Evoko Room Manager for IBM Domino (formerly Lotus Domino)

Installation and system requirement

Checklist

The following prerequisites must be met in order to secure full functionality of the Evoko Room Manager:

- Direct http access to IBM Domino server
- Domino Release: 8.5.3 and above
- Domino server running the Calendar and Scheduling and HTTP Tasks with
- You need to create resources and one administrator account to manage the room resource calendars. In this guide we use a user named "Roommate Evoko/Evoko" as example.
- You also need to create resource calendars if don't already have.

Make sure that no security functions or programs block or restrict a direct http communication between the server and the Evoko Room Manager (i.e. domain control, firewalls, proxies, network logins etc.)

If you are not sure if your environment is supported or not, you can download the Evoko Control Panel software and go through all the tests. If you are able to configure and pass the Evoko Control Panel tests the Evoko Room Manager should work in your environment, provided that you are doing the test from the same network that will be used by the Evoko Room Manager. You can also check http://www.evoko.se/support to get the latest information on supported systems.

If you need additional help you can always contact support@evoko.se for more information about Evoko Room Manager specialists in your area.

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Installing the Evoko Control Panel (PC Application)

Follow these steps to make sure that you install the latest available application for configuring your Evoko Room Manager system.
1. Go to www.evoko.se/support
2. Download the Evoko Control Panel to your PC (PC should run Windows XP or later Windows OS).
3. Run the Evoko Control Panel and follow the instructions on the screen.
4. Finish once the installation is complete and then run the application.

N.B.! Please make sure that your Evoko Room Manager is not in "sleep mode" when configuring it with the settings from the Evoko Control Panel. The Evoko Room Manager does not synchronize with MS Exchange server during sleep hours and this could interfere with application settings, such as time and time zone settings.
N.B.! Make sure that you install and run the latest available Evoko Control Panel from the Evoko web site.

Device choice
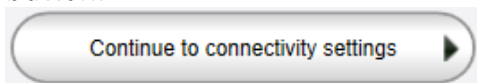Select the Evoko Room Manager on the device selection page.
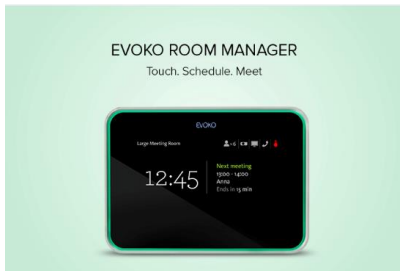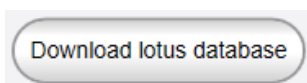

Server choice
First of all you need to select your server – IBM Domino.

 Go to the next step by clicking the "Continue to connectivity settings"-button.


Click "Download lotus database"

Select a suitable location to save the file so you can easily move the Evoko database template to your local Notes data directory

Set up your Domino server

1. Create a user, in our examples called "Roommate Evoko/Evoko" with necessary rights to create databases and rights to sign or run restricted LotusScript /Java agents (you can also use existing account if preferred)
2. Create or use an existing mailbox for Remote Management and statistics
3. Check/specify the User ID in the Programmability Restrictions section of the Current Server Document. Current Server Document- ->Security-->Programmability Restrictions
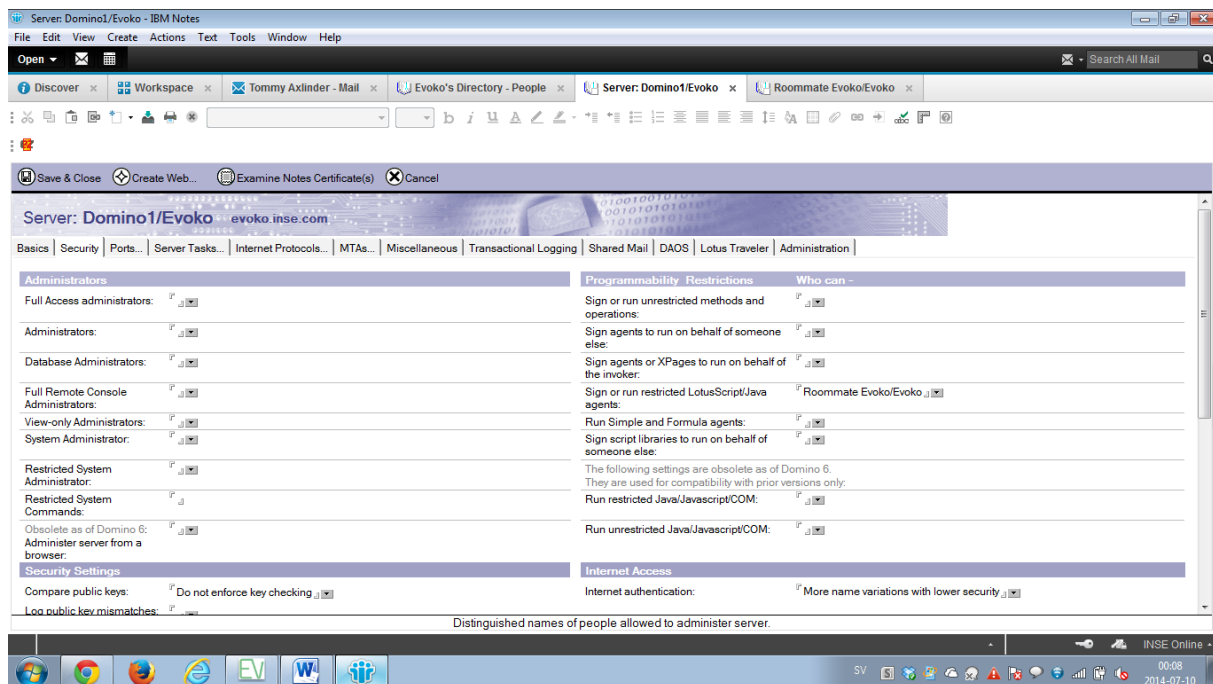
4. Make sure that the Evoko database template downloaded from the Evoko Control Panel software is available in your local Notes data directory.
5. Start your Notes client
6. Create new database
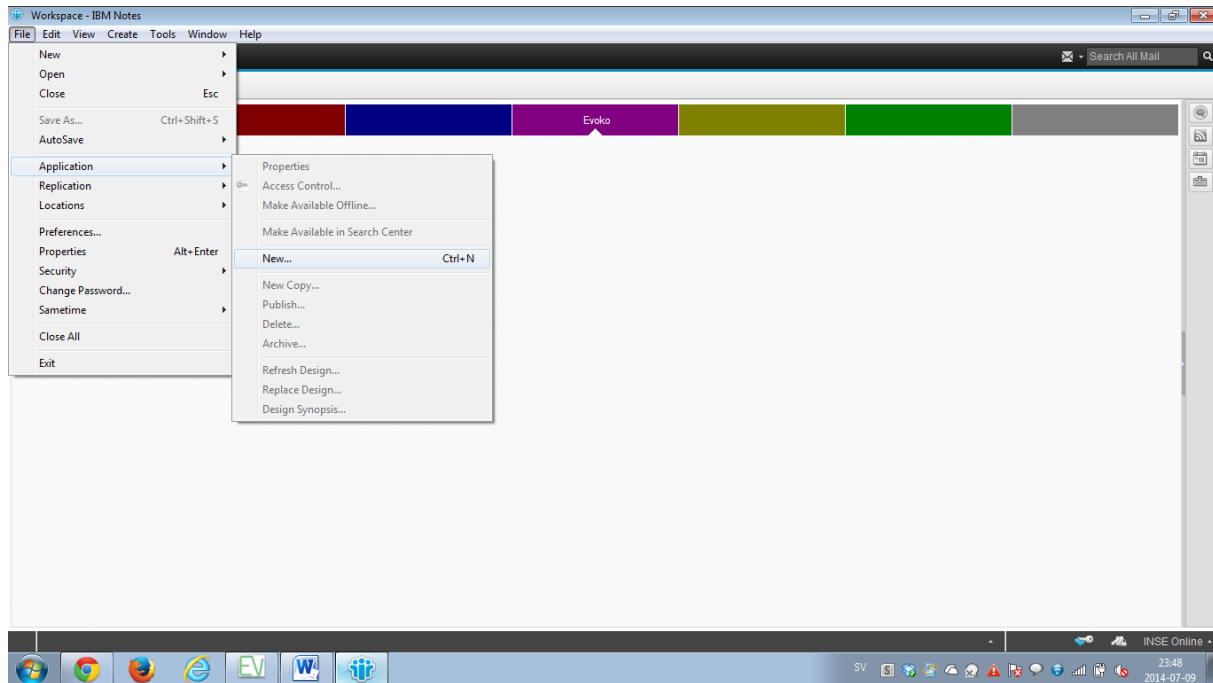
7. Choose Evoko Room Manager template as template from Server local
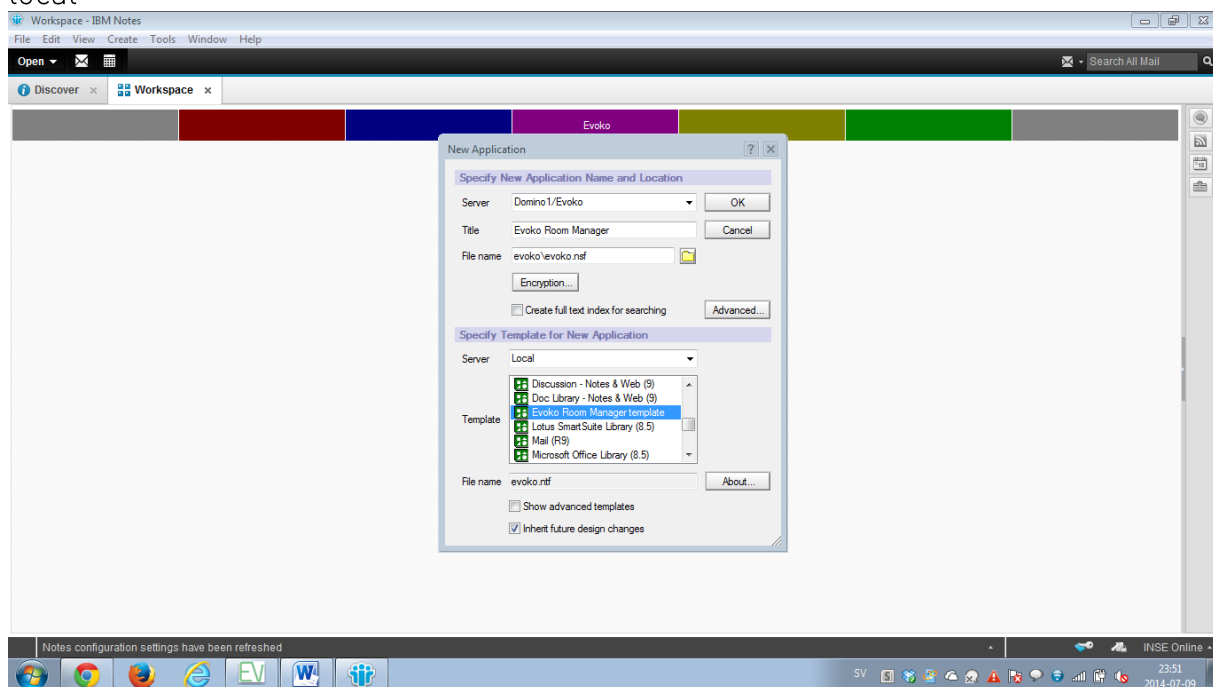
8. Select your server where to install Evoko Room Manager
9. Enter database Title
10. Type evoko\evoko.nsf in the filename field
11. Click OK
12. Sign this new database with an id with sufficient rights to execute agents, switch user ID before if necessary.
13. From a Domino Administration workstation, launch the Domino

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14. Administrator. Click the "Files" tab for the server containing the Evoko Room Manager database

15. Select the evoko\evoko.nsf database by right clicking on it and choose sign.
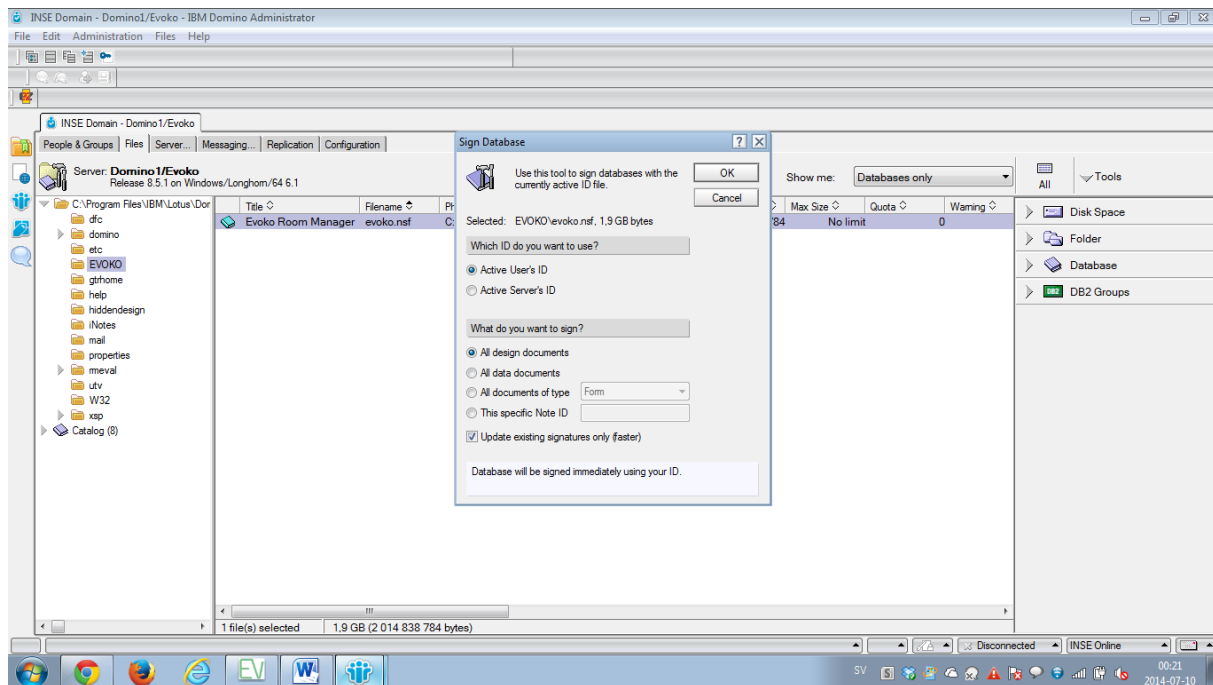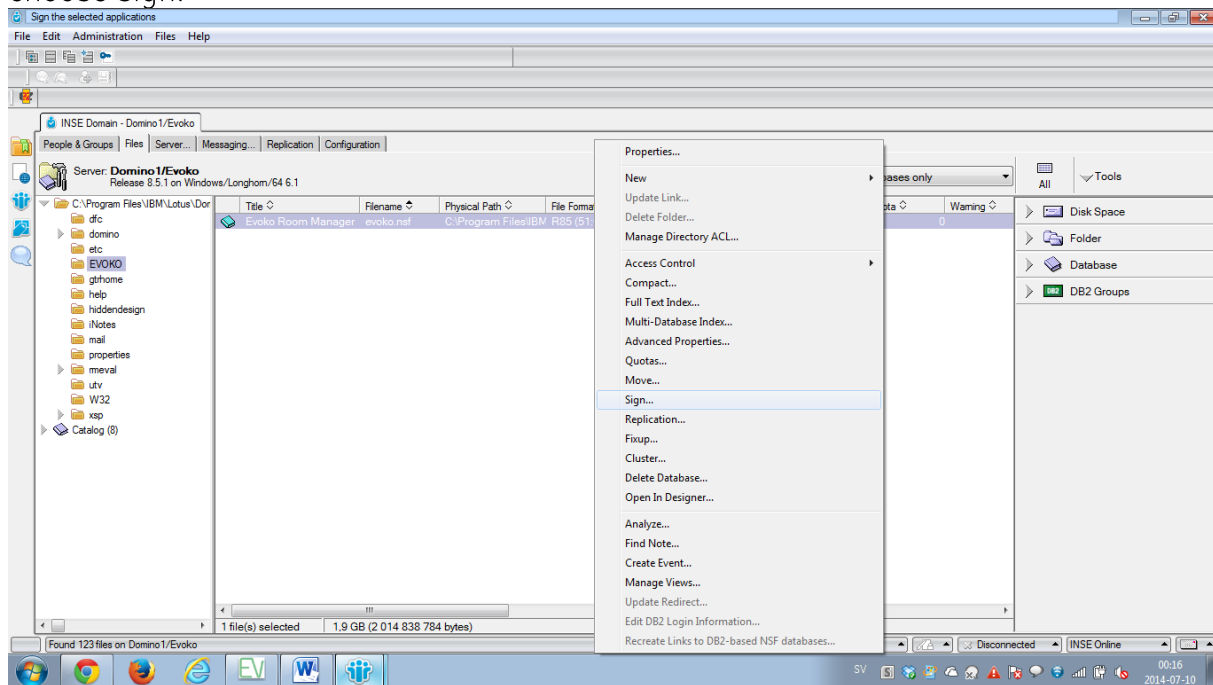
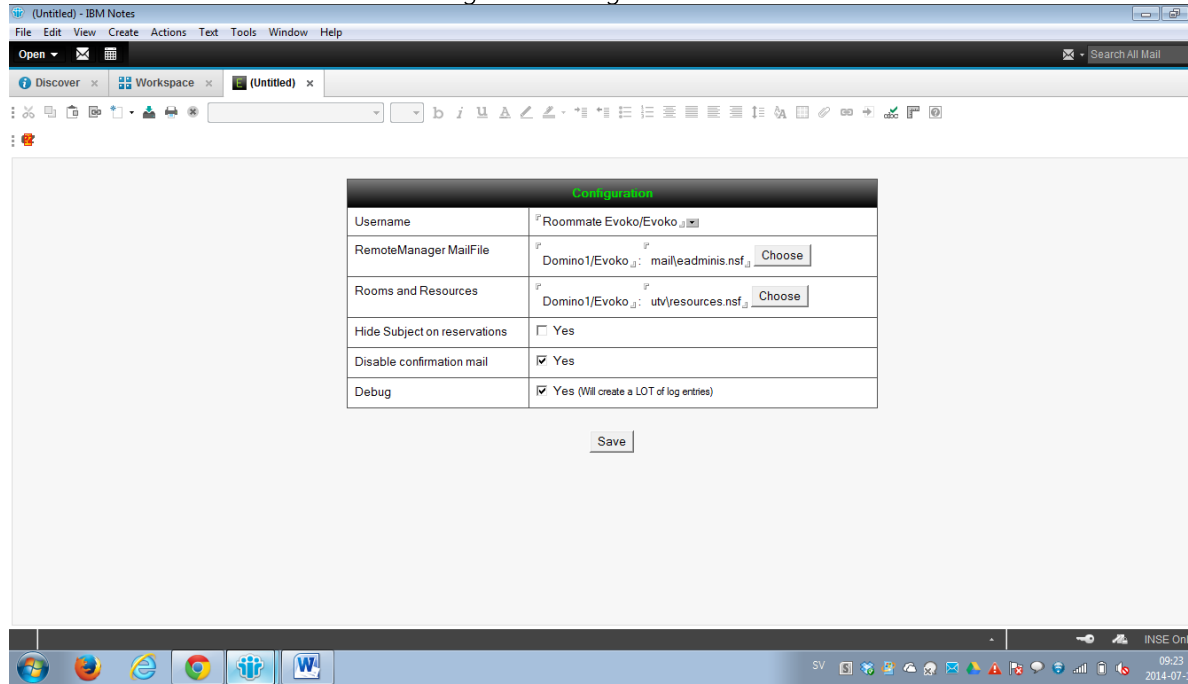16. Sign "All design documents" and press OK

Mail file access

1. Give the Evoko Room Manager user minimum "Reader" rights to a mail file that will be used for statistics.
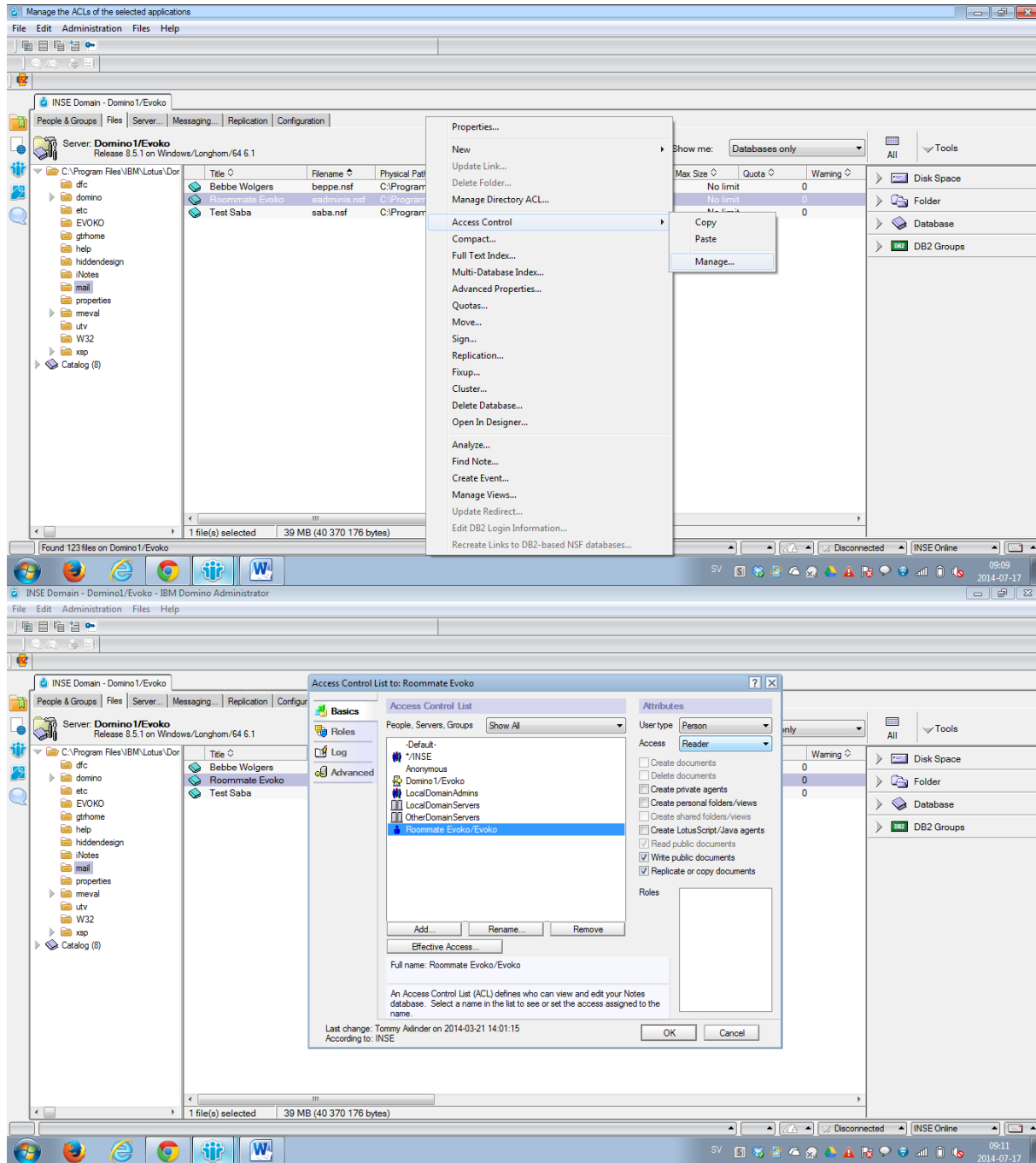
2. Open evoko\evoko.nsf on the server and fill in the fields
   - Username – Roommate Evoko/Evoko (user with the rights to access resources and agents)
   - Remote Manager MailFile – where the statistics and updates is sent
   - Rooms and Resources – reservation database

- Hide Subject on reservations – leave unchecked unless you want to disable Evoko Room Manager access to meeting Subjects
- Disable confirmation mail – leave unchecked unless you want to disable confirmation mails when booking reservations
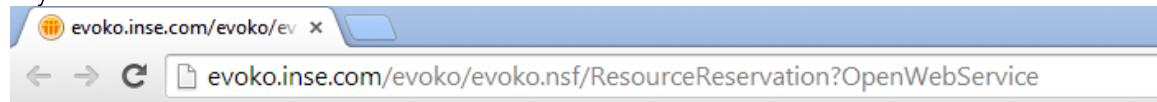- Debug – leave unchecked unless Evoko support have asked you to enable this for troubleshooting or testing

Verify installation

To test if the web service responds, type the following url in a browser:
[http://*yourserverswebaddress*/evoko/evoko.nsf/ResourceReservation?OpenWebService](http://yourserverswebaddress/evoko/evoko.nsf/ResourceReservation?OpenWebService)
If you see information below the web service works as correct

Configure Settings in the Evoko Control Panel

Select the Evoko Room Manager on the device selection page.
Now the Evoko Room Manager application needs to be configured with some basic information in order to be able to connect to the IBM Domino server. This is done via the Evoko Control Panel.

N.B.! The Evoko Control Panel is only used by the System Administrator for the initial setup and is never employed by the end user.

Using the Evoko Control Panel from a previous installation

If you have installed a previous version of the Evoko Control Panel or Evoko Configurator and have exported these values to a USB stick, please click "Import" button instead of selecting server.

Double check all settings to make sure they are correct. Depending on your previous version you may have to add more information.

Using The Evoko Control Panel from a new installation

The basic configuration needed in order to make Evoko Room Manager work has to be entered into the Evoko Control Panel and then exported to the Evoko Room Manager.
We recommend using the installation guide when configuring for the first time. These are the steps to follow:

N.B.! Make sure that you install and run the latest available Evoko Control Panel from the Evoko web site.
N.B.! You always find the most updated instructions and help by clicking the ?-button in the Evoko Control Panel.
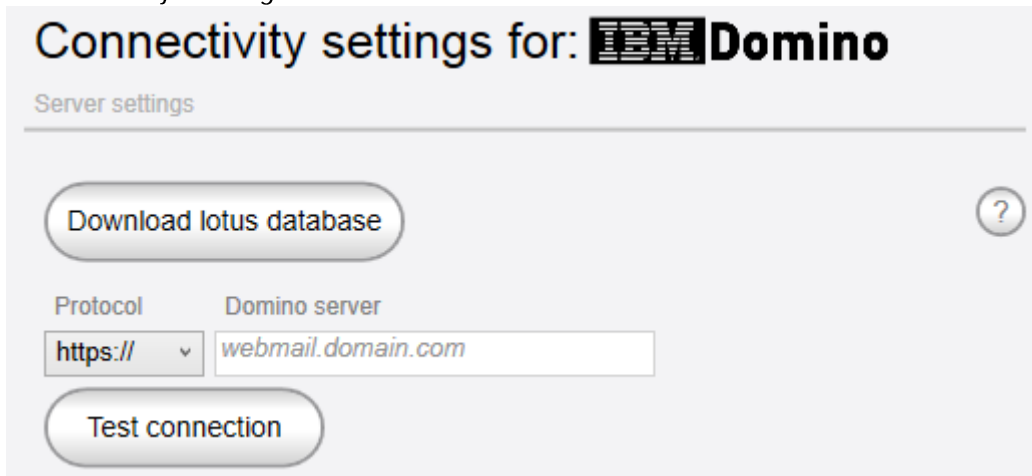
Server choice

First of all you need to select your server - IBM Domino.

Go to the next step by clicking the "Continue to connectivity settings"-button.

Connectivity settings

Connectivity settings for: IBM Domino

Server settings

Download lotus database   (?)

Protocol   Domino server
https://   ▼   webmail.domain.com

Test connection

For IBM Domino you have a download button that will give you the latest database template for your IBM Domino server.
You need to select communication protocol and server domain address or IP-address for the communication with the IBM Domino server.
N.B.! To avoid installation issues it is recommended to do this test during configuration. However, please note that connection method may be different between location of the machine running Evoko Control Panel and the Evoko Room Manager.

System properties

System properties

Time format:	○ 12 Hrs	◉ 24 Hrs	?
Evoko language:	English ▾		?
System admin e-mail:	admin@domain.com		?
System admin PIN code:	* * * *		?
Facility manager e-mail 1:	facility.manager@domain.com		?
Facility manager e-mail 2: Optional	admin@domain.com		?
Facility manager PIN code:	* * * *		?
Always on:	○ Yes	◉ No	?
Wake up time:	08:00 ▾		?
Go to sleep time:	17:00 ▾		?
Time zone:	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stoc ▾		?

Time format: Select 12 or 24 hour clock. Default is 12. Evoko Room Manager will display time as per the selected format.

Evoko language: The Evoko Room Manager has different languages pre-installed. Please choose which of the languages in the list you would like to use in the Evoko Room Manager.

System admin e-mail: Enter an email address of an account that will receive any error messages collected by the application.

System admin PIN code: Enter a 4-digit code for the admin area of the Evoko Room Manager. The code cannot be the same as the Facility Manager PIN code below. Make sure you keep your PIN code in a safe place as it is not possible to login to sys admin or facility manager levels without this PIN code.

Facility manager e-mail 1: Enter an email address of an account that will receive notifications pertaining to issues with room equipment reported by users.

Facility manager e-mail 2: Optional field to enter another email address of an account that will receive notifications pertaining to issues with room equipment reported by users.

Facility manager PIN code: Enter a 4-digit code for the Facility Manager Area of the Evoko Room Manager application. The code cannot be same as the Admin PIN code above. Make sure you keep your PIN code in a safe

place as it is not possible to login to sys admin or facility manager levels without this PIN code.

Always on: Select "Yes" to prevent the Evoko Room Manager from going into sleep mode. If you select "No", you need to provide going to sleep and wake up time for the Evoko Room Manager. If you choose "Yes", application will keep running 24/7.

Sleep and wake up time: Set the time for when the screen should descend into power-save mode at night and when you want to wake it up automatically in the morning. You can always easily wake it up by touching it once if you need a meeting even during sleep hours. We recommend you set this time a few hours

Admin credentials

In this tab you enter the same user you used when setting up your Domino server, "Roommate" in our example. In the dashboard each room point to this admin account. When you need to update password you just change at this location and all rooms associated with that admin account will be updated.

N.B.! Always use the IBM Domino internet address for usernames and not short names or aliases.

Dashboard screen

Dashboard gives a quick look of all the groups and rooms in the Evoko Control Panel. These groups and rooms will be available to use in the Evoko Room Manager.

Groups are used to organize your room into smaller administrative units, for example different buildings. You should create your Groups before creating your rooms, but you can always move rooms between groups later.
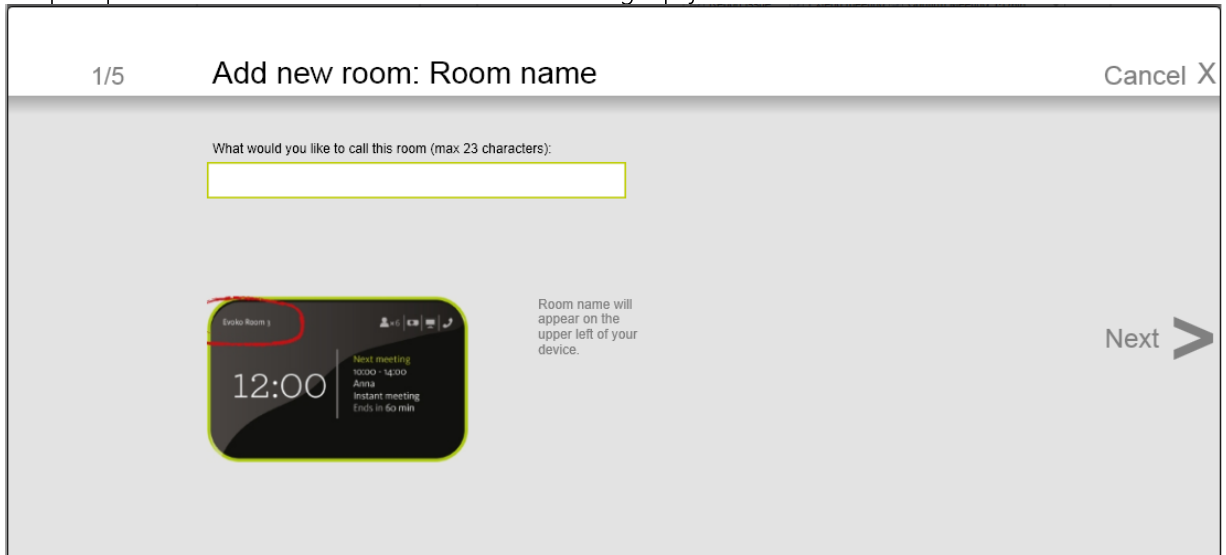
After creating a room you can change time zone for that specific group if your groups are in different time zones.

You add groups by using the "Add group" button.
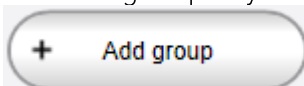
N.B.! Groups make administration of many rooms easier, but please note that Evoko Room Managers in different groups will not be able to get booking information of rooms outside its own group for the Find free room function.

There are two ways of adding rooms in dashboard. There is a "Step by step" option that is recommended for setting up your first room.

It will guide you through the process step by step.

N.B.! Once the Room addition process in Step by Step is completed, you can always edit the same in Dashboard view.

When you are comfortable with the process you might like to use the "Quickly" way.

Room name: Enter the name that you want the Evoko Room Manager to display on the start screen. This name can be "Conference Room floor 1" or anything else. The maximum length of this field is 23 characters. Special characters like <, >, &, ' or ' ' are not allowed.

Domino user: This will be automatically populated by the user entered in Admin Credentials.

Resource/Site: Enter the Resource and site of the room resource i.e. "Jupiter/Stockholm"

Test: Testing the room settings can verify the given parameters to prevent connection errors in the ERM.

Seats: Enter the number of chairs in the room.

Meeting Room Facilities: Select checkboxes as on the corresponding icons according to the equipment available in the room. Remove selection from checkbox to remove such equipment from the list. The facilities which you select will be displayed in the home screen of ERM.

Optional features on Evoko Room Manager Screen:

Book meeting: Enable instant booking on screen

End meeting: Enable end meeting function on screen
Report issue: Enable equipment issue reporting on screen
Extend meeting: Enable extending meeting on screen
Display subject: Displays meeting subject on screen
Display organizer: Displays the meeting organizer on screen
Confirm meeting: Requires meetings to be confirm on screen around the start of the meeting
Confirm reminder: Reminds the meeting organizer via email before the unconfirmed meeting is automatically cancelled.
N.B.! If this feature is enabled, the Evoko Control Panel will enable "Confirm Meeting Time" drop down box. The user will be given an option to select the range of time the "Confirm" button should appear on the screen.
The "Confirm" button will be displayed 10 minutes before start of next meeting and will stay until the selected time after a meeting is scheduled to start.
N.B.! If you want to select all the check boxes of a particular column then click on the checkbox in the title area of that particular column
Delete: When you want to delete a particular room in a group you can select delete button on the row of the particular room or else if you want to delete the whole group, collapse the group view and press the "Delete button" for the whole group.

Exporting settings from the Evoko Control Panel

After completing all the settings made in the Evoko Control Panel, the settings need to be transferred to the Evoko Room Manager. This is done by exporting the settings from the computer to a USB stick, and then importing the settings from the USB stick into each Evoko Room Manager.
N.B.! The USB stick must be FAT-formatted (not NTFS or FAT32) and be no larger than 4 GB. We recommend using a clean USB stick with no other data on it. There must be no password protection, no other security software and no auto-run programs saved on the USB stick.
N.B.! Please make sure that your Evoko Room Manager is not in "sleep mode" when configuring it with the settings from the Evoko Control Panel. The Evoko Room Manager does not synchronize with Server during sleep hours and this could interfere with application settings, such as time and time zone settings.
To export the settings, click on the "Export to USB" tab in the Evoko Control Panel and follow the instructions. All the files required for an upgrade of the Evoko Room Manager are put in the Evoko Room Manager folder on the USB-stick.
We recommend that only one USB stick be attached to the PC when exporting settings from the Evoko Control Panel. If multiple USB sticks or any other removable discs are detected, you will be prompted to select the one you would like to use.

Exporting process

Fill the connection settings, System properties and Dashboard. In the Dashboard screen select Finish and Export or directly select export to USB tab and select Export to USB button.

Install or upgrade your Evoko Room Manager

First installation

If this is a first time installation has to be done manually and the device will prompt you to enter the USB stick with the configuration and latest application. Just follow the on screen instructions and wait for the operation to complete.

Select which of the available groups and rooms the specific device should be associated with. It is important that only one device be connected to any specific room. Having two or more devices connected to the same room can cause conflicts.

If you like to have more than one Room Manager per room you can set them up as different rooms in the Evoko Control Panel but using same user/resource and credentials. For example, Jupiter and Jupiter(inner) could both be configured against the room jupiter@domain.com but exist as two different room in the Control Panel. It is also important to make sure that maximum one of the rooms have "Confirm" functionality active.

Congratulations! The Evoko Room Manager system should now be up and running.

Upgrade application and configuration manually

It is possible to upgrade the Evoko Room Manager application and configuration.

In order to upgrade the software, follow these instructions:

1. First go to www.evoko.se/support and download the latest software version of Evoko Room Manager to your computer to upgrade your copy with the latest version.
2. Follow the instructions in previous on exporting the configuration.
3. Use "Admin Log in" on the device and enter the administrator PIN code.
4. Choose the "Upgrade" button and follow the instructions.

Once the upgrade is complete (after a few seconds), select the room to which the device should be connected.

Congratulations! The Evoko Room Manager system should now be upgraded and ready for further use.

Add a new Evoko Room Manager to an old installation

After adding a new Evoko Room Manager to an old installation and in order to ensure full functionality of the "find free room" feature between all Evoko Room Managers running in the same office or location, you need to update the settings on your old installation.

Your old Evoko Room Manager will not automatically find the new Evoko Room Manager; therefore, it is necessary to update their settings in order to find this new room.

In order to make the old rooms (Evoko Room Managers) suggest the new room once it is available. Please upgrade all your Evoko Room Managers with the same numbers of rooms in the Evoko Control Panel. Then click «Export» in the Evoko Control Panel and then «Upgrade» in Sys Admin menu on the Evoko Room Manager.

Exit application

Evoko Room Manager is a customized device running only one application. Normally there should be no need to exit the application and this should therefore be avoided.

If, for some reason, something needs to be done with the operating system, it is possible for the System Manager to exit the application by clicking on the "Exit Application" button in the System Manager menu.

N.B.! Do not tamper with the operating system or any software in the Evoko Room Manager without first consulting an Evoko Room Manager specialist.

N.B.! One can only exit the application from within the System Manager menu, which is protected with a PIN code. Never leave the Evoko Room Manager in Windows CE mode or disclose your System Manager PIN code to anyone.