
EVOKO

Evoko Liso User Guide

What it's all about!

How To's, functions and other cool stuff

- Status light colors
- Passive mode
- Active mode
- Book a meeting
- Calendar mode
- Check-in function
- Room finder
- Report room equipment
- Administration menu

STATUS COLORS

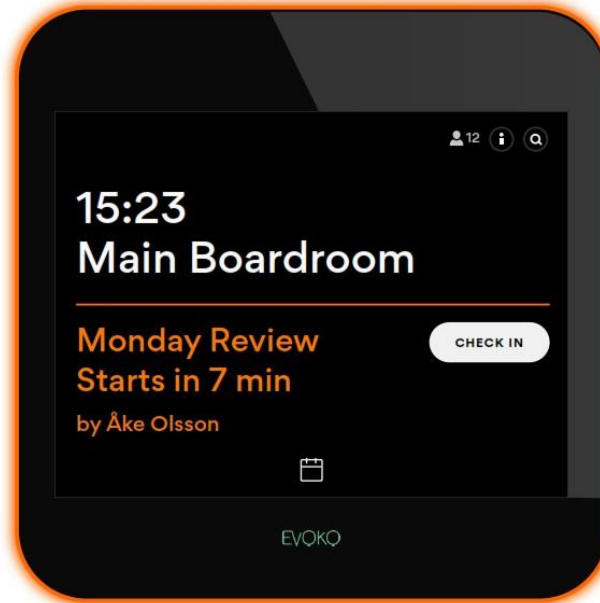
Evoko Liso has three status light colors

Green



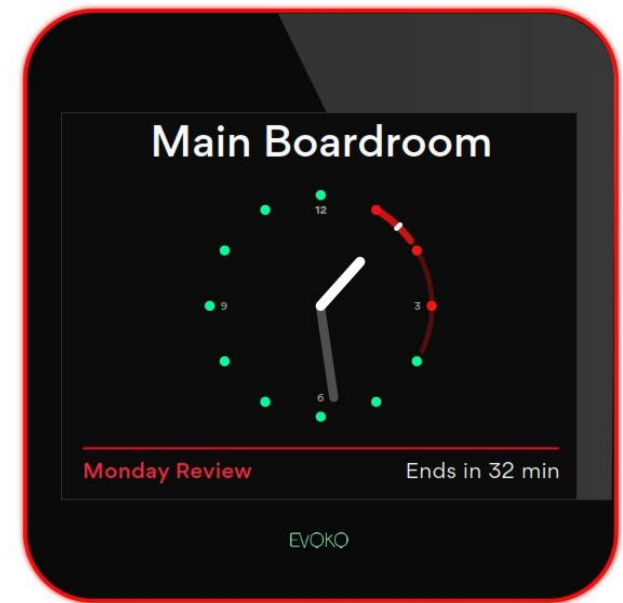
Room is free for more than 10 minutes

Amber



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

Red

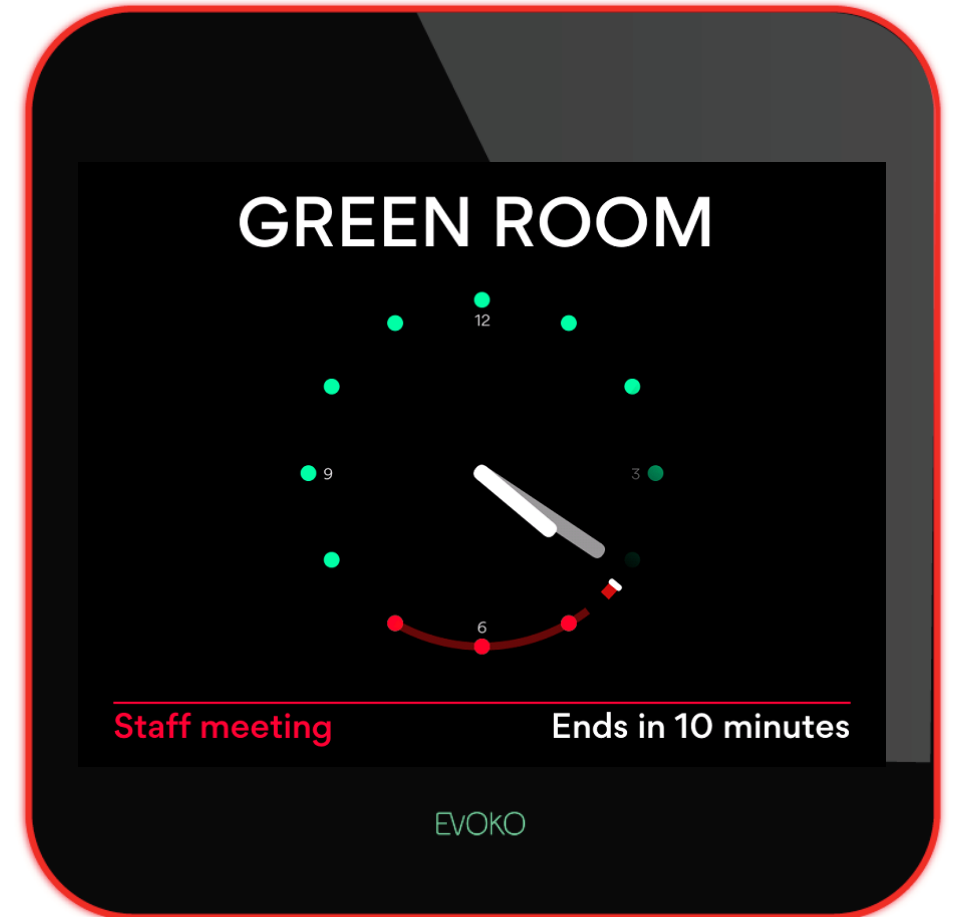


Room is busy (amber trumps red in conflicting scenarios e.g. for back-2-back meetings)

Evoko Liso Passive mode

Visible when the proximity sensor is not triggered

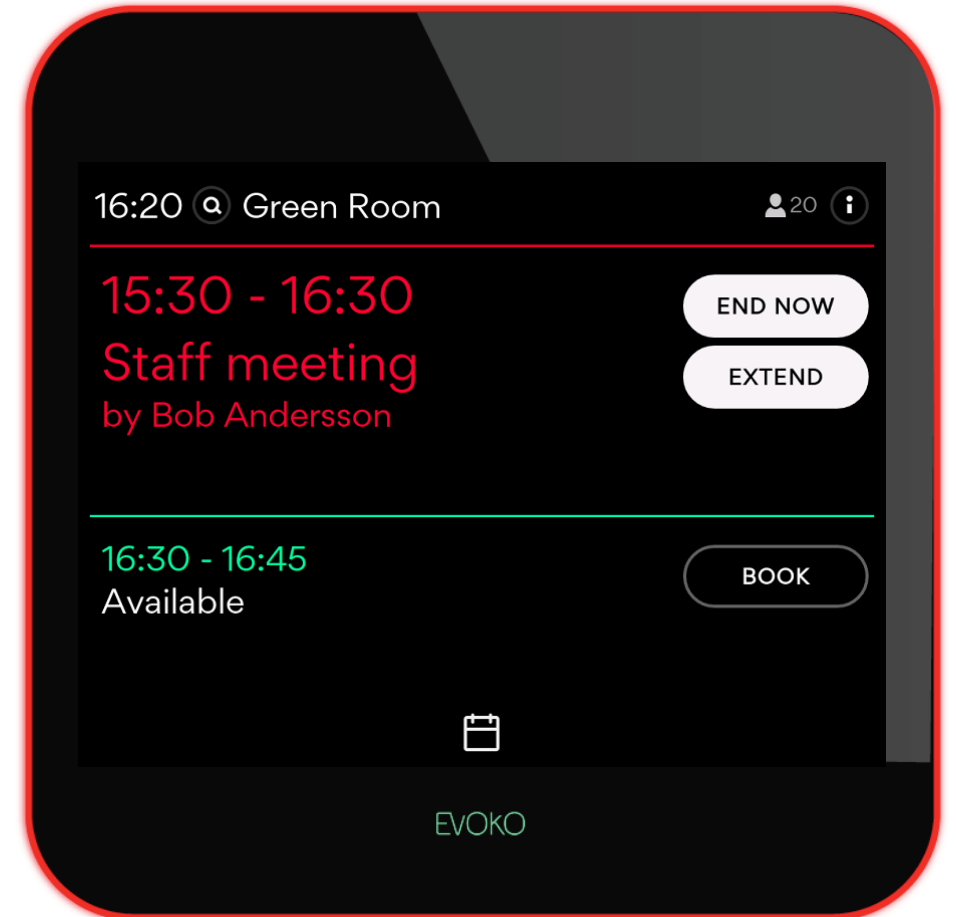
- When Evoko Liso is not used, it will be in "passive mode" and show a clock interface with room availability
- Room name is clearly presented on top
- The watch hands show the current time
- Green areas on the clock interface show when the room is available
- Red areas on the clock interface show when the room is booked



Evoko Liso Active mode

Visible when the proximity sensor is triggered

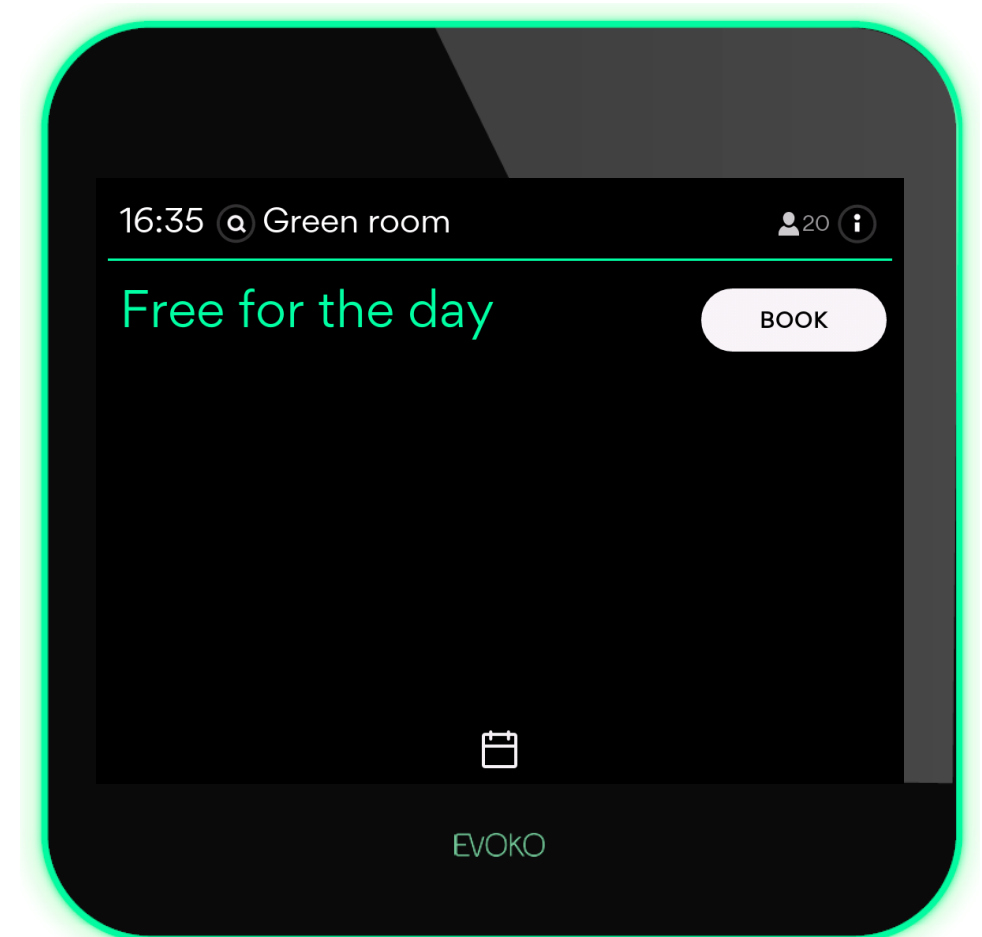
- When moving in front of the Liso, the proximity sensor (if enabled) will trigger and the device will automatically go into “Active mode”
- In Active mode, you can with a few simple touches:
 - Book new meetings
 - Extend/End ongoing meetings
 - See more details about the meeting room



Book a meeting

Click "Book"

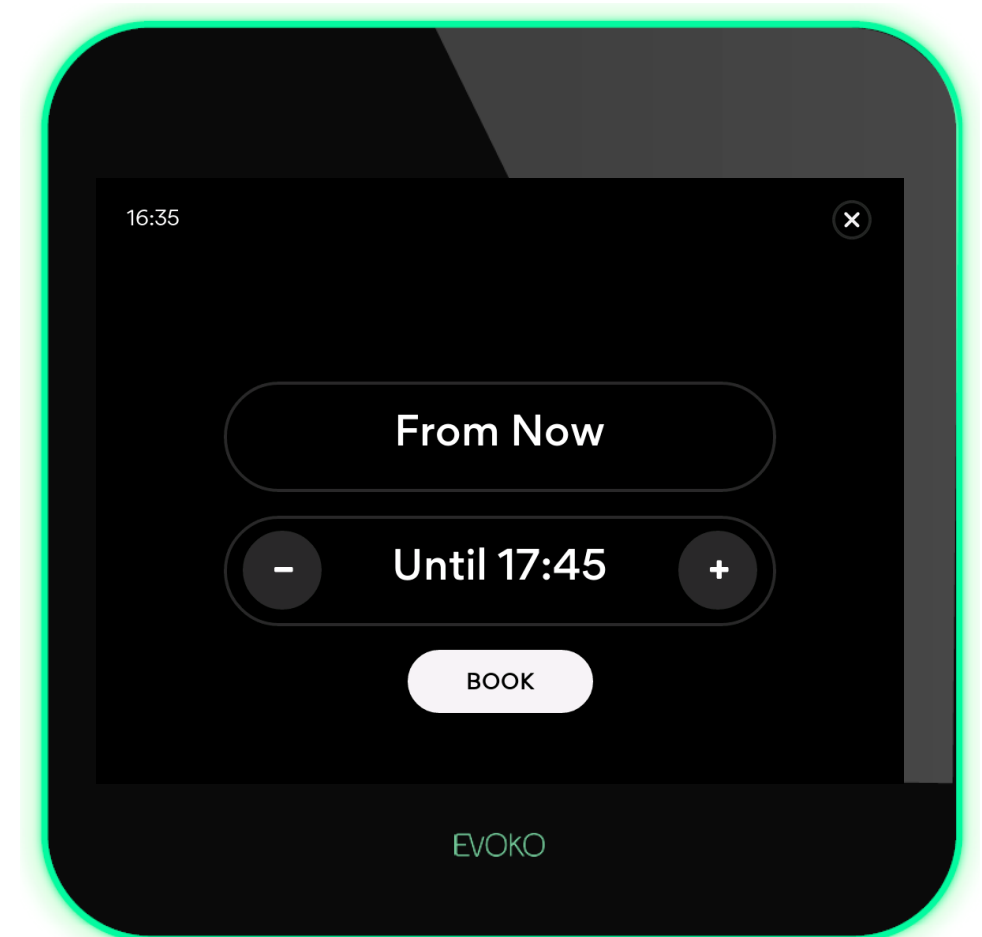
- When in active mode, simply press the "Book" icon to book a meeting



Book a meeting

Use the plus and minus signs to set meeting duration

- Duration time can be selected in 15 minute increments by using the plus and minus icons
- Once the end time has been set, press "Book" to confirm the booking

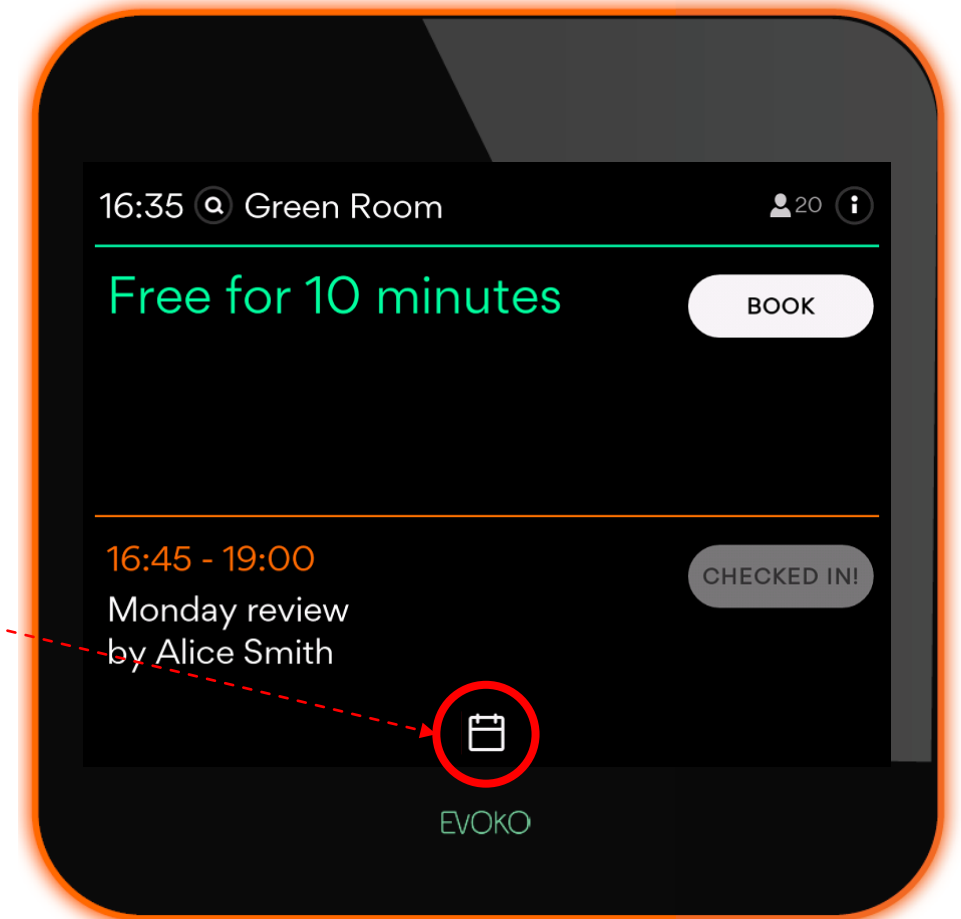


Evoko Liso Calendar view

Calendar view is activated by pressing the calendar icon

- Calendar view provides an overview of the rooms schedule for the current day
- In Calendar view, it is possible to view availability and book/edit meetings for days in the future

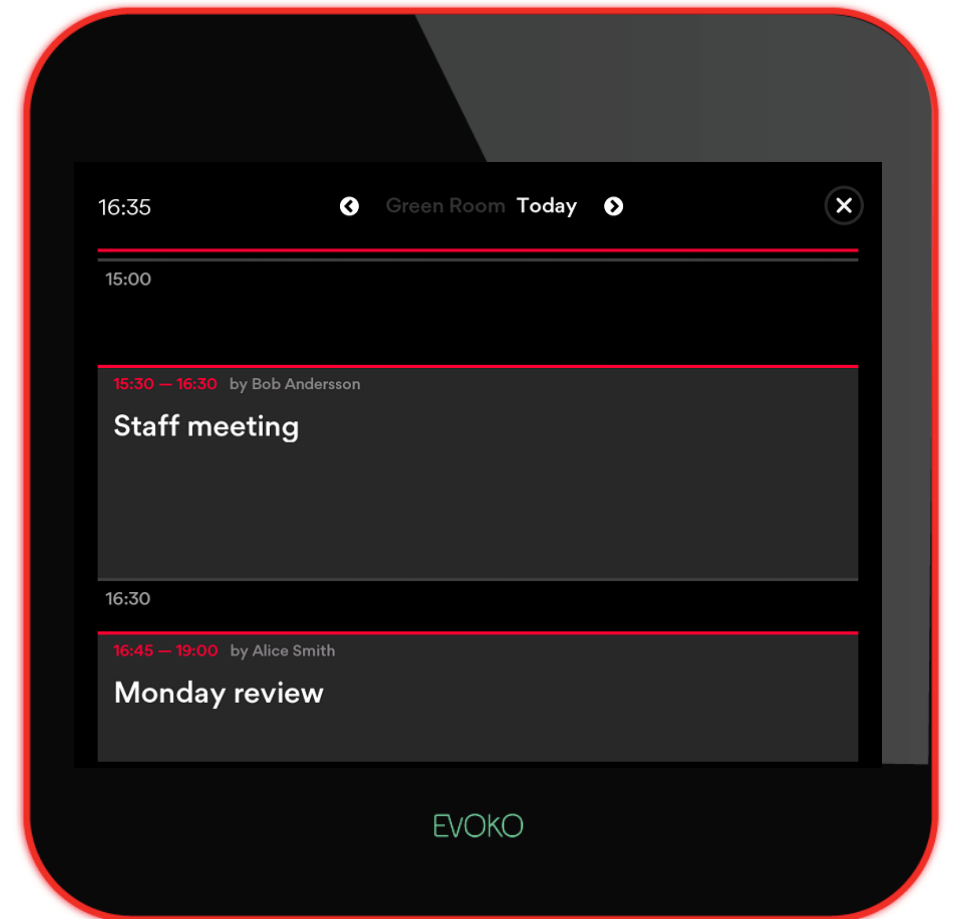
Access calendar view



Evoko Liso Calendar view

Get an overview and book/edit future meetings

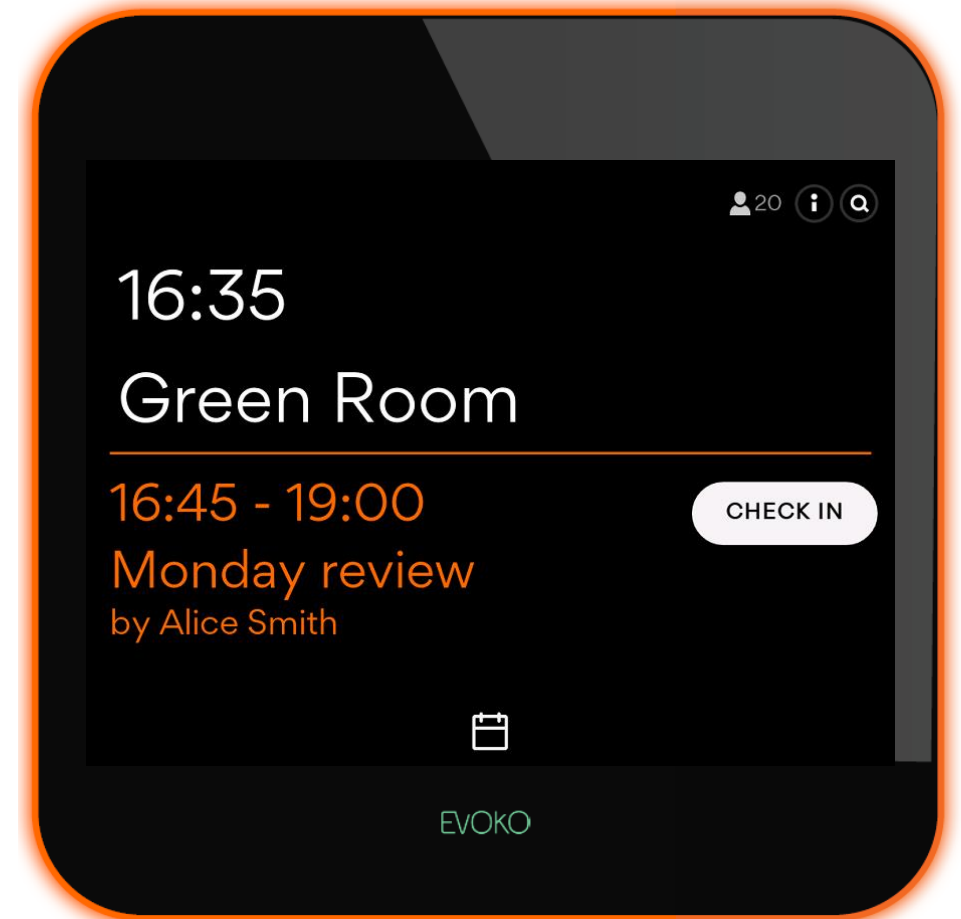
- Use your finger and scroll to view a selected time
- Book a meeting by tapping an available time slot or edit/remove existing meetings by tapping on them
- Use the arrows in the top menu to change day



Evoko Liso Check-in function

End meetings when no-one shows up

- The Check-in feature is an efficient way to prevent "ghost meetings" i.e. to free up rooms where no-one shows up for a meeting
- The check-in button will appear 10 minutes before the meetings start. When pressed, the room is confirmed
- It is possible to set the check-in time after the meeting time has started to between 5-30 minutes (it is possible to disable the check-in function if preferred)
- If no check-in is made on the screen during the check-in time frame, the meeting will be ended to free up the meeting room for others to use

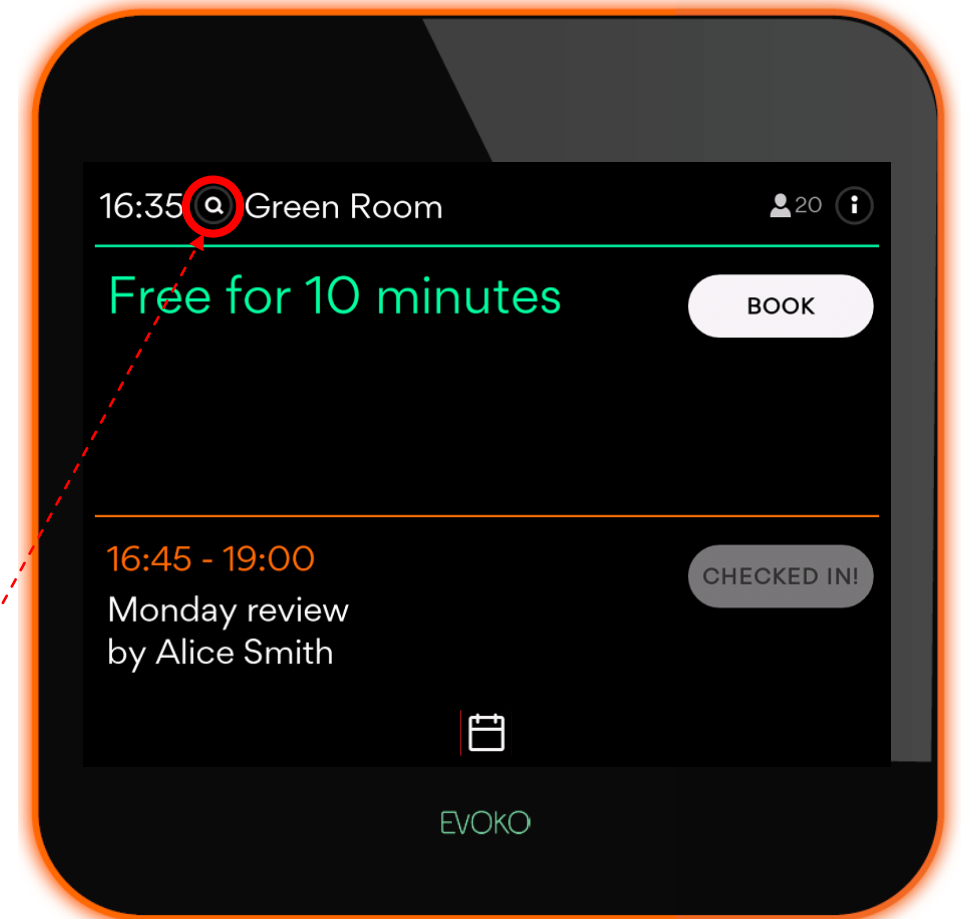


Evoko Liso Room Finder

Helps you find a room that fits your needs

- Room Finder is accessed by pressing the search icon in the top left corner
- With the Room Finder, you can book both instant and future meetings for other rooms than the one you are standing outside
- Filter your search on Availability, Location, Size and Equipment

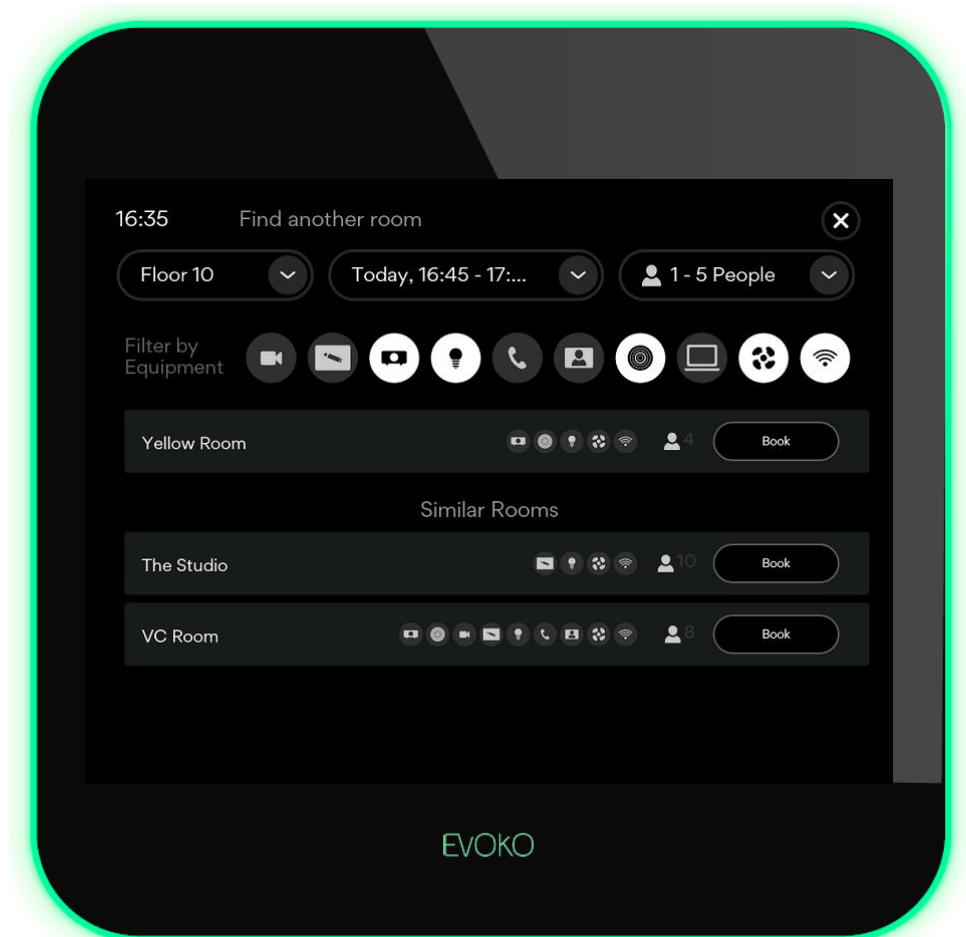
Access Room Finder



Evoko Liso Room Finder

Use the filters to find a suitable room for your meeting

- Rooms that fulfill all selected criteria are presented on top
- Rooms that fulfill some, but not all, criteria are presented below (similar rooms)

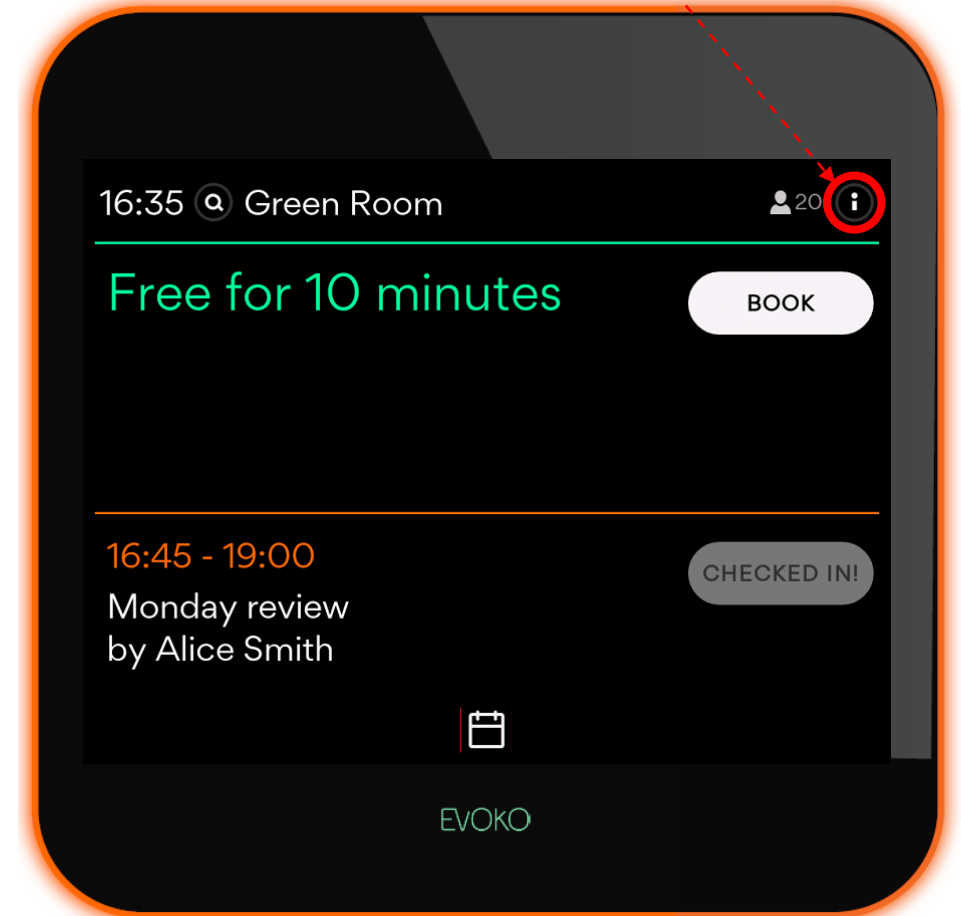


Report room equipment

Allows users to report broken equipment in the room

- Reporting broken room equipment on Evoko Liso is an easy way to quickly get equipment issues fixed

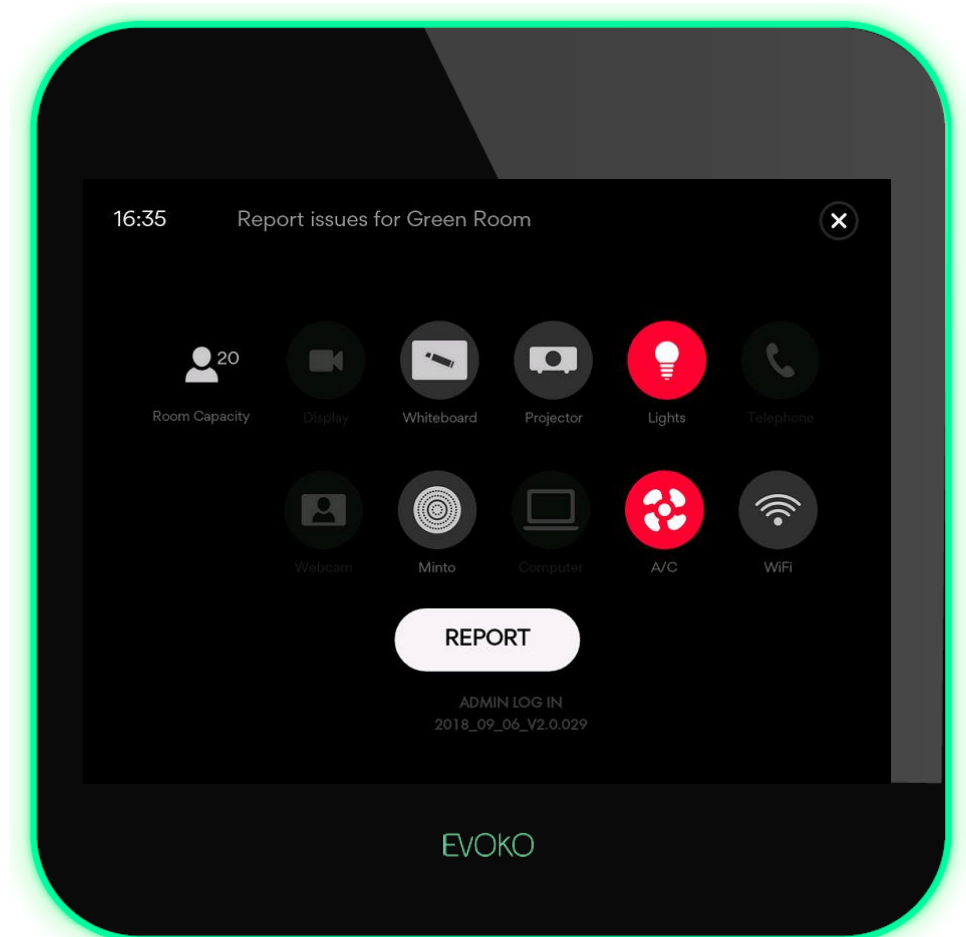
Access Report room equipment screen



Report room equipment

Notifies facilities manager of equipment issues

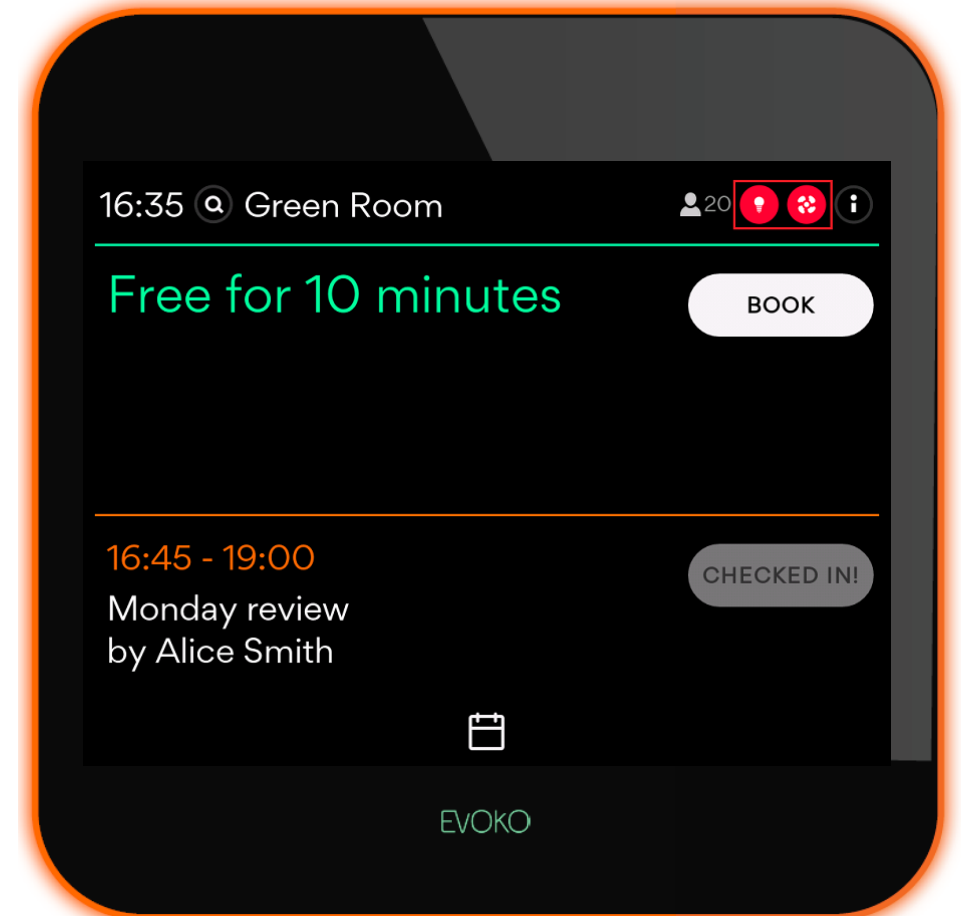
- To report broken equipment, press the corresponding equipment icon and confirm by pressing "Report"
- This will make the equipment icon turn red to indicate that it has an issue
- When the "Report" button is pressed, an automatic e-mail is sent to the person responsible for facilities



Report room equipment

Informs users that there is an issue in the room

- In Active mode, the reported equipment is displayed in the top right corner
- Once the equipment has been repaired in the room, an administrator/facilities manager can go to the Report room equipment menu and mark the equipment as fixed, which will remove the red icons in Active mode



Administration menu

Admin Log in at the bottom part of the Report screen

- Administration access is reached from the bottom of the Report room equipment menu
- **Note!** Only admins will have access to the administration menu, regular users never interact with the Admin menu

Access Admin menu



Logging in to the Administration menu

Authenticate as an admin using PIN/RFID

- Administrators provide their PIN/RFID credentials to log in
- Regular users PIN/RFID will not grant access



Administration options

From the Administrator panel you can:

Button	Description
Copy logs to USB	Copies log files from the Liso 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 Liso is running.
Reboot now	Reboots the Liso
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 Liso 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 test of the LEDs, the touch panel, network connection etc



EVOKO

MEETINGS MADE MAGNIFICENT