
EVOKO

EVOKO LISO

The next generation room manager



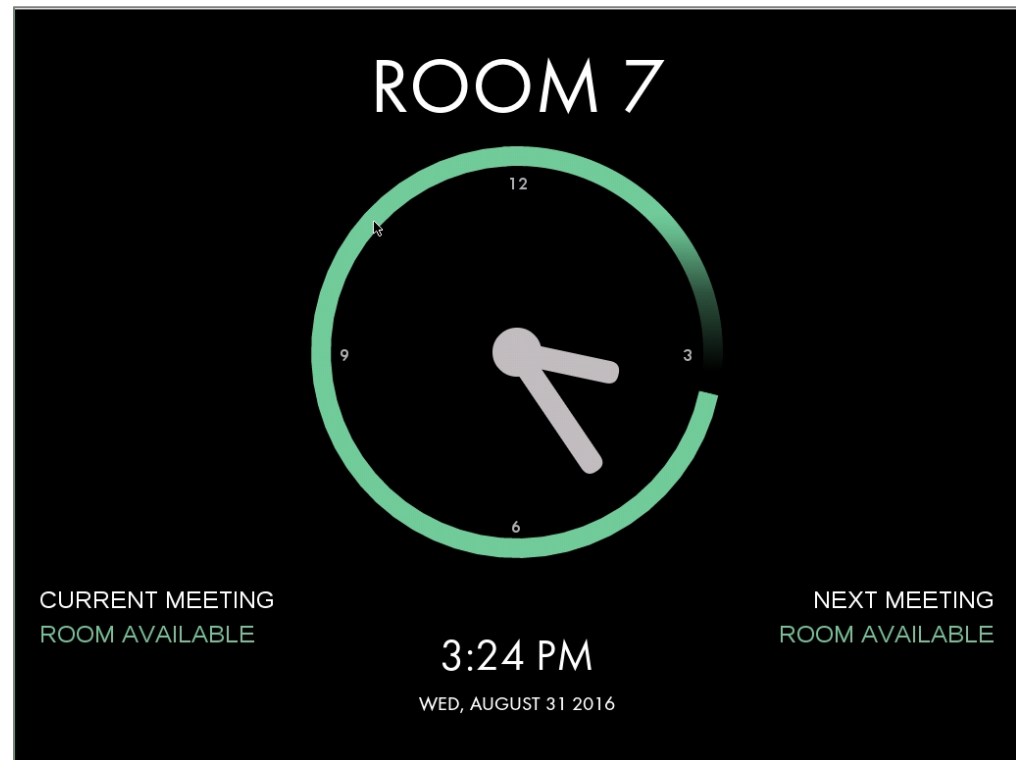
Meet Evoko Liso

The next generation room manager

Using the Clock

Passive mode

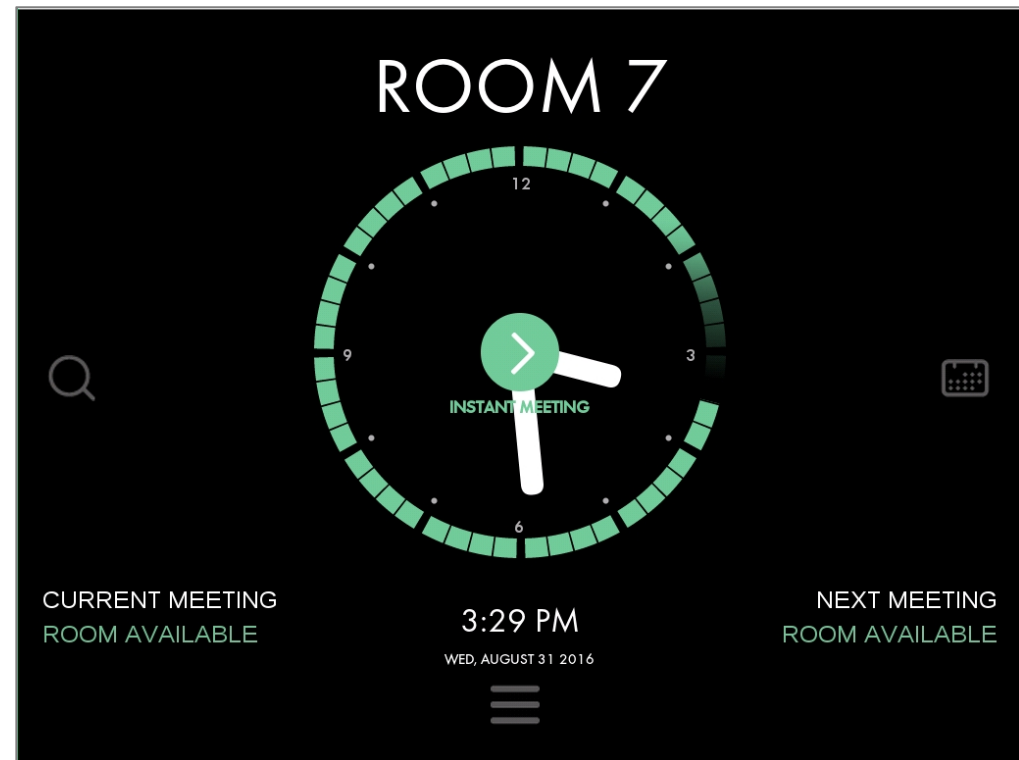
- When the Evoko Liso is not used, it will be in “passive mode” and show an overview of the clock and room availability, with the room name clearly visible
- The watch hands show the current time, and the green areas show when the room is available while the red areas show when it is booked
- There is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



Using the Clock

Active mode

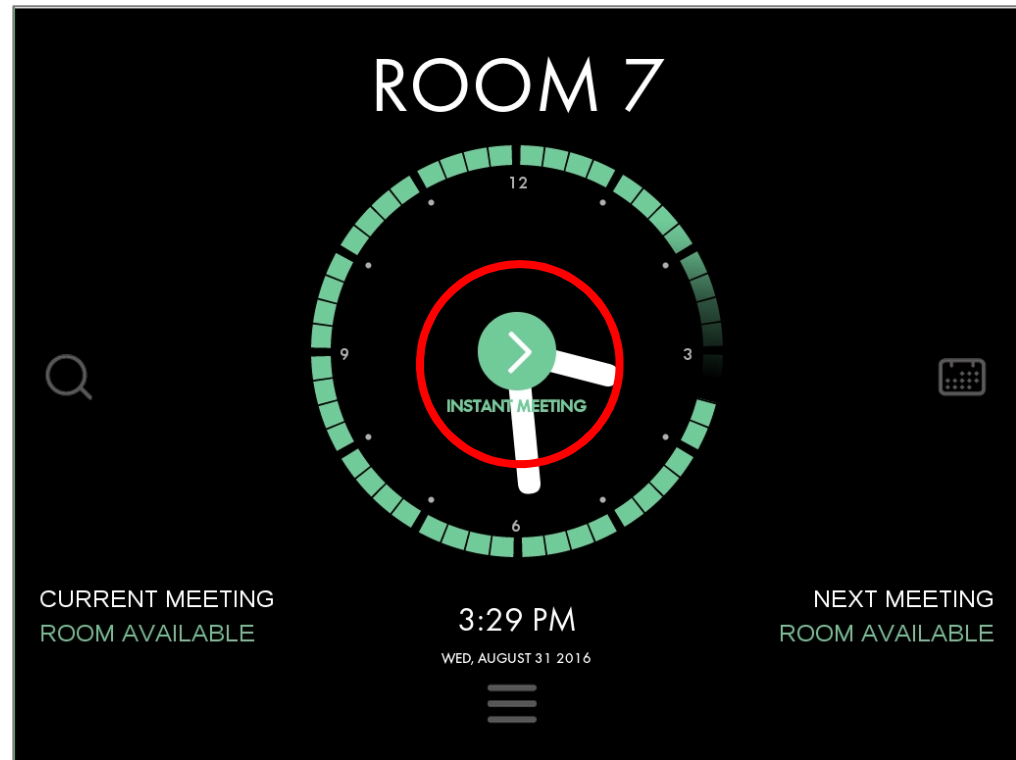
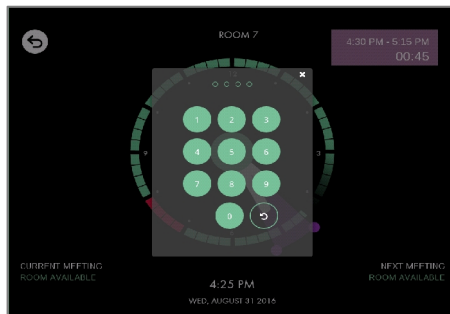
- When moving close, Evoko Liso will automatically go into “active mode”
- Here you can see more details about the meeting room. It is ready for interaction



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

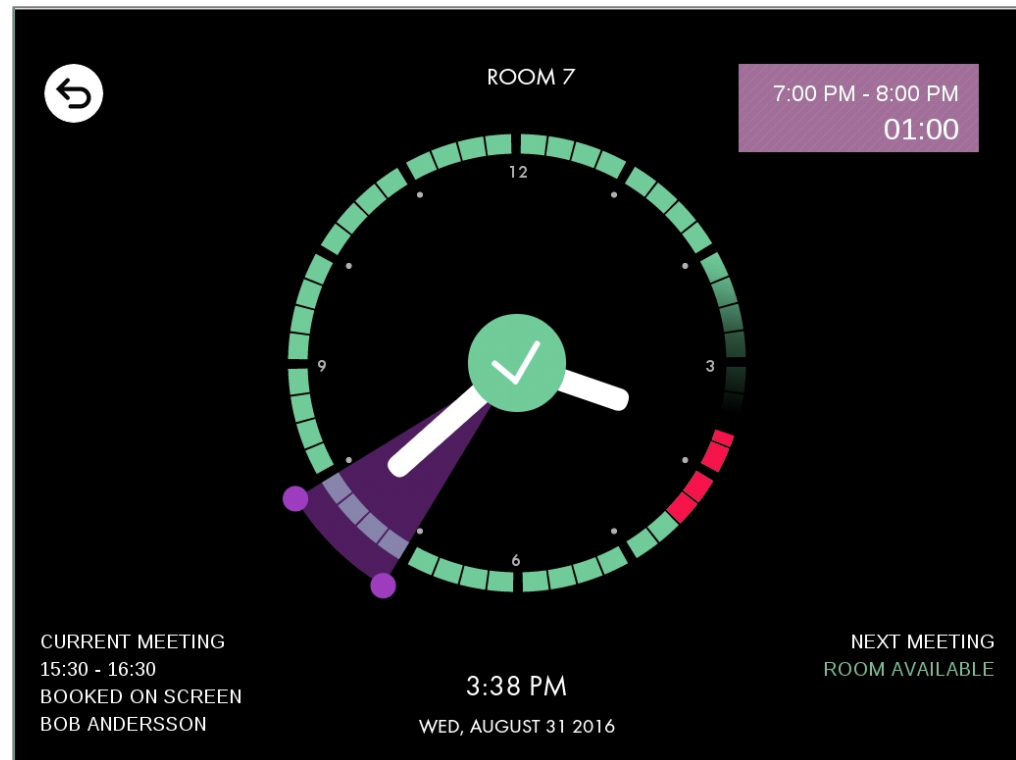
- Liso will return to passive mode which now has the new meeting visible



Using the Clock

Booking a meeting for later in the day

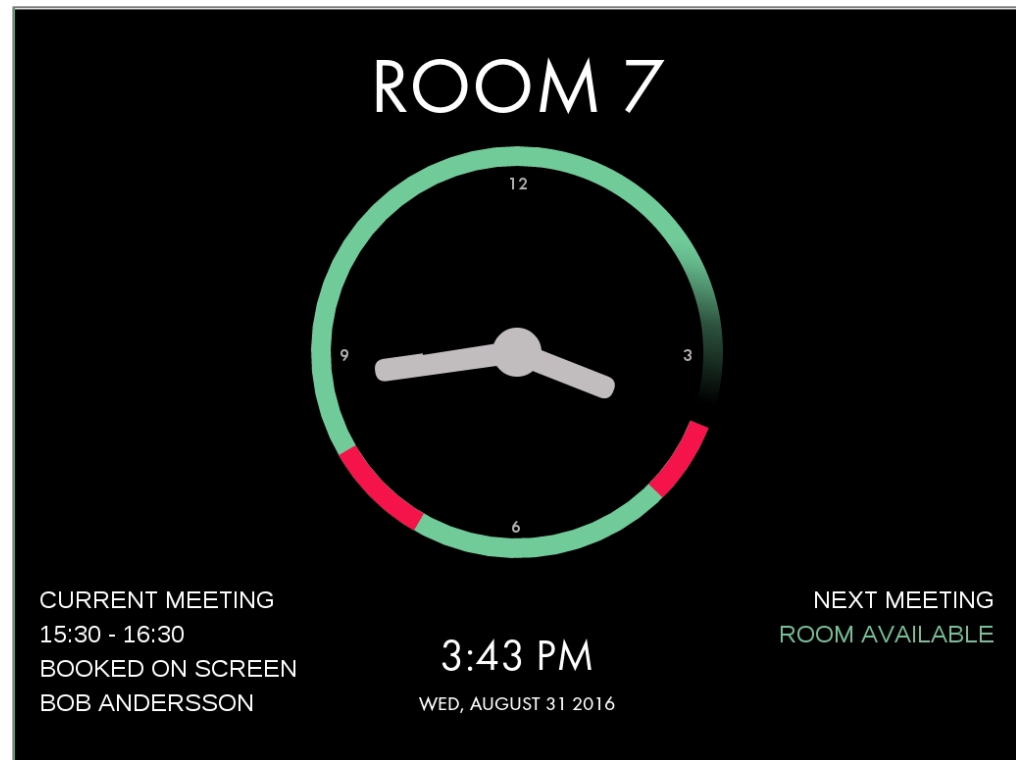
- To book a meeting anytime today, simply press the time on the border of the clock for when you want the meeting to start
- Evoko Liso will now be in “edit mode”, and you can adjust the start and end time of the meeting by dragging the start and end points
- Details are visible in the top right hand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

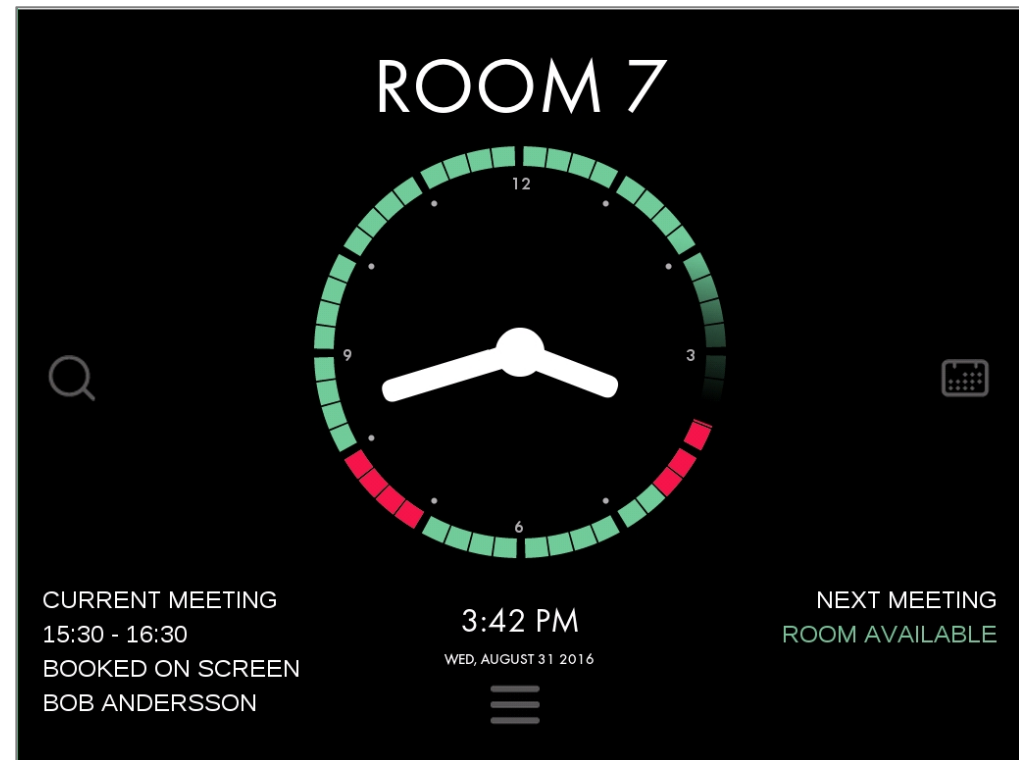
- After confirming with the green tick mark, or leaving the Evoko Liso untouched for one minute, it will return to passive mode which now has the new meeting visible



Using the Clock

Editing a meeting

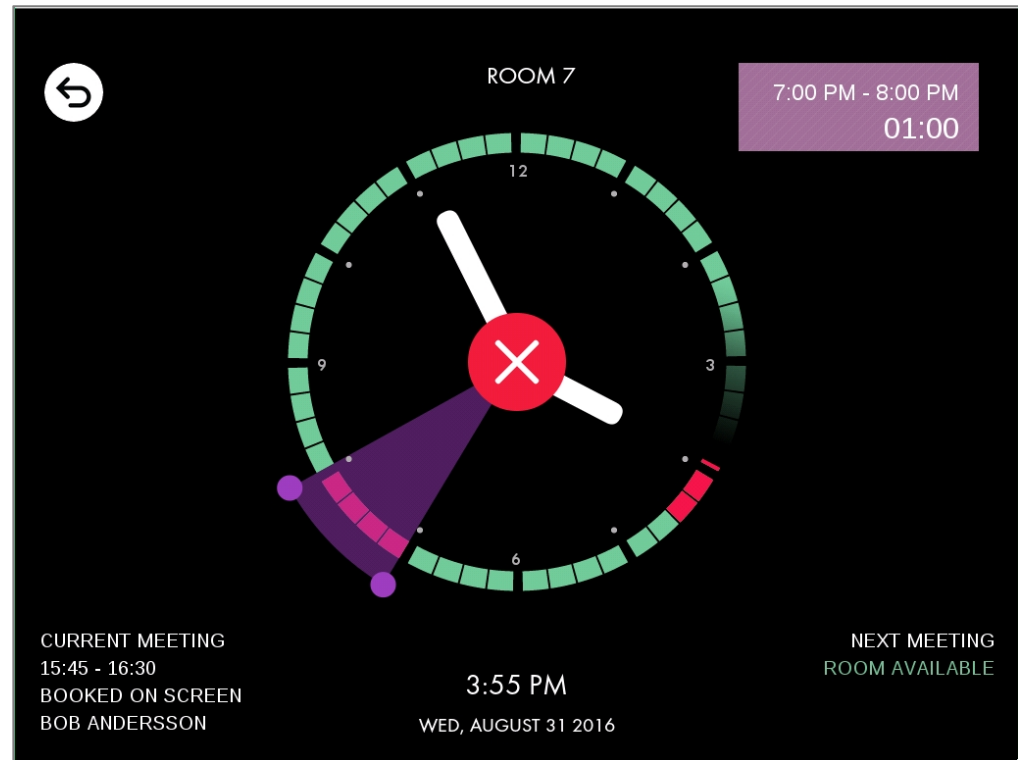
- From the clock it is also easy to end or extend an ongoing meeting, as well as editing an upcoming meeting later during the day



Using the Clock

Editing a meeting

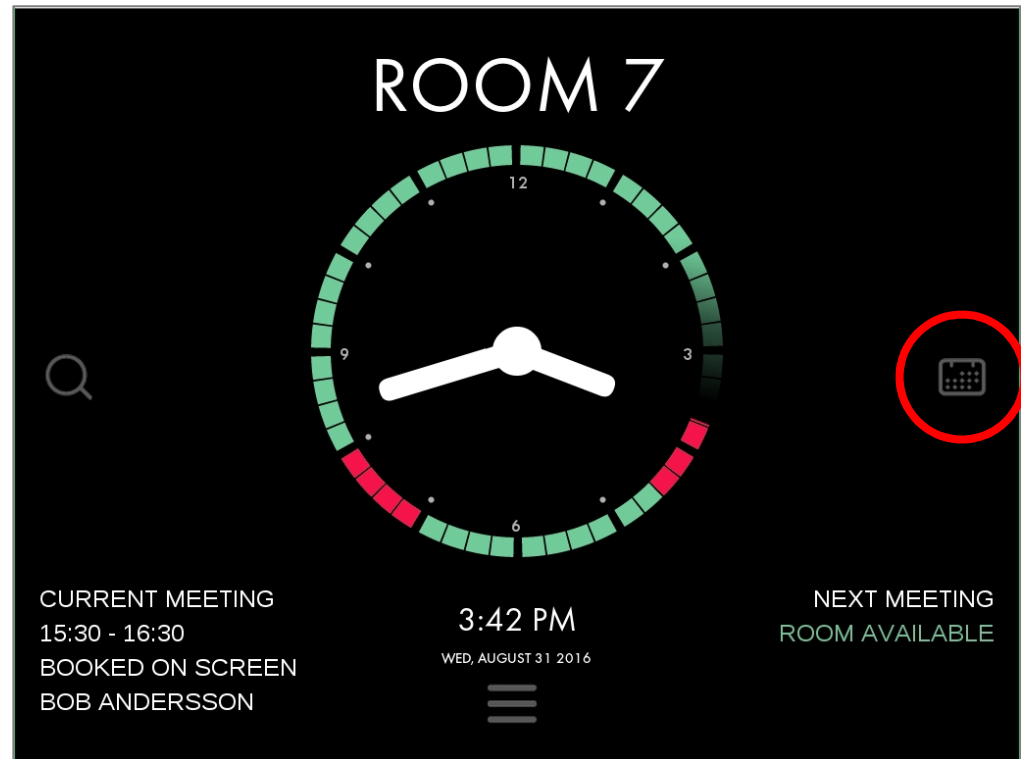
- Just press the border of the clock for the meeting you want to edit, and the purple section will light up
- Adjust the start/end time by dragging the end points of the purple section, or press the red "X" in the center of the clock to end/remove the meeting



Using the Calendar

Booking a meeting

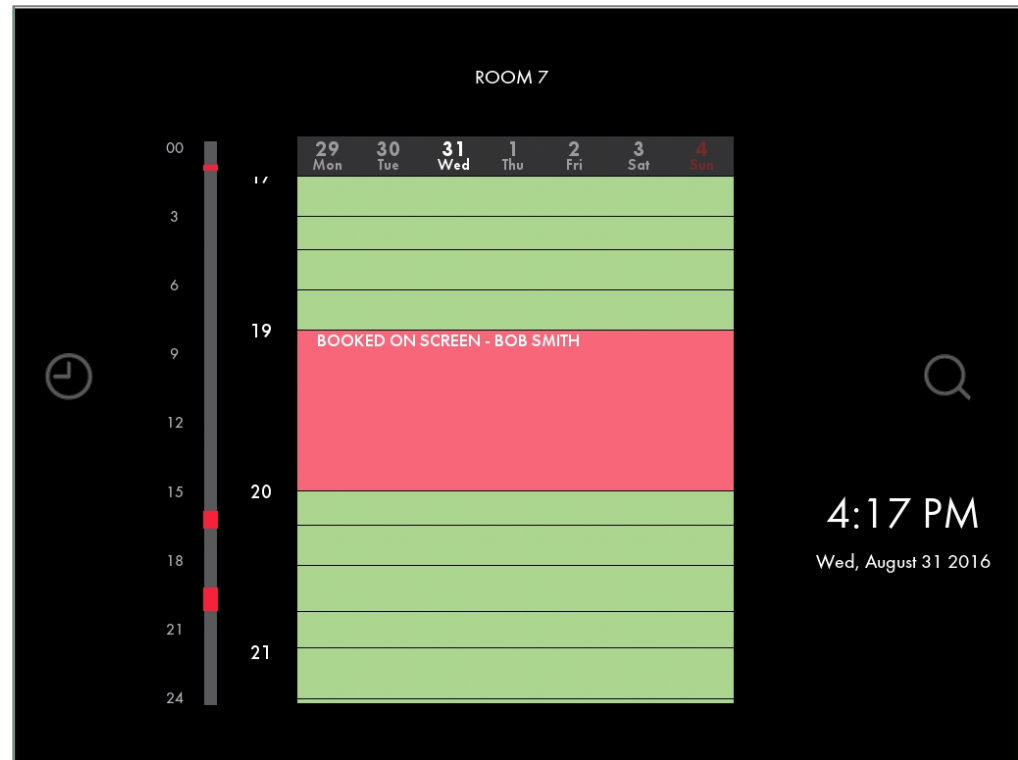
- It is also possible to book and edit meetings from the calendar view. The calendar view is very useful if you want to:
 - Get an overview of what is booked in this room today or further in the future
 - Book meetings further ahead than 12 hours from the current time
 - Edit meetings that are more than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

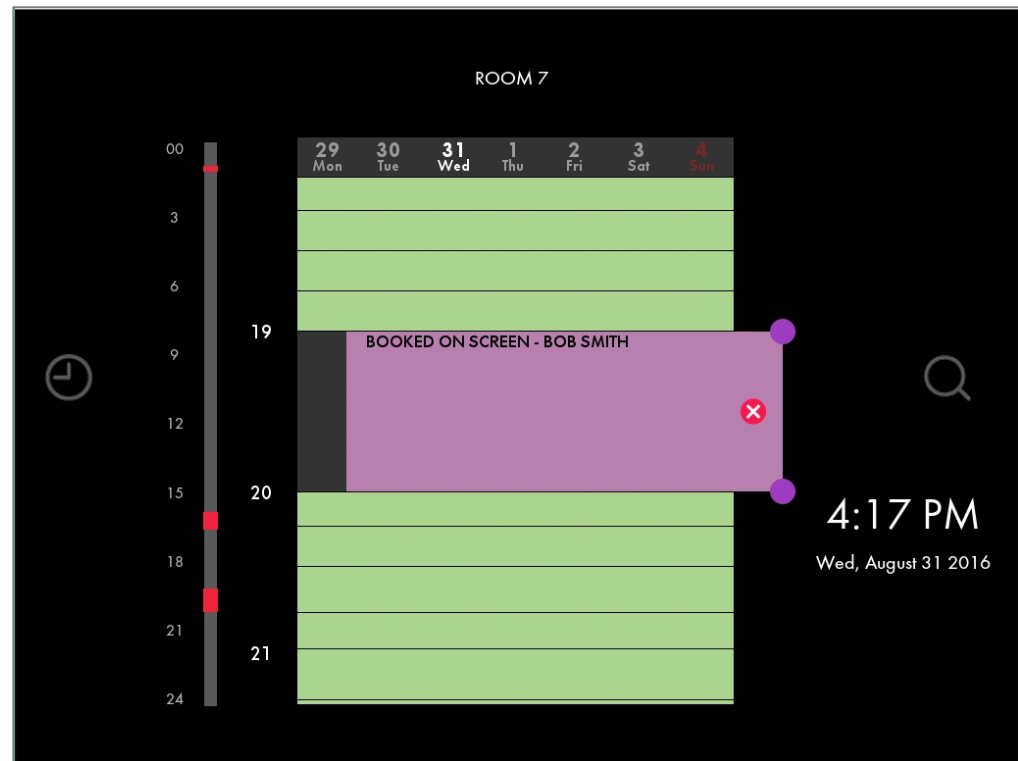
- Here you can see an overview of the day
- The day shown can be adjusted on the top and the time shown to the left
- Click on the calendar to add a meeting



Using the Calendar

Editing a meeting

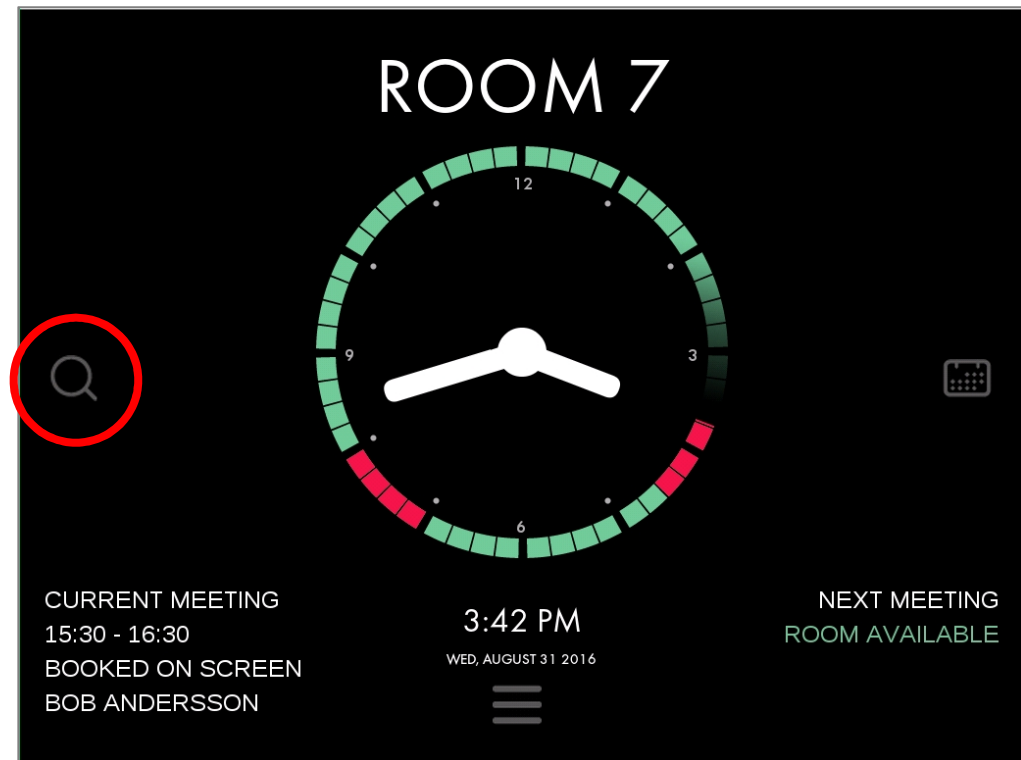
- To edit a meeting from this screen, just select the meeting by tapping on it
- The meeting will become purple to show it can be edited
- Simply drag the purple endpoints to adjust the time, or press the red "X" to cancel the meeting



Using the Room Finder

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

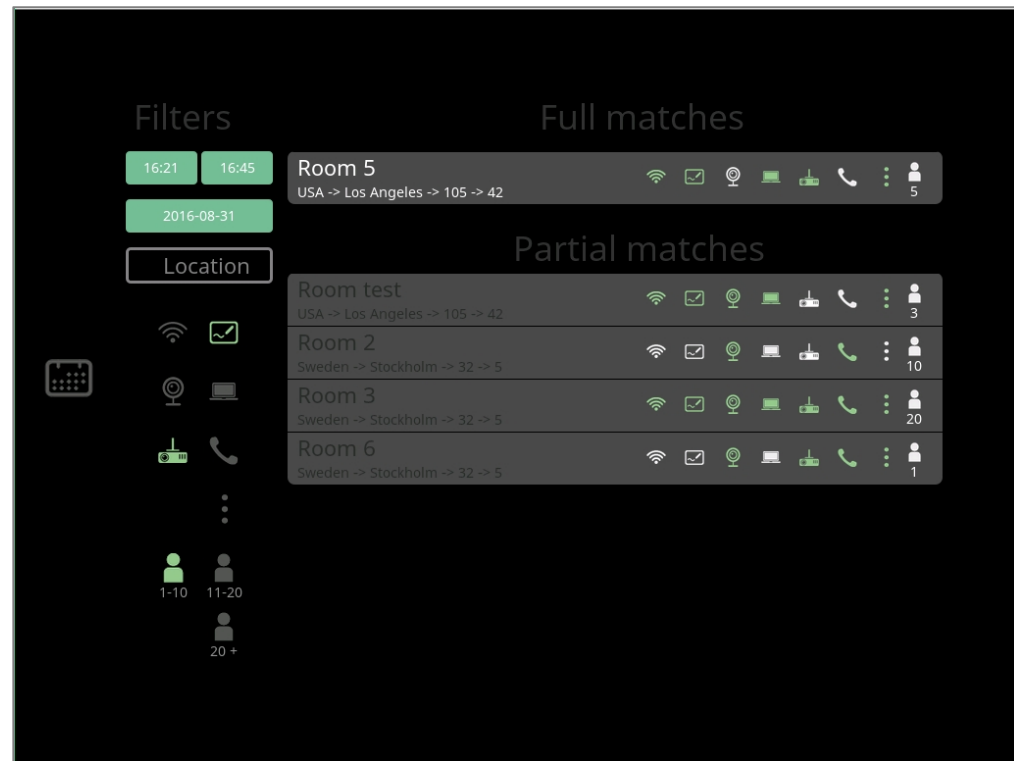
- The Evoko Liso Room Finder is very useful if you want to find a room that fits your needs, based on availability, location, size and equipment
- From the Room Finder you can book both instant and future meetings for this or other rooms
- You reach the Evoko Liso Room Finder by clicking the search icon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



Using the Room Finder

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

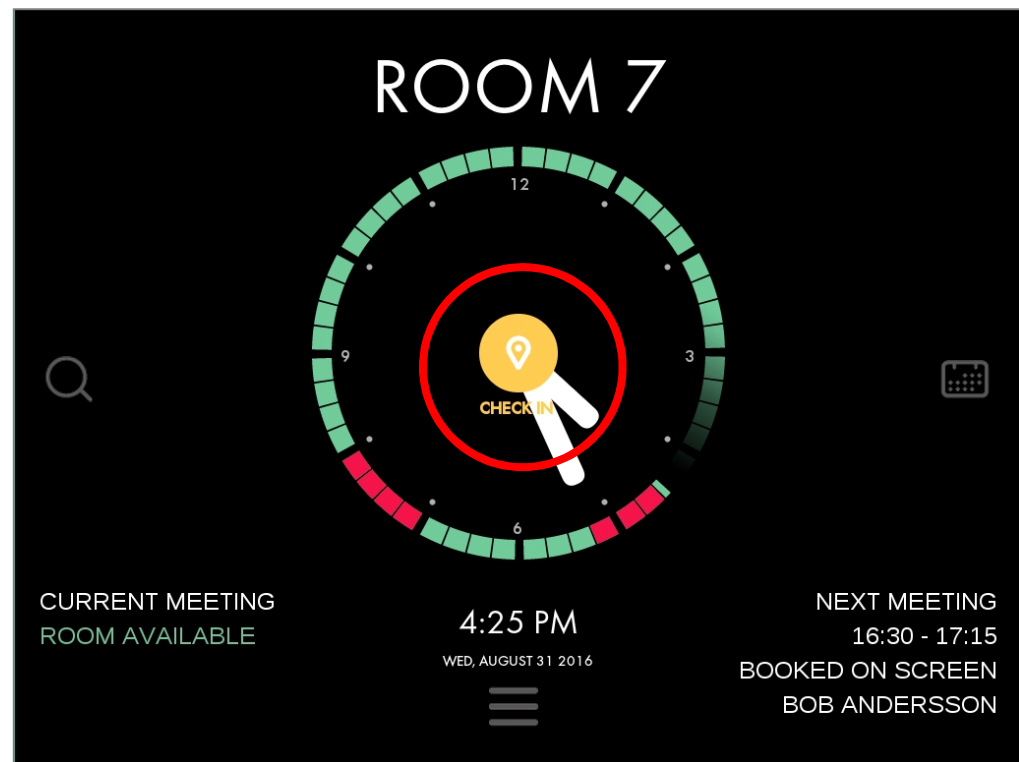
- In the Room Finder you can easily find and book the perfect room for your needs
- Select a date, time and location and apply filters for room size and equipment
- Then book it directly from the Evoko Liso



Checking-in

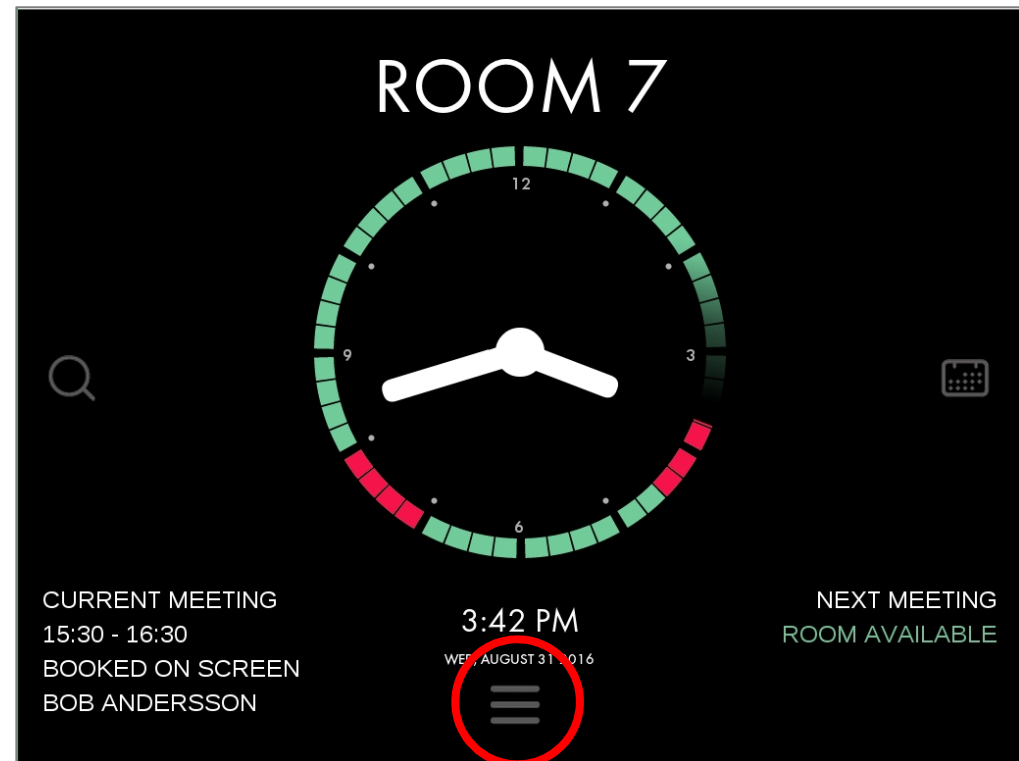
Use the check-in function to free up rooms where no-one shows up for the booking

- 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



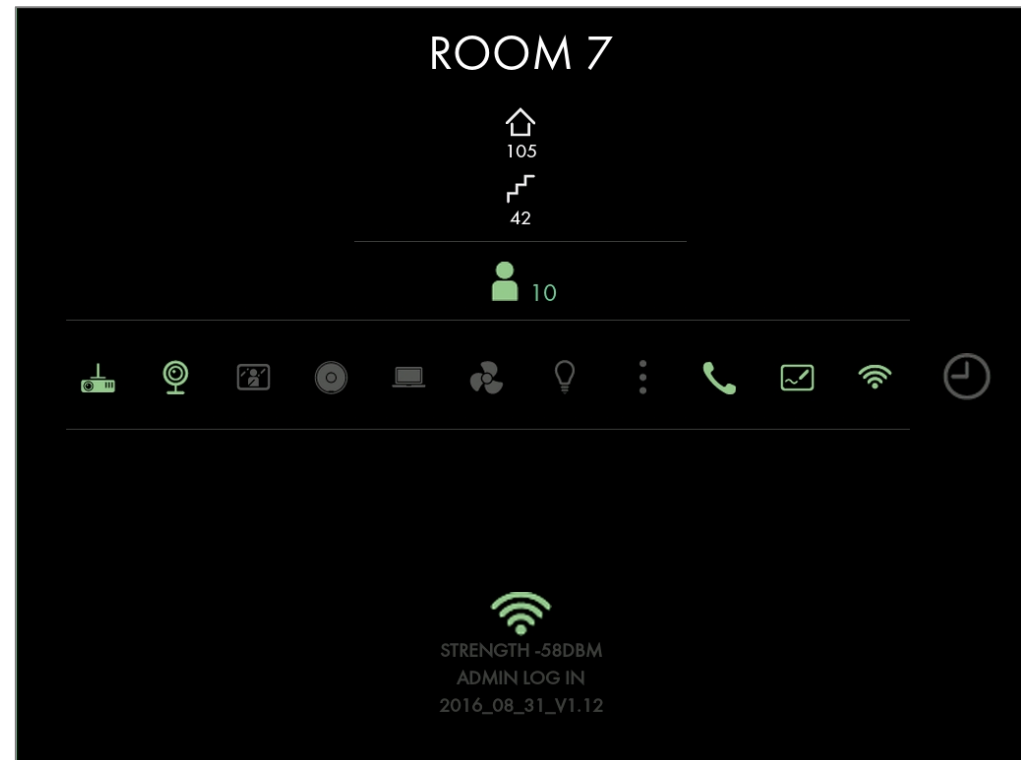
Report room equipment issues

- Click the Menu icon at the bottom of the screen



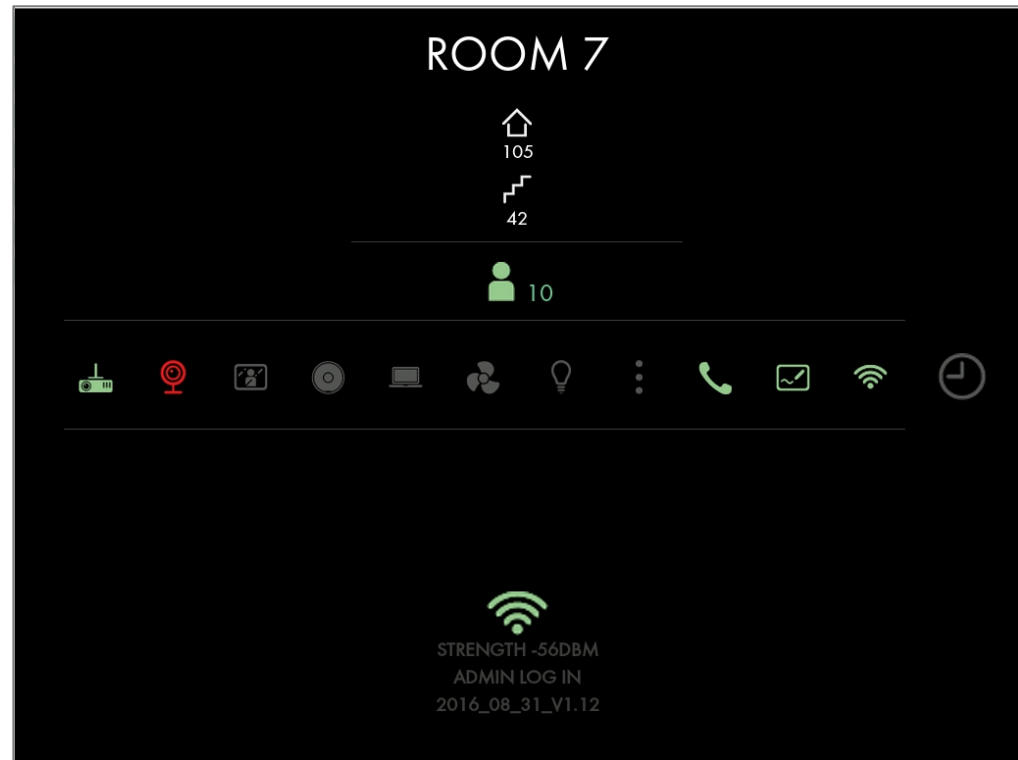
Report room equipment issues

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



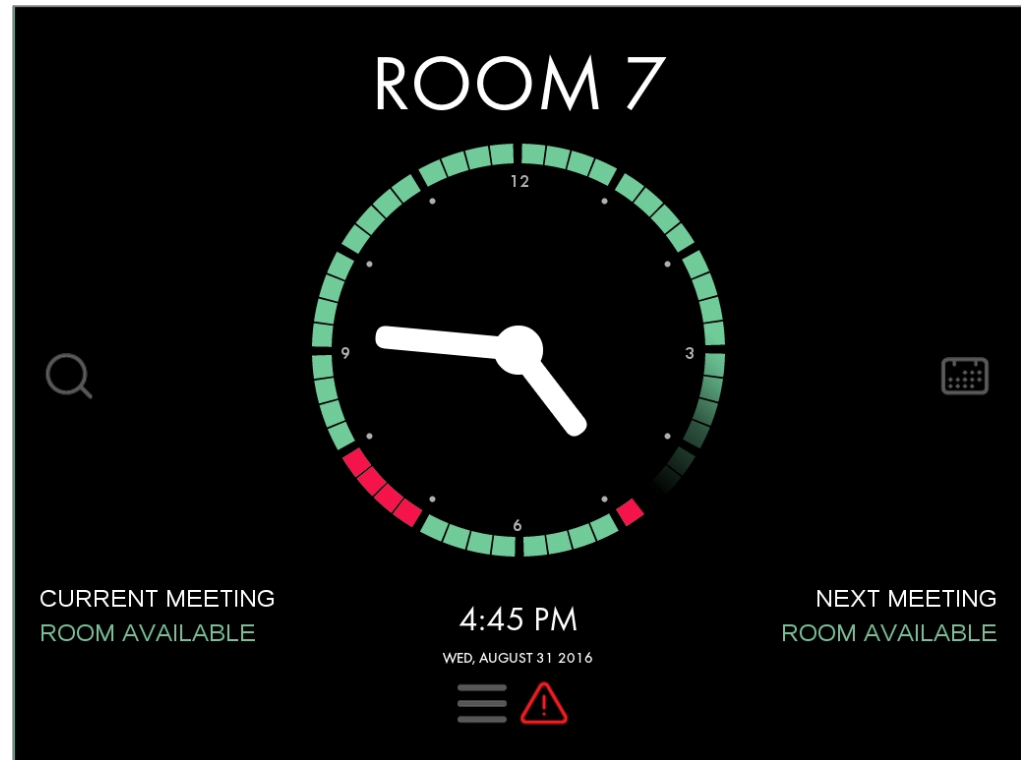
Report room equipment issues

- 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)



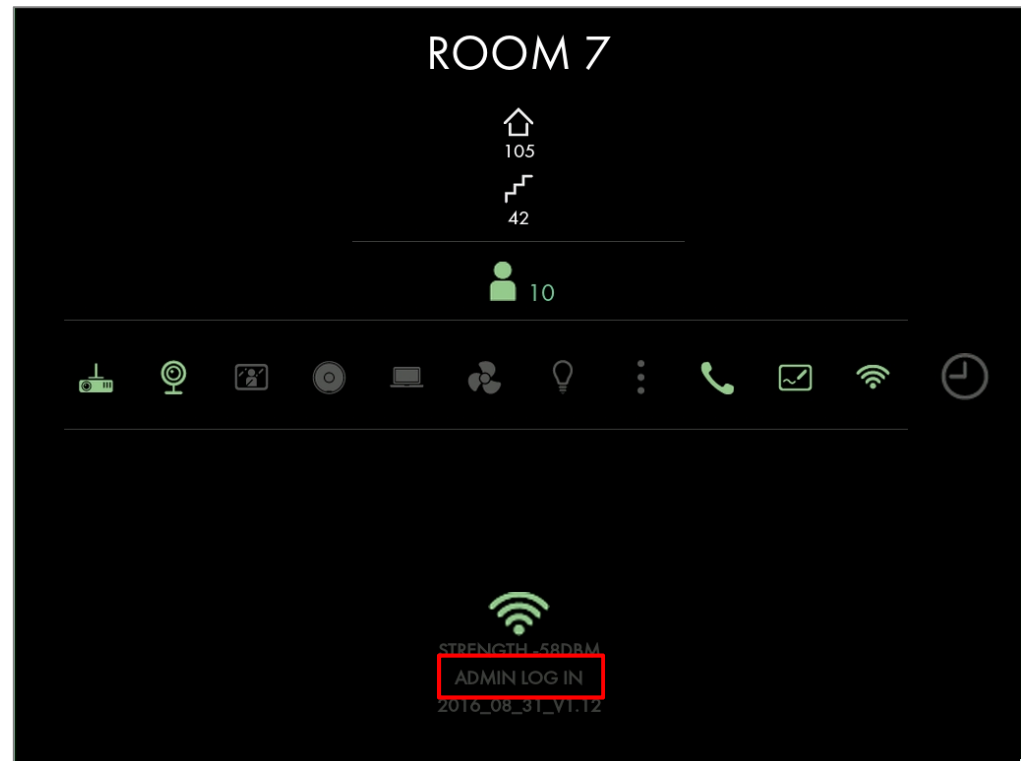
Report room equipment issues

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



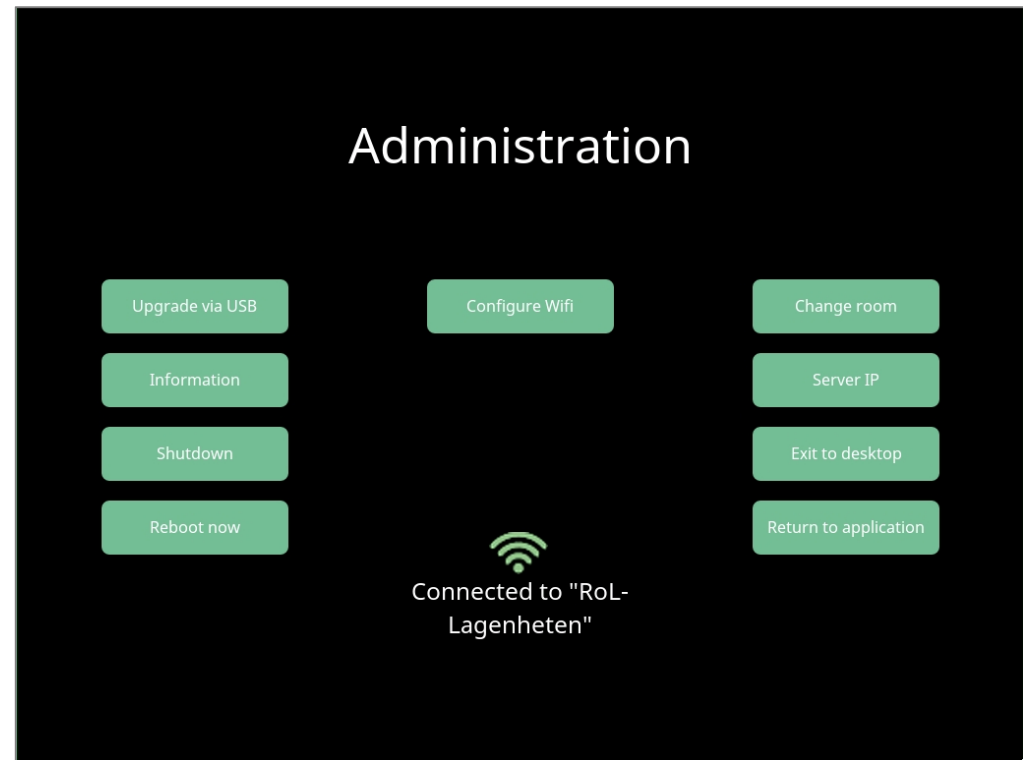
The Administrator panel

- 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



EVOKO

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