

# SmartSpace Software

Quick reference Guide

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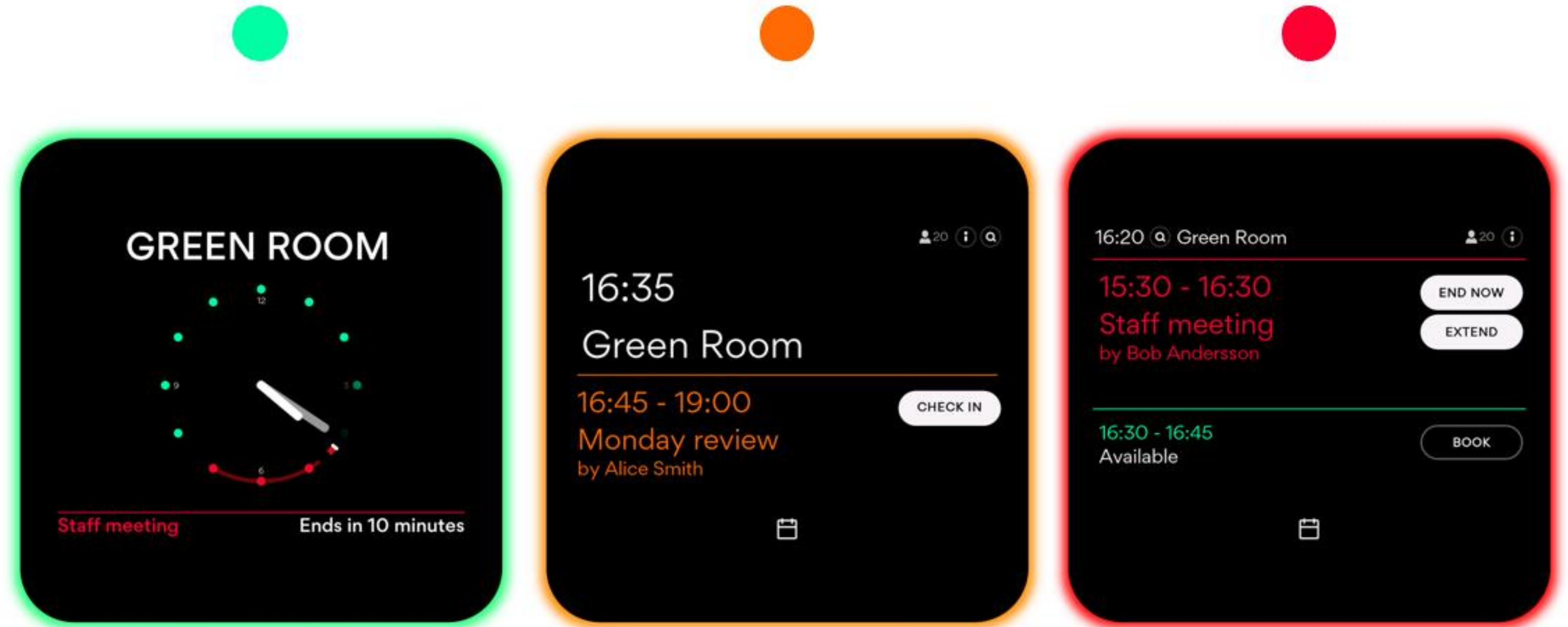
## Navigating the Evoko Room Panel



# Using Evoko Room Panel

## Navigating the Evoko Room Panel

The Evoko Room Panel, is mounted on the walls outside each meeting room. It informs you of the status and upcoming schedule of a meeting room and you can also book meeting rooms from the panel.



### Passive

Green

Room is free for more than 10 minutes.

### Check-in

Amber

A meeting is about to start in less than 10 minutes and/or the room requires check-in.

### Active

Red

Room is busy

1. Time now
2. The name of meeting room
3. Capacity of room
4. Access Admin Features
5. Access Calendar view

**Remember...**

- You can book meeting rooms for now and in the future.
- You can book meetings for other rooms from each panel.
- Use the calendar icon to view the rooms schedule.

