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# EVOKO

EVOKO LISO

The next generation room manager



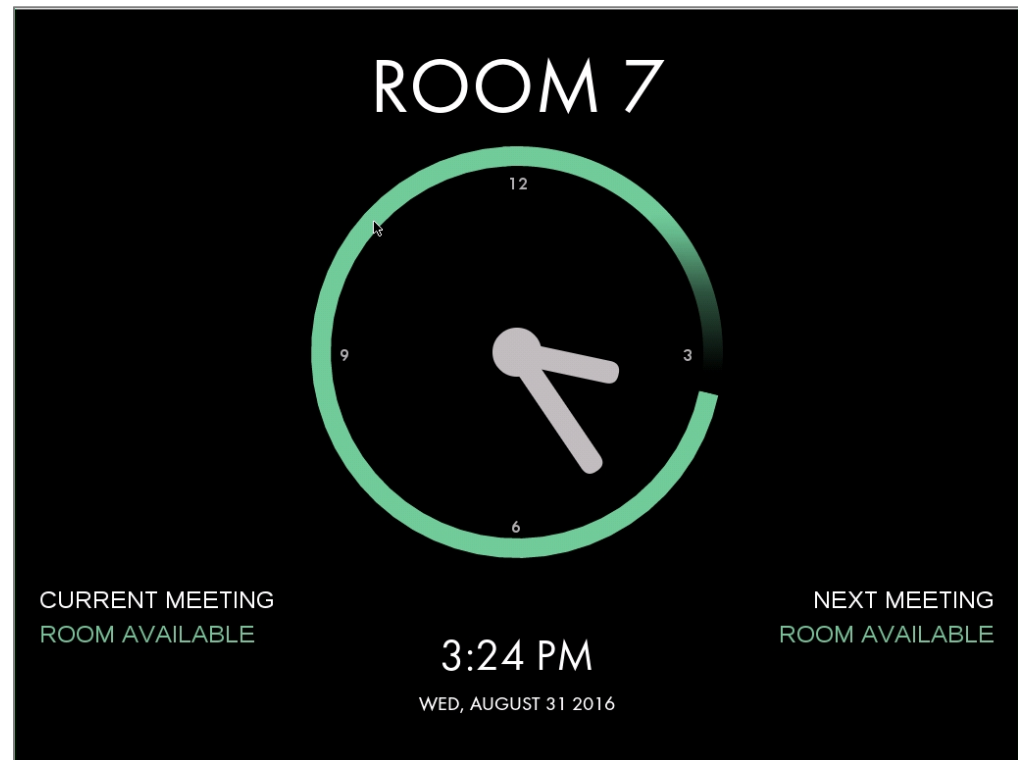
# Meet Evoko Liso

The next generation room manager

# Using the Clock

Passive mode

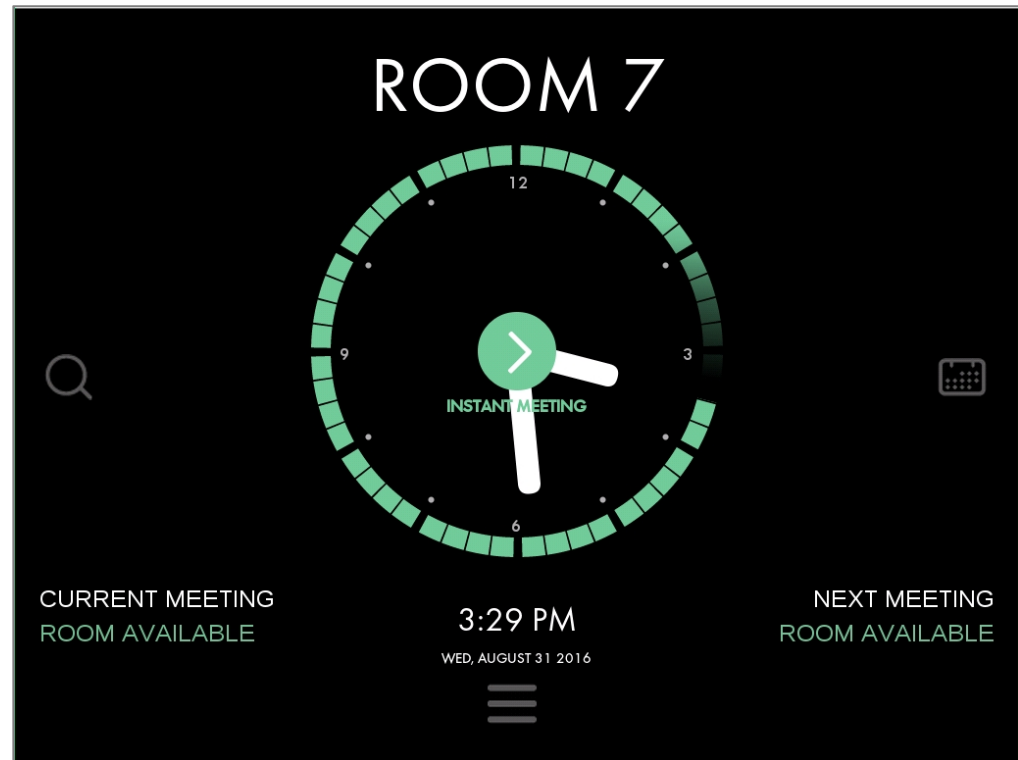
- When the Evoko Liso is not used, it will be in “passive mode” and show an overview of the clock and room availability, with the room name clearly visible
- The watch hands show the current time, and the green areas show when the room is available while the red areas show when it is booked
- There is also information about the current and next meetings (if any)



# Using the Clock

Active mode

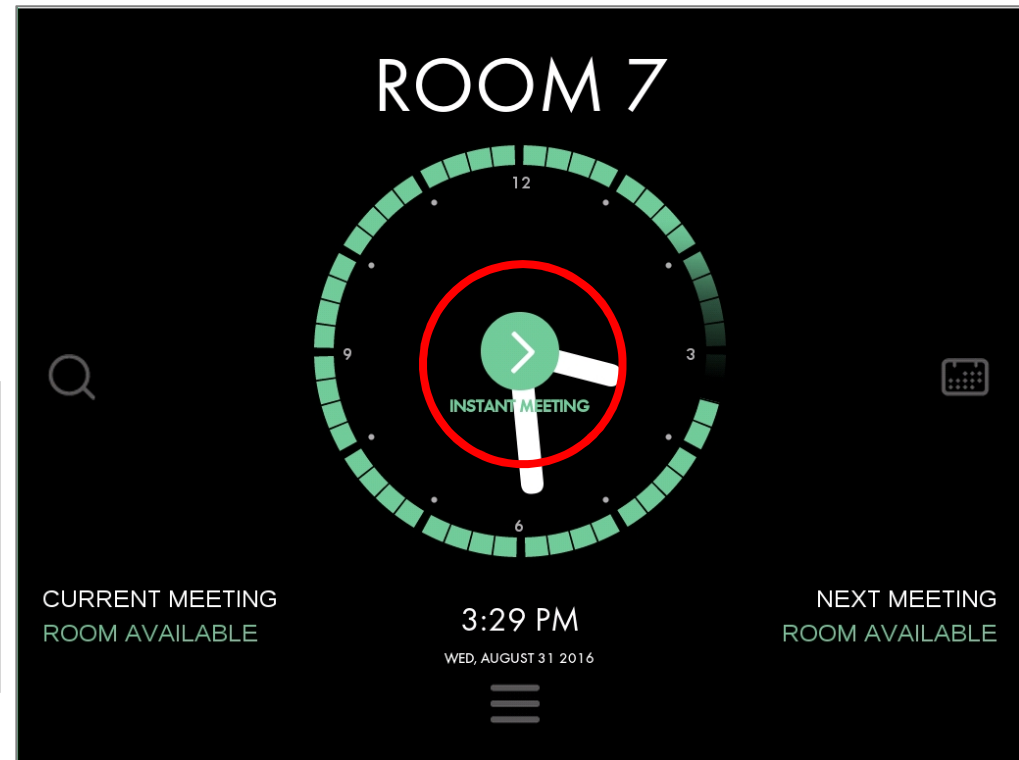
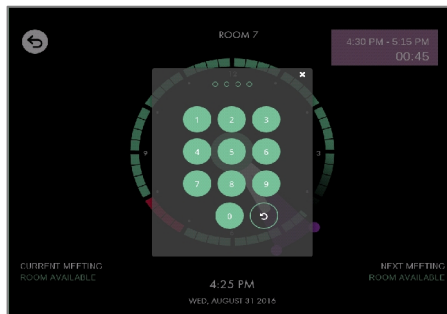
- When moving close, Evoko Liso will automatically go into “active mode”
- Here you can see more details about the meeting room. It is ready for interaction



# Using the Clock

Book an instant meeting

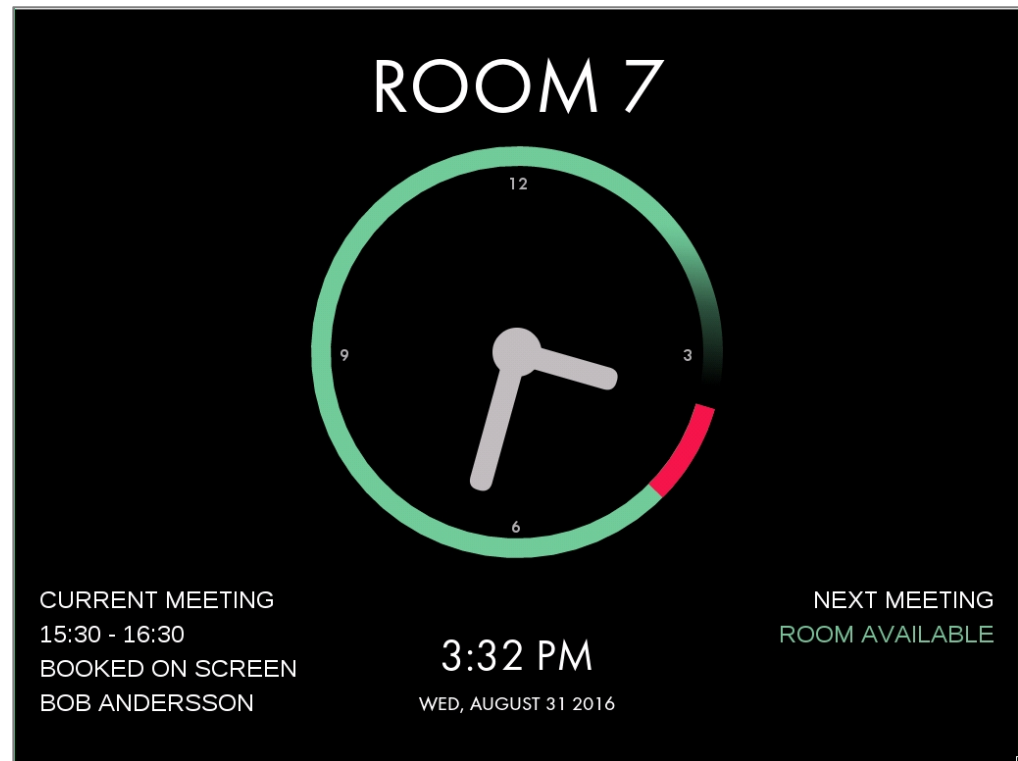
- To book an instant meeting in this room, simply press “Instant meeting”
- Liso will automatically book a meeting for one hour (rounding to closest 15 min period) or until the next meeting starts
- If PIN/RFID is enabled, this will have to be entered before the meeting is booked



# Using the Clock

Book an instant meeting

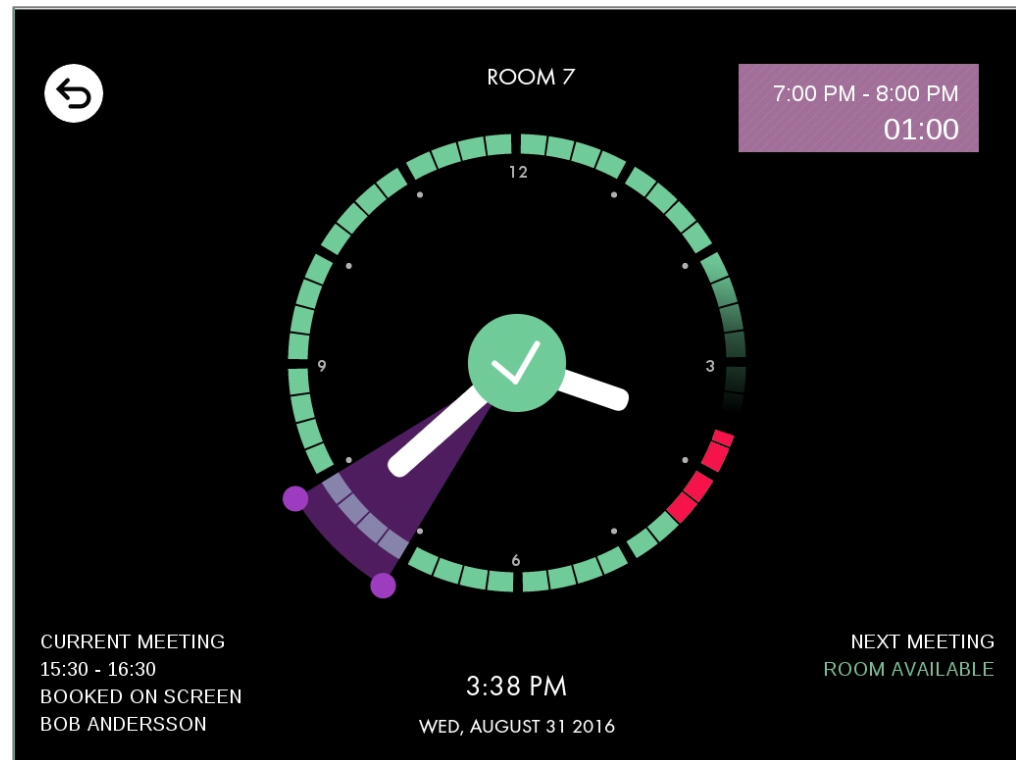
- Liso will return to passive mode which now has the new meeting visible



# Using the Clock

Booking a meeting for later in the day

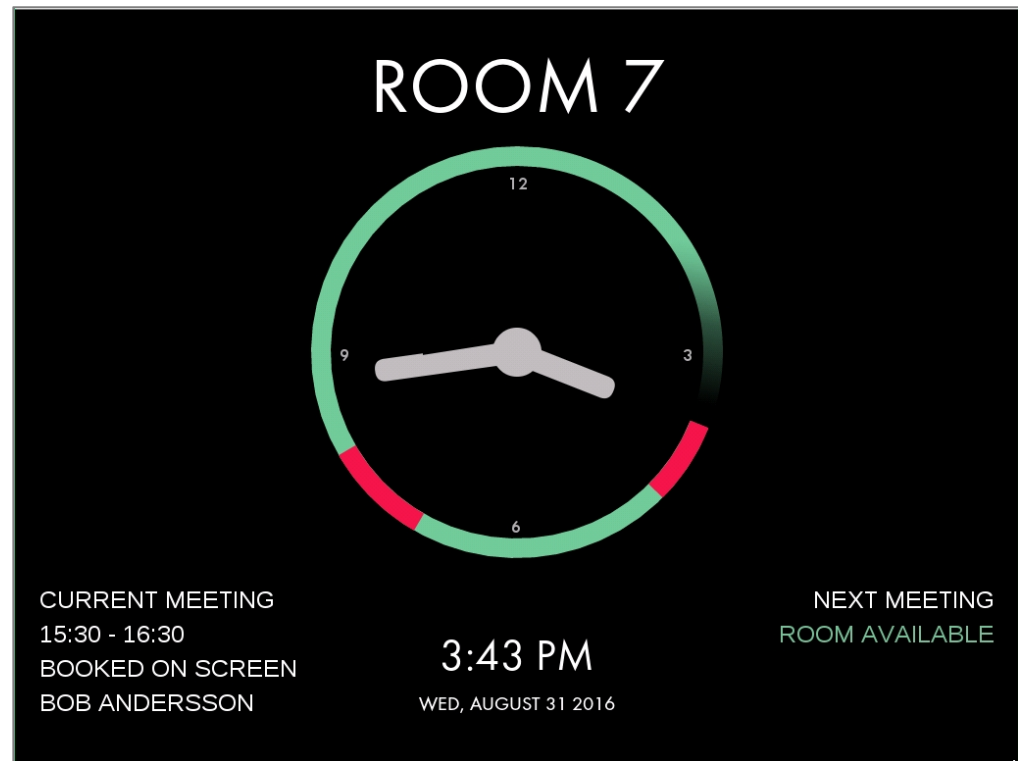
- To book a meeting anytime today, simply press the time on the border of the clock for when you want the meeting to start
- Evoko Liso will now be in “edit mode”, and you can adjust the start and end time of the meeting by dragging the start and end points
- Details are visible in the top right hand corner
- Confirm by pressing the green tick mark or cancel by pressing the return arrow



# 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

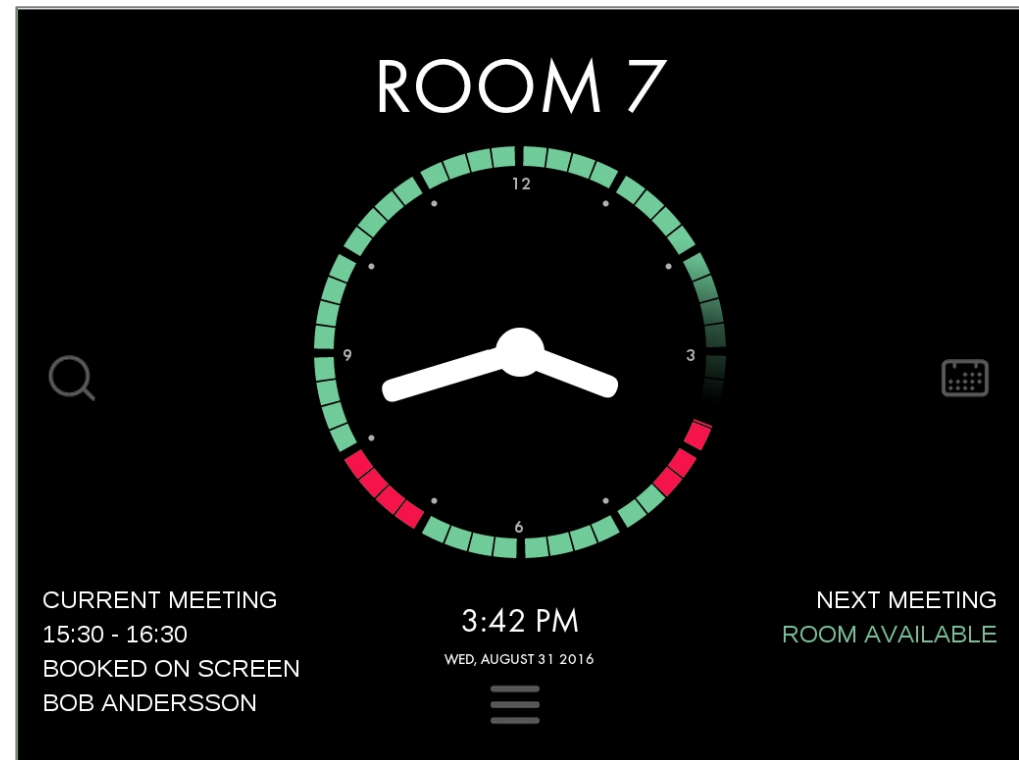




# Using the Clock

Editing a meeting

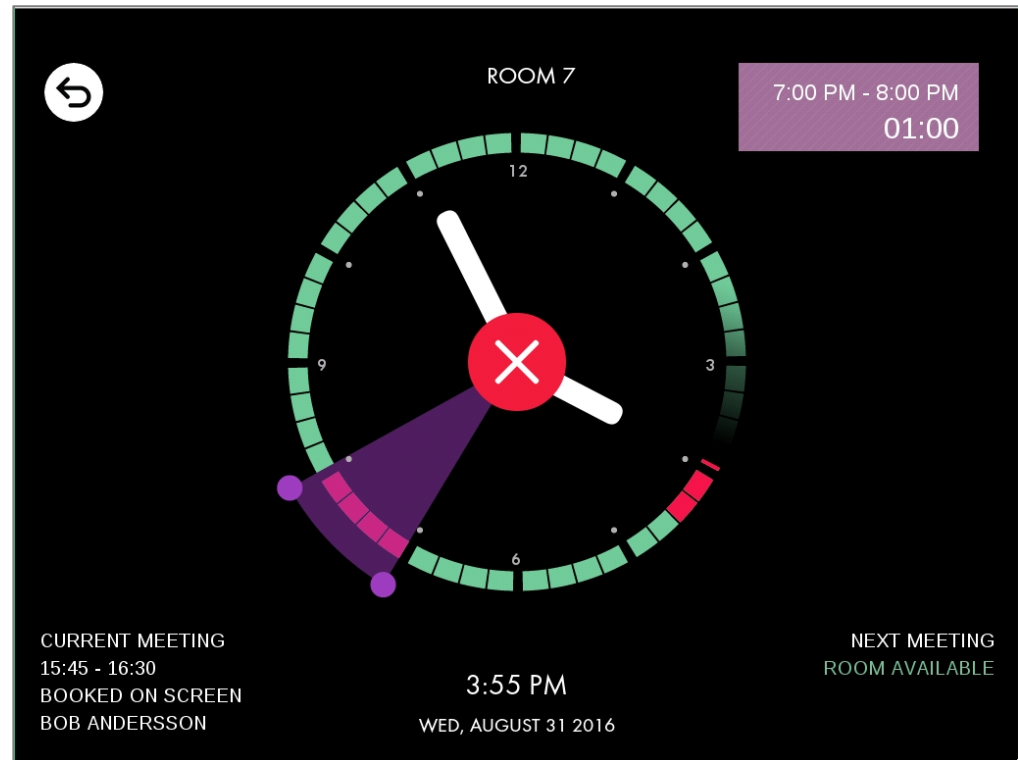
- From the clock it is also easy to end or extend an ongoing meeting, as well as editing an upcoming meeting later during the day



# Using the Clock

Editing a meeting

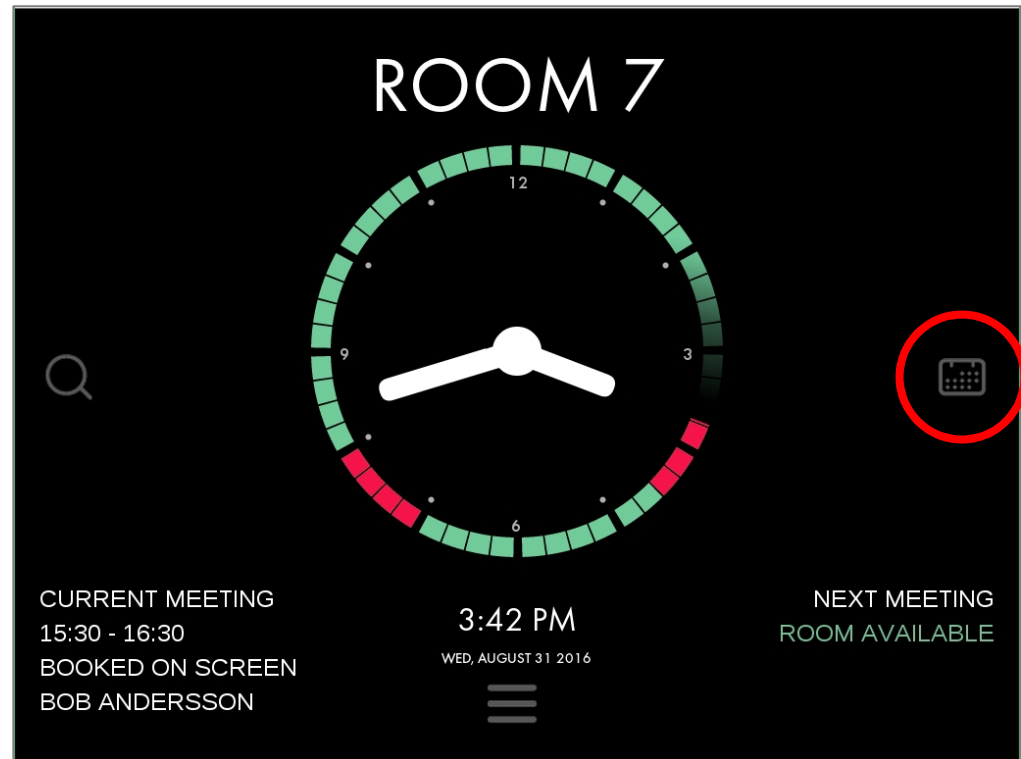
- Just press the border of the clock for the meeting you want to edit, and the purple section will light up
- Adjust the start/end time by dragging the end points of the purple section, or press the red "X" in the center of the clock to end/remove the meeting



# 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



# Using the Calendar

## Booking a meeting

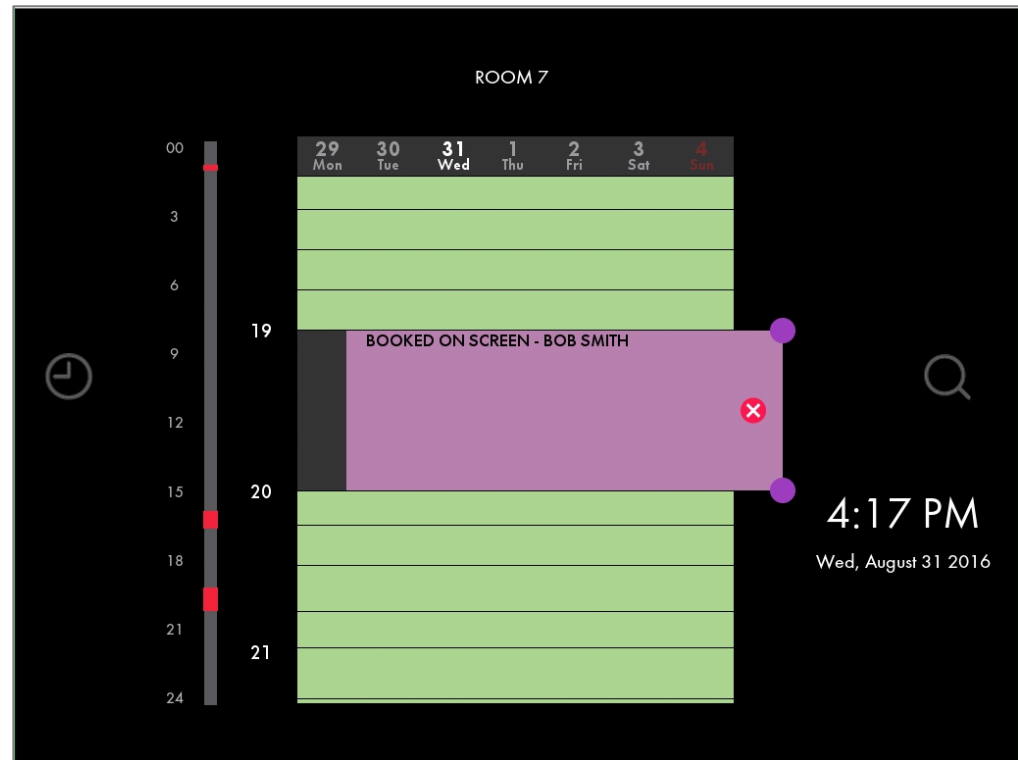
- Here you can see an overview of the day
- The day shown can be adjusted on the top and the time shown to the left
- Click on the calendar to add a meeting



# Using the Calendar

## Editing a meeting

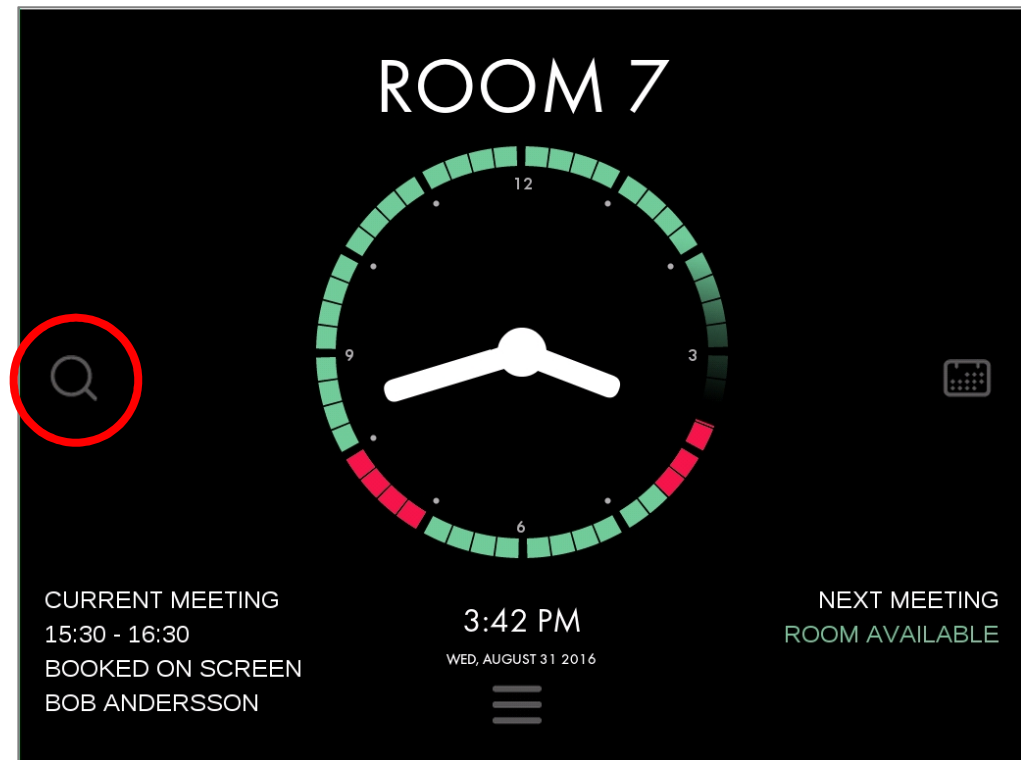
- To edit a meeting from this screen, just select the meeting by tapping on it
- The meeting will become purple to show it can be edited
- Simply drag the purple endpoints to adjust the time, or press the red "X" to cancel the meeting



# Using the Room Finder

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

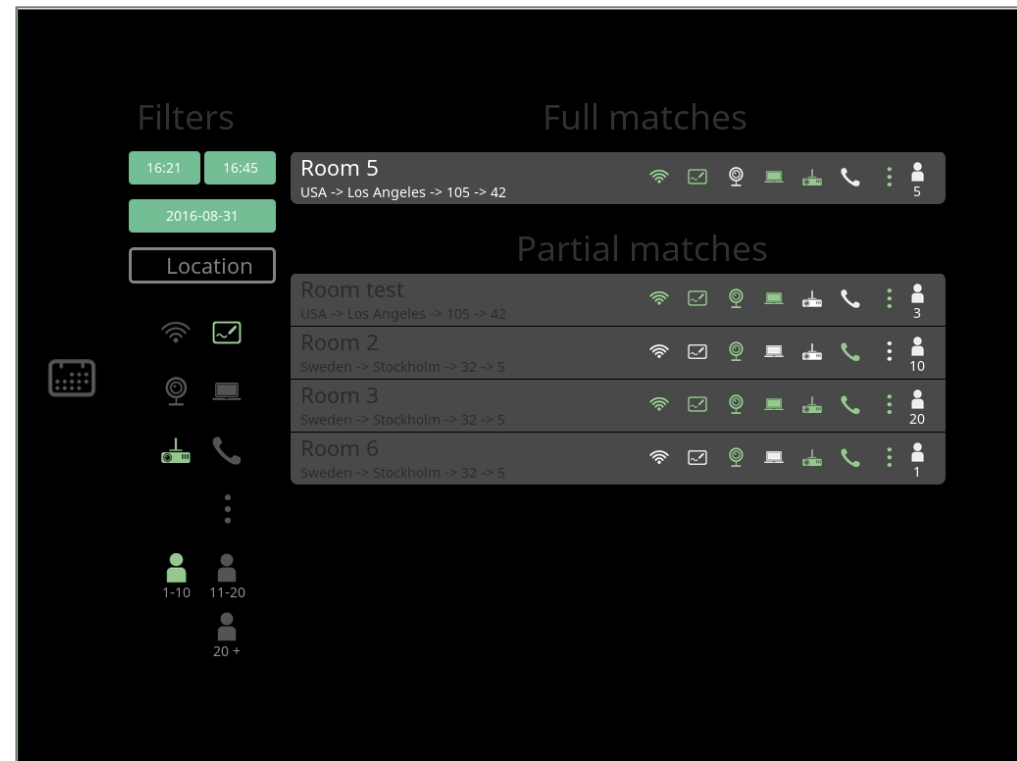
- The Evoko Liso Room Finder is very useful if you want to find a room that fits your needs, based on availability, location, size and equipment
- From the Room Finder you can book both instant and future meetings for this or other rooms
- You reach the Evoko Liso Room Finder by clicking the search icon to the left of the clock



# Using the Room Finder

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

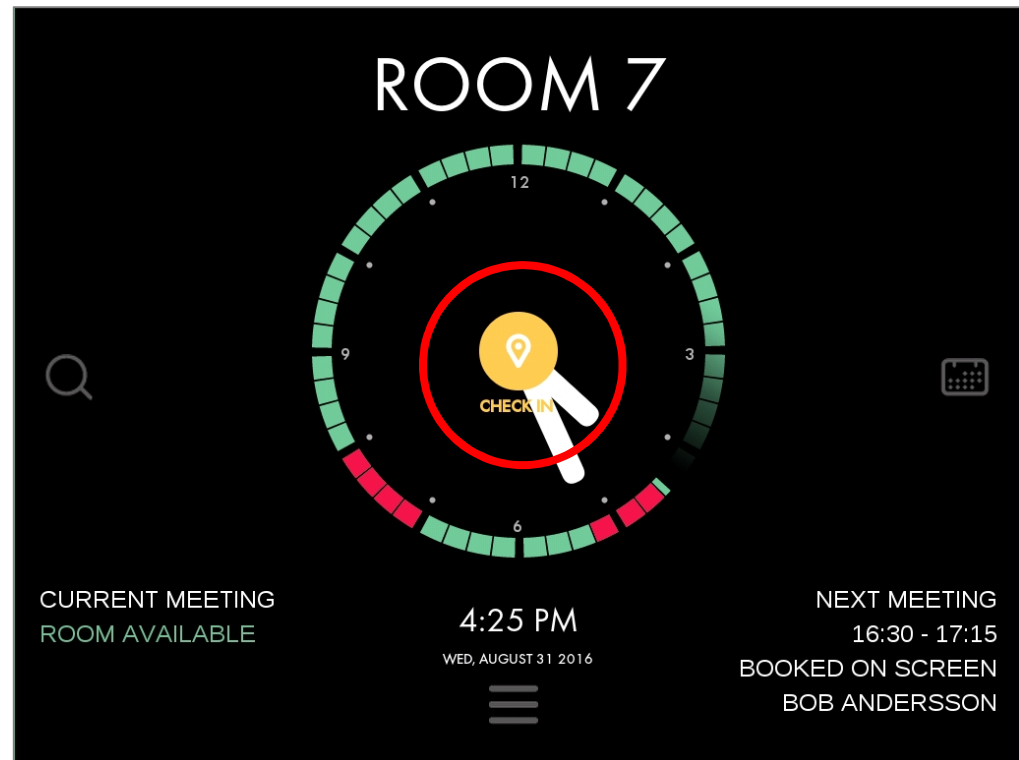
- In the Room Finder you can easily find and book the perfect room for your needs
- Select a date, time and location and apply filters for room size and equipment
- Then book it directly from the Evoko Liso



# Checking-in

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

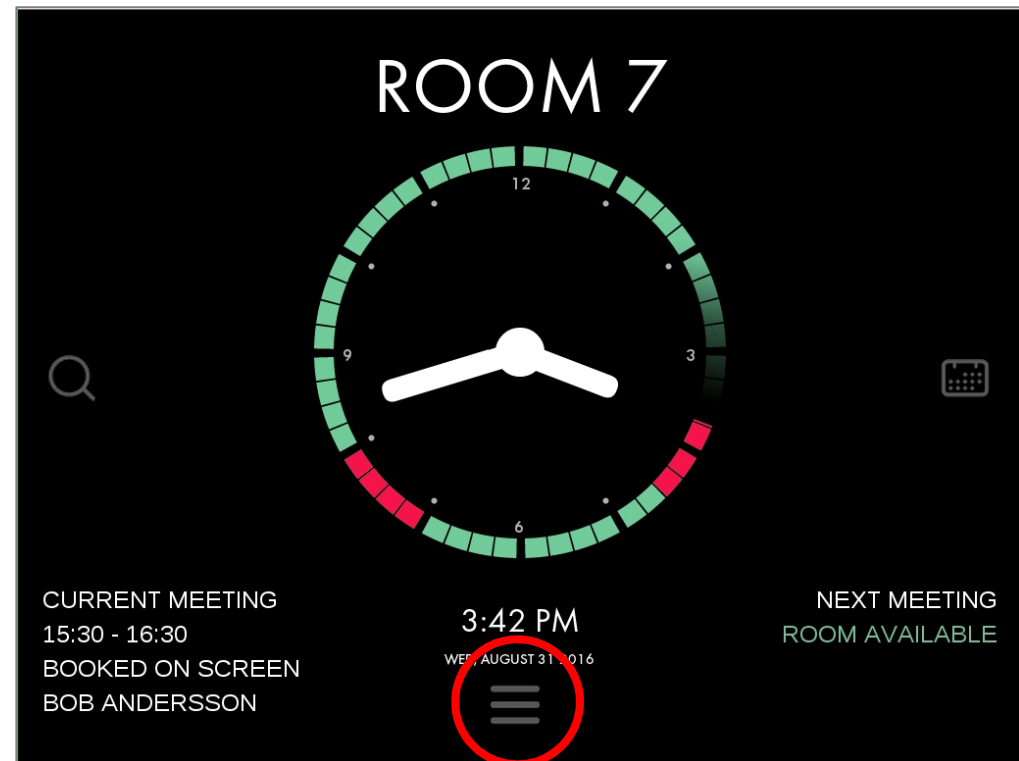
- Optional feature per room
- If turned on, you set the time limit (5-30 min) for how long either the organizer, a meeting participant or anyone has to press the CHECK IN button on the screen
- If the button isn't pressed 5 min before the time runs out, a warning email will be sent to the organizer
- 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





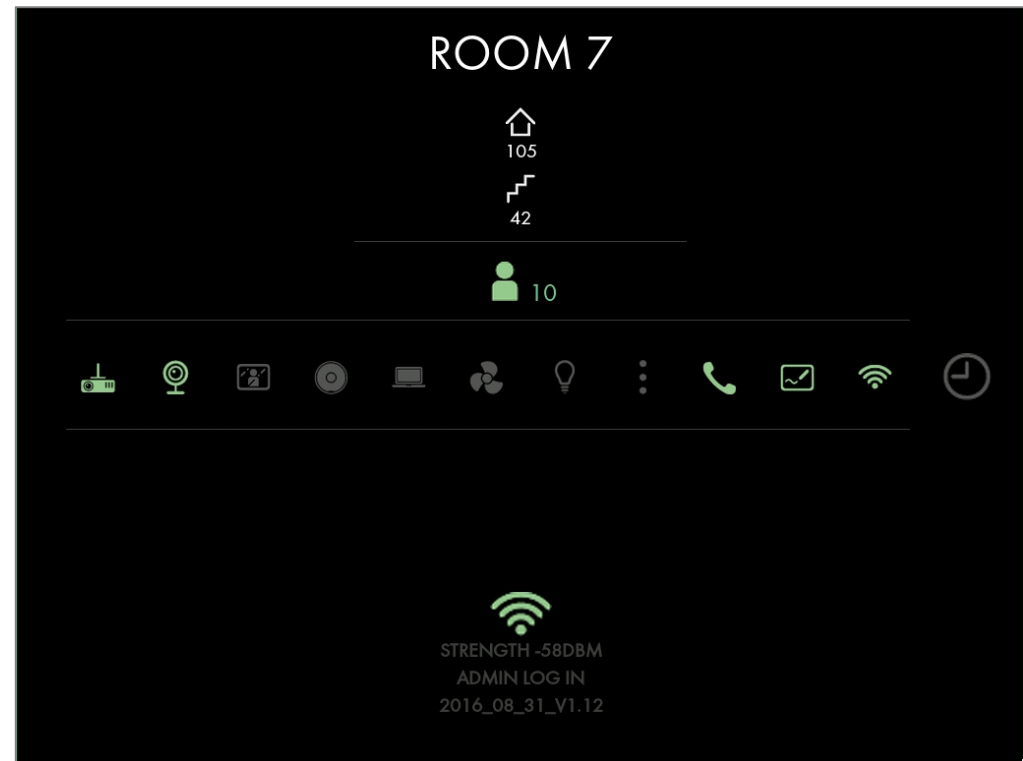
# Report room equipment issues

- Click the Menu icon at the bottom of the screen



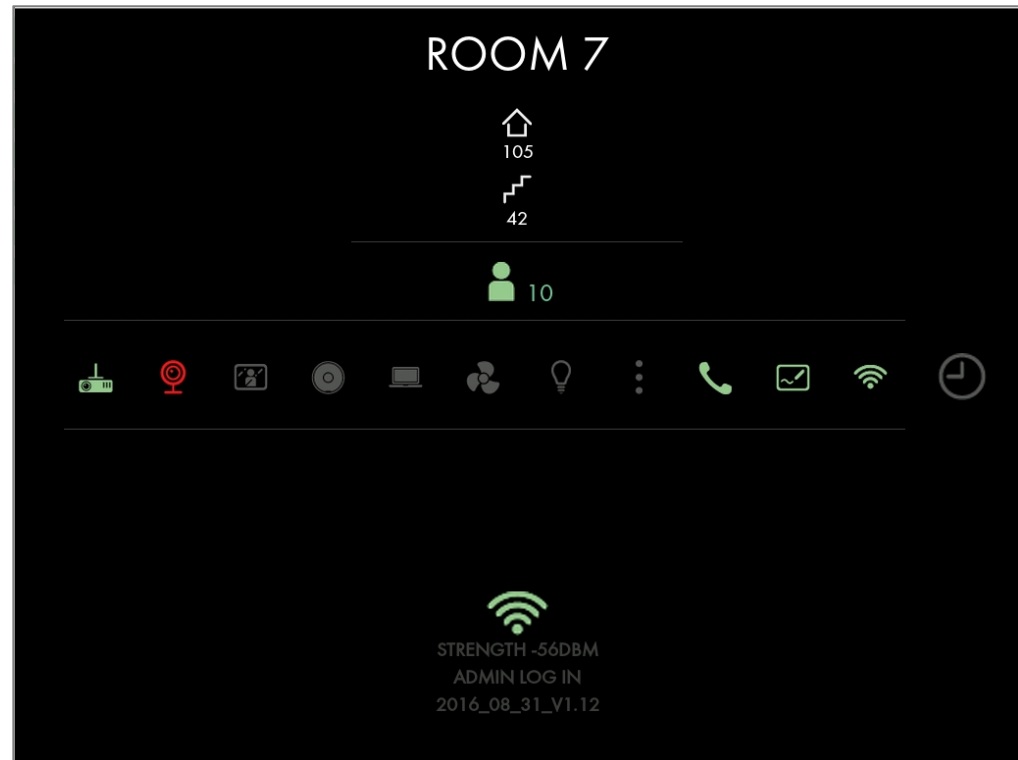
# Report room equipment issues

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



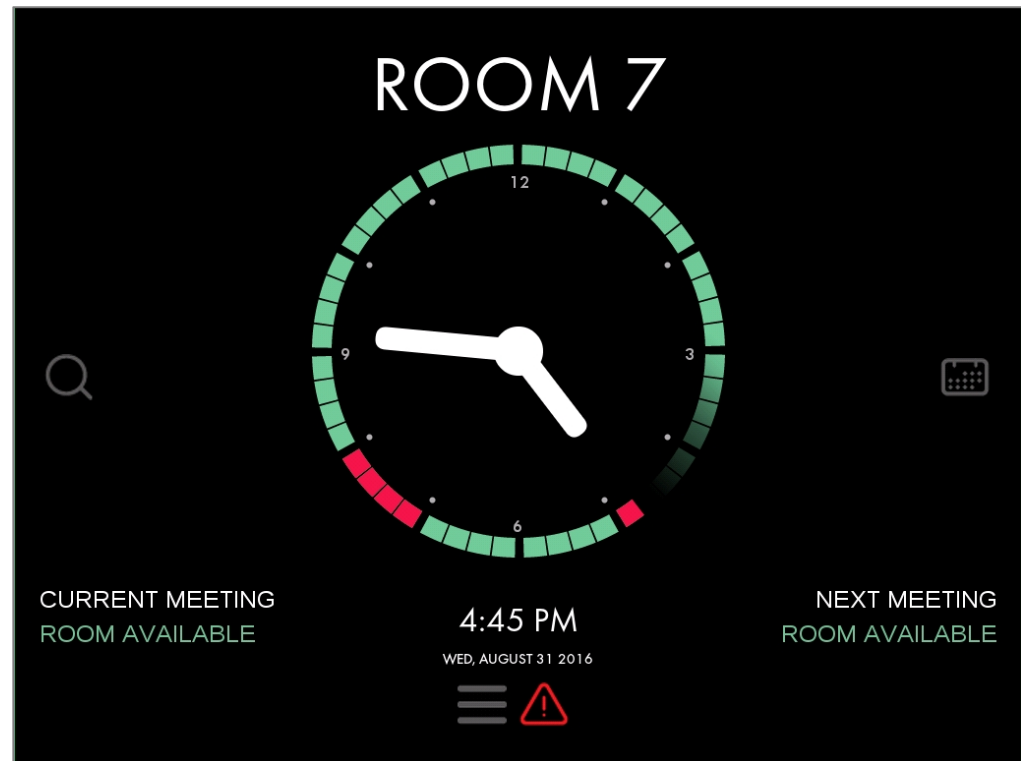
# Report room equipment issues

- 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)



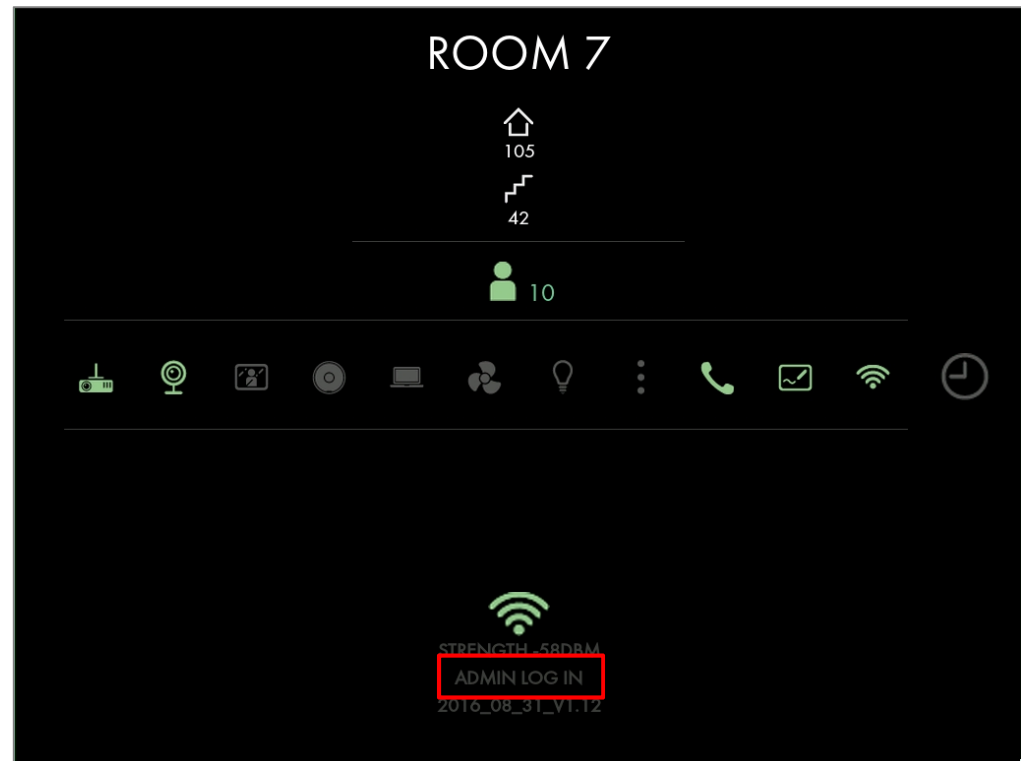
# Report room equipment issues

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



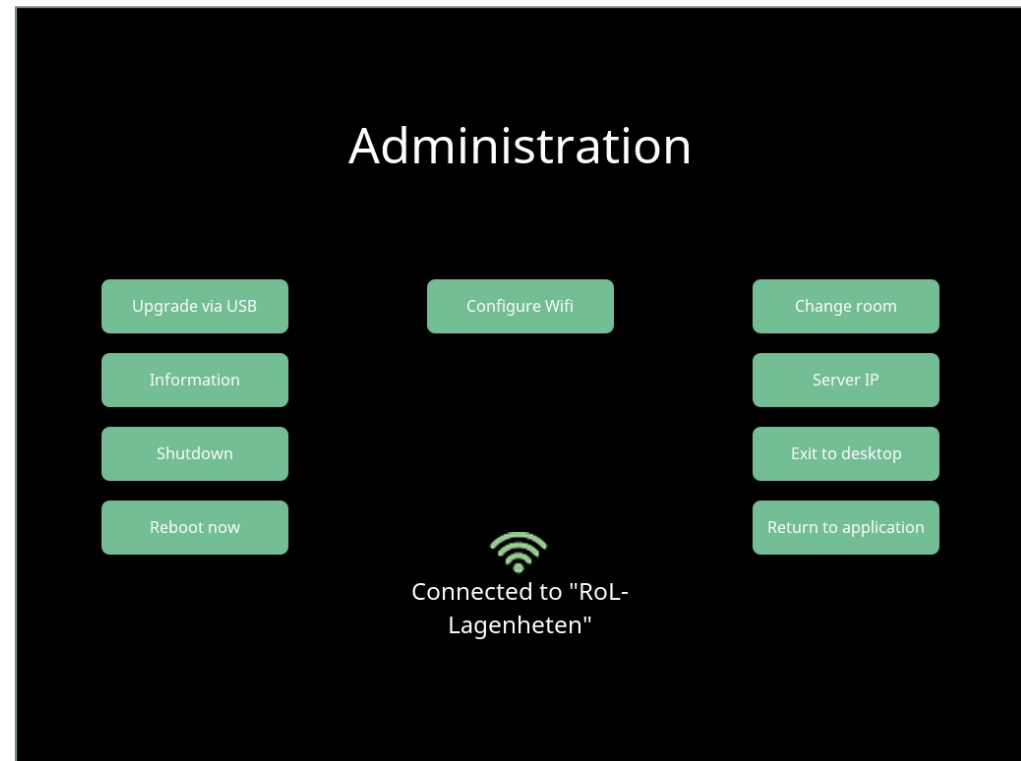
## The Administrator panel

- 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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# EVOKO

Meetings Made Magnificent

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[www.evoko.se](http://www.evoko.se)