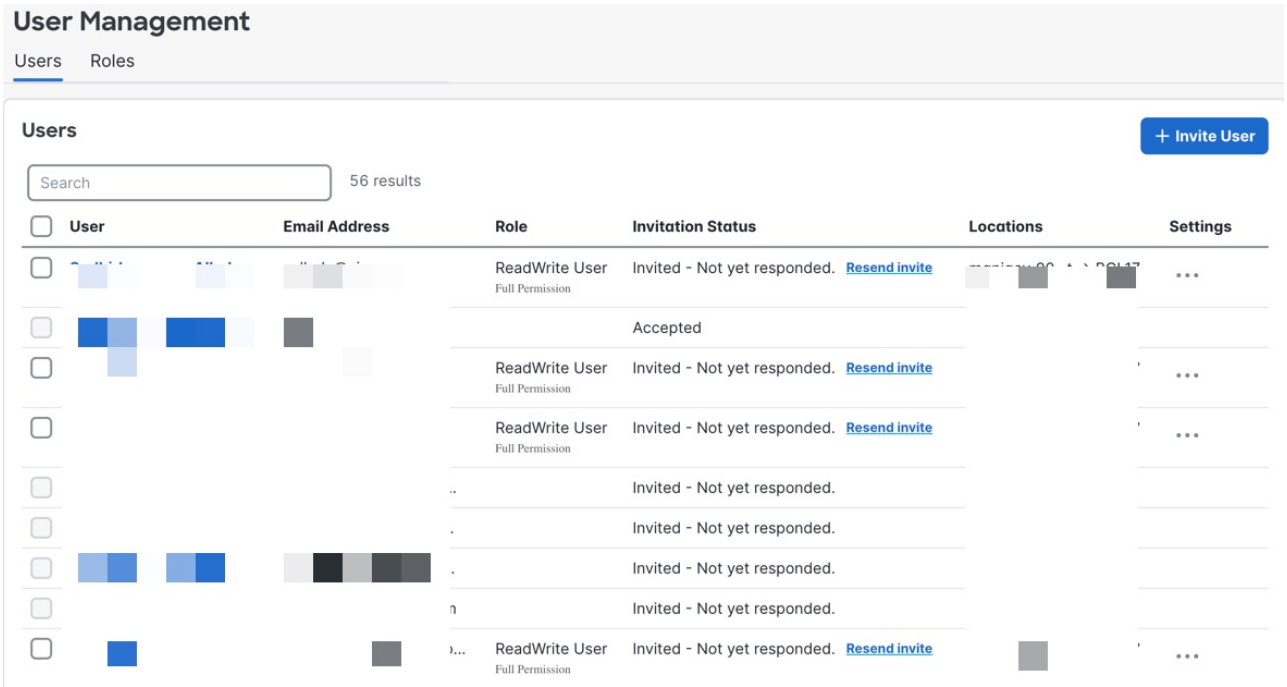
Procedure

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** window is displayed.

Figure 15: 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 Manager** app, click **Invite User**.

Step 5 Specify these parameters.

a) Enter the user's email address associated with their Cisco Spaces account.

b) 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.