

evoko™

clever workplace solutions

liso room manager user guide

# What it's all about!

## Functions, how-to's 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

# Three status light colors

Green, Amber and Red



Room is free for more than 10 minutes



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



Room is busy

# liso room manager passive mode

Visible when the proximity sensor is not triggered

- When liso room manager 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



# liso room manager active mode

Visible when the proximity sensor is triggered

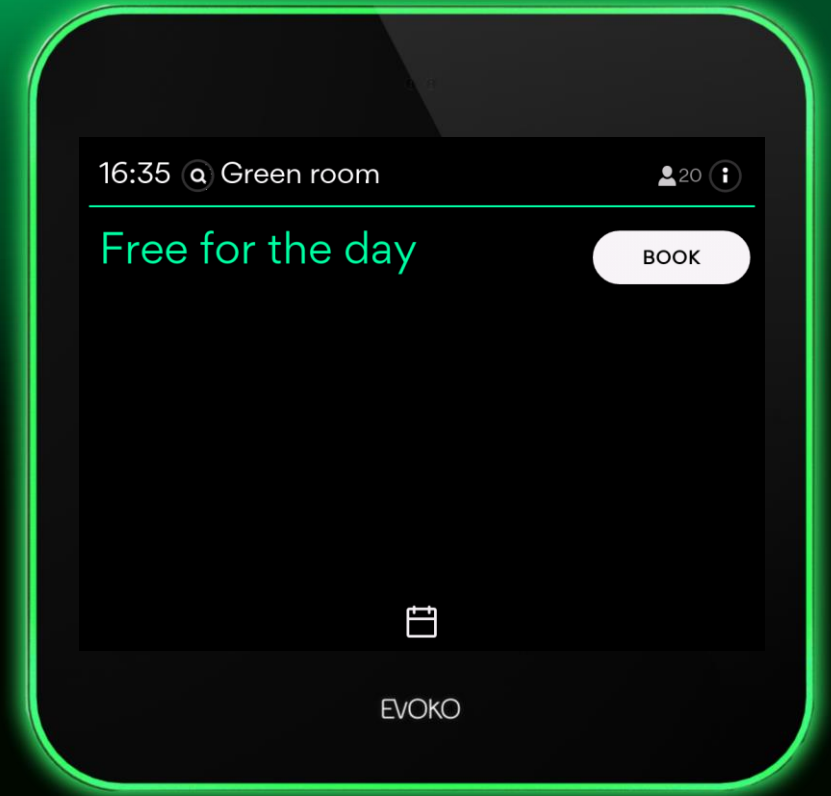
- When moving in front of the liso room manager, the proximity sensor, if enabled, will trigger and the device will automatically go into “active mode”
- In active mode, you can with a few simple touches:
  - Book new meetings
  - Extend/End ongoing meetings
  - See more details about the meeting room



# 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

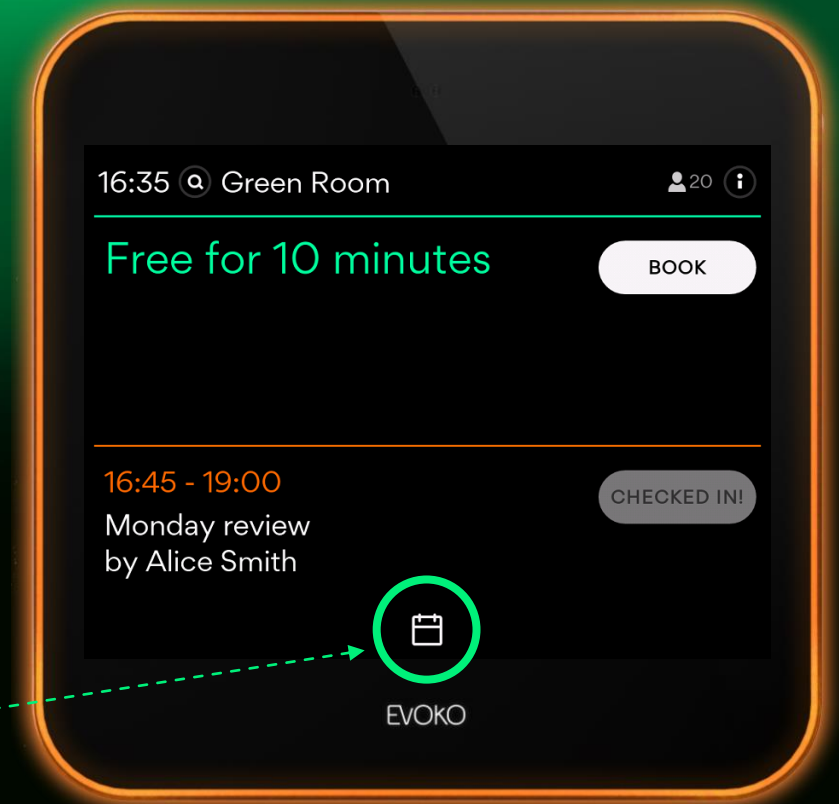
- Duration time can be selected in 15-minute increments by using the plus and minus icons
- Once the end time has been set, press "book" to confirm the booking



# liso room manager 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

# liso room manager 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



# liso room manager check-in function

## Ends 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

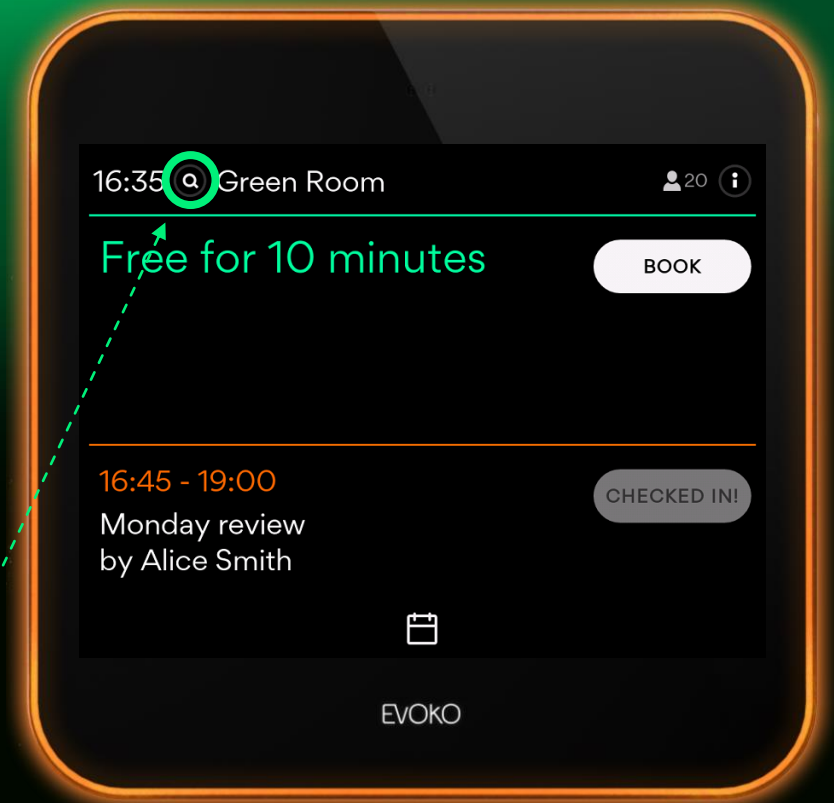


# also room manager room finder

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



# also room manager room finder

Use the filters to find a suitable room for your meeting

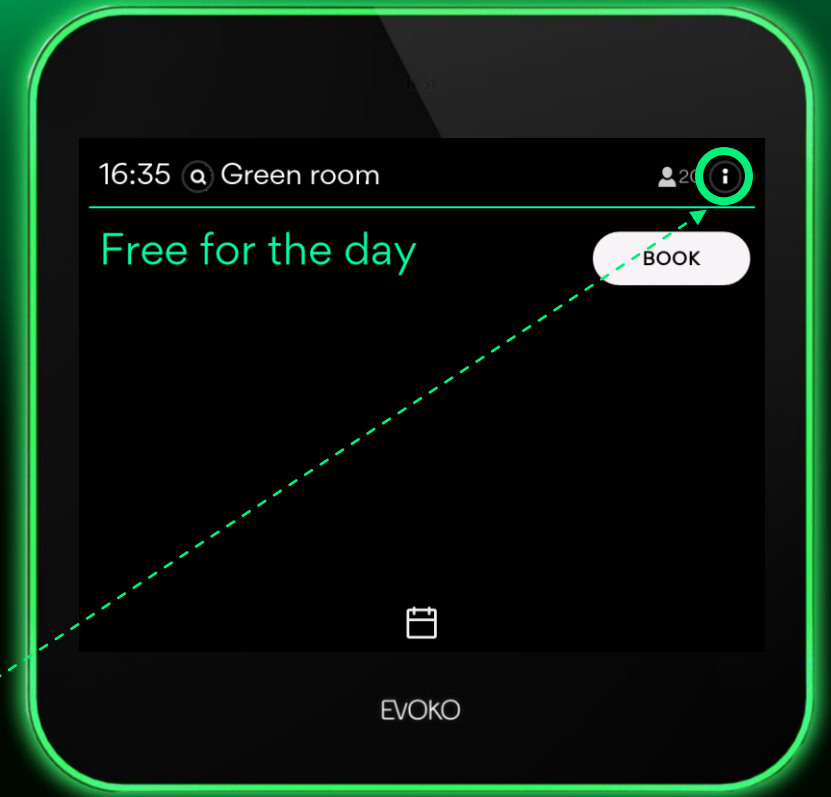
- Rooms that fulfill all selected criteria are presented on top
- Rooms that fulfill some, but not all, criteria are presented below (similar rooms)



# Report room equipment

Allows users to report broken equipment in the room

- Reporting broken room equipment on Iiso room manager is an easy way to quickly get equipment issues fixed

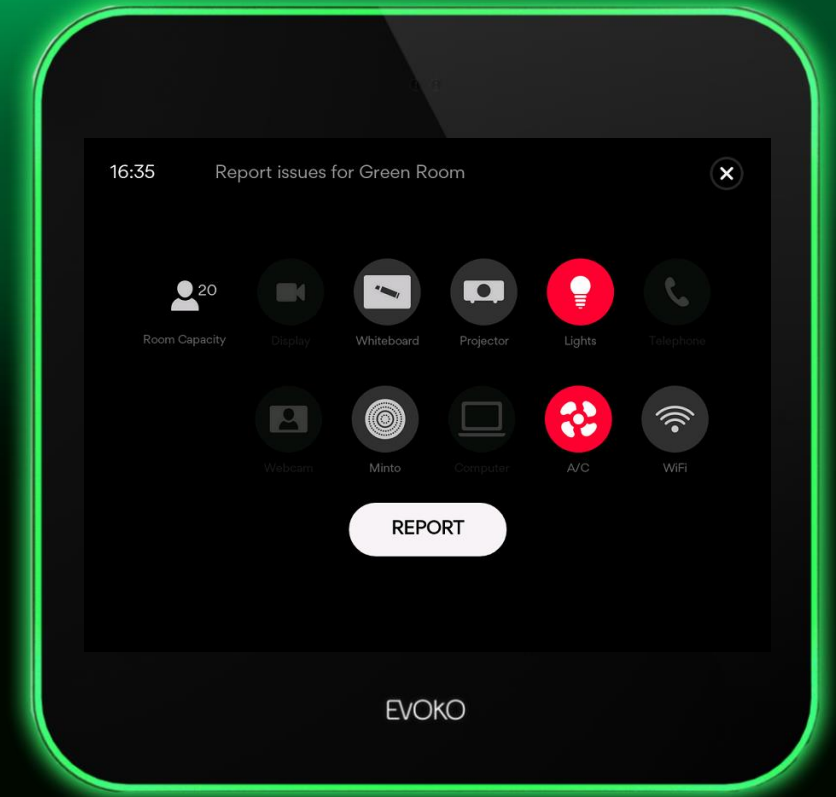


Access report room equipment screen

# 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

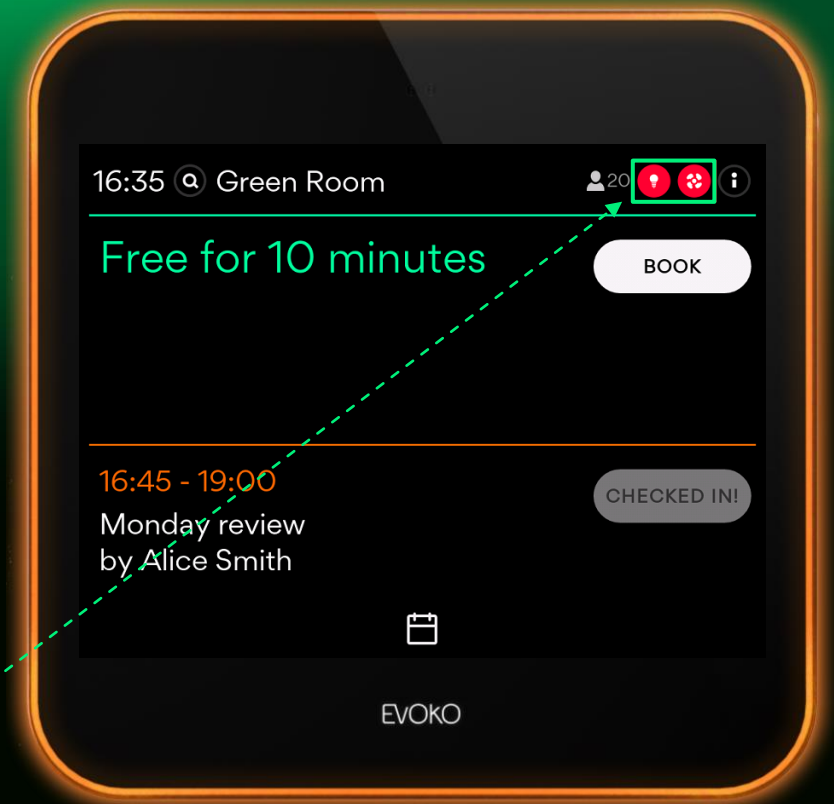


# Report room equipment

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
- This will then remove the red icons displayed in active mode, signaling to users that there are no issues in the room

Reported issues in the room



# Administration menu

Admin log in at the bottom part of the Report screen

- Administration access is reached by pressing “admin log in” at the bottom of the Report room equipment menu
- **Please note!** 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™

clever workplace solutions