EVOKO

EVOKO LISO

The next generation room manager

Meet Evoko Liso

The next generation room manager

Using the Clock

Passive mode

- When the Evoko Liso is not used, it will be in "passive mode" and show an overview of the clock and room availability, with the room name clearly visible

- The watch hands show the current time, and the green areas show when the room is available while the red areas show when it is booked

- There is also information about the current and next meetings (if any)
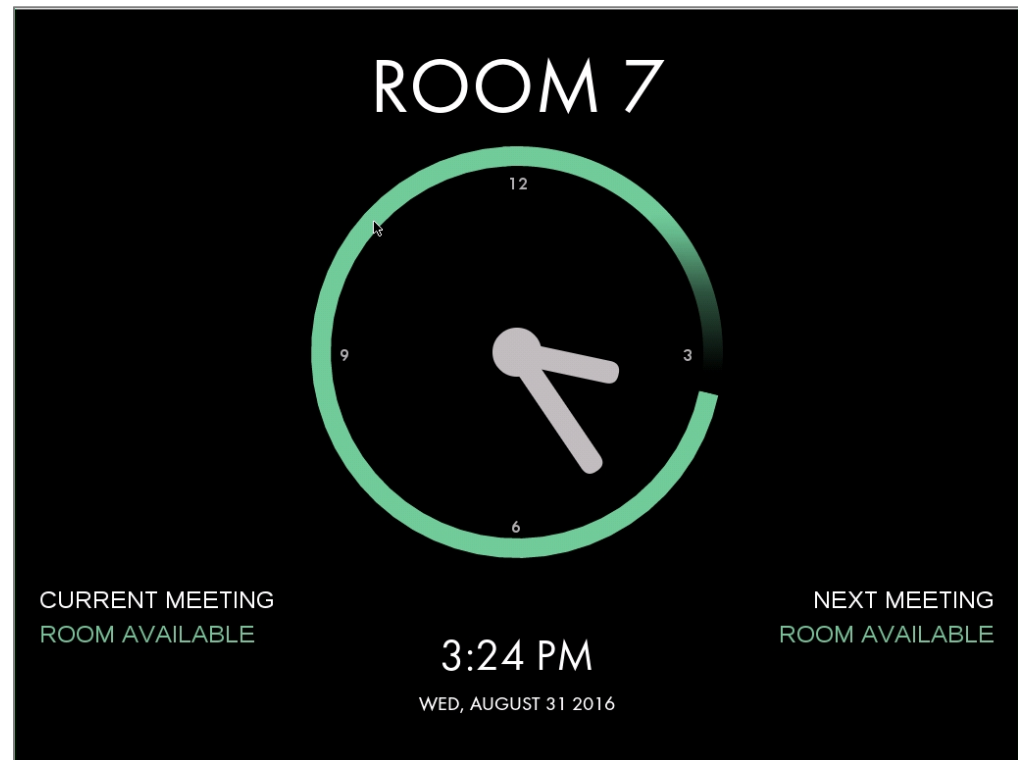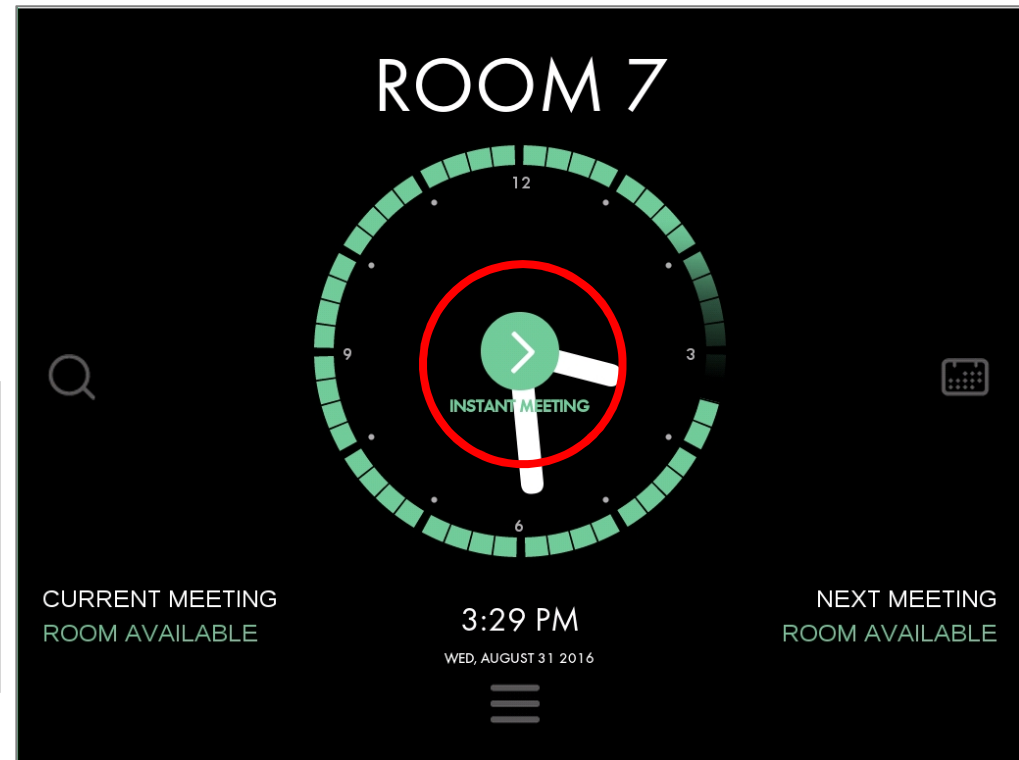
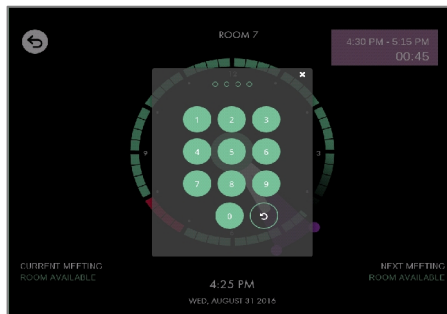# Using the Clock

Active mode

- When moving close, Evoko Liso will automatically go into "active mode"

- Here you can see more details about the meeting room. It is ready for interaction
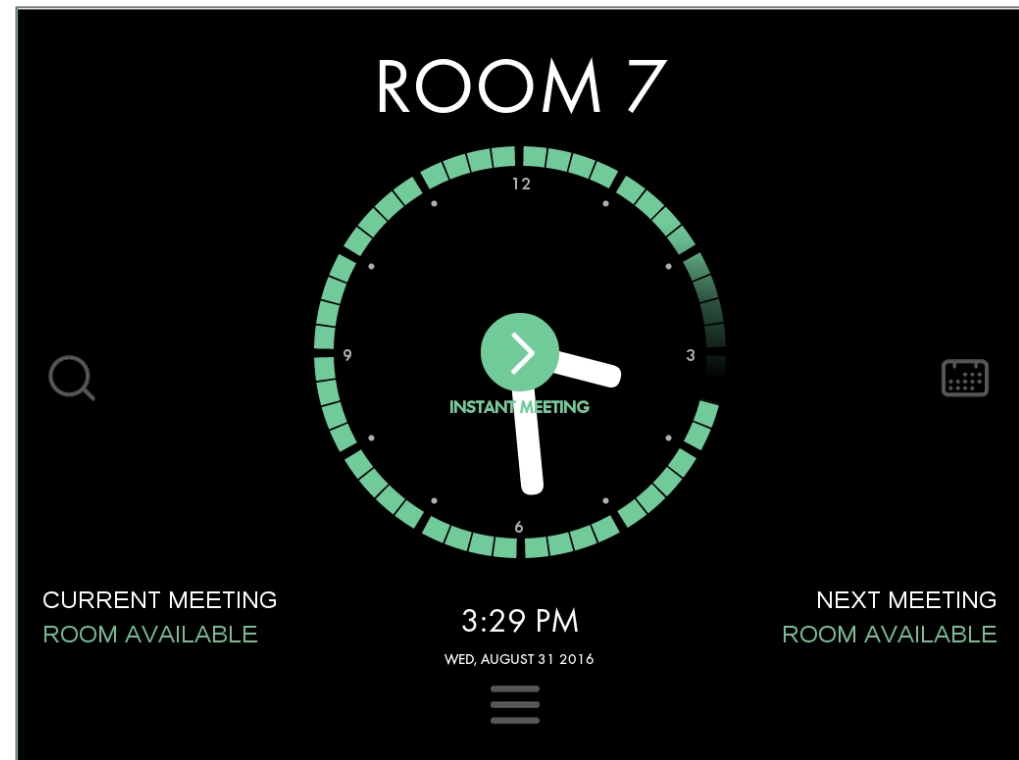
Using the Clock

Book an instant meeting

- To book an instant meeting in this room, simply press "Instant meeting"

- Liso will automatically book a meeting for one hour (rounding to closest 15 min period) or until the next meeting starts

- If PIN/RFID is enabled, this will have to be entered before the meeting is booked

ROOM 7

INSTANT MEETING

CURRENT MEETING
ROOM AVAILABLE

3:29 PM
WED, AUGUST 31 2016

NEXT MEETING
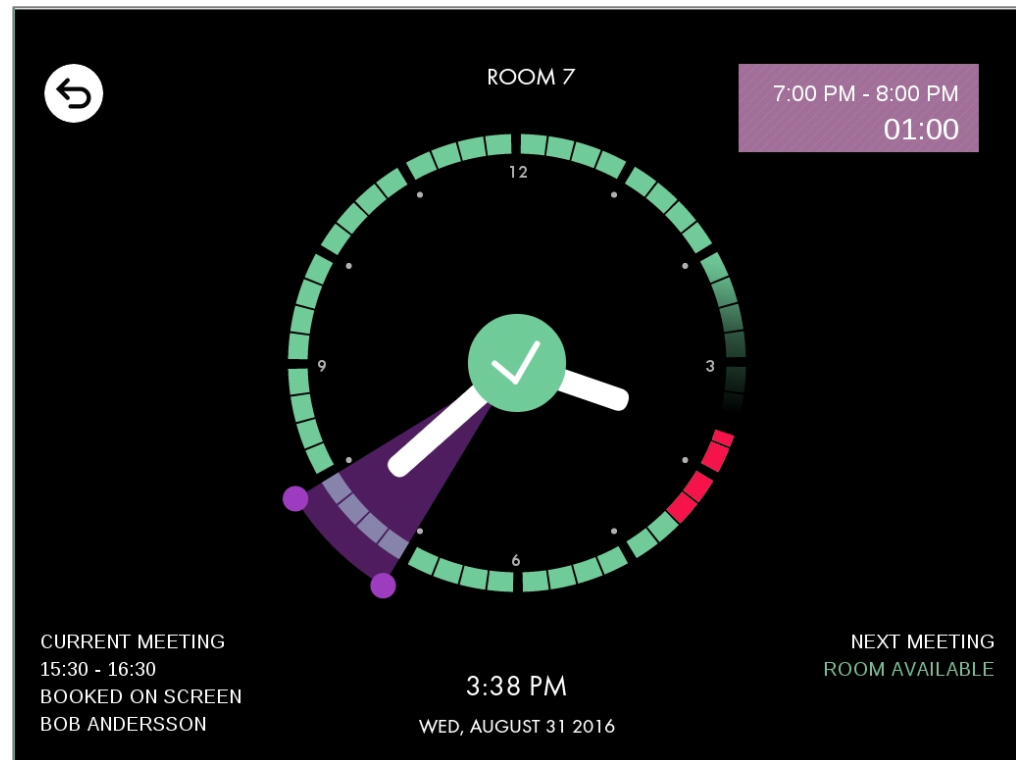ROOM AVAILABLE

Using the Clock

Book an instant meeting

- Liso will return to passive mode which now has the new meeting visible

EVOKO

Using the Clock

Booking a meeting for later in the day

- To book a meeting anytime today, simply press the time on the border of the clock for when you want the meeting to start

- Evoko Liso will now be in "edit mode", and you can adjust the start and end time of the meeting by dragging the start and end points

- Details are visible in the top right hand corner

- Confirm by pressing the green tick mark or cancel by pressing the return arrow

EVOKO

Using the Clock

Booking a meeting for later in the day

- After confirming with the green tick mark, or leaving the Evoko Liso untouched for one minute, it will return to passive mode which now has the new meeting visible

ROOM 7

12

9   3

6

CURRENT MEETING
15:30 - 16:30
BOOKED ON SCREEN
BOB ANDERSSON

3:43 PM
WED, AUGUST 31 2016

NEXT MEETING
ROOM AVAILABLE

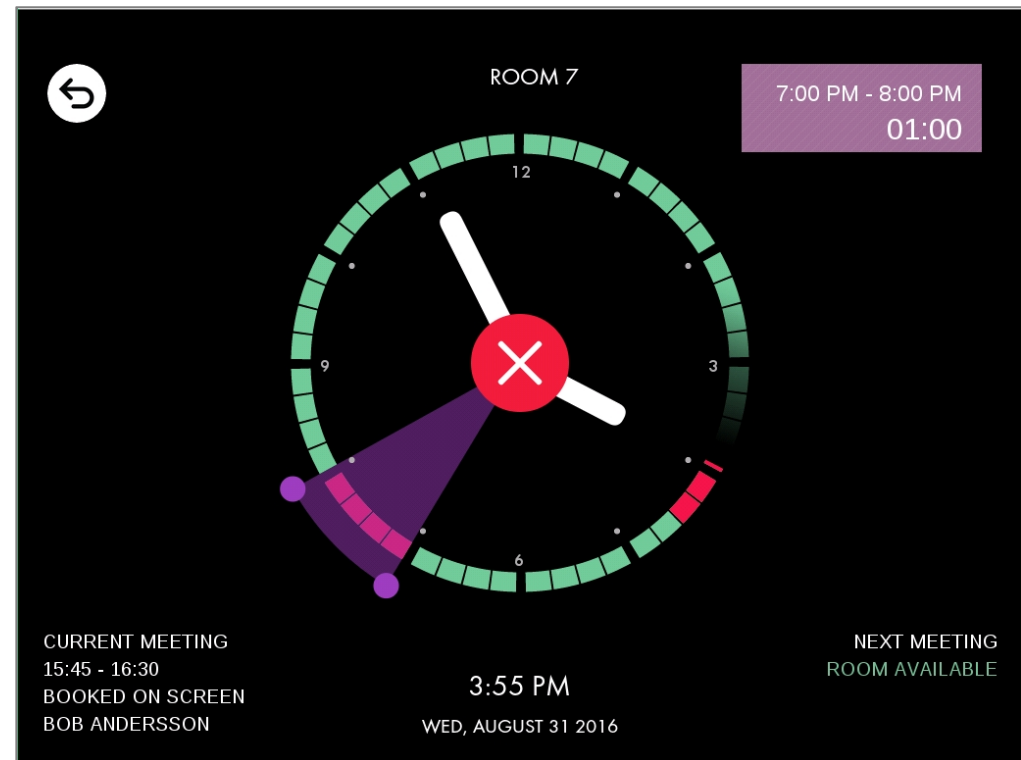# Using the Clock

Editing a meeting

- From the clock it is also easy to end or extend an ongoing meeting, as well as editing an upcoming meeting later during the day
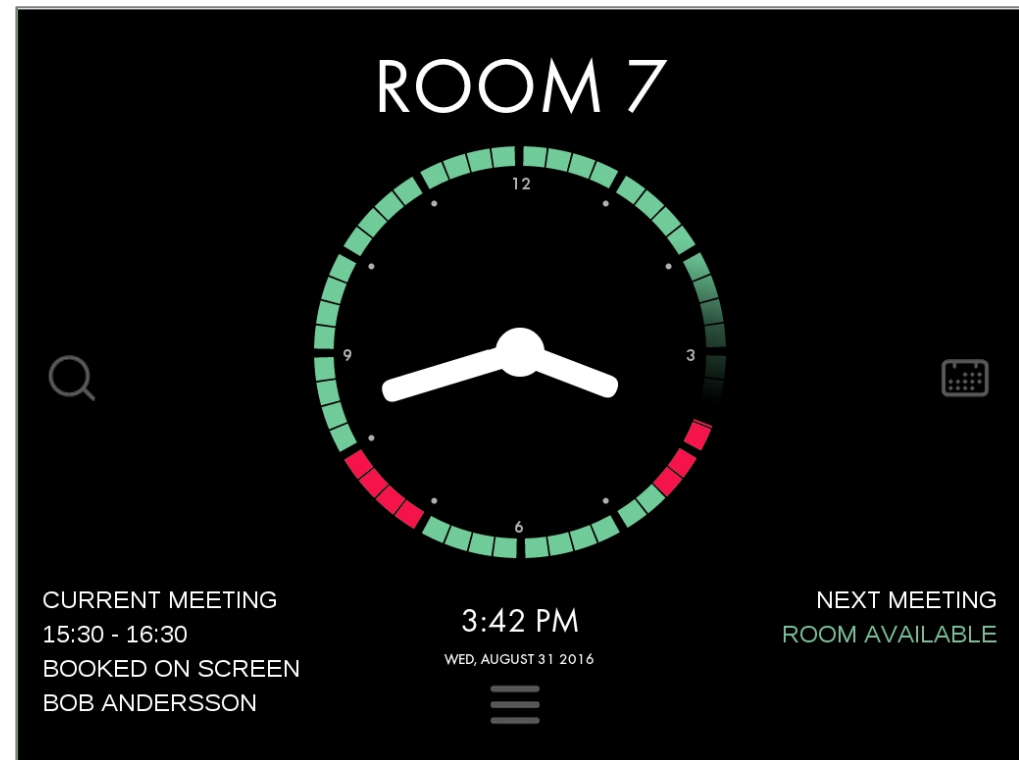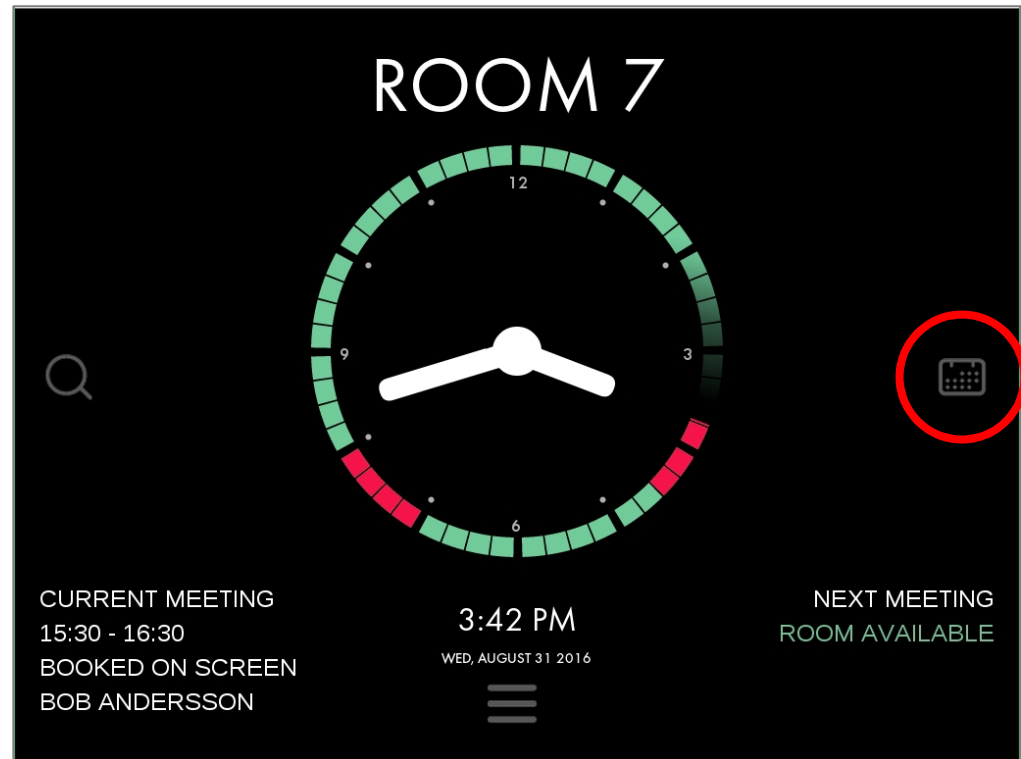
Using the Clock

Editing a meeting

- Just press the border of the clock for the meeting you want to edit, and the purple section will light up

- Adjust the start/end time by dragging the end points of the purple section, or press the red "X" in the center of the clock to end/remove the meeting



EVOKO

Using the Calendar

Booking a meeting

- It is also possible to book and edit meetings from the calendar view. The calendar view is very useful if you want to:
  - Get an overview of what is booked in this room today or further in the future
  - Book meetings further ahead than 12 hours from the current time
  - Edit meetings that are more than 12 hours away

- You reach the Calendar view by clicking the calendar icon to the right of the clock

ROOM 7

CURRENT MEETING
15:30 - 16:30
BOOKED ON SCREEN
BOB ANDERSSON

3:42 PM

WED, AUGUST 31 2016

NEXT MEETING
ROOM AVAILABLE

EVOKO

# Using the Calendar

Booking a meeting

- Here you can see an overview of the day

- The day shown can be adjusted on the top and the time shown to the left

- Click on the calendar to add a meeting
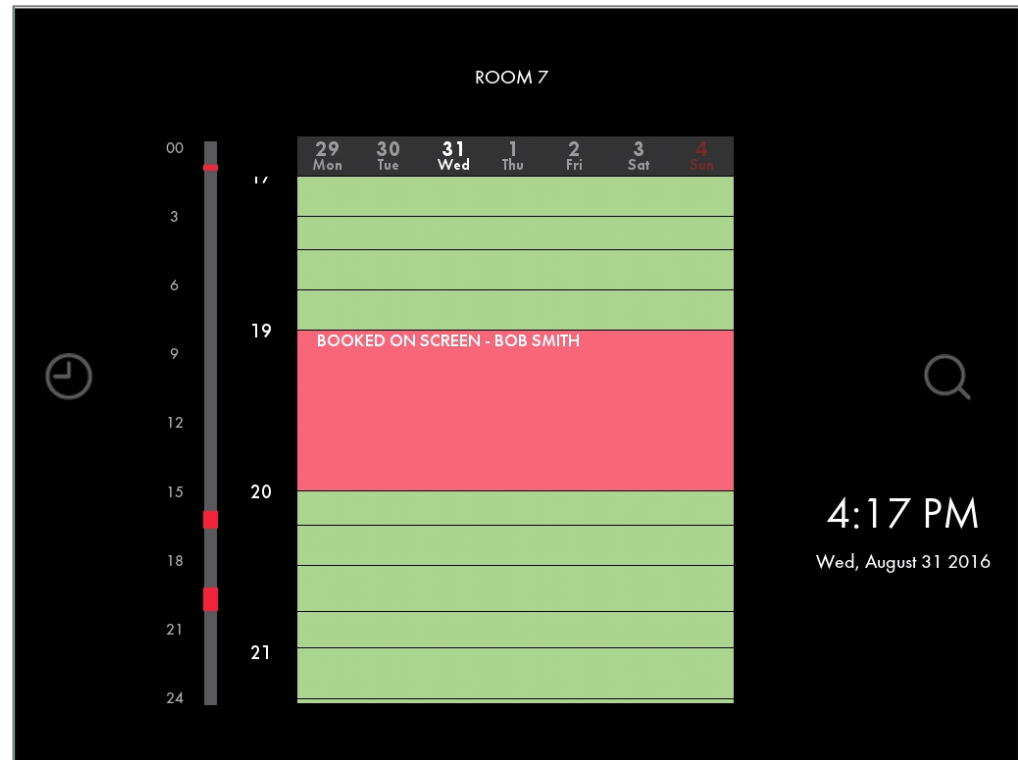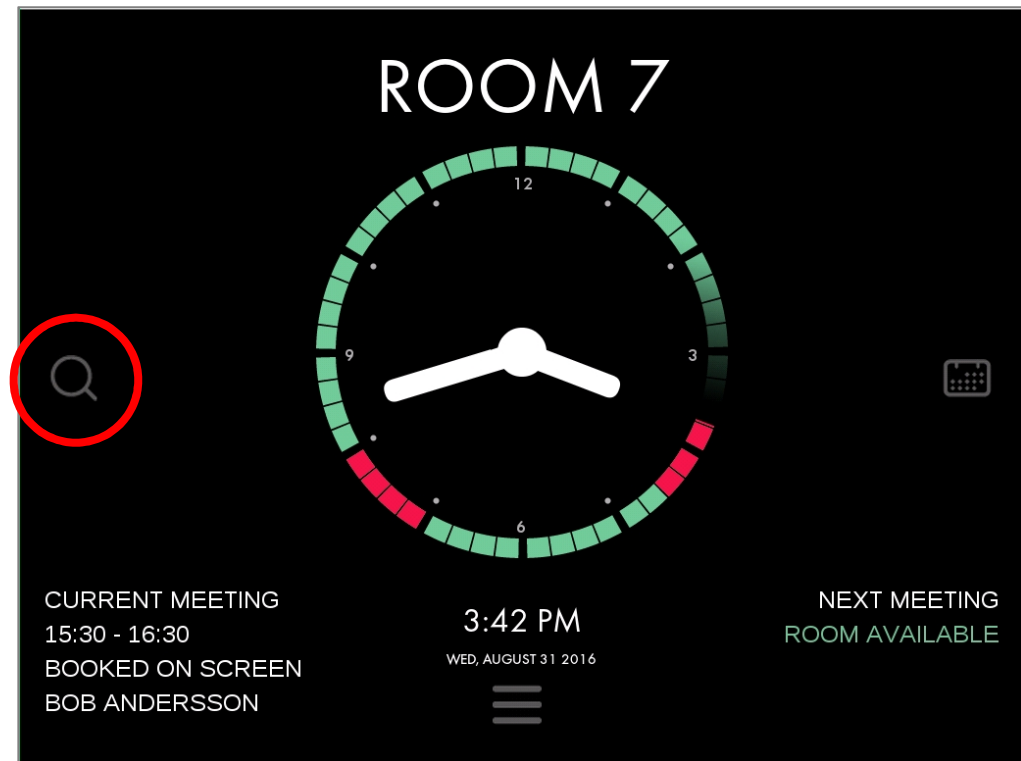
Using the Calendar

Editing a meeting

- To edit a meeting from this screen, just select the meeting by tapping on it

- The meeting will be come purple to show it can be edited

- Simply drag the purple endpoints to adjust the time, or press the red "X" to cancel the meeting
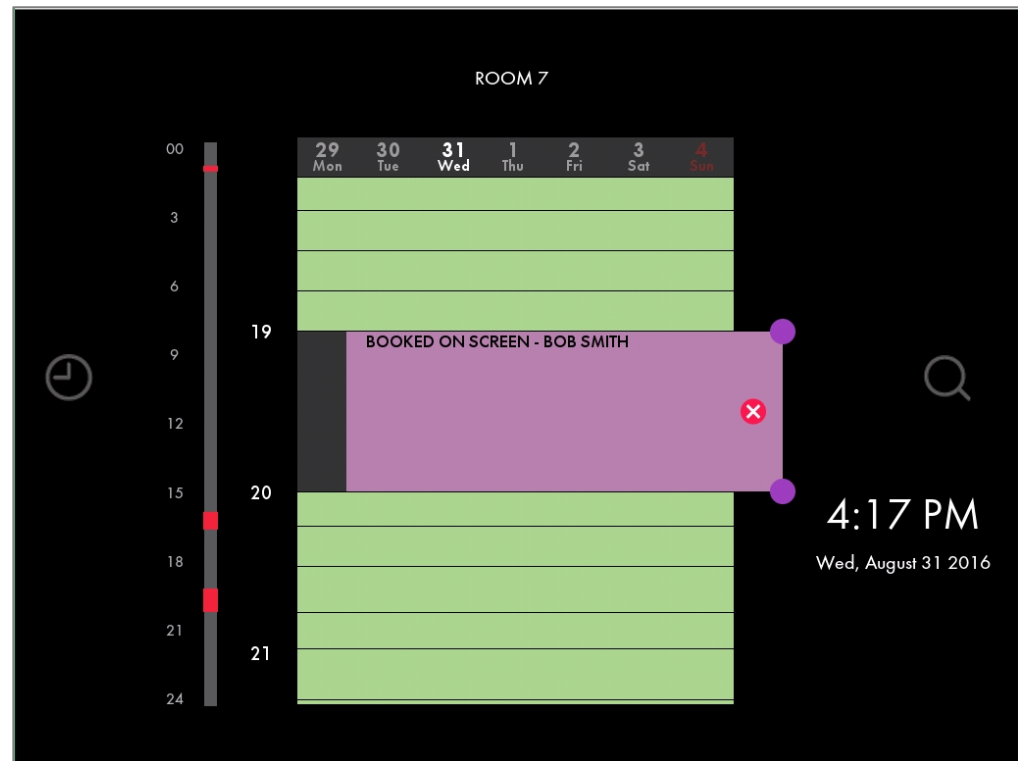
Using the Room Finder

Finding a room based on location, availability, size and equipment

- The Evoko Liso Room Finder is very useful if you want to find a room that fits your needs, based on availability, location, size and equipment

- From the Room Finder you can book both instant and future meetings for this or other rooms

- You reach the Evoko Liso Room Finder by clicking the search icon to the left of the clock

ROOM 7

CURRENT MEETING
15:30 - 16:30
BOOKED ON SCREEN
BOB ANDERSSON

3:42 PM

WED, AUGUST 31 2016

NEXT MEETING
ROOM AVAILABLE

EVOKO

14

Using the Room Finder

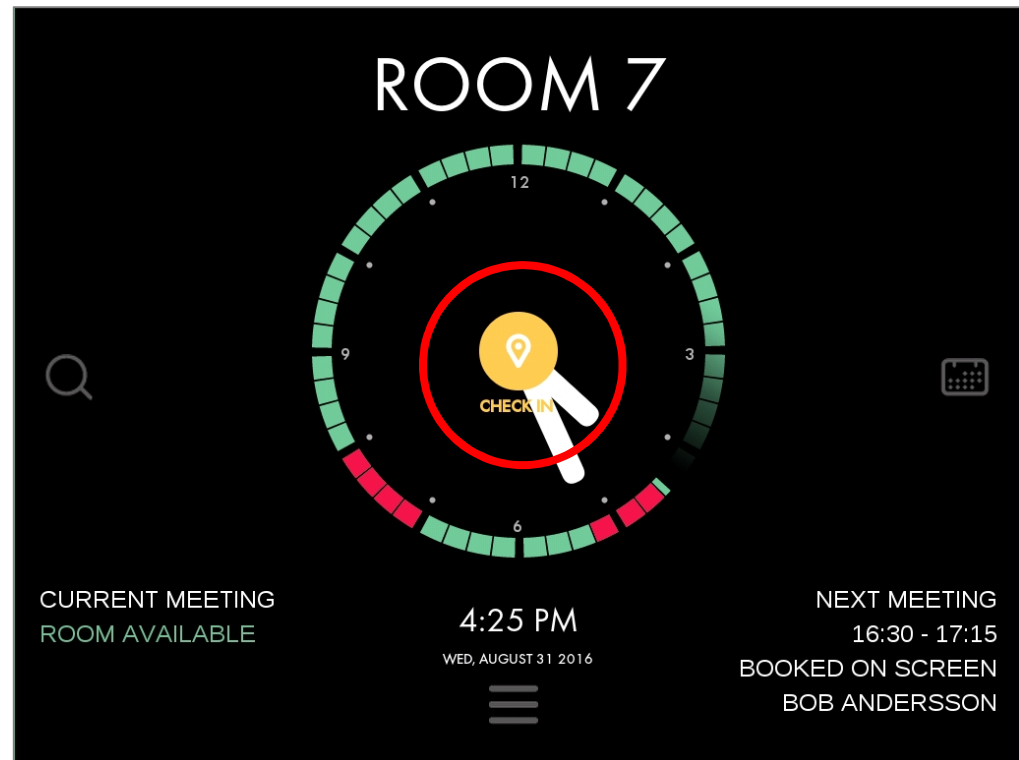Finding a room based on location, availability, size and equipment

- In the Room Finder you can easily find and book the perfect room for your needs

- Select a date, time and location and apply filters for room size and equipment

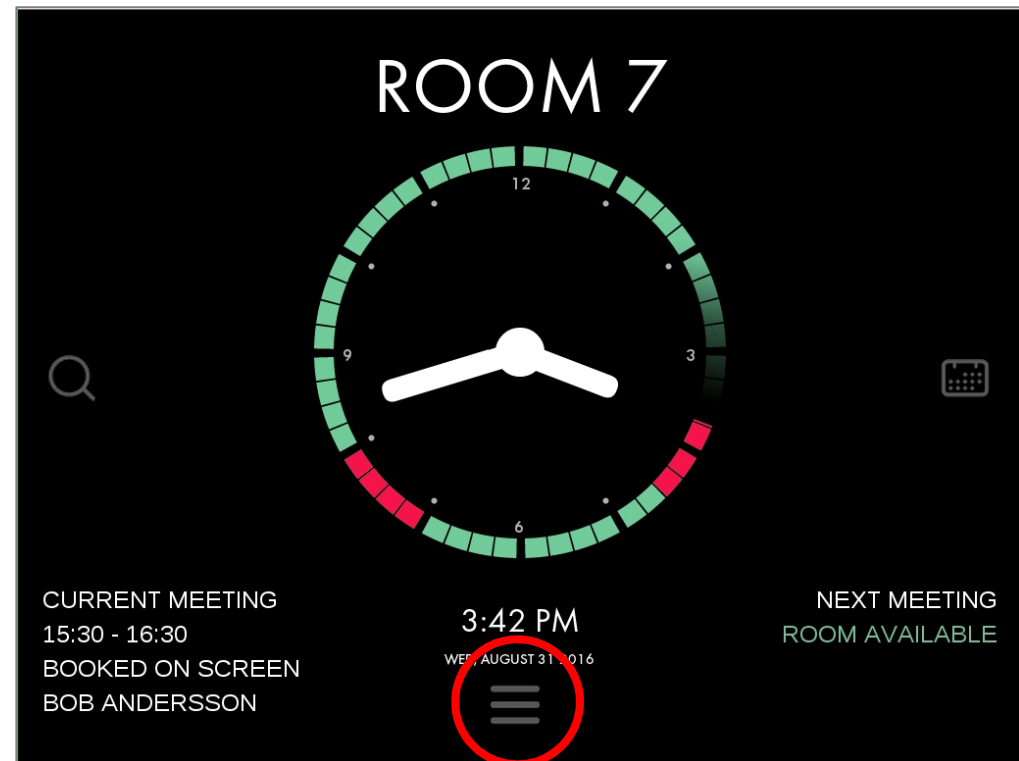- Then book it directly from the Evoko Liso
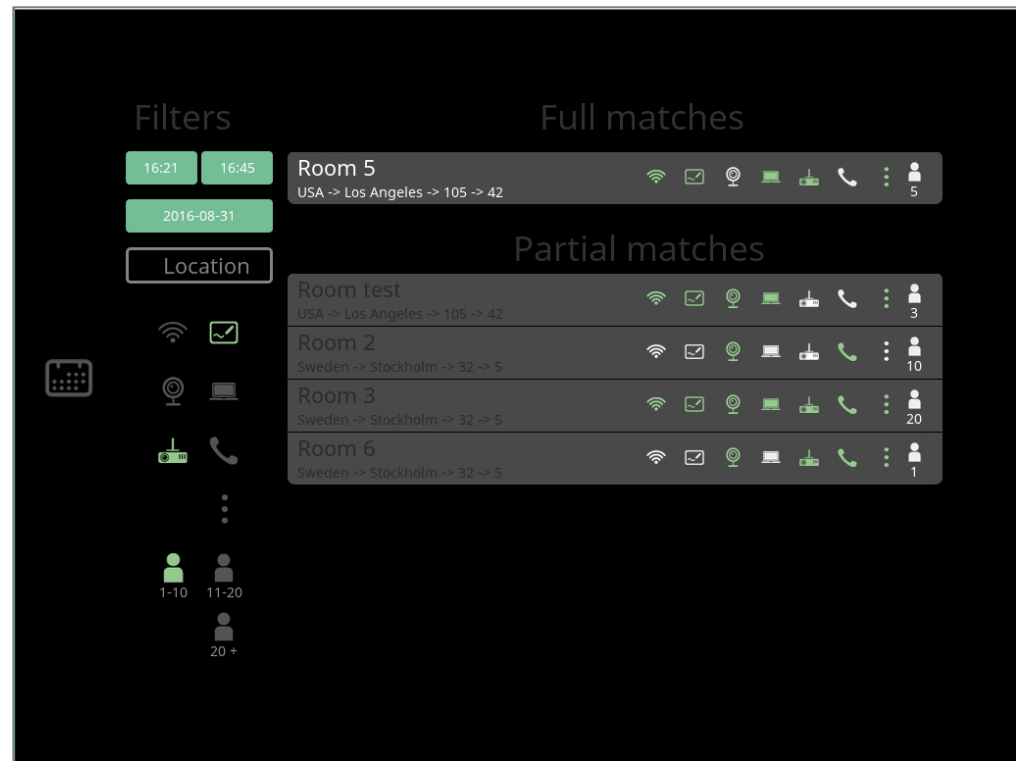
Checking-in

Use the check-in function to free up rooms where no-one shows up for the booking

- Optional feature per room

- If turned on, you set the time limit (5-30 min) for how long either the organizer, a meeting participant or anyone has to press the CHECK IN button on the screen

- If the button isn't pressed 5 min before the time runs out, a warning email will be sent to the organizer

- If still not pressed when the time limit runs out, Evoko Liso will end the meeting automatically, freeing up the room for someone else to use
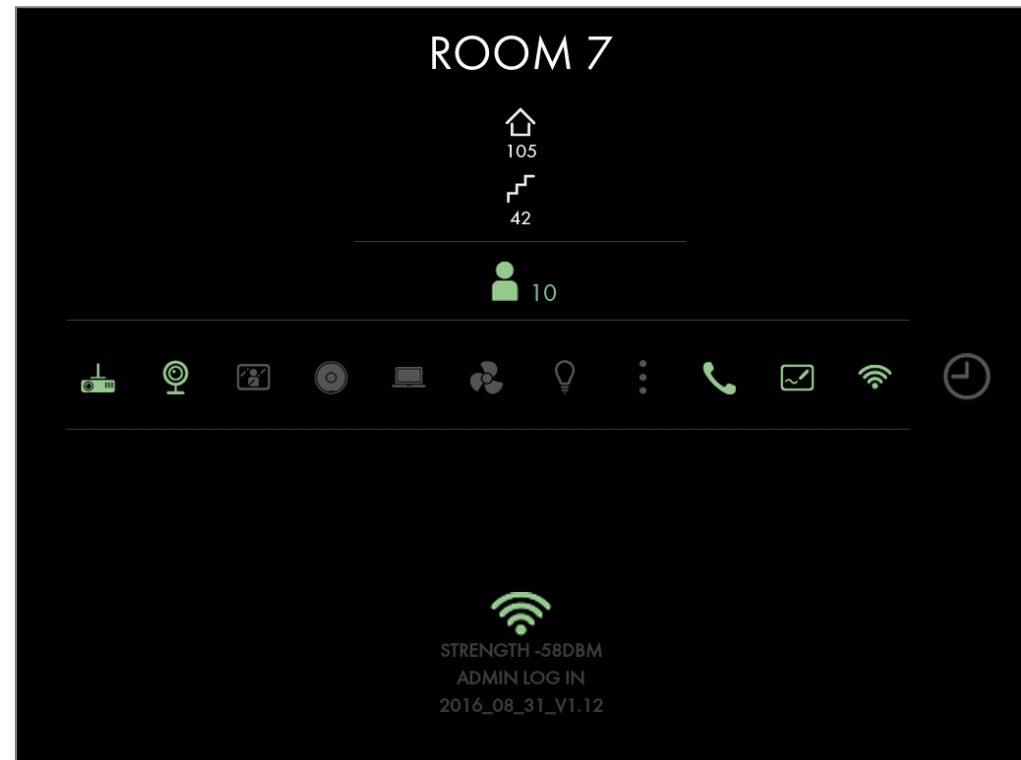

ROOM 7

12

9   3

CHECK IN

6

CURRENT MEETING
ROOM AVAILABLE

4:25 PM

WED, AUGUST 31 2016

NEXT MEETING
16:30 - 17:15
BOOKED ON SCREEN
BOB ANDERSSON

Report room equipment issues

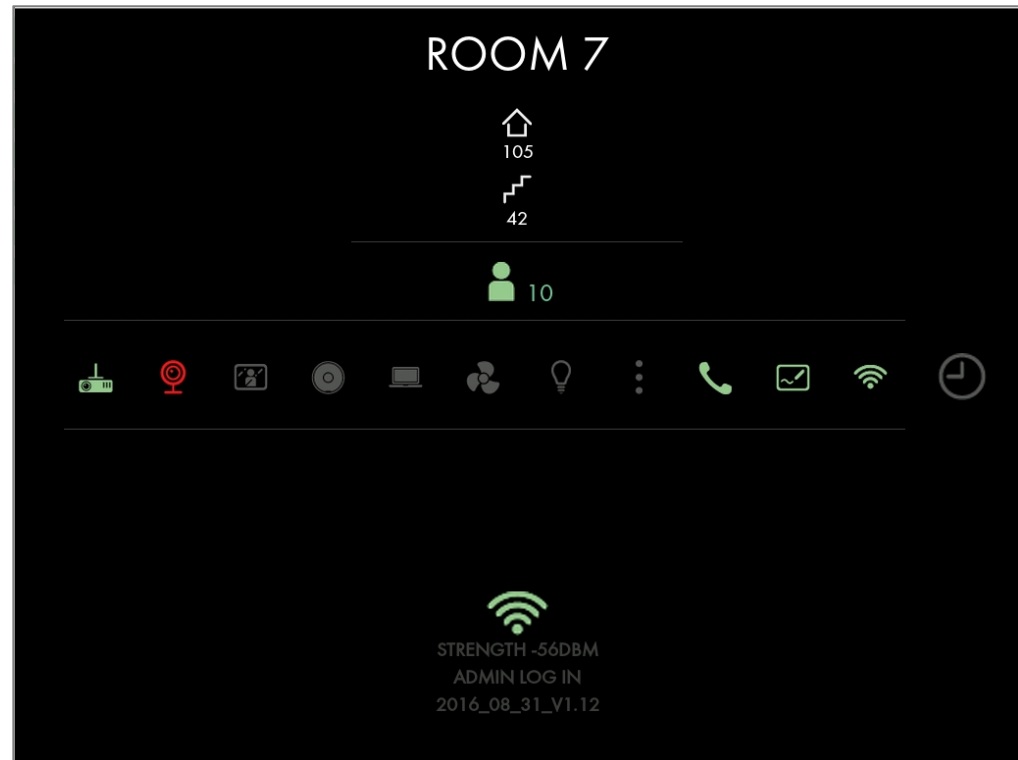- Click the Menu icon at the bottom of the screen

Report room equipment issues

- There you can see a list of all equipment that is available in the room

Report room equipment issues

- To report issue with equipment, just press one of the icons and after optional PIN authentication, the equipment is marked red (broken)

- After the equipment has been repaired, and administrator can go to device and press the red equipment. After entering a valid PIN code, the equipment is again marked as green (working)
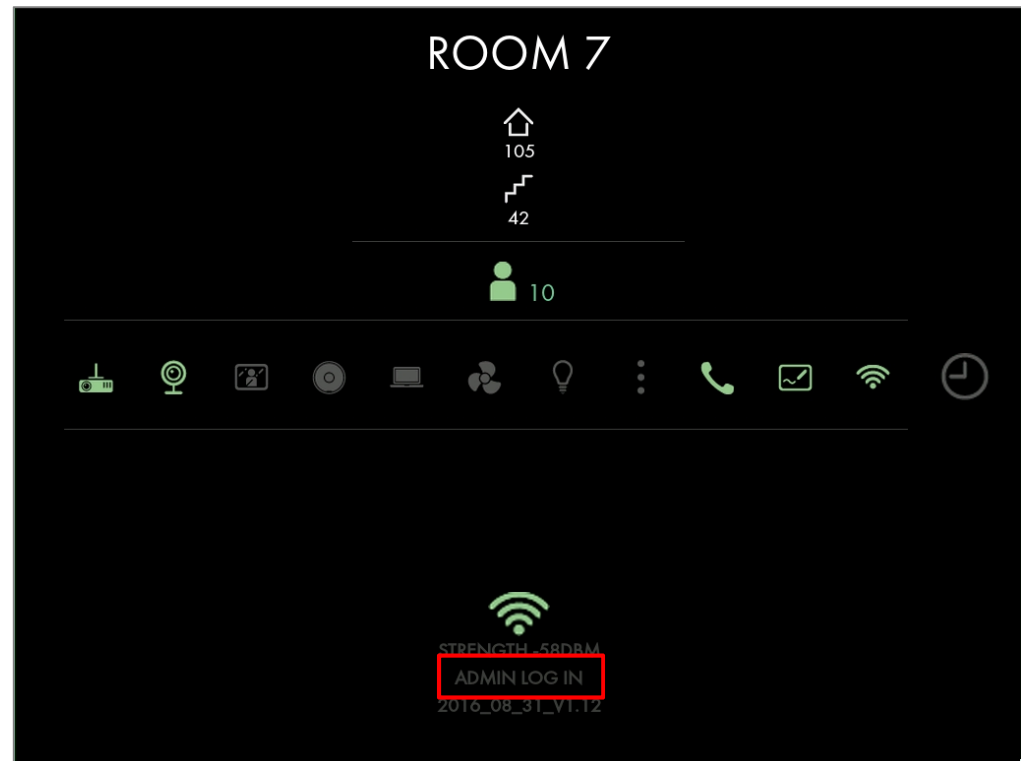
Report room equipment issues

- If any equipment is reported as broken, this is also indicated by a warning symbol on the start screen
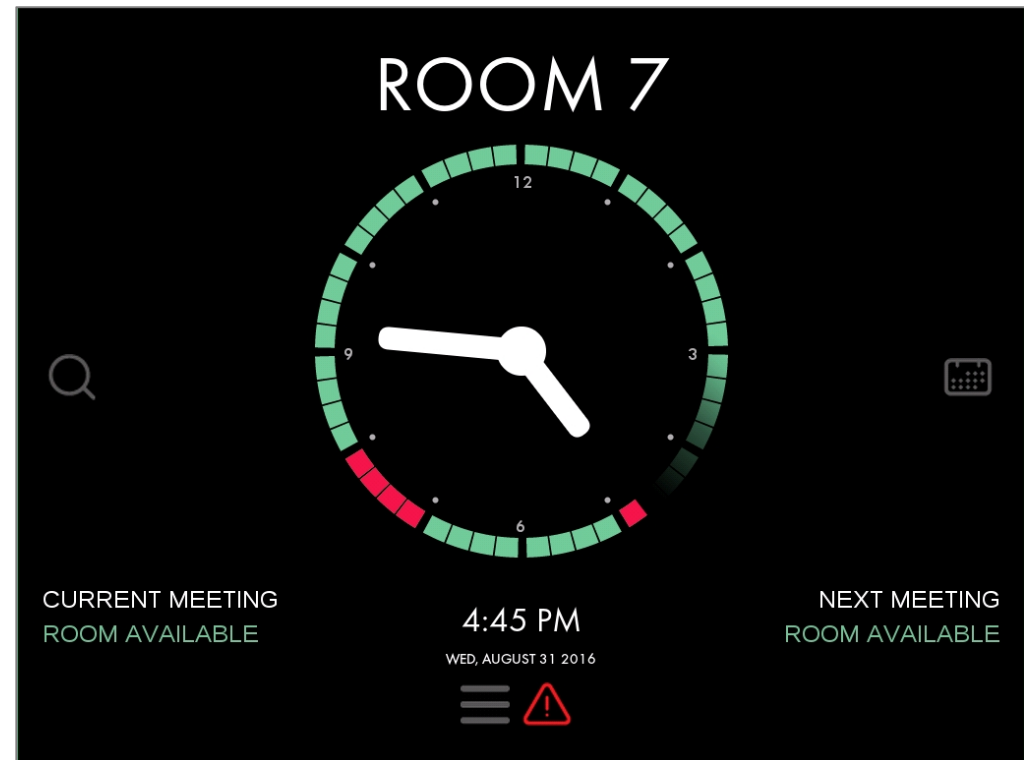
The Administrator panel

- To enter the Administration panel, click the Menu button on the bottom of the start screen and then press the Admin button

- After entering a correct admin PIN code, the Administration screen will be shown

The Administrator panel

- From the Administrator panel you can:
  - Shutdown the device
  - Reboot the device
  - Change Evoko Home connection
  - Change which room is displayed
  - Exit to desktop
  - Update configuration via USB
  - See Device information
  - Do a Firmware upgrade
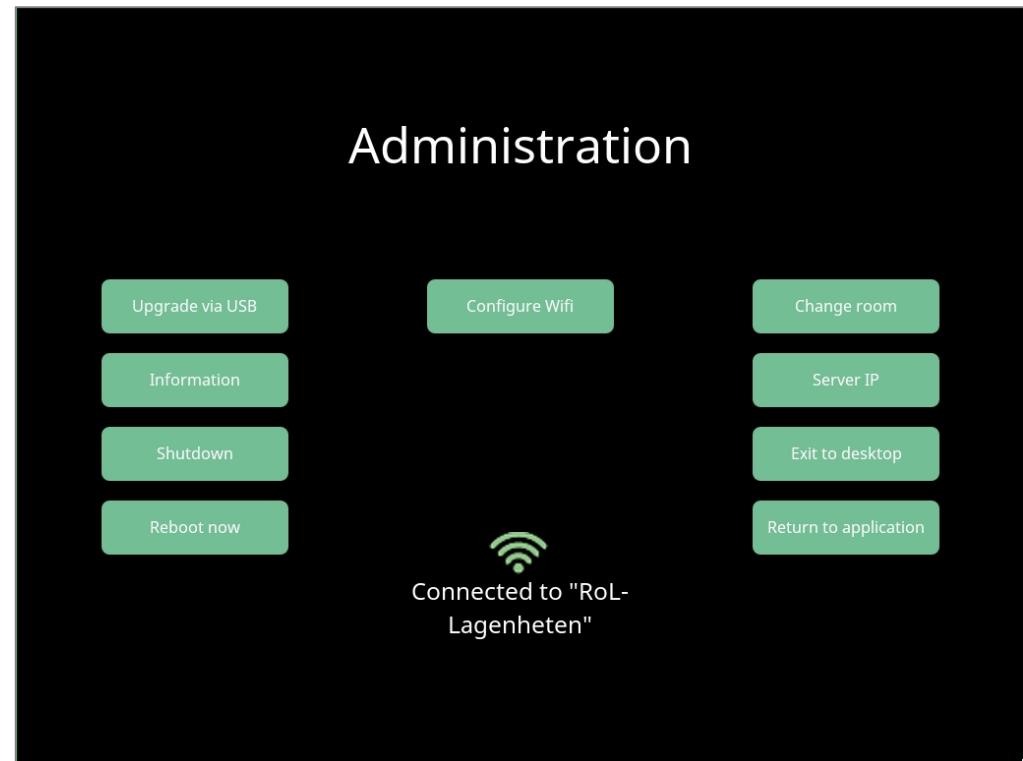
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Meetings Made Magnificent