

Sales Guide Evoko Room Manager.

Evoko Room Manager. Touch. Schedule. Meet.





Before

Everyone has experienced the frustration that can arise around booking meetings.

- ✓ Interrupted meetings. People who knock on the door and wonder “how long are you going to be?”.
- ✓ Double bookings. Two groups who both “thought they had booked”.
- ✓ Difficulties finding an unoccupied room. In the worst case, meeting rooms standing empty because they “seemed to be occupied”.
- ✓ Rooms booked but not used.

After

The Evoko Room Manager prevents misunderstandings and uncertainty by displaying the booking status clearly outside of the meeting room door, where everyone can see it.

- ✓ Touch-sensitive screens outside each meeting room show whether the room is free or occupied, using green or red background LED illumination that can be seen at a distance.
- ✓ Basic information is automatically displayed on the screen, including starting and ending times, the remaining duration of the meeting, the topic of the meeting, and who has booked the room.
- ✓ Book in Outlook or directly with the clear menus on the screen, where you can also obtain an overview of meetings, make your own bookings and cancellations, and easily extend a meeting that is in progress. The screen can refer you to another room that is free, if this room is occupied.
- ✓ A room that has been booked but is not in use is automatically flagged as free and available for booking. The background illumination is set to green.

Major advantages for the personnel, the organisation and the IT manager.

- ✓ Colleagues can book meetings on their own computers using Outlook* and do not need to learn new software. It is also possible to make bookings and check the booking status directly on the screen.
- ✓ More efficient use of rooms, and cost-effective meetings. No rooms now standing empty because someone forgot to cancel: booked rooms that are not used are flagged as free and available for booking.
- ✓ Installation on the server is as simple as adding a new employee to the network. A unique direct link with the Exchange server (which can be an internal server or located at an external host) enables the Evoko Room Manager to be installed without any new software at all, either on the Exchange server or in the users' computers.

It couldn't be simpler!

Gracile 8" screens that blend naturally into both modern and traditional office surroundings.

No new software to learn, everything is based on and synchronised with Outlook*.

Green or red background LED illumination visible from a distance to show whether the meeting room is free or occupied.

Simple but powerful menus give a clear summary of bookings, enable you to make your own bookings and cancellations, and extend an ongoing meeting.

The Evoko Room Manager helps your company to gain maximum benefit from its meeting rooms.

The Evoko Room Manager does not require any new software to be installed, either on the Exchange server or on the users' computers.

One cable. The touch-sensitive screen can use the network cable for both communication and power supply. (POE – Power over Ethernet).

This is not really a change, it's an improvement.



1
The Evoko Room Manager is not a new system, nor is it complex technology. Everything is based on the company's existing Microsoft Exchange Server environment, and you can continue to book from your computer using Outlook*, just as usual.



2
The touch-sensitive screen outside of the meeting room allows you to see the bookings that have been made in Outlook* and those made directly using the Evoko Room Manager.



3
It's easy to extend an ongoing meeting without opening your computer or starting up Outlook* – just open the door! The touch-sensitive screen allows you to find and book an unoccupied meeting room that is to be used on the same day. Bookings further into the future are made using Outlook*.

4
There will never again be a booked room standing empty simply because someone forgot to cancel a booking. Just touch the "Confirm" icon on the screen (this function can be activated during installation) when the meeting starts. If the meeting is not confirmed, the screen returns to green and the room becomes available for booking. Safe as houses!

5
Further – if the projector, for example, is faulty, a reporting function is available directly on the screen with which you can report the fault.

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