

A crowd at your favourite restaurant might feel OK, but who wants to wait outside an empty meeting room?





Maximum use of rooms and hassle-free booking.

Problems finding unoccupied meeting rooms and hassle about bookings are often the result of unclear procedures or difficult technology. The Evoko Room Manager is a solution that makes the booking status of a meeting room clear for everyone, right at the door of the room. It can even detect that a booked room is not being used – and automatically flag the room as free to be booked. The system is fully based on Outlook*, and thus installation and use are simple and secure.

No new software.

The Evoko Room Manager consists of touch-sensitive screens outside the meeting rooms. It is possible to see at a distance whether the meeting room is free or occupied, from the green or red background illumination (LED) of the screen. The screen displays who has booked the meeting, and how long it will be. It is just as easy to book the room yourself. The installation is as simple as adding a new user to the company network, and does not require any changes to your IT security. It is not necessary to install and learn to use any new software.

If you know how to use Outlook, the rest is easy.

The Evoko Room Manager interacts with the company Microsoft Exchange Server, so the system will be familiar to anyone who has ever booked a meeting in Outlook*. Simply book meeting rooms in the same manner.

Book a spontaneous meeting directly on the screen.

Bookings for today can be made directly on the touch-sensitive screen, using one of the clear and logical symbols, and selecting the time interval required. Bookings made in Evoko Room Manager and in Outlook are automatically synchronised.

Bookings that are not confirmed are flagged as free, and can be booked.

Simply book the next free slot by touching “Book instant meeting”. Or touch “Extend meeting” to extend a meeting in progress. Select “Find free room” if the next slot has been booked, and the touch-sensitive screen will suggest alternative rooms. There will never again be a booked room standing empty and costing the company money, simply because someone forgot to cancel a booking. Touch “Confirm” (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. Further – a reporting function is available directly on the screen with which you can report a faulty projector, for example. Nothing is left to chance – maximum use of rooms and hassle-free booking benefit not only the company and its employees, but also the IT department.



Red means “Occupied”, green means “Free”. Book in Outlook* or directly on the screen, which shows clearly the day’s bookings. The screen’s elegant design blends in naturally with any surroundings.

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www.evoko.se