



## Evoko Room Manager System Administrator's Guide and Manual

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## **2. Read this first! Introduction to this Guide**

This document describes the installation process for the Evoko Room Manager and contains the overall installation and configuration instructions to get it up and running.

The Evoko Room Manager can communicate with Google apps for Business, MS Exchange Server and Office 365 in a way similar to MS Outlook. If you currently book conference rooms via any of the servers, you may have to make a few minor adjustments. Otherwise, this guide will take you through the procedure of setting up Users in MS Exchange.

The Evoko Control Panel (PC application) is only used by the System Administrator to set up the rooms in the Evoko Room Manager. The end user will only use either MS Outlook, web access or the Evoko Room Manager to book meetings.

It is important that these steps are followed in the correct order to ensure a clean and easy installation.

- Add resource or user accounts in MS Exchange, Google apps for Business or Office 365.
- Install the Evoko Control Panel.
- Configure the room settings with the Evoko Control Panel.
- Export settings to the Evoko Room Manager.
- Start the Evoko Room Manager.

Please make sure that you run the latest software on the Evoko Room Manager, according to [www.evoko.se/support](http://www.evoko.se/support)

## **3. User Guide**

The Evoko Room Manager is a system for booking and managing rooms. The Evoko Room Manager is mounted outside the room and display the booking status on beautiful touch-sensitive screens, the red or green background illumination of the screen allows you to see at a distance whether or not the room is free.

You book meetings just as you have always done in MS Outlook or in Google apps for Business. The Evoko Room Manager also makes it possible to create and manage bookings directly on the touch-sensitive screen.

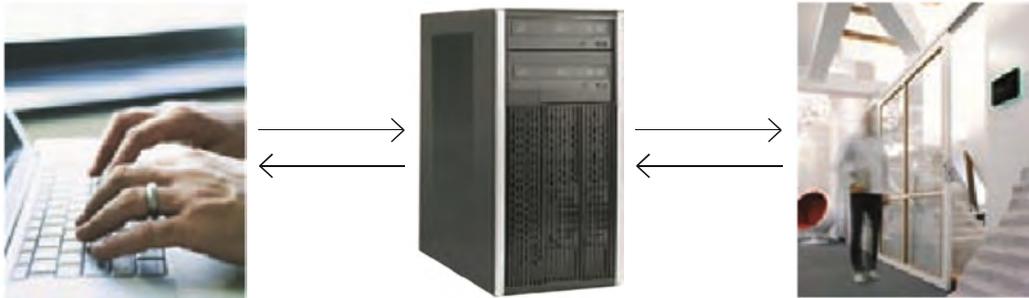
Please watch the short interactive User Guide at [www.evoko.se/userguide](http://www.evoko.se/userguide) to see how it works! We recommend that you watch all of the chapters before starting the installation.

**N.B.!** As a System Administrator, it is especially important to watch the chapter entitled "Book in MS Outlook".

## 4. System Architecture Overview

What follows is a diagram showing the three main components in the system:

1. Calendar client (like MS Outlook or web client)
2. Server (like MS Exchange server or Google Apps for Business server)
3. Evoko Room Manager

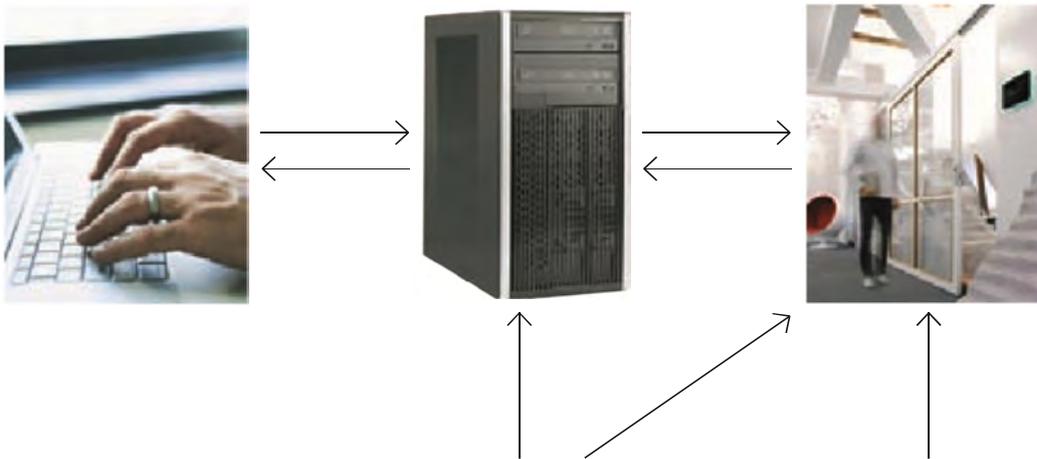


The users book their meeting as usual from their Outlook client or mailbox web access.

The MS Exchange Server processes meetings just as it always has.

The meeting information is displayed on the Evoko Room Manager.

An overview of the roles of the System Administrator and the Facility Manager:



System Administrator

Facility Manager

The System Administrator manages all issues related to IT infrastructure such as setting up room accounts, network settings, etc.

The Facility Manager receives reports regarding maintenance issues such as a broken light or equipment malfunction. The reports are made directly to Evoko Room Manager by the users.

## 5. For server Exchange 2003 & 2007 WebDAV

### 5.1 Installation and System Requirement

#### 5.1.1 Checklist

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

- Direct http or https access to MS Exchange server.
- Correct time and time zone settings on the MS Exchange server.

Make sure that no security functions or programs block or restrict a direct http/https 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](mailto:support@evoko.se) for more information about Evoko Room Manager specialists in your area.

MS Exchange server 2003 and 2007-WebDAV needs to access:

`https://<exchangeserver (ip or domain)>/exchweb/bin/auth/owaauth.dll` (authentication)

`https://<exchangeserver (ip or domain)>Exchange/room@domain.com` (read calendar)

## 5.2 Create Room Accounts in Mailbox Server

The Evoko Room Manager is designed to work with standard user accounts.

**N.B.!** You need to have one user or resource account in your server for every Evoko Room Manager that you will use. Please make sure that this is done before you continue.

If you already have a set of accounts available for booking, please read these instructions anyway to see if you need to make any adjustment to make your current room accounts compatible with the Evoko Room Manager.

## 5.3 Account definitions

Regular user: A standard user in server with its own credentials that can be used to access the account. A room configured as a Regular user will behave exactly like a normal user account for real users.

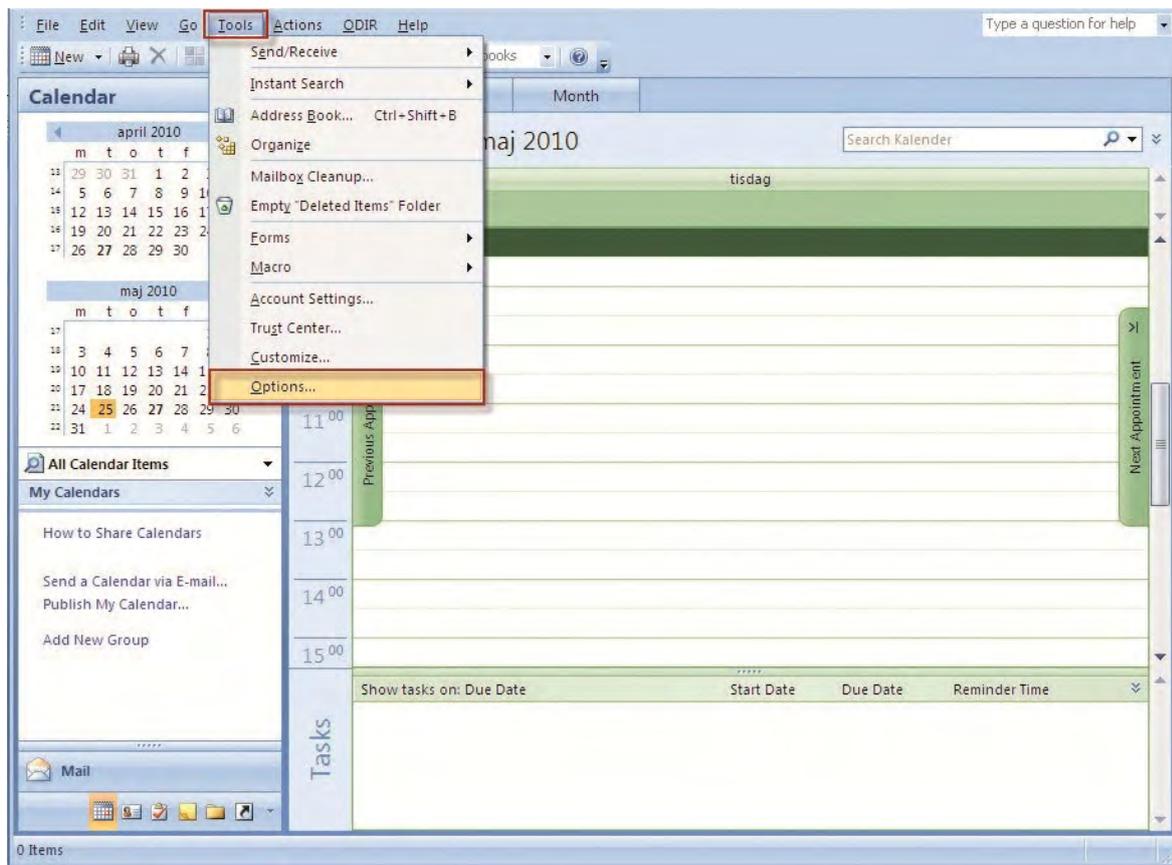
## 5.4 Create standard user account

The procedure for creating a room user is identical to creating a normal user in MS Exchange. With admin login you can create room accounts.

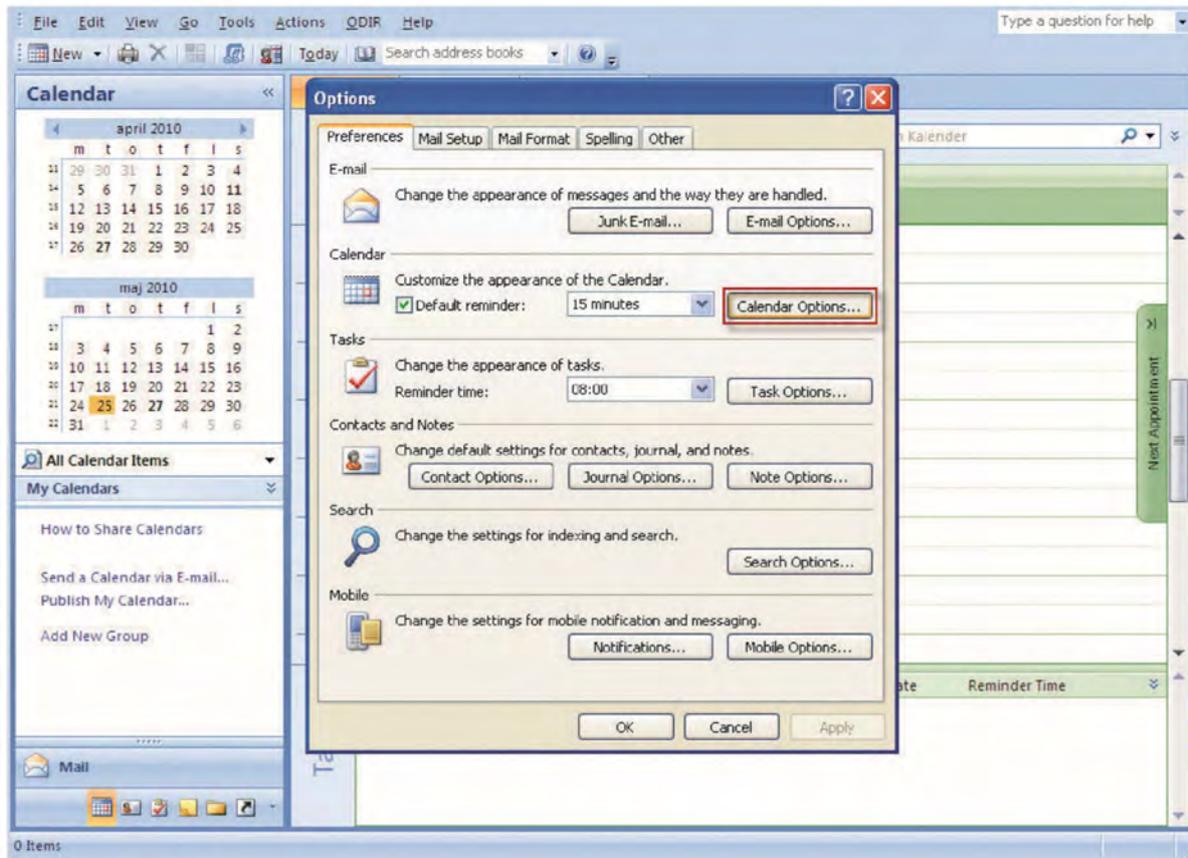
## 5.5 Configure user in MS Outlook

After setting up the account that will correspond to the room in MS Exchange, the room user will need to be configured in MS Outlook in order to automatically accept/decline meetings. This is done by logging in as the room user using the room user credentials and completing the following steps in MS Outlook.

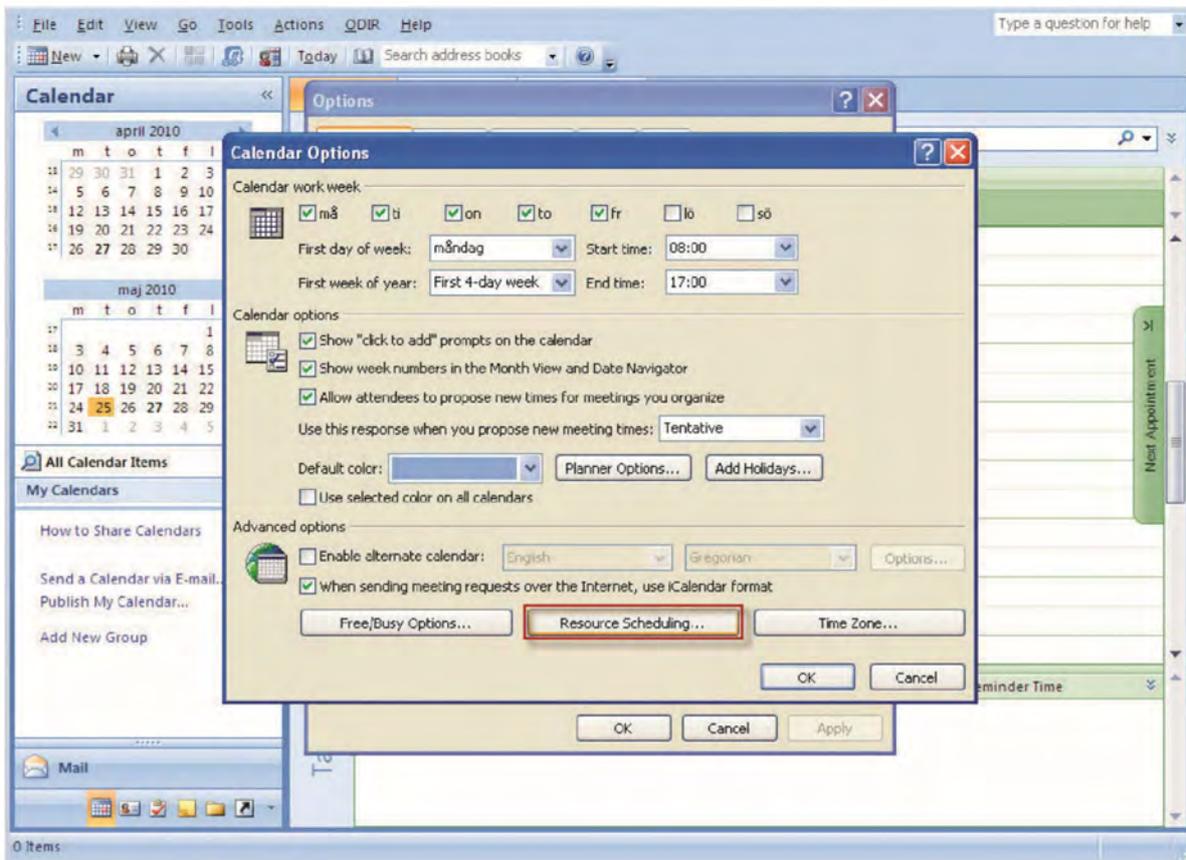
**N.B.!** These are general instructions based on a standard installation of MS Exchange 2003 and Outlook 2007. If this method does not work for you please find your version specific information directly from Microsoft.



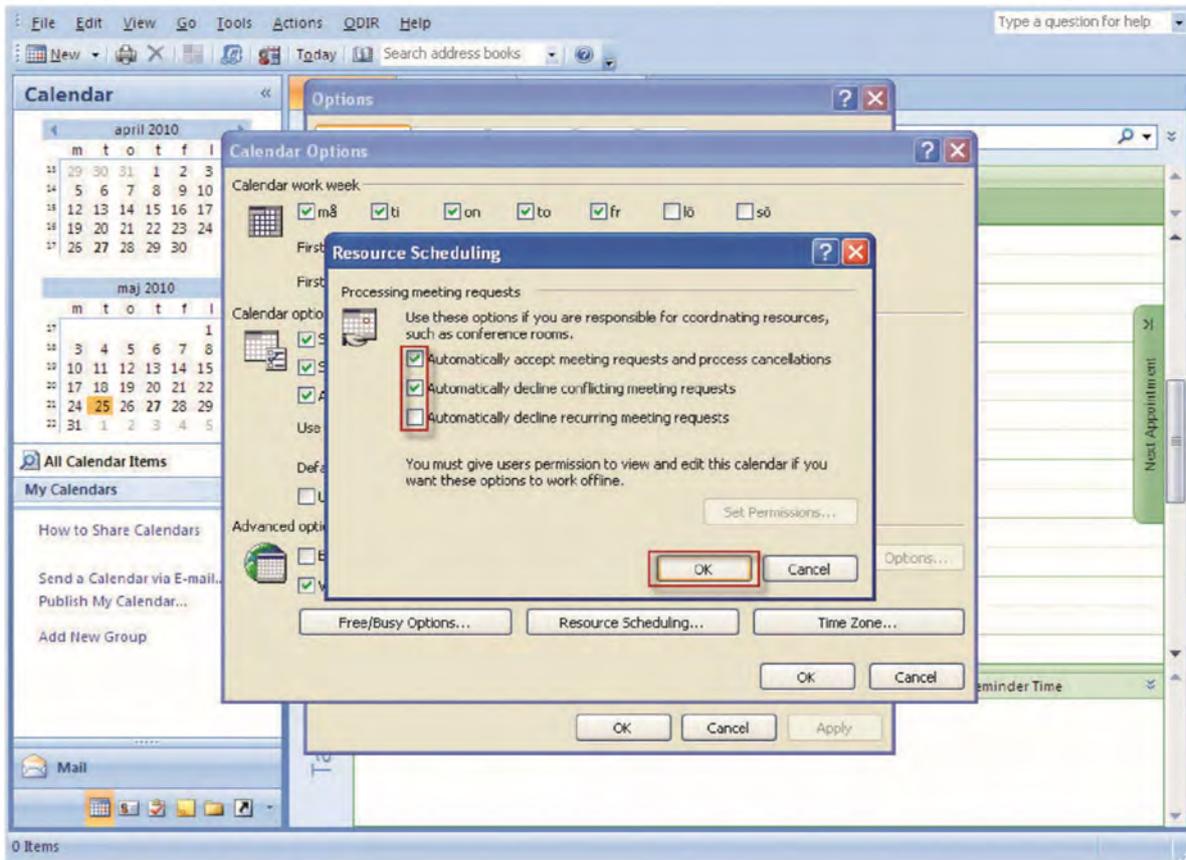
**STEP 1: GO TO THE "TOOLS" MENU AND CLICK ON "OPTIONS"**



**STEP 2: GO TO THE FIRST TAB, "PREFERENCES", AND CLICK ON THE "CALENDAR OPTIONS BUTTON**

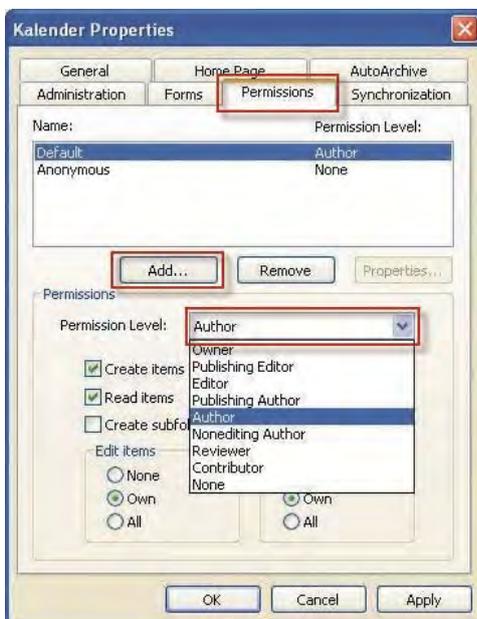


STEP 3: CLICK ON "RESOURCE SCHEDULING"



**STEP 4: CLICK THE BOX LABELLED "AUTOMATICALLY ACCEPT MEETING REQUESTS AND PROCESS CANCELLATIONS" AND CHECK THE BOX LABELLED "AUTOMATICALLY DECLINE CONFLICTING MEETING REQUESTS".**

**N.B.!** It is possible to prevent users from booking recurring meetings. To do so, check the box labelled "Automatically decline recurring meeting requests".



**STEP 5:CLICK ON THE "SET PERMISSIONS" BUTTON  
CLICK ON "ADD" IN ORDER TO ADD THE USERS THAT WILL  
BE ALLOWED TO USE THE RESOURCE.  
ASSIGN "AUTHOR" PERMISSION FOR EACH USER.  
CLICK ON "APPLY".**

You have now completed the necessary settings and may log out from Outlook.

## 5.6 Test

Test the account to make sure it is working properly. It is recommended that you log in as a normal user and try to book meetings under the newly created user. The following cases should be tested to make sure your settings are correct.

Please check our online video on how properly to book rooms in MS Outlook before you start testing.

Please make sure that you have logged in at least once before you test resource or normal user account on Evoko Control Panel application.

- Make sure users are able to view the free/busy status of the room according to your security settings.
- Make sure that bookings made for available timeslots are automatically accepted.
- Make sure bookings made for unavailable timeslots are automatically declined.

## 5.7 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](http://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.

## 5.8 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 Exchange 2003 or 2007(WebDAV) 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.

### 5.8.1 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.

### 5.8.2 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

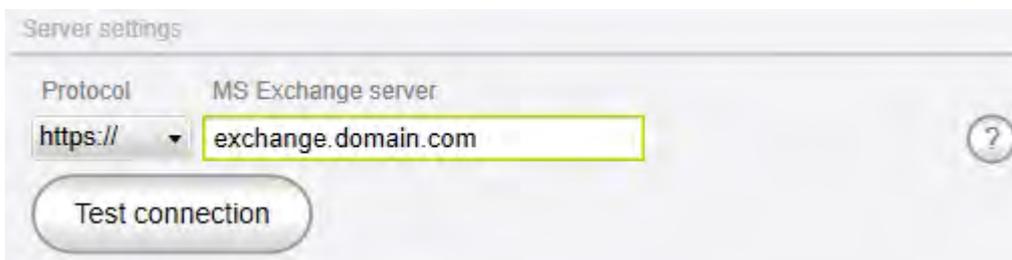
First of all you need to select your server. Exchange 2003 and 2007 (WebDAV) is only available without support for *EVO* functionality.



Then select "Continue to connectivity settings"-button.

### Connectivity settings

These settings are going to be used while communicating with server you have selected on first screen.



**Server settings:** Manually enter server settings by filling out the following settings.

You need to select correct "Protocol" and "Server name" for your Protocol and MS Exchange server: Normally you can find this information in the URL you use to connect to your MS Exchange server.



**N.B.!** Please note that this address could be both an internal (.local) address or an external address. The configuration should reflect the actual position of the Evoko Room Manager in the network.

**N.B.!** In most installations you can make sure that correct value has been entered, by try putting this value into a browser. Doing this should open Outlook Web Access. («/exchange or /owa») may have to be added to the value in order for this test to be run.

**N.B.!** WebDAV connection string is built like this:

< protocol><MS Exchange server>/exchweb/bin/auth/owaauth.dll

**Test connection:** By pressing this button the Evoko Control Panel will try to create a connection with the Exchange server using the configuration provided.

Test account on this 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.

**Exchange user:** Enter the user name of one of the configured room accounts in MS Exchange.

**N.B.!** Enter the user name of the account that will be used to access the calendar and email functionality of the mailbox user.

**N.B.!** Depending on the environment you may have to enter username with or without domain name. Often this is the same information as you do in the log in box for OWA.

**Exchange password:** Enter the password configured in for the configured room account in MS Exchange.

**N.B.!** Special characters like <, >, &, ' or ' ' are not allowed. Mailbox owner: MS Exchange account for the conference room. Normally you enter the full email of the room user@domain.com. If this does not work try entering username only.

**Test Mailbox:** Before moving on you should now test if it is possible to connect using the server details and user credentials given.

System properties

**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



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.

**Mailbox owner:** MS Exchange account for the conference room. Here normally you enter the full email of the room user@domain.com. If this does not work try entering username only.

**Exchange user:** Enter the user name of one of the configured room accounts in MS Exchange.

**N.B.!** Enter the user name of the account that will be used to access the calendar and email functionality of the mailbox user.

**N.B.!** Depending on the environment you may have to enter username with or without domain name. Most often this is the same information as you do in the log in box for OWA.

**Exchange password:** Enter the password configured in for the configured room account in any of the server. Special characters like <, >, &, ' or ' ' are not allowed.

**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

**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.

### **5.8.3 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.

## 5.9 Install or upgrade your Evoko Room Manager

### 5.9.1 First installation

If this is a first time installation 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.

### 5.9.2 Upgrade application and configuration

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](http://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.

### **5.9.3 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.

## 6. For server Exchange 2007 EWS, 2010, 2013 and Office 365

### 6.1 Installation and System Requirement

#### 6.1.1 Checklist

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

- Direct http or https access to MS Exchange server with Exchange Web Services (EWS) - 2007, 2010, 2013 and Office 365.
- Correct time and time zone settings on the MS Exchange server.

Make sure that no security functions or programs block or restrict a direct http/https 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](mailto:support@evoko.se) for more information about Evoko Room Manager specialists in your area.

#### **MS Exchange servers with EWS needs to access:**

[https://<exchangeserver \(ip or domain\)>/EWS/Exchange.asmx](https://<exchangeserver (ip or domain)>/EWS/Exchange.asmx)

## 6.2 Create Room Accounts in Mailbox Server

The Evoko Room Manager is designed to work with both standard user accounts and the newer resource accounts.

We recommend using a resource account, but it requires careful configuration.

**N.B.!** You need to have one user or resource account in your server for every Evoko Room Manager that you will use. Please make sure that this is done before you continue.

If you already have a set of accounts available for booking, please read these instructions anyway to see if you need to make any adjustment to make your current room accounts compatible with the Evoko Room Manager.

## 6.3 Account definitions

**Regular user:** A standard user in server with its own credentials that can be used to access the account. A room configured as a Regular user will behave exactly like a normal user account for real users.

**Resource user:** A special account type introduced for meeting rooms and equipment that does not require a separate license and is tailored to manage rooms and equipment. Resource user accounts don't have any passwords and cannot exist on their own as they need to have one or more Resource administrators to access the account.

**N.B.!** Resource users are same as Room Mailbox in the MS Exchange 2007 graphical user creation interface.

**Resource administrator:** A Resource administrator is any user in the system provided with full access to the Resource user account. As the Resource user lack credentials of their own, accessing the account of a Resource user requires the user name and password of the Resource administrator.

## 6.4 Create resource account

It is very important that administrator rights and delegations are set properly when using a resource account as it will not have any authentication credentials on its own and is not able to send emails on its own.

Since configuring resource accounts differs between installations, here is some ground rules to make this work.

A Resource user mailbox account does not have a password. This account is controlled via an Admin user account and by giving Admin user full access permission to the resource user mailbox account. This however only solves the authentication part.

Resource users are disabled in AD (Active Directory) and can still not send e-mail themselves and this is solved by giving "Send on behalf of" permission to the Admin user.

- 1 Open MS Exchange Management Console.
- 2 Expand Recipient Configuration.
- 3 Select Mailbox.
- 4 Double click on Room1 (resource). (property window will open).
- 5 Select «Mail Flow Setting» tab.
- 6 Double click on «Delivery Option».
- 7 Click on «+Add...».
- 8 Double click on ResourceAdmin. 9 Click «Ok».

**N.B.!** These are general instructions based on a standard installation of MS Exchange 2007, and should be similar in later versions. If this method does not work for you please find your version specific information directly from Microsoft.

If you are not able to connect using a resource account, consider creating a normal user to test your connection settings to verify that your server settings are correct.

In case of Office 365 account you need to provide delegate access to resource admin account for accessing resource account.

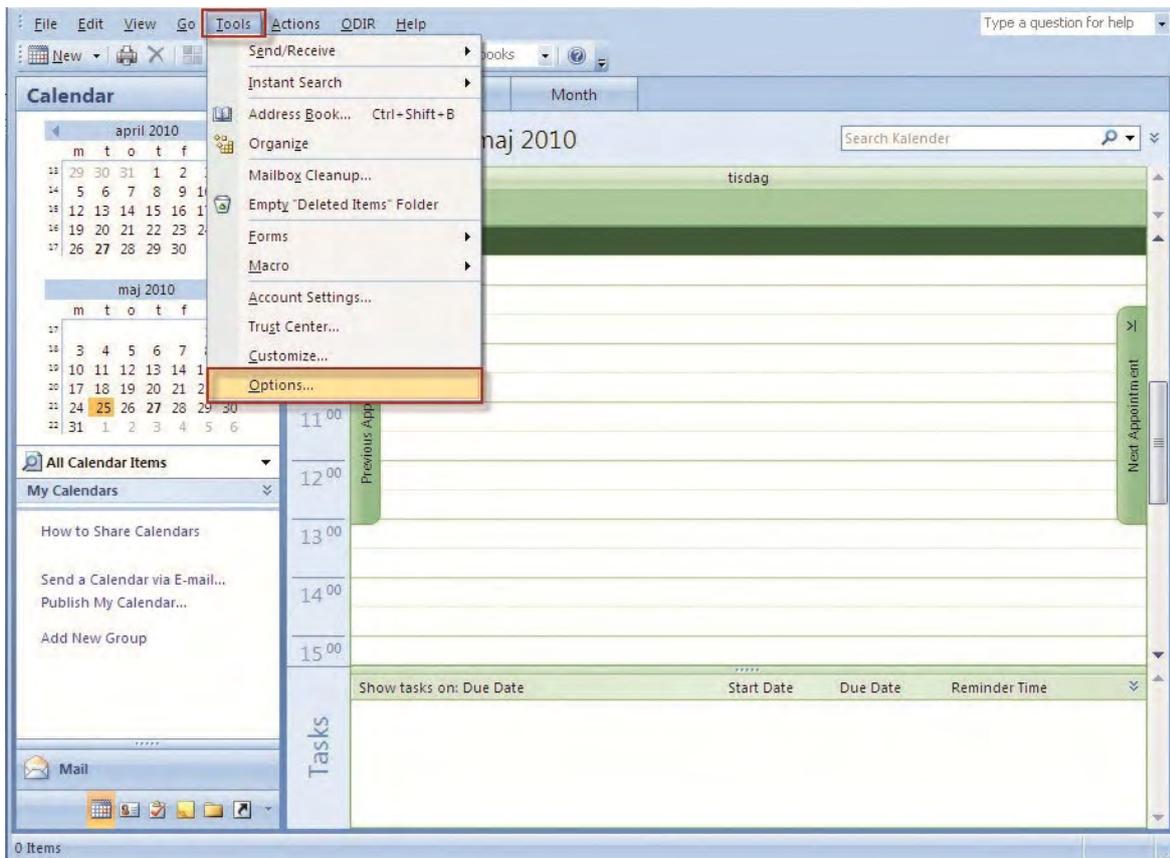
## 6.5 Create standard user account

The procedure for creating a room user is identical to creating a normal user in MS Exchange. With admin login you can create room accounts.

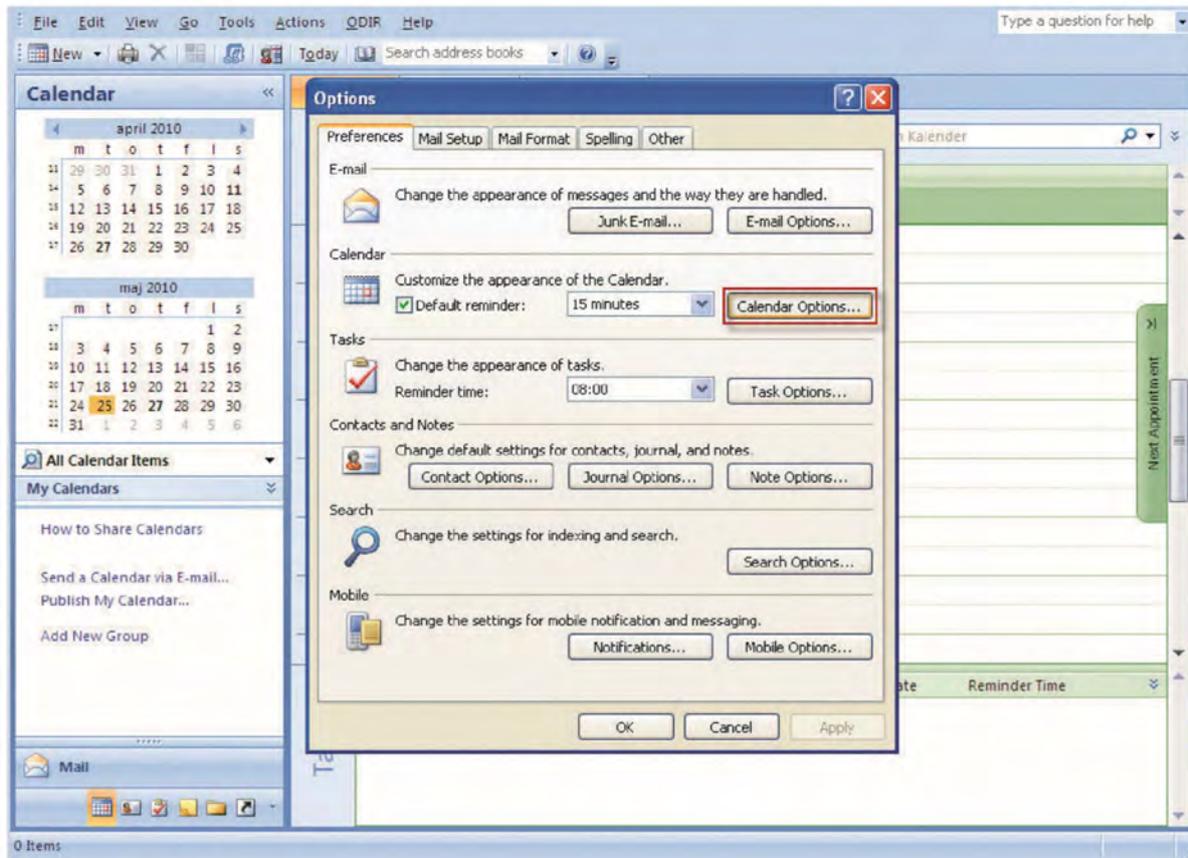
## 6.6 Configure user in MS Outlook

After setting up the account that will correspond to the room in MS Exchange, the room user will need to be configured in MS Outlook in order to automatically accept/decline meetings. This is done by logging in as the room user using the room user credentials and completing the following steps in MS Outlook.

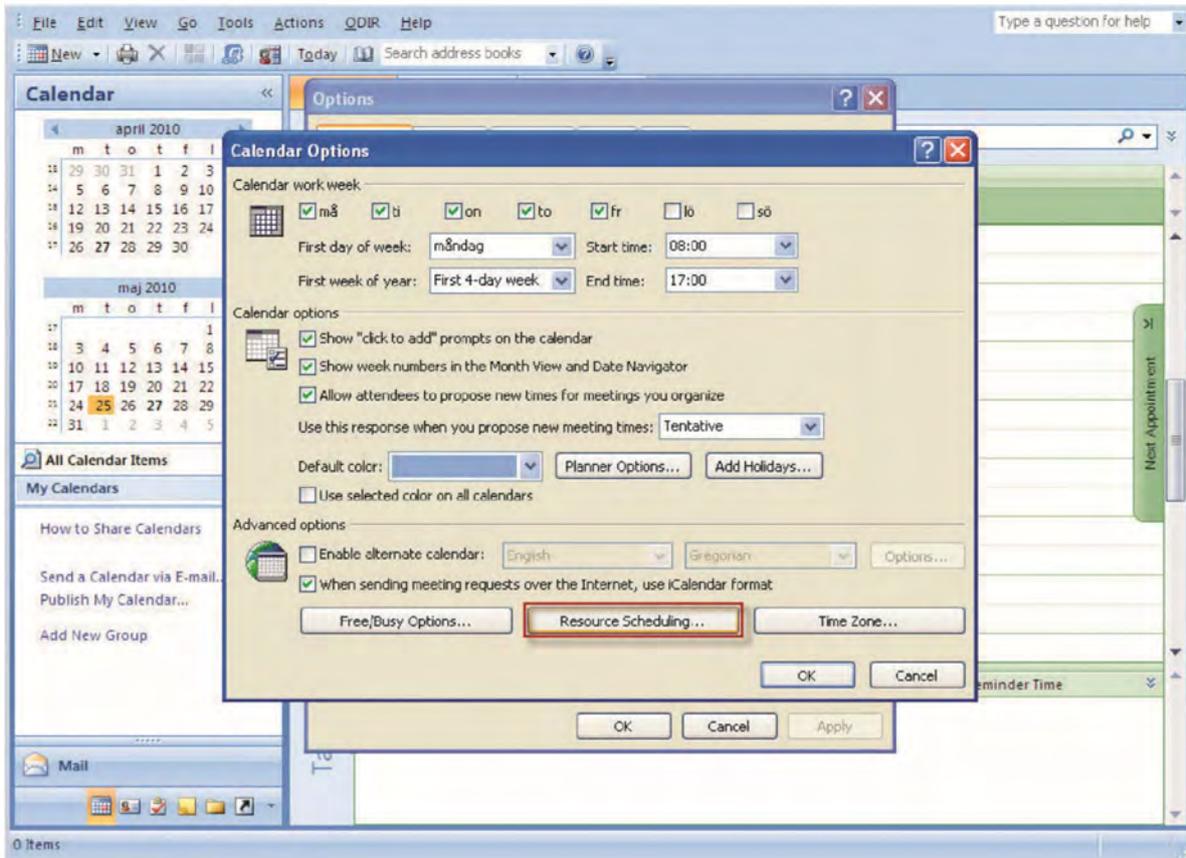
**N.B.!** These are general instructions based on a standard installation of MS Exchange 2007 and Outlook 2007. If this method does not work for you please find your version specific information directly from Microsoft.



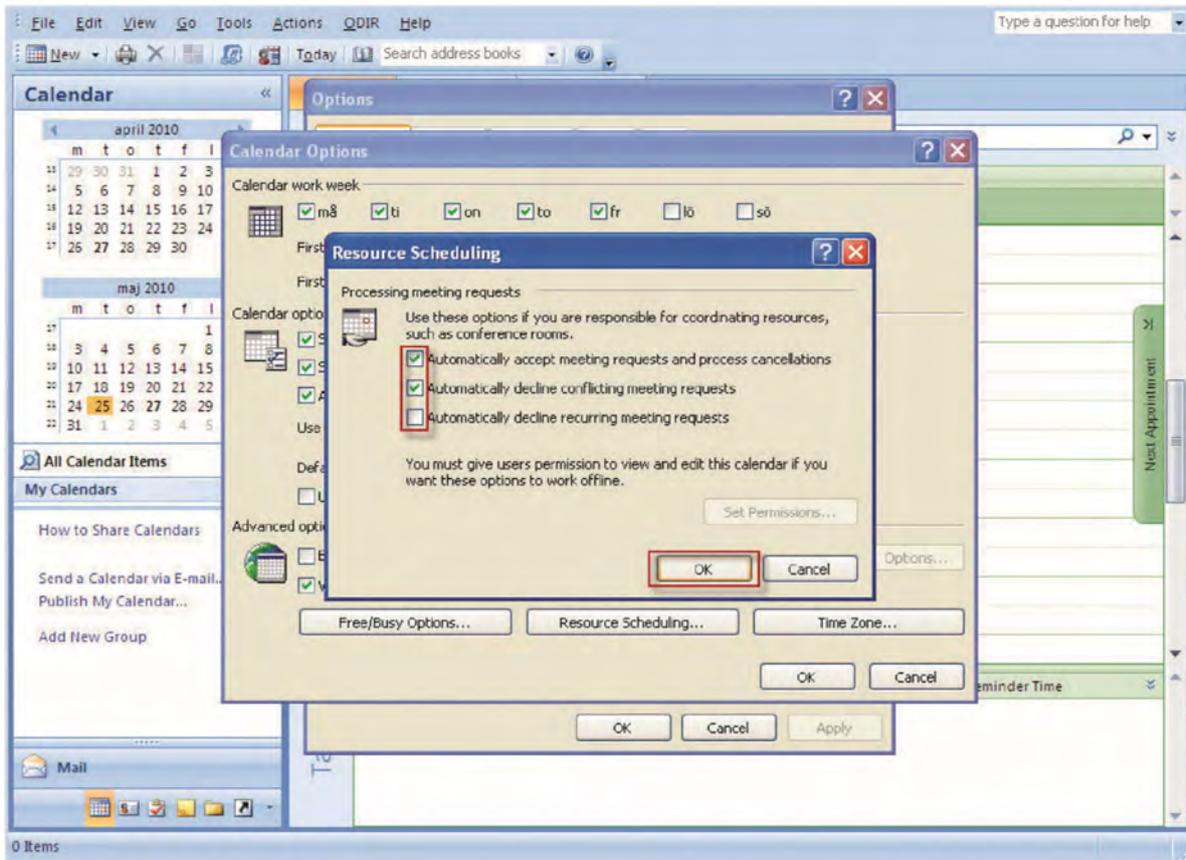
**STEP 6: GO TO THE "TOOLS" MENU AND CLICK ON "OPTIONS"**



**STEP 7: GO TO THE FIRST TAB, "PREFERENCES", AND CLICK ON THE "CALENDAR OPTIONS BUTTON**

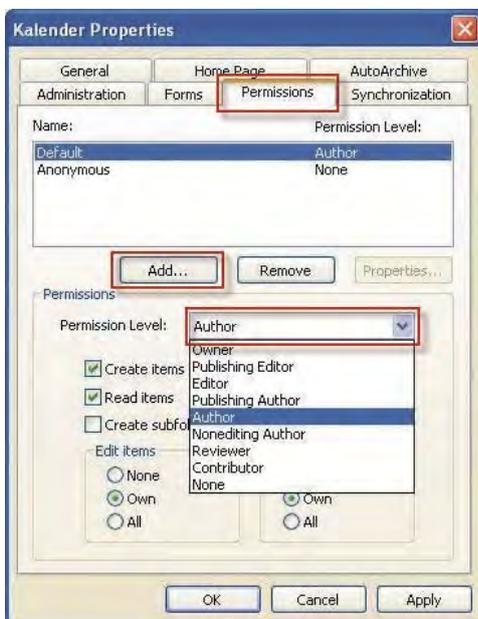


STEP 8: CLICK ON "RESOURCE SCHEDULING"



**STEP 9: CLICK THE BOX LABELLED "AUTOMATICALLY ACCEPT MEETING REQUESTS AND PROCESS CANCELLATIONS" AND CHECK THE BOX LABELLED "AUTOMATICALLY DECLINE CONFLICTING MEETING REQUESTS".**

**N.B.!** It is possible to prevent users from booking recurring meetings. To do so, check the box labelled "Automatically decline recurring meeting requests".



**STEP 10:CLICK ON THE "SET PERMISSIONS" BUTTON  
CLICK ON "ADD" IN ORDER TO ADD THE USERS THAT WILL  
BE ALLOWED TO USE THE RESOURCE.  
ASSIGN "AUTHOR" PERMISSION FOR EACH USER.  
CLICK ON "APPLY".**

You have now completed the necessary settings and may log out from Outlook.

## 6.7 Test

Test the account to make sure it is working properly. It is recommended that you log in as a normal user and try to book meetings under the newly created user. The following cases should be tested to make sure your settings are correct.

Please check our online video on how properly to book rooms in MS Outlook before you start testing.

Please make sure that you have logged in at least once before you test resource or normal user account on Evoko Control Panel application.

- Make sure users are able to view the free/busy status of the room according to your security settings.
- Make sure that bookings made for available timeslots are automatically accepted.
- Make sure bookings made for unavailable timeslots are automatically declined.

## 6.8 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.

5. Go to [www.evoko.se/support](http://www.evoko.se/support)
6. Download the Evoko Control Panel to your PC (PC should run Windows XP or later Windows OS).
7. Run the Evoko Control Panel and follow the instructions on the screen.
8. 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.

## 6.9 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 Exchange 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.

### 6.9.1 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 to the left 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.

### 6.9.2 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. Exchange 2007 (EWS), 2010, 2013 and Office 365 have both the option to run regular Evoko Room Manager and also the more feature rich *EVO* version. *EVO* specific configuration fields will be separated and a specific *EVO* chapter will provide information on the additional features.

We recommend *EVO* for all installations on supported environments, but for installations with just a few units it is still possible to deselect *EVO* to simplify the configuration part a little bit.



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

## Connectivity settings

These settings are going to be used while communicating with server you have selected on first screen.

There are two ways to enter server settings.

## Autodiscover

In Office 365, you can use Autodiscover to find settings, in case of Exchange 2007, 2010 and 2013 you can also use Autodiscover if you have configured Autodiscover service properly on the server end.

Just click on "Yes" radio button, enter credentials and press "Get settings".



After finding settings using Autodiscover services we suggest you test these using valid credentials just below the server setting pane.

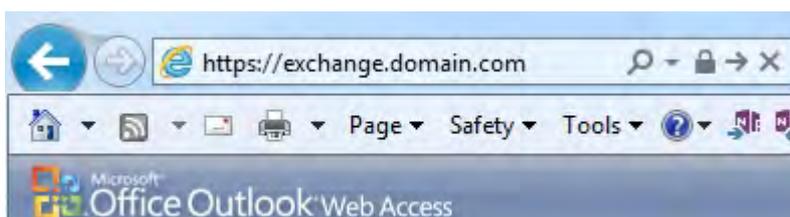
**N.B.!** In case of office 365 if settings retrieved from Autodiscover do not pass the test then please enter Office 365 server name value manually retrieved from Office 365 web access. To get it follow steps:

Login to your Office 365 account > click "Outlook" (top-center) > click "(?)" (top-right) > select "About" > use the value against "External POP setting" in popup window".

Enter settings manually

Manually you can fill the values as shown in screen below. Manually you need to select correct "Protocol" and "Server name" for your MS Exchange server or Office 365.

Normally you can find this information in the URL you use to connect to your MS Exchange server.



**N.B.!** Please note that this address could be both an internal (.local) address or an external address. The configuration should reflect the actual position of the Evoko Room Manager in the network.

**N.B.!** In most installations you can make sure that correct value has been entered, by try putting this value into a browser. Doing this should open Outlook Web Access. («/exchange or /owa») may have to be added to the value in order for this test to be run.

**N.B.!** EWS connection string is built like this:

< protocol><MS Exchange server>/EWS/Exchange.asmx

**Test connection:** By pressing this button the Evoko Control Panel will try to create a connection with the Exchange server using the configuration provided.

Test account on this 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.

**Exchange user:** Enter the user name of one of the configured room accounts in MS Exchange.

**N.B.!** Enter the user name of the account that will be used to access the calendar and email functionality of the mailbox user.

**N.B.!** Depending on the environment you may have to enter username with or without domain name. Often this is the same information as you do in the log in box for OWA.

**Exchange password:** Enter the password configured in for the configured room account in MS Exchange.

**N.B.!** Special characters like <, >, &, ' or ' ' are not allowed. Mailbox owner: MS Exchange account for the conference room. Normally you enter the full email of the room user@domain.com. If this does not work try entering username only.

**Mailbox owner:** MS Exchange account for the conference room. Normally you enter the full email of the room user@domain.com. If this does not work try entering username only.

**N.B.!** If you want to find this information for a resource user, first log on to OWA with a user with full access permissions. In the upper right corner of the OWA-page, click the

dropdown next to the logged on user name and then enter the name of the resource mailbox in the Open Other Mailbox feature. Then follow the instructions in this picture for OWA 2010 and the Mailbox Owner will appear on top of the pop-up screen. (For OWA 2007 you go to "Options" and then "About"):



**Test SendOnBehalf:** Resource administrator need to be granted "SendOnBehalf" rights for all resources. This function provides an easy test to see if the given Exchange user has "SendOnBehalf" rights for the given Mailbox owner.

**Test user:** Tests the credentials of the given user.

**Test Mailbox:** Before moving on you should now test if it is possible to connect using the server details and user credentials given.

## System properties

Time format:	<input type="radio"/> 12 Hrs	<input checked="" type="radio"/> 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:	admin@domain.com		
<small>Optional</small>			
Facility manager PIN code:	* * * *		
Remote management user:	domain\remotemanager		
<small>DO NOT PUT A NORMAL USER ACCOUNT HERE, press '?' for details.</small>			
Remote management password:	●●●●●●●●		
Remote management email:	remotemanager@domain.com	<input type="button" value="Test"/>	
Remote monitor update duration:	Every day ▾		
Security key:	*****		
Always on:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Wake up time:	08:00 ▾		
Go to sleep time:	21:00 ▾		
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.

Evoko Room Manager *EVO* specific configuration:

**Remote manager user:** This account must be a NEW fully working user account in the same domain as the Evoko Room Managers. This will be an account only used by the Evoko Control Panel. **DO NOT USE AN EXISTING ACCOUNT OF A REAL USER!!!**

**N.B.!** It should NOT be an account of a real user or a resource account. This account will automatically process a lot of messages. Make sure you can use these credentials to log on to OWA without any additional information (very important for customers with different AD and email domains!).

**Remote manager password:** The password matching the Remote manager user.

**Remote manager email:** Enter the email address of the Remote manager user.

**N.B.!** Depending on the Exchange setup the user accounts and email accounts can be on different domains so we need user for authentication and email for communication.

**Security key:** Up to 16 characters security phrase of your choice. It is used to raise security in the communication between Evoko Control Panel and the Room Manager Screens.

**N.B.!** Please make a note of this key for future use! It will be required for future installations.

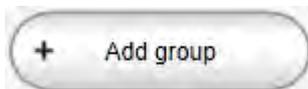


Dashboard gives a quick look of all the groups and rooms in the Evoko Control Panel. These groups and rooms will be available to use in the Evoko Room Manager.

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.

**Mailbox owner:** MS Exchange account for the conference room. Here normally you enter the full email of the room user@domain.com. If this does not work try entering username only.

**Exchange user:** Enter the user name of one of the configured room accounts in MS Exchange.

**N.B.!** Enter the user name of the account that will be used to access the calendar and email functionality of the mailbox user.

**N.B.!** Depending on the environment you may have to enter username with or without domain name. Most often this is the same information as you do in the log in box for OWA.

**Exchange password:** Enter the password configured in for the configured room account in any of the server. Special characters like <, >, &, ' or ' ' are not allowed.

**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

**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.

### **6.9.3 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.

## 6.10 Install or upgrade your Evoko Room Manager

### 6.10.1 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.

### 6.10.2 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](http://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.

### **6.10.3 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.

### **6.10.4 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.

## 6.11 Evoko Room Manager *EVO* Functionality

For the *EVO* supported platforms we provide a few additional features that will improve the everyday life for the administrators in charge of the Evoko Room Manager at larger installations.

### **Remote upgrade**

The main feature is allows administrators to push out new releases and configuration updates directly from the Evoko Control Panel without having to go around with a USB-stick and do it manually.

### **Monitoring**

In a large installation it may be difficult to know if there are any unknown issues with a particular screen. Now you don't have to rely on end user reports anymore. The remote monitoring feature will let you know if any of your devices are not responding as expected.

### **Statistics**

With *EVO* we are improving the available data from the Evoko Room Manager system. We store all the relevant statistical data and let you export it from the Evoko Control panel in a convenient format that will let you dig as deep as you like into the data to extract the most valuable business intelligence that applies to your specific conditions.

## 7. For Google Apps for business

### 7.1 Installation and System Requirement

#### 7.1.1 Checklist

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

- Direct http or https access to internet and Google Apps for Business servers at <https://google.com>
- Google Apps for Business account (free accounts are not supported)
- You need to create one administrator account to manage the room resource calendars. You also need to create resource calendars.

Make sure that no security functions or programs block or restrict a direct http/https 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](mailto:support@evoko.se) for more information about Evoko Room Manager specialists in your area.

## 7.2 Create Room Accounts in Mailbox Server

The Evoko Room Manager is designed to work with both standard user accounts and the newer resource accounts.

We recommend using a resource account, but it requires careful configuration.

**N.B.!** You need to have one user or resource account in your server for every Evoko Room Manager that you will use. Please make sure that this is done before you continue.

If you already have a set of accounts available for booking, please read these instructions anyway to see if you need to make any adjustment to make your current room accounts compatible with the Evoko Room Manager.

## 7.3 Account definitions

**Regular user:** A standard user in server with its own credentials that can be used to access the account.

**Resource user:** A special account type introduced for meeting rooms and equipment that does not require a separate license and is tailored to manage rooms and equipment.

Resource user accounts don't have any passwords and cannot exist on their own as they need to have one or more Resource administrators to access the account.

**Resource administrator:** A Resource administrator is a Regular user in the system provided with full access to the Resource user account. As the Resource user lack credentials of their own, accessing the account of a Resource user requires the user name and password of the Resource administrator.

## 7.4 Create standard user account

Use the domain admin interface on Google Apps for Business to create a standard user that can act a Resource administrator.

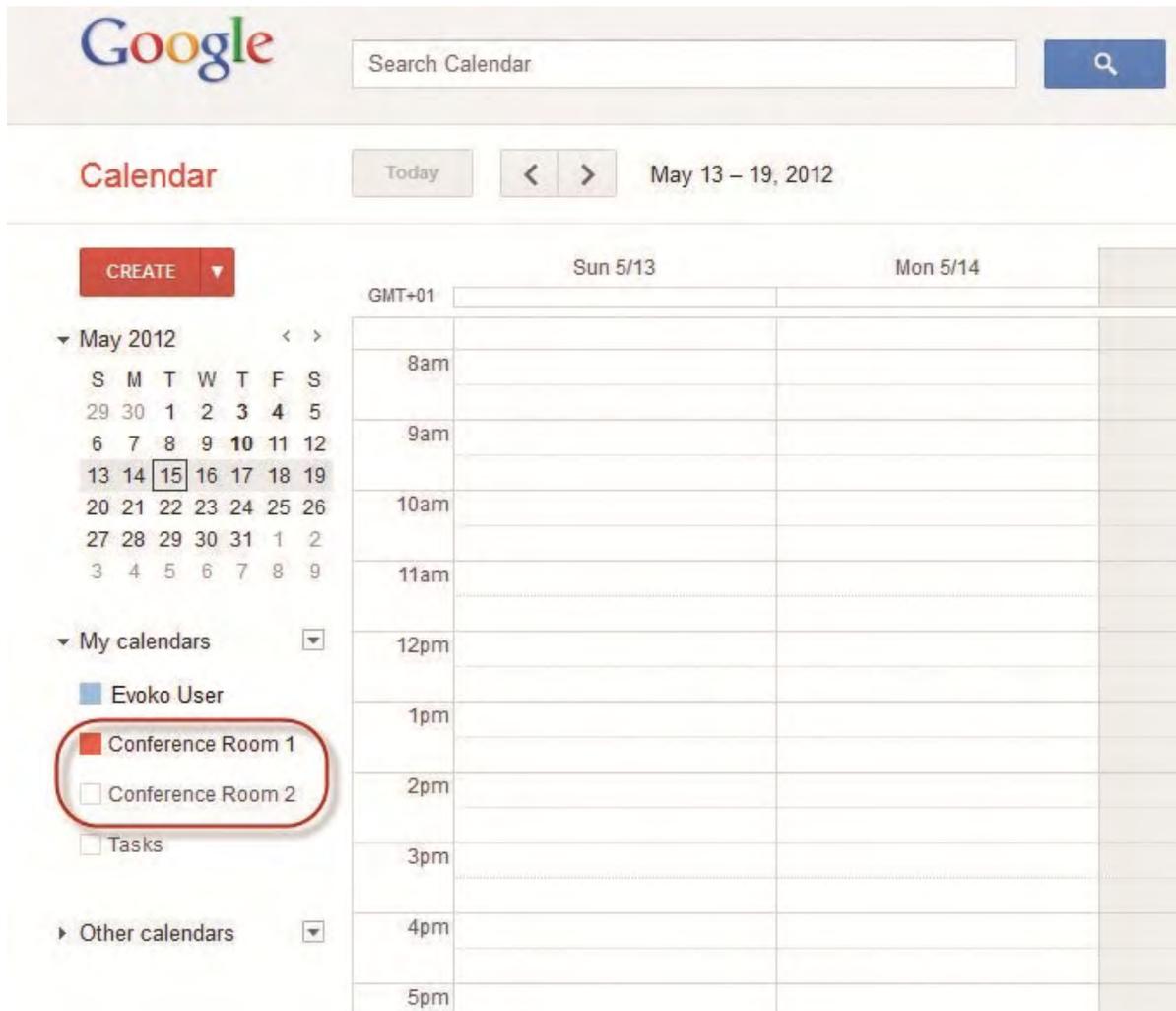
## 7.5 Create resource account

It is very important that administrator rights and delegations are set properly when using a resource account as it will not have any authentication credentials on its own and is not able to send emails on its own.

Since configuring resource accounts differs between installations, here is some ground rules to make this work.

A Resource user mailbox account does not have a password. This account is controlled via a Resource administrator user account and by giving that user full access permission to the resource user mailbox account.

After creating resource/room account, you can start using it. But to use resource calendar you need to add it in calendar list of user.



**N.B.!** For more details on how to set up resources, resource administrators, configuring calendars etc. please consult the latest information provided by Google.

## 7.6 Test

Test the account to make sure it is working properly. It is recommended that you log in as a normal user and try to book meetings under the newly created user. The following cases should be tested to make sure your settings are correct.

Please make sure that you have logged in at least once before you test resource or normal user account on Evoko Control Panel application. Please note that if you have

problems testing Google accounts – you can log in using web browser and confirm if Google server needs some special or captcha image validation to validate your account.

- Make sure users are able to view the free/busy status of the room according to your security settings.
- Make sure that bookings made for available timeslots are automatically accepted.
- Make sure bookings made for unavailable timeslots are automatically declined.

## 7.7 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.

9. Go to [www.evoko.se/support](http://www.evoko.se/support)
10. Download the Evoko Control Panel to your PC (PC should run Windows XP or later Windows OS).
11. Run the Evoko Control Panel and follow the instructions on the screen.
12. 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.

## 7.8 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 Google Apps for Business 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.

### 7.8.1 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.

### 7.8.2 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, and Google Apps for Business..



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

### Connectivity settings

For Google Apps for Business you don't need to enter server address, it is managed automatically. There are however some tests available if there is a need to test any upcoming settings.

### Test account on this server

The screenshot shows a dialog box titled "Test account on this server". It has three sections:

- Google Apps user:** A text input field labeled "Logon name", a button labeled "Test SendOnBehalf", and a help icon (question mark in a circle).
- Google Apps password:** A text input field with masked characters (dots), a button labeled "Test user", and a help icon.
- Google resource email:** A text input field labeled "Mailbox address", a button labeled "Test mailbox", and a help icon.

**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.

**Google Apps user:** Google Apps email address.

**N.B.!** Enter the user name of the account that will be used to access the calendar and email functionality of the mailbox user.

**N.B.!** Depending on the environment you may have to enter username with or without domain name. Often this is the same information as you do in the log in box for OWA.

**Google Apps password:** Enter the password configured in for the configured room account.

**N.B.!** Special characters like <, >, &, ' or ' ' are not allowed.

**Mailbox owner:** Account for the conference room. Normally you enter the full email of the room user@domain.com. If this does not work try entering username only.

**Test SendOnBehalf:** Resource administrator need to be granted "SendOnBehalf" rights for all resources. This function provides an easy test to see if the given Exchange user has "SendOnBehalf" rights for the given Mailbox owner.

**Test user:** Tests the credentials of the given user.

**Test Mailbox:** Before moving on you should now test if it is possible to connect using the server details and user credentials given.

## System properties

**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.

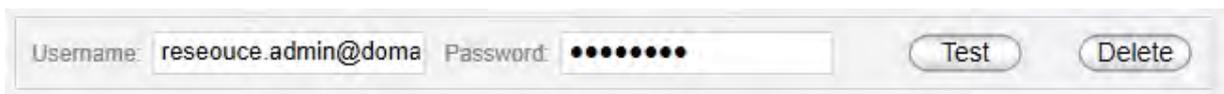
**Facility manager e-mail 2:** Optional field to enter another email address of an account that will receive notifications pertaining to issues with room equipment reported by users.

**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



The screenshot shows a form with the following elements:
 

- A label "Username:" followed by a text input field containing "reseouce.admin@doma".
- A label "Password:" followed by a password input field with 10 masked characters (dots).
- A "Test" button to the right of the password field.
- A "Delete" button to the right of the "Test" button.

In this tab you enter all resource admin accounts at a central place and then in the dashboard you can point each room to the admin account that you want to use. 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.!** If you are upgrading from a previous version we will manage this change automatically and add all your previous admin credentials and set up references to the rooms in the dashboard." In the future when you need to update password you just change at this location and all rooms associated with that admin account will be updated.



1/5 Add new room: Room name Cancel X

What would you like to call this room (max 23 characters):

Room name will appear on the upper left of your device.

Next >

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.

**Google Apps user:** Enter the user name of one of the configured room accounts in MS Exchange.

**N.B.!** Enter the user name of the account that will be used to access the calendar and email functionality of the mailbox user.

**Google Apps password:** Enter the password configured in for the configured room account in any of the server. Special characters like <, >, &, ' or '' are not allowed.

**Google resource email:** Account for the conference room. Here normally you enter the full email of the room user@domain.com. If this does not work try entering username only.

**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

**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.

### **7.8.3 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.

## 7.9 Install or upgrade your Evoko Room Manager

### 7.9.1 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.

### 7.9.2 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:

5. First go to [www.evoko.se/support](http://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.
6. Follow the instructions in previous on exporting the configuration.
7. Use "Admin Log in" on the device and enter the administrator PIN code.
8. 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.

### **7.9.3 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.

### **7.9.4 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.

## 8. Evoko Room Manager Functionality

Below you will find a description of the three user types that can operate the Evoko Room Manager.

### 8.1 Users

For a full description of the Evoko Room Manager, please consult the user guide at [www.evoko.se/userguide](http://www.evoko.se/userguide)

Users are defined as the persons booking conference rooms.

The users can use either the Evoko Room Manager or Microsoft Outlook to book meetings on the Evoko Room Manager. See the following feature list.

### 8.2 Feature list – Evoko Room Manager

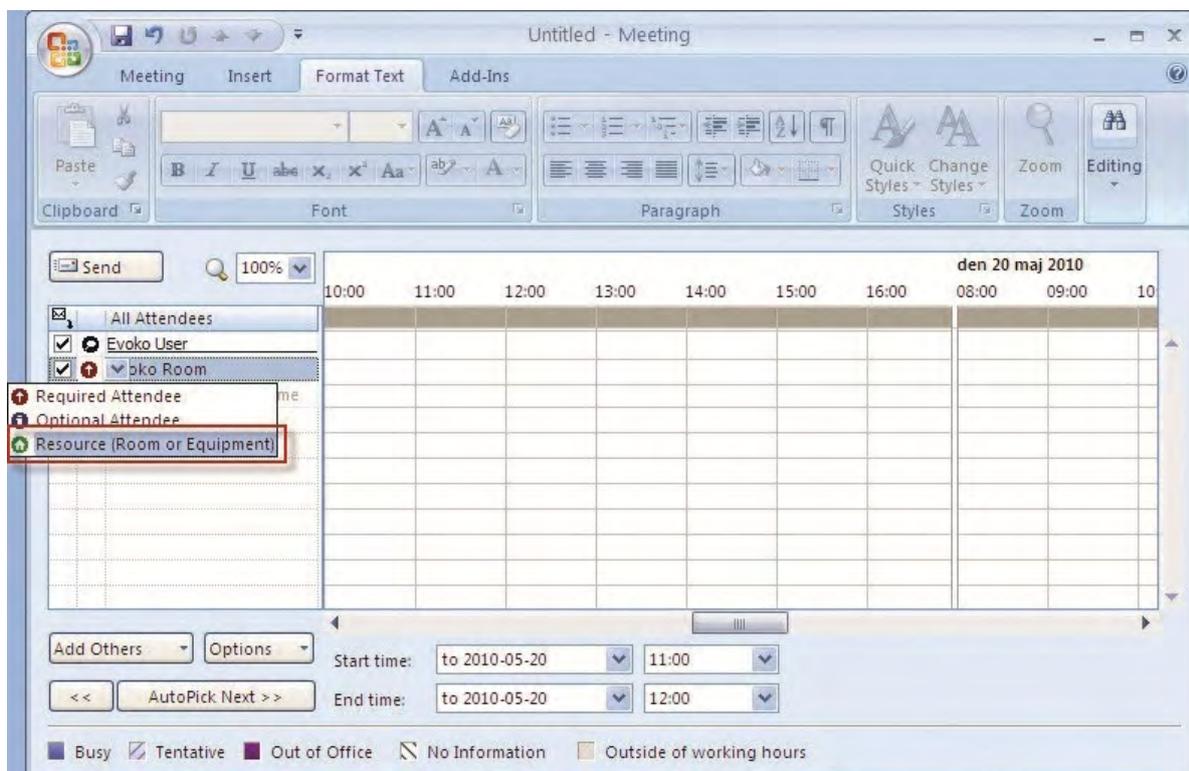
- Book a meeting in Microsoft Outlook or Outlook Web Access which is then automatically updated on the Evoko Room Manager.
- Book Instant Meeting – book a meeting using the Evoko Room Manager touch screen. To optimize room usage, meetings can be booked at any time and will always end in full half hour blocks, i.e. 14:42-16:00 or 09:05-09:30
- Extend Meeting – extend an ongoing meeting
- End Meeting – end an ongoing meeting.
- Find Free Room – find another unoccupied room when you need more meeting time and the next slot in your present room is already booked. The other room is then booked via the Evoko Room Manager touch screen or via MS Outlook.
- Confirm Meeting - confirm the start of the meeting by touching the icon on the screen. If the start is not confirmed the screen will return to green light and the room will once again be available for booking (function is optional at installation).
- Check Equipment status to make sure that vital technical equipment for the meeting is working before entering the meeting room.
- Report Problem – report a problem present in the equipment in the meeting room. E.g. a problem with the white board or the video conference equipment. An email is automatically sent to the Facility Manager once the problem is reported.

- Confirm the start of the meeting by touching the icon on the screen. If the start is not confirmed the screen will return to green light and the room will once again be available for booking.

**N.B.!** Rooms booked in MS Outlook should follow default MS Outlook scheduling options and start on full half hour blocks, i.e. 09:00 or 09:30. This is to optimize room usage and avoid unnecessary gaps when the room is unused. A meeting in MS Outlook that ends earlier than scheduled, can easily be ended in the Evoko Room Manager and free the room for other users.

### 8.3 Book a meeting room in MS Outlook

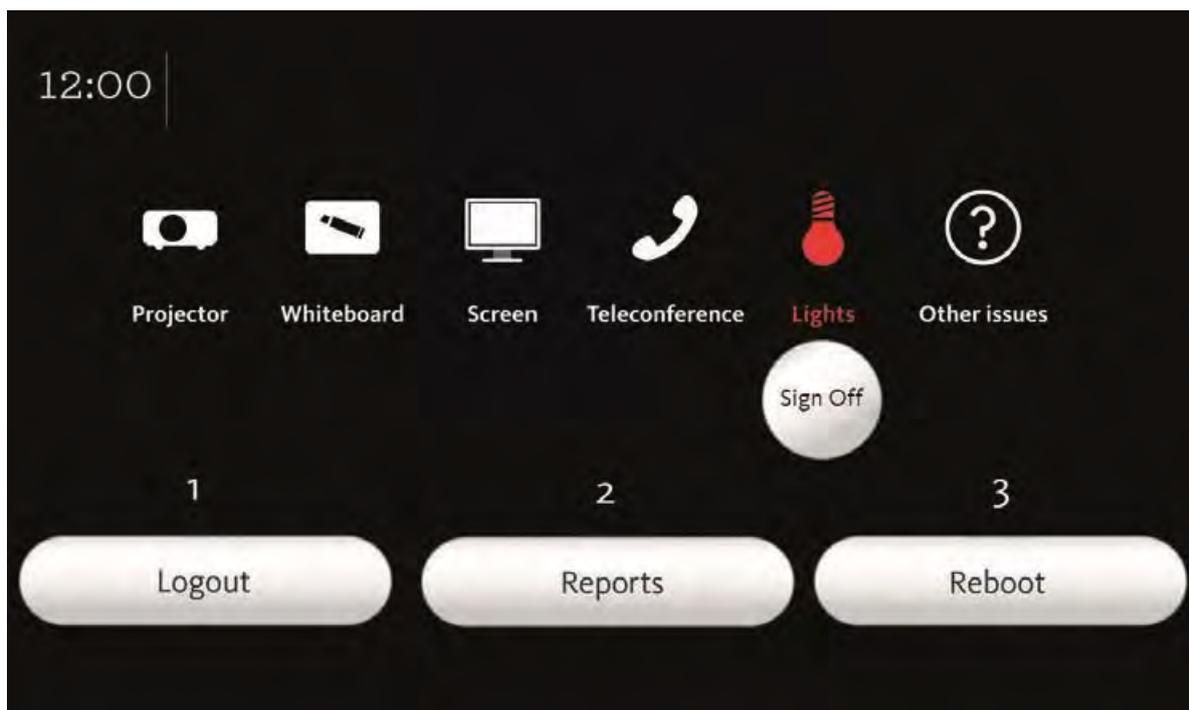
When booking a room it needs to be invited as a resource from a Microsoft Office Outlook client. If you are unfamiliar with booking meeting rooms in Outlook, please check out the Interactive User Guide at [www.evoko.se/userguide](http://www.evoko.se/userguide). This example is from Microsoft Exchange server 2003 and Outlook 2007.



## 8.4 Facility Managers

The Facility Manager's role is defined being responsible for maintaining the equipment in the conference rooms. When a user reports a problem, such as a broken light, this will be shown on the home screen with a red icon and an automatically generated e-mail will be sent to both the Facility Manager E-mail addresses. These e-mail addresses are defined in the settings made in the Evoko Control Panel.

The main function in the Facility Manager section is to check up on equipment issues that users have reported in the Evoko Room Manager such as broken light bulbs, missing pens for the whiteboard, malfunctioning projectors or video conference equipment etc. This is shown as a big red sign indicating the reported problem. When the Facility Manager has resolved the problem, he or she signs-off on the reported issue and the icon on the home screen turns white again.



### 8.4.1 Facility manager menu

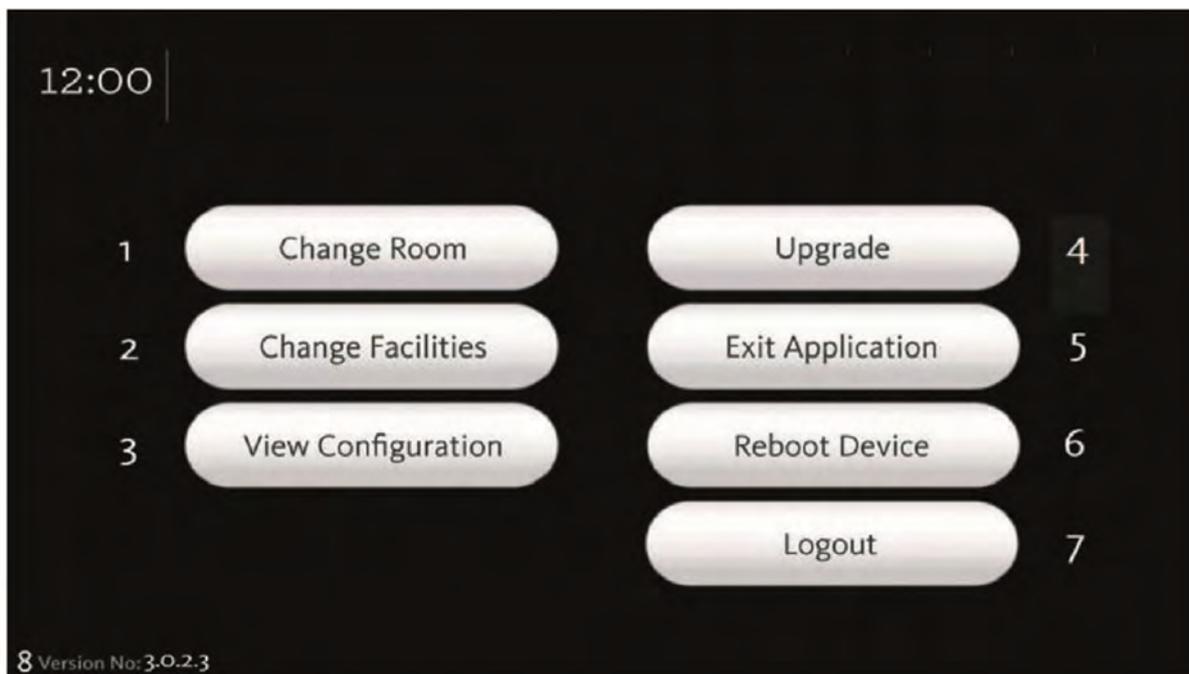
1. When the Facility Manager is ready, press this button to log out from this menu section.
2. The Facility Manager has the means to view a list of all the reports and all the meetings that have been created, extended and ended for this conference room.

3. If needed, it is possible to reboot the Evoko Room Manager. Press this button to do a soft reboot. This might take up to 30 seconds. Please do not touch the unit while this reboot is in progress. We recommend doing a reboot of the Evoko Room Manager after changing any report, facility or setting in the Evoko Room Manager.

**N.B.!** Make sure to 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.

## 8.5 System administrators

This chapter explains the basic function of administrators. To access the administrator menu, click on the Admin Log In button on the second screen and enter the administrator PIN code you have chosen in the Evoko Configurator.



### 8.5.1 Administrator menu:

1. Here it is possible to switch rooms. Switch from the initially chosen room (when updating configuration) to one of the other rooms that has been configured and imported from the Evoko Control Panel.
2. Add or remove a facility in the conference room, for example add a number of chairs or some video conferencing equipment. Make changes here or in the Evoko Control Panel.

3. This function displays the settings for the Evoko Room Manager in question.
4. Whenever a new version of the Evoko Room Manager application software is released, download that new release to the USB stick according to the instructions on the Evoko support web site and then press this button to upgrade the application.
5. If, for some reason, some work needs to be done in the operating system, exit the application first by clicking on the "Exit Application" button.

**N.B.!** 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.

**N.B.!** If you are upgrading from a version before 3.2.0.3, you will see one Upgrade Application button and one Update Configuration button. Please press Update Configuration first, and when the update is done, please press «Upgrade Application».

**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.

6. If needed, it is possible to reboot the Evoko Room Manager. Press this button to do a soft reboot. This might take up to 30 seconds. Please do not touch the unit while this reboot is in progress. We recommend doing a reboot of the Evoko Room Manager after changing any report, facility or setting in the Evoko Room Manager.
7. When you are finished with the Admin menu, press this button to log out
8. The version of the Evoko Room Manager software is displayed on the System Manager menu.

## 8.6 Lost connection

The Evoko Room Manager communicates with the Exchange server regularly. If the Evoko Room Manager for some reason is unable to get a valid response from the server the icon showing in the image below will show. The Evoko Room Manager will continue try to communicate with the server on regular intervals, and if connection is re-established the icon disappears. Even when the Evoko Room Manager has lost connection to the server you can still see meetings stored in the device, but you will not be able to book, extend or end meetings.

Evoko Room 3

×6    

# 12:00

**Current meeting**  
10:00 - 14:00  
Instant meeting  
Ends in 60 min

12:00 | February 21 2009

×6    

10:00	Chao Wang
11:00	
12:00	
13:00	
14:00	

Reconnect

 Report Issues    Admin Log in

 Home

# EVOKO

[www.evoko.se](http://www.evoko.se)



**EN** This guide provides an overview of Evoko Room Manager. Always refer to [www.evoko.se/support](http://www.evoko.se/support) for valid instructions and updated software.

**DE** Diese Anleitung bietet einen Überblick über den Evoko Room Manager. Für aktuelle Anweisungen und Software besuchen Sie uns bitte immer auf [www.evoko.se/support](http://www.evoko.se/support)

**ES** Esta guía es una introducción a Evoko Room Manager. Para instrucciones completas y software siempre actualizado, diríjase a nuestra web [www.evoko.se/support](http://www.evoko.se/support)

**FR** Ce guide est une introduction à Evoko Room Manager. Pour des instructions complètes et mises à jour, veuillez consulter [www.evoko.se/support](http://www.evoko.se/support)

**IT** Questa guida è un'introduzione a Evoko Room Manager. Per istruzioni complete e software sempre aggiornato, consultate il sito web [www.evoko.se/support](http://www.evoko.se/support)

**PT** Este guia fornece uma visão geral do Evoko Room Manager. Sempre consulte [www.evoko.se/support](http://www.evoko.se/support) para instruções válidas e software atualizado.

**RU** В данном руководстве описаны общие функции Evoko Room Manager. Для получения актуальных инструкций и программного обеспечения мы рекомендуем регулярно посещать наш сайт [www.evoko.se/support](http://www.evoko.se/support)