SPACE CONNECT

Space Connect Overview

A radically different approach to workspace management

Who we are...

Workplaces are quickly moving to an open plan, flexible and more agile working environment.

With these changes come challenges for property managers: ensuring efficient utilisation of the workspace; and empowering their employees with a seamless workspace experience.

At Space Connect we take a radical new approach to empowering businesses and employees to optimise and manage their workspaces.

In short, we've knocked down all the blockers that stop businesses getting the right workspace management tech, by bringing you:
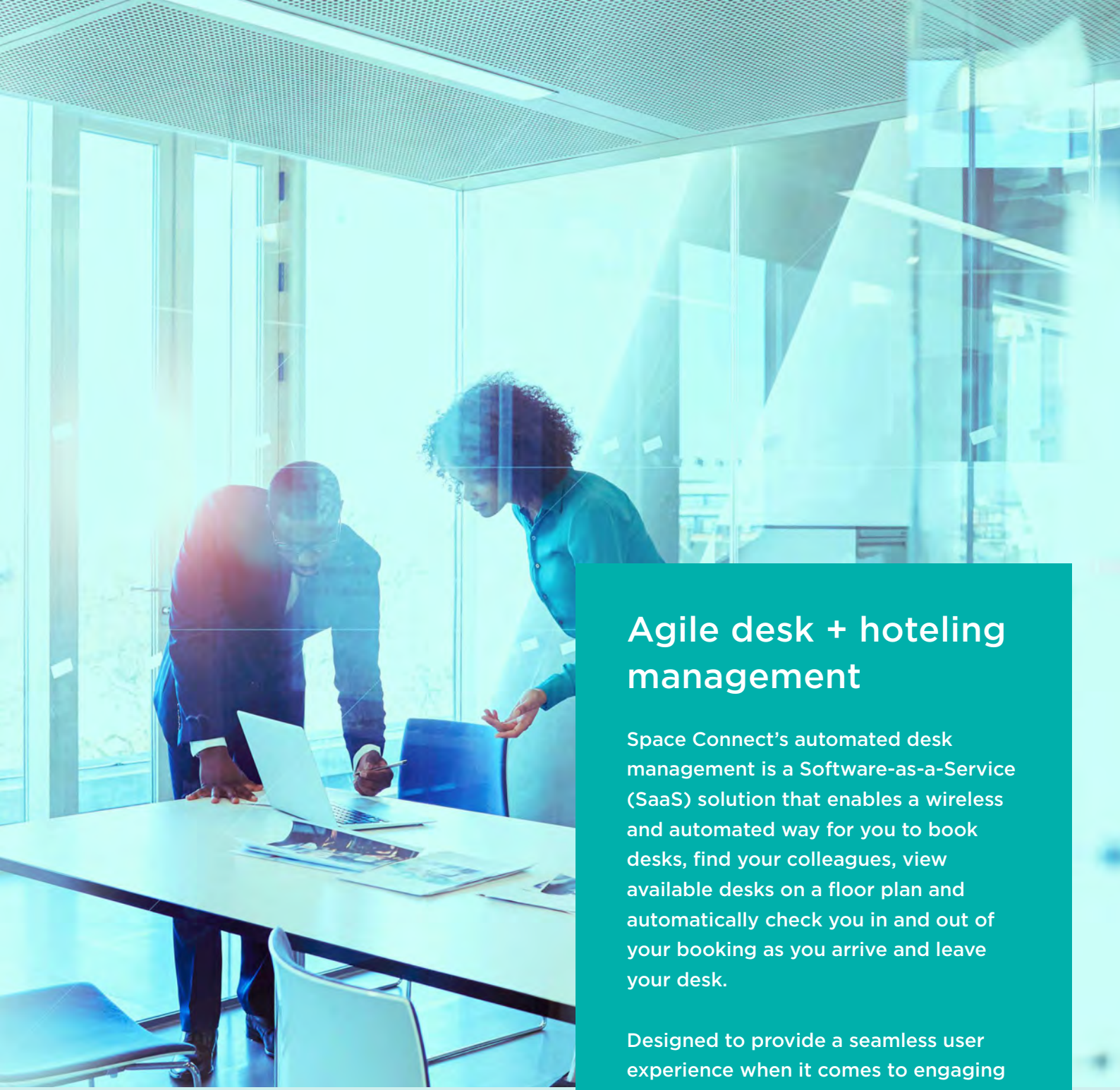
- **Exceptional affordability** - three modules in one platform
- **Extraordinary value** - low all-inclusive fixed price per month
- **Powerful functionality** - all the features you need to run your estate
- **A no-risk, no min-term agreement** - cancel at 30 days notice
- **A 'no hardware required' platform** - complete SaaS solution
- **Super-fast deployment (get set up in less than 1 hour)** - if you wish, you can configure

Contents

Space Connect Overview

Agile desk + hoteling management

Space Connect's automated desk management is a Software-as-a-Service (SaaS) solution that enables a wireless and automated way for you to book desks, find your colleagues, view available desks on a floor plan and automatically check you in and out of your booking as you arrive and leave your desk.
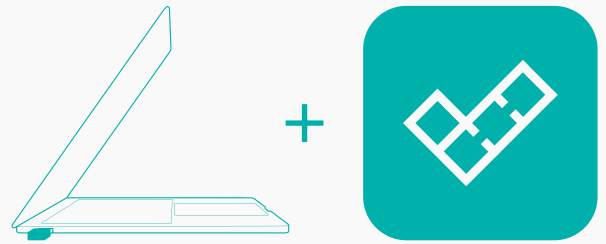
Designed to provide a seamless user experience when it comes to engaging with desk space, Space Connect supports the transition to shared and open plan office space environments whilst ensuring your needs aren't compromised.

Desk Management

How it works

The key to Space Connects Desk Connect platform is its simplicity. With a Bluetooth and NFC enabled sensor at each desk and your smart-phone or tablet device in hand, you instantly can book a desk or simply walk up to a vacant desk and it will automatically detect your presence; connect with the app on your device; and check you in.

Desk sensor & Mobile App

Visual floor plan with desk availability highlighted making it easy for you to find a desk.

Find a colleague with ease using the mobile app with real time view of location on floor plan.

Automated alerts and notifications makes it easier to release a desk when you are no longer using it.

Presence detection sensors placed at the desk enables passive check-in and out as a user docks or un-docks.

Smart sensors that display your availability

Presence indication
Displays different colours to let colleagues know when you're on a call, busy with a task or available to chat to reduce interruptions and boost productivity in the office.

Incoming call & IM alerts
Our sensor can be configured to flash/ring on incoming calls and instant messages to ensure important calls never go unanswered.

Missed call & voice-mail alerts
The Desk Sign can be set up to display/flash any colour light to denote to a user that they have missed a call or have a voice-mail waiting.

Mobile app for bookable agile workstations

Mobility and flexibility
Manage hot desks, Agile or activity-based working environments, bookable and non-bookable desks with ease using our mobile app.

Automated check-in
Using sensors & presence detection, users are automatically checked in as they sit at a desk

Floor plans
With floor plans and location mapping* you will never get lost again

Notifications & alerts
Real-time notifications and reminders for bookings, check-in and cancellations for no-shows

Find a colleague
With Locate Me enabled, find your colleagues' exact location on a floor plan

Location preferences
Set your preferred location & level. When searching for desks, preferred locations will appear first

Manage bookable desks
Depending on your needs, booked in advance; reserve; or you can simple arrive at an available desk

* Available as an add-on

Intelligent digital signage designed for the agile workspace

Check-in/Check-out your way
The Desk Sign supports every desk check-in method from RF ID card or smartphone tap to passive check-in where the sensor can automatically determine which user has arrived at what desk and check them in reducing the overhead of manual check-in.

Easily locate employees
Not only can you effortlessly locate a colleague, but our smart sensor will also ensure the user is available at their desk when you arrive with its integration into all major UC platforms.

Rich desk usage data
Report on how desks are being utilized with Available, Away, Busy and On-Call data allowing organizations to effectively plan their workspaces.

Real-time availability

Space Connect integrates with a range of hardware solutions to manage hot desks, agile or activity-based working environments, bookable and non-bookable desks with ease.

Passive desk Check-In/Out
Eliminate the overhead of manually checking in/out of a workspace and improve the accuracy of desk usage reporting by removing missed check-ins/outs.

Easily locate employees
Not only can you effortlessly locate a colleague, but also ensure they are available with our integrations into major UC platforms that provide user status such as Skype for Business, Cisco Jabber and more.

Rich desk usage data
Report on desk utilisation with Available, Away, Busy and On-Call data allowing organisations to save money and effectively plan their workspaces.

Workplace analytics

Embrava desk booking smart sensor

Check-in and out using Bluetooth detection or Card Reader.

QBIC technology desk booking panel

NFC, Wi-fi with micro-USB for status visibility and booking services.

Universal docking stations

Desk availability using real-time docking station connectivity detection.

Bluetooth + Visual iOT sensors

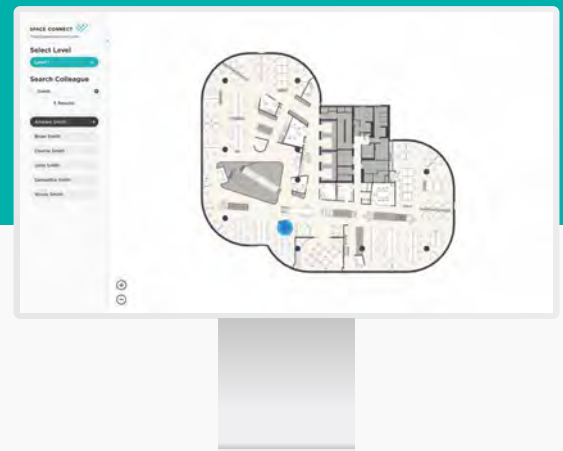Automated presence detection via bluetooth connection to device of image detection.

Smart docking stations

Using our universal Windows Platform (UWP) based app or our Windows Client app, Space Connect enables the detection of a computer connected to a universal docking station located at a desk.

When a user has the app installed on their computer device (Laptop, Surface, etc.) and connects to the docking station, the app running in the background detects the docking stations unique identifier and perform a range of functions, including:

• Detecting the presence of the connected device and identifying the logged in user
• Automatically checking the user into the space and making it unavailable for other users
• Updating the wayfinding app real-time and map view to mark desk unavailable
• Enables our 'Find a Colleague' feature to search for a locate colleagues
• Releasing the desk for others to use when the user undocks and is vacant for a defined period

Wayfinding

Space Connect's wayfinder is a browser-based application that enables a real-time floor plan view of all enabled available spaces for a location and level. Built to support touch-screen displays, the wayfinder is an engaging way for users to find a colleague and view available spaces in real-time.

• View real-time status of a space (e.g. Desk, Meeting Room, Huddle space) on a floor plan
• Set a default level for display and select alternative levels to view on an ad-hoc basis
• Find a Colleague
• Select and unavailable space and view details of
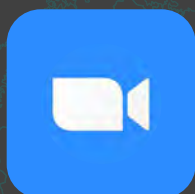
Space Connect integrates with all major UC platforms:

Skype for Business

Microsoft Exchange

Here Technologies

Zoom Video Conferencing

And many more...

Key Features

What can you do with Space Connect?

Find a colleague: Open plan working environments make it difficult to find colleagues. Problem solved... just enter a colleagues name on the mobile app and this will show you where they are located.

Cross-platform support: Our Space Connect Mobile app supports iOS, Android and Windows 10 devices.

Full bookable or reservation services: Depending on your needs, desks can be booked in advance; reserved; or you can simple arrive at an available desk and the rest is taken care of.

Engaging floor plans: Seeing what desks are available and booking is made easier with our interactive floor plan view*.

Reminders and alerts: Be kept up to date of your desk bookings and space availability with automated alerts direct to your mobile.

Automated check in and out: Hassle free check-in and out means no scanning of passes or manual actions. Just arrive at your desk and start work.

Fault service reporting: Using the Mobile App, users are able to report faults with a desks and desk resources.

* Available as an add-on

Workplace analytics

Optimise office space to meet staff needs and reduce real estate costs

Accurate desk usage data
The Desk Sign passive check-in mechanisms ensure desk usage data is precise allowing management to make accurate data-driven decisions when designing the office.

Anonymous staff presence data
Gain powerful insights on how staff are using the different workspaces within your organization through the smart sensor integrations with all major UC platforms allowing you to optimise your space to meet staff needs.

Real-time data feed
Our smart sensor can be configured to send real-time desk usage and staff presence data to any information store for reporting.

Accessibility

Visual alerts for the hearing impaired and audio alerts for the visually impaired

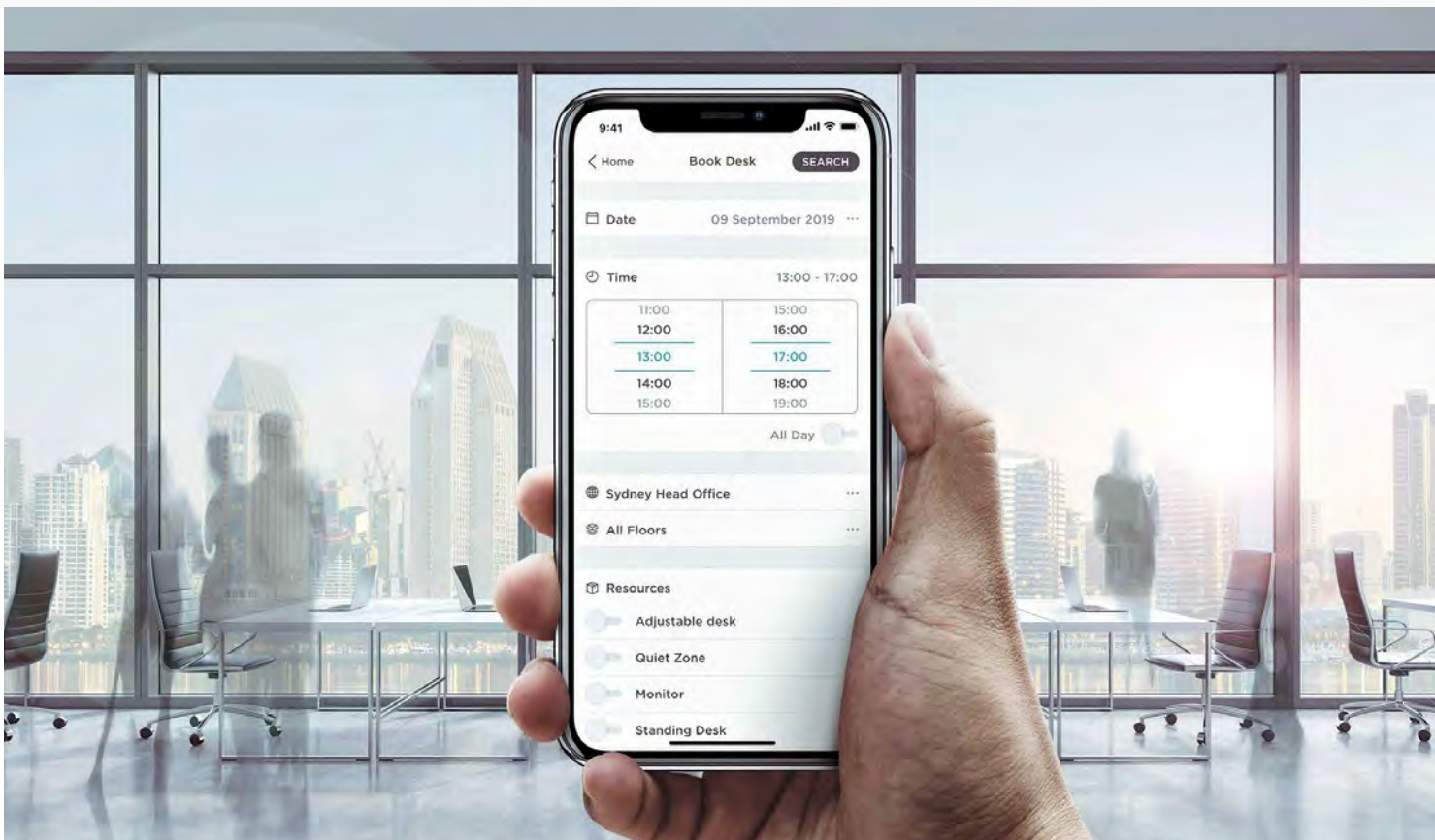### Visual alerts for hearing impaired
Our sensor can be configured to flash or display any colour light to easily alert the hearing impaired of an incoming call or instant message.
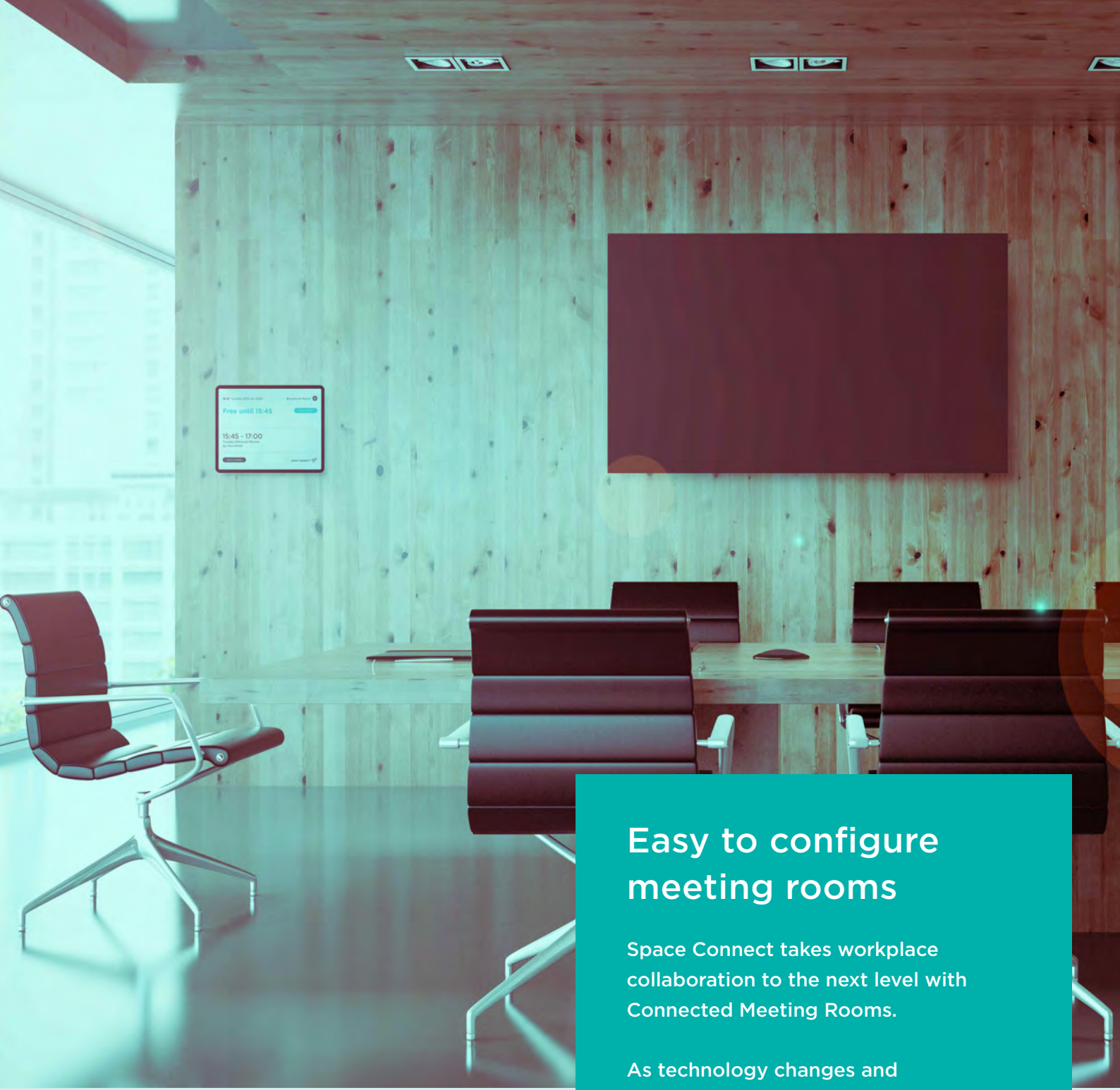
Audio alerts for the visually impaired
The Desk Sign smart sensor includes a ringer which can be configured to play ringtones or voice alerts to notify the visually-impaired of an incoming call or status changes of surrounding colleagues.

Workplace compliance
Our sensor will help your organization to meet the U.S. Access Board's standards as detailed in Section 508 of the Rehabilitation Act when designing a workplace for staff who are hearing or visually handicapped.

Easy to configure meeting rooms

Space Connect takes workplace collaboration to the next level with Connected Meeting Rooms.

As technology changes and organisations move to a paperless environment, with it comes a whole new set of challenges about how to ensure employees adopt new ways of working and become more productive.

Meeting Room Management

Meeting room management made easy...

Our expertise in space management ensures we consider and match the best sensor technology to each client requirement.

Space Connect solves this problem for both the organisation and the employee. As people enter meeting rooms, Space Connect automatically identifies who has arrived, checks them in and displays any presentations on the AV screen along with their device.

Rooms also initiates any video-conference services and automatically enables note-taking systems (e.g. OneNote) to manage meeting minutes and actions. All without them needing to connect any cables or manually do anything... now that's what we call collaboration!

Key Features

What can connected meeting rooms offer?

Find a colleague: Open plan working environments make it difficult to find colleagues. Problem solved... just enter a colleagues name on the mobile app and this will show you where they located.

Engaging floor plans: Seeing what rooms are available and booking is made easier without interactive floor plan view*.

Reminders and alerts: Be kept up to date of your meetings and room availability with automated alerts direct to your mobile.

Automated check in and out: Hassle free check-in and out means no scanning of passes or manual actions. Just arrive at the meeting and Space Connect does the rest.

Recurring meetings: Behavioral monitoring ensures recurring meetings are easily managed. If recurring meetings aren't held on more than one occasion, the organiser is informed and all recurring meetings can be cancelled.

Invitee status: Visibility on the go via our mobile app of who is invited to a meeting and their response. As well as real-time visibility of who has checked into the meeting.

Cross-platform support: Our Mobile app supported by iOS, Android and Windows 10.

Fault service reporting: Using the Mobile App, users are able to report faults with a meeting room and its resources, including submitting photos.

* Available as an add-on

The connected experience

When you arrive at a meeting, you are automatically checked in. When you leave, you are checked out.
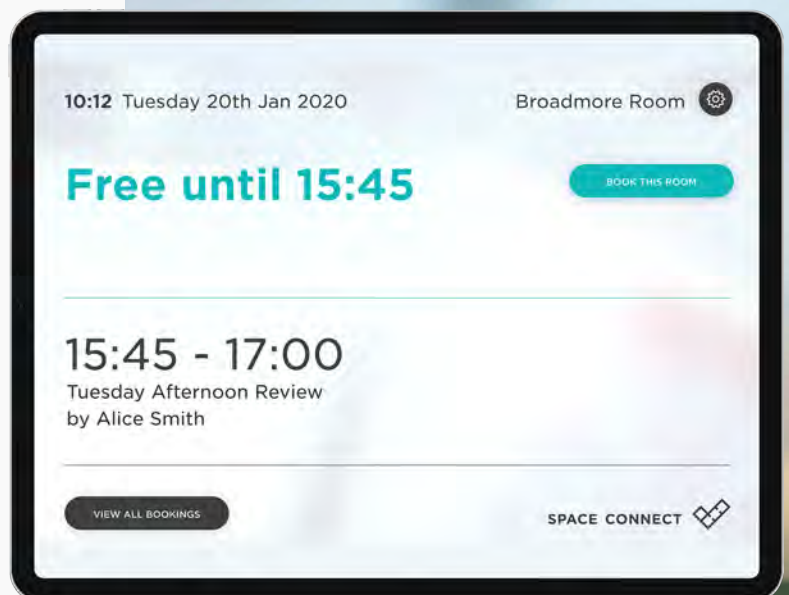
Meeting room display Panels ensure visual indicators aid meeting information prevent disruptions and improve utilisation.

When the organiser enters the room, VC and Presentations are automatically initiated.

Sensors placed under the table automatically connect with you as you arrive via our mobile app.

Meeting room display

Space Connect integrates with a range of meeting room panel displays.

10:12 Tuesday 20th Jan 2020   Broadmore Room ⚙

Free until 15:45   BOOK THIS ROOM

15:45 - 17:00
Tuesday Afternoon Review
by Alice Smith

VIEW ALL BOOKINGS   SPACE CONNECT ◇

Informal Spaces

Mobile app + wireless sensors

With a wireless Bluetooth enabled sensor at each informal or collaboration space and your smartphone or tablet device in hand, the app will automatically detect your presence and check you in. This means other users can search available collaboration spaces in real-time without needing to walk around the office trying to find available space.

Key Features

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What can you do with collaboration space management?

Find a colleague: Open plan working environments make it difficult to find colleagues. Problem solved... just enter a colleagues name on the mobile app and this will show you where they are located.

Cross-platform support: Our Space Connect Mobile app supports iOS, Android and Windows 10 devices.

Engaging floor plans: Seeing what desks are available and booking is made easier with our interactive floor plan view.

Silent check in and out: Without send any push notifications or alerts to users, they are automatically checked in and out of informal collaboration spaces. This enables administrators to understand space demand and let other users know if the space is available.

Fault service reporting: Using the Mobile App, users are able to report faults with informal collaboration spaces.
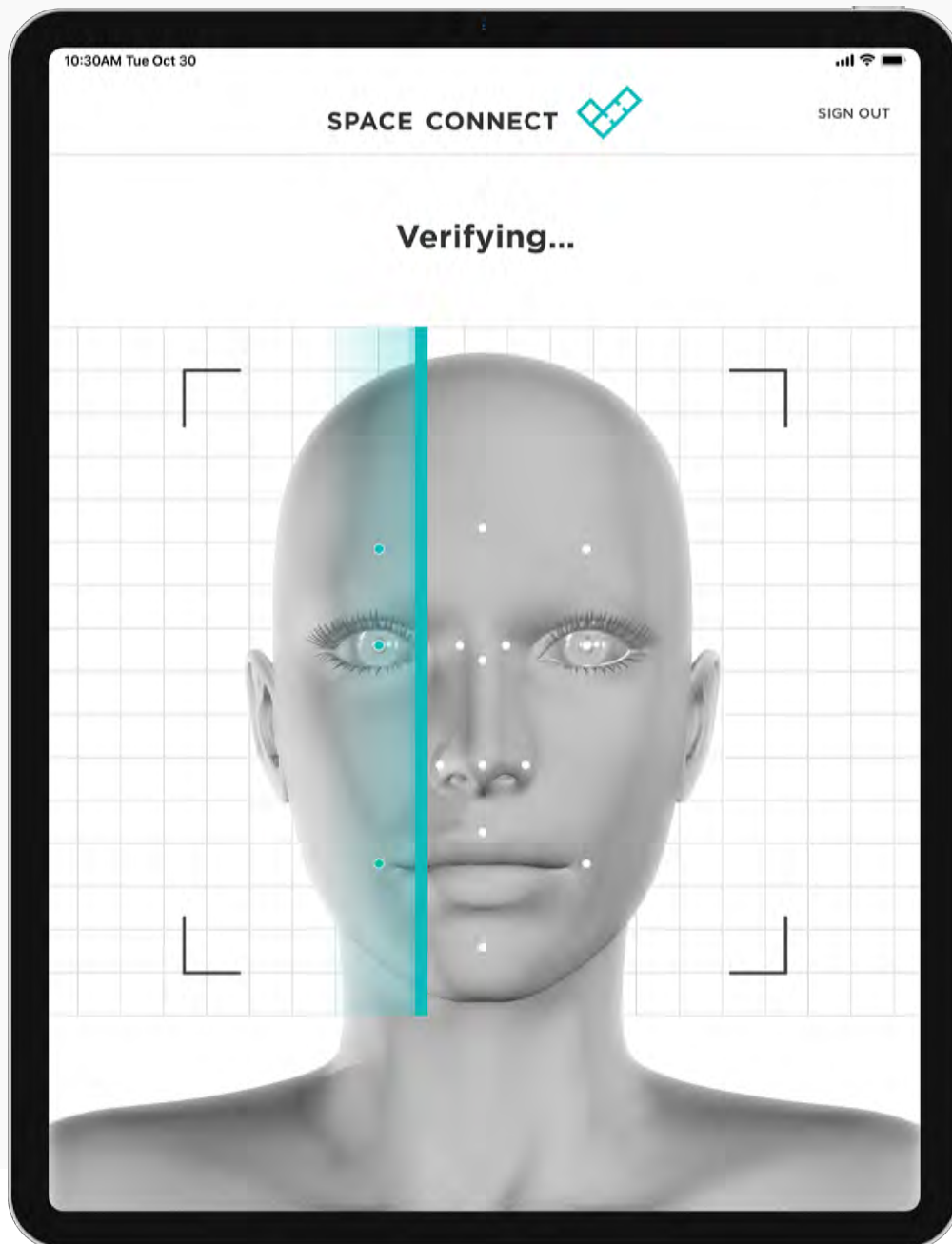
Visitor
Management

Discover the future of visitor management

Through voice recognition using Artificial Intelligence, Space Connect Visitors interacts with your visitors to automatically identify them and notifies you of their presence.

Know your visitors

Space Connect Visitors can recognise a familiar face. With built-in facial recognition and Machine Learning technology, Space Connect Visitors scans your visitor and contractor photo's in real-time and can recognise previous visitors to match their identity.

Be notified of your visitors

Whether you have a visitor, contractor or delivery, Space Connect Visitors offers a range of automated notification options including SMS, Email and more. Optional badge printing also lets everyone know who your visitor is.

Visitor Management

We have redefined the visitor experience, with all the features you want from a visitor management solution, and it integrates with meeting room

✓ **Unlimited visitors**
With unlimited visitors, deliveries and contractors, Space Connect Visitors has you covered

✓ **Customised branding**
Space Connect Visitors offers a unique experience for your visitors with customised branding, backgrounds and button colours

✓ **Badge printing**
Optional badge printing of visitors with their photo improves security

✓ **Dashboard analytics**
Understand visitor behaviour with detailed reports

✓ **Photo capture**
Take a photo of visitors and send their photo via SMS and email alerts to the host

✓ **Real-time notifications**
Alert hosts via SMS, Email, Slack and other customised notification options as your visitors arrive

✓ **Pre-register visitors**
Pre-register visitors for a smooth arrival and when integrated with Space Connect, visitors are registered automatically
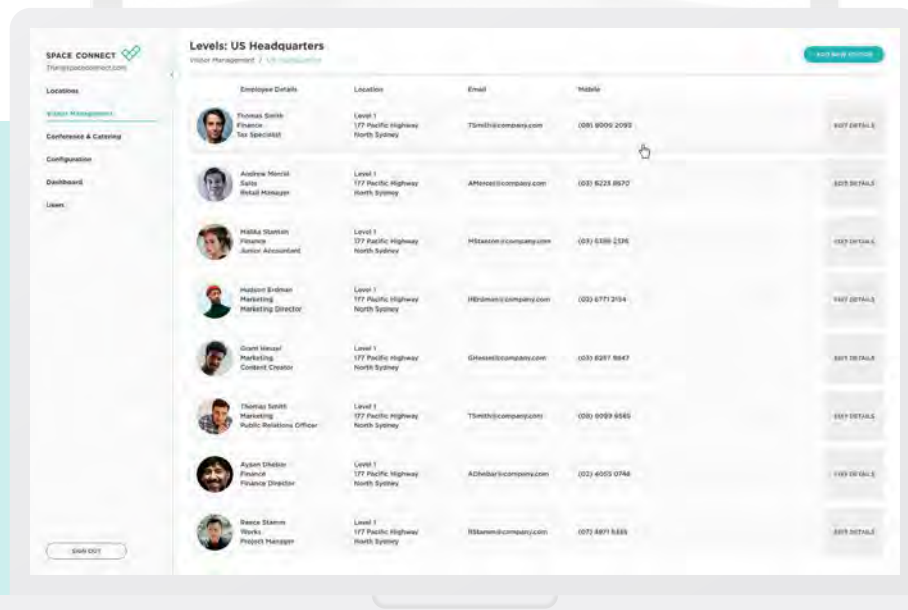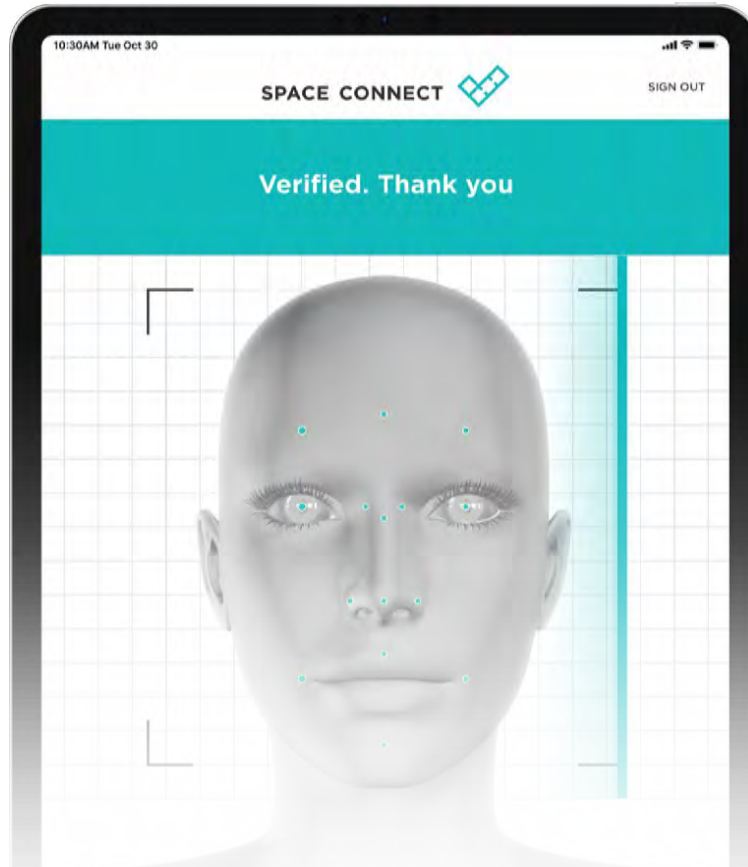
Welcome...

Extending your employee workplace of the future experience to your visitors not only provides your visitors with a superior experience, but it also improves your employees experience when inviting guests to meetings hosted at a client site.

Space Connect has re-designed the visitor management experience. Space Connect Reception provides the seamless integration between guests and employees that everyone has been searching for.

Key Features

- Self-administration setup for ease of use

- Full customised branding and logos

- Delivery management

- Employee management

- Guest registration

- Pre-registered visitor registration – When a non-employee is invited to a meeting, they are automatically registered and provided an email with a code to enter when arriving onsite to reduce their sign-in time

- Legal onsite document signing, guest photos

- Badge printing with guest details and photo

- Facial to automatically identify a visitor to reduce sign-in time and improve accuracy of visitor identification

- Automated alerting to host of visitor arrival

Real-time view
of visitors

Mange branding, design
customisation and
manage receptionists

Configure host alerts
and messages

Real-time
analytics dashboard
and reporting

Analytics

Real-time data insights

Administrators are provided with access to Space Connects real-time data analytics reporting platform, which provides up-to-the-minute visual dashboards and data export reporting capabilities.

Reporting features:

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Summary
Report providing an overview of all locations, user and spaces providing a snapshot of space utilisation metrics

Meeting rooms, desks and informal spaces
Report providing location specific space metrics including:
- Event bookings
- Cancellations
- Check-ins
- Current Utilisation
- Event booking trends
- Recurring Bookings
- Utilisation and occupancy trends

Floor plans
Interactive floor plans to enable users to drill-down into specific spaces by clicking on the relevant room; desk; or informal space and watch how the data changes to provide insights on the selected space*.
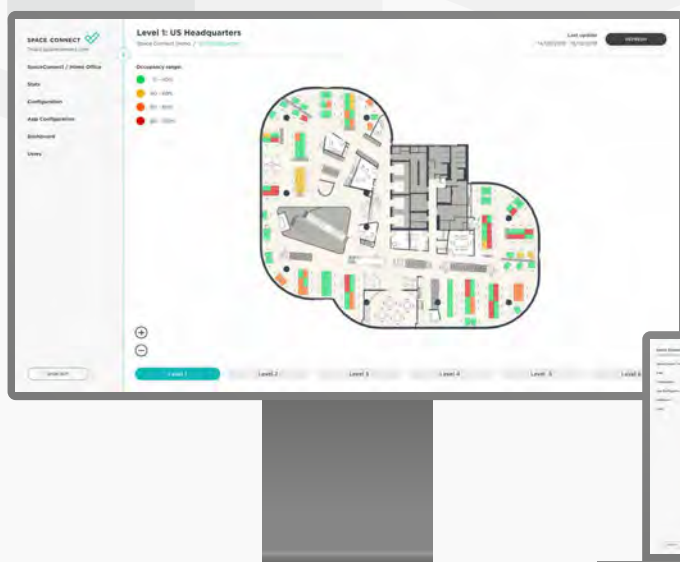
Users
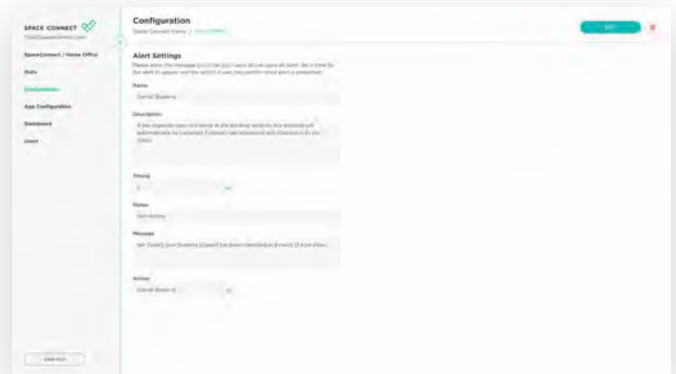User activity reporting to manage audit and access requirements

Data extract
Full data extract capability into CSV format or via API and direct database connection.

* Available as an add-on
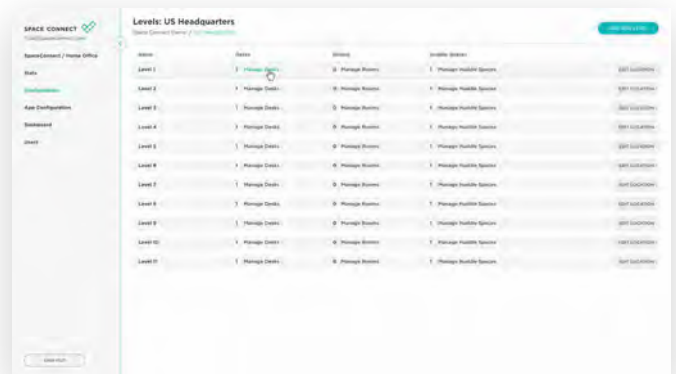
Application Admin

Online portal

Space Connect offers a self-serve online portal enabling administrators to manage a range of capabilities including:

- Configuration enabling location, level, floor plan management, etc.

- Manage Exchange on premise service accounts and access

- Manage push notification alerts including:
  1. Reminders and timing of reminders
  2. Automatic cancellation timing
  3. Activate and disable various alerts and notification actions

- Access the dashboard analytics suite of reports and data insights

- Manage Meeting Room panel display backgrounds and logo

Notification configuration

Location and space configuration

Building configuration and management

Implementing Space Connect

Training

We offer both on-site training and training at our locations. This is ideal if you would prefer to set up and maintain your Space Connect solution but would like to better understand the system.

Onsite training
£650 plus vat per day for up to 2 attendees.

Our open courses
£300 + vat per delegate.

You configure, we configure – you decide!

One of the benefits of Space Connect is that you don't need us to set your system up.

I. Once your system is set up we send you your log in instructions.

II. You have full access to the administration console allowing you to create buildings, floors and rooms.

III. Once you set up desks and meeting rooms and define rules you are ready to go.

IV. Even installing hardware is easy. Using our recommended battery-powered sensors it is easy to connect to Space Connect – and no wiring is required.

Onsite installation

If you do not have the time and you'd like us (or one of our partners) to set up Space Connect for you then we offer an onsite installation and training service.

I. Your salesperson can provide a quotation in advance once we understand your estate.

II. Our standard rates are £650 plus vat per day and the length of time is determined by the numbers of rooms and desks you need to deploy.

III. For example, a floor with 200 desks and 5 meeting rooms might take 2 – 3 days, including time to train you as system administrator, so you can handle any subsequent changes.

Support channels

Online Support
Chat to our agents to get an answer to your query. As part of your monthly fee you have unlimited access to online support chat.

Knowledgebank
As a customer you will also be provided with a login to the Space Connect Knowledge bank, a vast library of 'How to' guides, videos and training materials.
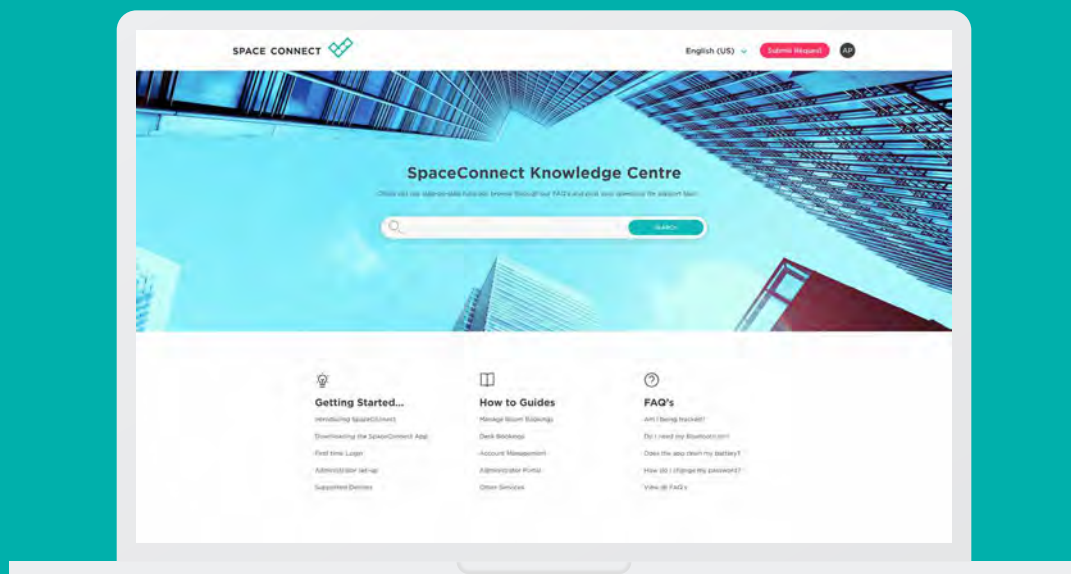
Telephone support
Our support team at the end of the phone Monday to Friday during normal business hours. Support is included in your monthly fee.

Online support portal: support.spaceconnect.co

Space Connect provides an online Knowledge Centre and Support Services portal that enables both users and administrators to learn about the
features and functions of Space Connect, as well as raise support service requests for action by our support team.

Space Connect has a range of 'How To' and 'Quick Reference' guides for administrators and users to support everyone in their transition to a new way of working.
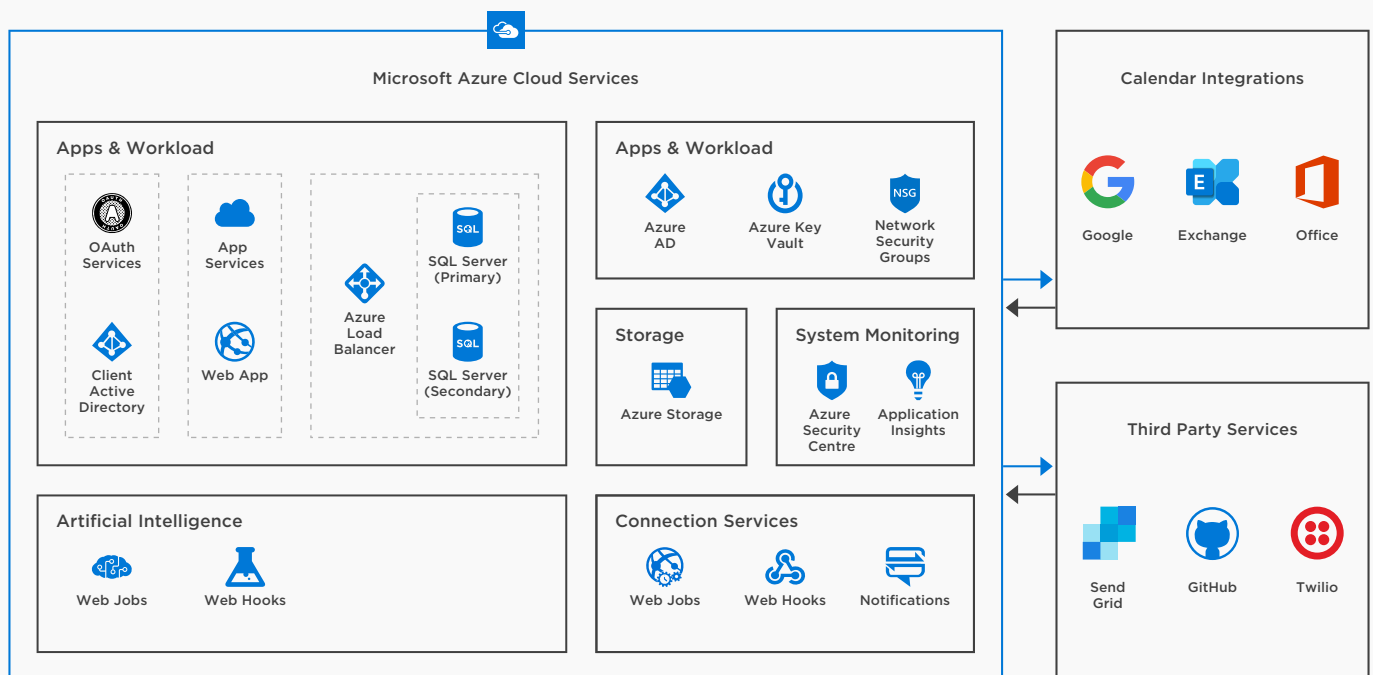
Technology overview

Space Connect is built on the Microsoft Azure Cloud Service stack and fully hosted in multiple regions with DR and failover services to ensure minimal disruption and maximum uptime.

Technology
Architecture

Architecture overview

As we are a Software as a Service (SaaS) provider, Space Connect also integrates with Microsoft Office 365 and Exchange On Premise using the latest API integration and OAuth services. This means Space Connect does not take ownership of your data and the client still maintains all data as the single source of truth. Space Connect also does not hold or manage user access or credentials. Space Connect simply integrates with the clients Active Directory (AD), which is managed and maintained by administrators giving full control and autonomy of user access and security.

Service account security

For Microsoft On Premise integration, Space Connect requires a service account to integrate with Exchange Calendars. We manage service account credentials using Microsoft Azure Key Vault.

- Azure Key Vault helps safeguard cryptographic keys and secrets used by cloud applications and services. By using Key Vault, you can encrypt keys and secrets (such as authentication keys, storage account keys, data encryption keys, .PFX files, and passwords) by using keys that are protected by hardware security modules (HSMs).
- Increased security and control over keys and passwords
- Applications have no direct access to keys
- Use FIPS 140-2 Level 2 validated HSMs

Your next steps

#1. Get in touch and arrange a demo, online or at your office
#2. We answer any queries you may have
#3. Place an order
#4. We provision your system within a few hours
#5. You're ready to start configuring Space Connect
#6. Or, if you'd prefer, we can implement or you can use one of our partners
#7. Either way, you're up and running in little time

#1. Get in touch

To discover more about how Space Connect can make it incredibly easy and affordable for you to deliver workspace transformation, contact us to arrange a demo, arrange a call or for further information:

Call +44 (0) 845 0945 686.
Email enquiries@spaceconnect.co
Or visit spaceconnect.co

Fast, affordable workspace transformation
www.spaceconnect.co