SmartSpace

Evoko
User Guide
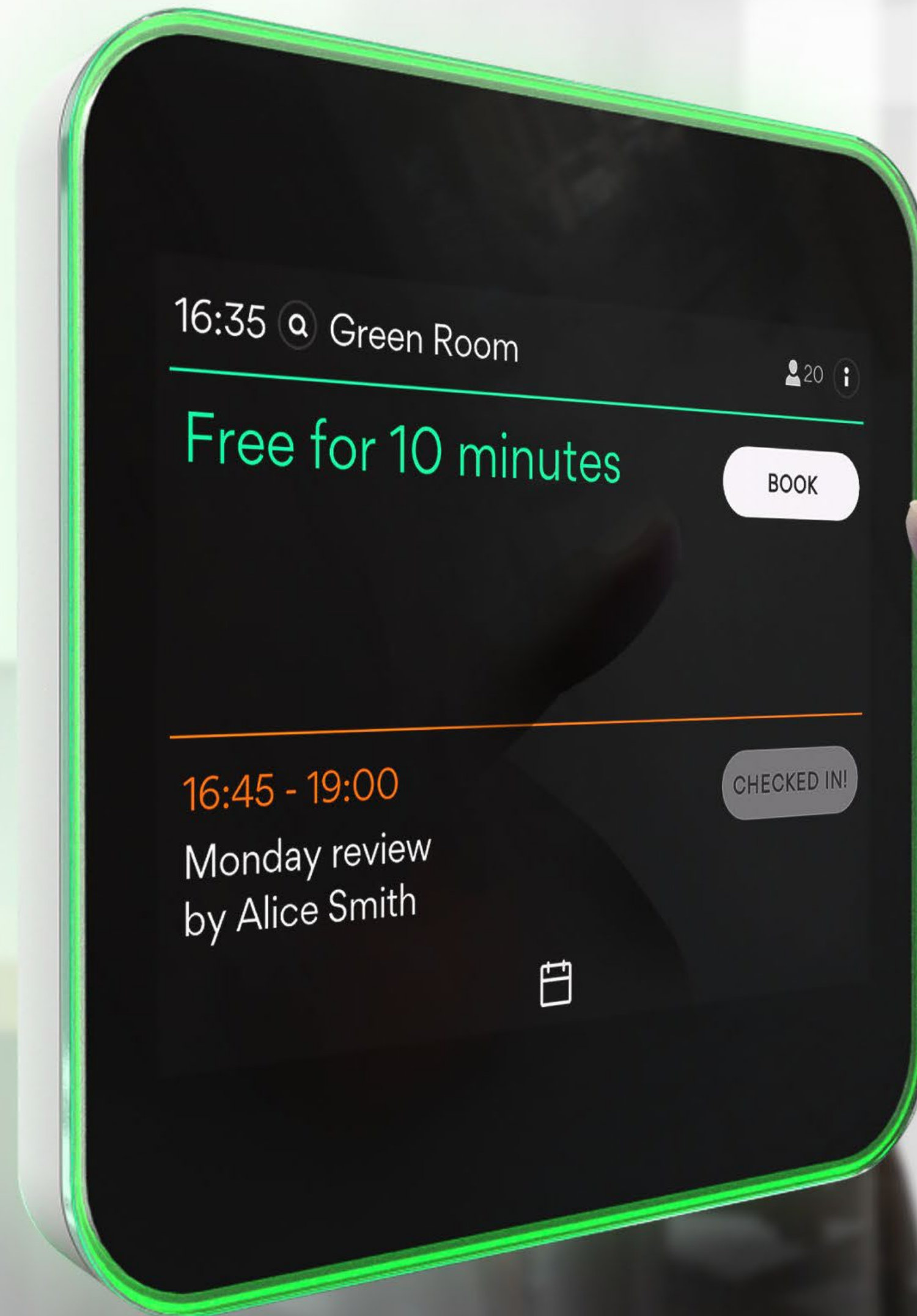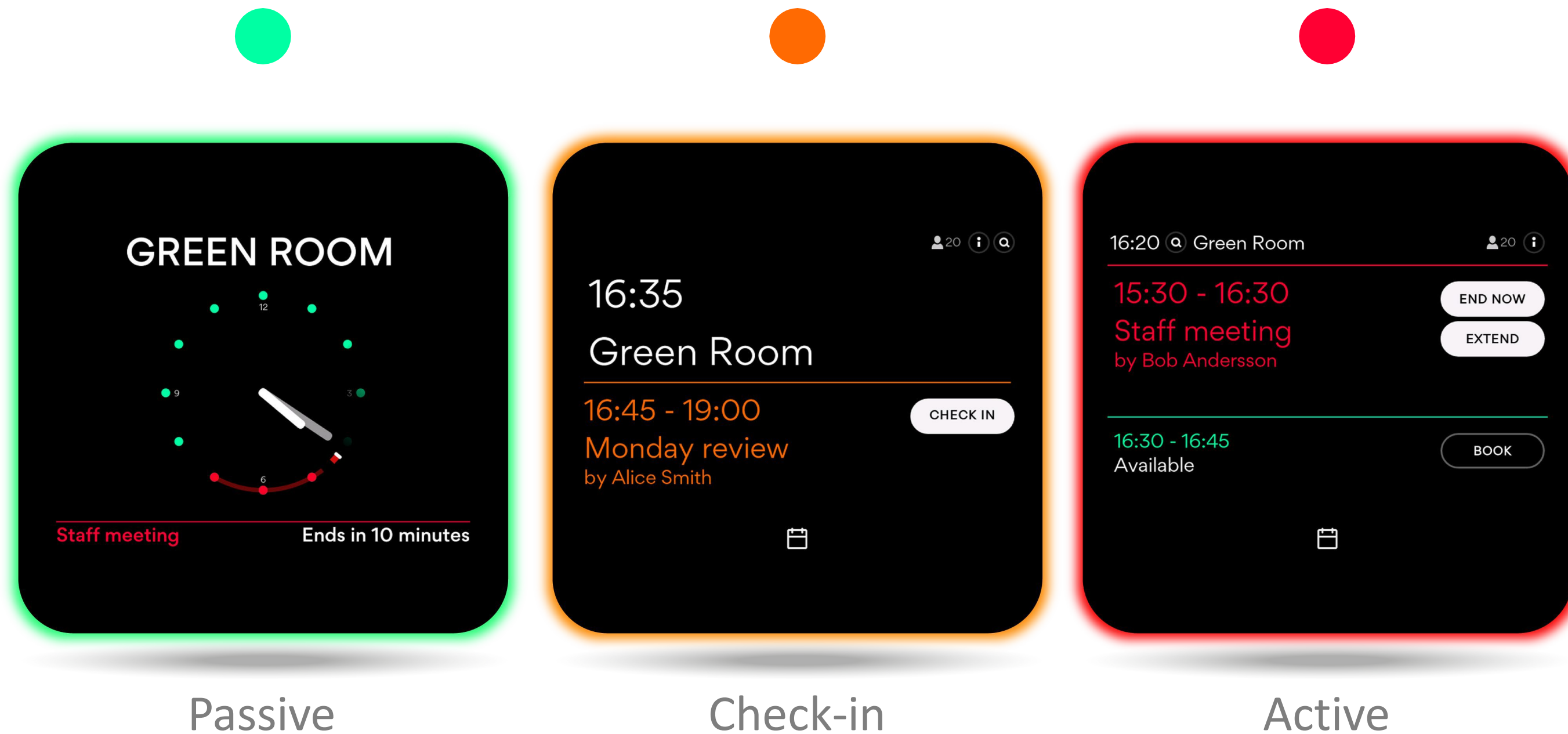
October 2020

Evoko Liso
Meeting
Room Panel

Introduction

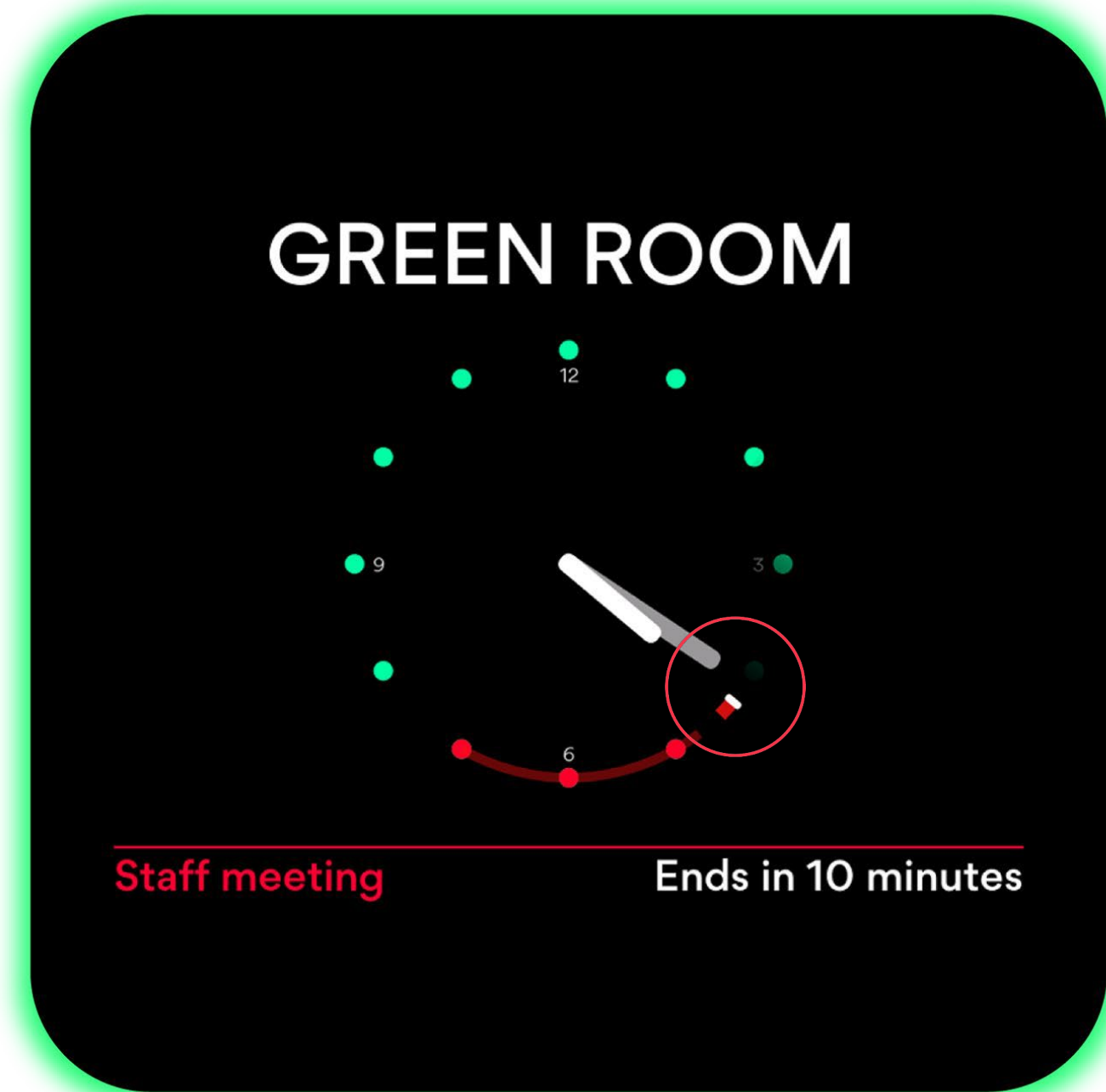# Getting started with the SmartSpace Evoko Room Booking Panel

This User Guide will outline the functionality of the SmartSpace Evoko Panel. The Panel will take the hassle out of instant room reservations, allowing you to book instant meetings directly from the panel.

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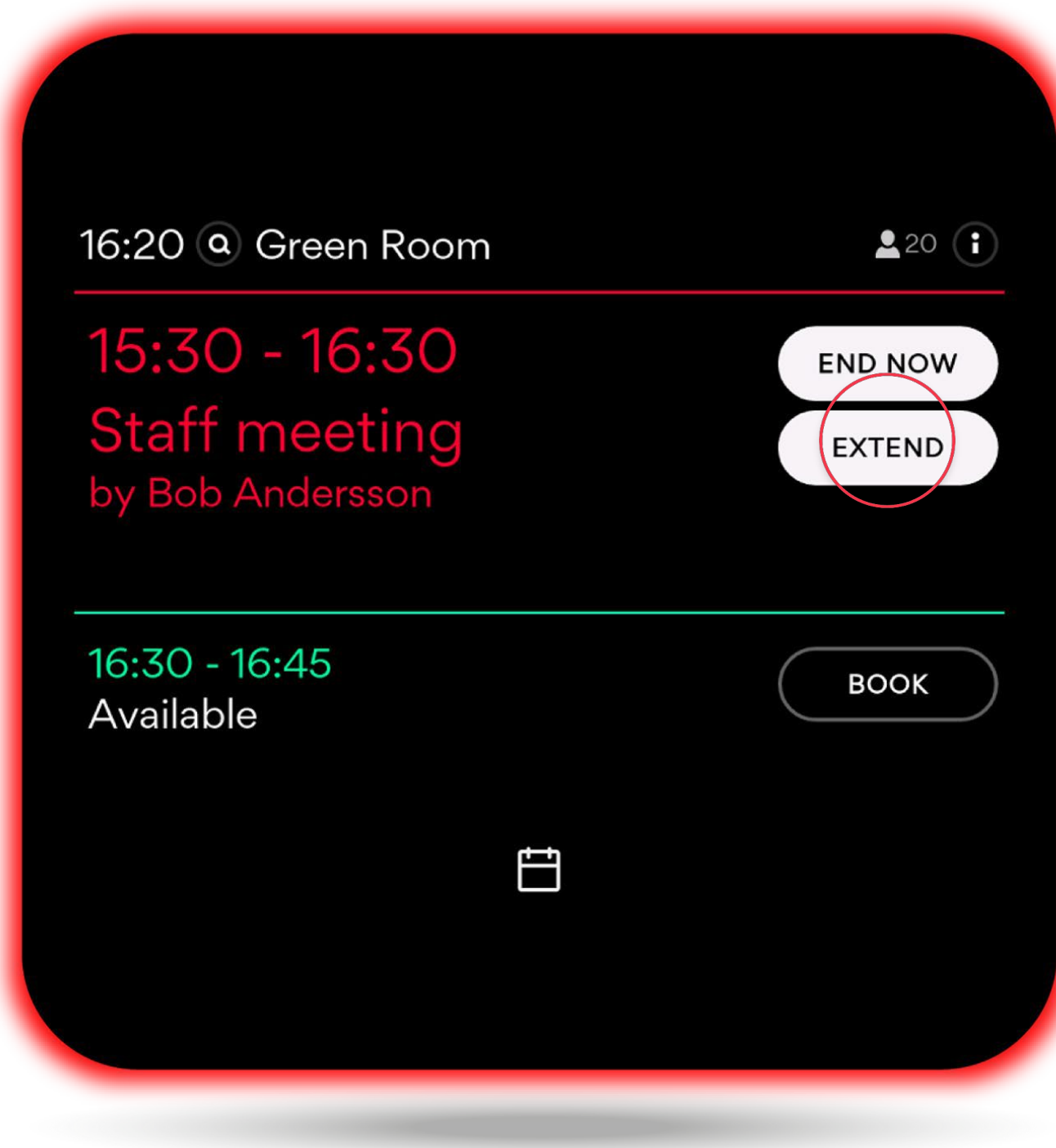Passive

Check-in

Active

Status

The Evoko Liso panel has three LED colours to indicate status:

▪ Green - room is free for more than 10 minutes.

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

▪ Red - room is busy (amber trumps red in conflicting scenarios e.g. for back 2 back meetings).
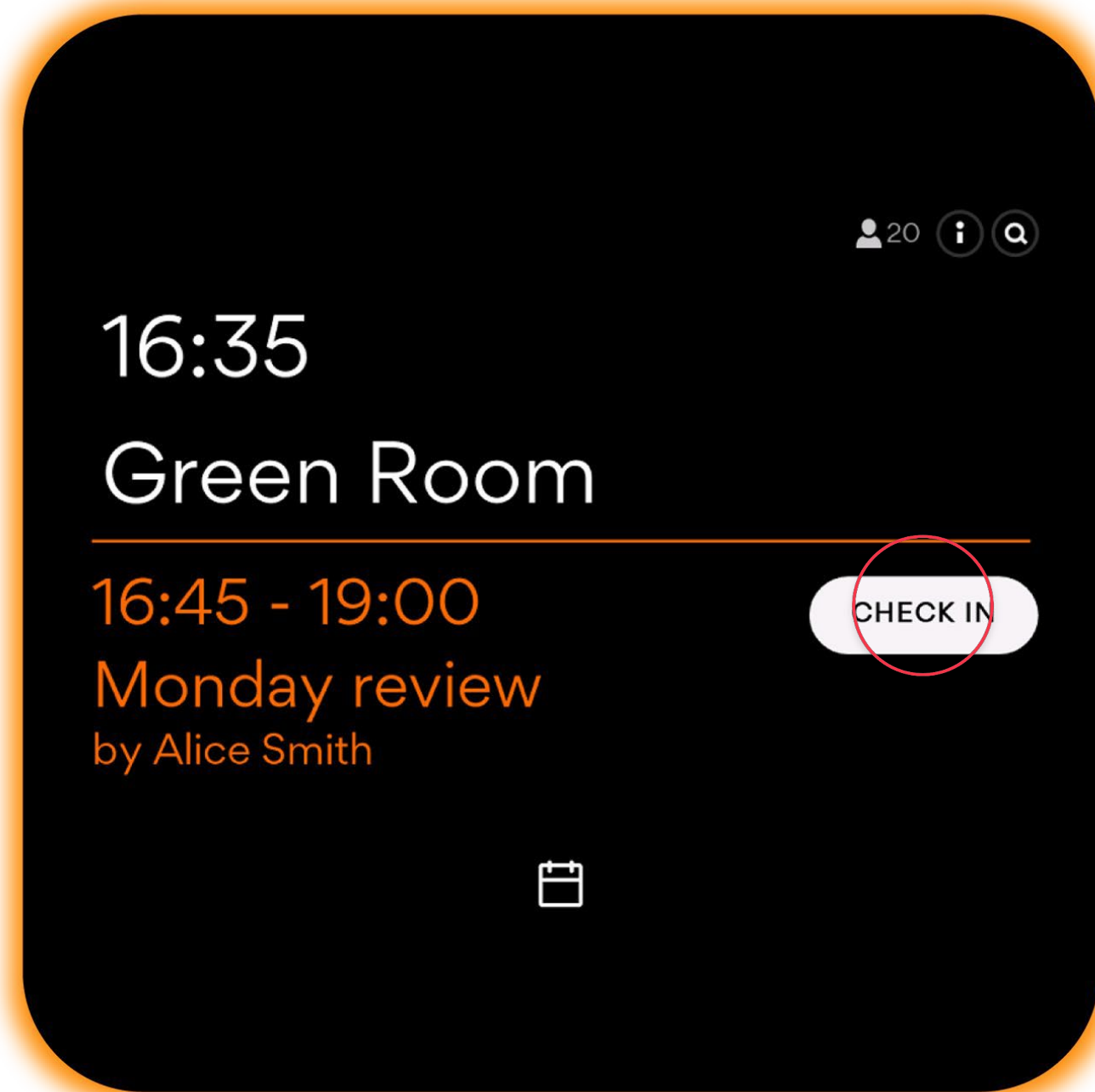
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Passive Mode

The panel enters 'passive mode' when not in use. It will display a clock, room availability and the room name. The clock hands show the current time, and the green areas show when the room is available while the red areas show when it is booked.

Active Mode

If enabled, the proximity sensor will trigger 'active mode', when someone is nearby. In active mode you can view details about the meeting room, book new meetings and extended/end ongoing meetings.
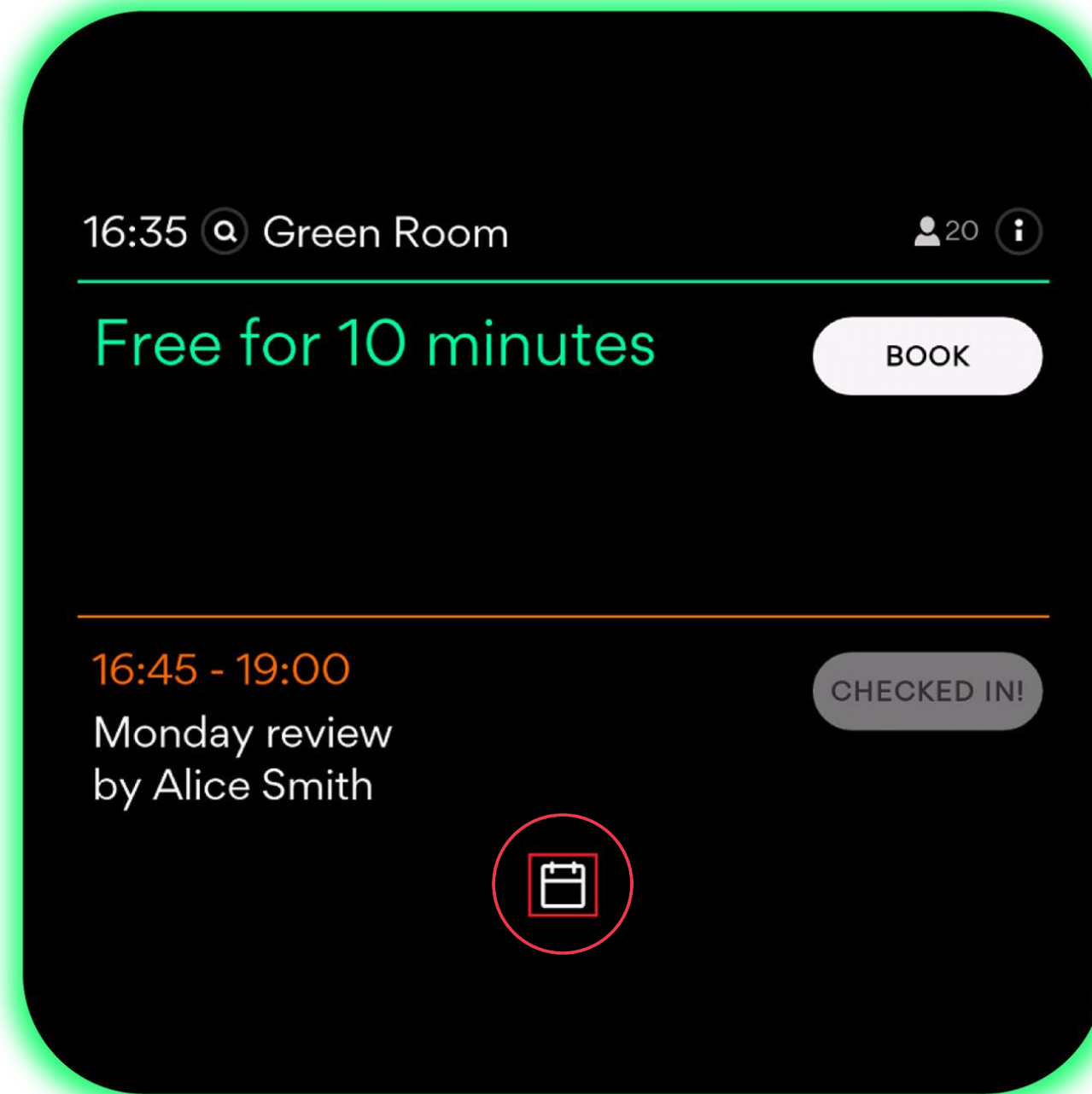
Check In

The Check-in feature is an efficient way to prevent 'ghost meetings', enabling rooms where no-one shows up for the booking to be made available for others to book.
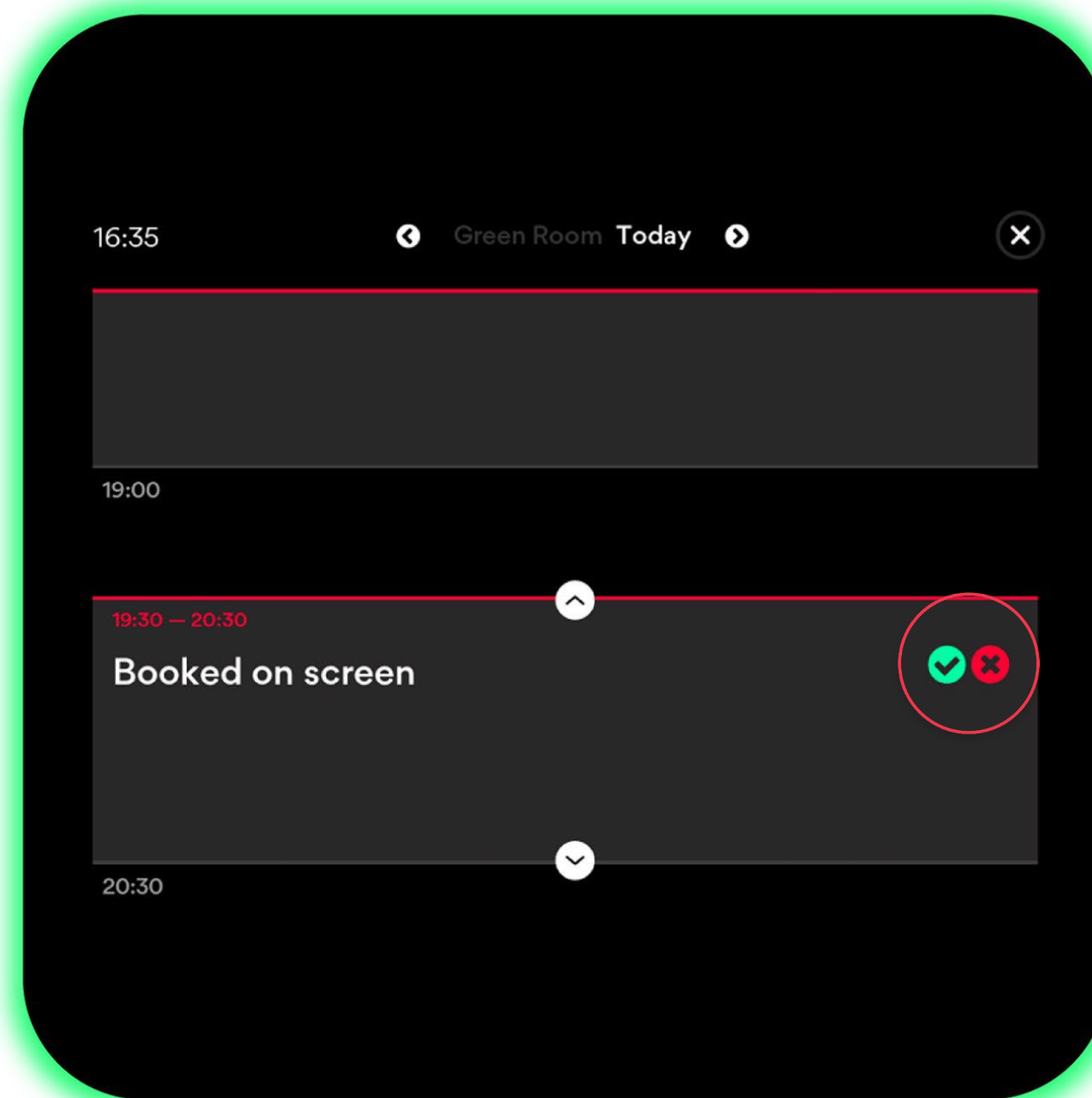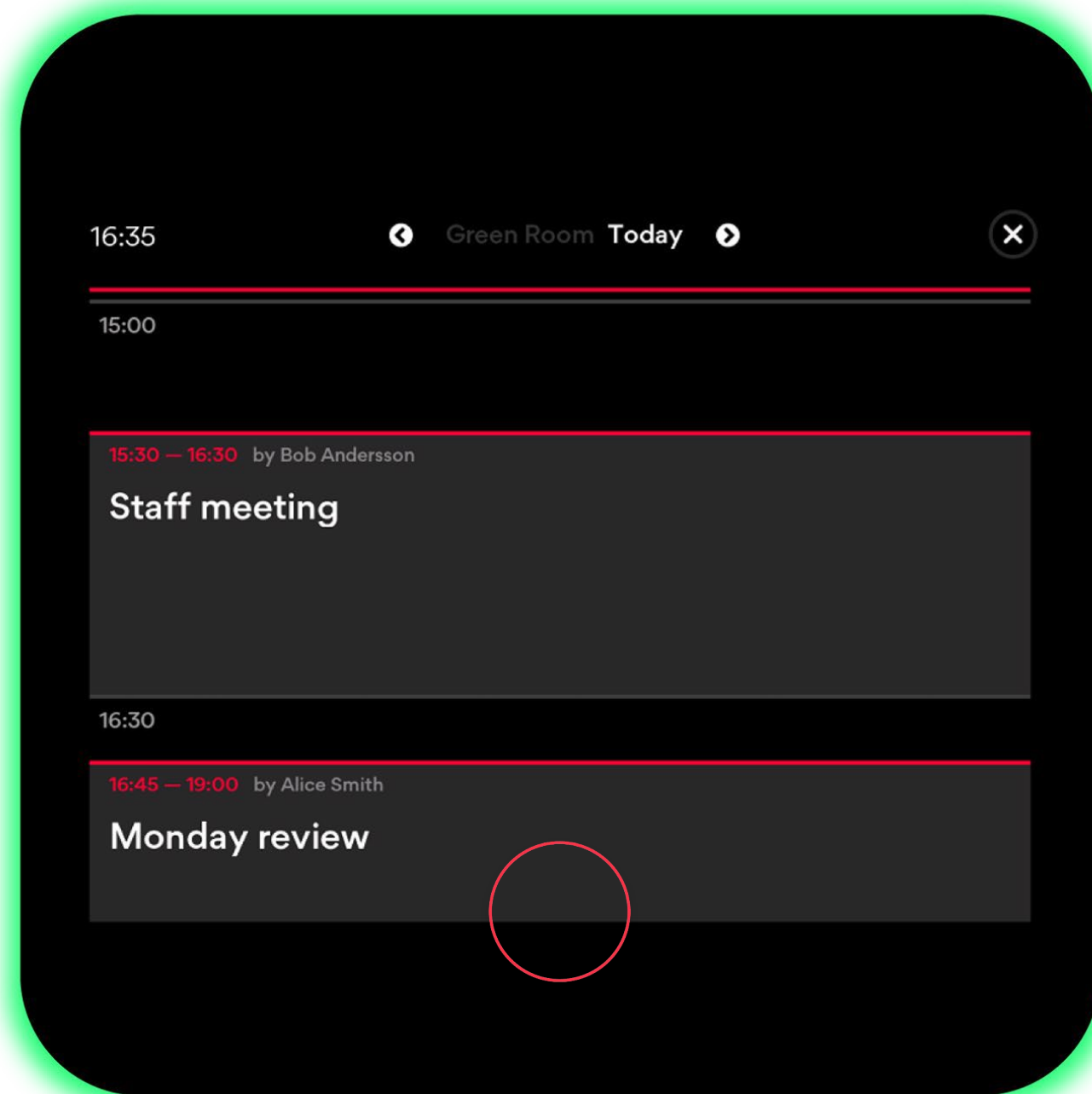
If enabled, a check-in button will appear 10 minutes before the meeting begins. The check-in button can be set to remain for between 5-30 minutes after the meeting's start. If no check-in is made during the check-in time frame, the meeting will be ended. This will free up the meeting room for others to use.

Calendar View
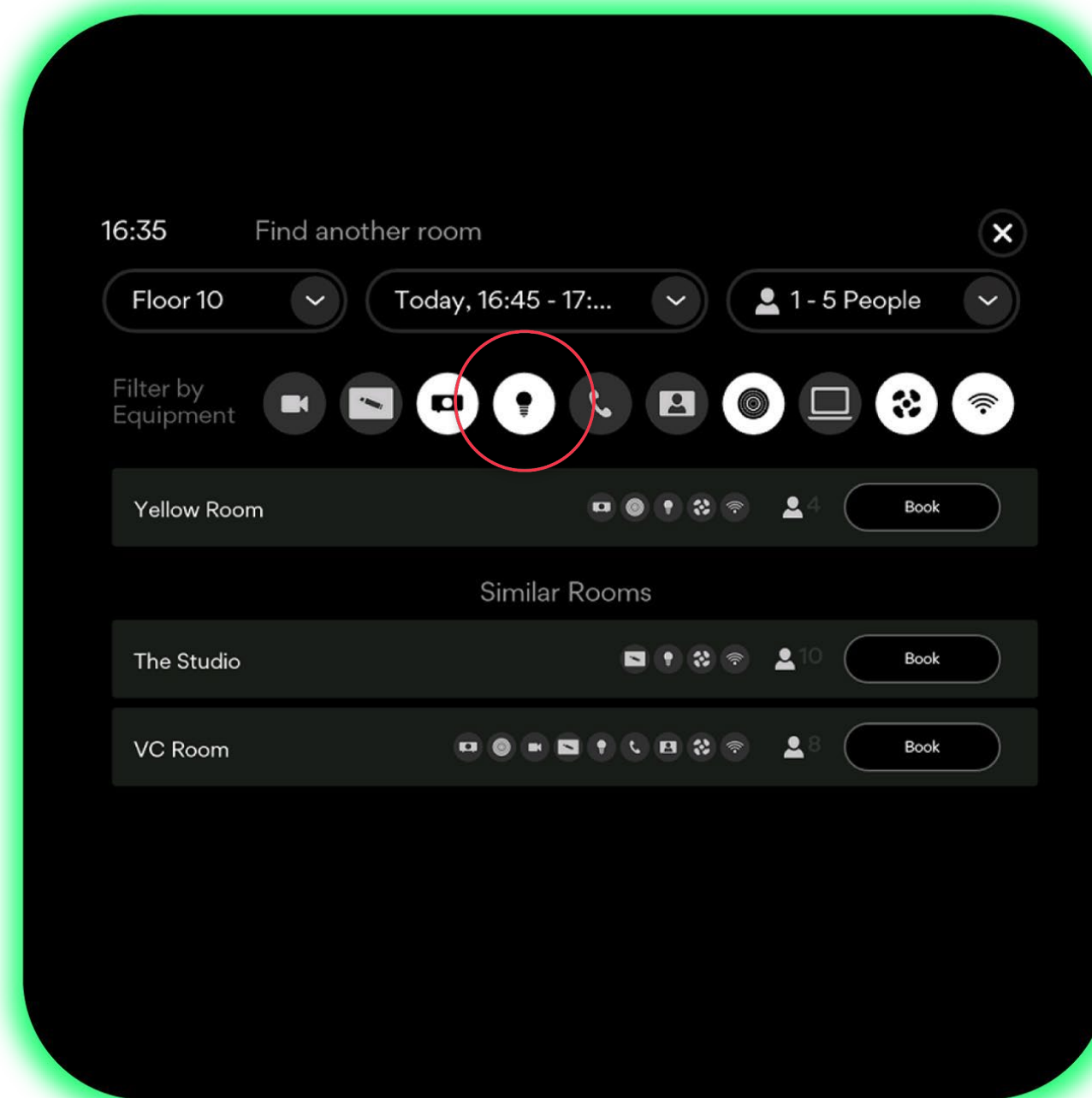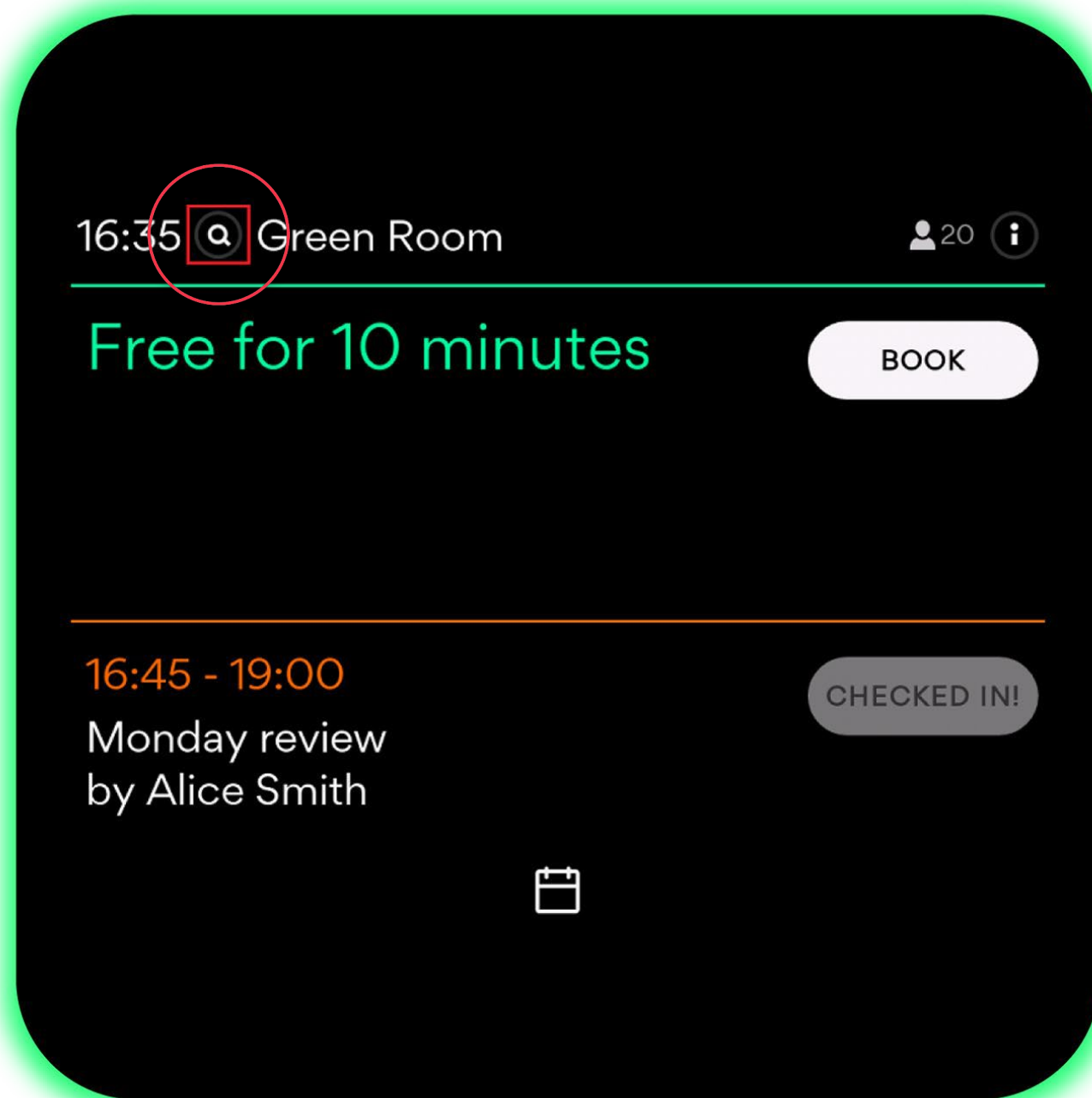
Tap the calendar icon to access the calendar view.

Calendar

The calendar displays an overview of the room's schedule.

You can also book meetings by tapping on an available time slot. Tapping on existing meetings allows you to edit or remove them.

Left screen:

16:35   ‹ Green Room **Today** ›   ✕

15:00

15:30 — 16:30   by Bob Andersson
Staff meeting

16:30

16:45 — 19:00   by Alice Smith
Monday review

Right screen:

16:35   ‹ Green Room **Today** ›   ✕

19:00

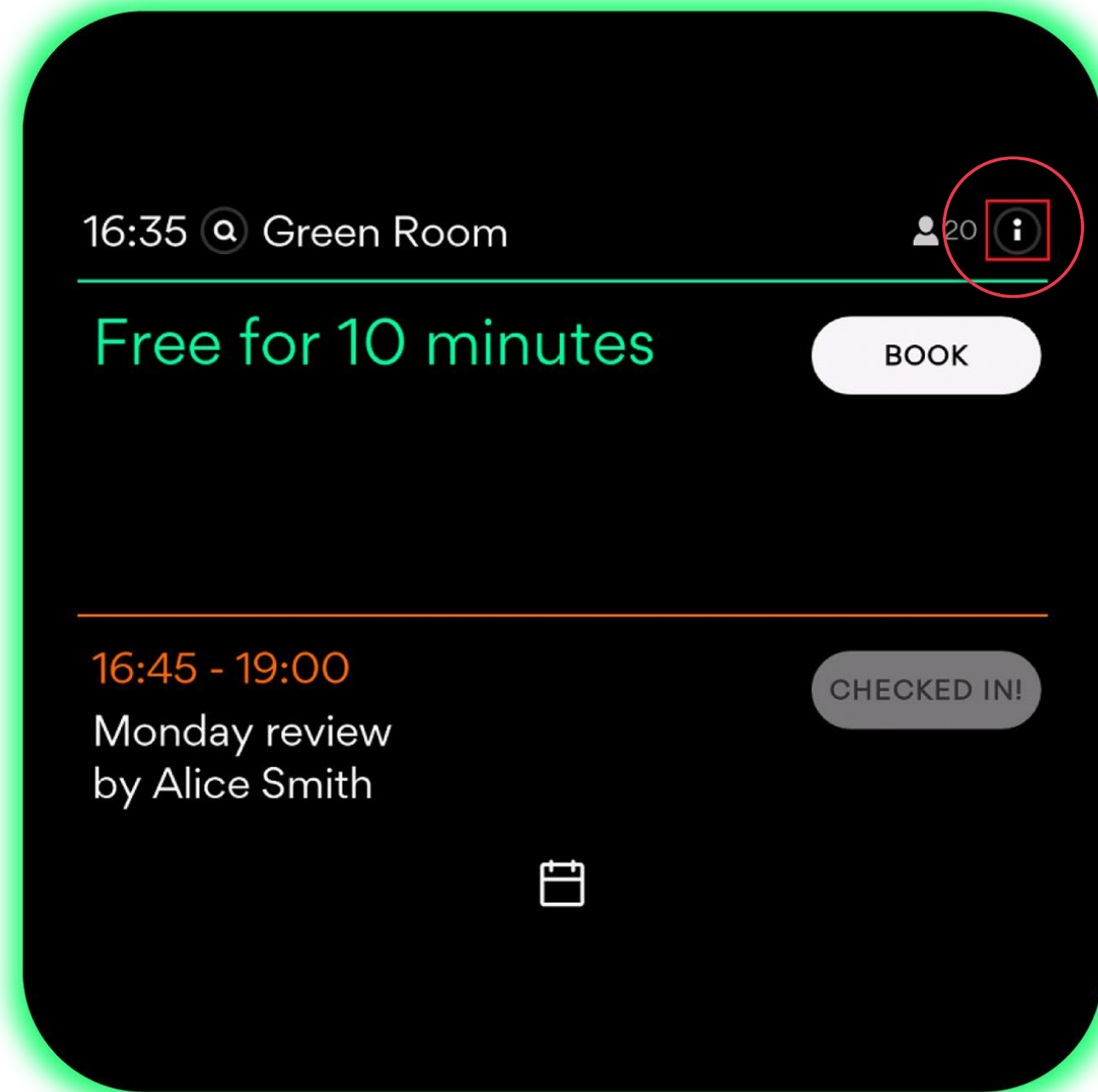19:30 — 20:30
Booked on screen

20:30

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Room Finder

The Room Finder is useful to find a room that fits your specific needs. You can filter by:

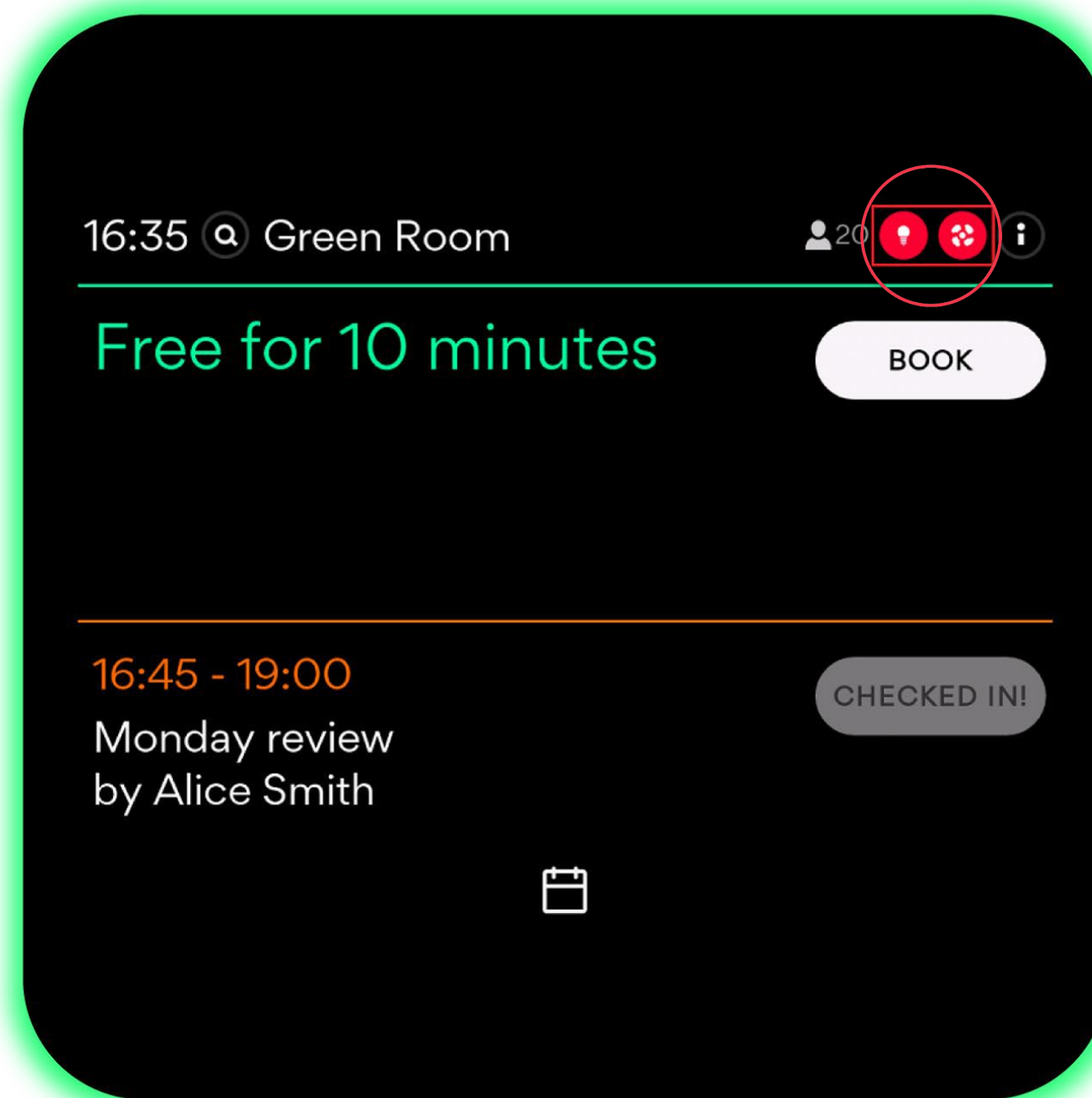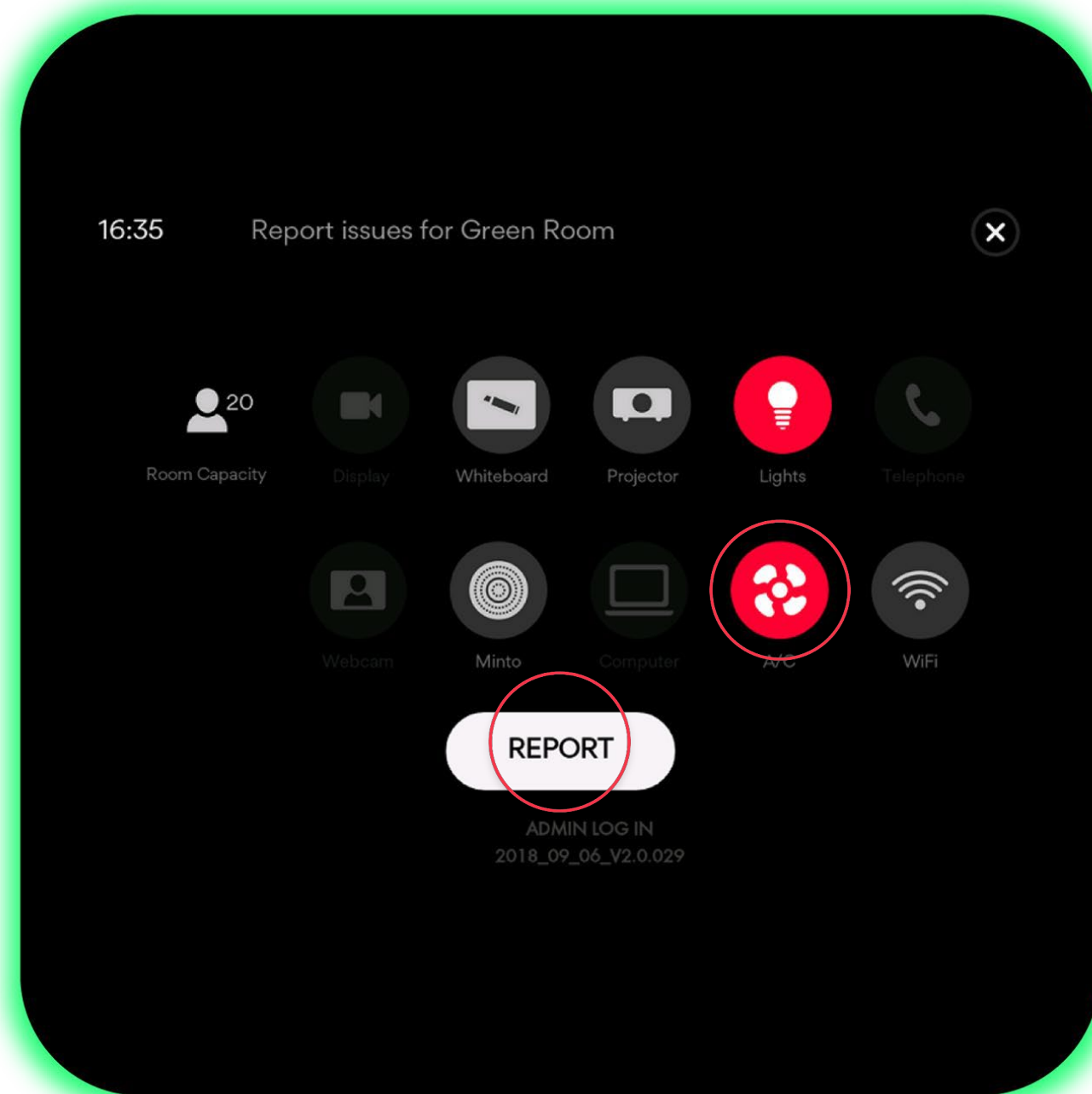- Availability
- Location
- Size
- Equipment

From the Room Finder you can book both instant and future meetings for other rooms. You access the Room Finder by pressing the search icon in the top left corner.

Report Equipment

Access the report screen by pressing the 'i' icon in the top right corner.

Reporting on room equipment from the panel notifies other users of equipment issues. Using the reporting feature also notifies the person responsible through an automated email to the relevant inbox.
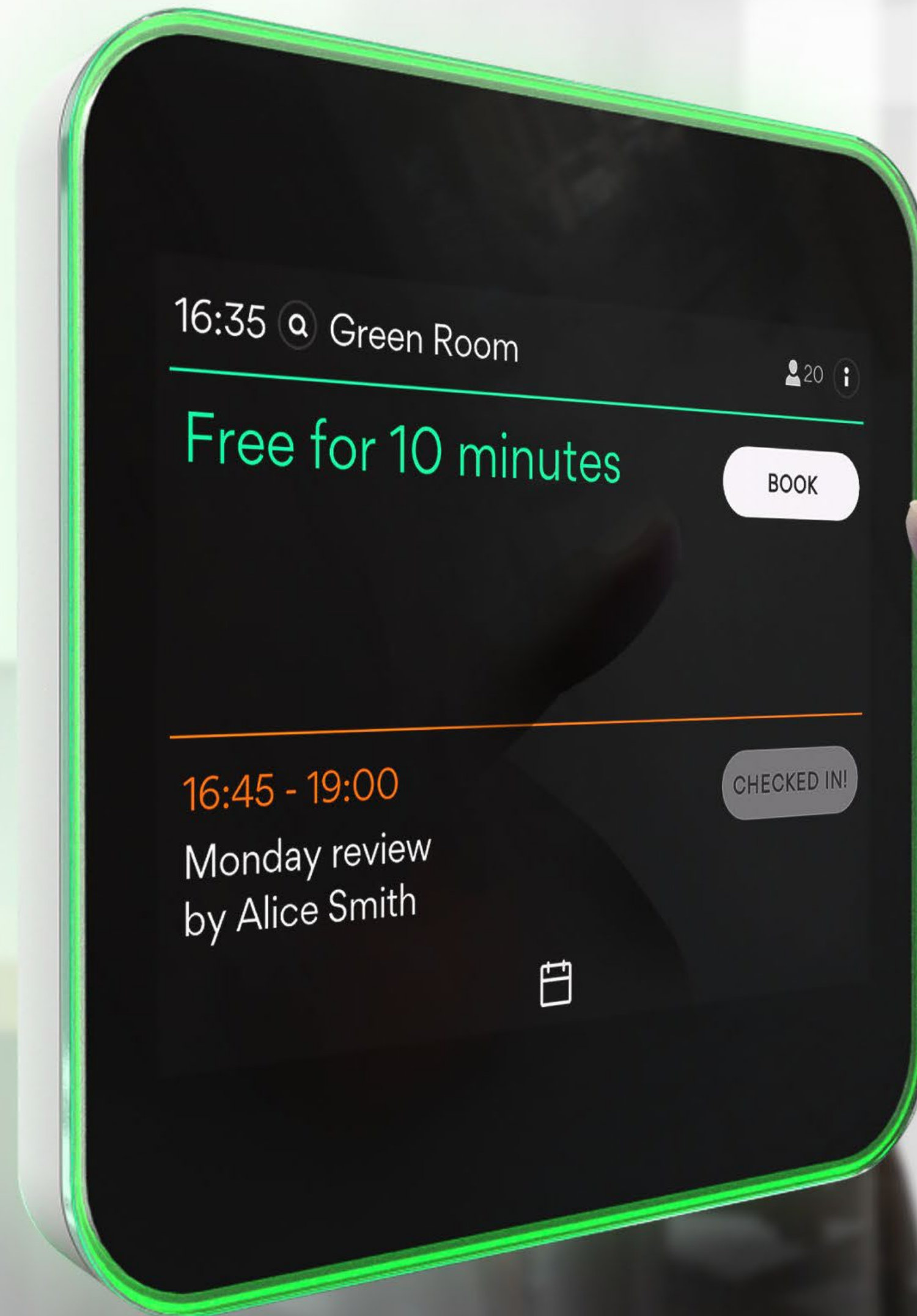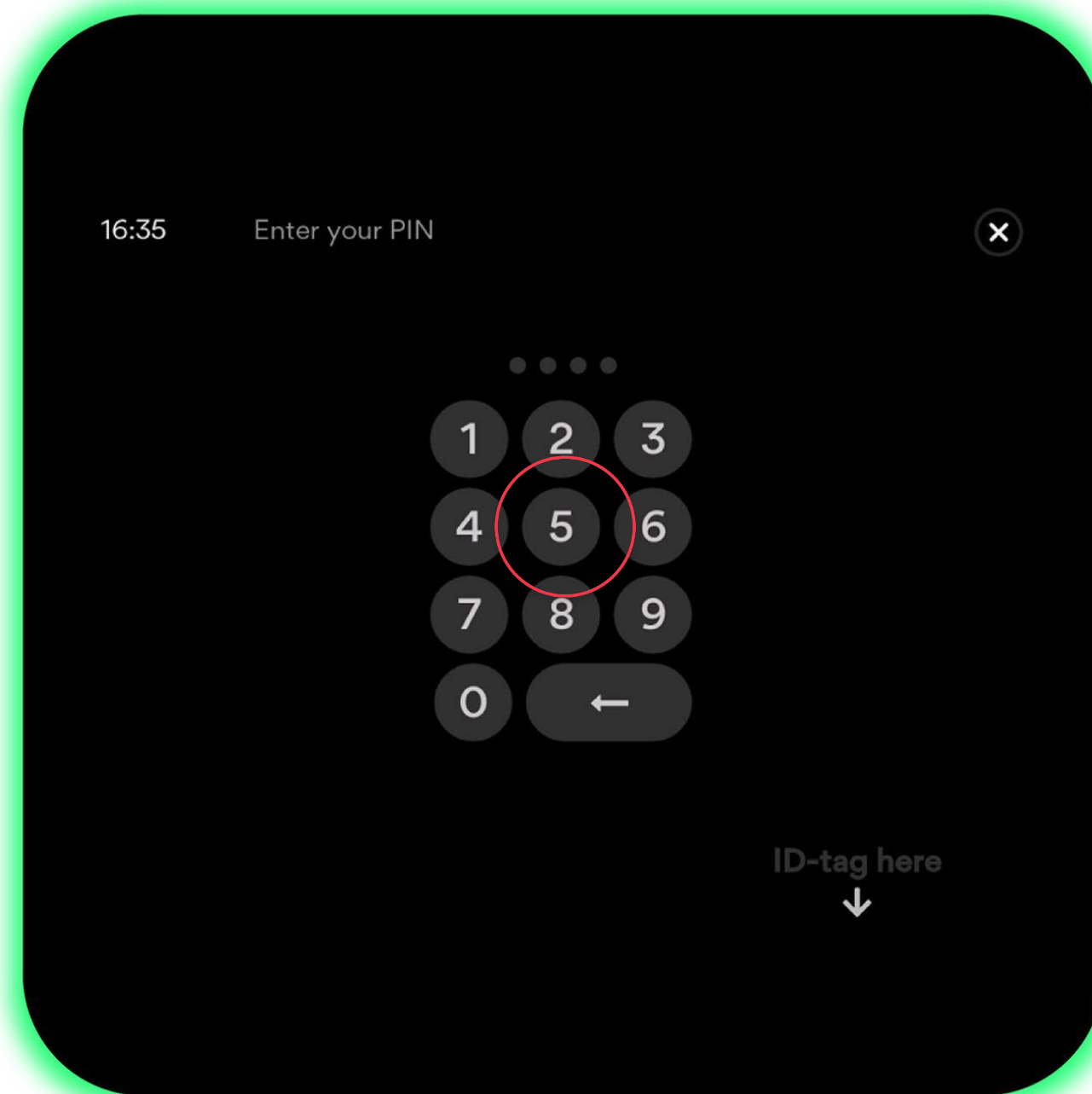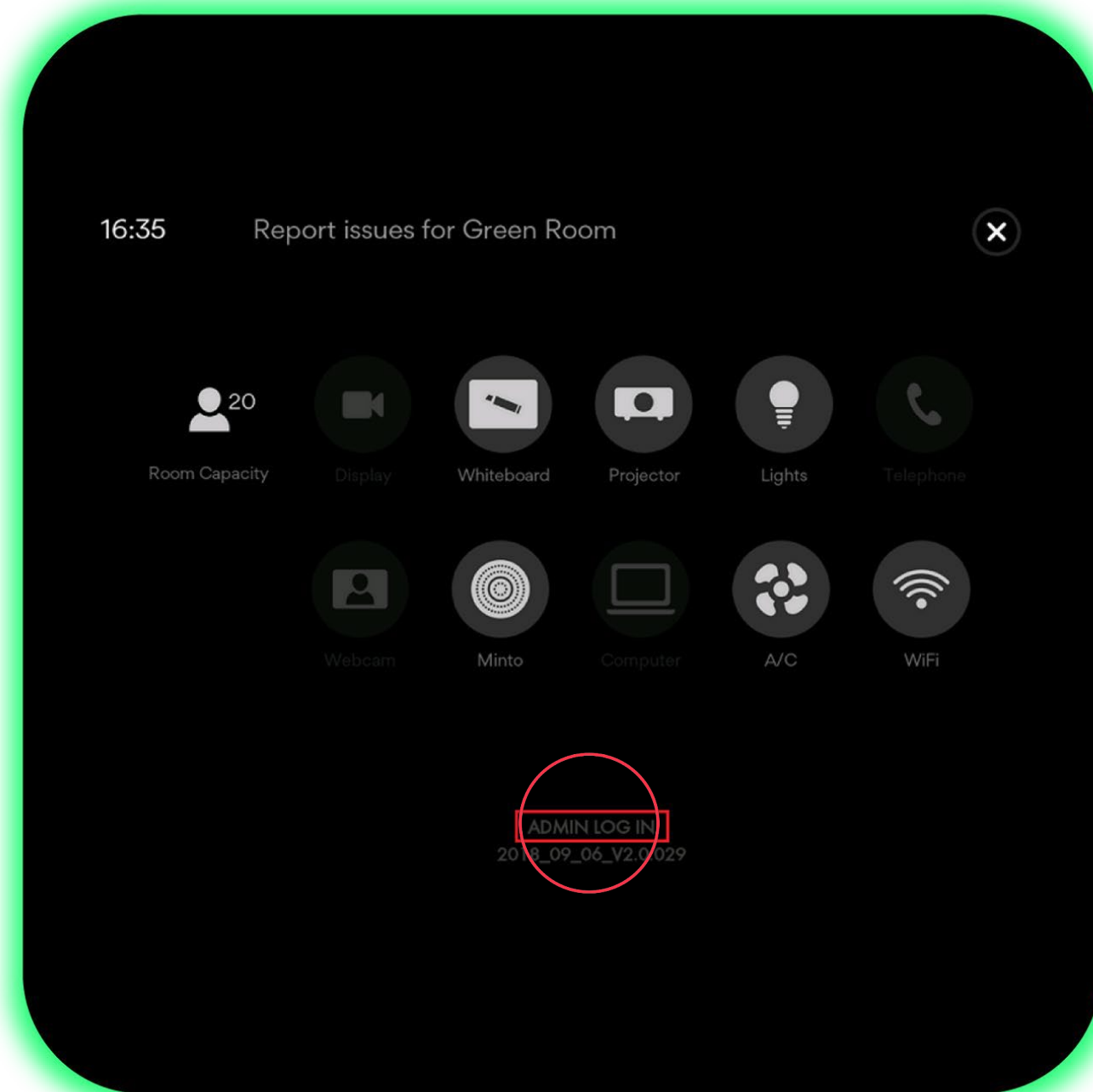
Report Equipment

To submit a report, highlight the equipment icons and then press "Report".

In active mode the reported equipment will now be displayed in the top right corner – letting other users know there is an issue with this equipment.

Administration

Administration Access

To access the administrator panel press ADMIN LOG IN at the bottom part of the report screen.

This will prompt you to authenticate as an admin using PIN/RFID.

Administration Continued...

The administration screen gives you access to a range of functions:

- **Copy logs to USB**: Copy log files from the panel to a folder called liso_logs on the inserted USB stick.

- **Update via USB**: Update the Liso firmware from USB stick.

- **Information**: Displays information about the current configuration the panel is running.

- **Reboot now**: Reboots the panel.

Administration Continued...

- **Network**: Opens the network configuration menu where the two network interfaces (wired Ethernet and Wifi) can be configured.

- **Change room**: Gives the option to change the room displayed on the panel to another room in the same configuration.

- **Server IP**: Gives the option to changes the IP address and port for the Evoko Home server the Liso is pointing to.

- **Diagnostics:** Opens a diagnostics menu which allows for tests of the LEDs, the touch panel, network connection etc.

THANK YOU

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Main Boardroom

Free for 4 hours

GOTO